



## 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, MARCH 28, 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 March 14, 2016 Regular Council Meeting
2. Payroll and Claims Packet Dated March 28, 2016

#### BUSINESS ITEMS

1. Memorandum of Understanding between Rivercom 911 and Cashmere Fire Department
2. Selection of painting contractor for Riverside Center
3. Change Order #3 on the City Pool Improvement Project for the installation of heat pumps
4. Surplus List

#### 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, MARCH 14, 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

Mayor Gomes informed the council that the annual Sheriff's Oversight Committee meeting is March 22<sup>nd</sup> and asked if any council members were interested in attending. Councilor Erickson and Councilor Pratt volunteered to attend.

Director Mark Botello informed the council that he is going out to bid on a 2<sup>nd</sup> drying pad and a fence at the WWTP. One drying pad is working very well, but they need more room to dry the solids and for storage. The project will require council approval and a budget amendment at a following council meeting.

Director Botello received bids for painting Riverside Center and selection of the contractor will be at a following council meeting.

APPROVAL OF AGENDA

Mayor Gomes added item #5, authorize the Solid Waste Committee to negotiate a new Solid Waste Services Contract.

MOVED by Councilor Fletcher and seconded by Councilor Erickson to approve the agenda with the addition of Item #5, authorize the Solid Waste Committee to negotiate a new Solid Waste Services contract. Motion carried

CONSENT AGENDA

Minutes of February 22, 2016 Regular City Council Meeting  
Payroll and Claims Packet Dated March 14, 2016

Claim Check Nos. #36587 and #36591 through #36640 totaling \$253,512.79

Payroll Check Nos. #36588 through #36590 totaling \$101,734.28

Manual Check Nos. #36586

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

PURCHASE OF RIVERSIDE PARK RESTROOM FROM CXT INCORPORATED USING THE WASHINGTON STATE CONTRACT

The City is using the State Contract to purchase the restroom for Riverside Park. Using the State Contract eliminates the need to advertise or request bids. The cost of the restroom is \$74,138 and is a budgeted item included in the Riverside Park project.

MOVED by Councilor Fletcher and seconded by Councilor Moore approve the purchase of Riverside Park restroom from CXT Inc. using the WA State contract and authorize the Mayor to sign the documents. Motion carried

SELECTION OF J&K EARTHWORKS FOR THE APLETS WAY OVERLAY PROJECT

The City advertised for bids for the Aplets Way Overlay project. The City received two bids and the apparent low bidder was J & K Earthworks at \$403,350. This bid is under the engineer's estimate and the amount budgeted for 2016.

MOVED by Councilor Erickson and seconded by Councilor Smith to select J & K Earthworks for the Aplets Way Overlay project subject to final approval from TIB and WSDOT and authorize the Mayor to sign the documents. Motion carried

SELECTION OF SMITH EXCAVATION FOR THE RANK ROAD PROJECT

The City advertised for bids for the Rank road Ditch Reconstruction project. The City received five bids and the apparent low bidder was Smith Excavation at \$193,830. Even though the City budgeted \$170,000 this item should not require a budget amendment since the Aplets Way project came in under budget. The budget will be adjusted between projects.

MOVED by Councilor Moore and seconded by Councilor Pratt to select Smith Excavation for the Rank Road project and authorize the Mayor to sign the documents. Motion carried

CHANGE ORDER #2 TO THE 2016 POOL IMPROVEMENTS CONTRACT FOR THE REMOVAL OF TILE AT THE ZERO ENTRY AREA AND INSTALLING A BULL NOSE EDGING

Director Botello explained that staff already authorized the work in Change Order No. 2 to be done in order to keep the project from being delayed. Staff is requesting that Change Order No. 2 in the amount of \$6,411 be ratified by the council.

MOVED by Councilor Smith and seconded by Councilor Fletcher to approve Change Order #2 for the additional work to the Cashmere Pool Improvement project. Motion carried

AUTHORIZE THE SOLID WASTE COMMITTEE TO PURSUE A NEW SOLID WASTE CONTRACT

Mayor Gomes explained that the Solid Waste Committee has been negotiating with Sunrise Disposal for a Solid Waste Services contract. At this time negotiation have come to an impasse and the Committee is requesting the council to authorize the Committee to start negotiations for a Solid Waste Services contract with Waste Management.

MOVED by Councilor Fletcher and seconded by Councilor Erickson to authorize the Solid Waste Committee to start negotiations with the next purveyor on the list, which is Waste Management. Motion carried

ADJOURNMENT

Mayor Gomes adjourned the meeting at 6:37 p.m.

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Jeff Gomes, Mayor

Attest:

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Kay Jones, Clerk-Treasurer



## RIVERCOM 911

P.O. Box 3344, Wenatchee, WA 98807

Phone: 509-662-4650 / Fax: 509-662-4659 / Web: [www.rivercom911.info](http://www.rivercom911.info)

### *RiverCom Administrative Board:*

*Keith Goehner, Commissioner, Chelan County*

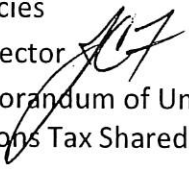
*Dale Snyder, Commissioner, Douglas County*

*Keith Huffaker, Councilmember, City of Wenatchee*

*Wayne Barnhart, Councilmember, City of East Wenatchee*

*Karl Jonasson, EMS Director, Chelan County Public Hospital District No. 2*

## MEMORANDUM

Date: March 7, 2016  
To: All User Agencies  
From: Jim Fosse, Director   
Re: Revised Memorandum of Understanding for Participation in the Communications Tax Shared Funding Assistance Program

Dear User Agency,

Over the past several months, the RIVERCOM Operations Group (ROG) and the RIVERCOM Administrative Board have made changes to the language of the Memorandum of Understanding pertaining to user agency participation in the Shared Funding Assistance Program. This Program utilizes funds from a Communications Tax revenue collected specifically for the upgrade, build-out, and expansion of RIVERCOM's 9-1-1 radio system. The revised Memorandum of Understanding was approved by the RIVERCOM Administrative Board on February 10, 2016 and supersedes the previous MOU.

In general, the language changes were developed and implemented to better clarify and establish an approval process for group Tier 1 reimbursement requests and to clarify the process as to how Tier 1 monies would roll-over to Tier 2 accounts in the event the Tier 1 cap of \$200,000 was reached.

Please find attached two (2) copies of the revised MOU for your agency. In order to maintain continued participation in this Program, we will need an authorized representative of your agency to sign the MOU. This MOU will replace the MOU previously signed by your agency. Please sign both copies and return to RIVERCOM; RIVERCOM will then sign the documents and return a fully-executed document to your agency. We would like to receive all signed MOUs no later than April 30, 2016.

Thank you and please let me know if you have any questions.

Attachments: Memorandum of Understanding – (2) copies  
Revised Agency Application Form  
2016 Tier 1 and Tier 2 Agency Distribution Worksheets

*Providing public safety communications for Chelan and Douglas counties.*

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**RIVERCOM 911 and City of Cashmere Fire Department**

Revised: February 10, 2016

**A. PURPOSE**

This Memorandum of Understanding (MOU) will set forth the protocols related to the disbursement of RiverCom 911 Communications Tax Fund revenue set aside for the specific use of the RiverCom User Agencies beginning January 1, 2016.

**B. PARTIES**

RiverCom 911 is a municipal corporation organized under the Laws and Constitution of the State of Washington, as set forth in RCW Title 36, operating a public safety answering point and dispatching agency under an Interlocal Cooperative Agreement, RCW Chapter 39.34.

The RiverCom 911 User Agencies are established by Interlocal Cooperative Agreement, RCW Chapter 39.34 and consists of four (4) law enforcement agencies, thirteen (13) fire service agencies, and four (4) medical service agencies, as delineated below:

- Wenatchee Police Department
- East Wenatchee Police Department
- Chelan County Sheriff's Department
- Douglas County Sheriff's Department
- Chelan County Fire Protection District No. 1
- Chelan County Fire Protection District No. 3
- Chelan County Fire Protection District No. 5
- Chelan County Fire Protection District No. 6
- Chelan County Fire Protection District No. 7
- Chelan County Fire Protection District No. 8
- Lake Wenatchee Fire & Rescue
- City of Cashmere Fire Department
- Douglas County Fire Protection District No. 1
- Douglas County Fire Protection District No. 2
- Douglas County Fire Protection District No. 3
- Douglas County Fire Protection District No. 4
- Douglas County Fire Protection District No. 5
- Chelan County Public Hospital District No. 1, dba. Cascade Medical
- Chelan County Public Hospital District No. 2, dba. Lake Chelan Community Hospital
- Douglas County Public Hospital District No. 2, dba. Waterville Ambulance
- City of Bridgeport Fire & Ambulance

## C. BACKGROUND

A ballot measure was placed before the voters in August of 2009 which imposed a one-tenth (1/10<sup>th</sup>) of one-percent (1%) sales and use tax for the purpose of providing funds for costs associated with the financing, design, acquisition, construction, equipping, operating, maintaining, remodeling, repairing, reequipping, and improvement of emergency communications and facilities, in accordance with RCW 82.14.

Furthermore, the RiverCom Administrative Board adopted Resolution 2009-02 which affirmed Section 5 of RCW 82.14 and adopted the RiverCom 911 Emergency Communications Systems and Facility Tax Funding Agreement which includes Addendum #1, Eligible Budget Categories.

The Emergency Communications Systems and Facility Tax Funding Agreement included the following Section: "Sales tax revenue will generally not be eligible for user-agency-specific projects. However, User agencies will have the opportunity, beginning in the third full year of revenue collection, to apply to the RiverCom User Group for shared funding assistance for agency specific projects that will facilitate improved integration and coordination with RiverCom telecommunications systems. Applications could include radios, repeaters and software, not to exceed ten-percent (10%) of the RiverCom Capital Improvement Fund in one budget year".

## D. AGREEMENT

In September of each year, RiverCom will estimate the dollar equivalent of ten-percent (10%) of the RiverCom Emergency Communications Tax Capital Improvement Fund collected during the current calendar year. This portion of the revenue, also referred to as "Communications Tax Shared Funding Assistance", shall be distributed among the Parties listed in Section "B" who have agreed to and have signed this Memorandum of Understanding. Communications Tax Shared Funding Assistance monies shall be distributed in the following manner:

Budget Line Items:

Tier 1 User Revenue: Twenty-five percent (25%) of the revenue, not to exceed a cap of \$200,000, shall be set-aside for disbursement among the Parties, in accordance with the Application and Reporting process as set forth in Section "F" of this Memorandum. In the event the Tier 1 fund reaches the \$200,000 cap, any amount in excess of the \$200,000 cap shall be transferred as an extra amount to the Tier 2 fund and distributed in the same manner as regularly scheduled Tier 2 funds.

Tier 2 User Revenue: Seventy-five percent (75%) of the revenue shall be divided equally among the Parties and available for eligible expenditures January first of the following year, in accordance with the Application and Reporting process as set forth in Section "F" of this Memorandum.

Tier 1 and Tier 2 User Revenue accounts will be delineated within the RiverCom Communications Tax Fund Budget. A spreadsheet will be established for the purpose of tracking expenditures by the individual User Agencies (Parties) from the Tier 1 and Tier 2 accounts, and for the purpose of financial reporting to the Office of the State Auditor.

#### **E. ELIGIBLE BUDGET EXPENDITURES**

Eligible budget expenditures are defined in Board Resolution 2009-02 as agency specific projects that will facilitate improved integration and coordination with RiverCom Telecommunication systems, to include radios, repeaters and software. Expenditures must be in compliance with Addendum #1, Eligible Budget Categories of the Tax Funding Agreement.

#### **F. APPLICATION AND REPORTING**

##### Tier 1 Requests:

Tier 1 funding shall be used for projects that enhance communication with the RiverCom radio system or a portion of the system benefiting two or more user agencies. Project proposals shall be submitted to the Rivercom Operations Group (ROG) using the Tier 1 Funding proposal form. Two or more user agencies are required to participate in the project (project sponsors) to develop and present the project plan to the ROG.

Examples of projects include but are not limited to: tactical repeaters, periodic maintenance of subscriber radio(s), and equipping a mobile Command Post with radio(s) (a command post must be available to multiple agencies).

Project proposals will be distributed to agency heads of each user agency, and will be presented at a ROG meeting. The vote to approve the project for funding shall be made at a following month's ROG meeting. Notification of the project and vote for funding shall be made through the minutes distributed by RiverCom staff.

- The User agencies will prepare a written request using a designated form provided by RiverCom and will provide a quote for the item(s) they wish to purchase. The request may include full or partial funding for the item(s).
- The written request shall be submitted to Administrative staff at RiverCom. The RiverCom Radio Systems Technical Manager and the Administrative Services Manager will provide an initial review and will evaluate the funding eligibility of the requested item(s).



- After the initial review is complete, RiverCom Administrative staff will provide a copy of the Tier 1 request to the Chairperson of the RiverCom Operations Group (ROG) and will place the proposed request on the agenda for a following RiverCom Operations Group meeting for consideration and action.
- At the time a funding request is presented to the RiverCom Operations Group for action, RiverCom will provide a report to the Group that accounts for previous awards and the dollar amount remaining in the Tier 1 account.
- After a request has been presented, the Chairperson of the RiverCom Operations Group will call for a vote at a following RiverCom Operations Group meeting. This period of time between the presentation of a Tier 1 proposal and an actual vote is meant to allow for ROG members to review and evaluate the legitimacy and value of the proposal.
- A vote for a Tier 1 funding proposal shall be conducted at a ROG meeting following the presentation of the proposal. The official vote shall be conducted by the Chairperson and will be made by roll-call method; the vote will be dually recorded by the Chairperson and the recorder of the meeting minutes. Each full-subscribing agency present at the meeting may cast one (1) vote per Tier 1 proposal, with each single vote carrying equal weight. A funding award will be made for a proposal that receives a greater number of “yes” votes than “no” votes.
- A funding award, or any other alternative action, made by the RiverCom Operations Group shall be adopted by a motion made by the members present. The outcome of the proposal, the voting process, and the motion shall be reflected in the RiverCom Operations Group meeting minutes.
- RiverCom will reimburse the User agency for the amount of the approved purchase after receipt of the final and paid invoice and documentation of payment. In some cases, and at the discretion of RiverCom, RiverCom may elect to directly pay for a purchase on behalf of the User agency. All funding payments and reimbursements will be made in accordance with RiverCom’s accounts payable policies, procedures, and schedules.

Tier 2 Requests:

- The User’s share of the revenue will be available January first of the budget year.
- The User agency will prepare a written request using a designated form provided by RiverCom and will provide a quote for the item(s) they wish to purchase. The request may include full or partial funding for the item(s).
- The written request shall be submitted to Administrative staff at RiverCom. The RiverCom Radio Systems Technical Manager and the Administrative Services Manager

will provide an initial review and will evaluate the funding eligibility of the requested item(s).

- RiverCom will reimburse the User agency for the amount of the approved purchase after receipt of the final and paid invoice and documentation of payment. In some cases, and at the discretion of RiverCom, RiverCom may elect to directly pay for a purchase on behalf of the User agency. All funding payments and reimbursements will be made in accordance with RiverCom's accounts payable policies, procedures, and schedules.

#### **G. GENERAL ACCOUNTING**

- Tier 1 User Revenue will accrue up to a cap of two-hundred thousand dollars (\$200,000). There are no limitations on the dollar amount one User agency may request.
- Tier 1 awards may be partial or in full, and shall be adopted by a motion of the members present and recorded in the meeting minutes.
- Tier 2 User Revenue may be carried over from year to year without penalty. Users may accrue their share of the annual revenue for the purpose of purchasing a more expensive eligible item at a later date.
- Tier 2 User Revenue may be pooled by a group of Users in order to purchase a more expensive eligible item for their group.
- In all cases, Tier 1 and Tier 2 expenditure requests must be pre-approved in writing by the RiverCom Administrative Services Manager in order for the expenditure to be paid or reimbursed to the User. The RiverCom Director will review all such expenditures as part of the financial audit process.

IN WITNESS WHEREOF, the Parties have executed this Memorandum of Understanding by the signatures of the duly authorized representative of each participating entity.

This Memorandum of Understanding supersedes the previous MOU and shall remain in place until repealed, modified, or replaced by the RIVERCOM Administrative Board.

RIVERCOM 911

CITY OF CASHMERE FIRE DEPARTMENT

\_\_\_\_\_  
James C. Fosse, Director, RIVERCOM 911

\_\_\_\_\_  
Jeff Gomes, Mayor, City of Cashmere

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

RIVERCOM 911  
140 South Mission Street  
P.O. Box 3344  
Wenatchee, WA 98801

CITY OF CASHMERE FIRE DEPARTMENT  
101 Woodring Street  
Cashmere, WA 98815

# Staff Summary

**Date:** March 28, 2016

**To:** Cashmere City Council  
Mayor Gomes

**From:** Mark Botello

**RE:** Selection of Painting Contractor for Riverside Center

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The City utilized the Small Works Roster process for the Riverside Center painting project. The City notified five contractors from the Small Works Roster. The City received two bids from the following contractors:

Apple Valley Construction: \$34,688.00  
East Side Home Improvements: \$33,866.60

The City budgeted \$50,000 for this project. This project is within budget.

Staff will go over this project in more detail at the Monday Council meeting.

**Recommendation:**

Staff recommends approval and selection of East Side Home Improvements for the Riverside Center painting project and authorize Mayor Gomes to sign proposal/invoice documents and release payments for materials.

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**INTRODUCTION:**

The City of Cashmere is seeking sealed bids from qualified contractors to paint the Riverside Center as identified in the bid package, to the City of Cashmere City Hall at 101 Woodring Street, Cashmere, WA 98815. Bid packets may be obtained by contacting City Hall, (509) 782-3513.

**CONTACT INFORMATION:**

Mark Botello Director of Planning & Building is the designated contact person for questions related to this request for bids. He may be reached at Cashmere City Hall, 101 Woodring Street, Cashmere, WA. 98815 or by phone 509/782-3513.

**BID SUBMITTAL INSTRUCTIONS:**

Final bids must be submitted in a sealed envelope, clearly marked "Cashmere Riverside Center Painting." Bids are due on or before Friday, March 11, 2016 at 1:00 P.M. PST to: City of Cashmere, 101 Woodring Street, Cashmere, WA. 98815.

Bid Opening: Friday, March 11, 2016 at 1:05 P.M. PST. In Cashmere Council Chambers. Late bids will not be considered and will be returned unopened to the sender. It will be the sole responsibility of the bidders to have their bids delivered to the City before the closing time and date. The City of Cashmere stamp is the official time and date. Bids will be publicly opened at the time and location indicated above. The City is not responsible for any cost incurred by the vendor/contractor in preparation of their bid response. Bids must be valid for a period of not less than ninety (90) days after the solicitation closing date.

**SCOPE OF WORK:**

- Pressure wash all exterior overhangs, posts and siding area on dormers around building and roof. Use cleaner solution.
- Mask work area side of the building and concrete walkway, roof areas.
- Apply stain on overhangs, posts and inside of the trim. Spray and back brush.
- Apply stain on dormers.
- Sand trim where necessary.
- Brush solid stain on trim around the building.
- Brush solid stain on dormers trim.
- Clean up masking.
- Mask 5 dark colored side doors on the building.
- Lightly sand doors.
- Paint two coats of finish on all doors and trim exterior.
- Clean up masking.
- Mask 16 stained doors, glass and hardware.

-Sand old finish on all doors.

-Apply stain.

-Apply clear coat.

-Lightly sand.

-Apply second clear finish.

-Clean up masking.

-Stains and paint to be approved by City and to closely match existing colors.

-Work to be completed within the Month of May 2016. Selected Contractor will be required to work with the Riverside Center Manager and work around scheduled events.

**INSURANCE AND BOND REQUIREMENTS:**

As a condition of award, the successful bidder will be required to provide a copy of contractor's insurance certificates prior to the execution of the agreement by the City, and naming City "as additional insured".

**LICENSE & CITY REQUIREMENTS REQUIREMENTS:**

- Bid shall include City of Cashmere sales tax.

**PREVAILING WAGE FOR PUBLIC WORKS CONTRACTS:**

Prevailing wage requirements apply to this project. Please contact Washington State Labor and Industries for requirements. The following documents will be required by the City:

- Intent to pay prevailing wage,
- Affidavit of wages paid,
- Bid submittal form with lump sum estimate,
- Be on the City of Cashmere's small works roster.

**LUMP SUM BID:**

Cashmere City Hall bid shall be in a lump sum format, which includes City of Cashmere sales tax, parts, materials and labor. The City

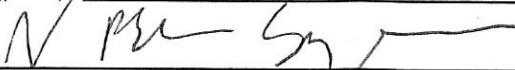
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**The City of Cashmere reserves the right to reject all bids if project exceeds budget amount.**

Amount (Sales Tax & materials Included): \$ 33860.60

Company Name: EASTSIDE HOME IMPROVEMENTS

Authorized Representative (print): ROBERT N. SLUCS

Authorized Signature: 

Dated this 10<sup>th</sup> day of MARCH, 2016

# EASTSIDE HOME IMPROVEMENTS

408 – 219<sup>TH</sup> PLACE SW  
 BOTHELL, WASHINGTON 98021  
 206-407-7704

EASTSIDEHOMEIMPROVEMENTS@YAHOO.COM

## PROPOSAL

Proposal Submitted To: Cashmere Riverside Center	Date: 02/21/2016	Job Name:
Address: 201 Riverside Drive Cashmere WA 98815	Phone:	Date of Plans: May 2016

We hereby submit specifications and estimates for:

-Pressure wash all exterior overhangs, posts and siding area on dormers around building and roof. Use cleaner solution.
-Mask work area side of the building and concrete walkway, roof areas.
-Apply stain on overhangs, posts and inside of the trim. Spray and back brush.
-Apply stain on dormers.
-Sand trim where necessary.
-Brush solid stain on trim around the building.
-Brush solid stain on dormers trim.
-Clean up masking.
-Mask 5 dark colored side doors on the building.
-Lightly sand doors.
-Paint two coats of finish on all doors and trim exterior.
-Clean up masking.
-Mask 16 stained doors, glass and hardware.
-Sand old finish on all doors.
-Apply stain.
-Apply clear coat.
-Lightly sand.
-Apply second clear finish.
-Clean up masking.
-Clean all windows- inside and out, after job is complete.
Material estimate details: Stain \$2000, Paint \$450, solid stain \$450, door stain and clear finish \$450, sand paper tape plastic small stuff \$450.
Total includes labor, materials and tax - \$33,866.60

We propose hereby to furnish labor - complete in accordance with the above specifications.

Any alteration or deviation from the above specifications involving extra costs will be executed only upon written order and will become an extra charge over and above the estimate. All agreements contingent upon accidents or delays beyond our control.

Respectfully submitted

*Robert M. Spues*

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as authorized above.

Date: \_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print name*



# Staff Summary

**Date:** March 28, 2016

**To:** Cashmere City Council  
Mayor Gomes

**From:** Mark Botello

**RE:** Change order #3 on the City Pool Improvement project for the installation of the heat pumps

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Please see attached Change Order #3 for the Cashmere pool project. This scope and fee is for the new pool heat pumps and associated electrical and mechanical work. This project is 100% funded for by the Chelan County PUD. The City will pay the pool contractor and in return, the PUD will reimburse the City.

Staff will go over this in more detail at the Council meeting.

**Recommendation:**

Staff recommends approval of the additional work (Change Order No. 3) to the Cashmere Pool improvement project.

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**CHANGE ORDER NO. 3  
TO THE CITY OF CASHMERE  
SMALL WORKS CONSTRUCTION CONTRACT BETWEEN  
CITY OF CASHMERE AND W.M. SMITH & ASSOCIATES, INC**

This Change Order No. 3 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 March 14, 2016 (hereinafter "Small Works Contract").
2. The effective date of this Change Order No. 3 shall be February 8, 2016.
3. The total fees and costs to be paid to Contractor including tax for installation of new pool heat pumps as identified in Quotation #15365 as provided pursuant to this Change Order No. 3, shall not exceed the total sum of \$58,369.29 (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 Change Order No. 3, 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. 3 Project.

APPROVED by  
W.M. SMITH & ASSOCIATES INC.  
the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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

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

\_\_\_\_\_  
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

Ellensburg, WA 98926

## Quotation

**Quote For:**

**City of Cashmere  
104 Paton St  
Cashmere, WA 98815**

**Quotation #** 15365

**Quotation Expires 30 Days From:** 3/10/2016

**Payment Terms:** Net 20

**Prepared by:** LS/SC

**Fax: 509-782-2840**

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
CASHMERE Heat Pumps				
WMS-PS10353ti	4	Professional Heat Pump Pool Heater, 170,000/155,000 BTUH, 460V 3ph 60hz	5,595.7725	22,383.09T
Contract Labor	1	Concrete Pad 4' x 20' Labor and Materials	2,125.00	2,125.00T
Contract Labor	1	Labor for Mechanical	3,125.00	3,125.00T
Contract Mater...	1	Pipe Fittings and Valves	1,875.00	1,875.00T
Contract Labor	1	Labor to remove old boiler, Install 800 AMP Bus Gutter, Install 225AMP 3ph 480V Panel, Wire 4-40 AMP Heat Pumps, Instal 4-40AMP 3ph fused disconnect, Run 3" EMT from 800 AMP breaker to 800 AMP Bus Gutter, Install 350 MCM Copper, Labor and Materials	24,437.65	24,437.65T

GSA # GS-07F-5990R	<b>Subtotal</b>	\$53,945.74
Indicate approval by signing here and faxing back to WMS Fax # 509-962-4751 _____	<b>Sales Tax (8.2%)</b>	\$4,423.55
	<b>Total</b>	<b>\$58,369.29</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!**

# Staff Summary

**Date:** March 24, 2016  
**To:** Mayor & City Council  
**From:** Kay Jones, Clerk-Treasurer  
**RE:** 2016 Surplus Equipment

The following is a list of items staff would like to surplus in 2016. We will determine a minimum value and we will allow people to place bids on the items.

John Deere Mower 511 Asset #1576- scrap  
John Deere Mower 512 Asset #1327-scrap  
Snow Blower (tractor attachment)  
Apple Bin Dumper  
1000 gallon poly tank  
94 Chevy 1-ton pickup w/flatbed Asset #294  
95 Ford F150 truck bed  
Livingston Boat Asset #367

Staff Recommendation: Move to declare the listed items surplus

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