

Edit Referral

H-20-289 Referral Information

Hotline ID: H-20-289

Date of Submission: 10/9/2020

Entity Type: Local

Entity Category Type: City/Town

Entity: Tenino, City of

Sub Entity Name:

Category: Billings/Receivables

1-2 sentence description of concern: water meter reading errors with new drive by meter-reading equipment. we were over billed nearly \$800 in July 2020. This past month, Sept under-billed compared to the reading we saw at the meter. No billing period listed and no meter reading date on each bill.

Report Issued: No

Reporting Type: Hotline Letter

Report Number:

Investigation Contracted: No

Contract Number:

Contract Name:

Billing Time Code:

Costs:

Public Records Request: Yes

Flag For Annual Report: No

Substantiated: No

ARRA: No

Action: Referred to Audit Team - Consider Next Audit

Audit Team: Olympia

Audit Team Contact: bristolb@sao.wa.gov

cc: KATIE Gravatt (gravattk@sao.wa.gov)

Referral Date: 10/12/2020

Action Taken: No

Response Date:

Report Date:

Follow Up Date:

Date Closed: 1/7/2025

Edit Referral

H-20-289 Contact Information

Hotline ID: H-20-289

Date of Submission: 10/9/2020

Submission Method: Web

Submission Type: Citizen

Staff:

Author(Last, First): Iverson , Geraldine

Address: 1272 Park Ave. E.

City: Tenino

State: WA **Zip:** 98589

Home Phone: 2534702382

Work Phone:

Mobile Phone: 2534702382

Email: iversongera@gmail.com

Can Contact: Yes

Contact Preference: Email

Anonymous: No

Waived Confidentiality: Yes

Edit Referral

H-20-289 Referral Details

Hotline ID: H-20-289

What state or local organization is involved?

Please identify the specific concerns you are hoping the audit will address.

water meter reading errors with new drive by meter-reading equipment. we were over billed nearly \$800 in July 2020. This past month, Sept under-billed compared to the reading we saw at the meter. No billing period listed and no meter reading date on each bill.

Please provide a detailed description of the assertion or outstanding achievement, including who, when, where, what, how and how much.

By law, we are entitled to have the billing period, from what date to what date listed on our water/sewer bill, along with the water meter reading date. This is my complaint. The July over-billing was corrected, so that is not part of the complaint.

How did this issue come to your attention?

When they over billed us \$800 and I sent in public records disclosure request on the meter. Found out they changed our meter and system in mid July and did not inform us of the change. Have email from City that states they have no policy and procedures and no Standard Operating manuals for any departments, utility or public works.

**What employee(s), contractors, etc., were involved in the assertion or achievement?
Please include employee titles if possible.**

John Millard City Treasurer/Public Records Officer

Please provide the names of any witnesses to the assertion or achievement, if possible.

Have many email from John Millard

Please provide any additional details or comments that would help us understand your assertion or achievement.

I have checked with several Tenino residents, and none are being provided billing period or water meter reading dates on bills. I am disturbed to have in writing the City of Tenino has no policies and procedures for their utility department or public works department.

Edit Referral

H-20-289
Activity
Log
Hotline ID: H-20-289

Entry Date ▼	Log Entry
01/07/2025	Referral updated by 'JEANA Gillis (gillisj)'.
01/07/2025	Emailed citizen hotline letter with results. See supporting documents tab. Ready to close. --carrelll
01/06/2025	Referral updated by 'JEANA Gillis (gillisj)'.
01/06/2025	Referral updated by 'JEANA Gillis (gillisj)'.
11/30/2023	Reached out to citizen to update that we now expect to conduct this audit in early 2024. --sarah950
02/16/2022	Emailed citizen to let them know our schedule changed and that we now expect to conduct this work by the end of 2022. --carrelll
12/30/2021	Referral updated by 'JEANA Gillis (gillisj)'.
12/15/2021	Referral updated by 'JEANA Gillis (gillisj)'.
08/19/2021	Citizen contacted us via email to add additional concerns related to the loss of the city email system. We informed them it was added to the hotline to be considered during the next audit. --justint
07/09/2021	The citizen provided additional documentation with regards to the Water testing and efficiency program. We responded and let them know we would consider this and contact them at the beginning of the audit. --justint
06/18/2021	Responded to the citizens inquiry about the timeframe of the current investigation and attached the email. --justint
04/28/2021	Added additional concerns the citizen had emailed us to the supporting documents. Stated we will consider the concern for during the next audit. --justint
03/30/2021	Received an email from the citizen with documentation that have been added to the supporting documents tab. We then informed the citizen that we would review the documentation during the investigation or next audit. --justint
10/13/2020	Contacted the Citizen to inform them we have received their hotline and our office will look into the hotline at the next audit. Also informed them our office will give them a call prior to their next scheduled audit sometime next fall (2021). --justint
10/12/2020	Referral updated by 'JEANA Gillis (gillisj)'.
10/12/2020	Task assigned to 'bristolb@sao.wa.gov'. Team notification email sent to: bristolb@sao.wa.gov,gravattk@sao.wa.gov
10/12/2020	Referral updated by 'JEANA Gillis (gillisj)'. Action changed from (not set) to Referred to Audit Team - Consider Next Audit.

From: [Geraldine Iverson](#)
To: [Justin, Trey \(SAO\)](#)
Subject: water quality testing/water efficiency program
Date: Tuesday, July 6, 2021 4:34:29 PM
Attachments: [Tenino City of 874007 SS Report 3-24-2017.docx](#)
[Tenino exprdwaterplan-Pre-plan checklist Tenino kr.doc](#)

External Email

This is follow up documentation about Tenino's water system and water efficiency.

Tenino's water efficiency program expired in 2016, and by WA State law has never been in compliance since it went into effect in 2009. We have never received water efficiency reports annually containing all elements of the law. There has never been a public forum on what our water goals have ever been or are currently.

What is more disturbing is this last Tenino Sanitary Survey by the ODW. I am still digging, but no one as of yet has provided evidence that this was followed up on in 2020, or that these items have been remedied in the time prescribed by the State of WA, or ever quite frankly. This should raise the hair up on the back of everyone's neck. This kind of thing causes illness and class action lawsuits. And it is interesting that it has a new mailing date of 07/05/2021 to Troy Cannon. I guess now it is being followed up on.???



STATE OF WASHINGTON
DEPARTMENT OF HEALTH
SOUTHWEST DRINKING WATER REGIONAL OPERATIONS
P.O. Box 47823 Olympia, Washington 98504-7823
TDD Relay 1-800-833-6388

January 7, 2025 Troy L. Cannon Post Office Box 1343 Tenino, Washington 98589-1343	City of Tenino ID #874007	
	County:	Thurston
	System Type:	Community
	Operating Permit Color:	Green
	Surveyor:	Kay Rottell
	Inspection Date:	March 22, 2017

Thank you for meeting with me to conduct a survey of this water system. Sanitary surveys are the Office of Drinking Water's (ODW) way to inspect public water systems through a field visit. ODW is also able to offer technical assistance to help utilities improve their system operations and ensure that public health is protected.

This report documents the findings of this survey. Deficiencies that need your attention are summarized below. As you correct the items, send me documentation that demonstrates the items have been completed as directed. Include the system name, ID number, and the date the deficiencies were corrected. You can send them to me by e-mail at kay.rottell@doh.wa.gov or by mail at PO Box 47823, Olympia, Washington 98504-7823.

If you are not able to correct these deficiencies, you must submit a Corrective Action Plan by the date assigned describing how and when the work will be completed.

SIGNIFICANT DEFICIENCIES* - BY MAY 12, 2017

1. Construct an approved air gap of at least 1-inch between the discharge line of the Well #1 (S01) clay valve vacuum relief and the flood rim of the sink.
2. Seal all openings in Well #3 (S03) well casing to prevent entry of contaminants into the well. Install properly screened downturned well casing vents as necessary.

SIGNIFICANT FINDINGS - BY MAY 12, 2017**

3. Repair the wellfield's (S04) dedicated sample tap. You must be able to collect a post-treatment water sample prior to entry to the distribution system to comply with routine source monitoring requirements in chapter 246-290 WAC.
4. Provide documentation that the sodium hypochlorite solution is certified under ANSI/NSF Standard 60.
5. Fix the gate in the fencing around the reservoir site so it can be secured and locked to prevent vandalism and unauthorized entry.
6. Submit photos (less than 12 months old) of the reservoir hatch, vent, and overflow outlet. The photos must show enough detail to determine whether these features protect the storage tank against entry of contaminants. At a minimum, provide photos of the:
 - Hatch in the open and closed position showing the gasket and the lock.

- Vent showing the overall vent structure and the screen material.
- Overflow discharge.
- Any other tank penetrations on the top of the reservoir.

OBSERVATIONS

7. All water system improvements require an engineering report and construction documents to be approved by ODW in accordance with WAC 246-290-110 and 246-290-120. Please submit an engineering report and as-built documents for the chlorination systems for S01 and S03.
8. The chlorine residual sample cells are stained and scratched and need to be replaced. Separate, dedicated sample cells should be used for free and total chlorine tests. Please refer to the manufacturer's user manual for proper operation and maintenance of the colorimeter.
9. The pH meter requires calibration in accordance with the manufacturer's recommendations, but no calibration standards are available. The City needs to purchase pH calibration standards, develop a standard operating procedure, and document calibration of the meter.
10. Employ a certified cross-connection control specialist (CCS) to develop and implement your cross-connection control (CCC) program (WAC 246-290-490). Implementation includes assessing the degree of hazard for each service connection the water system serves.
11. Direct your cross-connection control specialist to conduct a hazard assessment of the service connections that do not have premise isolation. The authority for this must be in your locally adopted CCC ordinance.
12. Source chemical monitoring samples must be collected after treatment prior to distribution. Since S01 and S03 are in an approved wellfield, source chemical monitoring must be collected at the dedicated sample station located just south of the treatment building prior to distribution. The lab sheets should identify the source as S04.
13. Update your coliform monitoring plan to comply with the revised total coliform rule. A template for a coliform monitoring plan can be found on our website (DOH Publication #331-036).
14. Historical disinfection byproduct (DBP) samples have been taken at 16607 Highway 507. In 2016 samples were collected at 418 Wichman Street. The sample site should not be changed and should be from a site that has the longest residence time. Future DBP samples must be collected at 16607 Highway 507, unless another site has been determined to have a longer distribution system residence time.
15. The Water System Plan approval expired in March 2016. To maintain your "Unspecified" designation you must submit an updated water system plan. Your system no longer qualifies for the distribution main project submittal exception; all main extensions projects need to be submitted to our office for review and approval prior to construction.
16. The consumer confidence report (CCR) is completed every year, however, it has some errors in reporting and is missing some of the required standard language. Please review the *Preparing user-friendly Consumer Confidence Reports* (DOH Publication #331-296) guidance document available on our website prior to preparing your 2016 CCR to ensure you have all the mandatory language and are reporting all detections properly. Additionally, you can use EPA's CCR iWriter to help you develop your CCR.
17. The system should develop an operation and maintenance program. You can use the *Preventative Maintenance Program Guide for Small Water Systems Using Groundwater* (DOH Publication #331-351) to help you put together a program for you system.

RECOMMENDATIONS

18. The discharge pipe for the Well #3 (S03) vacuum relief valve on the clay valve should be screened and secured so that the pipe cannot be pushed into the wall again.
19. Contact ERWOW to help with leak detection efforts in the City's distribution system.
20. Exercise your distribution system valves at least once each year. Valves must be exercised periodically or they won't work when they're needed. By simply cycling the valve position (from open to closed to open again, or vice versa), you will reduce the frequency of valve maintenance and repair, and greatly improve the chances that the valve will work on demand.
21. A path to the reservoirs' overflow discharge pipe should be maintained so that the City staff can routinely inspect the overflow.
22. The water level gauge is faded and needs to be repainted or replaced before it becomes unreadable.
23. Employ an additional certified operator or contract with a Contract Operator to fill a temporary absence of the operator. ODW can provide a list of qualified individuals.

SYSTEM INFORMATION

The City of Tenino water system serves the city and the surrounding areas. The City is located at the junction of Old Highway 99 and State Route 507 in south Thurston County. The system is approved to serve 1,236 equivalent residential units (ERUs) and has an "Unspecified" designation. The system serves 561 full-time residences, 1 part-time residence, 34 multifamily buildings, and 71 commercial connections, with a full-time population of 1,797.

The system is served by two wells that form a wellfield. The system has disinfection and corrosion control treatment prior to distribution. Water from the wells fills two reservoirs located to the west of town that serve the City's distribution system by gravity.

SECTION 1: SOURCE

This system has two active sources and one source is retained in emergency status located adjacent the play fields at Tenino Elementary School.

Well #1 (S01) was drilled in 1967 to a depth of 94 feet with a screen installed at 89 feet. The well report does not indicate the existence of a surface seal. The well's installed pump capacity is 300 gallons per minute (gpm). This well is located in the treatment building. Water from the well is pumped through the calcite contactors and then chlorinated prior to entry to distribution.

Well #3 (S03) was drilled in 1994 to a depth of 97 feet. Screens were installed beginning at 58 feet and a 22-foot cement surface seal was installed. The well's installed pump capacity is 400 gallons per minute. This well is located in a well house west of the treatment building. The water is chlorinated in the Well #2 well house and then flows through the calcite contactors.

The wells' pump controls are set to alternate the wells and are called on by the water level in the storage tanks. There is a portable diesel generator on-site that is available to run Well #3 (S03) and its chlorination pump during an emergency.

Source ID #	Name:	Description:	Ecology Tag #	Listed on WFI	
				Yes	No
S01	Well #1	12" casing, drilled to 94 ft		<input checked="" type="checkbox"/>	<input type="checkbox"/>
S03	Well #3	12" casing drilled to 93 ft		<input checked="" type="checkbox"/>	<input type="checkbox"/>
S04	Wellfield (S01&S03)			<input checked="" type="checkbox"/>	<input type="checkbox"/>

WELLHEAD	Source ID #S01		Source ID #S03	
	Yes	No	Yes	No
System has well log	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
*Wellcap sealed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*Openings sealed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*Vent screened	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Terminates 6" above grade	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
*Protected from flooding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Source meter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pressure gauge	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
**Raw water sample tap	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Check valve	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
**Protected from unauthorized access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Structure in good condition	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
*Sanitary control area has no unmitigated contaminants	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
**Protected from physical damage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Frequency of routine site visit	daily		monthly	
Frequency of source meter reading	daily		daily	

WELL PUMP EQUIPMENT	Source ID #S01		Source ID #S03	
	Yes	No	Yes	No
*Functional and reliable pump and pump controls	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
*Pump control valve or vacuum relief valve with a protected air gap at discharge	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Generator available	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Generator has automatic startup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Generator fuel source			diesel	

The clay valve's vacuum relief valve discharge line from Well #1 discharges to a utility sink in the treatment building without an air gap. Please construct an approved air gap of at least 1-inch between the discharge line and the flood rim of the sink.

Well #3 (S03) has multiple openings at the junction of the mounted pump and well pedestal. The openings had been covered with screens, but the screens were secured with failing silicone and magnets. One screen had an opening for the PVC sounding pipe. All four openings are conduits for contamination and insects to enter the well casing. Seal all openings in the well casing to prevent entry of contaminants into the well. Install a casing vent as necessary, the vent must be downturned and screened to prevent entry of contaminants into the well.

Well #3's vacuum relief valve discharged in between the inner and outer wall of the well house. The discharge pipe was pulled through the outer wall during the survey. This discharge pipe should be screened and secured so that the pipe cannot be pushed into the wall again.

EMERGENCY SOURCES

Well #2 (S02) was drilled in 1973 to a depth of 97 feet with a screen set at 87 feet. A 19-foot bentonite surface seal was installed and the well capacity is rated at 133 gpm. This well was taken off-line and replaced by well #3 due to a sanding problem in 1994. The pump has been pulled and a wooden board has been placed over the open casing. The board is sealed around the edges but there were some penetrations into the well near the bolts that had been used to secure the pump. These openings were sealed with silicone during the survey.

ID #	Name:	Description:	Ecology Tag #	Listed on WFI		Disconnected		Inspected	
				Yes	No*	Yes	No*	Yes	No*
S02	Well #2			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

SECTION 2: DISINFECTION

The system uses sodium hypochlorite injection for voluntary disinfection. The City used to receive chlorine in 5 gallon containers but within the last year installed bulk chlorine solution tanks and day tanks in both the treatment building and the Well #2 well house. The day tank is mixed at a ratio of 5 gallons of 12.5 percent sodium hypochlorite to 15 gallons of water. Chlorine residual reports are submitted to ODW as required and levels are routinely between 0.2 milligrams per liter (mg/L) and 0.8 mg/L.

The chlorination systems have not been approved by ODW.

#	Site or Location	Treatment type and Chemical Used	Listed on WFI		CT Provided	
			Yes	No	Yes	No
1	Well #1 well house	Disinfection, sodium hypochlorite	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Well #3 pump house	Disinfection, sodium hypochlorite	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

CHEMICAL TREATMENT	1		2	
	Yes	No	Yes	No
Operated & maintained properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
*RPBA or air gap between the chemical tank and fill waterline	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
**Post treatment sample tap	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Redundant equipment available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Schematic of treatment facilities available	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Adequate chlorine residual test kit available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test kit calibrated and maintained properly	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

CHEMICAL TREATMENT	1		2	
	Yes	No	Yes	No
Chemical feed proportional to flow	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
**Approved chemicals used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HYPOCHLORITE ADDITION	1		2	
	Yes	No	Yes	No
Hypochlorite concentration %	12.5%		12.5%	
Feed solution concentration	31,250 ppm		31,250 ppm	
Hypochlorite solution located in separate room	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

DISINFECTION COMPLIANCE	1		2	
	Yes	No	Yes	No
Disinfection required	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CT required	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Minimum CT met at all times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peak flow used to calculate CT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monthly report submitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Residuals maintained in distribution system	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Daily residuals recorded	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The wellfield's post treatment sample tap is located outside the treatment building. The operator does not have a key to the dedicated sample station and has been told it is broken. This sample tap must be made available and repaired as necessary.

The sodium hypochlorite is delivered in bulk. Please provide documentation that the sodium hypochlorite solution is certified under ANSI/NSF Standard 60. Documentation should be provided with each delivery.

The chlorine residual sample cells are stained and scratched and need to be replaced. Separate, dedicated sample cells should be used for free and total chlorine tests. The samples cells should be labeled. Please refer to the manufacture's user manual concerning proper testing procedures.

SECTION 3: OTHER TREATMENTS

The water system has corrosion control treatment due to copper action level exceedances in 1994. The system exceeded the lead action level in 2012 after treatment was installed. After the exceedance, the system collected two sets of lead and copper tap samples 6-months apart that met the action level, and the system returned to compliance.

The 2012 lead exceedance was investigated along with other exceedances at multiple other systems in the area during that time frame. No sampling or laboratory testing errors were identified during the investigation, and it is not clear what caused the lead exceedance at that time. No adjustments to the treatment system were made.

The corrosion control treatment was installed in 2001. The treatment consists of 7 calcite contactors to increase the raw water pH and alkalinity, and each contactor is rated for a flow of 100 gpm. The system targets a pH of 7.2. The finished water pH is monitored at least monthly.

#	Treatment Process	Chemical Added	Purpose	On WFI Yes No**	Location in system
1	Calcite contactors	Calcium Carbonate	Corrosion control	<input checked="" type="checkbox"/> <input type="checkbox"/>	Well #1 well house

TREATMENT	1
	Yes No
Operated & maintained properly	<input checked="" type="checkbox"/> <input type="checkbox"/>
*RPBA or air gap at water fill line to chemical tank	NA
**Post treatment sample tap	<input type="checkbox"/> <input checked="" type="checkbox"/>
Redundant equipment available	<input checked="" type="checkbox"/> <input type="checkbox"/>
Schematic of treatment facilities available	<input checked="" type="checkbox"/> <input type="checkbox"/>
Adequate testing equipment available and used	<input checked="" type="checkbox"/> <input type="checkbox"/>
Test kit calibrated and maintained properly	<input type="checkbox"/> <input checked="" type="checkbox"/>
Chemical feed proportional to flow	NA
**Approved chemicals used	<input checked="" type="checkbox"/> <input type="checkbox"/>

The water system is using a HACH Pocket Pro pH meter. The pH meter requires calibration in accordance with the manufacture's recommendations but no calibration standards are available. The City should purchase calibration standards, develop a standard operating procedure, and document calibration of the meter.

SECTION 4: DISTRIBUTION SYSTEM

The distribution system consists of 75,000 feet of pipe. The largest pipes, 14 and 12-inch main lines are ductile iron. The rest of the distribution system consists of primarily (84 percent) 4-, 6-, and 8-inch asbestos cement mains. The remaining lines are a mixture of PVC, ductile iron, and HDPE pipes.

The distribution system leakage (DSL) was 9% in 2015, up from 6.5% in 2014. The City has about 40 meters that still need to be replaced and plan to complete the replacement program by the end of 2017. The City has been using sound devices to try to identify the location of the leak without success.

The City has begun conversations with the fire department and are working on a metering program for the fire department to utilize when filling their trucks.

We recommend contacting ERWOW (Evergreen Rural Water of Washington) to help with leak detection efforts in the City's distribution system.

FEATURES	Yes	No
Service area and facility map	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Minimum pressure requirements met	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Service meters (reading frequency <u>monthly</u>)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Leak detection program	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Water system leakage (%)	7%	
Adequate valving for flushing and pipe repair	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Blow-offs on dead ends	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Routine flushing (frequency 3X year)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Routine valve exercise (frequency _____)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

We recommend you exercise your distribution system valves at least once each year. Valves must be exercised periodically or they won't work when they're needed. By simply cycling the valve position (from open to closed to open again, or vice versa), you will reduce the frequency of valve maintenance and repair, and greatly improve the chances that the valve will work on demand.

CROSS CONNECTION CONTROL (Community Systems)	Yes	No
System has enabling authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ongoing hazard inspections	<input type="checkbox"/>	<input checked="" type="checkbox"/>
High hazards identified	<input checked="" type="checkbox"/>	<input type="checkbox"/>
High hazards protected	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Annual testing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
System has installation standards	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CCS on staff or under contract	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cross connections observed have been eliminated	<input type="checkbox"/>	<input type="checkbox"/>

The City's cross-connection control (CCC) ordinance requires all new services to install backflow prevention assemblies. Double check valves have been installed on all new residential services since June 2004. The type of backflow assemblies required for new commercial services is determined on a case-by-case basis by the Cross-Connection Control Specialist (CCS).

The City's wastewater treatment plant is not served by the water system. All other high hazards have been protected.

The City tracks the testing of all assemblies installed to protect the water system. The City sends out 3 notices and after the third notice if the assembly is not tested the water service is disconnected.

Employ a certified cross-connection control specialist (CCS) to develop and implement your cross-connection control (CCC) program (WAC 246-290-490). Implementation includes assessing the degree of hazard for each service connection the water system serves.

Direct your cross-connection control specialist to conduct a hazard assessment of all service connections that do not have premise isolation. The authority for this must be in your locally adopted CCC ordinance or by-law.

SECTION 5: FINISHED WATER STORAGE

This system uses two glass-lined steel reservoirs with a combined storage volume of 550,000 gallons. The reservoirs were installed in 1994 and appear to be in excellent condition.

The system installed security cameras and motion activated lights to deter vandalism.

RESERVOIR	RESERVOIR NAME	DESCRIPTION	YEAR BUILT	TOTAL VOLUME (GAL)
1	One Serial #8920486	Glass lined Steel Tank	1994	275,000
2	Two Serial #8920487	Glass lined Steel Tank	1994	275,000

TOP OF RESERVOIR	Res #1		Res #2	
	Yes	No	Yes	No
**Hatch: Locked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Hatch: Watertight seal or gasket	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hatch: Over-lapping cover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Screened air vent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Openings sealed/protected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FEATURES	Res #1		Res #2	
	Yes	No	Yes	No
Separate inlet/outlet	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Protected drain outlet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
*Protected overflow outlet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
*Overflow line discharges into a sanitary sewer with an air gap	NA		NA	
Operational water level gauge	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bypass piping or isolation possibility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
**Protected from unauthorized entry	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Low level alarms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sample tap at outlet	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

MAINTENANCE	Res #1		Res #2	
	Yes	No	Yes	No
Frequency of structural and coating inspection	3 years		3 years	
Frequency of cleaning	3 years		3 years	

MAINTENANCE	Res #1	Res #2
	Yes No	Yes No
Frequency of appurtenance inspection	unknown	unknown
Frequency of routine site visit	weekly	weekly
**Structure in good condition	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Clear of excessive vegetation	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>

Submit photos (less than 12 months old) of the reservoir hatch, vent, and overflow outlet. The photos must show enough detail to determine whether these features protect the storage tank against entry of contaminants. At a minimum, provide photos of the:

- Hatch in the open and closed position showing the gasket and the lock.
- Vent showing the overall vent structure and the screen material.
- Overflow discharge.
- Any other tank penetrations on the top of the reservoir.

The gate to the reservoir site is broken and cannot be locked. The remote site has been prone to vandalism in the past and must be secured. Fix the gate so it can be secured and locked to prevent vandalism and unauthorized entry to the reservoirs.

The overflow structure cannot be easily accessed due to overgrowth and brambles. A path to the overflow discharge should be maintained so that the City staff can routinely inspect the overflow.

The water level gauge is faded and needs to be repainted or replaced before it becomes unreadable.

SECTION 6: PRESSURE TANKS

The system does not utilize any pressure tanks.

SECTION 7: BOOSTER PUMPS AND FACILITIES

The system has no booster pump facilities.

SECTION 8: WATER QUALITY MONITORING AND REPORTING

The system has had previous exceedances of the iron secondary maximum contaminant level (SMCL). The system also exceeded the copper action level prior to installing corrosion control treatment.

In 2016 multiple chemical source samples were collected at the public works shop; three samples were collected for each test panel and identified as coming from S01, S02, and S03. Source chemical monitoring samples must be collected after treatment prior to distribution. Since S01 and S03 are in an approved wellfield, source chemical monitoring must be collected at the broken dedicated sample tap located just south of the treatment building and the lab sheets should identify the source as S04, the wellfield. S02 does not have a pump installed and no samples in 2016 could have been collected from this well.

Refer to the Water Quality Monitoring Schedule for your monitoring requirements and status. If you have any questions on source monitoring, please contact Sophia Petro at (360) 236-3046.

CHEMICAL	
Sample Point	Description
1	Public Works Shop

CHEMICAL	Sample Point 1	
	Yes	No
Monitoring adequate	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ODW WQ data reviewed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sample collection sites correct	<input type="checkbox"/>	<input checked="" type="checkbox"/>
System has prior: <input type="checkbox"/> Nitrate results above 5 mg/L <input type="checkbox"/> Nitrite results above 0.5 mg/L <input type="checkbox"/> Primary MCL <input checked="" type="checkbox"/> Secondary MCL exceedance(s) <input type="checkbox"/> Organic detections <input type="checkbox"/> Other _____		

Update your coliform monitoring plan to comply with the revised total coliform rule. A template for a coliform monitoring plan can be found on our website (DOH Publication #331-036).

COLIFORM	Yes	No
Monitoring adequate	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Monitoring plan adequate	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Monitoring plan followed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
# of violations since last survey	0	

LEAD & COPPER	Yes	No
Monitoring adequate	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results below action level	<input checked="" type="checkbox"/>	<input type="checkbox"/>

DISINFECTION BYPRODUCTS	Yes	No
Monitoring adequate	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Monitoring plan adequate	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Monitoring plan followed	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Results satisfactory	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Historical disinfection byproduct samples have been taken at 16607 Highway 507. In 2016 samples were collected at 418 Wichman Street. The sample site should not be changed and should be from a site that has the longest residence time.

SECTION 9: SYSTEM MANAGEMENT AND OPERATIONS

The system is owned and operated by the City of Tenino. The previous operator left the City in early 2016. There were no written standard operating procedures for when and how to collect water samples. It is important that the City has written plans and standards along with succession planning to ensure continued operations due to turnover in the public works department.

PROJECT/PLANNING	Yes	No
System approved	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Current WSP/SWSMP	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Year WSP/SWSMP approved	2010	
Emergency response plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The Water System Plan approval expired in March 2016. To maintain your “Unspecified” designation you must submit an updated water system plan. Your system no longer qualifies for the distribution main project submittal exception; all main extensions projects will need to be submitted to our office for review and approval prior to construction.

REPORTING	Yes	No	N/A
WFI reviewed and updated with purveyor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	---
Consumer confidence report (Community only)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water use efficiency report (Municipal Water Suppliers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cross connection control annual report (> 1000 conn)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The consumer confidence report (CCR) is completed every year, however, it has some errors in reporting and is missing some of the required standard language. Please review the *Preparing user-friendly Consumer Confidence Reports* (DOH Publication #331-296) guidance document available on our website prior to preparing your 2016 CCR to ensure you have all the mandatory language and are reporting all detections properly. Additionally, you can use EPA’s CCR iWriter to help you develop your CCR.

OPERATOR CERTIFICATION

This system is required to have one certified operator. Troy Cannon became the operator of the system in 2016 and became certified in February 2017.

If you have any questions or this information is inaccurate, please contact Operator Certification at (800) 525-2536. We recommend that the City have another person on staff that is certified.

Name of Operator	Certification Number	Certifications	Mandatory Operator
Troy L Cannon	014128	WDM2	<input checked="" type="checkbox"/>

WDS-Water Distribution Specialist; WDM-Water Distribution Manager; WTPO-Water Treatment Plant Operator; BTO-Basic Treatment Operator; CCS-Cross Connection Specialist; BAT-Backflow Assembly Tester

We strongly recommend that the City employ an additional certified operator or contract with a Contract Operator to fill a temporary absence of the operator. ODW can provide a list of qualified individuals.

The system should develop an operation and maintenance program. You can use the *Preventative Maintenance Program Guide for Small Water Systems Using Groundwater* (DOH Publication #331-351) to help you put together a program for your system. The guide is available on our website at <http://www.doh.wa.gov/portals/1/documents/pubs/331-351.pdf>.

OPERATIONS	Yes	No
Operational records maintained	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Complaints followed up	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Complaints documented	<input checked="" type="checkbox"/>	<input type="checkbox"/>
# of complaints recorded at ODW (since last survey)	0	
Operation and maintenance program	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Previous survey deficiencies/findings corrected, if no list below.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Previous survey deficiency: Source #3 has multiple openings at the junction of the mounted pump and concrete plinth. Source #3 must be sealed at the two locations with partial screening, around the penetration of the PVC sounding pipe, and at the open port opposite the PVC sounding port that permits unrestricted access to the well casing.

CLOSING

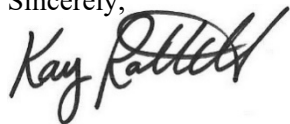
Your system has no coliform or *E. coli* MCL violations, no coliform treatment technique violation for failure to conduct required assessments or complete corrective actions since the last survey, no more than one total coliform monitoring violation since the last sanitary survey, but does have significant deficiencies identified in this current survey.

Your system can qualify for the reduced frequency of Sanitary Surveys under WAC 246-290-416 (1) of once every 5 years, if all the identified significant deficiencies are addressed by the timelines indicated in this report.

Regulations establishing a schedule of fees, including fees for sanitary surveys, were adopted April 30, 2012 (WAC 246-290-990). The amount due is \$969. An itemized worksheet is enclosed with the invoice.

If you have any questions, please contact me at (360) 236-3037 or by e-mail at kay.rottell@doh.wa.gov.

Sincerely,



Kay Rottell
Office of Drinking Water, Regional Engineer

cc: Wayne Fournier, Mayor, City of Tenino
Thurston County Environmental Health
Denise Miles, ODW



Well #1 (S01)



Copper pipe discharge from the clay valve vacuum relief without air gap



Well #1 chlorine injection and solution tank



Well #3 (S03)



Opening in well casing with screen secured with magnets



Openings in well casing with sounding pipe and unsecured screens



Well #3 chlorination injection



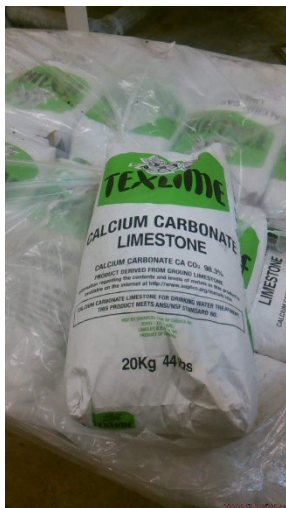
Well #2, wood board is secured.



Well #1 calcite contactors



Well #3 calcite contactors



Replacement calcite onsite



Locked and broken S04 sample tap



pH meter



Reservoir 1



Reservoir 2



Overgrown path to inspect tank overflow



Reservoir 2



Portable generator

Department of Health, Office of Drinking Water
Southwest Drinking Water Operations
Pre-Plan meeting

Water System: City of Tenino ID #87400

Date: February 1, 2018

Water System Plan Expiration Date: Expired on March 26, 2016

Operating Permit Color: Green

Water System Plan Submittal Date: ?

Attendees: Troy Cannon, John Millard, Mike Marshall, Kay Rottell, Mark Mazeski

The purpose of this Pre-Plan is to:

1. Determine the scope and level of detail of the WSP update.
2. Establish a schedule for submittal of the WSP update.

Water System Plan Format:

The following sections refer to information that needs to be included in the WSP and provides a proposed outline. You may choose a different format, but all of the elements identified below must be included.

Water System Plan (WSP) Checklist

<i>√Required</i>	<i>Content Description</i>	<i>WSP Page #</i>
Chapter 1	Description of Water System	
(√)	Updated WFI, signed and dated	_____
(√)	Ownership and management	_____
(√)	System history and background	_____
(√)	Inventory of existing facilities, including Sources, Distribution, Storage, Pump Stations, PRVs and Treatment. The inventory should also be shown in map form. The inventory should address the remaining useful life of each component and schedule for replacement.	_____
(√)	Description of and discussion about related plans: CWSP, groundwater management plan, WRIA and City and County land use plans & zoning.	_____
(√)	Service Area Maps: <i>This is often missing from first submissions, but is a very important element of a WSP. These maps or map should clearly show the service area, including the retail service area, future service area (CWSP jurisdictions only), and water rights place of use. These can be depicted on one map if properly labeled.</i> <ul style="list-style-type: none"> <i>The future service area should be as shown in the most recent CWSP</i> 	_____
(√)	Policies: Service area, SMA, conditions of service, annexation <ul style="list-style-type: none"> <i>Please see Publication DOH 331-438</i> 	_____
(√)	Duty to serve requirement: procedures, conditions, appeals <ul style="list-style-type: none"> <i>Please see Publication DOH 331-366</i> 	_____
(√)	Consistency from local planning agency (LGC statement) Please have this reviewed and signed by the City and County Planning Departments. LGC form is at: http://www.doh.wa.gov/Portals/1/Documents/Pubs/331-568.docx	_____
Chapter 2	Planning Data	

(√)	<ul style="list-style-type: none"> • Demand analysis based on water use • Include analysis of population, service connections & ERUs • Source and service meter data (preferably three or more, typically 6 years). Provide monthly and annual production and consumption totals. • Provide usage by customer class. Analyze industrial and commercial demands separate from the residential demand and multifamily structures separate from the single family residences. • Define ERU • Provide data and assumptions (including DSL) for calculating MDD, PHD and ADD • Demand analysis per pressure zone and the whole system • Consider also water supplied to other systems 	_____
(√)	Provide 10 & 20 year projections for population, service connections, & ERUs <ul style="list-style-type: none"> • Provide 10 & 20 year projections for demand forecasts with and without expected efficiency savings (conservation) 	_____ _____
(√)	Interties – discussion of all existing and proposed interties and copies of agreements	_____
(√)	Provide 10 & 20 year projections for land use and zoning	_____
(√)	Distribution System Leakage percentage and volume expressed in ERUs	_____
Chapter 3 System Analysis		
(√)	Provide assumptions and basis of analysis <ul style="list-style-type: none"> • System design standards • Policies on operations and expected level of service (such as standby storage, pumping restrictions and emergency back-up power) • Fire flow requirements and if nesting is allowed. Please provide documentation from the local fire authority. 	_____
(√)	System inventory and description	_____
(√)	Capacity analysis (legal and physical capacity) <ul style="list-style-type: none"> • Limiting factor analysis (WSDM worksheet 6-1) <i>Please see Publication DOH 331-123</i> • Include the results of the limiting factor analysis in a table format • Show source, pumping, water rights, treatment, storage, and distribution capacities • Analysis per pressure zone and the whole system • Water rights analysis- include water right self-assessment form for existing, 10 & 20-year projections, including copies of water right certificate(s) • http://www.doh.wa.gov/Portals/1/Documents/Pubs/331-372-F.docx The above link takes you to the self-assessment form 	_____ _____ _____ _____ _____
(√)	Hydraulic analysis of distribution system. <ul style="list-style-type: none"> • Describe the model used • Evaluate the system based on PHD and MDD + Fire flow • Evaluate the current conditions, and 10- and 20-year planning periods • Check minimum pressures and maximum velocities • Include assumptions of model, pressure zone boundary conditions, and a summary of model input information. Storage assumptions should be based on minimum reservoir levels. • Include verification and calibration methods and results. • Summary of system deficiencies 	_____ _____ _____ _____ _____ _____
(√)	Analysis of possible improvement projects	_____ _____
Chapter 4 Water Use Efficiency Program		

(√)	Water Use Efficiency (WUE) Program per WAC 246-290-810	_____
	<ul style="list-style-type: none"> Describe the current WUE program Describe WUE goal & document public adoption process <i>Please see Publication DOH 331-402</i> Describe measures that will be implemented to achieve the goal & include schedule & costs in the budget Describe process used to evaluate the WUE measures you did not implement Describe yearly consumer education Estimate projected water savings from selected measures Describe process that will be used to determine effectiveness of the program 	_____
(√)	Source & Service Meters - a schedule for replacement and calibration <i>Ten percent of all service meters should be replaced annually to maintain 10 year life span.</i>	_____
(√)	Water Loss Control Action Plan WAC 246-290-820 <i>This is not required if DSL is less than 10%, but 2016 was over 10%. If three year average is over 10%, a water loss control action plan is required.</i>	_____
(√)	Water supply characteristics, description & discussion on effect of water use	_____
(√)	Source of supply analysis and evaluation of supply alternatives	_____
(√)	Tenino is not required to but should explore reclaimed water opportunities	_____
Chapter 5	Source Water Protection	
(√)	Wellhead protection program	_____
	2 year update (contaminant inventory, letters and map)	
	Susceptibility assessments to determine how susceptible the source(s) are to contamination.	
	<ul style="list-style-type: none"> Delineation of 6-month, 1-year, 5-year, and 10-year time of travel zones that show the land area contributing water (and potential contamination) to the source. The time of travel zones will need to be updated with another analytical model or groundwater model Inventory of potential contaminant sites (names and addresses), which must be updated every two years. If septic systems drainfields are utilized, these are potential sources of contaminants. Documentation of notification letters to: <ul style="list-style-type: none"> Owners and operators of potential contaminant sites (<i>septic systems</i>) Regulatory agencies Local emergency responders 	
	Contingency plan that makes provisions in case of a drinking water emergency.	
(√)	Analysis and discussion of Water Quality	_____
Chapter 6	Operation and Maintenance Program	
(√)	Water system management and personnel	_____
(√)	Operator certification <i>Please list the operators' name, certification numbers and expiration dates.</i>	_____
(√)	Routine operating procedures and preventive maintenance <ul style="list-style-type: none"> Standard Operating Procedures (SOP Manual-Surface Water Treatment Plant) 	_____
(√)	Water quality sampling procedures & program <i>See new WQMS information at: https://fortress.wa.gov/doh/eh/portal/odw/si/Intro.aspx</i>	_____
(√)	Coliform monitoring plan, including maps (and triggered source monitoring plan) The Revised Total Coliform Rule (RTCR) went into effect on April 1, 2016. Please update the Coliform Monitoring Plan (CMP) consistent with RTCR. Please visit our website at: http://www.doh.wa.gov/CommunityandEnvironment/DrinkingWater/Contaminants/Coliform/RevisedTotalColiformRuleRTCR	_____
(√)	Emergency response plan <ul style="list-style-type: none"> We have a fill in the blank template at: http://www.doh.wa.gov/Portals/1/Documents/Pubs/331-211.pdf Water system contacts 	_____

	<ul style="list-style-type: none"> • Vendor Contacts (Equipment replacement, water haulers, etc.) • Example notices (water outages, BWA, coliform MCL, emergency conservation) • Emergency government officials contact info for Office of Drinking Water (ODW - please list 360-236-3030 for Regional Engineer), County Health Dept., State and County Emergency Operations Centers • List of emergency sources and interties • Emergency response planning activities to ensure preparedness 	
(√)	Water shortage response plan and service reliability (See WAC 246-290-420)	_____
(√)	Cross-connection control program (See WAC 246-290-490)	_____
	Who is the City's Cross Connection Control Specialist?	
	<ul style="list-style-type: none"> • Provide copy of updated CCC ordinance/resolution. • Provide a copy of the Cross Connection Control Program containing all 10 Elements of the program (WAC 246-290-490) <ul style="list-style-type: none"> - This includes an inventory of all devices relied upon to protect the public water system, which include the assessed degree of hazard, assembly location and history of inspections. • Provide status of implementing Cross Connection Control Program. • Provide a copy of most recent year's annual summary report system with >750 service connection will be required to submit an ASR for 2018. 	
(√)	Recordkeeping, reporting, and customer complaint program	_____
(√)	Summary of O&M deficiencies	_____
Chapter 7	Distribution Facilities Design and Construction Standards	
(√)	Standard construction specification for distribution mains	_____
Chapter 8	Capital Improvement Program	
(√)	Capital improvement schedule for 10 and 20 years <ul style="list-style-type: none"> • Include inventory and assessment of existing system components 	_____
Chapter 9	Financial Program	
(√)	<p>Financial program, including demonstration of financial viability by providing:</p> <ol style="list-style-type: none"> A summary of past income and expenses; <i>(This should include past 2 to 3 years data at a minimum)</i> A 10-year balanced operational budget; A plan for collecting the revenue necessary to maintain cash flow stability and to fund the capital improvement program and emergency improvements; <i>Existing and future loan payments need to be included in the budget. For example, if part of the CIP will be paid by loan, those payments should be included in budget. List the current water rate.</i> An evaluation that has considered: <ol style="list-style-type: none"> The affordability of water rates; and The feasibility of adopting and implementing a rate structure that encourages water demand efficiency. <p>Analysis of connection fees should include costs of additional infrastructure required to serve those additional connections and buy-in to the existing infrastructure costs.</p>	
Chapter 10	Miscellaneous Documents	
(√)	<p>The WSP review requires 3 actions; adoption by the owner/board, a meeting of the consumers, and a WUE public forum. The WSP must be approved by the City Council before the WSP can be approved.</p> <p>Water System plan must be presented at a meeting of the consumers.</p> <p>Water Use Efficiency requires that the WUE Goal setting must be addressed at a public forum, after proper Public Notice.</p> <ul style="list-style-type: none"> • The WUE Goal setting public forum may be combined with the meeting of the consumers and public hearing for WSP adoption. However, the WUE Goal setting forum must include a WUE public notice. • <i>The WUE public forum must be published and the notice must specifically state that the Water Use Efficiency Goal will be discussed.</i> 	_____

	<ul style="list-style-type: none"> • Please provide copy of minutes showing the WUE Goal setting was addressed at the public forum. • The City may post WUE public notice on DOH website in order to meet public forum notice requirements for WUE program. Please see WUE Public Forum Posting Form at the following link: http://www.doh.wa.gov/CommunityandEnvironment/DrinkingWater/WaterSystemDesignandPlanning/WaterUseEfficiency.aspx • Please provide the notice and minutes from the hearing for WSP adoption and the meeting of the consumers. 	
(√)	County/Adjacent Utility Correspondence (provide a copy of WSP to adjacent water utilities and local governments with jurisdiction or provide notice with link to WSP on website)	_____
(√)	Since Tenino has less than 1000 connections - State Environmental Policy Act (SEPA) Determination is not required.	_____
(√)	Agreements: franchise, wheeling, mutual aid, inter-local and other agreements (if any exist)	_____
(√)	Satellite Management Program – See additional Checklist for SMAs	_____

Submittal Process

Here are some items the Office of Drinking Water (ODW) must have with your submittal:

1. A complete Water System Plan Submittal Form, current Water Facilities Inventory Form (WFI) signed and dated along with existing, 10 and 20 year Water Rights Self-Assessment Forms.
2. Three (3) copies of the WSP are required – two for ODW use and one to be routed to the Department of Ecology (Ecology).
 - Three-ring binders are preferable to comb binders as it allows for page revisions to be added in the draft.
 - Tabbed chapters are preferred for ease of review.
3. ODW will complete the WSP review within 90-days from the date of complete submittal.
 - ODW will conduct a detailed review and if necessary, issue a comment letter.
 - If the system is not responsive to our comments, the project can be cancelled and returned to the purveyor.

From: [Justin, Trey \(SAO\)](#)
To: [Geraldine Iverson](#)
Subject: RE: Tenino investigation
Date: Friday, June 18, 2021 4:37:00 PM
Attachments: [image001.png](#)

Hello Geraldine,

The items related to the current investigations are anticipated to be wrapping up in the next three or so months. After the investigations have wrapped up, an auditor will give you a call for an updated on the results. While any other concerns that are not related to the investigation will be reviewed at the next audit.

Let me know if you have any questions!

Thank you,



Trey Justin - **Team Hotline Coordinator**

Assistant State Auditor, [Office of the Washington State Auditor](#)
(564) 999-0878 | www.sao.wa.gov

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From: Geraldine Iverson <iversongera@gmail.com>
Sent: Wednesday, June 16, 2021 7:23 PM
To: Justin, Trey (SAO) <justint@sao.wa.gov>
Subject: Tenino investigation

External Email

The community is wondering what it is looking like for a timeline on an investigation report, it seems it has been over a year now, and the City certainly isn't providing any answers.

Thanks
Gera Iverson

From: [Geraldine Iverson](#)
To: [Justin, Trey \(SAO\)](#)
Subject: Re: Our City Officials/Developments
Date: Friday, July 2, 2021 4:20:33 PM
Attachments: [image003.png](#)
[image001.png](#)

External Email

Great. Thank you. And can you also add that the consumers of the water here have not been given any reports on the alleged water efficiency program the City has been doing over the last 5 years or so. WAC 246-290-840 water use efficiency performance reports. The law since 2008-2009.

Thanks for all you do, and I understand this is on the next scheduled audit, not the current investigation.

Gera Iverson

On Fri, Jul 2, 2021 at 4:07 PM Justin, Trey (SAO) <justint@sao.wa.gov> wrote:

Hello Geraldine,

I have added these additional concerns to the hotline of the audit. We still plan to review all concerns that are not related to the current investigation at the beginning of the next audit.

Let me know if you have any questions! I hope you have a great Fourth of July weekend!

Thank you,



Trey Justin

Assistant State Auditor, [Office of the Washington State Auditor](#)

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From: Geraldine Iverson <iversongera@gmail.com>

Sent: Monday, June 28, 2021 6:59 PM

To: Justin, Trey (SAO) <justint@sao.wa.gov>

Subject: Our City Officials/Developments

External Email

The buyer of Equine, Dusty Johnson, family friend of the Mayor. There are documents that show that the Tenino Equine Ranch developer did not purchase any water rights with that property. There is an ad that says they have Tenino City water available, though the Mayor says they will not be attached to City water in June 08, 2021 council meeting, they have to bring their own water. Hard to do when you have none. What is going on here.? Our city officials are supposed to be neutral and looking out for best interest of all the citizens. The general consensus is they have been bought off by the developers.

I believe there is some finagling of our water capacity by the Public Works Director in Tenino?City Admin. I know last year they hit me for a \$800 water leak that was a lie. They finally conceded that it was a meter reading error when they were pressed and we brought in a leak detection specialist. What is further interesting is it still reflects on the water bill graph that there was a massive leak in our system in July last year, when there was not. I have seen a lot of people trying to fight these alleged water leaks, but not so many have had \$850 in a pandemic to prove they did not have this big leak. I feel there is some fraud going on to make the numbers look like they need them to look to get these massive developments onto Tenino water system in West Tenino. I have all my documentation and email with the City. Our water bills are still not reflecting the units we are being billed for, even though they updated the bill design and added reading dates. Why would you leave the units off?

***The other concern is in 2014 the city plan recommended installation of a 3rd well for Tenino, away from the other two wells, as a back up in the event of contamination. This was again updated in the city plan in 2016. In 7 years, we still do not have this back up well for contamination.

Our pool is now allegedly broken and down. That is likely part of the water plan and not really broken. Our streets are not getting repaired, and the people are being told there is not enough tax base to fix them, yet, we spent gobs of money to take sewer and water to the AG Park project and running additional over toward the Tenino Equine Center at the same time that they do not know we know about.

Our money to maintain our infrastructure and water resources are actually being diverted to pet projects of the City/developers.

We have an EDC guy Aslan Meade sitting at every council meeting, even when the Mayor is absent, like he is the Mayor here. Constantly pressuring our council to bond the city and approve to borrow 1.75 million dollars, to be voted on 07/13/21. What is going on here????? This guy is out of control.

<https://fayranches.com/property/tenino-equine-center-washington/?fbclid=IwAR13W7I1XuJaWYUTvV6fP0ZRPxk3mrzCqArtYbWmk8OcdJ7sHcF92AcicDE>

image.png



https://www.landandfarm.com/property/Lemon_Hill_Ranch-10606902/

From: [Justin, Trey \(SAO\)](#)
To: [Geraldine Iverson](#)
Subject: RE: Loss of city email system
Date: Thursday, August 19, 2021 6:27:00 PM
Attachments: [image001.png](#)

Hello Geraldine,

This email below has been added to the Hotline to be considered during the audit in late 2021 or early 2022.

Let me know if you have any additional questions or concerns with regards to the city!

Thank you,



Trey Justin - Team Hotline Coordinator

Assistant State Auditor, [Office of the Washington State Auditor](#)
(564) 999-0878 | www.sao.wa.gov

We're on social! Follow us on [Facebook](#), [Twitter](#) and [LinkedIn](#).

From: Geraldine Iverson <iversongera@gmail.com>

Sent: Monday, August 16, 2021 10:23 AM

To: Justin, Trey (SAO) <justint@sao.wa.gov>

Subject: Loss of city email system

External Email

The entire City of Tenino email system hacked and deleted? You would think after alleged cyber fraud via email a year and a half ago, that the City would have taken necessary steps to prevent that. All those email accounts contained public documents. What is going on at City of Tenino?

Here is another item regarding utility billing by the City. Our excise tax just keeps climbing without explanation. Also, they have added a line item "other charges" which also keeps increasing. That is not legal, any charges must be well defined according to state law. We do not even know what we are paying for.

Gera Iverson

From: [Justin, Trey \(SAO\)](#)
To: [Geraldine Iverson](#)
Subject: RE: issues under investigation at City of Tenino
Date: Tuesday, March 30, 2021 9:46:00 AM
Attachments: [image001.png](#)

Hello Geraldine,

Yes, they email/documentation was sent to the examiner conducting the current investigation of the City. It was also put in the future audit work file if the concerns are not covered in the current investigation that is still being conducted.

Let me know if you have any further concerns!

Thank you,



Trey Justin - Team Hotline Coordinator

Assistant State Auditor, [Office of the Washington State Auditor](#)
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We're on social! Follow us on [Facebook](#), [Twitter](#) and [LinkedIn](#).

From: Geraldine Iverson <iversongera@gmail.com>
Sent: Tuesday, March 30, 2021 8:48 AM
To: Justin, Trey (SAO) <justint@sao.wa.gov>
Subject: Re: issues under investigation at City of Tenino

External Email

Why would it be added to file for next audit if it concerns current audit issues. Is the current investigation now closed?

On Tuesday, March 30, 2021, Justin, Trey (SAO) <justint@sao.wa.gov> wrote:

Hello Geraldine,

Thank you for the additional documentation and your concern! I have added all of this documentation to the audit file to consider during the investigation or the next audit.

Please let me know if anything else comes to your attention or if you have any questions!

Thank you,



Trey Justin - **Team Hotline Coordinator**

Assistant State Auditor, [Office of the Washington State Auditor](#)
(564) 999-0878 | www.sao.wa.gov

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From: Geraldine Iverson <iversongera@gmail.com>

Sent: Sunday, March 21, 2021 12:50 PM

To: Justin, Trey (SAO) <justint@sao.wa.gov>

Subject: issues under investigation at City of Tenino

External Email

Good morning,

I am sending this email as we have concerns that the statements made by the Mayor in the news are not congruent with information that has been obtained via public records request from other agencies and the records obtained from the City and council meeting documents.

The stories have been that the City of Tenino was asked to loan money to WMCA in the form of payments to it's vendors of the 50th Anniversary Conference. That the City of Tenino did not know for several weeks, to as much as 4 mos time per the Mayor's news statements.

The council was not asked for approval to loan this money until 04/14/2020 per the city council meeting documents.(attached document)

We just received the March 2020 City of Tenino Check register that shows an EFT payment made as loan on behalf of WMCA as early as 03/19/2020.(attached document) This is nearly a month before approval was asked of the council. I do believe it is the policy of the City that any expenditures of more than \$500 must first be approved by council.

We received the April 2020 check register (attached) that also show several other EFT's were made as WMCA payments prior to April 14, 2020 council meeting also. Absent council approval, who would authorize the EFT's? Did it violate City Policy?

There are documents, including an email obtained through RMSA that John Millard and Wayne Fournier Mayor were aware on 05/05/2020 that as much as \$250,000 was paid out, and alleges a call from a bank in Texas. The email was cc'd to an RMSA staff member.

What is odd, in another document received from RMSA, it shows the cyber fraud claim reported to RMSA on 05/05/2020, with a loss date of 03/31/2020 and only in the amount of \$25,000. We find this very strange. Having asked for all reported loss claims for 2019-2021,

there is no report of the additional losses in April and \$225,000 approx to RMSA.

The Mayor denies responsibility for the money being paid out, it is strange though that if John Millard acted on his own between 03/19/20 - 04/13/20, why he was not fired when it was known for sure in the email to the Mayor 05/05/2020.

This all appears to be a cover up and very staged, the way things were done. The citizens of Tenino, the taxpayers, are very upset and do not believe the stories that have been told in the news. It didn't make sense to begin with and it doesn't make sense now in the face of this documentation.

It was noted there was another EFT to WMCA on 12/03/2020, approx \$32,780 approved for payout at the 12/08/20 council meeting. It was not presented as a voided transaction, and was not deducted from the total expenditures approved. It was just in Feb 2021 that the City provided a separate document showing it as voided. But why was it not included and presented to the council for one and two, how did it even end up in the register or the books when this was an alleged fraud from months earlier? Who noted that or originated that charge to begin with? Do the bank account records reflect it was paid or not paid?

And no matter who the money went out to, it was a violation of WA State Constitution to loan city monies under these circumstances. The intent was to loan the money, regardless of what transpired after the fact.

We are aware you cannot answer the questions at this time. They are posed so that the SAO and other investigators understand the concerns of the taxpayers of Tenino.

From: [Justin, Trey \(SAO\)](#)
To: [Geraldine Iverson](#)
Subject: RE: Incompatible Offices
Date: Wednesday, April 28, 2021 10:36:00 AM
Attachments: [image001.png](#)

Hello Geraldine,

Thank you for the additional information, I was hoping to get you an answer back to you soon. However, I have added this to the Hotline for the audit to be considered during planning of the next audit. If I get an answer before the audit, I will let you know!

Let me know if you have any further questions!

Thank you,



Trey Justin
Assistant State Auditor, [Office of the Washington State Auditor](#)
(564) 999-0878 | www.sao.wa.gov
We're on social! Follow us on [Facebook](#), [Twitter](#) and [LinkedIn](#).

From: Geraldine Iverson <iversongera@gmail.com>
Sent: Thursday, April 22, 2021 10:20 AM
To: Justin, Trey (SAO) <justint@sao.wa.gov>
Subject: Re: Incompatible Offices

External Email

Sure, this is on the MRSC page

<https://mrsc.org/Home/Explore-Topics/Legal/Ethics-Fairness-Conflicts-of-Interest/Incompatible-Offices.aspx>

Examples of incompatibility

The Washington State courts have never had the occasion to apply the doctrine in a situation actually involving two offices. However, the Washington State Attorney General's Office has offered opinions in a number of instances, concluding the following offices to be incompatible: mayor and county commissioner ([AGO 57-58 No. 90](#)); mayor and port commissioner ([AGO 1978 No. 12](#)); and commissioner of a fire protection district and the

district's civil service commission ([AGO 1968 No. 16](#)).

Over the years MRSC legal staff has been asked and has opined that **the following offices are incompatible**: mayor and planning commissioner; city firefighter and fire civil service commissioner; **fire district commissioner and city councilmember**; and city councilmember and port commissioner. Further, MRSC has suggested that the following offices are *not* incompatible: town councilmember and civil service commissioner; city councilmember and state representative; police officer and county coroner; county auditor and city councilmember; and county treasurer and city councilmember.

On Thu, Apr 22, 2021 at 8:10 AM Justin, Trey (SAO) <justint@sao.wa.gov> wrote:

Hello Geraldine,

Before I add this to your Hotline for the City of Tenino, could you provide more information with regards to the specific criteria you are referencing and justification for the incompatible office argument? This will help to determine if it is something we could look at during the audit or if we could get an answer back to you sooner.

Let me know if you have any questions!

Thank you,



Trey Justin - **Team Hotline Coordinator**

Assistant State Auditor, [Office of the Washington State Auditor](#)
(564) 999-0878 | www.sao.wa.gov

We're on social! Follow us on [Facebook](#), [Twitter](#) and [LinkedIn](#).

From: Geraldine Iverson <iversongera@gmail.com>

Sent: Wednesday, April 14, 2021 6:05 PM

To: Justin, Trey (SAO) <justint@sao.wa.gov>

Subject: Incompatible Offices

External Email

Why does Tenino have John O'Callahan sitting as a council member and he is also holding office as Fire District Commissioner pos #5 of Fire Protection District #12? Doesn't that invoke The Doctrine of Incompatibility? That seems like a conflict of public interest per the AG Office.

Gera Iverson

From: [Geraldine Iverson](#)
To: [Justin, Trey \(SAO\)](#)
Subject: Our City Officials/Developments
Date: Monday, June 28, 2021 6:59:05 PM
Attachments: [image.png](#)

External Email

The buyer of Equine, Dusty Johnson, family friend of the Mayor. There are documents that show that the Tenino Equine Ranch developer did not purchase any water rights with that property. There is an ad that says they have Tenino City water available, though the Mayor says they will not be attached to City water in June 08, 2021 council meeting, they have to bring their own water. Hard to do when you have none. What is going on here.? Our city officials are supposed to be neutral and looking out for best interest of all the citizens. The general consensus is they have been bought off by the developers.

I believe there is some finagling of our water capacity by the Public Works Director in Tenino?City Admin. I know last year they hit me for a \$800 water leak that was a lie. They finally conceded that it was a meter reading error when they were pressed and we brought in a leak detection specialist. What is further interesting is it still reflects on the water bill graph that there was a massive leak in our system in July last year, when there was not. I have seen a lot of people trying to fight these alleged water leaks, but not so many have had \$850 in a pandemic to prove they did not have this big leak. I feel there is some fraud going on to make the numbers look like they need them to look to get these massive developments onto Tenino water system in West Tenino. I have all my documentation and email with the City. Our water bills are still not reflecting the units we are being billed for, even though they updated the bill design and added reading dates. Why would you leave the units off?

***The other concern is in 2014 the city plan recommended installation of a 3rd well for Tenino, away from the other two wells, as a back up in the event of contamination. This was again updated in the city plan in 2016. In 7 years, we still do not have this back up well for contamination.

Our pool is now allegedly broken and down. That is likely part of the water plan and not really broken. Our streets are not getting repaired, and the people are being told there is not enough tax base to fix them, yet, we spent gobs of money to take sewer and water to the AG Park project and running additional over toward the Tenino Equine Center at the same time that they do not know we know about.

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image.png



https://www.landandfarm.com/property/Lemon_Hill_Ranch-10606902/

From: [Geraldine Iverson](#)
To: [Justin, Trey \(SAO\)](#)
Subject: issues under investigation at City of Tenino
Date: Sunday, March 21, 2021 12:50:24 PM
Attachments: [citycheckregistermarch2020.pdf](#)
[citycheckregisterapril2020.pdf](#)
[Citycouncilmeetingtranscript04142020.docx](#)
[RMSAemail050520.pdf](#)
[zonamillard.pdf](#)
[zonamillard2.pdf](#)
[Cityinsuranceclaims.docx](#)
[citydeccheckregistermodified.pdf](#)
[cityofteninoinsurancedenial.pdf](#)

External Email

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From: [Carrell, Lisa \(SAO\)](#)
To: ["iversongera@gmail.com"](mailto:iversongera@gmail.com)
Subject: Hotline Results - H-20-289, H-21-078, H-21-076, H-21-079, H-21-044
Date: Tuesday, January 7, 2025 10:55:00 AM
Attachments: [Citizen Hotline Letter - H-20-289, H-21-078, H-21-076, H-21-079, H-21-044.pdf](#)
[image001.png](#)

Dear Geraldine Iverson,

Please see the attached letter in response to your citizen hotline submissions. Please let me know if you have any questions.

Thank you.



Lisa Carrell, CPA
Team Olympia Local Audit Manager
Statewide Program Manager for Transits, TBDs and RTPOs
(564) 999-0882 | [Office of the Washington State Auditor](#) | Pronouns: She,
Her, Hers

CHECK REGISTER

City Of Tenino

Time: 10:11:31 Date: 03/18/2021

03/01/2020 To: 03/31/2020

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount Memo
781	03/03/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	5.00 2/28/2020
789	03/03/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	6.25 3/1/2020
793	03/03/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	2.50 3/2/2020
796	03/03/2020	Claims	5	EFT	TriSource Solutions LLC	425.79 Discount & Other Fees For February, 2020
810	03/04/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	2.50 3/3/2020
812	03/05/2020	Payroll	5	EFT	Bennett H Barnes	389.82
813	03/05/2020	Payroll	5	EFT	Rachel L Davidson	92.10
814	03/05/2020	Payroll	5	EFT	Wayne R Fournier	888.47
815	03/05/2020	Payroll	5	EFT	Linda Gotovac	69.07
816	03/05/2020	Payroll	5	EFT	Jason A Lawton	69.07
817	03/05/2020	Payroll	5	EFT	John J O'Callahan	92.10
818	03/05/2020	Payroll	5	EFT	David A Watterson	184.19
820	03/05/2020	Payroll	5	EFT	Tyler J Baker	1,724.45
821	03/05/2020	Payroll	5	EFT	Veronica A Barnes	1,590.33
822	03/05/2020	Payroll	5	EFT	Troy LK Cannon	1,864.96
823	03/05/2020	Payroll	5	EFT	Samantha L Garcia	1,514.20
824	03/05/2020	Payroll	5	EFT	Judith Cryderman	1,054.82
825	03/05/2020	Payroll	5	EFT	Brent L Gibbs	1,859.01
826	03/05/2020	Payroll	5	EFT	John C Millard	1,841.06
827	03/05/2020	Payroll	5	EFT	Jason M Plaja	1,810.96
828	03/05/2020	Payroll	5	EFT	Maria Rodriguez	1,168.98
829	03/05/2020	Payroll	5	EFT	Jennifer N Scharber	1,145.36
830	03/05/2020	Payroll	5	EFT	Seth D Sharp	1,812.06
831	03/05/2020	Payroll	5	EFT	Robert Swain	1,880.31
832	03/05/2020	Payroll	5	EFT	Robert D Thornburg	1,836.65
834	03/04/2020	Payroll	5	EFT	AWC Benefits Trust	68.23 Pay Cycle(s) 03/05/2020 To 03/05/2020 - AWC Disability
835	03/04/2020	Payroll	5	EFT	AWC Benefits Trust	5,087.35 Pay Cycle(s) 03/05/2020 To 03/05/2020 - AWC
841	03/05/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	5.00 3/3/2020
847	03/06/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	3.75 3/5/2020
865	03/10/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	2.50 3/6/2020
868	03/10/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	5.00 Client Fees 3/7/2020
871	03/10/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	7.50 3/8/2020
878	03/10/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	8.75 Client Fees 3/9/2020
934	03/11/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	13.75
944	03/12/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	10.00 Client Fees 3/11/2020
955	03/12/2020	Payroll	5	EFT	WA State Dept of Retirement Systems	4,943.06 L2 Inv 013303142 Balance Due From 4/1/2016 And Correction From February, 2017 Susannah Wilson/Stephen Rowe
959	03/13/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	10.00 3/12/2020

CHECK REGISTER

City Of Tenino

Time: 10:11:31 Date: 03/18/2021

03/01/2020 To: 03/31/2020

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
973	03/17/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	3.75	3/13/2020
976	03/17/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	3.75	3/14/2020
979	03/17/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	2.50	3/15/2020
984	03/17/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	5.00	3/16/2020
999	03/18/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	2.50	3/17/2020
1007	03/19/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	3.75	3/18/2020
1010	03/20/2020	Payroll	5	EFT	Tyler J Baker	1,799.49	
1011	03/20/2020	Payroll	5	EFT	Veronica A Barnes	1,388.99	
1012	03/20/2020	Payroll	5	EFT	Troy LK Cannon	1,869.19	
1013	03/20/2020	Payroll	5	EFT	Samantha L Garcia	1,374.19	
1014	03/20/2020	Payroll	5	EFT	Brent L Gibbs	1,589.48	
1015	03/20/2020	Payroll	5	EFT	John C Millard	1,838.59	
1016	03/20/2020	Payroll	5	EFT	Jason M Plaja	2,343.48	
1017	03/20/2020	Payroll	5	EFT	Maria Rodriguez	1,165.51	
1018	03/20/2020	Payroll	5	EFT	Jennifer N Scharber	1,044.04	
1019	03/20/2020	Payroll	5	EFT	Seth D Sharp	1,660.24	
1020	03/20/2020	Payroll	5	EFT	Robert Swain	1,871.24	
1021	03/20/2020	Payroll	5	EFT	Robert D Thornburg	1,454.01	
1025	03/19/2020	Claims	5	EFT	WMCA	2,890.00	WMCA 50th Anniversary Payment Assistance (will Be Fully Reimbursed By WMCA)
1038	03/20/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	7.50	3/19/2020
1051	03/24/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	5.00	3/20/2020
1054	03/24/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	3.75	3/21/2020
1057	03/24/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	2.50	3/22/2020
1060	03/24/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	5.00	3/23/2020
1099	03/25/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	8.75	3/24/2020
1100	03/25/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	1.25	3/24/2020
1110	03/25/2020	Claims	5	EFT	LogMeIn		ACH not accepted; paid by Credit Card on April 15, 2020
1113	03/26/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	8.75	3/25/2020
1126	03/27/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	6.25	3/26/2020
1134	03/31/2020	Payroll	5	EFT	WA State Dept of Retirement Systems	2,785.16	Pay Cycle(s) 12/20/2019 To 01/06/2020 - LEOFF II
1142	03/31/2020	Payroll	5	EFT	WA State Dept of Retirement Systems	7,436.18	Pay Cycle(s) 12/20/2019 To 01/06/2020 - PERS II
1143	03/31/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	13.75	Client Fee 3/27/2020
1144	03/31/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	5.00	Client Fees 3/28/2020

CHECK REGISTER

City Of Tenino

Time: 10:11:31 Date: 03/18/2021

03/01/2020 To: 03/31/2020

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1145	03/31/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	5.00	Client Fees 3/29/2020
1146	03/31/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	5.00	Client Fees 3/30/2020
1147	03/31/2020	Payroll	5	EFT	WA State Dept of Retirement Systems	2,902.34	Pay Cycle(s) 01/20/2020 To 02/05/2020 - LEOFF II
1148	03/31/2020	Payroll	5	EFT	WA State Dept of Retirement Systems	2,614.35	Pay Cycle(s) 02/20/2020 To 03/05/2020 - LEOFF II
1154	03/31/2020	Payroll	5	EFT	WA State Dept of Retirement Systems	7,219.28	Pay Cycle(s) 01/20/2020 To 02/05/2020 - PERS II
1157	03/31/2020	Payroll	5	EFT	WA State Dept of Retirement Systems	6,890.46	Pay Cycle(s) 02/20/2020 To 03/05/2020 - PERS II
1540	03/31/2020	Claims	5	EFT	Excise WA State Dept Of Revenue	1,900.47	March, 2020, Excise Tax Payment
1777	03/23/2020	Claims	5	EFT	WMCA		Duplicate transaction
2152	03/31/2020	Claims	5	EFT	Screenco Systems, Inc.	25,757.50	Deposit On SC-Mega-SS-600 Receiving Station
888	03/10/2020	Claims	5	28940	AMICK Tactical	300.00	
889	03/10/2020	Claims	5	28941	Access Security	556.12	
890	03/10/2020	Claims	5	28942	Actionaire Inc	340.05	
891	03/10/2020	Claims	5	28943	Centralia OK Tire	60.12	
892	03/10/2020	Claims	5	28944	DMCMA, Judy Ly	50.00	
893	03/10/2020	Claims	5	28945	DPI Legal & Classified Publishing	63.20	
894	03/10/2020	Claims	5	28946	WA State Dept of Health	1,416.00	
895	03/10/2020	Claims	5	28947	Dragon Analytical Laboratory	769.00	
896	03/10/2020	Claims	5	28948	Enbody, Dugaw, Enbody	450.00	
897	03/10/2020	Claims	5	28949	H D Fowler Co	232.40	
898	03/10/2020	Claims	5	28950	Hach Company	12.90	
899	03/10/2020	Claims	5	28951	Hillier, Scheibmeir & Kelly, PS	995.00	
900	03/10/2020	Claims	5	28952	Idexx Laboratories	463.95	
901	03/10/2020	Claims	5	28953	Joes Refuse	950.78	
902	03/10/2020	Claims	5	28954	Law Office of Richard L. Hughes PLLC	1,995.00	
903	03/10/2020	Claims	5	28955	LeMay Mobile Shredding	70.20	
904	03/10/2020	Claims	5	28956	Lewis County Chemical	390.39	
905	03/10/2020	Claims	5	28957	Master Meter	1,500.00	
906	03/10/2020	Claims	5	28958	Midwest Laboratories Inc	291.45	
907	03/10/2020	Claims	5	28959	Mountain Mist Water	70.64	
908	03/10/2020	Claims	5	28960	Municipal Code Corporation	1,500.00	
909	03/10/2020	Claims	5	28961	Daniel Nelson	377.65	
910	03/10/2020	Claims	5	28962	Pitney Bowes Global Financial Svcs	143.51	
911	03/10/2020	Claims	5	28963	Puget Sound Energy	4,899.70	
912	03/10/2020	Claims	5	28964	Retail Lockbox Merchant Services, LLC	71.00	
913	03/10/2020	Claims	5	28965	Right Systems Inc	2,508.68	
914	03/10/2020	Claims	5	28966	Maria Rodriguez	25.29	
915	03/10/2020	Claims	5	28967	S & J Fencing	4,316.00	
916	03/10/2020	Claims	5	28968	Charlene Shafer	100.00	
917	03/10/2020	Claims	5	28969	Seth D Sharp	8.20	
918	03/10/2020	Claims	5	28970	Sunbirds	445.98	
919	03/10/2020	Claims	5	28971	Robert Swain	83.32	

Page: 4

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
920	03/10/2020	Claims	5	28972	Tenino Marketfresh	43.09	
921	03/10/2020	Claims	5	28973	Tenino Telephone Co	1,622.68	
922	03/10/2020	Claims	5	28974	City Of Tenino	1,425.13	
923	03/10/2020	Claims	5	28975	Thurston Co Env Health	232.00	
924	03/10/2020	Claims	5	28976	Thurston Co Public Health & Social Serv	750.00	
925	03/10/2020	Claims	5	28977	Thurston Co Sheriff	46.68	
926	03/10/2020	Claims	5	28978	USA BlueBook	237.49	
927	03/10/2020	Claims	5	28979	Utilities Underground Location	27.72	
928	03/10/2020	Claims	5	28980	Verizon Wireless (Cell)	753.21	
929	03/10/2020	Claims	5	28981	Voyager Fleet System	1,809.05	
930	03/10/2020	Claims	5	28982	Water & Wastewater Svcs, Inc	6,933.00	
931	03/10/2020	Claims	5	28983	Wilson Parts Corporation	186.59	
1069	03/24/2020	Claims	5	28984	AWC	1,020.00	
1070	03/24/2020	Claims	5	28985	Axon Enterprise Inc	440.23	
1071	03/24/2020	Claims	5	28986	Chehalis Tribal Jail	260.00	
1072	03/24/2020	Claims	5	28987	Comcast	353.99	
1073	03/24/2020	Claims	5	28988	Corporate Payment Systems	1,755.22	
1074	03/24/2020	Claims	5	28989	Stacy Denton	100.00	
1075	03/24/2020	Claims	5	28990	Dragon Analytical Laboratory	360.00	
1076	03/24/2020	Claims	5	28991	Georgia Felker	39.77	501800.30 - 805 GARFIELD AVE E
1077	03/24/2020	Claims	5	28992	Gibbs & Olson Inc	9,485.41	
1078	03/24/2020	Claims	5	28993	Ian Hand	155.89	307800.10 - 299 HODGDEN ST N
1079	03/24/2020	Claims	5	28994	Myron Kirchmeier	100.00	
1080	03/24/2020	Claims	5	28995	Lakeside Industries	137.28	
1081	03/24/2020	Claims	5	28996	Tiffany McTague	83.39	411530.00 - 1231 BOWEN WAY E
1082	03/24/2020	Claims	5	28997	Miles Sand And Gravel Company	157.15	
1083	03/24/2020	Claims	5	28998	Mountain Mist Water	63.09	
1084	03/24/2020	Claims	5	28999	Ovivo USA, LLC	8,293.19	
1085	03/24/2020	Claims	5	29000	Puget Sound Energy	3,349.51	
1086	03/24/2020	Claims	5	29001	Quill	283.94	
1087	03/24/2020	Claims	5	29002	SCJ Alliance	2,185.00	Invoice #59587
1088	03/24/2020	Claims	5	29003	Jennifer N Scharber	11.86	
1089	03/24/2020	Claims	5	29004	WA State Auditor	525.25	
1090	03/24/2020	Claims	5	29005	Sunset Air, Inc.	1,060.12	
1091	03/24/2020	Claims	5	29006	City Of Tenino	184.31	
1092	03/24/2020	Claims	5	29007	Thomas L. Meyer	2,250.00	
1093	03/24/2020	Claims	5	29008	Thurston-Mason Behavior Health Org	121.57	
1094	03/24/2020	Claims	5	29009	Wilson Parts Corporation	30.93	
1095	03/24/2020	Claims	5	29010	Marnell Witte	467.67	106500.10 - 319 MCARTHUR ST S
1102	03/25/2020	Claims	5	29011	AOC-Financial Services	175.00	
1767	03/31/2020	Claims	7	10137	Tenino Municipal Court	4,004.04	TMC Expenditures For March, 2020
		001 General Government Fund #001				81,152.69	
		002 Quarry Pool Fund #002				960.95	
		101 City Street Fund #101				6,510.43	
		310 Municipal Capital Imp Fund 310				3,896.14	
		401 Water Fund				23,223.57	
		402 Water Capital Imp Fund				4,312.20	
		410 Sewer Fund				33,491.57	
		421 Sewer Capital Improvement Fund				25,774.37	
		601 SWWAIP Trust Fund				7,038.86	
		631 Municipal Court Trust Fund #631				4,004.04	

CHECK REGISTER

City Of Tenino

Time: 10:11:31 Date: 03/18/2021

03/01/2020 To: 03/31/2020

Page: 5

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
						Claims:	108,131.99
						Payroll:	82,232.83
						190,364.82	

* Transaction Has Mixed Revenue And Expense Accounts

WE, the members of the City Council of the City of Tenino, Thurston County, Washington, DO
HEREBY certify that the merchandise or services listed above have been received and that the above
listed vouchers and the related checks have been reviewed and approved for payment by the Tenino City
Council.

DATED this _____ day of _____ 2021.

Clerk/Treasurer

Mayor

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

CHECK REGISTER

City Of Tenino

Time: 08:19:41 Date: 02/23/2021

04/01/2020 To: 04/30/2020

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1164	04/01/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	10.00	Client Fees 3/31/2020
1172	04/05/2020	Payroll	5	EFT	Bennett H Barnes	259.54	
1173	04/05/2020	Payroll	5	EFT	Rachel L Davidson	92.10	
1174	04/05/2020	Payroll	5	EFT	Wayne R Fournier	888.47	
1175	04/05/2020	Payroll	5	EFT	Linda Gotovac	46.04	
1176	04/05/2020	Payroll	5	EFT	Jason A Lawton	46.04	
1177	04/05/2020	Payroll	5	EFT	John J O'Callahan	46.04	
1178	04/05/2020	Payroll	5	EFT	David A Watterson	92.10	
1179	04/05/2020	Payroll	5	EFT	Tyler J Baker	1,726.21	
1180	04/05/2020	Payroll	5	EFT	Veronica A Barnes	1,503.92	
1181	04/05/2020	Payroll	5	EFT	Troy LK Cannon	1,857.57	
1182	04/05/2020	Payroll	5	EFT	Samantha L Garcia	1,374.19	
1183	04/05/2020	Payroll	5	EFT	Brent L Gibbs	2,103.51	
1184	04/05/2020	Payroll	5	EFT	John C Millard	1,835.11	
1185	04/05/2020	Payroll	5	EFT	Jason M Plaja	2,004.19	
1186	04/05/2020	Payroll	5	EFT	Maria Rodriguez	1,413.56	
1187	04/05/2020	Payroll	5	EFT	Jennifer N Scharber	1,172.01	
1188	04/05/2020	Payroll	5	EFT	Seth D Sharp	1,665.44	
1189	04/05/2020	Payroll	5	EFT	Robert Swain	1,867.18	
1190	04/05/2020	Payroll	5	EFT	Robert D Thornburg	1,466.64	
1191	04/02/2020	Claims	5	EFT	TriSource Solutions LLC	406.83	Discount And Other Fees For March, 2020.
1195	04/02/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	11.25	Client Fees 4/1/2020
1201	04/03/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	11.25	4/2/2020
1207	04/03/2020	Payroll	5	EFT	AWC Benefits Trust	9,167.00	Pay Cycle(s) 03/20/2020 To 04/05/2020 - AWC Disability; Pay Cycle(s) 03/20/2020 To 04/05/2020 - AWC
1210	04/06/2020	Payroll	5	EFT	WA State Dept of Retirement Systems	100.00	Pay Cycle(s) 12/20/2019 To 01/06/2020 - Deffered Comp
1211	04/06/2020	Payroll	5	EFT	WA State Dept of Retirement Systems	10,006.17	Pay Cycle(s) 03/20/2020 To 04/05/2020 - LEOFF II; Pay Cycle(s) 03/20/2020 To 04/05/2020 - PERS II
1212	04/06/2020	Payroll	5	EFT	Timberland Bank		Correct error
1218	04/07/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	10.00	4/6/2020
1221	04/07/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	8.75	4/3/2020
1224	04/07/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	5.00	4/4/2020
1227	04/07/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	7.50	4/5/2020
1238	04/08/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	8.75	4/7/2020
1249	04/09/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	5.00	4/8/2020
1257	04/10/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	5.00	4/9/2020
1264	04/14/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	13.75	4/10/2020
1267	04/14/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	5.00	4/11/2020

CHECK REGISTER

City Of Tenino

Time: 08:19:41 Date: 02/23/2021

04/01/2020 To: 04/30/2020

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1270	04/14/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	1.25	4/12/2020
1273	04/14/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	5.00	4/13/2020
1358	04/15/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	3.75	4/14/20
1367	04/16/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	12.50	4/15/20
1378	04/17/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	11.25	4/16/2020
1381	04/20/2020	Payroll	5	EFT	Tyler J Baker	1,788.53	
1382	04/20/2020	Payroll	5	EFT	Veronica A Barnes	1,505.12	
1383	04/20/2020	Payroll	5	EFT	Troy LK Cannon	1,860.06	
1384	04/20/2020	Payroll	5	EFT	Samantha L Garcia	1,370.95	
1385	04/20/2020	Payroll	5	EFT	Brent L Gibbs	1,911.80	
1386	04/20/2020	Payroll	5	EFT	John C Millard	1,837.27	
1387	04/20/2020	Payroll	5	EFT	Jason M Plaja	1,860.34	
1388	04/20/2020	Payroll	5	EFT	Maria Rodriguez	1,292.28	
1389	04/20/2020	Payroll	5	EFT	Jennifer N Scharber	1,172.01	
1390	04/20/2020	Payroll	5	EFT	Seth D Sharp	1,726.19	
1391	04/20/2020	Payroll	5	EFT	William John Stines	1,763.82	
1392	04/20/2020	Payroll	5	EFT	Robert Swain	1,881.39	
1393	04/20/2020	Payroll	5	EFT	Robert D Thornburg	1,451.21	
1400	04/21/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	8.75	4/17/2020
1403	04/21/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	6.25	4/18/2020
1406	04/21/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	3.75	4/20/2020
1420	04/22/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	8.75	4/21/2020
1433	04/23/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	10.00	4/22/2020
1447	04/24/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	6.25	4/23/2020
1449	04/01/2020	Claims	5	EFT	GCC	10,223.53	Pump For Vactor Truck
1463	04/28/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	7.50	4/24/2020
1466	04/28/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	1.25	4/25/2020
1469	04/28/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	2.50	4/27/2020
1472	04/28/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	3.75	4/26/2020
1534	04/30/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	6.25	4/29/2020
1546	04/30/2020	Payroll	5	EFT	Timberland Bank		Duplicate
1547	04/30/2020	Payroll	5	EFT	Timberland Bank		correct error
1549	04/30/2020	Payroll	5	EFT	Timberland Bank		Incorrect Vendor; should be IRS, not Timberland Bank
1552	04/30/2020	Payroll	5	EFT	Timberland Bank	14,255.92	941 Deposit for Pay Cycle(s) 04/20/2020 - 04/20/2020; 941 Deposit for Pay Cycle(s) 04/05/2020 - 04/05/2020
1641	04/30/2020	Claims	5	EFT	TriSource Solutions LLC	494.49	Discount And Other Fees For April, 2020

CHECK REGISTER

City Of Tenino

Time: 08:19:41 Date: 02/23/2021

04/01/2020 To: 04/30/2020

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1778	04/08/2020	Claims	5	EFT	WMCA	5,940.00	WMCA 50 Anniversary Conference Loan
1779	04/09/2020	Claims	5	EFT	WMCA	6,560.00	WMCA 50 Anniversary Conference Loan
1780	04/15/2020	Claims	5	EFT	WMCA	8,920.00	WMCA 50 Anniversary Conference Loan
1781	04/15/2020	Claims	5	EFT	WMCA	9,940.00	WMCA 50 Anniversary Conference Loan
1782	04/20/2020	Claims	5	EFT	WMCA	9,980.00	WMCA 50 Anniversary Conference Loan
1783	04/21/2020	Claims	5	EFT	WMCA	23,500.00	WMCA 50 Anniversary Conference Loan
1784	04/21/2020	Claims	5	EFT	WMCA	23,500.00	WMCA 50 Anniversary Conference Loan
1785	04/23/2020	Claims	5	EFT	WMCA	36,818.00	WMCA 50 Anniversary Conference Loan
1786	04/27/2020	Claims	5	EFT	WMCA	22,290.00	WMCA 50 Anniversary Conference Loan
1787	04/27/2020	Claims	5	EFT	WMCA	17,500.00	WMCA 50 Anniversary Conference Loan
1788	04/28/2020	Claims	5	EFT	WMCA	34,860.00	WMCA 50 Anniversary Conference Loan
1789	04/30/2020	Claims	5	EFT	WMCA	29,880.00	WMCA 50 Anniversary Conference Loan
2382	04/30/2020	Claims	5	EFT	Excise WA State Dept Of Revenue	2,118.51	April, 2020, Excise Tax Payments
3938	04/06/2020	Claims	5	EFT	USDA Rural Development	52,512.00	USDA-RD Bond Payment
1209	04/06/2020	Claims	5	29012	West Coast Metal Buildings Inc	3,048.61	
1303	04/14/2020	Claims	5	29013	Axon Enterprise Inc	205.61	
1304	04/14/2020	Claims	5	29014	Baker's Towing	368.50	
1244	04/08/2020	Claims	5	29015	Diane Elwin		Must be entered through accounts payable.
1305	04/14/2020	Claims	5	29015	Centralia OK Tire	52.64	
1306	04/14/2020	Claims	5	29016	City Of Tenino	155.89	
1307	04/14/2020	Claims	5	29017	DPI Legal & Classified Publishing	334.26	
1308	04/14/2020	Claims	5	29018	Daily Journal Of Commerce	709.80	
1309	04/14/2020	Claims	5	29019	Daily Journal Of Commerce	549.40	
1310	04/14/2020	Claims	5	29020	Dragon Analytical Laboratory	426.00	
1311	04/14/2020	Claims	5	29021	Diane Elwin	100.00	QH Deposit Refund
1312	04/14/2020	Claims	5	29022	Evergreen Rural Water	600.00	
1313	04/14/2020	Claims	5	29023	Gibbs & Olson Inc	13,097.11	
1314	04/14/2020	Claims	5	29024	Good to Go	12.00	
1315	04/14/2020	Claims	5	29025	H D Fowler Co	2,243.94	
1316	04/14/2020	Claims	5	29026	Hillier, Scheibmeir & Kelly, PS	401.60	
1317	04/14/2020	Claims	5	29027	Joes Refuse	950.78	
1318	04/14/2020	Claims	5	29028	Lakeside Industries	238.93	
1319	04/14/2020	Claims	5	29029	Law Office of Richard L. Hughes PLLC	2,755.00	
1320	04/14/2020	Claims	5	29030	LeMay Mobile Shredding	70.20	
1321	04/14/2020	Claims	5	29031	Lewis County Chemical	584.05	
1322	04/14/2020	Claims	5	29032	Mountain Mist Water	80.61	
1323	04/14/2020	Claims	5	29033	Northstar Chemical, Inc	718.18	
1324	04/14/2020	Claims	5	29034	Olympia Copy & Printing	207.12	
1325	04/14/2020	Claims	5	29035	Ovivo USA, LLC	1,884.88	
1326	04/14/2020	Claims	5	29036	Pitney Bowes Global Financial Svcs	143.64	
1327	04/14/2020	Claims	5	29037	Pitney Bowes	1,052.85	
1328	04/14/2020	Claims	5	29038	Public Safety Testing	62.55	

CHECK REGISTER

City Of Tenino

Time: 08:19:41 Date: 02/23/2021

04/01/2020 To: 04/30/2020

Page: 4

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1329	04/14/2020	Claims	5	29039	Puget Sound Energy	4,761.58	
1330	04/14/2020	Claims	5	29040	Quality Control Services Inc	125.00	
1331	04/14/2020	Claims	5	29041	Quill	240.16	
1332	04/14/2020	Claims	5	29042	Retail Lockbox Merchant Services, LLC	35.00	
1333	04/14/2020	Claims	5	29043	Right Systems Inc	2,616.58	
1334	04/14/2020	Claims	5	29044	Maria Rodriguez	55.53	
1335	04/14/2020	Claims	5	29045	SCJ Alliance	2,442.50	Invoice #59911
1336	04/14/2020	Claims	5	29046	Schaeffer's Mfg. Co.	1,177.35	
1337	04/14/2020	Claims	5	29047	Trevin & Samantha Schlottmann	135.47	504700.10 - 1125 LINCOLN AVE E
1338	04/14/2020	Claims	5	29048	Stanley Security Solutions	293.66	
1339	04/14/2020	Claims	5	29049	Tenino Marketfresh	234.73	
1340	04/14/2020	Claims	5	29050	Tenino Telephone Co	1,864.93	
1341	04/14/2020	Claims	5	29051	City Of Tenino	1,403.51	
1342	04/14/2020	Claims	5	29052	Thoren Electric, LLC	1,586.16	
1343	04/14/2020	Claims	5	29053	Thurston Co Auditor		Should have been sent to the Washington State Auditor
1344	04/14/2020	Claims	5	29054	Thurston Co Env Health	116.00	
1345	04/14/2020	Claims	5	29055	Thurston Co Treasurer	289.09	
1346	04/14/2020	Claims	5	29056	Thurston Co Economic Dev Council	2,500.00	
1347	04/14/2020	Claims	5	29057	Utilities Underground Location	13.86	
1348	04/14/2020	Claims	5	29058	Verizon Wireless (Cell)	752.21	
1349	04/14/2020	Claims	5	29059	Voyager Fleet System	1,693.35	
1350	04/14/2020	Claims	5	29060	WA State Treasurer	3,054.86	
1351	04/14/2020	Claims	5	29061	Water & Wastewater Svcs, Inc	6,933.00	
1352	04/14/2020	Claims	5	29062	Waters - ERA	198.39	
1353	04/14/2020	Claims	5	29063	Wells Fargo Vendor Fin Serv	411.32	
1354	04/14/2020	Claims	5	29064	Wilson Parts Corporation	5.86	
1360	04/14/2020	Claims	5	29065	Don Bowman		Wrong information printed on this check
1359	04/15/2020	Claims	5	29066	Don Bowman	600.00	
1495	04/28/2020	Claims	5	29067	911 Supply - Keizer	126.22	
1496	04/28/2020	Claims	5	29068	Baker's Towing	1,150.18	
1497	04/28/2020	Claims	5	29069	Danielle Baker	230.00	
1498	04/28/2020	Claims	5	29070	Chehalis Tribal Jail	130.00	
1499	04/28/2020	Claims	5	29071	Comcast	341.96	
1500	04/28/2020	Claims	5	29072	Corporate Payment Systems	16.13	
1501	04/28/2020	Claims	5	29073	Dragon Analytical Laboratory	374.00	
1502	04/28/2020	Claims	5	29074	Ferguson Enterprises Inc. NW	217.14	
1503	04/28/2020	Claims	5	29075	H D Fowler Co	130.90	
1504	04/28/2020	Claims	5	29076	Mountain Mist Water	73.40	
1505	04/28/2020	Claims	5	29077	Puget Sound Energy	2,360.59	
1506	04/28/2020	Claims	5	29078	Quill	81.33	
1507	04/28/2020	Claims	5	29079	RNBS Inc dba Rugged Notebooks	17,604.00	
1508	04/28/2020	Claims	5	29080	Right Systems Inc	2,511.01	
1509	04/28/2020	Claims	5	29081	RoSiTy LLC	1,000.00	
1510	04/28/2020	Claims	5	29082	Maria Rodriguez	68.55	
1511	04/28/2020	Claims	5	29083	John Stines	319.81	
1512	04/28/2020	Claims	5	29084	Sunset Air, Inc.	2,526.67	
1513	04/28/2020	Claims	5	29085	Tenino Marketfresh	1,102.46	
1514	04/28/2020	Claims	5	29086	That Hose Guy	971.16	
1515	04/28/2020	Claims	5	29087	Water & Wastewater Svcs, Inc	6,933.00	
1516	04/28/2020	Claims	5	29088	Wells Fargo Vendor Fin Serv	1,238.55	
1517	04/28/2020	Claims	5	29089	Wilson Parts Corporation	211.17	
3559	04/30/2020	Claims	7	10138	Tenino Municipal Court	1,944.88	April Court Disbursements

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001	General Government Fund #001			312,293.82	
		002	Quarry Pool Fund #002			95.57	
		101	City Street Fund #101			6,128.82	
		310	Municipal Capital Imp Fund 310			30,665.03	
		401	Water Fund			27,284.30	
		402	Water Capital Imp Fund			2,085.07	
		410	Sewer Fund			38,268.44	
		422	Sewer Reserve Fund			52,512.00	
		601	SWWAIP Trust Fund			7,032.71	
		631	Municipal Court Trust Fund #631			1,944.88	
							Claims: 401,900.72
							Payroll: 76,409.92
			* Transaction Has Mixed Revenue And Expense Accounts			478,310.64	

WE, the members of the City Council of the City of Tenino, Thurston County, Washington, DO
HEREBY certify that the merchandise or services listed above have been received and that the above
listed vouchers and the related checks have been reviewed and approved for payment by the Tenino City
Council.

DATED this day of 2020.

Clerk/Treasurer

Mayor

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

00:13
kind of should be framed and this is
00:15
guidance from the city attorney the
00:17
attorney Hughes he cautions us to limit
00:20
the items during these uh we're trying
00:23
to make these public as possible during
00:26
the stay at home order but there there
00:29
have to be there has to be some
00:31
limitations so when we're doing that we
00:33
are going to act to our best try to
00:35
limit the items on the agenda to things
00:38
that are relevant to the emergency city
00:42
attorney Hughes cautions us that the
00:43
items that can be on a virtual meeting
00:45
agenda are limited so that any items
00:48
that can wait until later should be
00:50
deferred until after the emergency is
00:52
concluded to attach documents that are
00:55
being shown at the bottom of the screen
00:57
provide guidance as to how we manage
00:59
agenda items during the kovat 19
01:02
emergency agenda items that are both
01:04
necessary and routine such as voucher
01:07
approval should be included those items

01:10
that are necessary but not routine such
01:12
as the ordinance that changes park rules
01:14
or those items that are routine but not
01:17
necessary like staff reports should be
01:20
omitted for these reasons the draft
01:22
agenda published on Thursday April 2020
01:26
has been amended with the guidance of
01:28
the attorney on this John did you have
01:31
any further points Johnny Maillard what
01:36
I've got showing on the screen there are
01:38
the questions I need to ask that have
01:44
open mikes please be aware that there's
01:47
a lot of noise in the background
01:50
necessary and routine is the one
01:53
question to ask in that or is it
01:56
necessary to respond to the outbreak and
01:58
you'll see this clearly in the topics
02:01
that we the attorney agreed that should
02:05
be on the agenda for tonight
02:08
[Music]
02:10
thank you
02:11
does anybody from the council have any
02:14
questions or comments on the guidance

02:16

from the attorney and I don't have any

02:23

no neither no I don't okay John I've

02:29

been going through these meetings quite

02:30

a bit over the last three weeks okay

02:44

Watterson do you have any comments oh

02:48

there you go

02:50

Jason uh looking through it no I don't

02:54

have anything okay we don't know how

02:56

long we're gonna be doing this it's

02:58

already been a month thorough over a

03:01

month we declared the emergency I think

03:04

the 13th of last month so we're just

03:08

preparing to do this as as much as

03:10

necessary item number two on the work

03:12

session and doing the research necessary

03:15

to advise the municipal clients

03:17

regarding their responses to Cobra 19

03:19

emergency City Attorney Hughes advises

03:22

that the city should adopt an electronic

03:24

signature policy this is proposed in

03:27

resolution 20 20-0 2 which would adopt

03:31

such a policy protecting the city's

03:33

interest while conducting business using

03:35
modern document technologies I'm sure
03:38
everybody's familiar with edocs and
03:40
assigning to be able to do that we're
03:43
not saying that we're gonna need to do
03:44
that for everything but we want to be
03:46
prepared to do it for the things that
03:47
are necessary so we need a policy to be
03:51
able to do that except for like couches
03:54
- so how we gonna send the vouchers no
04:03
this is not pouches are kind of unique
04:08
the purpose of what the document that
04:12
you sign is to certify the interested
04:15
parties that yes the City Council has
04:18
been made aware of these
04:21
but this policy is aimed at are the
04:25
documents that you've been seeing in the
04:27
news a lot now like a proclamations or
04:30
in our case a contracts is a deal in the
04:35
in the past you know everybody wanted
04:37
that original sink Inc signature so that
04:40
people would know that the a verily it
04:42
was who whoever it was it was supposed
04:44
to be signing that document signed the

04:46

document and this policy as the mayor

04:51

mentioned you can have a special digital

04:56

signature that's DocuSign and things

04:58

like that and so this otherwise us to

05:01

use that if it was required for some

05:04

particular purpose but really what we're

05:06

trying to get at is are these facsimile

05:08

signatures so if the mayor signs a

05:14

contract and as the clerk treasurer you

05:18

know I know who the mayor is so when I

05:20

attest all I'm really doing is saying

05:22

yes it really was Wayne Fornier that

05:25

signed this document and then we take

05:27

that over to the scanner and scan it in

05:29

and with this policy on board people

05:33

could say oh well they have a system in

05:36

place of verifying those signatures I've

05:39

received this document via email and

05:43

there's all that metadata that's

05:46

associated with the email to prove the

05:48

origin and prove the destination so

05:51

that's the system that this is talking

05:53

about that you can reasonably rely upon

05:57

to determine the veracity of the

06:01

signatures and because this is in the

06:05

news a lot lately

06:07

attorney Hughes notice that we did not

06:09

have a policy like this in place but in

06:11

fact we've been doing it and he just

06:14

thought that we should adopt this so

06:17

that there's no question about it

06:24

then did you have any questions or

06:26

comments no no I don't I've gone through

06:29

this whole thing and I I know about docu

06:32

signing in fact I did it the other day

06:33

for something so okay

06:37

council member o Callaghan easy peasy no

06:40

worries

06:42

Dave nope all good Jason no no alright

06:52

next item the koban 19 emergency has

06:56

highlighted the need to update our

06:57

financial and personnel policies in

07:00

regard to paying city employees during a

07:02

health-related emergency that precludes

07:05

employees from reporting to work even

07:08

though those employees may be ready

07:10
willing and able to work so if they're
07:11
ordered to stay home and they're not
07:14
sick and whatnot this proposed ordinance
07:18
would give the mayor the authority to
07:19
continue to pay city employees who would
07:22
otherwise report to work but for a stay
07:24
at home order the full amount of their
07:26
regular pay this proposed ordinance has
07:29
been reviewed and includes the changes
07:31
suggested by city attorney Hughes so we
07:33
want to be able to continue paying our
07:35
employees no matter what essentially
07:42
you can see the document provided I'm
07:46
trying to mess with this here John
07:51
Millar do you have any further comments
07:53
no just if anybody wants to expand on it
07:59
we copied I want to say it was the city
08:03
of shoreline it may have been Snohomish
08:05
it was one of the s cities and we we
08:09
added this part it was looked at my
08:11
attorney Hughes and and you know it
08:13
passes his muster the only change we
08:15
made is that for those of us that have

08:20
the ability to work from home the city
08:24
acquired this software necessary that we
08:27
can now reach right into our computers
08:28
and you know for all intents and
08:30
purposes it's the same as sitting on our
08:32
desk and we can forward the work floors
08:36
to our home phones and all what we are
08:40
saying here is first and foremost this
08:43
is only applicable in a health emergency
08:45
where you know stay at home order has
08:48
been declared and the city has to
08:53
provide the tools if the city can't
08:54
provide the tools then we can't say
08:56
people have to do any work at all but if
08:58
we can provide the tools and they can do
09:00
some work the supervisor will determine
09:03
what work is to be done but in no case
09:06
will it be more than a normal eight-hour
09:09
days worth of work so there's safeguards
09:12
built into it but the city gets a little
09:14
bit of flexibility and our citizens can
09:16
feel good that you know we're trying to
09:20
take care of them it's the best we can

09:21
and we're taking care of our employees
09:23
while doing it yes we've done a number
09:27
of things to make it to what our work
09:29
from home would work for like the city
09:31
hall employees but they're you know in a
09:35
situation like this that we can't
09:36
necessarily control or foresee
09:39
everything you know things could happen
09:42
where we don't necessarily have a plan
09:44
or the Public Works guys are not coming
09:46
in or something like that and we we
09:49
don't want we don't want to jeopardize
09:52
our employees you know
09:54
lives okay we're putting a you know
09:59
continuation of government the as a top
10:03
priority and ensuring that you know this
10:06
no matter what when everything's done
10:09
that we still have the city government
10:11
all put together to get back to work
10:15
Linda do you have any questions no
10:20
all right I never quit my Linda I have a
10:25
question about the bouncers I know we
10:29
have to sign them the vouchers we can

10:33
talk about that after this item all
10:35
right Donald Callahan yes maybe I maybe
10:40
I just missed it the first time I read
10:42
it I'm not seeing it here either but we
10:45
just assuming that it's a state that's
10:47
going to declare emergency because
10:51
that's not in here and I'd rather have
10:53
it verified instead of just an
10:55
assumption no it states clearly that the
11:01
state of Washington the Thurston County
11:03
Department of Public Health or the city
11:05
of Toninho any one of us can declare the
11:09
emergency any one of those three
11:11
jurisdictions can put in place the
11:14
stay-at-home order section one the city
11:16
of tonight no hereby adopts a policy
11:17
where in the event of emergency okay so
11:22
the next part is then we're gonna have
11:24
to come up with with some kind of rules
11:26
and policies on what is an actual
11:29
emergency if we can look Claire an
11:31
emergency as a city standalone that we
11:35
have guidelines for that we can we can

11:40
try to declare an emergency on our own
11:42
and I would I would be careful of you
11:47
know pigeonholing us into anything the
11:51
mayor can declare an emergency you guys
11:54
don't have to buy it there is they can
11:59
vote against it but I you know if we
12:03
pigeonhole ourselves into what is and
12:05
what isn't an emergency I think that
12:07
that would be that would be foolish
12:10
nobody anticipated this
12:14
no but if you remember at two years ago
12:20
I think it was Linder you might be able
12:21
to refresh the time frame on that as
12:25
state we actually voted on emergency
12:29
powers for the state oh Lord I don't
12:34
remember anything about it I don't
12:37
remember anything about it okay and the
12:41
people voted yes people as a state we
12:46
voted to or to grant emergency powers to
12:49
the state which the governor is going
12:51
under under right now I understand that
12:55
we can but if you're looking at
12:58
throughout that you'll be to all the

13:00
states that are doing this and they
13:02
really have no planning or or any
13:06
guideline of what they were doing and
13:09
because of that a lot of stuff lounder
13:11
I'd rather have some kind of guidelines
13:13
as to what we're doing and again we can
13:16
come up with that later yeah have some
13:20
kind of plan as you guys all know that
13:24
I'm real big on planning for different
13:26
kinds of emergencies and output history
13:30
we can draw on that to come up with some
13:34
kind of guidance
13:35
I just waiting for any council that
13:39
comes after with the understanding that
13:42
just because we came up with it doesn't
13:45
mean that they have to go by it it's
13:53
well I think that might be a different
13:55
document and you're I think we can we
13:58
can go back we go by that later but we
14:00
would be looking at the ordinance that
14:02
allows mayor to declare an emergency
14:05
that's place that we can come back to
14:08
that later on okay but I just want to

14:11
bring that up right now this what we
14:13
don't forget it's on record that at some
14:16
point after all this is done we can get
14:18
together and come work with some kind of
14:20
work or write of how we go about setting
14:26
up and
14:27
emergency even though it justice itself
14:30
that's doing it and not the rest of the
14:33
state you know what I mean okay
14:40
councilmember Watterson
14:41
we lost Jason here wait what I'm good
14:47
with this I think it's important to keep
14:50
supporting our employees and keeping
14:52
them financially sound and letting them
14:55
work from home as much as possible
14:56
during this time it's just uh yeah like
14:59
I said I think it's just a good way to
15:01
keep the city moving forward as much as
15:03
we can babies yeah without rias it
15:07
creates gift of public funds concerns if
15:12
we already just say don't come in and we
15:14
didn't necessarily have a work plan for
15:17
them at home if it was like you know

15:19
something happens we say you cannot come
15:21
in tomorrow we would have to do like
15:23
leave without pay unless we have this
15:26
yeah and it's not their fault they can't
15:29
come in right so yeah I support it and
15:34
yeah we look at any kind of guidelines
15:37
like you said it's a little difficult to
15:40
think of every situation but maybe maybe
15:43
some good basic guidelines are good okay
15:48
thank you Jason
15:50
yeah no David I'm Jon said it perfectly
15:54
so I ii yeah i dis echo what they just
15:57
said okay Rachel you're in your garage
16:02
it looks like it's my living room
16:10
there's a ladder in the wrong I'm
16:19
turning video off oh do you have any
16:23
comments that's exactly why I don't want
16:26
to be on video yeah thing is on Facebook
16:30
somebody's talking about meetings and
16:31
you spend most your time looking at
16:33
everybody's that backgrounds II know
16:36
what he's saying
16:43
okay well that's it for our work session

16:47
we have 15 minutes to kill I had a
16:54
question are there any other topics that
16:56
anyone would like to discuss I have one
16:59
question go ahead we're looking into
17:05
trying to think about what the financial
17:09
impact to the city is gonna be I know
17:11
I've been watching some of the county
17:12
meetings and sounds like there's some
17:14
pretty significant impacts at the county
17:16
and state levels are we going to start
17:18
looking at what we think the impacts
17:20
could be in the city it's yeah I mean
17:25
it's hard to it's hard to say yeah like
17:30
we you know like how to do an analysis
17:33
is kind of like you know it's kind of a
17:39
lot smaller we can anticipate you know
17:43
reductions in property taxes reduction
17:47
the sales taxes are gonna redo but how
17:49
much I don't know you know like some
17:52
water is preparing 10% so just you know
17:55
there's 10% across the board we
17:58
immediately said that we're going to you
18:01
know cut any discretionary spending

18:03
we're gonna dial back any anything
18:06
that's not completely necessary so we we
18:10
said we're going to suspend you know
18:14
like any raises we're gonna you know
18:16
we're like oh we're gonna stop put a
18:18
stop to pretty much everything that we
18:20
can put a stop to until we can get a
18:23
handle on on what's going on yeah we
18:28
don't even know how long this is gonna
18:29
last yet so you know
18:31
no I just want to make sure we don't get
18:33
ourselves in a bad spot until we kind of
18:35
get a handle on what you know like so I
18:39
think that's the word the right thing to
18:40
do is just kind of put off any
18:42
discretionary stuff especially that we
18:44
can
18:47
yeah the big you know there are a few
18:51
bigger items that we are moving
18:53
continuing move forward with and those
18:55
are mostly to do with the wastewater
18:56
treatment plant we have to haul off the
19:00
solids in the in the lagoon so that

19:03
that's going to be you know that's gonna
19:05
be an expensive item that you guys will
19:08
see soon but it absolutely has to be
19:12
done so yeah those are things not you
19:18
know those are things out of that
19:19
utility fund and then also we have
19:22
ordered the creation of that septage
19:27
receiving station because that's that
19:30
that kind of stuff doesn't stop right
19:34
yeah the basic functions can't stop but
19:37
this stuff with grants that was my other
19:39
thing if it's a grant funded that's cool
19:41
I mean yeah there's not a lot of meat on
19:49
the bone to begin with but you know
19:52
we're gonna you know we're we are
19:54
dialing it back so we may not buy it
19:58
we may not be buying the new Public
19:59
Works vehicle we may you know it may be
20:02
a little while before we get another
20:04
police car okay
20:11
16's well stem hits in street mr. mayor
20:23
who's talking J that's his chief oh hi
20:30
everybody

20:33
if I could I'd like to thank all of you
20:37
for the lovely watch I received not a
20:41
corporation
20:44
bring us dinner and I just can't say
20:47
enough I'm like
20:52
oh well all your support we hope I'll be
21:02
able to in a timely beep great community
21:08
thank you again all of you and I thank
21:14
you yeah well good to see you good to
21:19
see you home chief good together just
21:21
get well Marines don't try they do get
21:32
well all right we got eight minutes left
21:38
anybody got any a quarantine stories
21:42
what if you wanna real quick instead of
21:45
having a way to the other side the fire
21:47
departments moving forward with their
21:49
request for five million dollars to
21:52
build a new fire station I've tried to
21:54
get him to wait until February which
21:57
would be a much smarter time and they
21:59
weren't going for it Oh
22:01
otherwise we had this set the same kind
22:04
of a meeting and as far as the

22:08
transportation policy board that's
22:09
tomorrow morning
22:12
yeah it's to ask for five million
22:15
dollars right now it's kind of that's
22:20
beyond me yeah well I like I said I
22:24
tried to get him to hold off until
22:27
February and they weren't listening to
22:29
history so I did what I could
22:31
yeah when's it going on the ballot
22:35
August unless something happens we
22:39
haven't late me to make the final
22:42
decision to either pull it off or
22:45
completely forward but it'll be fun the
22:47
primary ballot everything else has been
22:50
a plan of it yeah global because I know
23:04
the rules better than they do have I'll
23:06
be the spokesman our museum hasn't been
23:18
meeting obviously why we can knock that
23:21
one off the list oh yeah we don't really
23:25
have any bad stories about behavior or
23:29
anything like that since we've announced
23:32
the emergency I think
23:34
no just about everybody most business

23:37
has been voluntarily compliant I enjoy
23:41
staying open but I don't know is she
23:43
still open she's been the only one that
23:45
I've kind of got some complaints about
23:47
oh we're not up what's that
23:55
she's not open oh she's not anymore yeah
24:00
everybody's been really good about it
24:01
there's been a lot of people that have
24:03
been wondering I am you know what's an
24:05
essential business what's that what's
24:07
this and there is some guidance that's
24:10
kind of not entirely specific that the
24:15
governor is giving out but by and large
24:17
everybody's been really good about it
24:21
most maddening thing about
24:24
the businesses that are stayed open are
24:27
places like Walmart Target
24:30
they've got clothing and everything else
24:32
there and it's up for grabs there's not
24:35
nothing keeping people from shopping for
24:37
that kind of thing and yet a small
24:39
business like choices for instance has
24:42
to be closed yeah yeah so I mean it just

24:46
doesn't seem quite right fine garden
24:50
areas and food places on the show what I
24:57
learned I put some toilet paper on the
24:59
shelf they've finally had some I saw
25:12
some in there earlier oh man yeah there
25:17
was like three of them though so they're
25:18
probably gone now I saw somebody was I
25:23
was in there the other day in their
25:25
little teeny for rural packs and the
25:28
toilet paper roll can't be more than oh
25:30
I don't know it it's got to be 50 sheets
25:34
on a roll if they're horrible that one
25:39
ply stuff yeah I don't know I thought
25:43
gee that's a funny-looking
25:45
package of toilet paper
25:48
I just shower when I'm done Tina
26:01
Jason Tim Collins went up and they've
26:03
got a house and swim that they've been
26:05
renting in they're like getting ready to
26:07
sell it
26:07
and he went into the bathroom and the
26:09
renters have installed a bidet in there
26:11
and he's so much money for this on eBay

26:18
I saw an ad on TV last night you know
26:24
one of those late-night things right and
26:26
it was an adapter kit you can turn any
26:28
toilet into a bidet yeah I saw those too
26:36
the interesting part about that is on
26:39
Amazon they started selling those kits
26:42
for \$39 now they're at 59 yeah price
26:54
gouging mm-hmm
26:56
price gouge well they're still having a
27:01
hard time keeping him in stock that's
27:06
crazy
27:20
two minutes just awkward to have silence
27:36
yeah I'm just watching all you guys well
27:47
I have a crack in my phone screen cuz
27:49
you know I drop it all the time and I
27:52
use money to put down my face and glare
27:56
let's keep moving
28:02
other than that kids are actually uh
28:04
getting along today that's good that's
28:07
nice yep today yesterday wasn't so good
28:13
but about ready to send them all to
28:15
Jason's house I'll take Jace yeah you
28:21
can have him yeah miss that guy yeah

28:25

he's got some more dad jokes for ya

28:31

maillard on the consent calendar I don't

28:35

have the number oh there they are on the

28:37

original oh here we go right there

28:47

he's had to update it

29:02

almost time I should've done this from

29:09

the hot tub Rachel keeps going sideways

29:16

is that I do what pride turn around well

29:22

I got a I gotta fight the crack in my

29:25

phone maybe that's right keep moving I

29:29

need a new phone but I can't do it cuz

29:32

my kids all have it ladies and gentlemen

29:36

welcome to the April 14th tonight Oh

29:41

City Council meeting we are live from

29:44

quarantine let the record show that all

29:48

council members are present would you

29:51

please stand for the Pledge of

29:53

Allegiance

30:22

we have an agenda needing approval

30:25

improvable second okay we have a motion

30:29

from John O'Callaghan and a second from

30:32

Rachel Davidson to go back we need to go

30:37

back to accrue oh hi Linda I can approve

30:40
the agenda as presented is there any
30:44
discussion hearing none all those in
30:50
favor all right
30:52
posed motion passes
30:56
thank you where we have deferred the
31:01
approval of the minutes to our next
31:03
meeting where we're actually in person
31:05
which brings us to the consent calendar
31:08
this is payrolls and EF T's in the
31:10
amount of eighty four thousand three
31:12
hundred ninety nine dollars and six
31:14
cents and claims checks number two nine
31:17
zero one one through two nine zero six
31:19
four and the amount of sixty five
31:21
thousand seven hundred seventy nine
31:23
dollars and three cents for a grand
31:25
total of one hundred and fifty thousand
31:27
one hundred seventy eight dollars and
31:29
nine cents no new license is no new
31:31
renewals no program lucien from
31:36
O'Callahan and a second from Waterson to
31:38
approve the consent calendar discussion
31:41
yes how are we gonna do this so we're

31:45
gonna come over to City Hall one at a
31:46
time and just sign Clarke or do you guys
31:50
have something else mr. Millar how would
31:52
you like to handle that City Hall is
32:11
closed but there are personnel if you
32:14
want to come in and sign the vouchers we
32:16
don't need everybody to do it we just
32:18
needed a majority to do it all ahead of
32:22
time let us know make sure they're there
32:24
and if we need your signature will tell
32:27
you a time to come in if we've already
32:30
got three signatures we can let you know
32:32
that and then it's up to you whether you
32:33
come in and sign it or not well
32:35
I'll just come in on Thursday I'll come
32:37
in there is be it say 11 o'clock
32:43
tomorrow about 2:30 I couldn't hear
32:54
Wednesday 2:00 2:30 tomorrow where Darth
33:09
Vader mask alright okay yeah I'll just
33:16
give them a call see if they're there
33:17
okay we already had a vote on there
33:20
right yeah favor all right
33:25
hey motion passes

33:29

we have no executive sessions we have no

33:31

presentations that brings us to public

33:34

comment at this point if there's anyone

33:38

in the meeting that is a member of the

33:40

public that would like to provide

33:41

comment we will provide three minutes

33:43

for you to do so I I want you to just

33:46

key in say your name and let me know and

33:48

if we have more of them I don't know

33:50

who's all on here but if you would like

33:52

to provide comment just let me know and

33:55

I'll call on you but this time if there

33:57

was anyone that is a member of the

34:00

audience who would like to provide

34:01

public comment please let me know

34:06

Wayne is this when you in a library

34:09

reporter we do want to do that later

34:10

we have deferred all reports so if you

34:14

want to provide anything right now would

34:17

be your time okay I would like to

34:19

provide something okay three minutes all

34:23

right so um I just wanted to say hello

34:26

everybody sorry I joined a little bit

34:27
late I had a little technical difficulty
34:29
but I'm glad to see everybody is staying
34:32
home and staying safe I just wanted to
34:34
remind people that while our physical
34:36
library building is closed there are
34:38
quite a few online resources that you
34:40
can access if your library card if you
34:43
don't happen to have a library card you
34:46
can get one without going into any
34:48
library
34:49
by going to www.un.org/webcast
34:56
many library staff are working from home
34:58
to provide including some gory times but
35:04
also live chat and our ask-a-librarian
35:09
questions so we're still around we're
35:12
just not I also want to mention that if
35:16
students teachers and administrators and
35:19
staff that I know those district don't
35:21
realize it um everybody there has a my
35:25
TRL card which is something that allows
35:27
access to all of our online resources so
35:31
you can just go again to TRL urg to find
35:37
out what how you can access that or if

35:41
you keep it in through skyward you can
35:42
do that as well um let's see also
35:47
thinking about all of the people who you
35:51
know I have jobs right now due to the
35:52
pandemic or reduced hours we will be
35:56
having upcoming e letter goes to
36:00
workforce development we worked on that
36:03
with work source so keep an eye on that
36:05
an eye out for that in your email or on
36:09
our web page I did one image too besides
36:11
our web page we do have a lot of
36:13
information going out over the
36:16
Timberland Facebook page and I am
36:20
relaying some of that and adding some
36:21
different things on the Toninho library
36:23
Facebook page so those are two great
36:25
places to kind of find out what's going
36:28
on and periodically a little humor for
36:32
really from everything that's going on
36:33
day to day so so that's it for me
36:38
tonight but like I said I'm glad to see
36:40
everybody staying at home and stay safe
36:42
and we're looking forward to the day

36:44
that we can get back to regular business
36:46
and see all of our library patrons in
36:48
person again
36:50
Linda angry TRL for all you do is there
36:56
anyone else in the public would like to
36:58
provide coming that is it that brings us
37:03
to proclamations none and then old
37:05
business old business item number seven
37:07
mr. Don Bowman a lead volunteer for the
37:10
caboose restoration project identified a
37:13
cast iron caboose stove the exact type
37:16
originally used in the caboose x 549 on
37:19
an online auction site in the amount of
37:21
\$600
37:22
he asked the city if he could make the
37:24
purchase on a reimbursable basis and
37:26
because there was only a single stove
37:28
meeting the exact specification
37:30
available and because the price was
37:32
reasonable and because the opportunity
37:34
to make such an acquisition at any price
37:36
may not present itself in the future the
37:38
administration approved the purchase

37:39
we're recommending move to declare the
37:43
existence of the caboose stove as part
37:49
of the restoration project make a motion
37:52
to approve again in a second to approve
37:58
the declaration of special market
38:00
conditions and ratify the purchase of
38:02
the caboose stove is there any
38:04
discussion everybody that this is
38:08
grant-funded yeah even though it's grant
38:16
funded I still think really start we
38:19
can't do this anymore
38:21
until after until we get back into
38:23
normal stuff you know what I mean I know
38:26
hundred dollars and still grant money I
38:28
understand all that
38:30
what like you said earlier we need we
38:35
need to start towing holding the line on
38:38
stuff because we don't know what the
38:39
futures gonna look like ah strategy have
38:41
income from tax revenue careful
38:51
I don't think we can use that for
38:52
anything but the caboose anyway I'm
38:58
saying in general is that we need to

39:00
start being yeah so we have several
39:06
grant funded projects the City Hall the
39:09
caboose the waterline going into the AG
39:13
park the quarry pool restoration the
39:17
quarry house that's it's well over a
39:20
million dollars in grant funds that can
39:22
only be spent on those things we do we
39:25
we have timelines and you know we do not
39:28
intend to stop the progress on those
39:31
grant funded projects because that money
39:35
can't be used for anything else so I I
39:38
understand what you're saying but and
39:41
you know unless you guys want to say we
39:44
don't want to doing any of those things
39:46
you know we all we have contracts and we
39:48
have things that we're going to continue
39:51
doing plus the fact we can keep people
39:54
working as much as they can
39:56
yeah yeah yeah for example commercial
40:00
construction is something that is still
40:02
allowed so when we get into we when we
40:04
get to the point of renovation of City
40:07
Hall and putting out the contract for

40:10
this these water lines that's those are
40:12
jobs that can still happen right now
40:14
where people can still get paid is there
40:19
any further discussion on the the
40:21
ratification of special market
40:23
conditions hearing none all those in
40:26
favor Hey halos motion passes thank you
40:31
item number eight Gibson Olsen has
40:32
proposed an amendment to our standard
40:34
engineering services agreement to
40:37
authorize them to provide both bid phase
40:40
and construction management phase
40:42
engineering services for the extension
40:44
of the city's sewer and water
40:46
infrastructure to the add part city
40:48
attorney Hughes is still reviewing this
40:50
we are recommending that you move to
40:52
authorize mayor Fournier signing the
40:54
amendment of provided that any issued
40:57
identify dented by city attorney Hughes
41:00
or addressed to his satisfaction no
41:02
problem
41:04
okay okay it's been moved and seconded

41:06
is there any discussion Dave did you
41:10
have a comment no this is laughing
41:13
because everybody second oh yeah from
41:17
home all those in favor all right
41:24
milord did you have any comments okay
41:30
all those opposed motion passes thank
41:34
you
41:35
item number nine the invitation to bid
41:39
for the extension of the city sewer and
41:40
water infrastructure to the site of the
41:42
future Southwest Washington agricultural
41:44
innovation park yielded 13 bids the bids
41:48
were open during an open public meeting
41:50
connected via GoToMeeting and the
41:53
apparent low bidder was bar cot
41:54
construction LLC the City Engineer
41:57
reviewed all documents submitted in the
42:00
bid and concluded the bar cots bid is
42:02
the low bid submitted and is properly
42:04
filled out including signatures and is
42:07
deemed responsive
42:09
he also verified that bar construction
42:12
is in good standing with the state of

42:13
Washington and recommends they be
42:16
awarded the contract please see the
42:18
attached bid tabulation and award
42:21
recommendation it is recommended that we
42:24
move that you moved to approve mayor for
42:26
near to enter into a contract with bar
42:28
cot construction or the extension of the
42:30
city sewer and water infrastructure to
42:32
the future site of the Southwest
42:34
Washington a given Innovation Park
42:37
provided that such contract is first
42:40
approved by the city attorney make it so
42:44
we have a motion for Callahan and second
42:47
from Watterson is there any discussion
42:50
mr. day's happy to see it looked like it
42:52
came in quite a bit under what the
42:54
original yes Millar did to present on
42:58
that John you have any comments yes in
43:04
discussions with scj Alliance who
43:11
they're the ones that are making the
43:14
diagrams for the site
43:16
and what we're proposing is that we
43:21
extend the main sewer and water lines

43:26
farther south onto our parcel of
43:30
property and to the extent the remaining
43:34
money will allow us to do so then run
43:37
lateral lines out from those main lines
43:40
in preparation for buildings one through
43:44
eight the current diagram there's no
43:50
engineering it's all conceptual but the
43:54
current diagrams showed up to eight
43:56
buildings on that site and we'd like to
44:00
use the remaining funds to bring the
44:03
sewer and water to the point where can
44:05
be ease it's more easily brought to the
44:08
building's once those buildings are
44:10
developed we have to do to make that
44:13
happen is look at the terms of the grant
44:16
those are very favorable for that
44:18
because under the terms of the grant the
44:22
end state is that we have infrastructure
44:24
laid out on the site to the extent the
44:28
money will allow so what so even though
44:31
the current the contract as currently
44:35
let it's simply to extend the sewer and
44:39
the water lines we can through the

44:44
mechanism of change orders bring the
44:47
lines farther onto the property and what
44:51
we ensure that we get the sewer and the
44:57
water lines over to the site of the
45:00
first buildings because you'll all
45:02
recall the gap in funding is the site
45:05
prep for that person oh we have the
45:09
money for the sewer and water
45:10
infrastructure we have the money for the
45:12
building itself development so we'd like
45:16
to use that money as far as the
45:20
Department of Commerce will let us to do
45:23
the site development so if anybody
45:26
didn't didn't recognize the the hot the
45:30
low
45:30
bitter came in about \$200,000 under our
45:33
estimate yeah so we're looking to make
45:36
sure that we can use that extra \$200,000
45:41
for further development this is good
45:44
that's a great yeah we might as well do
45:48
it why they're got their equipment out
45:49
there instead of trying to start over
45:51
later as much as possible any further

45:57

discussion all those in favor all right

46:02

those opposed motion passes

46:06

that brings us to new business

46:09

proposed ordinance 9:06 this would give

46:12

mayor the mayor the authority to

46:14

continue to pay city employees who would

46:16

otherwise report to work but for a stay

46:19

at home order the full amount of the

46:22

regular pay this proposed ordinance has

46:24

been reviewed and includes the changes

46:27

suggested by city attorney Hughes

46:29

recommended actions to move to accept

46:31

this is the first reading proposed

46:33

ordinance 9 2006 asked presented boffo

46:39

it has been moved and seconded by

46:41

everyone to accepting proposed ordinance

46:45

9:06 is there any discussion I just had

46:49

a question does that keep us until he

46:50

final pass this can we still pay our

46:53

employees the full amount and in the

46:55

meantime until this goes through the

46:57

whole process are they gonna get paid

46:59

their full amount yes okay in point of

47:06
fact
47:15
modified they don't all go to the office
47:18
first thing they report this yeah we
47:24
we've made adjustments and to you know
47:27
during this stay a home order to where
47:30
this really isn't going to be used right
47:32
now because even you know like even if
47:35
the Public Works guy is we're saying hey
47:37
work from home and just respond to
47:39
potholes and you know sewer emergencies
47:41
do it as individuals use social
47:43
distancing so we've kind of already made
47:48
the adjustments but this is still this
47:50
is still a big what-if scenario if they
47:53
were if it was like a total lockdown and
47:56
even that they you know a they change
47:58
the definition of essential employee or
48:01
something like that this would you know
48:05
this would this way to help us but we're
48:08
not necessarily yeah any further
48:16
discussion all those in favor
48:27
motion passes thank you that brings us
48:31
to resolutions

48:33

proposed resolution 2020 - zero - would

48:38

adopt an electronic signature policy

48:40

that would protect the city's interests

48:42

while conducting business using modern

48:44

document technologies we're recommending

48:46

that you move to approve resolution 2020

48:49

- zero - has presented second moved and

48:56

seconded by everybody everybody will say

49:00

well say Jason is there any discussion

49:07

hearing none all those in favor okay

49:11

those opposed motion passes that brings

49:15

us to our written reports because

49:17

reports are not necessary as defined by

49:19

the attorney general's office opinion

49:21

March 26 2020 they are included only for

49:24

the purpose of providing access as part

49:26

of the city's effort to make public

49:27

records as accessible as possible so you

49:30

can read those on your own announcements

49:32

Thursday April 23rd 2020 is the second

49:36

annual library giving day across the

49:39

nation the timberland regional library

49:41

asks that those who are able to please

49:42
consider a donation to the district so
49:45
that they may continue expand their
49:46
digital offerings thus concludes our
49:50
first online meeting council a a request
50:03
from your Clerk I'm bringing a message
50:05
forward from the Washington municipal
50:08
clerk's Association like a lot of other
50:12
agencies they had to cancel their annual
50:16
conference but all the proclamations in
50:20
the world don't have effects on contract
50:24
so they still have to pay the people
50:26
that they contracted with in order to
50:29
hold them for when they can reschedule
50:32
the conference they're normally assigned
50:35
treasurer is out due to Cove at 19
50:40
and so the association had temporarily
50:44
lacks the ability to write checks on
50:48
behalf of Association the president of
50:52
the Association has asked me if you
50:56
would be willing to allow the city of
50:59
Toninho to write a couple of checks on
51:02
behalf of the Association so that they
51:05
can lock down those contracts and the

51:08

Association will reimburse the city for

51:11

those amounts when their treasurer gets

51:14

back to work so that's the question on

51:18

the table how much we're looking at a

51:21

total of about \$23,000

51:27

do they have any idea how soon the first

51:29

I'll be back and they're hoping within

51:32

two weeks I have no problem with it I

51:37

don't know there I don't either

51:45

well Jason what about you I don't it's

51:50

the Washington state municipal Clerk's

51:52

Association they're not gonna they don't

51:55

have they don't have their paperwork

51:57

together then we've got bigger issues to

51:59

worry about yeah it was the wmca

52:04

that got the governor to proclaim and

52:08

waive the requirements of the public

52:11

meeting acts and the PRA so that we can

52:13

do these kinds of meetings at we we we

52:17

get a huge benefit from them that

52:19

they're very helpful so I thank you very

52:21

much and I'll let the president know

52:22

that we'll we'll do those transactions

52:25

form and anxiously await reimbursement

52:28

awesome thank you

52:32

motion to adjourn non-debatable

52:38

[Laughter]

52:46

all right

From: John Millard <clerktreasurer@ci.tenino.wa.us>
Sent: Tuesday, May 5, 2020 9:11 AM
To: Wayne Fournier
Cc: Harlan Stientjes
Subject: WMCA Payments

EXTERNAL EMAIL

Wayne,

As you know, I have been making payments on behalf of the WMCA, but have just found out that I have been scammed.

Got a call from Bank of America today regarding one of the payments because an account manager in Houston thought there was something fishy about the transaction. He called me, I called the Association, and was told that the person I have been dealing with is not a member of the WMCA, but is using knowledge of WMCA and its members to perpetuate a scam.

Am now positive I am dealing with the WMCA, who is going to turn all this over to the State Auditor's Office.

Harlan,

This went from \$2890 up to about \$250,000.00 based on a promise to repay the City when the regularly assigned WMCA treasurer got back to work. If we can't recover any of our funds, will have to submit a claim.

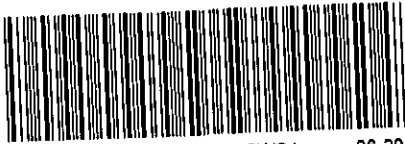
Regards,
John

John C. Millard
Clerk/Treasurer, City of Tenino
clerktreasurer@ci.tenino.wa.us
360-264-2368

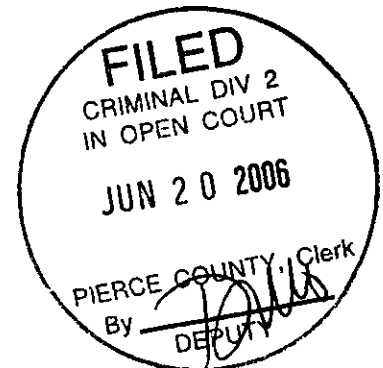
<http://www.CityOfTenino.us/>

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06-1-02170-5 25668803 JDSWCJ 06-20-06



SUPERIOR COURT OF WASHINGTON FOR PIERCE COUNTY

STATE OF WASHINGTON,

Plaintiff,

CAUSE NO: 06-1-02170-5

vs.

ZONA DEE MILLARD,

Defendant.

WARRANT OF COMMITMENT

- 1) ☒ County Jail
 2) ☐ Dept. of Corrections
 3) ☐ Other Custody

JUN 20 2006

THE STATE OF WASHINGTON TO THE DIRECTOR OF ADULT DETENTION OF PIERCE COUNTY:

WHEREAS, Judgment has been pronounced against the defendant in the Superior Court of the State of Washington for the County of Pierce, that the defendant be punished as specified in the Judgment and Sentence/Order Modifying/Revoking Probation/Community Supervision, a full and correct copy of which is attached hereto.

☒ 1. YOU, THE DIRECTOR, ARE COMMANDED to receive the defendant for classification, confinement and placement as ordered in the Judgment and Sentence. (Sentence of confinement in Pierce County Jail).

[] 2. YOU, THE DIRECTOR, ARE COMMANDED to take and deliver the defendant to the proper officers of the Department of Corrections, and

YOU, THE PROPER OFFICERS OF THE DEPARTMENT OF CORRECTIONS, ARE COMMANDED to receive the defendant for classification, confinement and placement as ordered in the Judgment and Sentence. (Sentence of confinement in Department of Corrections custody).

WARRANT OF
COMMITMENT -4

Office of Prosecuting Attorney
 946 County-City Building
 Tacoma, Washington 98402-2171
 Telephone: (253) 798-7400

06-1-02170-5

[] 3. YOU, THE DIRECTOR, ARE COMMANDED to receive the defendant for classification, confinement and placement as ordered in the Judgment and Sentence. (Sentence of confinement or placement not covered by Sections 1 and 2 above).

By direction of the Honorable

Dated: June 20, 2006

JUDGE

KEVIN STOCK

LINDA CJ LEE

CLERK

By:

Chris Hutton
DEPUTY CLERK

CERTIFIED COPY DELIVERED TO SHERIFF

JUN 20 2006

Date

By

Chris Hutton
Deputy

STATE OF WASHINGTON

ss:

County of Pierce

I, Kevin Stock, Clerk of the above entitled Court, do hereby certify that this foregoing instrument is a true and correct copy of the original now on file in my office.

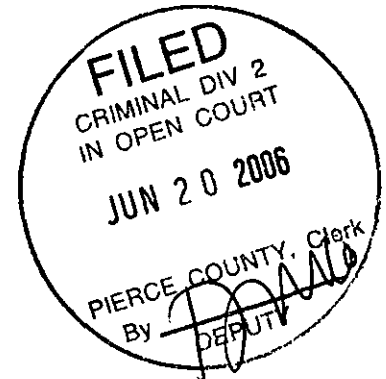
IN WITNESS WHEREOF, I hereunto set my hand and the Seal of Said Court this

_____ day of _____, _____.

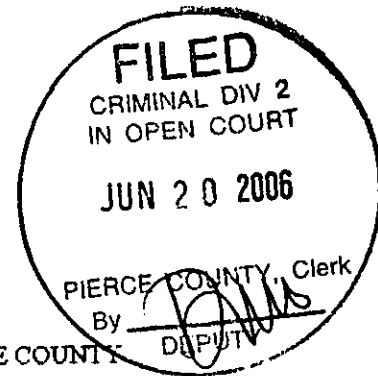
KEVIN STOCK, Clerk

By: _____ Deputy

mmk



06-1-02170-5



SUPERIOR COURT OF WASHINGTON FOR PIERCE COUNTY

STATE OF WASHINGTON,

Plaintiff,

CAUSE NO. 06-1-02170-5

vs.

JUDGMENT AND SENTENCE (JS)

ZONA DEE MILLARD

Defendant.

☐ Prison☒ Jail One Year or Less☐ First-Time Offender☐ SSOSA☐ DOSA☐ Breaking The Cycle (BTC)

JUN 20 2006

SID: UNKNOWN

DOB: 9/15/61

I. HEARING

- 1.1 A sentencing hearing was held and the defendant, the defendant's lawyer and the (deputy) prosecuting attorney were present.

II. FINDINGS

There being no reason why judgment should not be pronounced, the court FINDS:

- 2.1 **CURRENT OFFENSE(S):** The defendant was found guilty on *June 20, 2006* by ☒ plea ☐ jury-verdict ☐ bench trial of:

COUNT	CRIME	RCW	ENHANCEMENT TYPE*	DATE OF CRIME	INCIDENT NO
I	THEFT IN THE FIRST DEGREE	9A.56.020(1)(a) AND 9A.56.030(1)(a)		3/13/06 THRU 4/3/06	061290768

* (F) Firearm, (D) Other deadly weapons, (V) VUCSA in a protected zone, (VH) Veh. Horn, See RCW 46.61.520, (JP) Juvenile present.

as charged in the AMENDED Information

☐ Current offenses encompassing the same criminal conduct and counting as one crime in determining the offender score are (RCW 9.94A.589):

06-9-07215-5

06-1-02170-5

☐ Other current convictions listed under different cause numbers used in calculating the offender score are (list offense and cause number):

2.2 CRIMINAL HISTORY (RCW 9.94A.525):

	CRIME	DATE OF SENTENCE	SENTENCING COURT (County & State)	DATE OF CRIME	A or J ADULT JUV	TYPE OF CRIME
1	FORGERY	3/20/89	OREGON	1/22/89	ADULT	NV
2	THEFT I	7/1/96	OREGON	7/1/96	ADULT	NV

☐ The court finds that the following prior convictions are one offense for purposes of determining the offender score (RCW 9.94A.525):

2.3 SENTENCING DATA:

COUNT NO.	OFFENDER SCORE	SERIOUSNESS LEVEL	STANDARD RANGE (not including enhancements)	PLUS ENHANCEMENTS	TOTAL STANDARD RANGE (including enhancements)	MAXIMUM TERM
I	1	II	2-6 MOS	NONE	2-6 MOS	10 YRS

2.4 ☐ **EXCEPTIONAL SENTENCE.** Substantial and compelling reasons exist which justify an exceptional sentence ☐ above ☐ below the standard range for Count(s) _____. Findings of fact and conclusions of law are attached in Appendix 2.4. The Prosecuting Attorney ☐ did ☐ did not recommend a similar sentence.

2.5 **LEGAL FINANCIAL OBLIGATIONS.** The judgment shall upon entry be collectable by civil means, subject to applicable exemptions set forth in Title 6, RCW. Chapter 379, Section 22, Laws of 2003.

☐ The following extraordinary circumstances exist that make restitution inappropriate (RCW 9.94A.753):

☐ The following extraordinary circumstances exist that make payment of nonmandatory legal financial obligations inappropriate:

2.6 For violent offenses, most serious offenses, or armed offenders recommended sentencing agreements or plea agreements are ☐ attached ☐ as follows: N/A

III. JUDGMENT

3.1 The defendant is GUILTY of the Counts and Charges listed in Paragraph 2.1.

3.2 ☐ The court DISMISSES Counts _____ ☐ The defendant is found NOT GUILTY of Counts _____

IV. SENTENCE AND ORDER

IT IS ORDERED:

06-1-02170-5

4.1 Defendant shall pay to the Clerk of this Court: (Pierce County Clerk, 930 Tacoma Ave #110, Tacoma WA 98402)

JASS CODE

RTN/RJN

\$ 127,560.³³

Restitution to: SBI Developing LLC

\$

Restitution to:

(Name and Address--address may be withheld and provided confidentially to Clerk's Office).

PCV

\$ 500.00 Crime Victim assessment

DNA

\$ 100.00 DNA Database Fee

PUB

\$ 400.⁰⁰ Court-Appointed Attorney Fees and Defense Costs

FRC

\$ 200.00 Criminal Filing Fee

FCM

\$ _____ Fine

OTHER LEGAL FINANCIAL OBLIGATIONS (specify below)

\$ _____ Other Costs for: _____

\$ _____ Other Costs for: _____

\$ 128,760.³³ TOTAL

[X] All payments shall be made in accordance with the policies of the clerk, commencing immediately, unless the court specifically sets forth the rate herein: Not less than \$ per Clerk per month commencing. per Clerk RCW 9.94.760. If the court does not set the rate herein, the defendant shall report to the clerk's office within 24 hours of the entry of the judgment and sentence to set up a payment plan.

4.2 RESTITUTION

☒ The above total does not include all restitution which may be set by later order of the court. An agreed restitution order may be entered. RCW 9.94A.753. ~~A restitution hearing:~~ Order Entered and Attached

[] shall be set by the prosecutor.

[] is scheduled for _____

☒ defendant waives any right to be present at any restitution hearing (defendant's initials): JS

☒ RESTITUTION. Order Attached

JS Restitution ordered above shall be paid jointly and severally with:

NAME of other defendant	CAUSE NUMBER	(Victim name)	(Amount-\$)
RJN			

4.3 COSTS OF INCARCERATION

06-1-02170-5

[] In addition to other costs imposed herein, the court finds that the defendant has or is likely to have the means to pay the costs of incarceration, and the defendant is ordered to pay such costs at the statutory rate. RCW 10.01.160.

4.4 COLLECTION COSTS

The defendant shall pay the costs of services to collect unpaid legal financial obligations per contract or statute. RCW 36.18.190, 9.94A.780 and 19.16.500.

4.5 INTEREST

The financial obligations imposed in this judgment shall bear interest from the date of the judgment until payment in full, at the rate applicable to civil judgments. RCW 10.82.090

4.6 COSTS ON APPEAL

An award of costs on appeal against the defendant may be added to the total legal financial obligations. RCW. 10.73.

4.7 [] HIV TESTING

The Health Department or designee shall test and counsel the defendant for HIV as soon as possible and the defendant shall fully cooperate in the testing. RCW 70.24.340.

4.8 [X] DNA TESTING

The defendant shall have a blood/biological sample drawn for purposes of DNA identification analysis and the defendant shall fully cooperate in the testing. The appropriate agency, the county or DOC, shall be responsible for obtaining the sample prior to the defendant's release from confinement. RCW 43.43.754.

4.9 NO CONTACT

The defendant shall not have contact with SBI Developing LLC (name, DOB) including, but not limited to, personal, verbal, telephonic, written or contact through a third party for 10 years (not to exceed the maximum statutory sentence).

[] Domestic Violence Protection Order or Antiharassment Order is filed with this Judgment and Sentence.

4.10 OTHER:

4.11 BOND IS HEREBY EXONERATED

4.12 JAIL ONE YEAR OR LESS. The defendant is sentenced as follows:

(a) CONFINEMENT. RCW 9.94A.589. Defendant is sentenced to the following term of total confinement in the custody of the county jail:

6 days/months on Count I days/months on Count _____
 _____ days/months on Count _____ days/months on Count _____

Actual number of months of total confinement ordered is: 6 months

06-1-02170-5

[X] CONSECUTIVE/CONCURRENT SENTENCES: RCW 9.94A.589

All counts shall be served concurrently, except for the following which shall be served consecutively:

The sentence herein shall run consecutively to all felony sentences in other cause numbers that were imposed prior to the commission of the crime(s) being sentenced.

The sentence herein shall run concurrently with felony sentences in other cause numbers that were imposed subsequent to the commission of the crime(s) being sentenced unless otherwise set forth here. [] the sentence herein shall run consecutively to the felony sentence in cause number(s) _____

The sentence herein shall run consecutively to all previously imposed misdemeanor sentences unless otherwise set forth here: _____

Confinement shall commence immediately unless otherwise set forth here: _____

[] **PARTIAL CONFINEMENT.** Defendant may serve the sentence, if eligible and approved, in partial confinement in the following programs, subject to the following conditions: _____

[] Work Crew RCW 9.94A.135

[] Home Detention RCW 9.94A.180, .190

[] Work Release RCW 9.94A.180

[] **CONVERSION OF JAIL CONFINEMENT (Nonviolent and Nonsex Offenses).** RCW 9.94A.680(3). The county jail is authorized to convert jail confinement to an available county supervised community option and may require the offender to perform affirmative conduct pursuant to RCW 9.94A.

[] BTC Facility

[] **ALTERNATIVE CONVERSION.** RCW 9.94A.680. _____ days of total confinement ordered above are hereby converted to _____ hours of community service (8 hours = 1 day, nonviolent offenders only, 30 days maximum) under the supervision of the Department of Corrections (DOC) to be completed on a schedule established by the defendant's community corrections officer but not less than _____ hours per month.

[] **Alternatives to total confinement** were not used because of: _____

[] criminal history [] failure to appear (finding required for nonviolent offenders only) RCW 9.94A.680.

(b) The defendant shall receive credit for time served prior to sentencing if that confinement was solely under this cause number. RCW 9.94A.505. The time served shall be computed by the jail unless the credit for time served prior to sentencing is specifically set forth by the court:

40 days served

06-1-02170-5

4.13 **COMMUNITY [] SUPERVISION [] CUSTODY.** RCW 9.94A.505. Defendant shall serve _____ months (up to 12 months) in [] community supervision (Offense Pre 7/1/00) or [] community custody (Offense Post 6/30/00). Defendant shall report to DOC, 755 Tacoma Ave South, Tacoma, not later than 72 hours after release from custody; and the defendant shall perform affirmative acts necessary to monitor compliance with the orders of the court as required by DOC and shall comply with the instructions, rules and regulations of DOC for the conduct of the defendant during the period of community supervision or community custody and any other conditions of community supervision or community custody stated in this Judgment and Sentence or other conditions imposed by the court or DOC during community custody. The defendant shall:

- [] remain in prescribed geographic boundaries specified by the community corrections officer [] notify the community corrections officer of any change in defendant's address or employment
- [] Cooperate with and successfully complete the program known as Breaking The Cycle (BTC)

Other conditions: _____

The community supervision or community custody imposed by this order shall be served consecutively to any term of community supervision or community custody in any sentence imposed for any other offense, unless otherwise stated. The maximum length of community supervision or community custody pending at any given time shall not exceed 24 months, unless an exceptional sentence is imposed. RCW 9.94A.589.

The conditions of community supervision or community custody shall begin immediately unless otherwise set forth here: _____

4.14 **OFF LIMITS ORDER** (known drug trafficker) RCW 10.66.020. The following areas are off limits to the defendant while under the supervision of the county jail or Department of Corrections: _____

V. NOTICES AND SIGNATURES

5.1 **COLLATERAL ATTACK ON JUDGMENT.** Any petition or motion for collateral attack on this Judgment and Sentence, including but not limited to any personal restraint petition, state habeas corpus petition, motion to vacate judgment, motion to withdraw guilty plea, motion for new trial or motion to arrest judgment, must be filed within one year of the final judgment in this matter, except as provided for in RCW 10.73.100. RCW 10.73.090.

5.2 **LENGTH OF SUPERVISION.** For an offense committed prior to July 1, 2000, the defendant shall remain under the court's jurisdiction and the supervision of the Department of Corrections for a period up to 10 years from the date of sentence or release from confinement, whichever is longer, to assure payment of all legal financial obligations unless the court extends the criminal judgment an additional 10 years. For an offense committed on or after July 1, 2000, the court shall retain jurisdiction over the offender, for the purpose of the offender's compliance with payment of the legal financial obligations, until the obligation is completely satisfied, regardless of the statutory maximum for the crime. RCW 9.94A.760 and RCW 9.94A.505.

5.3 **NOTICE OF INCOME-WITHHOLDING ACTION.** If the court has not ordered an immediate notice of payroll deduction in Section 4.1, you are notified that the Department of Corrections may issue a notice of payroll deduction without notice to you if you are more than 30 days past due in monthly payments in an

06-1-02170-5

amount equal to or greater than the amount payable for one month. RCW 9.94A.7602. Other income-withholding action under RCW 9.94A may be taken without further notice. RCW 9.94A.7602.

5.4 **CRIMINAL ENFORCEMENT AND CIVIL COLLECTION.** Any violation of this Judgment and Sentence is punishable by up to 60 days of confinement per violation. Per section 2.5 of this document, legal financial obligations are collectible by civil means. RCW 9.94A.634.

5.5 **FIREARMS.** You must immediately surrender any concealed pistol license and you may not own, use or possess any firearm unless your right to do so is restored by a court of record. (The court clerk shall forward a copy of the defendant's driver's license, identicard, or comparable identification to the Department of Licensing along with the date of conviction or commitment.) RCW 9.41.040, 9.41.047.

5.6 **SEX AND KIDNAPPING OFFENDER REGISTRATION.** RCW 9A.44.130, 10.01.200. N/A

5.7 **RESTITUTION AMENDMENTS.** The portion of the sentence regarding restitution may be modified as to amount, terms, and conditions during any period of time the offender remains under the court's jurisdiction regardless of the expiration of the offender's term of community supervision and regardless of the statutory maximum sentence for the crime.

5.8 **OTHER:** _____

DONE in Open Court and in the presence of the defendant this date: 6/20/06

FILED
CRIMINAL DIV 2
IN OPEN COURT
JUN 20 2006

PIERCE COUNTY Clerk
By [Signature]
DEPUTY

JUDGE

Print name

LINDA CJ LEE

Jennifer Sievers
Deputy Prosecuting Attorney

Print name: Jennifer Sievers

WSB # 355316

Attorney for Defendant

Print name: [Signature]

WSB # 573

Zana Lee Millard
Defendant

Print name: Zana Millard

VOTING RIGHTS STATEMENT: RCW 10.64.140. I acknowledge that my right to vote has been lost due to felony convictions. If I am registered to vote, my voter registration will be cancelled. My right to vote may be restored by: a) A certificate of discharge issued by the sentencing court, RCW 9.94A.637; b) A court order issued by the sentencing court restoring the right, RCW 9.92.066; c) A final order of discharge issued by the indeterminate sentence review board, RCW 9.96.050; or d) A certificate of restoration issued by the governor, RCW 9.96.020. Voting before the right is restored is a class C felony, RCW 92A.84.660.

Defendant's signature: [Signature]

06-1-02170-5

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3 **CERTIFICATE OF CLERK**

4 CAUSE NUMBER of this case: 06-1-02170-5

5 I, KEVIN STOCK Clerk of this Court, certify that the foregoing is a full, true and correct copy of the Judgment and
6 Sentence in the above-entitled action now on record in this office.

7 WITNESS my hand and seal of the said Superior Court affixed this date: _____

8 Clerk of said County and State, by: _____, Deputy Clerk

9
10 **IDENTIFICATION OF COURT REPORTER**11 _____ **DIANNE WILSON** _____
12 Court Reporter

06-1-02170-5

IDENTIFICATION OF DEFENDANT

SID No. UNKNOWN

Date of Birth 9/15/61

(If no SID take fingerprint card for State Patrol)

FBI No. UNKNOWN

Local ID No. UNKNOWN

PCN No. UNKNOWN

Other

Alias name, SSN, DOB: _____

Race:

☐ Asian/Pacific
Islander☐ Black/African-
American☒ Caucasian

Ethnicity:

☐ Hispanic

Sex:

☐ Male☐ Native American ☐ Other: :☒ Non-
Hispanic☒ Female

FINGERPRINTS

Left four fingers taken simultaneously

Left Thumb

Right Thumb

Right four fingers taken simultaneously

I attest that I saw the same defendant who appeared in court on this document affix his or her fingerprints and
signature thereto. Clerk of the Court, Deputy Clerk, James Overhulse Dated: 6/20/06

DEFENDANT'S SIGNATURE: X Zora Lee MillerDEFENDANT'S ADDRESS: 17942 Nina Acres Dr. S.W.
Tenino.

May 15 2006 8:42 AM

KEVIN STOCK
COUNTY CLERK

SUPERIOR COURT OF WASHINGTON FOR PIERCE COUNTY

STATE OF WASHINGTON,

Plaintiff,

CAUSE NO. 06-1-02170-5

vs.

ZONA DEE MILLARD,

DECLARATION FOR DETERMINATION OF
PROBABLE CAUSE

Defendant.

APRIL D. McCOMB, declares under penalty of perjury:

That I am a deputy prosecuting attorney for Pierce County and I am familiar with the police report and/or investigation conducted by the PIERCE COUNTY SHERIFF, incident number 061290768;

That the police report and/or investigation provided me the following information;

That in Pierce County, Washington, on or about the 13th day of March, 2006, the defendant, ZONA DEE MILLARD, did work for SBI Developing LLC for the past 6 months. SBI is a land acquisition/developing business. As a part of her duties, the defendant had the responsibility for coordinating the checks requests from the business' CPA as well as handling the monthly payments to vendors and assisting the Kurt Wilson, the Land Acquisition Manager of the business, with the monthly bank draws and other development related issues. On May 5, 2006, Mr. Wilson discovered that check number 5240 had cleared the business' account. The check had been written to the benefit of Earth Sign Investments, LLC, in the amount of \$127,560.33 with a written statement of "finder's fee" on the bottom left corner of the check. The signature on the check was a forgery, since Mr. Wilson had the authority to sign the checks and the signature was not his. Mr. Wilson had never heard of Earth Sign and never authorized a payment to them for a finder's fee. Mr. Wilson contacted the CPA who would have issued the checks and discovered that the defendant had asked for the check. In fact the defendant had requested and obtained two previous checks which were made out to the benefit of Earth Signs each in the amount of \$133,000.00 a mere hours before she requested and obtained check number 5240. The previous two checks, according to the information which the defendant had provided the CPA prior to obtaining check number 5240, were canceled per the defendant. However, neither check was returned to the CPA as they should have been. Neither check has cleared the victim's bank account.

Mr. Wilson did some investigation and discovered that Earth Signs is a company registered with the Secretary of State for the State of Washington. The address for the business is the defendant's post office box in Tenino, Washington, and the defendant's husband is listed as the registered agent. On May 6, 2006, Mr. Wilson found a carbon copy of a deposit slip on the defendant's desk. The deposit slip belonged to a bank account in the defendant's name. The account number on the deposit slip matched the account number which had been written on the back of check 5240 along with the words "for deposit". The defendant's account is with the USAA Federal Savings Bank which only serves active and retired military personnel. The defendant's husband is retired military.

DECLARATION FOR DETERMINATION
OF PROBABLE CAUSE -1

Office of the Prosecuting Attorney
930 Tacoma Avenue South, Room 946
Tacoma, WA 98402-2171
Main Office (253) 798-7400

1 I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF
2 WASHINGTON THAT THE FOREGOING IS TRUE AND CORRECT.


3 DATED: May 15, 2006

4 PLACE: TACOMA, WA

5 /s/ APRIL D. MCCOMB
6 APRIL D. McCOMB, WSB# 11570
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DECLARATION FOR DETERMINATION
OF PROBABLE CAUSE -2

Office of the Prosecuting Attorney
930 Tacoma Avenue South, Room 946
Tacoma, WA 98402-2171
Main Office (253) 798-7400

AutoSave  Off

Tenino.xlsx - Protected View



Search

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A1



Claims

	A	B	C	D	E	F	G
1	Claims						
2							
3	Filter	Member is equal to City of Tenino and Report Date is after 01/01/2016					
4							
5	Claim Number	Report Date	Loss Date	Claimant	Member	Coverage	Status
6	2021000483	01/05/2021	01/03/2021	City of Tenino	City of Tenino	Property	Open
7	2020000050	05/05/2020	03/31/2020	Tenino, City of	City of Tenino	Cyber	Open
8	2020000041-01	04/09/2020	04/08/2020	Tenino, City of	City of Tenino	Auto Physical Damage	Closed
9	2020000041-02	04/09/2020	04/08/2020	Kirby, David	City of Tenino	Liability	Closed
10	2019000217	12/30/2019	12/18/2019	Tenino, City of	City of Tenino	Cri	Open
11	2018000192	04/02/2019	06/06/2018	Eric Hood	City of Tenino	Liability	Closed
12	2017000026	02/13/2017	02/06/2017	Tenino, City of	City of Tenino	Property	Closed
13	2016000045	03/22/2016	03/01/2016	Erika Stancil	City of Tenino	Liability	Closed
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CHECK REGISTER

City Of Tenino

Time: 10:36:32 Date: 02/02/2021

12/03/2020 To: 12/04/2020

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4372	12/03/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	5.00	
4375	12/03/2020	Claims	5	EFT	WMCA	32,720.00	WMCA 50th Anniversary Conference Loan
4376	12/03/2020	Claims	5	EFT	Excise WA State Dept Of Revenue	1,779.40	November, 2020, Excise Tax Payment
4379	12/03/2020	Claims	5	EFT	TriSource Solutions LLC	384.29	Discount And Other Fees For November, 2020
4383	12/04/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	8.75	
						\$	
001 General Government Fund #001						33,118.04	
401 Water Fund						1,135.08	
410 Sewer Fund						644.32	
						<u>34,897.44</u>	Claims: 34,897.44

CHECK REGISTER

City Of Tenino

Time: 09:35:53 Date: 02/24/2021

12/03/2020 To: 12/04/2020

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4372	12/03/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	5.00	
4375	12/03/2020	Claims	5	EFT	WMCA		EFT created in error Bank wouldn't process
4376	12/03/2020	Claims	5	EFT	Excise WA State Dept Of Revenue	1,779.40	November, 2020, Excise Tax Payment
4379	12/03/2020	Claims	5	EFT	TriSource Solutions LLC	384.29	Discount And Other Fees For November, 2020
4383	12/04/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	8.75	
						<hr/>	
001 General Government Fund #001						398.04	
401 Water Fund						1,135.08	
410 Sewer Fund						644.32	
						<hr/>	
						2.177.44	Claims: 2,177.44

RECORD OF VOIDED TRANSACTION

City Of Tenino
MCAG #:

Date: 02/04/2021

Year	Trans	Date	Type	Acct#	War #	Vendor	Amount	Memo	Number
2020	4375	12/03/2020	Claims	5	678	WMCA	32,720.00	WMCA 50th Anniversary Conference Loan	
518 63 00 01 - 001 000 518 WMCA 50th Anniversary Loan							32,720.00		

ASSOCIATION OF WASHINGTON CITIES

RMSA Board of Directors Special Meeting Minutes

Monday, August 31, 2020

Web Meeting with Phone Access

2:30 pm

Present:

President & Position 1 - Jim Bailey, Councilmember, Wenatchee

Vice President & Position 5 - Michael Schaub, Mayor, Eatonville

Position 2 – Bruce Albert, Councilmember, Index

Position 3 – Leanne Guier, Mayor, Pacific

Position 4 – Jose Trevino, Mayor, Granger

Position 6 – JW Foster, Mayor, Yelm

Position 7 – Julie Struck, Mayor, South Bend

Operating Committee Chair - Duncan Wilson, Town Administrator, Friday Harbor

Staff Present:

Peter King, CEO

Alicia Seegers Martinelli, Deputy CEO/COO

Lucy Lu, CFO

Carol Wilmes, Member Pooling Programs Director

Tonia Sugarman, Member Services Director

Adrienne Beatty, Program Manager

Harlan Stientjes, Claims and Pre-Litigation Manager

Betsy Hildreth, Executive Assistant/Recording Secretary

Others:

Charles H. "Skip" Houser III, RMSA General Counsel

Terri Sutton, RMSA Coverage Counsel, Cozen O'Connor

Rick Hughes, City Attorney, Tenino

John Millard, Clerk/Treasurer, Tenino

Ms. Beatty provided opening comments identifying that the Board meeting would be conducted pursuant to the guidelines in the Governor's Proclamation 20-28. This included the requirement that the meeting not be conducted in-person, but would instead be conducted remotely via Zoom Meeting, with notice to members and the public that there would not be an identified physical location for attendance at the meeting. As such, members of the public were not asked to identify themselves.

Ms. Beatty explained to attendees how to use the Zoom technology to actively participate in the meeting, explained the remote governance procedures, and confirmed that all motions and seconds would be made by name, followed by a voice vote. A roll call vote would be taken only if it was not clear how many "nays" were voiced.

Ms. Beatty then asked for verbal confirmation from the Board, Mr. Millard and Mr. Hughes, that they can hear and be heard and that they have all received the agenda. Upon confirmation, the meeting was turned over to President Jim Bailey to call the meeting to order.

1. Call to Order, Welcome, and Introductions

1.1 Call to Order

President Bailey called the meeting to order at 2:34 pm. Ms. Beatty took roll call. A quorum was established.

2. Coverage

2.1 Appeal of Partial Coverage Denial – City of Tenino

The Board held a public hearing to hear the City of Tenino's appeal pursuant to the RMSA Bylaws and the 2020 RMSA Liability Coverage Agreement. The hearing began at 2:34 pm. Representatives from the Appealing Party, City Attorney Rick Hughes, and City Clerk/Treasurer John Millard were present.

President Bailey instructed all parties on the process of the hearing, including that the Appealing Party and the Administrative Agent would each be given up to 20 minutes to explain the reason why the Appealing Party was aggrieved by the decision of the AWC RMSA and why the Administrative Agent denied coverage, respectively. President Bailey added that each party would be given an additional 10 minutes for rebuttal, if necessary. AWC RMSA General Counsel Skip Houser was the timekeeper.

President Bailey yielded to Tenino's City Attorney Rick Hughes to explain the basis for the City's appeal to the Board to reverse the Administrative Agent's decision to deny coverage for funds lost in the cyber event.

Mr. Hughes stated that the City's position is that the loss should be covered and requested the Board of Directors do the following: 1) attempt to persuade XL Catlin to cover the City's loss, 2) request Alternative Dispute Resolution (mediation) pursuant to paragraph K of the XL Catlin policy if necessary, 3) provide coverage under its Agreement with the City, and 4) exercise its inherent authority to provide relief to a Member if it is not persuaded that the loss is otherwise covered.

Mr. Hughes noted that the City's position as to XL Catlin's Social Engineering Financial Fraud coverage is that it did use an "other established procedural method to authenticate" the financial transactions in compliance with the verification requirement by the City's use of a mail filtration system that it believes complies with the broad language of this requirement.

Upon conclusion of Mr. Hughes' time, President Bailey invited the Administrative Agent, represented by Harlan Stientjes, the AWC RMSA Claims and Pre-Litigation Manager, and Terri Sutton, RMSA's Coverage Counsel from Cozen O'Connor, to take up to 20 minutes to explain the basis for the Administrative Agent's denial of partial coverage for the cyber event and fund transfer for which the City of Tenino sought coverage.

Mr. Stientjes referred the Board to the detail provided in the staff report and the supporting materials included in the agenda. Mr. Stientjes noted that four different insuring agreements or coverage parts were analyzed for potential coverage for the loss of funds: the Social Engineering Financial Fraud and Invoice Manipulation Fraud insuring agreements from RMSA's group-purchased cyber insurance policy and the Computer Fraud and Funds Transfer Fraud coverage parts of RMSA's self-funded Crime Program Coverage Agreement.

Mr. Stientjes noted that the Board does not have authority to reverse or modify the cyber carrier's decision to deny coverage. However, the Board does have authority to reverse or modify staff's decision on the Crime Program, up to RMSA's \$200,000 self-insured retention.

Mr. Stientjes then apprised the Board that the City is receiving partial coverage through the cyber policy for breach response, forensic analysis, and breach notification services. Additionally, staff advocated on behalf of the member to find coverage for the uncovered portion of the loss including appealing the cyber carrier's denial of its coverage parts, for which a response has yet to be received. Mr. Stientjes introduced RMSA's Coverage Counsel Terri Sutton of Cozen O'Connor to review in further detail the coverage and insuring agreements, as well as the basis for denial by the carriers.

Ms. Sutton provided an explanation of the cyber carrier's basis for denial of partial coverage for its insuring agreements, as well as staff and Council's basis for denial of coverage for the Crime Program. She also noted the differences between insurance companies and Risk Pools and how case law may assist in interpreting coverage language, even though the risk pool is not an insurance company.

Upon conclusion of Ms. Sutton's presentation, President Bailey invited Mr. Hughes to present a rebuttal for the Appealing Party. Mr. Hughes accepted, and provided rebuttal comments.

President Bailey then invited Mr. Stientjes or Ms. Sutton to present a rebuttal for the Administrative Agent. Ms. Sutton accepted, and provided rebuttal comments.

With presentations and rebuttals concluded, President Bailey confirmed those eligible to participate in Executive Session and adjourned to Executive Session. Meeting attendees not eligible to participate in Executive Session were moved to a virtual "waiting room."

3. Executive Session

3.1 Executive Session pursuant to RCW 42.30.110(I)

President Bailey adjourned to Executive Session per RCW 42.30.110 to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity was, or was likely to become, a party, when public knowledge regarding the discussion was likely to result in an adverse legal or financial consequence to the agency, for a period of 20 minutes at 3:36 pm.

In accordance with Article 5, Meetings of the Agency, Section 5, Rules of Operation, of the RMSA Bylaws, and RCW 42.30.110 (i), the Board of Directors, in executive session, would discuss litigation and potential litigation.

President Bailey announced that any individuals identified as participating in this Executive Session must ensure that there are no other individuals in their offices or on the line and if so, those individuals must exit and leave the room/area. Anyone needing additional time for others present to leave, were asked to speak up and advise further. No requests for additional time were made.

Confirming only invited participants were on the call, President Bailey noted that the Executive Session could now begin.

Motion:

Motion by Julie Struck to adjourn to executive session for a period of 20 minutes, second by Bruce Albert; motion carried.

President Bailey extended executive session by 15 minutes at 3:56 pm.

President Bailey extended executive session by 15 minutes at 4:11 pm.

President Bailey adjourned Executive Session and returned to open session at 4:26 pm.

2.1 Appeal of Partial Coverage Denial - City of Tenino (Continued)

President Bailey, having reconvened the open public meeting and returning to the discussion of item 2.1, called for a motion to uphold, modify, or reverse the Administrative Agent's decision.

Motion:

Motion by Julie Struck to uphold the decision by the Administrative Agent, second by JW Foster; motion carried.

Mr. Millard thanked staff for the process and thanked the Board for taking the time to hear the City's appeal.

4. Adjournment

4.1 Adjourn

President Bailey adjourned the August 31, 2020 Special RMSA Board of Directors meeting at 4:29 pm.

The foregoing minutes were approved by the RMSA Board of Directors on 9/23/2020.
Date



President

ATTEST:



Recording Secretary



**Office of the Washington State Auditor
Pat McCarthy**

January 7, 2025

Geraldine Iverson
1272 Park Ave. E.
Tenino, WA 98589

Dear Geraldine Iverson:

Thank you for contacting the State Auditor's Office Citizen Hotline with your concerns regarding the City of Tenino.

We recently examined your concerns as part of our audit of the City and would like to share the results with you.

1. You were concerned that sewer funds were being reclassified as excise taxes and moved to the general fund.

Results: We audited interfund transfers and found this concern to be unsubstantiated. We did not identify any funds transferred from the sewer fund to the general fund for the time period in question.

2. You were concerned that the City was paying certain employees more than the approved City pay scale.

Results: During our audit, we reviewed the specific employee's payroll to determine whether the City was paying the employee in accordance with the approved pay scale. Our audit did not find any payroll expenditures more than the expected pay scale.

3. You were concerned with the City forgiving past-due utility accounts related to COVID-19 relief.

Results: We audited this area and did not identify any accounts forgiven that were unallowable.

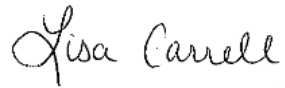
4. You were concerned with a loan of City money to the Washington Municipal Clerks Association (WMCA) on December 3, 2020.

Results: We audited this area and found this concern to be unsubstantiated. We reviewed all payments made to WMCA during the 2020 period and reviewed bank statements to

ensure there were no additional charges to WMCA other than the charges previously identified and reported on in our prior Fraud Investigation report, issued January 13, 2022.

Thank you for taking the time to submit your concerns. If you have any questions, please contact me at (564) 999-0882.

Sincerely,

A handwritten signature in black ink that reads "Lisa Carrell". The signature is written in a cursive, flowing style.

Lisa Carrell, CPA, Program Manager
Team Olympia

H-20-289, H-21-078, H-21-076, H-21-079, H-21-044

From: [Carrell, Lisa \(SAO\)](#)
To: iversongera@gmail.com
Subject: Hotline Submission Follow-Up
Date: Wednesday, February 16, 2022 8:35:00 AM
Attachments: [image001.png](#)

Dear Geraldine Iverson,

Thank you again for your hotline submission regarding the City of Tenino. I wanted to reach out because our schedule has changed. We originally communicated with you that we expected to conduct our audit of the City by the end of 2021. That has changed and we are now scheduled to conduct our audit in late 2022. At that time, we will consider the information you have provided during our audit planning procedures. If you have any additional information you would like to share, please feel free to send it to my email.

Thank you.



Lisa Carrell, CPA
Audit Manager, Team Olympia
[Office of the Washington State Auditor](#)
(564) 999-0882 | Pronouns: She, Her, Hers
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sao.wa.gov/rooted