

**GRANDVIEW CITY COUNCIL
REGULAR MEETING AGENDA
TUESDAY, JANUARY 26, 2021**



Governor Proclamation 20-28.15 continues the prohibition on "in-person" meetings. This meeting will be available via teleconference. For meeting information and instructions, please contact City Hall at (509) 882-9200.

REGULAR MEETING – 7:00 PM

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- 1. CALL TO ORDER & ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. PRESENTATIONS**
- 4. PUBLIC COMMENT** – At this time the public may address the Council on any topic whether on the agenda or not, except those scheduled for public hearing.
- 5. CONSENT AGENDA** – Items on the Consent Agenda will be voted on together by the Council, unless a Councilmember requests that items be removed from the Consent Agenda and discussed and voted upon separately. An item removed from the Consent Agenda will be placed under Unfinished and New Business.
 - A. Minutes of the January 12, 2021 Committee-of-the-Whole meeting 1-6
 - B. Minutes of the January 12, 2021 Council meeting 7-9
 - C. Minutes of the January 19, 2021 Special Council meeting 10-11
 - D. Payroll Check Nos. 11997-12011 in the amount of \$98,089.13
 - E. Payroll Electronic Fund Transfers (EFT) Nos. 60481-60485 in the amount of \$82,757.25
 - F. Payroll Direct Deposit 1/1/21-1/15/21 in the amount of \$111,258.36
 - G. Claim Check Nos. 121329-121410 in the amount of \$513,276.69
- 6. ACTIVE AGENDA** – Notice: Items discussed at the 6:00 pm Committee-of-the-Whole meeting of an urgent or time sensitive nature may be added to the active agenda pursuant to City Council Procedures Manual Section 3.18(c).
 - A. Resolution No. 2021-02 approving Task Order No. 2021-01 with HLA Engineering and Land Surveying, Inc., for the Wine Country Road Resurfacing 12-16
 - B. Resolution No. 2021-03 approving Task Order No. 2021-02 with HLA Engineering and Land Surveying, Inc., for the Water System Plan Update 17-21
 - C. Resolution No. 2021-04 approving Task Order No. 2021-03 with HLA Engineering and Land Surveying, Inc., for the General Sewer Plan 22-25
 - D. Resolution No. 2021-05 approving Amendment No. 1 to Task Order No. 2019-04 with HLA Engineering and Land Surveying, Inc., for the Sludge Drying Bed Evaluation and Design 26-28
 - E. 2021 City Board & Commission Appointments 29

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7. UNFINISHED AND NEW BUSINESS

A. Ambulance Utility Fee Task List and Timeline – Councilmember Everett 30-31

8. CITY ADMINISTRATOR AND/OR STAFF REPORTS

9. MAYOR & COUNCILMEMBER REPORTS

10. ADJOURNMENT

The City of Grandview Committee-of-the-Whole and Regular Council Meetings scheduled for Tuesday, January 26, 2021 at 6:00 pm and 7:00 pm will only be available via teleconference.

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**GRANDVIEW CITY COUNCIL
COMMITTEE-OF-THE-WHOLE MEETING MINUTES
JANUARY 12, 2021**

1. CALL TO ORDER

Mayor Gloria Mendoza called the Committee-of-the-Whole meeting to order at 6:00 p.m., in the Council Chambers at City Hall.

Governor Proclamation 20-28.14 continued the prohibition on "in-person" meetings through January 19, 2021. This meeting was available via teleconference.

2. ROLL CALL

Present: Mayor Mendoza and Councilmembers David Diaz, Mike Everett, Diana Jennings, Bill Moore (Mayor Pro Tem), Robert Ozuna and Javier Rodriguez. Councilmember Joan Souders arrived at 6:05 p.m.

Staff present: City Administrator Cus Arteaga, City Attorney Quinn Plant, City Treasurer Matt Cordray, Fire Chief Pat Mason, Assistant Public Works Director Todd Dorsett and City Clerk Anita Palacios

3. PUBLIC COMMENT – None

4. NEW BUSINESS

A. Resolution approving Task Order No. 2021-01 with HLA Engineering and Land Surveying, Inc., for the Wine Country Road Resurfacing

City Administrator Arteaga explained that the City applied for and received funding from the Washington State Transportation Improvement Board for roadway improvements to Wine Country Road from the I-82 on-ramp to Euclid Road. He presented Task Order No. 2021-01 with HLA Engineering and Land Surveying, Inc., for the Wine Country Road Resurfacing project with a total fee for services in the amount of \$72,700.00 for design engineering and construction engineering.

Discussion took place.

On motion by Councilmember Diaz, second by Councilmember Moore, the C.O.W. moved a resolution approving Task Order No. 2021-01 with HLA Engineering and Land Surveying, Inc., for the Wine Country Road Resurfacing to the January 26, 2021 regular Council meeting for consideration.

Roll Call Vote:

- Councilmember Diaz – Yes
- Councilmember Everett – Yes
- Councilmember Jennings – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Yes
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

B. Resolution approving Task Order No. 2021-02 with HLA Engineering and Land Surveying, Inc., for the Water System Plan Update

City Administrator Arteaga explained that the City owns, operates, and maintains a Group A municipal potable water supply, storage, and distribution system to serve its citizens. Community public water systems were regulated by the Washington State Department of Health (DOH). The City was required to update their Water System Plan (WSP) and obtain DOH approval, at or before the current WSP expiration date of April 8, 2022, in accordance with the requirements of WAC 246-290-100. The WSP preparation and DOH approval process takes approximately two years to complete. He presented Task Order No. 2021-02 with HLA Engineering and Land Surveying, Inc., for the Water System Plan Update with a total fee for services in the amount of \$120,000.00 for professional engineering services.

Discussion took place.

On motion by Councilmember Everett, second by Councilmember Ozuna, the C.O.W. moved a resolution approving Task Order No. 2021-02 with HLA Engineering and Land Surveying, Inc., for the Water System Plan Update to the January 26, 2021 regular Council meeting for consideration.

Roll Call Vote:

- Councilmember Diaz – Yes
- Councilmember Everett – Yes
- Councilmember Jennings – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Yes
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

C. Resolution approving Task Order No. 2021-03 with HLA Engineering and Land Surveying, Inc., for the General Sewer Plan

City Administrator Arteaga explained that the City owns, operates, and maintains a sanitary sewer collection system to serve its citizens. The City desires to update their General Sewer Plan (GSP) for the efficient operation and maintenance of the City's sanitary sewer collection system, including cost-effective capital improvement planning. The City's current GSP was completed in 2011, including an amendment approved by the Washington State Department of Ecology on October 31, 2017. This GSP would be completed as an update to the current plan and amendment. He presented Task Order No. 2021-03 with HLA Engineering and Land Surveying, Inc., for the General Sewer Plan with a total fee for services in the amount of \$84,000.00 for professional engineering services.

Discussion took place.

On motion by Councilmember Ozuna, second by Councilmember Diaz, the C.O.W. moved a resolution approving Task Order No. 2021-03 with HLA Engineering and Land Surveying, Inc., for the General Sewer Plan to the January 26, 2021 regular Council meeting for consideration.

Roll Call Vote:

- Councilmember Diaz – Yes
- Councilmember Everett – Yes
- Councilmember Jennings – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Yes
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

D. Resolution approving Amendment No. 1 to Task Order No. 2019-04 with HLA Engineering and Land Surveying, Inc., for the Sludge Drying Bed Evaluation and Design

City Administrator Arteaga explained that the City operates a Wastewater Treatment Plant (WWTP) under the terms of a National Pollutant Discharge Elimination System (NPDES) Permit issued by the Washington State Department of Ecology (Ecology). A by-product of the operation was the production of waste solids known as “sludge.” The sludge was dewatered and placed on asphalt-paved drying beds where it was dried to remove moisture and to reduce pathogens. The dried and treated sludge, now regulated as “biosolids,” could be applied to agricultural land and put to beneficial use as a soil amendment. The City contracts with Natural Selection Farms to haul the biosolids away and put them to beneficial use. Task Order No. 2019-04 was originally approved by City Council on October 21, 2019. The Task Order provided for the evaluation of the sludge treatment and disposal process with the understanding the scope of design and construction phase engineering services would be refined after completion of the process evaluation. The completed evaluation recommended proceeding with sludge drying bed improvements in two phases: Phase 1 - 65,000 square feet of paved drying beds at an estimated cost of \$600,000, and Phase 2 - 135,000 square feet at an estimated cost of \$970,000. The City budgeted \$600,000 for drying bed improvements in 2021, so funding was available to proceed with Phase 1. The Amendment to Task Order No. 2019-04 revised the Scope of Services, Time of Performance, and Fee for Service to reflect the recommendations of the sludge treatment process evaluation completed under the Scope of Services defined in the original Task Order. He presented Amendment No. 1 to Task Order No. 2019-04 with HLA Engineering and Land Surveying, Inc., for the Sludge Drying Bed Evaluation and Design with a total fee for services in the amount of \$162,800.00 for engineering design, plans and specifications, and bidding assistance and services during construction.

Discussion took place.

On motion by Councilmember Diaz, second by Councilmember Souders, the C.O.W. moved a resolution approving Amendment No. 1 to Task Order No. 2019-04 with HLA Engineering and Land Surveying, Inc., for the Sludge Drying Bed Evaluation and Design to the January 26, 2021 regular Council meeting for consideration.

Roll Call Vote:

- Councilmember Diaz – Yes
- Councilmember Everett – Yes
- Councilmember Jennings – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Yes
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

E. Ambulance Service Utility Fee Update

Fire Chief Mason updated the Council regarding the ambulance service utility fee. He explained that during the past few weeks, he had met with each Councilmember to explain the cost of service study. He was in the process of completing the study to determine the total costs necessary to regulate, operate and maintain the ambulance utility. He recommended Council hold a special meeting on Tuesday, January 19th at 6:00 p.m., to further discuss the study as a group.

On motion by Councilmember Everett, second by Councilmember Diaz, the C.O.W. scheduled a special Council meeting on Thursday, January 21st at 6:30 p.m., to discuss the ambulance service utility fee.

Roll Call Vote:

- Councilmember Diaz – Yes
- Councilmember Everett – Yes
- Councilmember Jennings – No
- Councilmember Moore – Yes
- Councilmember Ozuna – No
- Councilmember Rodriguez – No
- Councilmember Souders – No

Motion failed.

On motion by Councilmember Jennings, second by Councilmember Diaz, the C.O.W. scheduled a special Council meeting on Tuesday, January 19th at 6:00 p.m., to discuss the ambulance service utility fee.

Roll Call Vote:

- Councilmember Diaz – Yes
- Councilmember Everett – Yes
- Councilmember Jennings – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Yes
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

F. 2021 City Board & Commission Appointments

City Administrator Arteaga explained that the following appointments were being presented by the Mayor to Council for confirmation:

<u>Position</u>	<u>Term</u>
Community Center Advisory Committee	
• Middle School Representative – Brendan Kramer	12/31/2021
• High School Representative – Sienna Black	12/31/2021
• Senior Citizen Representative – Wanda Brewer	12/31/2021
• American Legion/Auxiliary Representative – Nancy Davidson	12/31/2021
• At-Large Representative – Dave Copeland	12/31/2021
• At-Large Representative – Laura Massey	12/31/2021
• City Council Representative – Joan Souders	12/31/2021
Planning Commission – Randy Tucker	12/31/2024
Civil Service Commission – Andrea Arteaga-Morris	12/31/2026

Discussion took place.

On motion by Councilmember Jennings, second by Councilmember Moore, the C.O.W. moved confirmation of the 2021 City Board and Commission appointments as recommended by the Mayor to the January 26, 2021 regular Council meeting for consideration.

Roll Call Vote:

- Councilmember Diaz – Yes
- Councilmember Everett – Yes
- Councilmember Jennings – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Yes
- Councilmember Rodriguez – Yes
- Councilmember Souders – Abstained

5. OTHER BUSINESS – None

6. ADJOURNMENT

On motion by Councilmember Moore, second by Councilmember Souders, Council adjourned the meeting at 6:58 p.m.

Roll Call Vote:

- Councilmember Diaz – Yes
- Councilmember Everett – Yes
- Councilmember Jennings – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Yes

- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

Mayor Gloria Mendoza

Anita Palacios, City Clerk

**GRANDVIEW CITY COUNCIL
REGULAR MEETING MINUTES
JANUARY 12, 2021**

1. CALL TO ORDER

Mayor Gloria Mendoza called the regular meeting to order at 7:00 p.m. in the Council Chambers at City Hall.

Governor Proclamation 20-28.14 continued the prohibition on "in-person" meetings through January 19, 2021. This meeting was available via teleconference.

Present: Mayor Mendoza and Councilmembers David Diaz, Mike Everett, Diana Jennings, Bill Moore (Mayor Pro Tem), Robert Ozuna, Javier Rodriguez and Joan Souders

Staff present: City Administrator/Public Works Director Cus Arteaga, City Attorney Quinn Plant, City Treasurer Matt Cordray, Fire Chief Pat Mason, Police Chief Kai Fuller, Library Director Elizabeth Jahnke, Parks & Recreation Director Gretchen Chronis, Assistant Public Works Director Todd Dorsett and City Clerk Anita Palacios

2. PLEDGE OF ALLEGIANCE

Mayor Mendoza led the pledge of allegiance.

3. PRESENTATIONS – None

4. PUBLIC COMMENT

Grandview Chamber of Commerce Update – Cody Goepfner, President of the Chamber of Commerce thanked the City for the partnerships established in 2020. He expressed the Chamber's commitment to the businesses and Grandview community, and appreciated the City's support.

5. CONSENT AGENDA

On motion by Councilmember Ozuna, second by Councilmember Everett, Council approved the Consent Agenda consisting of the following:

- A. Minutes of the December 8, 2020 Special Committee-of-the-Whole meeting
- B. Minutes of the December 8, 2020 Council meeting
- C. Payroll Check Nos. 11957-11996 in the amount of \$123,401.64
- D. Payroll Electronic Fund Transfers (EFT) Nos. 60464-60476 in the amount of \$180,429.77
- E. Payroll Direct Deposit 12/1/20-12/15/20 in the amount of \$108,369.83
- F. Payroll Direct Deposit 12/16/20-12/31/20 in the amount of \$119,657.17
- G. Claim Check Nos. 121120-121328 in the amount of \$643,797.80

Roll Call Vote:

- Councilmember Diaz – Yes
- Councilmember Everett – Yes
- Councilmember Jennings – Yes

- Councilmember Moore – Yes
- Councilmember Ozuna – Yes
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

6. ACTIVE AGENDA

A. Resolution No. 2021-01 authorizing the Mayor to sign the Technical Assistance Contract No. 010121GV with the Yakima Valley Conference of Governments

This item was previously discussed at the December 8, 2020 C.O.W. meeting.

On motion by Councilmember Moore, second by Councilmember Souders, Council approved Resolution No. 2021-01 authorizing the Mayor to sign the Technical Assistance Contract No. 010121GV with the Yakima Valley Conference of Governments.

Roll Call Vote:

- Councilmember Diaz – Yes
- Councilmember Everett – Yes
- Councilmember Jennings – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Yes
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

7. UNFINISHED AND NEW BUSINESS – None

8. CITY ADMINISTRATOR AND/OR STAFF REPORTS

Sewer Trunk Main Replacement Project – City Administrator Arteaga reported that the original crew on the Sewer Trunk Main Replacement project was replaced by a different crew and the new crew was laying double the amount of pipe per day.

Grandridge Estates Subdivision – City Administrator Arteaga reported that homes were being built at the Grandridge Estates Subdivision and construction plans were submitted for the next phase of infrastructure improvements.

9. MAYOR & COUNCILMEMBER REPORTS

Website Development Update – Councilmember Ozuna provided an update on the website development. He explained that the surveys were received and the information tallied. The results would be presented at the January 26th C.O.W. meeting.

10. ADJOURNMENT

On motion by Councilmember Moore, second by Councilmember Diaz, Council adjourned the meeting at 7:30 p.m.

Roll Call Vote:

- Councilmember Diaz – Yes
- Councilmember Everett – Yes
- Councilmember Jennings – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Yes
- Councilmember Rodriguez – Yes
- Councilmember Souders – Yes

Mayor Gloria Mendoza

Anita Palacios, City Clerk

**GRANDVIEW CITY COUNCIL
SPECIAL MEETING MINUTES
AMBULANCE SERVICE UTILITY FEE
JANUARY 19, 2021**

1. CALL TO ORDER

Mayor Gloria Mendoza called the special meeting to order at 6:00 p.m. in the Council Chambers at City Hall.

Governor Proclamation 20-28.14 continued the prohibition on “in-person” meetings through January 19, 2021. This meeting was available via teleconference.

Present: Mayor Mendoza and Councilmembers David Diaz, Mike Everett, Diana Jennings, Bill Moore, Robert Ozuna, Javier Rodriguez and Joan Souders

Staff present were: City Administrator/Public Works Director Cus Arteaga, City Attorney Quinn Plant, City Treasurer Matt Cordray, Fire Chief Pat Mason, Assistant Public Works Director Todd Dorsett and City Clerk Anita Palacios

2. AMBULANCE SERVICE UTILITY FEE

Mayor Mendoza asked each councilmember the following question: “Does the City need an ambulance service in the City of Grandview?” Each councilmember replied as follows:

- Councilmember Everett – Yes
- Councilmember Moore – Yes
- Councilmember Ozuna – Yes
- Councilmember Diaz – Yes
- Councilmember Souders – Yes
- Councilmember Jennings – Yes
- Councilmember Rodriguez – Yes

The following draft documents were prepared by staff and distributed in the agenda packet for consideration:

- Ambulance Utility Fee Task List and Possible Timeline
- Ambulance Utility Public Hearing Timeline
- Ambulance Utility Fee Fact Sheet
- Ambulance Utility Cost of Service and Rate Study
- Ordinance adopting a new Title 7 of the Grandview Municipal Code Establishing an Ambulance Utility

Discussion took place.

Fire Chief Mason recommended the C.O.W. schedule another special meeting for Tuesday, February 16, 2021 at 6:00 p.m., to further discuss the documents presented and provide further clarification for finalization.

3. **ADJOURNMENT**

The special meeting adjourned at 7:00 p.m.

Mayor Gloria Mendoza

Anita Palacios, City Clerk

RESOLUTION NO. 2021-02

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,
APPROVING TASK ORDER NO. 2021-01 WITH HLA ENGINEERING
AND LAND SURVEYING, INC., FOR THE WINE COUNTRY ROAD RESURFACING
PROJECT FROM THE I-82 ON-RAMP TO EUCLID ROAD**

WHEREAS, the City of Grandview has entered into a General Services Agreement with Huibregtse, Louman Associates, Inc., (HLA) for work pursuant to task orders; and,

WHEREAS, the City would like to enter into a Task Order with HLA to provide professional engineering services and land surveying for the Wine Country Road Resurfacing project from the I-82 on-ramp to Euclid Road,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRANDVIEW, AS FOLLOWS:

The Mayor is hereby authorized to sign Task Order No. 2021-01 with HLA Engineering and Land Surveying, Inc., to provide professional engineering services and land surveying for the Wine Country Road Resurfacing project from the I-82 on-ramp to Euclid Road in the amount of \$72,700.00 in the form as is attached hereto and incorporated herein by reference.

PASSED by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at a special meeting on January 26, 2021.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

TASK ORDER NO. 2021-01

REGARDING GENERAL AGREEMENT BETWEEN CITY OF GRANDVIEW

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

PROJECT DESCRIPTION:

Wine Country Road Resurfacing

HLA Project No. 21028

TIB Project No. 3-E-183 (009)-1

The City of Grandview (CITY) has received funding from the Washington State Transportation Improvement Board (TIB) for roadway improvements to Wine Country Road, from the I-82 on-ramp to Euclid Road.

Engineering design work will begin immediately following Task Order approval. Construction is anticipated to occur in 2021.

SCOPE OF SERVICES:

At the direction of the CITY, HLA will provide professional engineering services for the Wine Country Road Resurfacing (PROJECT). HLA shall provide a comprehensive civil engineering construction document package (plans, specifications, and estimate) to improve travel lanes consisting of planing existing asphalt surface, crack sealing, resurfacing with hot mix asphalt, fog sealing, ADA compliant curb ramps, and pavement markings. Services will also include advertising and bidding, recommendation of contract award to the lowest responsible bidder, and engineering services during construction.

HLA shall provide the following services:

1.0 Design Engineering

- 1.1 Call for utility locates prior to survey and perform topographic survey of the PROJECT area.
- 1.2 Prepare site topographic survey in AutoCAD format showing field-located improvements and utilities.
- 1.3 Attend one (1) design meeting with the CITY to obtain input regarding existing and proposed improvements.
- 1.4 Prepare complete plan set, including plan sheets with construction notes and plan details.
- 1.5 Prepare final construction cost estimate.
- 1.6 Prepare final PROJECT specifications.
- 1.7 Submit final documents to the CITY for review and approval.
- 1.8 Transmit plans to dry utility companies, including power, cable, natural gas, and telephone to advise them of pending construction.
- 1.9 Incorporate CITY review comments and provide final construction documents for bidding approval.
- 1.10 Submit final documents to TIB for review and bid authorization.

- 1.11 Prepare advertisement for bids and transmit to newspapers as selected by the CITY. Advertising fees to be paid by the CITY.
- 1.12 Provide contract documents to potential bidders, as requested, and maintain planholder list.
- 1.13 Prepare any required addenda to contract documents.
- 1.14 Answer questions during bidding from prospective bidders.
- 1.15 Attend PROJECT bid opening, check and tabulate bids, and make recommendation of award to lowest responsible bidder.
- 1.16 Submit bid tabulation to TIB and prepare Updated Cost Estimate (UCE).

2.0 Construction Engineering

- 2.1 Following award of the Contract by the CITY, prepare Notice of Award to the Contractor.
- 2.2 Assist in reviewing bond and insurance and prepare contracts.
- 2.3 Coordinate and conduct preconstruction conference followed by issuance of Notice to Proceed.
- 2.4 Furnish the field survey crew to set horizontal and vertical control for the PROJECT.
- 2.5 Provide staking for construction, including structures, curb and gutter, sidewalk, and subgrade elevations.
- 2.6 Provide submittal review for PROJECT materials as provided by the Contractor per the PROJECT specifications.
- 2.7 Attend construction meetings anticipated once per week during the duration of the improvements.
- 2.8 Furnish a qualified resident engineer (inspector) to observe construction and be at the PROJECT site during all significant work. The resident engineer shall provide surveillance of construction for substantial compliance with plans and specifications.
- 2.9 Prepare construction progress reports for days the resident engineer is present.
- 2.10 Recommend progress payments for the Contractor to the CITY.
- 2.11 Prepare and submit proposed contract change orders when applicable.
- 2.12 Conduct final inspection and prepare punchlist of items to be corrected by the Contractor and provide to the CITY.
- 2.13 Prepare record drawings of civil-related improvements based on the Contractor's as-built plans.
- 2.14 Prepare administrative documents for the appropriate agencies which have jurisdiction over funding, design, and construction of the PROJECT.
- 2.15 Monitor Contractor's compliance with the Contract documents for labor standards and review Statements of Intent to pay Prevailing Wages and Affidavits of Wages Paid.

3.0 Additional Services

Provide professional engineering and land surveying services for additional work requested by the CITY that is not included above.

4.0 Items to be Furnished and Responsibility of CITY

- 4.1 Provide full information as to CITY requirements of the PROJECT.
- 4.2 Pay for PROJECT advertising, notices or other publication as may be required by the funding source.
- 4.3 Assist HLA by providing all available information pertinent to the PROJECT, including previous reports, drawings, plats, surveys, utility records, and any other data relative to design and construction of the PROJECT.
- 4.4 Examine all studies, reports, sketches, estimates, specifications, drawings, proposals, and other documents presented by HLA, and provide written decisions within a reasonable time as not to delay the work of HLA.
- 4.5 Obtain approval of all governmental authorities having jurisdiction over the PROJECT, and approvals and consents from other individuals or bodies as necessary for completion. Pay all review fees and costs associated with obtaining such approvals.

TIME OF PERFORMANCE:

HLA will diligently pursue completion of the PROJECT with the following schedule anticipated:

1.0 Design Engineering

Completion of plans, specifications, opinion of cost, and bidding services within forty (40) working days following receipt of signed Task Order.

2.0 Construction Engineering

It is estimated construction of improvements will be completed within twenty (20) working days following award of the contract and Notice to Proceed.

3.0 Additional Services

Time for completion of work directed by the CITY under Additional Services shall be negotiated and mutually agreed upon at the time of service request by the CITY.

FEE FOR SERVICE:

1.0 Design Engineering

All work for Design Engineering services shall be performed for the Lump Sum fee of \$32,300.00.

2.0 Construction Engineering

All work for Construction Engineering services shall be completed on an hourly basis, at normal hourly billing rates, for the estimated maximum fee of \$40,400.00. If the Contractor is granted additional working days beyond those identified in the Time of Performance, then work shall be considered Additional Services.

3.0 Additional Services

Any additional work requested by the CITY that is not included in this Task Order shall be authorized by the CITY and agreed upon by HLA in writing prior to proceeding with the services. HLA will perform the additional services as directed/authorized by the CITY on a time-spent basis at the hourly billing rates included in our General Agreement, plus reimbursement for direct non-salary expenses such as laboratory testing, printing expenses, vehicle mileage, out-of-town travel costs, and outside consultants.

Proposed:  12/17/2020
HLA Engineering and Land Surveying, Inc. Date
Michael T. Battle, PE, President

Approved: _____ Date _____
City of Grandview
Gloria Mendoza, Mayor

RESOLUTION NO. 2021-03

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,
APPROVING TASK ORDER NO. 2021-02 WITH HLA ENGINEERING
AND LAND SURVEYING, INC., FOR THE WATER SYSTEM PLAN UPDATE**

WHEREAS, the City of Grandview has entered into a General Services Agreement with Huibregtse, Louman Associates, Inc., (HLA) for work pursuant to task orders; and,

WHEREAS, the City would like to enter into a Task Order with HLA to provide professional engineering services and land surveying for the Water System Plan Update,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRANDVIEW, AS FOLLOWS:

The Mayor is hereby authorized to sign Task Order No. 2021-02 with HLA Engineering and Land Surveying, Inc., to provide professional engineering services and land surveying for the Water System Plan Update in the amount of \$120,000.00 in the form as is attached hereto and incorporated herein by reference.

PASSED by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at a special meeting on January 26, 2021.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

TASK ORDER NO. 2021-02

REGARDING AGREEMENT BETWEEN CITY OF GRANDVIEW

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

PROJECT DESCRIPTION:

Water System Plan Update

HLA Project No. 21033E

The City of Grandview (CITY) owns, operates, and maintains a Group A municipal potable water supply, storage, and distribution system to serve its citizens. Community public water systems are regulated by the Washington State Department of Health (DOH). The CITY is required to update their Water System Plan (WSP) and obtain DOH approval, at or before the current WSP expiration date of April 8, 2022, in accordance with the requirements of WAC 246-290-100. The WSP preparation and DOH approval process takes approximately two years to complete.

SCOPE OF SERVICES:

HLA will work with CITY staff and DOH to complete water system planning tasks and prepare the WSP update (PROJECT). The final scope of work for services will be established at a pre-plan meeting with the CITY and DOH, but is generally expected to follow the same plan structure as the existing WSP, in accordance with the requirements of WAC 246-290-100 and related DOH guidance documents. HLA scope of services shall include the following:

1.0 Water System Plan Update

- 1.1 Organize a pre-plan meeting with CITY staff and DOH to establish the WSP update scope of work and requirements.
- 1.2 Prepare a list of required CITY documentation and data necessary to begin preparation of the WSP update.
- 1.3 Prepare one (1) copy of a "conceptual draft" WSP for review and comment by CITY staff and Council representatives. Meet with CITY staff and Council representatives to review and discuss the draft WSP.
- 1.4 Incorporate CITY comments and transmit one (1) paper copy and one (1) electronic copy of the draft WSP for review and comment by DOH and other reviewing authorities, and one (1) paper copy and one (1) electronic copy to the CITY for review.
- 1.5 Following receipt of CITY and reviewing authority written comments on the draft WSP, HLA will prepare one (1) paper copy and one (1) electronic copy of the Final Plan for reviewing authority approval, and one (1) paper copy and one (1) electronic copy to the CITY for Council approval and adoption.
- 1.6 Assist CITY with water use efficiency (WUE) program updates and goal setting, including attending public meeting to adopt new WUE goals and measures.
- 1.7 Assist with up to two (2) CITY Council meetings to present the WSP information, answer questions, and participate in public meetings/hearings required for completion of the WSP.

The WSP scope of work does not include preparation of the following items: Wellhead Protection Plan, Coliform Monitoring Plan, Disinfection Byproducts Monitoring Plan, Cross-Connection Control Program, or Emergency Response Plan. As directed by the CITY, work associated with these and similar items will be considered Additional Services.

2.0 Additional Services

- 2.1 Provide professional engineering services for additional work requested by the CITY that is not included in this Task Order.

3.0 Items to be Furnished and Responsibility of CITY

The CITY will provide or perform the following:

- 3.1 Provide full information as to CITY requirements of the PROJECT.
- 3.2 Assist HLA by providing all available information pertinent to the PROJECT, including previous reports, plans, program information, drawings, plats, surveys, utility records, hydraulic models, and any other data relative to the PROJECT.
- 3.3 Examine all studies, reports, sketches, estimates, specifications, drawings, proposals, and other documents presented by HLA and provide written decisions within a reasonable time as not to delay the work of HLA.
- 3.4 Provide water samples and pay for the cost of water testing necessary for inclusion of test results in the WSP.
- 3.5 Obtain approval of all governmental authorities having jurisdiction over the Plan and approvals and consents from other individuals or bodies as necessary for completion of the Plan, including any review and approval fees.
- 3.6 Process SEPA Checklist and non-project supplement, and complete environmental determination.

TIME OF PERFORMANCE:

Following receipt of signed Task Order, beginning January 2021 HLA will diligently pursue completion of the WSP to meet the required DOH approval deadline. Following is an estimated PROJECT schedule based on receiving the signed Task Order in January 2021 and approval of DOH regarding the historical data and planning periods to include in the WSP:

Complete DOH Pre-Plan Meeting	January 2021
Submit request to CITY for system documentation, including production and consumption data	January 2021
Conduct site visit to review existing system condition and meet with CITY staff to review O&M and system deficiencies	February 2021
Begin preparation of WSP update background information	February 2021
Receive CITY documentation, including production and consumption data	March 2021

Submit conceptual draft WSP to CITY for review and comment	July 2021
Meet with CITY to review conceptual draft WSP	July 2021
Complete and submit draft WSP to DOH for review and comment	August 2021
Receive DOH and CITY comments on draft WSP (90-day review period)	November 2021
Complete public hearing and adoption of WUE goals and measures	January 2022
Incorporate review comments and submit final WSP to DOH and CITY for review and approval	January 2022
Receive DOH approval to adopt final WSP (90-day review period)	April 2022
Council adoption of final WSP	May 2022
Receive DOH approval of final WSP	May 2022

The above schedule will change if signing the Task Order is postponed, or if there are delays in receipt of CITY deliverables or review comments from other agencies. Time of completion for work directed by the CITY under additional services shall be negotiated and mutually agreed upon at the time of service request by the CITY

FEE FOR SERVICE:

For the services furnished by HLA as described under this Task Order, the CITY agrees to pay HLA the fees as set forth herein. The amounts listed below may be revised only by written agreement of both parties.

1.0 Water System Plan Update

All work shall be performed on a time-spent basis at the normal hourly billing rates included in our General Agreement, plus reimbursement for non-salary expenses, for the estimated fee of \$120,000.00.

2.0 Additional Services

Any additional work requested by the CITY that is not included in this Task Order shall be authorized by the CITY and agreed upon by HLA in writing prior to proceeding with services. HLA shall perform the additional services as directed/authorized by the CITY on a time-spent basis at the hourly billing rates included in our General Agreement, plus reimbursement for direct non-salary expenses such as laboratory testing, printing expenses, vehicle mileage, out-of-town travel costs, and outside consultants.

Proposed:



HLA Engineering and Land Surveying, Inc.
Michael T. Battle, PE, President

1/6/2021
Date

Approved:

City of Grandview
Gloria Mendoza, Mayor

Date

RESOLUTION NO. 2021-04

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,
APPROVING TASK ORDER NO. 2021-03 WITH HLA ENGINEERING
AND LAND SURVEYING, INC., FOR THE GENERAL SEWER PLAN**

WHEREAS, the City of Grandview has entered into a General Services Agreement with Huibregtse, Louman Associates, Inc., (HLA) for work pursuant to task orders; and,

WHEREAS, the City would like to enter into a Task Order with HLA to provide professional engineering services and land surveying for the General Sewer Plan,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRANDVIEW, AS FOLLOWS:

The Mayor is hereby authorized to sign Task Order No. 2021-03 with HLA Engineering and Land Surveying, Inc., to provide professional engineering services and land surveying for the General Sewer Plan in the amount of \$84,000.00 in the form as is attached hereto and incorporated herein by reference.

PASSED by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at a special meeting on January 26, 2021.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

TASK ORDER NO. 2021-03

REGARDING GENERAL AGREEMENT BETWEEN CITY OF GRANDVIEW

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

PROJECT DESCRIPTION:

General Sewer Plan

HLA Project No. 21034E

The City of Grandview (CITY) owns, operates, and maintains a sanitary sewer collection system to serve its citizens. The CITY desires to update their General Sewer Plan (GSP) for the efficient operation and maintenance of the CITY's sanitary sewer collection system, including cost-effective capital improvement planning. The CITY's current GSP was completed in 2011, including an amendment approved by the Washington State Department of Ecology (Ecology) on October 31, 2017. This GSP will be completed as an update to the current plan and amendment.

SCOPE OF SERVICES:

HLA will work with CITY staff and Ecology to complete sewer collection system planning and prepare the GSP update. The scope of work will be consistent with the content required by Ecology as outlined in WAC 173-240-050. HLA scope of services shall include the following:

1.0 General Sewer Plan

The Plan will be developed in accordance with WAC 173-240-050 General Sewer Plan.

- 1.1 Prepare a list of required CITY documentation and data necessary to begin preparation of the GSP update.
- 1.2 Prepare one (1) copy of a "conceptual draft" GSP for review and comment by CITY staff and Council representatives. Meet with CITY staff and Council representatives to review and discuss the draft GSP.
- 1.3 Incorporate CITY comments and transmit one (1) paper copy and one (1) electronic copy of the draft GSP for review and comment by Ecology and other reviewing authorities, and one (1) paper copy and one (1) electronic copy to the CITY for review.
- 1.4 Following receipt of CITY and reviewing authority written comments on the draft GSP, HLA will prepare one (1) paper copy and one (1) electronic copy of the Final Plan for reviewing authority approval, and one (1) paper copy and one (1) electronic copy to the CITY for Council approval and adoption.
- 1.5 Assist with up to two (2) CITY Council meetings to present the GSP information, answer questions, and participate in public meetings/hearings required for completion of the GSP.

2.0 Additional Services

- 2.1 Provide professional engineering for additional work requested by the CITY that is not included in this Task Order.

3.0 Items to be Furnished and Responsibility of CITY

The CITY will provide or perform the following:

- 3.1 Provide full information as to CITY requirements of the Project.
- 3.2 Assist HLA by providing all available information pertinent to the PROJECT, including previous reports, plans, program information, drawings, plats, surveys, utility records, hydraulic models, and any other data relative to the PROJECT.
- 3.3 Examine all studies, reports, sketches, estimates, specifications, drawings, proposals, and other documents presented by HLA and provide written decisions pertaining thereto within a reasonable time as not to delay the work of HLA.
- 3.4 Provide samples and pay for the cost of testing necessary for inclusion of test results in the GSP. Testing and sampling may be used to determine flow and loading rates in the collection piping and to the treatment facilities.
- 3.5 Obtain approval of all governmental authorities having jurisdiction over the Plan and approvals and consents from other individuals or bodies as necessary for completion of the Plan, including any review and approval fees.

TIME OF PERFORMANCE:

Following receipt of signed Task Order, beginning January 2021, HLA will diligently pursue completion of a draft GSP for Ecology review within two hundred forty (240) calendar days from the date that all required information/data from the CITY have been provided to HLA. HLA will complete the final GSP within sixty (60) calendar days following receipt of all CITY and Ecology comments on the draft document.

FEE FOR SERVICE:

For the services furnished by HLA as described under this Task Order, the CITY agrees to pay HLA the fees as set forth herein. The amounts listed below may be revised only by written agreement of both parties.


1.0 General Sewer Plan

All work shall be performed on a time-spent basis at the normal hourly billing rates included in our General Agreement, plus reimbursement for non-salary expenses, for the estimated fee of \$84,000.00.

2.0 Additional Services

Any additional work requested by the CITY that is not included in this Task Order shall be authorized by the CITY and agreed upon by HLA in writing prior to proceeding with the services. HLA shall perform the additional services as directed/authorized by the CITY on a time-spent basis at the hourly billing rates included in our General Agreement, plus reimbursement for direct non-salary expenses such as laboratory testing, printing expenses, out-of-town travel costs, vehicle mileage, and outside consultants.

Proposed:



HLA Engineering and Land Surveying, Inc.
Michael T. Battle, PE, President

1/6/2021

Date

Approved:

City of Grandview
Gloria Mendoza, Mayor

Date

RESOLUTION NO. 2021-05

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,
APPROVING AMENDMENT NO. 1 TO TASK ORDER NO. 2019-04 WITH HLA
ENGINEERING AND LAND SURVEYING, INC., FOR THE SLUDGE DRYING BED
EVALUATION AND DESIGN**

WHEREAS, the City of Grandview has entered into a General Services Agreement with Huibregtse, Louman Associates, Inc., (HLA) for work pursuant to task orders; and,

WHEREAS, the City entered into Task Order No. 2019-04 with HLA to provide professional engineering services and land surveying on October 21, 2019 for the Sludge Drying Bed Evaluation and Design; and,

WHEREAS, Amendment No. 1 to Task Order No. 2019-04 revises the Scope of Services, Time of Performance, and Fee for Service to reflect the recommendations of the sludge treatment process evaluation completed under the Scope of Services defined in the original Task Order,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRANDVIEW, AS FOLLOWS:

The Mayor is hereby authorized to sign Amendment No. 1 to Task Order No. 2019-04 with HLA Engineering and Land Surveying, Inc., to provide professional engineering services and land surveying for the Sludge Drying Bed Evaluation and Design in the amount of \$162,800.00 in the form as is attached hereto and incorporated herein by reference.

PASSED by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at a special meeting on January 26, 2021.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

AMENDMENT NO. 1
TASK ORDER NO. 2019-04

REGARDING GENERAL AGREEMENT BETWEEN CITY OF GRANDVIEW

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

PROJECT DESCRIPTION:

Sludge Drying Bed Evaluation and Design

HLA Project No. 19140E

The City of Grandview (CITY) operates a wastewater treatment plant (WWTP) under the terms of a National Pollutant Discharge Elimination System (NPDES) Permit issued by the Washington State Department of Ecology (Ecology). A by-product of the operation is the production of waste solids known as "sludge." The sludge is dewatered and placed on asphalt-paved drying beds where it is dried to remove moisture and to reduce pathogens. The dried and treated sludge, now regulated as "biosolids," can be applied to agricultural land and put to beneficial use as a soil amendment. The CITY contracts with Natural Selection Farms to haul the biosolids away and put them to beneficial use.

Task Order No. 2019-04 was originally approved by CITY Council and signed by the Mayor on October 21, 2019. The Task Order provided for the evaluation of the sludge treatment and disposal process with the understanding the scope of design and construction phase engineering services would be refined after completion of the process evaluation. The completed evaluation recommends proceeding with sludge drying bed improvements in two phases: Phase 1 - 65,000 square feet of paved drying beds at an estimated cost of \$600,000, and Phase 2 - 135,000 square feet at an estimated cost of \$970,000. The CITY budgeted \$600,000 for drying bed improvements in 2021, so funding is available to proceed with Phase 1.

This Amendment to Task Order No. 2019-04 revises the Scope of Services, Time of Performance, and Fee for Service to reflect the recommendations of the sludge treatment process evaluation completed under the Scope of Services defined in the original Task Order.

SCOPE OF SERVICES:

The Scope of Services included in Task Order No. 2019-04 shall be amended as follows:

2.0 Engineering Design, Plans, and Specifications

This phase will provide plans, specifications, and contract documents for the CITY's use in securing bids for construction of new sludge drying beds. Because of the close coordination required between Phase 1 and Phase 2, engineering design, plans, and cost estimates will be completed for both phases of the improvements. Specifications and bid package will only be prepared for Phase 1 of the improvements.

Add the following task:

- 2.6. Prepare SEPA Checklist and MDNS for proposed improvements and assist CITY with environmental determination.

3.0 Bidding Assistance and Services During Construction

Services included under Bidding Assistance and Services During Construction will be provided for Phase 1 of the proposed improvements.

TIME OF PERFORMANCE:

The Time of Performance included in Task Order No. 2019-04 shall be amended as follows:

2.0 Engineering Design, Plans, and Specifications

The SEPA Checklist and MDNS shall be submitted to the CITY as lead agency by February 26, 2021.

Draft plans shall be submitted to the CITY by April 16, 2021, for review.

Final plans and specifications shall be completed by May 14, 2021, for an expected bid advertisement date of May 25, 2021.

3.0 Bidding Assistance and Services During Construction

Bidding Assistance and Services During Construction will begin when the Phase 1 Improvements are advertised for bid and continue until completion of construction. Construction contract time for Phase 1 is estimated to be 25 days. Time of completion for work directed by the CITY under Phase 2 Improvements shall be negotiated and mutually agreed upon at the time service is requested by the CITY.

FEE FOR SERVICE:

The Fee for Service included in Task Order No. 2019-04 shall be amended as follows:

2.0 Engineering Design, Plans, and Specifications

All work in Task 2.0 shall be performed for a Lump Sum fee of \$97,700.00.

3.0 Bidding Assistance and Services During Construction

Bidding Assistance and Services During Construction shall be completed on a time-spent basis at the hourly billing rates included in our General Agreement, plus reimbursement for direct non-salary expenses such as laboratory testing, printing expenses, out-of-town travel costs, vehicle mileage, and outside consultants for the estimated maximum fee of \$65,100.00. If the Contractor is granted additional working days beyond those identified in the Time of Performance, then work shall be considered Additional Services.

Proposed: Theodore W. Pooler
HLA Engineering and Land Surveying, Inc.
Theodore W. Pooler, PE, Vice President

1/5/21
Date

Approved: _____
City of Grandview
Gloria Mendoza, Mayor

Date

The following appointments are being presented by the Mayor to Council for confirmation:

<u>Position</u>	<u>Term</u>
Community Center Advisory Committee	
• Middle School Representative – Brendan Kramer	12/31/2021
• High School Representative – Sienna Black	12/31/2021
• Senior Citizen Representative – Wanda Brewer	12/31/2021
• American Legion/Auxiliary Representative – Nancy Davidson	12/31/2021
• At-Large Representative – Dave Copeland	12/31/2021
• At-Large Representative – Laura Massey	12/31/2021
• City Council Representative – Joan Souders	12/31/2021
Planning Commission – Randy Tucker	12/31/2024
Civil Service Commission – Andrea Arteaga-Morris	12/31/2026

Anita Palacios

From: Mike Everett <Mike@everettlaw.net>
Sent: Wednesday, January 20, 2021 4:12 PM
To: Anita Palacios
Subject: Ambulance Time Line
Attachments: 1320 Ambulance Task List and Timeline.docx

CAUTION: This message was sent from outside the company by someone with a display name matching a user in your organization. Please do not click links or open attachments unless you recognize the source of this email and know the content is safe.

CAUTION: External Email

Anita:

As a Council Member I am asking that this be placed on the Agenda for next Tuesday. I sent Cus a copy and if you have questions or suggestions, let me know. The idea is that the Council will do its job and it is up to the Staff to do theirs.

Michael Everett

AMBULANCE UTILITY FEE
TASK LIST AND TIMELINE

Council adopts timeline Council Meeting January 26th

Hand out completed and adopted by Council January 26th

Finalize Ambulance Cost of Services Report / January 27th Staff support provide information to Council January 28th

Adopt report and or Amend. Council Meeting of February 9th

Public Hearing date set by Council February 9th (Council Decision)

Pass ordinance authorizing Ambulance Utility Fee (Council Decision) / _____
Regular Council Meeting date immediately after Public Hearing.