

**GRANDVIEW CITY COUNCIL
COMMITTEE-OF-THE-WHOLE SPECIAL MEETING MINUTES
MARCH 13, 2018**

1. CALL TO ORDER

Mayor Norm Childress called the Committee-of-the-Whole special meeting to order at 5:40 p.m., in the Council Chambers at City Hall.

2. ROLL CALL

Present were: Mayor Childress and Councilmembers Mike Everett, Gloria Mendoza, Bill Moore, Javier Rodriguez and Joan Souders.

Absent were: Councilmembers Gay Brewer and Dennis McDonald.

Staff present were: City Administrator/Public Works Director Cus Arteaga, City Attorney Quinn Plant, City Treasurer Matt Cordray, Police Chief Kal Fuller, Fire Chief Pat Mason, Assistant Public Works Director Marty Groom and City Clerk Anita Palacios.

Also present were City Engineers Mike Battle and Terry Alapeteri with HLA Engineering and Land Surveying, Inc.

3. PUBLIC COMMENT – None

4. NEW BUSINESS

A. Police Department Additional Staffing Request

At the February 27, 2018 C.O.W. meeting, Police Chief Fuller provided a powerpoint presentation regarding additional staffing requests for the Police Department. He discussed current staffing issues and budget considerations. He requested not to add a new officer position to the current staffing level, however, revisit the additional officer request during the 2019 preliminary budget. He noted that the Police Department would have another officer retirement in early 2019. He requested to hire the 2019 replacement officer in June of 2018 and advised that there was a good candidate on the current Civil Service eligibility list. He recommended that his budget figures be reviewed for accuracy and he be authorized to begin the hiring process. Due to time constraints, Police Chief Fuller was scheduled for a follow-up presentation to address his request at the March 13th C.O.W. meeting.

Police Chief Fuller reviewed his budget figures and advised that half a year (June-Dec 2018) wages and benefits would total \$45,000. He had \$29,000 in unused wages and benefits that were budgeted in 2018. The unused funds were from the officer replacement of Sgt. Palacios' retirement. It was anticipated that the officer replacing Sgt. Palacios would be hired January 2018, but rather would begin May 2018. He requested that a budget amendment be considered to transfer \$16,000 from the Law and Justice Fund to the Police Patrol Services Program in the Current Expense Fund.

Discussion took place.

Following discussion, the C.O.W directed the City Treasurer to prepare a budget amendment to transfer \$16,000 from the Law and Justice Fund to the Police Patrol Services Program in the Current Expense Fund for consideration at the March 27, 2018 C.O.W. meeting.

B. West Second/Hillcrest Intersection Improvements (Grandview Middle School) WSDOT 2018 City Safety Program Grant Application

Present on behalf of the Grandview School District were Superintendent Henry Strom and Assistant Superintendent for Finance and Operations Brad Shreeve.

At the January 22, 2018 and February 13, 2018 Council meetings, City Administrator Arteaga reported that City and School District representatives were in discussions regarding a need for improvements at the West Second/Hillcrest intersection to improve pedestrian safety and vehicle travel in front of the Middle School. New street lights at the intersection were ordered for installation to improve visibility. In addition, the School District also added additional crossing guards at the intersection during school hours.

At the February 27, 2018 C.O.W. meeting, City Administrator Arteaga advised that a funding opportunity was available through the Washington State Department of Transportation 2018 City Safety Program to provide grant funds for intersection, mid-block or corridor improvements based on crash history. In 2017, there were five vehicle/pedestrian accidents in this area. Applications were due on April 16th. The design of the project would require a 10% match with the City and School District sharing the cost depending on the recommended improvement. For example, a \$600,000 project would require approximately \$120,000 for design (with a 10% match) therefore 50% of that would cost each partner approximately \$6,000 each. If the application was awarded, construction would be funded at 100%. He provided three conceptual design options for improvements to West Second Street. Following discussion, the C.O.W. directed the City Administrator to move forward and obtain a professional engineering design estimate and recommendation for improvements at the West Second/Hillcrest intersection.

City Engineer Battle presented the preferred professional engineering design option for the roadway improvements at an estimated project cost of \$651,430. He also presented an interim plan at an estimated project cost of \$45,910.

City Administrator Arteaga recommended that the City submit an application for grant funding of the preferred option. Should the funding application not be successful, the interim plan could then be considered by the City and School District.

Superintendent Strom agreed with the recommendation and confirmed that the School District would provide a letter of support for the funding application and 50% share in the cost of the local match for the application and project design.

On motion by Councilmember Souders, second by Councilmember Moore, the C.O.W. moved a resolution authorizing application for funding to the Washington State Department of Transportation 2018 City Safety Grant Program for the West Second/Hillcrest improvements to the March 27, 2018 regular Council meeting for consideration and authorized the City Engineer to prepare the application.

C. Resolution authorizing the Mayor to enter into a Supplemental Agreement No. 1 to Agreement for Professional Services with HLA Engineering and Land Surveying, Inc., Sewer Trunk Main Replacement

In September 2017, a large section of the City's existing 21-inch sewer trunk main collapsed. The condition of the City's existing sewer trunk main was very poor and posed a risk of significant environmental degradation. On October 13, 2017, the City prepared and submitted to the Department of Ecology (DOE) an amendment to the Sewer Plan to address recently identified collection system deficiencies, recommended improvements, and estimated costs to complete the recommended improvements. On October 16, 2017, the City submitted an application to DOE for SFY19 Water Quality Financial Assistance to secure funding for the entire Sanitary Sewer Trunk Main Replacement project.

City Engineer Battle explained that the sewer trunk main replacement project made DOE's draft funding list to receive preconstruction funds in the amount of \$601,000. The Trunk Main Replacement project ranked 29th out of 130 applications, with a score of 844 out 1,000 total points. The City was also successful in receiving hardship funding for 50% of the preconstruction project costs, which would be in the form of a forgivable principal loan. The preconstruction funding breakdown was as follows: \$300,500 of standard CWSRF loan (2.0% interest rate, 20-year term); and \$300,500 of forgivable principal loan. Preconstruction funding tasks identified in the DOE application included design (\$469,000), trunk main condition assessment (\$100,000), cultural/environmental review (\$30,000), and advertisement costs (\$2,000). Emergency repair costs were not included in the funding offer from DOE at this time. DOE anticipated the legislature passing a supplemental budget in April, allowing DOE to publish the final funding list and issue funding letters. Funding agreements would not be issued until after June 30, 2018, but costs incurred back to the beginning of the project (September 2017) should be reimbursable under the CWSRF loan program. The City would have to reapply for construction loan funding in October 2018. DOE also advised that having design complete would help improve scoring on the construction funding application and encouraged including the emergency repair costs from September 2017 again in the construction funding application.

To help clarify the project timeline, City Engineer Battle presented an updated preliminary project schedule that showed the application for construction funding in October 2018, and construction in 2019/2020 following construction funding agreement execution. He noted that it would be difficult to complete design by the application deadline unless the engineers began prior to DOE issuing a loan agreement in July 2018. Given the scoring and ranking of the trunk main project application, it was unlikely a project funding agreement would not be executed this year. The only issue was the City would have to finance the preliminary design and environmental costs until an agreement was signed and reimbursement requests could be submitted (estimate beginning reimbursement in August 2018).

To begin design, a project-specific engineering services procurement process was not required, but there were some program-specific DOE funding clauses that would need to be added to HLA's General Services Agreement. Supplemental Agreement No. 1 to the General Services Agreement, which added the DOE program clauses was presented. Processing the Supplement Agreement would allow the City Engineer to move forward with a Task Order/Task Order Amendment to begin project design.

Discussion took place.

On motion by Councilmember Moore, second by Councilmember Mendoza, the C.O.W. moved a resolution authorizing the Mayor to enter into a Supplemental Agreement No. 1 to Agreement for Professional Services with HLA Engineering and Land Surveying, Inc., sewer trunk main replacement and a resolution approving a Design Services Task Order with HLA Engineering and Land Surveying, Inc., for the engineering design of the sewer trunk main replacement, assessment of the existing pipeline condition and environmental work to the March 27, 2018 regular Council meeting for consideration.

D. Resolution authorizing the Mayor to sign the Washington State Transportation Improvement Board Consultant Agreement with HLA Engineering and Land Surveying, Inc., for the construction phase of the Wine Country Road Resurfacing

City Administrator Arteaga explained that on November 17, 2017, the City was awarded FY 2019 Overlay Project funding from the Washington State Transportation Improvement Board (TIB) in the amount of \$310,617 for the East Wine Country Road from SVID canal crossing to east City limits grind and overlay project. On January 9, 2018, Council approved Resolution No. 2018-1 authorizing the Mayor to sign the Washington State Transportation Improvement Board Fuel Tax Grant Agreement for the FY 2019 Overlay Project, Multiple Locations, TIB Project Number 3-E-183(007)-1 East Wine Country Road from SVID canal crossing to east City limits. On January 22, 2018, Council approved Resolution No. 2018-7 authorizing the Mayor to sign the Washington State Transportation Improvement Board Consultant Agreement with HLA Engineering and Land Surveying, Inc., for the design phase of the East Wine Country Road Resurfacing. He presented the TIB Consultant Agreement with HLA Engineering and Land Surveying, Inc., for construction services in the amount of \$40,770.00.

Discussion took place.

On motion by Councilmember Moore, second by Councilmember Rodriguez, the C.O.W. moved a resolution authorizing the Mayor to sign the Washington State Transportation Improvement Board Consultant Agreement with HLA Engineering and Land Surveying, Inc., for the construction phase of the Wine Country Road Resurfacing to the March 27, 2018 regular Council meeting for consideration.

E. 2018 Fuel Bid Award – Bleyhl Farm Service

City Clerk Palacios explained that the City used a common strategy of having bidders provide a bid that was compared to the Oil Information Price Service (OPIS) rack price for a specified location. The bidder bid their margin of markup over the rack price for the delivery location they specified. If fuel prices increased or decreased, the price would be adjusted accordingly, but the margin as bid would remain the same. Bids to provide fuel for the year beginning April 1, 2018 to March 31, 2019 were opened on March 7, 2018. One bid was received as follows:

FUEL BID	Bleyhl Regular Unleaded	Bleyhl Diesel
Seller's cost per gallon	\$1.8855	\$2.0821
Margin bid above seller's cost excluding taxes	\$0.045	\$0.045
TOTAL	\$1.9305	\$2.1271

Discussion took place.

On motion by Councilmember Mendoza, second by Councilmember Souders, the C.O.W. moved the acceptance of the lowest responsible bid submitted by Bleyhl Farm Service in the amount of \$1.9305 per gallon for regular/unleaded fuel and \$2.1271 per gallon for diesel fuel to the March 27, 2018 regular Council meeting for consideration.

5. OTHER BUSINESS

YCDA Annual Meeting Luncheon – The Yakima County Development Association (YCDA) 33rd Annual Meeting Luncheon was scheduled for March 14th at the Yakima Convention Center.

YVCOG General Membership Meeting – The Yakima Valley Conference of Governments (YVCOG) General Membership meeting was scheduled for March 21st in Sunnyside.

Economic Development Liaison – Councilmember Mendoza reported that she was attending the Grandview Chamber of Commerce meetings and the Lower Valley Business Networking meetings on behalf of the City Council to promote economic development.

Councilmember Everett recommended that Councilmember Mendoza be appointed as the Economic Development Liaison for the City Council.

On motion by Councilmember Souders, second by Councilmember Everett, the C.O.W. moved the confirmation of the appointment of Councilmember Mendoza as the Economic Development Liaison for the City Council to the March 27th regular meeting for consideration.

Lower Yakima Valley REACH Visitor and Newcomer Magazine – Councilmember Mendoza suggested that the City purchase an ad in the Lower Yakima Valley REACH visitor and newcomer magazine published by the Daily Sun News. The REACH was a reference for events, activities and businesses throughout the Lower Yakima Valley from Prosser to Zillah. Copies would be distributed year round along I-90 from North Bend to Ritzville and I-82 from Ellensburg to the Tri-Cities. The cost for a full page ad was \$1,500, ½ page ad \$850 and ¼ page ad \$500.

On motion by Councilmember Everett, second by Councilmember Souders, the C.O.W. moved an expenditure of up to \$500 for an ad in the REACH magazine to promote the City of Grandview to the March 27th regular meeting for consideration.

6. ADJOURNMENT

The C.O.W. meeting adjourned at 7:00 p.m.

Mayor Norm Childress

Anita Palacios, City Clerk