



# City of Longview

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

## Minutes - Final

### 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*

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Thursday, September 13, 2018

7:00 PM

2nd Floor, City Hall

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

1. **CALL TO ORDER**

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

2. **INVOCATION\*/FLAG SALUTE**

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

3. **ROLL CALL**

**Present:** 7 - Mayor Don Jensen, Council Member Botero, Mayor Pro Tem Wallin, Council Member Vydra, Council Member Wallis, Council Member Makinster and Council Member Moon

### **STAFF PRESENT**

*City Manager Kurt Sacha; City Attorney Jim McNamara; City Clerk Kaylee Cody; Police Chief Jim Duscha; Public Works Director Jeff Cameron; Information Technology Director Todd Dodgin; Community & Economic Development Director John Brickey; Parks & Recreation Director Jen Wills; Human Resources Director Chris Smith; Interim Fire Chief Jim Kambeitz; and Risk & Safety Manager Brian Loos.*

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](#)

*On a motion duly made and passed, the reading of the minutes of the regular Council meeting held August 23rd, 2018, and the workshop held August 30th, 2018, copies of which had been submitted to the Mayor and members of the City Council, was waived and the minutes were approved as if read.*

5.     **CHANGES TO THE AGENDA**

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.

*City Clerk Kaylee Cody presented.*

[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](#)

*Mayor Jensen presented the proclamation to National Alliance of Mental Illness representative Debbie Archer.*

7.     **CONSTITUENTS' COMMENTS (Thirty Minutes)**

*Geof Ritchie of Longview addressed Council in support of the library program Story Time with Goddess.*

*Roger Merrill of Longview addressed Council in support of the library program Story Time with Goddess.*

*Tymm Gwayn of Kelso addressed Council in support of the library program Story Time with Goddess.*

*Lindsey Marander of Longview addressed Council in support of the library program Story Time with Goddess.*

*Bill Josh of Longview addressed Council regarding Suicide Prevention Month.*

*Brittany Forbes of Longview addressed Council in support of the library program Story Time with Goddess.*

*Lisa Gaynor of Longview addressed Council in support of the library program Story Time with Goddess.*

*Jennifer Leach of Longview addressed Council regarding an upcoming visit by students from Longview's sister city, Wako, Japan.*

*John Kegstand of Longview addressed Council in support of the library program Story Time with Goddess.*

*Sandra Board of Longview addressed Council regarding homelessness & current road conditions near Walmart on 7th Avenue.*

*Chloe Wheeler of Longview addressed Council in support of the library program Story Time with Goddess.*

*Jeff Wilson of Longview addressed Council regarding the Extreme Machines event scheduled for September 22nd at the Cowlitz County Expo Center.*

*She Wolf of Longview addressed Council in support of the library program Story Time with Goddess.*

*Marvin Kallwick of Longview addressed Council regarding homelessness & Suicide Prevention Month.*

**8. FOLLOW-UP TO PAST CONSTITUENTS' COMMENTS**

**9. PUBLIC HEARINGS**

**10. BOARD & COMMISSION RECOMMENDATIONS**

**11. ORDINANCES & RESOLUTIONS**

**12. MAYOR'S REPORT**

*Mayor Jensen reported on the 9/11 ceremony at the Civic Center, as well as Fire Chief Phil Jurmu's retirement party.*

**13. COUNCILMEMBERS' REPORTS**

*Mayor Pro Tem Wallin provided an Economic Development District Board & Southwest Washington Regional Transportation Planning Organization update.*

*Council Member Makinster provided an Airport Board & Cowlitz 911 Public Authority Board update.*

*Council Member Moon provided a Longview School Board, Sister Cities Commission, and Lodging Tax Advisory Committee update.*

*Mayor Jensen reminded Council of the October 10th Wako, Japan student reception at LCC. Mayor Jensen also inquired about the status of the 3rd Avenue/Hudson St & 30th Avenue midblock crossings. Public Works Director Jeff Cameron advised that contract negotiations with Kittelson consultants are ongoing. Also, the meeting that was scheduled with the Longview School Board was canceled due to the recent strike.*

#### **14. CONSENT CALENDAR**

*There being no items the Council wished removed from the Consent Calendar, a motion was duly made and passed approving the items on the Consent Calendar as though acted on individually.*

[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

*Total accounts payable: \$887,728.25; checks 7799-8148.*

[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 Sep 2018](#)

[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 Sep 2018](#)

[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](#)

*City Manager Sacha presented information about the proposed agreement.*

**A motion was made by Council Member Ken Botero, seconded by Council Member Scott Vydra, to waive the Longview Purchasing Manual policy to solicit proposals and award a contract to Metereaders. The motion passed unanimously.**

**16.     MISCELLANEOUS**

**17.     ADJOURNMENT**

*The meeting was adjourned at 8:05 p.m. The next scheduled regular meeting of the Council is September 27, 2018.*

Kaylee L. Cody  
City Clerk

Approved: \_\_\_\_\_  
Mayor

**\* 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**