

**CHEHALIS CITY COUNCIL AGENDA**  
 CITY HALL  
 350 N MARKET BOULEVARD, CHEHALIS, WA 98532

|   |  |   |
|---|--|---|
| Dennis L. Dawes, Position at Large<br>Mayor |  | Anthony E. Ketchum Sr., District 3<br>Chad E. Taylor, Position at Large<br>Bob Spahr, Position at Large |
| Terry F. Harris, District 1, Mayor Pro Tem  |  |   |
| Daryl J. Lund, District 2                   |  |   |
| Dr. Isaac S. Pope, District 4               |  |   |

**Regular Meeting of Monday, March 13, 2017**  
**5:00 p.m.**

| ITEM                                    | ADMINISTRATION<br>RECOMMENDATION | PAGE |
|---|----------------------------------|------|
| 1. <u>Call to Order.</u> (Mayor)        |                                  |      |
| 2. <u>Pledge of Allegiance.</u> (Mayor) |                                  |      |

| ITEM  | ADMINISTRATION<br>RECOMMENDATION | PAGE |
|---|----------------------------------|------|
| <b>SPECIAL BUSINESS</b>   |                                  |      |
| 3. <u>Swearing in of Abraham Meyer as Firefighter and Derrick Paul as Fire Captain.</u><br>(Judge McBeth) | ---                              | ---  |
| 4. <u>Centralia-Chehalis Chamber of Commerce Update.</u> (Alicia Bull)                                    | ---                              | ---  |

| ITEM  | ADMINISTRATION<br>RECOMMENDATION | PAGE |
|---|----------------------------------|------|
| <b>CITIZENS BUSINESS</b>  |                                  |      |
| This is an opportunity for members of the audience to address the council on matters not listed elsewhere on the agenda. Speaker identification forms are available at the door and may be given to the city clerk prior to the beginning of the meeting. |                                  |      |
|   |                                  |      |

| ITEM  | ADMINISTRATION<br>RECOMMENDATION | PAGE |
|---|----------------------------------|------|
| <b>CONSENT CALENDAR</b>   |                                  |      |
| 5. <u>Minutes of the Regular Meeting of February 27, 2017.</u> (City Clerk) | APPROVE                          | 1    |
| 6. <u>Vouchers and Transfers.</u> (City Manager, Finance Manager)           | APPROVE                          | 7    |

| ITEM  | ADMINISTRATION<br>RECOMMENDATION  | PAGE |
|---|-----------------------------------|------|
| <b>CONSENT CALENDAR - CONTINUED</b>   |                                   |      |
| 7. <u>Approve Bids for Rock, Gravel, and Asphalt.</u> (City Manager, Public Works Director, Street Superintendent)  | APPROVE                           | 9    |
| 8. <u>Approve Engineering Services Contract with RB Engineering in the Amount of \$19,100 for Fill and Grade of Tract 5A at the Airport.</u> (City Manager, Airport Manager)  | APPROVE                           | 12   |
| 9. <u>Approve Final Acceptance of Salzer Creek Bridge Scour Project and Authorize Release of Retainage in the Amount of \$14,951.01 to JamesCo Pro, Inc., After Statutory Requirements Are Met.</u> (City Manager, Public Works Director, Street Superintendent)                                | APPROVE                           | 19   |
| 10. <u>Approve Final Acceptance of National Avenue TIB Arterial Preservation Project and Authorize Release of Retainage in the Amount of \$16,037.45 to Granite Construction Company After All Statutory Requirements Are Met.</u> (City Manager, Public Works Director, Street Superintendent) | APPROVE                           | 22   |
| 11. <u>Approve Amendment No. 4 in the Amount of \$35,500 to the Professional Services Agreement with Parametrix, Inc., for SCADA Services.</u> (City Manager, Public Works Director, Water Superintendent)  | APPROVE                           | 28   |
| 12. <u>Authorize the City Manager to Sign the Chehalis River Basin Flood Authority Interlocal Agreement for Study, Analysis, and Implementation of Flood Hazard Reduction Solutions in the Basin.</u> (City Manager, Community Development Director)  | AUTHORIZE CITY MANAGER<br>TO SIGN | 36   |

| ITEM   | ADMINISTRATION<br>RECOMMENDATION | PAGE |
|--|----------------------------------|------|
| <b>ADMINISTRATION AND CITY COUNCIL REPORTS</b>                               |                                  |      |
| 10. <u>Administration Reports.</u><br>a. City Manager update. (City Manager) | INFORMATION ONLY                 | ---  |
| 11. <u>Councilor Reports/Committee Updates.</u> (City Council)               | INFORMATION ONLY                 | ---  |

| <b>EXECUTIVE SESSION</b>  |  |  |
|---|--|--|
| 13. Pursuant to RCW:<br>42.30.110(1)(c) – Sale/Lease of Real Estate<br>42.30.110(1)(l) – Litigation/Potential Litigation<br>42.30.140(4)(a) – Collective Bargaining |  |  |

THE CITY COUNCIL MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA.

NEXT REGULAR CITY COUNCIL MEETING IS MONDAY, MARCH 27, 2017.

February 27, 2017

The Chehalis city council met in regular session on Monday, February 27, 2017, in the Chehalis city hall. Mayor Dennis Dawes called the meeting to order at 5:00 p.m. with the following council members present: Terry Harris, Tony Ketchum, Daryl Lund, Dr. Isaac Pope, Bob Spahr, and Chad Taylor. Staff present included: Jill Anderson, City Manager; David Fleckenstein, Airport Manager; Caryn Foley, City Clerk; Bill Hillier, City Attorney; Trent Lougheed, Community Development Director; Judy Pectol, Finance Manager; Rick Sahlin, Public Works Director; Glenn Schaffer, Police Chief; Judy Schave, Human Resources/Risk Manager; and Lilly Wall, Recreation Manager. Members of the media included Justyna Tomtas from *The Chronicle*.

Mayor Dawes noted there would be no executive session.

**1. Special Business.**

a. **Employee Service Awards.** Police Chief Glenn Schaffer was presented a certificate for 10 years of service, while Public Works Director Rick Sahlin was recognized for 35 years of service.

b. **Chehalis Basin Strategy Update.** Mayor Dawes congratulated Mr. J. Vander Stoep on receiving the Gail & Carolyn Shaw Industry Award at the EDC banquet held earlier this month.

Mr. Vander Stoep stated the process is focused on two challenges – the decline of the fishery in the Basin and flood damage reduction. Predictions of continued increasingly hot summers over the next 100 years will create a significant decline in the four main salmon runs in the Basin if nothing is done. On the flood side, the five highest flows at the Grand Mound gauge since 1928 have all been since 1986, which results in two problems – floods are getting worse and the fisheries are in decline.

He explained that when an Environmental Impact Statement (EIS) is done, alternatives have to be offered, including a “no action” option. The draft Programmatic EIS released by the Department of Ecology (DOE) in October indicated that the “no action” option would result in \$3.5 billion in additional flood damage over the next 100 years, and that is without any factoring of climate change. Additionally, if there is an endangered species listing in the basin that will also cost many businesses, local governments, and land owners a lot of money.

Mr. Vander Stoep reviewed some of the habitat projects, including local projects, either completed or underway. He stated people think the process is taking a long time and he agreed, but noted that most of the projects have been completed under budget and under time. Mr. Vander Stoep showed a visual of flood level reductions from Pe Ell to Cosmopolis that water retention would bring in a 2007 flood and a 100-year flood.

Mr. Vander Stoep stated an Aquatic Species Enhancement Plan with landowners with the Conservation District was created in response to the question of what happens to the fishery if you do all this work, and what happens if a dam is built? He stated that the information shows that you can have a dam and still have a very dramatic increase in the fishery. A visual was also shown that shows the difference in flood depths from the 2007 flood compared to how they would be different if the dam had been in place. It showed that the area of flooding would have been greatly decreased.

Mr. Vander Stoep stated the Programmatic EIS would be finalized in June. The Governor's Work Group took Alternative 1 and a piece of Alternative 4 to the Governor for \$50 million in the next biennium. The Governor included it in his capital budget and it is now before the Legislature. The Work Group will go away in July when the Office of Chehalis Basin is funded and underway. It will be a seven-member board of directors and a director under the office within the Department of Ecology. The key difference of the new department is that it will be an action agency, not a regulatory agency. The office is charged with aggressively pursuing flood damage reduction and aquatic species enhancement, which is a good step forward. If the \$50 million is passed by the Legislature, \$13 million will go toward project permitting on the dam, and the Programmatic EIS will shift to a Project EIS.

Councilor Harris asked Mr. Vander Stoep if he would accept one of the appointed positions to the board of the Office of Chehalis Basin, if asked. Mr. Vander Stoep stated he would be willing to serve on the board for at least the first two years.

Councilor Harris expressed appreciation to Mr. Vander Stoep for all the work he's done on this project. Councilor Harris noted that Kahle Jennings has also thrown his hat into the ring to be on the board.

February 27, 2017

Councilor Lund expressed his support for Mr. Vander Stoep to be on the board of directors, as well.

Councilor Spahr noted that there are several projects in the local area, the lower basin has about 10 or 11 projects. When this was started it didn't seem like the communities in the lower basin had much to do, but it turned out they have a lot to do, and a dam would help them tremendously.

Councilor Harris stated that if it comes down to a dam project, he wanted to make sure that all of the local projects get done through the Flood Authority. Mr. Vander Stoep stated that the local projects will take well over a decade.

Councilor Harris asked what Mr. Vander Stoep thought about Hoquiam joining the membership. Mr. Vander Stoep thought it was good – the more communities that have a stake in it, the better.

Mayor Spahr asked why there has to be two EISs. Mr. Vander Stoep stated a Programmatic EIS looks at the whole project, while a Project EIS looks at individual-specific projects. If someone were to sue, the court has to focus on the specific project, not the project as a whole.

2. **Consent Calendar.** Councilor Spahr moved to approve the consent calendar comprised of the following:

- a. Minutes of the regular meeting of February 13, 2017;
- b. February 15, 2017 Claim Vouchers No. 118228 through 118406 and Electronic Funds Transfer No. 12017 in the amount of \$545,975.12;
- c. Change Order No. 1 in the amount of (\$15,424.56) for the Airport Pump Station Project;
- d. Resolution No. 1-2017, first and final reading – declaring property to be surplus; and
- e. Reappoint Sue Carmick, Denny Clark, and Etsuko Holmes to the Sister City Committee for 4-year terms expiring December 31, 2020.

The motion was seconded by Councilor Lund and carried unanimously.

### 3. **Administration Reports.**

a. **City Manager Update.** City Manager Anderson announced that the Transportation Benefit District (TBD) election was certified February 24, and the electors approved an increase in sales tax for the TBD.

b. **Finance Report.** Finance Manager Judy Pectol reviewed financial reports for November, December and 4<sup>th</sup> Quarter 2016 and January 2017. The city is doing well financially. The General Fund and Dedicated Street Fund had lower fund balances at the end of 2016, primarily due to the timing of grant revenues. One surprise was the Airport Fund, which ended the year fine, but there were some expenses that were not budgeted and that will be dealt with. This year will be interesting for the Airport Fund as it is the year the county makes the last payment on the GO Bond, including interest, and the city will be totally responsible for operating the airport financially. The county will pay approximately \$1.5 million for the GO Bond and about \$15,000 above that amount in interest.

For January 2017, the biggest difference for the General Fund is how it appears because the Community Development Department was broken into three separate funds – parks, facilities, and building and planning. It looks like some departments are spending too much. For example, the Finance Department had already spent 23.7% of its budget at the end of January, which is due to some one-time payments. As the year goes along, that evens out. Ms. Pectol thanked the Public Works Department for lending the help of an employee that was assigned to light duty work. She was very helpful and much appreciated.

February 27, 2017

**4. Councilor Reports/Committee Updates.**

a. **Councilor Harris.** Councilor Harris stated the presentation made by J. Vander Stoep at the last Chehalis Basin Partnership meeting was well received. He attended the Chehalis Wedding Show at The Loft and it was very busy. He looked forward to how many weddings would result in the event and how many heads it put into our local hotels.

Mayor Dawes stated he saw information in the latest AWC bulletin about a Senate bill that impacts lodging tax. The City Clerk indicated she would look into it.

b. **Councilor Spahr.** Councilor Spahr stated a letter was received from Janet Rowley regarding Amtrak eliminating staff from the Centralia station. Mayor Dawes stated he asked staff to draft a letter to Amtrak in opposition to leaving the station unattended. Councilor Lund noted that the Olympia station eliminated staff, but volunteers formed a non-profit to help people with their travels. He suggested that letters also be written to our Congressional representatives.

c. **Mayor Dawes.** Mayor Dawes attended the Chamber's Business After Hours at the Chehalis Theater on February 23.

**5. Recreation Park Improvement Project.** City Manager Anderson stated an update was prepared for the council and the community on some of the work that has been done on Recreation Park and asked for direction in regards to the timeframe for moving forward with the park and authority to spend approximately \$85,000 to complete the 30% design, which is needed to get a better cost estimate for construction of the park.

Trent Lougheed stated staff is looking for direction for proceeding with the 30% design, scheduling, and funding. He provided a brief history of the project, which began in 2015. Some of the projects discussed included additions to parking, site drainage, improvements to ball fields, and remodeling of the community buildings. The council agreed with the potential improvements in order to make the park a "first class facility." Skillings Connolly was hired to provide project management.

City Manager Anderson noted that a subcommittee of the council was created who have provided direction on the project. She thanked Councilors Harris, Lund, and Dr. Pope.

Tom Skillings discussed development of the plan to-date. Extensive public outreach activities were conducted, and specific improvement elements were identified. Those elements included improved ball field drainage, increased safety, security, and maintenance of the current characteristics of Penny Playground, a new community building, additional parking and access around the park, and added walking trails and perhaps on amphitheater. As a result of all the comments obtained, a Recreation Park Master Plan was drafted, which included:

- Community Building
- Outdoor Event Space
  - \* Temporary Stage
  - \* Grass Lawn Seating
- Ballfield Maintenance
  - \* Drainage Improvements
  - \* Minor Improvements
- Penny Playground
  - \* All-Weather Play Surfacing
  - \* New Play Structures
  - \* New Drainage
- New Parking Area
- Drop Off Area
- RV Parking
- Bus Parking/Drop Off
- Rose Garden to be Relocated
- Frontage Improvements along Williams & 13<sup>th</sup>
- Greenhill Parking
- Picnic Shelters
- Existing Trees to Remain
- Proposed Trees
- Open Lawn
- Pathways

Mr. Skillings noted that increasing parking has been completed through an agreement with Green Hill School for about 100 parking stalls. The estimated cost for completion of all elements ranged from \$7 million to \$8 million, with the first phase costing about \$2.4 million with \$400,000 being allocated for ball field drainage. Additionally, if Penny Playground was removed from the project, the cost would be \$1.36 million for phase 1.

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City Manager Anderson noted that removing Penny Playground from the project scope related to discussions about having city staff manage the project and be a little closer to the community because of the emotion and ties to the playground that the community invested so much into making it happen. There is also a group of people that want to raise money for the project.

Mr. Skillings stated he and his staff met with the city's park committee to develop a Phase 1 plan to address the highest identified priorities:

- Safer parking
- Better drainage
- Improved accessibility
- Improved ball field drainage
- Other components included:
  - \* Drainage improvements around the perimeter of the park
  - \* New parking area along park access road
  - \* One-way connector drive between the new parking lot along the park access road and the existing parking lot
  - \* New parking area in the existing Green Hill parking lot (accomplished)
  - \* Ball field improvements
  - \* Minor renovations to the existing restrooms
  - \* Improved lighting
  - \* Improved accessibility
  - \* New Penny Playground
    - Completed as part of a community design/build process
    - Penny Playground Committee responsible for leading fundraising efforts
    - Skillings Connolly design team will design connection points only
    - City will work directly with a playground manufacturer to design/construct new playground facility

Mr. Skillings stated that additional activities identified on the master plan can be accomplished, but they can be done in phases for:

- A new community building
- New parking
- Walkways
- Landscape improvements

Councilor Pope stated that he has been asked about the safety of Penny Playground. If the playground is unsafe and does not meet code, what is the city's liability if we continue to let people use it? Should it be closed? City Manager Anderson stated that has not been a question that has been discussed. While she had heard there were issues with the playground, she has never heard it put that directly in terms of liability. If it is determined to be unsafe, we would need to close it.

Mayor Dawes didn't recall liability ever being a concern. He noted they don't make playgrounds out of wood any more, and it may be extended past its useful life, but because of ongoing maintenance it's in the shape it is.

Mr. Lougheed stated there are concerns with the playground not meeting current codes for ADA and fall protection, but those are considered existing, nonconforming uses. There has been nothing presented to the city that indicates that anything is unsafe and nothing has been proven unsafe. The plan is to upgrade the playground with more modern equipment and one that meets compliance with ADA and safety requirements.

Mr. Skillings stated a condition assessment was done and conditions were found that do not meet standards, but there were no issues identified as safety hazards. The city's parks maintenance staff do a great job keeping the park usable. Mayor Dawes stated that things that were code years ago may not be code now. Ms. Anderson stated there is a fine line between safety and risk, and even with a brand new playground, someone can still have an accident.

February 27, 2017

Councilor Spahr asked how much of the new playground had to be ADA accessible. Mr. Lougheed stated it was up to the city. The playground needs to be accessible as far as the surfaces getting to and from. Portions of each of the features will be accessible, but he noted that some cannot (e.g., a climbing rope).

Mr. Lougheed stated staff recommended the council approve a plan that would complete the project in phases:

Phase 1 would address the highest priority needs, including safer parking, better drainage, a new playground, and improved ball fields:

- New playground area (community design and build)
- Drainage improvements around the perimeter of the park
- New parking area along the park access road
- One-way connector drive between new parking lot along the park access road and the existing parking lot
- Grading and drainage improvements to the ball fields
- Minor renovations to the existing restrooms
- Improved lighting
- Two (2) new picnic shelters
- Improved accessibility

Design to be completed in phases:

- 30% Preliminary Design and Estimate would provide the first opportunity to evaluate the cost of the project based on a design
  - \* 30% design will allow the City to evaluate the total anticipated cost of Phase I, less Penny Playground, picnic shelters, and restroom upgrades.
- 100% Design and Estimate:
  - \* Authorize the engineer to proceed with final design, or
  - \* Reduce the scope of the work to fit within budget

Mr. Lougheed stated that if they can get the 30% design stage and go forward with what we want to see built in Phase 1, and get 100% bid documents ready, that scores a lot higher in the grant cycles they are looking to potentially apply for, which refocus the construction part of the project into 2018 instead of this year.

City Manager Anderson stated the main question tonight was to ask for the council's authority to spend \$85,000 using Real Estate Excise Tax money to do the 30% design, and to get some direction as to the timing. The project has been in the works for about two years and there was discussion of getting it built this year, which is possible, but it would require the city to fund the entire \$2 million up front, which means getting a loan, less the \$400,000 committed by The Chehalis Foundation for ball field drainage, which they plan to contribute over a period of years. If construction is deferred to 2018 for construction, we can do a 100% design, have a shovel-ready project, use the enthusiasm of the community to do a fundraiser for Penny Playground, and also apply for lodging tax money and grants. This would help reduce the amount of money the city would need to put forth.

Councilor Spahr moved that the City Council authorize the City Manager to execute a professional services contract to Skillings Connolly, Inc., in an amount "Not-to-Exceed" \$85,000 to complete the 30% design level documents for Phase I of the Recreation Park Project. The motion was seconded by Councilor Pope.

Councilor Lund stated that waiting until 2018 was wise, so that lodging tax money can be used.

Councilor Ketchum stated that .09 money may also be a possibility.

Mayor Dawes also wondered about the potential for using Tourism Promotion Area monies.

The motion carried unanimously.

There being no further business to come before the council, the meeting was adjourned at 6:14 pm.

February 27, 2017

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Dennis L. Dawes, Mayor

Attest:

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Caryn Foley, City Clerk

Approved:

Initials: \_\_\_\_\_



**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Judy Pectol, Finance Manager  
Michelle White, Accounting Tech II

**MEETING OF:** March 13, 2017

**SUBJECT:** Vouchers and Transfers

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**ISSUE**

City Council approval is requested for Vouchers and Transfers dated February 28, 2017.

**DISCUSSION**

The February 28, 2017 claim vouchers have been reviewed by a committee of three councilors prior to the release of payments. The administration is requesting City Council approval for Claim Vouchers No. 118407–118515 in the amount of \$204,125.25 dated February 28, 2017 and the transfer of \$101,822.73 from the General Fund, \$66,412.93 from the Wastewater Fund, \$19,666.99 from the Water Fund, \$120.16 from the Storm & Surface Water Utility Fund, \$15,100.18 from the Airport Fund and \$1,002.26 from the Firemen’s Pension Fund.

**RECOMMENDATION**

It is recommended that the City Council approve the February 28, 2017 Claim Vouchers No. 118407 – 118515 in the amount of \$204,125.25.

**SUGGESTED MOTION**

I move that the City Council approve the February 28, 2017 Claim Vouchers No. 118407 – 118515 in the amount of \$204,125.25.

**CITY OF CHEHALIS CITY COUNCIL  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Judy Pectol, Finance Manager  
Betty Brooks, Payroll Accountant

**MEETING OF:** March 13, 2017

**SUBJECT:** Payroll Vouchers and Transfers

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**ISSUE**

City Council approval is requested for Payroll Vouchers and Transfers dated February 28, 2017.

**DISCUSSION**

The administration is requesting City Council approval for Payroll Vouchers No. 39403 – 39443, Direct Deposit Payroll Vouchers No. 7998 – 8094 and Electronic Federal Tax Payment No. 169 dated February 28, 2017 in the amount of \$726,322.84 and the transfer of \$507,656.11 from the General Fund, \$5,846.25 from the Arterial Street Fund, \$78,649.22 from the Wastewater Fund, \$87,617.10 from the Water Fund, \$15,989.10 from the Storm & Surface Water Utility Fund, \$28,743.37 from the Airport Fund, and \$1,821.69 from the Firemen’s Pension Fund.

**RECOMMENDATION**

It is recommended that the City Council approve the February 28, 2017 Payroll Vouchers No. 39403 – 39443, Direct Deposit Payroll Vouchers No. 7998 – 8094, and Electronic Federal Tax Payment No. 169 in the amount of \$726,322.84.

**SUGGESTED MOTION**

I move that the City Council approve the February 28, 2017, Payroll Vouchers No. 39403 – 39443, Direct Deposit Payroll Vouchers No. 7998 – 8094, and Electronic Federal Tax Payment No. 169 in the amount of \$726,322.84.

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Rick Sahlin, Public Works Director  
Don Schmitt, Street/Storm Superintendent

**MEETING OF:** March 13, 2017

**SUBJECT:** Bids for Rock, Gravel, and Asphalt

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**ISSUE**

Bids for rock, gravel, and asphalt to be used by the city in 2017 have been received and tabulated. A list of the bid tabulations is attached. This information is being presented for the City Council's review and consideration.

**DISCUSSION**

The administration recently advertised for rock, gravel, and asphalt bids. We received one bid for asphalt from Lakeside Industries, and one bid from Sterling Breen Crushing, for various rock materials that are anticipated to be needed for maintenance by public works and other city departments in 2017. The bid is based on the materials being picked up by the city at the bidders' site. The bid award recommendations for the various materials are listed on the attached evaluation sheet.

Please note that the administration placed a restriction that all pick-up locations were required to be within 12 miles of Chehalis City Hall because of the periodic high costs of fuel.

**FISCAL IMPACT**

The bids provide a set price for the listed products for the year, and eliminate the need to solicit prices for each purchase.

**RECOMMENDATION**

It is recommended that the City Council award the bids for asphalt and various materials to the bidders as recommended on the attached 2017 Rock and Asphalt bid evaluation sheet.

**SUGGESTED MOTION**

I move that the City Council award the bids for asphalt and various materials to the bidders as recommended on the attached 2017 Rock and Asphalt bid evaluation sheet.

| 2017 Bid Results<br>Rock & Asphalt |  | Lakeside | Sterling Breen<br>Crushing |
|------------------------------------|--|----------|----------------------------|
| 1                                  | Snow Sand 3/8"                                 | -        | 14.00                      |
| 2                                  | Snow Sand 1/4"                                 | -        | 14.00                      |
| 3                                  | 1/4" - Crushed Screenings                      | -        | -                          |
| 4                                  | 3/8" - No. 10 Crushed Screenings               | -        | 17.00                      |
| 5                                  | 1/2" - No. 4 Crushed Screenings                | -        | 17.00                      |
| 6                                  | 5/8" - 1/4" Crushed Screenings                 | -        | 17.00                      |
| 7                                  | Ballast  | -        | 7.00                       |
| 8                                  | Crushed Surfacing Base Course                  | -        | 7.50                       |
| 9                                  | Crushed Surfacing Top Course                   | -        | 8.00                       |
| 10                                 | Quarry Spalls                                  | -        | -                          |
| 11                                 | Rip Rap  | -        | -                          |
| 12                                 | 1 1/2" Drain Rock                              | -        | 7.50                       |
| 13                                 | 3" Minus Rock                                  | -        | 7.00                       |
| 14                                 | Pea Gravel                                     | -        | 7.50                       |
| 15                                 | Sand, Washed                                   | -        | 7.50                       |
| 16                                 | _____ (size) Pit Run Rock                      | -        | -                          |
| 17                                 | Asphalt Concrete Class "B"                     | 72.00    | -                          |
| 18                                 | Asphalt Concrete Class "G"                     | 74.00    | -                          |
| 19                                 | Asphalt Cold Mix Patch Material – EZ<br>Street | 115.00   | -                          |

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council  
**FROM:** Jill Anderson, City Manager  
**BY:** David Fleckenstein, Airport Manager  
**MEETING OF:** March 13, 2017  
**SUBJECT:** Contract for Engineering Services with RB Engineering

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**ISSUE**

Further development of the airport's general commercial area requires periodic civil engineering services. Tract 5A (parcel adjacent to Sonic Drive-In) on NW Arkansas is the next parcel poised for development.

**DISCUSSION**

Tract 5A remains the only available parcel along the extension of NW Arkansas Way. In order to complete the development along the road extension, the airport recommends filling the parcel to make it market ready. A fill and grade plan is required in order to meet municipal code requirements. RB Engineering will provide the fill plan and engineering services associated with filling the parcel. Additionally, per discussions with the broker representing Pan Washington LLC (Panera), reaching an agreement with Panera regarding Tract 5A is currently not possible.

**FISCAL IMPACT**

The cost for engineering is \$19,100. This project will be funded out of the airport's professional services budget for CY 2017.

**RECOMMENDATION**

It is recommended that the City Council authorize the City Manager to approve the engineering services scope of work with RB Engineering in order to continue development of the airport's general commercial area.

**SUGGESTED MOTION**

I move that the City Council authorize the City Manager to approve the agreement with RB Engineering, Inc. for the fill and grade plan for a lump sum fee of \$19,100.

February 6, 2017

David Fleckenstein  
Chehalis – Centralia Airport  
PO Box 1344  
Chehalis, WA 98532  
[dfleckenstein@ci.chehalis.wa.us](mailto:dfleckenstein@ci.chehalis.wa.us)

Re: CCA Tract 5A Fill and Grade Plan  
Civil Engineering Services Scope of Work  
RBE #17010

Dear David:

RB Engineering (RBE) appreciates the opportunity to provide this scope of work for your project. The following has been prepared based on our understanding of the proposed request to provide a construction documents and management for Tract 5A at CCA.

### **Task 20 – Project Management and Permitting**

This task includes RBE's management of the project through permitting and design. It also includes all coordination with sub-consultants throughout the approval process.

#### **RBE Services**

1. Project Coordination with CCA and City of Chehalis.
2. Complete required review agency applications.
3. Prepare for and attend review agency meetings as needed.
4. Compile submittal packages, review for completeness and submit for agency review.

#### **Assumptions**

- SEPA was completed as part of the Binding Site Plan approval.
- City has a NPDES Construction Stormwater Permit active for this site.

#### **Client Responsibilities**

- Sign all review agency application fees.

#### **Deliverables**

- Completed project applications.
- Overall project management.

### **Task 50 – Construction Documents**

This task includes development of the final civil engineering construction documents, specifications and technical reports required to achieve construction permits for the project.

#### **RBE Services**

1. Develop conceptual parking layout for a future building location.
2. Determine final fill grades for subgrade of conceptual parking and building layout.
3. Calculate fill quantities using Civil 3D software.
4. Prepare Stormwater Pollution Prevention Plan.
5. Prepare a set of construction plans that includes the following estimated sheets.

|      |  |
|------|--|
| C0.1 | Civil Cover and General Notes                    |
| C1.1 | Temporary Erosion and Sedimentation Control Plan |
| C1.2 | T.E.S.C Details and Notes                        |
| C2.1 | Tract 5A Grading and Fill Plan                   |
| C2.2 | Grading Details, Notes and Cross Sections        |

6. Plot plans and print reports for final submittal package.  
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PO Box 923  
91 SW 13th Street  
Chehalis, WA 98532  
Phone: (360) 740-8919  
Fax: (360) 740-8912

7. Prepare bid specification documents based on WSDOT Standard Specifications.

**Assumptions**

- No additional survey is needed as the Arkansas Way Survey completed by Foresight Surveying extends to the limits needed for this project.
- A geotechnical report will be conducted prior to construction start to verify the recommended site preparation design.
- Only erosion control measures will be utilized for this fill project no stormwater design is required.

**Deliverables**

- Review Agency approved Civil Construction Drawings.

**Task 60 – Project Bidding Services**

This task includes RBE's assistance to the client in soliciting construction bids to qualified site work contractors.

**RBE Services**

1. Prepare bid notice and provide copy to City of Chehalis for publication.
2. Distribute bid documents to bidding contractors.
3. Provide responses to bidder questions during the bid process.
4. Prepare addenda if needed to address questions.
5. Attend bid opening at City of Chehalis.
6. Review bids for accuracy and completeness.
7. Conduct reference checks to verify experience and qualifications of low bid contractor.
8. Prepare final contract for signatures.

**Client Responsibilities**

- Coordinate and publish bid notice and distribute bid documents.
- Conduct bid opening and open bids, review for completeness.
- Prepare notice of award and request construction bond and insurance certificate.
- Issue notice to proceed.

**Assumptions**

- Hard copies of construction documents will be billed at RBE's current rates and paid by the bidding contractors.

**Task 70 – Construction Engineering and Management**

This task includes RBE's management of the project through construction. This task provides inspections and coordination with the contractor to insure the project is constructed per the approved plans.

**RBE Services**

1. Setup construction project forms and pre-construction checklist.
2. Schedule and conduct pre-construction meeting and distribute final pre-construction checklist.
3. Review and approve material submittals and project schedule.
4. Review monthly pay requests.
5. Review prevailing wage documentation.
6. Prepare change orders as needed and address RFI's.
7. Review inspection and testing reports.
8. Conduct onsite inspections and review contractor's weekly construction reports.
9. Compile inspection logs and provide weekly summary to client.
10. Project coordination with contractor's surveyor and review site staking.
11. Conduct construction meetings with contractor and client.
12. Conduct final walk through with contractor and create punch list letter.
13. Prepare substantial completion notification and request punch list completion schedule.

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- 14. Complete Record Drawings from contractor markups and submit to client and review agency.

**Client Responsibilities**

- Review and approve recommended field orders.
- Review and approve change orders.
- Review and process contractor pay requests.
- Provide legal support as needed.

**Assumptions**

- Contractor will provide all construction staking as part of the construction bid.

**Deliverables**

- RBE Inspection Reports.
- Electronic copy of all construction documentation.
- Final record drawings in electronic and hard copy for client and review agency.

**Task 80 – Special Reports and Studies**

This task includes sub-consultants RBE has partnered with to achieve project approval and will be itemized below unless client requests to be billed separately for their services.

**RBE Services**

- 1. Pacific Testing and Inspection to provide compaction testing during filling of the site.

**Assumptions**

- RBE coordination with sub-consultants is included in Task 20 above.

**Task 90 – Reimbursable Expenses**

**RBE Services**

- Full size plotting - \$3.00 per sheet
- Full size scanning - \$1.75 per sheet
- Notary Service - \$25.00
- Report binding materials – Cost plus 15%
- Agency fees paid by RBE – Cost plus 15%
- Sub-consultant fees paid by RBE - Cost plus 15%
- Overnight mailing and shipping – Cost plus 15%

**RBE Task Summary and Lump Sum Fee**

| Task | Description of Work                       | RBE Fee      |
|------|---|--------------|
| 10   | Pre-Application Meeting and Feasibility   | Not Included |
| 20   | Project Management                        | \$2,400      |
| 30   | Surveying Services                        | Not Included |
| 40   | Preliminary Engineering                   | Not Included |
| 50   | Construction Documents and Specifications | \$7,100      |
| 60   | Project Bidding Services                  | \$1,800      |
| 70   | Construction Engineering and Management   | \$5,400      |
| 80   | Special Reports and Studies               | \$2,200      |
| 90   | Reimbursable Expenses                     | \$200        |

**RBE Total Lump Sum Fee = \$19,100**

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 Phone: (360) 740-8919  
 Fax: (360) 740-8912

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**Sub-Consultant Fee Estimates – Paid Directly by Client**

| Task | Description of Work             | Sub-Consultant Fees |
|------|---------------------------------|---------------------|
| 80   | SR - Geotechnical Report Budget | \$8,000 to \$10,000 |

**2017 RBE Billing Rates**

| Item | Employee Description  | Hourly Rate |
|------|-----------------------|-------------|
| 1    | Principal Engineer    | \$140       |
| 2    | Project Engineer      | \$120       |
| 3    | Project Manager       | \$110       |
| 4    | Design Engineer       | \$100       |
| 5    | Sr. Design Technician | \$95        |
| 6    | Design Technician     | \$85        |
| 7    | Permit Coordinator    | \$65        |
| 8    | Office Clerical Staff | \$48        |

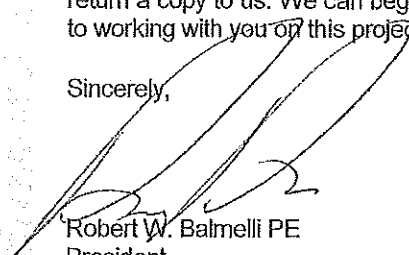
**Work Not Included in RBE Lump Sum Contract Scope of Work**

**Services**

1. Boundary and Topographic Survey
2. Washington State Fisheries HPA Permit
3. Onsite Soils Infiltration Testing
4. Wetland Analysis or Report
5. Archeological Site Review and Report
6. Traffic Trip Generation
7. Level 1 or 2 Traffic Study
8. NPDES Permit and/or Monitoring Reports
9. Geotechnical Report
10. Full Stormwater Flow Control and Treatment Design

If you find this scope of work acceptable, please sign the attached work authorization contract and return a copy to us. We can begin project progress upon receipt of a signed contract. I look forward to working with you on this project. If you have any questions, please call me at (360) 740-8919.

Sincerely,



Robert W. Balmelli PE  
President

Enclosure(s): Work Authorization Contract, Brochure, Firm Profile, Business Card

This fee proposal and scope of work are based on information available at this time. There may be a point in the future when the scope of work may change based on survey findings, or requirements stipulated by the City, County, or State. At that time, you will be given an opportunity to decide how you would like to proceed. Your options will be to stop work or to authorize the revised scope and associated costs. Fee estimates shown are accurate for 60 days following date of proposal.

PO Box 923  
91 SW 13th Street  
Chehalis, WA 98532  
Phone: (360) 740-8919  
Fax: (360) 740-8912

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**RB Engineering, Inc. (RBE)  
WORK AUTHORIZATION CONTRACT**

2/6/2017

RBE Project No.: 17010

Company Name: Chehalis-Centralia Airport  
Client Name: David Fleckenstein

Address: PO Box 1344  
Chehalis, WA 98532

Phone Number: (360) 748-1230

E-mail Address: dfleckenstein@ci.chehalis.wa.us

Corporation  Partnership  Proprietorship  Individual  Agent  Contact

Project Name: CCA Tact 5A Fill and Grade Plan

Project Location: 625 NW Arkansas Way, Chehalis WA

Legal Owner of Property: City of Chehalis

Legal Description of Property: Section 19, Township 14N, Range 02W

Tax Parcel #: 005605825001

County: Lewis County

Description of Work: See Attached Engineering Services Letter Dated 2/6/17

Estimated Contract Amounts: RBE Total Lump Sum Fee = \$19,100

**CLIENT AUTHORIZATION:** Your signature below signifies your agreement to the scope of work, terms, and conditions set forth on this contract and the referenced proposal letter, and also accepts responsibility for payment of this account.

Signature \_\_\_\_\_  
Title \_\_\_\_\_

Date \_\_\_\_\_

RB Engineering, Inc. Acceptance of Contract

Signature \_\_\_\_\_  
Title President

Date \_\_\_\_\_

**BILLING:** RBE will bill for all work in progress each month. Payment of the entire amount billed is due within 20 days. In the event that payment is not made, this agreement shall be considered in default. Interest at the rate of 1-1/2% per month will be added to unpaid accounts beginning 20 days from the date of invoice. If an account becomes more than 5 days delinquent (25 days from the date of invoice), all work on the project will be stopped and not rescheduled until the entire balance on the account is paid in full. In the event that a lawsuit is necessary to enforce any obligation, client agrees that venue for such suit shall be Lewis County, Washington at the option of RBE. All expenses incurred to lien or collect any delinquent amounts including, but not limited to, collection fees, reasonable attorney's fees, witness fees, court costs, charges at current billing rates for time, transportation and subsistence shall be paid by client in addition to the delinquent amount.

**ESTIMATED COST:** The costs outlined in this contract are an estimate only, based upon the circumstances presented by the client and perceived by RBE at the time of contract preparation. They are not a guarantee that the costs will not exceed the amount of this estimate. RBE is hereby authorized to exceed the estimated costs by up to 10% without prior written notice to the client if circumstances encountered in the performance of RBE obligations result in an overrun, unless the contracted amount is noted as not to exceed the estimated cost or lump sum.

**ADDITIONAL SERVICES:** RBE will perform additional services beyond the basic scope of work upon the client's request. No extra work will be undertaken without prior authorization. Revisions to work completed or in progress requested by the client or his agents, through no fault of RBE, will be considered extra services for which additional compensation is due. If a written proposal and authorization are required for the additional services, this should be addressed at the time the work is requested.

**OTHER SERVICES AND SUPPLIES:** Charges for services, equipment, and facilities not furnished directly by RBE and any unusual items of expense not customarily incurred in our normal operations may be charged at cost plus 15%.

**CANCELLATION OF CONTRACT:** This contract may be canceled at any time by either party with 15 days written notice. Upon cancellation, for any reason, the client shall pay for all services provided through the date work is stopped in accordance with RBE's normal payment terms.

**LIMITS OF PROFESSIONAL LIABILITY:** RBE performs its professional services with that degree of care and skill ordinarily exercised under similar circumstances by members of the civil engineering profession. The client agrees to limit RBE's liability to the client, owner, and to all construction contractors and sub-contractors on the project, to the total aggregate liability of RBE to all those named to an amount not to exceed RBE's total fee for services rendered on the project. This limitation on liability shall apply to all foreseeable claims, including claims of negligence, breach of contract, or breach of warranty.

In the event the client shall make a claim against RBE, at law or otherwise, for any alleged act of negligence, including errors, omission, or other act arising out of the performance of the professional services, any claim of breach of contract or any claim of breach of warranty, and the client fails to prove such claim, the client shall pay all costs, including reasonable attorney's fees, which are incurred by RBE defending such claim.

**HAZARDOUS WASTE:** The client shall indemnify and hold harmless RBE from all claims damages, losses, and expenses incurred by the client, the owner of the property, and its agents, in regard to any hazardous wastes on site. Client, owner, and its agents accept full responsibility for notification of appropriate agencies in regard to any hazardous wastes on site. RBE is expressly relieved from any obligation to discover or report hazardous wastes.

**REUSE OF DOCUMENTS:** All documents, including software, maps, drawings, and specifications prepared by RBE pursuant to this agreement are instruments of service with respect to the project. RBE reserves the right to reuse any and all information generated on this project to assist RBE in any future work. The documents are not intended or represented to be suitable for reuse other than for the use intended by owner or others on any subsequent work on the project or on any other project. Any reuse of documents without verification or appropriate adaptation by RBE for the specific purpose intended will be at the client's sole risk and without liability or legal exposure to RBE. Client shall indemnify and hold harmless RBE from all claims, damages, losses, and expenses, including attorney's fees arising out of any action or litigation from unauthorized reuse of documents. Client agrees to compensate RBE at RBE's prevailing rate for any verification or adaptation of documents.

**OWNERSHIP AND USE OF DOCUMENTS:** Control documents, calculations, research, base maps, software, drawings, and specifications as instruments of service are and shall remain the property of RBE whether the project for which they are made is executed or not. The client shall be permitted to retain copies, including reproducible copies, of drawings and specifications for information and reference in connection with client's use and occupancy of the project. Copies of documents shall be provided at the expense of the client. Submission or distribution to meet official regulatory requirements, or for other purposes in connection with the project, shall not be construed as publication in derogation of RBE's rights.

In the event that the project is stopped for any reason, client shall not be entitled to receive any documents if there is any outstanding balance. Documents shall be released to client only upon payment in full. Copies of documents shall be provided at the expense of the client.

**COMPLIANCE WITH CODES:** RBE exercises usual and customary professional care and prepares instruments of service in compliance with codes and requirements identified by government agencies. RBE's duty to comply with changed codes and requirements extends only until the time the instruments of service are prepared.

**ACCEPTANCE:** RBE's acceptance of this contract is not a guarantee of governmental agency approval. We will endeavor to obtain such approvals on our client's behalf, but have no control over procedures required or laws that must be followed, and cannot be held responsible for governmental agency actions.

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**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Rick Sahlin, Public Works Director  
Don Schmitt, Street/Storm Superintendent

**MEETING OF:** March 13, 2017

**SUBJECT:** Acceptance and Closeout of the National Avenue Bridge at Salzer Creek Scour Countermeasures Project

---

**ISSUE**

The National Avenue Bridge at Salzer Creek Scour Countermeasures Project is complete. It is recommended that the City Council accept the project as complete and release the retainage to JamesCo Pro, Inc., after all statutory requirements have been met.

**DISCUSSION**

This project has been in the works since 2012 when the City was awarded a Bridge Scour Grant from the Washington State Department of Transportation (WSDOT) Local Programs and the Federal Highway Bridge Program. The original grant was issued in the amount of \$190,500, to include both design and construction. Two increases were made to the original grant due to requirements that a consultant oversee the project, and a delay in the project because of environmental permitting issues. One final grant increase was requested after the bid was tabulated, and the final grant amount was limited to \$526,810., leaving an estimated local share of \$23,757 at the time of award.

The final cost of the construction phase was \$303,557.69 (see attached bid tab), which is \$19,310.19 **over** the original bid amount. The increase was due to actual quantities being more than the bid estimates, largely additional vertical slope stabilization (shotcrete). The overage in construction costs will be offset by the construction management phase of the City's engineering consultant costs being \$21,085.08 under their contracted amount. Once WSDOT Local Programs closes the project, and their costs are finalized, it is estimated the local unreimbursed cost for the project will be approximately \$21,000, slightly less than the preconstruction estimate.

The administration recommends the final project quantities be approved and the project be closed out and the retainage released. With the final acceptance of the project by the City Council, and verification by the City Clerk that all statutory requirements have been met, the retainage of \$14,951.01 will be released to JamesCo Pro, Inc.

**FISCAL IMPACT**

N/A

**RECOMMENDATION**

It is recommended that the City Council approve the final project quantities, accept the project as complete, and authorize release of the retainage to JamesCo Pro, Inc., in the amount of \$14,951.01, after all statutory requirements have been met.

**SUGGESTED MOTION**

I move that the City Council approve the final project quantities, accept the project as complete, and authorize release of the retainage to JamesCo Prom, Inc., in the amount of \$14,951.01, after all statutory requirements have been met.



National Avenue Bridge at Salzer Creek Countermeasures Project  
City of Chehalis

| Item Num             | Quantity | Unit   | Description   | Bid           |               | Final Totals |               |
|----------------------|----------|--------|---|---------------|---------------|--------------|---------------|
|                      |          |        |   | Unit Price    | Total Price   | Quantity     | Amount        |
| SCHEDULE A - GENERAL |          |        |   |               |               |              |               |
| 1                    | 1        | LS     | Mobilization  | \$ 6,480.00   | \$ 6,480.00   | 1.00         | \$ 6,480.00   |
| 2                    | 1        | LS     | Cleaning and Grubbing   | \$ 33,028.00  | \$ 33,028.00  | 1.00         | \$ 33,028.00  |
| 3                    | 840      | CY     | Channel Excavation Incl. Haul                                 | \$ 49.58      | \$ 41,527.20  | 840.00       | \$ 41,527.20  |
| 4                    | 17       | CY     | Quarry Spoils   | \$ 125.29     | \$ 2,129.93   | 17.00        | \$ 2,129.93   |
| 5                    | 74       | CY     | Permeable Ballast   | \$ 65.95      | \$ 4,880.30   | 74.00        | \$ 4,880.30   |
| 6                    | 118      | LF     | SIR Fence   | \$ 14.17      | \$ 1,672.06   | 120.00       | \$ 1,700.40   |
| 7                    | 12.00    | DAY    | ESC Lead  | \$ 226.00     | \$ 2,712.00   | 12.00        | \$ 2,712.00   |
| 8                    | 0        | ACRE   | Seeding and Mulching  | \$ 5,350.00   | \$ 1,672.00   | 0.20         | \$ 1,672.00   |
| 9                    | 187      | SY     | Stabilized Construction Entrances                             | \$ 77.00      | \$ 14,427.00  | 150.00       | \$ 11,550.00  |
| 10                   | 16       | LF     | Wattle  | \$ 18.85      | \$ 3,016.00   | 30.00        | \$ 5,655.00   |
| 11                   | 5        | EACH   | Plant Selection 2 Gallon                                      | \$ 238.40     | \$ 1,192.00   | 5.00         | \$ 1,192.00   |
| 12                   | 50       | EACH   | Plant Selection Live Sake 4-6 Ft Height                       | \$ 74.30      | \$ 3,715.00   | 50.00        | \$ 3,715.00   |
| 13                   | 470      | EACH   | Plant Selection Bareroot 18-24 inch Height                    | \$ 7.13       | \$ 3,351.00   | 470.00       | \$ 3,351.00   |
| 14                   | 655      | EACH   | Plant Selection 12-18 inch Height                             | \$ 10.83      | \$ 7,088.85   | 655.00       | \$ 7,088.85   |
| 15                   | 238      | LF     | High Visibility Fence   | \$ 6.88       | \$ 1,637.44   | 235.00       | \$ 1,620.80   |
| 16                   | 1        | LS     | Project Temporary Traffic Control                             | \$ 20,515.00  | \$ 20,515.00  | 1.00         | \$ 20,515.00  |
| 17                   | 1        | LS     | Traffic Control Supervisor                                    | \$ 21,175.00  | \$ 21,175.00  | 1.00         | \$ 21,175.00  |
| 18                   | 50       | HOURLY | Flaggers  | \$ 47.20      | \$ 2,360.00   | 22.50        | \$ 1,062.00   |
| 19                   | 1        | EACH   | Minor Change  | \$ -          | \$ -          | 0.00         | \$ -          |
| 20                   | 1        | LS     | SPCC Plan   | \$ 1,980.00   | \$ 1,980.00   | 1.00         | \$ 1,980.00   |
| 21                   | 1        | LS     | Construction Surveying  | \$ 10,230.00  | \$ 10,230.00  | 1.00         | \$ 10,230.00  |
| 22                   | 15       | EA     | Live Pole Bundle  | \$ 2,748.95   | \$ 41,234.25  | 15.00        | \$ 41,234.25  |
| 23                   | 2        | MONTH  | Plant Establishment - Per Month                               | \$ 3,025.00   | \$ 6,050.00   | 2.00         | \$ 6,050.00   |
| 24                   | 30       | SF     | Vertical Slope Stabilization                                  | \$ 196.50     | \$ 5,895.00   | 133.50       | \$ 26,295.15  |
| 25                   | 388      | DY     | Modified WSOT Class A Rock (For Erosion and Scour Protection) | \$ 102.32     | \$ 39,700.16  | 388.00       | \$ 39,700.16  |
| 26                   | 60       | CY     | Constructible Streambed                                       | \$ 45.60      | \$ 2,736.00   | 60.00        | \$ 2,736.00   |
| 27                   | 1        | LS     | Work Area Isolation System                                    | \$ 45,557.00  | \$ 45,557.00  | 1.00         | \$ 45,557.00  |
| 28                   | 1        | LS     | Work Area Isolation Plan                                      | \$ 5,280.00   | \$ 5,280.00   | 1.00         | \$ 5,280.00   |
| 29                   | 3        | EACH   | Keyed Log   | \$ 3,545.00   | \$ 10,635.00  | 3.00         | \$ 10,635.00  |
| 30                   | 1        | EA     | Pier Log  | \$ 2,385.00   | \$ 2,385.00   | 1.00         | \$ 2,385.00   |
| TOTAL                |          |        |   | \$ 284,247.50 | \$ 284,247.50 | 1.00         | \$ 284,247.50 |

Engineer *[Signature]*

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Rick Sahlin, Public Works Director  
Don Schmitt, Street/Storm Superintendent

**MEETING OF:** March 13, 2017

**SUBJECT:** Acceptance and Closeout of the National Avenue TIB Arterial Preservation Project

---

**ISSUE**

The National Avenue TIB Arterial Preservation Project is complete. It is recommended that the City Council accept the project as complete and release the retainage to Granite Construction Company after all statutory requirements have been met.

**DISCUSSION**

In November 2015, the City was awarded a grant from Washington State Transportation Improvement Board (TIB) for a grind and overlay of National Avenue from Kresky Avenue to Exhibitor Street. In July 2016, the City solicited bids for the project, and the low bid of \$366,080 was received from Granite Construction Company.

The project consisted of a two-inch grind and overlay of the travel lanes on North National Avenue from Kresky to Exhibitor, with selected dig-outs, striping, and traffic control.

The final cost of the project was \$320,749 (see attached), which is \$45,331 less than the original bid amount. The reduction was due to actual quantities being less than the bid estimates, combined with contingency funds that were not utilized.

The administration recommends that the project be closed out and the retainage released. With the final acceptance of the project by the City Council, and verification by the City Clerk that all statutory requirements have been met, the retainage of \$16,037.45 will be released to Granite Construction Company.

**RECOMMENDATION**

It is recommended that the City Council accept the National Avenue TIB Arterial Preservation Project as complete and release the retainage to Granite Construction in the amount of \$16,037.45 after all statutory requirements have been met.



**SUGGESTED MOTION**

I move that the City Council accept the National Avenue TIB Arterial Preservation Project as complete and release the retainage to Granite Construction in the amount of \$16,037.45 after all statutory requirements have been met.

Granite Construction  
 3200 113th Ave SW  
 Olympia, WA 98512

**APPLICATION AND  
 CERTIFICATION FOR  
 PAYMENT**

Skilling & Connolly, Inc.  
 P.O. Box 5080  
 Lacey, WA 98509

FOR

**NATIONAL AVENUE GRIND AND OVERLAY**

ESTIMATE NUMBER: 1  
 APPLICATION DATE: 11/7/2016  
 CONSTRUCTION THROUGH: 11/7/2016  
 CLIENT NAME: City of Chehalis  
 CLIENT PROJECT NUMBER: T006  
 CONTRACTOR: Granite Construction

The present status of the account for this contract is as follows:

|  | PREVIOUS | CURRENT             | TOTAL        |
|--|----------|---------------------|--------------|
| 1. ORIGINAL CONTRACT AMOUNT                    |          |                     | \$366,080.00 |
| 2. NET CHANGE BY CHANGE ORDER(s)               |          |                     | \$0.00       |
| 3. CONTRACT AMOUNT TO DATE                     |          |                     | \$366,080.00 |
| 4. TOTAL WORK COMPLETED                        | \$0.00   | \$320,749.00        | \$320,749.00 |
| 5. MATERIALS STORED TO DATE                    | \$0.00   | \$0.00              | \$0.00       |
| 6. SALES TAX                                   | \$0.00   | \$0.00              | \$0.00       |
| 7. TOTAL OF 4, 5, AND 6                        | \$0.00   | \$320,749.00        | \$320,749.00 |
| 8. RETAINAGE ON 4 AND 5                        | \$0.00   | \$16,037.45         | \$16,037.45  |
| 9. TOTAL LESS RETAINAGE (7-8)                  | \$0.00   | \$304,711.55        | \$304,711.55 |
| 10. DEDUCTIONS:                                | \$0.00   | \$0.00              | \$0.00       |
| 11. TOTALS (9-10)                              | \$0.00   | \$304,711.55        | \$304,711.55 |
| <b>PAYMENT DUE (CONTRACTOR) THIS ESTIMATE:</b> |          | <b>\$304,711.55</b> |              |

The undersigned Contractor certifies that the work covered by this application for payment has been completed in accordance with the Contract Documents, and that the current payment shown herein is now due.

In accordance with this contract and this application for payment the Contractor is entitled to payment in the amount shown above.

Prevailing wages for this project have been paid in accordance with the pre-filed Statement or Statements of Intent to Pay Prevailing Wages approved by the Industrial Statistician of the Department of Labor and Industries, which are on file with the public agency.

DATE: 11/8/16

CONTRACTOR: [Signature]

Engineer:

DATE: 11/8/16

ENGINEER: [Signature]

(IF REQUIRED) The local agency has reviewed this application for payment and agrees that the Contractor is entitled to payment in the amount shown above.

Local Agency (City/County/Other)

DATE: 2-21-17

SIGNATURE: [Signature]

**Granite Construction**  
3200 113th Ave SW  
Olympia, WA 98512

**APPLICATION AND  
CERTIFICATION FOR  
PAYMENT**

**Skilling & Connolly, Inc.**  
P.O. Box 5080  
Lacey, WA 98509

FOR  
**NATIONAL AVENUE GRIND AND OVERLAY**

**ESTIMATE NUMBER:** 1  
**APPLICATION DATE:** 11/7/2016  
**CONSTRUCTION THROUGH:** 11/7/2016  
**CLIENT PROJECT NUMBER:** T006  
**CONTRACTOR:** Granite Construction

**APPROVED CHANGE ORDER SUMMARY**

| <b>NUMBER</b> | <b>APPROVAL<br/>DATE</b> | <b>ADDITIONS</b> | <b>DEDUCTIONS</b> |
|---------------|--------------------------|------------------|-------------------|
|---------------|--------------------------|------------------|-------------------|

**NET CHANGE BY CHANGE ORDERS:**



8018 Lacey Boulevard SE, Lacey, Washington 98603  
 (360) 481-3399 (800) 484-7848 Fax (360) 481-3887  
 www.skillings.com

# APPLICATION AND CERTIFICATION FOR PAYMENT

Skillings Connolly, Inc.  
 P.O. Box 5080  
 Lacey, WA 98609

RUN DATE: 11/7/2016

Project: NATIONAL AVENUE GRIND AND OVERLAY

Number: 15184

Client Project #: T006

ESTIMATE NUMBER: 1

Construction From: 11/7/2016 Thru: 11/7/2016

| Item #                              | Description                                     | Qty | Estimated Quantity | Unit | Unit Price  | Estimated Value     | WORK COMPLETED THIS APPLICATION |                     | WORK COMPLETED PREVIOUS |               | WORK COMPLETED TOTAL TO DATE |                     |
|-------------------------------------|---|-----|--------------------|------|-------------|---------------------|---------------------------------|---------------------|-------------------------|---------------|------------------------------|---------------------|
|                                     |   |     |                    |      |             |                     | Quantity                        | Value               | Quantity                | Value         | Quantity                     | Value               |
| <b>PREPARATION</b>                  |   |     |                    |      |             |                     |                                 |                     |                         |               |                              |                     |
| 1                                   | MOBILIZATION                                    | 1   | 1.00               | L.S. | \$35,000.00 | \$35,000.00         | 1.00                            | \$35,000.00         | 0.00                    | \$0.00        | 1.00                         | \$35,000.00         |
| <b>HOT MIX ASPHALT</b>              |   |     |                    |      |             |                     |                                 |                     |                         |               |                              |                     |
| 2                                   | PLANING BITUMINOUS PAVEMENT (PAVEMENT DIG-OUTS) | 1   | 1,200.00           | S.Y. | \$21.00     | \$25,200.00         | 1,105.00                        | \$23,205.00         | 0.00                    | \$0.00        | 1,105.00                     | \$23,205.00         |
| 3                                   | PLANING BITUMINOUS PAVEMENT (OVERLAY)           | 1   | 15,600.00          | S.Y. | \$1.00      | \$15,600.00         | 15,520.00                       | \$15,520.00         | 0.00                    | \$0.00        | 15,520.00                    | \$15,520.00         |
| 4                                   | HMA CL 1/2 IN PG 64-22 (PAVEMENT DIG-OUTS)      | 1   | 290.00             | TON  | \$145.00    | \$42,050.00         | 234.00                          | \$33,930.00         | 0.00                    | \$0.00        | 234.00                       | \$33,930.00         |
| 5                                   | HMA CL 1/2 IN PG 64-22 (OVERLAY)                | 1   | 1,920.00           | TON  | \$96.00     | \$184,320.00        | 1,715.00                        | \$164,640.00        | 0.00                    | \$0.00        | 1,715.00                     | \$164,640.00        |
| 6                                   | CONCRETE PATCH REMOVAL                          | 1   | 1.00               | L.S. | \$2,000.00  | \$2,000.00          | 1.00                            | \$2,000.00          | 0.00                    | \$0.00        | 1.00                         | \$2,000.00          |
| <b>EROSION CONTROL AND PLANTING</b> |   |     |                    |      |             |                     |                                 |                     |                         |               |                              |                     |
| 7                                   | INLET PROTECTION                                | 1   | 6.00               | EACH | \$100.00    | \$600.00            | 4.00                            | \$400.00            | 0.00                    | \$0.00        | 4.00                         | \$400.00            |
| <b>TRAFFIC</b>                      |   |     |                    |      |             |                     |                                 |                     |                         |               |                              |                     |
| 8                                   | PAINT LINE                                      | 1   | 17,100.00          | L.F. | \$0.25      | \$4,275.00          | 15,666.00                       | \$3,916.50          | 0.00                    | \$0.00        | 15,666.00                    | \$3,916.50          |
| 9                                   | PLASTIC STOP LINE                               | 1   | 10.00              | L.F. | \$55.00     | \$550.00            | 12.00                           | \$660.00            | 0.00                    | \$0.00        | 12.00                        | \$660.00            |
| 10                                  | PLASTIC TRAFFIC ARROW                           | 1   | 1.00               | EACH | \$600.00    | \$600.00            | 1.00                            | \$600.00            | 0.00                    | \$0.00        | 1.00                         | \$600.00            |
| 11                                  | TEMPORARY PAVEMENT MARKING - SHORT DURATION     | 1   | 5,990.00           | L.F. | \$0.15      | \$885.00            | 5,850.00                        | \$877.50            | 0.00                    | \$0.00        | 5,850.00                     | \$877.50            |
| 12                                  | PROJECT TEMPORARY TRAFFIC CONTROL               | 1   | 1.00               | L.S. | \$40,000.00 | \$40,000.00         | 1.00                            | \$40,000.00         | 0.00                    | \$0.00        | 1.00                         | \$40,000.00         |
| <b>OTHER ITEMS</b>                  |   |     |                    |      |             |                     |                                 |                     |                         |               |                              |                     |
| 13                                  | MINOR CHANGE                                    | 1   | 1.00               | CALC | \$15,000.00 | \$15,000.00         | 0.00                            | \$0.00              | 0.00                    | \$0.00        | 0.00                         | \$0.00              |
| <b>Grand Subtotal</b>               |   |     |                    |      |             | <b>\$368,080.00</b> |                                 | <b>\$320,749.00</b> |                         | <b>\$0.00</b> |                              | <b>\$320,749.00</b> |
| 0.0000% <b>Grand Sales Tax</b>      |   |     |                    |      |             | <b>\$0.00</b>       |                                 | <b>\$0.00</b>       |                         | <b>\$0.00</b> |                              | <b>\$0.00</b>       |
| <b>Grand Total</b>                  |   |     |                    |      |             | <b>\$368,080.00</b> |                                 | <b>\$320,749.00</b> |                         | <b>\$0.00</b> |                              | <b>\$320,749.00</b> |



8018 Lacey Boulevard SE, Lacey, Washington 98601  
 (253) 491-3389 (800) 424-7848 Fax (253) 491-3887  
 www.skillings.com

# APPLICATION AND CERTIFICATION FOR PAYMENT

Skillings Connolly, Inc.  
 P.O. Box 5080  
 Lacey, WA 98609

RUN DATE: 11/7/2016

Project: NATIONAL AVENUE GRIND AND OVERLAY

Number: 15184

Client Project #: T006

ESTIMATE NUMBER: 1

Construction From: 11/7/2016 Thru: 11/7/2016

| Item # | Description | Grp | Estimated Quantity | Unit | Unit Price | Estimated Value | WORK COMPLETED THIS APPLICATION |       | WORK COMPLETED PREVIOUS |       | WORK COMPLETED TOTAL TO DATE |       |
|--------|-------------|-----|--------------------|------|------------|-----------------|---------------------------------|-------|-------------------------|-------|------------------------------|-------|
|        |             |     |                    |      |            |                 | Quantity                        | Value | Quantity                | Value | Quantity                     | Value |

R18

TOTAL FOR ESTIMATE NUMBER: 1

| GROUP | WORK COMPLETED PREVIOUS |           |        | WORK COMPLETED THIS APPLICATION |           |              | WORK COMPLETED TOTAL TO DATE |           |              |
|-------|-------------------------|-----------|--------|---------------------------------|-----------|--------------|------------------------------|-----------|--------------|
|       | WORK                    | SALES TAX | TOTAL  | WORK                            | SALES TAX | TOTAL        | WORK                         | SALES TAX | TOTAL        |
| 1     | \$0.00                  | \$0.00    | \$0.00 | \$320,749.00                    | \$0.00    | \$320,749.00 | \$320,749.00                 | \$0.00    | \$320,749.00 |
| ALL   | \$0.00                  | \$0.00    | \$0.00 | \$320,749.00                    | \$0.00    | \$320,749.00 | \$320,749.00                 | \$0.00    | \$320,749.00 |

Data File: G:\Project\2015\15184 National Ave Grind & Overlay\ESTIMATE\PESDAT40.MDB

**CITY OF CHEHALIS  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Rick Sahlin, Public Works Director  
Dave Vasilauskas, Water Superintendent

**MEETING OF:** March 13, 2017

**SUBJECT:** Amendment No. 4 to Agreement with Parametrix for SCADA Services

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**ISSUE**

The administration is requesting approval of Amendment No. 4 to the professional services agreement with Parametrix, Inc., for SCADA work related to the High Level Reservoir Replacement Project.

**DISCUSSION**

The City is in the process of constructing a new high level reservoir. In order to integrate the new reservoir into the City's water system, control and telemetry upgrades to the booster pump station are required.

The City has an existing agreement with Parametrix for on-call SCADA services. Proposed Amendment No. 4 includes radio telemetry controls and components, the services required to install the controls and components, and to program the SCADA system for the new high level reservoir.

**FISCAL IMPACT**

The one-time cost of Amendment No. 4 is \$35,500 (see attached Scope of Work). Funds for this work would come from the water utility fund. Costs associated with ongoing, on-call services will be built into the water utility fund, as well.

**RECOMMENDATION**

It is recommended that the City Council authorize the City Manager to execute Amendment No. 4 to the professional services agreement with Parametrix, Inc., in the amount of \$35,500.

**SUGGESTED MOTION**

I move that the City Council authorize the City Manager to execute Amendment No. 4 to the professional services agreement with Parametrix, Inc., in the amount of \$35,500.

Client: City of Chehalis  
 Project: 2016 Water On-Call SCADA Services  
 Project No: 2162614015

| Phase                | Task | Description                        | Labor Dollars      | Labor Hours | Multiplier | Sr Electrical Guy | Sr Designer Cosway | Sr Electrical Stokes | Sr Project Sandra | Sr Coordinator Cabage | Sr Publication Amanda | Sr Specialist B. Lucas | Project Michelle | Accountant Langl | Sr Electrical Oskar K. Agustss |
|----------------------|------|------------------------------------|--------------------|-------------|------------|-------------------|--------------------|----------------------|-------------------|-----------------------|-----------------------|------------------------|------------------|------------------|--------------------------------|
|                      |      |                                    | \$181.12           | \$217.26    | \$88.50    | \$96.46           | \$93.54            | \$223.37             |                   |                       |                       |                        |                  |                  |                                |
| 03                   | 01   | Upper Reservoir Telemetry & Cntrls | \$26,389.44        | 152         | 3.25       |                   | 128                | 8                    | 8                 | 8                     | 4                     | 4                      |                  |                  |                                |
| 03                   | 02   | Project Mngmt & QA/QC              | \$4,292.80         | 30          | 3.25       |                   | 6                  | 8                    | 8                 | 8                     | 4                     | 4                      |                  |                  |                                |
| 03                   | 03   | Procure Radio Telemetry Equipment  | \$1,811.20         | 10          | 3.25       |                   | 10                 |                      |                   |                       |                       |                        |                  |                  |                                |
| 03                   | 04   | Radio Telemetry Equipment Config   | \$3,622.40         | 20          | 3.25       |                   | 20                 |                      |                   |                       |                       |                        |                  |                  |                                |
| 03                   | 05   | Upper Resvr Telemetry Network Conf | \$3,622.40         | 20          | 3.25       |                   | 20                 |                      |                   |                       |                       |                        |                  |                  |                                |
| 03                   | 06   | Upper Resvr PLC Cntrl Programming  | \$5,795.84         | 32          | 3.25       |                   | 32                 |                      |                   |                       |                       |                        |                  |                  |                                |
| 03                   | 07   | Upper Resvr HMI Cntrl Programming  | \$7,244.80         | 40          | 3.25       |                   | 40                 |                      |                   |                       |                       |                        |                  |                  |                                |
| 03                   | EXP  | Estearn Expenses                   | \$0.00             | 0           | .00        |                   |                    |                      |                   |                       |                       |                        |                  |                  |                                |
|                      |      |                                    | \$0.00             | 0           | .00        |                   |                    |                      |                   |                       |                       |                        |                  |                  |                                |
| <b>Labor Totals:</b> |      |                                    | <b>\$26,389.44</b> | <b>288</b>  |            |                   | <b>247</b>         | <b>8</b>             | <b>21</b>         | <b>4</b>              | <b>4</b>              | <b>8</b>               | <b>8</b>         | <b>0</b>         |                                |

|                             |                 |
|-----------------------------|-----------------|
| <b>SUBCONSULTANTS</b>       | <b>Amount</b>   |
| NEW SUB                     | 8,645.24        |
| <b>Subconsultant Total:</b> | <b>8,645.24</b> |

|                         |               |
|-------------------------|---------------|
| <b>DIRECT EXPENSES:</b> | <b>Amount</b> |
| Expenses                | 465.32        |
| <b>Expense Total:</b>   | <b>465.32</b> |

|                       |                  |
|-----------------------|------------------|
| <b>Project Total:</b> | <b>35,500.00</b> |
|-----------------------|------------------|



## SCOPE OF WORK

### City of Chehalis Upper Reservoir Telemetry

#### PROJECT OVERVIEW

The City of Chehalis is in the process of the construction of a new reservoir, booster station and remote flow meter. Parametrix has been tasked to procure, configure and commission telemetry equipment between the water filter plant, the Upper reservoir and the flow meter.

Parametrix has been tasked to provide PLC and Wonderware programming to operate the new facilities.

#### PHASE 01-UPPER RESERVOIR TELEMETRY

##### Task 1 – Project Management and QA/QC

###### Goal

Provide overview and guidance for the project to ensure that the project remains on schedule, within budget, and is completed consistent with the original scope for the entire project duration. This task will also be used for Quality Assurance during development of all deliverables throughout the project.

###### Approach

The specific activities included under this task shall include the following:

- Project administration and management of budget, contract, billing memos, and schedule; as well as coordinating individual tasks and maintaining project records.
- Billing effort: This provides for project accounting and project coordination services that are not included as part of the Parametrix audited overhead rate applied to this project.

###### Deliverables

Deliverables shall consist of the following:

- Monthly effort tracking, project progress reports, and generation of invoices.

##### Task 2 – Procure Radio Telemetry Equipment

###### Goal

The goals of this task include:

- Working with ESTeem, provide bill of material to ESTeem for quote.
- City to authorize procurement of equipment from ESTeem.

## SCOPE OF WORK (continued)

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### Approach

Parametrix will provide the following services

- Work with ESTeem to build a bill of materials for radios at the water filter plant, the new High Reservoir, and the Coal Creek flow meter locations.
- Work with the City to support funding and procurement of the radio telemetry equipment from ESTeem. Parametrix will drop ship the equipment to LZ Systems.
- Work with ESTeem and the FCC to procure a new 450 MHz frequency license for use with the new telemetry system.

### Deliverables

Deliverables shall consist of the following:

- Electronic copy of the procurement and pricing from ESTeem

### Exclusions

Parametrix will not provide installation services of any telemetry equipment. The City of Chehalis will provide installation services by procuring services from existing contractors.

### Assumptions

- City to receive confirmation of FCC license from FCC

### Task 3 – Radio Telemetry Equipment Configuration

#### Goal

The goals of this task include:

- Verify proper telemetry equipment installation.
- Configure each of the ESTeem radios to provide a connected Ethernet network.

### Approach

Parametrix will provide the following services

- Visit each of the sites and verify the radio telemetry equipment including the radio, lightning arrestor, coax, and antenna are install per Parametrix and the manufacturer's recommendations.
- Connect to each of the three radios and configure the radios to operate as a connected network. The radio at the reservoir will be configured as a repeater.
- Test the radio telemetry network for communications by sending ping requests to each of the radios and recording the ping return times and baseline signal strengths.
- Test connection of the various PLC equipment on the network to provide a seamless network between the equipment.

### Deliverables

Deliverables shall consist of the following:

- Electronic copy of the radio and network configuration files, ping and signal strength results.

### Assumptions

Radio telemetry equipment is properly installed, ready for power up and configuration.

### Exclusions

Parametrix will not provide installation services of any telemetry equipment. The City of Chehalis will provide installation services by procuring services from existing contractors.

### Task 4– Upper Reservoir Telemetry Network Configuration

#### Goal

The goals of this task include:

- Verify proper telemetry equipment installation.
- Configure the new telemetry system to operate as an Ethernet network.

#### Approach

Parametrix will provide the following services

- Once the radio telemetry system is connected and configure to operate as a network, verify the radio telemetry network is connected to the existing city PLC network so the new PLC equipment can be accessed by the existing Allen Bradley ControlLogix PLC and the Wonderware SCADA computer.
- Configure the Point I/O at the booster station to be able to communicate with the existing ControlLogix PLC and the PLC equipment at the High Level Reservoir.
- Configure the PLC equipment at the High Level Reservoir to communicate with existing ControlLogix PLC and the Point I/O and flow meter at Coal Creek.
- Configure the Point I/O at the Coal Creek flow meter to communicate with the PLC equipment at the High Level Reservoir and the existing ControlLogix PLC .

### Deliverables

Deliverables shall consist of the following:

- Electronic copy of the radio and network configuration files.

### Assumptions

Radio telemetry equipment is properly installed, ready for power up and configuration.

### Exclusions

Parametrix will not provide installation services of any telemetry equipment. The City of Chehalis will provide installation services by procuring services from existing contractors.

Task 5 – Upper Reservoir, Booster Station, Coal Creek, Water Filter Plant PLC Programming.

### Goal

The goals of this task include:

- Provide programming for PLC located at the High Level Reservoir
- Provide programming for the PLC located at the Water Filter Plant

### Approach

Parametrix will provide the following services

- Review of existing control strategy provided by documentation from HDR and others.
- Meeting with City to discuss operational expectations of new booster station and reservoir. Modify control strategy to reflect operational expectations.
- Provide programming to new PLC at the High Level Reservoir to reflect the control strategy and test operation and commission programming.
- Provide programming at the existing ControlLogix PLC at the Water Filter Plant to gain operational information from the PLC at the reservoir so the information can be displayed on the Woderware SCADA HMI.

### Deliverables

Deliverables shall consist of the following:

- Electronic copy of the PLC code from all PLCs associated with this project.
- Electronic copy of the approved control strategy document.

### Assumptions

Parametrix to provide all programming services for this project per contract progress meeting notes, areas of responsibilities, HDR conference call 01/31/2017.

Parametrix will be provided with contract drawings and note pertinent to the expected operation of the new High Level Reservoir and booster station.

## SCOPE OF WORK (continued)

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Task 6- Upper Reservoir, Booster Station, Coal Creek, Water Filter Plant HMI Programming.

### Goal

The goals of this task include:

- Provide programming for Wonderware at the WFP SCADA Computer.
- Provide programming for SCADAalarm for the pertinent alarms generated for the reservoir and booster station.

### Approach

Parametrix will provide the following services

- Meeting with City to discuss the graphical representation of the new reservoir and booster station.
- Meeting with City to discuss alarming expectations of new booster station and reservoir.
- Provide HMI programming to reflect the expectations documented for graphical representation and alarming requirements for the new reservoir and booster station.
- Commission the new Wonderware graphics pertaining to the new reservoir and booster Station.
- Provide trending for reservoir level and booster pump runtimes.
- Commission, test, and prove the alarming functions through SCADAalarm.

### Deliverables

Deliverables shall consist of the following:

- Electronic copy and backup of new Wonderware application
- Electronic copy of the new configuration and database for SCADAalarm

### Assumptions

Parametrix to provide all programming services for this project per contract progress meeting notes, areas of responsibilities, HDR conference call 01/31/2017.

Parametrix will be provided with contract drawings and note pertinent to the expected operation of the new High Level Reservoir and booster station.

**CITY OF CHEHALIS CITY COUNCIL  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Trent J. Loughheed, P.E., Community Development Director

**MEETING OF:** March 13, 2017

**SUBJECT:** Designating Signature Authority for the Chehalis River Basin Flood Authority Interlocal Agreement

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**ISSUE**

The Interlocal Agreement (ILA) with the Chehalis River Basin Flood Authority (CRBFA) is due for renewal, and the CRBFA has issued the final version for adoption by its member agencies.

**DISCUSSION**

After the catastrophic flood in December 2007, the Chehalis River Basin Flood Authority was formed through an ILA as provided by the Revised Code of Washington (RCW) in 2008 and has been amended twice since that time to add members, which now include the following jurisdictions: City of Chehalis; Lewis County; Grays Harbor County; Thurston County; City of Centralia; Town of Pe Ell; City of Aberdeen; City of Montesano; Town of Bucoda; City of Oakville; City of Cosmopolis; and the City of Napavine.

The City of Chehalis is represented on the CRBFA by Julie Balmelli-Powe and the alternate is Dr. John Henricksen.

At this time the ILA is being updated to:

- add the City of Hoquiam to the membership;
- recognize the new Washington State Office of the Chehalis Basin; and
- update the names of mayors, city managers, county commissioners.

The first two bullet points were briefly discussed by J. Vander Stoep, who is recognized as an authority on the issues surrounding the Chehalis River Basin, during his presentation to the City Council on February 27, 2017. For the first time, there will be a state office with the specific purpose of restoring the habitat and reducing flood damage.

**RECOMMENDATION**

It is recommended that the City Council authorize the City Manager to sign the CRBFA Interlocal Agreement.

**SUGGESTED MOTION**

I move that the City Council authorize the City Manager to sign the “Chehalis River Basin Flood Authority – An Interlocal Agreement among Chehalis River Basin Communities for Study, Analysis, and Implementation of Flood Hazard Reduction Solutions in the Basin.”

CHEHALIS RIVER BASIN FLOOD AUTHORITY  
AN INTERLOCAL AGREEMENT AMONG CHEHALIS RIVER BASIN COMMUNITIES FOR STUDY, ANALYSIS, AND  
IMPLEMENTATION OF FLOOD HAZARD REDUCTION SOLUTIONS IN THE BASIN

- A. WHEREAS, the Chehalis River Basin in Southwestern Washington State has a clear and prolonged history of chronic flooding with major flooding causing catastrophic damage occurring on average once or more per decade from the Chehalis River and its major tributaries; and
- B. WHEREAS, many communities, industries, properties, and human lives are threatened by Chehalis River Basin flood events; and
- C. WHEREAS, Basin communities are interested in finding cost-effective, long-term, sustainable, and environmentally responsible methods to protect themselves and others from the hazards of major Chehalis River Basin flood events; and
- D. WHEREAS, in December 2007, a series of storms caused substantial flood damage in Southwestern Washington with the President declaring on December 8, 2007 a major disaster in the counties of Grays Harbor, Kitsap, Lewis, Mason, Pacific and Thurston and by so doing authorized the release of federal disaster assistance funds; and
- E. WHEREAS, in 2008 and since, the Washington State Legislature and the Washington State Office of Governor have authorized substantial funding and other measures necessary to advance and implement flood hazard reduction solutions across the Basin, at local and regional scales, including:
- Chapter 179, Laws of 2008,  
<http://lawfilesexternal.wa.gov/biennium/2007-08/Pdf/Bills/Session%20Laws/House/3374-S.SL.pdf>;
  - Chapter 180, Laws of 2008,  
<http://lawfilesexternal.wa.gov/biennium/2007-08/Pdf/Bills/Session%20Laws/House/3375.SL.pdf>;
  - Chapter 1, Laws of 2012 (Sec. 313),  
<http://lawfilesexternal.wa.gov/biennium/2011-12/Pdf/Bills/Session%20Laws/Senate/5127.SL.pdf>;
  - Chapter 19, Laws of 2013 (Sec. 1084),  
<http://lawfilesexternal.wa.gov/biennium/2013-14/Pdf/Bills/Session%20Laws/Senate/5035-S.SL.pdf>;
  - Chapter 3, Laws of 2015 (Sec. 1074),  
<http://lawfilesexternal.wa.gov/biennium/2015-16/Pdf/Bills/Session%20Laws/House/1115.SL.pdf>;
  - Chapter 194, Laws of 2016,  
<http://lawfilesexternal.wa.gov/biennium/2015-16/Pdf/Bills/Session%20Laws/House/2856.SL.pdf>; and
- F. WHEREAS, the Chehalis River Basin Flood Authority, pursuant to the authority of RCW 39.34.030, was initially created through Interlocal Agreement, by and between Lewis County, Grays Harbor County, Thurston County, the City of Centralia, the City of Chehalis, the Town of Pe Ell, the City of Aberdeen, the City of Montesano, and the Town of Bucoda, all political subdivisions of the State of Washington to develop and participate in the development of flood hazard reduction solutions throughout the Basin; and
- G. WHEREAS, that original Interlocal Agreement was amended in 2008 to add the City of Oakville, and then again in 2011 to add the City of Cosmopolis and the City of Napavine; and
- H. WHEREAS, the City of Hoquiam suffers from chronic and catastrophic flooding, is in the Chehalis River Basin, and is desirous of becoming a member of the Chehalis River Basin Flood Authority; and
- I. WHEREAS, in 2016, the Washington State Legislature and the Washington State Office of Governor created the Washington State Office of the Chehalis Basin, and additionally recognized and validated the continuing role of the



Chehalis River Basin Flood Authority, to support the State of Washington in implementing a long-term strategy to reduce flood damages and restore aquatic species habitat in the Basin; and

J. NOW THEREFORE, the Interlocal Agreement creating the Chehalis River Basin Flood Authority, pursuant to the authority of RCW 39.34.030, is hereby amended this 16th day of February 2017, by and between Lewis County, Grays Harbor County, Thurston County, the City of Centralia, the City of Chehalis, the City of Napavine, the Town of Pe Ell, the City of Aberdeen, the City of Cosmopolis, the City of Hoquiam, the City of Montesano, the City of Oakville, and the Town of Bucoda, all political subdivisions of the State of Washington, hereinafter referred to collectively as the "Basin governments" and individually as "Basin government," and the same parties HEREBY COVENANT AND AGREE, as follows:

#### 1.0 PURPOSE

The purpose of this Agreement is to be the "Chehalis Basin Flood Control Authority or other authorized local government group" as identified in Chapter 180, Laws of 2008 and "to develop and participate in the development of flood hazard mitigation measures throughout the basin" through a formal and organized process that ensures:

- 1.1 Local flood hazard reduction projects are researched, identified, developed, and implemented that address known flood problems in the Basin.
- 1.2 State and federal funding sources are well-informed of Basin government options and needs.
- 1.3 Designs for Basin flood control projects incorporate options, features and betterments to benefit Basin communities and Basin governments.

#### 2.0 GOALS

The Basin governments shall work together throughout the term of this Agreement to achieve the following specific goals:

- 2.1 Inform state and federal funding sources of project options and the needs of the Basin communities.
- 2.2 Work with the State of Washington to support a Basin-wide strategy for reducing flood damage and restoring aquatic species habitat.
- 2.3 Seek adequate funding for the Basin governments to identify, study and permit projects for localized problems.
- 2.4 Disseminate information to residents about options and alternatives.
- 2.5 Coordinate flood control activities, actions, and responses.

#### 3.0 LEAD ADMINISTRATIVE AGENT

For the purposes of this Agreement, Lewis County shall act as Lead Administrative Agent. The Lead Administrative Agent shall be responsible for approved projects and authorized to perform the following tasks:

- 3.1 Negotiate and execute agreements with state agencies and others for use of grant funds.
- 3.2 Receive and disburse funds from state and federal agencies and Basin governments.

- 3.3 In the event, any work must be performed by or on behalf of the Chehalis River Basin Flood Authority and its Basin governments pursuant to this Agreement, solicit statements of qualifications, negotiate scopes of work, and execute contracts as necessary. [Note: The Lead Administrative Agent shall not obligate any of the Basin governments to any financial responsibilities without prior written approval and agreement from the appropriate Basin governments.]
- 3.4 Prepare and maintain proper records for accounting and administration.
- 3.5 Arrange and facilitate regular meetings of the Chehalis River Basin Flood Authority and its Basin governments.
- 3.6 Provide legal support as necessary.

The Lead Administrative Agent shall report regularly to the parties to this Agreement and shall provide them with a full accounting on the receipt and expenditure of funds that may be provided, pursuant to this Agreement.

#### 4.0 MEMBERSHIP AND REPRESENTATION

Each of the Basin governments shall designate in writing to the Lead Administrative Agent one official representative. Regardless of the number of official representatives designated in writing to the Lead Administrative Agent, each Basin government shall be entitled to one vote on all matters requiring group action or direction to the Lead Administrative Agent. In addition, the Counties shall act as the coordinators and representatives of the Basin communities within their respective jurisdictions which are not otherwise represented.

The Lead Administrative Agent will arrange and facilitate regular meetings of the Basin governments, not less than once every three months, to discuss the status, progress, funding, and schedule of the Basin flood hazard reduction projects and solutions, and to consider and measure progress toward the goals stated herein. Designated representatives of Basin governments shall use best efforts to attend the meetings.

#### 5.0 VOTING

Each Basin government participating in this Agreement, as amended from time to time, shall be represented on the Chehalis River Basin Flood Authority and shall be entitled to cast one (1) vote. Measures proposed for voting shall seek consensus as a goal. In the event a consensus cannot be reached, then a super majority vote of sixty (60) percent of the voting members present shall decide the issue.

#### 6.0 FUNDING

The activities of the Basin governments shall be funded from the following sources:

- 6.1 Funds made available from state appropriated sources.
- 6.2 Funds made available from federal appropriated sources.
- 6.3 Funds made available from any of the Basin governments, but only pursuant to other Agreements, if made.

Funds from the Basin governments may be required, if necessary for matching or providing a local share for other funding sources that become available, or if additional funds are required in excess of state and federal funding. Since

the benefits to be derived from flood damage reduction projects may vary among the Basin governments, the Basin governments will contribute to the needs of the project in varying amounts, based upon their respective needs for the project and their ability to pay for the project. Any funds required from the Basin governments to cover funding requirements or to cover costs for projects developed as a result of research and development, pursuant to this Agreement, will be held as the Operating Fund of the Chehalis River Basin Flood Authority and shall be shared as agreed upon by the Basin governments as set forth in future Agreements. Nothing in this Agreement shall obligate, or be construed to obligate, any of the Basin governments to enter into future Agreements.

#### 7.0 TERM OF AGREEMENT

Any Basin government may terminate its participation in this Agreement with 90 days' prior notice by depositing in the mail or providing in person a written notice of termination addressed to the Lewis County Board of County Commissioners and the Commissioner, Mayor, or City Manager of each participating Municipality. This Agreement shall continue as to the remaining until only one party remains.

#### 8.0 MODIFICATION

This Agreement may be amended, altered, or changed from time to time by a written agreement signed by all of the participating Basin governments. The Agreement as amended shall supersede the preceding Agreement and apply to all Basin governments executing the amended Agreement. The preceding Agreement shall terminate as to all parties, including those who have not agreed to the amendment.

#### 9.0 INDEMNIFICATION

It is understood and agreed between the parties hereto that each of the Basin governments agrees to protect, defend, indemnify and hold harmless the Lead Administrative Agent, Lewis County, its commissioners, mayor, councilpersons, officials, agents, attorneys, departments and employees against any and all liabilities, claims, damages, penalties, actions, costs and expenses (including reasonable attorney's fees) which may arise for any reason as a result of the performance of this Agreement by any of the Basin governments, except insofar as any obligation or responsibility is imposed upon the Lead Administrative Agent or Lewis county by statute. Each Basin government, per this Agreement, has negotiated and expressly waives any immunity that may be granted it under the Washington industrial Insurance Act. Each Basin government's obligation to indemnify under this section shall survive the termination of its participation in the Agreement.

#### 10.0 NOTICE

All notices or other communications required or permitted under this Agreement shall be sufficiently given if given by electronic communication, with return receipt verified, promptly confirmed in writing by U.S. Mail, return receipt requested:

- 10.1 If to Lewis County: Chair, Board of County Commissioners
- 10.2 If to City of Centralia: City Manager
- 10.3 If to City of Chehalis: City Manager
- 10.4 If to City of Napavine: Mayor
- 10.5 If to Town of Pe Ell: Mayor
- 10.6 If to Grays Harbor County: Chair, Board of County Commissioners

- 10.7 If to City of Aberdeen: Mayor
- 10.8 If to City of Cosmopolis: Mayor
- 10.9 If to City of Hoquiam: Mayor
- 10.10 If to City of Montesano: Mayor
- 10.11 If to City of Oakville: Mayor
- 10.12 If to Thurston County: Chair, Board of County Commissioners
- 10.13 If to Town of Bucoda: Mayor

11.0 ENTIRE AGREEMENT

This document embodies the entire Agreement between and among the parties. There are no agreements, promises, terms, conditions, or obligations other than those contained herein. This Agreement shall supersede all previous communications, representations, agreements, written or oral, among the parties relating to the subject matter contained herein. This Agreement shall be construed and enforced in accordance with the laws of the State of Washington, and venue for any dispute arising hereunder shall be in the Superior Court for the State of Washington in Thurston County. Furthermore, this Agreement shall not be deemed or construed to create a separate legal entity or to create a joint venture or partnership among the parties.

EXECUTED IN DUPLICATE and effective as of the date and year first above written.

|  |   |
|--|---|
| _____<br>Gary Stamper, Commission Chair, Lewis County <i>date</i>  | _____<br>Wes Cormier, Commission Chair, Grays Harbor County <i>date</i> |
| _____<br>Rob Hill, City Manager, City of Centralia <i>date</i>     | _____<br>Erik Larson, Mayor, City of Aberdeen <i>date</i>               |
| _____<br>Jill Anderson, City Manager, City of Chehalis <i>date</i> | _____<br>Frank Chestnut, Mayor, City of Cosmopolis <i>date</i>          |
| _____<br>John Sayers, Mayor, City of Napavine <i>date</i>          | _____<br>Jasmine Dickhoff, Mayor, City of Hoquiam <i>date</i>           |
| _____<br>Lonnie Willey, Mayor, Town of Pe Ell <i>date</i>          | _____<br>Vini Samuel, Mayor, City of Montesano <i>date</i>              |
| _____<br>Bud Blake, Commission Chair, Thurston County <i>date</i>  | _____<br>Thomas Sims, Mayor, City of Oakville <i>date</i>               |

\_\_\_\_\_  
Alan Carr, Mayor, Town of Bucoda                      *date*

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first above written.

APPROVED AS TO FORM:  
Jonathan L. Meyer, Prosecuting Attorney

BOARD OF COUNTY COMMISSIONERS  
LEWIS COUNTY, WASHINGTON

\_\_\_\_\_  
By: Glenn Carter, Deputy Prosecuting Attorney

\_\_\_\_\_  
Gary Stamper, Chair

\_\_\_\_\_  
Edna J. Fund, Vice-Chair

ATTEST:

\_\_\_\_\_  
Robert C. Jackson, Commissioner

\_\_\_\_\_  
Rieva Lester, Clerk of the Board