



**CASHMERE CITY COUNCIL MEETING**  
MONDAY, OCTOBER 28, 2024, 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 October 14, Regular Council Meeting
2. Payroll and Claims Packet Dated October 28, 2024

BUSINESS ITEMS

1. Public Hearing on revenue sources and possible increase in property tax
2. Resolution No. 07-2024 Declaring an exemption to waive competitive bidding due to special market conditions and authorize the purchase of an orbit screener
3. Resolution No. 08-2024 indicating the City's intent to annex an area contiguous to the City, commonly known as the Barros Annexation Area
4. Ordinance No. 1330 Regular Property Tax Levy
5. Express Employment Staffing Rate Agreement for Office Account Clerk
6. Woodard & Curran Change Order on the SCADA Upgrade project
7. Farmers Electric Change Order on the SCADA Upgrade project
8. Ascent Foundation & More Change Order on the S Douglas Street project

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 OCTOBER 14, 2024, AT CASHMERE CITY HALL – In-Person and Digital

OPENING

Mayor 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 Jeff Johnson	
Staff:	Kay Jones, Clerk-Treasurer Steve Croci, Director of Operations	City Attorney, Julie Norton

PUBLIC COMMENT

No public comment.

APPROVAL OF AGENDA

MOVED by Councilor Perry and seconded by Councilor Carlson to approve the agenda as presented. Motion carried unanimously.

CONSENT AGENDA

Minutes of September 23, 2024, Regular Council Meeting

Payroll and Claims Packet Dated October 14, 2024

Claims Direct Pay and Check #43778 through #43817 totaling \$448,996.13

Payroll direct Deposit and Check #43779 through #43781 totaling \$87,234.83

Manual Check #43777 and #43782 not needing prior approval

MOVED by Councilor Perry and seconded by Councilor Carlson to approve the items on the consent agenda. Motion carried unanimously.

PUBLIC HEARING ON THE PETITION TO ANNEX A 5-ACRE PARCEL OF LAND LOCATED AT 5633 EVERGREEN DRIVE

Mayor Fletcher opened the public hearing at 6:01 pm to take public comment on the petition to annex a five-acre parcel of land located at 5633 Evergreen Drive. With no comments from the public, Mayor Fletcher closed the hearing at 6:02 pm.

RESOLUTION NO. 07-2024 DECLARING AN EXEMPTION TO WAIVE COMPETITIVE BIDDING DUE TO SPECIAL MARKET CONDITIONS AND AUTHORIZE THE PURCHASE OF AN ORBIT SCREENER

Director Croci explained that the used orbital screener is in excellent condition and has very low hours of use for the price of \$45,000. The crew would be able to screen and reuse the sand that is used on the city roads during the winter. The screener can also be used to grade wood chips at the mulch center to make them uniform and usable as mulch. The same screener purchased brand new would be around \$95,000.

Council members had the following questions; how frequently would the equipment be needed and used? Is this a want or a need? What would the savings be from recycling sand and wood chips? Is this more for the environment than a cost savings? How long would it take to recoup the \$45,000 for the orbit screener?

MOVED by Councilor Carlson and seconded by Councilor Stephenson to table the resolution for more information. Motion carried unanimously.

S. DOUGLAS ST. CONTRACT AMENDMENT NO. 1 TO TA NO. 6 TO INCLUDE SERVICES DURING CONSTRUCTION

Previously the city approved Task Authorization No. 6 with RH2 Engineering, Inc., to perform engineering services for the design of the water and roadway improvements to South Douglas Street from Cottage Avenue to East Parkhill Street. The city is now requesting RH2 to provide services during construction for project management, inspection and other tasks. The additional cost for these services is \$43,854 making the cost of Task Authorization No. 6 a total of \$108,568.

Councilor Perry was concerned that it was unclear as to whether the \$43,854 was a not to exceed amount and RH2 would only be paid for work performed, or if it was a set amount.

MOVED by Councilor Pistoresi and seconded by Councilor Johnson to approve Amendment No. 1 to Task Authorization No. 6 to include services during construction on the S. Douglas Street project in the amount of \$43,854. Motion carried with four voting in favor and Councilor Perry voting no.

PROSECUTION SERVICES AGREEMENT FOR 2025

The annual amount for the 2025 Prosecution Services Agreement is \$16,500, calculated on 55 cases at \$300 per case. The number of cases determined for the annual calculation are counted in a twelve-month period from September 1, 2023, to August 31, 2024.

MOVED by Councilor Pistoresi and seconded by Councilor Stephenson to approve the Prosecution Services Agreement for 2025 in the amount of \$16,500 and authorize the mayor to sign. Motion carried unanimously.

CURRENT REVENUE SOURCES & ESTIMATES

The council was provided a report itemizing revenues for each budget fund, comparing 2023 budgeted and actual revenue to the 2024 budgeted and actual year to date (September) revenue. The proposed revenues for the 2025 budget were included for consideration.

DISCUSSION ON DEVELOPMENT IMPACT FEES

The topic of development impact fees was briefly discussed at a previous council meeting and then referred to the Planning Commission for a discussion on land use regulation that would initiate impact fees on the proposed development. Our land use planning consultant Christina Wollman, Perteet, provided discussion based on other cities and a review of procedures and the regulations limiting the amount of fees impose, to determine the amount of fees that may be collected. For small developments, the amount of impact may be minimal with low revenue potential.

The council discussed the following key issues regarding impact fees that were outlined by an MRSC article.

- Impacts of a new development must be related to and benefit the new development, cannot correct existing deficiencies, proposed improvement must be included in existing capital improvement programs.
- The city must justify the cost of impact fees are proportional to the impact.
- Fees collected must be used on the capital project within ten years or refunded. These funds must be accounted for separately from other City funds.

Fletcher explained that both the city's attorney and the city's land use consultant with Perteet, Inc., had reviewed the options and suggested that due to requirements placed on impact fees, that the amount of fees that the city could potentially collect would be minimal, compared to the efforts involved in implementing and administering them.

Councilor Johnson stated that other cities impose impact fees so why doesn't it make sense for Cashmere. Johnson specifically stated safety on Rank and Kennedy roads, suggesting that developers should be charged fees to improve roadways impacted by the new construction. Johnson stated that developers are winning, and residents are losing. He said he did not have the answer, but he wanted to make sure that Cashmere has a system in place to manage the impacts from new development.

Fletcher suggested that there are alternatives that can be used for the city to require new developments to fund resulting impacts. These include system development fees on utilities, local improvement districts and restrictions resulting from required environmental reviews.

#### PROGRESS REPORTS

S Douglas Street project is moving along.

Mill Road project – the Port will be installing curbs and asphalt.

Fruitful Place – the utilities are in.

SCADA project – walk through was completed and additional change orders need to be approved.

Generator project – final walk through is scheduled.

Leaks at the pool have been fixed.

#### ADJOURNMENT

The mayor adjourned the council meeting at 7:10 pm

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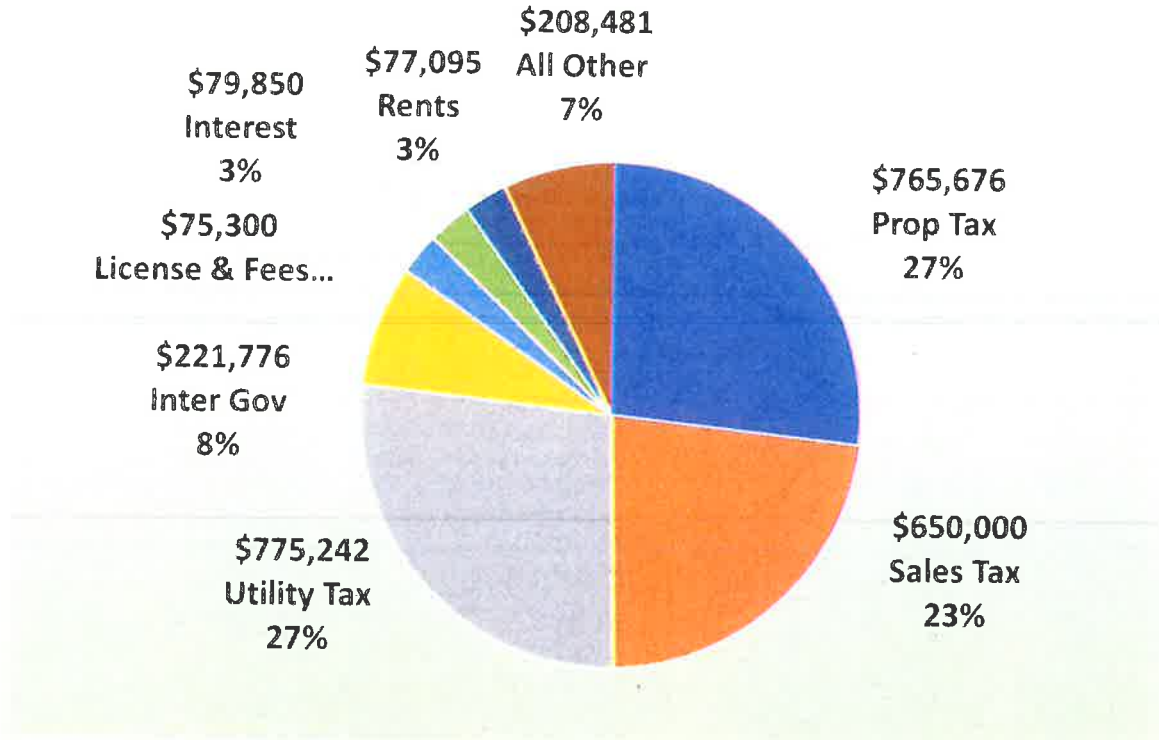
James Fletcher, Mayor

Attest:

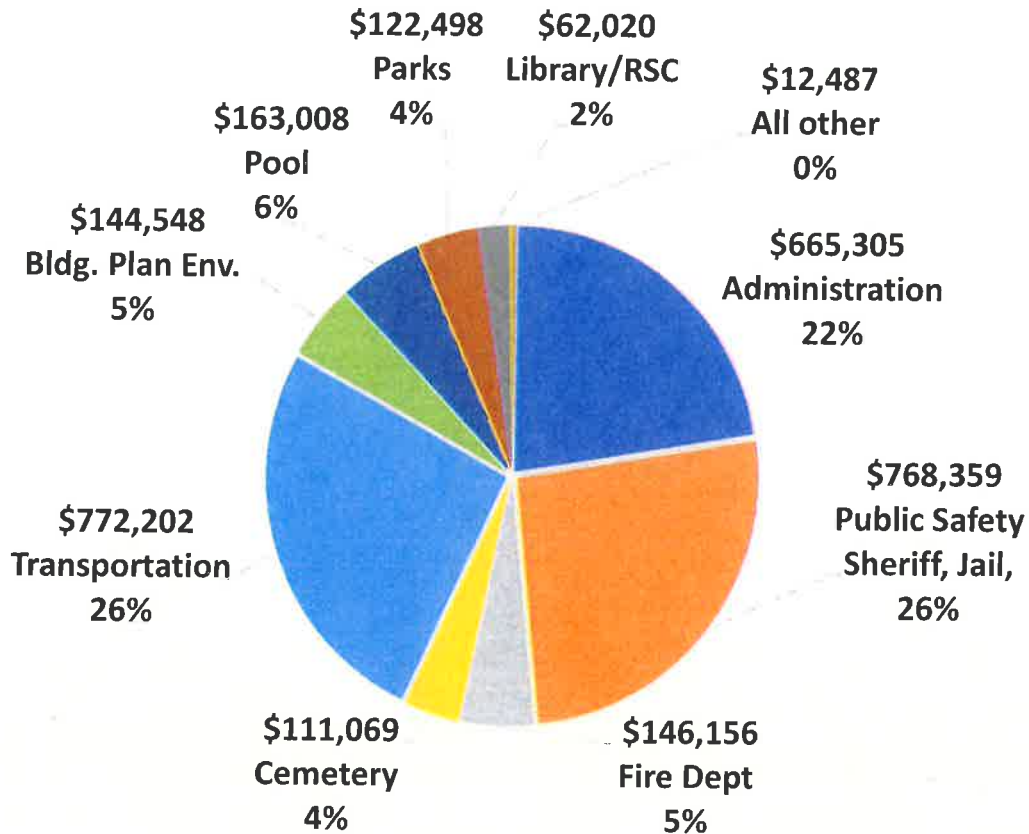
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Kay Jones, Clerk-Treasurer

## 2025 DRAFT Budget - Revenues \$2,857,470



## 2025 DRAFT BUDGET EXPENSES - \$2,941,103



## 2025 CAPITAL EQUIPMENT AND PROJECTS

### 302 CAPITAL IMPROVEMENT FUND

<b>Streets</b>	S. Douglas Street - Retainage	\$	10,000	
	Kennedy Road Improvements	\$	50,000	
	Norman & Douglas St - Repaving	\$	415,000	
	Replace Tigner St Sidewalk (by football field & tennis courts)	\$	105,000	
	Meadowsweet Pl (grind, grade & pave)	\$	165,000	
	Julie Ann Ct (grind, grade & pave)	\$	165,000	
	Downtown Canopy LED lights	\$	50,000	
	Seal coat park trail	\$	15,000	
	Regional Trails financial pledge	\$	20,000	
		<b>\$</b>	<b>995,000</b>	
<b>Parks</b>	Picnic Tables with shade covers (4-6 tables)	\$	12,000	
	Shade Awning over playstructure	\$	7,000	
	Shade Structure near pumptrack/skate park	\$	7,000	
	Intallation of Picnic Shelter with concrete slab	\$	125,000	
		<b>\$</b>	<b>151,000</b>	
<b>Equipment</b>	Dumptruck w/ sander & plow	\$	175,000	
	Walk behind saw for asphalt and concrete	\$	13,000	
	Freightliner Responder Pumper AS 902 Fire Apparatis	\$	530,000	
		<b>\$</b>	<b>718,000</b>	
	<b>TOTAL</b>	<b>\$</b>	<b>1,864,000</b>	
	<b>Cost Sharing for Park Tables &amp; Shade Covers</b>	<b>\$</b>	<b>13,000</b>	
	<b>TOTAL CITY FUNDS</b>	<b>\$</b>	<b>1,851,000</b>	<b>6 million</b>

### 411 WATER CAPITAL FUND

	S. Douglas - Project Retainage	\$	15,000	
	Emergency Generator	\$	56,000	
	Service Body 2500 truck to replace aged Chevy	\$	45,000	
	Water Reservoir Inspection (Sherman & Kennedy)	\$	25,000	
	Perry St. Design	\$	70,000	
	Norman & Douglas St - Design & Const Engr	\$	115,000	
	Norman & Douglas St - Construction	\$	625,000	
	PRV Station Flooding improvements - Construction (Phase 1 items)	\$	250,000	
	Fire Hydrants - Annual Replacement	\$	48,000	
	Meters & Boxes - Annually for new construction	\$	23,000	
		<b>\$</b>	<b>1,272,000</b>	
	<b>Remaining FEMA Grant for Generator</b>	<b>\$</b>	<b>56,000</b>	
	<b>TOTAL CITY FUNDS</b>	<b>\$</b>	<b>1,216,000</b>	<b>2 million</b>

### 412 WASTEWATER CAPITAL FUND

	S. Douglas - Project Retainage	\$	15,000	
	Emergency Generator	\$	56,000	
	Service Body 2500 truck to replace aged Chevy	\$	45,000	
	Norman & Douglas St - Design & Const Engr	\$	115,000	
	Norman & Douglas St - Construction	\$	625,000	
	Cottage Sewer Repairs (Issues identified in 2022)	\$	545,000	
		<b>\$</b>	<b>1,401,000</b>	
	<b>Remaining FEMA Grant for Generator</b>	<b>\$</b>	<b>56,000</b>	
	<b>TOTAL CITY FUNDS</b>	<b>\$</b>	<b>1,345,000</b>	<b>3 million</b>

**RESOLUTION NO. 07-2024**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CASHMERE, WASHINGTON, DECLARING AN EXEMPTION PROVIDED IN RCW 39.04.280 (1)(B), WAIVING COMPETITIVE BIDDING REQUIREMENTS DUE TO SPECIAL MARKET CONDITIONS, AND AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT TO PURCHASE AN ORBIT SCREENER.**

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WHEREAS, the City Council budgeted funds for the purchase of an orbit screener for public works; and

WHEREAS, Standard Pallet Company has an exceptional piece of used equipment for a very good price (lower than other prices observed in the market); and

WHEREAS, purchasing the used orbit screener from Standard Pallet is expected to be available immediately and save the City thousands of dollars; and

WHEREAS, RCW 39.04.080 (1)(b) permits a waiver for competitive bidding for public works purchases involving special market conditions; and

WHEREAS, the City Council finds that special market conditions exists and that passage of this Resolution is in the best interest of the City; NOW THEREFORE,

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

Section 1. Pursuant to RCW 39.04.280 (1)(b), competitive bidding is waived and the Mayor is authorized to sign a purchase order for the purchase of an orbit screen identified in Section 2 of this Resolution.

Section 2. The orbit screen authorized to be purchased under special market conditions is as follows: Base Machine, three leg pin adjustable stands, forklift pockets, one (2) Cu. Yd. hopper/feeder, series 60 back shield, orbit screens, Inc. Factory supplied air cooled 22.5 H.P. gas engine, hydraulic power. Hopper extension kit, hoper liner package, fines conveyor rock seal, site wheels, dual conveyor/hydraulic package, 30"x20' fines conveyor,

20"x17'overs conveyor, S601/2 "openings, standard wire, 0.105-68/3%, S60-1" openings, standard wire, 0.162-74%, S60-2" openings, extra heavy-duty wire, 0.310-74.8%, for a total cost of \$45,000, inclusive of Washington State Sales Tax. The price quote from Standard Pallet Company is on file with the City Clerk-Treasurer.

Orbit Screen Serial Number 61AG180194  
Model Number Series 60 61 A-2  
Engine Number 4606305591

Section 3. This Resolution shall be effective immediately upon passage by the City Council.

APPROVED BY the City Council at an  
Open Public Meeting the 14<sup>th</sup> day of  
October, 2024.

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MAYOR JAMES FLETCHER

ATTEST/AUTHENTICATED:

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KAY JONES, CITY CLERK/TREASURER



**RESOLUTION NO. 08-2024**

**A RESOLUTION OF THE CITY OF CASHMERE, WASHINGTON, INDICATING THE CITY'S INTENT TO ANNEX AN AREA CONTIGUOUS TO THE CITY, COMMONLY KNOWN AS THE BARROS ANNEXATION AREA.**

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WHEREAS, petitioner(s), the owners of property constituting not less than 10 percent in assessed value, according to the assessed valuation for general taxation of the property for which annexation is petitioned, prior to initiation of the petition, notified the City Council of petitioners' intention to commence annexation proceedings for the area described below, and the City Council met with said initiating owners and determined by Council action that the City would accept the proposed annexation providing that existing City indebtedness shall be assumed by the area to be annexed and further providing that the City's Comprehensive Plan shall be deemed to apply to the area upon such annexation; and

WHEREAS, thereafter a sufficient petition for annexation was filed with the City Council pursuant to RCW 35A.14.120, signed by the owner(s) of not less than 60 percent in value, according to the assessed valuation for general taxation, of the property for which annexation is petitioned, seeking annexation to the City of Cashmere of an approximately 5.07 acre parcel, as depicted on Exhibit "A" ("Barros Annexation Area"); and

WHEREAS, a Certificate of Sufficiency was completed by the Chelan County Chief Deputy Assessor, on or about the 27<sup>th</sup> day of September, 2024, thereby certifying the sufficiency of the petition for annexation; and

WHEREAS, pursuant to RCW 35A.14.130, the City conducted a properly noticed public hearing on the petition for annexation on October 14, 2024, at the hour of 6:00 p.m., at City

Hall, at which time the City allowed all interested parties appearing at said hearing and desiring to be heard in regard to the proposed annexation to be heard by the Council; and

WHEREAS, having considered the foregoing matters, the City Council has determined that the best interest and general welfare of the City and the proposed annexation area would be served by annexing the Barros Annexation Area; and

WHEREAS, pursuant to Chapter 36.93 RCW, the City may not annex an area without first complying with the Chelan County Boundary Review Board requirements;

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

Section 1. The City of Cashmere hereby finds that the best interest and general welfare of the City and adjacent property would be served by accepting the proposed annexation to the City of the unincorporated territory contiguous to the City depicted in the attached map, Exhibit "A" (Barros Annexation Area), and the City intends to annex the area consistent with the City's prior actions and the Petition following review by the Chelan County Boundary Review Board.

Section 2. A Notice of Intent shall subsequently be filed with the Chelan County Boundary Review Board pursuant to Chapter 36.93 RCW.

Section 3. The Mayor is authorized to cause to be completed and to submit a formal legal description of the annexation area to the Chelan County Boundary Review Board as part of the Notice of Intent to annex.

Section 4. City of Cashmere pre-annexation zoning and land use designations, pursuant to 35A.14.340, have been established for the Barros Annexation Area consistent with the City's Comprehensive Plan and said zoning shall apply upon annexation of the Barros Annexation Area property.

***[The remainder of this page left blank intentionally]***

Section 5. This Resolution shall be effective immediately upon passage by the City Council.

RESOLVED the 28<sup>th</sup> day of October, 2024.

APPROVED:

\_\_\_\_\_  
MAYOR JAMES FLETCHER

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
KAY JONES, CITY CLERK

APPROVED AS TO FORM:

OFFICE OF THE CITY ATTORNEY

BY \_\_\_\_\_  
JULIE K. NORTON

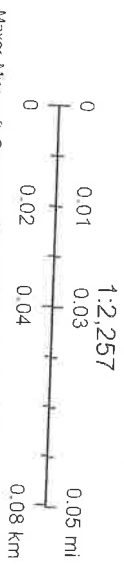
# Assessors Map

EXHIBIT "A"  
Resolution 08-2024



September 3, 2024

Parcels



Aspect Consulting LLC (2021) - based on WRIA Boundaries (Washington Department of Ecology), 8th and 10th digit hydrologic units (HUCs) from the National Watershed Boundary Dataset (WBD), | Brad Scott - Community Development | The Watershed Partnership | Web AppBuilder for ArcGIS

# Staff Summary

**Date:** October 23, 2024  
**To:** City Council  
**From:** Jim Fletcher, Mayor  
**RE:** Ordinance No. 1330 2025 Property Tax Revenue Increase by 1%

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Ordinance No. 1330 notifies the Chelan County Assessor that City of Cashmere requests an increase in property tax revenue during 2025 in the amount of \$7,576.65 a 1% increase in 2024 levy revenue as allowed by Initiative 747.

Additionally, the City will receive an estimated \$13,794.16 from new construction and \$1,708.25 from an annexation.

Total Estimated 2024 property tax revenue for 2025 budget is \$780,744.37.

## **Staff Recommendation**

Move to approve Ordinance No. 1330 authorizing a 1% increase in property tax revenues, authorizing the mayor to sign.

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Ordinance / Resolution No. 1330
RCW 84.55.120

WHEREAS, the City Council of City of Cashmere has met and considered its budget for the calendar year 2025; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 758,329.53; and,

WHEREAS, the population of this district is less than 10,000; and now, therefore,

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2025 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 7,583.30 which is a percentage increase of 1% from the previous year.

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 28 day of October, 2024.

Three horizontal lines for signatures on the left and right sides.

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th.

To ask about the availability of this publication in an alternate format for the visually impaired, please call (360) 705-6715. Teletype (TTY) users, please call (360) 705-6718. For tax assistance, call (360) 534-1400.



# Staffing Rate Agreement

Rate Information for City of Cashmere

<u>JOB TITLE</u>	<u>HOURLY BILL RATE</u>
Accounting Technician	\$33.85

This Bill Rate is based on an hourly wage of \$21.94 an hour and is "position specific". A job order for a different position may require a new bill rate. This bill rate is based on a worker's compensation code of 7105.

The client bill rate includes Express Employment Professionals absorption of the following expenses:

- |                                 |                                   |                            |
|---------------------------------|-----------------------------------|----------------------------|
| Advertising                     | Skills Testing                    | Weekly invoicing to client |
| ISO Certified Interview Process | Weekly pay for Associates         | Recruiting and Screening   |
| General Liability Insurance     | Bonding of Employees              | Payroll Burden Costs*      |
| Employment Verification         | Worker's Compensation Insurance** |                            |

\*\* In the event Express is required to increase wages and/or payroll burden costs as a direct result of any determination order, or action by any applicable Federal, State or Local Government authority, or collective bargaining unit, client shall reimburse Express Employment Professionals at cost for such increases.

This quote is for flexible and evaluation/hire assignments. In the event your company is interested in hiring an associate to your payroll, a contract buyout would be necessary. Please contact Express Employment Professionals for a quote. The associate is on Express' payroll for the first 720 hours (straight time). If you choose to hire prior to 720 hours being completed, the following prorated fee schedule will apply:

Total fee (gross margin per hour x 720 hours) minus total paid (gross margin per hour x hours worked) = Buyout amount.  
No buyout necessary after working 720 hours.

The Client agrees to the terms and conditions located on the back of the Express Employment Professionals timecards and/or group timesheets. Client also agrees to submit all timecards and/or group timesheets of Express employees to Express by 4:00 pm each Monday. In the event the original signed timecards and/or group timesheets are not provided to Express by client, it is agreed that Express will pay Express employees from signed faxed timecards, group timesheets and/or emailed printouts from client. Client further authorizes Express to treat faxed or emailed copies of signed timecards, group timesheets or emailed printouts as the original.

The nature of our business requires that we pay our employees each week. Express Employment Professionals bills services rendered on a pay-per-hour basis. **Our invoices are due net 10 days.**

Please acknowledge your understanding of these terms by signing below and returning it with your completed staffing agreement. We appreciate your business and look forward to working with you.

**Express Employment Professionals**  
411 N Chelan Ave Ste B  
Wenatchee, WA 98801

**City of Cashmere**  
101 Woodring St,  
Cashmere, WA 98815

*Anselce*  
Signature

\_\_\_\_\_  
Signature

Recruiter  
Title

\_\_\_\_\_  
Title

October 15<sup>th</sup>, 2024  
Date

\_\_\_\_\_  
Date

# Staff Summary

**Date:** 10/24/2024  
**To:** City Council  
**From:** Director of Operation – Steve Croci  
**RE:** W&C Change Order on the SCADA Upgrade Project

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W&C provided a proposal for change orders (attached) that would create more efficient operations and monitoring system. The City recommends most of the items mentioned. Radio configuration was not part of W&C Programmers contract and should have been. The change order amounts to \$20,929.83.

<b>Task</b>	<b>Cost</b>	<b>Comment</b>
Radio Configuration	\$13,469.00	Work was not included in W&C's original scope of work.
Pump Control Logic	\$2,609.59	For compliance with drinking water rules and regulations.
Pressure Transmitter & Piezometer Tube	\$2,532.34	Creates more efficient monitoring and system operation.
Pump Interlocks	\$0.00	Change order not necessary, pumps can be operated manually.
Vista Heights Drive Inputs	\$1,987.63	Creates more efficient monitoring and system operation.
Level Transducer Integration	\$331.27	Creates more efficient monitoring and system operation.
Flight Pump Controller Integration*	\$0.00	Change order not necessary, in original scope of work.
Backup Generator Integration	\$0.00	Change order not necessary, in original scope of work.
<b>TOTAL</b>	<b>\$20,929.83</b>	

\* Site conditions different but W&C informed prior to start of work.

**Staff Recommendation:**

MOVE to approve the change order for \$20,929.83 to W&C Programmers and allow the mayor to sign documents.



Via Electronic Mail

9/19/2024



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

RE: Proposal for Change Orders during Contract Operations of Water & Wastewater Facilities

Dear Mr. Croci:

Woodard & Curran, Inc. (W&C) is pleased to present this proposal outlining the automation engineering programming and commissioning services provided by W&C during the SCADA upgrade project at Cashmere Water treatment and Waster sites. The scope of work includes a series of critical upgrades and integrations to ensure the seamless operation of various control systems, from remote monitoring via radio configuration to pump control logic at the water treatment plant. These services are necessary to address unanticipated gaps in the original project plan, ensuring full integration and compliance with operational and regulatory requirements.

The following sections detail the specific services performed or shall be performed across multiple sites, including the water treatment plant, Kennedy Reservoir, Well 10, and the West Lift Station. W&C personnel shall work closely with site operators to implement control logic, integrate hardware, and automate processes to enhance system performance, monitoring, and reliability.

The services provided in this proposal are outside of the original scope and are therefore change orders.

#### **BACKGROUND**

During the SCADA upgrade project (W&C Project # 0217441.00), it was initially assumed that certain hardware and configurations—specifically, the programming and integration of radio systems—would be completed by third-party vendors. However, the Radio Integrator assigned to the project was unable to perform these services, resulting in the need for W&C to step in and provide the required configuration support.

Additionally, various control systems at the water treatment plant, Kennedy Reservoir, Well 10, and the West Lift Station required programming updates, hardware integration, and automation adjustments to meet operational objectives and ensure compliance with local regulatory standards. These enhancements included logic development for pump controls, interlocks, valve automation, and the integration of monitoring systems across several key components, such as the Flygt pump controller and backup generator systems.



Given the complexity of these systems and the interdependencies across multiple locations, the additional services provided by W&C were essential in achieving the desired outcomes of the SCADA upgrade. This proposal seeks to formalize these services as a change order, detailing the work to be completed and justifying the associated costs.

## **SCOPE OF SERVICES**

Woodard & Curran will provide the following services under this agreement.

### **Site Scope**

#### **1.1 Radio Configuration for Remote Monitoring and Control:**

During the SCADA upgrade project (W&C Project # 0217441.00), it was initially assumed that radio hardware would be fully configured for integration with the PLC and SCADA systems by a third party (non-W&C personnel). However, the Radio Integrator was unable to provide these configuration services. W&C personnel stepped in to complete the required radio configuration for integration. This work has been completed. (A labor report is available upon request.)

### **Water Treatment Plant**

#### **2.1 Pump Control Lockout Logic:**

To comply with Regulatory Control requirements, the pump control logic shall be made, including the addition of control based on low and High chlorine and high turbidity. When an alarm condition occurred, the pumps are shut down and lockout by setting the HOA switch for each pump to Off. The pump HOA switch can be changed from Off once the alarm has cleared.

Bypass logic to be developed to provide a single button at the water treatment plant's local operator control panel (OIT) allowing the operator to manually override the regulatory pump control lockout logic when necessary.

#### **2.2 Pressure Transmitter & Piezometer Tube:**

Four pressure transmitters were added to the piezo-meter tubes for Cell 1 and Cell 2. Pressure readings need to be added to the PLC program to calculate the pressure differential between Cell 1A and Cell 1H, and Cell 2A and Cell 2H. The pressure differential is converted into Inches of H<sub>2</sub>O and displayed at SCADA and OIT. (Pressure differential in psi X .433 X 12 inches)



### **2.3 Pump Interlocks:**

The pumps at WTP are not the same size. Pump 1 is a 30 HP, pump 2 is a 60 HP, and pump 3 is a 75 HP. The current control narrative describes the pump control as a triplex pump system.

Interlocks need to be programmed to ensure that multiple pumps cannot run simultaneously.

The following modifications need to be made to the control narrative. Further details need to be discussed.

Pump 1 and pump 2 run as lead/lag operation. Pump 1 is lead and pump 2 is Lag. When the lag pump (pump 2) is called to run, the lead pump (pump 1) is stopped. Pump 3 is a standby pump to be run in manual only, no auto control.

## **Kennedy Reservoir**

### **3.1 Vista Heights Drive Inputs:**

Operations shall provide a list of approximately 8 additional inputs, to be added to the PLC for monitoring the Vista Heights drives. Once terminated (by others), the inputs will be programmed into the PLC, SCADA, and OIT for monitoring and alarming only, with no direct control of the drives. Wiring of the signal into the telemetry panel shall be provided by others

### **3.2 Level Transducer Integration:**

The existing level transmitter to the Mission control box will be wired to the PLC instead of the pressure transmitter. Once wired, the input will be re-scaled to match the level transmitter.

## **West Lift Station**

### **4.1 Flygt Pump Controller Integration:**

The Flygt pump controller needs to be integrated with the telemetry panel via Modbus TCP communication. The Flygt pump controller, which has its own features separate from the PLC program, will remain in place at the request of the City to control the pump station. While the Flygt controller has Modbus Ethernet capabilities, the PLC will only monitor the controller, with no direct control over it.

Additional time to coordinate with Flygt on the data that is available and to modify the PLC, OIT, and SCADA programming to read and display this new data. The IP addressing for the Flygt controller will need to be modified to match the current SCADA network scheme. Woodard & Curran is not responsible for making modifications to the Flygt

controller. Tie in fault codes for the generator to the Scada system in order to see and trouble shoot generator challenges



#### **4.2 Backup Generator Integration:**

Operations shall provide a list of approximately 11 additional discrete input signals from the backup generator to be wired to the telemetry panel. These signals are to be integrated into the PLC/SCADA system. Wiring of the signal into the telemetry panel shall be provided by others.



## SCHEDULE

Woodard & Curran will proceed with the services outlined above upon receiving authorization to proceed with substantial completion twenty-four (24) weeks following Notice to Proceed.

## ASSUMPTIONS AND UNDERSTANDINGS

The following assumptions and understandings apply to the scope of work, schedule, and budget described herein.

1. **Third-Party Equipment Integration:** The scope assumes that third-party equipment (such as the Flygt pump controller and other external components) will be fully functional and compatible with the W&C-installed systems. Woodard & Curran is not responsible for making modifications to the Flygt controller. W&C will not be responsible for troubleshooting, repairing, or replacing any third-party equipment that fails to meet operational standards or is incompatible with the overall control system.
2. **Existing Infrastructure:** All existing infrastructure (e.g., wiring, instrumentation, and hardware) is assumed to be in good working condition. Any failures or issues with pre-existing components that impede integration or system functionality will not be covered under this scope and will require additional services or a separate change order.
3. **Health and Safety:** On-site work will be conducted following the Woodard & Curran Health and Safety Program.
4. **Scope of Work:** W&C personnel will only provide automation engineering programming and commissioning services as outlined in the "Scope of Work" section. This includes programming updates, hardware integration, and system monitoring. No additional services outside this scope—such as hardware procurement, physical installations, or detailed operator training—are included in this proposal.
5. **Travel & Expense:** It is assumed that the onsite activities for all four tasks, with the exception of the radio configuration, can be completed by a single engineer within a single 4-day trip (one day per site). Should additional trips or engineers be necessary to complete the tasks, additional costs may apply, and a change order will be processed accordingly.
6. **Operator and Client Responsibilities:** The client and site operators will be responsible for:
  - Documenting and creating control strategy narrative documentation for all the subject control logic deliverables described herein.



- Providing all necessary access to equipment and control systems for the duration of the work.
  - Ensuring that site equipment is prepared for integration, including pre-installation of any hardware not covered by W&C.
  - Completing all post-installation activities such as equipment calibration or adjustments as needed, unless explicitly defined within the agreed scope.
7. **Post-Commissioning Support:** W&C will provide support during commissioning and initial testing to verify functionality. However, long-term maintenance, ongoing support, or troubleshooting beyond initial commissioning is not included in this scope. Any such services will require a separate support agreement or change order.
  8. **No Civil or Electrical Installation:** W&C's role is limited to programming and commissioning. Any civil, electrical, or mechanical installations will be the responsibility of others.
  9. **No Changes to Design:** W&C will not be responsible for any changes to the overall system design or configuration that are beyond the scope of the initial control narrative or client specifications.
  10. **No Regulatory Certification or Permitting:** W&C's services do not include obtaining or verifying regulatory certifications or permits. Compliance with local regulations and standards, including any required approvals or inspections, will remain the client's responsibility.

**BUDGET**

The proposed budget for completion of the work described herein is summarized below:

Description of Work	Budget
Radio Configuration for Remote Monitoring and Control	\$ 13,469.00
Water Treatment Plant	\$ 10,752.00
Kennedy Reservoir	\$ 2,319.00
West Lift Station	\$ 9,585.00
<b>Total Fee</b>	<b>\$ 36,125.00</b>

- *Proposal costs are firm for 90 days from the date of this document.*
- *All travel costs are billed at cost and are estimated to be \$3,300 for one contiguous 4 day trip to site.*



## TERMS AND CONDITIONS

The above Scope of Services shall be performed in accordance with the terms of the professional Operational and Maintenance services agreement between Woodard & Curran and the City of Cashmere.

## CLOSING

We greatly appreciate this opportunity to offer our professional engineering services. If you accept this proposal and wish to proceed with the Scope of Services, please sign both the Terms and Conditions and the below Authorization to Proceed and return. A counter-signed copy will be returned to you for your files.

Please feel free to contact Kyle Tracy at 442-202-7433 or [acarrasco@woodardcurran.com](mailto:acarrasco@woodardcurran.com) if you have any questions regarding this proposal or require any further information.

Sincerely,

WOODARD & CURRAN

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

Kyle E. Tracy  
Senior Technical Leader

Enclosure(s): N/A

PN: 0217441.00

The parties hereto have executed this Agreement by their duly authorized agents as of the date indicated below.



**AUTHORIZATION BY:**

WOODARD & CURRAN, INC.

City of Cashmere

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title





## Change Order (CO) No. 02



Owner: City of Cashmere  
Project: City SCADA Improvements  
Project No: 20-0096  
Engineer: **RH2 Engineering, Inc.**  
Contractor: Farmers Electric II, LLC

**You are directed to make the following changes in the contract documents.**

**Description:** From bidding of the project to its construction the sale tax rate of City of Cashmere changed from 8.3% to 8.4%. As such the difference of the tax rates to be added to the change order. Additionally, during construction several changes were requested. They are as follows:

- West Lift Station – The communication method between the telemetry panel and pump controller was changed from discrete IO (Input and Output) signals to ethernet based. This was due to upgrades to the pump controller since the project was bid.
- Water Treatment Plant – As the control signals were identified and connected to telemetry panel it was discovered that not all the wiring followed best practices. As a result, the pump run status could give false readings. Integrator suggested fixes to receive pump running status signals more reliably. Also, as the wiring was troubleshot the contractor spent several hour on standby than was called for on the contact.
- Well 10 – During construction it was found the existing antenna mount was no longer secure and wouldn't hold the radio. Thus a new radio antenna mount was constructed.

By signing this form, the Owner and the Contractor agree to release all claims to additional work or credit or delays, occurring prior to the Date of Issuance, which have not been identified in this Change Order form.

**Document(s) Support Changes:** Cashmere SCADA change orders.pdf

**Bid Items:** 2, 6, and 9

- Bid Item 2 – West Lift Station Improvements – \$463.26 without WSST tax
- Bid Item 6 – Water Treatment Plant Improvements – \$8,664.00 without WSST tax
- Bid Item 9 – Well No. 10 Improvements - \$639.97 without WSST tax
- Sales Tax Adjustment – \$514.57

**Date of Issuance:** 10/25/2024

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**Original Contract Price:**

\$525,328.64

**Original Contract Time:**

May 1, 2024

**Previously Approved Change Order(s):**

\$31,961.50 including Washington State Sale Tax

**Net Change Approved from Previous Change Orders:**

\$31,961.50 including Washington State Sale Tax

**51Total Price of Previous Change Orders:**

\$31,961.50 including Washington State Sale Tax

**Contract Time including Previous Change Orders:**

N/A

**Total Price of Change Order(s) Approved this Form:**

\$11,102.25 including Washington State Sale Tax

**Net Increase (Decrease) of This Change Order:**

\$11,102.25 including Washington State Sale Tax

**Contract Price with all Approved Change Orders:**

\$568,385.89

**Contract Time with all Approved Change Orders**

November 15th, 2024

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**RECOMMENDED:**

By



Engineer

**APPROVED:**

By

Contractor

**APPROVED:**

By

Owner

By signing this form, the Owner and the Contractor agree to release all claims to additional work or credit or delays, occurring prior to the Date of Issuance, which have not been identified in this Change Order form.

FARMERS ELECTRIC II, LLC

30 EAST HEMLOCK  
OTHELLO, WA 99344  
(509) 488-2822

# Invoice

Date	Invoice #
9/17/2024	13672

Bill To
CITY OF CASHMERE

P.O. No.	Terms	Project
CHANGE ORDER	Net 15	

Quantity	Description	Rate	Amount
	CHANGE ORDER-ON WEST WELL. HOUSE,INSTALLED THREE CAT 6 CABLE FROM QCC PANEL TO EXISTING PANEL		
75	CAT6 CABLE	0.56	42.00T
6	CAT6 CONNECTORS	1.46	8.76T
2.5	LABOR (JUVENTINO)09/10/24	165.00	412.50T
	Sales Tax	8.30%	38.45
		<b>Total</b>	\$501.71

FARMERS ELECTRIC II, LLC

# Estimate

30 EAST HEMLOCK  
 OTHELLO, WA 99344  
 (509) 488-2822

Date	Estimate #
9/27/2024	13463

Name / Address
CITY OF CASHMERE

			Project
Description	Qty	Rate	Total
FORCE ORDER ITEMS FOR START UP/PROGRAMMING			
RELOCATE ANTENNA MAST AT WELL 10			
1" EMT CONDUIT	10	2.43	24.30T
1" EMT RAIN TIGHT CONNECTOR	3	3.24	9.72T
1" EMT UNISTRUT STRAP	2	3.02	6.04T
1" WEATHERHEAD	1	12.84	12.84T
1 HOLE GROUND LUG	1	5.25	5.25T
DEEP UNISTRUT	1	4.32	4.32T
LABOR (STEVE)8/26/2024	2.5	165.00	412.50T
LABOR (JUVE)8/26/2024	1	165.00	165.00T
WATER TREATMENT PLANT EXTRA TIME ON SITE ON STANDBY TROUBLESHOOTING AND DIAGNOSTICS TO ADAPT 120V TO 24V CONTROLS IN NEW RTU PANEL LABOR (STEVE) 8/19/2024	5	165.00	825.00T
WATER TREATMENT PLANT EXTRA TIME ON SITE ON STANDBY DUE TO PROGRAMMING ISSUES LABOR (STEVE) 8/21/2024	4	165.00	660.00T
WATER TREATMENT PLANT EXTRA TIME ON SITE ON STANDBY DUE TO PROGRAMMING ISSUES LABOR (STEVE)8/22/2024	7	165.00	1,155.00T
<b>Subtotal</b>			\$3,279.97
<b>Sales Tax (8.3%)</b>			\$272.24
<b>Total</b>			\$3,552.21

FARMERS ELECTRIC II, LLC

# Estimate

30 EAST HEMLOCK  
 OTHELLO, WA 99344  
 (509) 488-2822

Date	Estimate #
9/27/2024	13464

Name / Address
CITY OF CASHMERE

			Project
Description	Qty	Rate	Total
CHANGE ORDER PROPOSAL FOR REVISIONS TO BE DONE AT WATER TREATMENT PLANT RTU.			
QCC BID (\$3,120.00) MARK UP AND OVER HEAD (\$624.00)	1	3,744.00	3,744.00T
LABOR (STEVE)	6	165.00	990.00T
LABOR (JUVE)	6	165.00	990.00T
MISC. MATERIALS	1	300.00	300.00T
		<b>Subtotal</b>	\$6,024.00
		<b>Sales Tax (8.3%)</b>	\$499.99
		<b>Total</b>	\$6,523.99



QUALITY  
CONTROLS

# CHANGE ORDER REQUEST

**Date:** 8/30/2024                      **Project:** P2269  
**To:** Farmers Electric                **COR Number:** P2269-2  
**Attn:** Caleb Booth                    **Description:** WTP Design Revision

This Change Order Request (COR) contains a quotation for a change in the contract sum or the contract time in response to proposed modifications to the contract documents based on:

**Field Directive #:** \_\_\_\_\_                **COR #:** \_\_\_\_\_  
**RFI #:** \_\_\_\_\_                                **Other:** Site Visit

**Description of Change:**

During QCC’s visit to the WTP for cutover, it was discovered that there was previous work done to this site that was not in the design plans, and several signals that interconnect to the new RTU panel are affected by this. To eliminate points of failure & provide a clean, reliable installation, QCC recommends:

- Remove junction box that holds interposing relays for the motor starters. Run the 120VAC for the motor starter coil directly over to the pump call contacts in the RTU panel and back – there is no need to run to (2) interposing relays to start the pumps.
- Remove the wires tied together from each motor starter’s running contact. These are all tied together in the gutter and terminated in a timer relay junction box that is unplugged. It is unclear what this was used for.
- Remove the jumper wires from the pump start call that run to the “Pump Running” digital input in the PLC. This has never been a true “Running” call, but rather a “Pump Call Active”, as the input is energized by the call to run, not by the pump actually running. Run these “Pump Running” conductors directly to the running contacts on the motor starters.
- Remove annunciator panel on the left of the RTU. Many field inputs terminate here at interposing relays, which introduces an unnecessary point of failure. The alarm lights are not all working on the panel front, thus defeating the purpose of the panel. Run digital inputs directly to RTU panel, per design plans.

**Attached supporting information from:**

**Supplier**                       **Sub Contractor**

**Reason for Change:**

Site conditions do not match design plans, and provide opportunities for functionality failures.

**Lead time to complete upon approval (may require an extension to contract depending on project schedule):**  
**Amount:**

Does proposed change involve a change in contract sum?  Yes  No (- for decrease)

Amount: \$3,120.00

**Project Manager:** Griffin Rose                      **Date:** 8/30/2024

# Staff Summary

**Date:** 10/24/2024

**To:** City Council

**From:** Director of Operation – Steve Croci

**RE:** Farmers Electric Change Order on the SCADA Upgrade Project

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Site conditions were not as expected during the electrical installation of the SCADA Project. The items in this change order address those issues. Additionally, the tax rate change from 8.3% (2023) to 8.4% (2024) and needs to be accounted for. The needed change order amounts to \$\$11,102.25.

**Staff Recommendation:**

MOVE to approve the change order for Farmer Electric and allow the mayor to sign documents.

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## Ascent Excavation

106 N. Peoh Ave.  
Cle Elum WA 98922

**Contact:** Benji Martin  
**Phone:** (509)961-2293  
**Email:** Benjimartin.ascent@gmail.com

Quote To: City of Cashmere Job Name: S. Douglas Water Main Replacement  
Phone:  
Email:

Change Order #1  
Priced with overtime to hit paving window

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	Admin	1.00	LS	612.13	612.13
2	Furnish & Install Manhole at Mission	1.00	EA	25,617.71	25,617.71
3	Furnish & Install 8" Clean out at 6+50	1.00	EA	6,450.36	6,450.36
4	Furnish & Install 8", Cottage to 3+50	300.00	LF	152.32	45,696.00
5	Furnish and Install sewer Service 121, 117	2.00	EA	7,354.12	14,708.24
<b>GRAND TOTAL</b>					<b>\$93,084.44</b>

### NOTES:

Other than listed above the following are excluded:

Permits,taxes,meters, fees,bonds, over excavation, hard rock excavation, unsuitable material handling or disposal, hazardous or contaminated materials handling or disposal, soil additives or treatment to existing soils, import or export of materials, soils testing, retaining walls, cold weather protection, vapor barrier, erosion control

NOTES: