



## City of Cashmere

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Website [www.cityofcashmere.org](http://www.cityofcashmere.org)

CASHMERE CITY COUNCIL MEETING  
MONDAY, APRIL 10, 2023, 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

PROCLAMATION

Proclaiming April 28<sup>th</sup> Arbor Day in Cashmere

PUBLIC COMMENT PERIOD (For Items Not on the Agenda)

APPROVAL OF AGENDA

CONSENT AGENDA

1. Minutes of March 27, 2023, Regular Council Meeting
2. Payroll and Claims Packet Dated April 10, 2023

BUSINESS ITEMS

1. Cross Control Specialist Employment Agreement
2. Task Authorization #3 - PRV Station Replacements Feasibility Analysis
3. Discussion on the request to change the name of Cottage Park to honor E.C. Long

PROGRESS REPORTS

ADJOURNMENT

TO ADDRESS THE COUNCIL, PLEASE BE RECOGNIZED BY THE MAYOR AND STATE YOUR NAME WHEN YOU BEGIN YOUR COMMENTS  
**Americans with Disabilities Act (ADA) accommodations provided upon request (48-hour notice required)**

MINUTES OF THE CASHMERE CITY COUNCIL MEETING  
MONDAY MARCH 27, 2023, 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. Clerk-Treasurer Kay Jones 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 Pistorosi Jayne Stephenson Derrick Pratt	
Staff:	Kay Jones, Clerk-Treasurer Steve Croci, Director of Operations	Chuck Zimmerman, City Attorney

ANNOUNCEMENTS

PUBLIC COMMENTS

Two community members were not allowed to address the Council due to the nature of the comments in a letter submitted to the City. Mayor Jim Fletcher stated. "The letter is inappropriate as it's dealing with items not subject to City Council. The Council does not have authority to discipline or remove other council members from the board." Fletcher invited them to schedule a meeting to discuss the other issue listed in the letter.

APPROVAL OF AGENDA

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

CONSENT AGENDA

Minutes of March 13, 2023, Regular Council Meeting  
Payroll and Claims Packet Dated March 27, 2023  
Claims Direct Pay and Check #42574 through #42597 totaling \$92,331.72

MOVED by Councilor Pratt and seconded by Councilor Carlson to approve the items on the Consent Agenda. Motion carried unanimously.

LINK CEO RICHARD DEROCK – LINK TRANSIT UPDATE

Link Transit CEO Richard DeRock provided the Council with a description of the status of current operations and plans. Weekend and evening ridership has substantially increased and has partly replaced weekday ridership. He explained that the drop in weekday ridership is primarily from fewer college students using the system. A shortage of bus drivers has kept Link Transit from implementing

planned additions to the system. It currently has 155 operators but is short by about 18 drivers. "This has been a huge issue we have not been able to actually carry out the expansion that was envisioned in the sales tax that passed in 2019...That whole series of projects, we have got about 50%... of the service expansion that we wanted to be done, because we have not been able to hire enough operators" to be able to add those additional services.

Link Transit is purchasing several new electric vans and buses and if they stay on schedule with planned purchases, they will be 100% electric by 2026.

#### RESOLUTION 01-2023 APPROVING AN INTERLOCAL AGREEMENT WITH SOURCEWELL - PURCHASE OF A FIRE TRUCK

Fire Chief Blake Larson has been researching fire truck manufacturers to determine which fire truck would be best suited for Cashmere. When possible, the City uses Washington State's cooperative purchasing program to purchase equipment and supplies. Fire Trucks are not on Washington's purchasing program.

Sourcewell is the same type of cooperative purchasing program that offers competitive pricing on goods in amounts equal to, or better than, pricing from other sources. It is necessary for the City to enter an interlocal agreement with Sourcewell to become a participating member and have the legal right and authority to exercise rights and privileges to obtain a bid to purchase equipment, supplies and materials from the Sourcewell purchasing roster. |

MOVED by Councilor Pratt and seconded by Councilor Carlson to approve Resolution No. 01-2023 approving an Interlocal Agreement with Sourcewell for the purchase of a fire truck. Motion carried unanimously.

#### APPROVAL TO SUBMIT A DWSRF LEAD SERVICE LINE LOAN APPLICATION

The City is required by federal law to complete a lead service line inventory by October 16, 2024. The Drinking Water State Revolving Fund (DWSRF) has funding available to complete the inventory. The application period is April 1<sup>st</sup> to April 28<sup>th</sup> and the City wants to submit in the first week.

MOVED by Councilor Pratt and seconded by Councilor Stephenson to approve submitting a lead service line loan application to DWSRF. Motion carried unanimously.

#### SETTLEMENT AGREEMENT FOR CONNECTION TO CITY WATER SYSTEM OF PROPERTIES LOCATED AT 5709 AND 5719 EVERGREEN DRIVE

City Staff worked with property owners and did not clearly state at the beginning of the development process that the properties would be required to connect to the City water system for domestic household use. The financial settlement resolves the claim from the property owners for the substantial improvements they made to their private well to serve the properties.

MOVED by Councilor Stevenson and seconded by Councilor Pratt to approve the settlement agreement for connection to the City water system of properties located at 5709 and 5719 Evergreen Drive. Motion carried unanimously.

#### PROGRESS REPORTS

Clerk-Treasurer Kay Jones reported that Correct Equipment will be out April 3<sup>rd</sup> to finish up the second half of the meter replacement project.

Director Steve Croci stated that Correct Equipment informed him they will be replacing almost 200 of the new meters; since the leak detection for the city main lines is not working.

Director Croci reported that after speaking with several companies, the HVAC at Riverside Center will be repaired instead of replacing the entire unit. He estimates the repair to be approximately \$10,000.

The bids for the City's portion of Sunset Highway came in about \$100,000 above the engineer's estimate. The majority of the \$100,000 was due to illumination. Selland Construction was the low bidder. The project will start in the middle to late May.

W & C Project Manager Dorien McElroy reported on the following for the water and wastewater systems. The lighting project at the wastewater plant is underway, replacing inside and outside lights with LED, which was an item on the safety audit. They are tackling other safety items as well. Next week the crew will be assisting with the second half of the meter project next week.

McElroy announced that Woodard and Curran joined the Cashmere Chamber, and she has been working with the school on a field trip for the 8<sup>th</sup> graders to tour the wastewater plant.

Mayor Fletcher provided the council with the history of E. C Long, a former resident of Cashmere. E. C. Long donated the property to the City where Cottage Avenue is located. His grandson is requesting the park be renamed in recognition of his grandfather. The mayor asked the council to review the information for future discussion.

ADJOURNMENT

Mayor Fletcher adjourned the meeting at 7:07 p.m.

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James Fletcher, Mayor

Attest:

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Kay Jones, Clerk-Treasurer



**TREE CITY USA**  
An Arbor Day Foundation Program

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# OFFICIAL PROCLAMATION

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**WHEREAS** in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, *and*

**WHEREAS** this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, *and*

**WHEREAS** Arbor Day is now observed throughout the nation and the world, *and*

**WHEREAS** trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, *and*

**WHEREAS** trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, *and*

**WHEREAS** trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, *and*

**WHEREAS** trees — wherever they are planted — are a source of joy and spiritual renewal.

**NOW, THEREFORE,** I, James Fletcher, Mayor of the City of Cashmere, do hereby proclaim April 28, 2023 as **ARBOR DAY** In the City of Cashmere, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, *and*

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

**DATED THIS** 10th day of April 2023

Mayor 

# Staff Summary

**Date:** 4/6/2023  
**To:** City Council  
**From:** Steve Croci, Director of Operations  
**RE:** Cross Connection Control Specialist Employment Agreement

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The City is required to have a cross connection control specialist to ensure all water service connections are protected by approved backflow prevention devices or by abating and eliminating cross connections. Bennett Osborne of Valley Water Services is capable and credential to be the cross connection control specialist.

**Staff Recommendation:**

MOVE to approve the Cross Connection Control Specialist Employment Agreement with Bennett Osborne of Valley Water Services.

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## **CROSS CONTROL SPECIALIST EMPLOYMENT AGREEMENT**

THIS AGREEMENT is entered into between the CITY OF CASHMERE ("CITY"), a Washington municipal corporation, and BENNET OSBORN of VALLEY WATER SERVICES, an individual, ("EMPLOYEE"), sometimes collectively referred to herein as the "Parties" or individually as a "Party".

In consideration of the mutual covenants and agreements contained herein, the Parties mutually agree to the following terms and conditions:

1. RETENTION OF EMPLOYEE. The CITY retains the EMPLOYEE to perform, from time to time, cross connection control specialist duties for the water system, authorized by the CITY. The EMPLOYEE agrees to develop, implement, and maintain a cross-connection control program that meets the Washington State requirements. All work shall be done under the direction of the CITY'S Mayor or his or her designee.

2. TERM OF AGREEMENT. The term of this Agreement shall be from the date of approval of this Agreement by the CITY until terminated by either Party as set forth below herein.

3. EMPLOYEE. The EMPLOYEE shall be an employee of the CITY and shall work on a part-time and hourly paid basis and shall not be entitled to any benefits afforded to other employees of the CITY. The EMPLOYEE shall not be entitled to vacation pay, retirement benefits, medical insurance, dental insurance, or any other similar employee benefits afforded to regular full-time employees of the CITY. The EMPLOYEE shall be entitled to paid sick leave calculated pursuant to applicable Washington state law. It is anticipated EMPLOYEE shall not work more than an average of eight (8) hours per week during the term of this Agreement.

4. EMPLOYEE SERVICES. EMPLOYEE will be the designated cross-connection control specialist services as authorized by the CITY which may include, but are not limited to the following:

4.1.(1) A CCS designated by a purveyor as required in WAC 246-292-050(4) shall develop, implement, and maintain a cross-connection control program that meets the requirements in WAC 246-290-490.

4.2.(2) A CCS shall perform the following duties:

4.3.(a) Assess the degree of hazard posed by the consumer's water system to the public water system, as required in WAC 246-290-490 (4)(a)(i);

4.4.(b) Determine the appropriate method of backflow protection to prevent contamination of the public water system by the consumer's water system, as required in WAC 246-290-490 (4)(a)(ii);

4.5.(c) Inspect backflow preventer installations to verify that the protection provided is appropriate for the assessed degree of hazard, as required in WAC 246-290-490 (7)(a)(i);

- 4.6.(d) Investigate and respond to backflow incidents known to have contaminated or suspected of contaminating the public water system, as required in WAC 246-290-490 (3)(h);
- 4.7.(e) Develop and maintain the purveyor's cross-connection control records, as required in WAC 246-290-490 (3), (4), and (8);
- 4.8.(f) Complete and sign the purveyor's cross-connection control related reports and make the reports available to the department upon request, as required in WAC 246-290-490(8) including:
  - 4.9.(i) The cross-connection control annual summary reports; and
- 4.10. (ii) Backflow incident reports after an incident has occurred that contaminated the public water system;
- 4.11. (g) Take corrective action as required in WAC 246-290-490 (2)(h) when a consumer fails to comply with the purveyor's cross-connection control requirements regarding the installation, inspection, field testing, maintenance, or repair of a backflow preventer that protects the public water system; and
- 4.12. (h) Review inspection and field test reports for backflow preventers that protect the public water system and take follow-up action to resolve incomplete, erroneous, or fraudulent reports as required in WAC 246-290-490 (3)(g).
- 4.13. (3) If the purveyor grants exceptions to mandatory premises isolation as allowed under WAC 246-290-490 (4)(b), the CCS shall:
  - 4.14. (a) Determine, on a case-by-case basis, if granting the consumer an exception to mandatory premises isolation is appropriate;
  - 4.15. (b) Complete and sign an exception form provided by the department for each exception granted;
  - 4.16. (c) Include the completed exception forms in the purveyor's cross-connection control annual summary report; and
  - 4.17. (d) Submit the completed and signed exception forms to the department upon request.
- 4.18. (4) As allowed in WAC 246-290-490 (7)(a)(ii), a CCS's duties may include inspecting:
  - 4.19. (a) Air gaps to determine if they are approved air gaps, and reporting the results of the inspections as required in WAC 246-292-036(8); and
  - 4.20. (b) Backflow prevention assemblies to determine if they are installed correctly and approved by the department.



4.21. (5) The CCS duties in this chapter do not relieve a purveyor of the responsibility to comply with the requirements of chapter 246-290 WAC.

5. NOT ASSIGNABLE. With respect to services to be provided by the EMPLOYEE to the CITY, the performance of those services is not assignable and EMPLOYEE agrees to perform all of the services requested by the CITY and not to assign the performance of any of those services to any other person.

6. CITY'S RESPONSIBILITIES. The CITY's responsibilities under this Agreement will include the following:

6.1. Provide to the EMPLOYEE access to information to successfully complete the assign responsibilities and work; and

6.2. Compensate, as provided by this Agreement, the EMPLOYEE for services rendered under this Agreement.

7. EMPLOYEE WAGE. The EMPLOYEE shall be paid \$65.00 per hour for performing services pursuant to the terms of this Agreement as requested by the CITY.

In addition, the EMPLOYEE shall be reimbursed for his reasonable travel expenses. Mileage expenses of the EMPLOYEE shall be reimbursed at the then current IRS deductible rate.

8. TIME RECORDS. The time records for the EMPLOYEE'S services shall identify at a minimum the following:

8.1. The date on which the services are provided;

8.2. The time expended to perform the services; and

8.3. A brief description of the services provided.

The EMPLOYEE shall turn in his written time records to the CITY by the 5th of the month following the month in which the services were performed. The CITY shall pay the EMPLOYEE for the services performed by the 15th of the month following the month when the time records were received from the EMPLOYEE.

9. SEVERABILITY. In the event any provisions of this Agreement shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the Parties.

10. ATTORNEY'S FEES. In the event it is necessary for either Party to utilize the services of an attorney to enforce any of the terms of this Agreement, the substantially prevailing Party in any such litigation shall be entitled to an award of its reasonable attorney's fees and costs against the non-substantially prevailing Party.

11. WAIVER OF BREACH. The waiver by either Party of the breach of any provision of this Agreement by the other Party must be in writing and shall not operate or be construed as a waiver of any subsequent breach by such other Party.

12. GOVERNING LAW AND VENUE. This Agreement shall be governed by the laws of the State of Washington and venue for any lawsuit shall be in the Chelan County Superior Court.

13. AGREEMENT TERMINATION. The CITY or EMPLOYEE may terminate this Agreement by giving ten (10) days' written notice to the other Party for any reason with or without cause. EMPLOYEE is an "at will" employee of the CITY. In the event of termination, the EMPLOYEE agrees to cooperate reasonably with the Mayor and other City employees and consultants in making available information developed as the result of work previously performed by the EMPLOYEE.

14. INTEREST OF CITY OFFICIALS. No member of the governing body of the CITY and no other officer, employee, or agent of the CITY who exercises any functions or responsibilities in connection with the planning and carrying out of the terms of this Agreement, shall have any personal financial interest, direct or indirect, in this Agreement and the CITY and EMPLOYEE shall take appropriate steps to assure compliance.

15. INTEREST OF EMPLOYEE. The EMPLOYEE covenants that he shall not acquire interest, direct or indirect, in any property that is the subject of the services to be provided by EMPLOYEE under this Agreement.

16. REPORTS AND INFORMATION. The EMPLOYEE, at such times and in such forms as the CITY may require, shall furnish the CITY such periodic reports as it may request pertaining to the work or services undertaken pursuant to this Agreement, and any other matters covered by this Agreement.

17. COMPLIANCE WITH LAWS. The EMPLOYEE shall comply with all applicable laws, ordinances, and codes of the federal, state, and local governments.

18. ENTIRE AGREEMENT. This Agreement represents the entire and integrated agreement between the CITY and the EMPLOYEE and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the CITY and the EMPLOYEE. Nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than the CITY and EMPLOYEE and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of the CITY and EMPLOYEE and not for the benefit of any other party.

APPROVED by the City Council of the City of  
Cashmere, Washington the \_\_\_\_\_ day of  
\_\_\_\_\_, 2023:

By: \_\_\_\_\_  
Jim Fletcher, Mayor

Address for Giving Notices:  
City of Cashmere  
Attention: Mayor  
101 Woodring St  
Cashmere, WA 98815  
(509)782-3513

APPROVED by Employee the 6<sup>th</sup> day of  
April, 2023:

By:   
Bennett Osborne

Address for Giving Notices:  
Valley Water Service  
4001 Summitview Ave. #5-191  
Yakima, WA 98908  
Phone: 509-833-5803

# Staff Summary

**Date:** 4/6/2023  
**To:** City Council  
**From:** Steve Croci, Director of Operations  
**RE:** Task Authorization #3 PRV Station Replacements - Feasibility Analysis

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The Water System Plan identified a need to replace four pressure reducing valve (PRV) stations that flood due to high groundwater. This project will determine the feasibility of relocating the PRV stations above ground or to a different location, and develop a prioritized list with estimated replacement cost. The fee estimate is \$6,808.

**Staff Recommendation:**

MOVE to approve Task Authorization #3 PRV Station Replacements – Feasibility Analysis in the amount of \$6,808.

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**Task Authorization No. 3**  
**City of Cashmere**  
**General Engineering Services**  
**PRV Station Replacements**

Spring 2023

RH2 Project No. CA 220026.03

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In accordance with our Professional Engineering Services Agreement for General Services, effective January 1, 2022, this Task Authorization outlines the Scope of Work for the Pressure Reducing Valve (PRV) Station Replacements. The work will be performed and invoiced in compliance with the terms and conditions listed in the governing Agreement and any issued Contract Amendments.

### **Background**

The City of Cashmere (City) has identified a need to replace four PRV stations that flood due to high groundwater. This slows maintenance, accelerates corrosion, and poses a risk of cross connection. Below-grade PRV stations are confined spaces requiring protective measures for maintenance. The four PRV stations needing replacement are Fisher Street, Tigner Road, Oak Street, and Natatorium.

The goal of this project is for the City to relocate the PRV stations above grade in heated enclosures, if possible. Power service will be required for above grade locations. If, following the feasibility analysis in Task 1 of this Scope of Work, it is determined that an above grade location is not reasonable, a redesigned station may need to be installed below grade at or near the current location.

This Task Authorization is only for Task 1 – Feasibility Analysis. Following completion of Task 1, the City will determine how many PRV stations to replace. The anticipated Scope of Work for subsequent Tasks 2, 3, and 4 is provided for reference, but may change slightly following Task 1.

*This Scope of Work includes a feasibility study on the cost of replacement and provide a prioritization of replacement for the four PRV stations. The Engineer's opinion of probable construction cost (OPCC) for each station will determine the scope of work that can be completed based on the City's available budget for PRV station replacements. RH2 will perform the services described up to the amounts included in the attached Fee Estimate. If additional effort is needed, that extra work will be mutually determined by the City and RH2.*

### **Scope of Work**

#### **Task 1 – Feasibility Analysis**

**Objective:** Gather information necessary to complete an OPCC and replacement prioritization for each the four (4) PRV stations.

**Approach:**

- 1.1 Attend one (1) site visit to observe and collect field information for each PRV stations' location and layout.
- 1.2 Prepare a conceptual site plan for each PRV station to identify PRV station footprint, easement or land needs, and power availability.

- 1.3 Evaluate up to three (3) types of enclosures for cost, appearance, and security. *It is assumed that the enclosure types will be "hot-box", package stick-frame shed, or concrete masonry unit (CMU).*
- 1.4 Prepare an OPCC for replacement of each PRV station.
- 1.5 Meet with the City to review the evaluation. Complete a PRV station replacement prioritization schedule based on City feedback.

**Assumptions:**

- *Right-of-way and property boundaries will use Chelan County GIS shapefiles and rely on the accuracy and completeness of that data.*

**Provided by City:**

- Access to the PRV stations.
- Information, data, and materials pertaining to the existing stations such as, but not limited to, PRV station plans and as-builts.
- Prioritization schedule and decision on type of enclosure.
- Easement or property acquisition.

**RH2 Deliverables:**

- Conceptual site plan for each PRV station identifying the structure footprint and anticipated easement or land needs in electronic PDF.
- Engineer's opinion of probable cost for each PRV station in electronic PDF.
- PRV station replacement prioritization schedule in electronic PDF.

Tasks 2, 3, and 4 will commence upon direction from the City confirming prioritization in Task 1.

**Task 2 – Design**

**Objective:** Prepare design plans and specifications for the proposed PRV stations.

**Approach:**

- 2.1 Prepare 60-percent mechanical and structural plans. Prepare 60-percent site plans, including access for maintenance, parking, transformer location, grading, and construction staging areas. *The City will provide landscaping requirements.*
- 2.2 Prepare 60-percent electrical plans. Determine electrical service size and contact Chelan County Public Utility District for service requirements and costs.
- 2.3 Update the OPCC and revise at the 90-percent and bid-ready design phases.
- 2.4 Submit 60-percent plans to City for review. Attend one (1) review meeting with the City. Prepare meeting minutes, if applicable.
- 2.5 Prepare 90-percent design plans.

- 2.6 Prepare 90-percent construction contract and technical specifications using RH2's standard construction contract documents and technical specifications.
- 2.7 Perform in-house senior quality assurance and quality control (QA/QC) plan review.
- 2.8 Submit 90-percent plans, construction contract, and specifications to the City for review. Attend a review meeting. Prepare meeting minutes, if applicable.
- 2.9 Prepare bid-ready plans, construction contract documents, and specifications.
- 2.10 Perform project management, including invoice reviews, budget tracking, updating the project schedule, and maintaining project records.

**Assumptions:**

- *GIS aerial imagery and LiDAR data will be utilized, and a site survey will not be needed. If a survey is required, a surveyor will be contracted directly by the City to provide the appropriate information.*
- *City construction standards will be utilized where appropriate.*
- *RH2 will rely upon the accuracy and completeness of any information, data, and materials generated or produced by the City or others in relation to this Scope of Work.*
- *RH2 will perform the services described up to the amounts included in the attached Fee Estimate. If additional effort is needed, that extra work will be mutually determined by the City and RH2.*
- *Any permits required will be obtained by the City.*

**Provided by City:**

- Timely review comments at 60-, and 90-percent design.
- Supplemental survey, if needed.

**RH2 Deliverables:**

- Review documents at various stages:
  - 60-percent plans: one (1) full-size, two (2) half-size, and electronic PDF.
  - 90-percent plans: one (1) full-size, two (2) half-size, and electronic PDF.
  - 90-percent construction contract documents and specifications in Microsoft Word.
- OPCC at 60- and 90-percent and bid-ready design in electronic PDF.
- Meetings minutes (when applicable) in electronic PDF.

**Task 3 – Services During Bidding**

**Objective:** Assist the City with the bidding process for the construction of PRV stations.

**Approach:**

- 3.1 Produce hard copy bid documents for City use and electronic (PDF) files for online bidding. Post bid documents online with QuestCDN and manage during bidding.

- 3.2 Respond to questions during bidding and prepare up to two (2) bid addenda.
- 3.3 Prepare for and attend the bid opening. Prepare bid tabulation. Review low bids and prepare recommendation of award and notice of award letters for City.
- 3.4 Revise plans and specifications with changes addressed in addenda (if any) and print hard copies for City and contractor use. Produce three (3) construction contract books for signature that include the low bidder's information.

**Assumptions:**

- *No stormwater analysis, stormwater report, State Environmental Policy Act checklist, or cultural resource survey will be required.*
- *The City will obtain any permits or approval needed.*
- *The structures will be small enough to not require a building permit.*
- *Bid documents will be distributed electronically and not mass produced in hard copy. Additional plan sets or copies of bid documents may be requested at cost plus materials.*

**Provided by City:**

- Obtain and pay for permits.
- Submit and pay for the newspaper advertisements.

**RH2 Deliverables:**

- Two (2) full-size plan sets for City signature.
- Two (2) half-size plan sets and two (2) construction contract books for City reference during bidding.
- Plans and specifications for online bidding in electronic PDF.
- Up to two (2) addenda in electronic PDF.
- Bid tabulation, recommendation of award letter, and notice of award letter in electronic PDF.
- Three (3) construction contract books and half-size plans for signatures.
- Six (6) conformed construction contract books, six (6) conformed half-size plans, and three (3) conformed full-size plans.

**Task 4 – Services During Construction**

**Objective:** Provide limited construction contract administration services during construction.

**Approach:**

- 4.1 Prepare notice to proceed. Prepare notices and agenda for and attend a pre-construction conference. Prepare meeting minutes.
- 4.2 Review materials submittals.
- 4.3 Assist with call-in construction questions and respond to requests for information (RFIs).



- 4.4 Review and prepare change orders.
- 4.5 Prepare monthly pay estimates and submit to the City for payment. Coordinate retainage closeout with Washington State revenue agencies.
- 4.6 Provide up to fifteen (15) hours of part-time on-site observation services per PRV station. Prepare observation reports, if applicable. Prepare and follow up on punch list with the contractor when construction is near complete. Prepare as-constructed plans.
- 4.7 Attend up to two (2) meetings with the City and contractor. *This Scope of Work assumes two (2) hours per meeting.* Meeting minutes may or may not be produced depending on the meeting content.

**Assumptions:**

- *City will perform day-to-day inspections.*
- *Construction phase services defined in this Task are variable in nature and depend in part on the contractor awarded the project. RH2's estimate is based on an experienced and reasonable contractor being awarded the construction contract. RH2 will perform the services described up to the amounts included in the Fee Estimate. If additional effort is needed, that extra work will be mutually determined by the City and RH2.*
- *RH2 is not responsible for site safety, providing means and methods, or directing the contractor in their work.*
- *Startup and commissioning of equipment will be performed by the contractor.*

**Provided by City:**

- Payments to the contractor.
- Contracting with a compaction testing service.
- Operation of existing water system equipment as needed to facilitate construction.

**RH2 Deliverables:**

- Notice to proceed in electronic PDF.
- Agenda and minutes for pre-construction conference in electronic PDF.
- Submittal reviews in electronic PDF.
- RFI responses in electronic PDF.
- Change order documentation in electronic PDF.
- Monthly progress pay estimates in electronic PDF.
- Site observation reports in electronic PDF.
- Construction punch list in electronic PDF.
- Attendance at construction meetings and meeting minutes in electronic PDF.
- Attendance at startup and testing.

**City of Cashmere  
General Engineering Services**

**Task Authorization No. 3  
PRV Station Replacements**

- As-constructed plans in electronic PDF.

**Subconsultants**

No subconsultants are anticipated for this task.

**Fee for Services**

The fee for services for Task 1 shall be on a time and expense basis and shall not exceed \$6,808.00 as shown on attached **Exhibit A, Fee Estimate** without prior written authorization of City of Cashmere.

**RH2 Engineering, Inc.**



\_\_\_\_\_  
Signature

\_\_\_\_\_  
Paul R. Cross, Executive Vice President

\_\_\_\_\_  
Print Name/Title

\_\_\_\_\_  
4/4/2023

\_\_\_\_\_  
Date

**City of Cashmere**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name/Title

\_\_\_\_\_  
Date

**EXHIBIT A**  
**Fee Estimate**  
**Task Authorization No. 3**  
**City of Cashmere**  
**General Engineering Services**  
**PRV Station Replacement**  
**Apr-23**

Description	Total Hours	Total Labor	Total Expense	Total Cost
Task 1 Feasibility Analysis	30	\$ 6,457	\$ 351	\$ 6,808

**E.C. Long**

Born on 12 Feb 1860 at Walnut, Bureau Co., IL. Married at Ohio Station, Bureau Co., IL. Died on 7 Jan 1931 at Cashmere, Chelan Co., WA.

**Occupation:**

- Farmer
- Trader in Horses, Real Estate
- Chelan County Commissioner

*Rud Long*  
*(509) 421-9496*

**Memberships and Interests:**

- Washington State Roads Commission

**Family Residences:**

- 1860 - aft 1881: Walnut, IL
- aft 1881 - 1903: Dodge County, NE
- Abt 1903 - 1904: Stratford, Grant, WA
- 1904 - 1931: Cashmere, Chelan, WA

**Biography:**

Eugene Christian and Olive Forney Long came to Cashmere from Dodge, Nebraska, in 1902 after spending about one year in Wilson Creek, Washington. Mr. Long came out from Nebraska first and established a homestead, then returned to Dodge for the family and personal belongings. Mrs. Long and the three children traveled west by passenger train, and Mr. Long rode in a freight car with the household goods and the livestock, which consisted of a cow, a team of buggy horses and a team of work horses. At that time a free pass was given the person riding with the stock.

Mr. and Mrs. Long lived with their three children, Ruby, Guy and Ina Long (McManus) in a home

built on their homestead.

Mr. Long was a stockholder in The Big Department Store, commonly known as The Big D. He served as a County Commissioner of Chelan County. Both he and Mrs. Long were members of the Presbyterian Church in Cashmere.

The land for the little park on Cottage Avenue in Cashmere was a gift to the city from Mr. Long. Mr. Long passed away January 7, 1931, and Mrs. Long, April 19, 1937. (Viola Long Wilson)

Newspaper Clipping (Cashmere Valley Record, c. 1910):

**Wanting a Farm to Support Him in Comfort E. C. Long Traffics in Lands all his Life Without Realizing his Youthful Ambition**

**Reaches Contentment in The Vale of Cashmere Finally.**

Work and Sleep Soundly

That is the Advice of a Man Who Deals in Large Affairs and promotes Big Projects, Yet Who Retires Every Night at 9 Arises at 6 and Milks the Cows

"When I was a young man I wanted several things," said E. C. Long, musingly the other day; "but what I wanted mainly--

But before telling what Mr. Long desired mainly, it is pertinent to observe that contentment with ones lot does not invariably mean that one's lot has been the reward or outcome or accompaniment of the life desired by one. Contentment is rare, anyway; and rarer still is a state of earthly felicity obtained, in the prime of life, as the inevitable result of youthful ideals followed with scrupulous fidelity.

"My ideal as a young man was to be the owner of a farm big enough to keep me in comfort; not in luxury--unless you will agree with my common sense definition of 'luxury.' as the possession of all of life's necessities and the absence of any desire for superfluties--but just in comfort. That," continued Mr. Long, "was my aim in life. And I never achieved it. Still, I am absolutely satisfied with life. I could not change my way of living if I would. If I were out of my present

business, which keeps me working hard all the time, I'd start another of the same description immediately."

"I never worry. there's the secret of my health and contentment. If I were to go broke today, I'd start right in tomorrow with the same faith in the future that I possessed twenty years ago."

The last statement, naturally, is not presently susceptible of proof. Mr. Long is not "broke".  
But--

"I go to sleep every night at 9 o'clock; sleep, dreamlessly, like a log, until 6 in the morning; get up at 6; milk the cow; busy myself with odd jobs around the house every day until noon; then I come down town," said Mr. Long.

There is some practical proof of Mr. Long's theory of life. and his appearance certainly bears out the theory. Father of three grown-up children, head of many Cashmere enterprises that require close and unremitting attention, he has the physique today of most powerful men of forty years.

Illinois was the native state of E. C. Long. Leaving home as a young man, he traveled for several years extensively through the middle west and south, finally settling in Fremont, Dodge County, Nebraska. There he farmed and handled cattle and livestock generally until 1900, when he came west to Spokane. A brief study of conditions in the Inland empire ten years ago convinced him that the Big Bend was a good field for enterprise.

In opposition to the judgment of many old residents who held that the Big Bend was simply an immense grazing ground, and totally unsuited to wheat growing, Mr. Long invested in land for the sole purpose of raising wheat, and subsequent events have proved the correctness of the newcomer's judgment. With the capital acquired by some successful turns in wheat lands, he came to Cashmere in 1904.

In 1905 Mr. Long bought an interest in the general store conducted by Ira Freer in Cashmere. The business was immediately incorporated, and Mr. Long still owns a good sized block of stock in a general merchandise business that has so far outstripped its promise five years ago as to require today the services of over a score of salesmen and other employees. His son, Guy Long, is manager of the business; and seems to show an inheritance of his father's abilities.

A half section of land two miles due north of Cashmere, 40 acres two miles south of town, and 4 acres surrounding his town residence comprise about all of Mr. Long's present land holdings.

A small part of the half section is planted to orchard; and sufficient ground was broken out last year to make a crop of some 150 tons of hay. Of the 40 acres, 14 are irrigable and 8 have been set to trees. Of the four acres that surround his town residence, two make a bearing apple

orchard whose crop justifies Mr. Long's faith in the Vale of Cashmere.

"There is no agricultural country in the great Northwest, and that means in the whole United States, that has equal opportunities to offer an industrious man," says Mr. Long. "I don't mean that a fortune or even a competence awaits every comer. A drone can starve here as easily as in an eastern community. A man who has lost his belief in himself has about the same show that he has anywhere else! and that is none; absolutely none. With that faith no matter how desperate his present circumstances, he will find plenty of hands to assist him so long as he is himself striving.

"It is my firm conviction that an earnest, industrious man, with a very modest capital, can make a financial success here by buying raw land at its present moderate cost, planting it to apples and eking out his living until his orchard comes into bearing by raising garden truck."

It is worth noting, in conclusion, that while Mr. Long, considering the activities of his career in the Vale of Cashmere, is a comparatively small orchardist, he has made many purchases and sales of Cashmere orchard lands that have netted him handsome profits; that in every case of purchase from his hands the present owner of the orchard has realized three or four times the profit realized by Mr. Long.

"No, I never owned the farm that I intended to own," says E. C. Long, "but I am satisfied".

Which seem to prove that, while Mr. Long is not one of those eminently rare individuals whose earthly satisfaction is the reward of a campaign of life faithfully adhered to, he has at least reached the infrequently attained goal of contentment.

#### Forty Years Ago -- Items From The Wenatchee Daily World Files

An editorial in Tuesday's Daily World states: "There are two men who ought to be properly recognized for the remarkable work which they have done in past years..Another man who had a vision and carried it out was E. C. Long, former county commissioner of Chelan County. He conceived the idea of locating the court house where it is today. It stands in its eminence as one of the finest locations of the city. It developed a fine civic center and to Mr. Long more than anybody else, must be given the credit for the remarkable conception and the bringing of the plan to its ultimate consummation."