

BOARD OF DIRECTORS

April 9, 2024

8:00 a.m.

AGENDA

- I. Call to Order
- II. Consent Agenda
 - a. Minutes
 - b. Budgets
 - c. Investments
- III. Accounts Payable
- IV. Manager's Report
- V. Old Business
 - a. USBR Title Transfer
 - b. Manson Library Lease/MOU
- VI. New Business
 - a. Surplus Property
- VII. Public Comment
- VIII. Adjournment

To: Board
From: Rod
Cell: 509-679-0639
Email: randerson@lcrd.org

Re: March Agenda Items Explanation Summary

The following are my notes and comments concerning some of Monday's Board agenda items:

1. **Accounts Payable:** The bills look about normal as of this writing. One of the payables is our annual \$10K we contribute to Lake Chelan Water Quality efforts through Chelan County Natural Resources Dept. The City has recently upped their contribution to \$25K and I wanted to give the board an opportunity to decide to leave ours as-is or increase if you want to. I do think it's a good effort to keep funding but at what level is up to you.
2. **Manager's Report**
 - a. Irrigation:
 - 1) Travelling screens removal/replacement update – Our first bid for the screen removal was Associated Underwater Services for \$67,700. The second bid to come in was for \$375,000 from Ballard Marine Construction. I would like to move forward with AUS on this 'not to exceed' proposal. I would also like the board to declare this an emergency repair so we can jump on it ASAP.
 - b. Domestic:
 - 1) Our intake building roof repair will be done for \$11K by VIP Roofing Construction LLC – we budgeted \$15K.
 - c. Sewer:
 - 1) KRCI is working on LS#2. The retaining wall at the perimeter of our expanded easement footprint is in.
 - d. Administration:
 - 1) Casino expansion update – we have not heard anything from 12 Tribes.
 - 2) Manson Parks – I will be attending the Manson Parks BOD meeting next week to talk more about the potential process of transferring ownership of Wapato Lk Campground.
 - 3) Our DOR reimbursement check for \$73K including almost \$5K in interest has been received!
3. **Old Business**
 - a. USBR Title Transfer – update. We have some new info on PUD power rates but I am not ready to go over it yet.
 - b. Manson Library Lease/MOU – We approved a 10-year library lease and need to sign it. Also I now have an MOU between North Central Washington Libraries, the Manson Library, and ourselves that we need to sign. I have had our attorney review and it looks good.
4. **New Business**
 - a. Surplus Property - We have received a letter of interest to purchase part of a ditchline out near Roses Lake. See attached map. We do not see any real downside to this and our attorney believes getting rid of these unused ditchlines is in our best interest. If we are ok with it then we need to declare the ditchline surplus property.

REGULAR MEETING
BOARD OF DIRECTORS

March 12, 2024

The Board of Directors of Lake Chelan Reclamation District met for their regular Board meeting at the office of the District on March 12, 2024. The meeting was called to order at 8:02 a.m. by President Carl A. Peterson. Those in attendance were:

BOARD

Carl A. Peterson
Chad Steiner
Todd Jeffries
Steven W. Petersen
Allan Torgesen (via Zoom)

STAFF

Rodney L. Anderson
Mary Lou Brooks

GUESTS

Laurie Berube

MINUTES – FINANCIAL REVIEW – STATUS OF FUNDS

A motion was made by Director S. Petersen and seconded by Director Steiner to approve the February 13, 2024 minutes, budgets, and investments as presented. Motion carried unanimously.

ACCOUNTS PAYABLE

Secretary-Manager Anderson presented the accounts payable for review and approval. Accounts payable checks 18519 through 18571 (including EFT payments) totaled \$399,540.41 and were broken down as follows:

Irrigation O&M Investment	\$224,736.37
Irrigation Construction	\$ 1,820.59
Bond Proceeds – MCC Upgrade Costs	\$ 0.00
Domestic O&M Investment	\$112,697.79
Domestic Construction	\$ 5,379.44
Sewer O&M Investment	\$ 49,294.80
Sewer Construction	\$ 5,611.42

A motion was made by Director Jeffries and seconded by Director Steiner to approve the accounts payable as listed. Motion passed unanimously.

MANAGER’S REPORT

Irrigation: We have received one quote for the travelling screens removal and should receive at least one more. Both quotes were informed to include ‘not exceed \$100,000’ language. We are scheduling the work for the end of October after irrigation season. We hope to have the new screens put in next spring.

Domestic: The laundry basket currently pays 3 water ERUs and 12 sewer ERUs. They are upgrading their machines to low water and wish to change the ERUs designation. Manager Anderson recommends averaging their three highest rates of the year to their new rate going

forward. After some discussion, it was the consensus of the Board to redesignate the Laundry Basket's ERUs going forward.

Sewer: KRCI is working on site at Lift Station #2 and will have substantial completion per the contract.

We are waiting for a response from the 12 Tribes regarding their plan of action for proposed sewer services to their project. They have options to fund a more detailed study of the remaining sewerage capacity of our transmission lines through the City of Chelan or provide onsite storage for high volume times.

Administration: In the Manson Parks lease for the Wapato Lake Campground, they are to pay a portion of their collected fees or offset their revenue with capital improvements. We are currently owed \$9,300 from last year's revenue. Manager Anderson would like to defer the \$9,300 owed to the District and apply to future planned capital improvements. After considerable discussion, the Board members agree to defer the payment to the new improvement list. The Board would like Manager Anderson to investigate the idea of subdividing the campground and transferring ownership to the Manson Parks Department, with the stipulation that the property remains open for public use.

OLD BUSINESS

USBR Title Transfer: We are working with attorney Bob Siderius to look at the impact to the District if we lose the BPA power discount.

NEW BUSINESS

Manson Library Lease: Due to planned upgrades, the library would like to extend their current 5-year lease to a 10-year lease. Manager Anderson proposes starting the new lease at the current rate of \$175.00, with 3% annual increments. The lease has not increased in several years and this would be more realistic for the District. After some discussion, it was the consensus of the Board to start the new lease at \$175.00 with 3% increments annually for 10 years.

PUBLIC COMMENT

Laurie Berube stated that he lives on Wapato Lake and would like assistance treating the milfoil in the lake. Manager Anderson gave him the name of Jeff Conwell who is the person on Roses Lake that takes care of their milfoil treatments for their association. Mr. Berube thanked the Board for listening and for the information to move forward.

ADJOURNMENT

Being no further business to come before the Board, Board President C. Peterson adjourned the meeting at 8:47 a.m.

Signed: _____

President

Attest: _____

Secretary-Manager

March 2024

2024 IRRIGATION BUDGET

	MARCH	BUDGET	TO DATE	PERCENT	BALANCE
REVENUE					
LEVEES					
Operating Assessments (incl. Interest)		\$2,397,795	\$1,616,254	67%	\$781,541
Excess Charges (incl. Interest)		\$35,000	\$5,458	16%	\$29,542
Interest (LGIP)		\$125,000	\$36,161	29%	\$88,839
Interest (Bonds, Gain/Loss)		\$6,000	\$11,563	193%	(\$5,563)
Leases (FD#5, Library, incl. power/garbage)		\$12,500	\$2,894	23%	\$9,606
Reimbursable Services/Miscellaneous Revenue		\$35,000	\$88,931	254%	(\$53,931)
Allocation of additional USBR acreage		\$20,000	\$0	0%	\$20,000
TOTAL REVENUE		\$2,631,295	\$1,761,262	67%	\$870,033
EXPENSES					
PAYROLL					
Salaries and Wages		\$447,025	\$108,737	24%	\$338,288
Overtime		\$26,650	\$3,974	15%	\$22,676
Employee Payroll Expenses		\$244,253	\$53,463	22%	\$190,790
Unemployment Reimbursed		\$4,100	\$0	0%	\$4,100
Total		\$722,028	\$166,174	23%	\$555,854
OFFICE					
Supplies, Telephone, Postage, Dues, Advertising, Bank Fees					
Total		\$31,538	\$10,624	34%	\$20,914
OPERATION AND MAINTENANCE					
Electrical, Pump/Motors, Valves/Fittings, Pipe, Meters Telemetry, Fuel, Equipment Rental					
Total		\$214,726	\$81,981	38%	\$132,745
POWER					
Power - Office (incl. shop, ag drains, FD#5, Lib)		\$7,500	\$1,273	17%	\$6,227
Power - PUD Contract		\$100,905	\$36,475	36%	\$64,430
Power - USBR Contract		\$210,635	\$122,509	58%	\$88,126
Total		\$319,040	\$160,257	50%	\$158,783
OVERHEAD					
Professional Services, Insurance, Licenses, Taxes, Refunds, Training					
Total		\$112,075	\$29,177	26%	\$82,898
CAPITAL EXPENSES					
Capital Purchases		\$25,215	\$489	2%	\$24,726
Equipment Purchases		\$16,000	\$18,575	116%	(\$2,575)
Vehicle Purchases		\$21,518	\$0	0%	\$21,518
Construction Fund		\$676,450	\$54,498	8%	\$621,952
USBR Repayment Contract		\$53,200	\$0	0%	\$53,200
Annual Domestic Payment		\$131,279	\$0	0%	\$131,279
Bond Interest & Principal Payments		\$413,050	\$0	0%	\$413,050
Total		\$1,336,712	\$73,562	6%	\$1,263,150
TOTAL EXPENSES		\$2,736,119	\$521,775	19%	\$2,214,343
NET REVENUE/EXPENSES			\$1,239,487		

2024 IRRIGATION CONSTRUCTION

	MARCH	BUDGET	TO DATE	PERCENT	BALANCE
REVENUE					
Bond proceeds - LC, A, B, C, D, F		\$127,050	\$2,708	2%	\$124,342
Grants-DOE (11-45, 11-90)		\$0	\$0	0%	\$0
TOTAL REVENUE		\$127,050	\$2,708	2%	\$124,342
EXPENSES					
PAYROLL					
Salaries and Wages		\$36,000	\$3,708	10%	\$32,292
Overtime		\$2,500	\$0	0%	\$2,500
Employee Payroll Expenses		\$19,000	\$1,881	10%	\$17,119
Total		\$57,500	\$5,589	10%	\$51,911
CAPITAL EXPENSES					
11-114 LC LP Traveling Screens		\$360,000	\$0	0%	\$360,000
11-45 Pump Control Valve Rehab		\$15,000	\$0	0%	\$15,000
11-90A Turnout Upgrade (Non-Grant)		\$25,000	\$0	0%	\$25,000
11-94A MCC Upgrade Project - Phase 2		\$80,000	\$140	0%	\$79,860
11-94B,C,D,F MCC Upgrade Project - Phase 3		\$25,000	\$2,568	10%	\$22,432
11-96 Pump Repairs		\$50,000	\$0	0%	\$50,000
11-97 Motor Repairs		\$50,000	\$48,909	98%	\$1,091
B & C Spare Transformer		\$136,000	\$0	0%	\$136,000
11-111A Irr PP/Tank Telemetry (radios, solar)		\$5,000	\$0	0%	\$5,000
Miscellaneous		\$0	\$0	0%	\$0
TOTAL CONSTRUCTION		\$676,450	\$54,498	8%	\$621,952

2024 DOMESTIC BUDGET

	MARCH	BUDGET	TO DATE	PERCENT	BALANCE
REVENUE					
LEVEES					
Base Charges (incl. Water Meter fees, Interest)		\$1,238,952	\$392,241	32%	\$846,711
Excess Charges (incl. Interest)		\$341,308	\$31,240	9%	\$310,068
Hookup Fees		\$200,000	\$32,309	16%	\$167,691
Interest (LGIP)		\$75,000	\$29,963	40%	\$45,037
Interest (Bonds, Gain/Loss)		\$8,500	\$1,250	15%	\$7,250
Leases (AT&T, Verizon, LocalTel)		\$66,000	\$16,743	25%	\$49,257
Reimbursable Serv/Misc. Revenue (hydrant fees)		\$75,000	\$8,663	12%	\$66,337
Annual Irrigation Reimbursement		\$131,279	\$0	0%	\$131,279
TOTAL REVENUE		\$2,136,039	\$512,408	24%	\$1,623,630
EXPENSES					
PAYROLL					
Salaries and Wages		\$556,055	\$135,977	24%	\$420,078
Overtime		\$33,150	\$9,103	27%	\$24,047
Employee Payroll Expenses		\$303,827	\$68,495	23%	\$235,332
Unemployment Reimbursed		\$5,100	\$0	0%	\$5,100
Total		\$898,132	\$213,575	24%	\$684,557
OFFICE					
Supplies, Telephone, Postage, Dues, Advertising, Bank Fees					
Total		\$53,804	\$19,521	36%	\$34,283
O&M and POWER					
Electrical, Pump/Motors, Valves/Fittings, Pipe, Meters Telemetry, Fuel, Equipment Rental					
Total		\$429,331	\$67,943	16%	\$361,388
OVERHEAD					
Professional Services, Insurance, Licenses, Taxes, Refunds, Training					
Total		\$353,407	\$54,078	15%	\$299,329
CAPITAL EXPENSES					
Capital Purchases		\$38,365	\$608	2%	\$37,757
Equipment Purchases		\$0	\$0	0%	\$0
Vehicle Purchases		\$26,766	\$0	0%	\$26,766
Construction Fund		\$456,500	\$54,845	12%	\$401,655
Annual Sewer Payment		\$5,000	\$0	0%	\$5,000
2004 DWSRF Loan Payment - WTP		\$66,015	\$0	0%	\$66,015
Total		\$592,646	\$55,453	9%	\$537,193
TOTAL EXPENSES		\$2,327,320	\$410,570	18%	\$1,916,750
NET REVENUE/EXPENSES			\$101,839		

2024 DOMESTIC CONSTRUCTION

	MARCH	BUDGET	TO DATE	PERCENT	BALANCE
REVENUE					
USBR WaterSmart Grant		\$0	\$0	0%	\$0
TOTAL REVENUE		\$0	\$0	0%	\$0
EXPENSES					
PAYROLL					
Salaries and Wages		\$43,000	\$5,671	13%	\$37,329
Overtime		\$1,500	\$0	0%	\$1,500
Employee Payroll Expenses		\$22,000	\$3,122	14%	\$18,878
Total		\$66,500	\$8,793	13%	\$57,707
CAPITAL EXPENSES					
21-10 Storage Building		\$10,000	\$0	0%	\$10,000
21-66 PRV Replacement/Rebuilds		\$40,000	\$329	1%	\$39,671
21-95 Manson Intake		\$0	\$412		(\$412)
21-102 AMR Conversion		\$50,000	\$45,311	91%	\$4,689
Lakeshore Intake Building Repair		\$15,000	\$0	0%	\$15,000
Domestic Line Extensions/Replacements					
21-111 Summerset Vista - District cost share		\$150,000	\$0	0%	\$150,000
Water Treatment Plant, Intakes, Tanks					
21-107 LS Reservoir cleaning, inspection, repair		\$0	\$0	0%	\$0
WTP - Miscellaneous		\$0	\$0	0%	\$0
WTP - Instrumentation & Computers		\$5,000	\$0	0%	\$5,000
21-105 WTP - Valves/Flowmeters/Turbidimeters		\$100,000	\$0	0%	\$100,000
21-108 WTP - New screens for Manson Intake		\$5,000	\$0	0%	\$5,000
WTP - HVAC		\$5,000	\$0	0%	\$5,000
Total		\$115,000	\$0	0%	\$115,000
Miscellaneous		\$10,000	\$0	0%	\$10,000
GRAND TOTAL		\$456,500	\$54,845	12%	\$401,655

2024 SEWER BUDGET

	MARCH	BUDGET	TO DATE	PERCENT	BALANCE
REVENUE					
LEVEES					
Service Charges (incl. Pump fees, Interest)		\$1,427,328	\$437,484	31%	\$989,844
City of Chelan Reimbursement (NSI)		\$25,000	\$0	0%	\$25,000
Hookup Fees		\$135,000	\$28,184	21%	\$106,816
Interest (LGIP)		\$120,000	\$37,686	31%	\$82,314
Interest (Bonds, Gain/Loss)		\$12,000	\$5,904	49%	\$6,096
Reimbursable Services/Miscellaneous Revenue		\$15,000	\$2,128	14%	\$12,872
Annual Domestic Reimbursement		\$5,000	\$0	0%	\$5,000
TOTAL REVENUE		\$1,739,328	\$511,386	29%	\$1,227,942
EXPENSES					
PAYROLL					
Salaries and Wages		\$98,127	\$14,701	15%	\$83,426
Overtime		\$5,850	\$1,590	27%	\$4,260
Employee Payroll Expenses		\$53,616	\$7,728	14%	\$45,888
Unemployment Reimbursed		\$800	\$0	0%	\$800
Total		\$158,393	\$31,642	20%	\$126,751
OFFICE					
Supplies, Telephone, Postage, Dues, Advertising, Bank Fees					
Total		\$5,438	\$2,005	37%	\$3,433
O&M and POWER					
Electrical, Pump/Motors, Valves/Fittings, Pipe, Meters Telemetry, Fuel, Equipment Rental					
Total		\$325,000	\$83,085	26%	\$241,915
OVERHEAD					
Professional Services, Insurance, Licenses, Taxes, Refunds, Training					
Total		\$85,563	\$9,900	12%	\$75,663
CAPITAL EXPENSES					
Capital Purchases		\$5,535	\$95	2%	\$5,440
Equipment Purchases		\$15,000	\$14,879	99%	\$121
Vehicles Purchases		\$4,199	\$0	0%	\$4,199
Construction Fund		\$985,740	\$49,971	5%	\$935,769
City of Chelan Capital Improvements		\$984,000	\$0	0%	\$984,000
PHASE 2 City of Chelan WWTP Loan - LCRD Share		\$55,000	\$0	0%	\$55,000
Total		\$2,049,474	\$64,945	3%	\$1,984,529
TOTAL EXPENSES		\$2,623,868	\$191,578	7%	\$2,432,290
NET REVENUE/EXPENSES			\$319,808		

2024 SEWER CONSTRUCTION

	MARCH	BUDGET	TO DATE	PERCENT	BALANCE
REVENUE					
Chelan County Economic Development Grant		\$100,000	\$0	0%	\$100,000
TOTAL REVENUE		\$100,000	\$0	0%	\$100,000
EXPENSES					
PAYROLL					
Salaries and Wages		\$36,000	\$378	1%	\$35,622
Overtime		\$1,000	\$0	0%	\$1,000
Employee Payroll Expenses		\$19,000	\$182	1%	\$18,818
Total		\$56,000	\$559	1%	\$55,441
CAPITAL EXPENSES					
31-60 NSI Pump Repairs		\$25,000	\$0	0%	\$25,000
31-61 NSI Maintenance (air vacs, flushing)		\$5,000	\$0	0%	\$5,000
31-73 NSI SCADA/HMI (office)		\$5,000	\$0	0%	\$5,000
31-64 E-One (District maintained pumps)		\$10,000	\$0	0%	\$10,000
31-75 Lift Station #2 Improvements		\$829,740	\$28,195	3%	\$801,545
Lift Station #3 Improvements		\$25,000	\$0	0%	\$25,000
31-77 Orchards LS Gravity By-pass		\$130,000	\$21,216	16%	\$108,784
Sewer Line Extension/Replacements					
Pipe & Pipe Parts			\$0		
Manholes & Fittings			\$0		
Bedding			\$0		
Road Restoration			\$0		
Legal Services			\$0		
Miscellaneous			\$0		
Total		\$0	\$0	0%	\$0
Miscellaneous		\$0	\$0	0%	\$0
GRAND TOTAL		\$985,740	\$49,971	5%	\$935,769

Month	1180110 Irrigation O&M Inv	1180111 Irrigation Constr Inv	1180410 Irrigation USBR Reserve	1180611 US Bank Bonds sold	1180810 US Bank Bond Market Value	Total	Monthly Interest Rate
2023 January	\$ 2,120,485.94	\$ 282,596.00	\$ 81,681.49	\$ 2,028,484.05	\$ 694,069.75	\$ 5,207,317.23	4.3943%
February	\$ 2,116,034.35	\$ 272,702.69	\$ 81,981.32	\$ 1,209,288.73	\$ 698,835.50	\$ 4,378,842.59	4.6066%
March	\$ 2,465,868.41	\$ 273,977.33	\$ 82,321.25	\$ 679,000.78	\$ 695,724.50	\$ 4,196,892.27	4.7551%
April	\$ 3,430,625.83	\$ 243,226.80	\$ 82,654.68	\$ 455,629.45	\$ 703,672.75	\$ 4,915,809.51	4.9270%
May	\$ 3,791,742.13	\$ 242,947.28	\$ 83,021.73	\$ 354,835.44	\$ 707,987.84	\$ 5,180,534.42	5.1491%
June	\$ 3,707,671.26	\$ 243,991.95	\$ 83,378.72	\$ 330,103.51	\$ 705,209.84	\$ 5,070,355.28	5.1994%
July	\$ 3,414,326.71	\$ 245,105.81	\$ 83,759.36	\$ 317,849.13	\$ 957,178.32	\$ 5,018,219.33	5.2370%
August	\$ 3,290,180.50	\$ 246,173.54	\$ 84,136.05	\$ 304,529.34	\$ 943,057.56	\$ 4,868,076.99	5.3402%
September	\$ 2,879,249.97	\$ 247,294.90	\$ 84,519.30	\$ 298,455.23	\$ 948,257.40	\$ 4,457,776.80	5.3846%
October	\$ 3,052,708.11	\$ 248,411.44	\$ 84,900.91	\$ 291,325.43	\$ 942,246.98	\$ 4,619,592.87	5.3977%
November	\$ 2,733,695.93	\$ 249,036.79	\$ 85,293.75	\$ 175,249.32	\$ 942,230.09	\$ 4,185,505.88	5.4338%
December	\$ 2,188,786.43	\$ 280,912.62	\$ 85,697.28	\$ 144,551.71	\$ 1,456,368.95	\$ 4,156,316.99	5.4290%
						Average	5.1045%

Month	1180110 Irrigation O&M Inv	1180111 Irrigation Constr Inv	1180410 Irrigation USBR Reserve	1180611 US Bank Bonds sold	1180810 US Bank Bond Market Value	Total	Monthly Interest Rate
2024 January	\$ 1,856,587.25	\$ 556,007.71	\$ 86,094.21	\$ 142,519.26	\$ 1,466,696.29	\$ 4,107,904.72	5.4219%
February	\$ 1,805,071.40	\$ 507,460.52	\$ 86,471.02	\$ 141,844.10	\$ 1,467,028.79	\$ 4,007,875.83	5.4129%
March	\$ 2,059,699.67	\$ 507,985.49	\$ 86,872.14	\$ 141,844.10	\$ 1,460,537.16	\$ 4,256,938.56	5.4065%
						Average	5.4138%

2023 / 2024 Investment Funds

Month	1180120 Domestic O&M Inv	1180121 Domestic Constr Inv	1180820 US Bank Bond Market Value	Total
2023				
January	\$ 1,271,009.21	\$ 501,537.25	\$ 1,582,530.25	\$ 3,355,076.71
February	\$ 1,373,268.84	\$ 408,734.86	\$ 1,593,042.25	\$ 3,375,045.95
March	\$ 1,310,639.31	\$ 394,890.43	\$ 1,578,425.25	\$ 3,283,954.99
April	\$ 1,600,363.41	\$ 299,745.70	\$ 1,601,328.50	\$ 3,501,437.61
May	\$ 1,562,264.26	\$ 299,081.71	\$ 1,609,015.76	\$ 3,470,361.73
June	\$ 1,725,824.13	\$ 298,896.56	\$ 1,600,860.65	\$ 3,625,581.34
July	\$ 1,667,105.60	\$ 272,203.31	\$ 1,593,780.14	\$ 3,533,089.05
August	\$ 1,766,321.15	\$ 268,568.84	\$ 1,599,731.61	\$ 3,634,621.60
September	\$ 1,690,004.28	\$ 265,529.51	\$ 1,605,813.75	\$ 3,561,347.54
October	\$ 1,864,996.54	\$ 255,626.94	\$ 1,603,108.19	\$ 3,723,731.67
November	\$ 1,843,671.90	\$ 256,809.75	\$ 1,610,925.50	\$ 3,711,407.15
December	\$ 1,914,391.84	\$ 257,897.02	\$ 1,628,259.42	\$ 3,800,548.28
2024				
January	\$ 1,746,341.22	\$ 458,320.45	\$ 1,642,083.86	\$ 3,846,745.53
February	\$ 1,818,333.27	\$ 413,110.39	\$ 1,646,474.65	\$ 3,877,918.31
March	\$ 1,772,223.91	\$ 409,622.33	\$ 1,644,646.53	\$ 3,826,492.77

2023 / 2024 Investment Funds

Month	1180130 Sewer O&M Inv	1180131 Sewer Constr Inv	1180830 US Bank Bond Market Value	Total
2023				
January	\$ 1,380,575.87	\$ 896,785.01	\$ 1,435,469.91	\$ 3,712,830.79
February	\$ 1,555,358.71	\$ 900,122.19	\$ 1,443,931.70	\$ 3,899,412.60
March	\$ 1,592,685.21	\$ 903,626.05	\$ 1,428,856.72	\$ 3,925,167.98
April	\$ 1,782,875.00	\$ 906,992.34	\$ 1,451,359.92	\$ 4,141,227.26
May	\$ 1,527,629.30	\$ 909,735.39	\$ 1,462,081.38	\$ 3,899,446.07
June	\$ 1,676,192.92	\$ 913,125.00	\$ 1,451,707.06	\$ 4,041,024.98
July	\$ 1,734,106.66	\$ 912,681.28	\$ 1,444,427.59	\$ 4,091,215.53
August	\$ 1,907,571.39	\$ 913,982.80	\$ 1,451,880.41	\$ 4,273,434.60
September	\$ 1,950,353.17	\$ 902,613.56	\$ 1,456,043.77	\$ 4,309,010.50
October	\$ 2,148,339.93	\$ 901,690.69	\$ 1,451,272.30	\$ 4,501,302.92
November	\$ 2,125,171.77	\$ 892,187.75	\$ 1,456,214.92	\$ 4,473,574.44
December	\$ 1,789,655.49	\$ 890,263.04	\$ 1,980,664.93	\$ 4,660,583.46
2024				
January	\$ 1,608,053.50	\$ 1,087,808.81	\$ 1,996,224.16	\$ 4,692,086.47
February	\$ 1,744,538.56	\$ 1,062,652.58	\$ 1,996,351.44	\$ 4,803,542.58
March	\$ 1,758,689.67	\$ 1,061,944.55	\$ 1,982,134.67	\$ 4,802,768.89

LAKE CHELAN RECLAMATION DISTRICT
Purchase List

Thursday, April 4, 2024

Vendor ID	Purpose	Total
Green Petroleum	Oil	\$ 1,282.75
RM Renovations	Contractor Services	\$ 1,550.00
Public Utility District	Power	\$ 4,843.37
A.L. Cleaning Services	Cleaning Expense	\$ 384.00
Ag Supply Company	Gasoline	\$ 3,380.98
Alpine High Window Cleaning, Inc.	Cleaning Expense	\$ 320.00
Anatek Labs, Inc.	Water Testing	\$ 420.00
Aspect	Professional Services	\$ 443.75
Badger Meter	Cellular Data Service	\$ 1,771.77
Buckeye Investment Group	Refund: Overpayment	\$ 348.69
Chelan County Treasurer	Water Testing	\$ 10,000.00
City of Chelan	WW Treatment	\$ 19,341.21
Cobalt	Light Duty Vehicles	\$ 553.10
Consolidated Supply Co.	Meter Boxes	\$ 1,287.34
Continental Utility Solutions	Contract Services	\$ 27.00
Correct	Instrumentation	\$ 3,392.92
Dashiell Hei	Employee Reimbursement	\$ 6.48
Department of Revenue	Excise & Sales Tax	\$ 16,567.37
Evergreen Safety Council	Training (Flagging Class)	\$ 7,426.50
Firefly	Contract Services	\$ 2,421.86
General Pacific, Inc.	Meter Parts	\$ 143.09
Grainger	Interior Office	\$ 507.41
H.D. Fowler Company	Valves/ Meter Boxes/ Pipe Parts/ Pipe	\$ 6,455.45
Irrigation Technology & Control, Inc.	Pipe Parts & Fittings	\$ 1,626.00
Interwest Communications	Contract Services	\$ 54.20
Jennifer Collins	Employee Reimbursement	\$ 103.08
Jerry's Auto Supply	Light Duty Vehicles	\$ 81.91
Jimmy L. Wisdom	Contractor Services	\$ 630.00
Jose Valle Sanchez	Employee Reimbursement	\$ 12.23
Kelly's Ace Hardware	Light Duty Vehicles/ Pipe Parts/ Maint Supplies	\$ 105.44
Keyhole Security	Shop & Building O&M	\$ 451.97
LCRD	Payroll Reimbursement	\$ 136,784.49
LocalTel	Contract Services	\$ 261.08
Les Schwab	Light Duty Vehicles	\$ 233.18
Norco	Safety Equipment & Supplies	\$ 96.21
One Call Concepts, Inc.	Contract Services	\$ 126.91
Pitney Bowes Global Financial Services	Contract Services	\$ 254.34
Prime Electric	Contractor Services	\$ 11,690.94
Public Utility District	Power - Contract	\$ 11,319.45
RH2 Engineering	Engineering Services (Several Projects)	\$ 13,543.13
Ricoh USA, Inc.	Office Equipment	\$ 184.81
Ryan Coffell	Employee Reimbursement	\$ 8.45
Shaun Taylor	Employee Reimbursement	\$ 10.83
Tacoma Screw	Pipe Parts & Fittings	\$ 71.79
TAL Building Centers	Maint & Cleaning Supplies/ Pipe Parts/ Minor Equip./ Bldg O&M	\$ 736.30
Thryv	Advertising	\$ 42.35
US Bank NA	Bank & Wire Fees	\$ 84.00
Washington State Water Resources Assoc	Membership Dues	\$ 5,611.00
		<u>\$ 266,999.13</u>

**MEMORANDUM OF UNDERSTANDING
FOR
LIBRARY IMPROVEMENT PROJECT**

This Memorandum of Understanding ("MOU") is entered into on March 27, 2024 by and between NORTH CENTRAL WASHINGTON LIBRARIES, an inter-county rural library district ("NCW Libraries"), Lake Chelan Reclamation District, a Washington special purpose district ("The District"), and the Manson Library Board (f.k.a. Manson Community Library), an independent 501(c)3 charitable organization ("The Board"), collectively referred to as the "Parties" or individually as "Party".

I. RECITALS

WHEREAS, the Board has either annexed to or contracted with NCW Libraries for the delivery of library services by NCW Libraries for or on behalf of the Board; and

WHEREAS, the District has provided a building or space within a building for NCW Libraries to occupy and operate (on behalf of the Board) as a public library facility at 80 Wapato Way, Manson, WA 98831, and

WHEREAS, the District and the Board have previously entered into a lease that governs use and maintenance of the space occupied by NCW Libraries; and

WHEREAS, the Board and NCW Libraries have previously entered into a Building Use and Maintenance Agreement that establishes a mutual desire for continued operation of a public library facility in Manson, Washington; and

WHEREAS, NCW Libraries has adopted a library facilities improvement plan that contemplates and provides for certain improvements to be made to library branch buildings and facilities throughout the jurisdiction; and

WHEREAS, the Parties desire to enter into a MOU to provide for improvements to the District-owned building occupied by NCW Libraries pursuant to the facilities improvement plan; and

WHEREAS, the improvements provided for in this MOU will allow NCW Libraries to provide the best library service to the greatest number of people;

NOW, THEREFORE, in consideration of the covenants set forth in this MOU, NCW Libraries and the District do hereby agree as follows:

II. AGREEMENT

A. RECITALS.

The recitals set forth above are incorporated herein as if set forth in full as binding commitments of the Parties.

B. PURPOSE

The purpose of this MOU is to define the scope of library improvements to be provided by NCW Libraries to the Board's local library (in space leased from the District) ("project"), and establish each Party's responsibility regarding project improvements before, during, and after the work on the project is completed.

C. FUNDING SOURCES

NCW Libraries' Board of Trustees has established a fund to pay for interior improvements to public libraries that are occupied but not owned by NCW Libraries across their five-county library district.

NCW Libraries will fund building improvements for the project through direct payment for goods and services to qualified vendors. NCW Libraries reserves the right to select all vendors, goods, and services at its sole discretion.

Funds available may be insufficient to improve all in-scope areas of the project as defined in section D of this MOU. NCW Libraries may choose to seek additional sources of funding where eligible but is not obligated to do so. NCW Libraries may advise the District and/or Board of additional sources of funding for which they may be eligible. Each Party will notify the other if they choose to seek additional funding sources and will update the other party on the status and disbursement of additional funds related to the project.

Any disbursement of funds in the form of rebates, refunds, grants, or other incentives will be the property of the Party which submitted application for the funds or is named as the recipient, unless otherwise arranged in writing prior to application for the funds.

D. SCOPE OF PROJECT IMPROVEMENTS & SERVICES.

The following areas of work and services are within the scope of the project and eligible for funding by NCW Libraries: architect and interior design fees; permitting; rentals and equipment; furniture; fixtures; shelving; technology upgrades and related wiring; wall coverings; flooring; lighting and related wiring; security upgrades; ADA compliance and accessibility; staff workroom, breakroom, and storage areas; exterior signage; and interior wayfinding.

The following areas of work and/or services are outside the scope of the project and not eligible for funding by NCW Libraries: structural improvements to the building's foundation, envelope, or roof; major system improvements, including to the HVAC, plumbing or electrical wiring systems; and landscaping; and hazardous materials testing and abatement.

E. SQUARE FOOTAGE ELIGIBLE FOR IMPROVEMENT.

The in-scope square footage to be improved as part of the project is the Board leased space, consisting of 1,368 square feet. The District offices, conference room, and the Manson Fire Department encompass approximately 5,749 square feet and are out-of-scope for improvement as part of the project.

If at any point between the signing of this MOU and the commencement of the project both Parties agree in writing to change the in-scope square footage, a new agreement or MOU will be signed to reflect this change.

F. AGREEMENT TO COLLABORATE.

The District and Board shall collaborate with NCW Libraries to develop a plan for the improvement project that is responsive to the community's needs.

NCW Libraries will:

- Implement community engagement activities designed to meet NCW Libraries' goals of building and strengthening community partnerships, increasing usership of local libraries, and gathering input from residents to inform the design and scope of improvements.
- Manage publicity and serve as primary point of contact for media inquiries about the project.

- Contract with an Interior Design Firm, Architectural Firm, Contractors, and/or Sub-Contractors ("Vendors") as needed to manage and complete the in-scope work as defined in Section C of this MOU.
- Serve as a liaison between Vendors and the District.
- Provide the District a project timeline and regular status updates on the project.

The District will:

- Make available any information that has bearing on the project.
- Allow access to the local library building to facilitate completion of the project.
- Provide clear support and sponsorship of the project to local stakeholders, media outlets, and the community at large.

The Board will:

- Allow access to the local library space to facilitate completion of the project.
- Participate in and help coordinate community engagement efforts and encourage other local stakeholders and community members to participate.
- Provide clear support and sponsorship of the project to local stakeholders, media outlets, and the community at large.

All Parties will:

- Immediately inform the other Party of any developments that might jeopardize the successful achievement of the project.
- Be accessible and return calls or emails within 48 hours, except for pre-communicated circumstances, such as vacation or travel.

G. PERMISSION TO MAKE IMPROVEMENTS.

The District grants NCW Libraries permission to make tenant improvements related to the project to any and all portions of the in-scope square footage identified in Section E of this MOU except as noted below. NCW Libraries will, to the best of its ability, protect and preserve the following enumerated items that are of significance to the District for the duration of the project:

1. No items specified
- 2.

H. OWNERSHIP OF IMPROVEMENTS.

At the conclusion of the project, except as otherwise provided herein, improvements to the building and fixtures permanently or substantially attached to the building (i.e. incapable of being removed without significant damage) will become the property of the District. However, NCW Libraries shall retain ownership of all other project improvements, including shelving, furnishings, artwork, and other items which might be fixtures but are readily removed without significant damage to the building. NCW Libraries retains the right to replace, remove, or relocate throughout its service area any shelving, furnishings, artwork, or other items at any time and for any reason.

Nothing in this MOU shall in any way affect the District ownership of their building or either Party's ownership of any other property.

I. FUTURE IMPROVEMENTS.

Upon completion of the project, the District and/or Board (as applicable) will cooperate with NCW Libraries to ensure that any future repair or replacement of any improved item or area proposed by the District or Board and previously installed as part of the project will match the product that was provided by NCW Libraries for the project or be a product of equal or greater quality as mutually agreed upon by the Parties. Maintenance, repair, or painting on the exterior of the building will adhere to NCW Libraries design standards where applicable and be undertaken with NCW Libraries knowledge and involvement.

J. OCCUPANCY TERMS.

NCW Libraries (through the Board) will be permitted to occupy and provide library services in the improved District's public library facility for a term of no less than 10 years beyond the completion of the project. The Board and District shall ensure that any lease term for the library space extends for up to ten (10) years from the date of project completion. Any effort to relocate library services to a new public library facility in Manson, Washington must be mutually agreed upon by all Parties. In the event of relocation of library quarters to another facility, NCW Libraries shall reserve the right to charge the District a prorated portion of the funds expended for project improvements upon relocation as compensation for NCW Libraries' investment.

K. OBSERVED DEFICIENCIES.

The District is aware of the following observed deficiencies in the library branch facility and acknowledges that NCW Libraries is unable to take responsibility for addressing them as part of the project or at any point after the completion of the project. No later than three (3) months prior to the project start date, the City will provide NCW libraries with a written plan that outlines how and when the City plans to address these deficiencies.

Observed Deficiencies

None to Address

L. DURATION; TERMINATION.

Unless earlier terminated as further set forth herein, this MOU shall be effective upon the last date of signature by all Parties ("effective date") and shall remain in effect for a period of ten (10) years from the date of project commencement (as determined by NCW Libraries).

In the event that the Board or District fails to observe or perform any of the covenants, conditions, or provisions of this MOU, NCW Libraries shall provide written notice of such default to the Board and/or District (as applicable). If such default continues for a period of thirty (30) days after the written notice, NCW Libraries may terminate this MOU; provided, however, that if the nature of the Board or District default is such that more than thirty (30) days are reasonably required for its cure, then the Board or District (as applicable) shall not be deemed to be in default if the party commenced such cure within said thirty (30) day period and thereafter diligently prosecutes such cure to completion. If the Board is alleged to be in default of this MOU, NCW Libraries shall provide a copy of any notice of default to the District to allow the District to intervene and avoid potential costs associated with termination of the MOU. In the event of such early termination, NCW Libraries shall invoice the District (as owner) for the actual cost or depreciated value of the project improvements deemed

owned by the District as set forth in Section H, including any design work and fees, which invoice shall be paid within thirty (30) days of receipt by the District.

M. INDEMNIFICATION.

The District and Board shall hold harmless, indemnify and defend NCW Libraries, its trustees, officers, agents and employees, from and against any and all claims, losses, or liability for injuries rising out of any willful misconduct or negligent act, error, or omission of the District or Board, or their respective agents or employees, in connection with the provision of services required by this MOU, provided however, the District and/or Board obligation to indemnify, defend and hold harmless shall not exceed loss, liability, or injuries caused by or resulting from the sole willful misconduct or sole negligence of NCW Libraries, its trustees, officers, agents or employees.

NCW Libraries will hold harmless, indemnify and defend the District and/or Board, including their respective officials, officers, directors, agents and employees, from and against any and all claims, losses, or liability for injuries rising out of any willful misconduct or negligent act, error, or omission of NCW Libraries, or its trustees, officers, agents or employees, in connection with the provision of services required by this MOU, provided however, NCW Libraries' obligation to indemnify, defend and hold harmless shall not exceed loss, liability, or injuries caused by or resulting from the sole willful misconduct or sole negligence of the District or Board, or their respective officials, officers, directors, agents or employees.

N. ENTIRE MEMORANDUM.

This MOU and the applicable Maintenance Agreement constitute the parties' entire agreement with respect to the subject matter hereof and supersedes any and all prior statements or agreements, both written and oral. This MOU may not be amended except by a written amendment signed by both Parties. In the event of a conflict between this MOU and the Building Use and Maintenance Agreement, the terms, and conditions of the Building Use and Maintenance Agreement shall prevail. In the event of a conflict between this MOU and the building lease between the District and the Board, the terms, and conditions of the Lease shall prevail.

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O. COUNTERPART & ELECTRONIC SIGNATURES.

This MOU may be signed in counterparts, each of which shall be an original, but all of which shall constitute one and the same MOU. Signatures transmitted by facsimile or via PDF email shall be deemed valid execution of this MOU, binding on the Parties.

NCW LIBRARIES

By: 

Barbara Walters, Executive Director

Date: 3/27/24

THE BOARD OF THE MANSON LIBRARY

By: _____

Date: _____

LAKE CHELAN RECLAMATION DISTRICT

By: _____

Date: _____

Rod Anderson

From: Jennifer Collins
Sent: Thursday, March 28, 2024 6:58 AM
To: Rod Anderson
Subject: Fwd: Highline 8 Canal piece

Sent from my iPhone

Begin forwarded message:

From: Scott Whiteaker <swhiteaker@gmail.com>
Date: March 27, 2024 at 10:22:00 PM PDT
To: Jennifer Collins <jcollins@lcrd.org>
Subject: Re: Highline 8 Canal piece

Hi, Jennifer.

I'm confirming that we would like to proceed with the purchase of parcels B and C in your attached map.

I talked with the folks at Pioneer Title Company in Chelan and will use them for title insurance and escrow. The woman I spoke to said to involve them once we have a signed Purchase and Sale Agreement with the seller (LCRD) and buyer (me), which they will execute against.

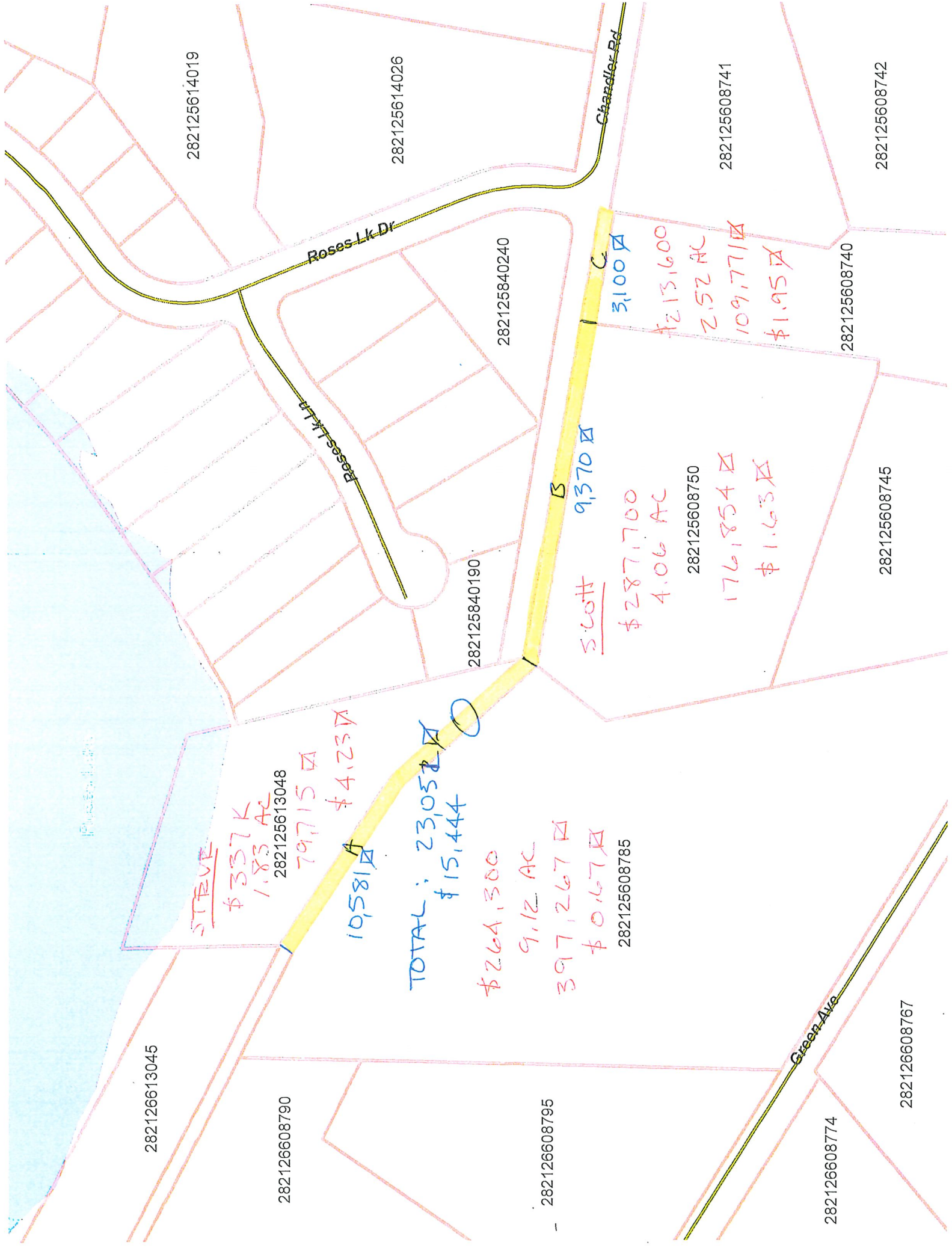
The total cost for title insurance and escrow will be about \$1,500. (\$300 for the title insurance and \$1,200 for escrow.) Do we pay that in full or split the cost? The woman said normally the buyer and seller split the cost, but I wasn't sure if that's true with a public agency like LCRD.

Thanks for everything.
Scott

On Wed, Mar 20, 2024 at 11:11 AM Jennifer Collins <jcollins@lcrd.org> wrote:

Good Morning Scott and Steve,

Please see the attached sketch that Rod put together. The bottom line is that the entire canal piece is estimated at the lowest value of \$15,444. The entire canal is 23,051 Square feet. After knowing that you both wish to proceed, I will ask the board to surplus it and declare a value in which we advertise it. Then we would start a Purchase and Sale Agreement with each of you, ask for a deposit, start the survey/BLA process.



282126613045

282126608790

282126608795

282126608774

282126608767

STEVE

\$337K
1.83 AC

282125613048

79,715

\$4,237

10,581

TOTAL: 23,052

\$15,444

\$264,300

9.12 AC

397,267

\$0.67

282125608785

SCOTT

\$287,700

4.06 AC

282125608750

176,854

\$1.63

B

9,370

3,100

\$213,600

2.52 AC

109,771

\$1.95

282125608740

282125608745

282125608742

282125608741

282125840240

282125840190

Roses Lk Dr

Roses Lk Dr

Chandler Rd

Green Ave