

CITY ADMINISTRATOR
ROBERT OMANS

CITY CLERK
DEBBIE LEE

FINANCE DIRECTOR
ROBIN NEWCOMB

PUBLIC WORKS DIRECTOR
MATHEW BAILEY

POLICE CHIEF
RICH ALBO

FIRE CHIEF
ED MILLS

PLANNER

City Council
Agenda
December 10, 2024
6:00 PM



119 W FIRST STREET
CLE ELUM, WA 98922

MAYOR
MATTHEW LUNDH

MAYOR PRO TEM
STEVEN HARPER

CITY COUNCIL
JOHN GLONDO
BETH WILLIAMS
JERRED WEIS
KEN RATLIFF
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

TextMyGov

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, Pledge of Allegiance, and Roll Call

a. December 10, 2024, Sign In Sheet

2. Public Comment – Limited to 5 Minutes

3. Announcements, Appointments, Awards & Recognition

a. John Glondo Letter of Resignation from City Council - Mayor Lundh

4. Approval of Meeting Agenda

5. 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:

- a. Approve the City Council Meeting Minutes Dated November 26, 2024
- b. Approve the City of Cle Elum Special Meeting Minutes Dated December 5, 2024
- c. Approve the Payroll Vouchers Dated December 6, 2024, \$295,509.83
- d. Approve the Payables Dated December 10, 2024, \$232,727.10
- e. Approve Progress Estimate No. 2 Second Street Pathway - Safety Stabilization \$171,040.09 Ascent Foundation & More LLC.

6. Department Head Reports

City Administrator, Planning Department, Public Works, Police Chief, Fire Chief, Veolia

a. City Administrator - Rob Omans

City Council Agenda

December 10, 2024

119 W FIRST STREET
CLE ELUM, WA 98922

4th Qtr Budget Report - FYI

- b. Planning - Colleda Monick
- c. Public Works - Aaron Barr
- d. Police Chief - Rich Albo
- e. Fire Chief - Ed Mills
- f. Veolia - William LaRue

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

- a. Upper Kittitas County Recreation Center Update - Melissa Becker/Gary Berndt

8. **Business Requiring Public Hearings**

- a. Six Year Transportation Program Amendment - Ben Annen HLA

9. **Unfinished Business**

- a. Hanson Ponds - Discussion

10. **New Business**

- a. Water Intake Compressor - William LaRue Veolia
- b. Stafford Ave Corridor Improvements HLA Supplement Agreement No. 1 for Construction Engineering Services - Ben Annen HLA
- c. Task Order 2024-07 City Heights Development Review Extending Expiration Date - Ben Annen HLA
- d. Task Order 2024-08 Zone 3 Booster Pump Improvements HLA - Ben Annen HLA
- e. Blue Fern - Cost Recovery Agreement - Zone 3 Booster Pump HLA Project - Ben Annen HLA
- f. Authorize the Mayor to Sign the Signalized Intersection Safety Improvements at W. First Street & Hartwig Blvd. CA Agreement - Ben Annen HLA
- g. Ordinance 1691 Construction and Design Standards Update 2024 - Jakob Michael HLA
- h. Kittitas County Law & Justice Grant #25-03 Established Drone Program \$6,500.00- Chief Albo
- i. Mark Garka City Prosecutor Employment Agreement 2025 - Chief Albo
- j. Ordinance 1690 - 2024 Budget Amendment #2 - Rob Omans City Administrator
- k. Kittitas County American Rescue Plan Act ARPA Grant Program - Skate Park - Mayor Lundh
- l. Resolution 2024-031 KVH Parking Signage Request - Jerred Weis Chair of the Public Works & Community Development Committee
- m. Planning Technician Job Description - Rob Omans City Administrator
- n. Fire Department Administrative Assistant - Rob Omans City Administrator

11. **Report of Committees**

- a. Public Works & Community Development Committee

City Council Agenda December 10, 2024

119 W FIRST STREET
CLE ELUM, WA 98922

School Sewer Billing Discussion

Request For Leak Adjustment - Cherie Brumbaugh

Request for Leak Adjustment - James Staecheli

b. Lodging Tax & Events Committee

Jingle Bell Dash - Reschedule December 14, 2024.

Northern Kittitas County Historical Society - Night of The Museum Lecture Series - 2024
Lodging Tax Application

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

13. **Mayor's Report**

a. City Council Appointment Timetable

14. **Adjournment by Motion**

Upcoming Meetings:

Public Safety & Health Committee Meeting: December 17, 2024 @ 1:00 p.m.

Historical Preservation Commission Meeting: December 17, 2024 @ 3:00 p.m.

Planning Commission Meeting: December 17, 2024 @ 6:00 p.m.

Regular Council Meeting: December 24, 2024 @ 6:00 p.m. CANCELED

Public Works & Community Development Committee Meeting: January 2, 2025 @ 12:00 p.m.

Coal Mines Trail Commission Meeting: January 6, 2025 @ 6:00 p.m.

Lodging Tax & Events Committee Meeting: January 13, 2024 @ 8:30 a.m.

Coal Mines Trail Commission Meeting: January 6, 2025 @ 6:00 p.m.

General Government Committee Meeting: January 22, 2025 @ 8:30 a.m.

City of Cle Elum Special Council Meeting

December 10, 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
Supson	509 220 ST Cle Elum	96502
Bria Tate	311 Washburn St Cle Elum	

Letter of Resignation from Cle Elum City Council

John Glondo

P.O. Box 63

South Cle Elum, Wa. 98943

Mayor Matthew Lundh

City of Cle Elum

119 W. 1st Street

Cle Elum, Wa. 98922

Dear Mayor Lundh,

Please accept this letter as formal notice of my resignation from the Cle Elum City Council effective December 31, 2024.

Due to some health issues I have determined that it would be in my best interest to resign my seat on the City Council. After 20 years of dedication to serving the City of Cle Elum and the Town of South Cle Elum I will be focusing on taking care of myself.

Working with you, my fellow council members and the City staff has been a great experience. Thank you for the opportunity to serve the community I love.

I am sure the City will continue to work towards the betterment of our community's people. I am available to assist with the transfer of responsibilities and provide any necessary support to my successor. Please do not hesitate to reach me at 509-674-2473 or jglondo@hotmail.com if there is anything I can do to help facilitate a smooth transition.

Thank you for your understanding and I wish the entire council continued success in their efforts to better serve our community.

Sincerely,



John J. Glondo

CLE ELUM CITY COUNCIL

MINUTES

NOVEMBER 26, 2024

6:00 PM

119 W FIRST STREET
CLE ELUM, WA 98922

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

John Glondo - present
Ken Ratliff - present
Beth Williams - absent (joined at 6:23 p.m. via zoom)
Steven Harper - present
Jerred Weis - present via zoom
Steven Cook - present
Audrey Malek - present

Matthew Lundh - Mayor
Rob Omans - City Administrator
Debbie Lee - Clerk
Colleda Monick - HLA
Aaron Barr - Public Works
Rich Albo - Chief of Police
Mike Heit - HLA
Ben Annen - HLA

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

MOTION CARRIED: 6 yes 0 no.

a. [November 26, 2024 Sign In Sheet](#)

2. Public Comment – Limited to 5 Minutes

Brian Tate - Still having issues with the alley vacation at Washington and Grant Street.

Lisa French - Issues with the building that is on her property due to the alley vacation on Washington and Grant Street.

Chris Sullivan - Has issues with a camera that is facing his property and whether it is legal.

Robin Griswold - Objects to the Stafford Ave project as she feels it will decrease her property value.

Marsha Sommer - Has concerns about the property value of her home with the Stafford Ave project.

City Council Agenda

November 26, 2024

119 W FIRST STREET
CLE ELUM, WA 98922

Doug Dennison - Stated he has concerns about the Stafford Ave project, stating that it is misleading and lacks clarity.

Christine Heimbigner - Simpson - Had several concerns about her ongoing water issue, the City Heights lawsuit and the 2025 budget.

Sean Northrup - City Heights litigation and would like it resolved.

3. Announcements, Appointments, Awards & Recognition

Mayor Lundh informed the public that John Glondo will be resigning his Council Position in the near future for medical reasons. Mayor Lundh thanked him for his years of service to the City of Cle Elum.

4. Approval of Meeting Agenda

Councilmember Harper noted that there were two additions to the agenda of a Christmas In Cle Elum Lodging Tax application and an attorney engagement letter.

MOTION: Councilmember Harper made a motion to approve the agenda as presented; seconded by Councilmember Williams.

MOTION CARRIED: 7 yes 0 no.

5. Consent Agenda

MOTION: Councilmember Ratliff made a motion to amend the consent agenda by removing Item D. from the Consent Agenda to Item A. Under New Business; seconded by Councilmember Glondo.

MOTION FAILED: 0 yes 0 no.

Discussion was had if there was a question about the pay request or if it was just the principal that Councilmember Ratliff wanted to be removed from the consent agenda. Without a specific objection, Councilmember Harper would vote no.

Mayor Lundh was unsure of the votes so he requested a poll vote.

Councilmember Glondo - yes

Councilmember Ratliff - yes

Councilmember Williams - yes

Councilmember Harper - no

Councilmember Weis - no

Councilmember Cook - no

Councilmember Malek - no

MOTION FAILED: 3 yes 4 no.

MOTION: Councilmember Harper made a motion to approve the consent agenda as presented; seconded by Councilmember Cook.

City Council Agenda November 26, 2024

119 W FIRST STREET
CLE ELUM, WA 98922

MOTION PASSED: 5 yes 2 no. (Councilmembers Glondo & Ratliff).

- a. Approve the Committee of the Whole Meeting Minutes Dated November 6, 2024
- b. Approve the City Council Meeting Minutes Dated November 12, 2024
- c. Approve the Payables Dated November 12, 2024 \$1,642,314.53
- d. Downtown Revitalization First Street Improvements Phase 3 - Progress Estimate No. 8
Active Construction \$663,349.30
- e. B. Riley Advisory Services - City of Cle Elum Engagement Letter

6. **Department Head Reports**

- a. City Administrator - Rob Omans

See attached report.

- b. Public Works - Aaron Barr

See attached report.

Discussion was had about the most recent leak, which was a water main that feeds Suncadia. This work was done by a private contractor and the pipe was bedded incorrectly. The Council also discussed whether this is something that could be covered under the city's insurance carrier. They do not cover infrastructure.

The leak detection company will be here the week of December 10, 2024.

- c. Police Chief - Rich Albo

See attached report.

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

City Council Agenda

November 26, 2024

119 W FIRST STREET
CLE ELUM, WA 98922

- a. Cle Elum Downtown Association - Jordan Peterson

See attached report.

Councilmember Cook congratulated the Downtown Association on their successful grant approved from the County Lodging Tax.

8. Business Requiring Public Hearings

- a. Public Hearing - 2025 Final Budget - Mayor Lundh

Mayor Lundh opened the public hearing at 7:11 p.m. and closed the public hearing at 7:12 p.m. with no public comment.

9. Unfinished Business

- a. 2025 Waste Management Agreement - Public Works & Community Development Committee - Steven Harper

Councilmember Harper thanked the Mayor, City Administrator Rob Omans and Tyler from Waste Management for the help in getting the increase to a steady 4.5% instead of the proposed 10%. Councilmember Harper would recommend the Council to approve the Mayor to sign the 2025 Waste Management contract.

MOTION: Councilmember Glondo made a motion to approve the 2025 Waste Management Agreement; seconded by Councilmember Cook.

MOTION CARRIED: 7 yes 0 no.

10. New Business

- a. Letter Agreement Re: Request to Transfer Development Agreement and Related Agreements from Sun 47 North LLC to Blue Fern Development 1, LLC - Colleda Monick HLA

It was explained that this is only changing the timeline of the process. The Council will need to consider the transfer at a later meeting.

MOTION: Councilmember Harper made a motion to approve the Letter Agreement Re: Request to Transfer Development Agreement and Related Agreements from Sun 47 North LLC to Blue Fern Development 1, LLC; seconded by Councilmember Cook.

MOTION CARRIED: 7 yes 0 no.

City Council Agenda

November 26, 2024

119 W FIRST STREET
CLE ELUM, WA 98922

b. [Stafford Avenue Project CDBG Request for Amendment - Mike Heit HLA](#)

Ben Annen of HLA informed the Council that there was a shortfall for the Stafford Ave Project due to City Heights and their \$400,000.00 commitment. He talked with CDBG and was able to get additional funding to cover these additional costs. There was not a formal request from the City Attorney to City Heights due to the litigation.

Mayor Lundh thanked Ben Annen for all of his hard work to make this project happen.

MOTION: Councilmember Harper made a motion to approve the Stafford Avenue Project CDBG Request for Amendment; seconded by Councilmember Cook.

MOTION CARRIED: 7 yes 0 no.

c. [Stafford Avenue Corridor Improvements - Recommendation of Award - Excavation West, Inc. - Mike Heit HLA](#)

Ben Annen of HLA stated they have 45 days to award the project. There were 12 competitive bids submitted and HLA would recommend awarding the project to Excavation West.

Discussion was had about emergency vehicle access, grade, access during winter time. Mayor Lundh said that he would get a meeting together for adjacent property owners to look at the plans and answer any questions they may have.

MOTION: Councilmember Harper made a motion to approve awarding Excavation West the Stafford Avenue Corridor Improvements on the condition of obtaining additional funding; seconded by Councilmember Malek.

MOTION CARRIED: 7 yes 0 no.

d. [Ordinance No. 1689 - Adopting the 2025 Budget - Mayor Lundh](#)

Discussion was had regarding the City Heights award that was issued by an arbitrator and not an actual judgment as yet. The Council also discussed that it would be irresponsible for the city to not set a budget and, by law, cities have to have a budget submitted to the State Auditors Office. If the City needs to readjust the budget during the year, the City is allowed to do that through budget amendments.

MOTION: Councilmember Harper made a motion to approve Ordinance 1689 Adopting the 2025 Budget; seconded by Councilmember Cook.

MOTION CARRIED: 7 yes 0 no.

e. [Kittitas County Inmate Housing Agreement - Chief Albo](#)

Chief Albo explained that this is a 3-year contract where the rates will stay the same. The rates were increased due to the increase in booking costs, food, medical, bed and services. If a citizen of Cle Elum gets booked into jail for a misdemeanor crime, the city who booked the individual is responsible for these costs. If they get booked for a felony, then the state is responsible for the costs. The Chief emphasized that they do not make their decisions on

City Council Agenda

November 26, 2024

119 W FIRST STREET
CLE ELUM, WA 98922

booking about whether the city or state pays.

MOTION: Councilmember Ratliff made a motion to authorize the Mayor to sign the Kittitas County Housing Agreement; seconded by Councilmember Cook.

MOTION CARRIED: 7 yes 0 no.

11. Report of Committees

a. Lodging Tax & Event Committee - Steven Cook Chair

Christmas in Cle Elum Downtown Association 2024 Lodging Tax Application

The Lodging Tax & Events Committee recommends the council to approve the 2025 Lodging Tax Application from the Downtown Association Christmas in Cle Elum in the amount of \$10,522.00.

MOTION: Councilmember Ratliff made a motion to approve the 2024 Lodging Tax Application from the Downtown Association for Christmas in Cle Elum at the amount of \$10,522.00; seconded by Councilmember Cook.

MOTION CARRIED: 7 yes 0 no.

12. Councilmember Comments - Limited to 5 Minutes

Councilmember Cook reported that the Consolidated Lodging Tax Committee had a meeting and the Cle Elum Downtown Association and the Cle Elum Roundup were successful in obtaining grants.

Councilmember Cook also would like the Planning Commission to keep the sidewalk use allowance to be considerate of citizens with mobility challenges, width of travel zone and encourages the committee to consider this aspect when looking at the current code.

Discussion was had about how ADA parking is not mandated. The new sidewalk ramps and the width of the sidewalks are compliant.

13. Mayor's Report

Mayor Lundh reported:

- City Hall will close at noon on November 27, 2024, and reopen on Monday, December 2, 2024.
- Garbage service is not affected by the holidays.
- KIMA did a local news story about the new sidewalks on First Street.

City Council Agenda

November 26, 2024

119 W FIRST STREET
CLE ELUM, WA 98922

- Mayor Lundh thanked William LaRue, Aaron Barr, police, Ascent Foundations & More and Matt from S. Cle Elum for their help with the latest water repair.

14. Adjournment by Motion

MOTION: Councilmember Glondo made a motion to adjourn at 8:04 p.m. seconded by None.

Matthew Lundh, Mayor

Debbie Lee, Clerk

CLE ELUM SPECIAL MEETING

MINUTES

DECEMBER 5, 2024

10:00 AM

119 W FIRST STREET
CLE ELUM, WA 98922

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

John Glondo - Councilmember present
Ken Ratliff - Councilmember present
Beth Williams - Councilmember present
Steven Harper - Councilmember present
Jerred Weis - Councilmember present
Steven Cook - Councilmember present via zoom
Audrey Malek - Councilmember present arrived at 10:16 a.m.

Matthew Lundh - Mayor
Rob Omans - City Administrator
Debbie Lee - Clerk
Alexandra Kenyon - Attorney

a. December 5, 2024, Sign In Sheets

2. **Public Comment – Limited to 5 Minutes**

No public comment.

3. **Approval of Meeting Agenda**

MOTION: Councilmember Harper made a motion to approve the agenda as presented; seconded by Councilmember Weis.

MOTION CARRIED: 7 yes 0 no.

4. **Executive Session RCW 42.30.110(1)(i)**

a. Pursuant to RCW 42.30.110(i): To discuss with legal counsel representing the agency litigation to which the agency is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

b. December 5, 2024, Executive Session Script

Council went into Executive Session at 10:03 a.m. for 30 minutes and returned at 10:35 with

Special Meeting Agenda

December 5, 2024

119 W FIRST STREET
CLE ELUM, WA 98922

no decisions being made.

Councilmember Weis stated there might be a potential conflict of interest. He found out last week that Inland Telephone has the same land use attorney as City Heights. Councilmember Weis wanted to make the Council aware of this, and he takes his position as Councilmember seriously.

Discussion was had regarding this before going back into the Executive Session. The Council has confidence in Councilmember Weis, but any type of relationship or association with the topic could be perceived as a conflict of interest. Councilmember Weis recused himself from the remainder of the Executive Session.

The Council went back into Executive Session at 10:45 a.m. for an additional 30 minutes, returning at 11:15 a.m. with no decisions being made.

5. New Business

a. Confirmation of Mathew Bailey as the New Public Works Director - Mayor Lundh

Discussion was had regarding the confirmation of Mathew Bailey as the new Public Works Director. They were impressed with his knowledge.

Councilmember Ratliff did not like that he was not a licensed Engineer, and asked if any of the applicants were. It was stated that yes there were two, but they did not meet the pre-screening qualification process. Councilmember Ratliff felt the wage was more than what it should be. He also felt that there was not enough emphasis on streets, civil, or traffic qualifications and that this is a comprehensive position. He is not in support of this hire.

MOTION: Councilmember Harper made a motion to confirm the hire of Matthew Bailey at the new Public Works Director; seconded by Councilmember Malek.

MOTION CARRIED: 6 yes 1 no. (Councilmember Ratliff).

6. Adjourn

MOTION: Meeting was adjourned at 11:27 a.m.

Matthew Lundh, Mayor

Debbie Lee, Clerk

12/01/24

CHECK REGISTER

City Of Cle Elum

Time: 14:25:46 Date: 12/04/2024

11/06/2024 To: 12/06/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5196	11/20/2024	Payroll	1	EFT	Jane Agar	1,200.00	
5197	11/20/2024	Payroll	1	EFT	Virgil D Amick	1,500.00	
5198	11/20/2024	Payroll	1	EFT	Matthew R Anderson	2,000.00	
5199	11/20/2024	Payroll	1	EFT	Aaron G Barr	1,600.00	
5200	11/20/2024	Payroll	1	EFT	John M Butorac	1,900.00	
5201	11/20/2024	Payroll	1	EFT	Audrey M Casassa	1,300.00	
5202	11/20/2024	Payroll	1	EFT	Brian DeFrang	500.00	
5203	11/20/2024	Payroll	1	EFT	Bradley D Helgeson	2,000.00	
5204	11/20/2024	Payroll	1	EFT	Kathryn A Heller	750.00	
5205	11/20/2024	Payroll	1	EFT	Debbie Lee	1,100.00	
5206	11/20/2024	Payroll	1	EFT	David Lindseth	800.00	
5207	11/20/2024	Payroll	1	EFT	Edwin L Mills	2,500.00	
5208	11/20/2024	Payroll	1	EFT	Cheryl J Montgomery	2,000.00	
5209	11/20/2024	Payroll	1	EFT	Robin L Newcomb	3,500.00	
5210	11/20/2024	Payroll	1	EFT	Robert F Omans	2,000.00	
5211	11/20/2024	Payroll	1	EFT	Whitney Prosek	800.00	
5212	11/20/2024	Payroll	1	EFT	Jennifer E Rogers	2,000.00	
5213	11/20/2024	Payroll	1	EFT	Anthony A Venera	2,000.00	
5214	11/20/2024	Payroll	1	EFT	Levi A Waddell	1,800.00	
5215	11/20/2024	Payroll	1	EFT	Umpqua Bank	20,000.00	941 for Draws
5433	12/05/2024	Payroll	1	EFT	Jane Agar	2,167.05	
5434	12/05/2024	Payroll	1	EFT	Richard D Albo	7,883.68	
5435	12/05/2024	Payroll	1	EFT	Virgil D Amick	2,769.24	
5436	12/05/2024	Payroll	1	EFT	Matthew R Anderson	3,022.67	
5437	12/05/2024	Payroll	1	EFT	Aaron G Barr	4,211.88	
5438	12/05/2024	Payroll	1	EFT	John M Butorac	2,838.86	
5439	12/05/2024	Payroll	1	EFT	Audrey M Casassa	2,352.38	
5440	12/05/2024	Payroll	1	EFT	Steven Cook	227.56	
5441	12/05/2024	Payroll	1	EFT	Brian DeFrang	5,106.30	
5442	12/05/2024	Payroll	1	EFT	John J Glondo	227.56	
5444	12/05/2024	Payroll	1	EFT	Bradley D Helgeson	4,542.37	
5445	12/05/2024	Payroll	1	EFT	Kathryn A Heller	2,603.93	
5446	12/05/2024	Payroll	1	EFT	Nathan J Henderson	126.69	
5447	12/05/2024	Payroll	1	EFT	Alec Johnson	5,812.71	
5448	12/05/2024	Payroll	1	EFT	Craig D Juris	4,137.79	
5449	12/05/2024	Payroll	1	EFT	Jessica T Korich	3,095.10	
5450	12/05/2024	Payroll	1	EFT	Beau M Kretschman	3,139.02	
5451	12/05/2024	Payroll	1	EFT	Debbie Lee	4,291.66	
5452	12/05/2024	Payroll	1	EFT	David Lindseth	3,912.62	
5453	12/05/2024	Payroll	1	EFT	Matthew Lundh	2,628.29	
5454	12/05/2024	Payroll	1	EFT	Mario M Magnotti	5,558.58	
5455	12/05/2024	Payroll	1	EFT	Audrey Malek	227.56	
5456	12/05/2024	Payroll	1	EFT	Edwin L Mills	3,700.26	
5457	12/05/2024	Payroll	1	EFT	Cheryl J Montgomery	3,255.01	
5458	12/05/2024	Payroll	1	EFT	Robin L Newcomb	3,248.64	
5459	12/05/2024	Payroll	1	EFT	Robert F Omans	4,345.70	
5460	12/05/2024	Payroll	1	EFT	Casey Orndorff	125.88	
5461	12/05/2024	Payroll	1	EFT	Amy E Pridemore	1,626.19	
5462	12/05/2024	Payroll	1	EFT	Whitney Prosek	2,514.94	
5463	12/05/2024	Payroll	1	EFT	Kenneth C Ratliff	227.56	
5464	12/05/2024	Payroll	1	EFT	Jennifer E Rogers	5,176.06	
5465	12/05/2024	Payroll	1	EFT	Kelsey Seiser	4,069.71	
5466	12/05/2024	Payroll	1	EFT	Chase M Stanley	1,088.55	
5467	12/05/2024	Payroll	1	EFT	Kaylee M Thompson	125.88	

CHECK REGISTER

City Of Cle Elum

Time: 14:25:46 Date: 12/04/2024

11/06/2024 To: 12/06/2024

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5468	12/05/2024	Payroll	1	EFT	Cornelia J Van Dongen	on PFM	
5469	12/05/2024	Payroll	1	EFT	Anthony A Venera	6,301.85	
5470	12/05/2024	Payroll	1	EFT	Levi A Waddell	2,891.00	
5471	12/05/2024	Payroll	1	EFT	Jerred Weis	227.56	
5472	12/05/2024	Payroll	1	EFT	Brian Welch	4,690.72	
5473	12/05/2024	Payroll	1	EFT	Elizabeth M Williams	227.56	
5476	12/05/2024	Payroll	1	EFT	AWC Health Insurance	11,738.57	Pay Cycle(s) 12/01/2024 To 12/31/2024 - Asuris 250 Med/Den/Vis
5477	12/05/2024	Payroll	1	EFT	Colonial Life	604.26	Pay Cycle(s) 12/01/2024 To 12/31/2024 - Colonial Insurance Pre; Pay Cycle(s) 12/01/2024 To 12/31/2024 - Colonial Insurance
5478	12/05/2024	Payroll	1	EFT	HRA VEBA Trust Contributions	7,612.00	Pay Cycle(s) 12/01/2024 To 12/31/2024 - Veba
5479	12/05/2024	Payroll	1	EFT	Teamsters Local #760	1,665.00	Pay Cycle(s) 12/01/2024 To 12/31/2024 - Teamsters Dues
5480	12/05/2024	Payroll	1	EFT	UEBT	25,028.00	Pay Cycle(s) 12/01/2024 To 12/31/2024 - UEBT Medical Vision
5481	12/05/2024	Payroll	1	EFT	Umpqua Bank	32,859.74	941 Deposit for Pay Cycle(s) 12/05/2024 - 12/05/2024
5482	12/05/2024	Payroll	1	EFT	Washington State Support Registry	126.42	Pay Cycle(s) 12/01/2024 To 12/31/2024 - Child Support
5488	12/06/2024	Payroll	1	EFT	Robert F Omans	Fix Deferred comp	
5489	12/06/2024	Payroll	1	EFT	Umpqua Bank	12.02	941 Deposit for Pay Cycle(s) 12/06/2024 - 12/06/2024
5502	12/05/2024	Payroll	1	EFT	Northwest Admin Transfer Acct	8,895.10	Pay Cycle(s) 12/01/2024 To 12/31/2024 - NW Admin RWT/Dental
5503	12/05/2024	Payroll	1	EFT	WA State Dept of Retirement Sys.	4,394.97	Pay Cycle(s) 12/05/2024 To 12/06/2024 - Deferred Comp
5504	12/05/2024	Payroll	1	EFT	WA State Dept of Retirement Sys.	30,244.69	Pay Cycle(s) 12/01/2024 To 12/31/2024 - PERS2; Pay Cycle(s) 12/01/2024 To 12/31/2024 - LEOFF2; Pay Cycle(s) 12/01/2024 To 12/31/2024 - PERS 3
5443	12/05/2024	Payroll	1	47128	Steven M Harper	217.56	
5474	12/05/2024	Payroll	1	47129	Bill Rolcik Memorial Fund	130.00	Pay Cycle(s) 12/01/2024 To 12/31/2024 - Bill Rock Mem Fund
5475	12/05/2024	Payroll	1	47130	WCTPTF	6,004.93	Pay Cycle(s) 12/01/2024 To 12/31/2024 - Teamsters Pension Trust
511 Legislative						1,883.91	
512 Judicial						5,849.07	
513 Executive						7,783.93	
514 Financial, Recording & Elections						10,474.27	
521 Police Department						119,526.99	
522 Fire Department						14,646.12	
536 Cemetery						4,683.09	
558 Planning & Community Devel						3,980.91	
572 Libraries						11,830.98	
576 Park Facilities						4,270.43	
580 Non Expenditures						-3,315.63	
001 Current Expense/General Fund						181,614.07	
542 Streets - Maintenance						19,193.87	
101 Street Fund						19,193.87	

CHECK REGISTER

City Of Cle Elum

11/06/2024 To: 12/06/2024

Time: 14:25:46 Date: 12/04/2024

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			521 Police Department			19,257.43	
			554 Environmental Services			1,868.31	
			104 Police 3/10's Sales Tax Fund			21,125.74	
			534 Water Utilities			34,050.03	
			401 Water Fund			34,050.03	
			537 Garbage & Solid Waste			7,357.34	
			402 Garbage Fund			7,357.34	
			535 Sewer			16,051.72	
			538 Combined Utilities			16,117.06	
			409 Sewer Fund			32,168.78	
						295,509.83	Payroll: 295,509.83

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:

 Jerred Weis Date _____

 Steven Harper Date _____

 Beth Williams Date _____

CHECK REGISTER

City Of Cle Elum

11/27/2024 To: 12/10/2024

Time: 15:37:03 Date: 12/04/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5316	11/27/2024	Claims	1	EFT	Pitney Bowes Global Financial Services L	143.55	City hall ink cartridge for postage machine
5330	11/27/2024	Claims	1	EFT	WA State Dept of Licensing	57.00	Gun permits 1081, 1082, 1083
5332	11/27/2024	Claims	1	EFT	WA State Dept of Licensing	21.00	Gun Permit 1084
5351	11/27/2024	Claims	1	EFT	Cintas Corporation	1,472.92	Public works mats, towels, uniforms, cleaning 11/18
5352	11/27/2024	Claims	1	EFT	Crystal Springs	101.60	City Hall water
5360	12/02/2024	Claims	1	EFT	Century Link	1,698.51	Fire dept telephone 674-1748; Fire dept telephone 674-5785; Library telephone 674-2313; Public works telephone 674-5126; Water plant telephone 674-3963; City hall telephone 674-2262; Police telephone
5361	12/02/2024	Claims	1	EFT	U.S. Cellular	98.08	Water plant M2M fees
5362	12/02/2024	Claims	1	EFT	U.S. Cellular	439.91	Admin, fire, public works cell phones
5363	12/02/2024	Claims	1	EFT	United Health Care Insurance Company	525.75	Krahenbuhl Leoff 1 supplement
5400	12/02/2024	Claims	1	EFT	Gigabeam Internet	57.00	Fire Dept internet
5401	12/02/2024	Claims	1	EFT	Methodworks	670.22	December IT monitoring and patching
5402	12/02/2024	Claims	1	EFT	Wholesail Networks	1,260.00	Internet services
5403	12/02/2024	Claims	1	EFT	Xpress Bill Pay	570.91	November merchant fees
5404	12/02/2024	Claims	1	EFT	WA State Dept of Licensing	21.00	Gun Permit #1086
5405	12/02/2024	Claims	1	EFT	Inland Networks	25.00	Library alarm monitoring
5406	12/02/2024	Claims	1	EFT	T-Mobile	93.45	City backup internet
5419	11/30/2024	Claims	1	EFT	WA State Dept of Licensing		Duplicate
5427	12/03/2024	Claims	1	EFT	Cintas Corporation	308.46	Public works mats/towels/uniforms/cleaning 11/26
5490	12/03/2024	Claims	1	EFT	Inland Networks	25.00	Police Dept alarm monitoring
5491	12/03/2024	Claims	1	EFT	Methodworks	4,867.09	Police Dept 2 Dell desktop computers, intel core, RAM, hard drive, Windows 11 Pro
5508	12/10/2024	Claims	1	47131	Angel Armor	3,581.28	Police Dept equipment
5509	12/10/2024	Claims	1	47132	Ascent Foundations	12,603.64	11/17 water main break to Suncadia 16"
5510	12/10/2024	Claims	1	47133	B. Riley Advisory Services	100,000.00	Retainer/City Heights Arbitration/Advisor
5511	12/10/2024	Claims	1	47134	BNSF Railway Company	2,230.00	RR lease 12/1/24 to 11/30/25 -- contract #400658 -- gravel storage area
5512	12/10/2024	Claims	1	47135	Brown and Jackson Septic	315.00	Port A Pottys -- 719 E 3rd Park; Port A Pottys -- Coal Mine Trail
5513	12/10/2024	Claims	1	47136	Cintas Fire 636525	2,036.90	Public works annual fire extinguisher services x 31; Police Dept fire extinguishers inspections x 12
5514	12/10/2024	Claims	1	47137	Cle Elum Farm and Home	344.35	City Acct 22 -- padlocks 1st Street project, Irrigation downtown, cemetery screw, shop carwash, street ground coppr rod, city hall sweeper kit, rental house padlock; Fire Dept Acct 24 -- batteries, ja
5515	12/10/2024	Claims	1	47138	Cle Elum Hardware	82.29	City shop/public works Acct 90 - Park and ride steel post, load bndr ratcht

CHECK REGISTER

City Of Cle Elum

Time: 15:37:03 Date: 12/04/2024

11/27/2024 To: 12/10/2024

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5516	12/10/2024	Claims	1	47139	Copiers Northwest Inc.	331.55	City hall copier base rate 11/19 to 12/18 and usage 10/19 to 11/18; City hall copier usage 11/1 to 11/30; Library and PW copier usage 11/1 to 11/30
5517	12/10/2024	Claims	1	47140	Ellensburg Brake and Bearing	192.41	Police Dept seasonal changeover
5518	12/10/2024	Claims	1	47141	Ellensburg Cement Products	121.42	Public works 5/8 gravel for park signs
5519	12/10/2024	Claims	1	47142	General Code	484.83	Code update 1682,1683 resolution 2024-010
5520	12/10/2024	Claims	1	47143	Grainger	77.48	Public works screws; Public works cable ties
5521	12/10/2024	Claims	1	47144	Intermountain/Radio Shack	25.94	Phone case
5522	12/10/2024	Claims	1	47145	James Oil/Pacific Pride	1,291.91	Public works fuel 11/16 to 11/30; Police Dept fuel 11/16 - 11/30
5523	12/10/2024	Claims	1	47146	Jerrol's	508.00	Paper clips staples, filing tabs, sticky notes laminated tape; Standard yield laser; 2 boxes paper pre perforated paper for invoices
5524	12/10/2024	Claims	1	47147	Alec Johnson	61.66	Police reimbursement - rifle sling
5525	12/10/2024	Claims	1	47148	Law Office of Mark W. Garka, PLLC	4,000.00	November prosecution services
5526	12/10/2024	Claims	1	47149	Marquette Construction LLC	5,448.24	Salon Suite Demolition
5527	12/10/2024	Claims	1	47150	Marson & Marson	30.90	Police Dept 2x4's x 2; Public Works concrete mix; Public works 2x4 x 2
5528	12/10/2024	Claims	1	47151	Mountain Auto Parts	2,127.70	Fire Dept Acct 2388 -- Battery , Curved hose, adapter kit; City/Public Works Acct 2385- CASE battery, fleetrunner belt, Case loader belt, Bulk wire, Hyd hose fittings, 03 battery, F350 alternator, Plow
5529	12/10/2024	Claims	1	47152	Northern Kittitas County Tribune	315.00	Public hearing 6 year amendment; Sealed bids ice melt; Public hearing 2025 budget first run; 2025 budget public hearing 2nd run; Wildwood ranch application notice; Posted S. Cle Elum Invoice by mistake
5530	12/10/2024	Claims	1	47153	One Call Concepts, Inc	43.29	Call before dig November tickets x 37
5531	12/10/2024	Claims	1	47154	Owen Equipment	4,357.71	Vac Truck elbow/hose/boom clamp
5532	12/10/2024	Claims	1	47155	Pape Machinery	273.96	Public works flat face; Returned flat face; Public works quick couple
5533	12/10/2024	Claims	1	47156	Shirtworks	768.12	Police Dept Uniforms; Police Dept Uniforms
5534	12/10/2024	Claims	1	47157	Storey Service Station	130.30	Fire Dept fuel/November
5535	12/10/2024	Claims	1	47158	Tacoma Screw Products Inc.	121.88	Public works screws/nuts/washers
5536	12/10/2024	Claims	1	47159	The Bunker Tri-Cities LLC	215.21	Police Dept uniforms
5537	12/10/2024	Claims	1	47160	Timesaver, PC	7.56	Police Radar cord
5538	12/10/2024	Claims	1	47161	Traffic Safety Supply Company	1,032.76	Public works post/pedestal base; Public works locking collar for pedestal base and alum post
5539	12/10/2024	Claims	1	47162	Uline	761.16	Public works reflective driveway markers
5540	12/10/2024	Claims	1	47163	Anthony A Venera	13.04	Reimburse Venera police for vehicle supplies

CHECK REGISTER

City Of Cle Elum

11/27/2024 To: 12/10/2024

Time: 15:37:03 Date: 12/04/2024

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5541	12/10/2024	Claims	1	47164	Veolia Water North America	70,769.70	Water Treatment Plant December 2024; WWTP Month of December 2024
5542	12/10/2024	Claims	1	47165	WA State Dept of Natural Resources	2,508.36	Fire Dept Cache supplies
5543	12/10/2024	Claims	1	47166	WA State Dept of Trans.	1,480.71	TIB Roundabout grant
5544	12/10/2024	Claims	1	47167	WA State Dept of Transportation	457.11	First St. Project Management -- DOT/TIB Grants 10/1 to 10/31; First St. Project Management -- DOT/TIB Grants 9/1 to 9/30
5545	12/10/2024	Claims	1	47168	Willette's Heating	756.27	901 W 2nd rental house fuel
5546	12/10/2024	Claims	1	47169	Willette's Towing Service	321.01	Police Dept tow of vehicles 2018 Ford Expedition Public works to 230 Pine Duff Rd
5304	11/27/2024	Claims	9	EFT	U.S. Bank	42.00	November safekeeping fees
					511 Legislative	524.83	
					515 Legal Services	4,000.00	
					518 Centralized Services	11,741.01	
					521 Police Department	12,522.78	
					522 Fire Department	3,441.17	
					536 Cemetery	8.64	
					559 Housing & Community Develop	101.20	
					572 Libraries	125.37	
					576 Park Facilities	331.42	
					001 Current Expense/General Fund	32,796.42	
					518 Centralized Services	100,000.00	
					004 City Heights WCIA Settlement Agreement 2023	100,000.00	
					542 Streets - Maintenance	1,013.56	
					543 Streets Admin & Overhead	2,841.41	
					595 Capital Expenditures- Streets	108.45	
					101 Street Fund	3,963.42	
					595 Capital Expenditures- Streets	1,829.37	
					102 TIB Complete Streets Grant	1,829.37	
					542 Streets - Maintenance	105.00	
					110 Coal Mine Trail Fund	105.00	
					534 Water Utilities	5,743.31	
					401 Water Fund	5,743.31	
					537 Garbage & Solid Waste	68.52	
					402 Garbage Fund	68.52	
					534 Water Utilities	42,968.63	
					404 Water Regional Fund	42,968.63	
					534 Water Utilities	2.15	
					406 Water Capital Reserve Fund	2.15	
					535 Sewer	4,048.28	
					409 Sewer Fund	4,048.28	
					535 Sewer	41,103.00	

CHECK REGISTER

City Of Cle Elum

11/27/2024 To: 12/10/2024

Time: 15:37:03 Date: 12/04/2024

Page: 4

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		410 Sewer Regional Fund				41,103.00	
		580 Non Expenditures				99.00	
		699 State Agency Fund 380/580				99.00	
						232,727.10	Claims: 232,727.10

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:

Jerred Weis Date _____

Steven Harper Date _____

Beth Williams Date _____



December 4, 2024

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

Attn: Matthew Lundh, Mayor

Re: City of Cle Elum
Second Street Pathway – Safety Stabilization
HLA Project No.: 24056SS
Fed Aid No.: P-E-930(P06)-1 and C-E-930(004)-1
Progress Estimate No.: 02

Dear Mayor Lundh:

Enclosed is Progress Estimate No. 02 for work performed by Ascent Foundation & More, LLC, through November 26, 2024, in connection with their contract on the above referenced project. The amount due the Contractor of \$171,040.09 is net, per the contract documents. Submission of Certified Payrolls for Ascent Foundation & 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 provide additional information.

Sincerely,

 Digitally signed by Benjamin
A. Annen
Date: 2024.12.04
15:39:44-08'00'

Benjamin Annen, PE

BAA/jdb

Enclosures

Copy: Vince Glondo, Benji Martin, Heather Johnson – Ascent Foundation & More, LLC
Taylor Denny, Angie Ringer – HLA

CONSTRUCTION PROGRESS ESTIMATE

Second Street Pathway - Safety Stabilization

CITY OF CLE ELUM

119 WEST 1ST STREET

CLE ELUM, WA 98922

HLA PROJECT NO.: 24056SS

TO: Ascent Foundation & More LLC

TIB Project No. P-E-930(P06)-1 & C-E-930(004)-1

106 N. Peoh Ave, Suite C

PROGRESS ESTIMATE NO.: 2

Cle Elum, WA 98922

FROM: Oct. 25, 2024

TO: Nov. 26, 2024



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	\$ 7,500.00	\$ 7,500.00	3.14	\$ 23,569.81	1.45	\$ 10,893.42	1.69	\$ 12,676.39	314%
2	Mobilization	LS	1	\$ 11,400.00	\$ 11,400.00	1	\$ 11,400.00	1	\$ 11,400.00	0	\$ -	100%
3	Project Temporary Traffic Control	LS	1	\$ 3,975.00	\$ 3,975.00	1	\$ 3,975.00	0.61	\$ 2,424.75	0.39	\$ 1,550.25	100%
4	Removal of Structures and Obstructions	LS	1	\$ 1,300.00	\$ 1,300.00	1	\$ 1,300.00	0.50	\$ 650.00	0.50	\$ 650.00	100%
5	Unclassified Excavation Incl. Haul	CY	330	\$ 58.70	\$ 19,371.00	330	\$ 19,371.00	0	\$ -	330	\$ 19,371.00	100%
6	Crushed Surfacing Base Course	TON	320	\$ 57.89	\$ 18,524.80	291.30	\$ 16,863.36	68.80	\$ 3,982.83	222.50	\$ 12,880.53	91%
7	HMA Cl. 3/8-Inch PG 64H-28	TON	370	\$ 171.14	\$ 63,321.80	443.67	\$ 75,929.68	0	\$ -	443.67	\$ 75,929.68	120%
8	Storm Sewer Pipe 12 In. Diam.	LF	186	\$ 81.21	\$ 15,105.06	215.50	\$ 17,500.76	215.50	\$ 17,500.76	0	\$ -	116%
9	Catch Basin Type 1	EA	4	\$ 1,450.93	\$ 5,803.72	4	\$ 5,803.72	4	\$ 5,803.72	0	\$ -	100%
10	Catch Basin Type 1 With Area Drain	EA	3	\$ 3,033.26	\$ 9,099.78	3	\$ 9,099.78	3	\$ 9,099.78	0	\$ -	100%
11	Adjust Manhole	EA	5	\$ 439.83	\$ 2,199.15	6	\$ 2,638.98	0	\$ -	6	\$ 2,638.98	120%
12	Shoring or Extra Excavation	LF	186	\$ 11.66	\$ 2,168.76	215.50	\$ 2,512.73	215.50	\$ 2,512.73	0	\$ -	116%
13	Select Backfill, as Directed	CY	30	\$ 76.76	\$ 2,302.80	51	\$ 3,914.76	31.50	\$ 2,417.94	19.50	\$ 1,496.82	170%
14	Adjust Meter Box	EA	5	\$ 102.90	\$ 514.50	4	\$ 411.60	0	\$ -	4	\$ 411.60	80%
15	Basalt Rock Mulch	CY	16	\$ 81.04	\$ 1,296.64	16	\$ 1,296.64	0	\$ -	16	\$ 1,296.64	100%
16	Landscape Restoration	FA	1	\$ 2,000.00	\$ 2,000.00	2.03	\$ 4,057.55	0	\$ -	2.03	\$ 4,057.55	203%
17	Cement Conc. Traffic Curb and Gutter	LF	970	\$ 54.30	\$ 52,671.00	978	\$ 53,105.40	978	\$ 53,105.40	0	\$ -	101%
18	Cement Conc. Sidewalk 4-Inch Thick	SY	422	\$ 93.44	\$ 39,431.68	426	\$ 39,805.44	284	\$ 26,536.96	142	\$ 13,268.48	101%
19	Cement Conc. Sidewalk 6-Inch Thick	SY	4	\$ 93.27	\$ 373.08	3.70	\$ 345.10	0	\$ -	3.70	\$ 345.10	93%
20	Cement Conc. Curb Ramp	EA	8	\$ 1,959.58	\$ 15,676.64	8	\$ 15,676.64	0	\$ -	8	\$ 15,676.64	100%
21	Cluster Mailbox Unit	EA	1	\$ 2,925.43	\$ 2,925.43	1	\$ 2,925.43	0	\$ -	1	\$ 2,925.43	100%
22	Permanent Signing	LS	1	\$ 1,165.00	\$ 1,165.00	1	\$ 1,165.00	0	\$ -	1	\$ 1,165.00	100%
23	Pavement Markings	LS	1	\$ 4,700.00	\$ 4,700.00	1	\$ 4,700.00	0	\$ -	1	\$ 4,700.00	100%

CONSTRUCTION PROGRESS ESTIMATE

Second Street Pathway - Safety Stabilization

CITY OF CLE ELUM
119 WEST 1ST STREET
CLE ELUM, WA 98922



HLA PROJECT NO.: 24056SS

TIB Project No. P-E-930(P06)-1 & C-E-930(004)-1

TO: Ascent Foundation & More LLC

106 N. Peoh Ave, Suite C

Cle Elum, WA 98922

PROGRESS ESTIMATE NO.: 2

FROM: Oct. 25, 2024

TO: Nov. 26, 2024

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	
24	Water Line Repair	LS	1	\$ 23,807.90	\$ 23,807.90	1	\$ 23,807.90	1	\$ 23,807.90	0	\$ -	100%
25	Shoring or Extra Excavation	LF	100	\$ 0.50	\$ 50.00	100	\$ 50.00	100	\$ 50.00	0	\$ -	100%

Schedule A Subtotal					\$ 282,825.84	\$ 317,368.38	\$ 146,328.29	\$ 171,040.09	112%
Schedule CO1 Subtotal					\$ 23,857.90	\$ 23,857.90	\$ 23,857.90	\$ -	100%
8.1% Sales Tax - Schedule CO1					\$ 1,932.49	\$ 1,932.49	\$ 1,932.49	\$ -	
SCHEDULE CO1 - TOTAL					\$ 25,790.39	\$ 25,790.39	\$ 25,790.39	\$ -	
Project Total (Including Sales Tax)					\$ 308,616.23	\$ 343,158.77	\$ 172,118.68	\$ 171,040.09	111%
Retainage Bond No. 55230082 0%						\$ -	\$ -	\$ -	
Amount Due Progress Estimate No. 2						\$ 343,158.77	\$ 172,118.68	\$ 171,040.09	

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: 2024.12.04 15:39:23-08'00'

Benjamin A. Annen, PE

CONSTRUCTION PROGRESS ESTIMATE - SCHEDULE OF VALUES

City of Cle Elum

Second Street Pathway - Safety Stabilization

TO: Ascent Foundation & More LLC
106 N. Peoh Ave, Suite C
Cle Elum, WA 98922

HLA PROJECT NO.: 24056SS

TIB Project No. P-E-930(P06)-1 & C-E-930(004)-1



<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% Project Completion	1	LS	\$ 5,700.00	\$ 5,700.00	100.00%
2	Mobilization	100% Payment at 10% Project Completion	1	LS	\$ 5,700.00	\$ 5,700.00	100.00%
3	Project Temporary Traffic Control	3.01 - Traffic Control Set Up	1	LS	\$ 1,325.00	\$ 1,325.00	100.00%
3	Project Temporary Traffic Control	3.02 - Daily Traffic Control	15	EA	\$ 88.33	\$ 1,325.00	100.00%
3	Project Temporary Traffic Control	3.03 - Traffic Control Take Down	1	LS	\$ 1,325.00	\$ 1,325.00	100.00%
4	Removal of Structures and Obstructions	5.01 - 50% Complete	1	LS	\$ 650.00	\$ 650.00	100.00%
4	Removal of Structures and Obstructions	5.02 - 100% Complete	1	LS	\$ 650.00	\$ 650.00	100.00%
22	Permanent Signing	100% Complete	1	LS	\$ 1,165.00	\$ 1,165.00	100.00%
23	Pavement Markings	100% Complete	1	LS	\$ 4,700.00	\$ 4,700.00	100.00%
24	Water Line Repair	100% Complete	1	LS	\$ 23,807.90	\$ 23,807.90	100.00%



CITY OF Cle Elum

PROJECT NAME: 2nd Street Pathway - Safety Stabilization

HLA PROJECT NO.: 24056SSC

PRIME CONTRACTOR: Ascent Foundation & More LLC

FORCE ACCOUNT SUMMARY

DATE	COST	ACCUM TOTAL	CONTRACTOR	DESCRIPTION
BID ITEM #1 - Minor Change				
10/17/24	\$1,031.13	\$1,031.13	Ascent	19+24, 77' RT – Removal of existing catch basin and excavation of pipe trench to catch basin #15.
10/21/24	\$2,306.38	\$3,337.51	Ascent	16+50, 15' RT & 16+50, 100' RT - An unlocated/unknown storm and sewer pipe were discovered during excavation. Ascent incurred down time while these pipes were being investigated and determined to be in use.
10/21/24	\$969.54	\$4,307.05	Ascent	19+24, 75' RT - Ascent installed 16" PVC pipe and connected the pipe to catch basin #15 and the existing 16" clay storm pipe. They then installed a coupler and grouted at the catch basin.
10/22/24	\$6,586.37	\$10,893.42	Ascent	16+50, 15' RT & 16+50, 100' RT - The alley behind the Eagles - Ascent repaired the sewer side service and sewer main, and installed new C900 PVC storm pipe.
10/30/24	\$1,027.96	\$11,921.37	Ascent	(16+83,28 RT), (17+22, 27' RT), (18+23,25 RT), (19+12, 27 RT) - Ascent removed and disposed of existing catch basins and materials, grout plugged pipe ends, and backfilled and compacted.
11/11/24	\$889.26	\$12,810.63	Ascent	21+00 RT - Demo and remove existing concrete walkway.
11/11/24	\$728.57	\$13,539.20	Ascent	21+00 RT - Form work for concrete pad to walkway.
11/12/24	\$3,838.65	\$17,377.85	Ascent	21+00, RT - Supply and pour concrete walking pad.
11/12/24	\$2,737.41	\$20,115.26	Ascent	16+50, RT - Ascent installed 6" PVC C900 storm pipe and connected to existing clay pipe.
11/14/24	\$2,403.98	\$22,519.24	Ascent	22+00 RT, 21+00 RT - Ascent supplied and installed a 6" area drain into the backside of two catch basins.
11/18/24	\$459.39	\$22,978.63	Ascent	Existing Catch Basins - Ascent grouted inside catch basins that were previously installed by another contractor.
11/21/24	\$591.17	\$23,569.81	Ascent	Second & Pennsylvania (Eagles) - Ascent core drilled sidewalk and installed the existing ADA parking sign.
BID ITEM #16 - Landscape Restoration				
11/19/24	\$4,057.55	\$4,057.55	Ascent	(20+10), (23+00,RT), (17+50, RT), (19+00, RT) - Ascent supplied and placed topsoil to the backside of the sidewalk. This is to restore the lawn after the sidewalk was built. They also supplied and placed washed rock in landscape areas.

City Administrator
Staff Report
(December 10, 2024)

FIRST STREET VISITOR PAID PARKING

- Paid visitor parking along first is up and running.
 - 40 visitors have paid for parking in the one week we have been up and running.
 - \$ 320 in 1-week.
 - Visitors will be able to pay for parking using the ParkMobile app.
 - Residence of Kittitas County are not required to pay.
 - \$8 for all day parking.
 - Funds will be used for street related maintenance and operations.

YEAR END BUILDING PERMIT NUMBERS

- Year end 2024
 - Issued 119 permits
 - Brought in just over \$140,000
- Last year 2023 numbers
 - Issued 85 permits
 - brought in just over \$130,000

REMODEL OF CITY HALL

- Remodel of the city hall where the old Salon 2120 was - is going.
- I went out to bid last month and the bids were all over the place. Probably because of a couple of reasons
 - 1) The nature of a remodel and the unknown.
 - 2) Lack of specifications.
- We decided to go ahead with the demolition
 - so that the unknowns would become known.
 - And have developed a more comprehensive set of plans and specifications.
- We will be going back out to bid starting Thursday with a bid opening Monday, December 23rd.

NEW PUBLIC WORKS DIRECTOR

- Completed all of the reference checks
- As you know, council has confirmed the mayor's selection
- Will be starting Monday

- Huge thanks to Aaron for stepping in to help keep the department functioning.

2024 BUDGET POSITION TOTALS

City Of Cle Elum

Time: 14:16:49 Date: 12/05/2024

Page: 1

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 Current Expense/General Fund	4,505,263.36	3,601,843.53	79.9%	4,605,263.36	4,239,727.69	92%
002 UKC Recreation Center	200.00	75,844.22	*****%	1,720,200.00	889,789.91	52%
004 City Heights WCIA Settlement Agr	0.00	0.00	0.0%	3,609,094.00	2,873,555.20	80%
101 Street Fund	7,856,983.00	3,279,061.90	41.7%	7,896,633.00	3,862,396.33	49%
102 TIB Complete Streets Grant	791,799.00	898,612.33	113.5%	941,799.00	965,655.55	103%
104 Police 3/10's Sales Tax Fund	220,600.00	202,416.33	91.8%	278,900.00	272,395.95	98%
106 Tourist/Lodging Tax Fund	180,300.00	191,917.19	106.4%	205,300.00	257,443.56	125%
110 Coal Mine Trail Fund	6,040.00	12,115.35	200.6%	4,040.00	3,218.52	80%
120 Central Cascades/Weis Land CRA :	2,209.00	24.25	1.1%	2,209.00	2,404.00	109%
121 Cle Elum Pines West Devel. Fund	1,585.75	169.50	10.7%	2,000.00	211.95	11%
123 Sun Communities CRA 2018-01 De	300,015.00	290,786.42	96.9%	300,000.00	266,164.97	89%
124 MVOLLC/Prium CRA 2005-02 Devel	5,004.00	9.78	0.2%	5,000.00	0.00	0%
125 Whispering Pines Devel. Fund	20,000.00	102.00	0.5%	20,000.00	0.72	0%
127 City Heights CRA 2020-01 Devel. F	300,000.00	0.00	0.0%	300,000.00	20,082.33	7%
128 Fowler Creek Trails Deneen Develc	20,000.00	196.25	1.0%	20,000.00	196.25	1%
131 Blue Fern Development 2024-01	500,000.00	216,457.89	43.3%	500,000.00	275,993.82	55%
132 Wildwood Ranch Devel. #2024-00	200,000.00	10,717.75	5.4%	200,000.00	10,891.25	5%
201 General Obligation Loan/Debt Fur	0.00	0.00	0.0%	0.00	0.00	0%
300 American Rescue Plant Act of 202:	0.00	0.00	0.0%	319,179.00	0.00	0%
305 Trendwest/New Suncadia CRA 20C	152.00	53.85	35.4%	18,284.00	18,255.44	100%
309 REET Excise Tax/Capital Projects Fi	200,450.00	137,596.87	68.6%	251,730.00	168,659.55	67%
401 Water Fund	1,128,125.00	992,160.22	87.9%	1,128,125.00	1,059,981.00	94%
402 Garbage Fund	1,100,340.00	983,053.82	89.3%	1,145,340.00	1,049,683.18	92%
403 Airport Fund	36,672.00	38,786.52	105.8%	36,072.00	19,261.91	53%
404 Water Regional Fund	931,850.00	1,023,998.18	109.9%	931,850.00	919,861.70	99%
406 Water Capital Reserve Fund	2,650,400.00	1,351,106.09	51.0%	2,805,400.00	1,511,437.00	54%
408 Stormwater Fund	0.00	1,000.00	0.0%	0.00	0.00	0%
409 Sewer Fund	738,000.00	688,266.02	93.3%	748,000.00	713,475.91	95%
410 Sewer Regional Fund	867,400.00	945,405.10	109.0%	847,400.00	803,380.01	95%
413 Sewer Capital Reserve Fund	374,450.00	135,627.84	36.2%	374,450.00	107,531.34	29%
630 Pangrazi Memorial Fund	10.00	242.66	2426.6%	1,300.00	425.25	33%
699 State Agency Fund 380/580	25,000.00	20,068.31	80.3%	25,000.00	20,793.86	83%
	22,962,848.11	15,097,640.17	65.7%	29,242,568.36	20,332,874.15	69.5%

** REVENUES LESS THAN EXPENSES -- FUNDS 002 UKC REC CENTER AND 004 CITY HEIGHTS INSURANCE FUND WERE RECEIVED IN PRIOR YEARS

** FUNDS 106 LODGING TAX AND 120 CENTRAL LAND DEVELOPMENT ARE PART OF THE BUDGET AMENDMENT ORDINANCE #1690

CITY OF CLE ELUM
Planning Department

AGENDA
STAFF REPORT

AGENDA DATE: December 10, 2024

ACTION REQUESTED: None, Current Planning Update: November 6, 2024 – December 2, 2024

BACKGROUND:

Current Planning Permits:

1. **BLA (boundary line adjustment):**
 - a. BLA-2024-001: Mid Cascade Investment [on hold]
2. **PRE-Application:**
 - a. PREAP-2024-005: Whole Health Pharmacy, follow up meeting
3. **SEPA/PMU:**
 - a. PMU-2024-002: Upper Kittitas County Rec Center, in process
4. **Conditional Use Permit:**
 - a. CUP-2024-002: Snow River Equipment (awaiting Hearing Examiner Decision)
 - b. CUP-2024-003: Bullfrog Apartments (Notice of Complete issued; Notice of Application & Environmental issued on 12/5/24; comments due 1/6/25)
5. **PLP (preliminary long plat) Wildwood Ranch Subdivision:** Preliminary Plat and Development Agreement (Notice of Complete issued; Notice of Application issued on 11/21/24; comments due on 12/20/24)
6. **Bullfrog Flats:** Comment period closed on 11/4/24. Processing underway.
7. 47 North: applications paused
8. Cell Tower Modification:
 - a. PANO AI [under review]

Code Enforcement:

Provided ongoing support to city staff regarding complex cases and ensuring compliance with city regulations and upholding community standards. The City is currently working on approximately 12 open code enforcement cases, ranging from unpermitted structures, fire hazards, environmental concerns, and right-of-way encroachment.

General Planning Support:

1. **Business License Review**
2. **Planning support** to developers, general public, mayor and staff. Over the past month, this support has addressed a wide range of planning and development inquiries. These include continued coordination with various zoning questions for the development of mini storage, multi-family housing, and other various development within city limits. Meetings and discussions for affordable housing development, downtown development including commercial and residential zoning requirements, received a request for land use processing exemption which included review of previous approvals and a request for city legal to provide guidance for interpreting a Franchise Agreement, questions regarding Stafford Ave development, Short Term Rental request in the General Commercial zoning district, septic installation request, information on city levees, sidewalk use permit, and sign development questions. Communication took place primarily through email, along with phone calls and in-person meetings.
3. **Planning Commission.** Staff lead for Planning Commission meetings, and during the last month, directed two meetings with commissioners, necessitating thorough

preparation. This entails agenda creation, packet formalization, minute-taking, and conducting meetings. Additionally, worked with staff for document input into City systems and website updates, ensuring seamless communication and transparency.

- a. **Code Amendment Facilitation:** Currently the commission is working through code amendments addressing Old Town Commercial and as well as considering revisions to 17.90, Sidewalk Use Permits after receiving a request from a local business owner to consider revisions to extending operations through the winter months.
 - b. **Sub-Committee Facilitation:** The Commission elected to have a sub-committee meet and work on a Table of Permitted Uses.
4. **Historic Preservation.** Staff lead for Historic Preservation Commission, and during the last month, directed one meeting with commissioners, necessitating thorough preparation. This entails agenda creation, packet formalization, minute-taking, and conducting meetings. Additionally, worked with staff for document input into City systems and website updates, ensuring seamless communication and transparency.
 5. **Council Presentations**

Special Projects:

1. Comprehensive Plan Updates, Draft Work Plan Completed
2. Climate Policy Comp Plan Amendments, planning underway

RECOMMENDATION:

None

HANDLING:

City Clerk, Council

ATTACHMENTS:

None

LEAD STAFF:

Colleda Monick, HLA

PUBLIC WORKS STAFF REPORT DECEMBER 2024

The Vac truck is back from the repair shop.

The water break on Teanaway and First, is still under investigation.

The old Vac Truck sold \$35,001.00.

Salt spreader for tractor should be up and running this week, waiting on parts.

The crew has been working hard with Audrey on leak detection from meter reads notifying residents, lots of homeowner repairs have been made.

New flags have been installed at flag pole park and at the cemetery.

Council Meetings

Honorable Mayor and council,

- Wellness grant is about halfway done
 - We have surveyed the Officers
 - Analyzing the data and purchase items for wellness room
- We had our Christmas parade
 - Very successful, short but sweet, everyone was safe
- Making adjustments to maximize efficiency
 - Supervisor schedule
 - Training Schedule
- Thank you Councilmember Glondo for your years of service to our community.

Cle Elum 4th Qtr Summary

		OCT	NOV	DEC	4th Qtr Totals
BOOKINGS					
DUI		1			1
Assault DV		1			1
Assault					0
Felony Arrests		1			1
Other Arrests		2			2
Juvenile Arrest					0
Warrant Arrests					0
					0
TOTAL MONTHLY BOOKINGS					
TOTAL 2ND HALF BOOKINGS					
Citations/Infractions					
Traffic Infractions		5			0
Non-Traffic Infractions		1			0
Criminal Traffic Citations		2			0
Criminal Non- Traffic Citations		5			0
DUI Traffic Criminal Citations		2			0
Parking Citations					0
MONTHLY CITATION/INFRACTIONS		15	0	0	0

Monthly Report to Cle Elum City Council 4th Qtr

	Oct '24	Nov '24	Dec '24	4th Qtr TOTAL
Traffic Stops	38			38
DUI	2			2
Domestic Violence	2			2
Assault	0			0
assault - Child	0			0
Suicidal	0			0
Burglary	2			2
Vio of Order	2			2
Mal Misch	0			0
Theft	2			2
Alarm Calls	13			13
Public Assist, Civil Matter & Check Welfare	31			31
Overdose	0			0
Kidnapping	0			0
Homicide	0			0
Robbery	0			0
Stab/Gunshot Wound	0			0
Animal at Large	7			7
Animal Problems	7			7
Motor Vehicle Collision	1			
TOTAL CALLS	298			298

Roslyn 4th Qtr Summary

		OCT	NOV	DEC	4th Qtr Totals
DUI					0
Assault DV					0
Assault					0
Felony Arrests		1			1
Other Arrests					0
Juvenile Arrest					0
Warrant Arrests					0
					0
Traffic Infractions		3			0
Non-Traffic Infractions					0
Criminal Traffic Citations					0
Criminal Non- Traffic Citations					0
DUI Traffic Criminal Citations					0
Parking Infractions		1			0
		4	0	0	0

Monthly Report to Roslyn City Council

4th Qtr

	Oct '24	Nov '24	Dec '24	4th Qtr TOTAL
Traffic Stops		9		9
DUI				
Domestic Violence				
Assault		1		1
assault - Child				
Suicidal				
Burglary		1		1
Vio of Order				
Mal Misch				
Theft				
Alarm Calls		1		1
Public Assist		3		3
Overdose				
Kidnapping				
Homicide				
Robbery				
Stab/Gunshot Wound				
Animal at Large		1		1
Animal Problems				
TOTAL CALLS		71		71
2023 Total Calls		79		79

Cle Elum Fire Department

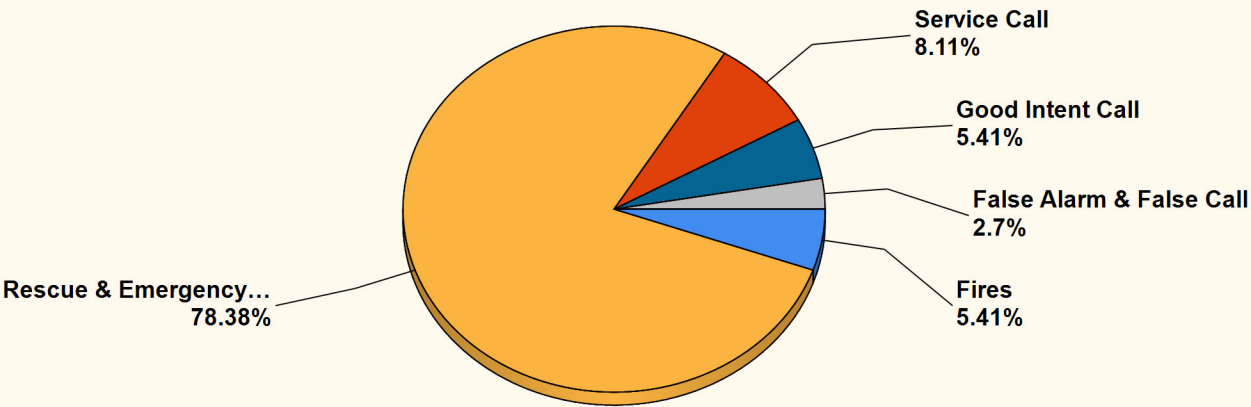
Cle Elum, WA

This report was generated on 12/6/2024 9:32:31 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 11/01/2024 | End Date: 11/30/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	5.41%
Rescue & Emergency Medical Service	29	78.38%
Service Call	3	8.11%
Good Intent Call	2	5.41%
False Alarm & False Call	1	2.7%
TOTAL	37	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.



Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
114 - Chimney or flue fire, confined to chimney or flue	1	2.7%
140 - Natural vegetation fire, other	1	2.7%
311 - Medical assist, assist EMS crew	8	21.62%
321 - EMS call, excluding vehicle accident with injury	17	45.95%
322 - Motor vehicle accident with injuries	2	5.41%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	2.7%
324 - Motor vehicle accident with no injuries.	1	2.7%
522 - Water or steam leak	1	2.7%
550 - Public service assistance, other	1	2.7%
551 - Assist police or other governmental agency	1	2.7%
651 - Smoke scare, odor of smoke	2	5.41%
710 - Malicious, mischievous false call, other	1	2.7%
TOTAL INCIDENTS:	37	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.



Officer Report Council Meeting 12-10-2024

Your honorable Mayor and city council,

1. Report of calls in the month of Nov we had 37 calls 2 fires 29 Ems, 5 other and 1 false alarm.

Fire reports break down.

Assisted fire district 7 in a small slow moving brush fire at the on ramp just east of town.

One chimney fire contained to flue in residential house. Checked for extension and used super vac to remove smoke from the building.

2. Rob to bring up pics. Have an update for the fire resiliency project at the airport. They have completed the work, and I have gone out and taken some pictures of the area to show you all. We might need to look at doing some logging in this area with a few of the spots being a little more dense than desired. We also will want to throw some grass seed out in the spring to help reduce the growth of noxious weed.
 1. Title slide
 2. Cle Elum Airport map of treatment area from DNR.
 3. This is a masticator head mounted on an excavator used to clear ground cover and drop the height of flames in the event of wildfire.
 4. This is a great thing to have the trees limbed up all at eight to ten ft and the ground cover being knocked down to help prevent flames reaching the canopy or treetops.
 5. More limbing trying to not get fire spreading quickly from tree to tree.
 6. Spacing is important for water and sun requirements for each tree cutting back on competition causing root rot and or other diseases. Background is a good before and after neighboring area.
 7. This area has some real nice natural spacing.
 8. This treatment will make great fuels break for our airport and infostructure along with areas above on white road and the Teanaway valley.

9. There are as I mentioned a few denser areas we might need to look at soon in thinning or logging providing greater spacing creating heather forests.
 10. Overall, this is a great start of forest management from our city with helps of great partners like the Conservation district and Department of Natural Resources.
-
3. The horse park is still being planned for work to start in January or February inside of the park. Meanwhile crews from WDOT have made it down to just about the gulley as you can see when you look to the North side of the road traveling west on I-90. They are planned to be done by the end of this month weather permitting and have stated they plan to have everything on their side accomplished by the end of this year.
 4. Christmas in Cle Elum. With Ice rain it put a stop to some of the activities. Jingle bell dash has rescheduled for this weekend. From the fire and safety side of things a huge thank you to Jordan and her crew at the downtown assc. Everything seemed to go smooth and no reported incidents.
 5. Any questions for me currently

















FIRE RESILIENCY

Cle Elum Airport 2024





30

CLE ELUM

Southeast

29



EXCAVATOR-
MOUNTED
MASTICATOR

A photograph of a forest scene. In the foreground, a large, dark-barked pine tree trunk is prominent on the right side. The ground is covered with dry, yellowish-brown grass and pine needles. In the background, several other pine trees are visible, and further back, there are some buildings with light-colored roofs. The sky is overcast and grey. The text "LIMBING UP" is overlaid in white, sans-serif capital letters on the left side of the image.

LIMBING UP











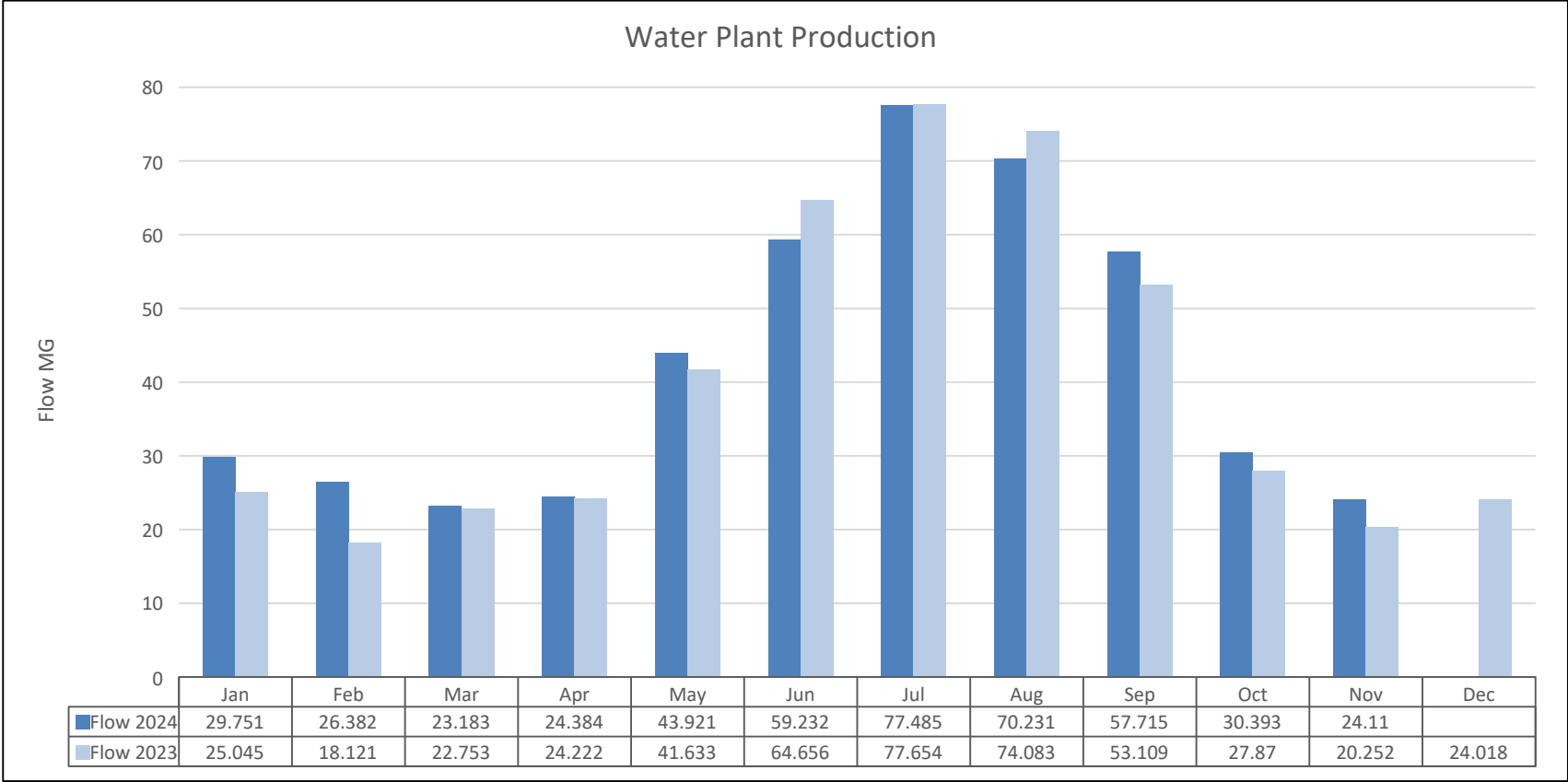


A GREAT START

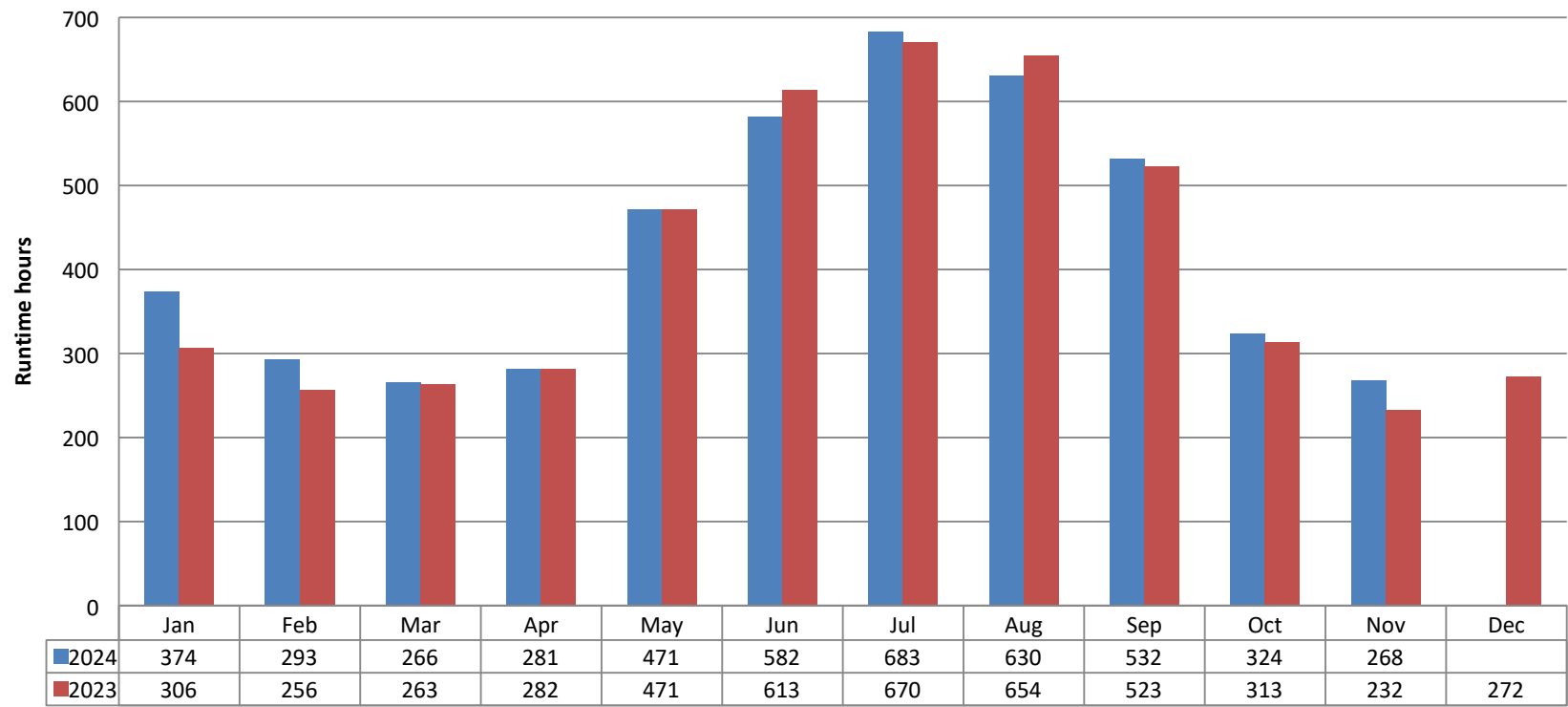
To a more
resilient future

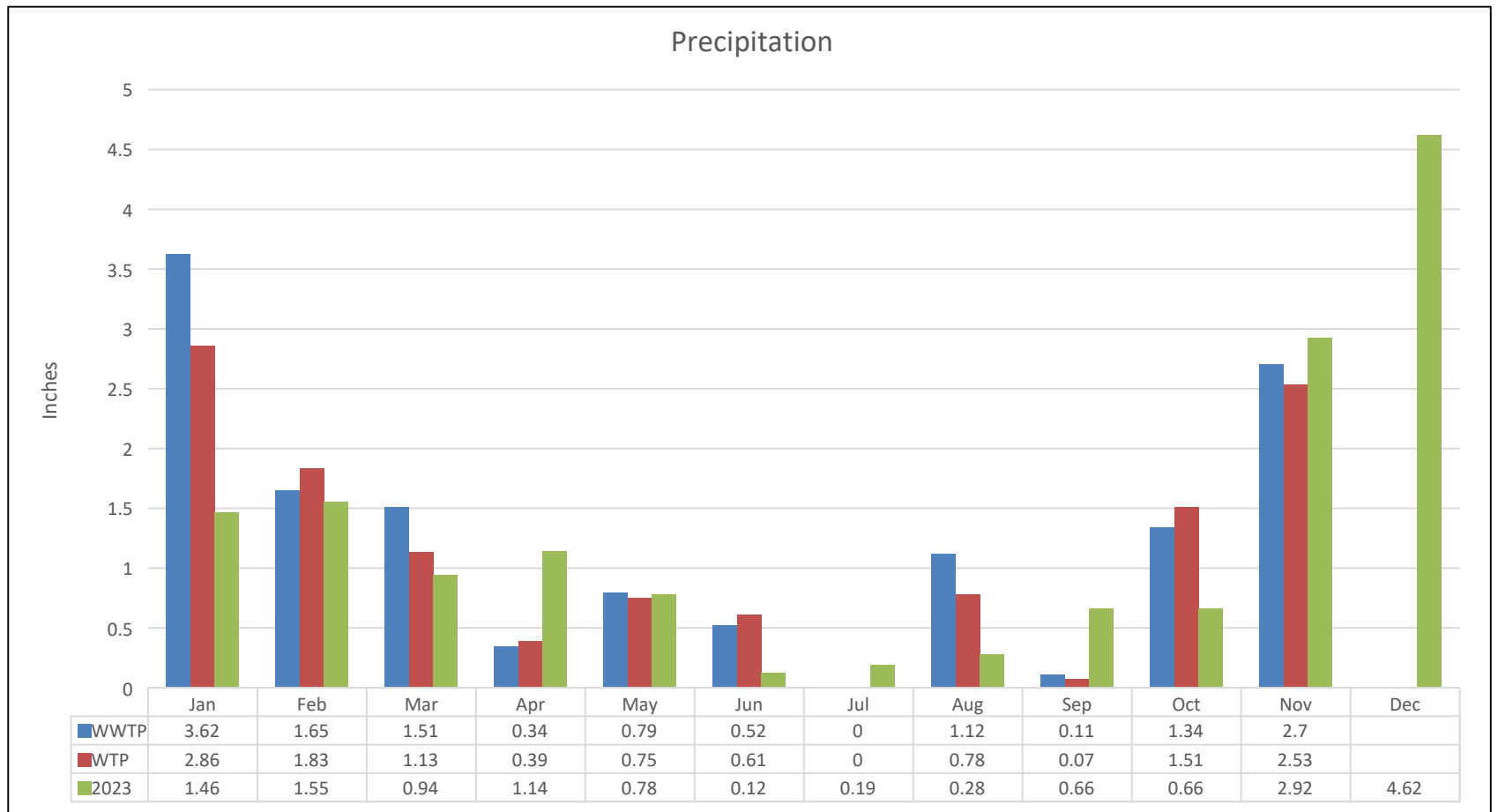
December 10, 2024 Council Meeting

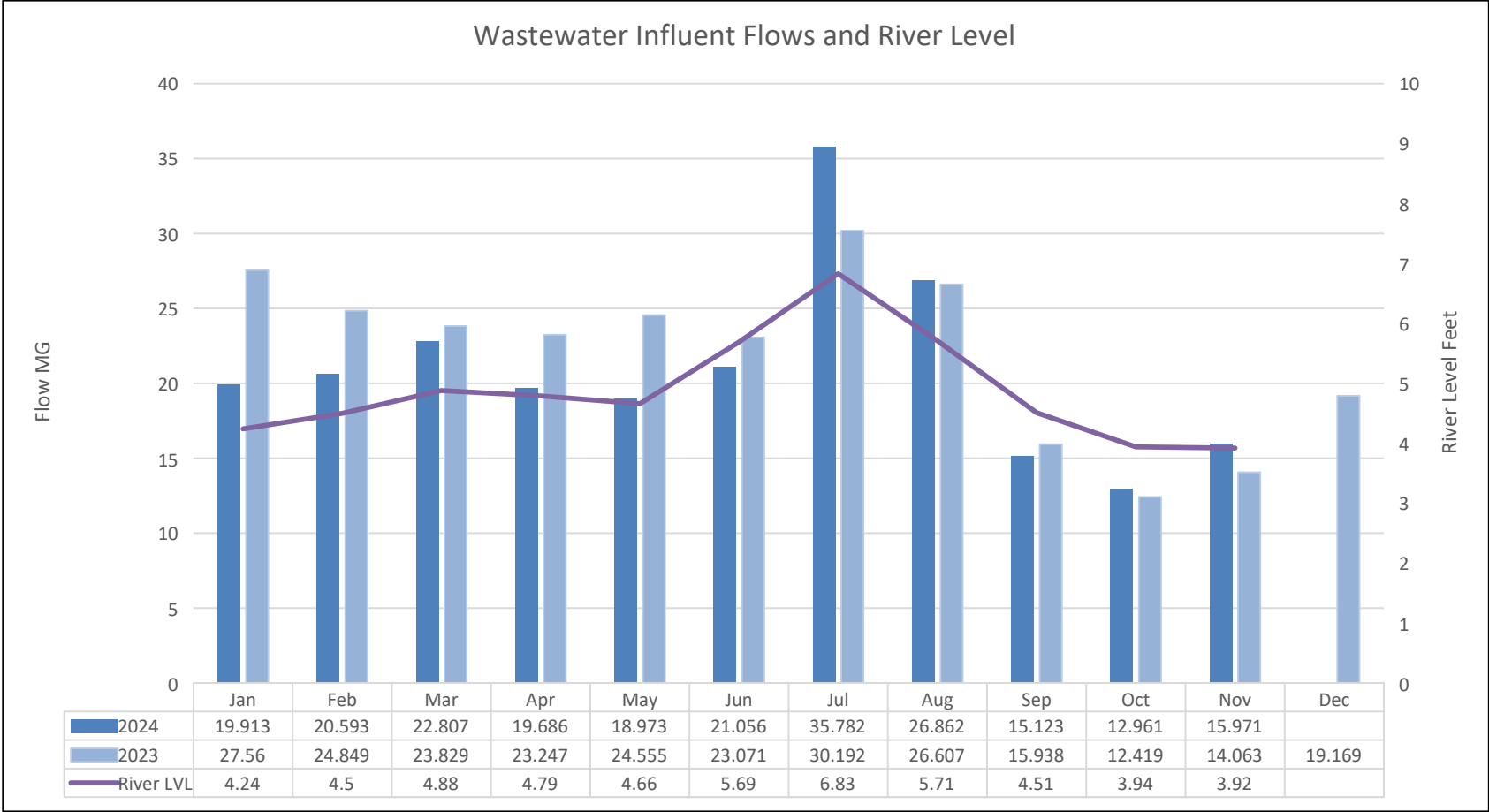
- Good evening Honorable Mayor and members of the Council.
 - My usual graphs are enclosed in your council packet, I would be happy to answer any questions you may have about them.
 - Power surges in mid-November took out a control board on one of the variable frequency drives that pumps up to the Zone 3 reservoir, the board has been replaced, the drive is up.
 - A fuel Tanker carrying 6000 gallons of gasoline jacked knifed near Lake Keechelus 0200 Saturday 12/7, 2000 gal of fuel spilled into the lake, I was notified the Department of Health at 0928, the plant was not online at this time but we immediately moved from the Yakima source to the well field as a precaution.
 - Department of Ecology & the Environmental Protection Agency are in charge of the cleanup and I have been in direct contact with them and DOH.

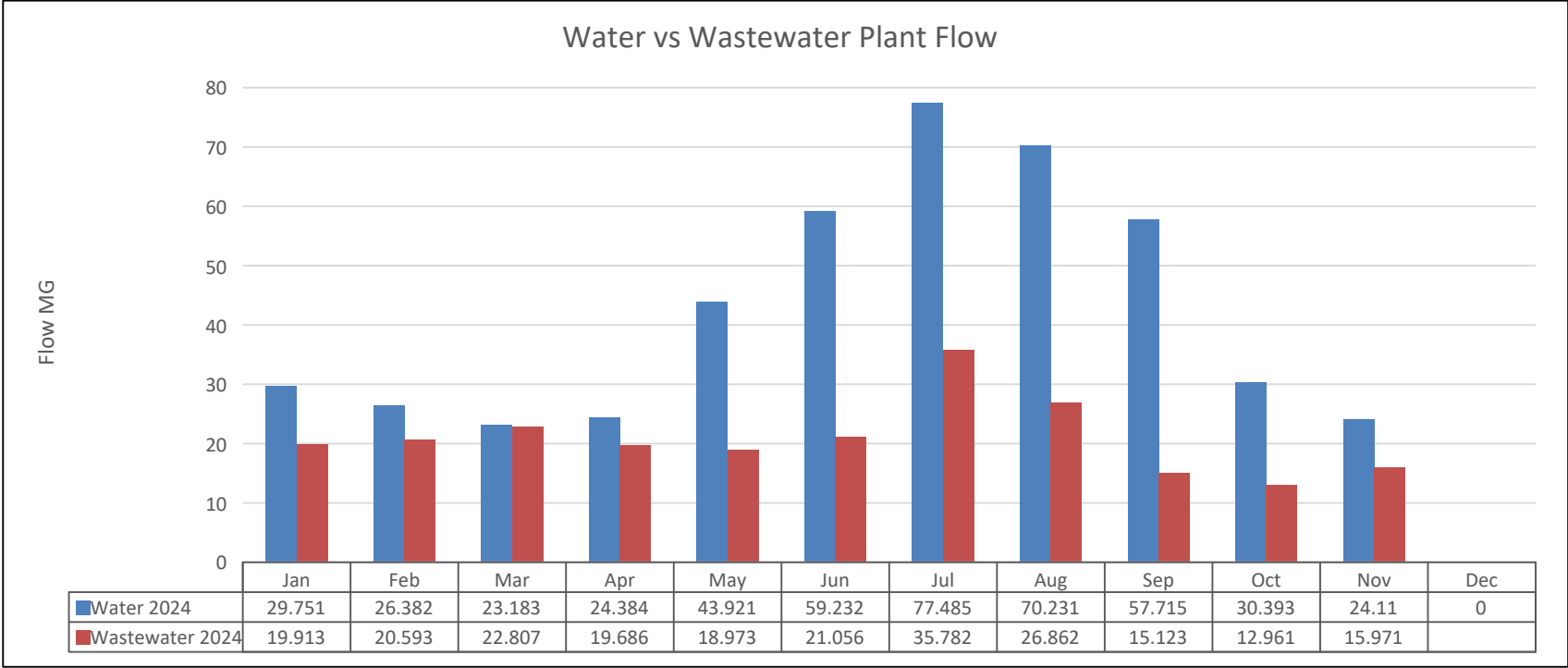


Water Plant Run Time

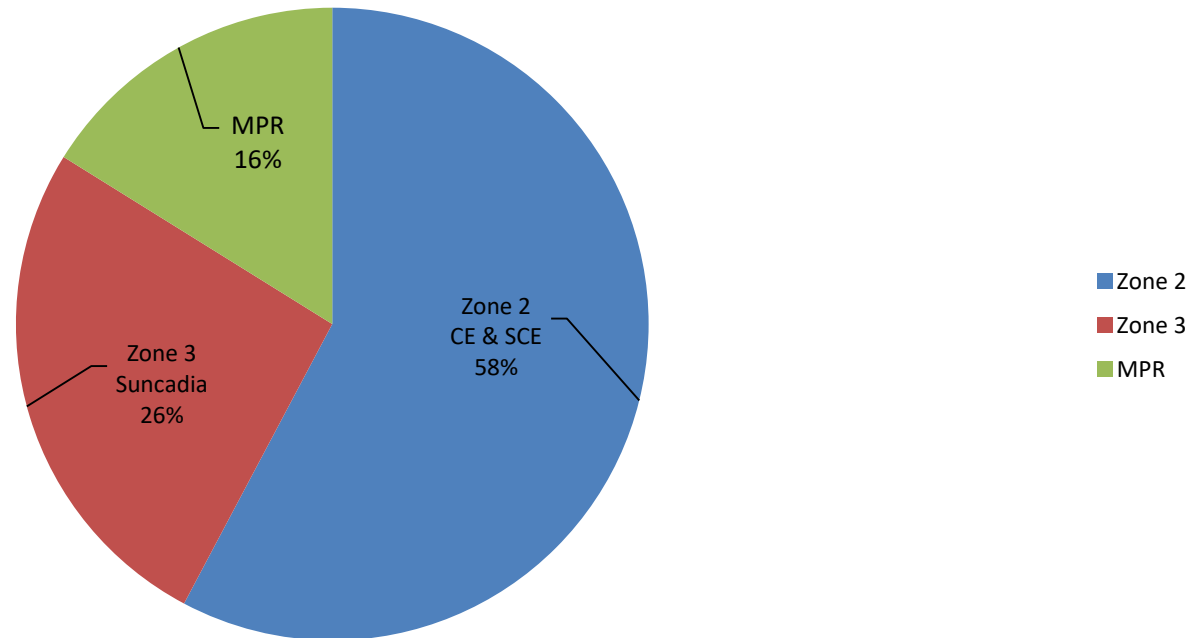








Percent of Flow - November





Upper Kittitas County COMMUNITY RECREATION CENTER

Upper Kittitas County Community Recreation Center Alliance 501(c)3

Updated December 2024

Where we are

2021-2023

UKC CRCA Contracts with City of Cle Elum to move community recreation center forward

Conducted Feasibility Study to define what community wants and estimate the cost

Worked with the community to refine vision and cost estimates

2024

Construction documents are 75% complete and will be ready in early 2025

Completed studies of various governance structures and determined a Public Facilities District (PFD) would be best structure for public finance in our area

Obtained support of County, Rep Dent and Ybarra, and Sen Warnick to propose a change to Washington Law (RCW 35.57) that will allow for a PFD in Upper County

Proposed wording change to RCW 35.57 has been drafted by legislative staff. Draft bill is expected soon and will hopefully continue through the lawmaking process.

Why We Need a Public Facilities District

\$7B Assessed Value will support a construction bond

Construction of the Community Recreation Center (CRC) will require a bond issue that will be repaid with property tax revenues

Geographic boundary of PFD is the combination of Cle Elum-Rsoly and Easton School Districts

Flexible sales tax revenue to support operations

The CRC will have an annual operating deficit because the population of the service area is too small to generate enough membership revenue to cover expenses

Financing the operating deficit with sales taxes is more equitable than a property tax levy – roughly 40% of the sales tax revenue in the Upper County is generated by non-residents

A PFD is the ONLY financing option that allows for sales, lodging, and/or other taxes.

The Plan for 2025

Strategy Task	Govt Stakeholder Involvement	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Change RCW 35.57														
Finish and file bill	Review and give feedback	!	!											
Obtain and submit letters of support from governments, individuals	Review and approve	!	!											
Identify all who can benefit/lobby														
Lobby														
Bill signed into law by governor and new law takes effect														
Obtain State Approval of PFD														
Identify, vet, schedule consultant to prepare documentation														
Prepare and submit Feasibility Review documents to Dept of Commerce														
Receive State approval														
Local Formation of PFD														
Identify probable PFD Board members	Identify candidates (elected) and at large reps	!	!											
Obtain approval from County, Cle Elum, Roslyn, South Cle Elum	Combined council meeting for public discussion	!	!											
Draft and sign interlocal agreements	Review, feedback, approve	!	!											
Conduct first official board meeting after PFD law takes effect														
Complete construction docs and finalize cost estimates														
PFD - Submit resolutions for Nov election														
Quantify bond ask														
Draft and submit documentation to County														
PFD runs bond and sales tax measure campaign														
Prepare plan and budget														
Prepare marketing materials														
Conduct activities including community event														
Election														
UKC CRCA Fundraising														
Conduct local fundraising event														
Obtain commitments from major private donors														
Obtain commitments from govt entities	Review and consider													
Define amount to bond														

We Need Your Help

December

Review the RCW language changes and the draft bill. Provide feedback, if applicable

January

Review/approve/submit draft letters of support for the proposed change to RCW 35.57

Sign interlocal agreement

Identify one representative for PFD Board

Attend the multi-jurisdictional meeting of the involved parties to publicly discuss PFD (after Bill has dropped)

AN ACT Relating to public facility districts;

1 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

2

3 **Sec. 1.** RCW 35.57.010 and 2023 c 218 s 1 are each amended to
4 read as follows:

5 (1) (a) The legislative authority of any town or city located in
6 a county with a population of less than one million may create a
7 public facilities district.

8 (b) The legislative authorities of any contiguous group of towns
9 or cities located in a county or counties each with a population of
10 less than one million may enter an agreement under chapter 39.34 RCW
11 for the creation and joint operation of a public facilities
12 district.

13 (c) The legislative authority of any town or city, or any
14 contiguous group of towns or cities, located in a county with a
15 population of less than one million and the legislative authority of
16 a contiguous county, or the legislative authority of the county or
17 counties in which the towns or cities are located, may enter into an
18 agreement under chapter 39.34 RCW for the creation and joint
19 operation of a public facilities district.

1 (d) The legislative authority of a city located in a county with
2 a population greater than one million may create a public facilities
3 district, when the city has a total population of less than one
4 hundred fifteen thousand but greater than eighty thousand and
5 commences construction of a regional center prior to July 1, 2008.

6 (e) At least three contiguous towns or cities with a combined
7 population of at least one hundred sixty thousand, each of which
8 previously created a public facilities district under (a) of this
9 subsection, may create an additional public facilities district. The
10 previously created districts may continue their full corporate
11 existence and activities notwithstanding the creation and existence
12 of the additional district within the same geographic area.

13 (f) The legislative authority of two or more contiguous towns or
14 cities or the legislative authority of two or more contiguous towns
15 or cities and the legislative authority of the county or counties in
16 which the towns or cities are located, each of which participated in
17 the creation of a public facilities district under (c) of this
18 subsection, may create an additional public facilities district. Any
19 previously created district may continue its full corporate
20 existence and activities notwithstanding the creation and existence
21 of an additional district within the same geographic area. A public
22 facilities district formed under this subsection (1)(f) must be
23 created prior to July 1, 2026. The creation of a public facilities
24 district under this subsection does not require all of the original
25 participating towns, cities, or counties that created a public
26 facilities district under (c) of this subsection to participate in
27 the formation of the additional public facilities district under
28 this subsection.

29 (2)(a) A public facilities district is coextensive with the
30 boundaries of the city or town or contiguous group of cities or
31 towns that created the district.

32 (b) A public facilities district created by an agreement between
33 a town or city, or a contiguous group of towns or cities, and a
34 contiguous county or the county in which they are located, is

1 coextensive with the boundaries of the towns or cities, and the
2 boundaries of the county or counties as to the unincorporated areas
3 of the county or counties, unless the agreement provides for only a
4 portion of the unincorporated areas of the county or counties be
5 included within the district, in which case only the designated
6 portions are included. The boundaries do not include incorporated
7 towns or cities that are not parties to the agreement for the
8 creation and joint operation of the district.

9 (3) (a) A public facilities district created by a single city or
10 town shall be governed by a board of directors consisting of five
11 members selected as follows: (i) Two members appointed by the
12 legislative authority of the city or town; and (ii) three members
13 appointed by legislative authority based on recommendations from
14 local organizations. The members appointed under (a) (i) of this
15 subsection, shall not be members of the legislative authority of the
16 city or town. The members appointed under (a) (ii) of this
17 subsection, must be based on recommendations received from local
18 organizations that may include, but are not limited to, the local
19 chamber of commerce, local economic development council, and local
20 labor council. The members shall serve four-year terms. Of the
21 initial members, one must be appointed for a one-year term, one must
22 be appointed for a two-year term, one must be appointed for a three-
23 year term, and the remainder must be appointed for four-year terms.

24 (b) A public facilities district created by a contiguous group
25 of cities and towns must be governed by a board of directors
26 consisting of seven members selected as follows: (i) Three members
27 appointed by the legislative authorities of the cities and towns;
28 and (ii) four members appointed by the legislative authorities of
29 the cities and towns based on recommendations from local
30 organizations. The members appointed under (b) (i) of this subsection
31 shall not be members of the legislative authorities of the cities
32 and towns. The members appointed under (b) (ii) of this subsection,
33 must be based on recommendations received from local organizations
34 that include, but are not limited to, the local chamber of commerce,

1 local economic development council, local labor council, and a
2 neighborhood organization that is directly affected by the location
3 of the regional center in their area. The members of the board of
4 directors must be appointed in accordance with the terms of the
5 agreement under chapter 39.34 RCW for the joint operation of the
6 district and shall serve four-year terms. Of the initial members,
7 one must be appointed for a one-year term, one must be appointed for
8 a two-year term, one must be appointed for a three-year term, and
9 the remainder must be appointed for four-year terms.

10 (c) (i) A public facilities district created by a town or city,
11 or a contiguous group of towns or cities, and a contiguous county or
12 the county or counties in which they are located that includes the
13 entirety of the county or counties within the boundary of the
14 district, must be governed by a board of directors consisting of
15 seven members selected as follows: (i) Three members appointed by
16 the legislative authorities of the cities, towns, and county; and
17 (ii) four members appointed by the legislative authorities of the
18 cities, towns, and county based on recommendations from local
19 organizations. The members appointed under (c) (i) of this subsection
20 shall not be members of the legislative authorities of the cities,
21 towns, or county. The members appointed under (c) (ii) of this
22 subsection must be based on recommendations received from local
23 organizations that include, but are not limited to, the local
24 chamber of commerce, the local economic development council, the
25 local labor council, and a neighborhood organization that is
26 directly affected by the location of the regional center in their
27 area. The members of the board of directors must be appointed in
28 accordance with the terms of the agreement under chapter 39.34 RCW
29 for the joint operation of the district and shall serve four-year
30 terms. Of the initial members, one must be appointed for a one-year
31 term, one must be appointed for a two-year term, one must be
32 appointed for a three-year term, and the remainder must be appointed
33 for four-year terms.

34

1 (ii) A public facilities district created by a town or city, or
2 a contiguous group of towns or cities, and a contiguous county or
3 the county or counties in which they are located that includes less
4 than the entirety of the unincorporated county or counties within
5 the boundaries of the district, must be governed by a board of
6 directors consisting of a minimum of seven members selected as
7 follows: (A) Each city, town, or county's legislative authority may
8 appoint one elected official from its jurisdiction; and (B) four
9 members appointed by the legislative authorities of the cities,
10 towns, and county based on recommendations from local organizations.
11 The members appointed under (c) (ii) (B) of this subsection must be
12 based on recommendations received from local organizations that
13 include, but are not limited to, the local chamber of commerce, the
14 local economic development council, the local labor council, and a
15 neighborhood organization that is directly affected by the location
16 of the regional center in their area. The members of the board of
17 directors must be appointed in accordance with the terms of the
18 agreement under chapter 39.34 RCW for the joint operation of the
19 district and shall serve four-year terms. Of the initial members,
20 one must be appointed for a one-year term, one must be appointed for
21 a two-year term, one must be appointed for a three-year term, and
22 the remainder must be appointed for four-year terms.

23 (d) (i) A public facilities district created under subsection
24 (1) (e) of this section must provide, in the agreement providing for
25 its creation and operation, that the district must be governed by an
26 odd-numbered board of directors of not more than nine members who
27 are also members of the legislative authorities that created the
28 public facilities district or of the governing boards of the public
29 facilities districts previously created by those legislative
30 authorities, or both.

31 (ii) A board of directors formed under this subsection must have
32 an equal number of members representing each city or town
33 participating in the public facilities district. If there are
34 unfilled board member positions after each city or town has

1 appointed an equal number of board members, the members so appointed
2 must appoint a number of additional board members necessary to fill
3 any remaining positions. For a board formed under this subsection to
4 submit a proposition to the voters under RCW 82.14.048, a majority
5 of the members representing or appointed by each legislative
6 authority participating in the public facilities district must agree
7 to submit the proposition to the voters.

8 (4) A public facilities district is a municipal corporation, an
9 independent taxing "authority" within the meaning of Article VII,
10 section 1 of the state Constitution, and a "taxing district" within
11 the meaning of Article VII, section 2 of the state Constitution.

12 (5) A public facilities district constitutes a body corporate
13 and possesses all the usual powers of a corporation for public
14 purposes as well as all other powers that may now or hereafter be
15 specifically conferred by statute including, but not limited to, the
16 authority to hire employees, staff, and services, to enter into
17 contracts, and to sue and be sued.

18 (6) A public facilities district may acquire and transfer real
19 and personal property by lease, sublease, purchase, or sale. No
20 direct or collateral attack on any public facilities district
21 purported to be authorized or created in conformance with this
22 chapter may be commenced more than thirty days after creation by the
23 city and/or county legislative authority.

24 (7) If a county or counties participated in the creation of a
25 public facilities district under this chapter, the treasurer of the
26 county in which the largest proportion of the district is located
27 shall serve at the ex officio treasurer of the district, unless the
28 board of the public facilities districts designates the treasurer of
29 a city or town that participated in the creation of the public
30 facilities district or other person having the necessary experience
31 and qualifications to perform the duties of treasurer. Such a
32 treasurer possesses all of the powers, responsibilities, and duties
33 of, and is subject to the same restrictions as provided by law for,
34 a county treasurer with regard to district financial matters. Such

1 treasurer must be bonded for not less than twenty-five thousand
2 dollars.

3
4 **Sec. 2.** RCW 36.100.010 and 2010 1st sp.s. c 15 s 2 are each
5 amended to read as follows:

6
7 (1) One or more public facilities districts may be created in
8 any county and must be coextensive with the boundaries of the
9 county.

10 (2) A public facilities district is created upon adoption of a
11 resolution providing for the creation of such a district by the
12 county legislative authority in which the proposed district is
13 located.

14 (3) A public facilities district is a municipal corporation, an
15 independent taxing "authority" within the meaning of Article VII,
16 section 1 of the state Constitution, and a "taxing district" within
17 the meaning of Article VII, section 2 of the state Constitution.

18 (4) Except as provided in RCW 36.100.040 (4) and (5), no taxes
19 authorized under this chapter may be assessed or levied unless a
20 majority of the voters of the public facilities district has
21 approved such tax at a general or special election. A single ballot
22 proposition may both validate the imposition of the sales and use
23 tax under RCW 82.14.048 and the excise tax under RCW 36.100.040(1).

24 (5)(a) A public facilities district constitutes a body corporate
25 and possesses all the usual powers of a corporation for public
26 purposes as well as all other powers that may now or hereafter be
27 specifically conferred by statute, including, but not limited to,
28 the authority to hire employees, staff, and services, to enter into
29 contracts, including contracts with public and private parties, to
30 acquire, own, sell, transfer, lease, and otherwise acquire or
31 dispose of property, to grant concessions under terms approved by
32 the public facilities district, and to sue and be sued.

33 (b) A public facilities district created by a county with a
34 population of one million five hundred thousand or more to acquire,

1 own, and operate a convention and trade center transferred from a
2 public nonprofit corporation may continue to contract with the
3 Seattle-King county convention and visitors' bureau or its successor
4 in interest for marketing the convention and trade center facility
5 and services.

6 (6) A public facilities district may enter into contracts with a
7 county for the purpose of exercising any powers of a community
8 renewal agency under chapter 35.81 RCW.

9 (7) The legislative authority of a city or county, the board of
10 directors of a public nonprofit corporation, or the state of
11 Washington may transfer property to a public facilities district
12 created under this chapter, with or without consideration. No
13 property that is encumbered with debt or that is in need of major
14 capital renovation may be transferred to the district without the
15 agreement of the district and revenues adequate to retire the
16 existing indebtedness.

17 (8) A public facilities district may enter into agreements with
18 the state, any municipal corporation, or any other governmental
19 entity for the design, financing, acquisition, development,
20 construction, reconstruction, lease, remodeling, alteration,
21 maintenance, equipping, reequipping, repair, operation, or
22 management of one or more facilities of the parties thereto.
23 Agreements may provide that any party to the contract designs,
24 finances, acquires, develops, constructs, reconstructs, remodels,
25 alters, maintains, equips, reequips, repairs, and operates one or
26 more facilities for the other party or parties to the contract. A
27 public facilities district may enter into an agreement with the
28 state, any municipal corporation, or other public or private entity
29 that will assist a public facilities district in the financing of
30 all or any part of a district facility on such terms as may be
31 determined by agreement between the respective parties, including
32 without limitation by a loan, guaranty, or other financing
33 agreement.

34

1 (9) Nothing in this chapter prohibits a county from
2 participating in the creation and operation of a public facilities
3 district as provided for in chapter 35.57 RCW.

4
5
6
7

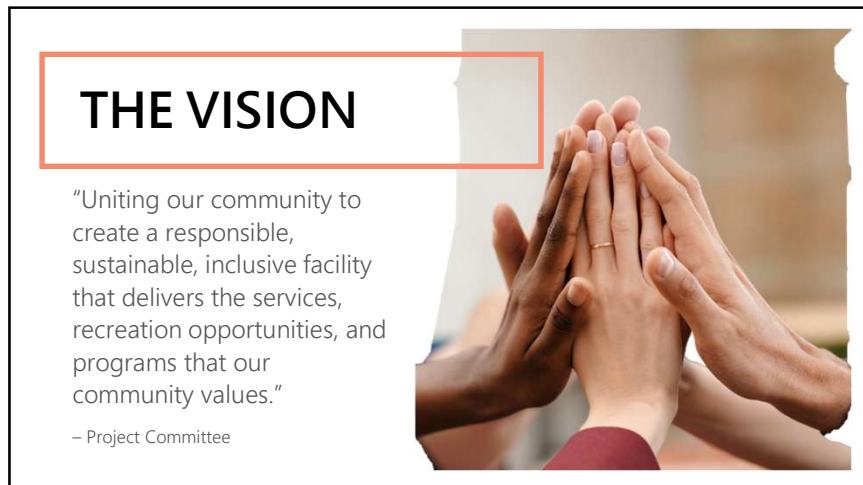
8 --- END ---
9



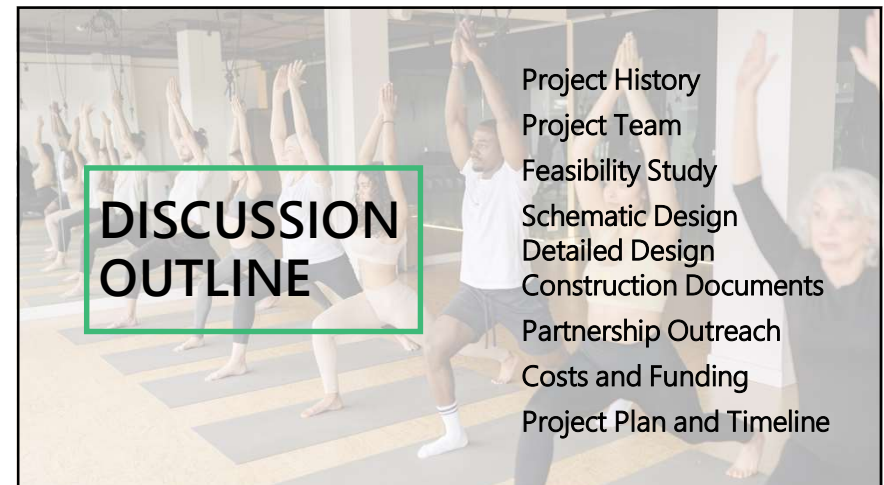
1



3



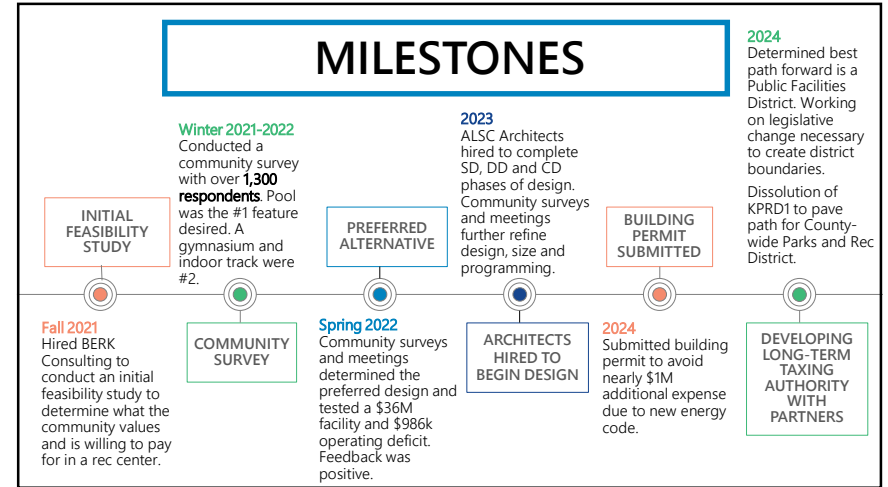
2



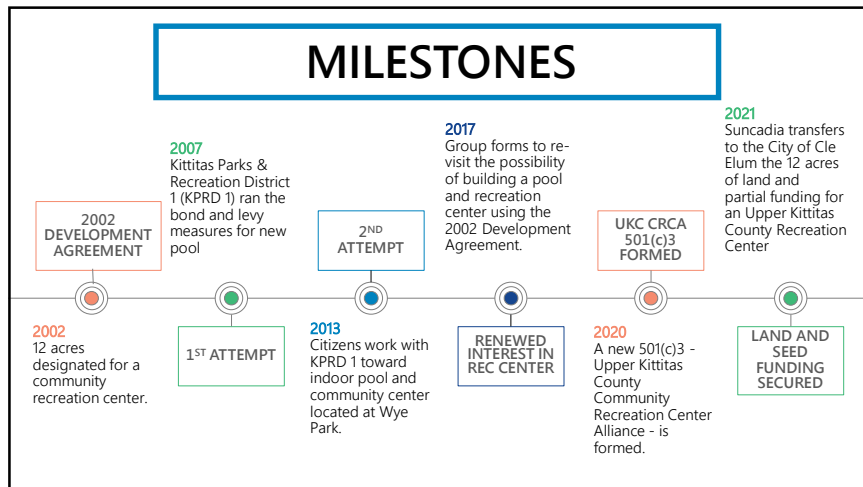
4



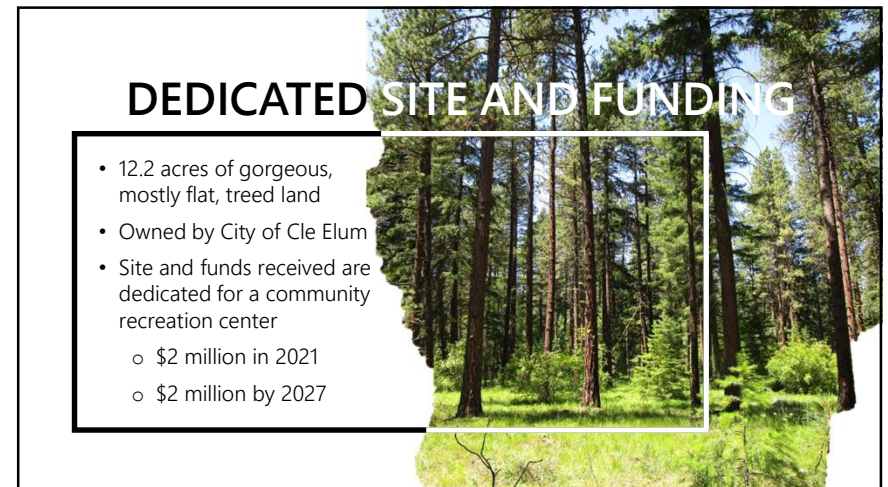
5



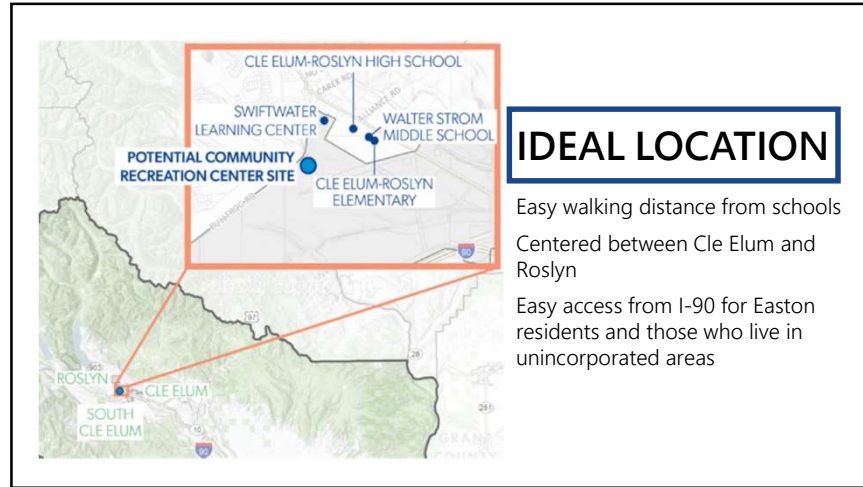
7



6



8



9



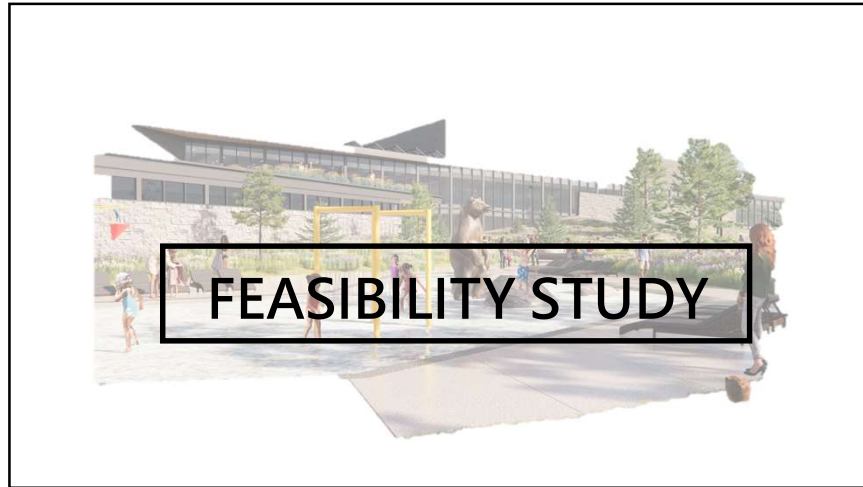
11



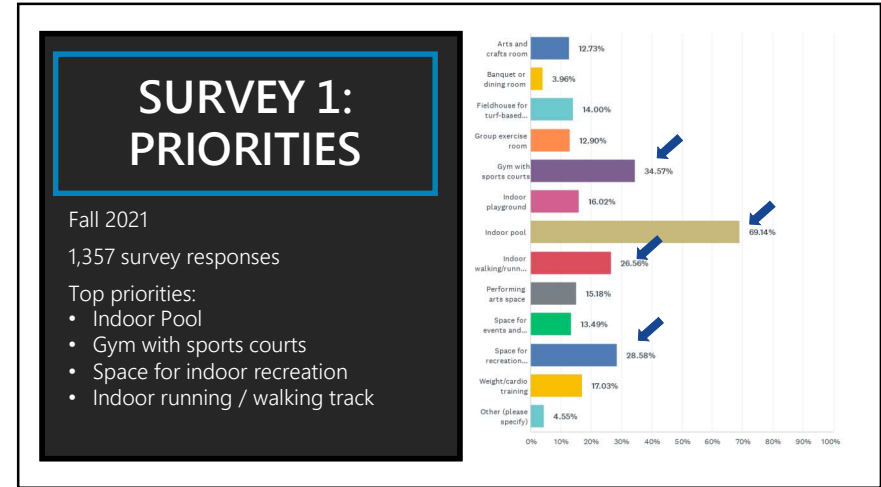
10



12



13



15

FEASIBILITY STUDY GOALS

Analyze the market

Establish community's top priorities

Assess community willingness to help pay

Define preferred option and estimated costs

14

Option A - \$24M

- 4 lane pool + rec area
- Gymnasium with 1 court
- Multi-purpose room

Option B - \$34M

Option A amenities +

- 2nd multi-purpose room
- Indoor track
- Outdoor splash pad
- Covered turf field

Option C - \$44M

Option A and B amenities +

- 4 acres developed outdoors

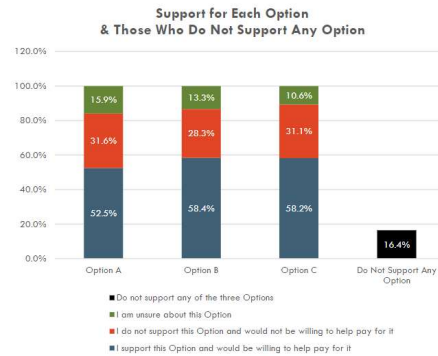
SURVEY 2: FACILITY OPTIONS

16

SURVEY 2: LEVEL OF SUPPORT

More than 58% of respondents supported option B or C and would be willing to pay for it

Only 16.4% of respondents did not support any of the options



Over 80% of survey respondents SUPPORTED at least one facility option, including funding model

17

SCHEMATIC DESIGN DETAILED DESIGN CONSTRUCTION DOCUMENTS

19

PREFERRED OPTION

Based on Survey 2 feedback in Spring 2022

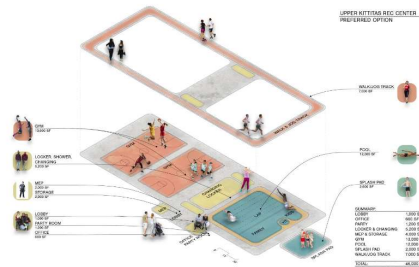
The feasibility study recommended a 46,000 sf facility with:

- 12,000 sf pool
- 2,000 sf outdoor splashpad
- Gymnasium with 2 courts
- Running/walking track
- Multipurpose and storage spaces

Capital Cost: **\$36.6M**

Operating Subsidy: **\$981k**

Total cost per \$1000 assessed value: **\$.56**
 (\$.35 capital + \$.21 operating)



18

SCHEMATIC DESIGN FACILITY SIZE AND LAYOUT REFINED

Facility changes were made based on:

- Community feedback (in-person and virtual meetings, surveys)
- Refinement of cost data
- Adopting best practices
- Project committee study sessions

	Feasibility Study	Schematic Design
Facility Size (sq ft)	44,000	55,470
Total Cost	\$38.7M	\$50.9M
Interest Rate on Bonds	3.5%	5%
Project Cost per square foot	\$879	\$918
Total Grants and Fundraising	\$10M	\$11.3M
AV of Taxing District	\$5B	\$7B
Capital Levy Rate	\$0.35	\$0.39

20

DETAILED DESIGN

- Floor plan, interior and exterior finishes refined
- Materials, floors, surfaces, paint colors, selected
- Character comes to life



21

PARTNERSHIP OUTREACH



23

CONSTRUCTION DOCUMENTS

- 60% Complete
- Recently obtained funding from partners to help us get to the finish line:
 - \$125,000 Kittitas County
 - \$75,000 City of Cle Elum
 - \$10,000 Suncadia Fund for Community Enhancement
 - 35% of annual lodging tax revenues commitment from City of Cle Elum
 - Working on securing \$231k to finish CDs, City of Cle Elum Plan Review and Hearing Examiner Process

22

LOCAL SCHOOLS



Opportunity to share
groundskeeping and
facilities teams

Will partner on
programming
opportunities and
facility rental

Not likely to bring
capital investment
funds

24

OTHER PARTNERS

- KPRD1
- Kittitas County
- City of Ellensburg
- State of Washington
- Yakima YMCA
- Suncadia
- Puget Sound Energy
- Yakama Nation
- HopeSource
- Mountains to Sound Greenway



25

COSTS AND FUNDING



27



Talking to Kittitas Valley Healthcare to add an additional 7,500 sq ft for physical and occupational therapy

Expands appeal to more users

Can add the square footage after facility is built if we are not able to move at the same pace through the decision-making process

PHYSICAL THERAPY WITH



26

FACILITY SPACE ALLOCATION

AREA NAME/SPACE	Feasibility Study		Schematic Design	
	Area	QTY	Area	QTY
1.0 Administration				
1.1 Admin Office	1,000	1	1,000	1
1.2 Admin Office	1,000	1	1,000	1
1.3 Staff Rest Room	600	1	600	1
			3,600	3
2.0 Community Spaces				
2.1 Community Room	1,000	1	1,000	1
2.2 Community Room	1,000	1	1,000	1
2.3 Community Room	1,000	1	1,000	1
2.4 Community Room	1,000	1	1,000	1
			4,000	4
3.0 Lobby				
3.1 Lobby / Lounge / Check-in	1,000	1	1,000	1
			1,000	1
4.0 Fitness				
4.1 Gymnasium	10,000	1	10,000	1
4.2 Fitness Track	1,000	1	1,000	1
4.3 Fitness Track (2nd Floor)	1,000	1	1,000	1
4.4 Fitness Track (3rd Floor)	1,000	1	1,000	1
4.5 Fitness Center	1,000	1	1,000	1
4.6 Fitness Center	1,000	1	1,000	1
4.7 Fitness Center	1,000	1	1,000	1
			15,000	15
5.0 Locker Rooms				
5.1 Adult Locker Rooms - Men	1,000	1	1,000	1
5.2 Adult Locker Rooms - Women	1,000	1	1,000	1
5.3 Universal Locker Rooms	1,000	1	1,000	1
			3,000	3
6.0 Aquatics Center				
6.1 Lap Pool - 8 Lane	10,000	1	10,000	1
6.2 Lap Pool Deck	1,000	1	1,000	1
6.3 Hot Tub	1,000	1	1,000	1
6.4 Hot Tub Deck	1,000	1	1,000	1
6.5 Hot Tub Deck	1,000	1	1,000	1
6.6 Hot Tub Deck	1,000	1	1,000	1
6.7 Hot Tub Deck	1,000	1	1,000	1
6.8 Hot Tub Deck	1,000	1	1,000	1
6.9 Hot Tub Deck	1,000	1	1,000	1
6.10 Hot Tub Deck	1,000	1	1,000	1
			15,000	15
7.0 Total Facility Space				
			46,600	46
8.0 Unprogrammed Space				
8.1 Unprogrammed Space (10%)	1,000	1	1,000	1
8.2 Unprogrammed Space (10%)	1,000	1	1,000	1
8.3 Unprogrammed Space (10%)	1,000	1	1,000	1
8.4 Unprogrammed Space (10%)	1,000	1	1,000	1
			4,000	4
Total			50,600	50

28

CAPITAL COST BREAKDOWN

Total Building Area		55,470 square feet
Building Costs	\$	28,946,780.00
Site Development Costs	\$	4,046,713.00
Contingency 10% (8% @ S.D.)	\$	2,639,479.00
Escalation 10% (5.95% @ S.D.)	\$	1,963,113.00
<i>Total Project Construction Costs</i>	<i>\$</i>	<i>37,596,085.00</i>
Soft Costs 30%	\$	11,278,825.50
Total Project Costs	\$	48,874,910.50

29

FUNDRAISING TARGET: \$8-11M

Federal Funds: \$2-6 million

State of Washington: \$2-5 million

Private Foundations: \$2-4 million

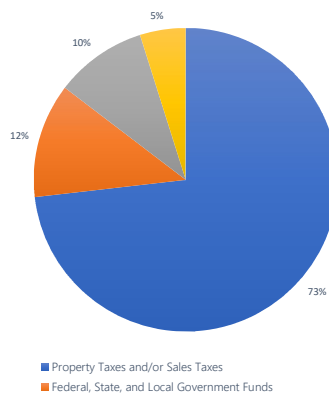
Businesses/Individuals: \$2-3 million

\$6.1 million already received or committed!

- \$100,000 (unsolicited donation)
- \$2M from Suncadia/Sun Communities
- Another \$2M committed by Sun Communities
- \$2M committed by Hein Legacy Foundation

31

SOURCES OF CAPITAL



CAPITAL FUNDRAISING PLAN

- Requires substantial taxpayer support
- Targeting \$8 to \$11 million in non-tax-based funding

30

OPERATING BUDGET

Expenses	% of Total	Revenues	% of Total
Full-time personnel	27%	Annual & monthly memberships	41%
Part-time personnel	48%	Daily admissions; 10-visit passes	18%
Utilities, water/sewer	9%	Facility and aquatic rentals	8%
Maintenance and other supplies	6%	Fitness/general programs	23%
Insurance, contract services, other	7%	Aquatic programs	6%
Capital replacement fund	3%	Other	4%
Total operating expenses	\$1,966	Total revenues	\$963

Operating Subsidy (expenses not covered by revenues)

(\$1,000,000)

Recovery Rate (portion of expenses covered by revenues)

49%

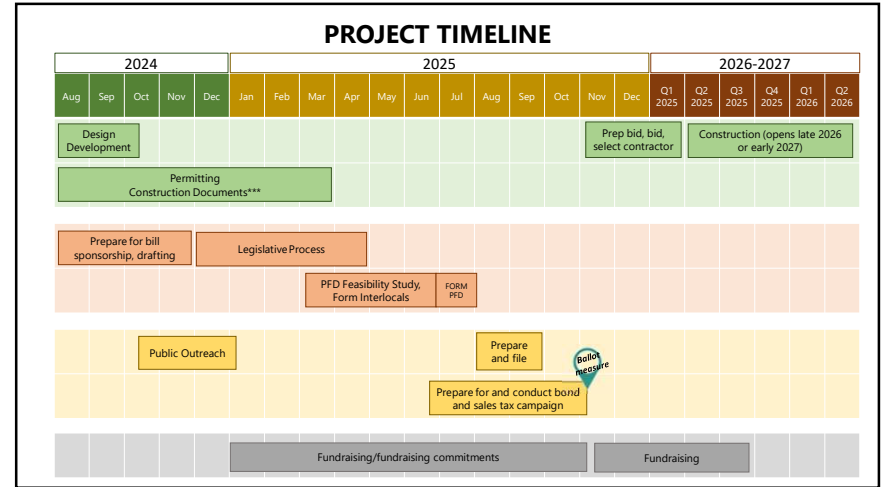
Financial Notes:

1. As population of upper Kittitas County increases, recovery rate is expected to increase.
 2. A detailed Excel model has been prepared by Ballard+King, allowing "what-if" modeling of user fees, number of members, hours of operation, etc.
- The above is a summary of the model.

32



33



35



34



36



37

Territorial Extent

	Public Facilities District (City)	Public Facilities District (County)	Parks and Recreation District	Metropolitan Parks District
<i>State Law</i>	35.57.010	36.100	36.69	35.61
	Link Cities and County by agreement	County	Cities and County by agreement	Cities and County by agreement
Advantages to project	+ Includes the territorial extent to achieve the strategic target area for AV and use. Currently too broad (see challenges).	+ Includes the territorial extent to achieve the strategic target area for AV and use. Currently too broad (see challenges).	+ Includes the ability to create improvement districts which would allow the carve out of the strategic target area for AV and use	+ Includes the exact territorial extent to achieve the strategic target area for AV and use
Challenges to project	- State law defines boundary of county as "coextensive" . We cannot include all of Kittitas County in the territorial extent we are targeting.	- State law defines boundary of county as "coextensive" . We cannot include all of Kittitas County in the territorial extent we are targeting.		

TAXING DISTRICT SOLUTIONS

39

Revenue Types

	Public Facilities District (City)	Public Facilities District (County)	Parks and Recreation District	Metropolitan Parks District
<i>State Law</i>	35.57.010	36.100	36.69	35.61
	Bonds Sales Tax Parking Fees, Lodging Tax	Bonds Sales Tax Parking Fees, Lodging Tax	Bonds Property Tax Levy Charges, fees	Bonds Property Tax Levy
Advantages to project	+ adequate AV to construct facility + .02% sales tax more than covers operational deficit + .02% sales tax is a simple majority vote to pass + .02% sales tax burden is disproportionately shared by non-residents (est. 40%)	+ adequate AV to construct facility + .02% sales tax more than covers operational deficit + .02% sales tax is a simple majority vote to pass + .02% sales tax burden is disproportionately shared by non-residents (est. 40%)	+ adequate AV to construct facility + property tax levy can cover operational deficit	+ adequate AV to construct facility + property tax levy can cover operational deficit + property tax levy can be permanent
Challenges to project	- Bond votes have a supermajority and voter turnout threshold 	- Bond votes have a supermajority and voter turnout threshold 	- Bond vote and levy both have a supermajority and voter turnout threshold - Re-run levy every 5 years	- Bond vote and levy both have a supermajority and voter turnout threshold - If not permanent, re-run levy every 5 years

TAXING DISTRICT SOLUTIONS

38

	Public Facilities District (City)	Public Facilities District (County)	Parks and Recreation District	Metropolitan Parks District
<i>State Law</i>	35.57.010	36.100	36.69	35.61
Formulation				
	Legislative Authority – councilmatic action	Legislative Authority – councilmatic action	Resolution and Voter Approval	Resolution and Voter Approval
Advantages	+ Simple act of government to create the district. Taxes must be approved by voters. + Expedient, helps our timeline.	+ Simple act of government to create the district. Taxes must be approved by voters. + Expedient, helps our timeline.		
Challenges			- Adds risk, extends timeline.	- Adds risk, extends timeline.
Governance				
	Board of Directors	Board of Directors	Commissioners	Commissioners
Advantages	+ Appointed Directors support long-term project stability + Allows Cities and County to remain connected "at arms length"	+ Appointed Directors support long-term project stability + Allows Cities and County to remain connected "at arms length"		
Challenges			- Elected commissioners adds risk	- Elected commissioners adds risk

TAXING DISTRICT SOLUTIONS

40

Agency: Cle Elum

County: Kittitas

MPO/RTPO: Quad-Co RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes
07		Signalized Intersection Safety Improvements at W First St and Hartwig Blvd W First St and Hartwig Blvd W First St to Hartwig Blvd Install signal upgrades including protected/permitted left turn phasing, radar detection, visibility enhancements, storm drainage, ADA upgrades, and miscellaneous improvements.	WA-16322					21	

Funding

Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds
S	PE	2025	HSIP	40,000		0	0
S	CN	2025	HSIP	293,000		0	0
Totals				333,000		0	0

Expenditure Schedule

Phase	1st	2nd	3rd	4th	5th & 6th
PE	40,000	0	0	0	0
CN	293,000	0	0	0	0
Totals	333,000	0	0	0	0

CITY OF CLE ELUM
Regional Water

**AGENDA STAFF
REPORT**

AGENDA DATE: 12/10/2024

ACTION REQUESTED: Recommend to the City Council to authorize Veolia Water to move forward with the quote from Yakima Air Compressor in the amount of \$11,037.50 to replace the Fish Screen Compressor at the river intake.

BACKGROUND: On October 22, 2024 the Ingersol – Rand rotary screw air compressor had a failure that resulted in the compressor overheating and ultimately catching on fire.

The compressor is used to supply high pressure air to the submerged fish screens for screen cleaning purposes. This air purge system is used during the winter to clean the screen and prevent line freezing, the system is also used periodically in the summer (late July to early June) to clean the screens when the cottonwood trees are in bloom. The cottonwood seed adheres to the screens and blocks the flow of water into the intake triggering low water shutdown alarms which in turn shutdown the intake pumps and the water plant.

The loss was turned over to the City’s insurance carrier for possible coverage under a property loss coverage, the claim was denied as replacement costs did not exceed the property insurance deductible of \$25,000.

Due to the age of the compressor (20+ years old) parts are no longer available either from the manufacturer (Ingersol – Rand) or an aftermarket outlet to repair this unit.

RECOMMENDATION: Recommend to the City Council to authorize Veolia Water to move forward with the quote from Yakima Air Compressor in the amount of \$11,037.50 to replace the Fish Screen Compressor at the river intake. Quote includes freight, labor, miscellaneous plumbing parts to connect to existing plumbing and sales tax.

ATTACHMENTS: Yakima Air Compressor & Equipment, Inc.
Cle Elum Fire Department Report dated 10/22/2024.

LEAD STAFF: William La Rue, Veolia Water Project Manager

YAKIMA AIR COMPRESSOR & EQUIPMENT, INC.2535 SO. 12 AVE.
UNION GAP, WA 98903-1260

Voice: 509-453-5059

Fax: 509-453-1363

SALES ORDERSales Order Number: 7393
Sales Order Date: Nov 15, 2024
Ship By: Nov 15, 2024
Page: 1**To:**VEOLIA WATER
500 OWENS RD
CLE ELUM, WA 98922**Ship To:**VEOLIA WATER
500 OWENS RD
CLE ELUM, WA 98922

Customer ID	PO Number	Sales Rep Name
VEOLIA WATER	WILLIAM	
Customer Contact	Shipping Method	Payment Terms
	UPS Ground	Net 30 Days

Quantity	Item	Description	Unit Price	Amount
1.00	MISC	CHICAGO PNEUMATIC RCP-C20 DUPLEX, 2X 10HP PUMPS, 35 CFM EACH AT 175 PSI, TOTAL 70 CFM	9,900.00	9,900.00
128.00	MILEAGE	MILEAGE	1.25	160.00
6.50	L2	OUTSIDE SERVICE - LABOR	135.00	877.50
1.00	MISC	MISC. HARDWARE, FITTINGS, ETC.	100.00	100.00
		120 GAL. HORIZONTAL TANK, 2 MAG STARTERS, 2 PRESSURE SWITCHES, BUILT IN ALTERNATOR. FREIGHT ADDITIONAL WITH STAND ALONE ORDER. FREIGHT INCLUDED WITH Y.A.C. STOCK ORER. ASSUMES CUSTOMER HAS FORKLIFT, PROPER INCOMING POWER, AND PLUMBING AVAILABLE.		
Subtotal				11,037.50
Sales Tax				
Freight				0.00
TOTAL ORDER AMOUNT				11,037.50

Credit Card transactions may be
subject to a 2.5% fee.



Cle Elum Fire Department

Station: 51

Location:
**310 GRANT ST
CLE ELUM WA 98922
South cle elum way**

Lat/Long:
**N 47° 11' 23.69" W
120° 56' 39.89"**

Location Type: **1 - Street address**
Cross Street, Directions or National Grid:
South cle elum way

Incident Type:
**123 - Fire in portable building,
fixed location**

FDID: **19M01**
Incident #: **2024-0488**
Exposure ID: **82285789**
Exposure #: **0**
Incident Date: **10/22/2024**
Dispatch Run #: **K24-40778**

Report Completed by:	Mills , Ed L	ID: 5101	Date: 10/22/2024
Report Reviewed by:	Mills , Ed L	ID: 5101	Date: 10/22/2024
Report Printed by:	Mills, Ed L	ID: 5101	Date: 10/22/2024 Time: 15:37

Structure Type: Enclosed building	Property Use: 647 - Water utility		
Automatic Extinguishment System Present: ☐	Detectors Present: ☐	Cause of Ignition: Failure of equipment or heat source	
Aid Given or Received: Mutual aid received	Primary action taken: 12 - Salvage & overhaul		
Losses	Pre-Incident Values		
Property:	Property:	Civilian Injuries: 0	Fire Service Injuries: 0
Contents:	Contents:	Civilian Fatalities: 0	Fire Service Fatalities: 0
Total:	Total:	Total Casualties: 0	Total Fire Service Casualties: 0
Total # of apparatus on call: 2	Total # of personnel on call: 2		

Neighboring Agencies
Agency Name: District 6
Agency ID: 19d06
Agency Type: First Responder

Narrative from dispatch:
2024/10/22 10:06:39
051:
ADDTL RP/STEVE PH/253 839 5208 SMOKE ROLLING OUT FROM THE TOP, E END OF THE BLDG, BLUISH IN COLOR, NO FLAMES SEEN, RP ADV FIRE ON SCENE
2024/10/22 10:08:11
051:
ADDTL RP PH/509 201 6699, ADV THE PUMP STATION IS ON FIRE, NO CHEMICALS, JUST WATER PUMPS, AND AIR COMPRESSOR INSIDE, JUST SMOKE, NO FLAMES.

NARRATIVE (2)
Narrative Title: District 6 Narrative Author: Mills, Ed Narrative Date: 10/22/2024 14:34:33 Narrative Apparatus ID: n/a Narrative: E611 Four-man crew provided man power and coverage.

NARRATIVE (3)
Narrative Title: n/a Narrative Author: Mills, Ed Narrative Date: 10/22/2024 15:01:01 Narrative Apparatus ID: n/a Narrative: P: Got phone call of report of smoke in behind the water treatment building on south Cle Elum way. Correct address was 310 Grant. Arrived on scene to find heavy smoke no flames. Water department personal was on scene trying to call water department director. Made entry with key found room to have heavy smoke no current flames. Water department director by phone was able to relay that there were only water pumps and compressor in the building. A: Arrived on scene to see heavy smoke present no flames on 360 found water department personal on scene attempting to make entry. Established pump house command and asked for Kittcom to page out District 6 for additional resources. Made entry into two additional rooms with no smoke or fire. Opened room to start ventilation and waited for additional resources. S: Fire investigate if any fire or spread and need of extinguishment. Shut down running equipment if needed. Verified fire was out and ventilated building. Fire was contained to equipment of origin. Building was ventilated and turned back over to water department. T: Opened doors with keys from water department personal. ventilated with portable battery-operated fan. Compressor unit was only equipment damaged.

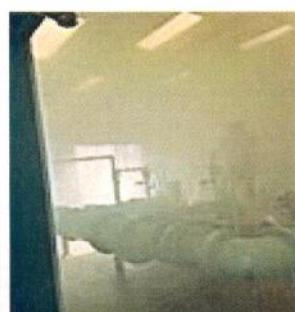
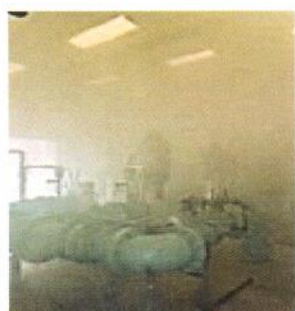
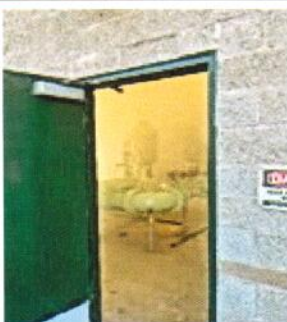
APPARATUS			
Fire Controlled Date / Time:		10/22/2024 10:18:58 AM	
Unit	B-521	Unit	E-511
Type:	Brush truck	Type:	Engine
Use:	Suppression	Use:	Suppression
Response Mode:	Lights and Sirens	Response Mode:	Lights and Sirens
# of People	1	# of People	1
Alarm	10 /22/2024 10:04:35	Alarm	10 /22/2024 10:04:35
Dispatched	10 /22/2024 10:04:38	Dispatched	10 /22/2024 10:07:08
Enroute	10 /22/2024 10:04:41	Enroute	10 /22/2024 10:15:09
Arrived	10 /22/2024 10:06:38	Arrived	10 /22/2024 10:17:54
Cancelled	-- / -- / -- -- : -- : --	Cancelled	-- / -- / -- -- : -- : --
Cleared Scene	10 /22/2024 11:14:53	Cleared Scene	10 /22/2024 11:14:53
In Quarters	-- / -- / -- -- : -- : --	In Quarters	-- / -- / -- -- : -- : --
In Service	10 /22/2024 11:14:53	In Service	10 /22/2024 11:14:53
Number Of People not on apparatus: 0			

FIRE			
Acres Burned	None or Less Than One	Acres Burn From Wildland Form	False
Area Of Fire Origin	Equipment or service area, other	Heat Source	Heat from powered equipment, other
Item First Ignited	Electrical wire, cable insulation	Fire Is Confined To Object Of Origin	TRUE
Type Of Material	Type of material first ignited, other	Cause Of Ignition	Failure of equipment or heat source
Factor Contributing To Ignition	Mechanical failure, malfunction, other		
Human Factors Contributing	None		
Equipment Involved In Ignition Flag	True	Equipment Involved	Air compressor
Equipment Power Source	Electrical, other	Equipment Portability	Stationary
Mobile Property Involve And Type	None	Mobile Property Type	

STRUCTURE FIRE			
Structure Type	Enclosed building	Building Status	Building status, other
# Of Stories At Above Grade	1	# Of Stories Below Grade	0
Square Feet	700	Length	
Width		Floor Of Origin	1
Fire Spread	Confined to object of origin		
Minor Damage	0	Significant Damage	0
Heavy Damage	0	Extreme Damage	0

CUSTOM FIELDS FORM	
Are apparatus dispatch times adjusted and correct?	Yes

INCIDENT IMAGES



PERSONNEL ON CALL

Name	Personnel Rank	Role(s)	Apparatus
Mills, Ed L	Chief of Department		B-521
Thompson, Kaylee M	Lieutenant/EMT		E-511

Member Making Report (Chief of Department Ed L Mills): _____

Incident Reviewer (Chief of Department Ed L Mills): _____

Date: December 3, 2024**Project No.:** 21241C**To:** City of Cle Elum
119 West First Street
Cle Elum, WA 98922**Attention:** Rob Omans
City Administrator**From:** Michael R. Heit, PE**Re:** Stafford Avenue Corridor Improvements
Services During Construction
Contract Supplemental Agreement No. 1

We are sending you the attached following items:

One (1) Contract Supplemental Agreement No. 1

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

Comment:

Rob,

Upon review and approval, please have the Mayor sign the attached Contract Supplemental Agreement No. 1 for the Stafford Avenue Corridor Improvements - Services During Construction project. Once executed, please scan, and email the fully executed agreement to mheit@hlacivil.com, and retain the original for your records.

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: 

Contract Supplemental Agreement

Supplemental Agreement No.: 1 HLA Project No.: 21241C	Organization and Address: HLA Engineering and Land Surveying, Inc. (HLA) 2803 River Road Yakima, WA 98902
CDBG Project No.: 21-62210-026	Execution Date of Supplement: December _____, 2024
Project Title: Stafford Avenue Corridor Improvements – Services During Construction	Original Amount Payable 5.4 Services During Construction: \$134,130
Revised Maximum Amount Payable 5.4 Services During Construction: \$180,000	Supplemental Agreement No. 1 5.4 Services During Construction: \$45,870

The City of Cle Elum, Washington desires to supplement the Agreement for Professional Services entered into with HLA Engineering and Land Surveying, Inc., and executed on December 13, 2021, with Supplemental Agreement No. 1. All provisions in the basic contract remain in effect except as expressly modified by this supplement.

REASON FOR SUPPLEMENTAL AGREEMENT NO. 1:

The City of Cle Elum's 2021 CDBG GENERAL PURPOSE GRANT for the Stafford Avenue Corridor Improvement Project included \$134,130 towards Construction Engineering. The Project was originally intended to be constructed in 2022, but with complications related to the City Heights development, the project will now be constructed in 2025, and as a result, project costs have risen. In recognition of the increased costs, an additional \$600,000 of grant funding was secured from the Department of Commerce and amended the CDBG GENERAL PURPOSE GRANT, which included a total of \$180,000 for Construction Engineering services associated with the project. The purpose of Supplemental Agreement No. 1 is to revise the Construction Engineering services amount from \$134,130 to \$180,000 as programmed in the amended CDBG GENERAL PURPOSE GRANT.

5.0 PROFESSIONAL FEES:

Supplemental Agreement No. 1 increases the maximum amount payable as listed below. The maximum amounts listed below may be revised only by written agreement of both parties.

5.3 Services During Construction

All work shall be performed on a time-spent basis at the normal hourly billing rates included in Exhibit A – Schedule of Hourly Rates of our General Services Agreement, plus reimbursement for direct non-salary expenses such as printing expenses, vehicle mileage, out-of-town travel costs, and outside consultants, for an estimated maximum fee of \$180,000.

If you concur with this supplement and agree to the changes as stated above, please sign the appropriate spaces below and return to this office for final action.

By: Michael T. Battle, PE, President

By: _____



Consultant Signature

City of Cle Elum Signature

12/3/2024

Date

Date



Important Reps and Certs Update [Show Details](#)

Jul 18, 2024



See All Alerts

Entity Validation [Show Details](#)

Nov 20, 2024



Home

Search

Data Bank

Data Services

Help



Core Data



Entity Registration

Core Data

Business Information

Entity Types

Financial Information

Taxpayer Information

Points of Contact

Assertions

Reps and Certs (FAR/DFARS)

Reps and Certs (Financial Assistance)

Exclusions

Responsibility / Qualification

Entity Reporting

HLA ENGINEERING AND LAND SURVEYING INC

Active Registration

Unique Entity ID
SDZDPKCU1NM8

CAGE/NCAGE
36NF7

Expiration Date
Mar 25, 2025

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)

Division Name
Hla Engineering And Land Surveying, Inc.

Congressional District
Washington 04

URL
www.hlacivil.com

Division Number
(blank)

State/Country of Incorporation
Washington, United States

Registration Dates

Activation Date
Mar 27, 2024

Initial Registration Date
Feb 21, 2005

Submission Date
Mar 25, 2024

Owner
Immediate Owner

CAGE
(blank)

Legal Business Name
(blank)

Entity Dates

Entity Start Date

Fiscal Year End Close Date

Highest Level Owner	(blank) (blank)	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 if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic

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

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	Name/Title of Individual
HLA Engineering and Land Surveying Inc	Executing Consent
	President
Address	Signature
2803 River Road, Yakima, WA 98902-6389	MICHAEL T BATTLE
United States	EIN
	*****7188
Type of Tax	
Applicable Federal Tax	
Tax Year (Most Recent Tax Year)	
2023	
TIN Consent Date	
Mar 25, 2024	

POINTS OF CONTACT

Accounts Receivable POC

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

Email

kbackes@hlacivil.co
m

Phone

509 966-7000

Fax

5099653800

Address

(blank)

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

Email

ladams@hlacivil.co
m

Phone

509 966-7000

Fax

5099653800

Address

2803 River Road
Yakima, Washington
98902-6389
United States**Alternate Point of Contact****Kelly L Hedrick, HR Manager**

Email

khedrick@hlacivil.co
m

Phone

509 966-7000

Fax

5099653800

Address

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

Feedback

Our Website[About This Site](#)[Our Community](#)[Release Notes](#)[System Alerts](#)**Policies**[Terms of Use](#)[Privacy Policy](#)[Restricted Data Use](#)[Freedom of Information Act](#)[Accessibility](#)**Our Partners**[Acquisition.gov](#)[USASpending.gov](#)[Grants.gov](#)[More Partners](#)**Customer Service**[Help](#)[Check Entity Status](#)[Federal Service Desk](#)[External Resources](#)[Contact](#)

12/3/24, 12:43 PM

SAM.gov

Active Registration

HLA ENGINEERING AND LAND SURVEYING INC

Unique Entity ID

SDZDPKCU1NM8

CAGE/NCAGE

36NF7

Expiration Date

Mar 25, 2025

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

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)
60

Worldwide

Annual Receipts (in accordance
with 13 CFR 121)
12000000

Number of Employees (in
accordance with 13 CFR 121)
60

Industry Specific

Barrels Capacity
(blank)

Megawatt Hours
(blank)

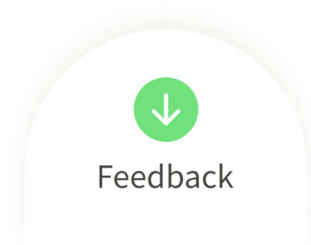
Total Assets
(blank)

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.



Our Website

- About This Site
- Our Community
- Release Notes
- System Alerts
- Policies
 - Terms of Use
 - Privacy Policy
 - Restricted Data Use

Our Partners

- Acquisition.gov
- USASpending.gov
- Grants.gov
- More Partners
- Customer Service
 - Help
 - Check Entity Status
 - Federal Service Desk

HLA ENGINEERING AND LAND SURVEYING INC

Unique Entity ID
SDZDPKCU1NM8

CAGE/NCAGE
36NF7

Expiration Date
Mar 25, 2025

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

Downloads
Download Reports

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

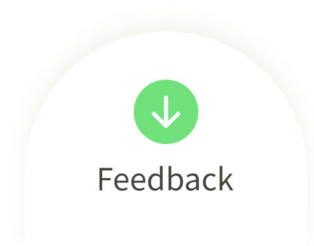
By Maintaining an active entity registration in SAM, the entity complied with requirements to report proceedings data in accordance with:

- 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 Dec 2022	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 MAR 2023	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 OCT 2022	Buy American Certificate
✓ FAR 52.225-4 OCT 2022	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



Our Website

[About This Site](#)

[Our Community](#)

[Release Notes](#)

[System Alerts](#)

Policies

[Terms of Use](#)

[Privacy Policy](#)

[Restricted Data Use](#)

[Freedom of Information Act](#)

[Accessibility](#)

Our Partners

[Acquisition.gov](#)

[USASpending.gov](#)

[Grants.gov](#)

[More Partners](#)

Customer Service

[Help](#)

[Check Entity Status](#)

[Federal Service Desk](#)

[External Resources](#)

[Contact](#)



WARNING

This is a U.S. General Services Administration Federal Government computer system that is **"FOR OFFICIAL USE ONLY."** This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.



Important Reps and Certs Update [Show Details](#)

Jul 18, 2024



See All Alerts

Entity Validation [Show Details](#)

Nov 20, 2024



Home

Search

Data Bank

Data Services

Help

<

Financial Assistance



Entity Registration

Core Data

Assertions

Reps and Certs (FAR/DFARS)

Reps and Certs (Financial Assistance)

Financial Assistance
Representation And
Certification

Exclusions

Responsibility / Qualification

Entity Reporting

Entity Information

HLA ENGINEERING AND
LAND SURVEYING INC

Active Registration

Unique Entity ID

SDZDPKCU1NM8

CAGE/NCAGE

36NF7

Expiration Date

Mar 25, 2025

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

Downloads

Download Reports

FINANCIAL ASSISTANCE REPRESENTATION AND CERTIFICATION

The Grants Certifications are a common set of certifications and representations required by Federal statutes or regulations in accordance with the grants guidance under Title 2 of the Code of Federal Regulations (2 CFR 200.208 Certifications and Representations). Those non-Federal entities who intend to apply for, or are already recipients of Federal grants or agreements, must read and agree to the corresponding certifications and representations. Registrants who reply yes to the following questions are required to keep these certifications and representations current, accurate, and complete as part of their entity registration.

Does **HLA ENGINEERING AND LAND SURVEYING INC** wish to apply for a Federal financial assistance project or program, or is **HLA ENGINEERING AND LAND SURVEYING INC** currently the recipient of funding under any Federal financial assistance project or program? **No**



Feedback

Our Website

[About This Site](#)[Our Community](#)

Our Partners

[Acquisition.gov](#)[USASpending.gov](#)



Important Reps and Certs Update [Show Details](#)

Jul 18, 2024



See All Alerts

Entity Validation [Show Details](#)

Nov 20, 2024



Home

Search

Data Bank

Data Services

Help

< Exclusions



Entity Registration

Exclusions

Active Exclusions

Responsibility / Qualification

Entity Reporting

Entity Information

HLA ENGINEERING AND
LAND SURVEYING INC

Active Registration

Unique Entity ID

CAGE/NCAGE

SDZDPKCU1NM8 36NF7

Expiration Date

Mar 25, 2025

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

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.



Feedback

Our Website

[About This Site](#)[Our Community](#)[Release Notes](#)[System Alerts](#)

Our Partners

[Acquisition.gov](#)[USASpending.gov](#)[Grants.gov](#)[More Partners](#)



Important Reps and Certs Update [Show Details](#)

Jul 18, 2024



See All Alerts

Entity Validation [Show Details](#)

Nov 20, 2024



Home

Search

Data Bank

Data Services

Help

<

Responsibility And Qualification



Entity Registration

Exclusions

Responsibility / Qualification

Exclusions

Proceedings

Other Responsibility & Integrity Information

Corporate Relationships

Entity Reporting

Entity Information

HLA ENGINEERING AND LAND SURVEYING INC

Active Registration

Unique Entity ID

CAGE/NCAGE

SDZDPKCU1NM8 36NF7

Expiration Date

Mar 25, 2025

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

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.

PROCEEDINGS

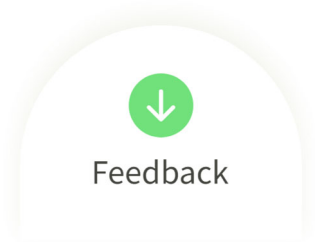
This entity is not required to report whether it has been the subject of any criminal, civil, or administrative proceedings related to federal contracts or grants.

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



Our Website

- About This Site
- Our Community
- Release Notes
- System Alerts

Policies

- Terms of Use
- Privacy Policy
- Restricted Data Use
- Freedom of Information Act
- Accessibility

Our Partners

- Acquisition.gov
- USASpending.gov
- Grants.gov
- More Partners

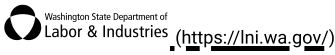
Customer Service

- Help
- Check Entity Status
- Federal Service Desk
- External Resources
- Contact



 WARNING

This is a U.S. General Services Administration Federal Government computer system that is **"FOR OFFICIAL USE ONLY."** This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.



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:

License Number:

Principal:

RCW: All

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

Penalty Due:

Wage Due:

Apply Filters Reset

[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

Date: December 2, 2024

Project No.: 20063E

To: City of Cle Elum
119 West First Street
Cle Elum, WA 98922

Attention: Rob Omans
City Administrator

From: Benjamin A. Annen, PE

Re: City Heights Development Review
Task Order No. 2024-07

We are sending you the attached following items:

One (1) Task Order No. 2024-07

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. 2024-07 for the City Heights Development Review project. Once executed, please scan, and email the fully executed agreement to bannen@hlacivil.com, and retain the original for your records.

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. 2024-07

REGARDING GENERAL AGREEMENT BETWEEN CITY OF CLE ELUM

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

PROJECT DESCRIPTION:

City Heights Development Review
HLA Project No. 20063E

The City seeks a professional services consultant to work as the "City Heights" development review engineer. The consultant shall be familiar with the City's municipal code, resolutions, regulations, policies, and the City Heights Development Agreement and related documents.

SCOPE OF SERVICES:

At the direction of the City, HLA shall provide professional engineering services to support the City's processing of the City Heights development. HLA services shall include the following:

1. Provide professional engineering services and support to the City's Development Review Team assigned to work on the City Heights project. The Development Review Team includes but is not necessarily limited to:
 - a. Mayor
 - b. City Administrator/Building Official
 - c. City Public Works Director
 - d. City Planning Staff and Consultants
 - e. City Attorney
 - f. Designated SEPA Official
2. Implement the requirements of the City Heights Development Agreement and related memorandum of understanding(s) (MOU) at the direction and supervision of the City's Development Review Team.
3. Attend meetings with City officials and staff upon their request to discuss the City's processing of the City Heights project and implementation of the City Heights Development Agreement and related MOUs.
4. Attend meetings with City and City Heights' staff to facilitate the efficient processing of Implementing Approval applications.
5. Review preliminary plat application(s) and accompanying materials, and provide comments to Planning Staff.
6. Incorporate review comments into Planning Staff's Consistency Determinations and other decisions required under the Development Agreement, including specific citations to the Development Agreement, City Heights Final Environmental Impact Statement, Cle Elum Municipal Code, or State or Federal law.
7. If a decision is appealed, attend and participate in any appeal hearing(s) as requested.
8. Provide construction observation and documentation of public facilities (roads, sanitary sewer, domestic water, stormwater, etc.) as constructed by City Heights.

9. Review final plat application(s) and accompanying materials, and provide comments to Planning Staff. If applicable, review bond documentation for uncompleted public facilities. Provide recommendations to Planning Staff on final plat processing.
10. Participate as requested in mediation and arbitration proceedings that may occur.
11. Participate as requested in City Council executive sessions that may occur.
12. Provide briefings as requested, to the Mayor and City Council.

EXCLUSIONS:

HLA's professional engineering services provided under this Task Order do not include professional planning services for the City Heights development. The City may retain one or more other consultants to provide professional planning services as it deems necessary. If the City requests HLA to perform planning services, it shall be by mutual written agreement.

TIME OF PERFORMANCE:

The term of this Agreement shall commence upon the effective date of this Agreement and shall expire on December 31, 2025. This Agreement may be extended by mutual written agreement of the Parties.

FEE FOR SERVICE:

For the services furnished by HLA as described under this Task Order, the CITY agrees to pay HLA 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, and out-of-town travel costs. Outside subconsultant's invoices shall be marked up by a factor of 1.10 times the subconsultant invoice.

Proposed:



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

12/2/2024

Date

Approved:

City of Cle Elum
Matthew Lundh, Mayor

Date



Important Reps and Certs Update [Show Details](#)
Jul 18, 2024



[See All Alerts](#)

Entity Validation [Show Details](#)
Nov 20, 2024



[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)

[<](#) **Core Data**



Entity Registration

Core Data

Business Information

Entity Types

Financial Information

Taxpayer Information

Points of Contact

Assertions

Reps and Certs (FAR/DFARS)

Reps and Certs (Financial Assistance)

Exclusions

Responsibility / Qualification

Entity Reporting

HLA ENGINEERING AND LAND SURVEYING INC

Active Registration

Unique Entity ID
SDZDPKCU1NM8

CAGE/NCAGE
36NF7

Expiration Date

Mar 25, 2025

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	Initial Registration Date
Mar 27, 2024	Feb 21, 2005
Submission Date	
Mar 25, 2024	

Owner	CAGE	Legal Business Name
-------	------	---------------------

Immediate Owner	(blank)	(blank)
------------------------	----------------	----------------

Entity Dates

Entity Start Date	Fiscal Year End Close Date
-------------------	----------------------------

Highest Level Owner	(blank) (blank)	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 if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic

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

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	Name/Title of Individual
HLA Engineering and Land Surveying Inc	Executing Consent
	President
Address	Signature
2803 River Road, Yakima, WA 98902-6389	MICHAEL T BATTLE
United States	EIN
	*****7188

Type of Tax
Applicable Federal Tax

Tax Year (Most Recent Tax Year)
2023

TIN Consent Date
Mar 25, 2024

POINTS OF CONTACT

Accounts Receivable POC

Primary Point of Contact

Krystal R. Backes, Billing Manager

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

Electronic Business

Primary Point of Contact

Lisa R Adams, Controller

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

Alternate Point of Contact

Kelly L Hedrick, HR Manager

Email khedrick@hlacivil.com	Phone 509 966-7000	Fax 5099653800	Address 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



Feedback

Our Website

[About This Site](#)

[Our Community](#)

[Release Notes](#)

[System Alerts](#)

Policies

[Terms of Use](#)

[Privacy Policy](#)

[Restricted Data Use](#)

[Freedom of Information Act](#)

[Accessibility](#)

Our Partners

[Acquisition.gov](#)

[USASpending.gov](#)

[Grants.gov](#)

[More Partners](#)

Customer Service

[Help](#)

[Check Entity Status](#)

[Federal Service Desk](#)

[External Resources](#)

[Contact](#)

HLA ENGINEERING AND LAND SURVEYING INC

Active Registration

Unique Entity ID

SDZDPKCU1NM8

CAGE/NCAGE

36NF7

Expiration Date

Mar 25, 2025

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

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)
60

Worldwide

Annual Receipts (in accordance
with 13 CFR 121)
12000000

Number of Employees (in
accordance with 13 CFR 121)
60

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.



Feedback

Our Website

[About This Site](#)

[Our Community](#)

[Release Notes](#)

[System Alerts](#)

Policies

[Terms of Use](#)

[Privacy Policy](#)

[Restricted Data Use](#)

Our Partners

[Acquisition.gov](#)

[USASpending.gov](#)

[Grants.gov](#)

[More Partners](#)

Customer Service

[Help](#)

[Check Entity Status](#)

[Federal Service Desk](#)

HLA ENGINEERING AND LAND SURVEYING INC

Unique Entity ID

SDZDPKCU1NM8

CAGE/NCAGE

36NF7

Expiration Date

Mar 25, 2025

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

Downloads

Download Reports

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

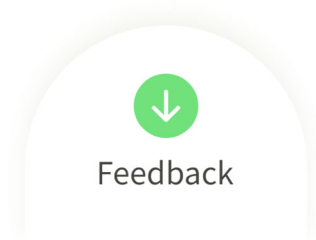
By Maintaining an active entity registration in SAM, the entity complied with requirements to report proceedings data in accordance with:

- 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 Dec 2022	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 MAR 2023	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 OCT 2022	Buy American Certificate
✓ FAR 52.225-4 OCT 2022	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



Our Website

[About This Site](#)
[Our Community](#)
[Release Notes](#)
[System Alerts](#)

Policies

[Terms of Use](#)
[Privacy Policy](#)
[Restricted Data Use](#)
[Freedom of Information Act](#)
[Accessibility](#)

Our Partners

[Acquisition.gov](#)
[USASpending.gov](#)
[Grants.gov](#)
[More Partners](#)

Customer Service

[Help](#)
[Check Entity Status](#)
[Federal Service Desk](#)
[External Resources](#)
[Contact](#)



WARNING

This is a U.S. General Services Administration Federal Government computer system that is **"FOR OFFICIAL USE ONLY."** This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.



Important Reps and Certs Update [Show Details](#)
Jul 18, 2024



[See All Alerts](#)

Entity Validation [Show Details](#)
Nov 20, 2024



[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)

[<](#) **Exclusions**



Entity Registration

Exclusions

Active Exclusions

Responsibility / Qualification

Entity Reporting

Entity Information

HLA ENGINEERING AND LAND SURVEYING INC

Active Registration

Unique Entity ID

CAGE/NCAGE

SDZDPKCU1NM8 36NF7

Expiration Date

Mar 25, 2025

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

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.



Feedback

Our Website

[About This Site](#)

[Our Community](#)

[Release Notes](#)

[System Alerts](#)

Our Partners

[Acquisition.gov](#)

[USASpending.gov](#)

[Grants.gov](#)

[More Partners](#)



Important Reps and Certs Update [Show Details](#)
Jul 18, 2024



[See All Alerts](#)

Entity Validation [Show Details](#)
Nov 20, 2024



[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)

[<](#) **Responsibility And Qualification**



Entity Registration

Exclusions

Responsibility / Qualification

Exclusions

Proceedings

Other Responsibility & Integrity
Information

Corporate Relationships

Entity Reporting

Entity Information

HLA ENGINEERING AND LAND SURVEYING INC

Active Registration

Unique Entity ID

CAGE/NCAGE

SDZDPKCU1NM8 36NF7

Expiration Date

Mar 25, 2025

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

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.

PROCEEDINGS

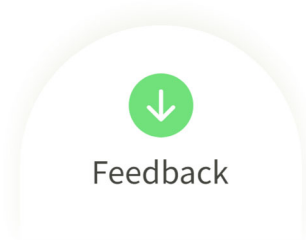
This entity is not required to report whether it has been the subject of any criminal, civil, or administrative proceedings related to federal contracts or grants.

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



Our Website

- [About This Site](#)
- [Our Community](#)
- [Release Notes](#)
- [System Alerts](#)

Policies

- [Terms of Use](#)
- [Privacy Policy](#)
- [Restricted Data Use](#)
- [Freedom of Information Act](#)
- [Accessibility](#)

Our Partners

- [Acquisition.gov](#)
- [USASpending.gov](#)
- [Grants.gov](#)
- [More Partners](#)

Customer Service

- [Help](#)
- [Check Entity Status](#)
- [Federal Service Desk](#)
- [External Resources](#)
- [Contact](#)



WARNING

This is a U.S. General Services Administration Federal Government computer system that is **"FOR OFFICIAL USE ONLY."** This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

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:

WA UBI Number:

License Number:

Principal:

RCW:

All

From:

To:

Penalty Due:

All

Wage Due:

All

Apply Filters

Reset

[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

Date: December 4, 2024

Project No.: 24184E

To: City of Cle Elum
119 West First Street
Cle Elum, WA 98922

Attention: Rob Omans
City Administrator

From: Benjamin A. Annen, PE

Re: Zone 3 Booster Pump Improvements
Task Order No. 2024-08

We are sending you the attached following items:

One (1) Task Order No. 2024-08

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. 2024-08 for the Zone 3 Booster Pump Improvements project. Once executed, please scan, and email the fully executed agreement to bannen@hlacivil.com, and retain the original for your records.

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. 2024-08

REGARDING GENERAL AGREEMENT BETWEEN CITY OF CLE ELUM

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

PROJECT DESCRIPTION:

Zone 3 Booster Pump Improvements **HLA Project No. 24184E**

The City of Cle Elum would like to install a new Zone 3 booster pump to provide additional flow as required for future development in Zone 3, specifically as required for the Bullfrog Flats Development. This project will improve water system capacity and reliability by fortifying its pumping component and by providing redundancy. New Zone 3 booster pump construction will occur at the regional Water Treatment Plant (WTP). Two Zone 3 pumps are currently in place, and piping to connect the third final Zone 3 booster pump is already stubbed to the pump location. Booster pump design and construction is anticipated to be funded by Blue Fern, LLC (developer). The estimated construction cost is anticipated to be approximately \$250,000, depending on material availability and programming requirements. All expenses associated with this Task Order No. 2024-08 will be reimbursed by Blue Fern, LLC under an Agreement for Payment of Professional/Staff/Consultant Services. Design is anticipated to be completed in spring 2025, followed by a public works bid process, and construction completion in summer 2025.

SCOPE OF SERVICES:

At the direction of the City of Cle Elum (CITY), HLA shall provide professional engineering services for the Zone 3 Booster Pump Improvements (PROJECT). HLA services shall include the following:

1.0 Project Administration and Coordination

- 1.1 Coordinate with regional entities and attend up to four (4) collaboration meetings as necessary.

2.0 Design Engineering

This phase results in the preparation of one (1) bid package for construction of the PROJECT. Additional bid packages will be considered additional services.

- 2.1 Provide complete PROJECT management to deliver the PROJECT within mutually determined expectations.
- 2.2 Attend meetings with the CITY to address technical aspects of the work related to scope, design, and schedule of the PROJECT. Up to three (3) meetings are anticipated.
- 2.3 Perform field investigations necessary to design the identified improvements.
- 2.4 Prepare 60% preliminary plans and cost estimates of improvements for review and approval by the CITY.
- 2.5 Based on approved 60% preliminary engineering plans, perform and present design to CITY at 90% completion.
- 2.6 Prepare PROJECT design report for DOH review.
- 2.7 Respond to DOH design report review comments and provide responses for final approval.

- 2.8 Incorporate CITY review comments, prepare final draft plans, specifications, and estimate for review and approval by CITY.
- 2.9 Perform quality control and assurance review of all final documents.
- 2.10 Prepare Engineer's Opinion of Probable Construction Cost.
- 2.11 Provide final plans and specifications to the CITY in electronic format suitable for printing and use at time of bid advertisement.
- 2.12 Prepare advertisement for bids. Coordinate with CITY on number and location of publications. (All advertising fees to be paid by developer)
- 2.13 Post documents to HLA website, notify potential bidders and utility companies of PROJECT posting, and maintain planholder list.
- 2.14 Answer and supply information as requested by prospective bidders.
- 2.15 Administer contractor pre-bid meeting at the water treatment plant.
- 2.16 Prepare and issue addenda, if necessary.
- 2.17 Attend and participate in the bid opening and evaluation process.
- 2.18 Provide bid tabulation summary.
- 2.19 Make recommendation to the CITY of construction contract award to the lowest responsible bidder.

3.0 Construction Engineering

- 3.1 Following Council award authorization, prepare Notice of Award to the Contractor, assemble construction contract documents, and coordinate execution with the CITY and Contractor.
- 3.2 Review Contractor's submission of certificate of insurance and contract bond.
- 3.3 Coordinate and facilitate preconstruction meeting with the CITY, Contractor, and affected agencies, including preconstruction agenda and meeting record.
- 3.4 Prepare and transmit notice to proceed to Contractor.
- 3.5 Furnish a qualified resident engineer (inspector) to observe construction for substantial compliance with plans and specifications and CITY Construction Standards.
- 3.6 Review Contractor submittals and maintain submittal tracking log.
- 3.7 Respond to Contractor requests for information (RFI).
- 3.8 Maintain record of materials (ROM) for duration of PROJECT.
- 3.9 Interpret plans and specifications when necessary.
- 3.10 Prepare daily progress reports.
- 3.11 Prepare weekly statement of working days.
- 3.12 Create and maintain accurate construction documentation for the life of the PROJECT.

- 3.13 Ensure the CITY has all necessary files for potential audits.
- 3.14 Consult and advise the CITY during construction and make final review and report of the completed work with CITY representatives.
- 3.15 Coordinate and attend construction meetings anticipated once per week during the duration of improvements.
- 3.16 Prepare and provide monthly progress estimate to the CITY and recommend progress payment for the Contractor.
- 3.17 Prepare proposed contract change orders and/or force account computations as required.
- 3.18 Conduct final walkthrough inspection with the Contractor, CITY, and HLA. Prepare and transmit punchlist to Contractor.
- 3.19 Prepare and furnish record drawings and field notes of completed work in accordance with PROJECT field records provided by the resident engineer.
- 3.20 Monitor the Contractor's compliance with state labor standards.
- 3.21 Prepare and submit Washington State Department of Health (DOH) construction completion report(s) and updated water facility inventory (WFI) form as required.
- 3.22 Prepare and submit recommendation of PROJECT acceptance.
- 3.23 Prepare and submit Notice of Completion of Public Works Contract (NOC). Monitor lien releases from state agencies.
- 3.24 Notify CITY when retainage may be released.
- 3.25 Ensure the PROJECT is completed as designed and contract specifications are adhered to during construction.

4.0 Electrical Engineering Services

This phase includes electrical design, construction, and programming services. It's expected that the water pump can be connected to the existing electrical service. Pricing for this project is based upon this assumption.

- 4.1 Site visit to review the existing electrical service and control panel.
- 4.2 Control system equipment modification design for the new pump addition.
- 4.3 Signal circuits from the pump variable frequency drive to the existing control panel.
- 4.4 Prepare complete electrical drawings for bidding and construction.
- 4.5 Prepare electrical specifications for bidding and construction.
- 4.6 Prepare an electrical construction cost projection upon completion of design documents.
- 4.7 Prepare addendums and answer bidder questions during the bid process.
- 4.8 Review and provide comment on electrical, and electrical portions of non-electrical, submittals and shop drawings.
- 4.9 Conform Contract Electrical Drawings to addendum changes.

- 4.10 Conform Contract Electrical Drawings to submittals.
- 4.11 Respond to requests for information (RFI's) related to electrical design and construction.
- 4.12 Preparation of construction change directives and/or change order proposals as necessary.
- 4.13 Two (2) construction observation site visits. One for review of construction, checking field wiring installed by the Contractor, and one for punch list.
- 4.14 One (1) startup site visit for loading of the updated PLC program and observing start-up of the pump.
- 4.15 One (1) site visit for uploading Master PLC program revisions and HMI revisions for the new pump.
- 4.16 Review and provide comments on Contractor O&M manuals.
- 4.17 Prepare record drawings for the project based on site visits and review of the Contractor's record drawings.
- 4.18 Develop and install program modifications to the existing Master PLC and HMI located at the Water Treatment Plant for the addition of the new booster pump into the existing SCADA system.

Assumptions and exclusions:

- Pumps or other additional equipment at the Water Treatment Plant other than the new booster pump.
- Additional work beyond the scope listed above.
- Project delays which require design or programming work to be paused once begun and restarted for more than ninety (90) days will require fee modification due to the inherent inefficiencies these delays introduce.

5.0 Additional Services

Provide professional engineering and construction 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 and/or Developer

The CITY will provide or perform the following:

- 6.1 Provide full information as to CITY requirements of the PROJECT.
- 6.2 Provide HLA all available information pertinent to the PROJECT relative to completion of design and construction of the PROJECT.
- 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 Obtain approval of all required governmental authorities for the PROJECT, and approvals and consents from other individuals as necessary for completion of the PROJECT.
- 6.5 Pay for PROJECT bid advertising, notices, or other publications as may be required.

- 6.6 Pay for all necessary permits and testing fees not paid by the Contractor, including water quality testing of samples collected during construction.
- 6.7 Pay for all necessary permit fees, DOH review fees, and audit costs.

TIME OF PERFORMANCE:

Following receipt of this signed Task Order, HLA will diligently pursue completion of the PROJECT bid package based on the following anticipated schedule:

1.0 Project Administration and Coordination

Project administration services shall begin immediately following receipt of the signed Task Order and continue until PROJECT completion.

2.0 Design Engineering

- 2.1 HLA will provide 60% draft plans and 60% cost estimate for CITY review within forty (40) business days from receipt of this signed Task Order.
- 2.2 A draft engineering report will be submitted for DOH review and comment after receiving 60% draft plan comments from CITY review. Completion of the final report, including DOH approval, is anticipated to take forty (40) business days from the date of initial submission. If DOH approval takes longer than twenty (20) business days, this task and subsequent tasks will be extended accordingly.
- 2.3 90% draft plans, specifications, and estimate will be provided within thirty (30) business days of receiving CITY comments on 60% plans, specifications, and estimate.
- 2.4 Final plans, specifications, and estimate will be provided to the CITY within twenty (20) business days of receiving comments on 90% draft plans, specifications, and estimate.

3.0 Construction Engineering

- 3.1 Construction engineering services shall begin upon construction contract execution and extend through the completion of construction, and completion of record drawings.
- 3.2 A maximum of ten (10) working days has been assumed for the construction of the improvements, utilizing a standard 40-hour work week.
- 3.3 Should the Contractor be granted time extensions for construction completion due to recognized delays, requested additional work, and/or change orders, services during construction beyond the ten (10) total working days shall be considered additional services.

4.0 Electrical Engineering Services

Electrical design and programming services will be completed concurrently with Task 2.0 Design Engineering and Task 3.0 Construction Engineering.

5.0 Additional Services

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

FEE FOR SERVICE:

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

1.0 Project Administration and Coordination

All work for project administration 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 an estimated fee of \$5,000.00.

2.0 Design Engineering

All work for design engineering shall be performed for the lump sum fee of \$36,000.00.

3.0 Construction Engineering

All work for construction engineering 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 an estimated fee of \$30,500.00.

4.0 Electrical Engineering Services

All work for electrical design and programming 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 an estimated fee of \$34,100.00.

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 vehicle mileage, out-of-town meals/lodging, advertising, and printing expenses. Outside subconsultant's invoices shall be marked up by a factor of 1.10 times the subconsultant invoice.

Proposed:



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

12/4/2024

Date

Approved:

City of Cle Elum
Matthew Lundh, Mayor

Date



Important Reps and Certs Update [Show Details](#)

Jul 18, 2024



See All Alerts

Entity Validation [Show Details](#)

Nov 20, 2024



Home

Search

Data Bank

Data Services

Help

< Core Data



Entity Registration

Core Data

Business Information

Entity Types

Financial Information

Taxpayer Information

Points of Contact

Assertions

Reps and Certs (FAR/DFARS)

Reps and Certs (Financial Assistance)

Exclusions

Responsibility / Qualification

Entity Reporting

HLA ENGINEERING AND LAND SURVEYING INC

Active Registration

Unique Entity ID

CAGE/NCAGE

SDZDPKCU1NM8 36NF7

Expiration Date

Mar 25, 2025

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)

Division Name

Hla Engineering And Land Surveying, Inc.

Congressional District

Washington 04

URL

www.hlacivil.com

Division Number

(blank)

State/Country of Incorporation

Washington, United States

Registration Dates

Activation Date

Mar 27, 2024

Submission Date

Mar 25, 2024

Initial Registration Date

Feb 21, 2005

Owner

Immediate Owner

CAGE

(blank)

Legal Business Name

(blank)

Entity Dates

Entity Start Date

Fiscal Year End Close Date

Highest Level Owner	(blank) (blank)	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 if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic

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

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	Name/Title of Individual
HLA Engineering and Land Surveying Inc	Executing Consent
	President
Address	Signature
2803 River Road, Yakima, WA 98902-6389	MICHAEL T BATTLE
United States	EIN
	*****7188
Type of Tax	
Applicable Federal Tax	
Tax Year (Most Recent Tax Year)	
2023	
TIN Consent Date	
Mar 25, 2024	

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

Feedback

Our Website[About This Site](#)[Our Community](#)[Release Notes](#)[System Alerts](#)**Policies**[Terms of Use](#)[Privacy Policy](#)[Restricted Data Use](#)[Freedom of Information Act](#)[Accessibility](#)**Our Partners**[Acquisition.gov](#)[USASpending.gov](#)[Grants.gov](#)[More Partners](#)**Customer Service**[Help](#)[Check Entity Status](#)[Federal Service Desk](#)[External Resources](#)[Contact](#)

12/3/24, 12:43 PM

SAM.gov

Active Registration

HLA ENGINEERING AND
LAND SURVEYING INC

Unique Entity ID

SDZDPKCU1NM8

CAGE/NCAGE

36NF7

Expiration Date

Mar 25, 2025

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

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)
60

Worldwide

Annual Receipts (in accordance
with 13 CFR 121)
12000000

Number of Employees (in
accordance with 13 CFR 121)
60

Industry Specific

Barrels Capacity
(blank)

Megawatt Hours
(blank)

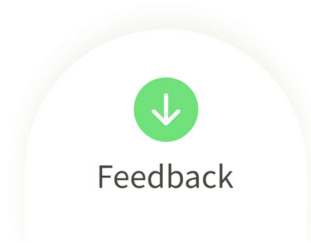
Total Assets
(blank)

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.



Our Website

- About This Site
- Our Community
- Release Notes
- System Alerts
- Policies
 - Terms of Use
 - Privacy Policy
 - Restricted Data Use

Our Partners

- Acquisition.gov
- USASpending.gov
- Grants.gov
- More Partners
- Customer Service
 - Help
 - Check Entity Status
 - Federal Service Desk

HLA ENGINEERING AND LAND SURVEYING INC

Unique Entity ID
SDZDPKCU1NM8

CAGE/NCAGE
36NF7

Expiration Date
Mar 25, 2025

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

Downloads
Download Reports

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

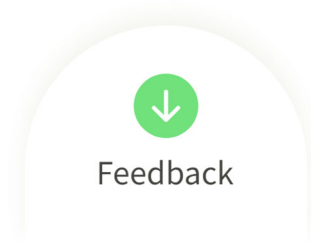
By Maintaining an active entity registration in SAM, the entity complied with requirements to report proceedings data in accordance with:

- 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 Dec 2022	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 MAR 2023	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 OCT 2022	Buy American Certificate
✓ FAR 52.225-4 OCT 2022	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



Our Website

[About This Site](#)[Our Community](#)[Release Notes](#)[System Alerts](#)

Policies

[Terms of Use](#)[Privacy Policy](#)[Restricted Data Use](#)[Freedom of Information Act](#)[Accessibility](#)

Our Partners

[Acquisition.gov](#)[USASpending.gov](#)[Grants.gov](#)[More Partners](#)

Customer Service

[Help](#)[Check Entity Status](#)[Federal Service Desk](#)[External Resources](#)[Contact](#)

WARNING

This is a U.S. General Services Administration Federal Government computer system that is **"FOR OFFICIAL USE ONLY."** This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.



Important Reps and Certs Update [Show Details](#)

Jul 18, 2024



See All Alerts

Entity Validation [Show Details](#)

Nov 20, 2024



Home

Search

Data Bank

Data Services

Help

<

Financial Assistance



Entity Registration

Core Data

Assertions

Reps and Certs (FAR/DFARS)

Reps and Certs (Financial Assistance)

Financial Assistance Representation And Certification

Exclusions

Responsibility / Qualification

Entity Reporting

Entity Information

HLA ENGINEERING AND LAND SURVEYING INC

Active Registration

Unique Entity ID

CAGE/NCAGE

Expiration Date

SDZDPKCU1NM8 36NF7**Mar 25, 2025**

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

Downloads

Download Reports

FINANCIAL ASSISTANCE REPRESENTATION AND CERTIFICATION

The Grants Certifications are a common set of certifications and representations required by Federal statutes or regulations in accordance with the grants guidance under Title 2 of the Code of Federal Regulations (2 CFR 200.208 Certifications and Representations). Those non-Federal entities who intend to apply for, or are already recipients of Federal grants or agreements, must read and agree to the corresponding certifications and representations. Registrants who reply yes to the following questions are required to keep these certifications and representations current, accurate, and complete as part of their entity registration.

Does **HLA ENGINEERING AND LAND SURVEYING INC** wish to apply for a Federal financial assistance project or program, or is **HLA ENGINEERING AND LAND SURVEYING INC** currently the recipient of funding under any Federal financial assistance project or program? **No**



Feedback

Our Website

[About This Site](#)[Our Community](#)

Our Partners

[Acquisition.gov](#)[USASpending.gov](#)



Important Reps and Certs Update [Show Details](#)

Jul 18, 2024



See All Alerts

Entity Validation [Show Details](#)

Nov 20, 2024



Home

Search

Data Bank

Data Services

Help

< Exclusions



Entity Registration

Exclusions

Active Exclusions

Responsibility / Qualification

Entity Reporting

Entity Information

HLA ENGINEERING AND
LAND SURVEYING INC

Active Registration

Unique Entity ID

CAGE/NCAGE

SDZDPKCU1NM8 36NF7

Expiration Date

Mar 25, 2025

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

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.



Feedback

Our Website

[About This Site](#)

[Our Community](#)

[Release Notes](#)

[System Alerts](#)

Our Partners

[Acquisition.gov](#)

[USASpending.gov](#)

[Grants.gov](#)

[More Partners](#)



Important Reps and Certs Update [Show Details](#)

Jul 18, 2024



See All Alerts

Entity Validation [Show Details](#)

Nov 20, 2024



Home

Search

Data Bank

Data Services

Help

<

Responsibility And Qualification



Entity Registration

Exclusions

Responsibility / Qualification

Exclusions

Proceedings

Other Responsibility & Integrity
Information

Corporate Relationships

Entity Reporting

Entity Information

HLA ENGINEERING AND
LAND SURVEYING INC

Active Registration

Unique Entity ID

CAGE/NCAGE

SDZDPKCU1NM8 36NF7

Expiration Date

Mar 25, 2025

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

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.

PROCEEDINGS

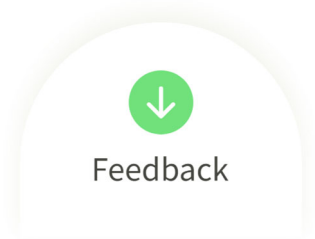
This entity is not required to report whether it has been the subject of any criminal, civil, or administrative proceedings related to federal contracts or grants.

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



Our Website

- About This Site
- Our Community
- Release Notes
- System Alerts

Policies

- Terms of Use
- Privacy Policy
- Restricted Data Use
- Freedom of Information Act
- Accessibility

Our Partners

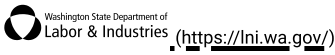
- Acquisition.gov
- USASpending.gov
- Grants.gov
- More Partners

Customer Service

- Help
- Check Entity Status
- Federal Service Desk
- External Resources
- Contact



 **WARNING**
This is a U.S. General Services Administration Federal Government computer system that is **"FOR OFFICIAL USE ONLY."** This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.



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:

WA UBI Number:

License Number:

Principal:

RCW:

From: To:

Penalty Due:

Wage Due:

[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, WASHINGTON
BLUE FERN LLC
AGREEMENT FOR PAYMENT OF PROFESSIONAL/STAFF/CONSULTANT
SERVICES**

This Agreement for payment of professional, staff, and consultant services (“Agreement”) is entered into by and between the City of Cle Elum, Washington, a municipal corporation of the State of Washington, hereinafter referred to as “the City,” and Bullfrog Flats LLC, hereinafter referred to as “Developer” and collectively referred to as “the Parties.”

I. RECITALS INCORPORATED

1.1 Developer seeks to potentially develop property under the “Development Agreement By and Between the City of Cle Elum, Trendwest Investments, Inc. and Trendwest Properties, Inc. Relating to the Development of Real Property Located Within the Cle Elum Urban Growth Area, Commonly Known as the “Bullfrog UGA” (hereinafter “DA”); and

1.2 On June 18, 2024, the Parties entered into an “Agreement for Payment of Professional/Staff/Consultant Services” related to City review of the DA; and

1.3 The Parties wish to execute this separate agreement to memorialize payment by the Developer for all design and construction engineering services related to a new Zone 3 Booster Pump to provide additional capacity to Zone 3 of the City’s water supply system (“Booster Pump Project”); and

1.4 HLA Engineering and Land Surveying, Inc. (HLA), the City’s engineering firm, has created the attached task order including scope, schedule, and fee.

IN CONSIDERATION OF the mutual benefits and conditions set forth below, the parties hereto agree as follows:

II. PAYMENT TERMS

2.1 The City will invoice Developer for all reasonable and actual costs (including benefits and overtime) of City and HLA staff time, and all reasonable and actual costs of City professional, consultant, and legal services billings, expended for the design and construction of the Booster Pump Project (hereafter, “Engineering Costs”). This shall include all activities listed in the attached task order associated with the implementation of the Booster Pump Project.

2.2 The City has provided Developer with an estimated budget and task order including scope, schedule, and fee attached hereto and incorporated by this reference. Developer shall in all events be responsible for the actual Engineering Costs incurred. If the City determines that actual Engineering Costs are likely to exceed the Task Order

budget, it shall promptly notify Developer of the estimated additional amount and the reasons for the additional costs.

2.3 Developer shall make an initial deposit of \$30,000.00 with the City. At all times during the Booster Pump Project, Developer shall make additional deposits as required in order to maintain a credit balance with the City in said amount. In the event such credit balance is insufficient to cover one month's Engineering Costs, the deposit requirement may be reasonably increased by the City. If this Agreement is terminated by Developer, the City shall render a final accounting and refund the remaining credit balance, if any, to Developer.

2.4 The City will provide Developer with a monthly invoice for Engineering Costs, including staff time, percentage complete, and invoices from contracted consultants, if any, commencing on the fifth date of the month following the first month during which the City incurs Engineering Costs. Developer shall pay the City's invoice within thirty (30) days of Developer's receipt of such invoice, subject to the provisions of paragraph 2.5 herein, together with any additional amounts required to maintain the required credit balance as required by paragraph 2.3 herein. If any sum required to be paid hereunder is not timely remitted, the City may suspend design and construction engineering for the Booster Pump Project until payment is made, and/or may terminate this Agreement and require the deposit of the full amount of Engineering Costs incurred to the date of such termination. Suspension of design and construction engineering will impact the City's ability to serve the subdivision which would benefit from the Booster Pump Project.

2.5 This agreement shall apply to Engineering Costs incurred by the City commencing on the date this agreement is executed by both Parties and shall remain in effect until terminated by the Parties.

III. GENERAL PROVISIONS

3.1 The provisions of this Agreement are severable and independent, and if any such provision shall be determined by a court of competent jurisdiction to be unenforceable in whole or in part, the remaining provisions and any partially enforceable provision shall remain binding and enforceable to the extent permitted by law.

3.2 Neither this Agreement nor any rights, duties, or obligations hereunder may be assigned or transferred in whole or in part by Developer without prior written consent of the City.

3.3 Developer has the right to assign this Agreement to an entity affiliated with or formed by Developer. The City shall be given written notice of such assignment and the entity formed by Developer shall thereupon become the Developer hereunder, and succeed to all obligations and rights of Developer hereunder.

3.4 Developer shall have the right to terminate this Agreement immediately upon written notice to the City at which point the City shall render a final accounting and

refund the remaining credit balance, if any, to Developer and discontinue work on the Booster Pump Project.

3.5 Each party may execute this Agreement separately and deliver their separately executed Agreement to the other party. This Agreement is fully executed and delivered when each party has executed a separate copy of this Agreement and delivered its executed copy to the other party. The separately executed copies of this Agreement, when taken together, shall constitute one and the same agreement. A party may deliver its signed copies of this Agreement to the other party electronically or via facsimile, and delivery of signed copies electronically or via facsimile shall have the same force and effect as delivery of a signed original.

3.6 All documents, drawings, specifications, and other materials submitted by the Developer in connection with the services rendered under this Agreement shall be a public record in accordance with the laws, rules, and regulations of the State of Washington and the City of Cle Elum.

3.7 The Developer is an independent contractor with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto. Neither the Developer nor any employee of the Developer shall be entitled to any benefits accorded City employees by virtue of the services provided under this Agreement. The City shall not be responsible for paying, withholding, or otherwise deducting any customary state or federal payroll deductions, including but not limited to FICA, FUTA, state industrial insurance, state workers compensation, or otherwise assuming the duties of an employer with respect to the Developer or any employee of the Developer.

3.8 This Agreement contains the entire agreement between the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind any of the parties hereto. Either party may request changes to the Agreement. Proposed changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

3.9 Notices to the City of Cle Elum shall be sent to the following address:

City Clerk

City of Cle Elum
119 West First Street
Cle Elum, WA 98922
Phone number: (509) 674-2262

Notices to the Developer shall be sent to the following address:

Bullfrog Flats LLC
18300 Redmond Way, Suite 120

Redmond, WA 98052
Attn: Ben Paulus; Michelle Branley
Email: ben@bluefern.com; michelle@bluefern.com

3.10 This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, 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.

3.11 The Parties hereto represent and acknowledge that they have decided to enter into this agreement voluntarily, knowingly and without coercion of any kind.

3.12 The Recitals set forth at the beginning of this Agreement are deemed incorporated herein, and the parties hereto represent as true, accurate and correct.

CITY OF CLE ELUM, WASHINGTON

BULLFROG FLATS LLC

By: _____
Matthew Lundh, Mayor

By:  _____
Benjamin Paulus, Manager

Date: _____

Date: 12/3/2024 _____

**INTERLOCAL AGREEMENT BETWEEN THE CITY OF CLE ELUM, WASHINGTON
AND KITTITAS COUNTY, WASHINGTON FOR CERTIFIED ACCEPTANCE SERVICES**

THIS INTERLOCAL AGREEMENT is made and entered into on this _____ day of _____, 2024 by and between Kittitas County, Washington, a Washington municipal corporation, hereinafter referred to as “County”, and the City of Cle Elum, Washington, hereinafter referred to as “City”, each party having been duly organized and now existing under the laws of the State of Washington. Both entities may be referred to in this Agreement collectively as “Parties” or individually as “Party”.

WITNESSETH:

WHEREAS, the City has been awarded Highway Safety Improvement Program (HSIP) funds for the City of Cle Elum's **Signalized Intersection Safety Improvements at W First St and Hartwig Blvd** project, (hereinafter the "Project"; and; and

WHEREAS, the City desires to utilize these federal funds to undertake the Project; and

WHEREAS, the expenditure of federal funds requires that the project be designed and administered in accordance with the Washington State Department of Transportation Local Agency Guidelines, including certification by a certified acceptance agency (CA agency); and

WHEREAS, the City is not presently certified to administer federal aid projects; and

WHEREAS, the County is presently certified to administer federal aid projects; and

WHEREAS, the Local Agency Guidelines provides that a noncertified local agency may enter into an agreement with a CA Agency to have the CA Agency perform project development and/or contract administration; and

WHEREAS, the accomplishment of the project is a benefit to the regional transportation system; and

WHEREAS, the State Interlocal Cooperation Act, Chapter 39.34 RCW, authorizes cooperative efforts between government entities in the providing of such services.

NOW, THEREFORE, in consideration of the above and foregoing recitals, the payments to be made, the mutual promises and covenants herein contained, and for other good and valuable consideration, the parties hereto agree as follows:

**ARTICLE I
PURPOSE OF AGREEMENT**

The purpose of this Agreement is to set forth the terms and conditions under which Kittitas County will certify that Cle Elum's Project is designed and administered in accordance with the Washington State Department of Transportation's Local Agency Guidelines.

ARTICLE II DEFINITIONS

The Parties hereby agree that the following terms shall have the specified meanings unless indicated otherwise herein:

- 2.1 CA shall mean certified acceptance as set forth in the Washington State Department of Transportation's Local Agency Guidelines.
- 2.2 Project shall mean the City of Cle Elum's Signalized Intersection Safety Improvements at W First St and Hartwig Blvd project.
- 2.3 HSIP shall mean the Highway Safety Improvement Program (HSIP), a federal funding program for transportation improvement projects.
- 2.4 Local Agency Guidelines shall mean the most current version of the Washington State Department of Transportation's Local Agency Guidelines.

ARTICLE III RESPONSIBILITIES OF PARTIES

- 3.1 The County Agrees to:
 - a) Administer and certify the project for the City in accordance with the Local Agency Guidelines.
- 3.2 The City Agrees to:
 - a) Prepare all of the project plans, specifications, and estimates in accordance with the Local Agency Guidelines.
 - b) Provide construction inspection services through the City's consultant in accordance with the Local Agency Guidelines.
 - c) Reimburse the County for services provided by the County on a time and materials basis when billed by the County.
- 3.3 This Interlocal Agreement shall be in full force and effect when executed by the City and County.

ARTICLE IV ADMINISTRATION AND CONTRACT INFORMATION

- 4.1 ADMINISTRATOR: The Public Works Director shall administer this agreement for the County and the City's Public Works Director shall administer this agreement for the City.

- 4.2 CONTACT INFORMATION: The following shall be the Parties' contact persons for administration of this agreement:

NAME:	Joshua Fredrickson	NAME:	Rob Omans
TITLE:	Public Works Director	TITLE:	City Administrator
ADDRESS:	411 N. Ruby St., Suite 1 Ellensburg, WA 98926	ADDRESS:	119 West First St. Cle Elum, WA 98922
PHONE:	509-962-7523	PHONE:	509-674-2262

ARTICLE V COMPENSATION

The City agrees to reimburse the County for services provided by the County on a time and materials basis when billed by the County, which amount shall not exceed \$5,000 without written authorization from the City of Cle Elum.

ARTICLE VI TERM

This Agreement shall enter into full force and effect for five (5) years from the date of adoption subject to earlier termination as provided by Article VII herein.

ARTICLE VII TERMINATION

This agreement may be termination by a writing executed by both Parties and adopted by resolution of each Party's legislative body. Either Party may terminate this Agreement upon thirty (30) days written notice, either personally delivered or mailed postage-prepaid by certified mail, return receipt requested, to the other Party's contact at the address in Article IV and to its legislative body. If this Agreement is so terminated, the Parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

ARTICLE VIII DISPUTES

- 8.1 TIME: Time is of the essence of this Agreement.
- 8.2 DISPUTE RESOLUTION: In the event that a dispute arises regarding any matter addressed in or related to this Agreement, the Parties agree first to attempt to resolve such dispute by a telephone call between the contact persons as provided by Article IV herein of each Party, or authorized designee(s). If the matter is not resolved by consultation in a telephone call, the Parties agree that before taking any other action or seeking any remedy, the Parties' contact persons as provided by Article IV herein of each party, or authorized designee(s), will participate in a good faith in-person negotiation to resolve any such dispute.

- 8.3 **GOVERNING LAW AND VENUE:** This Agreement shall be governed exclusively by the laws of the State of Washington. Venue of any action brought to interpret or enforce the terms of this Agreement shall be in the Superior Court of Kittitas County, Washington.
- 8.4 **ATTORNEY’S FEES:** If any legal action or other proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default, or misrepresentation in connection with any of the provisions of this Agreement, each Party shall pay its own attorney’s fees incurred in that action, arbitration or proceeding.

ARTICLE IX INDEMNIFICATION

Each Party shall defend, indemnify and hold harmless the other, as well as its officers, agents and employees, from and against any and all claims, demands, losses and liabilities to or by third parties arising from, resulting from, or connected with, services performed or to be performed under this Agreement to the fullest extent permitted by law, whether arising from Agreement liability(ies) or otherwise.

This duty to indemnify shall not apply to liability from damages arising out of bodily injury to persons or damages to the property caused by, or resulting from, the sole negligence of the County, the City, or their respective officers, agents, and employees.

This duty to indemnify for liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the County’s, and the City’s agents or employees shall apply only to the extent of negligence of the County’s, and the City’s agents, employees, subcontractors, and suppliers.

Both Parties specifically and expressly waive any immunity that may be granted under the Washington State Industrial Act, Title 51 RCW. Further, the indemnification obligation under this Agreement shall not be limited in any way by any limitation on the amount or type of damages, compensation, benefits payable to or by any third party under Worker’s Compensation Acts, Disability Benefits Acts, or other employee benefit acts.

This duty to defend, indemnify, and hold harmless shall include all related costs, reasonable attorney fees, court costs and related expenses asserted against or incurred by the County, the City, or their respective officers, agents, and employees.

The Parties hereby certify that these indemnification provisions were mutually negotiated and agreed to by the Parties.

ARTICLE X PERFORMANCE OF AGREEMENT

- 10.1 **COMPLIANCE WITH ALL LAWS:** Each Party shall comply with all federal, state, and local laws, rules, regulations and ordinances applicable to the performance of this

Agreement, including without limitation, all those pertaining to wages and hours, confidentiality, disabilities, and discrimination.

- 10.2 MAINTENANCE AND AUDIT OF RECORDS: Each Party shall maintain books, records, documents, and other materials relevant to its performance under this Agreement. These records shall be subjected to inspection, review and audit by either Party or its designee, and the Washington State Auditor's Office. Each Party shall retain all such books, records, documents, and other materials for the applicable retention period under federal and Washington law.
- 10.3 ON-SITE INSPECTIONS: Either Party or its designee may evaluate the performance of this Agreement through on-site inspection to determine whether performance is in compliance with the standards set forth in this Agreement, and in compliance with federal, state, and local laws, rules, regulations and ordinances.
- 10.4 TREATMENT OF ASSETS AND PROPERTY: No fixed assets or personal or real property will be jointly or cooperatively, acquired, held, used, or disposed of pursuant to this Agreement.
- 10.5 IMPROPER INFLUENCE: Each Party agrees, warrants and represents that it did not and will not employ, retain or contract with any person or entity on a contingent compensation basis for the purpose of seeking, obtaining, maintaining, or extending this Agreement. Each Party agrees, warrants, and represents that no gratuity whatsoever has been or will be offered or conferred with a view towards obtaining, maintaining, or extending this Agreement.
- 10.6 CONFLICT OF INTEREST: The elected and appointed official and employees of the Parties shall not have any personal interest, direct or indirect, in this Agreement which gives rise to a conflict of interest.
- 10.7 ASSIGNMENT AND SUBCONTRACTING: No portion of this Agreement may be assigned or subcontracted to any other individual, firm or entity without the express and prior written approval of both parties.
- 10.8 NOTICE: Subject to the requirements of any applicable statute, any notices required or permitted by law or under this Agreement shall be in writing and shall be (i) personally delivered, or (ii) sent by first class certified or registered mail, return receipt requested, with postage prepaid, or (iii) dispatched by facsimile transmission (accompanied with reasonable evidence of receipt transmission and with a confirmation copy mailed no later than the day after transmission) to the Parties' addresses set forth in Article IV.

ARTICLE XI GENERAL PROVISIONS

- 11.1 CHANGES, MODIFICATIONS, AMENDMENTS AND WAIVERS: The Agreement may be changed, modified, amended, or waived only by written agreement signed by the Parties and adopted by resolution of each Party's legislative authority. Any waiver of a term or condition of this Agreement shall apply only to

the specific act, occurrence or omission and shall not constitute a waiver as to any other term or condition or future act, occurrence, or omission. Waiver of breach of any term or condition of this Agreement shall not be considered a waiver of any prior or subsequent breach.

- 11.2 ASSIGNMENT: Neither Party may assign its rights or delegate its duties under this Agreement, whether by assignment, further, subcontract or other means. Any such attempted assignment or delegation shall be void and shall constitute a material breach of this Agreement.
- 11.3 SEVERABILITY: In the event any term or condition of this Agreement or application thereof of any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications of this Agreement which can be given effect without the invalid term, condition, or application. To this end the terms and conditions of this Agreement are declared severable.
- 11.4 ENTIRE AGREEMENT: This Agreement contains all the terms and conditions agreed upon by the Parties. This Agreement may be executed simultaneously or in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement. The recitals to this Agreement are incorporate by reference and are part of the Agreement. All items incorporated herein by reference are attached. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.
- 11.5 FILING: Pursuant to RCW 39.34.040, this Agreement shall be posted on the County's website.
- 11.6 HEADINGS: The headings of sections and paragraphs of this Agreement are for convenience of reference only and are not intended to restrict, affect or to be of any weight in the interpretation or construction of the provisions of such sections or paragraphs.
- 11.7 SAVINGS CLAUSE: Nothing in this Agreement shall be construed so as to require the commission of any such act contrary to law, and wherever there is any conflict between any provisions of this Agreement and any statute, law, public regulation or ordinance, the latter shall prevail, but in such event, the provisions of this Agreement affected shall be curtailed and limited only the extent necessary to bring it within legal requirements.
- 11.8 INTERPRETATION: This Agreement has been submitted to the scrutiny of all Parties and their counsel, if desired, and it shall be given a fair and reasonable interpretation in accordance with its words, without consideration or weight given to its being drafted by any Party or its counsel. No stricter construction or interpretation of the terms hereof shall be applied against any Party as the drafter hereof. All words used in the singular shall include the plural; the present tense shall include the future tense; and the masculine gender shall include the feminine and neuter gender.

ADOPTED THIS _____ DAY OF _____, 2024

CITY OF CLE ELUM

Mayor

ATTEST:

City Clerk

ADOPTED THIS _____ DAY OF _____, 2024

**BOARD OF COUNTY COMMISSIONERS
KITITAS COUNTY, WASHINGTON**

Attest:

☐ Clerk of the Board- Julie Kjorsvik

☐ Deputy Clerk of the Board- Mandy Buchholz

Brett Wachsmith, Chair

Laura Osiadacz, Vice-Chair

Cory Wright, Commissioner

CITY OF CLE ELUM
WASHINGTON
ORDINANCE NO. 1691

**AN ORDINANCE OF THE CITY OF CLE ELUM,
WASHINGTON, REVISING CHAPTER 15.08 OF THE CLE
ELUM MUNICIPAL CODE (“CEMC”) RELATED TO
CONSTRUCTION STANDARDS, REPEALING THE
EXISTING 2002 CONSTRUCTION STANDARDS, AND
ADOPTING NEW 2024 CONSTRUCTION STANDARDS.**

WHEREAS, the City of Cle Elum finds it necessary to repeal their outdated 2002 Construction Standards document and adopt an updated 2024 Construction Standards document; and

WHEREAS, the City has determined that adopting new construction standards will better serve the public health, safety, and welfare of Cle Elum residents and visitors; and

WHEREAS, the City has consulted with relevant city departments and engineers to develop the updated construction standards and ensure compliance with industry standard practices for public infrastructure improvements and private development within the city; and

WHEREAS, these updated standards have been reviewed and discussed at the City’s Public Works and Community Development Committee meetings and are in the best interest of the City of Cle Elum.

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

Section 1. CEMC 15.08.010 “Construction Standards Adopted.” Cle Elum Municipal Code Section 15.08.010 is hereby revised to read as follows:

- A. The city hereby adopts by reference the design standards and specifications set forth in the document entitled, “2024 City of Cle Elum Construction Standards for the Private Construction of Public Facilities” as now or hereafter amended as the construction standards for the city, which includes but is not limited to water, sanitary sewer, stormwater, and street standards. Pursuant to RCW [35A.12.140](#), a copy of the most current City of Cle Elum Construction Standards is available at City Hall.

Section 2. CEMC 15.08.020 “Applicability.” Cle Elum Municipal Code Section 15.08.020 is hereby revised to read as follows:

The “2024 City of Cle Elum Construction Standards for the Private Construction of Public Facilities” shall apply to all development and redevelopment within all zoning districts unless otherwise provided.

For purposes of this chapter, “redevelopment” is defined as development activity which creates an improvement to an existing structure and the cost of such improvement is greater than fifty percent of the original structure’s value as determined by the county assessor.

ADOPTED BY THE CLE ELUM CITY COUNCIL AT A REGULAR MEETING
THEREOF ON THE ____ OF ____ 2024.

CITY OF CLE ELUM

Matthew Lundh, Mayor

ATTEST/AUTHENTICATED:

Debbie Lee, City Clerk

APPROVED AS TO FORM:

Alexandra L. Kenyon, City Attorney

Date of Publication: _____

Effective Date: _____

2024

CITY OF CLE ELUM

CONSTRUCTION STANDARDS

FOR THE PRIVATE CONSTRUCTION OF PUBLIC FACILITIES



119 WEST FIRST STREET
CLE ELUM, WA 98922



Table of Contents

Chapter 1 - Introduction and General Considerations	1
Introduction.....	1
1. Enacting Authority	1
2. Purpose	1
3. State Environment Policy Act (SEPA).....	1
4. Conflicting Provisions	1
5. Severance	1
6. Process	2
7. Engineering Design Plan Requirements	3
8. Plan Review and Inspection Fee	3
9. Record Drawings.....	3
10. Transfer of Ownership	3
11. Easements	4
12. Utility Oversizing	4
Chapter 2 - General Plan Requirements.....	1
General Plan Format	1
Water System Plan Requirements	3
Sanitary Sewer System Plan Requirements.....	4
Stormwater System Plan Requirements	5
Street Plan Requirements	7
Chapter 3 - General Requirements for All Projects	1
Forward.....	1
General.....	2
1-01 Definitions and Terms.....	3
1-04 Scope of the Work	5
1-05 Control of Work.....	6
1-06 Control of Material	12
1-07 Legal Relations and Responsibilities to the Public	12
1-08 Prosecution and Progress.....	16
1-10 Temporary Traffic Control	17
7-08 General Pipe Installation Requirements.....	18
8-01 Erosion Control and Water Pollution Control.....	21
Chapter 4 - Water System Improvements.....	1
General Requirements for Water Mains	1
Special Provisions For Water Systems.....	3
7-09 Water Mains	3
7-12 Valves For Water Mains	6
7-14 Hydrants	8
7-15 Service Connections.....	9
Chapter 5 - Sanitary Sewer System Improvements	1
General Requirements for Sanitary Sewer System Improvements	1
Special Provisions for Sanitary Sewer System Improvements	3
7-05 Manholes, Inlets, Catch Basins, And Drywells	3
7-17 Sanitary Sewers	5
7-18 Side Sewers	6
7-25 Sewer Force Mains (New Section).....	7



Chapter 6 – Stormwater Improvements.....	1
General Requirements for Stormwater Improvements	1
Special Provisions For Storm Sewers And Drainage.....	5
7-02 Culverts	6
7-04 Storm Sewers	6
7-05 Manholes, Inlets, Catch Basins, And Drywells	8
Chapter 7 - Street Improvements	1
General Requirements for Street Improvements	1
2-01 Clearing, Grubbing, And Roadside Cleanup	4
2-02 Removal Of Structures And Obstructions	4
2-03 Roadway Excavation And Embankment.....	5
2-07 Watering	6
2-11 Trimming and Cleanup	7
4-04 Ballast And Crushed Surfacing	7
5-04 Hot Mix Asphalt.....	7
6-02 Concrete Structures.....	26
8-04 Curbs, Gutters, and Spillways	27
8-06 Cement Concrete Driveway Entrances	28
8-14 Cement Concrete Sidewalks	28
8-20 Illumination, Traffic Signal Systems, and Electrical	29
8-21 Permanent Signing	32
8-22 Pavement Marking.....	33
8-30 Controlled Density Fill (New Section).....	33
Appendix A – Transfer of Ownership Forms	
Appendix B – Standard Details	



Chapter 1 - Introduction and General Considerations

Introduction

This document serves as a comprehensive guide to Cle Elum's construction and design practices. The City of Cle Elum has adopted these Design and Construction Standards, as a critical component in ensuring the continued excellence of our City's urban landscape. This document describes the standards and protocols for construction and design within the city. The guidelines integrate updates in construction practices, regulatory compliance, and urban planning principles, to align with state standards and local needs. Through these standards, the City of Cle Elum aims to uphold its dedication to responsible development, fostering a pleasing environment for its residents and future generations.

1. Enacting Authority

These Development Standards are enacted by the City of Cle Elum to protect and preserve the public health, safety, and general welfare; and in accordance with State law.

2. Purpose

The purpose of these Design and Construction Standards is to provide consistent requirements, standards, and specifications for the design and construction of public works infrastructure improvements by the City and by private developers. These standards shall apply to the City Limits as well as City owned utility extensions into the Urban Growth Area (UGA).

3. State Environment Policy Act (SEPA)

These Standards will not affect any considerations involving issues under the State Environmental Policy Act (SEPA). The City's responsible official will continue to make all necessary SEPA decisions when individual proposals are submitted.

4. Conflicting Provisions

The standards, procedures, and requirements of these Standards are the minimum necessary to promote the health, safety, and welfare of the residents of the City of Cle Elum. The City may adopt more or less rigorous or different standards, procedures, and requirements whenever necessary. If the provisions of these Standards conflict with one another, or if a provision of these Standards conflicts with the provision of another Ordinance of the City, the most restrictive provision or the provision imposing the highest standard shall prevail.

5. Severance

If any provision of these Standards or its application to any person or circumstance is for any reason held to be invalid, the remainder of these Standards or the application of the provisions is not affected.



6. Process

Design Phase

Any person, firm, or corporation (the “Developer”) whom intends to develop land in accordance with the City of Cle Elum Municipal Code and construct a public works improvement shall apply to the City consistent with the Land Use Application Processing Procedures.

Upon receipt of the public improvements requirements from the City, the Developer shall employ a Consulting Engineer licensed by the State of Washington to prepare plans and specifications for the public works improvements in accordance with these Design and Construction Standards and the City of Cle Elum Municipal Code. The Developer or its Consulting Engineer shall submit a complete PDF package for review by the City and City Engineer.

The City shall review the initial submittal and indicate corrections or additions or request additional information and return one comment set to the Developer. The Developer shall make the required corrections and resubmit a complete PDF package for review by the City and City Engineer.

When it has been determined that the plans and reports indicate compliance with City of Cle Elum Design and Construction Standards, the Developer shall submit to the City a final PDF package for final approval. The cover sheet of the original plans shall contain an “APPROVED FOR CONSTRUCTION BY THE CITY OF CLE ELUM” signature block as specified in Chapter 2 - General Plan Requirements, Section 2. The City’s responsible official will sign the plans. Such approved plans and reports shall not be changed, modified, or altered without written authorization from the City Public Works Director. The Developer shall provide the City with a minimum of two (2) printed full size copies of the approved plan set and reports for use by City inspectors and City Departments as required.

Upon payment of the plan review fee by the Developer to the City, the stamped approved plans and reports will be returned to the Developer, as discussed in Chapter 1 - Introduction and General Considerations, Section 8.

Construction Phase

Before the Developer’s Contractor commences any work, he shall be required to attend a Preconstruction Conference with the City Public Works Department, the City Engineer, and utility companies as determined by the City of Cle Elum. The Contractor will submit his insurance and construction schedule at or prior to this meeting.

All construction shall be inspected by the City of Cle Elum or its authorized agent. The Contractor shall give ten (10) working days minimum notice to the Public Works Director prior to the start of any construction activities.

After cleanup by the Contractor and final inspection by the City, the City will calculate any unpaid inspection fees and submit them to the Developer. The Developer will pay the inspection fee to the City in accordance with Section 8 of this Chapter.



7. Engineering Design Plan Requirements

All plans, specifications, engineering calculations, diagrams, details, and other relevant data shall be designed and prepared by a Civil Engineer licensed by the State of Washington, in accordance with Chapter 2 - General Plan Requirements.

8. Plan Review and Inspection Fee

Plan review and inspection fees are hereby established to defray the administrative expense of plan review and inspection costs incurred by the City of Cle Elum.

The plan review fee and inspection fee shall be the total actual costs incurred by the City of Cle Elum, its agents, employees, and elected or appointed officials, for review and approval of the plans and reports and for inspection of construction of the public improvements. The fees shall include, but not be limited to, initial plan review, subsequent meetings with the Developer, explanations to the Developer's engineering consultant, re-reviews of revised plans, inspection construction, re-inspections, and a final inspection prior to the expiration of the maintenance period.

The plan review fee shall be tabulated and sent to the Developer and paid by the Developer in full prior to the City releasing the approved plans and reports, prior to construction.

The unpaid construction inspection fees shall be tabulated and sent to the Developer and paid by the Developer in full prior to the City issuing a Certificate of Occupancy or signing the final short plat or plat for recording. The City will send monthly invoices to the Developer for inspection costs for the duration of the construction.

9. Record Drawings

The Developer's Engineer shall prepare and maintain a neatly marked, full-sized print or PDF set of record drawings showing the final location and layout of all new construction of the public facilities. Prior to final acceptance by the City of Cle Elum, one (1) PDF set of Record Drawings and two (2) copies prepared by the Developer's Engineer clearly marked "Record Drawings" shall be delivered to the City for review and acceptance.

10. Transfer of Ownership

The Public Works Director or his designee shall make final inspection of all constructed public improvements at construction completion. Upon final inspection and approval of all work, including the method of construction, workmanship, materials, and quality control testing of the improvements, the Developer shall complete a Transfer of Ownership Form for pending acceptance by the City. This form may be found in Appendix A.



11. Easements

Public utility easements shall be established for the location of existing, new, and future public utilities that are located outside of right-of-ways. Easements shall also be granted across the front of new lots and existing lots to provide future utility access as required.

All easements required shall be prepared by the Developer on the proper form and format for recording at the Kittitas County Auditor's Office. The easement legal description shall be prepared by a land surveyor licensed in the State of Washington. The executed and notarized easement document shall be submitted to the Planning Official for review, approval, and recording.

Ten (10) foot wide utility easements shall be dedicated along the front of each lot in subdivisions and short subdivisions. Easements for new and/or future utility lines shall be a minimum of sixteen (16) feet wide, provided the width of the easements for underground utilities will be at least twice the depth of the planned excavation. Where potable and nonpotable utilities are within the same easement, the minimum width shall be adjusted to accommodate separation standards.

Utility easements shall be continuous and aligned from block to block within a subdivision and with easements in adjoining subdivisions to facilitate the extension and future extension of utilities.

Compacted gravel surfacing is required over public utility easements that are not in roadway corridors. Gravel surfacing material shall be either Crushed Surfacing Base Course (CSBC) or Crushed Surfacing Top Course (CSTC) in accordance with WSDOT standard specifications.

12. Utility Oversizing

In all cases, the Public Works Director shall have final determination of the size and depth of water, sewer, and storm mains connected to the City utility system. The determination shall be consistent with the City's comprehensive plan and/or the long-range objectives for the associated utility.

For example, if a property owner/developer is required to install a water main with a diameter in excess of the size necessary to serve their development, and greater than the 8" minimum pipe size required for all utilities, and if the purpose of such oversized is to provide for the future needs of the City, the City may, based upon the conditions established within this policy, reimburse the property owner/developer for the difference in pipe material costs incurred solely by reason of the oversized requirement. No such reimbursement shall be made except upon the following:

- Complete installation of the utility main and approval of the same by the Public Works Director.
- Submittal to the Public Works Director of a bill of sale for the utility main including all applicable pipe diameters.
- Approval of the oversized costs by the Public Works Director.
- Approval of the reimbursement by the Public Works Director.



As an alternative to cash reimbursement, the City may choose to provide a credit, in the amount of the reimbursement that may otherwise be available, against the corresponding development charges. For example, if a water main is oversized, a credit may be granted against the water connection charge, but not the sewer connection charge. Said reimbursement or credit shall not be more than 100% of any and all connection charges.

An oversizing agreement must be executed by the City and Developer prior to plan approval. A summary of all eligible reimbursable costs and backup itemization must be submitted to the Public Works Director, for review and acceptance, prior to building permit application and approval. Following review of submission, a determination of the total reimbursement amount will be calculated by the Public Works Director and provided to the Developer within 45 days of submission receipt. Upon concurrence of the calculated amount by the Developer, the City will provide reimbursement payment within 30 days.



Chapter 2 - General Plan Requirements

All plans, specifications, engineering calculations, diagrams, and other relevant data shall be designed and prepared by a Civil Engineer licensed by the State of Washington.

General Plan Format

1. Plan sheets and profile sheets or combined plan and profile sheets and detail sheets shall be on a sheet size of 22" x 34" (ANSI D).
2. The Cover sheet shall contain the following:
 - a. Name, address, and phone number of the owner/developer.
 - b. Name, address, and phone number and stamp of the Civil Engineer preparing the plans (Consultant).
 - c. "APPROVED FOR CONSTRUCTION BY THE CITY OF CLE ELUM" with signature block for City final approval of the plans.
 - d. "APPROVED FOR CONSTRUCTION BY THE CITY OF CLE ELUM FIRE CHIEF" with signature block for final approval of the plans.
 - e. Signature block for outside utilities listed below with the statement "By signing, the indicated utility is acknowledging receipt of plans and notification of the project, including public improvements." The Developer is responsible to coordinate with each utility, and their established system requirements and review/approval processes separate from the City plan submission requirements.
 - i. Inland Networks, (509) 674-9346
 - ii. Lumen Technologies, (253) 797-4545
 - iii. Puget Sound Energy, (425) 463-6550
 - iv. Ziply Fiber, (509) 406-4955

Please note, the approval or waiver of service from outside utilities must be received prior to final plan acceptance and plan approval consideration by the City.

 - f. Vicinity map showing the project site location.
 - g. Survey benchmark used for the project.
 - h. Sheet Index.
 - i. Legend.
 - j. Applicable project information.
 - k. The utility locate call #811
3. Each sheet shall contain the following project information:
 - a. Project title and City project number, work order number, or LID number, if appropriate.
 - b. Quarter section, Section – Township – Range.
 - c. Sheet title.



-
- d. Page (of page) numbering.
 - e. Revision block.
 - f. Subdivision or short plat name.
 - g. Signed stamp by a Civil Engineer currently licensed in the State of Washington.
4. All plan sheets must have a NORTH arrow preferably pointing to the top of the sheet or to the left, and must indicate the drawing scale. All engineering plans must be drawn to an appropriate engineer's scale. For profiles, the vertical scale shall be 1"=2', 1"=5' or 1"=10'. The horizontal scale shall be the same for both plan and profile and normally be 1"=20'. Plan and profile stationing shall generally read left to right.
 5. Match lines are required at breaks between sheets.
 6. The Horizontal Datum for all plan submittals must be based on the City of Cle Elum datum, NAD 83 Washington State Planes, South Zone, US Foot (2011). The Vertical Datum for all plan submittals must be based on the City of Cle Elum datum, NAVD 88. The benchmark used shall be referenced on the plans. An assumed datum will not be accepted.
 7. Existing features and topography within the project construction limits must be shown on the plans. This shall include existing road width and surfacing, utility poles, existing underground utilities and surface appurtenances, significant trees, landscaping, and other elements that may affect design/construction.
 8. All existing and proposed underground utilities and pipes shall be shown in the profile. The location and depth of existing facilities should be verified if there is a potential conflict with proposed facilities.
 9. All street, water, sewer and storm drainage work shall be drawn on standard plan and profile sheets. Street, water, sewer, storm drainage, irrigation, and electrical design information shall all be shown on the same plan and profile sheets.
 10. Plan sheets shall indicate all existing and proposed property lines, right-of-way lines, and easements.
 11. Plan sheets shall show all horizontal survey control as required to properly locate and tie the improvements in horizontal location.
 12. An erosion/sedimentation control plan sheet shall be included in the plan set.
 13. A traffic control plan shall be included in the plan set when improvements impact public right-of-ways.



Water System Plan Requirements

See Chapter 4 - Water System Improvements for specific design requirements.

1. Show all existing and proposed water system features if known, including but not limited to:
 - a. Water mains
 - b. Water valves
 - c. Water meters
 - d. Water service lines
 - e. Fire hydrants
 - f. Blow offs
 - g. Air and vacuum release valve assemblies
 - h. Pressure reducing valves
 - i. Fire sprinkler system lines
 - j. Double check valves
 - k. Post indicator valves
 - l. Thrust blocking/mechanical restraints
2. Indicate all easements required for the water main extensions and future extensions.
3. Show the water system, storm system, and the sanitary sewer system on the same plan and profile view for verification of minimum separation requirements. The design information for each system may be on individual drawings for that system.
4. Show the length, size, and pipe type for all main extensions, fire sprinkler system services, and domestic services where applicable.
5. Identify all joint connections, provide detail of all non-standard joints.
6. Show by station or dimension the location of all fire hydrants, elbows, tees, crosses, and services relative to centerline or property lines.
7. A profile view shall be shown for all City water main extensions, aligned if practical with the plan view. Clearly indicate the horizontal and vertical scales.
8. Show the minimum cover and minimum separation on each sheet.
9. In the profile view, show all utilities crossing the proposed water main.



Sanitary Sewer System Plan Requirements

See Chapter 5 - Sanitary Sewer System Improvements for specific design requirements.

1. Show all existing and proposed sanitary sewer system features including, but not limited to, the following:
 - a. Sewer mains, gravity and force mains
 - b. Side service, proposed locations
 - c. Manholes
 - d. Clean outs
 - e. Lift stations
2. Indicate all easements required for the sanitary sewer main extensions and laterals.
3. Provide an overall site plan of development with contours, to show that all lots/parcels will be served by the proposed sewer system at design depth for all new development.
4. Show the sanitary sewer system, storm system, and water system on the same plan and profile for verification of minimum separation requirements. The design information for each may be on individual drawings for that system.
5. Slope, length, size, and pipe type shall be indicated for all mains and side sewers. Pipe length shall be measured from centerline of manholes.
6. Provide a profile for each sanitary sewer main extension. Clearly indicate the vertical and horizontal scale. Show the profile on the same sheet with, and aligned underneath, the plan view as practical.
7. The plan and profile must show the location of all existing and proposed gas, water, storm drain, and other utility lines and crossings.
8. Show all vertical data in the profile view and all horizontal data in the plan view. It is not desirable to repeat the vertical data in the plan view unless it is not shown in a profile.
9. Each manhole shall be uniquely numbered and shall be stationed off of a referenced centerline. Indicate rim and invert elevations in and out at all manholes.
10. Indicate the length of each side sewer stub, the centerline stationing for each side sewer, and the size.



Stormwater System Plan Requirements

See Chapter 6 – Stormwater Improvements for specific design requirements.

1. Show all existing features if known and all proposed storm sewer (drain) system features, including but not limited to:
 - a. Storm drain mains and lines
 - b. Catch basins
 - c. Inlets
 - d. Drywells
 - e. Infiltration trenches
 - f. Retention systems
 - g. Biofiltration swales
 - h. Culverts
 - i. Streams
 - j. Ditches
 - k. Natural drainage swales
 - l. Headwalls
 - m. Oil/water separator assembly
 - n. Other requirements of the Department of Ecology's Stormwater Management Manual for Eastern Washington
2. Indicate all easements required for the storm drainage system.
3. The plans shall clearly indicate the location of the storm drainage items stationed from a referenced centerline.
4. Show all horizontal measurements and control in the plan view.
5. Show slope, length, size, and pipe material for all storm drain mains and lines.
6. All catch basins and inlets shall be uniquely numbered and shall be clearly labeled. Stationing and offsets shall be indicated from referenced centerline. Show all proposed storm drain features within the right of way in a profile.
7. Indicate all grate, rim, and invert elevations in the profile view.
8. Provide stormwater report consistent with the Stormwater Management Manual for Eastern Washington, The report shall include but not be limited to an introduction, analysis of existing conditions including any off-site contributions, construction plans including temporary erosion control, basin map, sizing computations for volume and flow, treatment considerations, geotechnical information.
 - 3.2.6 Step 5: Prepare a Permanent Stormwater Control Plan
 - 3.2.7 Step 6: Select Construction Stormwater Pollution Prevention BMPs
 - 3.2.8 Step 7: Complete the Stormwater Site Plan



-
- 3.2.9 Step 8: Check Compliance With All Applicable Core Elements.
Additionally, the stormwater report shall include a maintenance plan for all drainage facilities, both public and private.



Street Plan Requirements

See Chapter 7 - Street Improvements for specific design requirements.

1. Show all existing and proposed roadway improvements, including but not limited to:
 - a. Pavement and edge of pavement
 - b. Concrete curb and gutter
 - c. Sidewalk(s)
 - d. Utilities (manholes, utility poles, pedestals, valves, water meters, etc.)
 - e. Sidewalk ramps
 - f. Signs and barricades
 - g. Driveways
 - h. Rockery or retaining walls
 - i. Mailboxes
 - j. Monuments
 - k. Streetlights, conduits, junction boxes, and service cabinet
 - l. Compliance with ADA requirements
2. Show all Right of Way (R/W) lines, centerlines, and roadway widths for all rights of way.
3. Clearly differentiate between areas of existing pavement, areas of new pavement, and areas to be overlaid.
4. Provide a cross section or typical section of all rights of way indicating right of way width, centerline, pavement width, super-elevation or crown, sidewalk, street lights, curb and gutter, pavement, and base thickness of proposed section.
5. Provide a plan and profile of all new public roadways or extensions of existing roadways. Provide topography within the right-of-way including utilities. Indicate all horizontal and vertical curve data, percent of grade, bearings, centerline stationing every 50 feet, finish grade elevations, and existing ground line. The profile of the existing centerline ground should extend a minimum of 100 feet before the beginning and at the end of the proposed improvements to show the gradient blend.
6. Align the profile view with the plan view, if practical. Clearly indicate the horizontal and the vertical scale.
7. Clearly label all profiles with respective street names and plan sheet reference numbers if drawn on separate sheets.
8. Provide survey monuments along the road centerline at all ends of curves, intersection points, angle points, and center of cul-de-sacs.
9. For developments where road work is required on an existing street, development plans are required to include cross section of the existing street and spot elevations at proposed intersections and appurtenances to the project.



Chapter 3 - General Requirements for All Projects

Forward

The City of Cle Elum has adopted the latest edition of the Standard Specifications for Road, Bridge, and Municipal Construction (Standard Specifications) prepared by the Washington State Department of Transportation (WSDOT) and the American Public Works Association (APWA) General Special Provisions (GSP's) for Division One General Requirements as the standard specifications governing all design and construction of public works improvements by the City and by private developers.

All references hereinafter made to the "Standard Specifications" shall refer to the latest edition of the Standard Specifications described above. Except as may be amended, modified, or supplemented hereinafter, each section of the Standard Specifications shall be considered as much a part of these requirements as if they were actually set forth herein.

The Standard Specifications, General and Project Special Provisions, and City Standard Details contained in these Design and Construction Standards shall apply in their entirety to all City of Cle Elum public works projects. These Design and Construction Standards have been prepared to form a compiled document intended to assist and inform developers, consultants, and contractors of the construction requirements to be used on proposed public works improvements.

The Standard Specifications, General and Project Special Provisions, and City Standard Details shall periodically be amended, revised, and updated. It shall be the responsibility of each user of this information to verify that he has the latest revisions prior to submitting any work covered by these specifications and details.

Copies of the Standard Specifications are available electronically at:

www.wsdot.wa.gov/publications/manuals/fulltext/M41-10/SS.pdf

Copies of the APWA GSP's are available electronically at:

<https://wsdot.wa.gov/engineering-standards/all-manuals-and-standards/general-special-provisions-gsps/local-agency-general-special-provisions-gsps>

Also incorporated into the Construction Standards by reference are:

- Washington State Department of Transportation (WSDOT) manuals, current editions, including:
 - o *Standard Plans for Road, Bridge and Municipal Construction, WSDOT/APWA*
 - o *Manual on Uniform Traffic Control Devices (MUTCD) for Streets and Highways - Washington State Supplement*
 - o *Bridge Design Manual*
 - o *Hydraulics Manual*
 - o *Standard Plans*
 - o *Design Manual*
- Local Agency Guidelines (LAG) Manual, current edition



-
- American Association of State Highway and Transportation Officials (AASHTO) manuals, current editions, including:
 - o *A Policy on Geometric Design of Highways and Streets, 2011 Edition*
 - o *Guide for Design of Pavement Structures*
 - o *Highway Drainage Guidelines*
 - o *Guide for Roadway Lighting*
 - o *Roadside Design Guide*
 - o *Geometric Design of Very Low Volume Local Roads (ADT)*
 - o *AASHTO Guide for the Development of Bicycle Facilities*
 - o *AASHTO Guide for the Planning, Design, and Operation of Pedestrian Facilities*
 - Transportation Research board (TRB)
 - o *Highway Capacity Manual*, current edition
 - Institute of Transportation Engineers (ITE)
 - o *Traffic Engineering Handbook*, current edition
 - Federal Highway Administration (FHWA)
 - o *Manual on Uniform Traffic Control Devices (MUTCD)*
 - o *49 CFR Part 27 and Designing Sidewalks and Trails for Access, Part II*, current edition
 - American Disabilities Act (ADA)
 - o *28 CFR Part 35, 28 CFR Part 36, Appendix A, and the Access Board's Proposed Public Right of Way Guidelines*, current edition
 - National Association of City Transportation Officials (NACTO), current editions
 - o *Urban Bikeway Design Guide*
 - o *Urban Street Design Guide*
 - o *Transit Street Design Guide*
 - o *Urban Street Stormwater Guide*
 - Roundabouts
 - o *NCHRP Reports 572, 672, and 772*
 - Traffic Calming
 - o *Traffic Calming ePrimer, FHWA*

Developers and Contractors are encouraged to contact the City of Cle Elum Public Works Department regarding these standards.

City of Cle Elum Public Works Department
119 West 1st Avenue, Cle Elum, WA 98922
Telephone: (509) 674-2262
Fax: (509) 674-4097

General

All work shall be done in accordance with the approved Plans, the latest edition of the *Standard Specifications for Road, Bridge, and Municipal Construction* prepared by the Washington State Department of Transportation, amendments to the Standard Specifications, referenced codes and organizations, and these Special Provisions.

The American Public Works Association (APWA) General Special Provisions (GSP's) to Division One of the WSDOT Standard Specifications shall amend Division One of the *Standard*



Specifications for Road, Bridge, and Municipal Construction. These GSP's are available at <https://wsdot.wa.gov/engineering-standards/all-manuals-and-standards/general-special-provisions-gsps/local-agency-general-special-provisions-gsps>.

All materials incorporated into a proposed public works improvements project shall meet the requirements of Division 9 of the Standard Specifications or City of Cle Elum Design and Construction Standards as shown in the Standard Details and Special Provisions.

Any Public Works facility improvements or components that are not specifically addressed in these Design and Construction Standards shall be designed by a licensed professional engineer in the State of Washington, and provided to the City for review and approval consideration by the City and City Engineer.

1-01 Definitions and Terms

1-01.3 Definitions

The terms defined in Section 1-01.3 of the Standard Specifications shall be further described by the following:

Consultant:	Means an engineer licensed in the State of Washington, employed by the Developer to design the improvement and prepare plans and specifications, perform construction staking, or similar services.
Construction Documents:	Means the project plans, reports, specifications, and special provisions prepared by the Developer's Consultant for the public works improvements contemplated and approved by the City.
City:	Means the City of Cle Elum, a municipal corporation, as represented by its authorized officials, employees or agents.
Contractor:	Means the person or firm employed by the Developer or under Contract with the City to do the construction of the public works improvements. The Developer is responsible for Contractor obligations in these Construction Standards.
Developer:	Means the person or firm constructing the new development and engaging the services of and employing consultants, and/or contractors and paying for the design and construction of the public works improvements to be transferred to the City.
Drawings:	Means the construction plans prepared by the Developer's Consultant for the public works improvements contemplated. The terms "Construction Documents," "Contract Documents," "Plans," "Engineer's Plans," "Engineer's Drawings," "Working Drawings," and "Project Manual" are synonymous.



Engineer:	Means the appointed City Engineer for the City of Cle Elum or his/her duly authorized agent or representative.
Owner:	Means the City of Cle Elum acting through its legally established officials, boards, commissions, etc., as represented by its authorized officers, employees, or agents.
Public Works Director:	Means the appointed official for the City, responsible for managing the Department of Public Works.
Standard Plans and Details:	Means specific drawings adopted by the City of Cle Elum and revised from time to time which show frequently recurring components of work which have been standardized for use.
Standard Specifications:	The latest edition of <i>Standard Specifications for Road, Bridge, and Municipal Construction</i> prepared by the Washington State Department of Transportation, and amendments, and the APWA GSP's for Division One that are, by this reference, made part of the Contract Documents. Except as may be amended, modified, or supplemented herein after, each section of the Standard Specifications shall be considered as much a part of these Construction Documents as if they were actually set forth herein.
Special Provisions:	The Special Provisions supplement or modify the Standard Specifications and supersede any conflicting provisions of the <i>Standard Specifications for Road, Bridge, and Municipal Construction</i> and the appended amendments to the Standard Specifications and are made a part of a Construction Document.

Should any conflicts be encountered, the following inter-relationships shall govern: The Special Provisions shall supersede the APWA GSP's, which shall supersede the WSDOT Amendments, which shall supersede the Standard Specifications.

Supplement this section with the following:

All references in the Standard Specifications, Amendments, or WSDOT General Special Provisions, to the terms "Department of Transportation", "Washington State Transportation Commission", "Commission", "Secretary of Transportation", "Secretary", "Headquarters", and "State Treasurer" shall be revised to read "Contracting Agency".

All references to the terms "State" or "state" shall be revised to read "Contracting Agency" unless the reference is to an administrative agency of the State of Washington, a State statute or regulation, or the context reasonably indicates otherwise.

All references to "State Materials Laboratory" shall be revised to read "Contracting Agency designated location".



All references to “certification of completed public improvements” shall be interpreted to mean the Contracting Agency form(s) by which final completion is granted.

1-04 Scope of the Work

1-04.4 Changes

Supplement this section with the following:

No changes in the work covered by the approved Construction Documents shall be made without having prior written approval of the Developer and the City.

1-04.11 Final Cleanup

Delete this section and replace it with the following:

The Contractor shall perform final cleanup as provided in this section to the Developer's and City's satisfaction. The date of completion will not be established until this is done. The material sites and all ground the Contractor occupied to do the work shall be left neat and presentable. The Contractor shall:

1. Remove all rubbish, surplus materials, discarded materials, falsework, temporary structures, equipment, and debris, and
2. Deposit in embankments, or remove from the project, all unneeded, oversized rock left from grading, surfacing, or paving.

Partial cleanup shall be done by the Contractor when he feels it is necessary or when, in the opinion of the City or Developer, partial clean-up should be done prior to either major cleanup or final inspection. When directed by the City, the Contractor shall provide partial cleanup within 48 hours of such order. Should the Contractor fail to comply, the City may utilize its own staff and/or contracted staff at the prevailing wage rate plus equipment rental charges, which the Contractor shall be responsible for all applicable expenses. Subsequent building permits will not be processed until reimbursement is paid in total.

1-04.12 Waste Site (New Section)

The following new section shall be added to the Standard Specifications:

Where there is additional waste excavation in excess of that needed for the project and in excess of that needed for compliance with requests of the Developer or City, the Contractor shall secure and operate his own waste site at his own expense. The Contractor shall also be required to secure and operate his own waste site at his own expense for the disposal of all unsuitable material, asphalt, concrete, debris, waste material, and any other objectionable material which is directed to waste.



The Contractor shall comply with the State of Washington's regulations regarding disposal of waste material as outlined in WAC 173-304, Subchapter 461.

1-05 Control of Work

1-05.1 Authority of the Engineer

Supplement this section with the following:

Unless otherwise expressly provided in the approved Construction Drawings, Specifications and Addenda, the means and methods of construction shall be such as the Contractor may choose; subject, however, to the Consultant and the City's right to reject the means and methods proposed by the Contractor which (1) will constitute or create a hazard to the work, or to persons or property; or (2) will not produce finished work in accordance with the terms of the approved Construction Documents. Approval of the Contractor's means and methods of construction or his failure to exercise his right to reject such means or methods shall not relieve the Contractor of the obligation to accomplish the result intended by the Construction Documents; nor shall the exercise of such right to reject create a cause for action for damages.

1-05.3(1) Project Record Drawings (New Section)

The following new section shall be added to the Standard Specifications:

The Contractor shall maintain a neatly marked, full-size set of record drawings showing the final location and layout of all new construction. Drawings shall be kept current weekly, with all field instruction, change orders, and construction adjustment.

The preparation and upkeep of the Record Drawings is to be the assigned responsibility of a single, experienced, and qualified individual. The quality of the Record Drawings, in terms of accuracy, clarity, and completeness, is to be adequate to allow the Contracting Agency to modify the computer-aided drafting (CAD) Contract Drawings to produce a complete set of Record Drawings for the Contracting Agency without further investigative effort by the Contracting Agency.

The Record Drawing markups shall document all changes in the Work, both concealed and visible. Items that must be shown on the markups include but are not limited to:

- Actual Dimensions, arrangement, and materials used when different than shown in the Plans.
- Changes made by Change Order or Field Order.
- Changes made by the Contractor.
- Accurate locations of storm sewer, sanitary sewer, water mains and other water appurtenances, structures, conduits, light standards, vaults, width of roadways, sidewalks, landscaping area, building footprints, channelization and pavement markings, etc. Include pipe invert elevations, top of castings (manholes, inlets, etc.).



Drawings shall be subject to the inspection of the Developer and the City at all times. Prior to acceptance of the work, the Contractor shall deliver to the Developer one set of neatly marked as-built drawings showing the information required above. The Developer shall prepare and deliver to the City of Cle Elum the Record Drawings and copies in accordance with Section 9 of Chapter 1 - Introduction and General Considerations.

1-05.5 Tolerances

The following new section shall be added to the Standard Specifications:

A land surveyor licensed in the State of Washington, retained by the Developer, shall establish the line and grade of proposed construction by offset stakes. Staking may be done by or at the direction of the licensed land surveyor. Said surveyor shall establish the centerline for minor structures and benchmarks at convenient locations for use by the Contractor and City inspectors. GPS systems may be used by the Contractor, but physical reference points shall be available for City inspection.

The Contractor shall establish grades from the surveyor's stakes at suitable intervals in accordance with industry standards and acceptable to the City. Where new construction adjoins existing construction, the Contractor shall make such adjustments in grade as are necessary and approved by the City.

1-05.6 Inspections of Work and Materials

Supplement this section with the following:

The Public Works Director or his representative may not be on the job site full-time. The Contractor shall follow the approved construction plans and specifications, schedule, and request inspections and testing at the appropriate times as required herein. The Public Works Director will try to provide inspections on short notice, but if unable to, the requirements for proper notice shall apply. The project schedule prepared by the Contractor and approved by the Public Works Director shall also be used as a guide for the Contractor to schedule inspections. The Contractor shall provide a minimum two full business days, 48 hours, notice to request inspections, but in no case shall there be more than 72 hours notice. The request shall state the date and approximate time the inspection is requested. If the Contractor has requested an inspection and is not prepared for said inspection, the Contractor shall pay the costs for any additional improperly scheduled requests.

At the beginning of the project, or each applicable construction activity, the Contractor shall meet with the Public Works Director or his representative and establish a minimum standard for 100 feet of product (basis for acceptance), in the field, which meets the specifications. This work includes: Survey staking and control, pavement cuts, utility trenches, trench bedding, pipe installation, backfill, patches, curb and gutter alignment, grade and finish, sidewalk finish, paving finish, and any other activities determined by the Engineer to be important to the project. No major amount of work shall proceed until this minimum standard is established. This does not waive the Contractor's requirements in the specifications for quality control or materials used.



Inspections by the City of Cle Elum or its authorized agent are mandatory for acceptance of backfilling any utility trenches; placing base course and top course for streets; paving; placing sidewalks, curbs and gutters; storm, sewer and water line installation. All construction shall be inspected.

1-05.6(1) Testing (New Section)

Supplement this section with the following:

The Contractor/Developer shall be responsible for scheduling and paying for all material and compaction testing required by these Design and Construction Standards for new public works Improvements. All testing services shall be performed by an independent, certified testing firm and/or laboratory meeting the approval of the City and/or City Engineer. The Contractor shall submit information relating to the qualifications of the proposed testing firm to the City for review and approval prior to the preconstruction conference. The Contractor shall provide copies of all test result reports to the City within 24 hours after completion of any test. Test reports shall become the property of the City. Testing frequencies listed below may be modified to assure compliance with the Specifications.

Trench Backfill

Copies of moisture-density curves for each type of material encountered and copies of all test results shall be provided to the City as construction progresses.

Compaction tests shall be taken at a frequency and at depths sufficient to document that the required density has been achieved. At a minimum, one (1) compaction test shall be taken for each 100 linear feet of mainline pipeline trench and one (1) test for each street crossing. At alternating 100-foot locations along the main trench line, tests shall be taken at 1-foot, 2-foot, and 3-foot depths below finish grade.

The City or City Engineer may request additional tests be performed at the Contractor's/Developer's expense, if test results do not meet the required trench backfill densities.

All trenches shall be backfilled and compacted to at least 95 percent of maximum density as determined by ASTM D 698 (Standard Proctor).

Roadway Subgrade (Embankment and Excavation Sections)

Copies of the moisture density curves for each type of material encountered and copies of all test results shall be provided to the City or City Engineer as construction progresses.

Compaction tests shall be taken at a frequency sufficient to document that the required density has been achieved. At a minimum, one (1) compaction test shall be taken for every 5,000 square feet of subgrade.



The City or City Engineer may request additional tests be performed at the Contractor's expense, if test results do not meet the required subgrade densities. Subgrade compaction shall be as specified for Roadway Embankment in Section 2-03.3(14)C, Method C, compacted to at least 95 percent of maximum density as determined by ASTM D 698 (Standard Proctor).

Ballast and Crushed Surfacing

Copies of the moisture density curves and gradation for each type of material incorporated into the project and copies of all test results shall be provided to the City or City Engineer as construction progresses.

Compaction tests shall be taken at a frequency sufficient to document that the required density has been achieved. At a minimum, one (1) compaction test shall be taken for every 5,000 square feet of surface area for each lift of ballast or crushed surfacing.

The City or City Engineer may request additional tests be performed at the Contractor's/Developer's expense, if test results do not meet the required subgrade densities.

Compaction of ballast and crushed surfacing shall be as specified in Section 4-04.3(5).

Asphalt Pavement

Copies of the reference maximum density test for each class of Hot Mix Asphalt pavement and copies of all test results shall be provided to the City or City Engineer as construction progresses.

Density tests shall be taken at a frequency sufficient to document that the required density has been achieved. At a minimum, one (1) compaction test shall be taken for every 5,000 square feet of surface area for each lift of asphalt concrete pavement.

The City or City Engineer may request additional tests be performed at the Contractor's/Developer's expense, if test results do not meet the required subgrade densities.

Compaction of Hot Mix Asphalt pavement shall be as specified in Section 5-04.3(10)A.

Portland Cement Concrete for Curb, Gutter, and Sidewalk

A copy of the cement concrete design mix or certification from the concrete supplier that the concrete provided has been prepared to the strength requirement as specified elsewhere in these specifications.

Sample the first truck and each load until two successive loads meet specifications, and then randomly test one load for every 100 cubic yards. If at any time one load fails to



meet specifications, continue testing every load until two successive loads meet specifications, and then randomly test one load for every 100 cubic yards.

All testing procedures shall be conducted in accordance with applicable Sections of Division 6-02 of the Standard Specifications.

Copies of all test results shall be provided to the City or City Engineer as construction progresses.

1-05.7 Removal of Defective and Unauthorized Work (October 1, 2005 APWA GSP)

Supplement this section with the following:

If the Contractor fails to remedy defective or unauthorized work within the time specified in a written notice from the City or City Engineer, or fails to perform any part of the work required by the Contract Documents, the City or City Engineer may correct and remedy such work as may be identified in the written notice, with Contracting Agency forces or by such other means as the Contracting Agency may deem necessary.

If the Contractor fails to comply with a written order to remedy what the City or City Engineer determines to be an emergency situation, the City may have the defective and unauthorized work corrected immediately, the rejected work removed and replaced, or have work the Contractor refuses to perform completed by using Contracting Agency or other forces. An emergency situation is any situation when, in the opinion of the City, a delay in its remedy could be potentially unsafe, or might cause serious risk of loss or damage to the public.

Direct or indirect costs incurred by the Contracting Agency attributable to correcting and remedying defective or unauthorized work, or work the Contractor failed or refused to perform, shall be paid by the Developer/Contractor. Such direct and indirect costs shall include in particular, but without limitation, compensation for additional professional services required, and costs for repair and replacement of work of others destroyed or damaged by correction, removal, or replacement of the Contractor's unauthorized work.

The rights exercised under the provisions of this section shall not diminish the Contracting Agency's right to pursue any other avenue for additional remedy or damages with respect to the Contractor's failure to perform the work as required.

Supplement this section with the following:

For new roadway/street construction and overlays, HMA work rejected shall require the replacement of the entire road or street width from block to block or as approved in writing from the City or City Engineer. For trench patching, HMA work rejected shall require the replacement of the entire patch width from block to block or as approved in writing from the City or City Engineer.



1-05.8 Means and Methods (New Section)

The following new section shall be added to the Standard Specifications:

Unless otherwise expressly provided in the Contract Drawings, Specifications and Addenda, the means and methods of construction shall be such as the Contractor may choose; subject, however, to the Consultant's or City's right to reject means and methods proposed by the Contractor which (1) will constitute or create a hazard to the work, or to persons or property; or (2) will not produce finished work in accordance with the terms of the Contract. The Consultant's or City's approval of the Contractor's means and methods of construction or his failure to exercise his right to reject such means or methods shall not relieve the Contractor of the obligation to accomplish the result intended by the Contract; nor shall the exercise of such right to reject create a cause for action for damages.

1-05.10 Guarantees

Delete this section and replace it with the following:

If, within one year (1) after the date of Final Acceptance of the Work, defective and unauthorized materials or work is discovered, the Developer/Contractor shall promptly, upon written request, return and in accordance with the instructions either correct such work, or if such work has been rejected, remove it from the Project Site and replace it with non-defective and authorized work, all without cost to the City. If the Contractor does not promptly comply with the written request to correct defective and unauthorized work, or if an emergency exists, the City reserves the right to have defective and unauthorized work corrected or rejected, removed, and replaced pursuant to the provisions of Section 1-05.7 of the Standard Specifications.

The Contractor agrees the above one-year limitation shall not exclude nor diminish any rights under any law to obtain damages and recover costs resulting from defective and unauthorized work discovered after one year. A maintenance bond may be required for guarantee per the Cle Elum Municipal Code.

1-05.14 Cooperation With Other Contractors

Supplement this section with the following:

No additional compensation will be given to the Contractor for any coordination or delays caused by other nearby construction projects.

1-05.16 Water and Power (New Section)

The following new section shall be added to the Standard Specifications:

Water Supply: Water for use on private development construction may be purchased from the City of Cle Elum. The Contractor shall be required to follow the City's requirements to obtain a hydrant water meter and report use. The Contractor shall



convey the water from the nearest convenient hydrant or other source at his own expense. The hydrants shall be used in accordance with the appropriate Water Department regulations. The City of Cle Elum reserves the right to deny the use of fire hydrants where deemed inappropriate by the City.

Power Supply: The Developer shall make necessary arrangements and shall bear the costs for power necessary for the performance of the work.

1-05.17 Oral Agreements (New Section)

The following new section shall be added to the Standard Specifications:

No oral agreement or conversation with any officer, agent, or employee of the Contracting Agency, either before or after construction, shall affect or modify any of the terms or obligations contained in any of the City-approved documents. Such oral agreement or conversation shall be considered as unofficial information and in no way binding upon the Contracting Agency, unless subsequently put in writing and signed by the Contracting Agency.

1-06 Control of Material

1-06.2(2) Statistical Evaluations of Materials for Acceptance

Delete Section 1-06.2(2).

1-07 Legal Relations and Responsibilities to the Public

1-07.1 Laws to be Observed

(October 1, 2005 APWA GSP)

Supplement Section 1-07.1 with the following:

In cases of conflict between different safety regulations, the more stringent regulation shall apply.

The Washington State Department of Labor and Industries shall be the sole and paramount administrative agency responsible for the administration of the provisions of the Washington Industrial Safety and Health Act of 1973 (WISHA).

The Contractor shall maintain at the project site office, or other well-known place at the project site, all articles necessary for providing first aid to the injured. The Contractor shall establish, publish, and make known to all employees, procedures for ensuring immediate removal to a hospital, or doctor's care, persons, including employees, who may have been injured on the project site. Employees should not be permitted to work on the project site before the Contractor has established and made known procedures for removal of injured persons to a hospital or a doctor's care.



The Contractor shall have sole responsibility for the safety, efficiency, and adequacy of the Contractor's plant, appliances, and methods, and for any damage or injury resulting from their failure, or improper maintenance, use, or operation. The Contractor shall be solely and completely responsible for the conditions of the project site, including safety for all persons and property in the performance of the work. This requirement shall apply continuously, and not be limited to normal working hours. The required or implied duty of the Engineer to conduct construction review of the Contractor's performance does not, and shall not, be intended to include review and adequacy of the Contractor's safety measures in, on, or near the project site.

Amend the second sentence of the first paragraph to read:

The Contractor/Developer shall indemnify and save harmless the City of Cle Elum (including any agents, officers, employees, and representatives) against any claims that may arise because the Contractor (or any employee of the Contractor or subcontractor or materialman) violated a legal requirement.

1-07.5(3) State Department of Ecology

Add the following:

9. Comply with the requirements and special general conditions of the *Construction Stormwater General Permit* issued by the Washington State Department of Ecology to the Developer/Contractor for this project.

1-07.5(4) Air Quality

Supplement this section with the following:

The Contractor shall comply with the environmental provisions of local air pollution authorities.

The Contractor/Developer shall designate a project coordinator for contact during construction regarding alleged air quality violations and other complaints.

1-07.13 Contractor's Responsibility for Work

1-07.13(1) General

Supplement this section with the following:

The Contractor is responsible for constructing and completing all work included in the approved Construction Documents and any other work directed by the Developer in a professional manner with first-class workmanship.

The Contractor shall keep the City of Cle Elum, the Developer, and the Consultant informed in writing of the address to which official correspondence is to be directed, the address and phone number of the person in charge of his field personnel, and the address



and telephone number of the Contractor's representative who will be responsible and available outside of normal working hours for emergency repairs and the maintenance of traffic control and safety devices.

The Developer shall be responsible for the satisfactory operation and condition of all public improvements for a period of one (1) year following final inspection and City acceptance in accordance with the Cle Elum Municipal Code.

1-07.17 Utilities and Similar Facilities

Supplement this section with the following:

It shall be the Contractor's responsibility to investigate and verify the presence and location of all utilities prior to construction.

The Contractor/Developer shall call for field location, dial 811, not less than two nor more than ten business days before the scheduled date for commencement of excavation which may affect underground utility facilities, unless otherwise agreed upon by the parties involved. A business day is defined as any day other than Saturday, Sunday, or a legal local, state, or federal holiday. If no one-number locator service is available, notice shall be provided individually by the Contractor to those owners known to or suspected of having underground facilities within the area of proposed excavation.

The Contractor/Developer is alerted to the existence of Chapter 19.122 RCW, a law relating to underground utilities. Any cost to the Contractor/Developer incurred as a result of this law shall be at the Contractor's/Developer's expense.

No excavation shall begin until all known facilities, in the vicinity of the excavation area, have been located and marked.

In addition to the requirements of RCW 19.122, the Contractor shall use surface features and other evidence in determining the approximate utility location prior to excavation. The Contractor shall hand dig to expose known utilities.

Where the location of the work is in proximity to overhead wires and power lines, the Contractor shall coordinate all work with the utility and shall provide for such measures as may be necessary for the protection of workmen.

Only City personnel shall operate water system valves.

1-07.18 Public Liability and Property Damage Insurance

Supplement this section with the following:

The Contractor shall obtain and maintain in full force and effect during the duration of this Contract public liability and property damage insurance in accordance with this section and as modified herein.



Prior to start of construction, the Contractor/Developer shall furnish the City of Cle Elum a Certificate of Insurance and the additional insured endorsements as evidence of compliance with these requirements. This certificate shall name the City of Cle Elum, its employees, agents, elected and appointed officials, engineering consultant, and all subcontractors as “additional insureds” and shall stipulate that the policies named thereon cannot be canceled unless at least forty-five (45) days written notice has been given to the City of Cle Elum. The certificate shall not contain the following or similar wording regarding cancellation notification: “Failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents, or representatives.”

1-07.23 Public Convenience and Safety

Supplement this section with the following:

All signs, barricades, traffic control devices, and labor for traffic control required by construction activities for the control of traffic shall be supplied, placed, and maintained by the Contractor. This shall apply to detours and traffic control both within and outside the limits of the project.

All work shall be done under a plan which shall have the approval of the City of Cle Elum and create a minimum of interruption or inconvenience to pedestrian and vehicular traffic. All arrangements to care for such traffic will be the Contractor's responsibility and shall be made at his expense. All work shall be carried out with due regard for public safety. Open trenches shall be provided with proper barricades and at night they shall be distinctly indicated by adequately placed lights. At entrances to business properties and other private roads, driveways, bridges, or other such means as to provide access shall be provided by the Contractor. The Contractor shall maintain vehicular and pedestrian access to businesses at all times that businesses are open for business.

Upon failure of the Contractor to immediately provide and maintain adequate suitable barricades, lights and detour signs, when ordered to do so, the City shall be at liberty, without further notice to the Contractor or the Surety, to provide the same and request payment for providing proper barricades, lights, and signs, and the City assumes no liability connected therewith.

Any traffic restriction must have prior approval of the City of Cle Elum. Appropriate traffic control measures and signing are required during such temporary road closures.

It shall be the responsibility of the Contractor to secure the City's approval for any desired road closure and associated traffic control plan including detours. Following approval, the Contractor shall notify the Developer, City of Cle Elum, and the Police and Fire Departments at least 24 hours prior to closing any street. When the street is reopened, it shall again be the responsibility of the Contractor to notify the above named departments and persons.



1-07.29 Notifying Property Owners (New Section)

The following new section shall be added to the Standard Specifications:

When construction activities will affect ingress and egress to a property along the project alignment, the Contractor shall be responsible for notifying the occupant/occupants of the property 72 hours prior to the construction activity beginning. If personal contact with the occupant is not possible, the Contractor shall leave written notification. A copy of all notifications shall be provided to the City.

1-07.30 Safety Standards (New Section)

The following new section shall be added to the Standard Specifications:

All work shall be performed in accordance with all applicable local, state, and federal health and safety codes, standards, regulations, and/or accepted industry standards. It shall be the responsibility of the Contractor to ensure that his workforce and the public are adequately protected against any hazards.

The City of Cle Elum or Developer shall have the authority at all times to issue a stop work order at no penalty if, in their opinion, working conditions present an undue hazard to the public, property, or the work force. Such authority shall not, however, relieve the Contractor of responsibility for the maintenance of safe working conditions or assess any responsibility to the City or Developer for the identification of any or all unsafe conditions.

1-08 Prosecution and Progress

1-08.3 Progress Schedule

Supplement this section with the following:

Prior to the commencement of any work, a preconstruction conference shall be held. The Contractor or Developer shall contact the City of Cle Elum and set a date and time for the meeting. It shall be the responsibility of the Contractor/Developer to notify and invite all parties having an interest in the project to the meeting, including the major subcontractors, Fire Department, and private utilities.

At this conference, all points of the approved Plans will be open to discussion including scope, order and coordination of work, equipment, lead time required, means and methods of construction, inspection and reporting procedures, etc. The Contractor should satisfy himself that all provisions and intentions of the work are fully understood.

The Contractor shall prepare and submit to the City and Developer at the Preconstruction Conference a Construction Progress and Completion Schedule using a bar graph format. Items in the Schedule shall be arranged in the order and sequence in which they will be performed. The schedule shall be drawn to a time scale, shown along the base of the diagram, using an appropriate measurement per day with weekends and



holidays indicated. The Construction Progress Schedule shall be continuously updated and, if necessary, redrawn upon the first working day of each month or upon issuance of any Change Order which substantially affects the scheduling. Copies of newly updated Schedules shall be forwarded to the City, as directed, immediately upon preparation.

Any proposed road or sidewalk closures including duration of closure must be approved by the City prior to consideration. If approved, closures shall not extend beyond permitted duration.

At the discretion of the City, a weekly meeting between representatives of the City (inspector and/or engineer) and contractor (foreman, supervisor, and/or project manager) shall be held at the project site or at City Hall at a predetermined time. The Contractor shall present an update on project status, project schedule, and any problems that have arisen.

1-08.3(2) General Requirements

The following new section shall be added to the Standard Specifications:

The Contractor is responsible for constructing and completing all work included in the Contract Documents and any other work directed by the Developer in a professional manner with first-class workmanship.

The Contractor shall keep the City of Cle Elum, the Developer, and the Consultant informed in writing of the address to which official correspondence is to be directed, the address and phone number of the person in charge of his field personnel, and the address and telephone number of the Contractor's representative who will be responsible and available outside of normal working hours for emergency repairs and the maintenance of traffic control and safety devices.

Seasonal weather conditions shall be considered in the planning and scheduling of work influenced by high or low ambient temperature or precipitation to ensure the completion of the work within the Contract Time. No time extension will be granted forth Contractor's failure to take in to account such weather conditions for the location of the work and for the period of time in which the work is to be accomplished.

1-10 Temporary Traffic Control

Supplement this section with the following:

The provisions of the latest edition of the *Manual on Uniform Traffic Control Devices* (MUTCD) for Streets and Highways and amendments thereto published by the U.S. Department of Transportation, Federal Highway Administration, and WSDOT by this reference are made a part of these Documents.



1-10.2(2) Traffic Control Plans

Delete the entire section and replace with the following:

The Contractor shall prepare a signing plan showing the necessary Class A and B construction signing, barricades, and traffic control devices required for the project and submit it to the City, no later than the preconstruction conference date, unless a road closure is proposed which requires City Council approval. When the Class B signing for a particular area will be provided as detailed on one or more of the figures included in the MUTCD without modification, the Contractor may reference the applicable MUTCD figure at the appropriate location on the Plan. When this procedure is used, variable distances such as minimum length of taper must be specified by the Contractor.

The signing plan prepared by the Contractor shall provide for adequate warning within the limits of the project and on all streets, alleys, and driveways entering the project so that approaching traffic may turn left or right onto existing undisturbed streets before reaching the project. The Plan shall be prepared to create a minimum of inconvenience for pedestrian and vehicle traffic.

All modifications to the accepted signing plans shall be reviewed by the City.

1-10.3(3)A Construction Signs

The first sentence of the first paragraph is revised to read:

All signs, barricades, flashers, cones, traffic safety drums, barricades, and other traffic control devices required by the approved traffic control plan(s), as well as any other appropriate signs prescribed by the City or County, shall be furnished and maintained by the Contractor.

Open trenches shall be provided with proper barricades and at night they shall be distinctly indicated by adequately spaced lights.

7-08 General Pipe Installation Requirements

7-08.1 General

Add the following:

All construction work shall be inspected by the City of Cle Elum prior to backfilling. At least 48 hours' notice shall be given to the City Public Works Department prior to backfilling.



7-08.3 Construction Requirements

7-08.3(1)A Trenches

Supplement this section with the following:

Existing pavement shall be neatly saw-cut on both sides of the trench parallel consistent with the dimensions presented on the Trench Surfacing Repair standard detail, including additional saw-cutting prior to surface repair.

7-08.3(1)C Bedding the Pipe

Add the following:

Gravel Backfill for Pipe Zone (including Bedding): Pipe zone material shall be Crushed Surfacing Top Course meeting the requirements of section 9-03.9(3), and shall be placed and compacted in layers as designated by the City.

7-08.3(2)B Pipe Laying – General

Supplement this section with the following:

Potable domestic water mains shall maintain a 10-foot horizontal and 18-inch vertical separation above non-potable pipelines (sewer and storm) consistent with the Department of Health Water System Design Manual.

When parallel to existing utilities, new domestic water mains shall be installed a minimum of 10 feet horizontally (outside pipe wall to outside pipe wall, typical) and 18 inches vertically above other non-potable pipelines. Where this is not possible at the discretion of the Engineer, a water main may be installed a minimum of five feet horizontally and 18 inches vertically above other non-potable pipelines, as long as the water main is placed in a separate trench and on a bench of undisturbed earth.

When crossing existing utilities, new domestic water mains shall be installed a minimum of 18 inches vertically above non-potable pipelines. Where this is not possible, or the water main passes under a non-potable pipeline, the water main shall be installed in a pressure rated pipe casing extending 10 feet each side of the crossing. In addition, where the water main passes under an existing non-potable pipeline, support shall be provided for the non-potable pipeline by backfilling the non-potable pipeline trench with controlled density backfill or other approved methods. A minimum of 6 inches of separation between the crossing pipelines must be maintained in all cases.

When parallel to existing potable water mains, new non-potable pipelines shall be installed a minimum of 10 feet horizontally and 18 inches vertically below existing water mains. Where this is not possible at the discretion of the Engineer, a non-potable pipeline may be installed a minimum of five feet horizontally from an existing water main, as long as the non-potable pipeline is installed a minimum of 18 inches vertically below the water main and the non-potable pipeline is placed in a separate trench. If the vertical separation



cannot be met, then the non-potable pipeline shall be constructed of or encased in materials equal to water main standards with a minimum pressure rating of 165psi (C900 PVC DR 25, ductile iron, etc.).

When crossing existing potable water mains, new non-potable pipelines shall be installed a minimum of 18 inches vertically below existing water mains. Due to difficulties in compacting under existing utilities, controlled density backfill or other City-approved materials shall be placed as backfill at the crossing locations, to a depth of the water main spring line. Where the minimum clearance is not possible, or the non-potable pipeline passes above a water main, a full length of non-potable pipeline shall be centered at the crossing. In addition, the non-potable pipeline shall either be installed in a pressure rated pipe casing extending 10 feet each side of the crossing, or be constructed of one standard length of pipe material equal to waterline standards with a minimum pressure rating of 165psi (C900 PVC DR 25, ductile iron, etc.). A minimum of 6 inches of separation between the crossing pipelines must be maintained in all cases.

Magnetic detectable marking tape shall be installed above all pipes including service lines. The tape shall be placed approximately two feet above the top of the pipe and shall extend its full length. The horizontal location of the tape shall vary no more than one foot from the centerline alignment of the pipe. Detectable marking tape shall meet the requirements of Section 9-15.18 of the Standard Specifications. Tape width shall be a minimum of 3 inches wide, or wider as recommended by the manufacturer for the installation depth. Care must be taken to ensure that the marking tape shall be continuous and unbroken during the backfill process.

Tracer wire shall be installed on all water mains and appurtenances, water services, side sewers, and sanitary sewer force mains.

7-08.3(3) Backfilling

Supplement this section with the following:

Street crossing trenches on existing streets and other locations, where directed, shall be backfilled for the full depth of the trench with Imported Select Backfill conforming to Section 9-03.9(3) Crushed Surfacing Base Course. The Public Works Director may require the use of Controlled Density Fill (CDF) for trench backfill in certain circumstances. The requirements for CDF are set forth in Section 8-30 of these Special Provisions.

Mechanical compaction shall be required for all trenches. The density of the compacted materials shall be at least 95% of the maximum density as determined by ASTM D 698 Test (Standard Proctor). The Contractor shall be responsible for scheduling, conducting, and paying for all testing required.



7-08.3(5) Marker Posts (New Section)

The following new section shall be added to the Standard Specifications:

Stub-outs for future connections at property lines, including utility mains, services, conduit, etc., shall be marked with an 8' treated 2x4 inside of an 8' steel stud, painted the color consistent with those tape colors identified in Section 9-15.18 of the Standard Specifications, extending 24"-36" above finished ground surface.

8-01 Erosion Control and Water Pollution Control

8-01.3(1) Construction Requirements

Supplement this section with the following:

Exposed and unworked soils shall be temporarily or permanently stabilized as soon as practicable, unless otherwise approved by the City of Cle Elum. Contractor shall follow the requirements in the most current publication of the Stormwater Management Manual for Eastern Washington.



Chapter 4 - Water System Improvements

General Requirements for Water Mains

All extensions and additions to the City of Cle Elum's domestic water system shall conform to the Design and Construction Standards of the City of Cle Elum and the Washington State Department of Health (DOH) Water System Design Manual, American Water Works Association, and designed by a Civil Engineer currently licensed by the State of Washington.

All new lots and developments shall be served by a public domestic water supply line to be owned and maintained by the City of Cle Elum and located adjacent to the lot or development site. The water supply line shall be capable of providing sufficient flow and pressure to satisfy the fire flow and domestic service requirements of the proposed lots and development requirements. If determined necessary by the City Engineer, hydraulic analysis including modeling shall be performed by the City or its agents, and all costs shall be borne by the Developer.

Water lines shall be extended by the Developer to the point where the adjoining property owner's responsibility for further extension begins. This typically requires an extension across the entire frontage of the property to the property line of the adjoining owner. In some cases, it will require dedication of an easement and a line extension across the property or extension across two or more sides of the developing property. Extensions will be consistent with and implement the City's adopted Water System Plan including alignments and sizes, necessary to serve future areas within the Urban Growth Area (UGA) boundary.

All new public domestic water mains shall be a minimum diameter of 8-inches, or larger diameters as specified in the City's Water System Plan, or larger as required to meet the fire flow demand of the development. Fire hydrants located within 50 feet of the water main shall be a minimum diameter of 6 inches. Hydrants beyond 50 feet of the water main shall be a minimum diameter of 8 inches, or larger as necessary to achieve required fire flows. Cover over new water mains shall be a minimum depth of 54 inches and a maximum of 72 inches.

New water mains shall be located in existing or proposed streets within City right-of-way and shall be offset from the street centerline, not located within a vehicle wheel path.

All domestic water mains shall be looped, where possible. Temporary dead-end mains over 500 feet in length will only be allowed where future water main looping via public right of way will be assured. No permanent dead-end water mains over 300 feet in length will be allowed to be part of the City of Cle Elum's public water system.

Permanent dead-end water mains may become private water mains owned and maintained by the Developer. All dead-end water mains shall be isolated from the public water main with a double check valve assembly and vault furnished and installed by the Developer to City of Cle Elum standards for cross-connection control.

All services must extend from a water main owned and operated by the City.



Maximum valve spacing in public water mains will be 750 linear feet. Valves will be furnished and installed on all legs of new water main intersections. Valve operating nut extensions approved by the City will be required on valves where the operating nut is deeper than 36 inches below finished grade.

All new water main installations shall be satisfactorily tested per Section 7-09 prior to being placed into service including hydrostatic pressure and bacteriological testing, all at the expense of the Developer.

All new water service lines shall be a minimum 1-inch, for 3/4- and 1-inch meters, and shall be a minimum of 2-inch, for 1 1/2- and 2-inch meters. All 1-inch and smaller meters shall be furnished and installed by the City of Cle Elum and paid for by the Developer. All meters larger than 1-inch shall be furnished and installed by the Developer, but must be pre-approved for operation with the City's automatic meter reading system, prior to installation. The Developer/Contractor shall furnish and install all water service components (except 3/4" or 1" water meter) from the water main to the property line including service saddle, corporation stop, service tap, service pipe, and meter pit setter, all at the Developer's expense. Only one meter shall be served from each main tap. All service hot taps shall be made under the supervision of the Public Works Director or his designee, and the coupon shall be delivered to the Public Works Director for all taps.

All live taps of water mains shall be performed by a contractor approved by the Public Works Director (or City's representative with Public Works Director's approval) using a full circle stainless steel tapping sleeve with gate valve and paid for by the Developer.

Minimum 2-inch air and vacuum release valves shall be furnished and installed at high points in the water system.

Maximum spacing of fire hydrants shall be 300 feet. Additional hydrants may be required to protect structures as determined by the Fire Chief and Public Works Director. Additional fire hydrants required on a site may require a looped, on-site water main. Easements shall be provided for all on-site, public, looped water mains, in accordance with Chapter 1 - Introduction and General Considerations, Section 11. Fire hydrants shall be located at the ends of curb returns or at property lines between lots, and not be located within driveways, driveway ramps, or curb ramps.

Water mains shall maintain a 10-foot horizontal and 18-inch vertical separation above non-potable pipelines (sanitary sewers, reclaimed water, irrigation pipelines, stormwater pipes, and other uses) in accordance with Section 6.3.4 of the *Water System Design Manual, October 2019*, by the Washington State Department of Health. Additionally, water and sewer mains shall be separated in accordance with Section C1-9.1 of the *Criteria for Sewage Works Design, August 2008*, by the Washington State Department of Ecology. Gas, power, telephone, and other dry utilities shall maintain a minimum 3-foot horizontal clearance from water mains.

The design of water mains and appurtenances is subject to review and approval consideration by the Public Works Director and City Engineer. The Public Works Director may, at his discretion, adjust these Design and Construction Standards as necessary to facilitate installation of water lines and appurtenances for the health, safety, and protection of the general public.



All double detector check valve assemblies shall conform to City of Cle Elum standards. Initial and annual testing will be required.

Special Provisions For Water Systems

The following sections of the WSDOT Standard Specifications have been amended or supplemented as described below and apply to the construction of public works water system improvements within the City of Cle Elum.

7-09 Water Mains

7-09.2 Materials

Pipe for main line approved for use shall be as follows:

Pipe for Main Line:

Ductile Iron Pipe
Polyvinyl Chloride (PVC) Pressure Pipe

Supplement this section with the following:

Ductile Iron Pipe: Ductile iron pipe shall conform to the requirements of Section 9-30.1(1) of the Standard Specifications. Joints shall be rubber gasket, push-on type (Tyton Joint). Fittings shall be mechanical joint or flanged, as shown on the Plans, and shall conform to Section 9-30.2(1) of the Standard Specifications.

Polyvinyl Chloride (PVC) Pressure Pipe: PVC pipe shall conform to the requirements of Section 9-30.1(5)A. Fittings shall be the same as specified for Ductile Iron pipe.

Detectable Marker Tape: Marker tape shall be a detectable type and shall be marked "WATER," and shall conform to Section 9-15.18 of the Standard Specifications.

Tracer Wire: Tracer wire shall be 12-gauge heavy insulated (60 mil) copper wire with UF insulation colored for the utility being installed in accordance with Section 9-15.18.

Fittings for Main Lines:

Connection Couplings: Couplings for Ductile Iron or PVC pipe, either transition or straight couplings, shall be compression type flexible couplings conforming to Section 9-30.2(7) of the Standard Specifications.

Aggregates:

See Section 7-08.3 of these Specifications.



7-09.3 Construction Requirements

7-09.3(5) Grade and Alignment

Replace the first sentence of the third paragraph with the following:

The depth of trenching for water mains shall be such to provide a minimum cover of 4.5 feet and a maximum cover of 6 feet, unless otherwise approved by the Public Works Director.

7-09.3(7) Trench Excavation

Supplement this section with the following:

The Contractor shall neatly sawcut all areas of existing pavement within the trench excavation area, then remove and haul all waste materials from the project and dispose of at an approved site provided by the Contractor. Should any undermining occur on adjacent pavement, the Contractor shall neatly cut the pavement six (6) inches beyond the undermined area.

All trench excavations shall have adequate safety systems for the trench excavation that meet the requirements of the Washington Industrial Safety and Health Act, Chapter 49.17 RCW. The Contractor shall be fully responsible for providing the necessary back sloping, cribbing, trench boxes, etc., as required to meet the specified safety requirements for the trench.

7-09.3(9) Bedding the Pipe

Supplement this section with the following:

All construction work shall be inspected by the City or its representative before backfilling.

7-09.3(11) Compaction of Backfill

Delete the first paragraph and supplement this section with the following:

Mechanical compaction shall be required for all trenches. The Developer/Contractor shall be responsible for scheduling and paying for all testing required.

The density of the compacted material shall be at least 95% of the maximum density as determined by ASTM D 698 Tests (Standard Proctor). Density tests shall be taken at various depths in the trench. All costs associated with testing shall be the responsibility of the Contractor. Placement of courses of aggregate shall not proceed until density requirements have been met.

The first 500 feet of trench backfill operations shall be considered a test section for the Contractor to demonstrate his backfilling and compaction techniques. The Contractor



shall notify the City at least 3 working days prior to beginning trench excavation and backfill operations. The Contractor shall arrange for in-place density tests to be taken on the completed test section in accordance with the above requirements. No further trenching will be allowed until the specified density is achieved in the test section. Passing in-place density tests in the test section will not relieve the Contractor from achieving the specified densities throughout the project.

7-09.3(12)A Locating Wire (New Section)

The following new section shall be added to the Standard Specifications:

A continuous solid copper locating wire shall be placed along the top of all water pipe. This wire shall be secured to the top of the pipe at maximum 10-foot intervals using 6-inch strips of 2-inch wide duct tape. All splices shall be tied, electrically continuous, and made waterproof. Access to terminal ends of the locating wire shall be made at locating wire boxes, per the details shown on the Drawings. The result of this installation shall be a continuous wire circuit electrically isolated from ground. The Contractor shall be responsible for testing continuity and for testing isolation from ground in the wire after all work has been completed on the test section. The Contractor is advised to do intermediate testing on his own after backfilling operations and prior to surface restoration work to be sure continuity is maintained. If there is a break or defect in the wire, it shall be the Contractor's responsibility to locate and repair the defect. The continuity of the location wire shall be tested from one test load point to the next by use of a temporary wire laid between test points in-line with an ohmmeter. Resistance shall be measured with an approved ohmmeter that has been properly calibrated. The continuity of a test section will be accepted if the resistance of the test section does not exceed 5 ohms per 500 feet of location wire being tested. Isolation from ground shall be measured with a megohmmeter and shall be a minimum of 20 megohms for any section of location wire tested. The City shall witness the acceptance test.

7-09.3(19)A Connections to Existing Mains

Supplement this section with the following:

New water mains shall be tested, flushed, and disinfected per Section 7-09.3(23) and 7-09.3(24) with passing results, prior to making connection to existing main and being placed into operation.

No existing line valves shall be closed without permission by the Public Works Director. In no case shall any existing water main valve be closed for a period of greater than eight (8) hours. Only City personnel or those authorized by the City may operate City valves.

The anticipated schedule for the connections shall be discussed and scheduled at the preconstruction conference, and indicated on the weekly schedule. The City reserves the right to adjust the schedule of the connections, as required, subject to a minimum of 24-hour notice of schedule change to the Contractor.

7-09.3(21) Concrete Thrust Blocking



Supplement this section with the following:

Thrust blocks shall be formed and placed in conformance with the Standard Details for the appropriate pipe size and fitting type.

Mechanically restrained pipe and fittings may be used in lieu of thrust blocking. The Engineer shall provide appropriate restraint calculations, indicating the length of pipe and fittings to be restrained for each particular diameter and type of fitting to be installed. Thrust restraint calculators such as those provided by Ductile Iron Pipe Research Association, EBAA Iron, or similar may be used to determine required restraint lengths.

7-09.3(22) Blow-off Assemblies

Supplement this section with the following:

All permanent dead-end lines must end with a blow-off, unless there is a hydrant connection within the last 30 feet of the water main.

7-09.3(23) Hydrostatic Pressure Test

Replace the first sentence with the following:

Prior to any hydrostatic pressure testing, the Developer/Contractor shall verify requirements with the Public Works Director. All water mains and appurtenances shall be tested under a hydrostatic pressure of 180 psi.

7-09.3(24) Disinfection of Water Mains

Supplement this section with the following:

AWWA Standard C651 shall be used as a guideline for disinfecting water mains.

7-12 Valves For Water Mains

7-12.2 Materials

Supplement this section with the following:

Gate Valves: All valves sizes 2-inch through 8-inch shall be gate valves manufactured in the U.S. and shall conform to the latest revision of AWWA Resilient Seated Gate Valves Standard C515 or AWWA C509.

All gate valves shall have non-rising stems, open counterclockwise, and shall be provided with a 2-inch square AWWA operating nut. Gate valves 4-inch and larger shall have mechanical joint connections. Stuffing box shall be O-ring type. Valves smaller than 4-inch shall have screw-type end connections and be non-rising stem, screwed bonnet, solid wedge disc type having a minimum working pressure of 200 psi.



Butterfly Valves: All valves sizes 10 inches and larger shall be butterfly valves manufactured in the U.S. and suitable for direct burial and shall be rubber seated and conform to the latest revision of AWWA Standard C504 Class 150B. Valve operators shall be sealed, gasketed, and lubricated for underground service. All valves shall open counterclockwise and shall be provided with a 2-inch square AWWA operating nut.

Valves shall have mechanical joint connections and shall be of the same size as the line on which they are located. Valve shafts shall be a one-piece unit extending full size through the valve disc and valve bearings, with minimum shaft diameter as specified in AWWA C504 Class 150B.

Tapping Sleeve and Valve Assemblies: Tapping sleeves shall be full circle, Romac Stainless Steel Tapping Sleeve (SST) with ductile iron flanged outlet, or approved equal, conforming to the latest AWWA Standard C223. Tapping gate valves shall meet the requirements for Gate Valves in Section 7-12.2.

Valve Boxes: Valve boxes shall be two-piece adjustable. The top section shall be Olympic Foundry Model 940-B, or equal, 18-inches high. The bottom section shall be Olympic Foundry Model R-36, or equal, 36-inches high. Extension sections shall be Olympic Foundry Model 044, or equal, 12-inches high.

Combination Air Release/Air Vacuum Valves: Valves shall meet the requirements of C512 and shall be APCO 140 Series or Val-Matic VM-200 Series.

7-12.3 Construction Requirements

Supplement this section with the following:

Tapping Sleeve and Valve Assemblies: The Contractor or Subcontractor completing the work shall have at least five (5) years' experience with a minimum of ten (10) water main taps of pipes with diameters equal to or larger than specified in this project. Contractor shall notify City at least 72 hours prior to all proposed taps and provide work experience references if requested. Work to complete the tap shall not commence without City's written approval. If the Contractor or Subcontractor does not have sufficient experience in the sole opinion of the City, a qualified Subcontractor as approved by the City, shall be used to complete the tap at no additional cost.

Valves: Upon completion of all work in connection with this Contract, the Developer/Contractor shall contact the City of Cle Elum Public Works for opening water valves. Valves shall only be operated by City Public Works staff.

Valve Boxes: Valve boxes should be set to position during backfilling operations so they will be in a vertically centered alignment to the valve operating stem. The top of the box will be at final grade.

The Contractor shall adjust all water valve boxes to the final grade of the surrounding area including new concrete sidewalk, asphalt paving, gravel surfacing, or topsoil



surfacing, in accordance with the details shown on the Drawings. Valve box cover shall be rotated such that lugs are in-line with pipe alignment.

The Contractor shall keep the valve boxes free from debris caused by the construction activities. All valve boxes will be inspected during final walk-thru to verify that the valve box is plumb and that the valve wrench can be placed on the operating nut. Misaligned valve boxes shall be excavated, plumbed, and backfilled at the Contractor's expense.

7-14 Hydrants

7-14.2 Materials

Replace the entire Section with the following:

The City of Cle Elum accepts hydrants of the following manufacturer, providing the hydrants conform to the City's technical specifications for fire hydrants:

Mueller Super Centurion 250
M&H 129S
Clow Medallion

All hydrants shall have a Main Valve Opening (MVO) of 5-1/4" and one port with a 5" Storz Quick Coupling and two (2) 2-1/2" diameter ports. Threads on all ports shall be National Standard Thread. Fire hydrant installations shall also include a 72-inch tall, red reflective, flat bracket RoDon Corp. International Hydra Finder Fire Hydrant Marker with spring model number PP6802 installed on the fire hydrant as shown in the plans and as per the manufacturer's recommendations.

Fire hydrants shall be painted with two coats of high visibility yellow paint.

7-14.3(1) Setting Hydrants

Delete the first and second paragraphs and replace with the following:

The hydrant shoe shall be set to the correct elevation on a concrete block base 12" x 12" x 6" thick, which has been placed on undisturbed earth. Around the base of the hydrant and weep hole, the Contractor shall place 0.5 cubic yards of washed drain rock ranging in size from 3/4" to 1-1/2", to allow free drainage of the hydrant. The drain rock shall be completely surrounded with construction geotextile filter fabric.

The contractor shall set all hydrants plumb and nozzles parallel with, or at right angles to, the curb, with the pumper nozzle facing the curb. Hydrants shall be set so that the flange is 2"-8" above the back of curb, sidewalk, or finished grade to clear nuts and bolts. Hydrants shall be ordered with the bury depth required to meet the flange elevation requirements. The Contractor shall be responsible for verifying the hydrant flange elevations and no extensions will be allowed.



7-14.3(2) Hydrant Connections

Replace this section with the following:

Each hydrant lateral shall include an isolation valve at the water main connection point. The valve size shall equal the hydrant lateral diameter and shall be of the type specified in Section 7-12.2. Where hydrant runs are in excess of 6 inches in diameter, an additional 6-inch auxiliary gate valve shall be installed just prior to the hydrant installation.

7-14.3(2)A Hydrant Restraints

Replace this section with the following:

All hydrants shall be securely connected to the water main as shown on the City's Standard Detail.

7-14.3(2)C Hydrant Guard Posts

Replace this section with the following:

The Public Works Director may determine that four (4) 6-inch diameter Sch. 40 steel guard posts shall be installed at a hydrant location. Hydrant guard posts shall be painted the same color as the hydrants.

7-15 Service Connections

7-15.1 Description

Replace this section with the following:

This work consists of the relocation of existing water meters and water meter boxes, where necessary, and the installation of new saddles, corporation stops, service pipe, and water meter pit setters as shown on the Plans. The Developer/Contractor shall furnish and install all water service components (except 3/4" or 1" water meter) from the water main to the property line including service saddle, corporation stop, service tap, service pipe, and water meter pit setter, all at the Developer's expense.

7-15.2 Materials

Supplement this section with the following:

Service Saddle: New service saddles shall be Romac Style 202NS.

Corp Stop: Corporation stops shall be Ford type 1100, or approved equal.

Service Pipe: New service pipe shall be CTS Cross-linked Polyethylene (PEX-a) tubing meeting the requirements of Section 9-30.6(3)C.



Meter: 3/4" and 1" meters will be furnished by the City of Cle Elum (Sensus "Touch Read") at the Developer's expense.

Meter Pit Setters (1" and Smaller): Mueller 36" tall Thermal-Coil Single Meter Box (Model No. XXX CS 1X 36 LBBSN) with ductile iron cover solid lid and insulating pad, FORD Meter Company 36" tall Coil Pitsetter (Model No. PFCBH-X88-1X-36-NL) with ductile iron cover solid lid and insulating pad; or approved alternative.

Meter Pit Setters (1-1/2" to 2"): Mueller 36" tall EZ-Vault (Model No. 5X0 VS 2X 36 LBBSN) with ductile iron cover solid lid and insulating pad, FORD Meter Company 36" tall Plastic Pit Setter meter box (Model No. PSBH-#88-36HB-36-NL) with ductile iron cover solid lid and insulating pad; or approved alternative.

Meter Vault (3" to 8" meters, as applicable): New precast cement concrete vault shall be Oldcastle Precast or H2 Precast meeting inside dimension tolerances specified on Details and shall have diamond plate spring assisted cover with locking latch inside (332P for 3", 2-322P for 4" to 6", and 3-322P for 8" to 12", or H2 Precast equivalent). Contractor/Developer shall provide to the City any factory tools, keys, or wrenches required to open vault lid.

Pipe Bedding and Backfill: Pipe bedding and select backfill shall be utilized for trench backfill as directed by the City in accordance with Section 7-08.2 of the Special Provisions.

Backflow Preventer (Double Check Valve): New backflow preventer shall be Zurn 950XL, Zurn 975XL, Watts 007 or approved equal, and shall be provided and installed by the Contractor/Developer for all irrigation system connections to domestic water mains.

7-15.3 Construction Requirements

Section 7-15.3 of the Standard Specifications shall be modified as follows:

Where directed by the Engineer, i.e., existing street crossing, trenches shall be backfilled for the full depth of the trench with imported select backfill.

The City will inspect service installation work. The City inspector will inspect the water service pipe after the pipe has been laid in the trench, but prior to backfill. A leak test will be required to be run in the presence of the inspector. Provide 48 hours minimum notice prior to any required inspections.

Water and sewer service lines may not be laid in the same trench except as provided in Section 1008 of the Uniform Plumbing Code (UPC) and with written approval of the City of Cle Elum Building Inspector.

Water services shall be laid with a minimum of 48 inches of cover, or as directed by the Public Works Director.



Supplement this section with the following:

The Contractor shall set the water meter box to the finished grade of the area, typically flush with the top back of sidewalk. The Contractor will be required to reset the meter box if it is not at finished grade at the completion of the project. The completed water service shall be tested at system operating pressure by the Contractor and must show no signs of leakage.

No joints are allowed between the corporation stop and the meter stop.



Chapter 5 - Sanitary Sewer System Improvements

General Requirements for Sanitary Sewer System Improvements

All extensions and additions to the City's sanitary sewer system shall conform to the Design and Construction Standards of the City of Cle Elum, the Washington State Department of Ecology, and designed by a Civil Engineer currently licensed in the State of Washington.

All sanitary sewer improvements shall be designed in accordance with the Washington state Department of Ecology's Criteria for Sewage Works Design (Orange Book).

All new lots and developments shall be served by a public sanitary sewer line adjacent to the lot or development site.

Sewer lines shall be extended by the Developer to the point where the adjoining property owner's responsibility for further extension begins. This typically requires an extension across the entire frontage of the property to the property line of the adjoining owner. In some cases, it will require dedication of an easement and a line extension across the property or extension across two or more sides of the developing property. Extensions will be consistent with and implement the City's adopted General Sewer Plan, including alignments, sizes, and depths necessary to serve future areas within the Urban Growth Area (UGA) boundary.

Sewer lines shall be located in streets to serve abutting properties. Lines located in streets will be offset from the street centerline and not located within a vehicle wheel path. When necessary, sewer lines may be located within public easements, see Chapter 1 - Introduction and General Considerations, Section 11. Sewer lines located in easements shall typically be located in the center of the easement, but may, with the approval of the Public Works Director, be offset to accommodate the installation of other utilities or to satisfy special circumstances.

The minimum size for public sewer mains is eight (8) inches in diameter. The Developer's sewer system must provide capacity for the proposed development, but must also provide capacity for future extensions consistent with the General Sewer Plan.

Sewer lines shall be terminated with a manhole. In special circumstances, a flush-end (cleanout) may be installed on the end of a sewer main extension, provided the end is no further than 150 feet from the last manhole and the sewer main line and grade will permit further extension.

Manholes shall generally be installed at intervals of no greater than 400 feet and at all vertical and horizontal angle points in the sewer main. Curved or deflected pipelines will not be permitted.

All new sewer line installations shall be satisfactorily tested and inspected per Section 7-17 prior to being placed into service including low pressure air and deflection testing, and television inspection, all at the expense of the Developer.



Each building containing sanitary sewer facilities shall be served by a separate private side sewer line. Branched side sewers serving multiple buildings and properties shall not be permitted. A single side sewer serving multi-unit buildings is permitted.

Sewer services to residential single-family lots shall be 4-inch diameter, and commercial properties shall be a minimum of 6-inch diameter.

Side sewers shall be installed in accordance with these Construction Standards and as shown on the City Standard Details. Water service and side sewer lines shall not be laid in the same trench, except if approved materials (those listed in Section 7-17.2 of the Standard Specifications for Road, Bridge, and Municipal Construction) are used and the following requirements are met:

1. The bottom of the water pipe shall not be less than 12 inches above the top of the sewer or drain line.
2. The water pipe shall be placed on a solid shelf excavated at one side of the common trench with a clear horizontal distance of not less than 12 inches from the sewer or drain line.

Side sewer stubs shall extend beyond the right-of-way as shown on the standard detail and the pipe end shall be capped and marked for future connection. Services shall be located a minimum of 10-feet from water services and on the low side of the lot.

Sewer lines shall be designed for gravity flow operation and in accordance with the General Sewer Plan.

Sewer force mains may be necessary in specific City locations as determined by the City Engineer. Lift stations and force mains shall be limited to those locations and circumstances where they are consistent with the General Sewer Plan and are the only viable solution to serve the proposed development and other properties in the vicinity. Lift stations and force mains shall be designed by a Professional Civil Engineer licensed in the State of Washington in accordance with the direction and requirements given by the City Engineer, for review and approval by the Public Works Director and City Engineer. Hydraulic analysis including modeling shall be performed by the Developer's Civil Engineer as determined necessary by the City Engineer.

Grinder pump stations for individual properties shall contain a semi-positive displacement grinder pump controlled by sump levels. Grinder pumps and sewer laterals will remain private up to the sewer main or force main, where City ownership begins.

The design of sewer lines and appurtenances is subject to review and approval by the Public Works Director and City Engineer. The Public Works Director may, at his discretion, adjust these Design and Construction Standards as necessary to facilitate installation of sewer lines and appurtenances for the health, safety, and protection of the general public.



Special Provisions for Sanitary Sewer System Improvements

The following sections of the WSDOT Standard Specifications have been amended or supplemented as described below and apply to the construction of public works sewer system improvements within the City of Cle Elum.

7-05 Manholes, Inlets, Catch Basins, And Drywells

7-05.2 Materials

Supplement this section with the following:

Manholes shall be gasketed and constructed of minimum 48-inch diameter reinforced precast concrete manholes sections in conformance with the requirements of this Section. The base and first barrel section shall be precast monolithically with preformed channels.

Joints in the manhole sections shall be watertight and shall be a rubber ring compression joint complying with ASTM C443, a flexible, plastic gasket, or approved equal.

Manhole frames and covers shall be cast iron with a combined weight of not less than 400 pounds and have a clear opening of 24 inches. The frames and covers shall be the manufacturer's stock pattern capable of withstanding, with appropriate margin of safety, an H20 loading. Covers shall have a 1-inch hole only, unless otherwise noted, and the top shall be flat with a non-skid pattern. The contact surfaces of the frames and covers shall be machine finished to a common plane or have other adequate provision to prevent rocking.

7-05.3 Construction Requirements

Supplement this section with the following

The design and construction of all manholes shall provide for a minimum 0.10 foot vertical drop through the manhole.

Manhole coupling adaptors may be precast in the manhole to accept PVC pipe, provided diameters match. No field grouting of pipe into manholes will be allowed. Pipe connections at manholes must be gasketed and must be flexible. "A-Lok" gasket system or approved equal may be used as an alternate to the manhole coupling adapter.

7-05.3(1) Adjusting Manholes and Catch Basins to Grade

Delete and replace with the following:

Manholes, valve boxes, catch basins, and similar utility appurtenances and structures shall not be adjusted until the pavement is completed, at which time the center of each structure shall be relocated from references previously established by the Contractor. All existing manhole castings shall be replaced with new castings at time of adjustment.



The asphalt concrete pavement shall be cut and removed to a neat circle, the diameter as specified on the Standard Details. The frame shall be placed on cement concrete blocks or adjustment rings and brought up to the desired grade. The base materials shall be removed and Class 3000 cement concrete shall be placed to the depth specified on the Standard Detail.

On the following day, a tack coat of asphalt shall be applied to the concrete, the edges of the asphalt concrete pavement, and the outer edge of the casting. HMA Cl. 3/8-Inch asphalt concrete shall then be placed and compacted with hand tampers and a patching roller.

The completed patch shall match the existing paved surface for texture, density, and uniformity of grade. The joint between the patch and the existing pavement shall then be sealed with emulsified asphalt and shall be immediately covered with dry paving sand before the tack has broken.

Utility appurtenances outside paved areas shall be adjusted to match the finish grade of the area surrounding the structure. The utility cover shall be cleaned of all concrete prior to acceptance.

7-05.3(2) Abandon Existing Manholes

Replace the entire section with the following:

Where shown on the Plans, existing sanitary sewer manholes shall be abandoned in place after the new sanitary sewer collection system is in place and all side sewers have been transferred to the new sanitary sewer pipeline.

At least the top 3 feet of each manhole, or the top conical section in precast concrete manholes, shall be removed, including the cast iron ring and cover and concrete pad, if any. Debris resulting from breaking of the upper portion of the manhole may be mixed with backfill subject to the approval of the Public Works Director. Ring and cover shall become the property of the City and all other surplus material shall be disposed of by the Contractor.

The existing pipe openings shall be plugged watertight with Class 3000 concrete and the manhole bottom slabs shall be broken to promote drainage. The remaining manhole structure shall be backfilled with granular material conforming to Section 9-03.9(3) Crushed Surfacing Base Course. Place backfill in uniform layers and compact to 95% maximum dry density, as determined by ASTM D 698 (Standard Proctor).

Excavations resulting from manhole abandonment shall be backfilled with suitable, job-excavated material to top of subgrade. Compact to 95% maximum dry density as determined by ASTM D 698 (Standard Proctor). Restore surface to the condition existing prior to excavation with native material, gravel surfacing, or asphalt concrete pavement, as shown for trench repair on the Plans.



7-17 Sanitary Sewers

7-17.1 Description

Supplement this section with the following:

The term “sewer(s)” and “sanitary sewer(s)” shall mean the same.

7-17.2 Materials

Pipe approved for use shall be as follows:

PVC Sanitary Sewer Pipe (Gravity): Polyvinyl Chloride Pipe with flexible gasketed joints shall conform to the requirements of Section 9-05.12(1) of the Standard Specifications (ASTM D3034, DR 35 for pipe sizes up to 15 inches in diameter). When restrained pipe is required (inside casing), Certa-Lok or Ford 1300 mechanical pipe restraints shall be used.

PVC fittings for PVC sewer pipe such as tees, wyes, elbows, plugs, caps, etc., shall be flexible gasket joint fittings acceptable for use and connection to PVC sewer pipe.

Transition Coupling: Couplings shall be longitudinally bolted with gasketed joints. Approved manufacturers include Romac, Dresser, Rockwell, Ford, and Smith-Blair.

Detectable Marker Tape: Marker tape shall be a detectable type and shall be marked “SEWER,” and shall conform to Section 9-15.18 of the Standard Specifications.

7-17.3 Construction Requirements

7-17.3(1) Protection of Existing Sewerage Facilities

Supplement this section with the following:

When connecting to an existing sewer, the downstream system shall be protected from construction debris by placing a 90 degree, SRECO, UEMSI or equal “stove pipe” sand trap, the same size as the sewer main line, in the first existing manhole downstream of the connection. It shall be the Contractor’s responsibility to maintain this trap until the new system is placed in service and then to remove it. Any construction debris, excavation or backfill material which enters the existing downstream system shall be removed. When the first manhole is set, the outlet shall be plugged until the entire system is accepted by the Engineer.

7-17.3(2)A General

Delete the first paragraph and replace it with the following:

All sewer pipes and appurtenances shall be cleaned and tested after backfilling. Both infiltration (if applicable) and exfiltration testing of the gravity sewer pipeline will be required. Deflection testing of the pipeline may be required should video inspection



review identify any irregularities or concerns at the discretion of the Public Works Director. All testing shall be witnessed by the City.

The allowable tolerance for sags or bellies in a newly installed pipe shall be 0.50 inches or less.

7-17.3(2)H Television Inspection

Delete the first paragraph and replace it with the following:

All new sewer lines shall be inspected by the Contractor by use of television (TV) camera before final acceptance.

TV inspection shall begin at the downstream manhole and end at the next upstream manhole. The camera speed shall not exceed one-half (1/2) foot per second. A pivot head camera shall be used with detailed inspection of all laterals showing the entire lateral with a 360-degree pan around the opening. Panning of each lateral shall be a minimum of 15 seconds.

All recordings shall show on the screen the correct time and date of the inspection, the name of the camera operator, the manhole numbers being inspected, an accurate footage count, and all lateral locations using a 12-hour clock position.

The television inspection shall be recorded as a video file on a flash drive, and include logs and a verbal narrative indicating construction deficiencies, side sewer locations and other notable items. Each video file shall be permanently labeled with the Project Title, Contractor/Developer name, date of inspection, location and size of pipe, and video number. A written log shall also be provided for each segment of pipe that correlates to the respective video.

The Contractor shall submit one copy of the television inspection video file, and written logs to the City for review and approval within one week of completing the inspection.

7-18 Side Sewers

7-18.2 Materials

Supplement this section with the following:

Saddles: Side sewer saddles shall be Romac CB with a 3-1/2" stainless steel single strap. Saddles are limited to side sewer connections on existing sewer mains and shall have prior approval by the Public Works Director. CDF encasement shall be installed around tapping saddle and existing sewer main, such that all exposed sections of the sewer main are bedded full depth with CDF to minimize settling.

Tracer Wire: Tracer wire shall be 12-gauge heavy insulated (60 mil) copper wire with UF insulation colored for the utility being installed in accordance with Section 9-15.18.



7-18.3 Construction Requirements

7-18.3(1) General

Supplement this section with the following:

Side sewers shall be constructed with a minimum of 30 inches of cover. This provision may be waived by the Public Works Director under special circumstances; however, under no circumstances shall the side sewer be laid with less than 18 inches of cover.

7-25 Sewer Force Mains (New Section)

The following new section shall be added to the Standard Specifications:

7-25.1 Description

This work shall consist of constructing sewer force mains in accordance with the Plans and Standard Specifications.

7-25.2 Materials

Materials shall meet the requirements of section 7-09 Water Mains of the Standard Specifications except as follows:

Pipe for Main Line:

Polyvinyl Chloride (PVC) Pressure Pipe (4 inches and over): Polyvinyl Chloride (PVC) pipe shall conform to the requirements of Section 9-30.1(5)A of the Standard Specifications. Joints outside of casing shall be rubber gasket push-on type with thickened bell. Joints within casing shall be restrained using mechanical restraints, Field Lok gaskets, or approved equal.

Polyvinyl Chloride (PVC) Pressure Pipe: PVC pipe (over 12-inch diameter) shall conform to the requirements of AWWA C 905 DR 25. Fittings shall be mechanical joint and/or flanged in accordance with the Plans and Section 9-30.2(1) of the Standard Specifications. Joints within casings shall be restrained using mechanical restraints, Field Lok gaskets, or approved equal.

Ductile Iron Pipe: Ductile iron pipe shall be Standard Thickness Class 52. All cast iron fittings and flanged ductile iron fittings shall be Class 250. All ductile iron mechanical joint fittings shall be Class 350 conforming to AWWA C110/ANSI A-21.10 and AWWA C153/ANSI A-21.53. Mortar lining thickness for fittings shall be the same thickness as specified for pipe. Joints within casings shall be restrained using mechanical restraints, Field Lok gaskets, or approved equal.

Polyethylene (PE) Pressure Pipe: PE pipe shall conform to the requirements of Section 9-30.2(10) of the Standard Specifications.

High Density Polyethylene (HDPE) Pipe: HDPE pipe shall be extra high molecular weight, high



density ethylene/hexane copolymer, PE 4710 polyethylene resin, ductile iron pipe (DIP) size, or as approved by Engineer. The Standard Dimension Ratio shall be SDR 13.5 for pipe sizes 12-inch diameter and smaller.

Fittings for Main Lines:

Connection Couplings: Couplings for Ductile Iron or PVC pipe, either transition or straight couplings, shall be compression type flexible couplings conforming to Section 9-30.2(7) of the Standard Specifications.

Aggregates:

Gravel Backfill for Pipe Zone: Imported pipe zone material for flexible pipes shall be Crushed Surfacing Top Course meeting the requirements of section 9-03.9(3), and shall be placed and compacted in layers as designated by the Engineer. Pipe zone material for rigid pipes shall be Crushed Surfacing Top Course or Crushed Surfacing Base Course meeting the requirements of Section 9-03.9(3), or as approved by the Engineer.

Trench Backfill: All longitudinal trenches shall be backfilled full depth above the pipe zone with native material (free of organic material, wood, rocks, or pavement chunks larger than 6-inches in maximum dimension), unless otherwise directed by the Engineer. Existing street crossing trenches and other locations as directed by the Engineer shall be backfilled full depth with imported select backfill. Imported select backfill, where directed by the Engineer, shall be crushed surfacing base course, placed and compacted in layers.

7-25.3 Construction Requirements

7-25.3(2) Pipe Installation

Sewer force main installation shall conform to the requirements of Section 7-08 General Pipe Installation Requirements of the Standard Specifications or as modified by these Special Provisions.

All sewer force mains shall be tested under a hydrostatic pressure of 150 psi for a fifteen (15) minute period. The Developer shall make all provisions for transporting water and filling the force main and shall be responsible for all costs. No leakage will be allowed during the test.

7-25.3(6)B Joining HDPE Pipe

All fused joints shall be watertight and shall have a tensile strength equal to that of the pipe.



Chapter 6 – Stormwater Improvements

General Requirements for Stormwater Improvements

All extensions and improvements to the City of Cle Elum's storm sewer (storm drain) system shall conform to the Design and Construction Standards of the City of Cle Elum and the Washington State Department of Ecology. Private systems, where required by applicable provisions of the Cle Elum Municipal Code, shall also comply with these requirements.

All storm drainage improvements shall be planned, designed, permitted, constructed and maintained in accordance with the requirements of the latest edition of the Washington Department of Ecology (Ecology) *Stormwater Management Manual for Eastern Washington* (SWMMEW).

All storm drainage facilities, public or private, shall be designed by a Civil Engineer currently licensed in the State of Washington. Complete stormwater runoff and drainage facilities sizing calculations shall be submitted to the Public Works Director and City Engineer for review and approval. Storm sewer facilities and pipelines shall be designed to meet a minimum 25-year storm criteria, and both the long-duration and short-duration storms shall be considered in the design.

All storm runoff occurring on all new lots and developments (private property) shall be retained and disposed of on-site. Storm runoff on private property will not be permitted to enter public property or the public storm drainage system. The property owner shall maintain all stormwater Best Management Practices (BMPs) that are installed on private property.

Where existing stormwater from adjacent properties enters the proposed site, the Developer shall be responsible for including the additional stormwater in the proposed system including retention and treatment as applicable.

Storm runoff for new public streets shall be designed and constructed as required to the point where the adjoining property owner's responsibility for further extension begins. This typically requires an extension across the entire frontage of the property to the property line of the adjoining owner.

All storm sewer designs for new public streets shall be based upon an engineering analysis by the Developer's Consultant that considers total drainage areas, runoff rates, pipe and inlet capacities, treatment capacity, and any other factors pertinent to the design.

All subsurface infiltration facilities used for the treatment and disposal of stormwater shall meet the requirements of and be registered with the Ecology Underground Injection Control (UIC) program. Developer/Applicant must register UIC wells with Ecology in the applicant's name. Following construction completion and at the time of public improvements acceptance, the Developer/Applicant shall process an ownership transfer request with Ecology, to transition UIC ownership of public improvements to the City of Cle Elum.

Inlet spacing shall be designed in accordance with the WSDOT Hydraulics Manual, Chapter 5. Generally, inlet spacing shall not exceed 300 feet. There shall be a manhole or Type 2 catch basin



installed at the intersection of two collector storm sewers. A collector storm sewer is a sewer servicing more than one catch basin.

All public stormwater pipes or culverts shall be a minimum of 12 inches in diameter. Pipes shall have a minimum slope of 0.5% and be designed with a minimum velocity of 2-feet per second. Pipes shall be sized so that they do not surcharge under design storm conditions.

The applicant's project may require coverage under the Washington State General NPDES Permit for construction projects. The Developer shall be responsible for compliance with the State stormwater permit conditions and shall provide the City with a copy of the Ecology approved Notice of Intent (NOI), Storm Water Pollution Prevention Plan (SWPPP), or Erosivity Waiver Certification as applicable.

A temporary erosion and sedimentation control (TESC) plan shall be included with all plan submittals and should show how existing storm systems and adjacent properties will be protected from storm runoff.

All critical areas within the site limits shall be identified in the stormwater report and shown on the plans. Improvements impacting critical areas shall be noted and mitigation measures shall be presented for City review and approval consideration.

Design Criteria

The SWMMEW allows different methodologies to apply design storms to stormwater facility design. For purposes of consistency, specific design storm amounts of precipitation are provided below and summarized in Table 6-1. Precipitation amounts are taken from the figures and calculation methods provided in the SWMMEW. Once the rainfall amount is known, hydrographic methods are used to determine the rate and volume of runoff from the selected design storm, and to mathematically route a storm through proposed facilities. Hydrographic methods are discussed below along with their application to different design conditions in Cle Elum.

Design Storms

Design storms are used to establish the amount of precipitation to be used in calculating the runoff from a parcel or basin. Based on rainfall records and methods outlined in the SWMMEW, the storm events described below are applicable to Cle Elum. Note that all 24-hour storm precipitation amounts have been adjusted by a factor of 1.16 for use in the long-duration storm for Eastern Washington Region 1.

Water Quality 3-Hour Storm – 0.44 inches of precipitation. This short-duration water quality storm event is intended to provide treatment for the “first flush” events and is representative of a summer thundershower. The “first flush” can be thought of as the first amount of water that enters the system during a storm, which typically contains the highest concentration of pollutants such as roadway grit, dust and oils.

Water Quality 24-Hour Storm – 1.22 inches of precipitation. This 24-hour water quality storm event is intended to provide treatment for the “first flush” events.



25-Year, 3-Hour Storm (Regional Short-Duration Storm) – 1.11 inches of precipitation. This short-duration storm has a 25-year return frequency, or a 4 percent chance of occurring in any one year. This unique storm is representative of the summer thunderstorm where a significant amount of rainfall occurs over a 3-hour period, and should be used for design of flow-based stormwater BMPs.

25-year, 72-Hour Storm (Regional Long-Duration Storm) – 3.48 inches of precipitation (uses 25-year, 24-hour storm intensity). This long-duration storm has a 25-year return frequency, or a 4 percent chance of occurring in any one year. Volume-based BMPs should be designed for this 72-hour, long-duration storm. The intensity of this storm is lower since the rainfall occurs more slowly over an extended time within the 72-hour period. Therefore, the runoff rate is lower, but the volume is greater than the 3-hour storm.

The 25-year design storm warranting the largest storm sewer facility size shall be the controlling storm.

TABLE 6-1 PRECIPITATION EVENT INFORMATION	
Storm Event	Precipitation (Inches)
6-Month, 3-Hour Storm Event	0.44
6-Month, 24-Hour Storm Event	1.22
2-Year, 24-Hour Storm Event	1.74
10-Year, 24-hour Storm Event	2.90
25-Year, 3-Hour Storm Event	1.11
25-Year, 24-Hour Storm Event	3.48
50-Year, 24-Hour Storm Event	4.06
100-Year, 24-Hour Storm Event	4.64
Source: <i>Stormwater Management Manual for Eastern Washington</i> , Ecology, Aug. 2024 Note: 24-hour precipitation amounts have been adjusted for use in the long-duration regional storm distribution.	

Hydrologic Analysis

Hydrologic analysis determines the amount of runoff from a given storm for a given drainage area. Available methods range from simple calculations such as the Rational Method to complex computer models, requiring significant data input and knowledge of hydrologic effects.



The following hydrographic methods are considered acceptable for the watersheds within Cle Elum and its urban growth area.

- The Santa Barbara Urban Hydrograph (SBUH) method may be used for all analyses regardless of the size of the drainage area. Input parameters shall be as described by Ecology or WSDOT for the design storms described above. Other computer models may also be used with prior approval by the City.
- For drainage areas less than or equal to 20 acres, the rational formula and modified rational method, as described in older WSDOT and Soil Conservation Service publications, may be used for flow-rate-based applications. Inputs shall be as described in those publications, or other engineering texts. The SCS Unit Hydrograph Method may also be used.
- For drainage areas greater than 20 acres, and when it is necessary to route flows through detention facilities, the SCS Unit Hydrograph Method may be used. Inputs shall be as described in WSDOT and Soil Conservation Service publications, or other engineering texts.

The SBUH method uses a hyetograph to depict the intensity (amount) of rainfall versus time. A hyetograph may also be required for routing design storms through some BMPs. Design storm hyetographs applicable to Cle Elum stormwater facilities are as follows:

- Water Quality Volume-Based Treatment BMPs – 24-hour SCS Type 1A storm with a 6-month return frequency.
- Water Quality Flow-Rate-Based Treatment BMPs – 3-hour short-duration storm with a 6-month return frequency.
- Volume-Based BMPs – 72-hour Regional Long-Duration Storm with a 25-year return frequency. Storm intensity is based on the 25-year, 24-hour storm event.
- Flow-Rate-Based BMPs – 3-hour short-duration storm with a 25-year return frequency as described in the SWMMEW.
- Critical facilities required to carry 50- and 100-year storms – 24-hour SCS Type II storm.

Treatment BMP Sizing

The City of Cle Elum is located in Ecology's Region 1 of Eastern Washington. Therefore, all calculations shall be based on Region 1 methods recommended in the Ecology's SWMMEW for the sizing of stormwater BMPs. The following are design guidelines for volume-based treatment BMPs and flow-rate-based treatment BMPs.

Volume-based treatment BMPs are sized the same whether they are located upstream or downstream of a detention facility. The volume of runoff predicted for the proposed developed condition of a site will be calculated using the 24-hour SCS Type 1A storm with a 6-month return frequency (the 1.22-inch water quality design storm). The BMP will be sized to treat this amount



of water, and will also be sized to pass the 25-year short-duration storm, either through or around the BMP, without damaging the BMP or dislodging pollutants from within it.

Flow-rate-based treatment BMPs are sized differently depending on whether they are located upstream or downstream from a detention facility. If the BMP is located upstream of a detention facility, or if there is no detention facility, the runoff flow rate predicted for the proposed developed condition of a site will be calculated using the 3-hour short-duration storm with a 6-month return frequency (the 0.44-inch water quality design storm). See Chapter 7 of the SWMMEW for design parameters. If the BMP is located downstream of a detention facility, it must be sized for the full 2-year release rate of the detention facility.

Flow Control

The criteria listed below shall apply to control of stormwater runoff flow and the designated design storms shall apply:

- Flow-rate-based stormwater BMPs such as storm sewer facilities and pipelines shall be designed to carry at a minimum the 25-year, 3-hour short-duration design storm described in the SWMMEW (1.11 inches of precipitation). Depending on the size of the basin, time of concentration and infiltration rates, some infiltration facilities shall be designed using the 25-year, 24-hour storm (3.48 inches of precipitation, SCS Type 1A). The 25-year design storm warranting the largest storm sewer facility size shall be the controlling storm. At the City's discretion, if the facilities are critical to public health and safety, or significant property damage could occur, they shall be designed to successfully pass the 50-year or 100-year storm. Storm runoff from any new construction will not be permitted to enter the City's existing storm sewer pipelines.
- Volume-based stormwater BMPs such as retention and detention basins shall be designed based on the 25-year, 72-hour long-duration storm (3.48 inches of precipitation, Regional Long-Duration). A secondary outlet or emergency spillway shall be provided to pass the 100-year storm (4.46 inches of precipitation, SCS Type II) without damage to the facility.

Special Provisions For Storm Sewers And Drainage

The following sections of the WSDOT Standard Specifications have been amended or supplemented as described below and apply to the construction of public works storm sewer or drainage improvements within the City of Cle Elum.



7-02 Culverts

7-02.2 Materials

Add the following:

Culvert pipe approved for use on a City project shall be as follows:

Aluminum Culvert Pipe: Aluminum Culvert Pipe shall meet the requirements of Section 9-05.5 of the Standard Specifications.

Steel Culvert Pipe: Steel Culvert Pipe shall meet the requirements of Section 9-05.4 of the Standard Specifications.

Corrugated Polyethylene Culvert Pipe: Corrugated Polyethylene (CPE) pipe, couplings, and fittings shall meet the requirements of Section 9-05.19 of the Standard Specifications.

7-04 Storm Sewers

7-04.1 Description

Supplement this section with the following:

The term “storm drain(s)” shall mean the same as storm sewer(s).

7-04.2 Materials

Supplement this section with the following:

The storm sewer (drain) pipe approved for use shall be as follows:

36-Inch and Larger Pipe

Corrugated Aluminum Alloy Storm Sewer Pipe: All corrugated aluminum alloy storm sewer pipe shall comply with the requirements specified in Section 9-05.11 of the Standard Specifications and shall be 16 gauge with helical corrugations. A protective coating shall not be required.

15-Inch through 36-Inch Pipe

Aluminum Storm Sewer Pipe: All Aluminum Storm Sewer pipe shall meet the requirements specified in Section 9-05.11 of the Standard Specifications and shall be 16 gauge with helical corrugations. A protective coating shall not be required. All corrugated metal pipe joints shall be flexible using rubber gasket joints. Gaskets shall be made of 3/8-inch thick by 12-inch minimum width closed cell synthetic sponge rubber, per ASTM D 1056, Grade SCE-43, fabricated in the form of a cylinder with a diameter of approximately 10 percent less than the nominal



pipe size. The gasket shall be centered under the band and lapped an equal distance on the ends of the adjoining pipe sections. Coupling bands shall be used and shall conform to the provisions of Section 9-05.11(1) of the Standard Specifications. Coupling bands shall be made by the same manufacturer as the pipe and shall be made of the same base material as the pipe which it connects.

Corrugated Polyethylene Storm Sewer Pipe: Corrugated Polyethylene (CPE) pipe, couplings, and fittings shall meet the requirements of Section 9-05.20 of the Standard Specifications.

8/10/12-Inch Storm Drain Pipe

Solid Wall PVC Storm Sewer Pipe
Corrugated Polyethylene Storm Sewer Pipe
High-Density Polyethylene (HDPE) Pipe
Polypropylene Storm Sewer Pipe

Where specified on the Plans, storm drain pipe shall be PVC pressure pipe conforming to the requirements of Section 9-30.1(5)A and Ductile Iron conforming to the requirements of Section 9-30.1(1).

Underdrain Infiltration System Materials

Pipe: Perforated Corrugated Polyethylene Underdrain pipe, couplings, and fittings shall comply with all the requirements of Section 9-05.2(8) of the Standard Specifications.

Drain Rock: Drain rock for use as backfill for the perforated underdrain pipe in the infiltration trench system shall be clean coarse aggregate conforming to the requirements of Gravel Backfill for Drywells, as specified in Section 9-03.12(5) of the Standard Specifications.

Construction Geotextile: Geotextile fabric for underground infiltration systems shall be moderate survivability, non-woven, Class A as specified in Section 9-33.2(1).

7-04.3(1) Cleaning and Testing

7-04.3(1)A General

Supplement this section with the following:

No infiltration or exfiltration test will be required for storm drain pipe.



7-05 Manholes, Inlets, Catch Basins, And Drywells

7-05.2 Materials

Section 7-05.2 of the Standard Specifications shall be revised as follows:

Drain Rock: Backfill for drywells shall be Gravel Backfill for Drywells as specified in Section 9-03.12(5) of the Standard Specifications.

Manhole Metal Castings: All cast iron frames and covers shall be as specified in Section 9-05.15(1) of the Standard Specifications and manufactured in the United States. All cast iron frames and covers to be used on this project shall be of the type, weight, and size approved by the City of Cle Elum, and shall be furnished by the Contractor. Covers for storm drain shall be stamped "STORM" or "DRAIN."

Precast Concrete Catch Basin: Catch basins shall be WSDOT Type 1, 1L, or 2 and constructed as shown on the City Standard Details.

Catch Basin Metal Castings: All frames and grates shall be capable of withstanding, with a reasonable margin of safety, a concentrated load of 20,000 pounds and shall be as specified in Section 9-05.15(2) of the Standard Specifications and WSDOT Standard Plan B-30.30 or B-30.40. The grate shall be ductile iron and "bicycle safe." The contact surfaces of the frame and grate shall be machine finished to a common plane and shall be so cast as to prevent rocking.

Type 2 Catch Basin Frames and Covers: Frames and covers shall be class 30 cast iron meeting the requirements of ASTM A48. 24" round covers shall read "STORM" embossed in top (2" raised letters), cover weight 150 lbs, frame weight 185 lbs. Approved manufacturers include East Jordan Iron Works, D&L Foundry, and Olympic Foundry.

Precast Concrete Pretreatment Manhole: Stormwater pretreatment manholes shall be approved by the Washington State Department of Ecology (Ecology) with a General Use Level Designation (GULD), capable of 50% removal of fine (50 micron mean size) and 80% removal of coarse (125 micron mean size) total suspended solids (TSS) for influent concentrations greater than 100 mg/L, but less than 200 mg/L, as required by Ecology.

Pretreatment manholes shall be constructed of pre-cast concrete manhole sections, flat top slab, and adjustment sections (similar to WSDOT Catch Basin Type 2, Standard Plan B-10.20-01), with cast iron covers as described above. The pretreatment insert shall be constructed of fiberglass and/or steel materials that are corrosion resistant. Manhole safety steps shall be provided as shown on the Plans and the pretreatment insert shall act as a platform for maintenance purposes.

The pretreatment manhole shall be capable of handling the specified water quality flows and shall incorporate a bypass within the unit to handle the specified peak flows. The pretreatment manhole shall be capable of incorporating multiple inlets/outlets, with the inlet and outlet pipes at 90 degrees to each other. Access to pretreatment insert ports and openings for maintenance shall be achieved through the cast iron cover(s).



7-05.3(1) Adjusting Manholes and Catch Basins to Grade

Delete and replace with the following:

Manholes, valve boxes, catch basins, and similar utility appurtenances and structures shall not be adjusted until the pavement is completed, at which time the center of each structure shall be relocated from references previously established by the Contractor.

The asphalt concrete pavement shall be cut and removed to a neat circle, the diameter as specified on the Standard Details. The frame shall be placed on cement concrete blocks or adjustment rings and brought up to the desired grade. The base materials shall be removed, and Class 3000 cement concrete shall be placed to the depth specified on the Standard Detail.

On the following day, a tack coat of asphalt shall be applied to the concrete, the edges of the asphalt concrete pavement, and the outer edge of the casting. HMA Cl. 3/8-Inch asphalt concrete shall then be placed and compacted with hand tampers and a patching roller.

The completed patch shall match the existing paved surface for texture, density, and uniformity of grade. The joint between the patch and the existing pavement shall then be sealed with emulsified asphalt and shall be immediately covered with dry paving sand before the tack has broken.

Utility appurtenances outside paved areas shall be adjusted to match the finish grade of the area surrounding the structure. The utility cover shall be cleaned of all concrete prior to acceptance.

7-05.3(3) Connection to Existing Manholes

Supplement this section with the following:

The Contractor shall be required to core drill into the structure, shape the channel to accommodate the new pipe, and grout the opening.



Chapter 7 - Street Improvements

General Requirements for Street Improvements

Street Requirements

Arterials and Major Collector streets serve as the high-volume corridors that connect the major traffic generators and shall be designed to meet the minimum right-of-way and roadway dimensions as shown on the City Standard Details. Face of curb radius at intersections shall be a minimum of forty (40) feet, or as approved by the Public Works Director and City Engineer. Both Arterial and Collector streets shall be designed for a WB-50 vehicle and HS-25 loadings.

Local Access (Residential) streets shall be designed to meet the minimum right-of-way and roadway dimensions as shown on the City Standard Details. If on-street parking is desired by the Developer and required by the City, Local Access (Residential) streets shall be designed to meet the minimum right-of-way and roadway dimensions as shown on the on-street roadway City Standard Detail. Face of curb radius at intersection shall be a minimum of twenty-five (25) feet, or as approved by the Public Works Director and City Engineer.

The street centerline radius shall be designed to meet minimum standards for applicable design speeds as presented in the Policy on Geometric Design of Highways and Streets (Green Book) published by the American Association of State Highway and Transportation Officials, or as approved by the City Engineer.

The maximum length of a cul-de-sac street shall be 400 feet measured along the street centerline from the nearest street intersection to the throat of the cul-de-sac. Where it is not feasible to construct a cul-de-sac turnaround, the City may allow the use of an “L” or “Hammerhead” turnaround upon approval by the Public Works Director, Fire Chief, and City Engineer. The minimum cul-de-sac right-of-way is a radius of 60 feet and a curb radius of 50 feet.

A subdivision of 40 or more lots shall have two or more access points. Street intersection angles shall not be less than 90 degrees, unless approved by the Public Works Director and City Engineer. Offset street intersections shall not be less than 200 feet for Collector streets and 100 feet for Local Access streets.

Street grades shall be kept to a maximum of eleven (11) percent and a minimum of five-tenths (0.5) percent. Vertical curves shall be designed when the grade difference is greater than two (2) percent. AASHTO requirements for sight-distance shall apply.

Cement concrete barrier curb and gutter and sidewalks shall be installed along both sides of all new streets unless otherwise approved by the City of Cle Elum and City Engineer. Cement concrete rolled curb is allowable for local access streets in subdivisions, except for the curb return and 20 feet beyond at an intersection radius where the curb shall be full height (barrier). There shall be a 10-foot long transition from the full height curb to the rolled curb.



Pedestrian ramps shall be designed to City Standard Details (WSDOT Standard Plans) and shall meet ADA requirements. Crosswalks between pedestrian ramps shall be designed to meet ADA requirements with cross slopes less than 2%.

Driveways shall be located on the lowest classification of roadway abutting the lot. Driveway widths and locations are limited to one per lot as approved by the Public Works Director. A "Corner" lot driveway shall be located as far as possible from the street intersection (50 feet minimum).

A street light shall be installed at each street intersection, at mid-block, no more than three hundred (300) feet apart, and at cul-de-sac ends. Street lights shall meet the design and placement requirements of these Design and Construction Standards. Power service placement shall be proposed for review and approval consideration by the Public Works Director, City Engineer, and local electric utility.

In all new developments, monuments with cover caps and cases shall be installed at the centerline of street intersections, angle point and points of curves, and at other locations as determined by the Public Works Director.

Traffic signs, posts, sleeves, pavement markings, and channelization devices shall be provided and installed by the Developer in accordance with the latest edition of the Manual of Uniform Traffic Control Devices (MUTCD) and City Design and Construction Standards. Center line markings shall be installed on all paved roadways having an ADT of 2,000 vehicles per day or greater, or as required by the Public Works Director and City Engineer.

Fencing, transformers, pedestals, and other above ground utilities shall not inhibit intersection sight triangles or access to any City utility.

The City Fire Chief may require an emergency vehicle access in addition to other access points. If required, the access shall be designed to meet the standards as approved by the Fire Chief.

Traffic Studies

In order to provide sufficient information to assess a development's impact on the transportation system and level of service, the Public Works Director or City Engineer may require a traffic study to be completed by the Developer at the Developer's expense. This decision will be based upon the size of the proposed development, existing roadway condition, existing and expected traffic volumes, accident history, expressed community concern, and other factors relating to transportation. Typically, a traffic study is required when the development includes new trips totaling 90 average daily traffic (ADT), and/or 45 parking stalls. Traffic studies shall be conducted under the direction of a Traffic Engineer or Civil Engineer licensed in the State of Washington and possessing special training and experience in traffic engineering. The level of detail and scope of the traffic study may vary with the size, complexity, and location of the proposed development. A traffic study shall, at a minimum, be a thorough review of the immediate and long-range effects of the proposed development on the City's transportation system. At a minimum, a traffic study shall include the following:



- Description of development (location, current and proposed land use and zoning) AM, PM, and Daily trip generation
- Site plan review
 - Access locations
 - Bike/ped/vehicle circulation
 - Parking evaluation

Traffic study elements that could also be requested by the City include:

- Inventory of existing transportation network
 - Pedestrian, bicyclist, and vehicular
- Trip distribution
- Surrounding area land uses and zoning
- Existing Conditions (traffic counts collected within previous 12 months)
- No Build Conditions
 - Using background growth and background project trips
- Build Conditions
- Mitigation Conditions (if necessary)
 - Off-site, such as proportionate share of infrastructure improvements
 - On-site, such as traffic management plan (TMP) or parking management plan (PMP)
- Safety analysis
 - Crash data for all study intersections from last 5 years
 - Discussion on crash trends, if any
 - Recommendations for safety improvements, if any

Guidelines for the traffic study shall be reviewed by the Public Works Director and City Engineer on a project basis. ADT and peak hour volumes for the development shall be estimated using the trip generators found in the latest edition of the Trip Generation Manual published by ITE.



Special Provisions For Street Improvements

The following sections of the Standard Specifications have been amended or supplemented as described below.

2-01 Clearing, Grubbing, And Roadside Cleanup

2-01.1 Description

Supplement this section with the following:

All work beyond the right-of-way line shall be coordinated with affected property owner(s) per Section 1-07.24 Rights of Way.

The Contractor shall temporarily remove and later replace to its original condition or relocate nearby as directed, all mail boxes, small trees, shrubs, street signs and posts, culverts, irrigation facilities, concrete or rock walls, or other similar obstructions which lie in or near the line of work and are not intended for removal. Should any damage be incurred, the cost of replacement or repair shall be borne by the Contractor.

2-01.3(5) Fencing (New Section)

Add the following new section:

The Contractor shall carefully remove existing fencing located within or near the proposed alignments. All fencing materials to be removed and replaced shall be temporarily placed on the adjacent properties or stored as directed by the City. The removal and replacement of all fencing shall be done at the Contractor's expense. Any fencing that is to be reset shall be relocated and reset by the Contractor along the property lines or as directed by the City.

2-02 Removal Of Structures And Obstructions

2-02.3 Construction Requirements

2-02.3(2) Removal of Bridges, Box Culverts, and Other Drainage Structures

Supplement this section with the following:

Where structures or installations of concrete, brick, blocks, etc., interfere with the construction, they shall be removed and any pipe openings shall be properly plugged watertight with Class 3000 concrete, or with mortar and masonry, blocks, or brick. The removal and plugging of pipes shall be considered as incidental to the construction.

Where the structures are removed, the voids shall be backfilled with suitable, job-excavated material and compacted, and such work shall be considered as incidental



to the removal work. If the City determines the job-excavated material to be unsuitable for backfill, the Contractor shall place ballast or crushed surfacing material as directed by the City.

2-02.3(3) Removal of Pavement, Sidewalks, Curbs, and Gutters

Supplement this section with the following:

Where shown on the Plans or as directed by the City, the Contractor shall be required to remove existing pavement, sidewalks, curbs, etc., which are outside the right-of-way line and are required to be removed for construction of the improvements.

In those areas where asphalt pavement removal is required, the Contractor shall, prior to excavation, score the edge of the asphalt concrete pavement with an approved pavement cutter such as a concrete saw. During the course of the work, the Contractor shall take precautions to preserve the integrity of this neat, clean pavement edge. Should the pavement edge be damaged prior to asphalt concrete paving activities, the Contractor shall be required to trim the edge with an approved pavement cutter as directed by the City immediately prior to paving.

2-03 Roadway Excavation And Embankment

2-03.1 Description

Supplement this section with the following:

Street excavation shall consist of removing the existing material of whatever nature encountered to the subgrade elevation and shaping the subgrade to conform to the cross-section shown on the Plans or as staked in the field.

Where directed by the Consultant, the Contractor shall excavate beyond the right-of-way in order to adequately slope adjacent properties.

The Contractor shall use caution while performing roadway excavation. Heavy, rubber-tired equipment, particularly front end loaders, shall limit their travel over a single area as much as possible. Trucks shall observe a 10 mph speed limit when traveling over exposed subgrade areas.

The Contracting Agency will reference all known existing monuments or markers relating to subdivisions, plats, roads, street centerline intersections, etc. The Contractor shall take special care to protect these monuments or markers and also the reference points. In the event the Contractor is negligent in preserving such monuments and markers, the points will be reset by a licensed surveyor at the Contractor's expense.



2-03.3 Construction Requirements

2-03.3(3) Excavation Below Subgrade

Supplement this section with the following:

At the direction of the Consultant, areas within the street subgrade which exhibit instability due to high moisture content shall be:

1. Aerated and allowed to dry,
2. Over-excavated and backfilled with ballast, or crushed surfacing base course. The contractor may be instructed to install construction geotextile for soil stabilization in the excavation,
3. Or a combination of any of the above.

2-03.3(14)D Compaction and Moisture Control Tests

Delete this section and replace it with the following:

Compaction shall be 95% of maximum density as determined by ASTM D 698 (Standard Proctor). The Contractor shall notify the City when ready for in-place subgrade density tests. Placement of courses of aggregate shall not proceed until density requirements are met. The Developer/Contractor shall be responsible for scheduling and paying for all testing. All costs associated with failed tests/testing shall be the responsibility of the Contractor.

If any tests are failed, the Public Works Director will require additional testing to determine the extent of the failure and more frequent tests may be required on additional work.

2-07 Watering

2-07.1 Description

Supplement this section with the following:

The Contractor shall be solely responsible for dust control on the Developer's project and shall protect motoring public, adjacent homes and businesses, and school yards from damage due to dust, by whatever means necessary. The Contractor shall be responsible for any claims for damages and shall protect the City, Kittitas County, and Consultant from any and all such claims.

When directed by the City, the Contractor shall provide water for dust control within two hours of such order and have equipment and manpower available at all times including weekends and holidays to respond to orders for dust control measures. Should the Contractor fail to comply within two hours, the City may utilize its own



staff at the prevailing staff wage rate plus equipment rental charges, and/or contracted watering services. The Contractor will be responsible for reimbursement of all dust control costs including labor, equipment, water, and contractor costs. Subsequent building permits will not be processed until reimbursement is paid in total.

2-11 Trimming and Cleanup

2-11.3 Construction Requirements

Add the following to the first paragraph:

7. Restore all grass area affected by construction with sod and in accordance with the City of Cle Elum Construction Standards.
8. Restore all landscaping rock, mulch, and bark with the same materials as existed prior to construction.
9. Restore all shoulders, from edge of pavement to right of way line, with the same material as existed prior to construction, except that earth shoulders shall be restored with 2 inches of compacted crushed surfacing top course.
10. Restore the site and offsite areas damaged by the Work to their original condition or better and to the satisfaction of the Public Works Director and the adjoining homeowners.

4-04 Ballast And Crushed Surfacing

4-04.3 Construction Requirements

4-04.3(5) Shaping and Compaction

Supplement this section with the following:

The Contractor shall notify the City when he is ready for in-place ballast, base course, or top course density tests. Placement of successive courses of aggregate or asphalt concrete shall not proceed until density requirements are met. The Developer/Contractor shall be responsible for scheduling and paying for all testing. All costs associated with failed tests/testing shall be the responsibility of the Contractor.

5-04 Hot Mix Asphalt

Delete Section 5-04, Hot Mix Asphalt, and replace it with the following:

5-04.1 Description

This Work shall consist of providing and placing one or more layers of plant-mixed hot mix asphalt (HMA) on a prepared foundation or base in accordance with these Specifications and the lines, grades, thicknesses, and typical cross-sections shown in the Plans. The manufacture of HMA may include warm mix asphalt (WMA) processes in accordance with



these Specifications. WMA processes include organic additives, chemical additives, and foaming.

HMA shall be composed of asphalt binder and mineral materials as may be required, mixed in the proportions specified to provide a homogeneous, stable, and workable mixture.

5-04.2 Materials

Materials shall meet the requirements of the following sections:

Asphalt Binder	9-02.1(4)
Cationic Emulsified Asphalt	9-02.1(6)
Anti-Stripping Additive	9-02.4
HMA Additive	9-02.5
Aggregates	9-03.8
Recycled Asphalt Pavement (RAP)	9-03.8(3)B, 9-03.21
Reclaimed Asphalt Shingles (RAS)	9-03.8(3)B, 9-03.21
Mineral Filler	9-03.8(5)
Recycled Material	9-03.21

The Contract documents may establish that the various mineral materials required for the manufacture of HMA will be furnished in whole or in part by the Contracting Agency. If the documents do not establish the furnishing of any of these mineral materials by the Contracting Agency, the Contractor shall be required to furnish such materials in the amounts required for the designated mix. Mineral materials include coarse and fine aggregates, and mineral filler.

The Contractor may choose to utilize recycled asphalt pavement (RAP) in the production of HMA. The RAP may be from pavements removed under the Contract, if any, or pavement material from an existing stockpile.

The Contractor may use up to 20 percent RAP by total weight of HMA with no additional sampling or testing of the RAP.

If the Contractor wishes to utilize High RAP/Any RAS, the design must be listed on the WSDOT Qualified Products List (QPL).

The grade of asphalt binder shall be PG 64S-28 or PG 64H-28. Blending of asphalt binder from different sources is not permitted.

The Contractor may only use warm mix asphalt (WMA) processes in the production of HMA with 20 percent or less RAP by total weight of HMA. The Contractor shall submit to the Engineer for approval the process that is proposed and how it will be used in the manufacture of HMA.

Production of aggregates shall comply with the requirements of Section 3-01. Preparation of stockpile site, the stockpiling of aggregates, and the removal of aggregates from stockpiles shall comply with the requirements of Section 3-02.



5-04.2(1) How to Get an HMA Mix Design on the QPL

If the contractor wishes to submit a mix design for inclusion in the Qualified Products List (QPL), please follow the WSDOT process outlined in Standard Specification 5-04.2(1).

5-04.2(1)A Vacant

5-04.2(2) Mix Design – Obtaining Project Approval

No paving shall begin prior to the approval of the mix design by the Engineer.

Nonstatistical evaluation will be used for all HMA not designated as Commercial HMA in the Contract documents.

Commercial evaluation will be used for Commercial HMA and for other classes of HMA in the following applications: sidewalks, road approaches, ditches, slopes, paths, trails, gores, prelevel, temporary pavement, and pavement repair. Other nonstructural applications of HMA accepted by commercial evaluation shall be as approved by the Project Engineer. Sampling and testing of HMA accepted by commercial evaluation will be at the option of the Project Engineer. The Proposal quantity of HMA that is accepted by commercial evaluation will be excluded from the quantities used in the determination of nonstatistical evaluation.

Nonstatistical Mix Design. Fifteen days prior to the first day of paving the Contractor shall provide one of the following mix design verification certifications for Contracting Agency review;

- The WSDOT Mix Design Evaluation Report from the current WSDOT QPL, or one of the mix design verification certifications listed below.
- The proposed HMA mix design on WSDOT Form 350-042 with the seal and certification (stamp & signature) of a valid licensed Washington State Professional Engineer.
- The Mix Design Report for the proposed HMA mix design developed by a qualified City or County laboratory that is within one year of the approval date.

The Developer shall be responsible for the mix design. The mix design shall be performed by a lab accredited by a national authority such as Laboratory Accreditation Bureau, L-A-B for Construction Materials Testing, The Construction Materials Engineering Council (CMEC's) ISO 17025 or AASHTO Accreditation Program (AAP) and shall supply evidence of participation in the AASHTO: resource proficiency sample program.

Mix designs for HMA accepted by Nonstatistical evaluation shall:

- Have the aggregate structure and asphalt binder content determined in accordance with WSDOT Standard Operating Procedure 732 and meet the requirements of Sections 9-03.8(2), except that Hamburg testing for ruts and stripping are at the discretion of the Engineer, and 9-03.8(6).



- Have anti-strip requirements, if any, for the proposed mix design determined in accordance with AASHTO T 283 or T 324 or based on historic anti-strip and aggregate source compatibility from previous WSDOT lab testing.

At the discretion of the Engineer, agencies may accept verified mix designs older than 12 months from the original verification date with a certification from the Contractor that the materials and sources are the same as those shown on the original mix design.

Commercial Evaluation Mix Design. Approval of a mix design for “Commercial Evaluation” will be based on a review of the Contractor’s submittal of WSDOT Form 350-042 (for commercial mixes, AASHTO T 324 evaluation is not required) or a Mix Design from the current WSDOT QPL or from one of the processes allowed by this section. Testing of the HMA by the Contracting Agency for mix design approval is not required.

For the Bid Item Commercial HMA, the Contractor shall select a class of HMA and design level of ESAL’s appropriate for the required use.

5-04.2(2)B Using Warm Mix Asphalt Processes

The Contractor may elect to use additives that reduce the optimum mixing temperature or serve as a compaction aid for producing HMA. Additives include organic additives, chemical additives and foaming processes. The use of Additives is subject to the following:

- Do not use additives that reduce the mixing temperature more than allowed in Section 5-04.3(6) in the production of mixtures.
- Before using additives, obtain the Engineer’s approval using WSDOT Form 350-076 to describe the proposed additive and process.

5-04.3 Construction Requirements

5-04.3(1) Weather Limitations

Do not place HMA for wearing course on any Traveled Way beginning October 1st through March 31st of the following year without written concurrence from the Engineer.

Do not place HMA on any wet surface, or when the average surface temperatures are less than those specified below, or when weather conditions otherwise prevent the proper handling or finishing of the HMA.

Minimum Surface Temperature for Paving

Compacted Thickness (Feet)	Wearing Course	Other Courses
Less than 0.10	55°F	45°F
0.10 to .20	45°F	35°F
More than 0.20	35°F	35°F



5-04.3(2) Paving Under Traffic

When the Roadway being paved is open to traffic, the requirements of this Section shall apply.

The Contractor shall keep intersections open to traffic at all times except when paving the intersection or paving across the intersection. During such time, and provided that there has been an advance warning to the public, the intersection may be closed for the minimum time required to place and compact the mixture. In hot weather, the Engineer may require the application of water to the pavement to accelerate the finish rolling of the pavement and to shorten the time required before reopening to traffic.

Before closing an intersection, advance warning signs shall be placed, and signs shall also be placed marking the detour or alternate route.

During paving operations, temporary pavement markings shall be maintained throughout the project. Temporary pavement markings shall be installed on the Roadway prior to opening to traffic. Temporary pavement markings shall be in accordance with Section 8-23.

All costs in connection with performing the Work in accordance with these requirements, shall be the Developer's responsibility.

5-04.3(3) Equipment

5-04.3(3)A Mixing Plant

Plants used for the preparation of HMA shall conform to the following requirements:

1. **Equipment for Preparation of Asphalt Binder** – Tanks for the storage of asphalt binder shall be equipped to heat and hold the material at the required temperatures. The heating shall be accomplished by steam coils, electricity, or other approved means so that no flame shall be in contact with the storage tank. The circulating system for the asphalt binder shall be designed to ensure proper and continuous circulation during the operating period. A valve for the purpose of sampling the asphalt binder shall be placed in either the storage tank or in the supply line to the mixer.
2. **Thermometric Equipment** – An armored thermometer, capable of detecting temperature ranges expected in the HMA mix, shall be fixed in the asphalt binder feed line at a location near the charging valve at the mixer unit. The thermometer location shall be convenient and safe for access by Inspectors. The plant shall also be equipped with an approved dial-scale thermometer, a mercury actuated thermometer, an electric pyrometer, or another approved thermometric instrument placed at the discharge chute of the drier to automatically register or indicate the temperature of the heated aggregates. This device shall be in full view of the plant operator.
3. **Heating of Asphalt Binder** – The temperature of the asphalt binder shall not exceed the maximum recommended by the asphalt binder manufacturer nor shall it be below the



minimum temperature required to maintain the asphalt binder in a homogeneous state. The asphalt binder shall be heated in a manner that will avoid local variations in heating. The heating method shall provide a continuous supply of asphalt binder to the mixer at a uniform average temperature with no individual variations exceeding 25°F. Also, when a WMA additive is included in the asphalt binder, the temperature of the asphalt binder shall not exceed the maximum recommended by the manufacturer of the WMA additive.

4. **Sampling and Testing of Mineral Materials** – The HMA plant shall be equipped with a mechanical sampler for the sampling of the mineral materials. The mechanical sampler shall meet the requirements of Section 1-05.6 for the crushing and screening operation. The Contractor shall provide for the setup and operation of the field-testing facilities of the Contracting Agency as provided for in Section 3-01.2(2).
5. **Sampling HMA** – The HMA plant shall provide for sampling HMA by one of the following methods:
 - a. A mechanical sampling device attached to the HMA plant.
 - b. Platforms or devices to enable sampling from the hauling vehicle without entering the hauling vehicle.

5-04.3(3)B Hauling Equipment

Trucks used for hauling HMA shall have tight, clean, smooth metal beds and shall have a cover of canvas or other suitable material of sufficient size to protect the mixture from adverse weather. Whenever the weather conditions during the work shift include, or are forecast to include precipitation or an air temperature less than 45°F or when time from loading to unloading exceeds 30 minutes, the cover shall be securely attached to protect the HMA.

The Contractor shall provide an environmentally benign means to prevent the HMA mixture from adhering to the hauling equipment. Excess release agent shall be drained prior to filling hauling equipment with HMA. Petroleum derivatives or other coating material that contaminate or alter the characteristics of the HMA shall not be used. For live bed trucks, the conveyer shall be in operation during the process of applying the release agent.

5-04.3(3)C Pavers

HMA pavers shall be self-contained, power-propelled units, provided with an internally heated vibratory screed and shall be capable of spreading and finishing courses of HMA plant mix material in lane widths required by the paving section shown in the Plans.

The HMA paver shall be in good condition and shall have the most current equipment available from the manufacturer for the prevention of segregation of the HMA mixture installed, in good condition, and in working order. The equipment certification shall list the make, model, and year of the paver and any equipment that has been retrofitted.



The screed shall be operated in accordance with the manufacturer's recommendations and shall effectively produce a finished surface of the required evenness and texture without tearing, shoving, segregating, or gouging the mixture. A copy of the manufacturer's recommendations shall be provided upon request by the Contracting Agency. Extensions will be allowed provided they produce the same results, including ride, density, and surface texture as obtained by the primary screed. Extensions without augers and an internally heated vibratory screed shall not be used in the Traveled Way.

The Contractor shall furnish and install all pins, brackets, tensioning devices, wire, and accessories necessary for satisfactory operation of the automatic control equipment.

If the paving machine in use is not providing the required finish, the Engineer may suspend Work as allowed by Section 1-08.6. Any cleaning or solvent type liquids spilled on the pavement shall be thoroughly removed before paving proceeds.

5-04.3(3)D Material Transfer Device or Material Transfer Vehicle

A Material Transfer Device/Vehicle (MTD/V) shall only be used with the Engineer's approval, unless otherwise required by the Contract.

Where an MTD/V is required by the Contract, the Engineer may approve paving without an MTD/V, at the request of the Contractor. The Engineer will determine if an equitable adjustment in cost or time is due.

When used, the MTD/V shall mix the HMA after delivery by the hauling equipment and prior to laydown by the paving machine. Mixing of the HMA shall be sufficient to obtain a uniform temperature throughout the mixture. If a windrow elevator is used, the length of the windrow may be limited in urban areas or through intersections, at the discretion of the Engineer.

To be approved for use, an MTV:

1. Shall be self-propelled vehicle, separate from the hauling vehicle or paver.
2. Shall not be connected to the hauling vehicle or paver.
3. May accept HMA directly from the haul vehicle or pick up HMA from a windrow.
4. Shall mix the HMA after delivery by the hauling equipment and prior to placement into the paving machine.
5. Shall mix the HMA sufficiently to obtain a uniform temperature throughout the mixture.

To be approved for use, an MTD:

1. Shall be positively connected to the paver.
2. May accept HMA directly from the haul vehicle or pick up HMA from a windrow.



3. Shall mix the HMA after delivery by the hauling equipment and prior to placement into the paving machine.
4. Shall mix the HMA sufficiently to obtain a uniform temperature throughout the mixture.

5-04.3(3)E Rollers

Rollers shall be of the steel wheel, vibratory, oscillatory, or pneumatic tire type, in good condition and capable of reversing without backlash. Operation of the roller shall be in accordance with the manufacturer's recommendations. When ordered by the Engineer for any roller planned for use on the project, the Contractor shall provide a copy of the manufacturer's recommendation for the use of that roller for compaction of HMA. The number and weight of rollers shall be sufficient to compact the mixture in compliance with the requirements of Section 5-04.3(10). The use of equipment that results in crushing of the aggregate will not be permitted. Rollers producing pickup, washboard, uneven compaction of the surface, displacement of the mixture or other undesirable results shall not be used.

5-04.3(4) Preparation of Existing Paved Surfaces

When the surface of the existing pavement or old base is irregular, the Contractor shall bring it to a uniform grade and cross-section as shown on the Plans or approved by the Engineer.

Preleveling of uneven or broken surfaces over which HMA is to be placed may be accomplished by using an asphalt paver, a motor patrol grader, or by hand raking, as approved by the Engineer.

Compaction of preleveling HMA shall be to the satisfaction of the Engineer and may require the use of small steel wheel rollers, plate compactors, or pneumatic rollers to avoid bridging across preleveled areas by the compaction equipment. Equipment used for the compaction of preleveling HMA shall be approved by the Engineer.

Before construction of HMA on an existing paved surface, the entire surface of the pavement shall be clean. All fatty asphalt patches, grease drippings, and other objectionable matter shall be entirely removed from the existing pavement. All pavements or bituminous surfaces shall be thoroughly cleaned of dust, soil, pavement grindings, and other foreign matter. All holes and small depressions shall be filled with an appropriate class of HMA. The surface of the patched area shall be leveled and compacted thoroughly. Prior to the application of tack coat, or paving, the condition of the surface shall be approved by the Engineer.

A tack coat of asphalt shall be applied to all paved surfaces on which any course of HMA is to be placed or abutted; except that tack coat may be omitted from clean, newly paved surfaces at the discretion of the Engineer. Tack coat shall be uniformly applied to cover the existing pavement with a thin film of residual asphalt free of streaks and bare spots at a rate between 0.02 and 0.10 gallons per square yard of retained asphalt. The rate of application shall be approved by the Engineer. A heavy application of tack coat shall be applied to all joints. For Roadways open to traffic, the application of tack coat shall be limited to surfaces that will be paved during the same



working shift. The spreading equipment shall be equipped with a thermometer to indicate the temperature of the tack coat material.

Equipment shall not operate on tacked surfaces until the tack has broken and cured. If the Contractor's operation damages the tack coat it shall be repaired prior to placement of the HMA.

The tack coat shall be CSS-1, or CSS-1h emulsified asphalt. The CSS-1 and CSS-1h emulsified asphalt may be diluted once with water at a rate not to exceed one-part water to one-part emulsified asphalt. The tack coat shall have sufficient temperature such that it may be applied uniformly at the specified rate of application and shall not exceed the maximum temperature recommended by the emulsified asphalt manufacturer.

5-04.3(4)A Crack Sealing

The Contractor shall seal all cracks 1/4 inch in width and greater, in accordance with Section 5-03.

5-04.3(4)B Vacant

5-04.3(4)C Pavement Repair

The Contractor shall excavate pavement repair areas and shall backfill these with HMA in accordance with the details shown in the Plans and as marked in the field. The Contractor shall conduct the excavation operations in a manner that will protect the pavement that is to remain. Pavement not designated to be removed that is damaged as a result of the Contractor's operations shall be repaired by the Contractor to the satisfaction of the Engineer at no cost to the Contracting Agency. The Contractor shall excavate only within one lane at a time unless approved otherwise by the Engineer. The Contractor shall not excavate more area than can be completely finished during the same shift, unless approved by the Engineer.

Unless otherwise shown in the Plans or determined by the Engineer, excavate to a depth of 1.0 feet. The Engineer will make the final determination of the excavation depth required. The minimum width of any pavement repair area shall be 40 inches unless shown otherwise in the Plans. Before any excavation, the existing pavement shall be sawcut or shall be removed by a pavement grinder. Excavated materials will become the property of the Contractor and shall be disposed of in a Contractor-provided site off the Right of Way or used in accordance with Sections 2-02.3(3) or 9-03.21.

Asphalt for tack coat shall be required as specified in Section 5-04.3(4). A heavy application of tack coat shall be applied to all surfaces of existing pavement in the pavement repair area.

Placement of the HMA backfill shall be accomplished in lifts not to exceed 0.35-foot compacted depth. Lifts that exceed 0.35-foot of compacted depth may be accomplished with the approval of the Engineer. Each lift shall be thoroughly compacted by a mechanical tamper or a roller.



5-04.3(5) Producing/Stockpiling Aggregates and RAP

Aggregates and RAP shall be stockpiled according to the requirements of Section 3-02. Sufficient storage space shall be provided for each size of aggregate and RAP. Materials shall be removed from stockpile(s) in a manner to ensure minimal segregation when being moved to the HMA plant for processing into the final mixture. Different aggregate sizes shall be kept separated until they have been delivered to the HMA plant.

5-04.3(5)A Vacant

5-04.3(6) Mixing

After the required amount of mineral materials, asphalt binder, recycling agent and anti-stripping additives have been introduced into the mixer the HMA shall be mixed until complete and uniform coating of the particles and thorough distribution of the asphalt binder throughout the mineral materials is ensured.

When discharged, the temperature of the HMA shall not exceed the optimum mixing temperature by more than 25°F as shown on the reference mix design report or as approved by the Engineer. Also, when a WMA additive is included in the manufacture of HMA, the discharge temperature of the HMA shall not exceed the maximum recommended by the manufacturer of the WMA additive. A maximum water content of 2 percent in the mix, at discharge, will be allowed providing the water causes no problems with handling, stripping, or flushing. If the water in the HMA causes any of these problems, the moisture content shall be reduced as directed by the Engineer.

Storing or holding of the HMA in approved storage facilities will be permitted with approval of the Engineer, but in no event shall the HMA be held for more than 24 hours. HMA held for more than 24 hours after mixing shall be rejected. Rejected HMA shall be disposed of by the Contractor at no expense to the Contracting Agency. The storage facility shall have an accessible device located at the top of the cone or about the third point. The device shall indicate the amount of material in storage. No HMA shall be accepted from the storage facility when the HMA in storage is below the top of the cone of the storage facility, except as the storage facility is being emptied at the end of the working shift.

Recycled asphalt pavement (RAP) utilized in the production of HMA shall be sized prior to entering the mixer so that a uniform and thoroughly mixed HMA is produced. If there is evidence of the recycled asphalt pavement not breaking down during the heating and mixing of the HMA, the Contractor shall immediately suspend the use of the RAP until changes have been approved by the Engineer. After the required amount of mineral materials, RAP, new asphalt binder and asphalt rejuvenator have been introduced into the mixer the HMA shall be mixed until complete and uniform coating of the particles and thorough distribution of the asphalt binder throughout the mineral materials, and RAP is ensured.



5-04.3(7) Spreading and Finishing

The mixture shall be laid upon an approved surface, spread, and struck off to the grade and elevation established. HMA pavers complying with Section 5-04.3(3) shall be used to distribute the mixture. Unless otherwise directed by the Engineer, the nominal compacted depth of any layer of any course shall not exceed the following:

HMA Class 1" 0.35 feet
HMA Class 3/4" and HMA Class 1/2"
 wearing course 0.30 feet
 other courses 0.35 feet
HMA Class 3/8" 0.15 feet

On areas where irregularities or unavoidable obstacles make the use of mechanical spreading and finishing equipment impractical, the paving may be done with other equipment or by hand.

5-04.3(8) Aggregate Acceptance Prior to Incorporation in HMA

For HMA accepted by nonstatistical evaluation, the aggregate properties of sand equivalent, uncompacted void content, and fracture will be evaluated in accordance with Section 3-04. Sampling and testing of aggregates for HMA accepted by commercial evaluation will be at the option of the Engineer.

5-04.3(9) HMA Mixture Acceptance

Acceptance of HMA shall be as provided under nonstatistical, or commercial evaluation.

Nonstatistical evaluation will be used for the acceptance of HMA unless Commercial Evaluation is specified.

Commercial evaluation will be used for Commercial HMA and for other classes of HMA in the following applications: sidewalks, road approaches, ditches, slopes, paths, trails, gores, prelevel, temporary pavement, and pavement repair. Other nonstructural applications of HMA accepted by commercial evaluation shall be as approved by the Engineer. Sampling and testing of HMA accepted by commercial evaluation will be at the option of the Engineer.

5-04.3(9)A Vacant

5-04.3(9)B Vacant

5-04.3(9)C Mixture Acceptance – Nonstatistical Evaluation

HMA mixture which is accepted by Nonstatistical Evaluation will be evaluated by the Contracting Agency by dividing the HMA tonnage into lots.



5-04.3(9)C2 Mixture Nonstatistical Evaluation Sampling

Samples for acceptance testing shall be obtained by the Contractor when ordered by the Engineer. The Contractor shall sample the HMA mixture in the presence of the Engineer and in accordance with AASH-TO T 168. A minimum of three samples should be taken for each class of HMA placed on a project. If used in a structural application, at least one of the three samples shall be tested.

Sampling and testing HMA in a structural application where quantities are less than 400 tons is at the discretion of the Engineer.

5-04.3(9)C3 Mixture Nonstatistical Evaluation – Acceptance Testing

Testing of HMA for compliance of V_a will be at the option of the Contracting Agency. If tested, compliance of V_a will use WSDOT SOP 731.

Testing for compliance of asphalt binder content will be by WSDOT FOP for AASHTO T 308.

Testing for compliance of gradation will be by FOP for WAQTC T 27/T 11.

Testing costs shall be the responsibility of the Developer.

5-04.3(10) HMA Compaction Acceptance

HMA mixture accepted by nonstatistical evaluation that is used in traffic lanes, including lanes for intersections, ramps, truck climbing, weaving, and speed change, and having a specified compacted course thickness greater than 0.10-foot, shall be compacted to a specified level of relative density. The specified level of relative density shall be a CPF of not less than 0.75 when evaluated in accordance with Section 1-06.2, using a LSL of 92.0 (minimum of 92 percent of the maximum density). The maximum density shall be determined by WSDOT FOP for AASHTO T 729. The specified level of density attained will be determined by the evaluation of the density of the pavement. The density of the pavement shall be determined in accordance with WSDOT FOP for WAQTC TM 8, except that gauge correlation will be at the discretion of the Engineer, when using the nuclear density gauge and WSDOT SOP 736 when using cores to determine density.

Tests for the determination of the pavement density will be taken in accordance with the required procedures for measurement by a nuclear density gauge or Roadway cores after completion of the finish rolling.

If the Contracting Agency uses a nuclear density gauge to determine density the test procedures FOP for WAQTC TM 8 and WSDOT SOP T 729 will be used on the day the mix is placed and prior to opening to traffic.

Roadway cores for density may be obtained by either the Contracting Agency or the Contractor in accordance with WSDOT SOP 734. The core diameter shall be 4-inches



minimum, unless otherwise approved by the Engineer. Roadway cores will be tested by the Contracting Agency in accordance with WSDOT FOP for AASHTO T 166.

HMA mixture accepted by commercial evaluation and HMA constructed under conditions other than those listed above shall be compacted on the basis of a test point evaluation of the compaction train. The test point evaluation shall be performed in accordance with instructions from the Engineer. The number of passes with an approved compaction train, required to attain the maximum test point density, shall be used on all subsequent paving.

HMA for preleveling shall be thoroughly compacted. HMA that is used for preleveling wheel rutting shall be compacted with a pneumatic tire roller unless otherwise approved by the Engineer.

5-04.3(10)A HMA Compaction – General Compaction Requirements

Compaction shall take place when the mixture is in the proper condition so that no undue displacement, cracking, or shoving occurs. Areas inaccessible to large compaction equipment shall be compacted by other mechanical means. Any HMA that becomes loose, broken, contaminated, shows an excess or deficiency of asphalt, or is in any way defective, shall be removed and replaced with new hot mix that shall be immediately compacted to conform to the surrounding area.

The type of rollers to be used and their relative position in the compaction sequence shall generally be the Contractor's option, provided the specified densities are attained. Unless the Engineer has approved otherwise, rollers shall only be operated in the static mode when the internal temperature of the mix is less than 175°F. Regardless of mix temperature, a roller shall not be operated in a mode that results in checking or cracking of the mat. Rollers shall only be operated in static mode on bridge decks.

5-04.3(11) Reject Work

5-04.3(11)A Reject Work General

Work that is defective or does not conform to Contract requirements shall be rejected. The Contractor may propose, in writing, alternatives to removal and replacement of rejected material. Acceptability of such alternative proposals will be determined at the sole discretion of the Engineer. HMA that has been rejected is subject to the requirements in Section 1-06.2(2) and this specification, and the Contractor shall submit a corrective action proposal to the Engineer for approval.

5-04.3(11)B Rejection by Contractor

The Contractor may, prior to sampling, elect to remove any defective material and replace it with new material. Any such new material will be sampled, tested, and evaluated for acceptance.



5-04.3(11)C Rejection Without Testing (Mixture or Compaction)

The Engineer may, without sampling, reject any batch, load, or section of Roadway that appears defective. Material rejected before placement shall not be incorporated into the pavement. Any rejected section of Roadway shall be removed.

5-04.3(12) Joints

5-04.3(12)A HMA Joints

5-04.3(12)A1 Transverse Joints

The Contractor shall conduct operations such that the placing of the top or wearing course is a continuous operation or as close to continuous as possible. Unscheduled transverse joints will be allowed, and the roller may pass over the unprotected end of the freshly laid mixture only when the placement of the course must be discontinued for such a length of time that the mixture will cool below compaction temperature. When the Work is resumed, the previously compacted mixture shall be cut back to produce a slightly beveled edge for the full thickness of the course.

A temporary wedge of HMA constructed on a 20H:1V shall be constructed where a transverse joint as a result of paving or planing is open to traffic. The HMA in the temporary wedge shall be separated from the permanent HMA by strips of heavy wrapping paper or other methods approved by the Engineer. The wrapping paper shall be removed and the joint trimmed to a slightly beveled edge for the full thickness of the course prior to resumption of paving.

The material that is cut away shall be wasted and new mix shall be laid against the cut. Rollers or tamping irons shall be used to seal the joint.

5-04.3(12)A2 Longitudinal Joints

The longitudinal joint in any one course shall be offset from the course immediately below by not more than 6 inches nor less than 2 inches. All longitudinal joints constructed in the wearing course shall be located at a lane line or an edge line of the Traveled Way. A notched wedge joint shall be constructed along all longitudinal joints in the wearing surface of new HMA unless otherwise approved by the Engineer. The notched wedge joint shall have a vertical edge of not less than the maximum aggregate size or more than $\frac{1}{2}$ of the compacted lift thickness and then taper down on a slope not steeper than 4H:1V. The sloped portion of the HMA notched wedge joint shall be uniformly compacted.

5-04.3(12)B Bridge Paving Joint Seals

Bridge Paving Joint Seals shall be in accordance with Section 5-03.



5-04.3(13) Surface Smoothness

The completed surface of all courses shall be of uniform texture, smooth, uniform as to crown and grade, and free from defects of all kinds. The completed surface of the wearing course shall not vary more than $\frac{1}{8}$ inch from the lower edge of a 10-foot straightedge placed on the surface parallel to the centerline. The transverse slope of the completed surface of the wearing course shall vary not more than $\frac{1}{4}$ inch in 10 feet from the rate of transverse slope shown in the Plans.

When deviations in excess of the above tolerances are found that result from a high place in the HMA, the pavement surface shall be corrected by one of the following methods:

1. Removal of material from high places by grinding with an approved grinding machine, or
2. Removal and replacement of the wearing course of HMA, or
3. By other method approved by the Engineer.

Correction of defects shall be carried out until there are no deviations anywhere greater than the allowable tolerances.

When utility appurtenances such as manhole covers and valve boxes are located in the traveled way, the utility appurtenances shall be adjusted to the finished grade prior to paving. This requirement may be waived when requested by the Contractor, at the discretion of the Engineer or when the adjustment details provided in the project plan or specifications call for utility appurtenance adjustments after the completion of paving.

Utility appurtenance adjustment discussions will be included in the Pre-Paving and Pre-Planing Briefing (5-04.3(14)B3). Submit a written request to waive this requirement to the Engineer prior to the start of paving.

5-04.3(14) Planing Bituminous Pavement

The planing plan must be approved by the Engineer and a pre-planing meeting must be held prior to the start of any planing. See Section 5-04.3(14)B2 for information on planing submittals.

Where planing an existing pavement is specified in the Contract, the Contractor must remove existing surfacing material and to reshape the surface to remove irregularities. The finished product must be a prepared surface acceptable for receiving an HMA overlay.

Use the cold milling method for planing unless otherwise specified in the Contract. Do not use the planer on the final wearing course of new HMA.

Conduct planing operations in a manner that does not tear, break, burn, or otherwise damage the surface which is to remain. The finished planed surface must be slightly grooved or roughened and must be free from gouges, deep grooves, ridges, or other imperfections.



The Contractor must repair any damage to the surface by the Contractor's planing equipment, using an Engineer approved method.

Repair or replace any metal castings and other surface improvements damaged by planing, as determined by the Engineer.

A tapered wedge cut must be planed longitudinally along curb lines sufficient to provide a minimum of 4 inches of curb reveal after placement and compaction of the final wearing course. The dimensions of the wedge must be as shown on the Drawings or as specified by the Engineer.

A tapered wedge cut must also be made at transitions to adjoining pavement surfaces (meet lines) where butt joints are shown on the Drawings. Cut butt joints in a straight line with vertical faces 2 inches or more in height, producing a smooth transition to the existing adjoining pavement.

After planing is complete, planed surfaces must be swept, cleaned, and if required by the Contract, patched and preleveled.

The Engineer may direct additional depth planing. Before performing this additional depth planing, the Contractor must conduct a hidden metal in pavement detection survey as specified in Section 5-04.3(14)A.

5-04.3(14)A Pre-Planing Metal Detection Check

Before starting planing of pavements, and before any additional depth planing required by the Engineer, the Contractor must conduct a physical survey of existing pavement to be planed with equipment that can identify hidden metal objects.

Should such metal be identified, promptly notify the Engineer.

See Section 1-07.16(1) regarding the protection of survey monumentation that may be hidden in pavement.

The Contractor is solely responsible for any damage to equipment resulting from the Contractor's failure to conduct a pre-planing metal detection survey, or from the Contractor's failure to notify the Engineer of any hidden metal that is detected.

5-04.3(14)B Paving and Planing Under Traffic

5-04.3(14)B1 General

In addition, the requirements of Section 1-07.23 and the traffic controls required in Section 1-10, and unless the Contract specifies otherwise or the Engineer approves, the Contractor must comply with the following:

1. Intersections:



- a. Keep intersections open to traffic at all times, except when paving or planing operations through an intersection requires closure. Such closure must be kept to the minimum time required to place and compact the HMA mixture, or plane as appropriate. For paving, schedule such closure to individual lanes or portions thereof that allows the traffic volumes and schedule of traffic volumes required in the approved traffic control plan. Schedule work so that adjacent intersections are not impacted at the same time and comply with the traffic control restrictions required by the Traffic Engineer. Each individual intersection closure or partial closure must be addressed in the traffic control plan, which must be submitted to and accepted by the Engineer, see Section 1-10.2(2).
 - b. When planing or paving and related construction must occur in an intersection, consider scheduling and sequencing such work into quarters of the intersection, or half or more of an intersection with side street detours. Be prepared to sequence the work to individual lanes or portions thereof.
 - c. Should closure of the intersection in its entirety be necessary, keep such closure to the minimum time required to place and compact the HMA mixture, plane, remove asphalt, tack coat, and as needed.
 - d. Any work in an intersection requires advance warning in both signage and a number of Working Days advance notice as determined by the Engineer, to alert traffic and emergency services of the intersection closure or partial closure.
 - e. Allow new compacted HMA asphalt to cool to ambient temperature before any traffic is allowed on it. Traffic is not allowed on newly placed asphalt until approval has been obtained from the Engineer.
2. Temporary centerline marking, post-paving temporary marking, temporary stop bars, and maintaining temporary pavement marking must comply with Section 8-23.
 3. Permanent pavement marking must comply with Section 8-22.

5-04.3(14)B2 Submittals - Planing Plan and HMA Paving Plan

The Contractor must submit a separate planing plan and a separate paving plan to the Engineer at least 5 Working Days in advance of each operation's activity start date. These plans must show how the moving operation and traffic control are coordinated, as they will be discussed at the pre-planing briefing and pre-paving briefing. When requested by the Engineer, the Contractor must provide each operation's traffic control plan on 24 x 36 inch or larger size Shop Drawings with a scale showing both the area of operation and sufficient detail of traffic beyond the area of operation where detour traffic may be required. The scale on the Shop Drawings is 1 inch = 20 feet, which may be changed if the Engineer agrees sufficient detail is shown.



The planing operation and the paving operation include, but are not limited to, metal detection, removal of asphalt and temporary asphalt of any kind, tack coat and drying, staging of supply trucks, paving trains, rolling, scheduling, and as may be discussed at the briefing.

When intersections will be partially or totally blocked, provide adequately sized and noticeable signage alerting traffic of closures to come, a minimum 2 Working Days in advance. The traffic control plan must show where police officers will be stationed when signalization is or may be, countermanded, and show areas where flaggers are proposed.

At a minimum, the planing and the paving plan must include:

1. A copy of the accepted traffic control plan, see Section 1-10.2(2), detailing each day's traffic control as it relates to the specific requirements of that day's planing and paving. Briefly describe the sequencing of traffic control consistent with the proposed planing and paving sequence, and scheduling of placement of temporary pavement markings and channelizing devices after each day's planing, and paving.
2. A copy of each intersection's traffic control plan.
3. Haul routes from supplier facilities, and locations of temporary parking and staging areas, including return routes. Describe the complete round trip as it relates to the sequencing of paving operations.
4. Names and locations of HMA supplier facilities to be used.
5. List of all equipment to be used for paving.
6. List of personnel and associated job classification assigned to each piece of paving equipment.
7. Description (geometric or narrative) of the scheduled sequence of planing and of paving and intended area of planing and of paving for each day's work, must include the directions of proposed planing and of proposed paving, sequence of adjacent lane paving, sequence of skipped lane paving, intersection planing and paving scheduling and sequencing, and proposed notifications and coordinations to be timely made. The plan must show HMA joints relative to the final pavement marking lane lines.
8. Names, job titles, and contact information for field, office, and plant supervisory personnel.
9. A copy of the approved Mix Designs.
10. Tonnage of HMA to be placed each day.
11. Approximate times and days for starting and ending daily operations.



5-04.3(14)B3 Pre-Paving and Pre-Planing Briefing

At least 2 Working Days before the first paving operation and the first planing operation, or as scheduled by the Engineer for future paving and planing operations to ensure the Contractor has adequately prepared for notifying and coordinating as required in the Contract, the Contractor must be prepared to discuss that day's operations as they relate to other entities and to public safety and convenience, including driveway and business access, garbage truck operations, transit operations and working around energized overhead wires, school and nursing home and hospital and other accesses, other Contractors who may be operating in the area, pedestrian and bicycle traffic, and emergency services. The Contractor, and Subcontractors that may be part of that day's operations, must meet with the Engineer and discuss the proposed operation as it relates to the submitted planing plan and paving plan, approved traffic control plan, and public convenience and safety. Such discussion includes, but is not limited to:

1. General for both the Paving and Planing:
 - a. The actual times of starting and ending daily operations.
 - b. In intersections, how to break up the intersection, and address traffic control and signalization for that operation, including use of peace officers.
 - c. The sequencing and scheduling of paving operations and of planing operations, as applicable, as it relates to traffic control, public convenience and safety, and other Contractors who may operate in the Project limits.
 - d. Notifications required of Contractor activities and coordinating with other entities and the public as necessary.
 - e. Description of the sequencing of installation and types of temporary pavement markings as it relates to planning and paving.
 - f. Description of the sequencing of installation of, and the removal of, temporary pavement patch material around exposed castings and as may be needed.
 - g. Description of procedures and equipment to identify hidden metal in the pavement, such as survey monumentation, monitoring wells, streetcar rail, and castings, before planing as per Section 5-04.3(14)B2.
 - h. Description of how flaggers will be coordinated with the planing, paving, and related operations.
 - i. Description of sequencing of traffic controls for the process of rigid pavement base repairs.
 - j. Other items the Engineer deems necessary to address.



2. Paving – additional topics:

- a. When to start applying tack and coordinating with paving.
- b. Types of equipment and numbers of each type of equipment to be used. If more pieces of equipment than personnel are proposed, describe the sequencing of the personnel operating the types of equipment. Discuss the continuance of operator personnel for each type of equipment as it relates to meeting Specification requirements.
- c. Number of JMFs to be placed, and if more than one JMF is used, how the Contractor will ensure different JMFs are distinguished, how pavers and how MTVs are distinguished, and how pavers and MTVs are cleaned so that one JMF does not adversely influence the other JMF.
- d. Description of contingency plans for that day's operations such as equipment breakdown, rain out, and supplier shutdown of operations.
- e. Number of sublots to be placed, sequencing of density testing, and other sampling and testing.

5-04.3(15) Sealing Pavement Surfaces

Apply a fog seal where shown in the plans. Construct the fog seal in accordance with Section 5-02.3. Unless otherwise approved by the Engineer, apply the fog seal prior to opening to traffic.

6-02 Concrete Structures

6-02.3(14) Finishing Concrete Surfaces

Supplement this section with the following:

The completed surface shall be of uniform texture, smooth, uniform as to grade, and free from defects of all kinds. The completed surface shall not vary more than 1/8-inch from the lower edge of a 10-foot straightedge placed on the surface parallel to the centerline.

The finish shall be a light broom finish, or as noted in the City of Cle Elum Standard Plans, or as approved by the Public Works Director. A non-uniform finish, an overworked finish, a finish where a cement layer has formed, discolored, is spalling, or a finish damaged by the weather, will not be accepted, and shall be replaced at the Contractor's expense.



8-04 Curbs, Gutters, and Spillways

8-04.3 Construction Requirements

Supplement this section with the following:

Testing requirements shall be as follows:

Project Quantity	Test Requirement
Less than 5 CY	None
5 CY – 10 CY	1 Slump, 4 Cylinders
10+ CY	2 Slump, 4 Cylinders per 25 CY

For project quantities above five (5) cubic yards, test requirements shall be based on concrete placed during one (1) working day. If the concrete fails any test, the Public Works Director will require additional testing to determine the extent of the failure and more frequent tests may be required on additional concrete being placed. Testing and samples shall be in accordance with Section 1-06.2(1).

Regardless of quantity, a Certification of Compliance shall be provided for all concrete delivered to the site in accordance with Section 6-02.3(5)B.

8-04.3(1) Cement Concrete Curbs, Gutters, and Spillways

Supplement this section with the following:

Cement concrete traffic curb and gutter shall be as shown on the City's Standard Plans. Full Height or "Barrier" cement concrete traffic curb and gutter as shown shall be used on the roadway as shown on the Plans. Depressed or "Driveway" cement concrete traffic curb and gutter as shown shall be used at all driveway entrances and sidewalk ramp locations as shown on the Plans and as directed in the field by the City. Mountable or "Rolled" curb may be used on the Local Access roadway as shown on the Plans. Cement concrete curb and gutter which does not comply with the City's details shall be removed and replaced at the Contractor's expense.

A template shall be required to be placed at the back of curb for construction of driveway transitions from Barrier to Driveway or Rolled curb and gutter. The template shall extend from the bottom of curb to the top of the curb and shall have a minimum length to provide a maximum slope of 8.3%. The transition shall be no less than six (6) feet long. When the transition is on a street with a steep grade making the 8.3% maximum slope unachievable, the transition length shall be 15 feet. The Contractor shall also be required to use a template at the back of Driveway/Depressed curb and gutter to ensure a straight and uniform back of curb in conformance with the Standard Plan.

The new concrete curb and gutter shall be cured in accordance with Section 5-05.3(13)A of the Standard Specifications. Application of the curing compound shall be in accordance with the manufacturer's recommendations.



Cement concrete curb and gutter which does not comply with the section details on the Plans, or in the Engineer's opinion does not demonstrate first-class workmanship and finish, shall be removed and replaced at the Contractor's expense. Should the Contractor's equipment or methods be unable to produce curb and gutter meeting the requirements of the Details and specifications, no further curb and gutter construction will be allowed until corrections have been made to said equipment or methods.

8-06 Cement Concrete Driveway Entrances

8-06.3 Construction Requirements

Supplement this section with the following:

The concrete driveway entrance/sidewalk shall be six (6) inches in thickness. Both the curb and gutter as well as the sidewalk portion must comply the requirement of 8-04.3(1). Class 4000 air entrained concrete conforming to the Section 6-02 shall be required.

8-14 Cement Concrete Sidewalks

8-14.3 Construction Requirements

Supplement this section with the following:

Testing requirements shall be as follows:

Project Quantity	Test Requirement
Less than 5 CY	None
5 CY – 10 CY	1 Slump, 4 Cylinders
10+ CY	2 Slump, 4 Cylinders per 25 CY

For project quantities above five (5) cubic yards, test requirements shall be based on concrete placed during one (1) working day. If the concrete fails any test, the Public Works Director will require additional testing to determine the extent of the failure and more frequent tests may be required on additional concrete being placed. Testing and samples shall be in accordance with Section 1-06.2(1).

Regardless of quantity, a Certification of Compliance shall be provided for all concrete delivered to the site in accordance with Section 6-02.3(5)B.

8-14.3(3) Placing and Finishing Concrete

Supplement this section with the following:

All sidewalks not located in driveway entrance areas shall be four (4) inches in thickness. All concrete approaches located behind a depressed curb and gutter section



including wings, or behind a mountable curb and gutter section, shall be six (6) inches in thickness.

Sidewalks shall be scored across the entire width every five (5) feet and with preformed asphalt impregnated joint fillers 3/8-inch thick every twenty (20) feet. When sidewalk width exceeds six (6) feet, a longitudinal joint shall split the width (eg. 10-foot wide sidewalk shall have a longitudinal joint at five (5) feet). Concrete sidewalk shall be cured in accordance with Section 5-05.3(13)A of the Standard Specifications. Application of the curing compound shall be in accordance with the manufacturer's recommendations. Failure to properly cure or seal the cement concrete sidewalk will require the Contractor to remove and replace the sidewalk section at his expense.

Sidewalk ramps shall be constructed as shown on the Plans in accordance with the Standard Plans or as shown otherwise in the Details.

Cement concrete sidewalk which does not comply with the section details on the Plans, or in the Engineer's opinion does not demonstrate first-class workmanship and finish, shall be removed and replaced at the Contractor's expense. Should the Contractor's equipment or methods be unable to produce sidewalk meeting the requirements of the Plans and Specifications, no further sidewalk construction will be allowed until corrections have been made to said equipment or methods.

The finish shall be a light broom finish, or as noted in the plans, or as approved by the Engineer. A non-uniform finish, an overworked finish, a finish where a cement layer has formed, discolored, is spalling, or a finish damaged by the weather, will not be accepted, and shall be replaced at the Developer's expense.

8-20 Illumination, Traffic Signal Systems, and Electrical

8-20.2 Materials

Supplement this section with the following:

The provisions of Section 9-29 shall apply, except for the following modifications or additions:

Conduit: Below grade conduit shall be Schedule 40 PVC, conforming to NEMA TC 2. When the conductors are pulled, pull tape shall also be pulled with the conductor and left for future use. Pull tape shall be installed in all conduits, in-use and spares alike.

Light Standards: Poles and arms shall be hot-dipped galvanized over their entire surface per ASTM A-123. Anchor bolts, nuts, and washers shall be hot-dipped galvanized over their entire length per ASTM A-153. All poles, arms and accessories shall be furnished by the same manufacturer.

Luminaire poles shall have ten (10) foot arms and provide a nominal fixture mounting height of thirty-five (35) feet. Arms shall be Valmont DS-210, Union Metal 71049-



B48, or Ameron Series N. The pole base shall be of the “fixed” type. Handholes shall be 4 inches by 6-1/2 inches, located 18 inches above the base, turned toward the street. A ½-inch NC ground stud shall be located inside the handhole.

Accessories shall include anchor bolts (each with heavy hex nuts and washers) as sized by the manufacturer, bolt templates, full base covers, and removable pole end caps.

Luminaires: LED luminaires shall be standard 4000k, minimum 100W, 120-277V, without individual photoelectric controls. Luminaires shall be Signify Lumec Roadfocus RFM G2 Series, Leotek GCM H-Series, GE Evolve ERS Series, or approved equal.

Service Cabinets: A 200 AMP pad-mounted service cabinet type EUSERC 308 with photocell in window, as approved by Puget Sound Energy (PSE). All coordination and expenses with PSE for the new service will be the Developer’s responsibility. Once the new service is installed and accepted by the City, the meter shall be transferred to the City of Cle Elum.

As an alternative to a Developer-installed illumination system, the Developer may request from the City approval of PSE to design and install illumination through the City’s Master Lighting Agreement with PSE. Under this election, PSE will design and install the system, and the Developer will pay all associated costs including but not limited to PSE, City, and City’s consultants.

8-20.3 Construction Requirements

8-20.3(1) General

Supplement this section with the following:

Prior to installation, the Contractor shall inform the City when the luminaire equipment has arrived on-site. The City will compare the supplied luminaire equipment to these Design and Construction Standards prior to installation and must be present during installation to check for socket settings and luminaire head orientation.

The Contractor is responsible for coordinating with the Department of Labor and Industries, the Engineer, and Puget Sound Energy for all required inspections and service.

8-20.3(2) Excavating and Backfill

Delete the first paragraph and replace it with the following:

The excavation required for the installation of conduit, cement concrete anchor bases, and pullboxes shall be performed in such a manner as to cause the least possible injury to streets, sidewalks, and other improvements. The trenches shall not



be excavated wider than necessary for the proper installation of the conduit and pullboxes. Anchor base excavation shall be augered or dug by hand with proper care to avoid damage to other utilities. Excavation shall not be performed until immediately prior to installation of conduit and/or structures. The material from the excavation shall be placed so as to cause the least interference to vehicular and pedestrian traffic and to surface drainage. All surplus excavated material shall be removed and disposed of by the Contractor. Backfilling shall be as shown on the Plans and shall conform to the provisions specified herein. Compaction of conduit trenches and structure backfill shall be accomplished by a method which will result in backfill compacted to at least 95 percent of maximum density.

8-20.3(4) Foundations

Supplement this section with the following:

The top six inches (anchor base) of the concrete foundation shall be formed and finished 24-inches square with 3/4-Inch chamfer edges, and the top shall be at finish sidewalk grade. The anchor base shall be separated from adjacent concrete surfaces by means of expansion joints. Forms for the anchor bases shall be true to line and grade and the conduit ends and anchor bolts shall be held in proper position and height by means of a temporary template. After standards are plumbed, the Contractor shall grout between the base plate and anchor base as shown on the Plans.

Precast bases meeting contract requirements are acceptable for use. If the Contractor elects to use precast bases, the Contractor shall furnish, install, and compact six (6) inches of crushed surfacing top course below the base, and backfill/compact around the sides with clean native material or crushed surfacing as directed. The precast base top shall be set six inches below finish sidewalk grade and a six-inch depth concrete pad with 3/4-inch chamfer edges shall be formed and finished at the ground surface as shown on the Plans. The concrete pad shall be separated from adjacent concrete surfaces by means of expansion joints. All requirements pertaining to use of precast bases shall be considered as incidental work to the various bid items and no separate payment will be made.

8-20.3(5) Conduit

Supplement this section with the following:

The ends of conduits for future connection shall be marked with an 8' treated 2x4 inside of an 8' steel stud, painted red, extending 24"-36" above finished ground surface.

8-20.3(6) Junction Boxes, Cable Vaults, and Pull boxes

Replace the first paragraph with the following:

The terms "pullbox" and "junction box" are considered interchangeable.



Pullboxes shall be constructed as shown on the Plans and in accordance with Standard Plan J-40.10 Type 1. The pullboxes shall be installed true to line and grade. The pullboxes shall be placed where shown on Plans and shall be separated from other concrete surfaces by an expansion joint.

8-20.3(10) Electrical Service

Supplement this section with the following:

A 120/240 V single phase electrical service shall be provided as determined by the City. The Contractor shall coordinate the final location of the service with the local electrical utility company and City. A State electrical permit will be required for the service. All wiring and equipment shall be in conformance with the appropriate electrical codes.

All of the work shall meet the requirements of Puget Sound Energy and the National Electric Code. The Contractor shall provide conduits to the proposed service locations shown on the Plans and shall coordinate the location of the service(s) with Puget Sound Energy.

8-20.3(13)A Light Standards

Supplement this section with the following:

Light standards shall have base flanges requiring four (4) anchor bolts for connection to foundation. Anchor bolt covers shall be provided on all light standards.

8-21 Permanent Signing

8-21.2 Materials

Supplement this section with the following:

Sign posts for permanent traffic control signing shall be 2"x2" 12-gauge perforated steel tubing. Socket sleeves for the sign post shall be 2-1/4"x 2-1/4"x30" 12-gauge perforated steel tubing.

8-21.3 Construction Requirements

Supplement this section with the following:

Socket sleeves for sign posts shall be set in 12" diameter x 12" deep base of class 3000 cement concrete at finish grade so that erected signs will be plumb with roadway/sidewalk. The Contractor shall correct any misaligned socket sleeves at his own expense.



8-22 Pavement Marking

8-22.1 Description

Supplement this section with the following:

This work includes temporary pavement markings, which shall be installed per the material and construction requirements of Section 8-22.

8-22.2 Materials

Supplement this section with the following:

All arrows, letters, symbols, stop lines, and crosswalks shall be Plastic Type B (125 mil. thickness). Centerline(s), lane line(s), and parking markings shall be painted, two (2) coats.

8-22.3(3)E Installation

Supplement this section with the following:

All pavement lines over 50 feet long shall be applied using a truck mounted striping machine.

8-30 Controlled Density Fill (New Section)

The following new section shall be added to the Standard Specifications:

8-30.1 Description

Controlled Density Fill (CDF) may be required for street crossings by the Public Works Director. It shall be a mixture of Portland Cement, fly ash, aggregate, water, and admixtures proportioned to provide a non-segregating, self-consolidating, free-flowing material which will result in a hardened, dense, non-settling fill.

8-30.2 Materials

Materials shall meet the requirements of the following Sections of the Standard Specifications:

Portland Cement	9-01 Type II
Fly Ash	Class F or C
Aggregates	9-03.1
Water	9-25
Admixtures	9-23.6



8-30.3 Construction Requirements

8-30.3(1) Construction Materials

The CDF shall be a mixture of Portland Cement, fly ash, aggregate, water, and admixtures which has been batched and mixed in accordance with Section 6-02.3 of the Standard Specifications.

The following mix provides a guideline for proportioning the Controlled Density Fill for this project. The final mix provided by the Contractor shall result in a material which is excavatable by machine with a maximum unconfined compressive strength of 300 psi.

Water	50 gals per cubic yard
Cement	50 lbs per cubic yard
Fly Ash	250 lbs per cubic yard
Aggregate	3,200 lbs per cubic yard

The above table provides a guideline for the CDF mixture. The weights shown are only an estimate of the amount to be used per cubic yard of CDF. Actual amounts may vary from those shown as approved by the City or approved mix data from similar projects which provided proper strength, workability, consistency, and density.

8-30.3(7) Placing Controlled Density Fill

The floatable CDF shall be placed in the trench area where directed by the City and brought up uniformly to the top of the pipe zone backfill as shown on the Plans. In the cases where existing concrete slabs have been undermined by excavation, the Contractor shall ensure that the CDF is flowed completely under the slab.

Mixing and placing may be started if weather conditions are favorable, when the temperature is at least 34°F and rising. At the time of placement, CDF must have a temperature of at least 40°F. Mixing and placing shall stop when the temperature is 38°F and falling. Each filling stage shall be as continuous an operation as practicable. CDF shall not be placed on frozen ground.

The trench section to be filled with CDF shall be contained at either end of trench section by bulkhead or earth fill.

Appendix A - Transfer of Ownership Forms

TRANSFER OF OWNERSHIP OF PUBLIC INFRASTRUCTURE

(Individual)

_____, owner(s), do(es) hereby transfer(s), deliver(s) and relinquish(es) to the City of Cle Elum, Washington, all right, title and interest in, and ownership of, the following described utility system:

- ☐ Water: _____
- ☐ Sewer: _____
- ☐ Storm: _____
- ☐ Road: _____
- ☐ Other: _____

The undersigned owner(s) agree(s) and understand(s) that this transfer of ownership of the above described Public Infrastructure to the City of Cle Elum is subject to the conditions of the 3rd paragraph of Section 1-05.12 Final Acceptance, of the latest edition of the Standard Specifications for Road, Bridge, and Municipal Construction, Washington State Department of Transportation.

This Transfer of Ownership of Public Infrastructure shall be effective only upon the City Council's final approval and acceptance of the public infrastructure.

Signature

Written Name and Date

STATE OF WASHINGTON
Kittitas County

I certify that I know or have satisfactory evidence that _____
and _____ (is/are) the person(s) who personally appeared before me
and that said person(s) acknowledged that (he/she/they) signed this instrument, and
acknowledged it to be (his/her/their) free and voluntary act and for the uses and purposes
mentioned in the instrument.

Dated: _____

Given under my hand and official seal the day and year last written.

Notary Public in and for the State of Washington

residing at _____

My Commission expires _____

TRANSFER OF OWNERSHIP OF PUBLIC INFRASTRUCTURE
(Corporate)

_____, owner(s), do(es) hereby transfer(s), deliver(s) and relinquish(es) to the City of Cle Elum, Washington, all right, title and interest in, and ownership of, the following described public infrastructure:

- ☐ Water: _____
- ☐ Sewer: _____
- ☐ Storm: _____
- ☐ Road: _____
- ☐ Other: _____

The undersigned owner(s) agree(s) and understand(s) that this transfer of ownership of the above described Public Infrastructure to the City of Cle Elum is subject to the conditions of the 3rd paragraph of Section 1-05.12 Final Acceptance, of the latest edition of the Standard Specifications for Road, Bridge, and Municipal Construction, Washington State Department of Transportation.

This Transfer of Ownership of Public Infrastructure shall be effective only upon the City Council's final approval and acceptance of the above described Public Infrastructure.

Signature

Written Name and Date

STATE OF WASHINGTON
Kittitas County

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument, and acknowledged it as the _____ of _____ to be the free voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: _____

Given under my hand and official seal the day and year last written.

Notary Public in and for the State of Washington

Residing at _____

My Commission Expires _____

Appendix B - Standard Details

Water Details

- W-1 – Water Main Trench Section
- W-2 – Water Valve Box
- W-3 – Fire Hydrant Assembly
- W-4 – Concrete Thrust Blocking
- W-5 – Air Release / Vacuum Valve Assembly
- W-6 – New Water Service (1" or Smaller)
- W-7 – New Water Service (1-1/2" to 2")
- W-8 – Blow-Off Assembly – Above Ground
- W-8A – Blow-Off Assembly – Below Ground
- W-9 – Irrigation Backflow Preventer
- W-10 – Hydrant Guard Post and Concrete Pad
- W-11 – Double Detector Check Valve Assembly

Sewer Details

- SS-1 – Storm/Sewer Pipe Trench Section
- SS-2 – Manhole - Type 1
- SS-3 – Manhole Safety Step
- SS-4 – Sanitary Sewer Cleanout
- SS-5 – Drop Connection – Outside Manhole
- SS-6 – Manhole Adjustment
- SS-7 – Side Sewer Connection
- SS-8 – Shallow Manhole - Type 3
- SS-9 – Doghouse Manhole

Street Details

- ST-1 – Roadway Section – Arterial/Major Collector
- ST-2 – Roadway Section – Local Access (No Parking Allowed)
- ST-3 – Roadway Section – Local Access (On Street Parking Allowed)
- ST-4 – Roadway Section – Alley
- ST-5 – Concrete Curb and Gutter
- ST-6 – Concrete Sidewalk Sections
- ST-7 – Sidewalk Jointing
- ST-8 – Asphalt Sidewalk Ramp
- ST-9 – Residential Driveway Approach
- ST-10 – Commercial Driveway Approach
- ST-11 – Commercial Driveway Approach - Alt.
- ST-12 – Trench Surfacing Repair
- ST-13 – Monument Detail
- ST-14 – Cul-de-Sac Layout
- ST-15 – Permanent Bollard
- ST-16 – Corner Lot Vision Clearance

Stormwater Details

D-1 – Catch Basin - Type 1/1L

D-2 – Infiltration System

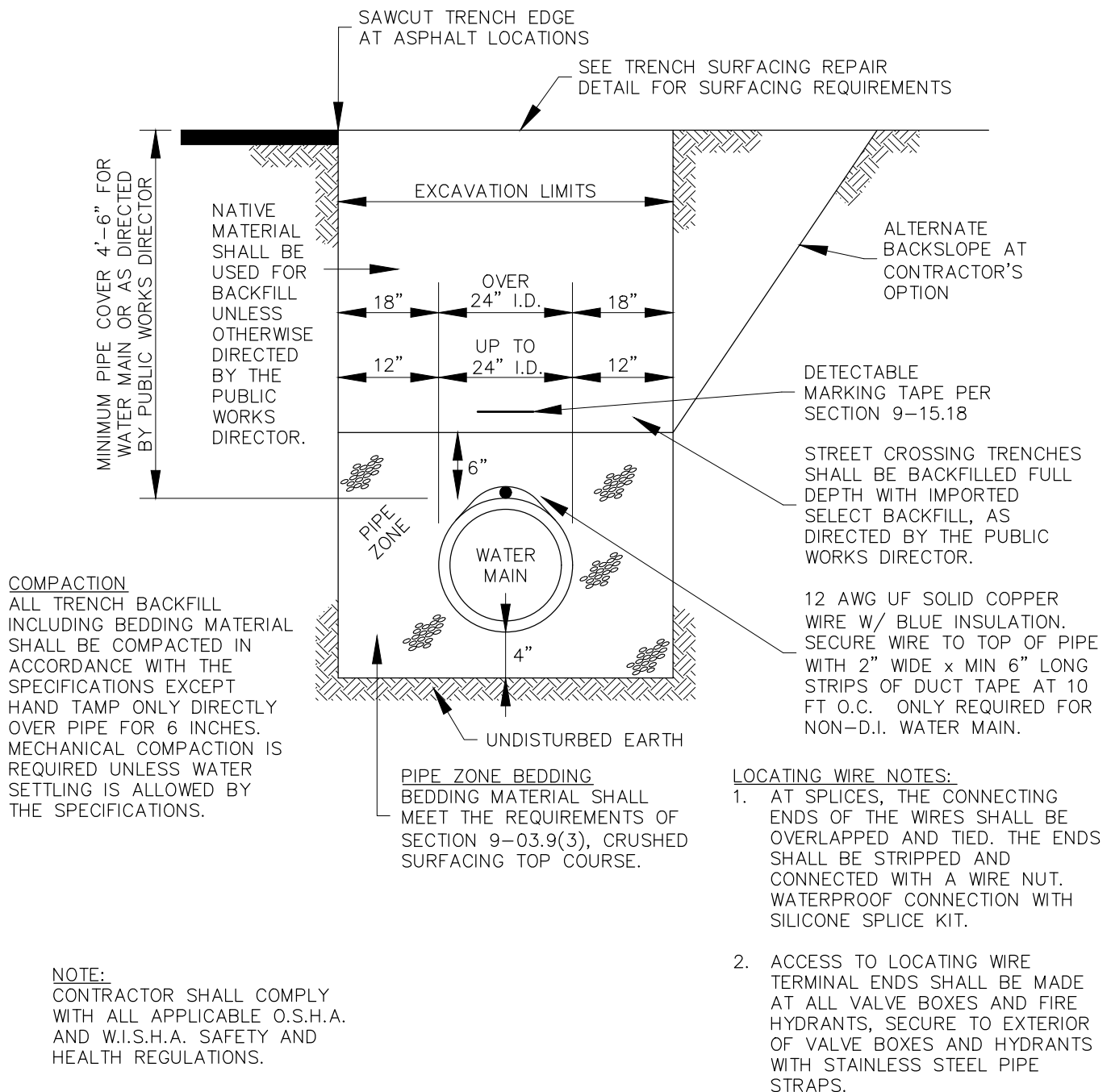
D-3 – Oil/Water Separator

Electrical Details (New Section)

E-1 – Conduit Trench Section

E-2 – Conduit Entrance at Junction Box

E-3 – Street Light



WATER MAIN TRENCH SECTION

NOT TO SCALE

NOTE: ONLY THE LATEST DETAIL, AS APPROVED BY THE DIRECTOR OF PUBLIC WORKS, SHALL BE USED.



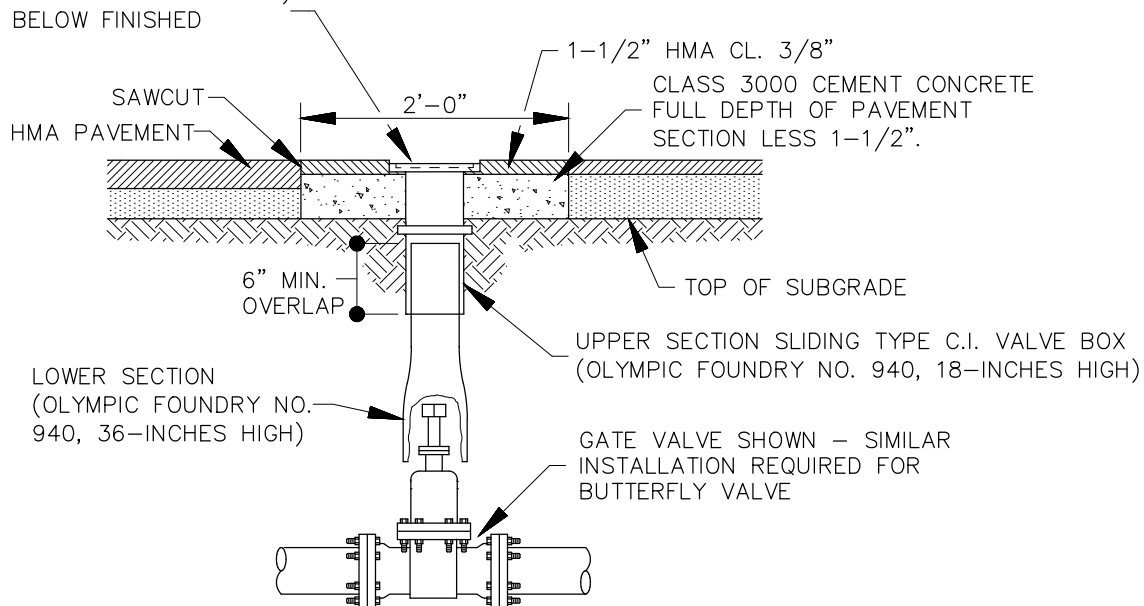
1	11-12-24	CONSTRUCTION STANDARDS UPDATE
0	1-21-02	ORIGINAL
REV.	DATE	DESCRIPTION

UTILITY:
WATER

DETAIL NO.:
W-1

CITY OF CLE ELUM
STANDARD DETAIL
WATER MAIN TRENCH SECTION

CAST IRON LID
 (ROTATE LID EARS PARALLEL TO WATER MAIN)
 SET LID 1/4" TO 1/2" BELOW FINISHED
 ASPHALT GRADE, TYP.

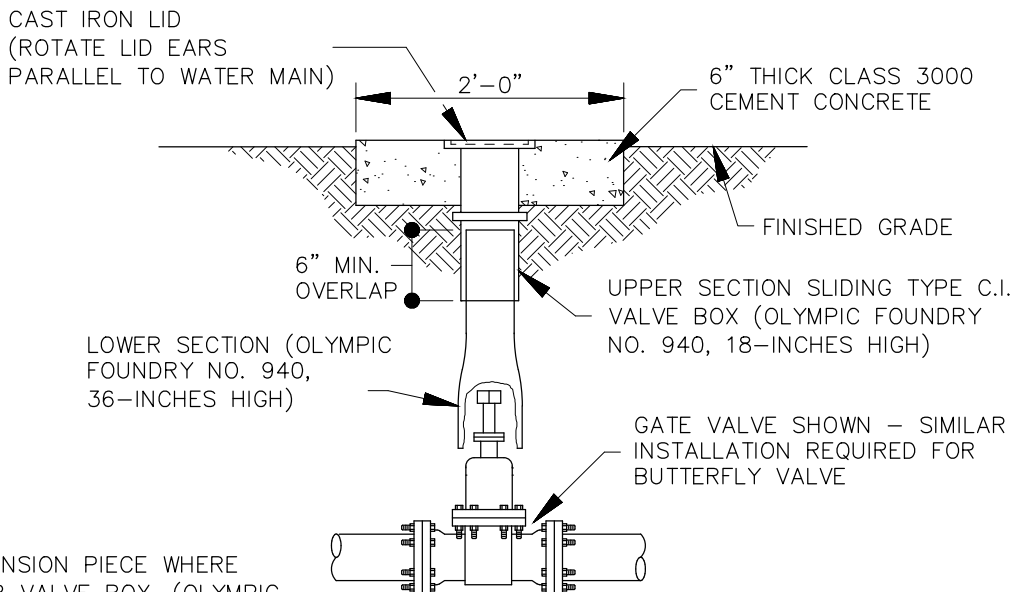


NOTE:

PROVIDE EXTENSION PIECE WHERE
 REQUIRED FOR VALVE BOX. (OLYMPIC
 FOUNDRY NO. 940R 12, 12-INCHES HIGH)

WATER VALVE BOX - IN PAVEMENT

NOT TO SCALE



NOTE:

PROVIDE EXTENSION PIECE WHERE
 REQUIRED FOR VALVE BOX. (OLYMPIC
 FOUNDRY NO. 940, 12-INCHES HIGH)

WATER VALVE BOX - NOT IN PAVEMENT

NOT TO SCALE

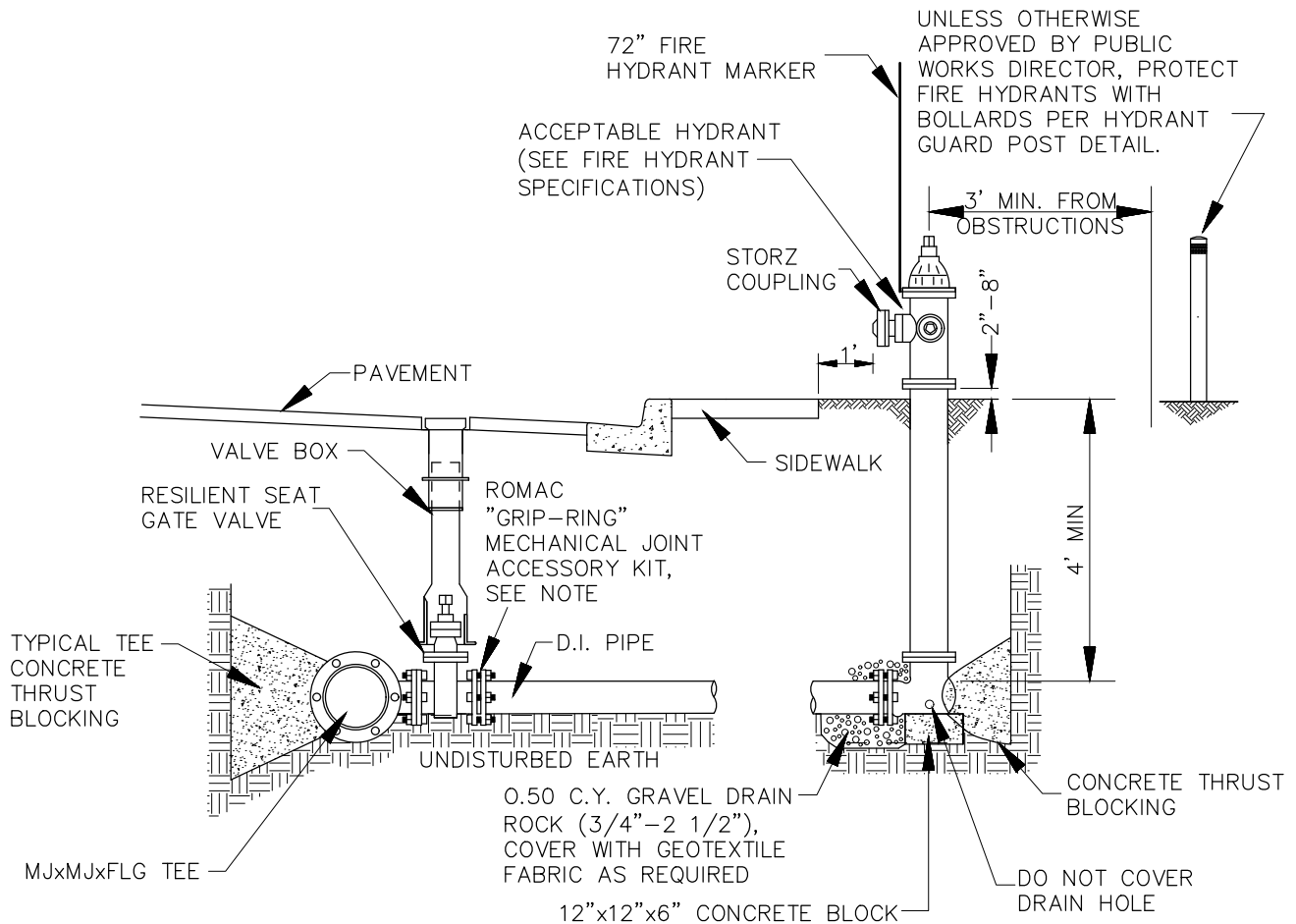
NOTE: ONLY THE LATEST DETAIL, AS APPROVED BY THE
 DIRECTOR OF PUBLIC WORKS, SHALL BE USED.



1	11-12-24	CONSTRUCTION STANDARDS UPDATE
0	1-21-02	ORIGINAL
REV.	DATE	DESCRIPTION

UTILITY: WATER
DETAIL NO.: W-2

CITY OF CLE ELUM
 STANDARD DETAIL
 WATER VALVE BOX



NOTES:

1. ROMAC "GRIP RING" MECHANICAL JOINT ACCESSORY KITS SHALL BE USED ON ALL MECHANICAL JOINT CONNECTIONS FROM VALVE TO HYDRANT.
2. HYDRANTS SHALL BE HOODED UNTIL OPERATIONAL.

FIRE HYDRANT ASSEMBLY

NOT TO SCALE

NOTE: ONLY THE LATEST DETAIL, AS APPROVED BY THE DIRECTOR OF PUBLIC WORKS, SHALL BE USED.



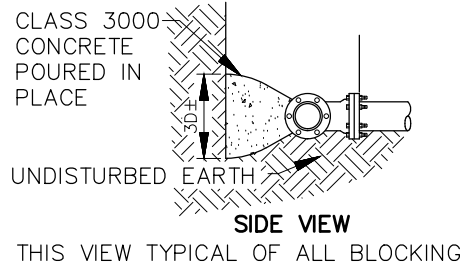
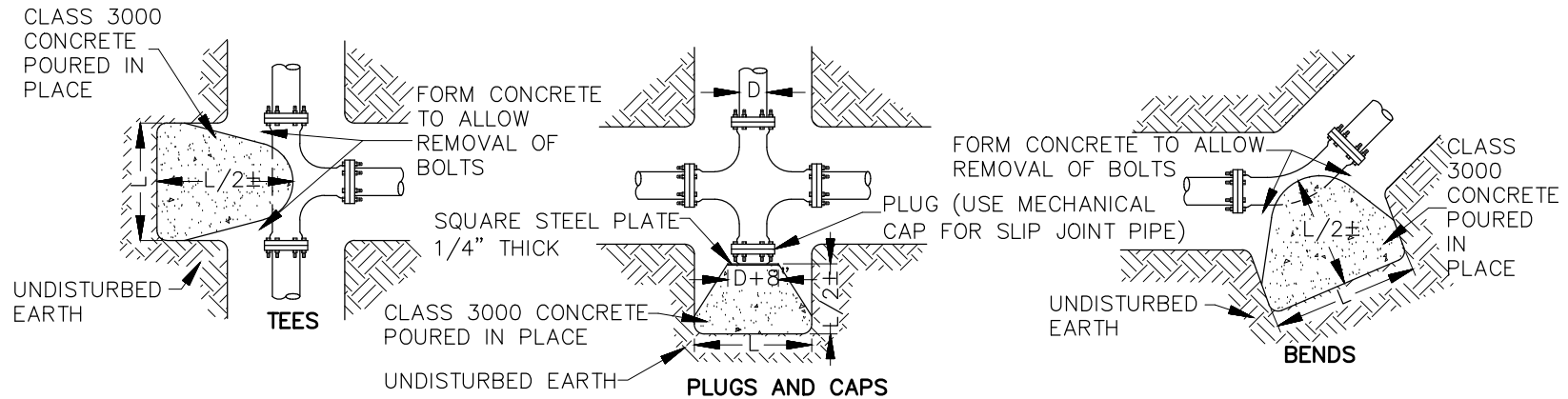
1	11-12-24	CONSTRUCTION STANDARDS UPDATE
0	3-01-02	ORIGINAL
REV.	DATE	DESCRIPTION

UTILITY:
WATER

DETAIL NO.:
W-3

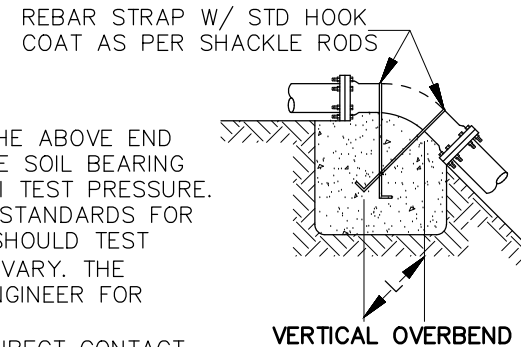
CITY OF CLE ELUM

STANDARD DETAIL
FIRE HYDRANT ASSEMBLY



NOTES:

1. D IS APPROXIMATE PIPE DIAMETER. THE ABOVE END AREAS ARE BASED ON AN ALLOWABLE SOIL BEARING PRESSURE OF 1500 PSF AND 250 PSI TEST PRESSURE.
2. DIMENSIONS LISTED DENOTE MINIMUM STANDARDS FOR SOIL AND TEST PRESSURES SHOWN. SHOULD TEST PRESSURE AND/OR SOIL CONDITIONS VARY. THE CONTRACTOR SHALL CONTACT THE ENGINEER FOR SPECIAL THRUST BLOCK DESIGN.
3. ALL FITTINGS AND/OR PIPE MAKING DIRECT CONTACT WITH CONCRETE SHALL BE WRAPPED WITH 4 MIL POLYETHYLENE SHEETING PRIOR TO PLACEMENT OF CONCRETE.



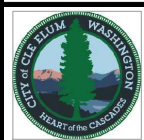
MINIMUM END AREAS				
PIPE SIZE (D)	TEES & PLUGS	90° BENDS	45° BENDS	11¼° AND 22½° BENDS
6"	5.1 SQ FT	7.2 SQ FT	3.9 SQ FT	2.0 SQ FT
8"	8.8 SQ FT	12.4 SQ FT	6.7 SQ FT	3.4 SQ FT
10"	14.3 SQ FT	20.2 SQ FT	11.0 SQ FT	5.6 SQ FT
12"	20.4 SQ FT	28.9 SQ FT	15.7 SQ FT	7.9 SQ FT
14"	27.7 SQ FT	39.2 SQ FT	21.2 SQ FT	10.7 SQ FT
16"	35.8 SQ FT	51.2 SQ FT	27.5 SQ FT	13.9 SQ FT

VERTICAL OVERBEND				
PIPE SIZE (D)	22½° BEND	45° BEND	REBAR SIZE	L
6"	20 CU FT	39 CU FT	#5	2.0 FT
8"	34 CU FT	67 CU FT	#5	2.0 FT
10"	56 CU FT	110 CU FT	#5	2.0 FT
12"	79 CU FT	157 CU FT	#6	2.5 FT
14"	107 CU FT	212 CU FT	#7	3.0 FT
16"	139 CU FT	275 CU FT	#9	4.0 FT

CONCRETE THRUST BLOCKING

NOT TO SCALE

NOTE: ONLY THE LATEST DETAIL, AS APPROVED BY THE DIRECTOR OF PUBLIC WORKS, SHALL BE USED.

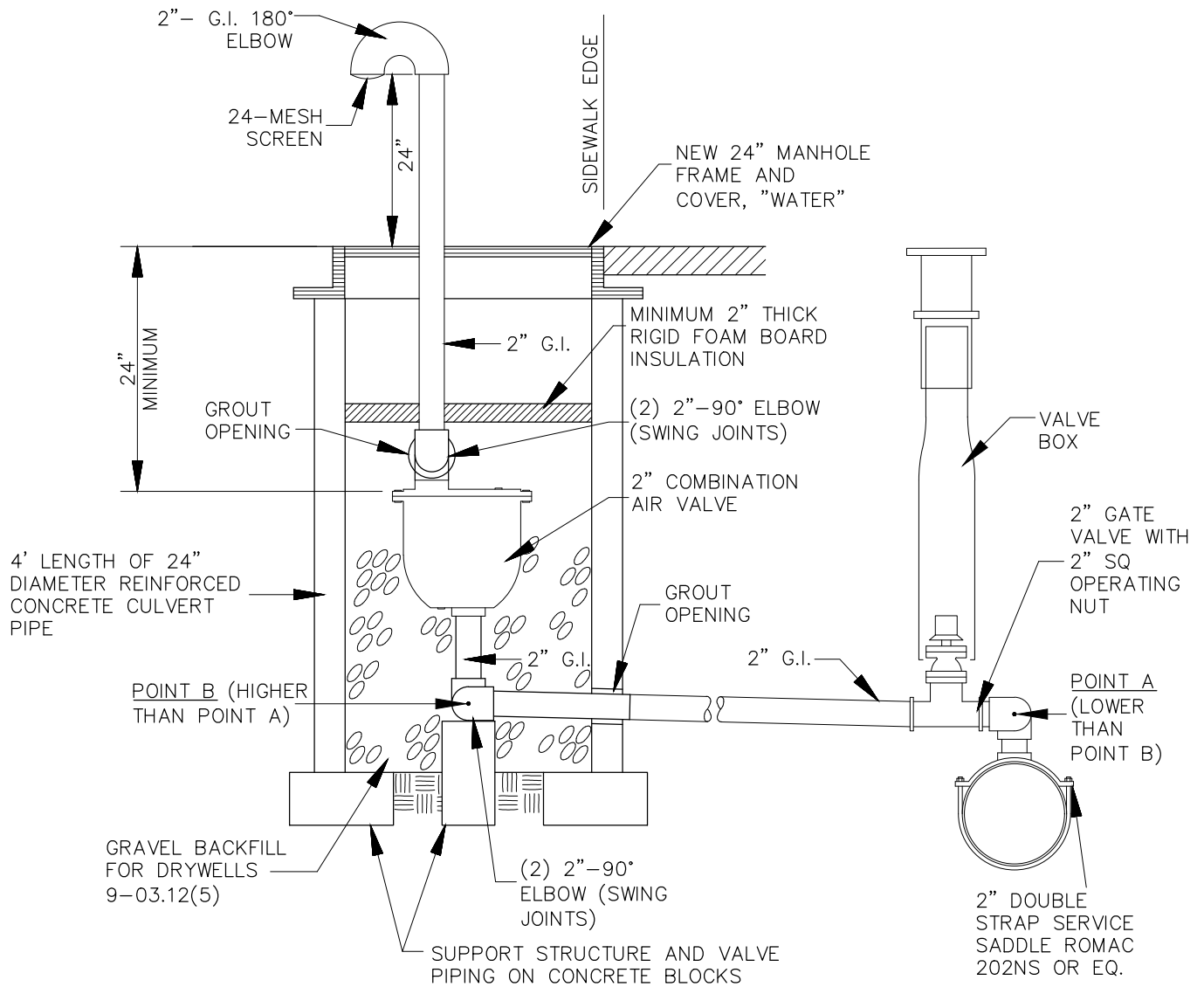


REV.	DATE	DESCRIPTION
1	11-12-24	CONSTRUCTION STANDARDS UPDATE
0	1-21-02	ORIGINAL

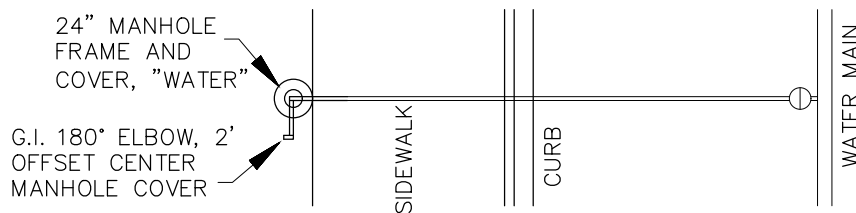
UTILITY:
WATER

DETAIL NO.:
W-4

CITY OF CLE ELUM
STANDARD DETAIL
CONCRETE THRUST BLOCKING



SECTION VIEW



PLAN VIEW SCHEMATIC

AIR RELEASE / VACUUM VALVE ASSEMBLY

NOT TO SCALE

NOTE: ONLY THE LATEST DETAIL, AS APPROVED BY THE DIRECTOR OF PUBLIC WORKS, SHALL BE USED.



3	11-12-24	CONSTRUCTION STANDARDS UPDATE
2	12-5-14	MESH SCREEN - DOH
1	2-23-04	NEW OUTLET; MISC. REVISIONS
0	1-21-02	ORIGINAL
REV.	DATE	DESCRIPTION

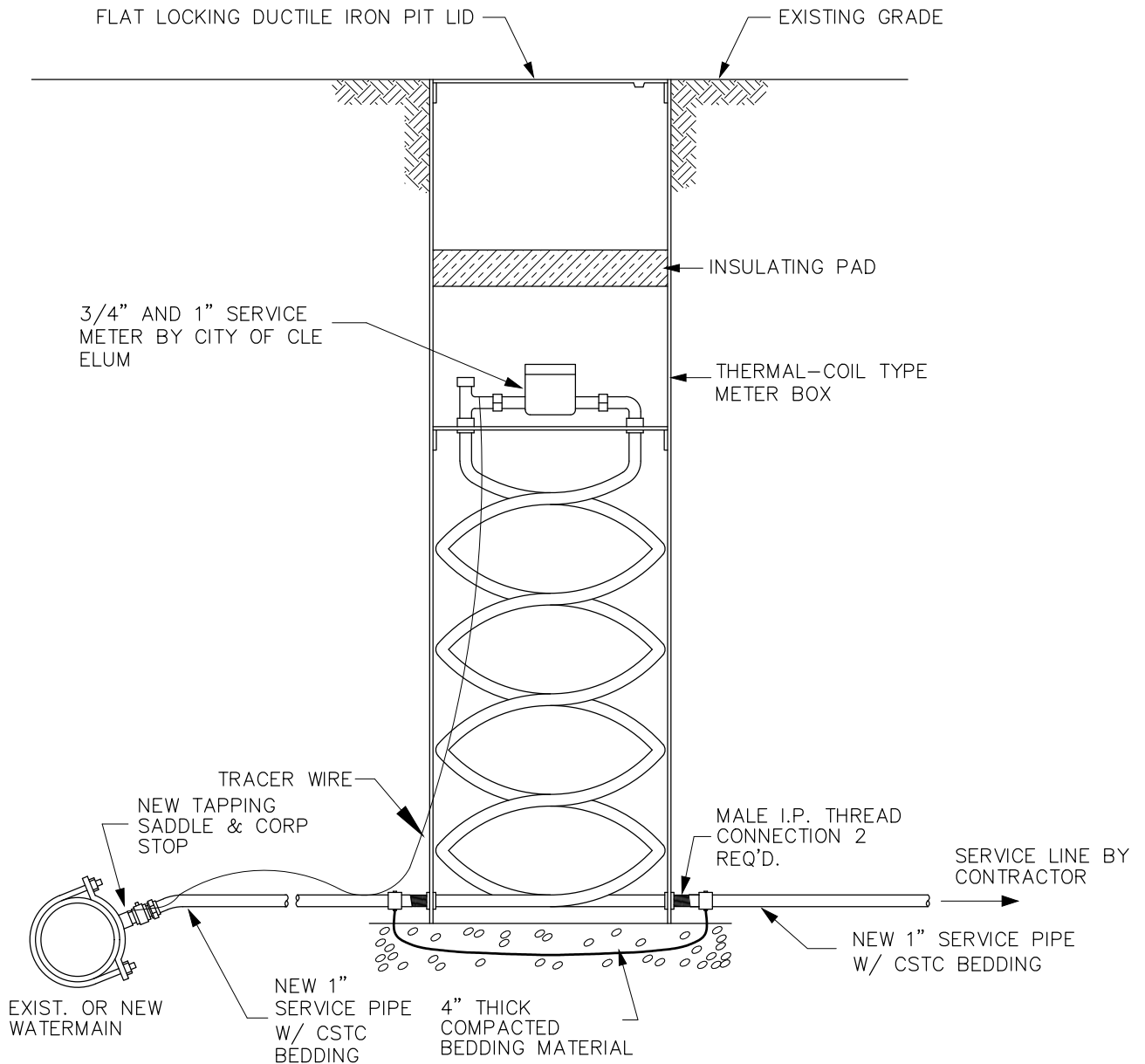
UTILITY:
WATER

DETAIL NO.:
W-5

CITY OF CLE ELUM

STANDARD DETAIL

AIR RELEASE / VACUUM VALVE ASSEMBLY



NOTES:

1. ALL NEW 3/4" AND 1" METERS WILL BE FURNISHED AND INSTALLED BY THE CITY, AT THE DEVELOPER'S EXPENSE.
2. METER BOX COVERS SHALL BE DUCTILE IRON FOR ALL AREAS.
3. FUTURE WATER SERVICES (STUBS) SHALL BE MARKED AT THE PROPERTY LINE PER THE SPECIFICATIONS AND EXTEND 5' - 10' BEYOND PROPERTY LINE AND CAPPED.
4. SEE CONSTRUCTION STANDARDS FOR ALL MATERIAL TYPES AND MODELS.

NEW WATER SERVICE (1" OR SMALLER)

NOT TO SCALE

NOTE: ONLY THE LATEST DETAIL, AS APPROVED BY THE DIRECTOR OF PUBLIC WORKS, SHALL BE USED.

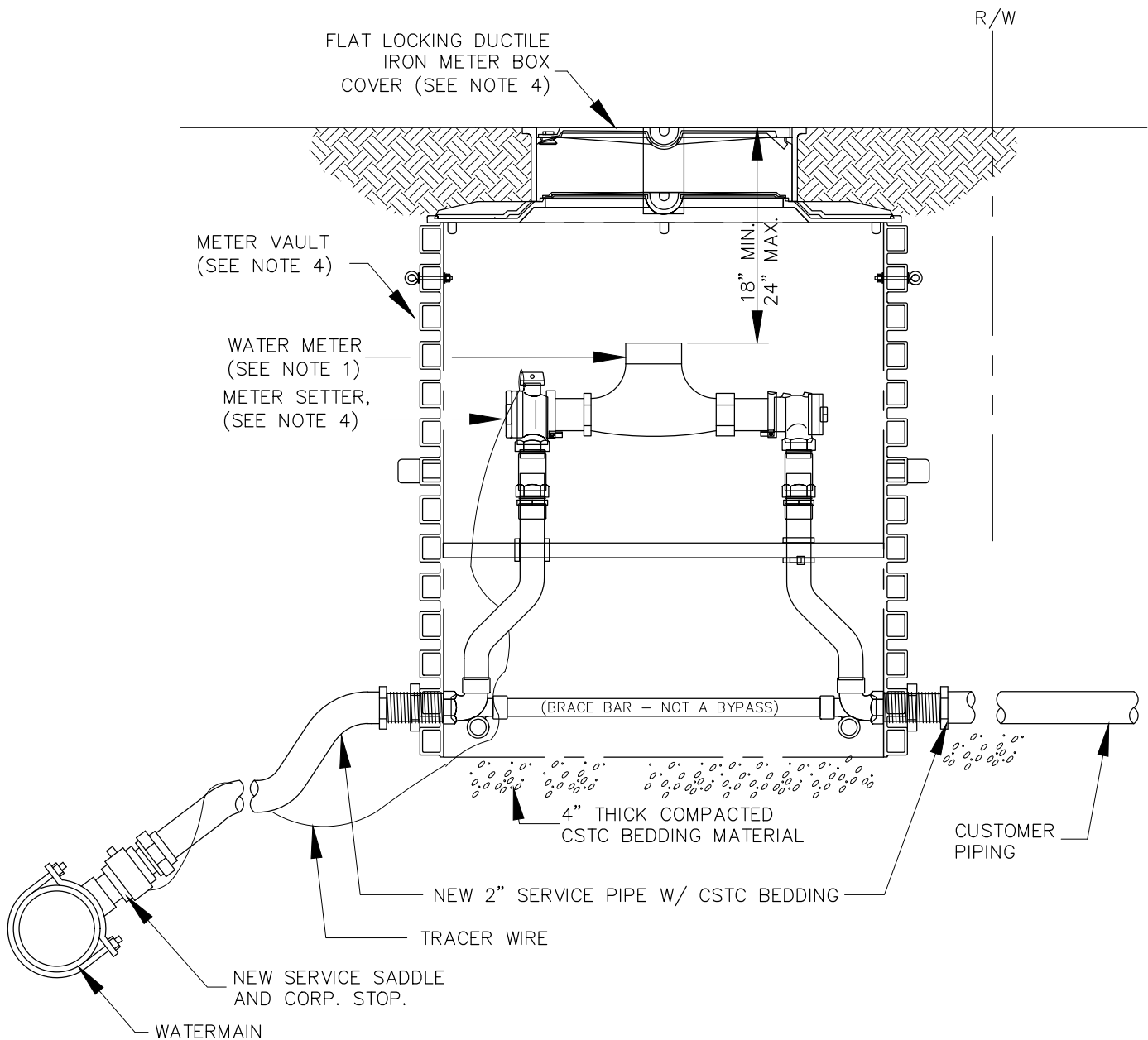


1	11-12-24	CONSTRUCTION STANDARDS UPDATE
0	1-21-02	ORIGINAL
REV.	DATE	DESCRIPTION

UTILITY:
WATER

DETAIL NO.:
W-6

CITY OF CLE ELUM
STANDARD DETAIL
NEW WATER SERVICE (1" OR SMALLER)



NOTES:

1. ALL NEW METERS GREATER THAN 1" WILL BE FURNISHED AND INSTALLED BY THE DEVELOPER.
2. METER BOX COVERS SHALL BE DUCTILE IRON FOR ALL AREAS.
3. FUTURE WATER SERVICES (STUBS) SHALL BE MARKED AT THE PROPERTY LINE PER THE SPECIFICATIONS AND EXTEND 5'-10' BEYOND PROPERTY LINE AND CAPPED.
4. SEE CONSTRUCTION STANDARDS FOR ALL MATERIAL TYPES AND MODELS.

NEW WATER SERVICE (1-1/2" - 2")

NOT TO SCALE

NOTE: ONLY THE LATEST DETAIL, AS APPROVED BY THE DIRECTOR OF PUBLIC WORKS, SHALL BE USED.

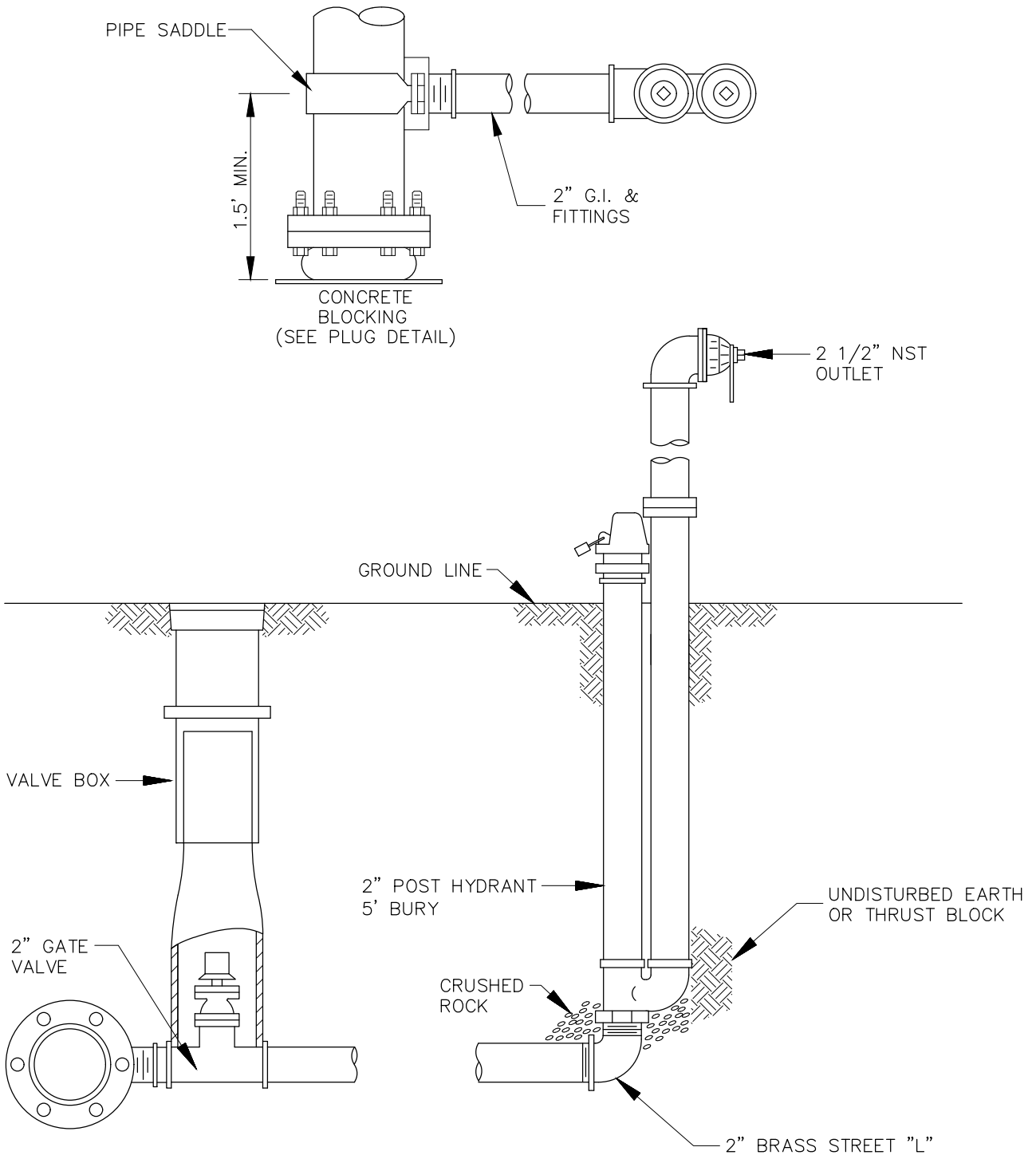


0	11-12-24	ORIGINAL
REV.	DATE	DESCRIPTION

UTILITY:
WATER

DETAIL NO.:
W-7

CITY OF CLE ELUM
STANDARD DETAIL
NEW WATER SERVICE (1-1/2" - 2")



BLOW-OFF ASSEMBLY - ABOVE GROUND

NOT TO SCALE

NOTE: ONLY THE LATEST DETAIL, AS APPROVED BY THE DIRECTOR OF PUBLIC WORKS, SHALL BE USED.



3	11-12-24	CONSTRUCTION STANDARDS UPDATE
2	12-5-14	ABOVE-GROUND INSTALLATION
1	12-23-04	NEW BOX, MISC. REVISIONS
0	1-21-02	ORIGINAL
REV.	DATE	DESCRIPTION

UTILITY: WATER
DETAIL NO.: W-8

CITY OF CLE ELUM
STANDARD DETAIL
BLOW-OFF ASSEMBLY - ABOVE GROUND

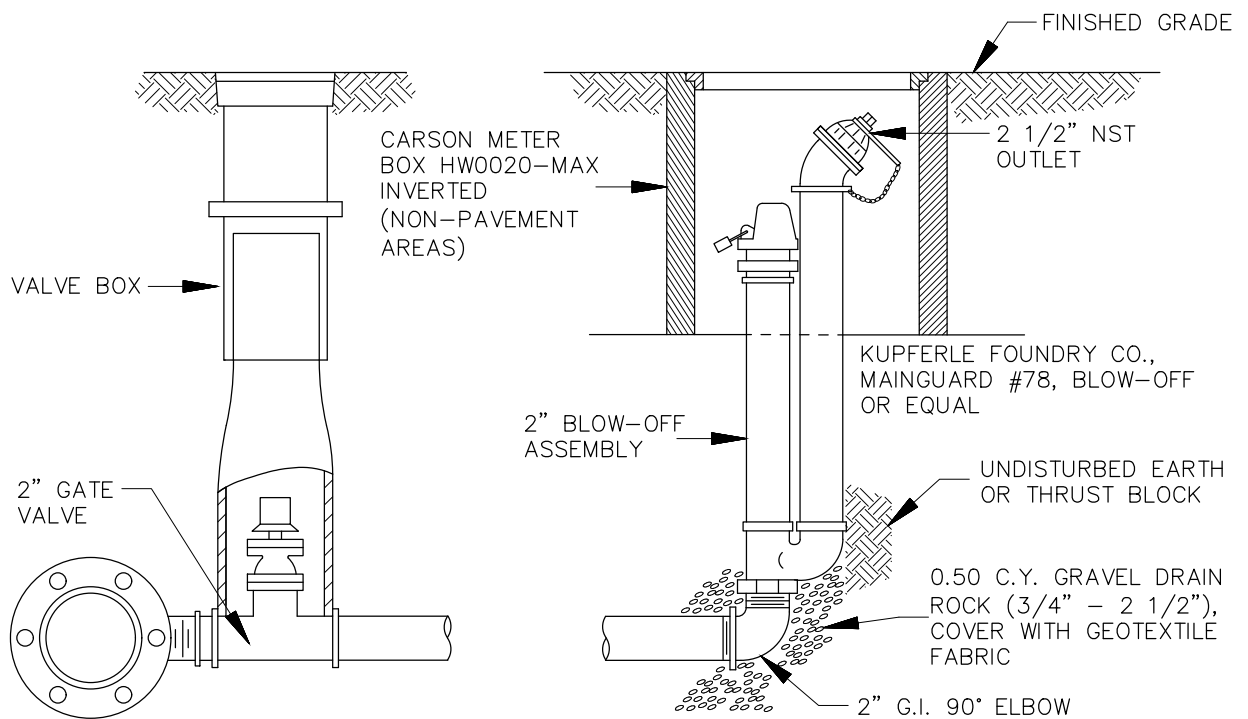
ROMAC
202NS
SERVICE
SADDLE

1.5' MIN.

CONCRETE BLOCKING
(SEE PLUG DETAIL)

2" G.I.

PLAN VIEW



BLOW-OFF ASSEMBLY - BELOW GROUND

NOT TO SCALE

NOTE: ONLY THE LATEST DETAIL, AS APPROVED BY THE
DIRECTOR OF PUBLIC WORKS, SHALL BE USED.

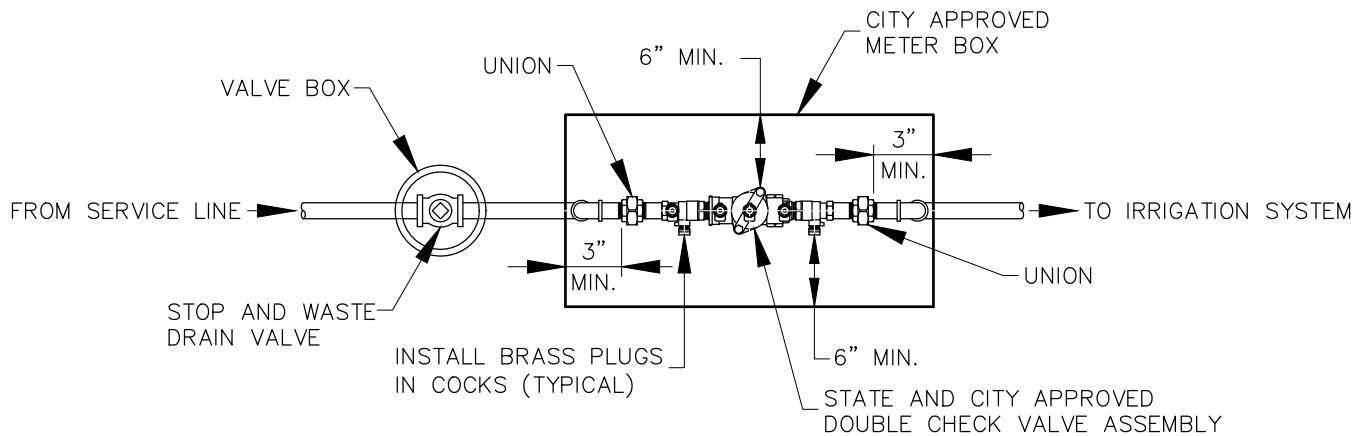


0	11-12-24	ORIGINAL
REV.	DATE	DESCRIPTION

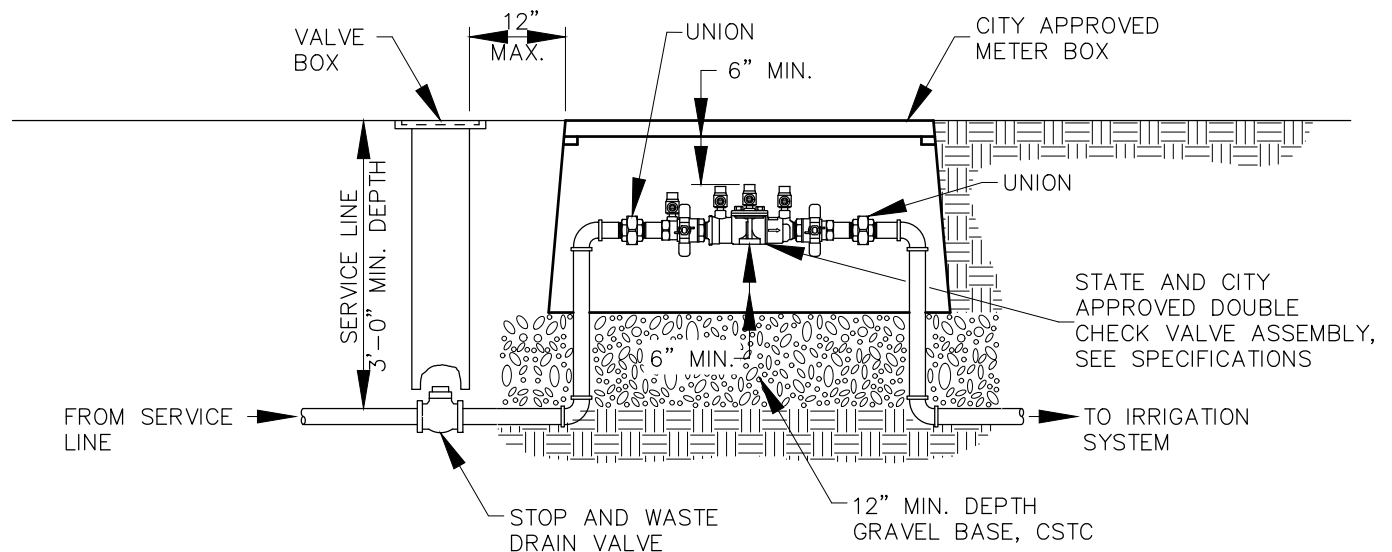
UTILITY:
WATER

DETAIL NO.:
W-8A

CITY OF CLE ELUM
STANDARD DETAIL
BLOW-OFF ASSEMBLY - BELOW GROUND



PLAN



ELEVATION

NOTES:

1. DOUBLE CHECK VALVE ASSEMBLY SHALL MEET REQUIREMENTS OF THE AWWA "ACCEPTED PROCEDURE AND PRACTICE IN CROSS-CONNECTION CONTROL" MANUAL.
2. DEVICES MUST BE ON STATE DEPT. OF HEALTH LIST OF "APPROVED CROSS CONNECTION CONTROL DEVICES".
3. METER BOX SIZE SHOULD BE SIZED TO PROVIDE THE MINIMUM CLEARANCES SHOWN IN THE DETAIL.

IRRIGATION BACKFLOW PREVENTER

NOT TO SCALE

NOTE: ONLY THE LATEST DETAIL, AS APPROVED BY THE DIRECTOR OF PUBLIC WORKS, SHALL BE USED.



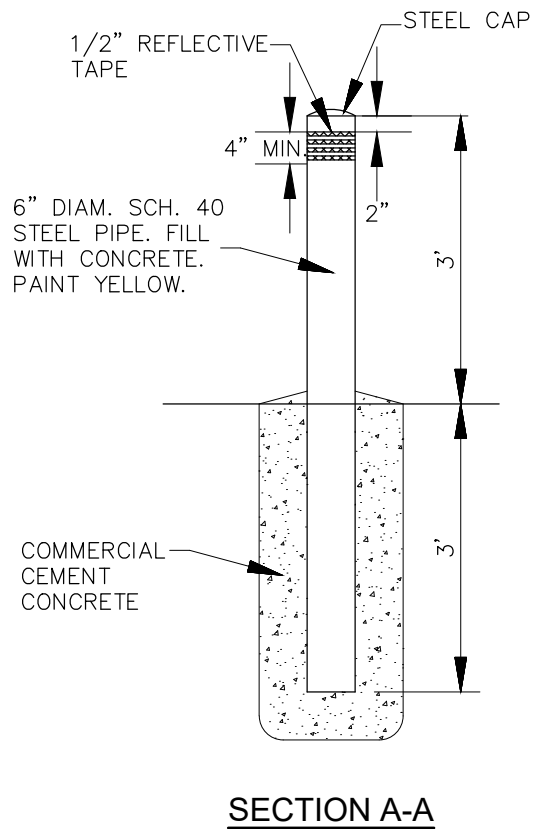
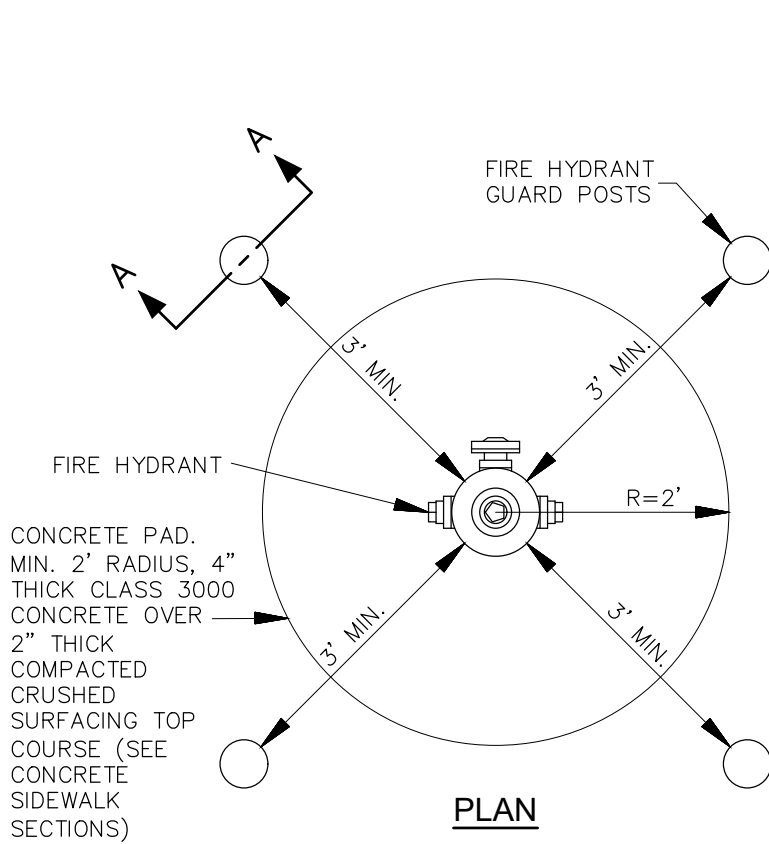
0	11-12-24	ORIGINAL
REV.	DATE	DESCRIPTION

UTILITY:
WATER

DETAIL NO.:
W-9

CITY OF CLE ELUM

STANDARD DETAIL
IRRIGATION BACKFLOW PREVENTER



HYDRANT GUARD POST AND CONCRETE PAD

NOT TO SCALE

NOTE: ONLY THE LATEST DETAIL, AS APPROVED BY THE DIRECTOR OF PUBLIC WORKS, SHALL BE USED.



0	11-12-24	ORIGINAL
REV.	DATE	DESCRIPTION

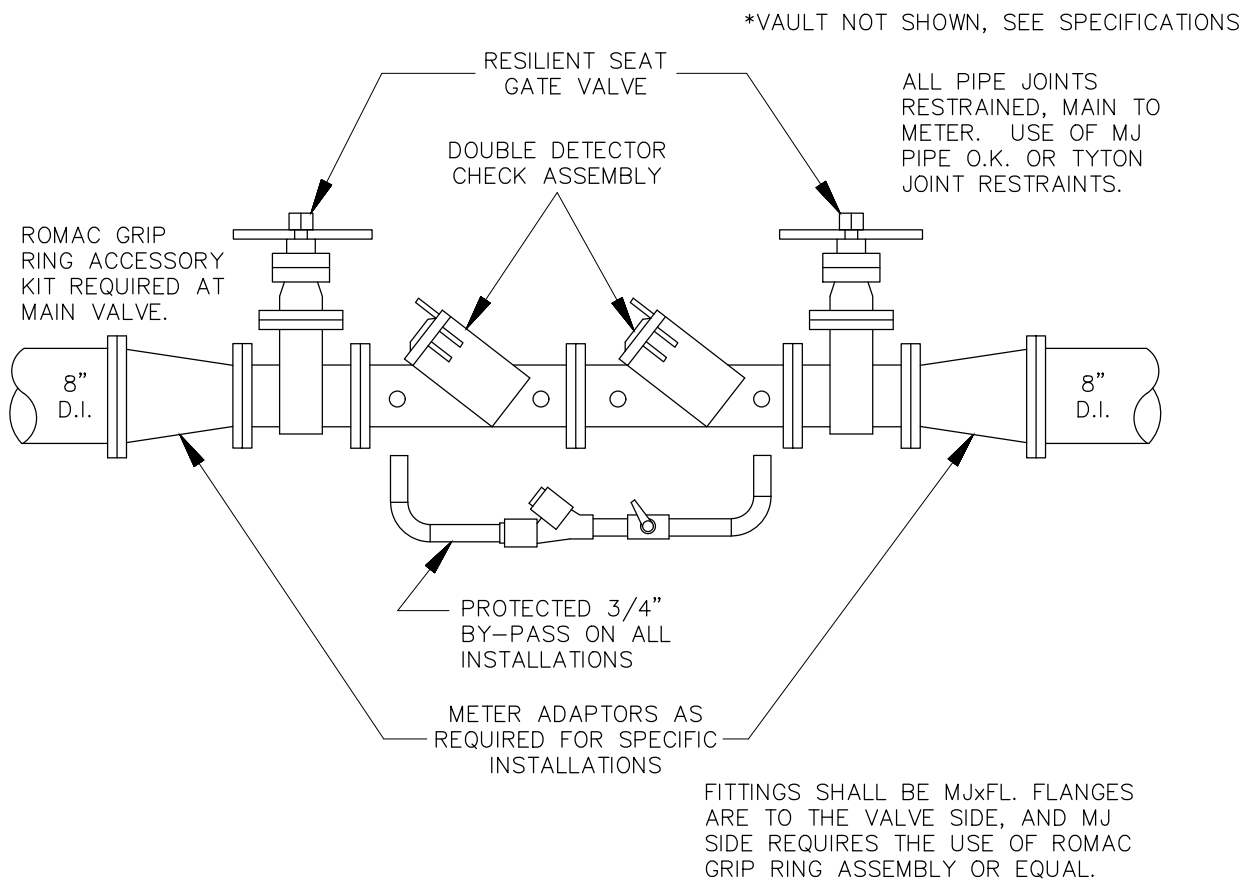
UTILITY:
WATER

DETAIL NO.:
W-10

CITY OF CLE ELUM

STANDARD DETAIL

HYDRANT GUARD POST AND CONCRETE PAD



DOUBLE DETECTOR CHECK VALVE ASSEMBLY

NOT TO SCALE

NOTES:

1. MIN. 3" DIA. FLOOR DRAIN, WITH 1" ROUND DRAIN ROCK SUMP (2'X2'X2'), WITH GEOTEXTLE FABRIC ALL AROUND.
2. INSTALL VAULT ON 4' CSTC COMPACTED BASE.
3. PIPE SUPPORTS SHALL BE INSTALLED UNDER BOTH GATE VALVES.
4. MUST BE ON THE LATEST USCFCCHR LIST OF APPROVED BACKFLOW PREVENTION ASSEMBLIES.
5. THE BACKFLOW ASSEMBLY SHALL BE TESTED AT THE TIME OF INSTALLATION BY A CERTIFIED TESTER APPROVED BY THE CITY.

NOTE: ONLY THE LATEST DETAIL, AS APPROVED BY THE DIRECTOR OF PUBLIC WORKS, SHALL BE USED.

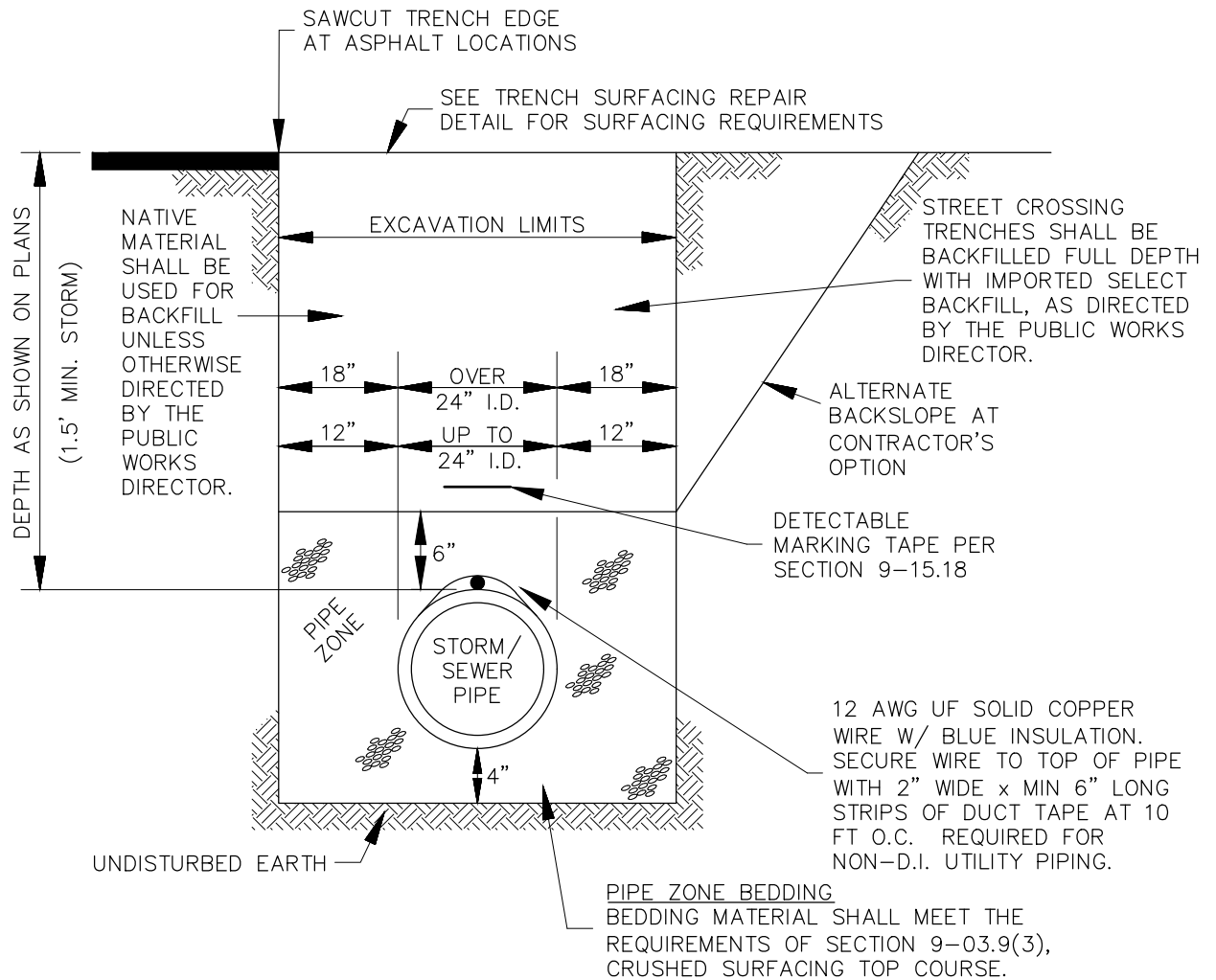


0	11-12-24	ORIGINAL
REV.	DATE	DESCRIPTION

UTILITY:
WATER

DETAIL NO.:
W-11

CITY OF CLE ELUM
STANDARD DETAIL
DOUBLE DETECTOR CHECK VALVE ASSEMBLY



COMPACTION

ALL TRENCH BACKFILL INCLUDING BEDDING MATERIAL SHALL BE COMPACTED IN ACCORDANCE WITH THE SPECIFICATIONS EXCEPT HAND TAMP ONLY DIRECTLY OVER PIPE FOR 6 INCHES. MECHANICAL COMPACTION IS REQUIRED UNLESS WATER SETTLING IS ALLOWED BY THE SPECIFICATIONS.

NOTES:

- FOR 4" AND 6" SIDE SEWERS, INSTALL IMPORTED PIPE ZONE BEDDING A MINIMUM OF 3" THICK ON ALL SIDES OF PIPE.
- CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE O.S.H.A. AND W.I.S.H.A. SAFETY AND HEALTH REGULATIONS.

STORM/SEWER PIPE TRENCH SECTION

NOT TO SCALE

NOTE: ONLY THE LATEST DETAIL, AS APPROVED BY THE DIRECTOR OF PUBLIC WORKS, SHALL BE USED.



1	11-12-24	CONSTRUCTION STANDARDS UPDATE
0	1-21-02	ORIGINAL
REV.	DATE	DESCRIPTION

UTILITY:
SEWER

DETAIL NO.:
SS-1

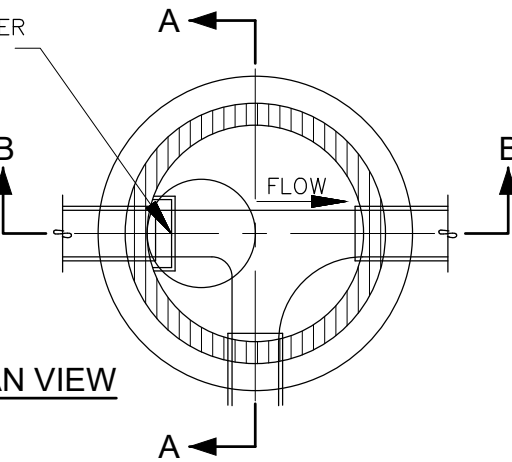
CITY OF CLE ELUM

STANDARD DETAIL

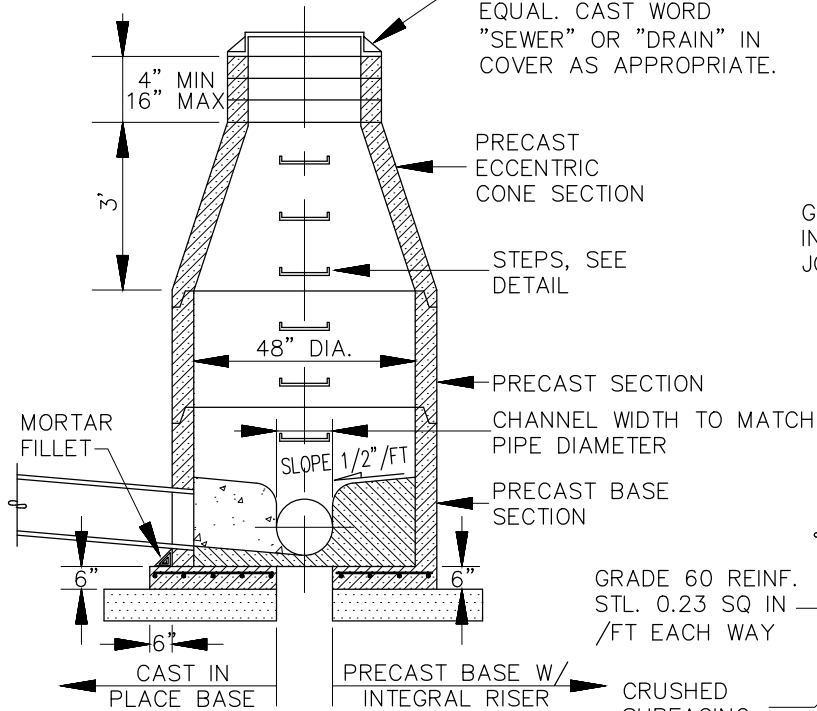
STORM/SEWER PIPE TRENCH SECTION

CENTER STEPS OVER
UPSTREAM PIPE

PLAN VIEW

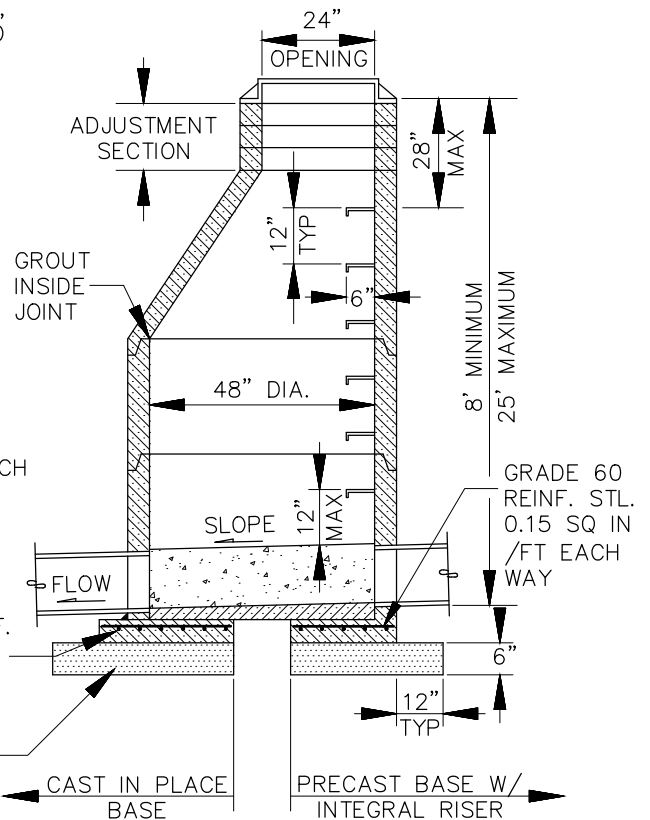


CAST IRON FRAME &
COVER OLYMPIC FOUNDRY,
UNIT MH41, OR APPROVED
EQUAL. CAST WORD
"SEWER" OR "DRAIN" IN
COVER AS APPROPRIATE.



0.10' MIN. DROP IN ALL CHANNELS
ACROSS ALL MANHOLES

SECTION A-A



GRADE 60 REINF.
STL. 0.23 SQ IN
/FT EACH WAY

CRUSHED
SURFACING
TOP COURSE,
COMPACT TO
95% MAXIMUM
DENSITY

CAST IN PLACE
BASE

PRECAST BASE W/
INTEGRAL RISER

SECTION B-B

MANHOLE - TYPE 1

NOT TO SCALE

NOTE: ONLY THE LATEST DETAIL, AS APPROVED BY THE
DIRECTOR OF PUBLIC WORKS, SHALL BE USED.



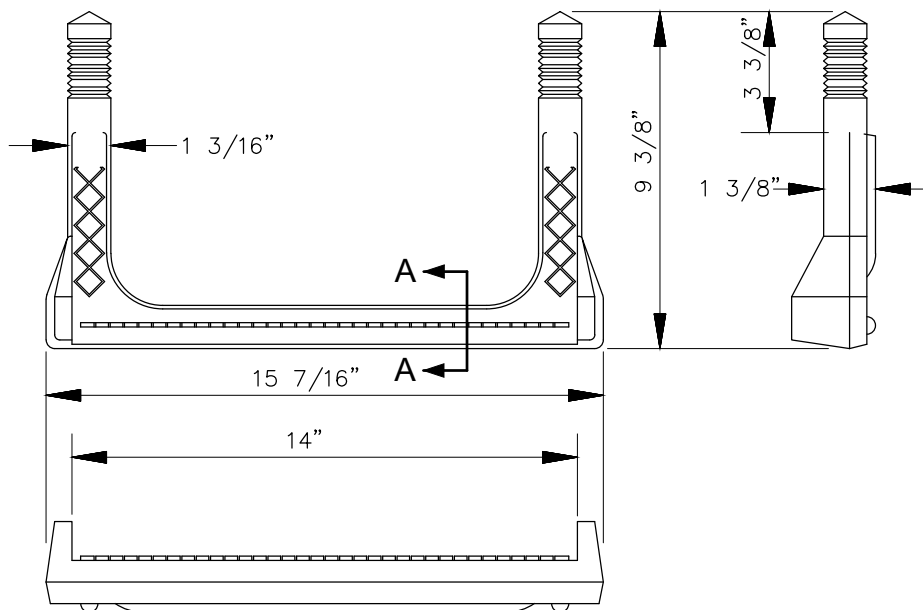
REV.	DATE	DESCRIPTION
1	11-12-24	CONSTRUCTION STANDARDS UPDATE
0	1-21-02	ORIGINAL

UTILITY:
SEWER

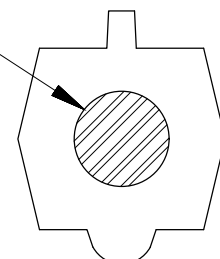
DETAIL NO.:
SS-2

CITY OF CLE ELUM

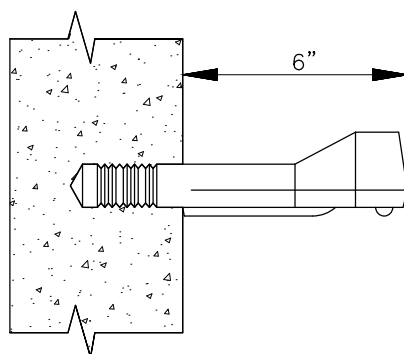
STANDARD DETAIL
MANHOLE - TYPE 1



COPOLYMER
POLYPROPYLENE
PLASTIC COATED 1/2"
GRADE 60 STEEL
REINFORCEMENT



SECTION A-A



NOTE:
MANHOLE STEPS SHALL BE COPOLYMER
POLYPROPYLENE PLASTIC COATED 1/2"
GRADE 60 STEEL REINFORCEMENT, MODEL
PS2-PF, AS MANUFACTURED BY M.A.
INDUSTRIES INC., OR APPROVED EQUAL

MANHOLE SAFETY STEP

NOT TO SCALE

NOTE: ONLY THE LATEST DETAIL, AS APPROVED BY THE
DIRECTOR OF PUBLIC WORKS, SHALL BE USED.



1	11-12-24	CONSTRUCTION STANDARDS UPDATE
0	1-21-02	ORIGINAL
REV.	DATE	DESCRIPTION

UTILITY:
SEWER

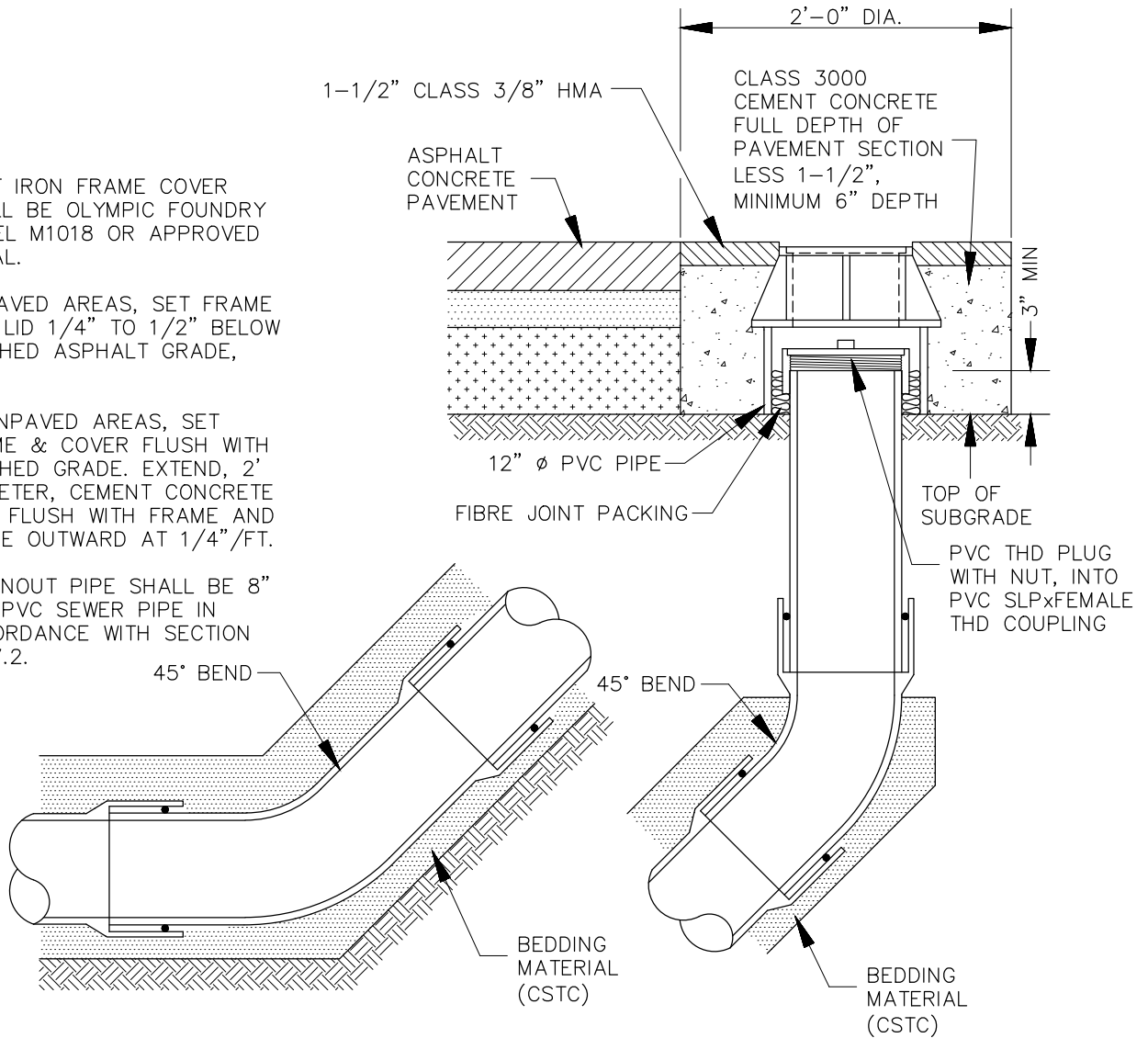
DETAIL NO.:
SS-3

CITY OF CLE ELUM

STANDARD DETAIL
MANHOLE SAFETY STEP

NOTES:

1. CAST IRON FRAME COVER SHALL BE OLYMPIC FOUNDRY MODEL M1018 OR APPROVED EQUAL.
2. IN PAVED AREAS, SET FRAME AND LID 1/4" TO 1/2" BELOW FINISHED ASPHALT GRADE, TYP.
3. IN UNPAVED AREAS, SET FRAME & COVER FLUSH WITH FINISHED GRADE. EXTEND, 2' DIAMETER, CEMENT CONCRETE RING FLUSH WITH FRAME AND SLOPE OUTWARD AT 1/4"/FT.
4. CLEANOUT PIPE SHALL BE 8" DIA. PVC SEWER PIPE IN ACCORDANCE WITH SECTION 7-17.2.



SANITARY SEWER CLEANOUT

NOT TO SCALE

NOTE: ONLY THE LATEST DETAIL, AS APPROVED BY THE DIRECTOR OF PUBLIC WORKS, SHALL BE USED.



REV.	DATE	DESCRIPTION
1	11-12-24	CONSTRUCTION STANDARDS UPDATE
0	1-21-02	ORIGINAL

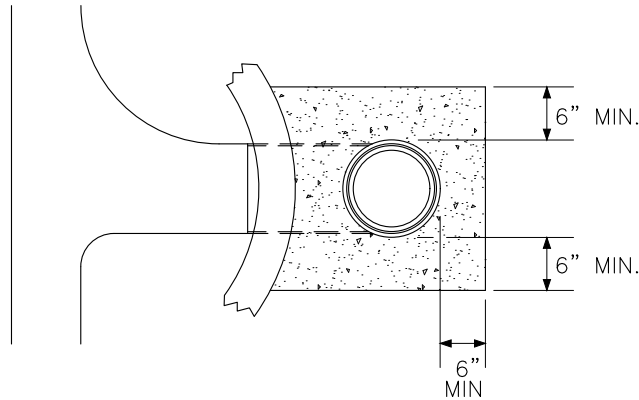
UTILITY:
SEWER

DETAIL NO.:
SS-4

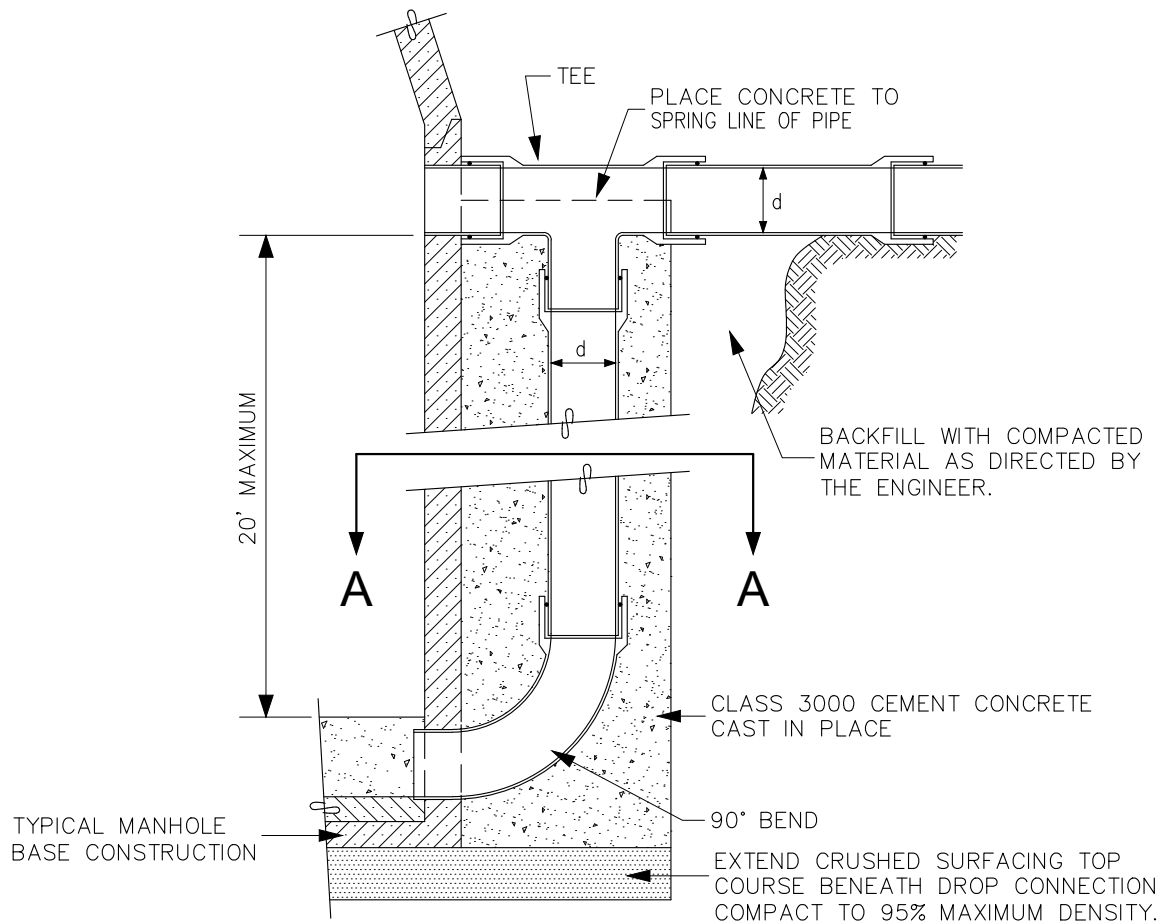
CITY OF CLE ELUM

STANDARD DETAIL

SANITARY SEWER CLEANOUT



SECTION A-A



DROP CONNECTION - OUTSIDE MANHOLE

NOT TO SCALE

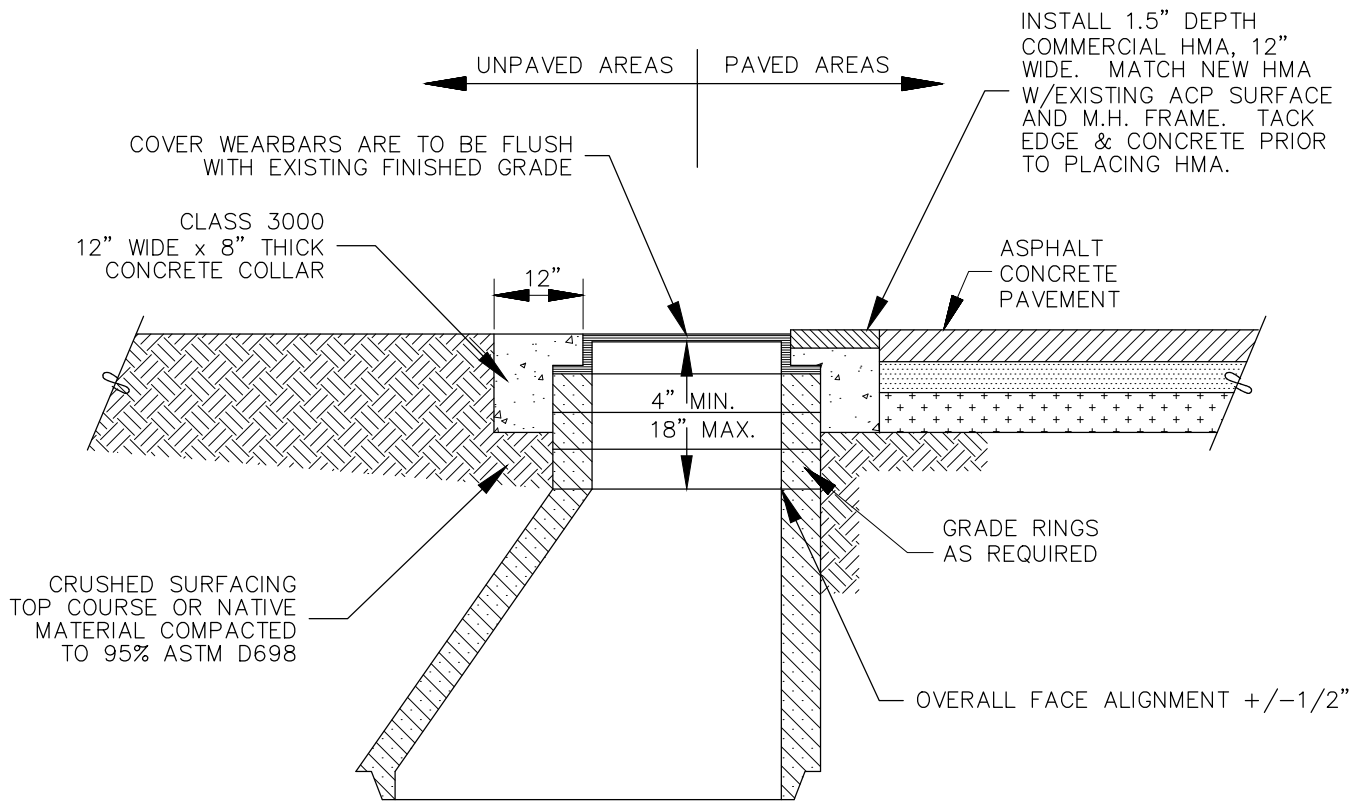
NOTE: ONLY THE LATEST DETAIL, AS APPROVED BY THE DIRECTOR OF PUBLIC WORKS, SHALL BE USED.



1	11-12-24	CONSTRUCTION STANDARDS UPDATE
0	1-21-02	ORIGINAL
REV.	DATE	DESCRIPTION

UTILITY: SEWER
DETAIL NO.: SS-5

CITY OF CLE ELUM
STANDARD DETAIL
DROP CONNECTION - OUTSIDE MANHOLE



NOTES:

1. MANHOLE LID AND FRAME SHALL BE ADJUSTED 1/4" TO 1/2" BELOW FINISHED GRADE AFTER PLACEMENT OF ASPHALT CONCRETE PAVEMENT.
2. GRADE RINGS AND/OR LEVELING BRICKS SHALL BE GROUTED IN PLACE AND BE WATER TIGHT.

MANHOLE ADJUSTMENT

NOT TO SCALE

NOTE: ONLY THE LATEST DETAIL, AS APPROVED BY THE DIRECTOR OF PUBLIC WORKS, SHALL BE USED.

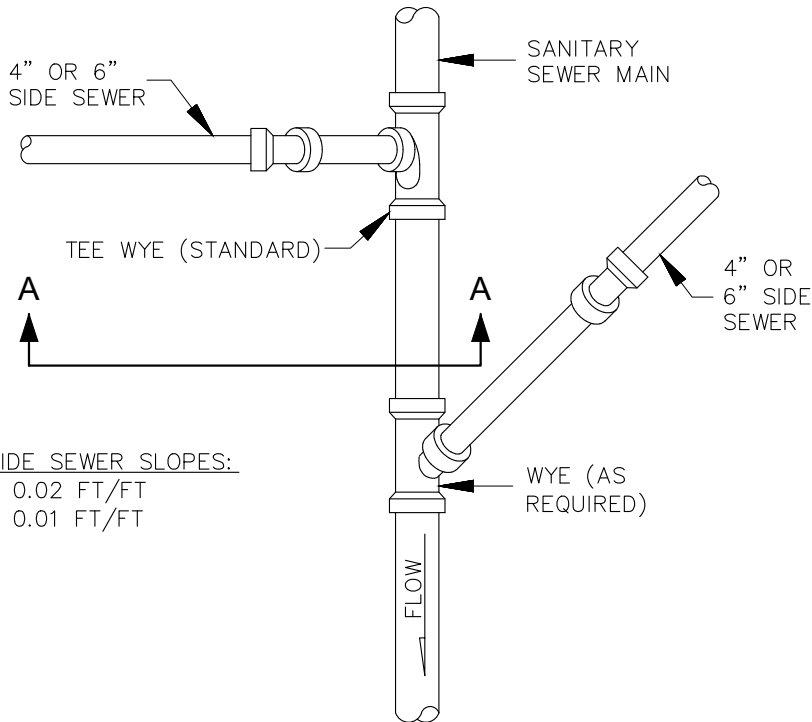


1	11-12-24	CONSTRUCTION STANDARDS UPDATE
0	1-21-02	ORIGINAL
REV.	DATE	DESCRIPTION

UTILITY:
SEWER

DETAIL NO.:
SS-6

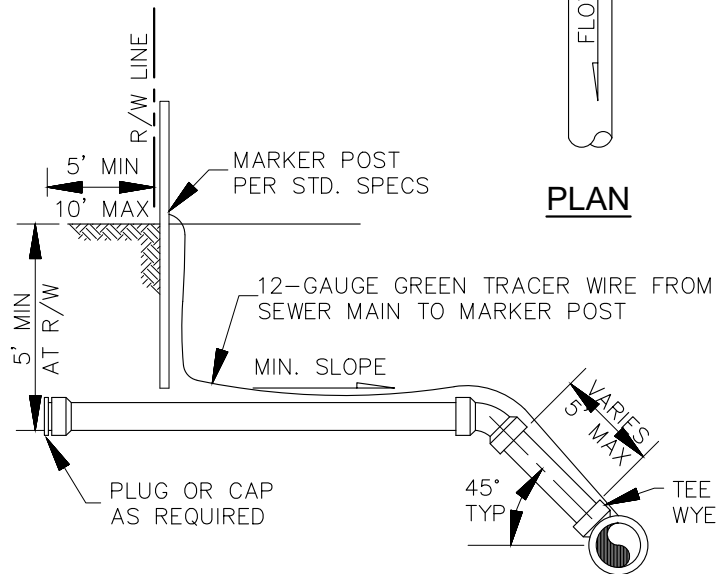
CITY OF CLE ELUM
STANDARD DETAIL
MANHOLE ADJUSTMENT



MINIMUM SIDE SEWER SLOPES:

4" PIPE = 0.02 FT/FT

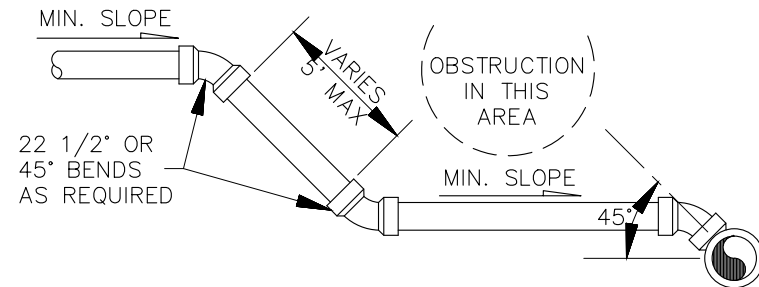
6" PIPE = 0.01 FT/FT



SECTION A-A

NOTES:

1. SERVICE CONNECTIONS 8" OR LARGER MUST BE MADE AT MANHOLE.
2. ROTATE SANITARY SEWER MAIN TEE WYE OR WYE 45° UPWARD.
3. TEE WYES OR WYES SHALL BE INSTALLED IN NEW SANITARY SEWER MAINS. WHEN INSTALLING SIDE SEWERS IN EXISTING MAINS, CONNECTION SHALL BE MADE BY MACHINE MADE TAP AND APPROVED SADDLE.
4. WHERE DEPTH IS INSUFFICIENT TO ALLOW CONNECTION AS SHOWN, CONNECT SERVICE AS DIRECTED BY ENGINEER.
5. TERMINATE SIDE SEWER AT 5'-10' PAST R/W LINE UNLESS OTHERWISE DIRECTED BY ENGINEER OR SHOWN OTHERWISE ON PLANS.
6. ALL SIDE SEWER MATERIALS SHALL BE PVC SEWER PIPE CONFORMING TO THE REQUIREMENTS OF SECTION 9-05.12 OF THE STANDARD SPECIFICATIONS.
7. NO GLUED FITTINGS IN RIGHT-OF-WAY.
8. SERVICE CONNECTIONS 8" OR LARGER SHALL BE APPROVED BY CITY ENGINEER AND MUST BE MADE AT MANHOLE. A CLEANOUT SHALL BE PLACED AT THE RIGHT OF WAY LINE MAKING THE DISTINCTION BETWEEN PUBLIC AND PRIVATE LINES.

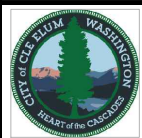


CONNECTION AT OBSTRUCTION

SIDE SEWER CONNECTION

NOT TO SCALE

NOTE: ONLY THE LATEST DETAIL, AS APPROVED BY THE DIRECTOR OF PUBLIC WORKS, SHALL BE USED.



REV.	DATE	DESCRIPTION
1	11-12-24	CONSTRUCTION STANDARDS UPDATE
0	1-21-02	ORIGINAL

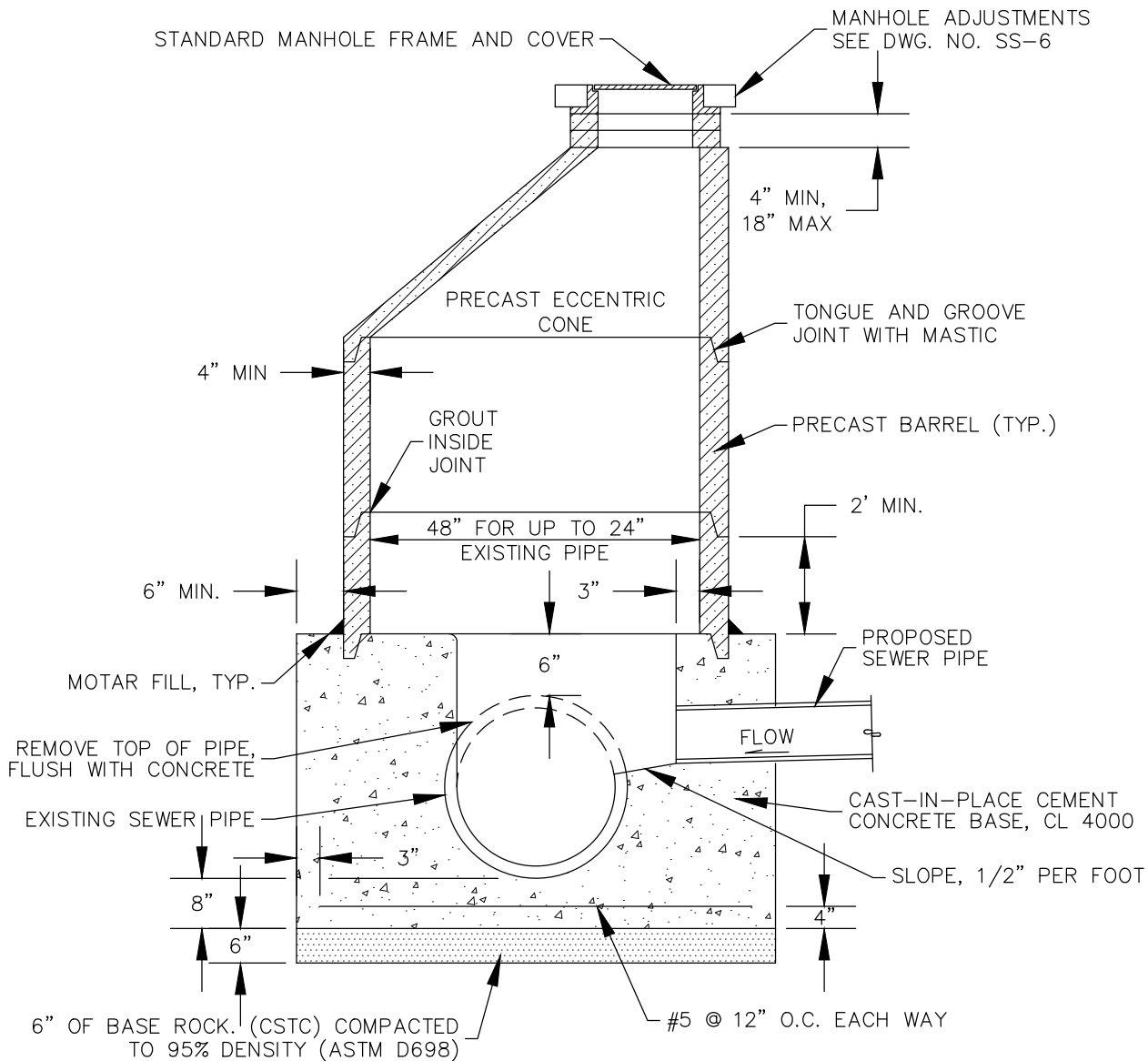
UTILITY:
SEWER

DETAIL NO.:
SS-7

CITY OF CLE ELUM
STANDARD DETAIL
SIDE SEWER CONNECTION

CAST IRON FRAME & COVER,
OLYMPIC FOUNDRY MODEL MH41
- OR APPROVED EQUAL, CAST
WORD "SEWER" OR "DRAIN" IN
COVER AS APPROPRIATE

Page 307 of 420



NOTES:

1. THE INSIDE JOINT SURFACE SHALL BE GROUTED.
2. FOR MANHOLES LESS THAN 5'-0", USE FLAT TOP MANHOLE WITH TRAFFIC BEARING LID.
3. THE MANHOLE PIPE CONNECTIONS SHALL BE FITTED WITH SAND COLLARS.
4. MATCH CROWN OF EXISTING PIPE WITH NEW SEWER PIPE.
5. EITHER FORM RECESS IN CAST-IN-PLACE BASE OR SET RISER SECTION IN CAST-IN-PLACE BASE TO DEPTH OF JOINT, EQUAL DEPTH ALL AROUND.
6. PIPE ALIGNMENT INTO MANHOLE SHALL HAVE 0° DEFLECTION.
7. THE EXISTING PIPE SURFACE SHALL BE CLEAN AND COATED WITH A BONDING AGENT PRIOR TO POURING BASE.

DOGHOUSE MANHOLE

NOT TO SCALE

NOTE: ONLY THE LATEST DETAIL, AS APPROVED BY THE DIRECTOR OF PUBLIC WORKS, SHALL BE USED.



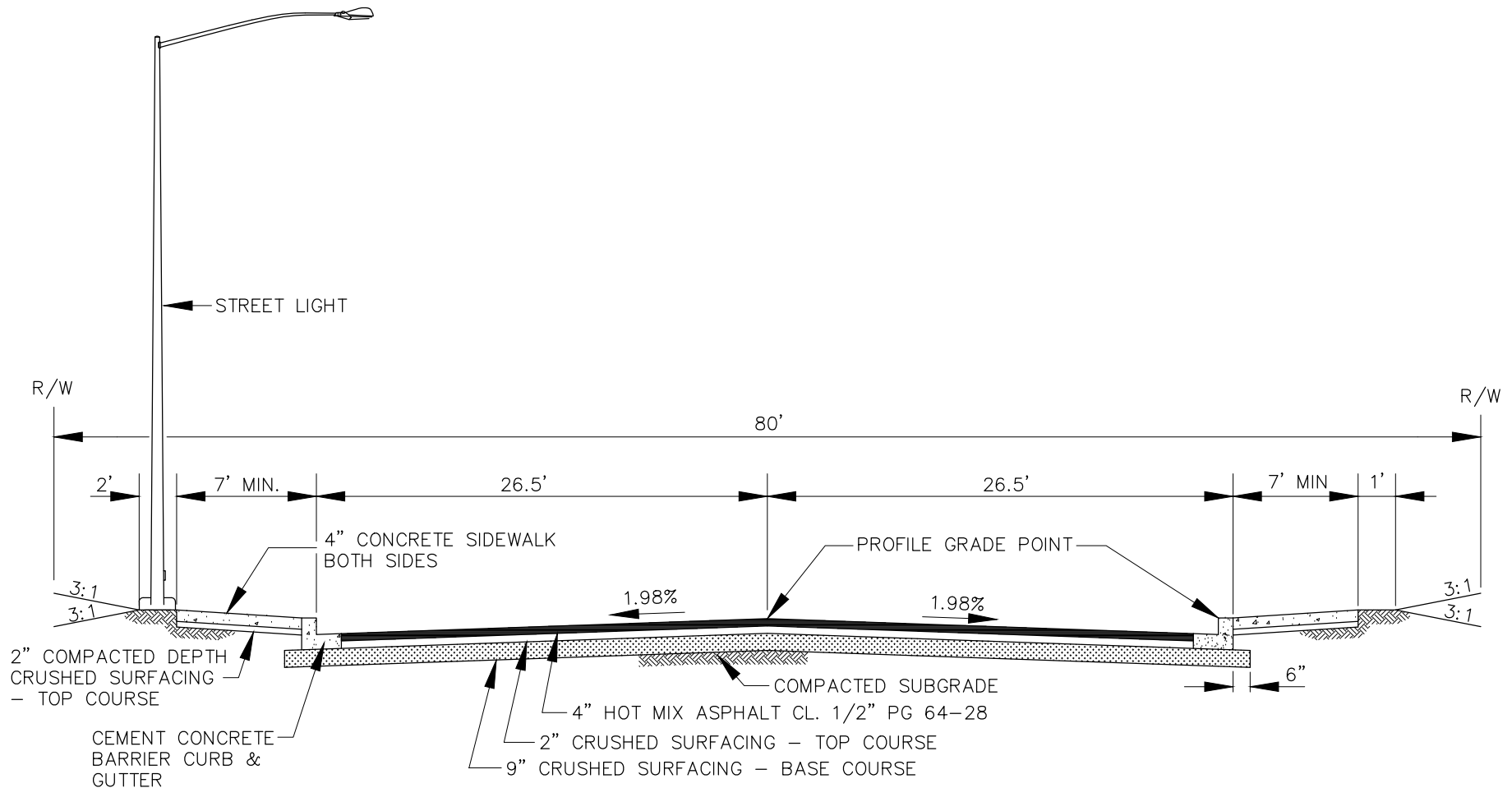
0	11-12-24	ORIGINAL
REV.	DATE	DESCRIPTION

UTILITY:
SEWER

DETAIL NO.:
SS-9

CITY OF CLE ELUM

STANDARD DETAIL
DOGHOUSE MANHOLE



NOTES:

1. ALL THICKNESSES ARE COMPACTED DEPTHS.
2. BACK SLOPES SHALL BE 3:1 UNLESS OTHERWISE APPROVED BY PUBLIC WORKS DIRECTOR.
3. CONCRETE SIDEWALK TO BE: 6" THICK AT DRIVEWAYS, 4" THICK ALL OTHER LOCATIONS.
4. IF ROLLED CURB AND GUTTER IS APPROVED, SIDEWALK SHALL BE 6" THICK.
5. 10' PAVED HMA PATHWAY (2" HOT MIX ASPHALT, 4" CSBC) ON ONE SIDE MAY BE CONSTRUCTED IN LIEU OF SIDEWALKS WITH PUBLIC WORKS DIRECTOR APPROVAL.
6. A 12' TURN LANE SHALL BE ADDED WHERE WARRANTED BY A TRAFFIC STUDY.

LANES:

- 2 - 13' TRAVEL LANES
- 2 - 8' PARKING LANES (INCLUDES GUTTER)
- 2 - 5' BIKE LANES
- 2 - 7' SIDEWALKS (12' IN COMMERCIAL AREAS)

ROADWAY SECTION - ARTERIAL / MAJOR COLLECTOR

NOTE: ONLY THE LATEST DETAIL, AS APPROVED BY THE DIRECTOR OF PUBLIC WORKS, SHALL BE USED.

NOT TO SCALE



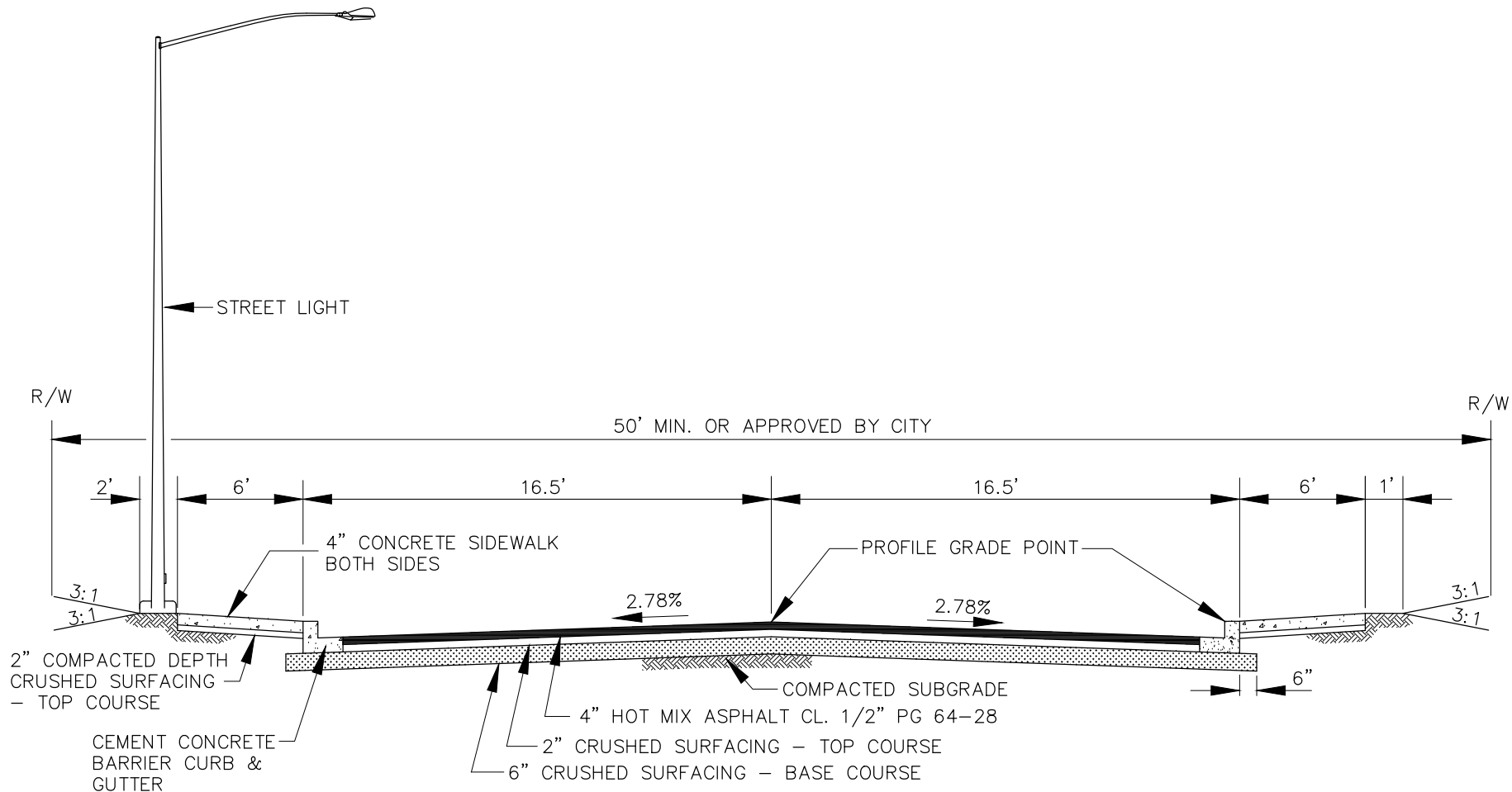
0	11-12-24	ORIGINAL
REV.	DATE	DESCRIPTION

UTILITY:
STREET

DETAIL NO.:
ST-1

CITY OF CLE ELUM

STANDARD DETAIL
ROADWAY SECTION - ARTERIAL /
MAJOR COLLECTOR



NOTES:

1. ALL THICKNESSES ARE COMPACTED DEPTHS.
2. BACK SLOPES SHALL BE 3:1 UNLESS OTHERWISE APPROVED BY PUBLIC WORKS DIRECTOR.
3. CONCRETE SIDEWALK TO BE: 6" THICK AT DRIVEWAYS, 4" THICK ALL OTHER LOCATIONS.
4. IF ROLLED CURB AND GUTTER IS APPROVED, SIDEWALK SHALL BE 6" THICK.
5. 10' PAVED HMA PATHWAY (2" HOT MIX ASPHALT, 4" CSBC) ON ONE SIDE MAY BE CONSTRUCTED IN LIEU OF SIDEWALKS WITH PUBLIC WORKS DIRECTOR APPROVAL.

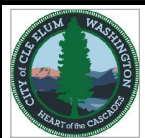
LANES:

- 2 - 11' TRAVEL LANES
- 2 - 5' BIKE LANES (INCLUDES GUTTER)
- 2 - 6' SIDEWALKS (12' IN COMMERCIAL AREAS)

ROADWAY SECTION - LOCAL ACCESS (NO PARKING ALLOWED)

NOT TO SCALE

NOTE: ONLY THE LATEST DETAIL, AS APPROVED BY THE DIRECTOR OF PUBLIC WORKS, SHALL BE USED.

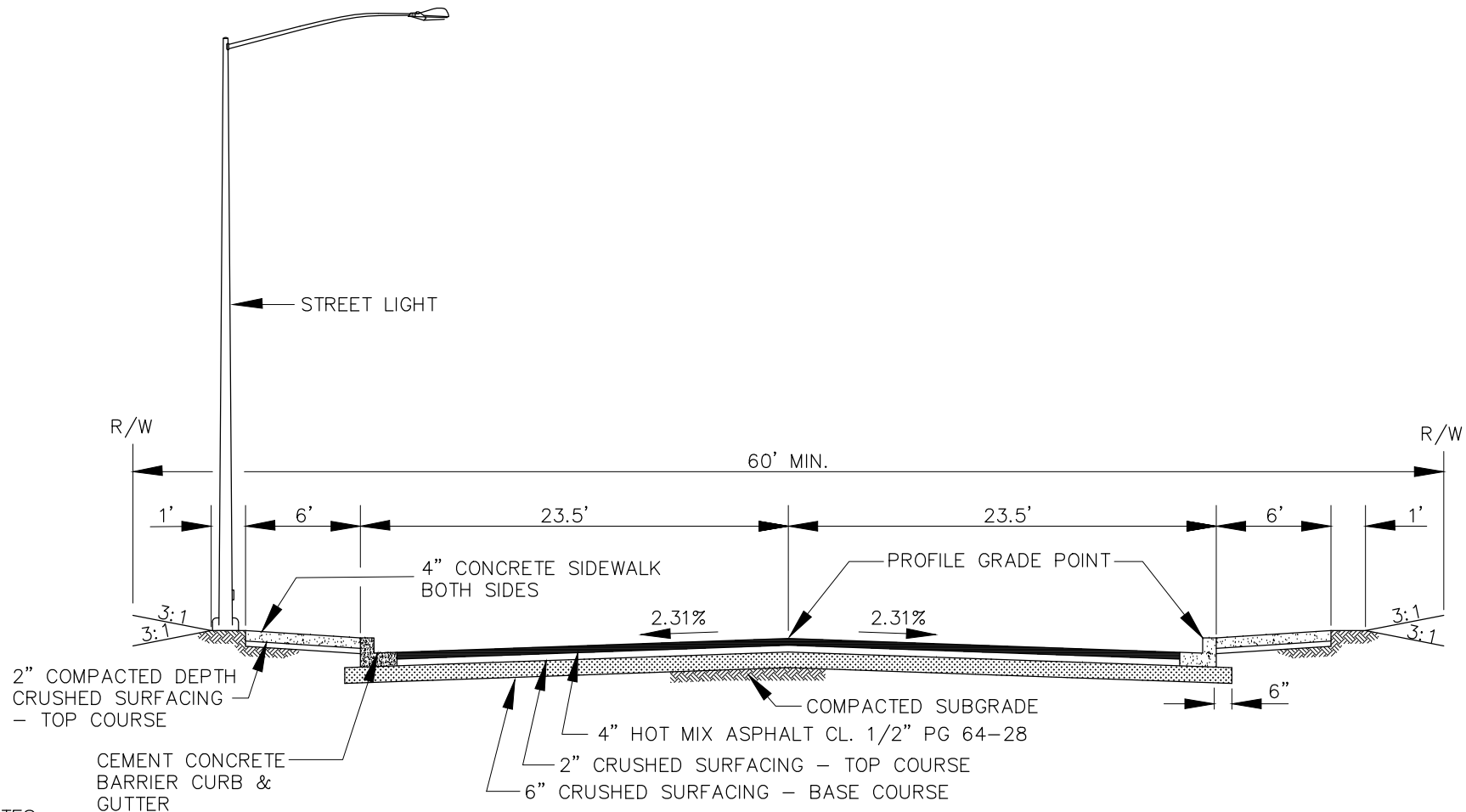


0	11-12-24	ORIGINAL
REV.	DATE	DESCRIPTION

UTILITY:
STREET

DETAIL NO.:
ST-2

CITY OF CLE ELUM
STANDARD DETAIL
ROADWAY SECTION - LOCAL ACCESS
(NO PARKING ALLOWED)



NOTES:

1. ALL THICKNESSES ARE COMPACTED DEPTHS.
2. BACK SLOPES SHALL BE 3:1 UNLESS OTHERWISE APPROVED BY PUBLIC WORKS DIRECTOR.
3. CONCRETE SIDEWALK TO BE: 6" THICK AT DRIVEWAYS, 4" THICK ALL OTHER LOCATIONS.
4. IF ROLLED CURB AND GUTTER IS APPROVED, SIDEWALK SHALL BE 6" THICK.
5. 10' PAVED HMA PATHWAY (2" HOT MIX ASPHALT, 4" CSBC) ON ONE SIDE MAY BE CONSTRUCTED IN LIEU OF SIDEWALKS WITH PUBLIC WORKS DIRECTOR APPROVAL.

LANES:

- 2 - 10' TRAVEL LANES
- 2 - 8' PARALLEL PARKING LANES (INCLUDES GUTTER)
- 2 - 5' BIKE LANES
- 2 - 6' SIDEWALKS (12' IN COMMERCIAL AREAS)

ROADWAY SECTION - LOCAL ACCESS (ON STREET PARKING ALLOWED)

NOTE: ONLY THE LATEST DETAIL, AS APPROVED BY THE DIRECTOR OF PUBLIC WORKS, SHALL BE USED.

NOT TO SCALE



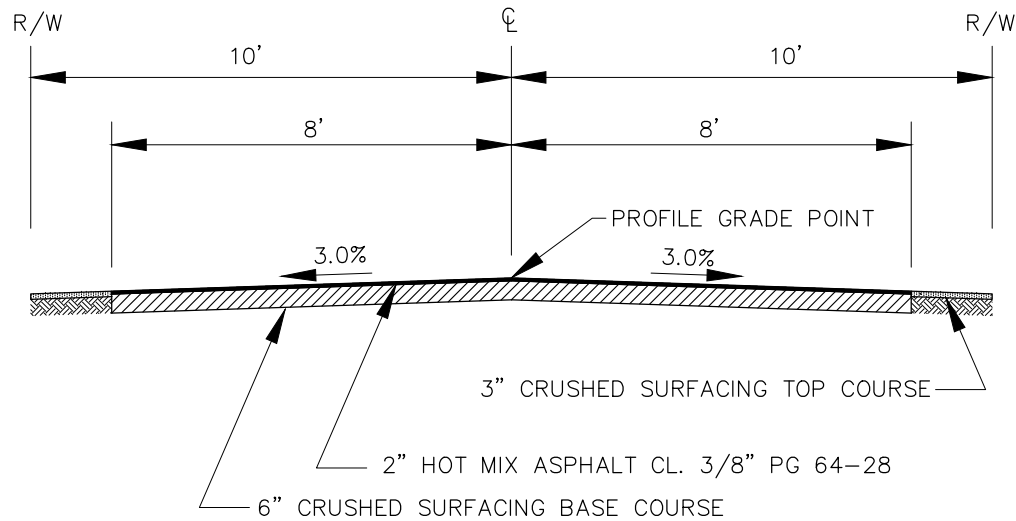
0	11-12-24	ORIGINAL
REV.	DATE	DESCRIPTION

UTILITY:
STREET

DETAIL NO.:
ST-3

CITY OF CLE ELUM

STANDARD DETAIL
ROADWAY SECTION - LOCAL ACCESS
(ON STREET PARKING ALLOWED)



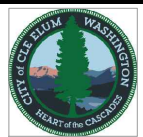
NOTES:

1. ALL THICKNESSES ARE COMPACTED DEPTHS.
2. BACK SLOPES SHALL BE 3:1 UNLESS OTHERWISE APPROVED BY PUBLIC WORKS DIRECTOR.

ROADWAY SECTION - ALLEY

NOT TO SCALE

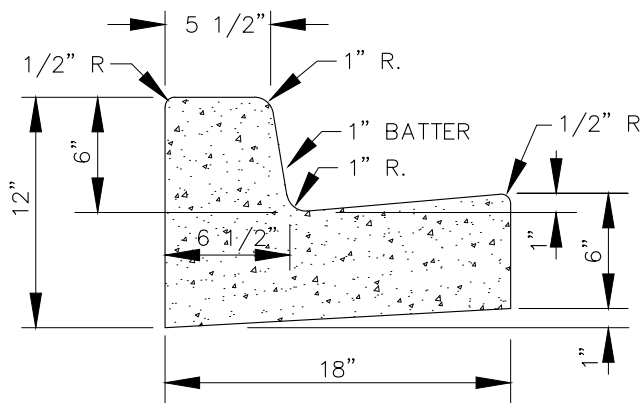
NOTE: ONLY THE LATEST DETAIL, AS APPROVED BY THE DIRECTOR OF PUBLIC WORKS, SHALL BE USED.



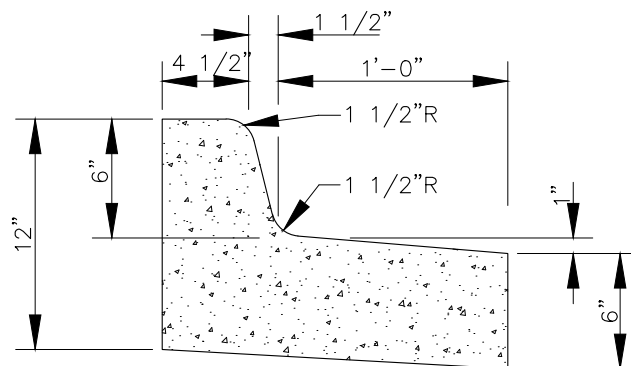
0	11-12-24	ORIGINAL
REV.	DATE	DESCRIPTION

UTILITY: STREET
DETAIL NO.: ST-4

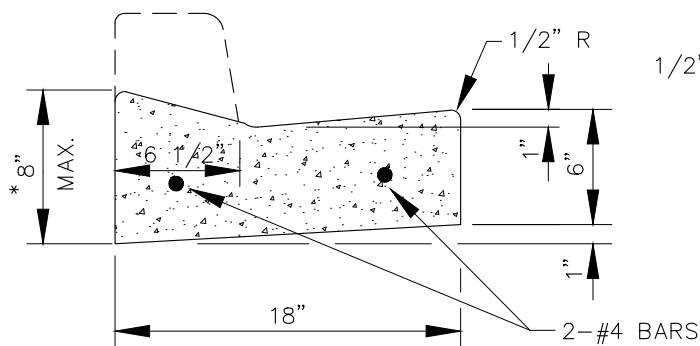
CITY OF CLE ELUM
STANDARD DETAIL
ROADWAY SECTION - ALLEY



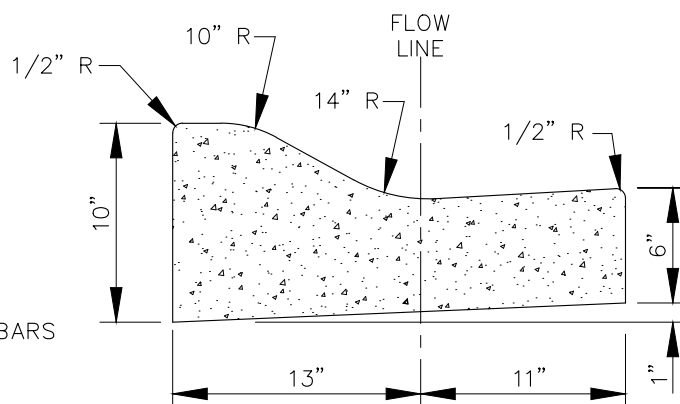
FULL HEIGHT - BARRIER



CONCRETE SPILL CURB



DEPRESSED - DRIVEWAYS



ROLLED CURB

NOTE:

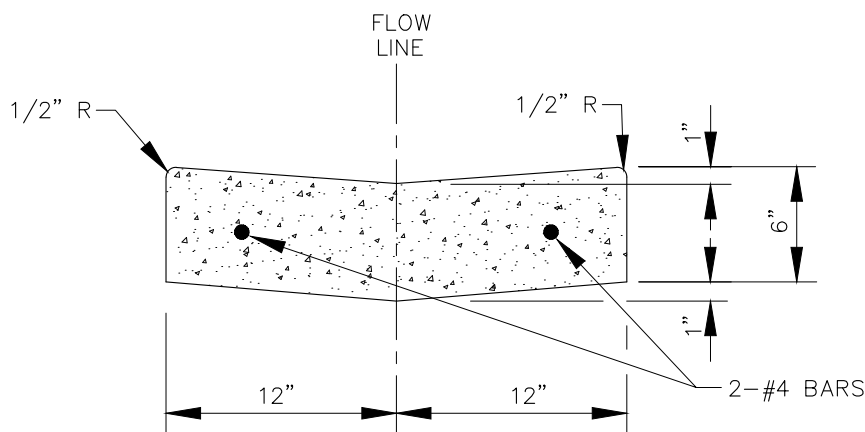
*AS DIRECTED BY ENGINEER. MAY VARY DEPENDING UPON GRADE OF SIDEWALK AND DRIVEWAY BEYOND CURB. FLUSH WITH GUTTER PAN AT CURB ENTRANCE, NO LIP.

NOTE:

TOP OF CURB ELEVATION SHOWN IS TOP OF FULL HEIGHT CURB. SUBTRACT 0.17' FOR TOP OF ROLLED CURB.

NOTES:

1. 3/8" THICK MASTIC EXPANSION JOINT TO BE PLACED AT ALL POINTS OF TANGENCY.
2. FOR STATIONARY FORM CONSTRUCTION STANDARD PLATES AND HALF PLATES TO BE PLACED AT 10'-0" INTERVALS.
3. FOR SLIP-FORM CONSTRUCTION, PROVIDE FULL DEPTH JOINTS AT 10'-0" INTERVALS.
4. BACKFILL BEHIND CURB SHALL EXTEND FROM TOP OF CURB BACK TO A POINT AS DIRECTED BY THE PUBLIC WORKS DIRECTOR. THE TOP 4" OF BACKFILL OR EXISTING MATERIAL SHALL BE OF A FINE GRADED MATERIAL, SUITABLE FOR LAWNS, AND BE DAMPENED AND THEN BE MECHANICALLY COMPACTED TO OBTAIN A REASONABLE LEVEL OF COMPACTION.

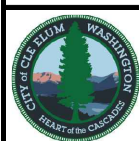


VALLEY GUTTER

CONCRETE CURB AND GUTTER

NOT TO SCALE

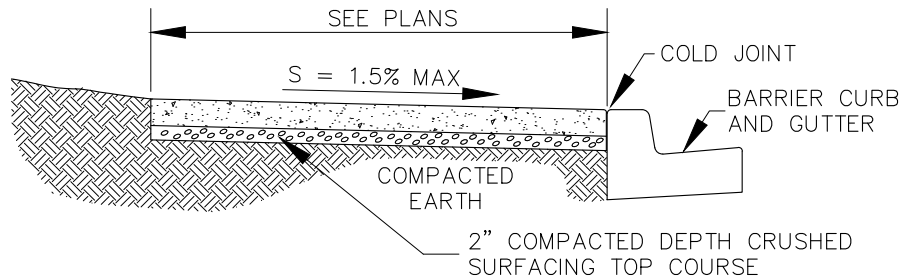
NOTE: ONLY THE LATEST DETAIL, AS APPROVED BY THE DIRECTOR OF PUBLIC WORKS, SHALL BE USED.



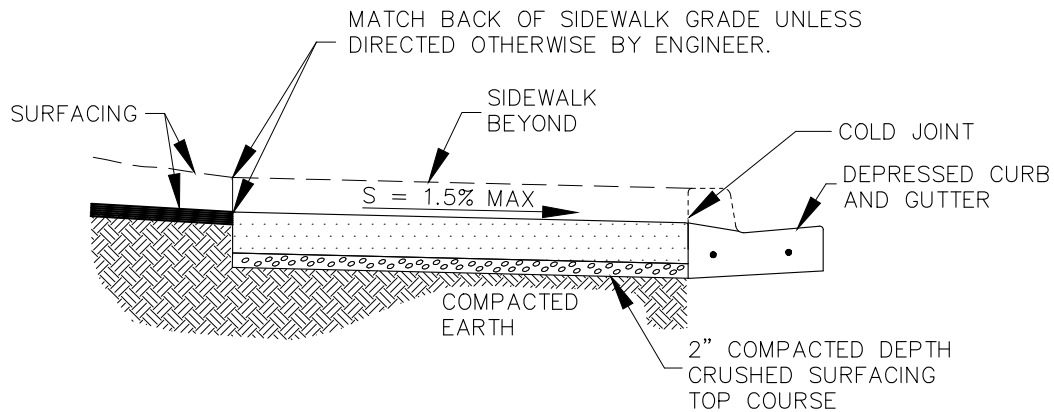
1	11-12-24	CONSTRUCTION STANDARDS UPDATE
0	3-01-02	ORIGINAL
REV.	DATE	DESCRIPTION

UTILITY:
STREET
DETAIL NO.:
ST-5

CITY OF CLE ELUM
STANDARD DETAIL
CONCRETE CURB AND GUTTER



4" THICK SIDEWALK SECTION



6" THICK CONCRETE APPROACHES AT DRIVEWAYS AND ADJACENT TO ROLLED CURBS

NOTES:

1. DRIVEWAYS SHALL MEET REQUIREMENTS OF SECTION 8-06.
2. DRIVEWAY CONCRETE SHALL DEVELOP 2,500 PSI STRENGTH IN 3 DAYS.

CONCRETE SIDEWALK SECTIONS

NOT TO SCALE

NOTE: ONLY THE LATEST DETAIL, AS APPROVED BY THE DIRECTOR OF PUBLIC WORKS, SHALL BE USED.



1	11-12-24	CONSTRUCTION STANDARDS UPDATE
0	3-01-02	ORIGINAL
REV.	DATE	DESCRIPTION

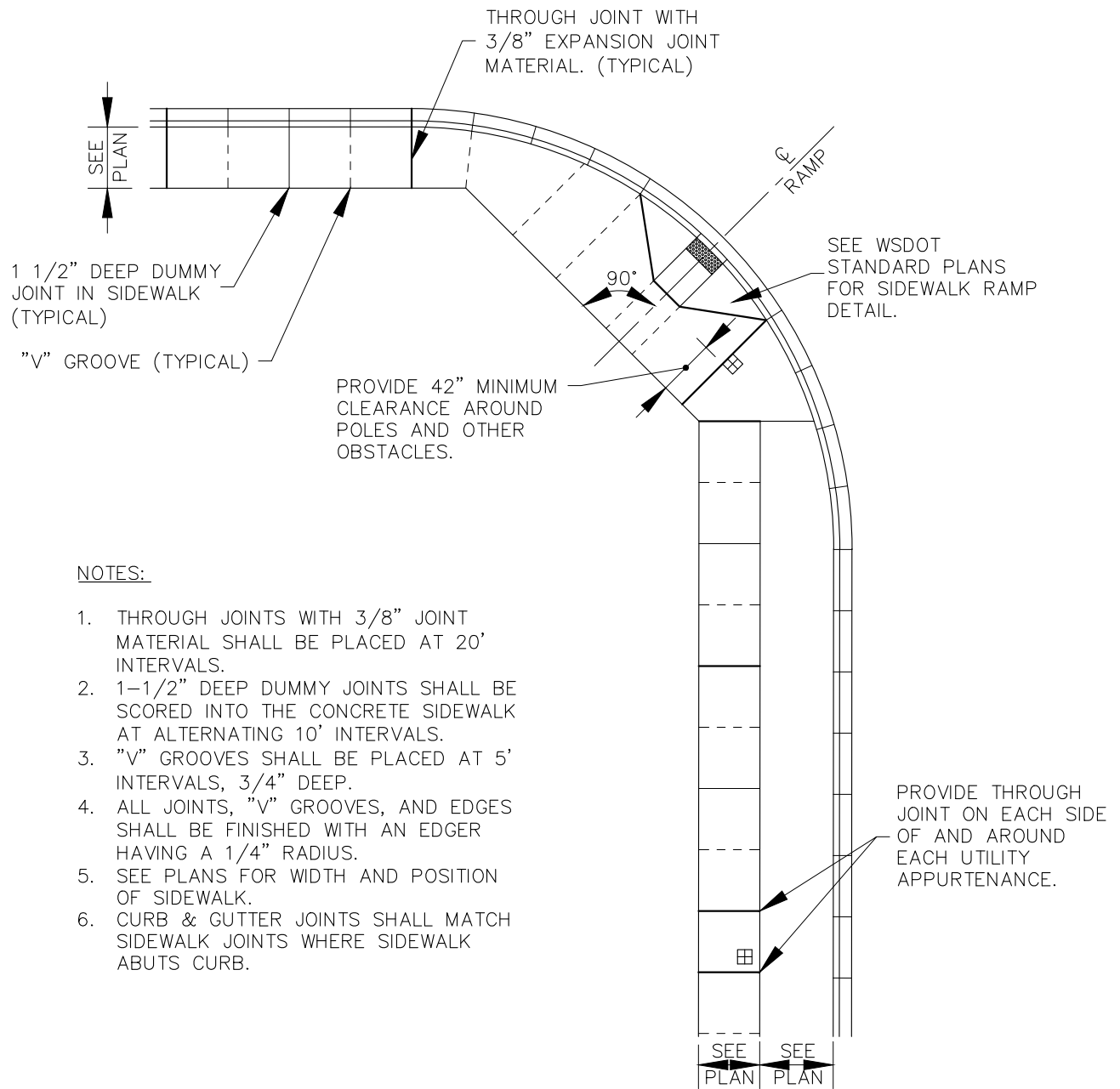
UTILITY:
STREET

DETAIL NO.:
ST-6

CITY OF CLE ELUM

STANDARD DETAIL

CONCRETE SIDEWALK SECTIONS



SIDEWALK JOINTING

NOT TO SCALE

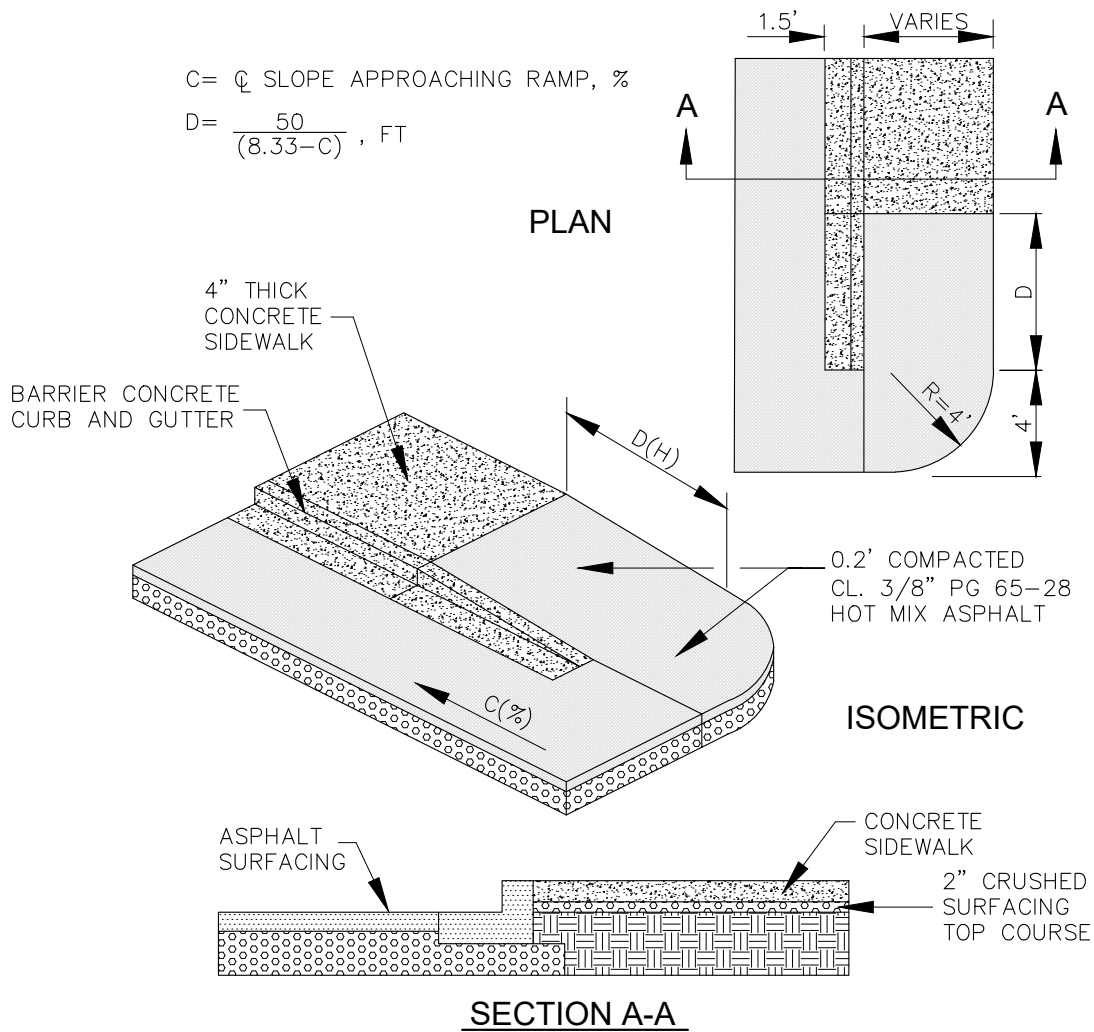
NOTE: ONLY THE LATEST DETAIL, AS APPROVED BY THE DIRECTOR OF PUBLIC WORKS, SHALL BE USED.



1	11-12-24	CONSTRUCTION STANDARDS UPDATE
0	3-01-02	ORIGINAL
REV.	DATE	DESCRIPTION

UTILITY: STREET
DETAIL NO.: ST-7

CITY OF CLE ELUM
STANDARD DETAIL
SIDEWALK JOINTING



NOTE:
ALL THICKNESSES ARE COMPACTED DEPTHS.

ASPHALT SIDEWALK RAMP

NOT TO SCALE

NOTE: ONLY THE LATEST DETAIL, AS APPROVED BY THE DIRECTOR OF PUBLIC WORKS, SHALL BE USED.



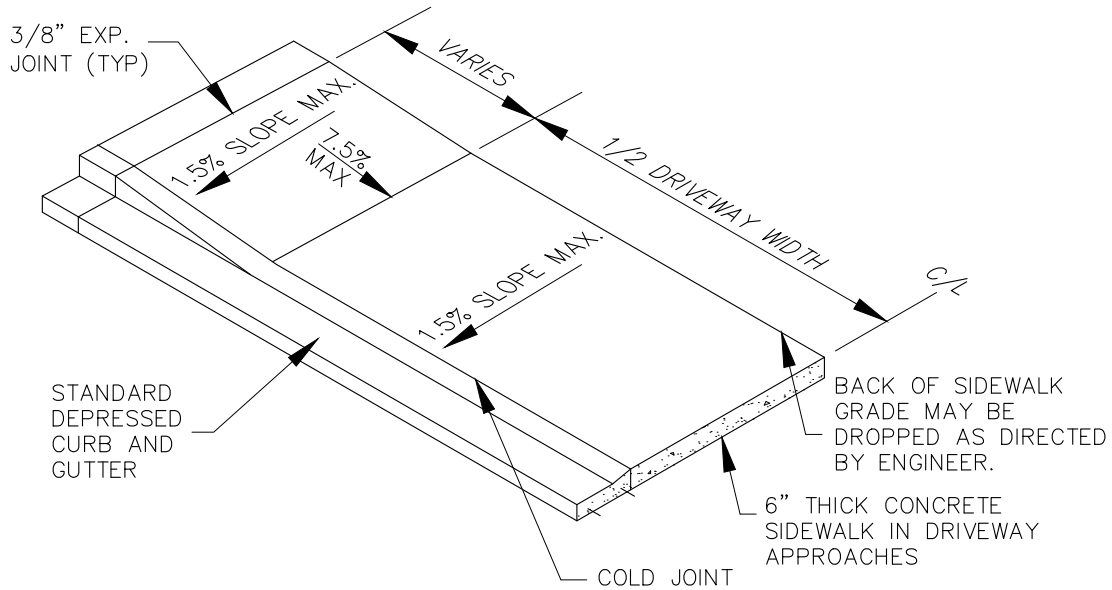
0	11-12-24	ORIGINAL
REV.	DATE	DESCRIPTION

UTILITY:
STREET

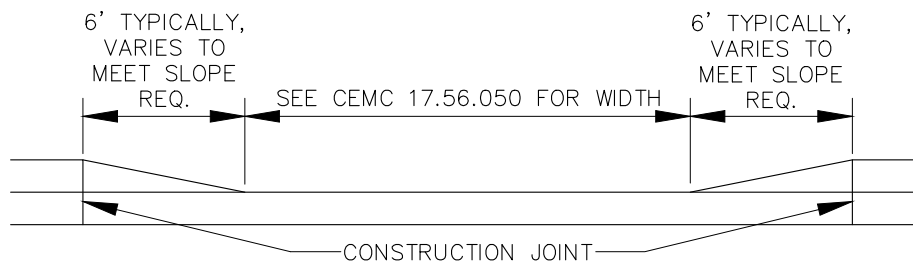
DETAIL NO.:
ST-8

CITY OF CLE ELUM

STANDARD DETAIL
ASPHALT SIDEWALK RAMP



ISOMETRIC VIEW



ELEVATION VIEW

NOTES:

1. REINFORCEMENT NOT SHOWN FOR CLARITY. EXTEND REINFORCEMENT TO CONSTRUCTION JOINTS.
2. DRIVEWAYS ARE CONCRETE APPROACHES PER SECTION 8-06.
3. DRIVEWAY CONCRETE SHALL DEVELOP 2,500 PSI STRENGTH IN 3 DAYS.

RESIDENTIAL DRIVEWAY APPROACH

NOT TO SCALE

NOTE: ONLY THE LATEST DETAIL, AS APPROVED BY THE DIRECTOR OF PUBLIC WORKS, SHALL BE USED.



1	11-12-24	CONSTRUCTION STANDARDS UPDATE
0	3-01-02	ORIGINAL
REV.	DATE	DESCRIPTION

UTILITY: STREET
DETAIL NO.: ST-9

CITY OF CLE ELUM
STANDARD DETAIL
RESIDENTIAL DRIVEWAY APPROACH

REPRESENT TOP OF CURB. IN AREAS OF DEPRESSED CURB, ELEVATION SHALL BE THEORETICAL TOP OF CURB.

SITE

CURB RETURN

RADIUS SEE PLAN

15' MIN. RADIUS, SEE PLAN

BARRIER CURB AND GUTTER (TYP.)

PEDESTRIAN CURB RAMP (TYP.)

FLOW LINE

VALLEY GUTTER

HMA

COMMERCIAL DRIVEWAY APPROACH

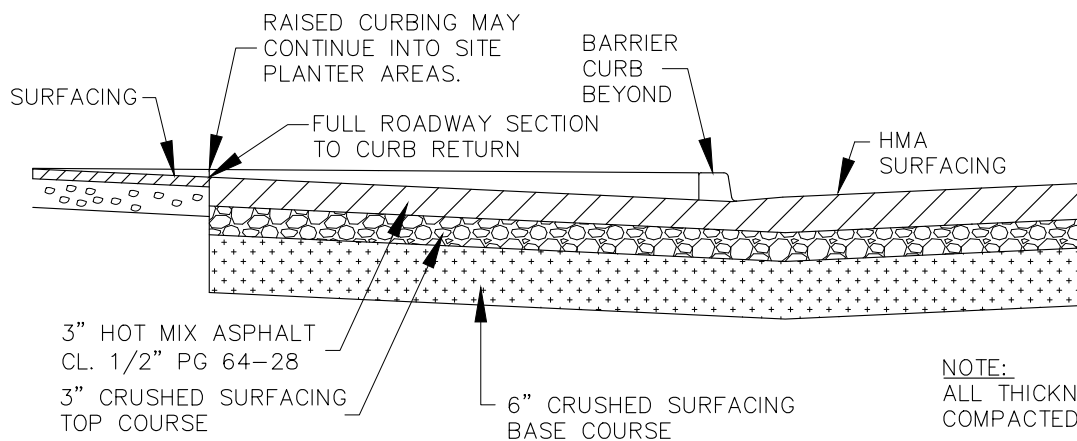
1.5% MAX

CURB RETURN

CURB RETURN

CITY STREET

PLAN



NOTE:
ALL THICKNESSES ARE
COMPACTED DEPTHS.

SECTION A-A

COMMERCIAL DRIVEWAY APPROACH

NOT TO SCALE

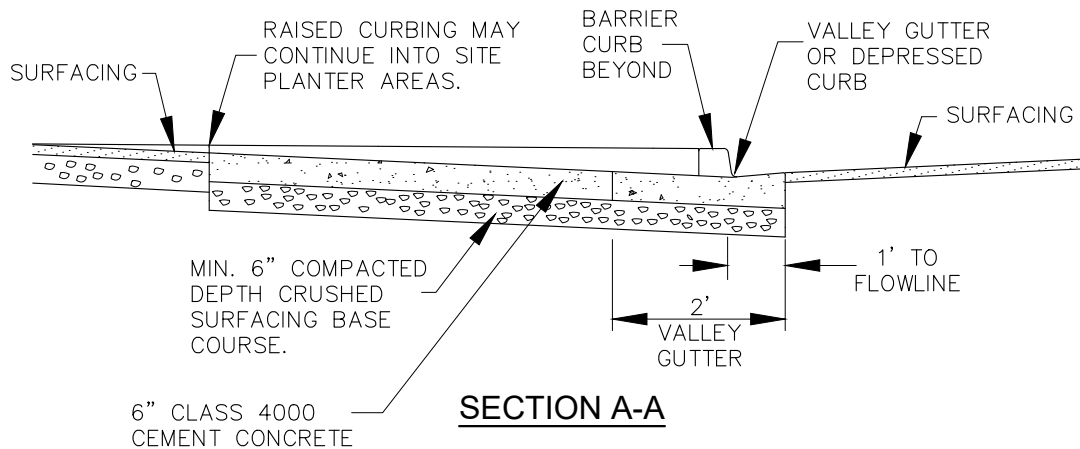
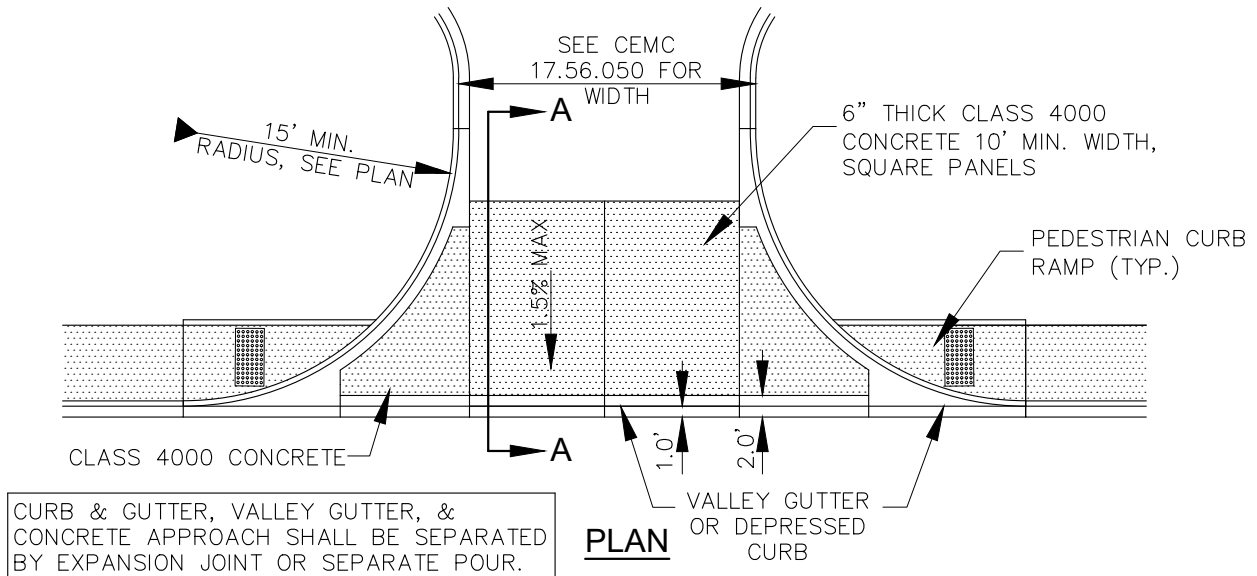
0	11-12-24	ORIGINAL
REV.	DATE	DESCRIPTION

DETAIL NO.:
ST-10

Page 318 of 420

NOTE:

COMMERCIAL DRIVEWAY APPROACH ALTERNATE SHALL BE REQUIRED WHEN 5 OR MORE HEAVY VEHICLES ARE PROJECTED TO ENTER SITE DAILY, OR BY THE DISCRETION OF THE PUBLIC WORKS DIRECTOR. DEVELOPER MAY ELECT TO USE ALTERNATE ON OWN TERMS WITH APPROVAL BY PUBLIC WORKS DIRECTOR.



COMMERCIAL DRIVEWAY APPROACH - ALT.

NOT TO SCALE

NOTE: ONLY THE LATEST DETAIL, AS APPROVED BY THE DIRECTOR OF PUBLIC WORKS, SHALL BE USED.



0	11-12-24	ORIGINAL
REV.	DATE	DESCRIPTION

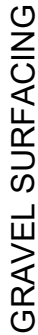
UTILITY:
STREET

DETAIL NO.:
ST-11

CITY OF CLE ELUM

STANDARD DETAIL

COMMERCIAL DRIVEWAY APPROACH - ALT.



HMA PAVEMENT REPAIR

* HMA DEPTH SHALL BE BASED
UPON ROADWAY CLASSIFICATION



TRENCH SURFACING REPAIR

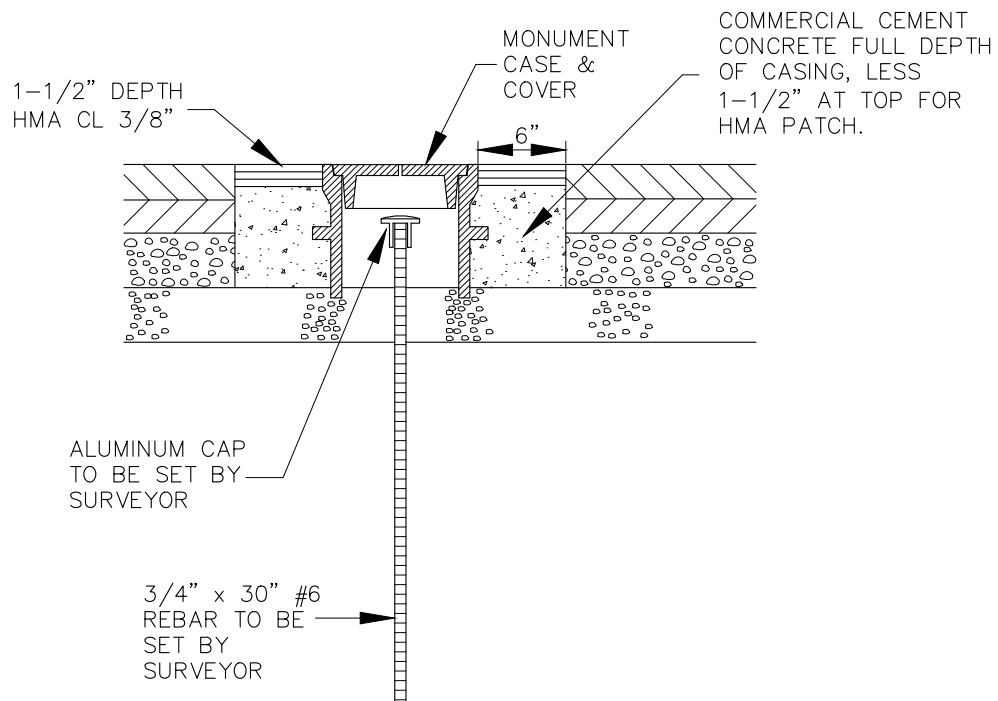
NOT TO SCALE

- NOTES:**
1. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL TRENCH SURFACE RESTORATION BEYOND THE LIMITS SHOWN, INCLUDING WIDER TRENCH SECTIONS RESULTING FROM LAYING BACK TRENCH SIDES AT THE CONTRACTORS OPTION. NO MEASUREMENT OR PAYMENT WILL BE MADE FOR SURFACE REPAIR BEYOND THE PAYMENT LIMITS.
 2. NO AREA REQUIRING ASPHALT CONCRETE SURFACING REPAIR SHALL REMAIN UNPAVED FOR MORE THAN FIVE WORKING DAYS FOLLOWING INITIAL EXCAVATION.
 3. IF HMA PATCH IS COMPLETED BETWEEN NOVEMBER AND MARCH, COLD MIX ASPHALT MAY BE INSTALLED TEMPORARILY. COLD MIX SHALL BE REPLACED WITH HMA TO THE STANDARDS SHOWN BY MAY 1ST OF THAT YEAR.
 4. ALL THICKNESSES ARE COMPACTED DEPTHS.
 5. RESTORATION IN SR 903 LIMITS SHALL REQUIRE WSDOT REVIEW AND APPROVAL.

1	11-12-24	CONSTRUCTION STANDARDS UPDATE
0	3-01-02	ORIGINAL
REV.	DATE	DESCRIPTION

DETAIL NO.:
ST-12

CITY OF CLE ELUM
STANDARD DETAIL
TRENCH SURFACING REPAIR



NOTES:

1. TOP OF MONUMENT CAP SHALL BE 3" BELOW FINISH GRADE.
2. MONUMENT, MONUMENT CASE & COVER TO BE PLACED AFTER FINAL LIFT OF HMA.
3. MONUMENT CASE, COVER AND RISERS SHALL MEET REQUIREMENTS OF SECTION 9-22 AS MANUFACTURED BY OLYMPIC FOUNDRY OR EQUAL.

MONUMENT DETAIL

NOT TO SCALE

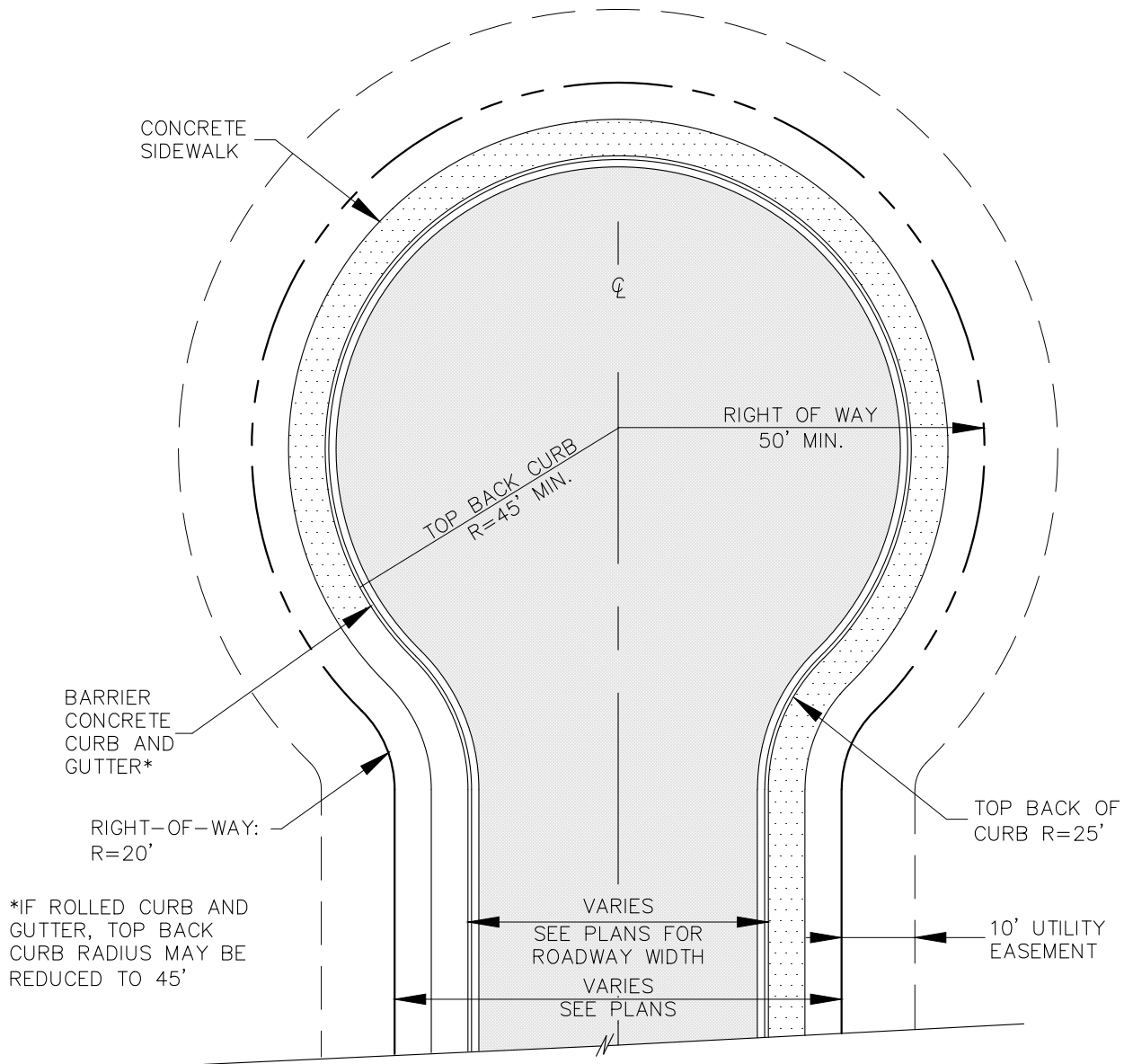
NOTE: ONLY THE LATEST DETAIL, AS APPROVED BY THE DIRECTOR OF PUBLIC WORKS, SHALL BE USED.



1	11-12-24	CONSTRUCTION STANDARDS UPDATE
0	3-01-02	ORIGINAL
REV.	DATE	DESCRIPTION

UTILITY: STREET
DETAIL NO.: ST-13

CITY OF CLE ELUM
STANDARD DETAIL
MONUMENT DETAIL



PLAN VIEW
NOT TO SCALE

CUL-DE-SAC LAYOUT

NOT TO SCALE

NOTE: ONLY THE LATEST DETAIL, AS APPROVED BY THE DIRECTOR OF PUBLIC WORKS, SHALL BE USED.

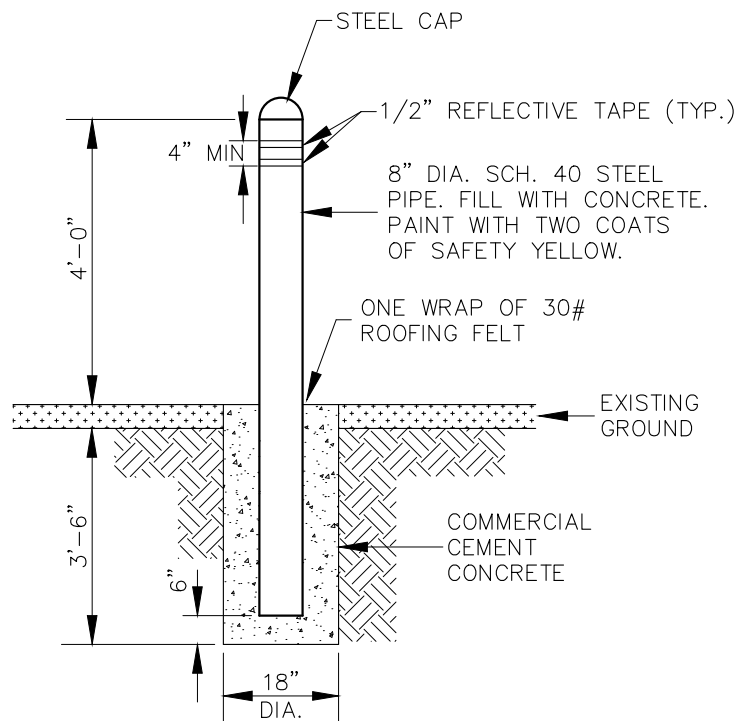


0	11-12-24	ORIGINAL
REV.	DATE	DESCRIPTION

UTILITY:
STREET

DETAIL NO.:
ST-14

CITY OF CLE ELUM
STANDARD DETAIL
CUL-DE-SAC LAYOUT



PERMANENT BOLLARD

NOT TO SCALE

NOTE: ONLY THE LATEST DETAIL, AS APPROVED BY THE DIRECTOR OF PUBLIC WORKS, SHALL BE USED.



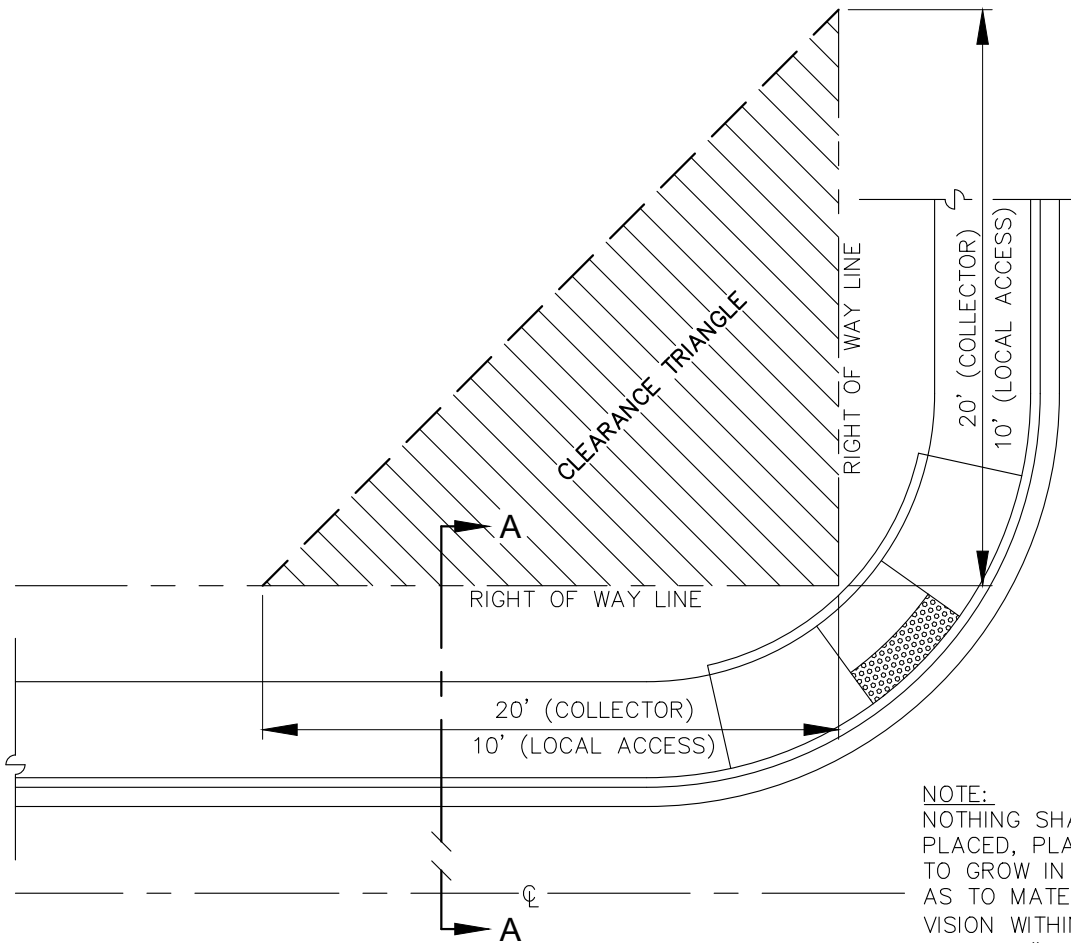
0	11-12-24	ORIGINAL
REV.	DATE	DESCRIPTION

UTILITY:
STREET

DETAIL NO.:
ST-15

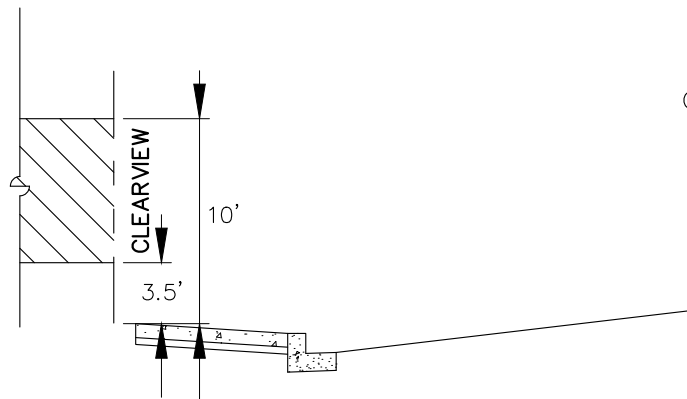
CITY OF CLE ELUM

STANDARD DETAIL
PERMANENT BOLLARD



PLAN

NOTE:
NOTHING SHALL BE ERECTED,
PLACED, PLANTED OR ALLOWED
TO GROW IN SUCH A MANNER
AS TO MATERIALLY IMPEDE
VISION WITHIN THE "CLEARANCE
TRIANGLE" AREA SHOWN HERE.



SECTION A-A

CORNER LOT VISION CLEARANCE

NOT TO SCALE

NOTE: ONLY THE LATEST DETAIL, AS APPROVED BY THE
DIRECTOR OF PUBLIC WORKS, SHALL BE USED.

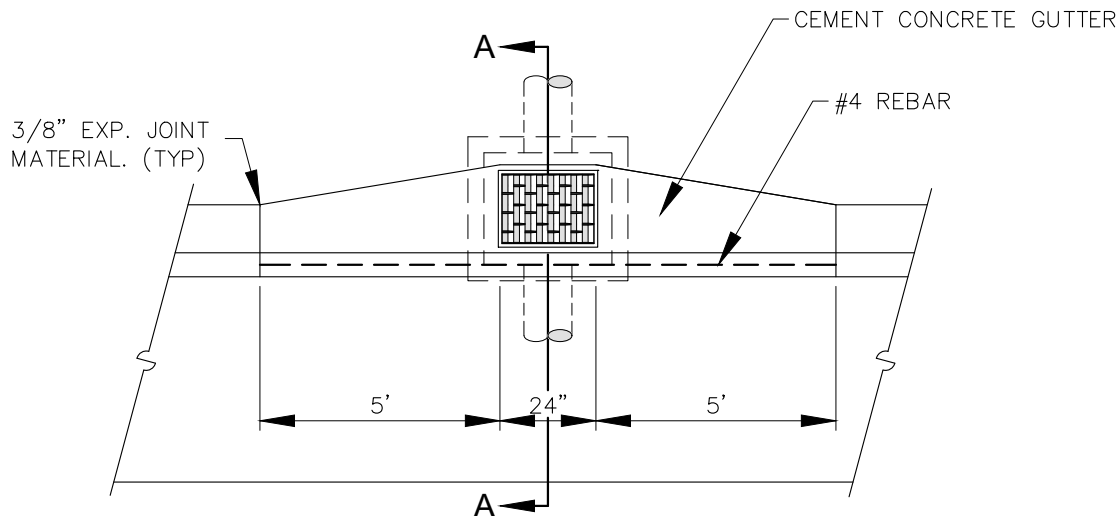


0	11-12-24	ORIGINAL
REV.	DATE	DESCRIPTION

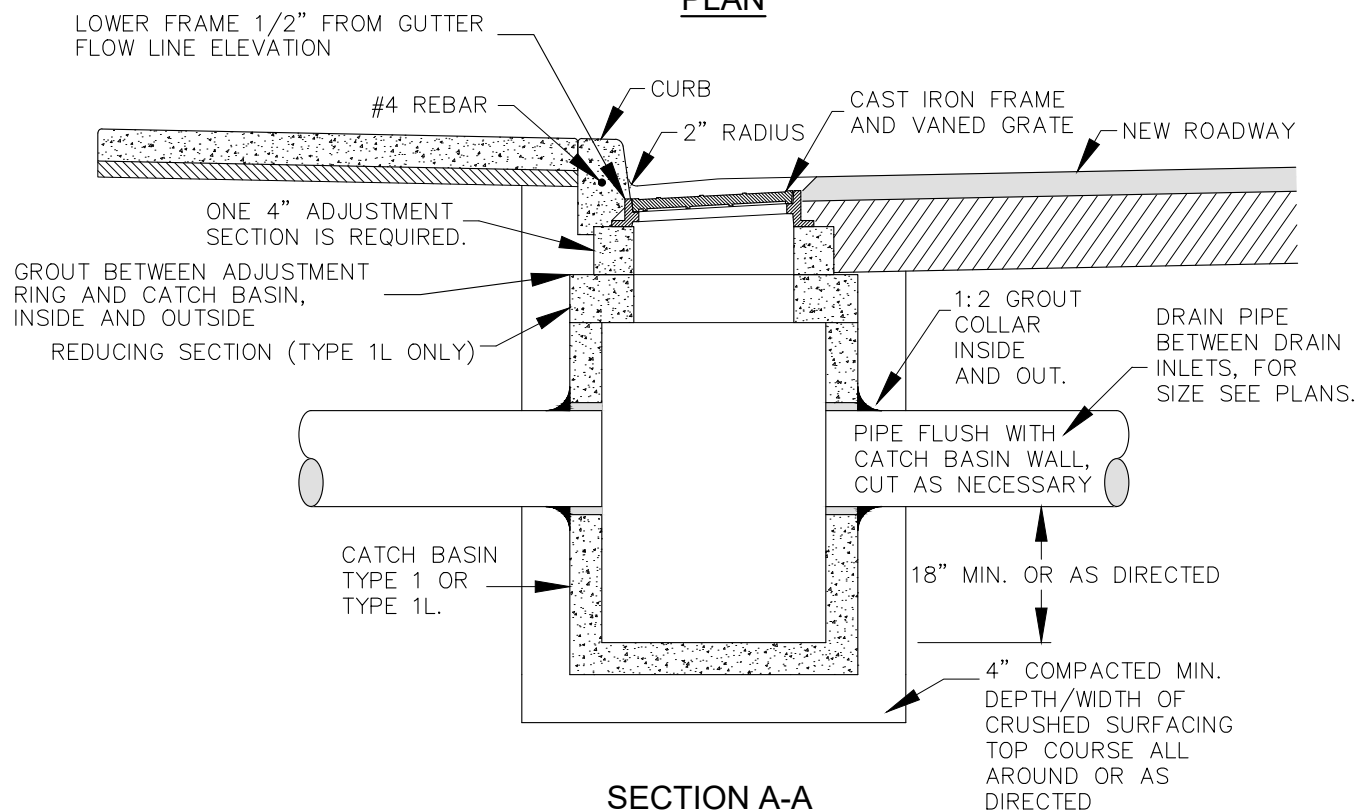
UTILITY:
STREET

DETAIL NO.:
ST-16

CITY OF CLE ELUM
STANDARD DETAIL
CORNER LOT VISION CLEARANCE



PLAN

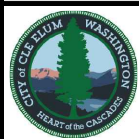


SECTION A-A

CATCH BASIN - TYPE 1/1L

NOT TO SCALE

NOTE: ONLY THE LATEST DETAIL, AS APPROVED BY THE DIRECTOR OF PUBLIC WORKS, SHALL BE USED.



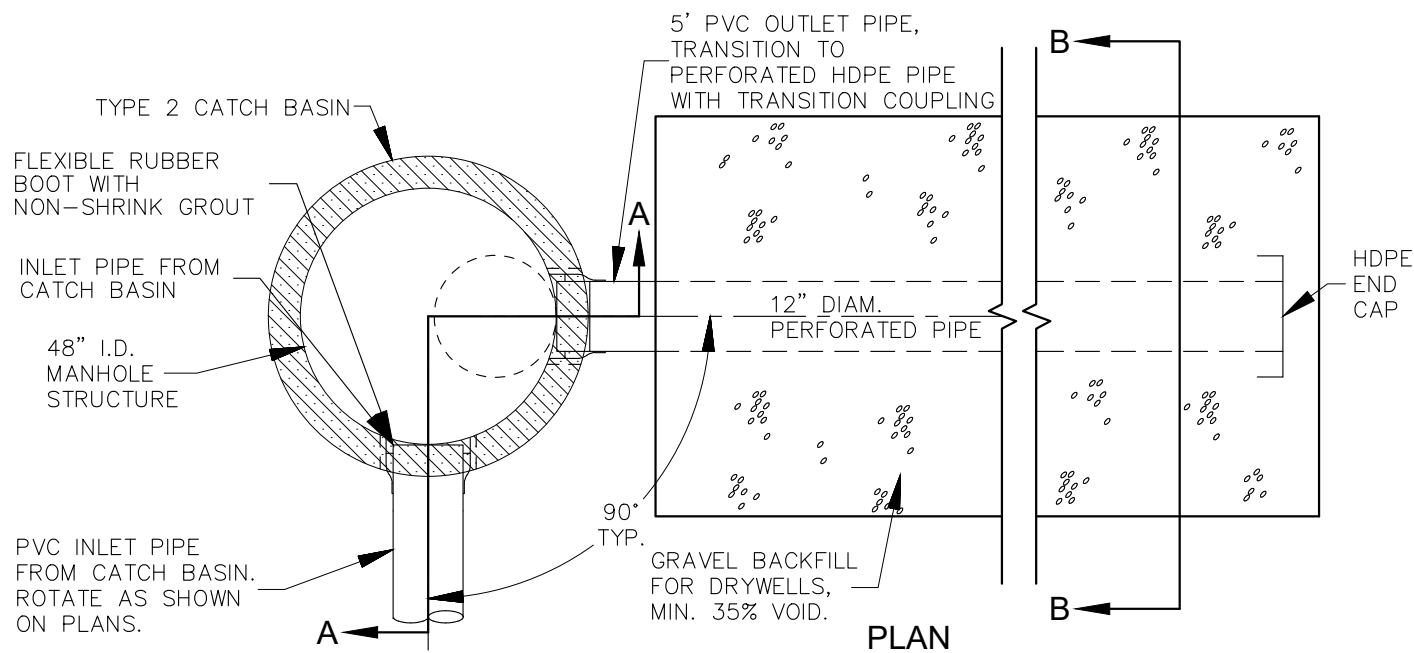
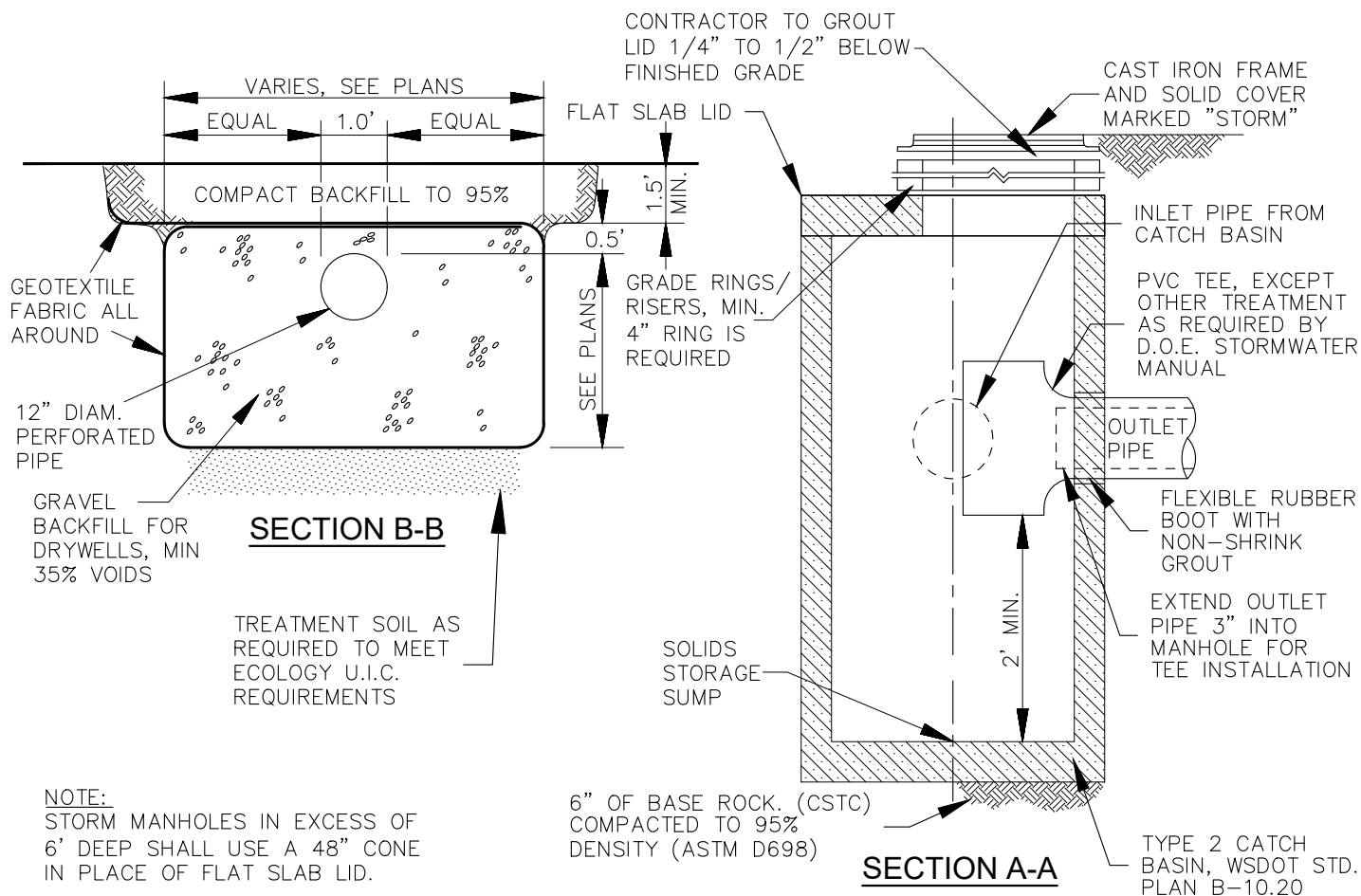
REV.	DATE	DESCRIPTION
1	11-12-24	CONSTRUCTION STANDARDS UPDATE
0	1-21-02	ORIGINAL

UTILITY:
STORM

DETAIL NO.:
D-1

CITY OF CLE ELUM

STANDARD DETAIL
CATCH BASIN - TYPE 1/1L



INFILTRATION SYSTEM

NOT TO SCALE

NOTE: ONLY THE LATEST DETAIL, AS APPROVED BY THE DIRECTOR OF PUBLIC WORKS, SHALL BE USED.



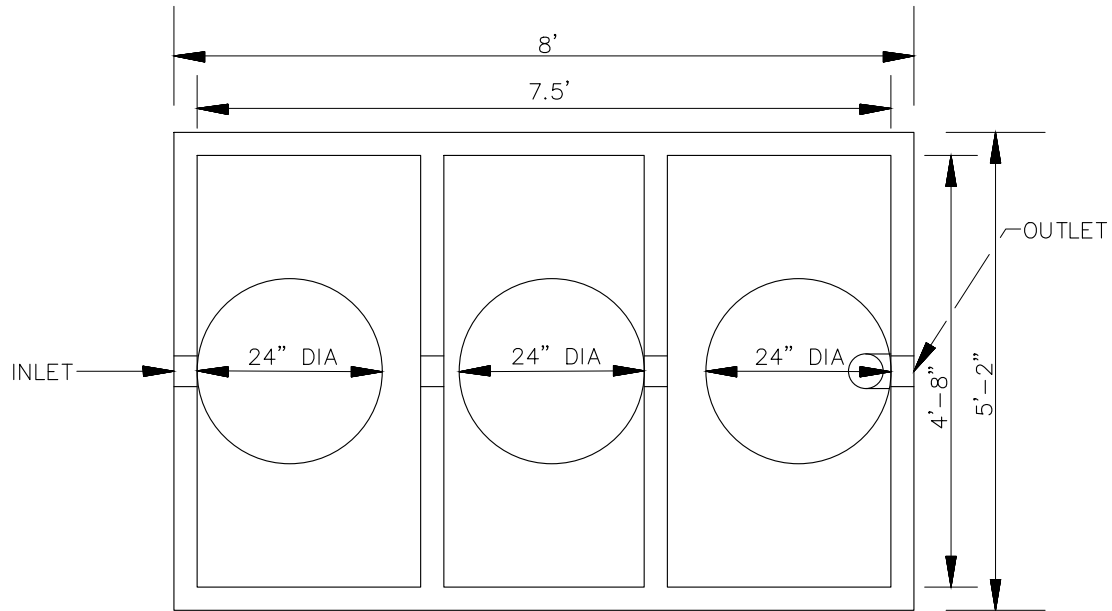
0	11-12-24	ORIGINAL
REV.	DATE	DESCRIPTION

UTILITY:
STORM

DETAIL NO.:
D-2

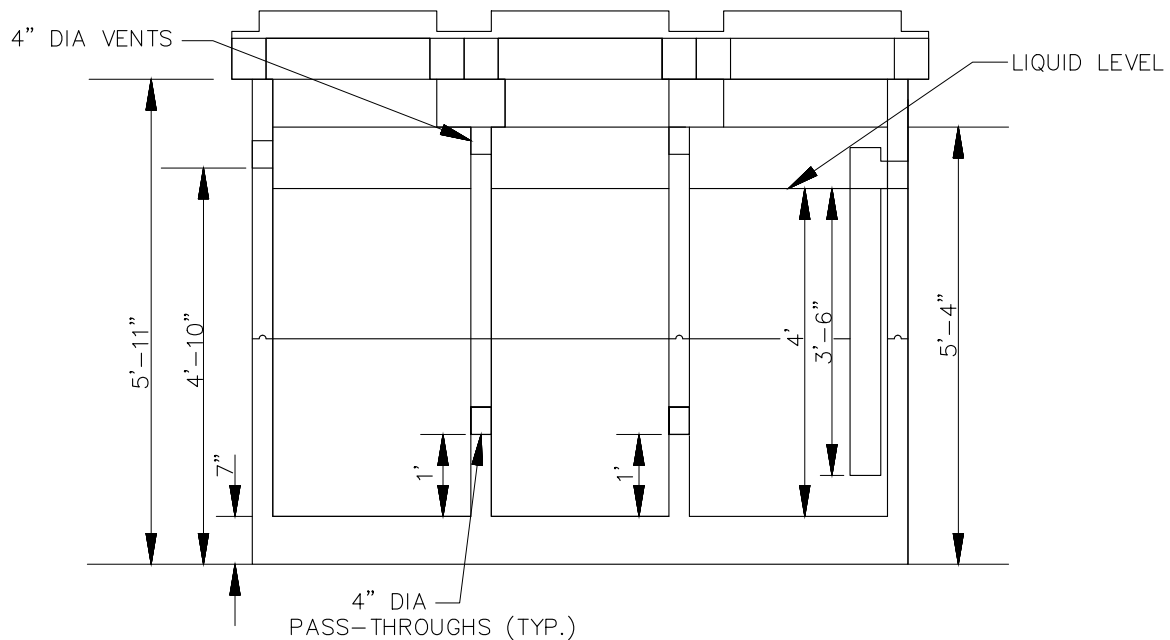
CITY OF CLE ELUM

STANDARD DETAIL
INFILTRATION SYSTEM



1,000 GALLON 3 COMPARTMENT SEPARATOR

4X24 CAST IRON "GAS
TIGHT" OR "SEWER"
GRADE RINGS AS NEEDED.



SECTION

NOTES:

1. 2-PIECE CONSTRUCTION WITH BUTYL TAPE SEAL
2. REINFORCEMENT:
TOP AND BOTTOM:
#4 BARS AT 12"OC LENGTHWISE
#5 BARS AT 9"OC WIDTHWISE.
SIDES: 6X6-10/10 WIRE MESH
3. 4" PRESS SEAL @ INLET - 4" PRESS SEAL @ OUTLET

OIL/WATER SEPARATOR

NOT TO SCALE

NOTE: ONLY THE LATEST DETAIL, AS APPROVED BY THE
DIRECTOR OF PUBLIC WORKS, SHALL BE USED.

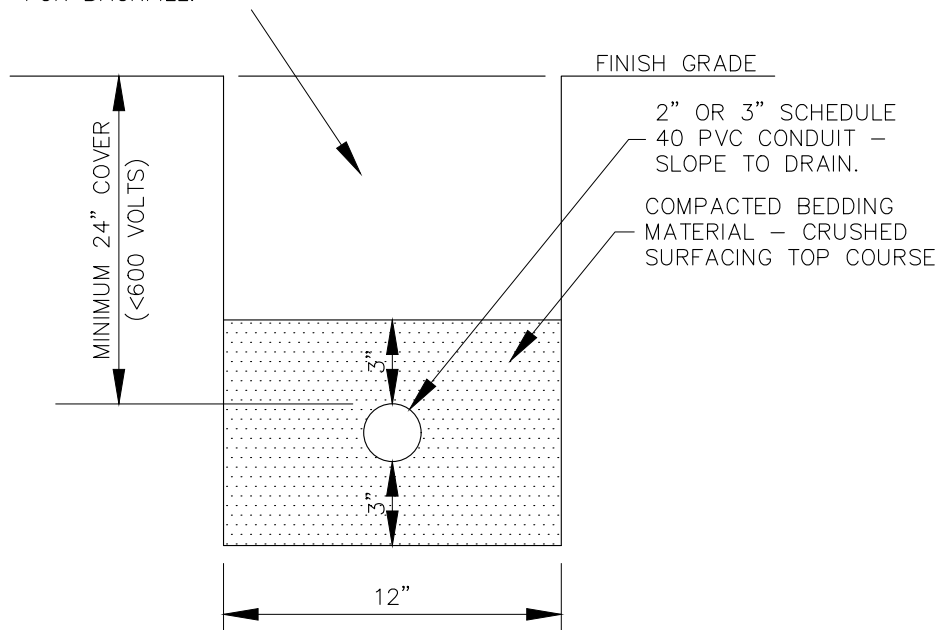


0	11-12-24	ORIGINAL
REV.	DATE	DESCRIPTION

UTILITY: STORM
DETAIL NO.: D-3

CITY OF CLE ELUM
STANDARD DETAIL
OIL/WATER SEPARATOR

COMPACTED NATIVE MATERIAL.
ROADWAY AND COMMERCIAL
DRIVEWAY CROSSINGS SHALL BE
SELECT BACKFILL OR AS DIRECTED
BY PUBLIC WORKS DIRECTOR. NO
UNSUITABLE MATERIAL TO BE USED
FOR BACKFILL.



NOTE:

ALL CONDUIT RUNS CROSSING ROADWAYS SHALL
INCLUDE A 2" SPARE CONDUIT INSTALLED
PARALLEL TO THE MAIN RUN, COMPLETE WITH
PULL CORDS AND CAPS.

CONDUIT TRENCH SECTION

NOT TO SCALE

NOTE: ONLY THE LATEST DETAIL, AS APPROVED BY THE
DIRECTOR OF PUBLIC WORKS, SHALL BE USED.

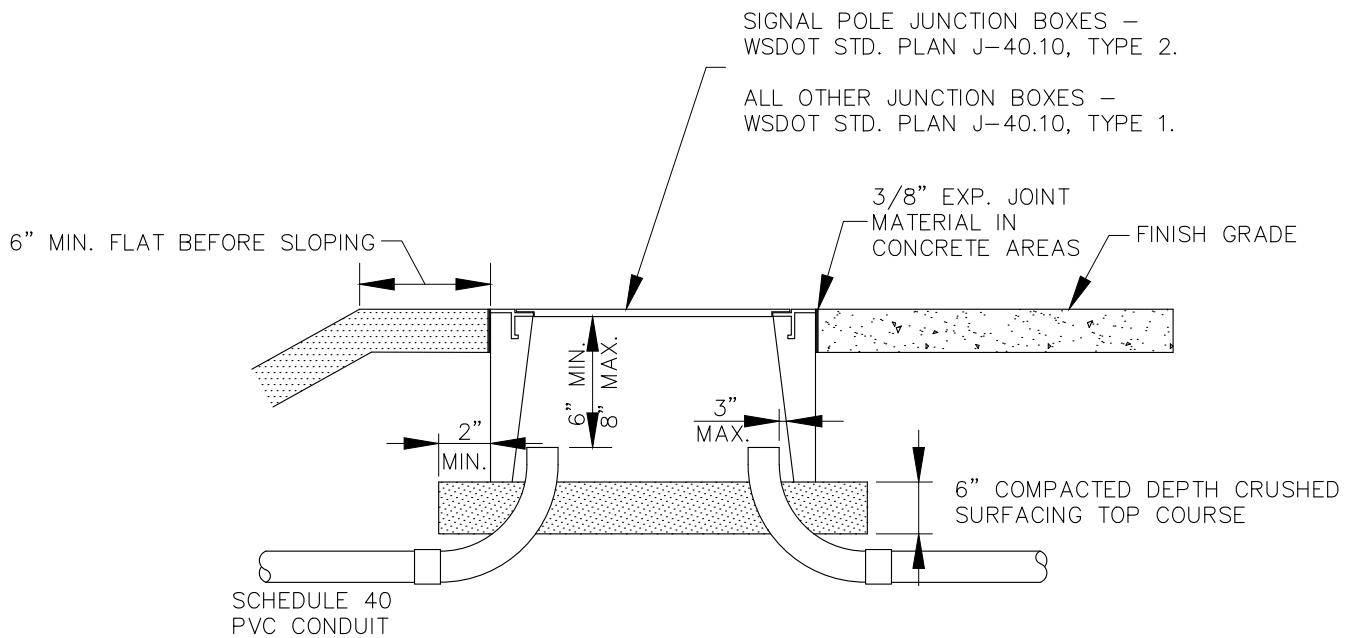


0	11-12-24	ORIGINAL
REV.	DATE	DESCRIPTION

UTILITY:
ELECT.

DETAIL NO.:
E-1

CITY OF CLE ELUM
STANDARD DETAIL
CONDUIT TRENCH SECTION



CONDUIT ENTRANCE AT JUNCTION BOX

NOT TO SCALE

NOTE: ONLY THE LATEST DETAIL, AS APPROVED BY THE
DIRECTOR OF PUBLIC WORKS, SHALL BE USED.

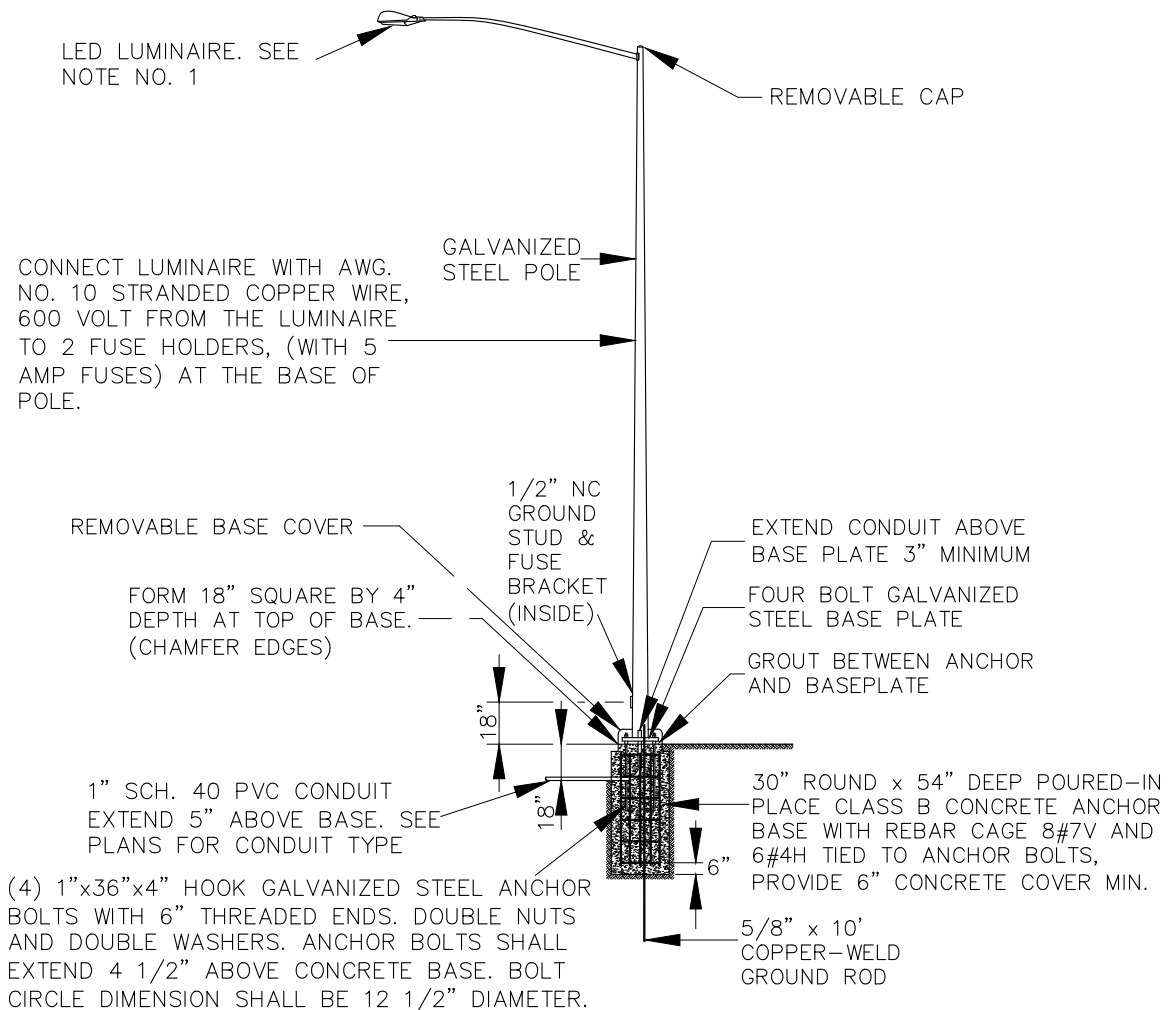


0	11-12-24	ORIGINAL
REV.	DATE	DESCRIPTION

UTILITY:
ELECT.

DETAIL NO.:
E-2

CITY OF CLE ELUM
STANDARD DETAIL
CONDUIT ENTRANCE AT JUNCTION BOX



NOTES:

1. SEE CONSTRUCTION STANDARDS FOR ALL MATERIAL TYPES AND MODELS.

STREET LIGHT

NOT TO SCALE

NOTE: ONLY THE LATEST DETAIL, AS APPROVED BY THE DIRECTOR OF PUBLIC WORKS, SHALL BE USED.



0	11-12-24	ORIGINAL
REV.	DATE	DESCRIPTION

UTILITY: ELECT.
DETAIL NO.: E-3

CITY OF CLE ELUM
STANDARD DETAIL
STREET LIGHT

CITY OF CLE ELUM
Chief of Police

**AGENDA STAFF
REPORT**

AGENDA DATE: 12/10/24

ACTION REQUESTED: Authorize the Chief of Police to accept the Drone grant agreement.

BACKGROUND: Drones have become a tool used by law enforcement at a steadily increasing rate. Drones have multiple functions, they can be used for anything from tracking, to overwatch of an outdoor event, or even interior searches in conjunction with Police Officers. While drones have multiple functions, their most important purpose is safety. Introducing drones into a situation makes it safer for everyone involved in a situation, to include officers, suspects, victims, and bystanders.

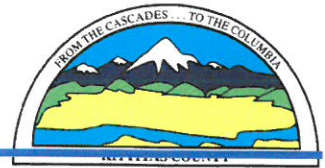
While drones are an effective and necessary tool, they are expensive. A grant of \$6,500 was awarded to the Cle Elum Police Department by the Law and Justice Council Of Kittitas County to establish a drone program. The money will be used to purchase drones, develop policy, and train pilots and instructors.

RECOMMENDATION: Authorize the Chief of Police to accept the Drone grant agreement.

ATTACHMENTS:

LEAD STAFF: Chief Rich Albo

Bryan Elliott
Kittitas County Auditor
205 West 5th Ave – Suite 105
Ellensburg, WA 98926
509-962-7504 Fax 509-962-7687



November 12, 2024

Chief Rich Albo
Cle Elum Police Department
807 W 2nd St.
Cle Elum, WA 98922

RE: Law & Justice #25-03

Chief Albo,

Enclosed is the agreement for Law & Justice #25-03.
Please complete and sign the last page of the agreement and return the signed agreement to:

Kittitas County Auditor's Office
Attn: Dora Van Epps
205 W 5th Ave, Ste 105
Ellensburg, WA 98926

Sincerely,

A handwritten signature in blue ink that reads "Dora Van Epps".

Dora Van Epps
Accountant III
Kittitas County Auditor's Office
(509) 962-7621

Enc.

**LAW & JUSTICE GRANT AGREEMENT
FOR 2025 GRANT FUNDS
BETWEEN
Kittitas County and Cle Elum Police Department
Grant #25-03**

This Contract, effective January 1, 2025, is made and entered into by and between KITTITAS COUNTY ("County"), a subdivision of the State of Washington, and CLE ELUM POLICE DEPARTMENT (Agency).

WHEREAS, the purpose of this Agreement is to provide an agreement for the award of grant funds, which are used for special projects to foster cooperation, sharing of resources and enhancement of the criminal justice project within Kittitas County, and

WHEREAS, on November 5, 2024, the Board of County Commissioners adopted Resolution 2024-189 awarding the funds.

NOW THEREFORE, in consideration of the terms and conditions contained herein, or attached and incorporated and made a part hereof, the County and the Agency mutually agree as follows:

Section 1. Scope of Work and Payment.

- a. As full compensation for the Agency's Services, the County agrees to pay Agency the sum of Six Thousand Five Hundred Dollars and No Cents (\$6,500.00). The Agency is eligible to claim reimbursement for the following items and amounts only:

Amount	Details
\$6,500.00	Establish Drone Program

- b. Services/Expenses that are reimbursed must be dated during the current year on or before **October 31, 2025**, and final date to submit your reimbursements request is **December 1, 2025**, after this date funds lapse.
- c. Requests for reimbursements will need to be completed using the prescribed reimbursement form and must be submitted to:

Kittitas County Auditor
Attn: Auditor's Accounting
205 West 5th Ave – Suite 105
Ellensburg, WA 98926
auditorsaccounting@co.kittitas.wa.us

Section 2. Performance by Agency.

- a. Agency shall not (by contract, operation of law or otherwise) delegate or subcontract performance of any Services to any other person or entity without the prior written consent of the County. Any such delegation or subcontracting without the County's prior written consent shall be voidable at the County's option.

- b. Agency shall at all times be an independent Agency and not an agent or representative of the County with regard to performing the Services. Agency shall not represent that it is, or hold itself out as, an agent or representative of the County. In no event shall Agency be authorized to enter into any Agreement or undertaking for or on behalf of the County. It is understood that the Agency and the Agency's staff and employees are not employees of the County and are not, therefore, entitled to any benefits provided employees of the County.
- c. Agency shall comply with all applicable laws, ordinances, rules, regulations, orders, licenses, permits, and other requirements, now or hereafter in effect, of any governmental authority (including, but not limited to, such requirements as may be imposed upon the County and applicable to Services). Agency shall furnish such documents as may be required to effect or evidence such compliance. All laws, ordinances, rules, and orders required to be incorporated into agreements of this character are incorporated into this Agreement by this reference. Agency agrees to obtain all required licenses and permits, and further agrees to keep them in full force and effect during the term of this Agreement.
- d. The County and the Agency agree that in fulfilling the terms and conditions of this Agreement neither shall discriminate on the basis of race, creed, color, national origin, age, sex, marital status, or the presence of a physical, sensory, or mental handicap.
- e. The Services shall at all times be subject to inspection by and approval of the County, but the County's making (or failure or delay in making) such inspection or approval shall not relieve Agency of its responsibility to perform the Services in accord with this Agreement, notwithstanding the County's knowledge of defective or non-complying performance, or the substantiality or ease of discovering the same. Agency shall provide the County with sufficient, safe, and proper facilities and equipment for such inspection and free access to such facilities.
- f. This contract is subject to review by any Federal or State auditor. Agency shall promptly furnish the County or its designee, or such Federal or State auditor with such information related to the Services as may be requested by the applicable governmental entity. Agency shall preserve and maintain all financial records and records relating to performance of Services under this Agreement for six (6) years after contract termination. For such duration after the County makes final payment of compensation due hereunder, Agency shall provide the County access to (and the County shall have the right to examine, audit and copy, with or without notice) all of Agency's books, documents, papers and records related to the Services or this Agreement.
- g. Agency understands and acknowledges that Agency is solely responsible for its own reporting and accounting of all state, federal, social security, and local taxes, of every nature, arising from Agency's performance of this Agreement. All compensation received by the Agency will be reported to the Internal Revenue Service at the end of the calendar year in accord with the applicable IRS regulations.

Section 3. Release, Indemnity, and Hold Harmless.

The County assumes no liability for the Agency's actions under this Agreement. Agency releases and shall defend, indemnify, and hold harmless the County, its officers and employees, agents, representatives, attorneys and/or volunteers, from and against all claims, costs, liabilities, damages, and expenses, (including, but not limited to, reasonable attorney fees) which arise or may arise or be alleged to arise out of or by reason of this Agreement including:

- Any fault, negligence, strict liability or product liability of Agency in connection with the Services for this Agreement.

- Any lien asserted upon any property of the County in connection with the Services for this Agreement.
- Any failure of Agency, or of the Services, to comply with any applicable law, ordinance, rule, regulation, order, license, permit and other requirement, now or hereafter in effect, of any governmental authority; or
- Any breach of or default under this Agreement by Agency.

Section 4. Compliance with Public Records Law.

- a. In compliance with Washington's public records law, the County will retain copies of any documents associated with this Agreement, which may be required by law unless legally exempt from such retention, for any applicable legally required retention period.
- b. In the event a public records request is made to the County for documents created in relation to this Agreement, should legal uncertainty arise regarding the disclosability of any documents under federal or state public records laws, the County shall provide notice to Agency pursuant to Washington's public records act, chapter 42.56 RCW, to allow Agency to seek a court injunction.
- c. The County specifically shall not be liable to Agency for the County's release under public records laws of any documents not protected by trademark, copyright or other law.

Section 5. Industrial Insurance Waiver.

With respect to performance of this Agreement and as to any claims against the County, its Additional Insureds, officers, agents and employees, the Agency expressly waives its immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, for injuries to Agency's employees and agrees that the obligations to indemnify, defend and hold harmless provided in this Agreement extend to any claim brought by or on behalf of any employee of the Agency. **This waiver is mutually negotiated by the parties to this Agreement.**

Section 6. Insurance and Endorsements.

- a. The County may require through a request in writing that the Agency provide the County with a certificate, binder, or policy of liability insurance, acceptable to the County in an amount specified by the County.
- b. Such liability insurance shall be such as will protect Agency, its employees, agents and representatives, from all claims, losses, harm, costs, liabilities, damages and expenses arising out of personal injury (including death) or property damage that may result from performance of the Services or this Agreement, whether such performance is by Agency or any of its employees, agents or representatives.

- c. Should the County require such liability insurance, the Agency agrees to provide proof of insurance prior to commencing performance of this Agreement.
- d. Copies of the County's written request and the insurance documents provided by Agency shall be attached to this Agreement and by this reference will be made part hereof.
- e. Where insurance is requested by the County, all liability insurance policies shall be endorsed to include the County as an Additional Insured and shall stipulate that the insurance afforded by the policies shall be primary insurance, and that any insurance, self-insured retention, deductibles, or risk retention trusts maintained or participated in by the Parties shall be excess and not contributory to any other insurance maintained by the County. Agency shall furnish the County a certificate of insurance with Endorsement as evidence that the required policies are in full force and effect.

Section 7. Termination.

The County may, by written notice thereof to Agency, terminate this Agreement as to all or any portion of the Services not yet performed, whether or not Agency is in breach or default. Upon receiving such notice of termination, Agency shall, except as otherwise directed by the County, immediately stop performing the Services to the extent specified in the notice. In the event the County terminates the Agency's Services, the Agency is obligated and hereby agrees to refund to the County all monies paid for Services not yet rendered by the Agency, if any, as of the date of the notice of termination.

Section 8. Miscellaneous.

- a. Agency shall not (by contract, operation of law or otherwise) assign this Agreement or any right or interest in this Agreement without the County's prior written consent.
- b. This Agreement embodies the entire Agreement between the County and Agency, and supersedes any and all prior oral or written communications, proposals, conditions, promises, representations, or understandings regarding the Services. No change, amendment or modification of any provision of this Agreement shall be valid unless set forth in a written amendment to the Agreement signed by both parties.
- c. Notice for any purpose under this Agreement, except service of process, shall be given by the Agency to the Kittitas County Auditor, % Law & Justice Council 205 W. 5th Ave. Ste. 105, Ellensburg, WA 98926. For all purposes under this Agreement, any notice by the County to the Agency shall be given to the Agency's address provided on the signature page. Notice may be given by delivery or by depositing in the U.S. Mail, first class, postage prepaid, certified mail, return receipt requested.
- d. The section and paragraph headings of this Agreement are for reference convenience only and are not intended to restrict, affect or be of any weight in interpreting or construing the provisions of such sections or paragraphs.
- e. This Agreement may be executed in one or more counterparts and by facsimile, each of which will be deemed an original, but all of which together will constitute one and the same instrument.
- f. Agency warrants to the County that the individual signing on Agency's behalf has the requisite power and authority to enter into and to perform Agency's obligations under this Agreement. Agency further warrants to the County that Agency has made no misrepresentation or misleading statement

in connection with this Agreement, and is not in violation of any applicable law, ordinance, or regulation the consequence of which will or may materially affect Agency's ability to perform its obligations under this Agreement.

- g. If any term or condition of this Agreement or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect the other terms, conditions or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this Agreement are declared severable.
- h. The exclusive venue for any action brought to enforce this Agreement or any of its terms shall be in Kittitas County, State of Washington.

**KITTITAS COUNTY
BOARD OF COUNTY COMMISSIONERS**

Chair

Vice Chair

Commissioner

Date Signed

ATTEST: _____

Julie Kjorsvik, Clerk of the Board or

Mandy Buchholz, Deputy Clerk of the Board

CLE ELUM POLICE DEPARTMENT

[Print Name]

[Signature]

[Title]

[Address]

[City, State, Zip]

[Telephone]

[Date Signed]

APPROVED AS TO FORM:

Deputy Prosecuting Attorney

CITY OF CLE ELUM
Chief of Police

**AGENDA STAFF
REPORT**

AGENDA DATE: 12/10/24

ACTION REQUESTED: Authorize the Mayor to sign the employment agreement for Mark Garka to be the city prosecutor for another year.

BACKGROUND: Police Departments are only one branch of the law and justice system. Prosecutors have the difficult task of wading through mountains of paperwork, working with the defense, working with victims, proving cases beyond a reasonable doubt etc. They are a necessary and important part of the system.

Mark Garka came to us in 2022 and he hit the ground running. Mark has been a phenomenal partner to work with. He has been extremely communicative while also staying on top of current trends and legislation. Mark is not requesting any raise in pay this year, he is only seeking another extension.

RECOMMENDATION: That Mark Garka's employment agreement as our city prosecutor is extended by another year by authorizing the Mayor to sign the document.

ATTACHMENTS:

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 objection 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, 2025 through December 31, 2025, 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, 2025 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 2025.

Signed this ____ day of _____

By: Mark Garka

By: Matthew Lundberg Mayor Date

By: Debbie Lee Clerk Date

Attest:

City Clerk

CITY OF CLE ELUM

WASHINGTON

ORDINANCE NO. 1690

AN ORDINANCE OF THE CITY OF CLE ELUM, WASHINGTON AMENDING THE 2024 BUDGET, AS ADOPTED BY ORDINANCE NO. 1661, PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the CITY OF CLE ELUM adopted the 2024 budget in final form by Ordinance No. 1661 on the 27TH day of November, 2023 and

WHEREAS, subsequent thereto it has become necessary for the City to amend said ordinance because of revenues and expenditures of same, which could not reasonably have been foreseen at the time of adopting said budget; and

WHEREAS, said expenditures are not one of the emergencies specifically enumerated in RCW 35A.33.080; and

WHEREAS, the City is desirous of amending its budget pursuant to RCW 35A.33.120; and

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

Section 1. The following accounts contained in the 2024 Budget are hereby amended as set forth below.

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.

Fund, Account No. & Name	Current Budget	This Amendment	New Ending
General Fund (#001)			
EXPENSE:			
508.51.00.06.001 -- Fire Dept. Reserves	100,500.00	(62,553.00)	37,947.00
594.22.64.794 -- Fire Dept. F250 Truck	0	62,553.00	62,553.00
		0	
TIB Complete Streets Grant (#102)			
REVENUE:			
334.03.82.107 -- TIB First Street Grant Oakes to Peoh	0	441,000.00	441,000.00
		441,000.00	
EXPENSE:			
595.30.63.307 -- TIB First Street Grant Oakes to Peoh	0	441,000.00	441,000.00
		441,000.00	
Hotel/Motel Tax Fund (#106)			
EXPENSE:			
594.76.63.017 -- Skateboard Park	0	175,000.00	175,000.00
557.30.41.022 -- CEDA Holiday Lighting	0	65,000.00	65,000.00
594.36.63.107 -- Community Rec Center Project	0	75,000.00	75,000.00
508.31.00.106 -- Budgeted Ending Balance (Actual is \$359,074 as of 11/30/24)	415,000.00	(315,000.00)	100,000.00
		0	

Central Cascades/Weis Land (#120)			
EXPENSE:			
508.51.00.120 -- Ending Balance	8,165.00	(8,000.00)	165.00
559.30.41.005 -- Engineering/Planning	2,209.00	8,000.00	10,209.00
		0	
Garbage Fund (#402)			
EXPENSE:			
508.51.00.402 -- Ending Balance	108,000.00	(20,000.00)	88,000.00
537.80.47.001 -- Collection and Disposal Fees	945,000.00	20,000.00	965,000.00
		0	
Water Regional Fund (#404)			
REVENUE:			
343.40.04.004 -- Suncadia Irrigation Sales (Increased Irrigation Usage)	105,000.00	50,000.00	155,000.00
		50,000.00	
EXPENSE:			
534.60.49.008 -- Puget Sound Energy SCE Way	110,000.00	50,000.00	160,000.00
		50,000.00	
ADOPTED BY THE CLE ELUM CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 10TH DAY OF DECEMBER, 2024			
ATTEST / AUTHENTICATED:		CITY OF CLE ELUM	
Debbie Lee, City Clerk		Matthew Lundh, Mayor	
APPROVED AS TO FORM:			
Alexandra L. Kenyon, City Attorney			
Date of Publication:			
Effective Date:			

COUNTY OF KITTITAS AMERICAN RESCUE PLAN ACT GRANT PROGRAM

The County of Kittitas is pleased to award your organization a financial support grant funded through the American Rescue Plan Act (ARPA). The funding objective for this program is to perform the tasks outlined in the attached Exhibit A “Scope of Work,” which is incorporated herein by this reference, for eligible businesses and non-profits as enumerated in the U.S. Treasury Department’s (U.S. Treasury) Final Rule.

Grant Details

The City of Cle Elum (“City”) seeks County funding for improvements to the Cle Elum City Park at 519 W. 2nd Street, specifically, improvements to the skate park therein.

Funding is awarded in the amount stated in the attached Exhibit B “Compensation” which is incorporated herein by this reference. Any funds provided by Kittitas County will be issued to the following person/entity (who may also be referred to as the “Grantee”):

Name: City of Cle Elum
Representative: Matthew Lundh, Mayor
Address: 119 W 1st St, Cle Elum, WA 98922
Email: mlundh@cleelum.gov
Phone Number: (509) 304-4576

Grant Funding Agreement

The City of Cle Elum, by and through Matthew Lundh, Mayor, makes the following acknowledgements:

- The information contained in this agreement is true and complete to the best of my knowledge, information, and belief.
- All awarded funds provided by Kittitas County shall be expended no later than December 31, 2026.
- Awarded funds may only be used for eligible expenses that are outlined in the Final Rule.
- I agree to maintain documentation (and provide summaries as part of the annual report and complete documentation upon specific County request) regarding the manner in which the funds are expended, including but not limited to financial reports and other supporting documentation (i.e., purchase support, invoices, timecards, and payroll support, etc.).
- Records related to the use of grant funds must be produced promptly upon request from the County of Kittitas, the U.S. Treasury, and/or the Comptroller General of the United States, and Museum agrees to comply with audit of same.
- I understand and agree that if I receive funding from the County of Kittitas’s ARPA Grant Program, and I do not use all the funds by the December 31, 2026 or use the funds for

expenses other than the authorized purpose outlined in my application, I will be required to return the awarded funds to the County of Kittitas.

- I agree that if there is fraud or misrepresentation with respect to the performance of this Grant Agreement, Kittitas County reserves the right to terminate or amend this Agreement accordingly, including the right to recapture all funds disbursed under this Grant.
- I agree to report in writing all known or suspected fraud or other loss of any funds provided under this Grant agreement immediately or as soon as practicable, to the Kittitas County Auditor's Office.
- I have the authority to legally bind the business, non-profit, or organization.
- I agree to indemnify, defend, and hold harmless the County of Kittitas, U.S. Treasury, and the elected officers, employees, agents and/or representatives of each said government entity, for any ARPA funds received from the U.S. Treasury through the County of Kittitas, from and against any and all claims, damages, losses and expenses
- To the fullest extent permitted by law, the Grantee shall indemnify, defend, and hold harmless Kittitas County and its officials, agents and employees and/or representatives, from and against all claims for injuries or death arising out of or resulting from the performance of this Grant Agreement. "Claim" as used in this contract, means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable for bodily injury, sickness, disease, or death, or injury to or the destruction of tangible property including loss of use resulting therefrom.

The Grantee's obligation to indemnify, defend, and hold harmless includes any claim by Grantee's agents, employees, representatives, or any subgrantee/subcontractor or its employees. Grantee expressly agrees to indemnify, defend, and hold harmless Kittitas County for any claim arising out of or incident to Grantee's or any subgrantee's/subcontractor's performance or failure to perform the Grant. Grantee's obligation to indemnify, defend, and hold harmless Kittitas County shall not be eliminated or reduced by any actual or alleged concurrent negligence of Kittitas County or its agents, agencies, employees and officials. Grantee waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend, and hold harmless Kittitas County and its agents, officers, representatives, or employees.

- Kittitas County reserves the right, but not the obligation, to participate in the defense of any claim, damages, losses or expenses and such participation shall not constitute a waiver of Grantee's indemnity obligations under this Agreement.
- This Grant may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.
- The parties intend that an independent contractor relationship will be created by this Grant. The Grantee and its employees, volunteers, or agents performing under this Agreement

are not employees, volunteers, or agents of Kittitas County. The Grantee will not hold itself out as or claim to be an officer, volunteer, or employee of Kittitas County by reason hereof, nor will the Grantee make any claim of right, privilege or benefit which would accrue to such officer, volunteer, or employee under law. Conduct and control of the work will be solely with the Grantee.

- If all of the above outlined requirements are not met in full, or if any information provided on this application is found to be false or incorrect, the business, non-profit, or organization will be deemed immediately in default and funds shall be returned to the County of Kittitas within 30 days of written notification of default. I also agree that, if I accept the County of Kittitas's ARPA Grant Program funding, I will be bound by the obligations and liabilities described in this agreement, and that the County of Kittitas shall have the right to enforce those obligations and liabilities in any manner provided by law.
- By signing below, the applicant represents, warrants, and certifies that the information provided herein is true, correct, and complete. I also understand and agree that this agreement, combined with award of a County of Kittitas ARPA Grant, constitutes a binding contract, and shall be deemed a valid original instrument if delivered electronically.

Print Recipient Name & Title

Authorized Signature:

Date

The County of Kittitas hereby enters into this grant agreement with the grantee named herein.

Print County Name & Title

Signature

Date

EXHIBIT "A"

SCOPE OF WORK

1. Funds for this project will be used to pay for improvements to the Cle Elum City Park, specifically for the Skate Park therein, located at 519 W. 2nd Street.
2. Funds provided by Kittitas County shall only be used for skate park improvement costs, and will not be used to fund other programming and operations.
3. City shall comply with all federal, state, and local laws and all requirements (including debarment and other required certifications and audits) related to ARPA Funds.
4. City will provide a project status report to BOCC by December 31st of each year detailing status of work.
5. City will provide all necessary paperwork, documentation, information, and program access necessary for the County to comply with its own reporting and oversight requirements related to these ARPA funds.
6. Grantee shall provide insurance coverage as set forth below. The intent of the required insurance to is protect Kittitas County should there be any claims, suits, actions, costs, damages, or expenses arising from any loss, or negligent or intentional act or omission of the Grantee, or agents thereof, while performing under the terms of this Grant.

The Grantee shall provide Kittitas County with copies of insurance instruments, certifications, and endorsements from the insurance issuing agency. The copies or certifications shall show the insurance coverage, the designated beneficiary, who is covered, the amounts, the period of coverage, and that Kittitas County will be provided thirty (30) days advance written notice of cancellation.

All insurance shall be issued by companies admitted to do business in the State of Washington and have a rating of A-, Class VII or better in the most recently published edition of Best's Reports unless otherwise approved by the County. If an insurer is not admitted, all insurance policies and procedures for issuing the insurance policies must comply with Chapter 48.15 RCW and 284-15 WAC.

Commercial General Liability Insurance Policy. Provide a Commercial General Liability Insurance Policy, including contractual liability, written on an occurrence basis, in adequate quantity to protect against legal liability arising out of Grant activity but no less than \$1,000,000 per occurrence. Additionally, Kittitas County Historical Museum is responsible for ensuring that any Subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

Property Insurance Grantee shall keep the Property insured in an amount sufficient to permit such insurance to be written at all times on a replacement cost basis.

Fidelity Insurance. Every officer, director, employee, or agent who is authorized to act on behalf of the Grantee for the purpose of receiving or depositing funds into program accounts or issuing financial documents, checks, or other instruments of payment for program costs shall be insured to provide protection against loss:

A. The amount of fidelity coverage secured pursuant to this Grant shall be \$2,000,000 or the highest of planned reimbursement for the Grant period, whichever is lowest. Fidelity insurance secured pursuant to this paragraph shall name Kittitas County as beneficiary.

B. Subcontractors that receive \$10,000 or more per year in funding through this Grant shall secure fidelity insurance as noted above. Fidelity insurance secured by Subcontractors pursuant to this paragraph shall name the Grantee and the Grantee's fiscal agent as beneficiary.

EXHIBIT "B"

COMPENSATION

Compensation is \$170,000, paid to City as reimbursement for its improvements to the City Park / Skate Park facility, as reflected in an invoice to the County for same, and including backup documentation to substantiate costs incurred.

City shall provide IRS W-9 Form prior to County's release of contracted award payment(s).

Good morning, Mayor Lundh,

I hope this message finds you well. I am reaching out regarding the recent installation of ParkMobile signs around the Kittitas Valley Health Care Urgent Care facility downtown. As you are likely aware, individuals visiting Urgent Care are typically in need of immediate medical attention. Requiring payment for parking in these circumstances could create a barrier to accessing care or potentially cause delays.

Would it be possible to discuss how we might address this concern and find a solution that ensures easy access to urgent services for those in need?

Thank you for your time and consideration.

Michele Wurl

Chief Public Relations Officer
Emergency Preparedness Coordinator
509.933.8838

CITY OF CLE ELUM
WASHINGTON
RESOLUTION NO. 2024-031

**A RESOLUTION OF THE CITY OF CLE ELUM,
WASHINGTON, DESIGNATING RESERVED PARKING ON
FIRST STREET FOR KITTITAS VALLEY HEALTHCARE
(KVH) URGENT CARE FACILITY.**

WHEREAS, public health and safety are of paramount importance to the well-being of our community; and

WHEREAS, Kittitas Valley Healthcare (KVH) provides essential public health services that benefit the residents of this community; and

WHEREAS, the City Council recognizes the vital role KVH plays in supporting the health and safety of individuals in the area; and

WHEREAS, ensuring convenient parking for patients of KVH is essential to facilitating their access to urgent care services; and

WHEREAS, the City Council has determined that designated reserved parking spaces for KVH patients will promote better service to those in need of urgent care;

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

1. The City of Cle Elum will install reserved parking signs for spaces along First Street for KVH patients, directly adjacent to the urgent care facilities, to support and improve access for those seeking medical care.

PASSED BY THE CLE ELUM CITY COUNCIL AT A REGULAR MEETING THEREOF
ON THE 10TH DAY OF DECEMBER, 2024.

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

POSITION DESCRIPTION

JANUARY 2025

POSITION TITLE: Planning Technician

REPORTS TO: Reports to the city administrator under the direction of the mayor and the guidance of State and City regulations. Also maintains a close working relationship with other city personnel.

SALARY RANGE: See Below

STATUS: Full Time

AFFILIATION: Union

WORKWEEK BASIS: 40 hrs./week

JOB SUMMARY: The Planning Technician supports the Planning Department and assists the City's customer service team. This role involves handling administrative and technical tasks related to land use, permitting, and licensing. Key duties include assisting property owners, design professionals, and developers with inquiries on land use, permitting, inspections, and code enforcement.

Strong customer service and computer skills are essential, as the role requires working directly with the public in a fast-paced environment. Responsibilities include processing and reviewing permits, ensuring compliance with land use notifications, supporting professional-level tasks, attending some evening meetings, and serving as backup for front-counter staff.

The City of Cle Elum values a strong, supportive, and collaborative team culture, where clear communication and initiative are essential. With a small staff, team members are expected to handle a variety of office and field responsibilities to support overall operations.

ESSENTIAL JOB FUNCTIONS:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made to enable performance of these essential functions.

1. Provides timely, courteous, and effective technical guidance on general topics such as instructions for various applications and forms, required submittals, permit process, project status, or general questions about land use, critical areas, permitting, code enforcement, and/or inspections.
2. Facilitates permit processing by conducting permit intake, performing initial reviews for compliance with requirements of a completed permit application, routing permits for review, assisting with the coordination of permits, correction letters, providing status updates, and assisting with permit closeout.
3. Sets up pre-application meetings, sends meeting invitations, routes meeting materials, and provides a summary of comments to attendees.
4. Under the guidance of the City Planner, assist in ensuring compliance with municipal codes by performing inspections, investigating violations, and enforcing regulations concerning zoning, building standards, public safety, and property maintenance. Educate the public, issue notices or citations as needed, and collaborate with other departments to address and resolve non-compliance issues.

5. Handles credit card, check, and cash payments for permits and other financial transactions at City Hall.
6. Prepares and distributes notices for land use actions in compliance with applicable state and local requirements, posts physical notice on site and at official city locations, compiles written comments from the public and external agencies for the file and to facilitate review by the city.
7. Reviews business license applications of limited complexity for compliance with land use requirements.
8. Reviews a variety of land use permits such as boundary line adjustment, lot combinations, segregation of lots, conditional use, critical areas, floodplain development, franchise use, grading, excavation and filling, home occupation, sign, site and design review, SEPA checklist, short-term rental, special use, variances, etc.
9. Conducts occasional field inspections to ensure permit conditions related to land use are met, including but not limited to landscaping, tree, or site design standards.
10. Supports planning and historic preservation commissions by operating meeting room equipment, recording minutes, coordinating agendas, proofreading, compiling, and distributing meeting materials, and attending meetings as needed.
11. Research information on a variety of issues to support land use planning and economic development efforts. Assists in the preparation or update of graphics and public information materials for forms, brochures, reports, and presentations.
12. Compile and prepare reports.
13. Pursues continuous improvement by maintaining or creating forms, handouts, and procedures and by making recommendations involving areas of responsibility.
14. Maintains professional development, including staying current on applicable federal, state and local regulations related to land development, and land use planning.
15. Promotes a cooperative and supportive work environment by communicating in a timely, courteous and effective manner, takes reasonable extra measures and/or time to ensure that the needs of customers, constituents and staff are met.
16. Serve as back up for the front counter staff.
17. Exercise sound judgment and thorough knowledge of city policies and procedures.
18. Provide excellent customer service in all areas.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

NECESSARY KNOWLEDGE:

- Customer service, including tact, patience, and courtesy in difficult situations.
- Urban planning, including zoning laws and subdivision code administration.
- Land use and construction terminology, general code requirements, permit processes, and information needed on plans and documents.
- Application of mathematical principles such as algebra, geometry, or statistics.
- Pertinent federal, state and local laws, codes and regulations including recent changes.
- Citizen involvement techniques and processes.
- Filing and record management procedures and systems.
- Applying professional standards for business correspondence to include proper spelling, grammar, and punctuation of the English language.
- Washington Public Records Act and Washington State Archives retention guidelines.

NECESSARY SKILLS AND ABILITIES:

- Work cooperatively and collaboratively with others to achieve results and support team decisions.
- Utilize interpersonal skills to explain regulations and procedures clearly to the public.

- Solve problems in a diplomatic and collaborative manner.
- Facilitate timely permit review using established policies and procedures.
- Determine the completeness of plans and documents for land use permit application submittal.
- Review plans and apply applicable land use regulations and policies to determine compliance and apply those regulations to field conditions.
- Work independently with minimal supervision, exercise initiative and sound judgment, and manage multiple tasks with frequent interruptions.
- Maintain work pace appropriate to given workload by prioritizing tasks, eliciting cooperation, and coordinating efforts to accomplish assigned tasks.
- Conduct site visits to verify permit conditions related to land use, post land use notices, or observe existing site conditions.
- Communicate effectively, orally and in writing, in ways appropriate for the needs of the audience, at times in confrontational and/or stressful situations.
- Perform detailed and exacting work following procedures established by policy or law.
- Make sound, accurate, and consistent decisions.
- Utilize office computer hardware and software including, but not limited to, permitting software, Microsoft Office Suite, Zoom, and Adobe.

The requirements listed above are representative of the knowledge, skills, and abilities to meet the minimum qualifications for this position.

MINIMUM QUALIFICATIONS:

At its sole discretion, the City of Cle Elum may consider combinations of education, experience, certifications and training in lieu of specifically required qualifications contained herein.

- High school diploma or equivalent.
- Three years of work experience or formal training in planning, land use review, environmental sciences, or similar.
- Three years of work experience in a customer-oriented or administrative position in an office setting.
- Certification as a Permit Technician through International Code Council (ICC) Preferred.
- Successful completion of pre-employment background check.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job functions. The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of this position.

While performing the duties of this job, the employee is required to stand, walk, use hands and fingers, handle, feel or operate objects, tools, or controls, and reach with hands and arms. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. The employee is occasionally required to sit, climb stairs, talk, and hear. The employee may occasionally be required to lift or move up to 35 pounds with or without reasonable accommodation. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Work is conducted primarily in an office setting but may include time in the field under a variety of weather conditions. Duties are usually performed alone but also performed as part of a work team. Attendance at some evening meetings may be required. The work environment is fast-paced and moderate to very noisy.

Fieldwork, such as site investigations, may require exposure to loud noises, weather, working on rough terrain, in wetlands, and being in proximity to heavy equipment. Hand-eye coordination is necessary to

operate computers and a variety of office equipment. While performing the duties of this job, the employee may be required to stand or sit, walk on all types of terrain, maintain balance, climb stairs, ladders, and inclines, use hands and fingers to handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee may occasionally be required to balance and walk on scaffolding; stoop, kneel, crouch or crawl; talk or hear. Specific vision abilities required by this job include close vision, distance and depth vision, peripheral vision, and the ability to adjust focus. The employee must be able to operate a passenger vehicle.

COMPENSATION AND BENEFITS:

Wage Range:	\$62,338 - \$75,754 per Year \$ 5,195 - \$ 6,313 per Month \$ 29.97 - \$ 36.42 per Hour	Benefits:	Paid Medical/Dental/Vision Plan PERS Retirement System \$275 VEBA per Month Vacation / Sick Time 12 Paid Holidays + 1 Personal Day
--------------------	---	------------------	--

NOTICE:

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

EQUAL OPPORTUNITY EMPLOYER:

The City of Cle Elum is an Equal Opportunity Employer. All employees and candidates for employment will be recruited, selected, trained, promoted, compensated and, if necessary, disciplined or terminated without regard to sex/gender, race, national origin, religion, creed, color, marital status, veteran status, age, national origin, pregnancy, sexual orientation, gender identity, disability, genetic information or any other basis prohibited by law.

This job description does not constitute a contract or agreement for employment. It is subject to change by the city as the needs of the city and requirements of the job change



City of Cle Elum

POSITION DESCRIPTION

JANUARY 2025

POSITION TITLE: FIRE DEPARTMENT ADMINISTRATIVE ASSISTANT

REPORTS TO: Reports directly to the Fire Chief, Fire Department Administrator, and the Oversight Committee, under the direction of the Mayor and/or their Designee, while adhering to State and City regulations. Additionally, fosters strong working relationships with city staff and collaborates closely with other EMS and Fire departments.

SALARY RANGE: \$3,668 to \$4,458 per Month

STATUS: Non-Exempt
Full-Time

AFFILIATION: Non-Union

AVERAGE HOURS: 40 Hrs. per Week
Will Work Weekends

JOB SUMMARY: The Fire Department Administrative Assistant performs difficult and responsible administrative work in connection with carrying out City and departmental goals, objectives and priorities; and performs other duties as required, or as assigned.

FIRE DEPARTMENT ADMINISTRATIVE ASSISTANT ESSENTIAL JOB FUNCTIONS:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made to enable performance of these essential functions. However; all duties are administrative only, any activities relating to Fire or EMS calls are considered a Voluntary Firefighting position.

1. Assist in the development and management of departmental fiscal budget.
2. Assist and perform Fire Safety inspections both for new construction and existing commercial structures.
3. Assist in Fire Safety permits and permit applications.
4. Assist in the development of policies, rules, and procedures for the effective operation of the department including establishing departmental goals, objectives, and priorities.
5. Provide direction for the care and maintenance of department facilities and equipment.
6. Maintain professional development with national and state regulations, laws, codes and local ordinances relating to fire and EMS.
7. Maintain accurate records and generate comprehensive reports.

8. Oversee the development and execution of hazardous material plans, ensuring effective implementation, including the integration of the incident command system.
9. Work within and comply with fire apparatus safety regulations and retrofitting.
10. Make every reasonable effort to continually improve the manner in which the job is performed.
11. Performs related duties as required.

NECESSARY KNOWLEDGE AND ABILITIES:

Knowledge of:

- Modern administrative techniques, principles, practices, and procedures, particularly as applied to the overall management of municipal fire department.
- Operating principles, applicable ordinances, laws, and regulations.
- Fire department rules and regulations.
- Budget preparation.
- Fire apparatus safety compliance regulations.
- Principles and practices of exemplary customer service.

Ability to:

- Utilize office computer hardware and software including, but not limited to, records management software, Microsoft Office Suite, Zoom, and Adobe.
- Communicate effectively in both verbal and written form.
- Exercise sound judgment, tact, resourcefulness, and professionalism.
- Take a proactive approach to problem solving and analyze departmental administrative problems and suggest alternatives and solutions.
- Work well under pressure and be able to meet deadlines and work to improve the organization, procedures, and operating details of the City Fire Department.
- Maintain a high level of customer service in all interactions with the public.
- Demonstrate a high degree of independent judgment, initiative and discretion.
- Communicate effectively in both oral and written form.
- Analyze and solve problems.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Three years of work experience in a customer-oriented or administrative position in an office setting.
- ICC Certified Fire Inspector (within 2 years).
- Valid Washington State Driver's License.

PREFERRED QUALIFICATIONS:

- Minimum of five years of increasingly responsible management-level experience in fire and EMS.
- Current volunteer firefighter or are interested in becoming a volunteer firefighter for the City of Cle Elum.
- EMT and/or Live Fire certified.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job functions. The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of this position.

While performing the duties of this job, the employee is required to stand, walk, use hands and fingers, handle, feel or operate objects, tools, or controls, and reach with hands and arms. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. The employee is occasionally required to sit, climb stairs, talk, and hear. The employee may occasionally be required to lift or move up to 35 pounds with or without reasonable accommodation. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Work is conducted primarily in an office setting but may include time in the field under a variety of weather conditions. Duties are usually performed alone but also performed as part of a work team. Attendance at some evening meetings may be required. The work environment is fast-paced and moderate to very noisy.

Fieldwork, such as site investigations, may require exposure to loud noises, weather, working on rough terrain, in wetlands, and being in proximity to heavy equipment. Hand-eye coordination is necessary to operate computers and a variety of office equipment. While performing the duties of this job, the employee may be required to stand or sit, walk on all types of terrain, maintain balance, climb stairs, ladders, and inclines, use hands and fingers to handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee may occasionally be required to balance and walk on scaffolding; stoop, kneel, crouch or crawl; talk or hear. Specific vision abilities required by this job include close vision, distance and depth vision, peripheral vision, and the ability to adjust focus. The employee must be able to operate a passenger vehicle.

COMPENSATION AND BENEFITS:

Wage Range: \$44,013 - \$53,498 per Year
\$ 3,668 - \$ 4,458 per Month
\$ 21.16 - \$ 25.72 per Hour

Benefits: Paid Medical/Dental/Vision Plan
PERS Retirement System
\$275 VEBA per Month
Vacation / Sick Time
12 Paid Holidays + 1 Personal Day

NOTICE:

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

EQUAL OPPORTUNITY EMPLOYER:

The City of Cle Elum is an Equal Opportunity Employer. All employees and candidates for employment will be recruited, selected, trained, promoted, compensated and, if necessary, disciplined or terminated without regard to sex/gender, race, national origin, religion, creed, color, marital status, veteran status, age, national origin, pregnancy, sexual orientation, gender identity, disability, genetic information or any other basis prohibited by law.

This job description does not constitute a contract or agreement for employment. It is subject to change by the city as the needs of the city and requirements of the job change

NOTE: ALL
METERS ARE
IN CUBIC FEET

2022 CLE ELUM / ROSLYN SCHOOL DISTRICT WATER USAGE FOR SEWER BILL

HIGH SCHOOL READS					MIDDLE SCHOOL READS				TOTAL NET WATER USAGE FOR SEWER BILL	
DATE	WATER METER	WATER USAGE	IRRIGATION METER	IRRIGATION USAGE	WATER METER	WATER USAGE	IRRIGATION METER	IRRIGATION USAGE		
12/1/2021	2,755,987	-----	5,973,142	-----	5,762,072	-----	4,987,282	-----	-----	
1/6/2022	NO READ	-----	NO READ	-----	NO READ	-----	NO READ	-----	-----	No Read due to heavy snow
2/7/2022	2,756,159	172	5,973,142	0	5,796,827	34,755	4,987,282	0	34,927	Will divide usage by 2 months
3/2/2022	2,756,267	108	5,973,142	0	5,818,896	22,069	4,987,282	0	22,177	
4/5/2022	2,757,633	1,366	5,973,142	0	5,845,235	26,339	4,987,282	0	27,705	
5/6/2022	2,766,499	8,866	5,992,020	18,878	5,862,561	17,326	4,987,774	492	6,822	
6/6/2022	2,777,501	11,002	5,992,967	947	5,886,395	23,834	4,987,774	0	33,889	
7/6/2022	2,825,386	47,885	6,043,789	50,822	5,978,408	92,013	5,032,188	44,414	44,662	
8/2/2022	3,322,734	497,348	6,576,161	532,372	6,218,158	239,750	5,215,418	183,230	21,496	
9/1/2022	3,801,372	478,638	7,089,736	513,575	6,670,626	452,468	5,400,239	184,821	232,710	
10/5/2022	4,173,736	372,364	7,473,036	383,300	6,944,151	273,525	5,539,539	139,300	123,289	
11/6/2022	4,469,396	295,660	7,789,021	315,985	7,036,453	92,302	5,576,971	37,432	34,545	
12/7/2022	4,469,397	1	7,789,021	0	7,053,120	16,667	5,576,971	0	16,668	

NOTE: ALL
METERS ARE
IN CUBIC FEET

2023 CLE ELUM / ROSLYN SCHOOL DISTRICT WATER USAGE FOR SEWER BILL 22611

HIGH SCHOOL READS					MIDDLE SCHOOL READS				TOTAL NET WATER USAGE FOR SEWER BILL	
DATE	WATER METER	WATER USAGE	IRRIGATION METER	IRRIGATION USAGE	WATER METER	WATER USAGE	IRRIGATION METER	IRRIGATION USAGE		
12/1/2022	4,469,397	-----	7,789,021	-----	7,053,120	-----	5,576,971	-----		
1/6/2023	4,469,397	0	7,789,021	0	7,064,723	11,603	5,576,971	0	11,603	
2/6/2023	4,469,403	6	7,789,021	0	7,083,552	18,829	5,576,971	0	18,835	
3/2/2023	4,469,488	85	7,789,021	0	7,127,095	43,543	5,576,971	0	43,628	
4/5/2023	4,469,575	87	7,789,021	0	7,152,251	25,156	5,576,971	0	25,243	
5/6/2023	4,474,003	4,428	7,793,593	4,572	7,168,897	16,646	5,576,971	0	16,502	
6/6/2023	4,474,221	218	7,884,497	90,904	7,180,170	11,273	5,602,408	25,437	11,491	Found out the irrigation does not run Through the main meters 6/5/2023
7/6/2023	4,474,278	57	8,398,964	514,467	7,275,137	94,967	5,629,929	27,521	42,066	
8/2/2023	4,477,583	3,305	9,001,622	602,658	7,653,298	378,161	5,819,204	189,275	192,191	
9/1/2023	4,482,138	4,555	9,501,242	499,620	8,102,363	449,065	6,054,588	235,384	218,236	
10/5/2023	4,482,162	24	9,699,094	197,852	8,419,245	316,882	6,236,350	181,762	316,906	
11/6/2023	4,482,162	0	9,723,082	23,988	8,469,516	50,271	6,265,404	29,054	50,271	
12/7/2023	4,482,278	116	9,723,082	0	8,495,669	26,153	6,272,746	7,342	26,269	

NOTE: ALL
METERS ARE
IN CUBIC FEET

2024 CLE ELUM / ROSLYN SCHOOL DISTRICT WATER USAGE FOR SEWER BILL 22611

HIGH SCHOOL READS					MIDDLE SCHOOL READS				TOTAL NET WATER USAGE FOR SEWER BILL	
DATE	WATER METER	WATER USAGE	IRRIGATION METER	IRRIGATION USAGE	WATER METER	WATER USAGE	IRRIGATION METER	IRRIGATION USAGE		
12/7/2023	4,482,278	-----	9,723,082	-----	8,495,669	-----	6,272,746	-----	-----	
1/8/2024	4,482,473	195	9,723,082	0	8,525,386	29,717	6,272,746	0	29,912	
2/1/2024	4,482,848	375	9,723,082	0	8,564,386	39,000	6,272,746	0	39,375	
3/1/2024	4,482,964	116	9,723,082	0	8,602,763	38,377	6,272,746	0	38,493	
4/1/2024	4,483,065	101	9,723,082	0	8,619,729	16,966	6,272,746	0	17,067	
5/1/2024	4,483,614	549	9,730,271	7,189	8,654,869	35,140	6,280,021	7,275	28,414	
6/1/2024	4,483,614	0	9,921,392	191,121	8,732,655	77,786	6,336,982	56,961	20,825	Found out the H.S. irrigation does not run Through the main H.S. meter 6/5/2023
7/1/2024	4,483,643	29	272,837	351,444	8,821,976	89,321	6,345,448	8,466	80,884	
8/1/2024	4,483,653	10	816,913	544,076	8,885,508	63,532	6,398,533	53,085	10,457	
9/1/2024	4,483,653	0	1,299,467	482,554	9,197,641	312,133	6,557,560	159,027	153,106	
10/2/2024	4,483,653	0	1,627,544	328,077	9,393,162	195,521	6,733,237	175,677	19,844	
11/1/2024	4,483,714	61	1,667,700	40,156	9,679,761	286,599	6,807,335	74,098	212,562	
		0		0		0		0	0	
		0		0		0		0	0	



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, 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: 11/25/2024

Name: Cherie Brumbaugh Account #: 17890

Service Address: 623 East 3rd St.

City: Cle Elum State: WA Zip: 98922

Phone: (509) 304-6030

Mailing Address if different than property address: P.O. Box 123 Cle Elum WA 98922

Date leak was discovered: 10/26/2024

Date leak was fixed: 10/27/2024

Description of leak including location and how it was fixed:

late Saturday night of Oct. 26 my husband & I came up & discovered our water pressure was low. We checked all indoor and outdoor plumbing & found no leaks or faucets to left on. That led us to further investigation on Sun Oct 27. We discovered unusually wet ground in an area from the water main to the south west corner of the property. We then called the City of Cle Elum & Bill Locake to locate the utilities. We were ready to dig (we have a backhoe) as soon as PSE arrived. Once they did their locate we dug. Found the leak & a previous repair of the water leak & repaired it.

Audrey Casassa

From: Aaron Barr
Sent: Tuesday, November 26, 2024 9:35 AM
To: Audrey Casassa
Subject: Water leak 623 East Third St

Around October 27th (Sunday) I was called out for a water leak at 623 East 3rd st for a residential water leak on the homeowners side of the meter. The leak appeared to be very large. The homeowner was in the process of getting the leak repaired that day as they did. The water service was reinstated and no leaks were present.

Get [Outlook for iOS](#)

Cherie Brumbaugh

623 East Third St

Could we discuss increasing the amount of credit issued since the sewer rate increased, which now affects the sewer rate.

We have always based this credit on water overage above one hundred dollars in the water consumption.

1. Based the credit amount on water overage only

Water **\$134.10** Water Reserve **\$ 65.45** Water Tax **\$11.97** **Totaling \$211.52**

2. Based on water and sewer Consumption combined.

Water **\$134.10** Water Reserve **\$ 65.45** Water Tax **\$11.97** **Total \$211.52**

Sewer Consumption **\$88.55** Sewer Excess **\$446.76** Tax **\$32.12** **Total \$ 567.43**

\$ 778.95 Total Credit based on water and sewer

I attached a separate example of the usage at 1000 CF

I attached consumption for the last 3 Years to look at the average for October usage.

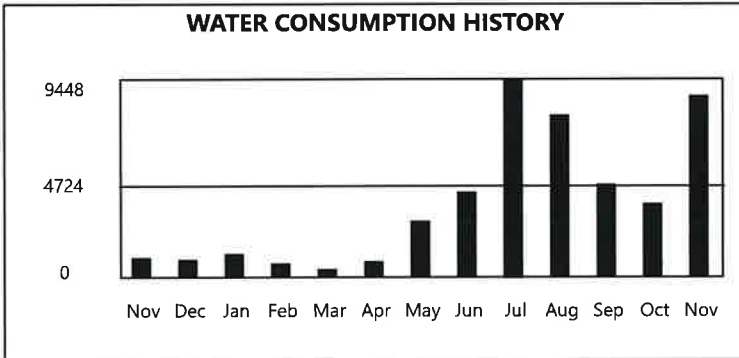


City of Cle Elum

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

BILLING PERIOD	
October Billing	
DUE DATE	ACCOUNT NUMBER
11/25/2024	17890
BILL DATE	AMOUNT DUE:
11/06/2024	949.47
ACCOUNT HOLDER	
Cherie Brumbaugh	
SERVICE LOCATION	
1789.0 - 623 E THIRD ST	

SERVICE	READING DATE	METER READINGS		FACTOR	USAGE	CHARGES
Water	11/04/2024	PREVIOUS	PRESENT	1.0000	8637	
						Previous Balance: 227.75
						Adjustments: 0.00
						Payments: 227.75
						Balance Forward: 0.00
						Water 60.13
						Water Consumption <u>134.10</u>
						Water Reserve <u>76.01</u>
						Water Tax 6% <u>16.21</u>
						Sewer 58.50
						Sewer Consumption <u>88.55</u>
						Sewer Excess <u>446.76</u>
						Sewer Tax 6% <u>35.63</u>
						Garbage 33.58
						Current Charges: 949.47
						Balance: 949.47
						30: 0.00 60: 0.00 90+: 0.00



(134.10)
- 165.45
= 11.97
(88.55)
= 446.76
(32.12)
\$ 778.95

Detach Here and Return Bottom Stub



City of Cle Elum

119 W First Street
Cle Elum, WA 98922

DUE DATE	AMOUNT DUE
11/25/2024	949.47
SERVICE LOCATION	
1789.0 - 623 E THIRD ST	
ACCOUNT NO.	AMOUNT ENCLOSED
17890	

Cherie Brumbaugh
P.O. Box 123
Cle Elum, WA 98922

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

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 1600, passed December 14, 2020.

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](http://cityofcleelum.com)

City Telephone: (509) 674-2262

[Code Publishing Company](#)

Prorate Account

Sample on 1,000 cubic feet

Bill Type

Days

☒ Adjustment ☐ New Bill ☐ Final Bill ☐ Apply As Credit 30 Of 30 = 100.00

Customer Account

Memo

Account No. 17890 Brunbaugh, Cherie

Meter No. 1789.0 623 E THIRD ST

Bill Date 11/26/2024

Bill Type

Due

Work Orders

Consumption

Water Current 1000 Previous 0 ☐ Roll Consumption 1000 Additional 0 Total Cons 1000 Months 1 Date 11/26/2024

Time Water Reads

Assign Defaults

Clear Defaults

Water

Sewer

Garbage

Sewer Reserve

	Class	Units		Water Prorated	Class	Units		Sewer Prorated	Class	Units		Garbage Prorated	Class	Units		Sewer Reserve Prorated
Basic	1	1,000	\$60.13		1	1,000	\$58.50		11	1	\$33.58		10	1,000	\$0.00	
Overage			\$0.00		EWU			\$0.00		xCon		\$0.00		☐ Net Metering		\$0.00
Surcharge			\$10.56				\$0.00				\$0.00				\$0.00	
Other			\$0.00	☒			\$0.00	☒			\$0.00				\$0.00	☒
Tax	0.06000		\$4.24		0.06000		\$3.51				\$0.00		0.00000		\$0.00	
Late			\$0.00				\$0.00				\$0.00				\$0.00	
Interest			\$0.00				\$0.00				\$0.00				\$0.00	
			\$74.93				\$62.01				\$33.58				\$0.00	

Actions

☐ Confirm to Write
☐ Set To Inactive

"Adjustments" can NOT be on a billing cycle day.

Utility Deposit Refund

Leave On Deposit
Deposit Refunded
Status
Approved

Apply Deposit

Deposit Applied

Write Bill

Billed Utility Deposit	\$0.00
Totals	
Account Balance	\$0.00
Prorated Charges	\$170.52
Bill Total	\$170.52

Looking at Average Usage 2022-2024

UTILITY ACCOUNT HISTORY

City Of Cle Elum

11/01/2022 To: 11/26/2024

Time: 14:52:49 Date: 11/26/2024
Page: 1

Brumbaugh, Cherie: 17890; Service Location: 1789.0

623 E THIRD ST

	Current	Previous	Water Usage	Sewer Usage	Current	Previous	Electric Usage	Chg/Pymt	Balance
11/01/2022 Payment	185101501CF							-187.90	0.00
11/07/2022 Bill	Billing							164.79	164.79
12/02/2022 Payment	187381336CF							-164.79	0.00
12/07/2022 Bill	Billing							158.79	158.79
01/03/2023 Payment	189511176CF							-158.79	0.00
01/09/2023 Bill	Billing							158.79	158.79
02/01/2023 Payment	191717889CF							-150.00	8.79
02/06/2023 Bill	Billing							165.05	173.84
02/13/2023 Payment	192495855CF							-173.84	0.00
03/06/2023 Bill	Billing							165.05	165.05
03/27/2023 Bill	Late Notice							0.00	165.05
04/03/2023 Payment	195623279							-165.05	0.00
04/06/2023 Bill	Billing							165.05	165.05
05/02/2023 Payment	197229897							-165.05	0.00
05/08/2023 Bill	Billing							165.05	165.05
06/06/2023 Payment	199029139							-165.05	0.00
06/15/2023 Bill	Billing							189.79	189.79
07/06/2023 Payment	199446969							-189.79	0.00
08/01/2023 Bill	Billing							262.98	262.98
08/01/2023 Payment	202141463							-257.48	5.50
08/07/2023 Bill	Billing							-5.50	0.00
09/06/2023 Payment	204054042							485.09	485.09
09/15/2023 Bill	Billing							371.35	856.44
10/06/2023 Payment	204490073							-485.09	371.35
11/01/2023 Bill	Billing							-371.35	0.00
11/01/2023 Payment	207197036							247.02	247.02
11/01/2023 Payment	207197039							-260.00	-12.98
11/06/2023 Bill	Billing							-250.00	-262.98
12/06/2023 Bill	Billing							165.05	-97.93
01/02/2024 Payment	210627173							165.05	67.12
01/08/2024 Bill	Billing							-67.12	0.00
02/05/2024 Payment	212609670							165.05	165.05
02/06/2024 Bill	Billing							-165.05	0.00
03/04/2024 Payment	214326160							177.31	177.31
03/07/2024 Bill	Billing							-177.31	0.00
04/02/2024 Payment	216039369							170.32	170.32
04/08/2024 Bill	Billing							-170.32	0.00
04/18/2024 Payment	216903091							170.32	170.32
05/06/2024 Bill	Billing							-170.32	0.00
05/14/2024 Payment	218665420							191.72	191.72
06/06/2024 Bill	Billing							-191.72	0.00
06/14/2024 Payment	220621405							218.10	218.10
07/08/2024 Bill	Billing							-218.10	0.00
								328.80	328.80

City Of Cle Elum

UTILITY ACCOUNT HISTORY

Time: 14:52:49 Date: 11/26/2024

11/01/2022 To: 11/26/2024

Page: 2

Brumbaugh, Cherie: 17890; Service Location: 1789.0

623 E THIRD ST		Current	Previous	Water Usage	Sewer Usage	Current	Previous	Electric Usage	Chg/Pymt	Balance
08/01/2024	Payment	223685394							-328.80	0.00
08/07/2024	Bill	Billing	158355	150631	7724				294.09	294.09
09/03/2024	Payment	225664250							-294.09	0.00
09/09/2024	Bill	Billing	162636	158355	4281				224.74	224.74
10/01/2024	Payment	227430919							-224.74	0.00
10/07/2024	Bill	Billing	165998	162636	3362				227.75	227.75
10/15/2024	Payment	228194452							-227.75	0.00
11/06/2024	Bill	Billing	174635	165998	8637				949.47	949.47
Billing Periods 25		Billed Amt: 6,146.57	Avg	245.86						

James Staecheli
515 West Sixth St
Cle Elum

Account # 2070

Water leak was detected when meters were read 11/4/2024
Crew hung a door hanger to notify customer of leak 11/4/2024

Attached September normal billing amount
Attached October Bill requesting credit
Attached Request Relief packet from James Staecheli.

Water - Water Consumption \$146.31 Water Reserve \$71.10 Water Tax \$ 13.05 = (\$230.46)
Sewer -Sewer Consumption \$ 95.45 Sewer Overage Excess \$484.38 Sewer Tax \$35.00 =(614.83)

Totaling = \$845.29



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

*October
Requesting
Relief*

BILLING PERIOD	
October Billing	
DUE DATE	ACCOUNT NUMBER
11/25/2024	20700
BILL DATE	AMOUNT DUE:
11/06/2024	1,006.68
ACCOUNT HOLDER	
James Staeheli	
SERVICE LOCATION	
2070.0 - 515 W SIXTH ST	

SERVICE	READING DATE	METER READINGS		FACTOR	USAGE	CHARGES	
		PREVIOUS	PRESENT				
Water	11/04/2024	45219	54499	1.0000	9280	Previous Balance:	161.39
						Adjustments:	0.00
						Payments:	161.39
						Balance Forward:	0.00
						Water	60.13
						Water Consumption	146.32
						Water Reserve	81.66
						Water Tax 6%	17.29
						Sewer	58.50
						Sewer Consumption	95.45
						Sewer Excess	484.38
						Sewer Tax 6%	38.30
						Garbage	24.65
							34.80
						Current Charges:	1,006.68
						Balance:	1,006.68

146.31
71.10
13.05
95.45
484.38
35.00
\$ 845.29

WATER CONSUMPTION HISTORY

Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov

30:	0.00	60:	0.00	90+:	0.00
-----	------	-----	------	------	------

Water Credit = \$230.46

Sewer Credit = \$614.83

\$ 845.29

Detach Here and Return Bottom Stub



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

DUE DATE	AMOUNT DUE
11/25/2024	1,006.68
SERVICE LOCATION	
2070.0 - 515 W SIXTH ST	
ACCOUNT NO.	AMOUNT ENCLOSED
20700	

James Staeheli
P. O. Box 632
Roslyn, WA 98941-0632

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



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

*September
Normal
Billing*

BILLING PERIOD	
September	
DUE DATE	ACCOUNT NUMBER
10/25/2024	20700
BILL DATE	AMOUNT DUE:
10/07/2024	161.39
ACCOUNT HOLDER	
James Staeheli	
SERVICE LOCATION	
2070.0 - 515 W SIXTH ST	

SERVICE	READING DATE	METER READINGS		FACTOR	USAGE	CHARGES
		PREVIOUS	PRESENT			
Water	09/30/2024	44272	45219	1.0000	947	Previous Balance: 165.26 Adjustments: 0.00 Payments: 165.26 Balance Forward: 0.00 Water 60.13 Water Reserve 10.56 Water Tax 6% 4.24 Sewer 53.50 Sewer Excess 4.81 Sewer Tax 6% 3.50 Garbage 24.65 Current Charges: 161.39 Balance: 161.39

WATER CONSUMPTION HISTORY

Month	Consumption
Oct	1452
Nov	200
Dec	300
Jan	200
Feb	400
Mar	200
Apr	100
May	100
Jun	300
Jul	1452
Aug	2904
Sep	1452
Oct	1000

30:	0.00	60:	0.00	90+:	0.00
-----	------	-----	------	------	------

New sewer rates will be Effective October 1st, 2024

Detach Here and Return Bottom Stub



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

DUE DATE	AMOUNT DUE
10/25/2024	161.39
SERVICE LOCATION	
2070.0 - 515 W SIXTH ST	
ACCOUNT NO.	AMOUNT ENCLOSED
20700	

James Staeheli
P. O. Box 632
Roslyn, WA 98941-0632

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

Alert Type	Currently E Meter ID	Serial Num	Location Address	Alert Time	Last Received	Status	Last Name	Account No	Leak Level	Daily Consumption (Cubic feet)
Leak	Yes	6702603	19993806 1002 DENNY AVENUE	11/04/2024 8:13 AM	11/04/2024 8:13 AM	New	Dumas	1299	2.2	52.8
Leak	Yes	6696834	19993818 1011 DENNY AVENUE	11/04/2024 8:14 AM	11/04/2024 8:14 AM	New	Marsh	1188	1.461	35.057
Leak	Yes	6714543	19993551 820 E FIRST ST	11/04/2024 11:50 AM	11/04/2024 11:50 AM	New	Page	1692	0.944	22.657
Leak	Yes	6692475	19993152 221 LINCOLN ST	11/04/2024 8:37 AM	11/04/2024 8:37 AM	New	Cresto	1567	1.067	25.6
Leak	Yes	6697692	19993083 614 W SECOND ST	11/04/2024 8:10 AM	11/04/2024 8:10 AM	New	Kaur	1366	1.431	34.343
Leak	Yes	6702620	19993100 409 W SECOND ST	11/04/2024 11:36 AM	11/04/2024 11:36 AM	New	Weiser	1326	2.731	65.543
Leak	Yes	6685451	19992986 515 W SIXTH ST	11/04/2024 9:11 AM	11/04/2024 9:11 AM	New	Staeheli	2070	11.048	265.143
Leak	Yes	2013126	19993039 311 W FIFTH ST	11/04/2024 9:13 AM	11/04/2024 9:13 AM	New	Pendrey	1258	21.285	510.829
Leak	Yes	6697685	19992894 804 W SECOND ST	11/04/2024 8:15 AM	11/04/2024 8:15 AM	New	Graham	1687	1.639	39.343
Leak	Yes	6709786	19993165 201 SAGEBROOK LANE	11/04/2024 8:34 AM	11/04/2024 8:34 AM	New	Zuelzke	2061	1.758	42.2



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, 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: 11.28.24

Name: James Staeheli Account #: 20700

Service Address: 515 W Sixth Street

City: CLEELUM State: WA Zip: 98922

Phone: (509) 304-8797

Mailing Address if diiferant than property address: P.O. Box 632 Roslyn, WA 98941

Date leak was discovered: 11-7-2024

Date leak was fixed: 11-9-2024

Description of leak including location and and how it was fixed:

Pipe Broke under house by Kitchen window. Dug up many spots in the yard to find leak. Finally found where it was leaking, cut and fixed with new parts.

WET SPOTS
LOOKING FOR LEAK







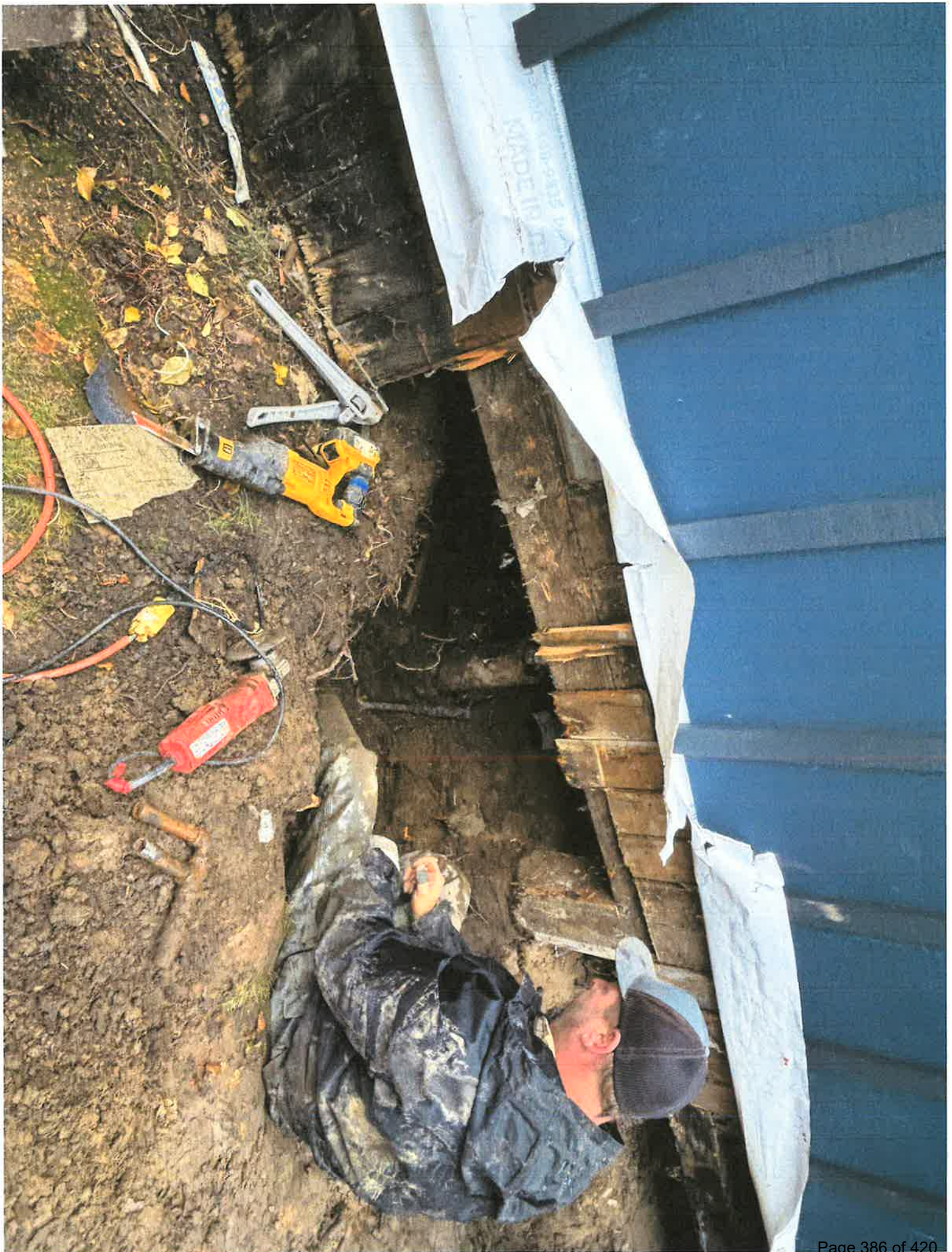








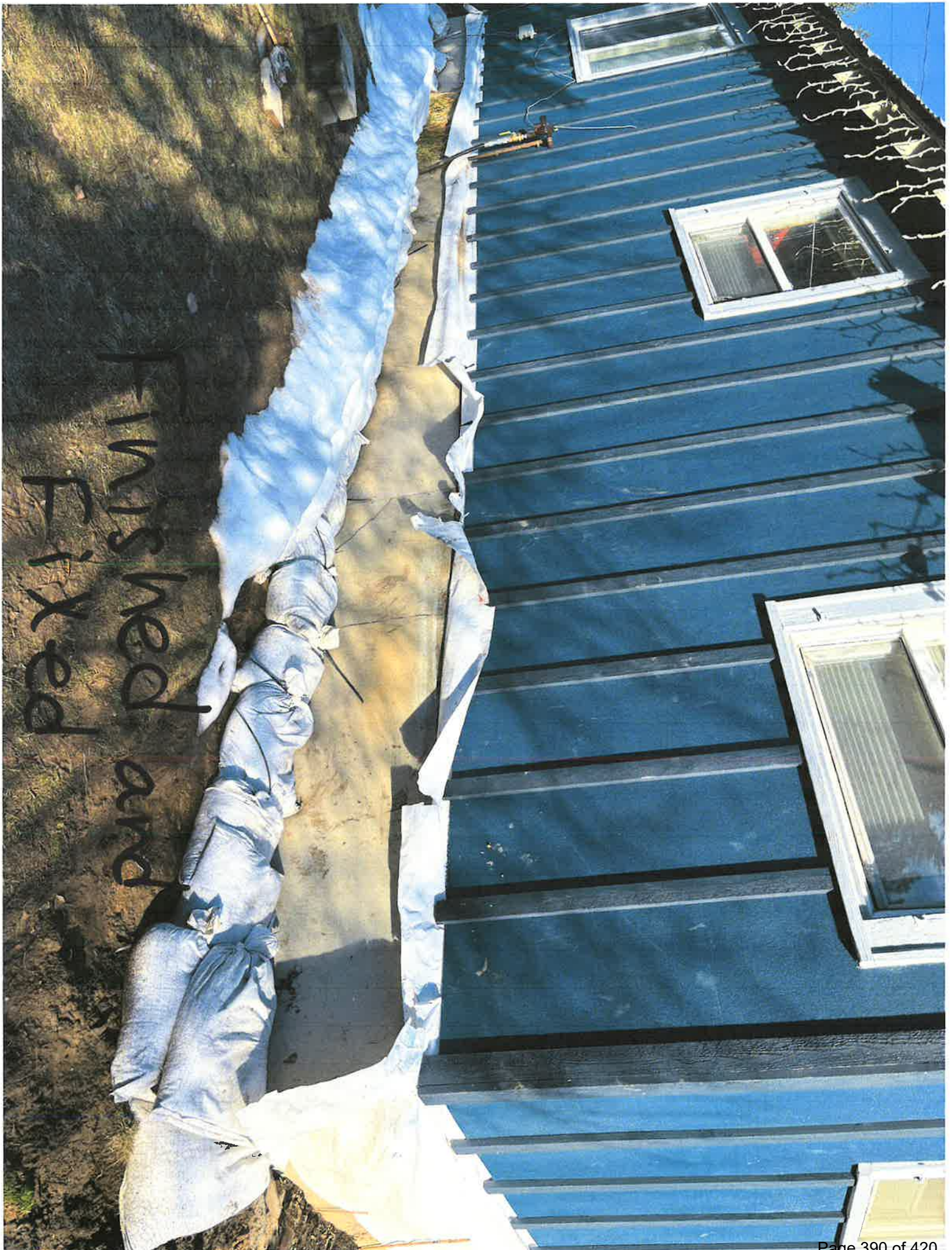
NEWSHUTOFF VALVE











Fixed and finished

















2024 Lodging Tax Fund Application

Name of Applicant: NORTHWEST KITTITAS COUNTY HISTORICAL SOCIETY

Name of Event: NIGHT AT THE MUSEUM LECTURE SERIES

Date Received:



Received By:

[Signature]

Lodging Tax Funds – General Information

The City of Cle Elum imposes a lodging tax assessed on the sale or charge made for furnishings of lodging according to RCW 67.28.180 and RCW 67.28.181. The committees' purpose is to advise and recommend to the legislative authority of the city how excise taxes on lodging should be allocated to support tourism which in turn generates revenue.

Uses According to Law:

According to State Statute funds awarded under this process may be used for the following:

1. Tourism marketing;
2. The marketing and operations of special events and festivals designed to attract tourists;
3. Supporting the operations of tourism-related facilities owned or operated by nonprofit organizations described under 26 U.S.C. Sec. 501 (c) (3) and 26 U.S.C. Sec. 501 (c) (6) of the internal revenue code of 1986, as amended.

Definitions included in state law which should be considered in any application requesting funding include:

- (1) **Tourism** means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.
- (2) **Tourism promotion** means activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding marketing or the operation of special events and festivals designated to attract tourists.
- (3) **Tourism-related facility** means real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor that is: (a) (i) Owned by a public entity; (ii) owned by a nonprofit organization described under section 501 (c) (3) of the federal internal revenue code of 1986, as amended; or (iii) owned by a nonprofit organization described under section 501 (c) (6) of the federal internal revenue code of 1986, as amended, a business organization, destination marketing organization, main street organization, lodging association, or chamber of commerce and (b) used to support tourism, performing arts, or to accommodate tourist activities.

Review Process:

The Committee will review grant applications and award lodging tax funds for special events and festivals.

The Committee will compile the score sheets, rankings, and funding recommendations for further consideration.

Scoring sheets which determine the overall ranking of applications are included in this packet for your reference and information.

Local Policy on Disallowed Uses:

The Committee has determined that certain types of activities are not eligible for funding awards even if they may be tourism related. These include anything affiliated with the following: prizes for contestants, resale items, food and drink, beautification, fundraising, and membership drives. This list should not be considered comprehensive and all funding recommendation decisions are at the discretion of the committees and subject to change by majority opinion.

Application Definitions:

Below is a list of terms and phrases which have specific meaning within this application. It may be helpful for you to review these as you prepare responses so that you have a better understanding of the reviewers' expectations.

Date-specific is an event or project which occurs over less than one month.

Matching Funds is the amount of funding your organization is contributing to the project or event. This includes both direct and indirect fund support. Direct funds can be in the form of cash funding from your organization or funding secured from elsewhere but dedicated to the project or event such as other grants, loans, donations, etc. Indirect funding support includes in-kind support like labor, volunteer support, supplies, and services which directly relate to the project or event, including those provided by your organization and others.

New Projects/Events are projects/events which are in the first four years of existence. For example, a proposal for a barbeque competition which is in its third year would be defined as a new project/event. Likewise, a project by an existing museum which expands its current offerings, or a specific new strategy for appealing to a different target market that is in its first year, would be considered a new project. Ongoing general marketing and advertising campaigns or general operational support requests for organizations/event which have existed for longer than four years are not defined as a new project/event.

Ongoing Projects/Events are defined as projects/events that have been established for more than four years. Applications that qualify under this definition may be awarded up to 10% of the project's/event's expense budget.

Partnerships are agreements between events/organizations/groups which enhance the overall project/event by providing additional value-added benefits or opportunities for attendees as well as the participating partners. For instance, as part of your event, you may have partnered with a local hotel or campground for a special group rate for overnight attendees. You may have also partnered with a local restaurant to provide a special meal discount or drink offer. You may have also agreed to refer your attendees to another event simultaneously occurring in another part of the county.

Project Budget is a written description of the complete budget for your project or event. It must include anticipated revenues, expenses, and any potential profit or loss.

Seasonal means a project or event which operates at least 1 month and up to 6 months, and during at least 2 seasons (Spring, Summer, Fall, Winter).

Self-Sustaining is being able to provide for your own needs without the assistance of grant funds.

Supports County as a Tourism Destination means including strategies within your proposal which will assist in attracting tourists to our County during times of the year other than for your project/event alone. This may include cross-promotion agreements with other projects/events, it may include active marketing of other projects/events at your project/event, it may include referring attendees directly to other tourist opportunities in Kittitas County, etc.

Year-round means a project or event is ongoing and actively working to attract tourists for at least 6 months, and at least 3 seasons (Spring, Summer, Fall, Winter).

SUBMITTAL INSTRUCTIONS

Please return **ONE COPY** of the entire original application (including the cover sheet and instructions sheets) and answers to narrative questions to:

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922**

Incomplete applications will not be considered. Applications may not be changed or amended by the applicant after the deadline for submission.

Project Management:

Successful applicants shall be required, as a condition of the funding award, to enter into a contract. The agreement may include, but not be limited to, the specific amount of the award and what it may be used for, all reporting requirements associated with this funding, payment terms, and any and all other appropriate terms of the funding. The City of Cle Elum will be the contracting agent for all approved projects.

All funds awarded under this program will be available in the form of reimbursable grants. The funds will be available for reimbursement beginning January 31 and ending December 31 of the calendar year immediately following award notification. Any unexpended funds will be returned to the Lodging Tax accounts from where they came and made available for re-appropriation. All requests for reimbursement shall be made to the Treasurer's office at the following address:

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922**

For specific information and requirements regarding the reimbursement process, please contact the Treasurer's office at 509-674-2262

Project Reporting Requirements:

State law requires that all recipients of Lodging Tax revenues must submit a report to the municipality describing the actual number of people traveling for business or pleasure on a trip:

- A. Away from their place of residence or business and staying overnight in paid accommodations;
- B. To a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or
- C. From another country or state outside of their place of residence or their business.

A report form will be provided as part of the contract for receiving funds. We ask that you provide this information within 60 days after your event is complete once you have critiqued your event.

In addition, any reports which are produced as a result of a grant award must be submitted within 60 days of completion as part of your project reporting requirements. This will provide evidence that the work paid for by the grant has been completed.

Applicant Categories and Eligibility:

Grants from lodging tax funds are provided for two types of applicants, New Projects/Events and Ongoing Event Support. An organization may only apply for funding from one category per year. The categories are defined as follows:

The **New Project/Events** category is for applications from events/projects which are within the first three years of existence. Applications may be considered in this category from established events (older than four years) which are proposing a new or expanded project designed to increase tourism as part of an ongoing event.

The **Ongoing Project/Event Support** category is for applications from established events (ongoing for more than four years) which may request continuing support. Grant awards are limited in this category to no greater than 10% of the event's expense budget. This category includes project/events which may be operating under a new board or organization, moving venues, changing dates, or implementing other non-substantial changes to a project/event which is ongoing for more than four years.

Other Information:

Insurance: As part of its contract for performance, a municipality may require contractors to maintain liability insurance in the amount of \$1,000,000 or more and name the municipality as an additional insured on its liability insurance policy.

Application Form: This packet is available at:

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922**

Grant Preferences:

In the review of applications, the Lodging Tax Advisory Committee or designees will grant preference to those proposals which (1) increase tourism, and (2) demonstrate ability toward eventual self-sustainability. **Applications from non-for-profit organizations will be given preference over those from for-profit entities.**

Guidelines and Requirements for Advertising Expenditures of Lodging Tax:

Branding

Contractors who have been approved to utilize grant awards for advertising expenditures must incorporate appropriate City of Cle Elum information as follows:

A. Websites and Social Media Sites must include the City's tourism website logo with an operational link to the site(s). The logo must be displayed on the contractor's home page, it must be sized no smaller than ½ inch in height, and must be surrounded by appropriate white space to allow easy recognition and legibility. Contractors shall not change the logo(s) in color or appearance.

B. Print Advertising and Online Display Advertising of all types (including but not limited to newspaper, periodicals, flyers, posters, billboards, direct mail, e-newsletters, third-party websites, streaming displays, etc.) and must include the City's tourism

website logo. The logo must be sized no smaller than ½ inch in height, and must be surrounded by appropriate white space to allow easy recognition and legibility. Contractors shall not change the logo(s) in color or appearance.

C. Video Advertising of all types (including but not limited to television, online, electronic kiosks, motion billboards, etc.) must include the City's tourism website logo. The logo must be size no smaller than ½ inch in height, and must be surrounded by appropriate white space to allow easy recognition and legibility. Contractors shall not change the logo(s) in color or appearance.

All logos and website information may be obtained by contacting the City of Cle Elum administration.

Advertising Reimbursements

Contractors seeking reimbursement from Lodging Tax Funds for advertising expenditures must adhere to the following guidelines and requirements for each type of advertising media utilized:

A. Print Advertising:

1. Print advertising placed with any media provider which operates exclusively outside of Kittitas County may be reimbursed at 100% of the cost, including any production costs. To operate exclusively outside of Kittitas County, the provider must not be physically located in the County and/or not distribute any media within the County.
2. Print advertising placed with any media provider which operates inside Kittitas County may be reimbursed as follows:
 - a. For date-specific events, advertising the day of the event and up to 7 days prior to the event may be reimbursed at 100% of the cost, including any production costs.
 - b. For seasonal or year-round events, or for date-specific events outside of the time-frame in Section 2 A, (2)(a) above, advertising reimbursement requests must include a statement from the media provider specifying the percentage distribution to areas outside of Kittitas County. Reimbursements will be allowed for the amount distributed outside of Kittitas County, including any production costs.

B. Television Advertising:

1. Television advertising placed with any media provider outside the Yakima/Kittitas DMA will be reimbursed at 100% of the cost, including any production cost.
2. Television advertising placed with any media provider inside the Yakima /Kittitas DMA will be reimbursed as follows:
 - a. For date-specific events, advertising the day of the event and up to 7 days prior to the event may be reimbursed at 100% of the cost, including any production costs.
 - b. For seasonal or year-round events, or for date-specific events outside of the time-frame in Section 2 B, 2(a) above, advertising may be reimbursed at the rate of 70% of the total cost, including any production costs.

C. Online Advertising:

1. Online advertising and promotion may be reimbursed at 100% of the cost, including any production cost.
2. Streamed media (radio, television, other) requests for reimbursement must include a statement from the media provider specifying the percentage of recipients which are outside of Kittitas County. Reimbursements will be allowed for the percentage distributed outside of Kittitas County, including any production costs.

D. Direct Mail:

1. Direct mail advertising may be reimbursed at 100% of the cost, including any production cost, for each item mailed or shipped to a destination outside of Kittitas County. In order to receive reimbursement, a list of the addresses and a signed statement from the contractor that the list is accurate, or other proof of delivery, must be provided along with other required documentation.

E. Flyers/Posters:

1. Flyers or posters which are placed outside of Kittitas County may be reimbursed at 100% of the cost, including any production cost. In order to receive reimbursement, a list of the locations where flyers or posters were posted outside of Kittitas County and a signed statement from the contractor that the list is accurate must be provided along with other required documentation.

F. Radio Advertising:

1. Radio advertising placed with any media provider located outside of Kittitas County may be reimbursed at 100% of the cost, including any production cost.
2. Radio advertising placed with any media provider located inside of Kittitas County may be reimbursed as follows:
 - a. For date-specific events, advertising the day of the event and up to 7 days prior to the event may be reimbursed at 100% of the cost, including any production cost.
 - b. For seasonal or year-round events, or for date-specific events outside of the time-frame in Section 2 F, 2(a) above, advertising may be reimbursed at the rate of 30% of the total cost, including any production costs.

APPLICATION FOR LODGING TAX GRANT FUNDING

Application Year: 2025

Name of Organization: NKK HISTORICAL SOCIETY

Organization mailing address: 302 W 2ND
CLE ELUM WA 48922

Organization contact person & title: WILLIAM SKINNER
VICE PRESIDENT

Organization/contact phone: _____

Email: WILLIAMSKINNER@GMAIL.COM

Organization Website: NKK MUSEUMS.ORG

Federal Tax ID Number: 94-3091028 EIN Number: 60820533

Organization is a (select one):

☐
☒
☐
☐

Government Entity

501(c)3

501(c)6

Other _____

(note: you must submit 501(c)3 or 501(c)6 approval documentation -- see sample document)

Project/Event Name: NIGHT AT THE MUSEUM LECTURE SERIES

Project/Event Date: JUNE - OCT 2025

Project/Event Location: CANDORATED HALL MUSEUM

Amount of Funding Requested: \$ 6,450

For which funding category do you qualify (check one) (see instructions for definitions):

☒ New Project/Event

☐

Ongoing Project/Event Support

Estimated # of overnight stays: 92

Tourism Seasons: From the list below, what season will your project enhance tourism? Please indicate the appropriate season.

☐
☐
☒

Season:

Year-round

Off season

Shoulder season

High season

Months:

January – December

November – February

October or March - May

June – September

APPLICATION QUESTIONS

Please answer each question completely, in the order listed, on a separate sheet attached to this application. Please include any supporting data within the response narrative.

1. Please provide a description of your project/event and identify the specific tourism audience/market that your organization will target with these funds. You must include an itemized list of exactly how any grant funds awarded will be utilized.
2. Please provide the following estimates of how any money received will result in increases in the number of people traveling for business or pleasure on a trip:
 - I. Away from their place of residence or business and staying overnight in paid accommodations;
 - II. To a place fifty miles or more away from their place of residence or business for the day or staying overnight; or
 - III. From another country or state outside of their place of residence or business.

You must provide the evidence utilized in determining your projections.

3. What tools will you use to measure your event's impact on tourism? Please be specific and provide examples. Include the following information:
 - I. Is your project/event year-round or is it seasonal or date-specific?
 - II. What strategies will you employ to assure you are attracting tourists from at least 50 miles away?
 - III. What strategies will you use to assist in marketing all of Kittitas County as a tourist destination with your event/project funding request?
4. Does your organization have, or have you applied for, grant funding from other sources? If not, why not? If yes, please list the available funding you have for the project, including any volunteer and in-kind sources, and/or the sources and amounts for which you have applied. Please note which funding sources are secured and in hand so a true matching fund determination may be determined. What changes would occur if the project couldn't be funded?
5. If your organization collaborates or has created partnerships with other organizations, other groups, or other events to cross-promote in an effort to encourage county-wide tourism, how is this accomplished?
6. Please explain what plans exist to allow this project to become self-sustaining. Include any plans for ticket sales, event sponsors, and other cost-recovery models.
7. **Additional information:** Provide any additional information which will assist the Committee in evaluating your project and its benefit to tourism. Please limit any additional written information to one page and any other additional attachments to 3 pages.
8. **Project Budget:** Please attach a copy of the complete budget for this project/proposal. If your agency operates independently of this project application it may not be

necessary to submit the entire agency budget. You must submit a budget which specifically pertains to the project/event for which you are requesting funding and adheres to the basic budget format shown below.

The budget must include anticipated revenues, expenditures, and any potential profit or loss. For projects/events which are ongoing for more than 1 year, please also submit actuals from the previous three years of operations for the project/proposal if applicable. Also, please supply any narratives necessary to understand the budget being submitted and list separately any in-kind or volunteer contributions.

Please assure your budget, and actuals from previous years (if applicable), are in the following basic format:

Revenues:

Cash
Donations/Sponsorships
Sales
Vendor Fees
Grants
Etc.

Total Revenues

In-Kind Contributions:

Volunteer Labor
Donated Services
Donated Materials
Etc.

Total In-kind

Expenses:

Venue
Insurance
Services
Advertising
Security
Etc.

Total Expenses

Profit/Loss (Revenue less Expenses)

9. Has your event received Lodging Tax funds in previous years?

Yes ☐

No ☒

If yes, please list each year and the amount received for that year.

All applicants must also provide the following information regarding the event/project:

	Prior Year	Projected
A. How many participants and spectators attended last year's activity and/or will attend this year?	<u>200</u>	<u>300</u>

B. How many days did/will your event occur? 3 5

C. How many room nights were and /or will be booked as a result of your project/event?

(You must provide a verifiable source of information as evidence for your response to item C. Failure to do so will disqualify your application.)

92 125

10. **Application Certification:**

The applicant here certifies and affirms: 1. That it does not now, nor will it during the performance of any contract arising from this application, unlawfully discriminate against any employee, applicant for employment, client, customer, or other person who might benefit from said contract, by reason of age, race, color, ethnicity, sex, religion, military status, sexual orientation, creed, place of birth, or disability; 2. That it will abide by all relevant local, state and federal laws and regulations and; 3. That it has read the information contained in the Instructions on pages 1 and 2 and understands and will comply with all provisions thereof.

Certified by:
(signature)

(print name)

Title:

Date:



MICHAEL J. VICKERS

V.P.

11/16 / 2024

Lodging Tax Grant Application Rating Form

Criteria	Points Possible	Application Questions	Points Awarded
Partnerships	5 Yes = 5 No = 0	Question 5	
Length of Impact	15 Date specific = 5 Seasonal = 10 Year Round = 15	Question 3	
Attracts Tourists from at least 50 miles away	15 yes = up to 15 No = 0	Question 3	
Supports County as Tourism Destination	15 yes = up to 15 No = 0	Question 2, 3, 5, 7	
Attributable Lodging Stays	20 0 = 0 1-30 = 5 31-100 = 10 101-250 = 15 More than 250 = 20	Question 9	
Applicant's Matching Funds	20 Less than 5% = 0 5% - 25% = 5 25% - 49% = 10 50% - 99% = 15 100% or more = 20	Question 4, 8	
Sustainable Future Funding Identified	10 yes = 10 No = 0	Question 6	

Applicant Checklist

For applicant use prior to submission

- ☐ My application title page states: Request for Proposals, Lodging Tax Fund (YEAR).
- ☐ My application is for a new project/event and/or for an ongoing project/event as defined on page 2 of the application packet.
- ☐ I have attached proof of non-profit status if applicable which matches the sample document provided.
- ☐ I have included an itemized list in response to item 1 in the application of how any grant funds awarded will be utilized.
- ☐ I have attached additional information in response to item 7 in the application, if needed, which includes written information limited to one page and other attachments limited to three pages.
- ☐ I have attached a project budget, properly formatted according to item 8 in the application.
- ☐ If this event is ongoing for more than one year, I have also submitted actual financial data from the previous three years if applicable, formatted properly according to item 8 in the application.
- ☐ The application certification in item 10 is signed and dated by the proper authority.
- ☐ I have included one copy of the entire original application according the submittal instructions on page 4.
- ☐ My application is being delivered to:

**City of Cle Elum
119 West First Street
Cle Elum, WA 98922**

Submission Checklist

For office use only

Please mark “yes” or “no” to each criteria below:

☐

Applicant filled out the proper application version for this grant cycle.

☐

Applicant answered each question.

☐

A budget is attached which includes revenues, expenses and anticipated profit or loss (plus previous 3 years actuals for ongoing projects/events).

☐

The applicant has signed and dated the certification statement required in item 10 of the application.

☐

The application was submitted on time.

☐

Proof of non-profit status is included (if applicable).

Please date stamp the application and initial.

LODGING TAX EXPENDITURE REPORT CITY OF CLE ELUM (JLARC)

ACTIVITY INFORMATION:

Year: _____

Organization: _____

Activity Name: _____

Activity Type: Event/Festival ☐ Marketing ☐ Facility ☐

Event/Festival- encompasses specific activities such as fairs, festivals, celebrations, etc.

Marketing- encompasses activities which advertise the municipality or town (if lodging tax funds were used to advertise for a specific event/festival, this expenditure falls under the "Event/Festival" category).

Facility- encompasses activities related to facility acquisition, upkeep, renovation, etc.

Start Date: _____

End Date: _____

Funds Requested: _____

Funds Awarded: _____

Total Activity Cost: _____

Notes:

OVERALL ATTENDANCE:

*Organizations should provide an estimate of the predicted attendance and a *method for determining the actual attendance. If lodging tax funds were used for an activity not expected to generate measurable attendance (such as a general marketing campaign or an expenditure related to facility upkeep), leave the field blank and use the Notes section to explain.*

Predicted: _____

Actual: _____

*Method: _____

(See explanation of Method on last page)

Please Explain: *Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, etc.).*

ATTENDANCE 50+ MILES: *Determine the number of people who traveled more than 50 miles to attend the activity and select the method to tell us how the attendance was quantified.*

Predicted: _____

Actual: _____

*Method: _____

LODGING TAX EXPENDITURE REPORT CITY OF CLE ELUM (JLARC) Continued

Please Explain: *Enter notes about the specific type of method used to determine the attendance 50+ miles count (such as surveys or hotel room reservations, etc.).*

ATTENDANCE OUT OF STATE, OUT OF COUNTRY: *(number of people)*

Predicted: _____ **Actual:** _____

***Method:** _____

Please Explain: *Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, hotel room reservations, etc.).*

ATTENDANCE PAID FOR OVERNIGHT LODGING:

Enter the total number of people who paid for overnight lodging while attending the activity. Organizations using lodging tax funds should quantify this figure and a method for determining it. If lodging tax funds were used for an activity not expected to generate measurable attendance (such as a general marketing campaign or an expenditure related to facility upkeep), leave the field blank and use the Notes section to explain.

Predicted: _____ **Actual:** _____

***Method:** _____

Please Explain: *Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, hotel room reservations, etc.).*

PAID LODGING NIGHTS:

Enter the total number of lodging nights associated with this activity. A lodging night is one or more persons occupying a room for a single night. Organizations using lodging tax funds should quantify this figure and select the method used to determine it.

Predicted: _____ **Actual:** _____

***Method:** _____

Please Explain: *Enter notes about the specific type of method used to determine the number of lodging nights (hotel room reservations, interviews, raffle, etc.).*

***Method:** Select the method used to determine the overall attendance from these categories to tell us how the overall attendance was quantified.

- **Direct Count:** Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides, likely to be affected by an event.
- **Indirect Count:** Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.
- **Representative Survey:** Information collected directly from individual visitors/participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.
- **Informal Survey:** Information collected directly from individual visitors or participants in a nonrandom manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.
- **Structured Estimate:** Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 square feet)
- **Please Explain:** Enter notes about the specific type of method used to determine the attendance count (such as vehicle counts, raffle tickets sold, etc.). You may also enter N/A or Other.

REQUEST FOR PROPOSALS, LODGING TAX FUND 2024 – NARRATIVE

1. Please provide a description of your project/event and identify the specific tourism audience/market that your organization will target with these funds. You must include an itemized list of exactly how any grant funds awarded will be utilized.

NKCHS is seeking \$6,450 to fund operations and marketing for our 2025 Night At The Museum Speakers Series.

Plans are currently underway to create a series of historical and cultural activities to be held at the Carpenter Museum between April and September 2025. We will be offering a series of artistic workshops, exhibits, and 5 special historical lecture

engagements that will be geared toward attracting visitors from Wenatchee, the Tri-Cities, Yakima, and the west side of Snoqualmie Pass.

The Carpenter House Museum has brought thousands of visitors to Cle Elum since it opened in 1989. It was visited by 733 people in 2023 and, based on current visitorship, we predict our 2024 count to reach 788 people (a 7.5% increase). Although its regular visitor season runs from April through September, it is used year-round for monthly meetings of the historical society and High Country Artists as well as for special events, workshops, and group tours. In addition to providing a glimpse into how the Carpenter Family lived there over 100 years ago, it offers a number of special activities each month to attract visitors, including:

New Art Exhibits

Receptions with refreshments

Lawn activities (rock painting, musical jam session, ice cream social)

History lectures

Workshops (painting, card making, macramé)

Meeting Space for Various Groups

Itemized List of how grant funds will be utilized:

Contractual Services \$3,900

Marketing \$ 2,550

2. Please provide the following estimates of how any money received will result in increases in the number of people traveling for business or pleasure on a trip:

I. Away from their place of residence or business and staying overnight in paid accommodations;

32 motel nights and 60 camp nights

II. To a place fifty miles or more away from their place of residence of business for the day or staying overnight; or

172 traveling fifty miles or more from their residence

III. From another country or state outside of their place of residence or business.

27 from another country or state outside their residence

The above figures are derived from the actual count from our museum's GUEST BOOK (see sample attached) from 2023 and multiplied by a

5. If your organization collaborates or has created partnerships with other organizations, other groups, or other events to cross-promote in an effort to encourage county-wide tourism, how is this accomplished?

NKCHS has partnered with several organizations over the years, starting with the High Country Artists in 2000. This partnership, formed 24 years ago, was arranged for HCA to maintain and operate the Carpenter House in lieu of paying a rental fee. Our Memorandum of Agreement with HCA provides non-profit 501c3 coverage, requires HCA to staff the house with museum docents and pay its utility bills while at the same time allows them to provide art workshops and exhibit their art in the home. Income is derived from membership dues, donations, workshop fees, and art sale commissions of 25-30% - all of which goes towards maintenance and operation of the Carpenter House.

NKCHS spearheaded the efforts in 2011 to create the Cascade Association of Museums, Art and History (CAMAHA) to collaborate and partner with other organizations (22 currently) in order to cross-promote our historic sites in an effort to encourage county-wide tourism. The Memorandum of Agreement between NKCHS and CAMAHA which provides CAMAHA with non-profit 501c3 coverage has been in effect since inception in 2011. We are actively involved in CAMAHA and attend quarterly meetings to update each other on what's happening at each of our sites so that we can pass that information on to our visitors by way of the CAMAHA brochure, website, and personal invitation. Our collaboration with CAMAHA has had a very positive impact on our operations, most notably, through shared resources we were able to create 360 ° videos of both the Telephone and Carpenter House Museums to add to our website as well as convert old movie reel films of our local area into dvd formats for use in presenting our local history talks – all of which are used to attract more visitors to our museums.

NKCHS has collaborated with the Cle Elum Downtown Association on projects such as providing historic information for their website and a proposed walking history tour of Cle Elum, and is currently working with the Kittitas County Chamber to produce a mural for the wall of the Farm and Home building.

6. Please explain what plans exist to allow this project to become self-sustaining. Include any plans for ticket sales, event sponsors, and other

cost-recovery models.

We will be asking our membership to help with their donations as well as seeking ad sponsorships and creating possible fundraising auctions. We will also continue our current fund raising endeavors which include annual membership drives, donations, workshops, and grants applications.

7. Additional information: Provide any additional information which will assist the Committee in evaluating your project and its benefit to tourism. Please limit any additional written information to one page and any other additional attachments to 3 pages.

Our mission at NKCHS since inception in 1965 is to preserve and disseminate Northern Kittitas County history by such means deemed appropriate by the Board of Directors, including cooperation with other societies and organizations

2024 NKCHS - Speaker Series

ITEM/SERVICE	ESTIMATE	ACTUAL	DIFFERENCE
REVENUES			
NKCHS	\$ -	\$ -	
Grants	\$ -	\$ -	
Sponsorship	\$ -	\$ -	
	\$ -	\$ -	\$ -
EXPENSES			
MARKETING			
Digital Marketing & IT	\$ 1,500.00	\$ -	\$ (1,500.00)
Postage	\$ 350.00	\$ -	\$ (350.00)
Printing	\$ 700.00	\$ -	\$ (700.00)
	\$ 2,550.00	\$ -	\$ (2,550.00)
CONTRACTURAL SERVICES			
Videography	\$ 2,500.00	\$ -	
Event Coordinator	\$ 500.00	\$ -	
Event Manager	\$ 750.00	\$ -	
Equipment Maintenance	\$ 150.00	\$ -	
Speakers	\$ -	\$ -	
	\$ 3,900.00	\$ -	\$ -
OPERATIONS			
Insurance		\$ -	
Lodging		\$ -	
Trash Disposal		\$ -	
Utilities		\$ -	
	\$ -	\$ -	\$ -
TOTAL	\$ 6,450.00	\$ -	\$ (2,550.00)
		<u>APPROVED</u>	<u>REQUESTED</u>
City of Cle Elum JLARC Request		\$ 6,450.00	\$ (6,450.00)
	<u>50+ VISITORS</u>	<u>VALUE</u>	<u>DIFFERENCE</u>
VALUE OF 50+ MILE VISITATION			
AMOUNT VISITORS SPEND DAILY	\$ 205.00		
AMOUNT VISITORS SPEND ON O/N STAY	\$ 100.00		

NOTES

You will need to contribute something as collateral for the JLARC Request

Earmarked for the future

Earmarked for the future

Newsletter and invitations @ 50/ea, \$1/cost per production run at 5 events and 2 Newsletters

Newsletter and invitations @ 50/ea, \$1/cost per production run at 5 events and 2 Newsletters (additional Newsletters available at 5 even

Cost is \$500/event w/ 5 events totaling to \$2,500

Event set-up and tear-down

Invitations, newsletter and pre and post event reporting

Speakers, lights, amps

Earmarked for the future

Post-event reporting -- manually enter information

The amount that a visitor spends on travel, food and various costs on travel in 2024*

Amount per visitor for overnight stays, averaging resort, hotel, motel and camping fees

*Per KCCC 2024 Kittitas County Lodging Tax Informational Video

City Council Appointment Timetable

- **Tuesday, November 26, 2024** – Mayor announces that Councilmember Glondo intends to resign in the coming weeks
- **Tuesday, December 3, 2024** – Mayor announces that applications will be accepted from Tuesday, December 3, 2024, through Thursday, December 19, 2024, through application on City's website
- **Thursday, December 5, 2024** – Initial newspaper advertisement runs in Northern Kittitas County Tribune, with second advertisement running on Thursday, December 12, 2024
- **Thursday, December 19, 2024** – Application deadline at 12:00 noon
- **Friday, December 20, 2024** – Clerk's Office provides City Council packets containing all application materials and posts all applications on City's website
- **Monday, January 6, 2025** – City Council holds a Special Meeting where candidates address the Council; City Council holds Executive Session* to discuss qualifications of candidates; City Council considers motion(s) to appoint an individual to fill the position; Mayor swears in newly appointed councilmember