



EPHRATA CITY COUNCIL

MAYOR BRUCE REIM MAYOR PRO-TEM WILLIAM COE
COUNCIL MEMBERS: KATHLEEN ALLSTOT, KATHLEEN HARRIS,
SARAH McDONNELL, VALLI MILLARD, MATT MOORE, TONY MORA,
CITY ADMINISTRATOR MIKE WARREN

– AGENDA FOR May 4, 2022 –

ZOOM — TO PARTICIPATE BY PHONE DIAL 1-253-215-8782, follow prompts
City of Ephrata Meeting ID: [642-397-7833#](https://www.zoom.us/j/6423977833)

6:00 PM **EXECUTIVE SESSION** – THE CITY OF EPHRATA CONDUCTS EXECUTIVE SESSIONS IN ACCORDANCE WITH RCW 42.30.110 OF THE OPEN PUBLIC MEETINGS ACT

1. Evaluation of Personnel Performance (RCW 42.30.110 (1)(g))

7:00 PM **REGULAR SESSION**

1. Called to Order
2. Roll Call
3. Pledge of Allegiance
4. Recording of Meeting: **NO**
5. Additions or corrections to published Agenda
6. Presentations:
 - a. Department of Ecology—Liz Ellis
 - b. Economic Development Council April 20, 2022, update---Matt Moore

II **CONSENT AGENDA**

1. Approval of Claim Fund Bills and Checks Issued
2. Approval of Council Minutes: April 20, 2022
3. Approval of Special Event Application:

III STAFF, COMMITTEE, & AGENCY REPORTS

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

V PUBLIC HEARINGS

VI ORDINANCES & RESOLUTIONS

VII ITEMS FOR COUNCIL CONSIDERATION

1. First Quarter 2022 Financial Report

VIII ITEMS FOR COUNCIL ACTION

1. Authorize Administration to execute MOA with Department of Ecology
2. Approve Amendment #7 – Design and Engineering

IX CITY ADMINISTRATOR REPORT



CITY COUNCIL MINUTES

April 20, 2022

City Council of the City of Ephrata, Grant County Washington met in regular session on April 20, 2022. The meeting was called to order at 6:00 p.m. by Mayor Bruce Reim and adjourned to executive session to discuss acquisition of real estate or site selection (RCW 42.30.110(1)(b)) for one hour. Executive session adjourned, no decisions were made or action taken. Meeting reconvened at 7:00 p.m.

This meeting is also available remotely by phone using the ZOOM call in number and City meeting ID.

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

Staff Present: City Administrator Mike Warren, City Attorney Anna Franz, Public Works Director Bill Sangster, Community Development Director Dan Leavitt, Community Relations Director Traci Bennett, Police Chief Kurt Adkinson, City Clerk/Finance Director Leslie Trachsler, Police Captain Erik Koch and Evidence Official Heather Rhoades

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

Pledge of Allegiance was said.

No public signed up to speak. This meeting is being recorded.

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

Presentations: None

Consent Agenda: Motion was made to approve consent agenda. (m/s McDonnell/Coe) Motion carried.

Items on the consent agenda are as follows:

Claims #94767 through #94873 in the amount of \$495,993.91
Payroll Check #47173 through #47180 in the amount of \$25,037.20

Payroll Claims #94740 through #94756 in the amount of \$240,546.20
Payroll Direct Debit in the amount of \$13,402.57
Payroll Direct Deposit in the amount of \$218,047.33
Claims #94736 through #94739 in the amount of \$6,142.31
Claims #94757 through #94766 in the amount of \$80,457.96
Manual Checks #86042022, 87042022, 88042022, and 89042022 in the amount of \$4,860.21
Minutes of the March 16, 2022 Council meeting
Special Event Applications:

- Columbia Ride Bike Rodeo, May 12, 2022
- Sage and Sun Fun Run, June 11, 2022
- Ephrata Lions Club Annual Fishing Derby, April 16, 2022
- Touch A Truck, May 14, 2022
- Car Show and Shine, July 16, 2022
- Corpus Christi Procession, June 19, 2022
- Sage N Sun Festival, June 10-11, 2022
- EHS Senior Class Party, June 10, 2022

Dog Licensing, Microchipping and Vaccination Report: Heather Rhoades reported that the EPD hosted a vaccination clinic with the help of Animal Friends Rescue Society of Grant County and Hands N Paws Animal Assistance at the ERC on March 26th. This clinic was very well attended.

Public Hearing – Ordinance 22-06 Vacating a portion of Smith Avenue: Mayor Reim opened public hearing at 7:02 p.m. Director Leavitt gave a brief staff report. The City received a request from Jose Valle of 106 Thurston Street to vacate the unimproved portion of Smith Avenue which is adjacent to his residential property. This would increase the size of his existing lot and provide the room needed to build a detached shop. Land adjacent to the proposed street vacation has an assessed value of \$1.27/square foot. The area being asked to be vacated is 10,237 square feet which equates to an approximate value of \$13,000.00 based on the assessed value of the adjacent lot. Leavitt advised Council that if vacated, they should determine the appropriate amount of compensation the City should receive for the vacated property. If Council vacates the entire width of the street, half would be dedicated back to the city the other half could be purchased by Mr. Valle. Each half is approximately 25' wide and 204.75' long.

Keith Kalanquin of 605 Hilltop Drive addressed Council regarding his concern over maintaining access to the lower half of his property; access for fire trucks in case of a fire on the hillside, which has occurred in the past; and the city providing alley access with their portion of the vacated street.

Brian Jacobsen of 526 Jadehurst Drive addressed Council regarding the lack of trails connecting the different sections of town and wondered if there is a possibility that a trail could be located at the base of this hill. He commented that Swanson Addition is not well connected to the Middle School or skate park and would like to see this property vacated in a way that preserves public access.

Mr. Kalanquin addressed his concerns of a trail along the bottom side of the hill commenting that this would require an easement which would take additional property from him that he pays taxes on, and would create additional garbage being deposited on his property.

Jose Valle of 106 Thurston Street addressed his concerns that the City maintain their half of the vacated street and come up with a way to eliminate people coming up and down the hill as there is a lot of foot traffic, and that an open access would benefit him as well. He would like an agreement from the City to maintain their portion and would like further discussion regarding the price per square foot.

Council discussion ensued regarding the price. Counselor Franz advised that Council can establish what compensation they want but will be setting precedence for future sales of vacated easements.

Director Leavitt also advised that if only 25 feet of the easement is vacated, this would change the setback requirements for Mr. Valle as his lot, with the additional property, would be a corner lot. Which could potentially adversely affect his plans for building a shop

Legal Counsel further advised that the only issues before Council is to address the vacation of the full 50' width of the easement, or just to vacate half of the easement; and to determine the value to attach to the property. They do have the option to table the ordinance and have staff make any recommended changes.

There being no further public comment, Mayor Reim closed public hearing closed at 7:24 p.m.

Resolution 22-04 – Division Street Sewer Collapse: Director Sangster gave a brief staff report. City crews discovered a collapsed sewer main on Division Street in the alley between J and K NE creating an emergency situation as this line services the northeast section of town. This resolution defines the emergency, authorizes administration to dispense with the statutory competitive bidding requirements and approves, confirms and ratifies the contract award to POW of Pasco, WA.

Motion to approve and accept Resolution 22-04 declaring the existence of an emergency and waiving and dispensing with the statutory competitive bidding requirements. (m/s Moore/Allstot) Motion carried.

Ordinance 22-04 – Establishing Fund 429: Director Trachsler advised that this ordinance establishes a Water Reserve Fund for the specific purpose to set aside funds for the cost to acquire and purchase additional water rights.

Motion to approve and accept Ordinance 22-04 Establishing Fund 429 – Water Reserve Fund. (m/s Coe/Millard) Motion carried.

Ordinance 22-05 – Amending the 2022 Budget: This budget amendment allocates funds to be moved from the Water Sewer Fund (424) to the Water Reserve Fund for future purchase of water rights and associated costs.

Motion to approve and accept Ordinance 22-05 amending the 2022 Budget. (m/s Allstot/Millard) Motion carried.

Ordinance 22-06 – Vacating a portion of Smith Avenue: This Ordinance vacates a portion of the unimproved Smith Avenue and establishes the value for the vacated property.

Council discussion ensued regarding the width of the vacation; setting the value - assessed value vs market value and no value; the city's obligation to provide access to the lower portion of the Hilltop Drive lots; adding the City's half to Lee Park; and providing an access point to the lower hillside.

Council requested additional information from staff regarding the City's obligation to provide access; has the City, in the past, already set a precedence regarding easement vacation and value; what is the assessed value versus market value; and are there any other lots similar.

Motion table Ordinance 22-06. (m/Allstot) Motion carried.

Accept Grant for Behavioral Health Support and Suicide Prevention: Chief Adkinson gave a brief staff report. The Police Department applied for and received a \$10,000 grant from the Washington Association of Sheriffs and Police Chiefs to support officer mental health. The grant will be utilized to enter into a professional services agreement with a behavioral health specialist and cover training expenses for agency personnel regarding officer wellness.

Motion to authorize administration to accept the grant award. (m/s Harris/Millard) Motion carried.

Approve Policy 1070 “Spirit of Ephrata Award”: Heather Rhoades addressed Council. The Spirit of Ephrata Award program allows the City to publicly recognize the actions of private citizens, businesses and organization by establishing a formal process to receive, review and recommend recognition.

Motion to approve Policy 1070 “Spirit of Ephrata Award”. (m/s Moore/Harris) Motion carried.

Approve Agreement with GCEDC: This is a renewal of our agreement in support of the Grant County Economic Development Council (GCEDC). The EDC provides workshops and support to existing local industrial and agricultural businesses and provides consultation and assistance to prospective commercial and industrial clients.

They provide a comprehensive marketing package aimed at highlighting agriculture, commerce and industry, energy resources, education, recreation, tourism, and quality-of-life in Grant County.

Motion to authorize administration to execute Agreement with Grant County Economic Development Council. (m/s Moore/Coe) Motion carried.

Approve Agreement with Cascadia Law Group: Counselor Franz gave a brief staff report. The process of acquiring water rights requires the assistance of legal representation who is well versed in the water rights issues and recommends retaining the services of Cascadia Law Group to assist the City in reviewing our portfolio and search.

Motion to authorize Administration to execute Agreement with Cascadia Law Group. (m/s Allstot/McDonnell) Motion carried.

Accept Grant from Washington State Attorney General's Office: Evidence Officer Rhoades, gave a brief staff report. The Police Department received a grant for \$2,900 from the State Attorney General's Office for the purchase of a refrigeration unit to store sexual assault kits. The grant funds will be used to purchase a commercial grade refrigerator for the storage and retention of this evidence.

Motion to accept grant from Washington State Attorney General's Office. (m/s Coe/Harris) Council discussion ensued, motion carried.

Approve surplus/sale of Police Department weapons: Captain Koch gave a brief staff report and advised that the State Legislature passed a new law (RCW 10.116.040) prohibiting law enforcement from possessing "military equipment". Full automatic firearms meets the definition of "military equipment". The agency currently has 2 weapons that meets this definition and is requesting Council surplus them to be sold for parts per ATF protocols.

Motion to surplus 2 HK UMP 40 weapons and authorize the sale per ATF protocols. (m/s McDonnell/Moore) Motion carried.

Approve Fireworks Stand: Administrator Warren reported that a fireworks application has been received from J & M LLC for the July 4th season. The stand will be located in the Moore Furniture parking lot. Sales will take place per City Code.

Motion to approve Fireworks Stand application from J & M LLC. (m/s Millard/Coe) Moore abstained; Harris, Coe, McDonnell and Millard voted aye; Allstot voted nay; motion carried.

Approve Port of Ephrata Use Agreement (EVOC): Chief Adkinson advised that this Use Agreement allows the Ephrata Police Department to utilize an abandoned port runway for Emergency Vehicle Operator Course (EVOC) training. The department has been utilizing this runway for many years.

Motion to approve the Use Agreement and authorize Administration to execute Agreement. (m/s Allstot/Harris) Motion carried.

City Administrator Report:

Tree Removal: Administrator Warren advised that there are 25 trees in the downtown corridor that are in need of being removed due to being dead and/or causing a tripping hazard by heaving the sidewalk. Trees earmarked for removal have a red ribbon around them. Currently there are no plans for replacements. Council discussion ensued.

There being no further business meeting adjourned at 7:55 p.m.

Bruce Reim, Mayor

ATTEST:

Leslie Trachsler, City Clerk



DATE: April 15, 2022
To: EDC Officers, Directors & Ex-Officio Directors
FROM: Brant Mayo, Executive Director
VISION: *Economic Prosperity & Quality Growth*
MISSION: *To work for the continued orderly growth of the Grant County economy while improving quality of life*

BOARD OF DIRECTORS MEETING
7:00 AM WED. APRIL 20, 2022 | VIRTUAL ONLY

BOARD MEETING AGENDA

- 1) Welcome & Call meeting to OrderLouis Szablya
- 2) Approve March 2022 Board Meeting MinutesDale Pomeroy
- 3) Review March 2022 Financial ReportsJuliann Dodds
- 4) Convergent (Prosperity Campaign).....Andy Coe
- 5) Report on EDC ActivitiesBrant Mayo/Staff
- 6) Unfinished (Old) BusinessBrant Mayo
 - a. SBDC Update
- 7) New Business
- 8) Board Member Round TableBoard Members
- 9) AdjournLouis Szablya

2021 FUTURE EDC MEETINGS & EVENTS

Board of Directors	May 18, 2022	7:00 AM TBA
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Board of Directors Meeting Minutes March 16, 2022

Meeting called to order: 7:04 am by Brant Mayo

Directors Present: Lisa Karstetter, Brian Meiners, Scott Freidig, Juliann Dodds, Dale Pomeroy, Marvin Price, Katherine Ryf, Cash Brown, Jim McCullough, Sarah McDonnell, Matt Moore, Curt Morris, Dr. Sarah Thompson Tweedy, Gregg Fletcher, Eric Skaug, Rob Jones, Don Kersey

Directors Absent: Louis Szablya, Juanita Richards, Lars Leland, Peggy Nevsimal

Ex-Officio Director Present: None

Ex-Officio Directors Absent: Mark Fancher

Staff Present: Brant Mayo, Allan Peterson, Rachelle Lange, Rebecca Jones

Guest Present: Susan Mann, Doug Robins, Allison Williams, LeAnne Parton, Alicia Devereux, Barry Lawson, Rachelle Haven

Board Meeting Minutes for February 2022: Sarah McDonnell motioned to approve the February minutes and Scott Freidig seconded; the motion passed.

Financial Report for February 2022: Juliann Dodds presented the financial statements. She made note that income is higher than budgeted while expenses are lower and looks to level out through the year.

Report on EDC Activities:

- i. Several projects continue to visit regularly, not as many from the state, but plenty still active. Dr. Sarah Thompson Tweedy asked Brant Mayo how he knows which industries are currently coming or going. His response was hard to say as you well know some look to be strongly desired and go silent and others you may think are unsure yet slow and steadily and make it happen.
- ii. Allan Peterson has inherited many new clients along with his regular clients while transitioning into his new position
- iii. SIP-EDC submitted comp plan amendments.
- iv. Brant Mayo took last class needed for IEDC and plans to mentor with Stephen McFadden and take the exam in September.
- v. CRM Update: Rachelle Lange did the last onboarding meeting and will continue to meet with HubSpot quarterly to keep the EDC on track.
- vi. Recon on schedule for May.

Unfinished (Old) Business:

- SBDC Staff Update: We are working alongside WSU to fill his previous position. Applicants will be required to do a case study, if they do well in that phase, they will move on to additional interviews where Brant (EDC) will be brought in. The new person will need to

complete their CBA certification within the 6 months, if they do not, they are let go and WSU will begin the recruitment process again.

- **Wages and Benefit Survey:** there has been major inquiries especially for business recruitment.
- **Capital Campaign:** Convergent and Ostara are the two companies we reached out to and heard back from (out of the 5-6 initially inquired) when inquiring for someone to help us with a Capital Campaign. Convergent has worked in our area before (GCEDC, Big Bend Foundation, Moses Lake Chamber), and is a full package. Ostara is out of Seattle and has a little bit different model.

New Business:

- **Board Meetings:** the EDC is currently looking into locations and plans to hopefully begin meeting in person (with virtual option) beginning in May with the executive committee.

Board Member Round Table:

- **Lisa Karstetter:** Microsoft has been increasing staff especially in the engineering department.
- **Matt Moore:** Inflation and issues at the Port affecting retailers continues.
- **Brian Meiners:** Supply chain for food is having similar challenges as retailers, in wait times.
- **Marvin Price:** Producing French fries and the storages have been holding up.
- **Scott Freidig:** Suppliers have not been quoting prices of products to consumers.
- **Cash Brown:** Finishing up packaging and shipping onions from Royal City.
- **Dr. Tweedy:** Winter quarter is just about wrapped up and gearing toward spring quarter. The mandates continue to shift.

Adjourn: 7:57am meeting adjourned by Brant Mayo

X

Louis Szablya
President

X

Dale Pomeroy
Secretary

(5 executive committee members must be present to make a quorum)

Executive Committee	1-Feb-22	1-Mar-22	1-Apr-22	1-May-22	1-Jun-22	1-Jul-22	1-Aug-22	1-Sep-22	1-Oct-22	1-Nov-22	1-Dec-22	1-Jan-22	Total
Louis Szabla	1	1											2
Greg Fitcher	1	1											2
William Dobbis	1	1											2
Dale Pomroy	1	1											2
William Cox	1	1											2
Lara Leland	1	1											2
EDC Staff													
Brant Mayo	1	1											2
Allan Peterson	1	1											2
Rebecca Langa	1	1											2
Rebecca Jones	1	1											2

(11 board members must be present to make a quorum)

Board of Directors/Private	1-Feb-22	1-Mar-22	1-Apr-22	1-May-22	1-Jun-22	1-Jul-22	1-Aug-22	1-Sep-22	1-Oct-22	1-Nov-22	1-Dec-22	1-Jan-22	Total
Greg Fitcher	1	1											2
Lara Leland	1	1											2
Brian Melara	1	1											2
Scott Fieldig	1	1											2
Terry Lees	1	1											2
Julian Dobbis	1	1											2
Dale Pomroy	1	1											2
Markin Price	1	1											2
Joan Richards	1	1											2
Katherine Ry	1	1											2
Casey Brown	1	1											2
Eric Stang	1	1											2
Jim McCallough	1	1											2
Sarah McDonnell	1	1											2
Matt Moore	1	1											2
Board of Directors/Public													
Don Kreevy	1	1											2
Lara Leland	1	1											2
Praggy Hermsdal	1	1											2
Carl Morris	1	1											2
Dr. Sara Thompson Tweedy	1	1											2
Louis Szabla	1	1											2
Rob Jones	1	1											2
Ex-Officio Directors													
Mark Fancher	1	1											2
EDC Staff													
Brant Mayo	1	1											2
Allan Peterson	1	1											2
Rebecca Langa	1	1											2
Rebecca Jones	1	1											2

susan mason
doug robbins
allison williams
William Cox



Grant County
Economic Development Council

Our Mission...To bring continued, orderly growth to Grant County and promote quality of life

Our Vision...To be the number one resource for business development

Director's Report

March 7, 2022 to April 8, 2022

Existing Business Development

- Trade Mission Update
- Visit with Current Company Regarding Expansion
- Legislative Work
- 15 Visits in 2022 (McKay, Torklift, Stoke, etc.)

Business Recruitment and Attraction

- Project Zion – Manufacturing – Site visits. Close to decision. Looking in Quincy area
- Project Grapevine- Agriculture – Had site visit in Grant County, continuing to visit
- Project Y2K- Clean Tech -Approached by Site Selector regarding specific area-continuing follow up with site selector, site visit early October another in January
- Project Diamond- Production Facility – located site in Grant County-on hold
- Project Y- Clean Tech- Company has specific site in mind
- Project High Bar- Manufacturing, 2 site visits, on-going calls
- Project Riser- Clean Tech – Site visit, several meetings, continued dialog/meetings/calls
- Project Falcon – Clean Tech – Engaged with Site Selector
- Project Kane – Food processing
- Project Black Falcon – Advanced Manufacturing
- Project Vision – Clean Tech – Call with Dept of Comm
- Project SoRna – Clean Energy Transportation
- Project Singularity – Clean Precision Machining Co.
- Meetings with Solar Developers
- Project Sunshine II – Clean Tech, RFP
- Project Earth – Clean Tech, RFP
- Project Bravo- Distribution/Warehousing - RFP – Setting up Site Visit
- Project Clay- Manufacturing
- Project Symbiosis – Ag-Food Processing- Continued Discussion with State
- Tracking Legislation
- Phone Calls with Clean Energy Project looking in Grant Co.

Workforce Development

- Workforce Alliance Meeting
- Wage & Benefit Survey – Out soon



Grant County
Economic Development Council

Our Mission...To bring continued, orderly growth to Grant County and promote quality of life
Our Vision...To be the number one resource for business development

Infrastructure Development

- Calls with PUD on current Projects
- SIP Committee- Next round Due April 18th

Communication and Investor Development

- Department of Comm – Visit with Staff
- Grant Co. Fair Grounds Planning
- Assoc Grant Co Homebuilders
- Visit with Ports
- Meeting with BBCC
- NCW Tech Alliance
- Convergent Visit
- Regional Chamber Call
- ML City Council Meeting
- Data Center Calls
- Calls with Real Estate Developers
- ADO Data Collection Webinar and Calls
- International Trade Call
- WSBDC Weekly Calls
- WEDA Weekly Calls and Legislative Call
- Several CHI Calls and Meeting
- Meeting with Confluence Healthcare
- Kiwanis Meeting
- Capital Campaign RFP
- Grant Co Industrial Alliance
- Grant County Health District Call

Retail and Services Development

- SBDC 1 on 1 Meetings
- ReCon 2021 Update, Planning 2022 (May)



DATE: May 4, 2022

ITEM: Item for Council Consideration

SUMMARY

1. First Quarter, 2022 Financial Report

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



MEMORANDUM

To: Mayor Reim, City Council and Administrator Warren
From: Leslie Trachsler, Finance Director
Date: April 27, 2022
Re: Budget Report thru March, 2022

TOTAL BUDGET OVERVIEW

- Revenues are 1% below budget
- Expenses are 15% below budget
- Compared to the same time frame for 2021
 - 2022 Revenues are 5% more than 2021
 - 2022 Expenses are 1% less than 2021

GENERAL FUND OVERVIEW

- Revenues are 1% below budget
- Expenses are 8% below budget
- Cash balance has increased 10% from January 1, 2022
- Highlights:
 - ❖ Sales Tax: Continues to increase. Year to date collections are 5% higher than 1st quarter 2021
 - ❖ Utility Taxes: Collections are slightly above budget – 4%
 - ❖ Building Permits/Plan Review Fees: Building permits have exceeded expectations and budget with 66 permits issued for the 1st quarter of which 29 were for new single family residences. Fees are 9% over total budget. Utilizing NW Code Professionals has taken some of the pressure off.

PARK FUND OVERVIEW:

- Revenues are 12% below budget – the main revenue stream for Parks is Property Tax which comes in two large payments - May/November
- Expenses are 14% below budget
- Highlights:
 - ❖ Recreation: More recreational opportunities and classes are opening up. Anticipate having a full summer BOLD Program.
 - ❖ Splashzone: The resurfacing of the pool has been completed and there is a fair number of last year's staff returning. We are looking forward to opening back up.
 - ❖ Park/Facility Maintenance: Advertisement for Bids for replacing the doors and windows at the ERC has been published with a bid opening date of May 27th. This is a continuation of the State Capital Grant received last year.
 - ❖ Parks Master Plan: City has contracted with AHBL out of Tri-Cities to complete the City's Six Year Parks Comprehensive Plan. They are currently in the midst of gathering preliminary information.

LIBRARY FUND OVERVIEW:

- Revenues are 5% below budget – the main revenue source for the Library is Property Tax which comes in two large payments - May/November
- Expenses are right on target
- Highlights:
 - ❖ Building Maintenance: Received 50% reimbursement of our expenses on the re-roof project from the State Capital Grant - \$44,377 which will be reinvested back into the facility. We are coordinating with North Central Regional Library.

STREET FUND OVERVIEW:

- Revenues are 17% below budget – Property Tax is one of the main revenue streams which comes in two large payments - May/November.
- Expenses are 5% below budget
- Highlights:
 - ❖ Fuel Tax: At present, fuel tax is right on target but projected to be considerable lower than in years past.

TRANSPORTATION BENEFIT DISTRICT (TBD) FUND OVERVIEW:

- Revenues are right on target
- Expenses are 20% below budget
- Highlights:
 - ❖ Public Transportation Sales Tax: Although there is not a lot of history with this revenue stream, so far it has exceeded our expectation and is tracking 5% higher than last year and is currently 16% above budget.
 - ❖ Construction Projects:
 - ✓ Working on 1st and 2nd NE and Peachtree Drive pulverize and repave project

WATER/SEWER FUND OVERVIEW:

- Revenues are 5% below budget
- Expenses are 14% below budget
- Highlights:
 - ❖ Construction Projects: Advertisement for Bids on the Sewer Treatment Plant Improvements is scheduled to go out the 1st of June. We are still working with the Department of Ecology on the collection system to work out the details of how to proceed in light of the archeological review. These two projects are funded by a Department of Ecology State Revolving Fund Loan.
 - ❖ Sewer Collapse on Division Street: This emergency was handled expediently by POW Construction. Staff has identified an additional problem area in the alley between K & L NE. Anticipate getting an advertisement for bids out to address the problem before it becomes an emergency.

IN CONCLUSION: There have been/anticipate some major personnel retirements/changes. We have added some new faces (public works and police), moved some around and added a new position at the WWTP. Financially, we are doing well.



DATE: May 04, 2022

ITEM: Items for Council Action

SUMMARY

1. Memorandum of Agreement (MOA) from the Department of Ecology addresses moving forward with the Sewer Collection Project and provides a plan for how to preserve any archeological findings for the remainder of the project.
2. Amendment #7 to the Contract for Professional Engineering Services for design services for Reservoir 6 and Zone 5 Improvements.

BUDGET IMPACTS

1. \$250,000
2. \$870,000

Staff recommends acceptance and approval of all Items.

ENABLING ACTIONS

Motion to Authorize, Confirm, or Approve and Accept All Items.

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



**CITY OF EPHRATA
STAFF REPORT**

To: Mayor and City Council
Mike Warren, City Manager

From: Bill Sangster

Date: 3/16/2022

Proceeding Type: Council Action

Subject: **Memorandum of Agreement (MOA)**

Legislative History:

• First Presentation:	May 4th, 2022
• Second Presentation:	N/A
• Requested Action:	Council Approval

Staff Report Summary: This Agreement is for the MOA for How the Archeological Findings on the Sewer Collection Improvement Project will be preserved.

Staff Recommendation: Motion to Authorize Administration to execute the MOA.

Financial Implications: \$250,000?

Attachments

A.	
B.	

Legal Review

The following documents are attached and subject to legal review:

Type of Document	Title of Document	Date Reviewed by Legal Counsel
•	Has been sent to Anna for Review	



STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

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

April 21, 2022

Honorable Mayor Bruce Reim
121 Alder Street SW,
Ephrata, WA 98823

**Re: Section 106 of the National Historic Preservation Act
City of Ephrata, Wastewater Reclamation Facility System Improvements
Washington Clean Water State Revolving Fund
Memorandum of Agreement Finalization**

Honorable Mayor Reim,

As the non-federal Representative for the Environmental Protection Agency, Ecology is pleased to present the final Memorandum of Agreement (MOA) and Treatment Plan (TP) for the City of Ephrata to you, the **Signatory** for signature.

This effort represents the hard work of four tribes, two state agencies, one federal agency and one city working together to ensure the appropriate protection of pre-historic archaeological discoveries.

Please review the document and the attached signatory page. If any edits are necessary, please contact Liz Ellis CWSRF Environmental Review Coordinator, at liz.ellis@ecy.wa.gov or (360) 628-4410 before signing.

- For substantive edits that may alter the purpose, intent or meaning of the document, all consulting parties must approve the changes.
- For non-substantive edits, such as grammar, wordiness, Ecology will review and accept as necessary.
- Due to the tight timeline of this MOA, ensure your suggestions are made immediately, preferably by calling Liz at (360) 628-4410.

April 19, 2022

Page 2

Return the original signed signature page to:

Liz Ellis

liz.ellis@ecy.wa.gov

Financial Management Section, Water Quality Program

Once Ecology has received all signatory pages, we will distribute the signed MOA to all consulting parties and upload a copy to DAHP's WISAARD. It is expected this will be sometime after May 4th, 2022.

Please let us know if there are any other requirements we need to consider which may change this schedule for review and signing of the MOA, by contacting Liz Ellis, CWSRF Environmental Review Coordinator, at liz.ellis@ecy.wa.gov or (360) 628-4410.

We request your response to this letter **by April 29th, 2022** to stay on track with our current schedule.

If you have any questions, please contact me at liz.ellis@ecy.wa.gov or (360) 628-4410

Thank you for your support on this Agreement.

Sincerely,



Liz Ellis

CWSRF Environmental Review Coordinator

Enclosure: Memorandum of Agreement
Attachments



**CITY OF EPHRATA
STAFF REPORT**

To: Mayor and City Council
Mike Warren, City Manager

From: Bill Sangster

Date: 5/4/22

Proceeding Type: Council Action

Subject: **Contract for Design Services for Reservoir #6 and Zone 5 Improvements**

Legislative History:

• First Presentation:	May 4, 2022
• Second Presentation:	N/A
• Requested Action:	Council Approval

Staff Report Summary: This work covers engineering and support services for the Design of the City's Reservoir #6 and Pressure Zone #5.

Discussion/Analysis: This work will get the City a Design of the New Reservoir # 6, a new booster Station and Pressure Reducing Valves (PRV) to create Zone 5 and New Well # and Water Right work. The Water Rights will work with our Water Rights attorney Tom McDonald for the best use of our Water System. Also, a design for Electrical backup for our existing Wells. This is paid for thru the PWTF we have already secured.

Staff Recommendation: Motion to Authorize Administration to execute Amendment #7 to contract for Professional Engineering Services

Financial Implications: \$870,000

Attachments

A.	Amendment #7 to Contract for Professional Services
B.	

Legal Review

The following documents are attached and subject to legal review:

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

**AMENDMENT NO. 7
TO
CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES**

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

City of Ephrata – Design Services for Reservoir 6 and Zone 5 Improvements

See attached Exhibits A and B for scope and fee. For a not-to-exceed cost of \$870,000.

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

GRAY & OSBORNE, INC.

CITY OF EPHRATA

By: _____
(Signature)

By: _____
(Signature)

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

Name: _____
(Print)

Date: _____

Date: _____

“Equal Opportunity/Affirmative Action Employer”