

City of Stanwood



City Council Packet

Stanwood City Council Regular Meeting

Thursday, October 14, 2021



AGENDA
CITY COUNCIL REGULAR MEETING
Thursday, October 14, 2021 – 7:00 p.m.
This meeting will be conducted by telephone
and online, connection information will be
posted on City Website—
<https://www.stanwoodwa.org>

Stanwood City Hall
10220 270th St. NW, Stanwood, WA 98292

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF THE AGENDA**
4. **CITIZEN COMMENTS**
Anyone wishing to provide written or oral public comment, must pre-register by 9:00 a.m. the day of the meeting, by calling 360-454-5213, or by clicking on this link: <https://stanwoodwa.org/FormCenter/City-Clerk-5/City-Council-Meeting-Remote-Public-Comme-61>
5. **STAFF REPORTS**
 - a. Police Compstat Report – August 2021 5-1
6. **COMMITTEE REPORTS**
 - a. Planning Commission Meeting Minutes – September 13, 2021 6-1
 - b. Economic Development Board Meeting Minutes – July 16, 2021 6-5
 - c. Public Safety Committee Meeting Minutes – September 23, 2021 6-8
 - d. Public Works Committee Meeting Minutes – September 13, 2021 6-11
7. **CONSENT AGENDA**
 - a. Approve Vouchers and Payroll Checks 7-1
 - b. Approve September 23, 2021 Regular City Council Meeting Minutes 7-8
8. **NEW BUSINESS**
 - a. Authorize the Mayor to Sign the 2021 Ricoh Printer Lease Agreement 8-1
 - b. Authorize the Mayor to Sign Task Orders with RH2 to Complete the General Sewer Plan and Water System Plan 8-9
 - c. Final Settlement for the Viking Way Right of Way Agreement 8-66
9. **CITIZEN CLOSING COMMENTS – REMOVED VIA MOTION AT THE 3-26-20 MEETING**
10. **REPORTS OF OFFICERS AND COMMITTEES**
 - a. Mayor's Report
 - b. City Administrator's Report
 - c. Councilmember Reports/Questions
11. **ADJOURN**

Upcoming Meetings:

October 28, 2021 Regular Meeting
November 08, 2021 Regular Meeting – Monday
November 22, 2021 Regular Meeting – Monday
December 09, 2021 Regular Meeting



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 5a
DATE: October 14, 2021
SUBJECT: Police Compstat Report
CONTACT PERSON: Chief Rob Martin
ATTACHMENTS: August 2021 Compstat Report

SUMMARY STATEMENT

Attached is the August 2021 Compstat Report for council review.

Stanwood Police Department

August 2021

Administrative Personnel

Chief Rob Martin

Sergeant Karl Gilje

Amanda Slattery – Stanwood City Employee

Stacey Davis – Stanwood City Employee

Operational Personnel

	Assigned	Vacancies	Percentage
Sergeants	2	0	100%
MPD	0	0	N/A
Deputies	6	0	100%
SRO	1	0	100%
Detectives	1	0	100%
Total	10	0	100%

Area of Operation

The City of Stanwood contracts its police services through the Snohomish County Sheriff's Office. The population for Stanwood is currently 7,070. Stanwood's city limit encompasses 2.8 square miles.



COMPSTAT REPORT

Type of Crime	August 2021	Year to Date 2021	August 2020	Year to Date 2020
Homicide	0	0	0	0
Rape	1	3	0	3
Robbery	0	0	0	0
Assault	7	30	5	27
Burglary	2	4	4	14
Larceny	5	51	20	113
Motor Vehicle Theft	1	8	1	9
General	August 2021	Year to Date 2021	August 2020	Year to Date 2020
Calls for Service (Incidents)	695	5964	867	6718
Case Reports	48	386	75	430
Traffic Collisions	9	66	8	56
Arrests (Adult/Juvenile)	21	111	13	111
Drug Arrests	0	0	0	6
Warrant Arrests	3	24	0	15
Impaired Driving Arrests	2	13	2	10
Infractions Issued	12	136	19	121
Public Disclosure Requests	32	224	34	297
Concealed Pistol Licenses Issued	15	327	50	172
Pistol Transfer Checks	32	276	33	362
Fingerprinting & Approx. timeframe	23	178=44.5 hrs	0	78 = 19.5 hrs

City Collisions for August Totals: 9					
Date	Case Number	Location	H & R Injured		Reason
8/5/2021	2021 5340	26700 72nd Ave NW			Failure to yield
8/6/2021	2021-5370	8500 Cedarhome Dr		x	Inattentive/Failure to stop
8/6/2021	2021-5388	9300 Block of 271st St NW	x		Hit & Run/under age unlicensed driver
8/9/2021	2021-5520	7200 Block of 265th St NW	x		Hit & Run in parking lot
8/18/2021	2021-5625	8400 Block of Triangle Rd			Failure to yield
8/19/2021	2021-5679	27600 Block of 72nd Ave NW			Failure to yield
8/20/2021	2021-5694	7200 Block of 267th St NW			Failure to yield
8/20/2021	2021-5697	7100 Block of 276th St NW		x	Driver fell asleep
8/27/2021	2021-5870	9200 Block of SR 532			Follow To Close - 4 Vehicles involved

Stanwood School Dist. Resource Officer (SRO) Activity Report

No Report

Detective Report

August 2021 Newsletter



SO2020-22264 Theft First Degree Case Update

On 01-28-2020 the President of the Masonic Widows and Orphans Fund in Stanwood contacted police after discovering the theft of approximately \$30,000.00 from the fund by the fund's previous Treasurer.

On 06-23-2020 Sgt. Toner and Detective Martin contacted the suspect at his home in Moses Lake. During a recorded interview, the suspect admitted to making \$17,800.00 in cash withdrawals from the fund to cover his monthly living expenses and to pay a contractor who built a garage on his property in Chelan.

Detective Martin referred the charge of Theft First Degree to the Prosecutor's Office.

On 10-28-2020 the Prosecutor's Office filed the charge of First Degree Theft.

On 08-24-2021 Detective Martin learned the case was no longer active because the defendant was participating in a diversion program.

The Prosecutor's Office website describes the diversion program as:

FELONY DIVERSION PROGRAM

About the Program

The Felony Diversion Program is a post-charging alternative to prosecution for **first-time felony offenders**. This solution-based program is designed to help adult offenders identify factors that contributed to their involvement in the criminal justice system and navigate personal challenges. Participation in the program is voluntary and offered to offenders who take full responsibility for their criminal behavior and are motivated to make positive changes in their lives.

Admission to the Felony Diversion Program is controlled by the Snohomish County Prosecuting Attorney's Office. Offenders are referred to the program by the assigned DPA and evaluated by a program counselor to determine eligibility. Among other program conditions, participants are required to engage in treatment/educational/employment pursuits, perform community service, and pay restitution in full.

Offenders make the decision to enter the Felony Diversion Program with the assistance of counsel. As a condition of their acceptance into the program, the offender must stipulate to the admissibility of police reports; sign an admission of guilt; and agree to waive trial period limits on the charge to preserve the ability to prosecute the crime should they be terminated from the program. When an offender successfully completes the program, the charge is dismissed.

Stanwood Case 2019-8556 Update Forgery

On 10-31-2019 Deputy Lafrance responded to a burglary at a business in Stanwood. A subject entered the business after breaking the glass on the front door. Tools, an antique cash register and business checks were stolen.

On 02-27-2020 the victim contacted Deputy Lafrance to report a person attempted to cash one of the business checks at the Tulalip branch of Bank of America.

Detective Martin served a search warrant on Bank of America and obtained video related to the incident. The female suspect provided a real driver's license when she attempted to cash the forged check. Her identity was confirmed after viewing images of her from the Bank of America video.

On 05-06-2020 Detective Martin referred the charge of Forgery to the Prosecutor's Office.

On 08-09-2021 the Prosecutor's Office charged the female suspect with the crime of Identity Theft Second Degree.

Stanwood Case 2021-5068 Vehicle Prowl/Identity Theft

On 07-23-2021 Deputy Dawes responded to a vehicle prowl complaint in the 7300 block of Pioneer Highway. The victim reported a wallet stolen from his unlocked vehicle sometime during the evening of 07-21-2021 and early morning hours of 07-22-2021. The victim's credit/debit cards were used for unauthorized transactions at several businesses in Skagit and Snohomish counties on 07-22-2021.

Detective Martin collected video from the Home Depot in Marysville showing two male subjects associated with the transactions using the victim's debit card.

Images of the subjects were posted on the Stanwood Police Department Facebook page and shared with area law enforcement.

Detective Martin collected additional video of the subjects from a gas station in Skagit County.

Several citizens/law enforcement officers responded to the posted images and identified both subjects.

Mount Vernon Police are investigating a similar case involving one of the subjects. Both subjects are believed to reside in Skagit County.

Charges have been referred to the Prosecutor's Office.





CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6a
DATE: October 14, 2021
SUBJECT: Planning Commission Meeting Minutes
CONTACT PERSON: Patricia Love, Community Development Director
ATTACHMENTS: A – September 13, 2021 Meeting Minutes

SUMMARY STATEMENT

Minutes from the September 13, 2021 Planning Commission Meeting are attached to this staff report for approval as presented



Planning Commission
Meeting Minutes
September 13, 2021

Call to Order 6:00 pm

Roll Call

Present: Cody Davis
Larry Sather
Eric Warnat
Patrick Hosterman
Marcus Metz
Monea Birkhofer
Justin Burns
Eric Warnat

Staff Present: Patricia Love
Sara Robinson
Tansy Schroeder

Also known to be present: Peggy Wendell

Public Requests and Comments: N/A

Approval of Minutes:

The Minutes of July 12, 2021 were approved as written.

New Business: None

Old Business:

- **Permitted Use Matrix Code and Permitting Processes Amendment**

Previous discussions with the Commission centered on how to simplify the permitted use matrix, how to make it more user friendly, and how to potentially tie the use back to the permitting process. To address these concepts, staff has proposed the following:

- The Permitted Use Matrix is divided by land use categories: Residential, Commercial, Industrial, Public Facilities and Special Uses.
- Permit types are identified next to the use: P-I – Administrative; P-II – Administrative with Public Notice; P-III – Public Hearing Required; and C – Conditional Use Permit.
- A condensed version of the definition is included in the matrix.

A new section has been added to the permitted use chapter. This section specifically identifies those uses that are not allowed in the city, in any zone. The proposed list of prohibited uses includes:

- a. Aggregate extraction
- b. The disassembly, dismantling, or storage of more than five (5) wrecked vehicles as defined in RCW 46.80.010(6) at any one time unless completely contained within an enclosed building
- c. Manufacture of explosives
- d. Stockyards, slaughterhouses, or rendering plants; with the exception of existing legal nonconforming uses or those established prior to November 8, 2018
- e. Petroleum refineries
- f. Fertilizer manufacture
- g. Sanitary landfills
- h. Waste to energy facilities



- i. Casinos and Card Rooms
- j. Homeless Shelters unless otherwise allowed by the State of Washington
- k. New Enhanced Service Facilities
- l. Recovery Homes
- m. Orphanage
- n. Manufactured / Mobile Home Parks
- o. Sale of livestock, poultry or similar animals
- p. Storage, manufacturing or sales of highly volatile or otherwise extremely hazardous substances or materials
- q. Incineration or reduction of garbage, sewage, dead animals or refuse
- r. Crematoriums
- s. Septage treatment plants
- t. Uses that cannot meet and/or exceed the performance standards listed in SMC 17.50.020 Light industrial and general industrial district performance standards
- u. Use of a travel trailer, motor home, or other recreational vehicle for living purposes for more than two consecutive weeks at a time and more than four weeks per year
- v. Temporary or permanent Homeless Encampments except as allowed by RCW 35A.21.360.

- **Enhanced Service Facilities**

The City Council adopted interim Enhanced Service Facilities (ESF) regulations in October of 2020 and then extended the interim regulations until October. An additional extension may be needed to if the proposed code amendment is not adopted by mid-October.

- **Residential Uses on 102nd Avenue**

Property fronting 102nd Avenue is zoned Main Street Business I with Historic Overlay. According to the zoning code zones are intended to be a combination of historic downtown business and mixed-use development.

It appears sometime after 2009 changes were made to the permitted use matrix that restricts single family and multifamily housing in the Mainstreet Business I district; only mixed-use developments area allowed. This restriction makes perfect sense as it applies to the commercial areas, however north of 272nd on 102nd Avenue the majority of the properties are detached single family residential with the exception of the North Sound Physical therapy building. The City's Comprehensive Plan encourages the preservation and reuse of historic and older homes in the downtown area. These policies appear to conflict with the zoning restriction of not allowing residential uses in the MBI zone where appropriate.

In July the Planning Commission reviewed this issue and recommended that the area north of 272nd Street on 102nd Avenue be allowed to be built out with Single Family, Duplex and Triplex's, but not Multi-Family homes.



- **PUD Pole and storage yard**

Snohomish County PUD is in the process of constructing several infrastructure upgrades to support future growth and reliability of PUD's electrical service to North Stanwood and Camano Island. Part of that work included building a new substation off Pioneer Highway next to the cemetery. This project has been approved and is currently under construction. Another component of their long-range plans is to surplus their pole yard in downtown Stanwood. They need a larger, new location to store poles and construction supplies; preferably with easy and timely access to Stanwood and Camano Island. They have proposed to use a portion of the Pioneer Highway site for this use.

It is unclear if Stanwood's permitted use matrix would allow the pole yard and storage area as part of their substation. To clarify that these uses would be allowed when located in conjunction with a substation, staff is proposing that the permitted use matrix be amended to allow "electrical equipment and pole storage yard" as a permitted use in all zoning districts with existing and new footnotes.

- Existing Footnote 8: Minimum land area of 10,000 square feet required.
- Existing Footnote 14: Minimum land area of 10,000 square feet required.
- Proposed New Footnote: Pole yards and storage areas shall be screened from adjacent residential or commercial uses. Chain link fences with slats are not allowed.

These procedures are currently being reviewed by the City's Hearing Examiner for clarification, consistency, ease of use, conflicts or gaps. As such, suggested changes to the code may be presented to the Planning Commission at their next meeting.

Miscellaneous Business:

NA

Recent Council Action on Commission Items:

NA

Upcoming Items:

Public Hearing September 27, 2021

Workplan item – Park impact fee ordinance will be brought to the Board in October and November for a Public Hearing in January or February 2022.

A motion to adjourn was made by Larry Sather and seconded by Patrick Hosterman.

Adjourn: 7:35 pm



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 6b
DATE: October 14, 2021
SUBJECT: Economic Development Board Meeting Minutes
CONTACT PERSON: Jennifer Ferguson, City Administrator
ATTACHMENTS: A – July 16, 2021 Meeting Minutes

SUMMARY STATEMENT

Minutes from the July 16, 2021 Economic Development Board meeting are attached to this staff report for approval as presented.



Economic Development Board Meeting Agenda July 16, 2021

The July 16, 2021 Economic Development Board Meeting held via Zoom, was called to order at 7:30 a.m.

Board Members in Attendance:

Les Anderson, Kristine Birkenkopf, Randy Heagle, Dave Pelletier, Blake Arnold, Brandy Timmer, John Russell

Absent: NA

Staff Members in Attendance:

Jennifer Ferguson, Patricia Love, Sarah Cho, Amy Bergemeier, Krista Hintz, Sara Robinson,

Also known to be Present: N/A

Approval of Minutes:

The minutes of June 18, 2021 were approved as written.

Discover Stanwood Camano Updates – Sarah Cho

Economic Development and Marketing Manager, Sarah Cho explained that she is going to start sharing a snapshot analytic from the Discover Stanwood Camano website. This will show where visitors are coming to the area from. For May and June, the visitors were mostly from Washington State, Wyoming, California, Oregon and Texas. All inquiries came from visitors searching “what to do in Stanwood or Camano Island.” Sarah will email the snapshot to the board this week.

Business Retention and Expansion Program (BR&E) – Sarah Cho

Sarah Cho reported that she has been working on a new data management system for the Business Licensing program. She is working on a new application form which will help us see which businesses are coming to the area. The data is being input into the Iworq system now and should be done next week.

Staff is working on setting up Business Roundtable meetings which will be a good for business owners to let us know what they need from us.

Jennifer Ferguson noted that the next part of the BR&E program is business recruitment. We are in the process of creating a business recruitment website. Adding Sarah will allow for staffing to work toward that effort.

Special Events – Sarah Cho

The Summer Concert Series is still going on. The next concert is Saturday July 17 in East Stanwood. The final two are going to be held on July 24 and Aug 24 in West Stanwood. The street will be closed in front of SAAL Brewery for dancing, food and a beer garden.

Thank you to the Public Works team that helped out with the set up for the concerts this summer. We could not have done it without you.

SCAAC Art Center Update – Angelique Leone and Rose Olson

The Stanwood Art Advocacy Commission has been gifted the old Stanwood Furniture Store. Rose Olson explained that the Art Advocacy Commission is going to be re-imagining this building and creating an Art Center for our community. The art center will integrate art into all aspects of the community, support artists in the region and promote art education.

City Beautification Updates – Patricia Love

Community Development Director, Patricia Love presented the City Beautification updates. She started by providing the history of the project so far. She noted that the 2021 budget included \$10,000 for wayfinding signage under the City Beautification Action Plan. The first priority of the Economic Development Board was to install



Economic Development Board Meeting Agenda July 16, 2021

wayfinding parking signs. Those signed have been designed, purchased and installed by the Public Works Department. The second priority was special event banner signage. These pole signs are being designed by Scott Lankford of Lankford Landscape Architect. It is anticipated that one set of banner poles will be installed with the gateway landscape project on the southwest corner of SR 532 and 72nd Avenue this fall.

With approximately \$5,000 left in the 2021 wayfinding budget and \$10,000 in the 2022 budget, staff is requesting that the Economic Development Board provide their recommendation on which projects should be scheduled next. Next round of wayfinding projects includes: Install wayfinding signs on 271st Street at key intersections, Install wayfinding signs in the uptown area at key intersections, Design and Install decorative light pole banners for the downtown area, Install additional special event banner poles on SR 532 near 92nd Avenue and Ovenell Park. The Council Community Development Committee reviewed the landscaping and 88th Avenue Gateway Arch designs. They are supportive of the projects with one minor modification. They would like the gateway arch to be read from both directions: north and south. They would like the arch to be designed with solid letters, not cut out letters.

The group reviewed the presentation and discussed the options.

Reminder - There will not be an EDB meeting in August. The next meeting will be September 17, 2021.

Next meeting: September 17, 2021 @ 7:30am

Sara Robinson
City Clerk



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 6c
DATE: October 14, 2021
SUBJECT: Public Safety Committee Meeting Minutes
CONTACT PERSON: Rob Martin, Police Chief
ATTACHMENTS: A – September 23, 2021 Public Safety Minutes

SUMMARY STATEMENT

Minutes from the September 23, 2021 Public Safety Committee Meeting are attached to this staff report for approval as presented.

**CITY OF STANWOOD
PUBLIC SAFETY COMMITTEE MEETING MINUTES**

September 23, 2021

LOCATION:

The Public Safety Committee meeting was held via ZOOM meeting.

ATTENDANCE:

- City Councilmember – Steve Shepro
- City Councilmember – Darren Robb
- City Councilmember – Dianne White
- Stanwood Police – Chief Rob Martin
- North County Regional Fire – Chief John Cermak
- City Clerk- Sara Robinson

AGENDA:

1. Fire Quarterly Report
2. Proposed 2022 Police Compstat Report
3. Drone Program

CALLED TO ORDER:

Meeting called to order at 5:00 pm

DISCUSSION:

- Chief Cermak presented the quarterly report and opened the floor for questions. Councilmember White inquired about vaccination requirements for fire department staff. Chief Cermak said they are following the Governor's mandate relating to vaccinations. He discussed staffing/hiring issues he is preparing for. Councilmember Shepro inquired about the increase in call response time. Chief Cermak indicated the increase was due to his staff having to don additional layers of PPE prior to call response following COVID protocols.
- Chief Martin presented a new look for the police compstat report, with the desire of implementing the report in January of 2022. Chief Martin went through the slide deck and explained what data was being displayed. Committee members discussed the information presented and gave input on what Council will want to see. Requests included:
 - Year to date totals similar to previous compstat
 - Heat mapping for specific crimes

- Fewer data points on combined graphs
- Response times
- Trends/themes
- Councilmember access to PowerBI (read only)

Staff will meet with the SCSO Crime Analyst to work on improvements.

- Chief Martin discussed drone technology and its current application in public safety. Staff has moved to create a drone program in Stanwood, including training a pilot with FAA certification and moving to purchase a drone in 2021. Chief Martin discussed the benefit of having the program and will follow Snohomish County Sheriff's Office policy. Councilmember Robb inquired about public records requests pertaining to drone footage. All footage is processed as evidence and available to requestors. Councilmember Shepro asked about media outreach prior to deployment to let the community know the benefits of the program and address any concerns they may have. He also asked how other jurisdictions have addressed any issues up front, prior to deployment. Staff will work on the messaging aspect of the program. Chief Martin will also work on adding drone deployment statistics to the compstat report.
- Councilmember Robb asked for an update on body worn cameras being deployed in Stanwood. The Sheriff's Office is currently testing and evaluating the cameras, but Stanwood PD was not included in that process as previously mentioned. The Sheriff intends to have body worn cameras deployed office wide, including Stanwood PD, by the end of 2022.
- Meeting adjourned at 5:57 pm



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 6d

DATE: October 14, 2021

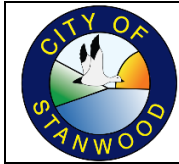
SUBJECT: Public Works Committee Meeting Minutes

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A – September 13, 2021 Public Works Committee Minutes

SUMMARY STATEMENT

Minutes from the September 13, 2021 Public Works Committee Meeting are attached to this staff report for approval as presented.



Public Works Committee Meeting Minutes September 13, 2021

Councilmembers Present: Rob Johnson, Tim Pearce, Judy Williams

Staff present: Kevin Hushagen, Shawn Smith, Patricia Love, Sara Robinson

Other: Patrick Lynch, Transpo Group, Brett Schock, Transpo Group

Call to order at 5:31 pm

Agenda

SR532 Survey Results

Staff has been working on the SR532 Corridor project which includes identifying potential bypass routes and holding public outreach events. The City has received funding from WSDOT and Snohomish County.

Transpo Group, Inc. was hired to conduct an online survey. Brett Schock presented the SR532 Bypass Survey results to the committee.

1. Survey Design

- Survey was an online website; the website is still active, but the survey is closed.
- Survey had 10 question with 3 primary objectives.
- Survey was open for a little over a month and received 107 responses.
- The geographical breakdown of participants: Camano Island 50%, Downtown Stanwood 8%, Snohomish County 12%, Uptown Stanwood 24%, and Other 6%

2. Existing Conditions and Project Goals

Percentage of survey participants ranked the following questions as very important:

- 75% - Relief of Traffic Congestion along SR532 in downtown Stanwood
- 57% - Reduced travel times between Camano Island, Skagit County and the I-5 Corridor
- 37% - Comfortable, safer walking and biking mobility within downtown Stanwood
- 48% - Create a sense of community and commerce within downtown Stanwood

Top five considerations of the existing conditions were ranked as:

- Farmland Impact/ROW – most concerned
- Traffic Speed – most concerned
- Railroad Crossing – least concerned
- Cost – least concerned
- Construction Time

3. Improvement Concepts – 5 Alternatives

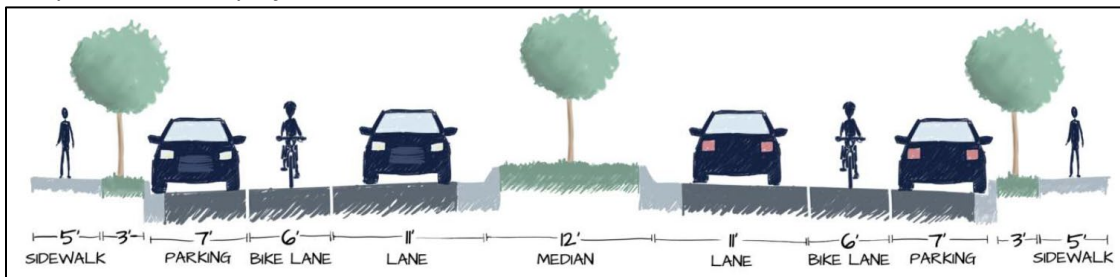
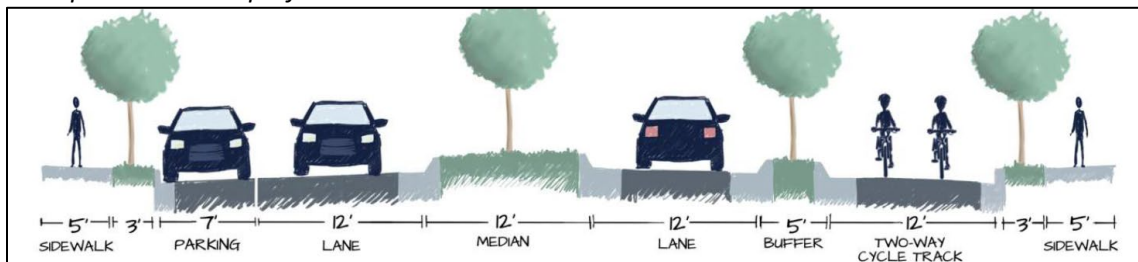
The most preferred alignment is option B, shown below and the least preferred option is E.

Option B – most preferred

4. Downtown Improvement Concepts were ranked as:

- Efficient Vehicle Throughput – most concerned
- Left-turns & Business Access – most concerned
- Bike/Pedestrian Safety & Comfort – least concerned
- Parking – least concerned
- Aesthetics

Transpo Group drafted 4 Downtown Alternatives for SR532 between Ovenell and 92nd Ave. The preferred option is A and C, shown below. However, the participant's location does skew the total data.

Option A – most preferred*Option C – most preferred*

5. Online Open House and Survey Comments

- Lack of solutions of westbound or southbound traffic.
- Accommodations for active modes a lower priority.
- Favorable reaction to roundabouts.

Staff will be meeting with Janet St. Clair from Island County on Friday, September 17th. Meetings with Snohomish County and WSDOT are currently being scheduled and Transpo Group will be working on their last task; high level cost estimates for the alternatives. Staff will be seeking funds from legislature for design feasibility, higher cost estimates and potential ROW discussion.

Committee Comments:

- Councilmember Johnson liked option B for the SR532 Bypass but is concerned about the amount of property acquisition and the willingness of the property owners to sell ROW.
- Councilmember Williams liked option B for the SR532 Bypass, she prefers to take the ROW from the farmland instead of the two homes at the intersection.

Williams has concerns about the Downtown Alternatives:

- A. The 12' median with plantings will be an inconvenience to shoppers and it will cut off businesses.
 - B. The parking lane drafted on the alternatives is not necessary. There are no businesses in a large portion of the project area, the businesses that are there do not have egress or ingress and it's not allowed per WSDOT.
- Councilmember Pearce is in favor of option B for the SR532 Bypass as it follows the parcel lines, and he agrees with Councilmember Williams about taking the ROW from the farmland.

Meeting ended at: 5:52 pm



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7a
DATE: October 14, 2021
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 34393 through 34546 and Washington Federal Bank electronic funds transfers in the amount of \$844,616.69. Approve issuance of Washington Federal Bank payroll benefit checks 1915 through 1915 and Washington Federal Bank electronic payroll and benefit funds transfers in the amount of \$241,075.25.

RECOMMENDED MOTION

MOTION TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK VOUCHER CHECKS 34393 THROUGH 34546 AND WASHINGTON FEDERAL BANK ELECTRONIC FUNDS TRANSFERS IN THE AMOUNT OF \$844,616.69. APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK PAYROLL BENEFIT CHECKS 1915 THROUGH 1915 AND WASHINGTON FEDERAL BANK ELECTRONIC PAYROLL AND BENEFIT FUNDS TRANSFERS IN THE AMOUNT OF \$241,075.25.

CHECK REGISTER

ATTACHMENT A

City Of Stanwood

Time: 14:33:24 Date: 10/06/2021

09/09/2021 To: 10/05/2021

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4027	09/16/2021	Claims	3	EFT	US Bank	5,069.65	4485 5945 5564 1495
4127	09/23/2021	Payroll	3	EFT		3,000.00	Sept 2021 Draw
4128	09/23/2021	Payroll	3	EFT		1,400.00	Sept 2021 Draw
4129	09/23/2021	Payroll	3	EFT		2,000.00	Sept 2021 Draw
4130	09/23/2021	Payroll	3	EFT		2,700.00	Sept 2021 Draw
4131	09/23/2021	Payroll	3	EFT		2,000.00	Sept 2021 Draw
4132	09/23/2021	Payroll	3	EFT		1,000.00	Sept 2021 Draw
4133	09/23/2021	Payroll	3	EFT		1,850.00	Sept 2021 Draw
4134	09/23/2021	Payroll	3	EFT		1,800.00	Sept 2021 Draw
4135	09/23/2021	Payroll	3	EFT		1,600.00	Sept 2021 Draw
4136	09/23/2021	Payroll	3	EFT		1,000.00	Sept 2021 Draw
4137	09/23/2021	Payroll	3	EFT		2,000.00	Sept 2021 Draw
4138	09/23/2021	Payroll	3	EFT		2,000.00	Sept 2021 Draw
4139	09/23/2021	Payroll	3	EFT		800.00	Sept 2021 Draw
4140	09/23/2021	Payroll	3	EFT		1,000.00	Sept 2021 Draw
4141	09/23/2021	Payroll	3	EFT		2,000.00	Sept 2021 Draw
4142	09/23/2021	Payroll	3	EFT		1,200.00	Sept 2021 Draw
4143	09/23/2021	Payroll	3	EFT		500.00	Sept 2021 Draw
4144	09/23/2021	Payroll	3	EFT		3,450.00	Sept 2021 Draw
4145	09/23/2021	Payroll	3	EFT		1,500.00	Sept 2021 Draw
4146	09/23/2021	Payroll	3	EFT		1,000.00	Sept 2021 Draw
4165	09/22/2021	Payroll	3	EFT	Internal Revenue Service (941)	78,016.32	941 Deposit for Pay Cycle(s) 09/21/2021 - 09/21/2021
4166	09/23/2021	Claims	3	EFT	WA St Dept of Revenue **	18,287.19	City of Stanwood
4164	09/21/2021	Payroll	3	1915		129,258.93	Ferguson severance Final Ck
4028	09/16/2021	Claims	3	34393	Aramark Uniform Services Inc	143.64	937963000; 937963000; 937963000
4029	09/16/2021	Claims	3	34394	Associated Earth Sciences, Inc.	4,611.40	CYST02
4030	09/16/2021	Claims	3	34395	Berk	8,061.25	City of Stanwood; City of
4031	09/16/2021	Claims	3	34396	Buchanan Automation Inc	113.17	City of Stanwood
4032	09/16/2021	Claims	3	34397	Camano Island Chamber of Commerce	206.00	City of Stanwood
4033	09/16/2021	Claims	3	34398	Code Publishing Company Inc	3,770.74	City of Stanwood; Cityof Stanwood
4034	09/16/2021	Claims	3	34399	Confluence Environmental Company, Inc	3,402.00	City of Stanwood; City of
4035	09/16/2021	Claims	3	34400	Cues	1,605.76	City of Stanwood; City of Stanwood; City of Stanwood
4036	09/16/2021	Claims	3	34401	Databar Inc.	843.60	8952 City of Stanwood
4037	09/16/2021	Claims	3	34402	Edge Analytical Inc	1,792.00	STA01; STA01; STA01
4038	09/16/2021	Claims	3	34403	FCS Group- Solutions- Oriented Consult.	2,491.25	City of Stanwood
4039	09/16/2021	Claims	3	34404	Forest Land Services Inc	3,437.83	City of Stanwood
4040	09/16/2021	Claims	3	34405	Frix Technologies LLC	1,110.26	City of Stanwood; City of
4041	09/16/2021	Claims	3	34406	General Pacific Inc	26,703.77	City of Stanwood; City of Stanwood 101681
4042	09/16/2021	Claims	3	34407	H D Fowler Company Inc	149.06	City of Stanwood 197360
4043	09/16/2021	Claims	3	34408	Herc Equipment Rental Corp.	808.08	1024925
4044	09/16/2021	Claims	3	34409	ICI Construction Inc.	142,947.82	City of Stanwood
4045	09/16/2021	Claims	3	34410	LGI Homes	64.44	02 1412 30 - 7913 285TH PL NW
4046	09/16/2021	Claims	3	34411	Lankford Associates	225.00	City of Stanwood
4047	09/16/2021	Claims	3	34412	Navia Benefits	50.00	City of Stanwood
4048	09/16/2021	Claims	3	34413	Occupant/ Larson, Mitchell	171.66	08 2930 10 - 27727 78TH AVE NW
4049	09/16/2021	Claims	3	34414	Office Depot	652.20	36274097; 36274097; 36274097
4050	09/16/2021	Claims	3	34415	PUD Of Snohomish County *	4,181.81	200592889; 200240505; 200367373; 222799900; 202670675; 202727285
4051	09/16/2021	Claims	3	34416	Pace Engineers, Inc	13,453.50	City of Stanwood

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4052	09/16/2021	Claims	3	34417	Petty Cash/ Marcy Mathis -Custodian	40.99	City of Stanwood
4053	09/16/2021	Claims	3	34418	Pitney Bowes Inc- Global Financial Svc	252.02	0013214658
4054	09/16/2021	Claims	3	34419	RH2 Engineering Inc	464.92	City of Stanwood
4055	09/16/2021	Claims	3	34420	Ricoh USA, Inc.	1,508.43	1316669-3660142; 1316669-3660143; 1316669-3660140; 1316669-3660090; 1316669-3659652
4056	09/16/2021	Claims	3	34421	Skagit Farmers Supply	2,030.51	135052
4057	09/16/2021	Claims	3	34422	Skagit Valley Publishing	482.65	48893; 48893; 48893; 48893
4058	09/16/2021	Claims	3	34423	Sno Co Dept Of Emergency Management	2,284.25	DEMSTNWD
4059	09/16/2021	Claims	3	34424	Sno Co Human Services Dept *	518.12	City of Stanwood HSALC088
4060	09/16/2021	Claims	3	34425	Snohomish County Treasurer	17.63	City of Stanwood
4061	09/16/2021	Claims	3	34426	Stanwood City Utility	9,141.30	
4062	09/16/2021	Claims	3	34427	Transpogroup Inc	18,880.00	City of Stanwood
4063	09/16/2021	Claims	3	34428	Utilities Underground Loc	112.23	City of Stanwood
4064	09/16/2021	Claims	3	34429	Verizon Wireless	1,842.06	742373248-00001; 372541731-00001
4065	09/16/2021	Claims	3	34430	WA St Dept of Transportation *	338.42	916001509 L City of Stanwood; City of Stanwood 916001509 L; SW001523802
4066	09/16/2021	Claims	3	34431	WA St Treasurer	1,546.65	City of Stanwood
4067	09/16/2021	Claims	3	34432	Waste Management Skagit	308.36	8-34465-95001
4068	09/16/2021	Claims	3	34433	Wave Broadband	122.25	3201-0316547-01
4069	09/16/2021	Claims	3	34434	West Coast Code Consultants,	2,416.74	City of Stanwood
4070	09/16/2021	Claims	3	34435	Xylem Water Solutions U.S.A., Inc.	2,255.00	129265
4071	09/16/2021	Claims	3	34436	Ziply Fiber	1,390.89	206-188-0411-053105-5; 360-629-4907-072497-5
4167	09/23/2021	Claims	3	34437	5 Star service Inc.		cks printed 2 sided
4168	09/23/2021	Claims	3	34438	APP- Associated Petroleum Products		cks printed 2 sided
4169	09/23/2021	Claims	3	34439	Ace Hardware		cks printed 2 sided
4170	09/23/2021	Claims	3	34440	Gaylynn Brien		cks printed 2 sided
4171	09/23/2021	Claims	3	34441	Bud Clary Ford Hyundai		cks printed 2 sided
4172	09/23/2021	Claims	3	34442	Cascade Natural Gas Corp		cks printed 2 sided
4173	09/23/2021	Claims	3	34443	City of Everett *		cks printed 2 sided
4174	09/23/2021	Claims	3	34444	FCS Group- Solutions- Oriented Consult.		cks printed 2 sided
4175	09/23/2021	Claims	3	34445	Hamilton Lumber LLC		cks printed 2 sided
4176	09/23/2021	Claims	3	34446	Krista Hintz		cks printed 2 sided
4177	09/23/2021	Claims	3	34447	ICI Construction Inc.		cks printed 2 sided
4178	09/23/2021	Claims	3	34448	Mackenzie		cks printed 2 sided
4179	09/23/2021	Claims	3	34449	Maul Foster Alongi, Inc.		cks printed 2 sided
4180	09/23/2021	Claims	3	34450	Northend Truck Equipment Inc		cks printed 2 sided
4181	09/23/2021	Claims	3	34451	O'Reilly Auto Parts		cks printed 2 sided
4182	09/23/2021	Claims	3	34452	Office Depot		cks printed 2 sided
4183	09/23/2021	Claims	3	34453	Orchard's Nursery		cks printed 2 sided
4198	09/23/2021	Claims	3	34453	5 Star service Inc.		printing errors
4184	09/23/2021	Claims	3	34454	PAW		cks printed 2 sided
4199	09/23/2021	Claims	3	34454	APP- Associated Petroleum Products		printing errors
4185	09/23/2021	Claims	3	34455	PUD Of Snohomish County *		cks printed 2 sided
4200	09/23/2021	Claims	3	34455	Ace Hardware		printing errors

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4186	09/23/2021	Claims	3	34456	Safeway		cks printed 2 sided
4201	09/23/2021	Claims	3	34456	Gaylynn Brien		printing errors
4187	09/23/2021	Claims	3	34457	Skagit Valley Publishing		cks printed 2 sided
4202	09/23/2021	Claims	3	34457	Bud Clary Ford Hyundai		printing errors
4188	09/23/2021	Claims	3	34458	Sno Co District Court		cks printed 2 sided
4203	09/23/2021	Claims	3	34458	Cascade Natural Gas Corp		printing errors
4189	09/23/2021	Claims	3	34459	Sno Co Information Services *		cks printed 2 sided
4204	09/23/2021	Claims	3	34459	City of Everett *		printing errors
4190	09/23/2021	Claims	3	34460	Sno Co Sheriff's Office - CB		cks printed 2 sided
4205	09/23/2021	Claims	3	34460	FCS Group- Solutions- Oriented Consult.		printing errors
4191	09/23/2021	Claims	3	34461	Sno Co Sheriffs Office *		cks printed 2 sided
4206	09/23/2021	Claims	3	34461	Hamilton Lumber LLC		printing errors
4192	09/23/2021	Claims	3	34462	Snohomish County 911		cks printed 2 sided
4207	09/23/2021	Claims	3	34462	Krista Hintz		printing errors
4193	09/23/2021	Claims	3	34463	Stanwood Auto Parts		cks printed 2 sided
4208	09/23/2021	Claims	3	34463	ICI Construction Inc.		printing errors
4194	09/23/2021	Claims	3	34464	Stilly Auto Parts Napa		cks printed 2 sided
4209	09/23/2021	Claims	3	34464	Mackenzie		printing errors
4195	09/23/2021	Claims	3	34465	Transpogroup Inc		cks printed 2 sided
4210	09/23/2021	Claims	3	34465	Maul Foster Alongi, Inc.		printing errors
4196	09/23/2021	Claims	3	34466	US Bank Na Custody/ Treas Div- Money Ctr		cks printed 2 sided
4211	09/23/2021	Claims	3	34466	Northend Truck Equipment Inc		printing errors
4197	09/23/2021	Claims	3	34467	WA St Dept of Transportation *		cks printed 2 sided
4212	09/23/2021	Claims	3	34467	O'Reilly Auto Parts		printing errors
4213	09/23/2021	Claims	3	34468	Office Depot		printing errors
4214	09/23/2021	Claims	3	34469	Orchard's Nursery		printing errors
4215	09/23/2021	Claims	3	34470	PAW		printing errors
4216	09/23/2021	Claims	3	34471	PUD Of Snohomish County *		printing errors
4217	09/23/2021	Claims	3	34472	Safeway		printing errors
4218	09/23/2021	Claims	3	34473	Skagit Valley Publishing		printing errors
4219	09/23/2021	Claims	3	34474	Sno Co District Court		printing errors
4220	09/23/2021	Claims	3	34475	Sno Co Information Services *		printing errors
4221	09/23/2021	Claims	3	34476	Sno Co Sheriff's Office - CB		printing errors
4222	09/23/2021	Claims	3	34477	Sno Co Sheriffs Office *		printing errors
4223	09/23/2021	Claims	3	34478	Snohomish County 911		printing errors
4224	09/23/2021	Claims	3	34479	Stanwood Auto Parts		printing errors
4225	09/23/2021	Claims	3	34480	Stilly Auto Parts Napa		printing errors
4226	09/23/2021	Claims	3	34481	Transpogroup Inc		printing errors
4227	09/23/2021	Claims	3	34482	US Bank Na Custody/ Treas Div- Money Ctr		printing errors
4228	09/23/2021	Claims	3	34483	WA St Dept of Transportation *		printing errors
4237	09/23/2021	Claims	3	34484	5 Star service Inc.	8,000.00	City of Stanwood
4238	09/23/2021	Claims	3	34485	APP- Associated Petroleum Products	3,674.21	City of Stanwood 00-100494
4239	09/23/2021	Claims	3	34486	Ace Hardware	3,375.36	20013
4240	09/23/2021	Claims	3	34487	Gaylynn Brien	60.00	City of Stanwood
4241	09/23/2021	Claims	3	34488	Bud Clary Ford Hyundai	52,904.62	City of Stanwood 23116-005
4242	09/23/2021	Claims	3	34489	Cascade Natural Gas Corp	13.78	608 440 0000 4
4243	09/23/2021	Claims	3	34490	City of Everett *	220.00	STACITG
4244	09/23/2021	Claims	3	34491	FCS Group- Solutions- Oriented Consult.	576.25	City of Stanwood
4245	09/23/2021	Claims	3	34492	Hamilton Lumber LLC	272.95	City of Stanwood
4246	09/23/2021	Claims	3	34493	Krista Hintz	2,520.00	City of Stanwood
4247	09/23/2021	Claims	3	34494	ICI Construction Inc.	3,930.11	City of Stanwood

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4248	09/23/2021	Claims	3	34495	Mackenzie	18,894.00	City of Stanwood
4249	09/23/2021	Claims	3	34496	Maul Foster Alongi, Inc.	1,062.50	City of Stanwood
4250	09/23/2021	Claims	3	34497	Northend Truck Equipment Inc	23,732.22	55495
4251	09/23/2021	Claims	3	34498	O'Reilly Auto Parts	176.82	1872464 City of Stanwood
4252	09/23/2021	Claims	3	34499	Office Depot	81.71	36274097; 36274097
4253	09/23/2021	Claims	3	34500	Orchard's Nursery	421.86	City of Stanwood
4254	09/23/2021	Claims	3	34501	PAW	100.00	City of Stanwood
4255	09/23/2021	Claims	3	34502	PUD Of Snohomish County *	4,835.37	202882056; 202579512; 202694204; 200142180; 221041510; 221854284; 200128742; 200738672; 200633634
4256	09/23/2021	Claims	3	34503	Safeway	42.26	City of Stanwood; Cityof Stanwood
4257	09/23/2021	Claims	3	34504	Skagit Valley Publishing	74.25	48893
4258	09/23/2021	Claims	3	34505	Sno Co District Court	970.08	DCT34003
4259	09/23/2021	Claims	3	34506	Sno Co Information Services *	7,770.32	DIS1107
4260	09/23/2021	Claims	3	34507	Sno Co Sheriff's Office - CB	5.58	91-6001368 City of Stanwood
4261	09/23/2021	Claims	3	34508	Sno Co Sheriffs Office *	156,723.75	SSH00001
4262	09/23/2021	Claims	3	34509	Snohomish County 911	8,202.99	City of Stanwood
4263	09/23/2021	Claims	3	34510	Stanwood Auto Parts	387.21	56100
4264	09/23/2021	Claims	3	34511	Stilly Auto Parts Napa	475.31	27197
4265	09/23/2021	Claims	3	34512	Transpogroup Inc	12,618.75	City of Stanwood
4266	09/23/2021	Claims	3	34513	US Bank Na Custody/ Treas Div- Money Ctr	36.00	777221717
4267	09/23/2021	Claims	3	34514	WA St Dept of Transportation *	1,200.57	City of Stanwood
4362	09/30/2021	Claims	3	34515	Aramark Uniform Services Inc	95.76	937963000; 937963000
4363	09/30/2021	Claims	3	34516	Bonner Electrical Contracting LLC	3,173.10	City of Stanwood
4364	09/30/2021	Claims	3	34517	Gaylynn Brien	60.00	City of Stanwood
4365	09/30/2021	Claims	3	34518	Cascade Septic Pumping	700.00	City of Stanwood
4366	09/30/2021	Claims	3	34519	City of Everett *	220.00	STACITG
4367	09/30/2021	Claims	3	34520	Databar Inc.	1,052.05	City of Stanwood 8952
4368	09/30/2021	Claims	3	34521	Dog Waste Depot	99.78	City of Stanwood
4369	09/30/2021	Claims	3	34522	Edge Analytical Inc	252.00	STA01; STA01; STA01
4370	09/30/2021	Claims	3	34523	Jiffy Lube 2583	123.96	City of Stanwood; City of
4371	09/30/2021	Claims	3	34524	Lankford Associates	2,802.50	City of Stanwood
4372	09/30/2021	Claims	3	34525	PUD Of Snohomish County *	11,471.16	222277832; 200794063; 201942398; 200103539; 200208858; 202982351; 202423729; 220923312
4373	09/30/2021	Claims	3	34526	Pace Engineers, Inc	8,016.75	City of Stanwood; City of
4374	09/30/2021	Claims	3	34527	Perteet Inc.	3,304.84	City of Stanwood
4375	09/30/2021	Claims	3	34528	Quality Controls Corporation	2,526.50	City of Stanwood
4376	09/30/2021	Claims	3	34529	RH2 Engineering Inc	18,104.76	City of Stanwood
4377	09/30/2021	Claims	3	34530	Refund - Cool Heat 365	52.50	City of Stanwood
4378	09/30/2021	Claims	3	34531	Refund - Jason Brunner	10,396.57	City of Stanwood
4379	09/30/2021	Claims	3	34532	Sno Co District Court	809.19	DCT34003
4380	09/30/2021	Claims	3	34533	Sno Co Sheriff's Office - CB	5,650.20	91-6001368
4381	09/30/2021	Claims	3	34534	Sno Co Sheriffs Office *	156,723.75	SSH00001
4382	09/30/2021	Claims	3	34535	Snohomish County Public Def Association	6,624.00	City of Stanwood; City of Stanwood; City of Stanwood
4383	09/30/2021	Claims	3	34536	Everett Daily Herald/ Sound Publishing	345.00	51439981
4384	09/30/2021	Claims	3	34537	Stanwood-Camano News	411.96	48893; 48893; SCN-1254859; 48893; City of Stanwood-48893
4385	09/30/2021	Claims	3	34538	Summit Law Group	299.00	20150-1 DAS
4386	09/30/2021	Claims	3	34539	Unum Life Insurance	88.40	City of Stanwood

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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.

(X) Finance Director () Auditing Officer Wendy Bonbrun
() Deputy Finance Director

Date: 10-6-21



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7b

DATE: October 14, 2021

SUBJECT: City Council September 23, 2021 Regular Meeting Minutes

CONTACT PERSON: Sara Robinson, City Clerk

ATTACHMENTS: A – Council Regular Meeting Minutes

SUMMARY STATEMENT

Minutes of the September 23, 2021 Regular City Council Meeting are attached.

RECOMMENDED MOTION

MOTION TO APPROVE THE MINUTES OF THE SEPTEMBER 23, 2021 COUNCIL MEETING AS PRESENTED.

CITY OF STANWOOD

Regular Meeting of the City Council
Thursday, September 23, 2021 – 7:00 p.m.
Zoom Online Meeting & Telephone
MINUTES

1. Call to Order

Mayor Elizabeth Callaghan called the meeting to order at 7:00 p.m.

2. Roll Call

City Clerk Sara Robinson called the roll with the following Councilmembers present: Rob Johnson, Dianne White, Darren Robb, Tim Pearce, Steve Shepro, Sid Roberts, and Judy Williams. The meeting was quorate.

Also present: Police Chief Rob Martin, Fire Chief John Cermak, Community Development Director Patricia Love, Senior Accountant Wendy Dowhower, Public Works Director Kevin Hushagen, Senior Planner Carly Ruacho, Economic Development and Marketing Manager Sarah Cho, Human Resources Manager Pat Adams, Assistant to the Administrator & Communications Manager Krista Hintz, Attorney Brett Vinson, Interim City Administrator Shawn Smith, and City Clerk Sara Robinson.

3. Approval of the Agenda

Councilmember Robb requested that Consent item 6c Appointment of the new Parks and Trails Advisory Committee Member - Cathy Wooten be moved to New Business Item 7f.

Motion by Councilmember White, second by Councilmember Robb to approve the agenda as amended. Motion carried unanimously.

4. Citizen Comments

The City did not receive any written comment and one citizen who would like to verbally address the Mayor and City Council. Citizens who wished to speak verbally, were required registered on the City Website by 9:00 am today, must be visible on camera and identify them-self with name and address.

The City received one request for verbal comment-

Tim Schmitt Topic - Planning Commission
26910 92nd Ave NW
Stanwood, WA

5. Committee Reports

- a. Planning Commission Meeting Minutes – July 12, 2021

Stanwood City Council Meeting Minutes – September 23, 2021

6. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve September 09, 2021 Regular City Council Meeting Minutes
- c. ~~Appointment of New Parks and Trails Advisory Committee Member – Cathy Wooten~~ (moved to new business item 7f)

Motion by Councilmember Roberts, Second by Councilmember Pearce, to approve the Consent Agenda.

Motion carried unanimously.

7. New Business

- a. Ordinance 1493C – Extend Enhanced Service Facilities Interim Regulations

Community Development Director Patricia Love presented the request to extend the interim zoning regulations prohibiting Enhanced Service Facilities (ESF) pursuant to Ordinance 1493 on October 15, 2020. The purpose of these interim zoning regulations was to give city staff and the Planning Commission sufficient time to analyze the issue and make recommendations to the City Council on siting such facilities in the City. The Planning Commission began working on the ESF regulations at their first meeting in January 2021 along with a review of the entire Stanwood Permitted Use Matrix and permit procedures. The Planning Commission has nearly completed their review of the permitted use matrix and permitting procedures, which incorporates new regulations for Enhanced Service Facilities. The Planning Commission will hold a public hearing on the regulations on September 27, 2021. Upon concluding the public hearing, the Commission will forward their recommendation on the ordinance to the City Council.

Council discussed the proposed Ordinance extension.

Motion by Councilmember Shepro, Second by Councilmember Pearce, to authorize the Mayor to approve Ordinance 1493C as set forth in attachment A extending the interim Enhanced Service Facilities regulations for an additional six months.

Motion carried unanimously.

- b. 68th and 80th Avenue Traffic Study Results

Community Development Director Patricia Love reviewed the results of the 68th Avenue and 80th Avenue traffic studies prepared by Transpo Group, the city's on-call traffic engineers. The studies provided a detailed analysis of the traffic volumes and speeds along both corridors. Staff will use this information and Council direction to determine next steps which could include adding additional signage, education, and working with future developments to implement roundabouts on 80th Avenue. The study results were presented to the Public Works Committee on June 7, 2021 and the Community Development Committee on June 10, 2021. Both Committees appreciated the study

Stanwood City Council Meeting Minutes – September 23, 2021

results and support the following traffic calming measures: Support mini roundabouts on 80th Avenue; Support installing the recommended signage on both 68th and 80th Avenues; Add infill sidewalk areas to the next Capital Improvement Plan; Recommend clearing the brush around the speed limit signs on 80th as well as the corner of 283rd.; and Consider moving or increasing the size of the stop sign around 68th & 284th to make it much more visible.

Council discussed the report and provided additional suggestions.

Motion by Councilmember Roberts, Second by Councilmember Robb, to accept the 68th Avenue and 80th Avenue traffic studies as prepared by the city's on-call traffic consultant Transpo Group and direct staff to begin implementation of the committee recommendations.

Motion carried unanimously.

c. Heritage Park Master Plan and Priority Projects

Senior Planner, Carly Ruacho presented the Heritage Park Master Plan update and the project prioritization list to guide future park development.

Carly gave an overview of the history of the master plan noting that staff and the Parks and Trails Advisory Committee (PTAC) have been working on updating the Heritage Park Master Plan since 2018. The Master Plan update was developed by J.A. Brennan Associates, a Seattle-based landscape architecture firm with extensive experience in both recreation and sports facility park projects. The PTAC worked with the consultant over multiple years to develop the updated Master Plan that is being considered. They completed their review on April 19, 2021 and have forwarded a recommendation to approve this plan and the priority project list as drafted. The intent of the priority list is to guide future decision makers on which park elements to begin implementation of when updating the annual budget and yearly Capital Improvement Plan. Continued development of Heritage Park will occur on a project-by-project basis over time and as funds become available. \$2,680,635 was included in the 2020–2021 budget and work plan to complete the drainage system/baseball field improvement project as well as resurfacing the parking lot. An additional \$650,000 is shown in the 6-year CIP to cover costs for additional projects. Full build out of Heritage Park is expected to occur over approximately 20-years.

The PTAC worked with the consultant over multiple years to develop the updated Master Plan that is being considered. They completed their review on April 19, 2021 and have forwarded a recommendation to approve this plan and the priority project list as drafted. The intent of the priority list is to guide future decision makers on which park elements to begin implementation of when updating the annual budget and yearly Capital Improvement Plan.

Motion by Councilmember Robb, Second by Councilmember Williams to approve the Heritage Park Master Plan update and associated priority project list to guide future development of the park.

Motion carried unanimously.

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d. Church Creek Park Master Plan and Project Priorities

Senior Planner, Carly Ruacho presented the request for approval of the update to the Church Creek Park Master Plan and the project prioritization list to guide future park development. Staff and the Parks and Trails Advisory Committee (PTAC) have been working on updating the Church Creek Park Master Plan for over a year. The Master Plan update was developed by J.A. Brennan Associates, a Seattle-based landscape architecture firm with extensive experience in both recreation and sports facility park projects. The updated Master Plan addresses these near-term items as well as includes many other longer-term projects including: More visible entrances and better connections; to adjacent properties; Trails and paths; Renovate parking lot; New picnic shelter/plaza space; Forest picnic area; New/enhanced recreation facilities: baseball field renovation ,basketball/pickleball court(s); Higher visibility of the flagpole circle; Outdoor classroom and; environmental education area; Forest glade recreation area; Wetlands enhancement and mitigation plantings; Park edge plantings; Create creek viewing opportunities and touch points. Development of Church Creek Park will occur on a project-by-project basis over time and as funds become available. \$150,000 was included in the 2020–2021 budget and work plan to complete the master plan update and install new playground equipment. An additional \$440,000 is shown in the 6-year CIP to cover costs for additional projects. Full build out of Church Creek Park is expected to occur over a 10 to 15 year time frame. The PTAC worked with the consultant to develop the updated Master Plan that is being considered. They completed their review on June 2, 2021 and have forwarded a recommendation to approve this plan and priority project list as drafted. The intent of the priority list is to guide future decision makers on which park elements to begin implementation of when updating the annual budget and yearly Capital Improvement Plan.

Motion by Councilmember Shepro, Second by Councilmember Pearce to approve the Church Creek Park Master Plan update and associated priority project list to guide future development of the park.

Motion carried unanimously.

e. Approve the Mayor Appointment of Interim City Administrator – Shawn Smith

Human Resources Manager, Pat Adams presented the item for Council confirmation of the Mayor's recommendation to appoint Shawn Smith as Interim City Administrator. The current City Administrator's last working day at the City was September 13. The Mayor may choose to appoint an Interim City Administrator, subject to confirmation by the City Council, to serve a limited term position appointment in accordance with City policy.

Shawn Smith currently serves as the City Engineer and Capital Projects Manager and has been employed with the City since January 2016. The proposed Interim City Administrator appointment does not in any way impact the terms and conditions of Mr. Smith's current employment status as City Engineer/Capital Projects Manager. Mayor Callaghan recommends the appointment of Shawn Smith as Interim City Administrator.

Council discussed the item presented.

Stanwood City Council Meeting Minutes – September 23, 2021

Councilmember Shepro – Yes, Councilmember Roberts – Yes, Councilmember Williams – Yes, Councilmember Johnson- No, Councilmember White – No, Councilmember Robb – Yes, Councilmember Pearce – Yes

Motion carried - Five Votes Yes and Two Votes No

- f. Appointment of New Parks and Trails Advisory Committee Member – Cathy Wooten

Mayor Callaghan explained that this item is for Council consideration of and confirmation of the Mayor's appointment of Cathy Wooten to the Stanwood Parks and Trails Advisory Committee, to fill position one (1) which was recently vacated by Gordon Bell. Council discussed the item.

Motion by Councilmember Robb, Second by Councilmember Shepro to appoint Cathy Wooten to the Parks and Trails Advisory Committee, Position One (1) for a term ending December 31, 2021.

9. Citizen Closing Comments – Removed via motion at the 3-26-2020 Meeting

10. Reports of Officers and Committees

a. Mayor's Report –

Mayor Callaghan reminded everyone of the October 14 Special Council Workshop meeting.

b. City Administrator's Report-

Interim City Administrator, Shawn Smith thanked the Mayor and Council for the appointment as Interim CA. Shawn expressed interest in talking with each councilmember individually for a more in-depth conversation about his qualifications. The Government utility shut off has been extended to December. Stanwood currently has 452 delinquent accounts. The Solid Waste Poll has been out on the city website. At the poll's halfway point the city has received 143 responses. The poll ends at the end of September.

a. Councilmember Reports and Questions-

Councilmember Williams announced that the Stanwood Camano Man and Woman Businessperson of the year voting is taking place on the Stanwood Chamber website. The winners will be announced October 14 virtually. Williams is excited to have Cathy Wooten on the PTAC board.

Councilmember Robb noted that now that school is back in session there is a lot more congestion around the High School and 72nd Ave. Is there something that can be done? Possibly a tweak to the timing of the stop lights? The traffic flows out onto SR532 during peak hours.

Stanwood City Council Meeting Minutes – September 23, 2021

Mayor Callaghan noted that she is meeting with the School Superintendent and will discuss the options with her.

10. ADJOURN TO EXECUTIVE SESSION PURSUANT TO DISCUSS THE PERFORMANCE OF AN EMPLOYEE PURSUANT TO 42.30.110(1)(G) AND TO DISCUSS POTENTIAL/PENDING LITIGATION PURSUANT TO RCW 42.30.110(1)(I)

The meeting was adjourned to Executive Session at 8:16 pm. The session is expected to last approximately 30 minutes with no action to follow.

At 8:43 pm the meeting reconvened.

Meeting Adjourned at 8:44pm.

CITY OF STANWOOD

ATTEST:

Elizabeth Callaghan, Mayor

Sara Robinson, City Clerk



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8a
DATE: October 14, 2021
SUBJECT: Ricoh Printer Lease
CONTACT PERSON: Kevin Hushagen, Public Works Director
ATTACHMENTS: A – Ricoh Cost Analysis
B – Ricoh Purchase Orders (Lease Documents)

PURPOSE

The purpose of this agenda item is whether the City Council should approve the Mayor to sign the Ricoh printer leases.

BACKGROUND

The city currently has four network printers and one wide format plotter that are leased through Ricoh. The current leases will expire on October 31, 2021.

ANALYSIS

Staff met with the Ricoh Representative to go over pricing and options. The leases are purchased through an interstate master contract, which provides pricing and terms that are likely much better than the city would realize if conducting a stand-alone procurement effort.

City Hall printers and plotter:

- The color printer will be switched out for a new one, same model with updated features, 48 months lease.
- The black and white printer will be switched out for the same model that has been refurbished, the fax option for this printer will be removed, 36 months lease.
- The Ricoh wide format plotter will be switched out for a new Epson. The Epson is more user friendly, has self-cleaning ink heads, and the heavy paper rolls are loaded from the top, 48 months lease.

Public Works printers:

- The color printer located at Wastewater Treatment Plant will be switched out for a new one, same model with updated features, 48 months lease.
- The black and white printer located at the PW Shop will be switched out for a refurbished color model, 36 months lease.

CURRENT LEASES

Location	Lease	avg. monthly Cost	Configuration
City Hall Color	48 month	\$560.32	stapler, fax
City Hall B&W	48 month	\$207.35	scan, extra roll
Wide Format Plotter	48 month	\$277.03	4 trays, stapler, fax
Wastewater Color	48 month	\$204.15	4 trays, stapler, fax
PW Shop B&W	48 month	\$70.08	cabinet, fax

\$1,318.93

NEW LEASES

Location	Lease	Cost	Configuration
City Hall Color	48 month	\$576.74	stapler, fax
City Hall B&W - refurbished	48 month	\$135.28	scan, extra roll
Wide Format Plotter	36 month	\$254.10	4 trays, stapler
Wastewater Color	48 month	\$183.98	4 trays, stapler, fax
PW Shop Color - refurbished	36 month	\$89.42	cabinet

\$1,239.52

(\$79.41) Monthly savings

FISCAL IMPACT

The new leases will reduce the total monthly cost by approximately \$79.41 per month.

Fiscal Impact			
N/A			
Fund(s):	General, Sewer, Drainage, Water funds		
Amount:	\$1,239.52 per month	Project Estimate:	\$ -
Budget Authorized	☒ Yes ☐ No	Amendment Required	☐ Yes ☒ No ☐ Monitor

RECOMMENDATIONS**Public Works Committee Recommendation:**

The Committee discussed the issue at the October 4, 2021 meeting and support the recommendation to approve the Mayor to sign the Ricoh Lease agreements.

PROPOSED MOTION

MOTION TO APPROVE THE MAYOR TO SIGN THE RICOH, USA, INC. LEASE AGREEMENTS OF FOUR CITY COPIERS AND ONE WIDE FORMAT PLOTTER.

Ricoh Cost Analysis

9/27/2021

Location	Current Model	Configured Serial #	Equipment ID	Current 48 mo Lease Payment	Allowance	Toner, staples, service, black	Toner, staples, service, color	Average monthly volume black	Average monthly volume color	Total average monthly cost	Configuration
City Hall	MP C6503	C86215267	14155507	\$407.00		0.0062	0.0400	2103	3507	\$ 560.32	stapler, fax option
CITY HALL	CW2201SP	C86215181	14155369	\$277.03	2,600	0.0400	0.0600	164	166	\$277.03	scan, extra roll
City Hall	MP 6055SP	C86215218	14155483	\$188.80		0.0055		3372		\$ 207.35	4 trays, stapler, fax
WasteWater	MP C4504ex	C86215215	14155285	\$173.12		0.0082	0.0500	681	509	\$ 204.15	4 trays
WasteWater	MP 2555SP	C86215212	14155279	\$63.60		0.0091		712		\$ 70.08	cabinet, fax
										\$ 1,318.93	

Location	Proposed Model			New Lease Monthly Payment	Allowance	Toner, staples, service, black	Toner, staples, service, color	Average monthly volume black	Average monthly volume color	New total average monthly cost	Configuration
City Hall	IM C6500	same speed	48 month	\$413.95		0.0057	0.0430	2103	3507	\$ 576.74	stapler, fax option
CITY HALL	Epson 5270DR	same speed	48 month	\$254.10	n/a	n/a	n/a	n/a		\$ 254.10	scan, extra roll
City Hall	Green 6055	same speed	36 month	\$113.70		0.0064		3372		\$ 135.28	4 trays, stapler, fax
WasteWater	IM 4500	same speed	48 month	\$179.76		0.0062	0.0480	681		\$ 183.98	4 trays
WasteWater	Green C3004	faster	36 month	\$84.15		0.0074	0.0520	712		\$ 89.42	cabinet, fax
										\$ 1,239.52	

NASPO
US Comm Contract

NASPO

NASPO

NASPO

NASPO

Karen Harris

Senior Major Account Manager, State of WA Government

RICOH

Cell or text 360-739-4842

Karen.harris@ricoh-usa.com

Washington State Contract

Purchase Order

City of Stanwood

DATE: 9/27/2021

P.O. #

VENDOR

Attn: Karen Harris
Ricoh USA
14450 NE 29th Place Ste 220
Bellevue, WA 98007
360-739-4842
Karen.harris@ricoh-usa.com

BILL TO

Accounts Payable
City of Stanwood
10220 270th Street NW
Stanwood, WA 98292
360-629-9781

REQUISITIONER	SHIP VIA	F.O.B.	SHIPPING TERMS
Lisa Sokolik	Ricoh	Dest	freight included

ITEM #	DESCRIPTION	QTY	UNITS	TOTAL
1	Ricoh IM C6500	1	\$ 413.95	\$ 413.95
2	Installation and Training	1	included	included
	Remove Ricoh MPC6503 C86215267 ID #14155507			
	and cancel lease			
	Service and Supplies: .0057 per black image, .043 per color image			
	Includes all supplies except paper			
	PO is subject to NASPO ValuePoint Master Agreement Contract			-
	resulting from RFP #140602 and Washington Contract # 06619.			-
	This is a 48 month FMV lease.			-

Other Comments or Special Instructions

Remit to:

Ricoh USA Inc
P.O. Box 650073
Dallas, TX 75265-0073

Ship to:

City Hall
10220 270th Street NW
Stanwood WA 98292

SUBTOTAL	\$ 413.95
TAX RATE	local
TAX	
S & H	none
OTHER	none
TOTAL	

Authorized by

Date

Title

City of Stanwood

Purchase Order

DATE: 9/27/2021

P.O. #

VENDOR

Attn: Karen Harris
Ricoh USA
14450 NE 29th Place Ste 220
Bellevue, WA 98007
360-739-4842
Karen.harris@ricoh-usa.com

BILL TO

Accounts Payable
City of Stanwood
10220 270th Street NW
Stanwood, WA 98292
360-629-9781

REQUISITIONER	SHIP VIA	F.O.B.	SHIPPING TERMS
Lisa Sokolik	Ricoh	Dest	freight included

ITEM #	DESCRIPTION	QTY	UNITS	TOTAL
1	Ricoh Greenline MP 6055	1	\$ 113.70	\$ 113.70
2	Installation and Training	1	included	included
	Remove Ricoh 6055 C86215218 ID#14155483			
	and cancel lease			
	Service and Supplies: .0064 per black image			
	Includes all supplies except paper			
	PO is subject to NASPO ValuePoint Master Agreement Contract			-
	resulting from RFP #140602 and Washington Contract # 06619.			-
	This is a 36 month FMV lease.			-

Other Comments or Special Instructions

Remit to:

Ricoh USA Inc
P.O. Box 650073
Dallas, TX 75265-0073

Ship to:

City Hall
10220 270th Street NW
Stanwood WA 98292

SUBTOTAL	\$ 113.70
TAX RATE	local
TAX	
S & H	none
OTHER	none
TOTAL	

Authorized by _____ Date _____

Title

City of Stanwood

9/27/2021

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BILL TO

Accounts Payable
City of Stanwood
10220 270th Street NW
Stanwood, WA 98292
360-629-9781

ITEM #	DESCRIPTION	QTY	UNITS	TOTAL
1	Epson 5270DR	1	\$ 254.10	\$ 254.10
2	Installation and Training	1	included	included
	Remove Ricoh CW2201 SP C86215181 ID#14155369			
	and cancel lease			
	One year warranty, additional years may be purchased from Epson			
	Purchase ink as needed			
	This Purchase Order incorporates by reference the lease and maintenance terms and conditions outlined in the U.S. Communities Master Lease Agreement (Rev. 04/15) and U.S. Communities Equipment Sale and Maintenance Agreement of U.S. Communities Contract No. 4400003732, as amended, and each as located at:			-
	http://www.uscommunities.org/suppliers/ricoh/ricoh-contract/			-
	(collectively, the "Contract") which terms and conditions (a) shall supersede all conflicting other terms and conditions of this Purchase Order, whether annexed or incorporated into this Purchase Order, and (b) to the extent applicable, are amended by the U.S. Communities addendum attached to this Purchase Order.			
	All references to "Schedule" in the Contract shall mean this Purchase Order whether executed or not. This is a 48 month FMV lease.			
				-

Remit to: Ricoh USA Inc P.O. Box 650073 Dallas, TX 75265-0073
Ship to: City Hall 10220 270th Street NW Stanwood WA 98292

SUBTOTAL	\$ 254.10
TAX RATE	local
TAX	
S & H	none
OTHER	none
TOTAL	

8-6

Purchase Order

City of Stanwood

DATE: 9/27/2021

P.O. #

VENDOR

Attn: Karen Harris
Ricoh USA
14450 NE 29th Place Ste 220
Bellevue, WA 98007
360-739-4842
Karen.harris@ricoh-usa.com

BILL TO

Accounts Payable
City of Stanwood
10220 270th Street NW
Stanwood, WA 98292
360-629-9781

REQUISITIONER	SHIP VIA	F.O.B.	SHIPPING TERMS
Lisa Sokolik	Ricoh	Dest	freight included

ITEM #	DESCRIPTION	QTY	UNITS	TOTAL
1	Ricoh IM C4500	1	\$ 179.76	\$ 179.76
2	Installation and Training	1	included	included
	Remove Ricoh MPC4504 C86215215 ID#14155285			
	and cancel lease			
	Service and Supplies: .0062 per black image, .048 per color image			
	Includes all supplies except paper			
	PO is subject to NASPO ValuePoint Master Agreement Contract			-
	resulting from RFP #140602 and Washington Contract # 06619.			-
	This is a 48 month FMV lease.			-

Other Comments or Special Instructions

Remit to:

Ricoh USA Inc
P.O. Box 650073
Dallas, TX 75265-0073

Ship to:

Wastewater Treatment Plant
26729 98TH AVE NW BLDG B
Stanwood WA 98292

SUBTOTAL	\$ 179.76
TAX RATE	local
TAX	
S & H	none
OTHER	none
TOTAL	

Authorized by

Date

Title

City of Stanwood

Purchase Order

DATE: 9/27/2021

P.O. #

VENDOR

Attn: Karen Harris
Ricoh USA
14450 NE 29th Place Ste 220
Bellevue, WA 98007
360-739-4842
Karen.harris@ricoh-usa.com

BILL TO

Accounts Payable
City of Stanwood
10220 270th Street NW
Stanwood, WA 98292
360-629-9781

REQUISITIONER	SHIP VIA	F.O.B.	SHIPPING TERMS
Lisa Sokolik	Ricoh	Dest	freight included

ITEM #	DESCRIPTION	QTY	UNITS	TOTAL
1	Ricoh Greenline C3004	1	\$ 84.15	\$ 84.15
2	Installation and Training	1	included	included
	Remove Ricoh MP2555 C86215212 ID 14155279			
	and cancel lease			
	Service and Supplies: .0074 per black image, .052per color image			
	Includes all supplies except paper			
	PO is subject to NASPO ValuePoint Master Agreement Contract			-
	resulting from RFP #140602 and Washington Contract # 06619.			-
	This is a 36 month FMV lease.			-

Other Comments or Special Instructions

Remit to:

Ricoh USA Inc
P.O. Box 650073
Dallas, TX 75265-0073

Ship to:

Wastewater Treatment Plant
26729 98TH AVE NW BLDG A
Stanwood WA 98292

SUBTOTAL	\$ 84.15
TAX RATE	local
TAX	
S & H	none
OTHER	none
TOTAL	

Authorized by

Date

Title



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8b

DATE: October 14, 2021

SUBJECT: Authorize the Mayor to Sign Task Orders for Scopes and Fees with RH2 under their Professional Services Agreement to complete the General Sewer Plan (GSP) and Water System Plan (WSP)

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A – General Sewer Plan scope and fee
B – Water System Plan scope and fee

PURPOSE

The purpose of this agenda item is for Council to consider authorizing the Mayor to sign task orders for scopes and fees with RH2 to complete updates to the City's General Sewer Plan (GSP) and Water System Plan (WSP).

BACKGROUND

The City last updated the WSP in 2015. The City is required to update their WSP every six (6) year however, the City received allowance from the Department of Health (DOH) to extend this to ten (10) years. There is no defined "timeline" to update the GSP, but rather an engineering report is required when the City plans a system upgrade or expansion or if certain loading conditions are seen at the WWTP for three (3) consecutive months. The comprehensive plan is scheduled to begin an update in 2023 and the GSP and WSP are key elements needed for the comprehensive plan completion. It is therefore, we are proposing updating both of these plans now in anticipation of the comprehensive plan update.

ANALYSIS

The GSP and WSP are important documents to not only look at existing conditions and needs to the systems but also to plan out for a twenty (20) year period the capital projects, demands and uses and identify potential deficiencies. These plans once approved will become part of the comprehensive plan scheduled to kick off next year.

FINANCIAL IMPACT

There is money in both the sewer and water construction funds to allow for this work to commence, however a budget amendment will likely be needed as the project progresses.

PROPOSED MOTION

MOTION TO AUTHORIZE THE MAYOR TO SIGN TASK ORDERS WITH RH2 FOR THE COMPLETION OF THE GENERAL SEWER PLAN NOT TO EXCEED \$450,139 AND THE WATER SYSTEM PLAN NOT TO EXCEED 278,312.

EXHIBIT A
Scope of Work
City of Stanwood
General Sewer Plan Update
June 2021

Background

The City of Stanwood's (City) most recent Comprehensive Sewer System Plan (CSSP) was completed in February 2015 and approved by the Washington State Department of Ecology (Ecology) in June 2015. The City intends to begin updating its Comprehensive Plan. The process is expected to adjust the City's population projections, which will be revised in this General Sewer Plan (GSP) update, along with the related sewer system evaluations. Additionally, in 2021, Ecology will be issuing a nutrient general permit for dischargers to Puget Sound as part of the ongoing Puget Sound Nutrient Reduction Project. The initial iteration of this permit will require the City to increase monitoring of nutrients, optimize its current processes for nutrient removal, and plan for how the City will meet pending limits on total inorganic nitrogen (TIN). The City will identify and evaluate preliminary alternatives for upgrading its wastewater treatment plant (WWTP) to meet likely TIN limits with this GSP update.

The City's WWTP produces biological sludge. This sludge is stabilized in two 1.25-acre ponds using an aerobic and facultative digestion process that reduces the mass and stabilizes the sludge so that it can be beneficially reused or disposed of as a solid waste. Removal of biosolids in the City's sludge stabilization pond every few years is a short-term solution. The City's 2015 CSSP identified the need for a long-term biosolids utilization study. This study will consider long-term alternatives for biosolids management, which could include reusing as mulch, hauling to a landfill, or land applying.

This Scope of Work includes tasks necessary to update the City's GSP and prepare an equivalent residential unit (ERU) tracking spreadsheet that may be used by City staff to more easily track whether the City's existing sewer system facilities have adequate capacity to provide sewer service to proposed developments. The GSP update will evaluate the ability of the City's sewer system to meet the needs of existing and currently projected future customers throughout the planning period. This Scope of Work also includes tasks to prepare a long-term biosolids utilization study that will be used by City staff to evaluate alternatives and determine if those alternatives will provide the City with long-term cost savings for handling and disposal of the biosolids. The analyses from this GSP update will be utilized to reduce the level of effort necessary for the development of the study.

Attached as **Exhibit B** is a list of data to be provided by the City prior to commencement of the activities contained in this Scope of Work. It is anticipated that the GSP will be completed in conjunction with the City's Water System Plan (WSP) update. Efficiencies related to these joint planning efforts are reflected in the Scopes of Work and Fee Estimates for these two projects. RH2 Engineering, Inc., (RH2) will use and rely upon the data, information, and materials prepared or provided by the City or others in relation to these efforts.

The corresponding chapter for each task will be developed as part of the tasks listed in this Scope of Work. Deliverables will be provided in MS Word, PDF, and GIS format as appropriate and requested by the City.

Some Subtask or Task items are identified as optional and are not required to gain agency approval on the final document but may provide additional value to this planning effort. Subtasks that will be coordinated directly with the WSP effort are identified as such. Subtask items marked with an asterisk (*) are new tasks that were not required to be performed to gain approval for the 2015 GSP.

It is assumed that all meetings will be attended via videoconference, unless identified otherwise.

Task 1 – Project Management, Data Collection, and Agency Coordination

Objective: Manage the RH2 project team, files, and records. Monitor the Scope of Work and budget and provide monthly invoices. Assist the City in collecting data for the sewer system planning process. Coordinate with Ecology throughout the development of the GSP.

Approach:

- 1.1 Review work performed for consistency with this Scope of Work, monitor budget, and manage the RH2 team.
- 1.2 Prepare monthly invoices indicating work performed and budget status.
- 1.3 Maintain project records and files.
- 1.4 Attend a pre-planning conference in-person with City and Ecology staff.*
- 1.5 Coordinate with City staff during the data collection and GSP development process. This includes coordinating via telephone, submitting the list of data needed, and reviewing data provided by the City.
- 1.6 Attend one (1) meeting with City staff to review the data collected.
- 1.7 Periodically coordinate with Ecology via phone calls and email correspondence during the development of the GSP.*

RH2 Deliverables:

- Monthly invoices, project records maintenance, and RH2 team coordination.
- Attendance at meeting with City and Ecology staff. Meeting minutes in PDF format.
- Attendance at meeting with City staff to review collected data.
- Coordination via telephone and email with Ecology.

Task 2 – Introduction and Existing System Description

Objective: Update the existing sewer system description based on changes since the 2015 CSSP was completed.

Approach:

- 2.1 Prepare updated color figures illustrating the existing collection, treatment, and disposal systems, and proximity of water system components to the wastewater system.
- 2.2 Provide updated descriptions for the existing collection system, wastewater treatment system, and disposal process based on improvements since the completion of the 2015 CSSP.
- 2.3 Prepare a figure illustrating the proximity of wastewater treatment plants within a 20-mile radius of the City.*

Assumptions:

- *The sewer system components, layout, and operation have changed minimally since the completion of the 2015 CSSP.*

RH2 Deliverables:

- Chapter 1 (Introduction) for City review and comment.
- Chapter 2 (Sewer System Description) for City review and comment.

Task 3 – Land Use and Population [Task Coordination with WSP]

Objective: Update the sewer system population projections and the associated future flow rates.

Approach:

- 3.1 Review and incorporate planning information from the WSP update effort relating to the existing and future sanitary sewer service area, existing and future land use, 10- and 20-year population forecasts, and environmental considerations. Prepare build-out population projections for the City that comply with the Growth Management Act using information from the City's updated *Comprehensive Plan*, buildable lands report, and new population allocations based on Puget Sound Regional Council Vision 2050 projections. The 10-year, 20-year, and build-out planning horizons will be evaluated.
- 3.2 Meet with City and RH2's WSP staff to discuss population and Urban Growth Area updates.

Assumptions:

- *The GSP update will utilize the population and land use analyses prepared for the WSP update.*
- *The build-out scenario will be based on a developable land use analysis provided by the City.*

RH2 Deliverables:

- Attendance at meeting with City staff.
- Chapter 3 (Land Use and Population) for City review and comment.

Task 4 – Wastewater Flow and Load Analyses

Objective: Develop the 10-year, 20-year, and build-out planning data for flow and loads for use in analyses of the collection system, lift stations, and WWTP.

Approach:

- 4.1 Evaluate historical wastewater flow rate and load data and peaking factors based on information provided by the City.
- 4.2 Estimate wastewater flow and load changes for the 10- and 20-year, and build-out projections based on information provided by the City on proposed developments, population growth, and historical wastewater flow rate and load data.
 - a) This will include one (1) alternative flow and loading projection with potential future industrial customers (such as Schenk Meat Packing), as identified by the City.*
- 4.3 Meet with the City regarding calculated flow rates and water quality loading projections.

RH2 Deliverables:

- Attendance at meeting with the City.
- Chapter 4 (Wastewater Flow and Load Analyses) for City review and comment.

Task 5 – Regulations, Policies, and Design Criteria

Objective: Review existing policies and design criteria and recommend, as necessary, changes to these policies so that planned facilities can meet design standards. This will include a summary of the projected discharge criteria from Ecology.

Approach:

- 5.1 Review and document current National Pollutant Discharge Elimination System (NPDES) permit, federal, and state regulations. Document existing water quality requirements and known deficiencies. Discuss potential future water quality requirements and permit updates with Ecology, and document potential future criteria, such as those from the forthcoming Puget Sound Nutrient General Permit.*
- 5.2 Incorporate the 2015 CSSP summary of applicable laws, regulations, policies, and design criteria into the updated GSP.

Assumptions:

- *The City's Policies and Design Criteria have changed minimally since the completion of the 2015 CSSP.*
- *Ecology's forthcoming Puget Sound Nutrient General Permit will contain additional effluent limits for the City's WWTP.*

RH2 Deliverables:

- Chapter 5 (Policies and Design Criteria) for City review and comment.

Task 6 – Sewer Model Update and Calibration

Objective: Update the current sewer model of the City's existing sewer system. Calibrate the sewer model with flow data from key points in the sewer system.

Approach:

- 6.1 Update the hydraulic model with sewer system improvements completed since the 2015 CSSP. *Since this item is highly variable in nature, an initial allocation of twenty (20) hours of a sewer modeling specialist's time has been included for this subtask.*
- 6.2 Prepare a preliminary hydraulic model figure. Coordinate with the City to review sewer system facilities shown in the model and update the model based on input from the City.*
- 6.3 Review historical flow data results to estimate and input general estimated sewer flows based on known/measured flow rates at lift stations or in the system.
- 6.4 Perform preliminary hydraulic modeling analyses and compare model results to the City's field observations at lift stations and in the sewer system to assess model accuracy.*
- 6.5 **[Optional Subtask]** Identify areas in the collection system for further study of flow based on the assessed preliminary accuracy of the model and infiltration and inflow (I/I) analysis. Provide recommendations to the City for deployment of flow monitors, type of information to collect, and frequency/duration of the data collection. *It is assumed the City will procure and install the required flow monitors. The City will provide the data to RH2 for further review. If necessary, based on this review, a second round of data collection may be needed and RH2 will provide recommendations.**
- 6.6 **[Optional Subtask]** Calibrate sewer model to new flow data based on information provided by the City in Subtask 6.5.*
- 6.7 **[Optional Subtask]** Coordinate a Flow Monitoring Program with a subconsultant to RH2 that would provide rented meters, flow monitoring, data processing, and a summary flow monitoring report in lieu of the City performing additional flow monitoring in Subtask 6.5. Coordinate and attend up to one (1) kickoff meeting with City staff and flow monitoring subconsultant to confirm details of the flow monitoring program, such as the number and locations of flow meters, concurrent use of the City's sewer flow meters, duration of the flow monitoring program, and potential cost implications. *The locations will consider the City's historic flows and use of WWTP and lift station flow monitoring. Attend up to one (1) meeting with City staff to review status and results of the Flow Monitoring Program. Correlate City flow monitoring data (from City meters) to identify trends in the associated basins. The Fee Estimate includes an estimated cost for the Flow Monitoring Program to be provided by the subconsultant in Subtask 6.7A. This cost will vary depending on the details of the Flow Monitoring Program to be confirmed in this subtask. It is assumed the flow monitoring subconsultant will provide the City with a detailed Flow Monitoring Report, including flow for every monitoring location compared against rainfall data.**

- 6.8 **[Optional Subtask]** Review Flow Monitoring Program results to develop flow trends and assess model flow allocations. Calibrate sewer model to new flow data based on the results of Subtask 6.7.*

Assumptions:

- *The sewer system has changed minimally since the completion of the 2015 CSSP.*

RH2 Deliverables:

- Updated SewerCAD model for use in analyzing the existing and projected system.
- Coordination with City to confirm completeness and accuracy of the sewer model.
- **[Optional Subtask]** Figure identifying locations for additional flow monitoring.
- **[Optional Subtask]** Additional calibration of sewer model.
- **[Optional Subtask]** Flow monitoring performed by subconsultant.
- **[Optional Subtask]** Attendance at meeting(s) with City staff.

Task 7 – Sewer Collection System Evaluation and Analyses

Objective: Evaluate the existing collection system and lift stations for existing and projected growth conditions to identify deficiencies and recommend improvements. Assess the overall reliability and vulnerability of the existing system.

Approach:

- 7.1 Collect and compile available existing data for metered water usage, precipitation, average daily temperatures, and wastewater flows for 2014 through 2021 and evaluate I/I. If possible, determine the quantity and sources of I/I and/or make recommendations for additional investigations.
- 7.2 Visit Taylor's Landing, Lindstrom, and Copper Lift Stations with City staff to collect field information, observe existing conditions, and obtain maintenance staff input regarding the existing sewer system.*
- 7.3 **[Optional Subtask]** Evaluate operation and wet well sizing for Taylor's Landing, Lindstrom, and Copper Lift Stations based on pump capacities and wet well cycling times to assess if the wet wells are sized adequately.*
- 7.4 **[Optional Subtask]** Evaluate force main sizing based on pump capacities and force main diameters for Taylor's Landing, Lindstrom, and Copper Lift Stations to assess if the force mains are sized adequately.*
- 7.5 Perform sewer modeling of the existing system to identify and describe existing deficiencies in the system, including gravity mains, lift stations, and force mains.
- a) This will include an alternative scenario with the Church Creek and Cedarhome Lift Stations abandoned.

- 7.6 Develop future wastewater flow and load allocations for each sub-basin.
- 7.7 Perform sewer modeling of projected conditions to identify and describe impacts to the existing system, including gravity mains, lift stations, and force mains.
 - a) This will include an alternative scenario using the two parallel gravity trunklines between the Main Lift Station and Pioneer Highway along 94th Drive NW, 271st Street NW, and Cedarhome Drive.*
 - b) This will include alternative projections with potential future industrial customers, such as Schenk Meat Packing.*
- 7.8 Develop and evaluate improvements to address existing deficiencies and plan for projected sewer system needs.
- 7.9 Document the sewer modeling criteria and model settings/assumptions.
- 7.10 Prepare color figures of proposed sewer system improvements for the existing and projected 10-year, 20-year, and build-out planning periods.
- 7.11 Meet with City staff to discuss identified sewer system deficiencies and potential improvements to resolve the identified deficiencies.

Assumptions:

- *Lift station evaluations will not include the Main Lift Station, since it is scheduled to be rehabilitated in 2021, or the Church Creek and Cedarhome Lift Stations since they are scheduled to be abandoned within the next 5 years.*
- *Improvements will be planning-level and conceptual in nature.*

RH2 Deliverables:

- Chapter 6 (Existing System Analysis) for City review and comment.
- Attendance at one (1) meeting with City staff.

Task 8 – WWTP Site Investigations and Evaluation of Existing WWTP and Processes

Objective: Assess the condition and age of the existing WWTP facilities and identify potential deficiencies. Analyze the performance, current and future capacity, and regulatory criteria capabilities of the existing treatment processes and identify potential deficiencies. Evaluate potential geohazard and constructability conditions for potential WWTP improvements.

Approach:

- 8.1 Perform site investigations.*
 - Perform WWTP site investigations to assess the condition of existing facilities, processes, equipment, and other items necessary to develop a list of recommended improvements. Attend two (2) site investigations with City staff. *It is assumed that two (2) RH2 staff members will attend each investigation.*

8.2 Perform a liquid stream evaluation.*

- Review each unit process to identify minor and major potential deficiencies to be rectified by a Capital Improvement Plan (CIP) project. Analyze and summarize information collected during site investigations to establish the necessary improvements based on the following:
 - Age of components and expected useful life.
 - Process performance, and current and future capacity based on guidance of the Orange Book, Manual of Practice (MOP) 8, and other applicable references. Where applicable, perform hydraulic analyses, solids loading calculations, or other analyses as necessary to evaluate capacity.
 - Applicable regulatory criteria or codes that relate to each unit process.
 - Considerations for other ancillary systems impacted by the process.
- Develop recommendations for Oxidation Ditch operating strategies to be tested during the GSP update to help inform the assessment of the current performance capabilities of the oxidation ditch system and the future capacity of the system based on applicable performance criteria. The results of the testing will be used to aid in the analyses of mechanical and structural modifications that may be required to meet future needs.
- Prepare a summary of the investigations and evaluations for the liquid stream process to outline performance, current and future capacity, and regulatory criteria for each system.

8.3 Perform a solids handling system evaluation.*

- Review each unit process to identify minor and major potential deficiencies to be rectified by a CIP project. Analyze and summarize information collected during site investigations to establish necessary improvements based on the following:
 - Age of components and expected useful life.
 - Process performance, operational and maintenance costs, and capacity based on guidance of applicable references. Where applicable, perform hydraulic analyses, solids loading calculations, or other applicable analyses to evaluate capacity.
 - Considerations for other ancillary systems impacted by the process.
- Prepare a summary of the investigations and evaluations for the solids handling system to outline performance, current and future capacity, and regulatory criteria for each system.

8.4 Perform a limited on-site electrical and control evaluation.*

- Analyze information collected during site investigations to establish necessary improvements based on current condition, age of components, and expected useful life within the 20-year planning horizon.
- Provide a basic review of the majority of the WWTP electrical, automatic control, telemetry, and supervisory control and data acquisition (SCADA) 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.

- 8.5 Perform a limited on-site structural condition assessment.*
- 8.6 Summarize the minor CIP projects and major deficiencies. Major deficiencies identified in the liquid stream or solids handling processes will be further addressed in Tasks 9 or 10 as appropriate.*
- 8.7 Perform a desktop geologic investigation of the City's WWTP site for a feasibility evaluation of WWTP improvements. Obtain and review existing geologic and soil mapping. Obtain and review available geotechnical reports and design records pertinent to the site from the City. Based on this information, assess subsurface conditions to support preparation of the cost estimates to design and construct potential future structures for each alternative, including aerobic digester, maintenance building, and biosolids management.*

Assumptions:

- *The City will conduct sampling and laboratory testing for use in verification of any new oxidation ditch operational scenarios.*
- *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 by the City and RH2.*
- *The limited structural condition assessment will include visual observation of the above-grade components and interior walls of basins as exposed during the site visit. This assessment will be used to identify and prioritize areas of concern and addition to the CIP for further evaluation. No destructive testing or instrument-assisted investigations or excavations will be used during this limited assessment, and structural calculations or desktop evaluations will not be conducted.*
- *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 by the City and RH2.*
- *Outfall improvements or further investigations are not included in this Scope of Work.*
- *Minor deficiencies categorized as "O&M" will be handled in the City's WWTP operations and maintenance (O&M) program and budget; therefore, they will not be included in the City's CIP.*
- *Minor CIP projects will be limited to in-kind replacement and will not require alternatives analyses.*
- *Borings and test pits will not be performed as part of this Scope of Work and will be included in a future phase of this project, as warranted.*
- *RH2 will receive and rely on the accuracy of the as-built record drawings and equipment data provided by the City.*

RH2 Deliverables:

- Attendance at all site investigations.
- Photographs, measurements, and other forms of documentation collected from site investigations in PDF format.
- Summary of the major CIP projects, including applicable alternatives, in PDF format for review by the City.
- Chapter 7 (Existing WWTP Evaluation) for City review and comment.

Task 9 – Liquid Stream Alternatives Analyses

Objective: Perform alternatives analyses for major CIP projects that address the performance, capacity, and regulatory criteria deficiencies of the existing liquid stream treatment processes identified in Task 8. Select the recommended alternatives in consultation with the City and identify the design criteria for the major CIP projects. Recommend CIP projects that address the condition and age deficiencies of the existing WWTP facilities.

Approach:

- 9.1 Perform an alternatives analysis for liquid stream improvements that include multiple options including, but not limited to, the following:*
- Summarize environmental considerations and impacts to the public, including odor, noise, or other parameters.
 - List permitting considerations.
 - Evaluate up to four (4) alternatives that can meet the City's long-term goals and objectives for the liquid stream improvements. These alternatives will be reviewed conceptually to assess applicability and be ranked comparatively according to their ability to meet the City's long-term goals and objectives. Up to two (2) alternatives will be selected for further in-depth evaluation.
 - Develop and evaluate two (2) selected alternatives in-depth based on the following:
 - Analyze effects to the WWTP hydraulic profile caused by any of the proposed improvements.
 - Perform planning-level BioWin modeling for analyzing liquid stream alternatives, if applicable.
 - Analyze the hydraulic and loading capacity afforded by each improvement and the effect on the overall WWTP capacity.
 - Construct simple 3D AutoCAD models of existing structures or facilities where necessary to analyze alternatives or potential improvements.
 - Provide planning-level layout drawings or schematics for use in comparing the footprint and orientation of each option.

- Analyze operational flexibility provided by each improvement for alternate modes of operation.
 - Evaluate life-cycle costs, including design and soft costs, construction cost, life-cycle costs related to electrical load, maintenance, and other considerations, and salvage value.
- 9.2 Summarize the analysis of each alternative and provide to the City for use in comparing the qualitative and quantitative criteria for each alternative. Review the analysis with the City and establish the recommended alternatives. List the recommended alternative for each improvement to construct a CIP.*
- 9.3 Summarize the recommended liquid stream improvements in a draft CIP. For each project, include the following:*
- A list of the major elements and considerations for design and construction of each recommended improvement project.
 - Planning-level site, building, or equipment layout plans or schematics to illustrate each improvement and include the improvement in a WWTP process flow diagram.
 - A summary of environmental and permitting considerations.
 - Preliminary hydraulic capacity and pertinent design criteria.
 - Design life of each improvement and summary of considerations for future expansion.
- 9.4 Provide a recommended improvements schedule based on overall feasibility of implementation for review by the City. Prioritize the projects based on City input. Prioritization will be completed yearly for 0 to 6 years, then in lump sum increments for the 7- to 10-year, 11- to 20-year, and beyond 20-year periods.*
- 9.5 Evaluate future staffing needs at the WWTP to account for O&M of new facilities to be constructed as part of the liquid stream improvements.*

Assumptions:

- *The level of planning effort assumed during the development of this Scope of Work was based on discussions with the City regarding the portions of the liquid stream process that may require significant improvement in the planning period. Some 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 GSP update beyond those listed below may necessitate an amendment to this Scope of Work as mutually agreed to by the City and RH2.*
 - *Headworks improvements, including grit removal unit installation and screen replacement.*
 - *Oxidation ditch optimization.*
 - *Secondary clarifier improvements and enhancements.*

- *Ultraviolet light (UV) disinfection system improvements.*
- *Where applicable, hydraulic, AutoCAD, or other figures and models prepared will be produced at a planning or preliminary level of detail for use only in comparing alternatives.*

RH2 Deliverables:

- Analyses of major liquid stream improvement alternatives in PDF format.
- Summary of the recommended liquid stream improvements and the draft CIP in PDF format.
- Liquid stream process portion of Chapter 8 (WWTP Improvement Alternatives) for City review and comment.
- Liquid stream process portion of Chapter 9 (WWTP Recommended Improvements) for City review and comment.

Task 10 – Solids Handling System Alternatives Analysis

Objective: Perform alternatives analyses for major CIP projects that address the performance, capacity, and regulatory criteria deficiencies of the existing solids handling treatment processes identified in Task 8. Select the recommended alternatives as identified by the City and identify the design criteria for the major CIP projects. Recommend CIP projects that address the condition and age deficiencies of the existing WWTP facilities.

Approach:

- 10.1 Perform an alternatives analysis for solids handling system improvements that include multiple options including, but not limited to, the following:*
- Summarize environmental considerations and impacts to the public, including odor, noise, or other parameters.
 - List permitting considerations.
 - Evaluate up to four (4) alternatives that can meet the City's long-term goals and objectives for the solids handling system improvements. These alternatives will be reviewed conceptually to assess applicability and be ranked comparatively according to their ability to meet the City's long-term goals and objectives. Up to two (2) alternatives will be selected for further in-depth evaluation.
 - Develop and evaluate two (2) selected alternatives in-depth based on the following:
 - Analyze the hydraulic and solids loading capacity afforded by each improvement and the effect on the overall WWTP capacity.
 - Construct simple 3D AutoCAD models of existing structures or facilities where necessary to analyze alternatives or potential improvements.
 - Provide planning-level layout drawings or schematics for use in comparing the footprint and orientation of each option.

- Analyze operational flexibility provided by each improvement for alternate modes of operation.
 - Evaluate life-cycle costs, including design and soft costs, construction cost, life-cycle costs related to electrical load, maintenance, and other considerations, and salvage value.
- 10.2 Summarize the analysis of each alternative and provide to the City for use in comparing the qualitative and quantitative criteria for each alternative. Review with the City and establish the recommended alternatives. List the recommended alternative for each improvement to construct a CIP.*
- 10.3 Summarize the recommended solids handling system improvements in a draft CIP. For each project, include the following:*
- A list of the major elements and considerations for design and construction of each recommended improvement project.
 - Planning-level site, building, or equipment layout plans or schematics to illustrate each improvement and include the improvement in a WWTP process flow diagram.
 - A summary of environmental and permitting considerations.
 - Preliminary solids treatment capacity and pertinent design criteria.
 - Design life of each improvement and summary of considerations for future expansion.
- 10.4 Provide a recommended solids handling system improvements schedule based on overall feasibility of implementation for review by the City. Prioritize the projects based on City input. Prioritization will be completed yearly for 0 to 6 years, then in lump sum increments for the 7- to 10-year, 11- to 20-year, and beyond 20-year periods.*
- 10.5 Evaluate future staffing needs at the WWTP to account for O&M of new facilities to be constructed as part of the solids handling system improvements.*

Assumptions:

- *The level of planning effort assumed during the development of this Scope of Work was based on discussions with the City regarding the portions of the solids handling system that may require significant improvement in the planning period. Some 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 GSP update beyond those listed below may necessitate an amendment to this Scope of Work as mutually agreed to by the City and RH2.*
 - *Long-term biosolids handling and disposal system improvements. These are to be paired with evaluating the City's options for a new public works maintenance building at the existing WWTP site.*

- *Where applicable, hydraulic, AutoCAD, or other figures and models prepared will be produced at a planning or preliminary level of detail for use only in comparing alternatives.*

RH2 Deliverables:

- Analyses of major solids handling system alternatives in PDF format.
- Summary of the recommended solids handling system improvements and the draft CIP in PDF format.
- Solids handling system portion of Chapter 8 (WWTP Improvement Alternatives) for City review and comment.
- Solids handling system portion of Chapter 9 (WWTP Recommended Improvements) for City review and comment.

Task 11 – Capital Improvement Plan

Objective: Prepare an updated CIP for the proposed sewer system improvements, including cost estimates and an implementation schedule.

Approach:

- 11.1 Briefly describe sewer collection system and WWTP improvements that have been completed since the 2015 CSSP.
- 11.2 Prepare a list of proposed sewer pipeline replacements/rehabilitations for the existing collection system based on the results of the existing system and proposed system analyses in Task 7. Briefly describe each group of related improvements and the purpose/benefit of the improvements.
- 11.3 Prepare a list of proposed sewer lift station improvements for the existing system based on the results of the existing system and proposed system analyses in Task 7. Briefly describe each group of related improvements and the purpose/benefit of the improvements.
- 11.4 Compile the lists of recommended WWTP improvements from Tasks 8, 9, and 10. Briefly describe each improvement and the purpose/benefit of the improvements.
- 11.5 Update planning-level cost estimates of each project from the 2015 CSSP and prepare planning-level costs estimates for any new projects identified in Subtasks 11.2 and 11.3 based on current industry prices.
- 11.6 Coordinate with City staff to establish criteria for prioritizing and scheduling improvements. *Prioritization and scheduling will consider other scheduled projects based on information provided by the City and CIPs developed for other utilities.**
- 11.7 Schedule improvements based on the results of the prioritization.*
- 11.8 Describe the criteria and procedures used for prioritizing and scheduling improvements.*
- 11.9 Prepare a table of improvements that includes an improvement identification number, a brief description of each improvement, the associated cost estimate, and the scheduling of the

improvements on an annual basis for the first 10 years and the 20-year and build-out planning periods.

- 11.10 **[Optional Subtask]** Prepare a separate CIP sheet for up to twenty (20) projects in the City's 6-year CIP for the City's use in conjunction with the biennial budget.*
- 11.11 Meet with City staff to discuss the sewer system and WWTP improvements and the proposed schedule of implementation.

RH2 Deliverables:

- Chapter 10 (Sewer System Improvements) for City review and comment.
- Attendance at one (1) meeting with City staff.

Task 12 – Operations and Maintenance

Objective: Document the sewer system's operations and maintenance program for use in the GSP.

Approach:

- 12.1 Update evaluation of staffing requirements and document recommendations.
- 12.2 Update the Operations and Maintenance chapter from the 2015 CSSP and incorporate staffing requirements.

Assumptions:

- *The Operations and Maintenance element of the GSP has not changed since the completion of the 2015 CSSP and will not be impacted by the GSP update.*

RH2 Deliverables:

- Chapter 11 (Operations and Maintenance) for City review and comment.

Task 13 – Financial Analysis

Objective: Coordinate with the City's financial consultant, FCS GROUP, during the development of the financial analysis. *The City will contract directly with FCS GROUP for these services.*

Approach:

- 13.1 Coordinate with FCS GROUP during the project to provide information in support of the financial analysis chapter to be prepared by FCS GROUP. Incorporate the final chapter into the GSP document.
- 13.2 Attend one (1) meeting with City staff and FCS GROUP.
- 13.3 **[Optional Subtask]** Coordinate with FCS GROUP to provide GSP CIP information for development of the rate study.*

RH2 Deliverables:

- Chapter 12 (Financial Analysis) prepared by FCS GROUP and formatted by RH2.

- Attendance at one (1) meeting with City staff and FCS GROUP.

Task 14 – Executive Summary

Objective: Prepare an executive summary to describe the key elements of the GSP.

Approach:

- 14.1 Identify the purpose of the GSP and summarize the major system characteristics and significant changes that have occurred since the 2015 CSSP was completed. Briefly describe the key elements in the GSP.

RH2 Deliverables:

- Executive Summary chapter for City review and comment.

Task 15 – Appendices

Objective: Prepare miscellaneous appendices for inclusion in the GSP.

Approach:

- 15.1 Prepare the State Environmental Policy Act (SEPA) Checklist for use by the City. Obtain the Determination of Non-Significance (DNS) from the City to include in the appendix.
- 15.2 Obtain any new sewer service agreements from the City to include in the appendices.*
- 15.3 Obtain copies of any new or revised City resolutions/ordinances and include in the appendices.*
- 15.4 Include a copy of the City's current NPDES Waste Discharge Permit.
- 15.5 Include a copy of the City's construction standards.

Assumptions:

- *This Scope of Work does not specifically include preparation of a State Environmental Review Process (SERP) or National Environmental Policy Act (NEPA) Environmental Assessment or similar document, which may be needed to satisfy funding requirements.*

RH2 Deliverables:

- Draft and final SEPA Checklist in PDF format.
- Miscellaneous appendices for inclusion in the GSP.

Task 16 – Finalize, Print, and Present Draft GSP

Objective: Prepare a final draft of the GSP and submit it to review agencies.

Approach:

- 16.1 Develop a cover format that includes the GSP name and revision date.
- 16.2 Meet with City staff to present the draft GSP.

- 16.3 Revise the GSP per City review comments.
- 16.4 Prepare for and attend one (1) public meeting to present the draft GSP to City staff, City Council, and the public. *It is assumed that one (1) RH2 staff will attend this meeting in-person.**
- 16.5 Bind up to three (3) sets of the draft GSP with Professional Engineer stamps and signatures in three-ring binders.
- 16.6 Create an electronic PDF version of the draft GSP with Professional Engineer stamps and signatures.
- 16.7 Submit the draft GSP to Ecology for review and comment.

RH2 Deliverables:

- Attendance at one (1) meeting with City staff.
- Presentation at one (1) public meeting.
- Up to three (3) sets of the draft GSP in three-ring binders for agency review.
- One (1) electronic PDF version of the GSP for agency review.

**Task 17 – Sewer ERU Capacity Tracking Spreadsheet [Task Coordination with WSP]
[Optional Task]**

Objective: Calculate the existing available Equivalent Residential Units (ERUs) by sewer drainage basin. Identify improvements that may be necessary within the next 10 years to increase the ERU capacity of the sewer system. Develop an automated Sewer ERU Tracking Spreadsheet that can be used by the City to track the sewer capacity in the system and identify when infrastructure projects may need to be implemented.

Approach:

- 17.1 Coordinate with the City to confirm the following:*
- a) Provide a list of recent development requests for water and/or sewer, type of development, and number of connections. The City shall review and provide status of the developments (e.g., in design, development application rescinded, etc.) and provide any additional developments not on the list with their corresponding information.
- b) Time period for expiration of sewer availability.
- 17.2 Calculate the existing available sewer system capacity in terms of ERUs for each lift station in the system using the analyses contained in the GSP update and information from Subtask 17.1. Calculate the existing available sewer system capacity in terms of ERUs for the WWTP.*
- 17.3 For the improvement projects that will resolve the potential capacity limitations in the next 10 years, calculate the additional ERU capacity that each improvement project would add to each drainage basin.*

- 17.4 Develop a table to assist the City with estimating the number of ERUs that should be allocated for each type of proposed development. The table will be based on available information on water use or sewer flow criteria for various customer types as published by the Washington State Departments of Health and Ecology, the US Environmental Protection Agency, and other available sources.*
- 17.5 Develop an automated Sewer ERU Tracking Spreadsheet that can be used by the City to track remaining ERU capacity in each drainage basin. The spreadsheet will have the following functionality:*
- a) Track all proposed developments, which sewer drainage basin they are located in, and their status.
 - b) Estimate the sewer flow and loading for each proposed development and convert to ERUs.
 - c) Estimate the remaining ERU capacity in each drainage basin in the system with the proposed development.
 - d) Indicate when a lift station is estimated to have reached 80 percent of its available capacity and identify infrastructure projects to increase capacity.
 - e) Exclude any expired letters of sewer availability from the ERU capacity calculations and cross the project off the list. For tracking purposes, do not remove the projects fully from the list.
 - f) Include maps of the sewer drainage basins.
 - g) Include the general sewer design criteria for various development types to assist the City in guiding the developer's pipe sizing.
 - h) Identify the last revision date and include reminders for regular audits of the proposed development list when the spreadsheet is open.
- 17.6 Transmit the Sewer ERU Tracking Spreadsheet to the City for review.*
- 17.7 Meet with the City to review the Sewer ERU Tracking Spreadsheet and update the spreadsheet as necessary to address the City's comments.*
- 17.8 Transmit the final Sewer ERU Tracking Spreadsheet to the City.*

Assumptions:

- *The Sewer ERU Tracking Spreadsheet will be prepared in conjunction with the City's Water ERU Tracking Spreadsheet, which is being completed as part of the City's WSP update.*
- *The Sewer ERU Tracking Spreadsheet will not evaluate if the City's sewer mains have sufficient capacity to support any proposed developments.*
- *The City will be responsible for maintaining and updating the final Sewer ERU Tracking Spreadsheet and continue to update it with proposed developments once this project is complete.*

RH2 Deliverables:

- List of recent developments for the sewer system in electronic format.
- Draft and final Sewer ERU Tracking Spreadsheet in Excel format, which will include a table to assist the City with estimating ERUs for each type of proposed development.

Task 18 – Update Sewer Map Books [Optional Task]

Objective: Convert the City's sewer system CAD drawings to GIS format and update the mapping with recent sewer main and facility improvements and appurtenances. Prepare the City's updated sewer map books.

Approach:

- 18.1 After the SewerCAD hydraulic model has been updated in Task 6, export the sewer mains and associated annotations from the sewer model to GIS format.*
- 18.2 Input new side sewer locations into the GIS mapping per information provided by the City. Transfer existing information from AutoCAD drawings to GIS format.*
- 18.3 Create the individual 11-inch by 17-inch map book pages in ArcGIS Pro.*
- 18.4 Plot six (6) sets of the updated sewer map books and transmit four (4) sets to the City.*
- 18.5 Create an electronic PDF file of the map book and transmit to the City.*

Assumptions:

- *An update to the base mapping, which includes roads and lot lines, will not be necessary for this map book update.*

RH2 Deliverables:

- Four (4) 11-inch by 17-inch updated sewer map books.
- One (1) electronic PDF version of the sewer map book.

Task 19 – Ecology and Agency Review Revisions

At the completion of Tasks 1 through 16, the GSP will be in a final format, ready for review by the regulatory agencies. The number of comments, number of meetings, and amount of required GSP modifications from review by the regulatory agencies are difficult to predict. Therefore, RH2 will prepare a separate Scope of Work and Fee Estimate to address review comments, attend review meetings, and prepare final GSP modifications upon receipt of all review comments from Ecology.

At the completion of the project, a copy of the computer files of the GSP Word documents, sewer model, and AutoCAD and GIS figures will be provided to the City.

Project Schedule

It is the goal of all parties that this Scope of Work shall be completed within eighteen (18) months of contract execution (not including Agency approvals), assuming RH2 receives all data within ten

(10) weeks of contract execution. The schedule for this project may be modified as mutually agreeable to RH2 and the City.

Potential Future Tasks

The Scope of Work for future phases could include design of the improvements needed at the WWTP and other facilities in the City's wastewater system.

EXHIBIT B

City of Stanwood General Sewer Plan Update Data to be Provided by the City

The following list contains the information and data to be provided by the City of Stanwood (City) that is needed to update the City's General Sewer Plan (GSP). The available resources from previous planning work will be utilized to minimize the level of effort necessary. Only data in this list that has changed since the 2015 *Comprehensive Sewer System Plan* (CSSP) was prepared and information that was not available during the development of the 2015 CSSP needs to be provided. It is anticipated that the GSP will be completed in conjunction with the City's Water System Plan (WSP) update. The available resources collected during the WSP project will be utilized to prepare the GSP.

The list below is organized according to the Scope of Work activities. The engineering fee estimate for the project is based on this information being provided within ten (10) weeks of contract execution. RH2 is entitled to rely upon the accuracy and completeness of any data, information, or materials provided by the City or others in relation to this work.

Scope of Work/Information Needed	Priority	Notes	Status/ Delivered
Task 1 – Project Management, Data Collection, and Agency Coordination			
Task 2 – Introduction and Existing System Description			
1. Information regarding upgrades to any existing lift stations. If pumps were replaced, provide pump curves (or pump manufacturer and model number, pump serial number, and impeller diameter), motor horsepower, normal pumping rate (field measured), run time data, and description of operation and control.	H		
2. Provide information regarding any changes to the telemetry and control system since the completion of the 2015 CSSP.	H		
3. Provide information regarding any changes at the wastewater treatment plant (WWTP) since the completion of the 2015 CSSP.	H		
4. Copy of current National Pollutant Discharge Elimination System (NPDES) Permit.	H		
5. Mark ups to the sewer service area map (Figure 2-3 of the 2015 CSSP) to show any changes in the sewer service area.	H		

Scope of Work/Information Needed	Priority	Notes	Status/ Delivered
Task 3 – Land Use and Population [Task Coordination with WSP]			
1. Copy of the City's Comprehensive (Land Use) Plan.	H		
2. Identify on a map the areas where and how much growth is expected to occur.	M		
3. List of planned developments. Provide name of development, type of development, number of units, and development schedule.	M		
4. Sub-basin population, employment, and hydraulic loading allocations.	H		
5. A copy of a map or AutoCAD/GIS file showing the City's existing and future sanitary sewer service area boundaries.	H		
6. Copy of GIS file showing existing and future land use.	H		
Task 4 – Wastewater Flow and Load Analyses			
1. Sludge disposal information for 2014 through 2021, including frequency of sludge disposal, method of disposal, and sludge quantities.	H		
2. Monthly wastewater monitoring records for the WWTP influent and effluent (2014 through present). Include BOD, TSS, pH, chlorine residual, and fecal coliform levels (if available).	H		
3. Flow meter records for flow entering and exiting the WWTP (2014 through 2021).	H		
4. Wastewater flow records from available system meters (i.e. lift station, industrial users, and instream flow monitors) for 2014 through 2021.	H		
5. Flow meter data for commercial or industrial users for the sewer collection system. Water data will suffice. Summer and winter data are needed (2014 through 2021).	H		
6. Historical and/or projected flow and loading data available for future industrial customers, such as Schenk Meat Packing.	H		

Scope of Work/Information Needed	Priority	Notes	Status/ Delivered
7. City's sewer connection data, including residential, multi-family, commercial, and industrial users.	H		
8. Provide letters from the Department of Ecology or other agencies related to any wastewater system violations since the completion of the 2015 CSSP.	H		
9. Surveys of and discussions with the potential future industrial customers (including location and existing and projected flows and loadings) to estimate future flow and loading rates.	H		
Task 5 – Regulations, Policies, and Design Criteria			
1. Provide any significant edits to Chapter 5 of the 2015 CSSP.	H		
2. Updates to the City's sanitary sewer construction standards and details.	H		
3. Updates to sanitary sewer policies and design criteria.	H		
Task 6 – Sewer Model Update and Calibration			
1. As-builts for sewer system improvements since the 2015 CSSP that are not contained in the existing sewer model, preferably in CAD or GIS. a. If as-builts are in PDF format, invert elevations, rim elevations, and/or measure-down information are preferred in Excel spreadsheet format.	H		
2. Provide results of pump drawdown testing for each lift station.	H		
3. Provide current setpoints for pump on and off levels for the lift stations and extreme operating conditions.	H		
4. Field observations at lift stations and in the sewer system to assess model accuracy.	M	To be provided at a later date.	
5. [Optional Subtask] City to provide direction on key flow monitoring program decisions.	M		
Task 7 – Sewer Collection System Evaluation and Analyses			
1. List of known sanitary sewer system deficiencies and unsuitable pipe materials that were not identified in the 2015 CSSP.	H		
2. List of known lift station deficiencies and excessive maintenance requirements that were not identified in the 2015 CSSP.	H		

Scope of Work/Information Needed	Priority	Notes	Status/ Delivered
3. [Optional Subtask] Provide as-built information for Taylor's Landing, Lindstrom, and Copper Lift Stations.	H		
Task 8 – WWTP Site Investigations and Evaluation of Existing WWTP and Processes			
1. Attendance at and access for all site investigations.	H		
2. WWTP operational and control description and data.	H		
3. Results from laboratory testing resulting from Oxidation Ditch operation testing.	H		
4. AutoCAD files of the City's existing WWTP, if available.	M		
5. Access to existing geotechnical reports and design drawings and records for the WWTP site, if available.	M		
6. Access to documentation and construction photos during the backfilling process for the WWTP, if available.	M		
7. Review of and feedback for the major CIP projects and alternatives.	L	To be provided at a later date.	
Task 9 – Liquid Stream Alternatives Analyses			
1. Review and input on alternatives analyses.	L	To be provided at a later date.	
2. Input on project prioritization.	L	To be provided at a later date.	
3. Input on current staffing levels.	M		
Task 10 – Solids Handling System Alternatives Analysis			
1. Review and input on alternatives analyses.	L	To be provided at a later date.	
2. Input on project prioritization.	L	To be provided at a later date.	
3. Input on current staffing levels.	M		
Task 11 – Capital Improvement Plan			
1. List of sewer collection system projects completed since the 2015 CSSP. List can be descriptive or map based.	H		
2. List of planned and desired sewer collection system improvements not contained in 2015 CSSP.	M		

Scope of Work/Information Needed	Priority	Notes	Status/ Delivered
3. Provide bid tabulations from sewer system projects completed during the past 5 years.	M		
4. Copy of AutoCAD/GIS files with information the City desires to use for prioritizing collection system improvements, such as other scheduled CIPs developed for transportation and other utilities and operations and maintenance costs for pipe segments.	M		
5. Costs of recurring CIP items.	M		
Task 12 – Operations and Maintenance			
1. Provide any significant edits to Chapter 8 of the 2015 CSSP.	M		
2. Provide updates to personnel organization chart.	M		
3. Brief description of the major responsibilities for any new staff positions shown on the organizational chart.	M		
4. List of operators and their certifications.	M		
5. Copy of standard maintenance logs and forms used by the sewer department.	M		
6. Updates to maintenance schedules for each facility.	M		
7. Updates to staffing time for preventative maintenance of facilities and equipment and collection system operational tasks (smoke testing, video inspection, cleaning, etc.).	M		
8. Provide updates to list of all major equipment, supplies, and chemicals used by the sewer system. Provide updates to list of the service representatives for major sewer system components and chemical suppliers.	M		
9. Provide updates to safety and first aid equipment owned by the system and identify safety training personnel have and are required to have.	M		
Task 13 – Financial Analysis			
1. Copy of Financial Analysis chapter for inclusion in the GSP.	L	To be provided at a later date.	
Task 14 – Executive Summary			
Task 15 – Appendices			
1. SEPA determination, publication, and agency review coordination.	L	To be provided at a later date.	

Scope of Work/Information Needed	Priority	Notes	Status/ Delivered
2. Signed copy of the final SEPA Checklist, determination, affidavits of publication, agency review, comments, and responses, as applicable.	L	To be provided at a later date.	
3. Copy of current service area agreements.	L		
4. Copy of any new or revised City resolution or ordinances.	L		
Task 16 – Finalize, Print, and Present Draft GSP			
Task 17 – Sewer ERU Capacity Tracking Spreadsheet [Task Coordination with WSP] [Optional Task]			
1. Status of recent developments (e.g., in design, development application rescinded, etc.) and any additional developments not on the list with their corresponding information.	H		
2. Time period for expiration of sewer availability.	L		
Task 18 – Update Sewer Map Books [Optional Task]			
1. Sewer map book mark-ups.	H		
Task 19 – Ecology and Agency Review Revisions			

EXHIBIT C - Preliminary**Fee Estimate****City of Stanwood****General Sewer Plan Update****Jun-21**

Description	Base GSP same as 2015 GSP		New Tasks Req'd since 2015 GSP (incl. CIP Nos. M4 & EX8A) ¹		TOTAL COST for 2021 GSP	Optional Tasks	Optional Sub Cost
	Total Hours	Subtotal Cost	Total Hours	Subtotal Cost			
Task 1 Project Management, Data Collection, and Agency Coordination	94	\$ 17,453	29	\$ 5,877	\$ 23,330	\$ -	\$ -
Task 2 Introduction and Existing System Description	29	\$ 5,292	8	\$ 1,486	\$ 6,778	\$ -	\$ -
Task 3 Land Use and Population [Task Coordination with WSP]	35	\$ 6,704	-	\$ -	\$ 6,704	\$ -	\$ -
Task 4 Wastewater Flow and Load Analyses	56	\$ 9,661	7	\$ 1,224	\$ 10,885	\$ -	\$ -
Task 5 Regulations, Policies, and Design Criteria	6	\$ 937	18	\$ 3,622	\$ 4,559	\$ -	\$ -
Task 6 Sewer Model Update and Calibration	41	\$ 7,638	19	\$ 3,615	\$ 11,253	\$ 10,571	\$ 55,590
Task 7 Sewer Collection System Evaluation and Analyses	124	\$ 23,058	24	\$ 4,682	\$ 27,740	\$ 3,172	\$ -
Task 8 WWTP Site Investigations and Evaluation of Existing WWTP and Process	-	\$ -	358	\$ 71,911	\$ 71,911	\$ -	\$ -
Task 9 Liquid Stream Alternatives Analyses	-	\$ -	363	\$ 69,802	\$ 69,802	\$ -	\$ -
Task 10 Solids Handling System Alternatives Analyses	-	\$ -	316	\$ 60,744	\$ 60,744	\$ -	\$ -
Task 11 Capital Improvement Plan	106	\$ 18,663	21	\$ 3,373	\$ 22,036	\$ 7,670	\$ -
Task 12 Operations and Maintenance	13	\$ 2,089	-	\$ -	\$ 2,089	\$ -	\$ -
Task 13 Financial Analysis	26	\$ 5,361	-	\$ -	\$ 5,361	\$ 2,637	\$ -
Task 14 Executive Summary	12	\$ 1,828	-	\$ -	\$ 1,828	\$ -	\$ -
Task 15 Appendices	27	\$ 4,419	3	\$ 421	\$ 4,840	\$ -	\$ -
Task 16 Finalize, Print, and Present Draft GSP	85	\$ 17,754	10	\$ 1,760	\$ 19,514	\$ -	\$ -
Task 17 Sewer ERU Capacity Tracking Spreadsheet [Task Coordination with WSP] [Optional Task]	-	\$ -	-	\$ -	\$ -	\$ 11,711	\$ -
Task 18 Update Sewer Map Books [Optional Task]	-	\$ -	-	\$ -	\$ -	\$ 9,414	\$ -
Task 19 Ecology and Agency Review Revisions							
PROJECT TOTAL	654	\$120,856	1176	\$228,517	\$349,373	\$45,176	\$55,590

¹ CIP Project Nos. M4 and EX8A are from the City's 2015 Comprehensive Sewer System Plan

EXHIBIT D
RH2 ENGINEERING, INC.
2021 SCHEDULE OF RATES AND CHARGES

RATE LIST	RATE	UNIT
Professional I	\$145	\$/hr
Professional II	\$161	\$/hr
Professional III	\$174	\$/hr
Professional IV	\$190	\$/hr
Professional V	\$205	\$/hr
Professional VI	\$217	\$/hr
Professional VII	\$233	\$/hr
Professional VIII	\$244	\$/hr
Professional IX	\$244	\$/hr
Control Specialist I	\$133	\$/hr
Control Specialist II	\$145	\$/hr
Control Specialist III	\$159	\$/hr
Control Specialist IV	\$172	\$/hr
Control Specialist V	\$184	\$/hr
Control Specialist VI	\$198	\$/hr
Control Specialist VII	\$211	\$/hr
Control Specialist VIII	\$221	\$/hr
Technician I	\$111	\$/hr
Technician II	\$121	\$/hr
Technician III	\$138	\$/hr
Technician IV	\$148	\$/hr
Technician V	\$162	\$/hr
Technician VI	\$178	\$/hr
Technician VII	\$193	\$/hr
Technician VIII	\$203	\$/hr
Administrative I	\$72	\$/hr
Administrative II	\$86	\$/hr
Administrative III	\$102	\$/hr
Administrative IV	\$121	\$/hr
Administrative V	\$139	\$/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) 11" X 17"	\$0.20	price per copy
Copies (color) 8.5" X 11"	\$0.90	price per copy
Copies (color) 11" X 17"	\$2.00	price per copy
Technology Charge	2.50%	% of Direct Labor
Mileage	\$0.560	price per mile (or Current IRS Rate)
Subconsultants	15%	Cost +
Outside Services	at cost	

EXHIBIT A
Scope of Work
City of Stanwood
Water System Plan Update
June 2021

Background

RH2 Engineering, Inc., (RH2) completed the City of Stanwood's (City) most recent Water System Plan (WSP), which was approved by the Washington State Department of Health (DOH) in June 2015. Based on the current planning requirements of Chapter 246-290 Washington Administrative Code (WAC), the City's WSP must be updated every 10 years.

This Scope of Work describes the tasks necessary to update the City's WSP and address new regulatory requirements so that the City's water system is capable of meeting the needs of existing and future customers throughout the 20-year planning period. Available resources from the previous planning work will be utilized to minimize the level of effort necessary for this WSP update. Enclosed as **Exhibit B** is a list of data to be provided by the City prior to commencement of the activities contained in this Scope of Work.

The supplemental tasks to perform a more detailed evaluation of the existing water system will support the development of an accurate and cost-effective Capital Improvement Program (CIP) for the WSP. These tasks will calibrate the hydraulic model, document the existing conditions of the pumps, update the unidirectional flushing program, complete seismic resiliency analysis and planning, and analyze the City's corrosive soils issues. Per City request, an additional task to develop a Water System Equivalent Residential Unit (ERU) Tracking Spreadsheet has been included. An optional task also is included to update the City's Water System Map Book.

This Scope of Work is based on published regulatory requirements for water system plans known at the time of this writing. If new or expanded regulatory requirements are published during the course of this project, a contract amendment, along with a scope of work and fee estimate, can be provided for the additional work needed to satisfy the requirements.

It is anticipated that the WSP will be completed in conjunction with the City's General Sewer Plan (GSP) update. Efficiencies related to these joint planning efforts are reflected in the Scopes of Work and Fee Estimates for these two projects. RH2 will use and rely upon the data, information, and materials prepared or provided by the City or others in relation to these efforts.

Deliverables will be provided in MS Word, PDF, and GIS format as appropriate and requested by the City.

Some Subtask or Task items are identified as optional and are not required to gain agency approval on the final document but may provide additional value to this planning effort. Subtasks that will be coordinated directly with the GSP effort are identified as such. Subtask items marked with an asterisk (*) are new tasks that were not required to be performed to gain approval for the 2015 WSP.

Task 1 – Project Management, Data Collection, and Agency Coordination

Objective: Manage the RH2 project team, files and records. Monitor the Scope of Work and budget and provide monthly invoices. Assist the City in collecting data for the water system planning process. Coordinate with Snohomish County (County) and the Washington State Department of Health (DOH) throughout the development of the WSP.

Approach:

- 1.1 Review work for consistency with this Scope of Work, monitor budget spent, and manage the RH2 team.
- 1.2 Prepare monthly invoices indicating work performed and budget status.
- 1.3 Maintain project records and files.
- 1.4 Attend a pre-planning conference with City and DOH staff.
- 1.5 Coordinate with City staff during the data collection and WSP development process. This includes coordinating via telephone, submitting the list of data needed, and reviewing data provided by the City.
- 1.6 Attend one (1) meeting with City staff to review collected data.
- 1.7 Coordinate with the County and DOH throughout the planning process to provide schedule and progress reports towards the completion of the WSP.

RH2 Deliverables:

- Monthly invoices. Project records filed. RH2 team coordination.
- Attendance at one (1) meeting with City and DOH staff, and coordination via telephone and email with DOH.
- Attendance at one (1) meeting with City staff to review collected data.

Task 2 – Introduction and Existing Water System Description

Objective: Update the description of the existing water system.

Approach:

- 2.1 Incorporate Chapters 1 (Introduction) and 2 (Water System Description) from the 2015 WSP into the updated WSP.
- 2.2 Describe the changes to the existing facilities and pressure zones in Chapters 1 and 2 since the completion of the previous WSP.
- 2.3 Update the color figures of the following:
 - Existing Water System
 - Existing System Hydraulic Profile
 - Service Area and Adjacent Systems

RH2 Deliverables:

- Chapter 1 – Introduction for City review and comment.
- Chapter 2 – Water System Description for City review and comment.

Task 3 – Land Use and Population [Task Coordination with GSP]

Objective: Review planning-related documents and identify impacts on the City's water system for use in the WSP.

Approach:

- 3.1 Review updated planning documents, including the Snohomish County *Comprehensive Plan*, and summarize the impacts or constraints on the water system.
- 3.2 Complete DOH Consistency Statement Checklists for each planning agency with which the WSP must be consistent, including local and County planning jurisdictions.
- 3.3 Update the discussion regarding the Urban Growth Area (UGA) based on UGA boundary changes.
- 3.4 Update the land use sections of the 2015 WSP based on the City's updated *Comprehensive Plan*.
- 3.5 Update the housing trends and household sizes within the City's service area based on available information from City staff, as well as County and state population data.
- 3.6 Prepare 10-year and 20-year population projections for both the City and the water service area that comply with the Growth Management Act using information from the City's updated *Comprehensive Plan*, buildable lands report, and new population allocations based on Puget Sound Regional Council Vision 2050 projections.
- 3.7 Prepare a color figure of the City's land use.

RH2 Deliverables:

- Chapter 3 – Land Use and Population for City review and comment.

Task 4 – Water Demands

Objective: Review historical water use and forecast future water demands of the system.

Approach:

- 4.1 Tabulate monthly totals of metered consumption for each customer class and the average number of accounts in service for each year from 2014 through 2020 based on available information provided by the City. Identify the seasonal variations in consumption for each customer class.
- 4.2 Tabulate ten (10) to twenty (20) of the largest water users and the total water use of each for the year 2020.

- 4.3 Tabulate monthly and yearly totals of water supply from each supply facility from 2014 through 2020. Calculate the system average day demand (ADD) based on the yearly water supply data from 2014 through 2020.
- 4.4 Evaluate, describe, and prepare a graphic or table to demonstrate the seasonal variations in consumption patterns for each customer class and the seasonal variations in supply sources.
- 4.5 Tabulate total demand within each pressure zone based on the hydraulic model and the parcel-consumption database provided by the City.
- 4.6 Review telemetry data and estimate the system's maximum day and peak hour demands.
- 4.7 Identify the total amount of distribution system leakage (DSL) from 2014 through 2020. Calculate the 3-year rolling average of DSL.
- 4.8 Calculate per capita demands based on the ADD and water system population data from 2014 through 2020.
- 4.9 Calculate the number of ERUs within the system based on the water consumption and supply data.
- 4.10 Document the current and past efforts for water use efficiency (WUE) and their impact on water demand over the past 6 years. Describe the City's WUE improvements.
- 4.11 Discuss existing and future changes in large water user demand (i.e. Twin City Foods).
- 4.12 Document the historical demands from 2014 through 2020. Describe the basis for and results of the existing and future water demand evaluation.
- 4.13 Develop annual demand projections for the first 10 years and projections for year 20 based on projected water system population data and historical per capita demands. Demand projections will be tabulated with and without additional water use reductions from the proposed WUE Program. Demand projections also will be tabulated for each pressure zone or other development areas to assist in the future demand allocation in the hydraulic model.
- 4.14 Document the results of the demand analysis in summary tables and the chapter text.
- 4.15 Attend one (1) conference call with City staff regarding the developed demand projections.
- 4.16 Coordinate with the City to provide data necessary to conduct the WUE public forum. *The City will conduct the meeting to satisfy the public forum requirements of the WUE program and to present the water use efficiency goals for adoption by the City Council.*

RH2 Deliverables:

- Attendance at one (1) conference call with City staff.
- Chapter 4 – Water Demands for City review and comment.

Task 5 – Policies and Design Criteria

Objective: Review existing policies and design criteria and recommend, as necessary, changes to these policies so that facilities can meet design standards.

Approach:

- 5.1 Incorporate Chapter 5 (Policies and Design Criteria) from the 2015 WSP into the updated WSP.
- 5.2 Describe any changes to the City’s water system policies and design criteria in Chapter 5 since the completion of the previous WSP, including service area and connection policies.

RH2 Deliverables:

- Chapter 5 – Policies and Design Criteria for City review and comment.

Task 6 – Water Source and Quality

Objective: Identify the City’s water quality monitoring requirements and results of recent monitoring, and prepare an inventory of existing water sources and water rights.

Approach:

- 6.1 Update the 2015 WSP water rights evaluation that compares current water rights with demands based on the updated demand projections. Prepare Water Rights Self-Assessment tables based on existing water use and future projections.
- 6.2 **[Optional Subtask]** Evaluate and discuss alternative water supply sources to meet the City’s long-term demand projections. *An initial allocation of fifty (50) hours of a water resources specialist’s time has been included in this subtask.*
- 6.3 Meet with the City to discuss the alternative water supply options.
- 6.4 Incorporate the 2015 WSP water quality elements into the updated WSP. Review new and anticipated future water quality regulations and update the water quality sections as necessary.
- 6.5 Summarize the results and compliance status of recent source and distribution system water quality monitoring.

RH2 Deliverables:

- Attendance at one (1) meeting with City staff to review the results of the alternative water supply evaluation.
- Chapter 6 – Water Source and Quality for City review and comment.

Task 7 – Hydraulic Model Update and Calibration

Objective: Update and calibrate the current hydraulic model of the City’s existing water system.

Approach:

- 7.1 Update the City’s WaterGEMS hydraulic model with recent water system improvements. Review the model with current water system mapping to check for consistency and completeness.
- 7.2 Update the hydraulic model node diagram of the City’s water system. Coordinate with the City to review water system facilities shown in the node diagram and update the model as necessary based on input from the City.
- 7.3 Update elevation data in the model by transferring data from electronic contours to model junction nodes using customized routines.*
- 7.4 Compute pipe roughness coefficients from available pipe material and age data using routines to accomplish initial calibration.*
- 7.5 Allocate the existing (2020) demand data among the nodes in the model using a parcel-consumption database provided by the City and customized routines.*
- 7.6 Update facility data into the model for supply sources, reservoirs, and pressure reducing valve (PRV) stations. Establish facility settings to reflect current settings and those to be used for the analyses.*
- 7.7 Perform preliminary hydraulic analyses to identify locations for field pressure and hydrant flow tests and check potential performance at each site. Prepare a template that lists field test locations and data that needs to be collected at each test location. Coordinate with the City to confirm methods and recordkeeping for field tests.*
- 7.8 Attend one (1) day of hydrant flow tests to confirm that the pressure and flow test objectives are met for the purpose of calibrating the hydraulic model. *City staff will operate hydrants, valves, and other water system facilities as directed by RH2. RH2 will provide calibrated pitot and pressure gauges for use during the hydrant flow tests and will record the results of the tests. Operational status of facilities will be provided by City staff (in real-time or from the City’s telemetry system following field testing), including flows into the system from supply sources and reservoir levels at the start and end of the tests.**
- 7.9 Perform hydraulic analyses to calibrate the model from the field flow and pressure test data for the purposes of steady-state and extended period hydraulic analyses.*
- 7.10 Coordinate with the City to identify sources of inconsistencies between the field calibration data and the modeled results. Inconsistencies may be the result of unknown closed valves in the system or incorrect diameter of water main shown on system mapping or as-builts. *Since this item is highly variable in nature, an initial allocation of twenty-four (24) hours of a water modeling specialist’s time has been included for this subtask.* If generally accepted industry standards for hydraulic model accuracy cannot be achieved within this initial allocation,

coordinate with the City to determine the next steps. This may include a scope amendment to assist the City in performing additional field flow tests and model calibration analyses.*

- 7.11 Input the current land use classifications into the model and assign a general planning-level fire flow requirement to each node for comparison of fire flow results.
- 7.12 Input future demand data into the hydraulic model's nodes using the results from the future water demand evaluation. Demand distribution shall be based on estimates of future growth allocations.

RH2 Deliverables:

- Calibrated WaterGEMS hydraulic water model for use in steady-state analyses.
- Hydrant flow testing.
- Coordination with City to review accuracy of the hydraulic water model.

Task 8 – Water System Analyses

Objective: Evaluate each water system component to identify deficiencies and recommend improvements. Utilize the hydraulic model of the City's water system to perform pressure and fire flow hydraulic analyses.

Approach:

- 8.1 Examine each of the existing pressure zones and identify areas of low and high pressures. Update the table showing each existing zone, its maximum and minimum service elevation, and service pressures (at static conditions).
- 8.2 Calculate the quantity of water supply required for the existing and future conditions, and compare those requirements to the system's existing supply capability. Identify and describe supply facility deficiencies.
- 8.3 Compare the potential future water supply source capacity as identified in Task 6 with the quantity of water supply required for the existing and future conditions.
- 8.4 Calculate the quantity of water required from booster pump stations for the existing and future system and compare to the existing booster pump station (BPS) capacities. Identify and describe BPS deficiencies.
- 8.5 Calculate the quantity of water storage required for the existing and future system and compare those requirements to the existing storage capacity of the system based on the requirements contained in WAC 246-290-235 and the current DOH *Water System Design Manual*. Identify and briefly describe storage deficiencies.
- 8.6 Document the hydraulic analysis criteria and hydraulic model settings for the distribution system analyses.
- 8.7 Perform a steady-state hydraulic analysis of the existing system simulating existing peak hour demand (PHD) conditions with no fire flows to determine the pressures and flow distribution using the hydraulic model of the water system.

- 8.8 Perform a steady-state fire flow analysis for each node in the system while simulating existing maximum day demands to determine the capability of the existing system to provide adequate flows and pressures and identify existing system deficiencies.
- 8.9 Identify and input proposed water system improvements into the model based on the results of the existing system hydraulic analysis and identification of deficiencies.
- 8.10 Perform a steady-state hydraulic analysis for each node in the system while simulating future PHDs to check that the proposed improvements address existing system deficiencies and are sized properly to accommodate anticipated growth based on meeting the City's policies and design criteria. Analyses will be performed for the 10-year and 20-year demand projections.
- 8.11 Perform a steady-state fire flow analysis for each node in the system while simulating future maximum day demands to check that the proposed improvements address existing system deficiencies and are sized properly to accommodate anticipated growth based on meeting the City's policies and design criteria. Analyses will be performed for the 10-year and 20-year demand projections.
- 8.12 Prepare a table that summarizes the results of the existing system and future system pressure and fire flow analyses.
- 8.13 Identify and describe distribution system deficiencies and the results of the hydraulic analyses.
- 8.14 **[Optional Subtask]** Evaluate and identify non-capacity related deficiencies for the water mains, PRV stations, and telemetry and supervisory control system. Evaluate previous corrosion study and recommend corrosion control improvements. *An initial allocation of twenty-four (24) hours of a corrosion specialist's time has been included in this subtask to evaluate the City's issues with water main corrosion.*
- 8.15 Perform an existing system, 10-year, and 20-year system capacity analysis to determine the unused, available system capacity expressed in ERUs. Prepare a 10-year and 20-year projected system capacity analysis with proposed improvements. Document the criteria and results of the analyses.
- 8.16 Meet with City staff to discuss the system analyses, deficiencies, and recommended improvements.
- 8.17 Document the results of the system analyses in summary tables and the chapter text.

RH2 Deliverables:

- Chapter 7 – Water System Analyses for City review and comment.
- Attendance at one (1) meeting with City staff.

Task 9 – Operations and Maintenance

Objective: Document the water system’s operations and maintenance program.

Approach:

- 9.1 Incorporate Chapter 8 (Operations and Maintenance) from the 2015 WSP into the updated WSP.
- 9.2 Describe any changes to the City’s operations and maintenance strategy in Chapter 8 since the completion of the previous WSP. Update the organizational chart and personnel certification.

RH2 Deliverables:

- Chapter 8 – Operations and Maintenance for City review and comment.

Task 10 – Capital Improvement Program

Objective: Describe and schedule improvements to address deficiencies identified in the water system analyses. Prepare planning-level cost estimates for each project identified.

Approach:

- 10.1 Briefly describe water system improvements that have been completed since the last WSP update.
- 10.2 Prepare an updated list of proposed water system improvements based on the results of the existing system and proposed system analyses. Briefly describe each group of related improvements and the purpose/benefit of the improvements.
- 10.3 Update the planning-level approximate cost estimate for each improvement based on current industry prices.
- 10.4 Update the CIP project prioritization and schedule of improvements to develop a 6-year CIP for the City’s use in the biennial budget development in July 2022.
- 10.5 Prepare a table of improvements that includes an improvement identification number, a brief description of each improvement, the associated cost estimate, and the scheduling of the improvements on an annual basis for the first 10 years and for the 20-year planning period.
- 10.6 Update the discussion regarding the criteria and procedures used for prioritizing and scheduling improvements.
- 10.7 **[Optional Subtask]** Document the CIP prioritization analyses in summary tables and the chapter text. Prepare a separate CIP sheet for up to twenty (20) projects in the City’s 6-year CIP for the City’s use in conjunction with the biennial budget.
- 10.8 Prepare color figures of the following.
 - Proposed Water System Improvements
 - Proposed Improvements Hydraulic Profile

- 10.9 Meet with City staff to discuss the water system improvements and the proposed schedule of implementation.

Assumptions:

- *The 2015 WSP prioritization criteria remain valid.*
- *A significant number of the projects in the CIP will be as identified in the previous WSP, with an updated cost estimate and schedule.*

RH2 Deliverables:

- Draft CIP tables and figures for City review and comment.
- Chapter 9 – Water System Improvements for City review and comment.
- Attendance at one (1) meeting with City staff.

Task 11 – Cross-Connection Control Plan

Objective: Document the City’s existing cross-connection control plan.

Approach:

- 11.1 Incorporate the Cross–Connection Control Plan from the 2015 WSP into the updated WSP. Discuss current and future activities.

RH2 Deliverables:

- Cross-Connection Control Plan for City review and comment.

Task 12 – Water Quality Monitoring Plan

Objective: Document the City’s existing water quality monitoring requirements and procedures. Update the City’s existing Coliform Monitoring Plan and prepare an E. coli Response Plan.

Approach:

- 12.1 Incorporate the water quality monitoring plan water system description from the 2015 WSP into the updated WSP.
- 12.2 Document source water quality monitoring requirements and procedures.
- 12.3 Document distribution system water quality monitoring requirements and procedures, including a schedule for coliform monitoring and an E. coli Response Plan.*
- 12.4 Update the source monitoring schedule table.
- 12.5 Update the 2015 coliform monitoring plan table and color figure. Coordinate with the City and prepare an E. Coli Response Plan.*

RH2 Deliverables:

- Water Quality Monitoring Plan, to be included in the WSP as an appendix, for City review and comment.

Task 13 – Water Use Efficiency Program

Objective: Update the City’s WUE Program and WUE goals for the water system.

Approach:

- 13.1 Incorporate the background and program requirements from the WUE Program in the 2015 WSP into the updated WSP.
- 13.2 Incorporate the water supply characteristics from the WUE Program in the 2015 WSP into the updated WSP.
- 13.3 Assist the City in establishing WUE goals for its public process as required by the WUE Rule.
- 13.4 Identify and evaluate WUE measures for appropriateness and cost-effectiveness.
- 13.5 Prepare a schedule for implementation of the WUE measures and cost estimates for each measure.

Assumptions:

- *The City will present the developed WUE goals to the public.*

RH2 Deliverables:

- WUE Program, to be included in the WSP as an appendix, for City review and comment.

Task 14 – Wellhead Protection Program

Objective: Document the City’s existing efforts toward wellhead protection.

Approach:

- 14.1 Incorporate the Wellhead Protection Program from the 2015 WSP into the updated WSP. Discuss current and future activities.
- 14.2 Update the inventory of potential contaminant sources and activities using available databases maintained by the Washington State Department of Ecology (Ecology) and the U.S. Environmental Protection Agency, and document the results of the inventory findings. The inventory will include site locations and owners/operators.
- 14.3 Update list of owners and operators of known and potential sources of water contamination, businesses, regulatory agencies and local governments, emergency response agencies, and City customers that must be notified of the City’s wellhead protection program.

RH2 Deliverables:

- Wellhead Protection Program, to be included in the WSP as an appendix, for City review and comment.

Task 15 – Financial Analysis and Rate Study Coordination

Objective: Provide coordination with the City and FCS GROUP during development of the financial analysis. FCS GROUP will prepare the financial analysis chapter of the WSP and a rate study, and the

City will contract with them directly. FCS GROUP will prepare the rate study once the WSP CIP has been developed.

Approach:

- 15.1 Coordinate with FCS GROUP during the project to provide information in support of the financial analysis chapter to be prepared by FCS GROUP. Incorporate the financial chapter into the WSP document.
- 15.2 Attend one (1) meeting with City staff and FCS GROUP to review the draft financial analysis results.
- 15.3 **[Optional Subtask]** Coordinate with FCS GROUP to provide WSP CIP information for development of the rate study.

RH2 Deliverables:

- Chapter 10 – Financial Analysis (prepared by FCS GROUP, formatted by RH2).
- Attendance at one (1) meeting with City staff and FCS GROUP.

Task 16 – Executive Summary

Objective: Prepare an executive summary to describe the key elements of the WSP.

Approach:

- 16.1 Identify the purpose of the WSP and summarize the major system characteristics and significant changes that have occurred since the previous WSP was completed. Briefly describe the key issues in the WSP.

RH2 Deliverables:

- Executive Summary chapter for City review and comment.

Task 17 – Appendices

Objective: Prepare miscellaneous appendices for inclusion in the WSP.

Approach:

- 17.1 Prepare the State Environmental Policy Act (SEPA) Checklist for use by the City. Obtain the Determination of Non-Significance (DNS) from the City to include in the appendices.
- 17.2 Obtain any new service area and intertie agreements from the City to include in the appendices.
- 17.3 Obtain copies of any new or revised City resolutions/ordinances and include in the appendices.
- 17.4 Include a copy of the current Water Facilities Inventory (WFI) form.
- 17.5 Include a copy of the most recent Consumer Confidence Report (CCR).
- 17.6 Include a copy of the City's current construction standards.

17.7 Include copies of consistency statement checklists and agency review comments.

RH2 Deliverables:

- Miscellaneous appendices for inclusion in the WSP.

Task 18 – Finalize, Print, and Present Draft WSP

Objective: Prepare a final draft of the WSP and submit it to review agencies and adjacent water purveyors.

Approach:

- 18.1 Develop a cover format that includes the WSP name and revision date.
- 18.2 Transmit electronic copies of the draft WSP documents to the City for review and comment.
- 18.3 Revise the WSP based on City review comments.
- 18.4 Attend one (1) meeting to present the completed WSP to City staff, City Council, and the public.
- 18.5 Bind the final WSP documents and print up to five (5) sets of the WSP and color figures.
- 18.6 Create an electronic PDF document, including all chapters, appendices, and figures of the WSP. The electronic WSP will contain bookmarks and an organizational format that will be fully functional. Provide up to five (5) copies of the electronic plan on USB drives.
- 18.7 Submit the final WSP to adjacent water systems in electronic format for their review and comment.
- 18.8 Submit the final WSP to the County and DOH for their review.

RH2 Deliverables:

- Up to five (5) sets of the final WSP in three-ring binder format and five (5) copies in electronic PDF format on USB drives.
- Attendance at one (1) meeting to present the final draft WSP to City staff, City Council, and the public.

Task 19 – Unidirectional Flushing Program [Optional Task]

Objective: Update the City's existing unidirectional flushing program.

Approach:

- 19.1 Update the hydraulic model with the location of existing gate valves and hydrants in the system for use in updating the unidirectional flushing program.
- 19.2 Perform hydraulic analyses to determine the minimum pressures and maximum flushing velocity experienced with the City's existing flushing program.
- 19.3 Coordinate with the City to identify the goals for the updated unidirectional flushing program, including maximum velocity, sensitive customers, and areas of concern.

- 19.4 Recommend improvements to the existing unidirectional flushing program to meet the established goals and to minimize flushing velocities, flushing time, and dirty water complaints.
- 19.5 Develop field map books showing flushing hydrant, closed valve, and flushing velocities for each hydrant flushing location.

RH2 Deliverables:

- One (1) hard copy and electronic PDF of unidirectional flushing program field map books.

Task 20 – Pump Condition and Energy Efficiency Evaluation [Optional Task]

Objective: Collect mechanical, vibration, electrical, and power quality data for pumps at the City's well and BPS facilities. Facilities to be evaluated include Cedarhome BPS, Knittle BPS, Bryant Well No. 1, Bryant Well No. 3, and Cedarhome Well. Analyze collected vibration data to help determine severity and potential causes of the vibrational characteristics of each pump and motor. Analyze collected power quality measurements to assess the condition of the incoming utility power and its effect on each motor. Analyze test data to evaluate the existing pump and motor performance characteristics of each of the tested pumps. Perform motor winding condition testing to assess the condition of the motors' internal connections and stator windings independently of the pump and external system. Recommend and prioritize cost-effective replacement or overhaul improvements to address identified deficiencies.

Approach:

- 20.1 Collect mechanical, vibration, electrical, and power quality data from the pumps. Data will be collected with only one (1) pump operating at a time. When possible, up to three (3) sets of data points will be collected for each pump. Summarize the collected mechanical, vibration, electrical, and power quality data and prepare a transmittal to the City.
- 20.2 Analyze collected vibration data to determine the overall root mean square (RMS) vibration amplitude for each pump. An analysis of generated vibration spectra will be conducted to evaluate the existing condition of each motor and pump to identify potential causes of observed vibration frequencies deemed problematic. For submersible pumps, only limited vibration data can be collected; accordingly, vibration analyses for these pumps will be limited.
- 20.3 Analyze the collected power quality data to assess the condition of the incoming utility power and its effect on each motor.
- 20.4 Analyze collected data to determine the energy signature, wire-to-water efficiency, and pump curve for each of the tested pumps. Compare results against historical data if available.
- 20.5 Perform motor winding condition testing for each motor. Analyze collected data to assess the condition of the internal connection and stator windings independently of the pump and external system.

- 20.6 Recommend and prioritize cost-effective replacements or overhaul improvements to address identified deficiencies. Provide planning-level cost estimates for the recommended improvements and incorporate in the water system CIP. Prepare a technical memorandum documenting the results of the analysis.

Assumptions:

- *To safely collect mechanical, vibration, electrical, and power quality data, weather may be a factor. Coordination will be necessary to schedule data acquisition during periods where adverse weather will not interfere with the data acquisition.*
- *The City flow meters are available and accurate to individually monitor flow from each pump.*
- *Pressure gauges are installed within 5 feet of the discharge and suction of each pump.*

RH2 Deliverables:

- Site visit to the City's Cedarhome BPS, Knittle BPS, Bryant Well No. 1, Bryant Well No. 3, and Cedarhome Well to collect mechanical, vibration, electrical, and power quality data.
- Motor winding condition report for each motor tested.
- Technical memorandum summarizing the data collected and describing the results of the analyses.
- Recommendations for improving the energy efficiency of the water system and assessment of the existing condition of the pumps for inclusion in the water system CIP.

Task 21 – Distribution System Seismic Analyses [Optional Task]

Objective: Review current seismic hazard mapping within the water service area and perform analyses to develop recommendations to improve the seismic resiliency of the distribution system.

Approach:

- 21.1 Identify geotechnical and seismic hazard areas within the water service area using the City's current mapping for seismic hazards and other currently available seismic studies within the City.
- 21.2 Coordinate with City staff to identify and rank critical customers, key fire suppression locations, and key water distribution main locations to serve critical customers.
- 21.3 Assess the seismic performance of the key water distribution main by assigning hazard information to each pipeline to predict the number of leaks and breaks per unit length of each pipe. Prepare maps identifying pipe risk.
- 21.4 Identify improvements and associated costs for key water distribution main to be included within the CIP. This may include recommendations for further study. Develop a strategy for implementing improvements over time that balances the potential risk and the overall cost to ratepayers as identified in the CIP. Develop a seismic mitigation CIP that includes cost estimates and recommended timing for improvements.

- 21.5 Recommend seismic pipe design standards applicable to the City.
- 21.6 Prepare a technical memorandum documenting the results of the analyses performed in this Task.

Assumptions:

- *The seismic analyses will not assess the seismic performance of reservoirs or other water system structures.*

RH2 Deliverables:

- Figures showing the key water distribution main and hazard information.
- One (1) hard copy and electronic PDF of technical memorandum documenting the results of the analyses.

**Task 22 – Water ERU Capacity Tracking Spreadsheet [Task Coordination with GSP]
[Optional Task]**

Objective: Calculate the existing available ERUs by pressure zone in the water system. Develop an automated Water ERU Tracking Spreadsheet that can be used by the City to track the remaining capacity of the water system and to identify when infrastructure projects may need to be implemented.

Approach:

- 22.1 Coordinate with the City to confirm the following:
 - a) Provide a list of recent development requests for water, type of development, and number of connections. The City shall review and provide the status of the developments (e.g., in design, development application rescinded, etc.) and provide any additional developments not on the list with their corresponding information.
 - b) Time period for expiration of water availability.
- 22.2 Calculate the existing available water system capacity in terms of ERUs for each pressure zone in the system using the analyses performed under Task 4.
- 22.3 For the improvement projects that will resolve the potential capacity limitations in the next 10 years, calculate the additional ERU capacity that each improvement project would add to each pressure zone.
- 22.4 Develop a table to assist the City with estimating the number of ERUs that should be allocated for each type of proposed development. The table will be based on available information on water use for various customer types as published by DOH and other available sources.
- 22.5 Develop an automated Water ERU Tracking Spreadsheet that can be used by the City to track remaining ERU capacity in each pressure zone. The spreadsheet will have the following functionality:

- a) Track all proposed developments, which pressure zone they are located in, and their status.
 - b) Estimate the water demand for each proposed development and convert to ERUs.
 - c) Estimate the remaining ERU capacity in each pressure zone in the system with the proposed development.
 - d) Indicate when a pressure zone is estimated to have reached 80 percent of the available capacity and identify infrastructure projects to increase capacity.
 - e) Exclude any expired letters of water availability from the ERU capacity calculations and cross the project off the list. For tracking purposes, do not remove the projects fully from the list.
 - f) Include maps of the water pressure zones.
 - g) Include the general water design criteria for various development types to assist the City in guiding the developer's pipe sizing.
 - h) Identify the last revision date and include reminders for regular audits of the proposed development list when the spreadsheet is open.
- 22.6 Transmit the Water ERU Tracking Spreadsheet to the City for review.
- 22.7 Meet with the City to review the Water ERU Tracking Spreadsheet and update the spreadsheet as necessary to address the City's comments.
- 22.8 Transmit the final Water ERU Tracking Spreadsheet to the City.

Assumptions:

- *The Water ERU Tracking Spreadsheet will be prepared in conjunction with the City's Sewer ERU Tracking Spreadsheet, which is being completed as part of the City's GSP update.*
- *The Water ERU Tracking Spreadsheet will not evaluate if the City's water mains have sufficient capacity to support any proposed developments.*
- *The City will be responsible for maintaining and updating the final Water ERU Tracking Spreadsheet and continue to update it with proposed developments once this project is complete.*

RH2 Deliverables:

- Draft and final Water ERU Tracking Spreadsheet in Excel format, which will include a table to assist the City with estimating ERUs for each type of proposed development.

Task 23 – Update Water Map Book [Optional Task]

Objective: Convert the City’s water system CAD drawings to GIS format and update the mapping with recent water main and facility improvements and appurtenances. Prepare the City’s updated water map books.

Approach:

- 23.1 Export the water mains and associated annotations from the updated WaterGEMS hydraulic water model to GIS format.
- 23.2 Input new valve, hydrant, meter, and sample station locations into the GIS mapping per information provided by the City. Transfer existing information from AutoCAD drawings to GIS format.
- 23.3 Create the individual map book pages in ArcGIS Pro.
- 23.4 Plot six (6) sets of the updated water map books and transmit four (4) sets to the City.
- 23.5 Create an electronic PDF file of the map book and transmit to the City.

Assumptions:

- *An update to the base mapping, which includes roads and lot lines, will not be necessary for this map book update.*

RH2 Deliverables:

- Four 11-inch by 17-inch updated water map book.
- PDF file of the water map book.

Task 24 – DOH and Agency Review Revisions

At the completion of Tasks 1 through 22, the WSP will be in a final format, ready for review by the regulatory agencies and adjacent water purveyors. The number of comments, number of meetings, and amount of required WSP modifications from review by the regulatory agencies and adjacent water purveyors are difficult to predict. Therefore, RH2 will prepare a separate Scope of Work and Fee Estimate to address review comments, review meetings, and final WSP modifications upon receipt of all review comments from the County, DOH, Ecology, and adjacent water systems.

At the completion of the project, a copy of the computer files of the WSP Word documents, water model, and AutoCAD and GIS figures will be provided to the City.

Project Schedule

It is the goal of all parties that this Scope of Work shall be completed within eighteen (18) months of contract execution (not including Agency approvals), assuming RH2 receives all data within ten (10) weeks of contract execution. The schedule for this project may be modified as mutually agreeable to RH2 and the City.

EXHIBIT B

City of Stanwood Water System Plan Update Data to be Provided by the City

The following list contains the information and data to be provided by the City of Stanwood (City) that is needed to update the City's Water System Plan (WSP). The available resources from previous planning work will be utilized to minimize the level of effort necessary. Only data in this list that has changed since the previous WSP was prepared and information that was not available during the development of the previous WSP needs to be provided. It is anticipated that the WSP will be completed in conjunction with the City's General Sewer Plan. Several of the data items requested on this list also will be utilized in the development of the General Sewer Plan (GSP).

The list below is organized according to the Scope of Work activities. The engineering fee estimate for the project is based on this information being provided within ten (10) weeks of contract execution. RH2 is entitled to rely upon the accuracy and completeness of any data, information, or materials provided by the City or others in relation to this work.

Scope of Work/Information Needed	Priority	Notes	Status/ Delivered
Task 1 – Project Management, Data Collection, and Agency Coordination			
Task 2 – Introduction and Existing Water System Description			
1. Current pressure reducing station setpoints (utilize GC Systems as necessary to obtain this information).	H		
2. Current booster pump station operational setpoints.	H		
3. List of any new check valves and zone valves (closed isolation valves between pressure zones) in the distribution system.	H		
4. Copy of most recent DOH Sanitary Survey.	H		
Task 3 – Land Use and Population [Task Coordination with GSP]			
1. Copy of the City's and County's Comprehensive (Land Use) Plans as they become available.	M		
2. Provide 10-year, 20-year, and build-out population projections for the City and Urban Growth Area as the information becomes available.	H		
3. List of planned developments. Provide name of development, type of development, number of units, and development schedule.	M		
4. Summary of the City's efforts and involvement in regional water system planning.	M		

Scope of Work/Information Needed	Priority	Notes	Status/ Delivered
5. Copy of map or GIS file showing existing retail and future retail service area boundaries if different than those shown in Figure 2-3 of the 2015 WSP.	H		
6. Copy of map or GIS file showing existing and future land use and the Urban Growth Area.	H		
Task 4 – Water Demands			
1. Hourly and daily reservoir level records (telemetry data, circular charts, data sheets, etc.) from each storage facility for 2014 through 2020 (to be used to determine the system's peaking factors).	H		
2. Hourly and daily water supply records from each source of supply for 2014 through 2020 (to be used to determine the system's peaking factors).	H		
3. Monthly water production totals from each source of supply from 2014 through 2020.	H		
4. Monthly (or bi-monthly) and yearly metered water consumption totals for each customer class from 2014 through 2020.	H		
5. Average number of connections for each month for each customer class from 2014 through 2020.	H		
6. Total number of multi-family units served in 2014 through 2020.	H		
7. List of customers (approximately 10 to 20) that used the most water in 2020 (as measured by individual meters), customer address, and amount of consumption of each customer for the year.	H		
8. List of buildings with the largest fire flow requirements in the service area (provide at least three in each pressure zone). Provide name of building, address, and fire flow requirement for each building.	M		
9. General level of service fire flow requirements and duration for all land use classifications if different than shown in Table 4-11 of the 2015 WSP.	M		
10. Is water usage for construction projects, fire department activities, and water main flushing recorded? If so, provide total annual amounts from 2014 through 2020.	H		

Scope of Work/Information Needed	Priority	Notes	Status/ Delivered
Task 5 – Policies and Design Criteria			
1. Provide any significant edits to Chapter 5 from the 2015 WSP.	L		
Task 6 – Water Source and Quality			
1. Copy of any recent reports and studies not prepared by RH2 for the sources of supply.	H		
2. Copy of past lead and copper monitoring results (2014 through 2020).	M		
3. Copy of asbestos monitoring results (2014 through 2020).	M		
4. Copy of source water quality monitoring results (2014 through 2020) for volatile organic chemicals, synthetic organic chemicals, inorganic chemical and physical substances, and radionuclides.	M		
5. Summarize the results of past (2014 through 2020) coliform monitoring. Indicate if monitoring results indicated levels above the regulatory limits. For each situation where the regulatory requirements were not met, describe the source of the problem and the follow-up procedures that corrected the problem.	M		
6. Summarize the results of past (2014 through 2020) disinfectant concentration monitoring. Indicate if monitoring results did not meet the regulatory requirements. For each situation where the regulatory requirements were not met, describe the source of the problem and the follow-up procedures that corrected the problem.	M		
7. Summarize the results of past (2014 through 2020) disinfectants and disinfection byproduct monitoring and Initial Distribution System Evaluation.	M		
8. List of routine and repeat coliform sampling sites, if different than those listed in previous WSP (identify address of each routine sampling site and addresses of repeat upstream and downstream sampling sites). Indicate source of sample (house faucet, dedicated sample station, etc.).	M		

Scope of Work/Information Needed	Priority	Notes	Status/ Delivered
9. Sampling rotation schedule for coliform monitoring, if different than that listed in previous WSP.	M		
10. List of water source sampling sites, if they have changed since the 2015 WSP.	M		
11. Copy of the most recent Consumer Confidence Report (CCR).	M		
12. Provide procedures for accomplishing a 24-hour notice, if one was required. Identify a public information office or other individual (with contact information) who would speak on behalf of the City.	L		
13. Copy of 2014 through 2020 Water Quality Monitoring Reports (WQMR) from DOH.	M		
Task 7 – Hydraulic Model Update and Calibration			
1. Copy of GIS file showing location of existing gate valves, check valves, and hydrants in the system.	H		
2. As-builts for recent water system improvements not contained in the existing hydraulic model.	H		
Task 8 – Water System Analyses			
1. List of known low or high water pressures areas not already identified in the previous WSP. Provide address and recorded pressure for each.	M		
2. List of known water system deficiencies and unsuitable pipe materials not already identified in the previous WSP.	M		
3. List of past (2014 through 2020) water main breaks. Provide address and date that each occurred.	L		
4. List of facilities that have emergency power supply connections or standby emergency generator sets if changes have been made since the previous WSP.	M		
5. Normal operating range of each reservoir (water elevation that source or control valve is called to fill reservoir or the normal drawdown in each reservoir).	H		

Scope of Work/Information Needed	Priority	Notes	Status/ Delivered
Task 9 – Operations and Maintenance			
1. Provide any significant edits to Chapter 8 from the 2015 WSP, including updated organizational chart and personnel certification.	L		
Task 10 – Capital Improvement Program (CIP)			
1. List of desired water system improvements not contained in previous CIP.	M		
2. List of projects completed since the 2015 WSP. List can be descriptive or map based.	M		
3. Copy of the City's most recent 10-year Capital Facilities Plan. If not available, provide a list of all road and utility improvements currently planned by the City for the next 10 years to assist in coordinating the timing of water improvements with other capital improvements.	M		
4. Provide bid tabulations from water system projects completed during the past 5 years.	M		
Task 11 – Cross-Connection Control Plan			
1. Summary of the current status of the Cross-Connection Control Program (annual inspection compliance rates). Summarize any future cross-connection control activities.	L		
2. Copy of the latest Cross-Connection Control Program summary report that is submitted annually to DOH.	L		
Task 12 – Water Quality Monitoring Plan			
1. Copy of existing Coliform Monitoring Program.	M		
2. Copy of monitoring waivers and related DOH correspondence.	M		
Task 13 – Water Use Efficiency (WUE) Program			
1. Summary of WUE efforts completed since last WSP.	H		
2. Has leak detection been performed in the distribution system in the past? If so, indicate date, description of areas tested, and findings. Provide a copy of the leak detection report.	M		
3. Water use reduction goals in percentage terms for the years 2014 through 2020. Water use reduction goals beyond 2020, if available.	H		

Scope of Work/Information Needed	Priority	Notes	Status/ Delivered
4. Describe what, if any, previous WUE efforts will be discontinued. Identify why continuation of these efforts would be ineffective or describe that the program had a prescribed end date or savings level.	M		
5. Describe any available or potential sources of reclaimed water. Identify opportunities for the use of reclaimed water (i.e. irrigation for parks or schools, construction purposes, or street cleaning) and an estimated annual volume for each use.	M		
6. Amount budgeted for each individual water use efficiency measure that is part of the water use efficiency program.	M		
Task 14 – Wellhead Protection Program			
1. Summarize the City's past efforts towards protection of its well sources.	L		
2. Provide a list of current and future wellhead protection activities.	L		
Task 15 – Financial Analysis and Rate Study Coordination			
1. Copy of Financial Analysis chapter for inclusion in the WSP.	L	To be provided at a later date.	
Task 16 – Executive Summary			
Task 17 – Appendices			
1. SEPA determination, publication, and agency review coordination.	L	To be provided at a later date.	
2. Signed copy of the final SEPA Checklist, determination, affidavits of publication, agency review, comments, and responses, as applicable.	L	To be provided at a later date.	
3. Copy of any updated Retail Water Service Agreements as contained in the 2015 WSP Appendix A.	H		
4. Copy of any new water resolutions or ordinances not contained in the 2015 WSP Appendix N.	L		
5. Copy of most recent Water Facilities Inventory (WFI) form.	H		
6. Consistency Statement Checklist from City (to be provide upon completion of final draft WSP).	L		
Task 18 – Finalize, Print, and Present Draft WSP			
Task 19 – Unidirectional Flushing Program [Optional Task]			
1. Copy of existing unidirectional flushing program.	M		

Scope of Work/Information Needed	Priority	Notes	Status/ Delivered
Task 20 – Pump Condition and Energy Efficiency Evaluation [Optional Task]			
1. Electric rate schedules for each pumping facility.	H		
2. Historical data for each pump, including design points, pump curves, past repairs, and maintenance logs, if available.	H		
3. Access to facilities to collect pump and motor nameplate data and perform testing on each pump and motor. <i>Each motor must be turned off at least two (2) hours before testing for the motor windings to cool to ambient temperature.</i>	H		
4. A licensed electrician or qualified City staff member is needed for the duration of the data collection to remove and reinstall the motor leads from the motor starter and to connect current and voltage probes to the motor leads.	H		
5. Operations staff are needed to operate each individual pump and valves as needed to collect data.	H		
Task 21 – Distribution System Seismic Analyses [Optional Task]			
1. Copy of the City's most recent seismic vulnerability study.	L		
2. GIS shapefiles containing seismic hazard and landslide data.	L		
Task 22 – Water ERU Capacity Tracking Spreadsheet [Task Coordination with GSP] [Optional Task]			
1. Status of recent developments (e.g., in design, development application rescinded, etc.) and any additional developments not on the list with their corresponding information.	L		
2. Time period for expiration of water availability.	L		
Task 23 – Update Water Map Book [Optional Task]			
1. Water map book markups.	L		
Task 24 – DOH and Agency Review Revisions			

EXHIBIT C - Preliminary**Fee Estimate****City of Stanwood****Water System Plan Update****Jun-21**

Description		Total Hours	Total Cost	Optional Tasks
Task 1	Project Management, Data Collection, and Agency Coordination	86	\$ 17,593	\$ -
Task 2	Introduction and Existing System Description	37	\$ 6,678	\$ -
Task 3	Land Use and Population [Task Coordination with GSP]	48	\$ 8,314	\$ -
Task 4	Water Demands	78	\$ 13,621	\$ -
Task 5	Policies and Design Criteria	9	\$ 1,474	\$ -
Task 6	Water Source and Quality	42	\$ 8,099	\$ 12,139
Task 7	Hydraulic Model Update and Calibration	160	\$ 29,876	\$ -
Task 8	Water System Analyses	147	\$ 26,388	\$ 6,653
Task 9	Operations and Maintenance	8	\$ 1,349	\$ -
Task 10	Capital Improvement Program	128	\$ 23,113	\$ 5,651
Task 11	Cross-Connection Control Plan	4	\$ 733	\$ -
Task 12	Water Quality Monitoring Plan	32	\$ 5,575	\$ -
Task 13	Water Use Efficiency Program	13	\$ 2,228	\$ -
Task 14	Wellhead Protection Program	14	\$ 3,183	\$ -
Task 15	Financial Analysis and Rate Study Coordination	22	\$ 4,905	\$ 2,637
Task 16	Executive Summary	10	\$ 1,526	\$ -
Task 17	Appendices	22	\$ 3,959	\$ -
Task 18	Finalize, Print, and Present Draft WSP	39	\$ 9,416	\$ -
Task 19	Unidirectional Flushing Program [Optional Task]	-	\$ -	\$ 17,765
Task 20	Pump Condition and Energy Efficiency Evaluation [Optional Task]	-	\$ -	\$ 20,172
Task 21	Distribution System Seismic Analyses [Optional Task]	-	\$ -	\$ 24,138
Task 22	Water ERU Capacity Tracking Spreadsheet [Task Coordination with GSP] [Optional Task]	-	\$ -	\$ 10,974
Task 23	Update Water Map Book [Optional Task]	-	\$ -	\$ 10,153
Task 24	DOH and Agency Review Revisions			
PROJECT TOTAL		899	\$ 168,029	\$ 110,283

EXHIBIT D
RH2 ENGINEERING, INC.
2021 SCHEDULE OF RATES AND CHARGES

RATE LIST	RATE	UNIT
Professional I	\$145	\$/hr
Professional II	\$161	\$/hr
Professional III	\$174	\$/hr
Professional IV	\$190	\$/hr
Professional V	\$205	\$/hr
Professional VI	\$217	\$/hr
Professional VII	\$233	\$/hr
Professional VIII	\$244	\$/hr
Professional IX	\$244	\$/hr
Control Specialist I	\$133	\$/hr
Control Specialist II	\$145	\$/hr
Control Specialist III	\$159	\$/hr
Control Specialist IV	\$172	\$/hr
Control Specialist V	\$184	\$/hr
Control Specialist VI	\$198	\$/hr
Control Specialist VII	\$211	\$/hr
Control Specialist VIII	\$221	\$/hr
Technician I	\$111	\$/hr
Technician II	\$121	\$/hr
Technician III	\$138	\$/hr
Technician IV	\$148	\$/hr
Technician V	\$162	\$/hr
Technician VI	\$178	\$/hr
Technician VII	\$193	\$/hr
Technician VIII	\$203	\$/hr
Administrative I	\$72	\$/hr
Administrative II	\$86	\$/hr
Administrative III	\$102	\$/hr
Administrative IV	\$121	\$/hr
Administrative V	\$139	\$/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) 11" X 17"	\$0.20	price per copy
Copies (color) 8.5" X 11"	\$0.90	price per copy
Copies (color) 11" X 17"	\$2.00	price per copy
Technology Charge	2.50%	% of Direct Labor
Mileage	\$0.560	price per mile (or Current IRS Rate)
Subconsultants	15%	Cost +
Outside Services	at cost	



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8c

DATE: October 14, 2021

SUBJECT: Final Settlement and Payment for Viking Way Phase I ROW with Viking Village Shopping Center, Inc. S&H Development Co, Inc, Donna J. Charles T. Cole Charitable Foundation (Bob Cole and Representative Greg Gilday – owners)

CONTACT PERSON: Brett Vinson, City Attorney

ATTACHMENTS: N/A

PURPOSE

The purpose of this agenda item is for Council to consider approval of final settlement and payment for Viking Way Phase I ROW with Viking Village Shopping Center, Inc. S&H Development Co, Inc, Donna J. Charles T. Cole Charitable Foundation (Bob Cole and Representative Greg Gilday – (OWNERS)).

BACKGROUND

In 2018 an appraisal was conducted for the property necessary for the City to construct Viking Way Phase I. An offer was made to the OWNERS of the property and \$292,000 was deposited into an escrow account and a possession and use agreement was completed. The OWNERS subsequently had another appraisal conducted and are seeking \$835,000 or an additional \$543,000.

ANALYSIS

On December 14, 2018, the property OWNERS granted the City possession and use to allow the project to go forward. On April 30, 2019, the City filed a condemnation action against Viking Village Shopping Center, Inc. S&H Development Co, Inc, Donna J. Charles T. Cole Charitable Foundation (Bob Cole and Representative Greg Gilday – OWNERS) for acquisition of Viking Way. The property OWNERS obtained an appraisal stating the just compensation amount was \$835,000.

State law allows the property owner to recoup attorney's fees and expert fees if the jury awards just compensation greater than 10% above the city's last offer. The attorney's fees award could be substantial as the award could include fees that were incurred prior

to the filing of the condemnation action. Initial negotiations began in 2018 and those fees could possibly be awarded. Statutory interest of 12% per annum is calculated from the date the possession and use was granted. Therefore, there were significant costs associated with proceeding to trial – outside of the City's own legal expenses.

The property OWNERS offered to settle the condemnation lawsuit for their appraised value of \$835,000. Given the uncertainty of trial, the interest due, and the risk of paying attorney's and expert fees, the City is willing to accept the offer subject to final council approval.

FINANCIAL IMPACT

This large amount was unbudgeted and will be paid out of the street construction fund with a likely budget amendment needed.

PROPOSED MOTION

I MOVE TO AUTHORIZE THE CITY ATTORNEY TO EXECUTE THE DECREE OF APPROPRIATION FOR CASE NUMBER 19-2-03850-31 IN THE AMOUNT OF \$835,000 LESS THE \$292,000 PAID FOR POSSESSION AND USE FOR A TOTAL OF \$543,000.