



City of Cashmere

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Cashmere, WA 98815
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Website www.cityofcashmere.org

CASHMERE CITY COUNCIL MEETING
MONDAY, DECEMBER 12, 2022, 6:00 P.M., CITY HALL

THE PUBLIC CAN ATTEND IN PERSON, CALL-IN OR LOG-IN TO ZOOM TO PARTICIPATE IN THE CITY COUNCIL MEETING. PLEASE CALL-IN OR LOGIN 5 MINUTES PRIOR TO MEETING.

**To Join the Meeting Go To <https://zoom.us>
Meeting ID: 882 719 9871 Passcode: 788276
Audio Only: PH# 1-(253)-215-8782**

AGENDA

CALL TO ORDER - ROLL CALL – FLAG SALUTE

ANNOUNCEMENTS

PUBLIC COMMENT PERIOD (For Items Not on the Agenda)

APPROVAL OF AGENDA

CONSENT AGENDA

1. Minutes of November 28, 2022, Regular Council Meeting
2. Payroll and Claims Packet Dated December 12, 2022

BUSINESS ITEMS

1. Public Hearing on Parks, Recreation and Open Space Plan
2. Ordinance No. 1316 Adopting Parks, Recreation and Open Space Plan
3. Woodard & Curran Budget Adjustment for 2022
4. Ordinance No. 1317 Amending the Budget for 2022
5. Resolution No. 07-2022 Adopting general utility and billing policies
6. Approval of Freedom Hills Subdivision Phase I
7. W&C Out of Scope Work Authorization for SCADA server replacement
8. W&C Out of Scope Work Authorization for SCADA programming 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 NOVEMBER 28, 2022, AT CASHMERE CITY HALL – In Person and Digital

OPENING

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

The public can attend the council meeting in person, by phone, or by digital conference.

ATTENDANCE

Present

Not Present

Mayor: Jim Fletcher

Council: John Perry
Chris Carlson
Shela Pistoresi (logged in at 6:26 p.m.)
Jayne Stephenson
Derrick Pratt

Staff: Kay Jones, Clerk-Treasurer
Steve Croci, Director of Operations

Chuck Zimmerman, City Attorney
Kate Schilling, City Attorney

ANNOUNCEMENTS

Mayor Fletcher announced that public works is down an employee due to an extended family leave, so snow removal may initially be slower than normal in Cashmere.

PUBLIC COMMENTS

No comments from the public.

APPROVAL OF AGENDA

MOVED by Councilor Carlson and seconded by Councilor Stephenson to approve the amended agenda as submitted. Motion carried 4-0.

CONSENT AGENDA

Minutes of November 14, 2022, Regular Council Meeting
Payroll and Claims Packet Dated November 28, 2022

Claims Direct Pay and Check #42345, #42346, and #42350 through #42365 totaling \$79,034.72
Manual Check #42347 through #42349 not needing prior approval
Manual Check #42343 replaced lost #41614
Manual Check #42344 replaced lost #42344

MOVED by Councilor Carlson and seconded by Councilor Stephenson to approve the items on the Consent Agenda. Motion carried 4-0.

PUBLIC HEARING ON FINAL BUDGET FOR 2023

Mayor Fletcher asked the council if they had any questions or comments on the final budget. The mayor opened the public hearing at 6:04 p.m. for comments from the public. The mayor closed the hearing at 6:04 p.m. with no comments.

ORDINANCE NO. 1314 AUTHORIZING THE GENERAL PROPERTY TAX LEVY

The mayor announced that the council has to adopt Ordinance No. 1314 authorizing a general property tax levy. The options are to authorize a levy with a 1% increase or a 0% increase.

Councilor Carlson stated that he will not vote in favor of a property tax increase. His reasoning was that we just came out of COVID, high inflation, increase in gas tax, and an increase in water and wastewater rates. Carlson would rather the city reduce services. When you don't have the funds, you do less. Councilor Pratt agreed with providing less services instead of increasing taxes.

Mayor Fletcher stated the effects of the 1% increase, which equates to \$7,167.35 is about \$1.50 per 100,000 assessed value. The 1% annual increase is compounding, so by not taking the 1% the City loses that compounding interest and cannot get it back. The citizens have made it clear that they want to keep the City Pool operating. The line item for pool wages in the 2023 budget as increased 50% and the Fire Department budget has increased \$37,000. The City has to have more revenue to maintain City operations in parks, pool and other services.

Councilor Stephenson stated she doesn't want to increase taxes but would rather see small increases that are easier to swallow rather than a large increase to catch up.

Councilor Perry stated that did not want the city to reduce services and that without an increase in city revenue the city would be further behind in its budget.

MOVED by Councilor Carlson and seconded by Councilor Pratt to authorize the general tax levy at a 0% increase. Motion failed with a 2 to 2 tie, with Councilors Perry and Stephenson voting no.

MOVED by Councilor Stephenson and seconded by Councilor Perry to authorize the general tax levy at a 1% increase. Motion failed with a 2 to 2 tie, with Councilors Carlson and Pratt voting no.

Clerk-Treasurer Jones stated that the City Council has to authorize a property tax levy, which must be certified and submitted to the county by November 30th. If a levy amount is certified to the county assessor after the 30th day of November, the county assessor may use no more than the certified levy amount for the previous year for the taxing district. The City would not receive the new construction and annexation revenues.

Mayor Fletcher stated they would move on with the agenda, to allow some time and see if Councilor Pistoresi is able to join the meeting. Councilor Pistoresi is needed to break the tie.

ORDINANCE NO. 1315 ADOPTING THE 2023 BUDGET

MOVED by Councilor Perry and seconded by Councilor Carlson to adopt Ordinance No. 1315 adopting the 2023 Budget. Motion carried 4-0.

BACK TO THE VOTE ON THE GENERAL PROPERTY TAX LEVY

Councilor Pistoresi logged into the meeting at 6:26 p.m. Mayor Fletcher informed Pistoresi that the council is at a stand still and her vote will break the tie as to whether the property tax levy will be authorized at a 1% increase or a 0% increase.

Councilor Pistoresi voted in favor of the 1% increase in property tax, so the motion to authorize the general property tax with a 1% increase carried with 3 in favor and Councilors Carlson and Pratt voting no.

AUTHORIZATION TO HIRE TEMPORARY AND SEASONAL EMPLOYEES FOR SNOWPLOWING

Director Croci reported that one of the public works employees is out on extended family medical leave. To assist with snow plowing during his absence the city desires to hire temporary seasonal snowplow operators who possess a valid commercial driver's license. Temporary seasonal employees do not receive any benefits that regular employees receive. The hourly rate will need to be negotiated.

MOVED by Council Pratt and seconded by Councilor Stephenson to authorize the mayor to hire temporary seasonal snowplow operators with valid commercial driver's licenses to plow snow, hourly rate to be negotiated and established by the mayor. Motion carried 5-0.

ANNEXATION REQUEST FROM CHRIST CENTER AND MARK SPEARS – KIMBER ROAD

The City has received two letters of request for annexation; one from Christ Center, owner of 20.55 acres at 5800 Evergreen Drive, parcel #23-19-05-210-750 and the other from Marc Spears, owner of 3.87 acres, parcel #23-19-02-210-850.

The properties are outside the contiguous city limit boundary and have water and sewer lines that front the properties and are adequate size to serve the properties. The properties allow for future short plats and subdivisions that may include approximately 30 new homes, which are currently zoned Suburban Residential (SR) and the recommendation would to be rezoned as Multi Family.

MOVED by Councilor Carlson and seconded by Councilor Pratt to approve the annexation request and authorize staff to move forward with the Direct Petition Method. Motion carried 5-0.

OUT OF SCOPE WORK AUTHORIZATION FOR WATER METER REPLACEMENT CAPITAL PROJECT

The City anticipated needing assistance to locate meters and repair or replace broken valves, water lines and meter boxes associated with the water meter replacement capital project, and budgeted \$70,000. Woodard and Curran (W&C) agreed to help locate meters, purchase replacement parts and conduct repairs as out-of-scope services. Section 3.09 of the W&C agreement provides for contingency/out-of-scope services which will be invoiced separately at a rate of cost plus 5% overhead fee. W&C's estimated cost is not to exceed \$50,000.

MOVED by Councilor Pratt and seconded by Councilor Carlson to approve the Out of Scope Work Authorization for the water meter replacement capital project and authorize the mayor to sign. Motion carried 5-0.

OUT OF SCOPE WORK AUTHORIZATION FOR CITY LIFT STATION PUMP INSTALLATION

The City purchased two new pumps for the city lift station using capital funds. Woodard and Curran (W&C) agreed to install the pumps as a contingency/out-of-scope service. Section 3.09 of the W&C agreement provides for contingency/out-of-scope services which will be invoiced separately at a rate of cost plus 5% overhead fee. The estimated cost is not to exceed \$4,850.

MOVED by Councilor Carlson and seconded by Councilor Pratt to approve the Out of Scope Work Authorization for City Lift Station pump installation and authorize the mayor to sign. Motion carried 5-0.

OUT OF SCOPE WORK AUTHORIZATION FOR SCADA EARLY ACTION ITEM

The SCADA master plan identified replacing the dissolved air floatation (DAF) transducer/level sensor at the wastewater treatment plant to reduce after hours alarm calls and was identified as an early

implementation action item. Woodard and Curran (W&C) agreed to install the transducer as an out-of-scope service, which will be invoiced separately at cost plus 5% overhead fee. W&C's estimated cost is not to exceed \$6,790.

MOVED by Councilor Carlson and seconded by Councilor Pratt to approve the Out of Scope Work Authorization for DAF Transducer Installation, an early action item for SCADA and authorize the mayor to sign. Motion carried 5-0.

PARKS, RECREATION AND OPEN SPACE PLAN – NO ACTION REQUIRED

Director Croci reported that the Planning Commission completed the 2023 -2028 Parks, Recreation and Open space Plan. Comments from agencies and the public were solicited by various means and incorporated into the plan.

The four main goals are well-stewarded parks, vibrant riverfront, outdoor recreation and connectivity. Many potential actions are listed for each park. Various funding options are identified to help pay for improvements, upgrades, or expansions. A public hearing will occur at the December 12th City Council meeting.

Director Croci encouraged the council members to submit comments no later than Monday, December 5th, for the Planning Commission meeting.

PROGRESS REPORTS

Mayor Fletcher reported there was a heating issue at the Riverside Center that has been fixed. The HVAC system needs to be replaced and the City needs to hire a consultant to advise the City on the best method to replace the system with the least amount of disruption. The unit is far larger than the access to the attic.

The mayor announced he wants to schedule another community meeting in the spring to seek citizen input regarding the library being moved to Riverside Center, Sunset highway project and funding for the pool and parks.

ADJOURNMENT

Mayor Fletcher adjourned the meeting at 7:15 p.m.

James Fletcher, Mayor

Attest:

Kay Jones, Clerk-Treasurer

ORDINANCE NO. 1316

**AN ORDINANCE ADOPTING THE CITY OF CASHMERE, WASHINGTON
COMPREHENSIVE PARKS, RECREATION AND OPEN SPACE PLAN 2023-28**

WHEREAS, the City of Cashmere Planning Commission at public meeting discussed and recommended approval of Cashmere’s Comprehensive Parks, Recreation and Open Space (PROS) Plan 2023-28; and

WHEREAS, the City of Cashmere Planning Commission held an advertised public hearing on the 7th day of November, 2022 regarding City of Cashmere’s PROS Plan 2023-28, as prescribed by law; and

WHEREAS, an integrated environmental review process with associated documents was conducted on the proposed amendments as prescribed by CMC Chapter 18.04 and WAC 197-11; and

WHEREAS, a 60-day state agency/public review process was conducted as prescribed by RCW 36.70A; and

WHEREAS, the Cashmere City Council held an advertised public hearing on the 12th day of December, 2022 regarding the proposed City of Cashmere’s PROS Plan 2023-28;

NOW, THEREFORE, the City Council of the City of Cashmere do ordain as follows:

Section 1. The City of Cashmere’s Comprehensive PROS Plan 2023-28 is hereby adopted as set forth in Exhibit “A” which is attached hereto and incorporated herein by this reference as if fully set forth.

Section 2. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 3. This ordinance shall be in full force and effect five (5) days after its publication as provided by law.

Passed by the City Council of the City of Cashmere and approved by the Mayor on this 12th day of December 2022.

CITY OF CASHMERE

James Fletcher, Mayor

Attest:

Kay Jones, City Clerk/Treasurer

Approved as to form:

Chuck Zimmerman, City Attorney

Ordinance No: 1316

Passed by the City Council: December 12, 2022

Published in the Cashmere Valley Record: December 21, 2022

Effective date: December 26, 2022

Via Electronic Mail

December 8, 2022



Mr. Steve Croci
Director of Operations
City of Cashmere
101 Woodring Street
Cashmere, WA 98815

Dear Steve,

The completion of the first contract year is quickly approaching and much has been accomplished. The partnership with the City of Cashmere has allowed for the community to receive a high quality of service while meeting all regulatory requirements.

With this being the beginning of the contract, many unexpected issues were encountered and addressed throughout the year. The entire team has worked tirelessly to ensure that both the water and wastewater systems met all expectations and the City and Customers received quality service.

The spending for the year has been higher than expected and has exceeded the estimated budget. This has occurred due to several unexpected factors that have been encountered.

A summary of the budget can be found below with an explanation of spending in each category throughout the year.

<u>Expense</u>	<u>Estimated First Year Budget</u>	<u>Predicted First Year Spending</u>	<u>Budget Adjustment</u>
Direct Labor, Benefits, & Tech Support	\$492,589	\$536,364	\$43,775
Chemical Costs	\$13,531	\$44,238	\$30,707
Residuals Management Costs	\$52,097	\$27,510	-\$24,587
Maintenance and Repair Costs	\$95,283	\$75,448	-\$19,835
Laboratory Costs	\$18,500	\$37,179	\$18,679
Office Supplies	\$1,367	\$4,477	\$3,110
Miscellaneous Operating Costs	\$33,229	\$97,895	\$64,666
Utility Cost	\$51,800	\$46,226	-\$5,574
Subtotal Costs	\$758,396	\$869,337	\$110,941
Fixed Fee (8% of Subtotal Costs)	\$60,672	\$69,547	\$8,875
Transition Costs (\$123,438/Amortized over 56 months)	\$17,634	\$17,634	\$0
Washington Business & Occupation Tax	\$14,903	\$17,037	\$2,134
Total Budgeted Costs	\$851,605	\$973,556	\$121,951



Breakdown of Predicted First Year Spending:

<u>Expense</u>	<u>Predicted Water Spending</u>	<u>Predicted Wastewater Spending</u>
Direct Labor, Benefits, & Tech Support	\$238,110	\$298,254
Chemical Costs	\$8,938	\$35,300
Residuals Management Costs	\$0	\$27,510
Maintenance and Repair Costs	\$28,797	\$46,651
Laboratory Costs	\$5,826	\$31,353
Office Supplies	\$822	\$3,655
Miscellaneous Operating Costs	\$52,854	\$45,041
Utility Cost	\$9,549	\$36,677
Subtotal Costs	\$344,896	\$524,441
Fixed Fee (8% of Subtotal Costs)	\$27,592	\$41,955
Transition Costs (\$123,438/Amortized over 56 months)	\$8,817	\$8,817
Washington Business & Occupation Tax	\$6,792	\$10,246
Total Budgeted Costs	\$388,097	\$585,459

Direct Labor, Benefits & Tech Support

- Excessive amount of overtime from equipment issues, water main breaks, and cleaning of water plant filters.
- Lower than estimated regular labor costs.

Chemical Costs

- Increased chemical costs.
 - o For example: The polymer that is used for the belt press has increased 21% since the 2nd quarter of 2022.

Laboratory Costs

- A large amount of instrumentation, probes, and sensors required replacement.
- Increased costs for outside lab services.

Office Supplies

- Large amount of necessary office supplies purchased in initial months.

Miscellaneous Operating Costs

- Travel costs associated with the temporary Project Manager are mostly offset by the lower salary burden for the position.
- Initial correction of health and safety related findings.



Once the budget adjustment is approved, please sign, and return a copy of this letter.

Please feel free to contact me with any questions or concerns.

Sincerely,

WOODARD & CURRAN

A handwritten signature in blue ink that reads "Chris McMahon".

Chris McMahon
Area Manager

CC: Jim Fletcher, Mayor
Kay Jones, City Clerk
Heath Loven, Project Manager
Dave Kitzmiller, Operations Leader – West Region
Brian Ravens, O&M Controller
Marc Thomas, National Operations Leader

Acceptance:

City of Cashmere

Date

ORDINANCE NO. 1317

**AN ORDINANCE OF THE CITY OF CASHMERE, WASHINGTON, AMENDING
ORDINANCE NO. 1307 AS AMENDED BY ORDINANCE 1312 ADOPTING
THE 2022 BUDGET, AND SETTING AN EFFECTIVE DATE.**

WHEREAS, the City Council of the City of Cashmere finds that it is necessary and in the best interest of the City to amend certain fund appropriations authorized by the 2022 budget, to provide for additional revenues and expenditures not identified at the time of adoption of the original budget;

NOW, THEREFORE, the City Council of the City of Cashmere, Washington, do ordain as follows:

Section 1. Amendment of Total Fund Appropriations. The 2022 total fund appropriations, Exhibit "A" to Ordinance No. 1312, is hereby amended as set forth in Exhibit "A" attached to this Ordinance.

Section 2. Amendment of Salary Schedule. The 2022 Salary Schedule, Exhibit "B" to Ordinance No. 1312, is hereby amended to reflect the Fire Department change in wages and number of positions. All other wages shall remain unchanged as set forth in Exhibit "B" attached to this Ordinance.

Section 3. Budget Amendment. The 2022 City of Cashmere Budget is amended as set forth in Exhibit "C" to this Ordinance.

Section 4. Except as amended by this Ordinance, and Ordinance No. 1312 of the City of Cashmere, the 2022 budget of the City shall remain in full force and effect.

Section 5. 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:

JAMES FLETCHER, MAYOR

ATTEST/AUTHENTICATED:

KAY JONES, CITY CLERK

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY

BY: _____
CHARLES D. ZIMMERMAN

PASSED BY THE CITY COUNCIL	:	December 12, 2022
PUBLISHED	:	December 21, 2022
EFFECTIVE DATE	:	December 26, 2022
ORDINANCE NO.	:	1317

EXHIBIT A
Ordinance No. 1317

**Total Estimated Revenues and Appropriations by Fund
2022 Budget**

Fund Name	Beginning Balance	Estimated Revenues	Budgeted Appropriations	Ending Balance
001 General Government Fund	872,794	1,122,068	1,106,756	888,106
003 Public Works Fund	1,580,652	1,406,984	1,444,850	1,542,786
108 Lodging Tax Fund	0	5,000	5,000	0
302 Capital Improvement Fund	3,676,380	695,229	967,334	3,404,275
401 Water/Wastewater Fund	968,763	3,164,800	3,470,120	663,443
411 Water Capital Fund	2,187,059	540,048	1,553,851	1,173,256
412 Wastewater Capital Fund	2,964,178	601,697	535,712	3,030,163
430 Refunding Bonds 2021	0	532,957	532,957	0
501 Equipment Rental Fund	1,106,958	287,171	337,560	1,056,569
702 Cemetery Endowment Fund	272,939	6,200	0	279,139
TOTAL ALL FUNDS	13,629,723	8,362,154	9,954,140	12,037,737
		21,991,877	21,991,877	

EXHIBIT B
Ordinance No. 1317

CITY OF CASHMERE
2022 SALARY SCHEDULE

POSITION	Hourly Wage Step Levels	Monthly Salary	Annual Salary
Executive & Legislative			
Mayor		1,500.00	
Councilmembers		100.00	
Exempt			
City Clerk-Treasurer		7,110.04	
Director of Planning/Building		7,110.04	
Office/Admin			
Accounting Clerk	20.25 - 24.12		
Permit Specialist	22.28 - 26.54		
Office Lead	29.19		
Public Works Department			
Public Works Maintenance 1	19.79 - 23.57		
Public Works Maintenance 2	21.77 - 25.93		
Public Works Maint. 3	23.95 - 28.52		
Public Works Foreman	31.37 - 34.51		
City Pool			
30 (+/-) Pool Employees	12.32 - 15.18		
Pool Assistant Manager and Manager	15.74 - 19.30		
Seasonal/Temporary Employees			
	15.00		
Fire Department			
Fire Chief		515.00	
Assistant Chief			2,000.00
3 Battalion Chiefs			1,100.00
3 Captains			500.00
Fire Department Stipend - \$10.00 per call - city calls only (CMC 2.56.070)			
EMT Nightshift Stipend - \$5.00 per night - max 2 people per night (CMC 2.56.070)			

- Above wages do not include longevity
- Above hourly/base wages may be increased during the year due to step and/or anniversary increases according to the Collective Bargaining Agreement.
- Pool Employee wages are determined by the number of years of service for the City.

EXHIBIT C
Ordinance No. 1317

FUND NAME	BUDGET	BUDGET	DIFFERENCE +/-
401 WATER/WASTEWATER FUND			
Revenues			
Beginning Fund Balance	968,763	968,763	0
Expenditures			
Ending Fund Balance	799,023	663,443	-135,580
W&C WA Office Supplies	683	822	139
W&C WA Chemical Costs	8,488	8,938	450
W&C WA Washington B&O Tax	5,801	6,792	991
W&C WA Utility Costs	13,400	9,549	-3,851
W&C WA Maintenance and Repair Costs	44,309	28,797	-15,512
W&C WA Direct Labor, Benefits & Tech	203,635	238,110	34,475
W&C WA Miscellaneous Operating Costs	15,713	52,854	37,141
W&C WA Laboratory Costs	7,137	5,826	-1,311
W&C WA Residuals Management Costs	0	0	0
W&C WA Fixed Fee (8%)	23,472	27,592	4,120
W&C WA Transition Costs	8,817	8,817	0
	331,455	388,097	56,642
W&C WW Office Supplies	683	3,655	2,972
W&C WW Chemical Costs	5,043	35,300	30,257
W&C WW Washington B&O Tax	9,102	10,246	1,144
W&C WW Utility Costs	38,400	36,677	-1,723
W&C WW Maintenance and Repair Costs	50,975	46,651	-4,324
W&C WW Direct Labor, Benefits & Tech	288,954	298,254	9,300
W&C WW Miscellaneous Operating Costs	17,517	45,041	27,524
W&C WW Laboratory Costs	11,333	31,353	20,020
W&C WW Residuals Management Costs	52,097	27,510	-24,587
W&C WW Fixed Fee (8%)	37,200	41,955	4,755
W&C WW Transition Costs	8,817	8,817	0
	520,121	585,459	65,338
Total WA WW Contracted Services	851,576	973,556	121,980
Water Production Wages	15,000	17,000	2,000
Meter Reading Wages	2,000	4,000	2,000
Meter Reading Benefits	700	2,000	1,300
WA Dist Operating Supplies	3,000	11,300	8,300
			13,600
		TOTAL	135,580

Staff Summary

Date: 12/7/2022

To: City Council

From: Clerk-Treasurer Kay Jones

RE: Resolution No. 07-2022 adopting general utility and billing policies

The City Council recently amended rates regarding miscellaneous fees and added a new service fee for the Final Notice.

The proposed resolution has new language regarding the addition of a service fee for the Final Notice that is delivered to the customers door.

Other minor amendments were made to clarify and update policy language.

Staff Recommendation:

MOVE to adopt Resolution No. 07-2022 adopting general utility and billing policies.

RESOLUTION NO. 07-2022

A RESOLUTION AMENDING RESOLUTION 04-2018 ADOPTING GENERAL UTILITY AND BILLING POLICIES IN THE CITY OF CASHMERE, WASHINGTON

The City Council of the City of Cashmere, Washington hereby resolves as follows:

Section 1. The General Utility and Billing policies adopted in Resolution 04-2018 are hereby amended as set forth on Exhibit "A" attached hereto and incorporated herein.

Section 2. This Resolution shall be effective January 1, 2023.

Passed by the City Council of the City of Cashmere, Washington, and approved by the Mayor at an open public meeting on this 12th day of December, 2022.

CITY OF CASHMERE

By: _____
James Fletcher, Mayor

Attest:

Kay Jones, City Clerk-Treasurer

GENERAL UTILITY AND BILLING POLICIES

BILLING FOR SINGLE-FAMILY, AND MULTI-FAMILY DWELLINGS

- Utility billings for single-family dwellings shall be billed to only one person, whether the owner or tenant
- All utility charges for multi-family dwellings with only one water meter shall be billed to the property owner, not the tenant
- Duplexes with only one water meter shall be considered multi-family dwellings for the purposes of this section (CMC 13.01.260)

BILLING FOR COMMERCIAL BUILDINGS

- All utility charges for single-tenant commercial buildings shall be billed to one person, whether the owner or the tenant
- Multi-tenant commercial properties with only one water meter shall be billed to the property owner
- Multi-tenant commercial properties with wastewater only shall be billed to the property owner

OWNER OF RENTAL PROPERTIES RESPONSIBILITIES

The owner of: (a) single meter/single tenant commercial property; (b) single meter/single family residential property; or (c) two-meter duplex property may sign an Owner/Tenant Agreement with the city authorizing the tenant to contract for utility services. As stated in the agreement the property owner is ultimately responsible for payment of any utility service provided to the property, including any late fees and penalties. When the property owner enters into an agreement, they acknowledge responsibility for timely payment of unpaid utility bills after a tenant has defaulted. Refusal to sign the Owner/Tenant Agreement shall result in the utility services remaining in the owner's name.

When the owner is not in compliance with the terms of the Owner/Tenant Agreement, the City reserves the right to terminate the agreement and transfer all balances to the owner's account. Once an agreement has been terminated the city may decline future Owner/Tenant Agreements with that owner.

As a courtesy, the City provides notification of tenant delinquency to the property owner. When service is put back into the owner's name between renters, the owner shall pay a prorated share of the minimum billing for that month, plus any usage.

METER READING, BILLING, AND ADJUSTMENTS

Access to meters shall be kept clear of permanent obstructions such as dirt, debris, landscaping, rock, etc. The City may remove such obstructions at the property owner's expense.

In cases where two or more customers receive service during a calendar month, the City Clerk-Treasurer shall prorate the charges per day. In no case will more than one minimum charge per utility service be charged for one month.

Bills will be mailed to the billing address furnished by the customer, and failure to receive a bill will not release the customer from obligation of payment when due.

PAYMENT OF UTILITY BILLS (CMC 13.01.120)

All charges are due by 5:00 p.m. on the last business day of the month in which the bills are issued and become delinquent immediately after 5:00 at which time a delinquency penalty will be assessed. The last business day of the month is defined as the last day the City office is open and excludes weekends and City holidays.

- See "Interruption of service for Non-Payment".

UTILITY EQUAL PAYMENT PLAN

During the month of May utilities may be set up on an equal payment plan by filling out an application at City Hall. The equal payments will be calculated by dividing the previous twelve months utility bills for the residence by eleven. Equal payments are due as detailed above under Payment of Utility Bills.

May of each year will be an adjustment month. Any overpayment will be applied to the bill for the next year, any underpayment will be due on the regular May due date. Equal payments for the next year will be adjusted either up or down to reflect the average for the previous year.

If at any time, the account becomes more than 30 days past due, the full amount owing becomes due and payable, and the equal payment agreement shall terminate.

AUTOMATIC PAYMENT PLAN (RCW 80.28.010)

The City has the capability to automatically debit your utility payment directly from your checking or savings account.

If sufficient funds are not available in the account at the time the payment is due, the payment will be considered delinquent, a delinquency fee will be added, and the payment rejection will be treated as a returned item. See the returned item policy in this section. If an automatic payment return is received two times during a twelve-month period, the customer will be withdrawn from the Automatic Payment Plan.

TERMINATION NOTICE FOR DELINQUENT UTILITY ACCOUNT (CMC 13.01.120)

If a utility bill is not paid by 5:00 p.m. on the last business day of the month, there will be a termination notice prepared, allowing at least 7 days before service interruption, which will be sent by mail to the customer. The notice will state the amount past due, the deadline for payment to avoid service interruption, and the right to appeal disputed charges. If the customer is a renter, a notice will also be mailed to the property owner.

INTERRUPTION OF SERVICE FOR NON-PAYMENT (CMC 13.01.120)

When utility payment has not been received by the deadline on the Termination Notice, City personnel will place a Final Notice on the premises stating the payment must be received by 10:00 a.m. the next business day. [A service fee for the Final Notice will be added.](#)

[The service fee for the Final Notice is owed at the time of payment of the past due amount to avoid shut off.](#)

If payment has not been received by the deadline on the Final Notice, City personnel will shut off utility service, place a Shut Off Notice on the premises, and a service fee [for the Shut Off](#) will be assessed.

The service fee for the Shut Off Notice is owed as of 10:00 a.m. the day of the scheduled utility service shut off, regardless of whether the service has been shut off.

The termination of service for any cause shall not release the customer from the obligation to pay for services received or amounts specified in the City's service regulations or any written contract with the customer. The City shall not be liable for injury, loss or damage resulting from disconnection.

RETURNED ITEMS

There will be a returned item fee for all returned payments, including checks, ACH payments, and online payments returned to the City for any reason. [The account will then be delinquent, and a delinquency fee will be added.](#) The customer will be notified by mail of receipt of a returned item, at which time the customer must make arrangements with the City Clerk-Treasurer to pay the amount of the returned item plus the service fee in cash, cashier/bank check or pay online. Failure to make satisfactory arrangements for payment of the returned item will result in service interruption.

The City shall require cash, cashier/bank check or online payment of utility or other billings after receipt by the City of two returned items in any 12-month period.

APPEALS OF HIGH USAGE WATER BILLS DUE TO LEAKS (CMC 13.01.300)

When abnormally high usage is determined by the City Water Department to be due to a leak, a significantly high billing may be appealed to the City Clerk-Treasurer provided the leak was not caused by the intentional act of the utility customer or his agents or employees.

Significantly high means the water portion of the utility billing is over \$100 more than the ordinary billing for that month according to the billing history for the account. The Clerk-Treasurer or designee may agree to limit the affected billing to not more than the historical billing for the month in question plus ten percent of the total actual metered water billing amount. Such appeals may only be made for the first month's billing that is significantly high as a result of the leak.

If billing relief is granted, the customer shall be responsible for documentation to the city, in the form of a receipt or City inspection, that the leak has been repaired within 30 days of the first significantly high billing resulting from the leak. Failure to repair the leak and provide the required documentation within 30 days will result in the entire bill, plus all applicable penalties, becoming due and payable to the City.

DEFERRED PAYMENT PROGRAM

A customer who is unable to pay the full amount of his or her bill due to financial difficulties shall have the right to request payment deferment for a specified amount of time.

The customer shall complete a "Deferred Payment Application" form. Deferred payments may be requested only once in a 3-month period. Deferred payments must be approved by the Clerk-Treasurer. Permission to defer payment must be received from the property owner before a deferred payment agreement will be entered into by the City.

The Clerk-Treasurer shall make every effort to arrange a reasonable and feasible payment program for a customer with financial difficulties making it impossible to pay the full amount of the bill.

CHANGE OF OCCUPANCY

When a change of occupancy or of legal responsibility takes place on any premises being served by the City, notice of such change shall be given at the City Hall within a reasonable time prior to such change. The outgoing customer may be held responsible for all service supplied until such notice has been received by the City.

SERVICE CHARGES (CMC 13.01.070 C)

New Account Service Charge: An account service charge ~~is to be collected~~ will be assessed when processing each service application for each new account.

After Hours Connection/Callout Charge

~~Public works~~ Water/wastewater department hours are 6:30 a.m. to 3:00 p.m. There will be an additional charge for connection of service or other overtime calls that require ~~public works~~ water/wastewater personnel attention after 2:30 p.m.

TRANSFER OF PREVIOUSLY UNPAID ACCOUNTS

The City may transfer to an existing or new service account any unpaid charges for service previously furnished to the same customer at any location in the City's service area. The City may permit arrangements for payment of such transferred balance under the guidelines and procedures of the Section entitled "Deferred Payment Program". The City may apply any payment received from the customer toward the customer's transferred balance.

RATE DISCOUNT FOR LOW-INCOME SENIORS AND DISABLED (CMC 13.20)

A rate discount is available to qualifying low-income seniors 65 years and older and low income disabled authorized in State of Washington RCW 74.38.070. The rate discount will not exceed the amount of the monthly bill and will be applied to one account only. To qualify for the discount applicants must provide satisfactory proof of each of the following in the applicant's respective category:

Low Income Seniors

1. Age 65 or older
2. Total household income of less than 40% of the state median income for the size of the family. RCW 74.38.020 (6)
3. Ownership and/or occupancy of property being served utilities within the City's service area.
4. Utility service must be contracted by the person qualifying for the discount.

Low Income Disabled

1. Physical disability prior to application as defined in State of Washington R.C.W. 46.19.010 (1) (a) through (f) qualifying for special parking privileges or a blind person as defined in R.C.W. 74.18.020(4)
2. Household income less than 40% of the state median income for the size of the family. RCW 74.38.020 (6)
3. Ownership and/or occupancy of property being served utilities within the City's service area.
4. Utility service must be contracted by the disabled person qualifying for the discount.

MANUFACTURED HOME PARKS

Pursuant to Washington State Law and the City of Cashmere Comprehensive Land Use Plan, manufactured homes shall be designated as single-family dwellings. Each manufactured home shall be charged the single-family rate for water and wastewater.

Vacant Spaces

Credit shall be given for vacant spaces upon presentation of the required documentation. Charges will be prorated per half month. If a space becomes vacant on or before the 15th of the month, half the normal wastewater rate will be charged for that space; if the space becomes vacant after the 15th of the month no credit will be given for that month. There will be no reduction in rate if a home is removed and replaced in the same month. Rate reductions shall begin the month the space becomes vacant or upon notification, whichever is later. An account service charge shall be paid each time a change is requested.

A penalty of double the wastewater bill for that space times the number of months not billed shall be charged when a home is replaced, and the City is not notified within ten working days.

Required Documentation

1. Rate Reduction
 - Proof of vacant space in the form of a photograph or other acceptable evidence of vacancy, and
 - Affidavit signed by the park owner
2. Replacement of home
 - Notification within 10 working days of re-occupation
 - Copy of building permit or other City-approved verification of date of placement

MISCELLANEOUS BILLS

When there is a need to send a miscellaneous bill for items such as ~~brush pickup~~, hydrant or standpipe water, etc. payments are due and payable on the last working day of the month in which the statement is issued. Bills not paid by 5:00 p.m. on the date due are subject to a late payment penalty.

SEMI-ANNUAL BRUSH PICKUP

The City schedules a brush pickup in April and November. Notification of pickup dates will be printed in the message area of the utility bill. A minimum charge will be assessed on each household using this service. An additional fee will be charged for anyone requesting brush pickup after the required sign-up deadline, usually the Friday before removal begins.

Brush and trimmings are to be piled next to the street during the scheduled week. No rocks, dirt, bricks, concrete, lumber, plastic or any material other than brush, tree trimmings, leaves or grass may be placed in the brush pile for pickup. Materials other than brush will not be removed to avoid contamination of materials and damage to machinery.

SPECIAL BRUSH PICKUP

Special brush pickup is available to City residents for an additional fee. A minimum charge plus a special pickup fee is assessed for use of this service.

DEVELOPMENT FEE POLICIES

General Information on Fees

- A. Payment of the base fee for development applications is required at the time of application submission. Payment of base fees for annexations, vacations, and other related activities, which do not require submittal of permit applications, are due prior to commencement of any staff work on the activity. Typically, this would be following submission of an initial letter of interest and/or petition. Payment of all fees will be required regardless of approval/non-approval of the activity.
 - i. Hourly fees are in addition to the underlying permit/action fees.
 - ii. Hourly fees are billed on a monthly basis.
 - iii. Any billing more than 30 days overdue shall result in progress on the application ceasing and/or withholding of final approval/permit issuance.
- B. The City may contract work to consulting agencies and firms at its discretion for any type of permit activity.
 - i. The applicant shall be responsible for all consultant costs, and any related staff time, according to the Rates and Fees resolution, as amended. ~~and a ten percent (10%) fee for other City expenses involved in working with the consultant and the applicant. Examples of consultant costs: attorney fees, engineers, geotechnical specialists, etc.~~
- C. Applications that require both City and County approval are still subject to the City's fees.
- D. All project types may not be listed in the Rate Schedule. If they are not, fees will be applied as determined by the City.
- E. The direct cost of the Hearing Examiner's work on a case shall be paid by the applicant. This shall be in addition to any other fees.

Hearing Examiner and related legal, specialized study and staff services (for proceedings and appeals not covered in the City of Cashmere *Rates and Fees* resolution, as amended): The appellant, applicant, and/or involved party shall reimburse the City for all costs billed to the City by the Hearing Examiner, staff time, consultant time and if utilized, for City legal counsel and/or specialized study services reasonably required by the appeal.

BUILDING PERMIT POLICIES

APPLICATION REQUIREMENTS

Building permit applications shall be submitted at City Hall.

The information required for a building permit application includes the following:

- ❖ Two sets of structural plans no larger than 11" x 17"
- ❖ Site plan showing dimensions of property, placement of all buildings on the property, and relationship of buildings to property lines
- ❖ Dimensions of all buildings including new construction
- ❖ Contractor's name, mailing address, phone number & Washington State Contractor's license number
- ❖ Assessor's parcel number
- ❖ Legal description
- ❖ Lending institution or bonding firm name, address and phone number (RCW 19.27.095)

Building permits are required for -

1. Any new construction, remodeling or addition that modifies the roof or foundation structure or a bearing wall of the building. This does not include interior improvements which do not affect the structural integrity of the building such as new flooring, wall coverings, etc.
2. Fences - A permit is issued to ensure the builder is aware of zoning requirements.
3. Sprinkler systems - A permit is issued to ensure that the installer places a backflow prevention device between the City water system and the private residence.
4. Wood stoves - A permit is issued for new installations or an inspection of any previous installation.
5. Swimming pools, both in-ground and above ground.
6. Decks over 30" above ground level or roofed decks.
7. Retaining walls over 4' tall as measured from the bottom of the footing to the top of the wall.
8. Installation of propane tanks
9. Installation of gas appliances/fireplace logs
10. Installation/decommissioning of underground storage tanks.

Demolition of buildings – Cost of permit calculated by square footage of building, according to the Rates and Fees resolution, as amended.

Staff Summary

Date: 12/6/2022
To: Mayor & City Council
From: Tammy Miller
RE: Approval of Freedom Hills Subdivision Phase I

Please see attached Freedom Hills Subdivision 2021. The project received preliminary approval pursuant to Cashmere Municipal Code (CMC) 14.09.050 Quasi-judicial Review of applications.

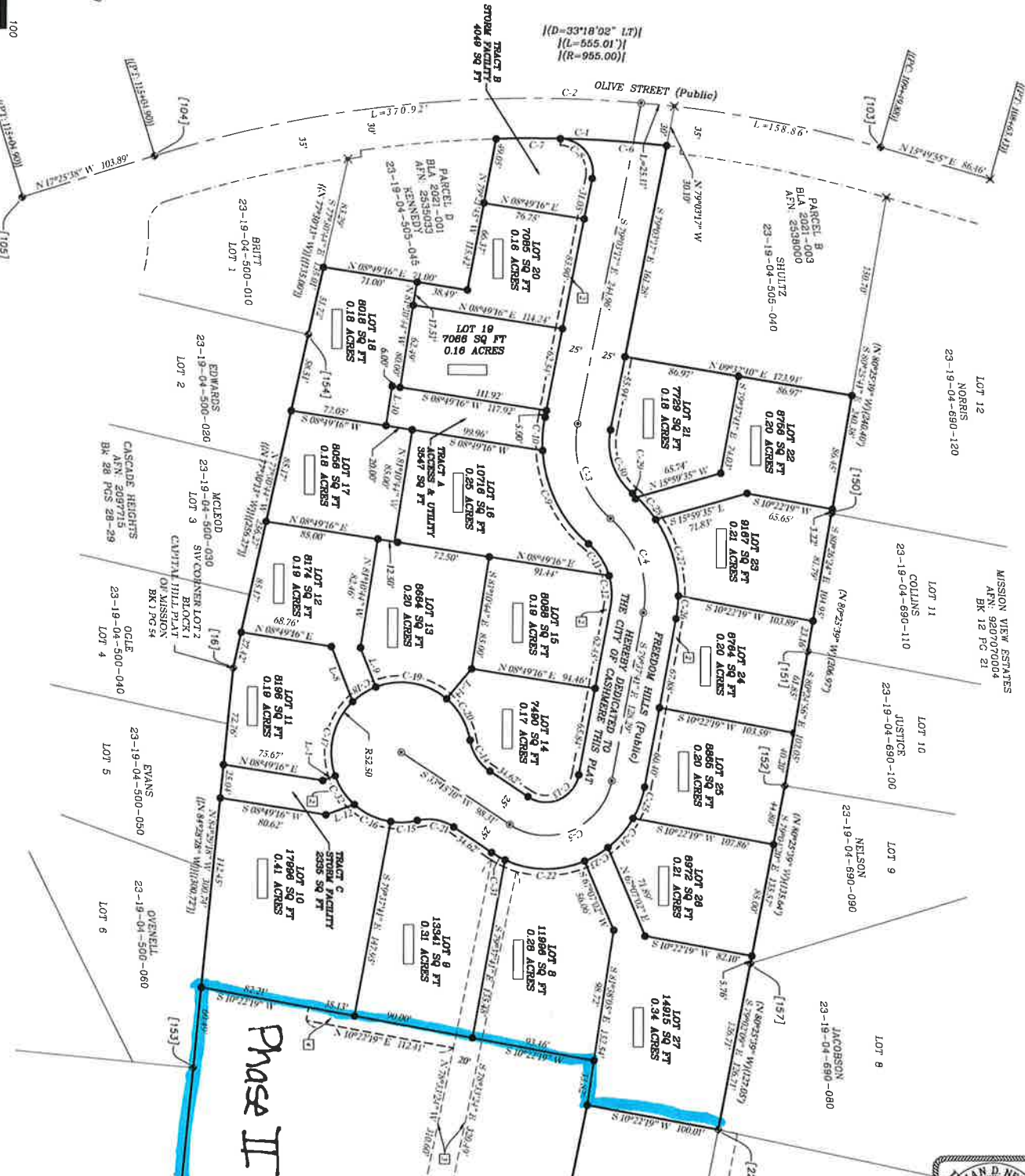
Cashmere's Hearing Examiner held an open public hearing on December 20, 2021, at 1:00 pm at Cashmere City Hall and granted preliminary approval with conditions.

All conditions of approval have been completed.

Staff Recommendation: MOVE to approve the Final Phase 1 of Freedom Hills subdivision



Phase I



MISSION VIEW ESTATES
AFN: 9207070004
BK 12 PG 21

21030
PROJ. NO.
3 OF 4
SHT.

FREEDOM HILLS SUBDIVISION 2020-1, PHASE 1
A COMMON INTEREST PLAT COMMUNITY
T. 23 N., R. 19 E. W.M.
PORTION OF THE NE 1/4 OF THE SW 1/4
SECTION 4
CITY OF CASHMERE WASHINGTON

**Northwest
GEODIMENSIONS**

TURNING YOUR IDEAS INTO
REALITY THROUGH
INNOVATION INTEGRITY
AND PERSONAL SERVICE



Staff Summary

Date: 12/07/2022
To: City Council
From: Director of Operations Steve Croci
RE: W & C Out of Scope Services – SCADA server replacement

As part of the SCADA Master Plan the city purchased a new server and the latest version of necessary software to accommodate the current needs and future improvements to the water and wastewater SCADA systems. Woodard and Curran (W&C) is able to upgrade the server and program the system which will allow them to operate, manage, and repair the SCADA system more efficiently and effectively. Section 3.09 of the W&C agreement provides for contingency/out-of-scope services which will be invoiced separately at a rate of cost plus 5% overhead fee. The estimated cost is not to exceed \$27,313.

Staff Recommendation:

MOVE to approve the out-of-scope services for SCADA server replacement and authorize the mayor to sign documents.

Via Electronic Mail

December 9, 2022



Mr. Steve Croci, Director of Operations
City of Cashmere
101 Woodring Street
Cashmere, WA 98815

Re: Revised Proposal for Professional Engineering Services for SCADA PC replacement

Dear Mr. Croci:

Woodard & Curran is pleased to present the City of Cashmere (City) with this Scope of Services for professional services related to the replacement of the primary SCADA PC. Woodard & Curran will install a new primary SCADA PC with the latest version of Wonderware InTouch and WIN-911 Alarm Dial-out software.

BACKGROUND

The City has reported that the primary SCADA PC is performing poorly, Woodard & Curran investigated and found that the PC is failing. The current version of WIN-911 is also obsolete and no longer supported.

OBJECTIVES

Based on an initial discovery call, the City's project goals are:

- Replace the existing primary SCADA PC with a new PC
- Upgrade Wonderware Intouch and Win-911 with the latest versions.

SCOPE OF SERVICES

The following is a description of the major activities to be undertaken under this agreement.

TASK 1 – In House Setup

- Setup new SCADA PC, including all service packs and security patches
- Install and configure latest version of Wonderware InTouch
- Install and configure latest version of Dream Reports
- Install and configure latest version of WIN-911
- Bench testing PC, software, and Voice Modem



TASK 2 – On Site Startup

- Setup new SCADA PC and voice modem in parallel with existing SCADA System
- Site Acceptance testing of new SCADA PC and alarm dial-out
- Operator Training
- Backup all software modifications to W&C Servers.

RESPONSIBILITY OF THE City

- Provide access to the sites and information applicable to the scope of the project. Assist Woodard & Curran during site visits and requests for information pertinent to the project.
- Provide required software including Wonderware Intouch and WIN-911
- Provide required hardware including Server Class SCADA PC and Grandstream modem for WIN-911 Alarm Dial-out

FEE

The estimated cost for completion of these out-of-scope services described herein are based on a time and expense basis in accordance with the attached hourly rate schedule. Our estimate of fees by task is as identified in Attachment A. This estimate is based on the expected level of effort and associated staff time. This budget will not be exceeded without written authorization from the city.

The proposed fee for completion of the Scope of Services described herein is a lump sum fee of \$27,313 (see appendix A for detailed cost breakdown), The fee will be billed monthly based on percent of work complete. This budget will not be exceeded without your prior written authorization. This fee is valid for 60 days from the date of this proposal. Monthly invoices will be submitted to the City. The final invoice will be paid upon the City's approval of the final deliverable.

The parties may agree to expand the Scope of Services provided by Woodard & Curran upon completion of the Scope as herein outlined. Any additions or extensions of the contract will be the subject of future negotiations.

SCHEDULE

Woodard & Curran is available to commence immediately upon a signed contract, and we anticipate the project can be completed in 60 days after receiving hardware and software.

TERMS AND CONDITIONS

The Terms and Conditions under which we are providing these services shall be the Operations and Maintenance Agreement between Woodard & Curran and Cashmere, Washington with an effective date of May 1, 2022.



We appreciate the opportunity to support Cashmere. If this Scope of Services meets your approval, please execute, and return a copy of the agreement to our office. If necessary, please reference a purchase order number if required for billing purposes.

The above is intended as a summary of our agreement for the performance of the work described.

Please examine same carefully and, if accurate, indicate your approval and acceptance in the space provided below.

Sincerely,

WOODARD & CURRAN, INC.

A handwritten signature in black ink, appearing to read "Kyle E. Tracy".

Kyle E. Tracy
Senior Technical Leader

ACCEPTED:

The undersigned hereby states that they are the person or duly authorized agent of the person or organization contracting for the above services on the above-described project; and that the terms and conditions stated are understood and herewith agreed to and accepted. Woodard & Curran is hereby authorized to proceed with the services outlined above.

Date: _____

By: _____

Title: _____

WOODARD & CURRAN

Date: December 9, 2022

By: _____

Title: Senior Technical Leader

APPENDIX A:





Option A Fee Estimate

Tasks	Labor				Total Hours	Total Labor Costs (1)	ODCs Total ODCs (3)	Total		
	Joe Hurley / Kyle Tracy	Mohamad Bassidgi	Charles Dyer	Nicole Cissel					Project Assistant	Total ODCs
Task 0: Project Management										
QA/QC/Monitoring Project Progress	2	3			5	\$1,487	\$0	\$1,487		
Preparing Invoices	2	2		4	6	\$1,031	\$0	\$1,031		
Subtotal Task 2:		5	0	4	11	\$2,518	\$0	\$2,518		
Task 1: In House Setup										
2.1 Setup new SCADA PC, including all service packs and security patches					16	\$3,430	\$0	\$3,430		
2.2 Install and configure latest version of Wonderware InTouch					16	\$3,430	\$0	\$3,430		
2.3 Install and configure latest version of Dream Reports					8	\$1,715	\$0	\$1,715		
2.4 Install and configure latest version of WIN-911					4	\$858	\$0	\$858		
2.5 Bench testing PC, software and Voice Modem					8	\$1,715	\$0	\$1,715		
Subtotal Task 3:	0	0	52	0	52	\$11,148	\$0	\$11,148		
Task 2: On-Site Startup										
3.1 Setup new SCADA PC and voice modem in parallel with existing SCADA System					24	\$5,145	\$0	\$5,145		
3.2 Site Acceptance testing of new SCADA PC and alarm dialout					24	\$5,145	\$0	\$5,145		
3.3 Operator Training					2	\$429	\$0	\$429		
3.4 Backup all software modifications to W&C Servers.					2	\$429	\$0	\$429		
3.5 Travel and site visit expenses					0	\$0	\$2,500	\$2,500		
Subtotal Task 4:	0	0	52	0	52	\$11,148	\$2,500	\$13,648		
TOTAL	2	5	104	4	115	\$24,813	\$2,500	\$27,313		

Staff Summary

Date: 12/07/2022
To: City Council
From: Director of Operations Steve Croci
RE: W & C Out of Scope Services – SCADA programming services

As part of the SCADA Master Plan all new equipment will need to be programmed to communicate with the SCADA system. Woodard and Curran (W&C) is able to program equipment to the SCADA system which will allow them to operate, manage, and repair the SCADA system more efficiently and effectively. Section 3.09 of the W&C agreement provides for contingency/out-of-scope services which will be invoiced separately at a rate of cost plus 5% overhead fee. The estimated cost is not to exceed \$68,504.

Staff Recommendation:

MOVE to approve the out-of-scope services for SCADA programming services and authorize the mayor to sign documents.



WOODARD & CURRAN
MEMORANDUM OF AGREEMENT

Project Number: P234611.00 Client PO Number: _____
Client Name: City of Cashmere
Contact Name: Chris McMahon Contact Email: cmcmahon@woodardcurran.com
Address: _____ Phone: 620-474-7310
City: Cashmere State: WA Zip: _____
Project Name: SCADA Programming at Remote Sites
Project Location: Cashmere, WA
 See Attachment A
Services: SCADA Programming at eleven (11) locations

Start Date: TBD after PO End Date: TBD
Fee Basis:
 Lump Sum \$ See below Estimated Fee Amount
Amount _____

Pricing is valid for 60 days from date of proposal.

If the above fee is indicated as Time & Expenses with an estimate, our fee will be based on the time expended and costs incurred. Additional services requested, unusual problems or difficulties may necessitate a higher fee. If a maximum fee amount is indicated, this amount will not be exceeded without further authorization by the Client. The terms and conditions under which we are providing these services are attached and are incorporated herein by reference.

Billings will be: Monthly At completion of services
Terms will be: Net 30 days Other _____

WOODARD & CURRAN

Date: 12/08/22 By: *Joseph Hurley*
Title: Joseph Hurley, National Practice Leader / SVP

ACCEPTED:

The undersigned hereby states that they are the person or duly authorized agent of the person or organization contracting for the above services on the above-described project; and that the terms and conditions stated are understood and herewith agreed to and accepted. This proposal is valid for 30 days from issue. Upon acceptance Woodard & Curran will be authorized to proceed with the services outlined below.

WOODARD & CURRAN ATTACHMENT A

Woodard & Curran (W&C) is providing a cost to provide the following out of scope (OOS) services. These services include PLC programming, alarm configuration, HMI screen configuration, testing and training for a controls upgrades at eleven (11) locations within the City of Cashmere, the City has chosen to install open platform (non-proprietary) equipment that can be serviced by most system integrators and has vendors locally that have a large network of spare parts availability.

The Allen Bradley (AB) PLC's designed by RH2 will be programmed to offer virtually unlimited options for operation both locally and remotely as well as enhanced alarming. All setpoints will be controlled through the main SCADA computer at the operations center. Local control can also be accomplished with an operator interface terminal (OIT) mounted on the front of the panels.

- West Lift Station
- East Lift Station
- City Lift Station
- Museum Lift Station
- Water Treatment Plant
- Water Treatment Plant Intake
- City Hall chlorine analyzer
- Well #4
- Well #10
- Sherman Reservoir
- Kennedy Reservoir

Common alarms / Monitoring Points would include.

- | | |
|---|---|
| - Pumps Failed to run | - Generator Running |
| - Low / Hi wet well | - Diesel Backup Pump Running ** |
| - Pumps running too long | - Generator / Pump Running Too Long |
| - Motor / Pump Overload** | - Pump/Well Not in Auto |
| - Power failure | - Runtime |
| - Communications failure | - Flow / Rate** |
| - Pump Clog* | - Start/Stop setpoint |
| - High residual Chlorine – Well 4 | - High residual Chlorine @ Water Treatment Plant |
| - High residual Chlorine – Well 10 | - High residual Chlorine @ City Hall |
| - Well 4 Chlorine & pacing Setpoints ** | - Water treatment Plant chlorine & pacing setpoints |
| - Well 10 Chlorine & pacing Setpoints | - City Hall Chlorine & pacing setpoints |

**Logic can be provided to see increased runtimes of the pumps to determine possible pump clogs or discharge/suction issues.*

***If the signal is available and wired into the existing panel*

TASK 1 PLC Programming Services

The work under this task includes the following:

- Meeting with RH2 and Clein to confirm desired level of control
- Programming of PLC's
- Programming of OIT's
- Creation of HMI screens as required
- Programming of Alarm functions
- Configuration of level trending screens

TASK 2 Startup Services

The work under this task includes the following:

- PLC and Communications test
- I/O Checkout with the electrical contractor
- HMI screen creation at the SCADA computer for each site
- OIT startup
- Alarm configuration and testing
- Process Testing
- Panel FAT, includes one trip to site for a total of 8 hours onsite and 4 hours of travel.

TASK 3 Closeout Services

The work under this task includes the following:

- Provide 8 hours of operator training
- Provide copy of all final PLC, OIS & HMI programs on a thumb drive
- Provide two (2) copies of O&M manual in hardcopy format and electronic copy on thumb drive.

RESPONSIBILITY OF THE CLIENT

- Provide new SCADA control panels that are mounted, wired and powered;
- Provide all required communications design, equipment and licenses;
- Provide access to control equipment and available documentation;
- Provide staff as needed for station startup and bypass functions if required; and
- Any monthly communications cost.

ASSUMPTIONS

- Remote sites will report back to the existing SCADA system at the wastewater plant;
- Communications will be done with the previous design by RH2;
- No computers or HMI software is included;
- Panel installation and associated wiring will be done by a licensed electrician;
- Wiring will be completed prior to onsite startup of any SCADA panels;
- Level Transducer and Floats (where applicable) will be installed by either the; electrical contractor or the City of Cashmere; and
- Communications will be either established by others prior to or during start-up.

The estimated cost for completion of these out-of-scope services described herein are based on a time and expense basis in accordance with the attached hourly rate schedule. Our estimate of fees by task is as identified in Attachment A. This estimate is based on the expected level of effort and associated staff time. This budget will not be exceeded without written authorization from the city.

Estimated Cost

All services and equipment listed above	\$ 61,500.00
Expenses	\$ 7,000.00
Total	\$ 68,500.00

There have been some significant Covid and supply chain issues that have resulted in project delays. Vendors are also only holding their quotes on some equipment for 20 days.



Option A Fee Estimate

Tasks	Joe Hurley / Kyle Tracy		Mohamad Bassidgi		TBD		TBD		Nicole Cissel		Total Hours	Total Labor Costs (1)	ODCs Total ODCs (3)	Total Fee
	Principal in Charge		Project Manager		I&C Engineer		Tech Specialist		Project Assistant					
	\$330	\$276	\$214	\$200	\$160	\$120								
Task 0: Project Management														
QA/QC/Monitoring Project Progress	2	15		2							19	\$5,194	\$0	\$5,194
Preparing Invoices	2	8							4		12	\$2,685	\$0	\$2,685
		23	0					4			29	\$7,879	\$0	\$7,879
Subtotal Task 0:														
Task 1: PLC Programming Services														
1.1 Meeting with RH2 and Client to confirm desired level of control			8	8				8			24	\$4,595	\$0	\$4,595
1.2 Programming of PLC's			8	12				12			32	\$6,035	\$0	\$6,035
1.3 Programming of OIT			8					16			24	\$4,275	\$0	\$4,275
1.4 Creation of HMI screens as required			4	8				12			24	\$4,378	\$0	\$4,378
1.5 Programming of Alarm functions			8					8			16	\$2,995	\$0	\$2,995
1.6 Configuration of Level Trending								8						
			36	28				64			128	\$22,278	\$0	\$22,278
Subtotal Task 1:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Task 2: On-Site Startup Services														
2.1 Panel FAT, includes one trip to site for a total of 8 hours onsite and 4 hours of travel.			12					12			24	\$4,493	\$0	\$4,493
2.2 PLC and Communications Test			4	12				12			28	\$5,178	\$0	\$5,178
2.3 I/O Checkout with the electrical contractor			2					2			2	\$429	\$0	\$429
2.4 HMI screen creation at the SCADA computer for each site			2	12				12			26	\$4,749	\$0	\$4,749
2.5 OIT startup								12			12	\$1,920	\$0	\$1,920
2.6 Alarm configuration and testing								8			8	\$1,280	\$0	\$1,280
2.7 Process Testing				24				24			48	\$8,640	\$0	\$8,640
			20	48				80			148	\$26,688	\$0	\$26,688
Subtotal Task 2:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Task 3: Closeout Services														
3.1 Provide 8 hours of operator training				12				8	1		21	\$3,800	\$0	\$3,800
3.2 Provide copy of all final PLC, OIS & HMI programs on a thumb drive								3			3	\$480	\$0	\$480
3.3 Provide two (2) copies of O&M manual									3		3	\$360	\$0	\$360
3.4 Expenses													\$7,020	\$7,020
			0	0	0	0	0	11	4		27	\$4,640	\$7,020	\$11,660
Subtotal Task 3:	0	0	0	0	0	0	0	11	4		27	\$4,640	\$7,020	\$11,660
TOTAL	2	23	76	150	246	12	332	\$92,812	\$14,040	\$68,504				