



# EPHRATA CITY COUNCIL

MAYOR BRUCE REIM

MAYOR PRO-TEM WILLIAM COE

KATHLEEN ALLSTOT, SARAH McDONNELL, VALLI MILLARD,

MATT MOORE, TONY MORA, MARK WANKE

CITY ADMINISTRATOR MIKE WARREN

## - AGENDA FOR FEBRUARY 19, 2020 -

7:00 PM

### REGULAR SESSION

1. Called to Order
2. Roll Call
3. Pledge of Allegiance
4. Recording of Meeting: **NO**
5. Additions or corrections to published Agenda
6. Presentations:

### **II** CONSENT AGENDA

1. Approval of Claim Fund Bills and Checks Issued
2. Approval of Council Minutes: February 5, 2020
3. Approval of Special Event Applications:
  - a.) Columbia Ridge Reunification Drill
  - b.) Sage N Sun

### **III** STAFF, COMMITTEE, & AGENCY REPORTS

1. Public Works report on Chlorination

**IV**     **CLOSED RECORD DECISIONS** (RCW CHAPTERS 38, 42 OPEN PUBLIC INPUT NOT PERMITTED)

1.

**V**     **PUBLIC HEARINGS**

**VI**     **ORDINANCES & RESOLUTIONS**

1.

**VII**    **ITEMS FOR COUNCIL CONSIDERATION**

1. Accept Request for Qualifications for Architectural Services
2. Authorize Agreement for Technical Consulting Services for Farallon Consulting

**VIII**   **CITY ADMINISTRATOR REPORT**

1. 2020 Budget Report



## CITY COUNCIL MINUTES February 05, 2020

City Council of the City of Ephrata, Grant County Washington met in regular session on February 5, 2020. The meeting was called to order at 7:00 p.m. by Mayor Bruce Reim

**Members Present:** Mayor Bruce Reim, Mayor Pro Tem William Coe, Council members Mark Wanke, Matt Moore, Valli Millard, Sarah McDonnell, Tony Mora, and Kathleen Allstot.

**Staff Present:** City Administrator Mike Warren, City Attorney Anna Franz, Community Development Director Daniel Leavitt, Public Works Director Bill Sangster, Community Relations Director Traci Bennett, Interim Police Chief Erik Koch, Fire Chief Jeremy Burns and City Clerk/Finance Director Leslie Trachsler.

Pledge of Allegiance was said.

No public signed up to speak. This meeting is not being recorded.

**Agenda:** There were no additions or corrections to the Agenda.

**Presentations:**

- Mayor Reim gave the Oath of Office to incoming City Administrator, Mike Warren.
- Mayor Reim gave the Oath of Office to the Interim Police Chief, Erik Koch.
- Interim Chief Erik Koch gave Oath of Office to the newest Police Officer, Zachary Smith.

**Consent Agenda:** Motion was made to approve consent agenda. (m/s Allstot/Moore)  
Motion carried.

Items on the consent agenda are as follows:

Claims #91358 through #91420 in the amount of \$241,517.35  
Claims #91324 through #91330 and #91356, 91357 in the amount of \$49,628.47  
VOIDED Claim #90222 in the amount of (\$1,216.03)  
Payroll Check #46587 through #46605 in the amount of \$33,379.37  
Payroll Claims #91190 through #91209 in the amount of \$236,700.62  
Payroll Direct Debit in the amount of \$6,000.00

Payroll Direct Deposit in the amount of \$179,757.95  
Claims #91351 through #91355 in the amount of \$5,432.33  
Minutes of the January 15, 2020 Council meeting

Approval of Special Event Application:

- Gran Fondo 8:00 a.m. – 6:00 p.m. March 15, 2020
- Beezley Burn 7:00 a.m. – 4:00 p.m. April 4, 2020
- Columbia Ridge Bike Rodeo 8:30 a.m. – 2:00 p.m. April 16 & 17, 2020

Approval of 2019 Converted Property – Confiscated Property Converted to City use.

**Resolution 20-005 – Authorized Bank Signers:** This Resolution assigns those authorized officials to make deposits and withdrawals from the City's accounts. This is required due to the recent change in personnel.

Motion to approve and accept Resolution 20-005 Authorizing Officials to make Deposits and Withdrawals from the City's account. (m/s Millard/McDonnell) Motion carried.

**WSDOT Roundabout at SR282 and Nat Washington Way:** The Washington Department of Transportation (WSDOT) has begun the process of analyzing the need for a roundabout or other intersection improvement at the intersection of Nat Washington Way and SR 282. They are looking for a letter of support from Council.

Ethan Rhoades, Engineer and David Kieninger, Traffic Engineer for WSDOT, addressed Council advising that the State's collision analysis system has identified this particular intersection as qualifying for some type of intersection improvement due to a high number of traffic accidents. He explained that roundabouts are the preferred alternative to traffic signals due to costs. At present, the project has to be presented to the State Safety Panel who will then put it on a State Priority Listing for future funding. To help the project get a better rating from the State Safety Panel, one thing they look for is if there is support from the local community.

Council discussion ensued:

- This roundabout would be larger than the one at Dodson Road due to the higher speed of traffic in this area. It would have the same type of configuration as Quincy's but without the slip lanes which create another conflict point within the roundabout.
- Estimated time for construction is 55 days. Design, right of way and construction is estimated at \$2.4M due to the size required for this intersection.
- Timeline for construction is 4-6 years out. Project still has to pass the Safety Panel before it can get in line for a funding source. WSDOT is pursuing a funding source where DOT would fund the entire project.
- Letter of support would be beneficial in moving this project forward. The Safety Panel meets the first week in March and will be reviewing this project then. The positive feedback on the Dodson Road Roundabout would be an important item to include in the letter.

Motion to authorize Administration to send a letter of support for a roundabout at the intersection of Nat Washington Way and SR282. (m/s Mora/Moore) Motion carried.

**Citizen Concern – Limit Vehicle Idling:** Gerald Singleton was not present.

**Status of New Recycling Center:** Warren reported that the new recycling center is scheduled to open to the public on February 11<sup>th</sup>. Consolidated will move all the receptacles on Monday the 10<sup>th</sup>. Security cameras, fencing and signage installations have been completed.

Council discssuion ensued.

**Write-Off of Uncollectible Debt:** Staff has identified twenty-two accounts for write-off; four utility accounts and eighteen judgements. All avenues of collection have been exhausted and these accounts are legally uncollectible due to statute of limitations and bankruptcy.

Motion to authorize staff to write-off twenty-two legally uncollectible debt accounts. (m/s Allstot/McDonnell) Motion carried.

**Surplus of Equipment – Expired Ballistic Vests:** The Police Department is requesting the surplus and subsequent destruction by incineration outdated and expired ballistic vests and carriers. Council discussion ensued – vests are rated and only certified for 5 years.

Motion to surplus expired ballistic vests. (m/s Wanke/Millard) Motion carried.

**City Administrator Report:**

Final 2019 Budget Report: Revenues were 4% and expenses 9% below budget. The General Fund cash balance continues to remain above our projected baseline. Sales tax revenue for 2019 saw an increase of 5% over 2018. Overall 2019 was a good year.

There being no further business meeting adjourned at 7:35 p.m.

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Bruce Reim, Mayor

ATTEST:

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Leslie Trachsler, City Clerk

# SPECIAL EVENT PERMIT APPLICATION

City of Ephrata  
 121 Alder Street SW  
 Ephrata, WA 98823  
 (509) 754-4601 ph  
 (509) 754-0912 fax

PERMIT APPROVED:      YES      NO

Authorized City Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1. Name of Event: Columbia Ridge Reunification Drill      Date(s) of Event: 2-28-2020
2. Setup Start Time/Date: 2:15 pm      Event Start Time: 2:30 pm
3. Event End Time: 3:05 pm      Clean Up End Time/Date: ~~pm~~ 3:20 pm
4. Sponsoring Organization: Columbia Ridge Elementary / Ephrata School District
5. Event Coordinator/Primary Contact: Jason Laugon
6. Mailing Address: 60 H St SE Ephrata
7. Day Phone: (509) 754-2882      Cell Phone: (509) 237-1945
8. Email: jlaugon@ephrata.schools.org      Fax: \_\_\_\_\_
9. Secondary Contact: Karla Williams      Phone: (509) 754-2882
10. Is alcohol being served?      YES       NO      If YES include a copy of the State Liquor Permit.
11. Do you wish to utilize any City property, such as a park? YES       NO  
 If YES, which one(s)? \_\_\_\_\_
12. Will this event include Food Vendors of any type?      YES       NO  
 If yes, all vendors must apply for a Temporary Food Service Permit with the County Health District. A list of vendors is required to be submitted with the application.
13. Anticipated number of attendees?      500 +

THE PRIMARY CONTACT MUST LIST A DAY OF EVENT PHONE NUMBER IF NOT LISTED ABOVE.

**FOR OFFICE USE ONLY:**

Park & Rec.		Building/ Code Enforcement	
Community Development		Police	
Fire		Public Works	

**STAFF - INITIAL AND DATE UPON APPROVAL OR ATTACH MEMORANDUM WITH CONDITIONS.**

PAYMENT AMOUNT: \_\_\_\_\_ CASH CC CHECK # \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

FOOD VENDOR LIST FAXED TO HEALTH DISTRICT 509.754-6060. BY: \_\_\_\_\_

DATE: \_\_\_\_\_





 - Bus Route

 - Parent Pickup Route



1/31/2020

# SPECIAL EVENT PERMIT APPLICATION

City of Ephrata  
121 Alder Street SW  
Ephrata, WA 98823  
(509) 754-4601 ph  
(509) 754-0912 fax

PERMIT APPROVED: YES NO

Authorized City Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- 1. Sage N Sun June 11<sup>th</sup>-14th, 2020
- 2. Start Time/Date: 7:00 am June 11<sup>th</sup> 2020 Setup Event Start Time: June 12, 2020 3:00 pm
- 3. Event End Time: June 13, 2020 11pm Clean Up End Time/Date: June 14, 2020 11:00 am
- 4. Sponsoring Organization: Sage-N-Sun Family Festival
- 5. Event Coordinator/Primary Contact: Jeanette Cole, Vice President
- 6. Mailing Address: Post Office Box 1116, Ephrata WA 98823
- 7. Day Phone: Cell Phone: (509) 237-0522
- 8. Email: [jeanne@tecolesns@gmail.com](mailto:jeanne@tecolesns@gmail.com) Fax: n/a
- 9. Secondary Contact: John Cole Phone: (509) 237-0521
- 10. Is alcohol being served?  YES  NO If YES include a copy of the State Liquor Permit.
- 11. Do you wish to utilize any City property, such as a park?  YES  NO  
If YES, which one(s)? GRANT Co. Courthouse
- 12. Will this event include Food Vendors of any type?  YES  NO  
If yes, all vendors must apply for a Temporary Food Service Permit with the County Health District. A list of vendors is required to be submitted with the application.
- 13. Anticipated number of attendees? 9,000

THE PRIMARY CONTACT MUST LIST A DAY OF EVENT PHONE NUMBER IF NOT LISTED ABOVE.

**FOR OFFICE USE ONLY:**

Park & Rec.		Code Enforcement	
Community Development		Police	
Fire		Public Works	

**STAFF - INITIAL AND DATE UPON APPROVAL OR ATTACH MEMORANDUM WITH CONDITIONS.**

PAYMENT AMOUNT: \_\_\_\_\_ CASH CC CHECK # \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**INDEMNIFICATION/ HOLD HARMLESS AGREEMENT**

**IN CONSIDERATION OF BEING PERMITTED TO PRODUCE THIS SPECIAL EVENT OR ACTIVITY OR USE OF ANY CITY PROPERTY OR FACILITIES IN CONNECTION WITH THIS ACTIVITY, THE UNDERSIGNED APPLICANT ("INDEMNITOR") AGREES TO THE FOLLOWING:**

- 1. THE INDEMNITOR HEREBY AGREES TO RELEASE, INDEMNIFY AND HOLD HARMLESS the City of Ephrata from any and all liability, claims, demands, causes of action, charges, expenses, and attorney fees (including attorney fees to establish the City's right to indemnity or incurred on appeal) resulting from involvement in this event whether caused by any negligent act or omission of the City or otherwise. This agreement shall not apply to any liability resulting from the sole negligence of the City.
- 2. The INDEMNITOR agrees to reimburse the City for any loss, theft of, or damage to City property, equipment and/or facilities.
- 3. The INDEMNITOR agrees to comply with all applicable laws, statutes, ordinances, rules and requirements including, but not limited to, not admitting more attendees than designated by Fire Department as safe for the particular event or facility.
- 4. The INDEMNITOR expressly agrees that this release and hold harmless agreement is intended to be as broad and inclusive as permitted by Washington law and that if any portion thereof is held invalid, notwithstanding, the balance shall continue in full legal force and effect.
- 5. Falsification and/or misrepresentation in completing this application may result in rate adjustment or event cancellation. I UNDERSTAND THAT CHANGES TO THE ABOVE DETAILED PROGRAM REQUIRE IMMEDIATE NOTIFICATION TO CITY.

I, the undersigned representative, have read the Special Events Application and the Policies and Procedures contained herein, and I am duly authorized by the event organization/business to submit this application on its behalf. The information herein is complete and accurate.

APPLICANT: Jeanette Cole SAGE N SUN

PRINT NAME AUTHORIZED AGENT FOR

SIGNATURE OF APPLICANT: Jeanette Cole SIGN NAME DATE Jan. 31, 2020

APPROVAL, DENIAL OR INCLUSION OF RESTRICTIONS OR SPECIAL CONDITIONS OF USE PERMIT IS AT THE SOLE DISCRETION OF THE CITY PURSUANT TO EMC 05.10. All applications must be reviewed and approved before a permit can be issued.

Submit completed original application, along with required attachments to:

Office of the City Administrator  
 CITY OF EPHRATA  
 121 ALDER ST. SW  
 EPHRATA, WA 98823



## **SAGE-N-SUN FAMILY FESTIVAL**

**June 12<sup>th</sup> 13<sup>th</sup> 2020**

Post Office Box 1116

Ephrata WA 98823

[www.sagensun.org](http://www.sagensun.org)

Ephrata City Hall  
121 Alder Street SW  
Ephrata, WA 98823

RE: City of Ephrata Equipment Use Request

TO WHOM IT MAY CONCERN:

The 2020 Sage-N-Sun Family Festival, which will be held June 12<sup>th</sup>-13<sup>th</sup> is requesting the use of the following City equipment and to be set up at the Grant County Courthouse:

- Ten [10] Picnic Tables
- Forty [40] ERC folding chairs
- Eight [8] ERC folding tables
- Five [5] Dumpsters
- Four [5] Large Garbage Cans
- Two Electrical Octopus's

To be delivered by no later than: Friday, June 12 by 7:00am

To be picked up on Sunday, Jun 14<sup>th</sup>

We will return folding chairs and tables to ERC after clean-up on Sun. 14<sup>th</sup>.

The dumpsters need be placed in the following locations:

- Both sides of Court House in Parking Lots
- C Street and First Ave
- Division and C St.
- Across Court House Parking Lot on Division by Power Pole across from Dentist Parking Lot.

The 5 Garbage Cans need to be placed behind the food trucks/stands (*on sidewalk in front of Bureau*) so that they can discard their trash. Which when full will be placed in the dumpsters. Electrical Octopus's to be dropped off on sidewalk of Division and Courthouse parking lot.

Please notify me as soon as possible of your approval or denial and any requirements you may have of us.

Sincerely,  
John Cole



**PAST ACTIVITY:**

1. Parks Commission:
  - a. January meeting canceled due to lack of quorum
2. Recreation/Community Programming:
  - a. Change BOLD afterschool program format
  - b. Spring brochure development
  - c. Boys' basketball games begin
  - d. Successful Daddy Daughter Dance
3. Parks:
  - a. Monitoring of off leash dog park
4. Public Relations/Tourism:
  - a. Chamber of Commerce Board
5. Special Events:
  - a. Daddy Daughter Dance
6. Recreation Supervisor:
  - a. Recreation Supervisor monitoring coaches and gyms for boys' basketball
  - b. Contacting instructors for spring brochures
  - c. Purchased and set up new computer
  - d. Developing new programs for spring
7. Splash Zone:
  - a. Set opening day for 2020
  - b. Preparing letters for returning staff

**FUTURE GOALS/ACTIVITY:**

1. Continuing administration of current programs
2. Continuing to work with and support various community groups
3. Develop a park reservation system
4. Develop tree replacement program
5. Develop new recreation programs and activities

02/10/20  
09:38

Ephrata Police Department  
Law Incident Total Report, by Offense Codes

708  
Page: 1

Offense Code	Description	Total Number
ALAR	Alarm	2
ARST	Arrest	1
ASST	Agency Assist	1
CDIS	Citizen Dispute	1
CITA	Citizen Assist	1
CMIS	Criminal Mischief	1
DCON	Disorderly Conduct	4
DWSR	Driving While Suspended/Revoke	3
FAMF	Family Fight	4
HARR	Harassment	1
JRUN	Juvenile Runaway	1
JUVP	Juvenile Problem	1
LFPR	Lost and Found Property	1
MEDI	Medical Problem	1
MPER	Missing Person	1
NC	Not Classified	1
PARK	Parking Problem	1
SPC	Suspicious Person/Circumstance	4
THRT	Threats	2
TOFF	Traffic Offense	6
TPOT	Theft, Property, Other	1
TPSH	Theft, Property, Shoplifting	1
TRES	Trespass of Real Property	5
Total Offenses:		45

Report Includes:

All dates between `00:00:00 02/07/20` and `23:59:59 02/09/20`  
All agencies matching `EPPD`  
All offenses observed  
All offenses reported  
All offense codes  
All location codes

\*\*\* End of Report /tmp/rpt4wlviS-rplwtisr.r3\_1 \*\*\*

02/07/20  
08:28

Ephrata Police Department  
Law Incident Total Report, by Offense Codes

Page: 708  
1

Offense Code	Description	Total Number
911H	911 Hang-up calls	3
ALAR	Alarm	1
ASST	Agency Assist	2
BRUE	Burglary, Resident, Unlawf Ent	1
CITA	Citizen Assist	1
CMIS	Criminal Mischief	2
DAL	Dog Running at large	3
DCON	Disorderly Conduct	1
FRAU	Fraud	1
HARR	Harassment	1
NC	Not Classified	2
NOIS	Noise Problems	1
SPC	Suspicious Person/Circumstance	1
THAZ	Traffic Hazard	1
TPSH	Theft, Property, Shoplifting	2
WELF	Welfare Check	1

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Total Offenses: 24  
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Report Includes:

All dates between `00:00:00 02/06/20` and `23:59:59 02/06/20`  
All agencies matching `EPPD`  
All offenses observed  
All offenses reported  
All offense codes  
All location codes

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\*\*\* End of Report /tmp/rpthwpggQ-rplwtisr.r3\_1 \*\*\*

02/11/20  
08:33

Ephrata Police Department  
Law Incident Total Report, by Offense Codes

Page: 708  
1

Offense Code	Description	Total Number
911H	911 Hang-up calls	1
ASST	Agency Assist	1
CHAN	Child Abuse or Neglect	1
CITA	Citizen Assist	1
DAMA	Damage	1
DCON	Disorderly Conduct	1
FAMF	Family Fight	1
HARR	Harassment	1
JUVP	Juvenile Problem	2
NC	Not Classified	2
NOIS	Noise Problems	1
PARK	Parking Problem	1
SOFF	Sex Off, Forcible Fondling	1
SPC	Suspicious Person/Circumstance	3
THRT	Threats	1
TOFF	Traffic Offense	1
TVMC	Theft, Vehicle: Motorcycle	1
Total Offenses:		21

Report Includes:

All dates between `00:00:00 02/10/20` and `23:59:59 02/10/20`  
All agencies matching `EPPD`  
All offenses observed  
All offenses reported  
All offense codes  
All location codes

\*\*\* End of Report /tmp/rpttfpYNS-rplwtisr.r3\_1 \*\*\*



City of  
Ephrata

February 12th, 2020

Department: Public Works Field Supervisor

**past  
Activity**

Cleaned the head works at the waste water treatment facility. Completed monthly sewer flushing. Flushing and Sweeping all city streets. Monthly water testing. Performed routine inspections and maintenance on all Cities fleet of vehicles, and small power equipment. Had all of the new security cameras installed and ready for action. ☺ Cameras will be going live the second week of February. Members of the Parks and street departments attended a herbicide conference in Moses lake as part of their continued education to maintain there certifications. Regular scheduled maintenance, numerous funerals, and as always responded to any and all City related calls.

**Future  
Activity:**

Clean head works at the waste water treatment facility. Monthly sewer flushing. Monthly water testing. Read meters Continue sweeping and flushing all city streets (weather permitting). Turn on irrigation at all city parks (weather permitting) Continue with routine inspections and maintenance on all trucks and equipment. Begin herbicide maintenance on all city right of ways. Regular scheduled maintenance on remaining fleet vehicles. Plow or sand if needed, and as always respond to any and all City related calls.

**Budget  
Concerns:**

Continue to monitor closely

**Other  
Issues:**

None at this time ☺

Dennis Ohl  
Public works field  
supervisor





City of Ephrata  
 Department of Planning and Building  
 Permits Issued: Jan-20

Permit	Parcel	Issue Date	Owner	Contractor	Location	Work Done	Valuation	Fee (less State Fee)
19-252	130694000	1/3/2020	Troy Porter	Troy Porter	269 Patrick	Shed	\$ 4,000.00	\$ 28.60
19-262	130307000	1/6/2020	PUD #2	PUD #2	30 C ST SW	Cooling Tower	\$ 7,700.00	\$ 119.54
19-266 VOID/Refund	130759000	1/20/2020	Rpbert & Verna Johnsons	Stay Dry Solutions	360 Moeliff 66	**ReRoof VOID	\$ -	\$ (63.15)
20-004	140697034	1/6/2020	Cory Pickeral	S&K Services	Summitview	ReRoof	\$ 7,420.00	\$ 58.05
20-005	130160000	1/20/2020	Gabriel Martinez	Chuy's Const	419 6th SE	Garage	\$ 18,000.00	\$ 306.03
20-006	131689517	1/27/2020	Alderbrook	Alderbrook	439 Morningstar	SFR	\$ 20,000.00	\$ 10,693.90
20-007	140387000	1/13/2020	Hush LLC	Hush LLC	601 Basin NW	Water Main	\$ 500.00	\$ 37.50
20-008	131102000	1/17/2020	Nathan McDonnell	Nathan McDonnell	24 E St SE	Replace Water Heater	\$ 750.00	\$47.40
20-009	13034000	1/14/2020	Alexis Villasenor	Alexis Villasenor	1330 D SW	Placement	\$ 1,000.00	\$ 29.30
20-010	130356000	1/22/2020	Keith & Shareen Laughlin	Keith & Shareen Laughlin	123 Fairview	Enclose Carport	\$ 2,500.00	\$ 80.69
20-013	140164000	1/30/2020	Safeway	Green Hat Plumbing	1150 Basin SW	Plumbing	\$ 12,500.00	\$ 77.10
20-014	131312000	1/24/2020	Mike Lennon	Mike Lennon	118 D NE	Move Shed	\$ -	\$29.30
20-015	131456000	1/27/2020	Carlos/Alma Coto Escobedo	Carlos/Alma Coto Escobedo	255 H NE	Moving Shed	\$ 30.00	\$29.30
20-016	312083000	1/30/2020	Ephrate Waste Water	Polhamus Heating	13748 Dodson Rd	HVAC	\$ 15,817.61	\$68.60
20-017	130947000	1/28/2020	Josh/Benita Matheson	Josh/Benita Matheson	90 H NE	Place Shed	\$ 4,600.00	\$29.30
20-018	140164000	1/31/2020	Safeway	TruTemp Northwest	1150 Basin SW	Mechanical	\$ 8,000.00	\$63.10
20-020	140265000	1/30/2020	David Keyser	David Keyser	1210 Sunset	Place Shed	\$ 1,000.00	\$29.30
20-021	140265000	1/30/2020	David Keyser	David Keyser	1210 Sunset	Fence	\$ 1,000.00	\$11.85

\*\*Pd 2019  
 Refund 2020

\$ 104,817.61	\$11,675.71
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City of Ephrata  
121 Alder Street Southwest  
Ephrata, Washington 98823

Phone: 509-754-4601  
Fax: 509-754-0912

Voice: 1800-833-6384  
TDD: 1800-833-6388

## **Chlorination of the City of Ephrata's Water System in 2020**

The following is a summary of our water system chlorination plan:

The city currently does not chlorinate their water. Our Water Department has taken great pride in our water system and the fact that we haven't had to chlorinate. That said, the City has been ordered by the Washington State Department of Health to chlorinate our Water System

The city received a violation order last February that stated we needed to provide the DOH with an Engineering report as to when and how the chlorination would occur. The City is in the middle of a Water System Update which we figured would satisfy the DOH. Unfortunately the Water System Update Plan has yet to be completed. So as of January of 2020 the DOH issued an "Order to Correct Violation". This order gives the City until April of 2021 to comply.

The Washington State DOH has wanted the City to Chlorinate since 2010. Given the size of Ephrata (over 8,000 residents) and that the DOH is siting 11 incidences of Non-Acute Coliform Violations (Most all of these violations were during Water Main replacement construction Projects) and the City has stated we would Chlorinate in several comprehensive plans it is time to comply.

The City has budgeted to chlorinate the system in 2020. We need to get our Water System Plan to the DOH and have our Chlorination Plan approved by them. We will also need to send out a letter informing Ephrata residents of the chlorination order very soon. We are planning to have the same type of chlorination system as Moses Lake and Quincy; which is a Liquid Sodium Hypochlorate system that has a double walled tank on the exterior of each building – the Liquid will be delivered as needed. This system should be up and running By July 2020. The cost is expected to be \$42,000.

Bill Sangster - Public Works Director



# Washington State Transportation Improvement Board

Address  
Dec 18<sup>th</sup>

## TIB Members

Chair  
Mayor Glenn Johnson  
City of Pullman

Vice Chair  
Commissioner Richard Stevens  
Grant County

Amy Asher  
RiverCities Transit

Alyssa Ball  
Office of Financial Management

Aaron Butters, P.E.  
HW Lochner Inc.

Barbara Chamberlain  
WSDOT

Elizabeth Chamberlain  
City of Walla Walla

Mike Dahlem P.E.  
City of Sumner

Sue Dreier  
Pierce Transit

John Klekotka, P.E.  
Port of Everett

Commissioner Robert Koch  
Franklin County

John Koster  
County Road Administration Board

Colleen Kuhn  
Human Services Council

Mark Kulaas  
Douglas County

Mayor Ron Lucas  
Town of Steilacoom

Mick Matheson, P.E.  
City of Mukilteo

David Ramsay  
Feet First

Steve Roark, P.E.  
WSDOT

Councilmember Mike Todd  
City of Mill Creek

Jennifer Walker  
Thurston County

Ashley Probart  
Executive Director

P.O. Box 40901  
Olympia, WA 98504-0901  
Phone: 360-586-1140  
Fax: 360-586-1165  
www.tib.wa.gov

November 22, 2019

Mr. Wes Crago  
City Administrator  
City of Ephrata  
121 Alder SW  
Ephrata, WA 98823-1840

Dear Mr. Crago:

Congratulations! We are pleased to announce the selection of your project, FY 2021 Overlay Project, Multiple Locations, TIB project number 3-E-164(006)-1.

Total TIB funds for this project are \$656,933.

Before any work is allowed on this project, you must:

- Verify the information on the Project Funding Status Form, revise if necessary, and sign;
- Sign both copies of the Fuel Tax Grant Distribution Agreement; and
- Return the above items to TIB;

You may only incur reimbursable expenses after you receive approval from TIB.

In accordance with RCW 47.26.084, you must certify full funding by November 22, 2020 or the grant may be terminated. Grants may also be rescinded due to unreasonable project delay as described in WAC 479-05-211.

If you have questions, please contact Gloria Bennett, TIB Project Engineer, at (360) 586-1143 or e-mail [GloriaB@TIB.wa.gov](mailto:GloriaB@TIB.wa.gov).

Sincerely,

Ashley Probart  
Executive Director

Enclosures



**DATE:** February 19, 2020

**ITEM:** Items for Council Consideration

**SUMMARY**

1. Farallow Consulting Proposal for additional technical services. This proposal is for services that run through June 30, 2020, in support of environmental issues related to the remedial action being conducted at the Ephrata landfill.
2. Request for Qualifications. A notice went out January 22, 2020 soliciting interest from professional services firms for architectural and consulting services for a community center and associated roof repairs at the Ephrata Library and Ephrata Recreation Center. The application period began on January 23, 2020 and closed on February 6, 2020 at 4:30 pm. DOH Associates from Wenatchee was the only response.

**BUDGET IMPACTS**

1. \$61,106.00 Our insurance will reimburse at the rate of 100%
2. N/A

**RECOMMENDATION**

Staff recommends approval of all Items

**ENABLING ACTIONS**

*Authorize, Confirm, or Approve and Accept All Items*

*If you have any questions, concerns, or require additional information; please contact me prior to the meeting.*



Washington  
Issaquah | Bellingham | Seattle  
Oregon  
Portland | Baker City  
California  
Oakland | Folsom | Irvine

January 30, 2020

City of Ephrata  
c/o Mr. Jonathan Rackoff  
Marten Law PLLC  
1191 Second Avenue, Suite 2200  
Seattle, Washington 98121

**RE: PROPOSAL FOR ADDITIONAL TECHNICAL SERVICES  
EPHRATA LANDFILL SITE  
3803 NEVA LAKE ROAD NORTHWEST  
EPHRATA, WASHINGTON  
FARALLON PN: 270-002**

Dear Mr. Rackoff:

Farallon Consulting, L.L.C. (Farallon) has prepared this proposal to present the scope of work and cost estimate for additional technical services through June 30, 2020 in support of environmental issues related to the remedial action being conducted at the Ephrata Landfill Site (the Landfill) at 3803 Neva Lake Road Northwest in Ephrata, Washington formerly owned and operated by the City of Ephrata (the City). Farallon has been engaged by the City by and through its counsel, Marten Law PLLC (Marten Law), under the terms of the *Agreement for Technical Consulting Services* dated November 1, 2018, provided by Marten Law (Agreement).

The remedial action for the Landfill is being conducted under Washington State Department of Ecology (Ecology) Agreed Order No. DE 3810 dated January 30, 2007, for which Grant County and the City are potentially liable persons. Farallon has developed this additional scope of work based on the ongoing discussions with Grant County and its consultants, Parametrix, Inc. (Parametrix) and Pacific Groundwater Group (PGG), regarding additional remedial investigation (RI) and pilot testing at the Landfill to support revising and updating the Feasibility Study (FS) under Agreed Order No. DE 3810. The RI field investigation program being directed by PGG has extended beyond the originally anticipated schedule due to difficult drilling conditions and equipment failures reported by the drilling subcontractor.

The additional scope of work proposed herein includes:

- Additional client meetings anticipated through June 2020 with Marten Law and the City;
- Field observation and documentation during the ongoing additional RI and pilot testing; and
- Additional RI data compilation and analysis.

## SCOPE OF WORK

The scope of work for the additional technical services through June 30, 2020 will include the following tasks.

### **TASK 1: PROJECT MANAGEMENT AND COMMUNICATIONS (ADDITIONAL BUDGET)**

Task 1 is an existing ongoing task that consists of project management duties, including work scoping, budgeting, allocating personnel resources, vendor coordination, ongoing project management, meetings and communications with the City and Marten Law, and other out-of-scope work.

### **TASK 11: FIELD OBSERVATION AND SAMPLING (ADDITIONAL BUDGET)**

Task 11 is an existing task that includes the labor and direct costs for Farallon staff to observe and document 2020 RI activities through June 30, 2020. Additional monitoring wells have been identified for installation using sonic drilling as part of the RI drilling program compared to the original drilling scope. Farallon periodically will observe ongoing drilling at the Landfill to document lithology and groundwater-bearing units and to potentially collect field duplicate samples, as appropriate.

The cost estimate assumes a minimum of 6 additional days of field observation performed as three 2-day trips to the Landfill over the next 2 months. Additional observation will be coordinated with Grant County's consultants as work progresses. Senior and Principal staff will periodically travel to the Landfill to observe drilling, stratigraphy, and lithology of recovered drill cores. Farallon incurred additional project-related costs through December 2019 during RI field program observation and sampling, as drilling and sampling activities extended beyond the original schedule. These costs are identified as Previously Completed Scope under Task 11 in the attached Table 1.

### **TASK 12: RI DATA COMPILATION AND EVALUATION (ADDITIONAL BUDGET)**

Task 12 is an existing task that includes the labor to review and analyze the new Landfill RI and pilot testing data to be generated in 2020. Farallon is in the process of compiling and evaluating stratigraphy, hydrogeology, and other information generated to date from the current RI field program being directed by PGG.

Ongoing review and analysis will include updating stratigraphic documentation, including stratigraphic columns and cross sections based on the new data collected as part of the Landfill RI; and generating new figures drawn to approximate scale that incorporate new monitoring well locations, groundwater contours, isoconcentration contours, and analytical results as appropriate. The results of the compilation and evaluation of the additional information will be presented to the City and Marten Law for review and discussion.



## COST ESTIMATE

The estimated time and material cost to conduct the additional scope of work described herein is \$61,106 as detailed in Table 1 in accordance with Farallon's *2019-20 Schedule of Charges I*. Variations in the scope of work and/or the project schedule as defined herein may require modification of the fee or project schedule. If any of these conditions are modified during implementation of the project, no change in the scope of work defined herein will be initiated without authorization from Marten Law.

Farallon will conduct the scope of work described above in accordance with the terms and conditions in the *Agreement for Technical Consulting Services*. Also attached is a signed *Work Order 270-002-WO 004* for performing the scope of work presented in this proposal. To authorize the above scope of work and cost estimate, please sign and return a fully executed copy for our records. Additional work conducted at the Landfill will be authorized by preparation of specific work orders.

## SCHEDULE

Farallon will initiate the proposed scope of work described herein as directed by Marten Law.

## CLOSING

Farallon appreciates the opportunity to provide you with environmental consulting services. Please contact either of the undersigned at (425) 295-0800 if you have questions or comments regarding this scope of work and cost estimate.

Sincerely,

Farallon Consulting, L.L.C.

Eric Buer, L.G., L.H.G.  
Senior Hydrogeologist

J. Riley Conkin, L.G., L.H.G.  
Principal Geologist

Attachments: Table 1, Cost Estimate for *Work Order 270-002-WO 004*  
*Work Order 270-002-WO 004*  
*2019-20 Schedule of Charges I*

EB/RC kr



## REQUEST FOR QUALIFICATIONS

Notice is hereby given that the City of Ephrata is currently soliciting interest from Professional Service firms for Architectural and Consulting Services for a Community Center and associated roof repairs at the Ephrata Library and Ephrata Recreation Center.

Statements of Qualifications and resumes should be sent to Ephrata City Hall, 121 Alder St SW, Ephrata Washington, 98823 and must be received by February 6, 2020 at 4:30 p.m. For any questions, contact Bill Sangster at (509)754-4601, extension 114 or email at [bsangster@ephrata.org](mailto:bsangster@ephrata.org)

s) Leslie Trachsler  
City Clerk

Publish January 23, 2020





February 6, 2020

City of Ephrata  
121 Alder Street SW  
Ephrata, WA 98823

**Subject: Statement of Qualifications**

Attention: Leslie Trachsler, City Clerk

Ladies / Gentlemen:

We are pleased to submit our Statement of Qualifications for Architectural and Engineering Services for the new Library and Community Center building. Our firm was established in 1978 and we have a long history with various public entities, working with the cities, counties, public utility district's, port districts, colleges, and school districts. We believe that we can offer the best service with registered architects providing face to face representation on your project from beginning to end.

Our library experience ranges from North Central Regional Library - Wenatchee Public Library, to libraries in elementary schools and high schools, to the John Brown Library at Wenatchee Valley College. We recently provided architectural/engineering services to relocate and modernize the children's area at Wenatchee Public Library and currently providing construction administration services for modernization of the entire library. We have community center experience for the City of Wenatchee (multiple projects), City of East Wenatchee, City of Brewster, City of Quincy, and The Salvation Army. We also have extensive recreational experience with various Schools and Parks. This includes weight rooms, rock climbing walls, concessions, catering, commercial kitchens, conference rooms, gymnasiums, among the many other various components that are intergral in so many projects of similar types.

We have worked with municipalities of similar size to the City of Ephrata, such as, City of Wenatchee, East Wenatchee, Ritzville, Entiat, Leavenworth, and Chelan. Also, I am very familiar with the City of Ephrata, having worked at Grant PUD during my college years and as you know I am familiar with the Ephrata Library and have walked the existing Recreation Center with your staff.

The following pages provide information on our team, relevant experience, and addresses each of your selection criteria. We look forward to the opportunity to meet with you and discuss our qualifications in person.

Sincerely,  
**THE DOH ASSOCIATES, PS**

  
Paul R. Coppock  
Principal

enclosure