

Tonasket City Council
Tuesday, October 10, 2023
6:00 pm

VIRTUAL ZOOM MEETING ID 898 9026 6413
Phone Number 1-253-215-8782

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Public Comment (agenda items) **(3 minutes per person)**
- 5) Approval of the Agenda **Action Item**
- 6) Public Comment **(3 minutes per person)**
- 7) Sergeant Josh Petker—North Central Washington Narcotics Task Force
- 8) This meeting has been advertised as a public hearing on the 2024 Preliminary Budget.
- 9) Unfinished Business
 - (a) NCW Narcotics Task Force Agreement **Action Item**
 - (b) Ordinance #845 fixing the amount to be raised by Ad Valorem taxes upon all taxable property, both real and personal within the City of Tonasket for the year 2024 for the Current Expense and City Street Funds. **Action Item**
- 10) Department Head Reports
 - Darren Johnson
 - Randy Taylor
 - Paul Budrow
 - Alice Attwood
- 11) Mayor/Council/Committee Reports
- 12) New Business
 - a) Approve 2024 Park and Recreation Agreement for Swimming Pool Budget **Action Item**
 - b) NCW Library Building Use and Maintenance Agreement
- 13) Miscellaneous and Correspondence
- 14) Consent Agenda: Minutes of the previous meeting, the September Payroll and the October Bills **Action Item**
- 15) Adjournment

DRAFT

Minutes of the Regular Meeting of the Tonasket City Council, September 26, 2023

Present: Mayor Pro Tem Weddle, Councilmembers Levine, and McMillan, Hill, and Alexander on zoom.

Staff: Attwood, Pilkinton, and Danison.

The meeting was called to order at 6:00 pm and the pledge of allegiance was given by all.

Roll Call was taken.

Public Comment (Agenda Items) None.

Motion to approve the agenda. M/McMillan, S/Levine. Carried 5:0.

Public Comment None.

Danison Report

The Planning Commission met this month and went over the property that had just been sold in city limits with 13 acres, the new owners would like a horse, and this is a unique property. They are looking at possibly rezoning and establishing standards. They also went over accessory dwelling units and are relooking at the Comprehensive Plan. It had been stalled during the pandemic. There will be a Public Workshop on October 17 at 3:00 pm during Planning Commission.

The Infrastructure Fund is \$1.2 million. It will go every 3 years now so that the funds can build. The letter of intents have been written for the Perfect Passage and the Municipal Building. Would the Council like to add the South Access and South End Annexation? Council stated yes. There is also \$200,000- \$300,00 available from the Emerging Opportunities Fund.

Motion to authorize Planner Danison to write the letters of intent and applications for the 4 prioritization projects for 2024 and authorize the Mayor to sign applicable documents. M/Levine, S/Weddle. Carried 5:0.

The Supernova Competition has finalists, and the winner gets \$10,000. The winner will be announced October 7.

Public Comment (was allowed for a late arrival)

Aaron Kester, representing the TVBRC, presented the Council with plans for the 2nd Annual Harvest Fest, Saturday October 28 from 2:00- 6:00. They are asking for 9 barricades from the City and for the Council to approve the parade route and closure for 3rd St.

Motion to approve the street closure of 1st St. between Whitcomb and Western and Western from West Division to 4th St. on October 28th from 1:30 pm to 2:30 pm. M/Levine, S/McMillan. Discussion. Carried 5:0.

Motion to approve barricades on 3rd St. between Whitcomb Ave and Western Ave from 7:00 am to 8:00 pm on October 28th. M/Weddle, S/McMillan. Carried 5:0.

Public Hearing

Mayor Pro Tem Weddle opened the public hearing at 6:41 pm. Clerk-Treasurer Attwood explained the purpose is to review the 2024 Revenue Sources including consideration of possible increases in property tax revenues and for setting the tax levy for 2024. There was discussion. Removal of the drug dog donation line. Possibility of a one percent tax levy. Tabled to the next meeting. Hearing closed at 6:49 pm.

Unfinished Business None.

Mayor/ Council/ Committee Reports

Hill

- Building Official Taylor called about the kiosk at the TVBRC not having a building permit, inquired on the status.

Alexander None.

McMillan None.

DRAFT

Levine

- Met with Councilmember Weddle about the 13-acre property in city limits that Planning Commission is reviewing.
- Inquired about the signposts at the south entrance to town.
- Inquired about the park plans and addition of a dog park.

Weddle

- Union meeting was cancelled, rescheduled for next week.
- Law Enforcement quarterly meeting next week.
- Reviewing Stucker's property for horses.
- Quill Hyde would like to display his animals together in town. Possibly Triangle Park.

New Business

- Ordinance #845, setting the Tax Levy for 2024- Tabled to next meeting.
- North Central Washington Narcotics Task Force Agreement.

Motion to approve the North Central Washington Narcotics Task Force Agreement.
M/Levine, S/McMillan. Discussion. Rejected 0/5.

Councilmember McMillan would like to know what the City gets for the agreement amount to more than double. Councilmember Weddle would like to invite someone from the Task Force to come to Council to explain.

Motion to revisit the North Central Washington Narcotics Task Force Agreement next meeting. M/Levine, S/Weddle. Carried 5/0.

- Discussion of Applying for funding for a Wastewater Treatment Facility Plan. Kurt Holland of Varela discussed the waste-water treatment plant condition. There is an opportunity for funding up to \$250,000, 50/50 grant loan. It is 23ish years old, but Superintendent Johnson has been putting in new parts and feels comfortable with the plant. There was discussion from the council, and they asked for a recommendation from Kurt Holland. Kurt Holland recommends waiting at least another year.

Miscellaneous and Correspondence

- Laura Knowlton is on zoom and messaged that it was a pleasure working with Tonasket and this would be her last night with the paper.
- Ziply wants to have a ribbon cutting at the next Council meeting, discussion, no.
- Energy N.W. was awarded the grant for electric vehicle charging stations so plans are moving forward.

There being no further business the meeting was adjourned at 7:24 pm.

Joël Pilkinton, Deputy Clerk-Treasurer

Tonasket City Council Memo
Tuesday, October 10, 2023
6:00 pm

VIRTUAL ZOOM MEETING ID 898 9026 6413
Phone Number 1-253-215-8782

TO: Mayor and City Council

FROM: City Clerk-Treasurer

Sergeant Josh Petker, NCW Task Force, will be in attendance to answer your questions about the Task Force and the proposed agreement.

This meeting has been advertised as a public hearing on the 2024 Preliminary Budget. The figures submitted are as stated "preliminary" revenues for the year 2024. There will be additional information handed out at Council for you to review. It is likely that some of the funds will change, however, not a significant amount. **Suggested Motion: I move to accept the 2024 Preliminary Budget and have it filed with the City Clerk.**

I have placed the NCW Narcotics Task Force Agreement on the agenda in case you have decided to approve the agreement at this time. **Suggested Motion: I move to approve the North Central Washington Narcotics Task Force Agreement as presented (or as changed) and authorize the Mayor to sign the document.**

Ordinance #845---**Suggested Motion: I move to adopt Ordinance #845 fixing the amount to be raised by Ad Valorem taxes upon all taxable property, both real and personal, within the City of Tonasket for the year 2024 for the Current Expense and City Street Funds.**

The budget for the Swim Pool for 2024 is attached for your review. The Finance Committee has met with the Park and Rec Committee and has determined this to be the budget for next year for the Swim Pool. **Suggested Motion: I move to approve the agreement with the Tonasket Parks and Recreation District for the 2024 Budget for the Tonasket Community Swim Pool as presented and authorize the Mayor to sign the applicable documents.**

Attached for your review is the new building and maintenance agreement with NCW Library. The current agreement will terminate on December 31, 2023. It concerns me this new agreement does not include square footage for the use of the Council room. The library has in the past utilized the Council room for children's activities, and other vital community library-related uses and I think a conversation with the Executive Director would be a good idea.

2024
City Clerk's
Preliminary Budget
(with comparisons)

	2023 Actual Budget	2024
PROPERTY VALUATION	72,083,984.00	72,083,984.00 (est)
FUNDS		
Current Expense	1,369,564.27	1,586,288.20
Cumulative Police	68,910.97	71,653.65
Cemetery Operating	69,575.00	69,925.00
Cemetery Trust	36,397.97	36,597.97
Cemetery Improvement	2,854.25	2,214.89
City Street	128,520.00	138,330.50
City Street Reserve	28,914.47	18,660.00
Street Fund-Perfect Passage	2,094,986.00	1,465,446.59
American Rescue Plan	312,276.24	325,975.38
Gerhard Operating	8,894.29	9,563.45
Hotel/Motel	20,050.00	20,000.00
Swim Pool	131,862.00	135,500.00
City Hall/Park Reserve	40,129.32	39,770.07
Cumulative Building	87,901.11	70,503.49
Capital Improvement	105,050.91	117,116.61
Pool Reserve	10,661.08	11,123.20
Equipment	10,495.50	12,828.48
Police Equipment	19,803.78	10,232.54
Water	686,800.00	717,150.00
Water Reserve	23,000.64	25,403.44
Water Bond Redemption	202,924.09	200,000.00
Water Bond Reserve	125,284.54	125,000.00
Perfect Passage-Water	332,808.00	273,000.00
Sewer	547,400.00	590,000.00
Sewer Reserve	373,404.55	389,646.36
Sewer Bond Redemption	104,938.60	112,475.98
Sewer Bond Reserve	74,374.19	74,450.66
Perfect Passage Sewer	267,427.13	253,000.00
Storm Water Fund	52,318.77	52,282.67
Storm Water Perfect Passage	1,372,000.00	1,286,000.00
TOTALS	8,709,527.67	8,240,139.13



North Central Washington Narcotics Task Force

**Post Office Box 1314
Okanogan, WA 98840**

**(509) 422-7227
422-7226**

**Telephone:
Fax: (509)**

August 24, 2023

City of Tonasket
PO Box 487
Tonasket, WA 98855

RE: Participation Fee to the North Central Washington Narcotics Task Force

City of Tonasket:

Please consider this letter a statement for the payment of your participation fee to the North Central Washington Narcotics Task Force based on the 2024 Task Force Operational Agreement. Pursuant to that agreement, your city agrees to pay \$5,000.00 to the Task Force. Participation fees are due by January 15, 2024.

Thank you for your continued support.

Respectfully,

Jodi Meyer
Financial Coordinator

NORTH CENTRAL WASHINGTON NARCOTICS

TASK FORCE CONTINUED

OPERATIONAL AGREEMENT

Agreement to Participate

Support for Continuation of NCWNTF

MAYOR, City of Pateros

MAYOR, City of Omak

MAYOR, City of Coulee Dam

MAYOR, City of Brewster

MAYOR, City of Oroville

MAYOR, City of Twisp

MAYOR, City of Okanogan

MAYOR, City of Tonasket

MAYOR, City of Winthrop

NORTH CENTRAL WASHINGTON

NARCOTICS TASK FORCE

OPERATIONAL AGREEMENT

THIS OPERATIONAL AGREEMENT is entered into pursuant to RCW 10.93 and RCW 39.34 and describes the duties and responsibilities of each jurisdiction and the operation of the North Central Washington Narcotics Task Force (NCWNTF). The participating jurisdictions are listed in Attachment A. This Agreement shall supersede all previous Task force Agreements upon its execution.

I. PROJECT DESCRIPTION

- 1.1 The North Central Washington Narcotics Task Force shall operate within the participating jurisdictions. The Task Force shall continue to be composed of personnel assigned from federal law enforcement agencies, the Washington State Patrol, law enforcement agencies within the counties, tribal law enforcement and the prosecutors' offices.
- 1.2 Each agency will participate for a period effective January 1, 2024 through the end of December 31, 2024.

II. BOARD OF DIRECTORS AND STRUCTURE OR ORGANIZATION

- 2.1 Overall governance of the NCWNTF's operations, including the setting of investigative priorities and general operating procedures as outlined in the task force grant, will be vested in a Board of Directors consisting of the chief law enforcement officer or agent from each participating

jurisdiction including state and federal and the Okanogan and Ferry County Prosecutors. The participating jurisdictions recognize that two or more jurisdictions may employ the same chief law enforcement officer or agent. In such event, the chief law enforcement officer or agent shall only cast a single vote. The chief law enforcement officer or agent is not entitled to cast a vote for each jurisdiction represented.

2.2 The Board or members of the Board of Directors shall have an equal vote in the conduct of its business. A quorum at a scheduled board meeting shall constitute seven votes. Each Board member may designate a subordinate to attend any particular Board meeting, which designee shall have full voting authority. When the board votes on any matter, a majority of those voting at a duly called meeting at which a quorum is present shall be required to conduct business. The Board shall have the authority to act and amend the policies and procedures which govern the actions of the Task Force.

2.3 The Board of Directors may assign or delegate such duties as it chooses to an Executive Committee selected from its members. The Executive Committee shall consist of three members of the Board who shall be appointed by the Chairperson.

2.4 The Board of Directors shall elect a chairperson from among its members to serve for one year. The Board of Directors shall meet at least four times a year. The chairman shall have the authority to call a special

meeting of the board upon at least seven days notice to each board member.

2.5 The Board of Directors shall designate a Task Force Commander and an Operations Support Specialist for the North Central Washington Narcotics Task Force. All persons assigned to the NCWNTF shall work under the immediate supervision and direction of the Task Force Commander. In the event that the Task Force Commander or the Operations Support Specialist is gone for an extended period of time, the Executive Board will meet to determine a temporary replacement of that position. All persons assigned to the NCWNTF shall adhere to the rules and regulations as set forth in the NCWNTF's Policy and Procedures Manual, as well as their individual departmental rules, policies and procedures.

2.6 Personnel assigned to or otherwise participating in activities of the NCWNTF shall be deemed to be continuing under the employment of the jurisdiction assigning said individuals, or otherwise permitting their participation, and said subject employer(s) jurisdiction(s) shall remain liable for all acts or neglect of their said employee(s) and each such employer jurisdiction further agrees to indemnify and hold harmless all of the other jurisdictions/parties to this agreement, including their officers, agents and employees from all damages of every kind and nature whatsoever that may be claimed or accrued by reason of the acts or neglect of their assigned and/or participating employee(s).

- 2.7 Employees hired directly by the NCWNTF shall be special employees of the Okanogan County Sheriff's Office and are exempt from Civil Service hiring. Guild membership is allowed to obtain the sheriff's office medical and dental benefits only – as approved by the Guild.
- 2.8 Any duly sworn peace officer, while assigned to duty with the NCWNTF as herein provided and working at the direction of the Executive Board, its chairperson, and the Task Force Commander, shall have the same powers, duties, privileges and immunities as are conferred upon him/her as a peace officer in the participating jurisdictions that employ him/her.
- 2.9 Participating agencies may withdraw from the NCWNTF by written statement of termination directed to the chairperson of the Board. Termination of an agency's participation will take place automatically thirty (30) days after receipt of such written notice or immediately upon written notification that said agency is unable to sustain the required funding.

III. CONTEMPLATED NCWNTF TASKS

- 3.1 The general priority will be to continue investigations centering on narcotics trafficking, attempting to impact the highest-level dealers and wholesalers possible. When a determination of specific priorities must be made, the Board will direct the Task Force Commander. The NCWNTF will be responsible for accomplishing the Board's objectives.

IV. NCWNTF OBJECTIVES

- 4.1 This section identifies specific targeted measures to be attained by the North Central Washington Narcotics Task Force during the program year.
- A. Continue to disrupt drug organizations within the participating jurisdictions.
 - B. Continue to gather and report intelligence data relating to illegal drug activities within the participating jurisdictions.
 - C. Continue to make arrests that will impact the highest-level dealer and wholesaler as possible.
 - D. Continue to effectively prosecute drug traffickers.
 - E. Continue to promote law enforcement cooperation through multi-agency investigations.
 - F. Continue to impact drug trafficking organizations.

V. FINANCIAL COMMITMENT

- 5.1 The agreed contribution fees of each participating jurisdiction are set out in the schedule, which is included as Attachment B. Agencies that are unable to pay all of their participation fee will be reviewed for membership on a case by case basis. Contributions will be monetary unless otherwise approved by the board. The board may impose sanctions such as ineligibility to share multi-agency forfeited assets, equipment distribution and abstaining from the voting process.

VI. BUDGET

- 6.1 The Operations Support Specialist, under the supervision of the Board Chairperson, shall be responsible for the accounting of NCWNTF expenditures.
- 6.2 Forfeited assets will stay with the NCWNTF. The distribution of multi-agency forfeited assets will be decided by the Board of Directors. Funds derived from asset forfeitures or court orders shall be held by the Task Force and used to fund its future operations. Equipment purchased with Task Force funds will belong to the NCWNTF. In the event, the NCWNTF is disbanded; such NCWNTF equipment derived from seizures will be distributed in proportion to that agency's contribution, both monetary and in-kind services. However, if less than all agencies terminate, equipment derived from seizures will remain with the NCWNTF. Any equipment loaned to the NCWNTF by an agency will be returned to that agency.
- 6.3 The NCWNTF will maintain a fund to be used for drug buys and for the purchase of information. This fund will continue to serve as the basis for enforcement work and will not be used for normal expense.

VII. CONCLUSION

Law enforcement agencies continue to be faced with the responsibility of increased narcotics investigations with decreasing resources. The North Central Washington Narcotics Task Force has proven its ability to make significant impacts on crime. The NCWNTF is an extremely efficient use of law enforcement expenditures. The cost effectiveness of the NCWNTF for city, county and tribal resources is enhanced by the participation of the Okanogan and Ferry County Prosecutor's Offices, the Washington State Patrol, Colville Tribal Police Department and other federal enforcement authorities. This integrated law enforcement approach to narcotics investigations has been proven as a positive approach to combating the increasing lawlessness that surrounds narcotics within our respective counties.

NORTH CENTRAL WASHINGTON NARCOTICS

TASK FORCE CONTINUED

OPERATIONAL AGREEMENT

Agreement to Participate

Attachment A
List of Participating Agencies

City of Okanogan

City of Twisp

City of Brewster

City of Winthrop

City of Omak

City of Tonasket

City of Oroville

Washington State Patrol

City of Pateros

United States Port of Entry

United States Border Patrol

Colville Tribal Police Department

Okanogan County Sheriff's Office

Okanogan County Prosecuting Attorney's Office

Homeland Security Investigations

Ferry County Prosecuting Attorney's Office

Ferry County Sheriff's Office

ORDINANCE NO. 845

**AN ORDINANCE OF THE CITY OF TONASKET, WASHINGTON
FIXING THE AMOUNT TO BE RAISED BY AD-VALOREM TAXES
UPON ALL TAXABLE PROPERTY, BOTH REAL AND PERSONAL,
WITHIN THE CITY OF TONASKET FOR THE YEAR 2024 FOR THE
CURRENT EXPENSE AND THE CITY STREET FUNDS.**

WHEREAS, the City Council of the City of Tonasket has met and considered its budget for the calendar year 2024; and

WHEREAS, the City's actual levy amount from the previous year (2023) was \$161,842.77 and,

WHEREAS, the population of the city is less than 10,000; and,

NOW THEREFORE, the City Council of the City of Tonasket do ordain as follows:

Section 1. The City Council of the City of Tonasket hereby authorizes an increase in the regular property tax levy to be collected in the 2024 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$1,618.43 which is a percentage increase of 1% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Section 2. This ordinance shall become effective from and after its passage by the City Council, approval by the Mayor and five days after publication or a summary thereof as required by law.

PASSED AND APPROVED BY THE CITY COUNCIL this _____ day
of _____, 2023.

APPROVED:

René Maldonado, Mayor

ATTEST:

Alice J. Attwood, Clerk-Treasurer

APPROVED:

Michael D. Howe, City Attorney

DRAFT - Annual Budget - 2024

Agreement between the City of Tonasket and the Tonasket Parks and Recreation District

This AGREEMENT is entered into on this ____ day of ____, 2023
between the City of Tonasket and the Tonasket Park and Recreation District.

Projected Revenue - Description		2024 Budget
110.311.10.00	Tonasket Parks and Recreation - Property taxes	\$119,602
110.311.10.00	Tonasket Park and Recreation District - Grants received	\$1,398
110.346.30.00	City Contributions and/or Remaining revenue from Prior year	
110.346.40.00	Admission Fees	\$4,000
110.346.50.00	Swim Lessons	\$6,000
110.346.60.01	Season Passes	\$3,500
110.346.60.02	Pool Rental	\$1,000
111.369.81.00	Pool Overage/Shortage	
	Concessions/Vending machines	
Total		\$135,500

Projected Expenses - Description		2024 Budget
111.576.20.10	Pool Wages	\$40,000.00
111.576.20.12	Wages for Public Works - Custodial Services	\$9,000.00
111.576.20.14	Wages City Hall (book-keeping and deposits)	\$1,900.00
111.576.20.20	Benefits for pool employees	\$7,000.00
111.576.20.22	Benefits for Public Works - Custodial Services	\$3,500.00
111.576.20.24	Benefits for City Hall	\$700.00
111.576.20.30	Supplies for pool	\$17,000
111.576.20.31	Propane	\$500
111.576.20.40	Excise Tax	\$1,000
111.576.20.41	Permits	\$350
111.576.20.42	Communication	\$1,200
111.576.20.43	Training	\$2,850
111.576.20.47	Utilities	\$5,500
111.576.20.48	Repairs & Maintenance	\$45,000
Total		\$0
		\$135,500

For the City of Tonasket

For the Tonasket Parks and Recreation District

Mayor

Date

District

Date

The above figures are estimated values, actual charges shall be documented in detailed invoices prior to reimbursement by the District. Disbursements in excess of actual costs will not be authorized.

Disbursements in excess of any line item budget require approval from the Tonasket Park and Recreation District Board or designated representative(s).

In the event that revenue and District contributions are insufficient to pay the operation and maintenance expenses as outlined in this Agreement, the City may elect to close the pool. If the closure is unexpected or disrupts the agreed upon schedule, the District must be consulted.

The District is not obligated to pay any expenses in excess of \$119,602.

The City will use pool revenue collected in 2024 to pay for pool expenses incurred in 2024; revenue collected in excess of 2024 expenses will be rolled over to fund future pool expenses.

DRAFT - Annual Budget - 2024

Agreement between the City of Tonasket and the Tonasket Parks and Recreation District

This AGREEMENT is entered into on this ____ day of ____, 2023
between the City of Tonasket and the Tonasket Park and Recreation District.

Projected Revenue - Description		2023 Budget	2023 Actual (End of Aug)	2024 Budget
110.311.10.00	Tonasket Parks and Recreation - Property taxes	\$117,862.00	\$56,916.44	\$119,602
110.311.10.00	Tonasket Park and Recreation District - Grants received	\$1,000	\$990.00	\$1,398
110.346.30.00	City Contributions and/or Remaining revenue from Prior year		-\$513.12	
110.346.40.00	Admission Fees	\$4,000	\$4,898.75	\$4,000
110.346.50.00	Swim Lessons	\$5,000	\$6,983.00	\$6,000
110.346.60.01	Season Passes	\$3,500	\$3,629.50	\$3,500
110.346.60.02	Pool Rental	\$500	\$2,845.00	\$1,000
111.369.81.00	Pool Overage/Shortage		\$93.46	
	Concessions/Vending machines	\$0.00	\$0.00	
Total		\$131,862.00	\$75,843.03	\$135,500.00

Projected Expenses - Description		2023 Budget	2023 Actual (End of SEPT)	2024 Budget
111.576.20.10	Pool Wages	\$38,000	\$37,423.18	\$40,000.00
111.576.20.12	Wages for Public Works - Custodial Services	\$8,500	\$7,640.61	\$9,000.00
111.576.20.14	Wages City Hall (book-keeping and deposits)	\$1,800	\$1,461.91	\$1,900.00
111.576.20.20	Benefits for pool employees	\$6,612	\$6,489.52	\$7,000.00
111.576.20.22	Benefits for Public Works - Custodial Services	\$3,200	\$2,945.59	\$3,500.00
111.576.20.24	Benefits for City Hall	\$650	\$662.66	\$700.00
111.576.20.30	Supplies for pool	\$17,000	\$14,818.36	\$17,000
111.576.20.31	Propane	\$500	\$271.25	\$500
111.576.20.40	Excise Tax	\$1,000	\$570.36	\$1,000
111.576.20.41	Permits	\$350	\$330.00	\$350
111.576.20.42	Communication	\$900	\$1,125.66	\$1,200
111.576.20.43	Training	\$2,850	\$1,207.00	\$2,850
111.576.20.47	Utilities	\$5,500	\$3,220.09	\$5,500
111.576.20.48	Repairs & Maintenance	\$45,000	\$22,113.25	\$45,000
	Refund	\$0	\$225.00	\$0
Total		\$131,862	\$100,504.44	\$135,500

For the City of Tonasket

For the Tonasket Parks and Recreation District

Mayor

Date

District

Date

The above figures are estimated values, actual charges shall be documented in detailed invoices prior to reimbursement by the District. Disbursements in excess of actual costs will not be authorized.

Disbursements in excess of any line item budget require approval from the Tonasket Park and Recreation District Board or designated representative(s).

In the event that revenue and District contributions are insufficient to pay the operation and maintenance expenses as outlined in this Agreement, the City may elect to close the pool. If the closure is unexpected or disrupts the agreed upon schedule, the District must be consulted.

The District is not obligated to pay any expenses in excess of \$119,602.

The City will use pool revenue collected in 2024 to pay for pool expenses incurred in 2024; revenue collected in excess of 2024 expenses will be rolled over to fund future pool expenses.



Passionately Curious

September 22, 2023

City of Tonasket
209 S. Whitcomb Ave.
Tonasket, WA 98855

Dear Mayor Maldonado and City Council Members,

Thank you for your ongoing partnership in providing robust library service! NCW Libraries offers access to nearly 500,000 physical materials, a vast array of digital resources and online services, access to wifi and technology, and diverse and engaging programs for all ages. These services are funded 95% through property taxes and then provided free of charge to all North Central Washington residents. Your provision and ongoing maintenance of a library space or building for the library to operate from brings these services to the citizens of Tonasket and the surrounding area.

Attached for your review and signature is the NCW Libraries Building Use and Maintenance Agreement which covers the term of January 1, 2024 through December 31st, 2029. We heard from many building owners over the course of the previous term agreement who expressed confusion about the roles and responsibilities of each party, so while the purpose and overall structure of the agreement follows the model of past term agreements, we have tried to provide greater clarity in this area. We encourage a thorough reading of the new agreement and are happy to answer any questions.

To establish a consistent model for partial reimbursement of building expenses, we have assessed the appropriate square footage measurement to be used and applied a uniform approach to which areas of a building are included in the reimbursement calculation and at what rates. This is addressed in the attached Exhibit A-Library Occupied Reimbursable Space, as well as in Section 3 of the Building Use and Maintenance Agreement. These adjustments will have the following impact on your 2024 reimbursement rate:

2023 Reimbursable SF	4727	2023 Reimbursement Rate	\$3.75	2023 Total Reimbursement	\$17,726.25
2024 Reimbursable SF	1975	2024 Reimbursement Rate	\$4.00	2024 Total Reimbursement	\$8,700.00

Please do not hesitate to contact our office if you have questions related to this agreement. While individual adjustments to the standard agreement are not possible, we are more than happy to answer any requests for clarification. We hope to have a fully executed document no later than December 1st, 2023

Sincerely,

A handwritten signature in black ink, appearing to read "Barbara Walters", with a stylized flourish at the end.

Barbara Walters, NCW Libraries Executive Director

bwalters@ncwlibraries.org, 509-663-1117 ext. 129

BUILDING USE AND MAINTENANCE AGREEMENT

THIS AGREEMENT, entered into as of the 1st day of January 2024 between North Central Washington Libraries, an intercounty rural library district (hereinafter referred to as "NCW Libraries") and Tonasket, Washington, a Washington municipal corporation (hereinafter referred to as the "Building Provider").

I. RECITALS

WHEREAS, the community of Tonasket is located within NCW Libraries' service area on unincorporated land, is annexed into the district, or is under an active contract with the library district for service; and

WHEREAS, it is the desire of the Building Provider that library services be available in the community through a branch library facility ("Library Quarters"); and

WHEREAS, the Building Provider is the owner or lessee of certain real property in Tonasket and desires to make the property available to NCW Libraries for the purpose of providing library service within the jurisdiction; and

WHEREAS, the Building Provider is also willing to provide such janitorial services, maintenance, and repair to said property as will be reasonably necessary for its continuing operation as a branch library; and

WHEREAS, both parties agree that NCW Libraries is not responsible for paying rent or other charges for use of the property; and

WHEREAS, NCW Libraries recognizes that the use of the Library Quarters by county residents living outside the Building Provider's immediate jurisdiction may create additional janitorial expenses for the Building Provider; and

WHEREAS, NCW Libraries will agree to partially compensate the Building Provider for janitorial services rendered to the property; and

WHEREAS, the day-to-day management and operation of library services is the responsibility of NCW Libraries' Executive Director or their designee, and will be subject to the policies and procedures of NCW Libraries;

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the parties agree as follows:

II. AGREEMENT

- 1) Purpose. NCW Libraries (formerly North Central Regional Library District) was formed pursuant to Chapter 27.12 RCW, as an Intercounty Rural Library District in 1961 to serve Chelan, Douglas, Ferry, Grant, and Okanogan Counties. Beginning in 1982, incorporated cities and towns were given the opportunity to annex into NCW Libraries or contract with NCW Libraries for library services within their jurisdictions. The resulting "Building Use and Maintenance Agreements" ("Maintenance Agreement") outlined each party's role in the provision of library service to these jurisdictions. Under the Maintenance Agreement, NCW Libraries has maintained responsibility for providing staffing, materials, programming, and related items that make a space a "library." Likewise, the Building Provider has been responsible for providing NCW Libraries with use of a building, or space within a building, that is suitable for use as a branch library in the respective jurisdiction. This agreement outlines the respective responsibilities of each party and the terms for NCW Libraries partial reimbursement of Library Quarter expenses incurred by the Building Provider.

- 2) Designation and Use of Library Quarters. The Building Provider is the owner, lessee, or otherwise has legal authority to provide certain real property located at 209 S. Whitcomb Ave., Tonasket, WA ("Property"). The Building Provider shall provide, during the term of this Agreement, a building or space within a building at the Property suitable for use by NCW Libraries as a branch library ("Library Quarters"), and shall maintain such Library Quarters in good repair and maintenance for library purposes in compliance with NCW Libraries' Siting, Relocation, and Acquisition Guidelines (as existing or amended) for the type of building, and as specifically set forth in Exhibit A attached to this Agreement and incorporated herein as if set forth in full. Such use shall be provided in consideration for NCW Libraries' staffing and operating a branch library facility within the Library Quarters, and with the exception of payment by NCW Libraries as provided for in this Agreement, shall be available to NCW Libraries free of rent or other charges. The Building Provider acknowledges that NCW Libraries is not obligated to provide a building, space in a building, or utilities and maintenance for any building from which library services are provided except as in accordance with this Agreement.

- 3) Size of Library Quarters. As of the date of execution of this Agreement, the parties specify that the Library Quarters consist of 2175 square feet, including the entirety of library portion of the

municipal building and half of the square footage of the public bathrooms. The parties may mutually agree, in writing, to a subsequent change, alteration, or modification of the size of the Library Quarters, which new resulting square footage shall be used as the basis for payment by NCW Libraries pursuant to Section 8 of this Agreement.

4) Maintenance and Operations.

- A. NCW Libraries shall be responsible for all costs associated with providing the following maintenance and operations for the Library Quarters:
- I. Management, supervision, and hiring of all NCW Libraries personnel
 - II. Furniture, shelving, materials, equipment, technology, and other supplies necessary for the operation of a branch library
 - III. Exterior book drops
 - IV. Exterior signage
 - V. Any necessary modifications or changes to ensure security, including door hardware and camera systems
 - VI. Telephone and Internet service
- B. The Building Provider shall be responsible for all costs associated with providing the following maintenance and operations services for the Library Quarters:
- I. All designated parking areas, sidewalks, driveways, fences, and storm drains
 - II. Utility services and meters including natural gas, electricity, water, sewer, refuse collection, and recycling service where available
 - III. Fire detection including smoke and carbon monoxide detectors, fire extinguishers, and fire suppression systems where installed
 - IV. Landscaping, including but not limited to lawn care and all snow removal that ensures access to the Library Quarters
 - V. Repairs and maintenance to the building envelope including but not limited to the roof, doors, windows, exterior cladding, and waterproofing
 - VI. All plumbing systems, including but not limited to interior drains, valves, faucets, water heaters, and flush meters
 - VII. Repairs and maintenance to the heating and cooling equipment
 - VIII. Janitorial and maintenance services to keep the Library Quarters in neat and clean condition as further defined in Exhibit B to this Agreement

- IX. Abatement or prevention of conditions causing unpleasant odors (i.e., mold, sewage), or airborne hazardous materials that could pose a health risk to staff or patrons including, but not limited to, exposed asbestos, lead, and mold.
 - X. Control and prevention of pest infestations including, but not limited to, rodents or insects.
- 5) Furnishings and Equipment. The Library Quarters and all furnishings, fixtures, and equipment provided by the Building Provider shall remain the property of the Building Provider, subject only to NCW Libraries' right of use during the term of this Agreement. NCW Libraries may also provide furnishings, fixtures, and equipment within and to facilitate use of the Library Quarters, which furnishings and equipment will remain the property of NCW Libraries.
- 6) Internet and Telephone Service. NCW Libraries, at its sole expense, shall provide telephone service and 24/7 internet service to the Library Quarters using wi-fi and wired ethernet connections. NCW Libraries shall be responsible for the installation of internet service, telephone service, and wireless networking at or serving the Library Quarters. NCW Libraries will utilize Internet Service Providers of their choosing and will determine the range and quality of said service. Thereafter, NCW Libraries shall be responsible for all coordination and costs of internet and telephone repair and maintenance and all ongoing costs for providing internet and telephone services including, but not limited to, monthly internet and telephone usage fees.
- 7) Communication between Parties. Except in the case of an emergency requiring immediate action by the Building Provider, the Parties agree to communicate in advance to coordinate planned maintenance or improvement projects that may impact public access and/or use of the Library Quarters.
- 8) Partial Compensation of Building Provider Expenses. NCW Libraries will pay the Building Provider, as partial compensation for janitorial expenses provided to the Library Quarters each year, per the table below:

January 1, 2024, through December 31, 2026	\$4.00 per Square Foot
January 1, 2027 through December 31, 2029	\$4.25 per Square Foot

- 9) Compensation Schedule. NCW Libraries shall pay the Building Provider as set forth in Section 8 in two equal bi-annual payments due within 30 days following the regular June and November meetings of the NCW Libraries' Board of Trustees. NCW Libraries shall pay the (undisputed portion of the) charges and/or notify the Building Provider that a dispute exists concerning the charges within thirty (30) days of the date the bi-annual payment is due.

In the event NCW Libraries notifies the Building Provider that a dispute exists concerning any charges, authorized representatives from NCW Libraries and the Building Provider will meet in an effort to resolve the dispute. If NCW Libraries and the Building Provider are unable to resolve the dispute to both parties' satisfaction, then the Building Provider must file suit to resolve the dispute concerning the charges in accordance with the other provisions of this Agreement. Any suit filed for purposes of resolving a dispute concerning a disputed charge must be filed by the Building Provider within one hundred twenty (120) days of the date the payment for the applicable charges is due from NCW Libraries or the Building Provider's request for payment shall be deemed waived.

The Building Provider shall not assess a late payment penalty or charge regardless of the date payment is received. In addition, interest charges shall not accrue on disputed charges.

- 10) Indemnification. The Building Provider shall indemnify, defend and hold NCW Libraries, its officials, employees, and agents, harmless from and against any and all claims, damages, losses, and expenses including reasonable attorney fees, for any bodily injury, sickness, disease, or death, or any damage to or destruction of property, including the loss of use resulting therefrom, which are alleged or proven to be caused in whole or in part by negligent or intentional act or omission of the Building Provider, its officials, employees, and agents, relating to the performance of this agreement.

NCW Libraries shall indemnify defend and hold the Building Provider, its officials, employees, and agents, harmless from and against any and all claims, damages, losses and expenses

including reasonable attorney's fees, for any bodily injury, sickness, disease, or death or any damage to or destruction of property including the loss of use resulting therefrom, which are alleged or proven to be caused in whole or in part by any negligent or intent intentional or mission of NCW Libraries, its officials, employees, and agents, relating to the performance of this agreement.

- 11) Insurance. Each party shall secure and maintain during the term of this Agreement such property insurance at levels appropriate for protection of its respective Library Quarters property. Each party shall also secure and maintain general liability insurance covering personal injury and property damage applicable to its operation and use of the Library Quarters with minimum limits of \$1,000,000 per occurrence. Either party may substitute a self-insurance program or plan for the general liability insurance required under this agreement upon approval by the other party. Either party may request verification of liability insurance at any time.

- 12) Term. Unless earlier terminated as set forth herein, this Agreement shall be effective January 1, 2024, and shall remain in force and effect until December 31, 2029. Upon expiration of the original term, unless a party has given notice of intent not to renew (by October 1) or the Building Provider is in default under this Agreement, this Agreement shall be renewed and extended on a year-to-year basis after December 31, 2029.

- 13) Termination. This Agreement shall terminate upon the earlier of the following: (i) upon the expiration of the Term, including any renewal Term; (ii) upon thirty (30) days advance written notice given by one party to the other "for cause" stemming from breach of the Agreement; (iii) at the end of any calendar year during the original term or any annual renewal term by written notice of termination delivered to the other party by October 1 of such year; or (iv) upon mutual agreement of the parties. If a notice of termination is provided by NCW Libraries prior to expiration of the Term (including any renewal Term), the Building Provider shall be paid for all services rendered up to the date of termination.

- 14) Nonwaiver. Any waiver at any time by either party of any right with respect to any matter arising under this Agreement shall not be considered a waiver of any subsequent default or matter.
- 15) Nondiscrimination. In the performance of this Agreement, the Parties shall, at all times, comply with any and all federal, state, or local laws, ordinance rules, or regulations with respect to nondiscrimination and equal employment opportunity, which may at any time be applicable.
- 16) Notice. Notices pursuant to this Agreement shall be in writing and may be mailed or delivered. If mailed such notices shall be sent postage prepaid, by certified or registered mail. Notices delivered personally shall be deemed communicated as of actual receipt, mailed notices shall be deemed communicated three (3) dates following the date of mailing. All notices shall be sent to the following addresses, unless written notice of a different address or notice is provided by a Party to the other Party:

City of Tonasket

Attn: City Clerk-Treasurer
209 S. Whitcomb Ave.
Tonasket, WA 98823

NCW Libraries

Attn: Executive Director
16 N. Columbia Street
Wenatchee, WA 98801

- 17) Prior Agreements. This agreement shall supersede any earlier agreement, written or oral, between the parties pertaining to the subject matter of this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this instrument in duplicate the day and year first above written.

NCW LIBRARIES

By: _____
Board of Trustees Chair

Attested By:

Secretary

CITY OF TONASKET, WASHINGTON

By: _____
Mayor

Attested By:

Clerk

EXHIBIT A

Guidelines for Library Facility Siting, Relocation, or Acquisition

NCW Libraries has established the following guidelines to be considered in siting library facilities.

NCW Libraries recognizes that buildings and spaces under current occupancy may not meet all the established or desired minimum requirements as set forth in these guidelines. Building Owners are not expected to make immediate upgrades to reach compliance with minimum requirements. However, NCW Libraries does expect Building Owners to align with these requirements when they perform system and building upgrades, and to be capable of meeting the requirements if or when the library is relocated into a new space. Site selection should always consider the current long-range facility plan.

Legal Considerations:

- In accordance with 27.12 RCW, NCW Libraries policy will prevail in all matters related to NCW Libraries facilities.
- No easements or other legal considerations that would unduly restrict use of the property or impose financial or other liability on NCW Libraries.
- Zoning requirements for library use can be achieved within a reasonable time period.
- Existing buildings should be capable of passing a structural assessment for use as a public library.

Site Selection:

- Define **need** for services based on distance from other locations, demographics of local area, and other relevant criteria.
- Establish **demand** for services through metrics including but not limited to number of active library cards, percentage of users versus non-users, and other output measures.
- Determine the **service level needed** including self-serve, remote or full service, open hours, and staffing capacity.
- Establish **financial value** of site based on costs and availability of space, opportunity for donated land or buildings, available capital funding and other factors.
- Determine **equity of site** for underserved populations, including identifying who is served, accessibility of location, and how access to library resources impacts the community.

Site Capacity, Layout, and Infrastructure:

- Clear, legally compliant means of ingress/egress.
- Adequate parking or transit access onsite or nearby to support anticipated regular level of patron usage.
- Free and clear access for emergency vehicles, materials deliveries, and waste removal.
- Space to place an exterior book drop, ideally drive up, sized adequately for anticipated branch usage.
- Entryways that comply with applicable ADA requirements for the age of structure.

Visibility and Neighborhood Suitability:

- Facility should be compatible in appearance with the neighborhood and its surroundings.
- Site should be easily visible from the street.
- Placement of the library on the site should have minimal adverse environmental impact and fit with the historical context of the neighborhood.

Building Structure/Layout

- Building Envelope/Thermal/Acoustical
 - a. No active water leaks or visible signs of mold or mildew resulting from previous water intrusion.
 - b. Secure, weather sealed, and lockable windows and doors. Energy efficient windows are encouraged.
 - c. Cladding and waterproofing materials free from damage and in good working order.
- Systems
 - d. Mechanical
 - i. Functional heating and cooling system compliant with local codes (based on age of building) and sized adequately for occupancy and includes mechanical ventilation.
 - ii. Exhaust fans in all public restrooms that meet local codes.
 - e. Electrical
 - i. Electrical service that meets local codes and is adequate for occupancy type based on age of building.
 - ii. Adequate interior lighting in good repair and maintenance. Ballasts, lamps, and fixtures replaced as needed.
 - iii. Adequate exterior lighting for safety.
 - f. Low Voltage/Internet Service
 - i. One gigabyte Fiberoptic service to building.
 - ii. Ability for NCW Libraries to provide surface mounted infrastructure for security, safety, and network systems.
 - iii. Ability for NCW Libraries to modify door hardware/frame to install card readers as needed.
 - g. Plumbing
 - i. Water service compliant with local codes and sized adequately for occupancy.
 - ii. Sewer service compliant with local codes and sized adequately for occupancy.
 - iii. Functional water heater for public restrooms.
 - iv. Restroom facilities include at minimum a toilet and sink for handwashing.
 - v. No active leaks in plumbing systems.
 - h. Fire/Life Safety
 - i. Fire detection system.
 - ii. If a fire suppression system is in place or code required (based on age of building), building owner to ensure proper function and ongoing annual certification.
 - iii. Code compliant quantity of fire extinguishers. Fire extinguishers should be wall mounted in a cabinet for staff and patron safety, for extinguishers that are

accessible to the general public. Other wall mounts are acceptable for back of house spaces like behind the service point, in a staff break room or work room, etc. Fire extinguisher annual certification by building owner.

iv. Compliant emergency exit signage.

- Indoor Air Quality
 - i. Library space should be free from airborne hazardous materials that could pose a health risk to staff or patrons including, but not limited to exposed asbestos, lead, and mold.
 - j. The space should be free from unpleasant odors at the time of library occupancy. This includes, but is not limited to must, smoke, and sewage.
 - k. No evidence of frequent or ongoing pest infestations including, but not limited to rodents or insects.
- Finishes
 - l. Wall finishes that are free from damage, neutrally colored, and cleanable.
 - m. Flooring that is free from damage, and neutrally colored.
 - n. Ceiling surfaces that are free from damage.

Preferred or Supplemental Features for Library Occupancy:

1. Building Structure/Layout
 - a. Space to include a moderate amount of storage in conditioned space.
 - b. Partitioned off room(s) for staff work and break space.
 - c. Interior spaces that meet or exceed applicable ADA requirements.
2. Building Envelope/Thermal/Acoustical
 - a. Double paned or better vinyl windows.
 - b. Acoustical batt insulation installed in interior partition walls, especially staff offices and restrooms.
 - c. Insulation at all exterior walls, ceilings, and floor.
3. Systems (in addition to minimum code compliance)
 - a. Mechanical
 - b. Electrical
 - i. Additional room on electrical panel for future expansion.
 - ii. T-12 or better light fixtures, preferably LED.
 - iii. Occupancy sensors installed at infrequently used spaces such as restrooms, offices, meeting spaces, and back of house spaces for energy efficiency.
 - iv. Code compliant emergency lighting.
 - c. Plumbing
 - i. Floor drains in all public restrooms to meet local codes.
 - ii. Low flow plumbing fixtures that meet current EPA standards.
 - d. Fire
 - i. Heat detectors installed in public restrooms in lieu of smoke detectors.
 - ii. A code-compliant fire suppression system.
4. Indoor Air Quality
 - a. For new construction projects and remodels, NCW Libraries prefers the use and installation of low/no-VOC products such as paint, flooring adhesives, etc.
5. Exterior

- a. Bike racks
- Hardscapes free from obvious tripping hazards.
- Landscaping regularly maintained and not overgrown during library's occupancy.
- Adequate drainage to prevent future water infiltration.
- b.
- 6. Finishes
 - a. Walk off mat or other robust flooring solution at any building entrances.
- 7. Accessories
 - a. Public restrooms to include a baby changing station, mirror, hand dryer or paper towel dispenser, waste disposal, and toilet seat cover dispenser.

EXHIBIT B

Sample Janitorial Scope

Below is a sample janitorial scope by branch frequency need. Need levels have been determined based on historical materials circulation and use data as well as size of population served. Tonasket is in the MODERATE need level.

The scope below seeks to right-size cleaning frequency given the factors listed above and provide more consistency across the Library District. The scope listed below represents suggestions for minimum cleaning. NCW Libraries recognizes that often a branch is not opened for a full eight hours or everyday. For further definitions of "daily" and "weekly," please see definitions listed below the table.

Frequency Need:		High	Moderate	Low
A	Dust, wipe, spot clean to include:			
1	Service points (EX: circulation desk)	Daily	Twice Weekly	Once Weekly
2	Wipe table surfaces and bases	Daily	Twice Weekly	Once Weekly
3	Chairs - including backs and seats	Daily	Twice Weekly	Once Weekly
4	Dust high use horizontal surfaces	Daily	Twice Weekly	Once Weekly
5	Interior handrails, if existing	Daily	Twice Weekly	Once Weekly
6	Clean glass at entrances, if existing	Daily	Twice Weekly	Once Weekly
7	Sanitize and wipe down drinking fountains	Daily	Twice Weekly	Once Weekly
8	Sanitize staff breakroom surfaces	Daily	Twice Weekly	Once Weekly
9	Window sills and bookshelves	Monthly	Monthly	Monthly
10	Remove cobwebs inside library	As-needed	As-needed	As-needed
11	Spot clean walls, switch plate covers, and doors	As-needed	As-needed	As-needed
B	Bathrooms (both public and staff) to include:			
1	Sanitize toilets, wash basins and countertops	Daily	Twice Weekly	Once Weekly
2	Sweep and mop floors	Daily	Twice Weekly	Once Weekly
3	Empty trash receptacles and replace liners	Daily	Twice Weekly	Once Weekly
4	Clean mirrors	Daily	Twice Weekly	Once Weekly
5	Replenish supplies	Daily	Twice Weekly	Once Weekly
6	Disinfect all high-touch areas including, door handles and baby changing tables	Daily	Twice Weekly	Once Weekly
C	Floors to include:			
1	Sweep and mop all solid surface floors, including stairs	Daily	Twice Weekly	Once Weekly
2	Vacuum all carpeted floors	Daily	Twice Weekly	Once Weekly
3	Spot clean stains on carpet	As-needed	As-needed	As-needed
4	Sweep and detail stairs and treads, if existing	As-needed	As-needed	As-needed
5	Full building carpet clean (where applicable)	Twice Annually	Annually	Annually
5	Scrub solid surface floors in public area w/electric scrubber	Monthly	Quarterly	Twice Annually
D	Waste removal to include:			
1	Remove garbage from cans in public spaces and replace liners	Daily	Twice Weekly	Once Weekly
2	Remove garbage from cans in staff spaces and replace liners	Daily	Twice Weekly	Once Weekly
3	Remove recycling from public spaces and staff desks	Daily	Twice Weekly	Once Weekly

Definitions:

Daily: once for every 8 hours of Library open hours. (EX: if a branch is open 6 hours on Friday and 4 on Saturday, the branch should be cleaned once) Weekly: once per every 6 days open to the public.

High WPL, MPL

Moderate Cash, Eph, Leav, Omak, Quincy, Rep, Ton, Winthrop

Low Brew, Bpt, Che, CC, Cur, Ent, EW, Geo, GC, Man, Matt, Oka, Oro, Pat, Pesh, RC, SL, War, Wat.



Qualified Reimbursable Space

To provide consistency for the 30 communities in which NCW Libraries operates physical library branches, the Board of Trustees will provide for square footage reimbursements at the rate outlined in the Building Use and Maintenance Agreement as specified below.

100% Reimbursement

The following spaces are eligible for full reimbursement at 100% of the square foot reimbursement rate.

- Library Space- Defined as the total measured interior square footage of any public and private areas of the library which NCW Libraries has complete access to and control over, including public and private restrooms, staff work and break areas, storage areas, and finished building support spaces.
- Meeting Rooms- provided that NCW Libraries has unincumbered access for library programming and has complete control over scheduling the room for outside groups.

50% Reimbursement

The following spaces are eligible for reimbursement at 50% of the square foot reimbursement rate.

- Public restrooms located outside of the defined library space in buildings shared with other tenants.
- Staff breakrooms located outside of the defined library space in buildings shared with other tenants.

No Reimbursement

The following spaces, and any others not listed above, are ineligible for reimbursement:

- Unfinished basements, crawl spaces, or attics
- Parking Lots
- Exterior yards and courtyards
- Foyers in shared buildings
- Meeting Rooms in shared buildings where NCW Libraries does not have primary control and priority scheduling
- Any square footage that exceeds NCW Libraries' maximum square foot per capita figure, currently set at 1.5 square feet per capita and based on NCW Libraries' service population calculation.

Any question or dispute related to reimbursable space should be directed to Executive Director Barbara Walters at bwalters@ncwlibraries.org.

Alice Attwood

Subject: City Council Meeting
Location: <https://us02web.zoom.us/j/89890266413>
Start: Tue 10/10/2023 6:00 PM
End: Tue 10/10/2023 9:00 PM
Recurrence: (none)
Meeting Status: Meeting organizer
zmMeetingNum: 89890266413

Alice Attwood is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
<https://us02web.zoom.us/j/89890266413>

Meeting ID: 898 9026 6413

One tap mobile
+12532158782,,89890266413# US (Tacoma)
+12532050468,,89890266413# US

Dial by your location

- +1 253 215 8782 US (Tacoma)
- +1 253 205 0468 US
- +1 719 359 4580 US
- +1 346 248 7799 US (Houston)
- +1 669 444 9171 US
- +1 669 900 6833 US (San Jose)
- +1 689 278 1000 US
- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 646 931 3860 US

Meeting ID: 898 9026 6413