



SELAH CITY COUNCIL

Regular Meeting

October 22, 2024

5:30 p.m.: Regular Scheduled Meeting

Significant items on the Agenda – such as Consent Agenda Items, Public Hearings, Ordinances and Resolutions
– will have an explanatory Agenda Item Sheet (AIS)

A yellow AIS cover page indicates an action item.

A blue AIS cover page indicates an informational/non-action item.



Selah City Council
Meeting Date: October 22, 2024
5:30 p.m.: Regular Meeting

Mayor:
Mayor Pro Tempore
and Councilmember:
Councilmembers:

Roger Bell
Kevin Wickenhagen
Jared Iverson
Elizabeth Marquis
Clifford Peterson
William Longmire
Michael Costello
David Monaghan
Rich Huebner
Rob Case
Courtney McGarity

City of Selah
115 W. Naches Ave.
Selah, WA 98942

City Administrator:
City Attorney:
City Clerk

AGENDA

- 1) **Call to Order – Mayor Bell**
- 2) **Roll Call**
- 3) **Registering in record of councilmember absence(s) as excused absence(s), per SMC 1.06.070**
- 4) **Pledge of Allegiance**
- 5) **Invocation with Darin Brown of Harvest Community Church**
- 6) **Announcement of changes, if any, from previously-published Agenda**
- 7) **Getting to know local businesses, agencies and/or people (up to 5 minutes total)**
- 8) **Comments from the public (up to 30 minutes total)**

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 pertaining to City business and official actions are the most valued, but comments pertaining to City officials' ability to fulfill their job duties due to events, actions, or activities that occurred outside the scope of their duties as a City official may also be offered. Constructive criticism of City officials is allowed including constructive criticism specifically mentioning City officials or employees by name as to official actions, but defamation, personal attacks and impertinent assertions are not allowed.

Commenters are limited to one comment per meeting and each comment is subject to a duration limit. City staff may disallow or modify any received written comment that exceeds its duration limit or that is deemed inappropriate, and the Mayor or Presiding Officer may turn off the podium microphone or otherwise silence any in-person comment that exceeds its duration limit or is deemed inappropriate.

These standards are subject to revision and will be updated whenever necessary in order to comply with constitutional requirements.

- A. Pre-arranged oral comments (up to 5 minutes each):
 - Pattie Graffe – SDA
- B. Reading of received written comments (up to 2 minutes each): None
- C. Oral comments by people in attendance (up to 2 minutes each):

9) **Proclamations/Announcements**

- A. Community Pride Awards - Kyra Holland, Ayla Holland, Myca Holland Kevin Holland and Edgardo De La Torre
- B. Fire Lieutenant Jacob Stuker – National Fire Academy Managing Officer Program
- C. Deputy Fire Chief Scott Willis – Fire Inspector 1 Certification

10) **Consent Agenda**

Consent Agenda items are listed with an asterisk (). Those items are considered routine and will be addressed via a joint motion, without any discussion or debate. However, upon the request of any Councilmember an item will be removed from the Consent Agenda, will be addressed separately, and will be subject to discussion and debate.*

- A. Courtney McGarity * Approval of Minutes from October 8, 2024 Council Meeting
- B. Kimberly Grimm * Approval of Claims & Payroll
- C. Chief Soptich * Resolution Declaring a Ford Expedition as Surplus, and Authorizing its Sale
- D. Chief Lange * Resolution Authorizing the Fire Chief to Sign Estimate #241002 from MH Electric, Inc., to Allow Work to Commence, and to Issue Payment when Work is Complete, for Lighting Replacement at Fire Station 21
- E. Rocky Wallace * Resolution Adopting a Water System Plan Amendment to the February 2021 Water System Plan and Authorizing the Public Works Director to Submit the Water System Plan Amendment to the Washington State Department of Health

11) **Public Hearings** – None

12) **General Business**

- A. New Business – None
- B. Old Business – None

- 13) **Resolutions**
A. Rich Huebner Resolution Accepting the Proposal from CivicPlus for Digital and Customer Service Software Solutions, and Authorizing the Mayor to Negotiate and Execute a Contract at an Amount Not to Exceed the Approved Proposal
- 14) **Ordinances**
A. Rich Huebner Ordinance Amending the 2024 Base Salary and Wage Schedule for Unrepresented (a/k/a Non-Union) Positions
- 15) **Reports/Announcements**
A. Departments
B. Councilmembers, personally and on behalf of committees and boards
C. City Attorney
D. City Administrator
E. Mayor or Presiding Officer, personally and on behalf of committees and board
- 16) **Executive Session** – None
- 17) **Closed Session** – None
- 18) **Adjournment**

Next Regular Meeting: November 12, 2024

Next Study Session: November 12, 2024



Selah City Council
Regular Meeting
AGENDA ITEM SUMMARY

Meeting Date: 10/22/2024
Agenda Number: 10A

Action Item

Title: Approval of Meeting Minutes from October 8, 2024 Council Meeting

From: Courtney McGarity, City Clerk

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
Regular Meeting Minutes
October 8, 2024

Call to Order

Mayor Bell called the meeting to order at 5:35 p.m.

Roll Call

Councilmembers Present: David Monaghan, Clifford Peterson, Elizabeth Marquis, Michael Costello, William Longmire, Jared Iverson

Councilmembers Absent: Kevin Wickenhagen

Staff Present: Rich Huebner, City Administrator; Rob Case, City Attorney; Dustin Soptich, Chief of Police; Jim Lange, Fire Chief; Rocky Wallace, Public Works Director; Kimberly Grimm, Finance Director; Zack Schab, Recreation + Tourism Manager; Courtney McGarity, City Clerk

Staff Absent: N/A

Pledge of Allegiance was said by all in attendance

Invocation

Mark Williams of Selah United Methodist Church provided prayer.

Announcement of Changes

Adding 13A under Resolutions; Adding 9A under Proclamations and Announcements for Annual Report from Kevin McKay with Selah School District; Adding 9B under Proclamations and Announcements for Introduction of New SPD Officers by Chief Soptich

Pre-Arranged Oral Comments from the Public

- Pattie Graffe — SDA
On 10/12 is the Selah Chamber's Wine Dine and Beyond; Selah High School SDA Viking Edition; Yakima 6th Street Construction Survey is happening to save the trolley line; Design Committee is working on replacing the garbage cans around town and changing out the flower boxes for the season; Promotions Committee is starting work on the upcoming lighted parade; Economic Vitality had the Selah PD come talk about a new drone initiative; gearing up for Kid's Market on 11/15; E3 Grant for Economic Vitality; Outreach Committee is looking for ways to recognize and promote B&O contributors and planning volunteer appreciation party for 12/12.

Oral Comments by People in Attendance (up to 2 minutes each)

- Jenny Rice – Explore Your Wild Youth Program
Gave updates on summer excursion programs; after school program; Selah Community Garden

Proclamations/Announcements

A. Kevin McKay – Superintendent | Selah School District
 Current Total Enrollment: **3632**
 Down in Enrollment by 42 Students
 New Programs: Virtual Learning K-12 (76 Students), Open Doors (Drop Out Prevention/GED), Transitional Kinder (18 Students)
 Selah Graduation Rate: 94%
 State Graduation Average: 84%

2024/2025 Enrollment for Selah School District

Kinder: 225	1 st Grade: 243
2 nd Grade: 250	3 rd Grade: 272
4 th Grade: 261	8 th Grade: 321
9 th Grade: 305	10 th Grade: 307
11 th Grade: 298	12 th Grade: 295

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

Mayor Bell presented the stipulations of the Consent Agenda.

Approved Consent Agenda

- A. Courtney McGarity * Approval of Minutes from September 10, 2024 Council Meeting
- B. Kimberly Grimm * Approval of Claims & Payroll
- C. Rocky Wallace * Resolution Declaring the East Orchard Avenue Sidewalk Improvements Project to be Complete and Accepting the Work and Materials
- D. Rocky Wallace ~~* Resolution Authorizing the Mayor to Sign “Task Order No. 2024-07” with HLA Engineering and Land Surveying, Inc., for Professional Services Related to the City’s Well No. 5 Drilling and Equipping Project~~

- E. Rocky Wallace * Resolution Authorizing the Mayor to Sign Change Order No. 1 with Northwest Striping & Sealing, LLC, Pertaining to the City’s 2024 Crack Seal Project
- F. Rich Huebner * Resolution Authorizing the Mayor to Sign a Six-Page Agreement with Solarity Credit Union for Sponsorship of One Softball Field at Carlon Park
- G. Rich Huebner ~~* Resolution Accepting the Proposal from CivicPlus for Digital and Customer Service Software Solutions, and Authorizing the Mayor to Negotiate and Execute a Contract at an Amount Not to Exceed the Approved Proposal~~

Councilmember Marquis requested items 10D and 10G from the Consent Agenda be moved to become 13B and 13C under Resolutions. Councilmember Iverson moved to approve the Consent agenda as amended. Councilmember Monaghan seconded. Mayor Bell asked council for discussion. Hearing none, Mayor Bell requested a voice vote to approve the motion and approve the Consent Agenda. Motion carries by voice vote.

Resolutions

- A. Rich Huebner Resolution Authorizing the Mayor, the Municipal Judge and/or City Staff to Sign an Interlocal Agreement with the Yakima County District Court Regarding Probation Services and also an Agreement Extension Document
- B. Rocky Wallace Resolution Authorizing the Mayor to Sign “Task Order No. 2024-07” with HLA Engineering and Land Surveying, Inc., for Professional Services Related to the City’s Well No. 5 Drilling and Equipping Project
- C. Rich Huebner Resolution Accepting the Proposal from CivicPlus for Digital and Customer Service Software Solutions, and Authorizing the Mayor to Negotiate and Execute a Contract at an Amount Not to Exceed the Approved Proposal

13A – Councilmember Iverson made a motion to approve the Resolution, seconded by Councilmember Longmire. Following a roll call vote by Ms. McGarity, all are in favor. The motion is passed.

13B – Councilmember Iverson made a motion to approve the Resolution, seconded by Councilmember Costello. Following a roll call vote by Ms. McGarity, all are in favor. The motion is passed.

13C – Councilmember Marquis proposes postponement of Resolution to have further discussions. Councilmembers agree to bring this Resolution back to City Council on 10/22/2024. No votes are held.

Staff Reports/Announcements

The following staff members provided a department report:

- Zack Schab, Recreation + Tourism Manager
- Public Works Director, Rocky Wallace
- Chief of Police, Dustin Soptich
- Kimberly Grimm, Finance Director

Councilmember Reports

- Councilmember Monaghan – Met with Lisa at Wellness House who would like to help support the Winter Warrior Challenge with the Selah Aquatic Center. Ms. McGarity is helping with the design of a promotional poster.

City Attorney Report

No Report.

City Administrator Report

The Fire Department will be welcoming 25 new applicants to the Volunteer Firefighter Orientation on 10/10. Last week Selah hosted a District 4 luncheon at Outskirts Brewing Co. for the Association of Washington Cities which includes Kittitas and Yakima Counties; Councilmembers can expect the first proposed 2025 budget for their review on 10/22 prior to the upcoming budget workshop meetings as well as additional requested information on CivicPlus.

Mayor's Report

No Report.

Adjournment

Councilmember Monaghan moved to adjourn the meeting. Councilmember Costello seconded. Mayor Bell adjourned.

Meeting ended at 7:32 p.m.

Roger Bell, Mayor

David Monaghan, Councilmember

Clifford Peterson, Councilmember

Elizabeth Marquis, Councilmember

Michael Costello, Councilmember

ABSENT

Kevin Wickenhagen, Councilmember

William Longmire, Councilmember

Jared Iverson, Councilmember

ATTEST:

Courtney McGarity, City Clerk



Selah City Council
Regular Meeting
AGENDA ITEM SUMMARY

Meeting Date: 10/22/2024
Agenda Number: 10B

Action Item

Title: Approval of Claims and Payroll

From: Kimberly Grimm, City Clerk/Treasurer

Action Requested: Approval

Staff Recommendation: Approval

Board/Commission Recommendation: N/A

Fiscal Impact: See attached payroll and claims directories

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**

CHECK REGISTER

City Of Selah

Time: 12:53:27 Date: 10/16/2024

10/15/2024 To: 10/16/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5222	10/15/2024	Payroll	1	EFT		155.36	
5224	10/15/2024	Payroll	1	EFT		1,902.46	
5227	10/15/2024	Payroll	1	EFT		345.87	
5230	10/15/2024	Payroll	1	EFT		149.00	
5234	10/15/2024	Payroll	1	EFT		3,154.99	
5235	10/15/2024	Payroll	1	EFT		288.34	
5238	10/15/2024	Payroll	1	EFT		784.53	
5247	10/15/2024	Payroll	1	EFT		2,006.32	
5253	10/15/2024	Payroll	1	EFT		316.31	
5258	10/15/2024	Payroll	1	EFT		250.74	
5259	10/15/2024	Payroll	1	EFT		619.22	
5260	10/15/2024	Payroll	1	EFT		105.30	
5262	10/15/2024	Payroll	1	EFT		219.81	
5267	10/15/2024	Payroll	1	EFT		25.41	
5272	10/15/2024	Payroll	1	EFT		2,016.61	Oct 1-15 2024 Pay Period
5273	10/15/2024	Payroll	1	EFT		1,852.43	Oct 1-15 2024 Pay Period
5274	10/15/2024	Payroll	1	EFT		2,091.81	Oct 1-15 2024 Pay Period
5275	10/15/2024	Payroll	1	EFT		2,041.87	Oct 1-15 2024 Pay Period
5276	10/15/2024	Payroll	1	EFT		2,885.75	Oct 1-15 2024 Pay Period
5277	10/15/2024	Payroll	1	EFT		1,774.24	Oct 1-15 2024 Pay Period
5278	10/15/2024	Payroll	1	EFT		2,149.63	Oct 1-15 2024 Pay Period
5279	10/15/2024	Payroll	1	EFT		1,982.49	Oct 1-15 2024 Pay Period
5281	10/15/2024	Payroll	1	EFT		1,845.11	Oct 1-15 2024 Pay Period
5282	10/15/2024	Payroll	1	EFT		2,114.06	Oct 1-15 2024 Pay Period
5283	10/15/2024	Payroll	1	EFT		4,281.31	Oct 1-15 2024 Pay Period
5284	10/15/2024	Payroll	1	EFT		1,925.77	Oct 1-15 2024 Pay Period
5285	10/15/2024	Payroll	1	EFT		3,087.71	Oct 1-15 2024 Pay Period
5286	10/15/2024	Payroll	1	EFT		117.02	Oct 1-15 2024 Pay Period
5287	10/15/2024	Payroll	1	EFT		1,947.44	Oct 1-15 2024 Pay Period
5288	10/15/2024	Payroll	1	EFT		2,620.56	Oct 1-15 2024 Pay Period
5289	10/15/2024	Payroll	1	EFT		1,987.34	Oct 1-15 2024 Pay Period
5290	10/15/2024	Payroll	1	EFT		1,869.46	Oct 1-15 2024 Pay Period
5291	10/15/2024	Payroll	1	EFT		1,809.49	Oct 1-15 2024 Pay Period
5292	10/15/2024	Payroll	1	EFT		2,504.63	Oct 1-15 2024 Pay Period
5293	10/15/2024	Payroll	1	EFT		1,985.87	Oct 1-15 2024 Pay Period
5294	10/15/2024	Payroll	1	EFT		1,942.32	Oct 1-15 2024 Pay Period
5296	10/15/2024	Payroll	1	EFT		1,975.17	Oct 1-15 2024 Pay Period
5297	10/15/2024	Payroll	1	EFT		3,390.35	Oct 1-15 2024 Pay Period
5299	10/15/2024	Payroll	1	EFT		2,293.97	Oct 1-15 2024 Pay Period
5300	10/15/2024	Payroll	1	EFT		51.97	Oct 1-15 2024 Pay Period
5302	10/15/2024	Payroll	1	EFT		2,099.71	Oct 1-15 2024 Pay Period
5303	10/15/2024	Payroll	1	EFT		232.18	Oct 1-15 2024 Pay Period
5304	10/15/2024	Payroll	1	EFT		3,674.02	Oct 1-15 2024 Pay Period
5305	10/15/2024	Payroll	1	EFT		1,858.96	Oct 1-15 2024 Pay Period
5306	10/15/2024	Payroll	1	EFT		124.33	Oct 1-15 2024 Pay Period
5307	10/15/2024	Payroll	1	EFT		1,834.96	Oct 1-15 2024 Pay Period
5308	10/15/2024	Payroll	1	EFT		1,973.19	Oct 1-15 2024 Pay Period
5309	10/15/2024	Payroll	1	EFT		1,875.14	Oct 1-15 2024 Pay Period
5311	10/15/2024	Payroll	1	EFT		1,574.53	Oct 1-15 2024 Pay Period
5312	10/15/2024	Payroll	1	EFT		2,009.44	Oct 1-15 2024 Pay Period
5313	10/15/2024	Payroll	1	EFT		3,892.03	Oct 1-15 2024 Pay Period
5314	10/15/2024	Payroll	1	EFT		1,844.14	Oct 1-15 2024 Pay Period
5315	10/15/2024	Payroll	1	EFT		2,017.44	Oct 1-15 2024 Pay Period
5316	10/15/2024	Payroll	1	EFT		1,769.53	Oct 1-15 2024 Pay Period
5317	10/15/2024	Payroll	1	EFT		3,275.04	Oct 1-15 2024 Pay Period
5318	10/15/2024	Payroll	1	EFT		2,395.34	Oct 1-15 2024 Pay Period
5319	10/15/2024	Payroll	1	EFT		1,980.23	Oct 1-15 2024 Pay Period
5320	10/15/2024	Payroll	1	EFT		2,066.98	Oct 1-15 2024 Pay Period
5322	10/15/2024	Payroll	1	EFT		3,514.44	Oct 1-15 2024 Pay Period
5323	10/15/2024	Payroll	1	EFT		3,202.73	Oct 1-15 2024 Pay Period

CHECK REGISTER

City Of Selah

Time: 12:53:27 Date: 10/16/2024

10/15/2024 To: 10/16/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5324	10/15/2024	Payroll	1	EFT		1,910.08	Oct 1-15 2024 Pay Period
5325	10/15/2024	Payroll	1	EFT		1,922.62	Oct 1-15 2024 Pay Period
5326	10/15/2024	Payroll	1	EFT		2,053.51	Oct 1-15 2024 Pay Period
5327	10/15/2024	Payroll	1	EFT		2,335.87	Oct 1-15 2024 Pay Period
5328	10/15/2024	Payroll	1	EFT		2,546.02	Oct 1-15 2024 Pay Period
5329	10/15/2024	Payroll	1	EFT		1,898.18	Oct 1-15 2024 Pay Period
5330	10/15/2024	Payroll	1	EFT		2,655.83	Oct 1-15 2024 Pay Period
5331	10/15/2024	Payroll	1	EFT		105.34	Oct 1-15 2024 Pay Period
5332	10/15/2024	Payroll	1	EFT		3,037.74	Oct 1-15 2024 Pay Period
5333	10/15/2024	Payroll	1	EFT		2,392.31	Oct 1-15 2024 Pay Period
5335	10/15/2024	Payroll	1	EFT		1,912.00	Oct 1-15 2024 Pay Period
5336	10/15/2024	Payroll	1	EFT		2,354.12	Oct 1-15 2024 Pay Period
5337	10/15/2024	Payroll	1	EFT		3,013.25	Oct 1-15 2024 Pay Period
5338	10/15/2024	Payroll	1	EFT		1,884.39	Oct 1-15 2024 Pay Period
5340	10/15/2024	Payroll	1	EFT		1,509.08	Oct 1-15 2024 Pay Period
5342	10/15/2024	Payroll	1	EFT		2,251.28	Oct 1-15 2024 Pay Period
5343	10/15/2024	Payroll	1	EFT		2,557.95	Oct 1-15 2024 Pay Period
5344	10/15/2024	Payroll	1	EFT		2,071.37	Oct 1-15 2024 Pay Period
5346	10/15/2024	Payroll	1	EFT		3,352.77	Oct 1-15 2024 Pay Period
5347	10/15/2024	Payroll	1	EFT		2,503.97	Oct 1-15 2024 Pay Period
5348	10/15/2024	Payroll	1	EFT		3,980.40	Oct 1-15 2024 Pay Period
5349	10/15/2024	Payroll	1	EFT		2,281.65	Oct 1-15 2024 Pay Period
5350	10/15/2024	Payroll	1	EFT		3,190.26	Oct 1-15 2024 Pay Period
5351	10/15/2024	Payroll	1	EFT		2,014.40	Oct 1-15 2024 Pay Period
5352	10/15/2024	Payroll	1	EFT		1,978.80	Oct 1-15 2024 Pay Period
5353	10/15/2024	Payroll	1	EFT		55.77	Oct 1-15 2024 Pay Period
5354	10/15/2024	Payroll	1	EFT		1,884.39	Oct 1-15 2024 Pay Period
5355	10/15/2024	Payroll	1	EFT		1,979.40	Oct 1-15 2024 Pay Period
5356	10/15/2024	Payroll	1	EFT		3,582.48	Oct 1-15 2024 Pay Period
5357	10/15/2024	Payroll	1	EFT		2,929.34	Oct 1-15 2024 Pay Period
5358	10/15/2024	Payroll	1	EFT		2,565.91	Oct 1-15 2024 Pay Period
5359	10/15/2024	Payroll	1	EFT		3,124.50	Oct 1-15 2024 Pay Period
5387	10/15/2024	Payroll	1	EFT	AFLAC Remittance Processing	258.63	Pay Cycle(s) 09/30/2024 To 09/30/2024 - AFLAC 125; Pay Cycle(s) 10/15/2024 To 10/15/2024 - AFLAC 125
5388	10/15/2024	Payroll	1	EFT	EFTPS	64,913.07	941 Deposit for Pay Cycle(s) 10/15/2024 - 10/15/2024
5389	10/15/2024	Payroll	1	EFT	Washington State Support Registry	234.00	Pay Cycle(s) 10/15/2024 To 10/15/2024 - WA STATE SUPPORT
5394	10/16/2024	Payroll	1	EFT	Dept of Retirement - Def Comp	4,232.59	Pay Cycle(s) 10/15/2024 To 10/15/2024 - Deferred Comp; Pay Cycle(s) 10/15/2024 To 10/15/2024 - Deferred Comp - Roth
5395	10/16/2024	Payroll	1	EFT	Dept of Retirement Systems	36,087.67	Pay Cycle(s) 10/15/2024 To 10/15/2024 - PERS2; Pay Cycle(s) 10/15/2024 To 10/15/2024 - LEOFF2; Pay Cycle(s) 10/15/2024 To 10/15/2024 - PERS3
5413	10/16/2024	Payroll	1	EFT	HRA VEBA Trust - PD & PW YA063	3,416.38	Pay Cycle(s) 10/15/2024 To 10/15/2024 - HRA VEBA
5223	10/15/2024	Payroll	1	86439		2,728.14	
5225	10/15/2024	Payroll	1	86440		478.85	
5226	10/15/2024	Payroll	1	86441		195.79	
5228	10/15/2024	Payroll	1	86442		57.73	
5229	10/15/2024	Payroll	1	86443		463.61	
5231	10/15/2024	Payroll	1	86444		1,092.98	
5232	10/15/2024	Payroll	1	86445		348.31	

CHECK REGISTER

City Of Selah

Time: 12:53:27 Date: 10/16/2024

10/15/2024 To: 10/16/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5233	10/15/2024	Payroll	1	86446		400.82	
5236	10/15/2024	Payroll	1	86447		318.27	
5237	10/15/2024	Payroll	1	86448		1,102.98	
5239	10/15/2024	Payroll	1	86449		699.56	
5240	10/15/2024	Payroll	1	86450		609.37	
5241	10/15/2024	Payroll	1	86451		1,343.25	
5242	10/15/2024	Payroll	1	86452		724.50	
5243	10/15/2024	Payroll	1	86453		205.96	
5244	10/15/2024	Payroll	1	86454		59.12	
5245	10/15/2024	Payroll	1	86455		279.37	
5246	10/15/2024	Payroll	1	86456		121.45	
5248	10/15/2024	Payroll	1	86457		481.62	
5249	10/15/2024	Payroll	1	86458		465.60	
5250	10/15/2024	Payroll	1	86459		366.32	
5251	10/15/2024	Payroll	1	86460		1,224.41	
5252	10/15/2024	Payroll	1	86461		1,042.84	
5254	10/15/2024	Payroll	1	86462		320.47	
5255	10/15/2024	Payroll	1	86463		175.79	
5256	10/15/2024	Payroll	1	86464		470.54	
5257	10/15/2024	Payroll	1	86465		103.44	
5261	10/15/2024	Payroll	1	86466		267.82	
5263	10/15/2024	Payroll	1	86467		203.17	
5264	10/15/2024	Payroll	1	86468		105.76	
5265	10/15/2024	Payroll	1	86469		1,476.01	
5266	10/15/2024	Payroll	1	86470		86.04	
5268	10/15/2024	Payroll	1	86471		465.00	
5269	10/15/2024	Payroll	1	86472		497.78	
5270	10/15/2024	Payroll	1	86473		177.32	
5271	10/15/2024	Payroll	1	86474		57.73	
5280	10/15/2024	Payroll	1	86475		55.77	Oct 1-15 2024 Pay Period
5295	10/15/2024	Payroll	1	86476		68.42	Oct 1-15 2024 Pay Period
5298	10/15/2024	Payroll	1	86477		55.77	Oct 1-15 2024 Pay Period
5301	10/15/2024	Payroll	1	86478		65.83	Oct 1-15 2024 Pay Period
5310	10/15/2024	Payroll	1	86479		61.94	Oct 1-15 2024 Pay Period
5321	10/15/2024	Payroll	1	86480		58.51	Oct 1-15 2024 Pay Period
5334	10/15/2024	Payroll	1	86481		65.82	Oct 1-15 2024 Pay Period
5339	10/15/2024	Payroll	1	86482		55.77	Oct 1-15 2024 Pay Period
5341	10/15/2024	Payroll	1	86483		102.25	Oct 1-15 2024 Pay Period
5345	10/15/2024	Payroll	1	86484		62.17	Oct 1-15 2024 Pay Period
5360	10/15/2024	Payroll	1	86485		108.44	Oct 1-15 2024 Pay Period
5362	10/15/2024	Payroll	1	86486	Selah Firefighter's Assoc Fire Station #	900.00	Pay Cycle(s) 10/15/2024 To 10/15/2024 - FF STA 1 DUES
5363	10/15/2024	Payroll	1	86487	Selah Firefighter's Assoc Fire Station #	160.00	Pay Cycle(s) 10/15/2024 To 10/15/2024 - FF STA 2 DUES
5364	10/15/2024	Payroll	1	86488	Selah Firefighter's Assoc Fire Station #	210.00	Pay Cycle(s) 10/15/2024 To 10/15/2024 - FF STA 4 DUES
5365	10/15/2024	Payroll	1	86489	Selah Firefighter's Assoc Fire Station #	40.00	Pay Cycle(s) 10/15/2024 To 10/15/2024 - FF STA 6 DUES
5366	10/15/2024	Payroll	1	86490	Selah Police Association Employee Fund	290.00	Pay Cycle(s) 10/15/2024 To 10/15/2024 - PD EMP FUND
5367	10/15/2024	Payroll	1	86491	Teamsters Local #760 - PD Dues	1,690.00	Pay Cycle(s) 10/15/2024 To 10/15/2024 - TEAMSTERS PD DUES

CHECK REGISTER

City Of Selah

Time: 12:53:27 Date: 10/16/2024

10/15/2024 To: 10/16/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		103 Fire Control				95,482.87	
		110 City Street				16,540.37	
		111 Street Improvement				1,182.17	
		118 Civic Center				3,921.78	
		119 Transit				3,791.53	
		121 Tourism				318.56	
		411 Water				27,587.75	
		415 Sewer				41,888.11	
		420 Solid Waste				4,759.08	
						314,328.13	Payroll: 314,328.13

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

Payroll Specialist

Finance Director

Subscribed this _____ day of _____, _____

The following voucher/checks are approved for payment:

Voucher/check number _____ through _____ Total \$ _____

ACCOUNTS PAYABLE

City Of Selah

Time: 08:08:41 Date: 10/18/2024

As Of: 12/06/2024

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
2030	10/17/2024	10/22/2024	1606	Abadan	1,583.98 Invoice #AR284807, AR291135, AR287609
1997	10/17/2024	10/22/2024	1612	Advance Auto Parts	69.01 Invoice #2418-864383
1917	10/15/2024	10/22/2024	1627	Amazon Capital Services	54.14 Invoice #1MQG-911Q-JM1Y
1998	10/17/2024	10/22/2024	1633	Anatek Labs	117.00 Invoice #2424659, 2425549, 2425572
1999	10/17/2024	10/22/2024	1633	Anatek Labs	1,148.00 Invoice #2425664, 2425668, 2425669, 2425974
2000	10/17/2024	10/22/2024	1652	Autozone	37.91 Invoice #3720310930
2001	10/17/2024	10/22/2024	1652	Autozone	9.95 Invoice #3720312358
2025	10/17/2024	10/22/2024	1704	Caprise Groo/Petty Cash	208.50 Petty Cash 10-2024
2026	10/17/2024	10/22/2024	2931	Capture Energy LLC	56,333.35 Invoice #24121C-PE 01
1918	10/15/2024	10/22/2024	1706	Card Service Center	106.00 Invoice #3674 92024
1972	10/16/2024	10/22/2024	1706	Card Service Center	342.93 Invoice #0118 1024
1989	10/16/2024	10/22/2024	1706	Card Service Center	1,287.05 Account 0134 Credit Card
2033	10/18/2024	10/22/2024	1706	Card Service Center	4,231.55 Invoice #0037 924
1919	10/15/2024	10/22/2024	1717	Central Chain & Transmission, Inc.	261.80 Invoice #INV134468
1920	10/15/2024	10/22/2024	1719	Central Pre-Mix Concrete CO	793.85 Invoice #3848332
1921	10/15/2024	10/22/2024	1728	Chemsearchfe	219.79 Invoice #8871920
1903	10/15/2024	10/22/2024	1744	City of Yakima	4,612.25 Invoice #1944843, 1944786
1973	10/16/2024	10/22/2024	1744	City of Yakima	23,989.19 Invoice #1944844
1904	10/15/2024	10/22/2024	1763	Culligan Yakima	127.98 Invoice #202409387599
1910	10/15/2024	10/22/2024	1763	Culligan Yakima	19.50 Invoice #202409442279
2031	10/17/2024	10/22/2024	1763	Culligan Yakima	61.46 Invoice #202409671992 924
1905	10/15/2024	10/22/2024	2654	Databar	2,851.86 Invoice #268533
1958	10/15/2024	10/22/2024	1808	Dooley Enterprises, Inc.	1,751.75 Invoice Dooley / #2 - 2024
1960	10/15/2024	10/22/2024	1823	Embroidery Northwest	73.64 Invoice 2000 New Hire Patches
1922	10/15/2024	10/22/2024	1832	Endress + Hauser, Inc.	4,610.18 Invoice #6002591974, 6002609077
1923	10/15/2024	10/22/2024	1852	First National Bank Omaha	656.46 Invoice #3419 SEPT 2024
1971	10/16/2024	10/22/2024	1852	First National Bank Omaha	305.00 Invoice #4496 SW
1984	10/16/2024	10/22/2024	1852	First National Bank Omaha	910.56 Account 9950 9/24
1986	10/16/2024	10/22/2024	1852	First National Bank Omaha	37.21 Account 6001
1987	10/16/2024	10/22/2024	1852	First National Bank Omaha	39.50 Account 1728 uniform patches
1988	10/16/2024	10/22/2024	1852	First National Bank Omaha	2,891.61 Account 0732 New Badges
2002	10/17/2024	10/22/2024	1863	GS Long Co, Inc.	459.84 Invoice #0822912-IN
1941	10/15/2024	10/22/2024	2846	Gardner, Billy	378.00 Invoice #652166
2027	10/17/2024	10/22/2024	1879	Gray & Osborne, Inc.	732.87 Invoice #24848.00-5
1924	10/15/2024	10/22/2024	1883	HD Fowler Company	27.29 Invoice #I6841021
1925	10/15/2024	10/22/2024	1883	HD Fowler Company	729.01 Invoice #I6846258
1954	10/15/2024	10/22/2024	1885	HID Global Corporation	1,140.40 Invoice 13402020609 Live Scan subscription
1961	10/15/2024	10/22/2024	1886	HLA Engineering & Land Surveying, Inc.	642.03 Invoice #23159E-005
1962	10/15/2024	10/22/2024	1886	HLA Engineering & Land Surveying, Inc.	115,729.50 Invoice #23166E-011
1963	10/15/2024	10/22/2024	1886	HLA Engineering & Land Surveying, Inc.	6,554.58 Invoice #24054C-005

ACCOUNTS PAYABLE

City Of Selah

Time: 08:08:41 Date: 10/18/2024

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Accts Pay #	Received	Date Due	1886	Vendor	Amount	Memo
1964	10/15/2024	10/22/2024	1886	HLA Engineering & Land Surveying, Inc.	1,157.38	Invoice #24067E-006
1965	10/15/2024	10/22/2024	1886	HLA Engineering & Land Surveying, Inc.	8,434.50	Invoice #24081E-006
1966	10/15/2024	10/22/2024	1886	HLA Engineering & Land Surveying, Inc.	5,008.69	Invoice #24121C-002
1967	10/15/2024	10/22/2024	1886	HLA Engineering & Land Surveying, Inc.	5,015.73	Invoice #24124C-002
2005	10/17/2024	10/22/2024	1886	HLA Engineering & Land Surveying, Inc.	23,605.69	Invoice #22205C-007
2006	10/17/2024	10/22/2024	1886	HLA Engineering & Land Surveying, Inc.	1,455.00	Invoice #24006P-002
2007	10/17/2024	10/22/2024	1886	HLA Engineering & Land Surveying, Inc.	4,006.00	Invoice #24006G-009
1952	10/15/2024	10/22/2024	1889	Hanford Mission Integration Solutions, L	668.72	Invoice #'s HMR250102, HMR250101 EVOC Training
1911	10/15/2024	10/22/2024	1895	Helms Hardware Company	74.88	Invoice #833481, 833995, 834058
1926	10/15/2024	10/22/2024	1895	Helms Hardware Company	14.07	Invoice #833436
1927	10/15/2024	10/22/2024	1895	Helms Hardware Company	32.48	Invoice #833458
1928	10/15/2024	10/22/2024	1895	Helms Hardware Company	7.10	Invoice #833470
1929	10/15/2024	10/22/2024	1895	Helms Hardware Company	5.19	Invoice #833673
1930	10/15/2024	10/22/2024	1895	Helms Hardware Company	12.66	Invoice #833688
1931	10/15/2024	10/22/2024	1895	Helms Hardware Company	31.91	Invoice #833735
1932	10/15/2024	10/22/2024	1895	Helms Hardware Company	8.08	Invoice #833775
1933	10/15/2024	10/22/2024	1895	Helms Hardware Company	12.82	Invoice #833761
1934	10/15/2024	10/22/2024	1895	Helms Hardware Company	48.29	Invoice #833791
1935	10/15/2024	10/22/2024	1895	Helms Hardware Company	-242.70	Invoice #833815
1938	10/15/2024	10/22/2024	1895	Helms Hardware Company	37.24	Invoice #833816
1940	10/15/2024	10/22/2024	1895	Helms Hardware Company	6.32	Invoice #833832
1942	10/15/2024	10/22/2024	1895	Helms Hardware Company	13.62	Invoice #833836
1943	10/15/2024	10/22/2024	1895	Helms Hardware Company	6.81	Invoice #833882
1944	10/15/2024	10/22/2024	1895	Helms Hardware Company	42.24	Invoice #833894
1946	10/15/2024	10/22/2024	1895	Helms Hardware Company	24.35	Invoice #833904
1948	10/15/2024	10/22/2024	1895	Helms Hardware Company	98.28	Invoice #833979
1949	10/15/2024	10/22/2024	1895	Helms Hardware Company	1.94	Invoice #833994
1950	10/15/2024	10/22/2024	1895	Helms Hardware Company	-1.94	Invoice #834002
1951	10/15/2024	10/22/2024	1895	Helms Hardware Company	9.91	Invoice #834024
1953	10/15/2024	10/22/2024	1895	Helms Hardware Company	1.94	Invoice #834036
1955	10/15/2024	10/22/2024	1895	Helms Hardware Company	23.87	Invoice #834094
1956	10/15/2024	10/22/2024	1895	Helms Hardware Company	25.98	Invoice #834096
1959	10/15/2024	10/22/2024	1895	Helms Hardware Company	13.52	Invoice #834217
2003	10/17/2024	10/22/2024	1895	Helms Hardware Company	37.31	Invoice #833913
2004	10/17/2024	10/22/2024	1895	Helms Hardware Company	40.75	Invoice #833980
2008	10/17/2024	10/22/2024	1901	Independent Water Service, Inc.	81.23	Invoice #R2410004
1939	10/15/2024	10/22/2024	1974	L-P Body Shop, Inc.	3,808.84	Invoice 49950 Vehicle collision repair
2009	10/17/2024	10/22/2024	1989	Les Schwab Tires	1,180.28	Invoice #41800606250
1975	10/16/2024	10/22/2024	2639	Lightcurve	274.07	Invoice 100237848 Phone bill
1976	10/16/2024	10/22/2024	2639	Lightcurve	91.60	Invoice #100237845 1024

ACCOUNTS PAYABLE

City Of Selah

Time: 08:08:41 Date: 10/18/2024

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
1977	10/16/2024	10/22/2024	2639	Lightcurve	449.17 100237844
1983	10/16/2024	10/22/2024	2639	Lightcurve	347.23 Invoice #100237837 1024
1990	10/16/2024	10/22/2024	2639	Lightcurve	398.65 Invoice #100237838, 100237839, 100237840
2010	10/17/2024	10/22/2024	2639	Lightcurve	538.61 Invoice #100237852 1024
2011	10/17/2024	10/22/2024	2639	Lightcurve	163.08 Invoice #100237841, 100237843, 100237842
1937	10/15/2024	10/22/2024	2034	Moon Security Service, Inc.	680.00 Invoice 1257598 EHM
2028	10/17/2024	10/22/2024	2051	Northwest Striping & Sealing LLC	33,852.23 Invoice #24848.00 PE1 Final
1912	10/15/2024	10/22/2024	2053	O'Reilly Automotive Inc	188.33 Invoice #5631-454814, 5631-454519
2013	10/17/2024	10/22/2024	2053	O'Reilly Automotive Inc	36.67 Invoice #5631-455479
2014	10/17/2024	10/22/2024	2053	O'Reilly Automotive Inc	140.78 Invoice #5631-455482
2015	10/17/2024	10/22/2024	2053	O'Reilly Automotive Inc	12.13 Invoice #5631-455483
1969	10/16/2024	10/22/2024	2055	ODP Business Solutions, LLC	229.74 Invoice #389852663001, 389852663002, 389852663003, 389859138001
1970	10/16/2024	10/22/2024	2055	ODP Business Solutions, LLC	59.00 Invoice #387169558001
1913	10/15/2024	10/22/2024	2066	Oxarc, Inc.	122.44 Invoice #0032178985
1914	10/15/2024	10/22/2024	2075	Pacific Power	778.16 Invoice #48687101-025 3 10/10/24
1915	10/15/2024	10/22/2024	2075	Pacific Power	165.45 Invoice #21009236-001 0 1024
1974	10/16/2024	10/22/2024	2075	Pacific Power	469.23 Invoice #48687101-029 5
1978	10/16/2024	10/22/2024	2075	Pacific Power	22.72 49799191-007 4 1024
1982	10/16/2024	10/22/2024	2075	Pacific Power	946.17 Invoice #49954801-001 0 1024
1994	10/16/2024	10/22/2024	2075	Pacific Power	411.55 Account 49798701-003 8 SEPD Power Bill
2029	10/17/2024	10/22/2024	2075	Pacific Power	43,072.70 PW Utilities
2016	10/17/2024	10/22/2024	2096	Pingrey Motor Company	433.20 Invoice #54322
2017	10/17/2024	10/22/2024	2107	Primary Electric & Design LLC	1,265.62 Invoice #7459, 7465
1906	10/15/2024	10/22/2024	2138	Robert R. Northcott	600.00 Invoice #10924
1907	10/15/2024	10/22/2024	2926	Robledo, Kelsee	30.00 Receipt #1006295.001
1981	10/16/2024	10/22/2024	2140	Rodda Paint Company	245.79 Invoice #70091329
2018	10/17/2024	10/22/2024	2146	Russell Landscaping, LLC	379.05 Invoice #9906
1908	10/15/2024	10/22/2024	2168	Selah Downtown Association	30,000.00 Invoice #2024 B&O Tax Contribution
1979	10/16/2024	10/22/2024	2235	Thomson Reuters - West	244.16 Invoice #850869389
2019	10/17/2024	10/22/2024	2251	Tri-Valley Construction, Inc.	143,003.04 Invoice #24054C-PE-01
2020	10/17/2024	10/22/2024	2930	Valley Signs & Barricades	628.14 Invoice #93827
1945	10/15/2024	10/22/2024	2269	Valvoline Instant Oil Change	85.76 Invoice #s 34517 (549), 34510 (557) Oil Changes
1968	10/16/2024	10/22/2024	2271	Verizon Wireless	533.63 Invoice #9975643292, 9975625077
1980	10/16/2024	10/22/2024	2271	Verizon Wireless	549.12 Invoice #9975625075 1024
1995	10/16/2024	10/22/2024	2271	Verizon Wireless	856.15 Invoice # 9975625076 SEPD Mobile Phone
1996	10/16/2024	10/22/2024	2271	Verizon Wireless	920.48 Invoice #9975621750 SEPD Modems
2021	10/17/2024	10/22/2024	2271	Verizon Wireless	924.82 Invoice #9975625079
2032	10/17/2024	10/22/2024	2271	Verizon Wireless	126.72 Invoice #9975625078
2012	10/17/2024	10/22/2024	2276	Vic's Auto & Supply	145.88 Invoice #307-55121

ACCOUNTS PAYABLE

City Of Selah

Time: 08:08:41 Date: 10/18/2024

As Of: 12/06/2024

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
1909	10/15/2024	10/22/2024	2927 Voss, Rachel	750.00	Receipt #1003989.003
1947	10/15/2024	10/22/2024	2286 Wash Central	345.69	Invoice 27153 Vehicle Cleaning
1985	10/16/2024	10/22/2024	2311 Washington State Patrol	66.25	Invoice #12501605
1916	10/15/2024	10/22/2024	2339 Yakima Cooperative Association	3,803.90	Invoice #000015763 93024
1936	10/15/2024	10/22/2024	2339 Yakima Cooperative Association	5,268.49	Customer 0000157729
2023	10/17/2024	10/22/2024	2339 Yakima Cooperative Association	4,712.08	Invoice #157825 Sep 2024
1993	10/16/2024	10/22/2024	2344 Yakima County Department Of Corrections	6,040.84	DOC Inmate Housing 9/24
1991	10/16/2024	10/22/2024	2351 Yakima County Fire District #5	38,654.72	Invoice #21615
2022	10/17/2024	10/22/2024	2353 Yakima County GIS	170.00	Invoice #YCGIS STORM, YCGIS PLANNING
2024	10/17/2024	10/22/2024	2377 Yakima Waste Systems, Inc.	171.32	Invoice #4161121S195
1992	10/16/2024	10/22/2024	2378 Yakima Worker Care	155.00	Invoice #47091
Report Total:				615,505.02	

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

Payroll Specialist

Finance Director

Subscribed this _____ day of _____, _____

The following voucher/checks are approved for payment:

Voucher/check number _____ through _____ Total \$ _____

CHECK REGISTER

City Of Selah

Time: 13:51:13 Date: 10/16/2024

10/08/2024 To: 10/11/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5189	10/08/2024	Claims	1	182353	Margita A. Dornay, Attorney at Law	8,000.00	Invoice #31
5190	10/08/2024	Claims	1	182354	Rodda Paint Company	446.47	Invoice #70091063; Invoice #70091100
5208	10/10/2024	Claims	1	182355	Quaton D. E. Baird	297.00	Travel Wastewater/Stormwater Training
5209	10/10/2024	Claims	1	182356	William R Peacock, P.E.	550.00	Invoice #202410Selah2
5210	10/10/2024	Claims	1	182357	US Bank N.A. - Custody	78.00	3rd Q Maint & Receipts chg
						8,524.47	
						847.00	
						<u>9,371.47</u>	Claims: 9,371.47

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

Payroll Specialist

Finance Director

Subscribed this _____ day of _____, _____

The following voucher/checks are approved for payment:

Voucher/check number _____ through _____ Total \$ _____



Selah City Council

Regular Meeting

AGENDA ITEM SUMMARY

Meeting Date: 10/22/2024
Agenda Number: 10C

Action Item

Title: Resolution Declaring a Ford Expedition as Surplus, and Authorizing its Sale

From: Dustin Soptich, Police Chief

Action Requested: Approval

Staff Recommendation: Approval

Board/Commission Recommendation: N/A

Fiscal Impact: Expected sale revenues of lessor than \$10,000 net; no expense to City other than potential auction fees, prior to the net sale revenues being obtained.

Funding Source: N/A

Background/Findings/Facts: The City no longer has a need for a Ford Expedition that was a former Police patrol vehicle. The vehicle was recently loaned to City Hall, but City Hall has not found a consistent need for it. Thus, the vehicle should be surplused.

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:

RESOLUTION NO. _____

RESOLUTION DECLARING A FORD EXPEDITION AS SURPLUS, AND AUTHORIZING
ITS SALE

WHEREAS, the City owns a 2008 Ford Expedition (VIN #1FMFU16588LA40534), and the City no longer needs such item for City operations; and

WHEREAS, in its present condition, such item has only de minimus value and is likely worth no more than Ten Thousand Dollars (\$10,000.00); and

WHEREAS, City management desires to dispose of the item by declaring it to be surplus and then selling it for its believed fair market value; and

WHEREAS, the City Council finds that good cause exists;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON that the 2008 Ford Expedition (VIN #1FMFU16588LA40534) is declared to be surplus, and is approved for sale in a reasonable manner without further approval or action by the City Council – with such sale being to any buyer for the maximum price that can be obtained.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON this 22nd day of October, 2024.

Roger Bell, Mayor

ATTEST:

Courtney McGarity, City Clerk

APPROVED AS TO FORM:

Rob Case, City Attorney

Resolution No. _____



Selah City Council
Regular Meeting
AGENDA ITEM SUMMARY

Meeting Date: 10/22/2024
Agenda Number: 10D

Action Item

Title: Resolution Authorizing the Fire Chief to Sign Estimate #241002 from MH Electric, Inc., to Allow Work to Commence, and to Issue Payment when Work is Complete, for Lighting Replacement at Fire Station 21

From: Jim Lange, Fire Chief

Action Requested: Approval

Staff Recommendation: Approval

Board/Commission Recommendation: Approval

Fiscal Impact: Total project cost will be \$10,199.00. However, Pacific Power will pay the majority; the Fire Department's share will be just \$1,866.42. After the project is complete, the Fire Department will realize annual savings on electricity charges.

Funding Source: Fund 103, Fire Control.

Background/Findings/Facts: The Fire Department was approved for funding through Pacific Power's incentive program, for replacement of existing fluorescent fixtures at Fire Station 21 with retrofitted LED lamps.

The total project cost will be \$10,199.00. Pacific Power will pay \$9,179.10. The Fire Department's share will be just \$1,866.42.

Pacific Power estimates a fifty percent (50.0%) wattage reduction following completion of this project, resulting in annual electricity charge savings of \$2,632 and, thus, a return on the Fire Department's investment after just five (5) months.

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:**

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE FIRE CHIEF TO SIGN ESTIMATE #241002 FROM
MH ELECTRIC, INC., TO ALLOW WORK TO COMMENCE, AND TO ISSUE
PAYMENT WHEN WORK IS COMPLETE, FOR LIGHTING REPLACEMENT
AT FIRE STATION 21

WHEREAS, the Fire Department desires to replace lights at Fire Station 21; and

WHEREAS, Pacific Power has an available incentive program which, if utilized, would offset much of the anticipated cost; and

WHEREAS, the Fire Department has obtained an one-page estimate (Estimate #241002) from MH Electrical, Inc., to perform the scope of work for an overall cost of \$10,199.00; and

WHEREAS, Pacific Power would contribute \$9,179.10 toward to project, which would result in the Fire Department's financial outlay being reduced to just \$1,866.42; and

WHEREAS, the City Council finds that good cause exists to authorize the Fire Chief to sign Estimate #241002, to allow work to commence, and to issue payment – from Fund 103, Fire Control – when work is complete;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON that the Fire Chief be and is (1) authorized to sign Estimate #241002, (2) to allow work to commence; and (3) to issue payment – from Fund 103, Fire Control – not exceeding \$1,866.42 when work is complete.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON this 22nd day of October, 2024.

Roger Bell, Mayor

ATTEST:

Courtney McGarity, City Clerk

APPROVED AS TO FORM:

Rob Case, City Attorney

MH Electric, Inc.

P.O. Box 11224
 Yakima, WA 98909
 (509) 452-6039

Estimate

DATE	ESTIMATE #
10/2/2024	241002

BILL TO:

Selah Fire Department
 206 W Fremont Ave
 Selah, WA 98942
 Attn: Jim Lange

JOB #	TERMS	PROJECT
24-000	On Completion	Fire Station Interior Relighting

QUANTITY	DESCRIPTION	each	Bid Amount
116	Retrofit existing fluorescent fixtures with LED lamps*** *** Per Scope of Work		\$10,199.00
	Deducted Pacific Power incentive (pending PPL approval) 90% of the total cost paid by Pacific Power 50% wattage reduction saving you \$2632 per year 100% Return on Investment (payback in just 5 months)		-\$9,179.10

*One year warranty on labor. Five-year manufacturer's warranty on LED Lamps, Ballasts & Fixtures. Payment is due on:

the 10th of the month following invoice. Interest will be accrued at the

rate of 1.5% per month on the unpaid balance. Pacific Power incentives are estimates and may vary.

*** Ensuring compliance with electrical/building codes on existing fixtures

is NOT included. Additional T&M charges may apply to bring wiring up to code.

Emergency fixtures (if present) are done on a T/M basis. Estimate is good for 14 days.

Subtotal	\$1,019.90
Sales Tax	\$846.52
Total	\$1,866.42

Signature _____

Customer/Site Information

City of Selah
 Jim Lange, (509) 698-7312
James.Lange@Selah.wa.gov

205 W Fremont Ave
 Selah, WA 98942
 Meter #: 85872722 Rate: 24

Vendor Information

MH Electric
 Walt Wenda, (509) 969-8200
ww@mhelectricinc.com

P.O. Box 11224
 Yakima, WA 98909

Project Information

Selah Fire Department
 Audit Date: 10/02/2024
 Project Type: Retrofit
 Project Stage: Preliminary (Pre-Install)

Lighting Assessment Summary

Electric Cost Savings^a



\$2,632 Per Year

Total Project Incentives^{a, b}



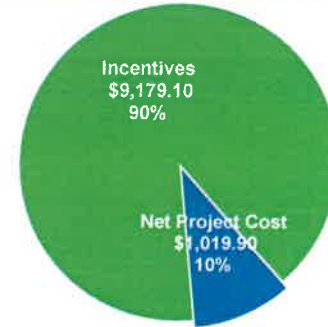
\$9,179.10 (90% Cost Cap Applied for SBL)

Energy Savings^a



31,109 kWh/year Energy Savings

5.5 kW/month Demand Reduction



Total Project Cost
\$10,199.00

Simple Payback^a



0.4 years with incentives

3.9 years without incentives

a. Energy savings, electric cost savings, and total project incentives are estimates only and intended solely for Wattsmart Business lighting projects. Savings may be adjusted for heating/cooling factors based on region and space type. Incentives paid are based upon approved as-installed equipment, operating conditions, and project costs.

b. Estimated Total Project Incentive for Small Business is good for 6 months from measure effective date listed above.

* Project-Level Lighting Power Density (watts per square foot): Existing (0.977) / Code (0.540) / Proposed (0.488)

Lighting Project Next Steps

✓ Review this assessment report with your auditor.

Typical Projects

1. Before you start your project, submit a completed and signed general application to wattsmartbusiness@pacificpower.net or have your Wattsmart Business vendor submit it. We may need to verify existing equipment through an inspection.
2. We provide an incentive offer letter. If you do not have an incentive offer letter, you will not be able to receive an incentive. Receive the incentive offer letter before you install equipment.
3. Upgrade your lighting.
4. Submit project cost documentation including invoices with a breakdown of materials and labor per the terms outlined in the incentive offer letter. A post-installation inspection may be required.
5. Receive incentive check within 45 days of completion of step 4.

Small Business Projects

1. Schedule a free facility assessment conducted by a Wattsmart Small Business Approved Contractor. If you would like to contact an Approved Contractor to see if you qualify, just call us at 1-855-805-7231 or email.
2. Review and approve lighting proposal and sign incentive application. You assign your incentive to the Approved Contractor and he or she will pass 100 percent of the eligible incentive on their invoice to you and take care of the paperwork.
3. The Approved Contractor will install your new lighting. We may request to inspect your lighting upgrades to verify energy savings and quality of installation.
4. Pay the Approved Contractor the balance of your project costs.

SCOPE OF WORK
Selah Fire Dept

10/2/2024

Location	# Exist Fixtrs	Existing Fixture	# Prop Fixtrs	Proposed Fixture	# of T8 lamps
Entry/Hall/Elevator	6	4LT8 Parabolic Troffers	6	4LT8 Direct Wire	24
Entry/Hall/Elevator	2	4LT8 (2x4') Troffers	2	4LT8 Direct Wire	8
Open Office	8	4LT8 Parabolic Troffers	8	4LT8 Direct Wire	32
Office 1	3	4LT8 Parabolic Troffers	3	4LT8 Direct Wire	12
Office 2	3	4LT8 Parabolic Troffers	3	4LT8 Direct Wire	12
Office 3	2	4LT8 Parabolic Troffers	2	4LT8 Direct Wire	8
Office 4	2	4LT8 Parabolic Troffers	2	4LT8 Direct Wire	8
Conference Rm	4	4LT8 Parabolic Troffers	4	4LT8 Direct Wire	16
RR	4	4LT8 (2x4') Troffers	4	4LT8 Direct Wire	16
RR	2	2LT8 (4') Wrap	2	2LT8 Direct Wire	4
Kitchen	2	4LT8 (2x4') Troffers	2	4LT8 Direct Wire	8
Large Conference Rm	12	4LT8 (2x4') Troffers	12	4LT8 Direct Wire	48
Hose Drying Tower	3	2LT8 (4') Vapor tight	3	2LT8 Direct Wire	6
Hose Drying Tower	3	2LT8 (4') Wrap	3	2LT8 Direct Wire	6
Hose Drying Tower	2	2LA19 Sconce	2	LED A19 bulbs	0
Oxygen Room	2	2LT8 (4') Wrap	2	2LT8 Direct Wire	4
Laundry	1	2LT8 (4') Wrap	1	2LT8 Direct Wire	2
Shop	9	4LT8 (8') Strips	9	4LT8 Direct Wire	36
Shop	3	2LT8 (4') Wrap	3	2LT8 Direct Wire	6
First Aid Supply	1	2LT8 (4') Wrap	1	2LT8 Direct Wire	2
Truck Bays	22	4LT8 (8') Strips	22	4LT8 Direct Wire	88
Truck Bays	1	2LT8 LED Strip	0	leave as is	0
Stairs	2	2LA19 Sconce	2	LED A19 bulbs	0
Stairs	4	A19 LED fixture	0	leave as is	0
Upstairs	15	4LT8 Surface Troffers	15	4LT8 Direct Wire	60
Upstairs	1	2LT8 (4') Wrap	1	2LT8 Direct Wire	2
Upstairs	2	4LT8 Wrap	2	4LT8 Direct Wire	8
Exterior	39	All LED fixtures	0	leave as is	0
Total:	160		116		416



Selah City Council
 Regular Meeting
AGENDA ITEM SUMMARY

Meeting Date: 10/22/2024
 Agenda Number: 10E

Action Item

Title: Resolution Adopting a Water System Plan Amendment to the February 2021 Water System Plan and Authorizing the Public Works Director to Submit the Water System Plan Amendment to the Washington State Department of Health

From: Rocky Wallace, Public Works Director

Action Requested: Approval

Staff Recommendation: Approval

Board/Commission Recommendation: N/A

Fiscal Impact: N/A

Funding Source:

Background/Findings/Facts: The City wishes to adopt an amendment to the current WSP (Water System Plan) that describes the justification of the proposed Well No. 9. HLA Engineering and Land Surveying has drafted the WSP Amendment detailing the necessary processes leading to the construction of Well No. 9. The purpose of this WSP Amendment is to include a new project in the City’s capital improvement program. The WSP Amendment includes cost estimates for drilling and equipping a new well. The City anticipates completing the work in two phases. Pursuing the project in two phases provides multiple benefits. The first benefit is that the City can review the results of drilling operations to select a pump and design the wellhouse. The second benefit is a separation of design and construction costs to better identify which portions of the project will be funded through City reserves and which will be potentially funded through programs such as DWSRF. The total project cost is estimated to be \$2,587,263.08. Once approved by the City Council, the WSP Amendment will be submitted to the Washington State Department of Health for their review.

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:
8/10/2024	Resolution Authorizing the Mayor to Sign “Task Order No. 2024-07” with HLA Engineering and Land Surveying, Inc., for Professional Services Related to the City’s Well No. 5 Drilling and Equipping Project

10/26/21	Ordinance No. 2140 Adopting the City's Updated Water System Plan Entitled "City of Selah Water System Plan, February 2021" and Repealing the City's Preexisting Plan Entitled "2014 Comprehensive Water Plan"
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RESOLUTION NO. _____

RESOLUTION ADOPTING A WATER SYSTEM PLAN AMENDMENT TO THE FEBRUARY 2021 WATER SYSTEM PLAN AND AUTHORIZING THE PUBLIC WORKS DIRECTOR TO SUBMIT THE WATER SYSTEM PLAN AMENDMENT TO THE WASHINGTON STATE DEPARTMENT OF HEALTH

WHEREAS, the City wishes to adopt a WSP (Water System Plan) Amendment to the February 2021 Water System Plan that describes the justification of the proposed Well No. 9; and

WHEREAS, the City's consultant, HLA Engineering and Land Surveying, Inc., has drafted the WSP Amendment detailing the necessary processes leading to the construction of the proposed Well No. 9; and

WHEREAS, the purpose of this WSP Amendment is to include a new project in the City's capital improvement program. Appendix 1 of the WSP Amendment includes a cost estimate for drilling and equipping a new well. The City anticipates completing the work in two phases. Pursuing the project in two phases provides multiple benefits. The first benefit is that the City can review the results of drilling operations to select a pump and design the wellhouse. The second benefit is a separation of design and construction costs to better identify which portions of the project will be funded through City reserves and which will be potentially funded through programs such as DWSRF. The total project cost is estimated to be \$2,587,263.08; and

WHEREAS, the WSP Amendment must be submitted to the Washington State Department of Health for review; and

WHEREAS, the City Council finds that good cause exists;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, as follows: (1) that the WSP Amendment to the February 2021 Water System Plan be and is adopted in the form appended hereto; and (2) that the Public Works Director be and is authorized to submit the WSP Amendment to the Washington State Department of Health for review.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 22nd day of October, 2024.

ATTEST:

Roger Bell, Mayor

Courtney McGarity, City Clerk

APPROVED AS TO FORM:

Rob Case, City Attorney

CITY OF SELAH

WATER SYSTEM PLAN AMENDMENT



HLA PROJECT NO. 24164E

OCTOBER 2024



CITY OF SELAH

WATER SYSTEM PLAN AMENDMENT

Prepared by:



PROJECT NO. 24164E

OCTOBER 2024





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1.1 BACKGROUND

The City of Selah (City) owns and operates its own water system. Decisions regarding daily water system operations are made by the City Administrator and the Public Works Director. Financial decisions regarding major water system improvements and establishment of water rates are made by the Selah City Council. The City is required to update its Water System Plan on a scheduled basis to maintain compliance with Washington State Department of Health (DOH) standards and Washington Administrative Code 246-290-100. The City most recently updated and adopted its water system plan in February 2021.

The City of Selah Water System Plan (2021 WSP) serves many purposes, including the development of a capital project list required to provide potable water to customers through 2031. After the adoption of the 2021 WSP, the City began experiencing operational problems with one of its water sources, Well No. 5. Despite repeated attempts to repair the source and return it to service, City staff have determined that a new well is necessary to replace Well No. 5. The development of a new water source is a significant capital improvement for the City's water system that was not identified in the 2021 WSP, therefore the City's capital improvement priorities and financial projections need to be adjusted accordingly. Due to the estimated cost of the well replacement effort, the City will need to seek funding for a portion of the construction cost. The City anticipates pursuing funding through the DOH Drinking Water State Revolving Fund (DWSRF) program, which requires that funded projects be included in an adopted water system plan. Therefore, this Water System Plan Amendment (WSP Amendment) is intended to update the City's planning and financial projections, and to meet DOH requirements to allow the City to pursue DWSRF funding.

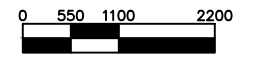
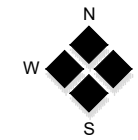
1.2 WATER RIGHTS IMPACT

The City anticipates replacing Well No. 5 with another well of at least equal capacity, in a similar location within the water system. As such, the replacement of the well should not affect the capacity analyses completed in the 2021 WSP. Furthermore, this WSP does not seek to amend growth projections or extend the 10-year planning period from the 2021 WSP. The only change requested is the abandonment of Well No. 5 and the development of a new Well No. 9. The City anticipates withdrawing water through the legal authority of Ground Water Certificates 1050-A and 1348-A. Well No. 9 will not be in the same 1/4 1/4 section as Well No. 5, therefore a water right change application will be submitted to request the change in withdrawal locations. Table 1 provides an updated Water Rights Self-Assessment to reflect the use of Well No. 9 in lieu of Well No. 5. Figure 1 identifies the existing location of Well No. 5 and approximate proposed location of Well No. 9.






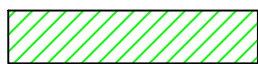



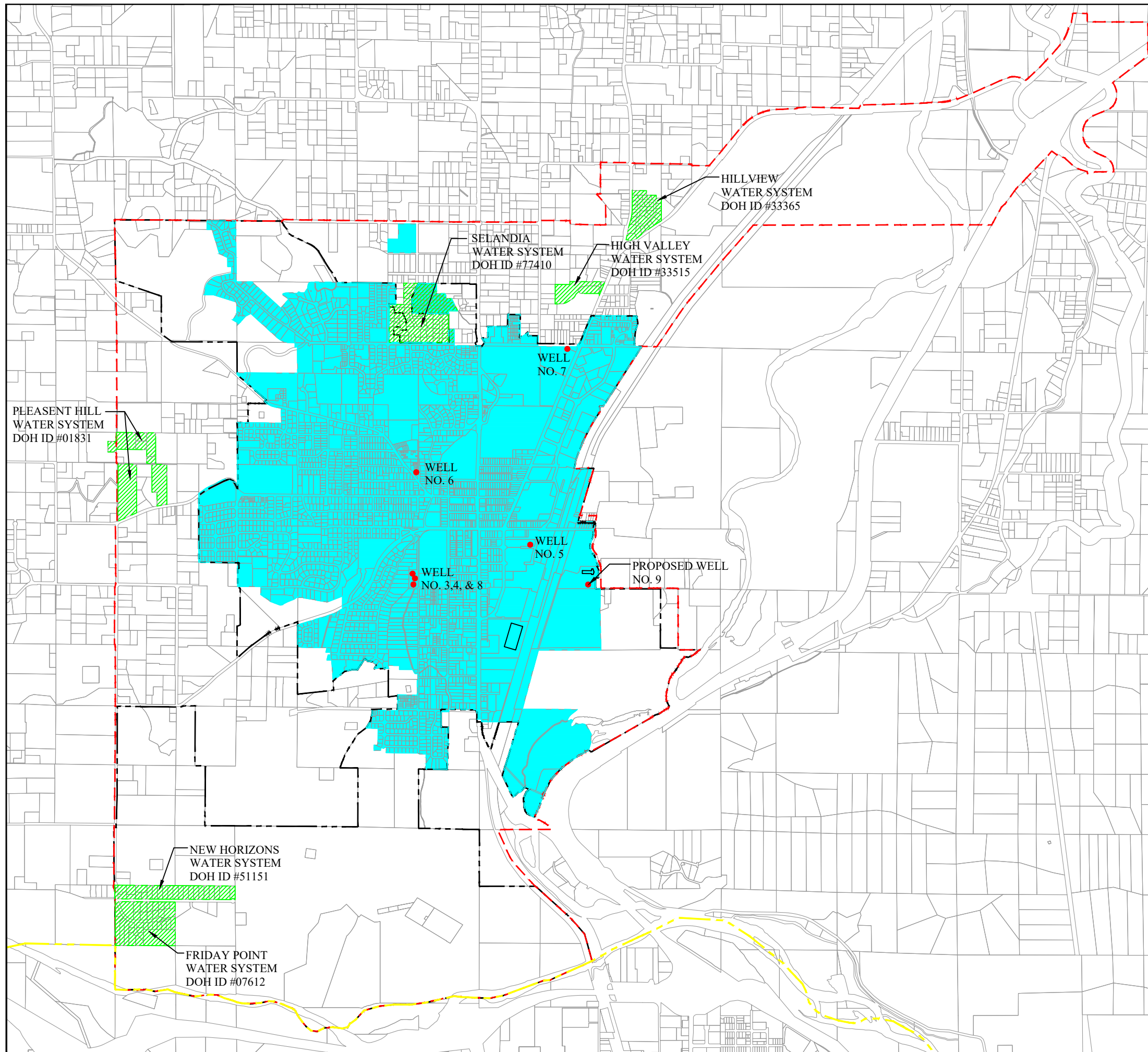
CITY OF SELAH

WATER SYSTEM PLAN AMENDMENT WELL LOCATION MAP



LEGEND

-  SELAH RETAIL SERVICE AREA (SELAH CITY LIMITS)
-  SELAH FUTURE RETAIL SERVICE AREA (SELAH UGA)
-  YAKIMA RETAIL SERVICE AREA (YAKIMA CITY LIMITS)
-  YAKIMA FUTURE RETAIL SERVICE AREA (YAKIMA UGA)
-  EXISTING SELAH SERVICE AREA
-  NEIGHBORING PRIVATE COMMUNITY WATER SYSTEM SERVICES AREA
-  WELL LOCATION





HLA

Engineering and Land Surveying, Inc.

2803 River Road
Yakima, WA 98902
509.966.7000
Fax 509.965.3800
www.hlacivil.com

P: \Projects\2024\24164\24164.dwg FIGURE 1



TABLE 1 UPDATED WATER RIGHT SELF-ASSESSMENT

Water Right Permit, Certificate, or Claim #	WFI Source #	Existing Water Rights				Current Source Production (2018)				10-Year Forecasted Source Production (2031)				20-Year Forecasted Source Production (2041)			
		Primary Q _i (gpm)	Non-Additive Q _i (gpm)	Primary Q _a (acre-feet)	Non-Additive Q _a (acre-feet)	Total Q _i (gpm)	Current Excess (Deficiency)	Total Q _a (acre-feet)	Current Excess (Deficiency)	Total Q _i (gpm)	10-Year Forecasted Excess (Deficiency)	Total Q _a (acre-feet)	10-Year Forecasted Excess (Deficiency)	Total Q _i (gpm)	20-Year Forecasted Excess (Deficiency)	Total Q _a (acre-feet)	20-Year Forecasted Excess (Deficiency)
1. 361-D ^{a,b}	S01, Well No. 3 S07, Well No. 8	400	–	195	–												
2. 1050-A ^{a,b}	S02, Well No. 4 S08, Well No. 9	750	–	350	–	1,150 ^c	0	378 ^c	167	1,150 ^c	0	545	0	1,150 ^c	0	545	0
3. 1348-A ^{a,b}	S08, Well No. 9	700	–	345	180	700	0	41	304	700	0	345	0	700	0	345	0
4. 359-D ^b	S04, Well No. 6	300	–	147	–												
5. 360-D ^b	S04, Well No. 6	350	–	171	–												
6. 4003-A ^b	S04, Well No. 6	1,000	–	392	1,208	1,650 ^d	0	634	76	1,650 ^d	0	710	0	1,650 ^d	0	710	0
7. G4-30642P	S06, Well No.7	2,000	–	3,160	–	2,000	0	1,600	1,560	2,000	0	1,534	1,626	2,000	0	1,870	1,290
TOTAL		5,500	–	4,760	1,388	5,500	0	2,653	2,107	5,500	0	3,134	1,626	5,500	0	3,470	1,290

^a The total annual volume (Q_a) withdrawn from Well Nos. 3, 4, 8, and 9 shall not exceed 890 acre-feet.

^b The maximum instantaneous withdrawal rate (Q_i) and total annual volume (Q_a) withdrawn from Well Nos. 3, 4, 6, 8, and 9 shall not exceed 3,500 gpm and 1,600 acre-feet.

^c The Q_i for Well Nos. 3, 4, and 8 is water right limited to 1,150 gpm. The total capacity of Well Nos. 3, 4, and 8 combined is about 1,500 gpm. Well Nos. 3 and 4 share a flow meter. Well No. 8 is metered separately. The total Q_a is shown as the combined total of the two meters.

^d The Q_i for Well No. 6 is water right limited to 1,650 gpm. The total capacity of Well No. 6 is about 1,800 gpm.



1.3 WELLHEAD PROTECTION PROGRAM MODIFICATION

The City of Selah's Wellhead Protection Plan, prepared in accordance with DOH requirements, consists of a regional management segment detailing the regional management goals of the study and its eight participants, and a Selah-specific segment that defines the implementation of Selah's local management efforts. Selah's individual Wellhead Protection Plan is divided into the following five sections:

1. A water system summary including background, water source information, and wellhead protection area delineations. Wellhead protection area delineations were developed for 6-month, 1-year, 5-year, and 10-year travel times using an analytical model.
2. An inventory of potential contamination sources developed using Washington Department of Ecology databases and a survey of high-risk businesses in the area.
3. A contingency plan, which includes an analysis of source capacity, reliability, identification of alternate water sources, and emergency preparedness and spill response procedures.
4. A wellhead protection management strategy which details local management efforts to protect the City's ground water supplies and coordination efforts with the Regional Management Plan.
5. Appendices, containing City of Selah well log reports, well susceptibility assessments, a potential contaminant source and notification list, and resource contacts.

The development of a new well will not change overall strategies or how the City responds to spills and other emergencies. However, the wellhead delineations and potential contamination sources need to be updated to reflect the removal of Well No. 5 from operation and development of Well No. 9. The new well has not been designed yet; therefore, well-specific parameters important to calculating travel times such as screened interval are unknown. For planning purposes, it is assumed that Well No. 9 will be similar in design and overall annual pumping capacity to Well No. 5, and the travel times will therefore be the same. Figure 2 identifies the 6-month, 1-year, 5-year, and 10-year travel times for Well No. 9. Due to the primarily undeveloped nature of the property east of the proposed Well No. 9 site, the City does not foresee any new potential contaminant sources resulting from relocating the travel times eastward. This evaluation will be revisited during the development of Well No.9 and subsequent completion of Source Approval documentation.

1.4 CAPITAL IMPROVEMENT PROGRAM MODIFICATION

The purpose of this WSP Amendment is to include a new project in the City's capital improvement program. Appendix 1 includes a cost estimate for drilling and equipping a new well. The City anticipates completing the work in two phases. Pursuing the project in two phases provides multiple benefits. The first benefit is that the City can review the results of drilling operations to select a pump and design the wellhouse. The second benefit is a separation of design and construction costs to better identify which portions of the project will be funded through City reserves and which will be potentially funded through DWSRF. The total project cost is estimated to be \$2,587.263.08.





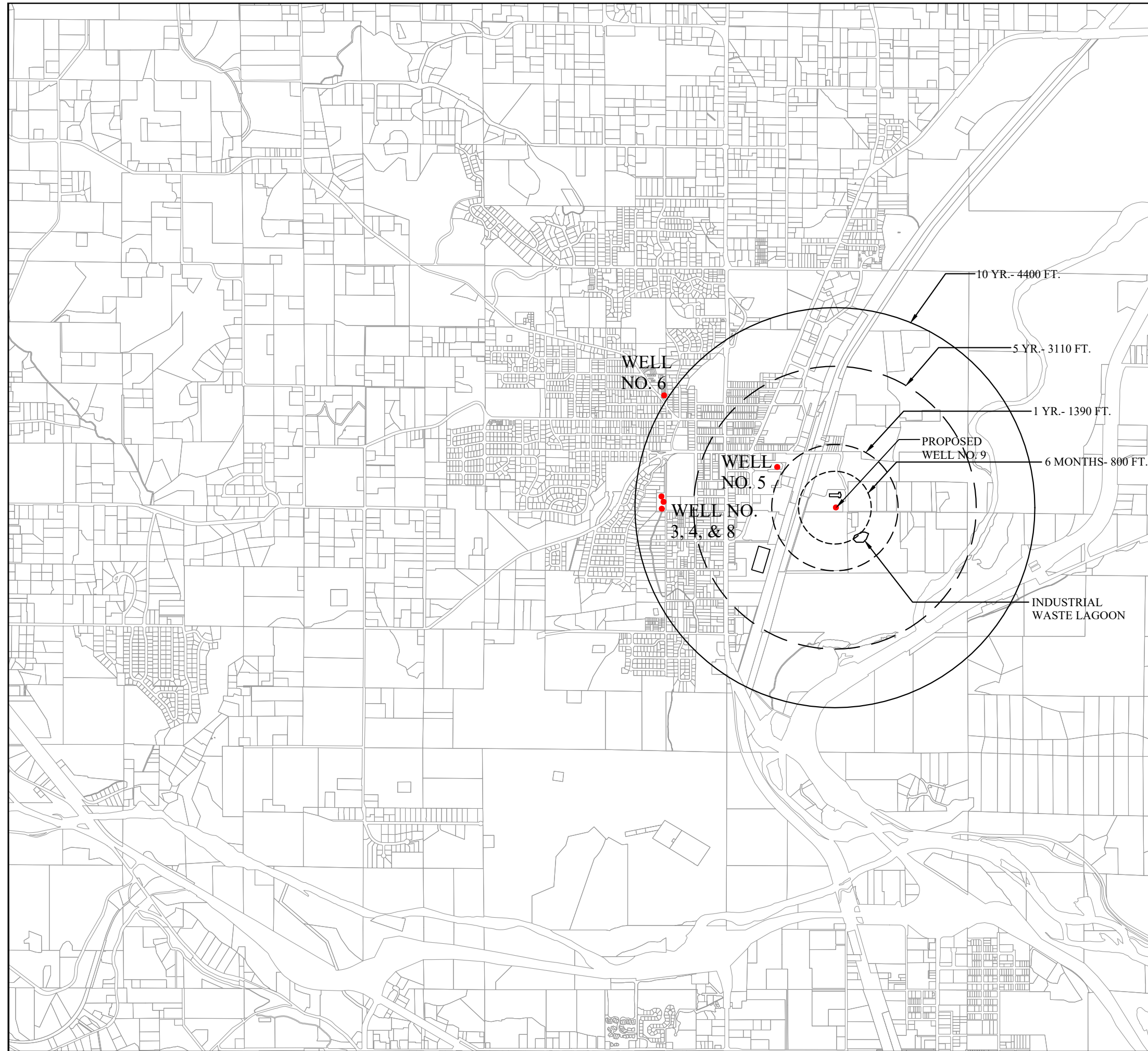
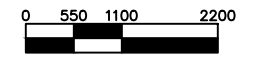
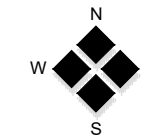
WATER SYSTEM PLAN AMENDMENT

Table 8-2 of the WSP provides a 20-year schedule for completion of the recommended major capital improvements. The City has chosen to delay some of its major capital improvement projects, in part because of the emerging need for the Well No. 9 project to be completed. Based upon work completed in the past four years and the City's evolving priorities, including the need for the Well No. 9 project, Table 2 provides an updated schedule of improvements. As identified in Table 2, the City anticipates beginning design of the Well No. 9 project in 2025 and equipping the new well in 2026.



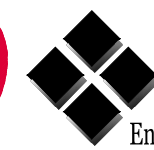
CITY OF SELAH

WELL NO. 9 TIME OF TRAVEL MAP



LEGEND

-----	6 MONTH
- - - - -	1 YEAR
- - - - -	5 YEAR
—————	10 YEAR
•	WELL LOCATION



HLA
Engineering and Land Surveying, Inc.

2803 River Road
Yakima, WA 98902
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www.hlacivil.com



WATER SYSTEM PLAN AMENDMENT

TABLE 2 SCHEDULE OF RECOMMENDED MAJOR CAPITAL IMPROVEMENTS

Project Number	Improvement Description	Completion Year								Funding Source
		2024	2025	2026	2027	2028	2029	2030	2031 to 2041	
1	Service Meter Replacement	\$311,860			\$0	\$0	\$0	\$0		City/ PWB Loan
2	Lyle Loop Watermain Extension and PRV Station	\$250,000			\$0	\$0	\$0	\$0		City
3	Orchard Avenue Water Main Replacement	\$0	\$500,000	\$0	\$0	\$0	\$0	\$0		City/ DWSRF
4	W. Naches Avenue Water Main Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$713,400	City
5	Well No. 6 Portable Generator	\$259,835	\$0	\$0	\$0	\$0	\$0	\$0		City
6	Goodlander Heights Water Main Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,023,000	City/ DWSRF
7	South Second Street and Yakima Avenue Water Main Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$402,400	City
8	West Bartlett Avenue and North Seventh Street Water Main Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$863,500	City
9	Hillcrest Drive Water Main Replacement	\$0	\$2,528,000	\$0	\$0	\$0	\$0	\$0	\$999,500	PWTF
10	Valhalla Reservoir No. 3	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$799,000	Private
11	North Reservoir Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,919,300	City/ DWSRF
12	Tree Top Ross Plant Water Main Upsizing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$272,200	Private
13	North Park Center Loop to N. Wenas Road	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$146,600	Private
14	Zone 7 Booster Pump Station	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,051,000	Private
15	Heritage Hills Drive to North 16th Street Water Main Loop	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$271,900	City
16	Well No. 9 New Source Design and Drilling	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$0		City
17	Well No. 9 New Source Equipping	\$0	\$0	\$1,590,000	\$0	\$0	\$0	\$0	\$0	DWSRF
18	North Wenas Road Water Main	\$0	\$0	\$0	414,500	\$0	\$0	\$0	\$0	City
TOTAL COSTS		\$821,695	\$4,028,000	\$1,590,000	\$414,500	\$0	\$0	\$0	\$8,461,800	





1.5 FINANCIAL PROGRAM MODIFICATION

The City completed an analysis of its water and sewer rates in September 2024 to determine necessary increases through the end of 2029. The relevant sections of the study are included in Appendix 2. To be consistent with Table 9-5 of the WSP, the Water Fund Projections table in the City's rate study is included below in Table 3, projected out an additional two years from 2029 to 2031. The rate study concludes that water rates will be increased at a more aggressive rate (20% at the beginning of 2025 then 5% annually thereafter) than identified in the WSP (3% annually). This will allow the City to build reserves and better prepare itself for future debt service.





WATER SYSTEM PLAN AMENDMENT

TABLE 3 WATER FUND PROJECTIONS							
Category	2025	2026	2027	2028	2029	2030	2031
REVENUE							
Water Sales	\$2,496,000	\$2,543,000	\$2,591,000	\$2,640,000	\$2,690,000	\$2,824,000	\$2,965,000
Water Sales from Rate Increase	\$499,200	\$635,800	\$777,300	\$924,000	\$1,076,000	\$1,270,800	\$1,482,500
Water Sales from Pressure Zone Surcharges	\$0	\$30,200	\$30,200	\$30,200	\$30,200	\$30,200	\$30,200
Misc. Revenue	\$86,400	\$85,000	\$91,100	\$98,500	\$106,000	\$110,000	\$120,300
Operating Fund Revenue	\$3,081,600	\$3,294,000	\$3,489,600	\$3,692,700	\$3,902,200	4,235,000	\$4,598,000
EXPENDITURES							
Operations	\$1,930,500	\$2,027,900	\$2,131,500	\$2,240,100	\$2,352,700	\$2,447,300	\$2,546,000
Machinery, Equipment, and Miscellaneous	\$50,000	\$ 50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
City-Financed Major Capital Improvements	\$1,500,000	\$264,960	\$414,500	\$0	\$289,500	\$0	\$0
Existing Debt Service	\$427,479	\$422,933	\$343,192	\$339,398	\$335,604	\$331,810	\$328,015
Future Debt Service	\$0	\$145,509	\$248,509	\$248,509	\$248,509	\$248,509	\$248,509
Operating Fund Expenditures	\$3,907,979	\$2,911,302	\$3,187,702	\$2,878,007	\$3,276,313	\$3,077,619	\$3,172,525
WATER FUND BALANCES							
Operating Fund Surplus/Deficit	-\$826,379	\$382,698	\$301,898	\$814,693	\$625,887	\$1,157,381	\$1,425,475
Beginning Water Fund Balance	\$3,357,539	\$2,531,160	\$2,913,858	\$3,215,756	\$4,030,449	\$4,656,336	\$5,813,717
Ending Water Fund Balance	\$2,531,160	\$2,913,858	\$3,215,756	\$4,030,449	\$4,656,336	\$5,813,717	\$7,239,192





APPENDIX

APPENDIX DOCUMENTS INDEX

1. Cost Estimate
2. Rate Analysis Sections
3. 2021 SEPA Documentation

CITY OF SELAH
Well No. 5 Replacement
Engineer's Opinion of Construction Cost

8/15/2024
 PRELIMINARY

HLA Project No. 24006G

Item No.	Description	Unit	Unit Cost	Overall Quantity	Overall Cost
SCHEDULE A - WELL DRILLING AND TESTING					
1	Minor Change	FA	\$20,000.00	1	\$20,000.00
2	Mobilization	LS	\$75,000.00	1	\$75,000.00
3	Erosion Control and Water Pollution Prevention	LS	\$12,000.00	1	\$12,000.00
4	Drill and Install Temp 20 In. Surface Seal Casing	LF	\$600.00	70	\$42,000.00
5	Drill for 16 In. Casing and Seal Using Mud Rotary	LF	\$350.00	380	\$133,000.00
6	Furnish and Install 16 In. Pump Chamber Casing	LF	\$180.00	452	\$81,360.00
7	Furnish and Install Annular Backfill	LF	\$75.00	150	\$11,250.00
8	Seal 16 In. Casing	LF	\$130.00	300	\$39,000.00
9	Flush and Dispose of Drill Mud and Cuttings	LS	\$19,000.00	1	\$19,000.00
10	Brush Inside of Casing to Remove Drill Mud	LS	\$6,000.00	1	\$6,000.00
11	Drill Maximum Diam. Borehole Below 16 In. Casing Using Reverse Circ.	LF	\$225.00	150	\$33,750.00
12	Furnish and Install 10 In. Liner Casing	LF	\$135.00	20	\$2,700.00
13	Furnish and Install 10 In. J-Latch Assembly	LS	\$5,000.00	1	\$5,000.00
14	Furnish and Install 10 In. Stainless Steel Well Screen	LF	\$210.00	150	\$31,500.00
15	Furnish and Install Filter Pack Material	LB	\$1.80	14,000	\$25,200.00
16	Plumbness and Alignment Testing	LS	\$6,000.00	1	\$6,000.00
17	Develop Well with Isolation RC, Swab, Bail	HR	\$500.00	60	\$30,000.00
18	Furnish and Install Aquaclear PFD	GAL	\$350.00	10	\$3,500.00
19	Furnish, Install, and Remove Test Pump for Pumping Tests	LS	\$45,000.00	1	\$45,000.00
20	Operate Test Pump for Step and Constant Rate Tests	HR	\$500.00	60	\$30,000.00
21	Well Video Inspection	EA	\$2,000.00	1	\$2,000.00
22	Final Well Disinfection	LS	\$3,000.00	1	\$3,000.00
23	Wellhead Completion, Incl. Prep for Artesian	LS	\$7,500.00	1	\$7,500.00
24	Authorized Standby Time	HR	\$500.00	8	\$4,000.00
25	Site Cleanup	LS	\$22,000.00	1	\$22,000.00
Schedule A Subtotal					\$689,760.00
Schedule A Sales Tax 8.3%					\$57,250.08
Schedule A Total					\$747,010.08
SCHEDULE B - WELLHOUSE AND PUMP INSTALLATION					
26	Minor Change	FA	\$20,000.00	1	\$20,000.00
27	Mobilization	LS	\$95,000.00	1	\$95,000.00
28	Shoring or Extra Excavation	LS	\$1,000.00	1	\$1,000.00
29	Well Building, Complete (600 SF)	LS	\$350,000.00	1	\$350,000.00
30	Well Pump and Motor, Complete	LS	\$100,000.00	1	\$100,000.00
31	Electrical and Control System, Complete	LS	\$200,000.00	1	\$200,000.00
32	Site Piping, Fittings, and Valves, Complete	LS	\$50,000.00	1	\$50,000.00
33	Site Grading and Drainage, Complete	LS	\$30,000.00	1	\$30,000.00
34	Site Surfacing Improvements, Complete	LS	\$25,000.00	1	\$25,000.00
35	Chain Link Fencing and Gates	LS	\$20,000.00	1	\$20,000.00
Schedule B Subtotal					\$891,000.00
Schedule B Sales Tax 8.3%					\$73,953.00
Schedule B Total					\$964,953.00
Contingency 10%					\$171,200.00
Total Estimated Const Cost					\$1,883,163.08
Design Engineering					\$200,000.00
Construction Engineering					\$240,000.00
Water Right Change Application					\$32,200.00
Hydrogeological Design and Construction Support					\$88,700.00
Electrical Design, Construction, and Programming					\$88,200.00
Pacific Power Service					\$25,000.00
DOH Review Fees					\$20,000.00
Building Permit & Plan Review					\$10,000.00
Total Estimated Project Cost					\$2,587,263.08
Assumptions:					
1.	New well to be located on City property west of public works shop.				
2.	Well drilling cuttings, mud, and water to be disposed of onsite.				
3.	Construction water to be supplied by City at no cost.				
4.	New well capacity to be sized for 1,000 gpm (750 gpm ex. water right)				
5.	New electrical power service required for new wellhouse.				
6.	No standby power/generator included.				
7.	Connection to existing water main <50 ft.				

CITY OF SELAH
RATE ANALYSIS REVIEW
September 30, 2024

Project Background

The City of Selah Public Works Department is responsible for managing a variety of City facilities, including a sewer division and water division that are financed through monthly utility rates. The City establishes a budget for these divisions on an annual basis along with other City functions such as policing, garbage collection, tourism, and administration. As part of this budget-setting process, the City has requested HLA review the historical operation of these divisions and provide recommendations for utility rate modifications, if necessary, to address ongoing operations and future capital improvement projects.

The water and sewer funds have been reviewed in recent years during the development of the *Wastewater Treatment Facilities Engineering Report*, *Water System Plan*, and *General Sewer Plan*. The recommended capital improvements identified during those planning efforts have been used to estimate the cost and timing of projects that the City anticipates completing within the next six years. Where appropriate, City staff have identified where the timing of proposed projects has changed due to updated priorities and funding availability.

The City maintains separate reserve accounts for both utilities, and funds are transferred in and out of these accounts as needed to maintain a balance in the operating funds. In recent years, the operating balance for the sewer fund has varied between approximately \$0.4 million and \$1.3 million. The operating balance for the water fund has varied between \$0.8 million and \$1.4 million. Years where the balances have declined significantly have been due to capital improvement projects.

In recent months, the City has reviewed historical growth information and Yakima County's *2046 Population Projections and UGA Update*, and consulted with various entities to determine an appropriate growth rate for the City to use in its planning activities. As a result of this process, the City has requested an annual growth rate of 1.90% be used herein for estimating City growth. It is further assumed that both water and sewer revenues will increase proportionately with the new customers, independently of any recommended utility rate increases. It is also assumed that system expenditures will increase by 5% annually due to inflation.

Water Rate Analysis

The City's monthly utility rate for a 3/4" (or smaller) water meter is \$20.57 plus a water usage volumetric component that charges progressively less per gallon as usage increases, referred to as a "declining block rate". Monthly rates account for the majority of the Water Department's annual revenue, with other significant contributions including penalties for late payment, one-time charges for water service connections, investment interest on account balances, and transfers from the reserve account. Tables 1, 2, and 3 summarize the City's water revenues, expenditures, and fund balances for the year 2019 through the 2024 budget. Minimal differences between beginning and ending balances from year to year is due to omission of minor non-recurring operating expenditures for simplification purposes.

TABLE 1 WATER DEPARTMENT REVENUE						
Category	2019	2020	2021	2022	2023	2024
Water Sales - Metered	\$1,921,091	\$2,175,371	\$2,186,460	\$2,213,115	\$2,322,907	\$2,450,000
Misc. Revenue	\$106,944	\$221,450	\$140,990	\$99,749	\$95,549	\$92,500
Operating Transfers In	\$197,223	\$211,017	\$34,453	\$18,588	\$208,509	\$1,027,372
PWTF Revenue	\$0	\$0	\$0	\$0	\$621,195	\$686,521
Operating Fund Revenues	\$2,225,258	\$2,607,838	\$2,361,903	\$2,331,452	\$3,248,159	\$4,256,393

TABLE 2 WATER DEPARTMENT EXPENDITURES						
Category	2019	2020	2021	2022	2023	2024
Operations	\$1,240,158	\$1,444,630	\$1,374,677	\$1,377,993	\$1,637,210	\$1,837,324
Machinery, Equipment, and Miscellaneous	\$36,593	\$44,750	\$50,000	\$50,000	\$50,000	\$0
Major Capital Improvements	\$154,923	\$0	\$0	\$0	\$840,271	\$2,316,393
Operating Transfers Out	\$120,343	\$136,161	\$129,369	\$1,129,362	\$115,000	\$150,000
Existing Debt Service	\$473,448	\$468,595	\$465,997	\$291,443	\$328,723	\$328,460
Operating Fund Expenditures	\$2,025,465	\$2,094,136	\$2,020,043	\$2,848,798	\$2,971,203	\$4,632,177

TABLE 3 WATER FUND BALANCE SUMMARY						
Category	2019	2020	2021	2022	2023	2024
Beginning Operating Fund (411) Balance	\$820,442	\$949,981	\$1,150,186	\$1,435,577	\$970,194	\$1,398,040
Ending Operating Fund (411) Balance	\$949,979	\$1,576,120	\$1,501,555	\$923,675	\$1,328,527	\$1,022,256
Beginning Reserve Fund (461) Balance	\$1,438,037	\$1,500,683	\$1,453,731	\$1,540,196	\$2,620,729	\$2,554,748
Ending Reserve Fund (461) Balance	\$1,500,683	\$1,453,731	\$1,540,196	\$2,620,729	\$2,554,748	\$1,527,376
Beginning Reservoir Replacement Fund	\$376,739	\$417,024	\$449,833	\$506,490	\$525,037	\$536,461
Ending Reservoir Replacement Fund	\$417,024	\$449,833	\$506,490	\$525,037	\$536,461	\$536,461
Beginning Auto Meter Read	\$215,211	\$235,554	\$247,715	\$252,084	\$271,446	\$271,446
Ending Auto Meter Read	\$235,554	\$247,715	\$252,084	\$271,446	\$271,446	\$271,446
Beginning Water Fund Balance	\$2,850,429	\$3,103,242	\$3,301,465	\$3,734,347	\$4,387,406	\$4,760,695
Ending Water Fund Balance	\$3,103,240	\$3,727,399	\$3,800,325	\$4,340,887	\$4,691,182	\$3,357,539

Collectively, the revenue for the Water Department was budgeted to be \$4,256,393 for 2024, although a significant fraction of this revenue is expected to come from Public Works Trust Fund (PWTF) financing of a water meter replacement project and an operating transfer in from the reserve fund. Revenue from operating services were budgeted to be equal to \$2,542,500. Historically, revenue has increased over time and has been both predictable and stable.

The City's Water Department expenses were budgeted to be \$4,632,177 for 2024. The most significant categories within these expenses include personnel wages and benefits, utilities, professional services, and capital improvements. An additional expense that the City tracks separately from other routine costs is debt service. The City currently has Drinking Water State Revolving Fund (DWSRF) loans with combined annual payments of approximately \$328,500. The City has also been replacing water meters through a PWTF loan that is anticipated to begin repayment in 2025. The annual payments expected from that loan are projected to be approximately \$146,000.

The City completes capital improvements within the water system through a combination of fund reserves, grants, and loans. Significant capital improvements are identified through systemwide planning and participation in projects that are completed in partnership with new industry when appropriate. The scheduling of capital projects is dependent upon project need, fund reserves, and the ability to leverage matching funds for publicly available grants and low-interest loans. The City's water fund has increased in the past 5 years, which demonstrates an ability to complete some of the projects in the capital improvement program without taking on additional debt capacity. The following is a list of projects that the City anticipates completing within the next five years using City reserves:

• Lyle Loop Water Main and PRV Station (2024)	\$250,000
• Well No. 6 Generator Installation (2024)	\$259,835
• Well No. 5 New Source Design and Drilling (2025)	\$1,000,000
• Orchard Avenue Water Main Replacement (2025)	\$500,000
• Well No. 8 Rehabilitation (2026)	\$264,960
• North Wenas Road Water Main (2027)	\$414,500
• Well No. 7 Rehabilitation (2029)	\$289,500

In addition, the following new debt service is expected for completing projects using PWTF and/or DWSRF funding:

• Hillcrest Area Water Main Replacement (PWTF, 2025)	\$146,000/yr
• Well No. 5 New Source Equipping (DWSRF, 2026)	\$103,000/yr

Using the assumptions above regarding inflation, system growth, capital improvement schedules, and funding approaches, the City is projected to expend significant fund reserves on capital projects over the next three years. Without an increase in water rates, the Total Water Fund is projected to decrease from a Beginning Fund Balance of \$4,760,695 at the start of 2024 to an Ending Fund Balance of \$504,136 at the end of 2029. This decrease would violate the City's policy of maintaining an operating fund balance of at least 20% of annual operating expenditures, and a consistent downward trend in fund balances would not be prudent financial operation. The *Water System Plan* identified a rate increase of 3% at the beginning of each year, which would offset inflation in conjunction with population growth increasing revenue.

The City has identified a desire to build reserves in preparation for many capital projects in the next five years and to be better prepared for emergencies such as the Well No. 5 source replacement that will begin design in 2025. To align with the City's priority of building reserves, a rate increase of 20% is recommended for 2025, bringing the base rate up from \$20.57 to \$24.68 in 2025. In the following years, annual rate increases of 5% would be implemented to offset inflation. As shown in Table 4, these rate increases would result in a projected Water Fund Operating Fund Expenditures Balance of \$3,276,313 in 2029 and a revenue surplus to

complete capital improvements as they become necessary. Table 4 also includes additional water sales collected from upper pressure zone surcharges beginning in 2026, as described in the following section. The impact of these rate increases for 3/4" or smaller water meters is summarized in Table 5.

TABLE 4 WATER FUND PROJECTIONS					
Category	2025	2026	2027	2028	2029
REVENUE					
Water Sales	\$2,496,000	\$2,543,000	\$2,591,000	\$2,640,000	\$2,690,000
Water Sales from Rate Increase	\$499,200	\$635,800	\$777,300	\$924,000	\$1,076,000
Water Sales from Pressure Zone Surcharges		\$30,200	\$30,200	\$30,200	\$30,200
Misc. Revenue	\$86,400	\$85,000	\$91,100	\$98,500	\$106,000
Operating Fund Revenue	\$3,081,600	\$3,294,000	\$3,489,600	\$3,692,700	\$3,902,200
EXPENDITURES					
Operations	\$1,930,500	\$2,027,900	\$2,131,500	\$2,240,100	\$2,352,700
Machinery, Equipment, and Miscellaneous	\$50,000	\$ 50,000	\$50,000	\$50,000	\$50,000
City-Financed Major Capital Improvements	\$1,500,000	\$264,960	\$414,500	\$0	\$289,500
Existing Debt Service	\$427,479	\$422,933	\$343,192	\$339,398	\$335,604
Future Debt Service	\$0	\$145,509	\$248,509	\$248,509	\$248,509
Operating Fund Expenditures	\$3,907,979	\$2,911,302	\$3,187,702	\$2,878,007	\$3,276,313
WATER FUND BALANCES					
Operating Fund Surplus/Deficit	-\$826,379	\$382,698	\$301,898	\$814,693	\$625,887
Beginning Water Fund Balance	\$3,357,539	\$2,531,160	\$2,913,858	\$3,215,756	\$4,030,449
Ending Water Fund Balance	\$2,531,160	\$2,913,858	\$3,215,756	\$4,030,449	\$4,656,336

TABLE 5 PROJECTED SINGLE-FAMILY WATER RATES			
Year	Base Rate	Volumetric Portion (300-1,000 ft³/month)	Volumetric Portion (1,000+ ft³/month)
2025	\$24.68	\$2.20	\$1.70
2026	\$25.91	\$2.31	\$1.79
2027	\$27.21	\$2.43	\$1.88
2028	\$28.57	\$2.55	\$1.97
2029	\$30.00	\$2.68	\$2.07

Water Rate – Pressure Zone Surcharge

To provide the most fair and equitable water rate, the City would like to pursue the implementation of a water rate surcharge for customers that are located at higher elevations, as the City pays over \$120,000 per year for electricity to operate its wells and booster stations. The portion of electrical costs for booster station operation should reasonably be assigned directly to the customers in upper pressure zones that require booster stations for water service. For simplicity, other costs associated with the booster stations, such as manpower to operate and maintain the pumps, have not been included in this analysis. Table 6 summarizes the average monthly electrical costs for services for the past three years that the City has identified as serving water infrastructure, as well as which pressure zones are served by the equipment.

TABLE 6 WATER SYSTEM ELECTRICAL SERVICE COSTS		
Service Description	Average Monthly Electrical Cost	Zones Served
Wells 3, 4, and 8	\$4,330	All
Well 5	\$1,799	All
Well 6	\$4,982	All
Well 7	\$2,497	All
Reservoir Site Lighting	\$14	All
Zone 3 Booster Station	\$284	2, 3, 5, 6
Palm Park Booster Station	\$546	2, 3, 5, 6
Valhalla Booster Station	\$368	4, 5, 6
Brader Booster Station	\$900	4, 5, 6
Valhalla Heights Booster Station	\$419	6

As shown in Table 6, the majority of the monthly electrical costs are for operating wells, which provide water to all of the City’s services, and therefore a supplemental service charge for those portions of the electrical cost does not make sense to implement. The remaining electrical costs can be attributed to the customers in various zones as summarized in Tables 7 and 8. The surcharges identified in Table 8 are equal to the monthly electrical cost for the electrical service divided by the total number of services within the applicable pressure zones. These surcharges are recommended to be base rate surcharges for customers outside of Zone 1 that should be re-evaluated on a periodic basis if electrical bills for the water utility increase due to changes in utility power costs. The surcharges are expected to increase water revenues by approximately \$2,517 per month, or \$30,200 per year. Due to the significant rate increases recommended for both the water and sewer utilities for 2025, it is recommended that this surcharge not be implemented until 2026.

TABLE 7 PRESSURE ZONE SERVICE CONNECTIONS	
Pressure Zone	Number of Services
2	694
3	427
4	259
5	25
6	57

TABLE 8 PRESSURE ZONE ELECTRICAL SURCHARGE (\$/MONTH)					
Service Description	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6
Zone 3 Booster Station	\$0.24	\$0.24	---	\$0.24	\$0.24
Palm Park Booster Station	\$0.45	\$0.45	---	\$0.45	\$0.45
Valhalla Booster Station	---	---	\$1.08	\$1.08	\$1.08
Brader Booster Station	---	---	\$2.64	\$2.64	\$2.64
Valhalla Heights Booster Station	---	---	---	---	\$7.36
Total	\$0.69	\$0.69	\$3.72	\$4.41	\$11.76



CITY OF SELAH

Planning Department • 222 South Rushmore RD. • Selah, WA 98942 • Ph: (509) 698-7365 • www.selahwa.gov

Determination of Nonsignificance

Description of Proposal: State Environmental Policy Act Checklist for the Environmental Review of its 2021 Water System Plan Update

Proponent: City of Selah
115 W. Naches Avenue
Selah, WA. 98942

Location of Proposal including street address, if any: City Wide

Lead Agency: City of Selah

City File Number: SEPA-2020-008

The lead agency for this proposal has determined that it will not have a probable significant adverse impact on the environment. An Environmental Impact Statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public on request.

This DNS is being issued using the process in WAC 197-11-340. There is no further comment period.

Responsible Official: Donald C. Wayman

Position / Title: City Administrator/SEPA Responsible Official

Signature: 

Date of Issuance: February 3, 2021

Appeals: You may appeal this determination to the Selah City Council by filing a written appeal with the required \$300.00 filing fee at the Selah Planning Department, 222 S. Rushmore Road no later than 5:00 p.m. on February 8, 2020. You should be prepared to make specific factual objections. Contact the Planning Department at 698-7365 to read or ask about the procedures for SEPA appeals.

**CITY OF SELAH
Yakima County, Washington**

**CITY OF SELAH
2021 WATER SYSTEM PLAN UPDATE**

STATE ENVIRONMENTAL POLICY ACT

ENVIRONMENTAL CHECKLIST

Prepared by



**HLA Project No. 19061E
June 2020**

STATE ENVIRONMENTAL POLICY ACT

ENVIRONMENTAL CHECKLIST

A. BACKGROUND

1. *Name of Proposal, if Applicable:* 2021 Water System Plan Update
2. *Name of Proponent:* City of Selah
Phone Number: (509) 698-7328
Address of Proponent: 222 S. Rushmore Rd.
Selah, WA 98942
3. *Person Completing Form:* Justin Bellamy, PE
Phone Number: (509) 966-7000
Address: HLA Engineering and Land Surveying, Inc.
2803 River Road
Yakima, WA 98902
4. *Date Checklist Prepared:* June 2020
5. *Agency Requesting Checklist:* City of Selah
6. *Proposed timing or schedule (including phasing, if applicable):*
Water System Plan Update adoption in February 2021.
7. *Do you have any plans for future additions, expansions, or further activity related to or connected with this proposal? If yes, explain.*
The water system plan update identifies on-going maintenance activities and replacement and growth-related improvements for the City's municipal water system.
8. *List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.*
None.
9. *Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.*
None at this time.
10. *List any governmental approvals or permits that will be needed for your proposal, if known.*
Department of Health – Approval of water system plan.
11. *Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page.*
Adoption of the Water System Plan (WSP) for the City of Selah Urban Growth Area. The WSP identifies recommended maintenance- and growth-related improvements to the Selah water system. Construction, with potential construction-related impacts, will be necessary to implement the WSP recommendations. Further environmental review

is required for all non-exempt construction activities, and project specific checklist responses will be provided at that time

12. *Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit application related to this checklist.*

The proposed water system improvements are located throughout the incorporated and unincorporated areas within the City of Selah Growth Area boundary and are shown on Map B of the Water System Plan.

B. ENVIRONMENTAL ELEMENTS

1. EARTH

- a. *General description of the site (underline one): Flat, rolling, hilly, steep slopes, mountainous, other.*
- b. *What is the steepest slope on the site (approximate percent slope)?*
25% slope.
- c. *What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.*
A wide variety of soils exist within the current Selah water service areas, including silt, clay, sand, and gravel. Some of the soils within the Selah area are classified by the U.S. Department of Agriculture Natural Resource Conservation Service as Prime Farmland. Future construction of the water system to serve areas within Selah's Urban Growth Area may cross some of these prime farmland areas.
- d. *Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.*
Some steep slope areas within the Urban Growth Area may contain unstable soils.
- e. *Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.*
None proposed.
- f. *Could erosion occur as a result of clearing, construction, or use? If so, generally describe.*
No.
- g. *About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or building)?*
No additional impervious surfaces.
- h. *Proposed measures to reduce or control erosion, or other impacts to the earth, if any:*
None.

2. AIR

- a. *What types of emissions to the air would result from the proposal (i.e., dust, automobile, odors, industrial wood smoke) during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.*
None.
- b. *Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.*
No.
- c. *Proposed measures to reduce or control emissions or other impacts to air, if any:*
None.

3. WATER

a. *Surface Water:*

1. *Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.*
The Selah Ditch, the Naches River, the Yakima River, Wenas Creek, and irrigation canals and drains lie within or immediately adjacent to the current and future water service areas.
2. *Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.*
No.
3. *Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.*
None.
4. *Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.*
No.
5. *Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.*
The City of Selah Urban Growth Area boundary contains lands located within the 100-year floodplains of the Yakima River and the Naches River.
6. *Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.*
No.

b. *Ground Water:*

1. *Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known.*

Approximately 2,653 acre-feet of ground water is presently being withdrawn for water supply of the Selah water system. The City has rights for 4,760 acre-feet per year. It is forecast that Selah's groundwater withdrawals will increase to 3,134 acre-feet an-annually by year 2031.

2. Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: domestic sewage, industrial, containing the following chemicals...; agricultural, etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

None.

c. Water Runoff (including storm water):

1. Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will the water flow? Will this water flow into other waters? If so, describe.

Not applicable.

2. Could waste materials enter ground or surface waters? If so, generally describe.

No.

3. Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

No.

d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:

Not applicable.

4. PLANTS

a. Check or underline type of vegetation found on the site:

deciduous tree: alder, maple, aspen, other

evergreen tree: fir, cedar, pine, other

shrubs

grass

pasture

crop or grain

Orchards, vineyards or other permanent crops

wet soil plants; cattail, buttercup, bullrush, skunk cabbage, other

water plants: water lily, eelgrass, milfoil, other

other types of vegetation

b. What kind and amount of vegetation will be removed or altered?

None.

c. List threatened or endangered species known to be on or near the site.

None are known to exist.

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

None.

- e. *List all noxious weeds and invasive species known to be on or near the site.*
None.

5. ANIMALS

- a. *List any birds and other animals which have been observed on or near the site or are known to be on or near the site. Examples include:*
Bird: hawk, heron, eagle, songbird, other
Mammals: deer, bear, elk, beaver, other
Fish: bass, salmon, trout, herring, shellfish, other
- b. *List any threatened or endangered species known to be on or near the site.*
Bald eagles (*Haliaeetus leucocephalus*) listed by the U.S. Fish & Wildlife Service as "Threatened," are present along the Yakima and Naches Rivers in the Selah vicinity during the winter months. Mid-Columbia River Steelhead (*Oncorhynchus mykiss*), currently listed by National Marine Fisheries Service as "Threatened," and the Bull Trout (*Salvelinus confluentus*), currently listed by the U.S. Fish & Wildlife Service as "Threatened," are present in the Naches and Yakima Rivers.
- c. *Is this site part of a migration route? If so, explain.*
The City of Selah Urban Growth Area boundary may be within a migratory route for some bird species.
- d. *Proposed measures to preserve or enhance wildlife, if any:*
None.
- e. *List any invasive animal species known to be on or near the site.*
None.

6. ENERGY AND NATURAL RESOURCES

- a. *What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.*
None.
- b. *Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.*
No.
- c. *What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:*
None.

7. ENVIRONMENTAL HEALTH

- a. *Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe.*
No.
1. *Describe any known or possible contamination at the site from present or past uses.*
None.

2. *Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmissions pipelines located within the project area and in the vicinity.*
None.
3. *Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.*
None.
4. *Describe special emergency services that might be required.*
None.
5. *Proposed measures to reduce or control environmental health hazards, if any:*
None.

b. Noise

1. *What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?*
None.
2. *What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.*
None.
3. *Proposed measures to reduce or control noise impacts, if any:*
None.

8. LAND AND SHORELINE USE

- a. *What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.*
The City of Selah Urban Growth Area is a combination of agricultural, residential, commercial, industrial, public, and quasi-public land uses.
- b. *Has the project site been used as working farmlands or working forest land? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or non-forest use?*
Historically, land within the City of Selah Urban Growth Area has been used for agriculture. However, some of the land area has been converted to non-agricultural urban uses.
 1. *Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how:*
No.

- c. *Describe any structures on the site.*
Not applicable.
- d. *Will any structures be demolished? If so, what?*
No.
- e. *What is the current zoning classification of the site?*
The incorporated and unincorporated City of Selah Urban Growth Area consists of a wide range of zoning classifications including agricultural, residential, commercial, industrial, and public.
- f. *What is the current comprehensive plan designation of the site?*
Not applicable.
- g. *If applicable, what is the current shoreline master program designation of the site?*
Not applicable.
- h. *Has any part of the site been classified as a critical area by the city or county? If so, specify.*
No.
- i. *Approximately how many people would reside or work in the completed project?*
Not applicable.
- j. *Approximately how many people would the completed project displace?*
None.
- k. *Proposed measures to avoid or reduce displacement impacts, if any:*
Not applicable.
- l. *Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:*
None.
- m. *Proposed measures to ensure the proposal is compatible with nearby agricultural and forest lands of long-term commercial significance, if any:*
None.

9. HOUSING

- a. *Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.*
None.
- b. *Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.*
None.
- c. *Proposed measures to reduce or control housing impacts, if any:*
Not applicable.

10. AESTHETICS

- a. *What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?*
Not applicable.
- b. *What views in the immediate vicinity would be altered or obstructed?*
None.
- c. *Proposed measures to reduce or control aesthetic impacts, if any:*
None.

11. LIGHT AND GLARE

- a. *What type of light or glare will the proposal produce? What time of day would it mainly occur?*
Not applicable.
- b. *Could light or glare from the finished project be a safety hazard or interfere with views?*
No.
- c. *What existing off-site sources of light or glare may affect your proposal?*
None.
- d. *Proposed measures to reduce or control light and glare impacts, if any:*
None.

12. RECREATION

- a. *What designated and informal recreational opportunities are in the immediate vicinity?*
The City of Selah Urban Growth Area contains numerous municipal parks and school playgrounds. Numerous informal recreational opportunities such as fishing, bird watching, walking, jogging, bicycling, etc., exist within the Urban Growth Area.
- b. *Would the proposed project displace any existing recreational uses? If so, describe.*
No.
- c. *Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:*
None.

13. HISTORIC AND CULTURAL PRESERVATION

- a. *Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers located on or near the site? If so, specifically describe.*
No.
- b. *Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Is there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.*
None.

- c. *Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.*

None.

- d. *Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.*

None.

14. TRANSPORTATION

- a. *Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.*

The City of Selah Urban Growth Area contains numerous City of Selah, Yakima County, and Washington Department of Transportation streets and highways. Public streets are shown on Map B of the Water System Plan.

- b. *Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?*

Public transit service is provided on First Street within the City of Selah.

- c. *How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate?*

Not applicable.

- d. *Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).*

No.

- e. *Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.*

The Burlington Northern-Santa Fe Stampede Pass main line traverses the City of Selah Urban Growth Area.

- f. *How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?*

None.

- g. *Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.*

None.

- h. *Proposed measures to reduce or control transportation impacts, if any:*

None.

15. PUBLIC SERVICES

- a. *Would the project result in an increased need for public services (for example: fire protection, police protection, health care, schools, other?) If so, generally describe.*
No.
- b. *Proposed measures to reduce or control direct impacts on public services, if any.*
None.

16. UTILITIES

- a. *Underline the utilities currently available at the site: electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, irrigation, cable TV, drains, other.*
- b. *Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.*
None.

C. SIGNATURE

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.



Digitally signed by Justin Bellamy
Date: 2020.10.08 12:00:40 -07'00'

June 30, 2020

Justin L. Bellamy, PE
Project Engineer
HLA Engineering and Land Surveying, Inc.

Date

D. SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS

1. *How would the proposal be likely to increase discharge to water; emissions to air; production, storage or release of toxic or hazardous substances; or production of noise?*

The 2021 Water System Plan addresses and identifies improvements to and expansion of the City of Selah's water system necessary to accommodate projected growth within the City and its Urban Growth Area over the next 20-year period. Increases in treated wastewater discharge will be as described in the City's 2018 General Sewer Plan and generally correspond with increased water usage. No increases in the emissions to air, production, storage, or release of toxic or hazardous substances, or production of noise are likely to result from this proposal.

Proposed measures to avoid or reduce such increases are:

Not applicable.

2. *How would the proposal be likely to affect plants, animals, fish, or marine life?*
No effects are likely because of this proposal.

Proposed measures to protect or conserve plants, animals, fish or marine life are:

Not applicable.

3. *How would the proposal be likely to deplete energy of natural resources?*

Because some water system components operate electrically, this proposal may result in a minor increase in energy requirements to operate electrical equipment over current amounts.

Proposed measures to protect or conserve energy and natural resources are:

The increase of electrical energy requirements will be reduced to the extent possible through use of high-efficiency electrical motors and equipment.

4. *How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?*

The proposal is not likely to use or affect environmentally sensitive areas.

Proposed measures to protect such resources or to avoid or reduce impacts are:

Environmentally sensitive areas were identified during the development of Selah's Water System Plan. These areas will be avoided when detailed plans are prepared, and pipeline alignments selected.

5. *How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?*

The proposal will not affect land or shoreline use in ways incompatible with existing plans.

Proposed measures to avoid or reduce shoreline and land use impacts are:

None.

6. *How would the proposal be likely to increase demands on transportation or public services and utilities?*

This proposal identifies the future demand upon the Selah water system and identifies the measures the City will take to accommodate that future demand.

Proposed measures to reduce or respond to such demand(s) are:

Proposed measures include expansion of the water system to serve lands within the City's Urban Growth Area.

7. *Identify, if possible whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.*

This proposal does not conflict with laws or requirements for the protection of the environment. Improvements identified within this proposal will allow the City to comply with public health requirements.



Selah City Council
Regular Meeting
AGENDA ITEM SUMMARY

Meeting Date: 10/22/2024
Agenda Number: 13A

Action Item

Title: Resolution Accepting the Proposal from CivicPlus for Digital and Customer Service Software Solutions, and Authorizing the Mayor to Negotiate and Execute a Contract at an Amount Not to Exceed the Approved Proposal.

From: Rich Huebner, City Administrator

Action Requested: Approval

Staff Recommendation: Approval

Board/Commission Recommendation: N/A

Fiscal Impact: \$60,684 for implementation and initial one-year term, all of which will be covered by American Rescue Plan Act (ARPA) funds that the City possesses and has not yet allocated. Thereafter, Annual Recurring Services costs of \$39,392 per year. Nearly \$31,000 of the second-year costs will also be covered by ARPA funds. The balance of the second-year costs, and the costs for other future years, will be paid from general fund (a/k/a current expense) monies.

Funding Source: 001 General Fund

Background/Findings/Facts: At its Workshop Meeting on March 5, 2024, the City Council identified improved communication and public outreach as one of its top priorities. Included in specific examples and ideas discussed was an improved online presence to make the City more accessible to its citizens.

In the intervening months, the Mayor, City Administrator, and selected staff members have held meetings with and reviewed proposals from multiple vendors, and are now recommending CivicPlus as the preferred vendor. Included in the recommended package are five products, all provided by CivicPlus:

- New Website
- NextRequest Public Records Software
- Archive Social – Social Media Archiving
- CivicRec Parks & Recreation Software
- Agenda and Meeting Management Software

During the Study Session, staff will provide a presentation with an overview of each platform and the cost breakdown of each. The total cost of implementation and initial one-year term is \$60,684,

which will be covered in full by ARPA funds. The Annual Recurring Services cost is \$39,392, of which \$30,981 can also be covered by ARPA funds. In order to ensure ARPA funds can be used for this project, a contract with CivicPlus must be executed by December 31, 2024, which will accomplish the ARPA requirement of encumbering the funds.

As of the writing of this AIS, there is \$99,254.83 in ARPA funds remaining. The remaining funds are from the \$150,000 that had been allocated by the City Council to City Hall improvements. From that allocation, approximately \$5,000 was deducted for roof repairs, and approximately \$7,500 has been earmarked for painting of the physical building and crack sealing the parking lot, resulting in \$30,913.83 that can be dedicated toward the Annual Recurring Services for the second year of CivicPlus product usage.

As the City is conducting strategic planning for its facilities and evaluating the future location of City Hall, the administration has decided the best option for the investment of the \$150,000 of APRA funds earmarked for City Hall is in technology improvements.

The Annual Recurring Services will be offset by approximately \$15,000 in cost savings from the replacement of current providers. Those savings include a minimum of \$11,000 that the City has been paying for ActiveNet (which will be replaced by CivicRec), approximately \$1,000 of the annual total that the City has been paying to the City of Yakima's IT Department for managing the City's website (because the scope of work by Yakima's IT Department will decrease), and approximately \$1,500 that the City has been paying to PageFreezer for social media archiving (because PageFreezer will no longer be needed).

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:
08/15/2024	Public Hearing conducted by the Hearing Examiner
08/31/2024	Hearing Examiner issues determination granting requested variance

RESOLUTION NO. _____

RESOLUTION ACCEPTING A PROPOSAL FROM CIVICPLUS FOR DIGITAL AND CUSTOMER SERVICE SOFTWARE SOLUTIONS, AND AUTHORIZING THE MAYOR TO NEGOTIATE AND EXECUTE A CONTRACT AT AN AMOUNT NOT TO EXCEED THE APPROVED PROPOSAL

WHEREAS, the City Council has identified improved communication and public outreach as one of its top priorities; and

WHEREAS, the Mayor, City Administrator, and selected City staff have met with and reviewed proposals from multiple vendors to improve the City's digital and online presence; and

WHEREAS, the administration is recommending CivicPlus as its preferred vendor; and

WHEREAS, CivicPlus has provided a proposal for five products that the administration believes will improve the City's digital and online presence, and make the City more accessible to its citizenry; and

WHEREAS, the City Council finds good cause to accept the proposal from CivicPlus and to authorize the Mayor to negotiate and execute a contract with CivicPlus;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON that the City Council hereby accepts the proposal from CivicPlus and authorizes the Mayor to negotiate and execute a contract at an amount not exceed the approved proposal.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON this 22nd day of October, 2024.

Roger Bell, Mayor

ATTEST:

Courtney McGarity, City Clerk

APPROVED AS TO FORM:

Rob Case, City Attorney



CivicPlus

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
Date:
Expires On:

Statement of Work
Q-60083-1
12/15/2023 2:04 PM
10/31/2024

Client:
City of Selah, WA

Bill To:
Selah WA - CivicEngage

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Becky White	(785) 370-2504	bwhite@civicplus.com		Net 30

Discount(s)

QTY	PRODUCT NAME	DESCRIPTION	DISCOUNT %	TOTAL
1.00	CivicRec Year 1 Annual Fee Discount	Bundled Discount - 50% Year 1 - CivicRec	0	USD -2,250.00
1.00	Accessibility Year 1 Annual Fee Discount	Bundled Discount - 50% Year 1 - CivicRec Audio Eye	0	USD -750.00
1.00	AMM: Year 1 Annual Fee Discount	Bundled Discount - 50% Year 1 - AMMS	0	USD -2,650.00
1.00	ArchiveSocial Year 1 Annual Fee Discount	Bundled Discount - 50% Year 1 - ArchiveSocial	0	USD -2,094.00
1.00	NextRequest Year 1 Annual Fee Discount	Bundled Discount - 50% Year 1 - NextRequest	0	USD -5,394.00

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION	DISCOUNT %	TOTAL
1.00	Premium Implementation - CivicEngage	Premium Implementation	0	USD 12,635.00
94.00	Content Development - 1 Page - CivicEngage	Content Development - 1 Page - CivicEngage	0	USD 3,760.00
6.00	New Customer System Training (3h, virtual) - Web Central	CivicEngage System Training - Virtual, Up to 3 Hours, up to 12 Attendees	0	USD 4,500.00
1.00	CivicPlus Mobile Implementation - CivicEngage Central	Configure, build and deploy iOS/Android apps with customized assets	100	USD 0.00

QTY	PRODUCT NAME	DESCRIPTION	DISCOUNT %	TOTAL
1.00	CivicRec Premium	Premium Package -Project Coordination -Branded Public Portal -Help Center Access -Access to Live Project Support -Named Implementation Consultant	0	USD 3,885.00
4.00	CivicRec Virtual Training (Half Day Block)	Training (Virtual) - half day, up to 4 hours	0	USD 3,000.00
1.00	CivicRec Virtual Consulting (Half Day Block)	Consulting (Virtual) - half day, up to 4 hours	0	USD 750.00
1.00	CivicRec Pay Implementation - Forte	Includes setting CivicPlus Pay configuration, configuring CivicPlus products for accepting payments, advanced troubleshooting with our partner's support.	100	USD 0.00
1.00	AMM Select: Pro Premium Implementation	Pro Premium Implementation; Includes config. of up to 10 meeting types, up to 10 boards, 1 approval workflow per meeting type, 4 hrs of training, and 2 hrs of consulting; Includes 1 original agenda, 1 original minutes, and 1 original staff report design	0	USD 3,900.00
1.00	ArchiveSocial Provisioning Fee - Economy	ArchiveSocial Account Activation and Setup	0	USD 500.00
1.00	NextRequest Standard Implementation	NextRequest Standard Implementation (Virtual Only)	0	USD 1,500.00

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION	DISCOUNT %	TOTAL
1.00	Annual - CivicEngage Central	Annual - CivicEngage Central	0.0000	USD 3,853.00
1.00	Hosting & Security Annual Fee - CivicEngage Central	Hosting & Security Annual Fee - CivicEngage Central	0.0000	USD 1,188.00
1.00	DNS Hosting for .GOV – Annual Fee	DNS Hosting for .GOV – Annual Fee	0.0000	USD 75.00
1.00	AudioEye Managed	AudioEye Managed: URL	27.9712	USD 3,000.00
1.00	CivicEngage CivicPlus Mobile Base App	Proprietary CP Mobile app shell, API management	29.9720	USD 2,000.00
1.00	CivicPlus Mobile - CivicEngage Central	A CivicEngage Central integration, which includes standard mobile relevant modules	29.9720	USD 3,000.00
1.00	CivicRec Annual Fee	CivicRec Annual Fee	0.0000	USD 4,500.00

QTY	PRODUCT NAME	DESCRIPTION	DISCOUNT %	TOTAL
1.00	CivicRec AudioEye Enterprise	AudioEye Enterprise for CivicRec	40.0000	USD 1,500.00
1.00	CivicRec Pay Annual Fee - Forte	CivicRec Pay Annual maintenance and support fee	100.0000	USD 0.00
1.00	AMM Select: Pro Annual Fee	AMM Select: Pro Annual Fee	0.0000	USD 5,300.00
1.00	ArchiveSocial Economy	Social Media Archiving Subscription - Up to 12 Accounts & Up To 1.6k Records Per Month	0.0000	USD 4,188.00
1.00	NextRequest Standard	NextRequest Standard with up to 10 Admin-Publisher Users and 2TB of Storage	0.0000	USD 10,788.00

List Price - Initial Term Total	USD 88,627.00
Total Investment - Initial Term	USD 60,684.00
Annual Recurring Services (Subject to Uplift)	USD 39,392.00

Initial Term	12 Months
Initial Term Invoice Schedule	70% invoiced at signing and 30% invoiced 6 months from signing or completion of implementation of Services if earlier

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Acceptance

The undersigned has read and agrees to the following Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)



Selah City Council
 Regular Meeting
AGENDA ITEM SUMMARY

Meeting Date: 10/22/2024
 Agenda Number: 14A

Action Item

Title: Ordinance Amending the 2024 Base Salary and Wage Schedule for Unrepresented (a/k/a Non-Union) Positions

From: Rich Huebner, City Administrator

Action Requested: Approval

Staff Recommendation: Approval

Board/Commission Recommendation: N/A

Fiscal Impact: There will not be an additional cost to the City. If the proposed ordinance is approved, there may be a beneficial fiscal impact if the position is filled at the lower classification.

Funding Source: 001 General Fund

Background/Findings/Facts: Community Development Supervisor Jeff Peters resigned from the City staff at the end of August. Since Mr. Peters’ departure, the staff of the Community Development Division have been supervised by Public Works Director Rocky Wallace, and the administration has reviewed the Job Description for that role, as well as the professional market status for planning services

As a result of that review, the administration would like to post a job description for a City Planner **OR** Community Development Supervisor. This posting would invite applicants to apply at either classification, based on their experience and professional background. If an applicant is selected at the City Planner classification, the Planner and the other current staff members will continue to be supervised by Mr. Wallace.

The administration believes that the proposed job description will encourage the largest possible applicant pool. Only one person will be hired, at the classification rate commiserate with their background and experience. The administration is not proposing adding an additional FTE.

Recommended Motion: I move to approve the Ordinance 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:**

07/09/2024	Ordinance No. 2233 – Ordinance Amending the 2024 Base Salary and Wage Schedule for Unrepresented (a/k/a Non-Union) Employment Positions
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03/26/2024	Ordinance No. 2222 – Ordinance Amending the 2024 Base Salary and Wage Schedule for Unrepresented (a/k/a Non-Union) Employment Positions
02/27/2024	Ordinance No. 2221 – Ordinance Amending the 2024 Base Salary and Wage Schedule for Unrepresented (a/k/a Non-Union) Employment Positions
01/09/2024	Ordinance No. 2218 – Ordinance Amending the 2024 Base Salary and Wage Schedule for Unrepresented (a/k/a Non-Union) Employment Positions
12/12/2023	Ordinance No. 2215 – Ordinance Establishing the 2024 Base Salary and Wage Schedule for Unrepresented (a/k/a Non-Union) Employment Positions

ORDINANCE NO. _____

ORDINANCE ESTABLISHING THE 2024 BASE SALARY AND WAGE SCHEDULE FOR UNREPRESENTED (A/K/A NON-UNION) POSITIONS

WHEREAS, the City needs to establish the salary and wage schedule that will apply for the City’s unrepresented (a/k/a non-union) positions during the calendar year of 2024;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Salary and Wage Rates for 2024. During the calendar year of 2024, the following respective monthly salary ranges and hourly wage ranges will apply for the City’s unrepresented (a/k/a non-union) positions:

Full-Time Regular Employee
Positions Established by
SMC 1.10.031(f):

(all figures are gross)
Monthly Salary:

minimum maximum

Executive

Administration

(ranges of approx. 15%)

City Administrator	\$ 9,600	\$11,262
Finance Director	\$ 8,600	\$10,131
City Attorney	\$12,900	\$15,070
City Clerk	\$ 6,400	\$ 7,504
HR & Community Outreach Spclst.	\$ 4,375	\$ 5,107
Payroll & Accts. Pyabl. Spclst.	\$ 4,375	\$ 5,107
Utility Billing Specialist	\$ 4,375	\$ 5,107
Court Clerk & Administrator	\$ 4,375	\$ 5,107

Community Development

(ranges of approx. 15%)

Community Dvlpmt. Superv.	\$ 7,500	\$ 8,821
City Planner	\$ 6,375	\$ 7,500
Building & Code Inspector	\$ 5,000	\$ 5,943
Code Enfor. & Strwtr. Mgmt.	\$ 4,375	\$ 5,107
Plnng. & Bldg. Permit Spclst.	\$ 4,375	\$ 5,107

Community Services

(ranges of approx. 15%)

Community Services Mngr.	\$ 4,600	\$ 5,462
Recr. Coord. – Youth Sports	\$ 4,375	\$ 5,107
Facility Coord. – Civic Center	\$ 4,375	\$ 5,107

Public Works

Administration & Utilities

(ranges of approx. 15%)

Public Works Director	\$ 8,600	\$10,131
Public Works Utility Superv.	\$ 7,500	\$ 8,821
Public Works Engineer Tech.	\$ 4,600	\$ 5,369
Public Works Admin. Asst.	\$ 4,100	\$ 5,107

Wastewater Treatment Plant

(ranges of approx. 15%)

WWTP. Supervisor	\$ 6,900	\$ 8,130
WWTP. Lab Tech IV	\$ 5,500	\$ 6,325
WWTP Lab Tech III	\$ 5,300	\$ 6,217
WWTP. Operator IV	\$ 5,300	\$ 6,217
WWTP. Operator III	\$ 5,100	\$ 5,952
WWTP. Operator II	\$ 4,700	\$ 5,577
WWTP. Operator I	\$ 4,450	\$ 5,198
WWTP. Operator Trainee	\$ 4,100	\$ 4,820
WWTP. Mechanic	\$ 4,400	\$ 5,150

Police Department

(ranges of approx. 15%)

Police Chief	\$ 9,964	\$11,634
Police Lieutenant	\$ 8,600	\$10,080

Fire Department

(range of approx. 15%)

Fire Chief	\$10,200	\$11,991
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(step ranges of approx. 4%)

Deputy Fire Chief – Step 3	\$ 9,242	\$ 9,593
Deputy Fire Chief – Step 2	\$ 8,890	\$ 9,242
Deputy Fire Chief – Step 1	\$ 7,683	\$ 8,890
Captain – Step 3	\$ 7,479	\$ 7,684
Captain – Step 2	\$ 7,274	\$ 7,479
Captain – Step 1	\$ 7,070	\$ 7,274
Lieutenant – Step 3	\$ 6,884	\$ 7,070
Lieutenant – Step 2	\$ 6,699	\$ 6,884
Lieutenant – Step 1	\$ 6,504	\$ 6,699
Firefighter – Step 3	\$ 5,983	\$ 6,504
Firefighter – Step 2	\$ 5,286	\$ 5,983
Firefighter – Step 1	\$ 5,062	\$ 5,286
Firefighter – Probationary	\$ 4,300	\$ 5,062

(range of approx. 20%)

Fire Dept. Admin. Asst.	\$ 4,300	\$ 5,107
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**Part-Time, Seasonal &
Temporary Positions:**

**(all figures are gross)
Hourly Rate:**

	<u>minimum</u>	<u>maximum</u>
Office Assistant	\$ 17.58	\$ 20.51
PW. Laborer II	\$ 18.64	\$ 21.53
PW. Laborer I	\$ 16.28	\$ 18.38
Recr. Sports Supervisor	\$ 16.28	\$ 18.38
Recr. Programs: Spts. Ref. III	\$ 16.28	\$ 17.22
Recr. Programs: Spts. Ref. II	\$ 16.28	\$ 16.91
Recr. Programs: Spts. Ref. I or Scorekeeper	\$ 16.28	\$ 16.80

The state-wide minimum wage during 2024 will be \$16.28 per hour. As allowed by state law, any referee or scorekeeper who is 14 or 15 years of age may be employed at an hourly rate that is 85% of the then-applicable minimum wage, which will equate to \$13.84 per hour during the calendar year of 2024.

Section 2. Clarifications and Cross-References. The following clarifications and cross-references apply:

- a. Not every position recited above is presently occupied as of the date of this Ordinance and the City is not required to fill every position. As allowed by SMC 1.10.031(e), some positions recited above are nonexclusive positions, which means that multiple people may occupy those positions at the same time.
- b. As allowed by SMC 1.10.031(a) & (c), additional or different positions may be created at the discretion of the Mayor, and multiple positions may be combined at the discretion of the Mayor so long as the salary/wage rate paid to any person occupying a combined position does not exceed the maximum amount specified on this Ordinance for the highest-paid of the combined positions or a new amount specifically approved by the City Council. As of the date of this Ordinance, the three positions of Human Resources Manager, Public Records Manager and [City Hall] Administrative Assistant are combined and are occupied by a single person, and such person will be paid a salary that does not exceed the maximum amount specified on this Ordinance for such combined position.
- c. This Ordinance establishes a salary/wage range for each position. Whenever the City advertises an opening as to any position recited above, the full salary/wage range should be specified within the advertisement(s). Any new person hired into a fulltime position recited above should ordinarily begin at, or near, the minimum rate amount specified for that position. Thereafter, one or more periodic salary/wage increase(s) should occur when appropriate prior to the person then earning the maximum salary/wage for the fulltime position. When a person is promoted from a fulltime position to a higher fulltime position, the person may immediately be paid the maximum rate specified for the higher fulltime

position at the discretion of the Mayor.

- d. This Ordinance only establishes base salary rates and base wage rates. By contrast, it does not establish, guarantee or restrict any fringe benefits (such as insurance coverage, vacation and leave accruals, and retirement accruals), any longevity pay accruals or any overtime or comp time accruals that might exist or apply.
- e. As reflected by its title and body, this Ordinance only pertains to unrepresented (a/k/a non-union) positions. Represented employees (a/k/a union members) will be paid the salaries/wages specified by the then-applicable Collective Bargaining Agreement (or other union contract) that governs their employment. As of the date of this Ordinance, most Police Department employees and many Public Works Department employees are represented employees (a/k/a union members).
- f. Ordinance No. 2185 was the applicable salary and wage ordinance for the year of 2023.

Section 3. Publishing and Effective Date. A summary of this Ordinance shall be published in the City's official newspaper, consistent with RCW 35A.12.120 and .16. This Ordinance shall take effect and be in full force five calendar days following publication.

PASSED AND ORDAINED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 22nd day of October, 2024.

Roger Bell, Mayor

ATTEST:

Kimberly Grimm, Clerk/Treasurer

APPROVED AS TO FORM:

Rob Case, City Attorney

City of Selah



Position Title City Planner **OR** Community Development Supervisor

This job description is intended to present a descriptive list of the range of functions and duties assigned to the position. It does not recite, establish or limit all functions and duties of the position, and additional or different functions and duties may be assigned – either permanently or temporarily. It is not intended to reflect all duties performed within the job.

Department: Public Works	Classifications: Permanent; Full time; Non-Union; Exempt
Benefits: Position receives full benefits	

Summary of Position

Under the general supervision of the Public Works Director this position will perform professional-level work in planning and development review for the City of Selah. The focus of the position will be current planning and development review with the opportunity to work on long-range projects. The position provides complex and advanced planning assistance to the City, exercises independent judgment on a variety of planning issues, makes recommendations on department operations, and prepares and presents planning related reports and studies to the Planning Commission. As a member of the City’s Leadership Team, the position is expected to demonstrate and foster excellent communication skills and to actively and effectively engage in strategic planning and organizational development.

Supervision and Direction to be Received and Exercised

Receives direction and general supervision from the Public Works Director, and when appropriate from the City Administrator. Works with limited supervision. If assigned to the City Planner classification, generally, no supervision will be exercised. If assigned to the Community Development Supervisor classification, the incumbent may supervise three employees: Building Inspector, Code Enforcement Officer, and Planning & Building Specialist.

Essential Job Functions

Essential functions and duties include, but are not limited to, the following:

City Planner

1. Responsible for the review of land use, shoreline, and related planning applications.
2. Meet with developers, property owners, special interest groups, and/or homeowners’ associations regarding immediate and long-range planning for development projects.
3. Identify community problems, issues, and opportunities in particular neighborhoods that could be mitigated through better community planning.
4. Provide general administrative oversight for planning, implementation and coordination of long-range and short-range community development programs and projects, and the application of and compliance with City and State land use policies and regulations.
5. Confer with architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards.
6. Develop strategies to promote economic and community development of efficient land use consistent with community goals.
7. Research, prepare, and submit grant applications and manage grant awards and contracts.
8. Organize and facilitate meetings with developers and community groups to introduce and discuss new development proposals and planning projects.

9. Review/evaluate land use development applications, analyze development trends, conduct special studies, and make recommendations to City management, the City Council, and the Planning Commission.
10. Administer the implementation of the City's Comprehensive Plan, including ensuring compliance with related City or State zoning codes, policies, or rules and regulations and the processing of land use permit applications.
11. Review/evaluate site-specific land use proposals to determine compliance. When appropriate, propose alternative actions that would better accomplish the City's vision and goals. Identify conditions required to meet regulations and provide recommendations.
12. Conduct special studies or research and analyze growth management; environmental protection matters and urban development trends; issues and policies; and provide short and long-term recommendations.
13. Review and provide recommendation for revisions or enhancements to the City's Comprehensive Plan, zoning code, other related codes and/or policies rules and regulations.
14. Oversee and provide direction to consultants undertaking zoning and land use projects, including determining scheduling, ensuring standards are met, approving work plans and project changes.
15. Develop and recommend amendments to and apply the City's Comprehensive Plan, Comprehensive Zoning Ordinance, Subdivision Ordinance, and other development related ordinances.
16. Coordinate and lead the process for review of zoning and development requests for compliance with applicable City Ordinances.

Community Development Supervisor

In addition to the functions listed above, if assigned to the Community Development Supervisor classification, the incumbent will fulfill the following:

1. Ability to prepare and analyze complex reports; ability to prepare and effectively administer budgets, ability to effectively supervise staff; ability to establish and maintain effective working relationships with the public, fellow employees, and county officials; ability to effectively communicate orally and in writing.
2. Responsible for the review **and approval** of land use, shoreline, and related planning applications.
3. Provide **overall management and administration** for planning, implementation and coordination of long-range and short-range community development programs and projects, and the application of and compliance with City and State land use policies and regulations.
4. Serve as an advisor to the Mayor, City Administrator, City Council, Planning Commission and the Hearing Examiner regarding zoning and development.
5. Responsible for remedies to any condition found to be in violation of the City of Selah Municipal Code and ordinances.
6. Recruit, train, mentor, and evaluate the performance of employees within the Community Development Division.
7. Prepare and administer Division budget.

Peripheral Duties

1. Other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

1. Understanding and working knowledge of operational characteristics, services, and activities of a comprehensive urban planning program.
2. Working knowledge and experience with land use, growth management and environmental practices and with related City, State, Federal laws, rules, ordinances, guidelines, or principles.
3. Working knowledge and experience with site planning and urban plan design review/evaluation and processing of permits.

4. Working knowledge and experience with providing technical and professional staff support to elected policy makers, commissions, and boards.
5. Working knowledge and experience with development and monitoring of budgets and expenditures.
6. Understand, interpret, explain and apply City, State and Federal laws and ensure compliance with the City's urban planning goals, vision policies and practices, reporting and record keeping.
7. Explain policies and procedures and respond appropriately to questions or concerns from other employees, departments, City management, elected officials, citizens, community groups, external third parties, other jurisdictions and the general public.
8. Read and understand reference and legal materials such as the Local Government Code and other State statutes.
9. Maintain a general knowledge of municipal laws, codes, policies and guidelines and maintain a comprehensive knowledge of laws, codes, policies and guidelines applicable to the job responsibilities.
10. Demonstrate an ability to present information in public forums in a professional manner.

QUALIFICATIONS

Education, Experience, and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

City Planner

Education and Experience:

- Bachelor's degree in urban design/planning, architecture, landscape architecture, environmental science, geography, public administration, or related field;
- Three years progressively responsible experience in planning or a related field is desired.
- *or* an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position may be considered.

Community Development Supervisor

Education and Experience:

- Bachelor's degree in urban design/planning, architecture, landscape architecture, environmental science, geography, public administration, or related field;
- Five years progressively responsible experience in planning or a related field is desired.
- *or* a Master's or Law degree and three years progressive experience in addressing growth management or land use, including three years at the policy development level, preferably in a local government environment working with elected policy makers, commissions and boards;
- *or* an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position may be considered.
- A minimum of one year of supervisory experience is required.

License or certificate:

- Possession of valid Washington State Driver's License
- Must successfully pass a background check, a driving record check and a pre-employment drug screen.

Tools and Equipment Used

Requires frequent use of personal computer, including word processing, email, data processing and spreadsheet programs; also requires frequent use of telephone, photocopy machine and fax machine.

Working Conditions:

- **Reasonable Accommodations are Available:** Reasonable accommodations will be granted due to documented disabilities that, absent such accommodations, would impede an applicant's or employee's performance.
- **Typical Working Environment:** The typical work environment will be an office setting. Noise levels, lighting levels, temperature levels, and privacy levels are customary for an office setting.
- **Physical Demands:** While performing this job, the employee is frequently required to sit for extended periods of time; listen and talk; use hands to type on a keyboard, handle, feel or operate objects, tools, or controls; and reach with hands and arms. In addition, the employee is occasionally required to walk moderate distances and to sometimes lift and/or move objects up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Approved for Publication:

Roger Bell
Mayor

Rich Huebner
City Administrator

Date

I have read this job description and understand the requirements and expectations listed within.

Employee Signature

Date