



Agenda
City Council Regular Meeting
Tuesday, October 16, 2018
City Hall Council Chamber | 505 Swift Boulevard

City Council Pre-Meeting Workshop - 7:00 p.m. (Discussion Only – Annex Building)

Agenda Item:

- I. Discuss Meeting Agenda Items (15 minutes)
 - City Councilmembers

City Council Regular Meeting - 7:30 p.m. (City Hall Council Chamber)

Welcome and Roll Call

Pledge of Allegiance

Approval of Agenda: (Approved by Motion)

Presentations:

2. DECA Month Proclamation (5 minutes)
 - Robert Thompson, Mayor
3. Energy Efficiency Incentive Check Presentation and Proclamation to Lamb Weston (5 minutes)
 - Robert Thompson, Mayor
4. Tri-City Regional Hotel Motel Commission 2019 Budget and Marketing Plan (10 minutes)
 - Michael Novakovich, Visit Tri-Cities Washington President and CEO
5. Plaque and Proclamation of Appreciation to Roy Keck for Service on the Utility Advisory Committee (5 minutes)
 - Robert Thompson, Mayor
6. Proclamation of Appreciation to Stanley Jones for Service on the Richland Public Facilities District Board and Planning Commission (5 minutes)
 - Robert Thompson, Mayor

Public Hearing: (Please Limit Public Hearing Comments to 3 Minutes) Note: Records intended for Council consideration must be given to the City Clerk.

7. Proposed 2019 Revenue Sources Including Property Tax - Ordinance Nos. 52-18 and 53-18
 - Brandon Allen, Finance Director
8. Proposed Surplus of Equipment - Resolution No. 145-18
 - Brandon Allen, Finance Director
9. Proposed Vacation of a Portion of Right-of-Way at Shockley Road - Ordinance No. 55-18
 - Pete Rogalsky, Public Works Director

Public Comments: (Please Limit Public Comments to 2 Minutes) Note: Records intended for Council consideration must be given to the City Clerk.

Consent Calendar: (Approved by single vote or Council may pull items and transfer to Items of Business)

Minutes:

10. Council Meeting Minutes for September 25, 2018 and October 2, 2018

- Heather Kintzley, City Attorney

Ordinances - First Reading:

11. Ordinance No. 52-18, Approving the 2019 Ad Valorem Tax and Property Tax Levies

- Cathleen Koch, Administrative Services Director

12. Ordinance No. 53-18, Approving the 2019 Ad Valorem Tax to Preserve Un-Levied Capacity

- Cathleen Koch, Administrative Services Director

13. Ordinance No. 55-18, Authorizing Vacation of a Portion of Right-of-Way at Shockley Road

- Pete Rogalsky, Public Works Director

Ordinances - Second Reading/Passage:

14. Ordinance No. 50-18, Increasing 2018 Budget Appropriations in the Streets Capital Construction Fund and the Industrial Development Fund to Support Swift Boulevard Improvements

- Pete Rogalsky, Public Works Director

Resolutions – Adoption:

15. Resolution No. 106-18, Authorizing a Purchase and Sale Agreement with the Port of Benton for Land in Support of a Future Fire Station

- Kerwin Jensen, Community Development Director

16. Resolution No. 127-18, Authorizing the Execution of a Consultant Agreement with Murraysmith, Inc. for the Wastewater Treatment Plant Process Modeling Project

- Pete Rogalsky, Public Works Director

17. Resolution No. 143-18, Approving a Purchase and Sale Agreement with Dennis and Joan Hollis

- Kerwin Jensen, Community Development Director

18. Resolution No. 146-18, Authorizing a Federal Emergency Management Agency Grant for SCBA Replacement in Fire & Emergency Services

- Tom Huntington, Fire and Emergency Services Director

19. Resolution No. 144-18, Approving a Third Amendment to Professional Services Agreement with Shannon & Wilson, Inc.

- Kerwin Jensen, Community Development Director

20. Resolution No. 145-18, Approving the Sale of Surplus Property and Equipment

- Cathleen Koch, Administrative Services Director

21. Resolution No. 147-18, Authorizing a Service Agreement with Mayflower Recycling, Inc. for Metals Recycling Services
 - Pete Rogalsky, Public Works Director
22. Resolution No. 150-18, Approving the 2019 Tri-City Regional Hotel-Motel Commission Budget and Marketing Plan
 - Cindy Reents, City Manager

Items for Approval:

23. Proclamations of Appreciation: Stanley Jones, Roy Keck and Katherine Ostrom
 - Heather Kintzley, City Attorney
24. Appointment to the Americans with Disabilities Act Citizens Review Committee: Judith Davis
 - Heather Kintzley, City Attorney
25. Authorize Travel for Mayor Thompson and Mayor Pro Tem Christensen
 - Cindy Reents, City Manager

Expenditures - Approval:

26. Expenditures from September 24, 2018 - October 5, 2018 for \$10,996,940.03 including Check Nos. 261939-362333, Wire Nos. 7120-7148, Payroll Check Nos. 139278-139821, and Payroll Wire/ACH Nos. 10657-10691
 - Cathleen Koch, Administrative Services Director

Items of Business:

Reports and Comments:

1. City Manager
2. City Council
3. Mayor

Adjournment

City Council Meetings are broadcast live on CityView Channel 192 and online at CI.RICHLAND.WA.US/CITYVIEWTV

Richland City Hall is ADA accessible. Council Chamber parking and access is available at the entrance facing George Washington Way. Requests for sign interpreters, audio equipment, and/or other special services must be received 48 hours prior to the City Council Meeting by calling the City Clerk's Office at 942-7388.



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 10/16/2018

Agenda Category: Presentations

Subject:

DECA Month Proclamation (5 minutes)

Department:
City Manager

Ordinance/Resolution Number:

Document Type:
Presentation

Recommended Motion:

Summary:

Richland High School DECA members Piper Schirm, Aislyn Hammer, Addison Pettit and Emma Kinnuren, will be present to receive the proclamation.

Fiscal Impact:

None.

Attachments:



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 10/16/2018

Agenda Category: Presentations

Subject:

Energy Efficiency Incentive Check Presentation and Proclamation to Lamb Weston (5 minutes)

Department:

Energy Services

Ordinance/Resolution Number:

Document Type:

Presentation

Recommended Motion:

Summary:

Lamb Weston, one of the City's largest industrial customers, is committed to energy-efficient operations. Since 2010, Lamb Weston has invested \$2.4 million in operational and equipment improvements that help reduce the City's wholesale power bill. This proclamation and check presentation recognizes Lamb Weston for its exceptional energy efficiency achievement and for the efficiencies made on Line 5, its newest processing facility. Representatives from Lamb Weston, Bonneville Power Administration, and Richland Energy Services staff will be on hand for the presentation.

Fiscal Impact:

Attachments:



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 10/16/2018

Agenda Category: Presentations

Subject:

Tri-City Regional Hotel Motel Commission 2019 Budget and Marketing Plan (10 minutes)

Department:
City Manager

Ordinance/Resolution Number:

Document Type:
Presentation

Recommended Motion:

Summary:

Fiscal Impact:

Attachments:



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 10/16/2018

Agenda Category: Presentations

Subject:

Plaque and Proclamation of Appreciation to Roy Keck for Service on the Utility Advisory Committee (5 minutes)

Department:
City Attorney

Ordinance/Resolution Number:

Document Type:
Presentation

Recommended Motion:

Summary:

Fiscal Impact:

None.

Attachments:



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 10/16/2018

Agenda Category: Presentations

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Subject:

Proclamation of Appreciation to Stanley Jones for Service on the Richland Public Facilities District Board and Planning Commission (5 minutes)

Department:

City Attorney

Ordinance/Resolution Number:

Document Type:

Presentation

Recommended Motion:

Summary:

Fiscal Impact:

None.

Attachments:



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 10/16/2018

Agenda Category: Public Hearing

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Subject:

Proposed 2019 Revenue Sources Including Property Tax - Ordinance Nos. 52-18 and 53-18

Department:

Administrative Services

Ordinance/Resolution Number:

Document Type:

Presentation

Recommended Motion:

None.

Summary:

A public hearing will be held for the purpose of public comment on the proposed 2019 revenue sources supporting the General Fund activities.

State statutes require that the public hearing be held prior to consideration of an Ad Valorem Tax ordinance.

Upon conclusion of the public hearing, there will be first readings of the Ad Valorem Tax ordinances scheduled for this evening, October 16, 2018; the second reading and passage is scheduled for November 6, 2018.

Fiscal Impact:

None.

Attachments:



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 10/16/2018

Agenda Category: Public Hearing

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Subject:

Proposed Surplus of Equipment - Resolution No. 145-18

Department:

Administrative Services

Ordinance/Resolution Number:

Document Type:

Presentation

Recommended Motion:

None.

Summary:

A public hearing is being held to receive input or comments on the proposed resolution authorizing surplus and disposal of equipment. Refer to Resolution No. 145-18 on the Consent Agenda.

Fiscal Impact:

No

Attachments:



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 10/16/2018

Agenda Category: Public Hearing

Core Focus Area 2 - Manage & Maintain Infrastructure & Facilities

Subject:

Proposed Vacation of a Portion of Right-of-Way at Shockley Road - Ordinance No. 55-18

Department:

Public Works

Ordinance/Resolution Number:

Document Type:

Public Hearing Item

Recommended Motion:

Summary:

Staff has evaluated the request to vacate a portion of right-of-way at Shockley Road and has determined that this portion of right-of-way is not needed. State law requires a public hearing to solicit testimony related to this request. Staff will present an ordinance for Council consideration at tonight's Council meeting.

Fiscal Impact:

None.

Attachments:



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 10/16/2018

Agenda Category: Minutes

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Subject:

Council Meeting Minutes for September 25, 2018 and October 2, 2018

Department:
City Attorney

Ordinance/Resolution Number:

Document Type:
Minutes

Recommended Motion:

Approve the September 25, 2018 and October 2, 2018 Council meeting minutes.

Summary:

None.

Fiscal Impact:

None.

Attachments:

1. Council Workshop Meeting Minutes - September 25, 2018
2. Council Meeting Minutes - October 2, 2018



MINUTES CITY COUNCIL WORKSHOP Richland City Hall ~ 505 Swift Boulevard Tuesday, September 25, 2018

City Council Workshop – 6:00 p.m.

Attendance:

Mayor Thompson, Mayor Pro Tem Christensen, and Councilmembers Alvarez, Lemley, and Lukson were present.

Also present were City Attorney Kintzley, Community Development Director Jensen, Parks and Public Facilities Director Schiessl, Planning Manager Stevens and Deputy City Clerk Barham.

The two agenda items were reversed to accommodate a walking tour of the new City Hall building prior to sunset.

Agenda Items:

- I. New City Hall Update (30 minutes)
 - Joe Schiessl, Parks and Public Facilities Director

Mr. Schiessl led the tour of the new City Hall building with Council and staff.

2. Hearing Examiner System - RCW 35A.63.170 (30 minutes)
 - Heather Kintzley, City Attorney

Ms. Kintzley distributed a copy of the September 24, 2018 Hearing Examiner Decision Authority memorandum to Council and staff.

Consistent with the information provided in the City Attorney's memorandum, Mayor Thompson led the discussion regarding the pros and cons of shifting additional decision-making authority to the City's Hearing Examiner with judicial appeal immediately to follow. The discussion included acknowledgement of the competent and thorough decisions received by the City's current Hearing Examiner, and the frustrations experienced by both the public and Council based on the limitations placed on Council when serving in a quasi-judicial capacity. The City's land use decision-making history prior to introduction of the Hearing Examiner system was also briefly discussed. Council expressed support for adjusting the process for both Type II and Type III permits, on the condition that adequate information continues to be provided to Council and the public.

Other Business:

Ms. Kintzley updated Council on a final action meeting held on September 25, 2018 by Tri-City Railroad Company (TCRY) regarding proposed condemnation of an easement on the Horn Rapids Rail Spur.

Adjournment:

Mayor Thompson adjourned the workshop at 7:12 p.m.

Respectfully Submitted,

Debby Barham, Deputy City Clerk

FORM APPROVED:

Robert J. Thompson, Mayor

DATE APPROVED:

DATE PUBLISHED:



MINUTES
RICHLAND CITY COUNCIL REGULAR MEETING
Richland City Hall ~ 505 Swift Boulevard
Tuesday, October 2, 2018

Draft

City Council Pre-Meeting Workshop – 7:00 p.m.

Mayor Thompson called the pre-meeting to order at 7:00 p.m. in the City Manager's Conference Room in the City Hall Annex building.

Attendance:

Mayor Thompson, Mayor Pro Tem Christensen, Councilmembers Alvarez, Anderson, Kent, Lemley and Lukson were present.

Also present were City Manager Reents, Assistant City Manager Amundson, City Attorney Kintzley, Finance Director Allen, Community Development Director Jensen, Public Works Director Rogalsky, Parks and Public Facilities Director Schiessl, Interim Police Services Director Taylor, and Deputy City Clerk Barham.

Agenda Item:

1. Discuss Meeting Agenda Items (15 minutes)

Council and staff briefly reviewed the proposed agenda scheduled for the regular meeting.

Council and staff discussed the School Resource Officers (SRO) between Richland School District and the City of Richland's Polices Services Department.

Ms. Reents and Mr. Schiessl announced that the third community meeting, hosted by TRIDEC, for the proposed Columbia River Shoreline Reconveyance, is scheduled for Wednesday, October 3, 2018 at 6:00 p.m. It was also confirmed that U.S. Representative Dan Newhouse will attend this meeting. The same meetings also were previously conducted in the Cities of Pasco and Kennewick.

City Council Regular Meeting – 7:30 p.m.

Mayor Thompson called the Council meeting to order at 7:30 p.m. in the Council Chamber at City Hall.

Welcome and Roll Call

Mayor Thompson welcomed those in the audience and expressed appreciation for their attendance.

Mayor Thompson, Mayor Pro Tem Christensen, Councilmembers Alvarez, Anderson, Kent, Lemley and Lukson were present.

Also present were City Manager Reents, Assistant City Manager Amundson, City Attorney Kintzley, Finance Director Allen, Fire and Emergency Services Director Huntington, Community Development Director Jensen, Public Works Director Rogalsky, Parks and Public Facilities Director Schiessl, Interim Police Services Director Taylor, and Deputy City Clerk Barham.

Pledge of Allegiance

Mayor Thompson led the Council and audience in the recitation of the Pledge of Allegiance.

Approval of Agenda:

COUNCILMEMBER ANDERSON MOVED AND COUNCILMEMBER LUKSON SECONDED A MOTION TO APPROVE THE AGENDA AS PUBLISHED. THE MOTION CARRIED 7-0.

Presentations:

2. New Hire/Retirements (5 minutes)
 - Allison Jubb, Human Resources Director

Ms. Jubb first announced the recent retirement of Energy Services Department MPP Foreman Brian Thompson. She then introduced the following new employees: Planning Manager Michael "Mike" Stevens; Police Services Department Support Specialist Adriana Orozco; Solid Waste Collection Truck Driver Jonathan Torie; and Community and Development Services Marketing Specialist-Economic Development Amanda Wallner.

3. Presentation of the 2019 City Manager's Proposed Budget (20 minutes)
 - Cindy Reents, City Manager

Ms. Reents provided a summary of the proposed 2019 Budget. She highlighted 2019 priorities throughout the City of Richland and discussed how they connect to the City's Strategic Leadership Plan. She also provided information on the upcoming Town Hall meeting and details outlining resources for citizens seeking additional information.

Public Hearings: (Please Limit Public Hearing Comments to 3 Minutes) Note: Records intended for Council consideration must be given to the City Clerk.

Deputy City Clerk Barham read the public hearing and public comments procedures.

4. Proposed Increase in 2018 Budget Appropriation in the Streets Capital Construction Fund - Ordinance No. 50-18
 - Pete Rogalsky, Public Works Director

Mr. Rogalsky stated that, per Washington State law, a public hearing is required prior to consideration of an ordinance to increase the appropriation of an existing fund balance. Ordinance No. 50-18 proposes to increase the 2018 Budget appropriations in the Streets Capital Construction Fund and Industrial Development Fund to support the Swift Boulevard improvements project.

Mayor Thompson opened the public hearing at 7:56 p.m. and closed the public hearing at 7:57 p.m. as there were no public comments.

5. Proposed Annexation and Zoning of Approximately 67 Acres Known as the Lorayne J Subdivision, Ordinance No. 51-18

- Kerwin Jensen, Community Development Director

Mr. Jensen provided a short presentation regarding the proposed annexation and zoning of a 67-acre area located south of Lorayne J Boulevard and west of Leslie Road.

Mayor Thompson opened the public hearing at 8:00 p.m. and closed the public hearing at 8:01 p.m. as there were no public comments.

6. Proposed Relinquishment of an Access Easement at 2884 Logston Boulevard, Resolution No. 136-18

- Pete Rogalsky, Public Works Director

Mr. Rogalsky stated that the City of Richland no longer needs the utility and access easement, established in 2014, lying within 2884 Logston Boulevard and it may be relinquished at this time.

Mayor Thompson opened the public hearing at 8:01 p.m. and closed the public hearing at 8:02 p.m. as there were no public comments.

7. Proposed Relinquishment of a Utility Easement at 2175 Kingston Road, Resolution No. 137-18

- Pete Rogalsky, Public Works Director

Mr. Rogalsky explained that the property owners of 2175 Kingston Road have requested relinquishment of a portion of the public utility easement lying within their property. Staff reviewed the proposal and confirmed that the portion of easement identified to be relinquished is no longer necessary for public use.

Mayor Thompson opened the public hearing at 8:02 p.m. and closed the public hearing at 8:03 p.m. as there were no public comments.

Public Comments:

No comments were received.

Consent Calendar:

Deputy City Clerk Barham read the Consent items.

Minutes:

8. Council Meeting Minutes for September 18, 2018 and September 20, 2018
 - Heather Kintzley, City Attorney

Ordinances - First Reading:

9. Ordinance No. 50-18, Increasing 2018 Budget Appropriations in the Streets Capital Construction Fund and the Industrial Development Fund to Support Swift Boulevard Improvements
 - Pete Rogalsky, Public Works Director
10. Ordinance No. 51-18, Approving the Annexation and Zoning of 67 Acres known as the Lorayne J Subdivision
 - Kerwin Jensen, Community Development Director

Ordinances - Second Reading/Passage:

11. Ordinance No. 32-18, Amending Richland Municipal Code Title 23 and the Official Zoning Map of the City of Richland to Change Zoning on 0.44 Acres Located Along Keene Road from PPF to C-3
 - Kerwin Jensen, Community Development Director
12. Ordinance No. 49-18, Amending Chapter 5.04 of the Richland Municipal Code Related to Business, Professions, and Occupations
 - Cathleen Koch, Administrative Services Director

Resolutions – Adoption:

13. Resolution No. 136-18, Authorizing Relinquishment of a Utility and Access Easement at 2884 Logston Boulevard
 - Pete Rogalsky, Public Works Director
14. Resolution No. 137-18, Authorizing Relinquishment of a Utility Easement at 2175 Kingston Road
 - Pete Rogalsky, Public Works Director
15. Resolution No. 138-18, Authorizing an Agreement with Total Quality Air, LLC for Weatherwise Program Participation
 - Clint Whitney, Energy Services Director
16. Resolution No. 139-18, Approving the Final Plat of Clearwater Creek Phase 5
 - Kerwin Jensen, Community Development Director
17. Resolution No. 141-18, Authorizing a First Amendment to the Interlocal Agreement with the Port of Kennewick for the Columbia Park Trail Improvements
 - Pete Rogalsky, Public Works Director

18. Resolution No. 142-18, Awarding a Construction Contract to Culbert Construction, Inc. for the Swift Boulevard Corridor Improvements Re-bid
- Pete Rogalsky, Public Works Director

Items for Approval:

19. Appointments to the Lodging Tax Advisory Committee: Kim Shugart and Andrew Lucero-Montano
- Heather Kintzley, City Attorney
20. Appointment to the Tri-City Regional Hotel-Motel Commission: Wendy Higgins
- Heather Kintzley, City Attorney
21. Proclamations of Appreciation: MillieAnne VanDevender and Jerry Beach
- Heather Kintzley, City Attorney

Expenditures - Approval:

22. Expenditures from September 10, 2018 - September 21, 2018 for \$7,924,186.25 including Check Nos. 261404- 261938, Wire Nos. 7098-7119, Payroll Check Nos. 138714-139277, and Payroll Wire/ACH Nos. 10632-10656
- Cathleen Koch, Administrative Services Director

MAYOR PRO TEM CHRISTENSEN MOVED AND COUNCILMEMBER LUKSON SECONDED A MOTION TO APPROVE THE CONSENT CALENDAR AS PUBLISHED. THE MOTION CARRIED 7-0.

Items of Business:

There were no business items.

Reports and Comments:

City Manager

Ms. Reents provided a special thank you to Administrative Assistant Brianna Harty and Communications and Marketing Manager Hollie Logan for their contributions in preparing the City Manager's 2019 proposed budget presentation. Next, she announced that the TRIDEC Community Meeting is scheduled for Wednesday, October 3, 2018 at 6:00 p.m. and will be located at the Shilo Inn Hotel, Richland, WA. This will be the third community meeting regarding the Columbia River Shoreline Reconveyance.

Council

Councilmember Kent commented on the recent joint meeting with Parks and Recreation Commissions within the greater Tri-Cities area.

Councilmember Alvarez thanked staff and City Manager Reents, as well as Mayor Pro Tem Christensen and Councilmember Lemley for their time and effort in preparing the 2019 Budget. He also commented on a volunteer organization called Just Serve and encouraged individuals who are interested in volunteering locally to do so by signing up through www.justserve.org.

Councilmember Lemley also thanked the City Manager and senior staff for their efforts in preparing the 2019 Budget. He also recently attended a ribbon-cutting event for the grand opening of Pahlisch Homes' first exclusive community located in south Richland.

Councilmember Lukson encouraged the community to attend the TRIDEC Community Meeting scheduled for October 3, 2018.

Mayor Pro Tem Christensen also thanked the City Manager and senior staff for the budget preparation and the meetings he attended. Second, he commented on the recent ribbon-cutting ceremony for Gale Rew Construction Inc.'s new facility located within the City of Richland.

Mayor:

Mayor Thompson commented on the upcoming TRIDEC Community Meeting and expressed his frustration regarding the lack of critical information provided during the other meetings that have already taken place. Information he would like to see provided includes an outline of the advantages the reconveyance of the shoreline would offer to citizens, as well as the costs associated with the reconveyance. He stated that he hopes the U.S. Army Corps of Engineers will be able to provide that information and answer other key questions at the upcoming meeting. Lastly, he stated that this is the time for individuals to discuss the one-percent property tax option before the budget is set for 2019.

Adjournment:

Mayor Thompson adjourned the meeting at 8:19 p.m.

Respectfully Submitted,

Debby Barham, Deputy City Clerk

FORM APPROVED:

Robert J. Thompson, Mayor

DATE APPROVED:

DATE PUBLISHED:



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 10/16/2018

Agenda Category: Ordinances - First Reading

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Subject:

Ordinance No. 52-18, Approving the 2019 Ad Valorem Tax and Property Tax Levies

Department:

Administrative Services

Ordinance/Resolution Number:

52-18

Document Type:

Ordinance

Recommended Motion:

Give first reading, by title only, to Ordinance No. 52-18, approving the 2019 ad valorem tax and property tax levies.

Summary:

City Council sets the property tax levy during the annual budget process. For 2019, there are no new tax dollars proposed for the regular levy other than those arising from new construction value, annexations, refunds, and increases in state-assessed property ("add-ons").

Ordinance No. 52-18 establishes the estimated dollar amount of the regular levy, the refund levy, and the three (3) voted bond levies, authorizing them to be certified to the Benton County Board of Commissioners. The amounts are based on preliminary numbers received from the Benton County Assessor. Amounts certified to the County limit the final calculated levy, so care must be taken to avoid locking in a levy amount that is too low before the values for all add-ons are known. Attached is an analysis of three options for the levy, including a 1% increase, a 0% increase (recommended), and the maximum lawful levy that can currently be adopted.

Staff recommends approval of Ordinance No. 52-18, by title only, for first reading.

Fiscal Impact:

At this time, any refund levy amount and annexation values have not been released by Benton County, and the state-assessed property values and new construction values are still preliminary. As such, the estimated 2019 levy is still subject to change. However, any changes at this point should be relatively minor.

Attachments:

1. Ordinance No. 52-18
2. 2019 Property Tax Options

ORDINANCE NO. 52-18

AN ORDINANCE of the City of Richland relating to the
ad valorem property tax levied for the calendar year 2019.

WHEREAS, pursuant to RCW 84.55.120, Richland City Council has duly noticed the public hearing held on October 16, 2018 to consider the City of Richland's revenue sources for the City's following year current expense budget; and

WHEREAS, after hearing, and after duly considering all relevant evidence and testimony presented, Richland City Council has determined that the City of Richland does not require an increase in property tax revenue from the previous year in excess of the increase resulting from the addition of new construction, annexation, refunds and improvements to property, and any increase in the value of state-assessed property, in order to discharge, in its best interests, the expected expenses and obligations of the City of Richland.

NOW, THEREFORE, BE IT ORDAINED by the City of Richland as follows:

Section 1. In accordance with RCW 84.52.020, the City Clerk is hereby directed to certify to the Benton County Board of Commissioners, and to the Benton County Assessor, that the Richland City Council requests that the following levy amounts be collected in 2019 as provided in the City's budget, which was adopted following a public hearing held on October 16, 2018:

Regular Levy:

General Fund,
RAISE Area Debt Service Fund and
Firemen's Pension Fund \$17,200,000 (Preliminary Estimate)

Refund Levy \$20,000 (Preliminary Estimate)

Police Station
Debt Service Fund \$240,278

Richland Community Center
Debt Service Fund \$308,359

Library Debt Service Fund \$1,426,970

TOTAL \$19,195,607 (Estimated)

Section 2. The taxes shall be collected and paid to the City Treasurer at the same time and in the same manner as provided by the laws of the State of Washington relating to collection of taxes in the cities of the first class.

Section 3. This ordinance shall become effective on the day following the date of its publication in the official newspaper of the City.

PASSED by the City Council of the City of Richland, Washington, at a regular meeting on the _____ day of _____, 2018.

ROBERT J. THOMPSON
Mayor

ATTEST:

APPROVED AS TO FORM:

MARCIA HOPKINS, City Clerk

HEATHER KINTZLEY, City Attorney

Date Published: _____

CITY OF RICHLAND
2019 AD VALOREM PROPERTY TAX OPTIONS - PRELIMINARY
FOR REGULAR LEVY AND SPECIAL LEVIES

Home Value	2018 Current Tax Dollars & Rate	Option 1	City Manager's Budget	Option 3
		1% Increase	Option 2	Current Max
		Current Tax + 1% (+ New Const \$393,496) (+ Annexations \$0) (+ Admin. Refund \$0)	No Increase Current Tax + 0% (+ New Const \$393,496) (+ Annexations \$0) (+ Admin. Refund \$0)	\$17,828,955 + 1% (+ New Const \$393,496) (+ Annexations \$0) (+ Admin. Refund \$0)
\$300,000	\$895	\$817	\$810	\$878
\$250,000	\$745	\$681	\$675	\$731
\$200,000	\$597	\$544	\$540	\$585
\$150,000	\$448	\$408	\$405	\$439
\$100,000	\$299	\$272	\$270	\$293
\$85,000	\$254	\$232	\$230	\$249
Regular Levy:				
Tax Dollars	\$16,428,522 *	16,988,499	16,824,214	18,402,936
Levy Rate	\$2.6658	\$2.4423	\$2.4187	\$2.6456
Regular Levy Assessed Valuation	\$6,162,723,033	\$6,955,970,248	\$6,955,970,248	\$6,955,970,248
Special Levies:				
Tax Dollars - Police Station	\$247,576 *	\$240,278	\$240,278	\$240,278
Levy Rate	\$0.0403	\$0.0347	\$0.0347	\$0.0347
Tax Dollars - Community Center	\$312,525 *	\$308,359	\$308,359	\$308,359
Levy Rate	\$0.0509	\$0.0445	\$0.0445	\$0.0445
Tax Dollars - Library	\$1,390,859 *	\$1,390,859	\$1,390,859	\$1,390,859
Levy Rate	\$0.2266	\$0.2007	\$0.2007	\$0.2007
Tax Dollars - Total Special Levies	\$1,950,960 *	\$1,939,496	\$1,939,496	\$1,939,496
Levy Rate	\$0.3179	\$0.2799	\$0.2799	\$0.2799
Special Levy Assessed Valuation	\$6,136,678,082	\$6,930,443,655	\$6,930,443,655	\$6,930,443,655
Grand Total All Levies				
Tax Dollars	\$18,379,482	\$18,927,995	\$18,763,710	\$20,342,432
Levy Rate	\$2.9837	\$2.7222	\$2.6986	\$2.9255
Regular Levy Tax \$ Differential (Option vs. Recommended):		\$164,285	\$0	\$1,578,723

(*) Final levy. Amount levied by ordinance may differ due to appeals and cancellations. Original levy limit calculation is modified after appeals are processed by the County. All 2019 rates are based on estimated valuations and are subject to change.

New Construction = \$147,609,550 x 2.6657893924/1000 =

393,496

Preliminary

Annexations = \$0 x 2.64563/1000 =

-

Info Pending

Increase in State Assessed Property = \$823,662 x 2.66578939/1000 =

2,196

Preliminary

Administrative Refund Levy

-

Info Pending

Current MAX depicts the maximum allowable levy, including banked levy from previous years and can be found on the property tax calculation sheet that comes from Benton County



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 10/16/2018

Agenda Category: Ordinances - First Reading

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Subject:

Ordinance No. 53-18, Approving the 2019 Ad Valorem Tax to Preserve Un-Levied Capacity

Department:

Administrative Services

Ordinance/Resolution Number:

53-18

Document Type:

Ordinance

Recommended Motion:

Give first reading, by title only, to Ordinance No. 53-18, approving the 2019 ad valorem tax to preserve un-levied capacity.

Summary:

City Council sets the property tax levy during the annual budget process. For 2019, there are no new tax dollars proposed for the regular levy other than those arising from new construction value, annexations, refunds, and increases in state-assessed property ("add-ons").

Ordinance No. 53-18 authorizes, as required, the increase of the regular levy over the prior year, in terms of dollar amount and percentage, even though that amount is zero. This action preserves the City's authority to utilize un-levied capacity in future years (referred to as "banking").

RCW 84.55.005(2)(c) sets the limit factor for annual tax increases (and for "banking" un-levied capacity) in a taxing jurisdiction with a population 10,000 or over at the lesser of 101% or 100% plus annual inflation. Annual inflation for July 2018 is 2.169%, establishing the limit factor at 101%.

Staff recommends approval of Ordinance No. 53-18, by title only, for first reading.

Fiscal Impact:

Approval of Ordinance No. 53-18 allows the City to add the annual 1% increase to the Highest Lawful Levy calculation, known as "banking" levy capacity. It does not result in an increase to the base regular levy for 2019.

Attachments:

- I. Ordinance No. 53-18

ORDINANCE NO. 53-18

AN ORDINANCE of the City of Richland relating to the increase in the calendar year 2019 ad valorem property tax levy over the amount levied in the previous year.

WHEREAS, Richland City Council has met in an open public meeting to consider its budget for the calendar year 2019; and

WHEREAS, after hearing, and after duly considering all relevant evidence and testimony presented, Richland City Council has determined that the City of Richland does not require an increase in property tax revenue from the previous year in excess of the increase resulting from the addition of new construction, annexation, refunds and improvements to property, and any increase in the value of state-assessed property, in order to discharge, in its best interests, the expected expenses and obligations of the City of Richland; and

WHEREAS, the City of Richland's actual regular levy amount from the previous year was \$16,428,522; and

WHEREAS, the population of the City of Richland is more than 10,000.

NOW, THEREFORE, BE IT ORDAINED by the City of Richland as follows:

Section 1. An increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2019 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be zero dollars (\$0) which is a percentage increase of zero percent (0%) from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state-assessed property, any annexations that have occurred and refunds made.

Section 2. This ordinance shall become effective on the day following the date of its publication in the official newspaper of the City of Richland.

PASSED by the City Council of the City of Richland, Washington, at a regular meeting on the _____ day of _____, 2018.

ROBERT J. THOMPSON
Mayor

ATTEST:

APPROVED AS TO FORM:

MARCIA HOPKINS, City Clerk

HEATHER KINTZLEY, City Attorney

Date Published: _____



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 10/16/2018

Agenda Category: Ordinances - First Reading

Core Focus Area 2 - Manage & Maintain Infrastructure & Facilities

Subject:

Ordinance No. 55-18, Authorizing Vacation of a Portion of Right-of-Way at Shockley Road

Department:
Public Works

Ordinance/Resolution Number:
55-18

Document Type:
Ordinance

Recommended Motion:

Give first reading, by title only, to Ordinance No. 55-18, authorizing vacation of a portion of Shockley Road right-of-way as legally described and depicted in Exhibits A, B, C and D thereto.

Summary:

In 1954, the Badger Heights subdivision dedicated a public street right-of-way connecting to the south side of what is now Columbia Park Trail. The connecting right-of-way is now designated as Shockley Road. A segment of Shockley Road, including its intersection with Columbia Park Trail, was constructed through private land development activity in 2018.

In 1991, Benton County Resolution No. 91-026 resulted in vacation of 125 feet of the 200-foot width of Columbia Park Trail on the segment of Columbia Park Trail at the Shockley Road intersection. This action retained 150 feet as the width for the connection with Shockley Road.

In 2004, City of Richland Ordinance No. 42-04 provided for annexation of approximately 9.4 acres along the south side of Columbia Park Trail, including the location of the Shockley Road intersection.

Donna Busche and James Giesa purchased the property at the southeast corner of Shockley Road and Columbia Park Trail. The street address of 315 Columbia Park Trail. They formally requested vacation of the portion of right-of-way that parallels Shockley Road.

The constructed segment of Shockley Road utilized a City-standard right-of-way width of sixty feet. Staff considers the existing right-of-way width in excess of sixty feet surplus to the City's needs.

RCW 35.79 provides the authority for the City to initiate a street vacation action. October 16, 2018 at 7:30 p.m. was established by Council as the date and time for the required public hearing. Notifications were mailed to affected parcel owners and posted on-site, as well as at City Hall, the Richland Public Library, and the Richland Community Center.

Staff recommends approval of Ordinance No. 55-18 for first reading, by title only.

Fiscal Impact:

None.

Attachments:

I. Ordinance No. 55-18

WHEN RECORDED RETURN TO:

Richland City Clerk
P.O. Box 190, MS-05
Richland, WA 99352

ORDINANCE NO. 55-18

AN ORDINANCE of the City of Richland vacating
portions of Shockley Road.

WHEREAS, in 1954, the Badger Heights subdivision dedicated a public street right-of-way connecting to the south side of what is now Columbia Park Trail; and

WHEREAS, the connecting right-of-way is now designated as Shockley Road by City plans; and

WHEREAS, in 1991, Benton County Resolution No. 91-026 resulted in vacation of 125 feet of the 200-foot width of Columbia Park Trail on the segment of Columbia Park Trail at the Shockley Road intersection, and

WHEREAS, Benton County Resolution No. 91-026 retained 150 feet as the width for the connection with Shockley Road; and

WHEREAS, in 2004, Ordinance No. 42-04 provided for annexation of approximately 9.4 acres along the south side of Columbia Park Trail; and

WHEREAS, until 2018, the intersection of Columbia Park Trail and Shockley Road was not improved; and

WHEREAS, the Columbia Park Trail intersection with Shockley Road has been constructed to City standards requiring a right-of-way width of 60 feet; and

WHEREAS, Donna Busche and James Giesa purchased the property at the southeast corner of Shockley Road and Columbia Park Trail with a street address of 315 Columbia Park Trail; and

WHEREAS, Donna Busche and James Giesa have formally requested vacation of the portion of right-of-way that parallels Shockley Road; and

WHEREAS, this portion of the Shockley Road right-of-way is surplus to the City's needs; and

WHEREAS, Chapter 35.79 RCW authorizes a city to initiate a vacation action by resolution; and

WHEREAS, state law requires that a public hearing be held to allow public consideration of a street vacation proposal; and

WHEREAS, at a regularly scheduled meeting on September 18, 2018, the Richland City Council, by adoption of Resolution No. 126-18, set the time and place of a hearing thereon for October 16, 2018 at 7:30 p.m. in the City Hall Council Chambers, located at 505 Swift Boulevard, Richland, Washington; and

WHEREAS, notice was published on October 7, 2018 that a public hearing would be held on October 16, 2018 concerning vacation of this portion of right-of-way; and

WHEREAS, at the time and place fixed and designated in the notice, a hearing was held by the City Council to receive public testimony, which was duly considered.

NOW, THEREFORE, BE IT ORDAINED by the City of Richland as follows:

Section 1. The portion of Shockley Road right-of-way, as described and shown in **Exhibits A and B**, attached hereto, is hereby ordered to be vacated, subject to the provisions of RCW 35.79.

Section 2. The portion of Shockley Road right-of-way, as described and shown in **Exhibits C and D**, attached hereto, is hereby ordered to be vacated, subject to the provisions of RCW 35.79.

Section 3. The City Clerk is directed to file with the Auditor of Benton County, Washington, a copy of this ordinance and the attached exhibits, duly certified by the Clerk as a true copy.

Section 4. This ordinance shall take effect the day following its publication in the official newspaper of the City of Richland.

PASSED by the City Council of the City of Richland, Washington, at a regular meeting on the _____ of _____, 2018.

ROBERT J. THOMPSON
Mayor

ATTEST:

APPROVED AS TO FORM:

MARCIA HOPKINS, City Clerk

HEATHER KINTZLEY, City Attorney

Date Published: _____

EXHIBIT A



STRATTON SURVEYING & MAPPING, PC

313 NORTH MORAIN STREET

KENNEWICK, WA 99336

PHONE: (509) 735-7364

FAX: (509) 735-6560

E-MAIL: stratton@strattonsurvey.com

DATE: 2018-08-30

DRAWING: 4395SK22.DWG

SITE: COLUMBIA VISTA RIGHT-OF-WAY VACATION

DESCRIPTION:

RIGHT-OF-WAY VACATION AFFECTING THAT PORTION OF THE NORTHEAST QUARTER OF SECTION 22, TOWNSHIP 09 NORTH, RANGE 28 EAST, W.M., BENTON COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWESTERLY CORNER OF LOT 6, BLOCK 5, BADGER HEIGHTS SUBDIVISION, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 5 OF PLATS, PAGE 11, RECORDS OF BENTON COUNTY, WASHINGTON; THENCE SOUTH $69^{\circ}53'29''$ EAST ALONG THE NORTHERLY LINE THEREOF 47.86 FEET TO THE SOUTHEAST CORNER OF THE 150.00 FOOT WIDE RIGHT OF WAY DEPICTED ON THE SURVEY RECORDED IN VOLUME 1 OF SURVEYS AT PAGE 3645, RECORDS OF ABOVE SAID COUNTY; THENCE NORTH $00^{\circ}11'42''$ EAST ALONG THE EASTERLY LINE OF SAID 150.00 FOOT WIDE RIGHT OF WAY 132.95 FEET TO A POINT ON THE SOUTHERLY RIGHT-OF-WAY LINE OF COLUMBIA PARK TRAIL; THENCE NORTH $69^{\circ}53'29''$ WEST ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE 10.05 FEET; THENCE SOUTH $16^{\circ}41'10''$ WEST 125.22 FEET TO THE SAID POINT OF BEGINNING.

TOGETHER WITH AND SUBJECT TO EASEMENTS, RESERVATIONS, COVENANTS AND RESTRICTIONS, OF RECORD AND IN VIEW.

SEE EXHIBIT B

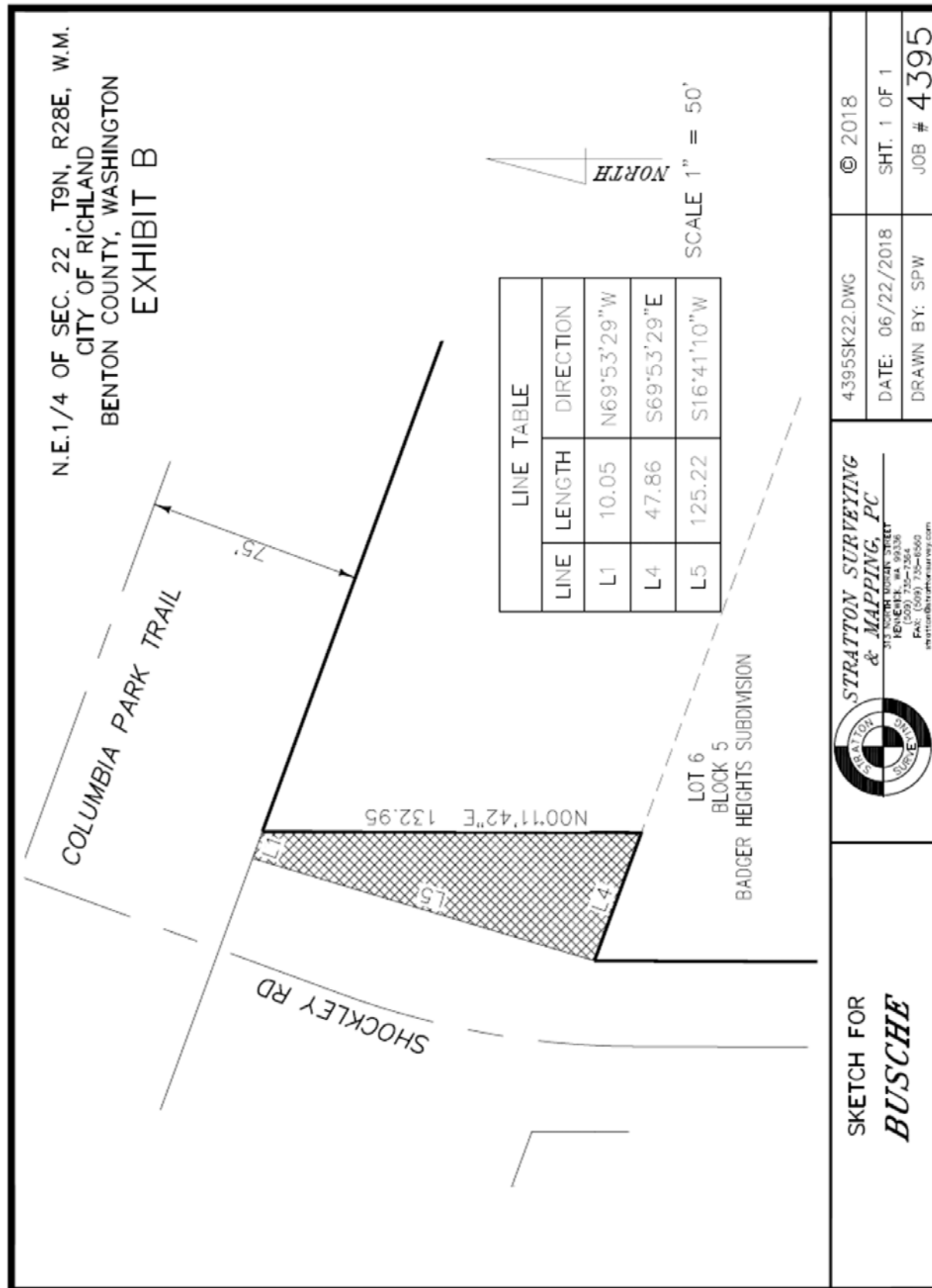


EXHIBIT C

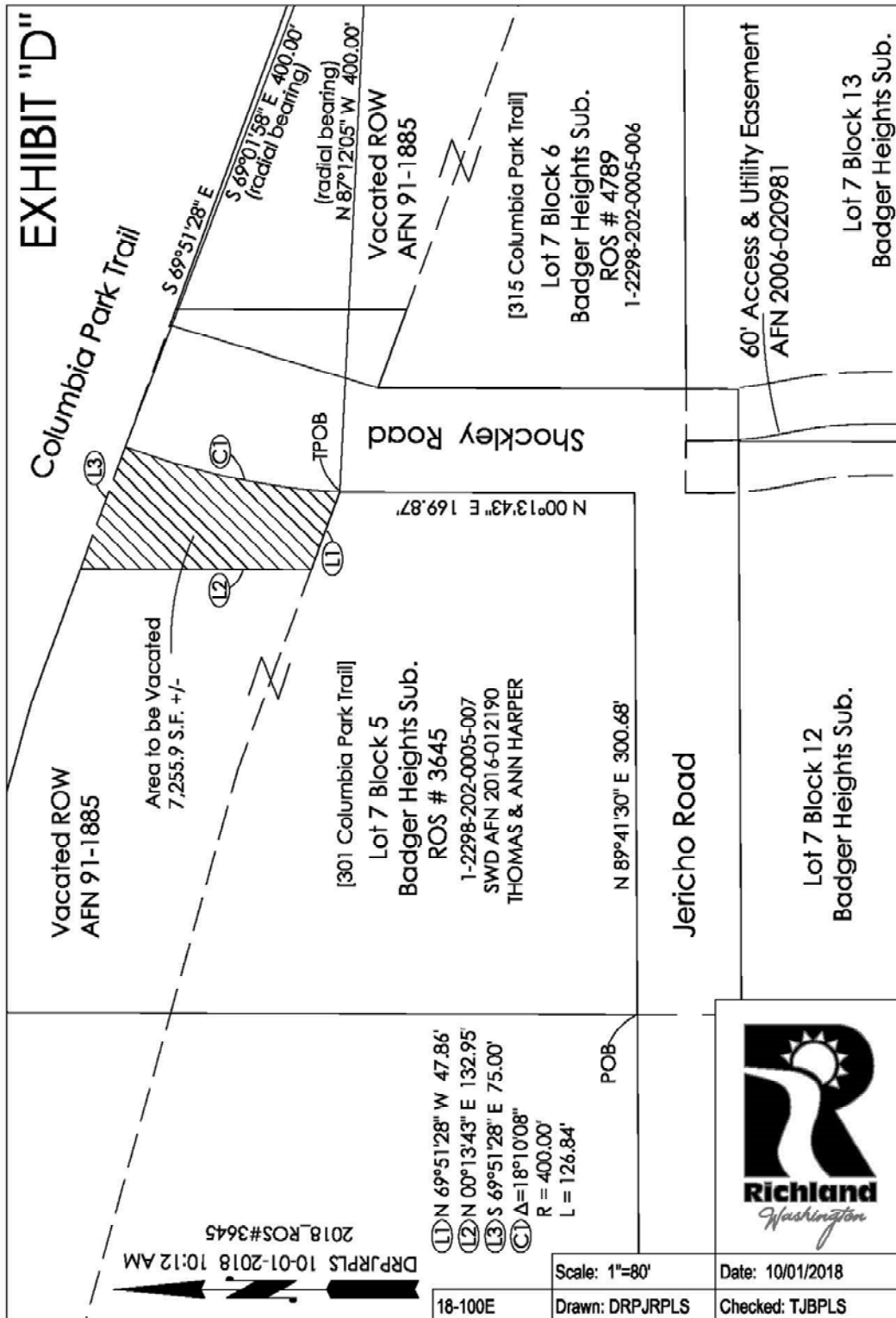
Shockley Road Vacation
301 Columbia Park Trail
1-2298-202-0005-007
Legal Description

A portion of the Northeast $\frac{1}{4}$ of Section 22, Township 9 North, Range 28 East, W.M. City of Richland, Benton County Washington, described as follows:

A portion of Columbia Park Trail retained by the Vacation as recorded in Auditor's File Number 1991-001885, records of said County and State, more particularly described as follows:

Beginning at the Southwest corner of Lot 7 Block 5 of the Plat of Badger Heights Subdivision as recorded in Volume 5 of Plats on Page 11, records of said County and State; Thence North $89^{\circ}41'30''$ East a distance of 300.68 feet along the South line of said Lot 7 as shown on Record of Survey Number 3645, as recorded in Volume 1 of Surveys on Page 3645, records of said County and State, to the Southeast corner of said Lot 7; Thence North $00^{\circ}13'43''$ East a distance of 169.87 feet to the Northeast corner of said Lot 7 and the **TRUE POINT of BEGINNING**; Thence North $69^{\circ}51'28''$ West 47.86 feet along the Northerly line of said Lot 7 to a point on the vacated portion of Columbia Park Trail as described Auditor's File Number 91-1885, records of said County and State; Thence North $00^{\circ}13'43''$ East a distance of 132.95 feet along said Vacation and said Survey; Thence South $69^{\circ}51'28''$ East a distance of 75.00 feet to the beginning of a 400.00 foot radius non-tangent curve concave to the Southeast, and having a radial bearing of South $69^{\circ}01'58''$ East; Thence Southwesterly a distance of 126.84 feet along said curve through a central angle of $18^{\circ}10'08''$ back to the true point of beginning.

Containing 7,255.9 Square feet, more or less, according to the bearings and distances listed above and as depicted on the attached **Exhibit "D"**





COUNCIL AGENDA ITEM COVERSHEET

Council Date: 10/16/2018

Agenda Category: Ordinances - Second Reading/Passage

Core Focus Area 3 - Increase Economic Vitality

Subject:

Ordinance No. 50-18, Increasing 2018 Budget Appropriations in the Streets Capital Construction Fund and the Industrial Development Fund to Support Swift Boulevard Improvements

Department:
Public Works

Ordinance/Resolution Number:
50-18

Document Type:
Ordinance

Recommended Motion:

Give second reading and pass Ordinance No. 50-18, increasing the 2018 budget appropriation in the Streets Capital Construction Fund and the Industrial Development Fund to support the Swift Boulevard Improvements project.

Summary:

The Swift Boulevard Improvements project is a component of the City's Swift Corridor strategy. The Swift Corridor strategy is an investment by the City in new and upgraded infrastructure along Swift Boulevard that is intended to enable privately financed investment in several development and redevelopment opportunity sites. The existing City Hall campus is included among the identified opportunity sites.

Since early 2018, the City has adjusted the project's scope and budget to address changes in available funding and desired improvement scope. In July, the City increased the original project budget and sought bids. Only one bid was received. Council rejected this bid as well beyond the available budget, and directed staff to reassess the project for a re-bid.

City staff evaluated the July bid and scope of work, and determined that savings were available from reducing the scope of work and soliciting bids during a more favorable season. Proposed Ordinance No. 50-18 increases the project budget to align with that re-assessment.

The Swift Boulevard Corridor Improvements Re-bid project was on the 10-2-18 agenda and was awarded to the lowest responsible bidder. This budget appropriation provides the necessary funding to support completion of the project. Based on the September 24, 2018 bid results, it is likely that the project will be completed without utilizing the full capacity of this proposed budget amendment. As the construction nears completion next spring, staff will assess the remaining budget capacity and advise Council of its recommended distribution of any savings.

Consistent with state law, a public hearing was held on October 2, 2018 to solicit public testimony related to this budget adjustment. No comments were offered by the public. Staff recommends approval of Ordinance No. 50-18 for second reading and passage.

Fiscal Impact:

The current fund balance in the Industrial Development Fund is \$2,769,946. This budget appropriation will move \$835,000 to the 2018 Budget. These funds will then be transferred to the Streets Capital Construction Fund to support the construction of the Swift Boulevard Improvements.

Attachments:

1. Ordinance No. 50-18
2. Swift Blvd Improvements CIP - 10-16-18 Council Update

ORDINANCE NO. 50-18

AN ORDINANCE of the City of Richland amending the 2018 Budget to provide for additional appropriations in the Streets Capital Construction Fund and the Industrial Development Fund, declaring that a public emergency exists in the Industrial Development Fund, and amending the 2018-2023 Capital Improvement Plan.

WHEREAS, on November 21, 2017, the Richland City Council passed Ordinance No. 49-17 approving the 2018 Budget; and

WHEREAS, the 2018 – 2023 Capital Improvement Plan (CIP) includes the Swift Boulevard Improvements project; and

WHEREAS, on July 17, 2018, the City Council passed Ordinance No. 38-18 increasing the budget for the Swift Boulevard Improvements project to address changes in project scope and funding; and

WHEREAS, on July 10, 2018, the City opened a single bid for the Swift Boulevard Improvements project, with an estimate that far exceeded the available funding; and

WHEREAS, on August 7, 2018, City Council adopted Resolution No. 113-18, rejecting the July 10, 2018 bid and directing staff to revisit the project scope and budget in preparation for a second bid; and

WHEREAS, staff completed the work directed by City Council and opened bids on September 24, 2018 for a revised scope of work; and

WHEREAS, additional funding is required to support the redefined scope of work; and

WHEREAS, on October 2, 2018, a duly advertised public hearing was held pursuant to RCW 35.33.091 regarding the increase in appropriations from beginning fund balance in the Industrial Development Fund.

NOW, THEREFORE, BE IT ORDAINED by the City of Richland as follows:

Section 1. Facts Constituting Emergency. The expenses contained within this ordinance were not anticipated when the 2018 budget was approved.

Section 2. Declaration of Public Emergency. Due to circumstances described above, the City Council declares that a public emergency exists in the Industrial Development Fund.

Section 3. Amendment of the 2018 Budget. The 2018 Budget is hereby amended to provide additional appropriations in the Industrial Development Fund from existing fund balance, and in the Streets Capital Construction Fund from a transfer out of the Industrial Development Fund as follows:

Street Capital Construction Fund

Current Appropriation: \$ 31,106,345
Increase in Appropriation: \$ 835,000
Amended Appropriation: \$ 31,941,345

Industrial Development Fund

Current Appropriation: \$ 3,291,975
Increase in Appropriation: \$ 835,000
Amended Appropriation: \$ 4,126,975

Section 4. The City of Richland's 2018 – 2023 Capital Improvement Plan (CIP) is amended to reflect the budget adjustments contained herein.

Section 5. This ordinance shall take effect the day following its publication in the official newspaper of the City of Richland.

PASSED by the City Council of the City of Richland, Washington, at a regular meeting on the 16th day of October, 2018.

ROBERT J. THOMPSON
Mayor

ATTEST:

APPROVED AS TO FORM:

MARCIA HOPKINS, City Clerk

HEATHER KINTZLEY, City Attorney

Date Published: October 21, 2018

Swift Boulevard Improvements

Type of Project

Transportation

Partnership Project?

YES

Project #

TR160002

Key #

2

Goal #

1

Strategic Leadership Plan Project?

Yes

PROJECT NAME:

Swift Boulevard Improvements

Revised by Council

October 16, 2018

PROJECT ADMINISTRATION:

Public Works Administration and Engineering

PROJECT LOCATION:

Swift Blvd. from Stevens Drive to George Washington Way

PROJECT TIMELINE:

2018

RESPONSE TO *GMA LEVEL OF SERVICE?

NO

PROJECT DESCRIPTION

Construct street improvements to reflect City-wide Transportation Plan elements and 2012 Swift Corridor master planning concept. Reconstruct pavement surface, widen sidewalks, add on-street parking, add bike lanes, add enhanced pedestrian crossings, update street lights, street trees and upgrade traffic signals. Install widened sidewalks on the west side of Jadwin Avenue between Swift Boulevard and Mansfield Street.

PROJECT ASSUMPTIONS

The project requires acquisition of small right of way parcels at intersections and successful application for Benton County Rural Capital Funds. The project design will be based on the 2012 Swift Corridor planning process, but may be updated to support changes in development plans along the corridor. One such change is the placement of the Kadlec parking structure.

BENEFITS

The project will update Swift Boulevard to support increased pedestrian and bicycle use in downtown. These features and the addition of on-street parking where appropriate will contribute to the vision of downtown as an active, vibrant area and will attract private investment to several opportunity sites.

PROJECT COST ESTIMATE	Total Estimated Project Cost	Project Costs To-Date 12/31/16	Authorized Budget Remaining in 2017	2018	2019	2020	2021	2022	2023
DESIGN	120,000			120,000					
CONSTRUCTION MANAGEMENT	150,557			150,557					
CONSTRUCTION	2,269,443			1,969,443	300,000				
10% CONTINGENCY	250,000			250,000					
OTHER ENG. SRCES (ROW ACQUISITION)	20,000			20,000					
	-								
TOTAL	\$ 2,810,000	\$ -	\$ -	\$ 2,510,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -
RECOMMENDED FUNDING SOURCES	Total Estimated Project Revenues	Project Revenue To-Date 12/31/16	Authorized Budget Remaining in 2017	2018	2019	2020	2021	2022	2023
BENTON COUNTY RURAL DEVELOPMENT FUNDS	800,000			500,000	300,000				
RE EXCISE TAX 2ND 1/4	905,000			905,000					
GENERAL FUND	200,000			200,000					
BUSINESS LICENSE RESERVE FUND	40,000			40,000					
INDUSTRIAL DEVELOPMENT FUND	865,000			865,000					
	-								
TOTAL	\$ 2,810,000	\$ -	\$ -	\$ 2,510,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -
OPERATING & MAINTENANCE COSTS (IMPACTS)	Total Estimated Project Operating & Maint. Costs			2018	2019	2020	2021	2022	2023
	-								
	-								
	-								
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FOR FINANCE STAFF USE ONLY

ALL 2018 PROJECTS MUST HAVE CODING AND IDENTIFIED AS CAPITAL/MAINTENANCE

DESCRIPTION	2018	CODING
CAPITAL ITEM	PENDING	PENDING
TOTAL	\$ -	TOTAL MUST EQUAL PROJECT COSTS FOR 2018 ABOVE



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 10/16/2018

Agenda Category: Resolutions – Adoption

Key 1 - Financial Stability & Operational Effectiveness

Key 2 - Infrastructure & Facilities

Subject:

Resolution No. 106-18, Authorizing a Purchase and Sale Agreement with the Port of Benton for Land in Support of a Future Fire Station

Department:

Community Development Services

Ordinance/Resolution Number:

106-18

Document Type:

Resolution

Recommended Motion:

Adopt Resolution No. 106-18, authorizing the City Manager to sign and execute a Purchase and Sale Agreement with the Port of Benton for purchase of a 1.5-acre lot for a future fire station.

Summary:

As part of the City's long-range facilities planning efforts, the City's Fire & Emergency Services staff, with assistance from the Office of Economic Development, has been looking at parcels and land throughout the area for future fire station sites.

Staff negotiated the attached proposed Purchase and Sale Agreement with the Port of Benton to acquire property for the future site of the Northeast Fire Station, located at the northwest corner of Battelle Boulevard and Port of Benton Boulevard. The site was selected as the preferred alternative after evaluation of a number of prospective properties throughout the north Richland area.

The Purchase and Sale Agreement includes a reclamation clause that requires the City to develop the property as intended within five years of closing, or the Port of Benton can reclaim it. Staff anticipates the ability to construct the proposed fire station within this five-year window.

Staff recommends approval of Resolution No. 106-18.

Fiscal Impact:

The purchase price of \$228,690 for the 1.50-acre lot is included within the approved 2018 budget.

Attachments:

1. Resolution No. 106-18
2. Purchase and Sale Agreement - Port of Benton
3. City of Richland Public Safety and Fire Station 75 Preliminary Concept
4. Site Map

RESOLUTION NO. 106-18

A RESOLUTION of the City of Richland authorizing a Purchase and Sale Agreement with the Port of Benton for the purchase of 1.5 acres of land in support of a future fire station.

WHEREAS, as part of an established deployment model, the City of Richland desires to develop a new fire station to serve the north-central and northeast areas of the City, including the southern half of the 1,341-acre Hanford land transfer area; and

WHEREAS, development of a new fire station in north Richland is identified by the City as a Strategic Leadership Plan project in the City's 2018-2023 Capital Improvement Plan (CIP); and

WHEREAS, the City does not currently own a suitable site in north Richland for development of a new fire station, and the acquisition of a suitable site is necessary to accomplish the project; and

WHEREAS, a suitable site for the new fire station, comprised of 1.5 acres, has been identified along the west side of Port of Benton Boulevard between 9th Street and Battelle Boulevard; and

WHEREAS, the City of Richland Fire Department and the Port of Benton have negotiated the purchase and sale of the 1.5-acre site in north Richland at a price of \$228,690.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richland that the City Manager is authorized to sign and execute a Purchase and Sale Agreement and all related documents for the purchase of 1.5 acres of real property as described herein from the Port of Benton for the total purchase price of \$228,690.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

ADOPTED by the City Council of the City of Richland, Washington, at a regular meeting on the 16th day of October, 2018.

ROBERT J. THOMPSON
Mayor

ATTEST:

APPROVED AS TO FORM:

MARCIA HOPKINS, City Clerk

HEATHER KINTZLEY, City Attorney

REAL ESTATE PURCHASE AND SALE AGREEMENT

THIS AGREEMENT for Purchase and Sale of Real Property (the "Agreement") is made and entered into this ____ day of November, 2018, by and between the **PORT OF BENTON**, a Washington municipal corporation ("Seller" or "Port"), and **CITY OF RICHLAND**, a Washington municipal corporation ("Purchaser").

1. **PURCHASE AND SALE OF PROPERTY.** Seller agrees to sell and Purchaser agree to purchase, on the terms hereafter stated, all of the following described approximately **1.50 acres (65,343 square feet, +/-)** of real property (collectively, the "Property"):

1.1 **The Property.** The Property is located in the city of Richland, Benton County, Washington, and is legally described as follows:

(See Attachment 1)

Assessors Tax Parcel No.: **PTN of 1-1408-401-3452-002**

In the event of an error in the legal description, the parties agree that either party or a scrivener may correct the error.

It is understood that the sale and conveyance to be made pursuant to this Agreement shall be subject to any and all applicable federal, state and local laws, orders, rules and regulations.

Fee title to the Property described in Section 1.1 shall be conveyed to Purchaser by a Statutory Warranty Deed (the "Deed") subject only to the Permitted Exceptions (defined below). The Deed shall be delivered to Purchaser at Closing.

2. **PURCHASE PRICE.** Purchaser shall pay to Seller as the Purchase Price for the Property the sum of two hundred twenty-eight thousand seven hundred dollars and fifty cents (**\$228,700.50**) computed on a price of three dollars and fifty cents (\$3.50) per square foot for approximately sixty-five thousand three hundred and forty-three (65,343) square feet of the usable property (the "Purchase Price"). The Purchase Price shall be paid by Purchaser to Seller in the form of all cash to be deposited in an escrow account with First American Title Company.
3. **EARNEST MONEY DEPOSIT.** All Cash at Closing.
4. **CONDITIONS PRECEDENT TO SALE.** This Agreement is made and executed by the parties hereto subject to the following alternative and independent conditions precedent:

4.1 **Title Review.** Within ten (10) business days after the date of execution of this Agreement by both parties (the "Execution Date"), Seller at its sole cost and expense shall obtain from First American Title Company a preliminary title report on the Property, for an American Land Title Association (ALTA) Standard Form Owner's or Purchaser's Policy of Title Insurance in the amount of the Purchase Price and copies of all documents referred to therein, and furnish same to Purchaser. The commitment shall be accompanied by complete and legible copies of all documents referred to in "Schedule B" of the

commitment (the commitment and such documents are collectively referred to as the "Title Report").

Upon Purchaser's receipt of the Title Report, Purchaser shall then have ten (10) business days to review the Title Report and provide Seller with written notice that specifies what special exceptions to title set forth in Schedule B of the Title Report are accepted by Purchaser ("Permitted Exceptions") and which special exceptions, if any, are disapproved by Purchaser ("Disapproved Exceptions"). Seller will then have five (5) business days after receipt of Purchaser's notice to give Purchaser written notice that, in Seller's discretion (i) Seller will either remove all of the Disapproved Exceptions at or prior to closing, or (ii) Seller will not remove some or all of the Disapproved Exceptions. If Seller fails to give Purchaser any such notice before the expiration of said five (5) day period, Seller will be deemed to have elected to not remove the Disapproved Exceptions, in which case Purchaser will then have five (5) business days to notify Seller of Purchaser's election to either proceed to closing and accept title subject to the Disapproved Exceptions (which shall then become Permitted Exceptions for all purposes under this Agreement) or, alternatively, to terminate this Agreement. If Purchaser elects to proceed to closing, the Title Company shall issue the Title Policy (as defined below) at closing subject only to Permitted Exceptions and such policy's pre-printed standard form exceptions. If Purchaser instead elects to terminate this Agreement, Purchaser's Earnest Money will be promptly returned to Purchaser if applicable; and any costs of terminating the closing escrow and any cancellation fee for the Title Report will be shared and paid one-half by Purchaser and one-half by Seller; and the parties will have no further rights or obligations under this Agreement or otherwise, except as may be otherwise specifically provided in this Agreement.

First American Title Insurance Company shall issue Purchaser the above-described ALTA policy of title insurance for the Property (or an extended policy upon Purchaser's request) in the amount of the Purchase Price and containing no exceptions other than the Permitted Exceptions and the pre-printed standard exceptions contained in such title policy's standard form ("Title Policy"). Seller shall pay the cost of a standard owner's policy of title insurance for the Property, and Purchaser shall pay the cost of the premium for an ALTA extended policy of title insurance (if requested by Purchaser) that exceeds the cost for a standard owner's policy.

4.2 Due Diligence/Feasibility. Upon and after Purchaser's receipt of the Title Report described in Section 4.1, Purchaser shall then have a due diligence and/or feasibility period ("Review Period") of thirty (30) business days. During such Review Period, Purchaser may conduct, at its own expense, any and all studies, tests, investigations, assessments, and inspections of and on the Property that Purchaser, in its sole discretion, deems necessary or desirable for the purpose of Purchaser satisfying itself that the Property will be suitable, acceptable, and feasible for Purchaser's intended use and purposes, which review may include, without limitation, a full review of legal, title, environmental, archaeological, and any other related or similar issues/matters affecting the Property. Seller shall reasonably cooperate with Purchaser during such Review Period to allow Purchaser to successfully undertake and complete any desired studies, tests, investigations, assessments, and inspections. This contingency shall be deemed as being fully satisfied/waived unless Purchaser provides Seller with written notice within thirty-one (31) days from the date of Review Period commencement that expressly informs Seller that Purchaser is not satisfied, in its sole discretion, with the results or conclusions reached

by any such studies, tests, investigations, assessments, and inspections, and that further expressly informs Seller that Purchaser elects to terminate this Agreement consistent with the provisions of this Section 4.2. Upon Purchaser providing Seller with such notice, this Agreement shall then terminate unless the parties then negotiate and mutually agree otherwise.

4.3 Commission Approval. The Closing of this transaction is contingent upon approval of this Agreement by the Port of Benton Board of Commissioners.

4.4 Seller's Representations and Warranties. Seller represents and warrants to Purchaser, which representations and warranties are material to Purchaser and shall survive closing, the following:

- a. Seller is the owner of the Property and is duly authorized to enter into this Agreement and transaction.
- b. Seller has received no notice of any condemnation proceedings affecting the Property or of proceedings to change the zoning, use or occupancy of the Property.
- c. Except for the representations and warranties contained in this Agreement, the property is being sold in its present conditions, "as is."
- d. Seller shall use its best efforts to remove any and all Disapproved Exceptions.
- e. There are no past or current uses on or of the Property, and no current improvements on or to the Property, that violate the Protective Covenants and/or RCW 53.25.160 and 53.25.170; and if any such violations do exist as of closing, the particular uses and/or the particular improvements that cause the violation(s) shall nevertheless be deemed as being approved and non-violating uses and/or improvements, as the case may be, for any and all purposes.
- f. There are no known or suspected Hazardous Substances present on the Property; nor are there any existing and material spills, releases, discharges or disposal of Hazardous Substances that have occurred or are presently occurring on or onto the Property. The term "Hazardous Substances" is used in its very broadest sense and is intended to refer to any and all substances and materials that, because of their quantity, concentration, physical, chemical, or infectious characteristics, may cause or pose a potential hazard to human health or the environment when improperly used, treated, stored, disposed of, generated, manufactured, transported, or otherwise handled. "Hazardous Substances" shall include, without limitation, any or all hazardous or toxic substances, materials, or waste as defined or listed under the Resources Conservation and Recovery Act, 42 U.S.C. §6901-6992, the Toxic Substances Control Act, 15 U.S.C. §2601-2671, the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §9601-9675, or any other comparable or similar federal, state, or local statute, ordinance or regulation, or any other statute, ordinance or regulation promulgated under any such federal, state or local statute, ordinance, or regulation, either now or hereafter existing or as such may be amended from time-to-time.

- g. Prior to closing, Seller will operate and maintain that portion of the Property not currently leased to Purchaser in a manner consistent with Seller's past practices and so as not to cause any waste thereon or thereto.
- 4.5 Purchaser Contingencies. The sale of property is conditioned upon the following:
- a. The Closing of this transaction is contingent upon approval of this agreement by the City Council of the City of Richland.
 - b. Except for the representations and warranties contained in this agreement, the property is being sold in its present conditions, "as is."
 - c. Parcel is further subject to subdivision due to this sale, and Closing shall occur when sale parcel is conveyable, free of encumbrances.
 - d. Seller agrees to provide an Environmental Phase 1 (ESA) Report on the property, at Seller's sole expense. Purchaser shall be provided a copy of said report as part of its feasibility and due diligence research.
5. CONDITION OF TITLE. Title to the Property shall be marketable at closing. Subject and without limitation to the provisions of Section 4.1, rights, reservations, covenants, agreements, conditions, restrictions, and easements, presently of record, and existing building or zoning regulations not materially affecting the value of the Property or unduly interfering with Buyer's intended use of the Property, shall not cause the title to be considered unmarketable. This conveyance is subject to the following covenants and restrictions, and these covenants and restrictions shall run with the land and shall be binding upon Purchaser and its transferees, successors and assigns:
- a. The Property is situated in an Industrial Development District created by the Seller. The conveyance is further subject to the provisions of the RCW 53.25.160 and 53.25.170 concerning the uses to which this Property may be put, restraints on alienation, and reversion of the Property to the Seller. These requirements will survive the closing and will be incorporated into the Deed. (Attachment 2)
 - b. This conveyance is subject to the easements, covenants, reservations and restrictions of record.
6. NOTICES. All notices made under this Agreement shall be in writing and personally delivered or sent via certified U.S. Mail (return receipt requested) to the following addresses:
- Notices from Purchaser to Seller must be delivered/sent to Seller at the following address:

Port of Benton
3250 Port of Benton Blvd.
Richland, WA 99354
Tel: (509) 375-3060

- Notices from Seller to Purchaser must be delivered/sent to Purchaser at the following address:

City of Richland
City Attorney
505 Swift Boulevard, MS-07
Richland, WA 99352
Tel: (509) 942-7385

If Notice is sent via mail, notice will be deemed given when duly-addressed, duly-stamped, and duly-deposited with the U.S. Postal Service for delivery. A party may change their address for purposes of notice under this Agreement by providing and sending the other party notice of such change.

7. CLOSING OF SALE.

- a. Time of Closing. The purchase and sale transaction under this Agreement shall be closed within thirty (30) days after all Section 4 contingencies have been fully satisfied or otherwise duly waived.
- b. Closing Agent. For purposes of this Agreement, "closing agent" shall be the First American Title Insurance's escrow and closing department.
- c. Responsibilities of Parties. The Purchaser and Seller shall deposit with the closing agent all instruments, documents and monies necessary to complete the sale in accordance with this Agreement.
- d. Allocation of Closing Costs. Each party shall pay its own attorney's fees. Seller shall pay all customary and usual closing costs paid by sellers of real estate in Benton County, Washington, including standard-form title insurance premium, all real estate excise tax, one-half of processing and document preparation fees, one-half of the escrow fees, if any, and other proratable items. Purchaser shall pay all customary and usual closing costs paid by buyers of real estate in Benton County, Washington, including recording fees, one-half of processing and document preparation fees, one-half of escrow fees, if any, use/sales tax, if any, and other proratable items. Purchaser shall further pay the additional premium, if any, attributable to an extended coverage owner's policy of title insurance (if elected and ordered by Purchaser) and any endorsements thereto required by Purchaser.
- e. Items to be Prorated. Taxes for the current year and any other similar types of liens or assessments shall be prorated as of date of closing.
- f. Form of Conveyance. Conveyance shall be by Statutory Warranty Deed subject only to the Permitted Exceptions (Attachment 3).

8. POSSESSION. Seller shall deliver possession of the Property to Purchaser on the date of closing.

9. DEFAULT. This section intentionally omitted.

10. ATTORNEYS' FEES. If either party hereto is required to retain an attorney to enforce any provision of this agreement, the non-defaulting party shall be entitled to reasonable attorneys' fees regardless of whether the matter proceeds to judgment or is resolved by defaulting party curing default.
11. INTEGRATION/TIME/MODIFICATION. There are no other verbal or other agreements which modify or affect this Agreement. Time is of the essence of this Agreement. All subsequent modifications or waivers of any condition of this Agreement shall be in writing and signed by the appropriate parties.
12. EFFECTIVE DATE. This Agreement shall be effective on the Effective Date. This agreement shall expire at midnight, pacific-standard time, on November 15, 2018, if not returned signed by Purchaser to the Seller.
13. EXHIBITS. The following exhibits are attached hereto and made a part of this Agreement by reference.

Attachment 1 – Legal Description of Property
Attachment 2 – Development Plan
Attachment 3 – Warranty Deed
14. CONSTRUCTION. The parties acknowledge that each party and its counsel have reviewed and revised this Purchase and Sale Agreement and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed to the interpretation of this Purchase Agreement or any amendments or exhibits hereto.
15. COUNTERPARTS. This Purchase Agreement may be executed in several counterparts each of which shall be an original, but all of such counterparts shall constitute one such Agreement.
16. FURTHER ASSURANCES. Purchaser and Seller shall make, execute and deliver such documents and undertake such other and further acts as may be reasonably necessary to carry out the intent of the parties hereto.
17. MERGER. The delivery of the Deed and any other documents and instruments by Seller and the acceptance and recordation thereof by Purchasers shall effect a merger, and be deemed the full performance and discharge of every obligation on the part of Purchaser and Seller to be performed hereunder, except those clauses, covenants, warranties and indemnifications specifically provided herein to survive the Closing.
18. GOVERNING LAW. This Agreement shall be governed by, and construed in accordance with, the laws of State of Washington.
19. REVERSIONARY CLAUSE AND OPTION TO PURCHASE/RECLAIM. This Property is being sold to Purchaser in anticipation of a "Public Safety Facility" [fire, police or related uses] as may be deemed acceptable to the Port.

- a. Purchaser shall submit all construction and development plans to Seller for aesthetic and architecture review prior to obtaining permits or commencing construction. Construction must commence within five (5) years from date of closing.
- b. If in the future, Purchaser deems the property is no longer pertinent to its mission, development goals and objectives, Seller reserves the first right of reclaim or purchase. Purchaser shall notify Seller if property is no longer pertinent to its mission, at which time Seller must notify Purchaser of its intent to reclaim the property within one hundred twenty (120) days of written notice being received. If Seller fails to assert its right to reclaim after 120 days of notice from Purchaser under this circumstance, Seller's right to reclaim shall be deemed waived and shall terminate.
- c. Seller shall reclaim the Property by refunding the original Purchase Price of two hundred twenty-eight thousand seven hundred dollars and fifty cents (**\$228,700.50**) computed on a price of three dollars and fifty cents (\$3.50) per square foot for approximately sixty-five thousand three hundred and forty-three (65,343) square feet of usable property, without interest.
- d. The Seller will not assume any liability for expenses incurred by Purchaser in conducting this transaction. Purchaser agrees to reconvey title to the Seller within sixty (60) days of receipt of notification of Seller's decision to seek reconveyance of Property. This reversionary right is exclusive to the Seller and shall be exercised at the sole discretion of the Seller. This reversionary right survives this agreement sixty (60) months post-closing or until such time as building construction commences, whichever is earlier. This reversionary clause shall survive the delivery of the Deed.

SELLER - PORT OF BENTON

By: _____
SCOTT D. KELLER, PPM®
Executive Director

By: _____
DAVID J. BILLETDEAUX
Port Attorney

PURCHASER – CITY OF RICHLAND

By: _____
CYNTHIA D. REENTS, City Manager

Approved as to Form:

By: _____
HEATHER D. KINTZLEY, City Attorney

ACKNOWLEDGEMENTS

State of Washington)

ACKNOWLEDGEMENT

County of Benton)

On this day personally appeared before me **Scott D. Keller, PPM ®** to me known to be the **Executive Director** of the **Port of Benton**, the municipal corporation that executed the foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of said corporation for the uses and purposes therein mentioned, and on oath stated he is authorized to execute the said instrument and that the seal affixed thereto is the corporate seal of said corporation.

GIVEN under my hand and official seal this _____ day of _____ 2018.

Notary Public in and for the State of Washington

Residing at: _____

My Commission Expires: _____

State of Washington)

ACKNOWLEDGEMENT

County of Benton)

On this day personally appeared before me **Cynthia D. Reents and Marcia Hopkins**, to me known to be **City Manager and City Clerk**, respectively, of **the City of Richland**, the corporation, that executed the foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed of said corporation for the use and purpose therein mentioned, and on oath stated he is authorized to execute the said instrument and that the seal affixed thereto is the corporate seal of said corporation.

GIVEN under my hand and official seal this _____ day of _____ 2018.

Notary Public in and for the State of Washington

Residing at: _____

My Commission Expires: _____

ATTACHMENT 1
Legal Description

Technology & Business Park
1.50 Acres (+/-)
Portion of 1-1408-401-3452-002

THAT PORTION OF THE WEST HALF OF THE SOUTHEAST QUARTER OF SECTION 14,
TOWNSHIP 10 NORTH, RANGE 28 EAST, W.M., BENTON COUNTY, WASHINGTON

LOT 2, SHORT PLAT #3452, RECORDED IN VOLUME 1 OF SHORT PLATS AT PAGE 3452,
RECORDS OF BENTON COUNTY, WASHINGTON (AF# 2014-033548), ON DECEMBER 30,
2014.

TOGETHER WITH AND SUBJECT TO EASEMENTS, RESERVATIONS, COVENANTS AND
RESTRICTIONS OF RECORD AND IN VIEW.

**PARCEL SUBJECT TO SUBDIVISION – LEGAL DESCRIPTION TO BE
PROVIDED PRIOR TO CLOSING OF SALE**

ATTACHMENT 2
Property Development Agreement

THIS AGREEMENT is entered into between the PORT OF BENTON, a Washington municipal corporation, hereafter ("Port"); and CITY OF RICHLAND, a Washington municipal corporation; hereafter referred to as ("Purchaser"):

WHEREAS, the Port is the owner of real property situated in the Technology & Business Campus, Richland, Washington, hereafter referred to as ("TBC"):

WHEREAS, Purchaser have agreed to purchase the Property described on Attachment A, hereafter the "Property" from the Port.

WHEREAS, the Technology & Business Campus property is part of an industrial development district as provided in RCW Chapter 53.25.160 and 53.25.170, which requires the property must be developed according to a development plan approved by the Port Commission.

WHEREAS, Purchaser have submitted a development plan for the Property to the Port and the Development Plan has been approved by the Port Commission, subject to the terms and conditions of this Agreement.

NOW THEREFORE, it is hereby agreed by the parties:

1. Purchaser acknowledge the Property is subject to the provisions of RCW 53.35.160 and 53.25.170, et seq., which requires the Property to be developed in accordance with the Development Plan and is subject to reversion to the Port if Purchaser do not develop the Property.
2. Purchaser will construct a future Public Safety Facility, as deemed acceptable to the Port, and install landscape improvements for the business facility consistent with existing business use. Improvement plans and specifications shall be submitted for the Port's review and approval. This Development Plan must be approved by the Commission and will survive the closing of this sale.
3. The improvements on the Property shall be constructed/installed in accordance with the plans and specifications approved by the Port. In the event the Purchaser change the plans or specifications after the Port's approval, the Purchaser shall submit the changes to the Port for review and approval before the changes are implemented.
4. The Property shall be used for future Public Safety Facility or related uses, consistent with the zoning and for no other purpose without the prior written consent of the Port.
5. In the event Purchaser have failed to meet the time deadlines set forth in Section 19, without obtaining a written extension of the time from the Port, the Port may exercise its right to rescind the sale of the Property as provided by statute.

6. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington and venue for any controversy arising hereunder shall be in Benton County, Washington. In any action arising under this Agreement, the prevailing party shall be entitled to recover all costs incurred in such action, including reasonable attorney fees. For the purposes of this section, arbitration shall be an action.

DATED this ____ day of _____, 2018.

SELLER:

PORT OF BENTON

By: _____	By: _____
SCOTT D. KELLER, PPM®	DAVID J. BILLETDEAUX
Executive Director	Port Attorney

PURCHASER:

By: _____
CYNTHIA D. REENTS, City Manager

Approved as to Form:

HEATHER D. KINTZLEY, City Attorney

ATTACHMENT A
To Property Development Agreement
Legal Description

Technology & Business Park
1.50 Acres (+/-)
Portion of 1-1408-401-3452-002

THAT PORTION OF THE WEST HALF OF THE SOUTHEAST QUARTER OF SECTION 14,
TOWNSHIP 10 NORTH, RANGE 28 EAST, W.M., BENTON COUNTY, WASHINGTON

LOT 2, SHORT PLAT #3452, RECORDED IN VOLUME 1 OF SHORT PLATS AT PAGE 3452,
RECORDS OF BENTON COUNTY, WASHINGTON (AF# 2014-033548), ON DECEMBER 30,
2014.

TOGETHER WITH AND SUBJECT TO EASEMENTS, RESERVATIONS, COVENANTS AND
RESTRICTIONS OF RECORD AND IN VIEW.

**PARCEL SUBJECT TO SUBDIVISION – LEGAL DESCRIPTION TO BE
PROVIDED PRIOR TO CLOSING OF SALE**

ATTACHMENT 3
Warranty Deed

When recorded return to:

City of Richland
City Attorney
505 Swift Blvd., MS-07
Richland, WA 99352

STATUTORY WARRANTY DEED

THE PORT OF BENTON, a municipal corporation of the State of Washington, hereafter referred to as "Grantor", for and in consideration of Ten Dollars (\$10.00), in hand paid, conveys and warrants to the **CITY OF RICHLAND**, a municipal corporation of the State of Washington, hereinafter referred to as "Grantee", the real property situated in Benton County, State of Washington, more particularly described on Attachment A.

This conveyance is subject to the following covenants and restrictions, and these covenants and restrictions shall run with the land and shall be binding upon the Grantees, their transferees, successors and assigns.

1. This conveyance is subject to the Protective Covenants for the Port of Benton Richland Business Park.

2. The conveyance is further subject to the provisions of the RCW 53.25.160 and 53.25.170 concerning the uses to which this property may be put, restraint on alienation, and reversion of the property to the Grantor.

3. The conveyance is subject to the easements, covenants, reservations and restrictions of record.

DATED this ____ day of _____, 2018.

PORT OF BENTON

BY _____
SCOTT D. KELLER, PPM ®
Executive Director

State of Washington)

ACKNOWLEDGEMENT

County of Benton)

On this day personally appeared before me **Scott D. Keller, PPM** @_to me known to be the **Executive Director** of the **Port of Benton**, the municipal corporation that executed the foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of said corporation for the uses and purposes therein mentioned, and on oath stated he is authorized to execute the said instrument and that the seal affixed thereto is the corporate seal of said corporation.

GIVEN under my hand and official seal this _____ day of _____ 2018.

Notary Public in and for the State of Washington

Residing at: _____

My Commission Expires: _____

ATTACHMENT A

Legal Description

Technology & Business Park
1.50 Acres (+/-)
Portion of 1-1408-401-3452-002

THAT PORTION OF THE WEST HALF OF THE SOUTHEAST QUARTER OF SECTION 14,
TOWNSHIP 10 NORTH, RANGE 28 EAST, W.M., BENTON COUNTY, WASHINGTON

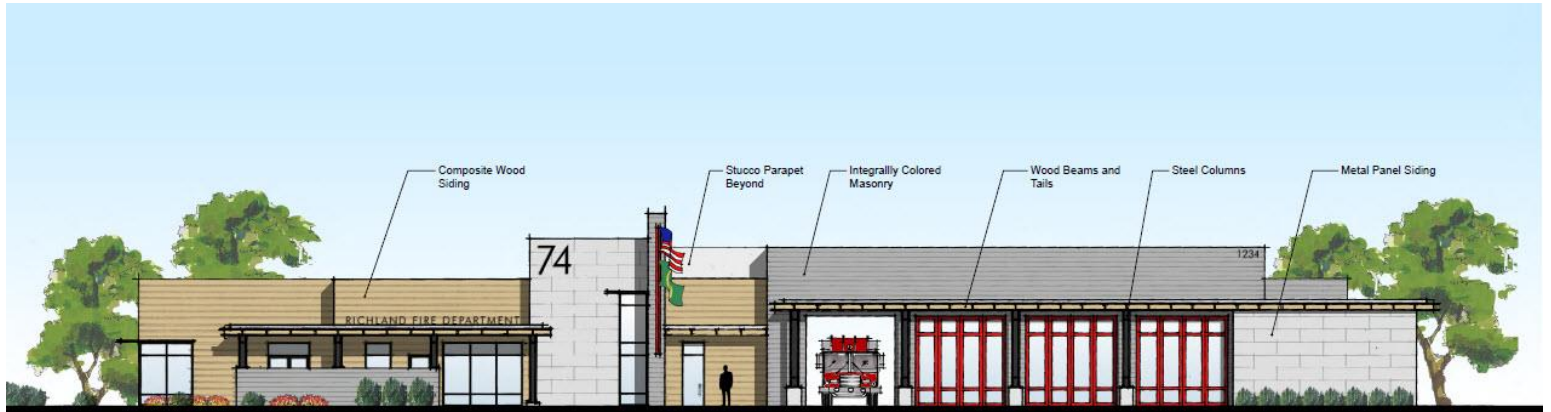
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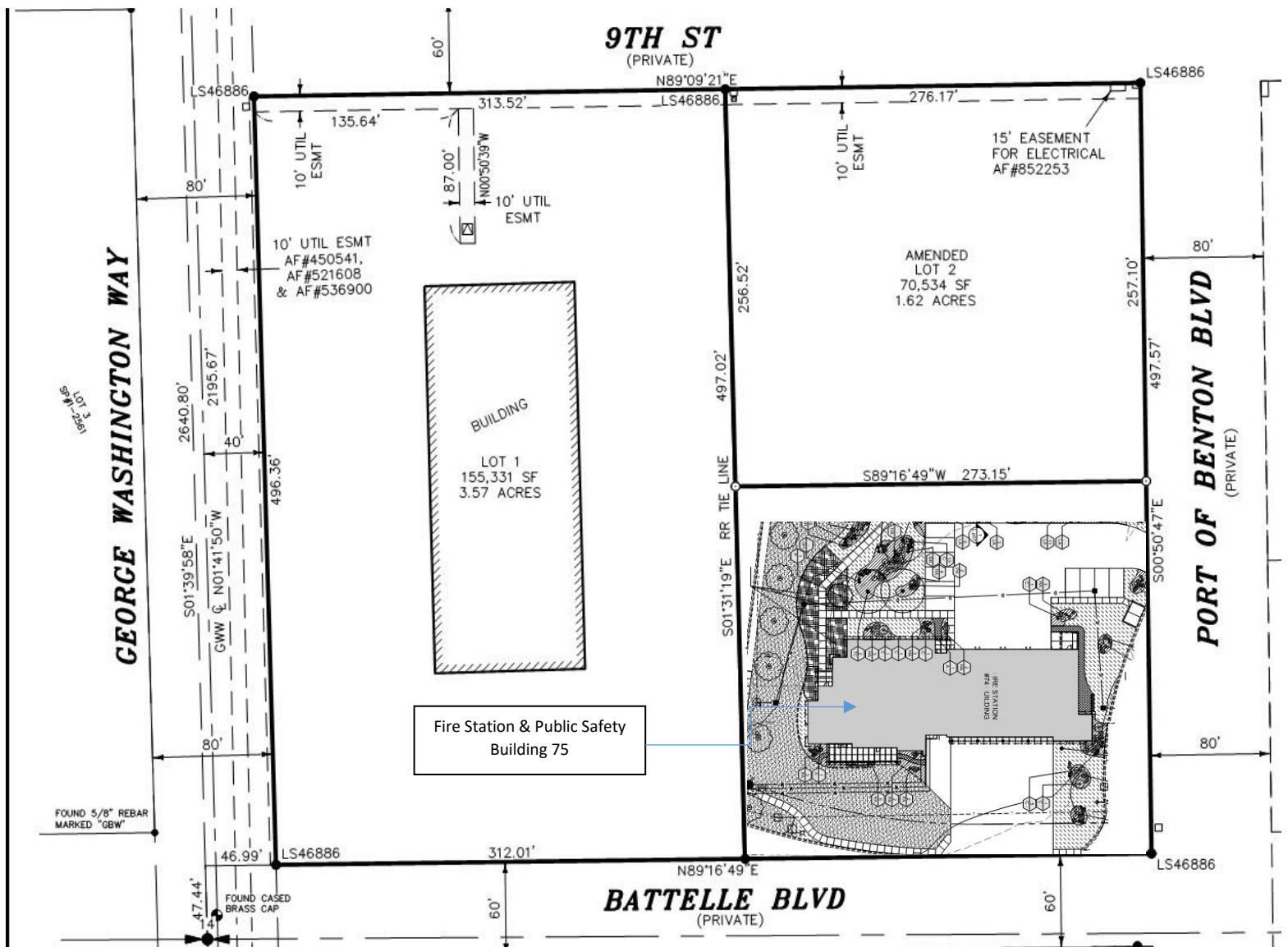
**PARCEL SUBJECT TO SUBDIVISION – LEGAL DESCRIPTION TO BE
PROVIDED PRIOR TO CLOSING OF SALE**

Public Safety and Fire Station 75 Concept Design

October 2018



Architectural rendering of Public Safety and Fire Station 74 on Duportail Street. Public Safety and Fire Station 75 will be generally based on this design and will utilize a slightly smaller footprint.







COUNCIL AGENDA ITEM COVERSHEET

Council Date: 10/16/2018

Agenda Category: Resolutions – Adoption

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Subject:

Resolution No. 127-18, Authorizing the Execution of a Consultant Agreement with Murraysmith, Inc. for the Wastewater Treatment Plant Process Modeling Project

Department:
Public Works

Ordinance/Resolution Number:
127-18

Document Type:
Resolution

Recommended Motion:

Adopt Resolution No. 127-18, authorizing the City Manager to sign and execute an agreement with Murraysmith, Inc. for the Wastewater Treatment Plant Process Modeling project.

Summary:

The City of Richland's Wastewater Treatment Plant utilizes mechanical, biological and chemical treatment processes to remain in compliance with state and federal water quality standards. These treatment processes are influenced by a number of factors, often unique to each plant and community.

The wastewater treatment plant has been retrofitted with a number of new equipment systems in recent years that have introduced new dynamics in the treatment process. In addition, retirements in key operations and management positions have resulted in loss of institutional knowledge of the plant's operations. In response to these factors, staff identified the desirability of supplementing existing operating expertise with a consulting engineering firm. Staff intends that this consulting relationship will be in place for several years.

In June, staff prepared a request for qualifications, soliciting responses from consultants able to provide professional support and advise the City's plant operators on the optimal operating strategies, as well as assist in troubleshooting of plant performance issues. Of the six (6) responses received, Murraysmith, Inc. was determined to be the most qualified.

A scope of work and budget has been negotiated with Murraysmith, Inc. for the first engagement. This engagement is scheduled to last through June of 2019, after which staff will reevaluate its needs and possibly propose an amendment for additional consulting services.

Staff recommends approval of Resolution No. 127-18.

Fiscal Impact:

The total cost of the proposed contract will not exceed \$77,352. The work and costs will be realized in 2018 and the first half of 2019. The 2018 Sewer Fund budget includes \$70,000 specified for expert services. The 2019 Sewer Fund budget is proposed with a similar level of expert services capacity. Staff proposes to fund \$7,352 out of the 2019 Sewer Administration budget to complete the project funding.

Attachments:

1. Resolution No. 127-18
2. Consulting Agreement - WWTF Process Modeling - Murraysmith

RESOLUTION NO. 127-18

A RESOLUTION of the City of Richland authorizing a consultant agreement with Murraysmith, Inc. for Wastewater Treatment Plant Process Modeling.

WHEREAS, the City's Wastewater Treatment Plant is subject to state and federal regulations to protect the environment from pollutants carried by municipal wastewater; and

WHEREAS, the City's Wastewater Treatment Plant utilizes mechanical, biological, and chemical treatment processes to achieve compliance with state and federal water quality standards; and

WHEREAS, the City's Wastewater Treatment Plant operations are overseen by state-licensed plant operators; and

WHEREAS, wastewater treatment processes are influenced by many factors, some of which are unique to each plant and community; and

WHEREAS, the City will benefit from professional engineering support to advise the City's state-licensed operators on the optimal operating strategies for Richland's wastewater plant and to assist in troubleshooting of plant performance problems; and

WHEREAS, a competitive Request for Qualifications (RFQ) process has been conducted in compliance with City purchasing policies; and

WHEREAS, the City received six (6) responses to the RFQ; and

WHEREAS, Murraysmith, Inc. was selected as the most qualified vendor to complete the process modeling and long-term on-call consultant needs of the Wastewater Treatment Plant; and

WHEREAS, a scope of work and budget with Murraysmith, Inc. has been negotiated.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richland that the City Manager is authorized to sign and execute a consultant agreement with Murraysmith, Inc. to complete process modeling and ongoing engineering consultant services for Richland's Wastewater Treatment Plant.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

ADOPTED by the City Council of the City of Richland, Washington, at a regular meeting on the 16th day of October, 2018.

ROBERT J. THOMPSON
Mayor

ATTEST:

APPROVED AS TO FORM:

MARCIA HOPKINS, City Clerk

HEATHER KINTZLEY, City Attorney



AGREEMENT BETWEEN CITY AND CONSULTANT

THIS AGREEMENT, entered into this ____ day of _____, 2018 by and between the City of Richland, 505 Swift Blvd., Richland, Washington, (hereinafter referred to as the "City"), and Murrysmith, 345 Bobwhite Court, Suite 230, Boise, Idaho (hereinafter referred to as the "Consultant").

WITNESSETH:

1) SCOPE OF WORK

- a) The Consultant shall furnish all services, labor and related equipment necessary to conduct and complete the work as designated in this Agreement. The Consultant shall provide process modeling services for the Wastewater Treatment Facility.
- b) The following exhibit(s) are attached hereto and made a part of this Agreement:
 - (i) Exhibit A: Scope of Work
 - (ii) Exhibit B: Proposed Fee Estimate
- c) This Agreement consists of this Agreement, the above referenced Exhibit(s) and other documents listed below. These form the entire Agreement between the parties, and are fully integrated into this Agreement as if stated or repeated herein. In the event of a conflict between documents, the order of precedence will be the order listed below. An enumeration of the Agreement documents is set forth below:
 - (i) City of Richland Agreement No. 321-18
 - (ii) Exhibit A: Scope of Work
 - (iii) Exhibit B: Proposed Fee Estimate
 - (iv) City Richland RFQ 18-0075
 - (v) Exhibit C: RFQ 18-0075 proposal response submitted by Murrysmith dated July 10, 2018

2) GENERAL REQUIREMENTS

- a) The Consultant shall attend status, progress, and coordination meetings with the designated City of Richland representatives, or such federal, community, state, city or county officials, groups or individuals as may be requested by the City. If additional meetings are requested, the City will provide the Consultant sufficient notice prior to those meetings requiring Consultant participation.
- b) The Consultant shall prepare a monthly progress report if requested, in a form approved by the City, that will outline in written and/or graphical form the various phases and the order of performance of the work in sufficient details so that the progress of the work can easily be evaluated.

3) TIME FOR BEGINNING AND COMPLETION

The Consultant shall not begin any work under the terms of this Agreement until authorized in writing by the City. Consultant agrees to use best efforts to complete all work described under this Agreement by June 30, 2019.

4) PAYMENT

- a) For services rendered under this Agreement, the City shall pay the Consultant an amount not to exceed Seventy-Seven Thousand Three Hundred Fifty-Two Dollars (\$77,352.00). Payment shall be made on a "time and materials" basis. Payment as identified in this section shall be full compensation for all work performed or services rendered, and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work specified in Exhibit A and Exhibit B.
- b) Invoices not in dispute by the City will be paid net thirty (30) days and shall reference the contract number and/or purchase order applicable to the work. The invoice shall provide sufficient detail on the work being billed and include detailed receipts for any invoices.
- c) Partial payments to cover the percentage of work completed may be requested by the Consultant. These payments shall not be more than one (1) per month.
- d) Pre-approved travel, meals and lodging will be reimbursed at cost and only when consultant travels at least 150 miles per one way trip. Reimbursable expenses are limited to the following: coach airfare, ground transportation (taxi, shuttle, car rental), hotel accommodations at the government rate, personal or company vehicle use at the then-current federal mileage rate, and meals at the current federal per-diem meal allowance or up to the current federal per-diem with detailed receipts, no alcohol, and a 20% maximum gratuity.
- e) Reimbursement for extra services/reimbursable expenses are not authorized under this Agreement unless detailed in the Scope of Work or agreed upon in writing as a modification to this Agreement.
- f) The Consultant will allow access to the City, the State of Washington, the Federal Grantor Agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts, and transcriptions. Unless otherwise provided, said records must be retained for three years from the date of receipt of final payment. If any litigation, claim, or audit arising out of, in connection with, or relating to this contract is initiated before the expiration of the three-year period, the records shall be retained until such litigation, claim, or audit involving the records is completed.

5) INDEPENDENT CONTRACTOR

The Consultant, and any and all employees of the Consultant or other persons engaged in the performance of any work or services required of the Consultant under this Agreement, are independent contractors and shall not be considered employees of the City. Any and all claims that arise at any time under any Workers' Compensation Act on behalf of said employees or other persons while so engaged, and any and all claims made by a third party as a consequence of any act or omission on the part of the Consultant's employees or other

persons engaged in any of the work or services required to be provided herein, shall be the sole obligation and responsibility of the Consultant.

6) OWNERSHIP OF DOCUMENTS

Any and all data, analyses, documents, photographs, plans, designs, drawings, specifications, surveys, films, documents, reports and other work products created, prepared, produced, constructed, assembled, made, performed, or otherwise produced by the Consultant or Consultant's subcontractors for delivery to the City pursuant to this Agreement shall become the sole and absolute property of the City upon completion of the services and payment in full of all payment due to the Consultant of the fees set forth in this Agreement. Such property shall constitute "work made for hire" as defined by the U.S. Copyright Act of 1976, 17 U.S.C. § 101, and the ownership of the copyright and any other intellectual property rights in such property shall vest in the City at the time of its creation. Ownership of the intellectual property includes the right to copyright, patent, and register, and the ability to transfer these rights. Material which the Consultant uses to perform this Agreement but is not created, prepared, constructed, assembled, made, performed or otherwise produced for or paid for by the City is owned by the Consultant and is not "work made for hire" within the terms of this Agreement.

The City may make or permit to be made any modifications to the plans and specifications without the prior written authorization of the Consultant. The City agrees to waive any claim against the Consultant arising from any unauthorized reuse of the plans and specifications, and to indemnify and hold the Consultant harmless from any claim, liability or cost arising or allegedly arising out of any reuse of the plans and specifications by the City or its agent not authorized by the Consultant.

7) TERMINATION

- a) This Agreement may be terminated by either party upon thirty (30) days' written notice. In the event this Agreement is terminated by the Consultant, the City shall be entitled to reimbursement of costs occasioned by such termination by the Consultant. In the event the City terminates this Agreement, the City shall pay the Consultant for the work performed, which shall be an amount equal to the percentage of completion of the work as mutually agreed between the City and the Consultant.
- b) If any work covered by this Agreement shall be suspended or abandoned by the City before the Consultant has completed the assigned work, the Consultant shall be paid an amount equal to the costs incurred up to the date of termination or suspension as mutually agreed upon between the City and the Consultant.

8) AVAILABILITY OF RECORDS FOR PUBLIC INSPECTION

- a) As a public contract, all records prepared, generated or used by Consultant or its agents, employees and subcontractors relating to this Agreement and associated work (hereinafter "public records") may be subject to disclosure under the Washington State Public Record Act, Chapter 42.56 RCW.
- b) Contractor shall maintain and retain all such public records in a manner that is readily accessible for a minimum term of no less than three (3) years following completion of the contract work. City shall have the right to timely review all such public records upon request. Contractor shall provide copies of any public records requested by City within 30 days of City's request. If City requests that copies of public records be provided to City in an electronic format, said records shall be provided at no cost to City. If paper

copies are requested by City, City shall pay \$.10 per page. Payment for paper copies shall be rendered to Consultant within 20 days of receipt.

- c) All records subject to a public disclosure request will be provided to a requester unless exempted from disclosure by law. The City's decision to exempt or redact any public record shall be based only upon valid exemptions that apply to the City. City will not refrain from disclosing any record under an exemption that may be personal to Consultant. In the event Consultant objects to release of any public record under this Agreement, Consultant may seek judicial approval to prevent such disclosure at its sole expense. City shall neither aid nor interfere with Consultant's request for an injunction to prevent disclosure of any public record under this Agreement.
- d) Consultant shall insert this provision in all contracts with subcontractors or agents providing services relating to this Agreement.

9) DISPUTE RESOLUTION

- a) The City and the Consultant agree to negotiate in good faith for a period of thirty (30) days from the date of notice of all disputes between them prior to exercising their rights under this Agreement, or under law.
- b) All disputes between the City and the Consultant not resolved by negotiation between the parties may be arbitrated only by mutual agreement of the City and the Consultant. If not mutually agreed to resolve the claim by arbitration, the claim will be resolved by legal action.

10) DEBARMENT CERTIFICATION

The Consultant certifies that neither the Consultant nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this contract by any federal or state department or agency. Further, the Consultant agrees not to enter into any arrangements or contracts related to completion of the work contemplated under this Agreement with any party that is on the "General Service Administration List of Parties Excluded from Federal Procurement or Non-procurement Programs" which can be found at:

www.sam.gov and

<http://www.lni.wa.gov/TradesLicensing/PrevWage/AwardingAgencies/default.asp>

11) VENUE, APPLICABLE LAW AND PERSONAL JURISDICTION

In the event that either party deems it necessary to initiate a legal action to enforce any right or obligation under this Agreement, the parties agree that any such action shall be initiated in the Superior Court of the State of Washington situated in Benton County. The parties agree that all questions shall be resolved by application of Washington law, and that the parties to such action shall have the right of appeal from such decision of the Superior Court in accordance with the laws of the State of Washington. The Consultant hereby consents to the personal jurisdiction of the Superior Court of the State of Washington situated in Benton County.

12) ATTORNEY'S FEES

The parties agree that should legal action be necessary to enforce any of the provisions of this Agreement, that the substantially prevailing party will be awarded its reasonable attorney's fees and costs in action, including costs and attorney's fees on appeal if appeal is taken.

13) INSURANCE

The Consultant shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

- a) No Limitation. Consultant's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.
- b) Minimum Scope of Insurance. Consultant shall obtain insurance of the types described below:
 - 1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.
 - 2. Commercial General Liability insurance shall be as least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The City shall be named as an insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
 - 3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
 - 4. Professional Liability insurance appropriate to the Consultant's profession.
- c) Minimum Amounts of Insurance. Consultant shall maintain the following insurance limits:
 - 1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
 - 2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
 - 3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.
- d) Other Insurance Provisions. The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance with respect to the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.
- e) Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

- f) Verification of Coverage. Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to, the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.
- g) Notice of Cancellation. The Consultant shall provide the City with written notice of any policy cancellation within two (2) business days of Consultant's receipt of such notice.
- h) Failure to Maintain Insurance. Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five (5) business days' notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.
- i) Public Entity Full Availability of Consultant Limits. If the Consultant maintains higher insurance limits than the minimum shown above, the City shall be insured for the full available limits of the Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this contract or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Consultant.

14) INDEMNIFICATION / HOLD HARMLESS

- a) Consultant shall defend, indemnify, and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the willful or negligent acts, or alleged willful or alleged negligent acts, errors or omissions of the Consultant or the Consultant's employees or agents in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.
- b) Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

15) STANDARD OF CARE

The professional services will be furnished in accordance with the care and skill ordinarily used by members of the same profession practicing under similar conditions at the same time and in the same locality.

16) SUCCESSORS OR ASSIGNS

All of the terms, conditions and provisions hereof shall inure to the benefit of and be binding upon the parties hereto, and their respective successors and assigns; provided, however, that no assignment of the Agreement shall be made without written consent of the parties to the Agreement.

17) NOTICES

Any notices required under this Agreement will be in writing, addressed to the appropriate party at the address which appears below (as modified in writing from time to time by such party), and given by electronic submission, by facsimile personally, by registered or certified mail, return receipt requested, or by nationally recognized overnight courier service. All notices shall be effective upon the date sent.

Purchasing Manager
City of Richland
505 Swift Blvd., MS-11
Richland, WA 99352
Email: purchasing@ci.richland.wa.us
Phone: (509) 942-7710
Fax: (509) 942-7397

Contact Name: Craig Anderson
Name of Firm: Murraysmith
Address: 345 Bobwhite Court, Suite 230
Address: Boise, ID 83706
Email: Craig.Anderson@murraysmith.us
Phone Number: 208-947-9033
Mobile Number: 208-859-7308

18) EQUAL OPPORTUNITY AGREEMENT

The Consultant agrees that s/he will not discriminate against any employee or job applicants for work under this Agreement for reasons of race, sex, nationality, religious creed, or sexual orientation.

19) PARTIAL INVALIDITY

Any provision of this Agreement which is found to be invalid or unenforceable shall be ineffective to the extent of such invalidity or unenforceability, and the invalidity or unenforceability of such provision shall not affect the validity or enforceability of the remaining provisions hereof.

20) AMENDMENTS

All amendments must be in writing and be approved and signed by both parties.

21) CHANGE IN LAW

The parties hereto agree that in the event legislation is enacted or regulations are promulgated, or a decision of court is rendered, or any interpretive policy or opinion of any governmental agency charged with the enforcement of any such law or regulation is published that affects or may affect the legality of this Agreement or any part thereof or that materially and adversely affects the ability of either party to perform its obligations or receive the benefits intended hereunder ("Adverse Change in Law"), then within fourteen (14) days following written notice by either party to the other party of such adverse change in law, the parties shall meet to negotiate in good faith an amendment which will carry out the original intention of the parties to the extent possible. If, despite good faith attempts, the parties cannot reach agreement upon an amendment within sixty (60) days after commencing negotiation, then this Agreement may be terminated by either party as of the earlier of: (i) the effective date of the adverse change in law, or (ii) the expiration of a period of sixty (60) days following written notice of termination provided by one party to the other.

22) CONFIDENTIALITY

In the course of performing under this Agreement, Consultant, including its employees, agents or representatives, may receive, be exposed to, or acquire confidential information. Confidential information may include, but is not limited to, patient information, contract terms, sensitive employee information, or proprietary data in any form, whether written, oral, or contained in any computer database or computer readable form. Consultant shall: i) not disclose or sell confidential information except as permitted by this Agreement; (ii) only permit use of such confidential information by employees, agents and representatives having a need to know in connection with performance under this Agreement; and (iii) advise each of its employees, agents, and representatives of their obligations to keep such information confidential.

23) CHANGES OF WORK

- a) When required to do so, and without any additional compensation, the Consultant shall make such changes and revisions in the completed work of this Agreement as necessary to correct or revise any errors, omissions, or other deficiencies in the design, drawings, specifications, reports, and other similar documents which the Consultant is responsible for preparing or furnishing under this Agreement.
- b) Should the City find it desirable for its own purposes to have previously satisfactorily completed work or parts thereof changed or revised, the Consultant shall make such revisions as directed by the City. This work shall be considered as Extra Work and will be paid for as herein provided under Section 22, Extra Work.

24) EXTRA WORK

The City may desire to have the Consultant perform work or render additional services within the general scope of this Agreement. Such work shall be considered as extra work and will be specified in a written supplement to this Agreement which will set forth the nature of the scope, schedule for additional work, additional fees and the method of payment. Work under a supplemental Agreement shall not proceed until authorized in writing by the City.

(Signature page to follow)

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

CITY OF RICHLAND, WASHINGTON

MURRAYSMITH

CYNTHIA D. REENTS
City Manager

Signature

ATTEST:

Printed Name

MARCIA HOPKINS, City Clerk

Title

APPROVED AS TO FORM:

HEATHER D. KINTZLEY, City Attorney

SCOPE OF WORK

WWTP PROCESS MODELING (Phase 1)

City of Richland, WA

Background

The City of Richland's existing wastewater treatment plant (WWTP) was originally constructed in 1985 and has had various portions of the facility modified since. With an original design capacity of approximately 12 mgd, the facility should be able to handle the City's wastewater treatment needs for years to come. However, due to a combination of equipment condition and operational issues, the actual capacity of the existing plant has been reduced by as much as 50%. Identifying improvements to regain this lost capacity, if not more, is the primary objective of the overall WWTP Process Modeling Project.

Scope of Service

This Scope of Services is for an initial phase of work focused on the development of a process model, a plant process and operations review, and the resulting findings and recommendation. Based on this work, subsequent task orders are anticipated to prioritize, develop, and compare alternatives to fix deficiencies, increase capacity, and/or improve operations.

This scope of work has been separated into 4 different tasks and associated subtasks for clarity as described below.

Task 1 - Project Management

Objective:

To initiate the project as well as provide overall leadership and team guidance and oversight.

Activities:

1.1 General Project Management

The purpose of this subtask is to provide overall management of the consultant project team, schedule, and budget. Included in this task are monthly invoicing, budget and schedule review, updates, team coordination/communication, general administrative tasks, and QA/QC oversight to ensure the project remains on budget, on schedule and receives the attention necessary to ensure quality work.

As project manager, Craig Anderson will lead communication with the City and the team throughout the duration of the project, lead meeting and workshop discussions, keep the City up-to-date on project issues or details, and make sure the City's input is incorporated into the work

product. Mark Cummings will assist Craig with project management efforts and provide a secondary point of contact.

1.2 Existing Data Collection

Murraysmith will coordinate with the City to collect background data to support the work. Data needs are anticipated to include items such as:

- WWTP Discharge Monitoring Reports for the past 5 years (electronic format)
- All operational/process data collected for the past 5 years (electronic format, spreadsheet files if possible)
- Copies of invoices for chemicals used in the facility and the processes for which they are used (e.g., polymer for dewatering)
- Plant record drawings that cover all existing facilities (PDF and AutoCAD files, if available)
- Copies of past WWTP studies/reports that deal with existing facilities (engineering reports, design basis reports, capacity studies, operation analysis, etc....)
- Existing WWTP Operations and Maintenance Manuals and Standard Operating Procedures
- List of existing plant operational concerns and limitations on a unit process by unit process basis

1.3 Kick-Off Meeting

Murraysmith will conduct a Kick-Off Meeting with City staff to initiate the project. Murraysmith's PM and assistance PM will meet with the City's team via video or teleconference to review and discuss the scope of work, schedule, and initial data collection and needs.

Task Deliverables

- Murraysmith shall produce a monthly invoice and status report covering:
 - Work on the project performed during the previous month
 - Work on the project anticipated for the following month
 - Project budget and schedule status
 - Issues requiring project team action
- Formal Data Request(s)

Assumptions

- Unless noted otherwise, all deliverables will be provided electronically in PDF file format.
- Project duration of no more than 4 months, therefore it is assumed that there will be no more than 4 progress payments/status reports.

- Meeting and workshop facilitation will be limited to meetings specifically identified in this scope of work.
- Both Murraysmith and the City will move quickly to identify and collect required data in a timely manner so as not to negatively impact the project schedule.
- The City will provide clear, concise, and timely input and review on the work products produced by the Murraysmith.

Task 2 – Process Model Development

Objective:

To develop a plant wide process model for use in helping understand facility performance in this phase of work as well as be a tool that can be used for analysis of potential plant improvements in the future.

Activities:

2.1 Supplemental WWTP Lab Testing

After a review of the City's existing lab data provided under subtask 1.2, Murraysmith will develop a supplemental sampling and testing list for execution by City staff. This list is anticipated to include sampling to determine the COD and nitrogen fractions of the incoming wastewater as well as testing along the length of the treatment train. Supplemental testing data will be reviewed and compiled by Murraysmith staff for use in developing the plant-wide process model. Costs under this subtask include an allowance for independent laboratory analyses for tests that the City does not routinely do or is not equipped to do. Costs for the collection and delivery of the samples to a local lab are not included.

2.2 Process Model Development

Murraysmith will use commercially available software (e.g. Biowin©) to develop a plant wide base process model that includes both liquid stream and solid stream treatment processes including primary clarifiers, aeration basins, secondary clarifiers, WAS thickening, anaerobic digestors, and dewatering. The wastewater influent characteristics from the previous subtasks will be used to develop the model influent characteristics for the plant. Facility sizing and flow/load distribution will be based on record drawings and existing City operational schemes. The model will be calibrated to reasonably correspond to past historical operational data from the plant and the supplemental testing performed along the treatment train.

Task Deliverables

- Supplemental Sampling and Testing List
- *Model development and results per Task 4*

Assumptions

- The City will support Murraysmith's supplemental testing work by collecting and delivering samples to a local independent laboratory and/or performing additional testing in-house.
- All supplemental testing sample collection will occur within two weeks.
- The process model will be a steady state basis model calibrated relative to the data collected.
- The process model will be capable of being updated to a dynamic model, perform detailed energy consumption analysis, and/or process optimization work with additional lab testing and calibration (if needed in the future) under a separate scope of work.
- With an original design capacity of 12 mgd, the hydraulic capacity of the plant is assumed to not be a limiting factor. A plant hydraulic model will not be completed as part of this work.

Task 3 – WWTP Process and Operations Review

Objective:

The objective of this task is to gain a broader understanding of the WWTP's existing systems and performance issues/limitations by reviewing data collected in subtask 1.2 and the Task 2 model work, complimented by direct conversations with operational staff.

Activities:

3.1 Data Review

This subtask is comprised of detailed record drawing, operational procedure, and process modelling results review with a focus on gaining a comprehensive understanding of the plant's existing configuration, operation, and issues. The intent is to optimize the subsequent subtask 3.2 effort by the consultant team having a broad understanding of the facility and its issues in advance.

3.2 Process and Operations Examination

This subtask includes up to 8-hours of on-site investigation and facility tour, plant staff discussions, and on-site operational testing. Special emphasis will be given to the anaerobic digesters and aeration basins.

The intent of this work is to gain a more detailed understanding of the plant's overall biological health and how operational and/or process configuration changes could improve overall plant performance and capacity. This work, in addition to the process model, is needed to gain the understanding necessary to address the causes of treatment plant limitations and issues such as foaming, poor settling sludge, poorly performing unit processes, and less than optimal biological performance.

Task Deliverables

- *Conclusions and recommendations provided per Task 4*

Assumptions

- City will provide access to the WWTP and all pertinent staff for interview purposes and assist Murraysmith with scheduling the interviews.
- Involvement of pertinent plant staff in operational discussions and plant tour for durations up to 4-hours.
- City will provide lab space and the following equipment for Murraysmith use for the on-site operational testing - hand sampler, settleometer, microscope with blank slides, and portable DO probe.

Task 4 – Phase 1 Findings

Objective:

The objective of this task is for Murraysmith to (1) review and discuss the findings of the previous tasks in order to develop clear conclusions and recommendations and then (2) present them to the City.

Activities:

4.1 Conclusions and Recommendation Development

The Murraysmith team will use the data collected from the previous tasks and team discussions to develop a comprehensive list of our findings and recommendations to improve the overall operation and performance of the City's WWTP. Special emphasis will be given to the anaerobic digesters and aeration basins.

4.2 Findings Presentation and Workshop

Murraysmith will prepare a PowerPoint or similar presentation to both document and discuss with the City our initial recommendations and proposed next steps to improve plant capacity and performance.

Task Deliverables

- An up to 4-hour executive summary style PowerPoint Presentation.

Assumptions

- City Staff and Murraysmith Project Manager and Assistant Project Manager will attend in person with other team members attending by teleconference on an as-needed basis.
- City will provide all necessary staff and conference room space for the PowerPoint presentation

Budget

The work provided in this Task Order will be billed on a time and materials basis per Murraysmith's current schedule of charges. The current 2018 schedule of charges is included as an attachment to this Task Order.

The overall budget estimate breakdown for this work is outlined in Table 1. Murraysmith will manage the work identified in this Task Order to the aggregate budget amount (Project Total) which shall not be exceeded without prior written authorization from the City. When any budget has been increased or follow-on work contracted, Murraysmith's excess costs expended prior to such an increase will be allowable to the same extent as if such costs had been incurred after the approved increase.

Table 1 - Total Project Fee

Item	Total Fee
<u>Task 1</u> : Project Management	\$6,870
<u>Task 2</u> : Process Model Development	\$24,224
<u>Task 3</u> : WWTP Process and Operational Review	\$30,224
<u>Task 4</u> : Phase 1 Findings	\$16,034
Project Total	\$77,352

Time of Performance

Assuming a Notice to Proceed in mid-October, the work provided under this Task Order is anticipated to be completed before February of 2019. Murraysmith will make every effort to complete the work in a timely manner; however, it is agreed that Murraysmith cannot be responsible for delays occasioned by factors beyond its control, nor by factors that could not reasonably have been foreseen at the time this scope was executed.



2018 SCHEDULE OF CHARGES

Personnel:

Labor will be invoiced by staff classification at the following hourly rates, which are valid from January 1, 2018 to December 31, 2018. After this period, the rates are subject to adjustment.

Principal Engineer VI	\$245.00
Principal Engineer V	236.00
Principal Engineer IV	227.00
Principal Engineer III	217.00
Principal Engineer II	209.00
Principal Engineer I	201.00
Professional Engineer IX	192.00
Engineering Designer IX	185.00
Professional Engineer VIII	183.00
Engineering Designer VIII	175.00
Professional Engineer VII	173.00
Engineering Designer VII	167.00
Professional Engineer VI	165.00
Engineering Designer VI	159.00
Professional Engineer V	155.00
Engineering Designer V	149.00
Professional Engineer IV	146.00
Engineering Designer IV	146.00
Professional Engineer III	142.00
Engineering Designer III	142.00
Engineering Designer II	130.00
Engineering Designer I	120.00
Technician IV	141.00
Technician III	126.00
Technician II	109.00
Technician I	92.00
Administrative III	100.00
Administrative II	92.00
Administrative I	81.00

Project Expenses:

Expenses incurred in-house that are directly attributable to the project will be invoiced at actual cost. These expenses include the following:

CADD Hardware/Software	\$18.00/hour
Modeling and GIS Hardware/Software	\$10.00/hour
Mileage	Current IRS Rate
Postage and Delivery Services	At Cost
Printing and Reproduction	At Cost
Travel, Lodging and Subsistence	At Cost

Outside Services:

Outside technical, professional, and other services will be invoiced at actual cost-plus 10 percent to cover administration and overhead.

WWTP PROCESS MODELING (Phase 1)
CITY OF RICHLAND, WA
PROPOSED FEE ESTIMATE

Exhibit B

									ESTIMATED FEES			
	Anderson PM & QA/QC \$217	Cummings Assitant PM & Project Engineer \$146	Stensel Process Specialist \$193	Flowers Process Specialist \$173	Cork Solids Treatment \$193	Musick Operations \$242	Thurston Admin \$81	Total Hours	Labor	Travel	Lab	TOTAL
Task 1 - Project Management												
Task 1.1 - General Project Management	16	4					4	24	\$ 4,380	\$ -	\$ -	\$ 4,380
Task 1.2 - Existing Data Collection	2	6					2	10	\$ 1,472	\$ -	\$ -	\$ 1,472
Task 1.3 - Kick-Off Meeting	2	4						6	\$ 1,018	\$ -	\$ -	\$ 1,018
Task 1 Subtotal	20	14	0	0	0	0	6	40	\$ 6,870	\$ -	\$ -	\$ 6,870
Task 2 - Process Model Development												
Task 2.1 - Supplemental WWTP Lab Testing	4	8	4	4		2		22	\$ 3,982	\$ -	\$ 4,000	\$ 7,982
Task 2.2 - Process Model Development												
Data Review/Compilation	4	16	4	8			2	34	\$ 5,520	\$ -	\$ -	\$ 5,520
Model Creation and Calibration	4	48	4	12				68	\$ 10,722	\$ -	\$ -	\$ 10,722
Task 2 Subtotal	12	72	12	24	0	2	2	124	\$ 20,224	\$ -	\$ 4,000	\$ 24,224
Task 3 - WWTP Process and Operations Review												
Task 3.1 - Data Review	16	16	8	2	8	16	1	67	\$ 13,187	\$ -	\$ -	\$ 13,187
Task 3.2 - Process and Operational Examination	12	12	12	12	12	12	1	73	\$ 14,037	\$ 3,000	\$ -	\$ 17,037
Task 3 Subtotal	28	28	20	14	20	28	2	140	\$ 27,224	\$ 3,000	\$ -	\$ 30,224
Task 4 - Phase 1 Findings												
Task 4.1 - Conclusions and Reccommendation Development	12	12	6	1	6	8		45	\$ 8,775	\$ -	\$ -	\$ 8,775
Task 4.2 - Findings Presentation and Workshop	12	16	2	1	2	2	2	37	\$ 6,529	\$ 730	\$ -	\$ 7,259
Task 4 Subtotal	24	28	8	2	8	10	2	82	\$ 15,304	\$ 730	\$ -	\$ 16,034
TOTAL - ALL TASKS	84	142	40	40	28	40	12	386	\$ 69,622	\$ 3,730	\$ 4,000	\$ 77,352



STATEMENT OF QUALIFICATIONS

for the City of Richland

Waste Water Treatment Plant Process Modeling

RFQ No. 18-0075

July 10, 2018



A. PREFACE

	City of Richland	Solicitation Number: RFQ 18-0075
	Attachment A RFQ Signature Form and Addendum Acknowledgement	

WWTP Process Modeling

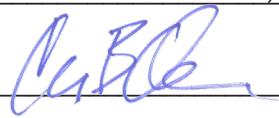
ALL RESPONDERS COMPLETE THIS PAGE AND INCLUDE WITH SUBMITTAL:

1. By submitting a response, the Responder certifies that the Responder has fully read and understands this RFQ document and has full knowledge of the scope, nature, quantity, and quality of work to be performed; the detailed requirements of the services to be provided; and the conditions under which the services are to be performed.
2. The Responder certifies that he or she has read and understands all terms and conditions of this solicitation.
3. By signing this document, the Responder certifies that they have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding. If the City determines that collusion has occurred among the Responders, none of the submittals from the participants of such collusion will be considered. The City's determination will be final.
4. The Responder acknowledges that the person who signs below is fully authorized to sign on behalf of the firm listed and to fully bind the firm to all conditions and provisions thereof.
5. The Responder acknowledges receipt of the following addenda: 1 through 1.

Respectfully submitted this 10th day of July, 20 18.

Name of Firm: Murraysmith

Address: 345 Bobwhite Court, Suite 230, Boise, ID 83706

Signature: 

Name (Print): Craig Anderson

Title: Principal Engineer

Email: Craig.Anderson@murraysmith.us Phone: 208.947.9033

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Murraysmith, Inc.

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:

☐ Individual/sole proprietor

☒ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☐ Other (see instructions) ▶

Exemptions (see instructions):

Exempt payee code (if any) _____

Exemption from FATCA reporting

code (if any) _____

Address (number, street, and apt. or suite no.)

888 SW 5th Avenue, Suite 1170

City, state, and ZIP code

Portland, OR 97204

Requester's name and address (optional)

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

____ - ____ - ____

Employer identification number

9 3 - 0 7 6 8 5 5 5

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign
Here

Signature of
U.S. person ▶

Whitney K. Kowalska

Date ▶ 5/1/17

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on irs.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

B. EXECUTIVE SUMMARY

Cover Letter

murraysmith



July 10, 2018

City of Richland

RE: WASTE WATER TREATMENT PLANT (WWTP) PROCESS MODELING

Dear Selection Committee:

We appreciate this opportunity to submit our statement of qualifications for this project. This is an important project for the City of Richland that requires specialty expertise and a team you can trust. Murraysmith is well suited to provide full support for this project and future on-call services due to these factors:

A FIRST-CLASS TEAM OF WASTEWATER TREATMENT PLANT (WWTP) EXPERTS:

Our team, led by a proven award-winning project manager, Craig Anderson, and supported by world-class specialty subconsultants Dr. David Stensel, Tracy Cork, and Brad Musick, who have been solving WWTP problems across the Northwest and the world for decades. This core team, supported by Murraysmith's depth of experienced staff, will provide the City with practical guidance and creative, cost-saving ideas for solving your most challenging issues now and in the future.

A SUCCESSFUL HISTORY AND APPROACH TO ON-CALL SERVICES: We truly enjoy working with our municipal clients to address their various infrastructure needs. Whether your needs are large or small, we want to be an extension of City staff and someone you call for support without hesitation. This focus and desire is evident by our long and active history of successful on-call service contracts.

OUR COMMITMENT TO EXEMPLARY CLIENT SERVICE: We understand the importance of client service and satisfaction. As consulting firms grow, they often focus too much on individual project success. However, at Murraysmith, we want to be your partner for the long-term, not just the next project. We'll collaborate with you to ensure your community is receiving value for years to come.

We encourage you to contact any of our many public agency references to verify our excellent track record on similar projects. We will be very happy to discuss our proposal with you in person. In the meantime, please let us know if you desire any further information in this regard.

Sincerely,

Craig Anderson, PE

Project Manager



Key Expertise

- Wastewater treatment facilities
- Process and hydraulic modeling
- Comprehensive wastewater facilities planning
- Energy efficiency upgrades
- Wastewater pump stations
- Collection system/basin analysis
- Gravity sewers and force mains
- Trenchless technologies and sewer rehabilitation
- Water reclamation and reuse
- NPDES permitting and compliance
- Biosolids handling and beneficial use
- Odor and corrosion control

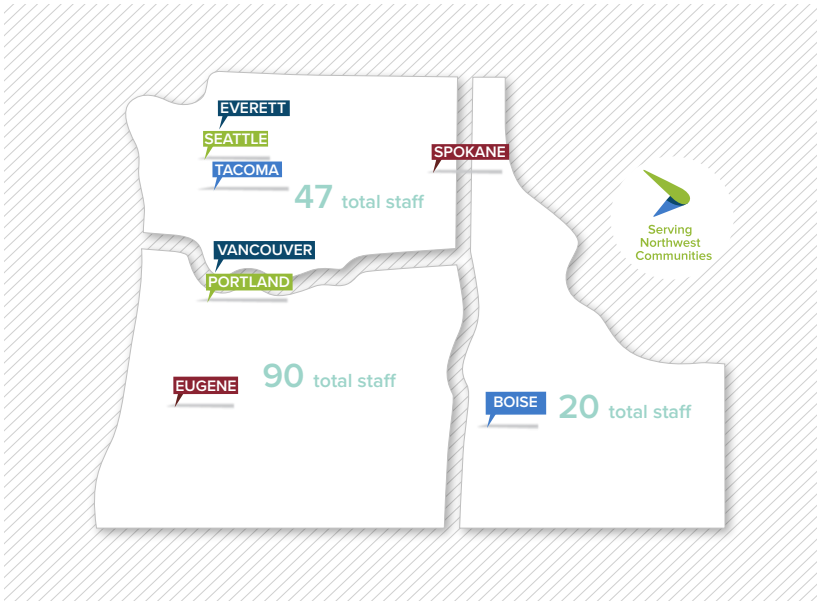
Project Need

The Tri-Cities Metropolitan Statistical Area has been one of the fastest growing population centers in Washington State for some time. Increased growth, while beneficial for City revenue streams, stresses City services. Fortunately, the City of Richland already has the major wastewater treatment plant infrastructure in place to accommodate not only today’s flows, but immediate growth as well. The problem is, improvements are needed soon to make sure the plant is functionally ready to accommodate growth.

With several facilities in a state of disrepair or unknown functional readiness, the wastewater treatment plant’s capacity is cut roughly in half. Regaining this lost capacity, and possibly more, is the primary objective of the Waste Water Process Modeling project. To ensure the City gets the most value out of their past and future investments in wastewater treatment, Murraysmith has developed a team of regional, national, and international wastewater experts and work approach specifically tailored to address your immediate and future needs. From modeling and alternative analysis, to facility rehabilitation and operations/energy optimization, Murraysmith has it covered.

1. Introduction to Murraysmith

Thirty-eight years ago, our founders, Hal Murray and Phil Smith started the firm in Portland, Oregon. Their mission then, and ours still today, is to provide high-quality client focused engineering support to help municipalities plan, maintain, design, and construct their utility infrastructure. Since these humble beginnings, Murraysmith has grown into a full service multi-disciplinary engineering firm with 157 engineers and support staff located in eight offices in the Pacific Northwest. The focus of our practice is wastewater, drinking water, stormwater and transportation engineering; with wastewater treatment and conveyance work accounting for 30 to 50% of our work volume. Over 99% of our work comes from municipal clients like the City of Richland. With our focus on client service, we are proud to be able to report that over 93% of our overall workload comes from existing clients.



We pride ourselves on our focus and desire to be a trusted extension of your staff not just for individual projects but for years to come. As a result, we are experienced in on-call contracted work and presently have many such contracts. We understand that this important part of our business requires good communication, consistent delivery and exemplary performance. On on-call type assignments, the first element of our approach is to provide a consistent project manager and core support team specifically tailored to the client’s needs and focused on responsiveness and timely delivery of projects of any size or type. Our four-step approach to on-call assignments is shown below. We find that a key element of these contracts is to maintain close coordination with your O&M staff since projects are often driven by their needs.



“I like working with consultants who communicate well, are responsible and accountable. I like having my questions answered promptly, issues dealt with right away, deadlines met and budgets not exceeded. That’s been my experience with Murraysmith and that’s why we will continue to use Murraysmith on future projects.”

Richard Hefti, PE, Senior Engineer, City of Everett

2. Key Expertise: On-Call Wastewater Modeling & Engineering

Our commitment to and success with on-call type contracts is demonstrated by the sheer number of ongoing assignments we maintain. The table below includes a summary of some of our existing wastewater on-call assignments.

Client	Similar Projects & Task Orders		On-Call	Wastewater Treatment	Modeling & Master Planning	Collection System Rehab	Pump Stations	Other Services
City of Pasco <i>Since 2011</i>	- Comprehensive Sewer Plan - WWTP Immediate Improvements - On-call Sewer Modeling - WWTP Age/Condition Audits	- Odor Evaluation and Control - WWTP Facilities Plan - Arc-Flash/Coordination Study	✓	■	■		■	■
City of Bellevue <i>Since 2004</i>	- Inlet Station Improvements - Reservoir Replacement - Pump Station Replacements	- Sewer Line Replacements and Rehabilitations - Pump Station Rehabilitation	✓	■	■	■	■	■
City of Pendleton <i>Since 2013</i>	- WWTP Condition Assessment and Facility Plan Update - Wastewater Collection Master Plan - Digester Control Building Piping	28th Street Lift Station Improvements Preliminary Design - Gravity Sewer Final Design	✓	■	■	■	■	■
Clean Water Services <i>Since 2000</i>	- Digester Heat Loop Modifications - Butternut Pump Station (PS) and Force Main (FM) - Twin 24-inch Force Mains Corrosion Improvements - North Plains PS and FM	- WWTP Aeration System Upgrades - River Road PS Expansion - Beaverton PS and FM - Aloha 3 PS - Sherwood Sewage PS Rehabilitation - Gaston Force Main Failure Analysis	✓	■	■	■	■	■
City of Lake Oswego <i>Since 1996</i>	- Marylhurst Pump Station - Willamette Lift Station Evaluation and Upgrade	- Various Sanitary Sewer Extension Projects - Stormwater Rehabilitation	✓		■	■	■	■
City of Sheridan <i>Since 1998</i>	- Wastewater Capacity Analysis - Wastewater Treatment Plant Evaluation - West Main Pump Station Upgrade - New Treated Effluent South Yamhill River Outfall	- Sanitary Sewer Rehabilitation - Wetlands Treatment Facility and Park Predesign - Wastewater Effluent Dechlorination System Design	✓	■	■	■	■	■
City of Idaho Falls <i>Since 2008</i>	- WWTP Improvements - Wastewater Rate Impact Analysis - Hydraulic Modeling	- Collections System Model Development - Wastewater Facilities Plan	✓	■	■			■
City of Bend <i>Since 2005</i>	- Colorado Lift Station - On-call Sewer Modeling - Optimized Sewer Collection Master Plan (with satellite treatment option)	- Plant Interceptor Rehab Design - North Area Sewer Improvements Design - WWTP Design/Build Fee Review	✓	■	■	■	■	■
City of West Linn <i>Since 1982</i>	- Sanitary Sewer CIPP Rehabilitation - Fourth Street to Willamette Falls Dr Sewer Upsizing and Replacement	- Mapleton Sewer Rehabilitation - On-Call Modeling & Master Planning	✓		■	■		■
City of Sandy <i>Since 2005</i>	- Sanitary Sewer Facilities Planning (WWTP and Collections) - Downtown Utility Undergrounding	Portland Water Bureau Intertie	✓	■	■	■	■	■

2 continued. Overview of Consultant Team

We have assembled a team of experienced Murraysmith staff and key teaming partners to successfully deliver WWTP assignments of all types and sizes. We have worked with each of these consultants to complete WWTP projects across the Northwest. This team provides the City with extensive experience in WWTP process modeling, asset inventory, and operational/energy efficiency improvements. Team member roles, responsibilities, and additional qualifications are provided in Section C.

	Role: • Prime Consultant • Project Management • Process & Hydraulic Modeling • Electrical/Instrumentation Systems • Overall QA/QC	Unique Qualifications • Wastewater treatment specialists, currently providing on-call wastewater service contracts with many public municipalities in the Pacific Northwest	Murraysmith has completed numerous wastewater system facilities plans for Northwest public agencies and the firm has completed design, permitting, and construction management services as part of many wastewater system improvement programs. Our team is experienced with all aspects of municipal wastewater treatment, collection, conveyance, and pumping. In addition to work for several agencies on a long-term continuing services basis, Murraysmith places high importance on low-impact, sustainable alternatives, such as reclaimed water reuse, applying appropriate technologies with long-term value, serviceability, and sustainability in mind.
H David Stensel, Inc.	Role: Biological Process Plant Operations	Unique Qualifications Authored/coauthored over 150 technical publications and textbooks on biological nutrient removal and the latest versions of the "Wastewater Treatment Bible" - Metcalf and Eddy: Wastewater Engineering.	David is Professor Emeritus of Civil and Environmental Engineering from the University of Washington. Prior to his academic positions, he spent 10 years in practice developing and applying industrial and municipal wastewater treatment processes. His principal research interests are in the areas of wastewater treatment, biological nutrient removal, aeration, anaerobic digestion, granular activated sludge, and resource recovery.
	Role: Civil/Mechanical - Treatment Systems	Unique Qualifications Comprehensive technical background and experience in all aspects of municipal wastewater process design and biosolids disposal	Vision's primary function is the overall process and mechanical design of projects, as well as the planning and permitting portions of the work. Vision prides itself on innovative solutions and delivering the highest quality product at substantially lower cost than the traditional large wastewater firms.
	Role: Operations/Energy Efficiency	Unique Qualifications WWTP audit experience resulting in \$500K savings in some plants without capital expenditure	WSI specializes in biological treatment, specifically activated sludge, and both aerobic and anaerobic digestion. WSI is well known for work on process and energy optimization projects. The firm is also proficient in both the development and delivery of training and has extensive experience in writing technical and operations and maintenance manuals.
	Role: Electrical/Instrumentation Condition Audit	Unique Qualifications • Experience with Richland WWTP • Extensive local experience in control systems for WWTPs	Townsend Controls and Electric, LLC is a family owned, multi-million dollar business unique in the local market in that they offer extensive experience with quality industrial electrical installations, instrumentation installations, and process control systems integrations.

3. Contact

Nearest Office: SPOKANE, WA
 421 W Riverside Avenue, Suite 762
 Spokane, WA 99201
 p: 509.321.0340

Where the project will be managed:
 BOISE, ID
 345 Bobwhite Court, Suite 230,
 Boise, ID 83706; p: 208.947.9033

Project Lead/Consultant PM:
 CRAIG ANDERSON, PE
 p: 208.947.9033
 e: Craig.Anderson@murraysmith.us

C. PROJECT APPROACH & SCHEDULE



The City of Richland has the core treatment infrastructure in place to address their needs for years to come. Working hand-in-hand with the City, we will develop a comprehensive WWTP plan to recapture lost capacity, enhance daily operations, and increase energy efficiency.

Understanding

Wastewater treatment plants should be viewed as a living machine. There is an interdependence and synergy between the microbiology cultivated within them and the various unit processes, equipment, and treatment conditions. A slight change or problem in one area, can often create larger changes or problems in other processes and the microbiology.

To make sure your treatment plant is healthy, a comprehensive physical and microbial exam is often needed to see the complete plant process picture. Without this comprehensive exam, the root cause of a problem will not be properly identified and the attempted “cure” may create more process problems than originally existed.

Information collected indicates that Richland may have the following process issues:

- **Aeration Basin Anoxic Zone** – In the 2000s, an anoxic selector was installed to control the excessive growth of filamentous organisms. However, by relying solely on RAS flow for the nitrate return to the selector and/or not having sufficient mixing, the selector may still be generating some unfavorable filaments and be partially anaerobic in areas. Anaerobic areas can provide an environment favorable to phosphorous accumulating organisms (PAOs). In addition, the effectiveness of the anoxic zone selector depends on the relative amount of nitrate added to the zone and the amount of influent soluble BOD.
- **Anaerobic Digesters/Dewatering** - Generation of PAOs in the aeration basins and the resulting increase in phosphorous concentrations in the digesters may then lead to increased struvite formation. Struvite formation often results in both decreased capacity and increased maintenance costs in not only the digesters, but the dewatering equipment as well.

- **Aeration Basin Aerobic**

- **Zones** - The aeration

- basins were also converted in the 2000s from a complete mix to a multiple tank in series configuration for a more plug flow style with the

- installation of baffling. This modification is more appropriate for the ammonia removal required by the City's discharge permit. However, the baffling that was installed appears to trap floatables which can lead to undesirable growth of filaments and foam-causing bacteria.



- **Anaerobic Digesters** - Filaments (especially *Gordonia Amarae* and *Microthrix Parvicella*) have been related to floating foam in aeration basins and is one of many potential causes for nuisance foaming in digesters. Seeding of the digesters with these organisms, plus not having the ability to waste from the surface of the digester, likely contributes to the City's digester foaming problems.
- **Poor overall removal efficiencies** - As stated above, the plant may have environmental growth pressure that produces poor settling secondary sludge. This may be compounded by equipment, design, or capacity issues that worsen the capture of the poor settling sludge.

1. Work Plan

Based on our experience completing this type of work for similar clients, facility site visit observations summarized in Figure 1, and an initial review of your 2015 General Sewer Plan, we have developed the following work plan and schedule for your consideration.

Work Plan Continued

While the RFQ is titled WWTP Process Modeling, our work plan is focused on providing you much more. Process models can be an important tool to identify problems, evaluate improvement alternatives, and optimize performance of plants with low level nutrient discharge limits. However, they are not that useful in identifying how best to upgrade or refurbish aged infrastructure to regain/increase capacity, improve plant operations and maintenance, or maximize energy efficiency. These items are what we believe will provide the City the most immediate benefit and

is your biggest need. As such, our proposed work plan has the City investing equal, if not more time and energy, into a hands-on comprehensive audit of the plant. A process model will still be developed and utilized, but as a tool to support the audit and evaluate the resulting process improvement alternatives that are developed. If selected, this work plan and associated City review comments will be used as the basis of a more detailed scope of work that is developed to contract the work.

Tasks	Description	Key Deliverables	City Staff Tasks	Potential Hurdles
Task 1. Project Management				
1.1 PMP Development	Development of Project Management Plan to aid team schedule/budget control and facilitate clear communications	- Monthly Progress Reports and Invoices - Electronic PMP document - Meeting Agendas and Summaries - Presentation files	- City staff scheduling and participation for meetings/ workshops - City team leads and contact information - Communication protocols	Management of potential changes in project scope and budget (see subtasks 1.3, Task 5 potential hurdles, and subtask 5.4
1.2 Kick-off Meeting	Meeting with City to review goals, objectives, schedule, communication protocols, and project decision making process			
1.3 Initial Results Review	Placeholder for intermediate check-in to determine if improvements should be expedited versus draft schedule shown			
Task 2. WWTP Modeling (Process & Hydraulic)				
2.1 Data Collection & Review	Collection of data to support Task 2 and 3 work. Includes historical plant operational data, operations staff interviews, O&M/ process control manuals, facility record drawings, supplemental wastewater influent sampling, field flow/level measurements	- Formal data request(s) - Supplemental Wastewater characterization testing needs and procedures - Calibrated BioWin Process Model - Calibrated Visual Hydraulics Plant Model	- Collection and distribution of requested materials - Responses to operations or process or data specific inquiries - Potential completion of supplemental wastewater testing/ characterization.	- Accuracy and timeliness of historical plant operational data - Accuracy and timeliness of supplemental wastewater characterization data
2.2 Model Development	Development and calibration of process and hydraulic models of the Richland WWTP			
2.3 Model Calibration & Review				
2.4 Alternative Evaluation	Use of the calibrated models to evaluate existing plant capacity and improvements alternatives (capital and operational changes)	Documentation of alternative analysis results included in Task 5 deliverables		
Task 3. WWTP Audit				
3.1 Data Collection & Review	Collection of data to support Task 3. In addition to items listed in subtask 2.1, data collection includes microbiological sampling and lab analysis, plant equipment database and maintenance history information, and historical power usage records.	- Formal data request(s) - Documentation of audit results provided in Task 4 below	- Collection and distribution of requested materials - Multi-day attendance and active participation of appropriate staff at each audit - Responses to post-visit inquiries	- Accuracy and timeliness of materials requested - Scheduling of staff for audit visit participation
3.2 Biological Process Review	Multi-day plant visits and tours/discussions with plant operation and maintenance staff to collect and document existing biological process history and health, civil/mechanical/ electrical/instrumentation system's age/ condition/criticality, existing operational practices, and unit process specific energy consumption.			
3.3 Civil/ Mechanical Age/ Condition Site Visit(s)				
3.4 Electrical/ Instrumentation Age/Condition Site				

Tasks	Description	Key Deliverables	City Staff Tasks	Potential Hurdles
Task 3. WWTP Audit (continued)				
3.5 Electrical Arc-Flash and Breaker Coordination	Detailed look at electrical system safety to identify arc-flash hazard levels, coordination of plant breakers per OSHA requirements	- Formal data request(s) - Documentation of audit results provided in Task 4 below	- Collection and distribution of requested materials - Multi-day attendance and active participation of appropriate staff at each audit - Responses to post-visit inquiries	- Accuracy and timeliness of materials requested - Scheduling of staff for audit visit participation
3.6 Operations/ Energy Efficiency Site Visit(s)				
Task 4. Technical Memorandum Development				
4.1 Draft Technical Memorandum	Development of Draft Technical Memorandum summarizing and documenting the results of the Task 2 and 3 findings. Submitted to City to support workshop discussions	- Draft technical memorandum - Workshop Presentation (PowerPoint format) - Updated/finalized Technical memorandum	Advance review of draft materials	- Level of WDOE participation and potential scope/budget impacts - City concurrence on identified problems and relative priority
4.2 Draft Executive Summary				
4.3 City Workshop & Review	On-site workshop presentation to City to discuss overall project findings to date, next steps, and initial improvements ideas		Workshop attendance and active participation in discussions	
4.4 Finalized Memorandum	Finalized TMs based on City review comments and workshop discussions		Submission of consolidated comments to previously provided draft materials	
Task 5. Improvement Development				
5.1 Capital/ Operational Project Alternatives Presentation	Development of TMs and presentation summarizing ideas to address identified plant improvement areas.	- Draft technical memorandum - Workshop Presentation (PowerPoint format)	Advance review of draft materials	- Evaluating, defining, and selecting preferred alternatives that will have universal support - Scope and budget dependent on previous four tasks. Propose not contracting (along with 2.4) until Task 4 is complete.
5.2 Workshop/ City Review & Selection	On-site workshop presentation to City to discuss and select alternatives to move forward and present to WDOE.		- Workshop attendance and active participation in discussions - Selection of preferred alternatives	
5.3 Operations/ Process Control Training	Workshop with City staff to discuss operation and control of each unit process as it relates to process, energy efficiency, and selected plant improvements	- Workshop Agenda/Outline - Training/educational support material - CEUs for workshop attendance	Workshop attendance and active participation in discussions	
5.4 Capital Project Engineering Report & Review	Development of Engineering Report covering selected capital project improvements and timing.	- Engineering Report City Review Draft - Engineering Report WDOE Review Draft - WDOE approved Engineering Report	Submission of consolidated comments to draft materials	
5.5 Facility Plan Development (Optional)	Placeholder for optional conversion of Engineering Report into a Facility Plan	- Conversion to Facility Plan with inclusion of SERP Compliance Review and Documentation - WDOE approved Facility Plan	- Early decision of if Facility Plan is desired - Submission of consolidated comments to draft materials	

Figure 1. Plant Issues List



Location	Preliminary Status List	
1-A. Aeration Basin/RAS	- Aeration basins are missing marine plywood baffles which causes short-circuiting. - The baffling potentially traps foam which can lead to operation and maintenance problems. - No mixed liquor recycle to the anoxic zone. RAS only for nitrate feed. - Archimedes RAS pumps cannot be serviced due to lack of isolation. - Half the unit process is off for long periods of time which leads to maintenance and operability issues.	1st Priority
1-B. Anaerobic Digesters	- Historical foaming issues decreases capacity and causes operation and maintenance issues. - Old/deteriorated MCC, which is difficult and potentially unsafe to care for. - Current NFPA 820 violation with gas handling equipment next to electrical equipment (MCC). - Lack of good ventilation and cooling in the Digester Control Building.	
2-A. Aeration Blower and Distribution System	- Inoperable blowers, valves, and diffusers decrease system reliability, redundancy, flow split and control. - Aerostrip diffusers are in disrepair - UV caused brittleness and galvanized anchors. - Leaking air piping and bellows on old blowers decreases system efficiency. - Remote air control valves are disabled, which leads to decreased air diffuser grid control. - Dual level diffusers due to aeration basin sloped floor will make automated overall and individual aeration zone control difficult. Wrong type of upper zone diffuser modulating valve used and potential lack of adequate air flow elements to provide control feedback/optimization. - Neuros Blowers on existing pedestals are hard to maintain.	2nd Priority
2-B. Primary Clarifiers	- Second clarifier mechanism has not been recoated; top scraper arm is original and likely nearing end of life - Half the unit process is off for long periods of time, which leads to maintenance and operability issues. - Basic scraper style mechanism. Okay for intended function.	
2-C. Secondary Clarifiers	- Second clarifier mechanism has not been recoated; top scraper arm is original and likely nearing end of life - Half the unit process is off for long periods of time, which leads to maintenance and operability issues. - RSR style mechanism. Provides individual zone sludge withdrawal, but are typically not liked by operators due to fine tuning. Franklin baffle addition and operational control education can improve performance/capacity	
2-D. Solids Handling	- No redundancy with new single Rotary Drum Thickener (RDT); old Dissolved Air Flotation Thickener (DAFT) is inoperable and in poor condition - Belt Filter Press (BFP) operated at lower than original manufacturer rating; operation requires pressure washing to keep capacity up - Potential for decreased BFP belt life due to struvite in digesters - Solids Handling Building has lack of good ventilation and cooling	3rd Priority
3. Power/Power Distribution System	- Old back-up diesel generator - powers only headworks and disinfection <i>PLANT WIDE ITEM</i> - no visible arc flash labels indicating arc flash study has been completed for the electrical infrastructure to comply with OSHA standard 1910.269 made mandatory and put into effect on July 10, 2014.	
4-A. Disinfection System	Storage tank is leaking and should be replaced but access is restricted. Potential to replace in-situ using field fabricated FRP tank like used on Ontario, OR WTP chemical upgrade project.	
4-B. Outfall and Diffuser	- High Columbia River level this spring led to concern that infrequently used outfall pumps would need to be run. - Pumps have not been operated in recent memory.	
4-C. Aerated Grit Chamber	- Appears to be adequately sized based on past performance - New grit classifiers and pumps recently installed.	4th Priority

2. Methodology

Our basic project philosophy is to have satisfied clients by delivering high-quality projects on time and within budget. We work hard to work smart, making sure that we are spending our greatest energies on the most important aspects of the job. The processes, systems, and principles to provide the key elements of our work plan are described below. Some elements are common to every project (i.e. budget and schedule monitoring and control), while others are project specific (i.e. model data collection and calibration)

Project Management Tools

Murraysmith has developed a set of tools for our project manager to use:

- **Project Management Plan (PMP).** Clearly define communication lines, scope, schedule, budget, and general expectations of the team. Every key team member is required to check off their review of the plan prior to starting work to ensure the entire team starts the project with a common understanding. An important element of the PMP, the communication plan, is discussed next.
- **PM Software.** Murraysmith's Deltek Vision software is used to track project progress. This advanced project accounting system reports:
 - » Budget status in real-time, allowing project managers to confirm work progress relative to budgets and make adjustments as necessary.
 - » Workload of the staff assigned to your project to ensure their assignments are properly balanced
 - » Project earned value. By blending the project schedule with the project budget, our project managers can better forecast the anticipated financial path of the project and take corrective actions to mitigate schedule delays or budget overruns.
- **QA/QC Plan.** Establish QA/QC team, define roles, identify milestones, and utilize tracking forms to ensure plan is adhered to prior to any deliverables going to the City.

Communication Plan

Effective communication is an important factor in a successful project. This plan is a two-way street, as clear communication from us to you and vice versa are equally important. Projects can flounder when there is not clear communication protocols and consistent participation by project leads on the collective City/Consultant team. A communication plan is a critical piece of our previously described PMP and typically includes the following elements:

- Scoping meeting to ensure that our planning, design, and construction management teams have a complete understanding of the City's project drivers, goals, and priorities
- Kick-off meeting to introduce project teams, revisit scope, schedule, and budget, and establish administrative protocol (invoicing, communication, etc.) and confirm other project related meetings, such as milestone workshops, site visits, and reoccurring meetings.
- Defined steps to document and proactively communicate internally and with the City. Includes meeting minutes, telephone records, e-mail, issues/decision logs.
- Consultant and City team, designated leads and contact information

Plant Audits

We propose to give your plant a complete and thorough exam (audit) to not only identify its various issues and capacity constraints, but their root causes so the most effective remedy can be prescribed. Select teams of experienced wastewater professionals, as shown in our team organizational chart, will visit your facility and work with your staff to discuss, review, and catalogue the status of these key areas of your plant in various audits:

- Civil/Mechanical Systems
- Electrical/Instrumentation Systems
- Plant Operations/Efficiency
- Biological Process

To make these audits the most valuable, we prefer that they occur over multiple days and include your appropriate plant staff. While this approach can be time and City staff heavy, we feel there is no better way to fully understand the status and potential of your existing facilities. In our recent work with both Pendleton, Oregon and Pasco, Washington, similar audits were performed and proved to be valuable when identifying items that will influence both short- and long-term capital project planning.

Table 3-1.5
Screen Condition, Criticality and Serviceability Rating

Area	Unit	Rank	Projects
Solids Treatment	Gas Piping/Valves	1	Replace frozen valves in gas handling room.
Secondary Treatment	Trickling Filter	2	Adjust trickling filter distribution arm.
Secondary Treatment	Intermediate Clarifier	2	Paint trickling filter distribution arm metal components. Rehabilitate intermediate clarifier concrete.
Secondary Treatment	DAFT	2	Replace intermediate clarifier center arm bearing. An important unit process that relies on old equipment without a redundant unit. Must have "on the shelf" redundant system components (air compressor, etc.) available to make repairs quickly.
Solids Treatment	Primary Digester Mixer 1	2	Rebuild or replace anaerobic digester mixer.
Disinfection and Outfall	UV Building	3	Replace UV Building roof membrane.
General SCADA	SCADA Local Control Panels	3	Replace all SCADA System LCPs with legacy PLCs and parts with new Allen Bradley PLCs and parts. Replace SCADA System PLC Profibus serial communication with Ethernet over fiber-optic.
Primary Treatment	Primary Effluent Box	4	Rehabilitate primary effluent box concrete.
Secondary Treatment	Chlorine Room	4	Replace chlorine room hose pumps. Install redundant pumps with containment in chlorine room.
Secondary Treatment	Diffusers	4	Replace membrane air diffusers and retainer rings in the aeration basins.
Secondary Treatment	Lime Treatment	5	Replace lime treatment control system, control panel and tank level sensors.
Secondary Treatment	Blower Building	5	Rehabilitate lime silo components that are corroded. Evaluate Blower Building HVAC and replace if necessary. Replace pressure transmitter on discharge header of aeration system.
Secondary Treatment	Blower 1	5	Provide Blower Building internal suction plenum. Replace Blower 1 motor because it burned out and unit does not work.
Secondary Treatment	Blower 2	5	Replace old centrifugal blowers with ABS turbo blowers.

Figure 2. Murraysmith recently completed a WWTP Age and Condition Summary Assessment for the City of Pasco

Modeling

PROCESS

There is not just one standard process model that is best for every application. Whether it is a model developed by the consulting firm or an independent software firm, these models are typically one of three types: steady state, dynamic, or composite process/computational fluid dynamic models:

- **Steady state:** Assumes the flows and loads to the treatment plant do not change and use safety factors to account for real-life variability. These models can typically be set up from existing plant monitoring data and are useful in making quick and generalized assessments of plant operations and capacity.
- **Dynamic:** These models can also be used to assess plant operations and capacity, but are able to take into account real-life variations in plant flows and loads on a daily, weekly, or other time scale basis. To properly set up these models so they rely less on generalized safety factors, supplemental testing of the incoming wastewater flow is required.
- **Process/CFD Hybrid:** These models are relatively new to the industry and combine either a steady state or dynamic model, as described above, with computational fluid dynamic models to do a detailed review of the hydraulic effectiveness of various subcomponents within the plant (i.e. level of selector zone effective mixing and clarifier short-circuiting). This style of modeling is not performed regularly and is typically not beneficial for plants that do not have tight discharge requirements.

For this project, we feel that a process model based on the BioWin software produced by EnviroSim is the most appropriate. While this model will require some additional up-front testing, it will allow us to review your plant under both steady state and dynamic conditions on an industry standard format. If the City is interested, supplemental operationally focused WWTP process software programs and training are also available from EnviroSim. A screen shot of an initial BioWin model we have developed for Richland is shown in Figure 3 below.

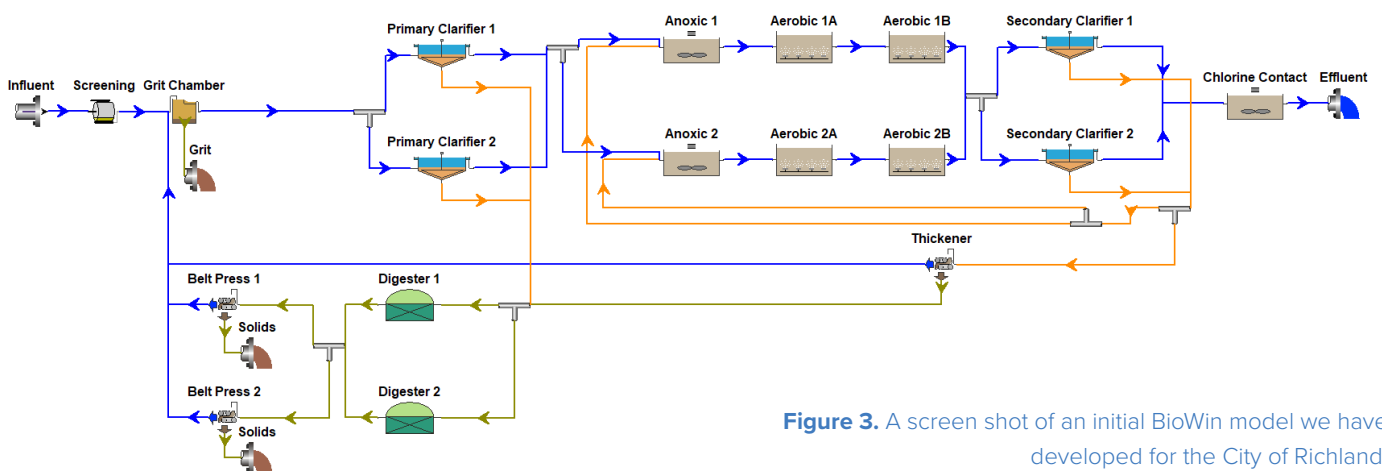


Figure 3. A screen shot of an initial BioWin model we have developed for the City of Richland.

HYDRAULIC

While we do not see the need for detailed CFD analysis to complement the process model at this time, we do feel that completing a capacity analysis of the hydraulic backbone of the treatment plant should not be overlooked. The capacity of a treatment plant is not just determined by the capacity of the individual unit processes, but also by the ability to transfer flow between them. On more than one occasion, we have been surprised to find that a plant's hydraulic capacity, and not it's process capacity, was the limiting factor. We propose to use the Visual Hydraulics produced by Innovative Hydraulics to complete the hydraulic modeling.

CALIBRATION

The various modeling software available today are powerful tools for analyzing a City's utility infrastructure. However, whether the model is of your water distribution system, sewer collection system, or treatment process, calibration and validation of the model results is a vital step that, unfortunately, is not always given the attention it deserves. At Murraysmith, our experienced modelers understand the importance of this step. To ensure proper calibration, our process model will be validated against historic plant operational data and the hydraulic model will be compared to field measurements by our modeling staff.



Figure 4. Murraysmith regularly performs hydraulic model calibration measurements for WWTP projects

Approach

An important part of our practice serving municipal clients is consistent delivery and performance on on-call contracts like this one. Our approach to these types of assignments is to provide a consistent project manager and team focused on responsive client service and delivery of not only the initial tasks, but the future tasks as well. Three key principles of our overall approach to projects like this include:



Listening to City O&M Staff.

We have found that work associated with WWTP on-call contracts like this typically focus on addressing challenges that are being faced by a City's Operations and Maintenance staff. To be successful, we understand that we must listen carefully to City staff and focus our team on practical solutions to address their specific needs while also being cognizant of financial budget constraints and/or timing.



Practical solutions focused on reusing existing assets.

There are a myriad of equipment and process options available to address issues at a WWTP, but one thing is constant – the cost of improvements are typically measured in the millions of dollars. As such, we always focus first on maximizing the use of existing assets through reusing, re-purposing, and rehabilitating existing assets to deliver practical, dependable, and affordable solutions to the challenges you face.



Commitment to industry best client service.

Our strong industry reputation for superior client service in the Pacific Northwest is founded on communications and responsiveness. No matter what size project, we are there for you. Our team will maintain close communications with City staff to see that all projects are kept on track.

3. Team Organization

Murraysmith provides the City of Richland a team that is highly experienced in wastewater treatment planning, design, analysis, and operations. Our team's broad background of expertise will enable us to efficiently identify and develop solutions for your WWTP needs.

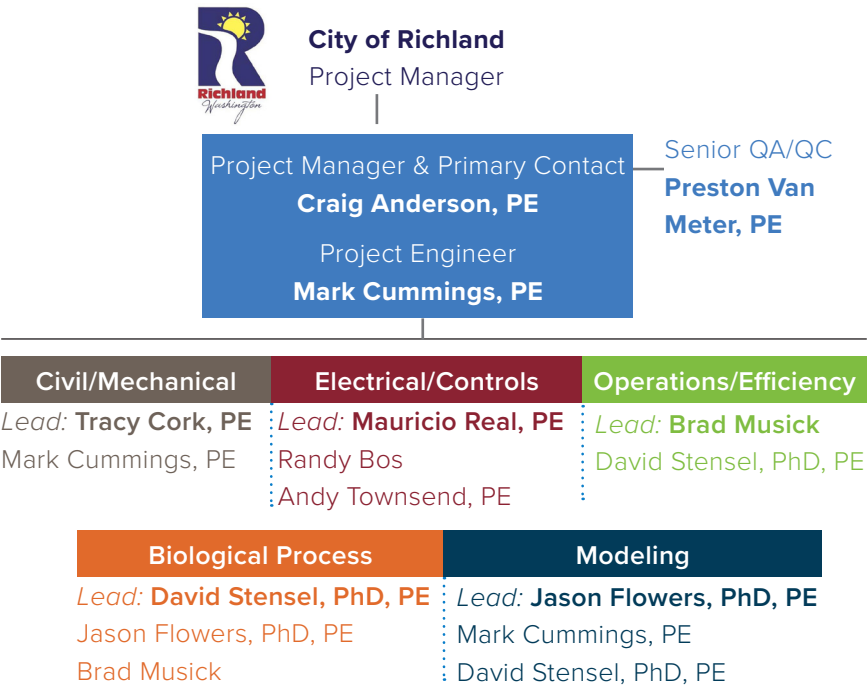
Your projects will be managed by Craig Anderson, who will be your primary contact. Key project elements, as shown in the organizational chart, will be led by experts in their respective discipline. This team brings a demonstrated track record of completing WWTP projects for public agencies similar to the City of Richland. Our bench and network of WWTP experts enables us to respond quickly and cost-effectively to your needs.

Due to the high-level audit, analysis, and alternative development work required, our team includes a mixture of senior, mid-level, and specialized subconsultants. On this type of assignment, it is our experience that having too junior of staff actually decreases efficiency and increases overall project cost. To optimize value, two specific actions were taken in the development of our team.

1. Mark Cummings will assist Craig in the day-to-day management and execution of the work and be an integral member in the completion of our civil/mechanical and modeling work. With nine years of experience, Mark has reached a point in his career where he has the breadth of understanding to take on this work while at an intermediate charge rate.
2. Our subconsultants were selected based not only for their world-class expertise, but for the overall

value they provide as well. Dr. Stensel, Brad Musick, and Tracy Cork are all sole proprietors. This means the City receives the best of both worlds – the benefit of the years of experience of these highly respected wastewater treatment professionals, while only paying a fraction of what comparable levels of expertise would cost from large national and international consulting firms.

Resumes for each of our team members follow the discussion of the schedule.



4. Project Schedule

A preliminary schedule for our proposed initial work on this on-call project is shown on the following page. A summary of each task item is provided in the work plan that was presented earlier. The following is a brief discussion of the items that may impact the schedule shown.

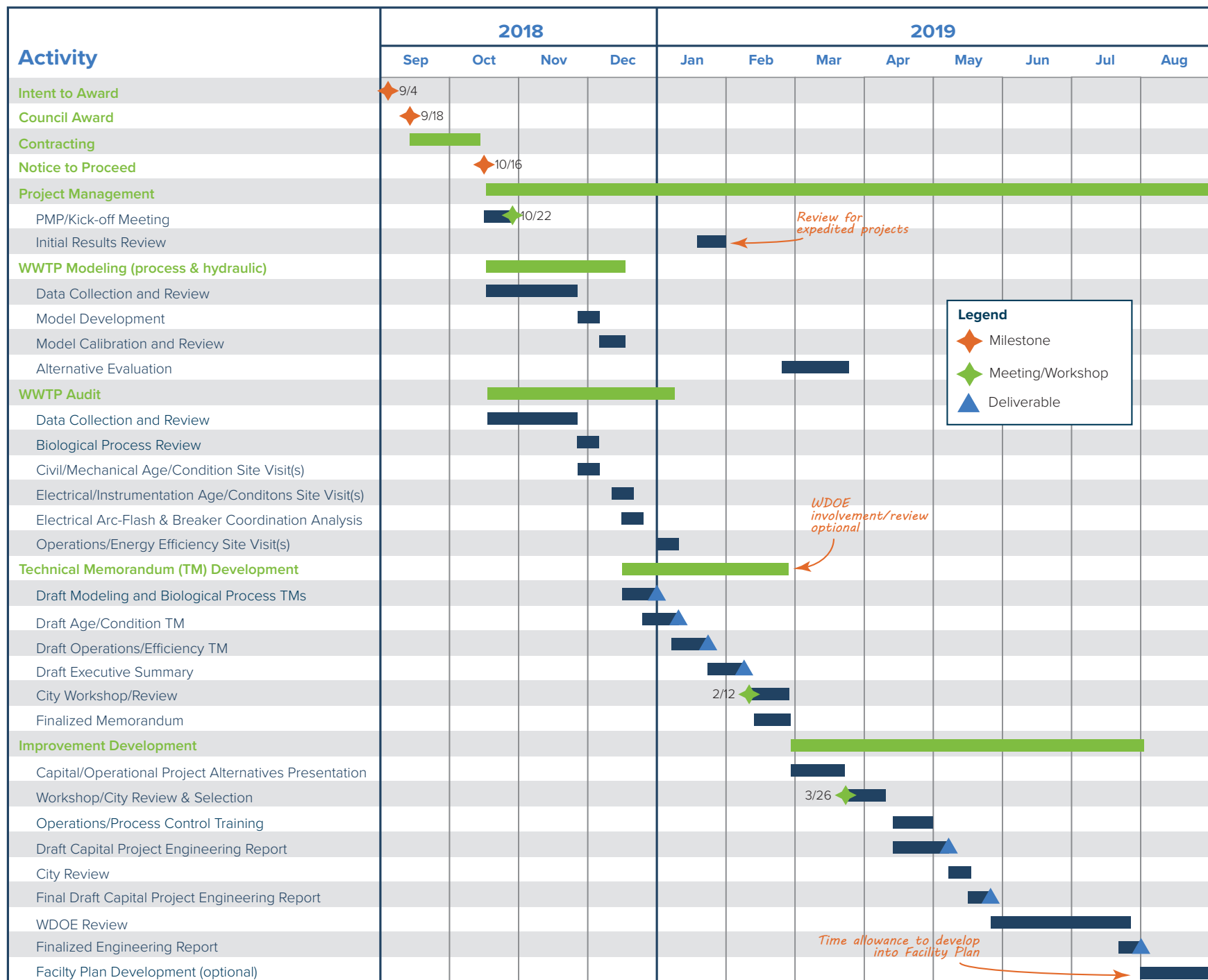
- **Notice to Proceed¹** – Exact timing will depend on the City's selection process, contracting, and council review and approval
- **City/Consultant Coordination¹** – While the proposed schedule has been set up around major holidays and existing consultant team commitments, a similar process will need to be completed for the City's core team.
- **Data Collection and Review^{1,2}** – For an efficient project, the collection, processing, and review of the required information in our proposed work plan needs to be completed before subsequent tasks proceed. The availability, format, comprehensiveness, and accuracy of existing City data is not known. For example, plant operational data and equipment lists that are incomplete and/or not in an excel or database format take longer to process and analyze.
- **Individual Audit Scheduling¹** – Due to the importance of the involvement of the proper City operational staff, site visits for these audits have intentionally not been overlapped. City staff already have a full-time job to do, so extending the time between these audits may be necessary.
- **Initial Results Review³** – Solutions for the City's highest priorities may expedite portions of the schedule shown to address these items specifically. This schedule item is included as a placeholder to discuss associated schedule modifications. It is presently scheduled immediately after the completion of the audits to ensure that expedited solutions consider the plant holistically. Further expediting is not recommended unless needed for permit compliance or safety concerns.
- **Level of WDOE Involvement^{1,4}** – The required level of WDOE involvement is included in the proposed schedule based on the need to generate an engineering report per WAC 173-240-060. Earlier and additional involvement of WDOE in the process can help the engineering report review process and the overall relationship with WDOE, but can add time to the schedule to address comments received.
- **City and WDOE Review Time and Comments^{1,4}** – Estimates for these reviews and addressing the associated comments are provided in the schedule. Actual times may vary.
- **Facility Plan versus Engineering Report^{1,4,5}** – To be eligible for capital project financial assistance, a facility plan is required per WAC 173-240-060. The schedule assumes the generation of an engineering report only. A line item is provided in the schedule for initial scoping discussions with the City to show the potential to add the environmental impact documentation, public involvement, and federal cross-cutter reviews necessary to make the proposed engineering report a Facility Plan.

In general, the best way to address both budget and schedule impact mitigation is covered by the proper development and use of our Project Management Tools described earlier. A well planned initial scope, budget, and schedule is the foundation that the PMP is built on. To keep the project on track, it is vital that the entire team agree to the work elements, schedule, joint staff time commitments, and underlying assumptions. Then, when problems/changes are foreseen, communication between the entire team (Consultant and City) is prompt and clear.

Changes are not always controllable. What can be controlled is how you manage, react to, and work through the change process.

Mitigation or elimination of impacts to the proposed schedule will be addressed in different ways, as listed below and noted individually above.

1. Impact is associated with assumptions made by Murraysmith to develop the proposed schedule. Days and durations need to be discussed and agreed to as part of the initial project scoping efforts
2. Impact of extended data collection period can be mitigated by clearly prioritizing the data needs to allow time-sensitive data dependent items to proceed first.
3. Intentional schedule impact item meant to force a team regroup expedition of proposed work items, if warranted.
4. WDOE review time and review comments can be hard to predict. WDOE can take up to 60 days to provide review and comment. Based on recent experience in the area, this time can be shortened by delivering draft support material to WDOE in advance for staged review and comment.
5. The SERP Process and, in particular, the review by the Federal Cross-Cutters, can be a lengthy process where advance draft material submission is typically not allowed. City should consider moving time-sensitive projects forward using self-funding and a WDOE engineering report only, if possible.



CRAIG ANDERSON, PE

Project Manager & Primary Contact

Craig will act as our primary point of contact and overall project manager for WWTP process modeling and any on-call work. He will be directly responsible for developing the scope and budget and selecting the appropriate team personnel for any assignments that Murraysmith receives. Craig will also be responsible for ensuring timely, cost-effective, and quality products are delivered to the City. Craig is a principal and owner of Murraysmith, as well as a wastewater treatment expert. He knows the strengths of our team and resources, the City's staff and facilities, and has spent a large portion of his career working in the Tri-Cities area.

Craig has managed numerous multi-discipline teams and has delivered successful projects for a wide range of public clients. His experience with planning, design, construction, and start-up services for mechanical treatment plants in Kennewick and Pasco, WA; and Boise, Idaho Falls, and Nampa, ID make him the ideal candidate to lead our team.

SELECT PROJECT EXPERIENCE:

WWTP SECONDARY TREATMENT UPGRADE IMPROVEMENTS, CITY OF IDAHO FALLS, ID; *Project Manager.*

Upgrades include adding an activated sludge treatment system to remove ammonia and provide biological phosphorus removal. These upgrades address new limits in the City's NPDES permit. The project includes 7 million gallons of new aeration basins with an anoxic zone for denitrification of return activated sludge (RAS), followed by a series of anaerobic selector basins to promote biological removal of phosphorus. The new secondary system will include construction of a swing zone for denitrification of a mixed liquor recycle stream to further improve biological phosphorus removal. Upgrades also include a retrofit of the existing secondary pump system and construction of a new blower building and aeration system. Murraysmith supported the City to develop funding for the project and is working with the Idaho DEQ to meet requirements of the City's SRF loan. The project will reduce energy demand at the WWTP by nearly 25 percent. The total capital cost of the proposed improvements is \$21 million.

As part of this project, Murraysmith also provided design and construction phase services for the City's Primary Effluent Lift Station which pumps the effluent from the primary clarifiers to the aeration tanks. The pump station has six submersible pumps that are divided between two separate wet

well chambers, providing a firm capacity of 49 MGD. During average flows, only one chamber is required and the other chamber can be isolated, allowing the City to easily maintain the facility and equipment.

This project won First Place for the ACEC of Idaho Engineering Excellence Awards.

COMPREHENSIVE SEWER PLAN, CITY OF PASCO, WA; *Treatment Lead.*

Craig served as treatment lead for the City of Pasco's Comprehensive Sewer Plan project. The City of Pasco is currently served by a single conventional activated sludge wastewater treatment plant. Murraysmith was retained to complete a Comprehensive Sewer Plan and provide predesign engineering services for a second wastewater treatment plant. Work included analysis of the collection system and treatment facilities, and development of a new GIS-based collection system model with flow monitoring to calibrate, and analysis of deficiencies to develop an updated 20-year CIP. Hydraulic modeling revealed capacity in the collection system was available, with minor diversions and improvements, to direct flows to the existing WWTP, eliminating the need for a second WWTP. This provided a savings of over \$15 million in deferred improvements over the next ten years.



AVAILABILITY

<i>Richland WWTP</i>		30%
<i>Other projects</i>		50%

YEARS OF EXPERIENCE

25

EDUCATION

- ME, Civil Engineering, (Water/Wastewater Treatment Emphasis), University of Idaho
- BS, Civil Engineering, University of Idaho

REGISTRATION

Professional Engineer - WA, ID, & OR

KEY EXPERTISE

- Multi-discipline Team Management
- Wastewater Treatment Design
- Wastewater Facilities Planning
- WWTP Energy Efficiency
- Construction Contract Administration
- Effluent & Reclaimed Water

OTHER SIMILAR PROJECTS

- **Wastewater Treatment Plant Expansion**, City of Kennewick, WA
- **Wastewater Facility Plan**, City of Idaho Falls, ID
- **West Boise Phase 3; Stage 2 Wastewater Treatment Facility Improvements**, City of Boise, ID (*ACEC-ID Engineering Excellence Award recipient*)
- **Wastewater Treatment Plant Capacity Assessment**, City of Nampa, ID

DAVID STENSEL, PE, PHD

Biological Process & Plant Operations

Dr. Stensel has 45 years of experience in the environmental engineering industry and academia, including 32 years at University of Washington. He is a recognized national and international expert on the application and design of biological nutrient removal processes. Early work included the introduction of the Carrousel oxidation ditch and Bardenpho processes to the U.S. for nitrogen and phosphorus removal, and he has since worked on numerous nutrient removal process designs. He is coauthor of the widely used EPA Fine Pore Aeration Manual and has been a long-standing member of the ASCE Aeration Standards committee. He was part of a team that produced the widely used WERF document on "Methods for Wastewater Characterization in Activated Sludge Modeling", which has been associated with the BioWin[™] activated sludge model. He has over 150 publications and is the coauthor of the 4th (2003) and 5th (2014) editions of the Metcalf and Eddy Wastewater Engineering book and contributor to the EPA Nutrient Removal manual. He has presented in numerous workshops and seminars for the EPA, WEF, and WERF. He has also been serving on the WERF Nutrient Challenge Program management team.

SELECT PROJECT EXPERIENCE:

KING COUNTY, SEATTLE, WA.

Evaluate process modifications for granular activated sludge and pilot plant. Evaluation of digester foaming and foam-causing bacteria in activated sludge process.

CITY OF IDAHO FALLS, ID.

Evaluate process configuration and aeration design and upgrade alternatives (with Murraysmith)

YAKIMA, WA.

Process alternatives modeling, aeration.

SNOQUALMIE, WA.

Process evaluation, modeling and operations assistance for anaerobic/anoxic/aeration system

CITY OF BOISE, ID.

Evaluated phosphorus removal alternatives for retrofit of 12 MGD facility at Lander Street. Carried out pilot plant study on process modification. Evaluated performance of retrofitted West Boise plant for biological nitrogen and phosphorus removal with model fitting.

LAS CRUCES, NM.

Process model (BioWin software) analyses of secondary treatment alternatives and design of aeration oxygen transfer rates for tanks in series.

RUIDOSO, NM.

Advanced nutrient removal facility design including BioWin analysis, aeration requirements, process optimization, TN

removal by RO feasibility, and effluent total nitrogen permit issues

CHAMA, NM.

Process modeling for design, analyses, aeration needs, and optimization

LOS LUNAS, NM.

Digester operation optimization

PIMA COUNTY, AZ.

Evaluating wastewater treatment alternatives for plant upgrades for nitrogen and phosphorus removal. (Plant sizes range from 12 to 80 MGD).

MINNESOTA ENVIRONMENTAL SCIENCE AND ECONOMIC REVIEW BOARD AND STATE OF MINNESOTA.

Evaluated 17 full-scale wastewater treatment facilities and determined the most cost-effective methods to achieve an effluent phosphorus concentration of < 1.0 mg/L, including chemical precipitation, enhanced biological phosphorus removal, and combined chemical and biological phosphorus removal. Provided report and two workshops to the State of Minnesota.

WATER ENVIRONMENT RESEARCH FOUNDATION.

Evaluated full-scale facilities (3.0 to 35 MGD) to determine biological phosphorus removal performance and factors that affected performance. Modeled design of five selected facilities with comprehensive field data collection. Co-author of report to WERF.

AVAILABILITY

Richland WWTP  20%
Other projects  50%

YEARS OF EXPERIENCE

45

EDUCATION

- PhD, Cornell University
- MS, Environmental Engineering, Cornell University
- BS, Civil Engineering, Union College

REGISTRATION

Professional Engineer - PA

PROFESSIONAL ACTIVITIES

- American Academy of Environmental Engineering. State Representative, 1996-present
- ASCE Oxygen Transfer Standards Committee, 1986-present
- Hanford Advisory Board, 1999-2002
- Associate Editor, Water Environment Research Journal, 2000 – 2005
- Associate Editor, Environmental Engineering and Science Journal, 2001 – 2005
- Leadership Team - Water Environment Research Foundation's Nutrient Removal Challenge - 2007-2012

AWARDS AND HONORS

- Puget Sound Engineering Council Academic Engineer of the Year, 2017
- Water Environment Federation Fellow, October 2015
- Pacific Northwest Clean Water Association Individual Distinguished Service Award, October 2014
- Washington State Academy of Science, September 2013
- Frederick Pohland Medal, American Academy of Environmental Engineers and Association of Environmental Engineering and Science Professors, July 2013
- Water Environment Federation, Bradley Gascoigne Medal, 2006
- American Association of Environmental Engineering and Science Professors Keynote speaker at WEFTEC Research Symposium, October 2001, Atlanta, GA

TRACY CORK, PE

Civil/Mechanical Treatment Systems

Tracy has a comprehensive technical background and experience in all aspects of municipal wastewater process design and biosolids disposal. He has extensive hands-on experience in planning evaluation, pilot testing, design, construction management, and facility start-up. Tracy also has detailed experience in odor control and characterization at municipal wastewater treatment plants and solids handling facilities. He has successfully completed planning, permitting, design, and commissioning of Class A effluent reuse projects utilizing membrane technology.

SELECT PROJECT EXPERIENCE:

WWTP, CITY OF PASCO, WA

Evaluation of existing digestion and dewatering system.

WWTP, SUNRIVER, OR

- Solids Evaluation to determine most appropriate technology
- Design, construction assistance and startup of a 1-meter belt filter press and associate systems
- Composter evaluation, design, startup
- Biosolids reuse site

WRF, CITY OF BEND, OR

Evaluation, design startup of an 800,000 gallon silo type anaerobic digester

- Fast-track design-build of a 2-meter belt press, custom dry polymer system and cake storage silo with cake pumping.
- Optimization of gravity belt thickening and DAFT system
- Comprehensive solids handling master plan
- Assistance in certification process to secure Class A status for dried biosolids

WWTP UPGRADES, CITY OF SWEET HOME, OR; *Technical Advisor.*

Tracy is working with Murraysmith on a WWTP expansion, including investment in the sanitary sewer collection system to reduce peak flows at the treatment plant and rehabilitating existing plant assets to reduce the overall project cost. The WWTP upgrades will include influent pump station rehabilitation; new headworks and primary clarifiers; secondary process upgrades to meet long term discharge limits; new Secondary Clarifier and RAS/WAS Building; conversion to UV disinfection in the existing CCB; plant automation upgrades and new SCADA System; and a new Solids Dewatering Facility.

UPPER OCCOQUAN SEWERAGE AUTHORITY WRF, CENTERVILLE, VA

- Design of a two-train dissolve air flotation thickening system
- Pilot testing of several dewatering centrifuges
- Design of 4 high-solids solid-bowl centrifuges
- QA/QC on the 26 ton per day rotary drying system to produce Class A biosolids

VALLEJO WWTP, VALLEJO, CA

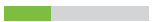
- Evaluation of solids thickening and dewatering technologies to replace existing vacuum filters
- Head-to-head pilot testing of belt filter press and high-solids centrifuge
- Design, construction services, and commissioning of a \$15 million solids handling facility including:
 - Three 2-meter belt filter presses
 - Two 3-Meter gravity belt thickeners
 - Dry/Liquid Polymer system
 - Cake conveyance and storage silo
 - Two-stage packed tower odor control

ROCK CREEK AWTP, CLEAN WATER SERVICES, OR

- Designed two 2-meter gravity belt thickeners and support systems
- Preliminary design of six 200-foot diameter primary clarifiers and sludge dewatering
- Design of a high capacity solid bowl centrifuge to replace existing belt filter presses



AVAILABILITY

Richland WWTP  30%
Other projects  50%

YEARS OF EXPERIENCE

32

EDUCATION

- MS, Civil/Sanitary Engineering, Oregon State University
- BS, Civil Engineering, Oregon State University

REGISTRATION

Professional Engineer - OR

AWARDS

- Award for Innovation— Rock Creek AWTP—Phase 3 Phosphorous Removal Project

UNIQUE QUALIFICATIONS

- Biogro—"A 15-Year Long Success Story." Proceedings from WEF Specialty Conference on Residuals, 1992.
- Biological Nutrient Removal, Presentation at AWWA Short School, 1991.
- Fundamentals of Anaerobic Digestion, Presentation at AWWA Short School, 1992.
- USA Rock Creek Phosphorus Removal Pilot Study, Presentation at PNPCA, 1990.

PRESTON VAN METER, PE, DBIA

Senior QA/QC

Preston is an experienced civil and environmental engineer focused on the management of wastewater and recycled water facility planning, design and construction on projects through the West Coast. Preston's experience includes the rehabilitation design, greenfield facilities, membrane bioreactors, and digester gas utilization projects. Preston is our firm's alternative delivery and coastal region wastewater treatment lead.

SELECT PROJECT EXPERIENCE:

WASTEWATER TREATMENT PLANT UPGRADES, CITY OF SWEET HOME, OR; *Project Manager.*

Murraysmith is completing a WWTP expansion for the City of Sweet Home, including investment in the sanitary sewer collection system to reduce peak flows at the treatment plant and rehabilitating existing plant assets to reduce the overall project cost. The WWTP upgrades will include influent pump station rehabilitation; new headworks and primary clarifiers; secondary process upgrades to meet long term discharge limits; new Secondary Clarifier and RAS/WAS Building; conversion to UV disinfection in the existing CCB; plant automation upgrades and new SCADA System; and a new Solids Dewatering Facility.

WASTEWATER TREATMENT PLANT PROGRESSIVE DESIGN-BUILD, CITY OF THE DALLES, OR; *Project Design Lead.*

Partnered with Mortenson Construction. The project included design and construction of a new influent pump station and headworks facility with screening and grit removal equipment, conversion of an existing 180,000-gallon biosolids storage vessel into an anaerobic digester, and aesthetic improvements to the treatment facility. The method of contract delivery was progressive design-build, the first in the State of Oregon.

DURHAM AWWTP SECONDARY IMPROVEMENTS PROJECT FOR CLEAN WATER SERVICES, OR; *Project Manager.*

Preston was responsible for development of a project deliver analysis, preliminary and final design and construction management for secondary process improvements at the Durham Advanced Wastewater

Treatment Plant for Clean Water Services. The fast-track project involved the addition of slide gates and stop gates for process control, replacement of scum mechanisms and addition of launder brushes on three secondary clarifiers, clarifier launder wall concrete repairs, replacement of a clarifier drive and other misc. improvements.

WASTEWATER TREATMENT PLANT FACILITY UPGRADES, PENDLETON, OR; *Project Manager.*

Responsible for full design services, environmental permitting, dewatering equipment pilot testing, bidding and construction services, startup and troubleshooting, electronic O&M Manual and SCADA programming for major plant upgrades to meet low Ammonia-N and other permit limits. A key component of the design is a new aeration basin that will be designed for biological nutrient removal over the next seven years and then conversion to an MBR in Phase 2 that may use retired membranes from the Pendleton Drinking Water Plant. Other elements of the project will include a new headworks building and grit system modifications, clarifier rehabilitation, new in-plant pump station, disinfection system upgrades, and a new river outfall.

OTHER SIMILAR PROJECTS

- **Tehaleh Wastewater Treatment Plant,** Newland Communities, Pierce County, WA
- **WWTP Improvements,** City of La Center, WA
- **Wastewater Reclamation Plant Secondary Clarifier Improvements and Performance Optimization,** City of Corvallis, OR



AVAILABILITY

Richland WWTP		15%
Other projects		65%

YEARS OF EXPERIENCE

23

EDUCATION

- MS, Environmental and Water Resources Engineering, University of Michigan
- BS, Civil Engineering, Oregon State University
- BS, Business Administration, Oregon State University

REGISTRATION

Professional Engineer - WA & OR
Design-Build Institute of America

PROFESSIONAL ACTIVITIES

- American Society of Civil Engineers
- Water Environment Federation
- *Water Reuse Committee*
- Pacific Northwest Clean Water Association
- *Water Reuse Committee*
- Oregon Association of Clean Water Agencies
- *Stormwater Committee*
- *Water Quality Committee*

UNIQUE QUALIFICATIONS

- Expert in innovative approaches to WWTP upgrades
- Designed upgrades for WWTPs in over 15 Pacific Northwest communities
- Specializes in facility rehabilitation
- Long history of delivering complex projects on time and within budget

MARK CUMMINGS, PE

Project Engineer

Mark further augments Murraysmith's team of experienced project/task leads and will assist Craig with the day-to-day direction and management of our work assignments. Since the beginning of his career, Mark has assisted Craig with wastewater treatment plant planning, design, and construction projects in Idaho Falls, ID, Nampa, ID, and Pasco, WA. Specifically, Mark's experience at treatment facilities includes hydraulic and process modeling, pump station design, and collection system design. He has also gained invaluable experience over the last two years working as Murraysmith's construction inspection coordinator for the City of Nampa's water and wastewater utility improvements.



SELECT PROJECT EXPERIENCE:

COMPREHENSIVE SEWER PLAN, CITY OF PASCO, WA; *Staff Engineer.*

Murraysmith was selected to complete a Comprehensive Sewer Plan for the City. Mark served as staff engineer on the plan to model and evaluate the wastewater treatment plant (WWTP) hydraulics and process treatment. The work included an assessment of the plant under current and future design flow conditions. The hydraulics of the WWTP were evaluated to identify facility hydraulic bottlenecks and deficiencies. The WWTP process mass balance evaluation reviewed the system as a whole and each process individually to identify capacity issues and limiting conditions.

OPTIMIZED SEWER COLLECTION SYSTEM MASTER PLAN, CITY OF BEND, OR; *Staff Engineer.*

The Optimized Sewer Collection System Master Plan Update is an element of a larger sewer-related engineering, planning, financing, and public relations project that will help guide development in Bend for decades to come. The optimization analysis blends traditional and non-traditional approaches to the master planning process using a formal optimized decision support analysis to be applied to the system to identify a range of alternative, low-cost (capital and life cycle cost) solutions for the system for review and consideration by City staff and community stakeholders.

WASTEWATER TREATMENT PLANT CAPACITY ASSESSMENT, CITY OF NAMPA, ID; *Staff Engineer.*

Mark modeled and evaluated the City of Nampa's wastewater treatment plant (WWTP) capacity assessment. The assessment includes an evaluation of the hydraulics under current and future design flow conditions. The various unit process components in the WWTP were subjected to total capacity and firm capacity conditions to determine maximum design flow limits.

WASTEWATER FACILITY PLAN, CITY OF IDAHO FALLS, ID; *Staff Engineer.*

Mark assisted with the development of a wastewater facility plan that evaluates existing and 20-year hydraulic and unit process components. The plan also includes updating population and flow projections for the City and wholesale customers, a collection system deficiency analysis, and close coordination with the Department of Environmental Quality.

OTHER SIMILAR PROJECTS

- **Secondary Treatment Upgrades**, City of Idaho Falls, ID
- **WWTP Facilities Plan**, City of Pasco, WA
- **Primary Treatment Upgrades**, City of Idaho Falls, ID
- **WWTP Immediate Needs**, City of Pasco, WA

AVAILABILITY

Richland WWTP  60%
Other projects  30%

YEARS OF EXPERIENCE

9

EDUCATION

- MS, Environmental Engineering, University of Idaho
- BS, Biological and Agricultural Engineering, University of Idaho

REGISTRATION

Professional Engineer - WA (in progress) & ID

KEY EXPERTISE

- WWTP Hydraulic Analysis
- Construction Management
- Wastewater Pump Stations & Lift Stations
- Wastewater Treatment Facilities
- Wastewater Facilities Planning
- GIS Support
- Hydraulic Modeling

JASON FLOWERS, PE, PHD

Modeling Lead & Biological Process Support

Jason has nine years of consulting experience and nine years of academic research experience in environmental engineering. He specializes in wastewater treatment, and has been involved in the design of every liquid stream unit process for wastewater treatment. In addition, his academic research focused on understanding the role of different strains of *Candidatus Accumulibacter phosphatis* on enhanced biological phosphorus removal. In addition, Jason explored the change in the microbial population in an AO activated sludge system over the course of two years. Since joining Murraysmith, Jason has been involved with wastewater treatment plant facilities plans for the City of Sandy, Oregon, and City of Pendleton, Oregon, and is part of the preliminary design for the City of Sweet Home, Oregon.

SELECT PROJECT EXPERIENCE:

WWTRRF FACILITIES PLAN UPDATE, CITY OF PENDLETON, OR; Project Engineer.

Murraysmith is developing a facilities plan for the WWTRRF at the City of Pendleton. As part of this work, Jason has been involved with developing a BioWin[™] model to evaluate the capacity of the existing system as well as to propose process modifications and expansions to meet the future flows and discharge criteria.

SANITARY SEWER FACILITIES PLANNING, CITY OF SANDY, OR; Project Engineer.

The City of Sandy is developing a Sanitary Sewer Facilities Plan to determine options for handling future expansion. As part of this work, Jason is leading the biological treatment options alternative analysis by developing a BioWin[™] model of the existing treatment system.

WWTP SCHEMATIC DESIGN, CITY OF SWEET HOME, OR; Project Engineer.

The City of Sweet Home is in the initial phases of designing an expansion of their WWTP. Jason is leading the design of their aeration basins to handle the flow for future max month and peak flow rates.

ON-CALL WWTP IMPROVEMENT PROJECTS, CITY OF LYNNWOOD, WA; Project Engineer.

Murraysmith is providing on-call services for the City of Lynnwood WWTP. As part of this

work, Jason has lead several alternative analysis evaluations including exploring options for replacing their gravity sludge thickener mechanism as well as sand feed system for their fluidized bed incinerator.

OTHER SIMILAR PROJECTS

- **On-Call Wastewater Engineering**, Clean Water Services, OR
- **WWTP Effluent Disinfection Alternatives Analysis**, Prince William County Service Authority, VA

PUBLICATIONS

- J.J. Flowers, S. He, S. Tringe, S. Malfatti, T. Glavina del Rio, P. Hugenholtz, and K.D. McMahon, 2013. "Comparative Genomics of Two 'Candidatus Accumulibacter' Clades Performing Biological Phosphorus Removal." ISME Journal 7: 2301-2314.
- J.J. Flowers, T.A. Cadkin, and K.D. McMahon, 2013. "Seasonal Bacterial Community Dynamics in a Full-Scale Enhanced Biological Phosphorus Removal Plant" Water Research 47:7019-7031.
- J.J. Flowers, S. He, N. Ivanova, S. Yilmaz, D. Noguera, and K. McMahon, 2009. "Denitrification Capabilities of Two Enhanced Biological Phosphorus Removal Sludges Dominated by Different 'Candidatus Accumulibacter' Clades." Environmental Microbiology Reports, 1(6), 583-588.



AVAILABILITY

Richland WWTP 30%
Other projects 60%

YEARS OF EXPERIENCE

18

EDUCATION

- PhD, Environmental Engineering, University of Wisconsin
- BS, Environmental Engineering, University of Tennessee

REGISTRATION

Professional Engineer - WA

AWARDS AND RECOGNITIONS

- Biotechnology Training Program Fellow, National Institutes of Health, 2005
- WEF Canham Graduate Studies Scholarship, Water Environment Federation, 2010

KEY EXPERTISE

- Biological Process Modeling
- Expertise in Enhanced Biological Phosphorus and Nitrogen Removal
- Wastewater Treatment Facilities
- Wastewater Facilities Planning

MAURICIO REAL, PE, PMP

Electrical/Controls Lead

Mauricio is a senior electrical engineer at Murraysmith. He has eight years of experience on electrical installations in various industries, including water and wastewater, pulp & paper, and oil & gas. He has successfully led and managed medium and large E&I projects from concept to implementation.

SELECT PROJECT EXPERIENCE:

WWTP ARC FLASH STUDY, CITY OF PASCO, WA; *Lead Electrical Engineer.*

For the treatment plant in the City of Pasco, Mauricio provided an arc flash hazard assessment and breaker coordination study in response to an equipment failure that caused the loss of power in the facility without activation of the standby power. Our team quickly mobilized to the plant following the event, completing the initial field work and data collection in a matter of a few days. We then completed the ETAP software modeling, hazard and breaker coordination analysis in accordance with IEEE 1584 and NFPA 70E, providing the complete report and stickers in just a few weeks.

WASTEWATER TREATMENT PLANT UPGRADES, CITY OF SWEET HOME, OR; *Electrical Engineer.*

Murraysmith is completing a WWTP expansion for the City of Sweet Home, including investment in the sanitary sewer collection system to reduce peak flows at the treatment plant and rehabilitating existing plant assets to reduce the overall project cost. The WWTP upgrades will include influent pump station rehabilitation; new headworks and primary clarifiers; secondary process upgrades to meet long term discharge limits; new Secondary Clarifier and RAS/WAS Building; conversion to UV disinfection in the existing CCB; plant automation upgrades and new SCADA System; and a new Solids Dewatering Facility.

63RD STREET PUMP STATION REPLACEMENT, CITY OF VANCOUVER, WA; *Lead Electrical Engineer.*

Mauricio serves as the lead electrical engineer for this project which includes

the electrical design of (2) 10 hp pumps on VFD, emergency generator, motor control center, automatic transfer switch, electric service, remote terminal unit, lighting, instrumentation, and ancillary loads. It also includes the preparation of final plans and technical specifications.

REDMOND WRF OXIDATION DITCH AERATOR VFD UPGRADES PROJECT, *Lead Electrical Engineer.*

In response to a process control issue, operators at the Redmond Water Reclamation Facility (WRF) desired the ability to control the surface aerators on their two oxidation ditches. Mauricio worked with staff to develop a plan to upgrade the existing aerator motors to inverter duty and install new VFDs in the Headworks Electrical Room that will be controlled by the DO sensors already monitored by the plant SCADA system. When complete, the upgrades will improve the treatment process by allowing plant staff to better control DO levels.

OTHER SIMILAR PROJECTS

- **Immediate Needs Assessment/Improvements**, City of Pasco, WA
- **WWTRRF Facilities Plan Update**, City of Pendleton, OR
- **Arrah Wana Pump Station**, Clackamas Water Environment Services, OR
- **Wastewater Facilities Improvements**, Parkdale Sanitary District, OR
- **Pulp Mill Sanitary Sewer**, Kapstone Paper and Packaging, WA
- **Sludge Dewatering Pre-thickener System Upgrades**, Kapstone Paper and Packaging, WA
- **Controls Upgrades for Anodic Protection of Digesters**, Kapstone Paper and Packaging, WA



AVAILABILITY

Richland WWTP 30%
Other projects 60%

YEARS OF EXPERIENCE

8

EDUCATION

- MS, Electrical Engineering, Portland State University
- BS, Electrical & Electronics Engineering, Oregon State University

REGISTRATION

Professional Engineer - WA, OR, CA, CO, ID, & NV

KEY EXPERTISE

- Power Distribution (low and medium)
- Load distribution, generator, UPS and ATS sizing
- SCADA and PLC upgrades
- SCADA and PLC network block diagrams
- Construction management support

RANDY BOS

Electrical/Controls Support

Randy has 40 years of experience with the design and construction of industrial electrical, instrumentation, and automation control systems. He has working knowledge of the NFPA-70 (NEC), NFPA-70E, NFPA-820, NESC, UL-508A requirements, and sound construction practices. He's worked as a senior designer and in the field providing construction inspection, technical support, start-up testing and commissioning services on many municipal WWTPs and pump stations.



SELECT PROJECT EXPERIENCE:

KLINELINE PUMP STATION, CLARK REGIONAL WASTEWATER DISTRICT, WA; *Electrical, Instrumentation and Control Designer.*

Randy provided electrical power distribution, instrumentation and process control systems design for this project. The pump station collected wastewater flows from Northern Clark County and transferred collected wastewater to the Salmon Creek WWTP via a new five-mile force main pipeline. The project included a new self-cleaning trench wet well with five 200 HP centrifugal pumps, chemical treatment, full capacity standby power system and a networked SCADA/PLC automation system connected to the Salmon Creek Treatment Plant via licensed radio telemetry. Randy served as primary designer for E, I&C on the project and performed construction management support as well as O&M staff training.

PIONEER CORRIDOR PUMP STATIONS, CLARK REGIONAL WASTEWATER DISTRICT, WA; *Systems Integrator's Project Manager.*

The project included five medium sized wastewater collection system pump stations along the I-5 corridor between Ridgefield and Salmon Creek. Randy's duties included project scheduling and staffing, submittal preparation, materials procurement, control panel design and preparing loop sheets, shop drawings and as-built documentation. During construction he also participated with submitting RFIs, preparing change order proposals, startup, commissioning, and O&M staff training.

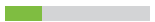
WWTP IMPROVEMENTS, CITY OF WASHOUGAL, WA; *I&C Designer and Systems Integrator's Project Manager.*

Randy provided the instrumentation and controls design for the consulting engineering firm and also served as project manager for the systems integrator building the project. The project included process upgrades in the following areas, influent pump station capacity, a new oxidation ditch system, solids handling, upgraded UV disinfection, effluent pumping improvements, New electrical service and standby power capacity increase, new fiber optic SCADA network, servers and PLC upgrades..

OTHER SIMILAR PROJECTS

- **On-Call Municipal Engineering,** City of Pasco, WA
- **Wastewater Treatment Plant Upgrades,** City of Sweet Home, OR
- **WWTP Arc Flash Study,** City of Pasco, WA
- **WTP Control System Upgrades Bidding,** City of Pasco, WA
- **28th Street Lift Station,** City of Pendleton, OR
- **63rd Street Pump Station Replacement,** City of Vancouver, WA
- **Wastewater SCADA System Evaluation and Recommendations,** City of Pendleton, OR
- **WWTP Design-Build-Operate Improvements,** City of Wilsonville, OR

AVAILABILITY

Richland WWTP  20%
Other projects  70%

YEARS OF EXPERIENCE

40

ADVANCED PLC TRAINING

- Rockwell Automation
- Schneider/Wonderware
- GE/iFIX
- Siemens

KEY EXPERTISE

- Wastewater Treatment
- Wastewater Collection Systems
- Water Distribution Systems
- Advanced SCADA/PLC Automation Systems
- Process Control Networks
- Power Distribution
- Instrumentation
- Construction Management

ANDY TOWNSEND

Electrical/Controls Support - Auditing

Andy is Townsend Control's Engineer and Controls Manager. His overall duties include design, supervision, and field implementation of power, instrumentation and control systems. His day to day duties include designing and organizing projects so they can be implemented in a neat and professional manner while conforming to NEC requirements. Other activities include design, layout and programming of PLC's and HMI's for control systems implemented by the UL508A/698 panel shop.



SELECT PROJECT EXPERIENCE:

WWTP ROTARY DRUM AND BELT FILTER PRESS IMPROVEMENTS, CITY OF RICHLAND, WA.

Scope of work included modifying existing control panels to accept additional/modified I/O for new systems. Update plants main control system PLC programming, alarming and HMI programming to reflect altered system configuration. This also included coordination with vendors for control system interface to plants PLC system along with the modification/additions to polymer system, TWAS and WAS pumping systems.

WWTP AERATION BASIN, CITY OF RICHLAND, WA.

Addition of 2 new control panels, additional MCC's and 12 new instruments in new aeration basin facility with the addition of blowers and supporting equipment. Installation included modification of existing equipment and control system, installation of vendor provided equipment and providing new equipment.

WWTP MODIFICATIONS, CITY OF PASCO, WA.

Modification to 2 existing control panels, additional MCC's and 20 new instruments throughout existing WWTP facility with the addition of blowers, aeration basin, digester, lime system, biosolids and screener/washers. Installation included modification of existing equipment and control system, installation of vendor provided equipment and providing new equipment.

WATER TREATMENT PLANT IMPROVEMENTS, CITY OF PASCO, WA.

Upgraded entire plant control system from Siemens to Allen Bradley Control Logix. System upgrades included installing a new Master Process PLC, 4 Membrane Filtration

PLC systems, Filtration Master PLC, Fluoride System PLC and Sedimentation Basin PLC. Scope included modification of existing control panels to install new PLC back panels into existing enclosures, modifying existing Wonderware HMI, Historian and Alarm server to reflect upgraded PLC tags and updating all remote communications with remote water supply/distribution stations. We also preformed process logic upgrades to help improve process operation.

WWTP IMPROVEMENTS, CITY OF WALLA WALLA, WA.

Addition of 4 new control panels, 3 additional MCC's and 24 new instruments throughout existing WWTP facility with the addition of blowers, filter, polymer feed, sludge and UV systems. Installation included modification of existing equipment and control system, installation of vendor provided equipment and providing new equipment.

WWTP IMPROVEMENTS, CITY OF PULLMAN, WA.

Addition of 3 new control panels, 2 additional MCC's and 12 new instruments throughout existing WWTP facility with the addition of blowers, settling basin, reactors. Installation included modification of existing equipment and control system, installation of vendor provided equipment and providing new equipment.

OTHER SIMILAR PROJECTS

- **Age & Condition Audit**, City of Pasco, WA
- **WWTP Improvements**, City of Sunnyside
- **WWTP**, City of Winlock

AVAILABILITY

Richland WWTP  15%
Other projects  70%

YEARS OF EXPERIENCE

24

EDUCATION

BS, Electrical Engineering, Washington State University

REGISTRATION

- Washington State Master Electrician (Administrator & Journeymen)
- NCPCCI - Certified Electrical Inspector
- ISA - Certified Control System Technician
- Rockwell Automation Certified PowerFlex Drives Startup Technician
- Rockwell Automation System Integrator
- Rockwell Automation PlantPax Recognized Integrator
- Wonderware Systems Integrator
- GE Proficy iFix HMI/SCADA Trained

UNIQUE QUALIFICATIONS

- Experience with local WWTPs, including the City of Richland's wastewater facilities

BRAD MUSICK

Operations & Energy Efficiency

Brad's 33 years of experience in the wastewater field includes operations, management, and consulting. He specializes in biological treatment, specifically activated sludge, and both aerobic and anaerobic digestion. His expertise in plant operations and facility management is utilized in projects throughout the United States and Canada. Brad is well known for his work on process and energy optimization projects. Brad is also proficient in both the development and delivery of training and has extensive experience in the writing of technical and operations and maintenance (O&M) manuals.



SELECT PROJECT EXPERIENCE:

WASTEWATER TREATMENT PLANT, CAMAS, WA.

Provided troubleshooting and bench-top toxicity testing related to poor ammonia removal. While performing the testing, provided optimization suggestions that helped the facility regain ammonia permit compliance.

WASTEWATER TREATMENT PLANT, FRIDAY HARBOR, WA.

Brad provided support services for the resort community's overloaded wastewater treatment plant. Services included management and operational assistance, training, design review, laboratory evaluation, and maintenance assistance. Developed and start-up training for the SBR activated sludge facility.

CENTRAL KITSAP WASTEWATER TREATMENT PLANT (WWTP) RE-RATING, KITSAP COUNTY, WA.

This re-rating/optimization project took a system-wide optimization approach to determine if the capacity of the WWTP could be re-rated. The process included a laboratory audit, flow meter verification/calibration, hydraulic modeling, clarifier optimization, overall performance optimization related to nitrification/denitrification and high SVI.

WWTP PROCESS EVALUATION, CITY OF BEND, OR.

Instigated process changes that quickly resulted in a reduction of effluent total suspended solids from 60 mg/L to reliably below 10 mg/L (and dropping). The treatment plant performance had been poor and unstable for approximately 1 year prior to receiving operational input.

This project was also reviewed during construction for potential improvements.

LAFAYETTE WASTEWATER TREATMENT PLANT, LAFAYETTE, INDIANA.

Performed an optimization audit of the large activated sludge facility. The audit focused on both treatment performance enhancements as well as energy, labor and chemical cost reduction. The audit resulted in an annual reduction of \$536,000 in the O&M budget. Part of the savings included \$16,500 per month in electricity and \$8,000 in natural gas. The volume of biosolids hauled from the facility was reduced by 6 million gallons compared to previous years.

OTHER SIMILAR PROJECTS

- **Hills Canyon Treatment Plant,** Thousand Oaks, CA
- **Encina Water Authority,** Carlsbad, CA

AVAILABILITY

Richland WWTP  20%
Other projects  60%

YEARS OF EXPERIENCE

33

EDUCATION

BS, Natural Resources, Ball State University

REGISTRATION

- Grade V Wastewater Certification, California
- Class IV Wastewater Certification from Indiana, Washington, Oregon (highest)
- Class D, Industrial Wastewater Certification, Indiana
- Certified Environmental Trainer (CET), Nat'l Environmental Training Association

Recent Optimization Projects	Annual Savings Identified
Lafayette Wastewater Plant	\$800,000
Hill Canyon Wastewater Plant	\$220,000
West Lafayette Wastewater Plant	\$152,000
Indiana Wastewater Plant - A	\$250,000
Indiana Wastewater Plant - B	\$270,000
Indiana Wastewater Plant - C	\$74,000
Tacoma Wastewater Utility	\$244,300
Kauai County Wastewater	\$127,000

D. RELATED PROJECT EXPERIENCE/REFERENCES



Finding solutions to provide the best value is often drawn out of similar experiences. Because Murraysmith has a strong history of successful projects for similar cities and public agencies, we know how to provide long-term solutions that will enhance your community.

1. Recent Related Experience

The following pages include selected example projects that highlight our team's experience relative to this assignment that were completed within the last five years or are currently underway. These project examples demonstrate our team's related experience with process modeling, as well as engineering consulting to assist in WWTP facility planning and upgrades. These projects also highlight our experience providing on-call, as-needed services for an extended amount of time.

WWTP FACILITIES PLAN & TREATMENT UPGRADES, CITY OF IDAHO FALLS, ID



DESCRIPTION OF WORK PERFORMED

- Facility analysis, planning, design, and construction services; process and hydraulic modeling
- WWTP Facility and Toxicity Reduction Evaluation Plans
- Primary Liquids Stream and Solids Handling Facility Upgrades
- Primary Effluent Pump Station (49 MGD)
- Secondary Liquids Stream and year-round BNR (Ammonia and Phosphorus) Upgrades
- Plant O&M Manual update
- Over \$35 million in plant upgrades planned, designed, and successfully constructed
 - 1% change order average to date
 - Design and full CM fee average of 20%
- Neuros Blower operational improvements
- Redesign of international firm solids handling facility to reuse existing infrastructure. Estimated \$4 million in savings
- \$250,000 of energy efficiency awards

CONTACT

Chris Frederickson, Public Works Director
PO Box 50220,
Idaho Falls, ID 83405
208.612.8250

DATES OF SERVICE

2008 - present

SCHEDULE

Multiple projects - all completed on time. Major Secondary Upgrade Improvement planning, design, and construction completed per mandated schedule

BUDGET

Multiple task orders from \$10,000 - \$1.6 M (all within budget)

ANAEROBIC DIGESTER FOAMING ASSISTANCE, KING COUNTY, WA

Subconsultant Experience: Dr. H David Stensel

DESCRIPTION OF WORK PERFORMED

A study at University of Washington for a project with King County Wastewater Treatment Division and directed by Professor Stensel investigated ways to alleviate anaerobic digester foaming problems for the King County West Point facility. The cause of the foaming was found to be the presence of foaming in the aeration basin and proliferation of a foam-causing filamentous nocardia-type bacteria (*Gordonia*). Methods to solve the activated sludge foaming were identified, including bioselector designs, elimination of foam trapping, waste sludge surface wasting, and chlorine sprays. Laboratory studies were also done to investigate how to minimize digester foaming caused by the waste activated sludge. These included waste activated sludge pretreatment by acid or alkaline pH, acid phase digestion, ultrasonic pretreatment and thermal/alkaline pretreatment. The project was helpful in leading to improved digester operation at the West Point facility.



CONTACT

John Smyth, Project Manager

201 S Jackson St #500,
Seattle, WA 98104

John.Smyth@kingcounty.gov

206.477.5611

DATES OF SERVICE

2016 - 2017

SCHEDULE

Original: 10/16 - 10/17

Final: 10/16 - 10/17

BUDGET

\$66,400
(within budget)

WWTP IMMEDIATE NEEDS PROJECTS, FACILITY PLAN, & ON-CALL SERVICES CITY OF PASCO, WA



DESCRIPTION OF WORK PERFORMED

- Comprehensive facility plan to identify deficiencies at the WWTP for one of Washington's fastest growing communities
- Anti-degradation evaluation to increase the mass load limits for the WWTP to provide for future increased flows and loads
- Fast-track Immediate Needs Upgrades to address needs associated with a large food processor discharging to the facility. Components include: chemically enhanced primary treatment (CEPT), rock trickling filters forced ventilation, recuperative thickening, and aeration basin bioaugmentation. 10% capacity gain
- On-call WWTP operations support
- Comprehensive facility audit
- Arc-Flash and Coordination Study

CONTACT

Todd Mardin, WWTP Chief Plant Operator

525 N Third Ave., Pasco, WA 99301

Mardint@pasco-wa.gov

509.545.3444

DATES OF SERVICE

2011 - present

SCHEDULE

Multiple projects - all but one completed on time - Immediate Needs took longer than anticipated due to ambitious schedule and bidding environment. Worked with City to install smaller version of CEPT to address delay impacts.

BUDGET

Multiple task orders from \$5,000 - \$380,000 (all within budget)

WWRRF FACILITY PLAN AND PHASE UPDATES CITY OF PENDLETON, OR



DESCRIPTION OF WORK PERFORMED

- Includes a detailed plant condition assessment, including disinfection system, aeration basin, and secondary digester
- Facility Plan includes evaluation of ETO energy efficiency incentives
- Upgrades to be designed by Murraysmith are anticipated to include:
 - » Disinfection upgrades to replace the existing chlorine gas system
 - » Upgrading aeration basin to MBR to produced Class A recycled water
 - » Rehabilitation of the secondary digester complex

CONTACT

Bob Patterson, Public Works Director
500 SW Dorion Ave.,
Pendleton, OR 97801
bob.patterson@ci.pendleton.or.us
541.966.0241

DATES OF SERVICE

2017 - present

SCHEDULE

Original: 7/2017 - 6/2018

Final: 7/2017 - 8/2018

BUDGET

\$276,636
(within budget)

WWTP UPGRADES, CITY OF SWEET HOME, OR



DESCRIPTION OF WORK PERFORMED

- Project includes investment in the sanitary sewer collection system to reduce peak flows at the treatment plant. Cost-effective WWTP upgrades will focus on revising existing assets to keep customer rates affordable. Upgrades will includes:
 - » Influent pump station rehabilitation
 - » New headworks and primary clarifiers
 - » Secondary process upgrades to meet long-term discharge limits
 - » New Secondary Clarifier and RAS/WAS Building
 - » Conversion to UV disinfection in the existing CCB
 - » Plant automation upgrades and new SCADA System
 - » New solids dewatering facility

CONTACT

Greg Springman, Public Works Director
1130 12th Ave.,
Sweet Home, OR 97386
541.367.6359

DATES OF SERVICE

2017 - present

SCHEDULE

Original: 12/17 - 12/18

Final: 4/18 - 4/19

BUDGET

\$787,760
(within budget)

ON-CALL WWTP AND PUMP STATION ENGINEERING CLEAN WATER SERVICES, OR



DESCRIPTION OF WORK PERFORMED

- Completed over 75 projects, including projects at all four of the District's wastewater treatment facilities
- Assignments include a broad range of challenges, including influent pump station rehabilitations, aeration basin construction and modifications, chemical addition systems, digester heating loop improvements, disinfection systems, and wetland natural treatment systems.

CONTACT

Jeff Hart, PE, Civil Engineer
2550 SW Hillsboro Hwy,
Hillsboro, OR 97123
HartJ@cleanwaterservices.
org
503.547.8187

DATES OF SERVICE

2002 - present

SCHEDULE

*Sample: River Terrace North
Pump Station in left photo*

Original: 10/2014 - 6/2015

Final: 11/2014 - 8/2015

BUDGET

*Sample: River Terrace North
Pump Station in left photo*

\$405,000
(within budget)

WASTEWATER TREATMENT PLANT, LAFAYETTE, IN

Subconsultant Experience: Brad Musick

DESCRIPTION OF WORK PERFORMED

The Lafayette Wastewater Plant is an activated sludge facility with a design capacity of 26 MGD and a peak of 52 MGD. The facility utilizes anaerobic digestion and land applies its biosolids. The facility is well-operated. They were awarded the EPA Region V Class IV plant of the year in 1996.

WSI conducted a Process Energy Audit (PEA) at the Lafayette, Indiana WWTP in 2007. The audit followed a traditional energy audit sponsored by Region V EPA (conducted by Siemens and a group associated with Purdue). The EPA-sponsored audit identified a potential electrical savings of \$8,000 per year. The WSI audit resulted in annual electrical savings of \$198,000. This represented a 23% kWh reduction from the previous 12-month period. The total annual savings realized in the 12-month period following the audit was \$536,000. This savings was accomplished by process changes alone. The utility did not spend any capital on equipment or upgrades. The plant also realized treatment performance improvements in all effluent parameters. The audit also increased available digester hydraulic capacity by 24% by dramatically reducing the volume of plant solids produced.



CONTACT

Mark Moore, Assistant
Superintendent
20 N 6th Street, Lafayette,
IN 47901
MMoore@lafayette.in.gov
765.491.2195

DATES OF SERVICE

2010 - current (intermittent)

SCHEDULE

Base project complete.
Provide ongoing mini-audits
(within allotted schedule)
every couple of years to find
additional optimization and
savings opportunities

BUDGET

\$60,000 lump sum with
smaller mini-audits for
additional smaller lump sum
amounts.

2. References

In addition to the references noted with our project examples, the following client representatives are familiar with Murraysmith's quality of work during the past five years. We encourage the City to contact any of our client references.

TOM HICKMANN, PE

Engineering and Infrastructure Planning
Director, City of Bend, OR

CONTACT

🏠 PO Box 1458 Bend, OR 97709

☎ 541.3170.3029

✉ Thickmann@ci.bend.or.us

SERVICES PROVIDED

- On-call sewer and water system modeling
- Master plans
- Designs for:
 - » Lift stations
 - » Pump station improvements
 - » Pipelines
 - » Reservoirs
 - » Well rehabilitation
 - » Street preservation

TIME FRAME

2005 - present

"The Murraysmith team truly stands apart from their competition in the use of optimization in hydraulic modeling. They have many years of experience in using the optimization tool and fully understand its capabilities, benefits, and more importantly its limitations. For the City of Bend, the Murraysmith team has utilized this tool creating defensible documents that have resulted in real savings. More importantly their efforts have provided me results that are not just theoretical, but results that I can build capital investment budgets with confidence." -Tom Hickmann

CHRIS FREDERICKSEN, PE

Public Works Director,
City of Idaho Falls, ID

CONTACT

🏠 PO Box 50220 Idaho Falls, ID
83405

☎ 208.612.8250

✉ CFredericksen@ci.idaho-falls.id.us

SERVICES PROVIDED

- Wastewater facilities planning
- Collection system hydraulic modeling
- Mixing zone study
- Permitting assistance
- Primary treatment upgrades
- Secondary treatment upgrades
- Thickening improvements
- Toxicity reduction evaluation
- Wastewater rate impact analysis

TIME FRAME

2008 - present

"Murraysmith utilized an innovative approach to the design by producing a project definition report that guided the remainder of the project design towards the very successful solution of the new aeration basins, blower building, and anaerobic selector basin. We are very pleased with the aeration control technology that this improvement has allowed us to implement. We also noted the measure of success with the construction project being completed on schedule and budget." -Chris Fredericksen

BOB PATTERSON, PE

Public Works Director,
City of Pendleton, OR

CONTACT

🏠 500 SW Dorion Avenue, Pendleton,
OR 97801

☎ 541.966.0201

✉ Bob.patterson@ci.pendleton.or.us

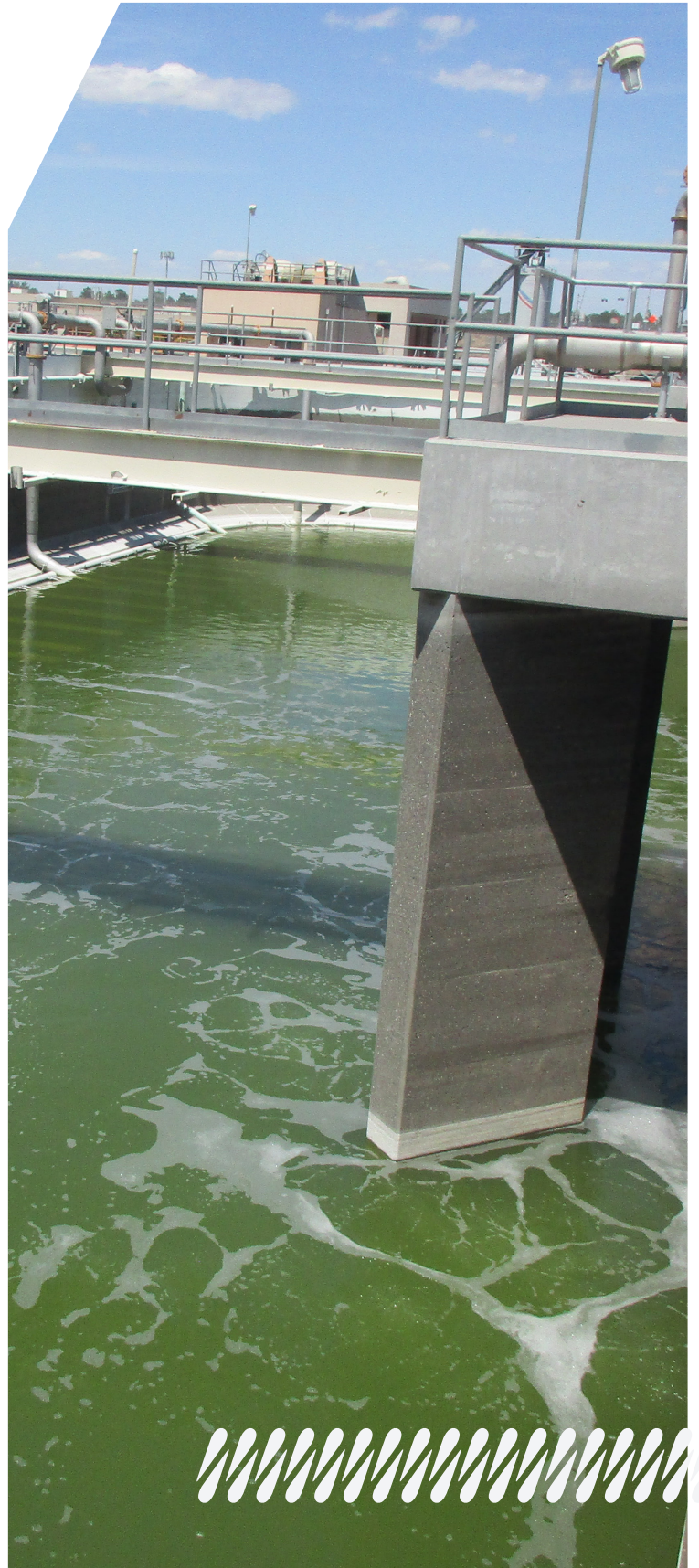
SERVICES PROVIDED

- Master planning (wastewater, water, stormwater)
- WWTP condition assessment
- On-call modeling and engineering
- Pump station & lift station design
- Reservoir design
- Wastewater SCADA system evaluation
- Sewer pipeline design
- Construction services

TIME FRAME

2013 - present

"Murraysmith performed admirably in providing a comprehensive master planning effort for the City of Pendleton... City staff highly recommends Murraysmith for master planning consideration and looks forward to the opportunity to have Murraysmith back in the future to address our 5-year review and update." -Bob Patterson





COUNCIL AGENDA ITEM COVERSHEET

Council Date: 10/16/2018

Agenda Category: Resolutions – Adoption

Core Focus Area 3 - Increase Economic Vitality

Subject:

Resolution No. 143-18, Approving a Purchase and Sale Agreement with Dennis and Joan Hollis

Department:

Community Development Services

Ordinance/Resolution Number:

143-18

Document Type:

Resolution

Recommended Motion:

Adopt Resolution No. 143-18, authorizing the City Manager to sign and execute the proposed Purchase and Sale Agreement with Dennis and Joan Hollis for the purchase of a 5.48-acre lot in the Horn Rapids Business Center.

Summary:

Dennis and Joan Hollis are proposing to purchase a 5.48-acre lot in the Horn Rapids Business Center at the southeast corner of Polar Way and Logan Street for the development of four (4) 2,500-4,000 square foot light industrial buildings with fenced laydown yards. Mr. Hollis, who owns Northwest Construction Services, Inc., of Kennewick, is planning to expand his business in this location, and he has already secured a tenant for one of his buildings – Adroit Concrete, who currently employs ten people.

The purchase price is \$1.25 per square foot for the 5.48-acre property, amounting to estimated gross proceeds of \$298,386. The purchase price is consistent with the City of Richland's Resolution No. 35-13, which established pricing within the Horn Rapids Business Center in September, 2013.

The City will retain a repurchase right if an application for approval of building plans is not submitted to the City within eight (8) months of closing, or if construction of a light industrial building does not commence within eighteen (18) months of closing.

The proposed purchase was reviewed by the Economic Development Committee (EDC) at its September 24, 2018 meeting. The EDC recommended approval. Staff also recommends approval of Resolution No. 143-18.

Fiscal Impact:

Purchase Price is \$1.25 per square foot with estimated gross proceeds of \$298,386 for the 5.48-acre lot. Net Proceeds after closing will be distributed to the City's Industrial Development Fund.

Attachments:

1. Resolution No. 143-18
2. Purchase and Sale Agreement - Hollis
3. NWCSI-Letter of Intent
4. Site Map

RESOLUTION NO. 143-18

A RESOLUTION of the City of Richland authorizing a Purchase and Sale Agreement by and between the City of Richland and Dennis and Joan Hollis.

WHEREAS, the City of Richland is the owner of 5.48 acres of City-owned surplus property, described as Parcel C of Binding Site Plan No. 2056, located at the southeast corner of the intersection of Logan Street and Polar Way in the Horn Rapids Business Center; and

WHEREAS, pursuant to Richland Municipal Code (RMC) Chapter 3.06, the City of Richland has full authority to negotiate the sale of surplus property in the best interests of the City; and

WHEREAS, the aforesaid City-owned property is available for sale; and

WHEREAS, pursuant to Resolution No. 35-13, adopted by City Council on September 17, 2013, the 5.48 acres of business center property is available for sale at \$1.25 per square foot, for a total price of \$298,386; and

WHEREAS, Dennis and Joan Hollis have agreed to purchase the property for the stated price; and

WHEREAS, at its September 24, 2018 meeting, the Economic Development Committee favorably recommended the sale of the 5.48 acres of City-owned surplus property in the Horn Rapids Business Center to Dennis and Joan Hollis for the total sale price of \$298,386.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richland that the City Manager is authorized to sign and execute a Purchase and Sale Agreement and all related documents necessary for the sale of property to Dennis and Joan Hollis as identified herein.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

ADOPTED by the City Council of the City of Richland, Washington, at a regular meeting on the 16th day of October, 2018.

ROBERT J. THOMPSON
Mayor

ATTEST:

APPROVED AS TO FORM:

MARCIA HOPKINS, City Clerk

HEATHER KINTZLEY, City Attorney

AGREEMENT FOR PURCHASE AND SALE OF REAL PROPERTY

Re: 5-Acre Property at Southeast Corner of Polar Way and Logan Street

This Agreement for Purchase and Sale of Real Property (the “Agreement”) is made and entered into between the **CITY OF RICHLAND**, a Washington municipal corporation (“Seller”), and **DENNIS B. AND JOAN T. HOLLIS**, husband and wife, (“Purchaser”). The Effective Date of this Agreement shall be determined pursuant to the terms of Section 3.1 herein.

1. Purchase and Sale of Property. Seller agrees to sell and Purchaser agrees to purchase, on the terms hereafter stated, the unimproved real property, located at the Southeast Corner of Polar Way and Logan Street, City of Richland, Benton County, Washington which is legally described in **Exhibit A**, attached hereto (hereinafter referred to as the “Property”).

1.1. Laws and Rights. Purchaser acknowledges and agrees that the sale and conveyance of the Property to be made pursuant to this Agreement shall be subject to any and all applicable federal, state and local laws, orders, rules and regulations, and any and all outstanding rights of record or which are open and obvious on the ground.

1.2. Timing of Conveyance. The Property shall be conveyed to Purchaser at Closing by a Statutory Warranty Deed (“Deed”) subject to the Exceptions accepted or deemed accepted by Purchaser pursuant to Section 4.1 below and the Repurchase Right set forth in Section 11.13 below.

2. Purchase Price. The total purchase price for the Property shall be **Two Hundred Ninety-Eight Thousand Three Hundred Eighty-Six Dollars and No Cents (\$298,386.00)** (the “Purchase Price”). The Purchase Price shall be paid by Purchaser to Seller in the form of all cash to be deposited in an escrow account with Chicago Title Insurance Company (the “Title Company”) at Closing (as defined in Section 6 below).

2.1. Earnest Money Deposit. As consideration for Seller’s execution and delivery of this Agreement, Purchaser will deposit with the Title Company a certified or cashier’s check or wire transfer in the amount of five thousand dollars (\$5,000) within five (5) business days of the Effective Date (as defined in Section 3.1 below) (the “Earnest Money Deposit”). The Earnest Money Deposit shall be credited against the Purchase Price at Closing. Purchaser shall be entitled to direct the Title Company to place the Earnest Money Deposit in an interest bearing account of Purchaser’s choice. The Earnest Money Deposit will be returned if Purchaser terminates this Agreement during the Due Diligence Period (as defined in Section 5.0 below) or as otherwise expressly provided in this Agreement. However, should Purchaser default or terminate this Agreement at any time following the expiration or waiver of the Due Diligence Period, (a) the Earnest Money Deposit shall be disbursed to Seller pursuant to Section 9 herein, but only after any outstanding obligations for Title Company services as specified in 4.1 have been deducted and paid from the Earnest Money Deposit; (b) the escrow shall be canceled; and (c) neither party shall have any rights or responsibilities to the other except as otherwise expressly provided herein.

3. Conditions Precedent to Sale. This Agreement is made and executed by the parties hereto subject to the following conditions precedent:

3.1. City Approval. The execution and delivery of this Agreement by Seller is contingent upon approval of this Agreement by the City Council of the City of Richland in its sole discretion. In the event the Richland City Council does not approve this Agreement, this Agreement shall immediately terminate and be without any further force and effect, and without further obligation of either party to the other.

3.2. Executed Contract. The “Effective Date” of this Agreement is the date upon which both parties have signed this Agreement. If this Agreement is signed on different days, the “Effective Date” of this Agreement is the date of the last signing party. Notwithstanding the foregoing, Purchaser and Seller must sign this Agreement within fifteen (15) business days of approval from the City Council of the City of Richland. If signatures are not obtained from both parties within fifteen (15) business days, this Agreement shall automatically terminate and be without any further force and effect, and without further obligation of either party to the other.

4. Title Matters.

4.1. Preliminary Title Report; Title Review. Within five (5) business days after the Effective Date (as specified in Section 3.2), Seller, at its sole cost and expense, shall order from the Title Company a preliminary title commitment for the Property, and copies of all documents referred to therein (the “Preliminary Commitment”), and upon receipt, furnish same to Purchaser.

(a) Purchaser shall have fifteen (15) days after receipt of the Preliminary Commitment and Survey to advise Seller in writing of any encumbrances, restrictions, easements or other matters contained in the Preliminary Commitment or on the Survey (the “Exceptions”) to which Purchaser objects. All Exceptions to which Purchaser does not object in writing within the fifteen (15) day period shall be deemed accepted by Purchaser.

(b) If Purchaser objects to any Exceptions within the fifteen (15) day period, Seller shall advise Purchaser in writing within five (5) days of receipt of Purchaser’s written objections (i) which Exceptions Seller will remove at Closing, (ii) which Exceptions the Title Company has agreed to insure around in the title policy to be issued at Closing (together with the proposed form of endorsement) and (iii) which Exceptions will not be removed or insured around.

(c) Within ten (10) days of receipt of Seller’s response to Purchaser’s written objections, and assuming Seller has not agreed to remove all exceptions to which Purchaser objects, Purchaser shall notify Seller in writing of Purchaser’s election to either (i) terminate this Agreement, in which event the Earnest Money Deposit shall be returned to Purchaser, or (ii) waive its objections to the Exceptions the Title Company has agreed to insure around and the Exceptions Seller will not remove or insure around, in which event such Exceptions shall be deemed accepted by Purchaser.

4.2. Title Insurance. Seller shall cause the Title Company to be prepared to deliver to Purchaser at Closing an Owner’s ALTA Standard Coverage policy of title insurance issued by Title Company in the face amount of the Purchase Price, dated the date of Closing, insuring Purchaser’s title subject to no exceptions other than the standard printed exceptions and the Exceptions deemed accepted by Purchaser pursuant to Section 4.1 above. The policy of title

insurance shall also include such endorsements as Purchaser or Purchaser's Lender may reasonably request.

5. Due Diligence. Purchaser is granted a due diligence period until and including sixty (60) days after receipt of the Preliminary Commitment described in Section 4.1 above (the "Due Diligence Period"). Said Due Diligence Period may be extended an additional thirty (30) days upon written mutual agreement by both Purchaser and Seller. Purchaser may conduct, at its own expense, a full review of legal, title, environmental, archaeological and any other related issues subject to the terms of this Section 5. If the results of said review are unsatisfactory in Purchaser's sole discretion, Purchaser may, at its option, elect to terminate this Agreement by giving Seller written notice of termination prior to the end of the Due Diligence Period (the "Due Diligence Termination Notice"). In the event of termination by Purchaser under this section, this Agreement shall immediately terminate and be without any further force and effect, the Earnest Money Deposit shall be returned to Purchaser pursuant to Section 2.1; and neither party shall have any rights or responsibilities to the other except as otherwise expressly provided herein. If Purchaser fails to provide a Due Diligence Termination Notice to Seller on or before the expiration of the Due Diligence Period, the due diligence contingency set forth under this Section 5 shall be deemed waived by Purchaser, and this Agreement shall continue in full force and effect.

5.1. Reasonableness Required. All inspections of the Property shall occur at reasonable times agreed upon by Seller and Purchaser and shall be conducted so as not to unreasonably interfere with the use of the Property by Seller. Purchaser shall not do any invasive testing, sampling or drilling at the Property without first obtaining Seller's prior written consent (which may be conditioned or denied in Seller's sole and absolute discretion). Purchaser shall promptly restore the Property to substantially the same condition which existed prior to any such investigations, tests, surveys and other analyses, at Purchaser's sole cost and expense. Seller shall be entitled to have a representative present at all times while Purchaser or its representatives or agents are physically on the Property. Purchaser hereby agrees that it shall carry, and shall cause all representatives and agents of Purchaser entering the Property on behalf of Purchaser in furtherance of the right of access granted under this Agreement to carry, commercial general liability insurance with limits of not less than One Million and No/100 Dollars (\$1,000,000) combined single limit and providing that such coverages are primary and naming Seller as an additional insured. Prior to any entry onto the Property by Purchaser or its agents, employees, consultants or representatives, Purchaser shall provide to Seller certificates evidencing such insurance coverage. Purchaser agrees to indemnify and hold Seller harmless of and from any claim for damages or injuries arising from Purchaser's inspections of the Property; such obligations shall survive Closing or any termination of this Agreement.

6. Closing. Closing shall occur in the office of the Title Company on or before the date that is sixty (60) days after the expiration or waiver of the Due Diligence Period. Purchaser and Seller shall deposit in escrow with Title Company all instruments and documents reasonably necessary to complete the transaction in accordance with this Agreement, including, but not limited to, the Deed. As used herein, "Closing" or "date of Closing" means the date on which all appropriate documents are recorded and the proceeds of sale are available for disbursement to Seller.

6.1. Closing Costs; Prorations. At Closing, Seller shall pay (i) the premium for the standard coverage policy of title insurance and the endorsements required to insure around the Exceptions the Title Company agreed to insure around in accordance with Section 4 above, (ii) deed or real property transfer taxes, and (iii) one-half of Title Company's escrow fees and charges. Purchaser shall pay (i) the costs of the extended coverage portion of the policy of title insurance and any title insurance endorsements required by Purchaser (other than the costs of the title insurance endorsements to be provided by Seller pursuant to the first sentence of this Section 6.1), and (ii) one-half of Title Company's escrow fees and charges. Real property taxes, assessments, surface water management charges, utilities and other expenses of the Property shall be prorated as of the date of Closing with Purchaser bearing the costs of the date of Closing. All other closing costs shall be paid and allocated in accordance with the custom in the county in which the Property is located. Each party shall be responsible for its own legal, accounting and consultant fees.

7. Covenants, Representations and Warranties.

7.1. Seller's Covenants. Seller hereby covenants and agrees as follows:

(a) From the Effective Date through the Closing Date, Seller shall not make any material alterations to the Property or to any of the licenses, permits, legal classifications or other governmental regulations relating to the Property, nor enter into any leases or agreements pertaining to the Property which are not terminable, without penalty, on 30 days' notice, without Purchaser's prior written consent.

(b) From the Effective Date through the Closing Date, Seller shall not voluntarily cause to be recorded any encumbrance, lien, deed of trust, or easement against the title to the Property without Purchaser's prior consent.

(c) From the Effective Date through the Closing Date, Seller will operate and maintain the Property in a manner consistent with Seller's past practices relative to the Property and so as not to cause waste to the Property.

7.2. Seller's Representations and Warranties. Seller hereby makes the following representations and warranties to Purchaser, each of which shall be true on the Effective Date and on the date of Closing. Seller shall immediately provide Purchaser with written notice of any event which would make any representation or warranty set forth below materially incorrect or untrue, and upon receipt of such notice, Purchaser may elect to terminate this Agreement. Upon Purchaser's election to terminate, this Agreement shall be without any further force and effect, and without further obligation of either part to the other. If this Agreement is terminated under this section, the Earnest Money Deposit shall be returned to Purchaser.

(a) Seller has full power and authority to enter into and carry out the terms and provisions of this Agreement and to execute and deliver all documents which are contemplated by this Agreement, and all actions of Seller necessary to confer such authority upon the persons executing this Agreement and such other documents will have been, or will be, taken.

(b) Seller has not received any written notice from any governmental authorities or regulatory agencies that eminent domain proceedings for the condemnation of the Property are pending or threatened.

(c) Seller has not received any written notice of pending or threatened investigation, litigation or other proceeding before a local governmental body or regulatory agency which would materially and adversely affect the Property.

(d) Seller has not received any written notice from any governmental authority or regulatory agency that Seller's use of the Property is presently in violation of any applicable zoning, land use or other law, order, ordinance or regulation affecting the Property.

(e) To Seller's knowledge, no special or general assessments have been levied against the Property except those disclosed in the Preliminary Title Report, and Seller has not received written notice that any such assessments are threatened.

(f) Seller is not a "foreign person" for purposes of Section 1445 of the Internal Revenue Code.

(g) Seller is a Washington municipal corporation, duly formed and organized, validly existing and in good standing under the laws of the State of Washington.

7.3. Purchaser's Representations. Purchaser hereby makes the following representations to Seller, each of which shall be true on the Effective Date hereof and on the date of Closing.

(a) Purchaser has full power and authority to enter into and carry out the terms and provisions of this Agreement, and to execute and deliver all documents which are contemplated by this Agreement, and all actions of Purchaser necessary to confer such authority upon the persons executing this Purchase Agreement and such other documents have been, or will be, taken.

(b) As of the Effective Date and as of the date of Closing, neither Purchaser nor, to Purchaser's knowledge, any of its affiliates, nor any of their respective partners, members, shareholders or other equity owners, and none of their respective employees, officers, directors, representative or agents, is a person or entity with whom U.S. persons or entities are restricted from doing business under regulations of OFAC (including those named on OFAC's Specially Designated and Blocked Persons List) or under any statute, executive order (including the September 24, 2001, Executive Order Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit or Support Terrorism) or other governmental action ("OFAC").

(c) Purchaser represents that it has sufficient funds to close this transaction.

(d) Purchaser further represents that the Property will be developed with a minimum of 4,000 square-foot light industrial building. Any deviation from this intended use must be authorized by the Seller in writing or be subject to Seller's Right to Repurchase as set forth in

Section 11.13 below. This Agreement does not alleviate the Purchaser from obtaining the necessary approvals, authorizations or permits required for development of the Property for said use, nor shall this Agreement be construed as granting such approval.

(e) Purchaser acknowledges that pole buildings are prohibited in the Horn Rapids Business Center and agrees that Purchaser will not build pole buildings on the Property.

8. Casualty and Condemnation.

8.1. Material Casualty or Condemnation. If prior to the Closing Date: (i) the Property shall sustain damage caused by casualty which would cost ten thousand dollars (\$10,000) or more to repair or replace; or (ii) if a taking or condemnation of any portion of the Property has occurred, or is threatened, which would materially affect the value of the Property, either Purchaser or Seller may, at its option, terminate this Agreement by written notice to the other party given within five (5) business days after notice of such event. If prior to the Closing Date neither party provides said termination notice within such five (5) business day period, the Closing shall take place as provided herein with a credit against the Purchase Price in an amount equal to any insurance proceeds or condemnation awards actually collected by Seller and an assignment to Purchaser at Closing of all Seller's interest in and to any insurance proceeds or condemnation awards which may be due but unpaid to Seller on account of such occurrence.

8.2. Immaterial Casualty or Condemnation. If prior to Closing Date, the Property shall sustain damage caused by casualty which is not described in Section 8.1, or a taking or condemnation has occurred, or is threatened, which is not described in Section 8.1, neither Purchaser nor Seller shall have the right to terminate this Agreement. Closing shall take place as provided herein with a credit against the Purchase Price equal to (i) the cost to repair that portion of the Property so damaged by insured casualty, or (ii) an amount equal to the anticipated condemnation award, as applicable. At Closing, Purchaser shall assign to Seller all rights or interest in and to any insurance proceeds or condemnation awards which may be due on account of any such occurrence.

9. Purchaser's Remedies. If Seller fails without legal excuse to complete the sale of the Property in accordance with the terms of this Agreement, Purchaser may elect one of the following remedies (Purchaser hereby waiving any and all other remedies): (a) specific performance of this Agreement (provided an action thereon is commenced within thirty (30) days of Seller's failure to perform), or (b) terminate this Agreement and receive a refund of the Earnest Money Deposit.

10. Liquidated Damages. IN THE EVENT OF DEFAULT BY PURCHASER IN THE PERFORMANCE OF ITS OBLIGATIONS HEREUNDER, SELLER SHALL HAVE THE RIGHT TO TERMINATE THIS AGREEMENT FORTHWITH AND WITHOUT FURTHER OBLIGATION TO PURCHASER, AND TO KEEP THE EARNEST MONEY DEPOSIT AS LIQUIDATED DAMAGES. PURCHASER AGREES THAT IT IS DIFFICULT TO ASSESS THE AMOUNT OF DAMAGES INCURRED BY THE SELLER IN THE EVENT OF A DEFAULT BY THE PURCHASER. AS OF THE ENTRY OF THIS CONTRACT, THE AMOUNT OF THE EARNEST MONEY DEPOSIT IS A REASONABLE ESTIMATE OF THE DAMAGES.

11. Miscellaneous.

11.1. Finder's Fee. Purchaser and Seller each agree that a real estate finder's fee ("Real Estate Compensation") is not due to each other or to any third party. Each party hereby agrees to indemnify and defend the other against and hold the other harmless from and against any and all loss, damage, liability or expense, including costs and reasonable attorney's fees, resulting from any claims for Real Estate Compensation by any person or entity other than provided herein. The provisions of this Section 11.1 shall survive the closing.

11.2. Time of the Essence. Time is of the essence of every provision of this Agreement.

11.3. Notices. Whenever any party hereto shall desire to give or serve upon the other any notice, demand, request or other communication, each such notice, demand, request or other communication shall be in writing and shall be given or served upon the other party by personal delivery (including delivery by written electronic transmission) or by certified, registered or Express United States Mail, or Federal Express or other commercial courier, postage prepaid, addressed as follows:

If to Seller: City of Richland
Attn: Economic Development Office
505 Swift Blvd., MS #18
Richland, Washington 99352
Phone: (509) 942-7583

If to Purchaser: Dennis B. and Joan T. Hollis
28004 S. 887 PR SE
Kennewick, Washington 99338
Phone: 509.727.1345
Email: dennis@nwcs-inc.com

Any such notice, demand, request or other communication shall be deemed to have been received upon the earlier of personal delivery thereof or five (5) business days after having been mailed as provided above, as the case may be.

11.4. Assignments and Successors. Purchaser may not assign this Agreement without Seller's written consent. Any assignment made without Seller's consent is null and void, and does not relieve the Purchaser of any liability or obligation hereunder.

11.5. Captions. Paragraph titles or captions contained herein are inserted as a matter of convenience and for reference, and in no way define, limit, extend or describe the scope of this Agreement.

11.6. Exhibits. All exhibits attached hereto shall be incorporated herein by reference as if set out herein in full.

11.7. Binding Effect. Regardless of which party prepared or communicated this Agreement, this Agreement shall be of binding effect between Purchaser and Seller only upon its execution by an authorized representative of each such party.

11.8. Construction. The parties acknowledge that each party and its counsel have reviewed and revised this Agreement, and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Purchase and Sale Agreement or any amendment or exhibits hereto.

11.9. Counterparts. This Agreement may be executed in several counterparts, including by portable document format (.pdf), each of which shall be an original, but all of such counterparts shall constitute one such Agreement.

11.10. Time. Any extension of time granted for the performance of any duty under this Agreement shall not be considered as an extension of time for the performance of any other duty under this Agreement. As used in this Agreement, “business day” refers to any day which is not a Saturday, Sunday or a holiday in the State of Washington. In the event the time for performance of any obligation hereunder shall fall on a Saturday, Sunday or a holiday, such time for performance shall be extended to the next business day.

11.11. Merger. The delivery of the Deed and any other documents and instruments by Seller and the acceptance and recordation thereof by Purchaser shall effect a merger, and be deemed the full performance and discharge of every obligation on the part of Purchaser and Seller to be performed hereunder, except those clauses, covenants, warranties and indemnifications specifically provided herein to survive the Closing.

11.12. Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Washington. The parties agree that Benton County is the appropriate venue for filing of any civil action arising out of this Agreement, and both parties expressly agree to submit to personal jurisdiction in Benton County Superior Court.

11.13. Right to Repurchase. This Property is being sold to Purchaser in anticipation of a minimum of 4,000 square-foot light industrial building, subject to the following:

(a) If Purchaser fails to submit an application to Seller for approval of building plans within eight (8) months of Closing, Seller reserves the right to reclaim title to the Property through repurchase.

(b) If Purchaser fails to initiate construction of structures, as authorized by the issuance of a building permit, within eighteen (18) months of Closing, Seller reserves the right to reclaim title to the Property through repurchase.

(c) The rights of Seller set forth in Sections 11.13(a) and (b) are referred to in this Agreement as the “Right to Repurchase.”

(d) Seller shall reclaim the Property by refunding, without interest, the original Purchase Price of Two Hundred Ninety-Eight Thousand Three Hundred Eighty-Six dollars and no cents (\$298,386.00) for the Property.

(e) Purchaser and Seller shall each pay for one half of the closing costs related to Seller's repurchase of the Property. Other than closing costs, Seller will not assume any liability for expenses incurred by Purchaser in conducting this transaction. Purchaser agrees to re-convey fee title to Seller within sixty (60) days of receipt of notification of Seller's election to exercise its Right to Repurchase.

(f) This Right to Repurchase is exclusive to Seller and shall be exercised at Seller's sole discretion. This Right to Repurchase shall survive thirty-sixty months (36) months after Closing or until such time as building commences, whichever is earlier.

(g) Seller shall be under no obligation to exercise this Right to Repurchase. Purchaser agrees that Seller must grant approval to any resale of the Property by Purchaser to any third party within the thirty-six (36) month Right to Repurchase period, which shall be given in Seller's sole discretion. This Right to Repurchase right shall survive Closing and the delivery of the Deed.

(h) Seller and Purchaser agree to execute a Memorandum of Repurchase Right to evidence Seller's Right to Repurchase, which Memorandum may be recorded by Seller in the real property records of Benton County, Washington.

11.14. Scrivener. The party drafting this Agreement is the City of Richland. The City of Richland makes no representations regarding the rights or responsibilities of Purchaser under this Agreement. Purchaser is encouraged to review the completed contract with counsel before signing this Agreement.

[Signature Page to Follow]

IN WITNESS WHEREOF, Purchaser has executed this Agreement on the date shown below its signature, and Seller has accepted on the date shown below its signature.

CITY OF RICHLAND – SELLER

**DENNIS B. AND JOAN T. HOLLIS –
PURCHASER**

By: Cynthia D. Reents Date
Its: City Manager

By: Dennis B. Hollis Date

By: Joan T. Hollis Date

APPROVED AS TO FORM:

Heather Kintzley, City Attorney

Exhibit A
Legal Description

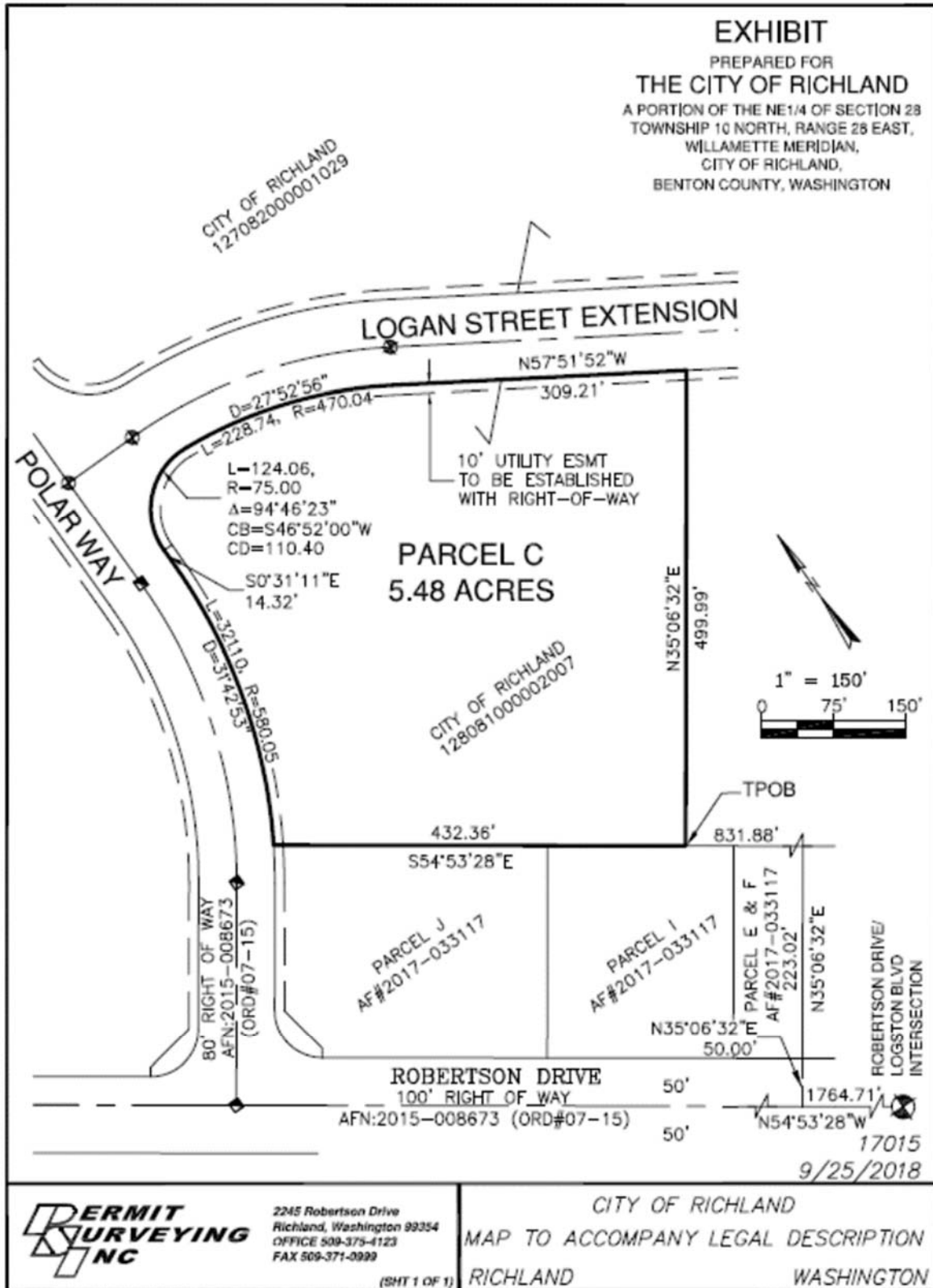
PARCEL C

A PORTION OF BINDING SITE PLAN 2056, ACCORDING TO THE SURVEY THEREOF RECORDED IN VOLUME 1 OF SURVEYS, PAGE 2056, UNDER AUDITOR'S FILE NO. 1995-018807, RECORDS OF BENTON COUNTY, WASHINGTON AND A PORTION LYING OUTSIDE THE LIMITS OF SAID SURVEY SITUATED IN THE NORTHEAST QUARTER OF SECTION 28, TOWNSHIP 10 NORTH, RANGE 28 EAST WILLAMETTE MERIDIAN, MORE PARTICULARLY DESCRIBED AS FOLLOWS;

COMMENCING AT THE INTERSECTION OF A PUBLIC ROAD KNOWN AS LOGSTON BOULEVARD AND ROBERTSON DRIVE, AS DEPICTED ON RECORD OF SURVEY 4575, AS RECORDED IN VOL. 1 OF SURVEYS, PAGE 4575, UNDER AUDITOR'S FILE NUMBER 2015-003647, RECORDS OF BENTON COUNTY, WASHINGTON; THENCE NORTH 54°53'28" WEST ALONG THE CENTERLINE OF SAID ROBERTSON DRIVE FOR A DISTANCE OF 1764.71 FEET; THENCE NORTH 35°06'32" EAST AT RIGHT ANGLES FOR A DISTANCE OF 50.00 FEET TO THE NORTHERLY RIGHT-OF-WAY MARGIN OF SAID ROBERTSON DRIVE; THENCE CONTINUING NORTH 35°06'32" EAST FOR A DISTANCE OF 223.02 FEET TO THE NORTHEASTERLY CORNER OF PARCEL "F" AS DEPICTED ON RECORD OF SURVEY 4756, AS RECORDED IN VOL. 1 OF SURVEYS, PAGE 4756, UNDER AUDITOR'S FILE NUMBER 2016-019344, RECORDS OF BENTON COUNTY, WASHINGTON; THENCE NORTH 54°53'28" WEST ALONG THE NORTH LINE THEREOF FOR A DISTANCE OF 831.88 FEET TO A POINT ON THE NORTH LINE OF PARCEL "I" OF SAID RECORD OF SURVEY 4756 AND THE **TRUE POINT OF BEGINNING**.

THENCE NORTH 35°06'32" EAST FOR A DISTANCE OF 499.99 FEET TO THE SOUTHERLY RIGHT-OF-WAY MARGIN OF LOGAN STREET EXTENSION (FUTURE); THENCE NORTH 57°51'52" WEST ALONG THE SOUTHERLY MARGIN THEREOF FOR A DISTANCE OF 309.21 FEET AND A POINT ON A CURVE TO THE LEFT; THENCE ALONG THE SOUTHERLY MARGIN THEREOF AND SAID CURVE THROUGH A CENTRAL ANGLE OF 27°52'56" HAVING A RADIUS OF 470.04 FEET, AN ARC LENGTH OF 228.74 FEET TO POINT ON A CURVE TO THE LEFT; THENCE ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 94°46'23" HAVING A RADIUS OF 75.00 FEET, AN ARC LENGTH OF 124.06 FEET , A CHORD BEARING SOUTH 46°52'00" WEST AND A CHORD DISTANCE OF 110.40 FEET TO POINT ON THE NORTHERLY RIGHT-OF-WAY MARGIN OF A PUBLIC ROAD KNOWN AS POLAR WAY AS DEPICTED ON RECORD OF SAID RECORD OF SURVEY 4575; THENCE SOUTH 00°31'11" EAST ALONG SAID MARGIN FOR A DISTANCE OF 14.32 FEET TO A POINT ON A CURVE TO THE RIGHT; THENCE ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 31°42'53" HAVING A RADIUS OF 580.05 FEET, AN ARC LENGTH OF 1321.10 FEET TO POINT TO A POINT ON THE NORTHWEST CORNER OF PARCEL "J" OF SAID RECORD OF SURVEY 4756; THENCE SOUTH 54°53'28" EAST ALONG THE NORTH LINE THEREOF FOR A DISTANCE OF 432.36 FEET TO A POINT ON THE NORTH LINE OF SAID PARCEL "I" OF AND THE TRUE POINT OF BEGINNING.

CONTAINS ~5.48 ACRES





Stay on course.

dennis@nwcs-inc.com | www.nwcs-inc.com | 509-727-1345

July 6, 2018

Re: Horn Rapids Industrial Park Parcel at SE Corner of Polar Way and Logan ST
Tax Parcel ID: 128081000002007(?)

Dear Mr. Arrasmith:

I am submitting this letter of intent to purchase the approximate 5 acres of property on the SE corner of Polar Way and Logan St, Richland, WA currently owned by the City of Richland.

I propose to break the acreage into 4 lots (parcels) to construct 4 – 2,500 to 4,000 square foot buildings with fenced yards for multi-purpose use. I have one party currently interested in a Office/Shop space with yard space as well. This party is Adroit Concrete and they employee approximately 10 people. Northwest Construction Services, Inc. is also interested in constructing an alike type facility. Northwest Construction Services, Inc. is looking at starting up a buy – sell type business that would employee 2 to 3 persons and generate sales tax revenue. The other 2 buildings would be constructed to lease out. We would plan on starting construction within 2 to 6 months on the 1st building with completion date 6 months after construction started. We are currently working with a local lender (HAPO commercial division) to get financing in place.

The proposed purchase price for the parcel is \$1.25 per square foot with an approximate purchase price of \$54,450 per acre, totaling approximately \$272,250. We understand that the purchase and sale agreement still need to be negotiated and reviewed and that this transaction requires Council approval in order to move forward. Traditional distribution of closing costs will occur.

This letter of intent does not and is not intended to contractually bind the parties and is only an expression of interest. This letter does not bind either party contractually.

Sincerely,

Dennis & Joan Hollis
509-727-1345



DENNIS HOLLIS
5.48 ACRE PURCHASE

RICHLAND
RV PARK

HORN RAPIDS
COMMERCIAL PLAZA

HORN RAPIDS
RESIDENTIAL
COMMUNITY

HORN RAPIDS
BUSINESS CENTER



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 10/16/2018

Agenda Category: Resolutions – Adoption

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Subject:

Resolution No. 146-18, Authorizing a Federal Emergency Management Agency Grant for SCBA Replacement in Fire & Emergency Services

Department:

Fire & Emergency Services

Ordinance/Resolution Number:

146-18

Document Type:

Resolution

Recommended Motion:

Adopt Resolution No. 146-18, authorizing a FEMA grant request to fund the replacement of certain Fire and Emergency Services personal protective equipment.

Summary:

The Federal Emergency Management Agency (FEMA) provides funding for critical fire suppression equipment through the Assistance to Firefighters Grant (AFG) program.

Richland Fire Department's Self-Contained Breathing Apparatus (SCBA) were purchased in 2006 with AFG funding. The equipment is at the end of its expected service life and has become maintenance-intensive. If the equipment is not replaced within the next year, significant upgrades will be necessary. This equipment is a critical piece of personal protective equipment (PPE) used during structure and vehicle fire suppression, hazardous materials initial response, and rescue environments with a compromised atmosphere.

The AFG program works on a 10% match, which has been requested through the 2019 expanded program process. The application window for this grant closes on October 26, 2018. Staff is requesting permission to apply for the grant funding, with acceptance of any award contingent upon approval of the matching funds in the City's 2019 budget process.

The grant funding, if awarded, will replace existing SCBAs and Rescue Air Packs with new equipment that includes integrated safety and communication technology. Staff is currently waiting for vendor quotes on the equipment, but the total grant request will not exceed \$450,000.

Staff recommends approval of Resolution No. 146-18.

Fiscal Impact:

Vendor quotes are pending, but the City's grant application request is for a value not to exceed \$450,000 with a 10% match of City funds made available through the City's 2019 expanded program budget process.

Attachments:

- I. Resolution No. 146-18

RESOLUTION NO. 146-18

A RESOLUTION of the City of Richland authorizing an application to the Federal Emergency Management Agency for funding through the 2018 Assistance to Firefighters Grant for self-contained breathing apparatus.

WHEREAS, the Federal Emergency Management Agency (FEMA) provides grant funding opportunities for fire and emergency response equipment; and

WHEREAS, one or more of Richland Fire and Emergency Services' self-contained breathing apparatus (SCBA) have reached the end of their service life; and

WHEREAS, SCBA is a critical component of the personal protective equipment ensemble, and is required by law for use in all environments that are immediately dangerous to life and health (IDLH), such as structure and vehicle fires and hazardous materials responses; and

WHEREAS, funding through the Assistance to Firefighters Grant requires a ten percent (10%) match of funds, thereby reducing the budget impact to the City for the replacement of this equipment.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richland that the City Manager or designee is authorized to prepare and submit an application to the Federal Emergency Management Agency for funding through the Assistance to Firefighters Grant for self-contained breathing apparatus.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

ADOPTED by the City Council of the City of Richland, Washington, at a regular meeting on the 16th day of October, 2018.

ROBERT J. THOMPSON
Mayor

ATTEST:

APPROVED AS TO FORM:

MARCIA HOPKINS, City Clerk

HEATHER KINTZLEY, City Attorney



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 10/16/2018

Agenda Category: Resolutions – Adoption

Core Focus Area 1 - Promote Financial Stability & Operational Effectiveness

Core Focus Area 4 - Manage our Natural Resources

Subject:

Resolution No. 144-18, Approving a Third Amendment to Professional Services Agreement with Shannon & Wilson, Inc.

Department:

Community Development Services

Ordinance/Resolution Number:

144-18

Document Type:

Resolution

Recommended Motion:

Adopt Resolution No. 144-18, authorizing the City Manager to sign and execute a Third Amendment to Professional Services Agreement with Shannon & Wilson, Inc., referenced as Richland Contract No. 248-15.

Summary:

In 2015, the City hired Shannon & Wilson, Inc., to conduct wetland mitigation and permitting services under Richland Contract No. 248-15. Shannon & Wilson, Inc. was tasked with developing a mitigation plan based on development impacts associated with the construction of a rail loop in the Horn Rapids Industrial Park, as well preparing an onsite wetland and buffer mitigation plan to compensate for the impacts associated with the Hagen Road/Logan Street extension projects.

Shannon & Wilson, Inc. completed a number of tasks between 2015 and 2018 as required under the contract. However, due to unexpected hydrologic conditions at the mitigation site, along with additional requirements from the Washington State Department of Ecology ("Ecology"), the task under Mitigation and Construction Observation requires additional monitoring activities and revisions to mitigation strategies.

Under this third amendment, Shannon & Wilson, Inc. will review revised mitigation plan strategies, coordinate with Ecology to obtain approval of an altered mitigation plan, conduct site visits to review and assess contractor's plant material, noxious weed control and additional planting needs, and prepare the final mitigation report.

Because the value of this third amendment, coupled with two previous amendments, exceeds \$50,000 in the aggregate, Council approval is required. Staff recommends approval of Resolution No. 144-18.

Fiscal Impact:

Costs to complete the additional services under this amendment to Contract No. 248-15 will be \$31,262, which will be paid from the Industrial Development Fund.

Attachments:

1. Resolution No. 144-18
2. Third Amendment to Shannon & Wilson Professional Services Agreement

RESOLUTION NO. 144-18

A RESOLUTION of the City of Richland authorizing a Third Amendment to the Professional Services Agreement with Shannon & Wilson, Inc., for additional required environmental services related to the construction of new roads and a rail loop in the Horn Rapids Industrial Park.

WHEREAS, there is now in full force and effect between the City of Richland and Shannon & Wilson, Inc. a professional services contract (Richland Contract No. 248-15) for environmental mitigation related to the construction of new roads and a rail loop in the Horn Rapids Industrial Park; and

WHEREAS, the Washington State Department of Ecology ("Ecology") requires additional mitigation and observation, which requires additional scope and cost; and

WHEREAS, the original agreement with Shannon & Wilson, Inc. did not include adequate scope or budget to support Ecology's required additional mitigation and observation; and

WHEREAS, Contract No. 248-15 has been amended twice under the authority granted by RMC 3.04.080(A)(1)(C); and

WHEREAS, with this third amendment, the aggregate of the amendments will now exceed the City Manager's signature authority for change orders and amendments allowed under RMC 3.04.080(A)(1)(C). Therefore, pursuant to RCW 3.04.080(A)(3), Council approval is required; and

WHEREAS, adequate funds exist in the Industrial Development Fund to cover the additional costs.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richland that the City Manager is authorized to sign and execute a Third Amendment to the Professional Services Agreement between the City of Richland and Shannon & Wilson, Inc.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

ADOPTED by the City Council of the City of Richland, Washington, at a regular meeting on the 16th day of October, 2018.

ROBERT J. THOMPSON
Mayor

ATTEST:

APPROVED AS TO FORM:

MARCIA HOPKINS, City Clerk

HEATHER KINTZLEY, City Attorney



**CITY OF RICHLAND
AGREEMENT WITH SHANNON & WILSON, INC.
CONTRACT NO. 248-15**

AMENDMENT NO. #3

I. RECITALS

There is now in full force and effect between the parties a professional services agreement, Contract No. 248-15, related to ***Environmental Services Related to the Construction of New Roads and Rail Loop Project in the Horn Rapids Industrial Park***. The agreement was fully executed on **11/19/2015**. The expiration date of the agreement is **upon completion of Task #7: Mitigation Construction Observation**. The parties desire to amend the agreement as provided in Section II below.

II. AGREEMENT

In exchange for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree to amend Contract No. 248-15 as follows:

1. The Consultant shall provide services described in the attached **Scope of Services**, which is hereby incorporated into Contract No. 248-15.
2. Fees.
 - a. ☐ The contract value remains unchanged.
 - b. ☒ Compensation for the additional services rendered pursuant to this amendment shall be \$31,262. The new contract value is now \$93,492.
3. The contract period shall: ☐ remain unchanged; ☒ extend to **9/30/2018**.
4. It is understood and agreed that all other terms and conditions of the agreement shall be and remain the same.

III. SIGNATURES

City:

Shannon & Wilson, Inc.

By: _____

By: _____

Cynthia D. Reents
Richland City Manager

Name: _____

Date: _____

Title: _____

Date: _____

APPROVED AS TO FORM:

Heather Kintzley, City Attorney



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 10/16/2018

Agenda Category: Resolutions – Adoption

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Subject:

Resolution No. 145-18, Approving the Sale of Surplus Property and Equipment

Department:

Administrative Services

Ordinance/Resolution Number:

145-18

Document Type:

Resolution

Recommended Motion:

Adopt Resolution No. 145-18, declaring the items in Exhibit A as surplus to the City's needs, and authorizing staff to dispose of the equipment and items in a manner most advantageous to the City.

Summary:

From time to time, as City equipment and other personal property reaches the end of its useful life, the property is removed from service and disposed of according to Chapter 3.08 of the Richland Municipal Code (RMC) regarding disposition of City-owned personal property. RMC 3.08 requires Council approval for disposition of items purchased for use in a utility or having an estimated salvage value of over \$5,000.

The listed equipment and items in Exhibit A to Resolution No. 145-18 are determined to be excess to the City, and are ready for disposition in accordance with RMC 3.08.

Staff recommends approval of Resolution No. 145-18.

Fiscal Impact:

Yes

Proceeds from the sale of these surplus items will be deposited into the appropriate fund that the equipment originated from.

Attachments:

I. Resolution No. 145-18

RESOLUTION NO. 145-18

A RESOLUTION of the City of Richland declaring certain vehicles and equipment surplus to the City's needs.

WHEREAS, Richland City Council, as legislative authority of the City of Richland, has determined that certain vehicles and equipment are surplus to the City's needs.

NOW, THEREFORE, BE IT RESOLVED by the City of Richland as follows:

Section 1. Richland City Council finds and declares that certain vehicles and equipment, as listed on **Exhibit A**, attached hereto, are no longer needed and are therefore surplus to the City's needs.

Section 2. Staff is hereby authorized to sell or dispose of said equipment on behalf of the City.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

ADOPTED by the City Council of the City of Richland, Washington, at a regular meeting on the 16th day of October, 2018.

ROBERT J. THOMPSON
Mayor

ATTEST:

APPROVED AS TO FORM:

MARCIA HOPKINS, City Clerk

HEATHER KINTZLEY, City Attorney

EXHIBIT A

CITY ID NO.	SERIAL OR VIN NO.	YEAR / ID #	QTY	EST. TOTAL VALUE	DIVISION	ITEM DESCRIPTION
1106	6G1MK5U26CL644461	2012	1	\$6,000	POLICE	2012 CHEVROLET CAPRICE
1202	6G1MK5U29DL825345	2012	1	\$6,000	POLICE	2012 CHEVROLET CAPRICE
2272	1GCGK24K9SZ227394	1995	1	\$1,000	WASTEWATER	1995 CHEVROLET K2500 4X4
3213	4VJJC24E3YN871423	2000	1	\$15,500	WATER	2000 VOLVO 10-12 YARD DUMP TRUCK W/PLOW MT
3226	1GBJC39G01F213207	2001	1	\$5,400	WASTEWATER	2001 CHEVROLET 2WD SERVICE BODY
3268	1GBJK34G65E282604	2005	1	\$4,500	ENERGY SERVICES-PWR OPS POWER OPS	2005 CHEVROLET FLAT BED 4X4
3276	1GBJC39G01F213207	2006	1	\$5,800	WATER	2006 CHEVROLET 2WD SERVICE BODY
3292	2FZHAZCV54AM66547	2009	1	\$12,000	SOLID WASTE	2009 STERLING ROLL-OFF TRUCK
7122	L06420H380665	2003	1	\$12,500	PARKS & FACILITIES	2003 JOHN DEERE 6420 W/TIGER FLAIL MOWER
7133	FF050DX270162	2008	1	\$20,000	WATER	2008 JOHN DEERE 50D EXCAVATOR
5040	1FDXE45P87DB07681	2007	1	\$12,000	FIRE	2007 FORD E-450 AMBULANCE
IN LIST			50	SCRAP	ENERGY SERVICES-PWR OPS	TRANSFORMERS - VARIOUS
IN LIST			1	SCRAP	ENERGY SERVICES-PWR OPS	SEARS AUTO ANALYZER
IN LIST			5	SCRAP	ENERGY SERVICES-PWR OPS	PORTABLE BATTERY CHARGER
IN LIST			LOT	SCRAP	ENERGY SERVICES-PWR OPS	MSTR III CABINETS
IN LIST			1	SCRAP	ENERGY SERVICES-PWR OPS	SIREN CONTROL HEAD
IN LIST			28	SCRAP	ENERGY SERVICES-PWR OPS	ELTEC NTC-17/TC-18 SCHOOL FLASHER
IN LIST			1	SCRAP	ENERGY SERVICES-PWR OPS	SCHOOL FLASH CONTROLLER
IN LIST			12	SCRAP	ENERGY SERVICES-PWR OPS	HT1000 HANDITALKI

EXHIBIT A

CITY ID NO.	SERIAL OR VIN NO.	YEAR / ID #	QTY	EST. TOTAL VALUE	DIVISION	ITEM DESCRIPTION
IN LIST			1	SCRAP	ENERGY SERVICES-PWR OPS	RYCOM SELECTIVE LEVEL METER
IN LIST			1	SCRAP	ENERGY SERVICES-PWR OPS	CODE 3 LIGHT BAR CONTROLLER
IN LIST			1	SCRAP	ENERGY SERVICES-PWR OPS	TRANSITION MEDIA CONVERTER
IN LIST			1	SCRAP	ENERGY SERVICES-PWR OPS	MOTOROLA MCS2000 MOBILE (BROKEN)
IN LIST			1	SCRAP	ENERGY SERVICES-PWR OPS	CUSHMAN CE-15 SPECTRUM MONITOR
IN LIST			1	SCRAP	ENERGY SERVICES-PWR OPS	752 OPTICOM CARD
IN LIST			1	SCRAP	ENERGY SERVICES-PWR OPS	3M OPTICOM PRIORITY CHANNEL
IN LIST			LOT	SCRAP	ENERGY SERVICES-PWR OPS	PALLET OF 54 PEAK TRAFFIC CONTROLLERS
IN LIST			4	SCRAP	ENERGY SERVICES-PWR OPS	POWER SUPPLY (VARIOUS)
IN LIST			46	SCRAP	ENERGY SERVICES-PWR OPS	RADIOS (VARIOUS: MOTOROLA/MDS /GE/MDT)
IN LIST			2	SCRAP	ENERGY SERVICES-PWR OPS	KING FISHER RAS SYSTEM RX
IN LIST			1	SCRAP	ENERGY SERVICES-PWR OPS	AUDIO FREQUENCY RECEIVER
IN LIST			4	SCRAP	ENERGY SERVICES-PWR OPS	REMOTES (VARIOUS: CPI/GE)
IN LIST			1	SCRAP	ENERGY SERVICES-PWR OPS	RADIO SHACK SCANNER
IN LIST			1	SCRAP	ENERGY SERVICES-PWR OPS	FEDERAL SIGNAL PA DECK
IN LIST			2	SCRAP	ENERGY SERVICES-PWR OPS	CODE 3 SIREN CONTROLLER

EXHIBIT A

CITY ID NO.	SERIAL OR VIN NO.	YEAR / ID #	QTY	EST. TOTAL VALUE	DIVISION	ITEM DESCRIPTION
IN LIST			1	SCRAP	ENERGY SERVICES-PWR OPS	15000 FEET ECONOLITE SOLO CAMERA CABLE
IN LIST			1	SCRAP	ENERGY SERVICES-PWR OPS	TRAFFIC TEST SUITCASER
IN LIST			1	SCRAP	ENERGY SERVICES-PWR OPS	CABLE TEST SET
IN LIST			1	SCRAP	ENERGY SERVICES-PWR OPS	KENWOOD TK790 MOBILE RADIO
IN LIST			16	SCRAP	ENERGY SERVICES-PWR OPS	EBERLE DESIGN MMU16 & OPTICOM MODELS
IN LIST			2	SCRAP	ENERGY SERVICES-PWR OPS	SENCORE TRANSISTOR CHECKER
IN LIST			1	SCRAP	ENERGY SERVICES-PWR OPS	VIBROTEST VOLTMETER



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 10/16/2018

Agenda Category: Resolutions – Adoption

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Subject:

Resolution No. 147-18, Authorizing a Service Agreement with Mayflower Recycling, Inc. for Metals Recycling Services

Department:
Public Works

Ordinance/Resolution Number:
147-18

Document Type:
Resolution

Recommended Motion:

Adopt Resolution No. 147-18, authorizing the City Manager to sign and execute an agreement with Mayflower Metals, Inc. for metals recycling services.

Summary:

As described in the City of Richland Solid Waste Management Plan, the City supports recycling/diversion programs of recyclable materials at the Horn Rapids Landfill. The City partners with private material processing companies to pick-up collected materials to process and deliver to reuse markets.

The existing contract for these services exceeded the terms of the previous agreement and the City's purchasing policies. Therefore, the City issued a Request for Proposal (RFP) in July 2018, receiving two (2) responses. City staff evaluated the two responses and rated each based on the criteria established in the RFP. Mayflower Metals Inc. received the highest score.

City divisions other than Solid Waste recycle metal as part of their normal business practices. In an effort to have one agreement for all metal recycling needs within the City, the RFP included collection and processing of recycled metal at other City facilities.

Staff recommends approval of Resolution No. 147-18, authorizing the City Manager to execute a 3-year agreement for metal recycling services with Mayflower Metals, Inc.

Fiscal Impact:

Metals recycling is a revenue source for the City with earnings averaging approximately \$45,000 annually. The Mayflower Recycling, Inc. contract will continue generating this revenue, which is distributed to the collecting City departments.

Attachments:

1. Resolution No. 147-18
2. Metals Recycling Service Agreement

RESOLUTION NO. 147-18

A RESOLUTION of the City of Richland authorizing a Service Agreement with Mayflower Metals, Inc. for metal recycling services.

WHEREAS, the City of Richland operates a Solid Waste Utility in accordance with Title 15 of the Richland Municipal Code; and

WHEREAS, the 2011 City of Richland Solid Waste Management Plan, adopted by City Council, established program goals and objectives for the Solid Waste Utility; and

WHEREAS, the City operates recycling programs through curbside collection and drop box locations throughout the City and at Horn Rapids Landfill (Landfill); and

WHEREAS, the City collects high-value recyclable metals at the Landfill and the City maintenance shop which are processed independently from the curbside and drop box recycling programs; and

WHEREAS, City divisions other than Solid Waste recycle metal as part of their normal business practices, utilizing containers at the City maintenance shop and Landfill to route these high-value materials for recycling; and

WHEREAS, the City's diversion and recycling programs partner with private material processing companies to deliver collected recyclables to the reuse markets; and

WHEREAS, the City issued a Request for Proposal (RFP) in July, 2018 for metal recycling services to solicit vendors to replace an existing agreement that has been in place since 1997; and

WHEREAS, the City received two (2) responses to the RFP. Upon review, Mayflower Metals, Inc. received the highest score; and

WHEREAS, the best interests of the City are served by entering into an agreement with Mayflower Metals, Inc. to provide metal recycling services at the Landfill and other City facilities; and

WHEREAS, the proposed agreement with Mayflower Metals, Inc. will become effective January 1, 2019, replacing the current service provided by Twin-Cities Metals.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richland that the City Manager is authorized to sign and execute a service agreement between the City and Mayflower Metals, Inc. for metal recycling services.

ADOPTED by the City Council of the City of Richland, Washington, at a regular meeting on the 16th day of October, 2018.

ROBERT J. THOMPSON
Mayor

ATTEST:

APPROVED AS TO FORM:

MARCIA HOPKINS, City Clerk

HEATHER KINTZLEY, City Attorney

METAL RECYCLE SERVICES AGREEMENT
Between
CITY OF RICHLAND
And
MAYFLOWER METALS, INC.

This Agreement is entered into as of this ____ day of _____, 2018, by and between the **City of Richland**, a Washington municipal corporation (hereinafter "CITY"), and **Mayflower Metals, Inc.**, a Washington corporation ("CONTRACTOR").

1. Scope of Services

The CONTRACTOR shall provide Metal Recycle Services for the CITY. Services to be provided are detailed in the attached RFP 18-0095 and Contractor proposal, which are made part of this Agreement.

Services provided under this Agreement shall include, but are not limited to:

Collection and processing of scrap metals located at the City of Richland Shops, located at 2700 Duportail Street, City of Richland Wastewater Treatment Facility, located at 555 Lacy Road, and the Horn Rapids Landfill, located at 3102 Twin Bridges Road in Richland, WA 99352.

CONTRACTOR shall furnish all necessary labor, materials, tools, equipment, training, supervision and insurance to perform metal recycle services.

2. Fee and Payment

Payment of amounts due to the City of Richland will be issued 10 days after end of the month. Payment to the City shall be from the CONTRACTOR. No third party payments are allowed. The invoice shall include the monthly market source information identified in the RFP response to establish basis of payment, in addition to the other information identified in **Section 2.1, Project Description, E – Reporting** of the RFP.

Pricing shall be as follows:

Dollar amount per ton of scrap metal will be priced as a percentage of a published index price. The index Mayflower Metals shall use is the American Metal Markets daily "Export Yard Buying Prices, No.1 heavy melt". The published price on the 7th day of the month of collection will be what all prices will be based on. This methodology will consistently value the scrap metal at current market prices.

Three grades of scrap iron will be quoted:

1. Prepared HMS: wrought iron and steel scrap, black and galvanized, maximum size 60 x 18 inches, to be free of sheet iron or thin gauged material.

2. Unprepared HMS: wrought iron and steel scrap, black and galvanized, pieces greater than 60 x 18 inches, to be free of sheet iron or thin gauged material.
3. Tin/Appliances/Light iron: appliances, sheet iron or thin gauged material.

Schedule A – Materials Collected and Processed		
Horn Rapids Landfill		Index
Hauling and processing of scrap metals from landfill to processing facility	TON	Tin/Appliances/Light Iron; 45% of index price
Hauling and processing of appliances, refrigeration retrieved, from landfill to processing facility	TON	Tin/Appliances/Light Iron; 45% of index price
Hauling and processing of all other appliances from landfill to processing facility	TON	Tin/Appliances/Light Iron; 45% of index price
Hauling and processing of vehicle wheels from landfill to processing facility	TON	Prepared HMS; 90% of index price
Wastewater Treatment Facility		
Hauling and processing of scrap metals from Wastewater Treatment Facility to processing facility	TON	Tin/Appliances/Light Iron; 45% of index price
City Shops - Equipment Maintenance		
Hauling and processing of scrap metals from City Shops – Equipment Maintenance to processing facility	TON	Prepared HMS; 90% of index price
City Shops - Electrical Maintenance		
Hauling and processing of Copper Wire from City Shops – Electrical Maintenance to processing facility	TON	75% of COMEX price
Hauling and processing of ACSR/Aluminum Wire from City Shops – Electrical Maintenance to processing facility	TON	10% of LME price
Hauling and processing of Scrap Iron from City Shops – Electrical Maintenance to processing facility	TON	Tin/Appliances/Light Iron; 45% of index price

The index identified in the table above is based on a one-time inspection of types of materials collected at each location and will typically be compensated as listed above. Any variation of material that affects the index identified will be documented and communicated to the City within 24 hours of collection.

The basis of compensation for all other specialty collections and/or materials to be determined per email correspondence provided as Exhibit A, assuming full container or self-haul.

3. Time for Beginning and Completion

This Agreement shall become effective on January 1, 2019 and shall continue in force to and through the 31st day of December 2021.

4. Service Reliability

CONTRACTOR shall provide the necessary staff and equipment to perform the required service in accordance with the service requirements of the City as outlined in **Section 2 Scope of Work** in the RFP.

If CONTRACTOR experiences an emergency that will render CONTRACTOR unable to collect materials according to any approved schedule, CONTRACTOR shall make arrangements to accommodate the City's needs.

5. Termination for Cause

CITY may, by written notice, terminate this Agreement, in whole or in part, if the CONTRACTOR fails: (i) to perform Services within the time specified herein and according to the approved schedules; or (ii) to take corrective actions within times specified in written notice from the City. Termination shall be effective immediately upon notice of termination to CONTRACTOR by CITY. In the event of termination pursuant to this Section, CITY shall have the option, for a period of ninety (90) days following termination, to deliver recyclable materials to CONTRACTOR, and to receive compensation from CONTRACTOR according to CONTRACTOR'S proposal.

6. OSHA and WISHA Requirements

All laws, interim and permanent standards, rules and regulations of the Occupational Safety and Health Act (OSHA) and the Washington Industrial Safety and Health Act (WISHA); all state and federal laws and regulations relating to safety and health standards; and all CITY policies, procedures and programs relating to safety and health are incorporated into this Agreement by this reference and shall be followed by CONTRACTOR.

CONTRACTOR agrees to perform Services in compliance with, and to furnish only supplies and equipment that comply with such laws, standards, regulations, policies, procedures, and programs.

7. Delegation, Subcontracting and Assignment

(a) CONTRACTOR shall not delegate its duties or subcontract any work performed under the terms of this Agreement without prior written authorization from CITY, which shall be given or withheld in CITY's sole discretion. Any delegation or subcontracting by CONTRACTOR, including delegation pursuant to Subparagraph (b) below, shall not operate to relieve CONTRACTOR of its responsibilities under this Agreement.

(b) CONTRACTOR may not assign its rights under this Agreement without the prior written consent of CITY, which shall be given or withheld in CITY's sole discretion.

8. Indemnification / Hold Harmless

CONTRACTOR shall defend, indemnify and hold CITY, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the CITY.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the CONTRACTOR and the CITY, its officers, officials, employees, and volunteers, the CONTRACTOR's liability hereunder shall be only to the extent of CONTRACTOR's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes CONTRACTOR'S waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this Section shall survive expiration or termination of this Agreement.

9. Insurance Requirements

- (a) Insurance Term. CONTRACTOR shall procure and maintain insurance, as required in this Section, without interruption from commencement of the CONTRACTOR's work through the term of the contract and for thirty (30) days after the physical completion date, unless otherwise indicated herein.
- (b) No Limitation. CONTRACTOR's maintenance of insurance, its scope of coverage and limits as required herein shall not be construed to limit the liability of the CONTRACTOR to the coverage provided by such insurance, or otherwise limit the CITY's recourse to any remedy available at law or in equity.
- (c) Minimum Scope of Insurance. CONTRACTOR's required insurance shall be of the types and coverage as stated below:
 - 1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
 - 2. Commercial General Liability insurance shall be as least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an equivalent endorsement. There shall be

no exclusion for liability arising from explosion, collapse or underground property damage. The CITY shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the CITY using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

(d) Minimum Amounts of Insurance. CONTRACTOR shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.

(e) CITY Full Availability of Contractor Limits. If the CONTRACTOR maintains higher insurance limits than the minimums shown above, the CITY shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by CONTRACTOR, irrespective of whether such limits maintained by CONTRACTOR are greater than those required by this contract or whether any certificate of insurance furnished to the CITY evidences limits of liability lower than those maintained by CONTRACTOR.

(f) Other Insurance Provision. CONTRACTOR's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the CITY. Any insurance, self-insurance, or self-insured pool coverage maintained by CITY shall be excess of CONTRACTOR's insurance and shall not contribute with it.

(g) Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

(h) Verification of Coverage. CONTRACTOR shall furnish CITY with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsements, evidencing the insurance requirements of CONTRACTOR before commencement of the work. Upon request by CITY, CONTRACTOR shall furnish certified copies of all required insurance policies, including endorsements, required in this contract and evidence of all subcontractors' coverage.

- (i) Subcontractors' Insurance. CONTRACTOR shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the CONTRACTOR-provided insurance as set forth herein, except CONTRACTOR shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. CONTRACTOR shall ensure that CITY is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement at least as broad as ISO Additional Insured endorsement CG 20 38 04 13.
- (j) Notice of Cancellation. CONTRACTOR shall provide CITY and all Additional Insureds for this work with written notice of any policy cancellation within two (2) business days of their receipt of such notice.
- (k) Failure to Maintain Insurance. Failure on the part of CONTRACTOR to maintain the insurance as required shall constitute a material breach of contract, upon which the CITY may, after giving five (5) business days' notice to CONTRACTOR to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to CITY on demand, or at the sole discretion of CITY, offset against funds due the CONTRACTOR from the CITY.

10. Compliance with Law

CONTRACTOR shall comply with all applicable governmental laws, statutes, ordinances, rules, regulations and other requirements, including, without limitation, such governmental requirements applicable to transportation, environmental protection, wages, hours, equal employment opportunity, nondiscrimination, health, safety and working conditions. Upon CITY'S request, CONTRACTOR shall provide CITY with documentation demonstrating CONTRACTOR's compliance with such governmental requirements.

11. Modification

This Agreement may not be modified except in writing by CITY and CONTRACTOR.

12. Termination without cause

CITY may terminate this Agreement at any time, without cause, upon not less than ninety (90) days written notice to CONTRACTOR. Except for termination of the obligations to perform further Services and to compensate for such Services, the terms of this Agreement shall survive any termination of this Agreement.

13. Insurance Taxes and Benefits

CONTRACTOR shall pay all taxes and contributions for unemployment insurance, retirement benefits, workers' compensation insurance benefits, life insurance, pensions, annuities and any other employment-related costs, obligations, and duties with respect to persons employed by CONTRACTOR for the performance of Services under this Agreement.

14. Prevailing Party

In any arbitration or judicial proceeding involving CITY and CONTRACTOR arising out of or relating to this Agreement, the prevailing party shall be entitled to recover all reasonable expenses associated with such proceeding, including reasonable attorney fees and expenses.

15. Independent Contractor

In the performance of this Agreement, CONTRACTOR is an independent Contractor, and neither CONTRACTOR nor its employees are agents or employees of CITY.

16. Notices

All notices required or permitted to be given under this Agreement shall be in writing and deemed to have been given when delivered in person or by confirmed Fax to be followed-up by an original copy, or by registered or certified mail, postage prepaid, return receipt requested, to the address of the respective parties below:

CITY: City of Richland
505 Swift Blvd.
Richland, WA 99352
Attn: Cathy Robinson, Purchasing Manager
Phone: 509-942-7710
email: purchasing@ci.richlandwa.us

CONTRACTOR: Mayflower Metals, Inc.
139406 W. Johnson Road
P.O. Box 84
Prosser, WA 99350
Phone: (509) 786-1818
email: BrianG@mayflowermetals.com

17. Non-waiver of Rights

The failure of either party to this Agreement to object to or to take affirmative action with respect to any conduct of the other party that is in violation of the terms of this Agreement shall not be construed as a waiver thereof, or as a waiver of any future breach or subsequent wrongful conduct.

18. Entire Agreement

This Agreement and the terms and conditions of the RFP shall be incorporated as a part of this Agreement and shall represent the entire understanding between the parties hereto relating to the Services described in this Agreement and supersedes any and all prior proposals or agreements, whether written or oral, that may exist between parties. Where there is any conflict or inconsistency with the express terms in this Agreement, the terms of this Agreement shall supersede such conflicting terms and conditions in the RFP.

19. Governing Law

This Agreement shall be governed by, and construed in accordance with the laws of the State of Washington, excluding the conflict of law rules.

(signature page to follow)

IN WITNESS WHEREOF the undersigned have executed this Agreement as of the date set forth above.

City of Richland

By: _____

Print: Cynthia D. Reents _____

Title: City Manager _____

Date: _____

Mayflower Metals, Inc.

By: _____

Print: _____

Title: _____

Date: _____

From: Alan Finch
Sent: Monday, September 17, 2018 11:26 AM
To: Marlow, Jay
Cc: Brian Green
Subject: scrap metal start up

Jay,
Here are some notes and information I compiled regarding our visit and discussions last week.

Container count/locations
location #1 Horn Rapids Transfer [tin]
2 40 yard open tops to combine all scrap iron metal collection
1 40 yard open top; Replaces Refrigerator Trailer [Tin]
1 40 yard open top; Vehicle Wheels [HMS]
location #2 Main Shop
1 20 yard open top; copper based/containing wire
1 20 yard open top; ACSR/aluminum wires
1 30 yard open top; scrap iron
location #3 Fleet Shop [majority HMS]
1 20 yard yard open top
location #4 Streets/Water [tin/unprepared]
1 20 yard open top, all metal collection
Non ferrous pricing
Aluminum [LME previous days' official cash price]
aluminum wheels; 45%
aluminum street signs; 45%
ACSR/poly aluminum power wire; 10%
Copper [COMEX previous days' official spot price]
clean copper wire; 75%
clean copper tubing; 70%
aluminum/copper underground power wire; 5%, TBD
water meter brass; 35%, TBD
Stainless Steel; 90% Mayflower Metals "board" delivered price, TBD
Electric Motors; 90% Mayflower Metals "board" delivered price, TBD
Brass; 90% Mayflower Metals "board" delivered price, TBD
Power Transformers [100% drained]; unprepared iron price, TBD
Power Meters; tin/light iron, TBD

Several of the "TBD" materials will be dependent on market conditions, amount, service required, etc. I tried to put some kind of baseline to them for planning purposes.
Please review and then let's discuss this further over the phone or in person.
Thank you

Alan S. Finch
509-786-1818
alanf@mayflowermetals.com



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 10/16/2018

Agenda Category: Resolutions – Adoption

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Subject:

Resolution No. 150-18, Approving the 2019 Tri-City Regional Hotel-Motel Commission Budget and Marketing Plan

Department:
City Manager

Ordinance/Resolution Number:
150-18

Document Type:
Resolution

Recommended Motion:

Adopt Resolution No. 150-18, approving the 2019 Tri-City Regional Hotel-Motel Commission Budget and Marketing Plan as presented.

Summary:

In 2004, the Tri-Cities Area Hotel and Lodging Association proposed that Tourism Promotion Areas (TPA) be formed in each of the three principal cities in the Tri-Cities area, and that, via an interlocal agreement, the assessments be pooled for use by the Tri-Cities Visitor and Convention Bureau to conduct specified promotional activities on behalf of the entire region. On June 15, 2004, Council passed Ordinance No. 17-04, establishing the City of Richland TPA as part of the Tri-City Regional TPA.

Under the management contract with the City, the TPA must submit an annual business plan and budget. Approval of the business plan and budget by Richland and the other participating agencies is necessary in order to accept and implement the plan for 2019.

Additionally, the City recognizes and promotes the TPA as a possible funding program for event organizers, and considers it one of the funding resources within the City's tourism sponsorship program.

Approval of the 2019 Tri-City Regional Hotel-Motel Commission Budget and Marketing Plan will allow the TPA to spend funds collected from area hoteliers to support tourism.

Staff recommends approval of Resolution No. 150-18.

Fiscal Impact:

There is no direct fiscal impact to approving the 2019 Tri-City Regional Hotel-Motel Commission Budget and Marketing Plan. If successful, these marketing efforts will help boost hotel stays resulting in additional tax revenue for the City.

Attachments:

1. Resolution No. 150-18
2. Visit Tri-Cities letter introducing 2019 Marketing Plan and Budget
3. 2019 Tri-City Hotel Commission Budget and Marketing Plan

RESOLUTION NO. 150-18

A RESOLUTION of the City of Richland approving the 2019 Tri-City Hotel-Motel Commission Budget and Marketing Plan.

WHEREAS, in 2004, the Tri-Cities Area Hotel and Lodging Association proposed that Tourism Promotion Areas (TPA) be formed in each of the three principal cities constituting the Tri-Cities; and

WHEREAS, by interlocal agreement, the assessments are pooled for use by the Tri-Cities Visitor and Convention Bureau to conduct specified promotional activities on behalf of the region; and

WHEREAS, on June 16, 2004, Richland City Council passed Ordinance No. 17-04, authorizing the City of Richland TPA to become part of the Tri-City Regional TPA; and

WHEREAS, under the management contract with the City, an annual business plan and budget must be submitted for Council consideration and approval; and

WHEREAS, the 2019 Tri-City Hotel-Motel Commission Budget and Marking Plan was presented to Richland City Council on October 16, 2018 at an open public meeting.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richland that the 2019 Tri-City Hotel-Motel Commission Budget and Marketing Plan is hereby approved.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

ADOPTED by the City Council of the City of Richland, Washington, at a regular meeting on the 16th day of October, 2018.

ROBERT J. THOMPSON
Mayor

ATTEST:

APPROVED AS TO FORM:

MARCIA HOPKINS, City Clerk

HEATHER KINTZLEY, City Attorney

September 27, 2018

Ms. Cindy Reents
City of Richland
P.O. Box 190
Richland, WA 99352

Dear Ms. Reents,

On behalf of the Tri-City Regional Hotel-Motel Commission, we are pleased to present the 2019 Tri-City Regional Hotel-Motel Commission Budget and Marketing Plan for approval by the Richland City Council.

Each year Visit TRI-CITIES prepares a budget and marketing plan for the Tri-City Regional Hotel-Motel Commission, detailing projected revenues and expenses for the programs supported by the funds collected from the Tourism Promotion Assessment (TPA). As outlined in the *Interlocal Cooperation Agreement for Establishment of the Tri-City Regional Tourism Promotion Area*, the Commission's recommended version of the budget and marketing plan is due to the each of the cities for City Council review by no later than October 1st of each year.

The 2019 Budget and Marketing Plan received the unanimous support of the Commissioners present at the September 20, 2018 commission meeting. I am very much looking forward to presenting the particulars of the 2019 Plan with the City Council on Tuesday, October 16th, 2018.

If I can answer any questions that you may have prior to providing the information to the council members, please do not hesitate to call me on my direct line (735-6816).

Thank you for your ongoing support of the Tri-City Regional Tourism Promotion Area. It has been an extremely successful venture that has greatly enhanced our destination marketing efforts for the Tri-Cities region.

Sincerely,



Michael Novakovich
President & CEO

TRI-CITY REGIONAL HOTEL-MOTEL COMMISSION

2019 Budget and Marketing Plan



Visit 
TRI-CITIES
WASHINGTON

www.VisitTRI-CITIES.com



2019 Tourism Promotion Area Marketing Plan

Prepared by:
Visit TRI-CITIES

For:
City of Kennewick
City of Pasco
City of Richland

Please Note: The attached document reflects only those programs and costs associated with Tourism Promotion Area (TPA) funding. Visit TRI-CITIES manages many other aspects of tourism development which are funded by hotel and lodging taxes and membership investment. Such programs include, Rivershore Enhancement, Media Outreach, Visitor Services and Member Development.

Acknowledgements

Special thanks to the city managers and hoteliers that have dedicated staff time to support the Tri-City Regional Hotel-Motel Commission; these efforts have greatly contributed to the success of Visit TRI-CITIES and the management of the Tourism Promotion Area.

Tri-City Regional Hotel-Motel Commission:

Kennewick:

Mark Blotz, Clover Island Inn

Kathy Moore, SpringHill Suites by Marriott

Marie Mosley, Ex Officio, City of Kennewick

Pasco:

Monica Hammerberg, Hampton Inn & Suites Pasco / Tri-Cities

Vijay Patel, A1 Hospitality

Dave Zabell, Ex Officio, City of Pasco

Richland:

Jerry Beach, Courtyard by Marriott

Cody Opstedal, Home2 Suites by Hilton

Cindy Reents, Ex Officio, City of Richland

The Tourism Promotion Area is managed by Visit TRI-CITIES for the City of Kennewick, City of Pasco and the City of Richland.

Visit TRI-CITIES

Vision: *Visit TRI-CITIES shall be recognized as an organization that is an industry leader for destination marketing in the Pacific Northwest; the primary source of visitor information and the lead advocate for visitor industry development in the Tri-Cities region. We will pursue a competitive advantage for the destination in all market segments and we will adhere to our mission with a focus on leadership, innovation and results.*

As the premier marketing entity for the entire Tri-Cities community and region, we will deliver sales and marketing initiatives that are innovative and provide community direction through management practices that are considered top of class.

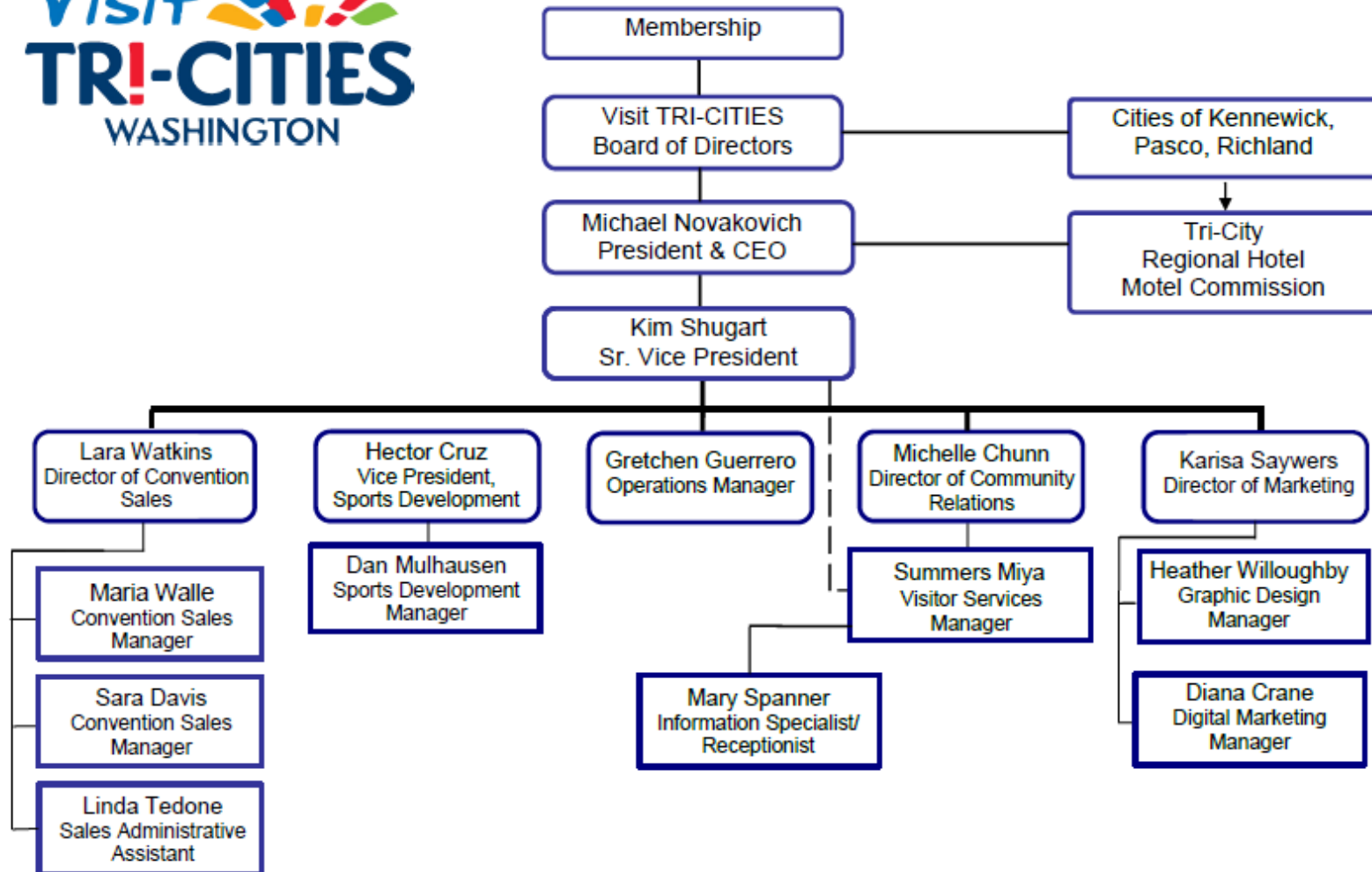
Mission: *The mission of Visit TRI-CITIES is to promote, market and sell the region as a preferred destination to visitors. We will develop incremental visitation by promoting our destination products, programs and activities; the overall economic vitality of our communities and the quality of life of our citizens.*

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Visit Tri-Cities Organization Chart



Tourism 2019: National Outlook

The U.S. hotel industry experienced record performance in the first quarter of 2018 according to Smith Travel Research (STR). Much of the revenue growth was tied to increase in average daily rates (+2.5%) which contributed to a 3.5% RevPar growth. There is concern however that the performance in early 2018 is the result of a one-time boost attributed to post hurricane (Harvey and Irma) residual hotel stays in the southern states as the rebuild process extended into first quarter. Regardless, Jan Freitag, senior vice president for STR stated in April of this year, “When we parse through all of these performance factors, we see that growth is continuing at a healthy pace, and we are now at 97 consecutive months with a RevPar increase.”

	2018 Forecast	2019 Forecast
Supply	+2.0%	+1.9%
Demand	+2.4%	+2.0%
Occupancy	+0.4%	+0.1%
ADR	+2.5%	+2.3%
RevPar	+2.9%	+2.4%

Source: 2018 Smith Travel Research

The industry is projected to post record-breaking performance levels across the U.S. through 2019 as reported by Tourism Economics at the Americas Lodging Investment Summit earlier this year. Given that the supply growth has slowed from recent year levels, and pricing power is showing an uptick, the industry should see positive performance.

U.S. Hotel Occupancy Performance

2017	2018 Forecast	2019 Forecast
65.95%	66.2%	66.27%

Tourism 2019: Regional Outlook

As with any statistical analysis, it is important to look below the surface when evaluating the strength of the tourism industry by reviewing hotel occupancy rates. At first blush, a decline in occupancy would be alarming, indicating that fewer people were traveling and staying in hotels. However, there is a common theme across the Pacific Northwest as it relates to declining hotel occupancies, and it is not necessarily bad news.

For example, in Bellingham, which experienced the doubling of hotel guest room supply from 2012 to 2018, hotel occupancies have dropped from 76% in 2012 to 64% in 2018. In Bellevue, where six hotels have opened since 2014, occupancies have dropped from 76% to 70% in 2018. In each of these cases, the number of hotel rooms sold remained the same or increased, but with more guest rooms available in the market, the occupancy rates declined, even though more visitors were coming into the area. In Seattle, year to date through June of 2018, occupancy is down 1.8% to prior year, but the number of hotel rooms sold over the same time period has actually increased by 44,487 room night stays.

Seattle continues to invest in expanding the infrastructure to secure national and international meetings and conventions.

In August the expansion to the Washington State Convention Center, known as the Summit Building, broke ground.

The project is slated to be completed by 2022 and is projected to increase the economic impact of tourism spending in Seattle by \$260 million per year and add \$19 million per year in sales tax revenue.

Travel Portland reports that inventory of hotel rooms is expected to increase by 40% prior to 2020 and the number of confirmed projects underway supports this projection. In 2018 there are five new hotels and one hotel expansion taking place that will add 916 rooms in Portland and in 2019 a 600 guest room Hyatt Hotel will be built adjacent to the Oregon Convention Center.

These developments are important to note for two reasons. First, it underscores the importance of investing in public meeting facilities to remain competitive in the convention and meetings segment of tourism development. The second thing to be aware of is the level of competition that smaller markets, like Tri-Cities, will likely experience as individual hotels in large cities aggressively pursue statewide conventions to fill the void created by the rapid growth of hotel rooms available.

<i>2018 Performance January – June</i>				
	OCC	ADR	RevPAR	RevPAR Vs. Prior Year
Seattle	80.6%	\$183.69	\$148.14	+1.7%
Spokane	63.3%	\$108.94	\$68.98	+6.6%
Tacoma	67.7%	\$102.17	\$72.39	+5.5%
Tri-Cities	63.9%	\$92.58	\$59.19	+5.0%
Vancouver	71.7%	\$110.31	\$79.13	-1.5%
Yakima	59.5%	\$95.47	\$56.79	+6.5%

Tourism 2019: Tri-Cities Area Outlook

Just as we have seen in other cities around the Northwest and across the United States, there has been aggressive growth in the number of hotel rooms added to the market since 2014. With the number of hotel rooms available increasing by 18% since 2014, individual hotels are feeling the effects, although the number of rooms sold has increased. Through the first six months of 2018 the number of rooms sold has increased by 7,900 over prior year as reported by Smith Travel Research.

	2015	2016	2017	2018	2019
Number of Available Hotel Rooms	3,867	3,989	4,191	4,191	4,285
Increase to prior year	+8.8%	+3.2%	+5.0%	+0.0%	+2.2%

The growth of hotel rooms in the Tri-Cities will continue in 2019. Early in the year a 94 room Comfort Inn will open at Southridge in Kennewick, while in Pasco a 99 room Courtyard by Marriott is slated to break ground, with completion expected in 2020.

The much-needed expansion of the Three Rivers Convention Center continues to allude the community. Voters have thrice rejected a .002 increase in sales tax to fund an expansion and at this time there does not appear to be a clear path forward.

This is concerning as some of the larger conventions that make up the clientele for the Convention Center are outgrowing the existing space at the same time neighboring communities are trying to woo them with recently renovated and expanded products. To mitigate this, Visit Tri-Cities Convention Sales staff members will be charged with targeting new mid-sized conventions and developing new markets through a combination of new advertising initiatives, incentives and prospecting.

The popularity of youth sports continues to flourish and although the age and quality of local sports complexes is quite good and the region is popular with tournament directors; there is still a need for more and varied types of facilities in order to grow the number of sports tournaments taking place in the Tri-Cities. In early 2019, with the help of TPA Reserve Funding, Visit Tri-Cities will act as a convener for local jurisdictions to facilitate the selection of a company to conduct a feasibility study on what types of facilities are needed, as well as what the demand and return on investment is for the facilities that are identified.

Competitive Situation Analysis

In order to promote the Tri-Cities as a preferred destination for group, business and leisure travelers, it is important to recognize both the strengths and challenges within our community and to set sales strategies accordingly.

Convention & Sports

Strengths

1. Three large public venues: Three Rivers Convention Center; Toyota Center & TRAC Center.
2. Variety of hotel choices and national brands; something for every budget.
3. Strong Sports Council.
4. Competitive pricing compared to Seattle, Vancouver, Tacoma and Spokane.
5. Easy access to venues with minimal travel time within the Tri-Cities.
6. Ample complimentary parking available.
7. Opportunity fund available for qualifying convention and sports groups.
8. Strong hotel industry support and successful TPA program.
9. Positive relationship and communication between VTC, hotels and meeting venues.

Challenges

1. Distance from Greater Seattle Area vs. competition.
2. The absence of a single hotel capable of hosting 300+ delegates for overnight guestrooms.
3. Guest room rates are slightly higher than some competing destinations for group bookings (Yakima, Wenatchee).
4. Number of meeting rooms and exhibit space available at public meeting venues.
5. Expansion of the Spokane Convention Center with attached 716 room convention hotel. Yakima looking to expand their convention center by 51,000 sq. ft.
6. New multi-use sports facilities added in competing destinations (SoZo in Yakima; Spokane Sportsplex in 2019).
7. Competing destinations such as Yakima and Spokane offer more rooms within walking distance to the convention center.
8. Funding needed to expand Three Rivers Convention Center.
9. Lack of resort-style hotels to compete with resort destinations.

Leisure Travel

Strengths

1. Location in the Heart of Washington Wine Country.
2. Manhattan Project National Historical Park.
3. Great media coverage for the Tri-Cities due to travel writer outreach.
4. Growing interest and availability of Hanford B Reactor tours.
5. Popularity of STEM Tourism.
6. Increase in development of retail and restaurant businesses.
7. Attractiveness of river shore and trail system.
8. Great attractions such as The REACH, Carousel of Dreams and Columbia Gardens Urban Wine & Artisan Village.
9. Weather.
10. Water2Wine cruise ship offering Sunday brunch, lunch, dinner and sunset cruises.

Challenges

1. Demand can be very seasonal.
2. Difficult to track as a market segment.
3. Price of airfare and inconvenience of air travel.
4. Leisure travel is more budget sensitive than convention or business travel, which are seen as necessary.
5. Perception of mountain snow and winter driving conditions November – April.
6. Heavy weekend traffic along I-90/Snoqualmie Pass.

Business Travel

Strengths

1. Less price sensitive for airfare and hotels.
2. Visit TRI-CITIES can target groups to “fill in” around high demand periods (Tuesday-Thursday.)
3. Direct flights from Minneapolis, Denver, Salt Lake City, Seattle, Mesa/Phoenix, and San Francisco.
4. Forecast for Hanford is stable.
5. Recently expanded Tri-Cities Airport.

Challenges

1. Destination choice not influenced by outside forces.
2. Very dependent on Hanford business trends.
3. Mostly mid-week travel.

Group Business Sales Strategies

Given the increase in the number of hotel guest rooms available in the Tri-Cities, it is of little surprise that group business (conventions, sports tournaments, tour groups) is of utmost importance to hoteliers. Group business is highly desirable because most times, especially with sports tournaments, the delegates require rooms on weekends, which has been defined as a “need period” by those hotels contributing to the tourism promotion assessment.

The results of the 2019 marketing survey sent to hotels that collect tourism promotion assessments (hotels with more than 40 rooms) showed that 100% of respondents rated group business as either important (6.25%) or very important (93.75%). The direction was clear: “We want more conventions and sports tournaments.”

The biggest challenge in growing the number and types of conventions that take place in the Tri-Cities is due to the capacity constraints of the Three Rivers Convention Center. Many of the existing groups such as the Washington Wine Growers, the Washington-Oregon Potato Conference and the Washington State Tree Fruit Association have expressed that they are outgrowing the current facilities; while other groups such as Washington Association of School Business Officials (with 580 delegates), Pacific

Northwest Clean Water Association (with 800 delegates) and Washington Association of Career & Technical Education (with 600 delegates) have large events and the existing facilities are not adequate for them to even consider the Tri-Cities as a destination. There is an urgent need to expand the convention center.

Of all the group segments, sports tournaments are perhaps the most popular with hotels for two reasons. First, most sporting events take place on the weekends, when business travel is low; and second, although teams usually pile many players in each room, they share expenses so they are less rate sensitive than other groups. Additionally, sports groups tend to use multiple hotel properties to accommodate their events. The cities have continued to invest in the infrastructure which allows the Tri-Cities to remain competitive. The ability to successfully host outdoor events due to the good weather only strengthens that position.

In 2019 Visit Tri-Cities Staff will continue to work with the cities to secure a feasibility study to research if the number of sports tournaments booked would benefit from upgrading facilities, including adding artificial turf to playfields.

Request for Proposal (RFP) Production

Each year the Visit Tri-Cities sports and convention sales managers issue qualified leads to hotel and meeting partners. The table below outlines the production of leads by quarter, the actual arrival of the events (if they can be converted) ranges on average from one to five years in the future.

	2015	2016	2017	2018	2019
Leads Issued					
Qtr 1	41	52	64	54	60*
Qtr 2	65	69	62	66	65*
Qtr 3	49	63	58	70*	70*
Qtr 4	63	75	70	70*	70*
Total	218	259	254	260*	265*

* Estimated production

Converted Bookings

The table below refers to the number of sporting events and conventions booked each year, by quarter. The leads generated to initiate these converted bookings are issued one to three years prior to the event being booked. The arrival dates for these events range from taking place in the same year they are booked, to taking place five (or more) years in the future.

	2015	2016	2017	2018	2019
Leads Converted					
Qtr 1	35	40	49	38	41*
Qtr 2	61	52	46	46	47*
Qtr 3	32	29	43	42*	43*
Qtr 4	57	76	55	64*	64*
Total	185	197	193	190*	195*

* Estimated production

Request for Proposal Lost Business Analysis

(July 2017 - June 2018)

Selected another city due to:

	July 2015 – June 2016	July 2016 – June 2017	July 2017 – June 2018
Preferred Date Not Available	1	4	5
Location Preference	19	23	28
Price of Hotels	1	0	0
Overall Cost	7	6	11
Convenience of Location	7	6	7
# of Hotel Rooms Next to Convention Center	0	1	0
Resort Setting	2	3	3
Lack of Adequate Public Meeting Space	2	6	3
Event Cancelled/Postponed	8	12	15
Other	12	8	6

Total Bookings Lost:	59	69	78
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Total Room Nights Lost:	18,337	22,559	29,053
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Estimated Loss of Visitor Spending to the Local Economy:

\$9,204,415	\$9,809,022	\$14,489,232
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Request for Proposal Lost Business Analysis

(July 2017 - June 2018)

Cities/locations business was lost to:

	July 2015 – June 2016	July 2016 – June 2017	July 2017 – June 2018
Spokane	7	11	5
Resort	7	13	10
Wenatchee*	4	5	10
Walla Walla*	1	3	3
Seattle	1	2	1
Yakima*	11	3	10
Tacoma	2	3	1
Vancouver*	2	5	4
Other*	16	12	19
Cancelled/Postponed	8	12	15
Total	59	69	78

*The total lost business for these destinations include multi-year bookings; 5 organizations signed 2-year contracts representing a total of 10 request for proposals lost and 3 organizations signed 3-year contracts representing a total of 9 request for proposals lost.

Staffing Comparative (Sales Team)

VISIT SPOKANE AND SPOKANE SPORTS COMMISSION

- 3 Director of Sales
- 4 Director of National Accounts
- 1 Director of Group Travel
- 1 National Account Sales Manager
- 3 Sales Associates
- 2 Full Time Sports Commission Sales Staff

14 Total Full Time Sales Staff

VISIT TRI-CITIES

- 1 Vice President, Sports Development
- 1 Director of Convention Sales
- 2 Convention Sales Managers
- 1 Sports Development Manager

5 Total Full Time Sales Staff

VISIT VANCOUVER USA

- 1 Director of Business Development
- 2 Business Development Managers

3 Total Full Time Sales Staff

YAKIMA VALLEY TOURISM

- 1 Director of Convention Sales
- 1 Sr. Sales Manager
- 1 Convention Sales Manager
- 1 Director of Sports Development
- 1 Sports Development Manager

5 Total Full Time Sales Staff

Guest Room Productivity

Market Segments	2017 Actuals	2018 Forecasted Productivity	2019 Goals
Citywide Conventions	12,458	13,000	14,000
Single Property Meetings & Conventions	14,984	15,000	16,000
Sporting Events	23,392	24,000	26,000
Total	50,834	52,000	56,000

Return on Investment

Economic Impact of Groups Booked in 2019 for Future

Conventions: (see page 16) \$ 6,750,000

Sports: (see page 20) \$ 7,800,000

\$ 14,550,000

2019 Investment in Convention & Sports Marketing: \$ 716,977

(see page 27)

Return on each dollar invested: \$20.29

Destination Marketing Funding Comparative

The following chart provides a **total budget** comparative (including Hotel Motel Tax, Membership Investments and Tourism Promotion Assessment) in key competitive markets:

Competing City	Bureau Budget	Number of Hotel Rooms	\$ Spent per Room
Visit Seattle & Sports Council	\$23,285,016	13,485	\$1,727
Yakima Valley Tourism	\$2,806,300	1,768	\$1,587
Walla Walla Tourism	\$1,107,000	1,130	\$980
Visit Spokane & Sports Council	\$6,457,294	7,890	\$818
Travel Tacoma & Sports Council	\$4,000,000	6,111	\$655
Visit Tri-Cities	\$2,486,509	4,191	\$593
Visit Vancouver USA	\$1,550,999	2,900	\$535
Bellingham Whatcom Co. Tourism	\$1,331,077	2,492	\$534
Seattle Southside Tourism Authority	\$4,200,000	8,421	\$499
Snohomish County Tourism	\$1,303,131	6,740	\$193
Visit Bellevue Washington	\$925,000	5,275	\$175

The following chart provides a comparative for Hotel Motel Tax investments only for each destination marketing organization within key competitor markets:

Competing City	Hotel Motel Tax	Number of Hotel Rooms	\$ Spent per Room
Visit Seattle & Sports Council	\$11,642,510	13,485	\$863
Walla Walla Tourism	\$670,000	1,130*	\$593
Bellingham Whatcom Co. Tourism	\$1,121,456	2,492	\$450
Visit Spokane & Sports Council	\$2,018,064	6,795*	\$297
Yakima Valley Tourism	\$520,100	1,768	\$294
Travel Tacoma & Sports Council	\$1,550,000	6,111	\$254
Visit Bellevue Washington	\$813,500	5,275	\$154
Visit Tri-Cities	\$608,306	4,191	\$145
Snohomish County Tourism	\$916,667	6,740	\$136
Seattle Southside Tourism Authority	\$942,500	8,421	\$112
Visit Vancouver USA	\$314,666	2,900	\$109

The following chart provides a comparative for Tourism Promotion Assessments only for each destination marketing organization within key competitor markets:

Competing City	TPA Collection	Number of Hotel Rooms	\$ Spent per Room
Visit Seattle & Sports Council	\$7,580,000	13,485	\$562
Visit Vancouver USA	\$1,227,933	2,900	\$423
Walla Walla Tourism	\$375,000	930*	\$403
Yakima Valley Tourism	\$688,500	1,768	\$389
Visit Tri-Cities	\$1,627,374	4,191	\$388
Seattle Southside Tourism Authority	\$3,257,500	8,421	\$387
Visit Spokane & Sports Council	\$2,239,519	6,008*	\$373
Travel Tacoma & Sports Commission	\$1,000,000	5,712*	\$175
Snohomish County Tourism	\$336,464	6,740	\$50
Visit Bellevue Washington	\$0	5,275	\$0
Bellingham Whatcom Co. Tourism	\$0	2,492	\$0

**Not all hotels contribute to the Hotel Motel Tax and/or Tourism Promotion Assessment.*

Meetings & Conventions

Includes:

1 FTE Director of Sales

2 FTE Convention Sales Managers

1 FTE Convention Sales Assistant

2019 Actions:

- **Sales Blitz:** Develop two multi-day sales blitzes events in Olympia (Spring and Fall), encourage hotel participation in Spring Blitz.
- **Customer Events:** Organize meeting planner customer luncheon in the spring to promote the Tri-Cities as a destination. Event to be held in conjunction with the Olympia Spring Sales Blitz.
- **Sales Calls:** Two sales trips to the greater Seattle/Puget Sound area.
- **Meeting Planner FAM Tours:** Host qualified meeting planners for individual, customized FAM tours.
- **Relationships:** Continue staff attendance at Washington Society of Association Executives (WSAE) and Professional Convention Management Association (PCMA) monthly/quarterly meetings to strengthen relationship with key meeting planners.
- **New Markets:** Attend the 2019 National Tour Association Annual Convention.
- **Digital:** With the addition of a Digital Marketing Manager we will implement new advertising campaigns through geo locating, consumer search habits and re-targeting.
- **Promote the Destination:** Sponsor events at the annual conventions for WSAE, MPI and NTA.
- **Advertise:** Place advertising in WSAE, MPI, PCMA, Convene DMA West Special Section and Northwest Meetings & Events publications. Purchase enhanced listing on Cvent website. Add Meetings News Northwest ads.
- **New Business:** Increase the investment in the incentive program to focus sales managers on the pursuit of conferences and events that have never previously been held in the Tri-Cities with increased rewards for room night production.
- **Marketing Fund:** Utilize the Opportunity Fund specifically to offset costs for conventions that block more than 250 rooms per night.
- **Network:** Attend the annual conventions for WSAE, MPI, Your Military Reunions Market Place and Society of Government Meeting Planners.

Performance Measures

- 30,000 Guest rooms booked
- Direct hotel spending of \$3,270,000
- Economic impact of \$6,750,000

CONVENTION, TOUR, AND GROUP SALES

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Advertising	\$2,500	\$1,995	\$0	\$3,895	\$0	\$7,300	\$3,100	\$0	\$12,000	\$11,395	\$0	\$6,195	\$48,380
Travel	\$200	\$2,500	\$3,200	\$700	\$2,700	\$2,530	\$3,200	\$2,200	\$2,200	\$900	\$200	\$1,800	\$22,330
Trade Show	\$1,075	\$1,000	\$0	\$0	\$800	\$0	\$695	\$0	\$3,195	\$1,600	\$0	\$0	\$8,365
Staff Development	\$0	\$1,000	\$0	\$0	\$1,000	\$0	\$0	\$1,000	\$1,000	\$0	\$0	\$0	\$4,000
Promo items	\$0	\$750	\$0	\$0	\$0	\$0	\$400	\$350	\$400	\$0	\$0	\$0	\$1,900
Dues/Subsc.	\$2,800	\$950	\$485	\$400	\$195	\$530	\$0	\$0	\$0	\$700	\$0	\$375	6,435
Totals:	\$6,575	\$8,195	\$3,685	\$4,995	\$4,695	\$10,360	\$7,395	\$3,550	\$18,795	\$14,595	\$200	\$8,370	\$91,410

Advertising:

Misc. Ad projects: \$600 in Feb and July = \$1,200

DMA West Western Destination Guide Convene = \$4,800 (Dec)

Cvent – enhanced listing on meeting planner website = \$12,000 (Sept)

DMAI –EmpowerMINT = \$7,300 (Jun)

Northwest Meetings and Events: (\$2,500 each in Jan, Apr, July and Oct) = \$10,000

Meetings News Northwest: (\$1,395 each (1/4 page) in Feb, Apr, Oct and Dec) = \$5,580

Travel:

Mileage stipend at \$200/month for site inspections and meetings = \$2,400

Professional Convention Management Association: attend 2 meetings per year; Apr and June at \$500 each = \$1,000

Washington Society of Association Execs: attend 2 meetings per year; May and Oct at \$500 each = \$1,000

Meeting Planners Intl.: Annual Convention: hotel, meals, and flight = \$1,000 (Mar)

Olympia Spring Sales Blitz: \$500 per staff person, 4 people = \$2,000 (Mar)

Washington Society of Association Execs Convention: hotel, meals, travel for 2 staff @ \$650 each = \$1,300 (Jun)

Olympia Fall Sales Blitz: \$400 per staff person, 3 people = \$1,200 (Oct)

Training Classes: continuing education courses for 4 staff, hotel, meals and travel @ \$2,000 per session (Feb, May, Aug and Sept) = \$8,000

Society of Government Meeting Professionals Winter Workshop: hotel, meals, travel= \$300 (Feb)

Military Reunion Connection Marketplace: hotel, meals, travel = \$530 (July)

National Tour Association: hotel, meals, travel = \$1,600 (Dec)

Northwest Event Show: 2 staff @ \$350 each = \$700 (Oct)

Trade Shows:

Meeting Planner Intl.: Registration (\$300), buyer program (\$675) fees = \$975 (Jan)
Meeting Planner Intl.: Sponsorship = \$1,000 (Feb)
Washington Society of Association Executives: Convention registration for 2 staff @ \$400 each = \$800 (May)
Society of Government Meeting Professionals Winter Workshop: registration = \$100 (Jan)
Your Military Reunion Connection Marketplace = \$695 (July)
National Tour Association = \$1,600 (Oct)
Northwest Event Show: registration = \$3,195 (Sept)

Staff Development:

Continuing Education Training Courses: 4 staff to attend, \$1,000 registration in Feb, May and Sept = \$4,000

Promo Items:

Amenities: \$400: Feb, July and Sept = \$1,200
Logo'd items: \$350 in Feb and Aug = \$700

Dues and Subscriptions:

Washington Society Association Executives Sapphire level sponsorship: \$2,550 (Jan)
Washington Society Association Executives Dues: \$265 each for 2 staff due = \$530 (June)
Meeting Planners International Dues: \$375 (Dec)
Society Government Meeting Professionals Dues: \$400 (Apr)
Religious Conference Management Association Dues: \$195 (May)
Professional Conference Management Association Dues \$485 (Mar)
National Tour Association Dues \$700 (Feb)
Christian Meetings & Conventions Association Dues: \$250 (Jan)
Military Reunion Connection Dues: \$250 (Feb)
NTA Sponsorship: \$700 (Oct)

CONVENTION, TOUR, AND GROUP SALES – *Items Not Included in TPA Budget**

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Customer Events	\$0	\$0	\$5,000	\$0	\$1,775	\$0	\$0	\$0	\$2,000	\$500	\$0	\$0	\$9,275
Hotels and Airfare	\$0	\$0	\$1,140	\$0	\$800	\$340	\$340	\$0	\$340	\$740	\$0	\$0	\$3,700
Entertaining	\$250	\$250	\$750	\$250	\$750	\$250	\$250	\$250	\$750	\$250	\$250	\$250	\$4,500
Gifts	\$100	\$100	\$100	\$50	\$100	\$100	\$100	\$50	\$100	\$100	\$100	\$50	\$1,050
Total	\$350	\$350	\$6,990	\$300	\$3,425	\$690	\$690	\$300	\$3,190	\$1,590	\$350	\$300	\$18,525

Customer Events:

Customer events in Olympia: \$5,000 (Mar)

Planner FAM event: \$2,000 (Sept)

Association of Public Safety Communications Officials Sponsored Break: \$500 (Oct)

Washington Society of Association Executives (WSAE) Sponsorship of Opening Breakfast: \$1,775 (May)

Hotels and Airfare:

Hotel rooms for visiting meeting planners, where comps not available: 10 rooms for 2 nights @ \$85 = \$1,700 (\$340 in Mar, June, July, Sept, and Oct)

Meeting Planner Fly-In: 5 airfares @ \$400 each, 2 per month in Mar, May, and 1 in Oct = \$2,000

Entertaining:

Hosted board meetings for decision makers: meals, tours, \$500 each in Mar, May, Sept = \$1,500

Meals with meeting planners: \$250 per month = \$3,000

Gifts:

Gift Baskets: \$50-\$100 per month = \$1,050

****Note: Items included in Visit TRI-CITIES' general membership budget (private sector).***

Sports Events

Includes:

1 FTE Vice President, Sports Development

1 FTE Sports Development Manager

2019 Actions

- **Sports Council:** Organize and administer activities for the Tri-Cities Sports Council.
- **Advertising:** Place print and digital advertising as appropriate in publications such as: Sports Events, Sports Destination Management, and Connect Sports.
- **Sales Blitz:** Conduct sales calls in October in the greater Seattle area.
- **Promote Resources:** Reprint and update the sports facilities guide.
- **FAM Tours & Services:** Arrange site inspections for tournament planners, provide tools and information for promotional purposes and communicate with tournament planners during their event.
- **Opportunity Fund:** Utilize the opportunity fund specifically to offset tournament costs for groups that block more than 300 rooms per night city-wide.
- **Tradeshows:** Promote the Tri-Cities as a premier sports destination at National Tradeshows Events such as Teams, S.P.O.R.T.S, Connect Sports Marketplace, eSportsTravel Summit, and National Association of Sports Commissions.
- **Promote the Destination:** Sponsor events at annual national sports tradeshows.
- **Bidding Fees:** Bid on new regional/national level tournaments that demand bidding fees to host events.

Performance Measures

- 26,000 Guest rooms booked
- Direct hotel spending of \$3,250,000
- Economic impact of \$7,800,000

SPORTS GROUP SALES

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Advertising	\$100	\$0	\$170	\$0	\$400	\$800	\$0	\$0	\$0	\$0	\$300	\$1,170	\$2,940
Bidding Fees	\$0	\$0	\$0	\$0	\$16,000	\$0	\$0	\$5,000	\$0	\$0	\$0	\$0	\$21,000
Travel	\$75	\$75	\$75	\$2,555	\$75	\$75	\$3,565	\$1,875	\$1,820	\$1,820	\$75	\$75	\$12,160
Trade Show	\$13,390	\$11,000	\$6,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,790
Staff Development	\$0	\$0	\$0	\$0	\$1,000	\$0	\$1,000	\$0	\$0	\$0	\$0	\$0	\$2,000
Promo items	\$0	\$0	\$0	\$200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200
Dues/Subsc.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$795	\$795
Totals:	\$13,565	\$11,075	\$6,645	\$2,755	\$17,475	\$875	\$4,565	\$6,875	\$1,820	\$1,820	\$375	\$2,040	\$69,885

Advertising:

Miscellaneous Ads to support tournaments: \$1,000 (\$100 Jan; \$170 Mar; \$400 May; \$300 Nov; \$170 Dec)

Sports Events Magazine Featured Listing = \$1,000 (Dec)

Printed Sports Facilities Map = \$800 (Jun)

Bidding Fees:

Senior Softball USA Regional Championship = \$10,000 (May)

US Lacrosse National Team Development Regional Camp = \$5,000 (Aug)

National Association of Intercollegiate Athletics, Softball Opening Rounds = \$6,000 (May)

Travel:

Monthly Mileage Stipend: \$75/month = \$900

National Association of Sports Commissions (NASC) Symposium: \$1,240 per staff (Hotel-\$180 x 3 = \$540; Airfare-\$575; Meals-\$125) x 2 staff = \$2,480 (Apr)

TEAMS Conference: (Hotel-\$180 x 4 = \$720; Airfare-\$875; Meals-\$150) = \$1,745 (Oct)

S.P.O.R.T.S-Relationship Conference: (Hotel-\$180 x 4 = \$720; Airfare-\$875; Meals-\$150) = \$1,745 (Sept)

Connect Sports Marketplace: (Hotel = \$950, Airfare = \$700, Meals = \$150) = \$1,800 (Aug)

eSportsTravel Summit: (Hotel-\$180 x 3 = \$540; Airfare-\$800; Meals-\$150) = \$1,490 (July)

Staff Development, Continuing Education Travel: \$2,000 in May and July = \$4,000

Trade Show:

TEAMS Conference: registration = \$2,600 (Feb)

TEAMS Conference: sponsorship = \$7,400 (Feb)

S.P.O.R.T.S-Relationship Conference: registration \$1,400, sponsorship \$5,000 = \$6,400 (Mar)

National Association of Sports Commissions (NASC) Symposium: \$1,395 for staff #1, \$995 for staff #2 = \$2,390 (Jan)

Connect Sports Marketplace: registration \$4,250, sponsorship \$6,750 = \$11,000 (Jan)

eSportsTravel Summit: registration = \$1,000 (Feb)

Staff Development:

Continuing Education Training Courses: 2 staff to attend, \$1,000 registration in May and July = \$2,000

Promo Items:

Sports Amenities: \$200 (Apr)

Dues and Subscriptions:

National Association of Sports Commissions (NASC) Membership: \$795 (Dec)

SPORTS EVENT SALES – *Items Not Included in TPA Budget **

Customer Events and Entertainment:

Customer Entertainment: \$50/month = \$600

Sports Gifts: \$50/Month = \$600

****Note: Items included in Visit TRI-CITIES' general membership budget (private sector).***

Housing & Group Services

Our group sales strategies include support personnel to help achieve repeat bookings by facilitating and supporting meeting and event planners, ensuring that expectations are exceeded from initial booking through culmination of the event; and that their attendees' visit is a positive experience. We offer registration and reservation assistance to large conventions, making it easier for event planners to host their events here. Housing also increases customer satisfaction for individual travelers through reservation assistance during peak season. Satisfied individual travelers create a positive image of our destination through word of mouth and return travel in off-peak months.

2019 Actions

- **Hot Dates Program:** Coordinate Hot Dates Program; maximizing hotel occupancy during peak season. Assist group and individual travelers find guest rooms within the Tri-Cities. Manage guest room inventory of all hotels within Tri-Cities and act as liaison between hotel partners and guests.
- **VisitTRI-CITIES.com Website:** Support day-to-day management of Visit TRI-CITIES website including creating, developing and managing content, maintain consistent look and feel throughout website, and coordinate web projects across departments.
- **Show Your Badge VIP Program:** Manage all functions of program including securing discounts/specials at member businesses, gathering group information, continuing on-going communications with member businesses and event planners, and tracking.
- **Reporting:** Handle all group tracking including data entry, inventory, keeping files on housing operations and continuing on-going communications with the hotel/DOS reservation personnel. Report on aRes Travel On-line Booking system guestroom reservation activity. Post event reports will be used by the TPA commission to determine and validate the funding appropriations for applicants and payment from the opportunity fund.
- **Group Services:** Establish contact with sports and convention planners who are scheduled to bring groups into the area; develop service promotion package to be sent to planners of forthcoming events; maintain routine written, telephone, and personal contact with the clients, oversees maintenance of all client files.
- **Customer Service Surveys:** Follow up with planners/tournament directors post-event to determine strengths/weakness of delivery of hospitality goods & service.
- **Promote the Destination:** Help build attendance and promote tourism through supply of customized booth materials and scheduling of displays.
- **Sales Staff Support:** Create and distribute all sporting event leads and updates to hotels.

HOUSING & GROUP SERVICES

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Travel	\$30	\$30	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$45	\$30	\$535
Promo Items	\$2,160	\$0	\$0	\$0	\$0	\$240	\$0	\$0	\$0	\$0	\$0	\$0	\$2,400
Totals:	\$2,190	\$30	\$50	\$50	\$50	\$290	\$50	\$50	\$50	\$50	\$45	\$30	\$2,935

Travel:

Mileage for Convention & Sports Services = \$535

Promo Items:

Registration Bags – 6,000 @ \$.36 = \$2,160 (Jan)

Sunglasses = \$240 (June)

Tourism Development

2019 Actions

- **Website:** The Visit TRI-CITIES website, www.VisitTRI-CITIES.com, has experienced phenomenal growth in the number of unique visits and pageviews due in part to a dedicated search engine optimization strategy and digital advertising campaigns. The website is Visit TRI-CITIES' most important marketing tool and print, television, and digital advertising campaigns all direct to the website as the "call to action." Recent improvements, such as the itinerary builder (UTRIP) enhance the user experience. The recent addition of a Digital Marketing Manager will allow for increased blogging, vlogging, video content and social media platform engagement.
- **Promote the Destination:** Promote increased leisure travel through development of campaigns targeting wine enthusiasts, golfers, outdoor adventurers and cyclists. Visit TRI-CITIES will continue to lead the efforts for branding and marketing the Manhattan Project National Historical Park.
- **Travel Tradeshows:** Target travel and golf related tradeshows in key Northwest markets; participate in one tradeshow to promote the national park; and promote wine tourism through Taste Washington and Vintage Spokane.
- **Materials:** Publications including the Official Tri-Cities Visitor Guide, the Golf in Washington Wine Country brochure, and the Shop, Wine & Dine brochure all support the Tri-Cities brand and are targeted to key markets to increase visitor spending. These publications will be released in six-month intervals to complement each other and maximize their timeliness. Electronic versions are also posted to www.VisitTRI-CITIES.com.
- **Advertise:** The successful Puget Sound region television ad campaign will be joined by both spring and fall campaigns in Portland, Spokane and Boise. Digital and social media advertising will supplement the traditional advertising campaigns.
- **Social Media:** Visit TRI-CITIES promotes the destination and activities of the Tri-Cities Wine Tourism Council through Tri-Cities WA (22,630 followers) on Facebook, as well as through Twitter, Instagram and Pinterest. In 2019 we will increase live video postings and add content to all formats.
- **Tri-Cities Wine Tourism Council:** There has long been the need to assist wine industry related businesses in becoming more cohesive and organized in order to market the region. Visit TRI-CITIES staff provides management and leadership for the Tri-Cities Wine Tourism Council, which works on marketing projects designed to increase wine tourism.
- **Packages:** Work with member hotels to showcase their existing packages to travel media and on the Visit TRI-CITIES website.
- **Consumer e-News:** User generated content on the website and social media channels will be supplemented by quarterly consumer newsletters targeted to interest groups (outdoor recreation, wine, science) to compel readers to plan leisure travel to the region.

TOURISM DEVELOPMENT

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Advertising	\$5,800	\$27,300	\$13,550	\$21,050	\$48,000	\$44,100	\$13,800	\$50,300	\$37,800	\$4,550	\$3,800	\$1,450	\$271,500
Travel	\$0	\$2,750	\$4,700	\$0	\$0	\$0	\$0	\$0	\$3,000	\$0	\$0	\$0	\$10,450
Staff Development	\$0	\$0	\$1,000	\$0	\$1,000	\$0	\$1,000	\$0	\$1,000	\$0	\$0	\$0	\$4,000
Trade Show	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,165	\$1,000	\$0	\$0	\$11,165
Website	\$1,600	\$1,600	\$1,600	\$1,600	\$400	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$18,000
Promo Items	\$0	\$0	\$0	\$1,500	\$0	\$0	\$0	\$1,500	\$0	\$0	\$0	\$0	\$3,000
Totals:	\$12,400	31,650	\$20,850	\$24,150	\$49,400	\$45,700	\$16,400	\$53,400	\$48,565	\$7,150	\$5,400	\$3,050	\$318,155

Advertising:

Golf & Wine Getaway Brochure: Brochure \$8,000 Feb, Ad Inserts \$4,000 Mar = \$12,000

Golf ads in Spokesman Review: Mar, Apr, Oct at \$750 each = \$2,250

Golf Map: \$650 (Dec)

Images for Ad Design = \$5,300 (June)

WSHLA Official Visitor Guide: \$4,000 (Sept)

Social Media/Google Ads = \$800/month (Jan, Feb, Mar, Apr, June, July, Aug, Sept, Oct, Nov, Dec) = \$9,600

Television Commercials in Puget Sound Region \$30,000 each for Spring (May/June) and Fall (Aug/Sept) = \$60,000

Television Commercials in Portland, Spokane, Boise \$30,000 each for Spring (May/June) and Fall (Aug/Sept) = \$60,000

Digital Ad Campaigns targeting golf, wine and cycling \$3,500 in Feb, \$3,000 each in Mar, Apr, May, June, July, Aug, Sept, Oct, Nov = \$30,500

National Park Website Co-Op Marketing \$16,500 in Apr and Aug = \$33,000

Advertising for Hanford Section of the National Park \$10,000 in Feb, May and Jul = \$30,000

Video Footage Production \$5,000 in Mar, May and June = \$15,000

Virtual Reality Production \$5,000 in Jan and Feb = \$10,000

Trade Shows:

Seattle Golf & Travel Show: Exhibit fees due Sept = \$1,600

Spokane Golf & Travel Show: Exhibit fees due Oct = \$1,000

Portland Golf & Travel Show: Exhibit fees due Sept = \$1,500

Spokane Wine Show "Vintage Spokane" in Sept = \$2,065

Equipment/Monitors to support virtual Reality Displays in Jan = \$5,000

Travel:

Seattle Golf & Travel Show: hotels, meals, car rental, parking, and fuel for 2 staff = \$1,700 (Mar)

Spokane Golf & Travel Show: hotels, meals, car rental, parking, and fuel for 2 staff = \$1,200 (Feb)

Portland Golf & Travel Show: hotels, meals, car rental, parking and fuel for 2 staff = \$1,550 (Feb)

Tri-Cities Wine Tourism Council: Quarterly travel allowance to support Tradeshow \$1,000 each show, 2 staff members (Mar, Sept) = \$2,000

Training Classes: continuing education courses for 4 staff, hotel, meals and travel @ \$2,000 per session (Mar, May, Jul and Sept) = \$8,000

Staff Development:

Continuing Education Training Courses: 4 staff to attend, \$1,000 registration in Mar, May, July and Sept = \$4,000

Website/ Internet Marketing:

Invest in Search Engine Optimization for new website: Aristotle Bronze SEO Package \$1,200/month (Jan, Feb, Mar, Apr, June, July, Aug, Sept, Oct, Nov, Dec) = \$14,400

Website Hosting Fee: \$4,700 annually = \$400/month

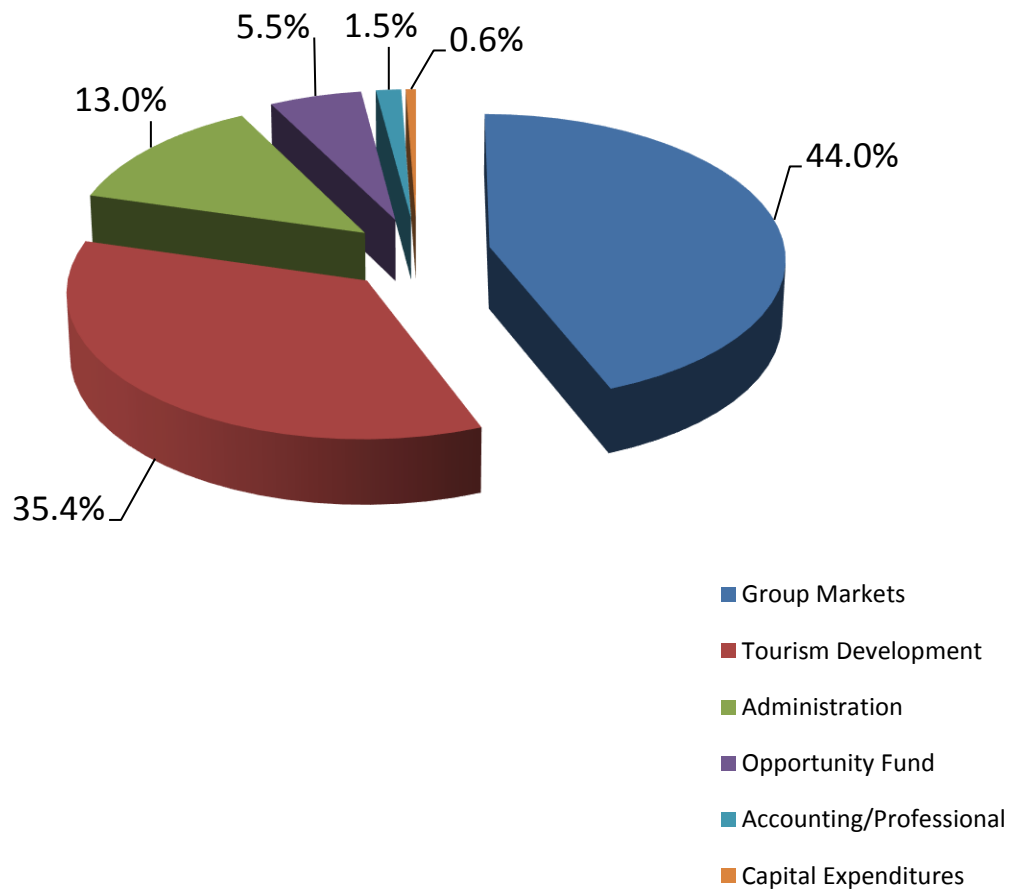
Promo Items:

Registration Bags, Logo'd Swag \$1,500 in Apr and Aug = \$3,000

Budget Summary

Revenues	2018 Budget		Proposed 2019 Budget	
Kennewick	\$625,531	44%	\$716,045	44%
Pasco	\$326,983	23%	\$374,296	23%
Richland	\$469,149	33%	\$537,033	33%
Total:	\$1,421,663	100%	\$1,627,374	100%
Expenditures				
Group Markets	\$649,200	45.7%	\$716,977	44%
City Wide Conventions				
Associations				
Corporate & Government				
SMERF (social, military,				
education, religious, fraternal)				
Sports				
Tourism Development	\$457,930	32.2%	\$573,927	35.4%
Administration	\$201,247	14.2%	\$212,208	13%
(administrative staff, office				
supplies, rent, telephone				
postage, equipment				
maintenance, etc.)				
Opportunity Fund	\$86,500	6%	\$90,000	5.5%
Accounting/Professional	\$23,786	1.7%	\$24,262	1.5%
Capital Expenditures	\$3,000	.2%	\$10,000	.6%
Total:	\$1,421,663	100%	\$1,627,374	100%

Budget Summary



Board of Directors

The strength of any organization begins at the top. Visit TRI-CITIES is served by a Board of Directors that is providing strategic industry leadership for the future.

Board of Directors

- Carl Adrian, Tri-City Development Council
- Ron Anderson, Red Lion Pasco
- Deborah Barnard, Barnard Griffin Winery
- Commissioner Don Barnes, Port of Kennewick
- Jerry Beach, Courtyard by Marriott
- Commissioner Jim Beaver, Benton County
- Troy Berglund, West Richland Chamber of Commerce
- Karen Blasdel, Battelle
- Mark Blotz, Clover Island Inn
- Debbie Bone-Harris, Pasco Chamber of Commerce
- Gloria Boyce, Ben Franklin Transit
- Christine Brown
- Senator Sharon Brown, Washington State Senate
- Mayor Pro Tem Rich Buel, City of West Richland
- Todd Frantz, Tri-City Herald
- Colleen French, Department of Energy
- Shae Frichette, Frichette Winery
- Representative Larry Haler, Washington State House of Representatives
- Monica Hammerberg, Hampton Inn + Suites Pasco
- Suzanne Heaston, Heaston and Thompson Vision Clinic
- Wendy Higgins, The Lodge at Columbia Point
- Ron Hue
- Scott Keller, Port of Benton
- Commissioner Robert Koch, Franklin County
- Council Member Phillip Lemley, City of Richland
- Brian Lubanski, KVEW TV
- Lori Mattson, Tri-City Regional Chamber of Commerce
- Brent Miles, Tri-City Dust Devils
- Kathy Miller, Banner Bank
- Ken Miller, Miller Mertens & Comfort, P.L.L.C.
- Kathy Moore, Mooreshots Direct
- Rae Moss, Mission Support Alliance
- Monte Nail, CPA
- Vijay Patel, A-1 Hospitality
- Corey Pearson, Three Rivers Convention Center
- Maynard Plahuta, B Reactor Museum Association
- Justin Raffa, Mid-Columbia Mastersingers
- Rob Roxburgh, Washington River Protection Solutions
- Council Member Pete Serrano, City of Pasco
- Rosanna Sharpe, The REACH Museum
- Steve Simmons, CG Public House & Catering
- Buck Taft, Tri-Cities Airport/Port of Pasco
- Nikki Torres, Tri-Cities Hispanic Chamber of Commerce
- Staci West, Bechtel National, Inc.
- Council Member Steve Young, City of Kennewick

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COUNCIL AGENDA ITEM COVERSHEET

Council Date: 10/16/2018

Agenda Category: Items for Approval

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Subject:

Proclamations of Appreciation: Stanley Jones, Roy Keck and Katherine Ostrom

Department:

City Attorney

Ordinance/Resolution Number:

Document Type:

General Business Item

Recommended Motion:

Approve the proclamations of appreciation honoring Stanley Jones, Roy Keck and Katherine Ostrom for their volunteer service to the City of Richland.

Summary:

Mr. Stanley Jones was appointed to the Planning Commission on April 6, 2010, and served until October 8, 2014. Mr. Jones was also appointed to the Richland Public Facilities District Board on December 18, 2012, and served until August 7, 2017.

Mr. Roy Keck was appointed to the Utility Advisory Committee on November 1, 2004, and served until September 30, 2018 when his last term expired.

Ms. Katherine Ostrom was appointed to the Americans with Disabilities Act Citizens Review Committee on October 6, 2015, and served until May 29, 2018.

Fiscal Impact:

None.

Attachments:

1. Proclamation of Appreciation - Roy Keck
2. Proclamation of Appreciation - Stanley Jones
3. Proclamation of Appreciation - Katherine Ostrom



WHEREAS, Roy Keck was first appointed to the Utility Advisory Committee on November 1, 2004, and served nearly fourteen (14) years until September 30, 2018; and

WHEREAS, Mr. Keck faithfully dedicated his time, knowledge, and talents for the benefit of the citizens of Richland; and

WHEREAS, during his tenure on the Utility Advisory Committee, Mr. Keck was involved with developing the electric utility's first long-range retail rate program, establishing a new large load policy, blending of tier 1 and 2 wholesale power costs, numerous revenue bond issuances, and refunding which ultimately saved retail rate payers several million dollars; and

WHEREAS, Mr. Keck faithfully assisted with recommendations for obtaining future wholesale tier 2 power and transmission services through a collaborative framework of northwest electric utilities; and

WHEREAS, Mr. Keck lead the Utility Advisory Committee as chairman in 2011 and 2017 and served as vice-chairman in 2010 and 2016; and

WHEREAS, Mr. Keck also served on the City's Economic Development Committee and dedicated his time to other community organizations.

NOW, THEREFORE, I, Robert J. Thompson, by virtue of the authority vested in me as Mayor of the City of Richland, do hereby express publicly and formally to Roy Keck the City's appreciation for the services Mr. Keck rendered during his tenure as a member of the Utility Advisory Committee.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed hereto the official seal of the City of Richland, Washington, on this 16th day of October, 2018.

Robert J. Thompson
Mayor of Richland



WHEREAS, Stanley Jones was first appointed to the Planning Commission on April 6, 2010, and served until October 8, 2014. Mr. Jones was also appointed to the Richland Public Facilities District Board on December 18, 2012, and served until August 7, 2017; and

WHEREAS, Mr. Jones' combined service to the City totals seven (7) years and four (4) months; and

WHEREAS, Mr. Jones faithfully dedicated his time, knowledge, and talents for the benefit of the citizens of Richland; and

WHEREAS, during Mr. Jones' tenure on the Planning Commission, he worked to improve the City through development of building design standards for the Central Business District, recommendations for adoption and implementation of sidewalk use regulations, and recommended sign code amendments; and

WHEREAS, Mr. Jones diligently worked with his fellow commissioners to update the City's Shoreline Master Program, and to develop hillside development standards; and

WHEREAS, during his tenure on the Richland Public Facilities District Board, Mr. Jones was an integral component of the REACH Museum Project through his service on the Building Committee. In addition, Mr. Jones served as vice president of the Richland Public Facilities District from March 17, 2016 to August 7, 2017.

NOW, THEREFORE, I, Robert J. Thompson, by virtue of the authority vested in me as Mayor of the City of Richland, do hereby express publicly and formally to Stanley Jones the City's appreciation for the services he rendered during his tenure as a member of the Planning Commission and the Richland Public Facilities District Board.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed hereto the official seal of the City of Richland, Washington, on this 16th day of October, 2018.

Robert J. Thompson
Mayor of Richland



WHEREAS, Katherine Ostrom was first appointed to the Americans with Disabilities Act Citizens Review Committee on October 6, 2015, and served nearly three (3) years until May 29, 2018; and

WHEREAS, Ms. Ostrom faithfully dedicated her time, knowledge and talents for the benefit of the citizens of Richland.

NOW, THEREFORE, I, Robert J. Thompson, by virtue of the authority vested in me as Mayor of the City of Richland, do hereby express publicly and formally to Katherine Ostrom the City's appreciation for the services Ms. Ostrom rendered during her tenure as a member of the Americans with Disabilities Act Citizens Review Committee.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed hereto the official seal of the City of Richland, Washington, on this 16th day of October, 2018.

Robert J. Thompson
Mayor of Richland



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 10/16/2018

Agenda Category: Items for Approval

Core Focus Area I - Financial & Operational

Subject:

Appointment to the Americans with Disabilities Act Citizens Review Committee: Judith Davis

Department:
City Attorney

Ordinance/Resolution Number:

Document Type:
General Business Item

Recommended Motion:

Approve the appointment of Judith Davis to Position No. 3 on the Americans with Disabilities Act Citizens Review Committee.

Summary:

The Americans with Disabilities Act Citizens Review Committee position previously held by Katherine Ostrom (No. 3), has an unexpired term to September 30, 2021.

Vice Chair Steve Sillers is recommending the appointment of Judith Davis to Position No. 3.

The position term is effective October 2, 2018 through September 30, 2021.

Candidate applications and resumes are on file in the City Clerk's Office.

Fiscal Impact:

None.

Attachments:

I. ADA Recommendation

Barham, Debby

Subject: FW: Recommendation for ADA

From: Steve Sillers <ssillers@yahoo.com>

Sent: Wednesday, September 26, 2018 8:56 AM

To: Fulton, Toni <tfulton@ci.richland.wa.us>

Subject: Fwd: Recommendation

Good morning,

My apologies for the delayed response as I neglected to check my email yesterday.

After review of the three candidates I agree with the recommendation of Ms. Davis to the open position on the ADA Committee.

I believe that Ms. Davis' career as an Occupational Therapist along with her volunteer experiences will only improve the ADA Committees goal of maintaining compliance with Local, State and Federal ADA requirements as well as providing positive experiences for all Richland citizens and visitors that utilize and enjoy the cities various parks, facilities and streets.

Kindest Regards,

Steve Sillers



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 10/16/2018

Agenda Category: Items for Approval

Core Focus Area I - Financial & Operational

Subject:

Authorize Travel for Mayor Thompson and Mayor Pro Tem Christensen

Department:
City Manager

Ordinance/Resolution Number:

Document Type:
General Business Item

Recommended Motion:

Authorize travel for Mayor Thompson and Mayor Pro Tem Christensen to attend the 2018 Intergovernmental Meeting with the Department of Energy (DOE) in New Orleans, Louisiana, from November 14-16, 2018.

Summary:

Mayor Thompson and Mayor Pro Tem Christensen plan to attend the 2018 Intergovernmental Meeting with the Department of Energy (DOE) in New Orleans, Louisiana, from November 14-16, 2018.

There is a possibility Mayor Thompson will be unable to attend due to a potential scheduling conflict. Should this occur, the travel request for Mayor Thompson will be withdrawn. No City funds will be expended until travel plans are confirmed.

The purpose of this meeting is to provide opportunities for increased communication and coordination with DOE and among states, tribes and local communities affected by the ongoing cleanup of the nuclear weapons complex. Meeting attendees will have the opportunity to hear from, and have discussions with, each other and with officials from DOE's Office of Environmental Management (EM) and other senior officials within the DOE and other relevant federal agencies.

The meeting will feature a variety of presentations and site-level discussions among state, tribal, local and federal government representatives on a variety of topics related to the cleanup of the DOE nuclear weapons complex.

Richland Municipal Code Sections 1.01.040 and 2.26.062 require Council approval for travel which requires either an overnight stay, the use of commercial transportation to travel outside Washington State, or when expenses exceed \$500.00.

Fiscal Impact:

Anticipated expenses for both Mayor Thompson and Mayor Pro Tem Christensen to attend the 2018 Intergovernmental Meeting with Department of Energy (DOE) are \$3,403.76. ECA will reimburse most expenses associated with the conference. With this reimbursement, there are adequate funds in Council's tuition and travel budget to cover expenses not reimbursed by ECA.

Attachments:



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 10/16/2018

Agenda Category: Expenditures - Approval

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Subject:

Expenditures from September 24, 2018 - October 5, 2018 for \$10,996,940.03 including Check Nos. 261939-362333, Wire Nos. 7120-7148, Payroll Check Nos. 139278-139821, and Payroll Wire/ACH Nos. 10657-10691

Department:

Administrative Services

Ordinance/Resolution Number:

Document Type:

Expenditures

Recommended Motion:

Approve the expenditures from September 24, 2018, to October 5, 2018 in the amount of \$10,996,940.03.

Summary:

Breakdown of Expenditures:

Check Nos.	261939-362333	1,615,540.09
Wire Nos.	7120-7148	6,783,685.68
Payroll Check Nos.	139278-139821	22,022.19
Payroll Wires/ACH	10657-10691	2,575,692.07
TOTAL		\$10,996,940.03

Fiscal Impact:

Yes

Total Disbursements: \$10,996,940.03. Disbursements (wire transfers) include \$4,004,953.00 for purchase power.

Attachments:

1. Wire Transfers
2. Voucher Listing Report

VOUCHER LISTING REPORT
SUMMARY OF WIRE TRANSFERS
SEPTEMBER 24 - OCTOBER 5, 2018

Payee	Wire Description	Amount
Claim Wires - Wire No. 7120 to 7148		
AW Rehn Insurance	Fire Health Reimbursement Account	21,309.75
Bonneville Power Administration	Purchase Power	4,004,953.00
CIGNA Health/Matrix/QBE/VSP	Insurance Claims	663,593.29
Culbert Construction, Inc.	Queensgate CPT Improvement - Pay Estimate 5	677,274.71
Discovery Benefits	Section 125	3,647.73
LEOFF Trust	Fire Health Premiums	85,830.76
Leone & Keeble	Contract C16-292 - Pay Estimate	1,238,928.22
Payment Processing, Inc.	Landfill Merchant Service Fees	2,148.22
US Bank Trust	Principal & Interest - Bonds	86,000.00
	Total Claim Wire Transfers	\$ 6,783,685.68
Payroll Wires & Direct Deposits (ACH) - Wire No. 10657 to 10691		
Payroll Wires *see description below	Total Payroll Wire Transfers & Deposits	\$ 2,575,692.07
Total Claim & Payroll Wires/ACH		\$ 9,359,377.75

*Payroll Wires - transactions represent; employee payroll, payment of benefits, payroll taxes and other related payroll benefits.



City Of Richland

VL-1 Voucher Listing

From: 9/24/2018 To: 10/5/2018

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
FUND 001		GENERAL FUND			
Division: 000		UNASSIGNED			
APEX CONTRACTING & PAVING	P059574	5413	362153	RETAINAGE	(\$1,046.50)
AVETISYAN, ANDREY		18-353 AVETISYAN	362094	18-353 PAVEMENT PRESERVATIO	\$423.19
BENTON COUNTY TREASURER		0918BC	362283	CRIME VICTIMS COMP BCDC-SEP 18	\$577.17
BOWEN, NOAH		18-387 BOWEN	362286	18-387 NAGDCA CONF PER FIDU	\$112.00
EVERHAM, PAT		18-385 EVERHAM	362298	18-385 ARITHMETIC FOR OPERA	\$648.53
MOORE, SCOTT		18-310 MOORE	362132	18-310 LG ACADEMY NEW CITY	\$1,698.09
OLLE, BRIAN		18-360 OLLE	362313	18-360 CIVIL 3D ESSENTIALS	\$585.21
PERMIT REFUND		2018.000026	362303	PERMIT REFUND-CANCELLED PRJCT	\$39.08
RECWARE REFUND		091018	362305	ADMIN FEE REFUND	\$75.00
		091318	362278	CANCELLATION REFUND	\$28.50
				DEPOSIT REFUND	\$200.00
				DEPOSIT REFUND	\$250.00
			362301	CANCELLATION REFUND	\$28.50
				DEPOSIT REFUND	\$200.00
				DEPOSIT REFUND	\$250.00
			362316	DEPOSIT REFUND	\$250.00
				DEPOSIT REFUND	\$200.00
				CANCELLATION REFUND	\$28.50
			362318	DEPOSIT REFUND	\$200.00
				DEPOSIT REFUND	\$250.00
				CANCELLATION REFUND	\$28.50
		091318-	362316	CANCELLATION REFUND	\$28.50
		092118	362295	DOG PARK SHELTER RENTAL CAN	\$132.00
		092518	362277	DEPOSIT REFUND	\$200.00
				DEPOSIT REFUND	\$425.00
				DEPOSIT REFUND	\$150.00
			362279	DEPOSIT REFUND	\$425.00
				DEPOSIT REFUND	\$200.00
				DEPOSIT REFUND	\$150.00
			362282	DEPOSIT REFUND	\$425.00
				DEPOSIT REFUND	\$200.00
				DEPOSIT REFUND	\$150.00
			362305	DEPOSIT REFUND	\$425.00
				DEPOSIT REFUND	\$200.00
				DEPOSIT REFUND	\$150.00
			362311	DEPOSIT REFUND	\$200.00
				DEPOSIT REFUND	\$150.00
				DEPOSIT REFUND	\$425.00



City Of Richland

VL-1 Voucher Listing

From: 9/24/2018 To: 10/5/2018

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
RECWARE REFUND		092518	362312	DEPOSIT REFUND	\$200.00
				DEPOSIT REFUND	\$425.00
				DEPOSIT REFUND	\$150.00
WA STATE DEPARTMENT OF REVENUE		Q3-18LHT	362325	LEASEHOLD TAX-3RD QTR 2018	\$40,674.77
WASHINGTON STATE TREASURER		0918WS	362327	FINES & FORFEITURES BC-SEPT 18	\$31,568.53
				FINES & FORFEITURES BC-SEPT 18	\$2,553.50
UNASSIGNED TOTAL ****					\$84,633.07
Division:	001	CITY COUNCIL			
CHRISTENSEN, TERRY		18-394 CHRISTENSE	362290	18-395 ECA NAT CLNUP WKSH	\$2,559.28
PARADISE BOTTLED WATER CO		9/18-CITYATTORNE	362315	BOTTLED WATER-SEPTEMBER	\$31.48
THOMPSON, ROBERT		18-391 THOMPSON	362322	18-391 RADWASTE SUMMIT	\$892.17
		18-395 THOMPSON		18-395 ECA NAT CLNUP WKSH	\$2,097.14
CITY COUNCIL TOTAL ****					\$5,580.07
Division:	100	CITY MANAGER			
PITNEY BOWES PURCHASE POWER		06/18-14823173	362317	POSTAGE 06/01/18 TO 08/31/18	\$6.44
XO COMMUNICATIONS SERVICES LLC		0311665883	262092	PHONE CHARGES 9/1-9/30/18	\$50.15
CITY MANAGER TOTAL ****					\$56.59
Division:	101	CITY CLERK			
PARADISE BOTTLED WATER CO		9/18-CITYATTORNE	362315	BOTTLED WATER-SEPTEMBER	\$9.45
PITNEY BOWES PURCHASE POWER		06/18-14823173	362317	POSTAGE 06/01/18 TO 08/31/18	\$59.09
TRI CITY HERALD	S018070	3801785	262079	ORD 42-18 CDS RAN ON 8/12/18	\$29.66
	S018070	3801794		ORD 43-18 CA RAN ON 8/12/18	\$22.25
	S018070	3801797		ORD 41-18 CA RAN ON 8/12/18	\$27.19
	S018070	3801804		ORD 40-18 CA RAN ON 8/12/18	\$24.72
	S018070	3801807		ORD 39-18 CA RAN ON 8/12/18	\$27.19
	S018070	3819974		PHN 090418 COUNCIL RAN ON 8/26	\$61.80
	S018070	3821804		ORD 1-18 CD RAN ON 8/26/18	\$32.13
	S018070	3821853		ORD 45-18 RPD RAN ON 8/26/18	\$32.13
XO COMMUNICATIONS SERVICES LLC		0311665883	262092	PHONE CHARGES 9/1-9/30/18	\$32.64
CITY CLERK TOTAL ****					\$358.25
Division:	102	CITY ATTORNEY			
BENTON COUNTY DISTRICT COURT		C04999193-JOHNSON	362096	FILING FEE - DDD APPEAL	\$83.00
BENTON COUNTY TREASURER		AUGUST 2018	262000	DISTRICT COURT/OPD-AUGUST 2018	\$59,073.98
FULTON, TONI		18-244 FULTON+	362300	18-244 NW CLERK'S INSTITUTE	\$7.00
JOYCE ZIKER PARKINSON PLLC		50956	362210	TRAVELERS LITIGATION	\$1,286.00
PARADISE BOTTLED WATER CO		9/18-CITYATTORNE	362315	BOTTLED WATER-SEPTEMBER	\$6.30
PITNEY BOWES PURCHASE POWER		06/18-14823173	362317	POSTAGE 06/01/18 TO 08/31/18	\$9.00
XO COMMUNICATIONS SERVICES LLC		0311665883	262092	PHONE CHARGES 9/1-9/30/18	\$51.94
CITY ATTORNEY TOTAL ****					\$60,517.22
Division:	110	ASSISTANT CITY MANAGER			



City Of Richland

VL-1 Voucher Listing

From: 9/24/2018 To: 10/5/2018

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
CITY OF RICHLAND		18-407 AMUNDSON	362291	18-407 ICMA CONFERENCE	\$770.70
PARADISE BOTTLED WATER CO		9/18-CITYATTORNE	362315	BOTTLED WATER-SEPTEMBER	\$9.45
XO COMMUNICATIONS SERVICES LLC		0311665883	262092	PHONE CHARGES 9/1-9/30/18	\$34.07
ASSISTANT CITY MANAGER TOTAL ****					\$814.22
Division:	111	COMMUNICATIONS & MARKETING			
CITY OF RICHLAND		18-375 LOGAN	362104	18-375 3CMA CONFERENCE	\$188.00
XO COMMUNICATIONS SERVICES LLC		0311665883	262092	PHONE CHARGES 9/1-9/30/18	\$12.67
				PHONE CHARGES 9/1-9/30/18	\$0.27
				PHONE CHARGES 9/1-9/30/18	\$12.54
COMMUNICATIONS & MARKETING TOTAL ****					\$213.48
Division:	112	CABLE COMMUNICATIONS			
XO COMMUNICATIONS SERVICES LLC		0311665883	262092	PHONE CHARGES 9/1-9/30/18	\$13.89
CABLE COMMUNICATIONS TOTAL ****					\$13.89
Division:	113	HANFORD COMMUNITIES			
LUNDGREN, REGINA E		RCH-HCN-613	362126	2018 FALL NEWSLETTER	\$1,700.00
		RCH-SB-612	362220	SPEAKERS BUREAU - SEPTEMBER	\$320.00
PARADISE BOTTLED WATER CO		9/18-CITYATTORNE	362315	BOTTLED WATER-SEPTEMBER	\$6.30
PITNEY BOWES PURCHASE POWER		06/18-14823173	362317	POSTAGE 06/01/18 TO 08/31/18	\$1.68
XO COMMUNICATIONS SERVICES LLC		0311665883	262092	PHONE CHARGES 9/1-9/30/18	\$9.03
HANFORD COMMUNITIES TOTAL ****					\$2,037.01
Division:	120	FIRE			
BUECHLER, KENNETH		092118	362100	REIMB LIGHT BULBS	\$25.83
CALLBACK STAFFING SOLUTIONS LLC		009678	362287	STAFFING CALLBACK SRVCS-SEPT	\$216.13
CASCADE FIRE EQUIPMENT CORP DBA		122430	362288	COMBI TOOL (2)	\$212.86
		123012A		2.5"x10' SUCTION HOSE	\$64.94
		123314A		MCLEOD TOOL	\$48.86
EAGLE PRINTING & GRAPHIC DESIGN INC		47442	262021	JACKETS/SHORTS	\$267.32
		47961		EMBROIDER GEAR BAG-BOWE	\$19.55
EDM PUBLISHING INC		15477073	362297	LEGAL BRIEFS FOR FIRE CHIEFS	\$98.76
FRONTIER		09/18-2530045365	262026	SILVER CLOUD PHONE LINE	\$66.67
		10/18-2061880334	362299	VHF PHONE LINE 09/19-10/18/18	\$423.06
MALLORY SAFETY & SUPPLY LLC		4520379	362309	FIREADE PLUS FOAM (10)	\$1,153.87
PITNEY BOWES PURCHASE POWER		06/18-14823173	362317	POSTAGE 06/01/18 TO 08/31/18	\$18.50
RICHLAND ACE HARDWARE		64058/1	262054	ROLLER/COVER/TAPE/WALL PLATE	\$21.33
		64083/1		DOOR STOPS	\$17.76
		64095/1		RETURN DOOR STOPS (3)	(\$8.44)
		64125/1		TRUFUEL 4CYCLE 32OZ	\$34.71
SEA WESTERN INC	P059569	208170	362250	ESTIMATED SHIPPING FEES	\$13.58
	P059569			HAIX FIRE HUNTER XTREME 14"	\$396.39
SEW FABULOUS		1357	362319	PANTS HEMMED X4/NAME TAGS X2	\$76.02



City Of Richland

VL-1 Voucher Listing

From: 9/24/2018 To: 10/5/2018

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
SEW FABULOUS		1358	362319	PANTS HEMMED X3	\$48.87
WASHINGTON STATE ASSN OF FIRE MARSHALS		3038	362326	2018 FPI REG-BUECHLER/BYRD	\$900.00
WEST COAST FIRE & RESCUE		6725	362328	AIRBAG COVER (4)	\$2,975.64
XO COMMUNICATIONS SERVICES LLC		0311665883	262092	PHONE CHARGES 9/1-9/30/18	\$184.28
FIRE TOTAL ****					\$7,276.49
Division:	130	POLICE			
BENTON COUNTY SHERIFF'S OFFICE		08/18 CUSTODY	362162	CUSTODY COSTS-AUG	\$64,598.43
CASCADE NATURAL GAS CORP		09/18-75997100005	262005	NAT GAS 871 GW WAY 08/18-09/17	\$14.93
CHARTER COMMUNICATIONS		0309703092018	362172	RPD INTERNET SRVCS 9/29-10/28	\$78.96
CITY OF PASCO		2018-00000024	262007	COP-ANIMAL CONTROL SERV-SEPT	\$21,599.25
CITY OF RICHLAND		18-351 STOHEL	362291	18-351 18 RSO COORD CONF	\$153.00
COLUMBIA FITNESS		M784	262012	TREADMILL REPAIR-RPD	\$130.59
CROUCH, JASON		18-341 CROUCH	362294	18-341 L&I STAKEHOLDERS MEE	\$26.00
CUTTING EDGE TRAINING LLC		061418	362182	PREVENTION/DECISION SEMINAR	\$744.00
DOMESTIC VIOLENCE SERVICES		25144	262020	DOMESTIC VIOLENCE SRVCS-AUG 18	\$888.50
FRONTIER	S018079	09/18 2061882614	362197	TELEPHONE CHARGE 9/19/18 - 10/	\$125.87
	S018079			TELEPHONE CHARGE 9/19/18 - 10/	\$68.96
KADLEC REGIONAL MEDICAL CENTER		H10182170030800	262034	LESSER MED CLRNC 18-17972	\$165.73
MOON SECURITY SERVICES INC		944428	362227	RPD RANGE MONITORING	\$59.90
NORTHWEST EMERGENCY PHYSICIANS INC		210178956/511	262043	MED CLRNC 18-07455 GEPPERT	\$318.00
		212418715/511		MED CLRNC 18-10309 ISAACSON	\$318.00
PITNEY BOWES PURCHASE POWER		06/18-14823173	362317	POSTAGE 06/01/18 TO 08/31/18	\$1,907.79
PROFORCE MARKETING INC DBA	P059009	356857	362241	SHIPPING AND HANDLING	\$23.84
	P059009			UTM 12GA BLANK KIT #01-2895	\$250.87
	P059009			UTM 5.56MM MMR RED PLASTIC CAS	\$752.60
RINGOLD EMBROIDERY		591	262061	EMBROIDERED YOUTH CAPS	\$13.03
RIVER CITY TOWING INC		16576	262062	TOW CHARGE	\$48.87
		16591	362246	TOW CHARGE	\$48.87
		16603		TOW CHARGE	\$48.87
		16605		TOW CHARGE	\$48.87
SPRINT		LCI-303007	362254	RPD PHONE TRACE 18-15099	\$100.00
TRI CITY HERALD		9/18 76807947	262079	TC HERALD JUL-SEP SUBSCRIPTION	\$119.12
WA STATE CRIMINAL JUSTICE TRAINING		201130990	262084	CRIME SCENE PHOTOGRAPHY-BASIC	\$150.00
WASHINGTON STATE PATROL		00067710	362270	ACCESS USER FEE 7/1-9/30/18	\$600.00
XO COMMUNICATIONS SERVICES LLC		0311665883	262092	PHONE CHARGES 9/1-9/30/18	\$6.90
				PHONE CHARGES 9/1-9/30/18	\$309.52
POLICE TOTAL ****					\$93,719.27
Division:	210	ADMINISTRATIVE SERVICES			
PITNEY BOWES PURCHASE POWER		06/18-14823173	362317	POSTAGE 06/01/18 TO 08/31/18	\$1.21
XO COMMUNICATIONS SERVICES LLC		0311665883	262092	PHONE CHARGES 9/1-9/30/18	\$20.22



City Of Richland

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From: 9/24/2018 To: 10/5/2018

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
ADMINISTRATIVE SERVICES TOTAL ****					\$21.43
Division: 211 FINANCE					
BRIMACOMBE, RYAN		18-406 BRIMACOMBE	362099	18-406 WFOA CONFERENCE	\$48.00
JETPAY PAYMENT SERVICES, FL, LLC		390	262031	MERCHANT SRVC CHRGS AUG 18	\$46,333.42
PITNEY BOWES PURCHASE POWER		06/18-14823173	362317	POSTAGE 06/01/18 TO 08/31/18	\$475.54
				POSTAGE 06/01/18 TO 08/31/18	\$5,491.50
				POSTAGE 06/01/18 TO 08/31/18	\$9,497.55
SUCHY, BRANDON		18-396 SUCHY	362143	18-396 WFOA CONFERENCE	\$295.98
XO COMMUNICATIONS SERVICES LLC		0311665883	262092	PHONE CHARGES 9/1-9/30/18	\$76.79
				PHONE CHARGES 9/1-9/30/18	\$134.15
				PHONE CHARGES 9/1-9/30/18	\$0.22
FINANCE TOTAL ****					\$62,353.15
Division: 212 PURCHASING					
BOTTINEAU, IRMA J		18-378 BOTTINEAU	362285	18-378 LEGAL ASPECTS PUB PR	\$339.60
PITNEY BOWES PURCHASE POWER		06/18-14823173	362317	POSTAGE 06/01/18 TO 08/31/18	\$4.50
XO COMMUNICATIONS SERVICES LLC		0311665883	262092	PHONE CHARGES 9/1-9/30/18	\$43.93
				PHONE CHARGES 9/1-9/30/18	\$60.10
PURCHASING TOTAL ****					\$448.13
Division: 213 INFORMATION TECHNOLOGY					
CHRYSLIS BTS LLLP	P059288	1762	362173	Project Management	\$2,115.00
	P059288			Upgrade K2	\$3,015.00
	P059288			K2 Forms enhancements	\$12,285.00
TRI CITIES BATTERY & AUTO REPAIR	P059586	127170	362259	BATTERY REPLACEMENT ON UPS AT	\$97.18
XO COMMUNICATIONS SERVICES LLC		0311665883	262092	PHONE CHARGES 9/1-9/30/18	\$252.64
				PHONE CHARGES 9/1-9/30/18	\$43.85
INFORMATION TECHNOLOGY TOTAL ****					\$17,808.67
Division: 220 HUMAN RESOURCES					
BOWEN, NOAH		18-387 BOWEN	362286	18-387 NAGDCA CONFERENCE	\$1,141.67
CANON FINANCIAL SERVICES, INC		19220552	362101	CANON-PAPERDECK-XLG04987-SEP	\$28.00
CITY OF RICHLAND		18-373 PARKER	362104	18-373 CIVIL SERVICE CONFER	\$212.40
		18-387 BOWEN	362291	18-387 NAGDCA CONFERENCE	\$112.00
EMPLOYMENT SCREENING SERVICES, INC		40506941194	262022	BACKGROUND/REFERENCE CHECKS	\$98.50
		40509641563		BACKGROUND/REFERENCE CHECKS	\$29.00
PAULSEN, LACEY		18-374 PAULSEN	362135	18-374 CIVIL SERVICE CONFER	\$38.00
PITNEY BOWES PURCHASE POWER		06/18-14823173	362317	POSTAGE 06/01/18 TO 08/31/18	\$33.23
THE WESLEY GROUP	P058920	21403	262075	AMENDMENT #1 EXTEND NEGOTIATIO	\$4,000.00
		21403-	362145	LAB REL CONS HRLY DIR DEA TRA	\$600.00
	P058920	21434	262075	AMENDMENT #1 EXTEND NEGOTIATIO	\$4,000.00
		21434-	362145	LBR RELAT CONSULT DIR DE TR	\$975.00
XO COMMUNICATIONS SERVICES LLC		0311665883	262092	PHONE CHARGES 9/1-9/30/18	\$72.59



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Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
HUMAN RESOURCES TOTAL ****					\$11,340.39
Division:	300	COMMUNITY & DEVELOPMENT SERVICE			
JENSEN, KERWIN		090618	362304	REIMB GUEST DINNER	\$40.00
PITNEY BOWES PURCHASE POWER		06/18-14823173	362317	POSTAGE 06/01/18 TO 08/31/18	\$2.35
XO COMMUNICATIONS SERVICES LLC		0311665883	262092	PHONE CHARGES 9/1-9/30/18	\$20.47
				PHONE CHARGES 9/1-9/30/18	\$113.16
				PHONE CHARGES 9/1-9/30/18	\$20.53
				PHONE CHARGES 9/1-9/30/18	\$27.74
				PHONE CHARGES 9/1-9/30/18	\$6.27
				PHONE CHARGES 9/1-9/30/18	\$20.16
COMMUNITY & DEVELOPMENT SERVICE TOTAL ****					\$250.68
Division:	301	DEVELOPMENT SERVICES			
AVANTECH INC	S018034	18-3066	362156	TRACEY PELOQUIN - CLERICAL	\$735.74
DYNAMIC RECRUITING LLC		4131	362185	RECRUITING SERVICES STEVENS M	\$14,155.44
PITNEY BOWES PURCHASE POWER		06/18-14823173	362317	POSTAGE 06/01/18 TO 08/31/18	\$181.18
TRI CITY HERALD	S018070	3796676	262079	PHN 082618 HE RAN ON 8/26/18	\$79.10
	S018070	3805437		PHN 091018 HE RAN ON 8/26/18	\$79.10
	S018070	3822020		PHN 091018 HE RAN ON 8/26/18	\$81.57
	S018070	3830700		MTG NOTICE 091018 COUNCIL RAN	\$60.37
DEVELOPMENT SERVICES TOTAL ****					\$15,372.50
Division:	302	REDEVELOPMENT			
PITNEY BOWES PURCHASE POWER		06/18-14823173	362317	POSTAGE 06/01/18 TO 08/31/18	\$40.98
REDEVELOPMENT TOTAL ****					\$40.98
Division:	303	LIBRARY			
EQUINOX SOFTWARE INC	P059594	4237	362189	EQUINOX SEQUOIA SERVICE	\$15,789.90
OCLC INC		0000621111	362133	CATALOGING SRVCS - 7/1-8/30/19	\$2,613.55
PITNEY BOWES PURCHASE POWER		06/18-14823173	362317	POSTAGE 06/01/18 TO 08/31/18	\$650.54
SECRETARY OF STATE		00008957	362138	JULY 18-JUNE 19 BANDWIDTH	\$7,580.00
XEROX CORPORATION		094429048	362149	7HB-469027 BASE ONLY-SEP	\$10.86
		094429140	262091	LX5-692917 BASE/PRINTS-AUG	\$349.85
		094429141		LX5-692939 BASE/PRINTS-AUG	\$177.22
		094429142		LX5-692943 BASE/PRINTS-AUG	\$157.99
		094429143		LX5-692946 BASE/PRINTS-AUG	\$343.01
XO COMMUNICATIONS SERVICES LLC		0311665883	262092	PHONE CHARGES 9/1-9/30/18	\$152.58
LIBRARY TOTAL ****					\$27,825.50
Division:	331	PARKS & REC - RECREATION			
ALLIED MUSIC SERVICES LLC		090618	261988	HCS DRUM KIT-BATTLE OF BANDS	\$325.80
AVANTECH INC	S018048	18-3061	261993	DAWN MACDONALD, INSTRUCTOR	\$173.72
	S018048	18-3069	362156	DAWN MACDONALD, INSTRUCTOR	\$450.67



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From: 9/24/2018 To: 10/5/2018

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
FRONTIER	S018079	09/18 2061882614	362197	TELEPHONE CHARGE 9/19/18 - 10/	\$194.82
	S018079	09/18 5099464177		TELEPHONE CHARGE 9/19/18 - 10/	\$72.07
PITNEY BOWES PURCHASE POWER		06/18-14823173	362317	POSTAGE 06/01/18 TO 08/31/18	\$25.16
USA FOOTBALL DBA	S018045	INV-201808-10093	362265	236 NFL FLAG JERSEYS	\$5,900.00
XO COMMUNICATIONS SERVICES LLC		0311665883	262092	PHONE CHARGES 9/1-9/30/18	\$37.61
				PHONE CHARGES 9/1-9/30/18	\$6.27
				PHONE CHARGES 9/1-9/30/18	\$97.24
PARKS & REC - RECREATION TOTAL ****					\$7,283.36
Division:	335	PARKS & REC - PARKS&FACILITIES			
ABM JANITORIAL NORTHWEST		12879770	261985	AUG POOL HOUSE	\$1,565.20
APEX CONTRACTING & PAVING	P059574	5413	362153	PAVING FOR COLUMBIA PLAYFIELD	\$11,364.99
B AND B TRAILERS LLC		17960	362157	TOW AND STOW, LOCKING HITCH	\$684.18
BACKFLOW APPARATUS & VALVE CO		873832	362158	BACKFLOW REPAIR PARTS	\$52.13
BC SALES CO INC		B483993	261995	GLOVES	\$15.15
		B484172	362160	SAFETY VESTS	\$112.78
BEAVER BARK & ROCK		901114	362161	CONCRETE	\$178.97
		901707		CONCRETE	\$158.53
		905387	261996	SOIL	\$43.40
		905396		SOIL	\$43.40
		905405		SOIL	\$43.40
		905433		SOIL	\$43.40
BENTON COUNTY SHERIFF'S OFFICE		08/18 WORKCREW II	261999	WORK CREW II-AUG 2018	\$10,374.12
BRANOM OPERATING COMPANY, LLC		600906	262002	YAKIMA IRRIGATION PUMP REPAIR	\$188.67
BUILDERS HARDWARE & SUPPLY CO INC		S3658547.001	262003	NEW READER-STATION 71	\$2,097.27
		S3659655.001		NEW READER-RPD	\$802.14
CASCADE NATURAL GAS CORP		09/18-51897100007	262005	NAT GAS 1005 SWIFT 08/18-09/17	\$1,490.12
		09/18-61897100006		NAT GAS 955 NRTHGT 08/18-09/17	\$72.19
		09/18-73638100005		NAT GAS 500 AMON 08/18-09/17	\$178.46
		09/18-75226321539		NAT GAS 2710 DUPRT 08/18-09/14	\$65.15
		09/18-80577100003		NAT GAS 200 BLDG 08/17-09/14	\$14.11
		09/18-90577100002		NAT GAS BLDG 300 08/17-09/14	\$86.06
		09/18-96738100005		NAT GAS 505 SWIFT 08/18-09/17	\$14.11
CITY OF RICHLAND		18-310 MOORE	362104	18-310 LG ACADEMY	\$1,698.09
CONSOLIDATED ELECTRICAL DISTRIBUTORS INC		3627-597254	362180	LIGHTS - RPD	\$184.36
		3627-598238	262014	LED STRIP REPLACEMENT-FIRE #72	\$329.00
		3627-598531		OCCUPANCY SENSOR BLDG 100	\$38.34
		3627-598555		60W LAMPS-WAREHOUSE	\$431.90
		3627-598917	362180	LIGHTS-SHOPS BLDG 300	\$138.68
DESERT GREEN TURF INC		11290	262019	INFIELD DIRT	\$2,265.40
EWING IRRIGATION PRODUCTS INC		6013781	362191	IRRIGATION PARTS	\$130.12
		6203997	262023	GHEEN IPS COU/PIPE/PRIMER	\$184.46



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Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
EWING IRRIGATION PRODUCTS INC		6203998	262023	BACKPACK SPRAYER	\$196.74
FARMERS EXCHANGE		220287	262025	HEDGER REPAIR	\$57.78
		220288		HEDGER REPAIR	\$57.78
		221062	362192	WEED EATING STRING	\$278.93
FRONTIER	S018079	09/18 2061882614	362197	TELEPHONE CHARGE 9/19/18 - 10/	\$32.56
	S018079			TELEPHONE CHARGE 9/19/18 - 10/	\$1,115.84
FRONTIER FENCE INC		0058277	362198	BARTH PARK GATE	\$388.40
GARCIA, TOMMY		091418	362114	REIMB CDL RENEWAL	\$102.00
GTP INVESTMENTS LLC	P058743	405497271	362201	BADGER MTN LEASE FOR CITYY CEL	\$312.50
HERC RENTALS INC		30298005-001	362202	SOD CUTTER RENTAL-BACKSTP RMVL	\$152.04
JOB'S NURSERY		I-108150	262033	SHRUBS	\$51.82
KENNEWICK INDUSTRIAL & ELECTRICAL SUPPLY		453923	362211	FAUCET FREEZE PRROF	\$26.78
		453931		IRRIGATION PARTS	\$48.87
				IRRIGATION PARTS	\$16.84
MCDONALD'S & ASSOCIATES INC		081018	362224	TOP SOIL-14 YDS-DUORTAIL BINS	\$157.47
		091818		TOP SOIL-28 YDS-DUORTAIL BINS	\$314.94
MIGHTY JOHNS PORTABLE TOILET & SEPTIC		43932	362225	GOETHALS PARK	\$88.00
		43933		LYNNWOOD PARK	\$88.00
		43934		POL RENTAL-CP MARINA	\$783.00
MILLER PAINT COMPANY INC		31050250	262040	FIELD PAINT	\$156.17
		31081336	362226	FIELD PAINT	\$78.08
MOON SECURITY SERVICES INC		944151	362227	BASIC FIRE MONITOR LIBRARY	\$36.00
		944899		ST#74 CELL GSM FIRE B/U	\$50.00
		945283		BASIC FIRE MONITOR CREST	\$59.00
		946763		BASIC FIRE MONITORING	\$33.00
				BASIC FIRE MONITORING	\$36.00
MOORE, SCOTT		18-310 MOORE	362132	18-310 LG ACADEMY	\$97.72
NORTH COAST ELECTRIC COMPANY	S018028	S8819578.001	362231	FREIGHT	\$26.17
	S018028			RETROFIT KIT FOR WORLD DRYER	\$170.46
OXARC INC		30435965	362233	CO2	\$213.40
		30435966		CREDIT INV30429000 WRNG QTY	(\$182.99)
		30459025	262045	CO2	\$213.40
		30465048	362233	CO2	\$300.82
PACIFIC BACKFLOW SERVICES LLC		1809280540	362234	BACKFLOW TESTING-RCC	\$675.00
PACIFIC FIRE INSPECTION SERVICES		1709120700	362235	ALARM TESTING MULTIPLE LOC	\$2,410.00
		1809240700		ALARM TESTING MULTIPLE LOC	\$2,410.00
PITNEY BOWES PURCHASE POWER		06/18-14823173	362317	POSTAGE 06/01/18 TO 08/31/18	\$1.47
PLATT ELECTRIC SUPPLY		T006716	362238	LIGHTS PARTS	\$287.69
		T259618	262051	LINE CREW BAY LIGHTS	\$360.01
		T370973	362238	OUTLET PARTS-SHOPS PRKING	\$165.88
		T378186		TRUCK PLUGS-SHOPS	\$39.90



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From: 9/24/2018 To: 10/5/2018

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
PORT OF BENTON		0044861-IN	262052	RENT-LAND ONLY 1100 AREA	\$150.00
RICHLAND ACE HARDWARE		216226/2	362243	SCREWS/PIPE STRAP	\$15.53
		216350/2	262054	NOZZLE	\$7.16
		216365/2		TMBR JRH-PERGOLA REPAIR PARTS	\$195.44
		216390/2	362243	HYDRANT 8x1/2"/COUPLINGS	\$46.01
		63655/1		SPRAY PAINT	\$32.58
		63670/1		NIPPLES	\$18.39
		63676/1		WADING POOL PARTS	\$20.19
		63697/1		PARADE SUPPLIES	\$16.28
		63699/1		PVC COUPLERS	\$13.00
		63984/1	262054	SPRAY PAINT-GRAFFITI	\$8.68
		64073/1		TMBR JRH-PERGOLA REPAIR PARTS	\$256.43
		64122/1		TAPE/CUT WHEEL	\$17.33
		64144/1		ROSE FERT/COMPOST/POTTING SOIL	\$28.84
		64159/1		PAINT BRUSH/TAPE	\$24.96
		64160/1		RECIP BLADE SET	\$24.97
		64161/1		COUPL QWIK FIX	\$8.66
		64239/1	362243	HOSE MEND/CLAMP-SPRAYER REPAIR	\$11.87
		64264/1		FUSION PAINT-BOLLARDS	\$19.52
		64275/1		PLUMBING PARTS	\$16.65
RICHLAND NAPA		417979	362244	HEADLIGHT LENS, OIL	\$26.51
ROTO ROOTER		4930585	262065	SEPTIC PUMPING-COL PT	\$380.10
		4971050		SEPTIC PUMPING-COL PARK	\$597.30
		4997814		SEPTIC PUMPING-PARK ST	\$380.10
SPORT SUPPLY GROUP INC		902849315	262068	TENNIS NETS	\$263.46
		903012359		DOCK TABLES-COLUMBIA PT	\$1,902.54
		903038761		TENNIS POSTS/NETS	\$890.32
SPRAGUE PEST SOLUTIONS		3565465	362253	PEST CONTROL - SHOPS	\$271.50
		3594882		PEST CONTROL - FIRE #4	\$103.17
		3623355	262069	SEPT 2018 MONTHLY SERVICE-FS 1	\$103.17
		3623356	362253	SEPT 2018 MONTHLY SERVICE-FS 2	\$103.17
		3623357	262069	SEPT 2018 MONTHLY SERVICE-FS 3	\$103.17
		3623358	362253	SEPT 2018 MONTHLY SERVICE-FS 4	\$103.17
		3623359	262069	PEST CONTROL-RCC	\$124.89
THE DRAIN SURGEON		39269	262073	SNAKE MAIN-703 BLDG	\$157.47
WILBUR ELLIS COMPANY	S018059	12197038	262090	TAX	\$78.13
	S018059			(4) 2.5 GALL CONTAINERS RANGER	\$135.00
	S018059			(6) 16OZ BOTTLES OF TURFLON ES	\$250.02
	S018059			(1) 8OZ BOTTLE OF PYLEX	\$523.48
XO COMMUNICATIONS SERVICES LLC		0311665883	262092	PHONE CHARGES 9/1-9/30/18	\$98.62
PARKS & REC - PARKS&FACILITIES TOTAL ****					\$54,523.53



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From: 9/24/2018 To: 10/5/2018

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
Division: 338	PARKS & REC - PROJECT ADMIN				
AVANTECH INC	S018033	18-3068	362156	SEASONAL PARK RANGERS 2018	\$293.62
				PARKS & REC - PROJECT ADMIN TOTAL ****	\$293.62
Division: 900	NON-DEPARTMENTAL				
ARBAUGH & ASSOCIATES INC		1696	362154	ARBAUGH CONTRACT FEES-AUG 18	\$1,496.61
				NON-DEPARTMENTAL TOTAL ****	\$1,496.61
				GENERAL FUND Total ***	\$454,278.11
FUND 101	CITY STREETS				
Division: 401	STREETS MAINTENANCE				
AMERICAN ROCK PRODUCTS INC	P059590	366916	362151	5/8" TOP COURSE, INV #366916	\$182.63
BEAVER BARK & ROCK		906147	362095	CONCRETE	\$183.51
FRONTIER	S018079	09/18 2061882614	362197	TELEPHONE CHARGE 9/19/18 - 10/	\$89.55
GTP INVESTMENTS LLC	P058743	405497271	362201	BADGER MTN LEASE FOR CITY CEL	\$200.00
HERC RENTALS INC		30285519-001	262030	LIQUID PROPANE 10 GALLON	\$43.33
RICHLAND ACE HARDWARE		216391/2	362243	MECH TOOL SET/SCREWDRVR SET	\$124.87
XO COMMUNICATIONS SERVICES LLC		0311665883	262092	PHONE CHARGES 9/1-9/30/18	\$25.07
				STREETS MAINTENANCE TOTAL ****	\$848.96
				CITY STREETS Total ***	\$848.96
FUND 112	INDUSTRIAL DEVELOPMENT FUND				
Division: 305	ECONOMIC DEVELOPMENT				
ARBAUGH & ASSOCIATES INC		1696	362154	ARBAUGH CONTRACT FEES-AUG 18	\$152.72
CHAPTER 0590 MID-COLUMBIA TRI-CITIES SCORE		SCORE228	362171	WORKSHOP SPONSORSHIPS	\$450.00
PITNEY BOWES PURCHASE POWER		06/18-14823173	362317	POSTAGE 06/01/18 TO 08/31/18	\$0.47
VISIT TRI CITIES		156835	362268	2019 TC OFFICIAL REGIONAL GDE	\$3,900.00
				ECONOMIC DEVELOPMENT TOTAL ****	\$4,503.19
				INDUSTRIAL DEVELOPMENT FUND Total ***	\$4,503.19
FUND 117	CRIMINAL JUSTICE SALES TAX				
Division: 131	CJST POLICE ACTIVITY				
101 CLEANERS		08/18-9427360	261982	UNIFORM LAUNDRY SRVCS-AUGUST	\$108.64
				CJST POLICE ACTIVITY TOTAL ****	\$108.64
				CRIMINAL JUSTICE SALES TAX Total ***	\$108.64
FUND 150	HOTEL/MOTEL FUND				
Division: 307	HOTEL/MOTEL TAX				
ALLIED ARTS ASSOCIATION		090518	261987	C25-18 ART IN THE PARK 2018	\$5,000.00
TRI CITY REGIONAL CHAMBER OF COMMERCE		54079	262080	C29-18 COOL DESERT NIGHTS-H/M	\$18,000.00



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Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
HOTEL/MOTEL TAX TOTAL ****					\$23,000.00
HOTEL/MOTEL FUND Total ***					\$23,000.00
FUND 153	COMMUNITY DEV BLOCK GRANT				
Division:	308	CDBG PROGRAM			
CASCADE TITLE COMPANY OF BENTON		18-150	362102	RECONVEYANCE FEE-2003 FRIES	\$175.00
		18-151		RECONVEYANCE FEE-708 SMITH	\$175.00
		18-154		RECONVEYANCE FEE-410 WRIGHT AV	\$191.00
MACIAS, JOSE		001	362128	REFUND DPA RECONVEYANCE FEE	\$19.00
XO COMMUNICATIONS SERVICES LLC		0311665883	262092	PHONE CHARGES 9/1-9/30/18	\$6.56
CDBG PROGRAM TOTAL ****					\$566.56
COMMUNITY DEV BLOCK GRANT Total ***					\$566.56
FUND 154	HOME FUND				
Division:	309	HOME PROGRAM			
CASCADE TITLE COMPANY OF BENTON		18-156	362102	1697 LARKSPUR-HERNANDEZ SUCCES	\$16.00
TICOR TITLE COMPANY		18-02	262077	HOME DPA-707 THAYER/COOK	\$10,000.00
XO COMMUNICATIONS SERVICES LLC		0311665883	262092	PHONE CHARGES 9/1-9/30/18	\$6.56
HOME PROGRAM TOTAL ****					\$10,022.56
HOME FUND Total ***					\$10,022.56
FUND 216	LTGO BONDS				
Division:	971	LTGO IMPROVEMENT/REFUNDING			
US BANK ST PAUL		5070865	362263	RICLTGOREF10 IT-GOLF FISC FEE	\$81.16
		5070867		RICLTGOREF17 FISCAL AGENT FEES	\$300.00
LTGO IMPROVEMENT/REFUNDING TOTAL ****					\$381.16
LTGO BONDS Total ***					\$381.16
FUND 217	FIRE STATION 74				
Division:	976	FIRE STATION 74 DEBT SERVICE			
US BANK ST PAUL		5070864	362263	RICHLTGO14 FISCAL AGENT FEES	\$300.00
FIRE STATION 74 DEBT SERVICE TOTAL ****					\$300.00
FIRE STATION 74 Total ***					\$300.00
FUND 218	POLICE STATION DEBT SERVICE				
Division:	972	POLICE STATION DEBT SERVICE			
US BANK ST PAUL		5070871	362263	RICUTGOREF15 FISCAL AGENT FEES	\$11.02
POLICE STATION DEBT SERVICE TOTAL ****					\$11.02
POLICE STATION DEBT SERVICE Total ***					\$11.02



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Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
FUND 220		RICHLAND COMMUNITY CTR DEBT			
Division:	973	RICHLAND CENTER DEBT SERVICE			
US BANK ST PAUL		5070871	362263	RICUTGOREF15 FISCAL AGENT FEES	\$14.02
RICHLAND CENTER DEBT SERVICE TOTAL ****					\$14.02
RICHLAND COMMUNITY CTR DEBT Total ***					\$14.02
FUND 222		LIBRARY DEBT SERVICE			
Division:	974	LIBRARY DEBT SERVICE			
US BANK ST PAUL		5070871	362263	RICUTGOREF15 FISCAL AGENT FEES	\$274.96
LIBRARY DEBT SERVICE TOTAL ****					\$274.96
LIBRARY DEBT SERVICE Total ***					\$274.96
FUND 224		LRF DEBT SERVICE			
Division:	975	RAISE AREA DEBT SERVICE			
US BANK ST PAUL		5070868	362263	RICLTGREF13A FISCAL AGENT FEES	\$300.00
RAISE AREA DEBT SERVICE TOTAL ****					\$300.00
LRF DEBT SERVICE Total ***					\$300.00
FUND 301		STREETS CAPITAL CONSTRUCTION			
Division:	402	ARTERIAL STREETS			
A CORE INC		357525	261983	CONCRETE CUTTING	\$228.06
ANDERSON HEIGHTS DEVELOPMENT LLC		Q3 2018	362280	TRAFFIC IMPACT FEES Q3 2018	\$9,896.20
BERGER ABAM ENGINEERS INC	S054546	323949	362164	CO #4 - CONSTRUCTION SUPPORT	\$21,751.20
DREAM BUILDERS LLC		Q3 2018	362296	TRAFFIC IMPACT FEES Q3 2018	\$8,246.83
IMT INC		10000	362206	M18179 2018 MICRO SURFACING	\$162.50
		10008		M18110 QUEENSGATE/CPT	\$2,500.75
	P059084	9991		DUPORTAIL BRIDGE - 2018 MATERI	\$3,792.00
PAHLISCH HOMES AT WESTCLIFFE HEIGHTS, LLC		Q3 2018	362314	TRAFFIC IMPACT FEES Q3 2018	\$18,472.90
SHANNON & WILSON INC		102882	362251	MITIGATION/OBSERV	\$2,252.50
WA STATE DEPT OF TRANSPORTATION	P058735	RE-313ATB80917025	362269	SR 240/KINGSGATE TRAFFIC SIGNA	\$14,946.39
	P058911	RE-313ATB80917037		JADWIN APPROACH SLAB REPLACEME	\$39,505.53
		RE-313ATB80917109		DUPORTAIL BRIDGE - EEOMBE 8/18	\$38.09
WESTCLIFFE LLC		Q3 2018	362330	TRAFFIC IMPACT FEES Q3 2018	\$42,726.67
ARTERIAL STREETS TOTAL ****					\$164,519.62
STREETS CAPITAL CONSTRUCTION Total ***					\$164,519.62
FUND 380		PARK PROJECT CONSTRUCTION			
Division:	337	PARKS & REC PROJECTS			
AHBL, INC	P059081	109372	362150	PROVIDE ENGINEERING SERVICES F	\$6,092.50



City Of Richland

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Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
AMERICAN ROCK PRODUCTS INC	P059589	19510	362151	5/8" TOP COURSE, INV #362510	\$279.26
	P059589			ADJUST TAX	\$0.02
	P059589	363218		ADJUST TAX	(\$0.01)
	P059589			5/8" TOP COURSE, INV #363218	\$84.72
	P059608	367067		5/8" TOP COURSE & DELIVERY FEE	\$322.15
BASIN SOD INC		1572	261994	SOD	\$108.20
BEAVER BARK & ROCK		902496	261996	CONCRETE - CP BSKTBL CT	\$223.49
		902800		CONCRETE - CP BSKTBL CT	\$158.53
		904652	362161	CONCRETE-BENCH INSTALL	\$183.51
BOYD'S TREE SERVICE LLC		6536	362166	GOETHALS SHELTERBELT-REMOVAL	\$8,655.34
EWING IRRIGATION PRODUCTS INC		5952189	362191	IRRIGATION PARTS	\$532.40
FAMILY FARMS DBA	P058290	17-0077RETAINAGE	262024	CONSTRUCT MOW CURB FOR DOG PAR	\$679.91
HERC RENTALS INC		30232803-001	262030	TRENCHER RENTAL-CP BSKTBK CT	\$114.03
RICHLAND ACE HARDWARE		63904/1	262054	PVC CONDUIT-CLAYBELL BASKETBL	\$29.91
		64115/1		PEAT MOSS	\$34.73
SUNBELT RENTALS INC		82155689-0001	262071	MINI EXCAVATOR RENTAL-CR HILLS	\$498.36

PARKS & REC PROJECTS TOTAL ****

\$17,997.05

PARK PROJECT CONSTRUCTION Total ***

\$17,997.05

FUND 385

GENERAL GOVT CONSTRUCTION

Division:

900

NON-DEPARTMENTAL

HILL INTERNATIONAL INC	P056666	0000027	362203	DESIGN-BUILD OVERSIGHT SERVICE	\$947.75
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NON-DEPARTMENTAL TOTAL ****

\$947.75

GENERAL GOVT CONSTRUCTION Total ***

\$947.75

FUND 401

ELECTRIC UTILITY FUND

Division:

000

ADVANCED TRAFFIC PRODUCTS INC	P059512	0000021965	261986	ADJUST TAX	\$0.01
	P059512			LAMP TRAFFIC 12"GREEN BALL LED	\$377.06
	P059512			LAMP, PED, LARGE, COUNT DOWN	\$1,793.20
ANIXTER INC	P059453	3989077-01	261990	ANCHOR ROD, TWINEYE,3/4 X 8 FT	\$679.29
	P059423	3989155-01		PADLOCK EQUIPMENT FARGO GM-322	\$1,296.68
	P059484	3989964-01	362152	TERM, JACKETED 1/0 SEALING KIT	\$6,381.77
	P059484			PRICE ADJUSTMENT ON ITEM #8452	(\$43.27)
CONSOLIDATED ELECTRICAL DISTRIBUTORS INC	P059524	3627-597680	362180	WIRE,CU,BLDG #12, THHN SOLID,	\$63.87
	P059524			WIRE,CU,BLDG #12, THHN SOLID,	\$255.45
	P059524			WIRE,CU,BLDG #12, THHN SOLID,	\$127.72
GENERAL PACIFIC INC	P059483	1313888	362199	T-BODY BASIC ELBOW WITH STUD	\$6,784.25
	P059483	1314593		T-BODY BASIC ELBOW WITH STUD	\$8,314.54
	P059575	1314720		CONN,,DIST. #2-4/0 AL TO AL	\$613.59



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Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
GENERAL PACIFIC INC	P059575	1314720	362199	CONN,BRONZE,VISE RICHARDS VC10	\$771.06
	P059483	1314799		4-WAY W/STAINLESS STL. BRACKET	\$14,621.90
	P059526	1314871		CONN,VISE #4/0 CU, BRONZE	\$385.10
	P059526			CONN, GRD XFMR, 6 SOL-1/0 STR	\$2,063.40
	P059575	1314876		CONN,FARGO,VISE FARGO GC-5004	\$228.06
SAFETYCAL INC	P059381	799209	262066	TAGS, REFLECTIVE NUMBER/LETTER	\$619.20
WESCO DISTRIBUTION INC	P059548	891467	262086	CONN, INSULATED 4-COND, 12-500	\$383.14
	P059548	893568	362271	CONN, CT UTILCO PED 4-350,	\$363.85
	P059431	893938		CUTOUT 100 AMP LOADBREAK 15KV	\$4,437.88
TOTAL ****					\$50,517.75
Division:	501	BUSINESS SERVICES			
ARBAUGH & ASSOCIATES INC		1696	362154	ARBAUGH CONTRACT FEES-AUG 18	\$855.21
CITY OF RICHLAND		18-243 PURYEAR	362291	18-243 NWPPA ENERGY IQ	\$652.99
		18-307 SENGER		18-307 NW COMM & ENERGY INN	\$881.57
		18-344 WHITNEY	362104	18-344 NEMS/PPC MEETINGS	\$641.97
		18-392 NYBY	362291	18-392 TEARDOWN OF 3PH TRAN	\$204.39
		18-393 BIRCHER		18-393 TEARDOWN OF 3PH TRAN	\$204.39
FRONTIER	S018079	09/18 2061882614	362197	TELEPHONE CHARGE 9/19/18 - 10/	\$91.86
PITNEY BOWES PURCHASE POWER		06/18-14823173	362317	POSTAGE 06/01/18 TO 08/31/18	\$38.07
				POSTAGE 06/01/18 TO 08/31/18	\$133.08
RICHLAND ACE HARDWARE		63700/1	362243	DRILL BIT	\$24.30
		63992/1	262054	LEG MOUNT-BEAN BAG BOARD PARTS	\$3.90
UNITED PARCEL SERVICE	S018072	000986641388	262083	COLLECT CHARGES FOR 2 PKGS FRO	\$13.14
US BANK ST PAUL		5070859	362263	RICELEBAB09 FISCAL AGENT FEES	\$300.00
		5070860		RICELE15 FISCAL AGENT FEES	\$300.00
		5070861		RICELEIMP13B FISCAL AGENT FEES	\$300.00
		5070862		RICELEREF13A FISCAL AGENT FEES	\$300.00
		5070863		RICELEREV18 FISCAL AGENT FEES	\$370.68
XO COMMUNICATIONS SERVICES LLC		0311665883	262092	PHONE CHARGES 9/1-9/30/18	\$54.44
				PHONE CHARGES 9/1-9/30/18	\$55.40
				PHONE CHARGES 9/1-9/30/18	\$126.63
				PHONE CHARGES 9/1-9/30/18	\$121.07
				PHONE CHARGES 9/1-9/30/18	\$104.07
BUSINESS SERVICES TOTAL ****					\$5,777.16
Division:	502	ELECTRICAL ENGINEERING			
CONSOLIDATED ELECTRICAL DISTRIBUTORS INC	S018052	3627-598943	362180	LUMINAIRE, LED, 200W EQUIVALEN	\$7,389.14
FASTENAL COMPANY		WARIC78477	362193	SAFETY GLASS-HALL	\$43.27
ELECTRICAL ENGINEERING TOTAL ****					\$7,432.41
Division:	503	POWER OPERATIONS			
BENTON PUD	P058659	2038	362163	SAFETY TRAINING PER CONTRACT	\$2,875.00



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Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
BENTON PUD	P058658	2040	362163	PRE-NOTIFICATION SERVICES FOR	\$1,589.58
BOYD'S TREE SERVICE LLC	P058846	6518	362166	TREE PRUNING AND VEGETATION MG	\$7,895.22
	P058846	6535		TREE PRUNING AND VEGETATION MG	\$5,723.62
FASTENAL COMPANY		WARIC78045	362193	13PC COMBO WRENCH SET	\$61.83
		WARIC78476		SAFETY GLASS-BABLER	\$43.27
POWER OPERATIONS TOTAL ****					\$18,188.52
Division: 504	SYSTEMS DIVISION				
ENERGY NORTHWEST	P057784	O&M00640	362188	C59133 SYSTEM IMPROVEMENT RELA	\$302.94
	P057784			C59127 LESLIE RD SUB PROJECT	\$302.94
	P057784			EW16007 THAYER STAFF SUPPORT -	\$302.94
	P057784			C49136 SNYDER SUB ADDTN PROJEC	\$302.94
PLATT ELECTRIC SUPPLY		T259583	362238	CONNECTORS-LESLIE SUB	\$266.41
		T313820		WASHERS/KNOCK OUT SEAL	\$189.07
SYSTEMS DIVISION TOTAL ****					\$1,667.24
Division: 505	ENERGY POLICY MGMT				
A ONE REFRIGERATION & HEATING INC		S-29266	362093	1511 GOETHALS DR-REBATE-HP	\$1,000.00
BENTON PUD		09/18-30228005	362163	ELECTRIC SRVCS 8/22-09/22/18	\$507.91
DELTA HEATING & COOLING INC		25713	362183	1311 ROBERDEAU-REBATE-HP	\$1,000.00
ENERGY INCENTIVES INC	P058717	CORJULY2018	362187	RESIDENTIAL ENERGY EFFICIENCY	\$2,860.00
FRAMATOME ANP RICHLAND		ES111540FY18-0053	362112	2101 HORN-REBATE COMM LIGHTING	\$2,319.10
HOME DEPOT (STORE 4746)		ES11540FY180054	362119	2855 DUPORTAIL-REBATE-COMM LGH	\$44,320.00
JACOBS & RHODES INC		39290	362121	1943 THAYER-REBATE-HP	\$1,000.00
LAMB WESTON - RICHLAND		17ES11540FY180057	362215	2013 SAINT ST REBATE-CUST PROJ	\$31,458.00
LIBERTY CHRISTIAN SCHOOL		17ES11540FY180055	362218	2200 WILLIAMS-REBATE-COMM LIGH	\$3,960.00
M CAMPBELL & COMPANY INC		199427	362221	2340 ENTERPRISE-REBATE-HP	\$1,000.00
		199817	362127	1641 FOXGLOVE - REBATE-HP	\$1,000.00
		202734		4275 NORRIS - REBATE-HP	\$1,000.00
PERFECTION GLASS		9993665360	362136	415 BIRCH-REBATE-WINDOWS	\$153.13
		9993668206	362237	359 QUAILWOOD-REBATE-WINDOWS	\$187.50
		9993669510	362136	309 CANYON-REBATE-WINDOWS	\$675.00
ROBERTS CONSTRUCTION INC		4458	362137	46 GALAXY LANE-REBATE-WINDOWS	\$1,299.20
TOTAL ENERGY MANAGEMENT INC	P059495	58810LOAN	362258	WEATHERWISE LOAN: IEDEMA, 257	\$9,751.19
	P059495			ADJUST TAX	\$0.01
TWO RIVERS PROPERTIES, LLC		ES11540FY180056	362146	450 HILLS-REBATE-COMM LIGHTING	\$4,440.00
ENERGY POLICY MGMT TOTAL ****					\$107,931.04
Division: 506	TECHNICAL SERVICES				
GTP INVESTMENTS LLC	P058743	405497271	362201	BADGER MTN LEASE FOR CITYY CEL	\$625.00
TACOMA SCREW PRODUCTS INC		22222383	362257	NUT DRIVER/FILE/HANDLE	\$28.74
TECHNICAL SERVICES TOTAL ****					\$653.74
ELECTRIC UTILITY FUND Total ***					\$192,167.86



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Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
FUND 402 WATER UTILITY FUND					
Division: 000					
C & E TRENCHING LLC		18-01292	262004	MONTHLY RENTAL	(\$30.00)
				HYDRANT METER REFUND #381	\$750.00
				WATER USAGE	(\$0.95)
CH2M HILL-PRC		17-02033	262006	DEPOSIT REFUND-METER #331	\$750.00
COLUMBIA BASIN RACQUET CLUB		18-01651	262010	MONTHLY RENTAL	(\$30.00)
				HYDRANT METER REFUND #336	\$750.00
				WATER USAGE	(\$277.40)
CORE & MAIN LP	P059458	J320847	362181	METER BOX TOP SECTION, 12" 65	\$181.84
	P059458			FREIGHT	\$65.15
	P059509	J438235		COUP MIP X CTS QUICK JNT, 1"	\$460.07
	P059509			VALVE CURB STOP, 2 " FIPT	\$886.31
	P059509			COUPLING CTS QUICK JOINT, 1"	\$579.60
	P059509			COUP MIP X CTS PACK JOINT, 2"	\$524.49
	P059509			ELBOW CTS PACK JOINT, 2"	\$1,108.24
	P059509			COUP FIP X CTS QUICK JNT, 1"	\$120.48
	P059509			METER, ADAPTER 3/4" X 1" METER	\$429.27
	P059509			ADJUST TAX	\$0.01
	P059509			INSERT FOR 2" CTS PE TUBING,	\$78.19
	P059509			COUP FIP X CTS PACK JOINT, 2"	\$208.45
	P059509			COUP FIP X CTS PACK JNT 1-1/2"	\$291.81
	P059509			ELBOW CTS PACK JOINT, 1-1/2"	\$273.90
	P059509			COUP CTS X GALV PACK JOINT, 1"	\$250.97
	P059509			COUP MIP X GALV PKJNT, 1-1/4"	\$292.70
FERGUSON WATERWORKS	P059528	0692900	362194	TUBING, COPPER 1" TYPE K,	\$8,249.26
	P059528			PIPE, DUCTILE IRON 6" CLASS 50	\$483.49
	P059528			PIPE,DUCTILE IRON 10" CLASS 50	\$511.07
GOODMAN & MEHLENBACHER		18-00864	262028	MONTHLY RENTAL	(\$30.00)
				HYDRANT METER REFUND # 355	\$750.00
LEGACY EXCAVATION LLC		18-01612	362217	MONTHLY RENTAL	(\$30.00)
				REFUND HYDRANT METER #316	\$750.00
SHADOW MOUNTAIN INDUSTRIAL PROPERTIES		18-00475	262067	DEPOSIT REFUND	\$750.00
		18-00476		DEPOSIT REFUND	\$750.00
T TAP CONSTRUCTION SERVICES		18-00217	362256	REFUND HYDRANT METER #338	\$750.00
				MONTHLY RENTAL	(\$30.00)
TRI CITY EXCAVATION		18-01375	262078	HYDRANT METER REFUND #346	\$750.00
				WATER USAGE	(\$1.90)
				MONTHLY RENTAL	(\$30.00)
WHEELER EXCAVATION LLC		C109-17/RETAINAGE	262089	BATELLE BLVD STEEL WMR	\$2,023.53



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Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
UNASSIGNED TOTAL ****					\$23,308.58
Division: 410	WATER CAPITAL PROJECTS				
ORTHOS LIQUID SYSTEMS, INC	P059364	22874	262044	WTP FILTER #6 REPLACEMENT-EQU	\$45,327.00
WATER CAPITAL PROJECTS TOTAL ****					\$45,327.00
Division: 411	WATER ADMINISTRATION				
ARBAUGH & ASSOCIATES INC		1696	362154	ARBAUGH CONTRACT FEES-AUG 18	\$549.78
US BANK ST PAUL		5070872	362263	RICWAT14 FISCAL AGENT FEES	\$169.05
		5070873		RICWATIREF09 FISCAL AGENT FEES	\$153.81
		5070874		RICHWATIREF12 FISCAL FEES	\$234.74
		5070875		RICWATREF17 FISCAL AGENT FEES	\$155.35
WATER ADMINISTRATION TOTAL ****					\$1,262.73
Division: 412	WATER OPERATIONS				
CASCADE NATURAL GAS CORP		09/18-28638100009	262005	NAT GAS 110 SAINT 8/18-9/17/18	\$14.11
COLUMBIA ELECTRIC SUPPLY		3800507845	362106	TECHCONNECT PROPOSAL3800507845	\$610.00
ENERGY NORTHWEST		ENV03608	362188	WATER SAMPLES	\$184.00
GTP INVESTMENTS LLC	P058743	405497271	362201	BADGER MTN LEASE FOR CITY CEL	\$525.00
KEMIRA WATER SOLUTIONS INC		9017594685-	362124	ANNUAL PO FOR PURCHASE	\$13,602.60
PITNEY BOWES PURCHASE POWER		06/18-14823173	362317	POSTAGE 06/01/18 TO 08/31/18	\$134.56
XO COMMUNICATIONS SERVICES LLC		0311665883	262092	PHONE CHARGES 9/1-9/30/18	\$63.36
WATER OPERATIONS TOTAL ****					\$15,133.63
Division: 413	WATER MAINTENANCE				
BRANOM OPERATING COMPANY, LLC	S018055	602148	362167	ADJUST TAX	(\$0.01)
	S018055			INTRUSION SENSOR, NI20-Q14-ADZ	\$291.05
	S018055			FREIGHT	\$11.95
CITY OF RICHLAND		18-130 OLSON	362291	18-130 CORNELL PUMP SCH	\$567.02
		18-131 CRATER		18-131 CORNELL PUMP SCH	\$567.02
		18-385 EVERHAM		18-385 ARITHMETIC 4 OPER	\$648.53
CONSOLIDATED ELECTRICAL DISTRIBUTORS INC		3627-598303	362108	EXT LIGHTS PHOTOCONTROL	\$155.34
CORE & MAIN LP		J422867	362181	#26 UPPER STEM	\$207.36
EVERHAM, PAT		18-385 EVERHAM	362298	18-385 ARITHMETIC 4 OPER	\$4.37
KENNEWICK INDUSTRIAL & ELECTRICAL SUPPLY		425557	262035	BRASS RB VALVE	\$162.90
RICHLAND ACE HARDWARE		216394/2	362243	RODS/FASTENERS	\$53.72
		64211/1	262054	NIPPLE	\$9.76
TWIN CITY METALS INC		106470	262082	CERAMIC	\$65.16
UNITED PARCEL SERVICE	S018074	000986641398	362261	2 GROUND PKGS TO BADGER METER	\$23.54
XO COMMUNICATIONS SERVICES LLC		0311665883	262092	PHONE CHARGES 9/1-9/30/18	\$19.93
WATER MAINTENANCE TOTAL ****					\$2,787.64
WATER UTILITY FUND Total ***					\$87,819.58
FUND 403	WASTEWATER UTILITY FUND				



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Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
Division: 000					
SHARPE & PRESZLER CONSTRUCTION		160-18/RETAINAGE	362139	2018 MISC SEWER FIXES-RETAINAG	\$2,894.88
UNASSIGNED TOTAL ****					\$2,894.88
Division: 420 SEWER ADMINISTRATION					
GRAY & OSBORNE INC	P058441	17069.00-8	362200	CO #1 - 2018 BUDGET TO FULFILL	\$542.08
US BANK ST PAUL		5070872	362263	RICWAT14 FISCAL AGENT FEES	\$130.95
		5070873		RICWATIREF09 FISCAL AGENT FEES	\$136.01
		5070874		RICHWATIREF12 FISCAL FEES	\$65.26
		5070875		RICWATREF17 FISCAL AGENT FEES	\$126.08
SEWER ADMINISTRATION TOTAL ****					\$1,000.38
Division: 421 SEWER CAPITAL PROJECTS					
CONLEY ENGINEERING INC	P059336	167-18.818	362178	WATERFRONT LIFT STATION ELECTR	\$971.75
CULBERT CONSTRUCTION INC	P059082	C109-18/PMT 4	262017	CO #5 SEWER FORCE ACCOUNT WORK	\$129,122.35
GRAY & OSBORNE INC	P057512	11	262029	AMD #1 CONSTRUCTION MANAGEMENT	\$11,880.45
	P057512	18		WWTF INFLUENT UPGRADES - DESIG	\$4,023.56
SEWER CAPITAL PROJECTS TOTAL ****					\$145,998.11
Division: 422 SEWER OPERATIONS					
ALS ENVIRONMENTAL	P059446	51-440367-0	261989	WASTEWATER - 335.4 TOTAL CYANI	\$80.00
	P059446			WASTEWATER - 1631E TOTAL MERCU	\$120.00
	P059446			COR WWTP INFLUENT AND EFFLUENT	\$260.00
	P059446			624 VOLATILE ORGANIC COMPOUNDS	\$640.00
	P059446			WASTEWATER - 420.1 PHENOLICS	\$90.00
	P059446			WASTEWATER - OIL & GREASE TOTA	\$400.00
	P059446			WATER - TDS (TOTAL DISSOLVED	\$18.00
BENJAMIN'S CARPET ONE	P059299	CG804445RET	261997	WWTF RE-CARPETING, OPERATIONS	\$706.00
COLUMBIA ELECTRIC SUPPLY		3800507845	362106	TECHCONNECT PROPOSAL3800507845	\$610.00
		5858-412070	262011	AB MNTG RELAY-BELT PRESS	\$275.76
CONSOLIDATED ELECTRICAL DISTRIBUTORS INC		3627-595834	262014	MINI LIGHT BULBS-PLANT MCCS	\$34.32
		3627-597326		JUNCTION BOX/LAB CHART RECORDR	\$113.27
		3627-597775		MOTOR STARTER-DGSTR AIRCOMP	\$233.49
GTP INVESTMENTS LLC	P058743	405497271	362201	BADGER MTN LEASE FOR CITYY CEL	\$525.00
MOON SECURITY SERVICES INC		944736	362227	WWTP-BASIC MONITORING	\$54.87
NORTH COAST ELECTRIC COMPANY		S8781935.001	262042	AUX CONT BLK KITS BPRSS AUGRS	\$686.53
PITNEY BOWES PURCHASE POWER		06/18-14823173	362317	POSTAGE 06/01/18 TO 08/31/18	\$1.41
RICHLAND ACE HARDWARE		64110/1	262054	FOLDING NET-AERBASIN	\$34.42
SPRAGUE PEST SOLUTIONS		3595842	262069	WWTF COMM SVC 2 OF 3 AUG 18	\$190.05
		3595932		AUG MONTHLY SERVICE-WW	\$132.49
UNITED PARCEL SERVICE	S018072	000986641388	262083	2 NDA PKGS TO ALS FOR WWTP OPS	\$100.07
	S018072			ADD'L HANDLING & WEIGHT	\$66.10
XO COMMUNICATIONS SERVICES LLC		0311665883	262092	PHONE CHARGES 9/1-9/30/18	\$102.48



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Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
SEWER OPERATIONS TOTAL ****					\$5,474.26
Division:	423	SEWER MAINTENANCE			
ABADAN INC		AR34245	261984	24X36 PRINTSET WEST V PH 3&4	\$53.76
CASCADE NATURAL GAS CORP		09/18-51317347154	262005	NAT GAS 1943 CPTRL 08/17-09/14	\$19.18
MOON SECURITY SERVICES INC		944736	362227	WWTP-BASIC MONITORING	\$54.87
XO COMMUNICATIONS SERVICES LLC		0311665883	262092	PHONE CHARGES 9/1-9/30/18	\$1.39
SEWER MAINTENANCE TOTAL ****					\$129.20
WASTEWATER UTILITY FUND Total ***					\$155,496.83
FUND	404	SOLID WASTE UTILITY FUND			
Division:	431	SOLID WASTE ADMINISTRATION			
JOYCE ZIKER PARKINSON PLLC		50955	362210	LANDFILL CONTAMINATION-LEGAL	\$144.00
PARAMETRIX INC	P058444	04208	262048	CO #1 - 2018 BUDGET TO FULFILL	\$1,247.31
US BANK ST PAUL		5070866	362263	RICHLTGREF10 SW FISCAL FEES	\$300.00
SOLID WASTE ADMINISTRATION TOTAL ****					\$1,691.31
Division:	432	SOLID WASTE COLLECTION			
GTP INVESTMENTS LLC	P058743	405497271	362201	BADGER MTN LEASE FOR CITYY CEL	\$312.50
PITNEY BOWES PURCHASE POWER		06/18-14823173	362317	POSTAGE 06/01/18 TO 08/31/18	\$212.47
XO COMMUNICATIONS SERVICES LLC		0311665883	262092	PHONE CHARGES 9/1-9/30/18	\$21.52
SOLID WASTE COLLECTION TOTAL ****					\$546.49
Division:	433	SOLID WASTE DISPOSAL			
BLAIR, JEANNETTE		100118	362284	REIMB SEPT 18 MILEAGE	\$66.05
BLUEROOM		2794405	262001	POL SERVICE-LANDFILL-AUG 2018	\$81.00
CONSOLIDATED ELECTRICAL DISTRIBUTORS INC		3627-598449	262014	LED LINEAR FLOURESCENT LAMP-TS	\$213.07
COYOTE RIDGE CORRECTIONS CENTER		CRCC1808.621	262016	WORK CREW AUGUST 2018	\$398.75
MITCHELL, FRANK		092518	362310	REIMB SEPT 18 MILEAGE	\$26.71
MOON SECURITY SERVICES INC		946763	362227	BASIC FIRE MONITORING	\$33.00
PARAMETRIX INC	P059068	03088	262048	2018 LANDFILL MONITORING,SAMPL	\$7,511.24
	P059068	04210		2018 LANDFILL MONITORING,SAMPL	\$2,849.41
WA STATE DEPARTMENT OF ECOLOGY		2019-536057	262085	GREENHOUSE GAS REPORTING	\$765.00
XEROX CORPORATION		094429093	262091	LX5-694777 BASE/PRINTS-AUGUST	\$271.23
XO COMMUNICATIONS SERVICES LLC		0311665883	262092	PHONE CHARGES 9/1-9/30/18	\$44.31
SOLID WASTE DISPOSAL TOTAL ****					\$12,259.77
SOLID WASTE UTILITY FUND Total ***					\$14,497.57
FUND	405	STORMWATER UTILITY FUND			
Division:	441	STORMWATER			
US BANK ST PAUL		5070873	362263	RICWATIREF09 FISCAL AGENT FEES	\$10.18
		5070875		RICWATREF17 FISCAL AGENT FEES	\$18.57
STORMWATER TOTAL ****					\$28.75



Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
STORMWATER UTILITY FUND Total ***					\$28.75
FUND 406	GOLF COURSE FUND				
Division:	336	GOLF COURSE			
US BANK ST PAUL		5070865	362263	RICLTGOREF10 IT-GOLF FISC FEE	\$218.84
GOLF COURSE TOTAL ****					\$218.84
GOLF COURSE FUND Total ***					\$218.84
FUND 407	MEDICAL SERVICES FUND				
Division:	121	AMBULANCE			
AUCHMOODY, TRISH		18-421 AUCHMOODY	362281	18-421 SYSTEMS DESIGN WEST	\$160.94
CALLBACK STAFFING SOLUTIONS LLC		009678	362287	STAFFING CALLBACK SRVCS-SEPT	\$98.24
CITY OF RICHLAND		18-415 BIRCH	362291	18-415 18 ST OF THE FUT OF	\$240.00
		18-417 KARSPECK		18-415 18 ST OF THE FUT OF	\$240.00
ESTELL, TIMOTHY		18-369 ESTELL	362111	18-369 CRITERIA BASED DISPA	\$369.36
HEMPSTEAD, JAMES		18-416 HEMPSTEAD	362302	18-416 18 ST OF THE FUT OF	\$1,175.32
KNIGHT, SHAUNA		18-420 KNIGHT	362306	18-420 SYSTEMS DESIGN WEST	\$142.24
PITNEY BOWES PURCHASE POWER		06/18-14823173	362317	POSTAGE 06/01/18 TO 08/31/18	\$36.19
STERICYCLE INC		3004409180	362320	BIO WASTE DISPOSAL FEE	\$47.03
AMBULANCE TOTAL ****					\$2,509.32
MEDICAL SERVICES FUND Total ***					\$2,509.32
FUND 408	BROADBAND FUND				
Division:	460	BROADBAND ADMINISTRATION			
US BANK ST PAUL		5070869	362263	RICLTGREF13B FISCAL AGENT FEES	\$300.00
BROADBAND ADMINISTRATION TOTAL ****					\$300.00
BROADBAND FUND Total ***					\$300.00
FUND 501	CENTRAL STORES FUND				
Division:	000				
CONNELL OIL INC	P059579	0233361-IN	362179	OIL, BAR & CHAIN, HIGH TAC	\$72.78
	P059579			GREASE CARTRIDGE, RED TAC 2	\$213.24
NORCO INC	P059396	24692048	362230	PAINT, MARKING, REGULAR BLACK	\$70.63
RDO EQUIPMENT CO	P059578	P84086	362242	BLADE, EDGER, JOHN DEERE M92907	\$1,458.06
URM STORES INC	P059582	3-0-262807	362262	CLEANER ANTI-BACTERIAL 409 LIQ	\$273.02
UNASSIGNED TOTAL ****					\$2,087.73
CENTRAL STORES FUND Total ***					\$2,087.73
FUND 502	EQUIPMENT MAINTENANCE FUND				
Division:	214	EQUIPMENT MAINTENANCE			



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Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
AUTOZONE		3733337287	261992	PIPE EXTNDR VEH 3296 WO CREDIT	(\$42.34)
		3733338570		ALTERNATOR WO WARRANTY	\$0.00
		3733345463		SHOP SUPPLY	\$195.44
		3733345467		SHOP SUPPLY	\$152.00
		3733345963		BRAKE CLEAN VEH 3321 WO 51758	\$32.45
		3733346410		WIPER BLADES VEH 3329 WO 51782	\$9.97
		3733346503		WIPER BLADES VEH 2435 WO 51785	\$9.97
		3733346743		GASKETS VEH 1211 WO 51788	\$10.40
		3733347063		WIPER BLADES VEH 2370 WO 51768	\$9.97
		3733347653		LICENSE LAMP VEH 3334 WO 51810	\$10.63
		3733350925	362155	SHOP TOOL	\$223.71
		3733352406		FILTERS VEH 3226 WO 51849	\$24.08
		3733352409		FILTERS VEH 3288 WO 51852	\$16.26
		3733352410		FILTERS VEH 3328 WO 51853	\$34.71
		3733352411		FILTERS VEH 2350 WO 51848	\$10.62
BIG WEST EQUIPMENT		937082	362097	EMERG SWITCH VEH 7149 WO 51735	\$171.00
BRAUN NORTHWEST INC		23208	362098	DOOR CK VEH 5041 WO 51710	\$46.86
CASCADE FIRE EQUIPMENT CORP DBA		124008	362170	D RING/HINGE VEH 5039 WO 51503	\$271.65
		124009		PLUG VEH 5038 WO 51530	\$40.84
CENTRAL HOSE & FITTINGS INC		C019440	362289	CONNECTOR VEH 3292 WO 51717	\$34.64
COLEMAN OIL COMPANY		0482857-IN	262009	LANDFILL DIESEL DYED/CLEAR	\$6,811.78
		0484056-IN	362176	LANDFILL DIESEL DYED	\$4,214.07
		CL24060	262009	CARD LOCK FUEL 9/10/18-9/16/18	\$16,784.42
		CL24768	362105	CARD LOCK FUEL 9/17/18-9/12/18	\$17,445.78
COMMERCIAL TIRE INC		19-258219	362177	TIRES/SVC CL VEH 4117 WO 51891	\$455.33
CONNELL OIL INC		0231836-IN	262013	SHOP OIL/LUBE	\$3,551.82
		0231971-IN		SHOP LUBE/FLUIDS	\$275.06
		0233277-IN	362107	SHOP LUBE	\$2,229.12
CORWIN OF PASCO LLC		424643	262015	MAT VEH 3348 WO 51330	\$82.68
		425033		CORE CREDIT VEH 3316 WO 51680	(\$65.16)
		425156		REMAN VEH 3265 WO 51773	\$719.62
		425309	362109	OIL VEH 2398 WO 51827	\$242.13
		425369		SOR KIT VEH 3316 WO 51836	\$179.19
		425881	362293	VALVE VEH 2434 WO 51933	\$38.98
FINAL TOUCH UPHOLSTERY		032656	362196	LOCK REP SETS FOR UNDRCLR	\$46.15
GENUINE AUTO GLASS OF TRI CITIES LLC		632778	262027	WS REPAIR VEH 2413 WO 51808	\$32.58
HUGHES FIRE EQUIPMENT, INC.		529777	362120	SENSOR VEH 5047 WO 51732	\$279.59
		529926		CABLE ASSY VEH 5036 WO 51809	\$873.60
JIM'S PACIFIC GARAGES INC		X100141587:01	262032	STARTER VEH 3292 WO 51717	\$396.69
		X100142328:01	362207	HUB CAP W/PIPE	\$114.96
		X100142469:01		BRACKET FOR LAMP	\$6.45



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Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
KENWORTH SALES COMPANY		PASIN3018276	262036	BRAKES VEH 3240 WO 51681	\$413.23
		PASIN3033765	362212	BRAKE DRUM VEH 3203 WO 51649	\$883.51
LES SCHWAB TIRE CENTER		42800284882	362307	DISMNT/MOUNT VEH 2476 WO 51929	\$199.82
LESKOVAR LINCOLN MERCURY INC		9012	262037	CABLE VEH 2403 WO 51778	\$41.18
LIBERTY LAWN & SAW SHOP		3858	362308	CARBURETOR VEH 0072 WO 51953	\$98.25
M & M BOLT COMPANY LLC		332453	262038	SCREW VEH 7143 WO 51208	\$10.43
MCCURLEY CHEVROLET		951643	262039	PADS VEH 2375 WO 51666	\$312.91
		951995		CLEANER/HOSE VEH 3271 WO 51733	\$606.56
		952142		FILTER VEH 2379 WO 51767	\$44.11
		952271		FILTERS VEH 2413 WO 51776	\$44.11
		952392	362130	CONNECT VEH 2379 WO 51767	\$135.59
		952474		ROTOR VEH 2413 WO 51776	\$694.04
MONARCH MACHINE & TOOL CO INC		A198371	362131	REPAIR VEH 3285 WO 51604	\$2,488.03
		F198286	262041	DRILL JIG VEH 3315 WO 51676	\$163.64
PACIFIC POWER PRODUCTS COMPANY LLC		01-59988	262046	NOZZLE VEH 6605 WO 51772	\$279.21
PAPE' MATERIAL HANDLING		10841149	262047	BOLT VEH 6544 WO 49709	\$6.56
		11162420		FILTERS VEH 7144 WO 51443	\$579.66
		11170435	362134	FILTER ELE VEH WO 51837	\$189.39
PETERSON PACIFIC CORP		CI-000071063	262050	FILTERS VEH 7143 WO 51783	\$383.98
RDO EQUIPMENT CO		P83789	262053	WHEEL/AXLE VEH 6566 WO 51611	\$74.69
RICHLAND NAPA		416784	362244	ORINGS VEH 7141 WO 51529	\$80.80
		419463	262056	SLIP HOOK VEH 4050 WO 51651	\$70.34
		419465		CONNECTOR VEH 4112 WO 51660	\$11.94
		419467		FILTERS VEH 5033 WO 51670	\$71.07
		419468		FILTERS VEH 5036 WO 51671	\$70.99
		419470		FILTERS VEH 5038 WO 51672	\$139.00
		419472		FILTERS VEH 5047 WO 51673	\$33.12
		419480		LAMP VEH 7152 WO 51659	\$24.27
		419491		FILTERS VEH 3316 WO 51677	\$17.20
		419505		FILTERS VEH 3240 WO 51683	\$169.16
		419519		FREIGHT VEH 4050 WO 51651	\$10.86
		419588		FLEX VEH SHOP WO TOOL	\$130.30
		419595		CYCLE FUEL VEH 3306 WO 5170	\$49.93
		419596		CYCLE FUEL VEH SHOP WO SUPP	\$49.93
		419609		SILICONE VEH 3291 WO 51675	\$29.02
		419640		FILTERS VEH 5042 WO 51674	\$77.44
		419655		BELT VEH 3247 WO 51709	\$16.99
		419663		WRENCH VEH SHOP WO TOOL	\$282.35
		419681		FILTERS VEH 2450 WO 51716	\$17.97
		419708		HUB CAP VEH 3337 WO 51624	\$80.06
		419709		HUB CAP VEH 3339 WO 51750	\$65.68



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RICHLAND NAPA		419748	262056	FILTERS VEH 2314 WO 51734	\$10.32
		419759		SEAL VEH 3296 WO 51707	\$9.33
		419867		LAMP VEH 4101 WO 51737	\$2.56
		419868		75W/90 OIL VEH 2314 WO 5173	\$24.42
		419870		WIPER BLADES VEH 1204 WO 51	\$25.72
		419871		FILTERS VEH 6566 WO 51757	\$46.37
		419912		LIC KIT VEH 3292 WO 51717	\$42.36
		419913		FILTERS VEH 7150 WO 51774	\$50.52
		419930		FILTERS VEH 6613 WO 51775	\$38.90
		419933		PRE MIX FUEL VEH 4000 WO 51	\$1,886.49
		419945		FILTERS VEH 3404 WO 51765	\$14.65
		419946		FILTERS VEH 2370 WO 51768	\$14.95
		419947		BRAKE CLEAN VEH 3340 WO 517	\$12.22
		419952		FILTERS VEH 7145 WO 51752	\$103.04
		420002		DEF VEH 3312 WO 51781	\$10.86
		420005		GLASS CLEANER VEH 2370 WO 5	\$26.56
		420006		FILTERS VEH 1211 WO 51787	\$14.65
		420040		FLOOR DRY VEH 9000 WO 51807	\$58.71
		420057		FLOOR DRY VEH 9000 WO 51807	\$39.14
		420061		FILTERS VEH 2398 WO 51790	\$13.99
		420062		FILTERS VEH 2399 WO 51791	\$13.99
		420063		FILTERS VEH 2401 WO 51792	\$14.01
		420064		FILTERS VEH 2459 WO 51793	\$13.99
		420065		FILTERS VEH 3327 WO 51798	\$13.99
		420066		FILTERS VEH 3329 WO 51799	\$96.24
		420067		FILTERS VEH 3334 WO 51800	\$94.71
		420068		FILTERS VEH 3289 WO 51796	\$14.65
		420069		FILTERS VEH 2413 WO 51777	\$14.65
		420090		FILTERS VEH CREDIT WO CREDI	(\$8.07)
		420106		ADAPTER VEH SHOP WO TOOL	\$106.33
		420115	362244	LAMP VEH 5033 WO 51670	\$15.26
		420116		FREIGHT VEH 5033 WO 51670	\$10.86
		420136	262056	ADAPTER VEH 3334 WO 51810	\$23.88
		420158	362244	FILTERS VEH SHOP WO TOOL	\$60.71
		420163	262056	SWITCH VEH 3292 WO 51717	\$40.79
		420194		FILTERS VEH 7119 WO 51801	\$151.66
		420195		FILTERS VEH 3318 WO 51797	\$158.08
		420197		FILTERS VEH 3251 WO 51795	\$137.97
		420198		FILTERS VEH 3219 WO 51794	\$84.38
		420235		STROBE VEH 3212 WO 51805	\$188.75
		420237		CONNECTOR VEH 6553 WO 51813	\$22.57



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Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
RICHLAND NAPA		420242	362244	POWER BANK VEH SHOP WO SUPP	\$130.16
		420247	262056	SOCKET VEH SHOP WO TOOLS	\$27.45
		420248		LAMP VEH 5038 WO 51830	\$19.81
		420259	362244	BELT VEH 4000 WO 51789	\$26.00
		420345	262056	BATTERY VEH 3322 WO 51831	\$178.81
		420350	362244	LENS VEH 5036 WO 51809	\$2.56
		420352		FREIGHT VEH 4000 WO 51789	\$9.77
		420354		75W/90 OIL VEH 2413 WO 5177	\$122.14
		420358		FILTERS VEH CREDIT WO CREDI	(\$14.74)
		420375		BRAKE CLEAN VEH 3271 WO 517	\$48.87
		420376		LAMP VEH 5029 WO 51833	\$26.41
		420381		DEF VEH 7157 WO 51844	\$170.18
		420442		FILTERS VEH 3251 WO 51795	\$3.20
		420443		HARDWARE KIT VEH 2413 WO 51	\$11.94
		420466		DB ADJUST VEH 2413 WO 51776	\$19.53
		420467		LAMP VEH 5039 WO 51839	\$6.60
		420471		LAMP VEH 5038 WO 51840	\$8.92
		420505		PIN HOOK VEH 3348 WO 51842	\$158.52
		420541		WIPER BLADES VEH 5038 WO 51	\$22.36
		420558		LOOM VEH 3203 WO 51649	\$16.29
		420564		BRAKE CLEAN VEH 6562 WO 518	\$24.44
		420565		HUB CAP VEH 4122 WO 51845	\$182.37
		420587		FILTERS VEH 3255 WO 51850	\$153.02
		420588		FILTERS VEH 3269 WO 51851	\$71.59
		420591		FILTERS VEH 7149 WO 51872	\$116.70
RMT EQUIPMENT	P01703		262063	ELEMENT VEH 7145 WO 51752	\$41.39
	P01754		362247	SPACER VEH 7137 WO 51198	\$264.36
SAS AUTO ELECTRIC	25989		362249	DEODIS	\$3.26
SOLID WASTE SYSTEMS INC	0108228-IN		362141	SPRING ST VEH 3339 WO 51731	\$445.90
	0108255-IN			REPAIRS VEH 7146 WO 51607	\$2,746.12
STEEBER'S LOCK SERVICE	650302		262070	SHOP SUPPLY	\$50.39
SUMMIT LAW GROUP PLLC	95431		362255	BARGANIN/UNION WEB SEMINAR	\$75.00
TACOMA SCREW PRODUCTS INC	22218323		262072	FITTINGS VEH 3333 WO 51625	\$16.02
	22222973			POWER CORD VEH 3334 WO 51810	\$186.24
	22223568		362257	SCREWS/WASHERS	\$13.80
	22223714			SHOP SUPPLY	\$69.32
	22224272		362321	SHOP TOOLS	\$163.78
THE SUPPLY CO LLC	00428806		262074	SHOP SUPPLY	\$268.84
TIRE FACTORY INC	03-132115		362323	TIRES VEH 2420 WO 51931	\$972.51
TRUCKPRO HOLDING CORPORATION	06 263326		262081	DRUM VEH 4158 WO 51706	\$39.06
	06 263608		362260	PTO, PUMP AND FREIGHT	\$2,139.87



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Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
VERMEER ROCKY MOUNTAIN INC		P19115	362267	SHEAR BAR/KNIFE CUTTER	\$402.22
WESTERN PETERBILT INC		028P282924	262087	DRAGLINK VEH 3336 WO 51764	\$189.30
		028P283367	362273	FILTER/DIPST VEH 3283 WO 51885	\$86.53
		028P283483	362331	BRAKE/AXLE VEH 3203 WO 51649	\$462.90
		028P283575		VALVE/SOLEND VEH 3335 WO 51928	\$84.41
WESTERN STATES EQUIPMENT COMPANY		IN000759321	262088	SOCKET VEH 3296 WO 51082	\$25.31
		IN000767017	362274	4 BATTERIES CABLES RODS	\$1,159.20
WESTERN SYSTEMS & FABRICATION INC		24606	362275	PIN/SPACER VEH 3312 WO 51786	\$321.42
		24625	362332	SWITCH VEH 3292 WO 51717	\$247.37
XO COMMUNICATIONS SERVICES LLC		0311665883	262092	PHONE CHARGES 9/1-9/30/18	\$71.13
EQUIPMENT MAINTENANCE TOTAL ****					\$80,928.73
EQUIPMENT MAINTENANCE FUND Total ***					\$80,928.73

FUND 503 EQUIPMENT REPLACEMENT FUND**Division:** 215 EQUIPMENT REPLACEMENT

HUGHES FIRE EQUIPMENT, INC.	P059046	172479A	362205	ONE (1) NEW 2018 PIERCE PLATFO	\$349,341.00
EQUIPMENT REPLACEMENT TOTAL ****					\$349,341.00
EQUIPMENT REPLACEMENT FUND Total ***					\$349,341.00

FUND 505 PUBLIC WORKS ADMIN & ENGINEER**Division:** 450 PW ADMIN & ENGINEERING

AVETISYAN, ANDREY		18-353 AVETISYAN	362094	18-353 WSDOT LTAP	\$0.23
CITY OF RICHLAND			362104	18-353 WSDOT LTAP	\$423.19
		18-360 OLLE	362291	18-360 CIVIL 3D ESSENTIALS	\$585.21
		18-361 POPE		18-361 CIVIL 3D ESSENTIALS	\$585.21
IMT INC	P059100	10022	362206	MATERIALS TESTING-PRIVATE	\$930.00
	P059100	10026		MATERIALS TESTING-PRIVATE	\$208.50
	P059100	10047		MATERIALS TESTING-PRIVATE	\$759.00
	P059100	10083		MATERIALS TESTING-PRIVATE	\$262.50
	P059100	9990		MATERIALS TESTING-PRIVATE	\$613.50
OLLE, BRIAN		18-360 OLLE	362313	18-360 CIVIL 3D ESSENTIALS	\$39.52
PERFECT IMAGE		8674	362236	DPI/WEB & DVD PHOTOS & SLIDES	\$330.69
PITNEY BOWES PURCHASE POWER		06/18-14823173	362317	POSTAGE 06/01/18 TO 08/31/18	\$225.04
WEST, JULIE		18-399 WEST	362329	18-399 BUILDING SUPERVISORY	\$120.57
XO COMMUNICATIONS SERVICES LLC		0311665883	262092	PHONE CHARGES 9/1-9/30/18	\$191.88
PW ADMIN & ENGINEERING TOTAL ****					\$5,275.04
PUBLIC WORKS ADMIN & ENGINEER Total ***					\$5,275.04

FUND 520 HEALTH CARE/BENEFITS PLAN**Division:** 000



City Of Richland

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From: 9/24/2018 To: 10/5/2018

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
CLARK, SHON		2018HC02	262008	OVERPMT 2018 HEALTHCARE PREM	\$31.80
DANIELS, LOYD		2018HC05	262018	OVERPMT 2018 HEALTHCARE PREM	\$86.64
PEREZ, LEE		2018HC04	262049	OVERPMT 2018 HEALTHCARE PREM	\$115.52
ROBERTSON, RICHARD		2018HC01	262064	OVERPMT 2018 HEALTHCARE PREM	\$69.09
THOMPSON, NICK		2018HC03	262076	OVERPMT 2018 HEALTHCARE PREM	\$127.20
UNASSIGNED TOTAL ****					\$430.25
Division: 222	EMPLOYEE BENEFIT PROGRAM				
MAGELLAN BEHAVIORAL HEALTH		OCT 2018	362222	EAP PREMIUMS-OCTOBER	\$730.10
EMPLOYEE BENEFIT PROGRAM TOTAL ****					\$730.10
HEALTH CARE/BENEFITS PLAN Total ***					\$1,160.35
FUND 611	FIREMAN'S PENSION				
Division: 216	FIRE PENSION				
BAKER, MARSHALL R		OCT 2018	362159	MEDICARE PREMIUM/BAKER	\$129.00
BENTON COUNTY FIRE DIST 1		2018-33	261998	FIRE PENSION AUGUST 2018	\$712.00
BOWLS, DAVID		0702-081018	261944	NON COVERED MEDICAL	\$400.00
		OCT 2018	362165	MEDICARE PREMIUM/BOWLS	\$104.90
CANFIELD, HARRY R			362168	MEDICARE PREMIUM/CANFIELD	\$119.00
CARRICK, HENRY		093018 AL	261948	NON COVERED ASSISTED LIVING	\$6,500.00
		OCT 2018	362169	MEDICARE PREMIUM/CARRICK	\$134.00
CENTER VISION & CONTACT LENS CLINIC INC		083018HJ	261950	NON COVERED VISION	\$82.00
CLARK, FRANK M		OCT 2018	362175	MEDICARE PREMIUM/CLARK	\$104.90
COLUMBIA POINT VISION		082918RW	261954	NON COVERED VISION	\$986.58
COLUMBIA RIVER EYE CENTER		081518EM	261955	NON COVERED VISION	\$572.80
DOWNES, DANNY		OCT 2018	362184	MEDICARE PREMIUM/DOWNES	\$134.00
ELIASON, CURTIS		081518	261960	NON COVERED MEDICAL	\$1,884.59
		0904-090518		MEDICAL TRIP TO UW	\$253.68
		100218		MILEAGE AD REQ UW 100218	\$222.36
		OCT 2018	362186	MEDICARE PREMIUM/ELIASON	\$134.00
ESTY, RAYMOND J			362190	MEDICARE PREMIUM/ESTY	\$120.00
FERRIANS, ALLEN LARRY			362195	MEDICARE PREMIUM/FERRIANS	\$130.00
GOLDSTEIN MD, ROBERT		083118JB	261963	NON COVERED MEDICAL	\$450.00
HOUCHIN, EARL		OCT 2018	362204	MEDICARE PREMIUM/HOUCIN	\$118.00
JOHNSON, NEILS E			362208	MEDICARE PREMIUM/JOHNSON	\$110.00
JONES, HAROLD		062018	261966	NON COVERED MEDICAL	\$360.00
		072418		NON COVERED MEDICAL	\$2,431.50
		082118		NON COVERED MEDICAL	\$120.00
		OCT 2018	362209	MEDICARE PREMIUM/JONES	\$123.00
KEYS, JACK D			362213	MEDICARE PREMIUM/KEYS	\$134.00
LAHTI, ROGER P			362214	MEDICARE PREMIUM/LAHTI	\$104.90



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From: 9/24/2018 To: 10/5/2018

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
MULROY, JAMES P		SEPTEMBER 2018	261971	MEDICARE PREMIUM/MULROY	\$134.00
MURRAY, DAVID		OCT 2018	362228	MEDICARE PREMIUM/MURRAY	\$110.00
MYERS, EDWARD A			362229	MEDICARE PREMIUM/MYERS	\$119.00
OWEN, MICHAEL			362232	MEDICARE PREMIUM/OWEN	\$110.00
POLLARD, JAMES			362240	MEDICARE PREMIUM/POLLARD	\$104.90
RODGERS, GARY H		SEPTEMBER 2018	261972	MEDICARE PREMIUM/RODGERS	\$134.00
RONEY, LARRY		OCT 2018	362248	MEDICARE PREMIUM/RONEY	\$113.00
RX PHARMACY		0507-062618CE	261973	NON COVERED RX	\$1,121.49
		0602-073018HJ		NON COVERED RX	\$446.82
		061818CW		NON COVERED RX	\$710.84
SIEMENS, DONALD		OCT 2018	362252	MEDICARE PREMIUM/SIEMENS	\$125.00
THRALL, TERRY		0712-083018	261977	NON COVERED MEDICAL	\$100.00
WEST, ROYAL		OCT 2018	362272	MEDICARE PREMIUM/WEST	\$116.00
WILLIAMSON, CRAIG E			362276	MEDICARE PREMIUM/WILLIAMSON	\$108.00
FIRE PENSION TOTAL ****					\$20,228.26
FIREMAN'S PENSION Total ***					\$20,228.26
FUND 612	POLICEMEN'S PENSION				
Division:	217	POLICE PENSION			
ANDERS, PETER		SEPTEMBER 2018	261939	MEDICARE PREMIUM/ANDERS	\$121.00
BADGLEY, KERI RANDALL		0515-071018	261940	NON COVERED RX	\$1,929.84
		070618		NON COVERED RX	\$17.43
BATES, LAURIE VERN JR		SEPTEMBER 2018	261941	MEDICARE PREMIUM/BATES	\$129.00
BEDEN, LARRY			261942	MEDICARE PREMIUM/BEDEN	\$129.00
BOLSTAD, BARRY			261943	MEDICARE PREMIUM/BOLSTAD	\$134.00
BRUNSON, DALE A			261945	MEDICARE PREMIUM/BRUNSON	\$111.00
BULLOCK EYE CARE		080918SL	261946	NON COVERED MEDICAL	\$209.00
BUSH, LEE		081418	261947	NON COVERED MEDICAL	\$349.14
		081618 AL		NON COVERED ASSISTED LIVING	\$6,970.00
		SEPTEMBER 2018		MEDICARE PREMIUM/BUSH	\$116.00
CASE, MIKE		080118	261949	NON COVERED RX	\$160.00
		082318		NON COVERED RX	\$160.00
		SEP-NOV 2018		MEDICARE PREMIUM/CASE	\$402.00
CLEAVENGER, MICHAEL		SEPTEMBER 2018	261951	MEDICARE PREMIUM/CLEAVENGER	\$134.00
CLEAVENGER, WILL J			261952	MEDICARE PREMIUM/CLEAVENGER	\$120.00
CLEMENTS, JOHN M			261953	MEDICARE PREMIUM/CLEMENTS	\$118.00
COUCH, LARRY			261956	MEDICARE PREMIUM/COUCH	\$133.00
DEMYER, JAMES J			261957	MEDICARE PREMIUM/DEMYER	\$134.00
DRIVER, DOUGLAS D			261958	MEDICARE PREMIUM/DRIVER	\$134.00
DUCHEMIN, ROGER			261959	MEDICARE PREMIUM/DUCHEMIN	\$127.00
GANLEY, JOHN M			261961	MEDICARE PREMIUM/GANLEY	\$119.00



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From: 9/24/2018 To: 10/5/2018

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
GILL, JAMES GREG		SEPTEMBER 2018	261962	MEDICARE PREMIUM/GILL	\$134.00
HEASTON & THOMPSON VISION CLINIC		072018RC	261964	NON COVERED RX	\$60.00
HIGGINS, FRED C		SEPTEMBER 2018	261965	MEDICARE PREMIUM/HIGGINS	\$111.00
LABBERTON, W.K. DDS		042618GZ	261967	NON COVERED DENTAL	\$102.40
LARSON, SCOTT K		090718	261968	NON COVERED RX	\$1,142.96
		SEPTEMBER 2018		MEDICARE PREMIUM/LARSON	\$134.00
LEWIS, DAVID L			261969	MEDICARE PREMIUM/LEWIS	\$109.00
MOORE, ROBERT			261970	MEDICARE PREMIUM/MOORE	\$114.00
PITNEY BOWES PURCHASE POWER		06/18-14823173	362317	POSTAGE 06/01/18 TO 08/31/18	\$29.61
RX PHARMACY		0515-072118RT	261973	NON COVERED RX	\$87.68
		0522-070918WC		NON COVERED RX	\$176.85
		0524-061118JC		NON COVERED RX	\$859.40
SPARKS, DAVID W		SEPTEMBER 2018	261974	MEDICARE PREMIUM/SPARKS	\$118.00
TAYLOR, RANDAL L			261975	MEDICARE PREMIUM/TAYLOR	\$134.00
THOMAS, GERALD D			261976	MEDICARE PREMIUM/THOMAS	\$118.00
THREE RIVERS FAMILY MEDICINE		072418MC	261978	NON COVERED MEDICAL	\$21.90
TURNER, ROY		SEPTEMBER 2018	261979	MEDICARE PREMIUM/TURNER	\$127.00
WILMOTH, ROD		062718	261980	NON COVERED MEDICAL	\$42.32
		SEPTEMBER 2018		MEDICARE PREMIUM/WILMOTH	\$132.00
ZIMMERMAN, GERALD			261981	MEDICARE PREMIUM/ZIMMERMAN	\$118.00
POLICE PENSION TOTAL ****					\$15,828.53
POLICEMEN'S PENSION Total ***					\$15,828.53
FUND 641	SOUTHEAST COMMUNICATIONS CTR				
Division:	601	E911 OPERATIONS			
CORPORATE TRANSLATION SERVICES INC		133307	362292	TRANSLATION SRVCS-SEPT 2018	\$690.40
E911 OPERATIONS TOTAL ****					\$690.40
SOUTHEAST COMMUNICATIONS CTR Total ***					\$690.40
FUND 642	800 MHZ PROJECT				
Division:	610	800 MHZ			
UNITED PARCEL SERVICE	S018072	000986641388	262083	GROUND PKG W/INSURANCE TO AERO	\$254.59
800 MHZ TOTAL ****					\$254.59
800 MHZ PROJECT Total ***					\$254.59
FUND 643	EMERGENCY MANAGEMENT				
Division:	620	STATE / LOCAL ASSISTANCE			
POCKETINET COMMUNICATIONS INC		261371	362239	WIRELESS TRANSPRT/INTERNET-OCT	\$37.39
		266079		WIRELESS TRANSPRT/INTERNET-NOV	\$57.75
SPRAGUE PEST SOLUTIONS		3609763/3609764	362142	SEPTEMBER 2018 MONTHLY SERVICE	\$30.73



City Of Richland

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From: 9/24/2018 To: 10/5/2018

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
VANGUARD CLEANING SYSTEM OF INLAND NW		090518	362266	SCHEDULED MISSED CLEAN 9/5/18	(\$4.96)
		80822		BCES JANITORIAL SRVCS-OCT	\$62.50
STATE / LOCAL ASSISTANCE TOTAL ****					\$183.41
Division:	621	RADIOLOGICAL EMGCY PREPAREDNES			
CITY OF RICHLAND		18-388 GEORGE	362104	18-388 WFOA CONFERENCE	\$432.85
GEORGE, JORDAN			362115	18-388 WFOA CONFERENCE	\$7.50
POCKETINET COMMUNICATIONS INC		261371	362239	WIRELESS TRNSPRT/INTERNET-OCT	\$37.39
		266079		WIRELESS TRNSPRT/INTERNET-NOV	\$57.75
SPRAGUE PEST SOLUTIONS		3609763/3609764	362142	SEPTEMBER 2018 MONTHLY SERVICE	\$30.74
UNITED PARCEL SERVICE	S018072	000986641388	262083	GROUND PKG TO NNSA FIELD OFFIC	\$6.62
	S018072			WEIGHT CORRECTION FOR 2 PKGS T	\$8.92
VANGUARD CLEANING SYSTEM OF INLAND NW		090518	362266	SCHEDULED MISSED CLEAN 9/5/18	(\$4.96)
		80822		BCES JANITORIAL SRVCS-OCT	\$62.50
RADIOLOGICAL EMGCY PREPAREDNES TOTAL ****					\$639.31
Division:	622	DOE EMERGENCY PREPAREDNESS			
CITY OF RICHLAND		18-388 GEORGE	362104	18-388 WFOA CONFERENCE	\$432.85
GEORGE, JORDAN			362115	18-388 WFOA CONFERENCE	\$7.50
LUDLUM MEASUREMENTS INC	P059449	00456104	362219	LUDLUM MODEL 12 CALIBRATION WI	\$651.60
	P059449			FREIGHT	\$80.36
	P059449			CALIBRATE AN ADDITIONAL 43-9 P	\$162.90
POCKETINET COMMUNICATIONS INC		261371	362239	WIRELESS TRNSPRT/INTERNET-OCT	\$37.39
		266079		WIRELESS TRNSPRT/INTERNET-NOV	\$57.75
VANGUARD CLEANING SYSTEM OF INLAND NW		090518	362266	SCHEDULED MISSED CLEAN 9/5/18	(\$4.96)
		80822		BCES JANITORIAL SRVCS-OCT	\$62.50
DOE EMERGENCY PREPAREDNESS TOTAL ****					\$1,487.89
Division:	623	JURISIDITION			
PITNEY BOWES PURCHASE POWER		06/18-14823173	362317	POSTAGE 06/01/18 TO 08/31/18	\$36.51
POCKETINET COMMUNICATIONS INC		261371	362239	WIRELESS TRNSPRT/INTERNET-OCT	\$37.38
		266079		WIRELESS TRNSPRT/INTERNET-NOV	\$57.75
SPRAGUE PEST SOLUTIONS		3609763/3609764	362142	SEPTEMBER 2018 MONTHLY SERVICE	\$30.73
THE DRAIN SURGEON		39325	362144	TOILET REPAIRS	\$78.73
VANGUARD CLEANING SYSTEM OF INLAND NW		090518	362266	SCHEDULED MISSED CLEAN 9/5/18	(\$4.96)
		80822		BCES JANITORIAL SRVCS-OCT	\$62.50
JURISIDITION TOTAL ****					\$298.64
EMERGENCY MANAGEMENT Total ***					\$2,609.25
FUND	645	SECOMM CONSOLIDATED			
Division:	600	SECOMM OPERATIONS GENERAL			
CENTURYLINK		0918 509-624-3863	362103	GENERAL 09/16-10/16/18	\$7.32



City Of Richland

VL-1 Voucher Listing

From: 9/24/2018 To: 10/5/2018

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
CORPORATE TRANSLATION SERVICES INC		133386	362292	TRANSLATION SRVCS-SEPT 2018	\$199.49
FRONTIER		10/18 2061881060	362113	GENERAL 09/19-10/18/18	\$206.24
POCKETINET COMMUNICATIONS INC		261371	362239	WIRELESS TRNSPRT/INTERNET-OCT	\$174.48
		266079		WIRELESS TRNSPRT/INTERNET-NOV	\$269.50
SPRAGUE PEST SOLUTIONS		3609763/3609764	362142	SEPTEMBER 2018 MONTHLY SERVICE	\$92.21
VANGUARD CLEANING SYSTEM OF INLAND NW		090518	362266	SCHEDULED MISSED CLEAN 9/5/18	(\$29.74)
		80822		BCES JANITORIAL SRVCS-OCT	\$375.00
WASHINGTON STATE PATROL		00067662	362147	ACCESS USER FEE 7/1-9/30/18	\$2,700.00
SECOMM OPERATIONS GENERAL TOTAL ****					\$3,994.50
Division:	601	E911 OPERATIONS			
POCKETINET COMMUNICATIONS INC		261371	362239	WIRELESS TRNSPRT/INTERNET-OCT	\$174.47
		266079		WIRELESS TRNSPRT/INTERNET-NOV	\$269.50
E911 OPERATIONS TOTAL ****					\$443.97
Division:	602	SECOMM AGENCY			
THE DRAIN SURGEON		39325	362144	TOILET REPAIRS	\$78.74
SECOMM AGENCY TOTAL ****					\$78.74
SECOMM CONSOLIDATED Total ***					\$4,517.21
FUND 803		UTILITY BILL CLEARING FUND			
Division:	000				
ADVANCED UTILITY ACCOUNTS PAYABLE INVOICES		CISPAY15820	362110	Customer Refund	\$235.47
		CISPAY15821	362125	Customer Refund	\$74.13
		CISPAY15822	362118	Customer Refund	\$70.63
		CISPAY15823	362129	Customer Refund	\$79.97
		CISPAY15824	362140	Customer Refund	\$65.64
		CISPAY15825	362122	Customer Refund	\$101.37
		CISPAY15826	362116	Customer Refund	\$112.49
		CISPAY15827	362123	Customer Refund	\$68.56
		CISPAY15829	362223	Customer Refund	\$13.40
		CISPAY15830	362174	Customer Refund	\$684.99
UNASSIGNED TOTAL ****					\$1,506.65
UTILITY BILL CLEARING FUND Total ***					\$1,506.65



City Of Richland

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From: 9/24/2018 To: 10/5/2018

Vendor	P.O. Number	Invoice Number	Check #	Purpose of Purchase	Invoice Amount
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Invoice Total: ****

\$1,615,540.09

Number of Invoices

Amount

Vouchers In Richland	222	\$151,114.77
Vouchers In Tri Cities	148	\$372,832.65
Vouchers In WA	158	\$385,746.18
Vouchers Outside WA	400	\$705,846.49
Vouchers Final Total.....	928	\$1,615,540.09

Ob ject Category	Title	Total	Percentage
2	BENEFITS	\$36,149.94	2.24%
3	SUPPLIES	\$164,546.58	10.19%
4	OTHER SERVICES & CHARGES	\$391,188.01	24.21%
5	INTERGOVERNMENTAL SERVICES	\$134,935.03	8.35%
6	CAPITAL PROJECTS	\$371,816.44	23.01%
	MACHINERY & EQUIPMENT	\$349,341.00	21.62%
8	INTEREST	\$1,500.00	0.09%
	REFUNDS	\$1,506.65	0.09%
9	INTERFUND SERVICES	\$684.18	0.04%
	INVENTORY PURCHASES	\$163,872.26	10.14%
	Total	\$1,615,540.09	