



City of Cashmere

101 Woodring Street
Cashmere, WA 98815
Ph (509) 782-3513 Fax (509) 782-2840
Website www.cityofcashmere.org

CASHMERE CITY COUNCIL MEETING
MONDAY, AUGUST 28, 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

PUBLIC COMMENT PERIOD (For Items Not on the Agenda)

APPROVAL OF AGENDA

CONSENT AGENDA

1. Minutes of August 14, 2023, Regular Council Meeting
2. Payroll and Claims Packet Dated August 28, 2023
3. Amendment to Evergreen Mountain Bike Alliance Agreement-extending the term to October 31, 2023

BUSINESS ITEMS

1. Public Hearing on the Six-Year Transportation Improvement Program 2024-2029
2. Resolution No. 02-2023 adopting the Six-Year TIP for 2024-2029
3. Selection of contractor for chip sealing the alley on the 400 block between Mission and Cottage Ave.
4. Scope of Work for Bogard-Pascua Engineers to provide mechanical professional services to generate a performance specification related to the HVAC system at Riverside Center

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 AUGUST 14, 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 - Digital Jayne Stephenson Derrick Pratt	
Staff:	Kay Jones, Clerk-Treasurer Steve Croci, Director of Operations	Chuck Zimmerman, City Attorney

ANNOUNCEMENTS

Mayor Fletcher announced that as part of the City's water maintenance program, the Water Department will be flushing fire hydrants beginning in mid-August. After the hydrants are flushed, the department will start testing all the fire hydrants.

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.

CONSENT AGENDA

Minutes of July 24, 2023, Regular Council Meeting

Payroll and Claims Packet Dated August 14, 2023

Claims Direct Pay and Check #42856 and #42863 through #42894 totaling \$209,470.60

Payroll Direct Deposit and Check #42825 through #42855 totaling \$111,853.29

Manual Check #42824, 42857 through #42862 not needing prior approval

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

APPROVAL OF FREEDOM HILLS SUBDIVISION PHASE II – LIBERTY LANE (PVT)

The Freedom Hills Subdivision Phase II project received preliminary approval pursuant to the quasi-judicial review process. A hearing was held before the Hearing Examiner and preliminary approval with conditions was granted.

Freedom Hills Subdivision Phase II – Liberty Lane has been completed and all conditions have been met. Liberty Lane is a private road and will be maintained by the Homeowners Association. An easement has been dedicated to the city for the water and sewer main lines. Once the subdivision is approved the city accepts ownership of the utilities.

MOVED by Councilor Carlson and seconded by Councilor Stephenson to approve the Freedom Hills Subdivision Phase II - Liberty Lane. Motion carried.

AMENDMENT TO OUT-OF-SCOPE WORK AUTHORIZATION ON THE WATER METER REPLACEMENT PROJECT

MOVED by Councilor Pratt and seconded by Councilor Carlson to approve the Amended Out of Scope Work Authorization for the Water Meter Replacement project with Woodard & Curran from \$50,000 to \$61,000. Motion carried.

FITZPATRICK SURVEYING PROVIDING PROFESSIONAL SURVEY SERVICES FOR CEMETERY PLAT SURVEY - THIRD ADDITION

The Third Addition of the Cashmere Cemetery, which is approximately 1.8 acres is undeveloped. The city has less than 5% of the plotted area available for sale. The first step in developing the Third Addition is to have it surveyed and plotted. The second step will be to get water to the area either by upgrading the line from the irrigation ditch or drilling a well. Once the irrigation is solved grass can be planted. The Agreement is \$26,000 for Fitzpatrick Surveying, the city's surveyor, to survey and set markers in the Third Addition.

MOVED by Councilor Perry and seconded by Councilor Pratt to approve the Agreement for Fitzpatrick Surveying to survey and set markers in the Third Addition in the amount of \$26,000. Motion carried.

DRAFT SIX-YEAR TRANSPORTATION IMPROVEMENT PROGRAM

Director Croci presented the draft Six-Year TIP. The recommended transportation projects were prioritized 1 through 14.

DISCUSSION ON DRAFT ORDINANCE NO. 1320 WATER AND SEWER LINE OWNERSHIP

The draft ordinance clarifies the description of water and sewer lines that are owned by the city and would be responsible for locating, repairing, and maintaining. Further clarification is made regarding the water and sewer service lines that are the responsibility of the property owner.

LOCAL FUNDING MATCH FOR REGIONAL PATHWAYS PLANNING

Chelan County along with Chelan Douglas Transportation Council and TREAD acting as co-sponsors are seeking federal grant funding to select preferred pathway routes, prepare designs and grant applications for initial projects. Total Comprehensive planning Cost is \$1,368,000.

At least \$400,000 in local funds needs to be raised to receive \$900,000 federal funds for a comprehensive County wide planning document to support construction grants. The study cost for Wenatchee to Cashmere to Leavenworth is \$740,000. Mayor Fletcher recommended pleading financial support of \$40,000.

MOVED by Councilor Perry and seconded by Councilor Carlson to approve support of the comprehensive regional pathways study in the amount of \$40,000 local funds, paying \$20,000 in 2023 and \$20,000 in 2024. Motion carried.

PROGRESS REPORTS

The mayor reported that when the library's architect and engineer were at Riverside Center, he asked the engineer to look at the HVAC and provide a professional opinion on whether to repair or replace the HVAC system.

Director Croci met with RH2 Engineering to discuss and prioritize projects for design. RH2 will be submitting a scope of work for the design S. Douglas St. project.

The Sunset Highway project is moving along and looking good. The contractor is pouring sidewalks and approaches. are being poured. The light poles are still a ways out before delivery.

The 1050 PRV is complete, however a few leaks were discovered that need to be addressed.

The WWTP has had violations for excessive phosphorus discharge. Woodard & Curran and Crunch Pak are working together to adjust operations at the production and treatment plants to address the issue.

ADJOURNMENT

Mayor Fletcher adjourned the meeting at 6:59 p.m.

James Fletcher, Mayor

Attest:

Kay Jones, Clerk-Treasurer



City of Cashmere

101 Woodring Street
Cashmere, WA 98815
Ph (509) 782-3513 Fax (509) 782-2840
Website www.cityofcashmere.org

August 22, 2023

Evergreen Mountain Bike Alliance
C/O Yvonne Kraus
249 Main Ave S Suite 107-188,
North Bend, WA 98045

Dear Yvonne,

This letter serves as Amendment 1 to the AGREEMENT BETWEEN THE CITY OF CASHMERE AND EVERGREEN MOUNTAIN BIKE ALLIANCE FOR IMPROVEMENTS TO THE PUMP TRACK. The agreement was fully executed on February 27, 2023. Amendment 1 only changes item #9 to extend the term of the agreement to October 31, 2023.

AMMENDMENT 1

9. The term of this Agreement shall be until the pump track paving project has been completed, which date is anticipated to be no later than the last day of October 2023.

All other aspects of the agreement are to remain in full effect.

APPROVED by the City of Cashmere

APPROVED by Evergreen Mountain Bike
Alliance

James Fletcher, Mayor

Yvonne Kraus, Executive Director

RESOLUTION NO 02-2023

WHEREAS, pursuant to the requirements of RCW 35.77.010, laws of the State of Washington, the City of Cashmere has prepared a revised and extended Six-Year Transportation Improvement Program for the ensuing six calendar years, 2024 through 2029, and

WHEREAS, pursuant further to said law, the City Council of the City of Cashmere, being a legislative body of said city, did hold a public hearing on said Six-Year Transportation Improvement Program at 6:00 p.m. at the Cashmere City Hall on the 28th day of August 2022, and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Cashmere that the revised and extended Six-Year Transportation Improvement Program for the ensuing six calendar years, 2024 through 2029, in the form attached hereto and incorporated herein, be and the same is hereby adopted; and

BE IT FURTHER RESOLVED that a copy of said revised and extended Six-Year Transportation Improvement Program for the ensuing six calendar years, 2024 through 2029, together with a copy of this resolution, be filed with the Secretary of the Department of Transportation of the State of Washington.

Passed by the City Council of the City of Cashmere this 28th day of August 2023.

CITY OF CASHMERE

By: _____
James Fletcher, Mayor

Attest:

By: _____
Kay Jones, City Clerk-Treasurer

Six Year Transportation Improvement Program
 From **2024** to **2029**
 Hearing Date: 8/28/2023 Adoption Date: 8/28/2023
 Amend Date: Resolution: 02-2023

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

Functional Class	Priority Number	Project Identification A. PIN/Federal Aid No. B. Bridge No. C. Project Title D. Street/Road Name or Number E. Beginning MP or Road - Ending MP or Road F. Describe Work to be Done	Improvement Type(s)	Status	Total Length	Utility Codes	Project Costs in Thousands of Dollars					Expenditure Schedule (Local Agency)				Federally Funded Projects Only K/W Invite Type Date (MM/YY)					
							Phase (mm/dd/yyyy)	Federal Fund Code	Federal Cost by Phase	State Fund Code	State Funds	Local Funds	Total Funds	1st	2nd		3rd	4th Thru 6th			
																			Phase Start (mm/dd/yyyy)	Federal Fund Code	Federal Cost by Phase
09	01	3 South Douglas Street Preservation South Douglas Street From: Cottage Ave To: Parkhill Street Grind and overlay, minor drainage improvements	4 05	P	0.21	C	8	9	10	11	12	13	14	15	16	17	18	19	20	21	No
		Totals	ALL				530	530	200	200	530	530	200	200	530	200	200	530	200	200	CF
09	02	Prospect St. Improvements Propseer Avenue From: North Street Resurface roadway To: End of W. Prospect St.	47	P	0.12	C															No
		Totals	ALL				375	375	375	375	375	375	375	375	375	375	375	375	375	375	CF
09	03	Norman & Douglas Street Preservation Norman & Douglas Streets From: Vine St. Grind and overlay, minor drainage improvements To: Elberta St.	05	P	0.16	C															No
		Totals	ALL				375	375	375	375	375	375	375	375	375	375	375	375	375	375	CF
02	04	Olive Street Improvements Olive Street From: Railroad Avenue To: Rank Road Fill in sidewalk gaps and add illumination. Cross walk improvements at Chase St.	47	P	0.11	C															No
		Totals	ALL				375	375	375	375	375	375	375	375	375	375	375	375	375	375	CF
09	05	Meadow Sweet Pl & Julie Ann Ct Preservation Cottage Avenue From: Mission Cr. Rd Full depth reclamation, paving To: End of Road	47	P	0.13	C															No
		Totals	ALL				850	850	300	300	300	850	300	300	300	175	675	300	300	300	CF
09	06	Fisher Street Improvements Fisher Road From: Pioneer Avenue Resurface roadway To: End of Fisher St.	47	P	0.11	C															No
		Totals	ALL				300	300	230	230	230	300	230	230	300	230	230	300	230	230	CF
02	07	Cottage Ave Pavement Preservation Cottage Avenue From: Highway 2/97 Resurface roadway To: Applets	47	P	0.72	C															No
		Totals	ALL				230	230	2760	2760	2760	2760	2760	2760	2760	460	2300	460	2300	2300	CF
		Totals	ALL				2760	2760	2760	2760	2760	2760	2760	2760	2760	460	2300	460	2300	2300	CF

Six Year Transportation Improvement Program

From 2024 to 2029
 Hearing Date: 8/28/2023 Adoption Date: 8/28/2023
 Amend Date: Resolution: 02-2023

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

Functional Class	Priority Number	Project Identification A. PIN/Federal Aid No. B. Bridge No. C. Project Title D. Street/Road Name or Number E. Beginning MP or Road - Ending MP or Road F. Describe Work to be Done	Improvement Type(s)	Status	Total Length	Utility Codes	Project Costs in Thousands of Dollars						Expenditure Schedule (Local Agency)				Federally Funded Projects Only R/W Required Date (MM/YY)				
							Phase (mm/dd/yyyy)	Fund Source Information		Fund Source Information				1st	2nd	3rd		4th Thru 6th			
								Federal Fund Code	Federal Cost by Phase	State Fund Code	State Funds	Local Funds	Total Funds								
02	08	Pioneer Ave. Pavement Preservation Pioneer Avenue From: Division Street Resurface roadway To: Evergreen Road	47	P	0.8	C	8	10	11	12	13	14	15	16	17	18	19	20	21	No	
09	09	Rank Road Improvements Rank Road From: Olive Street Reconstruct roadway and intersection with Olive St. Project elements include land acquisition, curb, gutter, sidewalk, paving, illumination, and drainage To: Kennedy Road	03	P	0.25	C	Totals				1650	1800	1650				1375			Y	
09	10	Kennedy Road Improvements Kennedy Road From: Rank Road Reconstruct roadway and intersection with Rank Rd. Project elements include land acquisition, curb, gutter, sidewalk, paving, illumination, and drainage To: End of Kennedy Road	03	P	0.19	C	Totals				1800	1800					1375			Y	
09	11	West Pleasant Improvements West Pleasant Avenue From: Division Street Resurface roadway To: End of W. Pleasant Ave	47	P	0.1	C	Totals				1375	220	220				1375			No	
02	12	Evergreen Road Improvements Evergreen Road From: Pioneer Ave. Reconstruct Evergreen Road. Project elements include curb, gutter, sidewalk, paving, illumination, drainage, landscaping, water & sewer To: Kimber Road	03	P	0.51	C	Totals				220	220	220				3850			Y	
02	13	Sunset, Division, Railroad Intersection Improvements Sunset, Division, Railroad From: Sunset Highway Reconstruct intersection with roundabout. Project elements include land acquisition, curb, gutter, sidewalk, paving, illumination, drainage, and landscaping To: Railroad	03	P	0.1	C	Totals				3850	3850	3850				1250			Y	
09	14	Mill Road Improvements Mill Road From: Sunset Highway Reconstruct Roadway To: 1000' East of Sunset Highway	05	P	0.20	C	Totals				1250	1250	1250				625			No	
Grand Totals for Cashmere							Totals				625	625	625				16015			625	
							Totals				16015	16015	16015				730			1940	12795

Staff Summary

Date: August 23, 2023
To: City Council
From: Steve Croci, Director of Operations
RE: 2023 Chip Seal Overlay

On August 23, 2023, three bids were received and opened for chip sealing the alley on the 400 block between Cottage and Mission Street. The lowest bid was submitted by A&W Paving for \$41,580.00 including sales tax.

Total Bid Amount	Business Name
\$41,580.00	A&W Paving
\$105,430.05	Central Washington Asphalt
\$46,733.00	Tommer Construction

Staff Recommendation:
Move to approve A&W Paving to chip seal the alley and authorize the Mayor to sign documents.

Staff Summary

Date: 6/25/2023
To: City Council
From: Steve Croci, Director of Operations
RE: HVAC – Riverside Center

The HVAC unit does not work at the Riverside Center and no air conditioning is available. The city contacted the North Central Regional Libraries' engineering consultant for HVAC systems, Bogard/Pascua Engineers. They reviewed the available information and recommended replacing the existing outdoor condensing unit (heat pump), indoor fan coil unit and refrigerant piping with new components which match the capacity of the existing components. The new equipment can be placed in the same locations as the existing components which will minimize impacts on the building and simplify the installation. Bogard/Pascua Engineers provided a fee proposal to generate performance specifications which will describe the scope of work, list the recommended replacement equipment, and identify minimum requirements of the Contractor so the project may be bid by multiple contractors. The lump sum fee is \$4,500 plus up to \$100 in reimbursable expenses.

Staff Recommendation:

MOVE to approve Bogard/Pascua Engineers to develop performance specifications for the Riverside Center HVAC system and authorize Mayor to sign documents.

Kay Jones

From: Director of Operations
Sent: Thursday, August 24, 2023 8:54 AM
To: Mayor; Kay Jones
Subject: Fwd: Cashmere Library Project
Attachments: BP Proposal - City of Cashmere Library HVAC.pdf

What do you think of scope and cost? Should it be included on Monday's council agenda?
[Get Outlook for iOS](#)

From: Lee Bogard <Lbogard@bp-eng.com>
Sent: Thursday, August 24, 2023 8:47:08 AM
To: Director of Operations <steve@cityofcashmere.org>
Cc: Kady Bogard <Kadyb@bp-eng.com>
Subject: RE: Cashmere Library Project

[External Email]

Steve,

Thanks for the files. We have reviewed the information and have the following recommendations:

1. The inspection report of the HVAC system by one of the Contractors indicates that the existing split system has stopped working due to compressor failure. There is no mentions of any issues with the other components of the HVAC system.
2. When a compressor serving a heat pump system fails, there is a significant chance that materials from the compressor have traveled through the refrigerant lines and contaminated other components of the system such as the expansion valve and cooling coil in the indoor fan coil unit. It is not practical to clean or repair these systems and it is more cost effective to replace them.
3. One of the files provided listed an option to replace the existing heat pump system with a variable refrigerant flow (VRF) heat pump system. Although VRF systems are very energy efficient, it is our opinion that the additional costs of replacing the existing heat pump with an entirely new VRF heat pump system, additional ventilation system and temperature controls do not justify the increase in energy efficiency.
4. Therefore, it is our recommendation to replace the existing outdoor condensing unit (heat pump), indoor fan coil unit and refrigerant piping with new components which match the capacity of the existing components. The new equipment can be placed in the same locations of the existing components which will minimize impacts to the building and simplify the installation.

We have provided a fee proposal to generate a performance specification to describe the scope of work, list the replacement equipment recommended and minimum requirements of the Contractor so the project may be bid by multiple contractors.

Please review our proposal and let me know if you have any questions.

Thanks,

Lee Bogard, PE
Bogard Pascua Engineers, PS
22121 17th Ave SE, Suite 111
Bothell, WA 98011
425-415-6100

August 23, 2023

City of Cashmere
101 Woodring Street
Cashmere, WA 98815

Attention: Mr. Steve Croci - Director of Operations

Regarding: **Cashmere Library HVAC System**

Dear Steve:

Thank you for the opportunity to submit our fee proposal. We are pleased to offer our services as mechanical engineering consultants for the referenced project.

Project Description

The scope of work for the project consists of providing a performance specification for the replacement of the outdoor condensing unit, indoor fan coil unit and refrigerant piping of the heat pump system serving the Library.

The performance specifications will provide sufficient direction and requirements for Contractors to bid the mechanical work to replace the heat pump outdoor condensing unit, fan coil unit and refrigerant piping.

The selected contractor will be responsible for obtaining the required permits.

Our proposal is based on the drawings and information received from you on August 22, 2023.

Scope of Basic Services

Bogard Pascua Engineers shall provide the following mechanical professional services:

- HVAC performance specifications
- Coordination of scope with Owner
- Respond to Contractor's questions during the Bid period
- Review Mechanical Contractor bids and qualifications.

Fee

We will provide the Basic Services described above for a lump sum fee of **\$4,500**, plus an amount not to exceed **\$100** for reimbursables expenses.

2023 Hourly Rate Schedule

Principal	\$180.00/hr
Senior Project Manager	\$165.00/hour
Project Manager	\$145.00/hour

Project Engineer \$125.00/hour
Designer..... \$105.00/hour
Clerical/Admin.....\$ 75.00/hour

Insurance

Our standard insurance coverage is listed below. Any requests for additional insurance will require an increase to our fee for this project:

Errors & Omissions Professional Liability:

\$2,000,000 Each Claim

\$2,000,000 Aggregate

General Liability:

\$2,000,000 Each Occurrence

\$4,000,000 Aggregate

\$3,000,000 Additional – Umbrella Coverage

Statements and Terms

Electronic files produced by Bogard Pascua Engineers, PS are proprietary and the property of Bogard Pascua Engineers, PS. Electronic files will be provided to the Architect/Client to assist in construction coordination with installing Contractor.

Termination due to Nonpayment

The failure to make payment to Bogard Pascua Engineers, PS in accordance with the payment terms herein shall constitute a material breach of this Agreement and shall be cause for termination by Bogard Pascua Engineers, PS.

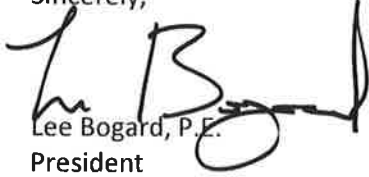
Termination of Services

Either the Client or Bogard Pascua Engineers, PS may terminate this AGREEMENT without penalty at any time with or without cause upon giving the other party 30 calendar days' prior written notice. Client shall within (15) fifteen calendar days of termination pay Bogard Pascua Engineers, PS for all services rendered and all costs incurred up to the date of termination, in accordance with the compensation provisions of this AGREEMENT. CLIENT shall also reimburse Bogard Pascua Engineers' termination expenses, including but not limited to, those associated with, reassignment of personnel, and space and equipment cost.

Thank you for the opportunity to submit our proposal. If you find our proposal acceptable, please sign and return this copy to us.

Please call if you have any questions.

Sincerely,



Lee Bogard, P.E.

President

Bogard Pascua Engineers, PS

ACCEPTED BY: _____

City of Cashmere

Title: _____

Date: _____