



SELAH CITY COUNCIL

5:30pm January 11, 2022

Each item on the Council Agenda is covered by an
Agenda Item Sheet (AIS)

A yellow AIS indicates an action item.

A blue AIS indicates an information/non-action



*Selah City Council
Regular Meeting
Tuesday, Jan 11, 2022
5:30pm
Via Zoom*

Mayor:
Mayor Pro Tem:
Council Members:

Sherry Raymond
Roger Bell
Kevin Wickenhagen
Jared Iverson
Elizabeth Marquis
Clifford Peterson
Michael Costello
Russell Carlson

CITY OF SELAH
115 West Naches Avenue
Selah, Washington 98942

City Administrator:
City Attorney:
Clerk/Treasurer:

Joe Henne
Rob Case
Dale Novobielski

AGENDA

- A. **Call to Order –Mayor Raymond**
- B. **Roll Call**
- C. **Councilmember Absence – Motion to Excuse**
- D. **Pledge of Allegiance**
- E. **Invocation**
Prayer from Matt Alexander from Stone Church
- F. **Agenda Changes** **None**
- G. **Public Appearances/Introductions/Presentations**
 - 1. Katrina Henkle, Selah Downtown Association – Update
- H. **Getting To Know Our Businesses** **None**
- I. **Communications**
 - 1. Oral **None**

The City of Selah is a non-charter code city and we are presently conducting a regular meeting between the Mayor and City Council. A maximum of thirty minutes will be allotted for public comments. Common-sense standards of decorum apply. Comments must be respectful; no profanity or insults are allowed. Comments must pertain to City business and official actions. Constructive criticism of City officials is allowed, but defamation, personal attacks and impertinent assertions are not allowed. Commenters are limited to one comment per meeting and a maximum of two minutes. City staff may disallow or modify any comment that is deemed inappropriate. These standards are subject to revision.

- 2. Written **None**
- J. **Proclamations/Announcements** **None**

K. Consent Agenda

All items listed with an asterisk (*) are considered routine by the City Council and will be enacted by one motion, without discussion. Should any Council Member request that any item of the Consent Agenda be considered separately, that item will be removed from the Consent Agenda and become a part of the regular Agenda.

- * Treesa Morales 1. Approval of Minutes: December 14, 2021 Council Meeting
- * Dale Novobielski 2. Approval of Claims & Payroll

L. Public Hearings **None**

M. General Business

- 1. New Business
 - Mayor Raymond a. Selection of Mayor Pro Tempore for Calendar Year 2022
 - Mayor Raymond b. Board and Committee Assignments for Calendar Year 2022
- 2. Old Business **None**

N. Resolutions

- Rocky Wallace 1. Resolution Authorizing the Mayor to sign a Task Order No 2021-13 between the City of Selah and HLA Engineering and Land Surveying, Inc. for the Fremont Avenue Resurfacing Project.
- Joe Henne 2. Resolution Authorizing the Mayor to Sign, on Behalf of the City, a One-Page Written Contract with Yakima Herald-Republic, Designating Such Newspaper as the City's Official Newspaper for 2022 Pursuant to RCW 35A.12.160 and Establishing the Applicable Publishing Rates for 2022
- Dale Novobielski 3. Resolution to Adopt a City of Selah Purchasing Policy

O. Ordinances **None**

P. Public Appearances **None**

Q. Reports/Announcements

- 1. Departments
- 2. Council Members
- 3. City Administrator
- 4. Boards
- 5. Mayor

R. Executive Session **None**

S. Adjournment

Next Regular Meeting January 25, 2022



Selah City Council
Regular Meeting
AGENDA ITEM SUMMARY

Meeting Date: 1/11/2022

Agenda Number: K-1

Action Item

Title: Approval of Minutes, December 14, 2021 Council Meeting

From: Treesa Morales, Public Records Officer

Action Requested: Approval

Staff Recommendation: Approval

Board/Commission Recommendation: N/A

Fiscal Impact: N/A

Funding Source: N/A

Background/Findings/Facts: N/A

Recommended Motion: I move to approve the Consent Agenda in the form presented (This item is part of the consent agenda).

Record of all prior actions taken by the City Council and/or City Board, City Committee, Planning Commission, or the Hearing Examiner (if not applicable, please state none).

Date:

Action Taken: None

City of Selah
City Council Meeting Minutes
December 14, 2021
Regular Meeting
Electronically Via Zoom

A. Call to Order

Mayor Raymond called the meeting to order at 5:30 pm.

B. Roll Call

Members Present: Kevin Wickenhagen; Jacquie Matson; Suzanne Vargas; Clifford Peterson; Roger Bell; Michael Costello, Russell Carlson

Staff Present: Joe Henne, City Administrator; Rob Case, City Attorney; Dan Christman, Police Chief; Mickey Gillie, Deputy Fire Chief; Rocky Wallace, Public Works Director; Ty Jones, Utility Supervisor, Jeff Peters, Community Planning Manager, Dale Novobielski, City Clerk/Treasurer, Treesa Morales, Public Records Manager.

C. Councilmember Absence **NONE**

D. Pledge of Allegiance

Mayor Raymond led the Pledge of Allegiance

E. Invocation

Jason William from Harvest Community Church gave the Prayer

F. Agenda Changes

G. Public Appearances/Introductions/Presentations

1. Katrina Henkle, Selah Downtown Association – gave report

H. Getting To Know Our Businesses **None**

I. Communications

1. Oral
1 comment submitted, and read aloud by Public Record Manager, Treesa Morales
2. Written
Recycling Data Report for the 3rd Quarter of 2022

J. Proclamations/Announcements None

K. Consent Agenda (all items listed with an asterisk (*)) are considered part of the consent agenda and are enacted in one motion.

Councilmember Bell moved to move item N-2 to the consent agenda. Councilmember Vargas seconded. By show of hands, vote was unanimous. Item N-2 was moved to the consent agenda.

Councilmember Carlson requested move item N-8 and N-9 off the consent agenda, and onto the regular agenda. In concurrence with the Open Public Meetings Act, these items were moved off the consent agenda without a vote of the council.

Public Records Manager, Treasa Morales, read the Consent Agenda:

Treasa Morales * 1. Approval of Minutes: November 23, 2021 Council Meeting

Dale Novobielski * 2. Approval of Claims and Payroll:

Payroll Checks No. 84562-84610 for a total of \$ 410,832.99

Claim Checks No. 177342-177422 for a total of \$212,287.70

Item N-2: Resolution Authorizing the Mayor to Sign an Operating Grant Agreement with the Washington State Department of Transportation for \$16,930.00 in Grant Funds for the City's Dial-a-Ride Service.

Item N-7: Resolution Authorizing the Mayor to Sign an Updated Section 125 Cafeteria Plan.

Item N-10: Resolution Authorizing the City Administrator to sign the approved Administrative Offer Summaries (AOS) for the Valleyview Ave, South Third Street, Southern Avenue Improvement Project.

Item O-2: Ordinance Amending Title 8, Section 8.70.070, of the Selah Municipal Code Related to Speed Limits-Exceptions.

Item O-6: Ordinance to Repeal Selah Municipal Code Chapters 12.24 and 12.26.

L. Public Hearings

Open public hearing to discuss the proposed 2022 budget for the City of Selah. Open public meeting was opened at 5:45pm. There were no comments from the public. After council discussion, the open public hearing closed at 5:50pm.

M. General Business

1. New Business None
2. Old Business None

N. Resolutions

N-1. Resolution Authorizing the Mayor to sign a Task Order No 2021-13 between the City of Selah and HLA Engineering and Land Surveying, Inc. for the Fremont Avenue Resurfacing Project.

Introduced by Mayor Raymond and presented by Public Works Director, Rocky Wallace.
After discussion,

Councilmember Bell moved, and Councilmember Costello seconded, to approve the Resolution Authorizing the Mayor to sign a Task Order No 2021-13 between the City of Selah and HLA Engineering and Land Surveying, Inc. for the Fremont Avenue Resurfacing Project.

Roll was called: Councilmember Wickenhagen – yes; Councilmember Matson – yes; Councilmember Vargas – yes; Councilmember Peterson – yes; Councilmember Bell – yes; Councilmember Costello – yes; Councilmember Carlson – yes. By voice vote, Resolution passes unanimously.

N-2 A Resolution Authorizing the Mayor to Sign an Operating Grant Agreement with the Washington State Department of Transportation for \$16,930.00 in Grant Funds for the City's Dial-a-Ride Service

***This resolution moved to the consent agenda, and passed unanimously with approval of the consent agenda.*

N-3 Resolution Revising Rates for 2022 Sewer Utility Services

Introduced by Mayor Raymond and presented by Clerk/Treasurer, Dale Novobielski.
After discussion,

Councilmember Wickenhagen moved, and Councilmember Vargas seconded, to approve the Resolution Revising Rates for 2022 Sewer Utility Services.

Roll was called: Councilmember Wickenhagen – yes; Councilmember Matson – yes; Councilmember Vargas – yes; Councilmember Peterson – yes; Councilmember Bell – yes; Councilmember Costello – yes; Councilmember Carlson – yes. By voice vote, Resolution passes unanimously.

N-4 Resolution Revising Rates for 2022 Solid Waste Utility Services

Introduced by Mayor Raymond and presented by Clerk/Treasurer, Dale Novobielski.
After discussion,

Councilmember Matson moved, and Councilmember Bell seconded, to approve the Resolution Revising Rates for 2022 Solid Waste Utility Services.

Roll was called: Councilmember Wickenhagen – yes; Councilmember Matson – yes; Councilmember Vargas – yes; Councilmember Peterson – yes; Councilmember Bell – yes; Councilmember Costello – yes; Councilmember Carlson – yes. By voice vote, Resolution passes unanimously.

N-5 Resolution Revising Rates for 2022 Water Utility Services

Introduced by Mayor Raymond and presented by Clerk/Treasurer, Dale Novobielski.
After discussion,

Councilmember Wickenhagen moved, and Councilmember Peterson seconded, to approve the Resolution Revising Rates for 2022 Water Utility Services.

Roll was called: Councilmember Wickenhagen – yes; Councilmember Matson – yes; Councilmember Vargas – yes; Councilmember Peterson – yes; Councilmember Bell – yes; Councilmember Costello – yes; Councilmember Carlson – yes. By voice vote, Resolution passes unanimously.

N-6 Resolution Authorizing the Mayor to Sign a Construction Contract between the City of Selah and Belsaas & Smith Construction, Inc. of Ellensburg, WA for the Wastewater Collections System Improvement Project

Introduced by Mayor Raymond and presented by Public Works Director, Rocky Wallace.
After discussion,

Councilmember Matson moved, and Councilmember Bell seconded, to approve the Resolution Authorizing the Mayor to Sign a Construction Contract between the City of Selah and Belsaas & Smith Construction, Inc. of Ellensburg, WA for the Wastewater Collections System Improvement Project.

Roll was called: Councilmember Wickenhagen – yes; Councilmember Matson – yes; Councilmember Vargas – yes; Councilmember Peterson – yes; Councilmember Bell – yes; Councilmember Costello – yes; Councilmember Carlson – yes. By voice vote, Resolution passes unanimously.

N-7 Resolution Authorizing the Mayor to Sign an Updated Section 125 Cafeteria Plan

***This resolution was passed unanimously as part of the consent agenda.*

N-8 Resolution Authorizing the Mayor to sign a Washington State Transportation Improvement Board (TIB) Fuel Tax Grant Agreement 3-E- 182(006)-1 for the Fremont Avenue Resurfacing Project.

Introduced by Mayor Raymond and presented by Public Works Director, Rocky Wallace.
After discussion,

Councilmember Wickenhagen moved, and Councilmember Matson seconded, to approve the Resolution Authorizing the Mayor to sign a Washington State Transportation Improvement Board (TIB) Fuel Tax Grant Agreement 3-E- 182(006)-1 for the Fremont Avenue Resurfacing Project.

Roll was called: Councilmember Wickenhagen – yes; Councilmember Matson – yes; Councilmember Vargas – yes; Councilmember Peterson – yes; Councilmember Bell – yes; Councilmember Costello – yes; Councilmember Carlson – yes. By voice vote, Resolution passes unanimously.

N-9 Resolution Authorizing the Mayor to sign a Washington State Transportation Improvement Board (TIB) Fuel Tax Grant Agreement P-E- 182(P03)-1 for Valleyview Avenue, Third Street and Southern Avenue Improvements.

Introduced by Mayor Raymond and presented by Public Works Director, Rocky Wallace.
After discussion,

Councilmember Carlson moved, and Councilmember Costello seconded, to approve the Resolution Authorizing the Mayor to sign a Washington State Transportation Improvement Board (TIB) Fuel Tax Grant Agreement P-E- 182(P03)-1 for Valleyview Avenue, Third Street and Southern Avenue Improvements.

Roll was called: Councilmember Wickenhagen – yes; Councilmember Matson – yes; Councilmember Vargas – yes; Councilmember Peterson – yes; Councilmember Bell – yes; Councilmember Costello – yes; Councilmember Carlson – yes. By voice vote, Resolution passes unanimously.

N-10 Resolution Authorizing the City Administrator to sign the approved Administrative Offer Summary's (AOS) for the Valleyview Avenue, South Third Street, Southern Avenue Improvements Project.

***This resolution was passed unanimously as part of the consent agenda.*

O. Ordinances

O-1 Ordinance of the City of Selah, Washington, relating to the sewer system of the City; specifying, adopting and ordering the carrying out of a system or plan of additions to and betterments and extensions of the City's sewer system; declaring the estimated cost thereof as nearly as may be; authorizing the issuance of a sewer revenue bond anticipation note (nonrevolving line of credit) in the maximum principal amount of \$2,111,000, pending the issuance of a sewer revenue bond authorized herein; creating and adopting certain funds and accounts; specifying the terms and covenants of such note; providing for delivery thereof to Banner Bank; and providing for related matters.

Introduced by Mayor Raymond and presented by Public Works Director, Rocky Wallace.
After discussion,

Councilmember Carlson moved, and Councilmember Bell seconded, to approve the Ordinance of the City of Selah, Washington, relating to the sewer system of the City; specifying, adopting and ordering the carrying out of a system or plan of additions to and betterments and extensions of the City's sewer system; declaring the estimated cost thereof as nearly as may be; authorizing the issuance of a sewer revenue bond anticipation note (nonrevolving line of credit) in the maximum principal amount of \$2,111,000, pending the issuance of a sewer revenue bond authorized herein; creating and adopting certain funds and accounts; specifying the terms and covenants of such note; providing for delivery thereof to Banner Bank; and providing for related matters.

Roll was called: Councilmember Wickenhagen – yes; Councilmember Matson – yes; Councilmember Vargas – yes; Councilmember Peterson – yes; Councilmember Bell – yes; Councilmember Costello – yes; Councilmember Carlson – yes. By voice vote, Ordinance passes unanimously.

O-2 Ordinance Amending Title 8, Section 8.70.070, of the Selah Municipal Code Related to Speed Limits-Exceptions.

***This Ordinance was passed unanimously as part of the consent agenda.*

O-3 Ordinance Amending the 2021 Budget for Miscellaneous Adjustments.

Introduced by Mayor Raymond and presented by Clerk/Treasurer, Dale Novobielski.
After discussion,

Councilmember Bell moved, and Councilmember Peterson seconded, to approve the Ordinance Amending the 2021 Budget for Miscellaneous Adjustments.

Roll was called: Councilmember Wickenhagen – yes; Councilmember Matson – yes; Councilmember Vargas – yes; Councilmember Peterson – yes; Councilmember Bell – yes; Councilmember Costello – yes; Councilmember Carlson – yes. By voice vote, Ordinance passes unanimously.

O-4 Ordinance Establishing the 2022 Base Salary and Wage Schedule for Management, Confidential and Unrepresented Employees.

Introduced by Mayor Raymond and presented by Clerk/Treasurer, Dale Novobielski.
After discussion,

Councilmember Carlson moved, and Councilmember Wickenhagen seconded, to approve the Ordinance Establishing the 2022 Base Salary and Wage Schedule for Management, Confidential and Unrepresented Employees.

Roll was called: Councilmember Wickenhagen – yes; Councilmember Matson – yes; Councilmember Vargas – yes; Councilmember Peterson – yes; Councilmember Bell – yes; Councilmember Costello – yes; Councilmember Carlson – yes. By voice vote, Ordinance passes unanimously.

O-5 Ordinance Adopting the Budget for the City of Selah, Washington for the Year Ending December 31, 2022.

Introduced by Mayor Raymond and presented by Clerk/Treasurer, Dale Novobielski.
After discussion,

Councilmember Matson moved on the original ordinance, and Councilmember Peterson seconded, to approve the Ordinance Adopting the Budget for the City of Selah, Washington for the Year Ending December 31, 2022. After discussion,

Councilmember Carlson moved to removed the two admin vehicles listed in the capital expenses of the Police Department. Councilmember Vargas seconded. After discussion, roll was called: Councilmember Wickenhagen – no; Councilmember Matson – no; Councilmember Vargas – yes; Councilmember Peterson – no; Councilmember Bell – no; Councilmember Costello – no; Councilmember Carlson – yes. With two yes votes and five no votes, motion fails.

After seeing no other discussion from council, Mayor Raymond readdressed the original motion moved by Councilmember Matson and seconded by Councilmember Peterson.

Roll was called: Councilmember Wickenhagen – yes; Councilmember Matson – yes; Councilmember Vargas – yes; Councilmember Peterson – yes; Councilmember Bell – yes; Councilmember Costello – yes; Councilmember Carlson – yes. By voice vote, Ordinance passes unanimously.

O-6 Ordinance to Repeal Selah Municipal Code Chapters 12.24 and 12.26.

***This resolution was passed unanimously as part of the consent agenda.*

P. Public Appearances **None**

Q. Reports/Announcements

1. Departments

- Chief Lange gave report
- Chief Christman gave report
- Jeff Peters gave report
- Rocky Wallace gave report
- Joe Henne gave report
- Rob Case: no report

2. Councilmembers

- Councilmember Peterson gave report
- Councilmember Costello gave report
- Councilmember Vargas gave report
- Councilmember Bell gave report
- Councilmember Matson gave report
- Councilmember Wickenhagen gave report
- Councilmember Carlson gave report

3. Boards **None**

4. Mayor Raymond thanked everyone for their work and dedication to the City. As with all listed staff and all councilmember, Mayor Raymond thanked Councilmember Matson and Councilmember Vargas for their service with the City. Mayor Raymond also presented both Councilmember Matson and Councilmember Vargas with the Selah Apple trophy as customarily provided to outgoing Councilmembers.

R. Executive Session **None**

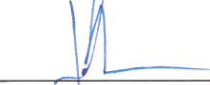
S. Adjournment

Councilmember Matson moved to adjourn the meeting. Councilmember Vargas seconded. By show of hands vote was unanimous. Meeting was adjourned.

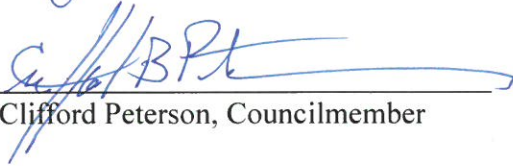
The meeting adjourned at 7:30pm



Roger Bell, Councilmember



J. J. Verschoor, Councilmember



Clifford Peterson, Councilmember

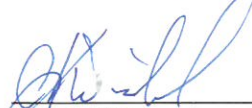


Michael Costello, Councilmember




Sherry Raymond, Mayor

Russell Carlson, Councilmember

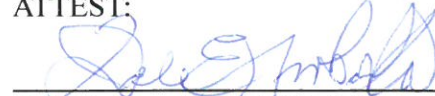


Kevin Wickenhagen, Councilmember



Elizabeth Vargas, Councilmember

ATTEST:



Dale E. Novobielski, Clerk/Treasurer



Selah City Council
Regular Meeting
AGENDA ITEM SUMMARY

Meeting Date: 1/11/2022

Agenda Number: K-2

Action Item

Title: Approval of Claims and Payroll

From: Treesa Morales, Public Records Officer

Action Requested: Approval

Staff Recommendation: Approval

Board/Commission Recommendation: N/A

Fiscal Impact: See Check Registers

Funding Source: See Check Registers

Background/Findings/Facts: See Check Registers

Recommended Motion: I move to approve the Consent Agenda in the form presented (This item is part of the consent agenda).

Record of all prior actions taken by the City Council and/or City Board, City Committee, Planning Commission, or the Hearing Examiner (if not applicable, please state none).

Date:	Action Taken: None
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Selah City Council
Regular Meeting
AGENDA ITEM SUMMARY

Meeting Date: 1/11/2022
Agenda Number: M-1

Informational Item

Title: Selection of Mayor Pro Tempore for Calendar Year 2022

From: Sherry Raymond, Mayor

Action Requested: Approval

Staff Recommendation: Approval

Board/Commission Recommendation: N/A

Fiscal Impact: N/A

Funding Source: N/A

Background/Findings/Facts: Should the need arise; the City of Selah selects Mayor Pro Tempore each year who acts as the Mayor in the absence of the Mayor. The selected member will serve as the Mayor Pro Tempore for Calendar Year 2022.

Recommended Motion: N/A

Record of all prior actions taken by the City Council and/or City Board, City Committee, Planning Commission, or the Hearing Examiner (if not applicable, please state none).

Date:	Action Taken: None
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Selah City Council
Regular Meeting
AGENDA ITEM SUMMARY

Meeting Date: 1/11/2022
Agenda Number: M-2

Informational Item

Title: Board and Committee Assignments for Calendar Year 2022

From: Sherry Raymond, Mayor

Action Requested: Approval

Staff Recommendation: Approval

Board/Commission Recommendation: N/A

Fiscal Impact: N/A

Funding Source: N/A

Background/Findings/Facts: Each Councilmember, as part of their agreement to serve on the City Council, shall participate in one or more local committee/board as shown on the list. Doing so ensures improved involvement with citizens and increased awareness of events around town and Yakima County.

Recommended Motion: N/A

Record of all prior actions taken by the City Council and/or City Board, City Committee, Planning Commission, or the Hearing Examiner (if not applicable, please state none).

Date:	Action Taken: None
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***The following is the approved list of assignments for the past year (2021), not an indication of which councilmembers are assigned to boards/committees for the 2022 calendar year*

2021 City of Selah Boards and Committees Assignments

1. Finance Committee
 - Kevin Wickenhagen
 - Michael Costello
 - Suzanne Vargas
2. Volunteer Park Committee
 - Jacquie Matson
3. Lodging Tax Advisory Committee (LTAC) & Tourism Promotion Area (TPA)
 - Russell Carlson
4. Yakima Valley Conference of Governments (YVCOG)
 - Mayor Raymond
 - Jacquie Matson
5. Yakima Valley Visitors & Convention Bureau (YVVCB)
 - Kevin Wickenhagen
6. Selah Parks & Recreation Service Area Board (SPRSA)
 - Roger Bell
7. Fire Commissioners Board and Volunteer Firefighters Board
 - Mayor Raymond
 - Roger Bell
8. Selah Chamber of Commerce
 - Jacquie Matson
9. Selah School District
 - Clifford Peterson
10. Naches-Selah Irrigation District Voting Member
 - Mayor Raymond
11. Selah Downtown Association
 - Russell Carlson
12. Naches-Selah Irrigation District Voting Member
 - Mayor Raymond



Selah City Council
Regular Meeting
AGENDA ITEM SUMMARY

Meeting Date: 1/11/2022

Agenda Number: N-1

Action Item

Title: Resolution Authorizing the Mayor to Sign, on Behalf of the City, a Two-Page Written Contract with Baer Testing & Engineering, Inc., for Work on Certain Components of the Selah Wastewater Collections Improvements Project.

From: Rocky D. Wallace, Public Works Director

Action Requested: Approval

Staff Recommendation: Approval

Board/Commission Recommendation: N/A

Fiscal Impact: \$8,720.00, via USDA Funding

Funding Source: 415 000 094 594 35 63 70

Background/Findings/Facts: This pertains to the City's ongoing Wastewater Collections Improvements Project. On behalf of the City, HLA Engineering and Land Surveying, Inc. ("HLA") – which entity serves as the City's contracted outside engineering firm via a prior written Task Order– solicited proposals from three (3) companies for work on the soil, concrete and asphalt components of such project. Two (2) proposals were received; the third company declined to provide a proposal. Upon comparison, the City and HLA believe that the proposal submitted by Baer Testing & Engineering, Inc. ("Baer") is the best of the two received proposals. Baer submitted a two-page written proposal that – if approved and entered into – can and will transform into a contract between the parties for an estimated cost of \$8,720.00. A copy of that proposal is appended to this Agenda Item Summary. The City's Public Works Department is seeking approval from the City Council for the Mayor to sign such proposal on behalf of the City, so that this work can proceed when appropriate.

Recommended Motion: I move to approve the Resolution in the form presented.

Record of all prior actions taken by the City Council and/or City Board, City Committee, Planning Commission, or the Hearing Examiner (if not applicable, please state none).

Date:	Action Taken:
7/23/2019	Resolution authorizing the Mayor to sign Task Order 2019-01 between the City of Selah and HLA Engineering and Land Surveying, Inc. to provide Engineering and Land Surveying Services for the Wastewater Collection System Improvements

12/8/2020	Resolution No.2827 Authorizing the mayor to sign an application for Federal Assistance from the U.S. Department of Agriculture, Rural Development, Rural Utilities Service Requesting \$2,036,290.00 in funding to be used to construct the City of Selah's Wastewater Collection System Improvements Project.
5/26/2021	USDA Rural Development Letter- Approval to proceed to Bid
11/15/2021	Advertisement for Bids
11/22/2021	Advertisement for Bids
12/7/2021	Bid Opening
12/14/2021	A Resolution # 2885 authorizing the Mayor to sign a Construction Contract between the City of Selah and Belsaas & Smith Construction, Inc, of Ellensburg, WA for the Wastewater Collections System Improvements Project Bid Award

RESOLUTION NO. 2890

RESOLUTION AUTHORIZING THE MAYOR SIGN, ON BEHALF OF THE CITY, A TWO-PAGE WRITTEN CONTRACT WITH BAER TESTING & ENGINEERING, INC., FOR WORK ON CERTAIN COMPONENTS OF THE SELAH WASTEWATER COLLECTIONS IMPROVEMENTS PROJECT

WHEREAS, the City of Selah is continuing its efforts on the Selah Wastewater Collections Improvements Project; and

WHEREAS, the City needs assistance with the soil, concrete and asphalt components of such project; and

WHEREAS, Baer Testing & Engineering, Inc. ("Baer"), from Yakima is a federally approved testing company that is willing and able to provide such assistance to the City; and

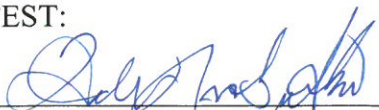
WHEREAS, in late 2021 Baer submitted a two-page written proposal that – if approved and entered into – can and will transform into a contract between the parties for an estimated cost of \$8,720.00; and

WHEREAS, the City wishes to engage Baer and is willing to approve and enter into such contract;


NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, that the Mayor be and is authorized to sign, on behalf of the City, a two-page contract with Baer Testing & Engineering, Inc., for assistance with the soil, concrete, and asphalt components the Selah Wastewater Collections Improvements Project at an estimated cost of \$8,720.00.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 11th day of January, 2022.

ATTEST:

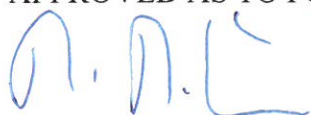


Dale Novobielski, Clerk Treasurer



Sherry Raymond, Mayor

APPROVED AS TO FORM:



Rob Case, City Attorney



Project

Name: Wastewater Collection System Improvements - Selah, WA

Date: 11/29/2021

Bid Date: 12/7/2021

Item:	Qty:	Unit Rate:	Total:	Notes:
SOIL/AGGREGATE TESTING AND INSPECTION:				
T99-T180/D698-D1557 Moisture Density Determination (Proctor), each	3	\$ 200.00	\$ 600.00	
T27/C136 Sieve Analysis of Aggregates	4	\$ 100.00	\$ 400.00	
T176/D2419 - Sand Equivalent, each	2	\$ 100.00	\$ 200.00	
T335/D5821 - Fractured Face Count, each	2	\$ 100.00	\$ 200.00	
Technician to Perform Soil/Aggregate Density Testing, per hour	60	\$ 55.00	\$ 3,300.00	20 Trips
Technician to Sample Soil/Aggregate, per hour	2	\$ 55.00	\$ 110.00	1 Trip
CONCRETE TESTING AND INSPECTION:				
T22/C39 - Compressive Strength of Concrete Specimens (6x12" or 4x8"), each	15	\$ 25.00	\$ 375.00	
Technician to Perform Concrete Testing, per hour	9	\$ 55.00	\$ 495.00	3 Trips
Inspector to Perform Rebar Inspection, per hour		\$ 65.00	\$ -	
Technician to Pickup, Process, and Transport Cylinders, per hour	6	\$ 55.00	\$ 330.00	3 Trips
ASPHALT TESTING AND INSPECTION:				
T209/D2041 - Theoretical Maximum Specific Gravity (Rice), each	2	\$ 100.00	\$ 200.00	
T30-T308/D5444-D6307 - Asphalt Content and Mechanical Analysis of HMA, each	2	\$ 200.00	\$ 400.00	
Technician to Perform Asphalt Density Testing, per hour	10	\$ 55.00	\$ 550.00	1 Trip
Technician to Pickup and Transport Asphalt Samples, per hour	2	\$ 55.00	\$ 110.00	1 Trip
MISCELLANEOUS CHARGES AND COSTS:				
Equipment Charge, per trip	29	\$ 50.00	\$ 1,450.00	
Overtime Surcharge - Before 8AM or After 5PM and Excess of 8 Hours, per hour		1.5 X HOURLY RATE		
Testing Manager, per hour		\$ 95.00	\$ -	
Chief Engineer (PE), per hour		\$ 165.00	\$ -	
Administrative/Clerical, per hour		\$ 50.00	\$ -	
Subcontracted Services, Lump Sum		Cost +15%		
ESTIMATED BUDGET GRAND TOTAL:			\$	8,720.00



GENERAL CONDITIONS:

Baer Testing and Engineering, Inc's services are provided under the following General Conditions:

We are a Professional Service provider. Our services are provided as time and materials and are not bound to lump sum or estimated budget amounts. Contractor scheduling, cancellations, failing tests, standby time, etc. are out of our control, invoicing will reflect the above unit rates.

Reports are provided electronically via e-mail to clients upon completion and review. Any requests for paper copies or electronic submission other than e-mail will incur an administrative charge.

A 2 hour minimum and equipment charge applies to all projects. A 4 hour minimum applies to all Welding Inspections and any time over 4 hours will incur an 8 hour minimum.

Office hours are 8:00 AM to 5:00 PM Monday through Friday. Any inspections or travel time outside of those times or in excess of 8 hours will be charged at 1.5 x hourly rate. Baer Testing and Engineering, Inc. observes the following Holidays: New Year's Day, Easter Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Day after Thanksgiving, Christmas Eve, and Christmas Day. Holiday work will be charged at 3 x the hourly rate.

A short notice charge of 1.5 x the hourly rate will apply to projects scheduled after 3pm the previous day. Rush laboratory testing (within 24 hours) will be charged at 2 x the unit rate.

Attendance of preconstruction meetings, safety meetings, job specific training, etc. will be charged at the above unit rates for Inspectors, Testing Manager, or Professional Engineer depending on who is requested to attend.

Unit rates do not include costs for picking up, transporting, or processing specimens. A 2 hour minimum and equipment charge will apply to sample pickup and transportation unless a Baer Testing and Engineering, Inc. representative is already on site. Sample processing will be billed at the above unit rates.

Compressive strength specimens MUST be picked up within 48 hours. This may result in weekend sample pick up and overtime charges. Deviation of the test standard will invalidate results.

Baer Testing, Inc. is a professional service provider with due on receipt billing terms. All test results and reports are provided to our Clients as an extension of credit for work performed. All Clients with invoices past due 30 days will cease to receive daily test results and reports until payment is received. Extended terms may be arranged on a project by project basis prior to the start of work. These arrangements can only be made by contacting our accounts receivable department. A finance fee of 1.5% will be made on all invoices past due per month. Payment by check or cash is preferred. Clients will incur a 6% service fee for all credit card payments.

All pages of this proposal must be included in any contract, work order, or purchase order agreements.

Please sign and return.

Baer Testing and Engineering, Inc.:

11/29/2021

X

Steve Baer
General Manager, sbaer@baertesting.com
Signed by: Steve Baer

Client:

1-11-2022



Selah City Council
Regular Meeting
AGENDA ITEM SUMMARY

Meeting Date: 1/11/2022
Agenda Number: N-2

Action Item

Title: Resolution Authorizing the Mayor to Sign, on Behalf of the City, a One-Page Written Contract with Yakima Herald-Republic, Designating Such Newspaper as the City's Official Newspaper for 2022 Pursuant to RCW 35A.12.160 and Establishing the Applicable Publishing Rates for 2022

From: Joe Henne, City Administrator

Action Requested: Approval

Staff Recommendation: Approval

Board/Commission Recommendation: N/A

Fiscal Impact: Periodic and varied, based on actual needs and usage. The applicable publishing rates charged to the City by the Yakima Herald during 2022 will be \$1.74 per-line for the first insertion and \$1.65 per-line for each subsequent insertion on a given notice published in solid nonpareil type

Funding Source: General Fund

Background/Findings/Facts: RCW 35A.12.160 requires the City to publish certain items, such as Ordinances and other notifications, in a newspaper that is designated as "the city's official newspaper". The City has historically utilized the Yakima Herald-Republic newspaper as the City's official newspaper, and the City desires to continue doing so during 2022. The Yakima Herald-Republic is willing and able to continue serving as the City's official newspaper during 2022, and has proposed a one-page written contract that – if approved and adopted by the City – would establish the new applicable publishing rates during 2022. A copy of the proposed contract is submitted with this Agenda Item Summary.

Recommended Motion: I move to approve the Resolution in the form presented.

Record of all prior actions taken by the City Council and/or City Board, City Committee, Planning Commission, or the Hearing Examiner (if not applicable, please state none).

Date:	Action Taken: None
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RESOLUTION NO. 2891

RESOLUTION AUTHORIZING THE MAYOR TO SIGN, ON BEHALF OF THE CITY, A ONE-PAGE WRITTEN CONTRACT WITH YAKIMA HERALD-REPUBLIC, DESIGNATING SUCH NEWSPAPER AS THE CITY'S OFFICIAL NEWSPAPER FOR 2022 PURSUANT TO RCW 35A.12.160 AND ESTABLISHING THE APPLICABLE PUBLISHING RATES FOR 2022

WHEREAS, RCW 35A.12.160 requires the City to publish certain items, such as Ordinances and other notifications, in a newspaper that is designated as "the city's official newspaper"; and

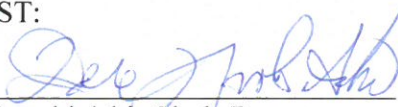
WHEREAS, the City has historically utilized the Yakima Herald-Republic newspaper as the City's official newspaper, and the City desires to continue doing so during 2022; and

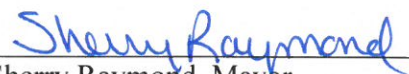
WHEREAS, the Yakima Herald-Republic is willing and able to continue serving as the City's official newspaper during 2022, and has proposed a one-page written contract that – if approved and adopted by the City – would establish the new applicable publishing rates during 2022.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, that the Mayor be and is authorized to sign, on behalf of the City, a one-page contract with the Yakima-Herald Republic for the 2022 calendar year. A copy of such contract is attached hereto.

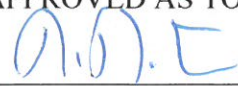
PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 11th day of January, 2022.

ATTEST:


Dale Novobielski, Clerk Treasurer


Sherry Raymond, Mayor

APPROVED AS TO FORM:


Rob Case, City Attorney

CITY OF SELAH

115 West Naches Avenue
Selah, WA 98942



US POSTAGE

\$00.53⁰

First-Class

Mailed From 98942

01/12/2022

032A 0061807780

YAKIMA HERALD REPUBLIC

ATTN: SIMON SIZER

114 N. 4th STREET

YAKIMA WA 98901

From: [Simon Sizer](#)
To: [Morales, Treesa](#)
Subject: Re: annual contract reminder
Date: Thursday, December 23, 2021 9:25:25 AM
Attachments: [SelahContract2021.docx](#)

Good morning. Attached is the upcoming legal notice publishing contract for 2022. We will be changing the way costs are calculated in February, but the totals will remain the same. Please let me know if there is any other information you require at this time. I look forward to working with you in the coming year.

--

Simon Sizer | Legal & Obituary Clerk
Yakima Herald-Republic
114 North 4th Street, Yakima, WA 98901
P.O. Box 9668, Yakima, WA 98909
Phone: (509) 577-7740 | Fax: (509) 577-7766

From: Lake, Monica <monica.lake@selahwa.gov>
Sent: Tuesday, August 31, 2021 4:54 PM
To: Simon Sizer <ssizer@yakimaherald.com>
Cc: Morales, Treesa <Treesa.Morales@selahwa.gov>
Subject: annual contract reminder

Hi Simon,

I know it's really early to be reminding you about the annual contract between YHR and Selah, but as this is my last week working for the City I wanted to get this email sent out. Treesa Morales will be taking over for me, please send the contract to her for approval when you have it.

Sincerely,

Monica Lake
Executive Assistant
City of Selah
115 West Naches Ave.
Selah, WA 98942
Main line (509) 698-7328
Direct line (509) 698-7336

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

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Selah City Council
Regular Meeting
AGENDA ITEM SUMMARY

→ TABLED UNTIL
NEXT COUNCIL
MEETING

Meeting Date: 1/11/2022

Agenda Number: N-3

Action Item

Title: Resolution to Adopt a City of Selah Purchasing Policy

From: Dale Novobielski, Clerk/Treasurer

Action Requested: Approval

Staff Recommendation:

Board/Commission Recommendation:

Fiscal Impact: n/a

Funding Source: n/a

Background/Findings/Facts: In our last audit the Washington State Auditor's Office recommended that we adopt a purchasing policy which satisfies the requirements of Title 2 CFR Part 200, Uniform Guidance, section 318 General Procurement Standards.

Recommended Motion: I move to approve the resolution adopting a City of Selah Purchasing Policy.

Record of all prior actions taken by the City Council and/or City Board, City Committee, Planning Commission, or the Hearing Examiner (if not applicable, please state none).

Date: **Action Taken:** None

City of Selah

PURCHASING POLICY

A. Council is the Purchasing and Contracting Authority for the City.

RCW 35A.12.190 provides that, "The council of any code city organized under the mayor-council plan of government provided in this chapter shall have the powers and authority granted to the legislative bodies of cities governed by this title, as more particularly described in chapter 35A.11."

RCW 35A.11.010 provides that a City, "...by and through its legislative body... may contract and be contracted with; [and] may purchase, lease, receive, or otherwise acquire real and personal property of every kind..."

Council approval, either by direct action or as part of budget adoption and/or amendment, is required for:

- 1) Contracts entered into following a formal sealed bid or competitive Request for Proposals (RFP);
- 2) Multi-year Contracts, unless the contract includes a non-appropriation clause;
- 3) Sole Source Contracts;
- 4) Real Property Acquisitions and Disposals, including Leases;
- 5) Collective Bargaining Agreements;
- 6) Interlocal Agreements;
- 7) Grant Agreements; and
- 8) Any contract that, by statute, must be approved by the governing body of the City.

Employees must obtain Council approval for any contract change order/amendment that exceeds Council's original expenditure authorization for the contract.

B. Council has Delegated Limited Procurement Authority to Department Heads.

Council has delegated to the City Department Heads the authority to:

- 1) Purchase and contract for goods and services in an amount up to \$ 15,000 or less, subject to the requirements of Resolution 795.
- 2) Enter into interlocal agreements with other government entities to use their small works roster or competitively bid contracts, subject to the requirements of Chapter 39.34 RCW.

C. The City Complies with the Laws Governing Procurement.

State laws govern purchasing and contracting by cities, primarily Title 39 RCW and Title 35A RCW. These laws set dollar limits for soliciting quotes or conducting formal competitive processes. All dollar limits include freight, handling, and set-up, plus appropriate sales tax.

When procuring goods or services using federal funds or grants, the City may also be subject to federal procurement laws, including debarment and suspension regulations. Federal procurement standards are outlined in the Code of Federal Regulations (CFR) 200.

City employees are responsible for understanding and complying with applicable state and/or federal laws when purchasing and contracting on behalf of the City. Employees are encouraged to review the procurement reference materials available online from the Municipal Research and Services Center (MRSC).

D. Employees must Follow Ethical Standards when Purchasing or Contracting.

Employees must follow the ethical standards established in City personnel policy (Personnel Rules and Regulations Chapter 8). Employees shall have no personal beneficial interest in any purchase or contract made by the city, nor in any firm, corporation, or association furnishing or bidding on any such purchase or contract.

Employees must report suspected violations of this policy to the City Administrator, or to the State Auditor, for investigation. Employees found to be in violation of this policy may be subject to disciplinary action, up to and including termination. They may also be liable to the City for monetary penalties as allowable by law, in addition to any civil or criminal liabilities or penalties that may be imposed by a court. Contracts entered into in violation of this policy will be voided.

E. Employees may not Split Purchases to Avoid Bid Requirements.

Employees must not break any project or purchase into units or phases if it is done for the purpose of avoiding the dollar threshold that would require using a competitive process.

Employees are encouraged to plan and forecast the need for identical or similar items within a calendar year that can be purchased at the same time to benefit from market competition and volume discounts.

F. The City Encourages Cooperative Purchasing.

The City finds that using contracts competitively awarded by another public entity can achieve process efficiency and greater volume discounts.

The City encourages the use of cooperative purchasing in accordance with Chapter 39.34 RCW requiring the public agency that awards the contract to comply with its own procurement requirements and to post the bid or solicitation on the internet.

G. Employees should use Standard Contracts.

To the extent practical, employees should use standard contracts that have been prepared and/or reviewed by the City Attorney. Standard contracts set terms and conditions that protect the City's interests and comply with applicable laws and regulations.

Sometimes the City must use a contract template provided by a vendor or contractor. If so, employees shall submit the proposed contract template to the City Administrator for review. The City Administrator may seek further review by the City Attorney.

H. IT Purchases must Comply with Yakima City IT Standards.

The City contracts with the City of Yakima for information technology (IT) services. To ensure effective and reliable security, support, and compatibility, IT purchases must comply with current City of Yakima IT standards. Employees considering an IT purchase must seek review and approval for the IT system, software, and/or component specifications from the City of Yakima IT department.

State law allows cities to make IT purchases through competitive negotiation rather than through competitive bidding (RCW 39.04.270). In some cases, it may be in the City's best interest to have the City of Yakima IT conduct the procurement process.

I. Certain Contracts are Exempt from Competitive Solicitation Requirements.

The following types of purchases and contracts are exempt from bidding and competitive solicitation requirements. However, such purchases and contracts must comply with all other provisions of this policy, including obtaining Council approval if applicable.

- 1) Goods or services valued at *five* thousand dollars (\$5,000.00) or less;
- 2) Purchases at Auctions (RCW 39.30.045);
- 3) Architectural and Engineering Services (Chapter 39.80 RCW);
- 4) Interlocal Agreements (Chapter 39.34 RCW);
- 5) Interfund agreements.
- 6) Purchases of Employment Tests and Employment Testing Services;
- 7) Expert Witnesses for Legal Proceedings;

- 8) Legal and Public Defender Services;
- 9) Contracts with Community Service Organizations for Park Improvements or Maintenance (RCW 35.21.278);
- 10) Performance-based Contracts for Energy Equipment (Chapter 39.35A RCW);
- 11) Emergency Purchases (RCW 39.04.280); Provided, that the City Administrator or their designee must approve purchases during a federally declared disaster, and such purchases must follow procedures that ensure compliance with federal and state regulations and FEMA guidelines for emergency purchasing and contracting; and
- 12) Sole Source Purchases (RCW 39.04.280); Provided, that a sole source procurement is permissible only if the goods or services specifications are such that only one respondent will reply (or there is only one source for the goods or services that meets the needs of the City). The specifications must be material to the purpose of the purchase and not merely written so as to limit competition.

DEFINITIONS

Bid means an offer to perform a contract for work and labor or supplying materials at a specified price. The response submitted by a bidder to an invitation for bids.

Competitive Bid/ding means the offer of firm bids to supply specified services by individuals or firms competing for a contract.

Contract means an agreement (other than a purchase order) between parties stipulating obligations of one to another. It is a mutually binding legal relationship obligating the seller to furnish the product, materials, or services and the buyer to pay for them.

Contractor means a vendor who has been awarded a contract for goods and/or services and has entered into a contract with the City.

Cooperative Purchase/Contract means an agreement that uses contracts awarded by another public agency to achieve efficiency, easier access, or greater volume discounts.

Emergency Purchase means a purchase made to maintain safety, security, and/or preservation of City assets during emergency events, provided an emergency is declared by the Council or other lawful authority as soon as practicable.

Grant means non-repayable funds or products disbursed or given by one party (grantor) to a recipient (grantee), whether absolute or conditional, for any purpose. The City may be the grantor or the grantee.

Information Technology (IT) means the equipment, software, and services used in storing, processing, copying, transmitting, and displaying all forms of electronic information. Information technology includes but is not limited to: personal computers, servers, laptops, tablets, printers, and all associated peripheral devices. It also includes network components,

backup systems, wireless networks, copy machines, fax machines, telephones, cell phones, software licenses, imaging systems, and audio/visual/media systems.

NOTE: Cabling and other IT related improvements to the infrastructure of a City owned or leased building is not included in this definition because such projects generally fall within the definition of a Public Work.

Interlocal Agreement means an agreement between the City and other public agency as defined under Chapter 39.34 RCW.

Interfund Agreement means a brief written memo of understanding defining a scope of work and time period for work to be performed by one City department for another City department and signed by the department heads. interfund agreements are not considered a "contract" for the purposes of this policy.

Procurement means all activities involved in finding, agreeing to terms, and acquiring goods, services, infrastructure, and public work either purchased or leased, including but not limited to:

Identifying the need to procure;

Selecting vendors;

Contracting and making purchases; and

Managing contracts and vendors.

Professional Services Contract means a contract for professional or technical expertise to accomplish a specific study, project, task, or other work statement.

Proposal means an offer submitted by a vendor in response to a request for proposals and intended to be used as a basis for negotiation for a contract.

Public Work means all work involving construction, alteration, repair, or improvement, other than ordinary maintenance, executed at the cost of the City. This includes, but is not limited to, road, building, and utility construction, demolition, remodeling, and renovation. In terms of building construction, it includes anything that is permanently affixed to the building (RCW 39.04.010).

Purchase Order means a document generated by the City that authorizes a purchase transaction. When accepted by the seller, it becomes a contract binding on both parties. A purchase order sets forth the descriptions, quantities, prices, discounts, payment terms, date of performance or shipment, other associated terms and conditions, and identifies a specific seller.

Request for Proposal (RFP) means a method used to solicit written proposals for services. The intent of the RFP is to acquire, by the most advantageous and flexible method, the services needed at the highest possible quality. An RFP differs from a Competitive Bid in three important ways:

It permits the City to hold discussions and negotiations with competing proposers and allows

changes in proposals, including price, after proposals are opened.

It allows the City to make comparative evaluations when selecting among acceptable proposals for Contract awards.

It provides the City a flexible method of approaching a project which has limited specifications or requirements. The results wanted are known but there may not be a clear understanding of the specific requirements needed to identify how or what the methods may be, or what the services may entail.

Request for Qualifications (RFQ) means a method used to solicit written proposals for Engineering Architecture, and other professional services (Chapter 39.80 RCW).

Responsible Bidder means a bidder on a Public Work that, at the time of bid submittal, complies with the criteria set forth in RCW 39.04.350. For other types of contracting, the same criteria apply except those only related to the construction of facilities.

Responsive Bidder means a bidder that has adequately addressed the requirements of the contract as set forth in the RFP, RFQ, or another soliciting document. A bidder must be a Responsive Bidder in order to be considered a Responsible Bidder.

Small Works Roster means a list of pre-qualified contractors used for the purpose of obtaining quotations and awarding contracts for Public Work with an estimated cost of \$300,000 or less (RCW 39.04.155).

Standard Contract means a written contract template specific to various types of commonly procured goods and services prepared and/or reviewed by the City Attorney.

Vendor means a potential provider of goods and/or services.

RELATED POLICIES

Resolution No. 795 "Procedure to secure telephone and/or written quotations to establish a competitive price and award a contract for the purchase of materials, equipment and/or services that can be acquired between \$ 7,500 and \$ 15,000."

Resolution No. 1663 "Providing a waiver from bidding requirements for purchase of used materials, supplies or equipment that are subject to special market conditions."

APPENDIX A: PURCHASE AUTHORITY DELEGATION CHART

The City Administrator delegates signature authority for Purchases as specified below; provided that the City Administrator or their designee must approve purchases during a federally declared disaster, and such purchases must follow procedures that ensure compliance with federal and state regulations and FEMA guidelines for emergency purchasing and contracting.

City Department Heads	Contracts, Purchases, and Agreements related to City administration or operations valued at \$7,500 or less.
City Clerk/Treasurer	Contracts, Purchases, and Agreements valued up to \$5,000 related to Council administrative processes and public records.
Police Chief	Contracts, Purchases, and Agreements valued up to \$5,000 related to public safety and Police administrative processes and operations.
Fire Chief	Contracts, Purchases, and Agreements valued up to \$5,000 related to public safety and Fire administrative processes and operations.
Public Works Director	Contracts, Purchases, and Agreements valued up to \$5,000 related to public safety and Public Works administrative processes and operations.
Court Clerk	Contracts, Purchases, and Agreements valued up to \$5,000 related to public safety and court operations.
Planning Supervisor	Contracts, Purchases, and Agreements valued up to \$5,000 related to public safety and planning operations.

APPENDIX B: Procurement Thresholds
Federal Bid Threshold Requirements.

Method	Used for	Federal Thresholds
Micro Purchase Procedures (not competitive, distribute equitably)	Purchases Services	Under \$3,500 (\$10,000 effective 6/20/18**)
Small Purchase Procedures (price or rate quotations)	Purchases Purchased Services (for routine functions) Personal Services (e.g., consultant) Public Works	Under \$150,000 (\$250,000 effective 6/20/18**)
Sealed/Formal Bids	Purchases Purchased Services (for routine functions) Personal Services (e.g., consultant) Public Works	\$150,000 or more (\$250,000 effective 6/20/18**)
Competitive Proposals	Personal Services Purchases	\$150,000 or more (\$250,000 effective 6/20/18**)
Competitive Proposals	Architecture/Engineering	No threshold for A&E *Note: Federal has more requirements than the RCW process with the same name.
Non-competitive Proposals	Any	No threshold. Only for sole source (RARE), emergency, grantor- authorized, or if competition not adequate.

**** CHANGE IN THRESHOLDS:**

The Office of Management and Budget (OMB) issued Memorandum M-18-18 on June 20, 2018, which increases the micro-purchase threshold to \$10,000 and the simplified acquisition threshold to \$250,000.

Pursuant to Uniform Guidance, 2 CFR Section 200.102 (Exceptions), OMB may allow exceptions to the Uniform Guidance when not prohibited by statute. OMB is granting an exception by allowing grant recipients to use the higher threshold of \$10,000 for micro-purchases (formerly \$3,500) and \$250,000 for simplified acquisitions (formerly \$150,000) in advance of the revisions to the Uniform Guidance (2 CFR 200) and the Federal Acquisition Regulations (FAR at 48 CFR Subpart 2.1).

The effective date is the date the memo was issued, June 20, 2018. Grant recipients should document any change based on this exception in accordance with 2 CFR Section 200.318 (General procurement standards). In other words, to use these thresholds in its procurements, the entity must incorporate them into its written policies/procedures.

State Bid Threshold requirements for Public Works:

Government Type	Bid Threshold Single Craft	Bid Threshold Multiple Craft	Small Works Roster Threshold	RCW Reference
Code City Pop: 8,180	\$40,000 <i>I</i> \$75,000 7/28/19	\$65,000 <i>I</i> \$116,155 7/28/19	\$300,000 <i>I</i> \$350,000 7/28/19	35.23.352 35A.40.210

Effective July 28, 2019, ESSB 5418 also allows such cities and towns to award a contract to the second lowest bidder in limited circumstances if the lowest bidder has submitted a project within the past three years that was late, over budget, or did not meet specifications.

Code Cities may use their own employees to perform public works projects with an estimated cost up to \$75,500 (single craft) or \$116,155 (multiple craft). For larger projects, you must contract with a responsible contractor.

Code Cities may also use unit priced ("on call") public work contracts.

State Bid threshold requirements for Purchases of Goods, Equipment, Supplies, or Materials not connected with a Public Works project

Government Type	Direct Buy/Vendor List	Informal Bid/Vendor List	Formal Competitive Bid Threshold	RCW Reference
Code City Pop: 8,180	>\$7,500	>\$7,500	>\$15,000	35A.40.210

State Bid threshold requirements for Personal Services or Purchased Services

State law does not require any thresholds or processes for personal services or purchased services contracting. Contractors may need state licenses or certification, depending on the type of service provided.

COUNCIL ROLL CALL LIST

Meeting Date: 1.11.22

Here	ATTENDANCE	Abs.
✓	Kevin Wickenhagen	
✓	Jared Iverson	
✓	Elizabeth Marquis	
✓	Clifford Peterson	
✓	Roger Bell	
✓	Michael Costello	
✓	Russell Carlson	

YES	AIS:	NO
	Kevin Wickenhagen	
	Jared Iverson	
	Elizabeth Marquis	
	Clifford Peterson	
	Roger Bell	
	Michael Costello	
	Russell Carlson	

YES	AIS: N-1	NO
✓	Kevin Wickenhagen	
✓	Jared Iverson	
✓	Elizabeth Marquis	
✓	Clifford Peterson	
✓	Roger Bell	
✓	Michael Costello	
✓	Russell Carlson	

YES	AIS:	NO
	Kevin Wickenhagen	
	Jared Iverson	
	Elizabeth Marquis	
	Clifford Peterson	
	Roger Bell	
	Michael Costello	
	Russell Carlson	

YES	AIS: N-2	NO
	Kevin Wickenhagen	
	Jared Iverson	
	Elizabeth Marquis	
	Clifford Peterson	
	Roger Bell	
	Michael Costello	
	Russell Carlson	

MOVED TO AGENDA

YES	AIS:	NO
	Kevin Wickenhagen	
	Jared Iverson	
	Elizabeth Marquis	
	Clifford Peterson	
	Roger Bell	
	Michael Costello	
	Russell Carlson	

YES	AIS: N-3	NO
	Kevin Wickenhagen	
	Jared Iverson	
	Elizabeth Marquis	
	Clifford Peterson	
	Roger Bell	
	Michael Costello	
	Russell Carlson	

POSTPONED TIL NEXT MEETING

YES	AIS:	NO
	Kevin Wickenhagen	
	Jared Iverson	
	Elizabeth Marquis	
	Clifford Peterson	
	Roger Bell	
	Michael Costello	
	Russell Carlson	

YES	AIS:	NO
	Kevin Wickenhagen	
	Jared Iverson	
	Elizabeth Marquis	
	Clifford Peterson	
	Roger Bell	
	Michael Costello	
	Russell Carlson	

YES	AIS:	NO
	Kevin Wickenhagen	
	Jared Iverson	
	Elizabeth Marquis	
	Clifford Peterson	
	Roger Bell	
	Michael Costello	
	Russell Carlson	