



City of Cashmere

101 Woodring Street

Cashmere, WA 98815

Ph (509) 782-3513 Fax (509) 782-2840

Website www.cityofcashmere.org

**CITY OF CASHMERE
SPECIAL STUDY SESSION
MONDAY, JULY 25, 2011
6:00 P.M., CITY HALL**

AGENDA

BUSINESS ITEMS

- **Discussion on Investments – Paul Jarvis with Time Value Investments**

ADJOURNMENT

TO ADDRESS THE COUNCIL, PLEASE BE RECOGNIZED BY THE MAYOR.
PLEASE STATE YOUR NAME WHEN YOU BEGIN YOUR COMMENTS.

Americans with Disabilities Act (ADA) accommodations provided upon request.
(48-hour notice required)

PROFESSIONAL HISTORY:

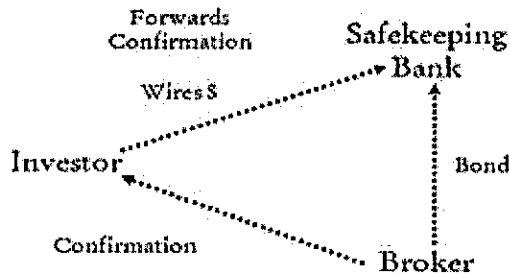
I have assisted public funds investors in Washington and Alaska since 1988. I earned an MBA in finance at Indiana University in 1988.

After graduate school, I began my career at institutional investment firm, Ragen McKenzie in Seattle. My first account was a municipality and I have specialized in public funds investing ever since. In 1989, I accepted a position at US Bancorp in Institutional Investments. In 2001, I joined Piper Jaffray as a Managing Director and left there a year ago to join Time Value Investments (TVI) in Seattle. For the 3rd consecutive year, I have been invited to teach my 4 hour class, "Bonds 101, Public Funds Investments" at the annual Washington Finance Officers Association conference, 9/13/11. I'm a member of the board of Alaska Government Finance Officers.

Currently approximately 100 public entities in Washington and Alaska have investment accounts with TVI.

HOW IS A BOND PURCHASED?

Please note, the City does not wire to the broker, but rather to the "Safekeeping Bank" (please see below).



After purchase, your bond has to "be delivered" to a "Safekeeping" bank. We recommend US Bank as they provide an inexpensive yet highly competent safekeeping department. They charge about \$25 per month for monthly portfolio statements and to ensure that cities receive their interest and maturity payments on time. Each bond pays interest twice per year. There is a \$15 wire fee for each semiannual interest payment for a total of \$30 per bond per year. US Bank also charges a one time fee of \$40 (per bond) for the service of ensuring that the bond that is delivered to your safekeeping account is the bond that you authorized. I have attached the "Fee Schedule".

ARE US GOVERNMENT AGENCY BONDS RISKIER THAN THE LGIP?

I recommend the City invest in US Government Agency bonds. The LGIP has approximately 52% of its holdings in US Government Agency bonds (please see below).

U.S. Bank N.A. Safekeeping Fee Schedule

Safekeeping

Account maintenance	\$20.00	monthly
Deposit into safekeeping	No Charge*	
Withdrawal from safekeeping	No Charge*	

Receipts

Treasury and agency	\$2.00	based on # of receipts held at any time during the month
Municipal	\$3.00	based on # of receipts held at any time during the month
MBS/CMO	\$5.00	based on # of receipts held at any time during the month
Corporate/other	\$3.25	based on # of receipts held at any time during the month
Equities	\$2.00	based on # of receipts held at any time during the month

Disbursements

Treasury/agency	No Charge	
Municipal	No Charge	
MBS/CMO	\$8.00	\$4 per principal payment, \$4 per interest payment
Corporate/other	No Charge	

Securities (DVP/RVP/FREE) Clearance

Federal Reserve	\$40.00	
DTC Eligible (municipals, corporates)	\$40.00	
PTC Eligible (MBS/CMO)	\$40.00	
Physical	\$125.00	

Other Safekeeping Services

Pledges	\$20.00	per pledge (add, change or remove)
Security registration	\$25.00	per certificate
Audit verification	\$10.00	per request
Customer account research and market value research	\$50.00	per hour (one hour minimum)
Issuance of cashier's check	\$10.00	per check
Wire fee	\$15.00	per wire

*for transactions purchased or sold through the Money Center





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, JULY 25, 2011 7:00 P.M., CITY HALL

AGENDA

CALL TO ORDER

FLAG SALUTE

EXCUSE ABSENCE

ANNOUNCEMENTS & INFORMATION

PUBLIC COMMENT PERIOD (For Items Not on the Agenda)

APPROVAL OF AGENDA

CONSENT AGENDA

1. Minutes of July 11, 2011 Regular Study Session Meeting
2. Minutes of July 11, 2011 Regular City Council Meeting
3. Payroll and Claims Packet Dated July 25, 2011

BUSINESS ITEMS

4. Resolution No. 08-2011 Establishing policies and procedures for the investment of city funds
5. Ordinance No. 1190 Amending provisions relating to business and occupation taxes
6. Supplemental Agreement No. 1 to Professional Services Agreement for Riverfront Drive water main project
7. Task Authorization No. 4 -- RH2 Project No. CA 211.038.04 for a hydro geologic opinion

PROGRESS REPORTS

- Provided in council packet

EXECUTIVE SESSION – To discuss union negotiations

ADJOURNMENT

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

**CITY OF CASHMERE
DRAFT MINUTES OF STUDY SESSION
MONDAY, JULY 11, 2011 AT CASHMERE CITY HALL**

OPENING

Mayor Irle opened the study session at 6:00 p.m. at City Hall. Clerk-Treasurer Kay Jones took minutes.

ATTENDANCE

	<u>Present</u>	<u>Not Present</u>
Mayor:	Gordon Irle	
Council:	Skip Moore Donna Wynne Debbie Knutsen Jeff Gomes	Jim Fletcher
Staff:	Bob Schmidt, Dir. of Operations Kay Jones, Clerk-Treasurer Mark Botello, Dir. of Planning/Bldg	

PROPOSED BUDGET FOR CREATING A PUBLIC WORKS DEPARTMENT

Clerk-Treasurer Kay Jones explained the proposed Public Works Department would include cemetery, streets, parks and the city pool. The parks department and the city pool department expenditures were moved from the general fund into the public works fund. The Cemetery and Street expenditures were also moved into the Public Works fund. Having one public works fund gives the city more flexibility; instead of having separate street crewmen, parks crewmen and cemetery crewman they would now be public works crewman and they would work where the priority designates.

As for the revenues; the sales tax, city pool and parks revenue were moved from the general fund to the public works fund. The cemetery and street revenues were also moved to the public works fund.

Clerk-Treasurer Jones explained that both the General fund and the Public Works fund would be general money, no special or enterprise money, so revenues could be moved from one fund to the other as needed and budgeted by council.

Councilor Moore voiced concern with combining cemetery and streets into one fund. Property tax has always been designated to streets and now it would be for streets parks and cemetery. With cemetery and streets being a separate fund he believes the council has more control at prioritizing, if the departments are combined his concern is that the council can set budgets per department but the mayor has the authority to move money within line items as long as he doesn't exceed the total fund appropriations.

Clerk-Treasurer Jones explained that's how it currently is in the general fund; there are several departments in the general fund including the parks department and the city pool department. The council has always adopted a budget at the fund level and as far as she is aware the council has never voiced a concern with reprioritizing department expenditures after the budget has been adopted. City staff is very conscientious and makes every effort to stay within budgeted line items.

The other proposed change is that all the capital expenditures from the general fund and the public works fund have been moved to the Capital Improvement fund. Since all the money is general money the dollars can be combined and then appropriated for expenditure during the budget process. Having all the capital money in one fund gives the council a larger pot to work with.

ADJOURNMENT

Mayor Irle closed the study session at 6:57 p.m.

Gordon K. Irle, Mayor

Attest:

Kay Jones, Clerk-Treasurer

DRAFT MINUTES OF THE CASHMERE CITY COUNCIL MEETING
MONDAY JULY 11, 2011 AT CASHMERE CITY HALL

OPENING

Mayor Gordon Irle opened the regular city council meeting at 7:05 p.m. at City Hall. Clerk-Treasurer Kay Jones took minutes.

ATTENDANCE

	<u>Present</u>	<u>Not Present</u>
Mayor:	Gordon Irle	
Council:	Skip Moore	Jim Fletcher
	Donna Wynne	
	Debbie Knutsen	
	Jeff Gomes	
Staff:	Bob Schmidt, Dir. of Operations Kay Jones, City Clerk-Treasurer Mark Botello, Dir. of Planning/Building	

FLAG SALUTE

EXCUSED ABSENCE

MOVED by Councilor Moore and seconded by Councilor Knutsen to excuse the absence of Councilor Jim Fletcher. Motion carried.

ANNOUNCEMENTS & INFORMATION

Clerk-Treasurer Kay Jones announced that the council had copies of June's financial report.

Director Bob Schmidt announced that the contractor for the Mission Street project was scheduled to start that morning, but will be starting on Wednesday of this week instead. The contractor has amended his plan to leave the asphalt removal to the end of the project to cause less impact to traffic.

APPROVAL OF AGENDA

Councilor Knutsen requested that #5 Salary Index be added to the agenda.

MOVED by Councilor Gomes and seconded by Councilor Wynne to approve the agenda as amended with the addition of Salary Index. Motion carried.

CONSENT AGENDA

Minutes of June 27, 2011 Regular City Council Meeting

Payroll and Claims Packet Dated July 11, 2011

Claims Check Nos. 31047 and 31050 through 31097 totaling \$125,235.92

Payroll Check Nos. 31014 through 31044 totaling \$107,698.28

Special Study Session on July 25, 2011 at 6:00 p.m. to discuss investments

MOVED by Councilor Knutsen and seconded by Councilor Gomes to approve the items on the consent agenda. Motion carried.

INFORMATION ON GLASS CRUSHER AND WHETHER TO DECLARE IT SURPLUS

Director of Operations Bob Schmidt reported that the city's glass crusher is actually a pulverizer. Pulverizers reduce glass to grit or sand consistency and crushers reduce glass to small pieces called "cullet" in the glass recycling industry. Director Schmidt found a couple of used glass crushers on ebay, one for around \$3,900 and the other for \$6,700. There were no used pulverizers to help determine the value of the city's pulverizer. Director Schmidt stated that he sees no value in holding onto the glass pulverizer and has no objection to declaring it surplus.

MOVED by Councilor Moore and seconded by Councilor Gomes to declare the glass pulverizer surplus. Motion carried.

Brenda Harn from Chelan County Solid Waste has requested that the City give it to the City of Chelan. The consensus of the council is that there is value in the glass pulverizer and that it shouldn't be given away. Director Schmidt will speak with the City of Chelan to see how interested they are in the glass pulverizer and if they are willing to buy it.

SALARY INDEX

Councilor Knutsen stated that she would like to discuss tying the employee wages to some type of index when negotiations are started with the union. She believes that the previous three year contract hurt the city since the increase in wages was 3% each year and the cost of living for those three years was less than that.

Director Schmidt stated that they will be discussing union negotiations in executive session at the next meeting.

PROGRESS REPORTS

Reports were provided in the council packets. Director Botello reported that he is still working with Crunch Pak on the Foster Street vacation.

ADJOURNMENT

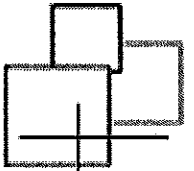
MOVED by Councilor Moore and seconded by Councilor Wynne to adjourn. Motion carried.

The meeting was adjourned at 7:30 p.m.

Gordon Irle, Mayor

Attest:

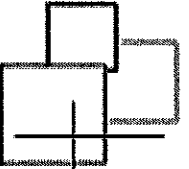
Kay Jones, Clerk-Treasurer



Voucher Directory

2011 - July - 2nd Council Mtg

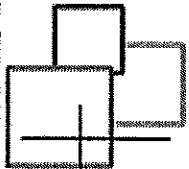
Vendor	Number	Reference	Account Number	Description	Amount
American Red Cross	0	30005986		2011 - July - 2nd Council Mtg	
				Lifeguarding Class	\$55.00
				001-000-000-576-20-49-01	GG Pool Misc Services
				Lifeguarding Class	\$55.00
				Total 30005986	\$55.00
Total American Red Cross Anovaworks	0				\$55.00
		00121378		2011 - July - 2nd Council Mtg	
				Heins - Hep B Vaccine	\$70.00
				001-000-000-576-20-49-01	GG Pool Misc Services
				Heins - Hep B Vaccine	\$70.00
				Total 00121378	\$70.00
Total Anovaworks	0				\$70.00
Apple Valley Pumping	0			2011 - July - 2nd Council Mtg	
				June 2011 10:21:32 AM	
				001-000-000-576-80-45-00	GG Park Rental & Leases-toilets
				001-000-000-576-80-45-01	GG Park Rental & Leases- Rafter toilets
				401-001-100-534-80-49-00	WA Prod Misc Services
				Total June 2011 10:21:32 AM	\$984.00
					\$984.00
Total Apple Valley Pumping Auto Electric Rebuilders	0				\$984.00
		08-033502		2011 - July - 2nd Council Mtg	
				501-000-000-548-68-48-00	ER R Veh Repairs & Maint Services
				Forklift Starter Repair	\$68.76
				Total 08-033502	\$68.76
Total Auto Electric Rebuilders	0				\$68.76



Voucher Directory

2011 - July - 2nd Council Mtg

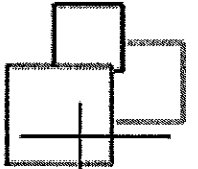
Vendor	Number	Reference	Account Number	Description	Amount
Bank of New York Mellon	0	111-1482684		2011 - July - 2nd Council Mtg	
		CASWAT94		WA Fiscal Agent Fees, Water Bonds	\$179.88
		401-300-089-592-34-89-00		1994 Bond Refunding	
Total 0					\$179.88
Total Bank of New York Mellon	0				\$179.88
Bonnie Sollinger	0				\$179.88
		Yakima-Vision	July 13	2011 - July - 2nd Council Mtg	
		Vision Reporting - Yakima			
		001-000-000-514-40-43-00		GG Travel-lodging/meals/mileage	\$15.63
		Sollinger, Vision Reporting			
		101-000-000-543-60-43-00		ST Travel-lodging/meals/mileage	\$15.34
		Sollinger, Vision Reporting			
		104-000-000-536-40-43-00		CM Travel-lodging/meals/mileage	\$15.34
		Sollinger, Vision Reporting			
		401-001-000-534-40-43-00		WA Admin Travel-lodging/meals/mileage	\$15.34
		Sollinger, Vision Reporting			
		401-002-000-535-40-43-00		WW Admin Travel-lodging/meals/mileage	\$15.34
		Sollinger, Vision Reporting			
		406-000-000-537-40-43-00		SN Admin Travel-lodging/meals/mileage	\$15.34
		Sollinger, Vision Reporting			
		501-000-000-548-69-43-00		ER Travel-lodging/meals/mileage	\$15.34
		Sollinger, Vision, Reporting			
Total Yakima-Vision	July 13				\$107.67
					\$107.67
					\$107.67
Total Bonnie Sollinger					\$107.67
Cashmere Coffeehouse	0				\$107.67
				2011 - July - 2nd Council Mtg	
		2011 Lodging Tax - Coffeehouse			
		2011 Agreement			
		108-000-000-573-90-49-05		Cashmere Community Coffeehouse	\$1,000.00
		2011 Lodging Tax			
Total 0					\$1,000.00
Total Cashmere Coffeehouse					\$1,000.00
					\$1,000.00



Voucher Directory

2011 - July - 2nd Council Mtg

Vendor	Number	Reference	Account Number	Description	Amount
CD/A Metals	0				
		345781		2011 - July - 2nd Council Mtg	
			Lagoon By-Pass		
			402-000-000-594-35-31-00	Utility Supplies	\$122.52
			Lagoon By-Pass		
		Total 345781			\$122.52
Total CD/A Metals	Total 0				\$122.52
Certified Laboratories	0				
		404708		2011 - July - 2nd Council Mtg	
			501-000-000-548-68-31-03	ER Veh Supplies-Lubricants/hoses/filters	\$760.65
			Hyd Fluid & Oil Flusher Fluid		
		Total 404708			\$760.65
Total Certified Laboratories	Total 0				\$760.65
Chelan Co Treasurer	0				
		450001-01901		2011 - July - 2nd Council Mtg	
			June 2011		
			001-000-000-523-60-51-00	GG Intergov. Jail Fees-Contract	\$1,653.75
			June 2011		
		Total 450001-01901			\$1,653.75
		010015-01425			
			June 2011		
			101-700-000-595-90-49-00	ST Mission Ave Misc Services	\$454.00
			June 2011 Recording		
		Total 010015-01425			\$454.00
		403001-00250			
			2nd Qtr 2011		
			406-000-000-537-20-51-00	SN Admin Intergov.-Solid Waste Regional Planning	\$1,175.00
			2nd Qtr 2011		
		Total 403001-00250			\$1,175.00
Total Chelan Co Treasurer	Total 0				\$3,282.75
					\$3,282.75



Voucher Directory

2011 - July - 2nd Council Mtg

Vendor	Number	Reference	Account Number	Description	Amount
--------	--------	-----------	----------------	-------------	--------

City of Cashmere 0

July 2011 11:14:04 AM 2011 - July - 2nd Council Mtg

101-000-000-543-30-91-00	ST Interfund Admin Services	\$2,356.25
101-000-000-543-30-93-00	ST Interfund Admin Supplies	\$481.67
101-000-000-543-50-95-01	ST Interfund Building Rentals & Leases	\$2,934.58
104-000-000-536-10-91-00	CM Admin Interfund Admin Services	\$350.94
104-000-000-536-10-93-00	CM Admin Interfund Supplies	\$481.67
104-000-000-536-50-95-01	CM Fac Interfund Building Rentals	\$788.33
401-001-000-534-10-91-00	WA Admin Interfund GG Services	\$3,107.50
401-001-000-534-10-93-00	WA Admin Interfund Supplies	\$481.67
401-001-200-534-80-95-01	WA Dist Interfund Building Rental	\$619.79
401-002-000-535-10-91-00	WW Admin Interfund Admin Services	\$6,102.08
401-002-000-535-10-93-00	WW Admin Interfund Admin Supplies	\$481.67
401-002-100-535-80-95-01	WW Coll Interfund Building Rentals	\$619.79
406-000-000-537-10-91-00	SN Admin Interfund Finance/Records Services	\$1,767.08
406-000-000-537-10-93-00	SN Admin Interfund Finance/Records Supplies	\$481.67
406-000-100-537-80-95-01	SN Coll Interfund Building Rentals	\$702.50
501-000-000-548-10-91-00	ER Interfund Finance/Records Services	\$532.92
501-000-000-548-10-93-00	ER Interfund Finance/Records Supplies	\$481.67
501-000-000-548-65-95-01	ER Fac Interfund Building Rentals	\$2,366.67

Total July 2011 11:14:04 AM \$25,138.45

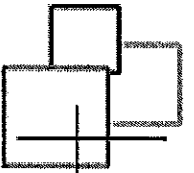
Total City of Cashmere
City of Cashmere-Equip Rental Fund 0

July 2011 11:14:35 AM 2011 - July - 2nd Council Mtg

001-000-000-522-50-95-00	GG Fire Interfund Equipment Rentals & Leases	\$1,666.67
001-000-000-576-80-95-00	GG Park Interfund Equip Rental & Leases	\$3,446.17
101-000-000-543-50-95-00	ST Interfund Equipment Rentals & Leases	\$12,255.08
104-000-000-536-50-95-00	CM Fac Interfund Equipment Rentals	\$2,433.17
401-001-200-534-80-95-00	WA Dist Interfund Equipment Rental	\$4,167.17
401-002-100-535-80-95-00	WW Coll Interfund Equipment Rentals	\$4,167.17
406-000-100-537-80-95-00	SN Coll Interfund Equipment Rentals	\$4,129.42

Total July 2011 11:14:35 AM \$32,264.85

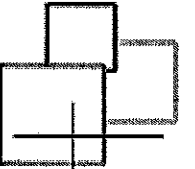
Total City of Cashmere-Equip Rental Fund \$32,264.85



Voucher Directory

2011 - July - 2nd Council Mtg

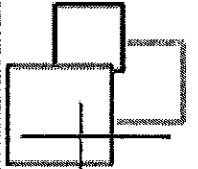
Vendor	Number	Reference	Account Number	Description	Amount
Clear View Services	0	2422		2011 - July - 2nd Council Mtg	
			001-000-000-514-50-41-00	GG City/Hall Janitorial Service	\$225.00
			001-000-000-572-50-41-00	GG Library Janitorial Service	\$150.00
		Total 2422			\$375.00
Total Clear View Services	0				\$375.00
Dependable Door	0	540341		2011 - July - 2nd Council Mtg	
			WTP Gate Key Pad		
			401-001-100-534-50-48-00	W/A Prod Repair/Maint Services	\$523.50
			WTP Gate Key Pad Repair		
		Total 540341			\$523.50
Total Dependable Door	0				\$523.50
Douglas County Treasurer	0			2011 - July - 2nd Council Mtg	
			July 2011 11:17:58 AM		
			001-000-000-522-10-51-00	GG Intergov. Rivercom Services	\$760.36
			Total July 2011 11:17:58 AM		\$760.36
		Total 0			\$760.36
Total Douglas County Treasurer	0				\$760.36
Fitzpatrick Surveying PLLC	0			2011 - July - 2nd Council Mtg	
			Sunset Hwy		
			101-600-000-595-10-41-02	ST Sunset Hwy Surveying	\$2,160.00
			Total 1065		\$2,160.00
		Total 1064			\$2,160.00
			Woodring Street		
			101-700-000-595-10-41-02	ST Mission Ave Surveying	\$2,970.00
			Total 1064		\$2,970.00



Voucher Directory

2011 - July - 2nd Council Mtg

Vendor	Number	Reference	Account Number	Description	Amount
		1063			
			Mission Ave		\$3,870.00
			101-700-000-695-10-41-02	ST Mission Ave Surveying	\$3,870.00
Total	0	1063			\$9,000.00
Total Fitzpatrick Surveying PLLC					
H.D. Fowler					
		12946717			
					\$1,303.33
			3" Hydrant Meter		
			401-410-202-694-34-63-00	WA Meter Replace Supplies	\$1,303.33
Total	0	12946717			\$1,303.33
Total H.D. Fowler					
Hach Company					
		7232408			
					\$39.98
			401-001-100-634-80-31-00	WA Prod Operating Supplies	\$39.98
			401-002-200-635-50-31-00	WW Tmt Maint Supplies	\$39.98
			401-002-300-635-80-31-00	WW BVF Operating Supplies	\$119.94
Total	0	7232408			\$119.94
Total Hach Company					
Jerry's Auto Supply					
		500995, 501371			
					\$38.73
			Fire Dept		
			001-000-000-622-20-31-03	GG Fire Dept Supplies-Vehicle Maint	\$38.73
Total	0	500995, 501371			\$38.73
Total Jerry's Auto Supply					
Lab Safety					
		1017579656			
					\$170.31
			Safety Glasses & Gloves		
			401-001-200-634-60-31-00	WA Dist Maint Supplies	\$38.73
			Safety Glasses & Gloves		
Total	0	1017579656			\$38.73
Total Lab Safety					



Voucher Directory

2011 - July - 2nd Council Mtg

Vendor Number	Reference	Account Number	Description	Amount
---------------	-----------	----------------	-------------	--------

		401-002-100-535-80-31-00	WW Coll Operating Supplies	\$170.31
			Safety Glasses & Gloves	

Total 1017579656

\$340.62
\$340.62
\$340.62

Total Lab Safety
LocalTel
0

June 2011 11:28:35 AM

2011 - July - 2nd Council Mtg

001-000-000-514-10-42-00	GG Admin Phones & Postage	\$50.44
001-000-000-522-10-42-00	GG Fire Dept-phones & postage	\$121.76
001-000-000-576-20-42-00	GG Pool Communications-phones & postage	\$46.26
101-000-000-543-30-42-00	ST Admin Phones & Postage	\$50.44
104-000-000-536-10-42-00	CM Admin Phones & Postage	\$50.44
401-001-000-534-10-42-00	WA Admin Phones & Postage	\$96.70
401-002-000-535-10-42-00	WW Admin Phones & Postage	\$102.45
406-000-000-537-10-42-00	SN Admin Phones & Postage	\$50.44
501-000-000-548-10-42-00	ER Admin Phones & Postage	\$104.42

Total June 2011 11:28:35 AM

\$673.35
\$673.35
\$673.35

Total LocalTel
Neofunds Ey Neopost
0

Invoice - 7/19/2011 11:30:19 AM

2011 - July - 2nd Council Mtg

001-000-000-514-10-42-00	GG Admin Phones & Postage	\$35.72
101-000-000-543-30-42-00	ST Admin Phones & Postage	\$35.70
104-000-000-536-10-42-00	CM Admin Phones & Postage	\$35.70
401-001-000-534-10-42-00	WA Admin Phones & Postage	\$35.72
401-002-000-535-10-42-00	WW Admin Phones & Postage	\$35.72
406-000-000-537-10-42-00	SN Admin Phones & Postage	\$35.72
501-000-000-548-10-42-00	ER Admin Phones & Postage	\$35.72

Total Invoice - 7/19/2011 11:30:19 AM

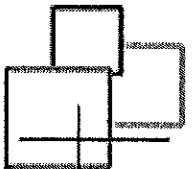
\$250.00
\$250.00
\$250.00

Total Neofunds By Neopost
Office Depot Card Plan
0

568649149 WA

2011 - July - 2nd Council Mtg

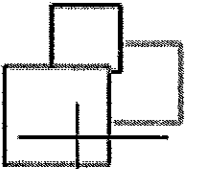
001-000-000-514-10-31-00	GG Admin Office Supplies	\$14.05
101-000-000-543-30-31-00	ST Office Supplies	\$13.79
104-000-000-536-10-31-00	CM Admin Office Supplies	\$13.79



Voucher Directory

2011 - July - 2nd Council Mtg

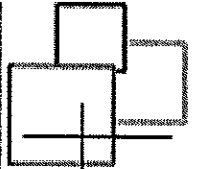
Vendor	Number	Reference	Account Number	Description	Amount
Total Office Depot Card Plan Postmaster	0	Total 0	401-001-000-534-10-31-00	WA Admin Office Supplies	\$56.49
			401-002-000-535-10-31-00	WW Admin Office Supplies	\$56.49
			406-000-000-537-10-31-00	SN Admin Office Supplies	\$13.79
			501-000-000-548-10-31-00	ER Office Supplies	\$13.79
		Total 568649149 WA			\$182.19
Total Office Depot Card Plan Postmaster	0	Total 0	Invoice - 7/20/2011 12:06:33 PM	2011 - July - 2nd Council Mtg	
			1st Class Presort		
			401-001-000-534-10-42-00	WA Admin Phones & Postage	\$63.34
			1st Class Presort		
			401-002-000-535-10-42-00	WW Admin Phones & Postage	\$63.33
			1st Class Presort		
			406-000-000-537-10-42-00	SN Admin Phones & Postage	\$63.33
			1st Class Presort		
		Total Invoice - 7/20/2011 12:06:33 PM			\$190.00
Total Postmaster PUD #1 of Chelan County	0	Total 0	37233 June 2011	2011 - July - 2nd Council Mtg	
			001-000-000-514-50-47-00	GG City Hall Utility Services	\$227.67
			001-000-000-522-50-47-00	GG Fire Hall Utility Services	\$183.26
			001-000-000-548-39-47-00	GG Public Works Bldg, Utility Services	\$193.48
			001-000-000-549-39-47-00	GG River ST Storage Bldg, Utility Services	\$36.22
			001-000-000-572-50-47-00	GG Library Utility Services	\$227.37
			001-000-000-576-20-47-00	GG Pool Utility Services	\$5,448.57
			001-000-000-576-80-47-00	GG Park Utility Services	\$106.74
			101-000-000-542-63-47-00	ST Utility Services-ST Light Misc	\$28.43
			104-000-000-536-50-47-00	CM Fac Utility Services	\$30.26
			401-001-100-534-80-47-00	WA Prod Utility Services	\$982.55
			401-001-100-534-80-47-00	WA Prod Utility Services	\$554.58
			401-001-200-534-80-47-00	WA Dist Utility Services	\$303.45
			401-001-200-534-80-47-00	WA Dist Utility Services	\$18.42
			401-002-100-535-80-47-00	WW Coll Utility Services	\$259.34
			401-002-200-535-80-47-00	WW Tmt Utility Services	\$4,074.20
			401-002-300-535-80-47-00	WW BVF Utility Services	\$328.12



Voucher Directory

2011 - July - 2nd Council Mtg

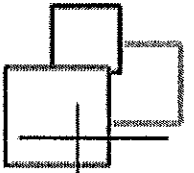
Vendor	Number	Reference	Account Number	Description	Amount			
Total PUD #1 of Chelan County Ramco Computer Supplies 0	Total 0	57233 June 2011	406-000-200-537-80-47-00	SN Rec Utility Services	\$56,82			
			001-000-000-576-80-47-00	GG Park Utility Services	\$64,69			
					\$13,124.17			
2011 - July - 2nd Council Mtg					\$13,124.17			
Total Ramco Computer Supplies RH2 Engineering Inc 0	Total 10688	57233 June 2011	001-000-000-514-10-31-00	GG Admin Office Supplies	\$24.62			
			101-000-000-543-30-31-00	ST Office Supplies	\$24.23			
			104-000-000-536-10-31-00	CM Admin Office Supplies	\$24.23			
			401-001-000-534-10-31-00	WA Admin Office Supplies	\$24.23			
			401-002-000-535-10-31-00	WW Admin Office Supplies	\$24.23			
			406-000-000-537-10-31-00	SN Admin Office Supplies	\$24.23			
			501-000-000-548-10-31-00	ER Office Supplies	\$24.23			
			2011 - July - 2nd Council Mtg					\$170.00
			GIS Services					\$523.67
			001-000-000-558-60-41-00	GG Pro Services-Engineer/Survey	\$523.67			
			Website Map					\$523.67
Transportation Services					\$117.00			
101-000-000-544-20-41-00	ST Engineer Services	\$117.00						
STIP Plan					\$117.00			
Sunset Hwy Project					\$40,219.76			
101-600-000-595-10-41-00	ST Sunset Hwy Design Engineering	\$40,219.76						
Total 54149					\$40,219.76			



Voucher Directory

2011 - July - 2nd Council Mtg

Vendor	Number	Reference	Account Number	Description	Amount
	54143				
		Sunset Hwy Project	101-600-000-595-10-41-01	ST Sunset Hwy Const Engineering	\$1,402.34
		Total 54143			\$1,402.34
	54144				
		Sunset Hwy Project	101-600-000-595-10-41-01	ST Sunset Hwy Const Engineering	\$1,253.71
		Total 54144			\$1,253.71
	54145				
		Mission Ave Project	101-700-000-595-10-41-00	ST Mission Ave Design Engineering	\$6,160.65
		Total 54145			\$6,160.65
	54145				
		Credit Memo	101-700-000-595-10-41-00	ST Mission Ave Design Engineering	(\$1,386.00)
		Credit Memo	9.0 hour Credit		(\$1,386.00)
		Total 54145 Credit Memo			(\$1,386.00)
	54116				
		2010 Comp Plan	401-410-000-594-34-41-00	WA Admin Comp Plan Update	\$3,687.15
		Total 54116			\$3,687.15
	54162				
		Riverfront Water Line for WWTP	402-000-000-594-35-41-00	Design Engineering Services	\$2,215.25
		Riverfront Water Line for WWTP			\$2,215.25
		Total 54162			\$2,215.25
	0				
		2011 - July - 2nd Council Mtg			\$54,193.53
		Total 0			\$54,193.53
	115500				
		Radio Repair	001-000-000-522-50-48-01	GG Repair & Maintenance Services	\$279.72
		Radio Repair B-22			\$279.72
		Total 115500			\$279.72
	0				
		Total 0			\$279.72
		Total Spectrum Communications, Inc			\$279.72



Voucher Directory

2011 - July - 2nd Council Mtg

Vendor	Number	Reference	Account Number	Description	Amount
--------	--------	-----------	----------------	-------------	--------

Teresa Prescott

0

2011 - July - 2nd Council Mtg

2011 Flex One Final Payment

Flex One Final Payment 2011

623-000-000-586-10-00-00

Medical Care Payments

\$1,070.74

Prescott 2011 Final Payment

Total 2011 Flex One Final Payment

\$1,070.74

Total 0

Total Teresa Prescott

\$1,070.74

VISA

0

2011 - July - 2nd Council Mtg

8300224

Ribbons Unlimited

001-000-000-514-10-31-00

GG Admin Office Supplies

\$4.79

101-000-000-543-30-31-00

ST Office Supplies

\$4.70

104-000-000-536-10-31-00

CM Admin Office Supplies

\$4.70

401-001-000-534-10-31-00

WA Admin Office Supplies

\$4.70

401-002-000-535-10-31-00

WW Admin Office Supplies

\$4.70

406-000-000-537-10-31-00

SN Admin Office Supplies

\$4.70

501-000-000-548-10-31-00

ER Office Supplies

\$4.70

Total 8300224
7195138

\$32.99

Rackspace

001-000-000-514-10-41-01

GG Admin Pro Services-Computer

\$26.76

101-000-000-543-30-41-01

ST Admin Pro Services-Computer

\$26.29

104-000-000-536-10-41-01

CM Admin Pro Services-Computer

\$26.29

401-001-000-534-10-41-01

WA Admin Pro Services-Computer

\$26.29

401-002-000-535-10-41-01

WW Admin Pro Services-Computer

\$26.29

406-000-000-537-10-41-01

SN Admin Pro Services-Computer

\$26.29

501-000-000-548-10-41-01

ER Admin Pro Services-Computer

\$26.29

Total 7195138
9300251

\$184.50

NADY Systems

001-000-000-575-50-31-00

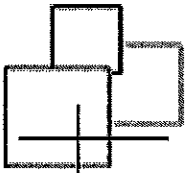
GG Riverside Center Maint, Supplies

\$124.95

Wireless & Lapel Microphone

Total 9300251

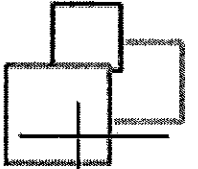
\$124.95



Voucher Directory

2011 - July - 2nd Council Mtg

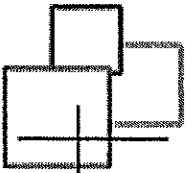
Vendor	Number	Reference	Account Number	Description	Amount
		1128575			
				Clean It Supply	\$151.12
			001-000-000-575-50-31-00	GG Riverside Center Maint, Supplies	
				Tissue Dispenser	
		Total 1128575			\$151.12
		8979200			
				Marine Rescue Products	\$147.26
			001-000-000-576-20-31-01	GG Pool Operating Supplies-Chemicals	
				Tubes, Whistles, Lanyards	
		Total 8979200			\$147.26
		6452017			
				All Swim	\$538.21
			001-000-000-576-20-31-02	GG Pool Retail Supplies	
				Goggles, Ear Plugs, Swim Caps	
		Total 6452017			\$538.21
		8807430			
				Drill Spot	\$92.94
			101-000-000-542-63-31-01	ST Supplies-Street Lighting	
				St Lighting Connectors	
		Total 8807430			\$92.94
		0605945			
				Paypal TCB	\$79.93
			101-000-000-542-63-31-01	ST Supplies-Street Lighting	
				St Light Tap Kits	
		Total 0605945			\$79.93
		7703404			
				UPS	\$5.48
			401-001-100-534-80-49-00	W/A Prod Misc Services	
				UPS Pick Up Charge-Water Contest	
		Total 7703404			\$5.48
		8315494			
				UPS	\$25.58
			401-001-100-534-80-49-00	W/A Prod Misc Services	
				UPS Adjustment - Water Contest	
		Total 8315494			\$25.58
		7779990			
				UPS	\$126.32
			401-001-100-534-80-49-00	W/A Prod Misc Services	



Voucher Directory

2011 - July - 2nd Council Mtg

Vendor	Number	Reference	Account Number	Description	Amount
		Total 7779990		UPS Shipping - Water Contest	\$126.32
		8380041			
		Total 8380041		ABC-WWTP0 Testing	\$102.00
		8380033		401-002-200-535-80-49-00 WW Tmt Misc Services	
				WWTP03 Exam-Schmidt	\$102.00
		Total 8380033		ABC-WWTP0 Testing	\$85.00
		5508347		401-002-200-535-80-49-00 WW Tmt Misc Services	
				WWTP0 2 Exam-Low	\$85.00
		Total 8380033			\$85.00
		5508347		Northern Tool	\$2,584.99
				501-000-000-594-48-64-90 ER Other Equipment	
				Steam Pressure Washer	\$2,584.99
		Total 5508347			\$2,584.99
		09-986			\$4,281.27
				2011 - July - 2nd Council Mtg	\$4,281.27
		Total VISA			\$29.00
		0		Reporting Services Training	\$29.00
				001-000-000-514-40-49-00 GG Training-Finance/Records	
				Reporting Services-Sollinger & Jones	\$28.50
				101-000-000-543-60-49-00 ST Training	\$28.50
				Reporting Services-Sollinger & Jones	\$28.50
				104-000-000-536-40-49-00 CM Training	\$28.50
				Reporting Services-Sollinger & Jones	\$28.50
				401-001-000-534-40-49-00 WA Admin Training-Water	\$28.50
				Reporting Services-Sollinger & Jones	\$28.50
				401-002-000-535-40-49-00 WW Admin Training-Wastewater	\$28.50
				Reporting Services-Sollinger & Jones	\$28.50
				406-000-000-537-40-49-00 SN Admin Training	\$28.50
				Reporting Services-Sollinger & Jones	\$28.50
				501-000-000-548-69-49-00 ER Training-Mechanic	\$28.50



Voucher Directory

2011 - July - 2nd Council Mtg

Vendor	Number	Reference	Account Number	Description	Amount
--------	--------	-----------	----------------	-------------	--------

Reporting Services-Sollinger & Jones

Total 09-986

Total 0
 Total Vision Municipal Solutions
 WA St-Dept of Revenue
 EFT 06/2011

2011 - July - 2nd Council Mtg

June 2011 2:43:49 PM

001-000-000-514-10-31-00	GG Admin Office Supplies	\$0.97
001-000-000-514-10-35-00	GG Admin Office tools & Equipment	\$16.20
001-000-000-514-10-53-00	GG Admin External Taxes-State Excise	\$214.36
001-000-000-522-50-31-00	GG Fire Hall Maintenance, Supplies	\$5.69
001-000-000-576-80-31-00	GG Park Supplies-Maintenance	\$19.36
001-000-000-594-76-64-10	GG Pool, Capital Equipment	\$231.58
001-999-000-589-01-00-00	GG State Sales Tax Paid	\$1,702.31
104-000-000-536-10-53-00	CM Admin External Taxes-State Excise	\$37.86
104-000-000-536-50-31-00	CM Fac Supplies	\$8.63
104-999-000-589-01-00-00	CM Cemetery State Sales Tax Paid	\$24.30
401-001-000-534-10-53-00	WA Admin Taxes-State Excise	\$2,397.80
401-002-000-535-10-53-00	WW Admin External Taxes-State Excise	\$3,274.60
406-000-000-537-10-53-00	SN Admin Taxes-State Excise	\$630.67
406-999-000-589-01-00-00	SN State Sales Tax Paid	\$19.12
406-999-000-589-03-00-00	SN Refuse Collection Tax Paid	\$1,307.57

Total June 2011 2:43:49 PM

Total EFT 06/2011
 Total WA St-Dept of Revenue
 WA St-DOT

2011 - July - 2nd Council Mtg

RE 42 JB2809 L001

2011 Paint Stripe	
101-000-000-542-30-48-00	ST Street Repairs & Maintenance-Roadway
2011 Paint Striping	

Total RE 42 JB2809 L001

Total 0
 Total WA St-DOT
 Grand Total

Vendor Count

33

\$161,901.20

RESOLUTION NO. 08-2011

**A RESOLUTION OF THE CITY OF CASHMERE, WASHINGTON,
ESTABLISHING POLICIES AND PROCEDURES FOR THE
INVESTMENT OF CITY FUNDS PURSUANT TO CASHMERE
MUNICIPAL CODE SECTION 3.12.010.**

WHEREAS, the City Council, by adoption of Section 3.12.010 of the Cashmere Municipal Code, reserved unto itself the action of adopting policies and procedures for the investment of City funds; and

WHEREAS, the City Clerk/Treasurer recommends the adoption of this Resolution establishing certain policies and procedures relative to investment of City funds as set forth in this Resolution, and the Mayor and City Council concur with the recommendation of the City Clerk/Treasurer; now, therefore,

**THE CITY COUNCIL OF THE CITY OF CASHMERE, WASHINGTON,
HEREBY RESOLVE AS FOLLOWS:**

Section 1. The City Clerk/Treasurer is hereby authorized to invest funds of the City in an investment program offered by Time Value Investments, Inc. with Protective Securities, Inc., a division of Pro Equities, Inc., involving the opening of an account and execution of an agreement with U. S. Bank, and the Mayor and City Clerk/Treasurer are hereby authorized to execute all documents required to be executed for this investment program. The City Clerk/Treasurer is authorized to invest City funds in the aforementioned investment program as deemed reasonable by the City Clerk/Treasurer.

Section 2. This Resolution shall be effective immediately upon passage by the City Council.

CITY OF CASHMERE

By: _____
Gordon K. Irle, Mayor

ATTEST:

Kay Jones, City Clerk/Treasurer

OGDEN
MURPHY
WALLACE
P. L. L. C.
ATTORNEYS AT LAW

CHARLES D. ZIMMERMAN
czimmerman@omwlaw.com

July 20, 2011

VIA E-MAIL AND
VIA U.S. MAIL

Kay Jones
City Clerk/Treasurer
City of Cashmere
101 Woodring Street
Cashmere, WA 98815

Re: Business and Occupation Tax Ordinance

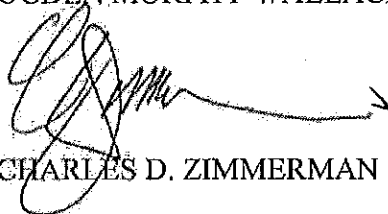
Dear Kay:

Enclosed is the business and occupation tax ordinance containing the language recommended by Hugh Spitzer of Foster Pepper. Following the effective date of this Ordinance, it is my understanding the City will alter the manner in which it bills City customers as suggested by Hugh. Further, it is my understanding that water and sewer customers located outside of the city limits will begin being charged for the business and occupation taxes. It may be a good idea to provide a letter to these customers in advance of the imposition of this Ordinance, or at the time of the first billing, so that those customers are made aware of the additional sums that are due.

Let me know if you have any questions or concerns regarding the enclosed.

Very truly yours,

OGDEN MURPHY WALLACE, P.L.L.C.



CHARLES D. ZIMMERMAN

CDZ:lrc

Enclosure

Established 1902

A Member of the International Lawyers Network with independent member law firms worldwide

ORDINANCE NO. 1190

AN ORDINANCE OF THE CITY OF CASHMERE, WASHINGTON, AMENDING SECTION 5.10.030 OF THE CASHMERE MUNICIPAL CODE, AMENDING PROVISIONS RELATING TO BUSINESS AND OCCUPATION TAXES ON TELEPHONE BUSINESS, ELECTRICITY, GARBAGE, WATER, SEWER, CELLULAR TELEPHONE SERVICE; CONTAINING A SEVERABILITY PROVISION; AND SETTING AN EFFECTIVE DATE.

WHEREAS, the City has studied the code provisions in Section 5.10.030 of the City Municipal Code and the manner in which the City collects the business and occupation taxes and determined that an update of those provisions as reflected in this Ordinance would be in the best interests of the City; and

WHEREAS, the percentages for each of the business and occupation taxes addressed in this Ordinance have not been changed, but the manner of calculating and collecting the business and occupation taxes has been revised to be in compliance with existing laws; **NOW, THEREFORE**,

THE CITY COUNCIL OF THE CITY OF CASHMERE, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. Section 5.10.030 of the Cashmere Municipal Code is hereby amended to read as follows:

5.10.303 Tax Levy

There is hereby levied upon and there shall be collected from every person, firm or corporation, including the city, engaged in carrying on the following business for hire or for sale of a commodity or a service a tax for the privilege of doing business as defined in this section:

{CDZW0173024.DOC;110W834.900000}

ORDINANCE NO.

Page 1.

- A. Upon any telephone business there shall be levied a tax equal to six percent of the gross revenue, including revenue from intrastate toll, derived from the operation of such businesses within the city. Gross revenue for this purpose shall not include charges which are passed on to the subscribers by a telephone company pursuant to tariffs required by regulatory order to compensate for the cost to the company of the tax imposed by this chapter. "Telephone business" means the business of providing intrastate access to a local telephone network, local telephone network switching service, toll service, or coin telephone network services, or providing telephonic, video, data or similar communication or transmission for hire, via a local telephone network, toll line or channel, or similar communication or transmission system. It includes cooperative or farmer line telephone companies or associations operating an exchange. "Telephone business" does not include access to, or charges for, interstate services and does not include the providing of competitive telephone service, nor the providing of cable television service, and does not include that portion of network telephone service, as defined in RCW 82.16.010, which represents charges to another telecommunications company, as defined in RCW 80.04.010, for connecting fees, switching charges, or carrier access charges relating to intrastate toll telephone service, or for access to, or charges for, interstate services, or charges for network telephone service that is purchased for the purpose of resale, or charges for mobile telecommunication services provided to customers whose place of primary use is not within the city. "Competitive telephone service" means the providing by any person of telephone equipment, apparatus, or service, other than toll service, which is a type which can be provided by persons that are not subject to regulation as telephone companies under RCW Title 80 and for which a separate charge is made.
- B. There is hereby levied a tax on the sale, service, delivery or distribution of electricity and electrical energy and for the privilege of carrying on said business equal to six percent of the gross revenue derived from sales and service of such electricity within the city.
- C. There is hereby levied a tax on the sale and service of garbage service provided in the city equal to six percent of the gross revenue derived from sales and service of such garbage service .
- D. There is hereby levied a tax on the sale and service of water by the city equal to six percent of the gross revenue of the city's water system.
- E. There is hereby levied a tax on the sale and service of sewer services provided by the city equal to six percent of the gross revenue of the city's sewer system.

- F. There is hereby levied a tax on the sale and service of cellular telephone service within the city equal to six percent of the gross revenue derived from the sale and service of such cellular phone service . "Cellular telephone service" means providing intrastate access to a two-way voice and data telephone/telecommunications system based in whole or substantially in part on wireless radio communications. "Cellular telephone service" includes cellular mobile service. The definition of "cellular mobile service" includes other wireless radio communications services such as specialized mobile radio (SMR), personal communications services (PCS) and any other evolving wireless radio communications technology which accomplishes the same purpose as cellular mobile service.

Payments by a customer for cellular telephone service from telephones without a fixed location shall be allocated among taxing jurisdictions to the location of the customer's principal service address during the period for which the tax applies. There is a presumption that the service address a customer supplies to the taxpayer is current and accurate, unless the taxpayer has actual knowledge to the contrary.

When the cellular telephone service is provided in which a subscriber is roaming outside the subscriber's normal cellular network area, the gross income shall be assigned consistent with the taxpayer's accounting system to the location of the originating cell site of the call, or to the location of the main cellular switching office that switched the call.

Section 2. If any section, sentence, clause, or phrase of this Ordinance shall 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. The City Clerk/Treasurer is hereby directed to publish a summary of this Ordinance consisting of the title.

Section 4. This Ordinance shall be effective at 12:01 a.m. on the 1st day of September, 2011.

APPROVED:

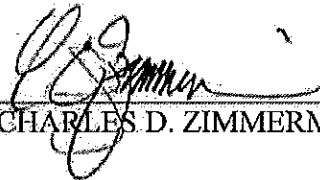
MAYOR GORDON IRLE

ATTEST/AUTHENTICATED:

KAY JONES, CITY CLERK

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY

BY:



CHARLES D. ZIMMERMAN

FILED WITH THE CITY CLERK
PASSED BY THE CITY COUNCIL
PUBLISHED
EFFECTIVE DATE
ORDINANCE NO.

:
:
:
:
:

7/20/11



Staff Summary

Date: 25 July 2011
To: City Council
From: Bob Schmidt, Director of Operations
RE: RH2 Supplemental Agreement No. 1 "Riverfront Drive Watermain"

The Permitting for this project is completed. There were NO Comments from the adjacent property owners. This project is to provide fireflow and domestic water to the Wastewater Treatment Plant.

This task authorization is for the Design, Bidding and Project Inspection / Management. The preliminary project bid estimate is \$350,000.

In Exhibit A, Task-4 Services During Construction, Assumptions, I intend to utilize City Staff for the onsite inspection and so I anticipate most of Time for this line item will be accordingly removed.

I request that Council Authorize the Mayor to sign this

Supplemental Agreement No. 1, Engineering Services for the "**Riverfront Drive Watermain**".

**SUPPLEMENTAL AGREEMENT NO. 1 TO
PROFESSIONAL SERVICES AGREEMENT - GENERAL SERVICES
RIVERFRONT DRIVE WATERMAIN PROJECT**

This Supplemental Agreement No. 1 (hereinafter "Supplement No. 1") is made and entered into by and between the City of Cashmere, Washington (hereinafter "City") and RH2 Engineering, Inc. (hereinafter "Engineer").

The City and Engineer agree as follows:

1. The City and Engineer entered into that certain Professional Engineering Services Agreement - General Services, effective March 14, 2011 (hereinafter "General Services Agreement").

2. The effective date of this Supplement No. 1 shall be the date of approval of this Supplement No. 1 by the City Council.

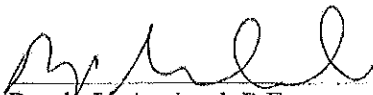
3. The terms of the General Services Agreement are hereby supplemented by the terms of this Supplement No. 1. In the event there is any conflict between the provisions in the General Services Agreement and the provisions in this Supplement No. 1, the terms of this Supplement No. 1 shall apply.

4. This Supplement No. 1 provides for and approves a Scope of Work attached hereto as Exhibit "A" for the City of Cashmere Riverfront Drive Watermain Project (4 pages), Exhibit "B" the Engineering services estimate of time and expense related to the project (1 page), and Exhibit "C" a Schedule of Rates and Charges applicable to the services provided pursuant to this Supplement No. 1 (1 page). To the extent there is any conflict between Exhibit "C" to this Supplement No. 1 and Exhibit "A" to the General Services Agreement, the terms of Exhibit "C" to this Supplement No. 1 shall apply with respect to the services provided by Engineer for City pursuant to this Supplement No. 1.

5. The total fees and costs to be paid to Engineer for services provided pursuant to the Scope of Work, Exhibit "A" to this Supplement No. 1 shall not exceed the total sum of \$114,218.00 without the prior authorization of the City Council, which authorization shall be contained in a written instrument signed by the City and Engineer.

6. Except as specifically modified by this Supplement No. 1, the remaining terms of the General Services Agreement shall remain in full force and effect and apply to the performance of services by Engineer for the City on this Supplement No. 1 Project.

APPROVED by RH2 ENGINEERING, INC.,
the 21st day of July, 2011.



Randy L. Asplund, P.E.
Vice-President

APPROVED by the City Council of the
CITY OF CASHMERE, Washington the
_____ day of _____, 2011.

Gordon Irle, Mayor

Exhibit A
Scope of Work
City of Cashmere
Riverfront Drive Watermain
July 2011

Background

The City of Cashmere (City) is in the process of designing upgrades for its wastewater treatment plant. Fire protection water will need to be brought to the project site. Currently, only a 2-inch pipe runs partially along Riverside Drive. The objective is to obtain at least 1,500 gallons per minute (gpm) of fire flow to the treatment plant facility.

Per a prior fire flow analysis, the minimum improvement necessary is the installation of a 12-inch main from the intersection of East Parkhill Street and Riverfront Drive to the project site. This is expected to result in approximately 1,800 gpm at 20 psi residual pressure. The domestic water demands at the plant will be low, which would result in excessive detention time in the fire main. Therefore, a separate small main is anticipated to be installed for domestic service.

The dedicated 12-inch fire main will not have regular circulation, so this scope assumes a double check valve assembly will be installed near the connection to the City's system to protect the distribution system from stagnant water. A fire hydrant or flushing port will be installed on the end of the main.

The City prepared and submitted a shorelines permit in May 2011. The comment period expired on July 6, 2011, with no comments noted.

Assumptions:

- That the City either owns all the necessary rights-of-way, or will procure the necessary rights-of-way or easements.
- That there are no existing utilities larger than 12 inches in diameter in the project vicinity that could interfere with the layout.
- That any discussions, coordination or negotiations with the BNSF Railroad will be performed by the City.
- That a crossing of the railroad or encroachment into the railroad structural fill will not be required.
- That approximately 2,500 feet of 2-inch and 12-inch water main will be installed.
- That the survey of Riverfront Drive performed for the 2000 force main project will be reused where possible. Supplemental survey information will be required, which includes a translation to the current project datum and a new utility locate.
- That there is sufficient room between the force mains to install the water mains through the narrow stretch of road between the retaining wall and guardrail. If the survey shows there is not enough room, additional budget may be required to develop a design through this section.

Task 1 – Project Management

Approach:

- 1.1 Attend one kick-off meeting with the City to review project location options.

- 1.2 Maintain a project schedule and personnel.
- 1.3 Review and submit monthly invoices.
- 1.4 Provide periodic coordination with and assistance to the City during the project that does not fall directly under other tasks. Two hours per week for 8 weeks is budgeted for this effort.
- 1.5 Track and organize files.
- 1.6 Perform final archiving of permanent records.

Task 2 – Design of Watermain

Approach:

- 2.1 Contact the City to obtain available records of the existing road and utilities.
- 2.2 Administer the surveyor (Fitzpatrick Surveying). Surveyor to be hired by the City. Surveyor to research available records for rights-of-way and adjacent property boundaries.
- 2.3 Use surveyor's file to create CAD base map of the project area. Walk through the alignment to visually compare to base map data and field check facility locations.
- 2.4 City to provide a backhoe and operator for potholing, if needed, to verify existing utility locations. Attendance at 4 hours of potholing is included in this Scope of Work.
- 2.5 Prepare the preliminary design for the water main. The Scope of Work assumes one 2-inch domestic service line, one 12-inch fire main from East Parkhill Street to the existing treatment plant headworks, two fire hydrants, one air valve and one water service.
- 2.6 Design the 200-foot section through the narrow stretch between the existing retaining wall and guardrail.
- 2.7 Prepare the preliminary details for connection of the main to the existing system at East Parkhill Street.
- 2.8 Prepare the detail for an 8-inch or 10-inch double check valve assembly.
- 2.9 Prepare detail sheets using City standard details where possible.
- 2.10 Prepare supplemental provisions to the Washington State Department of Transportation (WSDOT) Standard Specifications.
- 2.11 Prepare bid contracts using RH2 boilerplate documents.
- 2.12 Submit one set of 75-percent plans and specifications to the City for review and comment.
- 2.13 Prepare construction signing plan using WSDOT standard K-plans.
- 2.14 Attend two plan review meetings with the City.
- 2.15 Revise plans and specifications based on City review comments.
- 2.16 Provide one in-house QA/QC review.
- 2.17 Prepare the final plans and specifications.

Assumptions:

- Specifications will use 2010 WSDOT Standard Specifications including the Local Agency General Special Provisions.
- Fee estimate assumes the following number of plan sheets:
 - Cover and General Information (1)
 - Plan and Profile (6)
 - Connection Details (1)
 - Standard Details (3)
 - Traffic Control (1)

City Deliverables:

- All available records of existing road and utilities.
- Backhoe and operator for potholing, if needed.
- Plan and specification review comments.
- All rights-of-way or easements.

RH2 Deliverables:

- One full-size set review plans and specifications.

Task 3 – Services During Bidding**Approach:**

- 3.1 Print three full-size plan sets for the City's signature.
- 3.2 Produce bid plans and specifications. Budget assumes 40 bid sets will be produced. Any additional sets will require a budget supplement, or direct invoicing to the City.
- 3.3 Prepare the advertisement for bid. The City will be responsible for sending the advertisement to various publications and paying the publication costs.
- 3.4 Prepare an engineer's construction cost estimate.
- 3.5 Optional: If desired by the City, produce an electronic bid set and post on Builders Exchange Web site, or City may post on its Web site.
- 3.6 Distribute the bid packets and maintain the planholders list.
- 3.7 Address questions from contractors and suppliers during bidding.
- 3.8 Prepare and distribute up to two addenda.
- 3.9 Attend bid opening.
- 3.10 Review the bids for accuracy and provide a bid summary tabulation.
- 3.11 Prepare a recommendation of award letter to the City. Attend one City Council meeting.
- 3.12 Prepare three contract books with the recommended bidder's information.

RH2 Deliverables:

- Three full size plan sets
- 40 bid sets (11x17 plans)

- Addenda
- Three contract books

Task 4 – Services During Construction

Assumptions: For the purpose of budgeting, we assume RH2 will provide full-time construction inspection. The City may choose to use its own personnel for construction inspection and RH2's time will be reduced accordingly.

Approach:

- 4.1 Revise plans with major changes addressed in addenda (if any) and print six full-size and six half-size plan sets for City and contractor use.
- 4.2 Send notifications for, prepare for, and conduct a preconstruction conference.
- 4.3 Review materials submittals.
- 4.4 Assist with call-in construction questions.
- 4.5 Respond to requests for information.
- 4.6 Prepare change orders and pay estimates.
- 4.7 Provide full-time inspection and prepare inspection reports. Ten hours per day for 40 working days are estimated.
- 4.8 Attend meetings with the City and contractor if needed. Six hours are budgeted for this task.
- 4.9 Revise plans per contractor and City markups. Print one set for City and one for RH2.
- 4.10 Prepare PDF or DWF version of as-builts and submit on CD to City.
- 4.11 Attend one City Council meeting to summarize project.

RH2 Deliverables:

- Six full-size construction plan sets
- Six half-size construction plan sets
- Two full-size as-built plan sets
- CD of as-built plans.

EXHIBIT B
City of Cashmere
Riverfront Drive Watermain Replacement
Estimate of Time and Expense

Description	Classification	Principal		Project Manager		Staff Engineer		Word Processor		Total Hours	Total Labor	Total Expense	Total Cost			
		Professional IX	Professional VI	Professional VI	Professional II	Administrative II	Administrative II									
Task 1 Project Management																
1.1 Attend kickoff meeting with City			3							3	\$ 492	\$ 23	\$ 515			
1.2 Maintain project schedule and personnel			3							3	\$ 492	\$ 13	\$ 505			
1.3 Review monthly invoices			2							2	\$ 226	\$ 6	\$ 232			
1.4 Provide other tasks			4		2					6	\$ 1,032	\$ 35	\$ 1,067			
1.5 Perform file tracking and organization			4		2					6	\$ 1,032	\$ 35	\$ 1,067			
1.6 Perform final archiving and permanent records			2		2					4	\$ 578	\$ 23	\$ 601			
Subtotal			17		5					29	\$ 3,852	\$ 134	\$ 3,986			
Task 2 Design of Watermain																
2.1 Collect available records					6					6	\$ 766	\$ 21	\$ 787			
2.2 Administer supplemental survey			2		2					4	\$ 642	\$ 44	\$ 686			
2.3 Create CAD base map. Walk through verification.			4		16					20	\$ 2,672	\$ 470	\$ 3,142			
2.4 Potholing			4		4					8	\$ 504	\$ 23	\$ 527			
2.5 Prepare preliminary watermain design		1	12		80					93	\$ 12,290	\$ 1,956	\$ 14,186			
2.6 Prepare preliminary design through narrow section			2		6					8	\$ 1,094	\$ 147	\$ 1,241			
2.7 Prepare preliminary construction details			2		8					10	\$ 1,172	\$ 224	\$ 1,396			
2.8 Prepare DCVA details			2		12					14	\$ 1,840	\$ 277	\$ 2,117			
2.9 Prepare standard details					4					4	\$ 504	\$ 105	\$ 609			
2.10 Prepare supplemental provisions			16							16	\$ 2,624	\$ 75	\$ 2,699			
2.11 Prepare bid contracts			4		4					8	\$ 904	\$ 59	\$ 963			
2.12 Submit 75-percent review set					1					1	\$ 168	\$ 182	\$ 350			
2.13 Prepare traffic control plan			3		3					6	\$ 482	\$ 23	\$ 515			
2.14 Attend 2 plan review meetings			5		5					10	\$ 1,450	\$ 117	\$ 1,567			
2.15 Revise per review comments			2		16					18	\$ 2,844	\$ 421	\$ 3,265			
2.16 Provide In-house QA/QC review		4								4	\$ 728	\$ 78	\$ 806			
2.17 Prepare final plans and specs			2		12					14	\$ 2,212	\$ 344	\$ 2,556			
Subtotal			55		172					244	\$ 32,345	\$ 4,575	\$ 36,921			
Subtotal Proj Management and Design											\$ 35,193	\$ 4,709	\$ 40,902			
Task 3 Services During Bidding																
3.1 Print 3 full-size signature plans					2					2	\$ 252	\$ 394	\$ 646			
3.2 Produce bid sets			1		2					3	\$ 664	\$ 1,304	\$ 1,968			
3.3 Prepare bid advertisement			1							1	\$ 164	\$ 5	\$ 169			
3.4 Prepare engineer's estimate			4		4					8	\$ 655	\$ 17	\$ 672			
3.5 Prepare electronic bid posting (Optional)			1		4					5	\$ 683	\$ 89	\$ 772			
3.6 Distribute bid packets and manage planholders list					1					1	\$ 374	\$ 10	\$ 384			
3.7 Address bidders' questions			4		4					8	\$ 655	\$ 17	\$ 672			
3.8 Prepare addenda			4		2					6	\$ 1,155	\$ 96	\$ 1,251			
3.9 Attend bid opening			3		3					6	\$ 482	\$ 27	\$ 519			
3.10 Review bids and provide summary			2		1					3	\$ 454	\$ 11	\$ 465			
3.11 Make recommendation of award to Council			4		4					8	\$ 713	\$ 29	\$ 742			
3.12 Prepare contract books			1		2					3	\$ 283	\$ 137	\$ 420			
Subtotal Services During Bidding Tasks			25		12					37	\$ 5,542	\$ 2,147	\$ 7,689			
Task 4 Services During Construction																
4.1 Revise plans per addenda and print construction sets					4					4	\$ 504	\$ 1,025	\$ 1,529			
4.2 Prepare and perform preconstruction conference			4		1					5	\$ 718	\$ 33	\$ 751			
4.3 Review submittals			4		4					8	\$ 792	\$ 38	\$ 830			
4.4 Assist with questions during construction			4		4					8	\$ 656	\$ 16	\$ 672			
4.5 Respond to RFIs			16		2					18	\$ 2,748	\$ 31	\$ 2,779			
4.6 Prepare change orders and pay estimates			20		380					400	\$ 51,160	\$ 1,689	\$ 52,849			
4.7 Provide on-site inspection			6		6					12	\$ 984	\$ 45	\$ 1,029			
4.8 Attend meetings with City and contractor			1		12					13	\$ 1,678	\$ 472	\$ 2,150			
4.9 Prepare as-builts			4		4					8	\$ 504	\$ 95	\$ 599			
4.10 Prepare electronic archive files			4		4					8	\$ 504	\$ 95	\$ 599			
4.11 Attend Council meeting for closeout					404					404	\$ 6,054	\$ 3,568	\$ 9,622			
Subtotal Services During Construction Tasks			157		583					794	\$ 103,794	\$ 10,424	\$ 114,218			
PROJECT TOTAL											\$ 157	\$ 583	\$ 794	\$ 103,794	\$ 10,424	\$ 114,218

EXHIBIT C
RH2 Engineering, Inc.
SCHEDULE OF RATES AND CHARGES

2011 HOURLY RATES

CLASSIFICATION		RATE	CLASSIFICATION		RATE
Professional	IX	\$182.00	Technician	IV	\$118.00
Professional	VIII	\$182.00	Technician	III	\$110.00
Professional	VII	\$175.00	Technician	II	\$82.00
			Technician	I	\$75.00
Professional	VI	\$154.00			
Professional	V	\$154.00	Administrative	V	\$111.00
Professional	IV	\$146.00	Administrative	IV	\$91.00
			Administrative	III	\$76.00
Professional	III	\$136.00	Administrative	II	\$62.00
Professional	II	\$126.00	Administrative	I	\$54.00
Professional	I	\$117.00			

IN-HOUSE SERVICES

In-house copies (each)	8.5" X 11"	\$0.09	CAD Plots	Large	\$25.00
In-house copies (each)	8.5" X 14"	\$0.14	CAD Plots	Full Size	\$10.00
In-house copies (each)	11" X 17"	\$0.20	CAD Plots	Half Size	\$2.50
In-house copies (color) (each)	8.5" X 11"	\$0.90	CAD System	Per Hour	\$27.50
In-house copies (color) (each)	8.5" X 14"	\$1.20	GIS System	Per Hour	\$27.50
In-house copies (color) (each)	11 X 17"	\$2.00	Technology Charge	2.5% of Direct Labor	
			Mileage	Current IRS Rate	

OUTSIDE SERVICES

Outside direct costs for permit fees, reports, maps, data, reprographics, couriers, postage, and non-mileage related travel expenses that are necessary for the execution of the project and are not specifically identified elsewhere in the contract will be invoiced at cost.

All Subconsultant services are billed at cost plus 15%.

CHANGES IN RATES

Rates listed here are adjusted annually. The current schedule of rates and charges is used for billing purposes. Payment for work accomplished shall be based on the hourly rates and expenses in effect at the time of billing as stated in this Exhibit.

Staff Summary

Date: June 25, 2011
To: Cashmere City Council
Mayor Irle
From: Mark Botello
RE: Hydrogeologic Opinion for water rights change application

Please see RH2's task authorization No. 4 for a hydrogeologic opinion regarding hydraulic continuity for water rights transfer from the Cashmere Mill site to the Riverside Park. This water right transfer will allow staff to place irrigation well at Riverside Park. This new point of diversion should irrigate Riverside Park with no treated water.

This opinion is an Ecology and Chelan County Water Conservancy Board condition. I recently had to withdraw Cashmere's water change application in order to complete this hydrogeologic opinion. My goal is to re-submit the application at the September meeting for approval.

Staff will go over this in more detail at the Council meeting.

Recommendation:

Approve task authorization #4 for the hydrogeologic opinion for water rights change application

TASK AUTHORIZATION NO. 4
CITY OF CASHMERE
GENERAL SERVICES 2011
RH2 Project No. CA 211.038.04

SCOPE OF SERVICES

This Task Authorization includes the following work.

RH2 has been requested to provide a hydrogeologic opinion regarding hydraulic continuity for assistance with transferring water rights from the Port of Chelan County to the City of Cashmere. The hydrogeologic opinion is required in order to process the change application through the Department of Ecology.

It is anticipated that the work will require monitoring existing well levels, reviewing historical river and well data, and comparing well log information to formulate the written opinion.

Deliverables

RH2 will provide a signed report documenting the results of the hydro geologic opinion, consistent with industry practice, for use with the change application being prepared by others.

Subconsultants

No subconsultants are expected on this Task.

Schedule

Work shall begin upon receipt of the signed authorization to proceed below. Work shall be completed within 30 working days of authorization to proceed.

Fee for Services - General Agreement Terms

The fee for services shall be on a time and expense basis and the general terms applicable to this Scope of Services shall be as set forth in the Professional Services Agreement for 2011 General Engineering Services dated March 14, 2011 between the City of Cashmere and RH2 Engineering, Inc. Fees for this project are estimated to not exceed \$2500.00.

RH2 Engineering, Inc.

Authorization to Proceed
City of Cashmere

Randy L. Asplund, P.E.

PRINT NAME & TITLE

PRINT NAME & TITLE

DATE

DATE

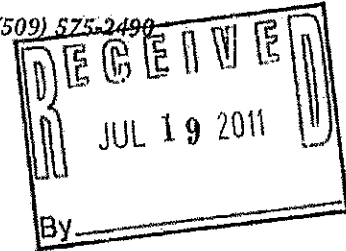


STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

15 W Yakima Ave, Ste 200 • Yakima, WA 98902-3452 • (509) 575-2490

July 18, 2011

Port of Chelan County
238 Olds Station Rd Ste A
Wenatchee WA 98801-8131



RE: Water Right Change Application No. CS4-SWC9658(A)@1 (CHEL-09-15)

The Department of Ecology (Ecology) is in receipt of the Record of Decision Withdrawal submitted by the Chelan County Water Conservancy Board (the Board) for the above-referenced application for change to our office on July 18, 2011. Ecology acknowledges the Board's withdrawal of the decision and has ceased review of the Board's decision. Accordingly, Ecology's statutory review period under RCW 90.80.080 is terminated without prejudice.

If you have any questions or concerns on the above information, please call the Department of Ecology at (509) 575-2597.

Sincerely,

Ingrid Ekstrom
Water Resources Program

IE:gg/110718

cc: Lisa de Vera, Chelan County Water Conservancy Board
Peter A. Fraley, Ogden Murphy Wallace Law Offices
Janet Rajala, Water Resources Program, ERO (pdf/email)
Philip Rigdon, Director, Natural Resources Division, Yakama Nation
Lois Trevino, Administrator, Environmental Trust, Colville Confederated Tribes





FYI

Date: 25 July 2011
To: City Council
From: Bob Schmidt, Director of Operations
RE: Glass Crusher Offer

Council requested that I let the City of Chelan know that we had surplussed our glass crusher. Their Public Works Director, Dwane Van Epps, came and looked at it and has offered to buy it for \$2,500. I believe that this is a reasonable offer. I mentioned at our last meeting that I would get Chelan's response and report back to you.

Unless there are Council objections I will sell the glass crusher to Chelan for \$2,500.



F.Y.I.

City of Cashmere 2nd Quarter 2011

Animal Control Hours

April	23.25
May	21.25
June	34.75
Total	79.25

Number of investigated incidents

April	18
May	10
June	29
Total	57

Investigations of Interest

Citations Issued	1
Dangerous Dogs	0
Potentially Dangerous Dogs	0
Animal Bites	1

Number of Animals Received

Stray Dogs	5	Stray Cats	4	Stray Others	3
Owned Dogs	1	Owned Cats	4	Owned Others	0
Total	6	Total	8	Total	3