

City of Stanwood



City Council Packet

Stanwood City Council Regular Meeting

Thursday, April 24, 2025



AGENDA
CITY COUNCIL REGULAR MEETING
April 24, 2025 | 7:00 p.m.

Stanwood-Camano School District, Admin. Building Board Room
26920 Pioneer Highway, Stanwood, WA 98292

Members of the public may attend Stanwood City Council meetings
in-person or via Zoom. The click this [Zoom link](#) or visit the City's website calendar
<https://www.stanwoodwa.org/calendar>

- 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. APPROVAL OF THE AGENDA**
- 4. PRESENTATIONS**
Stanwood High School Update – Elizabeth Burton
- 5. PUBLIC COMMENTS**
 - Verbal comments may be provided in-person.
 - Written comments must be provided to the Clerk by 12:00 p.m. the day of the meeting via this link: <https://stanwoodwa.org/FormCenter/City-Clerk-5/City-Council-Meeting-Remote-Public-Comme-61>
 - Remote (online or phone-in) comments can be received by reasonable accommodation only. Any requests for reasonable accommodation for remote participation, must be sent in writing to the City Clerk at cityclerk@stanwood.wa.us by 12:00 p.m. the day of the meeting.
- 6. STAFF / DEPARTMENT REPORTS**
- 7. COUNCIL COMMITTEE REPORTS**
 - a. Community Development Meeting Minutes – April 3, 2024 [7.1](#)
 - b. Planning Commission and City Council Joint Meeting Minutes – February 10, 2025 [7.3](#)
 - c. Public Safety Committee Meeting Minutes – April 10, 2025 [7.9](#)
 - d. Public Works Committee Meeting Minutes – April 14, 2025 [7.11](#)
- 8. CONSENT AGENDA**
 - a. Approve Vouchers and Payroll Checks [8.1](#)
 - b. Approve City Council Regular Meeting Minutes – April 10, 2025 [8.5](#)
 - c. Approve Second Utility Account Adjustment [8.9](#)
- 9. UNFINISHED BUSINESS**
- 10. PUBLIC HEARING**
- 11. NEW BUSINESS**
Authorize the Mayor to Sign a Contract with RH2 for the Wastewater Treatment Plant Secondary Treatment and Solids Handling System Improvements Engineering Report [11.1](#)
- 12. PUBLIC CLOSING COMMENTS**
- 13. EXECUTIVE/LEGISLATIVE REPORTS**
 - a. Mayor's Report
 - b. City Administrator's Report
 - c. Councilmember's Reports/Questions
- 14. RECESS TO EXECUTIVE SESSION**
- 15. ADJOURN**

Upcoming Meetings:

Thursday, May 8, 2025 City Council Workshop 5:00 pm
Thursday, May 8, 2025 City Council Meeting 7:00 pm
Thursday, June 12, 2025 City Council Meeting 7:00 pm

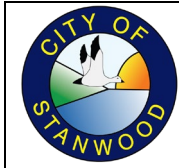


**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7a
DATE: April 24, 2025
SUBJECT: Community Development Committee Meeting Minutes
CONTACT PERSON: Patricia Love, Community Development Director
ATTACHMENTS: A – April 3, 2025 Meeting Minutes

SUMMARY STATEMENT:

Minutes from the April 3, 2025, Community Development Committee Meeting are attached to this staff report for approval as presented.



Community Development Committee
Meeting Minutes
Thursday, April 3, 2025 | 5:00 pm

Council Members Present: Dani Gaumond, Tim Schmitt, Steve Shepro

Staff Present: Patricia Love, Audrey Rotrock, Tansy Schroeder, Niki Strachila

Others Present: Cathy Wooten

Councilmember Shepro called the meeting to order at 5:00 p.m.

1. Storefront Improvement Program

The Committee would like to communicate to the applicant that the plants added to the planters must be maintained by the owner. Members are supportive of moving this application to the City Council Consent Agenda.

2. Critical Areas Code Overview

The Committee would like to require split rail fences around critical areas, as opposed to chain link fences. This will allow wildlife to better move through the areas. The committee would like to see illustrations of the difference between net density and gross density to provide a better understanding. They would also like to know how increased buffer sizes will impact developable land in the City's Urban Growth Area. All approve moving forward with the review.

3. Preliminary Subdivision Code Language

The committee would like to see visual representations of the Floor Area Ratio and Lot Clustering. This discussion will continue in more detail at future meetings.

4. Stanwood Mural Art Project

This topic will be further discussed at the May Community Development Committee meeting.

Adjourn: 6:35 p.m.





CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7b

DATE: April 24, 2025

SUBJECT: Special Joint City Council & Planning Commission Meeting Minutes

CONTACT PERSON: Tansy Schroeder, Senior Planner

ATTACHMENTS: A – February 10, 2025, Meeting Minutes

SUMMARY STATEMENT

Minutes from the February 10, 2025, Special Joint City Council & Planning Commission Meeting are attached to this staff report for approval as presented. These minutes were approved at the April 14, 2025, Planning Commission Meeting.



Planning Commission & Special Joint Council Meeting Minutes Monday, February 10, 2025 – 5:30 pm

Call to Order: 5:30 pm

Roll Call

Commissioners Present:

Eric Warnat, Commissioner
Kathy Moe, Commissioner (Online)
Melissa Toner, Commissioner
Patrick Hosterman, Commission Chair
Cody Davis, Commission Vice-Chair
Gabrielle Braley, Commissioner (Online)
Jeff Wheatley, Commissioner

Staff Present:

Patricia Love, Community Development Director
Tansy Schroeder, City Planner
Audrey Rotrock, Associate Planner
Scott Black, Building Official
Kevin Hushagen, Public Works Director

Absent: N/A

Also known to be present: Matt Hough of CPH Consultants, Sam & Dennis Long, Cathy Wooten, Cindy Wilfong, Tim Poetzi, Beth Munson, Peter Kamb, Judy Williams, Peggy Wendel, Arne Wennerberg, Mike (online)

Public Requests and Comments: Cathy Wooten requested to have page numbers referencing to the packet materials added to the minutes.

Approval of Minutes:

The minutes from the January 13, 2025 Planning Commission meeting were unanimously approved.

New Business:

Public Meeting: Viking Village Site Development Permit 24-0121

WV Holdings I, LLC, the applicant, is proposing to construct a mixed-use development consisting of 78 townhome units, 24 multi-family flats, and 16,075 square feet of ground-level commercial space. The project is located northwest of the intersection of 88th Avenue NW and SR 532 with Viking Way traveling east-west through the site. The project is located on two parcels zoned as Mainstreet Business II (MB-II) which total 6.46 acres, of which 4.72 acres (approx. 205,603 square feet) are proposed for development. The development proposes to include 18,603 square feet of common open space areas and 19,674 square feet of “private open space” to serve as individual yards for the townhome units. The project will also include utility, storm water management, and street and landscaping improvements. This will be a two-phased project with the first phase consisting of the site area and public roadway frontage improvements on the north side of Viking Way. The second phase will complete the site area and roadway improvements on the south side of Viking Way. See page 7 of the February Planning Commission packet. Tansy Schroeder discussed the project further with residents/attendees after the meeting concluded.

Commissioner Questions & Comments

- Will the garages fit larger sized vehicles? The garages will likely be 20’ wide by 24’ deep. It will be a challenge to fit larger vehicles. There will be no driveways, but there will be some street parking and shared commercial parking.
- Residential units will be for sale.



Planning Commission & Special Joint Council Meeting Minutes Monday, February 10, 2025 – 5:30 pm

- Are there wetlands onsite? Staff has requested the work from the biologists who surveyed the site. Additional work may need to be done.
- How will the developer protect existing adjacent businesses from stormwater runoff from the project? Sheet flow is not allowed in Stanwood. Storm drainage will be installed onsite. All drainage plans will be reviewed against floodplain and city code requirements.
- Commissioners asked specific questions such as the square footage of residential and commercial spaces. Staff will follow up with these details.
- There are concerns that there is more residential and open space than commercial space proposed for this project. Since the zoning is Main Street Business II, some are concerned that more commercial space is needed.
- The developer has more experience with residential projects than commercial projects.
- The Commissioners have concerns about insufficient parking.

Public Questions & Comments

- Have current tenants in the existing building been given notice about the future of plans Viking Village? Tenants are aware of the project. The developer hopes to begin construction in 2026.
- A representative from FourSquare church has the following concerns: people using the new commercial properties might park in their parking lot; there is a potential for damage to their property from the future construction; church activities may disrupt future residents.
- Does the city have a Fee Simple Code? Currently, fee simple lots are not in the city code. Staff is considering adding it with the Municipal Code Update project.
- Please visit the city's website project page to view the Viking Village Site Development Traffic Study.
- A large sum of money was recently spent on Right of Way improvements in the Viking Village area, this project could potentially tear up that work.
- An attendee commented that this is an exciting project for Stanwood. It would provide opportunities for residents of the development to walk to church, trails, nearby businesses and more.

Special Joint Planning Commission and City Council Meeting

Commissioners Present

Eric Warnat, Commissioner
Kathy Moe, Commissioner (Online)
Melissa Toner, Commissioner
Patrick Hosterman, Commission Chair
Cody Davis, Commission Vice-Chair
Gabrielle Braley, Commissioner (Online)
Jeff Wheatley, Commissioner

Council Members Present

Sid Roberts, Mayor
Dani Gaumond, Council Position 1
Marcus Metz, Council Position 2
Darren Robb, Council Position 3
Robert 'Chili' Hicks, Council Position 4
Steve Shepro, Council Position 5
Andreena Bergman, Council Position 6
Tim Schmitt, Council Position 7

Old Business:

Unified Development Code: Housing, Subdivisions, and Flexibility Discussion

The Growth Management Act mandates that cities plan for and accommodate housing for all income levels. The City recently adopted its 2024-2044 Comprehensive Plan, which provides policy guidance on meeting this requirement. The joint City Council and Planning Commission meeting aimed to facilitate an open discussion on how these housing policies translate into



Planning Commission & Special Joint Council Meeting Minutes Monday, February 10, 2025 – 5:30 pm

regulations within the Municipal Code. The meeting also provided an opportunity for the Council to give direction to staff and the Planning Commission on drafting code changes that align with state law. The City has several policy plans that guide future housing decisions, including the Comprehensive Plan, Housing Action Plan, and Strategic Plan. The Comprehensive Plan and Housing Action Plan are long-term planning documents that shape city growth and development over a 20-year horizon, while the Strategic Plan serves as a short-term implementation strategy that helps the Council set annual budget priorities. Together, these plans support diversifying the city's housing stock to provide a range of housing options. See page 62 of the February Planning Commission Packet.

Housing Units in Existing Buildings

Comments / Concerns

- What safeguards can the city put in place to preserve the commercial building stock?
- Can the City restrict small commercial along 271st Street from converting to residential?
- Is the intent of the legislation to only allow conversion of larger office buildings/big box stores to convert to residential?
- What are the impacts to Main Street if commercial buildings/uses convert to residential?
- Can Cedarside convert their commercial building space to residential? Will the development agreement prohibit conversion?
- Does the conversion law apply to schools, churches, storage unit facilities, or other types of uses?

Accessory Dwelling Units

Comments / Concerns

- Require compliance with setback and lot coverage requirements.
- Evaluate design review requirements: compatibility with house and/or neighborhood characteristics.
- Prohibit use as a short-term rental; aka "AirB&B".
- Prohibit the use of yurts, RV's, shipping containers, or similar as ADU's.
- Define a maximum allowable size – such as not more than 50% of primary house, but not less than 1,000 square feet.
- Review height limitation in state law against RCW 64.04.140 and 150; can height be limited based on sunshine / solar or privacy needs. How is building height measured?
- Address parking constraints.
- Research who are building ADU's: builders, homeowners, new construction, or additions to existing structures.
- Detached ADU's should have their own separate water meters as they can be sold as fee simple units.
- Review utility and impact fees; the city needs to recover its cost of services.

Missing Middle Housing

Comments / Concerns

- Re-evaluate percentage mix of housing types in TN zone.
- Allow mix of housing unit types in SFR zones and consider location restrictions such as:



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- Townhouses on main streets and/or corners: 80th Ave, 64th Ave, 72nd Avenue, 284th Street, 276th Street, 272nd Street
- Cottages within subdivisions.
- Restrict townhouses to 3- or 4-unit buildings in SFR zones to break up mass and scale.
- Support additional cottage housing; evaluate if 1,200 SF size limit should be changed.
- Consider cottage housing as “workforce” housing with potential density bonus and additional open space using cluster techniques.
- Mixed use buildings in industrial parks: are there any examples and how are use conflicts addressed?

Emergency Shelters, Transitional Housing, Emergency Housing & Permanent Supportive Housing

Comments / Concerns

- Concerned about potential impacts on adjacent properties.
- Are there potential mitigation measures such as fencing or landscaping?
- Consider an emergency / interim ordinance to meet GMA deadline.

Co-Living Housing

Comments / Concerns

- Can Co-Housing be prohibited in the uptown TN zone? Makes sense in TN mixed use and MF zones.

Uptown Commercial Infill

Comments / Concerns

- Carefully consider the uses that would be allowed; how would you feel living next door to a commercial use: odors, noise, trash?
- Only uses that support neighborhoods.
- Not intended to attract new traffic to neighborhoods.
- Keep small scale, “mom/pop” stores, not chain stores.

Unit Lot Subdivisions

Comments / Concerns

- Address needed easements: access, utilities, parking, landscaping, and open space.
- Require compliance with exterior setbacks.
- How is lot coverage addressed?
- Allow administrative unit lot subdivisions without public comments on built projects.

Split Lot Subdivisions

Comments / Concerns

- Allow 1 lot to be split into 2; more than 2 will require a short plat.
- Require street front improvements and utilities with building permit.



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- Address how the “existing” lot frontage improvements will be installed – prior to final plat?
- Require any potential access and utility easements with final plat.
- If a private road is proposed, then require a short plat.
- Address standards for ADU’s versus new lots meeting underlying zoning standards.

Lot Size Averaging

Comments / Concerns

- Provide examples of existing projects.
- No increase in density; only lot design flexibility.

Cluster Housing and On-Site Density Transfers

Comments / Concerns

- Creates a perceived increase in density.
- No benefit to community.
- Consider if additional community benefits are provided: open space, park space, trails – above what is required by code.
- Provide examples.

Model Home Development Option

Comments / Concerns

- Limit to 4 units.

Other Issues Reviewed by Planning Commission

Comments / Concerns

- Consider in-lieu fees for park space (in addition to park impact fees)
- Support lot dimension flexibility to create interesting subdivision design – break up rows of similar housing and lots.
- Support use of PRD regulations for new base standard.
- Define what qualifies as open space versus park space; update park improvements options.
- Address grading / elevation changes and impacts on adjacent properties during the subdivision process.
- Evaluate how to address quality materials comment – cheap materials which causes future homeowners to pay cost of replacements sooner than expected.

Recent Council Action on Commission Items:

- Public Hearing and First Reading on Procedures Code

Upcoming Items:

- Continued discussion on Critical Areas Code

Adjourn: 8:31 pm



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7c
DATE: March 27, 2025
SUBJECT: Public Safety Committee Meeting Minutes
CONTACT PERSON: Jason Toner, Police Chief
ATTACHMENTS: A – Safety Committee Meeting Minutes - March 13, 2025

SUMMARY STATEMENT

The minutes of the March 13, 2025, Public Safety Committee Meeting are attached to this staff report for approval as presented.



STANWOOD

PUBLIC SAFETY COMMITTEE

Meeting Minutes: 4/10/25

LOCATION: School Admin Bldg., 26920 Pioneer Hwy, Stanwood WA

ATTENDANCE:

City Council Members Andreena Bergman and Darren Robb. Council Member Marcus Metz was excused. Stanwood Police Chief Jason Toner and North County Regional Fire Chief Dave Kraski.

CALLED TO ORDER: Meeting Called to Order at 6:00 pm.

DISCUSSION:

Police Department Update

- Chief Toner reported on a recent string of vehicle thefts involving a juvenile suspect. The suspect was arrested a few days ago while in possession of a stolen vehicle, this is the second time he has been arrested for the same offense.
- Chief Toner noted that staff is working on revising the CompStat report to make it more reader friendly. Changes will be implemented in the July report and presented to the City Council for input.
- The Stanwood Police Department has applied for and received funding from the Target Zero Taskforce to support DUI and speed enforcement emphasis patrols within the community.
- Chief Toner also addressed questions regarding the local homeless population, school district matters, and a recent Facebook post about the suspect who threw rocks at transit buses and a patrol vehicle.

Fire Department Update

- Chief Kraski expressed his gratitude for the community support shown during his swearing-in ceremony and shared his enthusiasm about getting started in his new role.
- He reported that response times within Stanwood are currently meeting established goals. He also presented a heat map highlighting areas with the highest call volume, noting that a significant number of calls come from senior living centers.
- Chief Kraski announced that the Regional Fire Authority (RFA) will be seeking a levy lift on the August ballot.
- He also shared the exciting news of a \$300,000 grant awarded to fund CARES Program positions with paramedics dedicated to working with patients to identify long-term, sustainable solutions to complex medical and social needs. The program focuses on care coordination as an alternative to emergency medical services, with a secondary goal of reducing non-emergent calls for firefighters and paramedics, thereby improving overall service delivery.

Adjourn: Meeting Adjourned at 6:54 pm.



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7d

DATE: April 24, 2025

SUBJECT: Public Works Committee Meeting Minutes

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A – April 14, 2025, Public Works Committee Minutes

SUMMARY STATEMENT

Minutes from the April 14, 2025, Public Works Committee Meeting are attached to this staff report for approval as presented.



Public Works Committee
Meeting Minutes
April 14, 2025

Attendance:

Councilmembers: Darren Robb, Robert Hicks, Andreena Bergman

Councilmembers Absent: Marcus Metz

City Staff: Public Works Director Kevin Hushagen, City Engineer Alan Lytton

Meeting was conducted in person. The full meeting agenda packet with detailed information can be found on the City's website [Agenda Center](#).

Call to order at 5:35 pm

Agenda Items:**1. Heritage Park Playground**

- The committee reviewed the proposals and playground designs submitted in response to the RFP for the Heritage Park Playground. Members provided feedback, but no action was taken.

2. 271st St NW Twin City Mile Project

- The committee reviewed the rendering and cost estimate for the 88th Ave NW and midblock segment. No action was taken.

3. Project Updates

- Alan Lytton, City Engineer, provided the committee with a status update on the Cedarhome Sewer Bypass project. No action was taken.
- Alan Lytton, City Engineer, gave a status update on the Church Creek Pathway project. No action was taken.
- The committee reviewed the scope of work and fee proposal from RH2 for preparing an engineering report for the WWTP expansion project. Staff provided an overview of the scope and outlined the next steps. No action was taken.

Adjourn: Chair Robb adjourned the meeting at 7:15 PM



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8a

DATE: April 24, 2025

SUBJECT: Approval of Voucher and Payroll Checks

CONTACT PERSON: Amy Bergemeier, Accounting Specialist

ATTACHMENTS: A - Voucher Check Detail

SUMMARY STATEMENT

Approve issuance of Washington Federal Bank voucher checks 39451 through 39470 and electronic fund transfers in the amount of \$944,934.02 Approve issuance of Washington Federal payroll electronic fund transfers in the amount of \$399,952.31.

RECOMMENDED MOTION

"I MOVE TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK VOUCHER CHECKS 39451 THROUGH 39470 AND ELECTRONIC FUND TRANSFERS IN THE AMOUNT OF \$944,934.02. APPROVE ISSUANCE OF WASHINGTON FEDERAL PAYROLL ELECTRONIC FUND TRANSFERS IN THE AMOUNT OF \$399,952.31."

CHECK REGISTER**ATTACHMENT A**

City Of Stanwood

Time: 09:44:49 Date: 04/15/2025

04/01/2025 To: 04/15/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1591	04/08/2025	Payroll	3	EFT		4,742.78	March 2025 Payroll
1592	04/08/2025	Payroll	3	EFT		5,197.91	March 2025 Payroll
1593	04/08/2025	Payroll	3	EFT		6,544.62	March 2025 Payroll
1594	04/08/2025	Payroll	3	EFT		3,071.35	March 2025 Payroll
1595	04/08/2025	Payroll	3	EFT		3,150.65	March 2025 Payroll
1596	04/08/2025	Payroll	3	EFT		548.84	March 2025 Payroll
1597	04/08/2025	Payroll	3	EFT		4,172.63	March 2025 Payroll
1598	04/08/2025	Payroll	3	EFT		1,470.73	March 2025 Payroll
1599	04/08/2025	Payroll	3	EFT		3,388.61	March 2025 Payroll
1600	04/08/2025	Payroll	3	EFT		5,339.68	March 2025 Payroll
1601	04/08/2025	Payroll	3	EFT		8,298.48	March 2025 Payroll
1602	04/08/2025	Payroll	3	EFT		4,647.20	March 2025 Payroll
1603	04/08/2025	Payroll	3	EFT		2,432.62	March 2025 Payroll
1604	04/08/2025	Payroll	3	EFT		3,409.26	March 2025 Payroll
1605	04/08/2025	Payroll	3	EFT		4,809.56	March 2025 Payroll
1606	04/08/2025	Payroll	3	EFT		569.14	March 2025 Payroll
1607	04/08/2025	Payroll	3	EFT		5,228.68	March 2025 Payroll
1608	04/08/2025	Payroll	3	EFT		4,202.99	March 2025 Payroll
1609	04/08/2025	Payroll	3	EFT		572.47	March 2025 Payroll
1610	04/08/2025	Payroll	3	EFT		8,122.89	March 2025 Payroll
1611	04/08/2025	Payroll	3	EFT		5,987.39	March 2025 Payroll
1612	04/08/2025	Payroll	3	EFT		2,544.20	March 2025 Payroll
1613	04/08/2025	Payroll	3	EFT		6,689.85	March 2025 Payroll
1614	04/08/2025	Payroll	3	EFT		7,398.87	March 2025 Payroll
1615	04/08/2025	Payroll	3	EFT		4,771.62	March 2025 Payroll
1616	04/08/2025	Payroll	3	EFT		568.84	March 2025 Payroll
1617	04/08/2025	Payroll	3	EFT		7,458.17	March 2025 Payroll
1618	04/08/2025	Payroll	3	EFT		5,235.47	March 2025 Payroll
1619	04/08/2025	Payroll	3	EFT		518.94	March 2025 Payroll
1620	04/08/2025	Payroll	3	EFT		2,722.48	March 2025 Payroll
1621	04/08/2025	Payroll	3	EFT		3,696.14	March 2025 Payroll
1622	04/08/2025	Payroll	3	EFT		2,207.93	March 2025 Payroll
1623	04/08/2025	Payroll	3	EFT		2,115.64	March 2025 Payroll
1624	04/08/2025	Payroll	3	EFT		4,633.94	March 2025 Payroll
1625	04/08/2025	Payroll	3	EFT		568.84	March 2025 Payroll
1626	04/08/2025	Payroll	3	EFT		3,365.85	March 2025 Payroll
1627	04/08/2025	Payroll	3	EFT		4,902.66	March 2025 Payroll
1628	04/08/2025	Payroll	3	EFT		568.94	March 2025 Payroll
1629	04/08/2025	Payroll	3	EFT		5,445.33	March 2025 Payroll
1630	04/08/2025	Payroll	3	EFT		4,742.07	March 2025 Payroll
1631	04/08/2025	Payroll	3	EFT		5,428.17	March 2025 Payroll
1632	04/08/2025	Payroll	3	EFT		5,217.11	March 2025 Payroll
1633	04/08/2025	Payroll	3	EFT		7,331.75	March 2025 Payroll
1634	04/08/2025	Payroll	3	EFT		5,310.22	March 2025 Payroll
1700	04/08/2025	Payroll	3	EFT	AFLAC	259.87	Pay Cycle(s) 04/08/2025 To 04/08/2025 - AFLAC, Pre-Tax; Pay Cycle(s) 04/08/2025 To 04/08/2025 - AFLAC, Post-Tax
1701	04/08/2025	Payroll	3	EFT	AWC Employee Benefit Trust	29,008.08	Pay Cycle(s) 04/08/2025 To 04/08/2025 - AWC - Health First 250; Pay Cycle(s) 04/08/2025 To 04/08/2025 - AWC - Dental J; Pay Cycle(s) 04/08/2025 To 04/08/2025 - AWC - Vision; Pay Cycle(s) 04/08/2025 To
1702	04/08/2025	Payroll	3	EFT	Colonial Life Insurance	66.75	Pay Cycle(s) 04/08/2025 To 04/08/2025 - Colonial Life Insurance

CHECK REGISTER

ATTACHMENT A

City Of Stanwood

Time: 09:44:49 Date: 04/15/2025

04/01/2025 To: 04/15/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1703	04/08/2025	Payroll	3	EFT	Great-West Life & Annuity	4,938.00	Pay Cycle(s) 04/08/2025 To 04/08/2025 - 457 - Empower (Mass Mutual); Pay Cycle(s) 04/08/2025 To 04/08/2025 - Roth 457(b)Empower(MassMutual)
1704	04/08/2025	Payroll	3	EFT	HSA Bank	712.50	Pay Cycle(s) 04/08/2025 To 04/08/2025 - HSA Contributions ER; Pay Cycle(s) 04/08/2025 To 04/08/2025 - HSA Contributions EE
1705	04/08/2025	Payroll	3	EFT	Internal Revenue Service (941)	84,221.81	941 Deposit for Pay Cycle(s) 04/08/2025 - 04/08/2025
1706	04/08/2025	Payroll	3	EFT	Legal Shield	63.85	Pay Cycle(s) 04/08/2025 To 04/08/2025 - Legal Shield
707	04/08/2025	Payroll	3	EFT	Mission Square Retirement	3,162.37	Pay Cycle(s) 04/08/2025 To 04/08/2025 - 457 - Mission Square Ret(ICMA)
708	04/08/2025	Payroll	3	EFT	Navia Benefits	550.00	Pay Cycle(s) 04/08/2025 To 04/08/2025 - Navia Limited FSA
709	04/08/2025	Payroll	3	EFT	Western Conference of Teamsters Pension Trust	2,492.37	Pay Cycle(s) 04/08/2025 To 04/08/2025 - WCTPP Contributions
710	04/08/2025	Payroll	3	EFT	Teamsters Union Local 231	2,092.00	Pay Cycle(s) 04/08/2025 To 04/08/2025 - Teamsters Dues
711	04/08/2025	Payroll	3	EFT	WA St Department Of Retirement Systems	53,477.20	Pay Cycle(s) 04/08/2025 To 04/08/2025 - PERS 2; Pay Cycle(s) 04/08/2025 To 04/08/2025 - PERS 3; Pay Cycle(s) 04/08/2025 To 04/08/2025 - 457 - DRS (DCP); Pay Cycle(s) 04/08/2025 To 04/08/2025 - Roth 45
712	04/08/2025	Payroll	3	EFT	Washington Teamsters Welfare Trust	39,556.00	Pay Cycle(s) 04/08/2025 To 04/08/2025 - Teamsters Dental; Pay Cycle(s) 04/08/2025 To 04/08/2025 - Teamsters Medical
733	04/07/2025	Claims	3	EFT	Cascade Septic Pumping, LLC	523.85	City of Stanwood
734	04/07/2025	Claims	3	EFT	ICONIX Waterworks (US) Inc.	608.00	CISTA
735	04/07/2025	Claims	3	EFT	Konnerup Construction Inc	165,312.00	City of Stanwood
736	04/07/2025	Claims	3	EFT	Neptune General Contractors	37,024.41	City of Stanwood
737	04/07/2025	Claims	3	EFT	Reaper Construction inc.	98,352.84	City of Stanwood
738	04/07/2025	Claims	3	EFT	Lisa M Sokolik	135.40	City of Stanwood
739	04/07/2025	Claims	3	EFT	Stanwood Auto Parts	131.16	56100
740	04/07/2025	Claims	3	EFT	Stanwood Auto Parts	69.38	56100
741	04/07/2025	Claims	3	EFT	Strategies 360 Inc	2,000.00	City of Stanwood
742	04/07/2025	Claims	3	EFT	Vestis	52.68	937963000
807	04/01/2025	Claims	3	EFT	To adjust for error in recording check on3-18-25 acct 4497-	20.00	To adjust for error in recording check on3-18-25 acct 4497- charged back to customer on SBX, bank charged our checking on 4-1-25
1808	04/01/2025	Claims	3	EFT	Heartland Payment Systems	279.88	April fees for March 2025
1816	04/03/2025	Claims	3	EFT	Chase Paymentech	1,424.75	April fees for March 2025
831	04/08/2025	Claims	3	EFT	Xpress/Bill Pay	1,099.02	Xpress Stmt for March Fees
832	04/08/2025	Claims	3	EFT	Navia Benefits	100.00	April pymt for March fees
743	04/07/2025	Claims	3	39451	Badger Meter, Inc	188.28	460708
744	04/07/2025	Claims	3	39452	The Daily Herald	265.92	Sub 12120787

CHECK REGISTER

ATTACHMENT A

City Of Stanwood

Time: 09:44:49 Date: 04/15/2025

04/01/2025 To: 04/15/2025

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1745	04/07/2025	Claims	3	39453	Dataquest, LLC	222.00	CITYSTA
1746	04/07/2025	Claims	3	39454	Environment Control of North Seattle Inc	2,154.24	City of Stanwood
1747	04/07/2025	Claims	3	39455	Hamilton Lumber & Rentals	279.15	66
1748	04/07/2025	Claims	3	39456	Pitney Bowes Inc- Purchase Power	51.86	8000-9090-0519-5677
1749	04/07/2025	Claims	3	39457	Ricoh USA, Inc-Maint	293.08	4250811; 4250811
1750	04/07/2025	Claims	3	39458	Shred-it US JV LLC	83.97	1000283524
1751	04/07/2025	Claims	3	39459	Skagit Farmers Supply	114.05	135052; 135052
1752	04/07/2025	Claims	3	39460	Skagit Valley Publishing	767.91	48893; 48893
1753	04/07/2025	Claims	3	39461	Sno Co Sheriffs Office *	609,841.00	SSH00001; SSH00001; SSH00001
1754	04/07/2025	Claims	3	39462	Snohomish County 911	10,498.08	City of Stanwood
1755	04/07/2025	Claims	3	39463	Everett Daily Herald/ Sound Publishing, Inc.	451.12	14104597; 14104597
1756	04/07/2025	Claims	3	39464	Stilly Auto Parts LLC	62.83	27197
1757	04/07/2025	Claims	3	39465	USA Bluebook	31.97	478228
1758	04/07/2025	Claims	3	39466	Unum Life Insurance	131.20	City of Stanwood
1759	04/07/2025	Claims	3	39467	WA St Auditor's Office	8,102.58	City of Stanwood
1760	04/07/2025	Claims	3	39468	WA St Dept of Licensing *	435.00	City of Stanwood
1761	04/07/2025	Claims	3	39469	Washington State Patrol *	96.00	City of Stanwood 0000015959
1762	04/07/2025	Claims	3	39470	World Kinect Energy Services	3,730.41	AP0100494

001 General Fund	816,804.10
101 Street Fund	41,757.88
103 Street Construction Fund	165,597.76
104 Park And Trail Improvement Fund	98,518.20
115 Tourism And Marketing	6,514.29
401 Sewer Fund	70,732.39
410 Drainage Fund	29,367.50
411 Drainage Construction Fund	37,024.41
421 Water Fund	78,038.80
630 Agency Fund	531.00

	Claims:	944,934.02
* Transaction Has Mixed Revenue And Expense Accounts	1,344,886.33 Payroll:	399,952.31

CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the City of Stanwood, and that I am authorized to authenticate and certify to said claim.

() Finance Director (X) Auditing Officer Wendy Dowhower Date: 4-15-2025
 () Deputy Finance Director



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8b
DATE: April 24, 2025
SUBJECT: City Council Meeting Minutes – April 10, 2025
CONTACT PERSON: Lisa Sokolik, City Clerk
ATTACHMENTS: A – City Council Meeting Minutes

SUMMARY STATEMENT

The City Council meeting minutes for April 10, 2025, are attached to this staff report for Council's approval.

RECOMMENDED MOTION

"I MOVE TO APPROVE THE APRIL 10, 2025, CITY COUNCIL MEETING MINUTES AS PRESENTED."

CITY OF STANWOOD
Regular Meeting of the City Council
April 10, 2025 | 7:00 p.m.

MINUTES

1. Call to Order and Pledge of Allegiance

Mayor Sid Roberts called the meeting to order at 7:00 p.m. Councilmember Bergman led the Pledge of Allegiance.

2. Roll Call

City Clerk Lisa Sokolik called the roll with the following Councilmembers Present: Dani Gaumond, Darren Robb, Robert Hicks, Steve Shepro, Andreena Bergman, and Tim Schmitt. The meeting was quorate.

*Motion by Councilmember Robb, second by Councilmember Hicks, to excuse Councilmember Marcus Metz. **Motion carried unanimously.***

Also present: City Administrator Shawn Smith, Community Development Director Patricia Love, Public Works Director Kevin Hushagen, Finance Manager Wendy Dowhower, City Attorney Nikki Thompson, Police Chief Jason Toner, Fire Chief Dave Kraski, City Engineer Alan Lytton, and City Clerk Lisa Sokolik. Utility Supervisor Leigh Danielson attended via Zoom.

3. Approval of the Agenda

Mayor Roberts requested to amend the agenda by removing item 11a adopting Resolution 2025-03 Keller Annexation 60% Petition.

*Motion by Councilmember Bergman, second by Councilmember Shepro to approve the agenda as amended. **Motion carried unanimously.***

4. Presentations - None.

5. Public Comment

<u>Name</u>	<u>City</u>	<u>Topic</u>
Cathy Wooten	Stanwood	Encouraged Council to maintain a long-term view when making decisions regarding zoning, development standards, and future growth.

6. Staff / Department Report

Police Compstat – March

Chief Toner provided an update on the Flock Cameras, noting deployment to patrol is pending policy approval. The system is in limited investigative use but expected to be fully activated in two weeks.

7. Council Committee Reports

a. Finance Committee Meeting Minutes – March 24, 2025

b. Economic Development Board Meeting Minutes – January 17, 2025

The Finance and Economic Development Committee Meeting Minutes were submitted.
No questions were raised.

8. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve City Council Regular Meeting Minutes – March 13, 2025
- c. Approve the Storefront Improvement Program Application for MQ Gadgets, Gifts, and Goodies
- d. Authorize the Mayor to Sign a Task Order with Perteet for the Final Design of Depot Park
- e. Authorize the Mayor to Sign a Contract with Reaper Construction for the Heritage Loop Trail Project
- f. Authorize the Mayor to Sign a Contract with Northend Excavating for the 80th Ave Sidewalk & Overlay Project

*Motion by Councilmember Gaumond, second by Councilmember Shepro to approve consent agenda items A. approval of vouchers and payroll checks, B. approve city council regular meeting minutes for March 27, 2025, C. approve the Storefront Improvement Program Application for MQ Gadgets, Gifts, and Goodies, D. authorize the Mayor to sign a task order with Perteet for the final design of Depot Park, E. authorize the Mayor to sign a contract with Reaper Construction for the Heritage Loop Trail project, and F. authorize the Mayor to sign a contract with Northend Excavating for the 80th Ave Sidewalk & Overlay project. **Motion carried unanimously.***

9. Unfinished Business - None.

10. Public Hearing - None.

11. New Business

Authorize the Mayor to sign a Task Order with Transpo Group for the SR 532 Corridor Study

Love presented the proposed \$150,000 contract with Transpo Group to perform a 10% corridor design and intersection control evaluation study for SR 532, expanding upon two previously approved intersection studies (72nd St and 102nd Ave). The study will coordinate with WSDOT, assess multimodal transportation, and establish long-term mobility planning across the corridor.

Council discussed funding implications, previous WSDOT study input, and the strategic value of a comprehensive design. The Mayor and several Councilmembers expressed strong support for pedestrian safety and smart growth strategies.

Key points discussed:

- Collaboration with WSDOT on a coordinated multimodal transportation plan.
- The expanded project scope will evaluate corridor efficiency, pedestrian and bike safety, access to downtown, and traffic flow at key intersections.
- The study will support future grant applications and funding requests.
- Several councilmembers emphasized the importance of prioritizing local needs and safety over increasing regional pass-through capacity.

Motion by Councilmember Robb, second by Councilmember Hicks to authorize the Mayor to sign a Task Order with Transpo Group for the SR 32 Corridor Study in the amount of \$150,000. Motion carried unanimously.

12. Public Closing Comments

No public closing comments.

13. Executive/Legislative Reports

a. Mayor's Report

Mayor Roberts shared updates on recent community events, ribbon cuttings and school visits, and welcomed Dave Kraski, Stanwood's new Fire Chief.

b. City Administrator Report

Shawn Smith reported:

- Viking Way Phase 2 construction begins May 5.
- A sewer project that will bore a sewer line beneath SR 532 near the fire station begins May 1 with minimal traffic impact.
- The SR 532 corridor study will help develop a Capital Improvement Plan and identify grant opportunities; some projects may be self-funded.
- Reiterated that Flock Cameras will soon be active citywide.

c. Councilmember's Report/Questions

Councilmembers welcomed Fire Chief Kraski.

- Robb asked Smith if there will be traffic impact during the SR 532 sewer boring project. Smith answered yes, there will be minor impacts.
- Shepro reflected on the city's growth and livability over the past 15 years. He asked Love a question regarding language used when annexing property, "within the Urban Growth Area established by Snohomish County". Love said it was the early 1990's that the UGA was adopted she will look at the language and bring back an answer.
- Schmitt encouraged driver awareness for cyclists crossing SR 532 and praised local bus drivers following a recent incident.

14. Executive Session

No executive session scheduled for this meeting.

15. Adjourn

There being no further business before the Council, and hearing no objection to adjournment, Mayor Roberts adjourned the meeting at 7:50 p.m.

CITY OF STANWOOD

ATTEST:

Sid Roberts, Mayor

Lisa Sokolik, City Clerk



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8c
DATE: April 24, 2024
SUBJECT: Utility Account Adjustment—Accounts 1416 & 2705
CONTACT PERSON: David A. Hammond, Finance Director
ATTACHMENTS: A – SMC 12.20.060 Adjustment to bills.

PURPOSE

The purpose of this agenda item is for Council consideration of a second water leak adjustment to Utility Account Number 1416 in the amount of \$126.81 and Account Number 2705 in the amount of \$344.41.

BACKGROUND

Stanwood Municipal Code (SMC) Section 12.20.060; provides authorization for the Finance Department to adjust a utility account when a leak occurs, however, no more than once each two-year period. The code allows, after evidence the leak was repaired, for a rate adjustment up to 50 percent of the volume consumed in any one billing period in excess of the bi-monthly average of water consumed over the previous twelve months.

Additionally, the SMC authorizes City Council approval of a second adjustment, within a two-year period, if one or more of the following circumstances exist:

- i) The leak could not have been readily detectable with reasonable diligence;
- (ii) The customer does not occupy or use the subject property on a continuous basis;
- (iii) Any prior leak for which an adjustment was made by the city was repaired within 30 days of discovery;
- (iv) The customer account has been kept current and there have been no delinquencies within the previous 24 months.

ANALYSIS

Staff recommends approval of these second leak adjustments, which qualifies according to SMC 12.06.020.

Fiscal Impact			
The 2024-2025 budget for utility operations is adequate to make the requested adjustment.			
Fund(s):	Utility Operating		
Amount:	\$ 126.81 & 344.41	Project Estimate:	\$ -
Budget Authorized	☒ Yes ☐ No	Amendment Required	☐ Yes ☒ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation: Staff recommends Council authorize the Finance Director to approve second utility bill adjustments in the amounts of \$126.81 and \$344.41.

Committee/Board Recommendation: N/A

CITY COUNCIL OPTIONS

1. The City council may authorize second utility bill leak adjustments in the amount of \$126.81 and \$344.41
2. The City council may choose not to authorize second utility bill adjustments in the amount of \$126.81 and \$344.41.
3. The City council may direct staff to provide additional information.

PROPOSED MOTION

“I MOVE TO AUTHORIZE THE FINANCE DIRECTOR TO APPROVE A SECOND UTILITY BILL ADJUSTMENT FOR ACCOUNT 1416 IN THE AMOUNT OF \$126.81 AND ACCOUNT 2705 IN THE AMOUNT OF \$344.41.”

12.20.060 Adjustments to bills.

(1) In the event a meter fails to register the correct amount of water used, the customer will be charged at the average rate of monthly consumption for the previous 12 months as shown by the meter when in working order.

(2) In the event a leak or failure of a private water system or private service between the meter and the structure located on private property results in excess consumption, the city may, through a determination of the city finance director, provide for a rate adjustment up to 50 percent of the volume consumed in any one billing period in excess of the bi-monthly average of water consumed over the previous 12 months at that service address.

(a) Customers shall be required to provide proof of repair to leak or failure prior to receiving any rate adjustment.

(b) Application for the credit or adjustment must be made in written form and approved by the city finance director or his/her designee.

(c) No more than one application for credit may be considered per service address in any 24-month period without city council approval. In order to grant a second adjustment the council must find one or more of the following circumstances exist:

(i) The leak could not have been readily detectable with reasonable diligence;

(ii) The customer does not occupy or use the subject property on a continuous basis;

(iii) Any prior leak for which an adjustment was made by the city was repaired within 30 days

of discovery;

(iv) The customer account has been kept current and there have been no delinquencies within the previous 24 months.

(3) In the event of a leak or failure of a private water system or private service between the meter and the structure located on private property that was the result of a city project involving a public work as defined by state law, or maintenance performed at the expense of the city, the city public works director will have the authority to provide a rate adjustment for more than 50 percent of the volume consumed in excess of the bimonthly average of water consumed over the previous 12 months at that service address.

Adjustments are final and requests for reversal will not be granted and are not subject to appeal. (Ord. 1415 § 1, 2016; Ord. 1405 § 1 (Exh. 1), 2015; Ord. 1359 § 1, 2013; Ord. **1295 § 2, 2011; Ord. 1189 § 4, 2006**).

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CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 11

DATE: April 24, 2025

SUBJECT: WWTP Secondary Treatment and Solids Handling Engineering Report

CONTACT PERSON: Alan Lytton, City Engineer

ATTACHMENTS: A – Scope of Work and Fee

PURPOSE

The purpose of this agenda item is to authorize the Mayor to sign a contract with RH2 Engineering for professional services required to develop a Facility Plan/Engineering Report for the WWTP upgrade and solids handling system not to exceed \$732,400.

BACKGROUND

This project will complete an Engineering Report in accordance with WAC 173-240-060 to analyze and recommend improvements to the WWTP. The existing plant was originally constructed 20 years ago and has been maintained without major overhaul to maximize its useful life. Many major components of the plant are at the end of their service life and will need replacement either in kind or with newer treatment technologies. The Engineering Report will evaluate several alternatives to our current plant design and recommend upgrades to replace aging equipment as well as increase the WWP capacity and reliability. Addressing these needs also provides the City opportunity to proactively improve discharge water quality and enable the City to more readily adapt to future discharge regulations. This scope of work will take approximately 12 months to complete.

ANALYSIS

Fiscal Impact			
Fund(s):	403		
Amount:	\$1,100,000	Project Estimate:	\$732,400
Budget Authorized	☒ Yes ☐ No	Amendment Required?	☐ Yes ☒ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation:

Staff recommends proceeding with the scope of work.

Committee/Board Recommendation:

The Public Works Committee have reviewed the scope and fee and have been briefed on the project.

COUNCIL OPTIONS

1. Authorize the Mayor to sign a contract with RH2 Engineering Inc.
2. Send back to the Public Works Committee for additional discussion.
3. Reject or amend the proposal and delay project.

RECOMMENDED MOTION

“I MOVE TO AUTHORIZE THE MAYOR TO SIGN A CONTRACT WITH RH2 ENGINEERING FOR THE WASTEWATER TREATMENT PLANT SECONDARY TREATMENT AND SOLIDS HANDLING SYSTEM IMPROVEMENTS ENGINEERING REPORT FOR THE AMOUNT NOT TO EXCEED \$732,400.”

EXHIBIT A
Scope of Work
City of Stanwood
Wastewater Treatment Plant Secondary Treatment and
Solids Handling System Improvements
Engineering Report
April 2025

Background

The City of Stanwood (City) is currently updating its General Sewer Plan (GSP), with completion expected in the second quarter of 2025. As part of the GSP update, an analysis of the wastewater treatment plant (WWTP), which the City owns and operates, was conducted to identify major capital improvements to be funded during the planning period. Two significant WWTP Capital Improvement Program (CIP) projects were identified in the GSP:

- Increase the capacity of the activated sludge system; and
- Replace the aging sludge stabilization ponds with a new solids handling system.

The GSP analyzed alternatives to upgrade these systems and recommended the following:

- Convert the existing oxidation ditches of the activated sludge system into compartmentalized plug flow reactors (CIP F10).
- Replace the sludge stabilization ponds with aerobic digesters and associated equipment (CIP F9).

These improvements will necessitate completion of an Engineering Report in accordance with Washington Administrative Code (WAC) 173-240-060. These documents further reference the US Environmental Protection Agency's (EPA) *Guidance for Preparing a Facility Plan* (EPA-430/9-76-015) and 40 Code of Federal Regulations § 35.2030, which identify additional requirements for facility plans. Additionally, the Washington State Department of Ecology's (Ecology) *Criteria for Sewage Works Design* (Orange Book) summarizes the requirements for Engineering Reports. The City has requested that RH2 Engineering, Inc., (RH2) prepare the Engineering Report in accordance with these requirements.

The Engineering Report will thoroughly analyze the recommended improvements from the GSP and establish the system configuration and design criteria such that design can commence upon completion of the Engineering Report. The Engineering Report will also develop an implementation plan to properly coordinate those improvements. In addition to the activated sludge and solids handling systems, the Engineering Report is expected to analyze and recommend improvements to other elements of the WWTP, including the following:

- Influent screening equipment (CIP F2).
- Addition of grit removal at the Headworks (CIP F8).

- Effluent disinfection system (CIP F4).
- Electrical and control systems (CIP F6).

In general, the Engineering Report will involve the following tasks:

- 1) Review and coordinate previous planning documents with new information from WWTP analyses and information from operators and stakeholders.
- 2) Review and plan for methods to meet current regulatory requirements and policies.
- 3) Summarize current and future municipal and industrial flow and loading as estimated in the GSP.
- 4) Calculate and establish basic design criteria for current and future WWTP processes.
- 5) Analyze and recommend improvements in sufficient detail to allow the City to proceed with the development of construction contract documents for each project without substantial changes from the Engineering Report.
- 6) Estimate project capital and life-cycle costs.
- 7) Coordinate with other local agency planning efforts or documents regarding the Engineering Report.

The Engineering Report will be submitted to Ecology for review and approval.

General Assumptions

The following general assumptions are guiding this Scope of Work:

- *RH2 will rely upon the accuracy and completeness of data, information, and materials generated or produced by the City or others in relation to this Scope of Work. RH2 assumes that the entity providing such information to RH2 is either the owner of such information or has obtained written authorization from the owner to distribute said information.*
- *Deliverables will be submitted in electronic format (PDF) unless otherwise noted.*
- *Acceptance of the Engineering Report prepared in this Scope of Work is beyond the control of RH2 and the City, and no date is warranted or implied for Ecology's response or approval.*
- *Unless otherwise noted, meetings and/or workshops included in this Scope of Work will be virtual via Microsoft (MS) Teams.*
- *The City will be involved in all coordination efforts with Agencies and will be included in all correspondence and communications.*
- *The improvements to the secondary treatment system will be incorporated within the existing hydraulic profile.*
- *The finished floor elevations of any new buildings will be based on the current 100-year flood elevations plus a reasonable factor of safety.*

- *The Engineering Report will not evaluate tsunami impacts on the existing or proposed infrastructure.*

Task 1 – Project Management

Objective: Monitor the scope of work, schedule, and budget. Provide monthly invoices and project updates. Manage the RH2 project team and subconsultants.

Approach:

- 1.1 Prepare, monitor, and update the project schedule monthly.
- 1.2 Review work performed for consistency with this Scope of Work, monitor budget, prepare monthly invoices, and provide City staff with periodic project status and budget updates via email.
- 1.3 Maintain and store project records.
- 1.4 Prepare and execute subconsultant contracts.
- 1.5 Manage the RH2 team members and subconsultants.
- 1.6 Prepare a fieldwork health and safety plan.

Assumptions:

- *Project records will be maintained and filed electronically only.*

RH2 Deliverables:

- Monthly invoices documenting the progress of work completed and earned value compared to contract value.
- Coordination of RH2 project team and subconsultants.

Task 2 – Periodic Workshops

Objective: Provide coordination of and attend periodic workshops with the City as necessary to provide dedicated opportunities for City staff engagement throughout the project. *A total of six (6) workshops are estimated in this Scope of Work. A basic approach to the workshops is provided in the Approach. During the project, specific workshop topics will be mutually determined by RH2 and the City.*

Approach:

- 2.1 Prepare for and attend six (6) 2-hour workshops with City staff. Prepare an agenda and minutes for each workshop. Workshop topics will generally include, but not be limited to, project kick-off, review of needs and deficiencies, review of alternatives, review of recommended improvements, project implementation strategies, and Engineering Report review.

Assumptions:

- *Workshops will be coordinated, scheduled, and led by RH2. Meeting agendas and minutes will be provided by RH2 for all workshops. Up to three (3) RH2 staff members are assumed to attend each workshop.*
- *Additional meetings or workshops can be accommodated using the Management Reserve if requested.*

Provided by the City:

- Attendance at workshops listed and meeting location, unless noted otherwise.
- Coordination with agencies as needed.

RH2 Deliverables:

- Attendance at workshops listed.
- One (1) final copy of the agenda or presentation materials for each workshop.
- One (1) final copy of the meeting minutes or major action items for each workshop.

Task 3 – Geotechnical and Structural Evaluations and Site Survey

Objective: Perform a geotechnical site investigation and develop a geotechnical report summarizing the findings. Perform a site survey of the WWTP.

Approach:

- 3.1 Coordinate with a geotechnical engineering subconsultant to perform a geotechnical investigation consisting of soil borings, geophysical testing, and laboratory analyses to evaluate the subsurface conditions at or adjacent to the existing ponds.
 - a) Provide geotechnical and structural design criteria and site-specific information to support construction based on the investigation. The geotechnical analysis will consider the risks of settlement, liquefaction, and seismic motion on the proposed structure. *It is assumed up to four (4) borings will be drilled by the subconsultant for the investigation.* The findings will be incorporated with those developed from the geotechnical investigation conducted in 2000 for the WWTP facility structures immediately east of the proposed site.
 - b) Assess alternatives for foundation support that may include pre-loading, structural fill, and/or piles. The actual site footprint will remain flooded and will not be accessible for direct investigation; assumptions will be made regarding potential construction and foundation design impacts related to soft organic material and buried logs below the proposed structures.
 - c) Prepare a geotechnical report including estimates of potential settlement for various foundation designs, types of piles and allowable load per pile, lateral capacity for seismic loading, and pile spacing and geometry.

- 3.2 Coordinate with a structural engineering subconsultant to perform a feasibility-level analysis of the proposed improvements to the oxidation ditches, including the removal of internal walls and installation of new walls in different locations. Prepare a structural report summarizing the findings and proposed design recommendations.
- 3.3 Coordinate with a licensed surveyor as a subconsultant to RH2 to acquire up to date survey data of the project site for design purposes. Attend one (1) site visit to evaluate the utility locates and survey limits with the City. Review and revise the survey data for the WWTP based on as-built drawings. *No RH2 staff will be on site for the survey work.*
- 3.4 Perform two (2) additional site visits during the course of Task 2 to collect additional information necessary to complete the tasks outlined in this Scope of Work.

Assumptions:

- *It is assumed that three (3) RH2 staff members will attend each investigation unless noted otherwise.*
- *The City will provide site access for all investigations outlined in this Task.*
- *No destructive testing or instrument-assisted investigations or excavations will be used during the limited structural assessment. Assessment will be limited to a desktop review and visual evaluations of the infrastructure.*
- *A detailed conditions assessment of each facility, including specific code review, life, and safety considerations, is not provided as part of this Scope of Work but can be added by amendment if mutually agreeable to the City and RH2.*

Provided by the City:

- Attendance at and access for site investigations.

RH2 Deliverables:

- Attendance at site investigations.
- Electronic copies of the AutoCAD survey files (AutoCAD and PDF).
- Geotechnical report.
- Structural report.

Task 4 – Review Applicable Regulations

Objective: Review regulations as applicable to the existing WWTP and the proposed improvements for inclusion in the Engineering Report.

Approach:

- 4.1 Coordinate with Ecology via phone calls and email correspondence during the development of the Engineering Report. *Up to ten (10) hours of effort are assumed for this subtask.*

- 4.2 Review and summarize the City's current National Pollutant Discharge Elimination System (NPDES) permit. Include a copy of the NPDES permit in the Engineering Report appendices.
- 4.3 Review and summarize current and expected future regulatory requirements related to the NPDES permit, biosolids permit, and air quality permit (if applicable). Summarize the regulations for laboratory accreditation that apply to the WWTP.

Task 5 – Review Relevant Background Information

Objective: Collect and review background information as available and required for developing the Engineering Report.

Approach:

- 5.1 Review previous planning documents as available and applicable, which are expected to include the following:
 - a) Relevant portions of the GSP currently in progress.
 - b) Relevant portions of the 2015 GSP.
 - c) As-builts from previous projects at the WWTP.
- 5.2 Review previous construction contract documents for pertinent improvement projects completed at the WWTP.

Assumptions:

- *The City has previously provided relevant background information. Any additional information necessary, if determined during the course of this Scope of Work, will be requested by the RH2.*

Task 6 – Summarize Wastewater Flow and Load

Objective: Summarize the current and projected system flow and loading from the GSP. Evaluate additional industrial loading to the WWTP that is different from what was analyzed in the GSP. Establish additional flow and loading conditions for sizing tankage, unit processes, and equipment.

Approach:

- 6.1 Summarize the historical and projected flow and loading from the GSP.
- 6.2 Document infiltration and inflow per the most recent GSP.
- 6.3 Establish flow and loading conditions for sizing and configuring improvements, including average wet and dry weather conditions, maximum week, maximum day, and peak diurnal conditions.

RH2 Deliverables:

- Tables with calculated historical and projected flow and loading values.

Task 7 – No Meat Treatment Evaluation

Objective: Evaluate Phase 2 of the No Meat expansion flow and load and whether the WWTP can accommodate it without pretreatment.

Approach:

- 7.1 Update flow and load from the GSP to account for the Phase 2 expansion of No Meat.
- 7.2 Determine the impact of additional flow on load on planned improvements outlined in the GSP. This will include an evaluation of tankage sizing, treatment processes, and the associated cost.
- 7.3 Prepare a technical memorandum summarizing the impact of the additional flow and load on the planned improvements and incremental construction cost increase. Review the technical memorandum with the City and finalize a determination of whether to include the No Meat expansion in the proposed improvements outlined in the Engineering Report.

Provided by the City:

- Review of the draft technical memorandum.
- Direction on whether to include the additional flow and load in the improvements outlined in the Engineering Report.

RH2 Deliverables:

- No Meat expansion technical memorandum.

Task 8 – Analyze and Configure Improvements to the WWTP

Objective: Configure major improvements recommended by the GSP. Analyze options and considerations for configuring major systems and processes. Establish required capacity and performance of systems and unit processes. Identify portions of infrastructure to remain or be rehabilitated, along with new infrastructure requirements. Engage vendors to size and configure equipment and devices. Analyze alternatives for equipment, unit processes, and system configurations, where applicable, to recommend the preferred approach to the improvements. This work will include, but not be limited to, the following items associated with each of the subtasks:

- a. Establish performance and capacity requirements based on guidance of the Orange Book, Water Environment Federation Manual of Practice (MOP) 8, and other applicable references. Where applicable, perform hydraulic analyses, solids loading calculations, or other analyses as requested to evaluate capacity.
- b. Establish applicable regulatory criteria or codes that relate to each unit process, such as the 2020 National Fire Protection Association (NFPA) 820: Fire Protection in Wastewater Treatment and Collection Facilities (NFPA 820), which establishes fire protection requirements for processes and areas within WWTPs.
- c. Analyze effects to the WWTP hydraulic profile caused by any of the proposed improvements.

- d. Analyze the hydraulic and solids loading capacity afforded by each improvement and the effect on the overall WWTP capacity.
- e. Perform planning-level BioWin modeling as necessary.
- f. List permitting considerations.
- g. Summarize environmental considerations and impacts to the public, including odor, noise, or other parameters associated with each system or process.
- h. Review electrical and control system needs and considerations.
- i. Provide planning-level drawings or schematics for use in comparing the footprint and orientation of each option. Construct simple 3D AutoCAD models of existing structures or facilities where necessary to analyze alternatives or potential improvements.
- j. Analyze the operational flexibility provided by each improvement for alternate modes of operation.
- k. Consider component and system redundancy.
- l. Evaluate life-cycle costs, including design and soft costs, construction cost, life-cycle costs related to electrical load, polymer usage, maintenance, and other considerations.

Approach:

8.1 Analyze preliminary treatment improvements:

- a) Analyze and configure influent screening system improvements that are expected to include a new mechanical fine screen in the existing channel and new washer/compactor equipment.
- b) Analyze options for implementation of grit removal at the Headworks. Size and configure grit removal systems and recommend a preferred configuration. Determine major structural and mechanical improvements for the new system. Determine electrical needs to support new motor loads associated with the proposed screen and grit removal unit.
- c) Analyze and recommend other minor improvements to the Headworks system based on recommendations from the GSP or as identified during this Scope of Work.

8.2 Analyze secondary treatment improvements:

- a) Analyze and refine the configuration of the plug flow reactors as proposed in the GSP for the activated sludge system improvements. Evaluate basin zone configurations and structural requirements for zone partitions. Engage manufacturers to analyze partition options. Consider access improvements and other needs related to the new zones. Consider options for draining the zones.
- b) Prepare an initial aeration diffuser system layout with diffuser manufacturers to provide a configuration meeting the various demand conditions. Review and select material options and define other criteria for specifying diffusers.

- c) Evaluate options and recommend configuration for the blower and air piping system, including the blower type, size, and quantity, modulating type, size, and locations, air header design, air flow and pressure monitoring, and dissolved oxygen monitoring equipment. Consider options for outdoor and indoor blower installation and recommend locations for the new blowers.
- d) Evaluate options for mixing equipment in the selector zones and other locations. Engage manufacturers on equipment options and recommend proposed equipment selections to the City.
- e) Evaluate options and recommend configuration of a wasting system to allow for surface wasting of mixed liquor from each basin. Engage manufacturers on equipment sizing, configuration, and options.
- f) Determine electrical needs to support proposed motor loads associated with the new equipment. Coordinate with motor control manufacturers to get preliminary equipment sizing. Evaluate options and recommend a location for new motor control equipment installation.
- g) Evaluation options and recommend configuration of the control system for automated control of the equipment associated with the activated sludge system.

8.3 Evaluate effluent disinfection improvements:

- a) Evaluate options and recommend configuration of new ultraviolet light (UV) system to replace the existing system. Coordinate with UV manufacturers to get preliminary equipment sizing. Coordinate with electrical and control system design to support UV system improvements.

8.4 Analyze solids handling improvements:

- a) Analyze and configure aerobic digesters with the intent of providing stabilization of waste activated sludge (WAS) to Class B requirements at the WWTP design loading conditions. Perform calculations to recommend necessary digester volume and redundancy. Engage equipment manufacturers on aeration and mixing equipment to detail equipment options and major considerations for the configuration of the tankage. Recommend quantity, size, and configuration of digester tankage and associated equipment.
- b) Evaluate options and recommend configuration of the blower and air piping system and air diffusion equipment within the tankage. Recommend blower type, size, and quantity, air header design, diffusion equipment design, and associated components. Consider options for outdoor and indoor blower installation and recommend locations for the new blowers.
- c) Evaluate options for mixing equipment for the digesters. Engage manufacturers on equipment options and recommend proposed equipment selections to the City.

- d) Evaluate options and recommend configuration of the WAS thickening system. Consider periodic and continual operation of thickening WAS from the surface wasting system. Consider the ability to automatically bypass the thickening system.
- e) Evaluate options and recommend configuration of the dewatering and load-out equipment. Consider equipment operational requirements, such as attended versus unattended operation, and weekly operating duration for sizing the equipment. Consider energy use, polymer consumption, cake dryness, and other factors to recommend the preferred dewatering equipment and configuration. Consider truck load-out options.
- f) Evaluate options and recommend configuration for return of the dewatering side stream to the WWTP. This may include a new pump station and other infrastructure. Consider equalization or other measures to reduce loading to the WWTP if necessitated by the dewatering equipment selection.
- g) Consider odor control needs for the solids handling system, and size and configure the odor control system if deemed necessary.
- h) Consider and recommend ancillary systems associated with the new solids handling system.
- i) Consider including an operations or control room in the new solids handling building.
- j) Determine electrical needs to support the proposed motor loads associated with the new solids handling system. Coordinate with motor control manufacturers to get preliminary equipment sizing. Evaluate options and recommend location for new motor control equipment installation.
- k) Evaluation options and recommend configuration of the control system for automated control of the equipment associated with the new solids handling system.

8.5 Evaluate electrical and control systems:

- a) Provide a basic review of the majority of the WWTP electrical, automatic control, and telemetry system components that were not otherwise reviewed during the analyses of individual processes, including the primary electrical service, back-up power supply, electrical distribution equipment, motor control centers, control panel hardware and wiring, communications equipment, and instrumentation.
- b) Provide a basic review of arc flash considerations for the WWTP and recommend either a specific or plant-wide arc flash analysis, short circuit, and protective device coordination study as a CIP project, as necessary.
- c) Provide a basic review of the supervisory control and data acquisition (SCADA) network configuration, security, hardware, and wiring relative to industry standards.

8.6 Recommend and size sitework improvements:

- a) Recommend an approach to removing sludge, demolishing Stabilization Pond No. 2, and preparing the subgrade for future improvements based on the geotechnical recommendations. Recommend a fill material for Stabilization Pond No. 2 based on material that is locally available.
- b) Size and configure interconnecting, below-grade piping between the new solids handling system and the existing WWTP infrastructure.
- c) Configure surfacing, parking, and other site improvements for the proposed infrastructure.

Assumptions:

- *Some known lesser improvement projects and additional minor projects may be identified during the WWTP evaluation that are not expected to significantly change this Scope of Work. Major improvement projects identified during the Engineering Report development beyond those listed may necessitate an amendment to this Scope of Work as mutually agreed to by the City and RH2.*
- *Where applicable, hydraulic, AutoCAD, or other models will be produced at a planning or preliminary level of detail for use in comparing alternatives only.*
- *Meeting or workshop attendance related to this Task is summarized in Task 2.*
- *Review of NFPA 820 is included as it relates to specific processes or areas of concern for the City. A site-wide review of all spaces within the WWTP with regard to NFPA 820 is not provided as part of this Scope of Work but can be added by amendment if mutually agreeable to the City and RH2.*
- *Odor control measures will be considered for each potential improvement for inclusion in applicable CIP projects. A comprehensive site-wide odor control evaluation is not provided as part of this Scope of Work but can be added by amendment if mutually agreeable to the City and RH2.*

Provided by the City:

- Review and input on alternatives analyses and recommendations.

RH2 Deliverables:

- Analyses of alternatives and recommendations.

Task 9 – Summarize Recommended Improvements

Objective: Summarize the recommended improvements and identify the design criteria for the major CIP project(s). Develop a strategy for implementing the recommended improvements. The following elements will be summarized for each recommended improvement:

- a. A list of the considerations for design and construction of each recommended improvement project.
- b. Planning-level site, building, or equipment layout plans or schematics to illustrate each improvement.
- c. Basic process flow diagram for each major improvement.
- d. Preliminary hydraulic and solids treatment capacity and pertinent design criteria.
- e. Design life of each improvement and summary of considerations for future expansion.
- f. Electrical one-line diagram, electrical site plan, and basic control system configuration.
- g. Environmental and permitting considerations.
- h. Estimated capital and life-cycle costs for each improvement.
- i. Estimated future staffing needs at the WWTP to account for operations and maintenance of improved facilities.

Approach:

- 9.1 Summarize recommended improvements for the preliminary treatment system.
- 9.2 Summarize recommended improvements for the secondary treatment system.
- 9.3 Summarize recommended improvements for the effluent disinfection system.
- 9.4 Summarize recommended improvements for the solids handling system.
- 9.5 Summarize recommended improvements for the electrical and control system.
- 9.6 Summarize recommended improvements to the WWTP site and Sludge Stabilization Pond No. 2.
- 9.7 Develop an implementation strategy and schedule for the project(s).

Assumptions:

- *Meeting and workshop attendance related to this Task is summarized in Task 2.*
- *All figures are intended for planning-level use to generally illustrate the recommended improvements.*
- *This Scope of Work does not include a full staffing study for the WWTP that is inclusive of all existing and future staffing needs. If requested, a full staffing study can be completed as an amendment to this contract.*

Provided by the City:

- Input on recommended improvements and implementation strategy.

RH2 Deliverables:

- Summary of the recommended improvements and implementation strategy provided via email.

Task 10 – Environmental Permitting

Objective: Perform an environmental background review and coordinate with local agencies to confirm anticipated project permits. Prepare a permitting needs assessment to be included in the Engineering Report. Prepare and submit a non-project State Environmental Policy Act (SEPA) Checklist for the Engineering Report.

Approach:

- 10.1 Review existing environmental background data, including maps, City code, and aerial imagery to support coordination with regulatory staff. Contact regulatory agencies with potential jurisdiction over the project, including the City's Planning Department and Ecology. Introduce project components, discuss anticipated agency concerns, and confirm permitting requirements and associated timelines.
- 10.2 Prepare a permitting needs assessment for the project using information collected in subtask 10.1. *It is assumed the permitting needs assessment will be incorporated into the Engineering Report and will outline existing environmental resources in the project area, outline anticipated permit and approval processes, list permit review costs and timelines, and summarize other key considerations.* Refine and finalize the permitting needs assessment for the final Engineering Report in cooperation with RH2 design staff.
- 10.3 Prepare a non-project SEPA Checklist, including Supplement D, to accompany the Engineering Report and coordinate with the City for preliminary review. Finalize and submit materials to the City to process the SEPA Checklist, issue determination, and complete public and agency notification for the non-project SEPA review. Include the completed non-project SEPA files into the final Engineering Report.

Assumptions:

- *Non-project SEPA review will be required to accompany the Engineering Report for Ecology approval. Additionally, project-level SEPA review will be required to facilitate future land use and construction related approvals; however, project-level SEPA review will be completed at the implementation of projects included in the Engineering Report. Project-level SEPA review is not included in this Scope of Work.*
- *Coordination with other agencies or stakeholders, such as other departments within the City and Ecology, is assumed to be limited to the environmental review process. Significant*

involvement of groups beyond this list was not assumed for the development of this Scope of Work.

Provided by the City:

- Assistance with City and/or Ecology coordination, as needed.
- SEPA determination, publication, and agency review coordination.

RH2 Deliverables:

- Email and/or telephone record of agency coordination and input incorporated into the permitting needs assessment, as warranted.
- Draft and final permitting needs assessment.
- Draft and final non-project SEPA Checklist.

Task 11 – Draft Chapters and Appendices

Objective: Prepare initial drafts of chapters, figures, and appendices for review by the City throughout the development of the Engineering Report.

Approach:

- 11.1 Prepare an Executive Summary of the Engineering Report, including the following:
 - a) Describe the purpose of the Engineering Report.
 - b) Describe how the Engineering Report has been coordinated with the City's most recent GSP and other relevant planning documents.
 - c) Summarize the key elements of the Engineering Report, including regulatory considerations, wastewater flow and loading analyses, facility evaluation and deficiencies, and capital improvements.
- 11.2 Prepare an introduction chapter of the Engineering Report, including the following:
 - a) Describe the purpose and goals of the Engineering Report.
 - b) Describe major changes or improvements to the WWTP in the last 10 years.
 - c) Summarize the content of each chapter of the Engineering Report.
 - d) Provide a list of abbreviations used in the Engineering Report.
 - e) Prepare existing site plan, existing site aerial, existing WWTP design criteria, and existing process flow diagram figures.
- 11.3 Prepare a chapter and figure(s) describing background information and planning data used to develop the Engineering Report, including the following:
 - a) List relevant background information used in developing the Engineering Report.
 - b) Describe population and planning information from the most recent GSP.

- c) Prepare a location map of the City's existing WWTP and surrounding lands.
- 11.4 Prepare applicable chapter(s), figure(s), and appendices related to regulatory and discharge permit requirements, including the following:
 - a) Describe the environment at the existing WWTP site and any other sites or utility corridors proposed for development as part of the improvements presented in the Engineering Report.
 - b) Summarize agency and stakeholder involvement during the Engineering Report development.
 - c) Summarize current and expected future regulatory requirements related to the NPDES discharge permit, biosolids permit, and air quality permit (if applicable).
 - d) List laboratory accreditations.
- 11.5 Prepare applicable chapter(s), figure(s), and appendices related to current and projected flow and loading conditions, including the following:
 - a) Summarize applicable information from the current GSP.
 - b) Describe analyses of WWTP historical and projected flow and loading.
- 11.6 Prepare applicable chapter(s), figure(s), and appendices related to the evaluation of the existing WWTP and individual processes, including the following:
 - a) Summarize the site investigations and assessments.
 - b) Summarize the evaluation of systems and processes to outline performance, current and future capacity, and applicable regulatory criteria.
- 11.7 Prepare applicable chapter(s), figure(s), and appendices related to the analyses of improvements, including the following:
 - a) Summarize the major components, considerations, and criteria for each alternative considered.
 - b) Compare the qualitative and quantitative criteria for each alternative analyzed.
- 11.8 Prepare a chapter summarizing the recommended improvements and CIP list, including the following:
 - a) List the recommended improvements and associated capital costs.
 - b) Summarize the major components, considerations, and criteria for each recommended project.
 - c) Provide a project implementation schedule to accompany the CIP list.
 - d) Describe future staffing considerations for the improvements.
- 11.9 Prepare a chapter summarizing implementation, project delivery alternatives, and financing.

- a) Review options for project delivery. Conventional design-bid-build and alternate delivery options will be considered. Recommend delivery options for the project(s).
 - b) Create a simple project implementation plan that summarizes the schedule, major considerations, and steps in the delivery of the project(s).
- 11.10 Provide individual chapters to the City for review. Collect comments and incorporate them into the draft chapters.

Assumptions:

- *RH2 will rely on the 2015 GSP and the 2025 GSP that is in development to derive the projected flow and loading to the WWTP. RH2 will not analyze land use and population trends as part of this Scope of Work but will incorporate this data from the other relevant planning documents.*
- *RH2 will provide individual or multiple initial drafts of chapters, figures, and appendices for review at intervals as requested by the City.*
- *The non-project SEPA Checklist from Task 10 will be used to prepare the existing environment description(s).*

Provided by the City:

- Review comments for initial drafts of each chapter and applicable figures in MS Word format.

RH2 Deliverables:

- Initial drafts of chapters, figures, and appendices in MS Word and PDF formats for City review.

Task 12 – Compile and Present Draft Engineering Report

Objective: Prepare a compiled preliminary draft of the Engineering Report for City review based on initial review comments. Prepare materials for presentation at meetings with the City Council and the public. Prepare a compiled Agency review draft of the Engineering Report.

Approach:

- 12.1 Develop a cover, title sheet, and table of contents for the Engineering Report.
- 12.2 Provide a compiled preliminary draft of the Engineering Report with appendices, updated as required by initial City review comments, to the City for review and comment.
- 12.3 Prepare a final draft of the Engineering Report by revising the preliminary draft of the Engineering Report to address the City's review comments. Present the final draft for City Council and public review. Update the final draft as appropriate with any additional comments or edits.
- 12.4 Prepare an Agency review draft of the Engineering Report, which has Professional Engineer stamps and signatures, with appendices. *Agency review coordination is completed under Task 13.*

Assumptions:

- *Workshop attendance related to this Task is summarized in Task 2.*

Provided by the City:

- Review comments on the compiled preliminary draft Engineering Report via email or in PDF format.

RH2 Deliverables:

- Preliminary draft of the Engineering Report and appendices.
- City Council presentation materials.
- Agency review draft of the Engineering Report.

Task 13 – Ecology Review of Engineering Report

Objective: Coordinate completion of Ecology’s review of the Engineering Report.

Approach:

- 13.1 Submit electronic copies of the Engineering Report and appendices to Ecology for review and comment. Meet with Ecology to discuss their review comments.
- 13.2 Prepare a response letter to Ecology summarizing how each comment was addressed and the location of the associated revisions in the final Engineering Report. Provide a draft of the response letter to the City for review and comment. Revise the draft response letter to address the City’s comments. Submit the final response letter to Ecology and provide a copy to the City.
- 13.3 Revise the Engineering Report to address Ecology’s review comments. Add a copy of Ecology’s review comments to the Engineering Report appendices.
- 13.4 Prepare the final Engineering Report with Professional Engineer stamps and signatures following Ecology’s review and approval. Print and bind three (3) sets of the final Engineering Report in three-ring binders for the City. *It is assumed the printed sets will only contain the chapters. Appendices will be provided in electronic format on a USB drive.*

Assumptions:

- *The number of review comments are difficult to predict and highly variable. An initial allocation of eighteen (18) hours has been included in subtask 13.3 for revisions to the Engineering Report chapters and figures to address Ecology review comments. This allocation is based on typical levels of review comments received by Engineering Report efforts. If an unusual number of comments are received, or the scope of the comments are excessive, RH2 will coordinate with the City to determine the next steps. This may include a Scope of Work amendment to address the comments or use of the Management Reserve fund.*

Provided by the City:

- Review of the draft response letter to Ecology in email or PDF format.

RH2 Deliverables:

- Draft response letter to Ecology.
- Two (2) hard copies of the final response letter to Ecology: one (1) for Ecology and one (1) for the City.
- Final Engineering Report for the City and Ecology.
- Three (3) printed and bound sets of the final Engineering Report in three-ring binders with appendices on a USB drive for the City.

Task 14 – Management Reserve

Objective: Provide additional services for the project, not currently identified in this Scope of Work, as requested by the City.

Approach:

- 14.1 Provide additional services for the project. RH2 will develop a budget estimate for additional services as requested by the City. The City shall provide written authorization to proceed prior to RH2's performance of any additional services.

RH2 Deliverables:

- Budget estimate for additional services.
- Other deliverables requested by the City under an authorization for additional services.

Project Schedule

RH2 will commence with the work upon written authorization from the City. Tasks 1 through 12 are expected to require twelve (12) months. The schedule for Task 13 is difficult to predict due to the review time by Ecology.

EXHIBIT B**Fee Estimate****City of Stanwood****Wastewater Treatment Plant Secondary Treatment and Solids Handling System Improvements****Engineering Report****Apr-25**

Description		Total Hours	Total Labor	Total Subconsultant	Total Expense	Total Cost
Task 1	Project Management	59	\$ 14,004	\$ -	\$ 466	\$ 14,470
1.1	Prepare and Update Project Schedule	8	\$ 2,016	\$ -	\$ 130	\$ 2,146
1.2	Prepare Monthly Invoices and Budget Updates	14	\$ 2,880	\$ -	\$ 81	\$ 2,961
1.3	Maintain Project Records	6	\$ 1,188	\$ -	\$ 39	\$ 1,227
1.4	Prepare Subconsultant Contracts	7	\$ 1,506	\$ -	\$ 56	\$ 1,562
1.5	Manage RH2 Team Members	20	\$ 5,568	\$ -	\$ 139	\$ 5,707
1.6	Prepare a fieldwork health and safety plan	4	\$ 846	\$ -	\$ 21	\$ 867
Task 2	Periodic Workshops	82	\$ 21,040	\$ -	\$ 1,646	\$ 22,686
2.1	Prepare For and Attend Six (6) Workshops with City Staff	82	\$ 21,040	\$ -	\$ 1,646	\$ 22,686
Task 3	Geotechnical and Structural Evaluations and Site Survey	90	\$ 23,172	\$ 149,500	\$ 1,360	\$ 174,032
3.1	Perform Geotechnical Investigation	47	\$ 12,922	\$ 92,000	\$ 393	\$ 105,315
3.2	Perform Structural Feasibility-Level Analysis	9	\$ 2,442	\$ 34,500	\$ 131	\$ 37,073
3.3	Coordinate and Obtain Topographic Survey	10	\$ 2,216	\$ 23,000	\$ 235	\$ 25,451
3.4	Perform Site Visits	24	\$ 5,592	\$ -	\$ 601	\$ 6,193
Task 4	Review Applicable Regulations	30	\$ 7,436	\$ -	\$ 378	\$ 7,814
4.1	Coordinate with Ecology	10	\$ 2,724	\$ -	\$ 68	\$ 2,792
4.2	Review and Summarize the City's NPDES Permit	8	\$ 1,824	\$ -	\$ 128	\$ 1,952
4.3	Review and Summarize Current and Future Regulatory Requirements	12	\$ 2,888	\$ -	\$ 182	\$ 3,070
Task 5	Review Relevant Background Information	16	\$ 3,576	\$ -	\$ 738	\$ 4,314
5.1	Review Previous Planning Documents	8	\$ 1,788	\$ -	\$ 276	\$ 2,064
5.2	Review Previous Construction Contract Documents	8	\$ 1,788	\$ -	\$ 462	\$ 2,250
Task 6	Summarize Wastewater Flow and Load	37	\$ 8,670	\$ -	\$ 547	\$ 9,217
6.1	Summarize Historical and Projected Flow and Loading	7	\$ 1,554	\$ -	\$ 121	\$ 1,675
6.2	Document Infiltration and Inflow	10	\$ 2,328	\$ -	\$ 141	\$ 2,469
6.3	Establish Flow and Loading Conditions for Sizing Improvements	20	\$ 4,788	\$ -	\$ 285	\$ 5,073
Task 7	No Meat Treatment Evaluation	63	\$ 15,164	\$ -	\$ 697	\$ 15,861
7.1	Update Flow and Load from GSP for Phase 2 No Meat Expansion	15	\$ 3,294	\$ -	\$ 137	\$ 3,431
7.2	Determine Impact of Additional Flow and Load	18	\$ 5,016	\$ -	\$ 125	\$ 5,141
7.3	Prepare Technical Memorandum Summarizing the Impacts	30	\$ 6,854	\$ -	\$ 435	\$ 7,289
Task 8	Analyze and Configure Improvements to the WWTP	857	\$ 191,292	\$ -	\$ 12,777	\$ 204,069
8.1	Analyze Preliminary Treatment Improvements	87	\$ 19,592	\$ -	\$ 1,391	\$ 20,983
8.2	Analyze Secondary Treatment Improvements	344	\$ 74,866	\$ -	\$ 5,166	\$ 80,032
8.3	Evaluate Effluent Disinfection Improvements	64	\$ 14,622	\$ -	\$ 992	\$ 15,614
8.4	Analyze Solids Handling Improvements	228	\$ 51,856	\$ -	\$ 3,491	\$ 55,347
8.5	Evaluate Electrical and Control Systems	76	\$ 17,056	\$ -	\$ 833	\$ 17,889
8.6	Recommend and Size Sitework Improvements	58	\$ 13,300	\$ -	\$ 904	\$ 14,204
Task 9	Summarize Recommended Improvements	533	\$ 119,938	\$ -	\$ 7,660	\$ 127,598
9.1	Summarize Preliminary Treatment System Improvements	29	\$ 6,686	\$ -	\$ 464	\$ 7,150
9.2	Summarize Secondary Treatment System Improvements	118	\$ 26,648	\$ -	\$ 1,870	\$ 28,518
9.3	Summarize Effluent Disinfection System Improvements	37	\$ 8,774	\$ -	\$ 516	\$ 9,290
9.4	Summarize Solids Handling System Improvements	116	\$ 26,012	\$ -	\$ 1,854	\$ 27,866
9.5	Summarize Electrical and Control System Improvements	83	\$ 18,386	\$ -	\$ 921	\$ 19,307
9.6	Summarize Site and Sludge Stabilization Pond Improvements	85	\$ 18,366	\$ -	\$ 1,058	\$ 19,424
9.7	Develop Implementation Strategy and Schedule	65	\$ 15,066	\$ -	\$ 976	\$ 16,042
Task 10	Environmental Permitting	66	\$ 13,849	\$ -	\$ 700	\$ 14,549
10.1	Review Background Data and Coordinate with Agencies	12	\$ 2,754	\$ -	\$ 178	\$ 2,932
10.2	Prepare and Finalize Permitting Needs Assessment	24	\$ 4,965	\$ -	\$ 233	\$ 5,198
10.3	Prepare and Finalize Non-Project SEPA Checklist	30	\$ 6,130	\$ -	\$ 290	\$ 6,420

Description		Total Hours	Total Labor	Total Subconsultant	Total Expense	Total Cost
Task 11	Draft Chapters and Appendices	342	\$ 77,406	\$ -	\$ 5,589	\$ 82,995
11.1	Prepare Executive Summary	24	\$ 5,524	\$ -	\$ 346	\$ 5,870
11.2	Prepare Introduction Chapter	20	\$ 4,480	\$ -	\$ 320	\$ 4,800
11.3	Prepare Background Information Chapter and Figures	20	\$ 4,480	\$ -	\$ 360	\$ 4,840
11.4	Prepare Regulatory and Discharge Permit Chapters and Figures	18	\$ 3,976	\$ -	\$ 420	\$ 4,396
11.5	Prepare Flow and Loading Chapters and Figures	30	\$ 6,732	\$ -	\$ 599	\$ 7,331
11.6	Prepare Existing WWTP and Processes Chapters and Figures	59	\$ 13,210	\$ -	\$ 925	\$ 14,135
11.7	Prepare Improvement Analyses Chapters and Figures	81	\$ 17,528	\$ -	\$ 1,446	\$ 18,974
11.8	Prepare CIP Chapter	34	\$ 7,460	\$ -	\$ 505	\$ 7,965
11.9	Prepare Implementation and Financing Chapter	30	\$ 6,732	\$ -	\$ 487	\$ 7,219
11.10	Provide Chapters to City for Review and Incorporate Comments	26	\$ 7,284	\$ -	\$ 182	\$ 7,466
Task 12	Compile and Present Draft Engineering Report	59	\$ 13,650	\$ -	\$ 929	\$ 14,579
12.1	Develop Cover, Title, and Table of Contents	4	\$ 846	\$ -	\$ 39	\$ 885
12.2	Prepare Preliminary Draft Engineering Report with Appendices	13	\$ 2,876	\$ -	\$ 182	\$ 3,058
12.3	Prepare Final Draft Engineering Report	23	\$ 5,468	\$ -	\$ 487	\$ 5,955
12.4	Prepare Agency Review Engineering Report	19	\$ 4,460	\$ -	\$ 222	\$ 4,682
Task 13	Ecology Review of Engineering Report	59	\$ 14,170	\$ -	\$ 1,358	\$ 15,528
13.1	Submit Engineering Report to Ecology for Review and Meet	17	\$ 4,524	\$ -	\$ 113	\$ 4,637
13.2	Prepare Response Letter to Ecology	16	\$ 3,670	\$ -	\$ 184	\$ 3,854
13.3	Revise Engineering Report to Address Ecology Comments	18	\$ 4,274	\$ -	\$ 217	\$ 4,491
13.4	Create Final Engineering Report and Print Copies	8	\$ 1,702	\$ -	\$ 844	\$ 2,546
Task 14	Management Reserve	95	\$ 24,030	\$ -	\$ 657	\$ 24,687
14.1	Provide Additional Services	95	\$ 24,030	\$ -	\$ 657	\$ 24,687
PROJECT TOTAL		2388	\$ 547,397	\$ 149,500	\$ 35,503	\$ 732,400

EXHIBIT C RH2 ENGINEERING, INC. 2025 SCHEDULE OF RATES AND CHARGES		
RATE LIST	RATE	UNIT
Professional I	\$174	\$/hr
Professional II	\$192	\$/hr
Professional III	\$214	\$/hr
Professional IV	\$235	\$/hr
Professional V	\$252	\$/hr
Professional VI	\$270	\$/hr
Professional VII	\$295	\$/hr
Professional VIII	\$318	\$/hr
Professional IX	\$328	\$/hr
Technician I	\$136	\$/hr
Technician II	\$148	\$/hr
Technician III	\$167	\$/hr
Technician IV	\$182	\$/hr
Technician V	\$199	\$/hr
Technician VI	\$219	\$/hr
Technician VII	\$238	\$/hr
Technician VIII	\$250	\$/hr
Administrative I	\$91	\$/hr
Administrative II	\$106	\$/hr
Administrative III	\$127	\$/hr
Administrative IV	\$148	\$/hr
Administrative V	\$171	\$/hr
CAD/GIS System	\$27.50	\$/hr
CAD Plots - Half Size	\$2.50	price per plot
CAD Plots - Full Size	\$10.00	price per plot
CAD Plots - Large	\$25.00	price per plot
Copies (bw) 8.5" X 11"	\$0.09	price per copy
Copies (bw) 8.5" X 14"	\$0.14	price per copy
Copies (bw) 11" X 17"	\$0.20	price per copy
Copies (color) 8.5" X 11"	\$0.90	price per copy
Copies (color) 8.5" X 14"	\$1.20	price per copy
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