



City of Cashmere

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Cashmere, WA 98815
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CASHMERE CITY COUNCIL MEETING
MONDAY, JANUARY 9, 2023, 6:00 P.M., CITY HALL

**DUE TO THE COVID-19 PANDEMIC AND THE GOVERNOR'S PROCLAMATION;
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

- Chelan County Solid Waste Management Plan comment period
- Former Lagoons Economic Development Plan comment period

PUBLIC COMMENT PERIOD (For Items Not on the Agenda)

APPROVAL OF AGENDA

CONSENT AGENDA

1. Minutes of December 12, 2022, Regular Council Meeting
2. Payroll and Claims Packet Dated December 31, 2022
3. Affirm Mayor's appointment of the Tree Committee members
4. Affirm Mayor's appointment of the Outside Committee members
5. Affirm Mayor's appointment of John Torrence to the Planning Commission

BUSINESS ITEMS

1. WA State Department of Corrections 2023 Class V Work Project Description Contract # K12504
2. Set a Joint Planning Commission/City Council meeting for February 13, 2023, and discuss work plan

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 DECEMBER 12, 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

	<u>Present</u>	<u>Not Present</u>
Mayor:	Jim Fletcher	
Council:	John Perry Chris Carlson Shela Pistoresi 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 reminded everyone this is the last council meeting of the year. The City will not have a second council meeting in December due to the holiday.

The mayor informed the council that the employee that was on Family Medical Leave took a job out of the area. The City will be posting a job announcement for an entry level public works job.

Director Croci reminded everyone that parking is prohibited on City streets and alleys between the hours of 4:00 a.m. and 7:30 a.m. during the months of November through March to allow for snow removal.

Director Croci announced that the City is accepting proposed changes to the Comprehensive Land Use Plan. In February the Planning Commission will review the proposed changes for plan amendments.

PUBLIC COMMENTS

No comments from the public.

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 November 28, 2022, Regular Council Meeting
Payroll and Claims Packet Dated December 12, 2022

Claims Direct Pay and Check #42370, #42346 through #42391 totaling \$617,521.29

Payroll Direct Pay and Check # 42367 through #42369 totaling \$85,558.79
Manual Check #42366 replacing lost check #42161

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

PUBLIC HEARING ON PARKS, RECREATION AND OPEN SPACE PLAN (PROS Plan)

Mayor Fletcher announced the final Parks, Recreation and Open Space Plan (PROS Plan) has been completed and approved by the Planning Commission. The public hearing is to receive comments from the public before the City Council adopts the final PROS Plan.

The mayor opened the public hearing at 6:04 p.m. to receive comments from the public on the PROS Plan.

Ricardo Zepeda residing at 215 River Street addressed the council about making sure the plan designates a space to play futsal, a mini soccer game. A futsal court doesn't take up much space, it's smaller than a soccer field and has artificial turf with small side walls. The mini soccer game is very popular with the youth and would have constant use. East Wenatchee has a futsal court, which is where they currently go if they want to play the game.

Director Croci stated that Futsal is listed in the PROS Plan as an option, however there is no design or designated funding at this time.

The hearing was closed at 6:12 with no additional comments.

ORDINANCE NO. 1316 ADOPTING PARKS, RECREATION AND OPEN SPACE PLAN

MOVED by Councilor Pratt and seconded by Councilor Carlson to adopt Ordinance No. 1316 adopting the Parks, Recreation and Open Space Plan. Motion carried 5-0.

WOODARD & CURRAN BUDGET ADJUSTMENT FOR 2022

Chris McMahon, Area Manager for Woodard & Curran addressed the council regarding the 14% budget adjustment for managing the water and wastewater systems. With December's estimated expenditures, the budget over run is estimated at \$121,951. The following five categories are over budget and Chris explained the reasoning behind the over runs.

Direct Labor, benefits and Tech Support in the amount of \$43,775 – due to an excessive amount of overtime from equipment issues, water main breaks, and cleaning of water plant filters.

Chemical Costs in the amount of \$30,707 – an increased costs in chemicals including a 21% increase in polymer for the belt press.

Laboratory Costs in the amount of \$18,679 – a large amount of instrumentation, probes, and sensors required replacement and the increase in costs for outside lab services.

Office Supplies in the amount of \$3,110 – a large amount of necessary office supplies were purchased in the initial months.

Miscellaneous Operating Costs in the amount of \$64,666 – the travel costs associated with the temporary Project Manager are mostly offset by the lower salary burden for the position, and initial correction of health and safety related findings.

McMahon stated the SCADA system crashed on day 5 after they took over operations. The SCADA and other equipment failures caused an extreme amount of overtime for call outs. These were issues that were unforeseen. Also, they estimated one line break a month and they have had 4 or 5 a month since

they took over. You just can't see what's underground McMahon stated. They have addressed several issues regarding the SCADA and equipment failures, and they have addressed the leaks and line breaks. They took over operations May 1st and they have been putting out fires for 6 months, the monthly costs are coming back down and leveling out to what was expected.

Director Croci explained the City had two people operating for 10 months prior to W&C taking over and very little maintenance was able to be performed during that time, and the SCADA system was due to be updated 2 years ago, but was postponed due to the limited staff.

McMahon explained they are in the process of implementing a computerized maintenance management system (CMMS) that is just about ready to go live. They have been working on getting all the data, assets, maintenance manuals and GIS into the system. With all the information in the system, a maintenance work order will automatically be generated for all equipment maintenance, exercising valves and testing fire hydrants. The preventative maintenance will greatly reduce the emergency issues W&C has had in their first 6 months of operating.

McMahon stated that he is committed to finding Cashmere a permanent Project Manager. He can find people that are willing to do the job, but he wants to find someone that can bring the level of expertise that W&C expects. Until then W&C will continue to provide the support that has been provided to date.

Heath Loven, Interim Project Manager discussed the monthly report, and the maintenance and projects the crew completed in November. Loven explained all that the computerized maintenance management system is capable of doing and tracking. The CMMS is just about ready, they are currently working on entering date ranges to generate work orders, so the work orders aren't generated all in one week. The crew has been training and will go live with the system in the next week or so.

MOVED by Councilor Perry and seconded by Councilor Pestoresi to approve and authorize the mayor to sign the W & C budget adjustment for 2022. Motion carried 5-0.

ORDINANCE NO. 1317 AMENDING THE BUDGET FOR 2022

The proposed ordinance amends the budget for the 401 Water and Wastewater Fund.

MOVED by Councilor Carlson and seconded by Councilor Pratt to adopt Ordinance No. 1317 amending the budget for 2022. Motion carried 5-0.

RESOLUTION NO. 07-2022 AMENDING 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 delivering the Final Notice to the customers door. Other minor amendments were made to clarify and update policy language.

MOVED by Councilor Carlson and seconded by Councilor Pistorosi to adopt Resolution No. 07-2022 adopting general utility and billing policies. Motion carried 5-0.

APPROVAL OF FREEDOM HILLS SUBDIVISION PHASE I

A public hearing was held before the Hearing Examiner on December 20, 2021. The Hearing Examiner granted preliminary approval with conditions. All conditions of approval have been completed. The final step in the process is for the City Council to approve Phase I of the Freedom Hills Subdivision, which means the City is accepting the streets, and sewer and water lines.

MOVED by Councilor Pratt and seconded by Councilor Stephenson to approve Phase I of the Freedom Hills Subdivision. Motion carried 5-0.

W&C OUT OF SCOPE WORK AUTHORIZATION FOR 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.

MOVED by Councilor Stephenson and seconded by Councilor Pistoresi to approve the Out of Scope Work Authorization for SCADA Server Replacement. Motion carried 5-0.

W&C OUT OF SCOPE WORK AUTHORIZATION FOR 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.

MOVED by Councilor Pistoresi and seconded by Councilor Stephenson to approve the Out of Scope Work Authorization for SCADA Programming Services. Motion carried 5-0.

PROGRESS REPORTS

The City served Notices of Violation for property cleanup on 3 properties. One property cleaned up and the remaining 2 properties had a hearing before the Hearing Examiner. The Hearing Examiner ruled in favor of the City and granted an extension of time due to the snow.

Sunset Highway project will be ready to go out for bid in January.

The draft Economic Development Plan for East Cashmere is almost completed.

ADJOURNMENT

Mayor Fletcher adjourned the meeting at 7:11 p.m.

James Fletcher, Mayor

Attest:

Kay Jones, Clerk-Treasurer

**CITY OF CASHMERE
TREE COMMITTEE
1/1/2023**

Committee Member

**Annual Renewal
Expires 12/31**

Ed Meyer, Chair
105 Chase Ave
782-2571 (H)
669-2174 (C)
Edmeyer2017@gmail.com

12/31/23

Steve Crossland
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12/31/23

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12/31/23

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12/31/23

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12/31/23

John Perry
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509-251-1946 (C)
Jperry323@hotmail.com

12/31/23

Joanne Carr
201 Paton St.
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Carrjoanne10@gmail.com

12/31/23

**CITY OF CASHMERE
OUTSIDE COMMITTEE REPRESENTATIVES
1-1-2023**

AIRPORT BOARD (no term)

Derrick Pratt

CASHMERE CHAMBER OF COMMERCE (no term)

Steve Croci

CHELAN COUNTY DISABILITY BOARD (no term)

James Fletcher

CHELAN-DOUGLAS HEALTH DISTRICT BOARD OF HEALTH (As agreed on by Mayors)
(Cashmere, Chelan, Entiat and Leavenworth)

HOUSING AUTHORITY BOARD - CCWHA (3-Year Term 5/1/2021-4/30/2024)

Bill Dronen

LINK BOARD (no term)

James Fletcher

**CHELAN-DOUGLAS TRANSPORTATION COUNCIL – TECHNICAL ADVISORY
COMMITTEE (CDTC-TAC)** (no term)

Steve Croci

CHELAN-DOUGLAS TRANSPORTATION COUNCIL (CDTC) (Mayors alternate annually)

James Fletcher

SOLID WASTE- TECHNICAL ADVISORY COMMITTEE (no term)

Steve Croci

SOLID WASTE COUNCIL (no term)

James Fletcher

PUBLIC FACILITY DISTRICT BOARD (4-Year Term 1/1/2021-12/31/2024)

J.C. Baldwin

**CITY OF CASHMERE
PLANNING COMMITTEE
1/1/2023**

<u>Position</u>	<u>Planning Member</u>	<u>Appointed</u>	<u>4 Yr. Term Expires</u>
#1	Zak Steigmeyer 106 Lincoln St zaksteig@gmail.com 510-725-9230	1/1/2022	12/31/25
#2	Matthew Walgren 5661 Pioneer Ave 509-470-0554 (C) matthewwalgren@live.com	1/1/2022	12/31/25
#3	John Torrence 117 Viola Lane 782-1897 (B) 679-4838 (C) johnt@torrence-eng.com	1/3/2023	12/31/25
#4	Paul Kinser - Chairperson 5186 Vista Heights Cashmere, WA. 98815 336-207-4820 (C) pauldkinser@gmail.com	1/25/21	12/31/23
#5	Kirk Esmond – Vice Chairperson 113 Mission View Pl. PO Box 138 509-699-0254 (C) kirk@kirkesmond.com	1/1/2020	12/31/23
#6	Paul Nelson 106 Mission View Pl. Cashmere, WA 98815 509-630-4371 Paul.nelson44@yahoo.com	1/27/2020	12/31/23
#7	Maureen Lewison 116 W. Pleasant Ave 206-271-4481 maureenlewisson@gmail.com	1/1/2020	12/31/23

WASHINGTON STATE DEPARTMENT OF CORRECTIONS
Community Corrections Division
CLASS V Work Project Description

Contract Number: K12504

Recipient: City of Cashmere

Recipient is: Government Entity State Agency Public Benefit Nonprofit & Evidence Attached

Recipient Contact: Mayor Jim Fletcher Phone: 509-782-3513 Email: Mayor@cityofcashmere.org

Department Contact: David Askren Phone: 509-699-8320 Email: david.askren@doc.wa.gov

Work Project Title: Community Restitution Program

Project Level: 1 2 3

Workers will: Landscaping, litter control, and general labor

Number of Workers on crew: 1-10

Project Location: Within city limits of Cashmere

Project Period (One year maximum): 01/01/2023 through 12/31/2023

1. Projected Total Number of Crew Hours, Number of Workers: **3-10 workers**
2. Minimums for Set Monthly Rate and/or Full or Half Day Rate: **N/A**
3. Approximate Work Hours: **Arrive at 8 a.m. Depart at 2:30 p.m.**

Special Payment Terms. Recipient will pay DOC:

1. Transportation Costs: \$Current per mile rate to transport Workers;
2. Other direct and indirect costs \$15 per person; to include **Correctional Officer** (L&I Premiums Rate, Administrative Cost, etc.).

PPE, Tools and Equipment Provided by:

Recipient: Yes

Specialty PPE, Tools and Equipment Training Provided by Recipient?

JSA Worksheet completed and attached?

Additional Terms:

DEPARTMENT OF CORRECTIONS

Signature

Signature of Field Administrator or Work
Release and Residential Program Coordinator

Printed Name & Title

Section/Facility

Date

Date

Please email a copy of this Work Project Description to docclacontractassist@DOC1.WA.GOV within two (2) calendar days after it is signed by the second of both Parties. THANK-YOU

Staff Summary

Date: 1/5/2023
To: City Council
From: Director of Operations Steve Croci
RE: Joint Planning Meeting

During the first quarter of each year, the city council and planning commission shall hold a joint public meeting for the purpose of reviewing community-wide planning-related issues and the annual work plan of the planning commission. Staff recommends setting the meeting for February 13, 2023 during the City Council meeting. Staff recommends addressing topics which support residential development such as extending water and sewer utilities, adding multi-family zones along transit routes, revising roadway design standards and identifying where to extend the urban growth area.

Staff Recommendation:

MOVE to schedule the joint City Council and Planning Commission meeting for February 13, 2023 during the City Council meeting.
