

- 0012 Mayor Pro Tempore Greg Marcil called the regular meeting of the Castle Rock City Council to order at 7:30 p.m., followed by the Pledge of Allegiance. The following councilmembers were present: Khembar Yund, Earl Queen, Jack Reilly and Mike Mask. Mayor Barbara Larsen was absent due to surgery.
- 0078 Councilmember Reilly made a motion, seconded by Queen to approve the minutes of the January 26, 2009 Regular Council Meeting. By roll call vote, unanimous Aye.
- 0107 Cowlitz County Noxious Weed Control Board Program Coordinator Angelica Velazquez provided a PowerPoint presentation on noxious weeds in Cowlitz County. A training program is available to provide public works personnel with the ability to identify and control noxious weeds. Washington State currently lists 144 species as noxious weeds. This list is divided into three classifications. Class A contains 39 species that are regarded as economically feasible to control as they are not well established. Class A species are mandated by the State to be controlled by every county. Class B contains 70 species and Class C contains 35 species, these species are well established and difficult to control.

The top ten noxious weeds in Cowlitz County are:

1. Knotweed which degrades streams and salmon habitat while increasing stream erosion. Knotweed control is extremely difficult as it spreads through fragmentation. This weed dominates and out-competes riparian vegetation.
2. Poison Hemlock is extremely toxic to humans, pets and livestock.
3. Knapweeds decrease diversity by eradicating native plants species, affecting the wildlife dependant upon them.
4. Scotch Broom produces combustible plant oils which increases the danger from fire. This plant also decreases diversity by eradicating native plants species, affecting the wildlife dependant upon them.
5. Tansy Ragwort is toxic to livestock.
6. Purple Loosestrife is an invasive species that alters wetland ecosystems by replacing native and beneficial plants. This plant spreads by seed and root fragmentation.
7. Dalmatian Toadflax is strongly competitive and difficult to control. This plant spreads by seed and creeping rootstock.
8. Gorse spreads rapidly and forms an impenetrable thicket. This plant increases the danger from fire with a combination of combustible plant oils and a center of dead plant matter. This plant spreads by seed and root sprouts.
9. Yellow Archangel is a shade loving ground cover that eradicates native plant species. This plant spreads by seed and root fragmentation.
10. Canada Thistle is an invasive species that spreads by seeds, root shoots and root fragmentation.

Ms. Velazquez noted that Washington State, RCW 17.10, requires all property owners (private, state, cities, counties and federal agencies) to control noxious weeds. Further information is available from their website. That address is www.co.cowlitz.wa.us/noxiousweeds/

Public Works Director David Vorse added that scotch broom and knotweed are particularly problematic for the city. These plants must be aggressively destroyed for three years in a row before an area is cleared.

- 1699 City Planner T.J. Keiran reports that a Community Trade and Economic Development (CTED) grant was received last year to help update the land use permit procedures within CRMC Chapters 16, 17 and 18. Chapter 16, Subdivisions, needs minor adjustments to resolve recently raised issues. Chapter 18, Environmental, needs minor amendments to ensure consistency with the rest of the code book. The majority of the work will focus on the land use permitting sections of Chapter 17, Zoning; specifically, CRMC 17.78 Site Plan Review. Amending the code is necessary because:
1. Existing procedures are dated and refer to entities such as the Board of Adjustment that no longer exists;
 2. There are known conflicts and contradictions between certain procedures listed in multiple sections;
 3. The Site Plan Review process needs to be reviewed and possibly incorporated into the process of individual permit types;
 4. There are recent Washington court decisions regarding permit processing and vesting;
 5. There have been complaints that some permit procedures are barriers to development;
 6. The Master Application Form does not elicit required information;
 7. There is a desire to streamline certain permit processes; and
 8. This is an opportunity to review the Permit Fee Schedule

The Planning Commission would like to include a public participation element in this process. This could be accomplished by sending a survey to all property owners and applicants who have submitted land use permits in the past 2 years. The purpose of the survey is to identify shortcomings and successes in the permitting process. A committee created by City Council could be formed to review the surveys and report back to City Council. Cowlitz Wahkiakum Council of Governments Director Steve Harvey has offered to serve as committee moderator. The permit Master Application will likely be updated in this process and checklists and flowcharts created for each permit type.

Councilmember Yund asked if the grant fully funds this project. Keiran clarified that the CTED grant requires a 25% match from the city and the project has a \$5,000 budget. Keiran anticipates that committee members, such as surveyors or developers, would attend as volunteers to help better the system.

- 1997 Councilmember Yund made a motion, seconded by Mask to accept the recommended procedure to update the Land Use Permit process. By roll call vote, unanimous Aye.

In response to a question from Mayor Pro Tem Marcil, Keiran clarified that a high percentage of applications are returned incomplete. An application checklist should help expedite the process. Councilmember Yund would like to see a volunteer position incorporated into the procedure.

- 2089 City Attorney Tom O'Neill reports that today he received the legal description needed to quit claim the Lions Volunteer Memorial Park to the city.

In response to a question from Councilmember Mask, O'Neill reports that he has completed a "Draft" Nuisance Ordinance that he will email to councilmembers for review.

In response to a question from Councilmember Mask, O'Neill clarified that he has not filed a lawsuit yet to recover the costs expended for the appraisal needed for a 'land swap' with the Department of Natural Resources.

- 2152 Mayor Pro Tempore Marcil adjourned regular session at 8:08 p.m. for a 10 minute executive session to discuss possible litigation with no action anticipated.

- 2175 At 8:19 p.m., Mayor Pro Tempore Marcil extended executive session for another ten minutes.

- 2212 Mayor Pro Tempore Marcil resumed regular session at 8:26 p.m. with no action taken.

- 2220 Police Chief Bob Heuer reports that the police Cadet Unit has three new members. The unit now has a total of five volunteers. Heuer noted that the Cadets worked 118 hours last month.

- 2258 Public Works Director David Vorse reviewed the expenses from the January 2009 flood event:

- The Public Works Department response on 1/7/09 to 1/9/09, not including regular employee hours; \$21,477;
- The Police Department response on 1/7/09 to 1/8/09, not including regular employee hours; \$2,637 and
- Repair of the landslide in the right-of-way at the 1700 block of Huntington Avenue S was completed on 2/3/09 for a cost of \$151.

Vorse reviewed flood repairs that remain to be completed:

- The ditch along Old Highway 99 from Dougherty Drive to City Limits received extensive erosion. The estimated cost to repair this ditch is \$5,533.

- The soil was washed away under the asphalt Riverfront Trail East under the bridge. The estimated cost to repair this erosion is \$14,385.
- The estimated cost to repair the areas along the gravel Riverfront Trail West that are covered in river silt is \$5,929. These areas need to be graded, compacted and new gravel applied.

The total estimated cost incurred from the flood event is \$50,112. These costs have been submitted to FEMA for possible reimbursement.

- 2327 Councilmember Queen pointed out that the flood exposed a broken section of a pipe near the Wastewater Treatment Plant. It may ease maintenance if this broken section of pipe is removed.
- 2386 Vorse provided data and summarized the condition of Cowlitz County's water and sewer system located on the west side of the Cowlitz River.

Water mains and services:

To Castle Rock High School; installed in 1971;
To Green Acres subdivision; installed in 1976;
Along Mosier Road; installed in 1988.

There is approximately 7,500 feet of water main. The water main sizes range from four inches to 12 inches in diameter. The types of water main are asbestos concrete, ductile iron, HDPE and steel. There are 57 water services of which 51 are residential, five are commercial and one is the High School. The system includes six fire hydrants; two of which the High School maintains. Fire flows range from 880 to 945 gallons per minute with 50-psi residual pressure. Life expectance for the system ranges from 50 to 75 years. Water meters are mostly the Hayes brand and are approximately 20 to 35 years old. The anticipated life of a water meter is twenty years.

There has only been one water main break and one leak within the last six years. This occurred on the steel main under the bridge that crosses the Cowlitz River, and only one service line repair. The water loss from this system is approximately 23% - 24%.

Currently there is not a reservoir on the west side of the Cowlitz River, however, long range planning would suggest that one should be placed to provide reliable pressure, increase fire flows and for emergency situations where the transmission main from the east side would have to be shut down.

Recent discussions with the Washington Department of Health, Office of Drinking Water indicated that the Castle Rock Water System Plan would need to be amended if ownership of the line is transferred. The cost to update the plan would be \$5,000.

Capital projects listed in the draft copy of the Cowlitz County Water System Umbrella Plan, Part B West Castle Rock and Toutle Water Systems, are leak detection, large meter calibration, meter replacement and public education on water conservation.

Sewer system installation:

Castle Rock High School in 1971;
 Green Acres subdivision in 1976;
 No sewer service has been installed along Mosier Road.

Tape 1 of 1

Side B

This sewer system consists of a sewer lift station, 1,880 feet of eight inch pressure sewer main, 5,748 feet of gravity sewer main and 19 manholes. Currently there are 42 active sewer lateral services, one of which is the high school.

The sewer mains size ranges from eight inches to 12 inches in diameter. The mains are rubber gasket joint concrete, ductile iron, and steel. The ratio of inflow of ground water during the peak wet season is 3.64:1. The life expectancy of the pipe ranges from 50 to 75 years.

The new sewer lift station was built in 1997. It has two (2) 10-horse power submersible pumps, which pump 300 gallons per minute each. The average run time per day currently is approximately 0.6 to 1.0 hour. The life expectancy for lift stations are generally 20 to 30 years. The lift station currently does not have an alarm system, nor does it have back up power capabilities or a connection for one. Maintenance issues with the lift station consist of unplugging the pumps an average of once every six weeks. The county has a one-ton truck with a portable crane mounted on it to pull these pumps.

The capital projects identified in the City of Castle Rock Regional Wastewater Service Area Comprehensive / Facility Plan dated April 2003, calls for the replacement or rehabilitation of 2126 feet of 10 inch to 12 inch diameter main.

Anticipated water system expenses within the next five years:

Calibrate, repair or replace the 3” meter at the high school.	\$ 5,000
Replace residential and commercial meters.	\$15,000
Complete a leak detection survey on the system.	\$ 1,000
Amendment of the Water System Plan	\$ 5,000
Provide public education on water conservation	\$ 1,000

Water system projects anticipated within the next 6 to 20 years:

Construction of a new reservoir on the west side of the Cowlitz River	(Cost to be determined.)
Replace 12” steel main under the Cowlitz River Bridge	\$300,000

Anticipated sewer expenses within the next 5 years:

Add an alarm system with auto call out capabilities	\$ 2,000
Install equipment for an emergency power source	\$ 5,000
Purchase a mobile crane to pull pumps	\$10,000
Clean and inspect all sewer mains and manholes	\$10,000

Sewer system projects within the next 6 to 20 years:

Replace pumps at lift station with grinder pumps	\$ 30,000
Install permanent emergency stand-by generator	\$ 40,000
Repair sewer mains (cost to be determined)	
Replace pressure main under the Cowlitz River Bridge	\$300,000

In response to a question from Councilmember Reilly, Vorse clarified that the 12” water main break occurred near the east side bridge abutment. Cowlitz County engineers determine that the stress from the bridge abutment creates tension on the main. The sewer main also has stress at two points as it goes through the bridge abutment on both sides of the bridge.

In response to a question from Councilmember Yund, Vorse specified that Cowlitz County has capital reserve funds for this system. Councilmember Yund requests completion of a Cost-Benefit Analysis for this system.

In response to a question from Councilmember Reilly, Vorse explained that the Urban Growth Boundary Agreement between the city and county, specifies that the city should take over this system when it becomes feasible to do so.

- 3234 URS Engineering Project Manager Wally Jajou requests approval of the Boat Launch Project Change Order #3. The engineering portion of this project is 95% complete, however URS has exceeded its scoped budget. Of the funds used to date, 75% was used for permitting requirements and 25% for engineering.

Public Works Director David Vorse suggested that funds may not be available to pave the access road and parking lot. The boat launch plans must be completed before the city can submit for a SEPA Permit. He stated this project has been at the mercy of the permitting agencies, which have been extremely slow to respond. Vorse stated the Department of Ecology has also indicated that they will impose a Conditional Use Permit review, which will delay this project for another three months.

In response to a question from Councilmember Mask, Vorse calculated that approximately \$1.3 millions in funding is available for this project from the Washington State Recreation and Conservation Office (RCO) and the Port of Longview.

Councilmember Reilly noted that paving could be done at a later date with user funds. Councilmember Queen suggests delaying paving until the end of the

project as it will be a big expense. Jajou suggests applying for additional grant funds as RCO is aware of the difficulties encountered with the permitting and mitigation for this project.

Councilmember Yund noted that he would have liked to have better update reports so that council would be apprised before a \$50,000 overage is incurred. Jajou stated that the budget overage is largely the result of assisting with out-of-scope project work related to additional permit and mitigation design tasks that could not be predicted. Consequently, the amount budgeted to complete the original scope of services is insufficient.

- 3786 Councilmember Queen made a motion, seconded by Reilly to approve the Boat Launch Project Change Order #3 with URS Corporation in the amount of \$49,500.

During discussion: Vorse clarified that offsite mitigation is now required at Whittle Creek. Another change order should be anticipated for the design and engineering for this mitigation. The mitigation for this project was originally onsite; however the permitting agencies required this change.

Councilmember Mask requests a report on what has been spent for the Boat Launch Project over the past five years and a summary of remaining funds available for construction.

Vote on motion: By roll call vote, unanimous Aye.

- 3940 Vorse requests approval to apply to the 2009 Drinking Water State Revolving Fund Economic Recovery Program to fund Water Treatment Plant Improvement Project additive items. This application must be submitted by Friday.

By council consensus, Councilmembers approved Vorse's request to submit for this funding.

- 4040 Clerk-Treasurer Ryana Covington requests payment of January expenditures in the amount of \$976,486.38 as outlined on the Summary of Claims and further described as check numbers 38230 through 38335 for general expenditures and check numbers 20480 through 20532 for payroll expenses. Councilmember Yund has reviewed all expenses prior to the meeting.

- 4057 Councilmember Queen made a motion, seconded by Reilly to approve payment of January 2009 invoices in the amount of \$976,486.38, as described in the Summary of Claims. By roll call vote, unanimous 'Aye'.

- 4068 Covington reports that she met with KLTN Executive Director Barry Verrill to discuss the specifics involved in televising City Council meetings. The meetings could be videotaped or a live feed can be provided. Other local communities with

this service pay KLTv a percentage of the franchise fee revenues. The City would need to renegotiate their franchise agreement with Comcast to include this service.

City Attorney Tom O'Neill cautioned that the Comcast Franchise Agreement was renewed last year with city negotiated restrictions on pass thru costs in which increases are passed onto the customer. Councilmember Yund suggested that the public should have the opportunity to determine the amount of interest in televising these meetings, particularly if the cost is passed on to consumers.

In response to a question from Councilmember Mask, KLTv Executive Director Barry Verrill suggested the city could ask Comcast if they would include a notice for the Public Hearing with their monthly cable billing. This would allow better notification for those Castle Rock cable subscribers of when the public hearing is scheduled and also provide information of the projected increase to basic cable costs for this service.

- 4453 Councilmembers reviewed a summary provided by Tom Quigley, Secretary pro tem, of the Castle Rock Library Board outlining their recommendation to increase the librarian's work hours from 79 hours per month to 130 hours per month, for as long as sufficient funds are available to support those hours. Librarian Vicki Selander reports that due to the amount of donated funds received, the Library Board of Directors recommends the additional hours.

In response to a question from Mayor Pro Tem Marcil, Selander estimates that the current amount of donations could support keeping the Library open for 130 hours per month through August or September. The Library Levy will again be brought to voters in August. This election will provide an indication of available Library funding for 2010.

- 4526 Councilmember Yund made a motion, seconded by Queen to accept the recommendation from the Castle Rock Library Board of Directors to increase the Librarian's hours as long as sufficient funds are available. By roll call vote, unanimous Aye.

In response to a question from Mayor Pro Tem Marcil, Selander specified that an account was setup at Cowlitz Bank by the Friends of the Library organization to accept Library donations. These donations are tax deductible since the Friends of the Library are a 501(c)3 tax exempt organization. Donations jars have also been placed in businesses around town.

- 4618 Report of Meetings
Councilmember Mask attended a CAP meeting.

- 4631 City Attorney Tom O'Neill requests to table the second reading of Ordinance 2009-01 until he is able to further establish an accurate fair market value for this property.
- 4661 Mayor Pro Tem Marcil directed councilmembers to review the Tree Policy and be ready for discussion at the next regular meeting.
- 4681 Vorse requests the appointment of a committee to review meter replacement options. Those appointed to serve on the committee include Councilmember Marcil, Public Works Director David Vorse and Clerk-Treasurer Ryana Covington.
- 4763 Councilmembers Yund and Queen will form a Stimulus Package Committee to promote funding for infrastructure improvements for the Exit 48 interchange area.
- 4800 Councilmember Reilly left the meeting due to health issues.
- 4803 In response to a question from Councilmember Yund, Covington clarified that the high usage at 204 Huntington Avenue South was due to a broken water line that has been repaired.
- 4831 Councilmember Yund made a motion, seconded by Queen to approve a utility adjustment request submitted by Admiral Enterprise, Inc., for 204 Huntington Avenue South in the amount of \$175.84. By roll call vote, Councilmembers Yund, Queen and Mask voted Aye. Councilmember Reilly not present for the vote. Motion passed.
- 4847 In response to a question from Councilmember Yund, Covington clarified that the high usage at 741 Fifth Avenue SW was due to a broken water line that has been repaired.
- 4860 Councilmember Yund made a motion, seconded by Queen to approve a utility adjustment requested by James Cloke, for property located at 741 Fifth Avenue SW in the amount of \$165.20. By roll call vote, Councilmembers Yund, Queen and Mask voted Aye. Councilmember Reilly not present for the vote. Motion passed.
- 4875 Councilmember Yund noted that the meter has been locked off at 258 Shear Street SW to prevent another high usage, as this house is vacant. Councilmembers also were provided with correspondence from the property owner, outlining the problem.
- 4882 Councilmember Yund made a motion, seconded by Queen to approve a utility adjustment requested by Jay Holverson, for property located at 258 Shear Street SW in the amount of \$165.20. By roll call vote, Councilmembers Yund, Queen and Mask voted Aye. Councilmember Reilly not present for the vote. Motion

passed.

4890 Councilmember Reilly returned to the meeting.

4904 Councilmember Reilly reports that a television was donated by the Mt. St. Helens Motorcycle Club to the Senior Center as a public service. This television can be used by city personnel during emergencies.

4952 There being no further business, Mayor Pro Tempore Greg Marcil adjourned the meeting at 9:19 p.m.

Mayor Pro Tempore Greg Marcil

Clerk-Treasurer