



## 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, FEBRUARY 8, 2016 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 January 25, 2016 Regular Council Meeting
2. Payroll and Claims Packet Dated February 8, 2016

BUSINESS ITEMS

1. Joint City Council and Planning Commission meeting
2. Solid Waste request for proposals update and recommendation
3. Selection of 2016 General Municipal Engineering Services and Surveying Services
4. Change Order #1 to the 2016 Pool Improvements Contract for the purchase of pool Chemical controller and pool coating repairs

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, JANUARY 25, 2016 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 Kameon Smith Derrick Pratt	
Staff:	Kay Jones, Clerk-Treasurer Mark Botello, Dir. of Planning/Building Chuck Zimmerman, City Attorney	

FLAG SALUTE

PUBLIC COMMENT PERIOD

No public comment.

ANNOUNCEMENTS & INFORMATION

No announcements.

APPROVAL OF AGENDA

Mayor Gomes amended the agenda, adding item #6 Electric Vehicles and an Executive Session to discuss potential litigation.

MOVED by Councilor Fletcher and seconded by Councilor Moore to approve the agenda with the additional items. Motion carried

CONSENT AGENDA

Minutes of January 11, 2016 Regular City Council Meeting  
Payroll and Claims Packet Dated 2015 Year End Closure  
Claim Check Nos. #36473 through #36483 totaling \$65,959.61  
Payroll and Claims Packet Dated January 25, 2016  
Claim Check Nos. #36485 through #36515 totaling \$159,927.85  
Manual Check Nos. #36472, #36484

MOVED by Councilor Erickson and seconded by Councilor Moore to approve the consent agenda. Motion carried

APPOINTMENT OF MAYOR PRO-TEM

Mayor Gomes announced that every two years the council appoints a Mayor Pro-Tem and asked if there was anyone interested in serving in that capacity.

Councilor Fletcher has been serving as the Mayor Pro-Tem and was willing to continue if no one was interested.

MOVED by Councilor Moore and seconded by Councilor Erickson to appoint Councilor Fletcher as Mayor Pro-Tem. Motion carried

APPOINTMENT OF AUDIT COUNCIL MEMBER

Mayor Gomes announced that it's time to reappoint an Audit Councilmember and asked if anyone was interested in the position to replace Councilor Erickson. The responsibility of the Audit Councilmember is to take a closer and more thorough look at the invoices. It's a great learning experience for new council members.

Councilor Smith stated she was interested and willing to serve as the Audit member.

MOVED by Councilor Pratt and seconded by Councilor Erickson to appoint Councilor Smith as the Audit Councilmember. Motion carried

AGREEMENT WITH PLATEAU ARCHAEOLOGICAL INVESTIGATIONS FOR CULTURAL RESOURCE SURVEY FOR RIVERSIDE PARK PROJECT

Director Botello reported that the cultural resource survey was a requirement of the grant for the Riverside Park project.

MOVED by Councilor Fletcher and seconded by Councilor Erickson to approve and authorize the Mayor to sign the Agreement with Archaeological Investigations for a cultural resource survey. Motion carried

WA STATE DEPARTMENT OF CORRECTIONS AGREEMENT TO PROVIDE WORK CREW SERVICES

MOVED by Councilor Moore and seconded by Councilor Fletcher to authorize the Mayor to execute a Master Agreement with the Washington State Department of Corrections for the use of incarcerated offenders to perform work for the City in substantially the form of the sample Master Agreement in the Council Packet and to authorize the Mayor to execute all associated Work Project Descriptions and any other related documents as the Mayor deems appropriate. Motion carried

CONTINUED DISCUSSION ON RFP FOR SOLID WASTE SERVICES

The committee presented the council with the information requested and four options to consider regarding the RFP for Solid Waste Services.

Option 1: Continue City service with commercial customer subsidized residential garbage and recycling rates. This is a short term solution which includes no rate adjustments. Long term will require general fund subsidy.

Option 2: Continue City service and adjust rate to reduce commercial rates to make them more marketplace competitive with other providers and increase smallest container residential customer rates. Residential customer rates are then comparable and competitive with other provider's rates. This option results in a \$7,679 net revenue reduction for the solid waste budget.

Option 3: Continue City Service with the same reductions in commercial rate as with Option 2 above, but increase residential customer rates to eliminate the \$7,679 deficit in Option 2 above. This results in no budget deficit, but is not a long term solution when taking into account future capital needs of the City solid waste department.

Option 4: Decide that the City should discontinue providing solid waste collection and recycling services and continue the Request for Proposals process. Next Step: evaluate the proposals of the two qualified third-party providers further; and, Final Step: negotiate the terms of an agreement and residential and commercial rates with the selected third-party provider.

MOVED by Councilor Erickson and seconded by Councilor Fletcher to approve Option 4: Decide that the City should discontinue providing solid waste collection and recycling services and continue the RFP process. Motion carried

ELECTRIC VEHICLES

Mayor Gomes gave an update on the request for an electric vehicle charging station in Cashmere. The proposal was to put a charging station at the Cashmere Museum. The Museum is not in favor of having a charging station on their property. Mayor Gomes stated that the next option to consider is to install a charging station in the back of the City's Aplets Way parking lot.

The consensus of the council was to proceed with looking into the Aplets Way parking lot option.

PROGRESS REPORTS

Director Botello summarized the printed information he provided council.

EXECUTIVE SESSION – To discuss potential litigation

Mayor Gomes closed the regular session at 7:10 and entered into an executive session to discuss potential litigation for approximately ten minutes. No action will be taken when back in regular session.

Mayor Gomes reconvened the regular session at 7:21 p.m. and adjourned the meeting.

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Jeff Gomes, Mayor

Attest:

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Kay Jones, Clerk-Treasurer

# Staff Summary

**Date:** February 8, 2016  
**To:** Cashmere City Council  
Mayor Gomes  
**From:** Mark Botello  
**RE:** Joint City Council and Planning Commission Meeting

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On behalf of the Planning Commissioners, we look forward to meeting with Council, on Monday, February 8, 2016 at 6:00 p.m. to review the proposed "Planning Work Program" and discuss other items as appropriate.

In 2015 the Commission completed a number of projects, which the Council considered and adopted. The Commissioners final 2015 work schedule included the following:

- Updates to Cashmere's Zoning Code to allow Churches as a permitted use within certain zoning districts.
- Review and update Cashmere's Park & Recreation Plan

The 2016 proposed Planning Commission program may include the following, subject to Cashmere Council final approval:

- Update Cashmere's Comprehensive Plan
  - Update population projections and allocations.
  - Update Capital Facilities.
- Update Cashmere's Transportation Plan
  - Update to include Cashmere Highway study.
- Text or Zoning Code Amendments
- Review Cashmere's Zoning Code

Prior to the joint Planning Commission & Cashmere Council meeting please take some time to think of projects you would like the Planning Commissioners and staff to work on for 2016.

Cashmere Planning Commissioners meet the first Monday of each month from 5:00 to 7:00 p.m. at Cashmere City Hall.

**Recommendation:**

Approval of Planning Commissioners work program

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## City of Cashmere

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Cashmere, WA 98815  
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### MEMORANDUM

**DATE:** FEBRUARY 4, 2016

**TO:** MEMBERS OF THE CITY COUNCIL

**FROM:** MAYOR JEFF GOMES

**RE:** SOLID WASTE REQUESTS FOR PROPOSALS UPDATE AND RECOMMENDATION

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At the January 25, 2016 Council Meeting, the Council voted unanimously to direct the Solid Waste Requests for Proposals Committee ("RFP Committee") to proceed with Option 4. The next step in Option 4 was for the RFP Committee to review the proposals of the two qualified third-party providers further and recommend the next action to the City Council.

The RFP Committee studied the proposals of the two qualified providers, Waste Management and Sunrise Disposal. The RFP Committee concluded that both providers were fully qualified to provide the level of service necessary to serve the residents and businesses of the City. The RFP Committee took into account the discussion of the Council and the RFP Committee-developed positive points associated with the option of continuation of this service by the City. When considering these factors, the RFP Committee decided that Sunrise Disposal was the responding company that would provide the best fit for the City. Sunrise has

substantial experience serving North Central Washington cities and towns with populations similar to the City of Cashmere. When contacted, those cities served by Sunrise reported positive experiences with Sunrise. Sunrise has indicated a willingness to consider contractually obligating itself to locate a Sunrise office within the city limits of the City of Cashmere. Sunrise has confirmed their willingness to attempt to complete all residential pickup within the City on one day each week. In the event a City employee is laid off because the City Public Works Department no longer provides solid waste collection services, Sunrise will interview and consider that employee for a position with Sunrise.

If any issues do develop with Sunrise, the City staff and I will be communicating directly with an owner of Sunrise to resolve those issues.

Finally, Sunrise's residential container and nearly all of its commercial container rates quoted to the City in their response to the RFP were lower than the rates quoted by Waste Management.

The RFP Committee requests authorization by the Council to negotiate the terms of an Agreement between Sunrise Disposal and the City of Cashmere for solid waste collection and recycling services subject to final review and approval by the City Council.

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Suggested Motion:

Motion to authorize City Solid Waste RFP Committee to negotiate the terms of a contract for solid waste collection and recycling services with Sunrise Disposal, Inc., subject to final review and approval by the City Council.



# Staff Summary

**Date:** February 8, 2015  
**To:** Cashmere City Council  
 Mayor Gomes  
 Mark Botello  
**From:** Selection of RH2 Engineering for 2016 General Municipal Engineering Services  
**RE:**

The City published request for Statement of Qualifications (SOQ's) in the Cashmere Valley Record (newspaper of record). The SOQ was published on January 13, 2016. The deadline submittal was January 27, 2016. The following firms submitted SOQs:

Name	Location	RFQ submittal consistent with newspaper publication	Description of consultant's team including references	North Central Washington Engineering & Surveying Experience	Description- experience with relevant codes and standards...i.e. (WSDOT-LAG Manual)	Surveying	Municipal Transportation Engineering	Municipal Water & Wastewater Engineering	Total
Pacific Groundwater Group	Seattle, WA	5	7	5	3		0	0	20
RH2 Engineers	Wenatchee, WA	10	10	10	10		10	10	60
TD & H Engineering	Spokane, WA	10	10	6	10		8	9	53
Gray & Osborne, Inc R & E Reichhardt & Ebe Engineering, Inc	Yakima, WA. Lynden	10 10	10 10	7 5	10 8		10 8	10 8	57 49
Tree West Engineering, Inc	Tacoma	8	10	4	5		8	5	40
Pacific Engineering	Wenatchee	10	10	10	7		8	8	53
JUB	Kennewick	10	10	8	8		9	9	54
Sargent	Olympia	10	10	5	8		9	8	50
FCS Group Solutions-Oriented Consulting	Redmond, WA.		10						10
Fitzpatrick Surveying	Cashmere, WA.	5	8	10		10			33
Jones Consulting/GIS	Cashmere, WA		10						10

**Recommendation:**  
 Staff recommends RH2 Engineering for general municipal engineering services for 2016 and continue the existing general services agreement.



# Staff Summary

**Date:** February 8, 2015  
**To:** Cashmere City Council  
 Mayor Gomes  
 Mark Botello  
**From:**  
**RE:** Selection of Fitzpatrick Surveying for 2016 General Municipal Surveying Services

The City published request for Statement of Qualifications (SOQ's) in the Cashmere Valley Record (newspaper of record). The SOQ was published on January 13, 2016. The deadline submittal was January 27, 2016. The following firms submitted SOQs:

Name	Location	RFQ submittal consistent with newspaper publication	Description of consultant's team including references	North Central Washington Engineering & Surveying Experience	Description- experience with relevant codes and standards...i.e. (WSDOT-LAG Manual)	Surveying	Municipal Transportation Engineering	Municipal Water & Wastewater Engineering	Total
Pacific Groundwater Group	Seattle, WA	5	7	5	3		0	0	20
RH2 Engineers	Wenatchee, WA	10	10	10	10		10	10	60
TD & H Engineering	Spokane, WA	10	10	6	10		8	9	53
Gray & Osborne, Inc	Yakima, WA.	10	10	7	10		10	10	57
R & E Reichhardt & Ebe Engineering, Inc	Lynden	10	10	5	8		8	8	49
Tree West Engineering, Inc	Tacoma	8	10	4	5		8	5	40
Pacific Engineering	Wenatchee	10	10	10	7		8	8	53
JUB	Kennewick	10	10	8	8		9	9	54
Sargent	Olympia	10	10	5	8		9	8	50
FCS Group Solutions-Oriented Consulting	Redmond, WA.		10						10
Fitzpatrick Surveying	Cashmere, WA.	5	8	10		10			33
Jones Consulting/GIS	Cashmere, WA		10						10

**Recommendation:**  
 Staff recommends Fitzpatrick Surveying for general municipal Surveying services for 2016 and continue the existing general services agreement.

# Staff Summary

**Date:** February 8, 2016  
**To:** Cashmere City Council  
Mayor Gomes  
**From:** Mark Botello  
**RE:** Change Order #1 to the 2016 Pool Improvements Contract for the Purchase of Pool Chemical Controller and Pool Coating repairs

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The attached change order #1 is for Cashmere's pool work as described within the two attached W.M. Smith & Associates, Inc Quotes. These projects are not budgeted for. However, this is work that needs to be completed this year or next year. Staff would like to have this work completed this year since the pool is drained and a pool specialist contractor is currently on site. Because of the type of work proposed staff recommends utilizing W.M Smith & Associates.

Funds are available in the Capital Fund and a budget amendment would be required later in the year.

Staff will provide more detail on the scope of work at the Monday Council meeting.

**Recommendation:**

Staff recommends approval of Change Order No 1 to the 2016 Pool Improvements Contract for the additional work proposed for the Pool.

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**CHANGE ORDER NO. 1  
TO THE CITY OF CASHMERE  
SMALL WORKS CONSTRUCTION CONTRACT BETWEEN  
CITY OF CASHMERE AND W.M. SMITH & ASSOCIATES, INC**

This Change Order No. 1 is made and entered into by and between the City of Cashmere, Washington (hereinafter "City") and W.M. Smith & Associates, Inc. (hereinafter "Contractor").

The City and Contractor agree as follows:

1. The City and Contractor entered into that certain Small Works Construction Contract, effective January 11, 2016 (hereinafter "Small Works Contract").
2. The effective date of this Change Order No. 1 shall be February 8, 2016.
3. The total fees and costs to be paid to Contractor including tax for pool coating and removal of 400 linear feet of water line tile and for the purchase and installation of Dual Output & PH Controller as identified in Quotation #15083 and Quotation No. 15084 as provided pursuant to this Changer Order No. 1, shall not exceed the total sum of \$105,779.97 (tax included) without the prior authorization of the City Council, which authorization shall be contained in a written instrument signed by the City and Contractor. The City shall pay the Contractor for performance of work performed upon completion of work and final City acceptance of work.
4. Except as specifically modified by this Changer Order No. 1, the remaining terms of the Small Works Construction Contract shall remain in full force and effect and apply to the performance of services by Contractor for the City on this Change Order No. 1 Project.

APPROVED by  
W.M. SMITH & ASSOCIATES INC.  
the 28 day of Jan., 2016.

  
\_\_\_\_\_  
Wayne Smith  
W.M. Smith & Associates, INC

APPROVED by the City Council of the  
CITY OF CASHMERE, Washington the  
8<sup>th</sup> day of February, 2016.

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

# W.M. SMITH & ASSOCIATES, INC.

Proudly Serving the Aquatic Industry for Over 30 Years!

800 - 426 - 9460

Fax: (509) 962-4751

www.wmsaquatics.com

P.O. Box 398

Ellensburg, WA 98926

## Quotation

### Quote For:

City of Cashmere  
Mark Botello  
101 Woodring St  
Cashmere, WA 98815-1034  
IISA

**Fax:** 509-782-2840

Quotation # 15083

Quotation Expires 30 Days From: 1/27/2016

Payment Terms: Net 20

Prepared by: JAY

Attn: Mark

#

509-630-6261

Thank you for the opportunity to bid on swimming pool equipment.

W.M. Smith and Associates, Inc. is pleased to offer the following price quotation:

Catalog #	Quantity	Description	Unit Cost	Total
14-50133	1	IPS-M820 Dual ORP Output & PH Controller. Includes Controller, Flow Cell, Probes, Tubing 25", Fittings, In-Line Filter, Small Mounting Board	1,530.76	1,530.76T
WMS-Cat Misc		Installation	200.00	200.00T
WMS-Cat Misc		Start-up & Instruction	200.00	200.00T
* Data sheet & warranty attached *				

GSA # GS-07F-5990R

**Subtotal** \$1,930.76

Indicate approval by signing here  
and faxing back to WMS

Fax # 509-962-4751

**Sales Tax (8.2%)** \$158.32

**Total** \$2,089.08

If there are questions concerning this quotation or you are ready to place an order,  
please contact our Ellensburg office at 800-426-9460.

**THANK YOU!**



# W.M. SMITH & ASSOCIATES, INC.

*Proudly Serving the Aquatic Industry for Over 30 Years!*

**800 - 426 - 9460**  
 Fax: (509) 962-4751  
 www.wmsaquatics.com

P.O. Box 398  
 Ellensburg, WA 98926

## Quotation

**Quote For:**

**City of Cashmere**  
**Mark Botello**  
**101 Woodring St**  
**Cashmere, WA 98815-1034**  
**IISA**  
**Fax: 509-782-2840**

**Quotation #** 15084  
**Quotation Expires 30 Days From:** 1/27/2016

**Payment Terms:** Net 20

**Prepared by:** SLC

Attn: Mark Botello

#	509-630-6261
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Thank you for the opportunity to bid on swimming pool equipment.  
 W.M. Smith and Associates, Inc. is pleased to offer the following price quotation:

Catalog #	Quantity	Description	Unit Cost	Total
Contract Labor	1	Pool Coating: 7750 Square Feet 48 Kits #69-66906 AquaGuard Top Coat 10 Kits #69-66907 AquaGuard Primer 1 Kit #69-66910 Trowel Mix 1 Bag #66-73129 Oxalic Acid 2 Bags #65-73108 Sodium Bicarb Removal of 400 linear feet of water line tile and patching with hydrolic cement in preparation for AquaGuard Coating. Includes Labor, Tools, Disposal and Materials Labor to saw cut and remove concrete, dig down and remove spigot, install city furnished spigot , compact soil and pour new concrete. Labor to kerf all tile lane lines and targets, perform 3-stage cleaning process for plaster, masking and prep of all surrounding surface areas to protect from overspary. Trowel mixing of all kerfed areas with AquaGuard Trowel Mix Labor to install one AquaGuard 5001 Primer/Sealer Coat and One coat sprayed or Two coats rolled AquaGuard 5000 White Top Coat resulting in 40-60 Mills Coverage. Also includes non skid texture in any area 3' or shallower.	95,832.62	95,832.62T

GSA # GS-07F-5990R	<b>Subtotal</b>
	<b>Sales Tax (8.2%)</b>
	<b>Total</b>

Indicate approval by signing here  
 and faxing back to WMS  
 Fax # 509-962-4751

**THANK YOU!**



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 www.wmsaquatics.com

*P.O. Box 398  
 Ellensburg, WA 98926*

## Quotation

**Quote For:**

**City of Cashmere  
 Mark Botello  
 101 Woodring St  
 Cashmere, WA 98815-1034  
 IISA  
 Fax: 509-782-2840**

**Quotation # 15084**  
**Quotation Expires 30 Days From: 1/27/2016**  
**Payment Terms: Net 20**  
**Prepared by: SLC**

Attn: Mark Botello

Thank you for the opportunity to bid on swimming pool equipment.  
 W.M. Smith and Associates, Inc. is pleased to offer the following price quotation:

#	509-630-6261
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Catalog #	Quantity	Description	Unit Cost	Total
		Materials required to perform coating including masking, blades, tools, protective gear, solvents, rollers, etc. Travel cost required for 10 working days. Shipping charges for all materials		

GSA # GS-07F-5990R	<b>Subtotal</b>	\$95,832.62
Indicate approval by signing here and faxing back to WMS Fax # 509-962-4751	<b>Sales Tax (8.2%)</b>	\$7,858.27
	<b>Total</b>	<b>\$103,690.89</b>

If there are questions concerning this quotation or you are ready to place an order,  
 please contact our Ellensburg office at 800-426-9460.

**THANK YOU!**