



CASTLE ROCK CITY COUNCIL AGENDA

Regular Meeting: Monday, August 28, 2023
7:30 PM

Location
Castle Rock Senior Center
222 Second Ave SW
Castle Rock, WA 98611

AGENDA

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1. CALL TO ORDER

- a. Pledge of Allegiance
- b. Roll Call
- c. Changes to Agenda

2. PROCLAMATIONS & PRESENTATIONS

- a. Constitution Week Proclamation (page 3)

3. CITIZEN COMMENTS - maximum 3 minutes

4. DEPARTMENT REPORTS

- City Attorney Frank Randolph
 - Police Chief Charlie Worley
 - Public Works Director Dave Vorse
 - City Engineer Tom Gower
 - Clerk-Treasurer Carie Cuttonaro
1. Expenditure, Revenue, Cash & Investments Reports (page 4-8)

5. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers
 1. Fred Johnson, CAP President, is looking to fill an open position on the Lower Columbia Community Action Program Board of Directors. (page 9-16)
 2. Pre-Budget Workshop is scheduled for Thursday (8/31) at 3:15 PM.
- CRCDA Representative

6. PUBLIC HEARINGS

7. CONSENT AGENDA

- a. Approve the minutes of the August 14, 2023 Regular Council Meeting. (page 17-19)

8. OLD BUSINESS

9. NEW BUSINESS

- a. Resolution No. 2023-04, a resolution writing off certain utility bills. (page 20)
- b. Ordinance No. 2023-07, an ordinance amending City of Castle Rock, Washington Municipal Code, Section 8.04.020 Designation of Nuisances. (page 21-22)
- c. North County Recreation Association (NCRA) has received a grant from the Washington State Legislature District 19 for their No. County Rec. Association Youth Sports (Castle Rock) Project in the amount of \$248,320. As part of the grant's conditions, NCRA must have committed funding. Committed funding will be used to pay invoices as the project progresses, with reimbursements from the grant paid at 100%. \$100,000 is committed by private funds and will be primary. NCRA requests City commitment for the remaining \$148,320. Request includes approval of Interlocal Agreement. Should funds be needed, a formal ordinance will need to be approved authorizing a loan from the Swimming Pool Construction Fund, including interest at the current interest rate of the Washington State Investment Pool. (page 23-27)
- d. Kristy King, 136 3rd Ave SW Unit B, requests a utility adjustment for the May/June and June/July billings in the amount of \$386.24. This request includes a water adjustment in addition to the sewer adjustment. The leak was a direct result of the City replacing the water main that supplies water to this residence. Request meets ordinance provisions; staff recommends approval. (page 28-29)
- e. Carl Kittelson, 238 Kirby Ave SE, requests a utility adjustment for the June/July billings in the amount of \$317.99. Request meets ordinance provisions; staff recommends approval. (page 30-31)

10. OTHER BUSINESS

11. ADJOURNMENT

NEXT REGULAR COUNCIL MEETINGS:

<u>3Q23</u>	<u>4Q23</u>	<u>1Q24</u>	<u>2Q24</u>
July 10	October 09	January 08	April 08
July 24	October 23	January 22	April 22
August 14	November 13	February 12	May 13
August 28	November 27	February 26	Tuesday, May 28
September 11	December 11	March 11	June 10
September 25	Wednesday, December 27	March 25	June 24

Non-Discrimination Statement: This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at https://www.ascr.usda.gov/sites/default/files/Complain_combined_6_8_12_508_0.pdf or at any USDA office, or call 866.632.9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to USDA, Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave, SW, Stop 9410, Washington, DC 20250-9410 or email to program.intake@usda.gov or by fax (202) 690-7442.

Title VI: The City of Castle Rock ensures compliance with Title VI of the Civil Rights Act of 1964 and American Disabilities Act of 1990 by prohibiting discrimination against any person on the basis of race, color, national origin, sex or disabilities in the provision of benefits and services from its federal assisted programs and activities. If you need special accommodations to participate in this meeting, please contact Carie Cuttonaro at 360.274.8181 by 9:00 a.m. three days prior to the meeting.

City Council may add and take action on other items not listed on this Agenda.

Proclamation

FOR
CONSTITUTION WEEK
September 17 – 23, 2023

WHEREAS, it is a privilege to commemorate the two hundred thirty-sixth (236th) anniversary of the drafting of the Constitution of the United States of America; and

WHEREAS, Public Law 915 guarantees the issuance of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week.

THEREFORE, BE IT RESOLVED, as Mayor of the City of Castle Rock, I hereby proclaim the week of September 17 – 23, 2023 as Constitution Week in the City of Castle Rock. I encourage all citizens of Castle Rock to affirm the ideals outlined within the Constitution and take time to reflect on the privilege of being an American with all the rights and responsibilities which that privilege involves.

Signed on this 28th day of August, 2023,

Paul Helenberg, Mayor, City of Castle Rock

2023 Expenditures

Fund	Sub	#	January	February	March	April	May	June	July	Total	Budget	Remaining	% Expended
General	Legislative	010 0 010	6,802.29	10,316.35	5,518.52	5,135.43	5,034.19	5,998.59	4,987.19	43,792.56	87,946.00	44,153.44	49.79%
	Municipal	010 0 020	4,538.88	7,923.80	7,085.79	5,471.47	7,660.40	5,185.53	8,611.41	46,477.28	84,242.00	37,764.72	55.17%
	Financial	010 0 030	12,794.54	17,278.52	29,320.23	15,194.29	11,113.09	10,890.12	10,992.67	107,583.46	218,426.00	110,842.54	49.25%
	Law Enforcement	010 0 040	103,335.70	162,071.49	109,110.52	78,649.31	78,847.74	85,472.32	114,139.24	731,626.32	1,255,909.00	524,282.68	58.25%
	Parks	010 0 060	185.35	3,627.65	335.40	30,704.09	1,472.60	604.22	2,726.76	39,656.07	13,860.00	(25,796.07)	286.12%
	Building/Planning	010 0 070	7,692.82	6,478.28	7,913.88	11,834.71	6,477.43	8,409.18	7,601.87	56,408.17	128,848.00	72,439.83	43.78%
	Non-Departmental	010 0 099	161,092.96	21,511.16	10,590.75	4,306.66	36,716.27	11,584.74	9,226.80	255,029.34	523,108.00	268,078.66	48.75%
General Total		010	296,442.54	229,207.25	169,875.09	151,295.96	147,321.72	128,144.70	158,285.94	1,280,573.20	2,312,339.00	1,031,765.80	55.38%
Streets		100	14,868.92	14,356.79	26,153.28	29,160.71	7,256.79	9,132.57	11,678.92	112,607.98	199,629.00	87,021.02	56.41%
Building Code		115	3,257.22	5,123.58	4,061.07	4,380.53	2,408.69	1,168.18	3,566.85	23,966.12	51,129.00	27,162.88	46.87%
Visitor Center		120	1,654.71	1,374.30	555.84	446.94	1,729.42	925.53	3,871.87	10,558.61	19,529.00	8,970.39	54.07%
Library		130	716.84	5,481.93	1,213.92	459.75	538.77	360.53	446.21	9,217.95	35,566.00	26,348.05	25.92%
Criminal Justice		140	142.50	-	-	142.50	-	-	460.30	745.30	1,667.00	921.70	44.71%
Local Criminal Justice		145	505.43	10,639.42	1,073.52	7,949.06	6,594.68	7,221.01	1,209.75	35,192.87	39,728.00	4,535.13	88.58%
Accumulative Reserve		150	-	-	-	-	-	-	-	-	-	-	0.00%
CDBG Grant/Home Rehab Proj		160	-	-	-	-	-	-	-	-	1,000.00	1,000.00	0.00%
DOT Spoils Site		170	8,493.24	14,291.25	9,547.83	4,493.82	17,010.82	14,475.54	4,824.90	73,137.40	374,215.00	301,077.60	19.54%
Public Works Vehicle Replacement		180	88,885.52	-	-	-	-	-	-	88,885.52	89,000.00	114.48	99.87%
Police Vehicle Replacement		185	50,487.65	4,543.01	139.31	4,916.27	-	-	-	60,086.24	70,000.00	9,913.76	85.84%
Drug Enforcement		190	-	-	-	-	-	-	-	-	-	-	0.00%
Low Income Housing		195	-	-	-	-	-	-	-	-	-	-	0.00%
Swimming Pool Construction		300	-	-	-	-	-	-	-	-	-	-	0.00%
REET Construction		310	-	-	-	21,967.95	-	4,779.46	6,272.59	33,020.00	144,800.00	111,780.00	22.80%
Street Construction		320	36.30	-	1,019.13	-	5,480.22	1,156.87	32,877.81	40,570.33	407,000.00	366,429.67	9.97%
Water/Sewer Operating		400	173,951.20	190,300.09	219,181.14	172,790.39	215,144.65	120,242.02	123,952.83	1,215,562.32	2,006,873.00	791,310.68	60.57%
Regional Water System		410	59,580.23	62,951.32	47,457.67	43,366.69	32,274.07	32,194.21	41,598.38	319,422.57	611,066.00	291,643.43	52.27%
Stormwater Management		420	15,631.82	17,556.15	9,444.36	13,644.55	10,152.56	10,029.65	14,048.37	90,507.46	144,057.00	53,549.54	62.83%
Stormwater Capital		425	-	-	83.83	-	6,323.89	-	-	6,407.72	25,000.00	18,592.28	25.63%
Regional Water Capital		430	18.38	9,418.69	-	(57.80)	73.50	-	-	9,452.77	16,225.00	6,772.23	58.26%
Muni Water Capital Improvement		435	201,937.99	18,852.22	55,040.53	470,235.92	909,430.66	817,319.05	136,021.47	2,608,837.84	4,422,700.00	1,813,862.16	58.99%
Water Bond Reserve		440	-	-	-	-	-	-	-	-	-	-	0.00%
Sewer Bond Reserve		450	-	-	-	-	-	-	-	-	-	-	0.00%
Sewer Loan Reserve Fund		460	-	-	-	-	-	-	-	-	-	-	0.00%
Short Lived Asset Reserve Fund		463	-	-	-	-	-	-	-	-	-	-	0.00%
Emerg Repair/Replace Res Fund		465	-	-	-	-	-	-	-	-	-	-	0.00%
Muni Sewer Cap Impr Reserve		470	149.68	513.66	38,358.99	18,519.39	4,886.29	32,048.77	4,825.63	99,302.41	201,100.00	101,797.59	49.38%
Boat Launch Facility		475	1,570.04	5,371.40	1,076.60	18,524.61	1,157.87	696.61	550.32	28,947.45	1,030,479.00	1,001,531.55	2.81%
Utility Deposit		631	488.61	80.00	570.95	272.36	640.00	760.00	808.59	3,620.51	10,000.00	6,379.49	36.21%
Transportation Benefit District		632	-	4,121.00	-	-	-	-	22,860.44	26,981.44	207,700.00	180,718.56	12.99%
TBD Capital Project		633	-	-	-	-	-	-	-	-	-	-	0.00%
State Custodial Pass-Thru Fund		634	802.70	403.43	1,217.81	296.22	391.63	1,057.80	456.23	4,625.82	24,510.00	19,884.18	18.87%
Totals			919,621.52	594,585.49	586,070.87	962,805.82	1,368,816.23	1,181,712.50	568,617.40	6,182,229.83	12,445,312.00	6,263,082.17	49.68%
Balance Check			919,621.52	594,585.49	586,070.87	962,805.82	1,368,816.23	1,181,712.50	568,617.40	6,182,229.83	12,445,312.00	6,263,082.17	
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2023 Revenue

<u>Fund</u>	<u>#</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Total</u>	<u>Budget</u>	<u>Remaining</u>	<u>% Received</u>
General	010	152,036.78	110,779.02	140,237.95	161,661.38	297,154.07	172,860.83	139,798.33	1,174,528.36	2,043,364.00	868,835.64	57.48%
Streets	100	77,403.14	3,374.12	7,132.08	3,238.83	3,913.97	5,051.20	4,065.10	104,178.44	175,950.00	71,771.56	59.21%
Building Code	115	6,923.98	5,243.18	18,263.49	1,391.99	3,694.05	4,880.07	7,782.67	48,179.43	50,000.00	1,820.57	96.36%
Visitor Center	120	504.30	1,889.90	669.83	784.28	960.35	1,037.01	1,437.27	7,282.94	16,075.00	8,792.06	45.31%
Library	130	1,598.47	880.89	1,149.86	527.95	16,293.07	195.54	270.92	20,916.70	16,200.00	(4,716.70)	129.12%
Criminal Justice	140	4,592.35	89.07	117.49	1,125.45	134.23	132.30	1,166.41	7,357.30	3,200.00	(4,157.30)	229.92%
Local Criminal Justice	145	4,938.71	5,927.83	4,988.66	5,140.69	5,707.36	5,539.33	5,711.01	37,953.59	45,000.00	7,046.41	84.34%
Accumulative Reserve	150	56.13	49.48	64.83	66.00	72.56	71.51	60.98	441.49	-	(441.49)	0.00%
CDBG Grant/Home Rehab Proj	160	561.33	504.74	668.50	673.21	747.31	736.58	631.10	4,522.77	-	(4,522.77)	0.00%
DOT Spoils Site	170	33,563.59	10,688.75	43,334.90	9,166.18	16,090.70	4,241.93	2,507.19	119,593.24	346,500.00	226,906.76	34.51%
Public Works Vehicle Replacement	180	30,157.17	2.48	-	3.29	3.63	3.58	3.05	30,173.20	30,000.00	(173.20)	100.58%
Police Vehicle Replacement	185	60,022.45	47.01	60.77	62.69	36.28	35.76	30.48	60,295.44	60,000.00	(295.44)	100.49%
Drug Enforcement	190	7.49	7.42	8.10	9.89	10.88	10.72	9.15	63.65	200.00	136.35	31.83%
Low Income Housing	195	160.91	3,153.40	202.58	204.60	228.54	225.26	192.08	4,367.37	3,000.00	(1,367.37)	145.58%
Swimming Pool Construction	300	411.64	376.08	498.33	501.60	558.67	10,706.79	503.06	13,556.17	10,160.00	(3,396.17)	133.43%
REET Capital Fund	310	4,705.75	1,531.90	469.97	3,942.42	2,086.79	10,081.57	8,299.74	31,118.14	45,000.00	13,881.86	69.15%
Street Construction	320	2,989.24	-	-	-	-	-	-	2,989.24	407,000.00	404,010.76	0.73%
Water/Sewer Operating	400	140,025.74	157,404.97	176,291.30	157,093.30	157,846.26	181,717.67	177,312.08	1,147,691.32	1,948,949.00	801,257.68	58.89%
Regional Water System	410	49,863.26	75,921.22	56,965.58	58,892.52	57,801.04	53,005.30	52,765.37	405,214.29	611,066.00	205,851.71	66.31%
Stormwater Management	420	11,430.26	12,162.98	15,929.08	11,681.01	12,009.82	14,333.98	10,139.23	87,686.36	141,831.00	54,144.64	61.82%
Stormwater Capital	425	41.16	49.48	64.83	66.00	72.56	46.48	42.68	383.19	-	(383.19)	0.00%
Regional Water Capital	430	10,190.86	212.78	6,879.56	4,483.80	322.86	321.80	274.40	22,686.06	15,000.00	(7,686.06)	151.24%
Muni Water Capital Improvement	435	1,161,013.18	5,522.43	11,707.26	9,465.81	383,325.89	690,820.46	3,277.48	2,265,132.51	3,175,000.00	909,867.49	71.34%
Water Bond Reserve	440	6,907.39	512.16	676.60	683.10	758.19	747.30	640.25	10,924.99	6,376.00	(4,548.99)	171.35%
Sewer Bond Reserve	450	18,671.77	791.75	1,049.33	1,056.02	1,171.75	1,158.50	990.87	24,889.99	17,841.00	(7,048.99)	139.51%
Sewer Loan Reserve Fund	460	1,697.65	49.48	64.83	66.00	72.56	71.51	60.98	2,083.01	1,649.00	(434.01)	126.32%
Short Lived Asset Reserve Fund	463	3,452.75	116.29	153.95	155.10	170.50	171.64	146.34	4,366.57	3,333.00	(1,033.57)	131.01%
Emerg Repair/Replace Res Fund	465	-	-	-	-	-	-	-	-	-	-	0.00%
Muni Sewer Cap Impr Reserve	470	684.82	633.40	4,938.66	844.81	747.31	718.70	518.30	9,086.00	2,500.00	(6,586.00)	363.44%
Boat Launch Facility	475	878.53	751.39	3,163.10	761.89	1,473.64	845.82	1,850.91	9,725.28	1,033,800.00	1,024,074.72	0.94%
Utility Deposit	631	682.08	345.57	1,363.09	807.50	1,235.71	1,475.32	1,117.81	7,027.08	10,000.00	2,972.92	70.27%
Transportation Benefit District	632	10,923.87	13,769.89	11,743.90	10,930.79	14,288.60	13,558.78	13,853.88	89,069.71	150,095.00	61,025.29	59.34%
TBD Capital Project	633	-	-	-	-	-	-	-	-	-	-	0.00%
State Custodial Pass-Through Fund	634	778.20	406.68	535.56	353.47	423.13	1,206.80	590.73	4,294.57	24,510.00	20,215.43	17.52%
Totals		1,797,874.95	413,195.74	509,393.97	445,841.57	979,412.28	1,176,010.04	436,049.85	5,757,778.40	10,393,599.00	4,635,820.60	55.40%
Balance Check		1,797,874.95	413,195.74	509,393.97	445,841.57	979,412.28	1,176,010.04	436,049.85	5,757,778.40	10,393,599.00	4,635,820.60	
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2023 Expense/Revenue Comparison

Expenses					Revenue							% of Actual
Fund	#	Actuals	Budget	% Expended	Actuals	Budget	% Received	Budget Revenue Less Actual Expenses	% of Budget Expended	Actual Revenue Less Actual Expenses	Revenue Expended	
General Total	010	1,280,573.20	2,312,339.00	55.38%	1,174,528.36	2,043,364.00	57.48%	762,790.80	62.67%	(106,044.84)	109.03%	
Streets	100	112,607.98	199,629.00	56.41%	104,178.44	175,950.00	59.21%	63,342.02	64.00%	(8,429.54)	108.09%	
Building Code	115	23,966.12	51,129.00	46.87%	48,179.43	50,000.00	96.36%	26,033.88	47.93%	24,213.31	49.74%	
Visitor Center	120	10,558.61	19,529.00	54.07%	7,282.94	16,075.00	45.31%	5,516.39	65.68%	(3,275.67)	144.98%	
Library	130	9,217.95	35,566.00	25.92%	20,916.70	16,200.00	129.12%	6,982.05	56.90%	11,698.75	44.07%	
Criminal Justice	140	745.30	1,667.00	44.71%	7,357.30	3,200.00	229.92%	2,454.70	23.29%	6,612.00	10.13%	
Local Criminal Justice	145	35,192.87	39,728.00	88.58%	37,953.59	45,000.00	84.34%	9,807.13	78.21%	2,760.72	92.73%	
Accumulative Reserve	150	-	-		441.49	-		-		441.49	0.00%	
CDBG Grant/Home Rehab Proj	160	-	1,000.00	0.00%	4,522.77	-		-		4,522.77	0.00%	
DOT Spoils Site	170	73,137.40	374,215.00	19.54%	119,593.24	346,500.00	34.51%	273,362.60	21.11%	46,455.84	61.16%	
Public Works Vehicle Replacement	180	88,885.52	89,000.00	99.87%	30,173.20	30,000.00	100.58%	(58,885.52)	296.29%	(58,712.32)	294.58%	
Police Vehicle Replacement	185	60,086.24	70,000.00	85.84%	60,295.44	60,000.00	100.49%	(86.24)	100.14%	209.20	99.65%	
Drug Enforcement	190	-	-		63.65	200.00	31.83%	200.00	0.00%	63.65	0.00%	
Low Income Housing	195	-	-		4,367.37	3,000.00	145.58%	3,000.00	0.00%	4,367.37	0.00%	
Swimming Pool Construction	300	-	-		13,556.17	10,160.00	133.43%	10,160.00	0.00%	13,556.17	0.00%	
REET Construction	310	33,020.00	144,800.00	22.80%	31,118.14	45,000.00	69.15%	11,980.00	73.38%	(1,901.86)	106.11%	
Street Construction	320	40,570.33	407,000.00	9.97%	2,989.24	407,000.00	0.73%	366,429.67	9.97%	(37,581.09)	1357.21%	
Water/Sewer Operating	400	1,215,562.32	2,006,873.00	60.57%	1,147,691.32	1,948,949.00	58.89%	733,386.68	62.37%	(67,871.00)	105.91%	
Regional Water System	410	319,422.57	611,066.00	52.27%	405,214.29	611,066.00	66.31%	291,643.43	52.27%	85,791.72	78.83%	
Stormwater Management	420	90,507.46	144,057.00	62.83%	87,686.36	141,831.00	61.82%	51,323.54	63.81%	(2,821.10)	103.22%	
Stormwater Capital	425	6,407.72	25,000.00	25.63%	383.19	-		(6,407.72)		(6,024.53)	1672.20%	
Regional Water Capital	430	9,452.77	16,225.00	58.26%	22,686.06	15,000.00	151.24%	5,547.23	63.02%	13,233.29	41.67%	
Muni Water Capital Improvement	435	2,608,837.84	4,422,700.00	58.99%	2,265,132.51	3,175,000.00	71.34%	566,162.16	82.17%	(343,705.33)	115.17%	
Water Bond Reserve	440	-	-		10,924.99	6,376.00	171.35%	6,376.00	0.00%	10,924.99	0.00%	
Sewer Bond Reserve	450	-	-		24,889.99	17,841.00	139.51%	17,841.00	0.00%	24,889.99	0.00%	
Sewer Loan Reserve Fund	460	-	-		2,083.01	1,649.00	126.32%	1,649.00	0.00%	2,083.01	0.00%	
Short Lived Asset Reserve Fund	463	-	-		4,366.57	3,333.00	131.01%	3,333.00	0.00%	4,366.57	0.00%	
Emerg Repair/Replace Res Fund	465	-	-		-	-		-		-		
Muni Sewer Cap Impr Reserve	470	99,302.41	201,100.00	49.38%	9,086.00	2,500.00	363.44%	(96,802.41)	3972.10%	(90,216.41)	1092.92%	
Boat Launch Facility	475	28,947.45	1,030,479.00	2.81%	9,725.28	1,033,800.00	0.94%	1,004,852.55	2.80%	(19,222.17)	297.65%	
Utility Deposit	631	3,620.51	10,000.00	36.21%	7,027.08	10,000.00	70.27%	6,379.49	36.21%	3,406.57	51.52%	
Transportation Benefit District	632	26,981.44	207,700.00	12.99%	89,069.71	150,095.00	59.34%	123,113.56	17.98%	62,088.27	30.29%	
TBD Capital Project	633	-	-		-	-		-		-		
State Custodial Pass-Thru Fund	634	4,625.82	24,510.00	18.87%	4,294.57	24,510.00	17.52%	19,884.18	18.87%	(331.25)	107.71%	
		6,182,229.83	12,445,312.00	49.68%	5,757,778.40	10,393,599.00	55.40%	4,211,369.17	59.48%	(424,451.43)	107.37%	
Balance Check		6,182,229.83	12,445,312.00		5,757,778.40	10,393,599.00		4,211,369.17		(424,451.43)		
s/b -0-		-	-		-	-		-		0.00		



Cash and Investment Activity

Period: 2023 - Jul
Period Totals

Fund	Beginning Cash	Beginning Investments	Activity In	Activity Out	Ending Cash	Ending Investments	Ending Balance
010 General Fund	\$425,330.68	\$921,881.48	\$154,095.14	\$162,386.61	\$421,139.88	\$907,584.67	\$1,328,724.55
011 Petty Cash/Change Fund	\$760.00	\$0.00	\$0.00	\$0.00	\$760.00	\$0.00	\$760.00
100 Street Fund	\$1,615.22	\$12,745.36	\$7,363.78	\$11,721.60	(\$2,699.92)	\$9,446.68	\$6,746.76
115 Building Code Account Fund	\$28,311.00	\$57,351.62	\$7,778.14	\$3,826.00	\$32,522.29	\$57,356.15	\$89,878.44
120 Visitor Center Fund	\$2,745.80	\$6,372.18	\$1,736.01	\$3,899.31	\$609.94	\$6,073.44	\$6,683.38
130 Library Fund	\$8,213.88	\$19,117.54	\$1,169.14	\$528.53	\$8,936.81	\$18,219.32	\$27,156.13
140 Criminal Justice Fund	\$11,625.29	\$26,198.30	\$2,397.91	\$573.10	\$13,562.90	\$24,966.80	\$38,529.70
145 Local Criminal Justice Fund	\$26,463.64	\$67,264.68	\$10,221.15	\$1,493.29	\$35,475.04	\$62,754.54	\$98,229.58
150 Accumulative Reserve Fund	\$6,679.33	\$14,160.51	\$725.51	\$60.98	\$7,404.84	\$13,495.98	\$20,900.82
160 CDBG Grant/Home Rehab Project	\$61,800.30	\$145,858.58	\$6,809.58	\$631.10	\$68,609.88	\$139,680.10	\$208,289.98
170 DOT Spoil Site Fund	(\$2,492.51)	\$16,992.82	\$10,053.33	\$4,867.58	\$2,735.92	\$9,446.68	\$12,182.60
180 Public Works Vehicle Replacement	\$707.73	\$707.58	\$35.58	\$3.05	\$743.31	\$675.05	\$1,418.36
185 Police Vehicle Replacement Fund	\$3,206.59	\$7,080.76	\$363.76	\$30.48	\$3,570.35	\$6,747.48	\$10,317.83
190 Drug Enforcement Fund	\$1,125.62	\$2,123.72	\$108.72	\$9.15	\$1,234.34	\$2,024.15	\$3,258.49
195 Low Income Housing Fund	\$19,139.58	\$44,607.26	\$2,288.26	\$192.08	\$21,427.84	\$42,511.08	\$63,938.92
300 Swimming Pool Const Fund, 1987	\$56,380.19	\$109,039.64	\$0.00	\$2,299.42	\$54,583.83	\$111,339.06	\$165,922.89
310 REET Capital Fund	\$43,680.30	\$91,338.26	\$8,542.41	\$6,684.18	\$45,950.12	\$91,095.59	\$137,045.71
320 Street Construction Capital Fund	(\$14,014.11)	\$0.00	\$0.00	\$32,877.81	(\$46,891.92)	\$0.00	(\$46,891.92)
400 Water/Sewer Operating Fund	\$270,814.71	\$506,254.57	\$174,943.14	\$142,004.20	\$306,122.59	\$524,305.94	\$830,428.53
410 Regional Water System Fund	\$189,519.54	\$408,544.13	\$57,789.30	\$43,421.58	\$205,710.46	\$403,520.20	\$609,230.66
420 Stormwater Management Fund	(\$5,577.71)	\$0.00	\$10,139.23	\$14,048.37	(\$9,486.85)	\$0.00	(\$9,486.85)
425 Stormwater Capital Reserve Fund	\$4,796.56	\$9,204.48	\$0.00	\$242.20	\$4,597.04	\$9,446.68	\$14,043.72
430 Regional Water Capital Improvement	\$26,746.66	\$63,724.80	\$3,268.80	\$274.40	\$30,015.46	\$60,730.40	\$90,745.86
435 Muni Water Capital Improvement	\$224,641.02	\$850,367.33	\$128,253.33	\$139,298.95	\$216,872.88	\$725,391.48	\$942,264.36
440 Water Bond Reserve Fund	\$62,554.41	\$147,982.30	\$6,918.30	\$640.25	\$69,472.71	\$141,704.25	\$211,176.96
450 Sewer Bond Reserve Fund	\$96,355.19	\$229,407.50	\$11,093.50	\$990.87	\$107,448.69	\$219,304.87	\$326,753.56
460 Sewer Loan Reserve Fund	\$6,274.86	\$14,160.51	\$725.51	\$60.98	\$7,000.37	\$13,495.98	\$20,496.35
463 Short Lived Asset Reserve Fund	\$14,230.53	\$33,986.64	\$1,743.64	\$146.34	\$15,974.17	\$32,389.34	\$48,363.51
470 Muni Sewer Capital Imprv Reserve	\$28,214.24	\$142,317.70	\$28,122.70	\$5,343.93	\$51,511.31	\$114,713.30	\$166,224.61
475 Boat Launch Facility Fund	\$7,250.91	\$16,992.82	\$2,648.56	\$623.49	\$9,349.15	\$16,195.17	\$25,544.32
631 Utility Deposit Fund	\$23,674.38	\$54,519.32	\$2,204.32	\$246.40	\$25,870.11	\$52,632.81	\$78,502.92
632 Transportation Benefit District Fund	\$225,594.55	\$0.00	\$13,853.88	\$22,860.44	\$216,587.99	\$0.00	\$216,587.99
633 TBD Capital Project Fund	\$3,456.17	\$0.00	\$0.00	\$0.00	\$3,456.17	\$0.00	\$3,456.17
634 State Custodial Pass-Thru Fund	\$1,893.82	\$0.00	\$590.73	\$456.23	\$2,028.32	\$0.00	\$2,028.32
	\$1,861,718.37	\$4,020,302.39	\$655,983.36	\$602,742.90	\$1,932,206.02	\$3,817,247.19	\$5,749,453.21



Investments Activity

Period: 2023 - Jul
Period Totals: Fiscal

Fund	Description	Beginning Balance	Investments Acquired	Liquidated	Reinvested Interest	Ending Balance
010	General Fund	\$979,138.56	\$127,552.50	\$224,773.75	\$25,667.36	\$907,584.67
011	Petty Cash/Change Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100	Street Fund	\$12,821.90	\$26,779.17	\$30,823.46	\$669.07	\$9,446.68
115	Building Code Account Fund	\$47,516.45	\$17,532.68	\$9,293.84	\$1,600.86	\$57,356.15
120	Visitor Center Fund	\$3,016.91	\$4,305.38	\$1,422.83	\$173.98	\$6,073.44
130	Library Fund	\$10,559.20	\$10,662.89	\$3,384.37	\$381.60	\$18,219.32
140	Criminal Justice Fund	\$23,381.11	\$6,645.46	\$5,850.53	\$790.76	\$24,966.80
145	Local Criminal Justice Fund	\$76,931.41	\$14,338.51	\$30,486.73	\$1,971.35	\$62,754.54
150	Accumulative Reserve Fund	\$15,084.59	\$1,131.97	\$3,162.07	\$441.49	\$13,495.98
160	CDBG Grant/Home Rehab Project	\$150,091.69	\$16,964.53	\$31,898.89	\$4,522.77	\$139,680.10
170	DOT Spoil Site Fund	\$0.00	\$20,566.00	\$11,338.52	\$219.20	\$9,446.68
180	Public Works Vehicle Replacement	\$42,236.85	\$8.13	\$41,743.13	\$173.20	\$675.05
185	Police Vehicle Replacement Fund	\$6,788.05	\$8,562.43	\$8,898.44	\$295.44	\$6,747.48
190	Drug Enforcement Fund	\$2,262.68	\$172.42	\$474.60	\$63.65	\$2,024.15
195	Low Income Housing Fund	\$43,745.30	\$7,359.21	\$9,960.80	\$1,367.37	\$42,511.08
300	Swimming Pool Const Fund, 1987	\$110,117.51	\$16,577.20	\$18,755.67	\$3,400.02	\$111,339.06
310	REET Capital Fund	\$110,117.51	\$5,981.50	\$28,050.08	\$3,046.66	\$91,095.59
320	Street Construction Capital Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
400	Water/Sewer Operating Fund	\$564,163.70	\$103,971.44	\$160,998.70	\$17,169.50	\$524,305.94
410	Regional Water System Fund	\$372,589.39	\$74,390.02	\$55,639.00	\$12,179.79	\$403,520.20
420	Stormwater Management Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
425	Stormwater Capital Reserve Fund	\$11,313.44	\$5,117.61	\$7,367.56	\$383.19	\$9,446.68
430	Regional Water Capital Improvement	\$51,287.60	\$20,960.40	\$13,403.66	\$1,886.06	\$60,730.40
435	Muni Water Capital Improvement	\$944,295.40	\$858,087.06	\$1,114,585.96	\$37,594.98	\$725,391.48
440	Water Bond Reserve Fund	\$142,549.39	\$26,979.36	\$32,373.49	\$4,548.99	\$141,704.25
450	Sewer Bond Reserve Fund	\$222,497.72	\$39,486.41	\$49,728.25	\$7,048.99	\$219,304.87
460	Sewer Loan Reserve Fund	\$13,576.12	\$2,647.92	\$3,162.07	\$434.01	\$13,495.98
463	Short Lived Asset Reserve Fund	\$32,431.87	\$5,687.04	\$6,763.14	\$1,033.57	\$32,389.34
470	Muni Sewer Capital Imprv Reserve	\$183,277.78	\$23,167.44	\$96,717.92	\$4,986.00	\$114,713.30
475	Boat Launch Facility Fund	\$29,414.94	\$5,267.90	\$19,224.66	\$736.99	\$16,195.17
631	Utility Deposit Fund	\$54,304.52	\$7,338.24	\$10,677.03	\$1,667.08	\$52,632.81
632	Transportation Benefit District Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
633	TBD Capital Project Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
634	State Custodial Pass-Thru Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$4,255,511.59	\$1,458,240.82	\$2,030,959.15	\$134,453.93	\$3,817,247.19



*“I alone cannot change the world,
but I can cast a stone across the
waters to create many ripples.”*

~ Mother Teresa

LOWER COLUMBIA CAP 2022 ANNUAL REPORT

1526 Commerce Ave • Longview, WA 98632 • 360-425-3430 • toll free 800-383-2101 • www.lowercolumbiacap.org

It takes a community creating ripples to make positive changes

It isn't always possible to know the impact of any one act of kindness or generosity that we may do though each act often sends ripples of positive action far beyond our limited vision.

As our community continued to face pandemic recovery challenges, in 2022, CAP was thankful for the many community members, local governmental entities and businesses that stepped up and spread ripples of kindness through their contribution of time, talent and treasure.

CAP recognized the critical increased need for food assistance and expanded our capacity to provide food to additional small pantries as well as for Meals on Wheels recipients throughout Cowlitz and Wahkiakum Counties. We could not have done it without our many business partners, state and local government, and community members.

As with many services and events, Walk and Knock came back in limited form with some in-person collecting of food. While not up to the numbers of pounds collected prior to the pandemic the in-person work resulted in

a doubling of the 2021 totals.

CAP continued to distribute assistance to persons needing rental and utility help due to the COVID pandemic. Over \$7, 200,000 was distributed in 2022 keeping over 1,000 households securely sheltered and landlords made whole with arrearages paid.

As we enter 2023 we look back with thankfulness for the many volunteers, donors, governmental entities, community members and businesses who have assisted us in assuring our fellow community members have what they need to thrive at work, school and at play. It is through the generous support of our community that we can do this work sending our ripples into the community that positively impact the lives of so many.

Thank you,

Ilona Kerby
Executive Director



Ilona A. Kerby
Executive Director



BOARD OF DIRECTORS

To insure that the Boards of Directors of all CAPs reflect and represent their communities, the law requires that one third of the Board's members represent Disadvantaged People who receive services; one third represents the local Community; and one third represents Local Government. The Board of Directors has responsibility for the oversight of all aspects of the organization's policies, programs and finances.

Representing Disadvantaged People

Stacy Bridges
Kalama Helping Hands

Mindy Leasure
Headstart

Sheila Mace
Highlands Neighborhood Assoc

Gina McConnel
CORE

Jennifer Meade
Family Health Center

CeCelia Raglin
Community Advocate

Representing the Community

Dian Cooper, Secretary
Private Citizen

Stacey Ferrell
Cowlitz PUD

Mary Gillespie, Treasurer
Private Citizen

Fred Johnson, President
Attorney

Sara Koethke
Private Citizen

Representing State & Local Government

Council Member Kim Lefebvre,
Vice President, City of Kelso

Representative Joel McEntire
19th Legislative District

Commissioner Gene Strong
Wahkiakum County

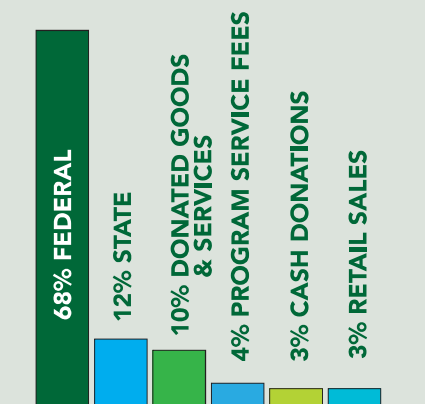
Council Member Angie Wean
City of Longview

Mayor Mike Reuter
City of Kalama

Commissioner Dennis Weber
Cowlitz County

2022 CAP INCOME SOURCES

Federal	12,100,347	68%
State	2,158,264	12%
Donated Goods & Services	1,874,608	10%
Program Service Fees	755,349	4%
Cash Donations	443,002	3%
Retail Sales	532,362	3%
TOTAL	\$17,863,932	100%



FIGURES NOT YET AUDITED

Only 3.6% of all Income goes to Administrative costs. The REST goes to program expenses.

THE PROMISE OF COMMUNITY ACTION:



COMMUNITY ACTION CHANGES PEOPLE'S LIVES, EMBODIES THE SPIRIT OF HOPE, IMPROVES COMMUNITIES, AND MAKES AMERICA A BETTER PLACE TO LIVE. WE CARE ABOUT THE ENTIRE COMMUNITY, AND WE ARE DEDICATED TO HELPING PEOPLE HELP THEMSELVES AND EACH OTHER.

Lower Columbia CAP is one of 30 Community Action Programs in Washington State.

STAY UP TO DATE BY FOLLOWING US ON FACEBOOK

LOWER COLUMBIA CAP

<https://www.facebook.com/LowerColumbiaCAP>

GROUNDS FOR OPPORTUNITY (GFO)

<https://www.facebook.com/GroundsforOpportunity>

CAPTURED TREASURES

<https://www.facebook.com/pages/CAPtured-Treasures>

360-425-3430

toll free 800-383-2101

www.lowercolumbiacap.org

1526 Commerce Avenue
Longview, WA 98025

CAP Creating Ripples Of Positive Change In Our Community



Community Jobs

Alicia*, a young mother with little previous work experience, came to CAP in need of additional job skills to support her family. After connecting with a case manager through the CAP Community Jobs program, Alicia received the guidance needed to choose a career path that fit her interests.

Alicia worked with her CAP case manager to complete pre-requisite trainings for her job goals and build her computer skills. Throughout all of this, Alicia experienced health issues and childcare barriers which her CAP case manager helped her navigate and problem-solve. Alicia's CAP case manager placed Alicia in multiple on-the-job training opportunities where she could implement the skills she was learning and gain hands-on experience to build her resume. Alicia has since graduated the program and is now working in a permanent position in her chosen field.



Housing

Rhonda* found herself in an abusive marriage. After fleeing the domestic violence with her children, she had nowhere to go and no credit or rental history to help her get into her own place.

" They really helped me in a time I feared I had nowhere else to turn. "

Rhonda came to CAP unsure of where else to go. A CAP case manager helped Rhonda find community resources to help with her various needs.

Together, Rhonda and her case manager worked on finding permanent, affordable housing for the family. After many challenges in finding a place, Rhonda's CAP case manager connected her with a rental and placed her into a short-term program to assist Rhonda in paying rent while she stabilized her finances.

Rhonda and her children are now safe and happy in their new home. With her newfound stability, Rhonda has started a job and is on the path to self-sufficiency for herself and her children.



Housing Rehab

Francesca* & Ollie* contacted CAP for help when their home needed immediate repairs they could not afford. CAP construction staff went to the home where they found extensive water damage in the flooring of the only bathroom in the house and in the main exit way, posing a safety hazard for the elderly couple. CAP staff worked quickly to replace the damaged flooring, subfloor, and structural supports, giving Francesca and Ollie a safe and solid living space once again.

" Everyone is very nice and helps in every way possible. "

This took care of the most immediate safety issues but there were still more repairs needed. CAP program staff helped the couple find resources to fund the other repairs and connected them with quality contractors to do the work. With this help, Francesca and Ollie were able to have all the safety and structural concerns of their home repaired. Francesca had been praying for a miracle to happen and CAP was her miracle.

**Names changed to protect client confidentiality*



Community Arts Workshop

The Community Arts Workshop (CAW) continues to be a place of creativity and learning. **Over 538 community members** participated in a variety of classes, worked on personal projects as well as working on projects to donate in the community. It is open to the public Monday through Friday from 9am to 3:30pm. All are welcome.



CAW HOURS
Mon - Fri
9am - 3:30pm
Open to the public
All are welcome

2022 CAP Programs

ASSET BUILDING PROGRAMS

[Virtual classes & coaching due to COVID]

- Free tax assistance
- MoneySmart classes
- Credit assessments
- Food handler card testing
- Financial coaching

COMMUNITY ARTS WORKSHOP (CAW)

Open to all Mon - Thurs 9:30 - 3:30pm

- Card making
- Crocheting
- Painting
- Drawing
- Collage making
- And many more creative options

EMPLOYMENT PROGRAMS

Open to TANF (Temporary Assistance For Needy Families) and Basic Foods recipients

- Job search assistance
- Job training & work experience
- Job readiness workshops
- Computer lab for job search
- Employment related financial coaching
- Life skills workshops
- Parenting classes

ENERGY ASSISTANCE

- Federal energy assistance program
- Federal water assistance program
- Senior discount program*
- Disabled discount program*

*In collaboration with Cowlitz PUD and Cascade Natural Gas Assistance

HOMELESS REHOUSING PROGRAMS

- Rapid rehousing rental assistance
- Permanent supportive housing

I-5 VANS PUBLIC TRANSPORTATION

Between Vancouver & Castle Rock

- Senior rides
- Medicaid rides

EMERGENCY RENTAL & UTILITY ASSISTANCE PROGRAM

Special COVID funds to help with arrearages

HOUSING IMPROVEMENT PROGRAMS

- Self Help Rehabilitation
- Weatherization

SENIOR SERVICES

- Meals on Wheels (home delivered meals)
- Senior community lunches
- Volunteer opportunities
- RUOK? - Are You OK? (daily check-in by phone)

CAP Creating Ripples of Positive



Housing Improvement Programs

432 households became homeowners through **Self-Help Housing & Rehab** over the past 30 Years

17 homes were preserved through Rehabilitation services

Energy & Weatherization

1,216+ households kept their heat through **LIHEAP** energy assistance various partnerships* including our local PUD.

*Cascade Natural Gas, LIHEAP, BPA

83 households received assistance with water bills due to new LIHWAP program

33 homes made more energy efficient through weatherization

19 homes had ductless heat pumps installed

"CAP is amazing! The awesome people that work here are so kind and helpful. I am never afraid to ask anything and I never doubt that I will get the help I need."

Homeless Rehousing Over 1,260 bed nights

provided for persons with medical needs experiencing homelessness

320 households assisted in obtaining and maintaining housing

Emergency Rent & Utility Assistance

(This assistance came through special COVID pandemic CARES grants via the Federal Government.)

over \$7,200,000 in rental assistance was delivered by CAP.

1,114 households assisted with rental and/or utility arrears



Affordable Rentals

97 rental units managed for seniors, disabled and families struggling in low wage positions

"I am very happy with all of the services I have received! I have an awesome case worker who is seriously the best. She has been so helpful and is 100% the reason I'm off the streets and have a place to call home."

"If it wasn't for CAP and their promptness I would have been homeless a lot longer. I am extremely grateful for the programs and the help that I have received through CAP and my community."

Change In Our Community



I-5 Vans Public Transportation

Over 118,000 miles

driven on our rural I-5 route, providing transport for community members between transit stations in Longview and Vancouver 5 days a week, to work, go to school and to shop.

9700+ miles driving

seniors and disabled community members to medical appointments.

"Every person I have worked with seems to really care and doesn't look down on you like you are less than."

CAP Employment

74 persons gained work experience through temporary placements

36 persons found permanent employment through CAPWorks Employment & Training

2 persons received job skills training through **CAPtured Treasures** and **GFO Café**



"I love CAP and everyone that works here is so nice and willing to help."

MISSION STATEMENT: Lower Columbia CAP, in collaboration with our partners, strengthens SW Washington communities by providing access to food, housing, job training and support services to help people meet their basic needs, remain independent and move out of poverty.

Senior Services

5,600 meals shared at locations in Cathlamet, Castle Rock, Kalama and Rosburg

434 vouchers totalling \$33,565 were distributed to Cowlitz County Seniors to use at the Farmers Market for fresh fruits and vegetables along with nutritional education.



Asset Building

\$941,753 in refunds for Cowlitz County residents with assistance from **FREE AARP Volunteer Tax Aides**

Over 65 community members learned financial management skills



CAP'S HELP WAREHOUSE

"In Washington State 17.5% of the children and just over 7% of seniors live in households that are food insecure. That means they do not have adequate food/meals to meet their daily needs to thrive in life, at school, at work or at play."

~ Feeding America



131,000+ persons' food security

was improved by HELP Warehouse

FOOD DISTRIBUTION SITES IN 2022

Help Warehouse serves as the distribution point to numerous locations in Cowlitz and Wahkiakum counties:

- Bethany Lutheran
- Calvary Community
- Campus Towers
- CAP Help Warehouse
- Castle Rock Lions
- Castle Rock Senior Center
- Community House on Broadway
- Core Health
- Cowlitz Villa/ Kelso Housing Authority
- Emmanuel Lutheran
- Faith Center Food Bank
- Faith Family Christian
- Fremont Village
- Gloria Dei Lutheran
- Grace Lutheran
- Homebound, Senior/ Disabled
- Immaculate Heart of Mary
- Janus Youth
- Kalama Helping Hand
- Kelso First Baptist
- Kelso Methodist Presbyterian
- Kelso Schools
- Longview Community Church
- Longview First Baptist
- Longview Nazarene
- Longview Presbyterian
- Longview Schools
- Longview United Methodist
- New Life Fellowship
- New Song Worship Center
- Parkland Terrace
- Robert Gray Baptist
- Ryderwood Community Hall
- St. Rose Catholic
- St. Stephen's
- Salvation Army
- South Kelso Neighborhood Assoc.
- SVDP Cathlamet
- SVDP Longview
- Toutle Schools
- Wahkiakum Food Bank
- West End Food Pantry
- Westgate Terrace
- Woodland Action Center

POUNDS OF FOOD DISTRIBUTED IN 2022

USDA	574,182#
Food Lifeline	126,631#
Northwest Harvest	225,998#
Charlie's Produce (Produce Boxes)	220,716#
Pacific Coast Fruit Company (Produce Boxes)	168,720#
Albertsons/Safeway (Holiday Meals)	25,560#
Sunshine Division	2,200#
Grocery Rescue (Fred Meyer, Safeway, Walmart)	182,790#
Others: Food drives and individual donations	95,117#

TOTAL **1,621,914#**

Many older people don't want to bother with making a full meal for themselves when they live alone so they end up eating a bowl of cereal or simple sandwich and miss out on much-needed nutrition. Senior nutrition meals provide a full serving of protein, 2-3 servings of vegetables, a fruit, a whole grain and dairy all while staying lower in sodium, fats, carbohydrates and sugars. Each meal also provides Vitamins A, C, D and fiber. 100% of our clients report eating healthier with CAP meal services.



Serving Our Seniors

Nelson was referred for meal services in the late fall of 2021. Nelson received his first week of meals successfully but within days he called and said he needed to pay his rent and utilities but wasn't sure how he was going to do it. CAP senior nutrition staff made calls to help him manage these things. A few days later, Nelson called to

"CAP has shown me they listen and treat individuals with respect and dignity."

say his refrigerator stopped working and he lost all of his food. CAP staff helped with his refrigerator and provided some replacement food. These incidents among others demonstrated that

Nelson had some memory issues and that he may be having difficulty managing his days alone.

Having a meal delivered at the same time each day, hot and ready to eat, added some routine to his days, provided much needed nutrition he was unlikely to get independently, and gave CAP volunteers the chance to check on him daily. A few months went by without any incidents until Nelson called saying he had no food to eat. CAP staff did a home visit and delivered USDA food commodities to him along with some emergency food items to make sure that he could make a sandwich or heat up some soup in addition to the hot meals being provided. It became evident that Nelson was not stable or safe on his own. CAP staff made several referrals and Nelson was connected with in-home care and other wrap around services. Through CAP's hot meal service, Nelson's situation was noticed and he received interventions quickly to help him remain living independently with supportive services still in place today.

CAP At Work In Our Community in 2022:

Just under 49,000

meals delivered to seniors & disabled individuals in Cowlitz & Wahkiakum Co. allowing them to stay safely home

23,000+ miles

driven by volunteers delivering Meals to vulnerable people

3,100+ hours

volunteered for Meals on Wheels

Food Drives & Donations

Thanks to the many food drives and donations from our partners in the community. The ripples are felt throughout our community as the shelves of the many food banks/pantries the HELP Warehouse distributes to get restocked.



Clark County Food Bank -
over 20,000 lbs



Kelso School District
Stuff the Bus Food Drive -
over 1,000 lbs.



Big Lots - donated just
under **5,700 lbs** of food



Fibre Federal Annual Shred
Day Event - over **1,800 lbs** of
food plus cash donations



The Civil War food drive in
2022 more than tripled their
efforts from 2021 bringing in
just under **6,500 lbs** of food.

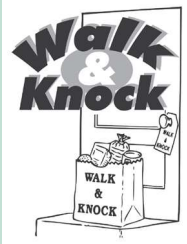


Foster Farms -
just under **685 lbs** of food

Grocery Rescue stores:

- Fred Meyer
- Ocean Beach Safeway
- Kelso Safeway
- Walmart store #2469
- Walmart store #5853

Walk and Knock
2022 was back to
in-person pickup
but scaled back from
pre-COVID years.
As a result the total
pounds collected
almost doubled 2021
at just under **19,500 pounds** of food.



Dick Hannah Toyota participated for the first
time in the KGW 8 Great Food Drive in 2022.
They brought in just over **50 pounds** of food
to the Warehouse and are looking to expand
that in 2023.



Hatcheries for Fresh Fish
(Kalama, Merwin & Coweeman) - just
under **4,900 lbs** of fresh fish

**Would Your Business
or Organization like
to hold a food drive
benefitting CAP?**



Union Ham Donation

This year was a banner year, with **7,000 pounds** of ham delivered to CAP for holiday meal distribution, by the following **Building Trades Unions, LKBCTC, CWCLC, IBEW 48, UA 26, UA 669, BM 502, IW 29, LIUNA 335 IUOE 701, Heat and Frost LU 36, IAMAW 536, SMART 66, LEA, ICWU 747c and SEIU 925**. To all the union members we are so thankful for this ongoing outpouring of care for our fellow community members.

Holiday Meals

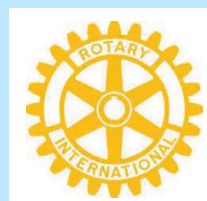
Thank you Safeway shoppers and our partner Safeway stores

A big thanks goes to those who contributed to the holiday meals program and to **Safeway management** for assuring that the local contributions stayed in our local community to help our neighbors who are struggling. This distribution made a positive difference in so many households over Thanksgiving and Christmas.



National Guard Help

CAP sends heartfelt thanks to the **National Guardsmen and Women** who came to volunteer on their day of service. In addition to packing commodities, they prepared holiday surprises in stockings for our Meals on Wheels recipients plus assisted **Altrusa of Longview-Kelso** in preparing food bags for their Backpack Buddies program.



Harvest Classic

Thanks to **Early Edition Rotary** for their continued support of the Help Warehouse with the Harvest Classic. With the **\$7,500** donated in 2022 the Warehouse is able to continue to provide food to our network of food banks. It is a much appreciated annual healthy fundraising event.



Thanks to the **Cowlitz Black Bears** and **Safeway** partnering to bring in **\$3,000**, sending positive ripples throughout our community with much needed food for the HELP Warehouse to deliver to local food banks.

"CAP is amazing and has helped not only me but a ton of different individuals and families!"



Nippon Dinawave

Thank you to **Nippon Dynawave** employees for their generous giving of just under **1,100 pounds of food** and a cash donation during the 2022 holiday season. We appreciate the ongoing annual support.

Chef Store

Thank you to **Chef Store, US Foods** for the over **\$1,600** to help our fellow community members in need.



Thank You Donors! It takes a community...of people like YOU!

\$100,000+

Kaiser Foundation

WSCAP

\$10,000 - \$999,999

Anonymous

Inatai Foundation

(formerly Group Health Foundation)

Oregon Food Bank

\$5,000-\$9,999

Bill & Karen Boehm
Cheryl Coast
Divert Inc

Randy & Mary Gillespie
Harvest Foundation

Longview Early
Edition Rotary

Tokola Properties
WestRock

\$1000-\$4999

J. Robert & Cynthia Adams
Alcoa Corp
Altrusa International Of
Longview-Kelso
Mark & Eileen Bergeson
Boatman Family Properties

Columbia River Carbonates
Phyllis Cavens
Steve & Linda Constans
William & Diana Covert
Cowlitz Black Bears
D & C Lemmons Enterprises
Emmanuel Lutheran Church

Ray Hegr
Herritage Bank
Women's Scramble
Jeanette Hourigan
Kristine & Terence Jenkins
Junior League of
Lower Columbia

Jan & Ilona Kerby
James & Judy Macleod
Nippon Dynawave
Packaging and Employees
Phillp Nordin
Robert Park
Joseph & Sandra Pollick

St Rose Catholic Church
US. Foods 7542
- Chef Store Kelso #542
Angela Wean
Richard & Barbara
Wollenberg

\$500-\$999

Robert & Chau Axelrod
Jim Barnes
John Bausch
Jeni Birkholz

DeFrancisco, Lampitt
and Brado, PS
Diane Dick
Dan Evans
David & Janet Freece
Reed & Pam Hadley

Robert & Jill Hall
Christopher Johnson
Maureen & Gregory Kolacek
Longview Public Schools
Frances & Randall McEwen
Laird & Carol McRae

Cyndy Mernick
John & Lesley Ness
Milford & Marge Ofstun
James Pafundi
Dale & Shirley Rasmussen
Mike Reuter

Patricia Snyder
Kenneth Sold
Trinity Lutheran Church
Unique Tin

\$100-\$499

Donald & Vivian Ames
Marla & Gary Boelter
Lesley Bombardier
Dennis Bonnar
Carol Boudreau
Fredrick Brien
Lois Brudi-Conrod
Shirley Caine
Terry Brooks & Jeff Cameron
Bonnie & Lee Canaday-Coumbs
Kimberly Cheatley
David Chenoweth
Daniel & Janet Clark
Dian Cooper
Valorie Cornett
Sherry Cryane

Barry & Leslie Dahl
Donald Daniels
Patricia Devin
Patricia Donaldson
Bruce Eyer
Gladys Fink
Trudi Flick
Peter Franett
Judy Fromdahl
Stan & Sharan Fouch
Michael & Kathrin Fowler
William & Georgia Gibbens
Nancy Gill
Adrienne Gorman
David & Mellicent Grocott
Winston & Dolores Hamer
Ted & Marilyn Herold
Robert Jacobsen

Gordon & Belva Jarvis
Ron & Sandy Junker
Roger & Nancy Karnofski
David & Susan Keegan
Patt Keller
Patricia Kelley
Julie Kerby
Wendell & Minnie Kirkpatrick
Frantz Kjoniksen
Alfons & Karen Knorr
Mark Koelsch
Steve & Jayne Lafady
Greg & Margaret Lopic
James Likowski
Jerry & Sandy Look
Louise McAullffe
Natalie McCarthy
Mike & Toni McLeod

Delbert Mc Nerney
Shannon Meadows
Donald & Gavin Jeanne Mills
Nancy Mitchell
Cynthia & Arthur Montoya
Rosemary & Jack Mosby
Vickie Musgrove
Lea Nelson - SW Washington
Thomas & Faye Olason
Christopher Ortiz
Shelley Palodichuk
Lloyd & Myrna Raff
Mark Rea
Timothy & Boni Randall
Alan Rose
Dale Schramm
Gay Selby
John & Shirley Simpson

Margaret & Seppo Soderman
Kay Stacie
Lynn Strickland
Sally St Onge
Richard Stumph
H. Randy & Shelli Sweet
Richard & Edith Uthmann
Robin West
Glenda Wheeler
Deborah White
Gayland White
Alan & Junell Whitford
Kay Wilcox
Jay Worth
Robin & Gary Wright

\$1-\$99

Shelley & Steve Abrams
Sharon Adams
Duane Alexander
Carmen Allen
Roger & Marc Almquist
Patricia Ashby
Shirley Ayres
Thea Barella
Sheron Barnes
Mary Barsalou
Ted & Bernie Brooks
Mary Cannon
John & Vicki Carlson
Sharon Carter
Marlo & Janis Castro

Lisa Clark
Steve & Pearl Cody
Violet Cooper
Cowlitz County United Way
Robert Cramer
Donna Davis
Sharon Dietrich
Darold & Evalyn Dietz
Betty Dillehay
Jeremy Edgecomb
Delbert & Sandra Elliott
Pat & Arlene Elliott
Greg Firth
James & Lou Ann Fisher
Jeffrey & Susan Fisker
Alvy Fox
Clark & Patricia Gardner

Frederic & Ida Gaspro
Edward & Dixie Gould
Myron & Esther Grant
Kathy Greene
Gwyneth Gross
Michael & Vicki Gunter
Robin & Robert Hammon
Richard Hardecker
Darrel & Barbara Harrison
Richard & Coy Heltemes
Dwight & Julie Herron
Hollie Hillman
Roger & Judith Holden
Betty Houten
Gary Howell
Stelina Hummel
David Hutton

Robert & Laurie Ireton
Hilary Jacobson
Tony & Martha Irene Jeanetta
Deborah Johnson
Richard & Karen Johnson
Leona Juve
Shawn & Elizabeth Kaber
Steve & Janet Kann
David Knoeppel
Lucy Lehman
Neil & D.S. Lieurance
Longview Community Church
Seward & Carol Luhn
Don & Elouise Maahs
Lyle & Dolphine Mack
Joe & Donna Mackenzie
Cynthia & Michael Mackey

Marcia Mongrain-Finkas
Warren & Anna Morris
Phyllis Morton
Joanne Mueller
Myrna & Lloyd Nelson
Myron & Mary Nelson
Kim O'Neill
Order Of The Eastern Star
Maple Chapter No 218
Elizabeth Osberger
Bruce & Cindy Peltola
James Pennington
Erma Rea
Bruce & Penny Reed
Robert & Patricia Reistroffer
Robert & Sherry Rice
Johanna Riley

Cy & Diana Romag
John Short
Bonnie Smith
Delores Snider
Paula Standley
Gary & Barbara Stephenson
Robert & Mary Stone
Kathy Strain
Robert Swanson
Dean & Debra Takko
Roberta Tomlinson
June White
Mary Wingate
Kathlyn Woodruff
Lorie Woodruff

1. CALL TO ORDER

Mayor Paul Helenberg called the regular meeting of the Castle Rock City Council to order at 7:31 PM.

a. Pledge of Allegiance

Mayor Helenberg led the Pledge of Allegiance.

b. Roll Call

Councilmembers present: Art Lee, Earl Queen, Paul Simonsen, and Ellen Rose. Councilmember Lee Kessler was excused.

Staff present: Police Chief Charlie Worley, City Attorney Frank Randolph, Public Works Director Dave Vorse, City Engineer Tom Gower, and Clerk-Treasurer Carie Cuttonaro.

c. Changes to Agenda

2. PROCLAMATIONS & PRESENTATIONS

3. CITIZEN COMMENTS - maximum 3 minutes

Mary Stone, Friends of the Library, requested designating parking in the alley behind the library, one for library use only and one for a loading zone.

Mayor Helenberg and Public Works Director Dave Vorse provided comment. It was determined that a sign may be posted for a loading zone.

4. DEPARTMENT REPORTS

- City Attorney Frank Randolph
- Police Chief Charlie Worley
Police Chief Charlie Worley gave a verbal report.
Mayor Helenberg provided comment.
- Public Works Director Dave Vorse
Public Works Director Dave Vorse gave a verbal report.
- City Engineer Tom Gower
- Clerk-Treasurer Carie Cuttonaro

5. COUNCIL AND AD HOC COMMITTEE REPORTS

Mayor Helenberg gave a verbal report.

Police Chief Worley, Councilmember Ellen Rose, Councilmember Paul Simonsen, and County Commissioner Rick Dahl provided comment.

- Mayor / Mayor Pro-Tempore / Councilmembers

1. Request to schedule Pre-Budget Workshop.

Mayor Helenberg presented.

Would like to schedule the meeting for before the end of August. Councilmember Rose to send an email with availability to Clerk-Treasurer Carrie Cuttonaro.

- CRCDA Representative

6. PUBLIC HEARINGS

7. CONSENT AGENDA

Councilmember Queen made a motion, seconded by Rose to approve the Consent Agenda as presented. Motion carried by roll call vote. Councilmembers Lee, Queen, Simonsen, and Rose voted 'Aye'.

a. Approve the minutes of the July 24, 2023 Regular Council Meeting. (page 3-5)

b. Approve the July 2023 invoices as described in the Fund Transaction Summary Report in the amount of \$563,767.50. (page 6-7)

8. OLD BUSINESS

9. NEW BUSINESS

a. Request for approval of several signs for Traffic Garden and Railroad Crossing. No cost to City. (page 8-10)

Public Works Director Dave Vorse presented.

Councilmember Lee made a motion, seconded by Rose, to approve several signs for the Traffic Garden and Railroad Crossing at no cost to the City. Motion carried by roll call vote.

Councilmembers Lee, Queen, Simonsen, and Rose voted 'Aye'.

b. Wastewater Treatment Plant blower issue. Cost to repair is \$24,083, plus tax. Cost to replace is \$30,635 plus tax and installation.

Public Works director Dave Vorse presented.

Councilmember Lee, Councilmember Rose, Mayor Helenberg, and Clerk-Treasurer Carrie Cuttonaro provided comment.

Councilmember Rose made a motion, seconded by Lee, to approve replacement of the Wastewater Treatment Plant blower at a cost of \$30,635 plus tax and installation. Motion carried by roll call vote. Councilmembers Lee, Queen, Simonsen, and Rose voted 'Aye'.

c. Request to use remaining CERB (Community Economic Revitalization Board) funding in the estimated amount of \$250,000 toward Exit 48 Sewer Force Main Extension Project. Funds were originally dedicated to the Exit 48 Water Main Extension Project. Formal request to CERB must be submitted by August 28.

Public Works director Dave Vorse presented.

Mayor Helenberg provided comment.

Councilmember Lee made a motion, seconded by Queen, to approve the use of the remaining CERB funding, in the estimated amount of \$250,000, toward Exit 48 Sewer Force Main Extension Project. Motion carried by roll call vote. Councilmembers Lee, Queen, Simonsen, and Rose voted 'Aye'.

d. Request to declare one of two 2014 Ford Interceptor (#9172) from Police Department fleet as surplus and revenue from sale to be deposited into Local Criminal Justice Fund. Original purchase funded by General Fund.

Police Chief Worley presented.

Mayor Helenberg, Councilmember Lee, Councilmember Rose and Clerk-Treasurer Carie Cuttonaro provided comment.

Councilmember Lee made a motion, seconded by Queen, to approve the request to declare one of the two 2014 Ford Interceptors (#9172) from the Police Department fleet as surplus with revenue from the sale to be deposited into the Local Criminal Justice Fund. Motion carried by roll call vote. Councilmembers Lee, Queen, Simonsen, and Rose voted 'Aye'.

e. Special Event Permit #2023-0018; CRCDA - Music in the Park; August 26, 2023 between 5:00 PM and 9:00 PM. Includes street closure of Front Ave NW between Barr St NW and Mallory St. Insurance has been received. (page 11-21)

Mayor Helenberg and Councilmember Rose provided comment.

Councilmember Rose made a motion, seconded by Queen, to approve Special Event Permit #2023-008; CRCDA - Music in the Park. Motion carried by roll call vote. Councilmembers Lee, Queen, Simonsen, and Rose voted 'Aye'.

10. OTHER BUSINESS

Cowlitz County Commissioner Rick Dahl provided comment.

Mayor Helenberg provided comment.

11. ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:15 PM.

Mayor Paul Helenberg

Clerk-Treasurer Carie Cuttonaro

RESOLUTION NO. 2023-04

A RESOLUTION WRITING OFF CERTAIN UTILITY BILLS

WHEREAS, the Clerk-Treasurer has in the accounts receivable files for the City water/sewer operation certain accounts with outstanding balances for which there is little likelihood of collection and for which further collections efforts would not be without undue cost to the City in time and effort; and

WHEREAS, from time to time it is necessary to write off these accounts so that the City's books and records are cleared of these matters and kept up-to-date.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Castle Rock, Washington, that the list of past-due accounts listed below are written off as uncollectable and that said accounts shall be so noted upon by the office of the Clerk-Treasurer.

Account	Name	Address	Account Closed	Amount
1978.0	Re/Max Excellence	433 Diane St SW	05/09/2003	\$34.28
2732.0	Brian Hubbard	405 Spirit Lake Hwy	09/30/2013	\$187.90
1835.0	Estate of Don Lansing	145 A & B Cowlitz St W	09/01/2016	\$705.98
Total				\$928.16

PASSED by the City Council and signed by the Mayor on this ____ day of _____, 2023.

Mayor Paul Helenberg

Attest:

Approved as to form:

Carie Cuttonaro, Clerk-Treasurer

Frank Randolph, City Attorney

ORDINANCE NO. 2023-07

AN ORDINANCE AMENDING CITY OF CASTLE ROCK, WASHINGTON MUNICIPAL CODE, SECTION 8.04.020
DESIGNATION OF NUISANCES

WHEREAS, the City has the legal authority to regular and prohibit nuisance activities within the City of Castle Rock; and

WHEREAS, the City Council wishes to provide tools to its staff to deal with nuisance activity and to assist property owners in protecting their properties; and

WHEREAS, the City deems adoption of this ordinance to be in the public interest.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Castle Rock, Washington that Castle Rock Municipal Code, Section 8.04.020 is amended as follows:

Section 8.04.020 Designation of nuisances. Nuisances include, but shall not be limited to, the following acts or conditions, which acts or conditions are nuisances:

- A. Refuse, including all sweepings, cleanings, trash, dirt, garbage, industrial or domestic waste, discarded food, animal and vegetable matter, cans, bottles, trees or shrub trimmings, grass clippings or other hard wastes, wood, stone, brick, plaster, or buildings or structures, or any other waste substance which may become a nuisance;
- B. Ashes consisting of cinders or residue from combustion of coal, coke, wood or other combustible material;
- C. Junk, including old appliances, or parts thereof, iron, or metal, glass, cardboard, lumber, wood, mattresses and other cloth or plastic materials;
- D. Litter, including paper, waste and other discarded material;
- E. The closing of any street or alley unlawfully, or the partial obstruction thereof;
- F. The closing of any public sidewalk unlawfully, or the partial obstruction thereof;
- G. The accumulation of filth, including stagnant or impure water, vegetables, decayed or decaying substances, or other matter or material, which may cause, or tend to cause, or create a noisome or offensive smell or atmosphere;
- H. The keeping, casting or leaving of any cans, bottles, glass, tacks, refuse, junk or litter upon any street, sidewalk, alley, public square or park;
- I. The use or maintenance of any privy in such a condition as to cause a noisome or offensive smell or atmosphere;
- J. Slaughterhouses, markets, cellars, stores, wholesale or retail establishments, or other buildings or structures or places which are not kept clean and free from filthy, putrid,

or offensive substances, or substances or deposits which may engender or cause disease;

- K. The carcass of any animal, or any fish or fowl, or unsound meat, or any noisome or offensive liquid; or the accumulation of animal waste that causes noisome or offensive smell or atmosphere;
- L. Leaving open any ditch or excavation upon public property which is dangerous to life and limb, unless there is a sign visible from 60 feet marked "dangerous" and marked at night with an appropriate light;
- M. The exploding, discharging or causing to be exploded or discharged any firecracker or other explosive device;
- N. The growing, permitting or allowing the growth of any weeds or uncultivated bushes and/or vines to exceed one foot in height, or any rank vegetable growth which exudes unpleasant or noxious odors, in areas of the city other than those areas which have been, or shall be, designated as agricultural areas or green belts, pursuant to the zoning ordinance of the City of Castle Rock, and the growing, permitting or allowing the growth of tansy ragwort within the city limits of Castle Rock;
- O. Exterior storage, or the permitting or allowing of such storage, of any partially dismantled, wrecked, junked, discarded or otherwise nonoperating motor vehicle, unless the same is stored so as not to be readily visible from any public place or from any surrounding private property, or incidental to a lawful business;
- P. The existence of any places which are likely to attract flies, mosquitos, and vermin, or which are foul or malodorous, including, but not limited to, privies, vaults, cesspools, sumps and pits.

The effective date of this ordinance shall be five days after publication.

PASSED by the City Council and signed by the Mayor on this ____ day of _____, 2023.

Mayor Paul Helenberg

Attest:

Approved as to form:

Clerk-Treasurer

City Attorney

INTERLOCAL AGREEMENT
BETWEEN
CITY OF CASTLE ROCK
and
NORTH COUNTY RECREATION ASSOCIATION

This agreement is made and entered into this ____ day of _____, 2023, by and between the City of Castle Rock, a municipal corporation, ("City") and the North County Recreation Association, a not for profit corporation ("NCRA").

Whereas, NCRA has received a grant of public funds from the State of Washington ("Grant") administered by the Washington State Department of Commerce ("DOC"), to construct a kitchen and restrooms that will support the use of the existing picnic pavilion which is available to the public for special events such as weddings, concerts, reunions, etc.

Whereas, the City desires to assist NCRA's fulfillment of the terms of the Grant to improve the facilities for community and tourism use.

Now, therefore, the City and NCRA agree as follows:

1. **Improvements:** NCRA shall make the following improvements: (1) Construction of a 33' x 34' building to house a kitchen, restrooms, and several storage rooms. (2) Construction (or placement of a pre-built unit) of a 12' x 20' building to house a bridal suite, restroom, and lavatory. (3) Finish 10' paver walkways, and asphalt pavement for ADA parking. (4) Completion of the existing maintenance building that houses landscape maintenance equipment for the park.
2. **Use of Improvements:** The Improvements shall be used to enhance the community for school, recreational, athletic and tourism purposes. Construction under this agreement shall comply with applicable federal, State of Washington, Cowlitz County and City of Castle Rock requirements.
3. **Financing and Interest:** NCRA shall make the Improvements on or before December 31, 2024. NCRA shall use all City provided funds exclusively for costs directly and necessarily related to completed the Improvements. Upon NCRA's receipt of DOC grant funds, NCRA shall reimburse the City for the amount of City funds paid to NCRA. City advancement of funds to NCRA shall only occur with a submission of invoices. Any advancements of City funds shall accrue at a rate of 5.3% interest, per current Washington State Investment Pool rates. See exhibit A.
4. **Improvements and Liens:** NCRA shall pay prevailing wages to any employees engaged by NCRA or its contractors providing labor the Improvements or as otherwise required under the Grant. NCRA shall pay when due all claims, if any, for work done on, services rendered or material furnished to construct the Improvements and shall keep free from any liens or claims against the City in lieu of lien rights under RCW 39.08.015. NCRA shall further indemnify, hold harmless, and defend the City from any claims, including claims for reasonable attorneys fees and costs by

parties asserting such claims or incurred in the City's defense of such claims, brought against the City (1) under RCW 39.08.015 by laborers, mechanics, contractors, subcontractors and all persons supplying such persons with provisions and supplies for carrying out Improvement work; (2) under chapter 39.12 RCW for prevailing wages; or (3) under chapter 35A RCW or similar public agency procurement statutes.

5. **Insurance:** NCRA shall carry insurance against claims for injuries to persons or damages to property which may arise from or in connection with the construction of the Improvements by NCRA, its agents, representatives, volunteers, employees or subcontractors. The cost of such insurance shall be paid by NCRA. NCRA shall maintain limits for general liability insurance for these purposes of no less than \$1,000,000 per occurrence and \$2,000,000 aggregate. NCRA agrees to provide proof of such insurance to City upon request, and further agrees to notify the City with thirty (30) days prior notice if any changes to such insurance are made anytime until December 31, 2024. NCRA shall not reduce or cancel such insurance without such notice and without first obtaining other insurance coverage in compliance with this agreement.
6. **Indemnification:** In addition to the indemnity requirements of Section 4 above, NCRA agrees to defend, indemnify and hold harmless the City, including its officials, employees, agents, staff, volunteers and any other representative, from any and all claims, liabilities, injuries, damages, causes of action, and suits or judgements to the extent arising out of NCRA's construction of the Improvements and their or others activities and/or use thereof, except to the extent that any negligence on the part of the City (including its officials, employees, agents, staff, volunteers and any other representative) causes such claims, liabilities, injuries, damages, causes of action, suits or judgements.
7. **Default:** If, in the judgement of the City, NCRA fails in any material duty required by this Agreement, including but not limited to NCRA expenditure of City funds not directly necessary for making the Improvements, violation of the terms of the Grant or this Agreement, or any failure by NCRA to fully repay the City funds advanced to NCRA to complete the Improvements, shall be grounds for the City to declare a material breach of this Agreement and to recover from NCRA an unreimbursed advances of funds by the City to NCRA. The City shall provide NCRA notice of the specific deficiency and a reasonable opportunity to cure such deficiency to the reasonable satisfaction of the City. If not so cured within this period of time, this Agreement may be terminated for the convenience of the City without further cause at any time thereafter.
8. **Dispute Resolution:** Before any judicial action to enforce or determine legal or equitable rights under this Agreement, a party seeking judicial relief shall serve written notice on the other party outlining the basis of their complaint and proposed remedy. The parties will then mutually appoint a mediator ten (10) days after service of the notice and meet with the mediator to attempt to resolve the dispute. The parties shall bear equally any costs for services of the mediator. In the event the parties cannot agree upon a mediator, the Mayor of the City shall be empowered to appoint a mediator. No action may be filed until thirty (30) calendar days have elapsed after the parties' first mediation session with the mediator.

9. **Choice of Law and Venue:** This Agreement shall be interpreted under the laws of the State of Washington. The Superior Court of the State of Washington for Cowlitz County shall have sole jurisdiction over any question, claim, loss or injury arising under this lease.
10. **Waiver:** Failure by either party to this Agreement to enforce any provision thereof or to declare a breach of this Agreement shall not constitute a waiver thereof, nor shall it impair that party's right to demand strict performance of that or any other provision of this Agreement at any time thereafter.
11. **Severability:** Should any provision of this Agreement be held invalid or unenforceable, the balance of this terms shall remain in full force and effect.

Dated this _____ day of _____, 2023.

CITY
City of Castle Rock

NCRA
North County Recreation Association

By: _____
Paul Helenberg, Mayor

By: _____
Joe Godinho, President

Daily Yield: The net earnings figure that is calculated daily using the investment income earned (excluding realized gains or losses) each day, assuming daily amortization and/or accretion of income of all fixed income securities held by the Fund, less the administrative fee.

7 Day Yield: The daily factor is reported on an annualized 7-day basis, using the daily factors from the previous 7 calendar days.

30 Day Yield: The daily factor is reported on an annualized 30-day basis, using the daily factors from the previous 30 calendar days.

True 30 Day Yield: The net daily earnings figure that is calculated using the total net earnings including realized gains and losses occurring each day, less the administrative fee.

August 2023

DATE	DAILY YIELD	7-DAY YIELD	30-DAY YIELD	TRUE 30-DAY YIELD
08/24	5.364384	5.337870	5.326697	5.338260
08/23	5.358170	5.335249	5.321603	5.333166
08/22	5.353075	5.332709	5.316609	5.328172
08/21	5.345695	5.331324	5.311793	5.323356
08/20	5.343310	5.330179	5.307221	5.318784
08/19	5.343237	5.329146	5.302727	5.314290

<Current Rate

DATE	DAILY YIELD	7-DAY YIELD	30-DAY YIELD	TRUE 30-DAY YIELD
08/18	5.343164	5.328112	5.298199	5.309762
08/17	5.345998	5.321451	5.293692	5.305255
08/16	5.340359	5.321021	5.289084	5.300647
08/15	5.343362	5.320359	5.284407	5.330951
08/14	5.337660	5.319075	5.279624	5.314604
08/13	5.336070	5.316456	5.275027	5.310008
08/12	5.335988	5.313910	5.270482	5.305463
08/11	5.296447	5.311364	5.265887	5.301270
08/10	5.342984	5.314443	5.262448	5.297831
08/09	5.335719	5.311057	5.257461	5.292844
08/08	5.334353	5.308349	5.252640	5.288023
08/07	5.319294	5.306839	5.247719	5.283102
08/06	5.318215	5.309651	5.243298	5.278681
08/05	5.318130	5.312599	5.238911	5.274294
08/04	5.318045	5.315549	5.234449	5.269831
08/03	5.319236	5.318499	5.229760	5.265143
08/02	5.316727	5.316030	5.225177	5.260559
08/01	5.323763	5.300789	5.220952	5.256335



CITY OF CASTLE ROCK
WATER UTILITY
ADJUSTMENT REQUEST FORM

ORDINANCE 2010-02

*Return Form and Supporting Documents to Castle Rock City Hall, Finance Office
141 'A' St SW or mail to: PO Box 370
Castle Rock, WA 98611

CUSTOMER NAME:

Kristy J King

CONTACT #

[REDACTED]

SERVICE ADDRESS:

136 3rd Ave SW B

ACCT #

[REDACTED]

I am requesting a leak adjustment for my water service resulting from a malfunction and the leak has been repaired. I understand that no adjustments shall be made until the public works department verifies that the leak no longer exists. Adjustments are based on a 12-month average consumption and only the sewer billing amount will be adjusted for qualified leaks and this adjustment will be credited to the account for any amount billed over my average sewer use, for the applicable billing period. Leak adjustments shall be limited to only two adjustments per service, within a 12-month period. Subsequent requests for the same address will not be granted until I replace the plumbing and provide proof of the repair to the city.

I provided notification of this leak to the city on June 14, 23; date leak repaired: 07/02/23
The following is being provided as proof of the leak and also of the repair:

- ☒ Receipts for the repair costs
☒ Pictures of the break/leak and pictures of the repair
☐ Other: _____

Please describe in full; location of leak and steps taken to make the repair: The leak was under the house, the water line closest to the water meter. The 16 1/2" leaky pipe was removed and replaced with copper tubing. A sharkbite coupling connector was used, checked for leaks, then insulated the pipe.
(You may continue on the back of the form if needed.)

Signed:

Kristy J King

Date: 07/07/23

NO ADJUSTMENTS GIVEN FOR:

Leaky faucets, faulty plumbing fixtures, faucets or hose bibs left on, hot water heaters, faulty irrigation systems or water features (ponds, pools, fountains, etc.), neglected or failure to repair broken pipes, or leaks not repaired within thirty days of notification.

CITY USE ONLY:

FINANCE STAFF SIGNATURE: Celina Hart

PWD REVIEW & APPROVAL TO ALLOW ADJUSTMENT PER
ORDINANCE PROVISIONS: YES ☒ NO ☐ INITIAL: dh

LEAK VERIFIED BY: PM DATE: 6/14/2023

REPAIR VERIFIED BY: BA DATE: 7/11/2023

ADJUSTMENT AMOUNT: \$386.24 (May - June = 375.69, June - July = 10.59)

COMMENTS: 2 months billing cycles, adj w + S

Received

JUL 10 2023

Castle Rock
Finance

If leak charges are reflected over a multi-month period, the second month may be adjusted if concurrence is obtained from the Public Works Director.

AKESON/LEAK ADJUSTMENT REQUEST FORM (2018)

JUL 18 2023

Initial: dh

WATER LEAK ADJUSTMENT WORKSHEET (SEWER + TAX ADJUSTMENT ONLY)

NAME: Kristy King

ACCOUNT #:

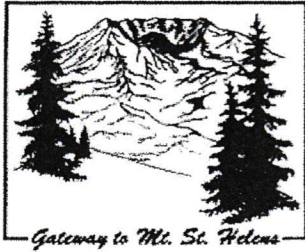
ADDRESS: 136-B Third Ave SW

ADJUSTMENT FOR WATER USED DURING MONTH(S) OF: May/June 2023				
<u>USAGES</u>	<u>WATER</u>	<u>SEWER</u>	<u>TAX</u>	<u>TOTAL</u>
Leak Usage in Cubic Feet:				
2,432	\$ 166.51	\$ 258.27	\$ 63.72	\$ 488.49
Average Usage in Cubic Feet:				
162	\$ 48.24	\$ 49.88	\$ 14.72	\$ 112.84
Difference in Usage (Cubic Feet)				Amount of Adjustment
2,270	\$ 118.27	\$ 208.39	\$ 49.00	\$ 375.65
ADJUSTMENT FOR WATER USED DURING MONTH(S) OF: June/July 2023				
<u>USAGES</u>	<u>WATER</u>	<u>SEWER</u>	<u>TAX</u>	<u>TOTAL</u>
Leak Usage in Cubic Feet:				
226	\$ 51.57	\$ 55.76	\$ 16.10	\$ 123.43
Average Usage in Cubic Feet:				
162	\$ 48.24	\$ 49.88	\$ 14.72	\$ 112.84
Difference in Usage (Cubic Feet)				Amount of Adjustment
64	\$ 3.33	\$ 5.88	\$ 1.38	\$ 10.59
TOTAL AMOUNT OF ADJUSTMENT:	\$ 121.60	\$ 214.26	\$ 50.38	\$ 386.24

1	169	Water/Sewer Usage:	\$ 424.77
2	155	Average W/S Usage:	\$ 98.12
3		Difference:	\$ 326.65
4		Tax:	\$ 49.00
5			\$ -
6		Water/Sewer Usage:	\$ 107.33
7		Average W/S Usage:	\$ 98.12
8		Difference:	\$ 9.21
9		Tax:	\$ 1.38
10			\$ -
11			
12			

Total 324

Average 162.000 or 162.00 cubic feet



CITY OF CASTLE ROCK
WATER UTILITY
ADJUSTMENT REQUEST FORM

ORDINANCE 2010-02

*Return Form and Supporting Documents to Castle Rock City Hall, Finance Office
141 'A' St SW or mail to: PO Box 370
Castle Rock, WA 98611

CUSTOMER NAME: Carl Kittelson CONTACT #: [REDACTED]
SERVICE ADDRESS: 238 Kirby Ave SE ACCT #: [REDACTED]

I am requesting a leak adjustment for my water service resulting from a malfunction and the leak has been repaired. I understand that no adjustments shall be made until the public works department verifies that the leak no longer exists. Adjustments are based on a 12-month average consumption and only the sewer billing amount will be adjusted for qualified leaks and this adjustment will be credited to the account for any amount billed over my average sewer use, for the applicable billing period. Leak adjustments shall be limited to only two adjustments per service, within a 12-month period. Subsequent requests for the same address will not be granted until I replace the plumbing and provide proof of the repair to the city.

I provided notification of this leak to the city on 7-10-23; date leak repaired: 7-21-23
The following is being provided as proof of the leak and also of the repair:

- ☐ Receipts for the repair costs
☐ Pictures of the break/leak and pictures of the repair
☐ Other: _____

Please describe in full; location of leak and steps taken to make the repair:

Leak was identified on home owners side of water main meter,
at connection between city supplied nipple & home owners supply to house.
New connection between nipple and PEX installed. (You may continue on the back of the form if needed.)

Signed: [Signature] Date: 8/18/23

NO ADJUSTMENTS GIVEN FOR:

Leaky faucets, faulty plumbing fixtures, faucets or hose bibs left on, hot water heaters, faulty irrigation systems or water features (ponds, pools, fountains, etc.), neglected or failure to repair broken pipes, or leaks not repaired within thirty days of notification.

CITY USE ONLY:

FINANCE STAFF SIGNATURE: [Signature]

PWD REVIEW & APPROVAL TO ALLOW ADJUSTMENT PER
ORDINANCE PROVISIONS: YES ☒ NO ☐ INITIAL: DU

LEAK VERIFIED BY: 7/10/2023 DATE: BA

REPAIR VERIFIED BY: NE DATE: 7/21/2023

ADJUSTMENT AMOUNT: \$317.99

COMMENTS: _____

Received
Ctt
AUG 18 2023

Castle Rock
Finance

If leak charges are reflected over a multi-month period, the second month may be adjusted if concurrence is obtained from the Public Works Director.

AKESON/LEAK ADJUSTMENT REQUEST FORM (2018)

**WATER LEAK ADJUSTMENT WORKSHEET
(SEWER + TAX ADJUSTMENT ONLY)**

NAME: Kittelson, Carl
ACCOUNT #: [REDACTED]
ADDRESS: 238 Kirby Ave SE

ADJUSTMENT FOR WATER USED DURING MONTH(S) OF: June/July 2023				
<u>USAGES</u>		<u>SEWER</u>	<u>TAX</u>	<u>TOTAL</u>
Leak Usage in Cubic Feet:				
2,983		\$ 318.25	\$ 47.74	\$ 365.99
Average Usage in Cubic Feet:				
60		\$ 41.74	\$ 6.26	\$ 48.00
Difference in Usage (Cubic Feet)				Amount of Adjustment
2,923		\$ 276.52	\$ 41.48	\$ 317.99

1	7
2	8
3	1
4	12
5	1
6	3
7	1
8	17
9	86
10	146
11	233
12	214
Total	729

Sewer Usage: \$ 318.25
Average Sewer Usage: \$ 41.74
Difference: \$ 276.52
Tax: \$ 41.48
\$ -

Average 60.750 or 60.00 cubic feet