



## AGENDA –Monday, August 15, 2022

6:30 p.m. Workshop

7:00 p.m. City Council Meeting

In-Person and Zoom Webinar

Meeting ID: 831 6447 0113

Password: 12345678

### 6:30 WORKSHOP

WS 22-15

Potential Encroachment on City Pocket Park– TAB A

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

Call to order

Mayor Phillips, Council Member Svendsen, Council Member Phelps,

And roll call

Council Member Murry, Council Member Reddy & Council Member Coleman

**EXECUTIVE SESSION - Discussion with legal counsel about legal risks of current or proposed action (RCW 42.30.110(1)(i)).**

### PUBLIC COMMENT

At this time, the Mayor will call for any comments from the public on any subject whether 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 B

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, August 1, 2022, Regular Meeting
- Payment Approval List for Warrant Registers – 61041-61073 & 89865-89935 for \$296,346.67

- **AB 22-58 – Project Completion on Washington Ave South – TAB C**

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

- Sales Tax Collections
- Lodging Tax Collections
- Transportation Benefit District Collections
- MRSC Webinars Certificate – Jerry Phillips
- WCIA Liability Assessment Notice
- Hearing Examiner Decision for CUP 2022-08
- Police Chief's Report for July 2022
- CDBG Award Letter

### 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.  
September 6, 2022, September 19, 2022 & October 3, 2022

### 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



**CITY COUNCIL  
WORKSHOP BILL  
WS 22-15**

**Meeting Date: August 15, 2022**

**AGENDA ITEM INFORMATION**

<b>SUBJECT: Potential Encroachment on City Pocket Park</b>	<b>Originator:</b>	
	Mayor	
	City Council	
	City Administrator	DG
	City Attorney	
	City Clerk	
	City Engineer	
	Community Development Director	
	Events Coordinator	
	Finance Director	
	Police Chief	
	Streets/Parks/Drainage Supervisor	
	Water/Wastewater Supervisor	
<b>COST: N/A</b>		
<b>SUMMARY STATEMENT:</b> Review and discuss the potential encroachment and possible solutions. See the attached map.		

Workshops are public meetings with the purpose of allowing the City Council to discuss topics. No formal decisions are made at workshops. While almost every meeting when a majority of the city council is present is considered a public meeting, that doesn't necessitate the Council allowing public comment. If the Mayor and Council request more information or clarification they may seek input from the audience.





Castaways

Property in question

STATE RT 103 - PACIFIC WAY

3RD ST SW



TAB - B

## **LONG BEACH CITY COUNCIL MEETING**

**August 1, 2022**

### **7:00 CALL TO ORDER**

Mayor Phillips called the meeting to order.

### **ROLL CALL**

David Glasson, City Administrator, called roll with Mayor Phillips, C. Svendsen, C. Phelps, C. Reddy, and C. Coleman in attendance. C. Murry was absent.

### **PUBLIC COMMENT**

Denise Cox and Robbie Wright both made a comment regarding bear-proof trash cans and garbage being strewn about in the neighborhoods.

### **CONSENT AGENDA**

Minutes, July 18, 2022, Regular Meeting

Payment Approval List for Warrant Registers – 61015-61027 & 89834-89864 for \$64,676.41

**C. Svendsen made the motion to approve the Consent Agenda. C. Phelps seconded the motion; 4 Ayes; 1 Absent, motion passed.**

### **BUSINESS**

#### **AB 22-54 – Intergovernmental Cooperative Agreement**

David Glasson, City Administrator, presented the agenda bill. The purpose of this agreement is to provide joint sharing in the acquisition of equipment, supplies, and services. This agreement also allows Pacific County Department of Public Works to construct or assist in constructing streets, bridges, drainage facilities, sidewalks, and further miscellaneous services. This agreement also gives the city the opportunity to assist Pacific County by lending the camera truck and an operator. All these services will be utilized based on need and availability.

**C. Coleman made the motion to authorize the Mayor to enter into an intergovernmental cooperative agreement with Pacific County. C. Svendsen seconded the motion; 4 Ayes; 1 Absent, motion passed.**

#### **AB 22-55 – Vacation Rental Moratorium – PUBLIC HEARING**

The Mayor opened the public hearing at 7:09 p.m.

Ariel Smith, Community Development Director, presented the agenda bill. RCW 36.70A.390 requires the city to hold a public hearing regarding any moratorium placed. This allows the public to make any comments regarding the subject.

There were a large number of citizens that commented on the vacation rental moratorium.

The Mayor closed the public hearing at 7:58 p.m.

**No decisions were made at this time.**

**AB 22-56 – Contract with Mike George Paving for Crack Sealing Project**

Ariel Smith, Community Development Director, presented the agenda bill. The city requested bids on the small works roster about a month ago and received one response. TIB, the grant funder, approved the bid docs and now needs a signed agreement between the city and the contractor. The city attorney has reviewed this agreement.

**C. Svendsen made the motion to authorize the Mayor to enter into an agreement with Mike George Paving for the crack seal project. C. Coleman seconded the motion; 4 Ayes; 1 Absent, motion passed.**

**AB 22-57 – Interlocal Agreement for Equipment and Services – Seaview Sewer District**

David Glasson, City Administrator, presented the agenda bill. The purpose of this agreement is to allow for Seaview Sewer District to utilize the sewer visual inspection truck that the city of Long Beach owns. The use of this truck will also require an operator or staff time as well. This agreement also covers other various equipment.

**C. Coleman made the motion to authorize the Mayor to enter into an interlocal agreement with Seaview Sewer District for equipment and services. C. Reddy seconded the motion; 4 Ayes; 1 Absent, motion passed.**

**DEPARTMENT HEAD ORAL REPORTS**

**CORRESPONDENCE AND WRITTEN REPORTS**

- CUP Decision 2022-04
- CUP Decision 2022-06
- Charge Point Report

**ADJOURNMENT**

Mayor Phillips adjourned the meeting at 8:09 p.m.

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Mayor

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City Clerk





## Warrant Register

Check Periods: 2022 - August - First

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
61041	Bell, Helen S	8/5/2022	\$328.78
61042	Binion, Jacob M	8/5/2022	\$2,392.55
61043	Booi, Kristopher A	8/5/2022	\$2,110.25
61044	Payroll Vendor	8/5/2022	Void
61045	Cox, Mallory E	8/5/2022	\$585.45
61046	Cutting, Griffen G	8/5/2022	\$1,162.65
61047	Goulter, John R	8/5/2022	\$2,071.63
61048	Huff, Timothy M	8/5/2022	\$2,108.49
61049	Kaino, Kris A	8/5/2022	\$1,013.02
61050	Kemmer, Larry L	8/5/2022	\$1,772.26
61051	Luehse, Paul J	8/5/2022	\$1,913.39
61052	McCord, Brendon M	8/5/2022	\$1,284.79
61053	Murry, Del R	8/5/2022	\$266.21
61054	Padgett, Timothy J	8/5/2022	\$1,725.00
61055	Phelps, Larry A	8/5/2022	\$266.21
61056	Quitner, Jonathan H	8/5/2022	\$1,139.33
61057	Reddy, Patrick E	8/5/2022	\$254.31
61058	Svendsen, Sue M	8/5/2022	\$266.21
61059	Wright, Flint R	8/5/2022	\$3,123.03
61060	Collins, Benjamin S	8/5/2022	\$1,186.93
61061	AFLAC	8/5/2022	\$437.96
61062	Association of WA Cities	8/5/2022	\$32,736.48
61063	Awc - ST & Life	8/5/2022	\$825.34
61064	City of LB Retirement Payback	8/5/2022	\$25.00
61065	City of Long Beach - Fica	8/5/2022	\$15,799.64
61066	City of Long Beach - FWH	8/5/2022	\$11,598.30
61067	Council Gift Fund	8/5/2022	\$60.00
61068	Dept of Labor & Industries	8/5/2022	\$2,328.70
61069	Dept of Retirement Systems	8/5/2022	\$15,272.85

Execution Time: 25 second(s)

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Register

61070	Dept of Retirement Systems Def Comp	8/5/2022	\$3,475.30
61071	Employment Security Dept	8/5/2022	\$256.79
61072	Teamsters Local #58	8/5/2022	\$237.00
61073	WEX Health, Inc.	8/5/2022	\$175.00
89865	Postmaster	8/1/2022	\$898.89
89866	Coastal AG LLC	8/1/2022	\$3,119.99
89867	Parker, Michael	8/2/2022	\$551.99
89868	Prestegard, Ray	8/5/2022	\$200.00
89869	Beach Barons	8/5/2022	\$55.00
89870	Coastal AG LLC	8/10/2022	\$1,064.98
89871	Tangly Cottage Garden	8/1/2022	\$1,313.14
89872	Bartlett, Lisa	8/12/2022	\$115.50
89873	Galvan, Cress	8/12/2022	\$115.50
89874	Herman, Rachel	8/12/2022	\$115.50
89875	Airgas USA LLC	8/12/2022	\$115.50
89876	AlSCO-American Linen Div.	8/12/2022	\$70.37
89877	ARC Services LLC	8/12/2022	\$119.60
89878	Arts Auto Parts Inc.	8/12/2022	\$1,275.00
89879	Astoria Janitor & Paper Supply	8/12/2022	\$6.93
89880	Backflow Management Inc	8/12/2022	\$6,094.78
89881	Bailey's Saw Shop	8/12/2022	\$1,544.25
89882	Basket Case Nursery LLC	8/12/2022	\$302.58
89883	Beachdog.com Inc.	8/12/2022	\$216.84
89884	Beacon Athletics	8/12/2022	\$771.11
89885	Blue Crab Graphics	8/12/2022	\$0.00
89886	BMC WELDING	8/12/2022	\$396.72
89887	BSK Associates	8/12/2022	\$238.26
89888	Cascade Columbia Distribution CO	8/12/2022	\$292.00
89889	Charter Spectrum	8/12/2022	\$3,788.41
89890	City of Long Beach	8/12/2022	\$229.98
89891	Cloud 9 Sports	8/12/2022	\$4,032.22
89892	CresComm Wifi, LLC.	8/12/2022	\$3,000.00
89893	Day Wireless Systems	8/12/2022	\$370.00
89894	Dept of Ecology	8/12/2022	\$1,087.33
89895	Ditch Witch West	8/12/2022	\$1,891.08
89896	DMT Auto Parts, Inc	8/12/2022	\$320.19
89897	DOCUSIGN INC Lockbox	8/12/2022	\$1,392.50
89898	Emerald Services, Inc.	8/12/2022	\$2,353.90
89899	Englund Marine Supply	8/12/2022	\$30.00
89900	Evergreen Septic Inc	8/12/2022	\$138.55
89901	Flukinger, Ashley	8/12/2022	\$1,455.00
89902	Ford Electric	8/12/2022	\$1,700.00
89903	Gray, Karen	8/12/2022	\$836.29
89904	Hach Company	8/12/2022	\$19.99
89905	iPROMOTEu	8/12/2022	\$787.39
89906	Iron Mountain	8/12/2022	\$407.46
			\$158.74

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Kubwater Resources, Inc  
L.N. Curtis & Sons  
Long Beach Commercial Security  
Long Beach Merchants  
MANSFIELD ALARM CO, INC  
Meling, Casey  
MossyTel  
Olympic Region Clean Air Agency  
Oman & Son Builders  
Pacific County Auditor  
Pacific County Sheriff's  
Pacific Fibre Products, Inc.  
PAPE MACHINERY  
Peninsula Sanitation  
Peninsula Visitors Bureau  
Penoyar, William  
Pro-Vac  
Public Utility District 2  
Sagacity Custom Publishing  
Sid's Market  
Solutions Yes  
STAPLES BUSINESS CREDIT  
Sterling Codifiers/American Legal Publishing  
Total Battery & Auto  
Verizon Wireless  
Visa  
Wex Bank  
Whitney Equipment Co. Inc  
Wilcox & Flegel Oil Co.

Print Date	Posting Date	Amount
8/12/2022	8/12/2022	\$2,669.40
8/12/2022	8/12/2022	\$445.31
8/12/2022	8/12/2022	\$276.17
8/12/2022	8/12/2022	\$17,891.80
8/12/2022	8/12/2022	\$142.96
8/12/2022	8/12/2022	\$94.20
8/12/2022	8/12/2022	\$612.67
8/12/2022	8/12/2022	\$572.00
8/12/2022	8/12/2022	\$2,654.79
8/12/2022	8/12/2022	\$18.00
8/12/2022	8/12/2022	\$11,305.80
8/12/2022	8/12/2022	\$7,707.53
8/12/2022	8/12/2022	\$85.35
8/12/2022	8/12/2022	\$3,813.48
8/12/2022	8/12/2022	\$9,666.66
8/12/2022	8/12/2022	\$1,300.00
8/12/2022	8/12/2022	\$14,295.60
8/12/2022	8/12/2022	\$58.75
8/12/2022	8/12/2022	\$14,751.33
8/12/2022	8/12/2022	\$37.31
8/12/2022	8/12/2022	\$546.68
8/12/2022	8/12/2022	\$42.31
8/12/2022	8/12/2022	\$190.00
8/12/2022	8/12/2022	\$65.85
8/12/2022	8/12/2022	\$1,152.52
8/12/2022	8/12/2022	\$4,392.50
8/12/2022	8/12/2022	\$500.00
8/12/2022	8/12/2022	\$41,680.85
8/12/2022	8/12/2022	\$8,300.04
Total		\$296,346.67
Grand Total		\$296,346.67



TAB - C



**CITY COUNCIL  
AGENDA BILL  
AB 22-58**

**Meeting Date: August 15, 2022**

**AGENDA ITEM INFORMATION**

**SUBJECT:** Project  
Acceptance –  
Washington Ave South  
Reconstruction

*Originator:*

Mayor

City Council

City Administrator

City Attorney

City Clerk

City Engineer

Community Development Director

Police Chief

Public Works Director

DG

**COST:** N/A

**SUMMARY STATEMENT:** The project has been completed in compliance with the contract. Acceptance of completion is one of the final steps in the process and will allow city staff to move forward and close out the project.

**RECOMMENDED ACTION:** Authorize the Mayor to accept the Washington Ave South Reconstruction project as complete and release retainage once all requirements have been met.



August 5, 2022

Mr. David Glasson  
City Administrator  
City of Long Beach  
P.O. Box 310  
Long Beach, Washington 98631

SUBJECT: FINAL PROGRESS ESTIMATE 9, PROJECT ACCEPTANCE, AND  
RELEASE OF RETAINAGE, WASHINGTON AVENUE  
RECONSTRUCTION  
CITY OF LONG BEACH, PACIFIC COUNTY, WASHINGTON  
G&O #21532.00

Dear Mr. Glasson:

This letter provides the City with guidance regarding the final progress estimate, accepting the project as complete, and release of the retainage bond.

#### **FINAL PROGRESS ESTIMATE**

We have attached the signed Final Contract Voucher and Progress Estimate 9, which is the final progress estimate for this project. The City should place the progress estimate in its files and forward a copy of the progress estimate to the contractor with the payment. The amount due the contractor is indicated below. Since the City has accepted the contractor's retainage bond, no funds are to be retained.

Payment to Contractor: \$19,439.00

#### **PROJECT COMPLETION ACCEPTANCE**

The project has been completed in compliance with the Contract, with the exception of the contractor submitting Affidavits of Wages Paid for all subcontractors on the project. After the contractor has submitted documentation that all required Affidavits of Wages Paid forms have been submitted to the Department of Labor and Industries, we recommend the City accept the project as complete and submit the "Notice of Completion of Public Works Contract" form online via the Awarding Agency Portal (<https://lni.wa.gov/licensing-permits/public-works-projects/awarding-agencies/awarding-agency-portal>).





Mr. David Glasson  
August 5, 2022  
Page 2

		Date Work Completed <b>July 8, 2022</b>	Date Work Accepted
Is this a Federally Funded Transportation Project?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, attach the Contract Bond Statement
Have Subcontractors been used?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, complete Addendum A
<input checked="" type="checkbox"/> Contract/Payment Bond Waived? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input checked="" type="checkbox"/> Retainage Bond Waived? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Detailed Description of Work Completed The project included reconstruction of Washington Avenue from 51st Street to Sid Snyder Drive. Improvements included cement treated base, storm drainage improvements, replacement of the existing water main with approximately 2,700 linear feet of 8-inch PVC C900 pipe, cement concrete curbs, asphalt paving, channelization, signing, traffic control, and other miscellaneous items.			
<b>DOR Tax Information</b>			
Contract Amount \$1,715,402.96		Liquidated Damages \$0.00	
Additions (+) <a href="#">Click here to enter text.</a>		Amount Disbursed \$1,692,799.63	
Reductions (-) \$75,091.12		Amount Retained \$0.00	
Subtotal \$1,640,311.84		Other \$0.00	
Sales Tax Amount \$52,487.79		Sales Tax Rate 8.3%	
Total \$1,692,799.63		Total 1,692,799.63	
Both totals must be equal – If multiple sales tax rates, attach a list			

After the City has accepted the project, please sign the attached “Final Contract Voucher” and forward a copy to the contractor and Gray & Osborne, Inc.

### RELEASE OF RETAINAGE

The retainage bond should be released to the contractor contingent upon the following requirements being fulfilled.

1. Sixty days have elapsed since the Contract Completion Date.
2. The City receives the Washington State Department of Revenue “Certificate of Payment of State Excise Taxes by Public Works Contractor” (RCW 60.28).
3. The City receives the “Certificate of Payment of Contribution Penalties and Interest on Public Works Contract” from the Washington State Employment Security Department.
4. There are no claims or liens filed for labor and materials furnished on this Contract.



Mr. David Glasson  
August 5, 2022  
Page 3

5. The City receives notification from the Washington State Department of Labor and Industries that the contractor and their subcontractors are current with payments of industrial insurance and medical aid premiums.

Please contact me if you have any questions or concerns regarding these matters.

Sincerely,

GRAY & OSBORNE, INC.

Stephen Clarke, P.E., P.M.P.

SJC/sr  
Encl.

cc: Mr. Chase Griffith, Project Manager, Advanced Excavating Specialists, LLC  
Mr. Ron Derrick, Resident Inspector, Gray & Osborne, Inc.  
Mr. Chris Langhoff, P.E., Project Engineer, Transportation Improvement Board

## Final Contract Voucher Certificate

Contractor <b>Advanced Excavating Specialists, LLC</b>			
Street Address <b>1200 Hazel Street</b>			
City <b>Kelso</b>	State <b>WA</b>	Zip <b>98626</b>	Date <b>8/2/2022</b>
Project Number (Owner) <b>TIB No. 6-W-970 (005)-1</b>			
Job Description (Title) <b>Washington Avenue Reconstruction</b>			
Date Work Physically Completed <b>7/8/2022</b>		Final Amount (including Sales Tax) <b>\$1,692,799.63</b>	

### Contractor's Certification

I, The undersigned, having first been duly sworn, certify that I am authorized to sign for the claimant; that in connection with the work performed and to the best of my knowledge no loan, gratuity or gift in any form whatsoever has been extended to any employee of the City of Long Beach nor have I rented or purchased any equipment or materials from any employee of the City of Long Beach; I further certify that the attached final estimate is a true and correct statement showing all the monies due me from the City of Long Beach for work performed and material furnished under this Contract; that I have carefully examined said final estimate and understand the same; have paid all labor, material, and other costs for this project; and that I hereby release the City of Long Beach from any and all claims of whatsoever nature which I may have, arising out of the performance of said contract, which are not set forth in said estimate.

**NOTARY PUBLIC**  
**STATE OF WASHINGTON**  
**JUSTIN LAFAVE**  
**MY COMMISSION EXPIRES**  
**MAY 01, 2025**  
**COMMISSION # 142248**

X

Contractor Authorized Signature Required

*Chad Rovabaugh*

Type Signature Name

Subscribed and sworn to before me this 2nd day of August 20 22

X *Justin Lafave* Notary Public in and for the State of WA

Residing at Cowlitz

### City of Long Beach Certification

I, certify the attached final estimate to be based upon actual measurements, and to be true and correct.

Approved Date \_\_\_\_\_

X

Project Engineer

X

City of Long Beach

This Final Contract Voucher Certification is to be prepared by the Engineer and the original forwarded to the City of Long Beach for acceptance and payment.

Contractors Claims, if any, must be included and the Contractors Certification must be labeled indicating a claim attached.



# FINAL PROGRESS ESTIMATE 9

AUGUST 2, 2022

CITY OF LONG BEACH  
PACIFIC COUNTY  
WASHINGTON

PROGRESS ESTIMATE PERIOD  
JUNE 2, 2022 TO JULY 29, 2022

## PROJECT:

CITY OF LONG BEACH  
WASHINGTON AVENUE RECONSTRUCTION  
G&O JOB NUMBER #21532

## CONTRACTOR:

ADVANCED EXCAVATING SPECIALISTS, LLC  
1200 HAZEL STREET  
KELSO, WA 98626

BID ITEMS				QUANTITIES		PROJECT COSTS		PERCENT OF CONTRACT QUANTITY
NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL THIS PERIOD	TOTAL TO DATE	AMOUNT THIS PERIOD	AMOUNT TO DATE
<b>SCHEDULE A: WATER MAIN</b>								
1	Minor Change	1	CALC	\$10,000.00	0.00%	0.00%	\$0.00	\$0.00
2	Mobilization, Cleanup and Demobilization							
3	Project Temporary Traffic Control	1	LS	\$80,000.00	10.00%	100.00%	\$8,000.00	\$80,000.00
4	Locate Existing Utilities	1	LS	\$3,500.00	0.00%	100.00%	\$0.00	\$3,500.00
5	Controlled Density Fill	1	LS	\$10,000.00	0.00%	100.00%	\$0.00	\$10,000.00
6	Bank Run Gravel for Trench Backfill	10	CY	\$300.00	0.0	6.5	\$0.00	\$3,250.00
7	Trench Excavation Safety Systems	700	TN	\$40.00	0	5	\$0.00	\$200.00
8	Removal of Unsuitable Material (Trench)	1	LS	\$16,500.00	0.00%	100.00%	\$0.00	\$16,500.00
9	C900 PVC Pipe for Water Main, 8-Inch Diam. (Incl. Bedding)	10	CY	\$100.00	0	0	\$0.00	\$0.00
10	C900 PVC Pipe for Water Main, 6-Inch Diam. (Incl. Bedding)	2,800	LF	\$120.00	0	2,705	\$0.00	\$324,600.00
11	C900 PVC Pipe for Water Main, 4-Inch Diam. (Incl. Bedding)	190	LF	\$45.00	0	162	\$0.00	\$7,290.00
12	Additional Ductile Iron Fittings	130	LF	\$65.00	0	123	\$0.00	\$7,995.00
13	Connection to Existing Water Main	1,250	LBS	\$10.00	0	0	\$0.00	\$0.00
14	Gate Valve, 10 Inch	13	EA	\$3,000.00	0	14	\$0.00	\$42,000.00
15	Gate Valve, 8 Inch	2	EA	\$2,000.00	0	1	\$0.00	\$2,000.00
16	Gate Valve, 6 Inch	19	EA	\$1,200.00	0	19	\$0.00	\$22,800.00
17	Gate Valve, 4 Inch	4	EA	\$800.00	0	4	\$0.00	\$3,200.00
18	Fire Hydrant Assembly	2	EA	\$650.00	0	2	\$0.00	\$1,300.00
19	Service Connection, 2-Inch Diam.	6	EA	\$4,700.00	0	6	\$0.00	\$28,200.00
20	Service Connection, 1-Inch Diam.	3	EA	\$3,000.00	0	4	\$0.00	\$12,000.00
		41	EA	\$900.00	0	41	\$0.00	\$36,900.00

**CONTRACTOR:**  
**ADVANCED EXCAVATING SPECIALISTS, LLC**  
**1200 HAZEL STREET**  
**KELSO, WA 98626**

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# FINAL PROGRESS ESTIMATE 9

AUGUST 2, 2022

CITY OF LONG BEACH  
PACIFIC COUNTY  
WASHINGTON

PROGRESS ESTIMATE PERIOD  
JUNE 2, 2022 TO JULY 29, 2022

## PROJECT:

CITY OF LONG BEACH  
WASHINGTON AVENUE RECONSTRUCTION  
G&O JOB NUMBER #21532

## CONTRACTOR:

ADVANCED EXCAVATING SPECIALISTS, LLC  
1200 HAZEL STREET  
KELSO, WA 98626

BID ITEMS			QUANTITIES		PROJECT COSTS		PERCENT OF CONTRACT QUANTITY	
NO.	DESCRIPTION	QUANTITY UNIT	UNIT PRICE	TOTAL THIS PERIOD	TOTAL TO DATE	AMOUNT THIS PERIOD		AMOUNT TO DATE
15	Job Mix Compliance Price Adjustment	1 CALC	\$0.00	0.00%	0.00%	\$0.00	\$0.00	0%
16	Compaction Price Adjustment	1 CALC	\$0.00	0.00%	0.00%	\$0.00	\$0.00	0%
17*	CPEP Storm Sewer Pipe, 6 In. Diam. (Incl. Bedding)	510 LF	\$35.00	0	550	\$0.00	\$19,250.00	108%
18*	CPEP Storm Sewer Pipe, 8 In. Diam. (Incl. Bedding)	933 LF	\$40.00	0	933	\$0.00	\$37,320.00	100%
19*	CPEP Storm Sewer Pipe, 12 In. Diam. (Incl. Bedding)	1,555 LF	\$45.00	0	1,555	\$0.00	\$69,975.00	100%
20	Concrete Inlet	1 EA	\$1,200.00	0	1	\$0.00	\$1,200.00	100%
21*	Catch Basin, Type 1	55 EA	\$1,850.00	0	55	\$0.00	\$101,750.00	100%
22*	Catch Basin, Type 2, 48 In. Diam.	0 EA	\$4,100.00	0	0	\$0.00	\$0.00	100%
23*	Area Drain	16 EA	\$650.00	0	18	\$0.00	\$11,700.00	113%
24	Adjust Catch Basin	3 EA	\$250.00	0	1	\$0.00	\$250.00	33%
25	Adjust Manhole	4 EA	\$250.00	0	4	\$0.00	\$1,000.00	100%
26	Trench Excavation Safety Systems	1 LS	\$1,500.00	0.00%	100.00%	\$0.00	\$1,500.00	100%
27*	Bank Run Gravel for Trench Backfill	24 TN	\$36.00	0	24	\$0.00	\$864.00	100%
28	Removal of Unsuitable Material (Trench)	20 CY	\$100.00	0	0	\$0.00	\$0.00	0%
29	Erosion Control and Water Pollution Prevention	1 LS	\$5,500.00	0.00%	100.00%	\$0.00	\$5,500.00	100%
30	Seeding, Fertilizing and Mulching	2,000 SY	\$2.00	0	2,366	\$0.00	\$4,732.00	118%
31	Topsoil, Type A	140 CY	\$85.00	0	65	\$0.00	\$5,525.00	46%
32	Cement Conc. Traffic Curb and Gutter	2,950 LF	\$29.00	0.0	2,864.5	\$0.00	\$83,070.50	97%
33	Rolled Cement Conc. Curb and Gutter	2,400 LF	\$28.00	0.0	2,176.5	\$0.00	\$60,942.00	91%
34*	Cement Conc. Driveway Repair	30 SY	\$150.00	0.0	57.4	\$0.00	\$8,610.00	191%
35	Cast-In-Place Monument	5 EA	\$4,000.00	0	7	\$0.00	\$28,000.00	140%

# FINAL PROGRESS ESTIMATE 9

AUGUST 2, 2022

CITY OF LONG BEACH  
PACIFIC COUNTY  
WASHINGTON

PROGRESS ESTIMATE PERIOD  
JUNE 2, 2022 TO JULY 29, 2022

PROJECT:  
CITY OF LONG BEACH  
WASHINGTON AVENUE RECONSTRUCTION  
G&O JOB NUMBER #21532

CONTRACTOR:  
ADVANCED EXCAVATING SPECIALISTS, LLC  
1200 HAZEL STREET  
KELSO, WA 98626

BID ITEMS				QUANTITIES		PROJECT COSTS		PERCENT OF CONTRACT QUANTITY
NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL THIS PERIOD	AMOUNT THIS PERIOD	AMOUNT TO DATE	
36	Mailbox Support, Type 1	8	EA	\$450.00	0	\$0.00	\$900.00	25%
37	Mailbox Support, Type 2	2	EA	\$550.00	0	\$0.00	\$1,650.00	150%
38	Permanent Signing	1	LS	\$6,000.00	0.00%	\$0.00	\$6,000.00	100%
39	Paint Line	2,465	LF	\$1.00	0	\$0.00	\$2,430.00	99%
40	Plastic Stop Line	260	LF	\$22.00	0	\$0.00	\$1,320.00	23%
Subtotal, Schedule B						\$10,775.00	\$1,004,324.88	
*Quantity Revisions per Change Order 1.								
CHANGE ORDERS:								
CO1	Item 1 - Quantity Revisions (See Above)							
	Item 2 - Storm Overflow Connection at 51st Street and Washington Avenue	1	LS	\$3,603.96	0.00%	\$0.00	\$3,603.96	100%



# **FINAL PROGRESS ESTIMATE 9** **AUGUST 2, 2022**

CITY OF LONG BEACH  
 PACIFIC COUNTY  
 WASHINGTON

PROGRESS ESTIMATE PERIOD  
 JUNE 2, 2022 TO JULY 29, 2022

PROJECT:  
 CITY OF LONG BEACH  
 WASHINGTON AVENUE RECONSTRUCTION  
 G&O JOB NUMBER #21532

CONTRACTOR:  
 ADVANCED EXCAVATING SPECIALISTS, LLC  
 1200 HAZEL STREET  
 KELSO, WA 98626

	PROJECT COSTS		
	AMOUNT THIS PERIOD	AMOUNT TO DATE	DATE
SUBTOTAL EARNED TO DATE	\$18,775.00	\$1,640,311.84	
SALES TAX (SCHEDULE A ONLY)		\$52,487.79	
MATERIALS ON HAND		\$0.00	
TOTAL		\$1,692,799.63	
CONTRACTOR HAS RETAINAGE BOND	\$0.00	\$0.00	
TOTAL EARNED TO DATE LESS RETAINAGE		\$1,692,799.63	
LESS AMOUNTS PREVIOUSLY PAID			
PROGRESS ESTIMATE 1		\$280,389.40	
PROGRESS ESTIMATE 2		\$358,209.33	
PROGRESS ESTIMATE 3		\$314,350.06	
PROGRESS ESTIMATE 4		\$236,028.35	
PROGRESS ESTIMATE 5		\$222,212.86	
PROGRESS ESTIMATE 6		\$195,016.04	
PROGRESS ESTIMATE 7		\$52,272.59	
PROGRESS ESTIMATE 8		\$14,882.00	
TOTAL PAYMENT NOW DUE:	\$19,439.00	\$19,439.00	

ORIGINAL CONTRACT AMOUNT (WITHOUT TAX) \$1,684,685.00  
 CONTRACT AMOUNT WITH CHANGE ORDER 1 \$1,715,402.96  
 CONTRACT PERCENTAGE TO DATE 96%

# FINAL PROGRESS ESTIMATE 9 AUGUST 2, 2022

CITY OF LONG BEACH  
PACIFIC COUNTY  
WASHINGTON

PROGRESS ESTIMATE PERIOD  
JUNE 2, 2022 TO JULY 29, 2022

PROJECT:  
CITY OF LONG BEACH  
WASHINGTON AVENUE RECONSTRUCTION  
G&O JOB NUMBER #21532

CONTRACTOR:  
ADVANCED EXCAVATING SPECIALISTS, LLC  
1200 HAZEL STREET  
KELSO, WA 98626

I HEREBY CERTIFY THE ABOVE ESTIMATE IS A  
TRUE AND CORRECT STATEMENT OF THE  
WORK PERFORMED UNDER THIS CONTRACT.

GRAY & OSBORNE, INC.

  
STEPHEN J. CLARKE, P.E.

I HEREBY CERTIFY THAT THE WAGES HAVE BEEN PAID IN  
ACCORDANCE WITH RCW 39.12 (PREVAILING WAGES).

ADVANCED EXCAVATING SPECIALISTS, LLC

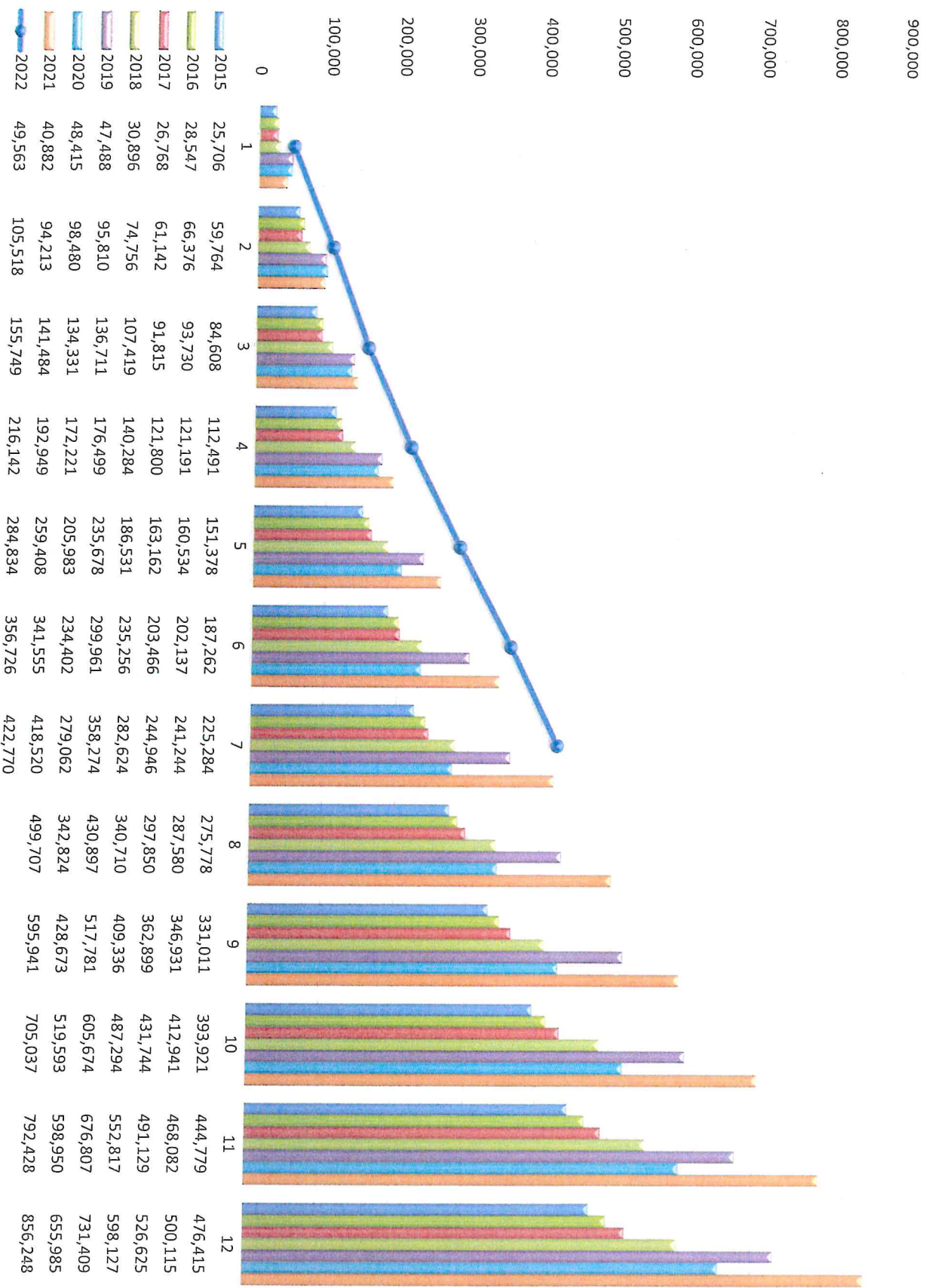
  
CONTRACTOR'S REPRESENTATIVE

## SUMMARY AND DISTRIBUTION OF PAYMENTS

PAY EST NO.	PROGRESS ESTIMATE PERIOD DATES	TOTAL		SALES		MATERIALS ON HAND	TOTAL PAYMENT
		EARNED PER PERIOD	SALES TAX RATE	TAX AMOUNT			
1	JULY 12, 2021 TO JULY 31, 2021	\$259,179.46	8.30%	\$21,209.94	\$0.00	\$280,389.40	
2	AUGUST 1, 2021 TO AUGUST 28, 2021	\$330,756.54	8.30%	\$27,452.79	\$0.00	\$358,209.33	
3	AUGUST 29, 2021 TO SEPTEMBER 25, 2021	\$311,189.00	8.30%	\$3,161.06	\$0.00	\$314,350.06	
4	SEPTEMBER 26, 2021 TO OCTOBER 30, 2021	\$236,028.35	8.30%	\$0.00	\$0.00	\$236,028.35	
5	OCTOBER 31, 2021 TO NOVEMBER 27, 2021	\$222,212.86	8.30%	\$0.00	\$0.00	\$222,212.86	
6	NOVEMBER 28, 2021 TO DECEMBER 4, 2021	\$195,016.04	8.30%	\$0.00	\$0.00	\$195,016.04	
7	DECEMBER 5, 2021 TO DECEMBER 31, 2021	\$52,272.59	8.30%	\$0.00	\$0.00	\$52,272.59	
8	JANUARY 1, 2022 TO JUNE 1, 2022	\$14,882.00	8.30%	\$0.00	\$0.00	\$14,882.00	
9	JUNE 2, 2022 TO JULY 29, 2022	\$18,775.00	8.30%	\$664.00	\$0.00	\$19,439.00	
TOTAL:		\$1,640,311.84		\$52,487.79	\$0.00	\$1,692,799.63	

TAB - D

## Sales Tax Collections

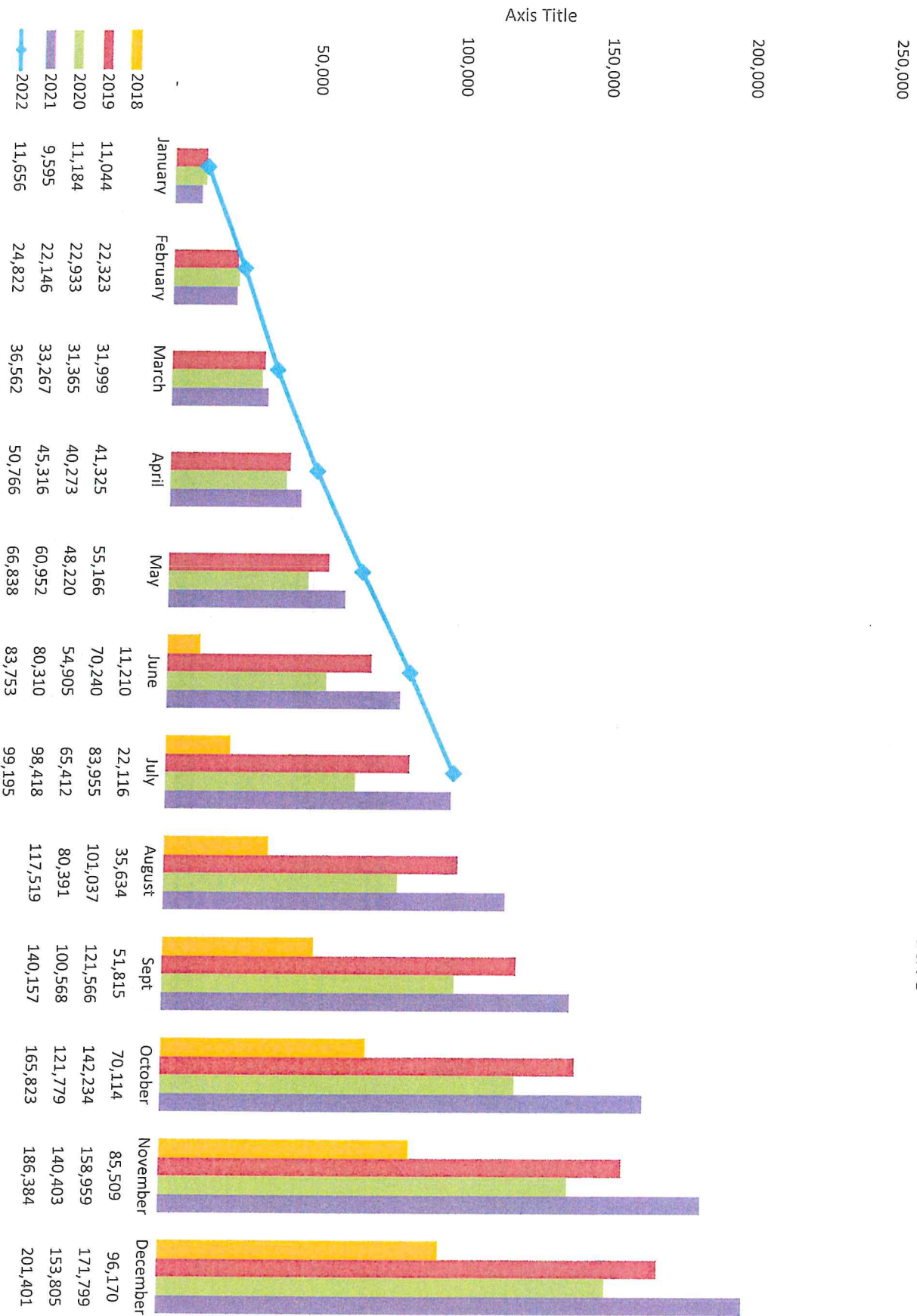




## Lodging Tax Collections



# Transportation Benefit District Collections - Cumulative





MRSC presents this certificate of attendance to:

**Jerry Phillips**

(jphillips@longbeachwa.gov)

for successfully completing

**Land Use Case Law Update – Summer 2022**

**July 21, 2022**

**11:00 AM - 12:00 PM**

*This certificate was awarded by Jacob Rice (jrice@mrsc.org) | Training and Outreach Coordinator*

2601 4th Avenue, Suite 800 | Seattle, WA 98121-1280

(206) 625-1300 | (206) 625-1220 fax | [www.mrsc.org](http://www.mrsc.org)





## Insurance Authority

July 25, 2022

Brian Loos  
City of Long Beach  
PO Box 310  
Long Beach, WA 98631

P.O. Box 88030

Tukwila, WA 98138

Phone: 206-575-6046

Fax: 206-575-7426

[www.wciapool.org](http://www.wciapool.org)

### RE: 2023 WCIA LIABILITY ASSESSMENT NOTICE

Dear Brian,

Below is your entity's preliminary liability assessment for 2023. This notice of assessment is provided mid-year for member budget purposes.

For 2022, the Executive Committee approved an overall WCIA liability rate increase of 40% as explained in the enclosed letter from Deborah Knight and Ann Bennett. Individual member rates are actuarially calculated and can change an **additional** plus or minus 15% based on the member and their actuarial group's losses. Member assessment rates are multiplied by reported worker hours. Therefore, it is possible that although you may experience a rate decrease, your assessment can still increase if you reported increased worker hours.

WCIA offers broad coverage and includes both cyber and pollution liability coverage at no additional charge in the liability assessment. WCIA assists members in avoiding and reducing losses through tailored risk management services and various training programs.

The 2023 assessments will be on the October agenda for Full Board approval. This letter serves as your official notice in accordance with the WCIA Bylaws, Article VI, Section 2, Assessment Appeal Process. Your entity has 30 days to file an assessment appeal pursuant to the terms and conditions of the Bylaws.

**2023 preliminary liability assessment for Long Beach: \$ 126,785**

The WCIA 2023 property rate is expected to increase by 13% and the auto physical damage rate is expected to increase by 9%. WCIA estimates the Hartford boiler and machinery, and AIG crime/fidelity rates will increase approximately 5-10% for 2023. *Please review and keep your property and/or auto values up to date as increases/decreases in scheduled values will affect your assessment accordingly.*

Should your entity not complete all elements of the 2022 COMPACT, you will be charged a non-compliance penalty on your 2023 liability assessment. If you wish to change or institute a 2023 liability deductible, please contact Rob Roscoe before December 1, 2022. Your 2023 assessment will be invoiced at the end of the year and is due January 30, 2023. If you have any questions, please call me or Rob Roscoe at (206) 575-6046.

Sincerely,

Jared Burbidge  
Finance & Administrative Services Manager





## **A Letter to the Membership from President Deborah Knight and Executive Director Ann Bennett**

Goal 1 of the Washington Cities Insurance Authority's (WCIA) Strategic Plan is to "Protect and maintain the Authority's stability to ensure WCIA's longevity." Considering the current financial needs and to stabilize and prevent any further reduction in WCIA's undesignated reserve, the Executive Committee unanimously approved the Budget Committee's recommendation to adopt an overall rate increase of 40% for 2023.

Although the indicated 2023 overall average pool rate increase is 40%; individual member rates will vary based on your entity's claim losses and may increase or decrease an additional plus or minus 15% accordingly. While a rate increase of this size is a concern for all members, please keep in mind that the rate increases given to WCIA by outside carriers for reinsurance has ranged from 60-80% over the last several years (see Attachment A).

### Factors Behind the 2023 Rate Increase

WCIA's current rate increase is necessary to maintain WCIA's financial stability and to allow the organization to continue to protect its members. As an insurance pool, our strength lies in our members' commitment to effectively manage risk to help reduce claim losses. The last several years have seen extraordinary changes in our member claim costs, jury awards, a lack of immunities protecting public agencies, and WCIA's cost to purchase reinsurance.

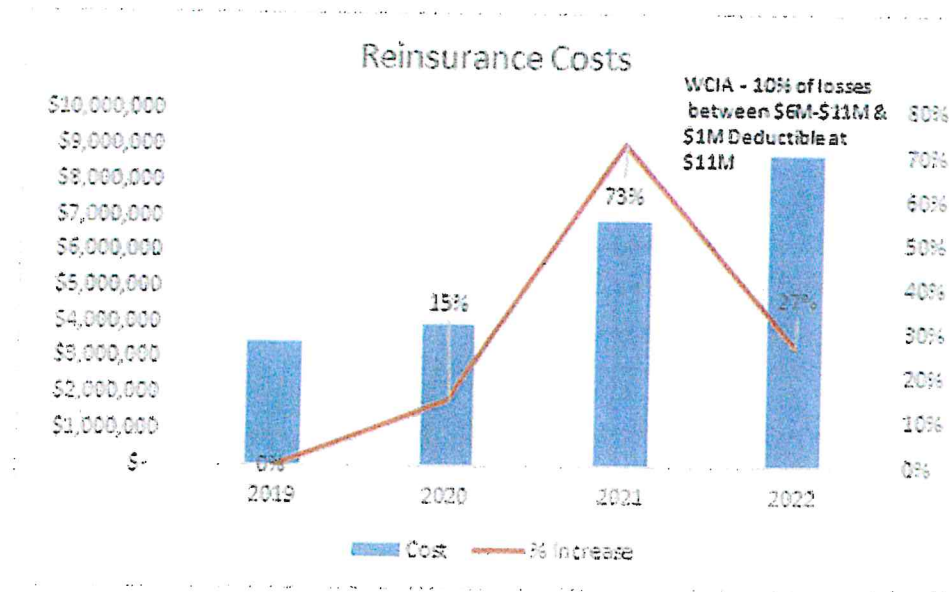
At the May 20, 2022 Full Board meeting, members were made aware of the growing negative loss trends experienced by WCIA. The cost for both labor and materials to repair vehicles and property have increased significantly. Members received an email in June regarding WCIA's net position decreasing \$20.6 million due to the claim payments/reserves increasing by approximately \$16.6 million from 2020 to 2021.

Juries nationwide are now awarding verdicts in the tens of millions of dollars for cases that would have been less than a million dollars just a few years ago. The immunities once granted to public agencies have been eroded by both State and Federal courts resulting in less dismissals and increased liabilities. The State legislature's expansion of the wrongful death statute has led to significant growth in costs and settlements. This past year, legislators sought to add additional exposures for police and add a component of pre-judgment interest in all tort actions. All these factors have hindered WCIA's ability to secure reinsurance above our \$4 million self-insured funded layer. Multiple insurance carriers are no longer doing business with public entities in our State and those who remain are seeking more money for less coverage.

## A Letter to the Membership from President Deborah Knight and Executive Director Ann Bennett

### Attachment A

WCIA self-insures the first \$4 million of each loss and uses reinsurance to reach the higher limits, currently \$20 million per occurrence. Various carriers are used within the reinsurance structure, and each has raised their individual rates over the last four years. From 2020 to 2021, a 74% increase was coupled with a reduction of limits (\$25 million to \$20 million) due to a carrier pulling out of Washington State public entity business. From 2021 to 2022 another 27% increase occurred with WCIA assuming 10% of each loss between \$6 and \$11 million and a \$1 million annual deductible above \$11 million. These changes are a result of WCIA's current claim history and reinsurance carriers discomfort with Washington State laws, jury verdicts and lack of tort caps and immunities for public entities.





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

In the Matter of the Application of

**FILE NO: CUP 2022-08**

**Kevin Prather**, applicant, and  
owner,

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

For a Conditional Use Permit to  
construct more than five (5) multi-  
family dwelling units in the OTW Old  
Town West zone, located at 301 Ocean  
Beach Blvd N

**DECISION**

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

**INTRODUCTION**

The CUP application **Kevin Prather**, applicant, and owner to construct 24 units,  
more than five multi-family unit before Douglas Goelz, Hearings Examiner, on July 22,  
2022, at 1:00 p.m. Mrs. Ariel Smith, Community Development Director, presented the  
Department of Community Development Staff Report

The Hearing Examiner explained the hearing procedure, after which City staff made  
an opening presentation concerning the CUP. Testifying under oath were:

**Ariel Smith**, Community Development Director, CITY  
**Brandon Cline**, Media

The following exhibits were offered and admitted:

Exhibit	Description	Submitted By	Date Admitted	Comments
1	Application for CUP	Kevin Prather	06/27/2022	Complete
2	Determination of Completeness	City	06/28/2022	Complete
3	Notice of Application	City	06/30/2022	Complete
3	Staff Report	City	07/20/2022	Complete
4	Notice of Public Meeting	City	07/06 and 07/13	Complete
5	Public Comments	City	07/20/2022	Complete

The hearing adjourned at 1:14 pm.

From the foregoing, the Examiner makes the following:

### **FINDINGS OF FACT**

1. Applicant, **Kevin Prather** proposes to construct 24 multi-family units.
2. The subject site is located in the OTW – Old Town West zoning district, where multi-family dwellings resulting in five (5) or more dwelling units are allowed as conditional uses.
3. The subject site is designated Commercial in the Long Beach Comprehensive Plan.
4. The proposed use is consistent with existing commercial and adjacent residential and commercial uses and will generate additional traffic impacts on City infrastructure. The infrastructure was designed to withstand development, and therefore this project will not put a burden on the system. The traffic will increase because of this project.
5. The design of the project will still need to go through the City's design review process.
6. There is adequate property to fulfill the City's required parking on-site.
7. The property is served by City water.
8. The property is served by City sewer.
9. The proposed expansion of use is consistent with the requirements of other applicable ordinances and regulations including, but not limited to, the Comprehensive Plan, critical areas regulations, zoning regulations, the Shoreline Master Program, and the State Environmental Policy Act.
10. 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 the Shoreline Master Program does not apply.



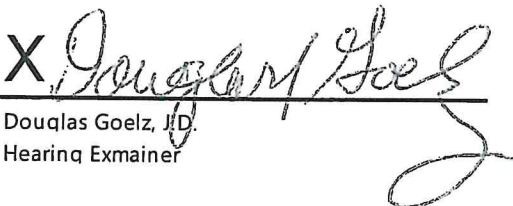
5. Environment review, wetland delineation has been completed and no wetlands are present on site.
6. The applicant will be required to submit a SEPA checklist and Stormwater management plan.
7. The applicant has sought the appropriate permit.
8. As conditioned below, the project will be consistent with the criteria for Conditional Use Permit approval.
9. Any finding herein which may be deemed a conclusion is hereby adopted as such.

### DECISION

The application of **Kevin Prather** applicant, for the construction of 24 multi-family units on the property known as 301 Ocean Beach Blvd N is **APPROVED**, subject to the following conditions:

1. Any further development, expansion beyond 10 percent (10%), or change of use of the property shall require the approval of the City of Long Beach.
2. The property owner must record a deed restriction for all three parcels before any construction begins.
3. The applicant shall comply with all conditions of any other conditioned City approval (design review).
4. 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.

Done this 25<sup>th</sup> day of July 2022

  
\_\_\_\_\_  
Douglas Goelz, J.D.  
Hearing Examiner

## **NOTICE OF RIGHT TO APPEAL**

### **RIGHT TO APPEAL -TIME LIMIT**

Any party of record aggrieved by the decision of the hearing examiner shall have the right to appeal the decision to the Pacific County superior court. The appeal shall be in writing and delivered to city hall within twenty-one (21) calendar days of the hearing examiner's decision unless a different time frame is explicitly stated elsewhere in this code. No new evidence will be accepted by the superior court. The appeal is limited to the record presented to the hearing examiner.

### **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.

# Long Beach Police

P.O. Box 795  
Long Beach, WA 98631

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

08-01-22

Page 1 of 2

To: Mayor Phillips and Long Beach City Council

From: Chief Flint R. Wright

Ref.: Monthly Report for July 2022

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

## Long Beach

518 Total Incidents

Aid Call Assists: 4

Alarms: 3

Animal Complaints: 5

Assaults: 10

Assists: 72

(Includes 6 PCSO, 0 WSP And 0 Other Agency Assists Outside City Boundaries)

Burglaries: 2

Disturbance: 35

Drug Inv.: 3

Fire Call Assists: 5

Follow Up: 94

Found/Lost Property: 16

Harassment: 19

Malicious Mischief: 7

MIP – Alcohol: 0

MIP – Tobacco: 0

Missing Persons: 1

Prowler: 2

Runaway: 0

Security Checks: 108

Suspicious: 28

Thefts: 15

Traffic Accidents: 8

Traffic Complaints: 25

Traffic Tickets: 5

Traffic Warnings: 34

Trespass: 3

Warrant Contacts: 3

Welfare Checks: 11

## Ilwaco (Includes 30 Calls At Port)

271 Total Incidents

Aid Call Assists: 1

Alarms: 2

Animal Complaints: 1

Assaults: 3

Assists: 27

Burglaries: 0

Disturbance: 30

Drug Inv.: 1

Fire Call Assists: 1

Follow Up: 51

Found/Lost Property: 2

Harassment: 3

Malicious Mischief: 0

MIP – Alcohol: 0

MIP – Tobacco: 0

Missing Persons: 0

Prowler: 2

Runaway: 0

Security Checks: 76

Suspicious: 22

Thefts: 3

Traffic Accidents: 4

Traffic Complaints: 9

Traffic Tickets: 6

Traffic Warnings: 10

Trespass: 2

Warrant Contacts: 3

Welfare Checks: 12

**Monthly Report Continued:**

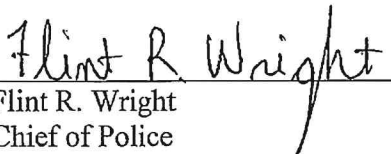
**Page 2 of 2**

The July 4<sup>th</sup> holiday, which ran from July 1<sup>st</sup> – July 5<sup>th</sup>, was very busy. The Ilwaco Fireworks show went well and we had no issues associated with it. We had a number of officers that worked that detail. The show in Long Beach also went well. One subject was booked for using a stolen credit card. While we were kept busy dealing with calls, I am glad to report there were no serious issues over those days.

On the 13<sup>th</sup> I attended the 911 Operations Board meeting. Various topics were discussed which included dispatch procedures for status checks for aid personnel and budget issues involving mobile data computers for patrol vehicles.

Sandsations, July 23<sup>rd</sup>, went well. The department employed 3 flaggers to help with traffic down on the approach.

On the 29<sup>th</sup> the department directed traffic for the rodeo parade and I rode in it.

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





STATE OF WASHINGTON  
DEPARTMENT OF COMMERCE

1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000  
[www.commerce.wa.gov](http://www.commerce.wa.gov)

August 8, 2022

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

Dear David Glasson:

I am pleased to inform you that Commerce has selected the City of Long Beach to receive up to \$1,000,000 in federal Community Development Block Grant (CDBG) funds for Sewer Lift Station Upgrades.

Prior to grant contract execution, this letter allows you to begin incurring costs, not to exceed ten percent of your award as of the date of this letter, for grant administration, environmental review and preliminary engineering or design work.

You must complete CDBG-specific compliance with the National Environmental Policy Act (NEPA) before any construction bid advertising or property acquisition activity can occur. Commerce will pay eligible costs, on a *reimbursement basis only*, after the contract execution date and the environmental review is complete (see enclosure for further explanation).

Before Commerce signs the grant contract, you must:

- Develop and adopt a policy to reduce greenhouse gas emissions (CDBG Attachment 1-E).

If your project is not ready to proceed, which delays contract execution more than 90 days from the date of this letter, Commerce may rescind the CDBG award with an invitation to reapply.

We look forward to working with you on this worthwhile project. If you have any questions, please contact Jacquie Andresen at 360-688-0822 or [jacquie.andrsesen@commerce.wa.gov](mailto:jacquie.andrsesen@commerce.wa.gov).

Sincerely,

Mark K. Barkley  
Assistant Director

Enclosure

cc: Ariel Smith, Community Development Director

## TIMING of CDBG FUNDING and NEPA RESTRICTIONS

Commerce cannot reimburse costs incurred prior to the CDBG award letter. Commerce will reimburse eligible costs after contract execution and completion of CDBG-specific procedures under NEPA and SEPA. Executing the grant contract and completing the environmental review can occur concurrently.

Unless the activity is exempt or categorically excluded and not subject to 24 CFR 58.5 under NEPA, the local government grantee, subrecipients, contractors and all other participants may not commit CDBG or non-CDBG funds if the activity would have an adverse environmental impact or limit the choice of reasonable alternatives. This restriction applies to activities as of the date the CDBG program receives the grant application. Portions of preliminary design work needed for completion of the environmental review are allowable.

Title 1 of the Housing and Community Development Act of 1974 as amended and the environmental review procedures found in 24 CFR 58.22 apply to any activities as part of a CDBG project. The environmental review activities completed for other federal or state funding can contribute towards but not entirely meet the CDBG-specific procedure for NEPA and SEPA. Section 6 of the CDBG Management Handbook provides further detail and the necessary CDBG forms.

Project Phase	Restrictions on Eligible Activities
<p><b>Before CDBG contract is executed and environmental review is complete</b></p>	<p>With the award letter, the grantee can begin to incur costs up to 10% of award for the following activities which don't require an environmental review IF the grant application requested CDBG funding of these costs:</p> <p><b>Administration:</b> Executing the CDBG contract. Establishing administrative, financial, reporting, and record keeping systems, including staffing, travel and training.</p> <p><b>Environmental Review:</b> Review of environmental laws and authorities, including 24 CFR 58.5 and Section 106 of the National Historic Preservation Act of 1996, such as:</p> <ul style="list-style-type: none"> <li>• Consultation letters to affected tribes</li> <li>• Cultural resource survey</li> <li>• Floodplain/wetland determination</li> </ul> <p>Preliminary engineering feasibility studies for the environmental assessment, such as surveying and geotechnical or geophysical analysis (excluding ground-disturbing activity of over one cubic sq. ft.).</p> <p><b>Subcontracting:</b> Subrecipient agreements or professional service contracts for any of the above activities.</p>

<p><b>After CDBG contract execution</b></p>	<p>All eligible costs will be reimbursed after:</p> <ol style="list-style-type: none"> <li>1. The applicable level of environmental review is documented and complete, and funds have been released (see environmental review guidance below);</li> <li>2. The subrecipient agreement is executed, if applicable;</li> <li>3. Procurement requirements are met; and</li> <li>4. Payment request includes adequate back-up documentation.</li> </ol> <p>To be eligible for CDBG funding, all costs must be allowable under federal cost principles and CDBG regulations, and identified in the grantee's application project budget.</p>
<p><b>While completing the environmental review</b></p>	<p>The local government grantee must complete the applicable environmental review procedures depending on the type of project:</p> <ol style="list-style-type: none"> <li>1. Activities documented by the grantee, and confirmed by Commerce, as exempt or categorically excluded and without impact to 24 CFR 58.5 laws, historical structures or culturally sensitive land may proceed with commitment of CDBG and non-CDBG funds.</li> <li>2. Activities that are Categorically Excluded and impact 24 CFR 58.5 laws, or activities requiring an environmental assessment and a Finding of Non-Significance (FONSI), require appropriate documentation with a request for release of CDBG funds submitted to Commerce.</li> </ol> <p><b>Only after the Commerce comment period is ended and funds are released,</b> may CDBG and non-CDBG funds be committed for activities such as:</p> <ul style="list-style-type: none"> <li>• Advertising for construction bids</li> <li>• Property acquisition, including sales and purchase agreements</li> <li>• Site Preparation</li> <li>• Demolition</li> </ul> <p><u>Section 6 of the CDBG Management Handbook</u> <b>provides further detail and the necessary CDBG forms to complete the environmental review.</b></p>