

City of Forks
Council Meeting Minutes Regular Session
City Council Chambers
August 12, 2019 7:30 p.m.

PLEDGE OF ALLEGIANCE, AND CALL TO ORDER

Mayor Fletcher led the Pledge of Allegiance then called the meeting to order.

ROLL CALL

Council members present: Preston, Brager, Soha, Hillcar, Weissenfels, and Mayor Fletcher. Staff present: Grafstrom, Clerk/Treasurer, Fleck, Attorney/Planner, Hampton, Public Works Director, Rowley, Police Chief.

MODIFICATIONS/APPROVAL OF AGENDA

Motion to approve the agenda as presented by Weissenfels, second Soha, motion carried.

PUBLIC COMMENTS

Teresa Aldrich, 530 Calawah Way, reported that her vacation rental was broken into on the night of August 10. The metal door was kicked in while she was home. Her guests were out at the time, but some of the guests' and the Aldrich's belongings were stolen. Sergeant Ponton responded to the call and handled himself with the utmost integrity. She encouraged the City to take whatever steps possible to prevent a perceived targeting of visitors to our town as many people depend on their vacation rentals to make a living. She also thanked Public Works Director Hampton for repairing the manhole cover in the street near her home.

Lissy Andros, Chamber of Commerce Executive Director reported on the lodging concierge service started this summer. The service has been very successful in placing many visitors to town who, for one reason or another, have arrived without prearranged lodging. She read a letter from a satisfied customer, and reviewed the process involved in finding last-minute lodging.

ACTION ITEMS

1. Motion to approve minutes of the Regular Meeting held July 22, 2019 by Soha, second Preston, motion carried.

2. Motion to approve manual claim checks 37185 through 37191 for \$10,687.05, payroll checks 37192 through 37211 for \$111,931.46, claim checks 37212 through 37246 and EFT 0819 for \$65,167.96, and travel checks 3530 through 3531 for \$391.48 by Preston, second Weissenfels, motion carried.

3. Motion to set a public hearing date of September 9, 2019 for the Comprehensive Plan final review and adoption by Hillcar, second Brager, motion carried.

4. Washington State DOT Airport Aid Grant for the Quillayute Airport

Attorney/Planner Fleck reported the City has received notice the Department of Transportation grant application for assistance with the match portion of the Quillayute

Airport pavement rehabilitation project has been approved in the amount of \$25,000. The match portion of project funding is estimated to be around \$75,000–\$78,000.

Motion to accept the Washington State DOT Airport Aid Grant for the Quillayute Airport in the amount of \$25,000 and authorize the Mayor and staff to enter into the grant agreement by Brager, second Weissenfels, motion carried.

5. Well House #4 Bid

Clerk/Treasurer Grafstrom explained that the rebuild of well house #4 was rebid through the MRSC Small Works Roster. One bid was received from Avril Construction, Inc. in the amount of \$49,491.

Motion to authorize the Mayor and staff to enter into a contract with Avril Construction, Inc. for the rebuild of well house #4 per bid dated August 2, 2019 by Weissenfels, second Hillcar, motion carried 4-1 with Soha against.

6. Quillayute Airport Road Use Permit

Attorney/Planner Fleck explained that Janik Enterprises is preparing to harvest 15.7 acres of timber adjacent to the Quillayute Airport. They are asking permission to construct a temporary logging road on airport property, which the City could then use for its own upcoming timber harvest. The permit was first approved on July 23, 2018, but the logging has not occurred to date due to a downturn in timber market conditions.

Motion to grant an additional one-year temporary access permit valid through August 12, 2020 for Quillayute Airport property to Janik Enterprises for the construction of a temporary logging road by Soha, second Hillcar, motion carried.

7. Acceptance and Approval of Department of Ecology (DOE) Drought Relief Grants

Attorney/Planner Fleck explained that two grant applications were submitted as part of drought relief efforts.

A. Portable Supply System

The first grant is for the development of a system for transporting potable water to small water systems as far away as Kalaloch and Clallam Bay. No match is required for this grant. The State would pay any fees required of the small water systems, but transportation costs would be additional.

Council Member Hillcar inquired as to the rights of the small water systems to City water in the case of a drought. Attorney/Planner Fleck explained that priority to the water would be at the Mayor's discretion.

Motion to accept the DOE Drought Relief Grant in the amount of \$22,000 to provide an emergency small system assistance project and authorize the Mayor and staff to enter into the grant agreement by Weissenfels, second Preston, motion carried.

B. Campbell's Pit Well Development and Inclusion

The second grant in the amount of \$350,000 involves testing for DOE and Department of Health. The objectives of the project are to run the tests, learn more about the well,

and see if it can be extended deeper into the water table. This well would be used only in emergency situations. The project will include construction of a pump house at the well site and connecting the well to the existing water main at control house #2. The entire cost of the project is expected to be \$450,000–\$500,000, and it must be completed by mid-March.

Clerk/Treasurer Grafstrom noted that the Water Fund balance is \$964,835 as of June 30, 2019 and debt service for the USDA loan is approximately \$79,000 annually.

Council Member Hillcar noted the proximity to existing infrastructure is a plus, and that the USDA debt service is approximately 10% of annual revenue.

Motion to accept the DOE Drought Response grant in the amount of \$350,000 for development of the Campbell's Pit well and inclusion of the well in the City's water supply system, and authorize the Mayor and staff to enter into the grant agreement by Soha, second Preston, motion carried.

8. Authorization for Transportation Improvement Board (TIB) Grant Applications

Public Works Director Hampton reviewed the two street projects for which applications have been prepared. The first is to provide new sidewalks on Spartan Avenue which would loop around to Blackberry Avenue. The second project is to repave Calawah Way from Highway 101 to Trillium Avenue.

Clerk/Treasurer Grafstrom distributed financial information for the street fund. The City's match for each of these projects would be \$17,645 for the sidewalks and \$21,460 for Calawah Way.

Motion to commit the 5% match of City funds for the Spartan sidewalks and Calawah Way TIB project applications by Soha, second Weissenfels, motion carried.

DISCUSSION ITEMS

1. Mobile Home Park Utility Billing

Clerk/Treasurer Grafstrom reported that the Mayor and City staff met with some park owners at Alder Grove's meeting room on August 1. The City and park owners both restated their various positions on the issue. The City offered to extend the timeline for the change in billing. However, when park owners were asked whether any had looked into billing alternatives, none had.

There are a number of third-party utility billing companies that parks could use. Forks Mobile Home Park uses a company called Metron. Initial capital outlay included the purchase of 77 radio-read readers that attach to the meters (less than \$5,000). Metron keeps three readers within the park, which it uses to monitor the accounts and read the meters. Metron does all of the billing, and tenants pay the park directly. The cost of this service is \$5.75 per account, per month, and is charged to tenants as an administrative fee. Another company, Multifamily Utility Company, which has a 25-unit minimum, can handle billing for a variety of utilities, including water, sewer, and trash, for anywhere from \$4–\$7 per account, per month depending upon the number of units.

Some of the issues that regularly come up include stuck meters that do not get repaired despite multiple phone calls, raw sewage in meter boxes, water theft, owners turning on meters without telling the Water Department, meters under porches, roof runoff filling meter boxes, dogs, locked fences, etc. In addition, it takes two Public Works employees one full day to read all of the meters in our mobile home parks. That time is man hours that could be spent addressing water loss resulting from an aging infrastructure and for which the City is actually responsible.

Mayor Fletcher and Council Member Hillcar responded to the list of issues Public Works employees face in reading mobile home park meters with, "We have no business in there," and "We have no business doing this."

Council Member Hillcar noted that the City has no jurisdiction to deal with mobile home park infrastructure because it is privately owned, and asked whether mobile home park water loss could not be considered a gifting of public funds. Attorney/Planner Fleck replied that an argument could be made that the City is in violation of its license agreement with the State by not receiving payment for the State's resource (water) that the City is taking and for which it is licensed to sell.

Council Member Soha is very interested in attaching a monetary value to the water lost in mobile home parks. He feels strongly that the park owners should be paying for the 5,000,000 gallons of water lost inside mobile home parks annually, and that Public Works employees' time would be much better spent repairing leaks that the City is responsible for rather than reading mobile home parks' privately owned meters.

Council Member Hillcar stated that he doesn't think it is legal for the City to subsidize one operation over another by failing to charge mobile home parks for their water loss, to which Mayor Fletcher, Council Member Weissenfels, Council Member Soha, and Council Member Preston voiced their agreement.

Clerk/Treasurer Grafstrom noted that the City is now considering extending the change in mobile home park billing to the March 1, 2020 bill, which covers the period January 15, 2020 to February 15, 2020.

Council Member Preston stated that eliminating mobile home park water loss would make way for another motel or another development that would in its turn lead to more tax revenue. We have become a "water stressed" community, and we need to respond accordingly.

Council Member Brager feels that the argument that the City will change its billing practice to conform to existing municipal code is a poor argument because that code has been in effect since 1953 and has not been an issue until now, and that the code may need to be revised for greater clarity.

Clerk/Treasurer Grafstrom clarified that a crucial factor is the City should not be reading the privately owned meters on the parks' property and the existing municipal code supports this. She also suggested that code review and revision be included on meeting agendas as a discussion item, and that the Council systematically review the existing

code. Attorney/Planner Fleck noted that this topic has come up in the past as well as recently as 2013.

2. 2nd Quarter 2019 Reports: Clerk/Treasurer Grafstrom reviewed the second quarter Profit & Loss report.

3. Council Member Reports

Council Member Preston reported being awakened by an explosion from the house fire at 711 Bogachiel Way, and inquired as to the cause of the explosion. It was noted that a transformer had exploded during the fire.

Council Member Brager noted that there are now two candidates for City Council position no. 5 after the primary. Also, he will be absent from the next meeting.

Council Member Soha is working on developing the property at 260 Cedar Ave. He would like to see a discussion item regarding bringing our building codes more in line with County building codes added to future meeting agendas.

Council Member Hillcar has noticed many aggressive, frustrated drivers that he attributes to road construction delays.

Council Member Weissenfels attended the recent Medical Air Services Association (MASA) Assist meeting. She hopes action regarding the break-in at the Aldrich rental unit will be taken.

Attorney/Planner Fleck and Police Chief Rowley noted that the biggest problems are a lack of leads and an understaffed Police Department.

4. Staff Reports

Clerk/Treasurer Grafstrom reported that the Lodging Tax applications have been sent out to past recipients, and the application is also available on the City's website. Applications are due September 20. City surplus is currently being auctioned online. That auction will end on August 15.

Public Works Director Hampton noted that filling of the 1MG tank began today.

Police Chief Rowley said the radar trailer was moved to a different location. There are still some problems with the communications system, but it will continue to be moved around. Chinook Pharmacy now has a safe prescription medication disposal box. A box was also installed in the Police Department lobby area for after-hours disposal.

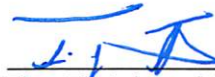
Attorney/Planner Fleck referred to the handout from the Clallam County Economic Development Corporation (EDC) reporting 2019 second quarter metrics. He pointed out a letter of commendation for HR Coordinator Nerissa Davis, for her efforts in coordinating notary services at Clallam Bay Corrections Center. She also handled a small claims case filed against the City because, as the City Attorney, Attorney/Planner Fleck was not allowed to participate. The case was dismissed in large part due to Davis' ability to gather and present the necessary documents and paperwork.

5. Mayor's Report

Mayor Fletcher and City staff attended a meeting with trailer park owners. He was pleased with the rain we had over the weekend.

6. ADJOURNMENT

Motion to adjourn by Soha, second Hillcar, motion carried. Meeting adjourned at 9:29 p.m.



Tim Fletcher, Mayor



Audrey Grafstrom, Clerk/Treasurer