

Public Works & Community Development Committee

Agenda

April 4, 2024

12:00 PM



119 W FIRST STREET
CLE ELUM, WA 9922

CITY ADMINISTRATOR
ROBERT OMANS

CITY CLERK
DEBBIE LEE

CITY TREASURER
ROBIN NEWCOMB

PUBLIC WORKS

POLICE CHIEF
RICH ALBO

FIRE CHIEF
ED MILLS

PLANNER

MAYOR
MATTHEW LUNDH

MAYOR PRO TEM
STEVEN HARPER

PUBLIC WORKS &
COMMUNITY
DEVELOPMENT
COMMITTEE
AUDREY MALEK
KEN RATLIFF
JERRED WEIS - CHAIR

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

 Receive city text alert notifications: text CLEELUM to 91896

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**
2. **Unfinished Business**
 - a. Harper Leak Forgiveness
 - b. Sewer Rate Study Recap - Ben Annen HLA
3. **New Business**
 - a. Public Works & Community Development Committee Meeting Minutes Dated March 7, 2024
 - b. Update Cle Elum Construction Standards - Ben Annen HLA
4. **Other Committee Comments**
5. **Adjourn**

Upcoming Meetings:

Next Public Works & Community Development Committee Meeting: May 2, 2024 @ 12:00 p.m.

Regular Council Meeting: April 9, 2024 @ 6:00 p.m.

Planning Commission Meeting: April 16, 2024 @ 6:00 p.m.

General Government Committee Meeting: April 24, 2024 @ 8:30 a.m.

Lodging Tax & Events Committee Meeting: April 8, 2024 @ 8:30 a.m.

Public Safety & Health Committee Meeting: April 16, 2024 @ 1:00 p.m.

Audrey Casassa

From: Audrey Casassa
Sent: Wednesday, March 13, 2024 9:10 AM
To: getstevesattention@me.com
Subject: Leak

Good Morning,

The committee is looking for more details, dates, times, and location of the leak. I do have work orders when the crew turned the water off on 1/24/2024 and turned back on 1/30/2024 after it was fixed. I will add those work orders to your file. Maybe location of the leak with pictures, or any other details. The committee will meet again April 4th. Thanks

Thank You,

Audrey Casassa

City of Cle Elum

Utility Clerk

acasassa@cleelum.gov

509 674-2262 Ext 107



Audrey Casassa

From: Audrey Casassa
Sent: Thursday, March 28, 2024 9:01 AM
To: getstevesattention@me.com
Subject: RE: Leak

Steven,

Thought I would try again and see if you wanted to provide more details for the water leak, I could add to the petition you filed for relief. Just a reminder the committee is meeting April 4th. Thanks

Thank You,

Audrey Casassa

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City of Cle Elum

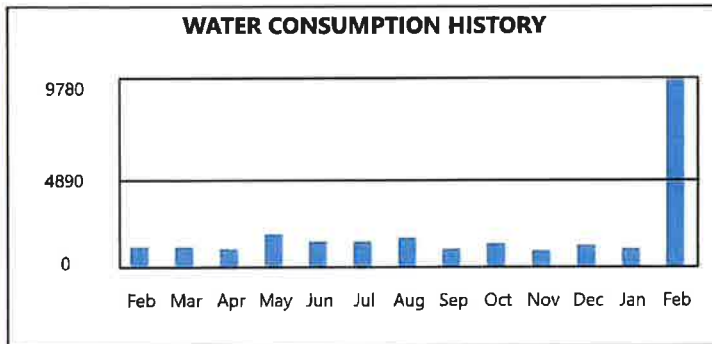
119 W First Street
Cle Elum, WA 98922
509 674-2262

move into

BILLING PERIOD	
January Billing	
DUE DATE	ACCOUNT NUMBER
02/25/2024	17280
BILL DATE	AMOUNT DUE
02/06/2024	343.85
ACCOUNT HOLDER	
Steven M. Harper	
SERVICE LOCATION	
1728.0 - 616 W SECOND ST	

SERVICE	READING DATE	METER READINGS		FACTOR	USAGE	CHARGES	
		PREVIOUS	PRESENT				
Water	02/02/2024	52037	61817	1.0000	9780	Previous Balance:	179.84
						Adjustments:	0.00
						Payments:	179.84
						Balance Forward:	0.00
						Water	60.13
						Water Consumption	155.82
						Water Reserve	10.56
						Water Tax 6%	13.59
						Sewer	53.50
						Sewer Reserve	4.81
						Sewer Tax 6%	3.50
						Garbage	41.94
						Current Charges:	343.85
						Balance:	343.85

155.82
\$ 9.35
\$ 165.17



Total Adjustment \$ 165.17
Water = \$ 155.82
Tax = \$ 9.35
\$ 165.17

Detach Here and Return Bottom Stub



City of Cle Elum

119 W First Street
Cle Elum, WA 98922

DUE DATE	AMOUNT DUE
02/25/2024	343.85
SERVICE LOCATION	
1728.0 - 616 W SECOND ST	
ACCOUNT NO.	AMOUNT ENCLOSED
17280	

Steven M. Harper
Rebekah J. Harper
616 West Second St.
Cle Elum, WA 98922

City of Cle Elum
119 W First Street
Cle Elum, WA 98922



REQUEST FOR LEAK ADJUSTMENT

Please review the City of Cle Elum Code 13.12.115 Petition for and relief from water bill. If you feel you are entitled to an adjustment, please complete this form, and return this to the Utilities Department acasassa@cleelum.gov, or in person at City Hall or by mail to

City of Cle Elum
119 West First St
Cle Elum, WA 98922

For Any questions, please call 509 674-2262

Date: 2/12/2024
Name: Steven Harper Account #: 17280
Service Address: 616 W 2nd St
City: Cle Elum State: WA Zip: 98922
Phone: (509) 260-1088
Mailing Address if different than property address: _____
Date leak was discovered: Jan 24
Date leak was fixed: Jan 30
Description of leak including location and how it was fixed:

<u>Under House Head Mechanical</u>
<u>was called out & repaired it</u>

13.12.115 Petition for and relief from water bill.

In the event any person is aggrieved by the amount of one hundred dollars or more in excess of the amount billed for monthly water service, he or she may, within fifteen days of the postmark on said bill, petition the city council in writing to the utilities clerk for a downward adjustment to his or her bill. Upon receipt of such petition, the utilities clerk shall notify the public works director and the utilities committee and schedule a meeting to consider the petition for downward adjustment. The utilities committee may consult with the city public works director or his designee regarding the matter and shall, upon deliberation and oral findings following the meeting, make a recommendation to the entire city council to grant a downward adjustment only upon good cause shown. No downward adjustment will be considered for leaks within the primary residential or commercial building; however, adjustment for leaks within crawl spaces may be considered on a case-by-case basis. Any bill granted a downward adjustment by the city council shall not exceed five hundred dollars in relief and shall be presented to the mayor for his signature on the face thereof. Notice of the reduction shall be provided in writing by the city to the customer. No ratepayer may petition the city council more than one time per twelve-month period for such a downward adjustment.

In the event that city-maintained water pipes prevent water service to a customer's water meter due to cold or frozen weather for more than two days (forty-eight hours), the city council may, upon the recommendation of the city public works director and the utilities committee, provide equitable relief to the customer by crediting up to one month's water fees which include water base rate fee, water reserve fee, and applicable water taxes for every two to thirty days of interrupted service, or multiples thereof. In the event any neighbor assists a customer with frozen, city-maintained water service by providing water through that neighbor's meter (i.e., through the use of a hose or similar apparatus), that neighbor will be allocated double the volume of water in the base rate for the same period of interrupted service.

(Ord. 1464 § 1, 2017; Ord. 1312 § 4, 2009; Ord. 1158 § 1, 2001; Ord. 1122 § 2, 2000)

The Cle Elum Municipal Code is current through Ordinance 1613, passed July 26, 2021.

Disclaimer: The city clerk's office has the official version of the Cle Elum Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited here.

Note: This site does not support Internet Explorer. To view this site, Code Publishing Company recommends using one of the following browsers: Google Chrome, Firefox, or Safari.

City Website: cityofcleelum.com

City Telephone: (509) 674-2262

Code Publishing Company

Work Order #: 1255

Work Order Date: 01/30/24

Work Type:

Request Type: Citizen

Attending Staff: Whitney Prosek

Requester Name: Steve Harper

Requester Phone: 509-260-1088

Assigned Department: Water

Work Type: Turn Water On

Work Description: Pipe repaired by plumber today. Please come turn water ON near 3:00pm, plumber should be done by then. ID 19993087

Work 616 W Second St.

Address/Location:

Date Closed:

Status: COMPLETE

Employee Cost: \$0.00
Equipment Cost: \$0.00
Material Cost: \$0.00
Inventory Cost: \$0.00
Purchase Order Cost: \$0.00

Total Cost: \$0.00

Signature:

Date:

Work Order #: 1248

Work Order Date: 01/24/24

Work Type:

Request Type: Citizen

Attending Staff: Virgil Amick

Requester Name: Rebekah Harper

Requester Phone: 509-260-1088

Assigned Department: Water

Work Type: Turn Water OFF

Work Description: Broken Pipe turn meter off.

Work Address/Location: 616 W Second St.

Date Closed:

Status: COMPLETE

Employee Cost: \$0.00
Equipment Cost: \$0.00
Material Cost: \$0.00
Inventory Cost: \$0.00
Purchase Order Cost: \$0.00

Total Cost: \$0.00

Signature:

Date:

CUSTOMER NOTES

City Of Cle Elum

Time: 08:56:02 Date: 03/13/2024
Page: 1

Date/Type/User	Comment	Harper, Steven M. - 17280
01/24/2024 10:04:54	Rebekah Harper called to have water turned off due to broken pipe under the house, not sure how long it has been leaking. sent work order out to have meter turned off.	
Virgil Amick1		

DRAFT

CLE ELUM PUBLIC WORKS & COMMUNITY DEVELOPMENT COMMITTEE

MINUTES

MARCH 7, 2024

12:00 PM

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

1. Call to Order

Ken Ratliff - Committee Member
Audrey Malek - Committee Member
Jered Weis - Committee Member
Audrey Casassa - Utility Clerk
Debbie Lee - Clerk
Matthew Lundh - Mayor
Rob Omans - City Administrator
Ben Annen - HLA
Dean Smith - HLA
Aaron Barr - Public Works

2. Unfinished Business

3. New Business

a. Elect a Chairperson - Public Works & Community Development Committee

Jerred Weis nominated himself as chair.

Ken Ratliff nominated himself as chair.

Audrey Malek nominated Jerred Weis.

A vote was taken and 2 votes for Jerred Weis and 1 vote for Ken Ratliff.

Jerred Weis is the Chairperson of the Public Works & Community Development Committee.

Mayor Lundh stated that the Chairperson would work with the Clerk to set the agenda.

b. Leak Forgiveness - Don Owens - Utility Clerk Audrey Casassa

Discussion was had regarding the timeline as to when and how the owner was notified of a leak. The Committee inquired as to what the policy is for notifying customers of leaks. Audrey explained that she would give a leak list to Public Works. They place a door hanger

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CLE ELUM, WA 9922

and usually Audrey would follow up with a phone call.

The Committee felt that this fell within the parameters of the code for forgiveness. The water consumption and tax will be credited.

c. [Leak Forgiveness - Kayleen Gordon - Utility Billing Clerk](#)

This leak was in the crawl space. Discussion was had about how much the City would accept and how much the homeowner should accept. It was agreed to give 50% of the request due to the location of the leak. Ken Ratliff stated that hopefully all the insulation will be replaced when the fix is completed.

d. [Leak Forgiveness - Mary Lutz - Utility Clerk Audrey Casassa](#)

The Committee did not think that this leak forgiveness fit within the code. This leak forgiveness was not granted.

e. [Leak Forgiveness - Stanley Smith - Utility Clerk Audrey Casassa](#)

This house has been vacant for many years. There was discussion on how the water got turned on to begin with. The Committee had questions as to the procedure of water shut-offs. The Committee recommended the full request for relief for Stanley Smith.

f. [Leak Forgiveness - Steven Harper - Utility Clerk Audrey Casassa](#)

The Committee felt that this request was vague and that Utility Clerk Casassa will request more information.

g. [Construction Fill Station Concerns - Utility Clerk Audrey Casassa](#)

Utility Clerk Casassa explained that the water filling station can only have 100 customers and currently the City is at its capacity. This filling station is for construction use only and not for potable use. Utility Clerk Casassa stated that she noticed that more people are using water for potable water outside the city limits. It appears that there is a certain area on the map that indicates water is being used due to possible wells that are not producing water. Utility Clerk Casassa checked with other municipalities, and they only sell non-potable water to contractors who show proof of business and list their current job site that the water will be used for.

Discussion was had about revising the application and adding the above stipulations regarding contractor and uses. The Committee recommended sending out notifications to all current filling station code holders and giving them notice of the changes. This will be an annual review of who is allowed to use the filling station.

Discussion was also had about backflow devices and the Department of Health water system plan for the City of Cle Elum specifically states who can use City of Cle Elum water and for what reasons they are using the water. This is attached to our water rights. Wholesale for water sales outside the city limits causes concerns.

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The Committee recommended this back to the Mayor and staff to review the code.

h. Sewer Rate Study Recap & Next Steps - HLA

Ben Annen and Dean Smith from HLA informed the Committee that they were glad these discussions were starting back up again as this has been an ongoing topic for several years. The residential sewer rates subsidize the commercial and industrial accounts. This study would possibly cause a substantial increase in commercial and industrial users. Dean Smith of HLA stated that their recommendation is to use a tier system A, B and C types that the City of Yakima uses. The City of Yakima uses a pre-treatment program that can be done quarterly or monthly. Dean Smith explained that it takes a lot of resources to test, but the city is getting a portable sampler tester. HLA explained that this rate study is for the city system and pipes and that the regional sewer is a different topic.

Ken Ratliff had concerns about raising the rates in Cle Elum and not the other regional parties that also have sewer services within the City. Ben Annen of HLA explained that the regional sewer rates have been increased for the regional partners and the City has been progressive with this increase.

Committee member Jerred Weis stated that this is a better structure than what is currently in place.

Committee member Audrey Malek would like this brought to the Council, so this can move forward. Audrey Malek did ask if increases were made that they be done in the summer months so as not to affect businesses during the winter months when business could be possibly slower.

The recommendation is to submit this to the Council and move forward as there will need to be a Public Hearing, implementation, phasing and educating the commercial and industrial users to be better users of the sewer (waste) system.

i. Tractor Replacement - Public Works Aaron Barr

Aaron Barr of Public Works stated that this new tractor will help with snow removal on sidewalks and Public Works also has a PTO mower attachment that can be used for the airport and other areas around Cle Elum. This smaller tractor will also help with how they do work at the cemetery.

The Committee supports this purchase and thinks that it will have many uses and help save time for Public Works and will recommend the purchase to the Council.

j. Excavator Purchase - Public Works Aaron Barr

Aaron Barr of Public Works would like to upgrade the loader for the City. This would help immensely with cleaning up the alleys during the winter time, it would also help with snow removal, and be used for multiple water projects.

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Committee member Ken Ratliff likes that the City is in a position to purchase one.

Mayor Lundh would like the Council to look at all options for possible purchase or acquiring a loan to not tax all the funds. This cost can be shared between the different funds.

All Committee members were in favor of recommending moving forward with the purchase of a new loader for Public Works.

4. Other Committee Comments

Aaron Barr of Public Works informed the Council that the hydraulic pump is going out in the Vac Truck for the second time. This will be covered under the warranty. Discussion was had about borrowing one from another city. Aaron Barr stated they don't usually loan out Vac Trucks.

5. Adjourn

Meeting was adjourned by Committee Member Weis at 2:10 p.m.

Jerred Weis, Chair

Debbie Lee, Clerk