

CHEHALIS CITY COUNCIL AGENDA

CITY HALL
350 N MARKET BLVD | CHEHALIS, WA 98532

Anthony E. Ketchum, Sr.
Mayor

Jerry Lord, District 1
Daryl J. Lund, District 2, District 2
Dr. Isaac S. Pope, District 4

Robert J. Spahr, Mayor Pro Tem, Position at Large No. 3
Kelly Wilson, Position at Large No. 2
Kate McDougall, Position at Large No. 1

Regular Meeting of Monday, March 28, 2022 5:00 pm

To access this meeting via Zoom:

Meeting ID: 822 5811 8879

Pass Code: 674890

1. Call to Order. (Mayor Ketchum)
2. Pledge of Allegiance. (Mayor Ketchum)
3. Approval of Agenda. (Mayor Ketchum)

PRESENTATIONS

4. Proclamation, Declaring April Child Abuse Prevention Month
5. Proclamation, Declaring April 5-11th National Student Employment Week

CITIZENS BUSINESS (PUBLIC COMMENT)

Individuals wishing to provide public comments in general and on agenda items should submit comments by 4:00 pm on the day of the meeting. All comments received will be acknowledged by the Mayor under Citizens Business of this meeting agenda. Please use the following form to submit comments – <https://www.ci.chehalis.wa.us/contact>. If you do not have computer access or would prefer to submit a comment verbally, please contact Interim City Clerk Cassie Frazier at 360-345-1042 or at cfrazier@ci.chehalis.wa.us. Public comments will be limited to five (5) minutes.

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
CONSENT CALENDAR		
6. <u>Minutes of the Regular City Council Meeting of March 14, 2022.</u> (City Clerk)	APPROVE	1
7. <u>Vouchers and Transfers – Accounts Payable in the Amount of \$403,740.20 Dated March 15, 2022.</u> (City Manager, Finance Director)	APPROVE	5
8. <u>Resolution No. 3-2022, Declaring Property to be Surplus.</u> (City Clerk)	ADOPT	7

ITEM

ADMINISTRATION
RECOMMENDATION

PAGE

NEW BUSINESS		
9. <u>Awarding Contract for Engineering and Construction Services for the Above-Ground Fuel Storage Project.</u> (City Manager, Airport Operations Coordinator)	APPROVE	11
10. <u>Chehalis Basin Partnership Funding Request.</u> (City Manager)	APPROVE	19

ITEM

ADMINISTRATION
RECOMMENDATION

PAGE

ADMINISTRATION AND CITY COUNCIL REPORTS		
11. <u>Administration Reports.</u> a. City Manager Update. (City Manager)	INFORMATION ONLY	- - -
12. <u>Councilor Reports/Committee Updates.</u> (City Council)	INFORMATION ONLY	- - -

EXECUTIVE SESSION		
13. Pursuant to RCW: a. 42.30.110(1)(i) – Litigation/Potential Litigation b. 42.30.110(1)(c) – Sale/Lease of Real Estate c. 42.30.110(1)(b) – Selection of Site or Acquisition of Real Estate		

THE CITY COUNCIL MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA.
NEXT REGULAR CITY COUNCIL MEETING IS MONDAY, APRIL 11, 2022.

Chehalis City Council

Meeting Minutes

March 14, 2022

The Chehalis City Council met in regular session on Monday, March 14, 2022. Mayor Tony Ketchum called the meeting to order at 5:00 pm with the following members present: Jerry Lord, Kate McDougall, Dr. Isaac Pope, Bob Spahr, and Kelly Wilson. Councilor Daryl Lund participated via Zoom. Staff present included: Jill Anderson, City Manager; Tammy Baraconi, Planning and Building Manager; Lance Bunker, Interim Public Works Director; Cassie Frazier, Interim City Clerk; Randy Kaut, Police Chief; Brandon Rakes, Airport Operations Coordinator; Chun Saul, Finance Director; Melody Guenther, Court Administrator; Madisen Lester, Incoming Court Administrator; Susan Stayner, City Manager Administrative Assistant; and Erin Hillier, City Attorney. News media present included Daniel Warn, Reporter; and Jared Wenzelburger, Photographer, both representing The Chronicle.

1. **Approval of Agenda.** Jill Anderson, City Manager, made note that the motion for the Second and final reading, Ordinance No. 1027- B- Establishing 2021 year-end fund balance commitments was worded incorrectly and should say second reading, not first. With that acknowledged by the Council, a motion to approve the agenda was made by Councilor Spahr. The motion was seconded by Councilor Pope and carried unanimously.

2. **Special Acknowledgments.** A moment of silence in remembrance of former Chehalis City Manager David M. Campbell was held.

3. **Recognition of Retiring Court Administrator, Melody Guenther.** Mayor Ketchum presented Melody Guenther with a Proclamation in honor of her upcoming retirement and thanking Melody for her over 30 years of service to the City of Chehalis. Mrs. Guenther thanked the Council and City for the opportunity to work with them. Jill Anderson presented an engraved vase with flowers on behalf of the City Council while also thanking Melody for her service to the City of Chehalis and the pleasure of working with her.

4. **Proclamation, Declaring March as Red Cross Month.** Mayor Ketchum presented a Proclamation declaring March as Red Cross Month.

5. **Chehalis Community Renaissance Team Update.** Annalee Tobey spoke about the rebranding project they have been working on beginning in November of last year. Ms. Tobey presented the results of the branding initiative with an introduction video created by David James, board member of Chehalis Community Renaissance Team and owner of Book n' Brush. Ms. Tobey announced that the Chehalis Community Renaissance Team will be moving forward as Experience Chehalis.

6. **Citizen Business.** Aaron Fuller of Fuller Design addressed the council about concerns he is experiencing with regards to the speed to which permits and building plans are being processed or approved through the Building and Planning Department. Mr. Fuller asked for time frames and accountability. Councilor Lund contributed by stating that pushing these projects out is costing the contractors financially. Dan Hawes from Sunquest Construction addressed the topic as well, highlighting the need for the City to work with the private sector to assist in getting these projects completed. Jill Anderson addressed the Council about these topics, stating that the City will look into the projects of both the gentlemen that presented and see what delays may be holding up their projects. Ms. Anderson also reiterated that there have been quite a few staff changes in the Public Works department that have held up a multitude of projects and with the help of Gibbs and Olson Engineering (working as the City's Contract Engineer), staff is working to get projects that are behind schedule back on track.

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

- a. Minutes of the regular City Council meeting of February 28, 2022; and
- b. 2022 Vouchers and Transfers – February 28, 2022 Claim Vouchers No. 133686-133780 and Electronic Funds Transfer Check Nos. 1862 -1887 and 42-43 in the amount of \$178,999.52; and
- c. 2022 Vouchers and Transfers – February 28, 2022, Payroll Vouchers No. 41928-41950; Direct Deposit Payroll Vouchers No. 14484-14597; and Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 382-385 in the amount of \$877,649.87; and
- d. Proposed easement with Lewis County PUD providing power for McFiler's new location at 558 N. Market Blvd.

The motion was seconded by Councilor Pope. Councilor Spahr asked for clarification, asking why McFiler's needed a new easement when they currently have one. Lance Bunker, Interim Public Works Director, stated that they would need to connect from lines located at Washington Ave, run line across the parking lot and connect to the building. This would be the most efficient way for McFiler's to obtain the increased power they would need for their new location. Motion carried unanimously.

8. Second and Final Reading, Ordinance No. 1027-B- Establishing 2021 Year End Fund Balance Commitments.

City Manager Anderson explained that this Ordinance had its first reading, and a motion was made for the second and final reading at the February 28th meeting. Ms. Anderson clarified that the title and subject matter were correct, the incorrect information was in the motion section stating, "first reading" instead of "second and final".

A motion was made by Councilor Spahr and seconded by Councilor Lord to pass the Ordinance on second and final reading. Mayor Ketchum asked City Attorney Erin Hillier to read the title of the Ordinance for the record. Motion was carried unanimously.

9. Consideration of Site Access Agreement for Parcel Numbers 021612001002 and 005605083005 to National Frozen Food Corporation for Two Monitoring Wells.

City Manager Anderson informed the Council that Brandon Rakes, Airport Operations Coordinator and Erin Hillier, City Attorney would be presenting this matter. Mr. Rakes explained that National Frozen Foods has been working with the Department of Ecology to perform a background groundwater study in the area adjacent to its fields. The Department of Ecology is requiring National Frozen Foods to install and monitor groundwater wells upgradient of agricultural land it irrigates near the Chehalis River. Right now, the City is proposing a price of \$75.00 per month, per test well site plus applicable taxes for 36 months with a potential for extension.

Councilor Spahr voiced concern about charging National Frozen Foods when this is a mandate. Mayor Ketchum suggested a dollar per year lease. Erin Hillier stated the City's need to make sure they don't fall into the gifting of public land and had researched comparable rentals throughout the City. Ms. Hillier also informed the Council that National Frozen Foods had previously asked for a lesser charge of \$65.00 per well, per site and that is something the Council could consider. Mr. Rakes wanted to reiterate that the discussions to maintain fair market value was to prevent legal recourse. Councilor Lund asked if the City could go as low as \$35.00 per well, per site. Councilor Pope stated that he believed National Frozen Foods had spent time thinking about this and felt comfortable with the \$65.00 charge and that is what we should accept.

Councilor Pope made motion to accept the Access Agreement with National Frozen Foods for \$65.00 per well. Councilor Lord seconded the motion. Ms. Anderson asked to include applicable taxes with the \$65.00 per well otherwise the City is responsible for paying the leasehold tax and should not incur that charge. Councilor Spahr asked if the subject needed to be tabled or could the Council continue with the motion. Ms. Hillier clarified that the Council could approve the change to \$65.00 with applicable taxes and the City would need to amend the contract to reflect that. Motion was carried unanimously.

10. Consideration of Offer to Lease 8 Parking Spaces to Tesla, Inc. Brandon Rakes presented the plan to lease 8 parking spaces to Tesla, Inc. The site location would be between Walmart and Home Depot on NW Arkansas Way. Councilor Spahr asked to clarify that they are only renting the spaces and not the access driveway to Home Depot; Mr. Rakes confirmed that to be true. Councilor Lord asked about the 10% increase of rent over 10 years. Mr. Rakes explained this was to keep the City property at fair market value over the course of time and could be revisited at and reassessed down the road.

A motion was made by Councilor Spahr to accept the lease for 8 parking spaces located at 700 NW Arkansas Way by Tesla, Inc. and authorize the City Manager to execute the documents. Motion was seconded by Councilor Pope and was carried unanimously.

8. Administration Reports.

- a. **City Manager Update.** City Manager Jill Anderson acknowledged how great it was to see everyone's face again now that the mask mandate had been lifted. Ms. Anderson recognized Melody Guenther's service and support she has offered throughout her career with the City and introduced the new City Court Administrator, Madisen Lester. Ms. Anderson mentioned the webinar meeting from the previous week that discussed the Skookumchuck Dam and the concerns everyone shares regarding the possible demolition of the dam.

11. **Councilor Reports/Committee Updates.**

- a. **Councilor Lord.** Councilor Lord asked Jill Anderson how the hiring process was going for the Parking Enforcement Officer. Ms. Anderson explained that the City has a candidate and if all goes well with the background check, the position will be filled by April. Councilor Lord also asked if Ms. Anderson was attending the United Way meeting occurring Wednesday, March 16, 2022, and to tell everyone a little bit about it. Ms. Anderson confirmed that herself, Chief Kaut and Mayor Ketchum were to attend and communicated that the meeting was regarding homelessness in the community, how it impacts business owners and residents, how the organizations providing provisions to the homeless effect the City and going over what laws and regulations also influence how the City can or cannot proceed in their handling of the homeless.
- b. **Councilor Spahr.** Councilor Spahr shared about attending an .09 committee meeting and the benefits of the committee funds that are out there that could help the community.
- c. **Mayor Ketchum.** Mayor Ketchum informed the Council that he attended the Twin Transit Board Meeting. Mayor Ketchum also attended the Mayors Meeting and met with a member of Senator Cantwell's office along with Jill Anderson. Mayor Ketchum stated that Ms. Anderson presented issues the City is facing to the group and did a good job with the presentation. Mayor Ketchum similarly attended the Westside Park and the Chehalis Community Renaissance Team meetings. Mayor Ketchum touched base about also attending the Skookumchuck dam webinar and how tearing it down will affect the people who have water rights connected to the dam and many other issues doing so would cause. Lastly, Mayor Ketchum attended the funeral service for David Campbell. Mayor Ketchum asked the other 3 members of the Council who worked with David to share their experience working with him. Councilor Spahr, Councilor Pope and Councilor Lund all shared kind words with respect to their tenure with David Campbell and Mayor Ketchum wrapped up the meeting with thoughtful words and condolences to the Campbell family.

12. **Executive Session.** Mayor Ketchum announced the City Council would take a short recess and then be in executive session pursuant to RCW 42.30.110(1)(i) – Litigation or Legal Risk and RCW 42.30.110(1)(c) – Sale/Lease of Real Estate, not to exceed 7:00 pm and there will be no action taken following conclusion of the executive session. Mayor Ketchum closed the regular meeting at 6:14 pm. and the executive session began at 6:20 pm. Mayor Ketchum adjourned the executive session and reopened the regular meeting at 6:50pm and then immediately adjourned.

Anthony Ketchum, Sr., Mayor

Cassie Frazier, Interim City Clerk

Approved:

Initials: _____

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Chun Saul, Finance Director
Clare Roberts, Accounting Tech II

MEETING OF: March 28, 2022

SUBJECT: 2022 Vouchers and Transfers – Accounts Payable in the Amount of \$403,740.20

ISSUE

City Council approval is requested for 2022 Vouchers and Transfers dated March 15, 2022.

DISCUSSION

The March 15, 2022 Claim Vouchers have been reviewed by a committee of two councilors prior to the release of payments. The administration is requesting City Council approval for Claim Vouchers including Electronic Funds Transfer Checks No. 1888 - 1916 and 44 and Voucher Checks No. 133781 - 133894 in the amount of \$403,740.20 dated March 15, 2022 as follows:

- \$ 105,070.21 from the General Fund
- \$ 41,354.33 from the Street Fund
- \$ 5,412.72 from the Transportation Benefit District Fund
- \$ 1,954.93 from the LEOFF 1 OPEB Reserve Fund
- \$ 73,552.48 from the Public Facilities Reserve Fund
- \$ 2,134.30 from the Park Improvement Fund
- \$ 66,741.80 from the Wastewater Fund
- \$ 89,006.77 from the Water Fund
- \$ 3,936.41 from the Storm & Surface Water Utility Fund
- \$ 6,002.65 from the Airport fund
- \$ 4,966.41 from the Custodial Court Fund
- \$ 3,607.19 from the Custodial Agency Fund

RECOMMENDATION

It is recommended that the City Council approve the Claim Vouchers including Electronic Funds Transfer Checks No. 1888 - 1916 and 44 and Voucher Checks No. 133781 - 133894 in the amount of \$403,740.20.

SUGGESTED MOTION

I move that the City Council approve the Claim Vouchers including Electronic Funds Transfer Checks No. 1888 - 1916 and 44 and Voucher Checks No. 133781 - 133894 in the amount of \$403,740.20.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Cassie Frazier, Interim City Clerk

MEETING OF: March 28, 2022

SUBJECT: Resolution No. 3-2022, First and Final Reading – Declaring City Property to be Surplus

ISSUE

The Recreation and Facilities Department, Community Development Department, Finance Department, and City Hall have property that is no longer needed. State law requires that property must first be declared surplus by the City Council before being sold, transferred, or disposed of.

DISCUSSION

The Recreation and Facilities Department, Community Development Department and Finance Department have a nonoperational copier, a safe that is no longer needed within any department that will be auctioned, and various file cabinets that have been replaced and will be sold for scrap or disposed of.

City Hall has a defunct label maker that no longer operates to be disposed of.

FISCAL IMPACT

Proceeds from items that are sold or auctioned will go to their respective department/division or the general fund when applicable.

RECOMMENDATION

It is recommended that the City Council adopt Resolution No. 3-2022.

SUGGESTED MOTION

I move that the City Council adopt Resolution No. 3-2022 on first and final reading.

RESOLUTION NO. 3-2022

A RESOLUTION OF THE CITY OF CHEHALIS, WASHINGTON, DECLARING PERSONAL PROPERTY OF THE CITY OF CHEHALIS TO BE SURPLUS AND OF NO FURTHER USE TO THE CITY, AND DIRECTING THE DISPOSITION THEREOF.

THE CITY COUNCIL OF THE CITY OF CHEHALIS, WASHINGTON, DO RESOLVE AS FOLLOWS:

Section 1. The following described personal property of the City of Chehalis, Washington, a municipal corporation, shall be, and the same hereby is, declared to be surplus and no longer of necessary use.

Recreation, Facilities, Finance, and Community Development Departments	Identifying Information
One (1) Richo Copier Machine One (1) Safe Five (5) Metal File Cabinets <ul style="list-style-type: none">• One (1) Recreation• Two (2) Finance• Two (2) Community Development	AFICIO-MP 5500 Sentry Safe: EF4738EN310200678M No identifying information
City Hall Department	Identifying Information
One (1) Casio EZ- Label Printer	KL-2000, 1992

Section 2. The personal property described herein shall be disposed of by the City Manager.

ADOPTED by the City Council of the City of Chehalis, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof this 28th day of March, 2022.

Anthony Ketchum Sr., Mayor

Attest:

Cassie Frazier, Interim City Clerk

Approved as to form and content:

Erin Hillier, City Attorney

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Brandon Rakes, Airport Operations Coordinator

MEETING OF: March 28, 2022

SUBJECT: Supplemental Contract for Engineering and Construction Services During Construction for the Above-Ground Fuel Storage Project

ISSUE

In November of 2020, the City of Chehalis awarded a contract for Engineering and Construction Services for the Above-Ground Fuel Storage Project. At that time, Services During Construction were not included in the agreement with Precision Approach Engineering.

Additional Services During Construction have been required to assist with the successful construction of the Above-Ground Fuel Project. These costs were anticipated as part of the overall project cost.

DISCUSSION

The City selected Precision Approach Engineering due to their experience and success with other Airport projects. The Scope of Services During Construction for the project includes:

- Project Administration/Management
- Project Status Review Meetings and Site Visits
- Environmental
- Assistance in Construction Contract Award
- Construction Services Including:
 - Onsite Construction Observation
 - Cultural Resource Monitoring
 - Contaminated Soils Monitoring
 - Project Closeout
- Related reimbursable expenses

A complete Scope of Work and definition of tasks can be found in the attached Proposal.

FISCAL IMPACT

The project will be billed on a Time & Material basis with a total cost of engineering services Not-to-Exceed \$99,820. It is recommended that Council also authorize the City Manager signatory authority for an additional \$10,000 in case of unforeseen tasks/expenses during this phase. Therefore, the total impact to the City will be up to \$109,820 by this action.

This project was identified in the 2021 budget, but recent events have caused this project to continue into 2022. Therefore, the 2022 budget for this project will need to be amended. This project is anticipated to be completed by spring 2022.

Based on the estimates provided in the Proposal, there are sufficient funds in the Airport reserves combined with the \$750,000 CARB Loan to pay for the design and construction of the project. Early estimates for the entire project were approximately \$1.2 million. Due to contaminated soils and other unforeseen issues during construction, we anticipate the project to conclude with a final total cost of approximately \$1.48 million. An agenda item will be prepared to further update the City Council on the project budget at an upcoming City Council meeting.

RECOMMENDATION/COUNCIL ACTION DESIRED

It is recommended that the City Council:

- Award the Contract for Services During Construction for the Above-Ground Fuel Storage Project to Precision Approach Engineering in the amount Not-to-Exceed \$99,820 and
- Authorize an additional contingency budget of \$10,000 and authorize the City Manager to execute amendments to the Scope of Work, including change orders, that do not exceed a total project cost of \$109,820.

SUGGESTED MOTION

I move that the City Council:

- Award the Contract for Services During Construction for the Above-Ground Fuel Storage Project to Precision Approach Engineering in the amount Not-to-Exceed \$99,820 and
- Authorize an additional contingency budget of \$10,000 and authorize the City Manager to execute amendments to the Scope of Work, including change orders, that do not exceed a total project cost of \$109,820.

EXHIBIT A
to
ENGINEERING SERVICES AGREEMENT
SCOPE OF SERVICES FOR
AIRCRAFT FUELING SYSTEM – SERVICES DURING CONSTRUCTION
CHEHALIS-CENTRALIA AIRPORT

PROJECT DESCRIPTION/JUSTIFICATION

This project consists of the construction of a new Aircraft Fueling System at the Chehalis-Centralia Airport to include:

- Installation of AVGAS and Jet-A Fuel tanks.
- Installation of retail dispensers, associated pipes/appurtenances, and fuel management system with card reader.
- Site work to provide fuel system installation compatible with self-service fueling of aircraft and trucks as well as delivery tanker offloading.
- Decommissioning of two existing underground storage tanks and associated infrastructure.

There is a previously prepared Archaeological Resources Monitoring Plan (ARMP) for the project; the ARMP outlines the procedures and protocols to be followed during construction. Archeological monitoring is required during all ground disturbing work and is included in this scope of work. In addition, monitoring, testing, and reporting for contaminated soils found onsite will be provided.

CONSULTANT ELEMENTS OF WORK

Precision Approach Engineering, Inc. (PAE), will provide construction administration and observation to assist the City of Chehalis (City), with subconsultants, as noted, and listed in the Scope of Services below. Construction of improvements will follow the project Contract Document including WSDOT standards and guidelines for construction.

SERVICES DURING CONSTRUCTION (SDC) - SCOPE OF SERVICES

Task 1 – Project Administration/Management

PAE will manage internal project efforts, and coordinate with the City and subconsultants shown in this scope of work. PAE specific responsibilities/activities consist of:

- a. Prepare detailed scope of work and fee to the City for review, approval and finalization.
- b. Conduct continuous project management and administration.
- c. Subconsultant services coordination throughout project (Environmental, Electrical, and Geotechnical).
- d. Set up and maintain in-house project files.
- e. Prepare monthly consultant invoices.

Task 2 – Construction Contract Award

PAE will assist the City with construction contract award. Specific responsibilities/activities will be:

- a. Assisting the City, prepare and issue the contractor Notice to Proceed (NTP).
- b. Prepare agenda for, conduct and prepare minutes for pre-construction conference. Project Manager (PM) and Resident Project Representative (RPR) to attend (virtual).

- c. Review contractor construction schedule and coordinate changes as necessary.

Task 3 – Pre-construction Work

In preparation for construction, PAE will perform pre-construction activities. PAE specific responsibilities consist of:

- a. Incorporate addenda, and provide contractor electronic drawing files - 23 drawings (requires converting CAD files prior to providing to Contractor).
- b. Review and comment upon contractor submittals and material certifications (estimate 25-30 submittals).
- c. Set up construction files.

Task 4 – Construction Services

- a. SDC by project manager (PM) and other in-house personnel. PAE specific responsibilities/activities include:
 - Correspond with City and contractor.
 - Participate in weekly progress/safety meetings with City and contractor to review work completed, work in progress and work expected (virtual).
 - Prepare needed construction change order and supplemental agreement documents, as well as associated cost justifications as necessary.
 - Respond to contractor Requests for Information (RFI).
 - Review RPR-prepared punch list.
 - Prepare draft substantial completion letter for City use.
- b. SDC by RPR and other in-house personnel – assume 56 calendar days of construction - provide part-time RPR and part-time office support staff to monitor general contractor conformance with construction contract documents as follows:
 - Part-time RPR – 20 hours per week for 8 weeks (160 hours).
 - Part-time engineering support – 1 hour per week for 8 weeks (8 hours).
 - Part-time administrative support – 1 hour per week for 8 weeks (8 hours).

In addition to onsite construction observation, RPR work also includes:

- Correspond continuously with City, PM, and contractor.
 - Prepare daily inspection reports when onsite.
 - Participate in weekly progress/safety meetings with City, PM, and contractor.
 - Assist with preparation of contractor pay estimates for completed work, including inspection and CAD time (as needed) to verify quantities.
 - Prepare monthly letter to the City recommending Contractor payment.
 - Review contractor quality control (QC) and QA test results.
 - Collect contractor certified payroll and check wage rate contract conformance.
 - Prepare a construction item punch list.
 - Attend substantial completion inspection.
 - Attend final completion inspection.
- c. Cultural Resource Monitoring by Environmental Science Associates (ESA):
 - Notify the Federal Aviation Administration, Department of Archaeology and Historic Preservation (DAHP), the affected tribes of the construction schedule and implementation of the Archaeological Resources Monitoring Plan (ARMP).

- Attend pre-construction meeting with representatives of the City, Contractor/Subcontractor Project Managers, and construction supervisors directly involved in ground disturbing construction to review the ARMP, archaeological monitoring requirements, and Project Health and Safety Plan.
 - Conduct monitoring of ground disturbing activities per the terms of the ARMP prepared for the project. An archaeologist meeting the Secretary of the Interior’s Professional Standards will supervise the monitoring per the ARMP. Ground disturbing work is anticipated to take up to 15 days.
 - If significant artifacts are identified during construction, they will be collected and temporarily housed at ESA’s laboratory, and then be curated by the Chehalis Tribe. ESA will prepare the artifacts to the Chehalis Tribe’s curation standards.
 - Following completion of monitoring, ESA will prepare a report summarizing the results of the monitoring. ESA will prepare updated site forms for the sites within which construction work is conducted. If significant artifacts are identified, ESA will include brief description and analysis of the artifacts. ESA will submit an agency draft report for review by FAA. Following revisions, ESA will submit a draft to FAA for distribution to the Consulting Parties. Following the 30-day comment period, ESA will finalize the monitoring report and incorporate any comments on the draft.
- d. Contaminated soils monitoring, testing, and reporting by GeoEngineers and Alpine Environmental Consultants, LLC. (AEC):
- Perform up to 4 site visits to field screen and sample soil. We assume up to 8 hours total for each site visit including transportation to and from the site, laboratory coordination, and preparing internal documentation. Observe and field screen soil during site visits.
 - Sample the bottom and sidewalls of the excavation. For cost estimating purposes we assume collecting up to 20 soil samples. Submit samples on a standard (10-day) turnaround time to a Washington State Department of Ecology accredited laboratory for analysis of the following:
 - Gasoline-range petroleum hydrocarbons by NTWPH-Gx.
 - Diesel-Range petroleum hydrocarbons by NWT PH-Dx.
 - Benzene, Ethylbenzene, Toluene and Xylenes (BTEX) by EPA 8021B.
 - Selected samples will be analyzed for lead by EPA 6020 or 200.8.
 - Prepare a Release Report for submittal to the Washington Department of Ecology (Ecology). Preparation and submittal of the report are required under Washington Administrative Code (WAC) 173-340-300 because petroleum constituents were identified in soil at concentrations above Model Toxic Control Act (MTCA) Method A and/or B cleanup levels.

Task 5 – Project Closeout

Assist the City with project closeout. PAE’s specific responsibilities/activities consist of:

- a. Obtain release of liens from contractor and subcontractors.
- b. Draft final completion letter for City use.
- c. Create electronic AutoCAD Record Drawings from Contractor-provided markups (23 sheets), and prepare electronic and printed sets of deliverables.
- d. Review final project test results.

EXCLUSIONS

This scope of work provides for general review of construction for conformance with contract documents, and does not include performance of special studies or services beyond those specifically stated. Should the project be found to require special studies or services, a revised scope of work and fee proposal will be required.

The following items are specifically excluded from this scope of services:

- a. Material Testing –All material testing is to be scheduled and paid for by the contractor, and performed by an independent testing laboratory. Construction services associated with testing will include review of test results for conformance with project specifications.
- b. Project Construction Surveys – project construction surveys are to be performed by a state licensed Professional Land Surveyor (PLS), hired and paid for by the contractor.

PROPOSED FEE - SERVICES DURING CONSTRUCTION
AIRCRAFT FUELING SYSTEM

Precision Approach Engineering, Inc.
Chehalis-Centralia Airport

Eng 7 Principal/Project QA Manager	Eng 5 Project Manager	Eng 3 Engineer	Tech 7 Lead CAD Tech	Tech 5 RPR	Admin 6	Admin 5	Admin 3	Sub-Consultant	TOTAL (EXCLUDES SUBS)
Task 1 - Project Administration / Management									
a. Prepare detailed scope of work and fee to the City for review, approval and finalization	2								
b. Conduct continuous project management and administration	4								
c. Subconsultant services coordination throughout project (Environmental, Electrical, and Geotechnical)	1					2			
d. Set up and maintain in-house project files	2					2			
e. Prepare monthly consultant invoices	2					4			
TOTAL HOURS	14	0	0	0	6	4	1		
RATE / HOUR (2021 rates)	\$ 253.40	\$ 156.60	\$ 198.40	\$ 159.60	\$ 140.00	\$ 127.20	\$ 102.40		
TOTAL LABOR COSTS - EXCLUDING SUBS (2021 rates)	\$ 506.80	\$ 2,777.60	\$ -	\$ -	\$ 840.00	\$ 508.80	\$ 102.40		\$ 4,736
Task 2 - Construction Contract Award									
a. Assisting the City, prepare and issue the contractor Notice to Proceed (NTP)	1								
b. Prepare agenda for, conduct and prepare minutes for pre-construction conference, Project Manager (PM) and Resident Project Representative (RPR) to attend (virtual)	2			2					
c. Review contractor construction schedule and coordinate changes as necessary	1			2					
TOTAL HOURS	4	0	0	4	0	0	0		
RATE / HOUR (2021 rates)	\$ 253.40	\$ 198.40	\$ 156.60	\$ 159.60	\$ 140.00	\$ 127.20	\$ 102.40		\$ 1,432
TOTAL LABOR COSTS - EXCLUDING SUBS (2021 rates)	\$ -	\$ 793.60	\$ -	\$ 638.40	\$ -	\$ -	\$ -		\$ -
Task 3 - Pre-Construction Work									
a. Incorporate addenda, and provide contractor electronic drawing files - 23 drawings (requires converting CAD files prior to providing to Contractor)	1		2						
b. Review and comment upon contractor submittals and material certifications (estimate 25-30 submittals)	6			6					
c. Set up construction files	1			1					
TOTAL HOURS	7	0	2	7	0	0	1		
RATE / HOUR (2021 rates)	\$ 253.40	\$ 198.40	\$ 198.40	\$ 159.60	\$ 140.00	\$ 127.20	\$ 102.40		
TOTAL LABOR COSTS - EXCLUDING SUBS (2021 rates)	\$ -	\$ 1,388.80	\$ -	\$ 396.80	\$ -	\$ -	\$ 102.40		\$ 3,005
Task 4 - Construction Services									
a. SDC by project manager (PM) and other in-house personnel, PAE specific responsibilities/activities include:									
- Respond with City and contractor	4								
- Participate in weekly progress/safety meetings with City and contractor to review work completed, work in progress and work expected (virtual)	4								
- Prepare needed construction change order and supplemental agreement documents, as well as associated cost justifications as necessary	4								
- Respond to contractor Requests for Information (RFI)	4								
- Review RPR-prepared punch list	1								
- Prepare draft substantial completion letter for City use	1								
b. SDC by RPR and other in-house personnel - assume 56 calendar days of construction - provide part-time RPR and part-time office support staff to monitor general contractor conformance with construction contract documents as follows:									
- Part-time RPR - 20 hours per week for 8 weeks (160 hours)				160					
- Part-time engineering support - 1 hour per week for 8 weeks (8 hours)		8							
- Part-time administrative support - 1 hour per week for 8 weeks (8 hours)						4			
In addition to onsite construction observation, RPR work also includes									
- Respond continuously with City, PM, and contractor									
- Prepare daily inspection reports when onsite									
- Participate in weekly progress/safety meetings with City, PM, and contractor									
- Assist with preparation of contractor pay estimates for completed work, including inspection and CAD time (as needed) to verify quantities									
- Prepare monthly letter to the City recommending Contractor payment									
- Review contractor quality control (QC) and QA test results									
- Collect contractor certified payroll and check wage rate contract conformance									
- Prepare a construction item punch list									
- Attend substantial completion inspection									
- Attend final completion inspection									

Eng 7 Principal/Project QA Manager	Eng 5 Project Manager	Eng 3 Engineer	Tech 7 Lead CAD Tech	Tech 5 RRP	Admin 6	Admin 5	Admin 3	Sub-Consultant	TOTAL (EXCLUDES SUBS)
<p>c. Cultural Resource Monitoring by Environmental Science Associates (ESA):</p> <ul style="list-style-type: none"> - Notify the Federal Aviation Administration, Department of Archaeology and Historic Preservation (DAHP), the affected tribes of the construction schedule and implementation of the Archaeological Resources Monitoring Plan (ARMP). - Attend pre-construction meeting with representatives of the City, Contractor/Subcontractor Project Managers, and construction supervisors directly involved in ground disturbing construction to review the ARMP, archaeological monitoring requirements, and Project Health and Safety Plan. - Conduct monitoring of ground disturbing activities per the terms of the ARMP prepared for the project. An archaeologist meeting the Secretary of the Interior's Professional Standards will supervise the monitoring per the ARMP. Ground disturbing work is anticipated to take up to 15 days. - If significant artifacts are identified during construction, they will be collected and temporarily housed at ESA's laboratory, and then be curated by the Chehalis Tribe. ESA will prepare the artifacts to the Chehalis Tribe's curation standards. - Following completion of monitoring, ESA will prepare a report summarizing the results of the monitoring. ESA will prepare updated site forms for the sites within which construction work is conducted. If significant artifacts are identified, ESA will include brief description and analysis of the artifacts. ESA will submit an agency draft report for review by FAA. Following revisions, ESA will submit a draft to FAA for distribution to the Consulting Parties. Following the 30-day comment period, ESA will finalize the monitoring report and incorporate any comments on the draft. - d. Contaminated soils monitoring, testing, and reporting by GeoEngineers and Alpine Environmental Consultants, LLC. (AEC): <ul style="list-style-type: none"> - Perform up to 4 site visits to field screen and sample soil. We assume up to 8 hours total for each site visit including transportation to and from the site, laboratory coordination, and preparing internal documentation. Observe and field screen soil during site visits - Sample the bottom and sidewalls of the excavation. For cost estimating purposes we assume collecting up to 20 soil samples. Submit samples on a standard (10-day) turnaround time to a Washington State Department of Ecology accredited laboratory for analysis - Prepare a Release Report for submission to the Washington Department of Ecology (Ecology). Preparation and submittal of the report are required under Washington Administrative Code (WAC) 173-340-300 because petroleum constituents were identified in soil at concentrations above Model Toxic Control Act (MTCOA) Method A and/or B cleanup levels 									
	18	8		160		4		\$ 14,000.00	
	\$ 253.40	\$ 198.40	\$ 198.40	\$ 159.60	\$ 140.00	\$ 127.20	\$ 102.40		\$ 31,278
	\$ -	\$ 3,571.20	\$ -	\$ 25,536.00	\$ -	\$ 508.80	\$ 409.60		\$ -
<p>TOTAL HOURS</p>									
<p>TOTAL LABOR COSTS - EXCLUDING SUBS (2021 rates)</p>									
<p>Task 5 - Project Closeout</p> <ul style="list-style-type: none"> a. Obtain release of liens from contractor and subcontractors b. Draft final completion letter for City use c. Create electronic AutoCAD Record Drawings from Contractor-provided markups (23 sheets), and prepare electronic and printed sets of deliverables d. Review final project test results 									
	1		4						
	1								
	4		4	5					
	\$ 253.40	\$ 198.40	\$ 198.40	\$ 159.60	\$ 140.00	\$ 127.20	\$ 102.40		
	\$ -	\$ 793.60	\$ -	\$ 793.60	\$ -	\$ -	\$ -		\$ 2,385
<p>TOTAL LABOR COSTS - EXCLUDING SUBS (2021 rates)</p>									
	2	47	6	176	6	8	6		
	\$ 253.40	\$ 198.40	\$ 198.40	\$ 159.60	\$ 140.00	\$ 127.20	\$ 102.40		
	\$ 506.80	\$ 9,324.80	\$ 1,190.40	\$ 28,089.60	\$ 840.00	\$ 1,017.60	\$ 614.40		\$ 42,836
<p>TOTAL LABOR COSTS - EXCLUDING SUBS (2021 rates)</p>									
<p>EXPENSES</p>									
		Each							
	\$ 108.00	8	\$ 864.00						
	\$ 350.00	15	\$ 2,940.00						
			\$ 300.00						
			\$ 113.00						
			\$ 4,217.00						\$ 4,217
<p>TOTAL EXPENSES</p>									
<p>SUBCONSULTANTS EXPENSES</p>									
									\$ 52,767.00
									\$ -
									\$ 52,767.00
<p>TOTAL SUBCONSULTANTS</p>									
<p>TOTAL SDC FEE</p>									
									\$ 99,820

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

MEETING OF: March 28, 2022

SUBJECT: Chehalis Basin Partnership Funding Request

ISSUE

The Chehalis Basin Partnership (CBP) is requesting a contribution of \$10,000 from the City of Chehalis to fund ongoing operations and activities. If approved, the contribution would be made from the Water and Wastewater enterprise funds using a fifty-fifty split.

BACKGROUND

The Chehalis Basin Partnership was formed in 1998 under [RCW 90.82](#), the Watershed Management Act, to provide a framework for local citizens, interest groups, and government organizations to work collaboratively to identify and solve water-related issues. The Partnership's diverse membership consisting of cities, counties, tribes, water purveyors, state agencies, federal agencies, and citizen stakeholders. The City of Chehalis has been an active and engaged member of the CBP since its inception. Currently, the City is represented on the CBP Board by Terry Harris, who serves as Board Chair.

The Partnership developed a [Watershed Management Plan \(WMP\)](#), adopted in 2004, to help better manage the water resources in the Chehalis Basin. In 2007, we developed a Detailed Implementation Plan that outlines strategies and concrete actions the group can take towards implementing the Watershed Management Plan. More recently, the CBP served as the Planning Unit for the Chehalis Basin as part of the effort to meet the requirements of the Streamflow Restoration Act, RCW 90.94. This work resulted in the development of a Watershed Plan Addendum, which was approved in November of 2020. The recommendations in the plan will be the basis for future CBP projects.

There are many activities surrounding water in the Chehalis River Basin. The Office of the Chehalis Basin and Chehalis River Basin Flood Authority focus on projects designed to mitigate the negative impacts of flooding for residents and the local fish habitat. The CBP devotes most of its efforts to address issues created by too little water in the ground and in the rivers, which negatively impacts fish habitat and the supply of water used to meet residential, commercial, and industrial needs.

FUTURE PLANS

The key plans for 2022 and 2023 include:

- Support the Chehalis Generation Facility water conservation efforts
- Serve as a sounding board for proposed actions in the Chehalis Basin
- Implement recommendations in the Streamflow Restoration Plan

- Continue to hold monthly meetings of the CBP to maintain dialogue and collaboration among participants
- Provide educational opportunities to basin residents

FISCAL IMPACT

The CBP is requesting a contribution of ten thousand dollars (\$10,000) from the City of Chehalis. It is proposed that five thousand dollars (\$5,000) be funded by the Water Fund and five thousand dollars (\$5,000) be funded by the Wastewater Fund since the CBP activities support improvements in the watershed, including exploring ways to effectively use treated wastewater for industrial uses and/or watershed recharge.

This is the first contribution request from the CBP in many years (if ever), as much of their work has been funded through Department of Ecology grants and project allocations. CBP is working on a long-term funding source through the Department of Ecology to fund administration, facilitation, and other operational activities; however, that revenue stream has not been confirmed. In the meantime, they are asking the members of the partnership to make a financial contribution to prevent the suspension of CBP activities.

RECOMMENDATION

It is recommended that the City of Chehalis make a \$10,000 contribution to the CBP to fund ongoing operations and activities evenly splitting the cost between the Water and Wastewater funds.

SUGGESTED MOTION

I move that the City of Chehalis make a \$10,000 contribution to the Chehalis Basin Partnership to fund ongoing operations and activities evenly splitting the cost between the Water and Wastewater funds.



CHEHALIS BASIN PARTNERSHIP

C/O Kirsten Harma, Watershed Coordinator
26 Neiderman Rd, Oakville, WA 98568
360-488-3232
kharma@chehalistribe.org
www.chehalisbasinpartnership.org

March 10th, 2022

Jill Anderson
City of Chehalis
350 N. Market Blvd
Chehalis, WA 98532

Re: Request for Financial Support

Dear Ms. Anderson,

The City of Chehalis has been a valuable member of the Chehalis Basin Partnership (CBP) since its formation in 1998. With its participation, we have worked collectively among tribes, counties, cities, water supply utilities, state agencies, major stakeholder interests and citizens to promote environmentally sound, economical, and equitable management of the water in the Chehalis Basin.

The Chehalis Basin Partnership served as the Planning Unit for the Chehalis Basin to meet the requirements of the Streamflow Restoration Act, 90.94 RCW. We adopted a consensus approved Watershed Plan Addendum to meet the requirements of the Act on November 17, 2020. We are now poised to start implementing the projects and recommendations in this plan.

While the work of the CBP has largely been supported through planning grants provided by the Department of Ecology, we rely on member donations during stretches where no active planning work is taking place. **Please consider making a financial contribution to support the Chehalis Basin Partnership in 2022-2023.**

Here are a few of our plans for 2022 and 2023:

- Support the Chehalis Generation Facility in conserving water in order to meet the facility's operating conditions. Water conservation actions could include reducing municipal and residential water use through efficiency, educating residents on water conservation, and developing restoration projects that increase summer stream flows. Actions will be developed in coordination with the Chehalis Generation Facility and City of Chehalis.
- Serve as a sounding-board for proposed actions in the Chehalis Basin. In the past year, we have hosted discussions about proposed WDFW land purchases in the basin, plans for the TransAlta power plant water bank, and proposed river restoration projects. Our diverse mix of stakeholder representatives always use this forum to provide necessary input to these issues that affect us all.
- Implement recommendations in the Streamflow Restoration Plan. Our Plan includes 73 projects to provide "net ecological benefit" and offset the impacts of future rural development on streamflow. The CBP will continue to work to select the highest priority

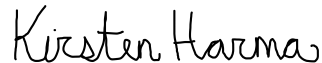
projects in the plan and support them through recruiting project sponsors, generating community support, and finding funding. We will also seek to develop new project ideas in areas that are expecting growth, but for which offset projects have not been developed.

- Monthly meeting of CBP members – everyone is welcome! This is a great opportunity for partners to network and generate ideas for collaboration on projects to protect our water resources.
- Provide educational opportunities to basin residents. Providing the community with education about water and natural resources in the Chehalis Basin has always been a high priority for the CBP. We still own a RiverTable for youth water education, and support two Stream Teams in the basin. We will look for opportunities to renew our educational efforts now that in-person activities are taking place again.

Our fiscal sponsor is Grays Harbor County, who holds an account specific to the Chehalis Basin Partnership. Funds are put towards Watershed Coordinator time, sub-contracts, meeting space and refreshments for members, and any needed equipment purchases.

Please let me know if you have any questions. Thank you for considering donating to the Chehalis Basin Partnership!

Sincerely,



Kirsten Harma, Watershed Coordinator
Chehalis Basin Partnership

Community, tribal and government interests working together to responsibly manage our water resources in the Chehalis Basin since 1998.