

City of Vader



317 8th Street

PO Box 189

Vader, WA 98593

360-295-3222

vadercity@centurylink.net

CITY COUNCIL MEETING
LOCATION: VADER CITY HALL
DATE: Thurs., July 14th, 2016
TIME: 6:00 p.m.

CITY COUNCIL MEETING AGENDA

Call to Order

Roll Call

Pledge of Allegiance

Mayor's Report:

1. Report on 4th of July Celebration

Council Reports

Agenda Approval: City Council Meeting Agenda for 7/14/2016

Minutes Approval: City Council Meeting 6/23/2016

Voucher Approval: First half of July 2016: \$ 26,730.91

Public Comment

City Business:

1. Council to consider Council Position #4 Vacancy
2. Council to consider WWTP Amendment options.
3. RMSA Representatives: Roger Neal and Dylan Anderson regarding Special Event Insurance
4. **PUBLIC HEARING:** Community Development Block Grant Project Close-out Hearing for I & I Reduction Project Phase 1
5. Council to consider payment for side-sewer replacement project.
6. Update on Parking project at City Hall

Adjournment

The City of Vader is an equal opportunity provider. If you have special needs, please contact us in advance of the meeting so we can make special arrangements. 360-295-3222 office

DRAFT



CITY OF VADER

317 8th Street

VADER, WA 98593

(360) 295-3222

CITY COUNCIL MEETING

LOCATION: Vader City Hall

DATE: June 23rd, 2016

TIME: 6:00 p.m.

CITY COUNCIL MEETING MINUTES

Call to order:

Roll Call: by Dianne Floyd, Deputy Clerk/Treasurer

In Attendance	Absent Excused	Absent Unexcused	Name/Title
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ken Smith, Mayor
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Andy Wilson, Position #1
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jason Dailey, Position #2
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Joe Schey, Position #3 & Mayor Pro-Tem
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Judi Costello, Position #4
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ruth Crear, Position #5

Pledge of Allegiance:

Mayor's report:

1. Update on the 4th of July preparations
2. Public Hearing reminder for Sidesewer Project on July 14th, 2016.
3. Chip-seal project started today. More street paving in upcoming months.
4. Judi Costello resigned her position as Council Seat #4 as of June 12th, 2016. Mayor read her letter.

Council Reports:

1. Andy Wilson asked about a complaint letter regarding code violations. Mayor reported that our Building Official did finally get enforcement information to the City and it was forwarded to the City Attorney for processing. There are 10 properties being addressed including the one listed in the complaint letter.

Special Reports: None

Agenda:

Action-----I move to add the topic of Cost of Insurance to Agenda item #2 in the Council Meeting as written.

Motion Submitted by: Jason Dailey
2nd the motion: Andy Wilson
Vote: unanimous, 3-0/ Motion carries

Action-----I move to add item #3 regarding the resignation of Judi Costello to the Council Meeting Agenda.

Motion Submitted by: Andy Wilson
2nd the motion: Ruth Crear
Vote: unanimous, 3-0/ Motion carries

Action-----I move to approve the Agenda for the Council Meeting on 6/23/2016 as amended.

Motion Submitted by: Jason Dailey
2nd the motion: Andy Wilson
Vote: unanimous, 3-0/ Motion carries

Minutes:

Action-----I move to approve the Minutes for the June 9th, 2016 City Council Meetings as written.

Motion Submitted by: Jason Dailey
2nd the motion: Andy Wilson
Vote: unanimous, 3-0/ Motion carries

Vouchers:

Action-----I move to approve the vouchers for:

End of June, 2016:	\$ <u>10,015.41</u>
June 2016 Total:	\$ <u>32,728.68</u>

Motion Submitted by: Andy Wilson
2nd the motion: Ruth Crear
Vote: unanimous, 3-0/ Motion carries

Public Comment:

Scott Gross-Asked about the Council approved stop signs to go in at 8th and D Street.

City Business:

1. Mayor reported that there has been interest in a new possible option, Blue Frog, for Wastewater Treatment Plant upgrade. They would like to meet with the City and Cathi Read and Greg Zentner next week so the topic is being held over until after that meeting takes place.
2. Council discussed Resolution # 10-2016 and Insurance costs for the 4th of July Celebration.

Action-----I move to approve Resolution 10-2016 a resolution to authorize the Mayor to execute an agreement with certain private property owners for use of their property during the July 4th Celebration as well as to authorize the Mayor to locate \$1,800 in the city budget to pay for the Fireworks Insurance.

Motion Submitted by: Jason Dailey
2nd the motion: Andy Wilson
Vote: unanimous, 3-0/ Motion carries

3. Council discussed options to fill Council Position #4.

Action-----I move to discuss proposals to fill Council Position #4 at the next City Council Meeting.

Motion Submitted by: Ruth Crear
2nd the motion: Jason Dailey
Vote: unanimous, 3-0/ Motion carries

Meeting Adjourned:

6:55 p.m.

Approved by:

Mayor

Attest:

City Clerk/Treasurer



Subject: Wastewater Treatment Facility
Plan Update

Proposed Action: Consider options to select
A new engineering firm to complete the Plan
Update.

Dept. Origin: Mayor Smith

Prepared by: Jill Nielson

For Agenda of: July 14th, 2016

Exhibits: Request for Qualifications

INFORMATION / BACKGROUND

As directed by Council, Mayor Smith has continued to investigate alternatives for the Wastewater Treatment Plan (WWTP) Amendment. In so doing, it has become apparent that there may be additional lower cost solutions available for the City to consider which have not been addressed in the current Draft WWTP Amendment developed by BHC.

One of the items that is not addressed in the current Draft Amendment is our high levels of **Inflow & Infiltration (I&I)** at certain times of the year which overloads the sewer collection system and requires that the City have a treatment plant large enough to handle these extremely high inflows. There are options available to completely remove the possibility of all I&I. If the City chose to spend money to completely remove the I&I from the system, it would presumably, allow us to need a much smaller and possibly less expensive treatment system.

Another possibility that has not been discussed is the possibility of **land application** instead of discharging into a body of water during certain times of the year. Land application would include disposing of the WWTP effluent using a sprinkler system onto an approved acreage site that is located far from human use. Land application would be considered only during certain summer months when Olequa Creek is at its lowest volume and therefore is the most sensitive to temperatures and toxins in our effluent. This would mean that ECY could eliminate the "low flow" data (or summer months data) when determining the discharge permit levels and only consider the needs of the Creek when flows are higher. Discharging at a higher flow time (or fuller water levels) generally means that less treatment for toxins, filtration and refrigeration is required. This could greatly affect the permit level requirements. Simply stated, less need for treatment = less money spent on a treatment system.

Our current Draft WWTP Amendment was completed by BHC Consultants and because these items were not addressed by them I feel compelled to explore any and all possible options available to the City of Vader.

At this point the City has the following 2 options:

1. Open the project to amend the DRAFT WWTP Amendment to other Engineering Firms.

Things to consider with option #1: Selecting a new Engineering firm will require the City to advertize and follow other procurement requirements that could push the completion of the amendment and ultimately push back the design of the selected alternative 6 to 7 weeks. It is possible this could jeopardize the current funding we have in place to pay for the WWTP design which requires it to be completed by June 30, 2017. If this were to happen the City would need to seek out and apply for other funding to complete the design. However, it is possible that the new firm could potentially complete the amendment with enough time to also complete the design.

2. Allow BHC to amend the Draft WWTP Amendment and have them address the additional topics.

Things to consider with option #2: We have worked with BHC for almost 2 years on this project and they did not address these issues or options. I am not confident that they would be enthusiastic about these additional options and provide the attention necessary to truly consider their feasibility.

FISCAL CONSIDERATION

As previously mentioned, our funding will run out as of June 30, 2017. What does this mean? The current funding through ECY for a half loan/half grant requires that the city complete the WWTP Amendment and the Design of whatever the Preferred Alternative is identified in that Amendment. The funding will continue to pay for the WWTP Amendment but if the Design of the Preferred Alternative cannot be completed within that timeframe it will not be funded by the half loan/half grant.

If this were to happen it would not be the end of the project. It would just mean that the City would need to go through the process of applying and requesting the funding again through ECY or possibly another funding source. The unknown in this scenario is whether we would get as good of a funding package or not. However, I suppose it is possible that we could get a better funding package.

Additionally it would also push the project completion back several months or even as much as a year while we wait for the funding to be determined. But it is also very possible that one or more of these new ideas may be able to save the City money in the overall picture which would then prove to be worth the risk.

RECOMMENDATION:

I (Mayor Smith) recommend that the Council seek out a different Engineering Firm to complete the amendment to the Draft WWTP Amendment.

MOTION: I move to seek out a new Engineering Firm to complete the amendment to the Draft Waste Water Treatment Plan Amendment and direct city staff to proceed with advertising as required by Washington State procurement standards and approve the publication of the Request for Qualifications as provided in Exhibit 1.

Or

MOTION: I move to continue to work with BHC Consultants to complete the amendment to the Draft Waste Water Treatment Plan Amendment and direct the Mayor to engage in contract negotiations to that end.

EXHIBIT 1

City of Vader

317 8th Street
P.O. Box 189
Vader, WA 98593-0189
(360) 295-3222 phone
(360) 295-3012 fax
vadercity@centurylink.net e-mail

Request for Statements of Qualifications for Professional Engineering Services

The City of Vader is inviting qualified engineers to submit statements of qualification to perform a scope of work that includes:

- Reviewing and updating the DRAFT 2014 Vader Wastewater Facility Plan Amendment to the 2004 Wastewater Facilities Plan/2009 Wastewater Facilities Plan Amendment, including:
 - Evaluating additional alternatives, including the use of aeration technology as a possible alternative, sewer collection system options to remove I & I from the system, land application of effluent options, and recommending a preferred alternative. Evaluation will be based on, but not limited to:
 - Ability to meet permit requirements;
 - Life cycle cost analysis of the alternatives and their effect on sewer rates;
 - System reliability;
- Preparing required environmental documentation for the preferred alternative per federal funding guidelines;
- Provide grant/loan administration for this federally funded project as needed;

Future work (under a separate or amended contract) may include design of the recommended alternative, assisting the City with procurement of equipment and services, and/or construction oversight. The Facilities Plan Amendment and preferred alternative project design must be completed by June 30, 2017.

A complete qualification package should include:

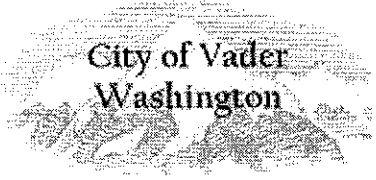
- Relevant experience in comparing various wastewater treatment technologies in an engineering report;
- List of wastewater projects worked on in the last 5 years including performance and references.
- A one-page summary of recommendations for a small city who is addressing deteriorating lagoon systems.
- A schedule depicting the consulting engineer's interpretation of the required tasks and time required to accomplish each task. Include any lines of authority within the project team .
- Qualifications of personnel that will be working on the project;
- Submissions should be no larger than ten (10) pages, excluding resumes.

A site visit/tour of the existing facility is scheduled for 10 a.m. on Weds., July 27, 2016. Interested firms are invited to attend, but attendance is not required for a qualification package to be considered. A copy the most recent amendment to Vader's Wastewater Facility Plan is available upon request and will be mailed the next business day. Requests may be made by email to: vadercity@centurylink.net Attn: WWFP Update 2016.

Firms desiring consideration shall submit 4 (four) hard copies of a complete qualification package to:

Jill Nielson, Vader City Clerk/Treasurer, PO Box 189, Vader, WA 98593. Submissions must be received by the City no later than 1:00 p.m. on Tuesday, August 9th, 2016. The City may elect to interview any or all firms.

This project will be funded through the Department of Ecology State Revolving Fund (SRF). As a result, a number of state and federal requirements will apply to the selection process and conduct of the project. The City of Vader is an Equal Opportunity and Affirmative Action Employer. Minority and women-owned firms are encouraged to submit Statements of Qualifications. Please direct questions to Jill Nielson at (360) 295-3222 or vadercity@centurylink.net.



Agenda Bill

<p>Subject: Payment Request to complete Side-sewer Replacement</p> <p>Proposed Council Action: Approve payment to pay for completion of project.</p>	<p>Origin: Grant Administration</p> <p>Prepared by: Jill Nielson</p> <p>For Agenda of: July 14, 2016</p> <p>Exhibits: none</p>
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INFORMATION / BACKGROUND

One of the Private Side-sewer Replacements was found to be incomplete. The agreement with the homeowners was that all of the side-sewer line would be tested and/or replaced between the property line and the house. Any line that went under a house was not part of the project. Upon additional inspection it was determined that only part of the side-sewer had been replaced.

Note: All personal information including names and addresses of recipients of the Private Side-sewer Replacement Project are to be kept confidential per CDBG funding requirements. For this purpose I will refer to the owner/residence as "R".

FISCAL CONSIDERATION

The \$4,312.00 is to pay for the completion of the side-sewer replacement for the residence referred to as "R" and is included in the CDBG funds for the I&I reduction project.

RECOMMENDATION / MOTION

Approve the release of funds to complete Private Side-sewer Replacement.

MOTION: I move to approve the release of funds in the amount of \$4,312.00 to pay for completion of the CDBG funded Private Side-sewer Replacement Project for the residence referred to as "R" as contractually obligated by the City of Vader.