



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 March 17, 2021-

ZOOM VIDEO <https://zoom.us/j/6423977833>

OR

CALL IN PHONE NUMBER 1-253-215-8782, follow prompts

City of Ephrata Meeting ID: [642-397-7833](https://zoom.us/j/6423977833)

6:45 PM **EXECUTIVE SESSION** The city of Ephrata conducts Executive Session in accordance with RCW 42.30.110 of the Open Public Meeting Act.
1. Litigation or potential litigation (RCW 42.30.110 (1) i))

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
Presentations:

II **CONSENT AGENDA**
1. Approval of Claim Fund Bills and Checks Issued
2. Approval of Council Minutes: March 3, 2021
3. Approval of Special Event Application:
 a. Gran Fondo—March 27-28, 2021

III STAFF, COMMITTEE, & AGENCY REPORTS

IV CLOSED RECORD DECISIONS [RCW CHAPTERS 36, 42: OPEN PUBLIC INPUT NOT PERMITTED]

V PUBLIC HEARINGS

VI ORDINANCES & RESOLUTIONS

VII ITEMS FOR COUNCIL CONSIDERATION

1. SEPA for WWTF and Sewer Collection System Upgrade Project

VIII ITEMS FOR COUNCIL ACTION

- 1 Employee Recognition Policy
- 2 Personnel—Renewal of Section 125 Benefits
- 3 Contract for Cultural Resources for the WWTF and Collection System Improvements
- 4 TIB Consultant Supplemental Agreement for Division Avenue Overlay

IX CITY ADMINISTRATOR REPORT



CITY COUNCIL MINUTES March 03, 2021

City Council of the City of Ephrata, Grant County Washington met in regular session on March 03, 2021. The meeting was called to order at 7:00 p.m. by Mayor Bruce Reim.

Due to the COVID-19 Pandemic and Governor Inslee's Proclamation 20-28, this meeting is being conducted remotely using the ZOOM video conferencing.

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

Staff Present: City Administrator Mike Warren, City Attorney Anna Franz, Public Works Director Bill Sangster, Community Development Director Dan Leavitt, Community Relations Director Traci Bennett, Fire Chief Jeremy Burns, Police Chief Kurt Adkinson, and City Clerk/Finance Director Leslie Trachsler

Motion to excuse Council member Mora. (m/s Allstot/Wanke) Motion carried.

Pledge of Allegiance was said.

No public signed up to speak.

Agenda: There were no additions or correction to the agenda.

Presentations: Mayor Pro Tem Will Coe gave Council an update on projects the Grant County Economic Development Council (EDC) has been working on. Currently there are thirteen projects/contacts of interest with one showing interest in Ephrata. Will is currently serving as past-president on the EDC Board and will be required to step down at the end of this term so there will be an opening for a quasi-member to represent Ephrata. The Board meets at 7:00 a.m. on Wednesday mornings. Will encourage Council members to consider this opportunity.

Consent Agenda: Director Trachsler advised Council that the minutes were amended to reflect that the motion to accept and approve Ordinance 21-03 there were five yea votes and two nay votes. Motion was made to approve consent agenda with amended minutes. (m/s Moore/Millard) Motion carried.

Items on the consent agenda are as follows:

Claims #93045 through #93084 in the amount of \$131,640.47
Payroll Checks #46812 through #46825 in the amount of \$32,325.93
Payroll Claims #93024 through #93041 in the amount of \$238,663.67
Payroll Direct Debit in the amount of \$5,875.00
Payroll Direct Deposit in the amount of \$184,273.23
Claims #93022 and 93023 in the amount or \$143.86
Claims #93042 through #93044 in the amount of \$5,287.79
Amended Minutes of the February 17, 2021 Council meeting
Special Event Applications: None

Law Enforcement Reform Legislation: Chief Adkinson gave a brief update to Council on the law enforcement reform legislation that is currently being considered by the State Legislature and the potential impact if enacted. There are a large number of law enforcement reform bills being proposed but these are the most concerning.

- SHB 1054 – Tactics
- SHB 1202 – Civil Cause of Action
- SHB 1203 – Community Oversight Boards
- SSB 5259 – Data Collection on Use of Force
- SHB 1267 – Office of Independent Investigations
- SHB 1310 – Use of Force

Council discussion ensued.

Division Street Bid Acceptance: Director Sangster advised Council that the Division Street Overlay Project bid opening was on February 25th. The City received three bids with the apparent low bid being from Central Washington Asphalt, Inc. for \$971,971.00. The engineers estimate for the project is \$1,148,340.00. This project is being fund 90% with a grant from Transportation Improvement Board (TIB) and 10% from City funds. City engineers have verified that Central Washington Asphalt, Inc. has met the responsibility criteria and based on their evaluation, recommend the project be awarded to the lowest responsive, responsible bidder – Central Washington Asphalt, Inc. of Moses Lake, WA.

Motion to accept the bid for the Division Street Overlay Project from Central Washington Asphalt, Inc. for \$971,971.00 pending approval from TIB. (m/s Wanke/Moore) Motion carried.

City Administrator Report: None at this time.

There being no further business meeting adjourned at 7:30 p.m.

Bruce Reim, Mayor

ATTEST:

Leslie Trachsler, City Clerk

received
2/23/2021

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: Gran Fondo Ephrata Date(s) of Event: March 27-28, 2021
2. Setup Start Time/Date: 8:00 am 3 26 Event Start Time: 8:00 am
3. Event End Time: 5:00 pm Clean Up End Time/Date: 5:00 pm 3 28
4. Sponsoring Organization: Vicious Cycle Events
5. Event Coordinator/Primary Contact: Jake Miedke
6. Mailing Address: 139 E SW
7. Day Phone: _____ Cell Phone: (509) 754 0977
8. Email: ephratajakes@gmail.com Fax: _____
9. Secondary Contact: Karen Miedke Phone: (509) 760-3620
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? 400

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: 125.⁰⁰ CASH CC CHECK # _____

RECEIVED BY: _____ DATE: _____



DATE : March 11, 2021
Department : City Clerk/Finance

Past Activity

- Continue to support other departments and commissions
- Monthly duties as assigned
- Working with Mayor/Administrator on COVID-19 related issues
- Utility Relief application and payment agreement form
- Work with Architects on ERC re-roof project
- Prepared 2020 End of Year Financial Report for Council
- Continue entry level police officer vacancy recruitment – Oral Board Interviews scheduled for 2-16-2021
- Draft Allocation Policy and Standard Operating Procedures
- Draft Procurement Policy

Future Activity

- Normal monthly duties
 - Monthly Balancing of all financial transactions
 - Prepare and submit monthly tax reports
 - Monitor revenues/expenses of the City
 - Monitor Budget
 - Attend all Council Meetings
 - Initiate Legal Publications as required
 - Provide and monitor requests for Public Records
 - Monitor Records retention/destruction
 - Address Human Resource issues
 - Support staff in their daily operations
 - Support City Administrator
 - Monthly Civil Service Commission meeting
 - Attend LEOFF I Disability Board monthly meetings
- Refining Utility Relief application and payment agreement forms
- Continue work on Draft Allocation Policy and Standard Operating Procedures
- Continue work on Draft Procurement Policy
- Attend WMCA Virtual Conference
- Attend WPTA Virtual Conference
- Meet with Grant County on Landfill Remediation

Budget Concerns

- Monitoring revenues closely

Other Issues

- Grateful to be back to a full work crew and full work days
- Updating the Council Room with new paint and carpet
- Cross training staff



PAST ACTIVITY:

1. Parks Commission:
 - a. January meeting held
2. Recreation/Community Programming:
 - a. Sam's Dance class continues with COVID restrictions
 - b. Began early bird season pass sale
 - c. Prepared for drive through egg event
 - d. Began work with Revize on new website
 - e. Working with high school graphic arts class for new city logo
3. Parks:
 - a. Water on and restrooms opening
4. Public Relations/Tourism:
 - a. Attended Ephrata 2040 meeting
 - b. Chamber of Commerce Board meeting
5. Special Events:
 - a. Drive through Easter Egg event
6. Recreation Supervisor:
 - a. Researching programs and activities with COVID-19 safety measures
 - b. Assisting phone in utilities customers
 - c. Entering programs into Recl
 - d. Working on potential spring activities
 - e. Mailed letters to returning Splash Zone employees
7. Splash Zone:
 - a. Monitoring guidelines for aquatic operation with COVID restrictions
 - b. Accepting applications for Splash Zone staff
 - c. Tentatively set opening/closing and in-service dates

FUTURE GOALS/ACTIVITY:

1. Continuing administrative duties
2. Continuing to work with and support various community groups
3. Develop a park reservation system
4. Develop tree replacement program
5. Update Park Master plan
6. Surviving COVID lock down



DATE: March 17, 2021

ITEM: Items for Council Consideration

SUMMARY

1. SEPA for WWTF and Sewer Collection System Upgrade Project—This is a public discussion for State Environmental Policy Act (SEPA) for WWTF and Sewer Collection System Project.

BUDGET IMPACTS

1. None

Staff recommends acceptance and approval of all Items.

**ENABLING
ACTIONS**

Motion to 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.



CITY OF EPHRATA STAFF REPORT

To: Mayor and City Council
Mike Warren, City Manager

From: Bill Sangster

Date: 3/12/2021

Proceeding Type: Council Consideration

Subject: **SEPA for WWTF and Sewer Collection System Upgrade Project**

Legislative History:

• First Presentation:	March 17, 2021
• Second Presentation:	None
• Requested Action:	None

Staff Report Summary: This is a public discussion for State Environmental Policy Act (SEPA) for the WWTF and Sewer Collection System Project. This is a required by the Dept. of Ecology. Gray and Osborne, In. (Adam Miller) will lead the Discussion.

Discussion/Analysis: Gray & Osborne will produce the SEPA Document to the City's SEPA Official (Dan Leavitt) for distribution for public comment. We will post the information on the City's Web Site and at City Hall, etc. We have informational Flyers that will be posted in English, Spanish and Russian

Staff Recommendation: Informational Only

Financial Implications: \$ 0

Attachments

A.	Projects Overview for SEPA review – in English

Legal Review

The following documents are attached and subject to legal review:

Type of Document	Title of Document	Date Reviewed by Legal Counsel
•		N/A

City of Ephrata

Mayor: Bruce Reim

City Administrator: Mike Warren

Public Works Director: Bill Sangster

Finance Director/City Clerk: Leslie Trachsler

Engineer: Gray & Osborne, Inc.



Project Overview

The purpose of the Water Reclamation Treatment Facility and Collection System Improvements projects are to address the ability of the wastewater collection and treatment system to convey and treat the 20-year projected flows and loadings that were developed in the General Sewer/Wastewater Facility Plan. This plan was approved by Department of Ecology in 2018. The design and construction of the projects are funded by a loan from the Department of Ecology Clean Water State Revolving Fund (CWSRF).

Projects

Collection System Improvements

The Collection System Improvements project is currently in design and is meant to address sections of the collection system that are at or beyond capacity. Improvements also include sections of sewer identified by the maintenance crew where regular flushing is needed because of blockages or low points in the pipe. The project will replace these sections in order to reduce the risk of breaks, wastewater spills due to backups, and prevent exfiltration through deteriorated pipes.

Construction of these improvements is anticipated to begin in early summer 2021 and be completed in late 2021.

Schedule A	
Project	Quantity
E/F Street Alley and 3rd Avenue SW – Replace 2,620 lineal feet of 6- and 8-inch pipe with 10-inch pipe by pipe bursting.	2,620 LF
County Courthouse between 1st Avenue NW and Division Avenue – Replace 400 lineal feet of 6-inch pipe with 10-inch pipe by pipe bursting.	400 LF
Alley NE of Ridge Drive between Division Avenue and 1st Ave NE – Realign sewer by installing 990 lineal feet of 10-inch pipe by open trench construction.	990 LF
Cyrus Road entering into 1st Ave NW – Realign sewer by installing 205 lineal feet of 8-inch PVC pipe by open trench construction.	205 LF
Swanson Addition (Park Place SE, Lee Street SE, Pioneer Avenue SE) – Replace 1,200 lineal feet of 8-inch pipe with same size by open trench construction.	1,200 LF
Crest Circle Alley – Replace 1,150 lineal feet of 8-inch pipe with same size utilizing both open trench construction and pipe bursting.	1,150 LF
Basin/C Street SE Alley between 18th Avenue SE and 15th Avenue SE – Replace 1,060 lineal feet of 8-inch pipe with 10-inch pipe utilizing both open trench construction and pipe bursting.	1,060 LF
ENGINEER'S ESTIMATE – SCHEDULE A	\$2,006,000

Schedule B (Optional with City)	
Project	Quantity
Peach Tree Lane between Cherry Blossom Drive and the Water Reclamation Treatment Facility – Replace 1,530 lineal feet of 10-inch pipe with 12-inch pipe by pipe bursting.	1,530 LF
ENGINEER'S ESTIMATE – SCHEDULE B	\$330,000

TOTAL ENGINEER'S ESTIMATE (SCHEDULES A AND B)	\$2,336,000
ECOLOGY FUNDING AMOUNT	\$2,677,000

Any leftover funds remaining after project bidding may be used to purchase new sewer equipment. Equipment may include trailer-mounted temporary bypass pumps and piping, mobile or stationary generators for lift stations, and/or a new sewer camera. These purchases must be approved by Department of Ecology.

Water Reclamation Treatment Facility Improvements

The Ephrata Water Reclamation Treatment Facility (WRTF) Improvements project is currently in design and is meant to address specific equipment/processes within the facility that have reached the end of their useful life or do not have the capacity to accommodate projected peak flows or loads.

Modifications at the WRTF include rehabilitation of the existing oxidation ditch brush rotors which consists of replacing the existing brushes and motor bearings, installation of two new velocity baffles, and replacement of the existing rotating outlet weir gate. The improvements also include surface preparation and recoating for clarifier mechanisms on both Clarifiers 1 and

2, as well as modifications to the existing Waste Activated Sludge (WAS) and Return Activated Sludge (RAS) piping within the operations building pipe gallery. The existing aerobic digester will be modified to include a membrane thickening system within the existing tanks, and the existing concrete structure will be provided with insulation on the exterior wall to help maintain sludge temperature during the cold winter months. New digester mixers will also be provided and installed. The existing dewatered sludge conveyor within the Centrifuge Building will be rehabilitated including new troughs, new wash piping, and new trough seals. New ultraviolet disinfection equipment will be installed within the existing concrete channel and the existing equipment will be removed. A new, partially below grade, cast in place concrete equalization basin will be constructed south of the existing headworks structure. This new basin will provide flow attenuation for flows in excess of 1.5 million gallons per day (mgd) and will temporarily store the flows until they can be pumped back to the headworks for treatment. The equalization basin will have submersible pumps within it and will be fed by a new below grade submersible pump wet well station located north of the existing influent pump station. The operations building electrical and mechanical (HVAC) systems will be upgraded to meet current code requirements and the WRTF Supervisory Control and Data Acquisition System (SCADA) will also be upgraded.

These modifications are currently in design and construction for the improvements listed above is anticipated to begin in fall of 2021 or spring of 2022.

No.	Item	Amount
1	New Equalization Tank and Submersible Pump Station (100,000-Gallon Concrete)	\$422,000
2*	Clarifier No. 1 Recoat	\$120,000
3	Clarifier No. 2 Recoat	\$120,000
4	Replace SCADA System	\$505,000
5	Replace UV Disinfection System and Controls	\$917,000
6	Blowers	\$161,000
7	Mixers	\$160,000
8	Digester Insulation	\$139,000
9	Membrane Thickening System	\$1,200,000
10	WAS Piping Reconfiguration	\$57,000
11	Electrical for Solids Treatment Facilities Improvements	\$183,000
TOTAL ENGINEER'S ESTIMATE		\$3,824,000
ECOLOGY FUNDING AMOUNT		\$4,293,600

*Optional with City as available funding allows.

Alternatives/Cost Effectiveness

Two construction methods were considered for the collection system improvements: (1) pipe bursting and (2) open trench construction. In general, pipe bursting is considered more efficient and cost effective than open trench construction and is being utilized on a majority of the sewer mains throughout the project. Open trench construction is being used in areas where the sewer needs to be re-aligned or re-graded and in shallow areas.

A variety of needs were identified at the WRTF. Major deficiencies were identified and alternatives were analyzed for both the influent pump station and the solids handling facilities. A detailed life cycle analysis was presented in the General Sewer/Wastewater Facility Plan and

recommendations were made as shown below based on cost effectiveness while also considering non-monetary benefits.

1. Do Nothing
2. Pump Station Upgrade
 - a. Three Pump Replacement
 - b. Three Pump Replacement, plus New Fourth Pump
 - c. Equalization Basin – ***Recommended Improvement***
3. Solids Handling Upgrades
 - a. Additional Digester Volume
 - b. Rotary Drum Thickener
 - c. Membrane Thickening – ***Recommended Improvement***

The selected alternatives maximize water and energy conservation.

Environmental Impacts

A SEPA is currently being processed and is expected to result in a Determination of Non-Significance (DNS). Should this review result in a DNS, the DNS will be published in the newspaper for public comment.

A National Historic Preservation Act Executive Order 05-05 project review form was prepared and submitted to Washington State Department of Ecology. Ecology reviewed and responded to the City. The City is in the process of preparing a Cultural Resource Study for the project sites as recommended by Ecology. The City will prepare an Inadvertent Discovery Plan (IDP) in the event cultural resources are located during construction. Ecology will also require archaeological monitoring of the construction. As such, no adverse effects to historic properties are anticipated.

At this time it is our assumption that there will be no long term environmental impacts due to the projects listed above. There will be some temporary disruption due to noise, dust, and traffic control etc.; however, the Contractor will be required to provide adequate BMPs during construction.

Rate Impacts

Design and Construction:

Both design and construction for these projects are funded through the Department of Ecology Clean Water State Revolving Fund (CWSRF), a low-interest rate loan program. The City's loan for this project will be paid back over 20 years at 2% interest.

This loan will have minimal rate impacts due to the fact that an older Ecology loan expired in 2020 thereby increasing the City's debt capacity. The City will want to be cognizant of ensuring that revenues continue to meet operating costs.

Other Impacts

There are no anticipated road closures for either project. For the collection system improvements, most sewer construction will occur in alleys and residential streets. Local access for residents and businesses will be maintained throughout construction. Sewer improvements on Cyrus Road and 1st Ave NW may be completed at night to minimize traffic disruption. The Contractor will work with the City to maintain sewer service to all customers during construction.

Environmental Justice

Ecology has increased their focus on environmental justice during the environmental review process (SERP), and as a result this packet has been translated into Spanish and Russian.



DATE: March 17, 2021

ITEM: Items for Council Action

SUMMARY

1. Employee Recognition Policy---This policy is designed to recognize employees in a fair and equitable manner. A committee of peer employees will evaluate and make recommendations to the Mayor and City Administrator as to the specific award to be presented to the employee. This decision will be based on criteria established for each type of award.
2. Personnel—Renewal of Section 125 Benefits—IRS Code Section 125 provides employers the ability to provide pre-taxed benefits to employees for qualified out-of-pocket medical expenses, day care expenses, and premiums for medical, life and accident plans.
3. Contract for Cultural Resources Study for the WWTF and Collection System Improvements—Department of Ecology is requiring the City complete an Historical Study for the WWTF and Sewer System Improvement Project.
4. TIB Consultant Supplemental Agreement for Division Street East Overlay—TIB requires the City to have in place an agreement with our engineering company (Gray & Osborne Inc.) for the Division Street Project.

BUDGET IMPACTS

1. No award will exceed \$60.00
2. None
3. \$6,600
4. \$111,400

Staff recommends acceptance and approval of all Items.

ENABLING ACTIONS

Motion to 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.



CITY OF EPHRATA STAFF REPORT

To: Mayor and City Council
Mike Warren, City Manager

From: Mike Warren

Date: March 4, 2021

Proceeding Type: Item for City Council Action

Subject: Employee Recognition Policy

Legislative History:

• First Presentation:	March 17, 2021
• Second Presentation:	
• Requested Action:	Council Approval

Staff Report Summary

This policy is designed to recognize employees in a fair and equitable manner. A committee of peer employees will evaluate and make recommendations to the Mayor and City Administrator as to the specific award to be presented to the employee. This decision will be based on criteria established for each type of award.

Discussion/Analysis Current employee recognition has been left to the discretion of the City Administrator. This policy is intended to create a committee to review all recommendations for employee recognition. The committee would review recommendations against criteria for awards that the committee, City Administrator and the Mayor had agreed upon prior to submission of recommendations. The purpose of this process is to provide more consistency and fairness in the Employee Recognition Awards.

Staff Recommendation Approve Proposed Employee Recognition Policy and authorize Administration to implement policy.

Financial Implications

No award will exceed \$60.00

Attachments

A.	Copy of the proposed Employee Recognition Policy
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Legal Review

The following documents are attached and subject to legal review:

Type of Document	Title of Document	Date Reviewed by Legal Counsel
•		N/A

EMPLOYEE RECOGNITION

Purpose and Scope

Special recognition may be in order whenever an employee performs his/her duties in an exemplary manner. This procedure provides general guidelines for the commending of exceptional employee performance.

Who May Make Commendations

A written commendation may be made by any supervisor regarding any other employee of the Department, provided the reporting person is superior in rank or is the person-in-charge of the individual being commended. Any employee may recommend a commendation to the supervisor of the employee subject to commendation.

Commendable Actions

A meritorious or commendable act by an employee of the City of Ephrata may include, but is not limited to, the following

- Superior handling of a difficult situation by an employee.
- Conspicuous bravery or outstanding performance by any employee of the City.
- Any action or performance that is above and beyond the typical duties of an employee.

Level of Awards

- **Award of Merit**---awarded to an employee who went far above their job requirements (i.e. an action that saved the City substantial funds)
- **Distinguished Service Award**---Awarded to employees who have demonstrated exceptional performance over an extended period of time.
- **Commendation Award**---Awarded for a single act performed above the employees' job responsibilities.
 - *Awards will be a gift certificate to a local business and will not exceed \$60.00 per award.*
 - *Police and Fire may have awards specific to their operations.*

Process

Commendation recommendations will be forwarded to the Awards Committee. The Committee will consist of a representative from each of the City Departments. The Committee, once established, will elect the Chairman from among the committee members.

The Committee will determine the criteria for each award. Those recommendations will be forwarded to the City Administrator for consideration. Once guidelines have been established for each award, the committee will use those guidelines to evaluate each commendation recommendation. The purpose of this process is to provide uniformity.

Once the Committee has determined what award the employee merits that recommendation will be forwarded to the City Administrator and Mayor for final approval.

The presentation of the award will occur in a manner reflecting the actions of the employee and with consultation with the recipient of the award.



**CITY OF EPHRATA
STAFF REPORT**

To: Mayor and City Council
Mike Warren, City Manager

From: Leslie Trachsler

Date: March 10, 2021

Proceeding Type: Council Action

Subject: Personnel – Renewal of Section 125 Benefits

Legislative History:

• First Presentation:	March 17, 2021
• Second Presentation:	N/A
• Requested Action:	Council Motion to approve

Staff Report Summary: Annual renewal of IRS Section 125 Flexible Benefit Plan

Discussion/Analysis: IRS Code Section 125 provides employers the ability to provide pre-taxed benefits to employees for qualified out-of-pocket medical expenses, day care expenses, and premiums for medical, life and accident plans.

Staff Recommendation: Motion to authorize administration to execute annual Section 125 Plan Document.

Financial Implications: None

Attachments: None

Legal Review: None



**CITY OF EPHRATA
STAFF REPORT**

To: Mayor and City Council
Mike Warren, City Manager

From: Bill Sangster

Date: 3/12/2021

Proceeding Type: Council Action

Subject: **Contract for Cultural Resources Study for the WWTF and Collection System Improvements**

Legislative History:

• First Presentation:	March 17, 2021
• Second Presentation:	N/A
• Requested Action:	Council Approval

Staff Report Summary: Department of Ecology is requiring that the City complete an Historical Study for the “WWTF and Sewer System” Improvement Projects. This Study will produce a plan for monitoring the sites during the excavating work.

Discussion/Analysis: This Study was not part of the initial Plan as the areas were previously disturbed when the Pipes were installed.

Staff Recommendation: Motion to Authorize Administration to execute Amendment #4 to contract for Professional Engineering Services

Financial Implications: \$6,600

Attachments

A.	Amendment #4 to Contract for Professional Engineering Services
B.	Letter from the Department of Ecology

Legal Review

The following documents are attached and subject to legal review:

Type of Document	Title of Document	Date Reviewed by Legal Counsel
•		N/A

**AMENDMENT NO. 4
TO
CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES**

THIS AMENDMENT, made this day, by and between the City of Ephrata, Grant County, Washington, hereinafter referred to as the Agency, and Gray & Osborne, Inc., hereinafter referred to as the Engineer, hereby modifies the Contract for Engineering Services dated (by Agency) July 18, 2019, for General Engineering Services.

City of Ephrata – Cultural Resource Study for the WRF and Collection System Improvements

IN WITNESS WHEREOF, the parties hereto have executed, or cause to be executed by their duly authorized officials, this AMENDMENT to the Contract for Engineering Services in duplicate on the respective dates indicated below.

GRAY & OSBORNE, INC.

CITY OF EPHRATA

By: _____
(Signature)

By: _____
(Signature)

Name: Michael B. Johnson, P.E., President
GRAY & OSBORNE, INC.

Name: _____
(Print)

Date: _____

Date: _____

“Equal Opportunity/Affirmative Action Employer”

EXHIBIT A

SCOPE OF WORK

CITY OF EPHRATA

WRF AND COLLECTION SYSTEM IMPROVEMENTS CULTURAL RESOURCE STUDY

Based on our understanding of the project, this Scope of Work presents the professional engineering services requested by the City of Ephrata for an amendment to the design services for the WRF and Collection System Improvements project for a Cultural Resource Study.

Work performed includes the preparation of a Project Cultural Resource Survey of the key project sites as requested by Department of Ecology. Gray & Osborne will coordinate a site visit with the archaeologist subconsultant and City staff to visit the project sites and provide required information on the construction to be included in the survey. The scope of work from the archaeological subcontractor for preparation of the Cultural Resource Study is included.

PROJECT BUDGET

The maximum amount payable to the Engineer for completion of work associated with this Scope of Work, including contingencies, salaries, overhead, direct non-salary costs and net fee shall be \$6,600 as shown on the attached Exhibit B. This amount shall not be exceeded without prior written authorization of the City.

EXHIBIT B

**ENGINEERING SERVICES
SCOPE AND ESTIMATED COST**

***CITY OF EPHRATA - WRF AND COLLECTION SYSTEM IMPROVEMENTS
CULTURAL RESOURCE STUDY***

Tasks	Project Manager Hours	Project Engineer Hours
Cultural Resource Survey Coordination	2	6
Hour Estimate:	2	6
Fully Burdened Billing Rate Range:*	\$119 to \$190	\$113 to \$145
Estimated Fully Burdened Billing Rate:*	\$155	\$145
Fully Burdened Labor Cost:	\$310	\$870

Total Fully Burdened Labor Cost:	\$ 1,180
Direct Non-Salary Cost:	
Mileage & Expenses (Mileage @ current IRS rate)	\$ 68
Subconsultant:	
Plateau Archaeological Investigations	\$ 4,865
Subconsultant Overhead (10%)	\$ 487
TOTAL ESTIMATED COST:	\$ 6,600

* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.



STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

PO Box 47600 • Olympia, WA 98504-7600 • 360-407-6000
711 for Washington Relay Service • Persons with a speech disability can call 877-833-6341

July 1, 2020

Re: ***Section 106 of the National Historic Preservation Act
Ephrata Water Reclamation Facility and Collection System Improvements
Clean Water State Revolving Fund WQC-020-EphrPW-00012
WISAARD Project: Project: 2020-07-04348
Request for a Determination of Concurrence – Proposed Area of Potential of Effect and
Preliminary Determination to ensure No Adverse Effect – Archaeologist required***

Greetings:

The Washington State Department of Ecology (Ecology) proposes to fund the City of Ephrata's (City) Water Reclamation Facility (WRF) and Collection System improvements to improve aging equipment. Ecology's funding mechanism is a Clean Water State Revolving Fund loan, subject to Section 106 Consultation. The City has completed an Ecology 05-05/106 Cultural Resources form (Form) describing the Area of Potential Effect (APE), project activities. The City must still submit an Inadvertent Discovery Plan (IDP).

Area of Potential Effect and Undertaking

The work includes improvements at the WRF and collection system improvements at various locations in the City.

Area of Potential Effect (APE)

The APE is disconnected, but clearly explained in the Form, including a short explanation of what the existing site conditions are at each location now (baseline), what the public WISAARD results show, and a map showing all the locations. If further detail for any of the locations is necessary, please let us know and we will provide it.

Ecology discussed with the City whether to include all the work under one APE for the entire City. We decided against this option, as it was decided it would not yield any more benefits than individual, small APEs for each work zone. Your comments are welcome on this decision.

Activities (Undertaking)

WRF improvements will help prevent inadequate treatment during peak flow hours, replace broken parts, bring the UV disinfection system up to current standards, replace older equipment, and reconfigure piping, and address electrical and insulation requirements. Please see the form for further details on the work at each location and work zone.

Collection system improvements require excavation, averaging a 8 ft. x 4 ft. depth for any sewer pipe replacement, installation of lift stations where necessary, bypass pumps where necessary, side sewer connections, manhole replacement or installation, and associated asphalt repair.

Summary of Efforts to Identify and Evaluate Cultural and Historic Properties

The City and Ecology have made a reasonable and good faith effort to identify cultural resources and historic properties that may be affected by this undertaking. Ecology received a cultural resource survey and a monitoring report from the City (*Plateau Archeological, March 2017 Cultural Resource Survey for the City of Ephrata Basin Street Water Main Replacement Project DAHP project number: 2016-10-07234*) for reference. Ecology communicated with area tribes on specific questions prior to initiating this consultation. Ecology researched the Department of Archaeology and Historic Preservation's (DAHP) Washington Information System for Architectural and Archeological Resources Data (WISAARD) in order to identify recorded historic and previous cultural resource reviews for the project vicinity. The City also identified the risk level of each work zone, per WISAARD, in the Form. The areas range from *Moderately Low to Very High Risk*. On page 4 of the form, each APE shows the nearest cultural resource assessment for reference as located in WISAARD.

Agency Determination and Findings

WISAARD's predictive model shows the City's APEs vary in risk for cultural resources or historic properties.

Information from the surveys referenced in the form indicate there are 11 historic properties inventoried within the city limits of Ephrata, and these are all located in the W½ of Section 15. There are two properties listed on the National Register of Historic Places (NRHP): the Grant County Courthouse and the Bell Hotel (Hannum and Harder, 2012, Sackman, A. and D. Harder, 2017). No pre-historic resources have been located within City limits, although a high number surround the City limits.

Historic research from the surrounding documentation and obtained through confidential discussion with the Confederated Tribes of the Colville Indian Reservation indicated that Ephrata is surrounded by a number of place names, and Ephrata itself was the center of tsuka-lotsa (Canby's biscuit root) country. Tsuka-lotsa was the largest source of food for Indians of Eastern Washington, second to salmon. Ephrata was also an important location for the gathering of camas by the Wanapum and Palus. Sackman, A. and D. Harder (2017) mention there are several ethnographic settlements in close proximity to the present day City, although none within 10 miles.

Ecology has reviewed this information and other ethnographic documentation in the surveys, reviewed the high number and different types of archaeological resources surrounding the City, and reviewed the proposed APE.

Ecology's preliminary determination is to treat each APE independently based upon location and risk, including whether a survey has been conducted immediately adjacent to the proposed site. We also are requiring an archaeologist to work with the City on this approach. We believe by doing this, we can ensure **No Adverse Effect to Historic Properties**, if they are present at any given location. We are seeking your comments on this strategy and on any specific APEs, if you have any concerns, or information to share.

Preliminary Determination:

Site #1 – Survey Recommended Moderate Risk, and Moderately Low Risk — **Monitoring recommended**

Site #2 – Survey Highly Advised Very High Risk, and Survey Highly Advised High Risk – **Survey recommended**

Site #3 – Survey Recommended Moderate Risk – **Monitoring recommended**

Site #6 - Survey Recommended Moderate Risk – **Monitoring recommended**

Site #7 – Moderately Low Risk – **Onsite IDP and inadvertent discovery training for staff recommended**

Site #8 – Moderately Low Risk – **Onsite IDP and inadvertent discovery training for staff recommended**

Site #9 - Survey Highly Advised High Risk – **Survey recommended**

Site #10 – Survey Recommended Moderate Risk: **Monitoring recommended**

Site #11 – Survey Highly Advised High Risk – **Survey recommended**

WRF Improvements Site –High to Very High Risk - **Survey recommended**

We suggest this approach to determine the presence of any historic properties in some locations, and because we are reasonably sure no historic properties exist in other locations based upon adjacent survey work. Ecology requests your review and comment on this approach.

To avoid cultural resources impacts, Ecology is requiring an **onsite inadvertent discovery plan (IDP)**. The recipient must follow the IDP protocol in the event that archaeological deposits are inadvertently discovered during construction in any portion of the Project APE, ground-disturbing activities should be halted immediately in an area large enough to maintain integrity of the deposits. The DAHP, affected tribes, and Ecology must be notified. Appropriate treatment of the archaeological resources and/or human remains would be determined among these parties. The recipient must use the [Ecology IDP Template](#).

Ecology will issue a determination shortly after the 30-calendar day comment period. If you have any questions about this project or need more time for your consideration of concurrence, please contact me, Liz Ellis, Environmental Review Coordinator, at liz.ellis@ecy.wa.gov or (360) 407-6429 if you have any questions about the general cultural resources review process.

We look forward to your comments.

Stay healthy and thank you,

Liz

Liz Ellis, Environmental and Cultural Resources Review Coordinator
Financial Management Section, Water Quality Program

Enclosure: Ecology 05/05 106 Cultural Resources Review Form

cc: Robert Whitlam, PhD, State Archaeologist DAHP
Guy Moura, Tribal Historic Preservation Officer, Colville Confederated Tribes
Elizabeth Armstrong, Archaeologist, Colville Confederated Tribes
Randy Abrahamson, Tribal Historic Preservation Officer, Spokane Tribe of Indians
Jessica S. Lally, Cultural Resource Program Manager, Yakama Indian Nation
Noah Oliver, Cultural Resources Program, Yakima Indian Nation
Cynthia Wall, Eastern Regional Office, Ecology



**CITY OF EPHRATA
STAFF REPORT**

To: Mayor and City Council
Mike Warren, City Manager

From: Bill Sangster

Date: 3/12/2021

Proceeding Type: Council Action

Subject: **TIB Consultant Supplemental Agreement for Division Avenue East Overlay**

Legislative History:

- | | |
|------------------------|------------------|
| • First Presentation: | March 17, 2021 |
| • Second Presentation: | N/A |
| • Requested Action: | Council Approval |
-

Staff Report Summary: TIB requires the City to have in place an agreement with our Engineering Company (Gray & Osborne, Inc.) for the Division Street Overlay project. This is accounted for in the budget for The project.

Discussion/Analysis:

Staff Recommendation: Motion to Authorize Administration to execute Consultant Supplemental Agreement #1 for Construction Engineering.

Financial Implications: **\$ 111,400**

Attachments

A.	TIB Consultant Supplemental Agreement

Legal Review

The following documents are attached and subject to legal review:

Type of Document	Title of Document	Date Reviewed by Legal Counsel
•		N/A



Transportation Improvement Board
Consultant Supplemental Agreement

Agency City of Ephrata

Project Number 3-E-164(005)-1

Project Name Division Avenue East Overlay

Consulting Firm Gray & Osborne, Inc.

Supplement Phase Supplement No. 1 for Construction Engineering

The City of Ephrata, Washington desires to supplement the agreement entered into with Gray & Osborne, Inc. and executed on August 8, 2019.

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.

The changes to the agreement are described as follows:

Construction Engineering Services

1. Provide project management to include management of engineering resources, risk management assessment, monitoring of Contractor's compliance with schedule, and assist City with TIB coordination during the construction phase of the project.
2. Assist in contract execution (Contractor and City), preconstruction conference (prepare agenda and meeting minutes), and issue formal Notice to Proceed.
3. Provide construction survey staking in compliance with the contract documents.
4. Conduct construction progress meetings with the City and the Contractor on an as-needed basis. Prepare agenda and meeting minutes and distribute minutes.
5. Provide support from office to include material submittal review, correspondence, review and processing of monthly pay estimates, teleconferences, and other items to support Contractor inquiries and field activities.
6. Provide on-site inspection services to witness and document the Contractor's compliance with contract requirements to include methods, equipment, and materials. This scope of work is based on providing part-time inspection services for up to a maximum of 360 hours.
7. Provide Contractor with timely interpretation of contract document language as may be requested. Answer Contractor's requests for information (RFIs).
8. Assist the City in negotiation of change orders as may be applicable.
9. Prepare record drawings based on the Contractor's submittal of his drawings (including markups) and the City's records. One original copy of the final record drawings will be provided to the City.
10. Assist the City in preparing project closeout paperwork in compliance with state law and TIB requirements.



Transportation Improvement Board
Consultant Supplemental Agreement

Services Not Included

- Reviewing the Contractor's certified payrolls.
- Participation in dispute resolution process.
- Review of or responsibility for the adequacy of safety measures at or near the project site(s).
- Providing the services of a testing laboratory to conduct compaction testing.

Section IV, **TIME FOR BEGINNING AND COMPLETION**, is amended to change the Completion Date

SUPPLEMENTAL COMPLETION DATE December 31, 2021

Section V, **PAYMENT**, shall be amended as follows as set forth in Exhibits A-1 and B-1

MAXIMUM AMOUNT PAYABLE \$200,580

If you concur with this supplement and agree to the changes as stated above, please sign and date in the appropriate spaces below.

Agency Signature	Date
Consultant Signature 	Date 3/8/21



Transportation Improvement Board
Consultant Supplemental Agreement

EXHIBIT A-1			
	Original Agreement	Supplement 1	Total
Direct Salary Cost	\$26,370	\$31,520	\$57,890
Overhead (including Payroll Additives)	\$49,586	\$58,627	\$108,213
Direct Non-salary Costs	\$2,149	\$8,015	\$10,164
Fixed Fee	\$11,075	\$13,238	\$24,313
Total	\$89,180	\$111,400	\$200,580



Transportation Improvement Board
Consultant Supplemental Agreement

EXHIBIT B-1 (CONSULTANT FEE DETERMINATION SHEET - COST PLUS FIXED FEE)

Prepared by Sean Comstock, P.E., Gray & Osborne, Inc.				Date March 4, 2021	
Project Division Avenue East Overlay					
Direct Salary Cost (DSC)					
Classification	Man Hours		Rate		Cost
Principal-in-Charge	8	x	\$40 to \$61	=	\$400
Project Manager	80	x	\$36 to \$61	=	\$3,520
Civil Engineer	120	x	\$28 to \$41	=	\$4,200
Field Inspector	360	x	\$25 to \$44	=	\$12,600
AutoCAD Technician	40	x	\$15 to \$40	=	\$1,360
Professional Land Surveyor	56	x	\$35 to \$46	=	\$2,240
Survey Crew (2 Person)	120	x	\$51 to \$68	=	\$7,200
TOTAL DSC					\$31,520
OVERHEAD (OH Cost including Salary Additives)					
OH Rate x DSC or 186% x \$31,520					\$58,627
FIXED FEE (FF)					
FF Rate x DSC or 42% x \$31,520					\$13,238
REIMBURSABLES					
Misc. Expenses, Including mileage, per diem, reproductions, etc.					\$8,015
GRAND TOTAL					\$111,400