

**CITY OF SULTAN
COUNCIL MEETING – COMMUNITY CENTER
February 28, 2013**

7:00 PM CALL TO ORDER - Pledge of Allegiance and Roll Call

CHANGES/ADDITIONS TO THE AGENDA

PRESENTATIONS

1. Introduction of New City Staff
2. Planning Association of Washington – Recognition of Comprehensive Plan
3. Multi Casualty Incident Drill

COMMENTS FROM THE PUBLIC: Citizens are requested to keep comments to a 3 minute maximum to allow time for everyone to speak. It is also requested that you complete a comment form for further contact.

COUNCILMEMBER COMMENTS

CITY ADMINISTRATOR COMMENTS

STAFF REPORTS – Written Reports Submitted

1. Animal Control
2. Public Works
3. Public Works Field Supervisor
4. Museum Update

CONSENT AGENDA: The following items are incorporated into the consent agenda and approved by a single motion of the Council.

- 1) Approval of the Council Meeting Minutes
- 2) Approval of Vouchers

ACTION ITEMS:

1. Roundabout Monument Contract Award
2. Engineering Contract for Lift Station Upgrade

DISCUSSION: Time Permitting

PUBLIC COMMENT ON AGENDA ITEMS ONLY

COUNCILMEMBER RESPONSE TO PUBLIC COMMENT ON AGENDA ITEMS

Executive Session: None

Adjournment - 10:00 PM or at the conclusion of Council business.

ADA NOTICE: City of Sultan Community Center is accessible. Accommodations for persons with disabilities will be provided upon request. Please make arrangements prior to the meeting by calling City Hall at 360-793-2231. For additional information please contact the City at cityhall@ci.sultan.wa.us or visit our web site at www.ci.sultan.wa.us

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: P-1
DATE: February 28, 2012
SUBJECT: New Public Works Staff Introduction
CONTACT PERSON: Mick Matheson, P.E. – Public Works Director



ISSUE:

The issue before council is to hear a presentation introducing the new recently hired public works staff.

Matt Wood – Water Treatment Plant Operator
Jason Strauss – Utility Worker
Steve Martin – Utility Worker

STAFF RECOMMENDATION:

Receive the presentation and ask questions of Mr. Matheson and/or the new employees. No action is required.

SUMMARY:

The Public Works Department recently hired three new employees.

Matt Wood – Water Treatment Plant Operator

Matt was hired on November 19, 2012 as the new Water Treatment Plant Operator. Matt fills the position that was vacated when Bill Ferry resigned in January 2012. Matt was selected out of a candidate pool of nine applicants. He is receiving daily training from Mike Williams, Water Systems Manager. Matt is currently studying for his Water Certification and will take the test in March.

We were impressed by Matt's enthusiasm and his solid work history having been with a well respected regional company for over fourteen years.

Jason Strauss – Utility Worker

Jason was hired on January 28, 2013 as a new Utility Worker. Jason fills the position that was vacated when Cliff Reilly resigned in October 2012. Jason was selected out of a candidate pool of fifteen applicants.

We were impressed with Jason's credentials and his outstanding work history having spent over seventeen years with a local company.

Steve Martin – Utility Worker

Steve was hired on February 4, 2013 as a new Utility Worker. Steve fills the position that was vacated when Dennis Johannsen left the City. Steve was selected out of the same candidate pool as Jason Strauss.

We were impressed with Steve's credentials, his persistent follow-up, and his relevant experience working for both the Idaho and Washington Departments of Transportation.

RECOMMENDED ACTION:

Receive the presentation and ask questions of Mr. Matheson and/or the new employees.

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: P-2

DATE: February 28, 2013

SUBJECT: Sultan Comprehensive Plan to be Presented and Discussed at the Planning Association of Washington Statewide Conference

CONTACT PERSON: Robert Martin, Community Development Director

ISSUE:

The Planning Association of Washington (PAW) has accepted a proposal for presentation of the Sultan Comprehensive Plan at the PAW's statewide annual conference in Chelan (**see Attachment A**).

DISCUSSION:

The Planning Association of Washington is a professional organization serving the education and support needs of city council members, planning commission members, and any other persons in the public and private sector who participate in the public land use planning process (**see Attachment C**).

The PAW is holding its 50th anniversary Annual Conference in Chelan on April 10th, 11th, and 12th in Chelan. The major topic of the conference is the upcoming 2015 comprehensive plan update schedule from the State Department of Commerce.

As jurisdictions are now preparing to engage their plan updates for the new 2015 schedule, many cities are facing that schedule with no recent experience in plan update process. As one of only two jurisdictions in the Puget Sound Region to have completed its Comprehensive Plan update on the original 2011 plan update schedule, Sultan is receiving considerable notice.

Sultan's 2011 Comprehensive Plan received certification from the Puget Sound Regional Council without any conditions. Because of this recent experience, Sultan is becoming important as a source for information on what is currently required in comprehensive plans, how to go through the process at the local level, and how to engage with Dept. of Commerce and other state and regional agencies to avoid appeals and remands.

The PAW's conference committee has accepted Sultan's proposal (**see Attachment B**) to present our recent experience at the conference. The presentation will address the process and the product of Sultan's 2011 planning effort. Topics will include: Consultant relationship; Organizing and implementing a public involvement program; Council and Planning Board partnership; State and Regional Agency contact; Format and organization of the plan; Policy development; Tracking compliance with State, Regional, and County goals, and the Adoption Process.

ATTACHMENTS:

Attachment A: E-mail of Acceptance
Attachment B: City Proposal for Presentation
Attachment C: Cover Sheet from PAW web site

**ATTACHMENT A
PROPOSAL ACCEPTANCE**

Mr. Martin,

Congratulations, your conference proposal has been accepted. I'll be your track chair and we have a 10:30-11:45 am slot for you on Thursday, April 11th. You'll be the second presentation that day in the "Comprehensive Plan Update Strategies" track.

Please fill out the attached registration form and send it back to me, or the address on the form, no later than Monday, February 25th.

I'll follow up with more information early next week. Please feel free to email or call with any questions or concerns.

Thanks for participating in our PAW conference!

Best Regards,
Alex Wenger
Community Planner II
Community Development Services
(360)543-9979

From: Robert Martin [<mailto:robert.martin@ci.sultan.wa.us>]
Sent: Thursday, November 29, 2012 3:46 PM
To: Alex Wenger
Subject: PAW Spring Conference Proposal

Hello Alex:

The City of Sultan submits the attached proposal for a presentation at the PAW Spring Conference.

Please review and let me know if you have any questions as you decide on our fit for your agenda.

Thanks for your work on the conference.

Robert Martin, AICP
Director of Community Development
City of Sultan
319 Main Street
P.O. Box 1199
Sultan, WA 98294-1199

360.793.1311
360.793.3344 Fax

ATTACHMENT B CITY PROPOSAL TO PAW

November 21, 2012

Mr. Alex Wenger
Planning Association of Washington

Subject: Spring Conference Session Proposal

Dear Alex:

The City of Sultan presents this proposal for participation in the Spring Conference at Lake Chelan.

Session Topic: Efficiently updating your Comprehensive Plan / Connecting with your community; getting started with your plan update.

Description of Proposed Session:

The City of Sultan (Population 4, 660) is one of two jurisdictions (City of Redmond is the other) in the Puget Sound region to have completed its 2011 Comprehensive Plan update on schedule, not availing itself of the delay authorized by the Legislature in response to the economic situation.

This plan has just received unconditional Certification by the Puget Sound Regional Council. The PSRC review of the plan includes the following in its summary statement:

“The city’s efforts to address housing diversity and affordability are particularly impressive, including work to streamline and simplify development regulations.... All of this work serves as a model example for other local jurisdictions in the central Puget Sound region.”

Sultan engaged a highly detailed analysis/cataloging of compliance with the planning policies of Puget Sound Regional Council and Snohomish County. Jurisdictions starting their update process, including Snohomish County, have noted this as a trend-setting feature worthy of use in their plans.

The plan was constructed with extensive involvement of citizen committees, Planning Board, and City Council. It was adopted unanimously without any public opposition.

Relevance to Attendees:

Professional and lay planners and elected officials will benefit from the perspective of a jurisdiction that has successfully completed one of the most current GMA Plan updates in the state. Topics that can be included are: Citizen Involvement; Plan Organization; Policy Formulation; Concurrency Management; Agency Interaction; Plan Adoption.

Session Presenter:

The session will be presented by Robert Martin AICP, Community Development Director, City of Sultan.

Mr. Martin has a B.S. in Biology from Central Michigan University, and an M.S. in Geography from Oregon State University.

He began his career as Planning Director of Jefferson County Oregon in 1978 where he was on the front lines of the land use and cultural issues involving the Baghwan Shree Rajneesh and the Rajneesh cult. After that he has been a planning executive in Milton-Freewater, OR.; Walla Walla, WA.; and Whatcom Co. WA. As Planning Director of the City of Walla Walla, Mr. Martin lead the City's involvement in the redevelopment/revitalization of the downtown, resulting in Walla Walla receiving the National Historical Trust's Great American Main Street Award for 2001.

He has also operated his own single-proprietor private planning assistance company, Plan First Consulting for three years providing services to over 80 individual, municipal, and corporate clients.

Mr. Martin is currently Community Development Director of the City of Sultan, WA where he has served since June of 2008. During the economic slow-down, the department has focused on updating and streamlining the community's plans, codes, and development standards in preparation for the return of economic activity. In addition to the complete new Comprehensive Plan, the city now has a complete new Land Division Code and is half way through development of a complete new Zoning Code.

Mr. Martin has served two years as President of the Washington City Planning Directors Association in 1992 and 1993. In that capacity, he was significantly involved in legislative activities for development and adoption of the Growth Management Act.

ATTACHMENT C PAW COVER SHEET



PAW in Action

PAW is a grassroots educational organization serving the needs of planning commissioners, elected officials, tribes, special purpose districts, private sector firms, state agencies, students, and interested citizens.

PAW provides the following services to its membership and the citizens of Washington state:

- Annual Update of the Short Course on Local Planning, sponsored in conjunction with the WA Department of Community, Trade and Economic Development (CTED).
- Over 25 Short Course presentations per year, bringing planning know-how to large and small communities across the state.
- PAW-initiated, Regional Short Courses on locally-relevant planning topics.
- One free copy per member per year of the Short Course Manual, on request of Janet Rogerson, Education and Outreach Coordinator, Growth Management Services, CTED.
- PAW/American Planning Association Washington Chapter Joint Awards Program, recognizing exemplary planning efforts in the state.
- Member subscriptions to the Western Planner, eight issues per year, including PAW News.

SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM NO: P-3

DATE: February 28, 2013

SUBJECT: Multi Casualty Incident (MCI) Drill April 9, 2013

CONTACT PERSON: Ken Walker, City Administrator 

ISSUE:

Staff will brief Mayor Eslick and Council on a planned MCI Drill to test emergency services preparedness for large scale disasters.

STAFF RECOMMENDATION:

Review attached materials, listen to presentation and ask clarifying questions.

SUMMARY:

When Mayor Carolyn Eslick first was elected as Sultan's Mayor she was determined to increase safety in Sultan by starting programs such as Block Watch and establishing the Sultan Community Services Committee. She also wanted to increase community involvement and volunteerism.

Over the last four years there has been a significant increase in citizen volunteerism, which includes Citizen Emergency Response Team (CERT) which has trained hundreds of civilians to be prepared for disasters. Several community members have also been hiring and trained serve as volunteers in the police department.

At the same time Sultan city staff, members of CERT, Volunteers of America, Sultan Library, Sultan School District, Snohomish County Fire District 5, Snohomish County Department of Emergency Management and Sultan Police have met monthly to discuss safety issues, problems or concerns in the Sultan area and planning to help the Sultan Community be prepared for as many natural and manmade disasters as possible.

Staff from these agencies has also attended training to learn about the Incident Command System which is now known the National Incident Management System (NIMS). NIMS is a standardized system which regulates the way emergency services respond to emergencies, the structure of management during large scale emergencies and terminology to be used.

As Mayor Eslick and Council knows, staff have practiced emergency evacuations from Sultan schools yearly and have practiced scenarios but have questions about how all of the disciplines would respond to and handle an emergency response to a major incident in Sultan. In February 2011 staff from the Sultan Community Services Committee (SCSC) conducted a "Table Top Exercise" for an MCI and learned many valuable lessons to improve the response to an MCI.

The SCSC has decided it is time to conduct a full scale MCI to practice our preparedness. A subcommittee was formed, within the SCSC and they have been planning a staged school bus crash near 1st and Alder on April 9, 2013.

The subcommittee is comprised by members of Snohomish County DEM, school district, police department; Sheriff's Office and is chaired by Deputy Fire Chief Jim Fulcher. They have been meeting for some time and outlined an MCI which will involve a rolled over school bus that is occupied by students and staff at the time of the crash.

The scenario objectives include practicing and evaluating how emergency responders respond to, set up, establish unified command, set up triage, evaluate and transport victims and deal with family, friends and media during the event.

While all of the involved agencies have received training in these areas and discussed "what if", we have never practiced together for such an event, to answer the questioned posed in the objectives above.

The MCI Subcommittee proposes the area of Main Street between 3rd & 1st and 1st between Main and Birch be closed early the morning of April 9th so a school bus can be moved into place and rolled on its side. Actors will be put into the bus and will display a variety of injuries.

There will be representatives from DEM to evaluate the actions of all the emergency components. Representatives from the media will be on hand, as well as CERT and Volunteers to serve as family member actors. We have also been told other emergency service agencies and staff from the State School Superintendent's Office has asked to observe the drill.

At the conclusion of the drill, involved staff will debrief to review the pros and cons of the drill and agency responses to it.

Attached you will find a portion of the MCI plan for your information. The entire plan is not being attached as it is still being developed.

FISCAL IMPACT:

On duty city Public Works staff will help by setting up and removing road closure barricades the day of the drill and will be asked to post notices of closure ahead of time. Mr. Matheson or Public Works Supervisor Dunn will part of the Unified Command Team for the exercise. The Police Department plans to call in six deputies to assist with the drill.

There should be no additional costs to Sultan as the Public Works staff will be working during their normal shift and the six deputies will be paid for out of the city's budgeted overtime.

RECOMMENDED ACTION:

Listen to the MCI presentation and ask clarifying questions.

ATTACHMENT

Appendix A: Portion of MCI Drill Outline

School Bus Accident

Mass Casualty Incident- Field Training Exercise

MCI – FTX 2013

Sponsor agencies

Snohomish County Fire District 5

Sultan School District #311

City of Sultan

Snohomish County Sheriff Department

Snohomish County DEM, C.E.R.T.

Snohomish County Fire District 5 will conduct a Mass Casualty Incident - Field Training Exercise (MCI-FTX) on Tuesday, April 9th 2013, simulating a school bus collision. The bus will be rolled over on its side trapping many of its 20-30 students inside.

The MCI-FTX will provide an opportunity for local stakeholders including Fire, Law Enforcement, Schools and City agencies to practice the recently adopted Snohomish County Fire Chief's MCI plan. Besides testing the fire department's response to an MCI, we will also be testing the Sultan School District's revised bus route books for student information. The exercise is also an opportunity to monitor and evaluate cooperation and communication between agencies and other stakeholders.

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6	Exercise Participants-	Error! Bookmark not defined.
7	Assumptions, Constructs and Constraints	Error! Bookmark not defined.
8	Exercise Objectives / Capabilities	Error! Bookmark not defined.
9	Communication	Error! Bookmark not defined.
10	Public Relations –	Error! Bookmark not defined.
11	Hot Wash – Debriefing and After Action Report	Error! Bookmark not defined.
12	Actors (Sultan High School Drama team)	Error! Bookmark not defined.
13	Video Taping and Audio Recording	Error! Bookmark not defined.
14	Bus Scene Set-up and Clean-up	Error! Bookmark not defined.
Appendix A	Agency Contacts (Planning Committee)	Error! Bookmark not defined.
Appendix B	Drama Scenario	Error! Bookmark not defined.
Appendix C	FTX Situation Manual	Error! Bookmark not defined.
Appendix D	Site Map	Error! Bookmark not defined.

1 General Background-

"In 2000, there were 9,000 (school) bus accident injuries, including 16 fatalities. School bus injuries result from several different causes. For one thing, most full-sized school buses are not equipped with seat belts." This is according to a website for trial lawyers (<http://www.totalinjury.com/motor-vehicle/bus-accident/default.aspx>).

In 2002, the National Highway Traffic Safety Administration's Executive Summary report to Congress on "School Bus Safety: Crash Worthiness Research" states that "Over the past 11 years, school buses have annually averaged about 26,000 crashes resulting in 10 deaths: 25% were drivers; 75% were passengers."

Looking a little deeper into the statistics provided, it may not be as bad at first glance; school buses remain one of the safest forms of transportation in the United States. Every year, approximately 450,000 public school buses travel an estimated 4.3 billion miles to transport 23.5 million children to and from school and school related activities. The School bus occupant fatality rate of 0.2 fatalities per 100 million vehicle miles traveled (VMT) is much lower than the overall rate for motor vehicles of 1.2 per 100 million VMT.

School bus collisions are low frequency events, but if (or when) they do happen, they impact the community immensely. Whenever you have the possibility of multiple casualties of children, concentrated in a small area, it will have a major impact to the whole community, not just those personally involved. Communication and cooperation between local government agencies can be difficult in an emergency setting, tracking patients and communicating information back to parents and the public can also be a challenge.

Originally, the fire district's desire to acquire a school bus (or buses) was for extrication /rescue training only. The fire district wanted to find were the best "soft spots" or areas to gain access. But, it quickly turned to an in house MCI drill. The fire district does annual MCI / Triage training and have come to realize that there are other stakeholders or "Players" that would be present on an actual incident. Our drills in the past have not addressed the interface between these other "Players" that might be involved with an incident such as a school bus roll over collision with multiple injuries. The school had created a detailed bus route book that is in each of their buses. This is a resource that the other emergency first responders did not know existed. Finally, it became apparent that we needed to have a full FTX that would include all "Players" Fire, Law Enforcement, School, City and other officials. We would also request Providence Hospital our DMCC to participate.

In response to these statistics and other challenges on Saturday, April 9, 2013, Snohomish County emergency first responders and other stakeholders will be conducting an MCI Field Training Exercise (MCI-FTX). The FTX will be simulating a school bus collision / roll over. Many of its 20-30 (high school student) patients in the bus will be trapped with assorted injuries and several fatalities.

The MCI Field Training Exercise (FTX) is designed to establish a learning environment for players to exercise emergency response plans, polices, and procedures as they pertain to a "Basic" Multiple Casualty Incident (MCI).

This MCI-FTX is being produced by Snohomish County Fire District #5 fire department staff, with input and advice from multiple disciplines throughout Snohomish County including Snohomish County Sheriff's Office, Sultan School District, City of Sultan and Snohomish County DEM and others. This exercise is evidence of growing public safety partnership between state, local, public, and private enterprises response to an MCI.

2 Authority to Draft MCI-FTX Plan

Public agencies of the Sultan area including (Sultan School District 311, City of Sultan Administration, Public works, Police and Snohomish County Fire District 5) formed a committee of department or agency leaders several years ago. This committee meets monthly to discuss issues that cross over individual department/ agency jurisdiction. Chairman Lt Jeff Brandt (Sultan Police Chief) formed an MCI-FTX planning committee to be chaired by Deputy Fire Chief Jim Fulcher Snohomish County Fire District 5. The planning committee will have representatives from each of the member agencies. The planning committee was tasked to develop a detailed MCI-FTX plan and submit it for approval by the “City, School, Fire Committee” on February 28th meeting. The following is a DRAFT PLAN until it is adopted.

3 Exercise Summary

The School Bus MCI- FTX is designed to test the **Snohomish County Fire Chiefs MCI Plan**. The MCI- FTX will be conducted on Tuesday April 9, 2013 from 10:00am – 2:00pm.

A school bus will be placed on its passenger side on First Street near Alder street in the City of Sultan. 20-30 patients “Actors” will be placed in and or around the school bus accident scene. “Players” personnel from the Fire, Law Enforcement, School and the City will be asked to participate. “Players” will respond to the scenario as they would in a real MCI event. “Controllers” will help facilitate the FTX and direct “Players” and “Actors” to make it as real as possible and “Observers” shall take notes for an PIA “Post Incident Analysis”.

“Player” agencies will be asked for specific objectives and goals for their agency, but the MCI-FTX’s overall objective is twofold.

1. Test fire districts response and practice newly adopted MCI plan.
2. Establish a Unified Command (UC) to test our communication and cooperation with “player” agencies.

A debriefing after the FTX will be conducted for players, controllers, observers and others. An “PIA” post incident analysis will be distributed to player agencies.

4 Scenario Summary -

On Tuesday, April 9th 2013 at 7:45am. The “Elephant Route” which covers the Sultan School District area west of Sultan and north of State Route 2 including Fern Bluff Road. The weather is cold and wet, it had rained most of the previous night and the roads are still wet. It is still drizzling off and on and sunrise was at 6:35 am and was light enough for most vehicles to not have their headlights on. It’s approximately 45degrees outside.

Mr. Smith was approximately ¾’s way through his route and was east bound at about the 26500 block of Old Owen Rd. The bus was almost at the posted speed limit of 50 MPH he entered a slight curve to the left, a dump truck heading west bound crossed the center line. Mr. Smith quickly moved out of his way by moving to the right to give the dump truck more room. As the

bus's wheels dropped off the pavement, the dump truck side swiped the bus. The bus was forced off the road at a speed of approximately 50 MPH. The bus continued off the road and into a ditch, then hit a large tree. This radically forced the bus to spin around and came to a stop on its passenger side. The bus had damage to its driver's side from the dump truck side swipe, but most of the damage was to the front end of the bus as it took a direct hit to the tree. Mr. Smith was gravely injured as was 2 of the student riders. Several of the riders were obviously injured with head, arm and leg injuries. With the bus on its side the students were trying to help each other. Several students tried to open the driver side emergency door.

5 Exercise Implementation and Rules-

All participating organizations recognize the importance of conducting an exercise of this magnitude as safely as possible. A Safety Plan will be an integral portion of the exercise planning process.

Participant safety takes priority over exercise events. Although the participants involved in the MCI-FXT drill come from various response agencies, they share the basic responsibility for ensuring a safe environment for all personnel involved in the exercise. Because aspects of an emergency response are dangerous, professional health and safety ethics should guide all participants to operate in their assigned roles in the safest manner possible.

All injuries, incidents, and accidents, regardless of severity, must be reported immediately to the nearest Controller. Anyone who observes a participant who is seriously ill or injured will first advise the nearest controller and then render first aid, if possible, provided the aid given does not exceed his or her training. For an emergency that requires assistance, participants should use the phrase "real-world emergency." If the nature of the emergency requires suspension of the exercise at the venue or function, all exercise activities at that facility will immediately cease. Exercise play may resume at that venue or function after the situation has been addressed. If a real emergency occurs that affects the entire exercise, the exercise may be suspended or terminated at the discretion of the FTX-ED.

Exercise players will comply with real-world response procedures, unless otherwise directed by controllers.

- **Safety** is priority one, all controllers shall stop any and all unsafe acts immediately, and report them to the ED.

**SULTAN CITY COUNCIL
AGENDA COVER SHEET**

ITEM NO: SR-1
DATE: February 28, 2013
SUBJECT: Animal Control Report
CONTACT PERSON: Victoria Forte', Community Service Officer
Robert Martin, Community Development Director

ISSUE:
Transmitting report from Victoria Forte, Community Services Officer.

STAFF RECOMMENDATION:
Receive Report, no action required.

BACKGROUND:
Animal Control Report

ATTACHMENT

ATTACHMENT A: Animal Control Report

SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM NO: SR – 2

DATE: February 28, 2013

SUBJECT: Public Works Monthly Report

CONTACT PERSON: Mick Matheson, P.E., Public Works Director



ISSUE:

Provide monthly reports to Council regarding:

- City of Sultan Water Plant Production and Operation
- Everett Meter Readings
- City of Sultan Wastewater Treatment Plant Operation
- Recycling and Garbage Reports
- Cemetery Report

SUMMARY:

There are nine total attachments. Five attachments are designed to provide information regarding the City of Sultan's water production, a water supply comparison and information on the Everett meter readings.

Lastly, there are four attachments designed to provide information with respect to the City of Sultan's Wastewater Treatment Plant operation, garbage collection, recycling and cemetery. The attachments are updated monthly.

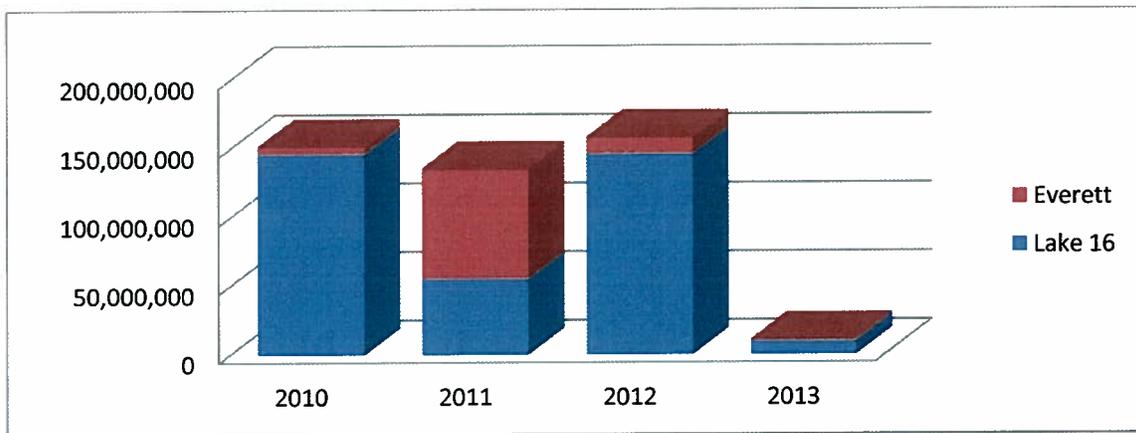
ATTACHMENTS:

Attachment A-1	Lake 16 vs. City of Everett Water Supply Comparison
Attachment A-2	Lake 16 Production for 2013
Attachment A-3	City of Sultan Water Plant Production Past 6 Years
Attachment A-4	Yearly Totals for Lake 16 Production
Attachment A-5	Everett Meter Readings for 2013
Attachment A-6	City of Sultan Wastewater Treatment Plant Operational Report
Attachment A-7	Garbage Report
Attachment A-8	Recycling Report
Attachment A-9	Cemetery Report

Lake 16 vs. City of Everett Water Supply Comparison

Yearly Totals for Lake 16 and Everett Productions

	2010	2011	2012	2013
Lake 16	146,834,350	55,707,050	146,762,070	10,271,500
Everett	5,542,680	80,360,632	11,943,316	715,836
Total Gallons	152,377,030	136,067,682	158,705,386	10,987,336
% Everett	4%	59%	8%	7%



NOTE: ALL NUMBERS ARE IN GALLONS

LAKE 16 ANNUAL PRODUCTION

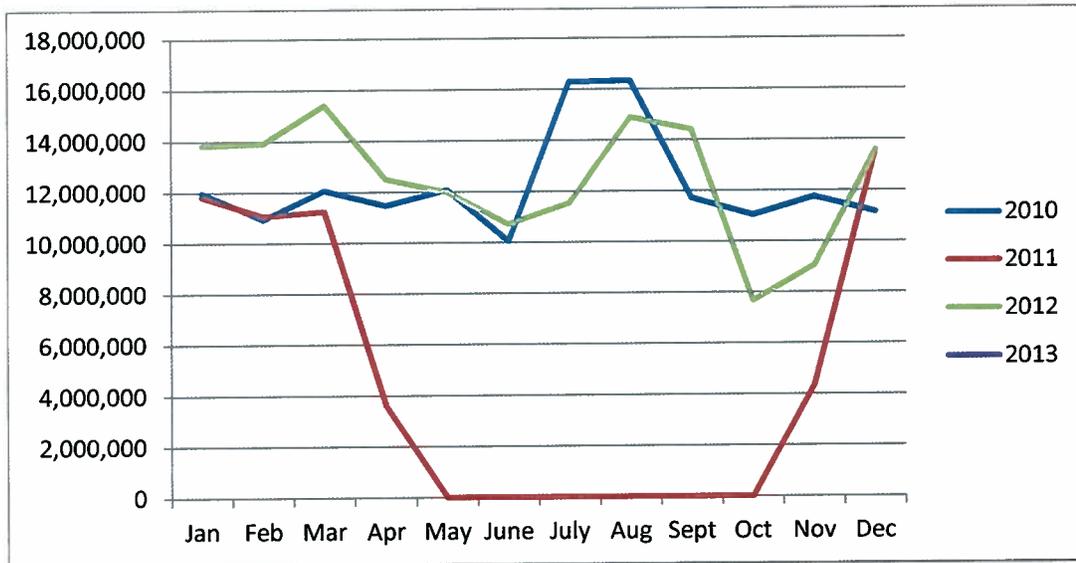
MONTH	RUN TIME HOURS	FLOW	FLUSHES	BACKWASH	FILTER TO WASTE	TOTAL TO TOWN	CHLORINE POUNDS	FILTER AID/POUNDS	COAGULANT LBS	CAUSTIC LBS	FLUORIDE LBS
Jan-13	285.7	12,695,000	855,000	1,200,500	368,000	10,271,500	122	1.4	1,392	1,341	93.0
Feb-13						0					
Mar-13						0					
Apr-13						0					
May-13						0					
Jun-13						0					
Jul-13						0					
Aug-13						0					
Sep-13						0					
Oct-13						0					
Nov-13						0					
Dec-13						0					
TOTALS	285.7	12,695,000	855,000	1,200,500	368,000	10,271,500	122	1.4	1,392	1,341	93.0
AVERAGE	285.7	12,695,000	855,000	1,200,500	368,000		122	1.4	1,392	1,341	93.0

FLOW/FLUSHES/BACKWASH/FILTER TO WASTE/ TOTAL TO TOWN NUMBERS ARE ALL IN GALLONS

YEARLY TOTALS FOR LAKE 16 PRODUCTION

	2010	2011	2012	2013
Jan	11,986,600	11,816,800	13,837,500	10,271,500
Feb	10,940,800	11,059,100	13,917,500	
Mar	12,070,300	11,246,150	15,413,700	
Apr	11,473,900	3,636,500	12,509,700	
May	12,080,100	0	11,994,500	
June	10,055,300	0	10,721,850	
July	16,291,400	0	11,536,100	
Aug	16,332,850	0	14,897,550	
Sept	11,716,200	0	14,403,400	
Oct	11,049,000	0	7,669,000	
Nov	11,755,700	4,359,500	9,048,000	
Dec	11,159,200	13,589,000	13,589,000	
TOTAL	146,911,350	55,707,050	149,537,800	10,271,500
AVG	12,242,613	4,642,254	12,461,483	10,271,500

ALL NUMBERS ARE IN GALLONS



CITY OF SULTAN
Wastewater Treatment Plant
Operational Report
2012 - 2013

MONTH	Influent Flow (Max High allowed 0.72 MGD)			Total Rainfall Inches	Effluent PH (Range allowed 6.0 - 9.0)		Biological Oxygen Demand (Range allowed 85% to 100%)	Avg Suspended Solids (Range allowed 85% to 100%)	Sludge Wasted Gallons	Hauled Wet Tons	
	Total (MG)	Avg (MGD)	High (MGD)		Low (MGD)	PH Low					PH High
Jan-12	10,965	0.353	0.650	0.262	5.28	6.5	6.9	97.2	96.0	96,723	24.72
Feb-12	11,468	0.395	1.511	0.249	6.22	6.3	6.8	97.2	95.2	122,915	48.16
Mar-12	11,161	0.36	0.586	0.251	7.12	6.5	6.8	96.5	95.2	119,228	35.87
Apr-12	9,143	0.305	0.413	0.238	4.58	6.2	6.7	97.5	96.4	104,348	21.98
May-12	10,191	0.329	0.510	0.275	5.03	6.5	6.5	98.3	97.6	106,900	33.02
Jun-12	9,818	0.327	0.393	0.281	4.7	6.3	6.8	98.2	97.4	87,077	22.48
Jul-12	8,118	0.262	0.326	0.22	1.54	6.3	6.8	98.7	98.0	107,479	28.47
Aug-12	6,615	0.213	0.233	0.189	0	6.3	6.8	98.5	96.6	80,222	18.68
Sep-12	6,235	0.208	0.235	0.168	0.40	6.2	6.9	98.8	97.6	62,517	20.98
Oct-12	8,461	0.273	0.497	0.203	7.82	6.4	6.8	98.3	97.3	68,736	20.88
Nov-12	11,936	0.398	0.861	0.297	6.96	6.3	6.5	98.4	97.2	105,762	23.18
Dec-12	13,499	0.435	0.778	0.290	7.74	6.1	6.4	96.1	91.5	67,761	23.03

Jan-13	12,675	0.409	1.093	0.237	10.3	6.1	6.6	95.0	92.4	83,787	34.82
Feb-13											
Mar-13											
Apr-13											
May-13											
Jun-13											
Jul-13											
Aug-13											
Sep-13											
Oct-13											
Nov-13											
Dec-13											

2013 GARBAGE REPORT

	2012 TONS	2012 COST	2013 TONS	2013 COST
January	130.73	\$13,732.00	141.21	\$14,830.00
February	132.41	\$13,911.00		
March	160.53	\$16,861.00		
April	146.87	\$15,431.00		
May	144.69	\$15,202.00		
June	146.97	\$15,441.00		
July	144.48	\$15,181.00		
August	150.09	\$15,770.00		
September	167.22	\$17,567.00		
October	146.92	\$15,429.00		
November	174.61	\$18,337.00		
December	145.76	\$15,308.00		
TOTALS	1,791.28	\$188,170.00	141.21	14,830.00

ATTACHMENT A-7



City of Sultan
Tonnage
For 2012

Sector	Commodity	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Total
Commercial	Recycle	2.83	3.44	4.21	2.89	3.73	2.81	3.64	4.32	2.83	2.59	3.49	3.02	39.80
Multifamily	Recycle	3.01	2.66	2.57	2.54	2.01	2.68	3.27	2.48	2.45	3.23	2.78	3.88	33.56
Residential	Recycle	45.68	32.50	34.57	38.70	29.69	34.43	41.44	31.46	27.19	41.41	36.53	47.64	441.24
Total	Recycle	51.52	38.60	41.35	44.13	35.43	39.92	48.35	38.26	32.47	47.23	42.80	54.54	514.60
Commercial	Yardwaste	0.25	0.20	0.29	0.60	0.59	0.51	0.45	0.26	0.20	0.25	0.31	0.17	4.08
Multifamily	Yardwaste	3.72	2.96	4.30	8.76	8.60	7.45	6.57	3.85	2.91	3.72	4.47	2.41	59.72
Residential	Yardwaste	18.49	14.71	21.38	43.57	42.78	41.00	36.20	21.23	16.03	20.48	22.79	12.30	310.96
Total	Yardwaste	22.46	17.87	25.97	52.93	51.97	48.96	43.22	25.34	19.14	24.45	27.57	14.88	374.76

CEMETERY REPORT
BURIALS

103 Cemetery Operating Fund

Description	2013 BUDGET	2013 ACTUAL
Revenue		
Beginning Balance	0	6,789
Cemetery Fees	25,000	3,368
Investment Interest	0	0
Total Resources	25,000	10,157
Expenditures		
Total Expenditures	738	4,795
Ending Fund Balance	266	5,362

Burials	YTD 2013
Ash	0
Full	1

SULTAN CITY COUNCIL

AGENDA ITEM COVER SHEET

ITEM NO: Staff Report – 3
DATE: February 28, 2013
SUBJECT: Public Works Projects-Update
CONTACT PERSON: Connie Dunn, Public Works Field Supervisor

ISSUE:

The Public Works projects list and status report from the Field Supervisor.

SUMMARY:

STREETS – Public Works staff will have installed the four-way stop at Fifth and Main Streets by the end of February.

The City has been working on finalizing the US 2/Rice Road Roundabout Monuments. The proposed contract is before council to authorize the Mayor to sign a contract for the monument installation at the February 28, 2013 council meeting. Installation is anticipated to be completed in April or May.

City staff is in the process of purchasing speed cushions for 8th Street north of Date Avenue from Traffic Logix. The estimated cost for materials is approximately \$2,600. Staff will install the speed cushions within 30 days of receipt of the materials. The Speed Cushions have been ordered and scheduled to be delivered to Sultan in mid-March.

CEMETERY – City staff and council members are working together to develop a marketing plan for the Sultan Cemetery.

WATER TREATMENT PLANT (WTP) – During 2013, the water system staff will complete the second year of the fire hydrant flushing program. This keeps the fire hydrants and valves operable and in good working order.

The week of February 11th, Mike Williams and Matt Wood attended a Fire Hydrant Operation and Maintenance workshop in Bothell. The week of February 18th, Matt Wood attended the Water Treatment Operators Exam Review Classes.

In February, the Water Department installed 33 electronic water meters.

STAFF – The city has hired three new employees for the public works department. Matt Wood was hired as the new Water Treatment Plant Operator. Jason Strauss and Steve Martin were hired as the new Utility Workers. You will have the opportunity to meet them at the council meeting.

GARBAGE – International Bottled Water Association has stated the recycling rate of single serve water bottles jumped by 19.7% in one year. In 2011, 38.6% of plastic water bottles were recycled in the United States, more than double 7 years ago. According to Waste & Recycling Report, February 20, 2013.

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: SR-4

DATE: February 28, 2013

SUBJECT: Historical Museum Access Improvements: Project Update

CONTACT PERSON: Robert Martin, Community Development Director

ISSUE:
Inform Council on progress leading to re-opening of the Sultan Historical Museum.

SUMMARY:
Rick Lents of Merrick Lentz Architect has completed a floor area analysis and recommendation on interim occupancy of the Museum.

He is preparing structural plans for reconstruction of the second floor doorway at the northeast corner of the building to bring the exit up to code standards.

Based on receipt of the plans, and a joint City and Historical Society program for implementing the repairs, City Staff will allow occupancy of the second floor on a limited basis as provided by the International Building Code Section 1004.1.1.

DISCUSSION:
Both doors on the east wall of the second floor of the "Post Office" building violate several Building and Fire Code provisions for emergency exiting. The City needed to close the Museum to public access until the situation was studied and a plan for code compliance is developed.

Mr. Rick Lentz has agreed to work with city staff at no cost to develop a structural plan to reconstruct the northeast doorway to achieve a code-compliant emergency exit. Staff expects his plans to be complete within a couple of weeks.

Upon receipt of the structural plans, staff will prepare a work plan and return to council under an action agenda item for approval of the work plan.

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: Consent C 1
DATE: February 28, 2013
SUBJECT: Council Meeting Minutes

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director *jk*

SUMMARY:

Attached are the minutes of the February 14, 2013 Council meeting as on file in the office of the City Clerk.

RECOMMENDED ACTION:

Approve as submitted

CITY OF SULTAN COUNCIL MEETING – February 14, 2013

Mayor Eslick called the regular meeting of the Sultan City Council to order in the Sultan Community Center. Councilmembers present: Marshall, Slawson, George, Neigel, Davenport-Smith, Blair and Beeler.

Executive Session: On a motion by Councilmember Beeler, seconded by Councilmember Davenport-Smith, the Council adjourned to executive session for one hour to discuss potential and pending litigation. All ayes. The Council returned to regular session at 7:30 PM.

CHANGES/ADDITIONS TO THE AGENDA:

Add: Oath of Office for Police Chief Rob Beidler and authorization for legal actions

PRESENTATIONS:**Police Department – Year in Review/Introduction of New Staff**

Chief Brand introduced the Deputies filling four full time positions in Sultan - Doug Vimpany, Daryl Hansmann, Lars Teigen and Joan Herwick. Jason Toner was selected as the School Resource Officer. Vicki Bowerman is the new secretary at Police Station. Also recognized the volunteers – Ray Coleman, Red John Meeny, Pat O'Donnell and Robert Peterson. Introduced Rob Beidler, new Police Chief for Sultan.

Councilmember Blair moved to confirm the appointment of Rob Beidler as the Police Chief, seconded by Councilmember George. All ayes. Mayor Eslick administered the Oath of Office to Chief Beidler. Chief Beidler gave a brief history of his work and advised he looked forward to working in small town and being part of the family.

Chief Brand presented the 2012 police report reviewing the contract provisions for cost and service. Calls for service were down by 1.8% in 2012 vs. 2011. Dispatched calls (SNOPAC) were up 5.3% and self-initiated calls were down 7.4%. Mayor Eslick presented a key to the city to Chief Brand. Chief Brand advised this has been a tremendous partnership and the citizens have given a lot to him and his family over the years. They will continue to be involved in community activities.

COMMENTS FROM THE PUBLIC:

Ray George: In June 29 2006, the Growth Management Board issued the final order for Fallgatter 5 and the issue regarding the stormwater fund was dismissed. The Board was satisfied with the city comp plan. In Fallgatter 6, the issue of stormwater was addressed again and they suggested setting up stormwater utility. There is no binding order to set up the utility. At the last meeting, it was stated there were threats of sanctions if city did not set up the utility. There were several issues of non-compliance and the sanctions were demanded by Fallgatter and declined by the board. Facts do not match up with comments and no one remembers an order.

COUNCILMEMBER COMMENTS

Slawson: The city was advised by the attorney that stormwater utility was required even though the council did not want it. He provided the document to the utility stakeholder group. As a group, they decided to move forward with the utility. Bike safety – would like to see police work on educating bike riders as he almost hit a young man that was dressed in black and had no reflectors on the bike. Other cities have passed ordinances for bike safety. Community Transit is considering restoring some services. They had a productive time in Olympia and submitted funding requests our representatives. Great to have the State Representatives recognize the people from Sultan. The State has no idea how to enforce I-502, the marijuana law. The city needs to take action and make sure it is correct. The state will push to locate stores where they want them and will impose at least three state taxes on marijuana.

CITY OF SULTAN COUNCIL MEETING – February 14, 2013

George: Has looked into the stormwater utility and the city should revisit issue. There is no order to require setting up utility and it is odd the GMB required Sultan to do something not required by law. Wendall Smith hired attorney to review the law and for populations under 10,000 it is not required. They have petitions signed by people who did not want the utility. It was incorporated into the comp plan. People did not want it nor could they afford but it was established anyway. Does not recall receiving a copy of an order and it is not true we were required to form the utility. Stormwater group came to agreement and recommended the city cut back the rates. The City does not represent the wills and desires of the people and the stormwater is a good example. Stakeholders did not refuse to pay, they wanted to cut back the costs and delay projects. Would like rates lower as the rates were set before downturn in the economy.

Davenport-Smith: They had a successful trip to Olympia and she is confident the city will get some funding. It was nice recognition for the city. Sultan has a proven record and that is why we get money. Regarding the stormwater, Wendall Smith's attorney was referring to the permit which we don't need. DOE will require it at some point as they are expanding requirements all the time. If we got rid of the utility – how would we take care of the stormwater infrastructure? The city did not have money for repairs and how will we pay for maintenance? The issue of street utilities is under consideration again. It is an option to obtain funds for street maintenance and the city should revisit the transportation benefit district. Gold Bar is hosting the new councilmember workshop. It would be a good to set a council policy to require they attend the training. She would like to bring a civil/social host ordinance to the council – would like a committee to help.

Neigel: Thanked Chief Brand for his service, he will be missed. For the contract renewal, he would encourage the city to negotiate from position of authority. In 2009, the city was trying to get out of the drama of the day. The County is a service provider and we should get what we want and define the chief's role in the city. It is a beneficial relationship but we need to establish some controls. Civil/social host ordinance could be expanded beyond alcohol to other illegal substance. Would like to be on committee.

Blair: Agrees about the contract negotiations and we need to start now and improve the prior agreement. Would like to see a policy to require training of new Council members as it is good to know what their roles are. The Stormwater utility was not an order from GMB, it was a recommendation. The attorney advised that if we did not act on recommendation we could face further hearings. Anyone can request that the Department of Ecology make a city NPDES compliant at any time. The letter was provided to the stakeholders group and their attorney dropped the issue based on the GMB. Need to look into bike safety to protect citizens. Thanked Chief – look forward to seeing him at events.

Beeler: Is pleased with the new chief but not happy with the process the city went through. In the future, hopes the city will be part of the decisions made by the Sheriff. NPDES Phase 2 permits are required for cities with populations of 10,000 or more or as designated by DOE. If a city has gutters, curbs, streets, and diversions it could be designated as a Phase 2 city and anyone can request DOE designate a city. Setting up the stormwater utility was not a must do, but if the city did not establish the utility the comp plan could be out of compliance and they would not get grant money. It has provided the city with a ways and means to help with flooding issues. HOA's are required to maintain detention ponds. Need a sidewalk on the east side of the Sultan Basin Road. Could work with property owners to create a gravel pathway for safety. Successful time in Olympia working with legislatures. Transportation packet will put the MVET back on the tabs and will be costly to the citizens.

CITY OF SULTAN COUNCIL MEETING – February 14, 2013

Marshall: Good point on the ability to fund road projects. There are too many people who think they pay for things they shouldn't have to. They complain about paying a fee but if there is no money, they complain things aren't fixed. If you live in a city, you need to pay for things and utilities. If you are on septic or a well, they must be maintained. Sultan is a great city and place for a reason. The council has worked to get the city where it is and it would be great to pay nothing for service, but there would be no improvements. It is frustrating to think that everyone has problem with paying a fee. Everything gets more expensive and bills go up with inflation. Appreciates those who want to save money but don't like those that are trying to ruin the city by saying we should not have to pay. What happens when a major problem happens and there is no money? Thanked Chief Brand for his service; he will be missed.

Mikayla McNaughton: Looking forward to agenda item on the bus casualty as students will be participating. Good things going on in school – sent 5 boys to state for wrestling; boys and girls basketball teams went to districts; musical Beauty and the Beast starts on February 20th and runs to February 23rd.

Mayor Eslick: The people voted to allow marijuana use and the state must take action and it will be controlled by the state liquor board. The city must take action to protect the citizens. There were over 20 attendees at the Department of Revenue class on excise taxes. PUD will have an open house for the Sunset fish and energy project on February 28th. The Mayors meeting had a discussion on the SNOPAC upgrades. They found three spots in Sultan with no cell coverage and they will fix the problem. There are 24 people in the CERT program. Recommended Councilmember Neigel work with the Sheriff on the contract.

Ken Walker: The city has started negotiations on the law enforcement contract and they want to complete the process by June or July. The city received an invitation from Susan Del Bene to attend open house for her new office and the council should attend and continue to promote our projects.

STAFF REPORTS – Written Reports Submitted and are on file in the Office of the City Clerk.

1. Police Report
2. Planning Board Minutes
3. Code Enforcement
4. IT update from Gold Bar Geek

CONSENT AGENDA: The following items are incorporated into the consent agenda and approved by a single motion of the Council. On a motion by Councilmember Slawson, seconded by Councilmember Davenport-Smith the consent agenda was approved as presented. Marshall – aye; Slawson – aye; George – aye, nay on the vouchers; Davenport-Smith – aye, Neigel – aye, Blair – aye; Beeler - nay.

- 1) Approval of the Council Meeting Minutes
 - A. January 24, 2013 Regular Council meeting
 - B. January 30, 2013 Special Council meeting
- 2) Approval of Vouchers in the amount of \$256,657.12 and payroll through February 1, 2013 in the amount of \$72,229.32 to be drawn and paid on the proper accounts.

ACTION ITEMS:**4 way Stop Signs at 5th Street**

The two way stop at the intersection of 5th Street and Main Street presents a potential problem for drivers in downtown Sultan. City staff and law enforcement has received numerous complaints about the danger posed by the lack of a four way stop at this intersection.

CITY OF SULTAN COUNCIL MEETING – February 14, 2013

For almost a year staff have received complaints and heard concerns about the intersection of 5th Street and Main, in Sultan. Reportedly, there have been a lot of “near misses” at this intersection. A near miss is defined as someone on Main Street that should have stopped or remained stopped at the sign, pulling out in front of a vehicle travelling north or south bound on 5th Street. Options to notify drivers would be costly. Staff recommends the intersection be changed to a four way stop.

Discussion was held regarding delay of traffic at the light; four way stop could delay traffic; could use better signage to warn drivers; several complaints have been received about close calls; other intersections are two way stops; WSDOT requirements when stop light installed; change could create more problems; traffic flow; two way stop installed to help school bus traffic; liability for accidents; stop signs can't be used to slow traffic but can be placed to improve safety.

On a motion by Councilmember Beeler, seconded by Councilmember Davenport-Smith, the Council moved to change the intersection to a 4 way stop. All ayes except Councilmember Marshall, Slawson, Blair who voted nay.

Taser Training and Policy

Sultan has the opportunity to send CSO Victoria Forte to an eight hour training class to certify her in the use of an X-26 Taser. The only costs will be for Forte's on duty salary and staff time to develop an MOU between Sultan and Snohomish County for the training and hold harmless Agreement. The issue is should CSO Forte be authorized to carry a Taser and to attend the training? Currently CSO uses a cap stun gun.

Brief discussion held regarding level of liability; continued use of police for assistance; need to develop and authorize a policy for use; other employees involved in dangerous situations are not armed; problems do not always involve people, most involve animals; could be good tool for the job.

Councilmember Beeler moved to approve the training and authorize the Code Enforcement Officer to carry a taser; seconded by Councilmember George. All nays except Slawson who voted aye.

Councilmember Beeler moved to provide the training only; seconded by Councilmember George. All ayes.

Contract Amendment with RH 2 – Booster Pump Study

The issue is to authorize the Mayor to sign Addendum No. 3 with RH2 to increase the contract amount from \$30,000 to an amount not to exceed \$50,000.

The proposed Amendment No. 3 budget increase is for a specific study. During field flow and pressure tests that were performed on July 17, 2012, as part of the PRV #3 improvements, discrepancies between the flow measured at fire hydrants and the rated flow rate of the pumps in the 632 Zone Booster Pump Station (BPS) were discovered. These discrepancies may be the result of pump set points that are not suitable for the system, incorrect pump sizes, or unknown valving or piping at the pump station.

RH2 prepared a letter dated August 31, 2012 summarizing the results of the flow and pressure tests and recommended that the City evaluate the existing pumps and motors to confirm that their operation is within an acceptable range that will not result in failure of the equipment or damage to the water distribution system. The City has requested that RH2 evaluate the existing pump station to confirm the operation of the facility and to identify the improvements necessary for the 632 Zone BPS.

Brief discussion held regarding the increasing costs; change in scope of work and using an addendum instead of a new contract.

On a motion by Councilmember Neigel, seconded by Councilmember George, the Mayor was authorized to sign Addendum No. 3 with RH2 to increase the contract amount from \$30,000 to an amount not to exceed \$50,000. All ayes.

CITY OF SULTAN COUNCIL MEETING – February 14, 2013**Multi Jurisdictional Program – Flood Information**

The issue before Council is to approve Sultan's membership in the Multi-Jurisdictional Program for Public Information (MJ-PPI) for distribution of flood information.

As part of upcoming revisions to the Community Rating System (CRS) Program (effective 2013), the Program for Public Information (PPI) was introduced by the Federal Emergency Management Agency (FEMA). The PPI is conceived as a new planning tool to provide a step-by-step coordinated approach to flood hazard outreach to affected citizens at the local community level.

The PPI can be developed and implemented by a single community or with other communities as a multi-jurisdictional effort. Whether conducted by individual community or group effort, the purpose is the same: to improve communication with citizens, and to provide information about flood hazards, flood safety, flood insurance and ways to protect property and natural floodplain functions to those who can benefit from it.

The intent of the CRS program and the PPI, is to reduce injury to people and damage to property from future floods. Coordination between jurisdictions through a Multi-Jurisdictional Program for Public Information (MJ-PPI) further increases efficiency in resource use and improves communication with citizens.

City Staff has worked with Staff from Snohomish County and the City of Monroe to develop a proposed MJ-PPI.

On a motion by Councilmember Slawson, seconded by Councilmember George, the Council approved participation in the Multi-Jurisdictional Program for Public Information (MJ-PPI) for distribution of flood information. All ayes.

Legal Actions:

Frontier: On a motion by Councilmember Marshall, seconded by Councilmember Slawson, the Council authorized the attorney to proceed with action to recover overpayments from Frontier. All ayes.

Iron Goat: On a motion by Councilmember Slawson, seconded by Councilmember Davenport-Smith, the Council authorized the attorney to proceed with action against Iron Goat. All ayes.

Walser: No action required at this time.

Utility Stakeholder: On a motion by Councilmember Slawson, seconded by Councilmember Beeler, the attorney was directed to continue to move forward with providing information. All ayes, except Councilmember George who abstain and Councilmember Neigel who voted nay.

COUNCILMEMBER COMMENTS

Beeler: City is trying to promote foot traffic and the pedestrians have problems with cars – a 4 way stop is appropriate.

Blair: The stakeholder's purpose is gather information and the council may not agree with their decisions. It is important to the process and they are not ignored.

George: The staff and council decide what to do, hold the hearings and do what they want. They are representatives of the people and are not here to put an agenda thru. They need to listen to the people.

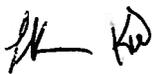
Slawson: Has never had an agenda.

Adjournment: On a motion by Councilmember Slawson, seconded by Councilmember Blair, the meeting adjourned at 10:50 PM. All ayes.

Carolyn Eslick, Mayor

Laura J. Koenig, City Clerk

SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET

ITEM #: Consent 2
DATE: February 28, 2013
SUBJECT: Voucher Approval
CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director 

SUMMARY:

Attached are the vouchers for approval in the amount of \$94,891.40 and payroll through February 15, 2013 in the amount of \$66,615.12 to be drawn and paid on the proper accounts.

FISCAL IMPACT: \$161,506.52

RECOMMENDATION:

Approve the payment of vouchers as submitted.

**City Of Sultan
Voucher Approval
February 28, 2013**

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, or the labor performed as described hereon, and that the claim is just, due and an unpaid obligation against the City of Sultan, and that I am authorized to authenticate and certify to said claim.

Laura J. Koenig, Clerk/Deputy Finance Director

We, the undersigned City Council of Sultan Washington, do hereby certify that the merchandise or services hereinafter specified have been received and the claims are approved for payment in the following amounts:

Payroll Check #27732-34	\$	4,001.32
Direct Deposit #4	\$	24,403.35
Benefits Check #27730-31,35-37	\$	27,039.31
Tax Deposit #PR 3	\$	11,171.14
Accounts Payable Checks #27738-70	\$	84,614.32
ACH Transactions - DOR	\$	10,277.08
TOTAL	\$	161,506.52

Kenneth Marshall, Councilmember

Steve Slawson, Councilmember

Kay George, Councilmember

Sarah Davenport-Smith, Councilmember

Joseph Neigel, Councilmember

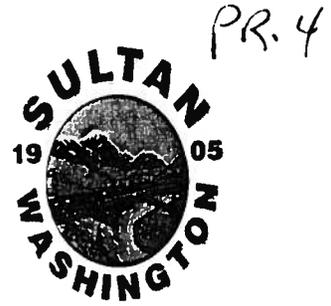
Kristina Blair, Councilmember

Jeffrey Beeler, Councilmember

Payroll

ACH Check Register

User: 'laura.koenig'
 Printed: 02/20/2013 - 11:26AM
 Batch: 2-2-2013
 Include Partial: FALSE



Check Date	Check Number	Employee No	Employee Name	Amount
02/22/2013	0	001	Laura Koenig	1,964.99
02/22/2013	0	004	Donna Murphy	1,417.61
02/22/2013	0	005	Robert Martin	2,488.38
02/22/2013	0	007	Julie Addington	1,389.69
02/22/2013	0	010	Cindy Donk	1,475.69
02/22/2013	0	011	Janice Mann	1,099.22
02/22/2013	0	013	Rosemary Murphy	1,056.41
02/22/2013	0	015	Kenneth Walker	2,687.70
02/22/2013	0	019	Michael Matheson	2,661.77
02/22/2013	0	020	Connie Dunn	1,957.23
02/22/2013	0	025	John Harris	1,826.53
02/22/2013	0	028	Todd Strom	1,545.82
02/22/2013	0	049	Victoria Forte	455.24
02/22/2013	0	120	Matthew Wood	1,105.43
02/22/2013	0	121	Jason Strauss	1,180.43
02/22/2013	0	122	Steven Martin	1,091.21
Total Employees:			16	Total: 25,403.35

27730	02/20/2013	Retire	Department of Retirement	4,712.82	0
27731	02/20/2013	Retire	Department of Retirement	600.00	0
27735	02/20/2013	AWCben	AWC Employee Benefit Trust	19,957.69	0
27736	02/20/2013	AWCben	AWC Employee Benefit Trust	24.00	0
27737	02/20/2013	WATeamTr	Washington Teamsters Welfare Trust	1,744.80	0
Check Total:				27,039.31	

Payroll

Computer Check Register

User: laura.koenig
 Printed: 02/20/2013 - 11:17AM
 Batch: 00002-02-2013 Computer



Check No	Check Date	Employee Information	Amount
27732	02/22/2013	024 Michael Williams	1,683.70
27733	02/22/2013	029 James Barns	1,353.13
27734	02/22/2013	046 Dennis Johannsen	964.49
Total Number of Employees:		3	Total for Payroll Check Run: 4,001.32

Accounts Payable

Check Register Totals Only

User: laura.koenig
Printed: 2/20/2013 - 3:07 PM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
27738	02/20/2013	express	Express Services Inc	594.24	0
27739	02/20/2013	3-d Roof	3-D Roof Systems	14,571.95	0
27740	02/20/2013	Ace	Ace Industrial Supply, Inc.	266.52	0
27741	02/20/2013	agsupply	AG Supply Co	214.77	0
27742	02/20/2013	amtest	AM Test	585.00	0
27743	02/20/2013	DOE	Department of Ecology	600.00	0
27744	02/20/2013	DOH	Department of Health	2,092.45	0
27745	02/20/2013	ERW	Evergreen Rural Water	180.00	0
27746	02/20/2013	eylander	Eylanders Sales & Service Inc	644.00	0
27747	02/20/2013	fedex	FedEx	6.08	0
27748	02/20/2013	Frontier	Frontier	225.14	0
27749	02/20/2013	galls	Galls	99.99	0
27750	02/20/2013	GCSytem	GC Systems Inc.	93.86	0
27751	02/20/2013	genpac	General Pacific	24,799.90	0
27752	02/20/2013	GBGeek	Gold Bar Geek	1,777.05	0
27753	02/20/2013	groco	Groco, Inc	2,228.48	0
27754	02/20/2013	northsta	Northstar Chemical, Inc.	2,775.43	0
27755	02/20/2013	NWCas	Northwest Cascade Inc.	185.50	0
27756	02/20/2013	OASYS	Oasys Office Automation Systems	32.58	0
27757	02/20/2013	OfcDepot	Office Depot	992.31	0
27758	02/20/2013	Petro	Petrocard Systems, Inc	1,200.04	0
27759	02/20/2013	PUD I	PUD	3,187.78	0
27760	02/20/2013	PSE	Puget Sound Energy	285.58	0
27761	02/20/2013	qcl	QCL, Inc.	136.00	0
27762	02/20/2013	QBS	Quality Buisness Systems	89.48	0
27763	02/20/2013	ScarB	Scarsella Bros Inc	9,040.22	0
27764	02/20/2013	SCpubwor	Snohomish County Finance	14,830.00	0
27765	02/20/2013	Sound	Sound Safety Products Co. Inc.	896.26	0
27766	02/20/2013	Staples	Staples Credit Plan	107.69	0
27767	02/20/2013	visa	Visa	941.97	0
27768	02/20/2013	Wagley	Wagley Creek Automotive, Inc	315.20	0
27769	02/20/2013	Kwalker	Kenneth Walker	338.85	0
27770	02/20/2013	wetrc	WETRC	280.00	0
				<hr/>	
				Check Total:	
				84,614.32	
				<hr/>	

Accounts Payable

Checks for Approval

User: laura.koenig

Printed: 2/20/2013 - 3:08 PM



Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
27738	02/20/2013	UTILITY GARBAGE FUND	Repair and Maintenance	Express Services Inc		346.64
27738	02/20/2013	UTILITY GARBAGE FUND	Repair and Maintenance	Express Services Inc		247.60
27739	02/20/2013	UTILITY WATER FUND	Capital - Buildings	3-D Roof Systems		4,153.00
27739	02/20/2013	UTILITY SEWER FUND	Capital - Buildings	3-D Roof Systems		4,153.00
27739	02/20/2013	UTILITY GARBAGE FUND	Capital Outlay - Buildings	3-D Roof Systems		2,040.07
27739	02/20/2013	GENERAL FUND	Capital - Equipment	3-D Roof Systems		145.74
27739	02/20/2013	STREET FUND	Capital - Buildings	3-D Roof Systems		2,040.07
27739	02/20/2013	STORMWATER UTILITY FUND	Capital Outlay - Equipment	3-D Roof Systems		2,040.07
27740	02/20/2013	GENERAL FUND	Office/Operating Supplies	Ace Industrial Supply, Inc.		53.30
27740	02/20/2013	UTILITY WATER FUND	Operating Supply - New Connect	Ace Industrial Supply, Inc.		53.30
27740	02/20/2013	UTILITY SEWER FUND	Operating Supplies	Ace Industrial Supply, Inc.		53.30
27740	02/20/2013	UTILITY GARBAGE FUND	Operating Supplies	Ace Industrial Supply, Inc.		53.31
27740	02/20/2013	STREET FUND	Office/Operating Supplies	Ace Industrial Supply, Inc.		53.31
27741	02/20/2013	UTILITY WATER FUND	Operating Supply - New Connect	AG Supply Co		27.07
27741	02/20/2013	UTILITY SEWER FUND	Operating Supplies	AG Supply Co		71.59
27741	02/20/2013	UTILITY WATER FUND	Repair and Maintenance	AG Supply Co		60.44
27741	02/20/2013	GENERAL FUND	Volunteer Program	AG Supply Co		55.67
27742	02/20/2013	UTILITY WATER FUND	Miscellaneous	AM Test		120.00
27742	02/20/2013	UTILITY WATER FUND	Miscellaneous	AM Test		440.00
27742	02/20/2013	UTILITY WATER FUND	Miscellaneous	AM Test		25.00
27743	02/20/2013	UTILITY SEWER FUND	Miscellaneous	Department of Ecology		600.00
27744	02/20/2013	UTILITY WATER FUND	Miscellaneous	Department of Health		2,092.45
27745	02/20/2013	UTILITY WATER FUND	Miscellaneous	Evergreen Rural Water		180.00
27746	02/20/2013	BUILDING MAINTENANCE FUND	Repair and Maintenance	Eylanders Sales & Service Inc		644.00
27747	02/20/2013	STREET IMPROVEMENT FUND	Street Construction - Basin Rd	FedEx		6.08
27748	02/20/2013	UTILITY SEWER FUND	Communication	Frontier		225.14
27749	02/20/2013	UTILITY WATER FUND	Uniforms	Galls		24.99
27749	02/20/2013	UTILITY SEWER FUND	Uniforms	Galls		25.00
27749	02/20/2013	UTILITY GARBAGE FUND	Uniforms	Galls		25.00
27749	02/20/2013	STREET FUND	Uniforms	Galls		25.00
27750	02/20/2013	UTILITY WATER FUND	Operating Supply - New Connect	GC Systems Inc.		93.86
27751	02/20/2013	WATER SYSTEM IMPROVEMENT FL	Water Project - Other	General Pacific		24,799.90
27752	02/20/2013	INFORMATION TECHNOLOGY FUNI	Professional Service	Gold Bar Geek		1,777.05
27753	02/20/2013	UTILITY SEWER FUND	Services - Sludge Hauling	Groco, Inc		2,228.48

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
27754	02/20/2013	UTILITY SEWER FUND	Operating Supplies	Northstar Chemical, Inc.		1,108.23
27754	02/20/2013	UTILITY SEWER FUND	Operating Supplies	Northstar Chemical, Inc.		1,667.20
27755	02/20/2013	GENERAL FUND	Rentals	Northwest Cascade Inc		185.50
27756	02/20/2013	UTILITY WATER FUND	Repair and Maintenance	Oasys Office Automation Systems		5.43
27756	02/20/2013	UTILITY SEWER FUND	Repair and Maintenance	Oasys Office Automation Systems		5.43
27756	02/20/2013	UTILITY GARBAGE FUND	Repair and Maintenance	Oasys Office Automation Systems		5.43
27756	02/20/2013	STORMWATER UTILITY FUND	Repair and Maintenance	Oasys Office Automation Systems		5.43
27756	02/20/2013	UTILITY WATER FUND	Repair and Maintenance	Oasys Office Automation Systems		5.43
27756	02/20/2013	GENERAL FUND	Office/Operating Supplies	Oasys Office Automation Systems		96.56
27757	02/20/2013	UTILITY WATER FUND	Office Supplies	Office Depot		96.57
27757	02/20/2013	UTILITY SEWER FUND	Office Supplies	Office Depot		96.56
27757	02/20/2013	UTILITY GARBAGE FUND	Office Supplies	Office Depot		96.56
27757	02/20/2013	STREET FUND	Office Supplies	Office Depot		386.25
27757	02/20/2013	GENERAL FUND	Office/Operating Supplies	Office Depot		11.10
27757	02/20/2013	UTILITY WATER FUND	Office Supplies	Office Depot		11.11
27757	02/20/2013	UTILITY SEWER FUND	Office Supplies	Office Depot		11.10
27757	02/20/2013	UTILITY GARBAGE FUND	Office Supplies	Office Depot		11.10
27757	02/20/2013	STREET FUND	Office Supplies	Office Depot		11.11
27757	02/20/2013	GENERAL FUND	Office/Operating Supplies	Office Depot		44.41
27757	02/20/2013	UTILITY WATER FUND	Office Supplies	Office Depot		8.52
27757	02/20/2013	UTILITY SEWER FUND	Office Supplies	Office Depot		8.52
27757	02/20/2013	UTILITY GARBAGE FUND	Office Supplies	Office Depot		8.52
27757	02/20/2013	STREET FUND	Office Supplies	Office Depot		8.52
27757	02/20/2013	GENERAL FUND	Office/Operating Supplies	Office Depot		34.08
27757	02/20/2013	UTILITY WATER FUND	Office Supplies	Office Depot		3.50
27757	02/20/2013	UTILITY SEWER FUND	Office Supplies	Office Depot		3.50
27757	02/20/2013	UTILITY GARBAGE FUND	Office Supplies	Office Depot		3.50
27757	02/20/2013	STREET FUND	Office Supplies	Office Depot		3.51
27757	02/20/2013	GENERAL FUND	Office/Operating Supplies	Office Depot		14.00
27757	02/20/2013	UTILITY WATER FUND	Office Supplies	Office Depot		1.68
27757	02/20/2013	UTILITY SEWER FUND	Office Supplies	Office Depot		1.68
27757	02/20/2013	UTILITY GARBAGE FUND	Office Supplies	Office Depot		1.68
27757	02/20/2013	STREET FUND	Office Supplies	Office Depot		1.68
27757	02/20/2013	GENERAL FUND	Office/Operating Supplies	Office Depot		6.72
27757	02/20/2013	UTILITY WATER FUND	Office Supplies	Office Depot		2.67
27757	02/20/2013	UTILITY SEWER FUND	Office Supplies	Office Depot		2.67
27757	02/20/2013	UTILITY GARBAGE FUND	Office Supplies	Office Depot		2.67
27757	02/20/2013	STREET FUND	Office Supplies	Office Depot		2.68
27757	02/20/2013	GENERAL FUND	Office/Operating Supplies	Office Depot		10.68
27758	02/20/2013	UTILITY WATER FUND	Vehicle Operation/Maintenance	Petrocard Systems, Inc		301.58
27758	02/20/2013	UTILITY SEWER FUND	Vehicle Operation/Maintenance	Petrocard Systems, Inc		80.05
27758	02/20/2013	UTILITY GARBAGE FUND	Vehicle Operation/Maintenance	Petrocard Systems, Inc		655.79
27758	02/20/2013	GENERAL FUND	Office/Operating Supplies	Petrocard Systems, Inc		19.74
27758	02/20/2013	STREET FUND	Vehicle Operation/Maintenance	Petrocard Systems, Inc		19.74

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
27758	02/20/2013	CEMETERY FUND	Vehicle Operation/Maintenance	Petrocard Systems, Inc		19.74
27758	02/20/2013	GENERAL FUND	Office/Operating Supplies	Petrocard Systems, Inc		51.88
27758	02/20/2013	GENERAL FUND	Vehicle Operation/Maintenance	Petrocard Systems, Inc		51.52
27759	02/20/2013	UTILITY SEWER FUND	Utilities	PUD		3,187.78
27760	02/20/2013	GENERAL FUND	Utilities	Puget Sound Energy		110.23
27760	02/20/2013	GENERAL FUND	Utilities	Puget Sound Energy		175.35
27761	02/20/2013	UTILITY GARBAGE FUND	Miscellaneous	QCL, Inc.		136.00
27762	02/20/2013	GENERAL FUND	Office/Operating Supplies	Quality Buisness Systems		17.90
27762	02/20/2013	STREET FUND	Office Supplies	Quality Buisness Systems		17.89
27762	02/20/2013	UTILITY WATER FUND	Office Supplies	Quality Buisness Systems		17.90
27762	02/20/2013	UTILITY SEWER FUND	Office Supplies	Quality Buisness Systems		17.89
27762	02/20/2013	UTILITY GARBAGE FUND	Office Supplies	Quality Buisness Systems		17.90
27762	02/20/2013	UTILITY GARBAGE FUND	Office Supplies	Quality Buisness Systems		17.90
27763	02/20/2013	STREET IMPROVEMENT FUND	Office Supplies	Quality Buisness Systems		17.90
27764	02/20/2013	UTILITY GARBAGE FUND	Street Construction - Basin Rd	Scarsella Bros Inc		9,040.22
27765	02/20/2013	UTILITY WATER FUND	Intergovernmental - Disposal F	Snohomish County Finance		14,830.00
27765	02/20/2013	UTILITY SEWER FUND	Uniforms	Sound Safety Products Co. Inc.		149.37
27765	02/20/2013	UTILITY SEWER FUND	Uniforms	Sound Safety Products Co. Inc.		149.37
27765	02/20/2013	UTILITY GARBAGE FUND	Uniforms	Sound Safety Products Co. Inc.		149.38
27765	02/20/2013	STORMWATER UTILITY FUND	Uniforms	Sound Safety Products Co. Inc.		149.38
27765	02/20/2013	STREET FUND	Uniforms	Sound Safety Products Co. Inc.		149.38
27765	02/20/2013	GENERAL FUND	Uniforms	Sound Safety Products Co. Inc.		149.38
27766	02/20/2013	UTILITY SEWER FUND	Office Supplies	Staples Credit Plan		13.46
27766	02/20/2013	UTILITY GARBAGE FUND	Office Supplies	Staples Credit Plan		13.46
27766	02/20/2013	GENERAL FUND	Office/Operating Supplies	Staples Credit Plan		53.85
27766	02/20/2013	STREET FUND	Office Supplies	Staples Credit Plan		13.46
27766	02/20/2013	UTILITY WATER FUND	Office Supplies	Staples Credit Plan		13.46
27767	02/20/2013	INFORMATION TECHNOLOGY FUNI	Operating Supply	Staples Credit Plan		399.00
27767	02/20/2013	INFORMATION TECHNOLOGY FUNI	Operating Supply	Staples Credit Plan		539.97
27767	02/20/2013	UTILITY WATER FUND	Travel and Seminars	Staples Credit Plan		3.00
27768	02/20/2013	GENERAL FUND	Office/Operating Supplies	Staples Credit Plan		315.20
27769	02/20/2013	GENERAL FUND	Travel and Seminars	Staples Credit Plan		338.85
27770	02/20/2013	UTILITY SEWER FUND	Travel and Seminars	Staples Credit Plan		280.00
				Wagley Creek Automotive, Inc		
				Kenneth Walker		
				WETRC		
				Report Total:		84,614.32

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

DATE: February 28, 2013
ITEM NO: A – 1
SUBJECT: Roundabout Monument Sign Installation
CONTACT PERSON: Connie Dunn, Public Works Field Supervisor



ISSUE:

The issue before the council is to authorize the Mayor to sign a contract with Quiring Monuments, Inc. to furnish and install two monument signs in the roundabout at US 2 and Rice Road.

STAFF RECOMMENDATION:

Authorize the Mayor to sign a contract to furnish and install two sandstone monument signs in the US 2/Rice Road Roundabout. The westbound (WB) monument will be sandstone on a precast concrete base inscribed with "Welcome to Sultan". The Eastbound (EB) monument will be sandstone on a precast concrete base inscribed with "Stevens Pass Greenway Recreational Area" The total contract is not to exceed \$10,175.00 plus sales tax without prior written authorization by the City Council. This contract amount includes a ten percent (10%) contingency.

ALTERNATIVES:

1. Authorize the Mayor to sign a contract with Quiring Monuments, Inc. to provide and install the monuments in the US 2/Rice Road roundabout in an amount not to exceed \$10,175.00 plus sales tax without prior written authorization by the City Council.
2. Do not authorize the Mayor to sign a contract and direct staff to areas of concern.

SCOPE OF WORK:

The proposed scope of work includes:

1. Furnish and install a sandstone monument (approximate dimensions of 12' x 6' x 2') with a precast concrete base to be placed in the US 2/ Rice Road Roundabout facing westbound traffic on US 2, inscribed with "Welcome to Sultan".
2. Furnish and install a sandstone monument (approximate dimensions of 12' x 6' x 2') with a precast concrete base in the US 2/ Rice Road Roundabout facing eastbound traffic on US 2, inscribed with "Stevens Pass Greenway Recreational Area".
3. Provide the traffic control equipment necessary to close one lane of US 2 during nighttime hours to implement the WSDOT approved traffic control plan.

BACKGROUND:

In 2011, the City of Sultan was awarded a tourism grant for monument signs to be placed in the US 2/ Rice Road Roundabout on the east end of town to acknowledge the City of Sultan and Stevens Pass Greenway Recreational Area. The project started with a two-sided monument in the center of the roundabout. As the WSDOT Roundabout project developed, it became evident the City needed to install monuments on either side of the the roundabout to be visible for US 2 travelers in each direction. This change was approved by the Snohomish County Tourism agency.

The City requested bids for one granite monument and one sandstone monument. After receiving and reviewing the bids, it was determined that costs needed to be trimmed to afford the project. City staff, the advisory committee, and the Mayor recommended rebidding the project with two sandstone monuments. Also, to save costs, the Public Works Department will provide the flaggers on the night of the installation of the monuments.

Three monument companies were provided with a request for bid. Pacific Coast Monuments withdrew their bid. Gateway Monument chose not to bid. The results are tabulated below:

Scope	Quiring Monuments, Inc.	Pacific Coast Monuments	Gateway Monument
Sandstone Monument with Concrete Base inscribed with "Welcome to Sultan"	\$2,475.00		
Sandstone Monument with Concrete Base inscribed with "Stevens Pass Greenway Recreational Area"	\$2,475.00		
Engraving for both monuments	\$400.00		
Traffic Control & Crane	\$3,900.00		
Total	\$9,250.00 plus tax	Withdrew their bid	No Bid

FISCAL IMPACT:

The City received a Tourism Grant from Snohomish County Tourism for \$10,000.00, which requires a 25% (\$2,500.00) match. The City has already fulfilled the match requirement. A traffic control plan was prepared by WHPacific under the City's on-call professional services contract for \$2,045.00. City staff and volunteers have contributed over \$2,000.00 in in-kind time so far. Additionally, City staff will provide flagging for the monument installation and the Snohomish County Deputy will provide patrol cars for safety.

CITY MATCH	
Traffic Control Plan prepared by WHPacific	\$2,045.00
In-Kind Meetings – Volunteers	\$220.00
Public Works Director	\$1,030.00
Public Works Field Supervisor	\$982.00
City Staff Time (flagging) estimate	\$1,200.00
Sno Co Deputy for nighttime hours estimate	\$1,000.00

Any expenditure in excess of the \$10,000.00 covered by the tourism grant is proposed to be funded by the Street Fund. The contract is proposed for an amount not to exceed \$10,175.00 plus sales tax without written authorization by the City Council.

COUNCIL ACTION:

Authorize the Mayor to sign a contract to furnish and install two monuments in the US 2/Rice Road Roundabout with Quiring Monuments, Inc. for a total not to exceed \$10,175.00 plus sales tax without written authorization by the City Council.

ATTACHMENTS:

ATTACHMENT A – Contract with Quiring Monuments, Inc.

ATTACHMENT B – Quote from Quiring Monuments, Inc.

ATTACHMENT C – Quote from Quiring Monuments, Inc.

ATTACHMENT D – Comments from Pacific Coast Monuments and Gateway Monuments

ATTACHMENT E – WSDOT approved Traffic Control Plan

**CITY OF SULTAN
LIMITED PUBLIC WORKS CONTRACT**

THIS AGREEMENT, is made by and between the City of Sultan (hereinafter referred as "City"), a Washington Municipal Corporation, and Quiring Monuments, Inc. (hereinafter referred to as "Contractor"), doing business at 9608 Aurora Avenue North, Seattle, WA 98103.

WHEREAS, Contractor is in the business of providing certain services specified herein; and

WHEREAS, the City desires to contract with Contractor for the provision of such services for furnishing and installing two sandstone monuments with approximate dimensions of 144"x72"x24" measured at the base. One monument will be inscribed with "Welcome to Sultan". The second monument will be inscribed with "Stevens Pass Greenway Recreational Area". The monuments will be installed at the Roundabout at US2 and Rice Road in Sultan, Washington. Contractor agrees to contract with the City for same;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, it is agreed by and between the parties as follows:

TERMS

1. **Work.** The Contractor agrees to perform all work in accordance with this Contract and the following documents, incorporated herein:
 - Plans and Contract Drawings
 - Scope of Work
 - All provisions required by law to be inserted in this Contract whether actually attached hereto or not.

2. **Payment.** Payment for the work as described in the Contract shall not exceed Nine Thousand Two Hundred Fifty dollars (\$9,250.00) not including Washington State Sales Tax, excluding approved change orders, in accordance with the quantity and unit prices shown on the attached bid proposal. If during the course of the Contract, the work rendered does not meet the requirements set forth in the Contract, the Contractor shall correct or modify the required work to comply with the requirements of the Contract. The City shall have the right to withhold payment for such work until it meets the requirements of the Contract.

4. **Final Payment.** Thirty (30) days after completion and final acceptance of this project by the City as complying with the terms of this Contract, the City shall pay to the Contractor all sums due as provided by this Contract except those required to be withheld by law or agreed to in special contract provisions.

5. **Notice to Proceed / Completion Time.** The Contractor agrees to begin the work set forth in this Contract immediately after receiving written notice from the City to proceed and further agrees to carry on such work regularly and uninterruptedly thereafter with such force as to secure its completion within 90 calendar days (holidays and weekends included), after such notice to begin work. The time of beginning, rate of progress and time of completion are essential conditions of this Contract.

6. **Ownership of Documents.** On payment to the Contractor by the City of all compensation due under this Contract, all finished or unfinished documents and material prepared by the Contractor with funds paid by the City under this Contract shall become the property of the City and shall be forwarded to the City upon its request. Any records, reports, information, data or other documents or materials given to or prepared or assembled by the Contractor under this Contract will be kept confidential and shall not be made available to any individual or organization by the Contractor without prior written approval of the City or by court order.

7. **Indemnity / Hold Harmless.** The Contractor shall indemnify, defend and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees arising out of or in connection with the performance of this Contract, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this Contract is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

8. **Bonds / Surety.** (City must check one of the following boxes.) The City waives does not waive the bond/surety provisions of this paragraph pursuant to RCW 39.04.155. If the City waives these provisions then Contractor need not complete this section. If the City does not waive these provisions then Contractor shall provide one of the following and shall check and initial next to one of the boxes below to indicate its selection:

Performance bond in an amount of the bid amount plus 10%. The bond must be accepted by the City prior to the execution of the contract. The bond shall be released thirty days after the date of final acceptance of the work performed under this Contract, and receipt of all necessary releases from the Department of Revenue and Department of Labor and Industries in settlement of any liens filed under Chapter 60.28 RCW, whichever is later.

□ Performance Surety. In lieu of retainage and a performance bond, the City shall withhold 50% of all progress payments, excluding any applied tax, for the duration of the work performed under this Contract. This retained amount shall be released thirty (30) days after the date of final acceptance by the City of all work performed under this Contract, including any change orders, or receipt of all necessary releases from the Department of Labor and Industries and the Department of Revenue and any liens filed under Chapter 60.28 RCW are settled whichever is later. No interest shall be accrued nor paid to the Contractor on the retained amount. The City may, at its option, attach and expend the Performance Surety to cover any costs to complete any outstanding work or work deemed unacceptable under this contract.

9. **Subletting or Assigning of Contracts.** Neither the City nor the Contractor shall assign, transfer, or encumber any rights, duties or interests accruing from this Contract without the express prior written consent of the other.
10. **Relationship of Parties.** The parties intend that an independent contractor – client relationship will be created by this Contract. No agent, employee, representative or subcontractor of Contractor shall be or shall be deemed to be the employee, agent, representative or subcontractor of the City. None of the benefits provided by the City to its employees, including, but not limited to, compensation, insurance and unemployment insurance, are available from the City to the Contractor or his employees, agents, representatives or subcontractors. Contractor will be solely and entirely responsible for his acts and for the acts of Contractor’s agents, employees, representatives and subcontractors during the performance of this Agreement. The City may, during the term of this Contract, engage other independent contractors to perform the same or similar work that Contractor performs hereunder.
11. **Warranty.** Contractor shall be liable for any costs, losses, expenses or damages including consequential damages suffered by the City resulting from defects in the Contractor’s work including, but not limited to, cost of materials and labor expended by the City in making emergency repairs and cost of engineering, inspection and supervision by the City. The Contractor shall hold the City harmless from any and all claims, which may be made against the City as a result of any defective work, and the Contractor shall defend any claims at its own expense. Where materials or procedures are not specified in the Contract, the City will rely on the professional judgment of the Contractor to make the appropriate selections.
12. **Correction of Defects.** Contractor shall be responsible for correcting all defects in workmanship and/or materials discovered after the acceptance of this work. When corrections of defects are made, Contractor shall be responsible for correcting all defects in workmanship and/or materials in the corrected work for one year after the acceptance of the corrections of the City. The Contractor shall start work to remedy such defects within seven (7) days of mailing notice of discovery thereof by City and shall complete such work within a reasonable time. In emergencies where damage may result from delay or where loss of

service may result, such corrections may be made by the City, in which case the cost shall be borne by the Contractor. In the event the Contractor does not accomplish corrections within the time specified, the work will be otherwise accomplished and the cost of same shall be paid by the Contractor.

13. **Claims.** Any claim from Contractor against the City for damages, expenses, costs or extras arising out of the performance of this Contract must be made in writing to the City within thirty (30) days after the discovery of such damage, expense or loss, and in no event later than the time of approval by the City for final payment. Contractor, upon making application for the final payment, shall be deemed to have waived its right to claim for any other damages for which application has not been made, unless such claim for final payment includes notice of additional claim and fully describes such claim.
14. **Contractor's Risk of Loss.** It is understood that the whole of the work under this Contract is to be done at the Contractor's risk, and that he has familiarized himself with all existing conditions and other contingencies likely to affect the work, and has made his bid accordingly, and that he shall assume the responsibility and risk of all loss or damage to materials or work which may arise from any cause whatsoever prior to completion.
15. **Insurance.** The Contractor shall procure and maintain for the duration of the Contract, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives or employees.
 - A. **Minimum Scope of Insurance.** Contractor shall obtain insurance of the types described below:
 1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
 2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide the Aggregate Per Project Endorsement ISO form CG 25 03 11 85. There shall be no endorsement or modification of the Commercial Liability insurance for liability arising from explosion, collapse or underground property damage. The City shall be named as an insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using ISO additional endorsement CG 20 10 10 01 and CG 20 37 10 01 or substitute endorsements providing equivalent coverage.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
 4. Professional Liability insurance appropriate to the Contractor's profession.
- B. Minimum Amounts of Insurance. Contractor shall maintain the following insurance limits:
1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
 2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.
 3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.
- C. Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:
1. The Contractor's insurance coverage shall be primary insurance as respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.
 2. The Contractor's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
- D. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
- E. Verification of Coverage. Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the Automobile Liability and Commercial General Liability insurance of the Contractor before commencement of the work.
- F. Subcontractors. Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certifications and endorsements for each subcontractor. All coverage's for subcontractors shall be subject to all of the same insurance requirements as stated herein for the Contractor.
- 16. Compliance with Laws.** The Contractor shall comply with all federal, state and local laws and regulations applicable to the work done under this Contract. Any violation of the provisions of these applicable laws and regulations shall be considered a violation of a material provision of this Contract and shall be grounds for cancellation, termination or

suspension of the Contract by the City, in whole or in part, and may result in ineligibility for further work for the City.

17. **Job Safety.** Contractor shall take all necessary precaution for the safety of employees on the work site and shall comply with all applicable provisions of federal, state and local regulations, ordinances and codes. Contractor shall erect and properly maintain, at all times, as required by the conditions and progress of the work, all necessary safeguards for the protection of workers and the public and shall post danger signs warning against known and unusual hazards.
18. **Prevailing Wage.** This Contract is subject to the requirements of Chapter 39.12 RCW, and as it may be amended, relating to prevailing wages. Prevailing rate shall be paid on public works and building service maintenance contracts, funded in part or in whole with Federal funds, Federal wage laws and regulations shall be applicable. No worker, laborer or mechanic employed in the performance of any part of this contract shall be paid less than the prevailing rate of wage as determined by the Industrial Statistician of the Department of Labor and Industries for the State of Washington. The schedule of prevailing wage rates for this Contract is attached hereto and by this reference made a part of this contract as though fully set forth herein.

Prior to making any payment under this Contract, the City must receive an approved copy of the "Statement of Intent to Pay Prevailing Wages" from the Department of Labor and Industries. It is the Contractor's responsibility to obtain and file the Statement. The Contractor shall be responsible for all filing fees. Each invoice shall include a signed statement that prevailing wages have been paid by the Contractor and all subcontractors. Following the final acceptance of services rendered, Contractor shall submit an "Affidavit of Wages Paid" which must be certified by the Industrial Statistician of the Department of Labor and Industries.

In case any dispute arises as to what are the prevailing rates of wages for work of a similar nature and such dispute cannot be adjusted by the parties of interest, including labor and management representatives, the matter shall be referred for arbitration to the Director of the Department of Labor and Industries of the State and his/her decision therein shall be final and conclusive and binding on all parties involved in the dispute as provided for by RCW 39.12.060 as amended.

19. **Termination.** This contract shall terminate upon satisfactory completion of the work described in the Scope of Work (Attachment B) and final payment by the City. Additionally, the City may terminate the Contract and take possession of the premises and all materials thereon and finish the work by whatever methods it may deem expedient, by giving ten (10) days written notice to the Contractor.
In the event this Contract is terminated by the City, Contractor shall not be entitled to receive any further amounts due under this Contract until the work specified in the Scope of Work (Attachment B) is satisfactorily completed, as scheduled, up to the date of termination. At such time, if the unpaid balance of the amount to be paid under the Contract

exceeds the expense incurred by the City in finishing the work, and all damages sustained by the City or which may be sustained by the City or which may be sustained by the reason of such refusal, neglect, failure or discontinuance of employment, such excess shall be paid by the City to the Contractor. If the City's expense and damages exceed the unpaid balance, Contractor and his surety shall be jointly and severally liable therefore to the City and shall pay such difference to the City. Such expense and damages shall include all legal costs incurred by the City to protect the rights and interests of the City under the Contract, provided such legal costs shall be reasonable.

20. **Extent of Contract / Modification.** This contract, together with attachments and/or other addenda, represents the entire and integrated Contract between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral. This contract may be amended, modified or added to only by written change order properly signed by both parties.
21. **Nondiscrimination.** Contractor agrees not to discriminate against any employee or applicant for employment or any other persons in the performance of this Contract because of race, creed, color, national origin, marital status, sex, age or disability, or other circumstances as may be defined by federal, state or local law or ordinance, except for a bona fide occupational qualification.
22. **Written Notice.** All communications regarding this Agreement shall be sent to the parties at the addresses listed below, unless notified to the contrary. Any written notice hereunder shall become effective as of the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.
23. **Non-Waiver of Breach.** The failure of the City to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein conferred in one or more instances shall not be construed to be a waiver or relinquishment of said covenants, agreements or options, and the same shall be and remain in full force and effect.
24. **Resolution of Disputes, Governing Law, Venue.** Should any dispute, misunderstanding or conflict arise as to the terms and conditions contained in this Agreement, the matter shall be referred to the City Administrator, whose decision shall be final. In the event of any litigation arising out of this Agreement, the prevailing party shall be reimbursed for its reasonable attorney fees from the other party. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be exclusively in Snohomish County, Washington.
25. **Severability.** Any provision or part of this Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and Service Provider, who agree that the Agreement shall be reformed to replace such stricken provision or part with a valid and

enforceable provision that comes as close as reasonably possible to expressing the intent of the stricken provision.

Dated this 14th day of February, 2013

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year above written.

CITY OF SULTAN

By: _____
Mayor

CONTRACTOR

By: _____
Title: _____
Taxpayer ID #: _____

CITY CONTACT

City of Sultan
PO Box 1199
Sultan, 98294
Phone: 360.793.2231
Fax: 360.793.3344

CONTRACTOR CONTACT

Phone: _____
Fax: _____

ATTEST/AUTHENTICATED

By: _____
City Clerk

APPROVED AS TO FORM

By: _____
Office of the City Attorney

SCOPE OF WORK

The City of Sultan is purchasing two sandstone monuments with engraving to be installed in the US 2/Rice Road Roundabout. The following items are to be included in the bid:

1. Landscape protection.
2. Installing two sandstone monuments with approximate dimensions of 144" x 72" x 24" measured at the base.
3. Furnish and install precast concrete bases.
4. Furnish the inscriptions on the monuments:
 - a. Westbound will be "Welcome to Sultan".
 - b. Eastbound will be "Stevens Pass Greenway Recreational Area".
5. Furnish the crane to set the monuments.
6. Furnish the necessary traffic control equipment to execute a night time one lane closure of US 2.
7. Furnish the city with certified payroll and affidavit of prevailing wages paid.

All work to be completed in a substantial and workmanlike manner according to standard practices along with a WSDOT Traffic Control Plan provided by the city.

Connie Dunn

Subject: FW: Sultan Monuments-Update**From:** David Jones [<mailto:DavidJ@monuments.com>]**Sent:** Friday, January 11, 2013 9:24 AM**To:** Connie Dunn**Subject:** FW: Sultan Monuments-Update

Connie

Did you receive this email I sent the other day??

David

From: David Jones**Sent:** Wednesday, January 09, 2013 8:51 AM**To:** 'Connie Dunn'**Subject:** RE: Sultan Monuments-Update

Connie

I finally got some info from our supplier on the sandstone. He has been on vacation.

A sandstone piece that is 6' x 6' x 12" will weigh about 3 tons, and a piece that is 8' x 8' x 24" will weigh 9.9 tons. The cost per ton has remained the same, \$250.00 per ton. I will need to go to the quarry to look at the large pieces and make sure they will work for the project.

Let me know when the city will be ready to proceed and I will secure the pieces.

Thanks

David

" Make it a GREAT DAY!!"**DAVID JONES****MARKETING CONSULTANT**

QUIRING MONUMENTS, INC.

9608 AURORA AVE NORTH
SEATTLE, WA 98103-3296

PHONE: 206.522.8400

FAX: 206.523.7469

CELL: 206.406.3212

E-MAIL: DAVIDJ@MONUMENTS.COM**"Each Life Remembered"**WWW.QUIRINGMONUMENTS.COMWWW.MEMORIESINGRANITE.COMWWW.MONUMENTS.COM**Cost Calculations:****Two Sandstone Monuments:**

At 9.9 Ton each @ \$250/Ton = \$4,950.00

Engraving on each @ \$200 = \$ 400.00

Installation @ night = \$1,400.00

Traffic Control = \$2,500.00

TOTAL = \$9,250.00

Plus WA State Sales Tax

From: Connie Dunn [<mailto:connie.dunn@ci.sultan.wa.us>]**Sent:** Friday, January 04, 2013 9:38 AM**To:** David Jones**Subject:** RE: Sultan Monuments-Update



QUIRING MONUMENTS, INC.



WHOLESALE QUOTE

Customer: City of Sultan
Attn: Connie, Donna & Mick
Address: 319 Main St. , Suite 200
 Sultan, WA 98294
Phone: 360.793.2231
Fax: 360.793.3344
E-mail: Donna.Murphy@ci.sultan.wa.us

Date: 12/24/12
Submitted by: David Jones
 206-406-3212
davidj@Monuments.com

Description: Round-About Signs

**** REVISED ****

Signs as they appear in the original photos, and the cost to replace them currently:

Deer Island Sign

Color Diana Green
Tablet Size 96"x 8" x 42"
Base Size 84" x 12" x 12"
***Wholesale Cost** **\$5,137**

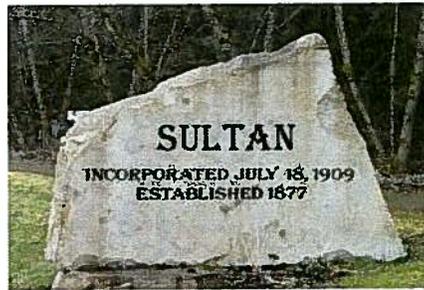
See revised "in stock" cost below



Sandstone Sign

Natural Stone
 Approximately 6'x6'x2'(at base) 8'X8'X2' (at base)
Cost of Stone \$250.00 per Ton
Cost of Engraving **\$200**

Approximate Weight of this sign is 3 ton & 9.9 ton



Add for:

Pre-Cast Concrete Foundations

120 x 18 x 6- for large granite sign	\$455
90 x 18 x 6 - for large granite sign	\$435
80 x 30 x 6 - for sandstone	\$435

Option:

All-sawn Grey Granite Foundations

120 x 18 x 6- for large granite sign	\$699	* Special order - ETA 8-10 weeks
90 x 18 x 6 - for large granite sign	\$525	* Special order - ETA 8-10 weeks
80 x 30 x 6 - for sandstone	\$775	* Special order - ETA 8-10 weeks

Installation:

Crane Rental	\$880	* charged at actual cost at time of service
(via Ness Crane - 19 ton crane, \$160/hr, 3 hr min. + 1.25 hr travel each way)		
Installation of 2 signs & foundations by QM personnel	\$840	
- includes all labor and materials needed for installation		
Add for installation <u>after hours</u> (evening)	\$560	

National Barricade will be providing lights and equipment based on previous bid sent to City of Sultan. The bid does not include flagging, flagging will be provided by City of Sultan. The cost from National Barricade's quote is subject to change. Actual costs have not been determined.

Comments: Pricing includes delivery

Does Not Include Installation, landscaping, foundations or concrete work unless specified

Price includes all engraving and designs.

**Diana Green granite sign not in stock - special order, India, ETA less than 4 months, Sandstone - local quarry - ETA less than 6 weeks

**** We have a larger piece of Diana Green that is 126" x 6" x 42" that is "in stock", we will discount the "in stock" item \$750.00 for a total cost of \$4,423.00**

Thank you,

David A Jones

Marketing Consultant
Quiring Monuments, Inc.

CC: Jon Reece - Quiring Monuments, Inc.

* Quote effective for 90 days

*** WHEN PLACING AN ORDER, PLEASE ATTACH A COPY OF THIS QUOTE ***

Connie Dunn

From: Jeff Young [youngpcm@gmail.com]
Sent: Wednesday, February 20, 2013 11:59 AM
To: Connie Dunn
Subject: Re: Rice Rd/US 2 Monuments

Connie,

We apologize, but the new size you requested (144 x 72 x 24) is not available from our local supplier. We are not able to provide you a revised bid.

Sincerely,

Jeff Young
Pacific Coast Memorials
Everett, WA - 800.628.3042
Local - 425.348.9868
www.pacificcoastmemorials.com
www.designmemorials.com

On Feb 7, 2013, at 2:45 PM, Connie Dunn wrote:

Jeff,

The other monument company that the city has asked for a quote from has provided a quote for the new size sandstone monuments with precast concrete foundations, I would like you to provide a quote on monuments and foundations that are 12' X 6' X 2' at the base. Please include the traffic control except the flaggers (city will provide flaggers).

My apology for this project that has morphed and for the inconvenience of asking for multiple quotes.

Connie M. Dunn
City of Sultan Public Works
Field Supervisor
EMAIL: connie.dunn@ci.sultan.wa.us
PHONE: 360-793-1114
FAX: 360-793-8509
CELL: 425-508-8987

From: Jeff Young [<mailto:youngpcm@gmail.com>]
Sent: Wednesday, February 06, 2013 4:29 PM
To: Connie Dunn
Subject: Re: Rice Rd/US 2 Monuments

Connie,

I left you a voicemail concerning your e-mail. Your top sentence states that WADOT said the monuments were too large, but your new numbers are even larger?

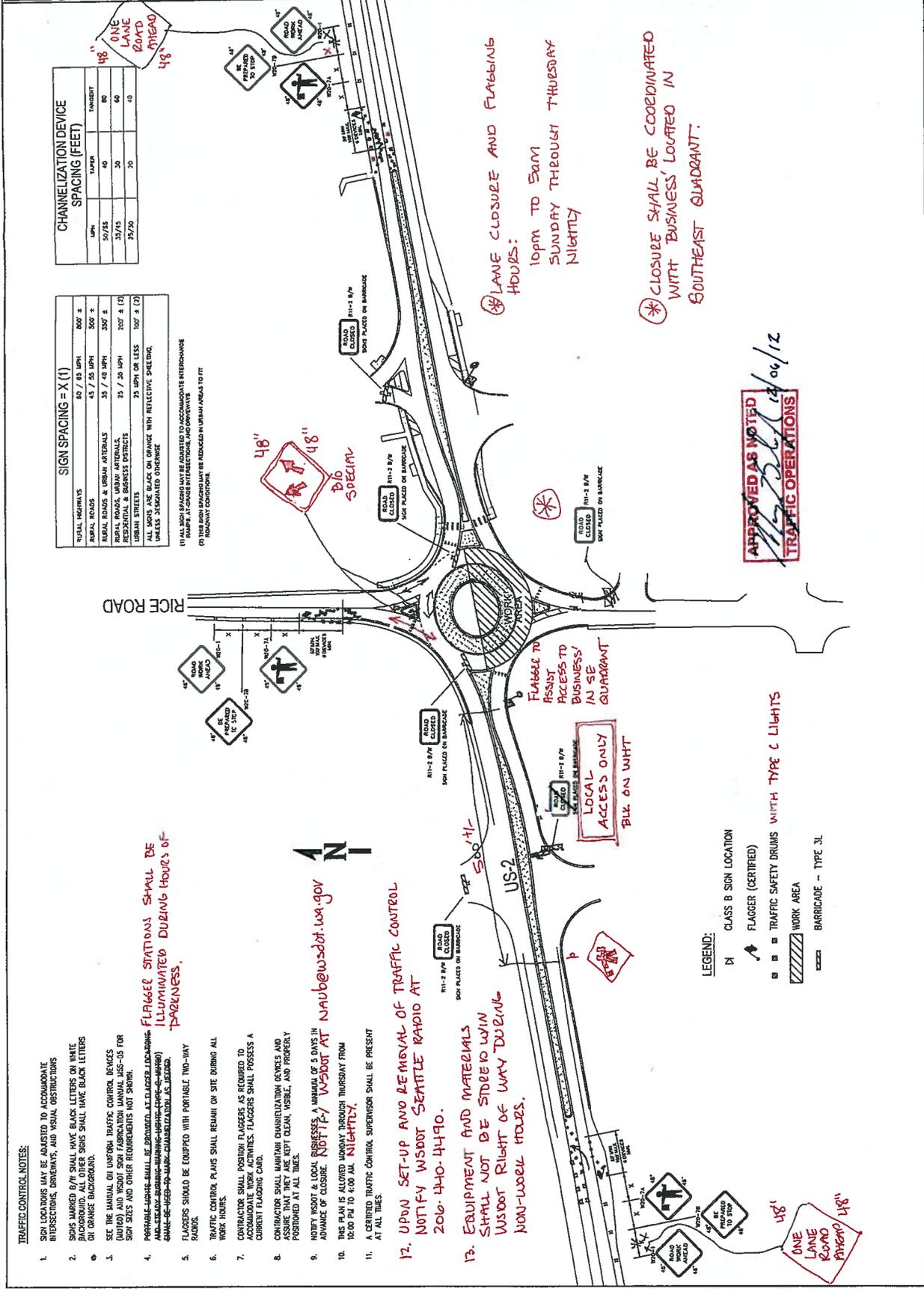
Gateway Monument Quote

August 29, 2012

Called GAR Cemetery who advertises monuments in Snohomish Wa. The owner told me that the job was too big for him and recommended Pacific Coast Memorials in Everett.


Donna Murphy

PROJECT NUMBER 037375		DRAWN FILE NAME RICE RD ROUNDABOUT	SHEET NO. TC-1
PROJECT NAME MONUMENT SIGN DELIVERY		CITY OF SULTAN	SHEET NUMBER
PROJECT NUMBER 037375		DRAWN FILE NAME RICE RD ROUNDABOUT	SHEET NO. TC-1
PROJECT NAME MONUMENT SIGN DELIVERY		CITY OF SULTAN	SHEET NUMBER
DESIGNED BY TJV	CHECKED BY MKS	DATE 12/20/12	REVISIONS
DRAWN BY TJV	DATE 12/20/12	REVISIONS	
NO. BY DATE	REVISIONS		
SCALE NTS			
LAST DATE 12/20/12			
PROJECT NAME RICE RD ROUNDABOUT			



INVOICE

National Barricade Company, LLC

RENTAL, SALES AND SERVICE OF TRAFFIC CONTROL EQUIPMENT

6518 RAVENNA AVE N.E.
SEATTLE, WA 98115-7096

SEATTLE: (206) 523-4045
TACOMA: (253) 589-2256
FAX: (206) 525-2042
NATIONAL: (800)-884-4045

Acct #:
Job #:
PO #:
Auth #: Connie Dunn
Foreman:

PRICES SUBJECT TO
CHANGE WITHOUT NOTICE

CUSTOMER **City of Sultan Public Works**

TELEPHO (360) 793-1114

ADDRESS

MOBILE

JOB

Inv. Date:
Invoice #:
Tax #:
Job Start:

JOB Estimate: SR 2/ Rice. Monument Installation

DELIVERY ORDER NO.	AMOUNT ORDERED	DESCRIPTION	PICK UP ORDER NO.	UNITS PICKED UP	FROM	TO	RENT DAYS USED	NO. RENT PRDS	UNITS USED	COST/ ITEM/ PERIOD	EXTENSION
14		*4' x 4' Sign, FLORDG, Alum					2	7	14	3.00	294.00
14		*NCHRP 350 Compliant					2	7	14	1.50	147.00
14		*Sandbag, Filled					2	7	14	0.25	24.50
5		*Type III w/ 2 Fl Lights					2	7	5	4.05	141.75
5		*48x30 Rd Clsd, Refl					2	7	5	1.05	36.75
1		*24x36 LAO, Refl					2	7	1	0.65	4.55
1		*Barricade W/ Light					2	7	1	0.50	3.50
25		*Barrel w/ Base w/ SB Light					2	7	25	0.90	157.50
3		*Light Tower (flagging)					2	1	3	195.0	585.00
10 hrs		Flagging Labor 5 men (OT) rate					2	2	50	48.50	4,850.00
1		Total Delivery Charge					1	1	1	90.00	90.00
		Flagging hrs based on 2 nights									
		& includes some travel time									

MEMO: bf/sv 3117 (12/19/12)
7 day minimum rental charge
Price is subject to change.
Fuel charge for light towers may apply if units are not returned filled.

*** CUSTOMER IS RESPONSIBLE FOR LOSS, THEFT OR DAMAGE**

- | | |
|---------------------------------|--------------------------------|
| *1- Barricade with Light | *10- Large Cone - 28" |
| *3- Barricade without Light | *11 - Hi-level with 5 Flags |
| *5- Light with Bracket | *12 - 4'x4' Sign |
| *7- Traffic Standard with Light | *13 - Sign Stand |
| *9- Small Cone - 18" | *15a- T-38 No Parking Tow-Away |
| | *15b- T-39 No Parking Tow-Away |

IMPORTANT
Corrections will not be accepted on this invoice if not submitted within 30 days of invoice date.

PLEASE REMEMBER
When remitting, put your account # and invoice # on your check, in order to credit your account properly.

WE INVOICE MONTHLY ON THE 20TH AND AT THE END OF JOB
TERMS: NET 30 DAYS
1 1/2% PER MONTH CHARGED ON ALL PAST DUE ACCOUNTS
PLEASE RETURN ONE COPY OF INVOICE WITH REMITTANCE

Freight	
Sub-Total	6,334.55
Sales Tax	544.77
TOTAL	6,879.32

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**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: A-2

DATE: February 28, 2013

SUBJECT: RH2 Engineering, Inc. Professional Services Contract for Main Pump Station Improvements Design

CONTACT PERSON: Mick Matheson, P.E. – Public Works Director



ISSUE:

The issue before the council is to authorize the Mayor to sign a contract (Attachment A) with RH2 Engineering, Inc. (RH2) to provide professional engineering services to prepare bid ready design plans and specifications for upgrades for the Main Pump Station, assist the city with bidding and construction contract award, and to provide technical support during construction.

STAFF RECOMMENDATION:

Authorize the Mayor to sign a contract with RH2 to provide professional engineering services to provide bid ready design plans and specifications for upgrades to the Main Pump Station, assist the city with bidding and construction contract award, and to provide technical support during construction. The contract amount is not to exceed \$69,000 without prior written authorization by the City Council.

SUMMARY:

The City Council authorized the Mayor to sign a contract with RH2 on July 12, 2012 to prepare an evaluation of the City's Main Pump Station. The 2011 General Sewer Plan and the City's 2012 adopted budget identified this work effort to improve pump station capacity and to provide recommendations for improvement.

RH2 has since prepared this study. It is titled "City of Sultan Main Pump Station Alternatives Report" dated January 2013 (Attachment B). RH2 worked with City staff and Sultan citizen Mr. Ray George (a licensed professional mechanical engineer) to come up with recommendations to increase pump station capacity and improve the existing structure and its components.

RH2 came up with four alternatives to upgrade the Main Pump Station as well as anticipated costs. It is important to note that the existing sewer force main that conveys sewage from the Main Pump Station to the west side of the Sultan River does not have enough capacity for the projected peak flows. Therefore, any long term improvement will require additional force main capacity. The city is currently under contract with WHPacific to design a pedestrian/bicycle bridge with a larger force main to

accommodate this constraint. A new force main is not part of the proposed RH2 contract.

The three alternatives to upgrade the Main Pump Station are:

Alternative 1 – Short Term Improvements – Upsizing the existing pumps impeller size to increase capacity both with and without upgrading the electrical system which is nearing the end of its useful life. This alternative increases capacity from approximately 1,500 gpm to 1,750 gpm, which translates to about a 17 percent capacity increase and 180 equivalent residential units (ERUs). This does not come close to the projected peak flow for 2015, but the cost of this upgrade is significantly less than purchasing all new pumps. After the new force main is constructed, the capacity with this alternative will increase to approximately 2,450 gpm.

Alternative 2 – 2015 Improvements – This alternative assumed that the force main improvement planned as part of the pedestrian/bicycle bridge improvement was in place for cost estimating purposes. This alternative replaces the existing pumps with two Wemco-Hidrosta's Pre-rotation Pumps. These pumps meet the 2015 peak flow rate while addressing many of the operational and maintenance issues. For this alternative, the entire electrical and pump control system would need to be upgraded.

Alternative 3 – 2030 Improvements – Like Alternative 2, this alternative assumed that the force main improvement planned as part of the pedestrian/bicycle bridge improvement was in place for cost estimating purposes. This alternative replaces the existing pumps with three Wemco pumps presented in Alternative 2. This alternative would also require modifications to the existing wetwell and upgrades to the entire electrical and pump control systems. This alternative also included a new permanent generator to replace the portable generator and structural upgrades to the current building.

Summary of Alternatives for the Main Pump Station

	Projected Year of Peak Flow Matching*	Added Flow Capacity	Additional ERU's	Construction Cost	Project Cost**
Alternative 1 (w/o Electrical)		250 gpm	≈180	\$47,000	\$59,000
Alternative 2 (w/ Electrical)		250 gpm	≈180	\$256,000	\$320,000
12" Force Main	≈2015	500-900 gpm	Up to 600	-	-
Alternative 2	2015	1,000 gpm	≈665	\$582,000	\$728,000
Alternative 3	2030	2,275 gpm	≈1515	\$1,165,000	\$1,456,000

City staff met with RH2 and Mr. Ray George to review the alternatives. Based on these discussions, RH2 recommends proceeding with replacing the existing pump impellers as presented in Alternative 1. Although the initial capacity increase with the larger impellers will be minimal, after the force main improvements are constructed, the capacity increase will be close to the 2015 projected peak flow.

Additionally, RH2 recommends replacing the electrical equipment for the pumps. The proposed electrical upgrades will be for two 40 hp pumps with Variable Frequency Drives.

RH2 also recommends a few miscellaneous improvements to help address some of the operational and maintenance issues at the Main Pump Station. The miscellaneous improvements are installing lights with motion sensors to improve visibility and security. Additionally the floor of the elevated structure will be replaced which will involve compaction of the structural fill inside and placement of a concrete slab. The final recommendation is to add a security camera with a full view of the pump station. The total estimated project cost including engineering and construction administration is \$320,300.

City staff contacted Municipal Research and Services Center of Washington (MRSC) to receive guidance on consultant selection. Consultants that provide professional services (e.g. engineers and architects) for public works projects must be selected based on their qualifications.

The MRSC maintains a roster of consulting engineering firms on their website. Each firm on the roster lists their qualifications. For a project of this size and scope, MRSC recommended reviewing the qualifications of three to five consulting firms listed on the MRSC roster and making a consultant selection based on specific criteria for this project. Staff reviewed the qualifications of three firms (RH2, Brown and Caldwell, and Gray & Osborne) and developed selection criteria for the Main Pump Station Study RH2 was selected as the most qualified consultant based on the selection criteria. Attachment C (Memorandum dated 1/10/2013) summarizes the selection procedure.

ANALYSIS:

The design improvements are necessary and important as the City moves forward on addressing both short term and long term capacity issues related to the City's sanitary sewer system.

FISCAL IMPACT:

The project is included in the 2013 Sewer System Operating Budget.

ALTERNATIVES:

1. Authorize the Mayor to sign a contract with RH2 to provide professional engineering services to prepare bid ready design plans and specifications for upgrades for the Main Pump Station, assist the city with bidding and construction contract award, and to provide technical support during construction.
2. Do not authorize the Mayor to sign a contract with RH2 and direct staff to areas of concern.
3. Reject the proposal submitted by RH2 and direct staff to negotiate with the next best qualified consulting firm.

RECOMMENDED ACTION:

Authorize the Mayor to sign a contract with RH2 to provide professional engineering services to provide bid ready design plans and specifications for upgrades to the Main Pump Station, assist the city with bidding and construction contract award, and to provide technical support during construction. The contract amount is not to exceed \$69,000 without prior written authorization by the City Council. This includes a ten percent contingency.

ATTACHMENTS:

Attachment A – Contract with RH2

Attachment B – Main Pump Station Alternatives Report – January 2013

Attachment C – Memo dated 1/10/2013 regarding consultant selection

**AGREEMENT FOR SERVICES
BETWEEN THE CITY OF SULTAN AND RH2**

THIS AGREEMENT, is made by and between the City of Sultan (hereinafter referred to as "City"), a Washington Municipal Corporation, and RH2 (hereinafter referred to as "Service Provider"), doing business at 22722 29th Dr SE #210, Bothell WA 98021.

WHEREAS, Service Provider is in the business of providing certain services specified herein; and

WHEREAS, the City desires to contract with Service Provider for the provision of such services for the Sultan Main Pump Station Improvements, and Service Provider agrees to contract with the City for same;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, it is agreed by and between the parties as follows:

TERMS

1. **Description of Work.** Service Provider shall perform work as described in EXHIBIT A, Scope of Work, which is attached hereto and incorporated herein by this reference, according to the existing standard of care for such services. Service Provider shall not perform any additional services without the express permission of the City.
2. **Payment.**
 - A. The City shall pay Service Provider at the hourly rate set forth in EXHIBIT B, but not more than a total of sixty nine thousand dollars (\$69,000) for the services described in this Agreement. This is the maximum amount to be paid under this Agreement.
 - B. Service Provider shall submit monthly payment invoices to the City after such services have been performed, and the City shall make payment within four (4) weeks after the submittal of each approved invoice. Such invoice shall detail the hours worked, a description of the tasks performed, and shall separate all charges for clerical work and reimbursable expenses.
 - C. If the City objects to all or any portion of any invoice, it shall so notify Service Provider of the same within five (5) days from the date of receipt and shall pay that portion of the invoice not in dispute. The parties shall immediately make every effort to settle the disputed portion.
3. **Relationship of Parties.** The parties intend that an independent contractor – client relationship will be created by this Agreement. No agent, employee, representative or subcontractor of Service Provider shall be or shall be deemed to be the employee, agent, representative or subcontractor of the City. None of the benefits provided by the City to its

employees, including, but not limited to, compensation, insurance and unemployment insurance, are available from the City to the Service Provider or his employees, agents, representatives or subcontractors. Service Provider will be solely and entirely responsible for his acts and for the acts of Service Provider's agents, employees, representatives and subcontractors during the performance of this Agreement. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that Service Provider performs hereunder.

4. **Project Name.** Sultan Main Pump Station Improvements
5. **Duration of Work.** Service Provider shall complete the work described in EXHIBIT A on or before January 1, 2016.
6. **Termination.**
 - A. Termination Upon the City's Option. The City shall have the option to terminate this Agreement at any time. Termination shall be effective upon ten (10) days written notice to the Service Provider.
 - B. Termination for Cause. If Service Provider refuses or fails to complete the tasks described in Attachment A, or to complete such work in a manner unsatisfactory to the City, then the City may, by written notice to Service Provider, give notice of its intention to terminate this Agreement. After such notice, Service Provider shall have ten (10) days to cure, to the satisfaction of the City or its representative. If Service Provider fails to cure to the satisfaction of the City, the City shall send Service Provider a written termination letter which shall be effective upon deposit in the United States mail to Service Provider's address as stated below.
 - C. Rights upon Termination. In the event of termination, the City shall only be responsible to pay for all services satisfactorily performed by Service Provider to the effective date of termination, as described in the final invoice to the City. The City Administrator shall make the final determination about what services have been satisfactorily performed.
7. **Nondiscrimination.** In the hiring of employees for the performance of work under this Agreement or any subcontract hereunder, Service Provider, its subcontractors or any person acting on behalf of Service Provider shall not, by reason of race, religion, color, sex, marital status, national origin or the presence of any sensory, mental, or physical disability, discriminate against any person who is qualified and available to perform the work to which the employment relates.
8. **Indemnification / Hold Harmless.** The Service Provider shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Service Provider and the City, its officers, officials, employees, and volunteers, the Service Provider's liability hereunder shall be only to the extent of the Service Provider's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Service Provider's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

9. **Insurance.** The Service Provider shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Service Provider, their agents, representatives, employees or subcontractors.
 - A. **Minimum Scope of Insurance.** Service Provider shall obtain insurance of the types described below:
 1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
 2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract. The City shall be named as an insured under the Service Provider's Commercial General Liability insurance policy with respect to the work performed for the City using ISO additional insured endorsement GC 20 10 10 01 and GC 20 37 10 01 or substitute endorsements providing equivalent coverage.
 3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
 4. Professional Liability insurance appropriate to the Contractor's profession.
 - B. **Minimum Amounts of Insurance.** Service Provider shall maintain the following insurance limits:
 1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

2. *Commercial General Liability* insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.
 3. *Professional Liability* insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.
- C. Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:
1. The Service Provider's insurance coverage shall be primary insurance as respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Service Provider's insurance and shall not contribute with it.
 2. The Service Provider's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
- D. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
- E. Verification of Coverage. Service Provider shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Service Provider before commencement of the work.
- F. Subcontractors. Service Provider shall include each subcontractor as insured under its policies or shall furnish separate certifications and endorsements for each subcontractor. All coverage shall be subject to all of the same insurance requirements as stated herein for the Service Provider.
10. **Entire Agreement.** The written provisions and terms of this Agreement, together with all documents attached hereto, shall supersede all prior verbal statements of any officer or other representative of the City, and such statements shall not be effective or be construed as entering into or forming a part of, or altering in any manner whatsoever, this Agreement.
11. **City's Right of Supervision, Limitation of Work Performed by Service Provider.** Even though Service Provider works as an independent contractor in the performance of his or her duties under this Agreement, the work must meet the approval of the City and be subject to the City's general right of inspection and supervision to secure the satisfactory completion thereof. In the performance of work under this Agreement, Service Provider shall comply with all federal, state and municipal laws, ordinances, rules and regulations that are applicable to Service Provider's business, equipment, and personnel engaged in

operations covered by this Agreement or accruing out of the performance of such operations.

- 12. Work Performed at Service Provider's Risk.** Service Provider shall be responsible for the safety of its employees, agents and subcontractors in the performance of the work hereunder and shall take all protections reasonably necessary for that purpose. All work shall be done at Service Provider's own risk, and Service Provider shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work.
- 13. Ownership of Products and Premises Security.**

 - A. All reports, plans, specifications, data maps, and documents produced by the Service Provider in the performance of services under this Agreement, whether in draft or final form and whether written, computerized, or in other form, shall be the property of the City.
 - B. While working on the City's premises, the Service Provider agrees to observe and support the City's rules and policies relating to maintaining physical security of the City's premises.
- 14. Modification.** No waiver, alteration or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of the City and Service Provider.
- 15. Assignment.** Any assignment of this Agreement by Service Provider without the written consent of the City shall be void.
- 16. Written Notice.** All communications regarding this Agreement shall be sent to the parties at the addresses listed below, unless notified to the contrary. Any written notice hereunder shall become effective as of the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.
- 17. Non-Waiver of Breach.** The failure of the City to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein conferred in one or more instances shall not be construed to be a waiver or relinquishment of said covenants, agreements or options, and the same shall be and remain in full force and effect.
- 18. Resolution of Disputes, Governing Law, Venue.** Should any dispute, misunderstanding or conflict arise as to the terms and conditions contained in this Agreement, the matter shall be referred to the City Administrator, whose decision shall be final. In the event of any litigation arising out of this Agreement, the prevailing party shall be reimbursed for its reasonable attorney fees from the other party. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration or other proceeding is instituted to enforce any term of this Agreement, the

parties specifically understand and agree that venue shall be exclusively in Snohomish County, Washington.

- 19. Severability.** Any provision or part of this Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and Service Provider, who agree that the Agreement shall be reformed to replace such stricken provision or part with a valid and enforceable provision that comes as close as reasonably possible to expressing the intent of the stricken provision.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year above written.

Dated this 28th day of February, 2013

CITY OF SULTAN

By: _____
Carolyn Eslick, Mayor

SERVICE PROVIDER

By: _____
Title: _____
Taxpayer ID #: _____

CITY CONTACT

City of Sultan
319 Main Street, Suite 200
Sultan, WA 98294
Phone: 360-793-2231
Fax: 360-793-3344

SERVICE PROVIDER CONTACT

Phone: _____
Fax: _____

ATTEST/AUTHENTICATED

By: _____
City Clerk

APPROVED AS TO FORM

By: _____
Office of the City Attorney

EXHIBIT A
Scope of Work
City of Sultan
Main Pump Station Improvements
February 2013

BACKGROUND

RH2 Engineering, Inc., (RH2) recently performed an alternatives evaluation for the City of Sultan's (City) Main Pump Station. The evaluation included reviewing the existing capacity, recommending alternatives for improvement, and examining potential cost implications for each alternative. After reviewing the evaluation, the City has requested that RH2 perform design services for the improvements recommended.

The Main Pump Station, which also serves as the influent lift station for the wastewater treatment facility, was designed and constructed during 1997 and 1998 as part of the wastewater treatment plant upgrades. The two existing fixed speed submersible pumps have a capacity of 1,500 gallons per minute (gpm) each. The proposed improvements would increase the pump station capacity to approximately 1,750 gpm and would upgrade an aging electrical system that is at the end of its design life.

PROJECT DESCRIPTION

Based on the recommendations in the *Main Pump Station Alternatives Report* prepared by RH2, the project includes the following improvements:

1. Replace the existing pump impellers to increase the pumping capacity. *Pump supplier and City staff will perform this work.*
2. Replace the existing electrical equipment on an elevated pump station platform.
3. Install variable frequency drives (VFDs) as part of the electrical equipment replacement.
4. Modify the existing telemetry and automatic control equipment for operating the proposed VFDs.
5. Install motion-operated security lighting in the vicinity of the pump station.
6. Install a security camera that provides a full view of the pump station and integrate the camera into the City's existing security video camera network.
7. Replace the concrete floor of the elevated pump station.

Task 1 – Project Management, Review Process, and Meetings

Objective: Coordinate project and document development as needed. Perform quality control for document development.

Approach:

- 1.1 Prepare monthly project status and progress reports summarizing work accomplished, projected completion of project milestones, and work expenditures.
- 1.2 Prepare and update a project schedule. Coordinate and schedule project activities.
- 1.3 Prepare for and attend up to two (2) project management meetings with the City staff.

- 1.4 Establish a project tracking system and financial expense accounting system for the project.
- 1.5 Prepare, review, and approve monthly invoices.
- 1.6 Maintain project records.

Task 2 – Pump Station Improvements Design

Objective: Prepare bid ready design plans and specifications for the proposed pump station improvements at the Main Pump Station.

Approach:

- 2.1 Meet with City staff at the facility to discuss the proposed improvements; at the facility, gather building and electrical equipment measurements for modeling of the facility in AutoCAD®; and gather other information that may be necessary for preparing the design plans.
- 2.2 Prepare plans and specifications for providing temporary pumping during replacement of the electrical equipment.
- 2.3 Prepare electrical design plans for replacing the existing electrical and control equipment located on top of the pump station platform. The proposed electrical equipment will include VFDs for operating the pumps. Electrical plans will include a one-line diagram showing equipment layout, a power distribution and signal plan showing conduit routing and equipment locations, electrical equipment installation details, control logic diagrams for the pump motors, telemetry equipment modification plans, electrical schedules, and electrical details.
- 2.4 Prepare electrical plans for installing the motion-operated security lights and a security camera with full view of the pump station. Electrical plans and details will be incorporated into the power distribution and signal plan and electrical details described in Task 2.3.
- 2.5 Prepare structural plan and details for replacing the concrete slab of the elevated pump station. The existing slab is currently supported by fill material.
- 2.6 Develop specifications, including non-technical and technical specifications, for the proposed pump station improvements.
- 2.7 Prepare a construction cost estimate for City review purposes at the 60 and 90 percent reviews, and a final construction cost estimate prior to project bidding.
- 2.8 Provide the City with plans and specifications at the 60 and 90 percent design levels for City review. Prepare for and attend up to two (2) meetings with City staff to discuss and review the plans and specifications. Edit plans and specifications at the 60 and 90 percent review levels based on City comments.
- 2.9 Provide quality assurance/quality control (QA/QC) services. Services will include formal internal QA/QC process, which provides qualified professional oversight and review of the completeness, accuracy, and constructability of the project design and final deliverables. Track project management, budget, and physical constraints of the City in achieving objectives and incorporate appropriate design measures and materials.
- 2.10 Finalize the plans and specifications to the 100 percent completion level and prepare final bidding documents so that the plans and specifications are suitable for public bidding of the construction project.

RH2 Deliverables:

- Sixty and 90 percent design review plans, specifications, and cost estimate in electronic PDF format.
- Bid ready plans, specifications, and cost estimate in electronic PDF format.

Task 3 – Services During Bidding

Objective: Assist the City with bidding and construction contract award.

Approach:

- 3.1 Respond to bidder questions.
- 3.2 Prepare and issue up to two (2) addenda in electronic PDF format for the City to distribute to the plan holders.
- 3.3 After receipt of the bids, assist the City with the evaluation of the qualifications and references for the apparent low bidder. Prepare recommendation of bid award letter. *It is assumed that the City will handle bid award and construction contract execution.*

Provided by City

- Production and distribution of bid documents.
- Submittal of bid advertisement.
- Bid opening attendance and tabulation of received bids.
- Addenda issued to plan holders.
- Bid award and contract execution.

RH2 Deliverables:

- Response to bidders' technical questions.
- Addenda.

Task 4 – Services During Construction

Objective: Provide technical support during construction as requested by the City, including submittal review, on-site inspection, testing, startup observation, and construction completion to the level as provided for in the Fee Estimate. Should additional support be required, RH2 can prepare a scope of work and fee amendment for these additional services.

Approach:

- 4.1 Attend the pre-construction conference to discuss important technical sections of the project documents. Documents required by the contractor will be submitted at the conference for review and comments. Prepare meeting agenda and minutes.
- 4.2 Review shop drawings and catalog submittals of those items requested in the technical specifications. RH2 will provide a written response to the construction contractor and the City accepting or rejecting each shop drawing and catalog submittal reviewed.

- 4.3 RH2 will provide technical support through periodic on-site construction observation, responding to contractor's technical questions and RFIs, and reviewing change orders. RH2 will alert the City where deficiencies in the quality of construction and non-compliance with project documents are observed. *It is assumed that the City will process contractor pay requests and daily construction observation.*
- 4.4 RH2 will observe the testing and startup of the pumps and electrical equipment. RH2 will prepare the project acceptance letter to the City and construction punchlists.
- 4.5 Revise construction drawings to conform to as-constructed records provided by the contractor.

Provided by City

- Implementation of the Pre-construction meeting.
- Overall construction management and daily construction observation.
- Processing of contractor pay requests.
- Final completion and closeout of the contract with the general contractor.

RH2 Deliverables:

- Pre-construction conference meeting agenda and meeting minutes.
- Inspection reports.
- Written responses for shop drawings and submittals, RFIs, and change orders.
- Punchlist following the final inspection.
- Letter recommending project acceptance.
- One (1) electronic copy of as-constructed drawings in AutoCAD and PDF format on CD.

EXHIBIT B
City of Sultan
Main Pump Station Improvements
Estimate of Time and Expense

Description	Total Hours	Total Labor	Subconsultant	Total Expense	Total Cost
Task 1 PROJECT MANAGEMENT, REVIEW PROCESS, AND MEETINGS					
1.1 Prepare status/progress reports	4	\$ 534	\$ -	\$ 13	\$ 547
1.2 Prepare and update project schedule	2	\$ 362	\$ -	\$ 9	\$ 371
1.3 Prepare for and attend two (2) progress meetings with City	4	\$ 724	\$ -	\$ 75	\$ 799
1.4 Track project	2	\$ 362	\$ -	\$ 9	\$ 371
1.5 Prepare, review, and approve monthly invoices	2	\$ 362	\$ -	\$ 9	\$ 371
1.6 Maintain project records	2	\$ 362	\$ -	\$ 9	\$ 371
Subtotal	16	\$ 2,706	\$ -	\$ 124	\$ 2,830
Task 2 PUMP STATION IMPROVEMENTS DESIGN					
2.1 Attend site visit	12	\$ 1,892	\$ -	\$ 76	\$ 1,968
2.2 Prepare temporary pumping system plans and specifications	14	\$ 1,944	\$ -	\$ 351	\$ 2,295
2.3 Prepare pump station electrical plans	100	\$ 14,820	\$ -	\$ 2,423	\$ 17,243
2.4 Prepare security lighting and camera electrical plans	12	\$ 1,844	\$ -	\$ 262	\$ 2,106
2.5 Prepare floor replacement structural plans	8	\$ 1,216	\$ -	\$ 208	\$ 1,424
2.6 Develop non-technical and technical specifications	18	\$ 2,492	\$ -	\$ 80	\$ 2,572
2.7 Prepare construction cost estimates	10	\$ 1,482	\$ -	\$ 38	\$ 1,520
2.8 City reviews	24	\$ 3,944	\$ -	\$ 432	\$ 4,376
2.9 Provide QA/QC	12	\$ 2,212	\$ -	\$ 105	\$ 2,317
2.10 Finalize plans and specifications	10	\$ 1,289	\$ -	\$ 242	\$ 1,531
Subtotal	220	\$ 33,135	\$ -	\$ 4,217	\$ 37,352
Task 3 SERVICES DURING BIDDING					
3.1 Respond to bidder questions	11	\$ 1,686	\$ -	\$ 44	\$ 1,730
3.2 Prepare addenda	7	\$ 1,126	\$ -	\$ 140	\$ 1,266
3.3 Assist with bid evaluation	6	\$ 942	\$ -	\$ 25	\$ 967
Subtotal	24	\$ 3,754	\$ -	\$ 209	\$ 3,963
Task 4 SERVICES DURING CONSTRUCTION					
4.1 Attend pre-construction meeting	4	\$ 724	\$ -	\$ 48	\$ 772
4.2 Review submittals/stop drawings	28	\$ 4,036	\$ -	\$ 110	\$ 4,146
4.3 Inspection and design clarification	38	\$ 5,776	\$ -	\$ 144	\$ 5,920
4.4 Startup and testing coordination	34	\$ 5,120	\$ -	\$ 128	\$ 5,248
4.5 Construction records	14	\$ 2,090	\$ -	\$ 327	\$ 2,417
Subtotal	118	\$ 17,746	\$ -	\$ 758	\$ 18,504
PROJECT TOTAL	378	\$ 57,341	\$ -	\$ 5,308	\$ 62,649

EXHIBIT C
RH2 Engineering, Inc.
SCHEDULE OF RATES AND CHARGES

2013 HOURLY RATES

CLASSIFICATION		RATE	CLASSIFICATION		RATE
Professional	IX	\$204.00	Technician	IV	\$130.00
Professional	VIII	\$204.00	Technician	III	\$122.00
Professional	VII	\$196.00	Technician	II	\$90.00
			Technician	I	\$85.00
Professional	VI	\$181.00			
Professional	V	\$172.00	Administrative	V	\$121.00
Professional	IV	\$162.00	Administrative	IV	\$100.00
			Administrative	III	\$86.00
Professional	III	\$152.00	Administrative	II	\$70.00
Professional	II	\$140.00	Administrative	I	\$58.00
Professional	I	\$128.00			

IN-HOUSE SERVICES

In-house copies (each)	8.5" X 11"	\$0.09	CAD Plots	Large	\$25.00
In-house copies (each)	8.5" X 14"	\$0.14	CAD Plots	Full Size	\$10.00
In-house copies (each)	11" X 17"	\$0.20	CAD Plots	Half Size	\$2.50
In-house copies (color) (each)	8.5" X 11"	\$0.90	CAD System	Per Hour	\$27.50
In-house copies (color) (each)	8.5" X 14"	\$1.20	GIS System	Per Hour	\$27.50
In-house copies (color) (each)	11 X 17"	\$2.00	Technology Charge	2.5% of Direct Labor	
			Mileage	Current IRS Rate	

OUTSIDE SERVICES

Outside direct costs for permit fees, reports, maps, data, reprographics, couriers, postage, and non-mileage related travel expenses that are necessary for the execution of the project and are not specifically identified elsewhere in the contract will be invoiced at cost.

All Subconsultant services are billed at cost plus 15%.

CHANGES IN RATES

Rates listed here are adjusted annually. The current schedule of rates and charges is used for billing purposes. Payment for work accomplished shall be based on the hourly rates and expenses in effect at the time of billing as stated in this Exhibit.

City of Sultan

MAIN PUMP STATION ALTERNATIVES REPORT

January 2013

SUL 112.109.01.102



RH2 Engineering, Inc.
22722 29th Drive SE, Suite 210
Bothell, WA 98021

City of Sultan

MAIN PUMP STATION ALTERNATIVES REPORT



Prepared by:

RH2 Engineering, Inc.
22722 29th Drive SE, Suite 210
Bothell, WA 98021
425.951.5400

City of Sultan
Main Pump Station Alternatives Report

January 2013

PROJECT BACKGROUND AND PURPOSE

The City of Sultan (City) requested RH2 Engineering, Inc., (RH2) to conduct an evaluation of the City's existing Main Pump Station. The Main Pump Station also serves as the influent lift station for the wastewater treatment facility (WWTF). The evaluation included reviewing the existing capacity, recommending alternatives for improvement, and examining potential cost implications for each alternative. Both short- and long-term needs for the facility were analyzed to determine feasibility as it will relate to funds and level of improvements.

The pump station currently has two fixed speed submersible pumps, each with a capacity of approximately 1,500 gallons per minute (gpm). The pump station discharges into a 10-inch force main, which is reduced to 8 inches before continuing over the State Highway 2 (Hwy-2) Bridge. After crossing the Sultan River, the force main discharges into a manhole where it flows by gravity to the WWTF.

The General Sewer Plan completed in 2011 identified the future flow capacity required for the Main Pump Station. In addition to analyzing the flow conditions, an evaluation of the electrical and control system, the existing structure, and maintenance and operational issues was conducted.

EXISTING CONDITIONS

General Description

The City's Main Pump Station was constructed in 1997 as a part of the WWTF upgrade. The pump station is located on the corner of First and Main Street, north of the Hwy-2 Bridge in Sultan, Washington. All of the City's sewers, except for the small area located west of the Sultan River, flow by gravity to the pump station before being directed to the WWTF.

The pump station is a submersible pump lift station, with access from an elevated concrete surface located about 8 feet above grade. The 120-inch diameter wetwell has a height of 33 feet, of which about 25 feet is located below grade. The pump station is nearing its capacity for the current flows and the projected peak hour flows exceed the current capacity of the pumps.

The station's two submersible pumps were replaced "in-kind" in 2010 with the exception of the impellers, which were slightly smaller than the pumps supplied in 1997. Recent pump down testing was conducted on site and confirmed that the station was running at approximately 1,500 gpm with the wetwell level near the level of the incoming pipe invert. The pump down test data for each pump is included in **Appendix A**. The field measurements for each pump are also shown on the system head curves in **Appendix B**. Capacity rating for a sewage pump station of this type is based

on operation with one pump out of service; therefore, the measured capacity of the pump station is 1,500 gpm.

Environmental Conditions

The Main Pump Station is located about 250 feet from the Sultan River during normal summer conditions. During flood conditions, water rises significantly, submerging the area around the pump station. The Flood Insurance Rate Map (FIRM) for this area delineates the pump station and all surrounding areas within approximately 1,000 feet to be in the 100-year floodplain. FIRM cross sections indicate the 100-year flood level is within 2 feet of the top of the pump station wetwell opening hatches (roughly 6 feet above ground level). City personnel have indicated it is common to see several feet of water over ground level at the pump station site on an annual basis. Manholes in the flooded areas should be sealed as best possible during times of flooding. There are no feasible sites nearby for relocation of the Main Pump Station that would eliminate these flooding issues.

Structural Assessment

The pump station was visually inspected on September 7, 2012, for cracking and signs of stress in the concrete masonry (CMU) walls and concrete wetwell. The walls of the pump station are approximately 10 feet tall and constructed of 8-inch by 8-inch by 16-inch CMU. Concrete stairs provide access from the ground level to an elevated concrete surface, which provides access to the wetwell. The interior side of the CMU has been backfilled to a height of approximately 7 feet 4 inches with a structural fill material that supports the elevated concrete slab. The CMU walls create a 3-foot-tall parapet around the perimeter of the building. Scupper drains allow water to drain off of the concrete slab through the CMU wall. There is no roof structure covering the building or electrical panels.

Visually, the CMU walls appear to be in very good condition. No cracking or signs of excessive stress were observed. The joint between the concrete slab and the CMU walls had been previously caulked; however, the caulk has deteriorated over the years. The slab has settled by approximately 4 inches along the north and east walls of the building, likely due to water running down through the joint. Minor cracking was observed on the surface of the concrete slab in a few areas primarily near the wetwell; although the cracks do not create any significant structural concerns, this slab should be replaced and resealed. The existing structural fill material will need to be compacted to prevent the proposed concrete from settling.

DESIGN CONSTRAINTS

Flooding is a major issue at the Main Pump Station but, as is shown in the FIRM, there are no nearby locations that would alleviate this constraint. Therefore, the pump station design must be capable of mitigating the associated effects of the flooding. The cross sections in the FIRM present vertical elevations in which the pump station needs to maintain clearance above. Maintaining the existing elevated structure will be required in all of the alternatives.

Another constraint in the design is the capacity of the WWTF. The amount of available capacity is a major concern that must be accounted for with any improvements to the Main Pump Station. Upgrades to the WWTF will be necessary to accommodate projected future sewage flows.

The current force main is attached to the Hwy-2 Bridge and cannot to be upsized due to the bridge's inability to support additional loads. Therefore, when the force main reaches its capacity, it will also have to be relocated and upsized or an additional force main will need to be constructed. Options for relocation include moving the force main below the Sultan River using directional drilling, or potentially attaching the force main to a proposed pedestrian bridge paralleling the existing Hwy-2 Bridge. The City is currently working on the design for this proposed pedestrian bridge and it is therefore considered the most likely option for the new force main. Directional drilling can be very expensive and there are numerous associated risks involved in that type of construction at this location.

PUMP STATION OPERATIONS AND MAINTENANCE

There are a variety of concerns in regards to operation and maintenance at the Main Pump Station. The existing structure has numerous issues that should be addressed to increase efficiency of operations and maintenance. Each alternative will address these issues to varying degrees.

Access is a major issue for operating and maintaining the structure because of the extensive flooding in the area. The wetwell is difficult to access because it has to be located above the flood zone. High water levels can be up to 6 feet above the ground elevation. The only areas surrounding the pump station that are not affected by the flooding are immediately adjacent to the highway. This location, approximately 50 feet away, currently houses the electrical service equipment and portable generator connection receptacle for connecting the City's portable generator. The location creates operational difficulties as well as safety issues due to the narrow shoulder width that does not allow a car to sufficiently pull off of the road.

Visibility can often be an issue at the pump station. Maintenance and operation work is often made more difficult because the pump station does not have any lights. Adding illumination to the pump station would help the pump station operators perform their duties.

Security is another problem at the pump station due to its location in the City's public park. There are two security cameras in the vicinity of the pump station, but neither of them have a direct view of the pump station. Adding security cameras with a full view of the pump station would help deter vandalism and protect the pump station structure and equipment.

The existing pumps have a series of related issues that will be addressed in various alternatives. Improvements need to be made to accommodate projected capacity needs for population increases. Also, the process of removing the pumps from the wetwell to outside the building is difficult, inefficient, and needs to be improved. Ideally, this would be solved with the addition of a crane with enough vertical cover to expedite this process. Before the pumps were replaced in 2010, clogging was a major issue and the operators dealt with clogging issues on a weekly basis. The new pumps have helped with the clogging issue for the short-term, but clogging issues need to be considered in all future alternatives. Finally, the frequent need to replace the pump seals is another concern. Operators have reported that the seals for these pumps have already been replaced and they expect this problem to continue.

Currently, the pump station access hatch and electrical equipment are open to the elements. Constructing a roof to cover the structure will increase the expected life of exposed equipment and provide a better environment for the operators to maintain the facility. The roof structure could include a crane for removing the pumps and still provide enough space for a vactor truck to clean

the wetwell. The City pays for a vactor truck service to clean the wetwell annually. An improved pump station design could eliminate this expense.

Implementing improvements to address these issues will reduce maintenance costs and provide more efficient operation at the Main Pump Station.

DESIGN CRITERIA

The design of the pump station will need to address the operation and maintenance issues previously discussed while working within the design constraints. As the number of people served by the sewer system increases, so will the demands to facilitate additional flows at the pump station. The pump station currently experiences peak flows nearing 1,500 gpm. Based on the 2011 General Sewer Plan (Table 1), peak flows were projected to increase to about 2,550 gpm in 2015 and 3,750 gpm in 2030. These peak flow rates are higher than current expectations due to growth projections in the past several years not matching projected values. The analysis in this report is based on the projected peak flows. Also important to the pump design is choosing pumps that will be able to effectively address the wide range of flows experienced. The average flow to the Main Pump Station is approximately 200 gpm. The alternatives will address both short-term and long-term improvements needed for these increased demands on the pump station while still effectively managing average flows.

Table 1: Average and Peak Flows at the Main Pump Station

	2009 Flows* (gpm)	Projected 2015 Flows* (gpm)	Projected 2030 Flows* (gpm)
Average	200	435	765
Peak	1,400	2,550	3,757

**Based on the 2011 General Sewer Plan*

As improvements are made, the pump station will be able to pump at higher flow rates. Additional force main capacity will be required to increase capacity for 2015 and 2030 flow rates. The capacity of the wetwell is another criterion in the design of any long-term solution at the Main Pump Station. The current wetwell is in good condition showing only minor signs of wear. The wetwell is a 120-inch diameter precast manhole with an active volume of almost 3,000 gallons over a 5-foot operating range. The capacity of the wetwell is adequate for operating pumps at the projected flow rates. Storage volume is currently provided in the interceptor pipeline and a portable generator is available for prolonged power outages. Future improvements should include a permanent generator with an automatic transfer switch.

For any renovation work at the pump station, a temporary lift station will need to be installed. The most feasible plan would be to install a temporary pumping system in the existing manhole located adjacent to the pump station. Implementation of the temporary lift station would require that the wetwell influent pipe be plugged and temporary pumping equipment be rented during the construction of the pump station improvements. This option will require that the upstream pipes be surcharged. If surcharging the pipes is an issue, a new, deeper manhole will have to be constructed between the existing manhole and the pump station. The new manhole will provide the additional space required for maintaining water levels below surcharged conditions. Since the sewer mains are

known to have surcharged in the past, it is assumed the temporary pumps will work in this configuration on a short-term basis.

CONSTRUCTION CONSIDERATIONS

The pump station improvements will have to be constructed during dry months due to the flooding issues experienced through the winter. Temporary pumping will not be feasible during flood conditions; furthermore, many issues will be mitigated by constructing at a time of low system flows. Also critical to construction is the environmental considerations due to the close proximity to the river. Special attention must be given to prevent any spillage of the raw sewage into the river during construction.

Construction at the project site will involve soil stabilization and groundwater control. Soils near the site will likely be composed of loose to moderately dense sand, silt, and gravel. Shoring will be required to stabilize excavations at depths below 4 feet. Below depths of 6 to 8 feet, groundwater seepage may affect the stability of the excavation sidewalls and groundwater control (likely sumping) would be required to remove excess groundwater seepage from the floor of the excavation. A deep zone of gravel may yield groundwater seepage at rates that cannot be readily managed using sumping, and could require a well point system. The valve vault replacement would be the only excavation of soils near these depths; therefore, these issues will be minimal, if they occur at all.

The excavated materials are likely very sensitive to moisture and may contain organic material, and therefore may not be suitable for trench backfill. Any use of the excavated material should be approved by a licensed geologist or engineer.

PROPOSED IMPROVEMENTS

RH2 analyzed both short- and long-term solutions to address the projected increases in flow to the pump station. Renovating and upgrading the existing pump station is the optimal solution for both short- and long-term improvements. Since the current structure is showing only minor signs of wear, the cost of renovations will be lower than building a new pump station.

RH2's proposed alternatives focus on the costs and benefits of each additional improvement for the estimated time period that they would be considered useful. The short-term alternatives do not resolve all of the issues currently experienced at the Main Pump Station but rather prolong the time before the long-term improvements are necessary.

Alternative 1 – Short-Term Improvements

Upsized Impeller

In the short-term, the objective is to increase the flow as much as possible while keeping the costs to a minimum. This can be achieved by upsizing the impeller to the largest size available, while still functioning at the same motor rating. Keeping the pumps at the same motor rating will eliminate the need for a new electrical system, decreasing the cost of this alternative. As discussed in the following section, the electrical system is nearing the end of its useful life and regardless of the motor rating, will likely need to be upgraded. The largest impeller that could be used in the pump station at the 40 horsepower (hp) rating has a diameter of 10.4375 inches. This would increase the pump station capacity from approximately 1,500 gpm to 1,750 gpm, which translates to about a 17 percent

capacity increase and 180 equivalent resident units (ERUs). This does not come close to the projected peak flow for 2015, but the cost of this upgrade would be significantly less than purchasing all new pumps. The cost to replace each pump with a larger impeller was estimated to be \$7,500, which includes parts (mechanical seals, larger impeller, wear rings) and labor.

Electrical System

The next step would be to upgrade the electrical and pump control equipment at the pump station. The electrical system at the pump station is aged and reaching the end of its design life. There are three different approaches that could be implemented to upgrade the system. The first would be to implement minor upgrades to the pump control panel to replace aging parts. The City recently replaced one of the pump soft starters that had failed with a new soft starter. The minor upgrades suggested in this approach are to replace the second older soft starter with a new soft starter similar to the recently replaced soft starter. This would reduce the risk of failure in the second soft starter. Other minor components in the pump control panel such as relays may also need to be replaced to improve the reliability of the pump control system. This alternative would be the least expensive but would only be useful for relatively limited capacity increases.

A step-up from the first option is to upgrade the entire electrical and pump control system. The electrical and pump control system could be upgraded to maintain the current 40 hp rating with either two pumps or three pumps in case an extra pump is needed in the future. The cost to upgrade the electrical and pump control system for two 40 hp pumps is slightly less expensive than the cost of new electrical equipment for the three-pump, longer-term pump alternatives. However, because of space constraints, the electrical equipment for three pumps may not fit on the existing elevated structure and additional costs may occur. If the longer-term electrical upgrade approach was chosen, the electrical service equipment and conductors would be sized for three pump motors so that this equipment could be used in the future when the additional pump is required. Only the pump control equipment would need to be replaced in the future both for the additional third pump and for installing variable frequency drives as suggested in Alternatives 2 and 3.

When replacing the electrical equipment, it would be beneficial to relocate the electrical service equipment away from the highway to the pump station structure. The equipment in its current location is accessible to anybody walking by it on the highway shoulder and could be tampered with. The existing manual transfer switch currently has missing or damaged indicator lights that may be the result of this.

Costs

The estimated construction cost for Alternative 1 depends on the level of improvement chosen for the electrical upgrades. With only minimal improvements the construction cost would be around \$47,000. Project costs, which include design and construction engineering, would be approximately \$59,000. If the City chose to upgrade the electrical system for the proposed future pumps, the estimated construction cost would be around \$256,000, while the total project cost would be over \$320,000. A detailed project cost estimate is included in **Appendix C** for the City's review.

Long-Term Improvements

Force Main

The current force main does not have enough capacity for the projected peak flows. Therefore, any long-term improvement will require additional force main capacity to effectively manage peak flows.

There are multiple alternatives for force main upgrades. As was previously discussed, upsizing the current force main or adding a new force main alongside the current force main on the Hwy-2 Bridge is not an option. To get the increased capacity, one 18-inch force main attached to the pedestrian bridge or installed by directional drilling under the Sultan River will be required. The peak flow of 3,750 gpm will be at the maximum 5 feet per second (fps) flow rate in the 18-inch force main, but at average flows the flow rate in the 18-inch force main will be less than 1 fps. This is not ideal for operations or keeping odor issues to a minimum.

RH2's recommended alternative is to maintain the existing force main for average flows and construct an additional 12-inch force main for peak flows that are beyond the existing force main capacity. This 12-inch force main will have to be located either below the Sultan River or attached to the proposed pedestrian bridge. If the existing force main needed to be abandoned, an 8-inch force main could be constructed later parallel to the proposed 12-inch pipe. The dual force main option will meet the capacity and flow rate requirements, and will provide better flexibility over the full range of flows anticipated.

Additionally, a flow meter should be installed in conjunction with the force main improvements. The Main Pump Station should have a flow meter, but all the typical locations would be in the flooded area. The force main project will provide an elevated location where flooding will not be an issue and flow from the pump station can accurately be monitored.

Alternative 2 – 2015 Improvements

Pumps

The 12-inch force main is required to meet the projected 2015 peak flow rate projections. RH2 assumed in this alternative, for cost estimation purposes, that the force main would be constructed separately and prior to any pump station improvements. As is shown on the pump curves in **Appendix B**, the 12-inch force main will allow the current pumps to reach a capacity of approximately 2,000 gpm. Furthermore, with the impeller upgrade discussed in Alternative 1, the 12-inch force main would give the upgraded pumps a capacity of approximately 2,450 gpm. The existing pumps with larger impellers would almost meet the projected peak flows for 2015 and the cost would be approximately the same as Alternative 1. However, this does not address any of the operational and maintenance issues currently experienced at the Main Pump Station.

Replacing the existing pumps with two Wemco-Hidrostal's Pre-rotation Pumps (Model F6K-M) will meet the 2015 peak flow rate while also addressing many of the operational and maintenance issues. These pumps will reduce clogging and wetwell maintenance costs significantly when compared to other submersible pumps, due to their unique impeller design. The design includes a large, open channel that easily manages large solids and rags even at slower speeds that would not be recommended on typical veined impeller sewage pumps. The pumps are also unique because of their pre-rotation system that allows them to operate with a low water level in the wetwell and pump at lower flow rates without adjusting speed. Along with the lower water levels, the pumps automatically remove floating materials and solids during each pump cycle, eliminating the need for frequent cleaning and reducing odors. Costs associated with cleaning and maintaining these pumps are much lower than any other submersible pump, which will be a major improvement at the Main Pump Station. The Wemco pumps have proven reliability and their simplicity translates into a cost effective and efficient operation and maintenance program.

The Wemco pumps will effectively operate at the peak flow demands as well as the current system flow rates with the use of the pre-rotation system in conjunction with variable frequency drives (VFDs). The speed step downs will be initiated by level control set points which give the pumps a range of 300 gpm to about 2,575 gpm with the 12-inch force main. The peak flow for 2015 is estimated to be 2,550 gpm, which is at the upper range of the pump's capacity. This upgrade would translate into over 650 additional sewer connections (ERUs). Pump curves are included in **Appendix B** for the City's review.

The cost of the Wemco-Hidrostral's Pre-rotation Pumps includes all of the parts, shipping, testing, and startup. This pumping system has a higher capital cost than other pumping systems. The initial costs will be mitigated through the pumps high efficiency and the lower maintenance and operation costs in the long term.

Electrical System

For this alternative, the entire electrical and pump control system will be upgraded. The pump motors recommended in this alternative are rated at 40 hp. There will be extra costs and equipment needed for running the VFDs with these pumps. The electrical and control system upgrades will be a significant portion of the project costs.

Upgrades would need to include the upsizing of the electrical service equipment and manual transfer switch. All electrical service conductors and conduit would also need to be replaced due to the larger electrical load. Similar to the electrical service replacement option in Alternative 1, the electrical service equipment should be relocated from its current location by the road to the pump station structure.

The pump control panel would need to be replaced entirely with a new pump control panel or motor control center (MCC) that would house the VFDs. Telemetry system modifications will also be required as the existing telemetry system does not have the input and output capabilities to operate the VFDs.

Costs

For Alternative 2, the peak flow deficiencies will be met for the 2015 projections. The electrical and control system will be completely upgraded and, therefore, make up a large percentage of the costs. The estimated construction cost for the 2015 alternative is \$582,000. Additionally, with the cost of design and construction engineering, the estimated project cost for this alternative is about \$728,000. A detailed project cost estimate is included in **Appendix C** for the City's review.

Alternative 3 – 2030 Improvements

Pumps

The 12-inch and 8-inch force main are required to meet the 2030 peak flow rate projections. Similar to Alternative 2, it is assumed that the force main will have been constructed separately and prior to any pump station improvements.

In order to accommodate the wide range of flows experienced at the Main Pump Station, three pumps are proposed for optimal operation. The same model of Wemco pumps (F6K-M) presented for Alternative 2 would also be appropriate for this alternative. By adding a third pump, the station will be able to efficiently manage the current flow experienced at the pump station as well as the

projected 2030 flows. Pump curves are included for this alternative in **Appendix B** for the City's review.

Three pumps will allow the system to cover a wider range of flows, making them the most appropriate long-term solution for the Main Pump Station. The flow capacity of these pumps will be in the range of 300 gpm to 4,000 gpm. This pumping range will effectively accommodate both the projected 2030 peak flows as well as the current average flows. The increase in flow translates to about 1,500 additional ERUs.

As with Alternative 2, variable operating speeds will be needed for the three proposed pumps. The pumps will all be identical, but in order to meet the large flow range, the actual operating speeds will be different for the pumps depending on which force main they are serving. The pump speeds will be triggered by level control set points.

Additional construction improvements will be needed for three pumps. Construction work will have to be conducted in the existing wetwell to accommodate the new mechanical piping and pre-rotation basins for these pumps. Fitting three pre-rotation basins in the existing wetwell would involve a unique pump configuration with detailed construction work. Another design configuration for the pumps would be to use only two pre-rotation basins with a third pump not in a pre-rotation basin. Either design will work well in the pump station but the latter would be preferred due to the reduced cost and construction impact. In order to accommodate the new mechanical valves and piping for the third pump, the pump station will also need a new valve vault. Excavation of the current valve vault will be required. Proposed configurations are illustrated in conceptual plans in **Appendix D**.

Electrical System

The pumps for this long-term alternative are also rated to a 40 hp capacity. In order to efficiently manage flows at the range that will be experienced at the Main Pump Station, VFDs will be utilized. The cost difference of the electrical equipment with and without VFDs is approximately 10 percent. Space is limited on top of the pump station and the electrical equipment required may be too large to fit on top of the pump station. Structural modifications will likely be required to provide more space on top of the pump station for the larger electrical equipment.

The City currently has a portable generator receptacle located next to the road for providing backup power with the use of their portable generator. Power outages have occurred at this pump station and the pump station can become inaccessible due to the frequent flooding. Although sewer overflows or backups have not been reported by the City during previous power outages, it is likely this will not remain the case as flow rates increase. RH2 included the discussion of installing a permanent generator in this section, but, if desired, a permanent generator could be installed for any of the alternatives discussed in this report. The City's portable generator can power the existing pump station and the proposed 2015 upgrade. The existing generator will likely not be suitable for the 2030 pump station alternative. Relocation and upsizing of the existing generator would be recommended for this alternative. The costs provided for installing the generator in this alternative are the maximum costs for installing a generator compared to the other alternatives due to the additional pump. The generator location is a major constraint in this alternative. Permanently locating the generator on higher ground at the treatment plant across the river and running conduit back to the pump station will be difficult and expensive; however, there are few other options for a permanent location due to the flooding issues at the pump station. There will be a significant voltage drop due to the long cable distance between a generator located across the river and the pump

station. This voltage drop can be overcome by either increasing the size of the low voltage conductors or by installing a medium voltage distribution system between the generator and the pump station. Installing larger low voltage conductors will have the least cost impact of the options, but the costs will be significant either way.

Similar to Alternative 2, the electrical service will need to be replaced along with the existing pump control panel. Modifications to the telemetry system will also be required to provide the necessary input and output capabilities to operate both the third pump and the VFDs.

Structural Upgrades

Also included in this alternative would be a renovation of the current building to add a roof structure over the pump station. The roof could be designed to support a crane to improve the ability of the operators to remove the pumps from the wetwell for maintenance and cleaning. The roof structure would likely utilize steel column supports, wood trusses or joists and standing seam metal roofing. The concrete floor slab would also be replaced, but this upgrade would have minimal associated costs and would be implemented with any of the previous alternatives.

Costs

Alternative 3 is the most expensive alternative, but will provide the most effective long-term solution for managing flows at the Main Pump Station. The cost differential between the 2015 and 2030 alternatives (2 and 3) is mostly related to the addition of the third pump, the generator, and the roof. The estimated construction cost for Alternative 3 is approximately \$1,165,000. This includes the cost of constructing a roof, and a remote generator. The estimated project cost will be \$1,456,000. A detailed project cost estimate is included in **Appendix C** for the City’s review.

Summary of Alternatives

Table 2 compares each alternative, including flow capacity, additional ERUs, and overall project costs.

Table 2: Summary of Alternatives for the Main Pump Station

	Projected Year of Peak Flow Matching*	Added Flow Capacity	Additional ERUs	Construction Cost	Project Cost**
Alternative 1 (w/o Electrical)	-	250 gpm	≈180	\$47,000	\$59,000
Alternative 1 (w/ Electrical)	-	250 gpm	≈180	\$256,000	\$320,000
12” Force Main***	≈2015	500-900 gpm	up to 600	-	-
Alternative 2	2015	1,000 gpm	≈665	\$582,000	\$728,000
Alternative 3	2030	2,275 gpm	≈1515	\$1,165,000	\$1,456,000

*Based on the 2011 General Sewer Plan

**Based on 2012 Construction Cost

***Work to be performed under separate contract

RECOMMENDATIONS

After discussing the alternatives with the City, RH2 recommends proceeding with replacing the existing pump impellers as presented in Alternative 1. Although the initial capacity increase with the larger impellers will be minimal, after the 12-inch force main is constructed the capacity increase will be close to the 2015 projected peak flow.

Additionally, RH2 recommends replacing the electrical equipment for the pumps. The proposed electrical upgrades will be for two 40 hp pumps with VFDs. Temporary pumping at the Main Pump Station will be required in order to construct the electrical upgrades. The upgrades will not include the electrical panel for the third pump; however, this can be added in the future. Due to space constraints, the third pump electrical would either need to be located on the far side of the station's platform or on another platform that could be constructed adjacent to the existing electrical. The electrical service will need to be upgraded to 120 hp when it is determined that three pumps will be necessary. The pump and electrical improvements comprise the majority of the construction costs.

RH2 also recommends a few miscellaneous improvements to help address some of the operational and maintenance issues at the Main Pump Station. Installing lights with motion sensors would eliminate some of the visibility and security issues. The cost of adding lights is estimated at \$5,000. Additionally, the floor of the elevated structure should be replaced, which will involve compaction of the structural fill inside and placement of a concrete slab. The cost to replace the floor is approximately \$5,500. The final recommendation would be to add a security camera with a full view of the pump station. This addition would cost approximately \$2,000.

The total construction and project costs are shown below in **Table 3**.

Table 3 – Recommended Alternative Conceptual Cost Estimate

Item	Description	Quantity	Unit	Unit Price	Total Cost
1	Mobilization/Demobilization	1	LS	\$ 17,950	\$ 17,950
2	Pump Impeller Replacement	2	EA	\$ 7,500	\$ 15,000
3	Electrical	1	LS	\$ 130,000	\$ 130,000
4	Temporary Pumping	1	LS	\$ 22,000	\$ 22,000
5	Misc. Improvements	1	LS	\$ 12,500	\$ 12,500
Subtotal Construction Costs					\$ 197,450
WSST 9.5%					\$ 18,758
Contingency (20%)					\$ 39,490
Total Construction Costs					\$ 255,700
Design Engineering (15%)					\$ 39,000
Construction Engineering and Administration (10%)					\$ 25,570
TOTAL ESTIMATED PROJECT COST					\$ 320,300

APPENDIX A
PUMP DOWN TESTS

CITY OF SULTAN

Main Pump Station

Pump Down Testing

Wetwell Data

Diameter	10 ft
Volume	587 gal/ft
Fill Time	11.21 min
Fill Rate	157.0919 gpm

Pump 1

Wetwell Level (ft)	Minutes	Volume (gal)	Pressure (psi)	Total Flow (gpm)	TDH (ft)
0.5	0.22	293.5	12	1354.62	44.94
1	0.43	587	12	1354.62	44.44
1.5	0.68	880.5	12	1288.54	43.94
2	0.87	1174	12	1354.62	43.44
2.5	1.08	1467.5	12	1354.62	42.94
3	1.30	1761	12	1354.62	42.44

Average Flow Rate 1343.60 gpm
 With Fill Correction 1500.69 gpm
 Average TDH 43.69 ft

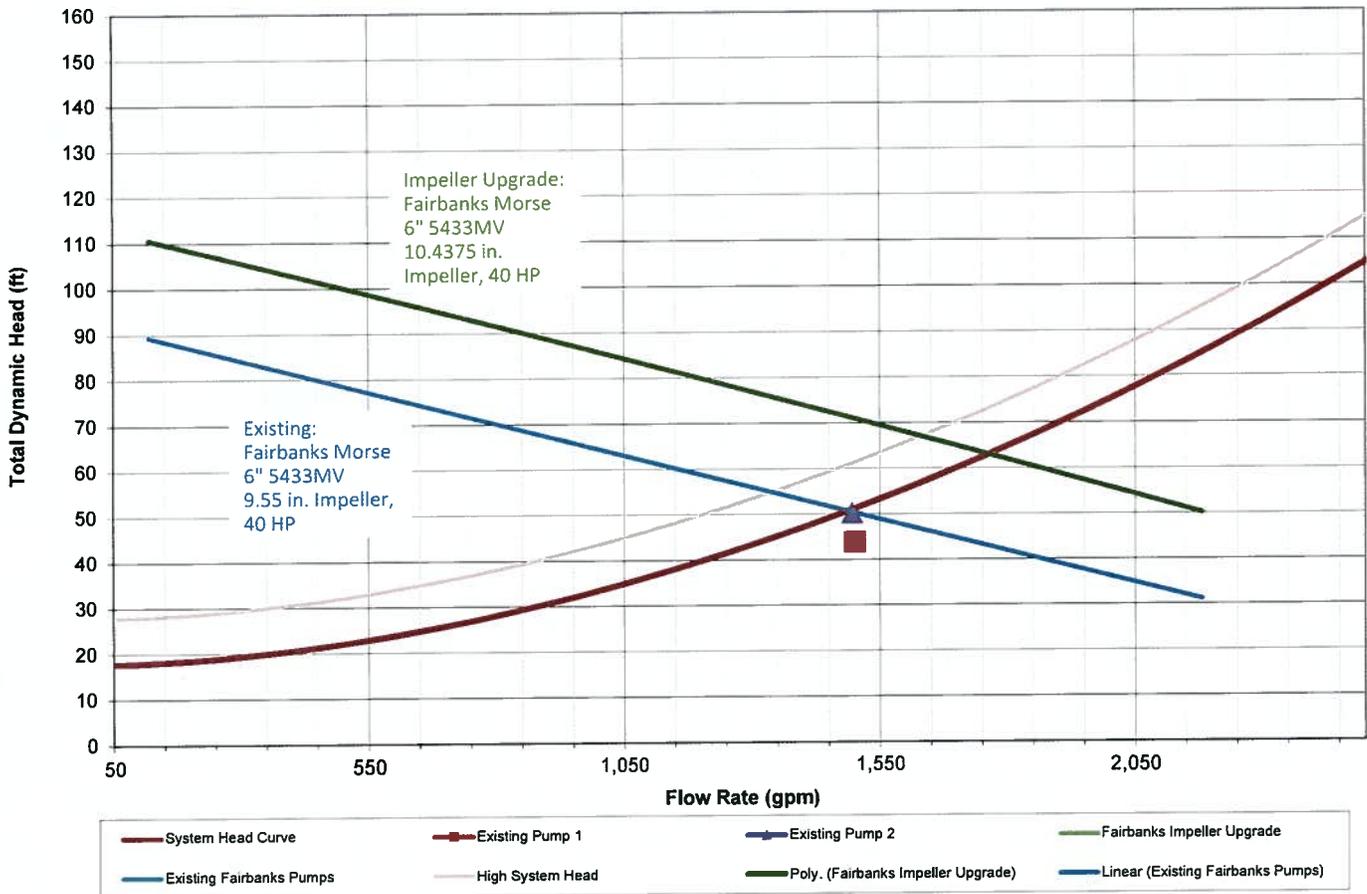
Pump 2

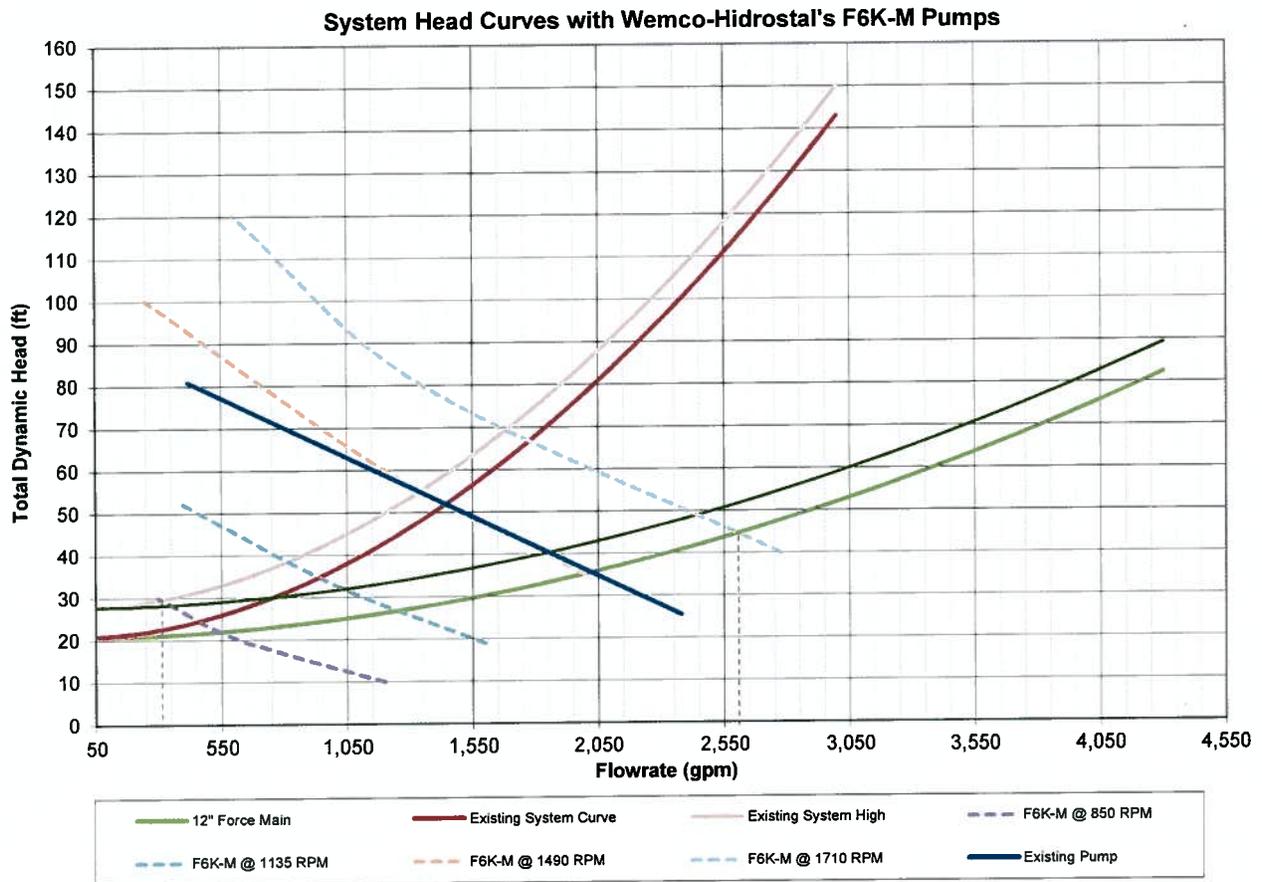
Wetwell Level (ft)	Minutes	Volume (gal)	Pressure (psi)	Total Flow (gpm)	TDH (ft)
0.5	0.23	293.5	16	1257.86	54.18
1	0.43	587	14	1354.62	49.06
1.5	0.65	880.5	14	1354.62	48.56
2	0.87	1174	15	1354.62	50.37
2.5	1.10	1467.5	15	1334.09	49.87
3	1.28	1761	15	1372.21	49.37

Average Flow Rate 1338.00 gpm
 With Fill Correction 1495.09 gpm
 Average TDH 50.235 ft

APPENDIX B
PUMP CURVES

System Head Curves with Alternative 1 Upgrades

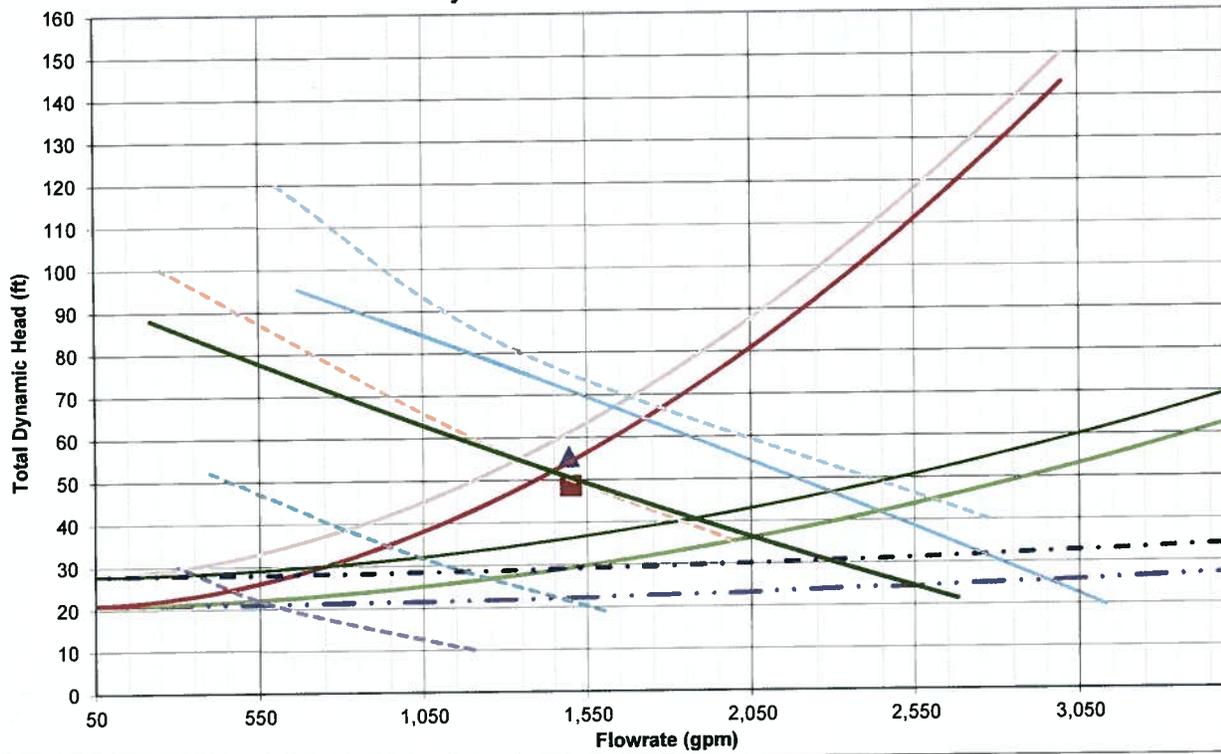




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System Head Curves with All Alternatives



12/7/2012,9:51 AM

\\rh2\dfs\Bothe\lData\SUL\112-109 (Main PS Alternatives Analysis)\SUL hydraulic calcs.xls

APPENDIX C
COST ESTIMATES

CITY OF SULTAN

Main Pump Station

Alternative 1

Conceptual Cost Estimate

Item	Description	Quantity	Unit	Unit Price	Total Cost
1	Mobilization/Demobilization	1	LS	\$ 17,950	\$ 17,950
2	Pump Impeller Replacement	2	EA	\$ 7,500	\$ 15,000
3	Electrical	1	LS	\$ 130,000	\$ 130,000
	<i>A. Minimal Improvements</i>	1	LS	\$ 13,000	\$ 13,000
	<i>B. Upgrades for two pumps</i>	1	LS	\$ 120,000	\$ 120,000
	<i>C. Upgrades for two pumps with VFDs</i>	1	LS	\$ 130,000	\$ 130,000
	<i>D. Upgrades for three pumps</i>	1	LS	\$ 130,000	\$ 130,000
4	Temporary Pumping	1	LS	\$ 22,000	\$ 22,000
5	Misc. Improvements	1	LS	\$ 12,500	\$ 12,500
Subtotal Construction Costs					\$ 197,450
WSST 9.5%					\$ 18,758
Contingency (20%)					\$ 39,490
Total Construction Costs					\$ 255,700
Design Engineering (15%)					\$ 39,000
Construction Engineering and Administration (10%)					\$ 25,570
TOTAL ESTIMATED PROJECT COST					\$ 320,300

CITY OF SULTAN

Main Pump Station

Alternative 2

Conceptual Cost Estimate

Item	Description	Quantity	Unit	Unit Price	Total Cost
1	Mobilization/Demobilization (10% of Construction Cost)	1	LS	\$ 40,850	\$ 41,000
2	Temporary Erosion and Sedimentation Control	1	LS	\$ 4,235	\$ 5,000
3	Site Work	1	LS	\$ 4,400	\$ 5,000
4	Temporary Pumping	1	LS	\$ 77,880	\$ 78,000
5	Landscaping	1	LS	\$ 1,430	\$ 1,500
6	Pumps and Motors	1	LS	\$ 133,760	\$ 134,000
7	Structural Wetwell Rehab	1	LS	\$ 9,515	\$ 10,000
8	Mechanical	1	LS	\$ 14,630	\$ 15,000
9	Electrical and Controls	1	LS	\$ 150,000	\$ 150,000
10	O&M Manuals and Construction Records	1	LS	\$ 10,000	\$ 10,000
Subtotal Construction Costs					\$ 449,500
WSST 9.5%					\$ 42,703
Contingency (20%)					\$ 89,900
Total Construction Costs					\$ 582,100
Design Engineering (15%)					\$ 87,315
Construction Engineering (10%)					\$ 58,210
TOTAL ESTIMATED PROJECT COST					\$ 727,630

CITY OF SULTAN

Main Pump Station

Alternative 3

Conceptual Cost Estimate

Item	Description	Quantity	Unit	Unit Price	Total Cost
1	Mobilization/Demobilization (10% of Construction Cost)	1	LS	\$ 81,750	\$ 81,750
2	Temporary Erosion and Sedimentation Control	1	LS	\$ 8,525	\$ 9,000
3	Site Work	1	LS	\$ 19,162	\$ 20,000
4	Temporary Pumping	1	LS	\$ 77,880	\$ 78,000
5	Landscaping	1	LS	\$ 1,485	\$ 1,500
6	Pumps and Motors	1	LS	\$ 201,960	\$ 202,000
7	Structural Wetwell Rehab	1	LS	\$ 30,195	\$ 31,000
8	Structural - Other	1	LS	\$ 62,040	\$ 63,000
9	Mechanical	1	LS	\$ 52,333	\$ 53,000
10	Electrical, Controls, and Remotely Located Generator	1	LS	\$ 350,000	\$ 350,000
11	O&M Manuals and Construction Records	1	LS	\$ 10,000	\$ 10,000
Subtotal Construction Costs					\$ 899,250
WSST 9.5%					\$ 85,429
Contingency (20%)					\$ 179,850
Total Construction Costs					\$ 1,164,530
Design Engineering (15%)					\$ 174,680
Construction Engineering (10%)					\$ 116,453
TOTAL ESTIMATED PROJECT COST					\$ 1,455,670

APPENDIX D
CONCEPTUAL PLANS

**MAIN PUMP STATION
EXISTING CONDITIONS**



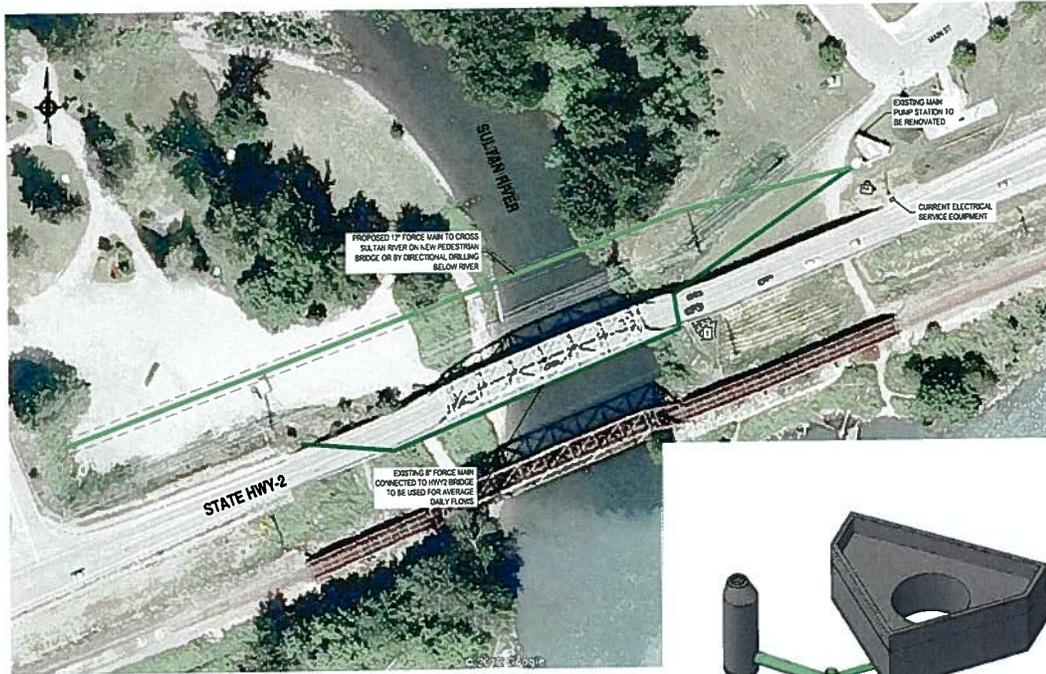
VALVE VAULT



WET WELL



ELECTRICAL SYSTEM



**SITE PLAN
NOT TO SCALE**



**EXISTING PUMP STATION OBLIQUE
NOT TO SCALE**



**EXISTING FORCE MAIN
TRANSITION FROM 10\"/>**



**MAIN PUMP STATION
ELEVATED STRUCTURE**



City of Sultan
2012 Main Pump Station Alternatives

FIGURE 1 - EXISTING SITE PLAN

RH2

Robert H. Hines, Inc.
1000 1st Street, Suite 100
Sultan, WA 98581
PH: 509.435.1234
FAX: 509.435.1235
www.rh2inc.com

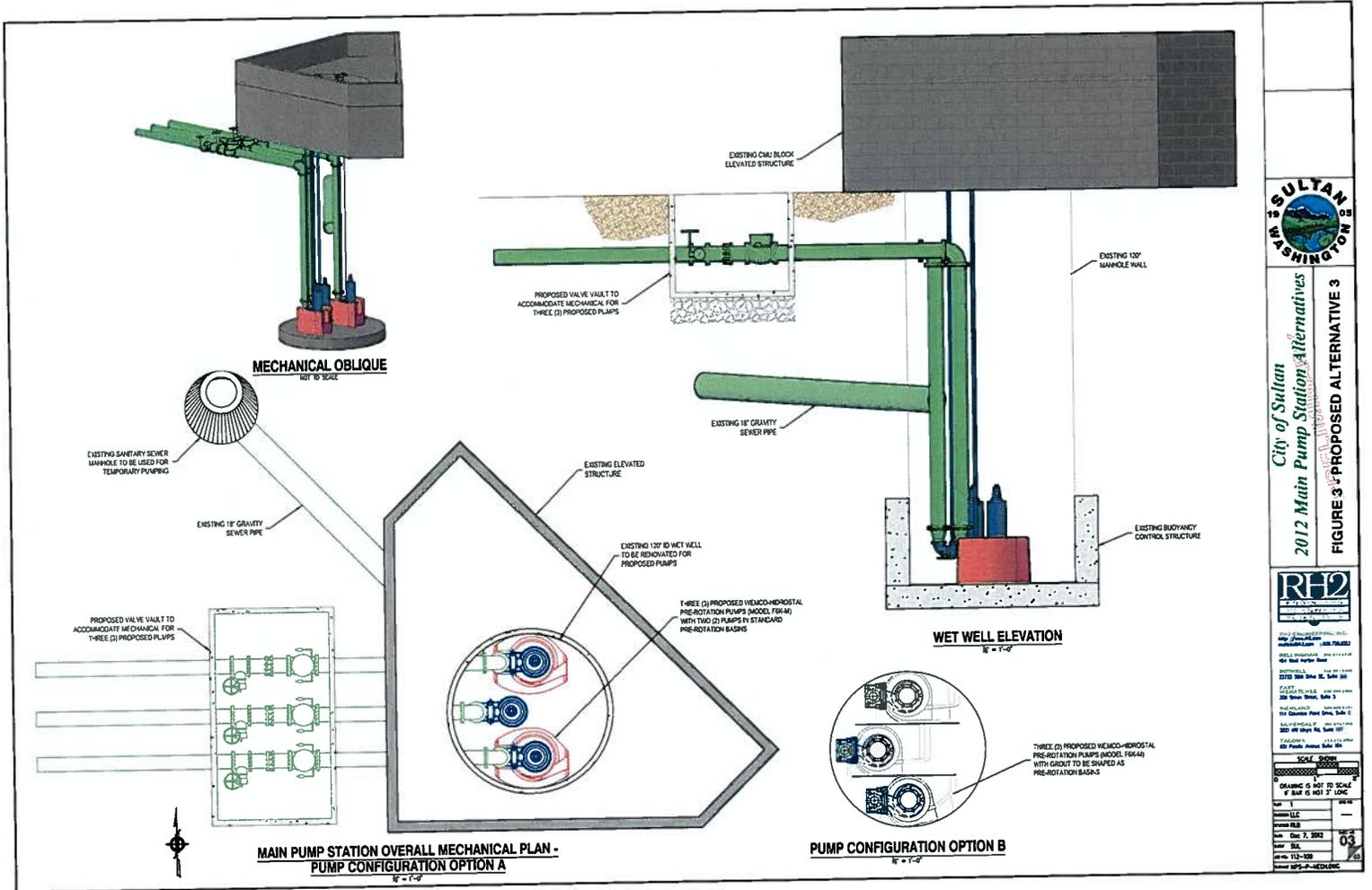
SCALE: 1" = 100'

DATE: 01/04/2012

PROJECT: 2012 Main Pump Station Alternatives

FIGURE 1 - EXISTING SITE PLAN

01



City of Sultan
2012 Main Pump Station Alternatives
FIGURE 3 - PROPOSED ALTERNATIVE 3



Scale	1/8" = 1'-0"
Date	03/03/2012
Drawn	SK
Checked	SK
Project	2012 Main Pump Station Alternatives
Sheet	03
Total	03

Public Works

Memo

To: File
From: Mick Matheson, P.E. Public Works Director
Date: 1/10/2013
Re: City of Sultan Lift Station Design Consultant Selection

I spoke with John Carpita with MRSC regarding the consultant selection process for a Lift Station Design. This is a project identified in the City's 2013 capital budget for \$65,000.

Mr. Carpita stated that I could review the qualifications of three firms listed on the MRSC roster and make a determination of who was best qualified for this project based on specific selection criteria. The next step would be to solicit a scope and fee from the selected consultant.

I selected three engineering firms for this project based on their past experience with work in Sultan and my interactions with these firms during my tenure in Sultan.

The three firms selected were:

1. Gray & Osborne
2. RH2 Engineering
3. Brown and Caldwell

Selection criteria were developed and are outlined below. Each firm was rated on a scale of 5 (excellent) to 1 (poor) based on review of each firm's qualifications and my personal knowledge of each firm's history in working with Sultan.

	Gray & Osborne	RH2 Engineering	Brown & Caldwell
Recent experience in Sultan	5	5	4
Key staff have intimate knowledge of Sultan's system hydraulics	4	5	4
Experience level of key staff	5	5	5
Expertise in lift/station force main design	5	5	5
Familiarity with Sultan's sewer system model and/or ability to learn and use it	4	5	4
Familiarity with Sultan's lift station and force main	5	5	5
Total Score	28	30	27

Based on this selection criteria, I chose RH2.