



City of Cashmere

101 Woodring Street

Cashmere, WA 98815

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

Website www.cityofcashmere.org

CASHMERE CITY COUNCIL MEETING MONDAY, APRIL 25, 2016 6:00 P.M., CITY HALL

AGENDA

CALL TO ORDER

FLAG SALUTE

EXCUSED ABSENCE

PROCLAMATION

Proclaiming April 27, 2016 as Arbor Day

ANNOUNCEMENTS & INFORMATION

PUBLIC COMMENT PERIOD (For Items Not on the Agenda)

APPROVAL OF AGENDA

CONSENT AGENDA

1. April 11, 2016 Regular Council Meeting was cancelled
2. Payroll and Claims Packet Dated April 11, 2016
3. Payroll and Claims Packet Dated April 25, 2016

BUSINESS ITEMS

1. Selection of contractor for WWTP asphalt drying pad
2. Agreement with WSDOT for striping city streets
3. Amendment No. 1 to Task Authorization no. 15 Wastewater Continuing Services

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 28, 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

Dave Hobbs spoke to the Mayor and Council on upgrading the City website. He would like to see more outreach to the community and have the ability to directly communicate with the elected officials.

ANNOUNCEMENTS & INFORMATION

Mayor Gomes thanked the participants that attended the Chelan County Sheriff's Oversight Committee meeting.

The Mayor announced that he toured a marijuana growing operation. The operation was very interesting and very professional.

Director Botello reported that the Tree Committee met and Arbor Day has been set for the last Wednesday of April.

APPROVAL OF AGENDA

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

CONSENT AGENDA

Minutes of March 14, 2016 Regular City Council Meeting
Payroll and Claims Packet Dated March 28, 2016
Claim Check Nos. #36641 through #36673 totaling \$64,762.14

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

MEMORANDUM OF UNDERSTANDING BETWEEN RIVERCOM 911 AND CASHMERE FIRE DEPARTMENT

The proposed MOU has been revised by the Rivercom Operations Group and the Rivercom Administrative Board. The changes pertain to user agency participation in the Shared Funding Assistance Program. The Program utilizes funds from Communications Tax revenue collected

specifically for the upgrade, build-out, and expansion of Rivercom's 9-1-1 radio system. The language changes were implemented to better clarify and establish an approval process for reimbursement requests and how monies would roll-over from Tier 1 to Tier 2.

MOVED by Councilor Fletcher and seconded by Councilor Moore to approve the MOU between RiverCom and the Cashmere Fire Department and authorize the Mayor to sign. Motion carried

SELECTION OF PAINTING CONTRACTOR FOR RIVERSIDE CENTER

City staff utilized the Small Works Roster process for the Riverside Center Painting project. The City notified five contractors and received two bids. The apparent low bidder is East Side Home Improvements in the amount of \$33,866.

MOVED by Councilor Erickson and seconded by Councilor Smith to approve the selection of East Side Home Improvements for the Riverside Center Painting Project and authorize the Mayor to sign the documents and release payment for the materials upfront. Motion carried

CHANGE ORDER #3 ON THE CITY POOL IMPROVEMENT PROJECT FOR THE INSTALLATION OF HEAT PUMPS

The proposed Change Order #3 on the City Pool Improvement project is for the installation of the new heat pumps and associated electrical and mechanical work in the amount of \$58,369.329. This change order will be reimbursed 100% by the Chelan County PUD through their energy efficiency program. The PUD estimates that replacing the existing boiler with the new heat pumps will save on electricity up to the amount of \$8,000 annually.

MOVED by Councilor Erickson and seconded by Councilor Smith to approve Change Order #3 on the City Pool Improvement project for the installation of heat pumps. Motion carried

SURPLUS LIST

City staff has put together a list of equipment that is no longer in use and requested that council declare it surplus. A minimum value will be placed on the items and the city will receive bids.

MOVED by Councilor Fletcher and seconded by Councilor Moore to declare the items on the list as surplus. Motion carried

ADJOURNMENT

Mayor Gomes adjourned the meeting at 6:24 p.m.

Jeff Gomes, Mayor

Attest:

Kay Jones, Clerk-Treasurer

PROCLAMATION

- WHEREAS,** in 1872, J. Sterling Morton Proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and
- WHEREAS,** this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska,
- WHEREAS,** Arbor Day is now observed throughout the nation and the world, and
- WHEREAS,** trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and
- WHEREAS,** trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and
- WHEREAS,** trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and
- WHEREAS,** trees are a source of joy and spiritual renewal, and
- WHEREAS,** Cashmere has been recognized as a Tree City USA by the National Arbor Day Foundation and desires to continue its tree-planting ways,
- NOW, THEREFORE,** I, Jeff Gomes, Mayor of the City of Cashmere, do hereby proclaim April 27, 2016 as,

ARBOR DAY

in the City of Cashmere, and I urge all citizens to support efforts to protect our trees and woodlands and to support our city's urban forestry program, and

- FURTHER,** I urge all citizens to plant trees to gladden the hearts and promote the well-being of present and future generations.

DATED this 27th day of April, 2016



Jeff Gomes
Mayor

Staff Summary

Date: April 25, 2016

To: Cashmere City Council
Mayor Gomes

From: Mark Botello

RE: Selection of Contractor for Wastewater Treatment Plant Drying Pad

The City utilized the Small Works Roster for the Wastewater Treatment Plant drying pad. The City received three bids from interested contractors. The contractors are Central Washington Asphalt, Mitchel Paving and Granite Paving.

The bids received are as follows:

- Central Washington Asphalt: \$42,325.00
- Granite Paving: \$54,852.21
- Mitchel Paving: \$63,621.60

Also, Staff received bids to have this area fenced off for security. The low bid received is \$11,500.

Staff will also need to purchase concrete ecology block to place around the drying bed.

The total estimated cost of this project is \$60,000.

This is a non-budgeted project; therefore a budget amendment will be required later in the year. The additional funds would come from the Wastewater Capital Fund.

Recommendation:

Staff recommends approval of the Agreement between the City of Cashmere and Central Washington Asphalt and authorize Mayor Gomes to sign the Agreement and for the purchase of ecology blocks and installation of security fence

CITY OF CASHMERE

Small Works Construction Contract

Project: City of Cashmere

Wastewater Treatment Facility Asphalt Pad Phase 2

THIS CONTRACT is entered into by and between the City of Cashmere, Washington (hereinafter the "City") and Central Washington Asphalt, Inc (hereinafter the "Contractor"), sometimes each individually referred to herein as a "party" or collectively referred to herein as the "parties".

In consideration of the terms and conditions contained herein, the City and Contractor agree as follows:

I. WSDOT STANDARD SPECIFICATIONS

- A. Except as may be otherwise specifically provided in this Contract, the definitions of terms used in this Contract and the other provisions set forth in the Washington State Department of Transportation Standard Specifications for Road, Bridge, and Municipal Construction, 2014 Edition (hereinafter "2014 WSDOT Standard Specifications"), shall apply to the standard of construction of the Project Work by the Contractor and shall apply with respect to all other matters not otherwise specifically identified in this Contract.
- B. The City is the Contracting Agency.

II. PROJECT WORK, PAYMENT, GUARANTEE

- A. The Contractor shall perform all Work and furnish all tools, materials and equipment for the construction for the Project in accordance with and as described in the City Request for bid and the Contractor Proposal and all other plans and specifications on file with the City for the bid amount. The aforementioned documents are by this reference incorporated herein and made a part of this Contract. The bid amount is inclusive of all applicable taxes, including Washington State Sales taxes and is: \$42,325.
- B. The City shall pay the Contractor for performance of work performed upon completion of work and final City acceptance of work.
- C. The Project Work shall start within 60 calendar days after execution of this Contract and the issuance of a notice to proceed by the City. The Project Work shall be completed within 30 calendar/working days from the date of Contractor's first full working day.

- D. If the Project Work is not completed within the time specified, the Contractor agrees to pay the City liquidated damages in the sum specified in Section 1.08.9 of the 2014 WSDOT Standard Specifications for each and every working day that Project Work remains uncompleted.
- E. The Contractor shall provide and pay for all equipment and labor required to construct and complete the Project Work. The Contractor shall guarantee the completed Project Work and all components thereof for a period of one year following the Completion Date of the Project Work , except as may be otherwise specifically modified by the City in the City Request for bids, the plans, specification, or other Project Work documents.
- F. Contractor shall be responsible for all temporary functions associated with the Project Work, including but not limited to, lighting, wiring protection, hoisting, scaffolding, rigging, flaggers, drinking water, dust control, storage, ventilation, and heating.

III. PREVAILING WAGE REQUIREMENT

The contractor shall pay prevailing wages for all Project Work and shall comply with Chapters 39.12 and 49.28 RCW. Notice of intent to pay prevailing wages and prevailing wage rates for the Project must be posted for the benefit of workers. At the completion of the Project the Contractor and its subcontractors shall submit Affidavits of Wages Paid to the Department of Labor and Industries for certification. Final payment on the Contract shall be withheld until the City receives certification from the Department of Labor and Industries that prevailing wage requirement have been satisfied.

IV. CONTRACT BOND

The Contractor shall provide a Contract Bond, in a form acceptable to the City, for the faithful performance and payment of all its obligation under this Contract. The Contract Bond shall remain in effect for the repair and replacement of defective equipment, materials, and workmanship and payment of damages sustained by the City on account of any such defects, discovered within one (1) year after the Completion Date.

V. PERMITS AND TAXES

Contractor shall secure and pay for all permits, fees and licenses necessary for the performance of the Project Work. Contractor shall pay any and all applicable federal, state and municipal taxes, including sales taxes associated with performance of the Project Work.

VI. INDEMNIFICATION

Contractor shall defend, indemnify, and hold harmless the City, its elected officials, officers, employees, engineers, agents, and volunteers from and against all demands, claims, losses, injuries, damages, liabilities, suits, judgments, attorneys' fees and costs, and other expenses of any kind incurred by the City on account of, relating to, or arising out of Contractor's Work under this Contract, except to the extent such injuries or damages are caused by the negligence of the City.

VII. INSURANCE

- A. The Contractor shall procure and maintain for the duration of the Project Work, and for a period of three (3) years thereafter, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the Project Work by the Contractor, its agents, representatives, employees, or subcontractors.
- B. Contractor's maintenance of insurance as required by this Contract shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.
- C. Contractor shall maintain insurance of the types described below:
 - 1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.
 - 2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, , stop gap liability, independent contractors, products-completed operations, personal injury and advertising injury, an liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide the Aggregate Per Project Endorsement ISO form CG 25 03 11 85. There shall be no endorsement or modification of the Commercial General Liability insurance fort liability arising from explosion, collapse or underground property damage. The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy. The proof of insurance and identification of the City as an additional insured shall be provided on a form acceptable to the City.
- D. Contractor shall maintain the following minimum insurance limit:
 - 1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$1,000,000 general aggregate and a \$1,000,000 products-completed operations aggregate limit.

E. Insurance shall be placed with insurers acceptable to the City.

VIII. GENERAL PROVISIONS

A. Venue for any legal action arising out of the existence of this Contract shall be in Chelan County Superior Court. Except as specifically provided otherwise herein, in any legal action commenced by either party to this Contract, each party shall pay its own attorney's fees and costs, regardless of the outcome.

B. This Contract contains the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements or understandings between the parties with respect thereto. This Contract may be amended only by an agreement in writing signed by both parties.

C. The effective date of this Contract shall be the date the Contract is approved and signed by the City Mayor.

D. This Contract may be signed in counterparts, each of which shall be an original but all of which shall constitute one and the same document. Signatures transmitted by facsimile or PDF e-mail shall be deemed valid execution of this Contract, binding on the parties.


APPROVED the _____ day of _____, 2016 by the City of Cashmere, Washington.

(Jeff Gomes, Mayor)

Address:

City of Cashmere
101 Woodring Street
Cashmere, WA 98815
(509) 782-3513

APPROVED the 15th day of April, 2016 by the contractor.

DocuSigned by:

A984DDCC220E438...

(Signature)

Pamp Maiers, President

(print Name and Title)

Contractor, Address and Phone Number:

P.O. Box 939

Moses Lake, WA 98837

(509) 765-5757

Staff Summary

Date: April 25, 2016

To: Cashmere City Council
Mayor Gomes

From: Mark Botello

RE: Agreement with WSDOT for Striping City Streets

Please see attached Agreement between the City of Cashmere and WSDOT for the State to paint certain City streets. The estimated cost for this project is \$4,025.

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

Recommendation:

Staff recommends approval of the Agreement between the City of Cashmere and WSDOT for paint striping certain City streets and authorize Mayor Gomes to sign the Agreement.



<p>Maintenance Agreement</p> <p>Work by WSDOT for Other State, Federal, and Local Governmental Agencies (Total Cost of Agreement May Not Exceed \$50,000 Per Year)</p>	Agency and Billing Address	Agreement Number JB3017
	<p>CITY OF CASHMERE</p> <p>101 Woodring Street Cashmere, WA 98815-1034</p>	
	Contact Name/Phone #	Mark Botello / (509) 782-3513
	Federal Tax ID #	916001408 L
	<p>Estimated Costs</p> <p>\$4,025</p>	
<p>Description of Work</p> <p>Paint stripe City streets per the attached Exhibit "A" and the MUTCD.</p>		

This Agreement is made and entered into by and between the Washington State Department of Transportation, hereinafter the "WSDOT," and the above named governmental agency, hereinafter the "AGENCY,"

WHEREAS, the AGENCY has requested and the WSDOT has agreed to perform certain work as described above,

NOW THEREFORE, pursuant to chapter 39.34 RCW, IT IS HEREBY AGREED AS FOLLOWS:

1. GENERAL

- 1.1 The WSDOT agrees to perform the above described work, using state labor, equipment and materials, as requested by the AGENCY.
- 1.2 The AGENCY agrees, in consideration of the faithful performance of the above described work to be done by the WSDOT, to reimburse the WSDOT for the actual direct and related indirect costs of the work. Administrative Charges at current rate are considered part of indirect costs.

2. PAYMENT

- 2.1 The estimated cost of the work is stated above. The AGENCY agrees to set aside funds for payment to the WSDOT in this amount.

- 2.2 The AGENCY agrees to pay the WSDOT for the work done within thirty (30) days from receipt of a WSDOT invoice, which shall include documentation supporting the work done.
- 2.3 If the AGENCY is a county or city, the AGENCY agrees that if it does not make payment as provided under the terms of this Agreement, the AGENCY authorizes the WSDOT to withhold and use as payment Motor Vehicle Fund monies credited or to be credited to the AGENCY.
- 2.4 The AGENCY agrees further that if payment is not made to the WSDOT within thirty (30) days from receipt of WSDOT's invoice, the WSDOT may charge late fees and/or interest in accordance with Washington State Law.

3. INCREASE IN COST

3.1 The parties agree that the estimated cost of the work may be exceeded by up to 25%. In the event of such increased costs the parties agree to modify the estimated cost of work by written amendment, signed by both parties. WSDOT shall notify the AGENCY of increased costs as they become known.

4. RIGHT OF ENTRY

4.1 The AGENCY grants to the WSDOT a right of entry upon all land in which the AGENCY has interest for the purpose of accomplishing the work described above.

5. TERMINATION CLAUSE (Check the Appropriate Box Below)

- 5.1 This Agreement will automatically terminate five (5) years after date of execution. This Agreement may be terminated by either party upon thirty (30) days advanced written notice to the other party. In the event of termination, payment will be made by the AGENCY for work completed by the WSDOT as of the effective date of termination.
- 5.2 This Agreement will terminate upon completion of the work described herein.

6. DISPUTES AND VENUE

6.1 In the event that a dispute arises under this Agreement, it shall be resolved as follows: The WSDOT's Secretary of Transportation or designee and the AGENCY's head or designee shall review the applicable facts, contract terms, statutes and rules affecting the dispute to resolve the matter. If the parties cannot reach a resolution, the parties agree that any legal action to enforce any right or obligation under this Agreement may only be brought in Thurston County Superior Court. The venue specified in this section shall not apply to any federal agency that is a party to this Agreement.

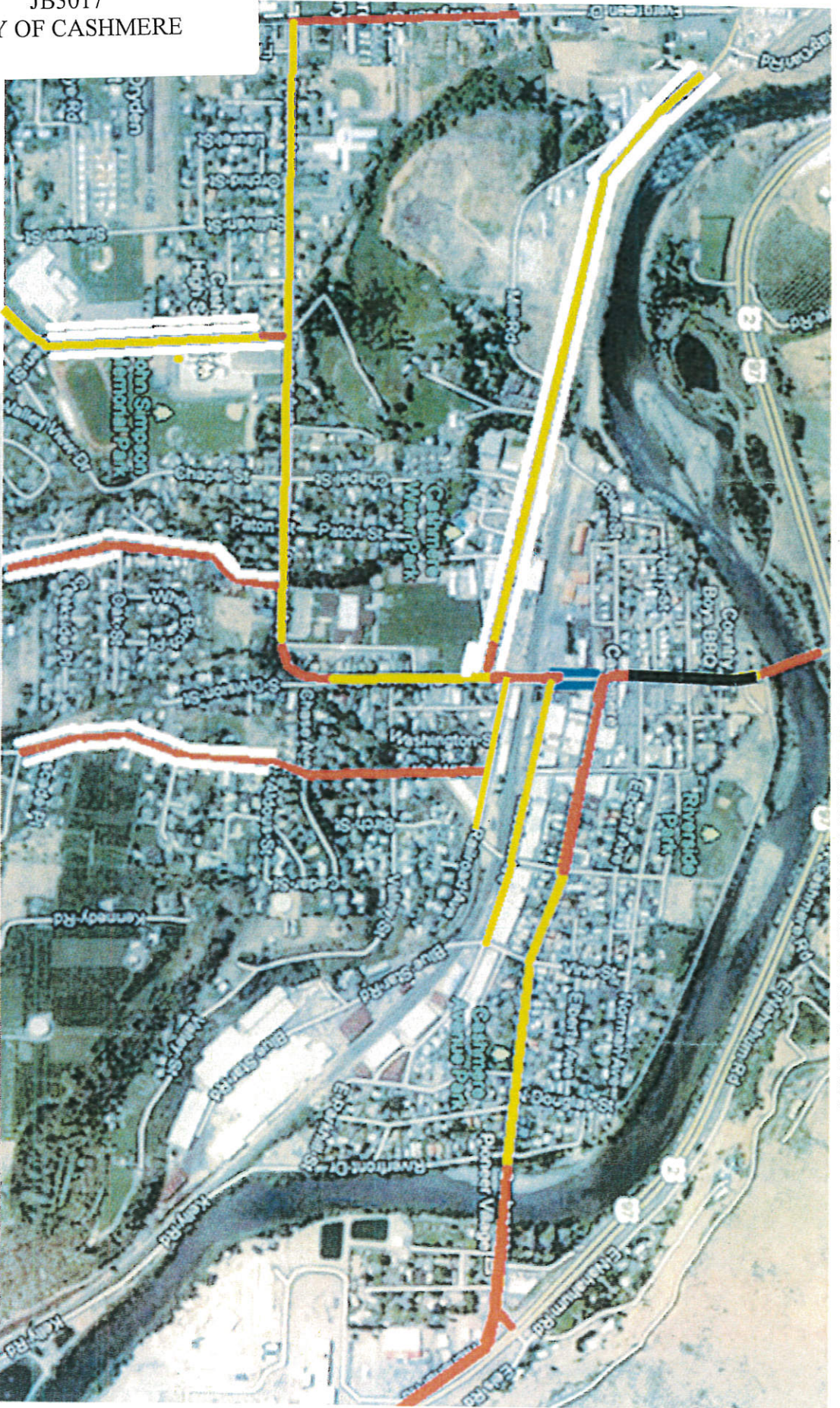
7. MODIFICATION

7.1 This Agreement may be amended by the mutual agreement of the parties. Such amendments or modification shall not be binding unless they are in writing and signed by persons authorized to bind each party.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year last written below.

REQUESTING AGENCY	WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
By:	By:
Printed:	Printed:
Title:	Title:
Date:	Date:

CITY OF CASHMERE 2016 STREET STRIPPING PLAN



	Single, Spaced Yellow	≈ 12,385
	Double, Solid Yellow	≈ 9,720
	Double, Solid & Spaced Yellow	≈ 250
	Single, Solid White	≈ 15,650

(A portion of Aplets Way, shown in black, is not to be striped, because it will be overlaid and striped later in 2016.)



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

April 6, 2016

BELLINGHAM
454 W Horton Rd
Bellingham, WA 98226

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

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

Sent via: US Mail and Email

**Subject: Amendment No. 1 to Task Authorization No. 15
Wastewater Continuing Services**

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

Dear Mr. Gomes:

GOLD HILL
13677 Highway 234
Gold Hill, OR 97525

Over the last eight (8) months, RH2 Engineering, Inc., (RH2) has provided the City of Cashmere (City) with on-call operational support for its Wastewater Treatment Plant (Plant). The budget for the original Task Authorization No. 15 is nearly expended as of March 31, 2016.

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

RH2 seeks to provide on-call services as needed for the next six (6) month period through an Amendment to Task Authorization No. 15. The original Task Authorization budget was projected over six (6) months. The budgeted amount ultimately allowed for eight (8) months of support. The average monthly billing rate was approximately \$5,200. RH2 has projected this rate over the upcoming six (6) month period for an Amendment total of \$31,200. We have enclosed a Scope of Work and Fee Estimate, as well as a billing review of the original Task.

SHERWOOD
18850 SW Parrett Mtn Rd
Sherwood, OR 97410

Over the next six (6) months, RH2 will provide:

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

- On-call and/or on-site support as requested by Plant staff to assist with operations;
- Periodic meetings to review operations and water quality data;
- Maintenance of the facility's supervisory control and data acquisition (SCADA) system;
- Trending for water quality and SCADA system data;
- Assistance in corresponding with major industrial dischargers;
- Support in seeking Washington State Department of Ecology funding for the final phase of the Plant construction and lagoon decommissioning.

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



Mr. Jeff Gomes, Mayor
April 6, 2016
Page 2

RH2 looks forward to providing continued support for the City of Cashmere. Please do not hesitate to contact me if you have any questions.

Sincerely,

RH2 ENGINEERING, INC.

A handwritten signature in black ink, appearing to read 'Eric T. Smith', written in a cursive style.

Eric T. Smith, P.E.
Project Engineer

ES/sp/js

Enclosures: Exhibit A – Scope of Work
 Exhibit B – Fee Estimate
 Exhibit C – Billing Review Sheet

cc: Mr. Chuck Zimmerman, Ogden, Murphy, Wallace, Attorneys at Law

EXHIBIT A
AMENDMENT NO. 1
TASK AUTHORIZATION NO. 15
CITY OF CASHMERE
GENERAL SERVICES 2011
WASTEWATER CONTINUING SERVICES
RH2 Project No. CA 211.038.15

BACKGROUND

RH2 Engineering, Inc., (RH2) has provided ongoing operational support for the City of Cashmere (City) Wastewater Treatment Plant (Plant) since August, 2015. This support was provided under Task Authorization No. 15 to the 2011 General Services contract. The original Task Authorization projected services for six (6) months; the budget has ultimately allowed for eight (8) months of support. This Amendment will provide for the next six (6) months of support based on the monthly billing rate for the original task authorization.

SCOPE OF WORK

Task 15.1 – Provide support services for the operation of the City’s Plant, and the operation of the sewer system. This service will be provided as needed and as requested by City staff. An estimate of the current support is based on average monthly billing rate of approximately \$5,200 per month for the original Task.

RH2 Deliverables:

Task 15.1 – On-call support of sewer operations on an as-needed basis.

Schedule

Task 15.1 – Ongoing, as needed.

Subconsultants

- Task 15.1 – None anticipated.

Fee for Services

The fee for services shall be on a time and expense basis in accordance with the Professional Services Agreement for 2011 General Engineering Services, dated March 14, 2011, that was fully executed between the City of Cashmere and RH2 Engineering, Inc. The revised Task Authorization total payable for work on this contract amendment is increased from \$42,684, to \$73,884, making a difference of \$31,200 and shall not exceed this amount without prior written authorization of the City. See the attached Fee Estimate shown in **Exhibit B**. The work to be completed between April 1, 2016 and September 31, 2016.

RH2 Engineering, Inc.

Authorization to Proceed – City of Cashmere

Rick Ballard

Rick Ballard - Director

Mr. Jeff Gomes - Mayor

DATE 4/6/2016

DATE

EXHIBIT B

City of Cashmere

Task Authorization No. 15 - Amendment No. 1

Wastewater Continuing Services

Estimate of Time and Expense

Description	Total Hours	Total Labor	Total Expense	Total Cost
Task 15.1 Wastewater Continuing Services				
15.11 On-call Support for Plant Operations	190	\$ 30,522	\$ 678	\$ 31,200

Total Task Authorization No. 15 - Amendment No. 1 Tasks	190	\$ 30,522	\$ 678	\$ 31,200
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EXHIBIT C

City of Cashmere

General Services - Wastewater Continuing Services

211.038.15.1501

Contract Status and Burn Rate

	Previously Billed												Total Billed	Amount Remaining	Monthly Burn Rate	Total Contract	
	Aug 2015	Sept 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	March 2016									
Original Contract*	\$7,114	\$7,114	\$7,114	\$7,114	\$7,114	\$7,114									\$7,114	\$42,684	
Billed to Date	\$687	\$3,695	\$4,486	\$6,696	\$4,872	\$5,746	\$6,090	\$9,224						\$41,496	\$1,188	\$5,187	

* Original contract was projected to be spent over 6 months