



City of Cashmere

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CASHMERE CITY COUNCIL MEETING
MONDAY, APRIL 22, 2019 6:00 P.M., CITY HALL

AGENDA

CALL TO ORDER

FLAG SALUTE

EXCUSED ABSENCE

PROCLAMATION

- Proclaiming April 26th as Arbor Day in Cashmere

ANNOUNCEMENTS & INFORMATION

- Tom Green – 9/11 Update
- Link Transit General Manager Richard DeRock – Link update

PUBLIC COMMENT PERIOD - For Items Not on the Agenda

APPROVAL OF AGENDA

CONSENT AGENDA

1. Minutes of April 8, 2019 Regular Council Meeting
2. Payroll and Claims Packet Dated April 22, 2019

BUSINESS ITEMS

1. RH2 Engineering Task Authorization No. 23 Sherman Roof Replacement
2. Street Light Project – Electrical Inspection Contractor
3. Funding Options – Sherman Reservoir Roof Replacement

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 APRIL 8, 2019 AT CASHMERE CITY HALL

OPENING

Mayor Jim Fletcher opened the regular City Council meeting at 6:00 p.m. at City Hall. Administrative Assistant Tammi Miller took minutes.

ATTENDANCE

	<u>Present</u>	<u>Not Present</u>
Mayor:	Jim Fletcher	
Council:	Chris Carlson Dave Erickson Kameon Smith Derrick Pratt	Daniel Scott
Staff:	Tammy Miller, Admin Assistant Steve Croci, Director of Operations	Kay Jones, Clerk-Treasurer Chuck Zimmerman, City Attorney

FLAG SALUTE

ANNOUNCEMENTS & INFORMATION

This Friday, April 12th, 7:00 am will be a public workshop at the Wastewater Treatment Plant. The Council will be touring the facility.

PUBLIC COMMENT PERIOD - For Items Not on the Agenda

No public comments.

APPROVAL OF AGENDA

MOVED by Councilor Erickson seconded by Councilor Smith to approve the agenda as presented. Motion carried 4-0.

CONSENT AGENDA

Minutes of March 25, 2019 Regular Council Meeting
Claims Packet Dated April 8, 2019

Claims Direct Pay and Checks #39586 and #39589 through #39605 totaling \$87,074.29
Payroll Direct Deposit and Check #39587 through #39588 totaling \$105,858.20

MOVED by Councilor Carlson and seconded by Councilor Pratt to approve the items on the consent agenda. Motion carried 4-0.

SUMMARY REPORT ON COMMUNITY WORKSHOP

The Council was pleased with the turn out and feedback they received during the workshop and the Mayor will work on getting the results out to those that attended. The input will be used for future decisions and directions for the Council and Planning Commission.

JOINT PLANNING COMMISSION AND CITY COUNCIL MEETING

The discussion centered on where the Council would like the Planning Commission to focus on regarding future growth of Cashmere. Increasing the UGA was brought up as an area to look at to

manage growth and protect the City in the future. The Council was interested in what infill and density would look like and directed the Planning Commission to put together a future meeting with information regarding this.

PROGRESS REPORTS

Street Lights: The Mayor is now in contact with L & I in Olympia regarding a variance for the GFI breakers that are failing.

Sherman Reservoir: After speaking with the attorney and engineer it has been decided that a pump will be placed on the roof to pump off any rainwater during the summer and construction for a new roof will be done this fall.

Arbor Day has been set for April 26th and a Northern Red Oak will be planted at Riverside Park.

The Mayor had a meeting with Commissioner Bob Bugert, regarding the jail topics.

The Mayor and Steve Croci met with Dave Eadie about cleaning up his yard, they felt like progress will be made and Mr. Eadie is willing to work with the City.

ADJOURNMENT

Mayor Fletcher adjourned the meeting at 7:12 p.m.

James Fletcher, Mayor

Attest:

Tammy Miller, Administrative Assistant

Staff Summary

Date: April 17, 2019
To: City Council
From: Jim Fletcher, Mayor
RE: Sherman Reservoir Roof Replacement – Task Authorization for Engineering Services

Strategies to replace the Sherman reservoir roof were reviewed with RH2 Engineering and the City Attorney. Option A is to pursue a design-build contractor who specializes in reservoir construction. Option B is to prepare a full set of construction designs and use a competitive bidding process.

In both options, construction would be scheduled to occur in Fall 2019. Construction in the Fall is preferred to avoid shutting down Sherman reservoir during the summer when community water consumption is at the highest and remaining City water supplies would not be adequate to meet demand. Water consumption drops at the end of irrigation season.

Option A is preferred so that we can retain a qualified contractor as quickly as possible, allow that contractor to design a roofing system they frequently build, and to secure engineering reviews and manufacture materials to fit the reservoir.

Mayor Fletcher signed the RH2 Engineering Task Authorization under the emergency resolution approved by the Council, so work could proceed as soon as possible to secure a qualified construction company, proceed with design, reviews and manufacturing.

Staff Recommendation:

Ratify the Mayors approval of the work authorization.

Task Authorization No. 23
City of Cashmere
General Services
Sherman Tank Roof Replacement

April 2019

RH2 Project No. CA 211.038

Background

The City of Cashmere's (City) Sherman Tank experienced a significant roof failure on March 11, 2019. The center portion of the roof trusses collapsed into the tank. RH2 Engineering, Inc., (RH2) has been providing the City with "on-call" support since the event. To date, RH2 has provided field investigations, meetings with the City, recommended contingency plans should the roof fail further, and has explored options for replacing the roof. The purpose of this Task Authorization is to outline RH2's proposed project approach and to provide a Fee Estimate (**Exhibit A**).

As of April 4, 2019, the existing roof elastomer is intact, but is sagging under its own weight across a 35-foot gap. The City installed a small sump pump to keep rain from collecting in the middle of the roof. As of April 4, 2019, RH2 has provided 48 hours of on-call services in support of this issue at an estimated cost of \$9,000.

Scope of Services

Task 1 – On-Call Support and Project Management

Approach:

- 1.1 Provide engineering assistance as requested by the City. *The level of effort required for this task is undecided and contingent on the needs of the City. For the purposes of budgeting we have assumed 20 hours.*
- 1.2 Provide project management services including scheduling, monthly invoices, filing, and coordination with City.
- 1.3 Attend one (1) City Council meeting to discuss the project.

Task 2 – Temporary Service Plan

Objective: Develop a plan to keep the water system operational while the tank is taken out of service for roof replacement. Use the City's hydraulic model system to evaluate the feasibility of maintaining system operation during construction. *Some of this planning work is already complete.*

Approach:

- 2.1 Develop a preliminary plan to incorporate the following items:
 - a. Install a 2-inch pressure relief valve at Well 4 for recirculation.
 - b. Install a 3-inch pressure relief valve at the Water Treatment Plant for recirculation.
 - c. Adjust the Division Street and Natatorium pressure reducing valve (PRV) setpoints.
 - d. Install a fire hydrant on low-pressure pipe on tank site. Use a skid-mounted pump system to pump from the low-pressure hydrant to the high-pressure hydrant as a backup for Well No. 10. Use the existing motor starter(s) in the Sherman pump station to power the pump skid.
- 2.2 Meet with the City to review the temporary service plan.

Assumptions:

- *The hydraulic model in RH2's possession is current and complete.*
- *RH2 will rely on the accuracy and completeness of data, materials, and information generated or provided by the City or others in relation to this Scope of Services.*

Provided by City:

- Comments on the preliminary plan.

RH2 Deliverables:

- Letter describing temporary service plan.

Task 3 – Prepare Roof Replacement Request for Proposals

Objective: Prepare a request for proposals to replace the tank roof. RFP will be submitted to qualified contractors, as authorized by the City's emergency resolution adopted on March 25, 2019.

Approach:

- 3.1 Perform an evaluation of the existing wall load carrying capacity based on the original reservoir plans.
- 3.2 Develop front-end documents and specifications for the demolition and replacement of the roof. The proposed approach is to include both demolition and replacement in a single contract, though separate contracts may be developed if it is deemed beneficial to the City. In order to expedite RH2's services and provide the widest set of roof replacement options to the City, the project will be a set of performance specifications and not a detailed set of plans. The bid documents will include the following, at a minimum.
 - a. Construction contract.
 - b. County/City building code requirements.
 - c. General configuration (access hatch sizes and locations, maximum height, venting, wall loading limits).
 - d. One (1) plan sheet showing the site layout and space constraints.
 - e. Schematic detail at pump station to accommodate the existing piping.
- 3.3 Attend one (1) review meeting with the City.
- 3.4 Submit performance specification to the Washington State Department of Health (DOH) for review. *DOH review fees will be paid by the City.*

Assumptions:

- *RH2 assumes that the existing tank walls and floor are structurally sound. If, during inspection of tank after the existing roof is removed, it is determined that the walls and/or floor require repairs or modifications, additional fee will be negotiated by the City and RH2.*
- *RH2 will not prepare an engineer's opinion of probable construction cost due to the difficulty in estimating such specialty work.*

RH2 Deliverables:

- RFP which includes contract, specifications, and plan sheet. Distribution to be electronic via email.

Task 4 – Services During RFP

Objective: Produce RFP.

Approach:

- 4.1 Prepare RFP. Print two (2) copies for the City.
- 4.2 Contact prospective bidders and send RFP via email.
- 4.3 Answer bidder questions during bidding.
- 4.4 Prepare up to two (2) addenda.
- 4.5 Review the bids and prepare a Letter of Award recommendation.

Provided by City:

- Award of construction contract.

RH2 Deliverables:

- Two (2) print copies of bid documents.
- Up to two (2) addenda in electronic format.
- Letter of Award recommendation in electronic format.

Task 5 – Services During Construction

Approach:

- 5.1 Prepare three (3) copies of construction contracts for signature.
- 5.2 Conduct a pre-construction meeting. Depending on location of the contractor, the meeting may be by video conference.
- 5.3 Review shop drawings prepared by the contractor.
- 5.4 Review the Building Permit Application prepared by the contractor. *The permitting fee will be paid either by the contractor or the City. Submit the Contractor's shop drawings to DOH. City to pay DOH review fee.*
- 5.5 Review the demolition plan prepared by the contractor.
- 5.6 City to review and process contractor's monthly pay requests including:
 - a. Tracking prevailing wage requirements, and
 - b. Acquiring State releases for paying retainage.
- 5.7 Answer call-in questions during construction.
- 5.8 Provide periodic on-site construction observation. The budget assumes that the City will lead the construction observation. RH2's observation milestones include the following (assuming four [4] hours for each visit, except for item (b) which may be a full day).
 - a. First day of demolition.
 - b. Interior and exterior inspection of the tank after the completion of demolition. This inspection will include both an RH2 project engineer and structural engineer.

- c. First day that the roof contractor is on site.
 - d. Five (5) visits during roof construction.
 - e. One (1) visit after roof completion to develop a punch list for the contractor.
 - f. One (1) visit after the completion of punch list.
 - g. Additional site visits (as requested) by the City will be performed on time and expense basis.
- 5.9 Review the proposed change orders and prepare documentation if approved.
- 5.10 Review the contractor's as-constructed records.

Assumptions:

- *City will perform the majority of construction observation with RH2 providing supplemental observation services. RH2 is not responsible for site safety, for determining means and methods, or for directing the contractors in their work.*
- *Any special inspections will be performed by others at the direction of the City and are excluded from this Scope of Services.*

Schedule

Work will begin immediately following approval. Bid documents will be prepared assuming that demolition will begin when Well No. 10 can maintain service to meet projected customer demands (a minimum of 140 gallons per minute, typically by the second week of October).

Subconsultants

None anticipated.

Fee for Services

The fee for services shall be on a time and expense basis in accordance with the Professional Services Agreement for 2011 General Engineering Services, dated March 14, 2011, that was fully-executed between the City of Cashmere and RH2. Rates are those approved by the City on March 24, 2015. RH2 estimates the amount of this Task Authorization to be no more than \$57,688. The Fee Estimate is included as **Exhibit A**. The total fee for this Task Authorization during the timeframe described above shall not exceed this amount without prior written authorization of the City.

RH2 Engineering, Inc.

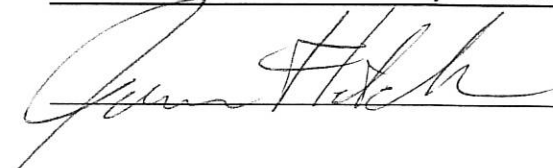


Randy L. Asplund - Director

DATE

4/19/19

Authorization to Proceed – City of Cashmere



Mr. Jim Fletcher - Mayor

DATE

4/18/19

EXHIBIT B

City of Cashmere

General Service - Task Authorization No. 23

Sherman Tank Roof Replacement

Fee Estimate

Description		Total Hours	Total Labor	Total Expense	Total Cost
Classification					
Task 1	On-Call Support and Project Management	32	\$ 5,952	\$ 164	\$ 6,116
Task 2	Temporary Service Plan	26	\$ 5,010	\$ 137	\$ 5,147
Task 3	Prepare Roof Replacement RFP	94	\$ 16,923	\$ 502	\$ 17,425
Task 4	Services During Bidding	30	\$ 5,181	\$ 169	\$ 5,350
Task 5	Services During Construction	125	\$ 22,866	\$ 784	\$ 23,650
PROJECT TOTAL		307	\$ 55,932	\$ 1,756	\$ 57,688

Staff Summary

Date: April 17, 2019
To: City Council
From: Jim Fletcher, Mayor
RE: Funding Options for Sherman Reservoir Roof Replacement

Preliminary estimates for replacing Sherman reservoir roof have been updated to a range of \$700,000 just for a new roof. Additional costs for engineering services, demolition, and if repairs are needed for any undiscovered damage within the tank.

Insurance: A determination of coverage, if any, will not be determined until the inspector can access the interior of the tank, probably when the old roof is removed in the fall.

Grants: Several agencies with emergency grant programs were contacted. These programs typically fund situations where a onetime natural disaster (storm, earthquake, wildfire, etc.) caused the damage. The situation for Sherman reservoir does not look like it will qualify for grants.

Loans: Cashmere can qualify for low interest emergency loans. USDA Rural Development program offers loans at 3.73% for terms up to 40 years. Loan term could be adjusted to keep rate/surcharge as low as possible but would increase total interest costs.

Self-Financing: Cashmere Water Capital fund reserves are approximately \$1.2 million. Provided the balance of reserves remains adequate to cover normal capital needs for the next few years and final construction costs do not exceed \$1 million the City could self-finance the construction. To replenish a portion of the reserves the City could impose a short-term surcharge.

Self-funding would avoid interest payment to a lender but would give up interest earning on existing fund balances.

Staff Recommendation:

Discussion and direction as to: 1) How much of the reserves could be committed to this project or in combination with other funding sources. 2) How much of the reserve would need to be repaid with a surcharge.

A budget amendment representing the direction of the Council will be presented when better estimates of the total cost of the roof replacement is available.
