



CITY OF BLACK DIAMOND
June 28, 2012 Special Meeting Agenda Revised
25510 Lawson St., Black Diamond, Washington

4:00 P.M. – CALL TO ORDER, FLAG SALUTE, ROLL CALL

NEW BUSINESS:

- 1.) AB12-047** – Ordinance Amending 2012 Budget for Interim City Administrator Ms. Miller
- 2.) AB12-048** – Resolution Authorizing Purchase of Marine Vessel for Police Commander Goral

EXECUTIVE SESSION: To discuss a complaint pursuant to RCW 42.30.110(1)(f)

ADJOURNMENT:

COUNCIL AGENDA BILL

City of Black Diamond
Post Office Box 599
Black Diamond, WA 98010

ITEM INFORMATION			
SUBJECT: Ordinance No. 12-976, amending the 2012 Budget Ordinance's 11-972 & 12-975 to reflect changes in revenues and expenditures.	Agenda Date: June 28, 2012		AB12-048
	Department/Committee/Individual		
	Mayor Rebecca Olness		
	City Administrator –		
	City Attorney –Chris Bacha		
	City Clerk – Brenda L. Martinez		
	Finance – May Miller	X	
	Public Works – Seth Boettcher		
	Economic Devel – Andy Williamson		
	Police – Jamey Kiblinger		
Court – Stephanie Metcalf			
Cost Impact Increase \$75,000			
Fund Source: Various			
Timeline:			
Attachments: Ordinance 12-976 and Detail Worksheets			
SUMMARY STATEMENT: <p>Washington State Law requires that municipal budgets be amended by the City Council when unexpected revenue & expenditures need to be recognized or when budget authority is exhausted from any particular fund or when carry-over Projects need to be added to the current year budget. The Law does not require budget amendments for reductions, but those adjustments are included as it makes clearer reporting and preparation of trend information.</p> <p>This budget change established the budget for the Interim City Administrator cost associated with the contract with Prothman Company that was adopted by Council June 21, 2012. The cost is for the period of July 1, 2012 through December 31, 2012 for a total of \$75,000. The General Fund amount @ 75% of \$56,250 is covered by revenue reallocation from Yarrow Bay and the balance of the budget change for the utility funds is covered by their respective ending fund balances, which only require expenditure reallocation within accounts.</p> <p>All budget changes are covered by revenue or ending fund balance in each fund.</p>			
COMMITTEE REVIEW AND RECOMMENDATION: Finance committee reviewed the Contract with Prothman Company for an Interim City Administration at their May 31, 2012 meeting and recommended approval. They will review the associated budget change at their June 28, 2012 Finance Committee meeting.			
RECOMMENDED ACTION: MOTION to adopt Ordinance No. 12-976, amending the 2011 Budget Ordinance No. 11-972 & 12-975 to reflect changes in revenues and expenditures.			
RECORD OF COUNCIL ACTION			
Meeting Date	Action	Vote	
June 28, 2012			

ORDINANCE NO. 12-976

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON, AMENDING THE BUDGET FOR CALENDAR YEAR 2012 AS ADOPTED BY ORDINANCE 11-972 AND AS AMENDED BY ORDINANCE 12-975, BY MEANS OF TRANSFERS WITHIN VARIOUS FUNDS IN ACCOUNTS IN THE 2012 BUDGET.

WHEREAS, the Prothman Company contract for the temporary City Administrator for July- December 2012 has been approved at the June 21st Council Meeting; and

WHEREAS, it is necessary to provide the budget for the City Administrator; and

WHEREAS, THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON, ORDAINS AS FOLLOWS:

Section 1. Section 2 of Ordinance 11-972 and Section 1 of Ordinance 12-975 is hereby amended with the following addition:

<i>City of Black Diamond, Washington</i>			<i>Exhibit A</i>
June 2012 Budget Amendment Summary			
A. Estimated Expenditures by Fund			
Fund #	Fund Title	Ordinance 12-976 Budget Amendment	Total Budget
Fund 001	General Fund	56,250	6,108,681
Fund 101	Street Fund		460,871
Fund 104	REET I		458,365
Fund 105	REET II		528,285
Fund 310	General Govt CIP Fund		1,023,333
Fund 320	Public Works CIP Fund		602,609
Fund 401	Water Fund		1,460,175
Fund 402	Water Supply Facility Fund		633,262
Fund 404	Water Capital Fund		573,226
Fund 407	Wastewater Fund		854,148
Fund 408	Wastewater Capital Fund		942,623
Fund 410	Stormwater Fund		536,615
Fund 510	Equipment Replacement Fund		289,530
Total		\$ 56,250	\$ 14,471,723

Section 2. Confirming Pete Butkus as the Interim City Administrator for the City of Black Diamond.

Section 3. This Ordinance shall be in full force and effect five days after its passage, approval, posting and publication in summary form as provided by law.

Introduced this special meeting on the 28th day of June, 2012.

Passed by a majority of the City Council at a special meeting held on the 28th day of June 2012.

Mayor Rebecca Olness

Attest:

Brenda L. Martinez, City Clerk

APPROVED AS TO FORM:

Chris Bacha, City Attorney

Published: _____

Posted: _____

Effective Date: _____

June 2012 Budget Amendment Summary

A. Estimated Expenditures by Fund

Fund #	Fund Title	Ordinance 11-972 Budget 2012	Ordinance 12-975 Budget	Ordinance 12-976 Budget Amendment	Total Budget
Fund 001	General Fund	5,455,415	597,016	56,250	6,108,681
Fund 101	Street Fund	443,353	17,518		460,871
Fund 104	REET I	454,226	4,139		458,365
Fund 105	REET II	570,625	(42,340)		528,285
Fund 310	General Govt CIP Fund	458,000	565,333		1,023,333
Fund 320	Public Works CIP Fund	288,782	313,827		602,609
Fund 401	Water Fund	1,490,874	(30,699)		1,460,175
Fund 402	Water Supply Facility Fund	422,800	210,462		633,262
Fund 404	Water Capital Fund	682,240	(109,014)		573,226
Fund 407	Wastewater Fund	864,957	(10,809)		854,148
Fund 408	Wastewater Capital Fund	852,245	90,378		942,623
Fund 410	Stormwater Fund	468,340	68,275		536,615
Fund 510	Equipment Replacement Fund	269,670	19,860		289,530
Total		\$ 12,721,527	\$ 1,693,946	\$ 56,250	\$ 14,471,723

City Administrator 2012 Analysis

Position based on contract for \$70.00 per hour plus 3% for Local Taxes for an annual costs of \$150,000
 Annual amount rounded to \$150,000 with 6 mo Budget Change @ \$75,000.

City Administrator annual cost		
Fund Name	%	Allocation
Gen Govt	75.00%	112,500
Street	2.50%	3,750
Wazter	7.50%	11,250
Wastewater	7.50%	11,250
Stormwater	7.50%	11,250
Total	100.00%	150,000

Six Month Budget Change		
Fund Name	allocation	Budget Change 6 mo cost Funding
Gen Govt	75.00%	56,250 Yarrow Bay
Street	2.50%	1,875 End Fund Bal
Wazter	7.50%	5,625 End Fund Bal
Wastewater	7.50%	5,625 End Fund Bal
Stormwater	7.50%	5,625 End Fund Bal
Total	100.00%	75,000

Budget Change Detail Worksheet - June 2012

			REVENUE	EXPENSES
			Difference	Difference
1	General Fund 001			
2	Yarrow Bay Reimburs-reallocation	001 000 254 367 12 01 00	56,250	
7	Prothman Interim City Admin " "	001 000 135 514 10 41 xx		56,250
8	Total General Fund		56,250	56,250
9	Street Fund 101			
10	Ending Cash & Invest.	101 000 000 508 80 00 00		(1,875)
11	Prothman Interim City Admin " "	101 000 000 542 90 41 00		1,875
12	Total Street Fund			
13	Water Fund 401			
14	Ending C & I Unreserved	401 000 000 508 80 00 00		(3,750)
15	Prothman Interim City Admin " "	401 000 000 534 80 41 01		3,750
16	Total Water Fund			
17	Wastewater Fund 407			
18	Ending C & I Unreserved	407 000 000 508 80 00 00		(3,750)
19	Prothman Interim City Admin " "	407 000 000 535 80 41 00		3,750
20	Total Wastewater Fund			
21	Stormwater Fund 410			
22	Ending C & I Unreserved	410 000 000 508 80 00 00		(3,750)
23	Prothman Interim City Admin " "	410 000 000 538 30 41 00		3,750
24	Total Stormwater Fund			
25				
26	Total BC		56,250	56,250

CITY COUNCIL AGENDA BILL

City of Black Diamond
Post Office Box 599
Black Diamond, WA 98010

ITEM INFORMATION		
SUBJECT: Resolution No. 12-817, authorizing the Police Department to purchase a marine vessel for police and fire services	Agenda Date: June 28, 2012	
	AB12-049	
	Department/Committee/Individual	
	Mayor Rebecca Olness	
	City Administrator –	
	City Attorney –Chris Bacha	
	City Clerk – Brenda L. Martinez	
	Finance – May Miller	
	Public Works – Seth Boettcher	
Cost Impact: \$10,000 - \$13,800	Economic Devel. – Andy Williamson	
Fund Source: US Coast Guard Grant	Police – Jamey Kiblinger	X
Timeline:	Court – Stephanie Metcalf	
	Comm. Dev. – Steve Pilcher	
Attachments: Resolution No. 12-817, supporting documentation		
SUMMARY STATEMENT: <p>The vessel will be purchased from a private seller for \$10,000 (current funds available - \$13,800, expiring on June 30, 2012). This vessel will assist the police in completing Recreational Boating Safety on Lake Sawyer, as well as to provide a vessel on the lake during the non-peak season for potential rescue operations. This vessel could be utilized by fire personnel too.</p>		
COMMITTEE REVIEW AND RECOMMENDATION: Reviewed by the Public Safety Committee at their June 22, 2012 meeting with the recommendation of approval.		
RECOMMENDED ACTION: MOTION to adopt Resolution No. 12-817, authorizing the purchase of a marine vessel for the police department in an amount not to exceed \$13,800.		
RECORD OF COUNCIL ACTION		
Meeting Date	Action	Vote
June 28, 2012		

RESOLUTION NO. 12-817

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
BLACK DIAMOND, KING COUNTY, WASHINGTON,
AUTHORIZING THE PURCHASE OF A MARINE UNIT
VESSEL**

WHEREAS, the Police Department is in need of a marine unit vessel to assist in completing Recreational Boating Safety on Lake Sawyer and to provide backup on the lake during the non-peak season for potential rescue operations; and

WHEREAS, staff has found difficulty in locating a suitable used marine unit vessel; and

WHEREAS, \$13,800 of funds is available from US Coast Guard Financial Aide Grant for the purchase of a marine unit vessel; and

WHEREAS, the availability of used equipment can be for very short time frames;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND,
WASHINGTON, DOES RESOLVE AS FOLLOWS:**

Section 1. The Mayor is hereby authorized to purchase a marine unit vessel in an amount not to exceed \$13,800.

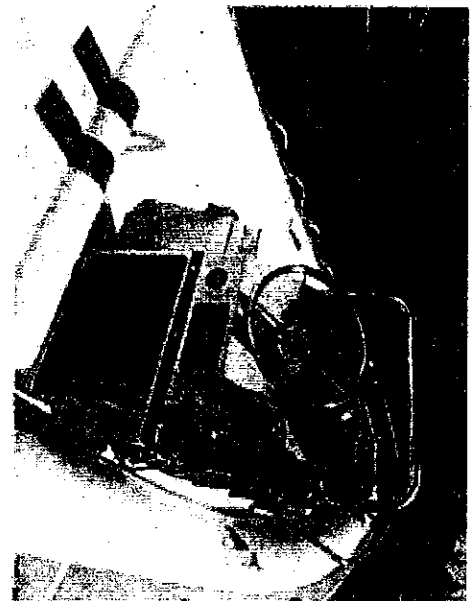
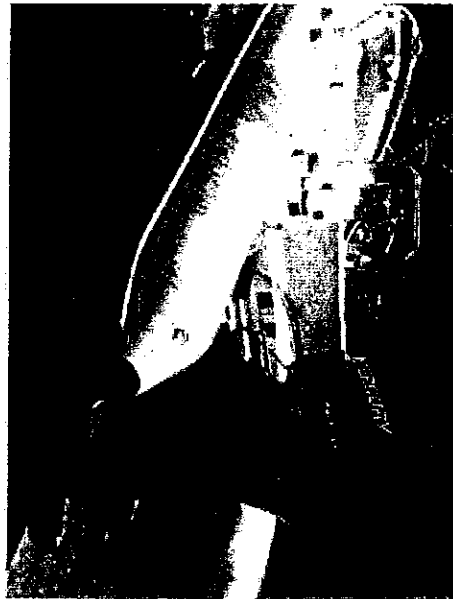
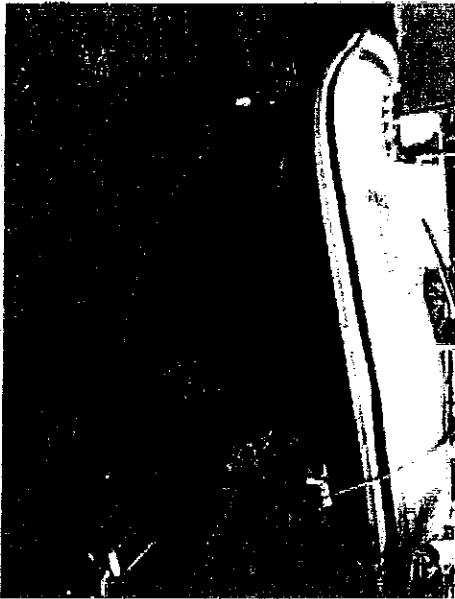
**PASSED BY THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND,
WASHINGTON, AT A SPECIAL MEETING THEREOF, THIS 28TH DAY OF JUNE, 2012.**

CITY OF BLACK DIAMOND:

Rebecca Olness, Mayor

Attest:

Brenda L. Martinez, City Clerk



2000 Novurania Deluxe 430-14' RIB

Mercury Four Stroke Outboard, 50 HP

1997 EZLoader Trailer



STATE OF WASHINGTON
WASHINGTON STATE PARKS AND RECREATION COMMISSION

1111 Israel Road SW • P.O. Box 42650 • Olympia, WA 98504-2650 • (360) 902-8500
Internet Address: <http://www.parks.wa.gov>

May 16, 2011

Sergeant Gregory M Goral
Black Diamond Police Department
PO Box 309
Black Diamond WA 98010-0309

Re: **Boating Safety Program Funds – Letter of Award**

Dear Sergeant Goral:

Washington State Parks and Recreation Commission has \$25,353.00 in U.S. Coast Guard Recreational Boating Safety Funds available to assist the Black Diamond Police Department with local marine law enforcement efforts for the period July 1, 2011 – June 30, 2012 as noted below. These are recreational boating safety education and enforcement activities aimed at reducing boating-related loss of life, personal injury and property damage. Activities are tied to the U.S. Coast Guard's *Strategic Plan of the National Recreational Boating Safety Program 2012-2016*.

In order to receive these funds, your program must:

- Conduct on-the-water patrols and written vessel inspections based on your Federal Financial Assistance Grant Application – State FY 12 (enclosed for your convenience).
- Expand patrols beyond those paid for with State Vessel Registration Fees and local funds.
- Emphasize enforcement of:
 - Life jacket requirements, including lifejackets not worn as required, insufficient lifejackets, and lifejackets found unserviceable or the incorrect size;
 - Possession of the mandatory boater education card for operators required to carry it;
 - Boat operation under the influence of alcohol (BUI) rules; and
 - "Rules of the road" and other operating regulations.
- Participate in Operation Dry Water in June 2012

You may apply to be reimbursed only for activities under WAC 352-65-040, the ten elements necessary to accomplish the Recreational Boating Safety (RBS) mission. These include but are not limited to:

- Salaries, benefits, and wages for officers who have completed state RBS training and conduct on-the-water patrols only, to maintain existing staff levels, increase patrol time above the current level, or for over-time patrol hours. In general, officers paid with these funds must have completed State Parks Recreational Boating Safety training per WAC requirement. However, if an agency has a policy requiring two officers on a boat, then as long as one officer has completed state RBS training the second officer is not required to have done so but must be a fully commissioned officer.

- Purchase, maintenance, and operation of patrol boats and patrol boat equipment to perform the RBS mission. This does not include equipment unrelated to this mission such as equipment used in recovery operations (dive equipment, side scan sonar, etc.) or homeland security missions (night vision equipment, weapons, etc.), or any other unrelated equipment as determined by State Parks.
- Providing instruction classes in *Adventures in Boating* to qualify graduates for the mandatory boater education card required by statute. Costs may include classroom supplies, light refreshments and other goods and services necessary to promote and teach classes.
- Training courses for officers to complete the RBS mission.
- These funds may not be used to reimburse indirect costs.

To apply for reimbursement complete and return the following:

- Marine Law Enforcement Grant Invoice Voucher (form A-19)*
- Summary of Activities Report (form A-428)
- Yellow copies of all written vessel inspections completed
- Copies of the vessel log sheet for each patrol vessel and shift (documenting spot inspections)*
- Names of officers performing patrols paid with these funds*

State Parks will, prior to July 1, send you forms for each of the items marked with an asterisk.

Apply for reimbursement each quarter within thirty days after the end of the quarter (ie: by October 30 for July-September). If you do not have any activity to be reimbursed, submit only the Summary of Activities Report (A-428).

Your signature on the A-19 certifies that your Department has completed the work and has retained copies of all of the supporting documentation for the commitment your office/department agreed to in your Federal Financial Assistance Grant Application – State FY12.

If you have any questions please contact Mark Kenny at (360) 902-8835 or mark.kenny@parks.wa.gov or Laura Holmes at (360) 902-8843 or laura.holmes@parks.wa.gov.

Sincerely,



Mark Bibeau, Administrator
Financial Services
WSPRC

/s/

Enclosure

cc: Mark Kenny, Boating Program Manager
Contracts
Fiscal

RECEIVED

APR 11 2011

Washington State Parks
Recreational Boating Safety Program

BOATING PROGRAMS**FEDERAL FINANCIAL ASSISTANCE GRANT APPLICATION STATE FY 12 (July 01-June 30)**


Due Date for Application to Be Received by State Parks Boating Program – 5 p.m. April 22, 2011

HAND WRITTEN APPLICATIONS WILL NOT BE ACCEPTED.

Agency:	Black Diamond Police Department
Contact Person:	Greg Goral, Sergeant
Email address:	ggoral@police.ci.blackdiamond.wa.us
Telephone Number:	(253) 631-1012
Mailing Address	PO Box 309
City, State, Zip	Black Diamond, WA 98010
Federal ID #:	916016204
UBI #:	601140632

By signature below, I certify that I am authorized to obligate the above-listed agency and that I am authorized to accept such funds and to guarantee that the funds will be used solely for expenditures to perform the terms and conditions detailed in WAC 352-65.

Authorized Representative:


(Signature)4/7/2011
Date

Jamey Kiblinger

(Print Name)

Chief of Police

(Title)

1. Send a completed electronic copy in Word format by April 22, 2010 to: Lisa.gast@parks.wa.gov
2. Deliver an original signed version no later than April 25 to:
Washington State Parks and Recreation Commission
ATTN: Boating Program
1111 Israel Road SW; PO Box 42650
Olympia, WA 98504-2650

Don Hoch
Director



STATE OF WASHINGTON

WASHINGTON STATE PARKS AND RECREATION COMMISSION

1111 Israel Road S.W. • P.O. Box 42650 • Olympia, WA 98504-2650 • (360) 902-8500
TDD (Telecommunications Device for the Deaf): (360) 664-3133
www.parks.wa.gov

DATE: March 31, 2011 Revised

To: All Agencies with Approved Boater Safety Programs

From: Susan Kavanaugh, Cross State Programs Administrator and
Mark Kenny, Marine Law Enforcement Program Manager

Subject: Recreational Boating Safety Federal Assistance Grants Application Period for 2012
Grant Period: July 1, 2011 to June 30, 2012

The Washington State Parks and Recreation Commission is pleased to announce that funds from the U.S. Coast Guard Recreational Boating Safety program are available for boater safety grants for a third year in a row.

These grant funds are specifically intended to support your efforts in reducing boating-related loss of life, personal injury, and property damage in conjunction with environmental and national security interests using activities tied to the U.S. Coast Guard's *Strategic Plan of the National Recreational Boating Safety Program 2012-2016*. You can review the plan at <http://www.uscboating.org/>. Please note that the Strategic Plan places particular emphasis on increasing life jacket wear, increasing compliance with mandatory boater education requirements, and decreasing boating under the influence of alcohol and drugs. It also focuses on boater compliance with navigation and equipment rules.

Therefore, all agencies accepting grant money are required to increase enforcement of:

- o Life jacket requirements, including lifejackets not worn as required, insufficient lifejackets, and lifejackets found unserviceable or the incorrect size
- o Possession of the mandatory boater education card for those who are required to carry it
- o Boat operation under the influence of alcohol (BUI)
- o "Rules of the Road" and other operating regulations

State Parks believes that increased patrol hours and greater numbers of vessel safety inspections result in boat operators better complying with the above laws and rules thereby making Washington's waterways safer.

As always, we encourage agencies to partner with one another when an activity spans more than one jurisdiction. For example, the hydro-plane races at Sea Fair where numerous agencies could combine efforts for enhanced results.

Grant Eligibility

Law enforcement agencies that operate approved boating safety programs under WAC 352-65 are eligible to apply for grants.

To be eligible to receive the grant, the program must be an approved boating safety program at the time of award. In addition, State Parks must have received all of the reports and documentation your agency is required to submit to receive state VRF as well as the requirements for the current FY 11 *Federal Assistance and Special Emphasis grants*.

If you have any questions about whether you are up to date on reports, please give us a call at 360-902-8835 or email at mark.kenny@parks.wa.gov.

Funding Availability

We have \$1,500,000 in on-going federal funds available for grants – just as we did last year. While we don't know for sure, we expect that at least some of this federal funding will continue in future years.

In addition, we have one-time federal carry-forward funds available.

As you know, our state fiscal year 2010 vessel registrations were down significantly from the prior year, and this means the vessel registration fees (VRF) revenue available to help support your boating safety program in 2011 also went down. Department of Licensing (DOL) data indicates that a portion of this reduction is one time only - boaters who registered late because DOL is no longer sending written reminder information. In consultation with our Boating Safety Council, an additional \$700,000 in carry-forward federal funds is being made available to off-set this reduction. **These funds are available only for one year. If vessel registrations remain low, State Parks does not expect to be able to back-fill the reduction in future years.**

Funding Allocation

The attached spreadsheet has the amount your agency is eligible to apply for and an explanation of the distribution. The allocation for the \$1,500,000 in regular federal assistance includes a base amount for each program (50%), a percent of the total written inspections in Federal Fiscal Year (FFY) 2010 (25%), and a percent of total patrol hours in FFY 2010 (25%) with a cap. [If funding is available again next year, the formula will change to 50% base amount and 50% inspections during FFY 2011.]

The \$700,000 one-time VRF replacement funding will be distributed to counties based on their proportion of total registered boats and to cities based on their prior year allocation.

Due Date

Applications must be received by State Parks no later than 5 p.m. on Friday, April 22, 2011. We encourage you to submit an electronic application in *Word* format followed up with a signed original. If State Parks has received your electronic application by the above deadline, we will accept the signed original until April 28, 2011.

Match Requirement:

No cash match is required for the grant.

However, under the under WAC 352-65, as a condition of being approved to receive vessel registration funds (VRF), your agency is already obligated to conduct regular marine patrols during peak recreational boating periods using local funds and the state VRF. While State Parks does not specify the actual number of hours of patrol required, a reasonable interpretation of this requirement is Friday evenings, weekends and holidays during the traditional boating summer season at approximately 300 hours, except for the smallest programs. Bigger programs would be expected to do significantly more than this expectation. *Federal funds are intended for additional patrol hours.*

Inspections

The US Coast Guard and State Parks believe that inspections are a key tool for preventing accidents, encouraging compliance with safe boating laws, and educating the boating public. State Parks wants to see the total number of inspections increase to enhance safety on Washington's waterways.

Inspections may include both full written vessel inspections and also, where appropriate, visual 'spot' inspections. A spot inspection is when a vessel is observed and it is determined that the requirements for lifejackets and registration have been properly met. Spot inspections would also generally include verbal contact with the boat operator. Spot inspections are all that would be necessary with vessels in the water that are clearly in compliance when viewed by trained personnel. Examples could include observations when personnel are on patrol, at ramps, on docks, on the shore, or during any other duties that allow them to see or verify the compliance.

A visual spot check should be documented in the patrol vessel's log sheet appropriately and record the date, time, location, and registration number or brief vessel description. A sample patrol vessel log can be provided as a guide for tracking visual spot checks and copies kept to document grant activities.

Special Requirement

All agencies that receive federal grant funding will be required to participate in the June 2012 national campaign, "Operation Dry Water – a BUI enforcement campaign". *Operation Dry Water* is the National Association of State Boating Law Administrator's (NASBLA) national effort to emphasize detection and enforcement of operators boating under the influence (BUI). The mission is to reduce the number of alcohol-related accidents and fatalities and foster a stronger and visible deterrent to alcohol use when operating boats. You can get more information and details on the event at: <http://www.operationdrywater.org/>

Completing the Application

The grant application form is included with this notification. Handwritten applications will not be accepted. Please provide all requested information or it may delay or reduce your award. Be sure that you review and complete it carefully as it will become the legal obligation binding your agency to perform to the terms of the grant. Your completed application information will be used to measure your accomplishments and compared with your invoices for reimbursement.

Please note that we are asking you to estimate your patrol schedule for the year, including the total number of hours, and the number of both 'spot' and full written inspections that you plan to accomplish. The attached allocation spreadsheet shows the total number of written inspections and hours of patrol completed by each program during FFY10. Statewide, we expect an increase of at least 10 percent in the coming year— to better

protect the boating public and to meet Coast Guard expectations. We ask that you consider this expectation in setting your goals.

Allowable Expenditures

USCG grant funds may also be used for any of the activities for which you may expend Vessel Registration Funds (VRF). Grant funds may not be used for indirect costs. These activities per WAC 352-65, include but are not limited to:

- Salaries, benefits, and wages for officers who have completed state RBS training and conduct on-the-water patrols only, to maintain existing staff levels, increase patrol time above the current level, or for over-time patrol hours. *Notes: 1) If an agency has a policy requiring two officers on a boat, then as long as one officer has completed state RBS training the second officer is not required to have done so but must be a fully commissioned officer. 2) Your agency will still be required to participate in Operation Dry Water the last weekend in June 2012 regardless of how the funds are expended.*
- The purchase, maintenance, and operation of patrol boats and patrol boat equipment to perform the ten elements of the RBS mission. It does not include equipment unrelated to the RBS mission such as equipment used in recovery operations (dive equipment, side scan sonar, etc.) or homeland security missions (night vision equipment, weapons, etc.), or any other unrelated equipment as determined by State Parks.
- Providing instruction classes in *Adventures in Boating* to qualify graduates for the mandatory boater education card required by statute. Costs may include classroom supplies, light refreshments and other goods and services necessary to promote and teach classes.
- Training courses for officers to complete RBS mission and the elements in WAC 352-65.

BILLING

We have simplified the billing process to assist you:

Invoices for reimbursement may be submitted no more often than monthly but no less than quarterly. Invoices for reimbursement must include the following documentation supporting the request:

- Amounts paid by category (we will send you an A-19 invoice form modified to list categories)
- *Summary of Activities Report* (A-428)
- Yellow copies of all written vessel inspections completed
- Copies of the vessel log sheet for each patrol vessel and shift (documenting spot inspections)
- Names of officers performing patrols paid with these funds (note: officers must have completed required training)

Important note regarding expense documentation: It is your responsibility to maintain all back up information to support the expenses you are claiming on your invoice. Any state or federal audit activity will include review of your records. Please keep all receipts and timesheets and do not send them with your payment request (this is a change in practice from the past). If you have questions contact Mark Kenny at mark.kenny@parks.wa.gov (360)902-8835, or A.J. Parlan at aj.parlan@parks.wa.gov (360) 902-8845.