

MINUTES OF THE CASHMERE SPECIAL CITY COUNCIL MEETING
MONDAY JANUARY 26, 2022, AT CASHMERE CITY HALL – In Person and Digital

OPENING

Mayor Jim Fletcher opened the Special City Council meeting via in person and digital conference at 1:00 p.m. at City Hall. City Clerk-Treasurer Kay Jones took minutes.

Due to the COVID-19 pandemic and the Governor’s proclamation; public can attend the council meeting in person, by phone or by digital conference.

ATTENDANCE

	<u>Present</u>	<u>Not Present</u>
Mayor:	Jim Fletcher	
Council:	John Perry Chris Carlson - Digital Jayne Stephenson Derrick Pratt	Shela Pistoresi
Staff:	Kay Jones, Clerk-Treasurer Steve Croci, Director of Operations Chuck Zimmerman, City Attorney - Digital Anthony Naccarto, Client Manager for Woodard & Curran Dave Kitzmiller, Area Manager for Woodard & Curran Travis Kirk, Operation Manager at Quincy Facility - Digital	

DRAFT SCOPE OF WORK AND BUDGET FROM WOODARD & CURRAN FOR MANAGEMENT OF THE CITY’S WATER AND WASTEWATER UTILITIES

Anthony Naccarto presented the budget numbers, explaining that he recommended a cost-plus fixed fee vs a lump sum contract. A lump sum contract is a higher risk which makes the cost higher. A cost-plus fixed fee contract provides better pricing because the risk is shared. The fixed fee is 8% of the estimated cost which is \$92,758. The annual rate for the estimated costs plus the fix fee totals \$1,252,236.

The city will still be responsible for general and administrative costs, capital improvements and the annual debt service.

The transition costs are in addition to the cost-plus fee. Anthony explained the transition costs of \$123,438, which are prioritized over 5 years. The transition costs include training, software, safety equipment and Arch Flash. Arch Flash is an electrical system assessment that is required every 5-years. The assessment hasn’t been done since the wastewater treatment plant was built.

Woodard & Curran’s estimated cost-plus fixed fee of \$1,252,236 is approximately \$280,500 more than the city has budgeted for operations. The difference in costs is due to a higher budget for direct labor, benefits, and tech support. The city’s budget included four employees and W&C budgeted for five employees, which includes a project manager. The other budget item that is higher is maintenance and repair costs, W&C are very proactive in maintenance and repairs to keep the capital costs down, which in the long run will save the city money.

Dave Kitzmiller explained that the scope of work includes taking over the operations and maintenance of all current water and wastewater activities the city crew has been doing, except for maintaining the city pool. The office staff will continue reading meters and processing utility bills.

The two-remaining water/wastewater employees will be offered employment by Woorard & Curran and if union representation is desired the company will negotiate their own collective bargaining agreement with the union.

The target date is February 11th for the contract and scope of work to be submitted to the City. The city attorney and bond counsel will both have to review and approve before the contract is presented to the City Council for approval on March 14th. After council approval the Teamster Union requires a 30-day notice to the water and wastewater employees. The goal is May 1st for Woodard and Curran to take over operations.

Mayor Fletcher stated that we are investing in Cashmere's future, and we are at the go, or no go point. The mayor polled the council members, and the four members present were in favor of moving forward with the contract.

ADJOURNMENT

Mayor Fletcher adjourned the meeting at 2:07 p.m.


James Fletcher, Mayor

Attest:

Kay Jones, City Clerk-Treasurer