

**NEWPORT CITY COUNCIL AGENDA**

***July 05, 2022 AT 6:00 P.M.***

**INTRODUCTION**

The City of Newport, Washington, is a Mayor/Council form of government and is a code city. Essentially, Newport conducts its day to day business within the State of Washington laws, RCW 35A, that govern optional municipal code cities. The Newport City Council is called to order by the **Mayor** and all business of the City is conducted in accordance with State of Washington laws and Newport Resolution number 10410 City Council Rules of Procedure, adopted January 04, 2010. If you require any reasonable accommodation to participate in the council meeting, please contact the City at (509) 447-6429 twenty-four (24) hours prior to the meeting.

**YOUR ELECTED OFFICIALS**

MAYOR KEITH CAMPBELL  
COUNCILMEMBER KENNETH SMITH  
COUNCILMEMBER JORDAN BOWMAN

COUNCILMEMBER JAMI SEARS  
COUNCILMEMBER MARK ZORICA  
COUNCILMEMBER NATHAN LONGLY

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**CALL TO ORDER**

ROLL CALL  
PLEDGE OF ALLEGIANCE  
AMENDMENTS & APPROVAL OF AGENDA & 06/21/2022 COUNCIL MEETING

**MAYOR & COUNCIL COMMENTS:**

Proclamation for Hospitality House and the City of Newport declaring July 16<sup>th</sup>, 2022 as the 4<sup>th</sup> Annual Hospitality House and City of Newport, Washington Stand Down Day – Mayor Campbell

**AUDIENCE PARTICIPATION:**

**CITY ADMINSTRATOR COMMENTS:**

**NEW BUSINESS:**

Pend Oreille Players Presentation – Darlene Mossman, Executive Director

Motion to approve Resolution 07052022 declaring an emergency pursuant to RCW 39.04.280 – Abby Gribi, City Administrator

Motion to approve Ordinance 2105 repealing Chapter 9.02 of the Newport Municipal Code and Ordinance 852, Section 1 (1994); adopting a new Chapter 9.03 of the Newport Municipal Code to regulate the discharge of firearms within the City and providing for other matters properly related thereto – Abby Gribi, City Administrator

Motion to approve Ordinance 2106 adopting a new Chapter 10.30 of the Newport Municipal Code to regulate the operation of wheeled all-terrain vehicles within the City, and providing for other matters properly related thereto – Abby Gribi, City Administrator

Discussion of Ordinance 2107 relating to business licenses, adding Chapter 5.04 to the Newport Municipal Code, and providing for other matter properly related thereto – Abby Gribi, City Administrator

Motion to approve Agreement NP2022-19 with Water Recovery Services, LLC for the Aqua Freed stimulation process and includes pulling, resetting pump, video inspection, rehab treatment, 7.5 HP Hitachi Motor, Grundfos 85 gpm pump for Wells M, F, B, C – Abby Gribi, City Administrator

Motion to approve Agreement NP2022-18 Federal Surplus Property Program – Nickole North, Clerk/Treasurer

Motion to update the Accounting Clerk job description – Abby Gribi, City Administrator

Century West Engineering Water Plant Update – Len Bramble, P.E., Sr. Project Manager

- Water Use Efficiency City Council adopted goal to continue to make progress reducing lost water.
- SEPA Environmental Checklist threshold determination

**BILLS & PAYROLL:**

CLAIMS CHECKS 65030-65047	\$90,019.60
CLAIMS EFT 06/30/2022 Run 1-3	\$4,534.65
PAYROLL EFTS 1273-1277 & DIRECT DEPOSIT 06/16/2022	\$61,447.66

**ADJOURNMENT:**

**MINUTES OF THE NEWPORT CITY COUNCIL MEETING ON**  
**June 21, 2022**

A regular meeting of the Newport City Council was held on June 21, 2022, at 6:00 PM in Council Chambers, City Hall, 200 S. Washington Avenue, Newport, Washington, with the following present:

	Keith Campbell	Mayor
	Abby Gribi	City Administrator (Absent)
	Nickole North	Clerk/Treasurer
	Laura McAloon	City Attorney
Kenneth Smith		Councilmember
Jordan Bowman		Councilmember
Jami Sears		Councilmember (Absent)
Mark Zorica		Mayor Pro Tem
Nathan Longly		Councilmember

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Mayor Campbell called the meeting to order at 6:00 PM. This was followed by roll call and the pledge of allegiance. Councilmember Zorica moved to excuse Councilmember Sears' absence; Councilmember Bowman seconded. Motion carried.

**APPROVAL OF AGENDA & MINUTES:**

Amendment #1 for Cleaning Services Agreement NP2021-14 was added to the agenda under new business. Councilmember Zorica moved to approve the agenda as amended and the minutes from the June 06, 2022, Council Meeting; Councilmember Longly seconded. Motion carried.

**MAYOR & COUNCIL COMMENTS:**

Mayor Campbell is excited that the rodeo is coming this weekend and thanked the crew on all that they are doing to clean up the City for the event. Councilmember Zorica stated that he was looking forward to having the rodeo parade downtown again.

**STAFF COMMENTS:**

Police Chief Duxbury stated that there were 177 law enforcement calls in the City of Newport in May. He stated that the new shift is going well. Officer Garza is on her own now. There has been more lateral officer interest and he stated that he will have another possible opening in January. Chief Duxbury received his new F150 patrol vehicle after a 14 month delay. He will be asking to purchase another vehicle now since they are taking a year to receive. His repair and maintenance budget is depleted with all of the repairs being done to his existing fleet. He would like to surplus two vehicles and possibly purchase another used patrol vehicle from Washington State Patrol. The parade route for this Saturday will be posted on the City's Facebook page.

Public Works Director David North gave a public works update. New signs have been purchased to help with parades in the future. The school and Rodeo Association will go in 1/3 to help pay for them. Mr. North has been working with Chief Duxbury on the parade route and have come up with a safer, better route. A well update was given with Well H being better than new after Water Recovery Services worked on it. Well N has a good pump but no water so it will be worked on next. Wells M & N are not developed right and can't run the water plant because they are not producing enough water. There was a flood downtown last week due to the heavy rain. The dry wells in the area of the flood have been cleaned and he is working with the State Department of Transportation to get the remaining dry wells cleaned out in the City. The wastewater treatment plant violated due to the heavy rain but around 90% of the plants in Washington state did as well. The inflow doubled due to the rain. Washington State Department of Ecology protocol was followed. The rain also caused a dirt slide on Highway 20 just inside city limits. Transportation Improvement Board is calling for projects and City Administrator Gribi will be asking for funds to assist with fixing some of the bad spots throughout the city rather than a rebuild. Mr. North and Ms. Gribi will be traveling to Tumwater next week to look into purchasing a generator for emergency use from Washington State Surplus. Ms. Gribi and Mr. North are also working with Pend Oreille County on an interlocal agreement and are just finalizing salaries and equipment rates. Mr. North will be grading the RV Park and crews have been working on cleaning up the City to get ready for rodeo weekend. He was very thankful to Pend Oreille County and Newport School District for assisting them with this task.

Fire District 4 Chief Webber stated that they had been dispatched to 26 calls within the city limits. His crew put on a "Touch A Truck" in Cusick where area youth could see some of the different vehicles and equipment that they use. They were also given some fire safety facts. Chief Webber stated that he would be more than happy to do that for the Newport Fire Station as well.

Clerk/Treasurer North gave a financial update. Cash and Investments as of May 31, 2022, was \$3.632 million. Sales tax in May was \$52,722.61 which is around \$3,100 more than last year at this time. Property tax in May was \$117,771.66 which is around \$1,356 more than last year at this time. There are currently 4 delinquent water/sewer accounts equating to \$2,410 which is down from 4 delinquent water/sewer accounts last month equating to \$19,663 delinquent. Customers may now pay their water/sewer bills through PayPal & Venmo on the payment portal found on the City's website. The second ARPA payment should be coming the last week of June and is already allocated to be spent on much needed sewer repairs and the remaining balance of the water plan which leaves a small amount to pay for well cleaning. Ms. North is hopeful that Pend Oreille County will consider allocating some funds to the City to help with cleaning the remaining wells.

### **NEW BUSINESS:**

Councilmember Zorica moved to waive park rental fees for the Hospitality House/Spokane Vet Center events on July 16<sup>th</sup> and September 9<sup>th</sup>; Councilmember Longly seconded. Motion carried.

Councilmember Bowman moved to approve Amendment #1 for cleaning services agreement NP2021-14; Councilmember Smith seconded. Motion carried. This amendment led into discussion regarding an agreement that Fire District 4 has with POEMS to rent space at the firehall. Mayor Campbell stated that circumstances have changed and the Newport Police Department

needed to change its shifts to be able to recruit officers. This will make it necessary for them to utilize the space at the Firehall that POEMS is using. Chief Webber of Fire District 4 and Erik Gallanger of POEMS were present to discuss this matter. No decision was made at this time.

Linda Cassella was present to give an update on the Newport Creative District. They are needing a financial partner to assist with grant funding that they may receive and would like for the City to take on that role. This would be temporary until it could be turned over to them.

Michele Masuen of the Farmers Market gave an update on the Farmers Market. Currently they are set up in the bank parking lot and are looking for a more stable area with around a five year permanent spot. She is hopeful that they may use the lot that the City owns next to the Golden Spur and schools. She stated that she knows there is talk about something being developed there but they would like to utilize the space until that occurs. Linda Cassella stated that she has been attending the Farmers Market for the Creative District and lots of people come to the market. She stated that it is an asset to the community. Mayor Campbell and the Council stated that that they would like to see the market remain in the City and would see what they could come up with as a possible location. No action was taken at this time.

Councilmember Longly moved to approve Ordinance 2104 adopting zoning controls; establishing a work program; authorizing administrative code interpretations and providing for other matters properly related thereto; Councilmember Zorica seconded. Motion carried.

Councilmember Bowman moved to approve Resolution No. 06212022 adopting the Six-Year Transportation Program and forwarding to the State Highway Commission and Urban Arterial Board for review and comments; Councilmember Longly seconded. Motion carried.

Councilmember Zorica moved to approve Agreement NP2021-03 Amendment No. 1 with State of Washington Department of Corrections amending Contract No. K12412; Councilmember Smith seconded. Motion carried.

Councilmember Smith moved to allow the Rodeo Association to collect RV Park fees during Rodeo Weekend and turn them into the City after the event. He further moved to charge \$40.00 per spot with full hookups; Councilmember Zorica seconded. Motion carried.

### **BILLS & PAYROLL:**

Councilmember Smith moved to approve the bills and payroll; Councilmember Bowman seconded. Motion carried.

CLAIMS CHECKS 64985-65029	\$81,353.29
CLAIMS EFT 06/15/2022 RUN 1-8	\$25,948.71
CLAIMS DIRECT PAY 06/15/2022 RUN 1-7	\$7,800.00
PAYROLL EFTS 1266-1272; Dir Deposit Run 06/07/2022	\$85,283.54

**ADJOURNMENT:**

The meeting was adjourned at 7:15 PM.

Attest: \_\_\_\_\_  
Nickole North, MMC, CPFA  
Clerk/Treasurer

By: \_\_\_\_\_  
Keith Campbell  
Mayor



## CITY OF NEWPORT, WASHINGTON

### Proclamation For Hospitality House and the City of Newport

Whereas: The Hospitality House and the City of Newport will hold the County of Pend Oreille's 4<sup>th</sup> annual Stand Down, and;

Whereas: The City of Newport proclaims the third Saturday in July will be set aside in perpetuity as the day to honor those veterans who have served our city, county and nation, and;

Whereas: Stand Down is a term used in times of war in which exhausted combat units come off the battlefield to rest and recover in a place of safety, and;

Whereas: Today, Stand Down also refers to a community-based program that provides and assists homeless and near-homeless veterans transition to community living by providing access to human service agencies, including benefits counseling (Social Security and Veterans), employment and training, eye exams and health care screenings, housing service, legal assistance, mental health treatment and substance abuse counseling, and;

Whereas: Stand Downs have been used as an effective tool in reaching out to homeless veterans, nationally reaching more than 30,000 veterans and their family members, and;

Whereas: On this day we thank our Veterans, Military, Police, Firefighters and EMT personnel who, through their time and efforts have made, and are making, our nation a better , safer place to live, and;

Now, therefore, I, Keith Campbell, Mayor of the City of Newport, Washington, do hereby proclaim July 16, 2022 as the

#### **4<sup>th</sup> ANNUAL HOSPITALITY HOUSE AND CITY OF NEWPORT, WASHINGTON STAND DOWN DAY**

and encourage residents to recognize the positive impacts of this event to assist veterans and to express gratitude to those who have served and continue to serve.

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Mayor Keith Campbell  
City of Newport, Washington

200 S. Washington Avenue • Newport, Washington 99156-9670 • [cityofnewport@newport-wa.org](mailto:cityofnewport@newport-wa.org)

**(509) 447-5611 • Fax (509) 447-2226**

*Equal Opportunity Employer*

**RESOLUTION NO. 07052022**

**A RESOLUTION OF THE CITY OF NEWPORT, WASHINGTON,  
DECLARING AN EMERGENCY PURSUANT TO RCW 39.04.280**

**THE CITY COUNCIL OF THE CITY OF NEWPORT, WASHINGTON, DOES  
RESOLVE AS FOLLOWS:**

**WHEREAS**, state law recognizes that from time to time emergency situations may arise requiring immediate action to prevent damage to property, bodily injury or loss of life; and

**WHEREAS**, RCW 39.04.280(1)(c) authorizes the city to declare an emergency, waive competitive bidding requirements and award all necessary contracts to address the emergency, and

**WHEREAS**, the city has determined that on June 23, 2022 City Administration was notified that due to failing wells the demand of water cannot be met,

**WHEREAS**, it is necessary to clean & maintain all wells within the City to increase water production to meet demand and in order to do so the city has determined that a state of emergency pursuant to NMC 2.12.110 which requires Council to pass a resolution,

**WHEREAS**, Council passed Ordinance 2085 on May 17, 2021, which designates the Mayor or the Mayor's designee as the official authorized to declare an emergency, waive public bidding requirements, and award all necessary contracts on behalf of the city to address the emergency situation with a written finding of the existence of an emergency made by the city council no later than two weeks following the award of the contract,

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council for the City of Newport as follows:

Pursuant to the authority granted to cities under RCW 39.04.280, the City of Newport hereby declares an emergency to waive competitive bidding requirements and award all necessary contracts on behalf of the city to address this emergency situation.

PASSED AND ADOPTED this 5<sup>th</sup> day of July, 2022.



By \_\_\_\_\_  
Keith Campbell, Mayor

Attest:

\_\_\_\_\_  
Nickole North, MMC, CPFA  
City Clerk/Treasurer

**ORDINANCE NO. 2105**

**AN ORDINANCE OF THE CITY OF NEWPORT, PEND OREILLE COUNTY, WASHINGTON, REPEALING CHAPTER 9.02 OF THE NEWPORT MUNICIPAL CODE AND ORDINANCE NO. 852, SECTION 1 (1994); ADOPTING A NEW CHAPTER 9.03 OF THE NEWPORT MUNICIPAL CODE TO REGULATE THE DISCHARGE OF FIREARMS WITHIN THE CITY, AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO**

WHEREAS, the City of Newport, Pend Oreille County, Washington (the "City") is a duly incorporated and existing City by virtue of the Constitution and laws of the state of Washington; and

WHEREAS, the City Council of the City desires to create a chapter in the Newport Municipal Code which will regulate the discharge of firearms within the City.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NEWPORT, PEND OREILLE COUNTY, WASHINGTON, DO ORDAIN as follows:**

**Section 1. Repealing Chapter 9.02 NMC.** Chapter 9.02 and Ordinance 852 sec. 1 (1994) is hereby repealed in its entirety, in accordance with the provisions of SB 5326 Session Law, effective September 24, 1997.

**Section 2. New Chapter 9.03 NMC.** Chapter 9.03 is hereby added to the Newport Municipal Code, to read as follows:

**Chapter 9.03  
DISCHARGE OF FIREARMS**

Sections:

- 9.03.010 Definitions.
- 9.03.020 Hunting prohibited.
- 9.03.030 Penalty for violations.

**9.03.010 Definitions.**

For all purposes under this chapter, the term "firearm" shall have the same meaning as set forth in RCW 9.41.010(11), as may be amended from time to time.

"Hunting" or "to hunt" means an effort to kill, injure, harass, harvest, or capture an animal or bird.

**9.03.020 Hunting prohibited.**

A. Except for law enforcement officers in the performance of their official powers and duties and individuals in the lawful defense of self or others, it is unlawful to discharge any firearm in any portion of the City of Newport due to the reasonable likelihood that humans, domestic animals, or property will be jeopardized thereby;

provided, however, the provisions of this section shall not apply to a properly permitted rifle or pistol firing range.

B. It is unlawful to hunt, or attempt to hunt, any animal or bird on public property within the City of Newport; provided, that this section shall not apply to the following persons or activities:

1. The hunting of animals or birds by law enforcement officers or game department personnel while engaged in the performance of their official duties;

2. The nonlethal or capturing of animals or birds by means designed to ensure the safety and well-being of the animals; and

3. The tracking of wounded animals or birds that have come into Newport City limits while hunting outside Newport City limits with the express permission of the property owner.

**9.03.030 Penalty for violations.**

Any person convicted of a violation of this Chapter shall be guilty of a misdemeanor punishable in accordance with NMC 1.16.010.

**Section 3. Repealer.** All other ordinances and resolutions or parts thereof in conflict herewith are, to the extent of such conflict, hereby repealed, and shall have no further force or effect.

**Section 4. Severability.** If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

**Section 5. Effective Date.** This ordinance shall be effective from and after its adoption and five (5) days after its publication in the official newspaper of the City.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF NEWPORT, WASHINGTON this 5<sup>th</sup> day of July, 2022.

CITY OF NEWPORT, WASHINGTON

\_\_\_\_\_  
Mayor Keith Campbell

ATTEST:

\_\_\_\_\_  
City Clerk/Treasurer Nickole North

APPROVED AS TO FORM:

\_\_\_\_\_  
Laura McAloon, City Attorney

Summary published: \_\_\_\_\_

**ORDINANCE NO. 2106**

**AN ORDINANCE OF THE CITY OF NEWPORT, PEND OREILLE COUNTY, WASHINGTON, ADOPTING A NEW CHAPTER 10.30 OF THE NEWPORT MUNICIPAL CODE TO REGULATE THE OPERATION OF WHEELED ALL-TERRAIN VEHICLES WITHIN THE CITY, AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO**

WHEREAS, the City of Newport, Pend Oreille County, Washington (the “City”) is a duly incorporated and existing City by virtue of the Constitution and laws of the state of Washington; and

WHEREAS, the City Council of the City desires to create a chapter in the Newport Municipal Code which will regulate the operation of wheeled all-terrain vehicles within the City.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NEWPORT, PEND OREILLE COUNTY, WASHINGTON, DO ORDAIN as follows:**

**Section 1. New Chapter 10.30 NMC.** Chapter 10.30 is hereby added to the Newport Municipal Code, to read as follows:

**Chapter 10.30  
WHEELED ALL-TERRAIN VEHICLES**

Sections:

- 10.30.010 Definitions.
- 10.30.020 WATV registration.
- 10.30.030 License requirement.
- 10.30.040 Authorized uses for WATVs – Highways.
- 10.30.050 Street designation.
- 10.30.060 Towing.
- 10.30.070 Public noise nuisances.
- 10.30.080 Unlawful activities.
- 10.30.090 Exemptions.
- 10.30.100 Violations – Penalty.

**10.30.010 Definitions.**

“Designated street” means those public roadways within Newport City limits that the city council has designated for WATV travel.

“Highway” or “public roadway” means the entire width between the boundary lines of every roadway within the Newport City limits that is publicly maintained with funding from the motor vehicle fund and open to the use of the public for the purpose of vehicular travel.

“Nonhighway road” has the meaning set forth in RCW 46.09.310(7), as now or hereafter amended: any road owned or managed by a public agency, a primitive road, or any private road for which the owner has granted an easement for public use for which appropriations from the motor vehicle fund were not used for (A) original construction or reconstruction in the last twenty-five (25) years; or (B) maintenance in the last four (4) years.

“Operator” means each person who operates, or is in physical control of, any wheeled all-terrain vehicle.

“Owner” means the person, other than the lien holder, having an interest in the wheeled all-terrain vehicle, and entitled to the use of possession thereof.

“WATV license” means a license issued by the Department of Licensing for operation of a wheeled all-terrain vehicle.

“Wheeled all-terrain vehicle” or “WATV” means (A) any motorized nonhighway vehicle with handlebars that is fifty (50) inches or less in width, has a seat height of at least twenty (20) inches, weighs less than one thousand five hundred (1,500) pounds, and has four (4) tires having a diameter of thirty (30) inches or less, or (B) a utility-type vehicle designed for and capable of travel over designated roads that travels on four (4) or more low-pressure tires of twenty (20) PSI or less, has a maximum width less than seventy-four (74) inches, has a maximum weight less than two thousand (2,000) pounds, has a wheelbase of one hundred ten (110) inches or less, and satisfies at least one of the following: (1) has a minimum width of fifty (50) inches; (2) has a minimum weight of at least nine hundred (900) pounds; or (3) has a wheelbase of over sixty-one (61) inches.

**10.30.020 WATV registration.**

A. A person who operates a WATV upon a nonhighway road must have a current and proper off-road vehicle registration, with the appropriate off-road tab, and pay the initial and renewal vehicle license fee as determined by the Washington State Department of Licensing.

B. A person who operates a WATV upon a public roadway must have a current and proper on-road vehicle registration, with the appropriate on-road tab, and pay the initial and renewal vehicle license fee, as determined by the Washington State Department of Licensing.

C. The WATV registration requirements set forth above shall not apply to:

1. WATVs owned and operated by the United States, another state, or political subdivision thereof;

2. WATVs owned and operated by the State of Washington, a municipality, or a political subdivision of the State of Washington or the municipality;

3. WATVs owned by a resident of another state that have a valid WATV use permit or vehicle registration issued in accordance with the laws of the other state. This exemption applies only to the extent that a similar exemption or privilege is granted under the laws of that state; or

4. WATVs while being used for emergency management purposes under the authority or direction of an appropriate agency that engages in emergency management or search and rescue or a law enforcement agency.

**10.30.030 License requirement.**

No person under the age of sixteen (16) years shall operate a WATV upon public rights-of-way within Newport City limits. All WATV operators must carry on their person a valid driver's license issued by the state of the operator's residence when driving on public rights-of-way.

**10.30.040 Authorized uses for WATVs – Highways.**

A person may operate a WATV upon any public roadway as specifically designated in NMC 10.30.050, subject to the following requirements:

A. A person operating a WATV may not cross a public roadway, not including nonhighway roads and trails, with a speed limit in excess of thirty-five (35) miles per hour, unless the crossing begins and ends on a public roadway, not including nonhighway roads and trails, with a speed limit of thirty-five (35) miles per hour or less and occurs at an intersection of approximately ninety (90) degrees, except that the operator of a WATV may not cross at an uncontrolled intersection of a public highway listed under Chapter 47.17 RCW, as now or hereafter amended; and

B. A person operating a WATV on a public roadway must comply with the equipment and documentation requirements set forth in RCW 46.09.457, as now or hereafter amended.

**10.30.050 Street designation.**

A. The following public roadways within Newport City limits, having a speed limit of thirty-five (35) miles per hour or less, are designated for WATV traffic:

1. All Newport public streets and roads are open to WATV use unless posted closed or unless designated as closed in the subsection below.

**10.30.060 Towing.**

WATV operators shall abide by the manufacturer's guidelines or specifications when towing approved devices. It shall be unlawful for any WATV to pull a sled, toboggan, trainer or any other device except by means of a rigid tow bar connecting the WATV to such device. Except as otherwise allowed in this section, no person shall be pulled in any fashion by a WATV.

**10.30.070 Public noise nuisances.**

The operation of a WATV is subject to the requirements and restrictions set forth in Chapter 8.34 NMC, Public Disturbance Noise.

**10.30.080 Unlawful activities.**

It shall be unlawful for a person to operate a WATV:

- A. In such a manner as to endanger the property of another;
- B. At a rate of speed greater than the posted limit;
- C. On lands not owned by the operator or owner of the WATV without a lighted headlight and taillight between the hours of dusk and dawn;
- D. Without an adequate braking device;
- E. Without a spark arrester approved by the Washington State Department of Natural Resources;
- F. Without an adequate and operating muffling device that complies with RCW 46.09.070, as now or hereafter amended;
- G. On lands not owned by the operator or owner of the WATV upon the shoulder or inside bank or slope of any nonhighway road or highway, or upon the median of any divided highway;
- H. On lands not owned by the operator or owner of the WATV in any area or in such a manner so as to unreasonably expose the underlying soil, or to create an erosion condition or to injure, damage, or destroy trees, growing crops, or other vegetation;
- I. On lands not owned by the operator or owner of the WATV on any nonhighway road or trail, when these are restricted to pedestrian or animal travel;
- J. On any public lands in violation of the rules and regulations of the agency administering such lands;
- K. On a private nonhighway road if the road owner has not authorized the use of WATVs;



L. Except for a WATV equipped with seat belts and roll bars or an enclosed passenger compartment, it is a traffic infraction for any person to operate or ride a WATV on a nonhighway road without wearing upon his or her head a motorcycle helmet fastened securely while in motion. For purposes of this section, “motorcycle helmet” has the same meaning as provided in RCW 46.37.530, as now or hereafter amended. This requirement shall not apply to a WATV operator operating on his or her own land;

M. While under the influence of intoxicating liquor or a controlled substance, which shall also be a separate offense; and

N. In violation of any state law or other City of Newport laws or regulations.

**10.30.090 Exemptions.**

A person may operate a WATV upon any public roadway, trail, nonhighway road, or highway within Newport City limits while being used under the authority or direction of an appropriate agency that engages in emergency management, as defined in RCW 46.09.310, or search and rescue, as defined in RCW 38.52.010, or a law enforcement agency, as defined in RCW 16.52.011 (as each definition may be hereafter amended), within the scope of the agency’s official duties.

**10.30.100 Violations – Penalty.**

Failure to perform any act required, or the performance of any act prohibited, in this chapter shall be designated as a traffic infraction, unless otherwise provided herein or in state law, and any person found to have committed such traffic infraction shall be subject to the penalties governed by state law, including but not limited to RCW 46.09.485 and 46.09.490, as now or hereafter amended.

**Section 2. Repealer.** All other ordinances and resolutions or parts thereof in conflict herewith are, to the extent of such conflict, hereby repealed, and shall have no further force or effect.

**Section 3. Severability.** If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

**Section 4. Effective Date.** This ordinance shall be effective from and after its adoption and five (5) days after its publication in the official newspaper of the City.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF NEWPORT, WASHINGTON this 5<sup>th</sup> day of July, 2022.

CITY OF NEWPORT, WASHINGTON

\_\_\_\_\_  
Mayor Keith Campbell

ATTEST:

\_\_\_\_\_  
City Clerk/Treasurer Nickole North

APPROVED AS TO FORM:

\_\_\_\_\_  
Laura McAloon, City Attorney

Summary published: \_\_\_\_\_

**ORDINANCE NO. 2107**

**AN ORDINANCE OF THE CITY OF NEWPORT, PEND OREILLE COUNTY, WASHINGTON, RELATING TO BUSINESS REGISTRATIONS, ADDING CHAPTER 5.04 TO THE NEWPORT MUNICIPAL CODE, AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.**

WHEREAS, the City of Newport, Pend Oreille County, Washington (the "City") is a duly incorporated and existing City by virtue of the Constitution and laws of the state of Washington; and

WHEREAS, the City Council of the City (the "Council") has considered the benefits of creating a business registration program for the public safety purposes of obtaining emergency contact information and mandatory reporting under certain state laws; and

WHEREAS, the Council has determined it is in the best interests of the residents of Newport to implement business registration for all Commercial Businesses within the City.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NEWPORT, PEND OREILLE COUNTY, WASHINGTON, DO ORDAIN as follows:**

**Section 1. New Chapter 5.04 NMC.** Chapter 5.04 is hereby added to the Newport Municipal Code as follows:

**Chapter 5.04**

**BUSINESS REGISTRATIONS**

Sections:

- 5.04.010 Purpose.
- 5.04.020 Definitions.
- 5.04.030 Registration Required.
- 5.04.040 Exemptions.
- 5.04.050 Payment of fees – Registration terms or expiration.
- 5.04.060 Authority of the city – Violations – Enforcement – Penalties.

**5.04.010 Purpose.**

The purpose of this chapter is to provide a means for obtaining public information and compiling statistical information on existing and new business within the city, to regulate and ensure the legal conduct of businesses, and to assist in the effective administration of the health, fire, building, zoning, and other codes of the city.

**5.04.020 Definitions.**

In construing the provisions of this chapter, except when otherwise declared, or clearly from the context a different meaning is intended, the following definitions shall be applied:

- A. Engaging in Business.

1. The term “engaging in business” means commencing, conducting, or continuing in business, and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.

2. This section sets forth examples of activities that constitute engaging in business in the city, and establishes safe harbors for certain of those activities so that a person who meets the criteria may engage in de minimis business activities in the city without having to pay a business registration fee. The activities listed in this section are illustrative only and are not intended to narrow the definition of “engaging in business” in subsection (A)(1) of this section. If an activity is not listed, whether it constitutes engaging in business in the city shall be determined by considering all the facts and circumstances and applicable law.

3. Without being all-inclusive, any one of the following activities conducted within the city by a person, or its employee, agent, representative, independent contractor, broker, or another acting on its behalf, constitutes engaging in business and requires a person to register and obtain a business registration:

a. Owning, renting, leasing, maintaining, or having the right to use, or using, tangible personal property, intangible personal property, or real property permanently or temporarily located in the city.

b. Owning, renting, leasing, using, or maintaining an office, place of business, or other establishment in the city.

c. Soliciting sales.

d. Making repairs or providing maintenance or service to real or tangible personal property, including warranty work and property maintenance.

e. Providing technical assistance or service, including quality control, product inspections, warranty work, or similar services on or in connection with tangible personal property sold by the person or on its behalf.

f. Installing, constructing, or supervising installation or construction of real or tangible personal property.

g. Soliciting, negotiating, or approving franchise, registration, or other similar agreements.

h. Collecting current or delinquent accounts.

i. Picking up and transporting tangible personal property, solid waste, construction debris, or excavated materials.

j. Providing disinfecting and pest control services, employment and labor pool services, home nursing care, janitorial services, appraising, landscape architectural services, security system services, surveying, and real estate services including the listing of homes and managing real property.

k. Rendering professional services such as those provided by accountants, architects, attorneys, auctioneers, consultants, engineers, professional athletes, barbers, baseball clubs and other sports organizations, chemists, psychologists, court reporters, dentists, doctors, detectives, laboratory operators, teachers, veterinarians.

l. Meeting with customers or potential customers, even when no sales or orders are solicited at the meetings.

m. Training or recruiting agents, representatives, independent contractors, brokers or others, domiciled or operating on a job in the city, acting on its behalf, or for customers or potential customers.

n. Investigating, resolving, or otherwise assisting in resolving customer complaints.

o. In-store stocking or manipulating products or goods, sold to and owned by a customer, regardless of where sale and delivery of the goods took place.

p. Delivering goods in vehicles owned, rented, leased, used, or maintained by the person or another acting on its behalf.

4. If a person, or its employee, agent, representative, independent contractor, broker or another acting on the person's behalf, engages in no other activities in or with the city but the following, it need not register and obtain a business registration:

a. Meeting with suppliers of goods and services as a customer.

b. Meeting with government representatives in their official capacity, other than those performing contracting or purchasing functions.

c. Attending meetings, such as board meetings, retreats, seminars, and conferences, or other meetings wherein the person does not provide training in connection with tangible personal property sold by the person or on its behalf. This provision does not apply to any board of director member or attendee engaging in business such as a member of a board of directors who attends a board meeting.

d. Renting tangible or intangible property as a customer when the property is not used in the city.

e. Attending, but not participating in, a "trade show" or "multiple vendor events." Persons participating at a trade show shall review the city's trade show or multiple vendor event ordinances.

f. Conducting advertising through the mail.

g. Soliciting sales by phone from a location outside the city.

5. A seller located outside the city merely delivering good into the city by means of common carrier is not required to register and obtain a business registration; provided, that it engages in no other business activities in the city. Such activities do not include those in subsection (A)(4) of this section.

6. The city expressly intends that engaging in business include any activity sufficient to establish nexus for purposes of applying the registration fee under the law and the Constitutions of the United States and the state of Washington. Nexus is presumed to continue as long as the taxpayer benefits from the activity that constituted the original nexus generated contact or subsequent contacts.

B. "Person" means any individual, firm, partnership, company, corporation, association, receiver, consignee, trustee in bankruptcy, trust, estate, joint venture, club, joint stock company, business trust, society or any group of individuals acting as a unit.

C. "Employee" means any person employed at any business location within the city and in addition includes all persons who are self-employed.

#### **5.04.030 Registration - Required.**

A. No person shall engage in business activity in the city without first having obtained a valid registration to do so. Application for a registration is made by submitting an application and city addendum form to the Business Licensing Service of the State Department of Revenue. The application shall include payment of the registration fee prescribed by this chapter, and the Business Licensing Service handling fee. Every registration granted under this chapter shall be posted in a conspicuous place in the place of business of the registered. Any registration issued under this chapter shall be personal and nontransferable. In case business is transacted at two or more separate places by one registration, a separate registration for each place of business shall be required. A change of place of business shall require the filing of a new application with the Business Licensing Service and, upon approval by the city of the new place of business, a new registration shall be issued for the new place of business.

B. Any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than \$2,000 and who does not maintain a place of business within the city shall be required to attain a business registration, but no fee shall be charged.

C. Notwithstanding any contrary provision, a business registration under this chapter may not be issued to any person using or occupying any real property in violation of the provisions of the Newport Municipal Code, including zoning, building, and fire regulations and all amendments thereto.

D. Registrations granted under this chapter are nontransferable and may not be transferred to the new owner when a registered business changes ownership.

**5.04.040 Exemptions.**

A business registration shall not be required for:

- A. Any activities of a temporary nature, such as contests, circuses, shows, auctions or other business registration under another ordinance of the city;
- B. Any agency of the United States, the state of Washington or political subdivision thereof;
- C. Nonprofit associations, clubs, or corporations maintained for the purpose of organized sports, charity, public school-related activities, or municipal-related activities, including police or fire department reserve organizations;
- D. Vendors not otherwise engaged in business in the city who rent a booth or space, or are otherwise a participant, at a city-sanctioned or sponsored event such as The Newport Rodeo;
- E. Minors doing business or operating a business concern where no other person is employed by the minor, such as babysitting or lawn mowing;
- F. Individual real estate agents; provided, that the brokerage has a business registration.

**5.04.050 Payment of fees – Registration term or expiration.**

- A. The fee for the registration required by this chapter shall be \_\_\_\_\_ Dollars (\$xx.xx) Each annual registration fee herein provided for shall become due and payable on the date established by the Business Licensing Service. The annual registration fee amount may be prorated to accommodate setting an expiration date for a registration that matches the expiration date established for the business by the Business Licensing Service.
- B. Each city registration issued shall have a term as determined by the State of Washington Department of Revenue in cooperation with the city. The city registration term or expiration date will be coordinated with the terms or expiration date of all other registrations or permits required by the state for each business.

**5.04.060 Authority of the city – Violations – Enforcement – Penalties.**

- A. The city shall have the authority to enforce the provisions of this chapter with appropriate action, including but not limited to revocation or nonrenewal of a business registration issued under this chapter.
- B. Any person engaged in business as defined in this chapter without having its business registration shall be guilty of a violation of this chapter for any day during which such person is so engaged in business.

C. Any person found to be in violation of any provisions of this chapter shall be deemed to have committed a Class 4 civil infraction and shall be assessed a monetary penalty in accordance with NMC 1.16.030..

**Section 2. Repealer.** All other ordinances and resolutions or parts thereof in conflict herewith are, to the extent of such conflict, hereby repealed, and shall have no further force or effect.

**Section 3. Severability.** If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

**Section 4. Effective Date.** This ordinance shall be effective from and after its adoption and five (5) days after its publication in the official newspaper of the City.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF NEWPORT, WASHINGTON this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

CITY OF NEWPORT, WASHINGTON

\_\_\_\_\_  
Mayor Keith Campbell

ATTEST:

\_\_\_\_\_  
City Clerk/Treasurer Nickole North

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

Summary published: \_\_\_\_\_



NP 2022-19

**WATER RECOVERY SERVICES, LLC.**

**AGREEMENT**

Owner City of Newport ("Customer") Address 200 S Washington AVE  
City, State, Zip Code Newport, WA 99156 Phone: Home 509-447-5611 Cell Same

and WATER RECOVERY SERVICES, LLC., a Washington corporation, located at PO. Box 2029 Moses Lake WA, 98837 ("Contractor"), who agrees as follows:

**1. Engagement and Services.**

Customer does hereby engage Contractor to employ water stimulation techniques (Stimulation) upon the water well (Well) located on the Customer's property referred to below:

Parcel No. N/A 1/4, N/A 1/4, Sec. N/A, Twn N/A Range N/A County Pend Oreille  
Address City of Newport Water Well M, F, B, C City, State, Zip Code Newport, WA 99156

Stimulation opens passages between the interior of the Well and adjacent water supplies through the application of CO<sub>2</sub> under pressure.

**2. Payment**

2.1 Customer agrees to pay Contractor a total of \$ \_\_\_\_\_ plus tax for Stimulation rendered under this Agreement. Such charges shall be immediately paid to Contractor upon completion of the Stimulation process.

2.2 Customer agrees to pay Contractor \$ 150.00 per hour, plus materials for any additional work agreed upon by the Contractor and Customer in writing to be performed regarding the Well and/or pump system.

**3. Performance**

Contractor agrees to exert its best efforts in performing the Stimulation of the Well and carry out such operation in a sound and workmanlike manner. **Due to lack of control that Contractor has of the underground elements, except as provided in this Agreement the Contractor makes no guarantees or warranties of any kind, expressed or implied, and shall have no liability to the Customer or any other party for any cause or based on any legal theory in connection with the Stimulation (including, but not limited to the specific water flow, static level or water quality).** UNLESS PROVIDED ELSEWHERE IN THIS AGREEMENT, THE WARRANTY CONTAINED IN THIS SECTION 5 IS IN LIEU OF ALL OTHER WARRANTIES AND GUARANTEES, EITHER EXPRESSED OR IMPLIED.

**4. Limitation of Liability for Damages**

Customer agrees to grant right of ingress and egress to provide adequate Contractor equipment site access including, but not limited to: tree and brush removal, overhead utility removal, leveling and excavation necessary to position and operate equipment as may be required. Contractor will not be liable for any damages or losses to the Customer, Customer's property (including, but not limited to the Well, well casing, well liner or water line leading to the Well, landscaping or driveway) or adjoining property wells or bodily injury resulting from or arising due to the Stimulation or equipment or otherwise, unless said damage or loss is due to Contractor's negligence. Work required to dispose of waste materials and to restore the site is the responsibility of the Customer.

**5. Standard Terms and Conditions.**

This Agreement is subject to the Standard Terms and Conditions set forth on the second page of this Agreement.

**6. Additional Terms and Conditions.**

The above price is for Aqua Freed stimulation process and includes pulling, resetting pump, video inspection, Rehab Treatment, Aquafree Well, 7.5 HP Hitachi Motor, Grundfos 85 gpm pump.

STANDARD TERMS AND CONDITIONS

The Contractor agrees to provide the services set forth on the first page of this Agreement pursuant to the terms of this Agreement, including, but not limited to, the following Standard Terms and Conditions which constitute a part of this Agreement.

ARTICLE 1. INSURANCE: Contractor will maintain \$1,000,000.00 per occurrence and \$2,000,000 aggregate General Liability insurance and provide Workman's Compensation Insurance on its employees at Customer's site. Contractor will also maintain Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired, and non-owned vehicles.

ARTICLE 2. PERFORMANCE: Performance by Contractor under this Agreement is subject to and contingent upon credit approval by Contractor. While Contractor does not guarantee a date of completion of work, Contractor agrees that time is of the essence of this Agreement.

ARTICLE 3. RIGHT OF ENTRY: The Customer grants a right of periodic entry to Contractor, its agents, staff, consultants and contractors or subcontractors, for the purpose of performing all acts, studies and research (including, without limitation, the obtaining of samples and the performance of tests and evaluations) pursuant to the Stimulation. Said right of entry as provided in this Article 4 shall terminate upon completion of the Stimulation.

ARTICLE 4. SAMPLING AND TESTING LOCATION: Tests described in Contractor's report or shown on sketches are based on specific information furnished by others or estimates made in the field by Contractor's personnel. Such dimensions, depths or elevations are approximations and are not warranted to be exact.

ARTICLE 5. DOCUMENTS: Customer will furnish or cause to be furnished such reports, data, studies, plans, specifications, documents and other information deemed necessary by Contractor for the proper performance of Contractor's services pursuant to this Agreement. Contractor may rely upon documents provided by the Customer in performing the services under this Agreement.

**ARTICLE 6. INDEMNIFICATION:**

Each Party shall be responsible for its acts, errors or omissions and the acts, errors or omissions of its officers, directors, employees, agents, servants, volunteers, contractors, and subcontractors.

To the fullest extent permitted by law, Customer shall indemnify, defend, hold harmless, and waive any and all claims against Contractor and all their officers, directors, employees, and agents from and against any and all liability of any type or nature whatsoever to persons or property resulting from or arising out of this Agreement, and the negligent or intentional acts or omissions of Customer's agents, contractors, subcontractors, employees, servants and volunteers, no matter what the loss, damage, or injury, and from whatever cause. This clause shall not apply where the cause of the loss, damage, or injury is the result of the sole negligence of Contractor, its officers, agents, or employees.

Likewise, Contractor shall indemnify, defend, hold harmless, and waive any and all claims against Customer and all their officers, directors, employees and agents from and against any and all liability of any types or nature whatsoever to persons or property resulting from or arising out of this Agreement, and the negligent or intentional acts or omissions of Contractor's agents, contractors, subcontractors, employees, servants and volunteers, no matter what the loss, damage or injury, and from whatever cause. This clause shall not apply where the cause of the loss, damage, or injury is a result of the sole negligence of Customer, its officers, agents, or employees.

**ARTICLE 7. UNFORESEEN OCCURRENCE:** If, during the performance of services, any unforeseen conditions or occurrences are encountered which, in Contractor's sole judgment significantly affect or may affect the services to be performed under this Agreement by Contractor or the risk involved in providing the Stimulation, Contractor will have the right to terminate this Agreement and the services upon ten (10) days' notice to Customer, effective on the date specified by Contractor in writing. Customer shall only pay for services rendered up to the date of notice of termination.

**ARTICLE 8. FORCE MAJURE:** Contractor is not responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents or other events beyond the control of Contractor.

**ARTICLE 9. NO THIRD PARTY BENEFICIARIES:** This Agreement gives no rights or benefits to anyone other than the Customer and Contractor and this Agreement has no third-party beneficiaries.

**ARTICLE 10. LEGAL ACTION:** All legal actions by either party against the other arising from this Agreement, or for the failure to perform in accordance with the applicable standard of care, or any other cause of action, will be barred two (2) years from the date the claimant knew or should have known of its claim, but in any event no later than four (4) years from the date of substantial completion of Contractor's services.

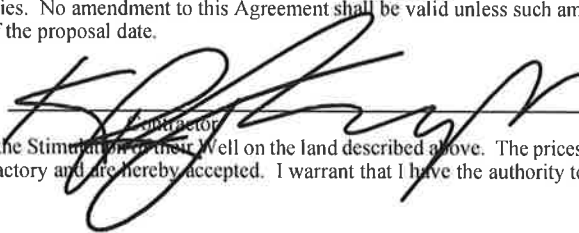
**ARTICLE 11. SURVIVAL:** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating the responsibility or liability between Customer and Contractor shall survive the completion of the services and the termination of this Agreement.

**ARTICLE 12. INTEGRATION:** This Agreement and the documents attached hereto and which are incorporated herein constitute the entire Agreement between the Parties and cannot be changed except by a written instrument signed by all Parties hereto.

**ARTICLE 13. GOVERNING LAW AND VENUE:** This Agreement shall be governed in all aspects by the laws of the State of Washington. Any and all suits brought to enforce any of the rights hereunder shall be instituted and maintained in a court of competent jurisdiction in the County of Spokane, State of Washington. In the event that legal proceedings are necessary to enforce or interpret the terms of this Agreement, each Party will be responsible for its own fees and expenses, including its attorney's fees.

**Entire Agreement:** This written instrument including terms and conditions on the second page contains the entire Agreement between the Parties hereto in respect to the subject matter. There are no other understandings or agreements between said Parties. No amendment to this Agreement shall be valid unless such amendment is in writing. This proposal may be withdrawn by Contractor if not accepted within fifteen (15) days of the proposal date.

Date: \_\_\_\_\_ Authorized by \_\_\_\_\_

  
\_\_\_\_\_  
Kenneth Thompson Jr, Pres.

**Owner Acceptance of Agreement:** Customer authorizes Contractor to do the Stimulation on their Well on the land described above. The prices, specifications, terms and conditions contained in this document, including the Terms and Conditions, are satisfactory and are hereby accepted. I warrant that I have the authority to enter into this Agreement and that I will make all payments as herein set forth and agreed.

\_\_\_\_\_  
Authorized Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature of Owner

\_\_\_\_\_  
Date

NP 2022-18

**FEDERAL SURPLUS PROPERTY PROGRAM ELIGIBILITY APPLICATION** Donee #: \_\_\_\_\_  
 [State] State Agency for Surplus Property (SASP)  
 7511 NEW MARKET ST. SW Tumwater Wa. 98501  
 360-407-1922 surplusfederal@des.wa.gov

Organization: City of Newport Physical Mail Address (Street Address, City, State and Zip-- No Post Office Box!): 200 S. Washington Ave., Newport, WA 99156

Primary Contact: Nickole North Title: Clerk/Treasurer Taxpayer/Employer Identification Number (TIN/EIN): 91-6001471

Phone w/Area Code: 509-447-5611 Fax w/Area Code: 509-447-2226 Email: Clerke@newport-wa.org Website: Newport-wa.org

Please choose one among the following (Public Agency, Nonprofit Organization, SEA, VSO, SBA, or VOSB) which best describes your entity:

**Public Agency or Nonprofit Organization:** These are tax supported entities or (primarily) educational/health nonprofit programs-- See below and Section 549(c)(3) of title 40, United States Code for a more expansive list. Such programs can acquire both civilian agency and DOD property. Property must be placed into use within 12 months and then used for a specific time period depending on the item type.

<input checked="" type="checkbox"/> <b>Public Agency *</b> <b>Purpose of your public agency:</b> <input type="checkbox"/> Conservation <input type="checkbox"/> Economic Development <input type="checkbox"/> Public Education G <input type="checkbox"/> Public Health G <input type="checkbox"/> Parks & Recreation <input type="checkbox"/> Public Safety <input type="checkbox"/> Program for Older Americans <input checked="" type="checkbox"/> Local, City County or State Government <input type="checkbox"/> Public Airport <input type="checkbox"/> Indian Tribe, Band, Group, Pueblo or Community Located on a <u>State</u> Reservation I <input type="checkbox"/> Volunteer Fire/Rescue Squad C <input type="checkbox"/> Public Purposes- Multiple services such as above H	<input type="checkbox"/> <b>Nonprofit Organization **</b> <b>Purpose of your nonprofit:</b> <input type="checkbox"/> Medical Institution B <input type="checkbox"/> Hospital B <input type="checkbox"/> Clinic B <input type="checkbox"/> Health Center B <input type="checkbox"/> Outpatient Facility B <input type="checkbox"/> Program for Older Americans D <input type="checkbox"/> Provider of Assistance to Homeless A <input type="checkbox"/> Provider of Assistance to Impoverished A <input type="checkbox"/> School, College or University B <input type="checkbox"/> School for Persons with Disabilities B <input type="checkbox"/> Educational Institution B <input type="checkbox"/> Child Care Center B <input type="checkbox"/> Preschool B	<input type="checkbox"/> Adult Day Care Center B <input type="checkbox"/> Educational Radio/TV Station E <input type="checkbox"/> Museum F <input type="checkbox"/> Library B <input type="checkbox"/> Nursing Homes or Geriatric Centers B <input type="checkbox"/> Alcohol/Drug Abuse Treatment Centers B
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\* All public agencies must provide proof of public agency status.  
 \*\* All nonprofits must provide an IRS 501(c) ruling. State tax exempt forms are not acceptable.  
 All public agencies and nonprofits must provide financial information-- basic budget information, funding sources, etc.  
 A Must provide letter from a public official certifying that those receiving services are primarily homeless or impoverished.  
 B Must provide evidence of either licensing (recognition or approval by appropriate State or local authority; accreditation (approved by a recognized regional, state, or national board); or approval (recognition and approval by State Department of Health or Education; or other appropriate authority).  
 C Must provide evidence of public funding and/or legislative authority; must also provide evidence of approval by proper government authority.  
 D Must provide evidence of funding under the Older Americans, Social Security, Economic Opportunity, or Community Services Block Grant Act.  
 E Must provide proof of Federal Communications Commission (FCC) licensing.  
 F Must sign attached museum access agreement.  
 G Public health and educational "institutions" must provide evidence of either licensing (recognition or approval by appropriate State or local authority); accreditation (approved by a recognized regional, state or national board); or approval (recognition and approval by State Department of Health or Education, or other appropriate authority).  
 H Please contact the SASP for instructions on whether it is best to submit a separate application for each public program managed.  
 I In some states like Alaska, this definition has been expanded. Contact your respective SASP for details.

**Note: All applicants whose eligibility is dependent on any type of licensing, accreditation, approval, or annual funding, must provide evidence of such upon expiration/renewal to ensure continuing eligibility.**

**Service Educational Activity (SEA):** These are programs of special interest to the Armed Services and DOD. See Section 549(d) of Title 40, USC. SEAs include American National Red Cross, Boy/Girl Scouts, Little League Baseball, United Service Organization, Young Marines, and many others. For a complete listing of SEAs, view DOD's 4160.21-M manual (Sections 6-4 through 6-22 and Attachment 6.1-1 & 2). SEAs can only acquire DOD property and must provide proof of approval as an SEA.

**Veteran Service Organization (VSO):** These are organizations recognized by the VA that provide services to veterans. VSOs include the American Legion, AMVETS, Marine Corps League, Veterans of Foreign Wars, and many others. For a complete listing, visit <https://www.va.gov/ogc/recognizedvsos.asp>. VSOs can acquire both civilian agency and DOD property. VSOs are not required to be nonprofit to be eligible, but must provide proof of approval as a VSO and a written statement certifying that at least 33% of its members are veterans.

**Small Business Administration (SBA) Activity:** These are designated by SBA as 8a Business Development (BD) activities. SBA's can acquire both civilian agency and DOD property (except foreign surplus) and must provide written verification (letter or email) of your status from SBA. SASPs may verify 8a BD status at [https://web.sba.gov/dsbs/search/dsp\\_dsbs.cfm](https://web.sba.gov/dsbs/search/dsp_dsbs.cfm).

**Veteran Owned Small Business (VOSB):** These are businesses certified by the VA. VOSBs can acquire both civilian agency and DOD property. VOSBs must provide a copy of the VETS First verification from the VA. SASPs may verify VOSB status at <https://vetbiz.va.gov/basic-search/>

**RISE Act Participants:** Reserved

**Note: If your organization was not listed above and you wish to further discuss, please contact the SASP at:**  
 [Point of contact, phone, fax, and email]



**Program Narrative:** Applicants must provide a written description of program(s), at a minimum and as applicable, details such as population served, number of individuals served, hours of operation, number of full-time/part-time staff, staff qualifications, description of facilities, square footage, financial information-- basic budget information, funding sources, etc. Applicants may substitute a program brochure or website reference provided it lists similar details.

Please see the City of Newport's website  
www.newport-wa.org

If more space is needed, proceed to Page 5.

**Authorized Representative Listing:** Applicants must provide a list of persons authorized to sign for the release of property on its behalf. Individuals listed on prior applications will be deleted. A valid driver's license or state issued photo identification may be required prior to entering state or federal facilities. Those who sign below represent that they have read and understand all information contained in this application (including the fine print) and they will abide by the aforementioned agreements, certifications, assurances and statements. Museum applicants acknowledge they understand and will abide by the Museum Access Agreement, the Certification & Agreement Statement and the Nondiscrimination Assurance Statement as well.

Printed Name Abby Gribi	Title City Administrator	Phone Number (Include Area Code) 509-447-6496
Email Address agribi@newport-wa.org	Date (MM/DD/YYYY) 6/24/2022	Signature 
Printed Name David North	Title Public Works Director	Phone Number (Include Area Code) 509-671-1607
Email Address pwd@newport-wa.org	Date (MM/DD/YYYY) 6/24/2022	Signature 
Printed Name Nickole North	Title Clerk/Treasurer	Phone Number (Include Area Code) 509-447-6429
Email Address clerk@newport-wa.org	Date (MM/DD/YYYY) 6/24/2022	Signature 

To include additional representatives, proceed to Page 5.

**Museum Access Agreement (Museum Applicants only):**

As part of the Federal Surplus Property Donation Program, "museums"-- pursuant to Section 23 of Public Law 114-287 and Federal Management Regulation (FMR) Part 102-37-- agree that from an operational standpoint toward fulfilling the museum's mission and function for the general public that the museum will: Accede to any request submitted for access during typical "business" hours, interpreted here to be approximately 9:00am to 4:00pm, Monday through Friday-- although a reasonable variation from these hours may be considered due to individual circumstances (e.g. location of museum requiring strict business hours that deviate from the aforementioned time parameter).

Print Name and Title of Head Authorized Museum Official	Date (DD/MM/YYYY)	Signature

**Property "Want" or "Needs" List:** Applicants must provide a listing of specific property items desired or the general categories of items desired:

**Certification & Agreement Statement (Including Conditions, Reservations and Restrictions):**

**TO BE INCLUDED ON THE STATE AGENCY FOR SURPLUS PROPERTY (SASP) ISSUE OR DISTRIBUTION DOCUMENT.**

**(a) THE DONEE CERTIFIES THAT:**

(1) It is a public agency or a nonprofit institution or organization exempt from taxation under section 501 of the Internal Revenue Code of 1954 within the meaning of section 203(j) of the Federal Property and Administrative Services Act of 1949, as amended, and/or the regulations of the General Services Administration (GSA).

(2) If a public agency, the property is needed and will be used by the recipient for carrying out or promoting for the residents of a given political area and one or more public purposes, or, if a nonprofit, tax-exempt institution or organization, the property is needed for and will be used by the recipient for educational or public health purposes, including research for any such purpose, or for programs for older individuals. The property is not being acquired for any other use or purpose, or for sale or other distribution or for permanent use outside the State, except with prior written approval of the SASP.

(3) Funds are available to pay all costs and charges incident to donation, including but not limited to shipping fees, repairs, costs relating to making a donated item serviceable.

(4) This transaction shall be subject to the nondiscrimination regulations governing the donation of surplus property issued under title VI of the Civil Rights Act of 1964, Section 606 of title VI of the Federal Property and Administrative Services Act of 1949, as amended, section 504 of the Rehabilitation Act of 1973, as amended, title IX of the Education Amendments of 1972, as amended, and section 303 of the Age Discrimination Act of 1975.

**(b) THE DONEE AGREES TO THE FOLLOWING CONDITIONS:**

(1) All items of property shall be placed in use for the purpose(s) for which acquired within 1 year of receipt and shall be continued to be used for such purpose(s) for a minimum of 1 year from the date the property was placed in use. In the event the property is not placed in use, or continued in use, the donee shall immediately notify the SASP and, at the donee's expense, return such property to GSA or SASP, otherwise make the property available for transfer or other disposal by the SASP, provided the property is still usable as determined by the SASP.

(2) Such special handling or use limitations as are imposed by GSA on any item(s) of property listed hereon.

(3) In the event the property is not so used or handled as required by (b)(1) and (2), title and right to the possession of such property shall at the option of GSA revert to the United States of America and, upon demand, the donee shall release such property to such persons as GSA or its designee shall direct.

**(c) THE DONEE AGREES TO THE FOLLOWING CONDITIONS IMPOSED BY THE SASP, APPLICABLE TO ITEMS WITH A UNIT ACQUISITION COST OF \$5000 OR MORE AND PASSENGER MOTOR VEHICLES, REGARDLESS OF ACQUISITION COST, EXCEPT VESSELS 50 FEET OR MORE IN LENGTH AND AIRCRAFT, FOREIGN GIFTS, OR OTHER ITEMS OF PROPERTY REQUIRING SPECIAL HANDLING OR USE IN LIMITATIONS, REGARDLESS OF THE ACQUISITION COST OR PURPOSE FOR WHICH ACQUIRED:**

(1) The property shall be used only for the purpose(s) for which acquired, and for no other purpose(s).

(2) There shall be a period of restriction which will expire after such property has been used for the purposes(s) for which acquired for a period of 18 months from the date the property is placed in use.

(3) In the event the property is not used as required by c (1) and (2), and Federal restrictions (b)(1) and (b)(2) and (f) have expired, then title and right to the possession of such property shall at the option of the SASP revert to the SASP and the donee shall release such property to such persons as the SASP shall direct.

**(d) THE DONEE AGREES TO THE FOLLOWING TERMS, RESERVATIONS, AND RESTRICTIONS:**

(1) From the date it receives the property listed hereon and through the period(s) of time the conditions imposed by (b), (c), and (f), remain in effect, the donee shall not sell, trade, lease, lend, bail, cannibalize, encumber, or otherwise dispose of such property, or remove it permanently for use outside the State, without the prior approval of GSA under (b), (c), and (f), or the SASP under (c) and (f). The proceeds from any sale, trade, lease, loan, bailment, encumbrance, or other disposal of the property, when such action is authorized by GSA or by the SASP, shall be remitted promptly by the donee to GSA or the SASP, as the case may be.

(2) In the event any of the property listed hereon is sold, traded, leased, loaned, bailed, cannibalized, encumbered, or otherwise disposed of by the donee from the date it receives the property through the period(s) of time the conditions imposed by (b), and (f) remain in effect, without the prior approval of GSA or the SASP, the donee, at the option of GSA or the SASP shall pay to GSA or the SASP, as the case may be, the proceeds of the disposal of the fair market value or the fair rental value of the property at the time of such disposal, as determined by GSA or the SASP.

(3) If at any time, from the date it receives the property through the period(s) of time the conditions imposed by (b), (c), and (f) remain in effect, any of the property listed hereon is no longer suitable, usable, or further needed by the donee for the purpose(s) for which acquired, the donee shall promptly notify the SASP, and shall, as directed by the SASP, return the property to the SASP, release the property to another donee, or another SASP, or to a department or agency of the United States, sell, or otherwise dispose of the property. The proceeds from any sale shall be remitted promptly by the donee to the U.S. Government.

(4) The donee shall make reports to the SASP on the use, condition, and location of the property listed hereon, and on other pertinent matters as may be required from time to time by the SASP. The SASP reserves the right to, at its discretion, conduct on-site, virtual, telephonic, written reviews of property acquired for use to ensure the donee is properly utilizing the property and following all applicable program rules.

(5) At the option of the SASP, the donee may abrogate the State conditions set forth in (c) and the State terms, reservations, and restrictions pertinent thereto in (d) by payment of an amount determined by the SASP in conjunction with GSA.

**(e) THE DONEE AGREES TO THE FOLLOWING CONDITIONS, APPLICABLE TO ALL ITEMS OF PROPERTY LISTED HEREON:**

(1) The property acquired by the donee is on an "as is, where is" basis, without warranty of any kind, and the Government of the United States of America, as well as the SASP will be held harmless from any or all debts, liabilities, costs, demands, suits, actions, or claims of any nature arising from or incident to the donation of the property, its use, or final disposition.

(2) Where a donee carries insurance against damages to or loss of property due to fire or other hazards and where loss of or damage to donated property with unexpired terms, conditions, reservations, or restrictions occurs, GSA or the SASP, as the case may be, will be entitled to reimbursement from the donee out of the insurance proceeds of an amount equal to the unamortized portion of the fair market value of the damaged or destroyed donated items.

**Certification & Agreement Statement (Including Conditions, Reservations and Restrictions):**

(f) THE DONEE AGREES TO THE FOLLOWING ADDITIONAL SPECIAL TERMS AND CONDITIONS APPLICABLE TO THE DONATION OF AIRCRAFT AND VESSELS (50 FEET OR MORE IN LENGTH) HAVING AN ACQUISITION COST OF \$5,000 OR MORE, AND FOREIGN GIFTS OR OTHER ITEMS OF PROPERTY REQUIRING SPECIAL HANDLING OR USE LIMITATIONS, REGARDLESS OF THE ACQUISITION COST OR PURPOSE FOR WHICH ACQUIRED:

(1) The donation shall be subject to the additional special terms, conditions, reservations, and restrictions set forth in the Conditional Transfer Document or other agreement executed by the authorized donee representative, as well as the conditions set forth in C, at a minimum.

**Sample Restriction Periods:**

These are the general restriction periods for most types of property received. It is the applicant's responsibility to research, understand and comply with the specific restrictions placed upon each piece of property received.

Property must be placed into use within 12 months and used for a minimum compliance or restriction period of 12 months depending on the type of property. Special restrictions are applied to items with an original government unit acquisition cost of \$5,000 or more, passenger motor vehicles, NASA artifacts, noncombat aircraft and vessels over 50', noncombat flyable aircraft, combat aircraft and vessels 50' and greater, and firearms. See the SASP for specific restrictions and questions on all items acquired, including the following:

- Property with an original gov't unit acquisition cost of less than \$5,000 or more = 12 months
- Property with an original gov't unit acquisition cost of \$5,000 or more and passenger motor vehicles = 18 months
- NASA artifacts = 60 months & Perpetuity
- Noncombat Aircraft and Vessels 50' and greater = 60 months
- Combat Aircraft and Vessels over 50' = Perpetuity
- Firearms = Perpetuity

Note: SEAs can only acquire DOD property and are only subject to a 12 month restriction period!

SBA activities can acquire civilian agency and DOD property, but must use the property during its term of participation in the SBA program plus one year!

**Nondiscrimination Assurance Statement:**

ASSURANCE AND COMPLIANCE WITH GSA REGULATIONS under Title VI of the Civil Rights Act of 1964, Section 606 of Title VI of the Federal Property and Administrative Service Act of 1949, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, and Section 303 of the Age Discrimination Act of 1975.

Hereinafter called the "Donee", agrees that the program for or in connection with which any property is donated to the Donee will be conducted in compliance with, and the Donee will comply with and will provide services or benefits under said program to comply with all requirements imposed by or pursuant to the regulation of the General Service Administration (41 CFR 101.6-2, PR 101-8) issued under the provisions of Title VI of the Civil Rights Act of Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, and Section 303 of the Age Discrimination Act of 1975. To the end that no person in the United States shall on the grounds of race, color, national origin, sex or age, or that no person with disabilities shall solely by reason of their disability, be excluded from participation in or be denied the benefits of, or be subject to discrimination under any program or activity for which the Donee receives Federal Assistance from the General Services Administration.

The Donee hereby gives assurance that it will immediately take any measure necessary to effectuate this agreement.

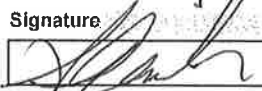
**Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions**

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a 3-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by Governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
- (d) Have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, state, or local) terminated for cause of default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall draw a line through the statement(s) above- (1)(a), (1)(b), (1)(c), (1)(d) for which the prospective applicant cannot certify and attach a detailed explanation to this application.

My signature below represents that I have read and understand all of the information contained in this application (including the fine print). My signature below represents that I have accurately completed this form to the best of my ability and that my agency, organization, business and representatives will abide by the aforementioned agreements, certifications, assurances and statements.

Print Name and Title of Applicant's Head Authorized Official	Date (DD/MM/YYYY)	Signature
Abby Coribi, Cidy Administrator	6/24/22	

(Internal SASP Use Only)			
Print Name and Title of SASP Reviewing/Processing Official (Optional)	Date (DD/MM/YYYY)	Signature	
Print Name and Title of SASP Head Approving Official	Date (DD/MM/YYYY)	Signature	
Approved: <input type="checkbox"/> YES <input type="checkbox"/> NO	License/Accreditation/Approval Date:	Eligibility Expiration Date:	Notes



**Program Narrative (Continued):** Applicants must provide a written description of program(s), at a minimum and as applicable, details such as population served, number of individuals served, hours of operation, number of full-time/part-time staff, staff qualifications, description of facilities, square footage, financial information-- basic budget information, funding sources, etc. Applicants may substitute a program brochure or website reference provided it lists similar details.

**Authorized Representative Listing (Continued):** Applicants must provide a list of persons authorized to sign for the release of property on its behalf. Individuals listed on prior applications will be deleted. A valid driver's license or state issued photo identification may be required prior to entering state or federal facilities. Those who sign below represent that they have read and understand all information contained in this application (including the fine print) and they will abide by the aforementioned agreements, certifications, assurances and statements. Museum applicants acknowledge they understand and will abide by the Museum Access Agreement, the Certification & Agreement Statement and the Nondiscrimination Assurance Statement as well.

Printed Name <input style="width: 95%;" type="text" value="Cindy Endahl"/>	Title <input style="width: 95%;" type="text" value="Deputy Clerk/Treasurer"/>	Phone Number (Include Area Code) <input style="width: 95%;" type="text" value="509-447-6422"/>
Email Address <input style="width: 95%;" type="text" value="cityofnewport@newport-wa.org"/>	Date (MM/DD/YYYY) <input style="width: 95%;" type="text" value="6/24/2022"/>	Signature <input style="width: 95%;" type="text" value="Cindy Endahl"/>
Printed Name <input style="width: 95%;" type="text" value="Mark Duxbury"/>	Title <input style="width: 95%;" type="text" value="Police Chief"/>	Phone Number (Include Area Code) <input style="width: 95%;" type="text" value="509-447-5611"/>
Email Address <input style="width: 95%;" type="text" value="mduxbury@newport-wa.org"/>	Date (MM/DD/YYYY) <input style="width: 95%;" type="text" value="6/24/2022"/>	Signature <input style="width: 95%;" type="text"/>
Printed Name <input style="width: 95%;" type="text"/>	Title <input style="width: 95%;" type="text"/>	Phone Number (Include Area Code) <input style="width: 95%;" type="text"/>
Email Address <input style="width: 95%;" type="text"/>	Date (MM/DD/YYYY) <input style="width: 95%;" type="text"/>	Signature <input style="width: 95%;" type="text"/>
Printed Name <input style="width: 95%;" type="text"/>	Title <input style="width: 95%;" type="text"/>	Phone Number (Include Area Code) <input style="width: 95%;" type="text"/>
Email Address <input style="width: 95%;" type="text"/>	Date (MM/DD/YYYY) <input style="width: 95%;" type="text"/>	Signature <input style="width: 95%;" type="text"/>
Printed Name <input style="width: 95%;" type="text"/>	Title <input style="width: 95%;" type="text"/>	Phone Number (Include Area Code) <input style="width: 95%;" type="text"/>
Email Address <input style="width: 95%;" type="text"/>	Date (MM/DD/YYYY) <input style="width: 95%;" type="text"/>	Signature <input style="width: 95%;" type="text"/>

**Property "Want" or "Needs" List (Continued):** Applicants must provide a listing of the specific property items desired or the general categories of items desired:

## City of Newport Job Description

Job Title: Accounting Clerk  
Department: Accounts Receivable  
Reports To: Clerk / Treasurer  
FLSA Status: Non-Exempt  
Revised Date: ~~April 30, 2019~~ July 05, 2022

### SUMMARY:

This position is responsible for the accounts receivable, receptionist and utility billing functions. The Accounting Clerk keeps accounting records and compiles information requested by customers and/or others by performing the following duties:

- Verifies the daily deposit and responsible for taking deposits to the bank.
- Promptly wait on and/or collect money from customers for water and sewer payments, dog licenses, traffic tickets, selling of city maps and answer questions in a friendly, professional manner.
- Responsible for answering phone in administrative area in absence of Deputy Clerk/Treasurer and City Clerk/Treasurer.
- Interviews customers and others in person or by telephone to answer inquiries and complaints pertaining to bills and accounts.
- Primarily responsible for all duties related to water/sewer accounts including assisting customers with their bills, posting payments, processing final bills, refunding overpayments, arranging payment plans, preparing door notices, creating and finalizing service orders, and preparing and processing lien notices on unpaid accounts.
- Prepares monthly well reports to send to Department of Health using the daily reports provided by the Water Operator.
- Prepare and process ~~monthly~~ invoices for services and supplies for all departments of the City.
- Keeps records and prepares annual reminder letters for the Backflow Prevention Devices as directed by Washington State Law.
- Performs monthly reconciliation of ~~treasurer's~~ the City's checking bank accounts.
- Prepares necessary schedule worksheets for the review of the City Clerk/Treasurer for annual report.



- ~~Prepares yearly billings for amusement licenses and other special permits and licenses as needed.~~
- Works with City Clerk/Treasurer on the issuance and processing of the temporarily business licenses, parade permits, liquor & cannabis licenses and any other business registration.
- Gathers information regarding rental of city parks, RV Park and ~~or any~~ other facilities. Collects payment for rental and finalizes reservation applications. Reserves days and events ensuring that double booking does not occur. Manage online reservation services.
- ~~Responsible for maintaining the city vault files, preparing folders and cross reference system for all documents including ordinances, minutes, agreements, resolutions, deeds, vehicle licenses and bonds. Upon requests by City Departments, researches documents for required information and/or furnishes copies of agreements or other documents.~~ Works with the Deputy Clerk/Treasurer on destruction of these files when required.
- Responsible for maintenance of the Newport Municipal Code Book, coordinating with Code Publishing Company for annual codification of ordinances adopted by the City Council. Maintains distribution list for additional supplements to Mayor, Council, City Administrator, Department Heads and other staff.
- Properly advertise and record appropriate records, ordinances and resolutions along with the City Clerk/Treasurer.
- Maintains all contracts and board and commission memberships entered into by or with the City, notifies the City Clerk when a contract or membership expiration date approaches so it can be reviewed, renewed or canceled.
- Acts as the secretary for the Planning Commission ~~and Board of Adjustment.~~ Prepares and advertises meeting agendas, minutes, legal notices, and public hearings as directed by the ~~Building Department Official~~ City Administrator or their designee.
- Coordinates with Building Inspector on new construction for water and sewer connection fees.
- Provides clerical support and filing for the Building Inspector, Planner, Code Enforcement Officer and any other staff members needing assistance.
- ~~Prepares log of all dog licenses per year and distributes a current copy to the Animal Control Officer, the front office and Pend Oreille County Dispatch.~~
- ~~Reviews parking infractions for payments. If payment is not made, sends letter to citizen then to collection agency if needed.~~
- Weighs, certifies, processes and delivers mail. Opens, separates, and distributes mail to proper individuals daily.

- Keeps copy machine and postage machine in working order. Promptly notifies service representative to schedule repairs when machine fails to work properly. Fills copy machine with paper as needed. Monitors prepaid postage account.
- Orders office supplies and keeps supply cupboards neat and organized.
- Sets up and maintains accurate system for logging keys to ensure security for City property. Issues City keys and tracks keys. Ensures keys are collected from employees terminating employment.
- Sets up all new equipment with inventory tags and keeps records updated on all inventory for all departments. Provides updated lists of inventory to each department once a year for annual check. Provides finalized lists of inventory to the City Council once a year for review.
- Maintains service records on all city equipment and vehicles. Informs the Public Works Director when a piece of equipment or vehicle needs servicing.
- Processes and prepares documents reference the Housing Rehabilitation program and maintaining the files.
- ~~➤ Downloads Department of Revenue sales tax reports for review by the City Clerk/Treasurer.~~
- ~~➤ Prepare invoices for monthly false alarms which are provided by the Newport Police Department and/or the Pend Oreille County Sheriff's Office.~~
- Works closely with City Administration on grant writing and other duties.
- Perform other duties as assigned.

#### QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION and/or EXPERIENCE:

Associate's degree (A.A.) or equivalent from a two-year college or technical school; or two to three years related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

# Strategies for the Reduction of Lost Water, also known as Water Use Efficiency, for Newport, WA

June 27, 2022

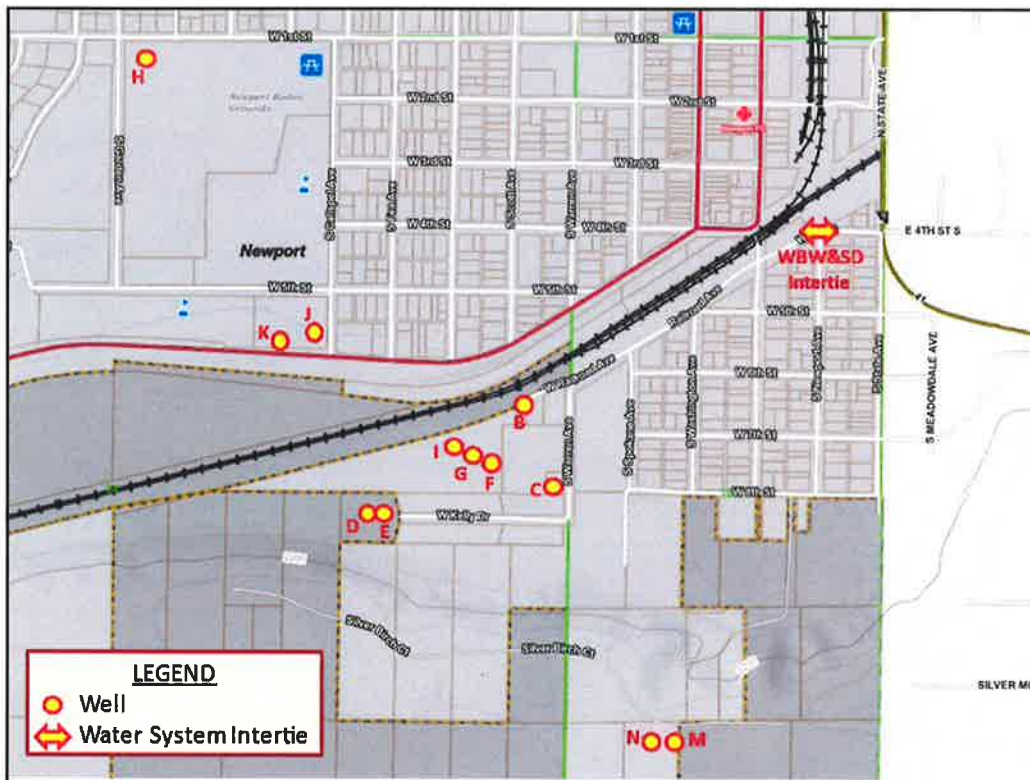


ENGINEERING

Len Bramble, P.E.

Sr. Project Manager

In recent years Newport has obtained all of its drinking water from a variety of groundwater wells, numbering 12 constructed but with 2 of those planned for decommissioning. The locations of these wells are scattered about the City with almost all of them located southwest of downtown proper as shown on the following map. An emergency intertie with the West Bonner Water & Sewer District exists on 4<sup>th</sup> Street as well.



Since 2016 these wells have annually produced (i.e., pumped) the gallons shown in the table below. Corresponding annual gallons sold (i.e., metered) is also shown. The table subtracts gallons sold from gallons produced for each year, and the result is known as lost water or distribution system leakage (DSL). The Washington Department of Health (DOH) looks at annual DSL, but primarily the 3-year running average of annual DSL, as a measure of the “tightness” of a water distribution system.

**Table 1: Initial Calculation of Distribution System Leakage (DSL)**

Year	Produced	Sold	DSL*	%DSL	DSL 3-Yr Avg
2016	111,000,400	92,998,661	18,001,739	16.22%	
2017	120,174,900	95,004,120	25,170,780	20.95%	
2018	125,307,500	96,276,693	29,030,807	23.17%	20.11%
2019	121,796,000	93,982,387	27,813,613	22.84%	22.32%
2020	132,056,390	93,693,288	38,363,102	29.05%	25.02%
2021	136,080,880	97,613,410	38,467,470	28.27%	26.72%

*Note: DSL is distribution system leakage, or Produced less Sold*

All water distribution systems will have some amount of DSL, its to be expected, and over time 10% DSL or less has generally become an acceptable range. It is when DSL increases over 10% that DOH will require increasing proactive measures of the water utility to reduce DSL back down within the 10% threshold.

Certainly, this is a beneficial tactic for everyone, as lost water is water that could otherwise be used for future water supply. Lost water also incurs electrical and treatment costs to produce with no customers able to use and pay for it.

The data for DSL in the table above, however, does not fully describe what comprises DSL. Some of what is included in DSL is not some mysterious unexplainable loss of water. In general, DSL can be categorized as either of the following unauthorized uses:

- **Apparent losses:** These include things such as theft, meter inaccuracy, and data collection errors, all of which are particularly challenging to quantify.
- **Real losses:** These includes things like reservoir overflows, leaky valves and fittings, pinhole leaks, and water main breaks, all of which can generally be estimated.

Authorized use of water is not DSL based upon DOH guidance. Examples of this includes water used for typical municipal operational purposes, including but not limited to, filter backwash, street cleaning, distribution main flushing, dust control, firefighting, irrigation of municipal parks, plantings, and properties, and providing metered or measured water to contractors.

So, this set into motion work by Newport staff and Century West to look back from 2016 through 2021 for documentation of authorized uses of water that contributed to the calculation of lost water. These essentially amount to known uses of water that is not measured, or metered, like typical water meters provide.

The results of that effort are shown in the following tables. The first table separates what was found and estimated between authorized and unauthorized DLS; the second table further distinguishes the very same findings by activity. Obviously, the largest amount of DSL is from water main leaks and breaks, approximately 75% or more.



**Table 2: DSL Characterization by Authorized vs Unauthorized**

2016-2021 Distribution System Leakage (DSL) by Washington DOH Categories					
Year	#	Authorized		Unauthorized	Total
		Measured	Unmeasured	Unmeasured	
2016	15	3,678,300	20,400	13,038,000	16,736,700
2017	9	4,272,550	114,600	12,000,000	16,387,150
2018	21	4,389,800	127,000	12,200,000	16,716,800
2019	26	11,437,800	0	13,127,400	24,565,200
2020	17	3,523,500	15,000	18,510,000	22,048,500
2021	20	2,862,800	311,500	26,608,000	29,782,300
Totals:	108	30,164,750	588,500	95,483,400	126,236,650
Percent:		23.9%	0.5%	75.6%	100.0%

**Table 3: DSL Characterization by Activity**

2016-2021 Distribution System Leakage (DSL) by General Categories						
Year	#	Contractor	Fire	Leak	PWD	Total
2016	15	88,600	0	13,038,000	3,610,100	16,736,700
2017	9	136,250	0	12,000,000	4,250,900	16,387,150
2018	21	440,400	127,000	12,200,000	3,949,400	16,716,800
2019	26	5,242,900	0	13,127,400	6,194,900	24,565,200
2020	17	152,000	15,000	18,510,000	3,371,500	22,048,500
2021	20	3,300	311,500	26,608,000	2,859,500	29,782,300
Totals:	108	6,063,450	453,500	95,483,400	24,236,300	126,236,650
Percent:		4.8%	0.4%	75.6%	19.2%	100.0%

We are now able to refine Table 1 within which we originally calculated DSL, this time by subtracting authorized water loss resulting in slightly smaller annual gallons and percentages for lost water.

**Table 4: Improved Calculation of Distribution System Leakage (DSL)**

Year	Produced	Sold	Authorized Water Loss	DSL*	%DSL	DSL 3-Yr Avg
2016	111,000,400	92,998,661	3,698,700	14,303,039	12.89%	
2017	120,174,900	95,004,120	4,387,150	20,783,630	17.29%	
2018	125,307,500	96,276,693	4,516,800	24,514,007	19.56%	16.58%
2019	121,796,000	93,982,387	11,437,800	16,375,813	13.45%	16.77%
2020	132,056,390	93,693,288	3,538,500	34,824,602	26.37%	19.79%
2021	136,080,880	97,613,410	3,174,300	35,293,170	25.94%	21.92%

*Note: DSL is distribution system leakage, or Produced less Sold less Authorized Water Loss*

While DSL in Table 4 is slightly reduced from the original calculation in Table 1, the annual DSL gallons and percentages remain higher than desirable and certainly higher than the thresholds established by DOH. The question remains: where is all of this unauthorized, unmeasured, lost water going? We, and that includes City of Newport and Century West staff, believe the likely culprit is simply water main and water line leaks. Another frequent question is: wouldn't you see evidence of a 35-million-gallon leak? The answer to that is not necessarily. Even if it is all in one single leak (and it likely is not), 35 million gallons per year equates to 66 gallons per minute, and in coarse grained rocky and sandy soils water infiltrates and drains away quite quickly.

As luck would have it, we believe we were handed a tremendous clue in late April of this year when City of Newport Public Works located and repaired a significant water main leak, two of them in fact, on Quail Loop. These two leaks each approximated 3/8" diameter holes rubbed into the pipe probably by rocks in the pipe backfill. While a 3/8" hole does not sound like much of a hole that would account for much lost water, it is indeed as shown in the following graphic.

**Chart 1: Water Flow Through Various Holes Under Various System Pressures**

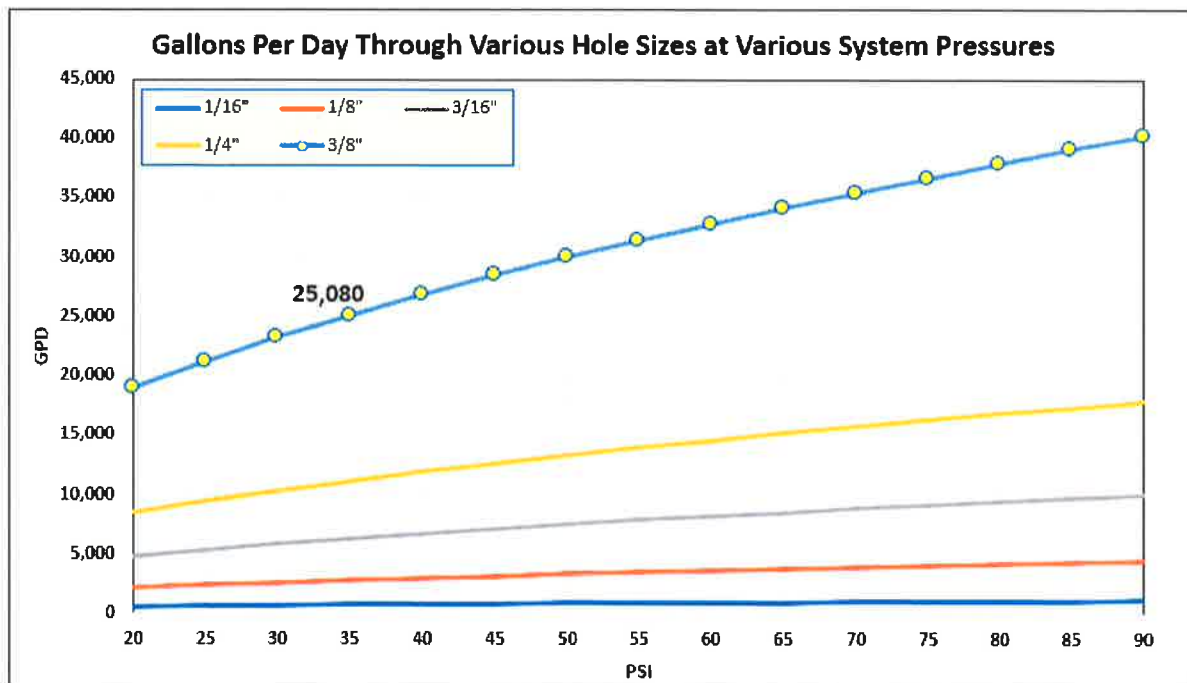


Chart 1 shows that water will flow at 25,080 gallons per day through a 3/8" hole under 35 PSI (pounds per square inch) system pressure. For 2 holes multiply that number by 2. For 1 day, these two holes would have flowed at about 50,000 gallons per day, or 1.5 million gallons per month, or 18.25 million gallons per year, or enough water for 243 homes for one year. Certainly, finding and fixing these 2 leaks was a huge accomplishment for Newport, but based upon Table 4, 2021 had a DSL of 35,293,170 which equates to enough water for 470 homes, so there appears to be more leaks out in the distribution system amounting to approximately 17,000,000 gallons per year, so continuing to search for search for them appears to be a most worthy cause.

So, what might finding only these 2 leaks do for Newport's future calculation of DSL? Table 5 attempts to show this by:

- Subtracting from 2022 water produced 8 months of 18.25 million gallons per year lost through the 2 3/8" leaks, and subtracting from 2023 water produced the additional 4 months of the same.
- Increasing water produced and water sold each year by the rate of growth seen for 2016-2021, or 0.2184%.
- Holding Authorized Water Loss going forward from 2022 to the average calculated for 2016-2021.

**Table 5: Future Projection of Distribution System Leakage (DSL)**

Year	Produced	Sold	Authorized Water Loss	DSL*	%DSL	DSL 3-Yr Avg.
2016	111,000,400	92,998,661	3,698,700	14,303,039	12.89%	
2017	120,174,900	95,004,120	4,387,150	20,783,630	17.29%	
2018	125,307,500	96,276,693	4,516,800	24,514,007	19.56%	16.58%
2019	121,796,000	93,982,387	11,437,800	16,375,813	13.45%	16.77%
2020	132,056,390	93,693,288	3,538,500	34,824,602	26.37%	19.79%
2021	136,080,880	97,613,410	3,174,300	35,293,170	25.94%	21.92%
2022	124,184,842	97,826,598	5,666,850	20,691,394	16.66%	23.15%
2023	118,359,442	98,040,251	5,666,850	14,652,341	12.38%	18.66%
2024	118,617,939	98,254,371	5,666,850	14,696,718	12.39%	13.86%
2025	118,877,001	98,468,958	5,666,850	14,741,193	12.40%	12.39%

*Note: DSL is distribution system leakage, or Produced less Sold less Authorized Water Loss*

Obviously from Table 5, DSL is moving in the right direction, downwards and approaching 10%, but with more than 14 million gallons of annual DSL projected to occur over the next few years there remains more work to be done.



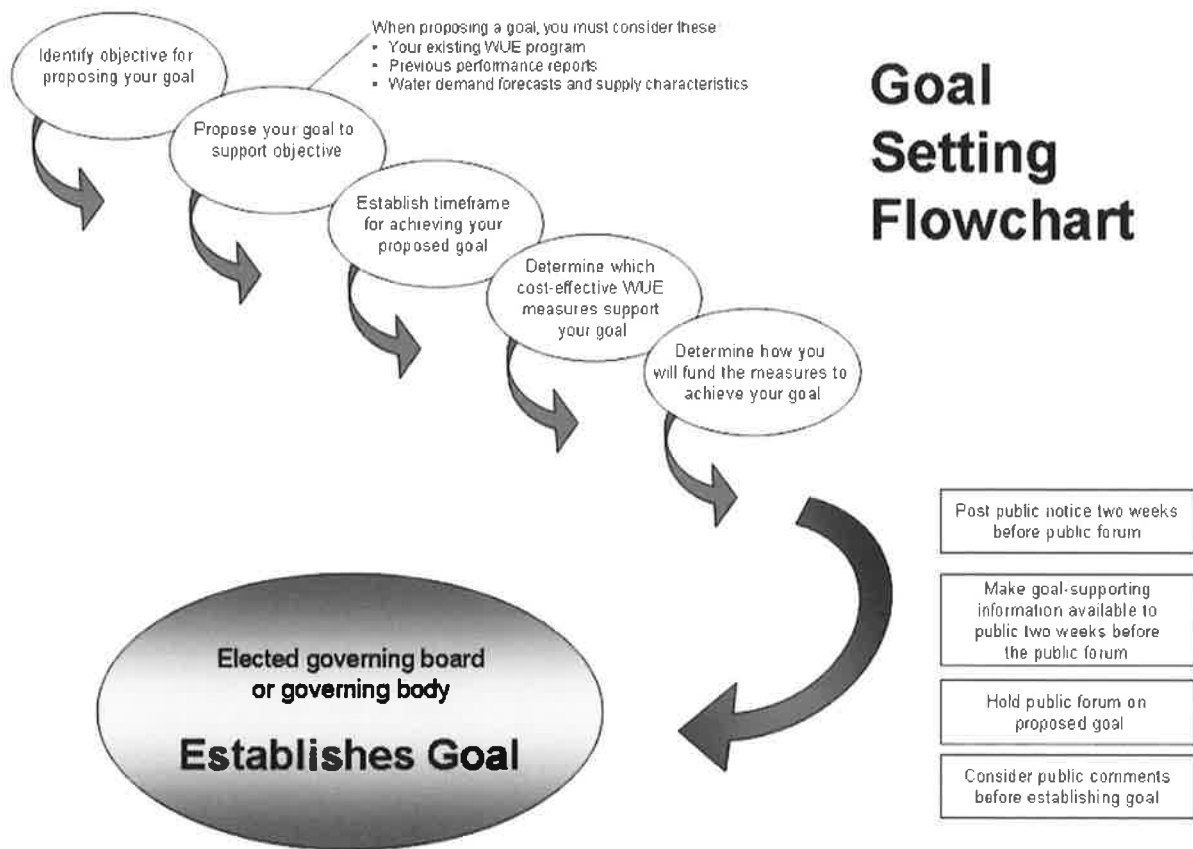
The amount of work to be done equates to eliminating enough DSL to attain a DSL 3-year average of 10% or less. Where that elimination would show up is in reduced water produced, or pumped, from supply wells. The following scenarios, based upon the assumptions in Table 5, will achieve 10% DSL in 2025:

- Eliminate one leak in 2023 that on an annual basis accounts for 3.14 million gallons (8,603 gallons per day or 5.97 gallons per minute). Assuming system pressure of 35 PSI, this approximates one 7/32" hole.
- Over the 2 years including 2023-2024 eliminate each year leaks amounting to 1.89 million gallons per year (5,178 gallons per day or 3.6 gallons per minute). Assuming system pressure of 35 PSI, this approximates one 3/16" hole each of the 2 years.
- Over the 3 years including 2023-2025 eliminate each year leaks amounting to 1.57 million gallons per year (4,301 gallons per day or 2.99 gallons per minute). Assuming system pressure of 35 PSI, this approximates one 5/32" hole each of the 3 years.

The underlying message here should be clear; it does not take a hole of much size flowing 24 hours per day 7 days per week to amount to sizeable water loss. Based upon DOH requirements the goal is to operate a water utility with water loss, or DSL, at less than 10% annually. In order to achieve that a water utility must be consistently comparing water production data to water sold data to identify and quantify leaks, then mount efforts looking for leaks to fix. Comparing the data is much easier and straightforward than looking for leaks. Unless the leaks are obvious to see they may very well go undetected unless other strategies are implemented. There are tools available to assist however, including technologies such as listening devices, thermography, tracer gases, ground penetrating radar, and smart-balls for larger pipelines. Resources include both public agencies and private companies that offer leak detection services, including Evergreen Rural Water of Washington.

### **2022 Water System Plan Update**

As part of this ongoing project, water use efficiency (i.e., water loss or DSL) is being calculated as seen in the prior pages of this document. The requirements of Washington's Water Use Efficiency Rule can be found in WAC 246-290 and in the May 2016 Revised Third Edition of the Water Use Efficiency Guidebook (WUEG) (DOH 331-375). These requirements include the implementation of Water Loss Control Action Plans if a water system's DSL is over 10% based on a 3-year average. As Newport's current DSL is over 10% at 21.92% for 2021, we must devise a Water Loss Control Plan as part of the Water System Plan Update that is established by Newport City Council. The WUEG contains the following graphic illustrating the WUE goal setting process.



As Newport’s primary source of water loss appears to be occurring before water is metered to individual customers, goals should focus on strategies to identify losses of water before it is passes through customer meters and to improve the accuracy of water meter records:

1. **Reduce Transmission and Distribution System Leakage:** Continue to make locating and repairing system leak a high priority.
  - a. **Establish a procedure** that works for Newport staff to monthly track by each distribution pressure zone (high, low):
    - i. Water pumped from wells.
    - ii. Metered water
    - iii. Authorized Lost Water (metered and unmetered)
    - iv. Calculate monthly lost water and look for trends, particularly upwards indicating new water leaks.
  - b. **Conduct Leak Detection** on mains and service lines
    - i. Consider contacting Evergreen Rural Water of Washington to explore opportunities to secure their assistance.
    - ii. Consider contacting other municipal utilities to exchange and share ideas about leak detection equipment and services.

- iii. Consider contacting qualified contractors about leak detection services.
  - c. **Repair or replace lines with leaks** contributing to the DSL
  - d. **For unmetered locations and uses establish a procedure** for the estimation of water use if it is not metered, such as timing how long the water flows through a certain size hose or other supply source and set up a standard procedure for recording/saving those estimates.
  - e. **Establish a goal to reduce well pumping** by a set percentage within a set number of years, for example 5% within 6 years.
2. **Resolve Billing System Reporting Issues:** Work with the billing system vendor to resolve issue(s).
- a. **Loss of system data**, particularly as data ages.
  - b. For more accurate reporting and tracking, inquire with your billing software vendor about **adding useful fields** to account records, such as “Pressure Zone” where each account should be either “high” or “low” making this information much easier to report. Both field and administrative staff should discuss what additional database fields might be useful to add as many utility billing software packages focus predominantly on billing processes and less so on operational, maintenance, and reporting concerns.
3. **Meter Installation & Replacement:**
- a. **Install water meters wherever water is routinely used** for public or private use but not currently metered. As it appears that Newport has already installed water meters on all residential and commercial accounts, this may be particularly important for locations not typically thought of as for customer consumptive use, for example irrigation systems in city parks and at schools or other governmental locations.
  - b. **Consider establishing a location for contractors** with water trucks to fill, and adopting a procedure for the effective use of the location and reporting of the pertinent information for each use. Such locations are typically a hydrant meter at a location that is central, accessible, and visible, and where the risk of tampering or theft is minimal.
  - c. **Continue to replace aging meters** with high efficiency meters thus capturing more accurate water consumption water and reducing DSL. Include the costs for these meter replacements in the annual water system budget.

CITY OF NEWPORT  
VOUCHER REPORT

DATE: 7/05/2022

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City, and that I am authorized to authenticate and certify to said claim.

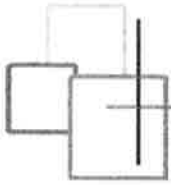
**Checks 65030-65047                      \$90,019.60**

**EFT 6/30/2022 Run 1-3                \$4,534.65**

**Grand Total of all Claims            \$94,554.25**

City Clerk/Treasurer: \_\_\_\_\_





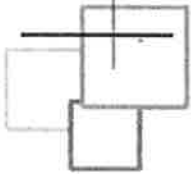
# Fund Transaction Summary

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Transaction Type: Invoice  
Fiscal: 2022 - July - 1st Council Meeting

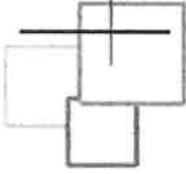
Fund Number	Description	Amount
001	Current Expense	\$57,911.17
101	Street Fund	\$4,303.95
410	Water Fund	\$28,799.13
411	Sewer Fund	\$3,540.00
	<b>Count: 4</b>	<b>\$94,554.25</b>

# Register



Fiscal: 2022  
 Deposit Period: 2022 - July  
 Check Period: 2022 - July - 1st Council Meeting

Number	Name	Print Date	Clearing Date	Amount
<b>Mountain West</b>				
<b>Check</b>				
65030	DOL	6/23/2022		\$61.75
65031	Albeni Falls Building Supply	7/5/2022		\$87.73
65032	Anatek Labs, Inc.	7/5/2022		\$70.00
65033	Big John's Spraying	7/5/2022		\$134.63
65034	Bud Clary Ford Hyundai	7/5/2022		\$52,360.45
65035	Conifer Electric Inc.	7/5/2022		\$3,008.60
65036	E & L Service	7/5/2022		\$694.53
65037	Etter, McMahon, Lamberson, Van Wert, Oreskovich PC	7/5/2022		\$378.30
65038	Exbabylon	7/5/2022		\$656.97
65039	Intermountain Sign & Safety	7/5/2022		\$2,149.68
65040	Motorola Solutions, Inc.	7/5/2022		\$3,084.00
65041	Newport Miner	7/5/2022		\$207.10
65042	Pape Machinery	7/5/2022		\$1,728.45
65043	Newport First Baptist Church	7/5/2022		\$50.00
65044	PO CO Library District	7/5/2022		\$50.00
65045	TMG Services	7/5/2022		\$269.25
65046	Water Recovery Services Inc.	7/5/2022		\$24,803.31
65047	WOW	7/5/2022		\$224.85
EFT Payment 6/30/2022 10:56:19 AM - 1	City Of Newport Water & Sewer (EFT)	7/5/2022		\$3,679.06
EFT Payment 6/30/2022 10:56:19 AM - 2	Pitney-Bowes	7/5/2022		\$113.09
EFT Payment 6/30/2022 10:56:19 AM - 3	Vimly Benefit Solutions, Inc.	7/5/2022		\$742.50
<b>Total</b>				<b>Check</b>
<b>Total</b>				<b>51040005632</b>
<b>Grand Total</b>				<b>\$94,554.25</b>
				<b>\$94,554.25</b>
				<b>\$94,554.25</b>



# Voucher Directory

Fiscal: : 2022 - July  
Council Date: : 2022 - July - 1st Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
Albeni Falls Building Supply	65031				
		06/2022	Albeni Falls Building Supply	2022 - July - 1st Council Meeting	
			001-000-000-576-80-48-00	Repair & Maintenance	\$25.57
			101-000-000-543-30-31-00	Operating Supplies	\$47.19
			411-000-100-535-35-31-00	Office & Operating Supplies	\$14.97
			<b>Total 06/2022 Albeni Falls Building Supply</b>		<b>\$87.73</b>
<b>Total 65031</b>					<b>\$87.73</b>
Total-Albeni Falls Building Supply					
Anatek Labs, Inc.	65032				
				2022 - July - 1st Council Meeting	
		2210298	Coliform tests	Professional Services	\$70.00
			410-000-000-534-34-41-00		\$70.00
			<b>Total 2210298</b>		<b>\$70.00</b>
<b>Total 65032</b>					<b>\$70.00</b>
Total Anatek Labs, Inc.					
Big John's Spraying	65033				
				2022 - July - 1st Council Meeting	
		74548/74549	Lawn Fertilizer	Repair & Maintenance	\$134.63
			001-000-000-576-80-48-00		\$134.63
			<b>Total 74548/74549 Lawn Fertilizer</b>		<b>\$134.63</b>
<b>Total 65033</b>					<b>\$134.63</b>
Total Big John's Spraying					
Bud Clary Ford Hyundai	65034				
				2022 - July - 1st Council Meeting	
		06/2022	Police F150 Pickup	Police Vehicle and Equipment	\$52,360.45
			001-000-000-594-21-60-00		\$52,360.45
			<b>Total 06/2022 Police F150 Pickup</b>		<b>\$52,360.45</b>
<b>Total 65034</b>					<b>\$52,360.45</b>
Total Bud Clary Ford Hyundai					

Vendor	Number	Reference	Account Number	Description	Amount
City Of Newport Water & Sewer (EFT)					
EFT Payment 6/30/2022 10:56:19 AM - 1				2022 - July - 1st Council Meeting	
06/2022 Water & Sewer Bills				Utilities	\$123.25
	001-000-000-513-10-47-00			Facility Lease Utilities	\$61.63
	001-000-000-518-20-47-00			Utilities	\$61.62
	001-000-000-522-50-47-10			Water - Public Works Shop	\$166.39
	101-000-000-543-30-47-01			Public Utilities - Water	\$166.40
	410-000-000-534-34-47-01			Public Utilities - Water	\$3,099.77
	411-000-100-535-35-47-01				\$3,679.06
Total 06/2022 Water & Sewer Bills					\$3,679.06
Total EFT Payment 6/30/2022 10:56:19 AM - 1					\$3,679.06
Total City Of Newport Water & Sewer (EFT)					\$3,679.06
Conifer Electric Inc.					
65035				2022 - July - 1st Council Meeting	
1283 NEMA B Well Repairs				Repair & Maintenance	\$893.91
	410-000-000-534-34-48-00				\$893.91
Total 1283 NEMA B Well Repairs					\$893.91
1285 VFD & NEMA H Well Repairs				Repair & Maintenance	\$2,114.69
	410-000-000-534-34-48-00				\$2,114.69
Total 1285 VFD & NEMA H Well Repairs					\$3,008.60
Total 65035					\$3,008.60
Total Conifer Electric Inc.					\$3,008.60
DOL					
65030				2022 - July - 1st Council Meeting	
06/2022 3501 Pickup Lic & Title				Miscellaneous Expenditure	\$61.75
	001-000-000-521-20-49-00			3501 Patrol PU License	\$61.75
Total 06/2022 3501 Pickup Lic & Title					\$61.75
Total 65030					\$61.75
E & L Service					
65036				2022 - July - 1st Council Meeting	
06/2022 3506 Explorer AC & Lube Service				Repair & Maintenance Equipment	\$226.09
	001-000-000-521-20-48-00				\$226.09
Total 06/2022 3506 Explorer AC & Lube Service					\$226.09
06/2022 3508 Explorer AC & Aft Repair				Repair & Maintenance Equipment	\$468.44
	001-000-000-521-20-48-00				\$468.44
Total 06/2022 3508 Explorer AC & Aft Repair					\$694.53
Total 65036					\$694.53
Total E & L Service					\$694.53



Vendor Number Reference Account Number Description Amount

Etter, McMahon, Lamberson, Van Wert, Oreskovich PC  
 65037  
 2022 - July - 1st Council Meeting  
 3 - Quiet Title Services  
 Land swap title  
 410-000-000-534-34-41-00 Professional Services \$378.30  
 Total 3 - Quiet Title Services \$378.30  
 Total 65037 \$378.30  
 Total Etter, McMahon, Lamberson, Van Wert, Oreskovich PC \$378.30

Exbabylon  
 65038  
 95578 05/2022 Domain & Email Services  
 001-000-000-511-60-49-00 Miscellaneous Expenditure \$26.95  
 001-000-000-513-10-42-00 Communications \$21.54  
 001-000-000-514-20-42-00 Communications \$81.63  
 001-000-000-521-20-41-00 Professional Services \$64.62  
 Garza Email Setup  
 001-000-000-521-20-42-00 Communications \$26.95  
 001-000-000-524-60-42-00 CRO Communications \$5.39  
 101-000-000-543-30-42-00 Communications \$81.63  
 410-000-000-534-34-42-00 Communications \$226.17  
 411-000-100-535-35-42-00 Communications \$122.09  
 Total 95578 05/2022 Domain & Email Services \$656.97  
 Total Exbabylon \$656.97

Intermountain Sign & Safety  
 65039  
 15446 Detour & Road Signs  
 101-000-000-542-64-31-00 Traffic Control Devices \$1,736.28  
 Total 15446 Detour & Road Signs \$1,736.28  
 15449 Sign Tripods  
 101-000-000-542-64-31-00 Traffic Control Devices \$413.40  
 Total 15449 Sign Tripods \$413.40  
 Total Intermountain Sign & Safety \$2,149.68

Motorola Solutions, Inc.  
 65040  
 2022 - July - 1st Council Meeting  
 VAASINV0000130-1  
 001-000-000-521-20-31-00 Office & Operating Supplies \$2,467.20  
 001-000-000-524-60-31-00 CRO Supplies \$616.80  
 Total VAASINV0000130-1 \$3,084.00  
 Total Motorola Solutions, Inc. \$3,084.00

Vendor	Number	Reference	Account Number	Description	Amount
Newport Miner	65041	2022 - July - 1st Council Meeting			
		2022173 Ords 2100-2103 Legals			
		001-000-000-524-60-41-02		CRO Advertising	\$155.32
		101-000-000-543-30-41-00		Advertising	\$51.78
		Total 2022173 Ords 2100-2103 Legals			\$207.10
Total Newport Miner	Total 65041				\$207.10
Pape Machinery	65042	2022 - July - 1st Council Meeting			
		13647024 JD tractor parts			
		sweeping brushes			
		101-000-000-542-61-41-00		Maintenance of Sidewalks	\$1,728.45
		Total 13647024 JD tractor parts			\$1,728.45
Total Pape Machinery	Total 65042				\$1,728.45
Park Deposit Refunds	65043	2022 - July - 1st Council Meeting			
		06/2022 1st Baptist Park Refund		Newport First Baptist Church	
		Rental 6-26-2022			
		001-000-000-582-10-00-00		Park Deposit Refund	\$50.00
		Total 06/2022 1st Baptist Park Refund			\$50.00
Total 65043	Total 65043				\$50.00
	65044	2022 - July - 1st Council Meeting			
		06/2022 POCOLD Park Refund		PO CO Library District	
		Rental 6-27-2022			
		001-000-000-582-10-00-00		Park Deposit Refund	\$50.00
		Total 06/2022 POCOLD Park Refund			\$50.00
Total 65044	Total 65044				\$100.00
Total Park Deposit Refunds					
Pitney-Bowes		2022 - July - 1st Council Meeting			
		EFT Payment 6/30/2022 10:56:19 AM - 2			
		1020887419 Copier Contract			
		001-000-000-514-20-31-00		Office & Operating Supplies	\$22.62
		101-000-000-543-30-31-00		Operating Supplies	\$22.62
		410-000-000-534-34-31-00		Office & Operating Supplies	\$33.93
		411-000-100-535-35-31-00		Office & Operating Supplies	\$33.92
		Total 1020887419 Copier Contract			\$113.09
		Total EFT Payment 6/30/2022 10:56:19 AM - 2			\$113.09
Total Pitney-Bowes					\$113.09

Vendor Number	Reference	Account Number	Description	Amount
TMG Services				
65045			2022 - July - 1st Council Meeting	
	0048409-IN Siemens Mag Service			
		411-000-100-535-35-48-00	Repair & Maintenance	\$269.25
	Total 0048409-IN Siemens Mag Service			\$269.25
Total TMG Services				\$269.25
Vimly Benefit Solutions, Inc.				
	EFT Payment 6/30/2022 10:56:19 AM - 3		2022 - July - 1st Council Meeting	
		07/2022 Ins. Pmt		
		001-000-000-521-20-20-03	Leoff I Med Insur/LifeFlight	\$742.50
	Total 07/2022 Ins. Pmt			\$742.50
Total Vimly Benefit Solutions, Inc.				\$742.50
Water Recovery Services Inc.				
65046			2022 - July - 1st Council Meeting	
	10208 D Well Aqua Cleaning			
		410-000-000-594-34-63-03	Capital Outlay - Well Maint.	\$24,803.31
	Total 10208 D Well Aqua Cleaning			\$24,803.31
Total Water Recovery Services Inc.				\$24,803.31
WOW				
65047			2022 - July - 1st Council Meeting	
	3rd Qtr 2022 Fiber Services			
		001-000-000-514-20-42-00	Communications	\$56.22
		101-000-000-543-30-42-00	Communications	\$56.21
		410-000-000-534-34-42-00	Communications	\$56.21
		410-000-000-534-34-42-00	Communications	\$56.21
	Total 3rd Qtr 2022 Fiber Services			\$224.85
Total WOW				\$224.85
Grand Total			Vendor Count 20	\$94,554.25

CITY OF NEWPORT  
PAYROLL CHECK REGISTER  
PAYDAY: June 24, 2022

We, the undersigned Council of the City of Newport, Washington, do hereby certify that the merchandise or services hereinafter specified have been received and that Check No. 1273 through No. 1277 as well as the direct deposit run 06/16/2022 for employees are approved for payment in the amount of \$61,447.66 this 5<sup>th</sup> day of July 2022.

Councilmember \_\_\_\_\_

Councilmember \_\_\_\_\_

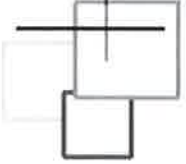
Councilmember \_\_\_\_\_

Councilmember \_\_\_\_\_

Councilmember \_\_\_\_\_

City Clerk/Treasurer  \_\_\_\_\_

# Register



Number	Name	Fiscal Description	Cleared	Amount
1273	Dept of Labor & Industry	2022 - June - 2nd Council Meeting		\$2,142.25
1274	Dept of Retirement Systems	2022 - June - 2nd Council Meeting		\$7,978.10
1275	EFTPS	2022 - June - 2nd Council Meeting		\$12,259.42
1276	Employment Security	2022 - June - 2nd Council Meeting		\$100.96
1277	Employment Security - PMFL	2022 - June - 2nd Council Meeting		\$224.95
Direct Deposit Run -	Payroll Vendor	2022 - June - 2nd Council Meeting		\$38,741.98
6/16/2022				<b>\$61,447.66</b>