

CITY ADMINISTRATOR
ROBERT OMANS

CITY CLERK
DEBBIE LEE

CITY TREASURER
ROBIN NEWCOMB

PUBLIC WORKS

POLICE CHIEF
RICH ALBO

FIRE CHIEF
ED MILLS

PLANNER

City Council
Agenda
January 8, 2024
6:00 PM



119 W FIRST STREET
CLE ELUM, WA 9922

MAYOR
MATTHEW LUNDH

MAYOR PRO-TEM
KEN RATLIFF

CITY COUNCIL
JOHN GLONDO
BETH WILLIAMS
JERRED WEIS
STEVEN HARPER
STEVEN COOK
AUDREY MALEK

CITY ATTORNEY
ALEXANDRA KENYON

Join Virtually with Zoom: <https://zoom.us/j/7573184018?pwd=dERndjBJVC9GdVQ1d2ISRExwZFhXZz09>
Meeting ID: 757 318 4018 Passcode: 98922

Join by Phone: 1-(253)215-8782, Meeting ID: 757 318 4018, Passcode:98922

DISCLAIMER: The City does not guarantee that virtual or telephonic access to the City Council meeting will be available and the City does not warrant audio quality. Attendees are encouraged to attend in-person.

-
1. **Call to Order, Pledge of Allegiance, and Roll Call**
 2. **Council Meeting Sign In Sheet**
 - a. January 8, 2024 Council Meeting Sign In Sheet
 3. **Oath of Office**
 - a. Ken Ratliff Council Position 2 City of Cle Elum
 - b. Steven Cook Council Position 6 City of Cle Elum
 - c. Audrey Malek Council Position 7 City of Cle Elum
 - d. Matthew Lundh - Mayor Oath FYI only
Jerred Weis - Council Position 4 FYI only
 4. **Public Comment – Limited to 5 Minutes**
 5. **Elect Mayor Pro Tem**
 6. **Announcements, Appointments, Awards & Recognition**
 - a. Council to Authorize the Mayor to Approve the Fire Department Officers of 2024 - Chief Ed Mills
 7. **Approval of Meeting Agenda**
 8. **Consent Agenda**

Items listed have been distributed to Council Members in advance for study and will be enacted by one motion. If a separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on a regular Agenda at the request of a Council Member or at the request of a member of the public with concurrence of a Council Member:

City Council AGENDA

January 8, 2024

119 W FIRST STREET
CLE ELUM, WA 9922

- a. Approve the Council Meeting Minutes Dated December 11, 2023.
 - b. December 20, 2023 Payroll Draws \$53,250.00 - As Approved by the Budget Committee
 - c. Approve Accounts Payable Vouchers Dated December 26, 2023, \$1,548,953.94 - As Approved by the Budget Committee
 - d. Approve Accounts Payable Vouchers Dated December 29, 2023, \$657,944.93-As Approved by the Budget Committee
 - e. Approve Accounts Payables Vouchers dated January 8, 2024, \$67,645.76 As Approved by the Budget Committee.
 - f. Approve Payroll Vouchers dated January 8, 2024, \$202,049.57 As Approved by the Budget Committee
9. **Staff Reports**
- City Administrator, Planning Department, Public Works, Police Chief, Fire Chief, Veolia
- a. Rob Omans - City Administrator
 - b. Colleda Monick - HLA Planner
 - c. Aaron Barr - Public Works
 - d. Rich Albo - Chief of Police
 - e. Ed Mills - Fire Chief
 - f. William LaRue -- Veolia
 - g. Ben Annen - Engineering Update HLA
 - h. Christina Wollman - Planner Perteet
10. **Public Appearances – 15-Minute Limit**
- a. Hanson Pond Update - Kittitas County Conservation Trust
11. **Business Requiring Public Hearings**
12. **Unfinished Business**
- a. Resolution 2023-029 Credit Card Policy - Rob Omans City Administrator
13. **New Business**
- a. Progress Estimate No. 8 & Final - First Street Downtown Revitalization Phase 3A & 3B Belsaas & Smith - Ben Annen HLA
 - b. WSDOT Project Review Reimbursable Agreement SR 903 & Stafford Ave Roundabout - Ben Annen HLA
 - c. Second Street and Rossetti Way Water Main Improvements Progress Estimate No. 03 Ascent Foundation & More - Ben Annen HLA
 - d. Task Order No. 2024-01 Development of Climate Element - Deb LaCombe HLA
 - e. Professional Services Contract for Prosecution Services January 2024-December 2024 - Rich Albo, Chief of Police
 - f. Ordinance 1664 Council Meeting Day and Time - Discussion Mayor Lundh

City Council AGENDA

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g. Reorganization of Council Committees - Discussion Mayor Lundh

14. **Report of Committees**

a. FYI - AWC Road Map Elected Officials

15. **Councilmember Comments - Limited to 5 Minutes**

16. **Adjournment by Motion**

Next Regular Council Meeting: January 22, 2024 6:00 pm

City of Cle Elum Council Meeting

January 8, 2024, 6:00 p.m.

If you wish to address the Mayor and Council, please sign in below.

Please sign in:

Name	Address	PLEASE PROVIDE EMAIL ADDRESS IF YOU WANT COUNCIL'S RECOMMENDATION MAILED TO YOU
Brian Tate	324 Washington	bftate1@yahoo.com
Brianna Sullivan	310 Grant Cheek	
Larry Stauffer	2661 Lower Peck Pt Rd	
i. V. Hart		

Oath of Office

STATE OF WASHINGTON)
)
COUNTY OF KITTITAS)

I, Ken Ratliff, do affirm that I am a citizen of the United States of America and of the State of Washington; that I will support the constitution and laws of the United States and the constitution and laws of the State of Washington and will to the best of my judgment, skill and ability, truly, faithful, diligently and impartially perform the duties of the office of Council Position 2 for the City of Cle Elum; in and for Kittitas County, Washington, as such duties are prescribed by law.

Signature of Official

Subscribed and sworn to me this _____ *day of* _____, 202____.

Signature of Oath Administrator

Title of Oath Administrator

Oath of Office

STATE OF WASHINGTON)
)
COUNTY OF KITTITAS)

I, Steven Cook, do affirm that I am a citizen of the United States of America and of the State of Washington; that I will support the constitution and laws of the United States and the constitution and laws of the State of Washington and will to the best of my judgment, skill and ability, truly, faithful, diligently and impartially perform the duties of the office of **City Council Position 6 for the City of Cle Elum**; in and for Kittitas County, Washington , as such duties are prescribed by law.

Signature of Official

Subscribed and sworn to me this _____ day of _____, 202_____.

Signature of Oath Administrator

Title of Oath Administrator

Oath of Office

STATE OF WASHINGTON)
)
COUNTY OF KITTITAS)

I, Audrey Malek, do affirm that I am a citizen of the United States of America and of the State of Washington; that I will support the constitution and laws of the United States and the constitution and laws of the State of Washington and will to the best of my judgment, skill and ability, truly, faithful, diligently and impartially perform the duties of the office of City Council Position 7 for the City of Cle Elum; in and for Kittitas County, Washington , as such duties are prescribed by law.

Signature of Official

Subscribed and sworn to me this _____ *day of* _____, 202____.

Signature of Oath Administrator

Title of Oath Administrator

Oath of Office

STATE OF WASHINGTON)
) ss.
COUNTY OF KITTITAS)

I, Matthew Lundh, do affirm that I am a citizen of the United
Name of Official (please print)

States of America and of the State of Washington; that I am legally qualified to
assume the office of Mayor, City of Cle Elum that I will support
the Constitution and laws of the United States and the State of Washington; and
that I will faithfully, diligently and impartially perform the duties of this office, as
such duties are prescribed by law, to the best of my judgment, skill and ability.


Signature of Official

Matthew Lundh
Printed Name

Subscribed and sworn to me this 27th day of December, 2023.


Signature of Oath Administrator

COUNTY COMMISSIONER, KITTITAS COUNTY
Title of Oath Administrator

All officials must take an oath of office prior to commencing
the duties of the office (RCW 29A.04.133)

Oath of Office

STATE OF WASHINGTON)
)
COUNTY OF KITTITAS)

I, Jerred Weis, do affirm that I am a citizen of the United States of America and of the State of Washington; that I will support the constitution and laws of the United States and the constitution and laws of the State of Washington and will to the best of my judgment, skill and ability, truly, faithful, diligently and impartially perform the duties of the office of **City Council Position 4 for the City of Cle Elum**; in and for Kittitas County, Washington , as such duties are prescribed by law.



Signature of Official

Subscribed and sworn to me this 14th day of December, 2023.



Signature of Oath Administrator

clerk - City of Cle Elum

Title of Oath Administrator



CITY OF CLE ELUM
Cle Elum Fire Chief Administrator

**AGENDA STAFF
REPORT**

AGENDA DATE: January 8, 2024

ACTION REQUESTED: Council to authorize the mayor to approve the Fire Department officers of 2024. Fire Chief Ed Mills, First Assistant Nathan Henderson, Second Assistant Casey Orndorff, Secretary of treasure Cole Lowenstein.

BACKGROUND: Every year the Cle Elum fire department membership nominates and elects its officers. This year the membership chose to re-elect the same officers as 2023. I am seeking the council's approval of the nominated officers of 2024.

RECOMMENDATION: Council to authorize the mayor to approve the 2024 fire officers

Fire Chief Ed Mills
First assistant Nathan Henderson
Second assistant Casey Orndorff
Secretary of treasury Cole Lowenstein.

ATTACHMENTS: None

LEAD STAFF: Ed Mills
Fire Chief Administrator

Draft

CLE ELUM CITY COUNCIL

MINUTES

DECEMBER 11, 2023

6:00 PM

**119 W FIRST STREET
CLE ELUM, WA 98922**

1. Call to Order, Pledge of Allegiance, and Roll Call

Steven Harper - Councilmember present
Jerred Weis - Councilmember present
Beth Williams - Councilmember absent
Matthew Lundh - Councilmember present
John Glondo - Councilmember present
Ken Ratliff - Councilmember present
Sarah Lackey - Councilmember present
Jay McGowan - Mayor
Rob Omans - City Administrator
Debbie Lee - Clerk
Colleda Monick - Planner HLA
Ed Mills - Fire Chief
William LaRue - Veolia
Robin Newcomb - Finance Director
Rich Albo - Police Chief

MOTION: Councilmember Glondo made a motion to excuse the absence of Councilmember Williams; seconded by Councilmember Lundh.

MOTION CARRIED: 6 yes 0 no.

- a. [December 11, 2023 Sign In Sheet](#)

2. Oath of Office

- a. [Councilmember Jerred Weis](#)

Clerk Debbie Lee administered the oath of Councilmember Position 4 to Jerred Weis.

3. Public Comment – Limited to 5 Minutes

Ingrid Vimont is concerned about the "triangle" at the new traffic light, and that there needs to be some type of barrier in its place to prevent accidents.

- a. [Letter to Mayor & Council from Elizabeth Kurtz](#)

Citizen Elizabeth Kurtz read her letter aloud. (see attached).

City Council AGENDA

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4. Announcements, Appointments, Awards & Recognition

Mayor McGowan made a statement about using salt. He asked that citizens be cognizant of using salt on "green concrete".

5. Consent Agenda

Councilmember Lundh would like Item C. Payroll Register removed from the consent agenda and put under New Business to discuss later. Councilmember Harper also stated that on page 5 of the minutes there was a spelling error that needed to be fixed.

MOTION: Councilmember Lundh made a motion to approve the consent agenda, moving Item C. Payroll Register to New Business for discussion, and fixing the spelling error on page 5; seconded by Councilmember Harper.

MOTION CARRIED: 6 yes 0 no.

- a. [Approve the Council Meeting Minutes Dated November 27, 2023](#)
- b. [Approve Accounts Payable Vouchers Dated December 11, 2023 \\$667,864.33 As Approved by the Budget Committee](#)
- c. [Approve Payroll Vouchers Dated December 11, 2023 \\$268,546.56 - As Approved by the Budget Committee](#)

6. Approval of Meeting Agenda

MOTION: Councilmember Harper made a motion to approve the amended agenda by adding Item C. Payroll Vouchers from the Consent Agenda to New Business Item O.; seconded by Councilmember Lundh.

MOTION : 6 yes 0 no.

7. Officer Reports

- a. [City Administrator Rob Omans](#)

City Administrator Omans informed Council that the city was successful in getting the match money from TIB Transportation Improvement Board in the amount of \$1,000,000.00 grant for the completion of First Street Downtown Revitalization Project Phase 3.

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The city of Cle Elum was also awarded a \$497,767.00 grant from TIB Transportation Improvement Board for the Second Street Pathway Project Phase 1. The city will need to provide 5% match money towards this project. REET 1 or REET 2 funds can be used as match money for this project. City Administrator Omans explained that by possibly combining the Roundabout project and the Second Street Pathway project, there would be more competitive bids received.

City Administrator Omans explained that the water main replacement project was progressing, the contractor is running into some waterlines that are not recorded on a map.

Mayor McGowan stated that since 2015 the city of Cle Elum has received \$21,897,000.00 in grants.

Councilmember Harper questioned why the city had a code for no parking downtown from the hours of 2:00 a.m. - 6:00 a.m. This code was made to accommodate Public Works to plow downtown without any obstacles. He recommends and encourages Public Works to start earlier in the day so that there is less traffic for them.

Councilmember Lundh asked about the status of the CDBG Community Development Block Grant for Stafford Ave. Ben Annon of HLA stated that he can't discuss the status as it is tied up with City Heights litigation.

Discussion was had about Phase 3 of the Downtown Revitalization and notifying the business owners about how this will affect them. Mayor McGowan stated that all of this went through the Planning Commission and the business owners have been receiving notices and updates since 2020.

b. Planning - Colleda Monick HLA

Colleda Monick of HLA stated that there will be a presentation on a Short Course on Local Planning put on by the Department of Commerce on January 23, 2024, at 6:00 p.m. This is open to the public. All Councilmembers and other municipalities may attend, Planning Commission members also.

See attached staff report.

c. Police Department - Rich Albo Chief of Police

Chief Albo informed the Council that December 5, 2023, was a busy day. It started with a firearm being pulled on another person and a vehicle pursuit that ended in a foot pursuit. Both incidents resulted in arrests and no injuries. Chief Albo stated these calls were successful due to the training that officers received.

The Christmas Parade went well. Chief Albo wanted to thank Fire Chief Mills and Public Works Aaron Barr for working together and communicating.

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The weather is changing and roads are icy. Chief Albo also reminded citizens to make sure windshields are clear and snow removed from vehicles, as this can cause accidents.

Vehicle theft is still an issue. Ring cameras and security cameras are helpful.

Officer Venera and Chief Albo attended the Shop with a Cop in Ellensburg, and it was a good turnout for a good cause.

Chief Albo has made a conditional offer for a new hire.

d. [Council Graphs Veolia - William LaRue](#)

See attached staff report and graphs.

e. [Fire Department - Chief Mills](#)

See attached staff report.

8. **Public Appearances – 15-Minute Limit**

None.

9. **Business Requiring Public Hearings**

10. **Unfinished Business**

11. **New Business**

a. [Airport Layout Plan Amendments Task Order No. -2023-07 - Colleda Monick HLA](#)

Colleda Monick of HLA informed council that all airports need a master plan and the last master plan for the city of Cle Elum had been from 2013. The land swap with Kittitas County is no longer part of the airport. Since 2013, hangars have been constructed and their locations need to be identified on the map.

In order for the city to get FAA funding, the city needs a plan in place.

HLA will complete this plan at a cost not to exceed \$20,000.00. Kittitas County has some information that will be helpful in putting this plan together.

Mayor McGowan attended a meeting with the FAA and the meeting went well. The FAA

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needs to approve anything the city of Cle Elum does at the airport. This airport is vital to the FAA.

Councilmember Harper suggests having an Airport Advisory Committee.

Discussion was had about the north tier, what the next steps are, and the runway protection zone.

MOTION: Councilmember Harper made a motion to approve Airport Layout Plan Amendments Task Order No. 2023-07; seconded by Councilmember Lundh.

MOTION CARRIED: 6 yes 0 no.

b. [Columbia Ave Railroad Crossing Feasibility Study Task Order No. 2023-006 - Aaron Hatfield HLA](#)

Aaron Hatfield of HLA stated that this study will look at potential crossings at an uncontrolled section. This was moved up on the STIP list since the city secured funding for this study. A request for qualifications was advertised and HLA Engineering was selected to complete the study.

There is a lot to consider regarding an alternate crossing. Department of Ecology and wetlands, BNSF Railroad and easements, coordinating with the property owners and identifying ROW impacts. This study will outline how to permit and move forward with this project.

Councilmember Harper inquired if this amount would cover the entire cost of the study. Aaron Hatfield stated yes.

MOTION: Councilmember Harper made a motion to approve Columbia Ave Railroad Crossing Task Order No. 2023-06; seconded by Councilmember Glondo.

MOTION CARRIED: 6 yes 0 no.

c. [City Heights Development Review Task Order No. 2023-03 Amendment #1 - Ben Annen HLA](#)

Ben Annen of HLA explained that this task order extends the existing contract with HLA until the end of 2024.

MOTION: Councilmember Ratliff made a motion to approve City Heights Development Review Task Order No. 2023-03; seconded by Councilmember Harper.

MOTION CARRIED: 6 yes 0 no.

d. [First Street Improvements Phase 3 - Downtown Revitalization Bid Summary Recommendation of Award - Ben Annen HLA](#)

Ben Annen of HLA informed council that Active Construction Incorporated was the low bidder on this project. Six bids were received. There is a surplus of funds as this was 31%

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below the engineers' estimate. Ben explained that possibly the city can go back and fix sidewalks that are spalling from the same project that was started 7 years ago.

Concurrence from Kittitas County and WSDOT has been received.

MOTION: Councilmember Lundh made a motion to approve First Street Improvements Phase 3 Downtown Revitalization Recommendation of Award to Active Construction Incorporated; seconded by Councilmember Ratliff.

MOTION CARRIED: 6 yes 0 no.

e. [TIB Agreement with City of Cle Elum - First Street Phase 3 Downtown Revitalization - Ben Annen HLA](#)

Ben Annen of HLA stated that the City was successful in securing funds for Phase 3. This project is funded in full. Ben Annen explained that since there is some surplus of funds, possibly curbs and sidewalks could be repaired from previous portions of this project. A sound system will be added if it fits within the limits of the project.

Mayor McGowan will need to sign page 5 of this agreement as the Lead Agency.

MOTION: Councilmember Lundh made a motion to approve the TIB Agreement for First Street Phase 3 Downtown Revitalization; seconded by Councilmember Glondo.

MOTION CARRIED: 6 yes 0 no.

f. [TIB Grant Agreement City of Cle Elum Second Street Pathway Phase 1 - Ben Annen HLA](#)

Ben Annen of HLA stated that the city of Cle Elum receiving two separate grants was impressive. This grant was approximately \$497,000.00 with \$26,000.00 needed as match money, and that could come from REET 1 or REET 2. This project was on the 6 year STIP.

Councilmember Ratliff hopes that this project starts after the Water Main Replacement project is complete.

Ben Annen informed council that TIB has approved combining the Roundabout Project and the Second Street Pathway Project. This will hopefully help with getting competitive bids.

MOTION: Councilmember Ratliff made a motion to approve the TIB Grant Agreement for the Second Street Pathway Phase 1; seconded by Councilmember Glondo.

MOTION CARRIED: 6 yes 0 no.

g. [Ascent Progress Estimate No. 2 Second Street and Rossetti Way Water Main Project - Ben Annen HLA](#)

Ben Annen of HLA informed council that this progress estimate is for labor and all materials on hand for the Water Main Project. Finding unknowns has been a challenge for

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the contractor. There are two change orders included in this bill.

MOTION: Councilmember Harper made a motion to approve Ascent Progress Estimate No. 2; seconded by Councilmember Lundh.

MOTION CARRIED: 6 yes 0 no.

- h. [Project Acceptance Recommendation First Street and Douglas Munro Signal Project - Ben Annen HLA](#)

Ben Annen of HLA stated that the punch list is complete, and all closeout documents have been submitted. The city will hold the retainer until all three releases have been processed.

Ben Annen explained that a condition of approval for Les Schwab occupancy is to place a barrier in the triangle area where people are crossing and possibly creating a hazard. This will not happen until spring of 2024. This is also the state's jurisdiction.

MOTION: Councilmember Ratliff made a motion to accept First Street and Douglas Munro Signal Project as complete; seconded by Councilmember Lundh.

MOTION CARRIED: 6 yes 0 no.

- i. [KCSO Shop Lease 2024 - Rob Omans City Administrator](#)

MOTION: Councilmember Lundh made a motion to approve the KCSO Kittitas County Sheriffs Office Shop Lease for one year; seconded by Councilmember Glondo.

MOTION CARRIED: 6 yes 0 no.

- j. [Resolution 2023-030 Resolution Adopting The Distribution of the 2024 Hotel/Motel Tax Fund Grants - Rob Omans City Administrator](#)

Councilmember Lundh stated that the Consolidated Lodging Tax Committee met and was happy to see the horse park was having an event in the winter. Hopefully, the park can be used year round.

This resolution allows all cities that contribute amounts to the Lodging Tax Fund to have a voice to vote and what events to sponsor.

Councilmember Harper thanked Councilmember Glondo and Lundh for helping.

MOTION: Councilmember Harper made a motion to approve Resolution 2023-030 Adopting the Distribution of the 2024 Hotel/Motel Tax; seconded by Councilmember Glondo.

MOTION CARRIED: 6 yes 0 no.

- k. [Resolution 2023-029 Credit Card Policy - Rob Omans City Administrator](#)

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Rob Omans, City Administrator, explained to council that there currently is not a credit card policy in place. The attorney has approved this policy.

Councilmember Harper would like to add the provision of the Finance Director being able to designate the Treasurer to make decisions if they chose to eliminate the Finance Director position.

MOTION: Councilmember Harper made a motion to table this item until the wording can be changed; seconded by Councilmember Lundh.

MOTION CARRIED: 0 yes 0 no.

l. Waste Management Contract - Rob Omans City Administrator

City Administrator Omans stated that this is a one-year contract and added language regarding possible recycling and the option of a 1 x per month pickup.

Mayor McGowan stated that this one-year contract costs the city a lot of money.

Councilmember Lundh questioned why this did not go to the Utility Committee.

Councilmember Ratliff stated this was not a Utility Committee matter.

Discussion was had regarding whether this was a delay tactic, conflict of interest, and whether the two items listed were a benefit to the citizens.

MOTION: Councilmember Lundh made a motion to extend the current contract for just one year with nothing added or taken out; seconded by Councilmember Harper.

MOTION CARRIED: 5 yes 1 no. (Councilmember Ratliff).

m. Ordinance 1663 Budget Amendment #2 - Robin Newcomb Finance Director

Finance Director Robin Newcomb stated that legal fees and garbage expenses were higher than budgeted. Also there was a payment for the Water Main Project that was submitted in the month of December, making a budget amendment necessary.

MOTION: Councilmember Lundh made a motion to approve Ordinance 1663 Budget Amendment #2; seconded by Councilmember Glondo.

MOTION CARRIED: 6 yes 0 no.

n. Ordinance 1662 Salary Schedule 2024 - Rob Omans City Administrator

Discussion was had regarding passing Ordinance 1662 in light of not having a Collective Bargaining Agreement.

MOTION: Councilmember Harper made a motion to table Ordinance 1662 per the

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attorneys' recommendation; seconded by Councilmember Lundh.
MOTION CARRIED: 6 yes 0 no.

o. Approve Payroll Vouchers Dated December 11, 2023 \$268,546.56

Councilmember Lundh stated that previously the payroll check register had names by the amounts and lately there have not been names listed.

Robin Newcomb, Finance Director, stated that this list does not accurately represent wages paid as some employees may have more deductions.

MOTION: Councilmember Lundh made a motion to show the payees on the payroll check register moving forward; seconded by Councilmember Glondo.
MOTION CARRIED: 6 yes 0 no.

12. Report of Committees

Councilmember Lundh stated he has gratitude towards Mayor McGowan for serving as Mayor. He encouraged everyone to attend his retirement on December 28, 2023.

MOTION: Councilmember Harper made a motion to cancel the Council Meeting for December 25, 2023; seconded by Councilmember Glondo.
MOTION CARRIED: 6 yes 0 no.

13. Adjournment by Motion

MOTION: Councilmember Glondo made a motion to adjourn at 8:07 p.m.; seconded by None.
MOTION : 0 yes 0 no.

Jay McGowan, Mayor

Debbie Lee, Clerk

DRAWS CHECK REGISTER

City Of Cle Elum

12/13/2023 To: 12/31/2023

Time: 14:35:07 Date: 01/03/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5966	12/20/2023	Payroll	1	EFT	Jane Agar	1,200.00	
5967	12/20/2023	Payroll	1	EFT	Virgil D Amick	1,500.00	
5968	12/20/2023	Payroll	1	EFT	Cheryl Anderson	1,200.00	
5969	12/20/2023	Payroll	1	EFT	Matthew R Anderson	2,000.00	
5970	12/20/2023	Payroll	1	EFT	Aaron G Barr	1,600.00	
5971	12/20/2023	Payroll	1	EFT	John M Butorac	1,900.00	
5972	12/20/2023	Payroll	1	EFT	Audrey M Casassa	1,300.00	
5973	12/20/2023	Payroll	1	EFT	Brian DeFrang	500.00	
5974	12/20/2023	Payroll	1	EFT	Bradley D Helgeson	2,000.00	
5975	12/20/2023	Payroll	1	EFT	Kathryn A Heller	750.00	
5976	12/20/2023	Payroll	1	EFT	Debbie Lee	1,100.00	
5977	12/20/2023	Payroll	1	EFT	David Lindseth	1,600.00	
5978	12/20/2023	Payroll	1	EFT	Edwin L Mills	2,500.00	
5979	12/20/2023	Payroll	1	EFT	Cheryl J Montgomery	1,750.00	
5980	12/20/2023	Payroll	1	EFT	Robin L Newcomb	2,500.00	
5981	12/20/2023	Payroll	1	EFT	Robert F Omans	2,000.00	
5982	12/20/2023	Payroll	1	EFT	Whitney Prosek	600.00	
5983	12/20/2023	Payroll	1	EFT	Jennifer E Rogers	2,000.00	
5984	12/20/2023	Payroll	1	EFT	Cody Strohl	1,900.00	
5985	12/20/2023	Payroll	1	EFT	Cornelia J Van Dongen	1,000.00	
5986	12/20/2023	Payroll	1	EFT	Anthony A Venera	2,000.00	
5987	12/20/2023	Payroll	1	EFT	Umpqua Bank	20,000.00	941 Qtr 1 2024 Draws
5988	12/19/2023	Payroll	1	46152	Marshall Stewart	350.00	Stewart, Marshall
580 Non Expenditures						53,250.00	
001 Current Expense/General Fund						53,250.00	
						53,250.00	Payroll:
							53,250.00

CHECK REGISTER

City Of Cle Elum

Time: 13:42:36 Date: 12/21/2023

12/12/2023 To: 12/26/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5884	12/12/2023	Claims	1	EFT	CNH Capital - Productivity Plus Account	698.09	Case loader repair; Case loader repair -- tube fuel, tube, oring
5902	12/12/2023	Claims	1	EFT	Pitney Bowes Global Financial Services L	87.53	Police dept postage machine lease acct # 0016139748 and contract #0041356558 for 9/30/23 to 12/29/23
5916	12/12/2023	Claims	1	EFT	Cintas Corporation	273.33	Mats/Towels/Uniforms/Cleaning 12/4
5938	12/13/2023	Claims	1	EFT	WA State Dept of Licensing	54.00	Gun permits 999, 1001, 1002
6003	12/15/2023	Claims	1	EFT	Puget Sound Energy	4,567.48	PSE bills November usage -- parks, city hall, street lights, library, fire depts, police dept, restrooms, old water plant
6031	12/18/2023	Claims	1	EFT	Cintas Corporation	273.33	Public Works Mats/Towels/Uniforms/Cleaning 12/11
6042	12/19/2023	Claims	1	EFT	WA State Dept of Revenue	14,724.59	November Utility Tax
6082	12/26/2023	Claims	1	46090	ALSC Architects <i>UKC Center</i>	194,984.27	Community Center Architect/November
6083	12/26/2023	Claims	1	46091	Angela Steele Photography	425.00	Mayor and Police Portraits
6084	12/26/2023	Claims	1	46092	Archimedes Arms	758.80	Police Dept firearms training x 2
6085	12/26/2023	Claims	1	46093	Ascent Foundations	- 807,660.55	PWTF <u>Loan</u> pay request #3 -- <u>2nd St Watermain</u> improvement
6086	12/26/2023	Claims	1	46094	Canon Financial Services, Inc.	622.46	December copier lease/public works and library; December city hall copier lease
6087	12/26/2023	Claims	1	46095	City of Ellensburg	4,763.95	Carpenter Memorial Library Interlocal Agreement with City of Ellensburg
6088	12/26/2023	Claims	1	46096	Cle Elum Volunteer Fire Fighters	16,000.00	2022 4 Qtr's CE Volunteer Fire Association Fund; 2023 4 Qtr's CE Volunteer Fire Association Fund
6089	12/26/2023	Claims	1	46097	Commercial Tire	1,809.63	Public works tire for 2011 silverado; Police Dept tahoe tires
6090	12/26/2023	Claims	1	46098	Consilio LLC	- 5,668.52	November <u>City Heights Litigation</u> Attorney fees
6091	12/26/2023	Claims	1	46099	Copiers Northwest Inc.	231.28	11/1 to 11/30 copier coverage public works copier; 11/1 to 11/30 city hall copier coverage
6092	12/26/2023	Claims	1	46100	DEBA Inc.	369.70	Police Dept towing case C23-3994
6093	12/26/2023	Claims	1	46101	Denney Improvements LLC	3,268.68	Police Dept receptacle down roof line, extend circuits, install outlets
6094	12/26/2023	Claims	1	46102	EBSCO Information Services	373.15	Library Books
6095	12/26/2023	Claims	1	46103	HLA Engineering and Land Surveying, Inc. <i>-110,000 approx. Grants + Loan</i>	141,896.38	HLA November engineering -- 2nd Street DOT Pathway Grant; HLA November engineering fees -- First Street Phase 3 DOT \$6 M Grant; HLA November Engineering -- PWB Loan 2nd and Rossetti Watermain; TIB 2nd
6096	12/26/2023	Claims	1	46104	Harvest Valley Pest Control	162.15	12/13 Monthly Pest Control City Hall
6097	12/26/2023	Claims	1	46105	Huntington Technology Finance	3,657.75	Police Dept in car camera lease new x 4; Police Dept in car camera lease

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6098	12/26/2023	Claims	1	46106	Imperium Consulting Group LLC	300.00	Consulting fees November City Heights/Imperium Consulting
6099	12/26/2023	Claims	1	46153	Inslee Best Doezie & Ryder, P.S.	519.25	Inslee Best Attorney Investigation/November Fees
6100	12/26/2023	Claims	1	46154	Intermountain West Insulation	6,027.31	City Hall blow in insulation upstairs in attic 12/7/23 -- part of sealed bid 10/19/23 and ad dated 10/12/23.
6101	12/26/2023	Claims	1	46155	Ironclad Company	3,313.18	Public works Komatsu blades; Public works blades for case 621e grapple bucket
6102	12/26/2023	Claims	1	46156	James Oil/Pacific Pride	2,839.54	Public works fuel 12/1 to 12/15
6103	12/26/2023	Claims	1	46157	Kittitas County Chamber of Commerce	7,500.00	Lodging Tax 2023 Christmas in Kittitas Fireworks Display
6104	12/26/2023	Claims	1	46158	Kittitas County EMS & Trauma Care Council	1,020.00	Fire dept training fees
6105	12/26/2023	Claims	1	46159	Kittitas County P.U.D. #1	843.31	Power for shop, East street lights, airport sewer lift station and airport office/November
6106	12/26/2023	Claims	1	46160	L.N. Curtis and Sons	630.30	Fire Dept coupling/adaptor/washer
6107	12/26/2023	Claims	1	46161	Life Assist	1,196.22	Fire Dept test strips, glucometer; Fire Dept EMT supplies
6108	12/26/2023	Claims	1	46162	Local Tel Communications	145.12	Police Dept phone system service
6109	12/26/2023	Claims	1	46163	Jasmine Martin	250.00	Martin Fire Dept renew EMT
6110	12/26/2023	Claims	1	46164	Menke Jackson Beyer LLP	95,486.75	City Heights Arbitration Attorney/November
6111	12/26/2023	Claims	1	46165	Northern Kittitas County Tribune	272.20	Ordinance 1661 2024 Budget; Temporary Help Heavy Equip Operator; Temp Help Heavy Equipment Operator
6112	12/26/2023	Claims	1	46166	Owen Equipment	242.43	Vac truck connections
6113	12/26/2023	Claims	1	46167	Performance Systems Int. LLC	1,543.61	Fire Dept fire alarm inspection 2023
6114	12/26/2023	Claims	1	46168	Puget Sound Energy	133,856.44	First St. Phase 3C -- COG .09 and TIB Penn Harris Grants
6115	12/26/2023	Claims	1	46169	SeaWestern	12,869.00	Fire Dept turnout coat and pant; Fire Dept turnout coat and pant; Fire Dept turnout coat and pant; Fire Dept Coats and Pants
6116	12/26/2023	Claims	1	46170	Spalding Auto Parts	1,815.00	Used engine for silverado 1500 poickup vin #4306
6117	12/26/2023	Claims	1	46171	Summit Law Group, PLLC	2,500.00	City employee harassment training class
6118	12/26/2023	Claims	1	46172	Tire Centers Inc.	693.21	Police Dept tires Loose pickup
6119	12/26/2023	Claims	1	46173	Uline	193.34	Public works toilet tissue and safety glasses
6120	12/26/2023	Claims	1	46174	Waste Management of Ellensburg	69,010.32	December 2023 solid waste collection and removal
6121	12/26/2023	Claims	1	46175	Willette's Service LLC	2,556.79	Police Dept 2 truck sets of tires
					511 Legislative	140.70	
					515 Legal Services	519.25	
					518 Centralized Services	3,981.97	
					521 Police Department	12,284.37	
					522 Fire Department	34,065.89	
					536 Cemetery	10.21	
					558 Planning & Community Devel	13,616.59	
					559 Housing & Community Develop	1,153.75	

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			572 Libraries			5,788.07	
			576 Park Facilities			1,326.94	
			591 Debt Service - Principal Repayment			792.95	
			594 Capital Expenditures			6,027.31	
		001 Current Expense/General Fund				79,708.00	
			518 Centralized Services			197,461.02	
		002 UKC Recreation Center				197,461.02	
			515 Legal Services			101,455.27	
		004 City Heights WCIA Settlement Agreement 2023				101,455.27	
			542 Streets - Maintenance			5,121.78	
			543 Streets Admin & Overhead			5,382.85	
			591 Debt Service - Principal Repayment			160.93	
			595 Capital Expenditures- Streets			138,380.99	
		101 Street Fund				149,046.55	
			595 Capital Expenditures- Streets			21,590.07	
		102 TIB Complete Streets Grant				21,590.07	
			557 Community Services			7,500.00	
		106 Tourist/Lodging Tax Fund				7,500.00	
			558 Planning & Community Devel			21,483.75	
		123 Sun Communities CRA 2018-01 Devel. Fund				21,483.75	
			558 Planning & Community Devel			6,194.40	
		127 City Heights CRA 2020-01 Devel. Fund				6,194.40	
			534 Water Utilities			10,352.49	
		401 Water Fund				10,352.49	
			537 Garbage & Solid Waste			71,797.95	
		402 Sanitary Fund				71,797.95	
			546 Airports, Port, Terminal			177.04	
		403 Airport Fund				177.04	
			534 Water Utilities			625.00	
		404 Water Regional Fund				625.00	
			594 Capital Expenditures			865,202.32	
		406 Water Capital Reserve Fund				865,202.32	
			535 Sewer			6,239.08	
		409 Sewer Fund				6,239.08	
			535 Sewer			6,201.50	
		410 Sewer Regional Fund				6,201.50	
			594 Capital Expenditures			3,865.50	
		413 Sewer Capital Reserve Fund				3,865.50	
			580 Non Expenditures			54.00	

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			699	State Agency Fund 380/580		54.00	
						1,548,953.94	Claims:
						1,548,953.94	

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the city, and that I am authorized to authenticate and certify to said claim(s). Approved by the Auditing Committee:


John Glondo

Date 21 DEC 2023


Steven Harper

Date 27 Dec 2023


Ken Ratliff

Date 12/21/2023

- checks # 46107 to # 46148 - last check Register 12/11/23
- checks # 46090 to # 46106 and
- # 46153 to # 46175 - this check Register 12/20/23
- # 46149 & # 46150 - last payroll Register 12/11/23
- # 46151 - last check Register 12/11/23
- # 46152 - 12/20 Draw on next Payroll Register
-  12-22-23

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6125	12/27/2023	Claims	1	EFT	WA State Dept of Licensing	21.00	Gun Permit #1003
6127	12/27/2023	Claims	1	EFT	Chase Paymentech	143.02	November merchant fees/non utility
6128	12/27/2023	Claims	1	EFT	Chase Paymentech	975.35	November merchant fees/utility
6129	12/27/2023	Claims	1	EFT	Verizon Wireless	1,039.89	Police Dept cell phones/November
6162	12/27/2023	Claims	1	EFT	Cintas Corporation	466.36	Mats/Towels/Uniforms/Cleaning 12/19 and Boots Barr/Public Works
6163	12/27/2023	Claims	1	EFT	Crystal Springs	78.16	December/water
6164	12/27/2023	Claims	1	EFT	Pitney Bowes Global Financial Services L	138.15	Police Dept Ink/postage machine
6187	12/28/2023	Claims	1	EFT	WA State Dept of Licensing	21.00	Gun Permit #1004
6190	12/28/2023	Claims	1	EFT	Century Link	1,538.74	Telephone water plant 674-3963; Telephone Public Works 674-5126; Telephone Library 674-2313; Telephone City Hall 674-2262; Telephones Fire Dept 674-5785; Telephone Fire Dept 674-1748; Telephone Police
6191	12/28/2023	Claims	1	EFT	Century Link	46.74	Long distance telephones
6192	12/28/2023	Claims	1	EFT	U.S. Cellular	438.98	Cell phones admin, fire dept, public works
6193	12/28/2023	Claims	1	EFT	United Health Care Insurance Company	472.25	Krahenbuhl supplemental health ins LEOFF 1
6201	12/28/2023	Claims	1	EFT	Methodworks	3,472.83	Police Dept Dell Latitude 5420
6202	12/28/2023	Claims	1	EFT	Methodworks	6,157.38	Police Dept POE firewall DVR, dome camxs5, bullet camxs5, installation
6203	12/28/2023	Claims	1	EFT	U.S. Cellular	98.08	M2M water plant
6213	12/28/2023	Claims	1	EFT	Puget Sound Energy		Need to split amounts
6220	12/29/2023	Claims	1	EFT	Methodworks	356.73	Monthly Patching for servers
6221	12/29/2023	Claims	1	EFT	Cintas Corporation	364.94	Public works mats, towels, uniforms, cleaning, medicine 12/27
6223	12/29/2023	Claims	1	EFT	T-Mobile	119.50	Backup internet for city
6224	12/29/2023	Claims	1	EFT	Xpress Bill Pay	517.62	December merchant fees
6225	12/29/2023	Claims	1	EFT	American Express	24.40	December merchant fees
6231	12/28/2023	Claims	1	EFT	Puget Sound Energy	2,965.00	Electric/Gas 301 Penn gas fire dept, street lights
6232	12/28/2023	Claims	1	EFT	Puget Sound Energy	-99.95	Credit of 5847 lights
6234	12/29/2023	Claims	1	46181	ABC Forms LLC	58.02	1099 MISC and NEC forms
6235	12/29/2023	Claims	1	46182	Abadan	31.52	11/2 to 12/1 overage for police copier
6236	12/29/2023	Claims	1	46183	AlcoPro, Inc.	4,917.00	Police Dept 8 alco sensors
6237	12/29/2023	Claims	1	46184	Archimedes Arms	953.92	Police Dept fees for firearms range
6238	12/29/2023	Claims	1	46185	Ascent Foundations	284,200.08	Public works Board Loan -- 2nd and Rossetti Way Watermain Project
6239	12/29/2023	Claims	1	46186	Ashbaugh Beal	58,716.50	City Heights Arbitration Attorney Fees/November Ashbaugh Beal
6240	12/29/2023	Claims	1	46187	Bator Glass	3,110.19	Police Dept 22x43 solar cool bronze labor and materials
6241	12/29/2023	Claims	1	46188	Belsaas & Smith Construction INC	3,200.00	DOT Penn to Harris Federal Grant STPR-0903(078) progress estimate #8

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6242	12/29/2023	Claims	1	46189	Bostec Inc.	258.09	Police Dept breath alcohol testing supplies
6243	12/29/2023	Claims	1	46190	Brown and Jackson Septic	105.00	Coal Mine Trail Port A Potty
6244	12/29/2023	Claims	1	46191	Cle Elum Downtown Association	50,248.86	CEDA Xmas in Cle Elum 2023 <u>Lodging Tax Grant</u>
6245	12/29/2023	Claims	1	46192	Cle Elum Farm and Home	1,052.30	Wet/dry vac city hall/carbide bit/bulk items catalyst--public works; Plastic head key tahoe/ice melt/spreader/12x12 canopy gray table rect plst 6: white -- police dept; AAA battery/distilled water--
6246	12/29/2023	Claims	1	46193	Cle Elum Hardware	81.31	Shop regional water metal cut off sds bit brad point bit bulk items
6247	12/29/2023	Claims	1	46194	Code Publishing Inc.	248.10	Municipal Code Update 1650,1658,1660
6248	12/29/2023	Claims	1	46195	Commercial Tire	2,133.34	Police Dept tires for chev truck
6249	12/29/2023	Claims	1	46196	Copiers Northwest Inc.	43.67	City Hall #2 copier -- 12/19 base rate and overage 11/19 to 12/18
6250	12/29/2023	Claims	1	46197	Datec, Inc.	5,831.72	Police Dept printer and supplies
6251	12/29/2023	Claims	1	46198	Environmental Science Associates	4,255.97	2nd and Rossetti Way Watermain Replacement -- PWB Loan 8/1 to 8/31; 2nd and Rossetti Way Watermain Replacement -- PWB Loan 9/1 to 10/24
6252	12/29/2023	Claims	1	46199	FCI Custom Police Vehicles	4,621.60	Police Dept install computer/video/electronics
6253	12/29/2023	Claims	1	46200	Heritage Law	1,275.00	December Defense attorney fees -- Boonkue, Kellum, Blakemore, Meinzer
6254	12/29/2023	Claims	1	46201	James Oil/Pacific Pride	781.57	Public works fuel 12/16 to 12/31
6255	12/29/2023	Claims	1	46202	Jerrold's	72.94	Calendars city hall
6256	12/29/2023	Claims	1	46203	Kenyon Disend, PLLC	15,106.46	December attorney fees -- duplex devel, calibration certificates, lease questions, Perkins Coie letter, salary ordinance, firefighters dispositions, union issues, insurance, prosecution services; Dece
6257	12/29/2023	Claims	1	46204	Kittitas County Public Works	454.63	October 2023 Bridge Inspections
6258	12/29/2023	Claims	1	46205	Kittitas County Solid Waste	647.00	Removal of burn pit trailer
6259	12/29/2023	Claims	1	46206	Kittitas Valley Healthcare	1,379.12	Police Dept 8/20/23 -- Inmate May
6260	12/29/2023	Claims	1	46207	Kroesen's Uniform Company	4,197.99	Police dept uniforms; Police dept uniforms; Police dept uniforms; Police dept uniforms
6261	12/29/2023	Claims	1	46208	Law Office of Mark W. Garka, PLLC	3,000.00	December prosecution services
6262	12/29/2023	Claims	1	46209	Life Assist	2,356.80	Fire Dept life support supplies
6263	12/29/2023	Claims	1	46210	Lou Sowers, PC	700.00	Pre employment psych eval/Police
6264	12/29/2023	Claims	1	46211	Menke Jackson Beyer LLP	47,103.05	<u>City Heights Arbitration Attorney/November</u>
6265	12/29/2023	Claims	1	46212	Miwall Corporation	6,231.32	Police Dept ammo
6266	12/29/2023	Claims	1	46213	Mountain Auto Parts	11,532.77	Exhaust flex tubing conv motoroil radiator funnel battery cable screddriver 3 month warranty battery core deposit 3 month warranty battery core deposit -- water plant regional; 2013Chev Tahoe fleet oil

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6267	12/29/2023	Claims	1	46214	Mueller & Partin Inc.	813.75	November consulting services/City Heights Arbitration
6268	12/29/2023	Claims	1	46215	Northern Kittitas County Tribune	98.70	Ordinance 1663; Office close notice mayor retirement
6269	12/29/2023	Claims	1	46216	One Call Concepts, Inc	20.33	Call before digging tickets x 19
6270	12/29/2023	Claims	1	46217	Oxarc	212.06	Public works acetylene and safety collars
6271	12/29/2023	Claims	1	46218	ProForce Law Enforcement	4,113.91	Police Dept taser cartridges and batteries
6272	12/29/2023	Claims	1	46219	Public Safety Testing Inc.	130.00	Police Dept Qtr 4 services
6273	12/29/2023	Claims	1	46220	Sassy Trash Vender and & Flea Market	4,182.82	Lodging Tax Reimbursement Sassy Trash Market
6274	12/29/2023	Claims	1	46221	Schuknecht's Polygraph	200.00	Police Dept polygraph/Welch
6275	12/29/2023	Claims	1	46222	SeaWestern	3,217.25	Fire Dept turnout
6276	12/29/2023	Claims	1	46223	Skookum Tree Company	7,449.00	Thin and prune Oak Tree on 2nd and Walnut tree in alley between 1st and 2nd/includes rental equipment--12/19, 12/21, 12/22
6277	12/29/2023	Claims	1	46224	Stop Stick	1,606.37	Police dept stop stick kit
6278	12/29/2023	Claims	1	46225	Suburban Propane 1735	1,084.55	Public Works Propane 12/20/23
6279	12/29/2023	Claims	1	46226	Uline	1,371.37	Public works storage shed
6280	12/29/2023	Claims	1	46227	Veolia Water North America	90,598.58	December water and wastewater treatment plants
6281	12/29/2023	Claims	1	46228	Versatile Mobile Systems	2,749.71	Police Dept scanner wands for printers
6282	12/29/2023	Claims	1	46229	WA State Dept of Trans.	183.58	Signal Maint -- w 1st and SCE Way
6283	12/29/2023	Claims	1	46230	WA State Dept of Transportation	32.32	Project Management for November
6284	12/29/2023	Claims	1	46231	Washington Assoc of Sheriff Police Chief	375.00	Albo conference registration WASPC
6285	12/29/2023	Claims	1	46232	Washington RC&D	600.00	Kittitas Fire Adapted Communities Coalition Support dues
6286	12/29/2023	Claims	1	46233	Willette's Service Llc	397.62	Police Dept tire repair; Fire Dept Dec Fuel
6287	12/29/2023	Claims	1	46234	Yakima Herald Republic	204.00	Library Yakima Herald Newspaper 1 year
6130	12/27/2023	Claims	9	EFT	Umpqua Bank	42.00	December safekeeping fees
000						5,194.96	
000						5,194.96	
511 Legislative						346.80	
515 Legal Services						9,990.02	
518 Centralized Services						2,077.57	
521 Police Department						60,754.88	
522 Fire Department						7,210.97	
558 Planning & Community Devel						58.02	
572 Libraries						278.69	
576 Park Facilities						7,449.00	
001 Current Expense/General Fund						88,165.95	
515 Legal Services						109,950.30	
004 City Heights WCIA Settlement Agreement 2023						109,950.30	
542 Streets - Maintenance						3,710.11	
543 Streets Admin & Overhead						3,101.61	
595 Capital Expenditures- Streets						3,200.00	

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		101 Street Fund				10,011.72	
		554 Environmental Services				174.42	
		104 Police 3/10's Sales Tax Fund				174.42	
		557 Community Services				54,431.68	
		106 Tourist/Lodging Tax Fund				54,431.68	
		542 Streets - Maintenance				105.00	
		110 Coal Mine Trail Fund				105.00	
		558 Planning & Community Devel				5,471.44	
		123 Sun Communities CRA 2018-01 Devel. Fund				5,471.44	
		515 Legal Services				603.00	
		127 City Heights CRA 2020-01 Devel. Fund				603.00	
		534 Water Utilities				1,137.71	
		401 Water Fund				1,137.71	
		537 Garbage & Solid Waste				1,440.67	
		402 Sanitary Fund				1,440.67	
		534 Water Utilities				48,832.74	
		404 Water Regional Fund				48,832.74	
		594 Capital Expenditures				288,456.05	
		406 Water Capital Reserve Fund				288,456.05	
		535 Sewer				1,362.77	
		409 Sewer Fund				1,362.77	
		535 Sewer				42,564.52	
		410 Sewer Regional Fund				42,564.52	
		580 Non Expenditures				42.00	
		699 State Agency Fund 380/580				42.00	
						657,944.93	Claims: 657,944.93

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the city, and that I am authorized to authenticate and certify to said claim(s). Approved by the Auditing Committee:

_____	Date _____
John Glondo	

_____	Date _____
Steven Harper	

_____	Date _____
Ken Ratliff	

2024

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City Of Cle Elum

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4	01/02/2024	Claims	1	EFT	Gigabeam Internet	57.00	Fire Dept internet
5	01/02/2024	Claims	1	EFT	Wholesail Networks	1,260.00	City internet/January
63	01/02/2024	Claims	1	EFT	Inland Networks	25.00	Alarm monitoring library
72	01/03/2024	Claims	1	EFT	11:11 systems	200.00	City Hall firewall
73	01/03/2024	Claims	1	EFT	Inland Networks	25.00	Police Dept alarm monitoring
98	01/08/2024	Claims	1	46235	AWC	2,259.00	2024 AWC membership; 2024 AWC membership/drug and alcohol; Elected officials essentials
99	01/08/2024	Claims	1	46236	Arthur J. Colts	990.00	1/1 to 6/30/24 website services
100	01/08/2024	Claims	1	46237	Commercial Tire	489.21	Public works grader tire repair; Public works dump truck tire repair
101	01/08/2024	Claims	1	46238	Jerrol's	276.35	Accounting checks
102	01/08/2024	Claims	1	46239	Kittcom	43,140.00	Fire Dept 1st Qtr dispatch services; Police Dept 1st Qtr dispatch services
103	01/08/2024	Claims	1	46240	Pape Machinery	238.68	Public Works fluid kit excavator
104	01/08/2024	Claims	1	46241	Springbrook Holding Company LLC	18,635.52	2024 accounting software support all modules
105	01/08/2024	Claims	1	46242	Washington Law Enforcement Info	50.00	2024 accounting software support all modules
						513 Executive	95.00
						518 Centralized Services	14,538.69
						521 Police Department	34,992.00
						522 Fire Department	8,499.60
						572 Libraries	25.00
						001 Current Expense/General Fund	58,150.29
						542 Streets - Maintenance	1,564.03
						543 Streets Admin & Overhead	727.89
						101 Street Fund	2,291.92
						534 Water Utilities	2,123.11
						401 Water Fund	2,123.11
						537 Garbage & Solid Waste	2,422.62
						402 Sanitary Fund	2,422.62
						534 Water Utilities	162.00
						404 Water Regional Fund	162.00
						535 Sewer	2,495.82
						409 Sewer Fund	2,495.82
						Claims:	67,645.76
						67,645.76	

CHECK REGISTER

City Of Cle Elum

Time: 11:58:32 Date: 01/04/2024

01/01/2024 To: 01/08/2024

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the city, and that I am authorized to authenticate and certify to said claim(s). Approved by the Auditing Committee:

_____	Date _____
John Glondo	

_____	Date _____
Steven Harper	

_____	Date _____
Ken Ratliff	

CHECK REGISTER

City Of Cle Elum

Time: 14:35:36 Date: 01/03/2024

01/01/2024 To: 01/31/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
17	01/05/2024	Payroll	1	EFT	Jane Agar	1,427.41	
18	01/05/2024	Payroll	1	EFT	Richard D Albo	7,114.69	
19	01/05/2024	Payroll	1	EFT	Virgil D Amick	2,455.92	
20	01/05/2024	Payroll	1	EFT	Cheryl Anderson	2,120.26	
21	01/05/2024	Payroll	1	EFT	Matthew R Anderson	2,213.82	
22	01/05/2024	Payroll	1	EFT	Aaron G Barr	4,279.58	
23	01/05/2024	Payroll	1	EFT	John M Butorac	1,671.16	
24	01/05/2024	Payroll	1	EFT	Audrey M Casassa	2,234.35	
25	01/05/2024	Payroll	1	EFT	Brian DeFrang	3,514.38	
26	01/05/2024	Payroll	1	EFT	John J Glondo	227.60	
28	01/05/2024	Payroll	1	EFT	Bradley D Helgeson	4,281.29	
29	01/05/2024	Payroll	1	EFT	Kathryn A Heller	2,084.17	
30	01/05/2024	Payroll	1	EFT	Nathan J Henderson	126.85	
31	01/05/2024	Payroll	1	EFT	Alec Johnson	4,018.14	
32	01/05/2024	Payroll	1	EFT	Craig D Juris	4,278.85	
33	01/05/2024	Payroll	1	EFT	Jessica T Korich	2,996.99	
34	01/05/2024	Payroll	1	EFT	Sarah E Lackey	227.60	
35	01/05/2024	Payroll	1	EFT	Debbie Lee	3,844.74	
36	01/05/2024	Payroll	1	EFT	David Lindseth	2,925.09	
38	01/05/2024	Payroll	1	EFT	Matthew Lundh	227.60	
39	01/05/2024	Payroll	1	EFT	Mario M Magnotti	4,998.72	
41	01/05/2024	Payroll	1	EFT	Edwin L Mills	2,359.62	
42	01/05/2024	Payroll	1	EFT	Cheryl J Montgomery	2,462.45	
43	01/05/2024	Payroll	1	EFT	Robin L Newcomb	3,188.33	
44	01/05/2024	Payroll	1	EFT	Robert F Omans	3,753.26	
45	01/05/2024	Payroll	1	EFT	Casey Orndorff	126.04	
46	01/05/2024	Payroll	1	EFT	Luanne C Osiadacz	298.23	
47	01/05/2024	Payroll	1	EFT	Amy E Pridemore	1,213.98	
48	01/05/2024	Payroll	1	EFT	Whitney Prosek	1,787.54	
49	01/05/2024	Payroll	1	EFT	Kenneth C Ratliff	227.60	
50	01/05/2024	Payroll	1	EFT	Jennifer E Rogers	2,533.35	
51	01/05/2024	Payroll	1	EFT	Kelsey Seiser	3,599.84	
52	01/05/2024	Payroll	1	EFT	Marshall Stewart	1,883.84	
53	01/05/2024	Payroll	1	EFT	John Storch	143.99	
54	01/05/2024	Payroll	1	EFT	Cody Strohl	2,180.98	
55	01/05/2024	Payroll	1	EFT	Cornelia J Van Dongen	620.09	
56	01/05/2024	Payroll	1	EFT	Anthony A Venera	4,133.11	
57	01/05/2024	Payroll	1	EFT	Jerred Weis	227.60	
58	01/05/2024	Payroll	1	EFT	Elizabeth M Williams	227.60	
75	01/05/2024	Payroll	1	EFT	AWC Health Insurance	31,847.51	Pay Cycle(s) 01/05/2024 To 01/05/2024 - Asuris 250 Med/Den/Vis
76	01/05/2024	Payroll	1	EFT	Colonial Life	604.26	Pay Cycle(s) 01/05/2024 To 01/05/2024 - Colonial Insurance Pre; Pay Cycle(s) 01/05/2024 To 01/05/2024 - Colonial Insurance
77	01/05/2024	Payroll	1	EFT	HRA VEBA Trust Contributions	6,308.00	Pay Cycle(s) 01/05/2024 To 01/05/2024 - Veba
78	01/05/2024	Payroll	1	EFT	Northwest Admin Transfer Acct	3,130.00	Pay Cycle(s) 01/05/2024 To 01/05/2024 - NW Admin RWT/Dental
79	01/05/2024	Payroll	1	EFT	Teamsters Local #760	795.00	Pay Cycle(s) 01/05/2024 To 01/05/2024 - Teamsters Dues
80	01/05/2024	Payroll	1	EFT	UEBT	10,720.00	Pay Cycle(s) 01/05/2024 To 01/05/2024 - UEBT Medical Vision

PAYROLL

01/01/2024 To: 01/31/2024

Page: 2

202,799.57	Payroll:	202,799.57
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CHECK REGISTER

City Of Cle Elum

Time: 14:35:36 Date: 01/03/2024

01/01/2024 To: 01/31/2024

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the city, and that I am authorized to authenticate and certify to said claim(s). Approved by the Auditing Committee:

_____	Date _____
John Glondo	

_____	Date _____
Steven Harper	

_____	Date _____
Ken Ratliff	

City Administrator

Staff Report

(January 8, 2024)

Building Department:

- See attached 2023 Building Permit Data sheet for year-end totals and 2022 comparisons. It is also worth noting that there are another 27 permits from 2023 that are still in the review process or not yet purchased.
- The new effective date for the 2021 building and energy codes is March 15, 2023. These codes were originally slated to become effective July 1, 2023, but after two delays and some code revisions (basically in the energy code) these codes will now become effective in March.
- The county's building official and I will be starting up our monthly meetings again for builders or anyone interested in learning about the new building and energy codes. These monthly meetings are held here in the Cle Elum council chamber on the second Tuesday of the month from 9am to 10am.

Grants:

- On December 20th, 2023, I was notified by the federal highways administration that we have received yet another grant. This grant is under the "Safe Streets and Road for All (SS4A)". The award amount is \$172,520 and it is to develop a safety action plan and an ADA inventory throughout the city. This plan and inventory assessment is projected to cost \$ 217,650 leaving a 20% match of \$ 45,130. We will be asking the Department of Commerce for a grant to cover this match.



City of Cle Elum

Department of Community Development
Building & Fire Safety Division

2023 Building Permit Data

DECEMBER				YEAR TO DATE		
# OF PERMITS	VALUATION	PERMIT FEES	PERMIT TYPE	# OF PERMITS	VALUATION	PERMIT FEES
0	0.00	0.00	COMMERCIAL	9	1,683,819.72	21,761.25
0	0.00	0.00	DEMOLITION	8	0.00	1,317.50
0	0.00	0.00	FIRE SAFETY	4	95,670.00	2,953.69
0	0.00	0.00	FOUNDATION	1	49,853.29	1,016.37
0	0.00	0.00	GAS CONVERSION	0	0.00	0.00
0	0.00	0.00	MANUFACTURED HOME	1	0.00	1,056.25
1	0.00	201.50	MECHANICAL / PLUMBING	6	0.00	2,562.50
0	0.00	0.00	MULTI FAMILY	2	3,137,367.55	27,934.71
2	0.00	661.50	OTHER	19	249,513.34	8,885.95
0	0.00	0.00	GARAGE	1	152,224.80	2,176.67
1	7,360.00	277.63	SFR ADDITION / REMODEL	6	252,385.04	5,261.44
1	0.00	316.50	ROOF	11	33,500.00	3,555.50
0	0.00	0.00	NEW SINGLE FAMILY	11	2,984,050.19	39,898.04
2	280,000.00	4,716.65	TENANT IMPROVEMENT	6	835,000.00	12,433.95
7	\$287,360.00	\$6,173.78	TOTALS	85	\$9,473,383.93	\$130,813.82
2022 TOTALS				69	\$ 4,388,877.27	\$ 72,538.63
INSPECTIONS				<u>2022</u>	<u>2023</u>	
				169	266	

CITY OF CLE ELUM
Planning Department

AGENDA
STAFF REPORT

AGENDA DATE: *January 8, 2024*

ACTION REQUESTED: *None, Current Planning Update: December 11, 2023 – January 8, 2024*

BACKGROUND:

Current Planning Permits:

1. ***Franchise Agreement*** for lighting in City Heights, in progress
2. ***Wildwood Ranch Subdivision*** – still incomplete; waiting on a Wetland Delineation Study, and other updates.
3. ***Fowler Creek Annexation***; still waiting on updated legals.
4. ***Alley Right-of-Way Vacation*** Submittal 900's of E First Street; review application and letter of incomplete issued.
5. ***Building Permit*** Review for the reconstruction of a single-family residence.
6. ***Business License*** Review for land use requirements.
7. Review ***Open Space Easement*** Agreement for Cle Elum Pines West.

Code Enforcement:

1. ***Snow Removal/Storage*** issues for commercial properties; discussed options for addressing property owners not in compliance, drafted/issued letters in response.

General Planning Support:

1. Provided planning support to the public and staff related to: Public Access; Owens Road; Property Development; Property line dispute; PUD questions related to undergrounding; Home Occupation support; Stormwater Maintenance; and more.
2. Onsite Support; walk-ins, meetings.
3. Planning Commission – Final meeting of the year, the January meeting will be a presentation by Dept. of Commerce; updated planning priority matrix; met with a volunteer interested in assisting the commission; schedule coordinating with Commerce and Department of Fish and Wildlife.
4. Updated/developed planning applications that were missing or lacking information.
5. Website updates.
6. Council Presentations.

Special Projects:

1. Assisting with Railroad Crossing Feasibility Study
2. Assisting with the Climate Element Comp Plan Amendments
3. 47 North – assisting with review process

RECOMMENDATION:

None

HANDLING:

City Clerk, Council

ATTACHMENTS:

None

LEAD STAFF:

Colleda Monick, Senior Planner, HLA Engineering and Surveying, Inc.

- Second Street water main project is progressing along. They keep finding abandoned water services that can't be located which explains all the water shut offs. With all the maps Virgil has found dating back to 1941 last week that has helped a lot. They show all the old valves for isolating when the water main needs to be shut off vs. isolating half of town, we now can isolate block to block. We have located more valves that have been paved over or marked unusable than we have been using (at this point they are being replaced so it never hurts to try). Some of the current valves will not shut off all the way and will need to be replaced at some point in time to help NOT have to isolate more homes than needed. This week Ascent will stop water main installation and fall back to Columbia Ave to start installing new water services and Ave tie-ins which should be completed by the first week of February. This will make the new main active and online up to Montgomery Ave. The new main is installed up to Peoh Ave. This project has been exciting for the public works crew seeing what is beneath our roadways.
- On the daily public works day to day, has been doing general maintenance.
- The new vac truck has been over at Owens equipment getting the hydraulic pump replaced along with a few other warranty items and warranty service items. A new regional water generator has been installed at the reservoirs for when power goes out William will still have communication to the tanks.
- The downtown bathrooms were vandalized, and items torn off the wall last week, talked to rich and he sent officer Defrang down to document everything, hopefully we can catch someone but the bathrooms are currently closed until repairs are made.

2023

Cle Elum 2nd Half Summary

TOTAL CALLS FOR SERVICE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTALS
CLE ELUM	346	327	350	296	226	231	1776
ROSLYN	128	92	91	79	62	68	520
BOOKINGS	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTALS
DUI						1	1
Assault DV	1				2		3
Assault		1					1
Felony Arrests		1		2		2	5
Other Arrests	1			4	1		6
Juvenile Arrest		1					1
Warrant Arrests	2	1	1				4
TOTAL MONTHLY BOOKINGS	4	4	1	6	3	3	21
TOTAL 2ND HALF BOOKINGS							
Citations/Infractions	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	
Traffic Infractions	13	4	8	9	0	1	35
Non-Traffic Infractions	1						1
Criminal Traffic Citations			3	2	0	2	7
Criminal Non- Traffic Citations	1	2	1	4	4		12
DUI Traffic Criminal Citations	1	1	1	3		1	7
Parking Citations							0
MONTHLY CITATION/INFRACTION	16	7	13	18	4	4	
TOTAL 2ND HALF CITATIONS/INFRACTIONS							62

01/05/24
14:05

CLE ELUM POLICE DEPARTMENT
Law Total Incident Report, by Incidents, Clearance

4011
Page: 1

Clearance	Total Incidents
-----	-----
[No Clearance]	13
CANCELED PRIOR TO OFC ARRIVAL	1
ASSAULT 4TH	1
BURGLARY 2ND	1
VEHICLE PROWL	1
CRIMINAL TRESPASS	1
THEFT 1ST	2
THEFT 2ND	4
THEFT 3RD	2
EXTORTION 1ST	1
THEFT OF VEHICLE OVER 1500	1
VIOL PROTECTION ORDER/ NCO	1
HARASSMENT/OBSCENE PHONE CALLS	1
HARASSMENT OTHER	1
FORGERY	1
WEAPONS, ALL OTHER OFFENSES	1
VIOLATION OTHER DRUG	1
DUI	1
DISORDERLY CONDUCT	2
FIREWORKS VIOLATION	1
INTRUSION ALARM	4
Animal at Large	3
MISSING ANIMAL	1
DOGS CHASING ANIMALS	1
OTHER ANIMAL PROBLEMS	6
DEPARTMENT ASSIST - CRIMINAL	9
DEPARTMENT ASSIST-NON CRIMINAL	19
DEPARTMENT ASSIST - WSP	4
AGENCY ASSIST-CPS/MENTAL HLTH	3
PUBLIC ASSIST	9
DEPARTMENT ASSIST - EMS	1
CHECK WELFARE	9
CIVIL DISPUTE	6
CIVIL PROCESS SERVICE	2
SECURITY CHECK	7
NATURAL DEATH	1
FAMILY DISTURBANCE/DISPUTE	7
INFORMATION-GENERAL	4
MISSING PERSON	1
SOCIAL CONTACT	3
LOST PROPERTY	6
FOUND PROPERTY	2
SUSPICIOUS CIRCUMSTANCES	10
SUSPICIOUS PERSON (PROWLER)	2
SUSPICIOUS VEHICLE	2
911 HANG UP (UNFOUNDED)	1
TRAFFIC ACCIDENT-PROP DAMAGE	6
TRAFFIC ACCIDENT-HIT & RUN	1
TRAFFIC(CRIMINAL) -DUI SEE 211	1
TRAFFIC (NON CRIMINAL)	24
TRAFFIC HAZARD	8
OTHER TRAFFIC PROBLEM	2
TRAFFIC WARNING	2
IMPOUNDED VEHICLE	1
ABANDONED VEHICLE	1

01/05/24
14:05

CLE ELUM POLICE DEPARTMENT
Law Total Incident Report, by Incidents, Clearance

4011
Page: 2

Clearance	Total Incidents
VEHICLE TAGGED W/24 HR NOTICE	3
PARKING ISSUE	11
WARRANT SERVICE-HOME AGENCY	2
CIVIL MATTER	3
PAPERS SERVED	3
UNFOUNDED	2

Total Incidents for This Report: 231

Report includes:

All dates between `00:00:00 12/01/23` and `00:00:00 01/01/24`
All agencies matching `CEPD`
All natures
All locations not matching `ROS`
All responsible officers
All dispositions
All clearance codes
All observed offenses
All reported offenses
All offense codes
All circumstance codes
All how received

*** End of Report /tmp/rptbpAavc-rplwtir.rc_1 ***

**Cle Elum - Roslyn Police Department
City of Roslyn 2nd Half Summary**

2023								
			JULY	AUG	SEPT	OCT	NOV	DEC
TOTAL CALLS FOR SERVICE:			128	92	91	79	62	68
BOOKINGS								
DUI				1	1			
Assault DV								
Assault								
Felony Arrests				1				
Other Arrests					1	1		1
Warrant Served								
Juvenile								
TOTAL MONTHLY BOOKINGS			0	2	2	1	0	1
TOTAL YTD BOOKINGS →			6	←				
Citations/Infractions			CITATIONS/INFRACTIONS					
Traffic Infractions			4	1	1			2
Non-Traffic Infractions								
Criminal Traffic Citations				2				
Criminal Non- Traffic Citations							1	15
DUI Citations				1	2			
Parking Infractions					1	1		
MONTHLY CITATION/INFRACTIONS →			4	4	4	1	1	17
TOTAL YTD CITATIONS/INFRACTIONS →			31	←				

01/04/24
15:25

CLE ELUM POLICE DEPARTMENT
Law Total Incident Report, by Incidents, Clearance

4011
Page: 1

Clearance	Total Incidents
CANCELED PRIOR TO OFC ARRIVAL	1
DISORDERLY CONDUCT	1
INTRUSION ALARM	4
Animal at Large	2
VICIOUS DOG	1
DEPARTMENT ASSIST-NON CRIMINAL	1
PUBLIC ASSIST	4
DEPARTMENT ASSIST - EMS	2
CHECK WELFARE	3
CIVIL DISPUTE	1
SECURITY CHECK	28
INFORMATION-GENERAL	5
SUSPICIOUS CIRCUMSTANCES	4
SUSPICIOUS VEHICLE	1
TRAFFIC ACCIDENT-HIT & RUN	1
TRAFFIC (NON CRIMINAL)	4
PARKING ISSUE	4
UNFOUNDED	1

Total Incidents for This Report: 68

Report includes:

All dates between `00:00:00 12/01/23` and `23:59:59 12/31/23`
All agencies matching `CEPD`
All natures
All locations matching `ROS`
All responsible officers
All dispositions
All clearance codes
All observed offenses
All reported offenses
All offense codes
All circumstance codes
All how received

*** End of Report /tmp/rptmaud8b-rplwtir.rc_1 ***

Council Meeting 1-08-2024

Your honorable Mayor and city council,

1. Staff report officers elected.
2. Report of calls in the month of December we had 3 fires 26 Ems, 9 others for a total of 38 calls.

Fire reports break down.

A. Trash or rubbish fire at Cle Elum Manor. Apartment fire from resident smoking inside and leaving butts lay around recklessly set off alarms no spread. Resident disabled alarm and pulled from the ceiling making reset very difficult.

B. Standby with engine crew for a chimney fire district 7 contained the flue.

C. Mutual aid requested building or barn fire district 7 had one fire crew standby engine and sent one tender for water supply.

3. We had many great things take place in 2023 we got new extrication equipment. A type 5 brush truck from the forest service and new SCBA G1 packs. I'll do some additional show and tell later in the coming months.

4. New 2024 SCBA g1 high pressure air packs. This was an AGF grant that we were able to get this last year supplying us with \$185,000 toward new gear used to protect us in adverse conditions. This breathing apparatus makes us compliant with all our other upper county agencies. The upgrade cost the city approx. \$14,000 but supplied us with much needed upgrade. We were able to prolong the purchase by using older equipment purchased back in 2016 from Yakima for approx. \$ 18,000. This equipment needed new bottles. This grant supplied us with 22 packs and 44 bottles along with 44 masks.

5 A big shout out to Aaron and public works. Aaron reached out to me and informed me of some 5-inch Storz fitted LDH. Gov deals had a bid out of Soap Lake fire district 7. The hose new runs around \$1,000 we scored 8 sections for \$1, 900.

Any questions for me currently

Cle Elum Fire Department

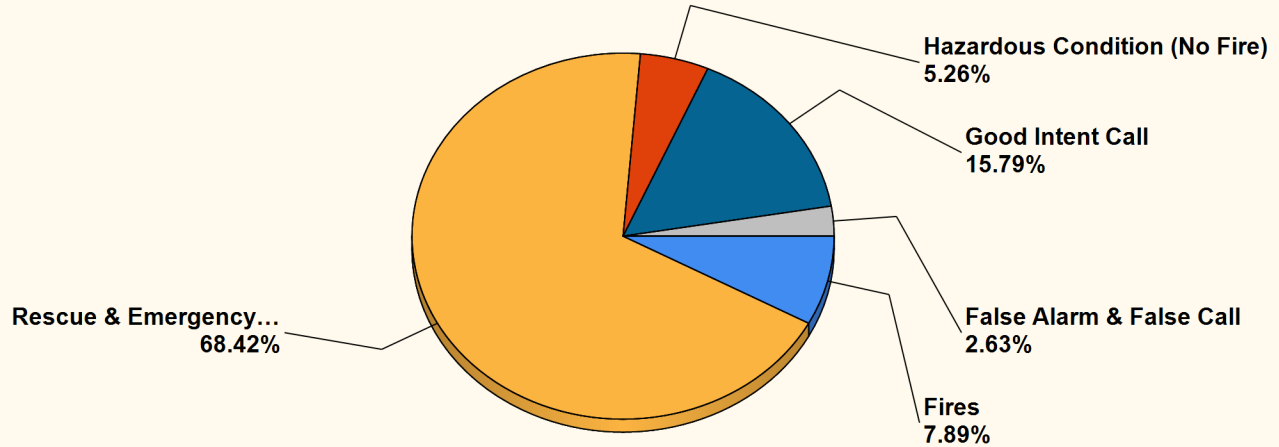
Cle Elum, WA

This report was generated on 1/3/2024 10:41:42 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 12/01/2023 | End Date: 12/31/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	7.89%
Rescue & Emergency Medical Service	26	68.42%
Hazardous Condition (No Fire)	2	5.26%
Good Intent Call	6	15.79%
False Alarm & False Call	1	2.63%
TOTAL	38	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



emergencyreporting.com

Doc Id: 553

Page # 1 of 2

Detailed Breakdown by Incident Type

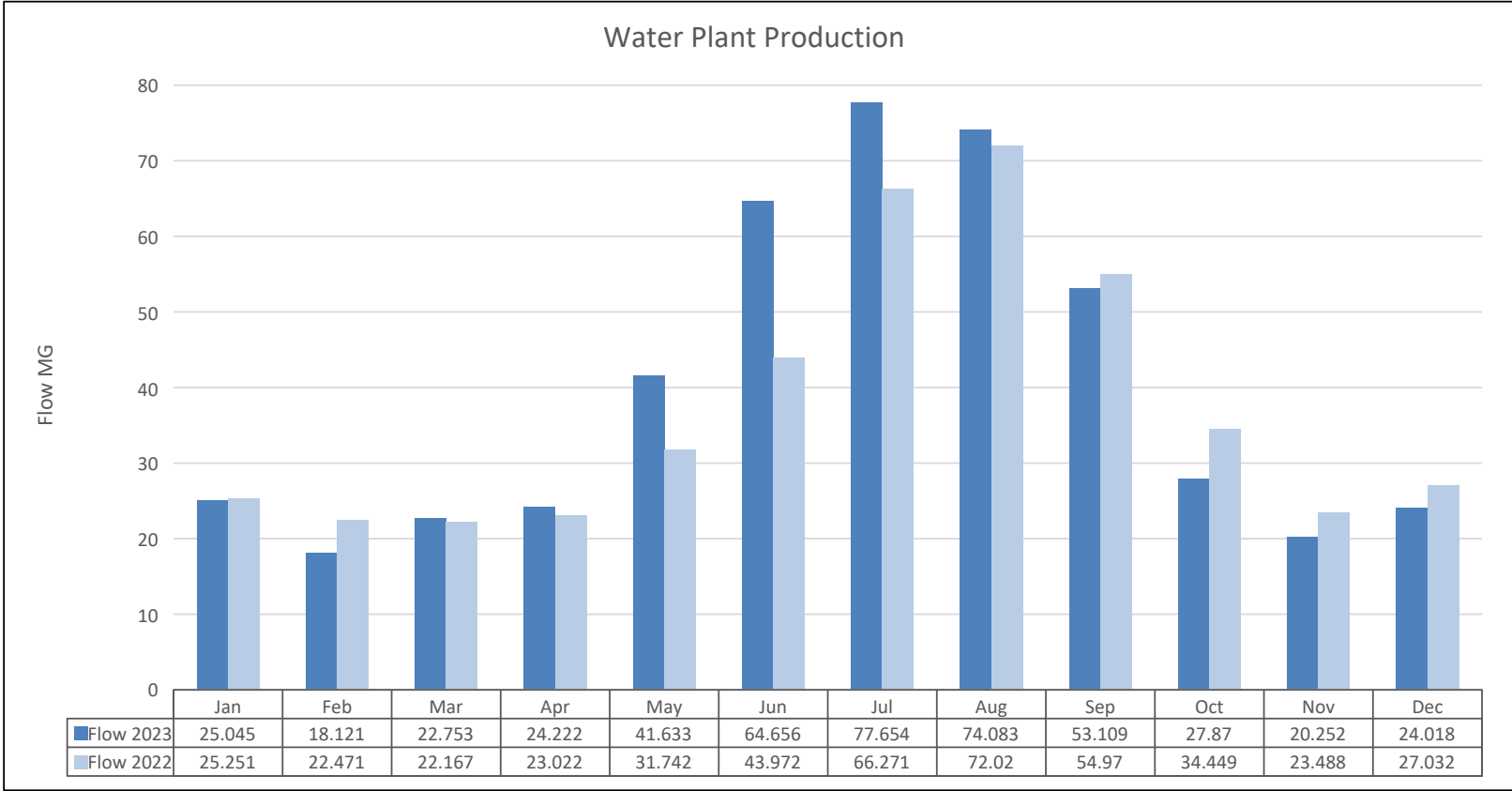
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	2.63%
114 - Chimney or flue fire, confined to chimney or flue	1	2.63%
118 - Trash or rubbish fire, contained	1	2.63%
311 - Medical assist, assist EMS crew	4	10.53%
321 - EMS call, excluding vehicle accident with injury	19	50%
322 - Motor vehicle accident with injuries	1	2.63%
324 - Motor vehicle accident with no injuries.	2	5.26%
400 - Hazardous condition, other	1	2.63%
412 - Gas leak (natural gas or LPG)	1	2.63%
611 - Dispatched & cancelled en route	5	13.16%
652 - Steam, vapor, fog or dust thought to be smoke	1	2.63%
731 - Sprinkler activation due to malfunction	1	2.63%
TOTAL INCIDENTS:	38	100%

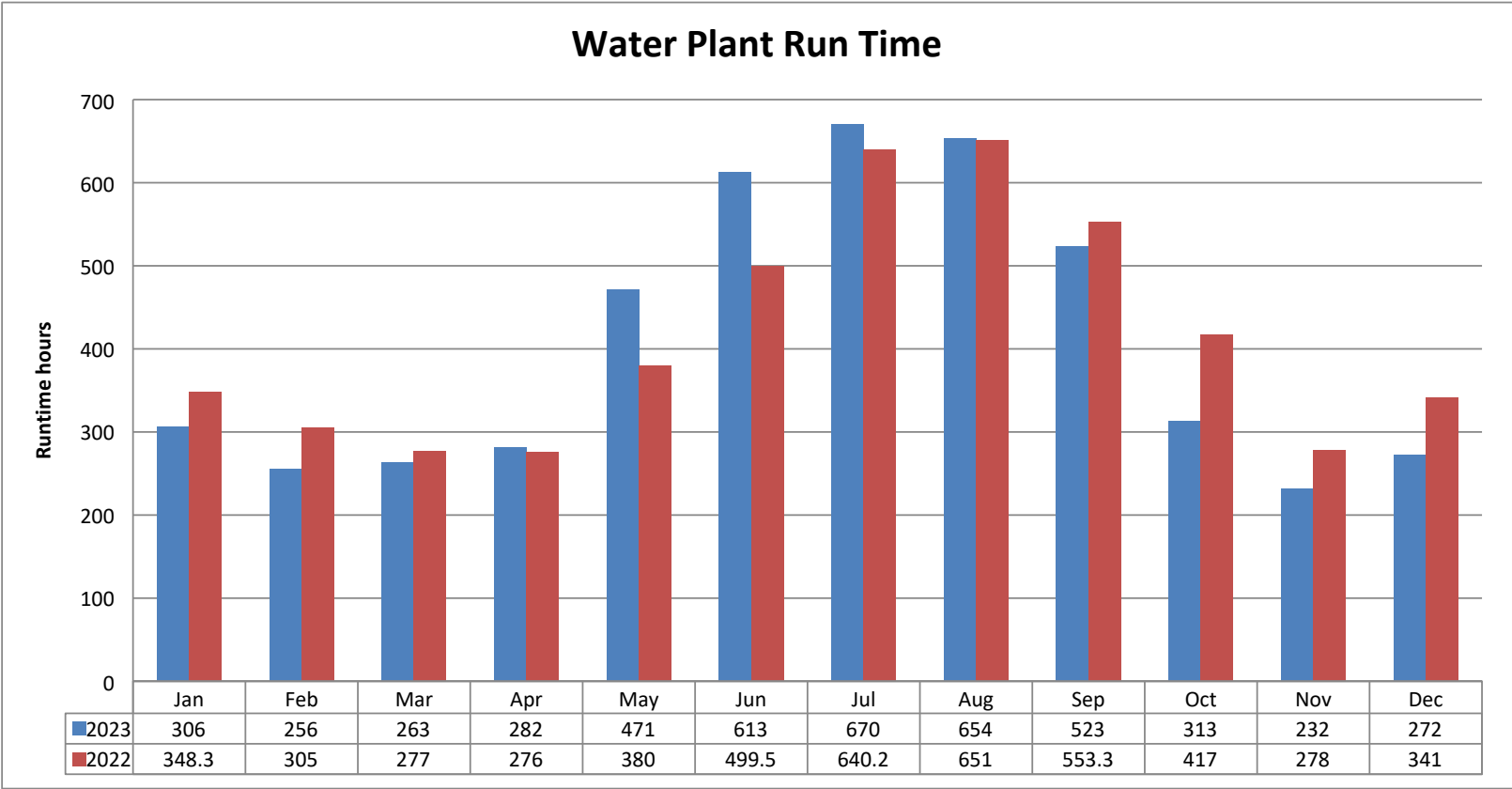
Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

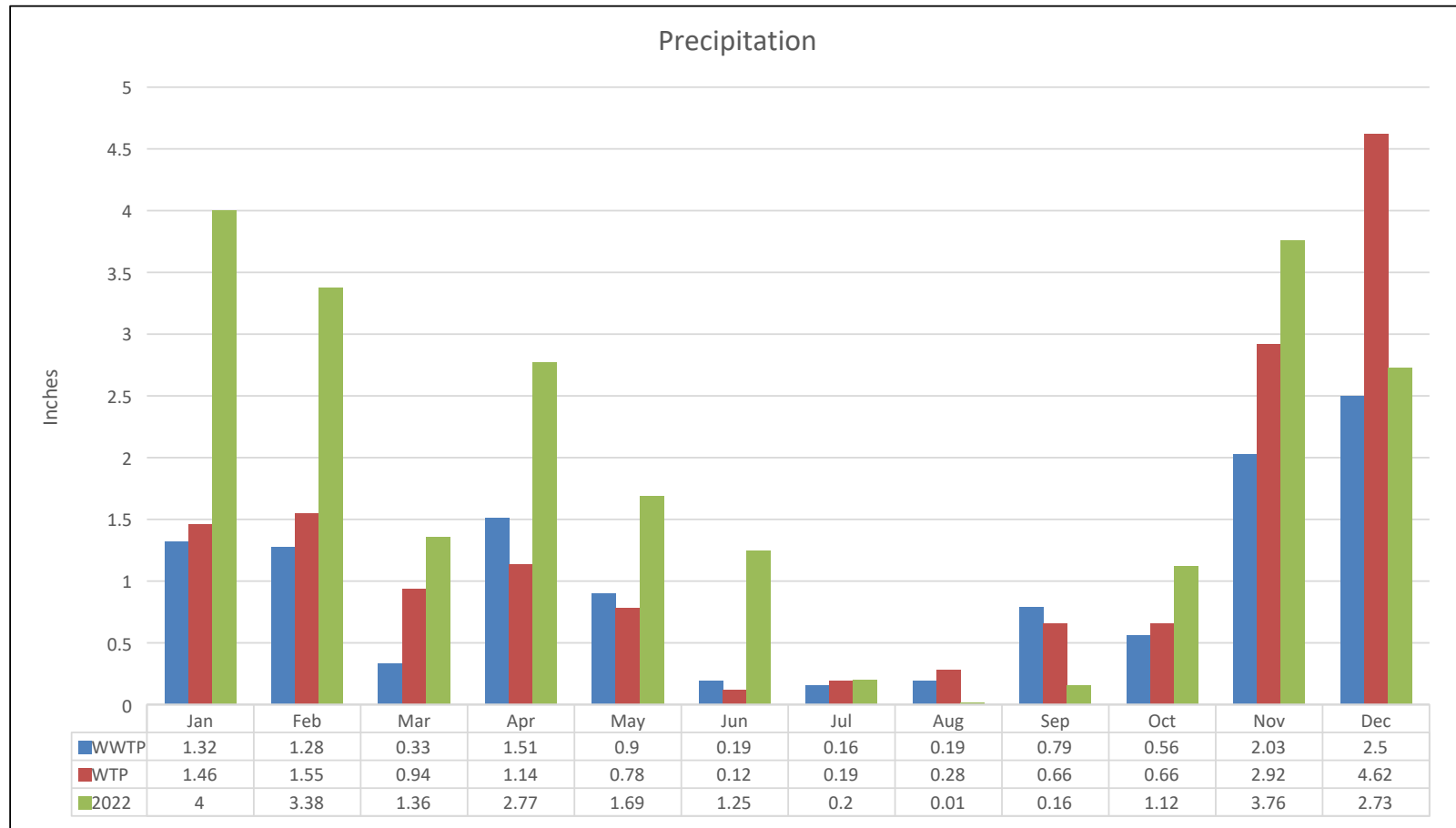


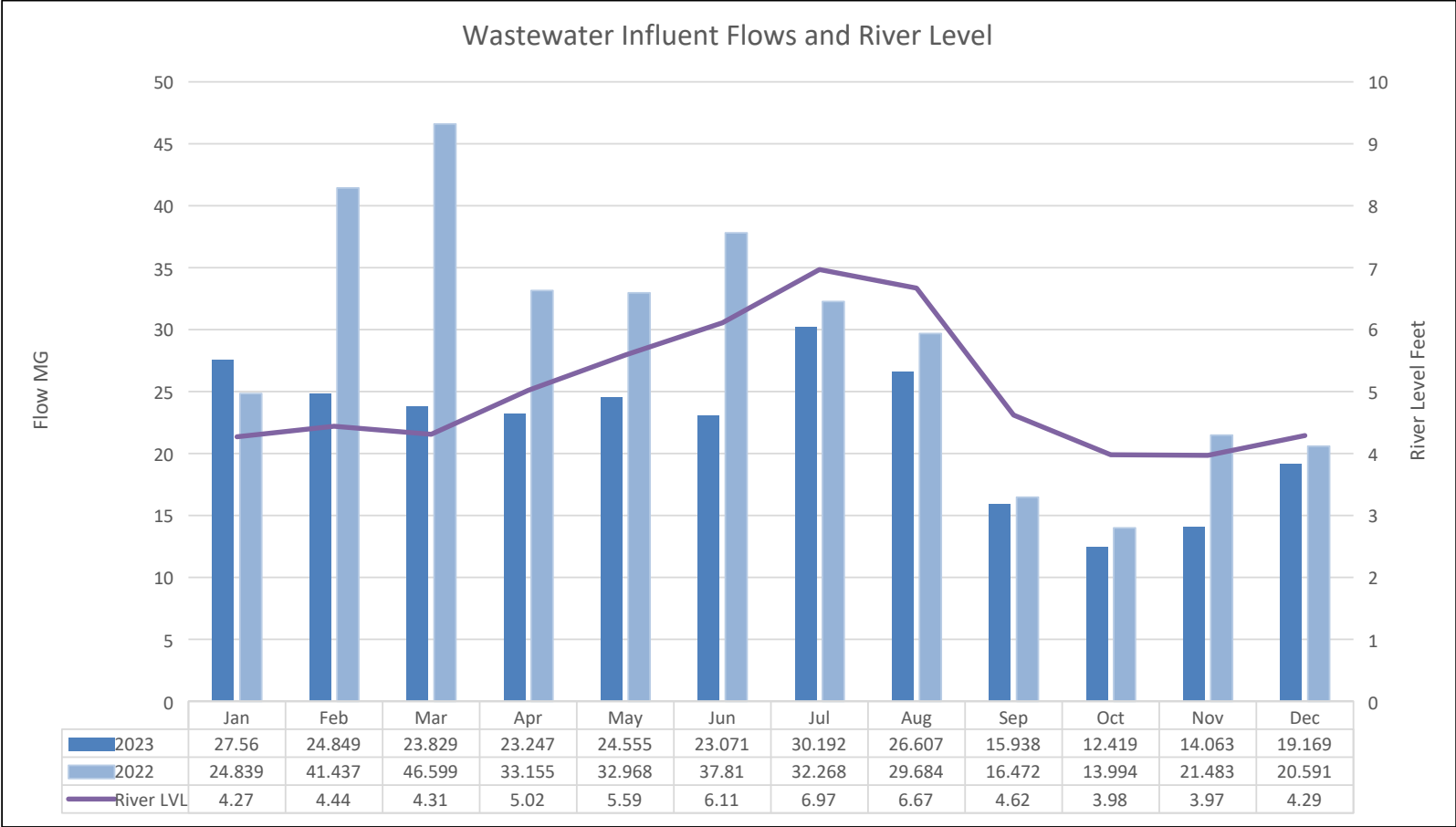
January 8, 2024 Council Meeting

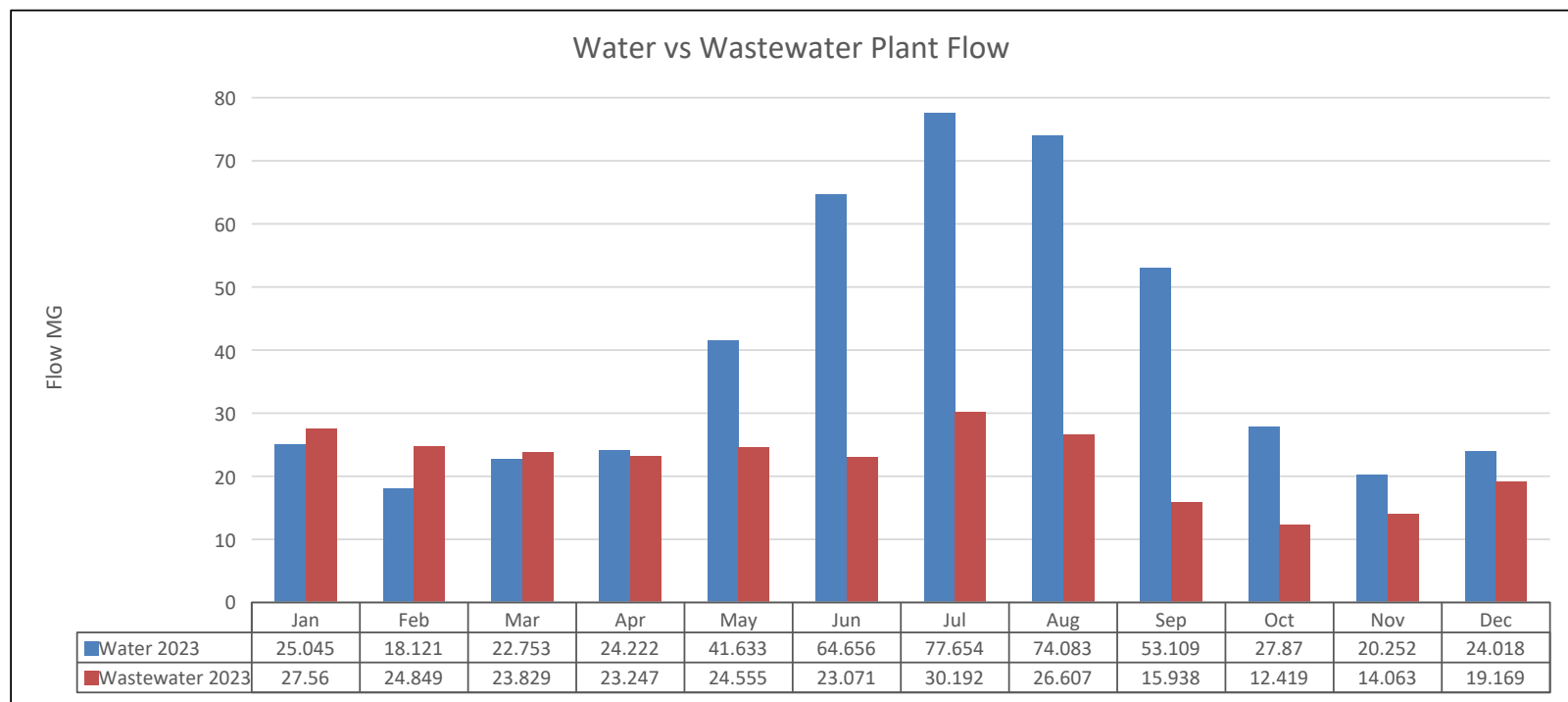
- Good evening Honorable Mayor and members of the Council.
 - My usual graphs are enclosed in your council packet, I would be happy to answer any questions you may have about them.
 - Both plants are running well.
 - We have switched to the well field in anticipation of the predicted cold front
 - Welcome and congratulations to the new council members, I offer up the opportunity and encourage you all to take plant tours, reach out to me by phone or email if you are interested.



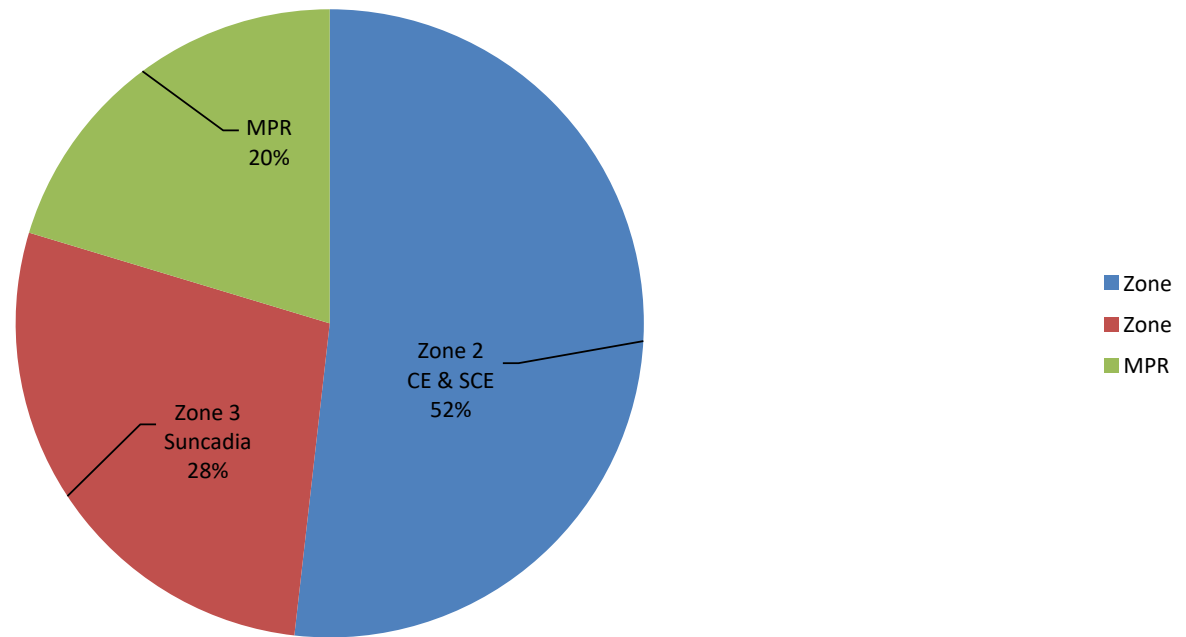




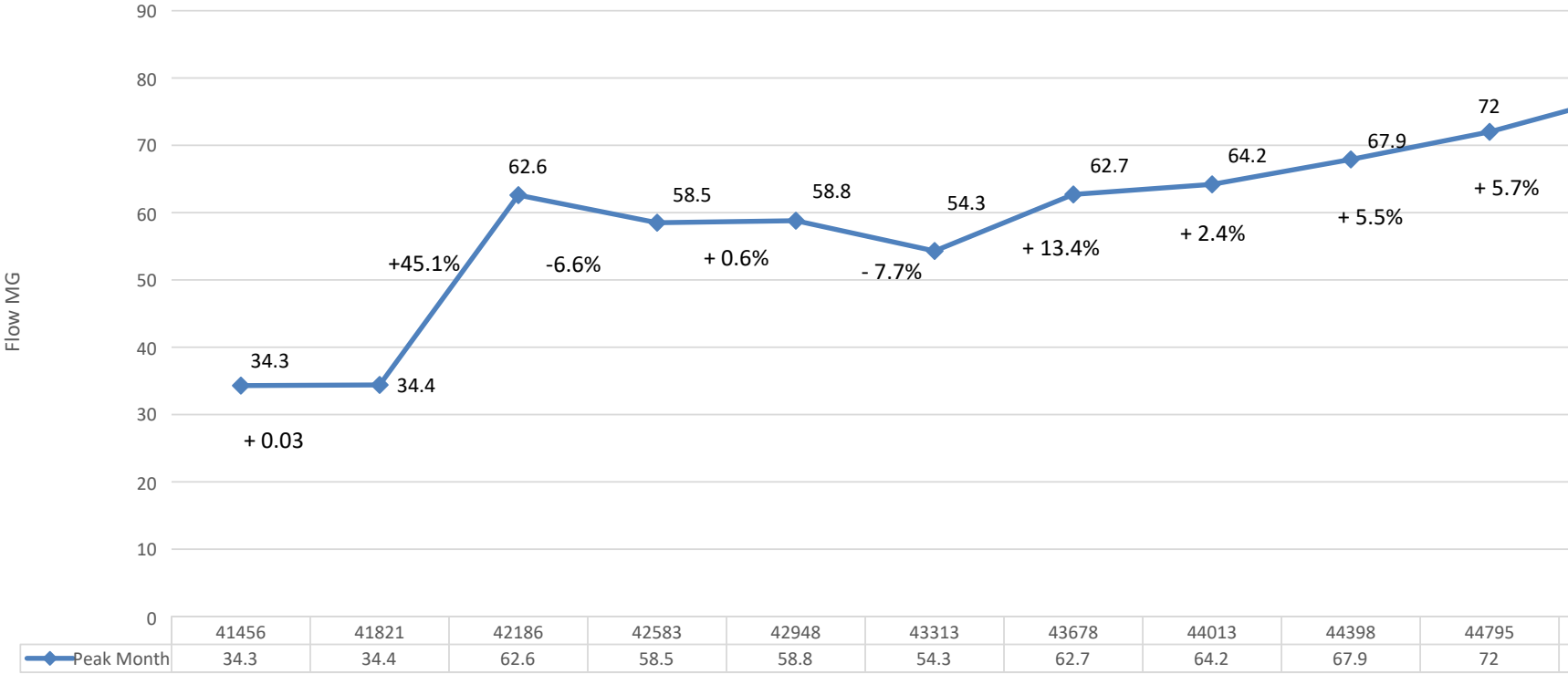




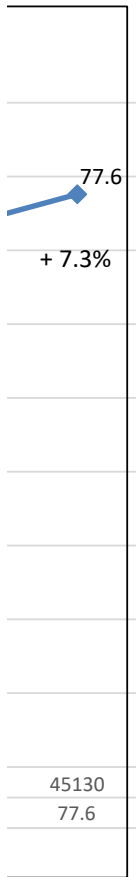
Percent of Flow - December



Peak Flow - Month



2
3



City of Cle Elum
2024-01-08 City Council Meeting
HLA Engineering – Capital Project Updates

First Street Phase 3A and 3B – Billings to Harris

Final PE and Project Acceptance to Council tonight
Following, will prepare NOC, final reimbursement, and grant closeout.

First Street Phase 3C – Penn to Harris

Bollards and trash receptacles anticipated to be delivered this week, installation scheduled this month, pending weather.

First Street Final Phase – Harris to Peoh

Preconstruction meeting next month.
Construction begins March 4, 2024, weather dependent.

Second Street Pathway – Stafford to Short (design)

Working towards 100% plans, final coordination with PSE power and Lumen for pole relocations

Second Street Pathway Phase 1 – Stafford to Penn (construction)

TIB agreement executed.
Prepare bid package for this phase, considering bidding together with Second and Stafford Roundabout

Second Street and Stafford Avenue Roundabout

Preliminary design to WSDOT for review, WSDOT review agreement to Council tonight
Roundabout roundtable design review meeting with WSDOT forthcoming
Progress to 60% plans

Second Street and Rossetti Way Water Main

Construction ongoing, on schedule, completion in May

Stafford Avenue Reconstruction and Water Main

Tied to City Heights development, awaiting direction from City legal team.

First Street and Douglas Munro Signal

Notice of Completion filed 12/12/23.
Awaiting releases from three state agencies

Columbia Avenue Railroad Feasibility Study

Council approved contract in December
Internal kickoff meeting
Schedule kickoff meeting with City

General Services

Hanson Ponds – Ongoing coordination with KCT and design team
City Safety Grant Funding Application – Due 2/2/24
SS4A Federal Grant – Announcement was in December, formal award agreements coming this month, inventory of sidewalks, curb ramps, public facilities, corrections.
Sanitary Sewer System Evaluation (I/I) - Prioritization and pilot project, Utility Committee
2024 Chip Seal – TIB funded, coordination to get on County schedule.

City Heights

Christina presented a status update for City Heights. She said that last year there was a rush of activity in winter and spring, and then not much progress or activity since then. She provided updates on Phases 1-4:

- Phase 1 subdivision received final approval in December 2022. The developer has started construction on six houses; there are more building permits ready to be picked up. The infrastructure construction is not finished.
- Phase 2 final plat was denied in May 2023 because the applicant could not demonstrate that appropriate provisions were made for potable water and transportation.
- Phase 3 was issued preliminary approval in March 2023. Phase 3 brings the number of water and sewer connections to more than 140 which requires the developer and City to reach agreement on proposed water and sewer improvements prior to any further development.
- Phase 4 preliminary subdivision was applied for in March 2022. The notice of application process is completed. The review process is on hold until the developer submits additional information requested by the city.

47 Degrees North

Christina provided information on the review process and status of the review.

A major modification is a Type 4 permit pursuant to the City Code, which requires a public comment period and an open record public hearing before the hearing examiner. Christina explained the review process for a Type 4 permit which is defined in the city code.

City staff are currently reviewing the project for consistency with City Code, City Standards, and other governing documents and preparing responses to the public comments received.

After the City finishes the consistency review, they will prepare a staff report for the hearing examiner. It will be released 30 days prior to the hearing. During the hearing, the hearing examiner will hear from staff and the project applicant and take public testimony. At the conclusion of the hearing, the hearing examiner will close the public record. No further comments will be accepted on the project.

The hearing examiner will make a recommendation to the City Council. The City Council will receive the recommendation and will hold a closed record hearing, which means there will not be a public comment before or during the hearing. After City Council decides, the decision can be appealed to Superior Court by parties of record.

Hanson Ponds Restoration Project- Wastewater Outfall Update

Background

The City of Cle Elum (City) and Kittitas Conservation Trust (KCT) are proposing the Hanson Ponds Restoration Project (Figure 1) to improve ecologic function of the area and to address the existing infrastructure risks associated with a previously identified eroding bank on the Yakima River adjacent to the Hanson Ponds (Northwest Hydraulic Consultants Inc. 2015). Based on the 2015 report findings, the City and KCT are concerned that continued bank erosion and overbank flooding will result in the ponds, which are abandoned gravel pits, capturing the full flow of the Yakima River.

KCT, in partnership with the City, contracted Inter-Fluve, Inc. to assess site conditions and provide appropriate restoration alternatives that could potentially meet both the ecologic and infrastructure goals for the Project area. This document is a summary and update of the existing *DRAFT* Wastewater Outfall Evaluation projected by Inter-Fluve November 9, 2023 (Appendix A).

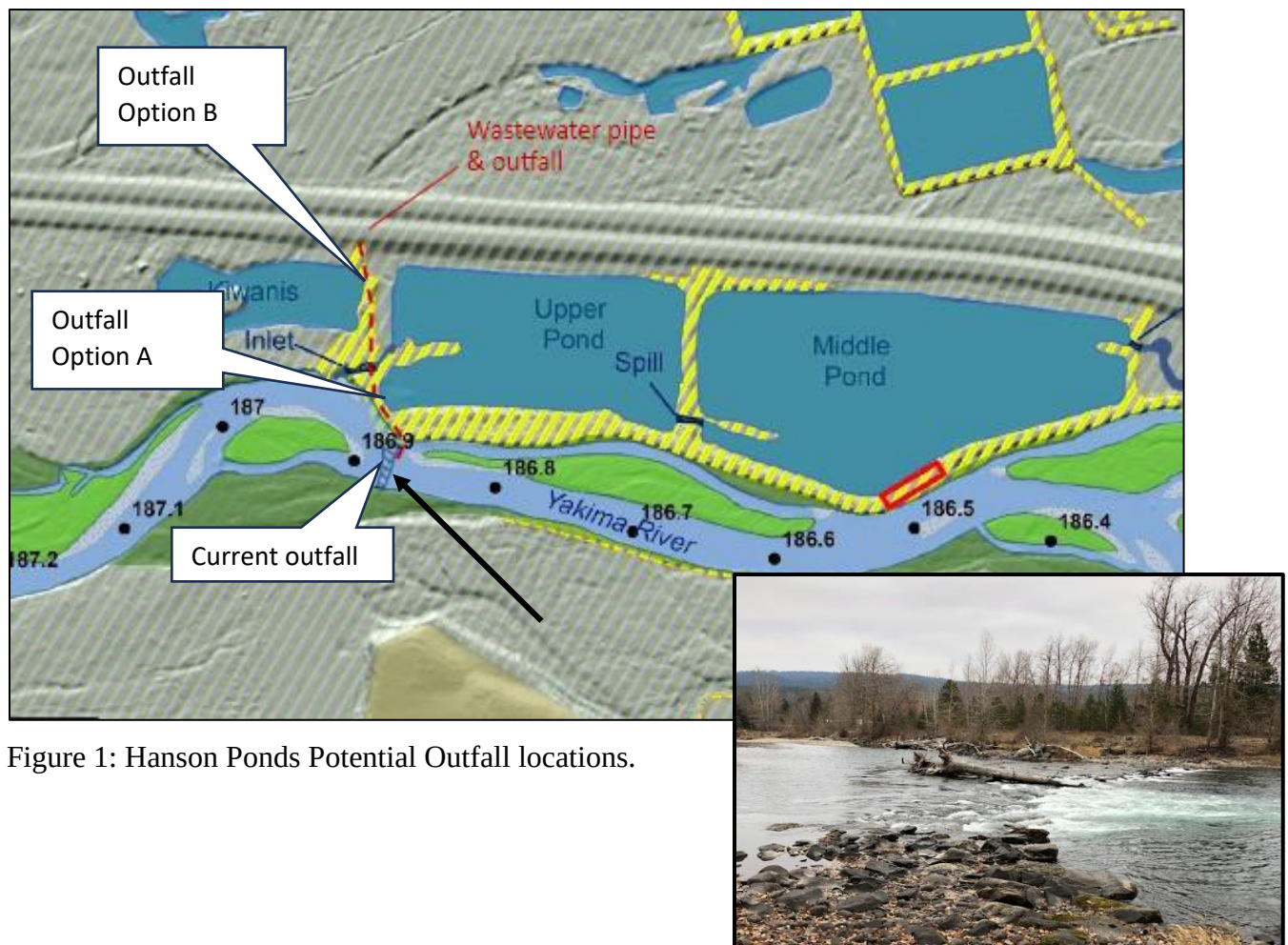


Figure 1: Hanson Ponds Potential Outfall locations.

Following is a table evaluating the cost, benefits, and feasibility of relocating the wastewater outfall and whether or not to remove the decommissioned section of pipe in the mainstem Yakima River (Table 1). Regardless of pipe removal an 5 year restoration/ conservation license to DNR seems necessary at this time to protect the ecological integrity of this reach with a constructed riffle.

Hanson Ponds Restoration Project- Wastewater Outfall Update

Table 1: Evaluation and Selection Criteria comparing Outfall Options A and/or B along with whether to remove or pay storage fee on current outfall with either option.

	Outfall A	Outfall B	Hybrid*: Outfall A & B	Current Outfall Removed**	Current Outfall Stored**
Permitting	Low	Unknown	Low	High	Low
	<i>Eliminate DNR aquatic easement, NPDES wastewater needed</i>	<i>Likely requires mixing zone study</i>	<i>Eliminate DNR aquatic easement, NPDES wastewater</i>	<i>Greater permitting level than restoration project. DNR restoration license & ROE</i>	<i>DNR storage easement. No restoration license.</i>
Environmental impacts	Low	Low	Low-Mod	High	None
	<i>Work in engineered riffle</i>	<i>Construct tributary but can be used by fish</i>	<i>Construct tributary but can be used by fish</i>	<i>Temporary but major impacts to mainstem Yakima River</i>	<i>No additional impacts to mainstem</i>
Potential future erosion	Moderate	Low	Moderate	-----	-----
	<i>Outfall remains in main floodway</i>	<i>Outfall shifted to the edge of the floodway.</i>	<i>B can be built for flexibility</i>		
Estimated Maintenance	Moderate	Low-Moderate	Moderate	None	None
	<i>Possible future armoring</i>		<i>Possible future armoring</i>		
Additional Costs	Moderate	Moderate	Moderate	High	Low
		<i>Mixing Study: \$50-70k</i>		<i>~\$500k Permit, design, construct</i>	<i>DNR: \$1-10K/yr</i>
Ability to meet project objectives	High	High	High	Moderate	High
				<i>Require significantly more funding and temporary impacts to the river</i>	

* “Y” installed for Option B for future flexibility/emergencies, but infrastructure will not be built out.

**At this time, engineers recommend maintaining the engineered riffle to prevent a head cut up the Yakima River (regardless of pipe removal) to hold the river’s grade. DNR requires a onetime \$500 ROE permit, \$900 restoration license, and annual insurance for 5 years to permit the riffle IF the pipe is removed. If the pipe is not removed an annual DNR pipe storage fee of ~\$1k-10k applies. In-water permits will be needed and will likely require actions to isolate the mainstem channel.

Appendix A: Hanson Ponds Restoration Project-Wastewater Outfall Evaluation and Selection Memo
(attached)

Hanson Ponds Restoration Project - Wastewater Outfall Evaluation and Selection

1. Introduction

1.1 Background and Purpose

The City of Cle Elum (City) and Kittitas Conservation Trust (KCT) are proposing the Hanson Ponds Restoration Project (Project) to improve ecologic function of the area and to address the existing infrastructure risks associated with a previously identified eroding bank on the Yakima River adjacent to the Hanson Ponds (Northwest Hydraulic Consultants Inc. 2015). Based on the 2015 report findings, the City and KCT are concerned that continued bank erosion and overbank flooding will result in the ponds, which are abandoned gravel pits, capturing the full flow of the Yakima River.

These risks are related to several potential negative outcomes to both habitat and infrastructure in the area, including:

1. Ecological impacts associated with pond capture of the channel (e.g., warm water conditions in open ponds, lack of riparian buffer, notably decreased habitat complexity).
2. Damaging the City's wastewater outfall that is currently located under the Upper Pond's upstream border levee and a constructed inlet channel.
3. Abandonment of the existing outfall location by the Yakima River prior to its relocation.
4. Potential erosion to Interstate 90 (I-90), especially the southbound on- and off-ramps at Exit 85.

KCT, in partnership with the City, contracted Inter-Fluve, Inc. (Inter-Fluve) to assess site conditions and provide appropriate restoration alternatives that could potentially meet both the ecologic and infrastructure goals for the Project area. In collaboration with a technical working group, a community advisory group, and the City's special advisory group (CCE), four concept alternatives were developed and reviewed.

For background and details on the stakeholder working groups and the review process, see Section 5 (Alternatives Development & Review) in the Concept Basis of Design Report (**Attachment 1**). Part of the review process that the stakeholder groups collectively underwent included evaluating the feasibility and benefits of each alternative. Descriptions, maps, and evaluation of the four concept alternatives are provided in **Attachment 1**. The feasibility matrix is included as **Attachment 2**. The stakeholder groups jointly recommended Alternative 4 as the

preferred approach. The assessment, concept alternatives, cost and benefit evaluation of the alternatives, and recommendations from the stakeholder groups were provided to the City Council in November 2022. On November 28, 2022, the four concept alternatives were presented to the City Council, who voted to select concept Alternative 4 as the preferred approach. Alternative 4 requires that the City's treated wastewater outfall pipe be relocated from its current location. Preliminary wastewater outfall relocation options were originally developed by Inter-Fluve and KCT in collaboration with the CCE and based on criteria expressed by the CCE.

Jacobs was added to KCT's design and permitting team in 2023. Jacobs' tasks include leading the outfall relocation evaluation, supporting the civil engineering aspects of the outfall relocation design, and taking on a sizeable portion of the Project's permitting requirements. This memorandum summarizes how Alternative 4 meets the goals and objectives of the Project and thus is expected to also benefit salmon. This memorandum describes the evaluation process of the three wastewater outfall relocation options (Option A, Option B, and Option C) related to concept Alternative 4, along with the process of investigating and refining each of the outfall relocation options.

The goal of the outfall relocation evaluation process is to collaboratively identify the preferred option that meets the goals and design criteria of the Project while also being permissible and constructable for a reasonable cost. The evaluation has included communication with permitting agencies, onsite tours, preliminary desktop analysis, developing selection criteria, permit constraints assessment, and comparison of the wastewater outfall relocation options in accordance with the objectives of the design relative to the costs.

1.2 *Project Location*

The Project is located approximately 2 miles southeast of Cle Elum, Washington, adjacent to the Yakima River. The approximately 50-acre Project area is within the northwest and northeast quarters of Section 36, Township 20 North, Range 15 East, Willamette Meridian (see Figure 1 in **Attachment 1** for a location map).

2. *Alternative 4: Project Goals and Benefits*

2.1 *Project Goals and Expected Design Outcomes*

The overarching goals and objectives of the Project are to improve anadromous salmonid habitat, maintain and protect critical infrastructure (prioritizing the City's sewer outfall and I-90), improve floodplain connection and function, and provide recreational opportunities, where appropriate. Specific goals and objectives of the Project are outlined below.

2.1.1 Goal 1: Increase the quantity and quality of accessible off-channel rearing habitat for juvenile spring Chinook salmon, coho, and steelhead and spawning habitat for spring Chinook salmon in the Yakima River.

- Objective 1.1: Upon implementation of the design, set back or remove approximately 4,800 feet of levee bank.
- Objective 1.2: Upon implementation of the design, place 15 to 20 large wood structures in existing side channels to provide cover and high flow refuge.
- Objective 1.3: Upon implementation of the design, improve fish passage at 5 existing rock weirs.
- Objective 1.4 Upon implementation of the design, place 25 to 30 large wood structures in newly created side channels to create habitat complexity.

Goal 1 and its associated objectives will be met no matter which of the three wastewater outfall relocation options are selected. These objectives are specific to the proposed restoration concepts in Alternative 4. The concept was developed to increase the quantity and quality of accessible off-channel rearing salmonid habitat. The Project will address concerns associated with warm water temperatures and predation within the ponds by eliminating the ponds and creating complex side and off-channel habitat. The ponds will be transformed into a functioning floodplain with side channels that include installation of large wood structures to improve habitat and native riparian vegetation. The Project will also improve fish passage over at least five existing rock weirs in an existing side channel and 4,800 feet of levee will be removed.

2.1.2 Goal 2: Improve riverine and floodplain function and the quantity and quality of habitats they provide for juvenile spring Chinook salmon, coho, and steelhead.

- Objective 2.1: Upon implementation of the design, create approximately 22 acres of new riverine floodplain (fill islands) with approximately 6,600 feet of off-channel habitat that will serve as refuge for juvenile salmon and steelhead.

Goal 2 and its associated objective will be met no matter which of the three wastewater outfall relocation options are selected as these objectives are specific to proposed restoration concepts in Alternative 4. Each of the three options will allow for the creation of approximately 22 acres of new riverine floodplain (fill islands) and approximately 6,600 feet of created off-channel habitat.

2.1.3 Goal 3: Enhance recreational opportunities.

- Objective 3.1: Upon implementation of the design, construct 2.8 miles of recreational trails with interpretive signs and year-round access for hiking, wildlife viewing, and fishing.

Goal 3 and its associated objective will be met no matter which of the three wastewater outfall relocation options are selected through enhancing recreation opportunities at the restoration site.

All three options will allow for approximately 2.8 miles of recreational trails with interpretive signs and year-round access for hiking, wildlife viewing, and fishing.

2.1.4 Goal 4: Reduce flood risk to critical regional sewer outfall and I-90 infrastructure.

- Objective 4.1: Upon implementation of the design, either fortify the sewer outfall site or relocate the outfall to a more suitable location.
- Objective 4.2: Upon implementation of the design, protect I-90 infrastructure from flood risk by establishing a setback levee approximately 5,100 feet in length.

Goal 4 and its associated objectives will be met no matter which of the three wastewater outfall relocation options are selected, since design of each will aim to reduce flood risk impacts to the critical regional sewer outfall and I-90 infrastructure.

2.2 Salmonid Benefits of Alternative 4

The *Hanson Ponds Restoration Alternatives & Concepts Designs, Basis of Design Report* (BDR) (Inter-Fluve 2022) describes design criteria, site conditions, Project area goals and objectives, potential construction impacts, infrastructure constraints, property owner concerns, and feasibility associated with the four concept alternatives (**Attachment 1**). The preliminary design criteria specific to salmonid habitat are presented in the BDR (**Attachment 1**) and listed below. These preliminary criteria were developed in collaboration with KCT, Inter-Fluve, and the technical working group.

Habitat Criteria:

- Improve quality and/or quantity of rearing habitat and maintain or improve migration for steelhead, Chinook, coho, sockeye, and bull trout.
- Improve side channel and off-channel habitat quality and quantity, where possible.
- Reduce risk of predation to salmon and steelhead juveniles by warm water fish, where possible.
- Address existing risk of habitat degradation as a result of ponds capturing the mainstem river.

To construct the preferred concept (Alternative 4), which maximizes the potential uplift benefits to salmonid habitat within the constraints of anthropogenic limitations, the existing outfall location needs to be relocated. In this manner, all wastewater outfall relocation options support Alternative 4 and thus support actions that benefit salmonids by addressing the habitat criteria.

3. Wastewater Outfall Relocation Options Considered

This section describes the three wastewater outfall relocation options (Option A, Option B, and Option C) associated with preferred concept Alternative 4. **Attachment 1** provides additional

information on all concept alternatives. The concept Alternative 4 options and preliminary information about each were presented to the City Council on July 10 and 24, 2023.

3.1 Option A

The original concept for Option A would move the outfall from the existing location, in a scour hole at the downstream end of a constructed riffle in the mainstem Yakima River, to the left bank of the proposed relocated mainstem channel, as shown in concept Alternative 4 (Figure 3 in **Attachment 3**; Photographs 1 and 2 in **Attachment 4**).

The proposed mainstem channel relocation would be more consistent with the historic mainstem location prior to gravel mining and the development of Hanson Ponds, which included levee construction to separate the ponds from the river and to protect I-90. This option would consist of cutting the existing 24-inch ductile iron pipe at the appropriate length and removing a portion; retrofitting the pipe to 16-inch diameter, similar to the existing outfall, or a full-sized exit from the existing 24-inch pipe; installing new valves and pipe fittings; and installing a new outfall mouth. It is assumed that the outfall would be a reinforced concrete structure and outlet to the river perpendicular to flow. The remainder of the 24-inch ductile iron pipe south of the new structure would either be removed or filled with grout or sand and capped (if not removed). The original concepts for Option A were designed to daylight the outfall for maintenance purposes (in accordance with the City's request) at the bank of the relocated mainstem.

Coordination with the Washington State Department of Ecology (Ecology) has indicated that changing the outfall to a side bank discharge with no mixing prior to outletting to the mainstem channel would require a desktop mixing zone study (costing approximately \$50,000 to \$70,000) to confirm if mixing the newly designed outfall is equivalent with existing conditions. Ecology indicated that side bank discharges are often less effective at mixing compared to the existing subsurface outfall. They also indicated that results of the mixing zone study could lead to more stringent permit limits within the National Pollutant Discharge Elimination System (NPDES) Waste Discharge permit. Changes to the permit limits could be very costly for the City as it would require upgrades to the treatment facility to treat waste more effectively prior to discharge.

Given the costs of a mixing zone study and potential changes to City infrastructure, Option A was evaluated at the same location, but with a similar configuration to existing conditions, in a scour pool in the proposed relocated mainstem channel. Like existing conditions, this configuration of Option A would be a submerged outfall and would require scuba divers for maintenance inspections. However, this would not increase costs associated with a mixing zone study and potential treatment plant improvements.

3.2 Option B

Option B proposes to relocate the outfall from its existing location in a scour pool downstream from a constructed riffle in the mainstem Yakima River to the initiation point of a floodplain tributary on the south side of I-90, as shown in concept Alternative 4 (Figure 3 in **Attachment 3**;

Photograph 3 in **Attachment 4**). Similar to Option A, Option B would consist of cutting the existing 24-inch ductile iron pipe at the appropriate length; retrofitting the pipe to 16-inch diameter, similar to the existing outfall, or a full-sized exit from the existing 24-inch pipe; installing new pipe fittings; and installing a new outfall structure. It is assumed that the outfall would be a reinforced concrete structure and outlet to a newly constructed floodplain tributary designed to flow into the Yakima River.

Option B would discharge into a constructed floodplain tributary that would be designed to flow into the mainstem Yakima River. The outlet was originally conceived as a side bank discharge. In this configuration, Option B would be daylighted, allowing for easy inspection of the outfall. A split outfall is proposed to allow maintenance on one side while the other side continues to discharge. Each side could be sized for full flow or could be sized down if desired, requiring coordination between maintenance activities and peak flow times. Fish barrier screens would be added to the front of the structure, and grating would be added to the top of the structure for safety purposes. The remainder of the 24-inch ductile iron pipe south of the new structure would either be removed or filled with grout or sand and capped, depending on permitting requirements.

As mentioned above in Option A, a side bank discharge would require a mixing zone study for Ecology and potential wastewater treatment facility upgrades. If the study shows mixing is less effective than existing conditions, then treatment plant upgrades may be required. There is the potential a side channel may be constructed to pull water from the Yakima River mainstem channel into the constructed floodplain tributary to allow mixing within the constructed channel prior to discharge to the mainstem Yakima River. KCT is currently working with Ecology to determine if there is a specific flow rate requirement for the side channel to decrease the likelihood that more stringent permit limits associated with the NPDES Waste Discharge permit would apply to this configuration. If this option is pursued, additional coordination will be needed with the permitting agencies to confirm if this is permissible and cost effective.

3.3 *Option C*

Option C proposes routing the treated wastewater through a pipe in or next to an existing ditch (Town Ditch) to an outfall location along the north side of I-90. This route goes under Exit 85 through an existing 6-foot-diameter, rebar-reinforced concrete culvert, along the north side of another gravel pit pond, and into the mainstem Yakima River downstream of the I-90 bridge (Appendix B in **Attachment 1**; Photograph 4 in **Attachment 4**).

The relative cost for this option assumed it would require approximately 2,700 feet of new buried pipe and potentially a new, larger culvert to handle increased flow capacity, as well as new pipe fittings and an outfall mouth. This option may include constructing an additional stilling pond or wetland pond for the wastewater treatment process. The outfall would be located in the mainstem Yakima River. There would be discussion about structure depth and sediment buildup in the pipeline, depending upon the result of a survey.

Two additional configurations were considered for Option C: (1) a daylight channel that would flow into Town Ditch or (2) discharging to a wetland east of the existing wastewater treatment ponds before flowing into Town Ditch (Appendix B in **Attachment 1**; Photograph 4 in **Attachment 4**). All configurations of Option C would result in either a side bank discharge to the Yakima River or an in-channel discharge.

4. Outfall Relocation Agency Coordination

Agency coordination has been integral to developing the selection criteria and informing the preferred outfall relocation evaluation and recommendations. Site tours involving KCT, the City, Veolia Water (wastewater facility contractor), HLA Engineering and Land Surveying, Inc. (City engineer), Kittitas County, National Marine Fisheries Service, U.S. Fish and Wildlife Service, Federal Highway Administration, Washington Department of Fish and Wildlife (WDFW), and Jacobs were conducted on June 20 and 27, 2023, to discuss wastewater outfall relocation options and identify potential effects to aquatic resources, potential permitting restraints, restoration potential, and the City maintenance and operations.

Four follow-up meetings occurred in 2023 via Microsoft Teams. Meetings were held with Ecology on July 25 and September 27, with the Washington State Department of Transportation (WSDOT) on October 17, and with the Washington State Department of Natural Resources (DNR) on October 23. The City was informed throughout this process by attending the site visits and attending the September 27 meeting with Ecology. Additional phone and email communications with all agencies mentioned in this section, including correspondence with U.S. Army Corps of Engineers, who were unable to attend the site visits, has also occurred throughout this process.

The conceptual relocation options were developed with the assumption that abandoned portions of the wastewater outfall pipe could be left in place. DNR confirmed during a meeting with KCT, Inter-Fluve, and Jacobs on October 23, 2023, that all three wastewater outfall relocations options will require removing the abandoned sections of existing wastewater outfall pipe as part of the Project. If the pipe is not removed, the City will be required to pay an annual storage fee to DNR for leaving the abandoned pipe in place at an estimated cost range of \$1,000 to \$10,000 a year. DNR has also confirmed the lease for the existing pipe expired in 2020 and recommended that the City coordinate with DNR on renewing that lease for the existing infrastructure.

Option A would likely require renewal of this lease whether the abandoned pipe is removed or left in place. Option B would occur on City-owned property in the uplands and is likely outside of DNR jurisdiction; however, further discussions are warranted with DNR to confirm this.

5. Selection Criteria

Selection criteria considered for each of the outfall relocation options included how well each met the goals and objectives of the Project (see Section 2.4); aquatic resource impacts vs. restoration

potential; permitting and monitoring requirements; public perception; infrastructure maintenance, cost, and operation (current vs. proposed); and feasibility. As part of this process, the following outfall relocation objectives were developed and evaluated for each outfall relocation option.

Outfall Relocation Objectives:

- Does not reduce benefits of Alternatives 4 for salmonids and other aquatic species.
- Potential to contribute to ecological uplift.
- Permittable, constructable, and cost effective.
- Reduce risk to existing wastewater outfall infrastructure.
- Designed to capacity for future wastewater outfall needs.
- Long-term maintenance and function.

6. Evaluation

6.1 Aquatic Resource Impacts vs. Ecologic Uplift Potential

Options A and B are expected to have less wetland impacts during construction than Option C because the configuration of Option C puts the outfall flow through an existing wetland complex to the east of the wastewater treatment facility. Option B has a slightly higher ecologic uplift potential compared to Option A; however, both of these options would be beneficial compared to existing conditions.

Option C would provide the most benefit as it would relocate the outfall to a more suitable location that would not require fortification; however, Options A and B and their associated configurations can also be designed to meet Project Objective 4.1 through fortifying infrastructure associated with those options. KCT and the design team are coordinating with WSDOT to confirm the Project is designed to protect I-90 infrastructure from flood risk. WSDOT has requested this be completed through designed grade control and scour protection. WSDOT will review the hydraulic model and provide input on each level of design.

Given the new request from DNR that the discontinued portion of pipe be removed, all three options would require some amount of discontinued pipe removal that includes deconstructing the existing grade control riffle in the mainstem channel to do so. Option A (submerged configuration) would require the least amount of discontinued pipe be removed from the floodplain.

6.2 Permitting and Monitoring Requirements

6.2.1 Existing Conditions

This section provides an environmental background review of existing conditions to inform potential permitting requirements for relocating the wastewater outfall.

Federal- and State-Listed Species and State Priority Species

According to the Statewide Washington Integrated Fish Distribution (SWIFD) online mapper, Middle Columbia River summer-run steelhead (*Oncorhynchus mykiss*), Columbia River bull trout (*Salvelinus confluentus*), Middle Columbia River Chinook salmon (*Oncorhynchus tshawytscha*), upper Columbia River summer- and fall-run Chinook salmon (*O. tshawytscha*), rainbow trout (*O. mykiss*), mountain whitefish (*Prosopium williamsoni*), eastern brook trout (*Salvelinus fontinalis*), Westslope cutthroat trout (*Oncorhynchus clarkii lewisi*), and red side shiner (*Richardsonius balteatus*) all occur within the Yakima River (Northwest Indian Fisheries Commission n.d.).

The Hanson Ponds restoration elements will trigger Endangered Species Act Section 7 consultation for bull trout, steelhead, bull trout critical habitat, and steelhead critical habitat with each of the wastewater outfall relocation options (U.S. Fish and Wildlife Service n.d.-a, n.d.-b; National Oceanic and Atmospheric Administration n.d.).

There are no WDFW Priority Habitats or Species occurrence points or habitat polygons at the locations of any of the options (2023). Several shrub-steppe polygons occur in the general area, but none are in the immediate vicinity of any of the wastewater outfall relocation options. No state-listed rare plants have been documented in the general vicinity of the wastewater outfall relocation options (Washington Natural Heritage Program 2021). The nearest documented populations are over 3 miles to the south and include sticky goldenweed (*Pyrrocoma lucida*) and Knoke's desert-parsley (*Lomatium knokei*).

Wetlands

The National Wetlands Inventory (NWI) does not map any wetlands at the locations of Options A or B; however, it does map the freshwater pond that is adjacent to the east of these options. The *Wetlands and Stream Report – Hanson Ponds Project* describes the wetlands found in the study area (GG Environmental 2020). Wetland Unit 5 and Wetland Unit 7 may be impacted by construction associated with Options A and B. NWI maps Town Ditch (location of Option C) as an existing ditch mapped as a riverine intermittent streambed, a seasonally flooded diked/impounded (R4SBC) wetland, and a riverine perennial unconsolidated bottom (R5UBH) wetland with one palustrine emergent semi permanently flooded (PEM1F) wetland mapped along the existing ditch. No aquatics assessment has occurred within Option C. If this option were to move forward, an aquatics assessment would be required to determine impacts to wetlands.

Hydrology

The National Hydrology Dataset (NHD) maps perennial ponds adjacent (east and west) of Options A and B (U.S. Geological Survey n.d.). Option C is considered an existing ditch mapped by NHD as an intermittent stream along the north side of the treatment ponds that transitions to a perennial pond, where an unnamed stream from the north flows into the ditch.

Options A and B are completely within Tier 1 Channel Migration Zone (Kittitas County Code 17A.02.150). Options A and B are completely within the 100-year floodplain of the Yakima River.

Option C would occur within the floodplain near where Town Ditch outlets to the Yakima River. Only Options A and B are within the floodway. Total Maximum Daily Load (TMDL) and 303(d) listings are the same for each option (Ecology n.d.-c). The nearest 303(d)-listed waterbody is the Yakima River, for polychlorinated biphenyls over 10 miles downstream. These options are within three TMDLs: Upper Yakima River Watershed dichlorodiphenyltrichloroethane (DDT) and total suspended solids TMDL (approved); Yakima River Basin toxics TMDL (in development); and Upper Yakima River tributaries temperature TMDL (approved).

In Kittitas County, shoreline jurisdiction (RCW 90.58.030(2)) includes all shorelines of the state, upland areas (shorelands) within 200 feet of the ordinary high water mark of those waters, associated wetlands and river deltas, and floodways and contiguous floodplain areas landward 200 feet from such floodways (Kittitas County 2021b). Options A and B are within the shorelines of the Yakima River.

Ecology Facilities and Sites

There are no Environmental Protection Agency or Ecology facilities or sites of concern in the general area of any of the options (Ecology n.d.-a, n.d.-b, n.d.-c; U.S. Environmental Protection Agency n.d.-a, n.d.-b). Ecology indicates nearby facilities and sites include: (1) Sand and Gravel permit (Gibson & Son Cle Elum Pit) east of I-90 interchange, near Option C, (2) Water treatment plant, (3) CSWGP for WSDOT for Oaks Ave. from 2014; and (4) Cle Elum Drums hazardous waste generator from the 1990s, located to the west of the treatment facility and north of I-90.

6.2.2 Comparison of Permitting and Monitoring Requirements

Restoration elements of the Project for all three wastewater outfall relocation options require Clean Water Act Section 401 and Section 404 approvals, a WDFW Hydraulic Project Approval and local permits. The Clean Water Act approvals will require Section 106 compliance, triggering the need for a cultural assessment within the Project disturbance limits and Endangered Species Act Section 7 formal consultation for federally listed fish species. Option C would require additional efforts associated with these permits as it would significantly increase the size of the disturbance limits, meaning more costs would be associated with cultural and aquatic resource surveys. Impacts within this larger footprint have the potential for additional impacts to wetlands that could trigger the need for additional mitigation associated with those impacts. Similarly, an increased mitigation area could increase the costs associated with monitoring requirements.

Ecology will likely allow the daylight channel to be considered an extended mixing zone for Option B; however, Ecology indicated this is not possible for the longer section of Town Ditch if Option C were chosen. This means Option C would trigger more stringent requirements to the NPDES Waste Discharge permit, which makes it not permittable. Option A (side bank discharge configuration) and Option B have the potential to trigger more stringent requirements to the NPDES Waste Discharge permit depending on the results of the mixing zone study Ecology will likely require. Option A (submerged configuration) has additional permitting, similar to existing

conditions (e.g., DNR aquatics easement, NPDES Waste Discharge permit) and is therefore the preferred option from a permitting standpoint.

6.3 Public Perception

Concern has been raised that public perception of a side bank discharge configuration of treated wastewater may be mixed and potentially negative. Option C would relocate the wastewater outfall away from a public recreation site and Option A (submerged configuration) would keep it submerged under the mainstem Yakima River where it is out of public view. Option A (side bank discharge configuration) and Option B have the potential for negative public perception as recreation (e.g., walking paths and swimming areas) would be adjacent to a daylighted wastewater outfall. These concerns regarding negative public perception could be offset by using thick, native vegetation such as willows (*Salix* sp.), and/or a fence to screen and decrease access to the outfall location. If a side bank discharge outfall is selected, this concern will need to be considered and addressed with design, public outreach, and educational information.

6.4 Infrastructure Cost, Maintenance, and Operation

The wastewater facility manager has requested the Project be designed to decrease maintenance costs and improve ease of inspection by daylighting the outfall, which would make it easier to observe and maintain outfall infrastructure. Existing conditions require hiring a scuba diver to perform inspections every 5 years and any maintenance that may be needed would also require additional costs for work on a pipe that is currently in the wetted mainstem channel of the Yakima River. However, daylighting the outfall pipe will require the City to pay more upfront costs that will likely be associated with the need for a mixing zone study that, in turn, could lead to more stringent NPDES Waste Discharge permit requirements. If Ecology were to change the permit limits (e.g., reduce allowed ammonia levels), this could lead to additional costs to the City as they may need to retrofit the current wastewater treatment plant to meet more stringent requirements.

Option A would require more armoring during construction compared to the other options. Option B could also have this concern; however, to a lesser extent as it is located adjacent to I-90 away from the mainstem Yakima River.

Option C wastewater outfall would not require additional armoring as it would discharge to Town Ditch instead of the Yakima River. Additionally, one configuration of Option C included digging out another lagoon at the wastewater treatment plant, which could be a source of material to fill ponds. However, these benefits of Option C are offset by the cost associated with rerouting the existing outfall around the facility, so it goes toward Town Ditch instead of the Yakima River. Rerouting the outfall also has the potential to cause impacts to the facility during construction. Finally, there are several unknowns associated with Option C, including not knowing the capacity of the ditch during storm events, the condition and potential need for maintenance of the ditch downstream of the facility, whether increased flows in Town Ditch could erode where it outflows

to the Yakima River, and the condition of the culvert that passes under the I-90 interchange, which has lateral cracking (Photograph 5 in **Attachment 4**).

Options A and B already have infrastructure in place and would be cheaper to retrofit compared to Option C. Option A (submerged configuration) is likely cheaper to construct compared to Option B given DNR is requiring the abandoned section of pipe be removed or an annual storage fee be paid by the City, and this option would leave more of the pipe operation so less would have to be removed. While Option A (submerged configuration) is not preferred from an outfall maintenance standpoint, it is likely the most cost-effective option, it is consistent with existing conditions, and it would limit the amount of disturbance within the floodplain associated with removing the discontinued section of pipe.

6.5 Feasibility

Option A and Option B are both feasible for relocating the wastewater outfall based on information presented throughout Section 6.

While Option C was initially preferred by the City when Alternative 4 was chosen in 2022, further investigation has revealed several factors that have decreased the feasibility of Option C. These include various unknowns about Town Ditch:

- A lack of flow rate data in the ditch during storm events, which makes it difficult to determine if it has the carrying capacity to also transport wastewater.
- No information on the condition of the ditch between the wastewater plant and river.
- Not knowing how discharging wastewater to this ditch could affect downstream residential wells.
- Whether or not the WSDOT culvert associated with Exit 85 on I-90 needs replacing given the observed lateral cracking that was noticed during a recent site visit.

Option C is estimated to be considerably more expensive than Options A and B. Given the unknowns of Options A vs. B (e.g., mixing zone study) and the unknowns of Option C (e.g., culvert condition), updated cost estimates have yet to be generated for each option. For a general comparison, initial cost estimates developed in 2021 were anticipated to be approximately \$32,500 for Option A (estimate does not include a mixing study or pipe removal from the mainstem), \$45,500 for Option B (estimate does not include a mixing study or pipe removal from the mainstem), and \$5,125,000 for Option C.

Option C would be difficult to access for geotechnical investigation and construction due to a lack of access roads and NWI mapped wetlands in the area. Ecology staff communicated to KCT and the design team in July 2023 that Option C could not be permitted as an extended mixing zone, which would in turn increase the cost of Option C beyond what is feasible for the Project.

6.6 Evaluation of Outfall Relocation Objectives

6.6.1 Benefit Salmonids and Other Aquatic Species

All options will benefit salmonids and other aquatic species as the Project is being designed to improve instream and riparian habitat as well as improve ecological function within the Yakima River floodplain. Option B has the potential for including a floodplain tributary as off-channel habitat. Option C would decrease the need for additional armoring to protect the outfall compared to Options A and B; however, all options will have an overall benefit to aquatic species and therefore this potential need for additional armoring is negligible compared to the overall benefit of the Project.

6.6.2 Ecological Uplift

All options provide the potential for ecological uplift associated with the Project. Option C would have completely removed the wastewater infrastructure from the restoration area and would allow the most flexibility in design; however, it has the potential for the greatest amount of wetland impacts, is difficult to permit, and is costly. Options B and C would require relatively high disturbance to the entire existing outfall pipe compared to Option A because more pipe would be removed for these options unless the City is willing to pay an annual storage fee to abandon it in place. Options A and B allow for some flexibility in design; however, floodplain and channel bed reinforcement to protect the new wastewater outfall location and sustain its connection to the mainstem channel will impose a constructed grade control and some channel confinement at the upstream end of the Project.

6.6.3 Permittable and Constructable

The permit requirements and unknowns associated with Option C, as described in Sections 6.2.2 and 6.5, respectively, result in this being the least desirable option. Based on projected installation costs and an inability to permit without extensive additional costs, Option C will not be recommended. All configurations of Options A and B will utilize existing infrastructure. Option A (submerged configuration) will likely be the easiest and cheapest to permit and construct as it will mimic the currently permitted outfall and will likely satisfy Ecology as having a mixing zone similar to existing conditions.

6.6.4 Reduce Risk to Wastewater Outfall Infrastructure

Option C would remove the wastewater outfall from the active floodplain of the Yakima River. Option B reduces risk to the existing wastewater outfall infrastructure by relocating it closer to I-90 at a side channel designed to have less exposure (duration and frequency) to erosive hydraulic flows. Option A reduces risks to the existing wastewater outfall infrastructure by relocating the mainstem channel in an alignment expected to reduce bank erosion and by reinforcing the floodplain and outfall to withstand very large flood events.

6.6.5 Designed for Future Capacity

The wastewater facility manager has indicated the current capacity of the existing wastewater outfall infrastructure is sufficient to account for future needs and has requested the outfall be designed to provide the same capacity of existing conditions. All three options can easily be designed to accommodate this request.

6.6.6 Long-term Maintenance and Function

Option A (side bank discharge configuration), Option B, and Option C all daylight the outfall, which allows for easier inspections and maintenance. Option A (submerged configuration) provides function most similar to existing conditions, which will make it easier to permit and likely cheaper to construct. All configurations will be designed for public safety and can be designed with materials expected to withstand very large flood events.

7. Rationale for Preferred Option(s) Recommendations

KCT staff presented the three wastewater outfall relocation options (Option A, Option B, and Option C) to the City Council on July 10 and 24, 2023. **Attachment 3** illustrates figures and the pros and cons of the proposed wastewater outfall alternatives that were presented. The City Council selected Option B as their preferred option on July 24, 2023 (Table 1 in **Attachment 3**). This decision was based on the benefits it is expected to provide and assumption at that time that costs were relatively equivalent for Options A and B. Option C was not selected by the City due to relative costs and the newly acquired information that Ecology cannot permit it without more stringent operating limits of the wastewater treatment plant, which would add additional costs to this option.

Since that meeting, follow-up conversations have occurred with Ecology and DNR. A mixing zone study for Option A (side bank discharge configuration) and Option B would likely be required for permitting. The estimated cost for a mixing zone study in this area is approximately \$50,000 to \$70,000. The additional cost of doing a mixing zone study may shift the preference to Option A if the City does not want to fund the mixing zone study. In addition to costs, the City will need to consider that the study could result in more stringent permit limits to the NPDES Waste Discharge permit that may have additional costs associated with any retrofits to the wastewater treatment plant.

KCT is currently exploring the requirements with Ecology regarding supplemental side channel flows if Option B is selected. The question posed to Ecology is if supplemental flows can mitigate concerns about mixing requirements associated with transitioning from the existing submerged outfall within the mainstem Yakima River to a side bank discharge in a created floodplain tributary. Unfortunately, Ecology has not been able to provide a clear response yet on whether this would limit the need for a mixing zone study, which has not been funded. At this time Option A (submerged configuration) is the most likely to be recommended, unless the City is willing to take on the extra estimated costs associated with Option B and/or Ecology can provide guidance

that would allow for Option B to be designed without changes to the NPDES Waste Discharge permit.

Other considerations for preferred outfall relocation options: Option A (submerged configuration) has existing infrastructure and obtainable permit requirements, is expected to have lower permitting costs and lower costs associated with removing abandoned pipe within the floodplain (due to less pipe to remove).

8. Salmonid Benefits of Preferred Options A and B

The Salmon Recovery Funding Board developed *Manual 18: Salmon Recovery Grants*, Appendix G: Benefit and Certainty Criteria, to ensure benefits to fish and the success of projects (Washington State Recreation and Conservation Office 2023). Each criterion is ranked as a high benefit (completely addresses criteria), medium benefit (fulfills some but not all limiting factors of criteria), and low benefit (does not address the criteria). As described throughout the BDR (**Attachment 1**), the Alternatives for the Project, including the three wastewater outfall relocation options assessed in this memorandum, were developed to meet these criteria (Inter-Fluve 2021). Benefit criteria is identified and prioritized by the outfall relocation option using the following criteria areas:

- Watershed Processes and Habitat Features – Option A would decrease impacts associated with removing the decommissioned existing outfall pipe; however, Option B may provide slightly more flexibility in restoration design if the floodplain tributary configuration is permissible.
- Areas and Actions – Options A and B are within a high-priority geographic region (Yakima River Basin) and have equal benefits based on these criteria.
- Scientific – Several assessments have identified the benefits of Alternative 4, which include outfall relocation Options A and B (**Attachment 1**).
- Species – Options A and B are equivalent in comprehensively addressing multiple species of fish and fish habitat improvement treatments.
- Costs – when considering the cost of a mixing zone study and the potential treatment plant upgrades that could result from more stringent permit conditions, Option A (submerged configuration) has lower costs associated with the Project elements compared to Option A (side bank discharge configuration) and Option B.

All wastewater relocation configurations of Options A and B meet the goals and objectives of the Project, when compared to the Salmon Recovery Funding Board Benefit and Certainty Criteria. However, the uncertainty in costs associated with Option A (side bank discharge configuration) and Option B may outweigh the benefits, unless the City is wanting to assist with funding a mixing zone study and the results from that study are sufficient to allow that design to move forward. Without this funding assistance, Option A (submerged configuration), is the most likely

to meet the Benefit and Certainty Criteria, given it will provide similar function as the other options yet does not have the additional costs associated with it.

9. Limitations

This memorandum was prepared for the exclusive use of the KCT, and their representatives. Jacobs and Inter-Fluve prepared the findings and conclusions documented in this report for specific application to the Hanson Ponds Restoration Project. The conclusions and recommendations presented in this report are the professional opinions based on interpretation of information currently available and made within the operational scope, budget, and schedule constraints of this Project. No warranty, expressed or implied, is made.

10. References

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- Washington State Department of Ecology (Ecology). n.d.-a. Facility/Sites of Environmental Interest GIS database. Accessed June 12, 2023. <https://apps.ecology.wa.gov/facilitysite/ProgramInteractionSystem/ProgramInteractionSystemSearch>.

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Attachment 1. Hanson Ponds Restoration Alternatives and Concept Designs – Basis of Design Report

DRAFT

Attachment 2. Concept Alternatives Feasibility Evaluation Matrix

DRAFT

Attachment 3. July 23, 2023, Cle Elum City Council Presentation

DRAFT

Attachment 4. Photographs

DRAFT

CITY OF CLE ELUM
WASHINGTON
RESOLUTION NO. 2023-029

**A RESOLUTION OF THE CITY OF CLE ELUM, WASHINGTON,
ADOPTING A CREDIT CARD POLICY**

WHEREAS, the City Council now desires to adopt the “City of Cle Elum – Credit Card Policy” in order to outline the requirements and limits of use of a City-issued credit card;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CLE ELUM, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. Adoption. The City Council hereby adopts the “City of Cle Elum Credit Card Policy” attached hereto as Exhibit A and incorporated herein by this reference.

Section 2. Effective Date. This resolution shall take effect immediately upon its passage and adoption.

PASSED BY THE CLE ELUM CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE ____ DAY OF _____, 2023.

CITY OF CLE ELUM

Matthew Lundh, Mayor

ATTEST/AUTHENTICATED:

Debbie Lee, City Clerk

Filed with the City Clerk:
Passed by the City Council:
Resolution No.:
Date Posted:

CITY OF CLE ELUM – CREDIT CARD POLICY**1.1 PURPOSE:**

To authorize the City's Policy on the use of City credit cards to transact official City business.

2.0 OPERATIONS AFFECTED:

Mayor, Council, Department Directors and employees.

3.0 REFERENCES:

Resolution 2023-029 and RCW 43.09.2855

4.0 POLICY:

The City Council has authorized the Mayor or City Administrator to implement procedures for the use of City credit cards for the following uses:

Travel – See Personnel Policy Exhibit C. The use of the city credit card may be used for travel.

Purchases – The assigned credit cards may be used for ordering supplies, including on-line purchases, under \$5,000 for City purposes, when preapproved by the Mayor or Department Director.

City credit cards shall not be used for cash advances.

Under no circumstances shall a City credit card be used for personal purposes even if the City is immediately reimbursed.

5.0 PROCEDURES:

A. Authorization: All credit card expenditures are contingent upon the Mayor or Administrator's approval of the monthly statement of transactions. If an expenditure is deemed inappropriate, the assigned credit card holder will be responsible for reimbursing the City. Any charges against the purchasing charge card not properly identified on the credit card report or not properly allowed following a post audit shall be paid by the employee. If, for any reason, disallowed charges are not repaid before the charge card billing is due and payable, the City shall have a prior lien against and a right to withhold any and all funds payable or to become payable to the official or employee up to an amount of the disallowed charges and interest at the same rate as charged by the company which issued the charge card. The City shall have unlimited authority to revoke use of any charge card issued.

B. Receipts/Verification: Receipts must be obtained for each credit card transaction unless it is per diem for travel. The purpose of the charge and the name of the individual involved must be clearly written on the receipt. Receipts are to be saved and retained by the assigned individual, or

designee. Each assigned individual will be provided with a monthly transaction summary (original or copy) by the Finance Director or Treasurer/Designee, and within five days, will:

- Verify all credit card expenditures against the monthly transaction summary.
- Attach corresponding City credit card receipts and corresponding detail receipts which show exactly what was being purchased; and
- Forward to the Finance Director or Treasurer/Designee for approval.

6.0 CONTROL:

- The assigned individual is responsible for contacting the vendor when supplies purchased with the credit card are not acceptable (incorrect order, damaged, etc.) and for arranging a return for credit or exchange.
- The Finance Director or Treasurer/Designee is responsible for the administration of the cards including, but not limited to selection of a card provider, payment of credit card bills, managing the issuance of cards, and ensuring proper use.
- The Mayor or City Administrator will disallow use of the assigned City credit card for violation or misuse of the credit card in accordance with this policy.
- Any exceptions to this policy must be approved in advance by the Mayor or City Administrator.
- Assigned individuals will sign a Credit Card User Agreement, see Exhibit B, before they are eligible to use a City credit card.
- Credit cards are to be returned to the City immediately upon termination of employment with the City.
- Misuse of a City credit card may result in disciplinary action or termination or legal action.
- Failure to provide detailed documentation as required by this policy will result in the user being responsible for the charge.

CREDIT CARD USER AGREEMENT

I, _____, as an employee of the City of Cle Elum accept personal responsibility for the safeguard and proper use of City credit card # _____, which has been assigned to me for use in the performance of my job, in accordance with the terms outlined below.

Credit cards are to be used for travel-related business expenses (within and outside the City), and conference/class registrations incurred by the assigned individual only.

Credit cards may be used for purchasing department supplies up to \$5,000 only if prior approved by the assigned card holder (Department Director).

I have read and understand the credit card policies and procedures.

I understand the Mayor will disallow my use of a City credit card for violation or misuse of the credit card and/or credit card policies and procedures and that such violation or misuse may subject me to discipline, including termination, under the City's policies.

I understand that each time I use, or authorize the use thereof, that I am adhering to the following statement:

“I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenditures incurred by me and that no payment had been received by me on account thereof.”

I understand that I will be held personally liable for any inappropriate charges I incur to the City credit card, and payment for any such inappropriate charges is hereby authorized to be withheld from my paycheck.

The undersigned individual has read and understands the above statements.

Employee

Date: _____

TRAVEL POLICY (ATTACHMENT “C” IN EMPLOYEE HANDBOOK)**1.0 PURPOSE AND ADMINISTRATION**

The purpose of this travel policy is to identify and provide guidelines regarding the City’s travel policies and to further delineate those valid business expenses for which an employee may qualify for payment or reimbursement.

2.0 CITY EMPLOYEES AND CITY OFFICIALS

Meals: All City employees and officials claiming reimbursement for meals consumed while on City business shall be entitled to reimbursement based on the following per diem schedule listed in the most Current Per Diem Travel Map produced by OFM at: <http://www.ofm.wa.gov/resources/travel.asp>

Reimbursement for gratuity is not authorized.

Mileage reimbursement for use of personal vehicle shall following the IRS schedule found at: www.irs.gov.

NOTE: The above link is for the year 2021, this policy recognizes that the most current reimbursement schedule shall be used.

Meals for which the costs are included in a City-paid registration fee cannot be claimed by an employee for reimbursement. All claims for meal reimbursements for conferences shall include a copy of the conference schedule for determining meals provided by such conferences.

Travel: Reimbursement for reasonable costs of business travel is authorized. If available, the use of a City vehicle rather than a personal car is encouraged. All travel costs are subject to approval by the City Administrator and/or the City Mayor. General guidelines are as follows:

City Vehicle: Out-of-area costs of vehicle operations are authorized for fuel, oil, tires, and necessary repairs.

Vehicle: Expenses shall be reimbursed for travel within a 300-mile radius of the City at such rate per mile as established by the United States Internal Revenue Service for deductions. Trips beyond this limit will be reimbursed at the lower of (a) the established rate per mile, or (b) the lowest available (other than nonrefundable) airfare obtainable by the City, plus mileage reimbursement at the then-current City rate, based upon the estimated distance between the airport and the destination.

Rental Vehicle: The cost of vehicle rental when out of town on business is an exception to this policy and must be pre-approved in writing by the City Administrator.

Air Travel: Whenever feasible, air travel arrangements should be purchased at least five weeks in advance of departure date. The authorized procurer will arrange for air travel based on the lowest available airfare. A travel agency may be used. If personal travel is combined with business travel, the traveling employee is responsible for paying the increase in airfare, if necessary, to accommodate the personal part of the flight.

Miscellaneous Travel Expenses: Miscellaneous travel costs such as bus, taxi, bridge or other tolls, parking,

ferry, and the like are authorized. Whenever possible an original, itemized vendor's receipt will be required. If a receipt is not available log the time, date, facility or company, expense, and reason a receipt could not be provided.

Out of State or Overnight Travel: To be eligible for any City reimbursement for overnight travel expense, the one-way travel distance must be greater than fifty miles from the City or home. Approval for all overnight or out of state travel must be in writing by the City Administrator.

Accommodations: Reasonable hotel/motel accommodation for employees and officials is acceptable and will be reimbursed at a maximum of the single room rate. Exceptions may be made by the City Administrator should a single room rate not be available. An original, itemized vendor's receipt is required for all claims.

Non-Allowable Expenses Include But Are Not Limited To: Liquor, expenses of a spouse or other persons not authorized to receive reimbursement, beauty parlor or barber services, personal entertainment (movie rentals, etc.), theft, loss, or damage to personal property, damage costs caused by employee/officer actions, airline or other trip insurance, personal postage, reading materials, non-business related telephone calls, laundry/dry cleaning, and personal toiletry articles are examples of non-allowable expenses.

Non-Travel Food and Beverage Reimbursement Policy:

Reasonable expenses for refreshments including food and beverage that are associated with meetings, ceremonies or dedications whether attended solely by City employees or the public or some combinations are considered legitimate City expenditures.

3.0 ADVANCE TRAVEL FUNDS

The use of advance travel funds is authorized by the City. These are the guidelines for requests:

- Advance travel funds may be used for expenses incurred during the authorized overnight travel of a City employee or officer/elected official while on City business.
- Requests for advance travel funds shall be submitted to the Finance Director or Treasurer/Designee on forms established by the Finance Director or Treasurer/Designee. Requests will be based on "per diem" rates for meals and a reasonable estimate for those costs not directly billable to the City.
- The Advance Travel Request form will be submitted at least five (5) working days prior to departure, together with a copy of the agenda or conference/ workshop application as verification of the purpose of the trip. Requests must be signed by the applicant and the individual Department Head. Meal allowances will not be paid for meals that are included in the registration fee, whether the employee partakes in the meal. A continental breakfast is not considered a meal, and therefore if a registration includes a continental breakfast, the City will reimburse the employee for the cost of a regular breakfast, if claimed. Advances will be based on "maximum per diem allowances" for the locality to which the individual is traveling.
- Air transportation and hotel/motel accommodations will be billed directly to the City by the Vendor.

- Settlements of the Advanced Travel will be made on or before the 10th day following the close of the travel period by submitting to the Finance Department a Travel and Personal Reimbursement Settlement Form. Any default in accounting for, or in repaying a travel advance shall render the “full unpaid” amount immediately due and payable with interest added at the rate of 10% per annum, from the date of default until the advance is repaid. The City shall have the right to withhold all funds payable to such officer or employee to whom such advance has been made.
- No advance of any amount may be made to any officer or employee at any time when the employee is delinquent in accounting for or in repaying a prior cash advance.

Claims and Approval Process:

All claims shall be submitted for reimbursement using the Travel/Miscellaneous Reimbursement form. Travel and subsistence expenses will not be paid from Petty Cash.

- Special approvals required by this policy shall be obtained by employees in advance. Such approvals shall be in advance of the event and by separate memo and the reasons for the exception.
- All claims by City Council members shall be approved by the mayor.
- Claims that are rejected shall be reviewed by the mayor for final disposition.

December 27, 2023

City of Cle Elum
119 West 1st Street
Cle Elum, WA 98922

Attn: Mayor Jay McGowan

Re: City of Cle Elum
First Street Downtown Revitalization Phases 3A and 3B
HLA Project No.: 21174 and 22040
Federal Aid Project No.: STPR-0903(078)
Final Progress Estimate and Project Acceptance

Dear Mayor McGowan:

Enclosed is Progress Estimate No. 8 designated as the Final for work performed by Belsaas & Smith Construction, Inc. through December 18, 2023 in connection with their contract on the above referenced project. The amount due to the contractor is \$3,200.00. Due to the federal funding associated with this project, no retainage is being withheld by the City. We recommend this Final Progress Estimate be considered and accepted by the City of Cle Elum Council.

This letter serves as our recommendation for acceptance of this project by your City Council. We have reviewed the work performed by Belsaas & Smith Construction, Inc. on this project and believe it has been completed satisfactorily.

Once the project has been accepted as complete by the City Council, please notify our office. The required "Notice of Completion of Public Works Contract" will be completed by our office and sent to the Washington State Department of Revenue, Department of Labor and Industries, and Employment Security Departments through our access to the Labor and Industries portal. If the City of Cle Elum prefers to submit the Notice of Completion, please notify our office.

After acceptance of the project and when lien releases have been received from Department of Revenue, Department of Labor and Industries, and Employment Security Department, this project will be fully complete.

The City will be receiving a One drive link via email from our office, which contains the following electronic documents for the project.

- A copy of the final punch list with confirmation the items identified during the final project walk-through inspection have been completed.
- A PDF set of record drawings.
- A Final Contract Voucher Certification from the Contractor which states all labor and materials furnished on this project have been paid for is enclosed with the final progress estimate.
- The required project labor and equal employment opportunity documents will be emailed to the City of Cle Elum in a One Drive link, including:
 - Requests to Sublet, Federal Aid Certifications, and required verifications for the contractors who worked on this project.
 - Statement of Intent to Pay Prevailing Wages approved by the Washington State Department of Labor and Industries for the contractors who worked on this project.
 - Federal Certified Payroll Reports for the contractors who worked on this project, reviewed by our office on behalf of the City of Cle Elum for compliance with the contract provisions.
 - Affidavits of Wages Paid approved by the Washington State Department of Labor and Industries for the contractors who worked on this project.

Our office will retain an electronic copy of these files for the City should you need to receive them again in the future.

Please contact our office if you have questions or if we may provide additional information.

Sincerely,


Digitally signed by
Benjamin A. Annen
Date: 2023.12.28
07:58:10-08'00'

Benjamin A. Annen, PE

BAA/asr

Enclosures

Copy: Rob Omans, Debbie Lee, Robin Newcomb, Aaron Barr, City of Cle Elum
Bryan Nelson, Belsaas & Smith Construction, Inc.
Taylor Denny, HLA

CONSTRUCTION PROGRESS ESTIMATE**First Street Downtown Revitalization Phases 3A & 3B**

City of Cle Elum

First Street Downtown Revitalization Phases 3A & 3B

HLA PROJECT NO.: 21174 & 22040

FED AID PROJECT NO.: STPR-0903(078)

TO: Belsaas & Smith Construction, Inc.

P.O. Box 926

PROGRESS ESTIMATE NO.: 8 and Final

Ellensburg, WA 98926

FROM: Oct. 01, 2023

TO: Dec. 18, 2023



BID ITEM NO.	DESCRIPTION	UNIT	CONTRACT TOTAL (Contract + COs)			TOTAL WORK TO DATE		PREVIOUS PAID		AMOUNT DUE NOW (Total - Previous)		PERCENT CONTRACT COMPLETE
			QTY	UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST	
1	Minor Change	FA	1	\$ 25,000.00	\$ 25,000.00	0.50	\$ 12,507.90	0.50	\$ 12,507.90	0	\$ -	50%
2	SPCC Plan	LS	1	\$ 500.00	\$ 500.00	1	\$ 500.00	1	\$ 500.00	0	\$ -	100%
3	Archaeological and Historical Salvage	FA	1	\$ 100.00	\$ 100.00	0	\$ -	0	\$ -	0	\$ -	0%
4	Mobilization	LS	1	\$ 172,800.00	\$ 172,800.00	1	\$ 172,800.00	1	\$ 172,800.00	0	\$ -	100%
5	Project Temporary Traffic Control	LS	1	\$ 64,900.00	\$ 64,900.00	1.00	\$ 64,900.00	1.00	\$ 64,900.00	0	\$ -	100%
6	Clearing and Grubbing	LS	1	\$ 14,600.00	\$ 14,600.00	1	\$ 14,600.00	1	\$ 14,600.00	0	\$ -	100%
7	Removal of Structures and Obstructions	LS	1	\$ 97,300.00	\$ 97,300.00	1	\$ 97,300.00	1	\$ 97,300.00	0	\$ -	100%
8	Unclassified Excavation Incl. Haul	CY	1,150	\$ 78.00	\$ 89,700.00	1,075.40	\$ 83,881.20	1,075.40	\$ 83,881.20	0	\$ -	94%
9	Crushed Surfacing Base Course	TON	380	\$ 58.00	\$ 22,040.00	185.11	\$ 10,736.38	185.11	\$ 10,736.38	0	\$ -	49%
10	Crushed Surfacing Top Course	TON	70	\$ 92.00	\$ 6,440.00	0	\$ -	0	\$ -	0	\$ -	0%
11	HMA Cl. 1/2-Inch PG 64H-28	TON	145	\$ 302.00	\$ 43,790.00	92.49	\$ 27,931.98	92.49	\$ 27,931.98	0	\$ -	64%
12	Storm Sewer Pipe 8 In. Diam.	LF	120	\$ 74.00	\$ 8,880.00	118	\$ 8,732.00	118	\$ 8,732.00	0	\$ -	98%
13	Catch Basin Type 2 48 In. Diam.	EA	1	\$ 5,600.00	\$ 5,600.00	1	\$ 5,600.00	1	\$ 5,600.00	0	\$ -	100%
14	Catch Basin Type 1	EA	2	\$ 3,980.00	\$ 7,960.00	2	\$ 7,960.00	2	\$ 7,960.00	0	\$ -	100%
15	Curb Inlet Frame	EA	2	\$ 570.00	\$ 1,140.00	2	\$ 1,140.00	2	\$ 1,140.00	0	\$ -	100%
16	Adjust Catch Basin	EA	10	\$ 610.00	\$ 6,100.00	8	\$ 4,880.00	8	\$ 4,880.00	0	\$ -	80%
17	Adjust Monitoring Well	EA	4	\$ 690.00	\$ 2,760.00	4	\$ 2,760.00	4	\$ 2,760.00	0	\$ -	100%
18	Select Backfill, as Directed	CY	50	\$ 72.00	\$ 3,600.00	11.51	\$ 828.72	11.51	\$ 828.72	0	\$ -	23%

CONSTRUCTION PROGRESS ESTIMATE**First Street Downtown Revitalization Phases 3A & 3B**

City of Cle Elum

First Street Downtown Revitalization Phases 3A & 3B

HLA PROJECT NO.: 21174 & 22040

FED AID PROJECT NO.: STPR-0903(078)

TO: Belsaas & Smith Construction, Inc.

P.O. Box 926

PROGRESS ESTIMATE NO.: 8 and Final

Ellensburg, WA 98926

FROM: Oct. 01, 2023

TO: Dec. 18, 2023



BID ITEM NO.	DESCRIPTION	UNIT	CONTRACT TOTAL (Contract + COs)			TOTAL WORK TO DATE		PREVIOUS PAID		AMOUNT DUE NOW (Total - Previous)		PERCENT CONTRACT COMPLETE
			QTY	UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST	
19	D.I. Pipe for Water Main 6 In. Diam.	LF	12	\$ 330.00	\$ 3,960.00	8	\$ 2,640.00	8	\$ 2,640.00	0	\$ -	67%
20	Adjust Valve Box	EA	7	\$ 650.00	\$ 4,550.00	7	\$ 4,550.00	7	\$ 4,550.00	0	\$ -	100%
21	Hydrant Assembly with Tapping Valve Assembly	EA	2	\$ 9,800.00	\$ 19,600.00	1	\$ 9,800.00	1	\$ 9,800.00	0	\$ -	50%
22	Hydrant Assembly Replacement	EA	1	\$ 8,020.00	\$ 8,020.00	1	\$ 8,020.00	1	\$ 8,020.00	0	\$ -	100%
23	Adjust Meter Box	EA	2	\$ 590.00	\$ 1,180.00	3	\$ 1,770.00	3	\$ 1,770.00	0	\$ -	150%
24	Relocate Water Meter	EA	1	\$ 2,060.00	\$ 2,060.00	0	\$ -	0	\$ -	0	\$ -	0%
25	Irrigation System, Complete	LS	1	\$ 148,500.00	\$ 148,500.00	1	\$ 148,500.00	1	\$ 148,500.00	0	\$ -	100%
26	ESC Lead	DAY	26	\$ 100.00	\$ 2,600.00	10	\$ 1,000.00	10	\$ 1,000.00	0	\$ -	38%
27	Inlet Protection	EA	29	\$ 95.00	\$ 2,755.00	46	\$ 4,370.00	46	\$ 4,370.00	0	\$ -	159%
28	Plant Selection - Redpointe Maple (2-1/2" Caliper)	EA	9	\$ 680.00	\$ 6,120.00	9	\$ 6,120.00	9	\$ 6,120.00	0	\$ -	100%
29	Plant Selection - Metro Gold Maple (2-1/2" Caliper)	EA	13	\$ 680.00	\$ 8,840.00	13	\$ 8,840.00	13	\$ 8,840.00	0	\$ -	100%
30	Plant Selection - Kelseyi Dogwood (2 Gallon)	EA	134	\$ 53.00	\$ 7,102.00	134	\$ 7,102.00	134	\$ 7,102.00	0	\$ -	100%
31	Plant Selection - Dwarf Mugo Pine (2 Gallon)	EA	26	\$ 64.00	\$ 1,664.00	26	\$ 1,664.00	26	\$ 1,664.00	0	\$ -	100%
32	Plant Selection - Black Eyed Susan (1 Gallon)	EA	386	\$ 42.00	\$ 16,212.00	386	\$ 16,212.00	386	\$ 16,212.00	0	\$ -	100%
33	Plant Selection - Woods Compact Kinnikinnick (1 Gallon)	EA	606	\$ 42.00	\$ 25,452.00	606	\$ 25,452.00	606	\$ 25,452.00	0	\$ -	100%
34	Plant Selection - Golden Nugget Barberry (2 Gallon)	EA	92	\$ 53.00	\$ 4,876.00	92	\$ 4,876.00	92	\$ 4,876.00	0	\$ -	100%
35	Plant Selection - Flower Carpet Pink Rose (2 Gallon)	EA	58	\$ 53.00	\$ 3,074.00	58	\$ 3,074.00	58	\$ 3,074.00	0	\$ -	100%
36	Plant Selection - Sun Rose Burgundy Dazzler (1 Gallon)	EA	146	\$ 46.00	\$ 6,716.00	146	\$ 6,716.00	146	\$ 6,716.00	0	\$ -	100%

CONSTRUCTION PROGRESS ESTIMATE

First Street Downtown Revitalization Phases 3A & 3B

City of Cle Elum

First Street Downtown Revitalization Phases 3A & 3B

HLA PROJECT NO.: 21174 & 22040

FED AID PROJECT NO.: STPR-0903(078)

PROGRESS ESTIMATE NO.: 8 and Final

TO: Belsaas & Smith Construction, Inc.

P.O. Box 926

Ellensburg, WA 98926

FROM: Oct. 01, 2023

TO: Dec. 18, 2023



BID ITEM NO.	DESCRIPTION	UNIT	CONTRACT TOTAL (Contract + COs)			TOTAL WORK TO DATE		PREVIOUS PAID		AMOUNT DUE NOW (Total - Previous)		PERCENT CONTRACT COMPLETE
			QTY	UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST	
37	Plant Selection - Moonbeam Coreopsis (1 Gallon)	EA	195	\$ 42.00	\$ 8,190.00	195	\$ 8,190.00	195	\$ 8,190.00	0	\$ -	100%
38	Topsoil Type A	CY	235	\$ 74.00	\$ 17,390.00	231.38	\$ 17,122.12	231.38	\$ 17,122.12	0	\$ -	98%
39	Subgrade Topsoil	CY	390	\$ 58.00	\$ 22,620.00	385.60	\$ 22,364.80	385.60	\$ 22,364.80	0	\$ -	99%
40	Root Barrier	LF	1,105	\$ 17.00	\$ 18,785.00	1,101	\$ 18,717.00	1,101	\$ 18,717.00	0	\$ -	100%
41	Root Path	LF	840	\$ 14.00	\$ 11,760.00	275	\$ 3,850.00	275	\$ 3,850.00	0	\$ -	33%
42	Basalt Rock Mulch	CY	40	\$ 165.00	\$ 6,600.00	38.55	\$ 6,360.75	38.55	\$ 6,360.75	0	\$ -	96%
43	Plant Establishment	FA	1	\$ 4,000.00	\$ 4,000.00	0	\$ -	0	\$ -	0	\$ -	0%
44	Cement Conc. Traffic Curb and Gutter	LF	1,400	\$ 55.00	\$ 77,000.00	1,237	\$ 68,035.00	1,237	\$ 68,035.00	0	\$ -	88%
45	Bench	EA	4	\$ 2,400.00	\$ 9,600.00	4	\$ 9,600.00	4	\$ 9,600.00	0	\$ -	100%
46	Trash Receptacle	EA	2	\$ 1,600.00	\$ 3,200.00	2	\$ 3,200.00	0	\$ -	2	\$ 3,200.00	100%
47	Bike Rack	EA	6	\$ 1,500.00	\$ 9,000.00	6	\$ 9,000.00	6	\$ 9,000.00	0	\$ -	100%
48	Monument Relocation	FA	1	\$ 2,500.00	\$ 2,500.00	0.38	\$ 959.24	0.38	\$ 959.24	0	\$ -	38%
49	Banner Pole and Foundation	LS	1	\$ 14,400.00	\$ 14,400.00	1	\$ 14,400.00	1	\$ 14,400.00	0	\$ -	100%
50	Cement Conc. Sidewalk 6-Inch Thick	SY	280	\$ 112.00	\$ 31,360.00	306.31	\$ 34,306.72	306.31	\$ 34,306.72	0	\$ -	109%
51	Cement Conc. Sidewalk 4-Inch Thick	SY	195	\$ 97.00	\$ 18,915.00	235.44	\$ 22,837.68	235.44	\$ 22,837.68	0	\$ -	121%
52	Cement Conc. Sidewalk 4-Inch Thick Patterned	SY	2,075	\$ 181.00	\$ 375,575.00	2,020.80	\$ 365,764.80	2,020.80	\$ 365,764.80	0	\$ -	97%
53	Cement Conc. Curb Ramp	EA	12	\$ 2,780.00	\$ 33,360.00	12	\$ 33,360.00	12	\$ 33,360.00	0	\$ -	100%
54	Tree Lighting System, Complete	LS	1	\$ 133,400.00	\$ 133,400.00	1	\$ 133,400.00	1	\$ 133,400.00	0	\$ -	100%
55	Spare Conduit 1 In. Diam. (Speaker Wire)	LF	435	\$ 14.00	\$ 6,090.00	312	\$ 4,368.00	312	\$ 4,368.00	0	\$ -	72%

CONSTRUCTION PROGRESS ESTIMATE

First Street Downtown Revitalization Phases 3A & 3B

City of Cle Elum

First Street Downtown Revitalization Phases 3A & 3B

HLA PROJECT NO.: 21174 & 22040

FED AID PROJECT NO.: STPR-0903(078)

TO: Belsaas & Smith Construction, Inc.

P.O. Box 926

PROGRESS ESTIMATE NO.: 8 and Final

Ellensburg, WA 98926

FROM: Oct. 01, 2023

TO: Dec. 18, 2023



BID ITEM NO.	DESCRIPTION	UNIT	CONTRACT TOTAL (Contract + COs)			TOTAL WORK TO DATE		PREVIOUS PAID		AMOUNT DUE NOW (Total - Previous)		PERCENT CONTRACT COMPLETE
			QTY	UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST	
56	Conduit Installation (PSE Illumination)	LF	1,210	\$ 27.00	\$ 32,670.00	1,603	\$ 43,281.00	1,603	\$ 43,281.00	0	\$ -	132%
57	Furnished Conduit Installation (PSE Power)	LF	710	\$ 18.00	\$ 12,780.00	1,562	\$ 28,116.00	1,562	\$ 28,116.00	0	\$ -	220%
58	Furnished Conduit Installation (Wholesale Communications)	LF	370	\$ 17.00	\$ 6,290.00	358	\$ 6,086.00	358	\$ 6,086.00	0	\$ -	97%
59	Furnished Conduit Installation (Inland Networks)	LF	380	\$ 18.00	\$ 6,840.00	362	\$ 6,516.00	362	\$ 6,516.00	0	\$ -	95%
60	Permanent Signing	LS	1	\$ 17,600.00	\$ 17,600.00	1	\$ 17,600.00	1	\$ 17,600.00	0	\$ -	100%
61	Pavement Markings	LS	1	\$ 5,000.00	\$ 5,000.00	1	\$ 5,000.00	1	\$ 5,000.00	0	\$ -	100%

Subtotal:

\$ 1,731,416.00

\$ 1,660,199.29

\$ 1,656,999.29

\$ 3,200.00

95.9%

Amount Due Progress Estimate No.: 8 and Final

\$ 1,660,199.29

\$ 1,656,999.29

\$ 3,200.00

I hereby certify that the foregoing is a true and correct statement of the work performed under this contract.

Digitally signed by Benjamin A.

Annen

Date: 2023.12.28 07:57:49-08'00'

Benjamin A. Annen, PE

I hereby accept the Final Progress Estimate and Final Contract Voucher Certification, in accordance with Section 1-09.9 of the WSDOT Standard Specifications.

Belsaas & Smith Construction, Inc.

CONSTRUCTION PROGRESS ESTIMATE - SCHEDULE OF VALUES

City of Cle Elum

First Street Downtown Revitalization Phases 3A & 3B

TO: Belsaas & Smith Construction, Inc.

P.O. Box 926

Ellensburg, WA 98926

HLA PROJECT NO.: 21174 & 22040

FED AID PROJECT NO.: STPR-0903(078)



<i>BID ITEM NO.</i>	<i>BID ITEM NAME</i>	<i>DESCRIPTION</i>	<i>QUANTITY</i>	<i>UNIT</i>	<i>UNIT PRICE</i>	<i>TOTAL PRICE</i>	<i>PERCENT OF ITEM COMPLETE</i>
4	Mobilization	5% Completion = 50% payment of Mobilization	1	LS	\$ 86,400.00	\$ 86,400.00	100%
4	Mobilization	10% Completion = 100% payment of Mobilization	1	LS	\$ 86,400.00	\$ 86,400.00	100%
5	Project Temporary Traffic Control	Set Up	1	LS	\$ 1,000.00	\$ 1,000.00	100%
5	Project Temporary Traffic Control	Daily Traffic Control	110	DAY	\$ 571.82	\$ 62,900.00	100%
5	Project Temporary Traffic Control	Tear Down	1	LS	\$ 1,000.00	\$ 1,000.00	100%
6	Clearing and Grubbing	Clearing Billings to Oakes	1	LS	\$ 3,650.00	\$ 3,650.00	100%
6	Clearing and Grubbing	Clearing Oakes to Pennsylvania	1	LS	\$ 3,650.00	\$ 3,650.00	100%
6	Clearing and Grubbing	Clearing Pennsylvania to Harris	1	LS	\$ 3,650.00	\$ 3,650.00	100%
6	Clearing and Grubbing	Clearing Harris Ave	1	LS	\$ 3,650.00	\$ 3,650.00	100%
7	Removal of Structures and Obstructions	Demo Billings to Oakes	1	LS	\$ 24,325.00	\$ 24,325.00	100%
7	Removal of Structures and Obstructions	Demo Oakes to Pennsylvania	1	LS	\$ 24,325.00	\$ 24,325.00	100%
7	Removal of Structures and Obstructions	Demo Pennsylvania to Harris	1	LS	\$ 24,325.00	\$ 24,325.00	100%
7	Removal of Structures and Obstructions	Demo Harris Ave.	1	LS	\$ 24,325.00	\$ 24,325.00	100%
25	Irrigation System, Complete	Underground Piping Rough-In Billings to Oakes	1	LS	\$ 29,700.00	\$ 29,700.00	100%
25	Irrigation System, Complete	Underground Piping Rough-In Oakes to Pennsylvania	1	LS	\$ 29,700.00	\$ 29,700.00	100%
25	Irrigation System, Complete	Underground Piping Rough-In Pennsylvania to Harris	1	LS	\$ 29,700.00	\$ 29,700.00	100%
25	Irrigation System, Complete	Water Service near Oakes	1	LS	\$ 4,455.00	\$ 4,455.00	100%
25	Irrigation System, Complete	Controls & Backflow near Oakes	1	LS	\$ 4,455.00	\$ 4,455.00	100%
25	Irrigation System, Complete	Water Service near Harris	1	LS	\$ 4,455.00	\$ 4,455.00	100%
25	Irrigation System, Complete	Controls & Backflow near Harris	1	LS	\$ 4,455.00	\$ 4,455.00	100%
25	Irrigation System, Complete	Sprinkler heads & start-up west of Pennsylvania	1	LS	\$ 20,790.00	\$ 20,790.00	100%
25	Irrigation System, Complete	Sprinkler heads & start-up east of Pennsylvania	1	LS	\$ 20,790.00	\$ 20,790.00	100%

CONSTRUCTION PROGRESS ESTIMATE - SCHEDULE OF VALUES

City of Cle Elum

First Street Downtown Revitalization Phases 3A & 3B

TO: Belsaas & Smith Construction, Inc.

P.O. Box 926

Ellensburg, WA 98926

HLA PROJECT NO.: 21174 & 22040

FED AID PROJECT NO.: STPR-0903(078)



<i>BID ITEM NO.</i>	<i>BID ITEM NAME</i>	<i>DESCRIPTION</i>	<i>QUANTITY</i>	<i>UNIT</i>	<i>UNIT PRICE</i>	<i>TOTAL PRICE</i>	<i>PERCENT OF ITEM COMPLETE</i>
49	Banner Pole and Foundation	Install Concrete Foundation	1	LS	\$ 7,200.00	\$ 7,200.00	100%
49	Banner Pole and Foundation	Install Banner Pole	1	LS	\$ 7,200.00	\$ 7,200.00	100%
54	Tree Lighting System, Complete	Install Service Cabinet	1	LS	\$ 20,014.00	\$ 20,014.00	100%
54	Tree Lighting System, Complete	Underground Piping Rough-In Billings to Oakes	1	LS	\$ 23,344.00	\$ 23,344.00	100%
54	Tree Lighting System, Complete	Underground Piping Rough-In Oakes to Pennsylvania	1	LS	\$ 23,344.00	\$ 23,344.00	100%
54	Tree Lighting System, Complete	Underground Piping Rough-In Pennsylvania to Harris	1	LS	\$ 23,344.00	\$ 23,344.00	100%
54	Tree Lighting System, Complete	Install Receptacles & Wiring West Half	1	LS	\$ 23,344.00	\$ 23,344.00	100%
54	Tree Lighting System, Complete	Install Receptacles & Wiring East Half	1	LS	\$ 20,010.00	\$ 20,010.00	100%
60	Permanent Signing	Install Stop Sign Foundation	1	LS	\$ 1,760.00	\$ 1,760.00	100%
60	Permanent Signing	Install All Project Signs	1	LS	\$ 15,840.00	\$ 15,840.00	100%
61	Pavement Markings	100% Complete	1	LS	\$ 5,000.00	\$ 5,000.00	100%



Final Contract
Voucher Certification
City of Cle Elum

PROJECT NAME: First Street Downtown Revitalization Phases 3A and 3B

HLA PROJECT NUMBER: 21174C, 22040C – FEDERAL AID PROJECT NO.: STPR-0903(078)

Date Work Physically Completed: December 18, 2023

Final Contract Amount: \$1,660,199.29

All work on the above referenced project has been completed in accordance with the contract documents and the final inspection has been completed, including all required project documentation.

I, the undersigned, certify and declare, under penalty of perjury under the laws of the State of Washington, that the foregoing is true and correct: I am authorized to sign for the claimant; that in connection with the work performed and, to the best of my knowledge, no loan, gratuity or gift in any form whatsoever has been extended to any employee of the City of Cle Elum; nor have I rented or purchased any equipment or materials from any employee of the City of Cle Elum; that the attached final estimate is a true and correct statement showing all the monies due the claimant from the City of Cle Elum for work performed and material furnished under this Contract; that I have carefully examined said final estimate and understand the same and; that I, on behalf of the claimant, hereby release and forever discharge the City of Cle Elum from any and all claims of whatsoever nature which I or the claimant may have, arising out of the performance of said Contract, which are not set forth in said final estimate.

The undersigned, authorized signer for Belsaas & Smith Construction, Inc., also hereby certifies that all subcontractors, suppliers, and employees have been paid in accordance with the Contract Documents and all applicable laws, except for Retainage, if any, remaining to be paid.

Contractor: Belsaas & Smith Construction, Inc.

Address: PO Box 926
Ellensburg, WA 98926

Authorized Official: 
Belsaas & Smith Construction, Inc. Authorized Signature

Date: 12/27/2023

Print Name: Bryan Nelson Title: Secretary



Project Review Reimbursable Agreement		Applicant or Local Agency City of Cle Elum	
Agreement Number J		Billing Address City of Cle Elum 119 West First Street Cle Elum, WA 98922	
Fed ID/SWV/Payee # 91-6001239			
Region South Central		Contact Email romans@cleelum.gov	
Contact Name Robert Omans		Contact Phone (509) 674-2262	
Estimated Costs This estimate is based on the best available information to date and includes WSDOT's Indirect Cost Rate \$7,000.00		Surety Amount \$ 0 ☒ Not Applicable	
SR 903	MP 2.24	Project Name SR 903 and Stafford Ave Roundabout	
Detailed Description of Work by WSDOT ☒ Project Review Analysis, agreement preparation, and plan review including documentation & approvals associated with the city's SR 903 and Stafford Ave Roundabout project. ☐ Inspection ☐ Other			

This AGREEMENT is entered into by and between the Washington State Department of Transportation, hereinafter "WSDOT," and the above named "APPLICANT OR LOCAL AGENCY," hereinafter the "ENTITY;" herein after referred to individually as the "Party" and collectively as the "Parties."

Recitals

1. The ENTITY has requested WSDOT to perform the above described work, and WSDOT is authorized and willing to perform the work.
2. The ENTITY is responsible for the costs associated with the work.
3. WSDOT is prohibited from the costs of mitigating utilities without a real property right under chapter 47.44 RCW

NOW THEREFORE, pursuant to the terms, conditions and performances contained herein and/or attached hereto, and by this reference made a part of this Agreement,

It Is Mutually Agreed to As Follows:

1. GENERAL

- 1.1 The WSDOT agrees to perform the above described work requested by the ENTITY, using state labor, equipment and materials.
- 1.2 To secure payment of the potential costs incurred in the review process, WSDOT requests that a Surety Amount in the form of Bond, Assignment of Escrow, Certificate of Deposit, Irrevocable Letter of Credit, Check or Money Order in the amount listed above accompany the endorsed original copy of this Agreement.
- 1.3 All WSDOT reviews, and/or inspections provided by WSDOT are solely for the benefit of WSDOT and not for the ENTITY or any other third party.

2. PAYMENT

- 2.1 The ENTITY, in consideration of the faithful performance of the work by WSDOT, agrees to reimburse WSDOT for the actual direct and related indirect costs associated with the work, including WSDOT's current administrative indirect cost rate.
- 2.2 The ENTITY agrees to make payment for the work by WSDOT within thirty (30) calendar days from the date of a state invoice.
- 2.3 The ENTITY agrees that if it fails to make payment within thirty (30) calendar days of the invoice, the WSDOT may charge interest in accordance with RCW 43.17.240 and may elect to send the outstanding invoice(s) to a WSDOT contracted collection agency resulting in the assessment of additional fees and/or penalties.
- 2.4 Upon payment of all WSDOT invoices by ENTITY, WSDOT will release rights of remaining Surety Amount.

3. INCREASE IN COST

- 3.1 The Parties agree that the estimated cost of the work may be exceeded by up to twenty-five (25) percent. In the event costs exceed the estimated costs by more than twenty-five (25) percent the Parties agree to modify the estimated cost of work by written amendment, signed by both Parties.

4. ASSIGNMENT

- 4.1 This Agreement, and any claim arising under this Agreement, shall not be assignable or delegable by either Party, either in whole or in part.

5. INDEMNIFICATION

- 5.1 The ENTITY shall defend, protect and hold harmless WSDOT, its officers, officials, employees, and/or agents from and against all claims, suits or actions arising from the negligent acts or omissions of ENTITY, its officers, officials, employees, assigns, contractors, sub-contractors, tenants, sub-tenants, licensees, invitees and/or agents while performing under the terms of this Agreement. This defense and indemnity obligation shall not include such claims, actions, costs, damages, or expenses which may be caused by the sole negligence of WSDOT, its officers, officials, employees, contractors, sub-contractors and/or agents; provided, however, that if the claims, suits or actions are caused by or result from the concurrent negligence of (a) WSDOT, its officers, officials, agents, contractors, sub-contractors or employees and (b) the ENTITY, its officers, officials, employees, assigns, contractors, sub-contractors, tenants, sub-tenants, licensees, invitees and/or agents, or involves those actions covered by RCW 4.24.115, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the ENTITY or its officers, officials, employees, assigns, contractors, sub-contractors, tenants, sub-tenants, licensees, invitees and/or agents. ENTITY specifically assumes potential liability for the actions brought by ENTITY'S employees and solely for the purposes of this indemnification and defense, ENTITY specifically waives any immunity it may be afforded in connection with such claims under the State industrial insurance law, Title 51 RCW. ENTITY recognizes that this waiver was the subject of mutual negotiations.

This indemnification and waiver shall survive the termination of this Agreement.

6. AMENDMENT

- 6.1 This Agreement may be amended by the mutual agreement of the Parties. Such amendments shall not be binding unless they are in writing and signed by persons authorized to bind each of the Parties.

7. TERMINATION

- 7.1 Either Party may terminate this Agreement, with or without cause, by providing written notice to the other of such termination and specifying the effective date thereof at least thirty (30) calendar days before the effective date of such termination. The ENTITY will reimburse WSDOT for all charges up to the date of termination.

8. DISPUTES

- 8.1 The Parties shall work collaboratively to resolve disputes and issues arising out of, or related to this Agreement. Disagreements shall be resolved promptly and at the lowest level of hierarchy.

- 8.2 In the event that a dispute arises under this Agreement which cannot be resolved by the parties as outlined in Section 8.1, the dispute will be settled in the following manner: Each Party will appoint a member to a dispute board. The members so appointed will jointly appoint a third member to the dispute board who is not employed by or affiliated in any way with either Party. The dispute board will evaluate the facts, contract terms, and applicable statutes and rules and make a determination of the dispute. The determination of the dispute board will be final and binding on the Parties. Any costs associated with appointing the third member will be equally shared between the Parties. Each Party shall be responsible for its own costs, including attorneys fees.
- 8.3 The Parties agree that any legal action to enforce any right or obligation under this Agreement may only be brought in Thurston County Superior Court.

9. UTILITY MITIGATION

- 9.1 The Parties agree that should there be any utilities in conflict with the work, which are located within the ENTITY'S jurisdiction, they shall be identified in a timely manner that does not delay the work. The Parties agree to work together in good faith to identify all utilities in conflict with the work. The ENTITY shall develop a utility listing of all facilities in conflict with the work and include the mode of occupation or accommodation for each utility, including but not limited to a franchise, permit, lease, easement, etc. The Parties agree to work together to conduct a thorough utility conflict analysis. Further, the ENTITY agrees that they shall adequately mitigate all utilities so as to not be in conflict with the work, including temporary or permanent relocation. This includes mitigating all utilities who occupy the underlying right-of-way via franchise, permit, ordinance, lease, easement, or any other mode of occupation, in a timely manner that does not delay the work.
- 9.2 State law prohibits WSDOT from expending any funds to mitigate a utility conflict unless the utility's facilities occupy the underlying right-of-way via a compensable, real property interest, such as an easement. WSDOT does not recognize ENTITY issued franchises, permits, ordinances, or other similar accommodation agreements issued by ENTITY as instruments that convey a compensable, real property interest to a utility. WSDOT, at its sole discretion, reserves the right to alter, de-scope or terminate any of the work within the ENTITY's jurisdiction at any time if the terms of this section are not satisfied.

10. TERM OF AGREEMENT

- 10.1 The term of the Agreement shall begin upon the date of execution and shall remain in effect until WSDOT has completed the above described work and the ENTITY has made full payment, whichever comes last, unless modified according to Section 6, "AMENDMENT," above.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date last signed by the PARTIES below.

REQUESTING ENTITY	WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
By: _____	By: _____
Printed: _____	Printed: <u>Paul Gonseth, P.E.</u>
Title: _____	Title: <u>WSDOT SCR Planning Manager</u>
Date: _____	Date: _____

SR 903 and Stafford Ave Roundabout

Estimated Review & Agreement Costs

Working Days N/A

Class	Reg	OT
TT3/TE1	\$62.25	-
TE2	\$70.62	-
TE3	\$76.92	-
TTE	\$89.50	-

Date: 12/28/2023

Employee Position (Top of scale)	Wks	Days/Wk	Hrs/Day	Class	Reg Hrs	OT Hrs	Rate/Hr	OT Rate/Hr	Labor Cost	Weeks Out of Town	Per Diem	Lodging	GC 01 -PE
Supervisor													
TTE - 2 days	1	2	8	TTE	16	0	\$89.50		\$1,432.00	-	-	-	\$1,432.00
Project Reviewer													
TE3 - 3 days	1	3	10	TE3	30	0	\$76.92		\$2,307.60	-	-	-	\$2,307.60
Office Engineer & Materials													
SCR Utilities & Agreements													
Agreement Preparation	1	1	10	TE3	10	0	\$76.92		\$769.20	-	-	-	\$769.20
SCR Traffic													
Analyst - 1/2 day	1	0.5	10	TE3	5	0	\$76.92		\$384.60	-	-	-	\$384.60
SCR Materials													\$0.00
SCR Maintenance													\$0.00
Program Management/Communication													\$0.00
HQ Materials Lab													\$0.00
HQ Bridge													\$0.00
HQ Geotech													\$0.00

Sub Total		\$4,893.40
25%	allowable overrun	\$1,223.35
14.55%	indirect rate	\$889.99
Total		\$7,006.74



January 4, 2024

City of Cle Elum
119 West 1st Street
Cle Elum, WA 98922

Attn: Mayor Matthew Lundh

Re: City of Cle Elum
Second Street and Rossetti Way Water Main Improvements
HLA Project No.: 22188C
Progress Estimate No.: 03

Dear Mayor Lundh:

Enclosed is Progress Estimate No. 03 for work performed by Ascent Foundation and More, LLC, through December 25, 2023, in connection with their contract on the above referenced project. The amount due the Contractor is \$284,200.08, per the contract documents. Submission of Certified Payrolls for Ascent Foundation and More, LLC and subcontractors are not required for review. We recommend this Progress Estimate be considered and approved by the City of Cle Elum.

Please contact our office if you have questions or if we may furnish additional information.

Very truly yours,

 Digitally signed by
Benjamin A. Annen
Date: 2024.01.04
09:40:02-08'00'

Benjamin A. Annen, PE

BAA/jld

Enclosures

Copy: Vince Glondo – Ascent Foundation and More, LLC
Rob Omans, Aaron Barr, Debbie Lee, Robin Newcomb – City of Cle Elum
Taylor Denny, Aaron Hatfield, Angie Ringe – HLA

CONSTRUCTION PROGRESS ESTIMATE

Second Street and Rossetti Way Water Main Improvements

CITY OF CLE ELUM

119 WEST 1ST STREET

CLE ELUM, WA 98922

TO: Ascent Foundations and More, LLC

106 N. Peoh Avenue, Ste. C

Cle Elum, WA 98922

HLA PROJECT NO.: 22188C

PWB PROJECT NO.: PC23-96103-116

PROGRESS ESTIMATE NO.: 3

FROM: Nov. 26, 2023

TO: Dec. 25, 2023



BID ITEM NO.	SCH. OF WORK	DESCRIPTION	UNIT	CONTRACT TOTAL (Contract + COs)			TOTAL WORK TO DATE		PREVIOUS PAID		AMOUNT DUE NOW (Total - Previous)		PERCENT CONTRACT COMPLETE
				QTY	UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST	
1	A	Minor Change	FA	1	\$ 20,000.00	\$ 20,000.00	1.51	\$ 30,133.54	0.68	\$ 13,652.05	0.82	\$ 16,481.49	151%
2	A	Mobilization	LS	1	\$ 82,500.00	\$ 82,500.00	1	\$ 82,500.00	1	\$ 82,500.00	0	\$ -	100%
3	A	Project Temporary Traffic Control	LS	1	\$ 34,060.19	\$ 34,060.19	0.40	\$ 13,748.85	0.25	\$ 8,347.08	0.16	\$ 5,401.77	40%
4	A	Clearing and Grubbing	LS	1	\$ 8,095.28	\$ 8,095.28	0.70	\$ 5,666.70	0.50	\$ 4,047.64	0.20	\$ 1,619.06	70%
5	A	Crushed Surfacing Base Course	TON	1,680	\$ 30.09	\$ 50,551.20	572.05	\$ 17,212.98	442.12	\$ 13,303.39	129.93	\$ 3,909.59	34%
6	A	Crushed Surfacing Top Course	TON	770	\$ 33.21	\$ 25,571.70	133.30	\$ 4,426.89	0	\$ -	133.30	\$ 4,426.89	17%
7	A	HMA Cl. 3/8-Inch PG 64H-28	TON	750	\$ 253.00	\$ 189,750.00	172.55	\$ 43,655.15	172.55	\$ 43,655.15	0	\$ -	23%
8	A	Select Backfill, as Directed	CY	1,000	\$ 42.85	\$ 42,850.00	168.14	\$ 7,204.80	61.17	\$ 2,621.13	106.97	\$ 4,583.66	17%
9	A	___ Pipe for Water Main 12 In. Diam.	LF	7,660	\$ 123.22	\$ 943,865.20	3,636.25	\$ 448,058.73	945.20	\$ 116,467.54	2,691.05	\$ 331,591.18	47%
10	A	___ Pipe for Water Main 8 In. Diam.	LF	135	\$ 134.73	\$ 18,188.55	45.31	\$ 6,104.62	45.31	\$ 6,104.62	0	\$ -	34%
11	A	___ Pipe for Water Main 6 In. Diam.	LF	420	\$ 67.68	\$ 28,425.60	76.50	\$ 5,177.52	15.30	\$ 1,035.50	61.20	\$ 4,142.02	18%
12	A	___ Pipe for Water Main 4 In. Diam.	LF	120	\$ 89.53	\$ 10,743.60	0	\$ -	0	\$ -	0	\$ -	0%
13	A	___ Pipe for Water Main 3 In. Diam.	LF	20	\$ 162.52	\$ 3,250.40	0	\$ -	0	\$ -	0	\$ -	0%
14	A	___ Pipe for Water Main 2 In. Diam.	LF	15	\$ 97.29	\$ 1,459.35	0	\$ -	0	\$ -	0	\$ -	0%
15	A	Gate Valve 12 In.	EA	31	\$ 3,816.32	\$ 118,305.92	10	\$ 38,163.20	0	\$ -	10	\$ 38,163.20	32%
16	A	Gate Valve 8 In.	EA	14	\$ 2,238.70	\$ 31,341.80	8	\$ 17,909.60	1	\$ 2,238.70	7	\$ 15,670.90	57%
17	A	Gate Valve 4 In.	EA	1	\$ 1,410.72	\$ 1,410.72	0	\$ -	0	\$ -	0	\$ -	0%
18	A	Hydrant Assembly	EA	20	\$ 5,960.76	\$ 119,215.20	6	\$ 35,764.56	1	\$ 5,960.76	5	\$ 29,803.80	30%
19	A	Bollards	EA	12	\$ 518.53	\$ 6,222.36	0	\$ -	0	\$ -	0	\$ -	0%
20	A	Service Connection 3/4 In. Diam.	EA	128	\$ 1,372.71	\$ 175,706.88	0	\$ -	0	\$ -	0	\$ -	0%
21	A	Service Connection 3/4 In. Diam. Including Meter Setter	EA	7	\$ 3,126.53	\$ 21,885.71	0	\$ -	0	\$ -	0	\$ -	0%
22	A	Service Connection 1 1/2 In. Diam.	EA	1	\$ 1,963.19	\$ 1,963.19	0	\$ -	0	\$ -	0	\$ -	0%
23	A	Service Connection 1 1/2 In. Diam. Including Meter Setter	EA	1	\$ 6,198.49	\$ 6,198.49	0	\$ -	0	\$ -	0	\$ -	0%
24	A	Service Connection 2 In. Diam.	EA	4	\$ 2,512.59	\$ 10,050.36	0	\$ -	0	\$ -	0	\$ -	0%
25	A	Service Connection 3 In. Diam.	EA	1	\$ 1,303.27	\$ 1,303.27	0	\$ -	0	\$ -	0	\$ -	0%
26	A	Service Connection 4 In. Diam.	EA	1	\$ 1,916.44	\$ 1,916.44	0	\$ -	0	\$ -	0	\$ -	0%
27	A	Water Casing Pipe, In Place 18 In. Diam.	LF	20	\$ 218.58	\$ 4,371.60	20	\$ 4,371.60	0	\$ -	20	\$ 4,371.60	100%
28	A	Inlet Protection	EA	41	\$ 37.60	\$ 1,541.60	1	\$ 37.60	1	\$ 37.60	0	\$ -	2%
29	A	Silt Fence	LF	780	\$ 5.90	\$ 4,602.00	0	\$ -	0	\$ -	0	\$ -	0%
30	A	Landscape Restoration	FA	1	\$ 10,000.00	\$ 10,000.00	0.03	\$ 274.30	0.03	\$ 274.30	0	\$ -	3%

CONSTRUCTION PROGRESS ESTIMATE

Second Street and Rossetti Way Water Main Improvements

CITY OF CLE ELUM

119 WEST 1ST STREET

CLE ELUM, WA 98922

TO: Ascent Foundations and More, LLC

106 N. Peoh Avenue, Ste. C

Cle Elum, WA 98922

HLA PROJECT NO.: 22188C

PWB PROJECT NO.: PC23-96103-116

PROGRESS ESTIMATE NO.: 3

FROM: Nov. 26, 2023

TO: Dec. 25, 2023



BID ITEM NO.	SCH. OF WORK	DESCRIPTION	UNIT	CONTRACT TOTAL (Contract + COs)			TOTAL WORK TO DATE		PREVIOUS PAID		AMOUNT DUE NOW (Total - Previous)		PERCENT CONTRACT COMPLETE
				QTY	UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST	
31	A	Cement Conc. Traffic Curb and Gutter	LF	33	\$ 97.75	\$ 3,225.75	0	\$ -	0	\$ -	0	\$ -	0%
32	A	Removing and Resetting Beam Guardrail	LF	22	\$ 300.57	\$ 6,612.54	76.50	\$ 22,993.61	76.50	\$ 22,993.61	0	\$ -	348%
33	A	Cement Conc. Sidewalk 4-Inch Thick	SY	140	\$ 83.46	\$ 11,684.40	0	\$ -	0	\$ -	0	\$ -	0%
34	B	Minor Change	FA	1	\$ 5,000.00	\$ 5,000.00	6.13	\$ 30,649.56	6.13	\$ 30,649.56	0	\$ -	613%
35	B	Mobilization	LS	1	\$ 2,615.34	\$ 2,615.34	1	\$ 2,615.34	1	\$ 2,615.34	0	\$ -	100%
36	B	Project Temporary Traffic Control	LS	1	\$ 775.93	\$ 775.93	0.41	\$ 317.85	0.28	\$ 217.69	0.13	\$ 100.16	41%
37	B	Clearing and Grubbing	LS	1	\$ 4,082.74	\$ 4,082.74	1	\$ 4,082.74	1	\$ 4,082.74	0	\$ -	100%
38	B	Crushed Surfacing Base Course	TON	16	\$ 68.85	\$ 1,101.60	0	\$ -	0	\$ -	0	\$ -	0%
39	B	Crushed Surfacing Top Course	TON	70	\$ 38.07	\$ 2,664.90	0	\$ -	0	\$ -	0	\$ -	0%
40	B	HMA Cl. 3/8-Inch PG 64H-28	TON	8	\$ 243.80	\$ 1,950.40	0	\$ -	0	\$ -	0	\$ -	0%
41	B	Select Backfill, as Directed	CY	8	\$ 68.59	\$ 548.72	0	\$ -	0	\$ -	0	\$ -	0%
42	B	___ Pipe for Water Main 12 In. Diam.	LF	780	\$ 91.92	\$ 71,697.60	746.00	\$ 68,572.32	634.10	\$ 58,286.47	111.90	\$ 10,285.85	96%
43	B	___ Pipe for Water Main 8 In. Diam.	LF	20	\$ 78.42	\$ 1,568.40	19	\$ 1,489.98	16.15	\$ 1,266.48	2.85	\$ 223.50	95%
44	B	D.I. Pipe for Water Main 6 In. Diam.	LF	5	\$ 165.66	\$ 828.30	5	\$ 828.30	4.25	\$ 704.06	0.75	\$ 124.25	100%
45	B	Gate Valve 12 In.	EA	4	\$ 7,692.61	\$ 30,770.44	3	\$ 23,077.83	3	\$ 23,077.83	0	\$ -	75%
46	B	Gate Valve 8 In.	EA	2	\$ 1,959.63	\$ 3,919.26	0	\$ -	0	\$ -	0	\$ -	0%
47	B	PRV Station Valves	LS	1	\$ 2,236.35	\$ 2,236.35	0	\$ -	0	\$ -	0	\$ -	0%
48	B	Hydrant Assembly	EA	1	\$ 6,324.44	\$ 6,324.44	1	\$ 6,324.44	1	\$ 6,324.44	0	\$ -	100%
49	B	Service Connection 3/4 In. Diam.	EA	1	\$ 1,102.52	\$ 1,102.52	0	\$ -	0	\$ -	0	\$ -	0%
50	B	Landscape Restoration	FA	1	\$ 1,000.00	\$ 1,000.00	0	\$ -	0	\$ -	0	\$ -	0%

CONSTRUCTION PROGRESS ESTIMATE

CITY OF CLE ELUM

119 WEST 1ST STREET

CLE ELUM, WA 98922

TO: Ascent Foundations and More, LLC

106 N. Peoh Avenue, Ste. C

Cle Elum, WA 98922

Second Street and Rossetti Way Water Main Improvements

HLA PROJECT NO.: 22188C

PWB PROJECT NO.: PC23-96103-116

PROGRESS ESTIMATE NO.: 3

FROM: Nov. 26, 2023

TO: Dec. 25, 2023



BID ITEM NO.	SCH. OF WORK	DESCRIPTION	UNIT	CONTRACT TOTAL <i>(Contract + COs)</i>			TOTAL WORK TO DATE		PREVIOUS PAID		AMOUNT DUE NOW <i>(Total - Previous)</i>		PERCENT CONTRACT COMPLETE
				QTY	UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST	
		Schedule A Subtotal				\$ 1,996,869.30		\$ 783,404.23		\$ 323,239.07		\$ 460,165.16	39%
		8.1% Sales Tax - Schedule A				\$ 161,746.41		\$ 63,455.74		\$ 26,182.36		\$ 37,273.38	
		Project Total				\$ 2,158,615.71		\$ 846,859.97		\$ 349,421.43		\$ 497,438.54	
		Schedule A Materials on Hand						\$ 499,607.20		\$ 724,448.85		\$ (224,841.65)	
		Schedule B Subtotal				\$ 138,186.94		\$ 137,958.38		\$ 127,224.62		\$ 10,733.76	100%
		8.1% Sales Tax - Schedule B				\$ 11,193.14		\$ 11,174.62		\$ 10,305.19		\$ 869.43	
		SCHEDULE B - TOTAL				\$ 149,380.08		\$ 149,133.00		\$ 137,529.81		\$ 11,603.19	
		Schedule B Materials on Hand						\$ 5,057.61		\$ 5,057.61		\$ -	
		Project Total (Including Sales Tax)				\$ 2,307,995.80		\$ 1,500,657.79		\$ 1,216,457.71		\$ 284,200.08	65%
		Retainage Bond #100229850 0%						\$ -		\$ -		\$ -	
		Amount Due Progress Estimate No. 3						\$ 1,500,657.79		\$ 1,216,457.71		\$ 284,200.08	

I hereby certify that the foregoing is a true and correct statement of the work performed under this contract.



Digitally signed by Benjamin A. Annen
Date: 2024.01.04 09:40:24-08'00'

Benjamin A. Annen, PE

CONSTRUCTION PROGRESS ESTIMATE - SCHEDULE OF VALUES**CITY OF CLE ELUM****119 WEST 1ST STREET****CLE ELUM, WA 98922****TO: Ascent Foundations and More, LLC****106 N. Peoh Avenue, Ste. C****Cle Elum, WA 98922****HLA PROJECT NO.: 22188C****PWB PROJECT NO.: PC23-96103-116**

<i>BID ITEM NO.</i>	<i>BID ITEM NAME</i>	<i>DESCRIPTION</i>	<i>QUANTITY</i>	<i>UNIT</i>	<i>UNIT PRICE</i>	<i>TOTAL PRICE</i>	<i>PERCENT OF ITEM COMPLETE</i>
2	Mobilization	50% payment at 5% work schedule completion	1	LS	\$ 41,250.00	\$ 41,250.00	100.00%
2	Mobilization	100% payment at 10% work schedule completion	1	LS	\$ 41,250.00	\$ 41,250.00	100.00%
3	Project Temporary Traffic Control	Traffic Control Set Up	1	LS	\$ 2,000.00	\$ 2,000.00	100.00%
3	Project Temporary Traffic Control	Daily Traffic Control	115	DAY	\$ 270.09	\$ 31,060.19	37.83%
3	Project Temporary Traffic Control	Traffic Control Take Down	1	LS	\$ 1,000.00	\$ 1,000.00	0.00%
4	Clearing and Grubbing	Second Street	1	LS	\$ 8,095.28	\$ 8,095.28	70.00%
35	Mobilization	50% payment at 5% work schedule completion	1	LS	\$ 1,307.67	\$ 1,307.67	100.00%
35	Mobilization	100% payment at 10% work schedule completion	1	LS	\$ 1,307.67	\$ 1,307.67	100.00%
36	Project Temporary Traffic Control	Traffic Control Set Up	1	LS	\$ 100.00	\$ 100.00	100.00%
36	Project Temporary Traffic Control	Daily Traffic Control	115	DAY	\$ 5.01	\$ 575.93	37.83%
36	Project Temporary Traffic Control	Traffic Control Take Down	1	LS	\$ 100.00	\$ 100.00	0.00%
37	Clearing and Grubbing	Rossetti Way	1	LS	\$ 2,041.37	\$ 2,041.37	100.00%
37	Clearing and Grubbing	Schober	1	LS	\$ 2,041.37	\$ 2,041.37	100.00%
47	PRV Station Valves	100% at completion	1	LS	\$ 2,236.35	\$ 2,236.35	0.00%

CONSTRUCTION PROGRESS ESTIMATE - MATERIALS ON HAND STATUS

City of Cle Elum

Second Street and Rossetti Way Water Main Improvements

HLA PROJECT NO.: 22188C

PWB PROJECT NO.: PC23-96103-116

TO: Ascent Foundations and More, LLC

106 N. Peoh Avenue, Ste. C

Cle Elum, WA 98922

FROM: November 26, 2023

TO: December 25, 2023



INVOICE DATE	FULL PAID INVOICE DATE	SUPPLIER AND INVOICE NO.	PE PAID ON	BID ITEM NO.	SCHED.	ITEM DESCRIPTION	TOTAL INSTALLED %	PE 1		PE 1 LINE ITEM TOTAL	PE 2		PE 2 LINE ITEM TOTAL	PE 3		PE 3 LINE ITEM TOTAL	LINE ITEM TOTALS
								PAY	DEDUCT		PAY	DEDUCT		PAY	DEDUCT		
10/16/2023		ECP 349538	2	5	A	1 - 1/4" Rock 1189.46 TN	34%	\$ -	\$ -	\$ -	\$ 13,857.21	\$ (3,325.73)	\$ 10,531.48	\$ -	\$ (1,385.72)	\$ (1,385.72)	\$ 9,145.76
11/14/2023		ECP 351317	2	5	A	1 - 1/4" Rock 630.93 TN	34%	\$ -	\$ -	\$ -	\$ 7,350.33	\$ (1,764.08)	\$ 5,586.25	\$ -	\$ (735.03)	\$ (735.03)	\$ 4,851.22
10/19/2023		Consolidated S011560637	1	9	A	___ Pipe for Water Main 12 In. Diam.	47%	\$ 62,637.38	\$ -	\$ 62,637.38	\$ -	\$ (9,395.61)	\$ (9,395.61)	\$ -	\$ (20,043.96)	\$ (20,043.96)	\$ 33,197.81
10/23/2023		Consolidated S011560637	1	9	A	___ Pipe for Water Main 12 In. Diam.	47%	\$ 2,774.65	\$ -	\$ 2,774.65	\$ -	\$ (416.20)	\$ (416.20)	\$ -	\$ (887.89)	\$ (887.89)	\$ 1,470.56
10/23/2023		Consolidated S011611890	1	9	A	___ Pipe for Water Main 12 In. Diam.	47%	\$ 1,478.14	\$ -	\$ 1,478.14	\$ -	\$ (221.72)	\$ (221.72)	\$ -	\$ (473.00)	\$ (473.00)	\$ 783.41
10/23/2023		Consolidated S011560637	1	9	A	___ Pipe for Water Main 12 In. Diam.	Force Account		\$ -	\$ -	\$ 374.50	\$ (374.50)	\$ -	\$ -	\$ -	\$ -	\$ -
10/24/2023		Consolidated S011560637	1	9	A	___ Pipe for Water Main 12 In. Diam.	47%	\$ -	\$ -	\$ -	\$ 333,984.00	\$ (50,097.60)	\$ 283,886.40	\$ -	\$ (106,874.88)	\$ (106,874.88)	\$ 177,011.52
10/24/2023		Consolidated S011624085	1	9	A	___ Pipe for Water Main 12 In. Diam.	47%	\$ -	\$ -	\$ -	\$ 8,133.37	\$ (1,220.01)	\$ 6,913.36	\$ -	\$ (2,602.68)	\$ (2,602.68)	\$ 4,310.69
10/30/2023		Consolidated S011611890	1	9	A	___ Pipe for Water Main 12 In. Diam.	47%	\$ -	\$ -	\$ -	\$ 137.15	\$ (20.57)	\$ 116.58	\$ -	\$ (43.89)	\$ (43.89)	\$ 72.69
10/30/2023		Consolidated S011560637	1	9	A	___ Pipe for Water Main 12 In. Diam.	47%	\$ -	\$ -	\$ -	\$ 38,040.13	\$ (5,706.02)	\$ 32,334.11	\$ -	\$ (12,172.84)	\$ (12,172.84)	\$ 20,161.27
11/1/2023		Consolidated S011638530	1	9	A	___ Pipe for Water Main 12 In. Diam.	47%	\$ -	\$ -	\$ -	\$ 390.35	\$ (58.55)	\$ 331.80	\$ -	\$ (124.91)	\$ (124.91)	\$ 206.89
11/2/2023		Consolidated S011611890	1	9	A	___ Pipe for Water Main 12 In. Diam.	47%	\$ -	\$ -	\$ -	\$ 1,371.48	\$ (205.72)	\$ 1,165.76	\$ -	\$ (438.87)	\$ (438.87)	\$ 726.88
11/7/2023		Consolidated S011637751	1	9	A	___ Pipe for Water Main 12 In. Diam.	47% & FA	\$ -	\$ -	\$ -	\$ 3,516.74	\$ (2,285.88)	\$ 1,230.86	\$ -	\$ (1,125.36)	\$ (1,125.36)	\$ 105.500
11/10/2023		Consolidated S0116532501	1	9	A	___ Pipe for Water Main 12 In. Diam.	47%	\$ -	\$ -	\$ -	\$ 471.33	\$ (70.70)	\$ 400.63	\$ -	\$ (150.83)	\$ (150.83)	\$ 249.80
10/18/2023		ECP 349748	1	9	A	5/8" Rock 468.51 TN	47% & FA	\$ 5,504.99	\$ -	\$ 5,504.99	\$ -	\$ (966.75)	\$ (966.75)	\$ -	\$ (1,761.60)	\$ (1,761.60)	\$ 2,776.65
10/23/2023		ECP 349993	1	9	A	5/8" Rock 337.9 TN	47%	\$ 3,970.33	\$ -	\$ 3,970.33	\$ -	\$ (595.55)	\$ (595.55)	\$ -	\$ (1,270.50)	\$ (1,270.50)	\$ 2,104.27
10/24/2023		ECP 350084	1	9	A	5/8" Rock 40.43 TN	47%	\$ 475.05	\$ -	\$ 475.05	\$ -	\$ (71.26)	\$ (71.26)	\$ -	\$ (152.02)	\$ (152.02)	\$ 251.78
10/16/2023		ECP 349538	2	9	A	5/8" Rock 755.96 TN	47%	\$ -	\$ -	\$ -	\$ 8,882.53	\$ (1,332.38)	\$ 7,550.15	\$ -	\$ (2,842.41)	\$ (2,842.41)	\$ 4,707.74
10/25/2023		ECP 350206	2	9	A	5/8" Rock 784.28 TN	47%	\$ -	\$ -	\$ -	\$ 9,215.29	\$ (1,382.29)	\$ 7,833.00	\$ -	\$ (2,948.89)	\$ (2,948.89)	\$ 4,884.10
11/14/2023		ECP 351317	2	9	A	5/8" Rock 1715.78 TN	47%	\$ -	\$ -	\$ -	\$ 20,160.42	\$ (3,024.06)	\$ 17,136.35	\$ -	\$ (6,451.33)	\$ (6,451.33)	\$ 10,685.02
10/19/2023		Consolidated S011560637	1	10	A	___ Pipe for Water Main 8 In. Diam.	34%	\$ 7,088.16	\$ -	\$ 7,088.16	\$ -	\$ (2,409.97)	\$ (2,409.97)	\$ -	\$ -	\$ -	\$ 4,678.19
10/23/2023		Consolidated S011560637	1	10	A	___ Pipe for Water Main 8 In. Diam.	34% & FA	\$ 2,864.12	\$ -	\$ 2,864.12	\$ -	\$ (1,792.12)	\$ (1,792.12)	\$ -	\$ -	\$ -	\$ 1,072.00
10/23/2023		Consolidated S011560637	1	10	A	___ Pipe for Water Main 8 In. Diam.	34%	\$ -	\$ -	\$ -	\$ 902.57	\$ (306.87)	\$ 595.70	\$ -	\$ -	\$ -	\$ 595.70
10/19/2023		Consolidated S011560637	1	11	A	___ Pipe for Water Main 6 In. Diam.	11%	\$ 1,476.41	\$ -	\$ 1,476.41	\$ -	\$ (59.06)	\$ (59.06)	\$ -	\$ (103.35)	\$ (103.35)	\$ 1,314.00
10/23/2023		Consolidated S011560637	1	11	A	___ Pipe for Water Main 6 In. Diam.	11%	\$ 1,451.92	\$ -	\$ 1,451.92	\$ -	\$ (58.08)	\$ (58.08)	\$ -	\$ (101.63)	\$ (101.63)	\$ 1,292.21
10/23/2023		Consolidated S011560637	1	11	A	___ Pipe for Water Main 6 In. Diam.	11%		\$ -	\$ -	\$ 356.21	\$ (14.25)	\$ 341.96	\$ -	\$ (24.93)	\$ (24.93)	\$ 317.03
10/19/2023		Consolidated S011560637	1	12	A	___ Pipe for Water Main 4 In. Diam.	0%	\$ 4,936.17	\$ -	\$ 4,936.17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,936.17

CONSTRUCTION PROGRESS ESTIMATE - MATERIALS ON HAND STATUS

City of Cle Elum

Second Street and Rossetti Way Water Main Improvements

HLA PROJECT NO.: 22188C

PWB PROJECT NO.: PC23-96103-116

TO: Ascent Foundations and More, LLC

106 N. Peoh Avenue, Ste. C

Cle Elum, WA 98922

FROM: November 26, 2023

TO: December 25, 2023



INVOICE DATE	FULL PAID INVOICE DATE	SUPPLIER AND INVOICE NO.	PE PAID ON	BID ITEM NO.	SCHED.	ITEM DESCRIPTION	TOTAL INSTALLED %	PE 1		PE 1 LINE ITEM TOTAL	PE 2		PE 2 LINE ITEM TOTAL	PE 3		PE 3 LINE ITEM TOTAL	LINE ITEM TOTALS
								PAY	DEDUCT		PAY	DEDUCT		PAY	DEDUCT		
10/23/2023		Consolidated S011560637	1	12	A	___ Pipe for Water Main 4 In. Diam.	0%	\$ -	\$ -	\$ -	\$ 785.15	\$ -	\$ 785.15	\$ -	\$ -	\$ -	\$ 785.15
10/19/2023		Consolidated S011560637	1	14	A	___ Pipe for Water Main 2 In. Diam.	0%	\$ 1,037.02	\$ -	\$ 1,037.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,037.02
10/19/2023		Consolidated S011560637	1	15	A	Gate Valve 12 In.	32%	\$ 30,857.17	\$ -	\$ 30,857.17	\$ -	\$ -	\$ -	\$ -	\$ (9,874.29)	\$ (9,874.29)	\$ 20,982.88
10/23/2023		Consolidated S011654085	1	15	A	Gate Valve 12 In.	32%	\$ 584.96	\$ -	\$ 584.96	\$ -	\$ -	\$ -	\$ -	\$ (187.19)	\$ (187.19)	\$ 397.77
10/23/2023		Consolidated S011560637	1	15	A	Gate Valve 12 In.	32%	\$ 60,651.56	\$ -	\$ 60,651.56	\$ -	\$ -	\$ -	\$ -	\$ (19,408.50)	\$ (19,408.50)	\$ 41,243.06
10/19/2023		Consolidated S011560637	1	16	A	Gate Valve 8 In.	57%	\$ 221.07	\$ -	\$ 221.07	\$ 12,754.51	\$ (908.29)	\$ 11,846.22	\$ -	\$ (6,487.79)	\$ (6,487.79)	\$ 5,579.50
10/23/2023		Consolidated S011560637	1	16	A	Gate Valve 8 In.	57%	\$ 10,445.36	\$ -	\$ 10,445.36	\$ -	\$ (731.18)	\$ (731.18)	\$ -	\$ (5,222.68)	\$ (5,222.68)	\$ 4,491.50
10/23/2023		Consolidated S011560637	1	17	A	Gate Valve 4 In.	0%	\$ 687.85	\$ -	\$ 687.85	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 687.85
10/19/2023		Consolidated S011560637	1	18	A	Hydrant Assembly	30% & FA	\$ 86,860.12	\$ -	\$ 86,860.12	\$ -	\$ (4,356.43)	\$ (4,356.43)	\$ -	\$ (21,715.03)	\$ (21,715.03)	\$ 60,788.66
10/19/2023		Consolidated S011560637	1	19	A	Bollards	0%	\$ 3,107.41	\$ -	\$ 3,107.41	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,107.41
10/19/2023		Consolidated S011560637	1	20	A	Service Connection 3/4 In. Diam.	0%	\$ 6,727.49	\$ -	\$ 6,727.49	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,727.49
10/23/2023		Consolidated S011560637	1	20	A	Service Connection 3/4 In. Diam.	0%	\$ 49,409.56	\$ -	\$ 49,409.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,409.56
10/19/2023		Consolidated S011560637	1	21	A	Service Connection 3/4 In. Diam. Including Meter Setter	0%	\$ 4,893.77	\$ -	\$ 4,893.77	\$ -	\$ -	\$ 9,787.54	\$ -	\$ -	\$ -	\$ 14,681.31
11/7/2023		Consolidated S011560637	1	21	A	___ Pipe for Water Main 12 In. Diam.	0%	\$ -	\$ -	\$ -	\$ 504.80	\$ -	\$ 504.80	\$ -	\$ -	\$ -	\$ 504.80
10/23/2023		Consolidated S011560637	1	22	A	Service Connection 3 In. Diam.	0%	\$ 1,399.80	\$ -	\$ 1,399.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,399.80
10/19/2023		Consolidated S011560637	1	24	A	Service Connection 2 In. Diam.	0%	\$ 4,367.75	\$ -	\$ 4,367.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,367.75
10/23/2023		Consolidated S011560637	1	24	A	Service Connection 2 In. Diam.	0%	\$ 152.83	\$ -	\$ 152.83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 152.83
11/7/2023		Consolidated S011647003	1	24	A	Service Connection 2 In. Diam.	0%	\$ -	\$ -	\$ -	\$ 80.11	\$ -	\$ 80.11	\$ -	\$ -	\$ -	\$ 80.11
10/19/2023		Consolidated S011560637	1	25	A	Service Connection 3 In. Diam.	0%	\$ 241.44	\$ -	\$ 241.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 241.44
10/23/2023		Consolidated S011560637	1	25	A	Service Connection 3 In. Diam.	0%	\$ 2,383.44	\$ -	\$ 2,383.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,383.44
10/19/2023		Consolidated S011560637	1	26	A	Service Connection 4 In. Diam.	0%	\$ 477.51	\$ -	\$ 477.51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 477.51
10/23/2023		Consolidated S011560637	1	26	A	Service Connection 4 In. Diam.	0%	\$ 714.96	\$ -	\$ 714.96	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 714.96
11/2/2023		Consolidated S011560637	1	27	A	Water Casing Pipe, In Place 18 In. Diam.	100%	\$ -	\$ -	\$ -	\$ 1,350.39	\$ -	\$ 1,350.39	\$ -	\$ (1,350.39)	\$ (1,350.39)	\$ -
10/19/2023		Consolidated S011560637	1	28	A	Inlet Protection	2%	\$ 1,022.46	\$ -	\$ 1,022.46	\$ -	\$ (20.45)	\$ (20.45)	\$ -	\$ -	\$ -	\$ 1,002.01
10/19/2023		Consolidated S011560637	1	29	A	Silt Fence	0%	\$ 451.50	\$ -	\$ 451.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 451.50
10/19/2023		Consolidated S011560637	1	42	B	___ Pipe for Water Main 12 In. Diam.	96% & FA	\$ 11,410.40	\$ (2,167.98)	\$ 9,242.42	\$ -	\$ (9,242.42)	\$ (9,242.42)	\$ -	\$ -	\$ -	\$ 0.00
10/19/2023		Consolidated S011560637	1	43	B	___ Pipe for Water Main 8 In. Diam.	95%	\$ 360.24	\$ -	\$ 360.24	\$ -	\$ (342.23)	\$ (342.23)	\$ -	\$ -	\$ -	\$ 18.01

CONSTRUCTION PROGRESS ESTIMATE - MATERIALS ON HAND STATUS

City of Cle Elum

Second Street and Rossetti Way Water Main Improvements



TO: Ascent Foundations and More, LLC
106 N. Peoh Avenue, Ste. C
Cle Elum, WA 98922

HLA PROJECT NO.: 22188C
PWB PROJECT NO.: PC23-96103-116

FROM: November 26, 2023

TO: December 25, 2023

INVOICE DATE	FULL PAID INVOICE DATE	SUPPLIER AND INVOICE NO.	PE PAID ON	BID ITEM NO.	SCHED.	ITEM DESCRIPTION	TOTAL INSTALLED %	PE 1		PE 1 LINE ITEM TOTAL	PE 2		PE 2 LINE ITEM TOTAL	PE 3		PE 3 LINE ITEM TOTAL	LINE ITEM TOTALS
								PAY	DEDUCT		PAY	DEDUCT		PAY	DEDUCT		
10/23/2023		Consolidated S011560637	1	43	B	___ Pipe for Water Main 8 In. Diam.	95%	\$ 409.16	\$ -	\$ 409.16	\$ -	\$ (388.70)	\$ (388.70)	\$ -	\$ -	\$ -	\$ 20.46
10/19/2023		Consolidated S011560637	1	45	B	Gate Valve 12 In.	75%	\$ 2,033.45	\$ -	\$ 2,033.45		\$ (1,525.09)	\$ (1,525.09)	\$ -	\$ -	\$ -	\$ 508.36
10/23/2023		Consolidated S011560637	1	45	B	Gate Valve 12 In.	75%	\$ 5,513.78	\$ -	\$ 5,513.78	\$ -	\$ (4,135.34)	\$ (4,135.34)	\$ -	\$ -	\$ -	\$ 1,378.45
10/19/2023		Consolidated S011560637	1	46	B	Gate Valve 8 In.	0%	\$ 2,984.53	\$ -	\$ 2,984.53		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,984.53
10/19/2023		Consolidated S011560637	1	47	B	PRV Station Valves	0%	\$ 27.31	\$ -	\$ 27.31	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27.31
10/19/2023		Consolidated S011560637	1	48	B	Hydrant Assembly	100%	\$ 4,343.01	\$ -	\$ 4,343.01	\$ -	\$ (4,343.01)	\$ (4,343.01)	\$ -	\$ -	\$ -	\$ -
10/19/2023		Consolidated S011560637	1	49	B	Service Connection 3/4 In. Diam.	0%	\$ 120.49	\$ -	\$ 120.49	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120.49

Specification Section 1-09.8 - The Contracting Agency will not pay for material on hand when the invoice cost is less than \$2,000.00.

\$ 388,554.72	\$ (2,167.98)	\$ 386,386.74	\$ 441,411.03	\$ (108,078.84)	\$ 343,119.72	\$ -	\$ (224,841.65)	\$ (224,841.65)	
\$386,386.74			\$333,332.18		Total Remaining MOH	(\$224,841.65)			\$ 504,664.81
SCHEDULE A MOH TOTAL		\$ 361,352.35	SCHEDULE A MOH TOTAL		\$ 363,096.50	SCHEDULE A MOH TOTAL		\$ (224,841.65)	
SCHEDULE B MOH TOTAL		\$ 25,034.39	SCHEDULE B MOH TOTAL		\$ (19,976.78)	SCHEDULE B MOH TOTAL		\$ -	



CITY OF Cle Elum

PROJECT NAME: Second Street and Rossetti Way Water Main Improvements

HLA PROJECT NO.: 22188C

PRIME CONTRACTOR: Ascent Foundation and More, LLC

FORCE ACCOUNT SUMMARY

DATE	COST	ACCUM TOTAL	CONTRACTOR	DESCRIPTION
BID ITEM 1 - MINOR CHANGE				
11/10/23	\$5,482.64	\$5,482.64	Ascent	9+27 - 13+20 Remove existing settled asphalt from south edge of trench line to curb line, subgrade compaction, and placement and compaction of base rock. Payment for labor OT only, in lieu of equipment and materials, as agreed to by Contractor.
11/20/23	\$937.00	\$6,419.64	Ascent	85+70 Discovered unknown and non-located 4" PVC sewer lateral, dig under and preserve.
11/24/23	\$7,232.41	\$13,652.05	Ascent	Rental solar message boards for traffic control, per City of Cle Elum request.
11/28/23	\$459.24	\$14,111.29	Ascent	77+30 Ascent dug for the new 12" watermain and discovered a 4" PVC DR-18 water line. The City was not aware of this pipe. The Ascent crew dug under this pipe for the new main water line.
11/29/23	\$3,648.55	\$17,759.84	Ascent	75+25. Ascent potholed for gas and 48" storm pipe due to existing water main being located 4' off of locate mark. Ascent provided and installed two (2) 12" MJ 45 degree bends with bolt/gasket kits to move away from gas and existing water main.
11/29/23	\$1,431.42	\$19,191.26	Ascent	73+20 Ascent potholed for gas and 48" storm pipe due to existing water main being located 4' off of locate mark. They set up a traffic control closure from Columbia to Yakima Avenue.
12/1/23	\$9,580.95	\$28,772.21	Ascent	73+46 The City discovered a water break and contacted Ascent to make the repair. Ascent excavated and backfilled. The City provided Vactor Truck Assistance.
12/5/23	\$877.89	\$29,650.10	Ascent	70+40 Ascent broke an unlocated 3/4" water service. The service was pulled out of the main. The City provided a repair band and Ascent repaired the connection.
12/7/23	\$483.44	\$30,133.54	Ascent	68+40 & 67+15 Ascent was looking for the service at 68+40. They found it 8' from the locate. Ascent was also looking for the 2" water service at 67+15 which resulted in a delay.
BID ITEM 30 - LANDSCAPE RESTORATION				
11/20/23	\$274.30	\$274.30	Ascent	85+00, 85+50 Discovered abandoned 1" PVC irrigation pipe, exposed ends, cut out and capped

DATE	COST	ACCUM TOTAL	CONTRACTOR	DESCRIPTION
BID ITEM 34 - MINOR CHANGE				
10/26/23	\$912.07	\$912.07	Ascent	Existing connection at STA #1+00 Existing valve assembly and fittings did not have thrust blocks and were leaking, installed thrust blocking to restore water system.
10/30/23	\$2,101.94	\$3,014.02	Ascent	Utility easement north of First Street; east of Schober Way Discovered unknown and non-located communication fiber optic cables, crew had to carefully dig by hand around cables.
10/31/23	\$11,097.07	\$14,111.09	Ascent	Utility easment north of First St., east of Scober Way Existing 12" water main was not located correctly and Contractor damaged it, causing a major water main break. Crew removed the damaged water main, dewatered, and installed a repair section and fittings.
11/1/23	\$838.44	\$14,949.53	Ascent	Existing Valve at STA 7+43 A large thrust block was discovered along the existing water main. It was sawcut and partially removed to accommodate the new water main.
11/7/23	\$1,557.42	\$16,506.94	Ascent	Casing spacers on the new C900 pipe were too large to fit in the existing casing. This payment is for the cost difference between C900 PVC pipe and DI Pipe with restrained gaskets.
11/15/23	\$1,174.50	\$17,681.44	Ascent	9+47 Contractor intended to begin water system shut down for new connection at 8am, but was unable to begin work until 10am when Public Works could find all valves and shut system down.
11/15/23	\$9,043.60	\$26,725.03	Ascent	0+93 Tie In During the water shut down for the new water main connection to the existing system, the City stopped work due to reservoir control issues. Contractor was directed to reinstall the existing water main after it was removed to restore the system until reservoir control issues were resolved.
11/15/23	\$3,205.32	\$29,930.36	Ascent	6 +15 Tie-in Discovered a 6" connection to the existing water main running south. This line was connected to the new water main.
11/16/23	\$719.20	\$30,649.56	Ascent	0+93 - Rossetti Way tie-in area Crew was digging to repair the water service that was damaged yesterday, and hit an unknown and non-located additional water service and damaged the saddle. Crew repaired the service. City provided saddle and corp stop for Contractor's use.

Date: January 2, 2024**Project No.:** 24041E**To:** City of Cle Elum
119 West First St
Cle Elum, WA 98922**Attention:** Robert Omans
City Administrator**From:** Deborah L. LaCombe, Planner**Re:** Development of Climate Element
Task Order No. 2024-01

We are sending you the attached following items:

Two (2) Original Task Order Agreements

One (1) PDF of HLA SAM.gov Debarment Verification

Comment:

Rob,

Upon review and approval, please have the Mayor sign the attached Task Order No. 2024-01 agreements for the Development of Climate Element project. Once executed, please scan, and provide a PDF to HLA.

We very much appreciate the opportunity to work with you and serve the City of Cle Elum. If you have any questions or need additional information, please contact me.

Thank you.

Copy to: _____



Signed: _____



TASK ORDER NO. 2024-01

REGARDING GENERAL AGREEMENT BETWEEN CITY OF CLE ELUM

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

PROJECT DESCRIPTION:

Development of Climate Element
HLA Project No. 24041E

The Washington State Department of Commerce (COMMERCE) is allocating \$100,000 to the City of Cle Elum (CITY) to finance the development of the recently required Climate Element in the CITY's upcoming Growth Management Act (GMA) Comprehensive Plan update. The CITY submitted an application to access their allocated grant funds.

The CITY desires to contract with HLA to develop a COMMERCE-approved Climate Element. The project will include preliminary investigation work, establishing a Cle Elum Climate Policy Advisory Team, performing data and policy assessments and analyses, developing visuals to effectively communicate complex climate data to multiple audiences including CITY Staff, CITY Council, the Climate Policy Advisory Team, and members in the community through an extensive public engagement process, developing a draft and final Climate Element.

SCOPE OF SERVICES:

At the direction of the CITY, HLA shall provide the following professional services:

1.0 Climate Policy Advisory Team (TEAM) Coordination

- 1.1 Assist the CITY with successfully administering the COMMERCE grant.
- 1.2 Coordinate and attend Climate Element project kick-off meeting.
- 1.3 Assist the CITY to establish the TEAM and coordinate the following efforts:
 - 1.3.1 Assist with selection of the TEAM among stakeholders.
 - 1.3.2 Complete Vision section of the Climate Element.
 - 1.3.3 Meet with and advise the TEAM to document planning structure, roles, and participation expectations of members.
 - 1.3.4 Develop a public engagement process and present it to the CITY for approval.
 - 1.3.5 Coordinate a workshop to pair assets and threats to describe exposure and consequences.
 - 1.3.6 Coordinate a TEAM meeting for comprehensive assessment and analyses reviews and present a recommended policy pathway to CITY Council.
 - 1.3.7 If Pathway 2 is selected by CITY Council, HLA will assist the TEAM with creating new goals and policies as directed for climate resiliency.
 - 1.3.8 If Pathway 3 is selected by CITY Council, HLA will assist the TEAM with updating and adopting a hazard mitigation plan as directed for climate resiliency.

- 1.3.9 Review draft Climate Element and provide suggestions for needed revisions.

2.0 Assess, Analyze, and Develop Visuals

- 2.1 Perform preliminary investigation through literature searches and compilation of Census data.
 - 2.1.1 Literature research includes gathering existing policies, goals, and objectives in planning documents such as Cle Elum's Comprehensive Plan elements, Shoreline Master Plan, Critical Areas Ordinance, and potentially work completed for the Kittitas County Hazard Mitigation Plan.
 - 2.1.2 Compilation of 2020 Census Data, including Department of Health (DOH) and Federal Highway Administration (FHWA) tools to perform the equity analysis required in the Climate Element.
 - 2.1.3 The compiled data will be used to develop presentation exhibits for meetings with CITY Staff, CITY Council, and when engaging the public, to describe equity analysis.
- 2.2 Analyze Climate Impact Data.
 - 2.2.1 Using the COMMERCE-provided Climate Element Workbook, identify community assets to protect.
 - 2.2.2 Identify vulnerabilities and risks for prioritized hazards not well-documented for TEAM evaluation.
 - 2.2.3 After the TEAM workshop, create a list and exhibits of prioritized climate hazards.
- 2.3 Audit Plans and Policies to Capture Current Resilience Policies.
 - 2.3.1 List current resilience policies.
 - 2.3.2 Develop visuals to show policy gaps and three policy pathways for educating the public, CITY Staff, TEAM, and CITY Council.

3.0 Plan and Facilitate Public Engagement

- 3.1 After the public engagement process is approved by CITY Council, assist CITY Staff with establishing and promoting an online multi-lingual Climate Element page.
- 3.2 Use the Climate Element page, emails, posters, and social media to invite the general public, and inter and intra-governmental agencies to collaborate as appropriate during the planning process.
- 3.3 Organize and facilitate public engagement meetings to:
 - 3.2.1 Meeting 1 - Introduce COMMERCE requirements and purpose for climate planning. Gather interested stakeholder contact information and comments.
 - 3.2.2 Meeting 2 - Showcase data exhibits, existing climate resiliency policies, potential pathways for policies. Gather comments.
 - 3.2.3 Meeting 3 - Review planning process and present new goals and policies to fill climate resiliency gaps.
 - 3.2.4 Meeting 4 - Present draft Climate Element and receive final public comments.

4.0 Draft and Finalize Climate Element

- 4.1 Complete the COMMERCE-provided Climate Element Workbook to ensure that the climate planning process is substantially complete.
- 4.2 Complete a preliminary draft of the Climate Element for TEAM and CITY Staff review.
 - 4.2.1 Provide opportunity for the TEAM and CITY Staff to review and suggest revisions before sharing with the public and then with CITY Council. Incorporate revisions.
- 4.3 Present draft Climate Element to CITY Council for approval to submit to COMMERCE for customary 30-day review.
- 4.4 Incorporate COMMERCE comments into final Climate Element.
- 4.5 Present final Climate Element to CITY Council for adoption by resolution.
- 4.6 Deliver final Climate Element to CITY.

5.0 Additional Services

Provide planning 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 the CITY

The CITY will provide or perform the following:

- 6.1 Provide full information as to CITY requirements for the PROJECT, including but not limited to Cle Elum's Comprehensive Plan elements, Shoreline Master Plan, Critical Areas Ordinance, and potential work completed for the Kittitas County Hazard Mitigation Plan.
- 6.2 Assist HLA by placing at their disposal all available information pertinent to data associated with the CITY, which may be enhanced or different from data publicly available at the 2020 Census Data or using DOH and FHWA tools.
- 6.3 Examine all documents presented by HLA and provide written decisions within a reasonable time so as not to delay the work of HLA.
- 6.4 Provide HLA the contact information of proposed TEAM participants and prepare documentation to formalize the Climate Policy Advisory Team as a standing planning committee or team.
- 6.5 Create and update a multi-lingual CITY web page to be maintained during Climate Element development to boost outreach to overburdened communities and vulnerable populations by sharing the planning schedule, planning progress, and anticipated outreach opportunities.
- 6.6 Provide meeting spaces for each of the four (4) public engagement meetings and coordinate CITY Council agenda inclusion of each of the CITY Council presentations.
- 6.7 Obtain approval of all governmental authorities with jurisdiction over the Climate Element, and approvals and consents from other individuals or bodies as necessary for completion.
- 6.8 Coordinate submittal of draft and final Climate Element to COMMERCE with necessary and directly associated supporting materials.

TIME OF PERFORMANCE:

HLA will begin developing the Climate Element immediately following CITY Council approval of this Task Order. The climate planning effort is anticipated to take up to eighteen (18) months after initiating the kick-off meeting. HLA will complete the final document within thirty (30) days following receipt of all CITY comments.

FEE FOR SERVICES:

For services furnished by HLA as described in this Task Order, the CITY agrees to pay HLA the fees as set forth herein. The amounts listed below may be adjusted between phases, but the maximum amount shall not exceed \$89,100.00 without written agreement of both parties.

1.0 Climate Policy Advisory Team (TEAM) Coordination

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 \$23,850.00.

2.0 Assess, Analyze, and Develop Visuals

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 \$27,500.00.

3.0 Plan and Facilitate Public Engagement

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 \$13,000.00.

4.0 Draft and Finalize Climate Element

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 \$24,750.00.

5.0 Additional Services

Additional work requested by the CITY 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 will perform 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 printing expenses, vehicle mileage, out-of-town travel costs, and outside consultants.

Proposed:



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

1/2/2024

Date

Approved:

City of Cle Elum
Matthew Lundh, Mayor

Date



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Entity Registration

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Reps and Certs (Financial Assistance)

Exclusions

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Entity Information

HLA ENGINEERING AND LAND SURVEYING INC

Active Registration

Unique Entity ID CAGE/NCAGE
SDZDPKCU1NM8 36NF7

Expiration Date

May 23, 2024

Physical Address

2803 River RD**Yakima, Washington****98902-1166, United States**

Mailing Address

2803 River Road**Yakima, Washington****98902-6389, United States**

Purpose of Registration

All Awards

Version

Current Record

BUSINESS INFORMATION

Doing Business As
(blank)

URL

www.hlacivil.com

Division Name

**Hla Engineering And
Land Surveying, Inc.**

Division Number

(blank)

Congressional District
Washington 04

State/Country of
Incorporation

**Washington, United
States**

Registration Dates

Activation Date

May 26, 2023

Submission
Date

May 24, 2023

Initial Registration

Date

Feb 21, 2005

Owner

CAGE

Legal Business
Name

Entity Dates

Immediate Owner	(blank) (blank)
Highest Level Owner	(blank) (blank)

Entity Start Date	Fiscal Year End Close Date
Feb 1, 1984	Dec 31

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) receive both of the following: 1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and 2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

No

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

Not Selected

SAM SEARCH AUTHORIZATION

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

☒ Yes

ENTITY TYPES

Business Types

Entity Structure	Corporate Entity (Not Tax Exempt)
-------------------------	--

Socio-Economic Types

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine

Entity Type	Business or Organization
Profit Structure	For Profit Organization
Organization Factors	Subchapter S Corporation

if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

FINANCIAL INFORMATION

Payments

Accepts Credit Card Payments
No

Debt Subject To Offset ^(?)
No

ACCOUNT DETAILS

EFT Indicator **0000**
CAGE Code **36NF7**

Electronic Funds Transfer

Account Type	Checking
Account Number	*****74
Routing Number	*****74
Lockbox	(blank)

Automated Clearing House

Phone (U.S.)	5095756708
Phone (non-U.S.)	(blank)
Email	(blank)
Fax	(blank)

Remittance Address

HLA Engineering and Land Surveying Inc

Number

2803 River Road

Financial
Institution

KEY BANK

Yakima, Washington 98902-6389

United States

TAXPAYER INFORMATION

Taxpayer Name
**HLA Engineering and
Land Surveying Inc**

Name/Title of Individual
Executing Consent
President

Address
**2803 River Road,
Yakima, WA 98902-
6389
United States**

Signature
MICHAEL T BATTLE

EIN
*******7188**

Type of Tax
Applicable Federal Tax

Tax Year (Most Recent Tax Year)
2018

TIN Consent Date
May 24, 2023

POINTS OF CONTACT

Accounts Receivable POC

Primary Point of Contact**Krystal R. Backes, Billing Manager**

Email	Phone	Fax	Address
kbackes@hlacivil.com	509 966-7000	5099653800	(blank)

Electronic Business**Primary Point of Contact****Lisa R Adams, Controller**

Email	Phone	Fax	Address
ladams@hlacivil.com	509 966-7000	5099653800	2803 River Road Yakima, Washington 98902-6389 United States

Alternate Point of Contact**Kelly L Hedrick, HR Manager**

Email	Phone	Fax	Address
khedrick@hlacivil.com	509 966-7000	5099653800	2803 River Road Yakima, Washington 98902 United States

Government Business**Primary Point of Contact**

Michael T Battle, President

Email

mbattle@hlacivil.com

Phone

509 966-7000

Fax

5099653800

Address

2803 River Road
Yakima, Washington
98902-6389
United States**Alternate Point of Contact****Lisa R Adams, Controller**

Email

ladams@hlacivil.com

Phone

509 966-7000

Fax

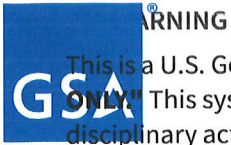
5099653800

Address

2803 River Road
Yakima, Washington
98902
United States

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< **Assertions**



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Size Metrics
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Reps and Certs (Financial Assistance)
Exclusions
Responsibility / Qualification

Entity Information

Active Registration

HLA ENGINEERING AND LAND SURVEYING INC

Unique Entity ID

CAGE/NCAGE

SDZDPKCU1NM8 36NF7

Expiration Date

May 23, 2024

Physical Address

2803 River RD

Yakima, Washington

98902-1166, United States

Mailing Address

2803 River Road

Yakima, Washington

98902-6389, United States

Purpose of Registration

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Current Record

SERVICE CLASSIFICATIONS

NAICS Codes

Primary	NAICS Codes	NAICS Title
☒	541330	Engineering Services
	237110	Water And Sewer Line And Related Structures Construction
	237210	Land Subdivision
	237310	Highway, Street, And Bridge Construction
	237990	Other Heavy And Civil Engineering Construction
	541340	Drafting Services
	541370	Surveying And Mapping (Except Geophysical) Services

SIZE METRICS

IGT Size Metrics

Annual Revenue (from all IGTS)
(blank)

Location

Annual Receipts (in accordance
with 13 CFR 121)

12000000

Number of Employees (in
accordance with 13 CFR 121)

48

Worldwide

Annual Receipts (in accordance
with 13 CFR 121)

12000000

Number of Employees (in
accordance with 13 CFR 121)

48

Industry Specific

Barrels Capacity
(blank)

Megawatt Hours
(blank)

Total Assets
(blank)

ELECTRONIC DATA INTERCHANGE (EDI) INFORMATION

This entity did not enter the EDI information.

DISASTER RESPONSE

This entity does not appear in the disaster response registry.



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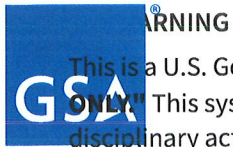
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Read Only Provisions

Provisions Populated Based On
Registration Data

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Assistance)

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Entity Information

HLA ENGINEERING AND LAND SURVEYING INC

Unique Entity ID

CAGE/NCAGE

SDZDPKCU1NM8 36NF7

Expiration Date

May 23, 2024

Physical Address

2803 River RD**Yakima, Washington****98902-1166, United States**

Mailing Address

2803 River Road**Yakima, Washington****98902-6389, United States**

Purpose of Registration

All Awards

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CERTIFICATION

I have read each of the FAR and DFARS provisions presented on this page. By submitting this certification, I, **Michael Battle**, am attesting to the accuracy of the representations and certifications contained herein, including the entire NAICS table. I understand that I may be subject to criminal prosecution under Section 1001, Title 18 of the United States Code or civil liability under the False Claims Act if I misrepresent **HLA ENGINEERING AND LAND SURVEYING INC** in any of these representations or certifications to the Government.

READ ONLY PROVISIONS

The following FAR and DFARS provisions did not require completion of any data. Select the provision number to expand and review the full text.

✓ **FAR 52.203-11**
Sep 2007

**Certification and Disclosure Regarding Payments to
Influence Certain Federal Transactions**

✓ **FAR 52.203-18**
JAN 2017

**Prohibition on Contracting with Entities that
Require Certain Internal Confidentiality
Agreements or Statements-Representation**

✓ FAR 52.222-38 Feb 2016	Compliance with Veterans' Employment Reporting Requirements
✓ FAR 52.222-56 Oct 2020	Certification Regarding Trafficking in Persons Compliance Plan
✓ FAR 52.223-1 May 2012	Biobased Product Certification
✓ FAR 52.225-20 Aug 2009	Prohibition on Conducting Restricted Business Operations in Sudan-Certification
✓ FAR 52.225-25 Jun 2020	Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran - Representation and Certifications
✓ FAR 52.227-6 Apr 1984	Royalty Information (Alternate I)

PROVISIONS POPULATED BASED ON REGISTRATION DATA

By Maintaining an active entity registration in SAM, the entity complied with requirements to report proceedings data in accordance with:

- FAR 52.209-7 Information Regarding Responsibility Matters and with requirements to report executive compensation data in accordance with
- FAR 52.204-10 Reporting Executive Compensation and First-Tier Subcontract Awards.

✓ FAR 52.203-2 Apr 1985	Certificate of Independent Price Determination
✓ FAR 52.204-3 Oct 1998	Taxpayer Identification
✓ FAR 52.204-5 Oct 2014	Women-Owned Business (Other Than Small Business)
✓ FAR 52.204-17 Aug 2020	Ownership or Control of Offeror
✓ FAR 52.204-20 Aug 2020	Predecessor of Offeror
✓ FAR 52.204-26 Oct 2020	Covered Telecommunications Equipment or Services - Representation

✓ FAR 52.209-2 Nov 2015	Prohibition on Contracting with Inverted Domestic Corporations-Representation
✓ FAR 52.209-5 Aug 2020	Certification Regarding Responsibility Matters
✓ FAR 52.209-11 Feb 2016	Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law
✓ FAR 52.212-3 Nov 2021	Offeror Representations and Certifications - Commercial Products and Commercial Services
✓ FAR 52.214-14 Apr 1985	Place of Performance-Sealed Bidding
✓ FAR 52.215-6 Oct 1997	Place of Performance
✓ FAR 52.219-1 Nov 2020	Small Business Program Representations
✓ FAR 52.219-2 Oct 1995	Equal Low Bids
✓ FAR 52.222-18 Feb 2021	Certification Regarding Knowledge of Child Labor for Listed End Products
✓ FAR 52.222-22 Feb 1999	Previous Contracts and Compliance Reports
✓ FAR 52.222-25 Apr 1984	Affirmative Action Compliance
✓ FAR 52.222-48 May 2014	Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Certification
✓ FAR 52.222-52 May 2014	Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services-Certification
✓ FAR 52.223-4 May 2008	Recovered Material Certification
✓ FAR 52.223-9 May 2008	Estimate of Percentage of Recovered Material Content for EPA-Designated Items (Alternate I)

✓ [FAR 52.223-22](#)
Dec 2016

Public Disclosure of Greenhouse Gas Emissions and Reduction Goals-Representation

✓ [FAR 52.225-2](#)
Feb 2021

Buy American Certificate

✓ [FAR 52.225-4](#)
Feb 2021

Buy American-Free Trade Agreements-Israeli Trade Act Certificate

✓ [FAR 52.225-6](#)
Feb 2021

Trade Agreements Certificate

✓ [FAR 52.226-2](#)
Oct 2014

Historically Black College or University and Minority Institution Representation

✓ [FAR 52.227-15](#)
Dec 2007

Representation of Limited Rights Data and Restricted Computer Software



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Entity Registration

Exclusions

Active Exclusions

Responsibility / Qualification

Entity Information

HLA ENGINEERING AND LAND SURVEYING INC

Active Registration

Unique Entity ID

CAGE/NCAGE

SDZDPKCU1NM8 36NF7

Expiration Date

May 23, 2024

Physical Address

2803 River RD

Yakima, Washington

98902-1166, United States

Mailing Address

2803 River Road

Yakima, Washington

98902-6389, United States

Purpose of Registration

All Awards

Version

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EXCLUSIONS



There may be instances when an individual or firm has the same or similar name as your search criteria, but is actually a different party. Therefore, it is important that you verify a potential match with the excluding agency identified in the exclusion's details. To confirm or obtain additional information, contact the federal agency that took the action against the listed party. Agency points of contact, including name and telephone number, may be found by navigating to the Agency Exclusion POCs page within Help.

Active Exclusions

There are no active exclusion records associated to this entity by its Unique Entity ID.



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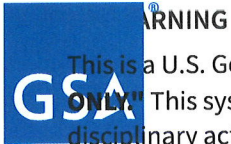
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Proceedings
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Corporate Relationships
Entity Reporting

HLA ENGINEERING AND LAND SURVEYING INC

Unique Entity ID

SDZDPKCU1NM8

CAGE/NCAGE

36NF7

Entity Information

Active Registration

Expiration Date

May 23, 2024

Physical Address**2803 River RD****Yakima, Washington****98902-1166, United States****Mailing Address****2803 River Road****Yakima, Washington****98902-6389, United States****Purpose of Registration****All Awards**

EXCLUSIONS

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Active Exclusions

There are no active exclusion records associated to this entity by its Unique Entity ID.

PROCEEDINGS

This entity is not required to report whether it has been the subject of any criminal, civil, or administrative proceedings related to federal contracts or grants.

OTHER RESPONSIBILITY & INTEGRITY INFORMATION

There are no other responsibility information records associated to this entity by its Unique Entity ID.

CORPORATE RELATIONSHIPS

Legal Business Name	CAGE	Responsibility & Integrity Record
Highest Owner		
(none)	(none)	N/A
Immediate Owner		
(none)	(none)	N/A
Predecessors		
(none)	(none)	N/A



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Customer Service

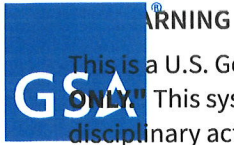
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Debarred Contractors List

A debarred contractor may not bid on, or have a bid considered on, any public works contract. You can search and filter this list using the options presented below.

Company Name: HLA Engineering and land S

WA UBI Number: 600 517 737

License Number:

Principal:

RCW: All ▼

From: MM/DD/YYYY To: MM/DD/YYYY

Penalty Due:

All ▼

Wage Due:

All ▼

[Download all debarment data](#) 

Show 25 ▼ per page

Showing 0 records

FirstPreviousNextLast

Company Name	UBI	License	Principals	Status	RCW	Debar Begins	Debar Ends	Penalty Due	Wages Due
--------------	-----	---------	------------	--------	-----	--------------	------------	-------------	-----------

There are no records that match your search criteria.

Show 25 ▼ per page

Showing 0 records

FirstPreviousNextLast

CITY OF CLE ELUM
City Administrator

**AGENDA STAFF
REPORT**

AGENDA DATE: January 8th, 2024

ACTION REQUESTED: Council to authorize the mayor to sign the Professional Services Contract for Prosecution Services increasing the wage for Prosecutor Mark Garka.

BACKGROUND: Since Mark Garka became the city's prosecutor, he has been very professional and knowledgeable in his job. He has been the most communicative prosecutor we have ever had. Mark not only communicates with me, but with my officers on a regular basis. The city council has made several changes to some of the city's criminal codes at my recommendation which has resulted in an increase in Mark's workload.

RECOMMENDATION: Council to authorize the mayor to sign the Professional Services Contract for Prosecution Services increasing the wage for Prosecutor Mark Garka.

ATTACHMENTS: Professional Services Contract for Prosecution Services

LEAD STAFF: Chief Rich Albo

CITY OF CLE ELUM
PROFESSIONAL SERVICES CONTRACT
FOR PROSECUTION SERVICES

This is a contract ("Contract") between the City of Cle Elum, a municipal corporation located in Kittitas County ("City") and Mark Garka of Roslyn, WA, an independent contractor ("Attorney") whereby the Attorney, in return for stated consideration, agrees to provide prosecution services to the City of Cle Elum, as the effective date indicated below.

NOW THEREFORE,

The parties AGREE as follows:

1. Scope of Services. The Attorney will provide misdemeanor and gross misdemeanor prosecution services for the City's criminal cases filed in Cle Elum Municipal Court. The Attorney will attend and represent the City at all pre-trial hearings, probation violations and review hearings, all bench and jury trials, may attend first appearances or arraignments, as needed.

The Attorney shall provide and be responsible for any and all office expenses related to the representation of the City, as defined above, including office supplies and equipment and the compensation of any necessary staff.

The Attorney shall screen cases for legal sufficiency and will utilize independent judgment following the Prosecutorial Standards set forth at RCW 9.94A.411 and the Rules for Professional Conduct Rule 3.8 in determining whether to file or pursue prosecution of a criminal charge.

The Attorney shall have final authority on the disposition and sentencing of all cases in which the Attorney represents the City. The exercise of prosecutorial discretion shall not be considered a breach of the Attorney's duties under this Contract.

The Attorney shall meet with the City Attorney and Chief of Police at reasonable intervals as requested to review the status of case prosecutions, outstanding legal issues and to address such other matters as may be necessary to the effective provision of prosecution services.

The Attorney will represent the City in appeals from City cases to Superior Court and the appellate courts, which services shall be compensated under section 4(B) of this Contract.

All costs associated with the prosecution of criminal cases, including witness fees, expert witness fees (included but not limited to Speed Measuring Device Experts), transcripts and document fees and interpreter fees determined to be necessary for the Attorney in preparation and disposition of its cases shall be paid for or provided by the City. The City will also pay for records checks, and court and jail costs.

All costs or fees not contemplated by this Contract which may arise during the term of the Contract shall be brought to the City's attention by the Attorney. The parties shall review this Contract as a whole and make an attempt to determine whether the unanticipated cost should be paid by the City or the Attorney. If the parties cannot agree, then they shall consider the ordinary course of business between an attorney and client, including whether the cost is usually paid by the client or the attorney.

2. Assignment of Cases to a Special Prosecutor. The Attorney reserves the right to appoint a special prosecutor to handle cases assigned to the Attorney. Supplemental coverage may be provided by a similarly qualified and experienced attorney in the event of the Attorney's illness, vacation, other conflict, or workload considerations. At no time shall the attorney assign more than fifty percent (50%) of the pending City cases, except that a special prosecutor may be appointed to handle all of the cases scheduled for hearing or trial on a particular date if the Attorney is unavailable to attend court on that date.

Any special prosecutor appointed shall act under the direction and supervision of the Attorney and shall have full authority to perform the services called for by this Contract. Any special prosecutor appointed shall be an attorney licensed to practice in the State of Washington and be in good standing with the Washington State Bar Association.

The City may object to the use of a specific special prosecutor. The City will notify the Attorney of such an obligation in writing and shall set forth the City's reasons for its objection, which reasons must be objectively reasonable. No later than fourteen (14) days after receiving notice of an objection from the City, the Attorney shall discontinue the use of the special prosecutor objected to by the City.

The City reserves the right to, at its sole discretion, appoint a special prosecutor to prosecute offenses which would otherwise be covered by this Contract.

3. Term of Contract. This contract shall be effective January 1, 2024 through December 31, 2024, and shall renew each subsequent year, unless sooner terminated in writing by either party on 60 days' notice.

4. Compensation.

A. General Prosecution Services. Beginning January 1, 2024 the City shall pay the Attorney Four Thousand Dollars (\$4,000.00) per month as compensation for the Attorney's services defined by this Contract.

B. Appellate Services (Superior Court, Court of Appeals, and State Supreme Court). The City shall pay the Attorney One Hundred Twenty-Five Dollars (\$125.00) per hour (plus costs) as compensation for any appellate work performed under this Contract. The Attorney will invoice the City on a monthly basis for any such appellate work. The Attorney shall

obtain the approval of the City Administrator and Chief of Police prior to working on any appellate case.

- C. **Reimbursement for Assignments to a Special Prosecutor.** The City shall reimburse the Attorney an amount not to exceed Three Thousand Dollars (\$3,000.00) per annum for assignments of prosecution services to special prosecutor necessitated by: (1) conflicts of interest recognized by the Rules of Professional Conduct (RPCs); (2) personal time or immediate family illness; or (3) for the purpose of enabling the Attorney to fulfill continuing legal education requirements. The Attorney shall invoice the City on a monthly basis for any reimbursement requested under this subsection. Reimbursement shall be on a dollar-for-dollar basis.
- D. **Taxes.** The Attorney shall be responsible for all federal, state and local taxes associated with the City's compensation to the Attorney and any tax liability resulting from the Attorney's employment of staff to assist with the representation of the City.

5. **Prosecutorial Immunity.** The City agrees that the Attorney operates with prosecutorial immunity in the course of the Attorney's representation of the City. The City agrees to defend and hold the Attorney harmless from any claims arising from the Attorney's acts or omissions in the scope of the Attorney's representation of the City as set forth by this Contract.

6. **Applicable Law.** This Contract shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, or other proceeding is instituted to enforce any term of this Contract, the parties specifically understand and agree that venue shall be exclusively in Kittitas County, Washington. The prevailing party in any such action shall be entitled to its attorneys' fees, expert witness fees, and costs of suit.

8. **Additional Private Practice.** Attorney may provide services for clients other than the City during the term of this Contract but will not do so where the same may constitute a conflict of interest unless the City, after a full disclosure of the potential or actual conflict, consents in writing to the representation. Any potential conflicts shall be handled in accordance with the Rules of Professional Conduct referred to below.

9. **Professional Requirements.** The attorneys of the law firm shall be licensed to practice law in the State of Washington and shall remain in good standing with the Washington State Bar Association throughout the length of this contract.

10. **Rules of Professional Conduct.** All services provided by Attorney or agents of Attorney, under this Contract will be performed in accordance with the Rules of Professional Conduct for attorneys established by the Washington Supreme Court.

11. **Ownership of Work Product.** All City files and other documents maintained by the Attorney shall be the files of the City and accessible by the City through its City Attorney or

other duly authorized representative during normal business hours, subject to the Washington State Bar Association Rules of Ethics. At the request of the City, any and all files maintained by the Attorney shall be tendered to the City, subject to the terms and conditions of this Contract and the Washington State Bar Association Rules of Ethics. All equipment and facilities furnished by the City shall remain the sole property of the City. Any equipment, facilities and materials provided by the Attorney shall remain the sole property of the Attorney.

12. Public Records. The Parties agree that this Contract and records related to the performance of the Contract is with limited exception, public records subject to disclosure under the Public Records Act RCW 42.56. Attorney acknowledges that any record, document, work product or correspondence created by Attorney may be subject to the Public Records Act.

Further, in the event of a Public Records Request to the City, the City may provide the Attorney with a copy of the Records Request and the Attorney shall provide copies of any City records in Attorney's possession, necessary to fulfill that Public Records Request. If the Public Records Request is large the Attorney will provide the City with an estimate of reasonable time needed to fulfill the records request.

13. Liability Insurance. That during the life of this Contract, the Attorney shall at its own expense, maintain professional liability and malpractice insurance that shall provide coverage for anyone acting for or on behalf of the Attorney in the performance of this Contract, unless the acting Attorney carries his or her own policy consistent with the Prosecuting Attorney. Such insurance shall be obtained from any insurance company authorized to do business as such in the State of Washington and shall have minimum policy limits of ONE MILLION DOLLARS (\$1,000,000.00) per claim and TWO MILLION DOLLARS (\$2,000,000) aggregate.

14. Independent Contractor. Attorney is an independent contractor with respect to the services to be provided under this Contract. The City shall not be liable for, nor obligated to pay Attorney, or any employees of Attorney, retirement benefits, health benefits; sick leave, vacation, or holiday pay; overtime pay; or any other benefit applicable to employees of the City. Additionally, the City shall not be obligated to pay any social security, income tax, or other tax from the payments made to Attorney which may arise as a result of Attorney performing services for the City. The City shall not be obligated to pay industrial insurance for the services rendered by Attorney. No third parties shall have or claim any rights or benefits arising from or under this Contract and this Contract shall not be construed to create any such rights. This Contract has been mutually negotiated and neither party shall be considered as the drafter of this Contract.

15. Discrimination. Attorney shall not discriminate against any employee or applicant for employment because of age, sex, marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.

16. Indemnification. The Attorney shall defend, indemnify, and hold the City, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits including attorney fees, arising out of or in connection with the performance of this

Agreement, except for injuries and damages caused by the sole negligence of the City. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Attorney and the City, its officers, officials, employees, and volunteers, the Attorney's liability hereunder shall be only to the extent of the Attorney's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Attorney's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification.

When the City provides the Attorney with notice of a Public Records Request, Attorney agrees to save, hold harmless, indemnify and defend the City, its officers, agents, employees and elected officials from and against claims, lawsuits, fees, penalties and costs resulting from the Attorney's violation of the Public Records Act RCW 42.56, or Attorney's failure to produce public records as required under the Public Records Act. Records shall be retained until all litigation, claims or audit findings have been resolved even though such litigation, claim or audit continues past any formal retention period imposed by Washington State Archives, grant or other applicable law or regulation.

This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

17. Venue. Venue for any lawsuit arising out of this Contract shall be in the Superior Court for Kittitas County. This Contract will be governed by Washington state law.

18. Entire Agreement. This agreement reflects the entire agreement between the parties. Any modifications of this agreement must be made in writing and signed by both parties.

19. Severability. If any provision of this Contract is found to be invalid or contrary to law, the remainder of this Contract shall not be affected thereby.

20. Authority. By their signatures below, each party warrants that it has taken all required steps to authorize and validate this Contract, and each party agrees to be bound by the terms and conditions set forth above.

21. Effective Date. The effective date of this Contract shall be the 1st day of January 2024.

Signed this ____ day of _____, 20____
ATTORNEY

Signed this ____ day of _____ 20____
CITY OF CLE ELUM By:

By: Mark Garka

Hon Mayor Matthew Lundh

Attest: _____
City Clerk

CITY OF CLE ELUM
Mayor

**AGENDA STAFF
REPORT**

AGENDA DATE: January 8, 2024

ACTION REQUESTED: Approve Ordinance 1664 – Changing Council Meeting Day and Time

BACKGROUND: In 2020, the city council moved their standing bi-monthly meetings from the second and fourth Tuesdays to the second and fourth Mondays of the month. This was done primarily to prevent the overlap of our meetings with the Roslyn City Council to allow the Police Chief to attend both meetings. Inadvertently, we moved our meetings to conflict with the Cle Elum-Roslyn School Board meetings, causing inconvenience to councilmembers, staff, and the public to attend and participate in their meetings.

Since that time, Roslyn has moved their council meetings to 4:00 PM so we would no longer conflict if we moved our meetings back to Tuesdays. Additionally, this will allow the council to have more time with their briefing materials, allow more time for councilmembers to talk to staff about questions with the packet content, and allow staff to have their Mondays back to get things done at the start of the week.

RECOMMENDATION: Motion to approve Ordinance 1664 to change the council meeting day and time effective February 2024.

ATTACHMENTS: Ordinance 1664

LEAD STAFF: Matthew Lundh

CITY OF CLE ELUM
WASHINGTON
ORDINANCE NO. 1664

**AN ORDINANCE OF THE CITY OF CLE ELUM,
WASHINGTON, AMENDING CHAPTER 2.03 CEMC
RELATED TO COUNCIL MEETINGS; PROVIDING FOR
SEVERABILITY; AND ESTABLISHING AN EFFECTIVE
DATE.**

WHEREAS, CEMC 2.03.010 establishes that the City Council’s regular meetings shall be held on the second and fourth Monday of each calendar month a 6:00 pm in the council chambers of Cle Elum City Hall; and

WHEREAS, the City now desires to amend CEMC 2.03.010, to change the City Council’s regular meetings to the second and fourth Tuesday of each calendar month at 6:00 pm in the council chambers of Cle Elum City Hall.

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

Section 1. CEMC 2.03.010 (“Date and time”), Amended. Cle Elum Municipal Code Section 2.03.010 is hereby amended to read as follows:

The regular meetings of the city council shall be held on the second and fourth Tuesday of each calendar month at the hour of 6:00 p.m. in the council chambers of Cle Elum City Hall, located at 119 West First Street, Cle Elum, Washington.

Section 2. Severability. Should any portion of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 3. Effective Date. This Ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE _____ DAY OF _____ 2024.

CITY OF CLE ELUM

Matthew Lundh, Mayor

ATTEST/AUTHENTICATED:

Debbie Lee, City Clerk

Approved as to form:

Alexandra Kenyon, City Attorney

Filed with the City Clerk: _____

Passed by the City Council: _____

Date of Publication: _____

Effective Date: _____

CITY OF CLE ELUM
Mayor

**AGENDA STAFF
REPORT**

AGENDA DATE:	January 8, 2024
ACTION REQUESTED:	Council consider and approve reorganization/streamlining of city committees
BACKGROUND:	Our committees have historically been numerous, underused, and somewhat disorganized. In an effort to streamline them, offer meeting certainty, and ensure better processes, I offer this proposed reorganization document. The largest change is obviously making the budget committee part of the “Committee of the Whole” which handles big directional issues for the council which really require full involvement of the council. The council can refer big issues to the Committee of the Whole which would gather for sessions that we have traditionally called study sessions to have informal discussion and consideration. This mirrors the structure that many cities, large and small, have moved to with good success to spread around the workload, make it easier to assign work, and allow councilmembers to become more knowledgeable on the various functions of the city.
RECOMMENDATION:	Council to ultimately authorize or amend and authorize the changes in the committee structure
ATTACHMENTS:	Draft committee structure document
LEAD STAFF:	Matthew Lundh

Council Committees

Finance & General Government

Combines: Finance, Employee Relations/Benefits, Technology (IT), Legislative Procedures/Council Conduct, Pangrazi

Focus Areas: Vouchers, personnel policy, hiring policy, approves large purchases, collective bargaining team representative, financial planning, and tracking.

Membership: Three Councilmembers

Meeting Frequency: Monthly

Support Staff: City Administrator, Finance Director, City Clerk

Public Works & Community Development

Combines: Parks & Recreation, Transportation/Streets, Utilities, Cemetery, Airport, Planning/UGA

Focus Areas: City infrastructure, water, sewer, garbage, building/maintenance issues, land use, zoning, critical areas, shoreline, development codes, downtown revitalization, general planning, parks, trails.

Membership: Three Councilmembers

Meeting Frequency: Monthly

Commission Liaison: Planning Commission, Historic Preservation Commission

Support Staff: Public Works Director, Planning Director

Public Safety/Health

(Combines: Fire Department Oversight, Public Safety)

Focus Areas: Public safety, law enforcement, fire protection, emergency management, fire levy, public health, animal services.

Membership: Three Councilmembers

Meeting Frequency: Monthly

Commission Liaison: Civil Service Commission, Fire Advisory Committee

Support Staff: Police Chief, Fire Chief, City Administrator

Lodging Tax & Events

(Combines: Lodging Tax, Economic Development, Events)

Focus Areas: Lodging Tax requests, city events, Chamber and Downtown Association interface.

Membership: Three Councilmembers

Meeting Frequency: Monthly

Support Staff: City Clerk

Commission Liaison: Combined Lodging Tax Advisory Committee, City Events Committee

Committee of the Whole

(Combines: Budget)

Focus Areas: The Committee of the Whole will function to inform and educate the Council on existing city programs and issues and to provide an opportunity to explore the implications of policy alternatives as part of the policy development process. The committee shall review items put before it by the city administration and shall take up matters referred to it for study by a majority of the Council. The committee shall be concerned primarily with policy matters and matters vested in the legislative body of the city.

Membership: All Councilmembers

Meeting Frequency: As needed.

Regional Committees

Coal Mines Trail Commission

Membership: One Councilmember

Meeting Frequency: Monthly

KITTCOM Administrative Board

Membership: One Councilmember

Meeting Frequency: Monthly

Conference of Governments (COG)

Membership: One Councilmember

Meeting Frequency: Monthly

Law & Justice Council

Membership: One Councilmember

Meeting Frequency: Monthly

Kittitas County Solid Waste Advisory Committee (SWAC)

Membership: One Councilmember

Meeting Frequency: Twice Yearly

Kittitas Fire Adapted Communities Coalition (KFACC)

Membership: One Councilmember

Meeting Frequency: Monthly

Use the elected officials' road map to navigate your first year in office

Get oriented

It is imperative that you understand your city's powers and services. You should know your city's:

- Form of government and classification
- Ordinances
- Services provided
- Boundaries, buildings, and facilities

Know your roles and responsibilities

Understanding your role is critical to ensure proper planning, oversight, and delivery. You should know:

- The difference between policymaking vs. administration and who is responsible for what
- How your city's court is operated and the powers of the third branch of government

Work as a team

To be effective, elected officials must work together to enact local policies and laws and establish a shared vision for the future. You should know:

- Types of council meetings
- How to work with advisory committees
- Parliamentary procedure

Engage the public

You are now a servant to everyone in your community, not just those who share your views or those who voted for you. You should know:

- How your city traditionally engages the community
- Which civic groups to meet with in order to listen, answer questions, and share your insight
- How to talk with the media
- Volunteer opportunities in your city

Implement policy

One of the most challenging tasks for city elected officials is policy development and adoption. You should know:

- Your city's budgets and the budget-adoption timeline
- How to set utility rates in order to manage capital assets and plan for growth
- Whether or not your city is required to plan under the Growth Management Act, and if so, what's contained in the comprehensive plan
- How state and federal environmental laws and regulations may impact your city

Advocate for your city

Part of the elected leader's role is to advocate for the city's needs with local, regional, state, and federal decision-makers. You should know:

- Who your city's legislators and congressional representatives are, and meet with them
- What your legislators and congressional representatives are doing to help or hurt your city
- What stories to share with media that illustrate your city's needs
- Whether or not your city has a legislative agenda

Understand the legal landscape

You may think of yourself as a law-abiding, ethical person, but there are many rules that will keep you on the right side of the law once you are elected. You should know:

- Ethics laws
- Open Public Meetings Act
- Public Records Act
- Appearance of Fairness Doctrine

Work toward tomorrow

Despite the many things elected leaders do daily, it's important to stay focused on the future. This requires you to use your leadership status to move the city agenda forward, build trust, and create a civic culture of mutual respect. You should know:

- Your city's strategic plan and update process
- Plans for economic development and vitality
- How performance management can help your city chart progress and track results