

Agenda – Special Board Meeting

Date: September 6, 2024

Time: 2:00 PM

Location: Yale Valley Community Library
11700 Lewis River Road, Ariel, WA 98603

- | | |
|---|-------------|
| 1. Call to Order | |
| 2. Agenda Approval | ACTION |
| 3. Introductions and Welcomes/Chair Announcements | INFORMATION |
| 4. Consent Agenda | ACTION |
| a. Minutes Approval: August 15, 2024 | |
| 5. Financial Report | INFORMATION |
| a. July 2024: Jennifer Giltrop | INFORMATION |
| 6. Well Drilling Project: Jennifer Giltrop | |
| a. MOU with Woodland School District | ACTION |
| b. Proposed Well Project | ACTION |
| c. 2024 Budget Adjustment Resolution | ACTION |
| 7. Branch Manager Report: Jennifer Huan/Lesley Miller | INFORMATION |
| 8. Public Comments | |
| 9. Board Comments | |
| 10. Adjournment | |

Yale Valley Library District

Regular Meeting

August 15, 2024

Yale Community Library

3:00pm

Trustees: Cynthia McAllister, Julie Starr, Kathi Wheeler

FVRL: Jennifer Giltrop, Jennifer Hauan, Jay McCuiston

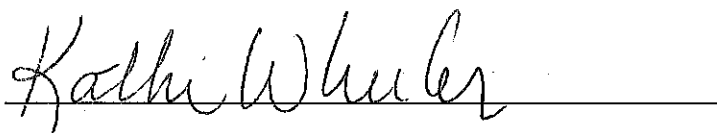
YVLD: Lesley Miller

Member of the Public: Loretta Miller

1. The meeting was called to order at 3:00pm by Vice Chair, Cynthia McAllister.
2. The agenda was amended to reflect the correct date of the Consent Agenda minutes, May 9, 2024 and to move the approval of the Consent Agenda item a) to #7 on the agenda. Wheeler/Starr The motion was approved by all trustees present.
3. Julie Starr, Trustee, introduced Loretta Miller who is considering joining the YVLD Board of Trustees. She has lived in the valley for 12 years and is a lifelong reader. She appreciates libraries and believes they are for everyone. We welcome Loretta and hope that she joins us on the board.
4. **Financial Report:** Jennifer Giltrop: Jennifer gave us three months of financial reports for April, May, June. The total revenue for April 2024 is \$11,290.00. There were no expenditures. The total revenue for May 2024 is \$55,495.00. There were no expenditures. The total revenue for June 2024 is \$30,853.00. Expenditures for the month were \$72,500.00 for FVRL services. The totals ending June 2024 in the non-capital and capital reserves: \$410,428.00.
5. **Facilities:** Jay McCuiston submitted a lengthy report for the proposed well. The most complete bid was from McGhee Well Drilling. The estimated cost of drilling the well to a depth of 200 feet is \$32,063.00. Bid for the electrical from Kaski Electric is \$8,594.00. If approved, McGhee Drilling is booked through September. Drilling could not start until October. We would need to secure a permit from the Cowlitz Co Health Department for \$450.00. It was suggested by McAllister that we should obtain written permission from the WSD. They have verbally approved but a MOU would be better. Kathi Wheeler and Julie Starr will contact the new Superintendent, Asha Riley. A motion was made to postpone action on the well project until we have a discussion with the WSD. McAllister/Starr The motion was approved by all trustee present. The well project was tabled until we received written permission from the school. This may require a special meeting before our October 10, 2024 meeting.

6. **Branch Manager Reports:** Jennifer Hauan reported that all things are focused on the the opening of the new Woodland Library. The opening date will be mid October. Two new staff persons have been hired. Christy Hughes and John Boucher. The library will be presenting a program on Mushroom Forging for Beginners Monday, August 19, 6-8pm. Lesley Miller reported that the Summer Reading Program ended today and they are eagerly waiting to see who the winners of the Grand Prize baskets will be. In July the number of patrons using the library was 900! The July 11 program with the Reptile Man was a huge success. Over 80 people came to learn about reptiles.
7. **Consent Agenda:** a). Minutes of the May 9, 2024 Meeting. A motion was made to approve the minutes of the May 9, 2024 meeting of the YVLD. Wheeler/Starr The minutes were approved by all trustees present.
8. **Citizens Comments:** None
9. **Board Comments:** There was an issue with the split cooling unit for the Dark Fiber mechanical room. It has been repaired.
10. **Adjournment:** The motion was made to adjourn the meeting at 4:10pm. Wheeler/McAllister

Respectfully Submitted,

A handwritten signature in cursive script, reading "Kathi Wheeler", is written over a solid horizontal line.

Kathi Wheeler, YVLD Secretary

Yale Valley Library District

For the Month Ending July 31, 2024 (With Year-to-Date Totals)

Statement of Cash

January 1, 2024 Ending Cash Balance	\$ 372,723
Year-to-date Revenue Received	112,719
Year-to-date Expenditures	<u>(72,500)</u>
Cash Balance July 31, 2024	\$ 412,942

Yale Valley Library District

For the Month Ending July 31, 2024 (With Year-to-Date Totals)

Schedule of Reserves

Non Capital Reserve Beginning Balance January 1, 2024	\$	271,427
Property Tax Collections (Revenue)		78,845
Other Taxes (Revenue)		1
Professional Expenses (Expenses)		(72,500)
Non Capital Reserve Ending Balance July 31, 2024	<u>\$</u>	<u>277,773</u>
Capital Reserve Beginning Balance January 1, 2024	\$	101,296
Intergovernmental, Grants and Contracts (Revenue)		25,389
Miscellaneous (Revenue)		8,484
Capital Reserve Ending Balance July 31, 2024	<u>\$</u>	<u>135,169</u>
Total Non Capital and Capital Reserves	<u>\$</u>	<u>412,942</u>

Yale Valley Library District

For the Month Ending July 31, 2024 (With Year-to-Date Totals)

Revenue

Description	2024 Budget (Approved 11/2023)	July	Year-to-Date Totals thru July 2024	Year -to - Date Annual Budget Percent
Property Taxes				
311.10 Property Tax Collections - Yale Valley District	\$ 130,000	\$ 830	\$ 78,845	60.65%
Total Property Taxes	130,000	830	78,845	60.65%
Other Taxes				
317.2 Leasehold Excise Tax	-	-	1	0.00%
Total Other Taxes	-	-	1	0.00%
Intergovernmental, Grants & Contracts				
335.02 DNR - Timber Revenue	35,000	372	25,122	71.78%
361.02 DNR - Other Revenue	100	-	267	267.02%
335.02 Federal Grants	\$0	-	-	0.00%
335.02 State Capital Grant	-	-	-	0.00%
Total Intergovernmental, Grants & Contracts	35,100	372	25,389	72.33%
Miscellaneous				
361.11 Investment Interest	3,500	1,312	8,484	242.39%
367-10 Non-Governmental Contributions	500	-	-	0.00%
367-10 Grant Revenue	-	-	-	0.00%
369.90 Miscellaneous Revenue	-	-	-	0.00%
Total Miscellaneous	4,000	1,312	8,484	212.09%
Total Revenue:	\$ 169,100	\$ 2,514	\$ 112,719	66.66%
Transfer from Reserves	\$ 15,900	\$ -	\$ -	0.00%
Total Revenue and Reserves	\$ 185,000	\$ 2,514	\$ 112,719	60.93%

Expenses

Description	2024 Budget (Approved 11/2023)	July	Year-to-Date Totals thru July 2024	Year to Date Annual Budget Percentage
Other Services / Charges				
572.41 Professional Services	\$ 145,000	\$ -	\$ 72,500	50.00%
572.41 Professional Services-Fundraising/Architect	-	-	-	0.00%
572.62 Capital Outlay	40,000	-	-	0.00%
Grand Total Expense:	\$ 185,000	\$ -	\$ 72,500	39.19%

Net Cash Activity

Jan. 1, 2024 Cash with County Treasurer

Ending Cash

\$ 40,219

\$ 372,723

\$ 412,942

Memorandum of Understanding (MOU)

This Memorandum of Understanding (MOU) is made by and between the Yale Valley Library District and Woodland School District #404.

1. Purpose

The purpose of this MOU is to outline the terms and conditions under which the Yale Valley Library District (hereinafter referred to as "the Library") will be permitted to drill a water well on property owned by the Woodland School District (hereinafter referred to as "the District"). The well is intended to supply water for the Library's use.

2. Scope of Agreement

This agreement pertains to the drilling, construction, operation, and maintenance of a water well on the property of the Woodland School District, located in Ariel, Cowlitz County, Washington.

3. Responsibilities of the Parties

3.1 Yale Valley Library District

- **Drilling and Construction:** The Library shall be responsible for all costs associated with the drilling, construction, and installation of the well, including permits, environmental assessments, and any necessary land surveys.
- **Maintenance:** The Library shall maintain the well and its related infrastructure in compliance with all relevant local, state, and federal regulations.
- **Liability and Insurance:** The Library shall obtain and maintain appropriate insurance coverage for the well, including liability coverage, and shall hold the District harmless from any claims or damages arising from the well's installation and use.
- **Usage:** The well shall be used solely for the Library's needs. Any excess water or capacity will be discussed and mutually agreed upon by both parties.
- **Water testing and treatment:** The Library will be responsible for all required water testing, filter systems, treatment systems and any reporting requirements to the department of health if required.

3.2 Woodland School District

- **Property Access:** The District agrees to grant the Library access to the designated portion of the property for the purposes of drilling, constructing, and maintaining the well.
- **Coordination:** The District will cooperate with the Library to ensure that the well's installation does not interfere with school operations, safety, or other activities on the property.
- **Ownership:** The District retains ownership of the land where the well is drilled. The well and any infrastructure installed by the Library will remain the property of the Library.

4. Existing Lease Agreement

This MOU is independent of and does not alter, amend, or affect the terms and conditions of the existing lease agreement between the Library and the District dated August 2015. Both parties agree that the provisions of this MOU shall not be construed to modify or terminate the existing lease in any way.

5. Term and Termination

- **Term:** This MOU shall be effective from the date of signing and will continue until terminated by either party.
- **Termination:** Either party may terminate this MOU by providing 30 days written notice to the other party. In the event of termination, the Library shall be responsible for the proper decommissioning of the well unless otherwise agreed upon.

5. Signatures

By signing below, the parties agree to the terms and conditions outlined in this Memorandum of Understanding.

Yale Valley Library District

Signature: _____

Name: _____

Title: _____

Date: _____

Woodland School District

Signature: _____

Name: _____

Title: _____

Date: _____



To: Yale Valley Library District Board
From: Jay McCuiston, FVRL Facilities & Fleet Manager
Date: 8/15/2024
Subject: Proposed Water Well Project

As requested by the YVLD Board, I have investigated costs and needed actions associated with the possibility of putting in a water well at the Yale Valley Community Library. The Library currently uses water from the Yale Elementary School well.

Well Drilling:

Dale McGhee & Sons Well Drilling offers the lowest cost option for this project. This includes the cost to drill the well, as well as providing the pump, pressure tank, and other components associated with the well to operate. **The cost is estimate is \$32,063.**

Once the well is drilled, a 2-hour flow test will be conducted to make sure that the well can maintain a 10 gallon per minute (GPM) base. The water will then be tested for bacteria and inorganic compounds. If there are either of these found in the sample then a treatment plan will be required. This would include a tank that would allow you to inject a chemical into the water to remove the bacteria or inorganic matter. **The treatment cost estimate is unknown** until discovery depending on what the treatment plan would need to be, but YVLD would be responsible for such costs. On-going water treatment would be an **annual expense** to YVLD.

If after drilling a depth of 200 feet, the water source and/or quality is unsatisfactory, the owner must make a decision to either continue to-drill or to cap the hole. The average depth of wells in the area are at 180-250 feet. The driller will continue to a drill until it is no longer feasible to do so. All costs of the drilling the well is the responsibility of YVLD, including if there is no water found and the hole is capped. This is common language in a well drilling contract.

Proposed Well Location:

The proposed well location is slightly northwest of the fire suppression tank (see attached drawing). This will place the well approximately 100' from the septic system and about the same distance from the north property line. This location will need to be

approved by the Cowlitz County Health Department prior to any drilling operation. A non-residential application is required with a **fee of \$450 for site evaluation.**

In addition to the application, a site map, and a description of water usage and estimated population numbers (employees/customers). This can take up to 7 days after the application submission. The location of the existing water lines to the Fire Station will also need to be completed.

Equipment Shed/Electrical:

A 6X8 Equipment Shed with a concrete floor will need to be placed for the pressure tank and other pump related items. This shed will need to be insulated and heated during the winter. And equipped with necessary electrical outlets to meet code requirements. The Shed will be constructed by FVRL staff. **The estimated cost of the Shed with a concrete pad is \$10,000.**

Kaski Electric provided the lowest estimate to line bore the power from the library to the shed. There will be a 60-amp sub panel installed in the shed to provide power for the pump, pressure tank, heater, electrical outlets and light. This will take 2-3 days to complete at an **estimated cost of \$8600**

Once the shed and electrical work is completed, McGhee McGee will return to install the pressure tank and other components, as well as the connection to the library. The holding tank for fire suppression will also need to be connected, which may require a **plumber at an estimated cost of \$2,500.** This work will need to be coordinated with the School and the Fire Department as the water will need to be shut off during the connection.

Project Overview Summary:

Timeline for project: Approximately 30-45 days after the well drill date has been set (drilling not available to start until October 2024 due to current schedule).

Impact to public: there may be 1-2 days without water to the facility depending on connection turnover.

Estimated Cost: $\$53,613 + 10\% \text{ Contingency} = \$58,973$ (does not include water testing and treatment costs initially or on-going)



4409 Pleasant Hill Road Kelso, WA 98626
(360) 423-8493 Fax (360) 423-9194
office@dalemcgheewelldrilling.com

YALE VALLEY COMMUNITY
LIBRARY
ATTN: JAY MCCUISTION
11700 LEWIS RIVER ROAD
ARIEL, WA 98603

ESTIMATE

Estimator KATELYN COUGHLAN
Date 8/8/2024
Est # 7870

Job Site:
11700 LEWIS RIVER
ROAD, ARIEL, WA

PARCEL #

(360) 773-7668 JAY MCCUISTIO

JMCCUISTION@FDRL.ORG

Estimate based on the following:

Qty	Item/Description	
Drill		
1	DRILLING FUEL SURCHARGE	
300	DRILLING 6"	
100	DRILLING CASING STEEL 6" X .250	
220	DRILLING LINER 4.5" SCH 40 CERTA-L	
1	SURFACE SEAL	
1	DRILLING DRIVE SHOE 6" CAST DC	
1	START CARD FEE WASHINGTON	
1	MISC PREVAILING WAGE ADMINISTRATIVE FEES	
Total for Drill		\$20,605.00
Pump		
1	FE 3200SS 10GPM 1HP 10FRD1	
1	CONTROL BOX FRANKLIN 1 HP, 230V	
295	WIRE SUB / TC 10-4	
290	PVC PIPE SCH 120 1.25"	
1	WELL SEAL 6 X 1 #136	
1	WELL COVER MOCK ROCK W/INSULATION BAG 27"Lx21"Wx25"H	
2	VALVE BRASS CHECK VFD 1 1/4" 4202ESVFD	
1	I-CHEM SAMPLE: BACTERIA**, AS, NIT, FE, HARD, PH, TDS, MN, NA, ZN, CL, & SO4	
1	MISC. ELECTRICAL & PLUMBING FITTINGS PUMP	
1	PUMP INSTALLATION	
Total for Pump		\$6,152.81
Tank		
1	TANK CHALLENGER 81 GALLON W/ 7 YR WARRANTY	
1	PUMP DISCONNECT	
1	SWITCH PRESS FSG2 SQ D 40-60	
1	PRESSURE GAUGE 100# LIQ. FILLED 2"	
1	ELECTRICAL INSPECTION PERMIT	
1	MISC. ELECTRICAL & PLUMBING FITTINGS TANK	

1 TANK INSTALLATION

Total for Tank **\$2,081.36**

UTILITIES

30 WIRE TRAY CABLE 10 - 4
120 POLY PIPE 200 PSI 1" SIDR-9
1 MISC. ELECTRICAL & PLUMBING FITTINGS UTILITIES
1 UTILITIES INSTALLATION

Total for UTILITIES **\$931.10**

Subtotal **\$29,770.27**

Cowlitz-Unicorp Sales Tax (7.7%) \$ 2292.31

Total **\$32,062.58**

8/8/2024 REVISED ESTIMATE

ESTIMATE FOR 300' WELL

**ESTIMATE ASSUMES ELECTRICAL FEEDER AND SUB PANEL ARE SUPPLIED BY OTHERS.
ESTIMATE DOES NOT INCLUDE ENGINEERING OR FLOW TEST IF REQUIRED BY THE COUNTY.
ESTIMATE DOES NOT INCLUDE TRENCHING.**

- 1 PUMP: SUBJECT TO CHANGE BASED ON COMPLETED WELL DEPTH
- 2 ** IF REPEAT BACTERIA SAMPLE IS NEEDED IT WILL BE BILLED AT \$60.00 PLUS \$120/HR FOR LABOR
- 3 UTILITIES: SUBJECT TO CHANGE DEPENDING ON DISTANCE, TERRAIN, AND GROUND FORMATION
ESTIMATE FOR TRENCHING IS NOT INCLUDED, AVAILABLE UPON REQUEST.
- 4 ESTIMATE VALID FOR 30 DAYS FROM ABOVE DATE
ESTIMATE COULD VARY BASED ON TIME AND MATERIAL

5 NOTICE TO CUSTOMER

This contractor is registered with the state of Washington, Registration No. DALEMI*212MC & DALEMSW356MR, as a general/specialty contractor and has posted with the State a bond of \$12,000.00 for the purpose of satisfying claims against the contractor for negligent or improper work or breach of contract in the conduct of the contractor's business. The expiration date of this contractor's registration is June 20, 2025.

THIS BOND MAY NOT BE SUFFICIENT TO COVER A CLAIM WHICH MIGHT ARISE FROM THE WORK DONE UNDER YOUR CONTRACT.

This bond is not for your exclusive use because it covers all work performed by this contractor. The bond or deposit is intended to pay valid claims up to \$12,000.00 that you and other customers, suppliers, subcontractors, or taxing authorities may have.

FOR GREATER PROTECTION, YOU MAY WITHHOLD A PERCENTAGE OF YOUR CONTRACT.

You may withhold a contractually defined percentage of your construction contract as retainage for a stated period of time to provide protection to you and help insure that your project will be completed as required by your contract.

YOUR PROPERTY MAY BE LIENED.

If any supplier of materials used in your construction project or any employee of the contractor or subcontractor is not paid by the contractor or subcontractor on your job, your property may be liened to force payment and you could pay twice for the same work.

FOR ADDITIONAL PROTECTION, YOU MAY REQUEST THE CONTRACTOR TO PROVIDE YOU WITH ORIGINAL "LIEN RELEASE" DOCUMENTS FROM EACH SUPPLIER OR SUBCONTRACTOR ON YOUR PROJECT.

The contractor is required to provide you with further information about lien release documents if you request it. General information is also available from the Department of Labor and Industries.

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. Dale McGhee & Sons Well Drilling, Inc. shall be entitled to recover from the owner or contractor all costs, expenses, including administrative and attorney's fees and legal expenses, incurred in connection with collection of payment of this contract.

Dale McGhee & Sons Well Drilling, Inc. offers a full twelve month warranty on all products and services.

Acceptance of proposal: The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as outlined in this proposal. Payment will be made as outlined in this proposal.

Estimate is valid for thirty days from the date of this proposal.

Print Name: _____ Signature: _____ Date: _____

Please return signed copy to our office via mail, email, or fax if the above specifications are acceptable. We appreciate the opportunity to provide this proposal and look forward to working with you.

- 6 DUE TO SUPPLY CHAIN ISSUES SOME OF THE PRODUCTS NEEDED TO COMPLETE THIS ESTIMATE ARE NOT AVAILABLE OR IN LIMITED SUPPLY AT THIS TIME. THIS ESTIMATE ASSUMES PRODUCT AVAILABILITY AT THE TIME THE PROJECT IS UNDERWAY. ALSO ASSUMES CURRENT COSTS AS FUTURE COSTS ARE CURRENTLY UNPREDICTABLE AND PRICING IS SUBJECT TO CHANGE.**

Kaski Electric LLC

Box 1023
Belle Ground, WA 98604

Phone # 360-907-9843 office@kaskieletric.com
Fax # 360-687-4098

Proposal

Date	Proposal #
5/13/2024	4755

This proposal may be withdrawn if not accepted within 30 days.
Lic# KASKIEL904NK

Name / Address:
FVRL
2018 Grand Blvd
Vancouver, WA 98661

Project:
Yale Valley Well

Description	Qty	Rate	Total
Project Yale Valley Well Includes: -Line bore conduit(1-1") from planter near electrical service meter -60amp 208v 1phase feeder from existing library panel to new shed sub panel. -60amp 208v 1phase shed sub panel. -Exterior LED wall pack(1-RAB Brsk 17FA20)/GFCI receptacle -Interior LED strip light(4ft)/GFCI receptacle/2 switches -1 Cadet wall heater w/stat(freeze protection). -State electrical permit Total			7,980.00 7,980.00
PW apply Excludes-Instal of well/control wiring past new shed sub panel(By Well driller). NOTES-Wiring method to be MC cable. Existing Panel is Siemens Bolt-on. Existing water line in ground near new shed(runs east-west).			

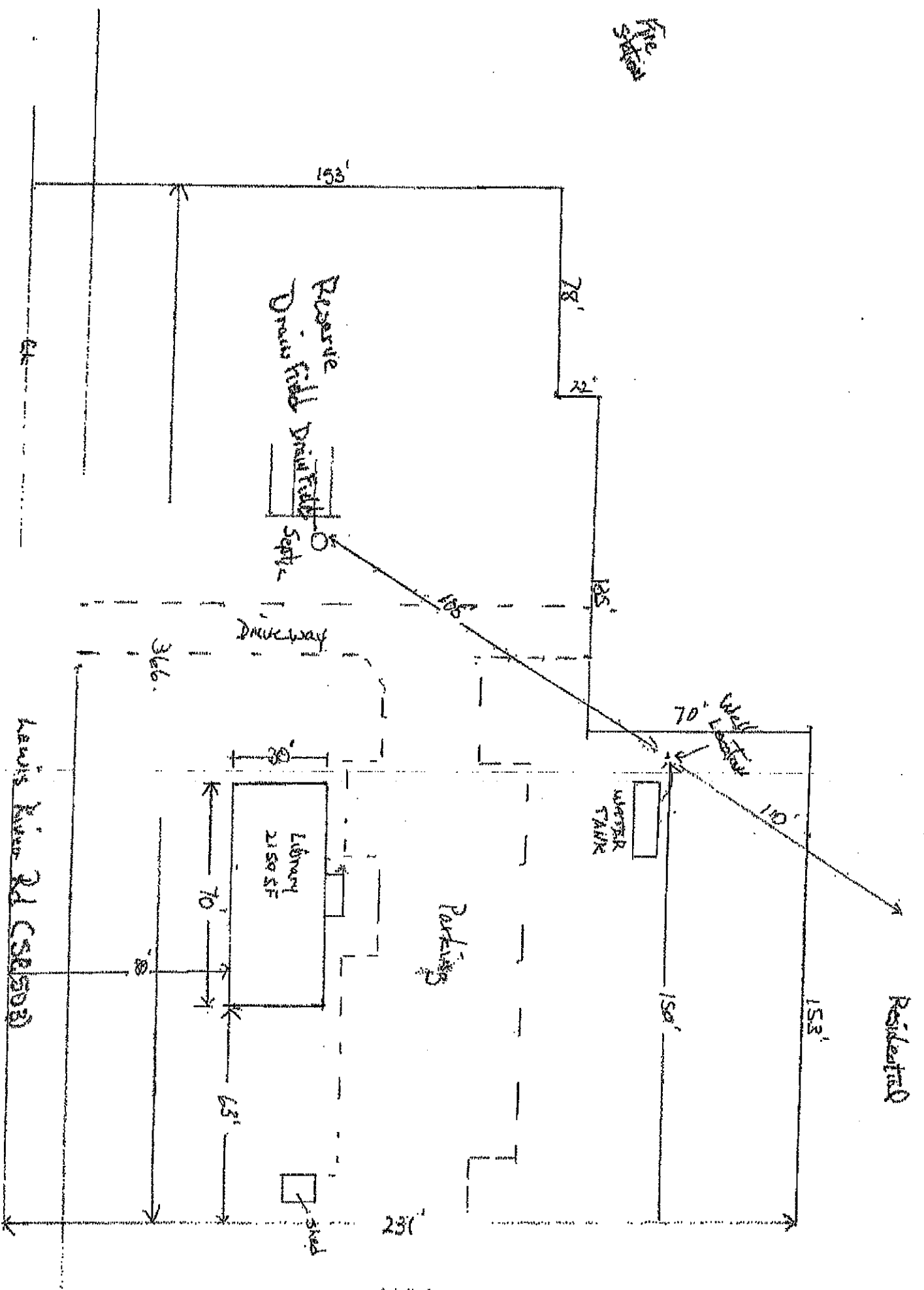
Owner responsible for site security, theft, material vandalism, hazardous materials abatement/removal, drywall repair/paint. Private underground utilities are owners responsibility to locate and repair if not located prior to trenching/line boring.

\$7,980.00
\$614.46
\$8,594.46

Acceptance of Proposal _____

TYPE
SPECIAL

NOT TO SCALE



**YALE VALLEY LIBRARY DISTRICT
2024 Budget Amendment
Resolution 2024-01**

**RESOLUTION OF THE YALE VALLEY LIBRARY DISTRICT BOARD OF TRUSTEES AUTHORIZING AN
AMENDMENT TO THE 2024 BUDGET**

The regular meeting of the Fort Vancouver Regional Library District (FVRL) Board of Trustees was held September 6th, 2024, attended by a quorum of the Board for the conduct of such business; and, after due consideration and deliberation, the following resolution was duly passed by a majority vote of all Trustees then attending.

WHEREAS, YVLD's Board of Trustees is responsible for the adoption and management of YVLD's budget and finances per RCW 27.12.210 (4&5), and

WHEREAS, YVLD has approved a water well project that requires more capital investment than originally budgeted for 2024, and

WHEREAS, YVLD Board needs provide action in order to increase its spending authority authorized to carry out the water well project, and

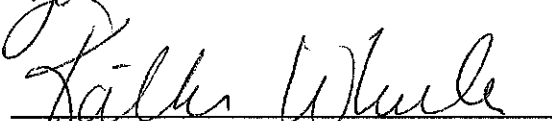
WHEREAS, The YVLD Board approved a 2024 budget of \$185,000 which includes \$40,000 for Capital Outlay, and

WHEREAS, based on cost estimates of the water well project the capital outlay needs to be increased to \$60,000 to be allocated from the cash reserve, and amend the 2024 budget total to \$205,000.

NOW THEREFORE BE IT RESOLVED that Yale Valley Library District adopts Resolution 2024-01 approving the amended 2024 budget of \$205,000.

Adopted this 6th day of September, 2024.


Cynthia McAllister, Chair


Kathy Wheeler, Secretary