

COUNCILMEMBERS

Position No.

1. Tod Gunther
2. Chris Moore
3. Don Tracy
4. Jeff Sproul
5. Stanley Holland
6. Greg Hogan
7. Melodi Koenig



ORTING CITY COUNCIL
Regular Business Meeting Agenda
104 Bridge Street S, Orting, WA
Zoom – Virtual
March 13th, 2024
7:00 p.m.

Deputy Mayor Tod Gunther, Chair

1. CALL MEETING TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL.

This meeting is being held in person and through the platform zoom. A link for virtual participation can be found on the agenda or on the City's website:

<https://us06web.zoom.us/j/82800800127?pwd=DDiAGoWce1NWD1zgB9DRtn8ktHEk13.1>
Telephone: 1-253-215-8782 - Meeting ID: 828 0080 0127 and the passcode 719413.

2. REQUEST FOR ADDITIONS OR MODIFICATIONS TO THE AGENDA.

3. PUBLIC COMMENTS.

Comments may be sent to the City Clerk at clerk@cityoforting.org by 3pm on March 13th, 2024 and will be read in to the record at the meeting. In person attendees may provide public comment at the meeting. In the case of a question, the chair will refer the matter to the appropriate administrative staff member or committee. Written comments that come in after the 3pm deadline will be read in to the record at the next Council meeting.

4. CONSENT AGENDA.

A. Claims Voucher.

Claims voucher list dated February 28th, 2024 which includes voucher numbers 55622 through 55674 in the amount of \$133,664.49, electronic fund transfers in the amount of \$0.00 for a grand total of \$133,664.49.

B. Payroll Voucher.

Payroll check numbers 24228 through 24231 in the amount of \$8360.76, electronic deposit transmissions in the amount of \$239,692.77 for a grand total of \$248,053.53 for the period covering February 16th, 2024 to February 29th, 2024.

Motion: To approve consent agenda as prepared.

5. NEW BUSINESS.

A. AB24-24 – Open Public Meetings Act/Public Records Act Training (OPMA/PRA).

- City Attorney Charlotte Archer.

6. OLD BUSINESS.

B. AB24-12 – Police Guild Staffing Memorandum of Understanding (MOU).

- The Council will enter into a closed session per RCW 42.30.140(4)(b) to discuss this item.
- Public Safety Committee.

Motion: TBD.

7. EXECUTIVE SESSION.

8. ADJOURNMENT.

Items by Page Number

4. CONSENT AGENDA.

A. Claims Voucher. – Page 5

Claims voucher list dated February 28th, 2024 which includes voucher numbers 55622 through 55674 in the amount of \$133,664.49, electronic fund transfers in the amount of \$0.00 for a grant total of \$133,664.49.

B. Payroll Voucher. – Page 12

Payroll check numbers 24228 through 24231 in the amount of \$8360.76, electronic deposit transmissions in the amount of \$239,692.77 for a grand total of \$248,053.53 for the period covering February 16th, 2024 to February 29th, 2024.

Motion: To approve consent agenda as prepared.

5. NEW BUSINESS.

A. AB24-24 – Open Public Meetings Act/Public Records Act Training (OPMA/PRA). – Page 16

- City Attorney Charlotte Archer.

Motion: To adopt Ordinance No. 2024-1122, amending Sections 3-8-6 and 3-8-8 of the Orting Municipal Code and adopting a Special Events Sponsorship Policy

6. OLD BUSINESS.

B. AB24-12 – Police Guild Staffing Memorandum of Understanding (MOU). – Page 45

- The Council will enter into a closed session per RCW 42.30.140(4)(b) to discuss this item.
- Public Safety Committee.

Motion: TBD.

March 13 2024 Council Meeting

Claims Vouchers

Claims voucher list dated February 28, 2024 which includes voucher number 55622 through 55674 in the amount of \$ 133,664.49 & electronic fund transfers in the amount of \$ 0.00 for a grand total of \$ 133,664.49

Payroll Voucher

Payroll check numbers 24228 through 24231 in the amount of \$ 8,360.76, electronic deposit transmissions in the amount of \$ 239,692.77 for a grand total of \$ 248,053.53 for the period covering February 16 2024 to February 29, 2024.

WARRANT/CHECK REGISTER

City of Orting

Time: 15:25:22 Date: 03/13/2024

03/01/2024 To: 03/13/2024

Page: 7

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
		410 Stormwater				9,458.55	
						<u>133,664.49</u>	Claims: 133,664.49

VOUCHER/WARRANT REGISTER
 FOR March 13, 2024 COUNCIL
 CLAIMS/PAYROLL VOUCHER APPROVAL
 CITY OF ORTING

WE, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN AND THAT THE CLAIM IS JUST, DUE, AND UNPAID OBLIGATION AGAINST THE CITY OF ORTING, AND THAT WE ARE AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

COUNCILPERSON: _____

COUNCILPERSON: _____

CITY CLERK: _____

WARRANT/CHECK REGISTER

City of Orting

Time: 15:25:22 Date: 03/13/2024

03/01/2024 To: 03/13/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1374	03/05/2024	Claims	631	55622	AT&T Mobilty	2,961.69	287300949706X02042024-287300949706; 287309454338X02042024-287309454338-City & Public Works Cell & Data
		APs	Amount	PO	For		
		1055	1,123.33		287300949706X02042024-287300949706		
		1056	1,838.36		287309454338X02042024-287309454338-City & Public Works Cell & Data		
1375	03/05/2024	Claims	631	55623	Charchenko, Danielle	158.51	Mileage for WMCA Audit Committee-Woodland
		APs	Amount	PO	For		
		1054	158.51		Mileage for WMCA Audit Committee-Woodland		
1376	03/05/2024	Claims	631	55624	Databar	7,152.71	264338-Mailing of Utility Billings-11/3/2023; 264339-Mailing of Utility Billings-10/30/2023; 264494-Mailing of Utility Billings-12/3/2023; 264581-Mailing of Utility Bills 12/3/2023
		APs	Amount	PO	For		
		1057	2,218.19		264338-Mailing of Utility Billings-11/3/2023		
		1058	1,994.40		264339-Mailing of Utility Billings-10/30/2023		
		1059	862.14		264494-Mailing of Utility Billings-12/3/2023		
		1060	2,077.98		264581- Mailing of Utility Bills 12/3/2023		
1377	03/05/2024	Claims	631	55625	Puget Sound Clean Air Agency	6,277.00	ORTI001-24-066 2024
		APs	Amount	PO	For		
		1053	6,277.00		ORTI001-24-066 2024		
1416	03/13/2024	Claims	631	55626	ACRnet CBS Branch	182.00	25383-Background Checks
		APs	Amount	PO	For		
		1098	182.00		25383-Background Checks		
1417	03/13/2024	Claims	631	55627	Alan Environmental Products INC	1,277.49	#INV17227-Elecro Wipes-Sanitizing Wipes
		APs	Amount	PO	For		
		1082	1,277.49		#INV17227-Elecro Wipes-Sanitizing Wipes		
1418	03/13/2024	Claims	631	55628	Apitz, Jennifer F	150.00	50113-Conflict Public Defender-4A0061493
		APs	Amount	PO	For		
		1122	150.00		50113-Conflict Public Defender-4A0061493		
1419	03/13/2024	Claims	631	55629	Aqua-Aerobic Systems, Inc	4,380.00	1040761-FST-Filtration Field Service Trip
		APs	Amount	PO	For		
		1081	4,380.00		1040761-FST-Filtration Field Service Trip		
1420	03/13/2024	Claims	631	55630	Associated Petroleum Products INC	2,454.67	24-040350 Fuel
		APs	Amount	PO	For		

WARRANT/CHECK REGISTER

City of Orting

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03/01/2024 To: 03/13/2024

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
		APs	Amount	PO	For		
		1061	2,454.67		24-040350 Fuel		
1421	03/13/2024	Claims	631	55631	Atec Water Systems INC	108.16	16131- 4" Coupling Gasket-4" Grooved Coupling
		APs	Amount	PO	For		
		1088	108.16		16131- 4" Coupling Gasket-4" Grooved Coupling		
1422	03/13/2024	Claims	631	55632	Brisco Inc.	214.83	3/4/2024-Fuel
		APs	Amount	PO	For		
		1129	214.83		3/4/2024-Fuel		
1423	03/13/2024	Claims	631	55633	Business Solutions Center	387.08	112995-113020-113082-Monthly Statement; 112995-Lettering for City Hall Front Windows; 113082-Trespass Forms
		APs	Amount	PO	For		
		1124	262.25		112995-113020-113082-Monthly Statement		
		1125	56.94		112995-Lettering for City Hall Front Windows		
		1134	67.89		113082-Trespass Forms		
1424	03/13/2024	Claims	631	55634	Capital One Trade Credit	26.26	H72711/3-Gloves
		APs	Amount	PO	For		
		1117	26.26		H72711/3-Gloves		
1425	03/13/2024	Claims	631	55635	CenturyLink-Lumen	4,880.13	676182595-5M6DFZ8R0-Internet City Hall & PW
		APs	Amount	PO	For		
		1102	4,880.13		676182595-5M6DFZ8R0-Internet City Hall & PW		
1426	03/13/2024	Claims	631	55636	CenturyLink	602.92	465B-Police Phones; 464B-Police Phones; 492B-Police Phones
		APs	Amount	PO	For		
		1093	190.04		465B-Police Phones		
		1094	260.06		464B-Police Phones		
		1095	152.82		492B-Police Phones		
1427	03/13/2024	Claims	631	55637	Community Water Systems LLC	5,000.00	00824-March Contract Service for Water Department
		APs	Amount	PO	For		
		1062	5,000.00		00824-March Contract Service for Water Department		
1428	03/13/2024	Claims	631	55638	Core & Main LP	6,307.20	U335490-Neptune 6' Antennas
		APs	Amount	PO	For		
		1080	6,307.20		U335490-Neptune 6' Antennas		
1429	03/13/2024	Claims	631	55639	Crystal & Sierra Springs	384.59	5225720 022424-Water for Public Works
		APs	Amount	PO	For		
		1078	384.59		5225720 022424-Water for Public Works		
1430	03/13/2024	Claims	631	55640	Curry & Williams, P.I.I.c	2,210.00	Municipal COurt Judge-FEB2024

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
			APs	Amount	PO For		
			1123	2,210.00	Municipal COurt Judge-FEB2024		
1431	03/13/2024	Claims	631	55641	Department of Ecology	9,067.00	24-WAR045016B-1-Municipal Stormwater Phase II; Domestic Wastewater Treatment Operator Cert; 24-WA0020303B-1 Water Quality DOE NPDES Fees
			APs	Amount	PO For		
			1079	2,723.50	24-WAR045016B-1-Municipal Stormwater Phase II		
			1099	85.00	Domestic Wastewater Treatment Operator Cert		
			1103	6,258.50	24-WA0020303B-1 Water Quality DOE NPDES Fees		
1432	03/13/2024	Claims	631	55642	Drain-Pro INC	754.66	124253-Sanican Maintenance-Well; 124249-Sanican Maintenance-Cemetery; 124250-Sanican Maintenance-Main Park; 124251-Maintenance Sanican; 124252-Maintenance Sanican
			APs	Amount	PO For		
			1084	114.50	124253-Sanican Maintenance-Well		
			1085	96.66	124249-Sanican Maintenance-Cemetery		
			1086	314.50	124250-Sanican Maintenance-Main Park		
			1135	114.50	124251-Maintenance Sanican		
			1136	114.50	124252-Maintenance Sanican		
1433	03/13/2024	Claims	631	55643	Frontier Precision INC	290.18	292418-Catalyst 10 Monthly Statement
			APs	Amount	PO For		
			1087	290.18	292418-Catalyst 10 Monthly Statement		
1434	03/13/2024	Claims	631	55644	Frost Landscape	651.53	20507-City Hall Landscape
			APs	Amount	PO For		
			1104	651.53	20507-City Hall Landscape		
1435	03/13/2024	Claims	631	55645	Galls LLC	190.57	026746142-Wool Trousers-Turner
			APs	Amount	PO For		
			1072	190.57	026746142-Wool Trousers-Turner		
1436	03/13/2024	Claims	631	55646	Harrington's Janitorial	441.00	4374-Janitorial PW
			APs	Amount	PO For		
			1106	441.00	4374-Janitorial PW		
1437	03/13/2024	Claims	631	55647	Huffman, ED	409.58	MAR2024-400 Meals & Mileage for WOW Conference-March 26-28 in Ocean Shores
			APs	Amount	PO For		
			1092	409.58	MAR2024-400 Meals & Mileage for WOW Conference-March 26-28 in Ocean Shores		
1438	03/13/2024	Claims	631	55648	International Institute of Municipal Cle	90.00	ID#47718-Municipal Membership-Charchenko, Danielle

WARRANT/CHECK REGISTER

City of Orting

Time: 15:25:22 Date: 03/13/2024

03/01/2024 To: 03/13/2024

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo																								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;">APs</td> <td style="width: 15%;"></td> <td style="width: 15%;">Amount</td> <td style="width: 15%;">PO</td> <td style="width: 15%;">For</td> <td colspan="2"></td> </tr> <tr> <td></td> <td>1073</td> <td></td> <td>90.00</td> <td></td> <td>ID#47718-Municipal Membership-Charchenko, Danielle</td> <td colspan="2"></td> </tr> </table>									APs		Amount	PO	For				1073		90.00		ID#47718-Municipal Membership-Charchenko, Danielle										
	APs		Amount	PO	For																										
	1073		90.00		ID#47718-Municipal Membership-Charchenko, Danielle																										
1439	03/13/2024	Claims	631	55649	Jennings Equipment Inc	223.59	50841P-Cover for Mower FA1018; 50728P-Spring Plate-Bolt Blade-Cover WO11805																								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;">APs</td> <td style="width: 15%;"></td> <td style="width: 15%;">Amount</td> <td style="width: 15%;">PO</td> <td style="width: 15%;">For</td> <td colspan="2"></td> </tr> <tr> <td></td> <td>1063</td> <td></td> <td>39.94</td> <td></td> <td>50841P-Cover for Mower FA1018</td> <td colspan="2"></td> </tr> <tr> <td></td> <td>1105</td> <td></td> <td>183.65</td> <td></td> <td>50728P-Spring Plate-Bolt Blade-Cover WO11805</td> <td colspan="2"></td> </tr> </table>									APs		Amount	PO	For				1063		39.94		50841P-Cover for Mower FA1018				1105		183.65		50728P-Spring Plate-Bolt Blade-Cover WO11805		
	APs		Amount	PO	For																										
	1063		39.94		50841P-Cover for Mower FA1018																										
	1105		183.65		50728P-Spring Plate-Bolt Blade-Cover WO11805																										
1440	03/13/2024	Claims	631	55650	KCDA Purchasing Cooperative	563.55	300769478-Can Liners																								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;">APs</td> <td style="width: 15%;"></td> <td style="width: 15%;">Amount</td> <td style="width: 15%;">PO</td> <td style="width: 15%;">For</td> <td colspan="2"></td> </tr> <tr> <td></td> <td>1077</td> <td></td> <td>563.55</td> <td></td> <td>300769478-Can Liners</td> <td colspan="2"></td> </tr> </table>									APs		Amount	PO	For				1077		563.55		300769478-Can Liners										
	APs		Amount	PO	For																										
	1077		563.55		300769478-Can Liners																										
1441	03/13/2024	Claims	631	55651	Kenyon, Zach	258.75	WSTOA Training-3/25/2024-3/29/2024																								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;">APs</td> <td style="width: 15%;"></td> <td style="width: 15%;">Amount</td> <td style="width: 15%;">PO</td> <td style="width: 15%;">For</td> <td colspan="2"></td> </tr> <tr> <td></td> <td>1128</td> <td></td> <td>258.75</td> <td></td> <td>WSTOA Training-3/25/2024-3/29/2024</td> <td colspan="2"></td> </tr> </table>									APs		Amount	PO	For				1128		258.75		WSTOA Training-3/25/2024-3/29/2024										
	APs		Amount	PO	For																										
	1128		258.75		WSTOA Training-3/25/2024-3/29/2024																										
1442	03/13/2024	Claims	631	55652	Korum Automotive Group	244.42	6798078/1 Diagnosis on 2020 Ford Fusion 4346																								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;">APs</td> <td style="width: 15%;"></td> <td style="width: 15%;">Amount</td> <td style="width: 15%;">PO</td> <td style="width: 15%;">For</td> <td colspan="2"></td> </tr> <tr> <td></td> <td>1091</td> <td></td> <td>244.42</td> <td></td> <td>6798078/1 Diagnosis on 2020 Ford Fusion 4346</td> <td colspan="2"></td> </tr> </table>									APs		Amount	PO	For				1091		244.42		6798078/1 Diagnosis on 2020 Ford Fusion 4346										
	APs		Amount	PO	For																										
	1091		244.42		6798078/1 Diagnosis on 2020 Ford Fusion 4346																										
1443	03/13/2024	Claims	631	55653	Lana Umbinetti	890.00	2-FEB 2024-Victim Advocate																								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;">APs</td> <td style="width: 15%;"></td> <td style="width: 15%;">Amount</td> <td style="width: 15%;">PO</td> <td style="width: 15%;">For</td> <td colspan="2"></td> </tr> <tr> <td></td> <td>1126</td> <td></td> <td>890.00</td> <td></td> <td>2-FEB 2024-Victim Advocate</td> <td colspan="2"></td> </tr> </table>									APs		Amount	PO	For				1126		890.00		2-FEB 2024-Victim Advocate										
	APs		Amount	PO	For																										
	1126		890.00		2-FEB 2024-Victim Advocate																										
1444	03/13/2024	Claims	631	55654	Lentz, Karen S PLLC	2,200.00	1169-Prosecuting Attorney-FEB2024																								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;">APs</td> <td style="width: 15%;"></td> <td style="width: 15%;">Amount</td> <td style="width: 15%;">PO</td> <td style="width: 15%;">For</td> <td colspan="2"></td> </tr> <tr> <td></td> <td>1100</td> <td></td> <td>2,200.00</td> <td></td> <td>1169-Prosecuting Attorney-FEB2024</td> <td colspan="2"></td> </tr> </table>									APs		Amount	PO	For				1100		2,200.00		1169-Prosecuting Attorney-FEB2024										
	APs		Amount	PO	For																										
	1100		2,200.00		1169-Prosecuting Attorney-FEB2024																										
1445	03/13/2024	Claims	631	55655	Murphy-Brown, Mary	1,184.00	MAR2024-400 Dance Class FEB 2024																								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;">APs</td> <td style="width: 15%;"></td> <td style="width: 15%;">Amount</td> <td style="width: 15%;">PO</td> <td style="width: 15%;">For</td> <td colspan="2"></td> </tr> <tr> <td></td> <td>1090</td> <td></td> <td>1,184.00</td> <td></td> <td>MAR2024-400 Dance Class FEB 2024</td> <td colspan="2"></td> </tr> </table>									APs		Amount	PO	For				1090		1,184.00		MAR2024-400 Dance Class FEB 2024										
	APs		Amount	PO	For																										
	1090		1,184.00		MAR2024-400 Dance Class FEB 2024																										
1446	03/13/2024	Claims	631	55656	O'Reilly Auto Parts	241.22	1265583-JAN2024																								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;">APs</td> <td style="width: 15%;"></td> <td style="width: 15%;">Amount</td> <td style="width: 15%;">PO</td> <td style="width: 15%;">For</td> <td colspan="2"></td> </tr> <tr> <td></td> <td>1127</td> <td></td> <td>241.22</td> <td></td> <td>1265583-JAN2024</td> <td colspan="2"></td> </tr> </table>									APs		Amount	PO	For				1127		241.22		1265583-JAN2024										
	APs		Amount	PO	For																										
	1127		241.22		1265583-JAN2024																										
1447	03/13/2024	Claims	631	55657	Orca Pacific, Inc	2,916.42	#INV0608077-Hypochlorite Solution																								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;">APs</td> <td style="width: 15%;"></td> <td style="width: 15%;">Amount</td> <td style="width: 15%;">PO</td> <td style="width: 15%;">For</td> <td colspan="2"></td> </tr> <tr> <td></td> <td>1107</td> <td></td> <td>2,916.42</td> <td></td> <td>#INV0608077-Hypochlorite Solution</td> <td colspan="2"></td> </tr> </table>									APs		Amount	PO	For				1107		2,916.42		#INV0608077-Hypochlorite Solution										
	APs		Amount	PO	For																										
	1107		2,916.42		#INV0608077-Hypochlorite Solution																										
1448	03/13/2024	Claims	631	55658	PAPE Machinery INC	559.29	15100902-Paint-Oil Filter FA 1014-1036-1049-1050; 15098981-Grass Deflec-FA1014; 15097398-O-Ring-Filter Element-V Belt-Blade-V Belt																								

WARRANT/CHECK REGISTER

City of Orting

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<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">APs</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;">Amount</td> <td style="width: 15%;">PO</td> <td style="width: 15%;">For</td> <td colspan="2"></td> </tr> <tr> <td>1064</td> <td></td> <td></td> <td style="text-align: right;">301.16</td> <td></td> <td>15100902-Paint-Oil Filter FA 1014-1036-1049-1050</td> <td colspan="2"></td> </tr> <tr> <td>1065</td> <td></td> <td></td> <td style="text-align: right;">68.23</td> <td></td> <td>15098981-Grass Deflec-FA1014</td> <td colspan="2"></td> </tr> <tr> <td>1066</td> <td></td> <td></td> <td style="text-align: right;">189.90</td> <td></td> <td>15097398-O-Ring-Filter Element-V Belt-Blade-V Belt</td> <td colspan="2"></td> </tr> </table>								APs			Amount	PO	For			1064			301.16		15100902-Paint-Oil Filter FA 1014-1036-1049-1050			1065			68.23		15098981-Grass Deflec-FA1014			1066			189.90		15097398-O-Ring-Filter Element-V Belt-Blade-V Belt										
APs			Amount	PO	For																																										
1064			301.16		15100902-Paint-Oil Filter FA 1014-1036-1049-1050																																										
1065			68.23		15098981-Grass Deflec-FA1014																																										
1066			189.90		15097398-O-Ring-Filter Element-V Belt-Blade-V Belt																																										
1449	03/13/2024	Claims	631	55659	Parametrix	43,675.00	53655-Monthly Statement; 53656-Monthly Statement; 53657-Monthly Statement																																								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">APs</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;">Amount</td> <td style="width: 15%;">PO</td> <td style="width: 15%;">For</td> <td colspan="2"></td> </tr> <tr> <td>1069</td> <td></td> <td></td> <td style="text-align: right;">20,296.25</td> <td></td> <td>53655-Monthly Statement</td> <td colspan="2"></td> </tr> <tr> <td>1070</td> <td></td> <td></td> <td style="text-align: right;">3,980.00</td> <td></td> <td>53656-Monthly Statement</td> <td colspan="2"></td> </tr> <tr> <td>1071</td> <td></td> <td></td> <td style="text-align: right;">19,398.75</td> <td></td> <td>53657-Monthly Statement</td> <td colspan="2"></td> </tr> </table>								APs			Amount	PO	For			1069			20,296.25		53655-Monthly Statement			1070			3,980.00		53656-Monthly Statement			1071			19,398.75		53657-Monthly Statement										
APs			Amount	PO	For																																										
1069			20,296.25		53655-Monthly Statement																																										
1070			3,980.00		53656-Monthly Statement																																										
1071			19,398.75		53657-Monthly Statement																																										
1450	03/13/2024	Claims	631	55660	Puget Sound Energy	85.82	220028112518-MAR2024 Street Lights; 200019646914-MAR2024																																								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">APs</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;">Amount</td> <td style="width: 15%;">PO</td> <td style="width: 15%;">For</td> <td colspan="2"></td> </tr> <tr> <td>1096</td> <td></td> <td></td> <td style="text-align: right;">14.13</td> <td></td> <td>220028112518-MAR2024 Street Lights</td> <td colspan="2"></td> </tr> <tr> <td>1097</td> <td></td> <td></td> <td style="text-align: right;">71.69</td> <td></td> <td>200019646914-MAR2024</td> <td colspan="2"></td> </tr> </table>								APs			Amount	PO	For			1096			14.13		220028112518-MAR2024 Street Lights			1097			71.69		200019646914-MAR2024																		
APs			Amount	PO	For																																										
1096			14.13		220028112518-MAR2024 Street Lights																																										
1097			71.69		200019646914-MAR2024																																										
1451	03/13/2024	Claims	631	55661	Purcor Pest Solutions	360.16	11278673-Pest Control-MPC; 11278672-Old City Hall																																								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">APs</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;">Amount</td> <td style="width: 15%;">PO</td> <td style="width: 15%;">For</td> <td colspan="2"></td> </tr> <tr> <td>1108</td> <td></td> <td></td> <td style="text-align: right;">217.36</td> <td></td> <td>11278673-Pest Control-MPC</td> <td colspan="2"></td> </tr> <tr> <td>1109</td> <td></td> <td></td> <td style="text-align: right;">142.80</td> <td></td> <td>11278672-Old City Hall</td> <td colspan="2"></td> </tr> </table>								APs			Amount	PO	For			1108			217.36		11278673-Pest Control-MPC			1109			142.80		11278672-Old City Hall																		
APs			Amount	PO	For																																										
1108			217.36		11278673-Pest Control-MPC																																										
1109			142.80		11278672-Old City Hall																																										
1452	03/13/2024	Claims	631	55662	SHRED-IT, C/O Stericycle INC	129.92	8006238627-City Hall Shreding																																								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">APs</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;">Amount</td> <td style="width: 15%;">PO</td> <td style="width: 15%;">For</td> <td colspan="2"></td> </tr> <tr> <td>1101</td> <td></td> <td></td> <td style="text-align: right;">129.92</td> <td></td> <td>8006238627-City Hall Shreding</td> <td colspan="2"></td> </tr> </table>								APs			Amount	PO	For			1101			129.92		8006238627-City Hall Shreding																										
APs			Amount	PO	For																																										
1101			129.92		8006238627-City Hall Shreding																																										
1453	03/13/2024	Claims	631	55663	Schwab-Ellison Co, Inc	16.49	40300633504-Flat Repair																																								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">APs</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;">Amount</td> <td style="width: 15%;">PO</td> <td style="width: 15%;">For</td> <td colspan="2"></td> </tr> <tr> <td>1116</td> <td></td> <td></td> <td style="text-align: right;">16.49</td> <td></td> <td>40300633504-Flat Repair</td> <td colspan="2"></td> </tr> </table>								APs			Amount	PO	For			1116			16.49		40300633504-Flat Repair																										
APs			Amount	PO	For																																										
1116			16.49		40300633504-Flat Repair																																										
1454	03/13/2024	Claims	631	55664	Sumner Lawn'n Saw	323.30	126510-Element Air Cleaner-Joint Fuel Tank; 126429-Air Cleaner-Spark Plug; 126237-Supplies for Mowers; 126428-Credit on Account																																								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">APs</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;">Amount</td> <td style="width: 15%;">PO</td> <td style="width: 15%;">For</td> <td colspan="2"></td> </tr> <tr> <td>1110</td> <td></td> <td></td> <td style="text-align: right;">34.65</td> <td></td> <td>126510-Element Air Cleaner-Joint Fuel Tank</td> <td colspan="2"></td> </tr> <tr> <td>1118</td> <td></td> <td></td> <td style="text-align: right;">12.64</td> <td></td> <td>126429-Air Cleaner-Spark Plug</td> <td colspan="2"></td> </tr> <tr> <td>1119</td> <td></td> <td></td> <td style="text-align: right;">302.41</td> <td></td> <td>126237-Supplies for Mowers</td> <td colspan="2"></td> </tr> <tr> <td>1120</td> <td></td> <td></td> <td style="text-align: right;">-26.40</td> <td></td> <td>126428-Credit on Account</td> <td colspan="2"></td> </tr> </table>								APs			Amount	PO	For			1110			34.65		126510-Element Air Cleaner-Joint Fuel Tank			1118			12.64		126429-Air Cleaner-Spark Plug			1119			302.41		126237-Supplies for Mowers			1120			-26.40		126428-Credit on Account		
APs			Amount	PO	For																																										
1110			34.65		126510-Element Air Cleaner-Joint Fuel Tank																																										
1118			12.64		126429-Air Cleaner-Spark Plug																																										
1119			302.41		126237-Supplies for Mowers																																										
1120			-26.40		126428-Credit on Account																																										
1455	03/13/2024	Claims	631	55665	Ty Moss	1,280.00	FEB2024-Cleaning																																								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">APs</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;">Amount</td> <td style="width: 15%;">PO</td> <td style="width: 15%;">For</td> <td colspan="2"></td> </tr> <tr> <td>1130</td> <td></td> <td></td> <td style="text-align: right;">1,280.00</td> <td></td> <td>FEB2024-Cleaning</td> <td colspan="2"></td> </tr> </table>								APs			Amount	PO	For			1130			1,280.00		FEB2024-Cleaning																										
APs			Amount	PO	For																																										
1130			1,280.00		FEB2024-Cleaning																																										
1456	03/13/2024	Claims	631	55666	ULINE	1,012.97	173956673-Oil Only Sorbent Booms-Pads & Socks; 174265891-Sanitaire Bagless Hepa Vacuum																																								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">APs</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;">Amount</td> <td style="width: 15%;">PO</td> <td style="width: 15%;">For</td> <td colspan="2"></td> </tr> </table>								APs			Amount	PO	For																																		
APs			Amount	PO	For																																										

WARRANT/CHECK REGISTER

City of Orting

Time: 15:25:22 Date: 03/13/2024

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
		APs	Amount	PO	For		
		1074	593.15		173956673-Oil Only Sorbent Booms-Pads & Socks		
		1075	419.82		174265891-Sanitaire Bagless Hepa Vacuum		
1457	03/13/2024	Claims	631	55667	UniFirst Corporation	444.52	2220075309 1169351-2220075309 1169351-; 2220077240-1169351-Uniform Item-Protective Serves
		APs	Amount	PO	For		
		1067	224.26		2220075309 1169351-2220075309 1169351-		
		1068	220.26		2220077240-1169351-Uniform Item-Protective Serves		
1458	03/13/2024	Claims	631	55668	United Rentals, Inc	227.76	#230891861-001-Stump Grinder
		APs	Amount	PO	For		
		1113	227.76		#230891861-001-Stump Grinder		
1459	03/13/2024	Claims	631	55669	Vision Municipal Solutions LLC	2,579.20	09-13438 Utility Bill Processing & Mailing; 09-13455-Utility Bill Processing & Mailing
		APs	Amount	PO	For		
		1132	312.63		09-13438 Utility Bill Processing & Mailing		
		1133	2,266.57		09-13455-Utility Bill Processing & Mailing		
1460	03/13/2024	Claims	631	55670	Visionary Office Furniture	1,686.30	24348-Desk-Dividers-Hutch-File-P ublic Works
		APs	Amount	PO	For		
		1076	1,686.30		24348-Desk-Dividers-Hutch-File-Public Works		
1461	03/13/2024	Claims	631	55671	Washington Rock Quarries,	1,874.93	92850-Crushed Surface Rock; 92851-Crushed Surface Rock
		APs	Amount	PO	For		
		1114	1,343.68		92850-Crushed Surface Rock		
		1115	531.25		92851-Crushed Surface Rock		
1462	03/13/2024	Claims	631	55672	Washington State Department of Agriculture	75.00	Evan, Joe-Pesticide Testing
		APs	Amount	PO	For		
		1131	75.00		Evan, Joe-Pesticide Testing		
1463	03/13/2024	Claims	631	55673	Wells Fargo Vendor Financial Services LL	212.19	5028702090-PD Copier Lease
		APs	Amount	PO	For		
		1089	212.19		5028702090-PD Copier Lease		
1464	03/13/2024	Claims	631	55674	Z&M Enterprise LLC	13,389.93	652-Lamp-Quartz-WO11687
		APs	Amount	PO	For		
		1121	13,389.93		652-Lamp-Quartz-WO11687		
						30,566.35	
						6,300.14	
						6,735.16	
						45,566.17	
						35,038.12	

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
						248,053.53	Payroll:
							248,053.53

VOUCHER/WARRANT REGISTER
 FOR March 13, 2024 COUNCIL
 CLAIMS/PAYROLL VOUCHER APPROVAL
 CITY OF ORTING

WE, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN AND THAT THE CLAIM IS JUST, DUE, AND UNPAID OBLIGATION AGAINST THE CITY OF ORTING, AND THAT WE ARE AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

COUNCILPERSON: _____

COUNCILPERSON: _____

CITY CLERK: _____

WARRANT/CHECK REGISTER

City of Orting

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1268	03/05/2024	Payroll	1	EFT		3,940.44	Feb 16-29, 2024
1269	03/05/2024	Payroll	1	EFT		1,449.57	Feb 16-29, 2024
1270	03/05/2024	Payroll	1	EFT		1,876.36	Feb 16-29, 2024
1271	03/05/2024	Payroll	1	EFT		3,957.34	Feb 16-29, 2024
1272	03/05/2024	Payroll	1	EFT		2,438.04	Feb 16-29, 2024
1273	03/05/2024	Payroll	1	EFT		2,292.39	Feb 16-29, 2024
1274	03/05/2024	Payroll	1	EFT		3,505.86	Feb 16-29, 2024
1275	03/05/2024	Payroll	1	EFT		825.96	Feb 16-29, 2024
1276	03/05/2024	Payroll	1	EFT		2,143.00	Feb 16-29, 2024
1277	03/05/2024	Payroll	1	EFT		1,922.80	Feb 16-29, 2024
1278	03/05/2024	Payroll	1	EFT		4,400.36	Feb 16-29, 2024
1279	03/05/2024	Payroll	1	EFT		1,886.88	Feb 16-29, 2024
1280	03/05/2024	Payroll	1	EFT		2,471.67	Feb 16-29, 2024
1281	03/05/2024	Payroll	1	EFT		1,976.66	Feb 16-29, 2024
1282	03/05/2024	Payroll	1	EFT		2,136.52	Feb 16-29, 2024
1283	03/05/2024	Payroll	1	EFT		1,478.87	Feb 16-29, 2024
1284	03/05/2024	Payroll	1	EFT		4,147.73	Feb 16-29, 2024
1285	03/05/2024	Payroll	1	EFT		2,918.13	Feb 16-29, 2024
1286	03/05/2024	Payroll	1	EFT		1,918.34	Feb 16-29, 2024
1287	03/05/2024	Payroll	1	EFT		2,232.97	Feb 16-29, 2024
1288	03/05/2024	Payroll	1	EFT		2,729.71	Feb 16-29, 2024
1289	03/05/2024	Payroll	1	EFT		2,838.84	Feb 16-29, 2024
1290	03/05/2024	Payroll	1	EFT		2,586.39	Feb 16-29, 2024
1291	03/05/2024	Payroll	1	EFT		3,206.82	Feb 16-29, 2024
1292	03/05/2024	Payroll	1	EFT		4,932.86	Feb 16-29, 2024
1293	03/05/2024	Payroll	1	EFT		2,511.08	Feb 16-29, 2024
1294	03/05/2024	Payroll	1	EFT		5,139.06	Feb 16-29, 2024
1295	03/05/2024	Payroll	1	EFT		2,761.26	Feb 16-29, 2024
1296	03/05/2024	Payroll	1	EFT		2,059.82	Feb 16-29, 2024
1297	03/05/2024	Payroll	1	EFT		2,714.26	Feb 16-29, 2024
1298	03/05/2024	Payroll	1	EFT		2,304.66	Feb 16-29, 2024
1299	03/05/2024	Payroll	1	EFT		2,131.98	Feb 16-29, 2024
1300	03/05/2024	Payroll	1	EFT		3,031.97	Feb 16-29, 2024
1301	03/05/2024	Payroll	1	EFT		2,554.56	Feb 16-29, 2024
1302	03/05/2024	Payroll	1	EFT		3,189.68	Feb 16-29, 2024
1303	03/05/2024	Payroll	1	EFT		1,676.14	Feb 16-29, 2024

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
<hr/>							
	APs		Amount		PO For		
1304	03/05/2024	Payroll	1		EFT	1,944.80	Feb 16-29, 2024
1305	03/05/2024	Payroll	1		EFT	3,844.81	Feb 16-29, 2024
1306	03/05/2024	Payroll	1		EFT	2,118.62	Feb 16-29, 2024
1307	03/05/2024	Payroll	1		EFT	1,385.91	Feb 16-29, 2024
1308	03/05/2024	Payroll	1		EFT	273.73	Feb 1-29, 2024
1309	03/05/2024	Payroll	1		EFT	198.73	Feb 1-29, 2024
1310	03/05/2024	Payroll	1		EFT	273.73	Feb 1-29, 2024
1311	03/05/2024	Payroll	1		EFT	0.73	Feb 1-29, 2024
1312	03/05/2024	Payroll	1		EFT	273.73	Feb 1-29, 2024
1313	03/05/2024	Payroll	1		EFT	2,060.38	Feb 1-29, 2024
1314	03/05/2024	Payroll	1		EFT	273.73	Feb 1-29, 2024
1315	03/05/2024	Payroll	1		EFT	273.73	Feb 1-29, 2024
1344	03/04/2024	Payroll	1		EFT AFLAC Remittance Processing	540.78	Pay Cycle(s) 02/20/2024 To 02/20/2024 - AFLAC Pre-Tax; Pay Cycle(s) 02/20/2024 To 02/20/2024 - AFLAC Post-Tax; Pay Cycle(s) 03/05/2024 To 03/05/2024 - AFLAC Pre-Tax; Pay Cycle(s) 03/05/2024 To 03/05/2024 - AFLAC Post-Tax
<hr/>							
	APs		Amount		PO For		
934			186.49		Pay Cycle(s) 02/20/2024 To 02/20/2024 - AFLAC Pre-Tax		
935			83.90		Pay Cycle(s) 02/20/2024 To 02/20/2024 - AFLAC Post-Tax		
1038			186.49		Pay Cycle(s) 03/05/2024 To 03/05/2024 - AFLAC Pre-Tax		
1039			83.90		Pay Cycle(s) 03/05/2024 To 03/05/2024 - AFLAC Post-Tax		
1345	03/04/2024	Payroll	1		EFT AWC Employee Benefit Trust	36,381.12	Pay Cycle(s) 03/05/2024 To 03/05/2024 - AWC Medical; Pay Cycle(s) 03/05/2024 To 03/05/2024 - Life+EAP; Pay Cycle(s) 03/05/2024 To 03/05/2024 - Supp Life; Pay Cycle(s) 03/05/2024 To 03/05/2024 - LTD
<hr/>							
	APs		Amount		PO For		
1033			35,041.36		Pay Cycle(s) 03/05/2024 To 03/05/2024 - AWC Medical		
1034			74.94		Pay Cycle(s) 03/05/2024 To 03/05/2024 - Life+EAP		
1035			121.40		Pay Cycle(s) 03/05/2024 To 03/05/2024 - Supp Life		
1036			1,143.42		Pay Cycle(s) 03/05/2024 To 03/05/2024 - LTD		
1346	03/04/2024	Payroll	1		EFT Department of Retirement Systems	49,325.68	Pay Cycle(s) 02/20/2024 To 02/20/2024 - PERS2; Pay Cycle(s) 02/20/2024 To 02/20/2024 - LEOFF2; Pay Cycle(s) 02/20/2024 To 02/20/2024 - PERS3; Pay Cycle(s) 03/05/2024 To 03/05/2024 - PERS2; Pay Cycle(s)

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
		APs	Amount	PO	For		
		936	15,340.40		Pay Cycle(s) 02/20/2024 To 02/20/2024 - PERS2		
		937	5,172.73		Pay Cycle(s) 02/20/2024 To 02/20/2024 - LEOFF2		
		938	3,265.88		Pay Cycle(s) 02/20/2024 To 02/20/2024 - PERS3		
		1040	14,580.76		Pay Cycle(s) 03/05/2024 To 03/05/2024 - PERS2		
		1041	4,975.58		Pay Cycle(s) 03/05/2024 To 03/05/2024 - LEOFF2		
		1042	2,997.51		Pay Cycle(s) 03/05/2024 To 03/05/2024 - PERS3		
		1043	1,698.61		Pay Cycle(s) 03/05/2024 To 03/05/2024 - DCP (pre-tax)		
		1044	1,294.21		Pay Cycle(s) 03/05/2024 To 03/05/2024 - DCP Roth (post-tax)		
1347	03/04/2024	Payroll	1	EFT	IRS-FTD	43,766.08	941 Deposit for Pay Cycle(s) 03/05/2024 - 03/05/2024
		APs	Amount	PO	For		
		1052	43,766.08		941 Deposit for Pay Cycle(s) 03/05/2024 - 03/05/2024		
1348	03/04/2024	Payroll	1	EFT	Washington State Support Registry	467.50	Pay Cycle(s) 03/05/2024 To 03/05/2024 - Support Registry
		APs	Amount	PO	For		
		1037	467.50		Pay Cycle(s) 03/05/2024 To 03/05/2024 - Support Registry		
1340	03/04/2024	Payroll	631	24228	Health Equity - HSA	708.12	Pay Cycle(s) 03/05/2024 To 03/05/2024 - Health Saving Acct
		APs	Amount	PO	For		
		1045	708.12		Pay Cycle(s) 03/05/2024 To 03/05/2024 - Health Saving Acct		
1341	03/04/2024	Payroll	631	24229	Orting Police Guild	270.00	Pay Cycle(s) 03/05/2024 To 03/05/2024 - Police Guild Dues
		APs	Amount	PO	For		
		1047	270.00		Pay Cycle(s) 03/05/2024 To 03/05/2024 - Police Guild Dues		
1342	03/04/2024	Payroll	631	24230	Tacoma- PC Local #120	1,279.20	Pay Cycle(s) 02/20/2024 To 02/20/2024 - Local 120 Union Dues; Pay Cycle(s) 03/05/2024 To 03/05/2024 - Local 120 Union Dues
		APs	Amount	PO	For		
		945	639.60		Pay Cycle(s) 02/20/2024 To 02/20/2024 - Local 120 Union Dues		
		1049	639.60		Pay Cycle(s) 03/05/2024 To 03/05/2024 - Local 120 Union Dues		
1343	03/04/2024	Payroll	631	24231	WSCCE C/O Welfare & Pension Admin Servic	6,103.44	Pay Cycle(s) 03/05/2024 To 03/05/2024 - Dental+Vision
		APs	Amount	PO	For		
		1050	6,103.44		Pay Cycle(s) 03/05/2024 To 03/05/2024 - Dental+Vision		
		001 Current Expense				105,679.30	
		101 City Streets				7,505.05	
		104 Cemetery				2,593.51	
		105 Parks Department				10,548.98	
		401 Water				50,520.68	
		408 Wastewater				45,350.75	
		410 Stormwater				25,855.26	



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Open Public Meeting Act (OPMA) and Public Records Act (PRA) Training.	AB24-24			
				3.13.2024
	Department:	Administration		
	Date Submitted:	3.8.2024		
Cost of Item:	N/A			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:				
Submitted By:	City Attorney Charlotte Archer			
Fiscal Note:				
Attachments:	Presentation on OPMA / PRA			
SUMMARY STATEMENT:				
<p>The City Council is required to complete training on Washington Open Government laws, including the Open Public Meetings Act (Ch. 42.30 RCW), the Public Records Act (Ch. 42.56 RCW) and the corollary Public Records Retention (Ch. 40.14 RCW). The training shall be completed within ninety (90) days of taking office, and refresher training at intervals of four years. The training must meet the Attorney General’s Model Rules for compliance with these laws. Training is available via the Attorney General’s website at https://www.atg.wa.gov/opengovernmenttraining.aspx.</p> <p>The City Attorney provides this training to ensure the Councilmembers are up to date on these laws and current issues in relevant case law.</p>				
RECOMMENDED ACTION: Action:				
Educational item only.				

Open Government Training: OPMA and PRA

Charlotte Archer
City Attorney



Open Government Trainings

In 2014, the Legislature enacted a law requiring elected officials (and public records officers) to receive training in:

- Open Public Meetings Act (Ch. 42.30 RCW)
- The Public Records Act (Ch. 42.56 RCW)
- Public Records Retention (Ch. 40.14 RCW)

Open Government Trainings Act

- Must complete training no later than **90 days** after taking oath of office or assuming duties as a public official.
- “**Refresher training**” must be completed at intervals of no more than **4 years**.
- Training must be consistent with the Attorney General’s Model Rules for compliance with the PRA. Ch. 44-14 WAC
- Training may be completed remotely with technology including but not limited to internet-based training.
- <https://www.atg.wa.gov/opengovernmenttraining.aspx>

Open Public Meetings Act

Ch. 42.30 RCW

Open Public Meetings Act

Ch. 42.30 RCW

Purpose of Open Public Meetings Act (OPMA).

- All **meetings** of the **governing body** of a **public agency** shall be open and public. RCW 42.30.030.
- Citizens of the state have not given their public servants the right to decide what is good for the people to know and what is not good for them to know. RCW 42.30.010.

Open Public Meetings Act

Ch. 42.30 RCW

Definitions in the OPMA

- **Meeting** means meetings at which action is taken.
- **Action** means the transaction of the official business of the governing body and includes deliberations and discussions, as well as final actions.
- **Governing body** means the multi member governing body or other policy or rule-making body of a public agency.
- **Public agency** includes special purpose public agencies.

RCW 42.30.020

Rules for Setting and Giving Notice of Regular and Special Meetings

Notice of regular meetings:

- Established by law – Regular meetings must be fixed by resolution.
- No special notice required.
- Agenda of each regular meeting must be available online no later than 24 hours in advance of the meeting start time. Narrow exceptions to requirement.

RCW 42.30.070

Conduct of Meeting

- No registration requirement. RCW 42.30.040
- Speaking may be prohibited or limited. Agency must allow comment before final action in regular meeting.
- Recording of meeting.
- Removal of audience member. RCW 42.30.050
- Minutes – promptly recorded / open to public inspection. RCW 42.30.030
- No secret ballots. RCW 42.30.035

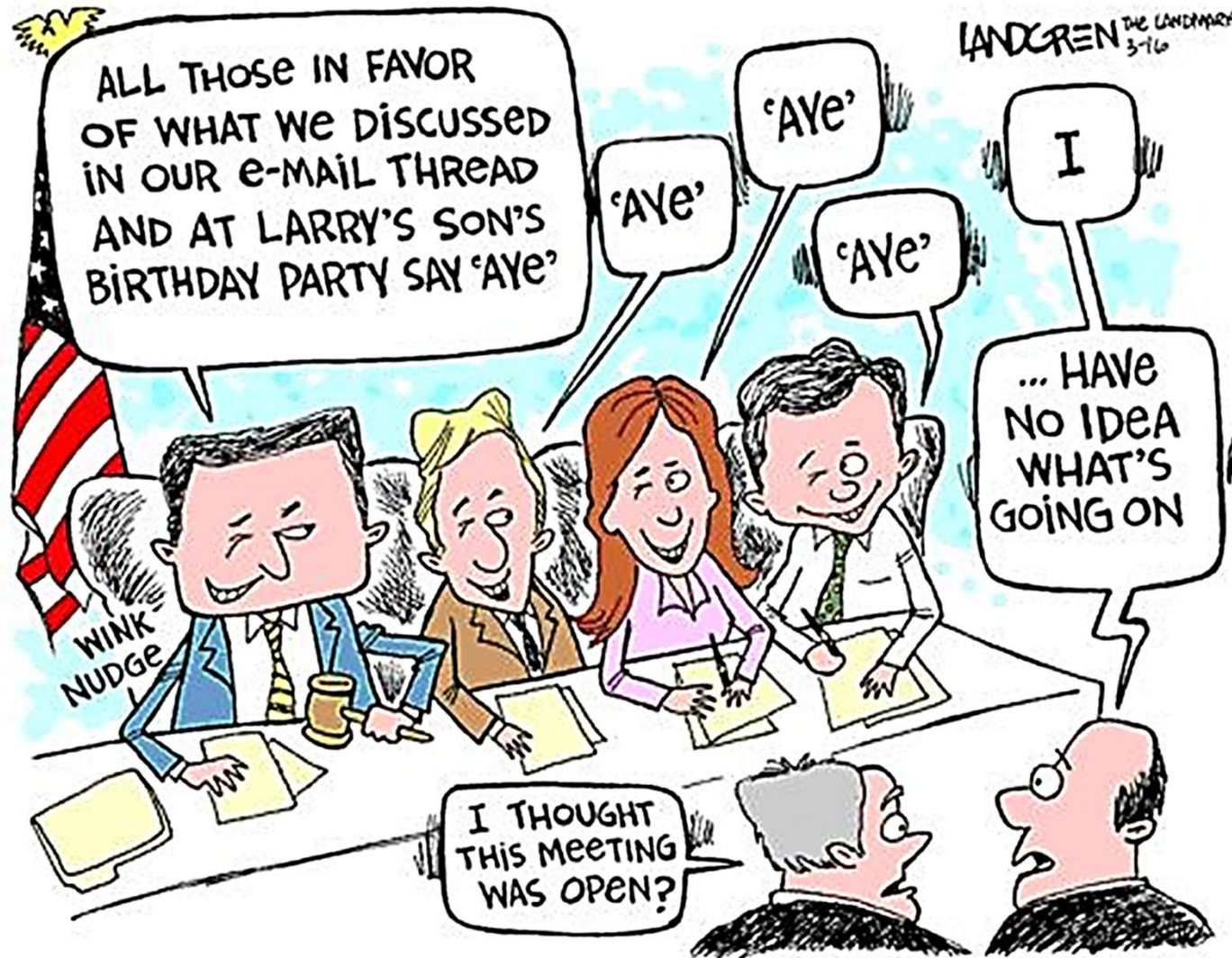
Meetings by Telephone or by E-Mail

- Telephonic Meetings are Allowed (speaker phone).
- E-mail Exchanges May Be Subject to the Act.

Wood v. Battle Ground School Board

- ❖ Mere use or passive receipt of email; receipt of information only regarding upcoming issues involving quorum not subject to OPMA.
- ❖ Active exchange of information and opinions, exchange of emails regarding issues that may or will come before governing body involving quorum subject to OPMA.

What Not to Say or Do



Meetings by Social Media

- Websites
- Blogs (on-line journals)
- Texting
- Twitter
- Facebook
- Instagram

Meetings Occur When Action is Taken

- The term “action” is the transaction of the official business of the governing body and includes, among other things, **deliberations**, **discussions** and **reviews**, as well as final actions (collective decision or vote). RCW 42.30.020(3).
- A meeting does not automatically occur when a majority of governing body members gather together. It is **not** a violation of the Act for:
 - A majority of the members of a governing body to **travel** together or **gather** for purposes other than a regular meeting or a special meeting as these terms are used in this chapter; provided, that they take no action as defined in this chapter.

RCW 42.30.070

Decisions and Discussions in Executive Session - Exceptions

Executive Sessions

- Purposes for Holding Executive Sessions.
 - ❖ Specifically authorized in statute
 - ❖ Must include purpose in minutes
- Taking Final Action in Executive Sessions.
- Attendance at Executive Session.

RCW 42.30.110

Exemptions to the OPMA

OPMA does not apply to:

- Quasi-judicial matters (e.g. LID appeals)
- Collective bargaining sessions, strategy sessions
- Grievance or mediation proceedings

RCW 42.30.140

Sanctions for Violation of the OPMA

- Action taken are null and void.
- Personal liability if knowledge of violation – Civil penalty (\$500 for 1st violation / \$1,000).
- Mandamus or injunctive action.
- Attorney's fees and costs.
- Recall (Malfeasance).

Public Records Act

Ch. 42.56 RCW

Public Records Act - Ch. 42.56 RCW

Legislative Statement

- The people do not yield their sovereignty to the agencies that serve them.
- The people do not give their public servants the right to decide what is good for the people to know.
- The people insist on remaining informed so that they may maintain control over the instruments that they have created.

Disclosure of Public Records is Mandated

- Courts have reiterated that the Act's primary purpose is to promote broad disclosure of public records.
- The PRA specifies that courts must construe the Act liberally in favor of disclosure.

Public Records Act

Ch. 42.56 RCW

Definitions in the PRA

- **Agency** includes all state agencies and all local agencies; a “local agency” includes every county, city, town, municipal corporation or special purpose district.
- **Public record** includes any writing containing information relating to the conduct of government or the performance of any governmental or propriety function prepared, owned, used or retained by the agency regardless of physical form . . .
- **Writing** means handwriting, typewriting, printing, photostating, photographing and every other means of recording any form of communication and representation . . .

RCW 42.56.010

Public Records Act

Ch. 42.56 RCW

What is a Public Record?

3-Part Test

1. A **writing** (regardless of form or characteristic)
 - ❖ Includes email, texts, social media posts, photos
2. Relating to the **conduct of government**
 - ❖ almost all records held by an agency relate to the conduct of government; however, some do not.
 - ❖ Example – Purely personal email sent on agency computer
3. Prepared, owned, used or retained (POUR)

RCW 42.56.010
WAC 44-14-03001

Public Records Act

Ch. 42.56 RCW

PRA Requirements

- All public records must be made available for inspection and copying, unless exempt. RCW 42.56.070
- Agencies must adopt and enforce reasonable disclosure rules and regulations. RCW 42.56.070 and .100
 - ❖ Fullest assistance possible and timely responses required.
- Public records officer must be appointed. RCW 42.56.580
- Public records index, unless duly burdensome. RCW 42.56.070(4)

Public Records Act

Ch. 42.56 RCW

Process for Responding to Records Requests

- **5-Day Response.** Must respond within 5 business days. RCW 42.56.520
- **Response Time.** Must be reasonable. RCW 42.56.520
- **Inspection of Records.** Must make facilities available for copying, unless disruptive to the operations. RCW 42.56.080
- **Form of Requests.** Must honor requests by mail or email. RCW 42.56.080 and .100
- **Office Hours.** Public records to be available for inspection during regular office hours. RCW 42.56.090
- **Installments Allowed.** If an installment is not claimed or reviewed, the agency is not obligated to fulfill the balance of the request. RCW 42.56.080 and .120

Public Records Act

Ch. 42.56 RCW

Reasonable Search Required

- Agency must perform an adequate search for responsive records.
- An adequate search is judged by a reasonableness standard. Search **must be reasonably calculated to uncover relevant documents.**
- Agencies are required to make more than a perfunctory search, and must follow up on obvious leads as they are discovered.
- A search should not be limited to one or more places if there are additional sources for the information requested.
- An agency does not need to search in every possible place a record may conceivably be stored, but those places where it is reasonably likely to be found.
- No duty to create records.

Public Records Act

Ch. 42.56 RCW

Charges for Processing Records Requests

- **No Fee to Inspect.** No fee may be charged for inspection; no fee shall be charged for locating public documents. RCW 42.56.120
- **Charging for Records.** RCW 42.56.070(7) and .120
 - ❖ Actual costs - Agencies can charge the actual cost incurred for providing copies by adopting a statement of costs (after holding a public hearing).
 - ❖ Statutory charges.
 - 5 cents/page for photocopies or printed electronic copies
 - 10 cents/page for records scanned into electronic format
 - The actual cost of digital media device, container used to mail the copies, and the actual postage or delivery charge.
- **Deposit Requirement.** An agency may require a deposit not to exceed ten percent of the estimated cost to provide copies of the requested records. RCW 42.56.120

Public Records Act

Ch. 42.56 RCW

Exemptions to Disclosure

The PRA sets forth a long list of potential exemptions. **Commonly used exemptions** include the following:

- **Personal information.** Personal information in files maintained for employees, appointees or elected officials of any public agency to the extent that disclosure would violate their right to privacy. Release of records would be (1) highly offensive and (2) is not of legitimate concern to the public. RCW 42.56.230(3)
- **Financial information.** Credit card numbers, debit card numbers, electronic check numbers, card expiration dates, or bank or other financial account numbers, except when disclosure is expressly required by or governed by other law RCW 42.56.230(5)
- **Commercial list.** The PRA does not allow an agency to provide a list of individuals for commercial purposes. RCW 42.56.070(8)

Public Records Act

Ch. 42.56 RCW

Denied Requests – Exemption Log Required

- If an agency refuses, in whole or in part, inspection of any public record, it must include:
 - ❖ A statement of the specific exemption authorizing the withholding of the record (or part) and a brief explanation of how the exemption applies to the record withheld. The explanation is mandatory.
 - ❖ Preparation of Exemption Log.

RCW 42.56.210(3).

- Redaction of exempt information.

Sanctions for Violation of the PRA

An Agency that violates the PRA could be subject to the following sanctions:

- Attorney's fees and costs in connection with the legal action. RCW 42.56.550(4).
- Penalty from \$0 to \$100 for each day that a record was wrongfully withheld. RCW 42.56.550(4).

Note: A public agency, public official and public employee shall not be liable for any loss or damage due to release of a public record if acted in good faith. RCW 42.56.060.

Significant Recent WA Sup. Court Cases on OPMA/PRA

- *Zink v. City of Mesa (2021)*, removal for livestreaming results in liability under OPMA.
- *O’Dea v. City of Tacoma (8/24/2021)* \$2,607,940 penalty (\$10 per-day penalty, per record).
- *Green v. Pierce County (5/27/2021)*, Youtuber not a media entity.
- *Brittig v. Mason County FD. No. 6 (2023)*, clarified the one-year statute of limitations.
- *Doe 1 v. Seattle Police Dep’t. (2024)*, assertion of exemption on behalf of employees for exercise of free speech (currently before the WA Supreme Court).

Questions?



**City of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: Police Guild Staffing MOU	AB24-12	Public Safety		
		2.1.2024	2.21.2024	3.13.2024
	Department:	Public Safety		
	Date Submitted:	2.1.2024		
Cost of Item:	<u>N/A</u>			
Amount Budgeted:	<u>N/A</u>			
Unexpended Balance:	<u>N/A</u>			
Bars #:	N/A			
Timeline:	None			
Submitted By:	CA Larson/Chief Gabreluk			
Fiscal Note: None				
Attachments: "Orting Staffing MOU 01-04-24.docx"				
SUMMARY STATEMENT:				
<p>The Orting Police Guild has proposed a Memorandum of Understanding (MOU) with the City to provide officers with an additional stipend. This request is in response to increased workloads and mandatory overtime caused by current staffing shortages. The stipend also aims to retain existing officers. This approach mirrors a similar agreement made in 2020, addressing comparable staffing issues. The MOU will remain effective until the Police Department has at least 9 sworn officers, excluding the chief, who have completed field training. Presently, the department is operating with 7 of its authorized 12 full-time equivalent (FTE) positions, of which only 5 officers, excluding the chief, have finished field training.</p> <p>For 2024, the cost of this incentive is projected to be \$40,000. This expense is expected to be more than compensated for by savings from the current underutilization of the budgeted 12 FTE positions, with the actual staffing level at 7 FTE. The department has made tentative job offers to two entry-level officers and is in the process of conducting background checks on several more candidates.</p>				
RECOMMENDED ACTION: <u>Action:</u>				
<p>This item relates to bargaining and discussion should take place during a closed session of council. A final approval, if any, will be during a regular open session of council.</p>				
FUTURE MOTION: <u>Motion:</u>				
TBD.				

1
POLICE CHIEF
DEVON GABRELUK

2
SERGEANT EDWARD TURNER
(Training, Investigations, Scheduling,
Support Services)

3
SERGEANT ZACH KENYON
(Patrol, Records, Property/Evidence,
Traffic, Multi-Jurisdiction Teams)

1
RECORDS PROPERTY
& EVIDENCE
MANAGER (Civilian)
KRISTIN WETZEL

4
DETECTIVE
(Acting)
J. GIBBS

SRO
Vacant

COMMUNITY
SERVICES OFFICER
Vacant

7
PATROL WD DAYS
Officer G. Palombi
Covered by Chief Gabreluk

PATROL WE DAYS
Vacant
Covered by Sgt. Kenyon

PATROL WD SWINGS
Vacant
Covered by Acting
Detective Gibbs

5
PATROL WE SWINGS
Officer Powers

6
PATROL WD GRAVES
Officer Bond

PATROL WE GRAVES
Vacant
Covered by Sgt. Turner

8
PATROL – IN TRAINING
Officer Mitchels
46

AUTHORIZED STAFF (CIVILIAN & COMMISSIONED)		CURRENT STAFF (CIVILIAN & COMMISSIONED)	
Total Authorized Civilian	1	Current Civilian	1
Total Authorized Commissioned	12	Current Commissioned	8
Total Authorized (civilian + commissioned)	13	Total Current Staff (civilian + commissioned)	9
		Current Commissioned at full-duty	6
Total Authorized (civilian + commissioned)	13	Total Current Staff at full-duty (civilian + commissioned)	7
		Chief Gabreluk Sgt. Turner Acting Det. Gibbs Officer Bond Sgt. Kenyon Officer G. Palombi Officer Powers Student Officer Mitchels	

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF ORTING
AND
ORTING POLICE OFFICERS GUILD**

It is understood and agreed that the City of Orting (City) and Orting Police Officers Guild (Guild) enter into the following Memorandum of Understanding (MOU) to address staffing and attrition.

WHEREAS, Article 1 of the collective bargaining agreement (CBA or contract) recognizes the Guild as the designated representative of City of Orting Police Officer employees; and

WHEREAS, the City and the Guild have a mutual interest to maintain an adequately staffed and experienced police staff; and

WHEREAS, due to attrition and injuries amongst police staff the City and Guild have had to adjust hours of work and schedules to minimize gaps in coverage; and

WHEREAS, due to the Guild and City trying to accommodate each other's needs during this time of low staffing and to encourage staff to stay with the City, it is agreed that a temporary stipend is needed while staffing remains low;

NOW, THEREFORE, on the condition that both sides agree that this MOU does not constitute a precedent and/or practice and neither side will cite it as such in any future grievance, other administrative process, or any other matter under the Collective Bargaining Act or under RCW Chapters 41.56 and 41.58, the City and the Union agree as follows:

1. The terms and conditions of said contract, except as hereafter set forth, shall remain "as is."
2. For the purpose of this memorandum, total sworn offers are offers who:
 - Have completed FTO; and
 - Are not on administrative or medical leave.
 - Are covered under the current Collective Bargaining Agreement.
3. While total sworn officers assigned to the Police Department remains below nine, the City shall pay an additional 5% on top of the Base Rate of Pay as defined in the CBA. If at least nine sworn officers are employed by the Police Department, this MOU shall automatically expire. This MOU shall expire regardless of staffing level on December 31, 2024.

This Memorandum of Understanding is entered into on this the ____ day of _____ 2024.

CITY OF ORTING

POLICE GUILDS PRESIDENT

By: _____

By: _____