CITY OF SHELTON, WASHINGTON - CITY COMMISSION
Business Meeting Minutes – May 4, 2015
Shelton Civic Center - 6:00 p.m.

Presiding: Mayor Pro Tem Olsen, Commissioner Moore, Mayor Cronce excused
Staff Present: Dave O’Leary, Vicki Look, Greg Clark, Mike Michael, Tracy Wilson and Lesleann Kangas

Mayor Pro Tem Olsen called the meeting to order at 6:00 p.m.

Commission Reports

One or more Commissioners will attend the following activities this week:
• Housing Coalition Executive Board Meeting
• Foundation for Hope
• Spell-E-Bration
• Law Enforcement Officers and Firefighters (LEOFF) Meeting

Mayor Pro Tem Olsen said he is pleased with the Shelton School District and Mason General Hospital announcement of an agreement to keep the pool open for the next five years. He said the community demonstrated what it can do when pulling together.

Public Comment - None

Consent Agenda
1. Vouchers numbered 85711 through 85818 in the amount of $187,649.21
2. Commission Meeting Minutes from:
   • Business Meeting of April 20, 2015
   • Study Session of April 27, 2015
3. Forest Management
4. 2015/2016 Asphalt Contracts – Awards to Granite Construction Co. & Pyramid Materials Inc. - Authorize the Mayor to sign when returned from contractors and City Administrator to make any necessary budget modifications

 Commissioner Moore moved to approve the consent agenda; Mayor Pro Tem Olsen seconded the motion. A vote was taken and the motion passed.

Old Business - None

New Business
Basin 3 Final Design Amendment – City Engineer Michael said the City of Shelton secured an Ecology Centennial/State Revolving Fund (ECY-SRF) award of $439,400 loan to design the Basin 3 sewer rehabilitation project in January 2012. Basin 3 is the fourth basin planned to be addressed by the City to resolve Inflow/Infiltration (I/I) issues in the sewer conveyance system. In July 2012, the City executed a contract with Parametrix, Inc. to complete the design of the Basin 3 Improvements. Although these efforts were slowed due to continued efforts to secure funding for the construction, Basin 3 Design is now complete. Department of Ecology has issued the final Amendment No. 3 for the above referenced loan agreement between the Department of Ecology and the City of Shelton. This amendment officially closes out the project and establishes a final loan repayment schedule. He said the original loan amount of $439,400 remains unchanged. In addition, $19,057.70 of interest has accrued from previous disbursements and is included in the final loan amount. The loan repayment will commence no later than September 30, 2015 under the terms of this amendment. CE Michael requested the Commission approve the Basin 3 Final Amendment #3 by placing on the consent agenda for May 11, 2015, authorizing the Mayor to sign.

Commissioner Moore asked how long the design is for. CE Michael responded three to five years.
The Commission concurred to place the Basin 3 Final Design Amendment #3 on the consent agenda for May 11, 2015, authorizing the Mayor to sign.

2. Lake Blvd. Supplemental Agreement #3 SCI Alliance – City Engineer Michael reported that the current improvements consist of lane widening to meet current City standards, a widened multi-purpose shoulder for enhanced safety, upgraded water main, storm water conveyance and treatment facilities, and a pedestrian walkway. In April 2014, SCJ Alliance (SCJ) contracted with the City of Shelton (City) to prepare final PS&E documents for the Pioneer Way/Lake Boulevard Reconstruction Project. In early 2015, City staff determined it would be in the City’s best interest to extend the sewer network system along Lake Boulevard from approximately 2nd Street to approximately the south city limits. CE Michael said this supplement will incorporate the sewer line main extension design to the LA Agreement. Cost for this Supplemental Agreement #3 is $11,374.00 bringing the contract total to $502,586.00. He requested the Commission approve Supplemental Agreement No. 3 to the Contract with SCJ Alliance in the amount of $11,374.00; authorize the Mayor to sign by placing this on the Consent Agenda for the Commission meeting of May 11, 2015; and authorize the City Administrator to make any necessary budget modifications.

Commissioner Moore asked if lots not currently served by sewer if they would be able to connect. CE Michael said yes and also that larger mains would be installed to the larger parcels for possible development.

Mayor Pro Tem Olsen asked if this contract is just for design. CE Michael responded yes.

The Commission concurred to place the Lake Blvd. Supplemental Agreement #3 SCI Alliance on the consent agenda for May 11, 2015, authorizing the Mayor to sign and City Administrator to make necessary budget adjustments.

3. Resolution No. 1081-0515 – A Resolution of the City of Shelton, Washington, Declaring the Purchase of American Electric Lighting (AEL) ATBO-30BLED-E70-MVOLT-R2 LED Street Lights, to be Clearly and Legitimately Limited to a Sole Source, and Waiving Competitive Bidding Requirements for Such Purchase – Public Works Director Clark reported that the City has been working with PUD #3 to replace the arterial sections with LED lights. PUD #3 said 19 lights need to be changed for the City energy savings. The estimate for the 19 lights is about $9,200. DH Clark said the City can save about $1,000 annually by using the LED lights consistent with the PUD which requires a sole source. DH Clark said the request today is to purchase LED Street Lights as a sole source acquisition due to the product’s inclusion in the PUD3 commercial lighting program and to realize the incentives and cost savings identified by PUD3 to the City. DH Clark requested the resolution for sole source be placed on the consent agenda for May 11, 2015.

The Commission concurred to place Resolution No. 1081-0515 on the consent agenda for May 11, 2015.

Administration Reports
1. Transportation Benefit District Update – Public Works Director Greg Clark presented a hand-out outlining the funding options and fact sheet that included the following:
   1) What is a Transportation Benefit District (TBD)?
   2) What does Washington Law say?
   3) Why does the city need a TBD now?
   4) What will a DBD do for Shelton?
   5) What are the TBD funding options for Shelton?
   6) Are TBD revenues required to be spent only on TBD projects?
   7) What does the Shelton TBD Board need to do before it can enact/levy fees/taxes?
   8) Who is on the Board that governs Shelton’s TBD?
   9) How are citizens involved in creation of the fees?
  10) How long is the TBD term?
  11) How does the sales tax option work?
  12) How does the Vehicle License Fee (VLF) option work?
13) How much money would the $20 VLF generate?
14) How is the license fee administered?
15) What vehicles are exempt from the TBD fee?
16) Who do I contact if I have more questions?

DH Clark said this has been presented in detail at previous meetings and a Public Hearing was held at the March 23, 2015 meeting. He said he will be bringing back an Interlocal Agreement with the City of Shelton, Resolution for organization and management of the TBD and to select a chairperson for the TBD, Resolution to approve a funding method and Interlocal Agreement with Department of Licensing if Vehicle License Fee option is approved.

Commissioner Moore said the number one complaint she hears is about the streets and that our current funding is not sustainable. She said she is leaning towards the 0.2% tax option that would include all who use our streets.

Mayor Pro Tem Olsen said he is ready to move forward.

The Commission thanked Public Works Director Clark for his presentation.

General Public Comment
Mayor Pro Tem Olsen recognized Mr. Forrest Cooper who said the TBD is moving in the right direction. He said he is in favor of the sales tax increase option and asked if the sales tax could be 0.1%. Mr. Cooper also thanked the Commission for partnering with the PUD for LED lighting.

Mayor Pro Tem Olsen recognized Ms. Marilyn Vogler who said the Transportation Benefit District report mentioned the 6-year Transportation Plan and are we bound to use the money for the plan. She said when Forterra was here they spoke on a lot of innovative redesigned streets, cross walks and changing lanes on Railroad. Ms. Vogler asked if the TBD dollars can be used for these types of things that are not in the Transportation Plan. She said she would support a sales tax if she knew it was going to the Forterra plan and not just potholes.

DH Clark responded to Mr. Cooper saying that the sales tax option is up to 0.2% maximum. He responded to Ms. Vogler saying that the 6-year plan is a planning document where the Commissioners can direct where the money is to be spent and the TBD will have to report annually on how they spent the money.

Administrative Final Touches
DH Clark – Budget Modification Asphalt & Concrete Sidewalks
DH Clark – REET Money Monroe & “H” Streets

Announcement of Next Meeting
Mayor Pro Tem Olsen announced the next regular Commission meeting of Monday, May 11, 2015 at 2:00 p.m.

Adjournment
Mayor Pro Tem Olsen adjourned the meeting at 6:49 p.m.

Mayor Cronce
City Clerk Look