

**GRANDVIEW CITY COUNCIL
REGULAR MEETING AGENDA
TUESDAY, FEBRUARY 23, 2021**



Governor Proclamation 20-28.15 continues the prohibition on "in-person" meetings through termination of the State of Emergency or until rescinded whichever occurs first. 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

PAGE

1. **CALL TO ORDER & ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **PRESENTATIONS**
 - A. 2021 Proclamation – Grandview High School Career and Technical Education Day 1-2
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 February 9, 2021 Committee-of-the-Whole meeting 3-6
 - B. Minutes of the February 9, 2021 Council meeting 7-10
 - C. Minutes of the February 16, 2021 Special Council meeting 11-12
 - D. Payroll Check Nos. 12039-12053 in the amount of \$97,765.71
 - E. Payroll Electronic Fund Transfers (EFT) Nos. 60497-60501 in the amount of \$88,554.03
 - F. Payroll Direct Deposit 2/1/21-2/15/21 in the amount of \$109,716.08
 - G. Claim Check Nos. 121495-121583 in the amount of \$257,051.14
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. 2021-07 approving Task Order No. 2021-04 with HLA Engineering and Land Surveying, Inc., for the Water Quality Evaluation and Well Siting Study 13-18
 - B. Ordinance No. 2021-02 amending the 2021 Annual Budget 19-20
7. **UNFINISHED AND NEW BUSINESS**
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, February 23, 2021 at 6:00 pm and 7:00 pm will only be available via teleconference.

Please join the meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/514524677>

You can also dial in using your phone.

(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (786) 535-3211

- One-touch: <tel:+17865353211,,514524677#>

Access Code: 514-524-677

Audio Pin: 1

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/514524677>

Anita Palacios

From: Jayden Shafer <jaydenrshafer@gmail.com>
Sent: Monday, February 8, 2021 7:22 PM
To: Anita Palacios
Subject: CTE Day Proclamation

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: External Email

Good evening,

I am the DECA president over at the Grandview High School and I would like to request that the annual Career Technical Education (CTE) Day be officially recognized in Grandview Washington for the day of March 6th. If you have any questions about what this day means for CTE members let me know, I would be happy to answer them.

—

Sincerely,

Jayden Shafer
Grandview High School
Grandview DECA President / ASB Vice President / Student

jaydenrshafer@gmail.com
Cell Phone #: (509) 439-5924



**2021 PROCLAMATION
GRANDVIEW HIGH SCHOOL
CAREER AND TECHNICAL EDUCATION**

WHEREAS, February 2021 has been designated Career and Technical Education Month by the Association for Career and Technical Education (ACTE); and

WHEREAS, profound economic and technological changes in our society are rapidly reflected in the structure and nature of work, placing new and additional responsibilities on our educational system; and

WHEREAS, Career and Technical Education provides Americans with a school-to-careers connection and is the backbone of a strong, well educated work force, which fosters productivity in business and industry and contributes to America's leadership in the international marketplace; and

WHEREAS, Career and Technical Education gives high school students the opportunity to take advantage of a rigorous program of study that includes applicable academic and technical courses and experiences to provide students with a pathway, motivating them to graduate and leave school both college and career ready; and

WHEREAS, Career and Technical Education offers individuals lifelong opportunities to learn new skills, which provide them with career choices and potential satisfaction; and

WHEREAS, the ever-increasing cooperative efforts of Career and Technical educators, businesses and industry stimulate the growth and vitality of our local economy and that of the entire nation by preparing graduates for career fields forecasted to experience the largest and fastest growth in the next decade.

NOW THEREFORE, BE IT RESOLVED that the Mayor and City Council of the City of Grandview, Washington, proclaim March 6, 2021 as Career and Technical Education in the City of Grandview and urge all citizens to become familiar with the services and benefits offered by the Career and Technical Education programs in this community and to support and participate in these programs to enhance their individual work skills and productivity.

Dated this 23rd day of February, 2021

Mayor Gloria Mendoza

**GRANDVIEW CITY COUNCIL
COMMITTEE-OF-THE-WHOLE MEETING MINUTES
FEBRUARY 9, 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 20-28.15 continued the prohibition on "in-person" meetings through termination of the State of Emergency or until rescinded whichever occurs first. 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, Javier Rodriguez and Joan Souders

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

Grandview Chamber of Commerce Update – Cody Goepfner, President of the Chamber of Commerce, provided an update on the 2021 Chamber membership campaign and renewal process. He also indicated that the Chamber was in phase 2 and 3 of the Chamber website development to include a business directory.

4. NEW BUSINESS

A. Resolution approving Task Order No. 2021-04 with HLA Engineering and Land Surveying, Inc., for the Water Quality Evaluation and Well Siting Study

City Administrator Arteaga explained that the City desires to evaluate treatment alternatives for the Olmstead A Well (DOH Source S07), Olmstead B Well (DOH Source S16), and North Willoughby Well (DOH Source S10), which have a history of elevated nitrate levels. Blending has been utilized in the past at these sources, but recent nitrate level maximum contaminant level (MCL) exceedances in both Well S07 and S16 has eliminated this option. Alternative treatment and/or blending strategies need to be evaluated to return these sources to service. To meet rising water system demands the City also needed to plan for construction of a new source well. Due to water quality concerns within existing source wells, the depth and location of future well(s) needed to be closely examined. To determine the most cost-effective location and depth for new source well(s), the City intended to complete a water quality analysis and well siting study. A web-based GIS tool would be developed to map out water quality conditions and trends throughout the CITY service area to aid in well siting. The mapping tool would be available to the City for future water quality data management, tracking of trends in groundwater contaminant levels, and to take proactive steps to address water supply issues if changes in water quality occur. Information from the well treatment evaluation, water quality analysis, and well siting study would be incorporated into the City's Water System Plan (WSP) update. These evaluations would

also assist the CITY in preparing and submitting funding applications necessary to complete recommended system improvements. Technical assistance for completion of hydrogeologic analysis, preliminary well siting, and setup of the water quality data analysis tool would be provided by HLA's subconsultant, Aspect Consulting, LLC (Aspect).

He presented Task Order No. 2021-04 with HLA Engineering and Land Surveying, Inc., for the Water Quality Evaluation and Well Siting Study with a total fee for services in the amount of \$74,700.00 for professional engineering services.

Discussion took place.

On motion by Councilmember Moore, second by Councilmember Diaz, the C.O.W. moved a resolution approving Task Order No. 2021-04 with HLA Engineering and Land Surveying, Inc., for the Water Quality Evaluation and Well Siting Study to the February 23, 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. Ordinance amending the 2021 Annual Budget

City Treasurer Cordray explained that staff monitoring and review of fund and department budgets during the first month of 2021 identified numerous budget accounts to be amended. An ordinance was presented to provide for the amending of the 2021 Annual Budget to accommodate the changes in sources and uses. By fund the highlights of the budget changes were as follows:

- Current Expense Fund: Increased estimated beginning fund balance with equal change in estimated ending fund balance.
- E.M.S. Fund: Increased estimated beginning fund balance with equal change in estimated ending fund balance.
- Yakima Co. Law & Justice Tax Fund: Increased estimated beginning fund balance with equal change in estimated ending fund balance.
- Street Fund: Increased estimated beginning fund balance. Increased revenues for DOE Grant Stormwater Project and TIB Grant Wine Country Road – Euclid to Exit 73. Increased appropriations for Stormwater Improvements, Grandridge Estates Streetlights and WCR Overlay – Euclid to Exit 73. Net effect was an increase in estimated ending fund balance.
- Transportation Benefit District Fund: Increased estimated beginning fund balance. Increased appropriations for Stormwater Improvements and WCR Overlay – Euclid to Exit 73. Net effect was a decrease in estimated ending fund balance.
- Cemetery Fund: Increased estimated beginning fund balance with equal change in estimated ending fund balance.

- Capital Improvement Fund: Increased estimated beginning fund balance with equal change in estimated ending fund balance.
- Water Fund: Reduction of estimated beginning fund balance. Increased appropriations for Willoughby Property – Irrigation System. Net effect was a decrease in estimated ending fund balance.
- Sewer Fund: Reduction of estimated beginning fund balance. Increased revenues for CDBG Grant – 21" Sewer Trunk Main, DOE Loans – 21" Sewer Trunk Main. Increased appropriations for 21" Sewer Main – Construction. Net effect was an increase in estimated ending fund balance.
- Irrigation Fund: Increased estimated beginning fund balance with equal change in estimated ending fund balance.
- Solid Waste Fund: Reduction of estimated beginning fund balance with equal change in estimated ending fund balance.
- Equipment Rental Fund: Reduction of estimated beginning fund balance with equal change in estimated ending fund balance.

Discussion took place.

On motion by Councilmember Jennings, second by Councilmember Souders, the C.O.W. moved an Ordinance amending the 2021 Annual Budget to the February 23, 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. Ambulance Utility Cost of Service and Rate Study

Fire Chief Mason presented the Ambulance Utility Cost of Service and Rate Study.

Discussion took place.

On motion by Councilmember Everett, second by Councilmember Souders, the C.O.W. moved the approval of Ambulance Utility Cost of Service and Rate Study, setting the ambulance utility fee at \$5.95 per month and scheduling a public hearing and ordinance on the implementation of an ambulance utility fee for Tuesday, March 23, 2021 to the February 9, 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. Ambulance Utility Fee Fact Sheet

Fire Chief Mason presented the Ambulance Utility Fee Fact Sheet.

Discussion took place.

On motion by Councilmember Moore, second by Councilmember Diaz, the C.O.W. moved the ambulance utility fee fact sheet to the February 9, 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

5. OTHER BUSINESS

2019 Annual Financial Audit – Mayor Mendoza reported that the 2019 Annual Financial Audit was successfully completed and the exit conference was held on February 3, 2021. She thanked the staff for their hard work.

6. ADJOURNMENT

On motion by Councilmember Everett, second by Councilmember Souders, the C.O.W. meeting adjourned at 7:50 p.m.

Mayor Gloria Mendoza

Anita Palacios, City Clerk

**GRANDVIEW CITY COUNCIL
REGULAR MEETING MINUTES
FEBRUARY 9, 2021**

1. CALL TO ORDER

Mayor Gloria Mendoza called the regular meeting to order at 7:05 p.m. in the Council Chambers at City Hall.

Governor Proclamation 20-28.15 continued the prohibition on "in-person" meetings through termination of the State of Emergency or until rescinded whichever occurs first. 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 Kal Fuller, 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 – None

5. CONSENT AGENDA

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

- A. Minutes of the January 26, 2021 Committee-of-the-Whole meeting
- B. Minutes of the January 26, 2021 Council meeting
- C. Payroll Check Nos. 12012-12038 in the amount of \$26,441.88
- D. Payroll Electronic Fund Transfers (EFT) Nos. 60487-60493 in the amount of \$95,708.15
- E. Payroll Direct Deposit 1/16/21-1/31/21 in the amount of \$123,068.29
- F. Claim Check Nos. 121411-121494 in the amount of \$573,380.56

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. 2021-06 authorizing the Mayor to sign the 2021 Yakima County Technology Services Interlocal Agreement**

This item was previously discussed at the January 26, 2021 C.O.W. meeting.

On motion by Councilmember Jennings, second by Councilmember Ozuna, Council approved Resolution No. 2021-06 authorizing the Mayor to sign the 2021 Yakima County Technology Services Interlocal Agreement.

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. **Ordinance No. 2021-01 adopting a new Chapter 10.70 of the Grandview Municipal Code Entitled Wheeled-All Terrain Vehicles**

This item was previously discussed at the January 26, 2021 C.O.W. meeting.

On motion by Councilmember Moore, second by Councilmember Souders, Council approved Ordinance No. 2021-01 adopting a new Chapter 10.70 of the Grandview Municipal Code Entitled Wheeled-All Terrain Vehicles.

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. **Ambulance Utility Cost of Service and Rate Study, Ambulance Utility Fee and Public Hearing**

This item was previously discussed at the February 9, 2021 C.O.W. meeting.

On motion by Councilmember Everett, second by Councilmember Souders, Council approved the Ambulance Utility Cost of Service and Rate Study, set the ambulance utility fee at \$5.95 per month, scheduled a public hearing and ordinance on the implementation of an ambulance utility fee for Tuesday, March 23, 2021.

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. Ambulance Utility Fee Fact Sheet

This item was previously discussed at the February 9, 2021 C.O.W. meeting.

On motion by Councilmember Diaz, second by Councilmember Souders, Council approved the ambulance utility fee fact sheet.

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

A. Economic Development Training

City Administrator Arteaga reported that Jonathan Smith, Executive Director with the Yakima County Development Association agreed to provide Economic Development Training for the Council. He was available on Tuesday, February 16, 2021.

On motion by Councilmember Everett, second by Councilmember Moore, Council agreed to schedule a special meeting on Tuesday, February 16, 2021 at 6:00 p.m., for Economic Development Training.

Roll Call Vote:

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

8. **CITY ADMINISTRATOR AND/OR STAFF REPORTS** – None

9. **MAYOR & COUNCILMEMBER REPORTS**

Community Website Development – Council thanked Councilmember Ozuna and his staff at RGI Corporation for working on the website design, developing community surveys, compiling the data and producing the results report.

Virtual Meeting Platform – Mayor Mendoza reported that based on the results from the community surveys, the City would be utilizing Zoom as the City's virtual meeting platform starting in March 2021.

10. **ADJOURNMENT**

On motion by Councilmember Moore, second by Councilmember Rodriguez, Council adjourned the meeting at 7:20 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
ECONOMIC DEVELOPMENT TRAINING
FEBRUARY 16, 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 20-28.15 continued the prohibition on “in-person” meetings through termination of the State of Emergency or until rescinded whichever occurs first. This meeting was available via teleconference.

Present: Mayor Mendoza and Councilmembers David Diaz, Mike Everett, Bill Moore and Joan Souders

Absent: Councilmembers Diana Jennings, Robert Ozuna and Javier Rodriguez

Staff present were: City Administrator/Public Works Director Cus Arteaga, City Treasurer Matt Cordray, Assistant Public Works Director Todd Dorsett and City Clerk Anita Palacios

2. ECONOMIC DEVELOPMENT TRAINING

City Administrator Arteaga introduced Jonathan Smith, Executive Director with the Yakima County Development Association.

Following was an outline of the training provided by YCDA Executive Director Smith:

- I. What is Economic Development
 - a. A set of programs and policies that aid in the creation, retention and expansion of jobs; the development of a stable tax base; and the enhancement of wealth
 - b. The Flow of Money
 - i. Primary Employers
 1. Customers are outside of the local community
 2. They bring money into the City by selling products to people living outside the City
 3. Examples include Manufacturing, Agriculture, Food Processing
 - ii. Secondary Employers
 1. Customers live in the local community
 2. Use money already in the City by selling products or services to local residents
 3. Examples include Retail, Restaurants
 - c. Examples of Economic Development Programs and successful projects in Grandview:
 - i. Business Retention & Expansion: Bleyhl Co-Op fertilizer expansion
 - ii. Business Recruitment: Walmart Distribution Center
 - iii. Small Business Development: Downtown Revitalization – sidewalk and street improvements
 - iv. Real Estate Development & Reuse: Byam Business Park
 - v. Workforce Development: Food Processing Apprenticeship Program

vi. Infrastructure: Euclid & Wine Country Road Intersection and Forsell Street Improvements

II. Seeing the City through Economic Development Glasses

- i. Heatmap showing:
 1. average household incomes
 2. number of businesses
 3. tax collections per acre of land
- ii. Discussion about the heatmaps - What programs or policies will
 1. Increase average household incomes (The average area wage will seek the level of, but cannot exceed, the wages paid in the primary employers)
 2. Increase the number of businesses (take care of existing primary employers and attract new primary employers)
 3. Increase tax collections per acre (identify where public infrastructure investments will lead to new private development)

III. Seeing the City through Primary Employer Glasses

- a. Factors important to primary employers
 - i. Profitability – Can the business make a profit in the City as compared to other cities it could locate in?
 - ii. Workforce – Does the City have an adequate workforce that is trained or can be trained?
 - iii. Available Sites – Are there improved sites (meaning access to roads, utilities, etc. with proper zoning in place) that are ready to be developed?

IV. The Role of Elected Officials in Economic Development

- i. Know the Cities economic strengths/weaknesses – what are we uniquely positioned for, and what are we not?
- ii. Know the Cities Economic Development visions and goals – how do we leverage our strengths and improve in the areas we are weak?
- iii. Know the Cities Economic Development message – what do we communicate to our existing businesses and those looking to move here?
- iv. Know the Cities community's interdependencies – how do we fit into the regional economic picture?
- v. Know the Cities key ED players – who does the day-to-day work in the different areas of economic development, and how can we engage them in the City's vision and goals?

Discussion took place.

3. **ADJOURNMENT**

The special meeting adjourned at 7:10 p.m.

Mayor Gloria Mendoza

Anita Palacios, City Clerk

RESOLUTION NO. 2021-07

**A RESOLUTION OF THE CITY OF GRANDVIEW, WASHINGTON,
APPROVING TASK ORDER NO. 2021-04 WITH HLA ENGINEERING
AND LAND SURVEYING, INC., FOR THE WATER QUALITY EVALUATION
AND WELL SITING STUDY**

WHEREAS, the City of Grandview has entered into a General Services Agreement with HLA Engineering and Land Surveying, 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 Quality Evaluation and Well Siting Study,

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. 2021-04 with HLA Engineering and Land Surveying, Inc., to provide professional engineering services and land surveying for the Water Quality Evaluation and Well Siting Study in the amount of \$74,700.00 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 February 23, 2021.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

TASK ORDER NO. 2021-04

REGARDING AGREEMENT BETWEEN CITY OF GRANDVIEW

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

PROJECT DESCRIPTION:

Water Quality Evaluation and Well Siting Study

HLA Project No. 21048E

The City of Grandview (CITY) desires to evaluate treatment alternatives for the Olmstead A Well (DOH Source S07), Olmstead B Well (DOH Source S16), and North Willoughby Well (DOH Source S10), which have a history of elevated nitrate levels. Blending has been utilized in the past at these sources, but recent nitrate level maximum contaminant level (MCL) exceedances in both Well S07 and S16 has eliminated this option. Alternative treatment and/or blending strategies need to be evaluated to return these sources to service.

To meet rising water system demands the CITY also needs to plan for construction of a new source well. Due to water quality concerns within existing source wells, the depth and location of future well(s) needs to be closely examined. To determine the most cost-effective location and depth for new source well(s) the CITY intends to complete a water quality analysis and well siting study. A web-based GIS tool will be developed to map out water quality conditions and trends throughout the CITY service area to aid in well siting. The mapping tool will be available to the CITY for future water quality data management, tracking of trends in groundwater contaminant levels, and to take proactive steps to address water supply issues if changes in water quality occur.

Information from the well treatment evaluation, water quality analysis, and well siting study will be incorporated into the CITY's Water System Plan (WSP) update. These evaluations will also assist the CITY in preparing and submitting funding applications necessary to complete recommended system improvements.

Technical assistance for completion of hydrogeologic analysis, preliminary well siting, and setup of the water quality data analysis tool will be provided by HLA's subconsultant, Aspect Consulting, LLC (Aspect).

SCOPE OF SERVICES:

At the direction of the CITY, HLA and Aspect shall provide professional engineering and hydrogeologic services for the Water Quality Evaluation and Well Siting Study project. HLA and Aspect scope of services shall include the following:

1.0 Nitrate Treatment Alternatives Project Report

- 1.1 Facilitate project kick-off meeting. Meet with CITY staff to review and discuss project requirements and information/data necessary to begin preparation of project report.
- 1.2 Prepare preliminary draft of project report for review and comment by CITY staff. Project report will conform to applicable Department of Health (DOH) guidelines and industry standards for nitrate treatment and/or removal alternatives.
- 1.3 Meet with CITY staff to review and discuss the draft report.
- 1.4 Incorporate CITY comments and transmit one (1) paper copy and one (1) electronic copy of the project report to DOH for review and approval.

- 1.5 Respond to DOH project report comments. Incorporate review comments and prepare one (1) paper copy and one (1) electronic copy of the final project report for DOH approval. Provide CITY with one (1) paper copy and one (1) electronic copy of final approved project report.

2.0 Water Quality Data Analysis and Reporting Software Tool

- 2.1 *Data Loading and Data Management Activities (Aspect Task 1)*. Aspect will prepare a database of water quality and aquifer characteristic data from available sources, including the CITY, Yakima County, Washington State Department of Ecology's Environmental Information Management (EIM) database, and the United States Geological Survey (USGS). All data will be stored in a PostgreSQL database, which is an open-source system that does not require additional licensing costs. Aspect will document import procedures for CITY so updates can be repeated following a standard process. Aspect will host the database for the first year of the PROJECT. Additional support and use of the tool are available long-term as Additional Services.
- 2.2 *Software Development (Aspect Task 2)*. Utilizing an existing web-based GIS software application tool, Aspect will customize features to provide well lookup capabilities, ability to query water quality data by specific analytes (i.e., nitrate concentrations), analyze and report water quality by time/date range across each well, and query analytical levels by aquifer. The web-based tool/application will be provided to the CITY for future water quality data management, analysis of contaminant trends over time, tracking areas of elevated concentrations across the region, and monitoring of existing water supply and water quality concerns to proactively address changes in well source water quality.
- 2.3 HLA will provide administrative assistance to Aspect in reviewing and compiling data necessary to create and launch the analysis and reporting software tool. HLA will facilitate a meeting with the CITY and Aspect to review and discuss the new web-based analysis tool capabilities, including use, data loading, and reporting procedures.

3.0 Well Siting Study

- 3.1 *Preliminary Well Siting Recommendations (Aspect Task 3)*. Using compiled data and the new web-based GIS tool, Aspect will evaluate select locations for siting of a new water supply well. Well siting considerations will include both physical aquifer characteristics (source related to water right administration, transmissivity, flow rate, static and water level trends, etc.) and water quality results and trends, including comparison with primary and secondary drinking water standards. Aspect will document preliminary well siting observation and recommendations in an email to HLA for review and comment. In addition, the email will include recommendations and next steps for analysis, to be completed under an additional scope of work.
- 3.2 HLA will review preliminary recommendations from Aspect and meet with CITY staff to discuss well siting and construction recommendations based on aquifer characteristics and water quality data. HLA will also review and discuss with CITY staff potential well siting locations based on available and/or CITY-owned property, future infrastructure needs (i.e. reservoir storage) and accessibility to existing water transmission and distribution system.
- 3.3 HLA will prepare a preliminary well siting study memorandum for review and comment by the CITY. The memorandum will include a summary of preliminary recommendations from Aspect, proposed new well locations, preliminary cost estimates of new well construction and anticipated treatment facility requirements, recommendations for most cost-effective approach, and recommendations for additional analysis that may be needed prior to pursuing development of new source well(s).
- 3.4 HLA will incorporate CITY review comments and prepare a final well siting study memorandum for CITY use. HLA will provide the CITY with one (1) paper copy and one (1) electronic copy of the final memorandum.

4.0 Funding Application Assistance

- 4.1 Following recommendations of nitrate treatment recommendations (Phase 1.0) and well siting recommendations (Phase 3.0), HLA will assist the CITY in preparation of up to two (2) applications for funding to complete design and construction of the recommended improvements. Anticipated funding sources include DOH Drinking Water State Revolving Fund (DWSRF) loan program and Department of Commerce Community Development Block Grant (CDBG) grant and loan program.
- 4.2 Meet with CITY staff to review and discuss well treatment and/or new well development project funding goals. Assist CITY with determination of project eligibility based on funding program requirements.
- 4.3 Update cost estimates and exhibits prepared as part of nitrate treatment project report and well siting study for inclusion in funding application(s).
- 4.4 Prepare preliminary application submittal documents, including preliminary environmental review (EZ1 and EZ2) application forms for review and comment by CITY staff.
- 4.5 Attend and facilitate up to one (1) public hearing meeting to assist the CITY in presenting the well improvements project scope of work and answering questions from CITY council members and the public.
- 4.6 Incorporate CITY review comments and prepare final application documents, exhibits, and cost estimates for submission by CITY staff to applicable funding agency.

5.0 Additional Services

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

6.0 Items to be Furnished and Responsibility of CITY

The CITY will provide or perform the following:

- 6.1 Provide full information as to CITY requirements of the project.
- 6.2 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.
- 6.3 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.
- 6.4 Provide water samples and pay for the cost of water testing necessary for inclusion of test results in the project report, water quality analysis tool, and well siting study.
- 6.5 Pay all required DOH application and review fees necessary to obtain project report approval.

TIME OF PERFORMANCE:

Following receipt of a signed Task Order, HLA will diligently pursue completion of the project as follows:

1.0 Nitrate Treatment Alternatives Project Report

HLA will prepare a preliminary draft project report within ninety (90) calendar days from the date that all required information/data has been provided to HLA by the CITY. HLA will complete the final draft report within thirty (30) calendar days following receipt of comments from the CITY. HLA will respond to DOH comments within thirty (30) calendar days of receipt.

2.0 Water Quality Analysis and Reporting Software Tool

HLA and Aspect will complete the data loading and analysis software tool development within thirty (30) calendar days from the date that all required information/data has been received. Once the data analysis software is operational, HLA and Aspect will notify the CITY and schedule a time to meet and provide training to CITY staff for use of the tool.

3.0 Well Siting Study

HLA and Aspect will begin preparation of the preliminary well siting study immediately following completion of the water quality analysis and reporting software tool (Phase 2.0) and provide preliminary recommendations to the CITY for review and discussion within sixty (60) calendar days. HLA will complete a preliminary draft well siting study memorandum within thirty (30) calendar days following review and discussion with the CITY. HLA will provide a final well siting study memorandum within thirty (30) calendar days following receipt of review comments from the CITY.

4.0 Funding Application Assistance

Work on this phase is intended to begin following completion of the water quality analysis and well siting study tasks (Phases 1.0 through 3.0). The schedule for completion of work will depend upon funding agency application cycles. HLA will need a minimum of thirty (30) calendar days following authorization to proceed to prepare initial application documents for review and comment by the CITY.

5.0 Additional Services

Time of completion for work directed by the CITY under additional services shall be negotiated and mutually agreed upon at the time service is requested 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 Nitrate Treatment Alternatives Project Report

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 \$15,000.00.

2.0 Water Quality Data Analysis and Reporting Software Tool

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 total fee amount of \$25,000.00, broken down as follows:

2.1	<i>Data Loading and Data Management Activities (Aspect Task 1):</i>	\$7,150.00
2.2	<i>Software Development (Aspect Task 2):</i>	\$14,300.00
2.3	<i>HLA Administrative Assistance:</i>	\$3,550.00
	Phase 2.0 Total:	\$25,000.00

3.0 Well Siting Study

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 total fee amount of \$16,700.00, broken down as follows:

3.1	Preliminary Well Siting Recommendations (Aspect Task 3):	\$5,720.00
3.2	HLA Well Siting Study Memorandum (Includes 3.2 through 3.4):	\$10,980.00
	Phase 3.0 Total:	\$16,700.00

4.0 Funding Application Assistance

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 \$18,000.00.

5.0 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

2/2/2021

Date

Approved:

City of Grandview
Gloria Mendoza, Mayor

Date

ORDINANCE NO. 2021-02

**AN ORDINANCE OF THE CITY OF GRANDVIEW, WASHINGTON,
AMENDING THE 2021 ANNUAL BUDGET**

WHEREAS, the original 2021 estimated beginning fund balances and revenues do not reflect available budget sources; and

WHEREAS, there are necessary and desired changes in uses and expenditure levels in the funds; and

WHEREAS, there are sufficient sources within the funds to meet the anticipated expenditures.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF GRANDVIEW, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. That the 2021 annual budget be amended to reflect the changes presented in Exhibit A.

Section 2. That the City Administrator is authorized and directed to adjust estimated revenues, expenditures and fund balances reflecting the determined changes.

Section 3. This Ordinance shall be in full force and effect five (5) day after its passage and publication as required by law.

PASSED by the **CITY COUNCIL** and **APPROVED** by the **MAYOR** at its regular meeting on February 23, 2021.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

PUBLICATION: 2/24/21
EFFECTIVE: 3/1/21

Exhibit A

	Beginning Balance	Estimated Revenues	Appropriated Expenditures	Ending Balance	Budget Total
--	-------------------	--------------------	---------------------------	----------------	--------------

Current Expense Fund

Original 2020 Budget	1,210,130	5,716,190	6,846,740	79,580	6,926,320
Amendment Amount	140,000		25,000	115,000	140,000
Amended Total	1,350,130	5,716,190	6,871,740	194,580	7,066,320

E.M.S. Fund

Original 2020 Budget	46,710	315,700	358,620	3,790	362,410
Amendment Amount	6,000			6,000	6,000
Amended Total	52,710	315,700	358,620	9,790	368,410

Yakima Co. Law & Justice Tax

Original 2020 Budget	233,350	311,500	389,850	155,000	544,850
Amendment Amount	46,000			46,000	46,000
Amended Total	279,350	311,500	389,850	201,000	590,850

Street Fund

Original 2020 Budget	346,950	660,100	838,440	168,610	1,007,050
Amendment Amount	29,000	332,500	349,500	12,000	361,500
Amended Total	375,950	992,600	1,187,940	180,610	1,368,550

TBD Fund

Original 2020 Budget	297,860	181,800	53,150	426,510	479,660
Amendment Amount	10,000		39,500	(29,500)	10,000
Amended Total	307,860	181,800	92,650	397,010	489,660

Cemetery Fund

Original 2020 Budget	174,405	153,300	274,780	52,925	327,705
Amendment Amount	6,000			6,000	6,000
Amended Total	180,405	153,300	274,780	58,925	333,705

Capital Improvement Fund

Original 2020 Budget	351,230	101,500	188,000	264,730	452,730
Amendment Amount	41,000			41,000	41,000
Amended Total	392,230	101,500	188,000	305,730	493,730

Water Fund

Original 2020 Budget	6,481,000	2,529,280	2,375,145	6,635,135	9,010,280
Amendment Amount	(7,000)		10,000	(17,000)	(7,000)
Amended Total	6,474,000	2,529,280	2,385,145	6,618,135	9,003,280