



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, SEPTEMBER 14, 2020 6:00 P.M., CITY HALL

DUE TO THE COVID-19 PANDEMIC AND THE GOVERNOR'S STAY AT HOME ORDER; CITY COUNCIL MEMBERS AND THE PUBLIC ARE REQUIRED TO CALL IN TO PARTICIPATE IN A PHONE CONFERENCE CITY COUNCIL MEETING. PLEASE CALL IN 5 MINUTES PRIOR TO MEETING.

PH# 1-(978)-990-5308 Access code: 4330749

AGENDA

CALL TO ORDER

ROLL CALL

ANNOUNCEMENTS

APPROVAL OF AGENDA

CONSENT AGENDA

1. Minutes of August 24, 2020 Regular Council Meeting by Telephone Conference
2. Payroll and Claims Packet Dated September 14, 2020

BUSINESS ITEMS

1. Public Hearing on the Six-Year Transportation Improvement Program (TIP)
2. Resolution 06-2020 approving the Six-Year TIP
3. 2021 Agreement for Emergency Services - Sergeant Sisson and Deputy Rich Magnussen
4. Ordinance No. 1293 amending City office hours
5. Feasibility Study for extending utilities on Sunset Highway
6. Railroad Avenue Water and Sewer Availability Study Scope of Service and Fee Schedule

PROGRESS REPORTS

EXECUTIVE SESSION

RCW 42.30.110 (1) (i) pending/potential litigation and RCW 42.30.140 (4) exemption.

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 AUGUST 24, 2020 AT CASHMERE CITY HALL – TELEPHONE CONFERENCE

OPENING

Mayor Jim Fletcher opened the regular City Council meeting via telephone conference at 6:00 p.m. at City Hall. City Clerk-Treasurer Kay Jones took minutes.

Mayor Fletcher announced that this meeting of the City Council is being conducted via a telephone conference call pursuant to Governor Inslee’s Proclamation No. 20-28. To provide some organization to this meeting because it is being conducted over the phone, I will be recognizing the councilmembers on each issue before the City Council, starting from my right to my left around the Council table. When it is a councilmember’s turn to speak, the councilmember may respond with “no comment” or “I agree with the previous comments” or with additional comments or questions.

As items appear on the agenda, motions will be sought first from Councilmember Erickson, and so on from right to left. Motions will be followed by a request from me for a second to the motion in the same order. I will ask the councilmembers for comments in the same order until all comments and questions on the agenda items have been made.

Now for the roll call of the councilmembers to document attendance. Please respond with an acknowledgment of your presence when your name is called.

ATTENDANCE

	<u>Present</u>	<u>Not Present</u>
Mayor:	Jim Fletcher	
Council:	Daniel Scott - phone Chris Carlson - phone Dave Erickson - phone Jayne Stephenson - phone Derrick Pratt - phone	
Staff:	Kay Jones, Clerk-Treasurer Steve Croci, Director of Operations	Chuck Zimmerman, City Attorney
Public:	Kirk Beckendorf, Cashmere Valley Record – phone	

ANNOUNCEMENTS AND INFORMATION

Mayor Fletcher reported that the City received the 2021 billing rates from the Chelan County Regional Justice Center. The Mayor has been in communication with the City of Wenatchee and the CCRJC. Discussion under progress reports.

The Mayor discussed the agenda; business items versus progress reports. He explained that the council minutes were not verbatim minutes, they were action minutes that record the action taken by the City Council on business items. Progress Reports is where the Mayor and staff keep the council informed and updated on City projects. Progress Reports is a place for discussion only, no action is taken to record in the minutes.

Councilor Pratt's concern was that if he or a member makes a statement or asks a question, it should be recorded in the minutes so when you look back you can see when that issue was discussed.

Councilor Carlson suggested that during Progress Report discussions, if there was a matter that a member wanted on the record, the member could request that it be included in the minutes.

APPROVAL OF AGENDA

MOVED by Councilor Carlson and seconded by Councilor Pratt to approve the agenda as submitted. Motion carried 5-0.

CONSENT AGENDA

Minutes of August 10, 2020 Regular Council Meeting by Telephone Conference

Payroll and Claims Packet Dated August 24, 2020

Claims Direct Pay and Check #40618 through #40643 totaling \$128,523.57

Manual Check #40615 through 40617 not needing prior approval

Reschedule a Public Hearing on the Six Year TIP for September 14, 2020 at 6:00 p.m.

MOVED by Councilor Pratt and seconded by Councilor Stephenson to approve the items on the Consent Agenda. Motion carried 5-0.

CHELAN COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

MOVED by Councilor Scott and seconded by Councilor Carlson to approve the Chelan County Comprehensive Emergency Management Plan. Motion carried 5-0.

2021 AGREEMENT FOR EMERGENCY SERVICES WITH CHELAN COUNTY

The 2021 Agreement for Emergency Services is an annual agreement with Chelan County. The annual cost is a per capital calculation, which is \$9,115.20 for 2021. The per capita cost is being reduced from \$2.93 to \$2.88 due to a shift in management to a non-commissioned staff director. The City Council has several questions regarding the Emergency Management budget and the services the City receives for the annual fee.

MOVED by Councilor Carlson and seconded by Councilor Pratt to table the 2021 Agreement for Emergency Services with Chelan County to a future meeting and invite Rich Magnussen, Emergency Management Specialist to a council meeting for information and to answer questions. Motion carried 5-0.

SELECTION OF CONTRACTOR FOR THE SOUTH DOUGLAS ST. OVERLAY PROJECT

The City requested bids to chip seal South Douglas Street and an alternate bid request to asphalt South Douglas Street. The City received one asphalt bid in the amount of \$30,500 from Central Washington Asphalt and the lowest bid for chip sealing was \$24,800 from A&W paving. Staff recommended the chip seal overlay since it was the lowest bid and the overlay is a temporary fix. The street will be repaved when the water and sewer lines are upgraded in a few years.

The consensus of the City Council was to select the asphalt overlay. The smooth surface of the asphalt was preferred over the chip seal and the cost of the asphalt was only \$5,700 more. The council believes the asphalt is a better product and will last longer.

MOVED by Councilor Scott and seconded by Councilor Carlson to approve the selection of Central Washington Asphalt as the contractor for the South Douglas Street project for \$30,500 for an asphalt overlay. Motion carried 5-0.

DISCUSSION ON CITY BUSINESS HOURS

Mayor Fletcher discussed City business hours with the Council. There are three different departments and only City office hours are set by ordinance. The Public Works department and the Water/Wastewater department can be changed administratively. The Mayor suggested amending the ordinance to authorize the Mayor to establish office hours as needed to serve the public.

PROGRESS REPORTS

Mayor Fletcher discussed the billing rates received from the Regional Justice Center using a new billing method. There is now a base fee calculated on the number of bookings, which is \$12,000 for Cashmere. Since there is now a base fee the daily bed rate has decreased from \$120.50 to 112.00. The annual cost for housing inmates for 2019 is \$34,171.96 and with the new billing method the annual cost for Cashmere is \$38,147.00.

The Mayor reported that the City of Wenatchee has informed the CCRJC that they disagree with the proposed billing method based on bookings and requested that the billing method be revisited. The City sent a similar letter. The concern is that the proposed "base fee" calculated on each customer's proportion of bookings, improperly shifts the burden of paying for the cost of incarcerating those persons charged with felonies to the Cities. We are still waiting for a response from the Justice Center.

Director Croci reported that the streetlight project on Perry Street has been completed and all that remains is patching the street. The next two streetlight repair projects will be on the 300 block of Chapel Street and the 200 block of Elberta Street.

The Director reported that he is working with Chelan County and the Department of Ecology on a permit and a possible grant to remove a transformer from the gravel bar in the river.

Director Croci updated the Council on the status of the projects with RH2 Engineering and Pace Engineering.

ADJOURNMENT

Mayor Fletcher adjourned the meeting at 7:18 p.m.

James Fletcher, Mayor

Attest:

Kay Jones, City Clerk-Treasurer

RESOLUTION NO 06-2020

WHEREAS, pursuant to the requirements of RCW 35.77.010, laws of the State of Washington, the City of Cashmere has prepared a revised and extended Six-Year Transportation Improvement Program for the ensuing six calendar years, 2021 through 2026, and

WHEREAS, pursuant further to said law, the City Council of the City of Cashmere, being a legislative body of said city, did hold a public hearing on said Six-Year Transportation Improvement Program at 6:00 p.m. at the Cashmere City Hall on the 14th day of September, 2020, and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Cashmere that the revised and extended Six-Year Transportation Improvement Program for the ensuing six calendar years, 2021 through 2026, in the form attached hereto and incorporated herein, be and the same is hereby adopted; and

BE IT FURTHER RESOLVED that a copy of said revised and extended Six-Year Transportation Improvement Program for the ensuing six calendar years, 2021 through 2026, together with a copy of this resolution, be filed with the Secretary of the Department of Transportation of the State of Washington.

Passed by the City Council of the City of Cashmere this 14th day of September 2020.

CITY OF CASHMERE

By: _____
James Fletcher, Mayor

Attest:

By: _____
Kay Jones, City Clerk-Treasurer

Six Year Transportation Improvement Program

From 2021 to 2026
 Hearing Date: 9/14/2020 Adoption Date: 9/14/2020
 Amend Date: Resolution: 06 2020

Agency: Cashmere
 Co. No.: 04
 City No.: 0165
 County Name: Chelan Co.
 MPO/RTPO: CDTC

Functional Class	Priority Number	Project Identification A. PIN/Federal Aid No. B. Bridge No. C. Project Title D. Street/Road Name or Number E. Beginning MP or Road - Ending MP or Road F. Describe Work to be Done	Improvement Type(s)	Status	Total Length	Utility Codes	Project Costs in Thousands of Dollars						Expenditure Schedule (Local Agency)				Federally Funded Projects Only Required Date (MM/YY)						
							Phase	Project Phase (mm/dd/yyyy)	Federal Fund Code	Federal Fund Cost by Phase	State Fund Code	State Funds	Local Funds	Total Funds	1st	2nd		3rd	4th	5th	6th	Fund Type	
09	04	Cottage Ave pavement preservation Cottage Ave Highway 2/97 From: Resurface roadway To: Applts	47	2027	0.8	C	9	ALL	P	10	11	12	13	14	15	16	17	18	19	20	21	No	
09	09	Angier Street Bridge Angier St Bridge End From: Replace Angier Street Bridge To: Bridge End	05	2028	0.16	C		ALL	P													No	
09	08	Pioneer Ave. pavement preservation Whitner Ave. Division Street From: Resurface roadway To: Evergreen Road	47	2029	0.8	C		ALL	P													No	
00	00	From: 0 0 To: 0	00	0	0			1/1/0000															
Totals							0	1/1/0000															
Totals							239	2652	239	7055													

2021 AGREEMENT FOR EMERGENCY SERVICES

This Agreement entered into this _____ day of _____, 2020, by and between the CITY OF CASHMERE, hereafter referred to as the Contractee, and CHELAN COUNTY DEPARTMENT OF EMERGENCY MANAGEMENT, hereafter referred to as CHELAN COUNTY.

I. Purpose

Contractee understands and agrees that Chelan County will provide services to Contractee to develop a comprehensive emergency management plan and program and other emergency operational functions herein described, and as required in Ch. 38.52 RCW.

II. Services to be Provided

Chelan County shall provide the necessary equipment and personnel to establish operational plans and programs in cooperation with the Contractee as follows:

1. To provide for continuing compliance with Ch. 38.52 RCW.
2. To provide an Emergency Services organization and coordinate the operational and support activities for periods before, during and after an emergency and or disaster.
3. To coordinate local Emergency Services planning with the Federal Government, the State of Washington, neighboring counties, military organizations and other support agencies.
4. To provide for the effective utilization of resources within, or from outside Contractee to minimize the effects of disaster and to request assistance, as needed, through established emergency services channels.
5. To recruit, register and identify personnel and provide for compensation coverage for volunteers who suffer injury or equipment loss as a result of emergency services duty.
6. To provide emergency and disaster control assistance and coordination either on-scene or through the emergency operations center.
7. To develop a system for warning the general public of Contractee and to provide for information and guidance to the general public.
8. To provide, on request, support for emergency operations, such as, hazardous material incidents, major fires and other disasters.
9. To perform normal office procedures, correspondence and inventories.
10. To coordinate with elected and appointed officials in Contractee.
11. To provide for communications systems capable of meeting emergency operational requirements either on-scene or at the emergency operations center.

III. Response to Emergencies

Chelan County shall respond to Contractee emergencies, upon request; from the Mayor or his designee.

IV. Coordination with Contractee's Officials

The Mayor or his designee shall serve as liaison and consultant for operational functions between Chelan County and Contractee in performance of the contract. All financial commitments and contract agreements shall be approved by the city council of Cashmere and the Board of Chelan County Commissioners.

V. Annual Program

Chelan County and Contractee shall develop an annual program and activity schedule which outlines the basic projects and responsibilities each entity has agreed to accomplish during a given time period.

VI. Hold Harmless

Each party shall be legally responsible for the actions of their individual employees and each party shall be solely responsible for meeting all statutory responsibilities of their jurisdiction; provided Contractee agrees to indemnify, defend and hold harmless Chelan County from any legal action arising out of Chelan County's assumption of statutory responsibilities for Contractee by virtue of this contract, unless caused by Chelan County's negligence or breach of this agreement.

Chelan County agrees to indemnify, defend and hold harmless the Contractee from action arising out of Chelan County's negligence or breach of this agreement. Contractee agrees to indemnify, defend and hold harmless Chelan County from action arising out of Contractee's negligence or breach of this agreement.

VII. Cost Basis for Services

On an annual basis, Chelan County will establish the total cost of county Emergency Management Services provided in the year. Utilizing the estimated populations of cities, counties, and towns population data from the State of Washington Office of Financial Management Forecasting Division, (www.ofm.wa.gov), per capita costs of Emergency Management Services costs will be established. This per capita cost of services will be used as the basis for establishing payments for services.

VIII. Payment for Services

Contractee shall pay to Chelan County the sum of nine thousand one hundred fifteen dollars and twenty cents (\$9115.20) for services to be provided during the period from January 1 to December 31, 2021, payable in four equal installments of two thousand two hundred seventy-eight dollars and eighty cents (\$2278.80), due at the end of the first month of each calendar quarter.

IX. Term

This contract expires at midnight, December 31, 2021. Both parties agree to renegotiate this contract for continuation of services, unless terminated by either party by giving written notice to the other party 120 days prior to the expiration date of this contract.

X. Administration

No new or separate legal or administrative entity is created by this agreement and no real or personal property will be acquired pursuant to this agreement. This agreement will be administered by the participating jurisdictions.

XI. Nondiscrimination

There shall be no discrimination against any employee who is paid by funds through this agreement or against any applicant for such employment because of race, color, religion, handicap, marital status, political affiliation, sex, age, or national origin. This provision shall include, but not be limited, to the following: employment, upgrading, demotion, transfer, recruitment, advertising, lay-off or termination, rates of pay, or other forms of compensation, and selection for training.

XII. Amendments

This agreement may only be modified by a written agreement signed by the parties' legislative authorities.

XIII. Waiver

The failure of a party to insist upon strict adherence to or performance of any provision of this agreement on any occasion shall not be considered a waiver nor shall it deprive that party of the right thereafter to enforce performance of or adherence to that provision or any other provision of this agreement.

XIV. Governing Law

This agreement shall be construed under Washington law.

XV. Severability

If any term, provision, or condition of this agreement should be held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of this agreement shall continue in full force and effect and shall in no way be affected, impaired or invalidated thereby.

XVI. Recording

This agreement shall be filed with the county auditor or, alternatively, listed by subject on the parties' public websites or other electronically retrievable public source.

IN WITNESS THEREOF; Chelan County and Contractee have executed this agreement as of the date and year written below.

DATED at Wenatchee, Washington this _____ day of _____, 2020.

BOARD OF CHELAN COUNTY COMMISSIONERS

DOUG ENGLAND, CHAIRMAN

KEVIN OVERBAY, COMMISSIONER

BOB BUGERT, COMMISSIONER

ATTEST: CARLYE BAITY

Clerk of the Board

CITY OF CASHMERE MAYOR:

JIM FLETCHER

ATTEST: _____
City Clerk

DIRECTOR CHELAN COUNTY EMERGENCY MANAGEMENT:

SHERIFF BRIAN BURNETT

2021 Emergency Services Agreement Breakdown

EXPENSES:

Program Specialist II (Sgt. Salary Jan-April)	Sisson, Kent	\$	93,958
Program Specialist	Hogan, Diana	\$	48,978
EM Director	Magnussen, Rich	\$	81,491
Program Specialist	Smoke, Stan	\$	32,276
Supplemental Pay		\$	2,250
Extra Help-Helicopter Pilots/Mechanic		\$	18,000
Overtime		\$	25,000
Holiday Pay		\$	2,000
Education Pay Incentive		\$	1,300
Social Security		\$	19,332
Retirement		\$	32,499
Medical-Dental-Life		\$	66,250
Labor & Industries		\$	4,489
Unemployment Compensation		\$	506
Clothing Allowance		\$	1,700
WA Family Pai Leave Premium		\$	466
Operating Supplies		\$	2,833
Small Tools & Minor Equipment		\$	1,000
Computers/Supplies		\$	2,561
Travel		\$	8,686
Operating Rentals & Leases		\$	17,263
Repairs/Maintenance		\$	15,064
Helicopter Maintenance		\$	15,600
Miscellaneous		\$	60
Education/Registration		\$	9,100
Total Expenses		\$	502,662
Less Grant Funding-EMA grant		\$	43,357
Total		\$	459,305

			2020 Cost
Populations: (2020 per OFM)	All of Chelan County	79660	
	Cashmere	3165	\$ 9,115.20
	Chelan	4355	\$ 12,542.40
	Entiat	1290	\$ 3,715.20
	Leavenworth	2080	\$ 5,990.40
	Wenatchee	35140	\$101,203.20

Per Capita Cost:	Budget costs	\$	459,305
	Divided by pop.		79660
		\$	5.77
	50% disc	\$	2.88

Staff Summary

Date: 9/10/2020
To: City Council
From: Jim Fletcher, Mayor
RE: Ordinance No. 1293 Amending City Office Hours

In 1995 the City Council adopted Ordinance No. 846 establishing office hours for city hall from 9:00 A.M. until 5:00 P.M. Monday through Friday, except holidays. This ordinance does not allow flexibility in adjusting office hours to reflect changes in customer service, staff training, or special community circumstances.

As a result of the COVID closure most residents now pay utility bills electronically or with the drop box. Customer service inquiries are handled by phone, email or by appointment. Future customer services may require city customer services to adjust to meet community interests.

Ability to adjust office hours to facilitate all staff training and development. More training is offered via webinars opening the opportunity to train all city staff at one session.

Standard and consistent office business hours will be the normal operating schedule for customer services.

Staff Recommendation:

Move to approve Ordinance No. 1293 authorizing the Mayor to adjust City office hours.

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CASHMERE,
WASHINGTON, AMENDING SECTION 2.02.010 OF THE CASHMERE MUNICIPAL
CODE; AMENDING CITY OFFICE HOURS.**

WHEREAS, in the process of reviewing City ordinances, the Mayor and City staff discovered the City has by ordinance established specific City office hours; and

WHEREAS, the Mayor and City staff recommend that specific City office hours be removed from the City Code and a more flexible provision be placed in the City Code; and

WHEREAS, City Council has reviewed the recommendation of the Mayor and City staff and concurs that this recommendation is in the best interest of the citizens of the City of Cashmere; now, therefore,

THE CITY COUNCIL OF THE CITY OF CASHMERE, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. Section 2.02.010 of the Cashmere Municipal Code is hereby amended to read as follows:

2.02.010 **Established.**

The City offices shall be open at such times as are established from time to time by the City Mayor.

Section 2. This Ordinance shall take effect and be in full force five (5) days after this Ordinance or a summary thereof consisting of the title is published.

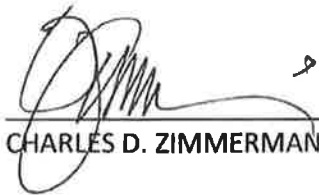
APPROVED:

MAYOR JAMES FLETCHER

ATTEST/AUTHENTICATED:

KAY JONES, CITY CLERK/TREASURER

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY



CHARLES D. ZIMMERMAN

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.:

8/28/2020

Staff Summary

Date: 9/9/2020
To: City Council
From: Steve Croci, Director of Operations
RE: Sunset Highway Water Sewer Feasibility Study

Provided is the Sunset Highway Water and Sewer Feasibility Study completed by PACE Engineering. Sewer extension is feasible and water extension is not feasible due to insufficient fire flow. An additional reservoir would be needed in the Flowery Divide Road area to achieve adequate fire flow. Extending utilities needs to be discussed, questions to address include:

- Should just sewer be extended?
- How far should utility extensions reach, Sunset Highway, Goodwin Road, and/or adjacent neighborhood?
- Should the City fund the design work now and seek grant funding for construction?
- What if grant funding is not acquired in time to coordinate with roadway construction?
- If no outside funding is acquired should the City fund all of the utility extension?
- Can utilities and roadway be designed to accommodate utility extensions in the future and not impact the new roadway improvements?
- Should utility extensions be designed as a shelf ready project?
- Could a "late comers' agreement" be developed for those who eventually connect to the system?
- Should a Local Improvement District be formed to pay for the line extensions?

Staff Recommendation:

MOVE to proceed with designs for sewer line extension on Sunset Highway and Goodwin Road, and seek funding from outside sources for construction.

conveyance system. These aspects will need to be determined as part of the project.

Figure 6-7: CIP Project #1 – Site of Potential ISSSP Pump



ENGINEERING REPORT

Sunset Highway Water and Sewer Feasibility Study

Prepared For:



City of Cashmere
101 Woodring St
Cashmere, WA 98815

August 2020



Sunset Highway Water and Sewer Feasibility Study

City of Cashmere
101 Woodring St
Cashmere, WA 98815
Telephone: 509.782.3513

Mayor
Jim Fletcher

PUBLIC WORKS DIRECTOR
Steve Croci



PACE Engineers, Inc.
11255 Kirkland Way, Suite 300
Kirkland, Washington 98033-3417
PACE Project No. 20451



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PROJECT CERTIFICATION

The technical material and data contained in this report was prepared by PACE Engineers, Inc., under the supervision of the below listed individual. The responsible staff member who is a registered professional engineer is licensed in the State of Washington.



2020.09.10 06:57:48-07'00'
Robin Nelson, P.E.

PACE Engineers, Inc.
11255 Kirkland Way, Suite 300
Kirkland, Washington 98033-3417
Phone: 425.827.2014
www.paceengrs.com

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1. STUDY AREA

Purpose for Study

The City approached Chelan County Public Works to discuss pending roadway improvements along Goodwin Road and possible further improvements along Sunset Highway from Goodwin Road to the recent improvements associated with Port of Chelan property. The City's goal was to coordinate a possible extension of water and sewer utilities within the proposed roadway improvement limits. These proposed improvements would extend public utilities beyond the City limits to an unsewered area lying within the City's UGA (urban growth area). The purpose of this study is to determine water and sewer feasibility so that utility extensions can be coordinated with the Chelan County road improvements project.

Resources used to prepare this study are as follows:

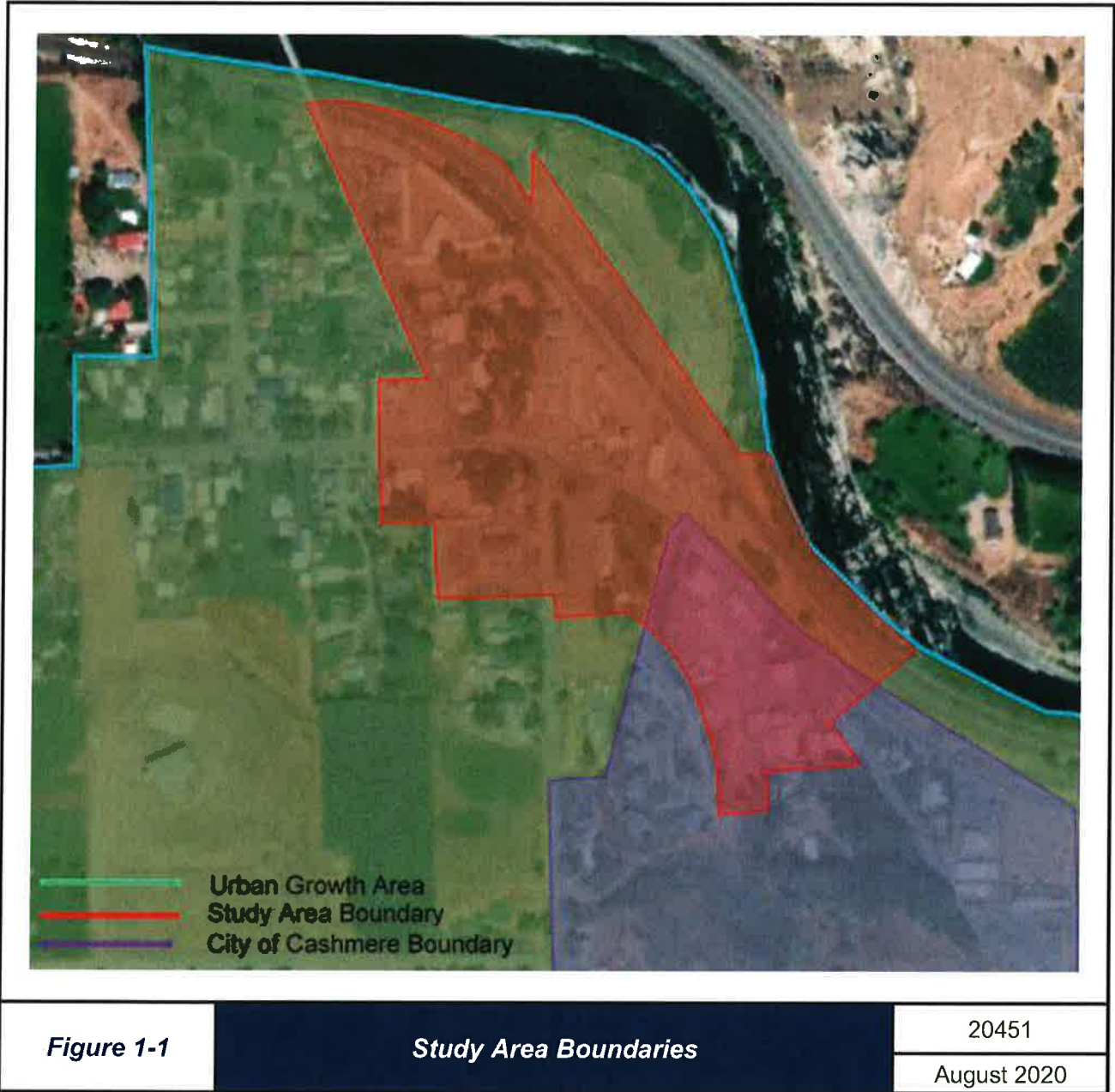
- ◆ City of Cashmere Water System Plan, 2019
- ◆ City of Cashmere General Sewer Plan, 2009
- ◆ City of Cashmere and Port of Chelan County Sunset Highway Roadway Improvements As-Built Drawings, 2010
- ◆ City of Cashmere GIS
- ◆ Chelan County GIS

Study Area Boundaries

The study area lies outside of the City of Cashmere limits in the northwest corner of the UGA. Figure 1-1 shows the study area and UGA boundary in relation to city limits. This UGA is designed to accommodate for the City's projected population growth while conserving public resources.

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Service Outside City Limits

In accordance with CMC (Cashmere Municipal Code) 13.10.2020, water connections outside city limits are prohibited. However, the following exceptions do apply:

- A. No new water lines and no new water service connections nor water utility services shall be allowed, approved, or extended outside the city limits of Cashmere, Washington, unless approved by the Cashmere city council after receipt of documentation acceptable to the city confirms that either (1), sufficient additional water rights have been or will be transferred to the city to serve and support all potential uses of the real property to which the water service is to be connected, or (2), payment has been or will be made to the city to enable the city to purchase sufficient additional water rights to serve and support all potential uses of the real property to which the water service is to be connected, all as provided in CMC 13.10.025.
- B. The rates for water utility services furnished to property located outside the city limits of Cashmere, Washington, shall apply to services and connections until such time as the property is annexed to the city.
- C. Water utility services shall not be provided to any property that is not connected to the city of Cashmere wastewater utility service. (Ord. 1226 § 1, 2014; Ord. 1211 § 2, 2013; Ord. 1101 § 1, 2007; Ord. 945 § 35, 1999).

Service to the Study Area

Utilities can be extended beyond city limits with permission from the Cashmere City council.

Study Area Characteristics

The study area is comprised mostly of single-family residential dwellings and commercial businesses. Figure 1-2 depicts the zoning designation of the study area and the location of adjacent City water and sewer services. Table 1.1 summarizes land uses within the study area. Because of the area's proximity to Highway 2, this region is likely to see significant development in the future.

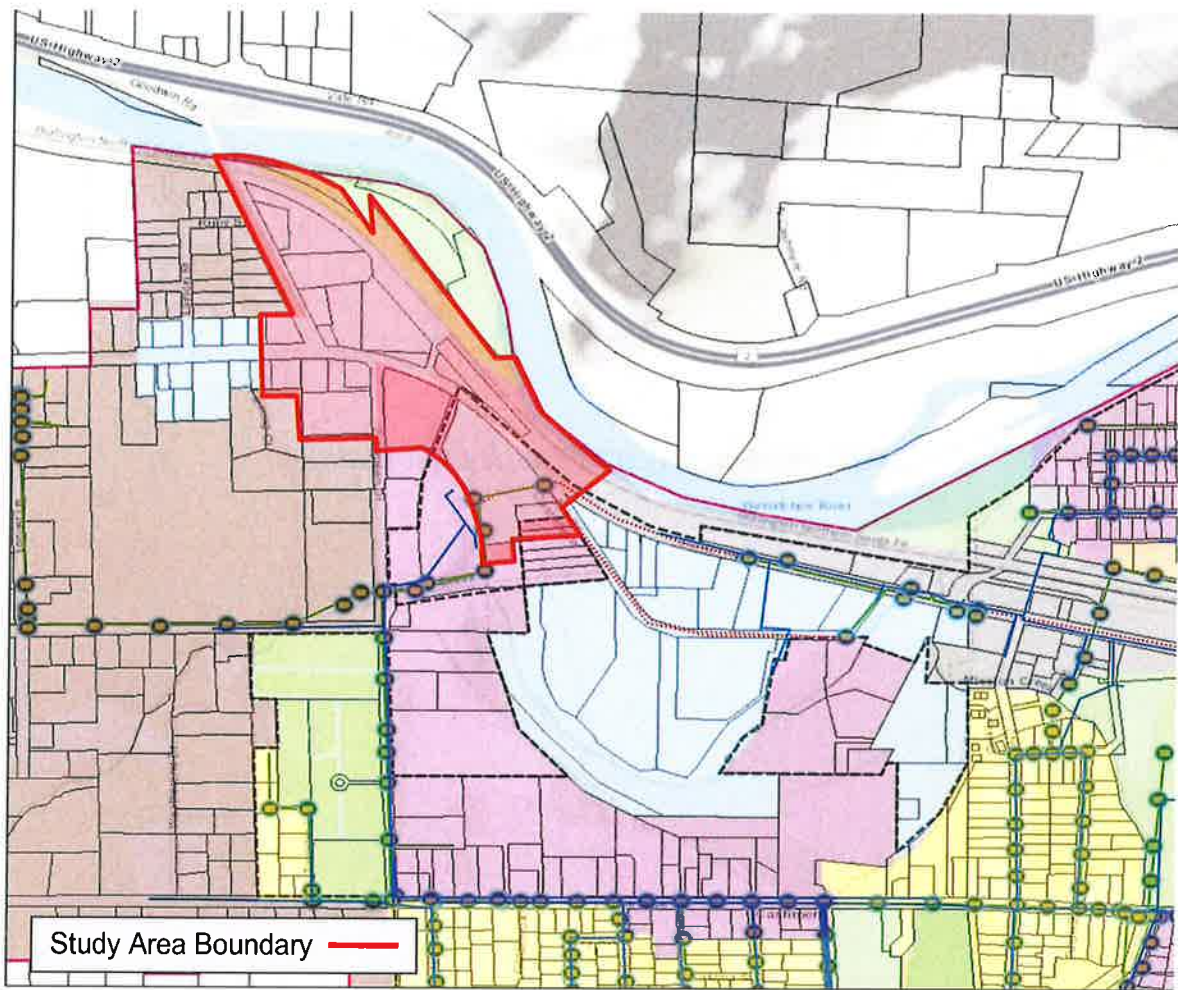
City Zoning

The study area consists of suburban residential, multi-family, and mixed commercial and residential zones. Commercial businesses include three automotive shops, a bike shop, a tire supply shop, and a restaurant. The area has potential for suburban residential growth. The location provides convenient access to Highway 2 which many residents use to commute to Wenatchee. This growth would likely come from eventually expanding the UGA westward into what is currently farmland. Figure 1-2 shows the

current zoning designation. Table 1.1 provides parcel numbers, parcel area and zoning designations¹.

¹ Chelan County GIS





Study Area Boundary ———

- Public
- Suburban Residential
- Single Family
- Multi Family
- Mixed Commercial- Lt Industrial
- Airport Residential
- Downtown Business
- Warehouse Industrial

Figure 1-2

Zoning Designation

20451

August 2020

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Table 1-1: Parcel Area and Zoning Designations		
Parcel Number	Area (Acres)	Zoning Designation
241932938030	1.59	Suburban Residential
241932938025	0.21	Suburban Residential
241932938020	0.21	Suburban Residential
241932938010	0.25	Suburban Residential
241932938035	0.30	Suburban Residential
241932938040	0.28	Suburban Residential
241932938045	0.28	Suburban Residential
241932938050	0.18	Suburban Residential
241932938060	0.37	Suburban Residential
241932340250	1.84	Suburban Residential
241932938155	0.20	Suburban Residential
241932938162	0.20	Suburban Residential
241932938160	0.20	Suburban Residential
241932340500	0.47	Suburban Residential
241932340510	0.55	Suburban Residential
241932938165	0.30	Mixed Commercial and Lt. Industrial
241932938175	0.30	Mixed Commercial and Lt. Industrial
241932938080	0.40	Suburban Residential
241932938065	0.18	Suburban Residential
241932938070	0.24	Suburban Residential
241932938095	0.52	Suburban Residential
241932938075	0.18	Suburban Residential
241932938100	0.29	Suburban Residential
241932938103	0.29	Suburban Residential
241932938105	0.26	Suburban Residential
241932938115	0.29	Suburban Residential
241932938113	0.41	Suburban Residential
241932938120	0.41	Mixed Commercial and Lt. Industrial
241932938130	0.36	Mixed Commercial and Lt. Industrial
241932938140	0.24	Mixed Commercial and Lt. Industrial
241932938150	0.44	Mixed Commercial and Lt. Industrial

2. SEWER FEASIBILITY

Existing Sewer System

Figure 2-1 depicts the existing sewer system within the City limits that would receive future sewer flows from the study area. The existing sewer system currently receives flows from all of Basin I which is listed in Figure 2-2 (Figure 6-2 from the City of Cashmere General Sewer Plan). The West Cashmere Lift Station receives gravity sewer flows from the Basin I and pumps these flows to the gravity sewers located in Basin D. Table 4-3, on page 4-6 of the General Sewer Plan, estimates the current average daily flow from Basin I as 13 gpm and the peak flow at 52 gpm. However, the 2030 projected flow rates for average daily flow of 122 gpm and a peak flow of 488 gpm.

As shown in Figure 2-1, the City's sewer system is currently confined to within the City limits for Basin I. However, the flow projections for Basin I does include the study area for this report.

West Cashmere Lift Station

Gravity sewers in Mill Road, Kimber Road, and Evergreen Drive convey sewer flows to the West Cashmere Lift Station. The flow is then pumped approximately 3,800 feet along Sunset Highway through 8-inch PVC force main. At Division Street, the sewage is discharged into a 12-inch concrete gravity line. The lift station contains two submersible pumps capable of 420 gpm each.

Sunset Highway and Goodwin Road Sewer Extension

Gravity sewers would be extended from the existing gravity sewer near the intersection of Sunset Highway and Mill Road. The gravity sewer would extend approximately 2,100 feet north and west along Sunset Highway then north along Goodwin Road ending prior the bridge crossing the Wenatchee River. Figure 2-3 depicts the proposed gravity sewer to serve the study area.

The existing grade along Sunset Highway and Goodwin Road slopes gently to the north and east toward the Wenatchee River. These gentle grades allow for convenient gravity sewer availability. The proposed sewer line route provides an average slope of 3.7% and max slope of 14.4%. The max depth is approximately 14 feet. Manholes will be placed at 300-foot intervals in compliance with City code. Once utility improvements are made along Goodwin Road, sewers will eventually be extended to the neighborhood lying west of Goodwin Road. The additional extension is not part of our primary study, but only serves to demonstrate the probable future outcome. This area was also included in Basin I flow projections.

Study Area Flow Calculations

The study area is projected to produce an average daily sewer discharge of approximately 12,900 gpd. The existing sewer system in the area has an average daily flow of approximately 19,100 gpd or 13 gpm. Conservative inflow and infiltration estimates amount to roughly 27,000 gpd or approximately 19 gpm. This results in a study area peak flow rate of 142,600 gpd or approximately 99 gpm.

The proposed 8-inch PVC gravity sewer capacity far exceeds the estimated average daily and peak flow estimates from the study area. The design of the proposed gravity sewer would follow Ecology Design Criteria for Sewage Works, current edition. For more information see Appendix A.

Future Sewer Extension

Once residents along Goodwin Road receive sewer utilities from the City, residents in the community to the west are likely to be included shortly afterward. Approximately 30 homes exist in that community. The current topography allows for convenient and economical excavation and installation. Sewer from the intersection of Goodwin Road and Ruby Street would flow south and east to tie back into the Sunset Highway extension. The additional extension path is shown in Figure 2-4.

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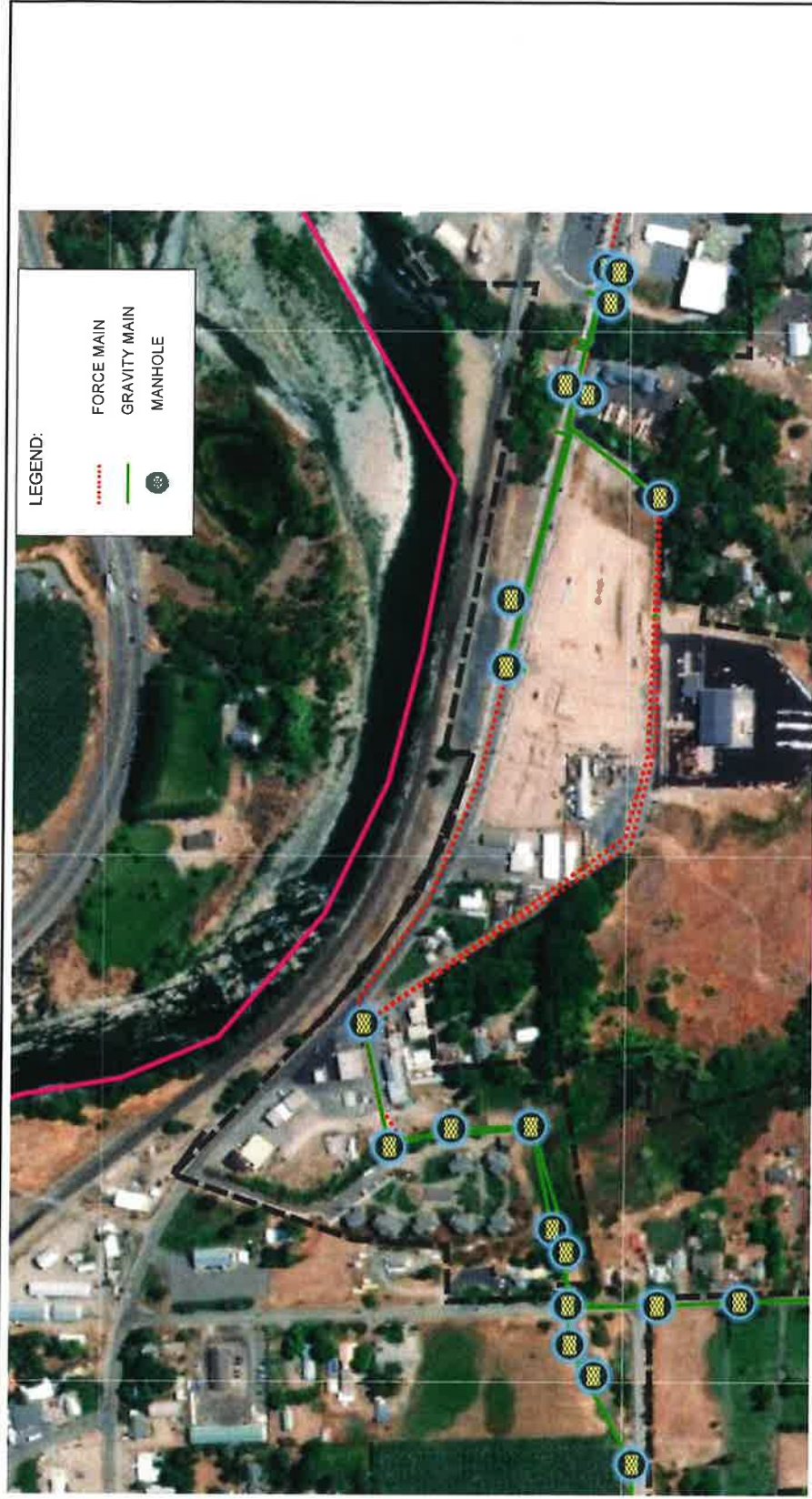


Figure 2-1

Study Area Sewer Collection Plan

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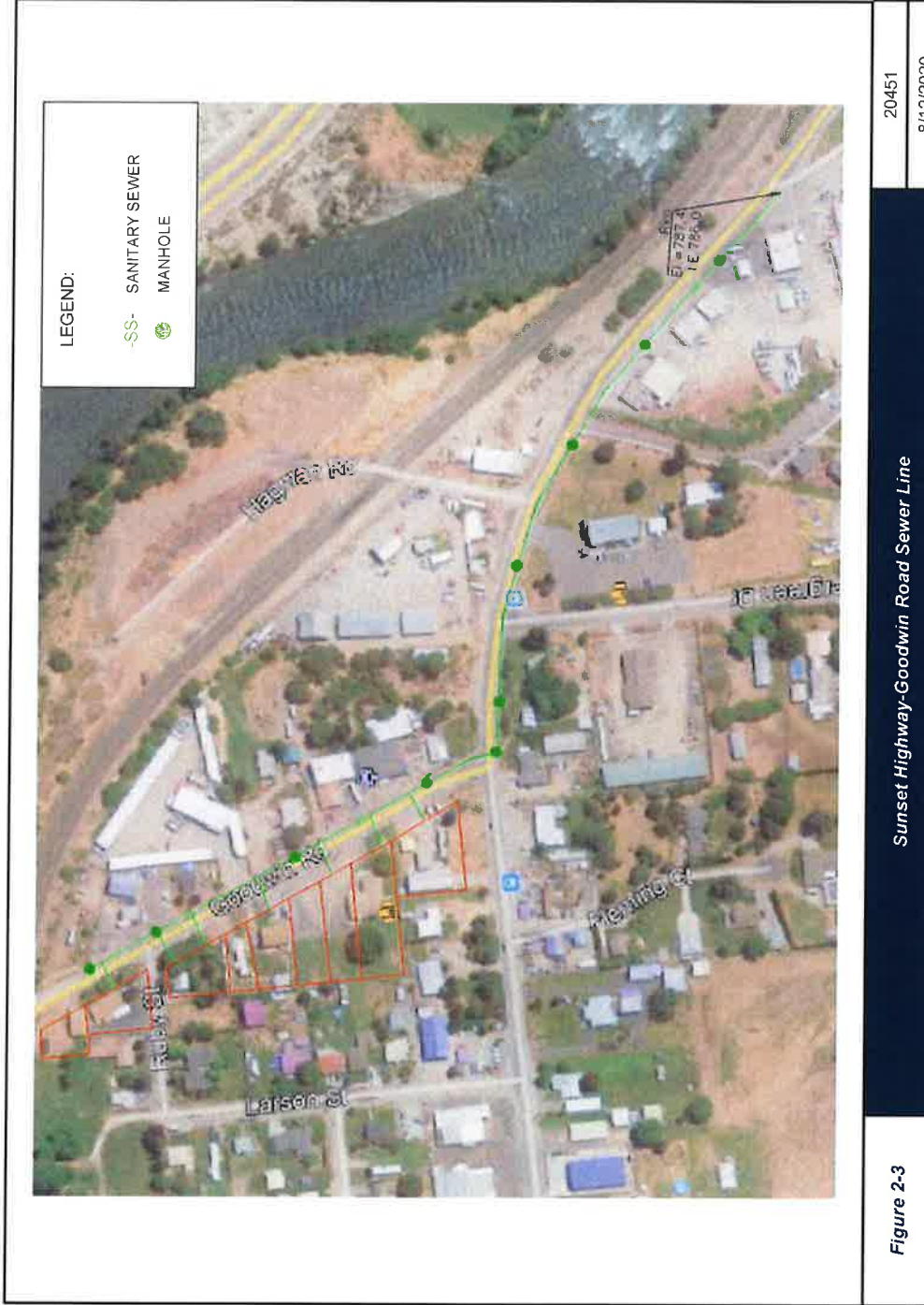
August 2020

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3. WATER AVAILABILITY

Domestic water is currently provided to the study area either by the WCWUA (West Cashmere Water Users Association, Inc.) or on-site wells. Commercial and light industrial buildings also rely on private, on-site wells. See Figure 3-1 for locations of several privately owned wells.

West Cashmere Water Users

Most drinking water supplied to the study area comes from the WCWUA. Their well, drilled in 1980, is located close to the northeast border of the water system boundary shown in Figure 3-1. This private water system has 33 total approved connections with a residential population of 63 people. The well has a pipe diameter of 10 inches which draws water from approximately 82 feet to achieve a maximum flow rate of 50 gpm. Water to the area is also provided by a few private wells shown in Figure 3-1.

City of Cashmere Water Availability

The City does not serve this study area from their water system. The nearest City owned water main is located in Sunset Highway terminating at the Port of Chelan improvement area². The extension north to the study area border would add approximately 2,800 feet of 16-inch DI (ductile iron) pipe. See Figure 3-2 for proposed water main route.

Water to the area will be supplied by a system that includes the Water Treatment Plant, Sherman Reservoir, Kennedy Reservoir, Well No. 10, and Well No. 4. Pressure in Zone 895 will remain the same regardless of source water.

Fire Flow

The minimum required residential fire flow is 20 psi. As Figure 3-3 shows, most test locations near the study area fail to meet this requirement. The City has discussed implementing several capital improvements projects to help meet the needed fire flow. The most promising is the construction of a new storage reservoir. The reservoir would provide the 895 Zone with approximately 1.0 MG of stored water. The overflow elevation would be 879 feet. Refer to Figure 8.1 and CIP F3 in the City's Water System Plan for more details.

Given the water distribution limitations for adequate fire flow this study will not pursue this option further.

² City of Cashmere As-Built Drawings, Page 12

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-  Private Water System Boundary
-  Approximate Private Well Locations
-  Approximate West Cashmere Water Users, Inc. Well Location

Figure 3-1

Adjacent Water Systems

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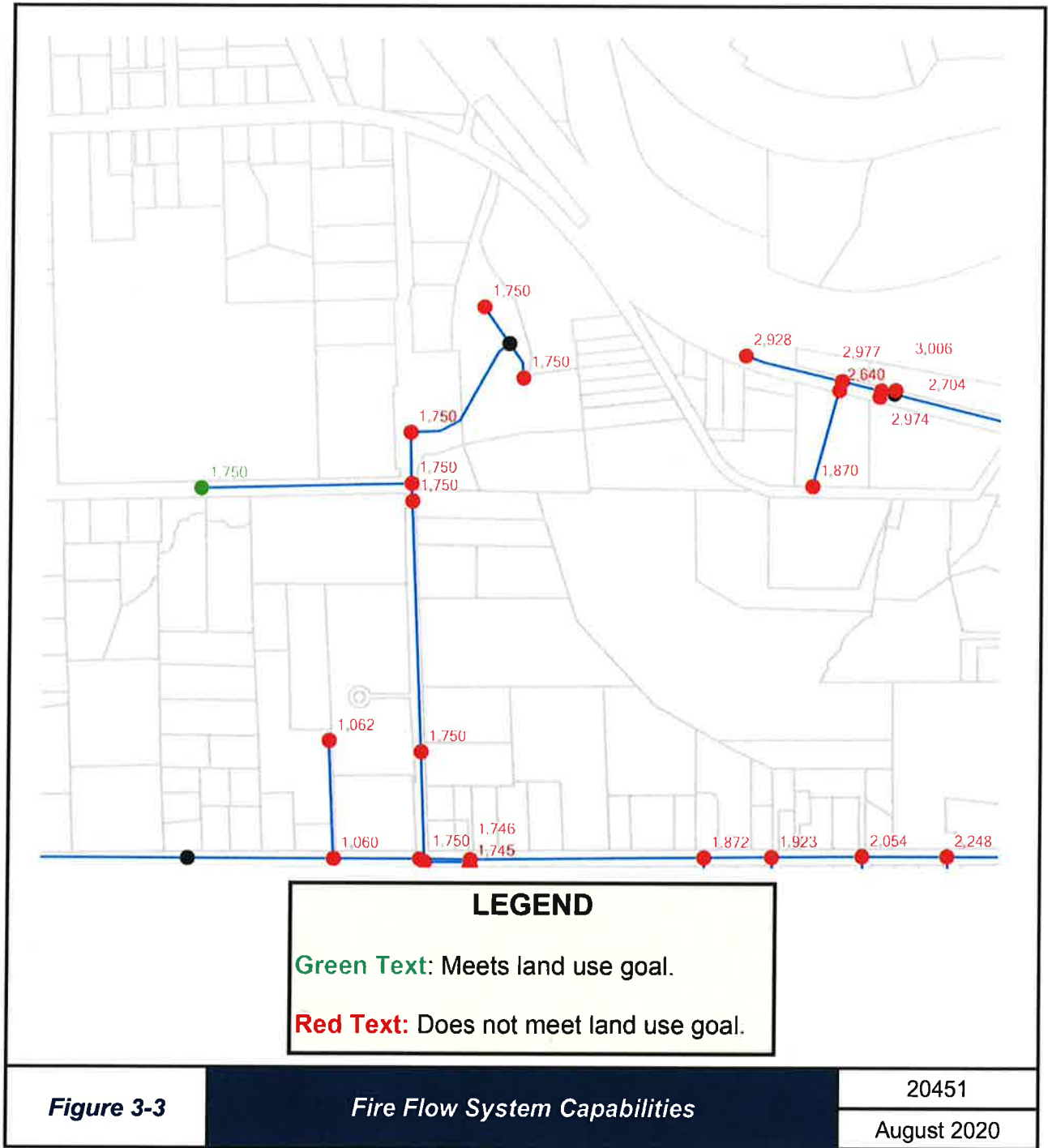
8/12/2020

Proposed Sunset Highway-Goodwin Road Water System Alignment

Figure 3-2

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4. SUNSET HIGHWAY AND GOODWIN ROAD OPINION OF PROBABLE COST

Table 4-1 summarizes the engineer's estimate prepared for the proposed sewer extension along Sunset Highway and Goodwin Road. A separate cost estimate was prepared for the potential service area west of Goodwin Road and provided in Table 4-2. The cost estimates were developed referencing current bid values from recent similar sewer capital projects.

Economic Viability

Grant funding for this project is highly desirable. Sewer rates in the City of Cashmere are one of the state's highest. The additional annual sewer assessment fee may provide financial difficulty for some residents. Therefore, securing funding from an outside source is highly advisable.

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**Table 4.1 Sunset Highway and Goodwin Road
 Sewer Extension Construction Cost Opinion**

ITEM NO.	ITEM	QTY	UNIT	UNIT PRICE	AMOUNT
Construction Elements					
1	PVC Sanitary Sewer Pipe 8 in. Diam.	2500	LF	\$80	\$200,000
2	Manhole 48-inch Diameter Type 1	9	EA	\$5,500	\$49,500
3	Crushed Surface Top Course	750	CY	\$100	\$75,000
4	Gravel backfill for Pipe Zone Bedding	330	CY	\$50	\$16,500
5	Shoring and Extra Excavation Class B	1400	CY	\$3	\$4,200
Subtotal Construction Elements					\$345,200
Required Ancillary Items					
6	Construction Contingency	1	30%		\$103,560
7	Erosion/Water Pollution Control	1	5%	(see note 3)	\$17,260
8	Project Temporary Traffic Control	1	5%	(see note 4)	\$17,260
9	Construction Surveying & Staking	1	LS	\$15,000	\$15,000
Subtotal Ancillary					\$153,080
Subtotal Construction + Ancillary					\$498,280
Mobilization					
10	Mobilization	1	8%		\$39,862
Subtotal Construction + Ancillary + Mobilization					\$538,142
Tax/Engineering/Permitting/Management					
11	Sales Tax		8.70%	(see note 8)	\$46,818
12	Engineering and Permitting		15%	(see note 7)	\$80,721
13	Construction Management		12.50%		\$67,268
Subtotal Tax/Engineering/Permitting/Management					\$194,808
Subtotal Construction + Ancillary + Mobilization + Tax/Engineering/Permitting/Management					\$732,950
2020 Dollars Total Planning Level Construction Cost Opinion (Rounded)					\$800,000

Notes:

1. The above cost opinion is in 2020 dollars and does not include future escalation, financing, or O&M costs.
2. The order-of-magnitude cost opinion has been prepared for guidance in project evaluation from the information available at the time of preparation and for the assumptions stated. The final costs of the project may be more or less.
3. Recommended minimum is 5%. Increase percentage if work is in or immediately adjacent to flowing or standing water, steep slope, and/or other erosion-prone conditions.
4. Recommended minimum is 5%. Increase percentage if work is in or immediately adjacent to secondary, arterial, or other high-volume road or temporarily closes a roadway.
5. Pipe costs include bedding.
6. Right of way acquisition is assumed to not be required.
7. Utility conflicts have not been researched.
8. If the work is subject to Washington DOR Rule 171, sales taxes will be included in unit prices.



**Table 4.2 Neighborhood West of Goodwin Road
 Sewer Construction Cost Opinion**

ITEM NO.	ITEM	QTY	UNIT	UNIT PRICE	AMOUNT
Construction Elements					
1	PVC Sanitary Sewer Pipe 8 in. Diam.	1500	LF	\$80	\$120,000
2	Manhole 48-inch Diameter Type 1	6	EA	\$5,500	\$33,000
3	Crushed Surface Top Course	500	CY	\$100	\$50,000
4	Gravel backfill for Pipe Zone Bedding	200	CY	\$50	\$10,000
5	Shoring and Extra Excavation Class B	800	CY	\$3	\$2,400
Subtotal Construction Elements					\$345,200
Required Ancillary Items					
6	Construction Contingency	1	30%		\$64,620
7	Erosion/Water Pollution Control	1	5%	(see note 3)	\$10,770
8	Project Temporary Traffic Control	1	5%	(see note 4)	\$10,770
9	Construction Surveying & Staking	1	LS	\$15,000	\$15,000
Subtotal Ancillary					\$101,160
Subtotal Construction + Ancillary					\$316,560
Mobilization					
10	Mobilization	1	8%		\$25,325
Subtotal Construction + Ancillary + Mobilization					\$341,885
Tax/Engineering/Permitting/Management					
11	Sales Tax		8.70%	(see note 8)	\$29,744
12	Engineering and Permitting		15%	(see note 7)	\$51,283
13	Construction Management		12.50%		\$42,736
Subtotal Tax/Engineering/Permitting/Management					\$132,762
Subtotal Construction + Ancillary + Mobilization + Tax/Engineering/Permitting/Management					\$465,647
2020 Dollars Total Planning Level Construction Cost Opinion (Rounded)					\$500,000

Notes:

1. The above cost opinion is in 2020 dollars and does not include future escalation, financing, or O&M costs.
2. The order-of-magnitude cost opinion has been prepared for guidance in project evaluation from the information available at the time of preparation and for the assumptions stated. The final costs of the project may be more or less.
3. Recommended minimum is 5%. Increase percentage if work is in or immediately adjacent to flowing or standing water, steep slope, and/or other erosion-prone conditions.
4. Recommended minimum is 5%. Increase percentage if work is in or immediately adjacent to secondary, arterial, or other high-volume road or temporarily closes a roadway.
5. Pipe costs include bedding.
6. Right of way acquisition is assumed to not be required.
7. Utility conflicts have not been researched.
8. If the work is subject to Washington DOR Rule 171, sales taxes will be included in unit prices.



5. SUMMARY

Based on the information described in this report, it is considered feasible to extend sewer utilities along Sunset Highway and up Goodwin Road if a supplemental funding source can be utilized. Expansion is expected in this area due to its desirable location. Coordinating the proposed sewer line expansion along Sunset Highway with Chelan County road improvements project will be an efficient use of time and resources in preparation for this anticipated growth.

Water services extended to the study has the capability of supplying adequately domestic water supply. However, the current connection point fails to meet the required fire flow. For this reason, we advise to postpone water service development until fire flow requirements can be met. Once this is accomplished, future water development can be pursued. More details regarding the proposed reservoir can be found in the 2009 Cashmere General Sewer Plan.

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**City of Cashmere
Sunset Highway Water and Sewer Feasibility Study
Cashmere, Washington**

**Appendix A
Sewer Calculations**

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APPENDIX A

SEWER CALCULATIONS

Table A-1: Area Details		
Flow per capita	110 ³	gallons per capita per day (gpcd)
Single-family residential	6	units per acre
Study area	~15	acres
Dwellings in study area	45	
Population	117	
Persons per dwelling	2.59	

Table A-2: Inflow and Infiltration		
Inflow annual daily average	203 ⁴	gpcd
Infiltration annual daily average	28 ⁵	gpcd
Connections from study area	15	
Connections west of Goodwin Road	30	
Average persons per connection	2.59 ⁶	
I&I for area of study	26,923	gpd

³ City of Cashmere General Sewer Plan, 2009, page 48

⁴ City of Cashmere General Sewer Plan, 2009, page 568

⁵ City of Cashmere General Sewer Plan, 2009, page 568

⁶ City of Cashmere General Sewer Plan, 2009, page 47

Table A-3: Sewer Line Capacity		
Average Sewer Flow in Drainage Basin I	19,095 ⁷	gpd
Flow from Study Area Test	12,821 ⁸	
Inflow and Infiltration of Study Area	26,923	gpd
Peaking Factor	4	
Total Flow	154,585	gpd
Capacity of 8" PVC Sewer Line	1,137,518	gpd
Factor of Safety	7.4	

Capacity of 8" PVC Sewer Line

$$Q = \text{Area} \times \text{Velocity}$$

$$\text{Velocity} = (1/n) \times (1.486) \times R^{2/3} \times S^{1/2}, \text{ ft/s (Manning's Equation)}$$

$$R = D/4 = 0.167$$

$$\text{Diameter} = 8"$$

$$\text{Slope} = 0.05$$

$$n = 0.01$$

$$\text{Area} = ((\pi \times r^2)/4)/2 \text{ (half-full pipe)}$$

$$Q = 10.08 \text{ ft/sec} \times 0.175 \text{ ft}^2 = 1.764 \text{ ft}^3/\text{sec}$$

Q=1,137,518 gpd (with unit conversion) This page is intentionally left blank.

⁷ City of Cashmere General Sewer Plan, 2009, page 51

⁸ Based on study area population and flow per capita values





**City of Cashmere
Sunset Highway Water and Sewer Feasibility Study
Cashmere, Washington**

**Appendix B
Water Calculations**

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APPENDIX B

WATER CALCULATIONS

Table B-1: Water Main Demand		
Well 4 Rated Supply	446,400	gpd
Well 4 Current Demand	165,600	gpd
Additional Residential Demand	15,080	gpd
Additional Commercial/Lt. Industrial Demand	1,600	gpd
Remaining Capacity	265,720	gpd

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Staff Summary

Date: 9/19/2020
To: City Council
From: Steve Croci, Director of Operations
RE: PACE - Water & Sewer Availability at Railroad Property

This project involves determining a preferred route for water and sewer to the Railroad Property. PACE Engineering provided a professional service agreement to address this issue. The Fee Proposal cost is \$5,612.

Approving this Scope of Services authorizes a budget amendment.

Staff Recommendation:

MOVE to approve the scope of services for Pace Engineering to determine a preferred route for water and sewer to the Railroad Property.



PROFESSIONAL SERVICES AUTHORIZATION

TO: Steve Croci, Public Operations Manager
City of Cashmere
101 Woodring Street
Cashmere, WA 98815

PROJECT NAME: Water & Sewer Availability

PROPOSAL #: XXXXX

FROM: Robin Nelson, P.E. Senior Principal

DATE: September 9, 2020

SUBJECT: Water and Sewer Availability Study

This notification and authorization is intended to advise and confirm that a request for services has been made. The Terms and Conditions of the On-Call services agreement between the City and PACE will apply. The subject contract incorporates the following:

I. **Scope of Services**

See attachment A

II. **Fee**

Client agrees to pay PACE for the above services on the basis of an hourly labor rate plus reimbursable expenses per PACE On-Call Agreement Rate Schedule not to exceed the amount of \$5,612.00 without written prior authorization.

If you have any questions, require any additional information, or would like to discuss this project further, please do not hesitate to contact us at your earliest convenience. We look forward to working with you on this project.



I accept the above described Scope of Services, and the attached PACE Terms and Conditions and Fee Structure.

Rob Nelson, P.E.
Authorized PACE Representative
Robinson NELSON, P.E.
Printed Name
VICE PRESIDENT
Title
9/8/20
Date

Authorized Client Representative Signature

Printed Name

Title

Date

ATTACHMENT A

City of Cashmere
Parcel ID # 20949
Sewer and Water Availability
Study

Scope of Services

PROJECT UNDERSTANDING

The City owns a parcel southeast of the BNSF railroad tracks parcel ID # 20949. The city requested PACE to explore water and sewer availability for this parcel. The City is exploring alternatives to develop this parcel located within the Warehouse/Industrial Zone of the City. The following documents will be referenced to perform the water and sewer availability study.

- City of Cashmere Comprehensive Water System Plan
- City of Cashmere General Sewer Plan
- As-built plans for water and sewer utility
- City of Cashmere GIS

The study would discuss alternatives for extending water and sewer services to the property, develop a conceptual map illustrating the point of connection and alignment for extending water and sewer improvements, and any coordination with BNSF railroad for utility crossing permit. The study would define needed capital improvements and provide estimates of probable cost to complete the proposed capital improvements.

The following scope of services defines the tasks involved in completing the study.

TASKS

1. Project Management - Provide general project management/administrative services throughout the project. Coordinate staff, provide oversight, track budgets, monitor schedules, conduct quality reviews, and prepare monthly status reports.

Deliverables: Bi-weekly status reports

2. Research and Data Gathering – Research City Water and Sewer Comprehensive plans and GIS mapping to aid in developing alignment routes to provide water and sewer service to the City owned property.

3. Conceptual Alignment Exhibit - PACE will complete an exhibit of a conceptual alignments of the water and sewer extensions to the City owned property. The

development of this exhibit will include information from the sewer and water record drawings, City GIS mapping, and available County or State Lidar data.

Deliverable: 11" x 17" Conceptual Design Exhibit (1" = 40' scale) in electronic file format

3.1 Conduct Alternatives Analysis and Prepare CIP and Cost Estimates — Discuss with City staff sewer and water to determine preferred water and sewer alignments. Cost will be a key factor in determining the preferred alignment. PACE will prepare rough order of magnitude costs for each alignment for review with City staff to determine a preferred alignment.

3.2 Engineer's Estimate - Prepare an engineer's estimate based on the preferred alignment.

Deliverable: Conceptual Alignment figures and cost estimates in excel spreadsheet format. Provide one hard copies for City review and one electronic copy.

ASSUMPTIONS

The scope of services will be provided on a time and expense basis in accordance with PACE's current On-Call Agreement hourly rate schedule. The scope of services assumes the following:

1. The City will provide record drawings of existing City utilities within the project limits.

SCHEDULE

It is understood the Feasibility Plan will be completed within four (4) weeks of the City's notice to proceed.

PACE Engineers

Project Budget Worksheet - 2020 Municipal Rates

Project Name: **Water and Sewer Availability** Location: **City of Cashmere** Prepared By: **R. Nelson, P.E.**
 Project #: _____ Billing Group #: _____ Task #: _____ Date: **9/3/2020**

Labor Hours by Classification									
Staff Type # (See Labor Rates Table)	1	17	23	118					Hour Total
Staff Type Hourly Rate	\$236	\$118	\$141	\$118					
Drawing/Task Title	Senior Principal Engineer	Engineer I	Project Designer	Sr. Project Administrator					
Task 1 - Project Management	4								4.0
Task 2 - Research & Data Gathering		4							4.0
Task 3 - Conceptual Alignment Exhibit	1	8	8						17.0
Task 4 - Cost Estimates	2	12							14.0
Hours Total	7.0	24.0	8.0	39.0					39.0
Labor Total	\$1,652	\$2,832	\$1,128	\$5,612.00					\$5,612.00

Expenses	rate/unit	Reimbursable	
		Quantity	Cost
Postage/Courier			
Plotter			
Photo/Video			
Mileage/Travel/Per Diem			
Miscellaneous			
Technology Fee (2% of labor)			
Total			

Subconsultants	
Utility Locate	
Mechanical Engineer	
Electrical Engineer	
Geotechnical Engineer	
I & C Engineer	
Subconsultant Subtotal	
Markup	
Total	

PACE Billed Labor Total	\$5,612.00
Reimbursable Expenses Subconsultants	
Total Project Budget	\$5,612.00