

**CITY OF MEDICAL LAKE**  
**City Council Regular Meeting & Public Hearing**

6:30 PM

December 3, 2024

Council Chambers

124 S. Lefevre Street

**MINUTES**

**NOTE: This is not a verbatim transcript.** Minutes contain only a summary of the discussion. A recording of the meeting is on file and available from City Hall.

**COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT**

**Councilmembers**

Chad Pritchard  
Lance Speirs  
Bob Maxwell  
Ted Olson  
Tony Harbolt

**Administration/Staff**

Terri Cooper, Mayor  
Sonny Weathers, City Administrator  
Koss Ronholt, Finance Director  
Elisa Rodriguez, City Planner  
Scott Duncan, Public Works Director  
Steve Cooper, WWTP Director  
Roxanne Wright, Admin. Assistant  
Glen Horton, Parks & Recreation Director

**REGULAR SESSION – 6:30 PM**

**1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL**

- A. Mayor Cooper called the meeting to order at 6:30 pm, led the Pledge of Allegiance, and conducted roll call.
  - i. Councilmember Kennedy submitted absence requests for December 3<sup>rd</sup> and 17<sup>th</sup> council meetings. Motion to approve made by Councilmember Maxwell, seconded by Councilmember Olson, carried 5-0. Councilmember Shaffer submitted an absence request for this meeting. Motion to approve made by Councilmember Speirs, seconded by Councilmember Olson, carried 5-0. All other Councilmembers were present in person.

**2. AGENDA APPROVAL**

- A. Motion to approve made by Councilmember Olson, seconded by Councilmember Maxwell, carried 5-0.

**3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS**

- A. Tammy Roberson, Medical Lake resident – read comments that she submitted to the council and staff earlier in the day regarding the Comprehensive Plan update and wetlands.

**4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS - None**

**5. REPORTS**

- A. Committee Reports
  - i. Councilmember Pritchard – Fairchild AFB doing ground water drilling and testing.
  - ii. Councilmember Speirs – Finance Committee reviewed claims. STA named interim CEOs.
  - iii. Councilmember Maxwell – none
  - iv. Councilmember Olson – none

- v. Councilmember Harbolt – Parks & Recreation Committee discussed the City Hall kitchen remodel and updated on the park benches installed at Waterfront. 2025 events flyer coming out soon.
- B. Council Comments
  - i. Councilmember Pritchard – none
  - ii. Councilmember Speirs – none
  - iii. Councilmember Olson – none
  - iv. Councilmember Harbolt – none
- C. Mayor Cooper – fire recovery work progressing. The City has about 75 percent rebuilding. Legislative agenda work being done.
- D. City Administrator & City Staff
  - i. Sonny Weathers, City Administrator – Re\*Imagine Medical Lake “Find the Christmas Cardinal” event has several local businesses participating. Recommendations on the RFPs for the kitchen remodel and SCADA for WWTP will be brought forward at the next meeting. Public Relations bid, will have a Resolution at next meeting. Hazard Mitigation plan will be drafted and ready for review early 2025. Received grant for generators.
  - ii. Scott Duncan, Public Works Director – received two more TIB grants \$1.294 million to finish scrub seal and a small cities grant of \$160,000 for scrub seal prep.

## 6. WORKSHOPS

- A. Performance-Based Contracting and Investment Grade Audits with an ESCO
  - i. Hunter Pederson with Apollo Systems gave a presentation. See attached.
- B. Remaining ARPA funds obligation (Resolution 24-723)
  - i. Koss Ronholt, Finance Director, gave a presentation. See attached.
- C. WWTP Self-Assessment Report
  - i. Steve Cooper, WWTP Director, gave a presentation. See attached.

## 7. ACTION ITEMS

- A. Consent Agenda
  - i. Approve **November 19, 2024**, minutes.
    - 1. Councilmember Olson requested to have his question asked during preliminary budget discussion added for the record. Motion to approve with correction made by Councilmember Speirs, seconded by Councilmember Maxwell, carried 5-0.
  - ii. Approve **December 3, 2024**, Claim Warrants numbered **51962** through **52003** in the amount of **\$704,002.46**.
    - 1. Motion to approve made by Councilmember Speirs, seconded by Councilmember Maxwell, carried 5-0.

## 8. PUBLIC HEARINGS – 2025 Final Budget

- A. Mayor Cooper opened the public hearing at 7:40 pm.
- B. First Read Ordinance 1132 2025 Final Budget
  - i. Legal counsel read onto the record.
  - ii. Mr. Ronholt shared a presentation. See attached.
  - iii. No public comment or discussion.
  - iv. Mayor Cooper closed the public hearing at 7:46 pm.
  - v. Motion to approve first read made by Councilmember Pritchard, seconded by Councilmember Harbolt, carried 5-0.

## 9. RESOLUTIONS

- A. 24-720 City Hall Closures
  - i. Motion to approve made by Councilmember Olson, seconded by Councilmember Speirs, carried 4-1, with Councilmember Pritchard voting nay.
- B. 24-721 Addendum to the Collective Bargaining Agreement with Local 270-M
  - i. Motion to approve made by Councilmember Speirs, seconded by Councilmember Pritchard, carried 5-0.
- C. 24-722 Amending the Shoreline Master Program
  - i. Elisa Rodriguez, City Planner, reviewed the needed correction to the SMP.
  - ii. Motion to approve made by Councilmember Speirs, seconded by Councilmember Olson, carried 5-0.

## 10. ORDINANCES

- A. First Read Ordinance 1133 Q3 2024 Budget Amendments
  - i. Mr. Ronholt reviewed the amendments.
  - ii. Legal counsel read onto the record.
  - iii. Motion to approve made by Councilmember Pritchard, seconded by Councilmember Speirs, carried 5-0.

## 11. EXECUTIVE SESSION - none

## 12. EMERGENCY ORDINANCES - none

## 13. UPCOMING AGENDA ITEMS –

- A. Resolutions for recent Requests for Proposals (Kitchen Remodel, SCADA for WWTP, Public Relations)

## 14. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

- A. none

## 15. CONCLUSION

- A. Motion to conclude at 8:04 made by Councilmember Pritchard, seconded by Councilmember Speirs, carried 5-0.
  - i. At this point Mayor Cooper acknowledged the e-mailed comments received from Ms. Roberson (that were read by her during the first citizen comment period) and that each Councilmember had also received a hard copy. *The full comments are part of the official record on file at City Hall and can be requested in person or by sending an e-mail to [records@medical-lake.org](mailto:records@medical-lake.org).*

  
Terri Cooper, Mayor

  
Koss Ronholt, Finance Director/City Clerk

12/17/24  
Date



— MECHANICAL CONTRACTORS —  
Solutions Group

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## Meeting Topics

1. Apollo Introduction
2. Apollo 5 Step Approach
3. Next Steps



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## Who is Apollo Solutions?

- Founded in 1981
- ASG is a Division of Apollo Mechanical – Privately Owned out of Kennewick WA
- 5<sup>th</sup> Largest Mechanical Contractor in the US (ENR Magazine).
- 2,000+ employees.
- Certified as Native American Owned.
- **Safest Contractor** in the State of Washington for Twelve consecutive years.
- Apollo has secured over \$100,000,000 grants for our clients.
- Highly experienced group with an unmatched focus on our customers.



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## Advantages of ESPC

- Apollo Assumes the Risk
- Process is designed to provide positive results (not just a study)
- Assessment must meet client's financial criteria
- Approved ESCO to work through Department of Enterprise Services

### Apollo Has 3 Guarantees



Apollo Assumes the Risk



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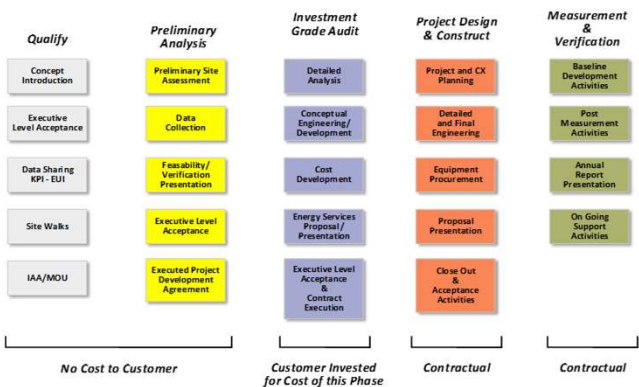
## Procurement of Services

- WA DES Energy Program
  - Apollo must be Requalified by Washington State to be eligible to be picked directly as partners with public entities
  - Inter-Agency Agreement(RCW 39.34.080, RCW 39.35C.101, RCW 39.35A), there is NO financial obligation at this step for using DES
  - Third Party Project Manager from WA State acts as Owner's Agent on projects.
- The Interlocal Purchasing System (TIPS)
  - Apollo goes through Competitive Bid Process to be eligible for selection through TIPS program.
  - Allows public entities to partner directly with apollo through interlocal agreement.
  - More Flexibility for projects
- Traditional RFP



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## ASG 5 Step Process

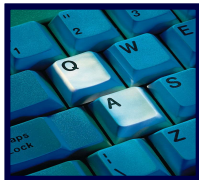


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## Next Steps

- Wish List / Walkthrough
- Collect utility usage data
- Gain Approval for Selection Method
- ASG performs the Preliminary Energy Audit and comes back to the City with a list of potential projects.
- Investment Grade Audit

Questions?



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# ARPA - Remaining Budget and Funds

Category	Allocation Remaining
Downtown Beautification	\$105,738
City Technology	\$46,907
Kitchen Remodel	\$106,408

Cash Remaining to be Committed (includes interest)  
**\$300,000**



# SELF-ASSESSMENT REPORT 2024

WASTE-WATER TREATMENT PLANT DIRECTOR



City of  
Medical Lake

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## OBJECTIVES AND PRIORITIES

### ■ The Ongoing Objectives of the WWTP

- **Protect Public Health**
  - *Providing the community a means to dispose of waste-water.*
- **Preserve Natural Water Resources**
  - *Through the safe elimination of pollutants, toxicants, and the prevention of harmful diseases.*
- **Comply with Government Regulations**
  - *Avoiding harmful impacts to the local environment.*



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## FOCUS AREAS & ACCOMPLISHMENTS



### ■ Personnel Training and Certification

- All operators are required to hold a Level 2 Waste- Water certification bestowed by the WA Department of Ecology. Operators must receive a minimum of 30 continuing education hours every three years.



### ■ Headworks Controls and SCADA Upgrade

- Controls essential automation.



### ■ Activated Sludge Process Control and Nutrient Removal

- Improved control over processes
  - Improved mixing

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## FOCUS AREAS & ACCOMPLISHMENTS



### ■ General Safety Improvements

- General Safety Program (Including Lab Safety)
  - SOPs, SDSs, WWTP Hazard Mitigation Plan, Capital Improvement Plan, lockout/tagout, direct relationship with Spokane County Fire District 3
- Cintas Agreement
  - ARC flash compliant PPE, chemical hygiene PPE



### ■ Maintenance and Repairs

- Initiated an Outlook based maintenance scheduling program
- Outfitted buildings with specific equipment



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## ORGANIZATIONAL MANAGEMENT

### Organizational Chart and Staffing

- Four operators
- One Administrative Clerk

### Communication/Feedback

- Morning meetings
- Direct communication
  - Open-door policy
  - Shared note space

### Employee Evaluations

- Formal yearly evaluations
  - City Wide Format
- Set a culture for continuing education



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## OPERATIONAL PLANS AND CONTROLS

### Plans

Capital Improvement Plan	Emergency Management Plan	Hazard Mitigation Plan
West Medical Lake Management Plan		

### Contracts and Agreements

- Barr-Tech Composting (biosolids)
- Cintas (PPE/Safety)
- Cascade Columbia (Polymers and Chemicals)

### Permits

- EPA and WA DOE
  - Discharge, biosolids, lab accreditation
- Spokane Regional Clean Air Agency
  - Standby generators, mitigating odor generation (air scrubber, biofilter)

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## RESOURCE MANAGEMENT



- Plan, schedule, and direct all regular WWTP work.
- Oversee the WWTP Operators and Administrative Clerk.
- 24/7 On-call duty for emergency response and safety problems.
- Advise and recommend alterations, extensions, and improvements to the WWTP equipment and processes.
- Report on operational needs and results.
  - Snow removal, training, budgeting, etc.
- Ensure compliance with all local, state, and federal laws, policies, procedures, and safety standards.

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## STAFF REPORT SNAPSHOT



### Short Range:

- PLC Project Anticipating Equipment Procurement
- WWTP staff updates
- General Safety Program ongoing
- Operations training programs/ongoing
- Lab control charting/ongoing

### Long Range:

- Multiple Year Capital Improvement Plan
- Operator Training Program
- Operational/Regulatory permit DOE
- Reuse Program
- WML Lake Management Plan updates

### Issues:

- Winter weather constraints

### Successes:

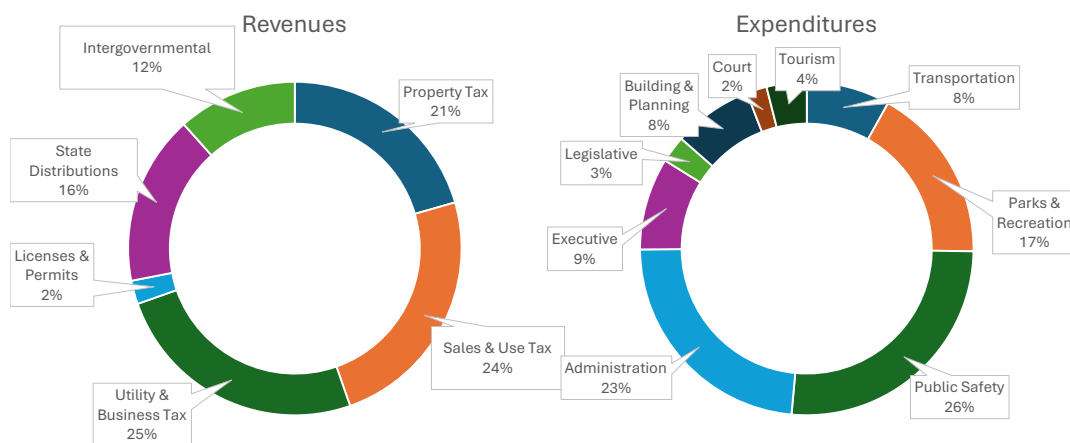
- Process control improvements
- Nutrient removal improvements

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# 2025 Final Budget

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## Governmental Operations



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## Utility Operations

