



## AGENDA – Monday, January 7, 2019

7:00 p.m. City Council Meeting

Long Beach City Hall

115 Bolstad Avenue West

### 7:00 p.m. CALL TO ORDER; PLEDGE OF ALLEGIANCE; AND ROLL CALL

Call to order	Mayor Phillips, Council Member Linhart, Council Member McGuire,
And roll call	Council Member Murry, Council Member Cline & Council Member Kemmer.

### PUBLIC COMMENT

At this time, the Mayor will call for any comments from the public on any subject whether or not it is on the agenda for any item(s) the public may wish to bring forward and discuss. Preference will be given to those who must travel. **Please limit your comments to three minutes. The City Council does not take any action or make any decisions during public comment.** To request Council action during the Business portion of a Council meeting, contact the City Administrator at least one week in advance of a meeting.

### CONSENT AGENDA – TAB A

All matters, which are listed within the consent section of the agenda, have been distributed to each member of the Long Beach City Council for reading and study. Items listed are considered routine by the Council and will be enacted with one motion unless a Council Member specifically requests it to be removed from the Consent Agenda to be considered separately. Staff recommends approval of the following items:

- Minutes, December 13, 2018 City Council Meeting
- Payment Approval List for Warrant Resisters 58303-58327 & 84508-84583 for \$278,897.41

### BUSINESS

- **AB 19-01 – Gray & Osborne Scope of Work for Sewer System Comprehensive Plan- TAB B**

### DEPARTMENT HEAD ORAL REPORTS CORRESPONDENCE AND WRITTEN REPORTS – TAB C

- Sales Tax Collections
- Lodging Tax Collections
- Water Department Report for November 2018
- Wastewater Department Report for November 2018
- Washington State Department of Ecology Funding Fulfillment Letter
- Police Chief's Report for Decemeber 2018
- Report and Decision on Case No CUP 2018-05

### FUTURE CITY COUNCIL MEETING SCHEDULE

The Regular City Council meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month at 7:00 PM and may be preceded by a workshop.  
January 22, 2019, February 4, 2019 & February 19, 2019

### ADJOURNMENT

American with Disabilities Act Notice: The City Council Meeting room is accessible to persons with disabilities. If you need assistance, contact the City Clerk at (360) 642-4421 or advise City Administrator at the meeting.

TAB - A

## LONG BEACH CITY COUNCIL MEETING

December 13, 2018

### 4:00 CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL

Mayor Phillips called the meeting to order; asked for the Pledge of Allegiance and roll call.

### ROLL CALL

David Glasson, City Administrator, called roll with C. Linhart, C. Murry, C. Cline (arrived at 4:11 pm), and C. McGuire present. C. Kemmer was absent.

### PRESENTATION

Mayor Phillips presented Officer, Don Tardiff, with the Mayor's Award for his excellent service to the community.

### PUBLIC COMMENT

No public comment

### CONSENT AGENDA

Minutes, December 3, 2018 City Council Meeting

Payment Approval List for Warrant Registers 58268-58290 & 84420-84504 for \$162,503.07

**C. Linhart made the motion to approve the Consent Agenda. C. Murry seconded the motion; 3 Ayes; 2 Absent, motion passed.**

### BUSINESS

#### AB 18-85– Train Depot Fees for PCEMA Course

David Glasson, City Administrator, presented the Agenda Bill. The Pacific County Emergency Management has requested that the Council waive the rental fee for the Train Depot so that they can host an ICS 300 course. The dates for the course are March 12-14, 2019. The course is free and available to any local responders.

**C. Linhart made the motion to approve the request to waive all fees associated with the rental. C. Murry seconded the motion; 3 Ayes; 2 Absent, motion passed.**

#### AB 18-86 – Lexipol Agreement for Fire Department Policy Manual

David Glasson, City Administrator, presented the Agenda Bill. The Fire Department needs updated Policies and the quickest way is to use an external, always updated company. These are currently being used by Raymond Fire. We have the ability to update our policies, discontinue the subscription and keep the policies we paid for in 2019.

**C. Linhart made the motion to approve the request for 2019. C. McGuire seconded the motion; 3 Ayes; 2 Absent, motion passed.**

### DEPARTMENT HEAD ORAL REPORTS

### CORRESPONDENCE AND WRITTEN REPORTS

- Police Chief's Report for November 2018
- 2019 Budget Message

**ADJOURNMENT**

The Mayor adjourned the meeting at 4:14 pm.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk



# Warrant Register

Check Periods: 2018 - December - Second

I, THE UNDERSIGNED DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN AND THAT THE CLAIM IS A JUST, DUE AND UNPAID OBLIGATION AGAINST THE CITY OF LONG BEACH, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

Council Member	Council Member	Council Member	Clerk/Treasurer
58303	Bell, Helen S	12/20/2018	\$306.71
58304	Binion, Jacob	12/20/2018	\$1,690.87
58305	Booi, Christopher A	12/20/2018	\$1,722.75
58306	Gilbertson, Bradley K	12/20/2018	\$1,507.60
58307	Goulter, John R.	12/20/2018	\$1,720.24
58308	Huff, Timothy M.	12/20/2018	\$1,604.27
58309	Kemmer, Larry L	12/20/2018	\$1,363.73
58310	Luehe, Paul J	12/20/2018	\$1,570.78
58311	Miller, Matt W	12/20/2018	\$1,467.01
58312	Mortenson, Tim	12/20/2018	\$2,160.41
58313	Padgett, Timothy J	12/20/2018	\$1,559.12
58314	Persell, Whitney J	12/20/2018	\$1,012.91
58315	Wood, Matthew T	12/20/2018	\$1,551.92
58316	Wright, Flint R	12/20/2018	\$2,709.26
58317	Zuern, Donald D.	12/20/2018	\$2,223.71
58318	AFLAC	12/20/2018	\$426.65
58319	City of Long Beach - Fica	12/20/2018	\$12,044.58
58320	City of Long Beach - FVH	12/20/2018	\$7,814.36
58321	Dept of Labor & Industries	12/20/2018	\$1,904.73
58322	Dept of Retirement Systems	12/20/2018	\$14,682.42
58323	Dept of Retirement Systems Def Comp	12/20/2018	\$2,875.00
58324	Massmutual Retirement Services	12/20/2018	\$575.00
58325	Teamsters Local #58	12/20/2018	\$203.50
58327	Association of WA Cities	12/20/2018	\$30,660.20
84508	Bank of The Pacific	12/12/2018	\$33,093.52
84509	Postmaster	12/21/2018	\$249.57
84510	Parker, Michael	12/21/2018	\$45.45
84511	At&t Mobility	12/21/2018	\$53.24
84512	Charter Communications	12/21/2018	\$254.93

84513	Chinook Observer	12/21/2018	\$940.76
84514	Glasson, David	12/21/2018	\$25.07
84515	Neofunds	12/21/2018	\$500.00
84516	Snap-ON Tools	12/21/2018	\$168.89
84517	U.S. Cellular	12/21/2018	\$66.16
84518	Active Enterprises, Inc.	12/28/2018	\$435.91
84519	All Safe Mini Storage	12/28/2018	\$190.00
84520	CenturyLink	12/28/2018	\$1,551.24
84521	Fick, Willy	12/28/2018	\$134.22
84522	Interstate Battery	12/28/2018	\$242.04
84523	KEYBANK	12/28/2018	\$10,254.25
84524	Long Beach Commercial Security	12/28/2018	\$18.41
84525	Long Beach Firefighter's Foundation	12/28/2018	\$20,000.00
84526	Postmaster	12/28/2018	\$286.23
84527	Suez WTS Analytical Instrument, Inc	12/28/2018	\$705.66
84528	TIAA Bank	12/28/2018	\$227.97
84529	Usa Blue Book	12/28/2018	\$1,478.49
84530	Willcox & Flegel Oil Co.	12/28/2018	\$3,177.69
84531	A-1 Redi Mix	1/4/2019	\$67.02
84532	Active Enterprises, Inc.	1/4/2019	\$371.34
84533	AlSCO-American Linen Div.	1/4/2019	\$150.42
84534	Arts Auto Parts Inc.	1/4/2019	\$257.68
84535	Astoria Janitor & Paper Supply	1/4/2019	\$211.03
84536	Backflow Management Inc	1/4/2019	\$2,005.00
84537	BMC WELDING	1/4/2019	\$129.96
84538	Booi, Kris	1/4/2019	\$95.00
84539	Brighter Side Marketing	1/4/2019	\$775.00
84540	Carolina Company	1/4/2019	\$7,628.10
84541	Cartomation, Inc	1/4/2019	\$500.00
84542	Cascade Columbia Distribution CO	1/4/2019	\$4,601.66
84543	Chevron & Texaco Business Card Services	1/4/2019	\$2,000.00
84544	Columbia Ford, Inc.	1/4/2019	\$201.85
84545	Columbia Steel Supply	1/4/2019	\$11.53
84546	CRUISE MASTER PRISMS	1/4/2019	\$56.70
84547	Daily Journal of Commerce-Seattle	1/4/2019	\$564.00
84548	Ditch Witch West	1/4/2019	\$3,712.32
84549	Diversified Inspections/ITL Inc.	1/4/2019	\$1,500.00
84550	Evergreen Septic Pumping LLC	1/4/2019	\$567.53
84551	Furrow Pump	1/4/2019	\$583.42
84552	H. D. FOWLER	1/4/2019	\$34,526.21
84553	Hedges, Jan Lem	1/4/2019	\$498.07
84554	K & L Supply, Inc.	1/4/2019	\$2,376.90
84555	L.N. Curtis & Sons	1/4/2019	\$95.03
84556	Long Beach Commercial Security	1/4/2019	\$5.42
84557	MANSFIELD ALARM CO, INC	1/4/2019	\$105.00

Account	Description	Check Date	Amount
84558	Municipal Emergency Services Depository	1/4/2019	\$140.79
84559	Account		
84560	North Coast Truck Parts	1/4/2019	\$47.50
84561	One Call Concepts, Inc.	1/4/2019	\$8.56
	Pacific County Economic Development Council	1/4/2019	\$7,636.15
84562	Pacific County Health & Human Services	1/4/2019	\$81.78
84563	Pacific County Sheriffs	1/4/2019	\$930.85
84564	Pamplin Media Group	1/4/2019	\$20.00
84565	Peninsula Sanitation	1/4/2019	\$1,469.62
84566	Penoyar, William	1/4/2019	\$1,000.00
84567	Photo'neil	1/4/2019	\$52.92
84568	Public Utility District 2	1/4/2019	\$10,018.85
84569	Quill Corporation	1/4/2019	\$503.81
84570	Region 3 Fire Council	1/4/2019	\$900.00
84571	Sirchie Fingerprint Lab	1/4/2019	\$145.49
84572	Solutions Yes	1/4/2019	\$181.97
84573	Standard Insurance Co.	1/4/2019	\$2,486.02
84574	Unum Life Insurance	1/4/2019	\$39.90
84575	Usa Blue Book	1/4/2019	\$91.41
84576	Verizon Wireless	1/4/2019	\$668.56
84577	Vision Municipal Solutions	1/4/2019	\$2,600.91
84578	Water Music Festival	1/4/2019	\$1,000.00
84579	Waterhouse Environmental Services Corp.	1/4/2019	\$5,944.20
84580	Western Display Fireworks	1/4/2019	\$1,500.00
84581	Wirkkala Construction	1/4/2019	\$3,567.30
84582	World Kite Museum	1/4/2019	\$4,726.20
84583	XO Safety	1/4/2019	\$81.00
	Total		\$278,897.41
	Check		
	Grand Total		\$278,897.41

TAB - B



**CITY COUNCIL  
AGENDA BILL  
AB 19-01**

**Meeting Date: January 7, 2019**

**AGENDA ITEM INFORMATION**

<b>SUBJECT: Agreement with Gray &amp; Osborne for Competition of the Sewer System Comprehensive Plan</b>	<i>Originator:</i>	
	Mayor	
	City Council	
	City Administrator	DG
	City Attorney	
	City Clerk	
	City Engineer	
	Community Development Director	
	Finance Director	
	Fire Chief	
	Police Chief	
	Streets/Parks/Drainage Supervisor	
	Water/Wastewater Supervisor	
<b>COST:</b> Total Estimated Cost \$80,000	Other:	

**SUMMARY STATEMENT:** The City is mandated to update the Sewer System Comprehensive Plan every 20 years. The current one is dated May of 1999. Therefore, G&O has put together a scope of work to outline what the updated plan would look like. They are currently wrapping up the Water System Comprehensive Plan.

**RECOMMENDED ACTION:** *Authorize the Mayor to enter into an agreement with Gray & Osborne to update the Sewer System Comprehensive Plan.*

**AMENDMENT NO. 2  
TO  
CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES  
G&O JOB NO. 17562**

THIS AMENDMENT, entered into this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by and between the City of Long Beach, Washington, hereinafter referred to as the Agency, and Gray & Osborne, Inc., hereinafter referred to as the Engineer, hereby modifies the contract for engineering services dated (by Agency) June 9, 2017, for additional services related to the Sewer System Comprehensive Plan/Wastewater Facility Plan.

Gray & Osborne, Inc. will prepare a Sewer System Comprehensive Plan/Wastewater Facility Plan to address comprehensive planning needs for wastewater collection and treatment for the next 20 years. The scope of work is provided in Exhibit A and budget in Exhibit B.

IN WITNESS WHEREOF, the parties hereto have executed, or cause to be executed by their duly authorized officials, this AMENDMENT to the Contract for Engineering Services in duplicate on the respective dates indicated below.

**GRAY & OSBORNE, INC.**

**CITY OF LONG BEACH**

By:   
(Signature)

By: \_\_\_\_\_  
(Signature)

Name: Michael B. Johnson, P.E., President  
GRAY & OSBORNE, INC.

Name: \_\_\_\_\_  
(Print)

Date: 12/21/18

Date: \_\_\_\_\_

"Equal Opportunity/Affirmative Action Employer"

## **EXHIBIT A**

### **SCOPE OF WORK**

#### **CITY OF LONG BEACH CITY OF LONG BEACH SEWER SYSTEM COMPREHENSIVE PLAN/WASTEWATER FACILITY PLAN**

This scope of work identifies tasks to complete a Sewer System Comprehensive Plan/Wastewater Facilities Plan (Plan) for the City of Long Beach. The last Sewer System Comprehensive Plan/Wastewater Facilities Plan was prepared in 1999. The Plan will address comprehensive planning needs for wastewater collection and treatment for the next 20 years. Estimated costs for the project are identified in the attached Exhibit B. The Plan will be prepared in accordance with the requirements of the Revised Code of Washington (RCW) Section 90.48, *Water Pollution Control*; Washington Administrative Code (WAC) Section 173-240-050, *General Sewer Plan*; WAC 173-240-060, *Engineering Report*-and the Washington State Departments of Ecology (Ecology) and Health (DOH) regulations governing such plans. The Plan will be coordinated with local and regional planning efforts. The organization of the Plan will be as follows:

- Executive Summary
- Chapter 1 – Introduction
- Chapter 2 – Land Use, Population Projections, and Service Area Characteristics
- Chapter 3 – Regulatory Requirements
- Chapter 4 – Wastewater Flow Projections and Design Criteria
- Chapter 5 – Collection System Analysis
- Chapter 6 – Wastewater Treatment System Analysis
- Chapter 7 – Water Reuse Evaluation
- Chapter 8 – Capital Improvement Plan
- Chapter 9 – Financial Plan

The following list identifies the tasks required to complete the Plan and milestones for deliverables to the City.

Exhibit B, attached with this scope of work, indicates the estimated time required to complete each task shown in the scope of work and the estimated project cost:

- Task 1 – Project Management, Administration and Liaison
- Task 2 – Background Information, Service Area Characterization, Population Projections,
- Task 3 – Collection System Evaluation
- Task 4 – Wastewater Flow Projections
- Task 5 – Wastewater Treatment Plant Evaluation and Analysis
- Task 6 – Water Reuse Evaluation
- Task 7– Capital Improvement Plan

- Task 8 – Financial Analysis
- Task 9 – Environmental Review
- Task 10 – Environmental Documentation
- Task 11 – Plan Compilation and Distribution
- Task 12 – Submit to Agencies for Review

The following is a detailed description of the work to be performed under each task listed above.

**Task 1 – Project Management, Administration and Liaison**

- Submit monthly project summaries to keep City advised on schedule and budget.
- Meet with Ecology, as necessary, to obtain their approval.
- Conduct internal quality assurance/quality control (QA/QC) meetings of each of milestone prior to submittal.

**Task 2 – Background Information and Service Area Characterization and Population Projections**

- Describe the purpose and need for the Plan.
- Gather and review existing reports, agreements, design documents, operating reports, and maps to determine characteristics of the existing wastewater collection system and analyze issues affecting the Plan.
- Identify the study area for the Plan. Prepare figures illustrating existing and proposed service area boundaries, drainage basins, and collection system, including lift stations. All figures will be prepared in GIS format.
- Prepare figures including climate, topography, geology/soils, locations of surface water and groundwater sources, and sensitive areas (e.g., wetlands, steep slopes, wildlife habitat).
- Quantify historical and current population, sewer connections and develop population projections for 6-, 10-, and 20-years (2039) horizons.
- Summarize collection system and treatment plant design criteria established by the City and Ecology and review and update existing minimum design criteria as necessary in relation to Ecology requirements and current standards for the City.

- Identify and discuss federal, state, and local regulations that affect wastewater system, wastewater treatment and disposal and biosolids treatment and disposal planning, construction, and operation.

#### Deliverables

- Draft Chapter 2: Land Use, Population Projections, and Service Area Characteristics
- Draft Chapter 3: Regulatory Requirements

#### **Task 3 – Collection System Field Evaluation**

- Inspect the City’s pump stations to evaluate condition and identify necessary capital improvements and O&M issues.
- Evaluate infiltration/inflow (I/I) based on pump run time meter and WWTP influent flow data. Discuss actions that will alleviate I/I problems in the future.
- Perform and document inspections of representative (age, proximity to lift stations, identified I/I problems) sewer manholes with the assistance of the City . Assume City supplies two staff to assist with inspection.
- Summarize all previous efforts to identify and remove I/I, manhole and pipe rehabilitation/ replacement and recent City data collection (pump station run time data and video inspection).
- Recommend collection system improvements based on the results of the work above and develop an implementation schedule and estimates of probable project costs. Include recommended projects in the CIP.

#### Deliverables

- Draft Chapter 5 - Collection System Analysis

**Milestone 1:** Teleconference with City to review Chapters 2, 3 and 5 and receive comments.

#### **Task 4 – Wastewater Flow Projections and Design Criteria**

- Based on existing WWTP records, determine critical influent wastewater characteristics, including BOD, TSS and nitrogen, in order to evaluate their impact on treatment facilities and the ability to comply with permit effluent limitations. Recommend limited field sampling and analysis to verify the characteristics, if necessary.
- Estimate the amount of I/I entering the treatment facilities based on information collected in Task 3.
- Develop estimates of residential per capita, commercial, institutional, governmental, and industrial sanitary flows based on water use records.
- Establish design flows, characteristics, and loadings of wastewater (BOD, TSS, TKN, etc). Develop design flows and loadings for annual average, maximum month, peak day, and peak hour flows to the treatment facilities for current and project population and commercial sources during the planning period.
- Develop peak hour design flows for lift stations and collection system pipelines.

#### **Deliverables**

- Draft Chapter 4 – Wastewater Flow Projections and Design Criteria

#### **Task 5 – Wastewater Treatment Plant Evaluation and Analysis**

- Perform site visit to determine condition of existing facilities and equipment, verify equipment model numbers, discuss operation and maintenance procedures and operation challenges with the operators.
- Describe existing wastewater treatment, effluent disposal and biosolids treatment and disposal facilities. Address design criteria, plant data, physical layout, and current condition of equipment and structures. Provide process flow diagram.
- Evaluate existing treatment process capacity to meet 20-year capacity needs, current and projected discharge permit requirements, and other stipulations of the regulatory agencies.
- Identify treatment reliability, capacity or process improvements required in the 20-year planning period.

- Provide descriptions of each reasonable alternative to address the identified improvements including facility description, and process flow diagrams.
- Compare wastewater treatment alternatives based on a matrix of design criteria, including as a minimum, the following:
  - Reliability, proven performance and stability of operation;
  - Compatibility with existing systems, site layouts, and process configurations;
  - Effluent quality and ability to meet permit limits;
  - Expansion capabilities, including phasing of construction;
  - Aesthetics and visibility (profile);
  - Maintenance requirements;
  - Operational complexity:
  - Adaptability to higher treatment level;
  - Regulatory agency acceptance;
  - Energy efficiency;
  - Capital cost;
  - Operating cost; and
  - Layout for ultimate expansion on the site.
- Identify recommended improvements.
- Determine and describe required quantities and sizes of the various equipment and components of the recommended facilities. Base calculations on project design flows and loadings as determined in Task 4 above. Provide preliminary site layout, mass balance, and hydraulic profile for recommended alternative.
- Evaluate condition of the existing outfall and capacity to convey 20-year projected effluent flows and provide necessary mixing. If modifications are necessary, review alternatives and provide recommendations and costs.
- Summarize the process and capacity of the new biosolids treatment methodology and the City land application sites.
- Provide capital and operation and maintenance cost estimates for the recommended alternative for wastewater treatment and biosolids management.
- Prepare an analysis of potential energy and water efficiency measures for incorporation into the preferred alternative identified in the plan.

### Deliverables

- Draft Chapters 6 – Wastewater Treatment System Analysis.

### **Task 6 – Water Reuse Evaluation**

- Identify potential uses of reclaimed wastewater and quality of water required. Determine treatment requirements and regulatory issues, including water rights issues affecting water reuse. Comment on the technical and economic feasibility of water reclamation and reuse. Prepare conceptual cost estimates of any identified water reuse systems to support this analysis. (Note: This analysis is required by Ecology in compliance with facility planning regulations.)

### Deliverables

- Draft Chapter 7 – Water Reuse Evaluation

**Milestone 2:** Teleconference with City to review Chapters 4, 6 and 7 and receive comments.

### **Task 7 – Capital Improvement Plan**

- Identify recommended lift station and collection system improvements.
- Identify recommended wastewater treatment/biosolids/disposal facility improvements.
- Develop 6-, 10-, and 20-year Capital Improvement Plans (CIPs) for the collection and wastewater facilities system based on the system inspection, interviews with maintenance personnel, and evaluations performed for this Plan.
- Prioritize projects and show implementation schedule based on cost, available funding, and existing system needs and facilities needed to serve growth.

### Deliverables

- Draft Chapter 8 - Capital Improvement Plan

### **Task 8 – Financial Analysis**

- Describe and assess the current financial status of the utility.
- Discuss the available potential funding sources for system improvements, including potential grant and loan programs. Assess the City's ability to obtain grants and loans and incorporate these potential funds in the financing analysis for the recommended projects.
- Evaluate the rate impact of the recommended projects and operation and maintenance costs under various alternative funding methods.
- Project sewer utility revenues and expenses for the planning period, based on a review of historical cash flow and recommended capital improvements.

#### Deliverables

- Draft Chapter 9 - Financial Plan

**Milestone 3** – Teleconference with City to review Chapters 8 and 9 and receive comments.

### **Task 10 – Environmental Documentation**

- Prepare a SEPA checklist for the Plan. Provide draft SEPA checklist for City review. Incorporate comments and provide final SEPA checklist.

#### Deliverables

- SEPA Checklist for City SEPA determination and advertisement.

### **Task 11 – Plan Compilation and Distribution**

- Assemble the information developed in the previous tasks into the draft Sewer Comprehensive Plan/Wastewater Facilities Plan.

**Milestone 4** – Draft Sewer Comprehensive Plan /Wastewater Facilities Plan to the City for review.

### **Task 12 – Submit to Agencies for Review**

- Submit the draft Plan to Ecology and DOH for review and comment.
- Incorporate review comments.

- Submit the final Plan to the City and Ecology for approval.
- Provide three hard copies of the final Plan to the City.
- Compile a PDF file of the entire Plan with figures in CD format and provide to both City.

We anticipate the following time frame for completion of the milestones for the project:

Project Start (Authorization).....	April 2, 2019
Milestone 1: Chapters 1, 2, 3 and 5 (Collection System) .....	June 4, 2019
Milestone 2: Chapters 4, 6 and 7 (WWTP Analysis) .....	July 16, 2019
Milestone 3: Chapters 8 and 9 (CIP and Financial).....	August 27, 2019
Milestone 4: Draft of Plan .....	September 17, 2019
Submit Sewer Plan to Ecology .....	October 8, 2019

If the authorization date is delayed by the City, it is anticipated the subsequent milestone dates will be shifted later by the amount of the delay.

**EXHIBIT B**

**ENGINEERING SERVICES  
SCOPE AND ESTIMATED COST**

*City of Long Beach - Sewer System Comprehensive Plan/Wastewater Facilities Plan*

Tasks	Principal/ Project Manager Hours	Civil Engineer Hours	Electrical Engineer Hours	Environmenta l Technician/ Specialist Hours	AutoCAD/ GIS Tech./ Eng. Intern Hours
1 Project Management, Administration and Liaison	32	8			
2 Background Information, Service Area Characterization, Population Projections,	6	32			48
3 Collection System Field Evaluation	4	90	24		32
4 Wastewater Flow Projections	8	16			
5 Wastewater Treatment Plant Evaluation and Analysis	8	72	24		24
6 Water Reuse Evaluation	2	16			
7 Capital Improvement Plan	12	60			24
8 Financial Analysis	16	24			
9 Environmental Review	2	4		16	
10 Plan Compilation and Distribution	8	32			24
11 Submit to Agencies for Review	2	8			8
Hour Estimate:	100	362	48	16	160
Fully Burdened Billing Rate Range:*	\$112 to \$177	\$106 to \$145	\$103 to \$182	\$80 to \$110	\$48 to \$116
Estimated Fully Burdened Billing Rate:*	\$171	\$115	\$130	\$95	\$75
Fully Burdened Labor Cost:	\$17,100	\$41,630	\$6,240	\$1,520	\$12,000

Total Fully Burdened Labor Cost: \$ 78,490

Direct Non-Salary Cost:

Mileage & Expenses (mileage @ current IRS rate)

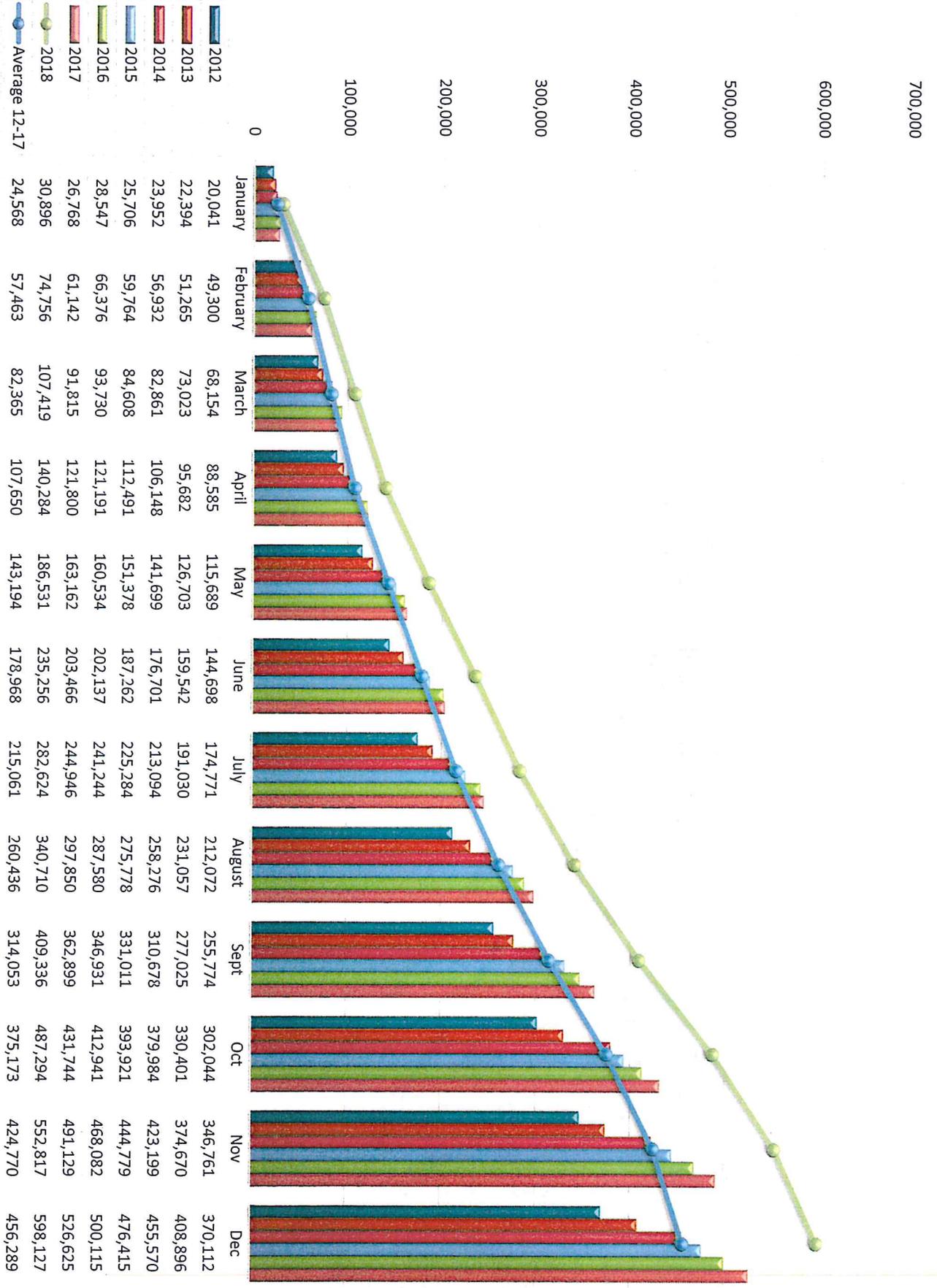
Printing

**TOTAL ESTIMATED COST: \$ 79,690**

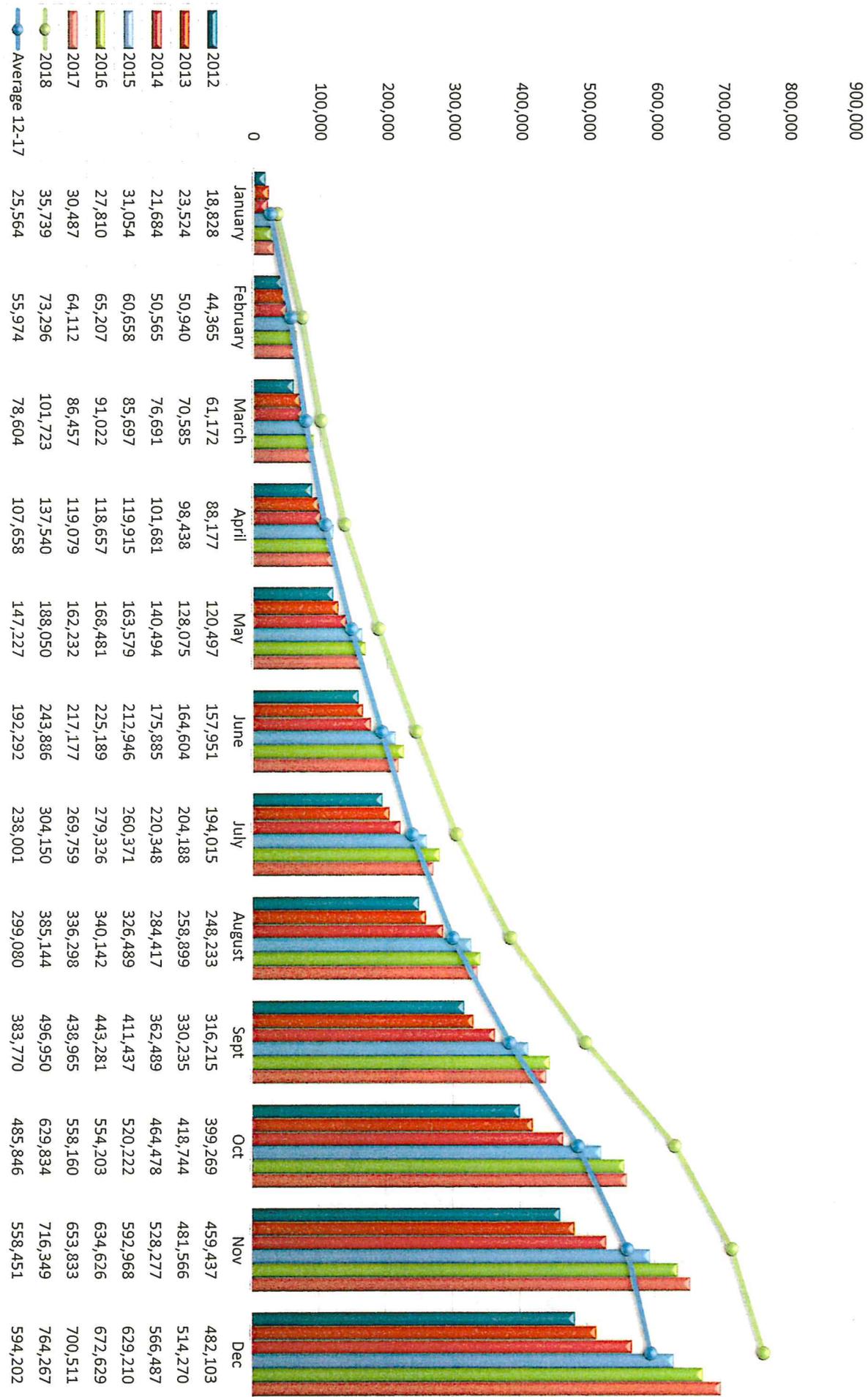
\* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.

TAB - C

# Sales Tax Collections



# Lodging Tax Collections



City of Long Beach Activities Report

November 2018

Water Dept.

Call Outs - 0

Meetings - 12 Staff / G&O Comp Plan / (7) Budget / (3) Evergreen Rural Water.

Safety Meetings - 1 ( Slips , Trips and Fall Prevention. )

Plant Management - Paperwork / Time Cards / Monthly DOH Report / Monthly DMR's. / Monthly Report / Bills / Log Book / Called Locates / Ordered Parts / Billing New Services / Plan Checking / Budgets.

Customer Service - 2

Locates - 13

Emergency Locates – 1 ( PUD 30<sup>th</sup> st. )

Re-reads - 11

Install New Meters - 0

Meter Reinstall – 0

New Service Investigations – 1

Valve Investigation - 0

New Service Prep – 0

Valve Can Raising - 0

Meter Removal – 0

Meter Repairs - 5

Hydrant Maint. – Flushing Water System ( 2 weeks. )

Shut Off's - 4

Emergency Shut Offs – 1 ( 2<sup>nd</sup> st. s )

Turn On's - 1

Res. Checking - 2

Res. Maint. –0

Leak Repairs - 2 ( Visitors Bureau & Pioneer Rd . )

Leak Investigations - 2

Equipment Cleanup - 3

System Samples - Weekly entire system.

Samples to Lab - 2

Training -

Treatment Plant Numbers - 12,960,000 Gallons. ( Approx, 430,000 Gal. / Day )

Other Activities –

Reading Meters. ( Long Beach. )

Flushing Hydrants.

Cleaning Sediment Ponds WTP.

Festival Setup / Tear Down. ( Holidays At Beach. )

Vac Trailer Delivery & Training.

Exercising Valves.

Graveled Road Cuts.

Backflow Devices Tested.

Budget Meetings.

Fire Prevention.

Shop Cleanup.

Hauling Sand / Beach Cleanup.

Career Day Hilltop School.

Major Fire Operations.

City of Long Beach Activities Report

November 2018

Wastewater Dept.

Call Outs - 1 ( Line to 15<sup>th</sup> st s station plugged. / Confined space entry. )

Meetings - 3 ( G & O Engineers ( Compost plant ) / Evergreen Rural ( Circuit Rider ) / BMI ( Backflow Testing ). )

Safety Meetings - 1 ( Slips, Trips, and Fall Prevention. )

Plant Management - Monthly DMR's / Paperwork Review / Emails / Ordering Supplies / Engineers.

Samples – Daily Tests / Twice Weekly Testing ( BODs , TSSs , and Fecals. )

Customer Service - 1 (State Farm Building Backup / Jetted Main Line. )

Locates - 7 Emergency Locates – 0

Hauling Sludge - 15 Loads

Lift Station Checking - Daily Action. ( inspection / cleaning transducers )

Lift Station Wash down - 2 Plant Wash Down - 2

Samples to Lab - 2 ( Monthly, Ammonia. )

Pump / Blower Maint. – 2 ( Greased / Belts. / Filters / Tubing / Oil Change. )

Sink Hole Investigation - 1

Main Repairs - 0

Equipment Cleanup - 0

Headworks Debris Removal – 4 Barrels Decanting Digester – 9,000 Gal..

Training -

Kris B Attended a 2 Day Advanced Pump Class.

Treatment Plant Numbers – 5.29 Million Gallons. ( Approx. 176,333 Gal / Day )

Other Activities –

Generator Serviced, Oil & Coolant.

East Clarifier Motor Seized. Replacement Ordered.

Backed Up Main Computer.

Pump Inventory.

Grit Pump Installed & Running. ( no issues. )

Monthly Fire Extinguishers.

Design for Composting Plant Review & Changes.

15<sup>th</sup> st s Electrical Issues.

Office Organization & Clean Up.

Jetted Main Line On 18<sup>th</sup> st & Oregon.

Set Forms for New Breakers Panel.

Hauling Sand New Compost Site.



STATE OF WASHINGTON  
DEPARTMENT OF ECOLOGY

PO Box 47600 • Olympia, WA 98504-7600 • 360-407-6000  
711 for Washington Relay Service • Persons with a speech disability can call 877-833-6341

December 6, 2018

David R. Glasson, Administrator  
City of Long Beach  
PO Box 310  
Long Beach, WA 98631

**Re: Regional Biosolids Treatment Facility  
Centennial Clean Water Program  
Washington State Water Pollution Control Revolving Fund Program  
Agreement No. WQC-2019-LongBe-00060**

Dear David Glasson:

I am pleased to inform you that the Washington State Department of Ecology (Ecology) signed the grant and loan agreement for the Regional Biosolids Treatment Facility project. Please find the enclosed agreement for your project files and future reference.

The grant provides \$1,832,802 and the loan provides \$5,167,198 of which \$276,000 is forgivable principal toward the project. Ecology appreciates this opportunity to provide you with financial and technical assistance. Ecology's Water Quality Program staff in Lacey are available to assist you with your project.

If you have any questions or need additional information, please contact David Dougherty, Ecology's Project Manager, at [david.dougherty@ecy.wa.gov](mailto:david.dougherty@ecy.wa.gov) or (360) 407-6278 or Jeanna Ridner, Ecology's Financial Manager, at [jeanna.ridner@ecy.wa.gov](mailto:jeanna.ridner@ecy.wa.gov) or (360) 407-6533.

Sincerely,

For Heather R. Bartlett  
Water Quality Program Manager

Enclosure

cc: Ariel Smith, City of Long Beach  
David Dougherty, Ecology

# Long Beach Police

P.O. Box 795  
Long Beach, WA 98631

lbpdchief@centurytel.net

Phone 360-642-2911  
Fax 360-642-5273

01-01-19

Page 1 of 5

To: Mayor Phillips and Long Beach City Council

From: Chief Flint R. Wright

Ref.: Monthly Report for December 2018

During the month of December the Long Beach Police Department handled the following cases and calls:

## Long Beach

**394** Total Incidents  
Aid Call Assists: 3  
Alarms: 2  
Animal Complaints: 5  
Assaults: 1  
Assists: 49

(Includes 10 PCSO, 1 WSP And 0 Other Agency Assists Outside City Boundaries)

Burglaries: 1  
Disturbance: 9  
Drug Inv.: 3  
Fire Call Assists: 2  
Follow Up: 97  
Found/Lost Property: 9  
Harassment: 5  
Malicious Mischief: 1  
MIP – Alcohol: 0  
MIP – Tobacco: 0  
Missing Persons: 0  
Prowler: 3  
Runaway: 1  
Security Checks: 73  
Suspicious: 27  
Thefts: 13  
Traffic Accidents: 3  
Traffic Complaints: 10  
Traffic Tickets: 3  
Traffic Warnings: 47  
Trespass: 9  
Warrant Contacts: 2  
Welfare Checks: 16

## Ilwaco (Includes 10 Calls At Port)

**201** Total Incidents  
Aid Call Assists: 0  
Alarms: 1  
Animal Complaints: 2  
Assaults: 3  
Assists: 25

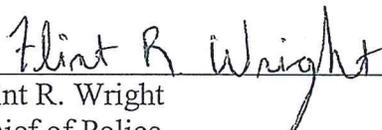
Burglaries: 1  
Disturbance: 13  
Drug Inv.: 0  
Fire Call Assists: 0  
Follow Up: 60  
Found/Lost Property: 3  
Harassment: 1  
Malicious Mischief: 0  
MIP – Alcohol: 0  
MIP – Tobacco: 0  
Missing Persons: 0  
Prowler: 0  
Runaway: 0  
Security Checks: 34  
Suspicious: 12  
Thefts: 1  
Traffic Accidents: 2  
Traffic Complaints: 8  
Traffic Tickets: 3  
Traffic Warnings: 16  
Trespass: 6  
Warrant Contacts: 4  
Welfare Checks: 6

On December 1<sup>st</sup> the department participated in the annual "Shop With A Cop" event. We had 15 children each paired with an individual officer. All involved had a breakfast at the Lost Roo and then the kids were given rides in patrol vehicles through town with Santa in the lead vehicle. The event ended at Dennis Company where the children and their officer shopped for presents courtesy of a \$100 gift card from Dennis Company. It was a great event and this year the weather cooperated.

Also on the 1<sup>st</sup> the department provided traffic control for the Crab Pot Christmas tree lighting event.

On the 15<sup>th</sup> the department participated in the "Wreaths Across America" ceremony at Veteran's Field.

New Year's Eve was very quiet this year.

  
\_\_\_\_\_  
Flint R. Wright  
Chief of Police

LBPDP

To: Mayor Phillips and Long Beach City Council

To: Mayor Forner and Ilwaco City Council

From: Chief Flint R. Wright

Ref: Annual Report For 2018

During the Year the Long Beach Police Department handled the following cases and calls:

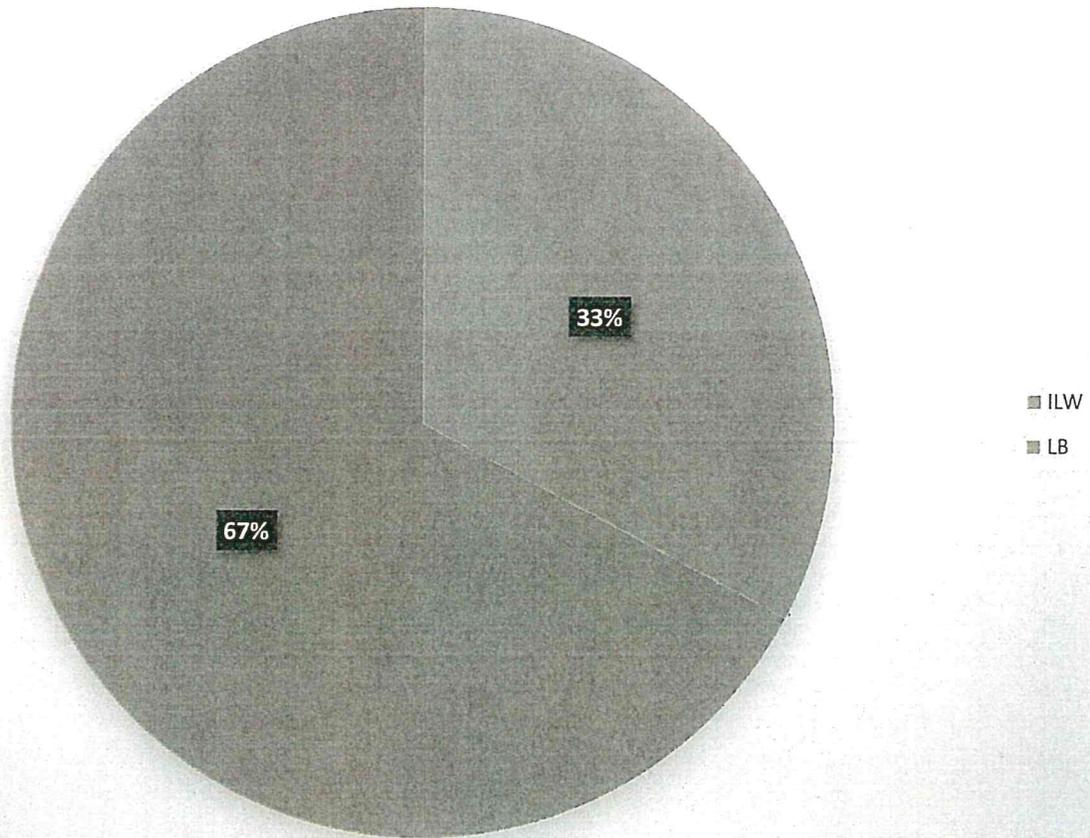
<b>Long Beach</b>	<b>Ilwaco</b>
<b>5,665 Total Incidents</b>	<b>2,759 Total Incidents</b>
40 Aid Call Assists	11 Aid Call Assists
60 Alarms	28 Alarms
73 Animal Complaints	33 Animal Complaints
58 Assaults	43 Assaults
734 Assists	305 Assists
20 Burglaries	6 Burglaries
193 Disturbance	177 Disturbance
40 Drug Inv.	46 Drug Inv.
32 Fire Call Assists	7 Fire Call Assists
1390 Follow Up	858 Follow Up
166 Found/Lost Property	31 Found/Lost Property
89 Harassment	48 Harassment
33 Malicious Mischief	13 Malicious Mischief
0 MIP - Alcohol	0 MIP - Alcohol
0 MIP - Tobacco	8 MIP - Tobacco
17 Missing Persons	7 Missing Persons
25 Prowler	8 Prowler
5 Runaway	8 Runaway
764 Security Checks	303 Security Checks
315 Suspicious	133 Suspicious
160 Thefts	48 Thefts
65 Traffic Accidents	21 Traffic Accidents
156 Traffic Complaints	65 Traffic Complaints
90 Traffic Tickets	49 Traffic Tickets
757 Traffic Warnings	268 Traffic Warnings
125 Trespass	85 Trespass

105 Warrant Contacts  
153 Welfare Checks

77 Warrant Contacts  
73 Welfare Checks

ILW	2,759
LB	5,665

### Annual Report for 2018



**BEFORE THE HEARINGS EXAMINER FOR THE CITY OF LONG BEACH**

In the Matter of the Application of )  
 )  
**Robbie Wright & Ralph and** )  
**Mary Etter** )  
 for a Conditional Use Permit to )  
 allow a vacation rental at 2711 )  
 Sea Crest Avenue. )  
 The site address is in the R2R - )  
**Two - Family Residential** )  
**Restricted Zone.** )

**FILE NO: CU 2018- 05**

**FINDINGS OF FACT,  
 CONCLUSIONS OF LAW  
 AND DECISION**

**DECISION**

The Condition Use Permit Application is **APPROVED**, subject to conditions.

**INTRODUCTION**

The Conditional Use Permit application of **Robbie Wright (owner's representative) & Ralph and Mary Etter, owners** to allow the use of existing new home residence for vacation rental use came on for hearing before Jan LeM. Hedges, Hearings Examiner, on December 21<sup>st</sup>, 2018 at 1:12 p.m. . Ariel Smith, Community Development Director, presented the Department of Community Development Staff Report.

The Hearings Examiner explained the hearing procedure, after which City staff made an opening presentation concerning the Conditional Use Permit Application.

Testifying under oath was:

**Ariel Smith, Community Development Director**

The following exhibits were offered and admitted:

EXHIBIT	DESCRIPTION	SUBMITTED BY	DATE ADMITTED	COMMENTS
1	Application for Conditional Use Permit	Robbie Wright for Ralph & Mary Etter	11/16/2018	Complete
2	Staff Report	City of Long Beach	12/21/2018	Complete
3	Public Hearing Notice	City of Long Beach	11/26/2018	Complete
4	Hearing Date	City of Long Beach	12/21/2018	Complete

The hearing adjourned at 1:16 p.m.

From the foregoing, the Examiner makes the following:

### **FINDINGS OF FACT**

1. Applicant **Robbie Wright (owner's representative) & Ralph and Mary Etter, owners**, request to allow a vacation rental in an existing new family residential structure.
2. The proposed site located in **R2R - Two - Multi-Family Residential Restricted Zone**.
3. This use is allowed conditional use in the **R2R - Two - Multi-Family Residential Restricted Zone**.
4. The existing residential structure and the proposed change of use meets or exceeds all the **Municipal Code, Multi-Family Residential District Code [12-5D-3 & 4 STANDARDS]** for this zone.
5. The proposed change of use is consistent with existing uses and not generate additional traffic impact, or place additional demands on the City's' infrastructure or the right of adjacent property owners or the public at large to enjoy their normal and expected peace and well being.
6. The proposed change of use meets or exceeds all the applicable standards set forth in the; Zoning Ordinance, Comprehensive Plan and the State Environmental Policy Act.
7. Any Conclusion of Law deemed to be a Finding of Fact is adopted as such. From these Findings of Fact, the Examiner makes the following:

### **CONCLUSIONS OF LAW**

1. The Hearing Examiner has jurisdiction over the persons and the subject matter of the proceeding.
2. The requirements of the CITY Zoning Ordinance have been met.
3. The standards and guidelines of the CITY Comprehensive Plan have been met.

4. This proposed development is exempt from SEPA review and the Shoreline Master Program does not apply.
5. The applicant has sought the appropriate permit.
6. As conditioned below, the project will be consistent with the criteria for Conditional Use Permit approval.
7. Any finding herein which may be deemed a conclusion is hereby adopted as such.

## DECISION

The application of **Robbie Wright (owner's representative) & Ralph and Mary Etter, owners**, for the change of use of an existing new residential structure to a vacation rental use located at 2711 Sea Crest Avenue, is **APPROVED**, subject to the following conditions:

1. Any further expansion or change of use on the property shall require the approval of the City of Long Beach.
2. The applicant shall obtain a City of Long Beach business license from the State of Washington as required by Title 4, Business and License Regulations, of the Long Beach City Code and pay all applicable taxes as required by Title 3, Finances and Taxation.
3. Occupancy shall be limited to 8 people; including children will be allowed. Guests shall be asked to leave if they do not comply with occupancy limits.
4. Should the property management team not be fully available while the property is used as a vacation rental, the property shall not be rented.
5. Should the owner change property managers, the City shall be notified in writing in advance of such change.
6. All residents within 100 feet (excluding streets and rights-of-way) shall be provided with management contact information, both for daytime and nighttime hours.
7. All guests shall be informed to respect neighbors' rights of quiet enjoyment between 9:00 pm and 8:00 am. Guest shall be asked to leave if they do not comply with noise limits.

8. Off-street parking for the vacation rental shall be provided within the garage and the concrete pad and all parking needs shall be met on-site. RV parking shall not be permitted on the site by vocational guests.
9. When occupied as a vacation rental, the property shall be monitored daily and any trash or debris removed and/or placed in an appropriate receptacle provide by the owner. On Call pick-up service may not be used.
10. Failure to comply with conditions of this permit may result in the permit being rescinded and possibly the applicant being cited and fined under the Long Beach City Code.
11. A land line should be made available for emergency calls.

Done this 27<sup>th</sup> day of December 2018

  
\_\_\_\_\_  
Jan LeM. Hedges, Hearing Examiner

### **NOTICE OF RIGHT TO APPEAL**

#### **RIGHT TO APPEAL –TIME LIMIT**

Any person aggrieved by the decision of the hearing examiner shall have the right to appeal the decision to the City Council. The appeal shall be in writing and delivered to City Hall within ten calendar days of the hearing examiners decision. The appeal must contain a statement identifying the decision being appealed, the name and address of the appellant and the appellants standing, the specific reason(s) why the appellant asserts the decision is in error and the desired outcome or changes to the decision. Upon filing an appeal, the appellant must pay a fee of \$400.00. No new evidence will be accepted by the City Council. The appeal is limited to the record presented to the hearing examiner. [Ordinance No 656, Section 4]

#### **TRANSCRIPT OF HEARING – PAYMENT OF COST**

An appeal of the Hearing Examiner's decision requires the preparation of a transcript of the hearing before the Hearing Examiner. Therefore, a payment of ten dollars (\$10.00) for each hearing tape must accompany the request for appeal. The appeal fee is \$400.00. All costs are payable to the City of Long Beach, Washington.