

RESOLUTION NO. 3072

RESOLUTION AUTHORIZING THE MAYOR TO SIGN "TASK ORDER NO. 2023-08"
WITH HLA ENGINEERING AND LAND SURVEYING, INC., FOR PROFESSIONAL
SERVICES RELATED TO THE CITY'S WATER AND SEWER RATE STUDY PROJECT

WHEREAS, the City desires – as what will be known as the City's Water and Sewer Rate Study Project – to determine the revenue needs for the Water Fund and Sewer Fund and adjustments to rates to provide the required revenue, and to also undertake related tasks and actions; and

WHEREAS, the entity of HLA Engineering and Land Surveying, Inc. (HLA) is one of the City's contracted engineering firms and provides professional engineering services to the City on a project-by-project basis pursuant to a previously-entered-into Contract for Professional Engineering Services, because the City does not directly employ any engineer(s) on its staff; and

WHEREAS, HLA is willing and able to provide the professional planning services that are necessary for this Project; and

WHEREAS, HLA has drafted a three-page "Task Order No. 2023-08", which recites HLA's scope of work and HLA's expected maximum fees of \$16,400.00; and

WHEREAS, the terms of Task Order No. 2023-08 are acceptable to City staff and City staff recommends that the City Council authorize the Mayor to sign it; and

WHEREAS, the City Council finds that good causes exists;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON that the Mayor be and is authorized to sign the three-page Task Order No. 2023-08 with HLA in the form appended hereto.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON this 9th day of January, 2024.



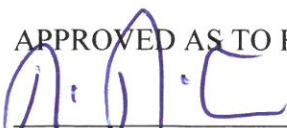
Roger Bell, Mayor

ATTEST:



Kim Grimm, Clerk/Treasurer

APPROVED AS TO FORM:



Rob Case, City Attorney

TASK ORDER NO. 2023-08

REGARDING GENERAL AGREEMENT BETWEEN CITY OF SELAH

AND

HLA ENGINEERING AND LAND SURVEYING, INC.

PROJECT DESCRIPTION:

Water and Sewer Rate Study
HLA Project No. 23159E

PROJECT DESCRIPTION:

The City of Selah (CITY) intends to complete rate studies for water and sewer utilities provided to their customers. The Water and Sewer Rate Study (PROJECT) will assess the short- and long-term financial needs of the water and sewer funds and will provide recommendations on rate adjustments needed to match revenue demands.

SCOPE OF SERVICES:

At the direction of the CITY, HLA Engineering and Land Surveying, Inc. (HLA), shall provide professional engineering services to analyze and update the CITY's utility rates for their water and sewer systems. HLA agrees to perform the following services:

1.0 Water Rate Update

The purpose of this phase is to determine the revenue needs for the Water Fund and adjustments to water rates to provide the required revenue.

- 1.1 Review historical fund performance, including both operating and reserve funds. Summarize fund performance by examining beginning and ending fund balances, and the net increase or decrease in the balance for each year.
- 1.2 Examine capital improvement needs as identified in the CITY's Water System Plan and otherwise determined through discussions with the CITY, estimate future costs including inflation, determine methods of financing improvements (reserves, grants, or loans), and estimate future debt service costs.
- 1.3 Update the long-term financial plan spreadsheet prepared in 2020 and confirm/update revenues and expenditures for use in determining rate revenue needs.
- 1.4 Meet with the CITY to discuss revenue needs and rate increases required to meet revenue demands using the existing rate structure.
- 1.5 Prepare a written summary of recommendations for revenue needs and rate increases.
- 1.6 Assist with developing ordinances which implement the recommended rate structure.
- 1.7 Attend up to one (1) CITY Council meeting to present rate recommendations and answer questions.

2.0 Sewer Rate Update

The purpose of this phase is to determine the revenue needs for the Sewer Fund and adjustments to sewer rates to provide the required revenue.

- 2.1 Review historical fund performance, including both operating and reserve funds. Summarize fund performance by examining beginning and ending fund balances and the net increase or decrease in the balance for each year.
- 2.2 Examine capital improvement needs as identified in the CITY's General Sewer Plan or otherwise determined through discussions with the CITY, estimate future costs including inflation, determine methods of financing improvements (reserves, grants, or loans), and estimate future debt service costs.
- 2.3 Update the long-term financial plan spreadsheet prepared in 2021 and confirm/update revenues and expenditures for use in determining rate revenue needs.
- 2.4 Meet with the CITY to discuss revenue needs and rate increases required to meet revenue demands using the existing rate structure.
- 2.5 Prepare a written summary of recommendations for revenue needs and rate increases.
- 2.6 Assist with developing ordinances which implement the recommended rate structure.
- 2.7 Attend up to one (1) council meeting to present rate recommendations and answer questions.

3.0 Additional Services

- 3.1 Provide professional engineering services for additional work requested by CITY that is not included in this Task Order.

4.0 Items to Be Furnished and Responsibility of CITY

The CITY will provide or perform the following:

- 4.1 Provide full information as to the CITY's requirements for the PROJECT.
- 4.2 The CITY shall assist HLA by placing at their disposal all available information pertinent to the PROJECT including previous reports, 2018 through 2022 actual revenues and expenditures, 2023 water and sewer budgets, water and sewer capital improvement plans, and any other data relative to the PROJECT.
- 4.3 Examine all documents presented by HLA and provide written decisions within a reasonable time so as not to delay the work of HLA.
- 4.4 Obtain approval from all required governmental authorities for the PROJECT, and approvals and consents from other individuals or bodies necessary for completion of the PROJECT. Pay all review fees and costs associated with obtaining such approvals.

TIME OF PERFORMANCE:

The services called for in this Task Order shall be completed as follows:

1.0 Water Rate Update

Professional engineering services for the Water Rate Update shall begin immediately upon CITY Council approval of this Task Order. Preliminary recommendations for water rates will be completed and presented to the CITY by December 6, 2023.

2.0 Sewer Rate Update

Professional engineering services for the Sewer Rate Update shall begin immediately upon CITY Council approval of this Task Order. Preliminary recommendations for water rates will be completed and presented to the CITY by December 6, 2023.

3.0 Additional Services

Time for completion of work directed by the CITY under additional services shall be negotiated and mutually agreed upon at the time service is requested by the CITY.

FEE FOR SERVICES:

For services furnished by HLA as described in this Task Order, the CITY agrees to pay HLA the fees as set forth herein. The amounts listed below may be revised only by written agreement of both parties.

1.0 Water Rate Update

All work shall be performed on a time-spent basis in accordance with Exhibit A – Schedule of Hourly Rates attached to the General Services Agreement, plus reimbursement for direct non-salary expenses such as printing expenses, out of town travel costs, and subconsultants for the estimated maximum fee of \$8,200.00.


2.0 Sewer Rate Update

All work shall be performed on a time-spent basis in accordance with Exhibit A – Schedule of Hourly Rates attached to the General Services Agreement, plus reimbursement for direct non-salary expenses such as printing expenses, out of town travel costs, and subconsultants for the estimated maximum fee of \$8,200.00.

3.0 Additional Services

Additional work requested by the CITY not included in this Task Order shall be authorized by the CITY and agreed to by HLA in writing prior to proceeding with services. HLA shall perform additional services as directed/authorized by CITY on a time-spent basis at the hourly billing rates included in our General Agreement, plus reimbursement for direct non-salary expenses such as laboratory testing, printing expenses, out of town travel costs, and outside consultants.

Proposed:  8-23-23
HLA Engineering and Land Surveying, Inc. Date
Benjamin A. Annen, PE, Vice President

Approved:  01/09/24
City of Selah Date
~~Sherry Raymond, Mayor~~
Roger Ball