



# SELAH CITY COUNCIL

## Study Session

### September 24, 2024

4:00 p.m. – Preliminary Budget Presentation

4:30 p.m. – Joint Meeting with Planning Commission



# SELAH CITY COUNCIL

## Regular Meeting

September 24, 2024

4:00 p.m.: Preliminary Budget Presentation  
4:30 p.m.: Study Session  
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: September 24, 2024  
4:00 p.m.: Preliminary Budget Pres.  
4:30 p.m.: Study Session  
5:30 p.m.: Regular Meeting

Mayor: Roger Bell  
Mayor Pro Tempore and Councilmember: Kevin Wickenhagen  
Councilmembers: Jared Iverson  
Elizabeth Marquis  
Clifford Peterson  
William Longmire  
Michael Costello  
David Monaghan  
Rich Huebner  
City Administrator: Rich Huebner  
City Attorney: Rob Case  
City Clerk: Courtney McGarity

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

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## 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 Don Cline from Bible Baptist of Selah**
- 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)**  
A. Cordae Gordon - 98942 Desserts
- 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 – Abundio Camarillo Mendoza, Margarita Vaca Guevara, Monroe Beebe

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 September 10, 2024 Council Meeting
- B. Kimberly Grimm       \* Approval of Claims & Payroll
- C. Rocky Wallace       \* Resolution Authorizing the Mayor and Public Works Director to Sign a Local Agency Agreement and also a Project Prospectus with the Washington State Department of Transportation (WSDOT) Relative to the Selah Street Sweeper Project
- D. Jim Lange       \* Resolution Authorizing the Mayor, as the City’s Representative to the Joint Board, to Prepare a Proposed 2025 Fire Department Budget that Includes Wages and Salaries Not Exceeding those within a Previously-Presented Salary Comparison Analysis and Proposal

11) **Public Hearings** – None

12) **General Business**

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

13) **Resolutions** – None

14) **Ordinances** – None

- 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 – 1 hour**  
RCW 42.30.110(i); RE: Potential Litigation
  
- 17) **Closed Session – None**
  
- 18) **Adjournment**

Next Regular Meeting: October 8, 2024

Next Study Session: October 8, 2024 - MultiCare



**Selah City Council**  
Regular Meeting  
***AGENDA ITEM SUMMARY***

Meeting Date: 9/24/2024  
Agenda Number: 10A

Action Item
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**Title:** Approval of Meeting Minutes from August 27, 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  
September 10, 2024

**Call to Order**

Mayor Bell called the meeting to order at 5:30 p.m.

**Roll Call**

Councilmembers Present: David Monaghan, Clifford Peterson, Elizabeth Marquis, Kevin Wickenhagen, Jared Iverson

Councilmembers Absent: Michael Costello, William Longmire

Staff Present: Rich Huebner, City Administrator; Rob Case, City Attorney; Dustin Soptich, Chief of Police; Jim Lange, Fire Chief; Rocky Wallace, Public Works Director; Courtney McGarity, City Clerk

Staff Absent: Kimberly Grimm, Finance Director; Zack Schab, Recreation + Tourism Manager

**Pledge of Allegiance was said by all in attendance**

**Invocation**

Hershel Corbin of The Church of Jesus Christ of Latter-day Saints provided prayer.

**Pre-Arranged Oral Comments from the Public**

- Pattie Graffe — SDA  
September is the SDA Board Retreat Month; announcement of board member changes; Cash Mob will be 9/26 at Viking Store; SDA will be sponsoring the Selah lunch on 9/25; Spirit Week will be 10/7-10/11; Anxious Generation by Jonathan Haidt book review

**Proclamations/Announcements**

- A. Proclamation of September 10<sup>th</sup> as International Suicide Prevention Day and the Month of September as International Suicide Prevention Month

**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 August 27, 2024 Council Meeting
- B. Kimberly Grimm \* Approval of Claims & Payroll
- C. Dustin Soptich \* Resolution Declaring a Ford Van, AM General Truck and a Generator Set as Surplus, and Authorizing Their Sale
- D. Jim Lange \* Resolution Declaring one 1988 FMC, Spartan Fire Pumper as Surplus, and Authorizing its Disposition and Sale

Councilmember Iverson made a motion to move 13B and 13C to the Consent Agenda. Councilmember Wickenhagen seconded. Mayor Bell asked council for discussion. Hearing none, Mayor Bell requested a voice vote to approve the motion. Motion carries by voice vote. Councilmember Peterson moved to approve the Consent Agenda as amended. Councilmember Monaghan seconded. Mayor Bell restated the motion and asked council for discussion. Hearing none, Mayor Bell requested a voice vote to approve the motion. Motion carries by voice vote.

**Resolutions**

- A. Rocky Wallace Resolution Authorizing Public Works to Purchase a New 2024 Ford F350 4X4 Pickup Truck and to Surplus the City’s Existing 2010 Ford F350 4X4 Pickup Truck (VIN #1FTRF3B68BEA161337)

Mr. Wallace made an edit to the Resolution title (VIN #1FTRF3B68BEA161337). Councilmember Marquis asked if this purchase is in addition to the existing 2024 budget to which Mr. Wallace agreed and explained that this is in the 2025 preliminary budget with a low possibility of it being purchased and delivered before 2025. Councilmember Iverson confirmed that if it was purchased and delivered within 2024, a budget amendment would need to be made, asking for confirmation that this would be possible. Mr. Wallace, Mr. Huebner and Mayor Bell engaged in conversation with Councilmembers to explain the process for moving general funds, breakdown of vehicles, parts beyond 15 years and intention to provide a schedule of vehicles purchased. Councilmember Iverson moved to approve the Resolution. Councilmember Wickenhagen seconded. Following a roll call vote by Ms. McGarity, all are in favor, and the motion is approved.

**Staff Reports/Announcements**

The following staff members provided a department report:

- Chief of Police, Dustin Soptich
- Fire Chief, Jim Lange
- Public Works Director, Rocky Wallace



### **Councilmember Reports**

- Councilmember Monaghan – Working with YPD to organize a Polar Bear Plunge for January 1, 2025 at Sarge Hubbard Park
- Councilmember Marquis – SSD is working on and adopting their budget for this coming school year; Superintendent McKay is hosting an open forum on 9/17 at 6pm at Selah Middle School
- Councilmember Wickenhagen – SDA is still seeking volunteers for bingo night
- Councilmember Iverson – Chamber of Commerce Board Meeting on 9/11

### **City Attorney Report**

Executive Session to take place on 9/24/2024.

### **City Administrator Report**

Report for Zack Schab, Recreation + Tourism

The first week of soccer was a success, though there are still parking issues.

Jeff Peters had his offboarding and exit interview; Ms. McGarity, Ms. Damron and Mr. Huebner have been in discussions with a preferred vendor for an updated website and other tools that further goals to better engage with the community and we anticipate having a presentation at our next meeting; departments are currently in the process of budget planning for the upcoming year; Public Works was awarded a 2.5 million loan for the Hillcrest Watermain Replacement project; the WCIA audit for the year around Risk Management has been completed; Department of Retirement Services exit meeting on our compliance review has been completed.

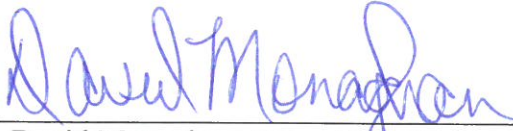
### **Mayor's Report**

Offloading surplus vehicles are helping to cut insurance costs for the City. Additionally, we are dropping all vehicles off of insurance that are under the deductible in replacement value. City of Selah, Selah Downtown Association and Selah Chamber of Commerce will be co-sponsoring a Christmas Lights contest for best residential and best business display from each. The City will then sponsor a lighted Tour event in December on a Friday and Saturday evening which will include all six winners. There will be a 15-passenger bus, 3 tours per night, reservations required and beverages/snack included. Total cost is estimated at approximately \$1,000. Additional sponsors are needed. American Legion Post 88 is working to raise funds for a Selah Community Center Flag pole to proudly display the USA and Washington State flag at the new entrance to the Selah Community Civic Center. The Training Center will have a Fall Festival event on October 26<sup>th</sup> and all are encouraged to attend.

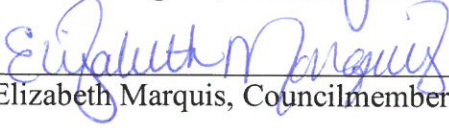
### **Adjournment**

Councilmember Wickenhagen moved to adjourn the meeting. Councilmember Peterson seconded. Mayor Bell adjourned.

Meeting ended at 6:18 p.m.

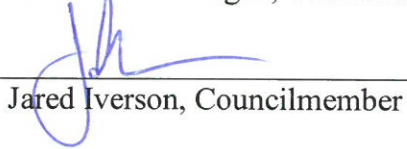


David Monaghan, Councilmember



Elizabeth Marquis, Councilmember

Kevin Wickenhagen, Councilmember

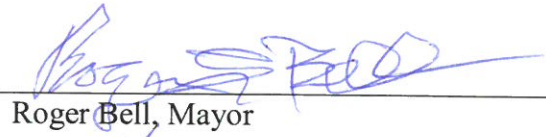


Jared Iverson, Councilmember

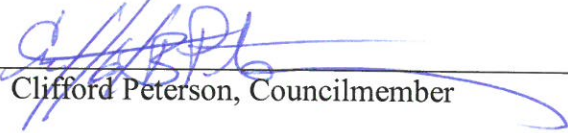
ATTEST:



Courtney McGarity, City Clerk



Roger Bell, Mayor



Clifford Peterson, Councilmember

**ABSENT**

Michael Costello, Councilmember

**ABSENT**

William Longmire, Councilmember



**Selah City Council**  
Regular Meeting  
***AGENDA ITEM SUMMARY***

Meeting Date: 9/24/2024  
Agenda Number: 10B

Action Item
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**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: 08:07:13 Date: 09/19/2024

09/13/2024 To: 09/19/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4605	09/13/2024	Payroll	1	EFT		2,017.41	Sept 1-13 2024 Pay Period
4606	09/13/2024	Payroll	1	EFT		1,844.84	Sept 1-13 2024 Pay Period
4607	09/13/2024	Payroll	1	EFT		2,367.68	Sept 1-13 2024 Pay Period
4608	09/13/2024	Payroll	1	EFT		2,057.11	Sept 1-13 2024 Pay Period
4609	09/13/2024	Payroll	1	EFT		2,840.22	Sept 1-13 2024 Pay Period
4610	09/13/2024	Payroll	1	EFT		1,731.24	Sept 1-13 2024 Pay Period
4611	09/13/2024	Payroll	1	EFT		2,044.98	Sept 1-13 2024 Pay Period
4612	09/13/2024	Payroll	1	EFT		1,970.25	Sept 1-13 2024 Pay Period
4613	09/13/2024	Payroll	1	EFT		2,131.79	Sept 1-13 2024 Pay Period
4614	09/13/2024	Payroll	1	EFT		4,284.48	Sept 1-13 2024 Pay Period
4615	09/13/2024	Payroll	1	EFT		2,171.64	Sept 1-13 2024 Pay Period
4616	09/13/2024	Payroll	1	EFT		2,641.56	Sept 1-13 2024 Pay Period
4617	09/13/2024	Payroll	1	EFT		1,957.39	Sept 1-13 2024 Pay Period
4618	09/13/2024	Payroll	1	EFT		2,588.86	Sept 1-13 2024 Pay Period
4619	09/13/2024	Payroll	1	EFT		1,988.78	Sept 1-13 2024 Pay Period
4620	09/13/2024	Payroll	1	EFT		1,871.35	Sept 1-13 2024 Pay Period
4621	09/13/2024	Payroll	1	EFT		892.82	Sept 1-13 2024 Pay Period
4622	09/13/2024	Payroll	1	EFT		2,344.67	Sept 1-13 2024 Pay Period
4623	09/13/2024	Payroll	1	EFT		1,987.68	Sept 1-13 2024 Pay Period
4624	09/13/2024	Payroll	1	EFT		1,940.96	Sept 1-13 2024 Pay Period
4626	09/13/2024	Payroll	1	EFT		1,943.33	Sept 1-13 2024 Pay Period
4627	09/13/2024	Payroll	1	EFT		3,395.64	Sept 1-13 2024 Pay Period
4629	09/13/2024	Payroll	1	EFT		2,036.31	Sept 1-13 2024 Pay Period
4630	09/13/2024	Payroll	1	EFT		49.61	Sept 1-13 2024 Pay Period
4631	09/13/2024	Payroll	1	EFT		2,112.89	Sept 1-13 2024 Pay Period
4633	09/13/2024	Payroll	1	EFT		3,675.61	Sept 1-13 2024 Pay Period
4634	09/13/2024	Payroll	1	EFT		1,860.55	Sept 1-13 2024 Pay Period
4635	09/13/2024	Payroll	1	EFT		58.51	Sept 1-13 2024 Pay Period
4636	09/13/2024	Payroll	1	EFT		1,847.81	Sept 1-13 2024 Pay Period
4637	09/13/2024	Payroll	1	EFT		1,974.55	Sept 1-13 2024 Pay Period
4638	09/13/2024	Payroll	1	EFT		2,082.54	Sept 1-13 2024 Pay Period
4640	09/13/2024	Payroll	1	EFT		1,583.69	Sept 1-13 2024 Pay Period
4641	09/13/2024	Payroll	1	EFT		2,044.02	Sept 1-13 2024 Pay Period
4642	09/13/2024	Payroll	1	EFT		492.97	Sept 1-13 2024 Pay Period
4643	09/13/2024	Payroll	1	EFT		3,892.83	Sept 1-13 2024 Pay Period
4644	09/13/2024	Payroll	1	EFT		1,845.93	Sept 1-13 2024 Pay Period
4645	09/13/2024	Payroll	1	EFT		2,037.54	Sept 1-13 2024 Pay Period
4646	09/13/2024	Payroll	1	EFT		3,279.68	Sept 1-13 2024 Pay Period
4647	09/13/2024	Payroll	1	EFT		2,324.37	Sept 1-13 2024 Pay Period
4648	09/13/2024	Payroll	1	EFT		2,003.54	Sept 1-13 2024 Pay Period
4649	09/13/2024	Payroll	1	EFT		2,080.74	Sept 1-13 2024 Pay Period
4650	09/13/2024	Payroll	1	EFT		3,518.95	Sept 1-13 2024 Pay Period
4651	09/13/2024	Payroll	1	EFT		3,414.34	Sept 1-13 2024 Pay Period
4652	09/13/2024	Payroll	1	EFT		1,914.38	Sept 1-13 2024 Pay Period
4653	09/13/2024	Payroll	1	EFT		1,933.35	Sept 1-13 2024 Pay Period
4654	09/13/2024	Payroll	1	EFT		1,972.05	Sept 1-13 2024 Pay Period
4655	09/13/2024	Payroll	1	EFT		2,338.14	Sept 1-13 2024 Pay Period
4656	09/13/2024	Payroll	1	EFT		2,548.40	Sept 1-13 2024 Pay Period
4657	09/13/2024	Payroll	1	EFT		1,922.81	Sept 1-13 2024 Pay Period
4658	09/13/2024	Payroll	1	EFT		2,621.22	Sept 1-13 2024 Pay Period
4659	09/13/2024	Payroll	1	EFT		3,040.46	Sept 1-13 2024 Pay Period
4660	09/13/2024	Payroll	1	EFT		2,501.81	Sept 1-13 2024 Pay Period
4662	09/13/2024	Payroll	1	EFT		2,263.74	Sept 1-13 2024 Pay Period
4663	09/13/2024	Payroll	1	EFT		2,388.45	Sept 1-13 2024 Pay Period
4664	09/13/2024	Payroll	1	EFT		2,619.63	Sept 1-13 2024 Pay Period
4665	09/13/2024	Payroll	1	EFT		2,000.89	Sept 1-13 2024 Pay Period
4666	09/13/2024	Payroll	1	EFT		1,384.76	Sept 1-13 2024 Pay Period
4667	09/13/2024	Payroll	1	EFT		2,254.90	Sept 1-13 2024 Pay Period
4668	09/13/2024	Payroll	1	EFT		2,193.45	Sept 1-13 2024 Pay Period
4669	09/13/2024	Payroll	1	EFT		2,243.74	Sept 1-13 2024 Pay Period

# CHECK REGISTER

City Of Selah

Time: 08:07:13 Date: 09/19/2024

09/13/2024 To: 09/19/2024

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4671	09/13/2024	Payroll	1	EFT		2,583.61	Sept 1-13 2024 Pay Period
4672	09/13/2024	Payroll	1	EFT		2,513.99	Sept 1-13 2024 Pay Period
4673	09/13/2024	Payroll	1	EFT		3,977.32	Sept 1-13 2024 Pay Period
4674	09/13/2024	Payroll	1	EFT		2,101.34	Sept 1-13 2024 Pay Period
4675	09/13/2024	Payroll	1	EFT		2,863.40	Sept 1-13 2024 Pay Period
4676	09/13/2024	Payroll	1	EFT		2,025.28	Sept 1-13 2024 Pay Period
4677	09/13/2024	Payroll	1	EFT		1,746.14	Sept 1-13 2024 Pay Period
4678	09/13/2024	Payroll	1	EFT		1,888.01	Sept 1-13 2024 Pay Period
4679	09/13/2024	Payroll	1	EFT		1,984.87	Sept 1-13 2024 Pay Period
4680	09/13/2024	Payroll	1	EFT		3,586.45	Sept 1-13 2024 Pay Period
4681	09/13/2024	Payroll	1	EFT		1,046.25	Sept 1-13 2024 Pay Period
4682	09/13/2024	Payroll	1	EFT		2,645.14	Sept 1-13 2024 Pay Period
4683	09/13/2024	Payroll	1	EFT		2,800.14	Sept 1-13 2024 Pay Period
4684	09/13/2024	Payroll	1	EFT		5,120.72	Sept 1-13 2024 Pay Period
4685	09/13/2024	Payroll	1	EFT	EFTPS	58,599.82	941 Deposit for Pay Cycle(s) 09/13/2024 - 09/13/2024
4696	09/13/2024	Payroll	1	EFT	AFLAC Remittance Processing	258.63	Pay Cycle(s) 08/30/2024 To 08/30/2024 - AFLAC 125; Pay Cycle(s) 09/13/2024 To 09/13/2024 - AFLAC 125
4697	09/13/2024	Payroll	1	EFT	Washington State Support Registry	234.00	Pay Cycle(s) 09/13/2024 To 09/13/2024 - WA STATE SUPPORT
4704	09/17/2024	Payroll	1	EFT	Dept of Retirement - Def Comp	4,145.13	Pay Cycle(s) 09/13/2024 To 09/13/2024 - Deferred Comp; Pay Cycle(s) 09/13/2024 To 09/13/2024 - Deferred Comp - Roth
4728	09/16/2024	Payroll	1	EFT	HRA VEBA Trust - PD & PW YA063	3,400.87	Pay Cycle(s) 09/13/2024 To 09/13/2024 - HRA VEBA
4625	09/13/2024	Payroll	1	86409		60.81	Sept 1-13 2024 Pay Period
4628	09/13/2024	Payroll	1	86410		55.77	Sept 1-13 2024 Pay Period
4632	09/13/2024	Payroll	1	86411		143.73	Sept 1-13 2024 Pay Period
4639	09/13/2024	Payroll	1	86412		69.69	Sept 1-13 2024 Pay Period
4661	09/13/2024	Payroll	1	86413		46.46	Sept 1-13 2024 Pay Period
4670	09/13/2024	Payroll	1	86414		58.51	Sept 1-13 2024 Pay Period
4686	09/13/2024	Payroll	1	86415	Selah Police Association Employee Fund	275.00	Pay Cycle(s) 09/13/2024 To 09/13/2024 - PD EMP FUND
4687	09/13/2024	Payroll	1	86416	Teamsters Local #760 - PD Dues	1,626.00	Pay Cycle(s) 09/13/2024 To 09/13/2024 - TEAMSTERS PD DUES
4688	09/13/2024	Payroll	1	86417	WA State Council Police Officer Dues	175.00	Pay Cycle(s) 09/13/2024 To 09/13/2024 - PD COUNCIL DUES

001 General Fund	92,235.59
103 Fire Control	53,418.41
110 City Street	14,154.31
111 Street Improvement	1,089.86
118 Civic Center	3,615.50
119 Transit	3,495.49
121 Tourism	293.68
411 Water	25,089.33
415 Sewer	39,596.95
420 Solid Waste	4,416.80

237,405.92 Payroll: 237,405.92

**CHECK REGISTER**

City Of Selah

Time: 08:07:13 Date: 09/19/2024

09/13/2024 To: 09/19/2024

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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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.

Kathryn L Davis  
Payroll Specialist

Kimberly Gumm  
Finance Director

Subscribed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

The following voucher/checks are approved for payment:

Voucher/check number \_\_\_\_\_ through \_\_\_\_\_ Total \$ \_\_\_\_\_

# ACCOUNTS PAYABLE

City Of Selah

As Of: 11/08/2024

Time: 11:21:05 Date: 09/20/2024  
Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
1688	09/19/2024	09/24/2024	ABC Fire Control, Inc.	628.14	Invoice #580434
1623	09/18/2024	09/24/2024	Amazon Capital Services	114.99	Invoice #1GWV-7/t9-DHFN, Cr Memo 1H1K-RCDH-NGLK
1546	09/13/2024	09/24/2024	American Rock Products	285.04	Invoice #991342
1637	09/18/2024	09/24/2024	Anatek Labs	117.00	Invoice #2421908, 2422292, 2422485
1547	09/13/2024	09/24/2024	Ascent Foundation & More LLC	11,295.22	21095A-C Retainage
1626	09/18/2024	09/24/2024	Autozone	127.41	Invoice #3720323566
1638	09/18/2024	09/24/2024	Beckwith Consulting Group	3,887.50	Invoice #5
1639	09/18/2024	09/24/2024	Beckwith Consulting Group	13,640.00	Invoice #6
1627	09/18/2024	09/24/2024	Bill Harris Used Cars Inc	3,896.32	Invoice 32988 Vehicle 548 Brake repair, Invoice 32915 Vehicle 543 Brake repair, Invoice 32947 542 Brake repair
1578	09/13/2024	09/24/2024	Card Service Center	886.30	Invoice #36747/9-8/8
1608	09/17/2024	09/24/2024	Card Service Center	174.78	Invoice #01118 9/6
1624	09/18/2024	09/24/2024	Card Service Center	663.11	0134 8/24 Yubikey, heaters, uniforms, web cam
1628	09/18/2024	09/24/2024	Card Service Center	898.01	Invoice #9579 3674 09-2024
1609	09/17/2024	09/24/2024	Cascade Natural Gas Corp	65.87	Invoice #8282200000 0924
1634	09/18/2024	09/24/2024	Cascade Natural Gas Corp	17.87	660222-8/24 Gas Utility bill
1647	09/18/2024	09/24/2024	Cascade Natural Gas Corp	3,189.03	Invoice #130 812 0000 1 9/24, 221 957 6433 1 9/24, 600 812 0000 2 9/24
1689	09/19/2024	09/24/2024	Cascade Natural Gas Corp	184.47	Invoice #144 776 0307 1 9/24
1548	09/13/2024	09/24/2024	Central Pre-Mix Concrete CO	581.32	Invoice #3831635
1596	09/17/2024	09/24/2024	City of Sunnyside	63.00	August Inmate Housing
1648	09/18/2024	09/24/2024	Copiers Northwest, Inc.	209.98	Invoice #INV2886304
1610	09/17/2024	09/24/2024	Culligan Yakima	9.75	Invoice #442279 8/24
1649	09/18/2024	09/24/2024	Culligan Yakima	182.80	Invoice #426694
1611	09/17/2024	09/24/2024	Cummins Sales & Service	1,427.58	Invoice #13-41055
1591	09/16/2024	09/24/2024	Darling, Rob	65.00	Receipt #1006295.001
1588	09/16/2024	09/24/2024	Databar	2,845.42	Invoice #268111
1590	09/16/2024	09/24/2024	Draney, Lisa	75.00	Receipt #1006295.001
1632	09/18/2024	09/24/2024	Evergreen Machine & Fabrication, Inc.	180.05	Invoice #17160
1633	09/18/2024	09/24/2024	Evergreen Machine & Fabrication, Inc.	536.09	Invoice #17184
1579	09/13/2024	09/24/2024	First National Bank Omaha	3,431.11	Invoice #3419 8/24
1612	09/17/2024	09/24/2024	First National Bank Omaha	1,280.73	Invoice #5498 924 JL, 4496 924 SW
1643	09/18/2024	09/24/2024	First National Bank Omaha	103.55	1728 Selah PD Banner
1644	09/18/2024	09/24/2024	First National Bank Omaha	133.63	0017 Hotel for training
1645	09/18/2024	09/24/2024	First National Bank Omaha	1,679.70	6001 Patches, Hotel
1646	09/18/2024	09/24/2024	First National Bank Omaha	914.71	0732 Community Celebrations, hotel for travel
1690	09/19/2024	09/24/2024	First National Bank Omaha	1,423.64	Invoice #2614 924
1625	09/18/2024	09/24/2024	Gardner, Billy	378.00	Vehicle Graphics

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
1549	09/13/2024	09/24/2024	1868	3,099.55	Invoice #1486871
1550	09/13/2024	09/24/2024	1868	3,739.60	Invoice #1497478
1551	09/13/2024	09/24/2024	1868	992.03	Invoice #1499883
1640	09/18/2024	09/24/2024	1879	244.29	Invoice #4
1560	09/13/2024	09/24/2024	1886	2,751.10	Invoice #22205C-006
1561	09/13/2024	09/24/2024	1886	3,472.50	Invoice #23159E-004
1562	09/13/2024	09/24/2024	1886	117,261.75	Invoice #23166E-010
1563	09/13/2024	09/24/2024	1886	2,121.00	Invoice #24054C-004
1564	09/13/2024	09/24/2024	1886	3,193.88	Invoice #24067E-005
1565	09/13/2024	09/24/2024	1886	5,000.00	Invoice #24081E-005
1566	09/13/2024	09/24/2024	1886	309.00	Invoice #24121C-001
1567	09/13/2024	09/24/2024	1886	3,500.00	Invoice #24121E-003
1583	09/13/2024	09/24/2024	1886	934.20	Invoice #24006P-001
1584	09/13/2024	09/24/2024	1886	4,623.37	Invoice #24006G-008
1661	09/18/2024	09/24/2024	1886	842.60	Invoice #24124C-001
1552	09/13/2024	09/24/2024	1895	14.61	Invoice #831205
1553	09/13/2024	09/24/2024	1895	17.32	Invoice #831397
1554	09/13/2024	09/24/2024	1895	17.85	Invoice #831401
1555	09/13/2024	09/24/2024	1895	191.18	Invoice #831448
1556	09/13/2024	09/24/2024	1895	52.59	Invoice #831493
1557	09/13/2024	09/24/2024	1895	22.73	Invoice #831512
1558	09/13/2024	09/24/2024	1895	1.06	Invoice #831517
1559	09/13/2024	09/24/2024	1895	23.37	Invoice #831520
1580	09/13/2024	09/24/2024	1895	72.52	Invoice #831465
1581	09/13/2024	09/24/2024	1895	23.36	Invoice #831469
1582	09/13/2024	09/24/2024	1895	44.92	Invoice #831925
1607	09/17/2024	09/24/2024	1895	19.58	Invoice 831533 Propane & Fitting
1650	09/18/2024	09/24/2024	1895	23.83	Invoice #831899
1651	09/18/2024	09/24/2024	1895	266.16	Invoice #831959
1652	09/18/2024	09/24/2024	1895	3.89	Invoice #832021
1653	09/18/2024	09/24/2024	1895	55.53	Invoice #832076
1654	09/18/2024	09/24/2024	1895	27.01	Invoice #832093
1655	09/18/2024	09/24/2024	1895	62.79	Invoice #832148
1656	09/18/2024	09/24/2024	1895	34.59	Invoice #832190
1657	09/18/2024	09/24/2024	1895	120.95	Invoice #832280
1658	09/18/2024	09/24/2024	1895	16.81	Invoice #832283
1659	09/18/2024	09/24/2024	1895	54.53	Invoice #832292
1660	09/18/2024	09/24/2024	1895	7.78	Invoice #832306
1691	09/19/2024	09/24/2024	1895	16.72	Invoice #831672
1585	09/13/2024	09/24/2024	1901	81.23	Invoice #R2409004
			Independent Water Service, Inc.		



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1662	09/18/2024	09/24/2024	1962	203.00	Invoice #1010612809012024
1599	09/17/2024	09/24/2024	2639	89.05	Invoice #100237842 9/16
1600	09/17/2024	09/24/2024	2639	437.31	Invoice #100237844 9/16
1613	09/17/2024	09/24/2024	2639	395.77	Invoice #100237838, 100237839, 100237840
1641	09/18/2024	09/24/2024	2639	403.86	100237848 PD Phone Bill
1663	09/18/2024	09/24/2024	2639	542.62	Invoice #0100237852 924
1664	09/18/2024	09/24/2024	2639	162.23	Invoice #100237841, 100237842, 100237843
1692	09/19/2024	09/24/2024	2639	347.41	Invoice #100237837 924
1587	09/16/2024	09/24/2024	2008	8,000.00	Invoice #29
1601	09/17/2024	09/24/2024	2017	11,900.96	Invoice #ST01-15Sept2024
1666	09/18/2024	09/24/2024	2027	168.00	Invoice #334393
1693	09/19/2024	09/24/2024	2039	74.00	Invoice #49092
1614	09/17/2024	09/24/2024	2053	11.76	Invoice #5631-446800
1670	09/18/2024	09/24/2024	2053	38.86	Invoice #5631-449715
1602	09/17/2024	09/24/2024	2055	35.15	Invoice #384121562001
1667	09/18/2024	09/24/2024	2055	74.57	Invoice #384167766001, 384168034001
1669	09/18/2024	09/24/2024	2059	40.95	Invoice #4089106
1568	09/13/2024	09/24/2024	2064	454.08	Invoice #00130593
1586	09/13/2024	09/24/2024	2066	26.70	Invoice #0061817474, 0032154945
1671	09/18/2024	09/24/2024	2066	12,411.00	Invoice #0032165383, 0032164393, 0032162084
1569	09/13/2024	09/24/2024	2699	4,015.00	Invoice #577
1603	09/17/2024	09/24/2024	2075	429.74	Invoice 37101-0295 10/24
1604	09/17/2024	09/24/2024	2075	22.56	Invoice #49799191-0074 9/11
1615	09/17/2024	09/24/2024	2075	1,183.84	Invoice #4687101-025 3 911
1635	09/18/2024	09/24/2024	2075	597.95	49798701-003 8/24 PD Power Bill
1672	09/18/2024	09/24/2024	2075	30,533.18	0022, 0105, 0162, 0212, 0261, 0352, 0360, 0378, 0469, 0485, 0519, 0584, 0017, 0033, 0041
1694	09/19/2024	09/24/2024	2075	1,337.29	Invoice #49954801-001 0 924
1697	09/20/2024	09/24/2024	2075	17,027.32	Invoice #0451 924
1629	09/18/2024	09/24/2024	2091	1,996.25	Invoice 2061561 Vehicle 540 tahoe, Invoice 2061560 Vehicle 543
1598	09/17/2024	09/24/2024	2103	965.00	Annual Evidence BEAST Software Invoice 30718
1616	09/17/2024	09/24/2024	2117	3,106.50	Invoice #RA104006075:01
1696	09/19/2024	09/24/2024	2138	300.00	9172024
1673	09/18/2024	09/24/2024	2140	75.94	Invoice #70090974
1687	09/19/2024	09/24/2024	2902	500.00	Receipt #1003708.003
1570	09/13/2024	09/24/2024	2146	379.05	Invoice #9594
1617	09/17/2024	09/24/2024	2161	137.00	Invoice #INVEV10317
1674	09/18/2024	09/24/2024	2899	340.20	Invoice #67265
1618	09/17/2024	09/24/2024	2181	139.54	Invoice #15704259

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1571	09/13/2024	09/24/2024	Smitty's Outdoor Power Equipment, Inc.	81.81	Invoice #132856
1572	09/13/2024	09/24/2024	Smitty's Outdoor Power Equipment, Inc.	93.18	Invoice #132857
1573	09/13/2024	09/24/2024	Smitty's Outdoor Power Equipment, Inc.	56.86	Invoice #132858
1574	09/13/2024	09/24/2024	Smitty's Outdoor Power Equipment, Inc.	56.86	Invoice #132859
1619	09/17/2024	09/24/2024	Smitty's Outdoor Power Equipment, Inc.	203.05	Invoice #133421
1675	09/18/2024	09/24/2024	Smitty's Outdoor Power Equipment, Inc.	216.59	Invoice #132860
1676	09/18/2024	09/24/2024	Smitty's Outdoor Power Equipment, Inc.	282.65	Invoice #132949
1677	09/18/2024	09/24/2024	Smitty's Outdoor Power Equipment, Inc.	40.61	Invoice #133063
1575	09/13/2024	09/24/2024	Spencer Fluid Power	125.77	Invoice #32569000
1665	09/18/2024	09/24/2024	Taylor, Matthew D	302.90	Invoice #76784SE263638
1543	09/13/2024	09/24/2024	Thomson Reuters - West	244.16	Invoice #850725795
1668	09/18/2024	09/24/2024	Torkelson Rental Properties	131.38	6253.0 - 610 QUAIL CT
1678	09/18/2024	09/24/2024	Tractor Supply Credit Plan	89.87	Invoice #392581
1606	09/17/2024	09/24/2024	TransUnion Risk & Alternative Data Solut	81.23	August 2024 Invoice 329925-202408-1
1593	09/16/2024	09/24/2024	Valencia, Sergio	90.00	Receipt #1006295.001
1545	09/13/2024	09/24/2024	Verizon Wireless	548.99	9973203984 8/24
1595	09/17/2024	09/24/2024	Verizon Wireless	920.53	Police Vehicle Modems
1620	09/17/2024	09/24/2024	Verizon Wireless	548.61	Invoice #9973221713, 9973203986
1636	09/18/2024	09/24/2024	Verizon Wireless	802.37	9973203985 PD Cell Phone Bill
1679	09/18/2024	09/24/2024	Verizon Wireless	924.62	Invoice #9973203988
1695	09/19/2024	09/24/2024	Verizon Wireless	126.69	Invoice #9973203987 924
1680	09/18/2024	09/24/2024	Vestis First Aid & Safety Lockbox	691.83	Invoice #GEG4-003002
1597	09/17/2024	09/24/2024	Wash Central	343.42	Fleet Car Wash Invoice #26999
1681	09/18/2024	09/24/2024	Wash Central	12.18	INVOICE #26956
1682	09/19/2024	09/24/2024	Washington Audiology Services Inc.	1,414.70	Invoice #63795
1630	09/18/2024	09/24/2024	Washington State Department of Health	714.00	Invoice #56805
1542	09/13/2024	09/24/2024	Washington State Department of Licensing	165.00	Concealed Pistol Permits
1592	09/16/2024	09/24/2024	Wibbens, Tracy	60.00	Receipt #1006295.001
1594	09/17/2024	09/24/2024	Yakima Battery & Auto Electric	161.50	Invoice 209738 New Batter for Vehicle 549
1605	09/17/2024	09/24/2024	Yakima Cooperative Association	5,192.07	CO-Op 157729-8/24
1621	09/17/2024	09/24/2024	Yakima Cooperative Association	2,093.66	Invoice #0000157630
1683	09/19/2024	09/24/2024	Yakima Cooperative Association	5,538.26	Invoice #0000157825 8/24
1631	09/18/2024	09/24/2024	Yakima County Department Of Corrections	17,883.20	YDOC-8/24 August inmate housing
1685	09/19/2024	09/24/2024	Yakima County GIS	170.00	Invoice #YCGIS STORM, YCGIS PLANNING
1576	09/13/2024	09/24/2024	Yakima Herald Republic	148.40	Invoice #82686 Ad No. 443438/443439
1577	09/13/2024	09/24/2024	Yakima Herald Republic	68.25	Invoice #84420 Ad No 450232/450233
1684	09/19/2024	09/24/2024	Yakima Printing Company, LLC	556.20	Invoice #5805
1589	09/16/2024	09/24/2024	Yakima Regional Clean Air Agency	1,003.75	Invoice #8401
1622	09/18/2024	09/24/2024	Yakima Valley Tourism	6,376.00	Invoice #14725, 22626, YSC24-004
1686	09/19/2024	09/24/2024	Yakima Waste Systems, Inc.	315.62	Invoice #41383235195

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Report Total: 356,730.31

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.

*Katherine L Davis*  
Payroll Specialist

*Kimberly Summa*  
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: 9/24/2024  
Agenda Number: 10C

Action Item

**Title:** Resolution Authorizing the Mayor and Public Works Director to Sign a Local Agency Agreement and also a Project Prospectus with the Washington State Department of Transportation (WSDOT) Relative to the Selah Street Sweeper Project

**From:** Rocky D. Wallace, Public Works Director

**Action Requested:** Approval

**Staff Recommendation:** Approval

**Board/Commission Recommendation:** N/A

**Fiscal Impact:** \$45,000 (with anticipated full reimbursement through Yakima Valley Conference of Government’s (YVCOG’s) Congestion Mitigation & Air Quality (CMAQ) Funding Program)

**Funding Source:** Fund 111, Street Improvement Fund

**Background/Findings/Facts:** The City was awarded \$45,000 in preliminary engineering funds – which fund will be obligated in 2024 through the Yakima Valley Conference of Government’s (YVCOG’s) Congestion Mitigation & Air Quality (CMAQ) Funding Program – relative to the Selah Street Sweeper Project.

To facilitate the City receiving these funds, the Washington State Department of Transportation (WSDOT) prepared a Local Agency Agreement and also a Project Prospectus, copies of which are submitted along with the instant AIS. The terms of the documents are acceptable to City staff.

City staff hereby seeks approval from the City Council for the Mayor and Public Works Director to sign the documents.

**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).*

<b>Date:</b>	<b>Action Taken:</b>

RESOLUTION NO. 3150

RESOLUTION AUTHORIZING THE MAYOR AND PUBLIC WORKS DIRECTOR TO SIGN A LOCAL AGENCY AGREEMENT AND ALSO A PROJECT PROSPECTUS WITH THE WASHINGTON STATE DEPARTMENT OF TRANSPORTATION (WSDOT) RELATED TO THE SELAH STREET SWEEPER PROJECT

WHEREAS, the City has been awarded \$45,000 in preliminary engineering funds – which funds will be obligated in 2024 through the Yakima Valley Conference of Government’s (YVCOG’s) Congestion Mitigation & Air Quality (CMAQ) Funding Program – relative to the Selah Street Sweeper Project; and

WHEREAS, to facilitate the City receiving these funds, the Washington State Department of Transportation (WSDOT) has prepared a Local Agency Agreement and also a Project Prospectus; and

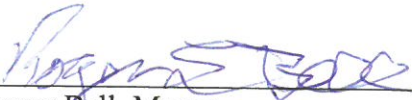
WHEREAS, the terms of such documents are acceptable to City staff and City staff recommends that the City Council grant approval to the Mayor and Public Works Director to sign the documents; and

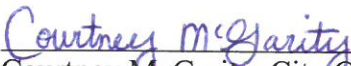
WHEREAS, the City Council finds that good cause exists;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, that the Mayor and Public Works Director be and are authorized to sign the Local Agency Agreement and the Project Prospectus in the forms appended hereto.

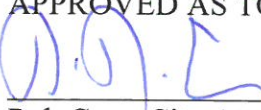
PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 24<sup>th</sup> day of September, 2024.

ATTEST:

  
\_\_\_\_\_  
Roger Bell, Mayor

  
\_\_\_\_\_  
Courtney McGarity, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Rob Case, City Attorney



Small Grants Waiver Documentation

Local Agency City of Selah
Federal Aid Program 2022-2026 YVCOG Congestion Mitigation & Air Quality (CMAQ) Grant Program
Fed Aid # TBD
Project Title Selah Street Sweeper Project

Table with 2 columns: Funding Details - All Phases, Amount. Rows include Current Expended Federal Funds (0), Remaining Federal Funds (PE) (45,000), Remaining Federal Funds (CN) (330,000), Remaining Federal Funds (other), and Total Federal Funds - All Phases (375,000).

- 1. Is the project funded under a single federal financial assistance award? Yes
2. Is the total amount of Federal Financial assistance applied to the project through awards and subawards less than \$500,000 (See Funding Details-All Phases)? Yes
3. Was the award made through a pass-through entity? Yes

Local Agency Authorized Signature Date

Roch Wallace, Public Works Director 7/8/2024

The Local Agency Certifies that the answers to Q1, Q2, and Q3 are yes and funds were/will be obligated after August 16, 2023.

Small Grants Waiver Review

Region Local Programs Engineer Date

7/8/2024

Pass-through entity (PTE) means a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program.

Subrecipient means an entity, usually but not limited to non-Federal entities, that receives a subaward from a pass-through entity to carry out part of a Federal award; but does not include an individual that is a beneficiary of such award.

Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program.

# Local Programs Authorization Package Checklist

Agency: City of Selah  
 Project Title: Selah Street Sweeper  
 Fed Aid/State Project #: \_\_\_\_\_

	By Phase (check all that apply)			
Funding Request	PL*	PE**	RW	CN
New Phase Authorization	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phase Modification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Non-Funding Request	<input type="checkbox"/>
---------------------	--------------------------

\*PL - Planning. Used for stand-alone planning and study projects.

\*\*PE - Preliminary Engineering. This is the full design phase of a construction project. Once PE is authorized, the construction phase must be completed, or all federal expenditures must be repaid.

	Agency	Region Check	HQ Check
<b>Miscellaneous Items</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In addition to this checklist, all Region submittals must utilize the standard Region IDC, memo, or cover letter.	X		
If authorizing a subsequent phase on an existing project, has at least one bill for the prior phase been fully processed by Local Programs (Posted date is present in SPORT)? If not, supplement can't be processed.	N/A		
Has the scope changed (description of work, limits, staging, RW needs, etc.) since previous submittal?	N/A	Y / N	Y / N

<b>Project Prospectus (DOT Form 140-101) - LAG Chapter 21</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all three pages of the current form included?	X		
Does information (title, termini, description, RW needs, cost, etc.) agree with STIP/LAA/NEPA-CE?	X		
Is the project description written such that the project scope is clear to an average person?	X		
Are pages 1 and 3 signed?	X		
If the LPE or another agency is acting as CA, enter CA agency name below and include copy of CA agreement (LOU, MOU, etc). CA Agency: _____			
Are the Latitude and Longitudes (decimal format preferred) included and correct?	X		
Are Congressional and Legislative Districts included and correct?	X		
Project Zip Code includes the +4?	X		
Are estimated costs included for all phases of the project?	X		
Are the Functional Classification and Urban/Rural designation correct?	X		
Are the Right of Way, Utilities, and Railroad sections filled out?	X		

<b>Typical Sections &amp; Vicinity Map - LAG Chapter 21</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When necessary, are the Vicinity Map(s) and Roadway Section(s) included?	X		
Can someone unfamiliar with the project's location easily tell where it's located using the vicinity map?	X		
Are the project limits clearly marked on the map?	X		
Does the section include all elements, with dimensions, of the roadway prism?	N/A		
Are section changes, if applicable, throughout the project limits noted/displayed?	N/A		

<b>STIP/Funding Documentation - LAG Chapter 12</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the currently approved STIP page included?	X		
Does STIP information (termini, description, etc.) match the LAA and Prospectus?	X		
Is the phase being authorized (or a later phase) programmed in the STIP?	X		
Is funding from all requested programs shown in the STIP?	X		
Are the requested funds supported by the STIP?	X		
If funded through a HQ managed program (ex. Bridge, HSIP), is the award letter included when these funds are <b>first</b> obligated?	X		
If funded through a HQ managed program, does the submitted scope match the project summary scope?	X		

<b>Local Agency Agreement (DOT Forms 140-039 &amp; 140-041) - LAG Chapter 22</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is at least one LAA or LAA supplement, with an original signature, included?	X		
Current form used? (check revision date at bottom left)	X		
All pages of Agreement included?	X		
Are the Agency information, Project #, LAA #, Supplement #, and date of original agreement execution correct?	X		
Does project information (title, termini, length, description, etc.) agree with STIP/Prospectus/NEPA-CE?	X		







Agency

Address

**CFDA No. 20.205 - Highway Planning and Construction**  
(Catalog of Federal Domestic Assistance)

**Project No.**

**Agreement No.**

For WSDOT Use Only

The Local Agency having complied, or hereby agreeing to comply, with the terms and conditions set forth in (1) Title 23, U.S. Code Highways, (2) the regulations issued pursuant thereto, (3) 2 CFR Part 200, (4) 2 CFR Part 180 – certifying that the local agency is not excluded from receiving Federal funds by a Federal suspension or debarment, (5) the policies and procedures promulgated by the Washington State Department of Transportation, and (6) the federal aid project agreement entered into between the State and Federal Government, relative to the above project, the Washington State Department of Transportation will authorize the Local Agency to proceed on the project by a separate notification. Federal funds which are to be obligated for the project may not exceed the amount shown herein on line r, column 3, without written authority by the State, subject to the approval of the Federal Highway Administration. All project costs not reimbursed by the Federal Government shall be the responsibility of the Local Agency.

**Project Description**

Name

Length

Termini

**Description of Work**

Project Agreement End Date

Proposed Advertisement Date

Claiming Indirect Cost Rate	
Yes	No

Type of Work	Estimate of Funding		
	(1) Estimated Total Project Funds	(2) Estimated Agency Funds	(3) Estimated Federal Funds
PE			
% a. Agency			
% b. Other			
Federal Aid Participation Ratio for PE			
c. Other			
d. State Services			
e. Total PE Cost Estimate (a+b+c+d)			
Right of Way			
% f. Agency			
% g. Other			
Federal Aid Participation Ratio for RW			
h. Other			
i. State Services			
j. Total R/W Cost Estimate (f+g+h+i)			
Construction			
% k. Contract			
% l. Other			
m. Other			
Federal Aid Participation Ratio for CN			
n. Other			
o. Agency			
p. State Services			
q. Total CN Cost Estimate (k+l+m+n+o+p)			
r. Total Project Cost Estimate (e+j+q)			

**Agency Official**

By

Title

Agency Date

**Washington State Department of Transportation**

By

Director, Local Programs

Date Executed

## Construction Method of Financing (Check Method Selected)

### State Ad and Award

Method A - Advance Payment - Agency Share of total construction cost (based on contract award)

Method B - Withhold from gas tax the Agency's share of total construction cost (line 5, column 2) in the amount of

\$ \_\_\_\_\_ at \$ \_\_\_\_\_ per month for \_\_\_\_\_ months.

### Local Force or Local Ad and Award

Method C - Agency cost incurred with partial reimbursement

The Local Agency further stipulates that pursuant to said Title 23, regulations and policies and procedures, and as a condition to payment of the federal funds obligated, it accepts and will comply with the applicable provisions set forth below. Adopted by official action on \_\_\_\_\_, \_\_\_\_\_, Resolution/Ordinance No. \_\_\_\_\_.

## Provisions

### I. Scope of Work

The Agency shall provide all the work, labor, materials, and services necessary to perform the project which is described and set forth in detail in the "Project Description" and "Type of Work."

When the State acts for and on behalf of the Agency, the State shall be deemed an agent of the Agency and shall perform the services described and indicated in "Type of Work" on the face of this agreement, in accordance with plans and specifications as proposed by the Agency and approved by the State and the Federal Highway Administration.

When the State acts for the Agency but is not subject to the right of control by the Agency, the State shall have the right to perform the work subject to the ordinary procedures of the State and Federal Highway Administration.

### II. Delegation of Authority

The State is willing to fulfill the responsibilities to the Federal Government by the administration of this project. The Agency agrees that the State shall have the full authority to carry out this administration. The State shall review, process, and approve documents required for federal aid reimbursement in accordance with federal requirements. If the State advertises and awards the contract, the State will further act for the Agency in all matters concerning the project as requested by the Agency. If the Local Agency advertises and awards the project, the State shall review the work to ensure conformity with the approved plans and specifications.

### III. Project Administration

Certain types of work and services shall be provided by the State on this project as requested by the Agency and described in the Type of Work above. In addition, the State will furnish qualified personnel for the supervision and inspection of the work in progress. On Local Agency advertised and awarded projects, the supervision and inspection shall be limited to ensuring all work is in conformance with approved plans, specifications, and federal aid requirements. The salary of such engineer or other supervisor and all other salaries and costs incurred by State forces upon the project will be considered a cost thereof. All costs related to this project incurred by employees of the State in the customary manner on highway payrolls and vouchers shall be charged as costs of the project.

### IV. Availability of Records

All project records in support of all costs incurred and actual expenditures kept by the Agency are to be maintained in accordance with local government accounting procedures prescribed by the Washington State Auditor's Office, the U.S. Department of Transportation, and the Washington State Department of Transportation. The records shall be open to inspection by the State and Federal Government at all reasonable times and shall be retained and made available for such inspection for a period of not less than three years from the final payment of any federal aid funds to the Agency. Copies of said records shall be furnished to the State and/or Federal Government upon request.

### V. Compliance with Provisions

The Agency shall not incur any federal aid participation costs on any classification of work on this project until authorized in writing by the State for each classification. The classifications of work for projects are:

1. Preliminary engineering.
2. Right of way acquisition.
3. Project construction.

Once written authorization is given, the Agency agrees to show continuous progress through monthly billings. Failure to show continuous progress may result the Agency's project becoming inactive, as described in 23 CFR 630, and subject to de-obligation of federal aid funds and/or agreement closure.

If right of way acquisition, or actual construction of the road for which preliminary engineering is undertaken is not started by the close of the tenth fiscal year following the fiscal year in which preliminary engineering phase was authorized, the Agency will repay to the State the sum or sums of federal funds paid to the Agency under the terms of this agreement (see Section IX).

If actual construction of the road for which right of way has been purchased is not started by the close of the tenth fiscal year following the fiscal year in which the right of way phase was authorized, the Agency will repay to the State the sum or sums of federal

funds paid to the Agency under the terms of this agreement (see Section IX).

The Agency agrees that all stages of construction necessary to provide the initially planned complete facility within the limits of this project will conform to at least the minimum values set by approved statewide design standards applicable to this class of highways, even though such additional work is financed without federal aid participation.

The Agency agrees that on federal aid highway construction projects, the current federal aid regulations which apply to liquidated damages relative to the basis of federal participation in the project cost shall be applicable in the event the contractor fails to complete the contract within the contract time.

## **VI. Payment and Partial Reimbursement**

The total cost of the project, including all review and engineering costs and other expenses of the State, is to be paid by the Agency and by the Federal Government. Federal funding shall be in accordance with the Federal Transportation Act, as amended, 2 CFR Part 200. The State shall not be ultimately responsible for any of the costs of the project. The Agency shall be ultimately responsible for all costs associated with the project which are not reimbursed by the Federal Government. Nothing in this agreement shall be construed as a promise by the State as to the amount or nature of federal participation in this project.

The Agency shall bill the state for federal aid project costs incurred in conformity with applicable federal and state laws. The agency shall minimize the time elapsed between receipt of federal aid funds and subsequent payment of incurred costs. Expenditures by the Local Agency for maintenance, general administration, supervision, and other overhead shall not be eligible for federal participation unless a current indirect cost plan has been prepared in accordance with the regulations outlined in 2 CFR Part 200 - Uniform Admin Requirements, Cost Principles and Audit Requirements for Federal Awards, and retained for audit.

The State will pay for State incurred costs on the project. Following payment, the State shall bill the Federal Government for reimbursement of those costs eligible for federal participation to the extent that such costs are attributable and properly allocable to this project. The State shall bill the Agency for that portion of State costs which were not reimbursed by the Federal Government (see Section IX).

### **1. Project Construction Costs**

Project construction financing will be accomplished by one of the three methods as indicated in this agreement.

**Method A** – The Agency will place with the State, within (20) days after the execution of the construction contract, an advance in the amount of the Agency's share of the total construction cost based on the contract award. The State will notify the Agency of the exact amount to be deposited with the State. The State will pay all costs incurred under the contract upon presentation of progress billings from the contractor. Following such payments, the State will submit a billing to the Federal Government for the federal aid participation share of the cost. When the project is substantially completed and final actual costs of the project can be determined, the State will present the Agency with a final billing showing the amount due the State or the amount due the Agency. This billing will be cleared by either a payment from the Agency to the State or by a refund from the State to the Agency.

**Method B** – The Agency's share of the total construction cost as shown on the face of this agreement shall be withheld from its monthly fuel tax allotments. The face of this agreement establishes the months in which the withholding shall take place and the exact amount to be withheld each month. The extent of withholding will be confirmed by letter from the State at the time of contract award. Upon receipt of progress billings from the contractor, the State will submit such billings to the Federal Government for payment of its participating portion of such billings.

**Method C** – The Agency may submit vouchers to the State in the format prescribed by the State, in duplicate, not more than once per month for those costs eligible for Federal participation to the extent that such costs are directly attributable and properly allocable to this project. Expenditures by the Local Agency for maintenance, general administration, supervision, and other overhead shall not be eligible for Federal participation unless claimed under a previously approved indirect cost plan.

The State shall reimburse the Agency for the Federal share of eligible project costs up to the amount shown on the face of this agreement. At the time of audit, the Agency will provide documentation of all costs incurred on the project. The State shall bill the Agency for all costs incurred by the State relative to the project. The State shall also bill the Agency for the federal funds paid by the State to the Agency for project costs which are subsequently determined to be ineligible for federal participation (see Section IX).

## **VII. Audit of Federal Consultant Contracts**

The Agency, if services of a consultant are required, shall be responsible for audit of the consultant's records to determine eligible federal aid costs on the project. The report of said audit shall be in the Agency's files and made available to the State and the Federal Government.

An audit shall be conducted by the WSDOT Internal Audit Office in accordance with generally accepted governmental auditing standards as issued by the United States General Accounting Office by the Comptroller General of the United States; WSDOT Manual M 27-50, Consultant Authorization, Selection, and Agreement Administration; memoranda of understanding between WSDOT and FHWA; and 2 CFR Part 200.501 - Audit Requirements.

If upon audit it is found that overpayment or participation of federal money in ineligible items of cost has occurred, the Agency shall reimburse the State for the amount of such overpayment or excess participation (see Section IX).

## **VIII. Single Audit Act**

The Agency, as a subrecipient of federal funds, shall adhere to the federal regulations outlined in 2 CFR Part 200.501 as well as all applicable federal and state statutes and regulations. A subrecipient who expends \$750,000 or more in federal awards from all sources during a given fiscal year shall have a single or program-specific audit performed for that year in accordance with the provisions of 2 CFR Part 200.501. Upon conclusion of the audit, the Agency shall be responsible for ensuring that a copy of the report is transmitted

promptly to the State.

#### **IX. Payment of Billing**

The Agency agrees that if payment or arrangement for payment of any of the State's billing relative to the project (e.g., State force work, project cancellation, overpayment, cost ineligible for federal participation, etc.) is not made to the State within 45 days after the Agency has been billed, the State shall effect reimbursement of the total sum due from the regular monthly fuel tax allotments to the Agency from the Motor Vehicle Fund. No additional Federal project funding will be approved until full payment is received unless otherwise directed by the Director, Local Programs.

Project Agreement End Date - This date is based on your projects Period of Performance (2 CFR Part 200.309).

Any costs incurred after the Project Agreement End Date are NOT eligible for federal reimbursement. All eligible costs incurred prior to the Project Agreement End Date must be submitted for reimbursement within 60 days after the Project Agreement End Date or they become ineligible for federal reimbursement.

#### **X. Traffic Control, Signing, Marking, and Roadway Maintenance**

The Agency will not permit any changes to be made in the provisions for parking regulations and traffic control on this project without prior approval of the State and Federal Highway Administration. The Agency will not install or permit to be installed any signs, signals, or markings not in conformance with the standards approved by the Federal Highway Administration and MUTCD. The Agency will, at its own expense, maintain the improvement covered by this agreement.

#### **XI. Indemnity**

The Agency shall hold the Federal Government and the State harmless from and shall process and defend at its own expense all claims, demands, or suits, whether at law or equity brought against the Agency, State, or Federal Government, arising from the Agency's execution, performance, or failure to perform any of the provisions of this agreement, or of any other agreement or contract connected with this agreement, or arising by reason of the participation of the State or Federal Government in the project, PROVIDED, nothing herein shall require the Agency to reimburse the State or the Federal Government for damages arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the Federal Government or the State.

#### **XII. Nondiscrimination Provision**

No liability shall attach to the State or Federal Government except as expressly provided herein.

The Agency shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any USDOT-assisted contract and/or agreement or in the administration of its DBE program or the requirements of 49 CFR Part 26. The Agency shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of USDOT-assisted contracts and agreements. The WSDOT's DBE program, as required by 49 CFR Part 26 and as approved by USDOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the Agency of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S. C. 3801 et seq.).

The Agency hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the rules and regulations of the Secretary of Labor in 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan, insurance, or guarantee or understanding pursuant to any federal program involving such grant, contract, loan, insurance, or guarantee, the required contract provisions for Federal-Aid Contracts (FHWA 1273), located in Chapter 44 of the Local Agency Guidelines.

The Agency further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the applicant so participating is a State or Local Government, the above equal opportunity clause is not applicable to any agency, instrumentality, or subdivision of such government which does not participate in work on or under the contract.

The Agency also agrees:

- (1) To assist and cooperate actively with the State in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and rules, regulations, and relevant orders of the Secretary of Labor.
- (2) To furnish the State such information as it may require for the supervision of such compliance and that it will otherwise assist the State in the discharge of its primary responsibility for securing compliance.
- (3) To refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, government contracts and federally assisted construction contracts pursuant to the Executive Order.
- (4) To carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the State, Federal Highway Administration, or the Secretary of Labor pursuant to Part II, subpart D of the Executive Order.

In addition, the Agency agrees that if it fails or refuses to comply with these undertakings, the State may take any or all of the following actions:

- (a) Cancel, terminate, or suspend this agreement in whole or in part;
- (b) Refrain from extending any further assistance to the Agency under the program with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the Agency; and

(c) Refer the case to the Department of Justice for appropriate legal proceedings.

### **XIII. Liquidated Damages**

The Agency hereby agrees that the liquidated damages provisions of 23 CFR Part 635, Subpart 127, as supplemented, relative to the amount of Federal participation in the project cost, shall be applicable in the event the contractor fails to complete the contract within the contract time. Failure to include liquidated damages provision will not relieve the Agency from reduction of federal participation in accordance with this paragraph.

### **XIV. Termination for Public Convenience**

The Secretary of the Washington State Department of Transportation may terminate the contract in whole, or from time to time in part, whenever:

- (1) The requisite federal funding becomes unavailable through failure of appropriation or otherwise.
- (2) The contractor is prevented from proceeding with the work as a direct result of an Executive Order of the President with respect to the prosecution of war or in the interest of national defense, or an Executive Order of the President or Governor of the State with respect to the preservation of energy resources.
- (3) The contractor is prevented from proceeding with the work by reason of a preliminary, special, or permanent restraining order of a court of competent jurisdiction where the issuance of such order is primarily caused by the acts or omissions of persons or agencies other than the contractor.
- (4) The Secretary is notified by the Federal Highway Administration that the project is inactive.
- (5) The Secretary determines that such termination is in the best interests of the State.

### **XV. Venue for Claims and/or Causes of Action**

For the convenience of the parties to this contract, it is agreed that any claims and/or causes of action which the Local Agency has against the State of Washington, growing out of this contract or the project with which it is concerned, shall be brought only in the Superior Court for Thurston County.

### **XVI. Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying**

The approving authority certifies, to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit the Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, and contracts and subcontracts under grants, subgrants, loans, and cooperative agreements) which exceed \$100,000, and that all such subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification as a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### **XVII. Assurances**

Local agencies receiving Federal funding from the USDOT or its operating administrations (i.e., Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration) are required to submit a written policy statement, signed by the Agency Executive and addressed to the State, documenting that all programs, activities, and services will be conducted in compliance with Section 504 and the Americans with Disabilities Act (ADA).

## **Additional Provisions**

## Instructions

1. **Agency Name and Billing Address** – Enter the Agency of primary interest which will become a party to the agreement.
2. **Project Number** – Leave blank. This number will be assigned by WSDOT.
3. **Agreement Number** – Leave blank. This number will be assigned by WSDOT.
4.
  - a. **Project Description** – Enter the project name, total length of the project (in miles), and a brief description of the termini. Data entered here must be consistent with the name, length, and termini noted in the STIP and Project Prospectus  
*Example:* (Name) “Regal Road”, (Length) “1.2 miles”, (Termini) “Smith Road to Main Street”
  - b. **Description of Work** – Enter a concise statement of the major items of work to be performed. Statement must be consistent with the description of work noted in the STIP and Project Prospectus.  
*Example:* “Overlay Regal Road; install curb, gutter, and sidewalk; illumination; and traffic signal at the intersection of Regal Road and Dakota Avenue.”
  - c. **Project Agreement End Date** – Enter the Project Agreement End Date (mm/dd/yy). This date is based on the project’s Period of Performance (2 CFR 200.309).  
  
For Planning Only projects – WSDOT recommends agencies estimate the end of the project’s period of performance and add three years to determine the “Project Agreement End Date”.  
  
For PE and RW – WSDOT recommends agencies estimate when the phase will be completed and add three years to determine the “Project Agreement End Date”. For Construction – WSDOT recommends agencies estimate when construction will be completed and add three years to determine the “Project Agreement End Date”.
  - d. **Proposed Advertisement Date** – At construction authorization only, enter the proposed project advertisement date (mm/dd/yy).
  - e. **Claiming Indirect Cost Rate** – Check the Yes box if the agency will be claiming indirect costs on the project. For those projects claiming indirect costs, supporting documentation that clearly shows the indirect cost rate being utilized must be provided with the local agency agreement. Indirect cost rate approval by your cognizant agency or through your agency’s self-certification and supporting documentation is required to be available for review by FHWA, WSDOT and /or State Auditor. Check the No box if the agency will not be claiming indirect costs on the project. See section 23.5 for additional guidance.
4. **Type of Work and Funding (Round all dollar amounts to the nearest whole dollar)**
  - a. **PE** – Lines a through d show Preliminary Engineering costs for the project by type of work (e.g., consultant, agency, state services, etc.).  
  
\*Federal aid participation ratio for PE – enter ratio for PE lines with amounts in column 3.
    - **Line a** – Enter the estimated amount of agency work in columns 1 through 3.
    - **Line b & c** – Identify user, consultant, etc., and enter the estimated amounts in columns 1 through 3.
    - **Line d** – State Services. Every project must have funding for state services. Enter the estimated amounts in columns 1 through 3.
    - **Line e** – Total of lines a + b + c + d.
  - b. **Right of Way** – If a Right of Way phase is authorized on the project, the appropriate costs are shown in lines f through i.  
  
\*Federal aid participation ratio for RW – enter ratio for RW lines with amounts in column 3.
    - **Line f** – Enter the estimated amount of agency work in columns 1 through 3.
    - **Line g & h** – Identify user, consultant, etc., and enter the estimated amounts in columns 1 through 3.
    - **Line i** – State Services. Every project must have funding for state services. Enter the estimated amounts in columns 1 through 3.
    - **Line j** – Total of lines f + g + h + i.
  - c. **Construction** – Lines k through p show construction costs for the project by type of work (e.g., contract, consultant, agency, state services, etc.).  
  
\*Federal aid participation ratio for CN – enter ratio for CN lines with amounts in column 3.

- **Line k** – Enter the estimated cost of the contract.
- **Lines l, m, & n** – Enter other estimated costs such as utility and construction contracts or non-federally matched contract costs.
- **Line o** – Enter estimated costs of all construction related agency work.
- **Line p** – State Services. Every project must have funding for state services. Enter the estimated amounts in columns 1 through 3.
- **Line q** – Total Construction Cost Estimate. Total of lines k + l + m + n + o + p.

**d. Total Project Cost Estimate**

- **Line r** – Total Cost Estimate of the Project. Total of lines e + j + q.

\*Please remember, if the federal aid participation rate entered is not the maximum rate allowed by FHWA, then the participation rate entered becomes the maximum rate allowed.

- Signatures** – An authorized official of the local agency signs the agreement and enters their title and date of signature (mm/dd/yy). **Note:** Do NOT enter a date on the Date Executed line.
- Method of Construction Financing** – Choose the method of financing for the construction portion of the project.
  - Method “A”** is used when the state administers the contract for the agency.
  - Method “B”** is also used when the state administers the contract for the agency.
  - Method “C”** is used with projects administered by the local agency. The agency will submit billings monthly through the state to FHWA for all eligible costs. The billings must document the payment requests from the contractor. If state-force work, such as audit and construction engineering, is to receive federal participation, it will be billed to the agency and FHWA simultaneously at the indicated ratio. To show continuous progress agencies should bill monthly until agreement is closed.
- Resolutions/Ordinances** – When someone other than the County Executive/Chairman, County Commissioners/Mayor is authorized to sign the agreement, the agency must submit to WSDOT with the agreement a copy of the Resolution/Ordinance designating that individual.
- Parties to the Agreement** – Submit one originally signed agreement form to the Region Local Programs Engineer. It is the responsibility of the local agency to submit an additional, originally signed agreement form if they need an executed agreement for their files. The agreement is first executed by the agency official(s) authorized to enter into the agreement. It is then transmitted to the state for execution by Local Programs. The agreement is dated at the time of final execution by Local Programs.



**Local Agency Federal Aid  
Project Prospectus**

	Prefix	Route	( )	Date	
Federal Aid Project Number				DUNS Number	
Local Agency Project Number		( WSDOT Use Only )		Federal Employer Tax ID Number	

Agency		CA Agency Yes No		Federal Program Title 20.205 Other	
Project Title			Start Latitude N		Start Longitude W
			End Latitude N		End Longitude W
Project Termini From-To			Nearest City Name		Project Zip Code (+4)
Begin Mile Post	End Mile Post	Length of Project		Award Type Local Local Forces State Railroad	
Route ID	Begin Mile Point	End Mile Point	City Number	County Number	County Name
WSDOT Region	Legislative District(s)		Congressional District(s)		Urban Area Number

Phase	Total Estimated Cost (Nearest Hundred Dollar)	Local Agency Funding (Nearest Hundred Dollar)	Federal Funds (Nearest Hundred Dollar)	Phase Start Date	
				Month	Year
P.E.					
R/W					
Const.					
<b>Total</b>					

**Description of Existing Facility (Existing Design and Present Condition)**

Roadway Width	Number of Lanes

**Description of Proposed Work**

Description of Proposed Work (Attach additional sheet(s) if necessary)

Local Agency Contact Person		Title		Phone	
Mailing Address			City	State	Zip Code
Project Prospectus	By _____ Approving Authority				
	Title				Date



Agency	Project Title	Date
--------	---------------	------

Type of Proposed Work			Roadway Width	Number of Lanes
Project Type (Check all that Apply)				
New Construction	Path / Trail	3-R		
Reconstruction	Pedestrian / Facilities	2-R		
Railroad	Parking	Other		
Bridge				

Geometric Design Data						
Description	Through Route			Crossroad		
<b>Federal Functional Classification</b>	Urban	Principal Arterial		Urban	Principal Arterial	
		Minor Arterial			Minor Arterial	
	Rural	Collector		Rural	Collector	
		Major Collector			Major Collector	
	NHS	Minor Collector		NHS	Minor Collector	
		Local Access			Local Access	
Terrain	Flat	Roll	Mountain	Flat	Roll	Mountain
Posted Speed						
Design Speed						
Existing ADT						
Design Year ADT						
Design Year						
Design Hourly Volume (DHV)						

Performance of Work		
Preliminary Engineering Will Be Performed By	Others	Agency
	%	%
Construction Will Be Performed By	Contract	Agency
	%	%

Environmental Classification	
Class I - Environmental Impact Statement (EIS) Project Involves NEPA/SEPA Section 404 Interagency Agreement  Class III - Environmental Assessment (EA) Project Involves NEPA/SEPA Section 404 Interagency Agreements	Class II - Categorically Excluded (CE) Projects Requiring Documentation (Documented CE)

Environmental Considerations

Agency	Project Title	Date
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<b>Right of Way</b>		
<b>No Right of Way Needed</b> * All construction required by the contract can be accomplished within the existing right of way.	<b>Right of Way Needed</b>	
	No Relocation	Relocation Required

<b>Utilities</b>	<b>Railroad</b>
No utility work required All utility work will be completed prior to the start of the construction contract All utility work will be completed in coordination with the construction contract	No railroad work required All railroad work will be completed prior to the start of the construction contract All the railroad work will be completed in coordination with the construction contract

Description of Utility Relocation or Adjustments and Existing Major Structures Involved in the Project

FAA Involvement Is any airport located within 3.2 kilometers (2 miles) of the proposed project?    Yes    No
---

Remarks

This project has been reviewed by the legislative body of the administration agency or agencies, or it's designee, and is not inconsistent with the agency's comprehensive plan for community development.

Date \_\_\_\_\_ Agency  
 By \_\_\_\_\_ Mayor/Chairperson

# Six Year Transportation Improvement Program

## From 2024 to 2029



**MPO/RTPO:** YVCOG **Inside:** Y **Hearing:** 6/13/2023  
**County:** Yakima **Outside:** N **Adopted:** 6/13/2023  
**Agency:** City of Selah **Resolution Number:** 3023

**Project Title:**

Street Sweeper Project

**Project Description:**

Congestion Mitigation & Air Quality (CMAQ) Funded Program for purchasing a new street sweeper

**Beginning and End Termini**

City Wide

**Road Name or Number:**

City Wide

**Priority Number:**

1

Functional Class	Project Number	PIN	STIP ID	Structure ID	Improvement Type	Utility Codes	Total Project Length	Environmental Type	RW Required	STIP Amend. No.
			SELAH-2401		20			CE	No	

**Funding:**

Status	Phase	Start Date	Federal Funding Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total
Secured	PE	2024	CMAQ	\$ 45,000.00		\$ -	\$ -	\$ 45,000.00
Secured	CN	2025	CMAQ	\$ 330,000.00		\$ -	\$ -	\$ 330,000.00

**Project Totals:** \$ 375,000.00      \$ -      \$ -      \$ 375,000.00

**Expenditure Schedule:**

Phase	1st	2nd	3rd	4th	5th & 6th
PE	\$ 45,000.00	\$ -	\$ -	\$ -	\$ -
CN	\$ -	\$ 330,000.00	\$ -	\$ -	\$ -

**Totals:** \$ 45,000.00    \$ 330,000.00    \$ -    \$ -    \$ -

May, 2023

Independent Estimate For Consultant Services Worksheet

Agency:	City of Selah	Federal Project No.:	
Project Name:	Selah Street Sweeper		
Prepared By:	City of Selah	Date:	9/17/24

Type of Services	Estimated Cost	Comments
Planning	\$20,000.00	
Surveying		
Project Management	\$20,000.00	
Geotechnical Engineering		
Geometrics / Hydraulics Engineering		
Structural Engineering		
Traffic Engineering		
Environmental & permitting	\$5,000.00	
Public Involvement		
Real Estates Services		
Architectural Services		
Mechanical / Electrical Engineering		
Construction Management		

Total \$45,000.00

Indirect Cost Rate Cost (in percent)	<u>0.00%</u>	<u>\$0.00</u>
Fix Fee (in percent)	<u>0.00%</u>	<u>\$0.00</u>

**Reimbursable**

A. Travel and Per Diem	<u>                    </u>
B. Reproduction Expenses	<u>                    </u>
C. Computer Expense	<u>                    </u>
D. Communication	<u>                    </u>
E. Sampling and Testing	<u>                    </u>
F. Outside Consultants	<u>                    </u>
G. Other	<u>                    </u>
	Total: <u>\$0.00</u>

Sub-Total \$45,000.00

*Contingencies <u>                                    </u>	*Contingencies <u>\$0.00</u>
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\* Use only on Cost plus Fix Fee agreement **Grand Total** \$45,000.00

**Formal Task Assignment Document**

Task Number 3

The general provisions and clauses of Agreement BOCC 75-2021 shall be in full force and effect for this Task Assignment.

Location of Project: City of Selah

Project Title: Street Sweeper

Maximum Amount Payable Per Task Assignment: \$1000.00

Completion Date: 12/31/2026

Description of Work:  
Purchase of new street sweeper with CMAQ funds

Yakima County will provide CA agency services for the above-mentioned project in accordance with the Washington State Department of Transportation Local Agency Guidelines.

City of Selah Approving Authority: 

Date: 8/30/2024

Oral Authorization Date: \_\_\_\_\_

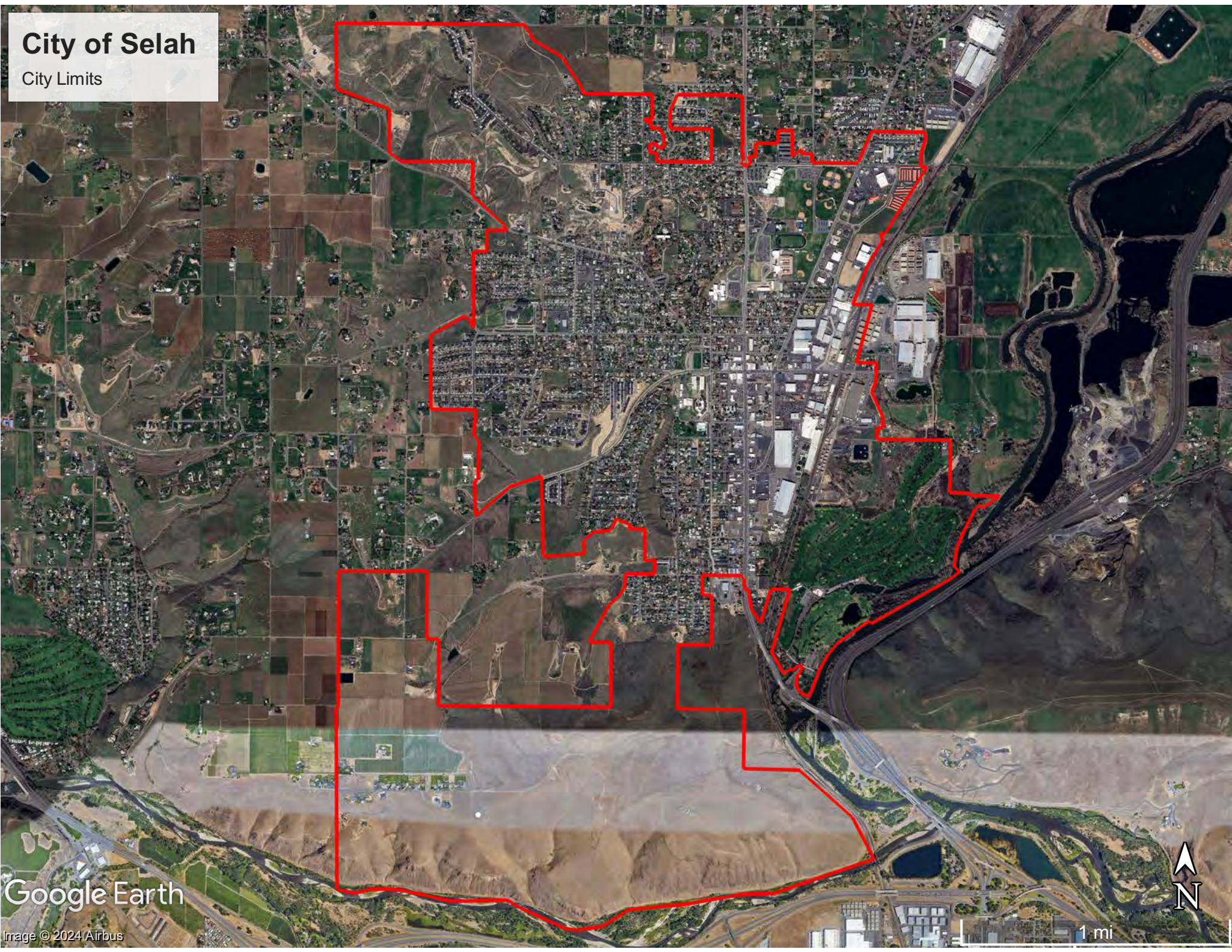
See Letter Dated: \_\_\_\_\_

Yakima County Approving Authority: 

Date: 9/10/24

# City of Selah

City Limits



Google Earth

Image © 2024 Airbus

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**Selah City Council**  
Regular Meeting  
**AGENDA ITEM SUMMARY**

Meeting Date: 9/24/2024  
Agenda Number: 10D

Action Item
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**Title:** Resolution Authorizing the Mayor, as the City’s Representative to the Joint Board, to Prepare a Proposed 2025 Fire Department Budget that Includes Wages and Salaries Not Exceeding those within a Previously-Presented Salary Comparison Analysis and Proposal

**From:** James Lange, Fire Chief

**Action Requested:** Approval

**Staff Recommendation:** Approval

**Board/Commission Recommendation:** The Fire District Commissioners of Yakima County Fire Protection District No. 2 (YCFD2) support this AIS and related proposed Resolution.

**Fiscal Impact:** None via today’s action. However, compared to wage and salary rates that have been applicable during 2024, the higher wage and salary rates would – if fully accepted and implemented – result in \$128,681.00 of additional labor costs during 2025. But the actual wage and salary rates will be established later, when the final 2025 Fire Department Budget is approved. Today is just a preliminary step in the process.

**Funding Source:** Fund 103, Fire Control

**Background/Findings/Facts:** During the study session on September, 10, 2024, a Salary Comparison Analysis and Proposal (“Proposal”) was presented by the Fire Chief. The Proposal set forth proposed wages and salaries for 2025 that would be – if fully accepted and implemented in the forthcoming final 2025 Fire Department Budget – lower than the average wages and salaries paid by comparable fire departments during 2024.

Via the instant AIS and related proposed Resolution, City staff is merely seeking the City Council’s approval for the Mayor to include wages and salaries within the proposed 2025 Fire Department Budget that do not exceed those within the previously-presented Proposal. This will enable things to move to the next step in the process. Approval of the actual 2025 Fire Department Budget will occur at a later date, will require affirmative votes by both the City Council and the Fire District Commissioners, and will be when the actual wages and salaries will be established. Thus, an approval today does not mean that the wages and salaries for 2025 are guaranteed to be set at the maximum rates set forth in the Proposal. Rather, the City Council and the Fire District Commissioners will still have the joint discretion to set each wage and salary rate for 2025 – specifically when the final 2025 Fire Department Budget is jointly approved.

**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).*

<b>Date:</b>	<b>Action Taken:</b>



RESOLUTION NO. 3151

RESOLUTION AUTHORIZING THE MAYOR, AS THE CITY'S REPRESENTATIVE TO THE FIRE DEPARTMENT JOINT BOARD, TO PREPARE A PROPOSED 2025 FIRE DEPARTMENT BUDGET THAT INCLUDES WAGES AND SALARIES NOT EXCEEDING THOSE WITHIN IN A PREVIOUSLY-PRESENTED SALARY COMPARISON ANALYSIS AND PROPOSAL

WHEREAS, the Fire Chief previously presented, during a study session, a Salary Comparison Analysis and Proposal ("Proposal") in anticipation of the proposed 2025 Fire Department Budget being prepared; and

WHEREAS, the proposed 2025 Fire Department Budget will be prepared by the Joint Board, which consists of the Mayor and the Chairman of Fire District No. 2; and


WHEREAS, wages and salaries will be a major component of the proposed 2025 Fire Department Budget; and

WHEREAS, approval of the actual 2025 Fire Department Budget will occur later, and will require affirmative votes by the City Council and by the Fire District Commissioners; and

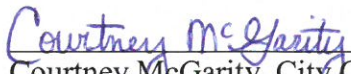
WHEREAS, the City Council finds that good cause exists to authorize the Mayor to include wages and salaries within the proposed 2025 Fire Department Budget that do not exceed those set forth within the Proposal;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON that the City Council does hereby authorize the Mayor to prepare a proposed 2025 Fire Department Budget that includes wages and salaries not exceeding those set forth in the Proposal.

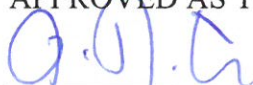
PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON this 24<sup>th</sup> day of September, 2024.

  
\_\_\_\_\_  
Roger Bell, Mayor

ATTEST:

  
\_\_\_\_\_  
Courtney McGarity, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Rob Case, City Attorney