



## City of Cashmere

101 Woodring Street

Cashmere, WA 98815

Ph (509) 782-3513 Fax (509) 782-2840

Website [www.cityofcashmere.org](http://www.cityofcashmere.org)

### CASHMERE CITY COUNCIL MEETING MONDAY, JULY 10, 2017 6:00 P.M., CITY HALL

#### **AGENDA**

##### CALL TO ORDER

##### FLAG SALUTE

##### EXCUSED ABSENCE

##### ANNOUNCEMENTS & INFORMATION

- June Financial Reports are on the website

##### PUBLIC COMMENT PERIOD (For Items Not on the Agenda)

##### APPROVAL OF AGENDA

##### CONSENT AGENDA

1. Minutes of June 26, 2017 Regular Council Meeting
2. Payroll and Claims Packet Dated July 10, 2017

##### BUSINESS ITEMS

1. Public Hearing for the Six-Year Transportation Program
2. Public Hearing for the Vacation of Rights-of-way
3. Water Comp Plan Update Agreement with RH2 Engineering

##### 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, JUNE 26, 2017 AT CASHMERE CITY HALL

OPENING

Mayor Jeff 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  Jim Fletcher Dave Erickson Kameon Smith Derrick Pratt	Skip Moore
Staff:	Kay Jones, Clerk-Treasurer Mark Botello, Director	Chuck Zimmerman, City Attorney

FLAG SALUTE

EXCUSED ABSENCE

MOVED by Councilor Fletcher and seconded by Councilor Pratt to excuse the absence of Councilor Moore. Motion carried.

ANNOUNCEMENTS & INFORMATION

May's Financial report is on the website for review.

Mayor Gomes asked for 2 volunteers to review the 2016 Annual Financial Report. Councilor Fletcher and Councilor Erickson volunteered to review the 2016 Financial Report. For learning experience Councilor Smith will review with Councilor Fletcher and Councilor Pratt will review with Councilor Erickson.

Councilor Fletcher reported that the first of the four electric buses Link Transit is purchasing is here and is fully operational. The remaining three should be here by the end of the month. The four electric buses will be running extremely well and will be mostly serving Wenatchee.

Also, Link conducted a customer survey regarding future planning. The survey was presented in such a way that if you answered that you wanted additional services it showed there would be an increase in taxes. The results of the survey showed there was a demand for more services and some were willing to pay more for those services. There was a mail-in survey and an online survey. About 2000 customers participated in the survey.

PUBLIC COMMENT PERIOD

Before making her presentation Hailey Croci as the Co-President of the Swim Team wanted to take the opportunity to thank the City for the continued relationship with the Swim Team, its been a really positive few years and they are having a great year with over 90 swimmers. The Pool Manager Camille Collins has done a great job working with them.

Hailey Croci representing Together for Youth presented information to the City Council information regarding tobacco and vape-free parks and requested that the City consider adopting policies for Cashmere's parks. The City of Wenatchee adopted policies for tobacco and vape-free parks in 2009.

The consensus of the council was for Director Botello to create a group to look at adopting smoke free policies for Cashmere parks.

#### APPROVAL OF AGENDA

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

#### CONSENT AGENDA

Minutes of June 12, 2017 Regular Council Meeting  
Payroll and Claims Packet Dated June 26, 2017

Claims Check #EFT 05/2017 and #38008 through #38042 totaling \$438,014.19

Manual Check #38007

Affirm Mayor's appointment of Lilia Felicitas-Malana to Cashmere Planning Commission #7

MOVED by Councilor Erickson and seconded by Councilor Smith to approve the items on the consent agenda. Motion carried.

#### SHERIFF BRIAN BURNETT – 2016 CHELAN COUNTY SHERIFF'S ANNUAL REPORT

Burnett introduced Sergeant Bruce Long, the liaison for Cashmere and the Chief of Patrol Rick Johnson. Commissioner Goehner was also present.

Sheriff Burnett discussed the 2016 Annual report, pointing out the structure of the organization, the budget section, he explained the extensive training Chelan County Deputies go through and the vast amount of records that are processed, which includes licenses, warrants and public record requests.

#### INTERLOCAL LAW ENFORCEMENT AGREEMENT FOR 2018 – 2021

Sheriff Burnett presented the cost analysis for city contracts, which showed the costs per department and the breakdown of total Sheriff costs on a per deputy basis. The four year contract increases 2.8% the first year and 3.7% the following three years. In 2021 the City will pay \$493,970 for law enforcement services for 2.5 fulltime deputies assigned to and scheduled in the City of Cashmere.

The contract includes dispatch services, but the compensation for law enforcement services does not include the cost for dispatch services. The compensation paid to Rivercom is in addition to law enforcement and is calculated on an annual basis.

MOVED by Councilor Pratt and seconded by Councilor Fletcher to approve the Law Enforcement Agreement for 2018-2021 and authorize the Mayor to sign. Motion carried.

#### LEASE AGREEMENT FOR STORAGE AND OFFICE FACILITIES FOR 2018 – 2021

It is the intent that this lease agreement shall be in effect during the same period that the law enforcement services contract is in effect. The lease agreement for storage increases at the same percentage as the law enforcement contract.

MOVED by Councilor Erickson and seconded by Councilor Smith to approve the Lease Agreement for Storage and Office Facilities for 2018-2021 and authorize the Mayor to sign. Motion carried.

FINAL ACCEPTANCE OF THE 2017 CHIP SEAL PAVEMENT PRESERVATION PROJECT

MOVED by Councilor Fletcher and seconded by Councilor Smith to accept the 2017 Chip Seal Pavement Preservation project and authorize the payment of \$63,715.00. Motion carried.

PROGRESS REPORTS

Clerk-Treasurer Jones informed the council that the City received a letter of complaint regarding new policies at the City Pool. Several people have voiced their complaints while at the pool, but the Clerk has only received this one complaint.

Director Botello reported on the High School and Vale Elementary building permit projects. Also, that Chelan County PUD has installed 3 new lights on River Street and the City's street lights have been removed.

ADJOURNMENT

Mayor Gomes adjourned the meeting at 7:08 p.m.

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Jeff Gomes, Mayor

Attest:

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Kay Jones, City Clerk-Treasurer

# Staff Summary

**Date:** July 10, 2017

**To:** Cashmere City Council  
Mayor Gomes

**From:** Mark Botello

**RE:** Public Hearing for the Six-Year Transportation Program

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## **302 Capital Fund:**

Below are the streets staff has proposed over the next 10-years as capital projects and the funds would come from the 302 Capital Fund. These projects will coincide with the necessary water and sewer improvements. The water and sewer components of these projects have been included within the new water and sewer rate study.

Rank	year	Street
1	2018	Fisher St. & Evergreen Drive
	2018	Engineering/Permits
2	2019	Chapel St. (PRV station to Pioneer Ave)
	2020	Engineering/Permits
3	2021	Sullivan St. (Pioneer Ave to City Limits)
	2022	Engineering/Permits
4	2023	S. Douglas St (Cottage Ave to Parkhill St.)
	2024	Engineering/Permits
5	2025	Sunset Highway (West Mill Site to City Limits)
	2026	Engineering/Permits
6	2027	Angier Bridge or Evergreen Dr.

## **003 Public Works Fund:**

Staff would like to continue the pavement preservation program. These streets will vary each year depending on the condition of the street. The funds for the pavement preservation program will come from the 003 Public Works Fund. The Streets identified for 2018 are:

Glenn St, Skyline Drive, Valley View Drive, Yakima St, and Peshastin St.

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# Staff Summary

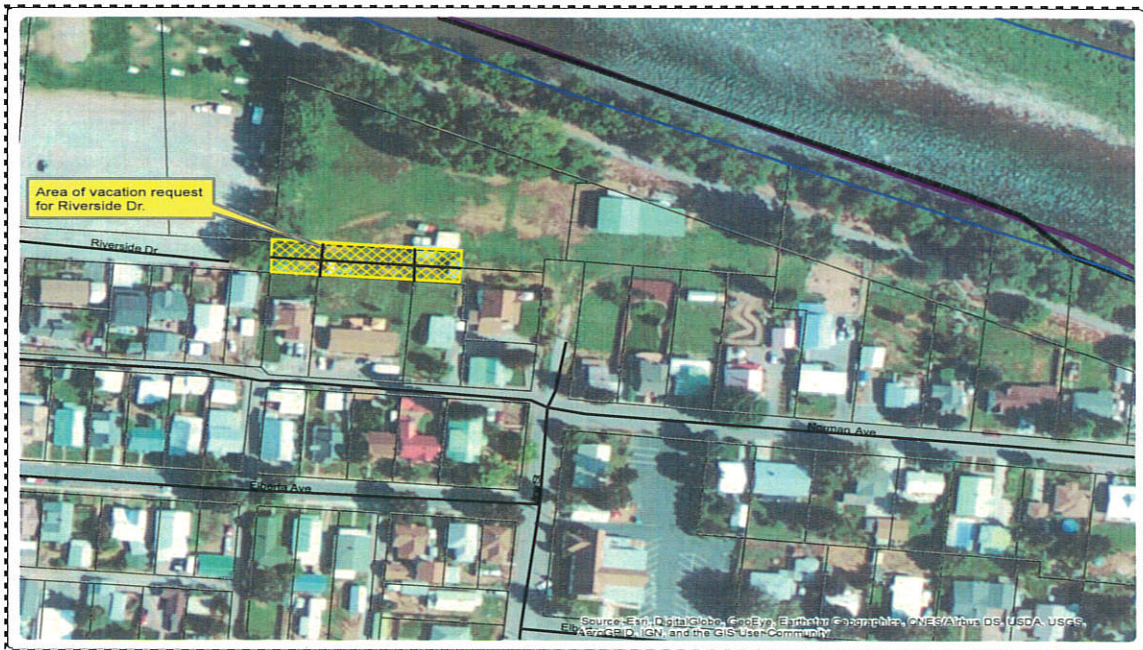
**Date:** July 10, 2017

**To:** Cashmere City Council  
Mayor Gomes

**From:** Mark Botello

**RE:** Public Hearing for the Vacation of Rights-of-Way

This is a public hearing for Council to consider public input for the vacation of a portion of Riverside Drive and discussion on applicable vacation fees. The area that is being requested for vacation is current undeveloped land (no developed roadway).

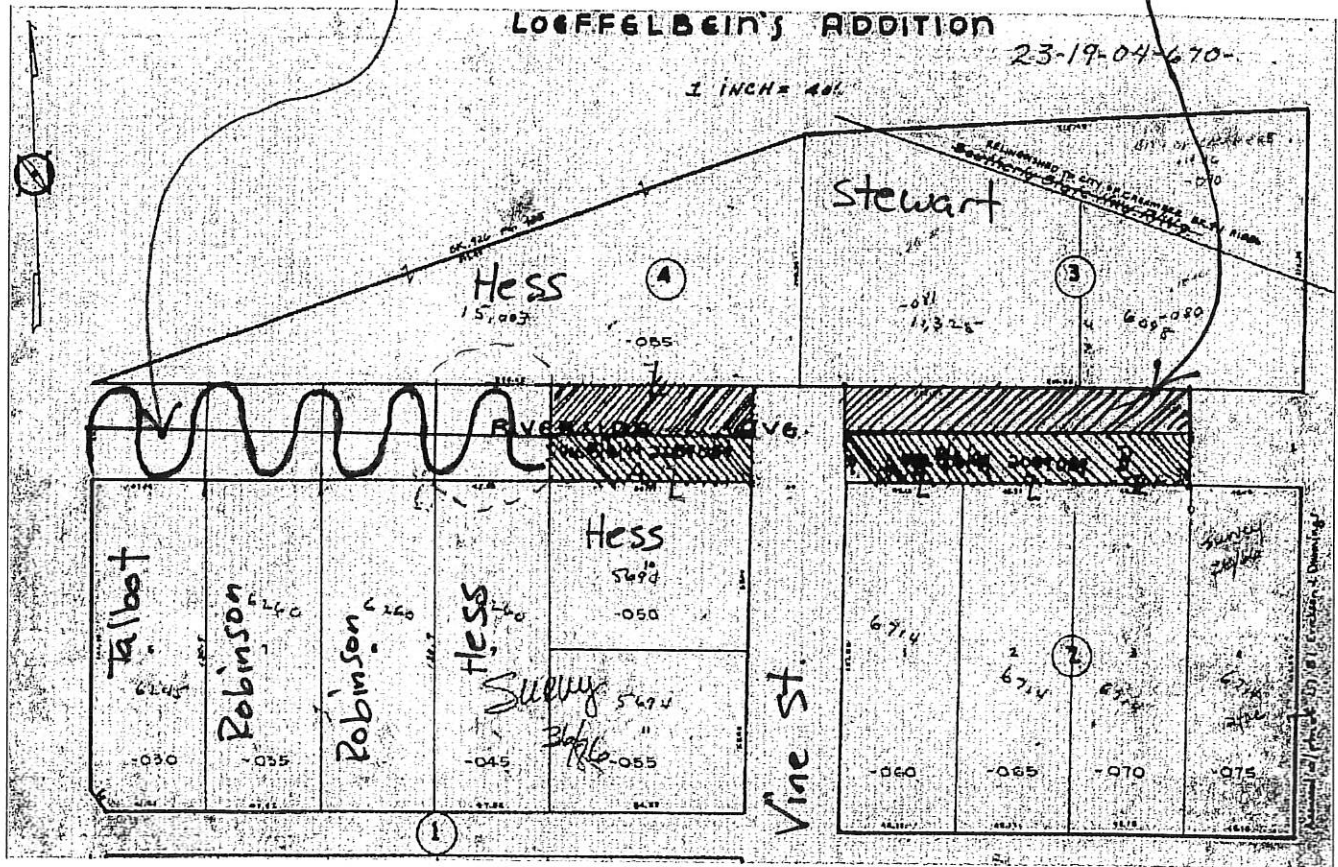


Staff proposes the following fees for the requested right-of-way vacation. This would be consistent with the previous right-of-way vacations in the past. The legal description, survey and recording fees will be shared with the three requests.

Hess	2,228	Residential	\$.50 (No access/Utility easement)	\$1,114 (\$.50 X 2,228sq)	\$100 Legal/survey	\$25 Recording	\$1,239
Talbot	950	Residential	\$.50 (No access/Utility easement)	\$475 (\$.50 X 950sq)	\$100 Legal/survey	\$25 Recording	\$600
Robinson	1,900	Residential	\$.50 (No access/Utility easement)	\$950 (\$.50 X 1,900sq)	\$100 Legal/survey	\$25 Recording	\$1,075

Area request  
for Vacation

Already Vacated




**SUPPLEMENTAL AGREEMENT TO  
PROFESSIONAL SERVICES AGREEMENT - GENERAL SERVICES  
2019 COMPREHENSIVE WATER SYSTEM PLAN UPDATE AGREEMENT**

This Supplemental Agreement to Professional Services Agreement - General Services - 2019 Comprehensive Water System Plan Update Agreement (hereinafter "Comprehensive Water Plan Update Agreement") is made and entered into by and between the City of Cashmere, Washington (hereinafter "City") and RH2 Engineering, Inc. (hereinafter "Engineer").

The City and Engineer agree as follows:

1. The City and Engineer entered into that certain Professional Engineering Services Agreement - General Services, effective March 14, 2011 (hereinafter "General Services Agreement").
2. The effective date of this Comprehensive Water Plan Update Agreement shall be the date of approval of this Comprehensive Water Plan Update Agreement by the City Council.
3. The terms of the General Services Agreement are hereby supplemented by the terms of this Comprehensive Water Plan Update Agreement. In the event there is any conflict between the provisions in the General Services Agreement and the provisions in this Comprehensive Water Plan Update Agreement, the terms of this Comprehensive Water Plan Update Agreement shall apply.
4. This Comprehensive Water Plan Update Agreement provides for and approves a Scope of Work attached hereto as Exhibit "A" for the City of Cashmere 2019 Comprehensive Water System Plan Update (13 pages), and Exhibit "B" a Schedule of Rates and Charges applicable to the services provided pursuant to this Comprehensive Water Plan Update Agreement (1 page).
5. The total fees and costs to be paid to Engineer for services provided pursuant to the Scope of Work, Exhibit "A" to this Comprehensive Water Plan Update Agreement shall not exceed the total sum of \$50,000.00 without the prior authorization of the City Council, which authorization shall be contained in a written instrument signed by the City and Engineer.
6. Except as specifically modified by this Comprehensive Water Plan Update Agreement, the remaining terms of the General Services Agreement shall remain in full force and effect and apply to the performance of services by Engineer for the City on this Comprehensive Water Plan Update Agreement project.
7. Facsimile and email signatures on this Comprehensive Water Plan Update Agreement shall be considered the same as original signatures for all purposes

APPROVED by RH2 ENGINEERING, INC.,  
the 6<sup>th</sup> day of July, 2017.

  
\_\_\_\_\_  
Randy L. Asplund, P.E.  
Vice-President

APPROVED by the City Council of the  
CITY OF CASHMERE, Washington the  
\_\_\_\_\_ day of July, 2017.

\_\_\_\_\_  
Jeff Gomes, Mayor



**EXHIBIT A**  
**Scope of Work**  
**City of Cashmere**  
**2019 Comprehensive Water System Plan Update**  
**Supplemental Agreement to the 2011 General Services Contract, RH2 Project 211.038**  
July 2017

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## **Background**

RH2 Engineering, Inc., (RH2) has been retained by the City of Cashmere (City) to update the Comprehensive Water System Plan (WSP) for the City's domestic water system and evaluate the ability of the water system to meet the needs of existing and projected future customers throughout the 20-year planning period.

This Scope of Work is based on published regulatory requirements for comprehensive water system plans known at the time of this writing. If new or expanded regulatory requirements are published during 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.

Available resources from the previous planning work will be utilized to reduce the level of effort necessary for this WSP update. To complete the activities within the schedule, RH2 proposes to work with City staff on those sections that will be updated by the City. Those sections prepared by the City will be provided to RH2 in Microsoft Word-compatible format for inclusion into the WSP.

This Scope of Work denotes between those tasks to be written by RH2 and those sections to be written by the City, and is shown as follows:

- Sections to be revised and updated by RH2 are shown in regular font.
- *Sections to be revised and updated by the City are shown in underlined italic font.*
- **Sections to be copied from the last WSP with little or no modification are shown in bold underlined font.**

The accompanied Fee Estimate assumes that the City will provide a role in updating the WSP. A pre-planning meeting was conducted between RH2, the City, and the Washington State Department of Health (DOH) on February 2, 2017.

## **Schedule**

The current WSP was approved in January 2013, placing the due date for the final WSP by January 2019. To meet this schedule, we assume the first draft will be submitted to DOH by March of 2018.

## **Task 1 – Project Management Services**

### **Approach:**

- 1.1 Manage RH2 personnel, perform project filing, coordinate scheduling, and perform general project management tasks.
- 1.2 Prepare and submit a list of information needed from the City.
- 1.3 Coordinate with City staff during the data collection process. This includes updating the list of data needed and reviewing data provided by the City.
- 1.4 Attend one meeting with the City not identified in other tasks.

- 1.5 Coordinate with DOH throughout the planning process.
- 1.6 Perform project closeout, including file archiving.

**RH2 Deliverables:**

- List of required City -supplied information.

## **Task 2 – Introduction and Existing Water System Description**

**Objective:** Provide a description of the components of the existing water system.

**Approach:**

- 2.1 **Describe the water system ownership and management. Include the system type, system identification number, address, and contact person.**
- 2.2 **Describe the authorization and purpose of the WSP.**
- 2.3 Provide a summary of the WSP contents.
- 2.4 **Provide a definition of terms and a list of abbreviations used in the WSP.**
- 2.5 **Provide a brief overview of the history of the water system using information from the previous WSP and historical summaries compiled and provided by the City.**
- 2.6 Include the current numbers of existing and approved service connections.
- 2.7 **Describe the physical characteristics of the existing water service area and its effects on water system planning, including topography, geology, sensitive areas, and flood zones.**
- 2.8 Describe the existing and projected future service areas, including the Urban Growth Area, retail water service area, and water service agreements. Include pending plans for expanding the current service area.
- 2.9 Summarize the Satellite Management Agency (SMA) program, its potential impacts on the City, and the City's policy toward satellite management. Budget assumes the City will not be an SMA.
- 2.10 **Provide a brief overview of the operation of the existing water system.**
- 2.11 **Describe each pressure zone and the existing facilities, including sources of supply, pressure reducing stations, pipelines, reservoirs, interties, and telemetry and supervisory control.**
- 2.12 Provide a table and charts of the water main inventory that includes total lengths, diameters, materials, and age, based on available data.
- 2.13 **Review adjacent water systems, and provide a brief description of the adjacent water systems and the potential for emergency interties.**
- 2.14 Prepare color figures of the following:
  - Existing water system;
  - Existing pipe networks, color coded or annotated by type of material, age, and size;
  - Existing system hydraulic profile; and
  - Service area and adjacent systems.

**RH2 Deliverables:**

- Introduction and Water System Description text, for the City review and comment.

### Task 3 – Land Use and Population

**Objective:** Review planning-related documents and identify their impact on the City’s water system.

**Approach:**

- 3.1 Prepare and review an inventory of related plans to provide a summary of the impacts or constraints on the water system. These include:
  - Chelan County (County) Comprehensive Plan
  - City of Cashmere Comprehensive Land Use Plan
  - City of Cashmere Comprehensive Transportation Plan
- 3.2 City to identify existing and projected future land use patterns within the service area. RH2 to review their impacts on existing and planned future facilities and water sources for the water system.
- 3.3 Include a table of six (6)- and twenty (20)-year population projections for the water service area that comply with the City and County forecasts. Work performed earlier in 2017 for the WRIA 45 water rights request will be reused for this effort.
- 3.4 Prepare a color figure of the City and County’s land use. This Scope of Work assumes using existing City and County maps.

**RH2 Deliverables:**

- Land Use and Population text 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 (single-family, multi-family, commercial, industrial, and government), and the average number of accounts in service for each year from 2010 through 2016 based on available information provided by the City.
- 4.2 Tabulate five (5) to ten (10) of the largest water users and the total water use of each for the year 2015.
- 4.3 Tabulate monthly and yearly totals of water supply from each supply station and booster station from 2010 through 2016.
- 4.4 Calculate per capita demands based on the average day demand (ADD) and water system population data from 2010 through 2016.
- 4.5 Calculate the number of equivalent residential units (ERUs) within the system based on the water consumption and supply data.
- 4.6 Calculate the total amount of distribution system leakage (DSL) from 2010 through 2016. Calculate the three (3)-year rolling average of the DSL.

- 4.7 Tabulate approximate total consumption of customers within each pressure zone based on the City's meter data and accounting system records. If tabulated meter data is not available, use pump and reservoir data to estimate consumption.
  - The water system consists of five pressure zones. However, the 1000 and 1050 Zones are fed solely by unmetered pressure reducing valves (PRVs), making segregation of water use for this zone impractical. This Scope of Work assumes that the upper (1114) and middle (1000, 1050) Zones will be treated as a single zone when evaluating customer demands and capacity limitations.
- 4.8 Calculate the system ADD based on the yearly water supply data from 2010 through 2016.
- 4.9 Estimate the system's peak day demand (PDD) and peak hour demand (PHD) and multipliers.
- 4.10 Prepare a table of general fire flow requirements of each land use classification and identify buildings with the largest fire flow requirements within the service area. Fire flow requirements to be provided by the City or County.
- 4.11 Document the historical demands from 2010 through 2016.
- 4.12 Document the current and past efforts for water use efficiency (WUE) and their impact on water demand over the past six (6) years. Describe the WUE improvements.
- 4.13 Develop one (1)- through six (6)-, ten (10)-, and twenty (20)-year demand projections based on projected water system population data and historical per capita demands. Demand projections shall be tabulated with and without additional water use reductions from the proposed WUE program. Work performed earlier in 2017 for the WRIA 45 water rights request will be reused for this effort.
- 4.14 Describe the basis for and results of the existing and future water demand evaluation.
- 4.15 Evaluate, describe, and prepare a graphic and table to demonstrate the seasonal variations in consumption patterns for each customer class.

**RH2 Deliverables:**

- Water Demands text for City review and comment.

## Task 5 – Water System Analyses

**Objective:** Evaluate each water system component to identify deficiencies and recommend improvements. Utilize the hydraulic model of the water system to perform hydraulic analyses. Budget assumes that model updates will be needed to include construction projects completed in the last seven (7) years. Budget does not include model calibration or water hammer analyses.

**Approach:**

- 5.1 Update the hydraulic model demands using average distribution per node throughout individual pressure zones. The largest individual water users (up to ten (10)) will be added at their specific locations and not included in the averages.
- 5.2 Examine each of the existing pressure zones and identify areas of low and high pressures. Include a table showing each existing zone, its maximum and minimum service elevation, and service pressures (at static conditions).

- 5.3 Calculate the quantity of water supply required by each pressure zone for the existing and projected future conditions and compare those requirements to the system's existing supply capability.
- 5.4 Identify and describe supply capacity deficiencies.
- 5.5 Based on the requirements contained in the City's standards, Washington Administrative Code (WAC) 246-290-235, and the most current DOH Water System Design Manual, calculate the quantity of water storage required for the existing and projected future system and compare those requirements to the existing storage capacity of the system.
- 5.6 Identify and describe storage capacity deficiencies.
- 5.7 Document the hydraulic analysis criteria and hydraulic model settings for the system analyses.
- 5.8 Using the hydraulic model of the water system, perform a steady-state hydraulic analysis of the system simulating a PHD condition with no fire flows to determine the pressures and flow distribution during this demand condition.
- 5.9 Perform a steady-state fire flow analysis for each node in the system while simulating PDD to determine the capability of the existing system to provide adequate flows and pressures and identify existing system deficiencies.
- 5.10 Input future demand data into the hydraulic model's nodes using the results from the future water demand evaluation. Future demand distribution shall be averaged throughout each pressure zone.
- 5.11 Based on the results of the system analyses, identify potential improvements to address the deficiencies noted. Input proposed water system improvements into the model.
- 5.12 Perform a steady-state fire flow analysis for each node in the system while simulating future PDD to determine whether the proposed improvements eliminate known system deficiencies and are sized properly to accommodate anticipated growth based on meeting the City's policies and design criteria. Repeat the analyses for the six (6)- and twenty (20)-year projections until known system deficiencies have been eliminated.
- 5.13 Prepare figures that summarize the results of the existing system and future system fire flow analyses. Figures anticipated are:
  - Existing fire flow constrained by low pressure.
  - Existing fire flow constrained by high velocity.
- 5.14 Identify and describe distribution system deficiencies and the results of the hydraulic analyses.
- 5.15 Review and discuss known existing system deficiencies and unsuitable pipe materials from data provided by the City.
- 5.16 Review deficiencies *identified by the City* for the existing pressure reducing stations.
- 5.17 Review deficiencies *identified by the City* for the existing booster pump stations.
- 5.18 Review deficiencies *identified by the City* for the existing telemetry and supervisory control system.
- 5.19 Perform an existing system overall capacity analysis and a ten (10)-year projected system capacity analysis to determine the unused, available system capacity expressed in ERUs. Document the criteria and results of the analyses.
- 5.20 Meet with City staff to discuss the system analyses, deficiencies, and recommended improvements.

5.21 Prepare a figure of the hydraulic model node diagram.

**RH2 Deliverables:**

- Water System Analysis text for City review and comment.
- Attendance at one (1) meeting with City staff.

## Task 6 – Water Source and Quality

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

**Approach:**

- 6.1 Provide a description of the existing water sources and treatment.
- 6.2 Document the long-term water supply planning effort(s).
- 6.3 Summarize the current water rights.
- 6.4 Update prior water rights evaluation that compares current water rights with existing and projected demands.
- 6.5 Complete the DOH Water Rights Self-Assessment forms for the existing, six (6)-, and twenty (20)-year water system conditions.
- 6.6 Document water supply characteristics and foreseeable effects from existing and projected future water use on the water quantity and quality of the bodies of water from which the City withdraws supply. Describe water supply characteristics by identifying seasonal source variability, water rights limitations, water reliability, and legal constraints. Utilize existing data and studies available from the City.
- 6.7 Briefly discuss current efforts to procure additional water rights through the Wenatchee Watershed Coordinated Cost Reimbursement program.
- 6.8 Provide an overview of existing and projected future drinking water regulations, the Safe Drinking Water Act (SDWA), and WAC 246-290-300. Describe the impacts of the regulations on the City.
- 6.9 Identify the water quality monitoring requirements for the water system.
- 6.10 Summarize the results and compliance status of recent source and distribution system water quality monitoring.

**RH2 Deliverables:**

- Water Source and Quality text for City review and comment.

## Task 7 – Policies and Design Criteria

**Objective:** Review existing policies and design criteria, and recommend, if necessary, changes to these policies and criteria.

**Approach:**

- 7.1 Review existing policies and recommend additional or revised policies to help planned future facilities meet minimum and acceptable design standards and criteria. Use DOH, U.S. Environmental Protection Agency (EPA), American Water Works Association (AWWA), and standard engineering practices as the basis for identifying policies, criteria, and requirements.
- 7.2 **Summarize each policy and design criteria.**
- 7.3 **Discuss the City's existing construction standards and include a copy in an appendix of the WSP.**
- 7.4 **Describe the process for responding to requests for new water service, including timeframes and issuance of Certificates of Water Availability.** Describe the process for determining if the system's capacity is adequate to provide water service requests for new service. The process must include the determination of sufficient water rights.
- 7.5 **Describe conditions of a non-technical nature that may impact the ability to provide new water service (e.g., annexation procedures, local ordinances, and service area boundary, etc.).**
- 7.6 **Describe the procedures for granting or requesting extensions of time during a project. Describe the procedures for handling disputes and appeals when requests are denied.**
- 7.7 Describe policies for extensions of water service outside of boundaries. Describe how the policies are consistent with local and County comprehensive land use plans and development regulations.

**RH2 Deliverables:**

- Policies and Design Criteria text for City review and comment.

## **Task 8 – Operations and Maintenance**

**Objective:** Document the water system's operations and maintenance (O&M) program.

**Approach:**

- 8.1 **Document the current water staff organization.** Prepare an organizational chart.
- 8.2 **Prepare a table listing all water operations personnel, including their position(s) and certification(s).**
- 8.3 **Provide a brief description of the key responsibilities of the water operations personnel.**
- 8.4 **Provide a list of all major equipment, supplies, and chemicals used by the water system.**
- 8.5 **Document the current O&M programs,** suggest operational changes to improve reliability and service, and identify their associated cost impacts.
- 8.6 Comment on the general impacts and effects of changing water quality requirements regarding O&M responsibilities.
- 8.7 **Identify safety procedures that must be followed for potential work place hazards. Incorporate the existing safety program activities and recent Labor and Industries' inspection reports.**
- 8.8 **Prepare a brief description of the existing Emergency Response Plan (ERP) and Vulnerability Assessment (VA). For security purposes, the ERP and VA will not be included in the WSP.**
- 8.9 **Identify procedures for keeping and compiling records and reports. Provide a general list of records on file and identify where they are filed.**
- 8.10 **Identify maintenance schedules for each facility.**

8.11 Identify O&M improvements.

**RH2 Deliverables:**

- O&M text for City review and comment.

## Task 9 – 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:**

- 9.1 Briefly describe capital water system improvements that have been completed since the last WSP update.
- 9.2 Prepare a list of proposed water system improvements based on the results of the system analyses. Describe each group of related improvements and the purpose/benefit of the improvements. Incorporate projects suggested by the City. Some improvements may require future project studies which are outside the scope of this work.
- 9.3 Prepare a planning-level approximate cost estimate for each improvement based on current industry prices. Estimates will include contingencies for unknown conditions.
- 9.4 Meet with City staff to review proposed improvements and establish criteria for prioritizing improvements. Prioritization will consider other scheduled projects based on proposed project information provided by the Washington State Department of Transportation (WSDOT) and Chelan County Public Works.
- 9.5 Schedule improvements based on the results of the prioritization.
- 9.6 Prepare a capital improvement program (CIP) table 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 one (1)- to ten (10)-year periods. Some projects beyond ten (10) years may be identified with no associated schedule.
- 9.7 Describe the criteria and procedures used for prioritizing and scheduling improvements.
- 9.8 Prepare color figures of the following:
  - Proposed water system improvements; and
  - Proposed hydraulic profile with improvements (if needed).

**RH2 Deliverables:**

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

## Task 10 – Cross-connection Control Plan

**Objective:** Document the existing cross-connection control program.



**Approach:**

- 10.1 Review the existing cross-connection control ordinance and associated programs developed per the ordinance. Evaluate the documents and incorporate elements necessary for consistency with regulations into the WSP.
- 10.2 Document the responsibility of each City department for implementing the program and their relationship with one another and outside agencies.
- 10.3 Identify the primary and back-up staff positions delegated to the responsibility of organizing and implementing the cross-connection control program.
- 10.4 Identify the qualifications required for personnel working in the cross-connection control program.
- 10.5 Document the approval of qualifications for cross-connection control testers and specialists.
- 10.6 Document procedures for prioritizing and conducting surveys of existing facilities to identify the existing and potential cross connections.
- 10.7 Document guidelines for assessing the degree of hazard and the selection of the appropriate backflow assemblies.
- 10.8 Document standard requirements for installing and testing approved backflow assemblies.
- 10.9 Describe the recordkeeping system requirements for the cross-connection control program.
- 10.10 Describe the methods or processes that will provide information (public education, etc.) regarding the cross-connection control program to the existing and future system customers.
- 10.11 Document procedures for responding to backflow incidents.

**RH2 Deliverables:**

- Cross-connection Control Plan text, to be included in an appendix, for City review and comment.

## **Task 11 – Water Quality Monitoring Plan**

**Objective:** Document the existing water quality monitoring requirements and procedures. Update the existing Coliform Monitoring Plan, if necessary.

**Approach:**

- 11.1 Prepare a summary description of the water system as required by the Coliform Monitoring Plan.
- 11.2 Document source water quality monitoring requirements and procedures.
- 11.3 Document distribution system water quality monitoring requirements and procedures, including a schedule for coliform monitoring.
- 11.4 Prepare a figure of the locations needed to meet the various monitoring requirements.
- 11.5 Prepare a schedule to meet the various monitoring requirements.

**RH2 Deliverables:**

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

## Task 12 – Water Use Efficiency Program

At the time this Scope of Work was written, the City's water loss is documented at less than five (5) percent. In accordance with WAC 246-290-820, a water loss action plan is not required. The City's last public forum was May 2015. The City last updated their WUE program in 2011 and adopted goals.

**Objective:** Update the WUE Program and goals for the water system, per WAC 246-290-810.

### Approach:

- 12.1 Evaluate the existing WUE Program and incorporate elements into the WSP necessary for consistency with regulations.
- 12.2 Prepare a summary of WUE planning efforts that have been completed since the WUE Program was adopted.
- 12.3 Show historical per capita or per ERU water use compared to average irrigation season temperature for the last fifteen (15) years, or less if data is unavailable.
- 12.4 Prepare updated WUE goals. Document how each goal was established.
- 12.5 Identify and evaluate five (5) potential WUE measures for applicability and cost effectiveness.
- 12.6 Prepare a schedule for implementation of the WUE measures and cost estimates for each measure.
- 12.7 Document the approach to monitoring and evaluating the conservation measures.

### RH2 Deliverables:

- WUE Program text, to be included an appendix, for City review and comment.
- Attendance at one (1) meeting with City staff, the City Council, and the public to review water demand projections and meet WUE program requirements.

## Task 13 – Wellhead Protection Program

**Objective:** This Scope of Work assumes using the Wellhead Protection Program information previously prepared by the City. The Scope assumes the City will perform an updated contaminant inventory survey and provide it to RH2.

### Approach:

- 13.1 Prepare a summary of the existing Wellhead Protection Program and the regulatory requirements. Use existing travel time figures. A new travel time analysis is not included in this Scope of Work.
- 13.2 Evaluate and discuss land use changes within the existing ten (10)-year wellhead protection zones using the most recent available aerial photography.
- 13.3 Document historical water quality trends.
- 13.4 Document implementation of the Wellhead Protection Program and provide recommendations.

### RH2 Deliverables:

- Wellhead Protection Program synopsis for City review and comment.

## Task 14 – Financial Analysis

The Financial Analysis will be performed by FSC Group, who will be contracted directly by the City. RH2 service will be limited to providing the CIP to FSC Group.

## Task 15 – Appendices

**Objective:** Prepare miscellaneous appendices for inclusion in the WSP. The City will prepare the State Environmental Policy Act (SEPA) Determination of Non-Significance (DNS).

### Approach:

14.1 Assemble additional appendices from work performed in other tasks and as required by DOH. Items assumed to be included (in no particular order) are:

- DOH correspondence.
- Public process documentation.
- Consistency statements and agency review comments.
- SEPA checklist.
- Construction standards and extension agreements.
- City water system ordinances and codes.
- Service area agreements/contracts.
- Intertie agreements.
- Consumer Confidence Report (CCR).
- Water Facilities Inventory (WFI) forms.
- Water rights self-assessment.
- Coliform monitoring plan.
- Water quality test results.
- Safety program.
- Latest sanitary survey.
- Cross-connection control policies.
- Water rights.
- Water service request forms.
- WUE forum documentation.
- Pump curves (where available).

### RH2 Deliverables:

- Appendices for inclusion in the WSP.

## Task 16 – First Draft WSP Review and Printing

**Objective:** Produce first-draft copies of the WSP for review by City staff, and update based on comments received from the review.

**Approach:**

- 15.1 Develop a cover format that includes the WSP name and revision date. Prepare table of contents (TOC) and dividers.
- 15.2 Proofread and make required edits.
- 15.3 Bind draft WSP documents in three-ring binder format. Print two (2) sets of the draft WSP for the City review and one (1) for RH2 records.
- 15.4 Meet with City staff to present an overview of the WSP recommendations and discuss comments from their review of the first draft WSP.
- 15.5 Revise the WSP based on City review comments.

**RH2 Deliverables:**

- Three (3) sets of the draft WSP in three-ring binder format.
- Attendance at one (1) meeting with City staff to present an overview of the draft WSP.

## Task 17 – Final Draft WSP Printing and Presentation

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

**Approach:**

- 16.1 Attend one (1) meeting to present the completed WSP to City staff, City Council, and the public.
- 16.2 Bind the final WSP documents and print up to seven (7) sets of the WSP and color figures.
- 16.3 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.
- 16.4 Complete the DOH Consistency Statement Checklist for each planning agency that the WSP must be consistent with.
- 16.5 Submit the final draft WSP to reviewing agencies and adjacent water systems for their review and comment. The agencies are assumed to be:
  - DOH
  - The County

Other agencies will be provided a link to the PDF document posted online by the City.

**RH2 Deliverables:**

- The final draft WSP in three-ring binder format and electronic PDF. Any additional copies will be billed on the actual cost of production.
  - Three (3) for the City.
  - One (1) for RH2.
  - Two (2) for DOH.
  - One (1) for the County.

- Attendance at one (1) meeting to present the final draft WSP to City staff, Commissioners, and the public.

### **Task 18 – DOH and Agency Review Revisions**

At the completion of Tasks 1 through 17, the WSP will be in a final format and ready for review by the regulatory agencies and adjacent water purveyors. The number of comments, meetings, and amount of required WSP modifications from review by the regulatory agencies and adjacent water purveyors are difficult to predict. The budget includes only an estimated effort, which may need to be adjusted based on review comments.

#### **Approach:**

- 18.1 Revise the WSP per review comments.
- 18.2 Mail revisions to DOH and reviewing agencies.
- 18.3 Update existing hard copies of plans with revised pages. Only the three (3) plans for the City and one (1) plan for RH2 will be updated.
- 18.4 Update the electronic PDF document.

#### **RH2 Deliverables:**

- Revisions for final plan. Update four (4) physical hard copies and PDF file.

**EXHIBIT B**  
**RH2 ENGINEERING, INC.**  
**2017 SCHEDULE OF RATES AND CHARGES**

<b>RATE LIST</b>	<b>RATE</b>	<b>UNIT</b>
Professional I	\$136	\$/hr
Professional II	\$147	\$/hr
Professional III	\$156	\$/hr
Professional IV	\$169	\$/hr
Professional V	\$179	\$/hr
Professional VI	\$194	\$/hr
Professional VII	\$206	\$/hr
Professional VIII	\$216	\$/hr
Professional IX	\$216	\$/hr
Technician I	\$95	\$/hr
Technician II	\$103	\$/hr
Technician III	\$130	\$/hr
Technician IV	\$138	\$/hr
Administrative I	\$67	\$/hr
Administrative II	\$77	\$/hr
Administrative III	\$91	\$/hr
Administrative IV	\$108	\$/hr
Administrative V	\$131	\$/hr
CAD/GIS System	\$27.50	\$/hr
CAD Plots - Half Size	\$2.50	price per plot
CAD Plots - Full Size	\$10.00	price per plot
CAD Plots - Large	\$25.00	price per plot
Copies (bw) 8.5" X 11"	\$0.09	price per copy
Copies (bw) 8.5" X 14"	\$0.14	price per copy
Copies (bw) 11" X 17"	\$0.20	price per copy
Copies (color) 8.5" X 11"	\$0.90	price per copy
Copies (color) 8.5" X 14"	\$1.20	price per copy
Copies (color) 11" X 17"	\$2.00	price per copy
Technology Charge	2.50%	% of Direct Labor
Mileage	\$0.535	price per mile (or Current IRS Rate)
Subconsultants	15%	Cost +
Outside Services	at cost	

Rates listed are adjusted annually.