



City of Cashmere

101 Woodring Street
Cashmere, WA 98815
Ph (509) 782-3513 Fax (509) 782-2840
Website www.cityofcashmere.org

CASHMERE CITY COUNCIL MEETING
MONDAY, AUGUST 24, 2015 6:00 P.M., CITY HALL

AGENDA

CALL TO ORDER

FLAG SALUTE

EXCUSED ABSENCE

ANNOUNCEMENTS & INFORMATION

PUBLIC COMMENT PERIOD (For Items Not on the Agenda)

APPROVAL OF AGENDA

CONSENT AGENDA

1. Minutes of August 10, 2015 Regular Council Meeting
2. Payroll and Claims Packet Dated August 24, 2015

BUSINESS ITEMS

1. Acceptance of Phase 2 work of the Wastewater Treatment Facility Project
2. Interlocal Agreement for the Housing of Inmates in the Chelan County Regional Justice Center
3. Discussion and possible action on City provided garbage service – compare City rates to Waste Management Rates

PROGRESS REPORTS

ADJOURNMENT

TO ADDRESS THE COUNCIL, PLEASE BE RECOGNIZED BY THE MAYOR AND STATE YOUR NAME WHEN YOU BEGIN YOUR COMMENTS
Americans with Disabilities Act (ADA) accommodations provided upon request (48-hour notice required)

MINUTES OF THE CASHMERE CITY COUNCIL MEETING
MONDAY, AUGUST 10, 2015 AT CASHMERE CITY HALL

OPENING

Mayor Gomes opened the regular city council meeting at 6:00 p.m. at City Hall. Clerk-Treasurer Kay Jones took minutes.

ATTENDANCE

	<u>Present</u>	<u>Not Present</u>
Mayor:	Jeff Gomes	
Skip Moore	Jim Fletcher Dave Erickson Bob Abramoski David Sherman	Skip Moore
Staff:	Kay Jones, Clerk-Treasurer Mark Botello, Planning/Building	Chuck Zimmerman, City Attorney

FLAG SALUTE

ANNOUNCEMENTS & INFORMATION

Councilor Erickson reported that the 9/11 Memorial project is moving right along. There's been a decision to add plants around the flagpoles, 9/11 Memorial signs will be going up on the highway and in the city.

PUBLIC COMMENT PERIOD

Larry Bruehl, of 111 White Birch Place stated that he is the spokesperson for Citizens For Due Process. Mr. Bruehl voiced concern regarding fire code and Certificates of Occupancy for the new building on the corner of Woodring and Cottage.

APPROVAL OF AGENDA

Moved by Councilor Fletcher and seconded by Councilor Erickson to approve the agenda as presented. Motion carried

CONSENT AGENDA

Minutes of July 27, 2015 Regular City Council Meeting
Payroll and Claims Packet Dated August 10, 2015

Claim Check Nos. 1530 and 35942 through 35993 totaling \$475,525.07
Payroll Check Nos. 35917 through 35941 totaling \$122,034.47
Manual Checks 35910 through 35916

Moved by Councilor Erickson and seconded by Councilor Sherman to approve the consent agenda. Motion carried

AGREEMENT BETWEEN THE CITY OF CASHMERE AND dTEC SYSTEMS, LLC FOR PHOSPHOROUS PROJECT

Mayor Gomes explained that the City recently completed construction of a new wastewater treatment plant that is state of the art and utilizes biological processes relating to phosphorous removal. dTEC has applied for a U.S. Environmental Protection Agency Small Business Innovation Research Program Grant to study phosphorous recovery in the sewage treatment

process. The City wastewater treatment plant is an ideal site for dTEC to perform its research pursuant to the U.S. EPA Grant Program. The City has space available at the wastewater treatment plant that could be utilized by dTEC to perform the research. The City will benefit from the research performed by dTEC because of the nature of the City treatment plant and dTEC agrees to share all of the results of its research with the City at no charge to the City.

Moved by Councilor Fletcher and seconded by Councilor Erickson to approve the Agreement between the City and dTEC Systems, LLC for Phosphorous Project. Motion carried

AGREEMENT WITH RH2 ENGINEERING FOR ONGOING ENGINEERING SUPPORT SERVICES FOR WASTEWATER

The Scope of Work for Ongoing Services is to provide support services for the operation of the City's WWTP and the operation of the sewer systems. An estimate of the current support is based on the recent level of services. As the treatment plant is in operation longer and staff becomes more knowledgeable, it is assumed the need for technical services will reduce. Approximately ten hours per week for a period of six months is estimated. On-call technical service for operations and process is estimated at \$35,185 and on-call technical services for electrical systems is estimated at \$7,499. Total six month agreement from August 1, 2015 to January 31, 2016 is \$42,684.

ACCEPTANCE OF PUBLIC WORKS PARKING LOT PROJECT

Moved by Councilor Erickson and seconded by Councilor Abramoski to accept the Public Works Parking lot project and authorize release of payment less retainage. Motion carried

ACCEPTANCE OF CITY'S 2015 CHIP SEAL PRESERVATION PROJECT

Moved by Councilor Fletcher seconded by Councilor Erickson to accept the City's 2015 Chip Seal project and authorize release of payment less retainage. Motion carried

PROGRESS REPORTS

Director Botello reported that the Cottage Avenue playground was in use today.

The surveying for Aplets Way will start next week. Then the water and sewer lines will be installed. The timeline for completion of the roundabout is September 30th. Project work will be done at night to minimize the impact to downtown businesses.

Mayor Gomes reported that staff and RH2 Engineering measured and looked at the river depth and compared it to the current flow forecast by NOAA. On July 29th the water height was 18" over the intakes. Estimated water height is 7" over intakes on October 15th. So at the moment it appears there should be continuous water supply at the intakes, but this is based on predictions, and the assumption that rains will come in October.

ADJOURNMENT

Mayor Gomes adjourned the meeting at 6:30 p.m.

Jeff Gomes, Mayor

Attest:

Kay Jones, Clerk-Treasurer



RH2 ENGINEERING, INC
www.rh2.com
mailbox@rh2.com
1.800.720.8052

BELLINGHAM
454 W Horton Rd
Bellingham, WA 98226

BOTHELL
22722 29th Dr SE, Ste 210
Bothell, WA 98021

EAST WENATCHEE
300 Simon St SE, Ste 5
East Wenatchee, WA 98802

GOLD HILL
13677 Highway 234
Gold Hill, OR 97525

RICHLAND
114 Columbia Point Dr, Ste C
Richland, WA 99352

SHERWOOD
18850 SW Parrett Mtn Rd
Sherwood, OR 97410

SILVERDALE
2021 NW Myhre Rd, Ste 107
Silverdale, WA 98383

TACOMA
One Pacific Building
621 Pacific Ave, Ste 104
Tacoma, WA 98402

August 20, 2015

Mr. Jeff Gomes
City of Cashmere
101 Woodring Street
Cashmere, WA 98815-1034

Sent Via: US Mail and Email

**Subject: City of Cashmere Wastewater Treatment Facility Project
Recommendation for Acceptance of Phase 2 Work**

Dear Mr. Gomes:

Harbor Pacific Contractors, Inc., (HPC) has completed all work on Phase 2 of the Cashmere Wastewater Treatment Facility project in accordance with the plans and specifications. Substantial Completion was attained on June 12, 2015. Physical Completion was attained on July 12, 2015. We recommend Final Acceptance of the entire project including both Phase 1 and Phase 2 components of the contract at your next scheduled Council meeting on August 24, 2015.

- Phase 1 construction project total is \$13,015,660.30 and includes all contractor pay estimates, change orders, taxes, and retainage.
- Phase 2 construction project total is \$899,466.60 and includes all contractor pay estimates, change orders, taxes and retainage.
- The total construction project cost (Phase 1 and Phase 2) of the treatment plant is \$13,915,126.90.

Contractor driven change orders for this contract (changes not prompted from additional work requests by owner) were under 1%.

The final Executed Pay Estimate (Pay Estimate No. 34) and Exhibit E - Notice of Acceptability of Work, are enclosed for your review.

The completion date for this contract has been established as August 24, 2015.

- All required subcontractor affidavits have been received for Phase 1 and Phase 2.
- All certified payrolls have been received and reviewed.



- The as-constructed records have been delivered to the owner and have been accepted.
- O&M manuals have been delivered to both the owner and the Department of Ecology and have been accepted.
- A final inspection has been performed with the owner and contractor per contract.

The City will need to submit the Notice of Completion of Public Works Contract forms for release from the Departments of Revenue and Labor and Industries. This is required prior to release of any retainage. This document has been included.

The Phase 2 work is covered by a one-year warranty to correct any defects in workmanship or materials per Technical Specification Section 1.15. The warranty period begins on the substantial completion date of June 12, 2015, for this portion of the project.

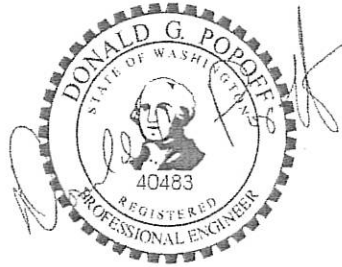
HPC's Performance and Payment Bond per contract shall be in force for one year after the due date of the Final Payment. This bond is in the City's records with the original contract.

Please do not hesitate to call with any questions you may have.

Sincerely,

RH2 ENGINEERING, INC.

Don Popoff, P.E.
Project Manager



DP/sw

cc: Mr. Gary Wood, Harbor Pacific Contractors, Inc.
Mr. Dave Dunnell, USDA RD
Mr. Rick Rose, USDA RD

Attachments:

1. Exhibit E – Notice of Acceptability of Work
2. Executed Final Pay Estimate – Pay Estimate #34
3. Executed Outlay Report #38
4. Notice of Completion of Public Works Contract form
5. RH2 letter of Substantial Completion

**INTERLOCAL AGREEMENT BETWEEN CHELAN COUNTY, WASHINGTON AND THE CITY OF
CASHMERE, WASHINGTON, FOR THE HOUSING OF INMATES IN THE CHELAN COUNTY
REGIONAL JUSTICE CENTER**

This Amendment is made by Chelan County and the City of Cashmere for the purpose of amending the current contract entered into between Chelan County and the City of Cashmere.

Whereas the purpose of this contract amendment is to amend the rate.

The following section is amended, in part, as follows;

2. COMPENSATION

(b) Rate for 2016. The sum is based upon the average number of monthly post-release actual inmate usage generated from the city during the period from January 2012 to December 2014 with the daily cost per inmate of \$73.50 per day. The parties agree that Chelan County will not charge the City a separate booking fee in addition to such annual compensation. The date of booking into CCRJC of the City's inmates, no matter how little time of a twenty-four (24) hour day it constitutes, shall count as one (1) day. The annual cost for 2016 will be \$46,046.50 with monthly payments calculated at the annual rate divided by twelve (12) months for a monthly rate of \$3,837.21.

All other provisions in the contract remain in full force and effect.

THIS CONTRACT AMENDMENT, consisting of two (2) pages, is executed by the persons signing below who warrant that they have the authority to execute this contract.

CITY OF CASHMERE, WA

BOARD OF CHELAN COUNTY
COMMISSIONERS

By: _____
Jeff Gomes, Mayor

Ron Walter, Chair

ATTEST:

Kay Jones, City Clerk

Keith Goehner, Commissioner

DATED: _____

Doug England, Commissioner

ATTEST:
Carlye Baity
Clerk of the Board

Approved as to Form:

DATED: _____

City of Cashmere Attorney

Curt Lutz, Director
Chelan County Regional Justice Center

Approved as to Form:

Douglas Shae, Chelan County Prosecutor

City of Cashmere Billing History: 2012-2014

2012	Billed based on usage
January	\$ 16,978.50
February	\$ 220.50
March	\$ 27,896.25
April	\$ 4,005.75
May	\$ 3,417.75
June	\$ 5,953.50
July	\$ 1,690.50
August	\$ 1,470.00
September	\$ 1,764.00
October	\$ 588.00
November	\$ 8,415.75
December	\$ 735.00
TOTAL	\$ 73,135.50
AVERAGE	\$ 6,094.63

2013	Billed based on usage
January	\$ 3,344.25
February	\$ 441.00
March	\$ 1,249.50
April	\$ 1,396.50
May	\$ 73.50
June	\$ 1,727.25
July	\$ 15,618.75
August	\$ 1,206.00
September	\$ 3,454.50
October	\$ 8,893.50
November	\$ 882.00
December	\$ 2,682.75
TOTAL	\$ 40,969.50
AVERAGE	\$ 3,414.13

2014	Billed based on usage
January	\$ 220.50
February	\$ 8,526.00
March	\$ 1,764.00
April	\$ 367.50
May	\$ 588.00
June	\$ 661.50
July	\$ 220.50
August	\$ 735.00
September	\$ 2,315.25
October	\$ 3,675.00
November	\$ 2,205.00
December	\$ 2,756.25
TOTAL	\$ 24,034.50
AVERAGE	\$ 2,002.88

Year	Total based on usage	Monthly Average
2012	\$ 73,135.50	\$ 6,094.63
2013	\$ 40,969.50	\$ 3,414.13
2014	\$ 24,034.50	\$ 2,002.88
2015 YTD	\$ 14,381.50	\$ 2,396.92

3 Year Average	\$ 46,046.50
Rate Per Month	\$ 3,837.21

2015 Rate Per Month	\$ 5,863.43
Proposed 2016 Rate Per Month	\$ 3,837.21

Staff Summary

Date: 8/20/2015
To: City Council
From: Clerk-Treasurer Kay Jones
RE: City provided garbage service and rate comparison

The past couple of years the City has received several comments and complaints on City garbage rates and the lack of recycling services.

The complaints on rates are mostly regarding the City's dumpster rates and that the only size we provide is a 1 ½ yard dumpster. If a business produces 4 to 5 yards of garbage a week they have to be emptied 3 times per week or have 3 dumpsters on their lot.

Waste Management has a variety of dumpster sizes, which are shown on the attachment along with the price comparison.

The other comments we have heard are on recycling regarding sorting and that we will no longer accept glass. The City provides curbside recycling that is required to be sorted. The City stopped accepting glass several years ago. There is no additional charge for City recycling.

Waste Management provides curbside recycling service that is single stream. No sorting, everything goes in one can and they still accept glass in their recycling. Waste Management charges separately for recycling.

The City provides Grass Pick up, which is for grass clippings only. See attachment for sizing and price comparison.

Waste Management provides Yard Waste services, which is for all types of yard waste. See attachment for sizing and price comparison.

This is the appropriate time to consider alternatives prior to replacing our garbage truck and committing to the life span of a new truck.

Staff Recommendation:

Move to authorize Mayor and staff to put together a Request For Proposal (RFP) for Solid Waste Services.

RESIDENTIAL GARBAGE RATES

Cart Size	City	WM	Difference
	Monthly Rate	Monthly Rate	
20 Gallon Cart	11.36	N/A	
35 Gallon Cart	16.15	12.20	-3.95
64 Gallon Cart	29.54	17.10	-12.44
95 Gallon Cart	38.85	22.00	-16.85

Garbage is picked up weekly

RESIDENTIAL GARBAGE RATE WITH RECYCLING

Cart Size	City	WM	Difference
	Monthly Rate Recycling Free	Monthly Rate w/Recycling	
20 Gallon Cart	11.36	N/A	
35 Gallon Cart	16.15	20.60	4.45
64 Gallon Cart	29.54	25.50	-4.04
95 Gallon Cart	38.85	30.40	-8.45

WM Single Stream Recycling Service is \$8.40 for a 96 gallon cart and is picked up bi-weekly

RESIDENTIAL GRASS PICK UP

Can Size	City	WM	Difference
	Monthly Rate	Monthly Rate	
1-32 Gal Can	11.36	9.90	-1.46
2-32 Gal Cans	17.04	14.15	-2.89
3-32 Gal Cans	22.72	18.40	-4.32

WM Yard Waste Service is \$9.90 for a 96 gallon cart and is picked up bi-weekly

City Grass Pick Up is a 32 gallon can picked up weekly

Cart Size	Containers	
	In Service	Percentage
20 Gallon Cart	59	6.17%
35 Gallon Cart	344	35.98%
64 Gallon Cart	417	43.62%
95 Gallon Cart	104	10.88%
Dumpster	<u>32</u>	3.35%
	956	

COMMERCIAL GARBAGE RATES

Cart Size	City	WM	Difference
	Monthly Rate	Monthly Rate	
20 Gallon Cart	11.36	N/A	
32 Gallon Can	N/A	18.63 (customer provided)	
35 Gallon Cart	16.15	26.96	10.81
64 Gallon Cart	29.54	33.11	3.57
95 Gallon Cart	38.85	38.63	-0.22

Dumpster Size

Dumpster Size	City	WM	Difference
1 Yard		70.73	
1.5 Yards	113.60	89.56	-24.04
2 Yards		109.96	
3 Yards	227.20	150.37	-76.83
4 Yards		191.59	
6 Yards	454.40	270.01	-184.39
8 Yards		349.22	

Garbage is picked up weekly

Cart Size	Containers	
	In Service	Percentage
20 Gallon Cart	3	1.64%
35 Gallon Cart	28	15.30%
64 Gallon Cart	23	12.57%
95 Gallon Cart	35	19.13%
Dumpster	<u>94</u>	51.37%
	183	

RECYCLING TIPS



Recyclable Materials



Paper Material

- Books (paperback and hard cover okay)
- Catalogs / Brochures / Phone Books
- Junk Mail & Envelopes (windows okay)
- File Folders
- Milk & Juice Cartons
- Magazines & Newspapers
- Paper - All colors (staples in paper okay)
- Paper Grocery Bags
- Shredded Paper (put in plastic bag and tie securely)

Cardboard

- Cereal & Food Boxes (Flatten for more recycling)
- Clean Pizza Boxes (no wax coating and or food waste)

Glass

- Bottles & Jars- Green, Brown, Clear (lids & labels okay, no need to rinse)

Aluminum & Tin Cans

- Aluminum Food Trays
- Beverage Cans
- Vegetable & Soup Cans

Plastic

- Bottles, Jars, Jugs, Tubs (look for recycling logo on bottom labeled #1 - #7, no need to rinse)
- Grocery Bags
- Nursery Pots
- Plastic Toys
- Yogurt Containers



Non-Recyclable Materials



- Animal Waste
- Bubble Wrap Packaging
- Chip Bags & Candy Wrappers
- Electronic Waste (tv's, computers, monitors, lap tops, mobile devices)
- Fluorescent Light Bulbs
- Food Waste (including fruit)
- Hazardous Waste (paint, automotive oil, batteries, solvents, cleaners)

- Liquids
- Laminated Paper
- Napkins
- Paper Towels
- Plastic 3-Ring Binders
- Plastic Cups, Lids & Straws
- Plastic Food Wrapping
- Polystyrene foam including foam cups, plates, and packing materials

- Restaurant Grease/Oil
- Sharps
- Solar Panels
- Tires
- Used Paper Plates & Cups
- Used Plastic Utensils
- Window Pane Glass/Mirrors
- Yard Waste (grass clippings, branches, leaves)

IMPORTANT INFORMATION

Sharps, Electronic Waste, and Household Hazardous Waste are not accepted in recycling or trash containers. Please visit community drop-off locations for proper recycling

GREEN FACTS



Green Waste

Accepted

- Grass
- Weeds
- Wood chips
- Tree branches
- Yard trimmings
- Untreated wood
- Leaves
- Shrubs

Not Accepted

- Tree stumps
- Bamboo
- Palm fronds
- Yucca, ice plant, ivy
- Soil, dirt, rocks
- Concrete,
- Painted & treated wood
- Animal & food waste

Tip: Do not bag green waste.



Regular Trash

Trash (regular household waste)

Do not place rocks, concrete, dirt, recyclables, green waste, hazardous waste, or electronic waste in your container.



Tips for reducing the use our natural resources



- Use a durable mug or glass instead of a disposable cup.
- Switch off computer monitors and lights when you leave for lunch or meetings. Screen savers do not save energy.
- Reuse items in good condition, donate what you don't need.
- Use environmentally-friendly materials such as used newspaper for padding instead of bubble wrap or foam peanuts when shipping materials.
- Reduce your office paper usage by always printing double-sided, using the print preview function and only printing what you need.

Holiday Schedule

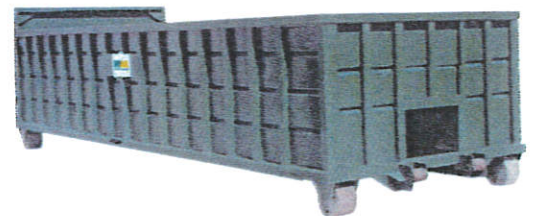
When these holidays, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day, fall on a weekday, collection will be one day later for that day and the remainder of the week. All other holidays will follow the regular schedule.

Bulky Item Pickup

WM offers this added value service for items that cannot fit in your cart (furniture, appliances, etc). Call to schedule an appointment. Items must be placed at curbside. Pickups are scheduled on the day of your regular trash pickup.

Extra Services

Extra carts, insta bins, roll-off boxes, and storage bins are available for an additional charge.



Did you know?

- Maximum weight of carts is 220lbs when full.
- Pack materials loosely so the container will empty easily.
- Resident should place carts out at curbside no earlier than 6:00 pm, the evening before, but prior to 6:00 am, the morning of scheduled pick-up.
- Carts should be placed 1-1.2 feet apart and 1.3 feet from any obstruction (vehicle, mailbox, etc.) with the front facing the street. Carts do not have to be.
- Carts must be stored out of public view between scheduled days.