

Tuesday, March 2, 2021
Electronic City Council Workshop

5:30 P.M.
City Council Workshop - Electronic Attendance

Meeting may be viewed at: Live Stream on City of College Place, Washington YouTube at https://www.youtube.com/channel/UCbx3qrqzLDL_05NusReSI-g/featured

Or you may call this number to listen: 1-669-900-9128 ID#975 7273 3563
Zoom Attendee Link: <https://zoom.us/j/97572733563>

1. Opening Items.

Subject :	1.01 Council Reference Materials
Meeting :	Mar 2, 2021 - Electronic City Council Workshop
Category :	1. Opening Items.
Access :	Private
Type :	Information
Subject :	1.02 Call To Order
Meeting :	Mar 2, 2021 - Electronic City Council Workshop
Category :	1. Opening Items.
Access :	Public
Type :	Procedural

Public Content

Mayor Hernández will call the meeting to order.

Subject :	1.03 Pledge of Allegiance
Meeting :	Mar 2, 2021 - Electronic City Council Workshop
Category :	1. Opening Items.
Access :	Public
Type :	Procedural

Public Content

"I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

Subject :	1.04 Moment of Silence for Reflection / Invocation - Any City Employee or Elected Official; delivering the invocation, does so in his/her capacity as a private citizen, and not in his
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/her official position as a city employee/elected city official.

Meeting : Mar 2, 2021 - Electronic City Council Workshop
Category : 1. Opening Items.
Access : Public
Type : Procedural
Subject : 1.05 Excuse Absence of Council Member Nyhagen
Meeting : Mar 2, 2021 - Electronic City Council Workshop
Category : 1. Opening Items.
Access : Public
Type : Information

2. Workshop Topics.

Subject : 2.01 Deccio Rd Safety Issues Memo Spencer Montgomery - JUB Engineers
Meeting : Mar 2, 2021 - Electronic City Council Workshop
Category : 2. Workshop Topics.
Access : Public
Type : Discussion, Information

Public Content

Workshop Only - No Action

Listen to the presentation by Mr. Spencer Montgomery - Transportation Planner and Mr. Darrel Moore - Engineer from J-U-B Engineers and ask questions.

City Council put a temporary hold on Resolution 20-049 via Resolution 21-003 at its January 12th, 2021 City Council meeting based on input from community members along the corridor contrary to some of the initial complaints of community members further up the roadway corridor. The City directed On-Call Engineer J-U-B Engineering at its January 12th, 2021 meeting to develop a memo exploring the safety concerns of some residents and parking concerns of other residents and see what can be done.

File Attachments

[DeccioRoadParkingOption_TechnicalMemorandums2-23-21_Optimized.pdf \(2.159 KB\)](#)
[Deccio Memo_Redacted.pdf \(556 KB\)](#)
[Dianna_Barnett.pdf \(98 KB\)](#)
[DomToomey_Complaint_Redacted.pdf \(679 KB\)](#)
[Joanna_Starcher_Redacted.pdf \(256 KB\)](#)
[Kim_Toomey.pdf \(13 KB\)](#)
[Michael_Laizure2_Redacted.pdf \(265 KB\)](#)
[Nicole_Larsen.pdf \(2,865 KB\)](#)
[RobertsonComplaint_Redacted.pdf \(500 KB\)](#)
[Stephanie_Kaping.pdf \(114 KB\)](#)

[ToomeyComplaint_9162019_Redacted.pdf \(499 KB\)](#)

Subject : 2.02 Wastewater System Plan - Alex Fazzari, JUB Engineers

Meeting : Mar 2, 2021 - Electronic City Council Workshop

Category : 2. Workshop Topics.

Access : Public

Type : Discussion, Information

Public Content

Workshop Only - No Action

Update on Wastewater System Plan by Alex Fazzari of JUB Engineers.

File Attachments

[COCOP_Workshop_2021-02-04 - Notes.pdf \(6.776 KB\)](#)

[COCOP_Workshop2_2021-02-12Notes.pdf \(2.151 KB\)](#)

[Wastewater_WTTPUpgrade_Flier.pdf \(496 KB\)](#)

Subject : 2.03 SW Sewer Construction Update - Mr. Hartwig, Alex Fazzari

Meeting : Mar 2, 2021 - Electronic City Council Workshop

Category : 2. Workshop Topics.

Access : Public

Type : Discussion, Information

Public Content

Workshop Only - No Action

SW Sewer Construction Update by Public Works Director Paul Hartwig and Alex Fazzari of JUB Engineers.

File Attachments

[20210209_College Place Preliminary Schedule.pdf \(211 KB\)](#)

[20210222_College Place Three Week Schedule.pdf \(227 KB\)](#)

Subject : 2.04 Body Worn Cameras - Chief Tomaras, Rea Culwell

Meeting : Mar 2, 2021 - Electronic City Council Workshop

Category : 2. Workshop Topics.

Access : Public

Type : Discussion, Information

Public Content

Workshop Only - No Action

The Police Union has approved the use of Body Worn Cameras. The next step is for Council to authorize.

File Attachments

[RESOLUTION - Body Worn Cameras.pdf \(131 KB\)](#)

[Lexipol 421 - Portable_Audio_Video_Recorders_Body_Worn_Cameras \(2\).pdf \(22 KB\)](#)

[Chapter 10.109 RCW_ USE OF BODY WORN CAMERAS.pdf \(86 KB\)](#)

Subject :	2.05 Peddler/Business License Code Update - Rea Culwell, Jon Rickard, Chief Tomaras
Meeting :	Mar 2, 2021 - Electronic City Council Workshop
Category :	2. Workshop Topics.
Access :	Public
Type :	Discussion, Information

Public Content

Workshop Only - No Action - Please provide direction.

It is my understanding that the City does not require and does not wish to require peddlers /solicitors as defined in the City Code to obtain a business license to peddle/solicit within the City. However, the City wants to continue to be able to monitor peddlers/solicitors for compliance with the Code and other applicable regulations. Furthermore, the City wants to prohibit certain individuals/entities from being able to peddle/solicit within the City.

File Attachments

[Peddler Notes.pdf \(294 KB\)](#)

Subject :	2.06 Recruitment Service Contract for Public Works Director - Ms. Doering
Meeting :	Mar 2, 2021 - Electronic City Council Workshop
Category :	2. Workshop Topics.
Access :	Public
Type :	Discussion, Information

Public Content

Workshop Only - No Action

Historical Perspective:

In the past the City has used a professional recruitment agency to fill upper level positions, most recently the Police Chief and City Administrator positions.

Information for Consideration: - Estimated Expenditure - \$25,000

Using the services of a professional recruitment agency will increase our ability to reach an increased number of highly qualified candidates making it more likely that we will find the right person for the position the first time. Other benefits include a recruitment tailored to our organization, specialized marketing, and comprehensive background reporting.

This expenditure was not included in the 2021 budget. I have requested proposals from several organizations on the MRSC Consultants Roster. I have received one and am waiting on two more. Select city staff will review the proposals once they are received. An agency will be selected based upon cost/value, evidence of success in recruiting similar positions, and services included. A contract will then be brought back to Council for approval. Is this something Council is willing to consider?



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OTHER J-U-B COMPANIES

TECHNICAL MEMORANDUM

DATE: February 23, 2021
TO: College Place City Council
CC:
FROM: Spencer D. Montgomery, Transportation Planner *SDM*
Darral S. Moore, P.E.
SUBJECT: RE: Deccio Road Parking Issues and Options



This memo has been prepared at your request to develop options to address recent parking concerns on Deccio Road north of Whitman Drive.

Background

Deccio Road is a local north-south street approximately 800' – 1000' west of Myra Road. It connects to C Street on the north and Whitman Drive on the south. In the early 2000's Deccio Road existed as a dead end road with access only to C Street. In approximately 2007 Whitman Drive was constructed and Deccio Road was connected at that time. As-Built drawings provided by the City indicate that the street width is 36' wide approximately 250' north of Whitman Drive and tapers to 28' wide approximately 110' north of Whitman Drive. It is wider than that further to the north and narrower further to the south but these are critical widths as further explained below. The right-of way is 45' wide. No traffic volumes have been collected on Deccio Road; however, with approximately 27-30 homes the Institute of Transportation Engineers *Trip Generation Manual* indicates that there are likely 250 – 300 trips per day on Deccio Road.

Our understanding is that parking has been permitted on both sides of Deccio Road since it's connection to Whitman Drive was constructed. Although narrower than city standards, a prior city administrator gave permission to the homeowner on the northwest corner of Deccio Road/Whitman Drive to park his commercial vehicle on the city street. An additional complexity is that at the south end of Deccio Road the Deccio Place Townhomes Homeowners Association does not allow residents to park in the driveways. Exhibit A shows the southern end of Deccio Road including widths and where parking is restricted because of driveways, fire hydrants and for sight distance clearance near Whitman Drive.

Complaints about the parking situation arose last fall, with residents indicating that there was a safety issue with parking occurring on both sides of the street at the south end of Deccio Road where the roadway narrows. Streetview pictures of the street with parking occurring on both sides are attached. The Utilities and Transportation Advisory Commission reviewed the issue and provided a recommendation to Council that:

- No Parking allowed where the street is less than 28' wide
- Parking on one side allowed where it is 28' – 34' and,
- Parking allowed on both sides where the roadway width is greater than 34'.

Following the council resolution that adopted the recommendation, residents at the south end of the street complained about the removal of parking.

Applicable Current Standards and Code Requirements

Multiple sources were reviewed to provide an understanding of current City standards. These include Standard Specifications & Drawings for the City of College Place (Update Approved by City Council 3/24/20), the City of College Place Municipal Code and Development Standards as well as the American Association of State Highway and Transportation Officials (AASHTO) *A Policy on Geometric Design of Highways and Streets*. Standards for other communities was also researched for comparative purposes.

The College Place Standard Specifications for Local Streets indicates (in part, page 6-7)

- “Traffic movement and access to abutting properties are equally important functions of Local Street. Therefore, parking removal or additional street widening should be undertaken only at specific problem locations or under special circumstances.”
- “Two 10-ft travel lanes are required and should be 10-ft. minimum width with 8-ft parallel parking along each side. Sidewalks are required and shall not be less than 6-ft. in residential areas...”
- “Elimination of parking on one or either side of the street shall only be considered under extenuating circumstances and requires the City to initiate the proposal based on their assessment of required infrastructure and current or anticipated public parking demand.”

Three Standard Road Cross Sections are also included for Two Lane Local Streets, see attached Standard Plans 110.05, 110.06 and 110.07.

- On street parking permitted – 63’ right of way, 36’ wide roadway from curb to curb
- No on street parking permitted – 47’ right of way, 20’ wide roadway curb to curb
- On street parking permitted on one side – 55’ right of way, 28’ wide roadway curb to curb

The College Place Municipal Code Chapter 10.12 discusses Stopping Standing and Parking

10.12.110: Commercial Vehicles:

Except for temporary parking when loading or unloading, it shall be unlawful for commercial vehicles to be parked in any area other than a commercial or light industrial area. This part shall not apply to any two-axle truck (maximum 24,000 pounds gross), nor shall it apply to any two- or three-axle tractor truck when not attached to its trailer or load. A tractor truck with its trailer "piggy-backed" shall not be considered a tractor truck with trailer attached.

10.12.120: Boats, Trailers, Campers, Buses:

Owners of boats on trailers, campers, buses, and trailers of all types, shapes, and sizes are prohibited from parking such vehicles on public streets with the exception of temporarily loading and unloading belongings, merchandise or cleaning the vehicle.

10.12.122: Parking Large Vehicles Close To Intersections:

It is a violation of this section to park a truck of any size, a pickup, a boat, a trailer of any size or shape, a camper, a bus, or any other oversized vehicle within 60 feet of any intersection which obscures the visibility of on-coming traffic. Existing, delineated parking stalls previously approved by the city shall be accepted until such time as improvements in the right-of-way associated with the abutting lot are required or permitted. Posting of no-parking signs for oversized vehicles shall not be required.

Chapter 14.60 discusses Development Standards and section 14.60.070, Parking and Loading Standards indicates:

Required Off-Street Parking Spaces.

- a. Single residential dwelling units and duplexes: Two spaces/dwelling unit.
- b. Multiple family dwellings:
 - (1) one and one-half spaces/dwelling unit with two or more bedrooms, or
 - (2) One space/dwelling unit with one bedroom or a studio apartment

The AASHTO *Policy on Geometric Design of Highways and Streets* indicates the following for local urban streets:

- “Street lanes for moving traffic preferably should be at least 10-ft wide. Where practical, they should be 11-ft wide, and in industrial areas they should be 12-ft wide. Where the available or attainable width of right-of-way imposes severe limitations, 9-ft lanes can be used in residential areas, as can 11-ft lanes in industrial areas.”
- “Where used in residential areas, a parallel parking lane a minimum of 7-ft wide should be provided on one or both sides, as appropriate to the conditions of lot size and intensity of development. In commercial or industrial areas, parking lanes should be a minimum of 8-ft wide and are usually provided on both sides.”

The current International Fire Code indicates that for street parking on one side of the street the roadway must be 28 feet wide, for parking on both sides of the street the roadway must be 36 feet wide.

Street standards for the City of Walla Walla, City of Kennewick and City of Richland were researched as well. For the most part their standards are very similar for local streets. The following summary is provided:

- Walla Walla local roadway section indicates a 36’ width is typical, but varies depending on location as approved by the City Engineer.
- City of Kennewick standard for local streets is 36’ width.
- City of Richland standard for local streets is 34’, with an alternate standard that allows for a 27’ width where there is only single frontage development, but this requires a variance request approved by the City Engineer.

Options to Address Parking Issue

Presented below are four options for consideration to address the parking concern. With each option is an explanation for why it might be a reasonable solution. Under all options, it makes sense to enforce Chapter 10.12.112 – B which restricts the parking of commercial vehicles in residential areas., and Chapter 10.12.120 which restricts the parking of boats, trailers, campers and buses. A table is presented after the discussion that summarizes the number of parking spaces anticipated under each alternative. Exhibit B is attached that shows the parking available under options 2 – 4.

Option 1: Do Nothing

This option would allow parking on both sides where other factors do not limit parking such as driveways, fire hydrants and sight distance at intersections.

This option would retain the status quo but would be contrary to current standards.

Option 2: Adopt The Utilities & Transportation Advisory Commission Recommendation

The recommendation from the UTAC would:

- a) Prohibit parking on both sides where the street width is less than 28'
- b) Allow parking on one side where the street width is between 28' – 34'
- c) Allow parking on both sides where the street width is greater than 34'

This option has already been considered by the City Council back in November of 2020. It essentially would enforce current city standards and is the safest option.

Option 3: Allow Parking On One Side

This modified UTAC recommendation would:

- a) restrict parking on both sides within 60' of intersection based on City Code, and
- b) restrict parking on one side where the road is less than 36 feet wide.

This would be contrary to city standards for a portion of the street and International Fire Code that indicates that street width should be 28' to allow parking on one side. This alternative would essentially be a compromise for a less than ideal situation. Although it would create for a narrow width when cars are parked on the street, it would prevent a situation where the passage of vehicles in both directions (plus parking on both sides) is unachievable which creates a situation where one vehicle must wait for a vehicle in the opposite direction to pass prior to being able to proceed between two parked cars. A close read of the AASHTO guidelines above shows that where right of way is an issues narrower lanes of 9-ft and parking lane of 7-ft can be used, which would amount to 25' width and Deccio Road appears to have a width of 26-ft at the southernmost end. Restricting parking on the east side would result in the largest number of available parking spaces.

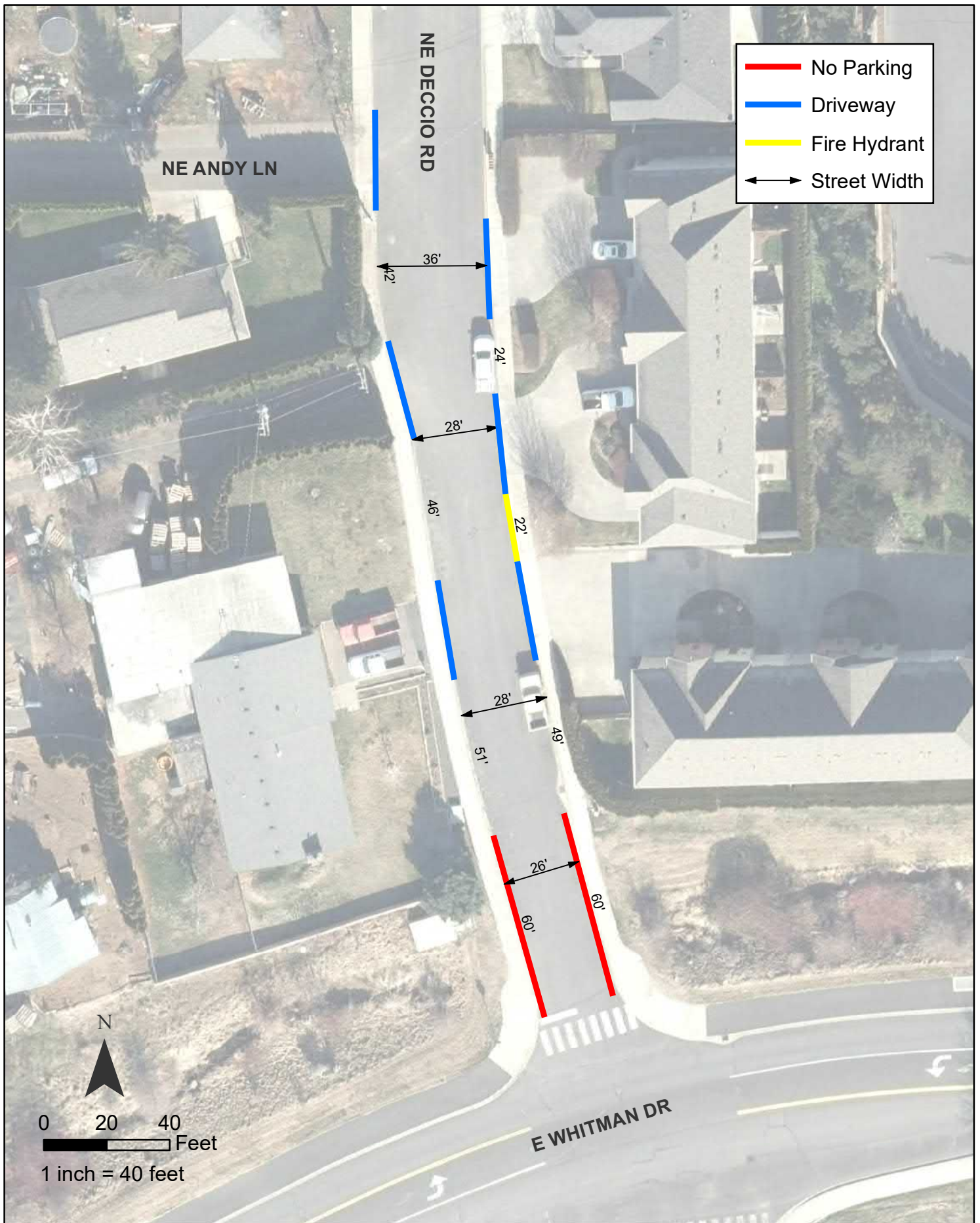
Option 4: Widen Deccio Road

This option would widen the west side of Deccio Road (which is clearly the side of the street that was narrowed when originally constructed) to at least 34'. This widening would end prior to a large electrical box located on the west side and prior to the sight distance clearance.

This option would accommodate parking on both sides and meet city standards. Widening further to the south would have significant costs for relocation of utilities and creek crossing and does not provide any additional parking. The parking area in front of the home on the southwest may not be able to be retained, but is likely to add two parking spaces on the street if the driveway is removed amounting to no net loss.

Number of Parking Spaces Available Under Each Option

Option	West Side	East Side	Total
1 - Do Nothing	6	3	9
2 - UTAC Recommendation	4	0	4
3- Modified UTAC	6	0	6
4- Widen Deccio Road	6	3	9



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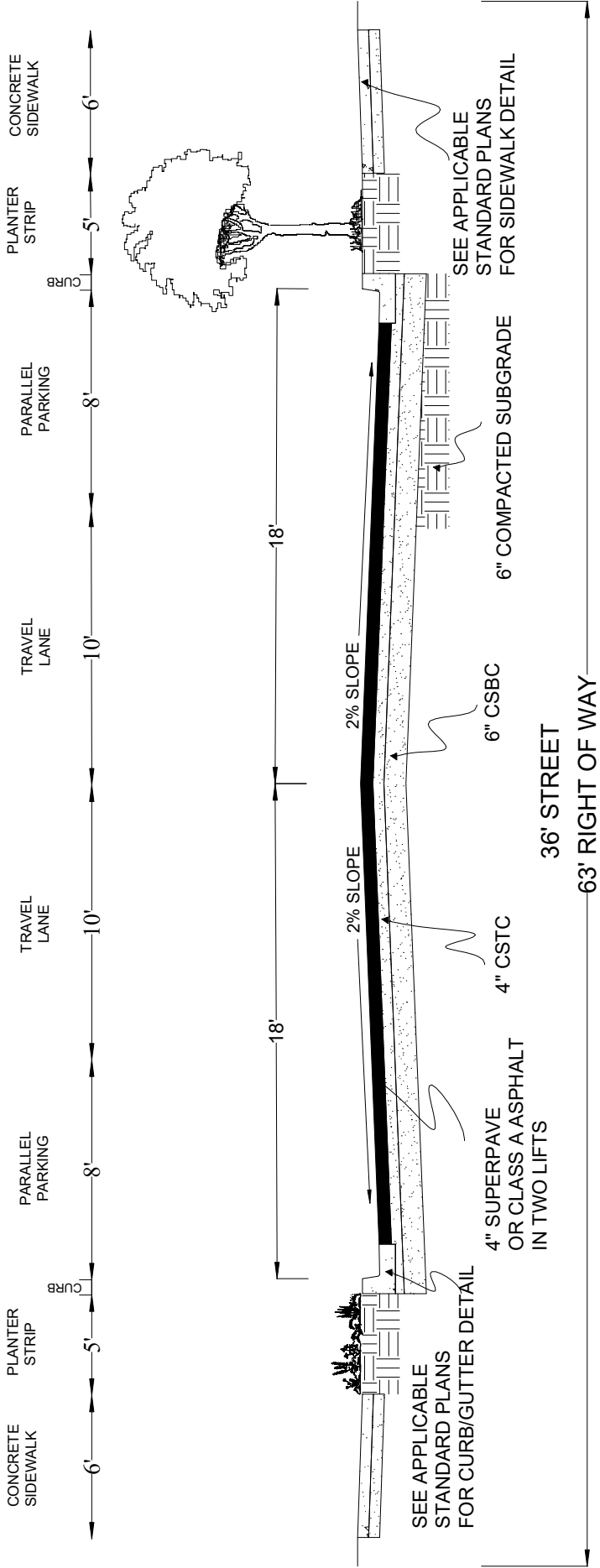
OTHER J-U-B COMPANIES

CITY OF COLLEGE PLACE
Deccio Road Parking Issues and Options
EXHIBIT A: EXISTING CONDITIONS



Deccio Road looking North from Whitman Drive

CITY OF COLLEGE PLACE - STANDARD SPECIFICATIONS



ON STREET PARKING PERMITTED

NOTES:

- 1 PLANTER STRIP WIDTH MAY VARY TO ACCOMMODATE STORMWATER MANAGEMENT FACILITIES UPON APPROVAL BY CITY. WITH THE EXCEPTION OF CROSSINGS, NO INFRASTRUCTURE OR FRANCHISE UTILITIES SHALL BE PLACED IN STORMWATER MANAGEMENT FACILITIES.
- 2 PLANTER STRIP SHALL INCLUDE STREET TREES LOCATED EVERY 60 FEET AND BE SELECTED FROM THE OFFICIAL STREET TREE LISTING. STREET TREES SHALL NOT BE PLACED IN STORMWATER MANAGEMENT FACILITIES.
- 3 DIMENSIONS PROVIDED FOR SIDEWALK AND PLANTER STRIP WIDTHS ARE MINIMUM AND APPLICABLE IF SUFFICIENT RIGHT-OF-WAY WIDTH IS AVAILABLE AS DETERMINED BY THE CITY. IN THE EVENT SUFFICIENT RIGHT-OF-WAY WIDTH IS NOT AVAILABLE, SIDEWALK AND PLANTER STRIP FEASIBILITY AND WIDTHS ARE DETERMINED BY THE CITY.
- 4 REFER TO GENERAL STREET CONSTRUCTION NOTES - STANDARD PLAN 110.00 FOR SPECIFICATIONS INCLUDING BUT NOT LIMITED TO COMPACTION STANDARDS AND TESTING REQUIREMENTS.

DRAWING NOT TO SCALE

CITY ENGINEER: Robert Gordon, P.E.
DRAWING: Robert Endsley, EIT
LAST REVISION: MARCH 2020

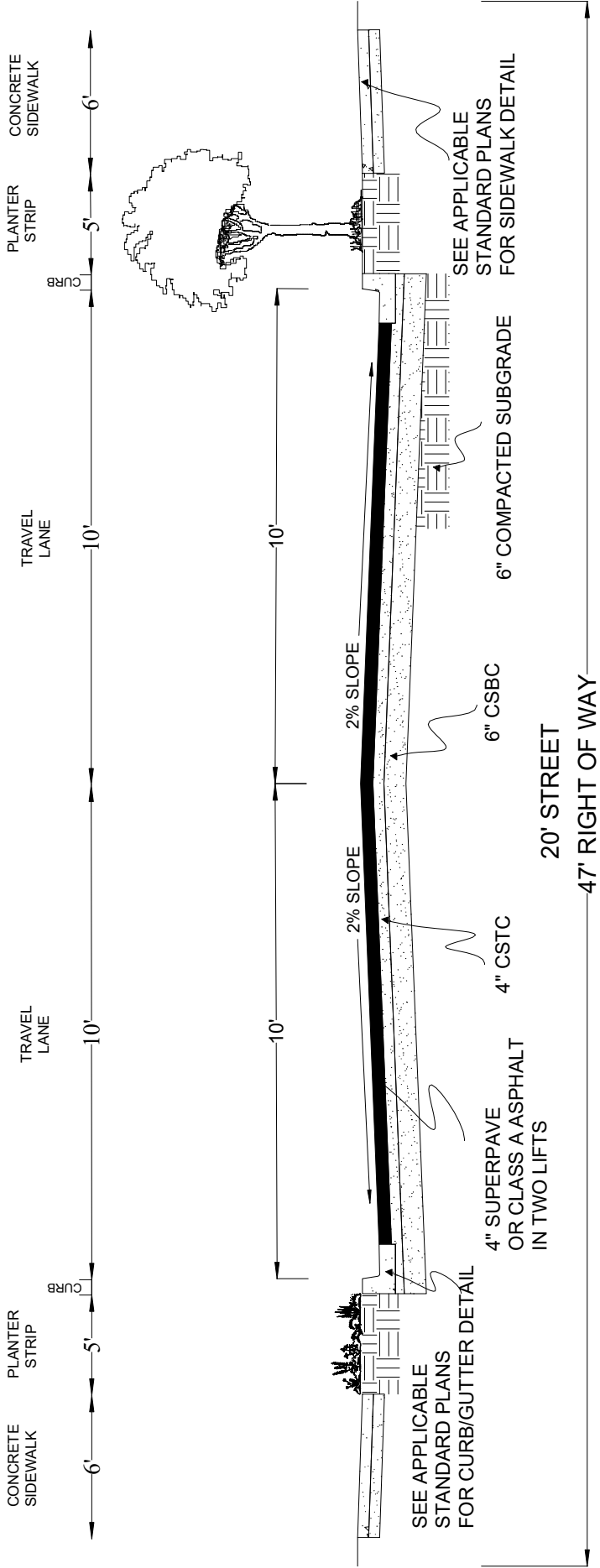
STANDARD ROAD CROSS SECTION
(TWO LANE LOCAL STREET)

STANDARD PLAN
110.05

CITY OF COLLEGE PLACE - STANDARD SPECIFICATIONS



LIMITED USE STANDARD: PROPOSAL BY CITY REQUIRED



NO FRONTAGE STREET - NO ON STREET PARKING PERMITTED

NOTES:

- 1 PLANTER STRIP WIDTH MAY VARY TO ACCOMMODATE STORMWATER MANAGEMENT FACILITIES UPON APPROVAL BY CITY. WITH THE EXCEPTION OF CROSSINGS, NO INFRASTRUCTURE OR FRANCHISE UTILITIES SHALL BE PLACED IN STORMWATER MANAGEMENT FACILITIES.
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DRAWING NOT TO SCALE

CITY ENGINEER: Robert Gordon, P.E.
DRAWING: Robert Endsley, EIT
LAST REVISION: MARCH 2020

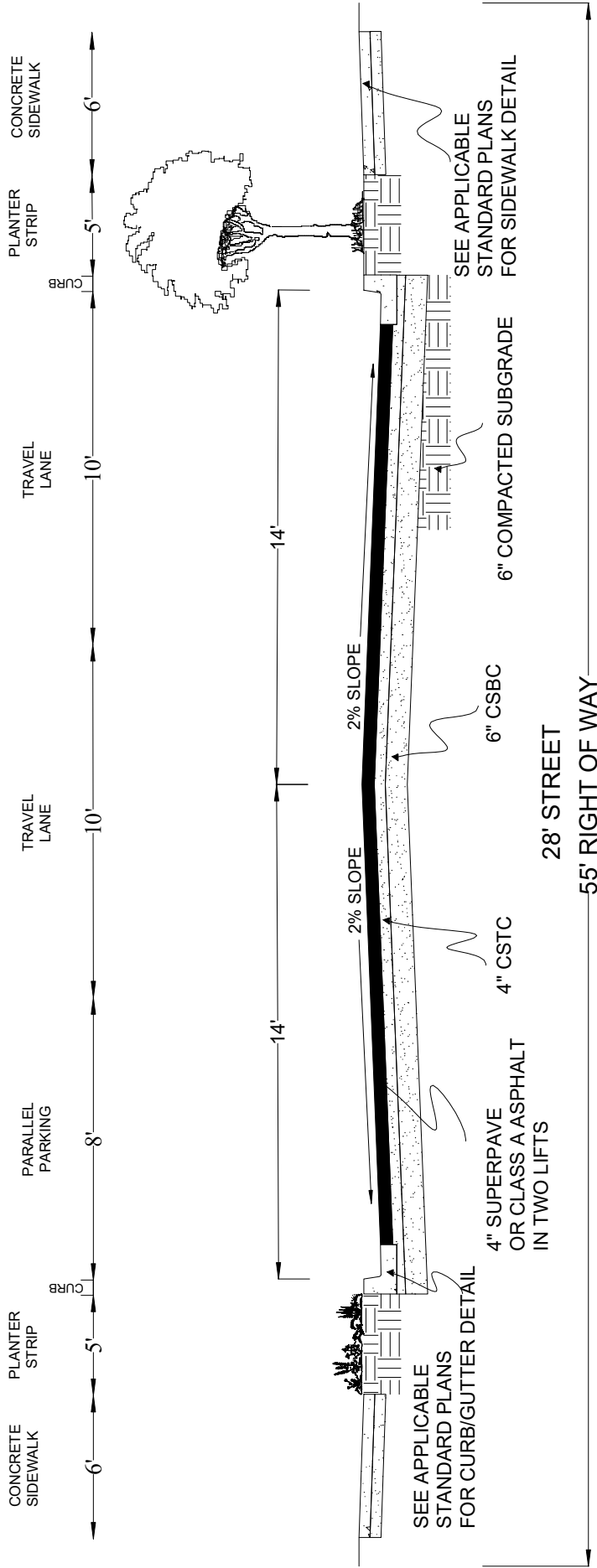
STANDARD ROAD CROSS SECTION
(TWO LANE LOCAL STREET)

STANDARD PLAN
110.06

CITY OF COLLEGE PLACE - STANDARD SPECIFICATIONS



LIMITED USE STANDARD: PROPOSAL BY CITY REQUIRED



NOTES:

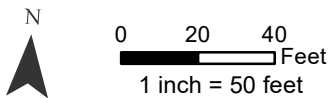
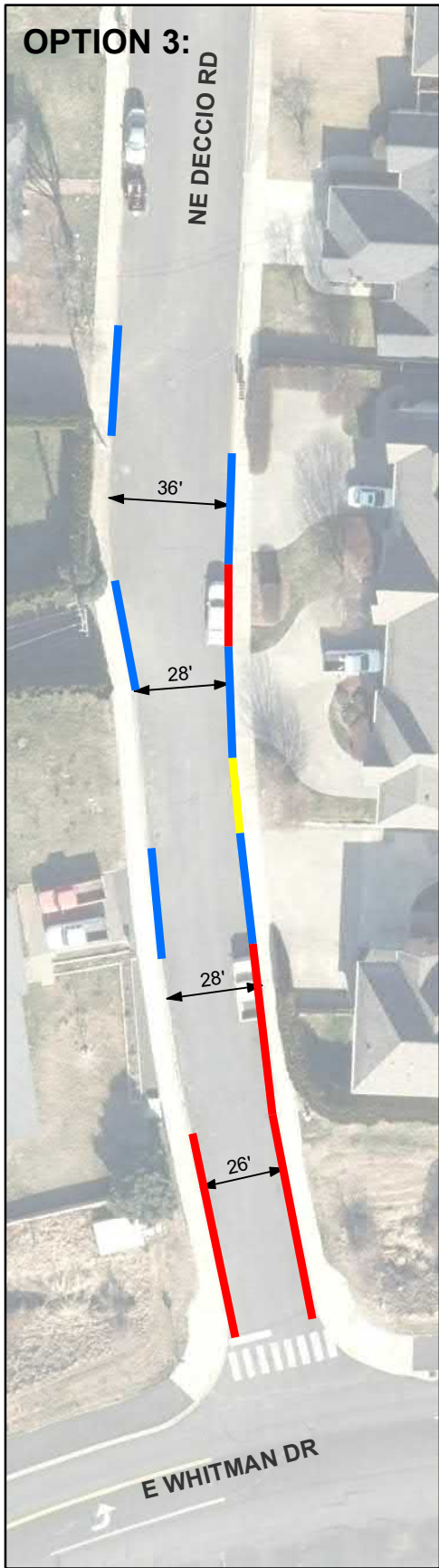
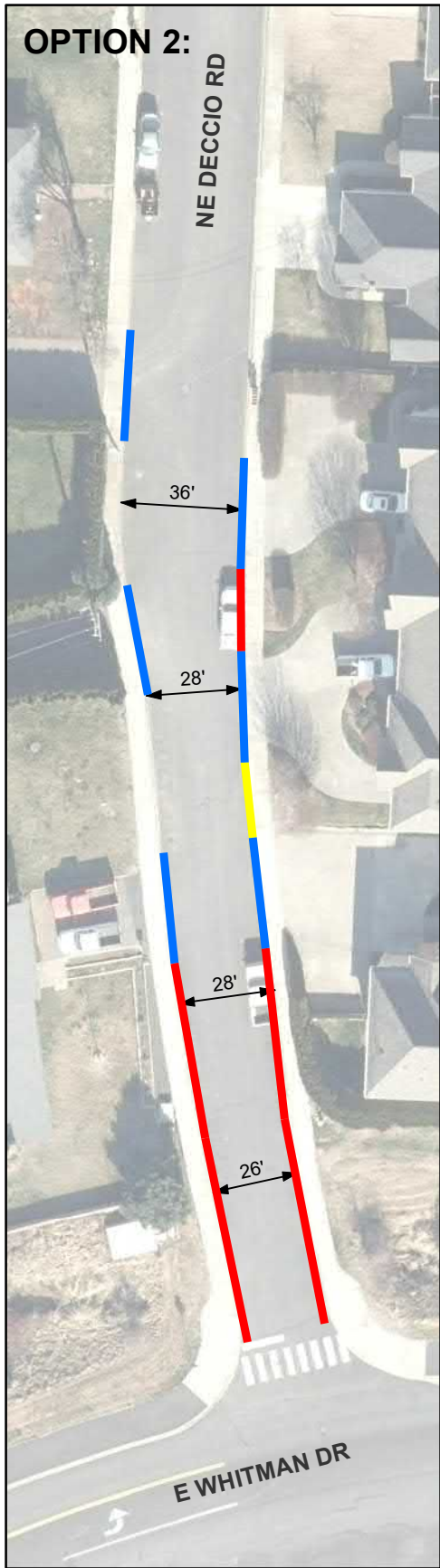
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DRAWING NOT TO SCALE

CITY ENGINEER: Robert Gordon, P.E.
DRAWING: Robert Endsley, EIT
LAST REVISION: MARCH 2020

STANDARD ROAD CROSS SECTION
(TWO LANE LOCAL STREET)

STANDARD PLAN
110.07



- Road Widening
- Blue line Driveway
- Red line No Parking
- Yellow line Fire Hydrant

MEMORANDUM



To: Michael Rizzitiello, City Administrator

From: Troy Tomaras, Chief of Police

Subject: Parking issues on NE Deccio Rd

Date: November 10, 2020

Goal one of the College Place Police Departments Operations plan is to reduce crime and improve traffic safety within our community. Parking issues and roadway design both contribute to traffic and pedestrian safety concerns. An ongoing issue located on NE Deccio road near E. Whitman Drive has created navigation challenges for neighbors and the College Place Public School District.

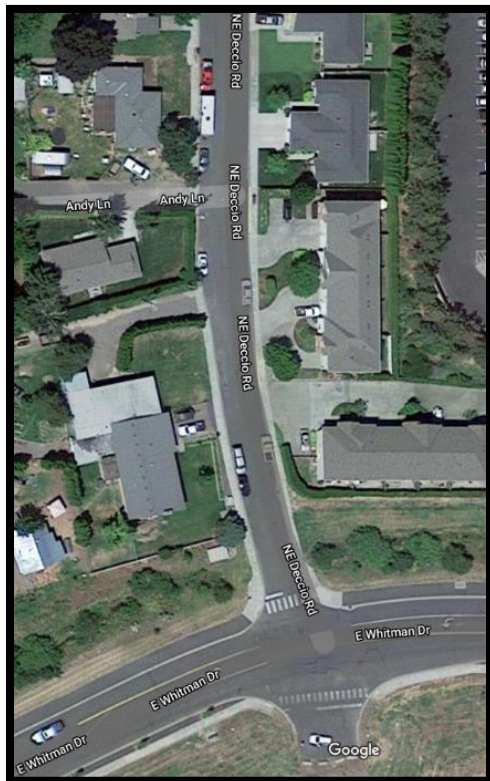


Image A: Shown left is an aerial photo of NE Deccio road intersecting E. Whitman Drive. Although not shown within image, the complaint is parking along Deccio road near E. Whitman drive which restricts the traffic ingress and egress.

Problem identification: At the top of the hill near Andy Lane the roadway is 35 feet wide. As the roadway travels south toward E. Whitman, the roadway narrows to 24 feet (11-foot difference). See image D.

When normal sized vehicles park upon the roadway it leaves approximately 13 feet of access between vehicles. When a neighbor's commercial vehicle is parked upon the roadway it leaves approximately 10 feet of access for ingress/egress traffic traveling on NE Deccio road. This limits the size of vehicle traveling on NE Deccio road. Subsequently, the School District is unable to consistently access this roadway with a school bus and has ultimately changed the bus stop location as a result. This also creates a hazard for fire truck ingress/egress.

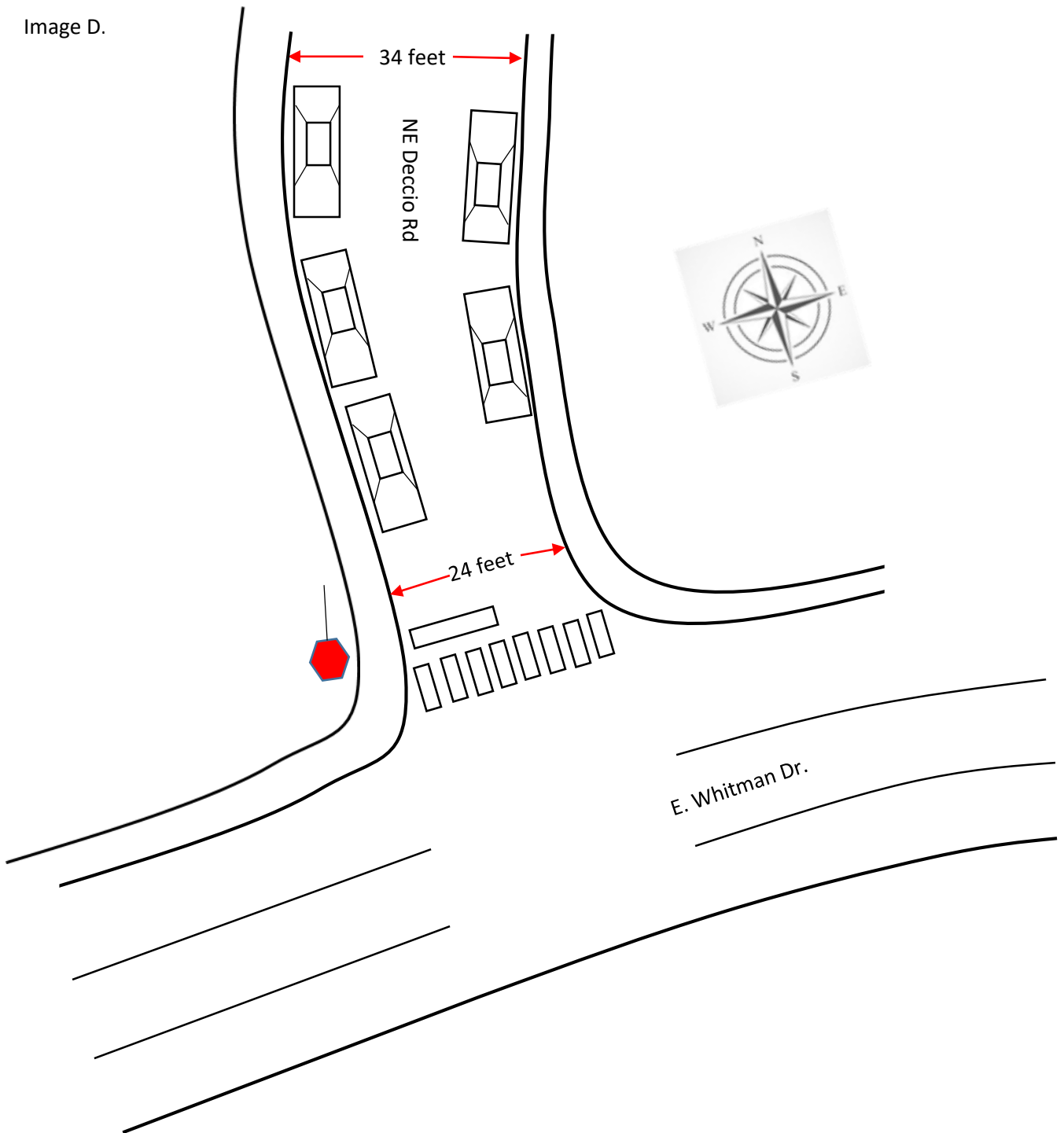
Complainant: Kimberly Toomey sent an email on October 22nd, 2020 complaining on behalf of her neighbors about the parking problem (See Appendix A.). Mrs. Toomey complains of the road narrowing which has forced the school district to move the bus stop location.

On November 10th Chief Tomaras called the College Place School District Transportation Supervisor Carman Gerking (509-525-██████) who confirmed the bus stop was moved to the bottom of Deccio at the corner of E. Whitman drive due to the parking issue.

Historical perspective: NE Deccio Road was once a dead end road prior to E. Whitman being built. Apparently when the road was connected, the former City Administrator gave permission to Mr. Michael Laizure who resides at ████████ NE Deccio road permission to park his commercial vehicle on the city street. This decision has added to the congestion/narrowing issue.

MEMORANDUM

Image D.



International Fire Code: For street parking on one side of the street the roadway must be 28 feet wide. For parking on both sides of the street, the roadway must be 36 feet wide.

Recommendation(s):

- 1) Install "no parking signs" on one side of roadway to increase ingress/egress access on NE Deccio road to and from E. Whitman (Will not be fire code)
- 2) Install "no parking signs" on both sides of roadway to allow proper roadway ingress/egress to meet fire code and remove narrowing of ingress/egress.

MEMORANDUM

Appendix A:

From: kimberly clifton [REDACTED]@live.com]

Sent: Thursday, October 22, 2020 1:44 PM

To: Norma Hernandez <NHernandez@cpwa.us>; Troy Tomaras <TTomaras@cpwa.us>; Paul Hartwig <PHartwig@cpwa.us>; David Winter <dwinter@cpwa.us>

Subject: Deccio Rd concerns

STOP and VERIFY - This message came from **outside** of the City of College Place.

To Whom It May Concern,

I am emailing all of you today as several of my neighbors and myself have reached out to the city multiple times with no results regarding the house on the corner of Deccio and Whitman. There are many times where we have to barely squeeze through because that house has semi-trucks and other large vehicles and large trailers and construction signs parked on the road. It also poses a safety and security risk, If we barely have room, how will a firetruck or ambulance make it through should the need arise? Go all the way around which could waste precious time in the event of an emergency as this block is not really a normal city block. I have also witnessed FedEx and ups struggling to do their jobs due to all of the large vehicles. The road significantly narrows there and should really only be parking on one side. The school also had to move the kids bus stop because the bus could not get through. We have tried speaking with the home owners, and they state they don't care and have someone in the city who lets them park like this. We have seen code enforcement down there but nothing ever seems to change. I'm really hoping that we can come to a resolution about this. I would greatly appreciate a response on this matter. Either by this email, or my personal cell is 509200[REDACTED]

Thank you

Kimberly Toomey and Concerned Neighbors

From: [Dianna Barnett](#)
To: [Norma Hernandez](#)
Cc: [Clerk](#)
Subject: City Resolution- Street parking
Date: Wednesday, December 2, 2020 1:14:36 PM

STOP and VERIFY - This message came from outside of the City of College Place.

I was just aware that the City had a meeting in November about parking on the south side of Deccio Rd. I have lived here for over 19 years and never had this problem before. I feel that if we close both side of the street is not fair to our guest or our residence since some of us have more then one car. If we close the west side of the street at the south end I understand that but both sides is ridiculous. I would like to be apart of your zoom meeting on December 8th 2020 in regards to this matter.

Sincerely
Dianna Barnett

Sent from my iPhone

Michael Rizzitiello

From: Dom Toomey [REDACTED]
Sent: Tuesday, January 12, 2021 1:43 PM
To: Michael Rizzitiello
Subject: Deccio RD

STOP and VERIFY - This message came from outside of the City of College Place.

Hello

I've been watching the council meetings on ne deccio rd and I feel the safety issue is being over looked more then the parking issue the Whitman side of deccio rd is 24 feet across and there is two tucks that park side by side (ford f150 and a chevy truck the width of the f150 6.65 ft and the width of the chevy is 6.66 ft so if we average each vehicle to 7 ft you could only fit 3 cars on that end of the street and roughly give you 1.5 to 2 feet clearance in-between each vehicle. if you pull up google maps you can see that they always park side by side. also if there was allowed parking on the west side of the street could it be limited to 7 foot width? I know on one of the more recent meetings, one of the members stated that they drove through and didn't see any issue. Since the initial parking law change, it has been somewhat better regarding the number of vehicles parked and how they are parked, but that's not to say it is no longer an issue.

Thank for your time
Mr. Toomey

From: [Lisa Neissl](#)
To: [Johna Starcher](#)
Cc: [Clerk](#)
Subject: RE: Deccio RD Issue Zoom Conference
Date: Thursday, December 3, 2020 1:16:06 PM

I will add you to the list and you will receive a zoom invitation the day of the meeting.

Lisa R. Neissl, CMC
City Clerk / Public Records Officer
City of College Place
625 S College Ave
College Place WA 99324
Direct Ph. 509-394-8511
Email: lneissl@cpwa.us

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From: Johna Starcher [REDACTED]
Sent: Thursday, December 3, 2020 1:10 PM
To: Lisa Neissl <lneissl@cpwa.us>
Subject: Deccio RD Issue Zoom Conference

STOP and VERIFY - This message came from outside of the City of College Place.

Good afternoon. As a resident of Deccio Rd I'd like to be included and have time to comment at the December 8th meeting. Thank you.

Best regards,
Johna R. Starcher

Johna R. Starcher

Amalgamated Holdings LLC

Phone: [REDACTED]

[REDACTED]

[REDACTED]

From: [kimberly clifton](#)
To: [Lisa Neissl](#)
Subject: Deccio Rd
Date: Friday, December 4, 2020 3:47:33 PM

STOP and VERIFY - This message came from outside of the City of College Place.

Hello!

I was informed that the residents down the road will making an argument against changing the parking and I would also like to be able to speak at the meeting in favor of the signs. I'm not sure how to go about that, if you could please let me know. Thank you!

Kim Toomey

Sent from my iPhone

From: [michael](#) [REDACTED]
To: [Lisa Neissl](#)
Subject: RE: Resolution 20-049 & UTAC Board
Date: Monday, December 7, 2020 9:57:18 AM

STOP and VERIFY - This message came from outside of the City of College Place.

Lisa:

Find attached the images that we discussed last week for the Council meeting on Tuesday. I / we may also refer to the Memorandum from Troy Tomaras dated 11/10/20 with appendix A as well as the emails from Kimberly Toomey dated Sept 16 2019 and the email from Amanda Robertson dated Sept 18 2019

There has been discussion about some of us getting together tomorrow and attending the zoom call as a group from one computer/location.

Thanks Mike

Michael Laizure

Phone [REDACTED]

Fax [REDACTED]

michael [REDACTED]

From: Lisa Neissl <Lneissl@cpwa.us>
Sent: Friday, December 4, 2020 3:43 PM
To: michael [REDACTED]
Subject: RE: Resolution 20-049 & UTAC Board

Ok, and that information will be provided with the zoom links for the meeting as well.

From: [michael](#) [REDACTED] <[michael](#) [REDACTED]>
Sent: Friday, December 4, 2020 3:34 PM
To: Lisa Neissl <Lneissl@cpwa.us>
Subject: RE: Resolution 20-049 & UTAC Board

STOP and VERIFY - This message came from outside of the City of College Place.

OK I will let the group know when we get together this weekend

Thanks Mike

From: Lisa Neissl <Lneissl@cpwa.us>
Sent: Friday, December 4, 2020 3:26 PM
To: [michael](#) [REDACTED]
Subject: RE: Resolution 20-049 & UTAC Board

No you cannot.

From: [michael](#) [REDACTED] <[michael](#) [REDACTED]>
Sent: Friday, December 4, 2020 3:16 PM
To: Lisa Neissl <Lneissl@cpwa.us>
Subject: RE: Resolution 20-049 & UTAC Board

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Oh this is going to be interesting. 20 years of cutting corners and mistakes packed in to 5 mins. I would like to be the last one to speak in regards to this issue on Tuesday.

Can we yield our time to others?

Mike

From: Lisa Neissl <Lneissl@cpwa.us>
Sent: Friday, December 4, 2020 3:08 PM
To: [michael](#) [REDACTED]
Subject: RE: Resolution 20-049 & UTAC Board

Five minutes firm.

From: [michael](#) [REDACTED] <[michael](#) [REDACTED]>
Sent: Friday, December 4, 2020 2:53 PM
To: Lisa Neissl <Lneissl@cpwa.us>
Subject: RE: Resolution 20-049 & UTAC Board

STOP and VERIFY - This message came from **outside** of the City of College Place.

What is the time allowed for each of us to speak on Tuesday?

From: Lisa Neissl <Lneissl@cpwa.us>

Sent: Friday, December 4, 2020 2:14 PM
To: [michael](#) [REDACTED]
Subject: RE: Resolution 20-049 & UTAC Board

I will add it when you get it to me. It will just reduce the time council has to review. I will look for it on Monday.

From: [michael](#) [REDACTED] <[michael](#) [REDACTED]>
Sent: Friday, December 4, 2020 2:07 PM
To: Lisa Neissl <Lneissl@cpwa.us>
Subject: RE: Resolution 20-049 & UTAC Board

STOP and VERIFY - This message came from **outside** of the City of College Place.

Lisa:

There is no way that I can have these to you by 3pm. 1st I'm working till 1700 2nd a few of the residents at this end of Deccio or going to be going over this issue this weekend. Best I can do will be Monday morning.

Mike

From: Lisa Neissl <Lneissl@cpwa.us>
Sent: Friday, December 4, 2020 1:39 PM
To: [michael](#) [REDACTED]
Subject: FW: Resolution 20-049 & UTAC Board

Mr. Laizure,

I am publishing the packet later this afternoon. If you want any of your documents to go to council for review prior to the meeting, I will need them by 3PM today please.

Lisa R. Neissl, CMC
City Clerk / Public Records Officer
City of College Place
625 S College Ave
College Place WA 99324
Direct Ph. 509-394-8511
Email: Lneissl@cpwa.us

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From: Lisa Neissl
Sent: Thursday, December 3, 2020 1:15 PM
To: 'michael [REDACTED]' <michae[REDACTED]>
Subject: RE: Resolution 20-049 & UTAC Board

Provide me with whatever documents/images you want to provide. They will be included with the packet that goes to council.

From: michae[REDACTED] <michae[REDACTED]>
Sent: Thursday, December 3, 2020 12:36 PM
To: Lisa Neissl <lneissl@cpwa.us>
Subject: RE: Resolution 20-049 & UTAC Board

STOP and VERIFY - This message came from outside of the City of College Place.

Yes I would. I need to know how to make documents / images available to the group during the meeting?

Thanks Mike

From: Lisa Neissl <lneissl@cpwa.us>
Sent: Thursday, December 3, 2020 12:21 PM
To: michae[REDACTED]
Subject: RE: Resolution 20-049 & UTAC Board

Mr. Laizure,

I have received several requests to speak at the December 8th meeting from your neighbors. Would you like to be added to the list to speak at that time as well?

Lisa R. Neissl, CMC
City Clerk / Public Records Officer
City of College Place
625 S College Ave
College Place WA 99324
Direct Ph. 509-394-8511
Email: lneissl@cpwa.us

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From: [michael](#) [REDACTED] <[michael](#) [REDACTED]>
Sent: Tuesday, December 1, 2020 2:40 PM
To: Lisa Neissl <Lneissl@cpwa.us>
Subject: Resolution 20-049 & UTAC Board

STOP and VERIFY - This message came from outside of the City of College Place.

Lisa:

This is a follow up to the msg that I left you on your voice mail.

1. I would like to discuss / present with the City Council concerns and questions that have been arisen from Resolution 20-049 and need to know the procedure for getting on the next agenda.
2. Would like to discuss the procedure of becoming a member of the UTAC Board as it appears there are a couple of members terms that are set to expire at the end of the year.

Thanks in advance for your help

Mike

Michael Laizure

Phone [REDACTED]

Fax [REDACTED]

[michael](#) [REDACTED]

From: [Nicole Larsen](#)
To: [Norma Hernandez](#); [Clerk](#)
Subject: Response to Resolution No. 20-049
Date: Thursday, December 3, 2020 10:29:05 AM

STOP and VERIFY - This message came from outside of the City of College Place.

To: City of College Place
From: Nicole Larsen
Re: Response to Resolution No. 20-049
Date: Thursday, December 3, 2020

I am a homeowner, resident and taxpayer of the City of College Place residing at 270 NE Deccio Rd. It has been a pleasure to live at that address for over 7 years. I am currently the president of Deccio Townhomes homeowner's association. Our community has 10 homes, the majority of which are owner occupied.

There are only two street parking spaces available to us in front of our residence. The rest of our side of the street is clearly marked as a no parking zone.

The four (4) photos attached were taken this morning. The two vehicles parked in these spaces on the street are in no way impeding the flow of traffic, nor are they creating a safety concern.

Please consider this a formal request to amend the resolution and allow us to continue parking in the two spaces on our side of the street.

Thank you.



Michael Rizzitiello

From: request@cpwa.us
Sent: Wednesday, September 18, 2019 8:03 AM
To: Paul Hartwig
Cc: Michael Rizzitiello
Subject: Street Complaint Online Form:
Attachments: 20190918_073538.jpg

STOP and VERIFY - This message came from **outside** of the City of College Place.

Name = Amanda Robertson

Address = [REDACTED] NE Diccio rd college pl

Phone = [REDACTED]@yahoo.com

Email =

Comments = We're having a big parking problem at the end of Diccio and Whitman. Street gets really narrow.

Client IP = [REDACTED]

From: [Stephanie Kaping](#)
To: [Norma Hernandez](#); [Clerk](#)
Subject: Resolution 20-049
Date: Wednesday, December 2, 2020 1:30:01 PM

STOP and VERIFY - This message came from outside of the City of College Place.

Dear Mayor Hernandez,

This resolution that was passed last month was brought to my attention this morning, 12/2/2020. I am a long time resident and board member of the Deccio Place condos on the west side of NE Deccio Rd. The resolution that was passed without consultation to the residents is very troubling and without input from the people it will affect.

If there is no on street parking it will greatly restrict the condos ability to have any parking at all and also will force visitors to park down the block which is also blocked by lots of on street parking. I know that there is a big problem and it comes primarily from the east side of the street with a continuous stream of semi trucks, long trailers, cherry picker, hwy direct sign, wood chippers and numerous person vehicles, often all at the same time. Of which causes the inability for emergency vehicles, school buses, delivery trucks to come through and makes for very tight quarters for cars and suvs. I often have to pull over as much as possible to the curb for oncoming cars.

Just as background if the city had widened our end of the street to match the rest of Deccio Rd when it was redone in the mid 2000s, this would not be an issue.

My proposal is that you leave on street parking open on the west side of the street and block the east side.

I would like to be present via zoom for your Dec. 8 meeting to discuss the situation and solutions that we may have.

Best regards,
Stephanie Kaping

Michael Rizzitiello

From: request@cpwa.us
Sent: Monday, September 16, 2019 2:55 PM
To: Paul Hartwig
Cc: Michael Rizzitiello
Subject: Street Complaint Online Form:
Attachments: road2.jpg

STOP and VERIFY - This message came from **outside** of the City of College Place.

Name = Kimberly Toomey

Address = [REDACTED] NE Deccio

Phone = 509200 [REDACTED]

Email = [REDACTED]@live.com

Comments = due to parking, concerns that emergency vehicles would have difficulty, school bus cant get through

Client IP = [REDACTED]

CITY OF COLLEGE PLACE WWTP PROJECT

Meeting Notes
written in red



30% Design Workshop
Design Flows, Headworks, Air Piping, EQ Basin, and UV
February 04, 2021



Goals and Agenda

Meeting Goals:

- Gain consensus on assumptions in Basis of Design Technical Memos and 30% design plans
- Clarify City preferences
- Go over schedule for UV procurement

Agenda:

- Treatment Plant Site Plan
- Technical Memo Review
 - #1 – Introduction, Background, Scope
 - #2 – Influent Flows and Loads, Permitting Conditions
 - #10 – Headworks (Fine Screen, Washer-Compactor, Grit Removal)
 - #11 – Support Facilities (Air Piping, Equalization Basin)
 - #12 – UV
 - #14 – Structural Design Criteria
 - #15 – Project Schedule and Cost
- *Next Meeting we will go over to remaining Technical Memos:*
 - #3 – Water Balance, Land Treatment Analysis, Pond Size
 - #4 – Geotechnical
 - #5 – Hydrogeological
 - #6 – Effluent Pump Station and Non-Potable Water Pump Station
 - #7 – Storage Lagoon Design
 - #8 – Land Application Pump Station, Irrigation Distribution
 - #9 – Lagoon Drain Pipe
 - #13 – Electrical, PLC Replacement, Area Classification, SCADA/Controls, HVAC
- UV Procurement Schedule

Attendees:

- **City of College Place:** Paul Hartwig, **Spencer Myrlie**
- **Jacobs:** Willy Breshears, Paul Olson
- **J-U-B:** Alex Fazzari, Ben Haws, Scott Krallman

TM#1 – Intro, Background, Scope

- Limitations of the storage, irrigation system, and Land Treatment Site have historically resulted in some discharges to Garrison Creek during the months of May and October – which are outside of the window allowed in the permit.
- A Facility Plan was prepared in 2018 and had 3 phases.
 1. Improvements on storage, irrigation, and land treatment expansion in order to minimize discharge to Garrison Creek during the critical period of May through October.
 2. Improvements to the biological treatment system and solids handling systems.
 3. Improvements involve a significant expansion of the storage and land treatment system which will be necessary to eliminate any discharge to Garrison Creek due to PCB limits.
- Ecology SRF loan was secured in 2019 to cover the cost of design for the first phase of improvements.
- Design for the Phase 1 improvements is scheduled to be complete by end of 2021.
- We will schedule a Tech Team meeting in February for funding.
- Construction is scheduled to occur in 2022-2023.

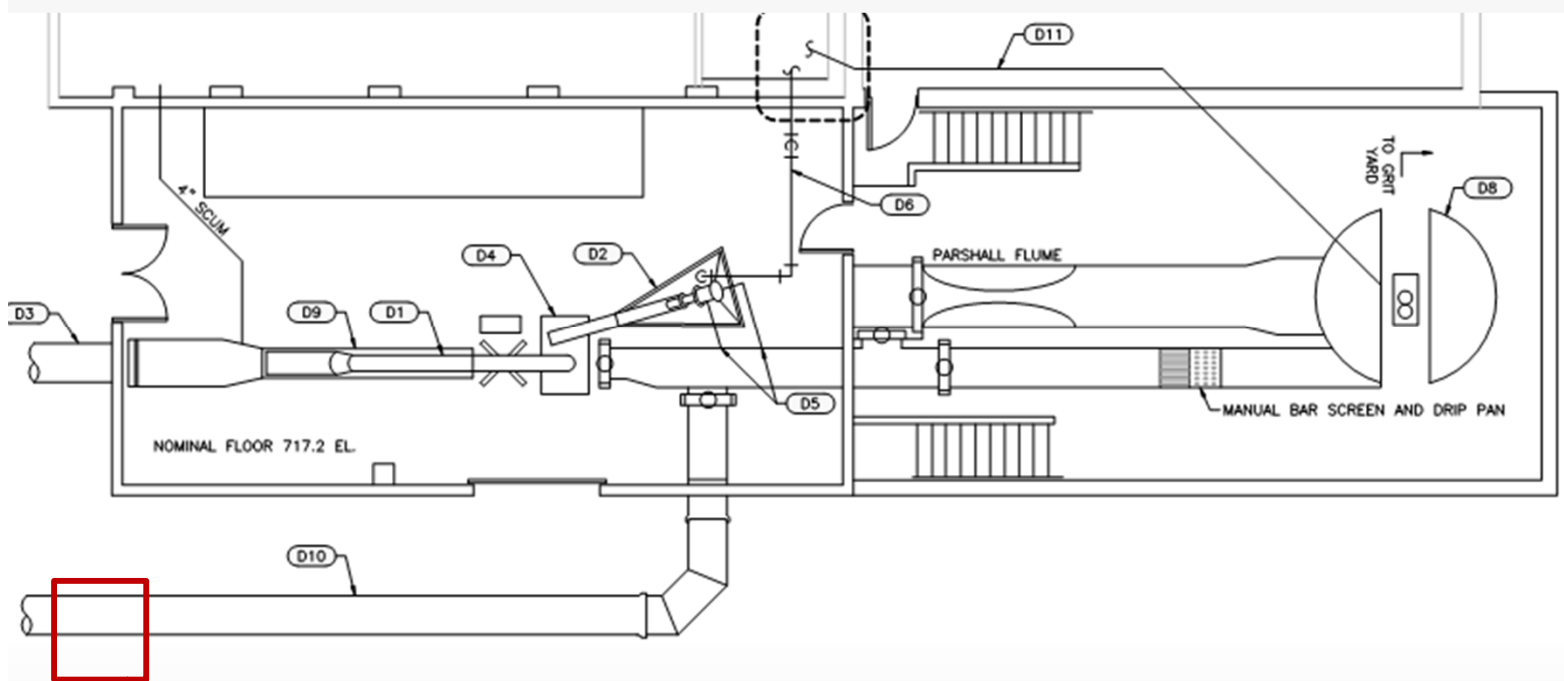
TM#2 - Flows and Loads

- Influent data for the period beginning January 1, 2017 through April 30, 2020 were reviewed and analyzed to estimate current flows and loads.
- Table 1-5 shows Design (year 2037) Flows.
- Table 1-7 shows Design (year 2037) Loads.
- NPDES permit limits for Garrison Creek Discharge May-Oct:
 - Temperature 20.0° C
 - BOD 23 mg/L, 309 ppd
 - TSS 23 mg/L, 309 ppd
 - Total Coliform Bacteria 23/100 ml
 - (Only allowed for maintenance or other issues associated with irrigation and land application).
- NPDES permit limits for Garrison Creek Discharge Nov-Apr:
 - BOD 23 mg/L, 309 ppd
 - TSS 23 mg/L, 309 ppd
 - Total Coliform Bacteria 23/100 ml
- Facility Plan used flow data from 2015-2016.

Parameter	Projected Flows	Reported in 2018 Facility Plan
Flow (mgd)		
Average Dry Weather Flow	0.91	.86
Annual Average	1.16	1.0
Peaking Factor *	1.28	1.16
Base Infiltration	0.47	0.4
Maximum Month	1.82	1.26
Peaking Factor *	2.0	1.5
Peak Inflow, observed	0.39	0.35
Peak Day, potential estimated	2.21	1.61
Peaking Factor (effective)	2.43	1.9
Peak Hour	3.59	3.33

TM #10 – Headworks (Fine Screen, Washer-Compactor, Grit Removal)

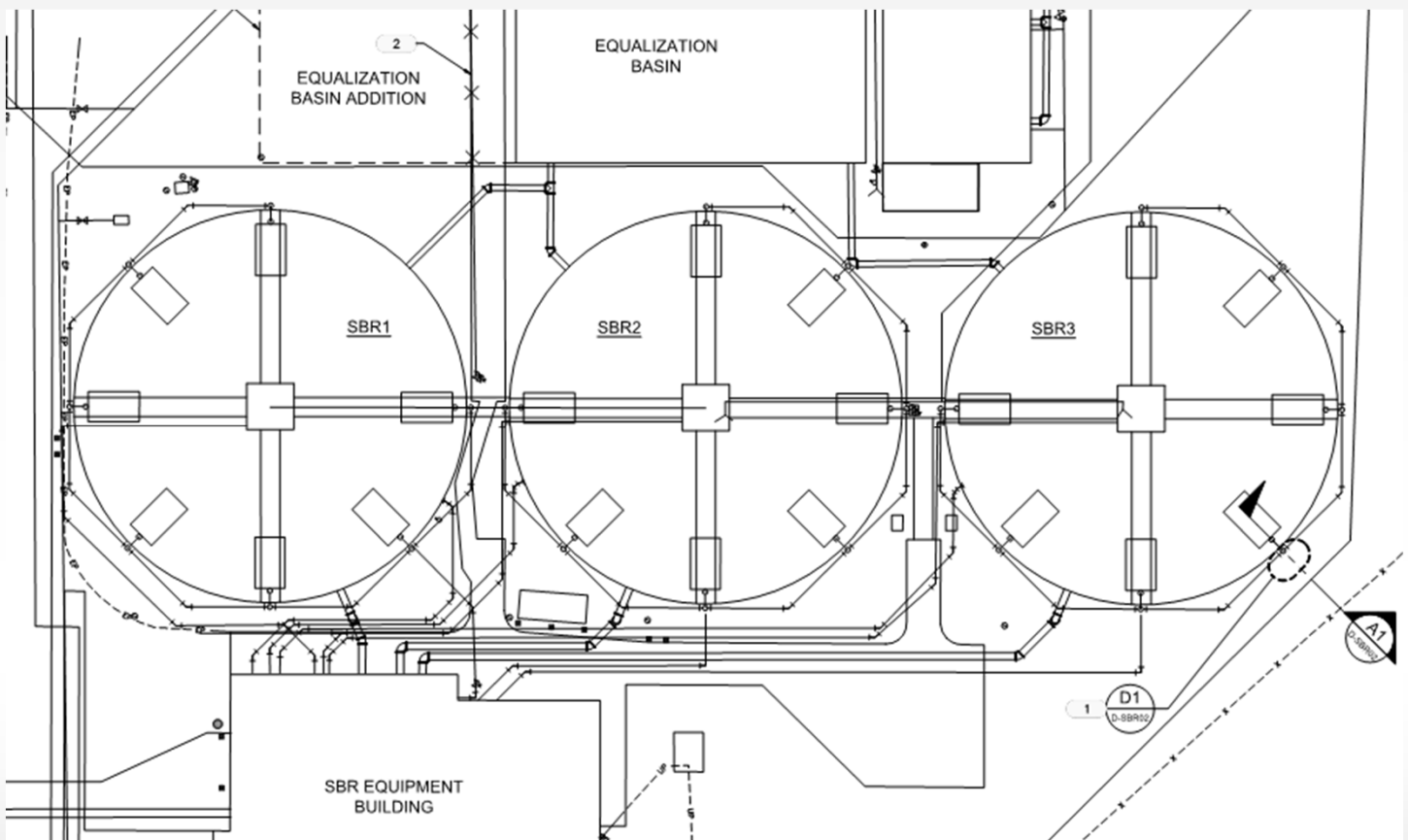
- Sheets 77-79 (D-HW)
- Current fine screen (1/4" perforated drum) is being replaced with an in-channel screen/washer/compactor.
- Current grit pump and classifier is being replaced with a new grit classifier and hydrocyclone. **Grit Pump is in good shape and not being replaced.**
- TM compares Step Screen and Bar Screen.
- Screen selection will affect amount of structural work required.
- Screenings production is expected to increase.
- Future maintenance. **Scott will look at screening options with Olson, Willy, and Spencer to decide what style/performance to specify.**
- Construction sequencing.



Need to add a by-pass weir to allow water to go through by-pass if backed-up at screen. Need an alarm to alert operator that water is backed-up.

TM #11 – Support Facilities (Air Piping, Equalization Basin)

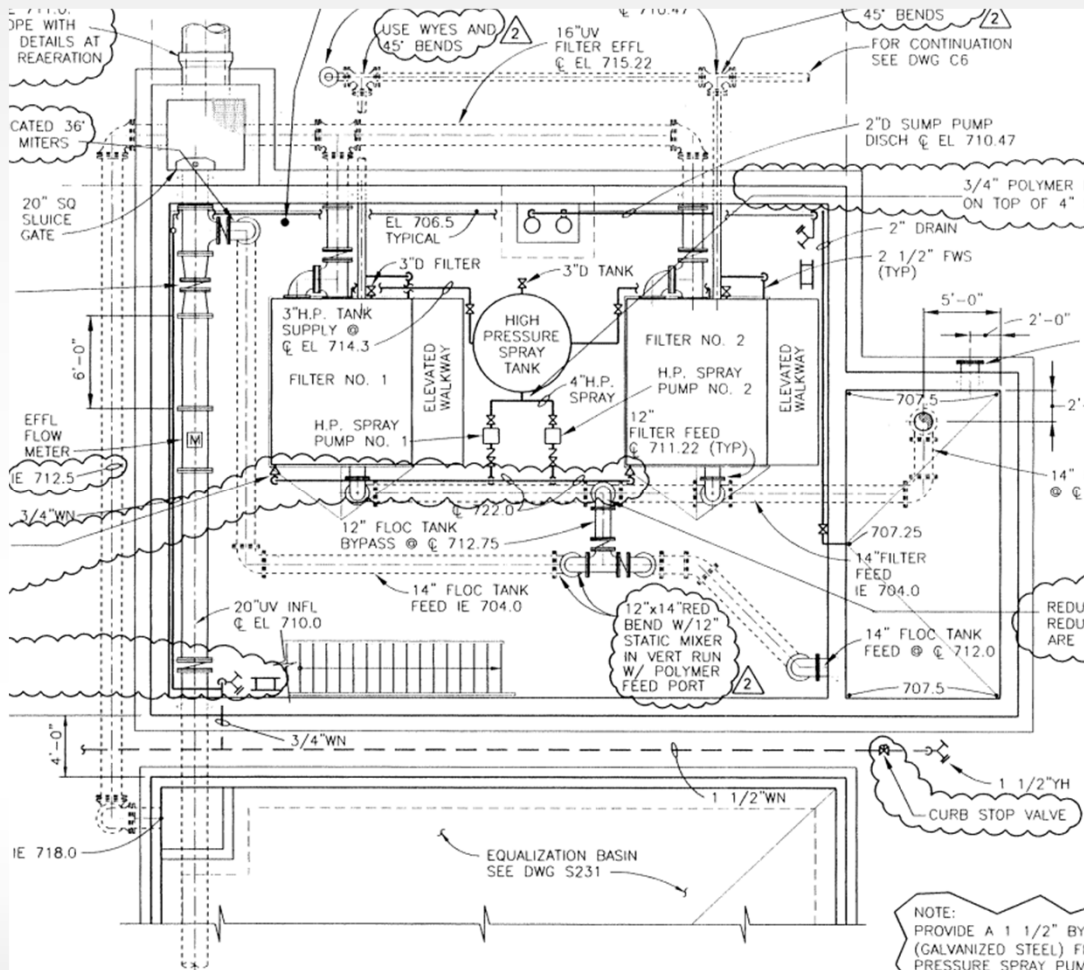
- Air Piping:
 - Sheet 83-90 (D-SBR)
 - Existing Air piping is leaking.
 - Underground air piping being replaced with new above ground piping.
 - Hitting the above ground air pipe is a concern. City will measure the vector height and backhoe to determine minimum height. Have a warning sign and/or hit bar.
 - Replace existing gaskets that are leaky with high temperature gaskets.
 - It was decided not to use fins to dissipate heat. Heat in the air is not a problem.
 - Sequencing start with SBR#1, construct during non-aerating cycles.



EQ Basin and By-pass Flow

■ EQ Basin Expansion

- SBR's dump at 4,800 gpm.
- Effluent Filter capacity is 1,400 gpm.
- Piping also limits capacity to about 1,400 gpm (maybe less if there is ragging).
- Recommend building a bypass to the existing lagoon.
- Recommend changing butterfly valves to plug valves. **Yes, replace valves.**
- How often does By-pass event currently happen? **2 times/year. 50-60K gallons, when they run the press.**



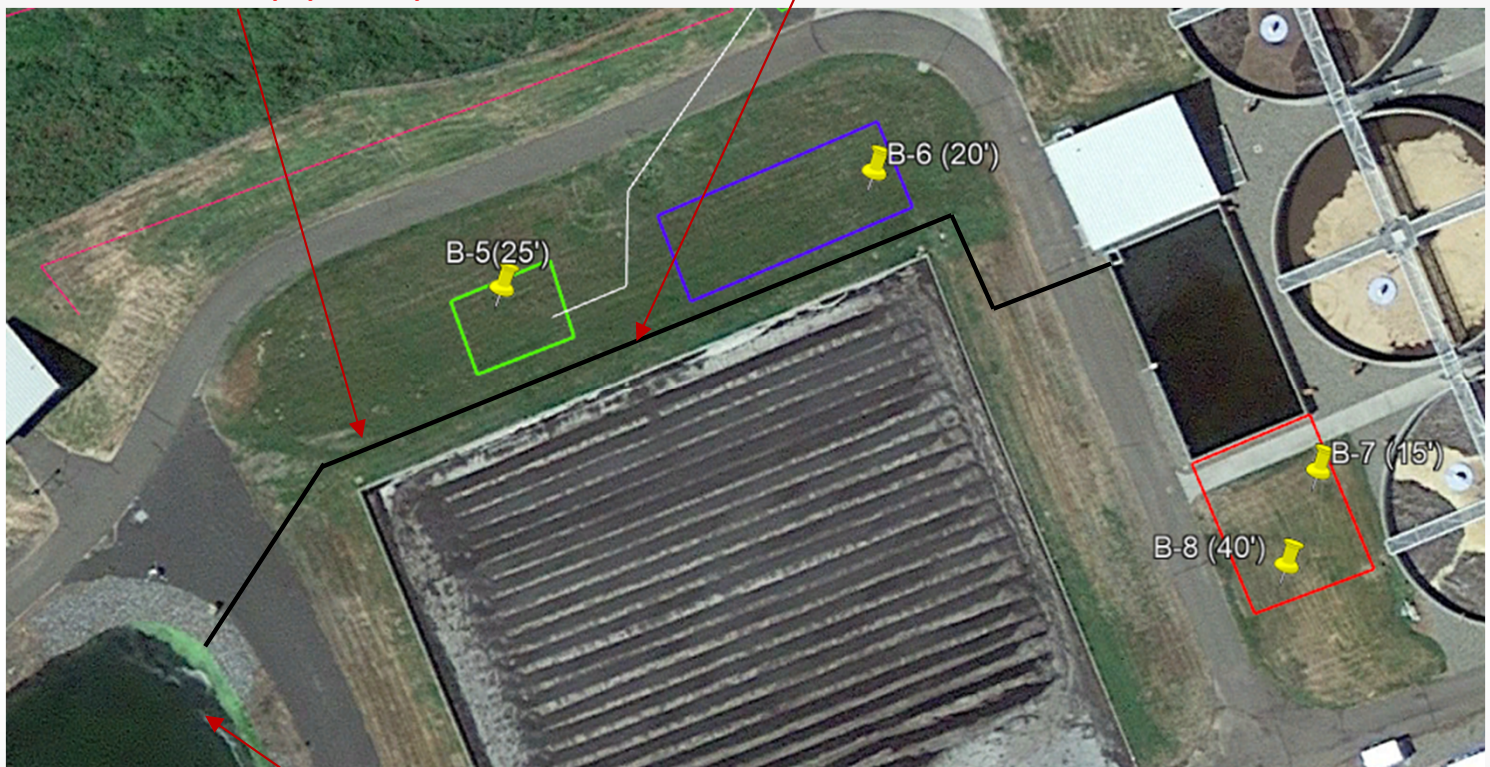
By-pass Flows

Being changed to 1800 gpm

Location	Year 2037 Max. Month		Year 2037 Average Daily		Year 2037 Peak Day		Year 2037 Peak Hour	
	gpm	MGD	gpm	MGD	gpm	MGD	gpm	MGD
Headworks	1264	1.82	806	1.16	1535	2.21	2493	3.59
EQ Basin Outflow	-	-	806	1.16	1535	2.21	1800	2.59
UV	1264	1.82	806	1.16	1535	2.21	4800	6.91
Effluent Pump Station	1264	1.82	806	1.16	1535	2.21	1800	2.59
Land Application Pump Station	-	-	-	-	-	-	966	1.39
Discharge to Creek (during Summer)	0	0.00	0	0.00	0	0.00	0	0.00
Drain Pipe (from Lagoon during winter)	300	0.43	300	0.43	300	0.43	300	0.43
Discharge to Creek (during Winter)	1564	2.25	996	1.43	1835	2.64	5100	7.34

City to pot-hole existing
drain pipe depth.

New By-pass pipe



Existing Lagoon is lined, but don't know any
more information.

EQ Basin Expansion

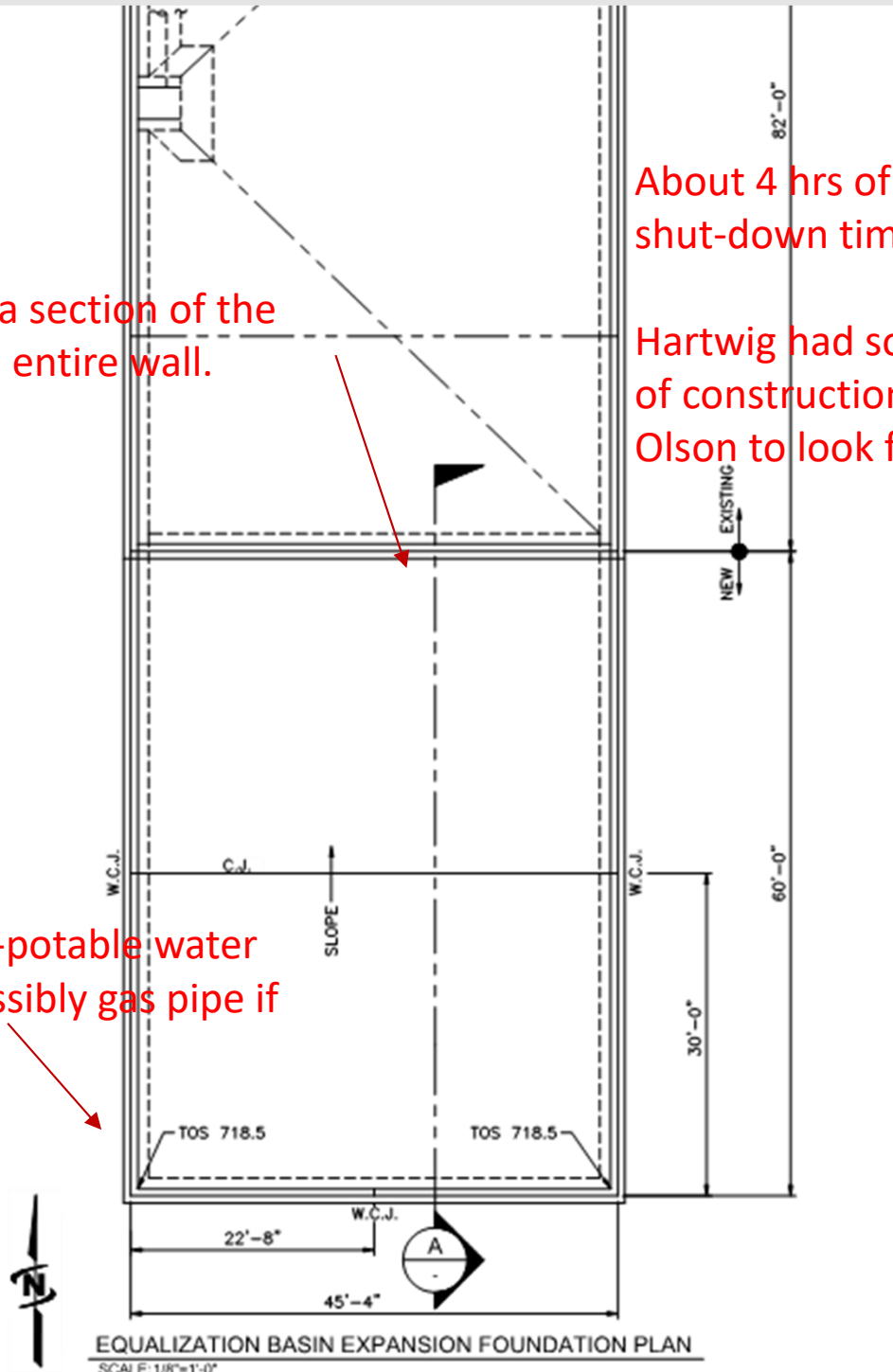
- Expanding Basin from 82'L to 142'L.
- Existing connecting wall. Put in a gate? **No Gate**

Just cut-out a section of the wall, not the entire wall.

About 4 hrs of EQ Basin shut-down time is possible.

Hartwig had some old slides of construction of EQ basin. Olson to look for these.

Re-rout non-potable water pipe and possibly gas pipe if in conflict.



EQ Basin Cover

Decided not to do a cover over the EQ Basin since temperature is not an issue with Phase 1 improvements.

Algae growth is not a concern in EQ basin since water drains quickly.



TM #12 – UV

- Design:

Peak Flow	4800 gpm
Average Flow	1400 gpm
Design UV Transmittance (2nd percentile)	63%
Minimum UV Transmittance	56%
Average UV Transmittance	68%
Total Coliform	<23 CFU/100ml, average monthly based on a geometric mean
Total suspended Solids	<15 mg/L, average monthly
Number of Channels	2
Redundancy	1 redundant bank in each channel

Being changed to 1800 gpm

- 1,800 gpm/channel. One redundant channel.
- Plan to leave space for one redundant module.
- We plan to write a performance specification.
- City plans to procure the UV equipment before contracting with an installation Contractor.
- Planning to advertise, but also invite bids from:
 - Trojan
 - Suez
 - Calgon
 - Xylem
- Once UV vendor selected, City is “locked in” to purchase.
- Sheets 91-92 (D-UV)
- Alex to ask USDA if procurement cost is reimbursable.
- Haws to look at “Buy American” requirements affect this procurement.
- Olson wants inlet piping redesigned to be flow split in a channel.
- Needs to be “plug & play”. Not need electrician to disconnect.
- Need a fence around UV system.

UV Procurement Schedule

- Advertise: March 1
- Open Bids: April 1
- Award: May 1 (based on lowest life-cycle cost)
- Submittals: 8 weeks (July 1)
- City enters into contract with Vendor and agrees to pay 10% of cost.
- Delay notice to proceed with manufacture until City has secured funding. This will require flexibility up to a year, based on construction funding.
- Construction contractor assumes the cost of the UV contract.
- Manufacture: 4 months

TM #14 – Structural Design Criteria

■ Structural Design Criteria:

- 2018 International Building Code
- ASCE 7-16
 - ✓ Snow Loads
 - ✓ Wind Loads
 - ✓ Seismic Loads
 - ✓ Structure Dead Loads
- ACI 350 (Concrete Design)
- AISC 360 (Steel Design)
- TMS 402 (Masonry Design)
- NDS (Wood Design)

Need to decide if building permits are to be pulled by City, or by Contractor.

■ Building Materials:

- Reinforced Concrete
- Structural steel
- Reinforced Concrete Masonry Units (CMU)
- Structural wood framing
- Foundations to bear on native soils per recommendations in the geotechnical report

■ Design Information & Details:

- ✓ Design details will dictate uniform and consistent concepts.
- ✓ Materials, layouts and construction methods will be selected for long term reliable performance and low maintenance.

TM #15 – Project Schedule and Costs

- Construction Costs:

Table 1-1 – Probable Costs Summary

	Total
Headworks Screen, Grit Classifier, Grit Pumps	\$1.4M
Effluent and Non-Potable Water Pump Station	\$2.6M
Lagoon	\$5.9M
Lagoon Withdrawal Pump Station and Land Application Distribution System	\$5.6M
Drain Pipe	\$1.4M
Support Facilities (Air Piping, Equalization Basin)	\$1.3M
UV Disinfection	\$4.1M
Grand Total =	\$22.3M

Design & Construction Schedule

- Design 90% submitted to Ecology by Sept 1, 2021.
- Apply for Funding October 2021.
- January 2022 Ecology funding offer list is published.
- Bidding dependent on funding. Sometime 2022.
- Construction completed by **end of 2023**
- **SEPA can be submitted now.**
- **NEPA for USDA funding needs to start process now. Provide open house?**

CITY OF COLLEGE PLACE WWTP PROJECT

Notes in Red



30% Design Workshop
February 12, 2021



J·U·B ENGINEERS, INC.

EQ Basin

- Concern was brought up about accessing the SBR decant Weirs with the expansion of the EQ Basin.
- A large crane would be needed to access SBR#2. This would be needed approximately every 5-15 years for maintenance/repairs.
- J-U-B looked at raising the existing wall 2.8-ft, but this would be a significant cost. A secondary wall and footing would be needed to support the existing walls.
- J-U-B will look at how high the walls can be built up before requiring significant upgrades. Will see how to decrease the expansion to still allow truck/crane access between the EQ basin expansion and the SBRs.
- J-U-B will also look at the possibility of raising the overflow weir height. It may be possible to raise the EQ overflow weir height and gain more capacity.
- It was decided to provide access needed for a small crane for SBR #2.
- The EQ basin expansion volume may need to be less than the current design (1 full SBR decant) in order to provide the access room needed for a crane.

Goals and Agenda

Meeting Goals:

- Gain consensus on assumptions in preparation for submittal of Basis of Design Technical Memos and 30% design plans
- Clarify City preferences

Agenda:

- Design Schedule
- Technical Memo Review
 - #3 – Water Balance, Land Treatment Analysis, Pond Size
 - #4 – Geotechnical
 - #5 – Hydrogeological
 - #6 – Effluent Pump Station and Non-Potable Water Pump Station
 - #7 – Storage Lagoon Design
 - #8 – Land Application Pump Station, Irrigation Distribution
 - #9 – Lagoon Drain Pipe
 - #13 – Electrical, PLC Replacement, Area Classification, SCADA/Controls, HVAC
- *Previous Meeting we went over:*
 - #1 – Introduction, Background, Scope
 - #2 – Influent Flows and Loads, Permitting Conditions
 - #10 – Headworks (Fine Screen, Washer-Compactor, Grit Removal)
 - #11 – Support Facilities (Air Piping, Equalization Basin)
 - #12 – UV
 - #14 – Structural Design Criteria
 - #15 – Project Schedule and Cost
- Next Steps

Attendees:

- **City of College Place:** Paul Hartwig, Mike Rizzitiello, Spencer Myrlie
- **Jacobs:** Willy Breshears, Paul Olson
- **J-U-B:** Alex Fazzari, Ben Haws, Marcus Miller, Gary Weatherly

Design and Construction Schedule

Done:

- 30% Design

To-Do:

- 60% Design. **This will be a progress print.**
- Land Treatment Expansion Engineering Report.
- Dam Safety Engineering Report.
- Design 90% submitted to Ecology by Sept 1, 2021.
- Apply for Funding October 2021.
- January 2022 Ecology funding offer list is published.
- Bidding dependent on funding. Sometime 2022.
- Construction completed by 2023.

TM #3 – Water Balance, Land Treatment Analysis, Pond Size

- Existing 110.4 acres of land treatment being expanded to 155.8 acres.
- 50 MG storage lagoon added. Old storage lagoon converted to emergency use **and no longer used as land treatment storage lagoon.**
- Alfalfa used as a model crop to estimate irrigation demand of 44.0 inches/yr. (37.7 inches May-Oct).
- Assuming 70% efficiency in Irrigation.
- Gross Irrigation Demand of 53.9 inches.
- Crop rotation and/or other factors could reduce the overall crop irrigation requirements by 40% without causing the land treatment site to be exceeded.
- Design Year:
 - Irrigate 228 MG (163 MG of WW, 65 MG (200 Ac-ft) of supplemental).
 - Irrigate 155.8 Acres
 - 23 MG in storage October 31st
- Low Irrigation Demand due to Crop Rotation:
 - 63 Acres Fallow
 - Irrigate 92.5 Acres (~60%)
 - Irrigate 135 MG (all WW)
 - 50 MG in storage October 31st
- Low Irrigation Demand due to wet Weather:
 - Irrigation demand, 32 inches (60% of typical)
 - Irrigate 155.8 Acres
 - Irrigate 135.4 MG
 - 50 MG in storage October 31st
- Nitrogen loading is 100.7 lb/acre.
- Supplemental Irrigation Needs.

TM #4 – Geotechnical

- 3 geotechnical reports prepared:
 - Storage Lagoon
 - Garrison Creek Crossing
 - Pump stations, UV disinfection, and EQ Basin.
- Garrison Creek Crossing was planned to be installed using trenchless technologies. However, based on soils, it is now recommended to do open-cut installation. (2nd Geotech report now planned to be combined into the 3rd Geotech report)
- Geotechnical report shows embankment cross-section meets Dam Safety stability and seepage requirements.
- Geotech recommends 3% soil shrinkage factor. Assuming 5% there will be about 24K CY of excess material.
- Geotech report has recommendation to excavate and replace unsuitable bearing soil at the WWTP EQ Basin, UV, and Effluent Pump Station. Fine soils removed to a depth of approximately 14 ft.
 - Old lagoon at location of drying bed used to extend to the road.
- Geotech recommends doing a “slug test” to get more information on hydraulic conductivity of soils. This information is useful for shoring and groundwater pumping design. We will have Geotech do a “slug test”.
- We are planning on handling dewatering the same way we did on the Lift Station #7 Project. (Dewatering is incidental). Can dispose of water on City ground.
- Topsoil scraped for new Lagoon can be/should be placed at HMU#10 (low area that is frequently wet).

Irrigation Well

- Supplemental Irrigation required for crop requirements is 200 Ac-ft (Alfalfa).
- Water rights for the irrigation well is 180 Ac-ft.
- Irrigation well pumps up to new lagoon (manual operation). Also has the ability (manual operation) to pump to the new Non-Potable Pump Station wetwell.
- Currently no pump curve for well pump. The last time pump was replaced, City/Jacobs thinks it was Doyle.
- We recommend installing a flow meter, pressure gauge, and airline ASAP. So we can run a yield test, see drawdown. J-U-B to help the City find someone to do this work.
- Place of use for irrigation water right was briefly discussed. City will contact Bill Neve (509-540-4474) to discuss.
- Paul O. suggested valving/piping to allow irrigation well water to discharge just upstream of the new UV. Also have ability to discharge into the Effluent Pump Station wetwell (as shown in 30% drawings).

Creek Crossings

- There are two Creek crossings planned.
- Planning on doing open-cut installation.
- 2nd crossing we can evaluate if the pipe needs to be replaced or not. Pothole? **No**. Sht C-LT04: We plan to replace land application pipe crossing under Garrison Creek on east side of property. Potential cost savings if existing pipe remains in place under creek and new pipe is connected on each end (would require pothole to check condition of existing pipe). Alternate option is to pull 4" pipe through existing 6".
No, just replace it.
- **Open cut the 1st crossing. Open cut the 2nd crossing – don't use existing pipe.**
- **On another creek crossing in the City, a crossing excavation caused the creek to flow through the soils and dry up.**

**There is little to no flow in Garrison creek in August.
There are 2 pipes crossing creek north of irrigation well. Find
and plug on each side of creek. City will try to locate.**



TM #5 – Hydrogeological

- Hydrogeological report used in the Abridged Engineering Report being prepared.
- Report gives surface soil characteristics, infiltration rates, and slopes, Geological characteristics, subsurface hydrology, and proposed groundwater monitoring well locations.
- There are 4 existing monitoring wells. 2 additional monitoring wells proposed for the expansion area.
- There is a planned road over one of the existing monitoring wells (MW3). We plan to abandon this one and replace with a new monitoring well (pending concurrence by Ecology).
 - Road is discussed later in Land Treatment section

TM #6 – Effluent Pump Station & Non-Potable Water Pump Station

- See Drawings D-EP (75-76).
- 3 Effluent pumps (1 is redundant).
- 2 Non-Potable pumps (1 is redundant).
- Controls:
 - Effluent pumps ramp up/down to maintain level setpoint.
 - Non-potable pumps ramp up/down to maintain discharge pressure.
 - Want pumps to alternate or have one pump always lead? Operators can set this with control system. No need to specify for contractor.
- Enough working volume to provide about 10 minutes at peak flow with effluent pumps off. 10 minutes is okay. NPW pumps run 24/7 normally.
- Winter Operation vs. Summer Operation. During Winter Operation, Paul O. recommended that instead of discharging to the existing 30-inch pipe, that a new pipe be constructed from the effluent pump station wetwell to MH#6 (at reaeration basin). Paul provided a sketch to Haws.
- Separate electrical room. HVAC system for each room.
- CMU building.
- Mag Meter flow meters.
- Existing NPW pump station will remain in place—no plans to abandon any portion of it. Some modifications to the existing NP pump may be needed, such as a check valve.
- Olson mentioned 3" NPW cooling pipe to existing UV is not used. Disconnect or remain live?
 - There is no valve to shut this off. Paul O. will think about this. There are currently no plans to disconnect NPW from existing UV.
- Pull pumps through roof skylight? Yes
- If there is no inflow to the wet-well (from UV), how long should NPW pumps be able to operate? 10 minutes is okay
- Planning to use vertical turbine pumps. Does City have a preference? Existing Hydroflow and Byron Jackson pumps. No preference on pump style or brand, but needs to be something standard and local serviceability. Local serviceability is important to the City...put this in the specifications.
- Prefer gate valves or butterfly valves in pump station? Gate valves or plug valves.
- NPW pipeline to future decant facility—need to add new to add new pipe now or just connect to existing NPW system when decant is built? Design with decant facility.
- Paul O. suggested moving the pump station closer to the new UV, if there is room, for the following reasons: reduce walking distance outside between facilities, less ground cover to maintain, shorter pipe would be easier to clean sediment. Maybe one building.
- Add windows or doors to the west wall, so operators inside can see operators outside when pulling pumps.

TM #7 – Storage Lagoon Design

- See Drawings C-LG (19-37).
- Double lined HDPE. Use textured liner on the top. Look at cost difference, safety consideration is important.
- Secondary HDPE has a conductive side for spark testing at construction.
- Allowable leakage in primary liner is 30 gal/min (1/8" over surface area).
- Leak collection system. Collects to a manhole with a sump pump. Flow measurement device—flow meter? Require spare pump in bid
- Emergency pipe overflow. Daylights to a manhole.
- No ballast tubes if we leave some volume always in the bottom. Okay
- 9' wide benches on outside side slopes. Do you want these? Yes
- Planning on having rock cover on outside embankment. Good. Fabric under ballast.
- Top of embankments is 17' wide, 2' is liner, 15' wide road. Road is 6" lower than liner. Okay. Radii at corners should allow larger equipment for washdown.
- Wash-down water available from non-potable or irrigation water. Normally a dry system. System will have a drain at the pump station.
- Is the washdown water from NPW pumps really necessary? Yes
- In the case of an emergency, there is ability for effluent water to bypass the lagoon and go to the lagoon withdrawal pump wetwell.
 - This would take close attention to ensure that flow rates at effluent pumps and land app pumps match, or controls for land app pumps could have an emergency mode to run VFD based on level in wet well. Would need several sprinkler systems on. Does City want this function built-in? We will build this in
- Water comes into the lagoon above normal water level for visual observation. Concrete splash pad under liner to protect embankment.
- Two outlets – a higher and a lower. Electrically driven mechanically cleaned screen on the low intake. Gary to send pictures of mechanical screen.
- Dam Safety Inundation analysis indicates potentially 2 existing homes where loss of life could occur. Design breach flow is 8,000 cfs.
- Discuss hazard rating and design step considerations.
- Fence 15' from toe of slopes
- Setback from property line? None

TM #8 – Land Application Pump Station

- See drawings C-YP07 (44), D-LWP (80-82)
- Separate pipe going to the pump building for liquid level in lagoon.
- Screen on lower inlet pipe from lagoon. Mechanically cleaned, electrically driven. Can be removed by divers with air bags.
- Second inlet pipe will have only a bar grate, but with flange for future screen if necessary. Slide gate in wet well for isolation.
- Downstream of pumps will have automatic self-cleaning screen filter. Mesh size will be no more than 50% of the smallest sprinkler orifice size. Design flow rate will be twice the pump station design flow rate.
- Pumps removable through skylights.
- Pumps are controlled by VFDs to maintain a discharge pressure.
- Design flow rate: 966 gpm based on 6.2 gpm/AC @ 155.8 AC
 - This requires sub-blocks within hand line HMUs.
 - Alternatively, we could do a 75 gpm/AC based on single largest HMU and adjust the HMUs to a max of 10 AC, resulting in a similar flow rate. This would avoid the need for sub-blocks and multiple solenoid valves within HMUs.
- Two pumps to meet peak flow. No redundant pump. If one pump is down, some irrigation can be applied with second pump.
 - Alternative design from previous bullet would require each pump to be able to meet full capacity of irrigation system.
- Flow meter on discharge pipe from pump station.
- Prefer gate valves or butterfly valves in pump station?
 - BFDs fit better with filter and bypass piping. **BFDs okay.**
- Wet well: currently planning for cast-in-place square. 33' deep.
- Pump Station building is right along property line (internal lot line—both lots owned by City). Is this an issue? **No** Need to maintain setback? **No**

Land Application Distribution

- See drawings: C-LT (32-37)
- HMU boundaries have been adjusted and no longer match the existing crop management plan.
- Seasonal hand lines and 4 Circles
- Options considered: Solid sets, circles, wheel lines (not practical), big guns (not a good option for soils), drip system for trees
- Seasonal hand lines are flexible for modification to other irrigation methods such as drip or microsprinkler.
- Sprinklers on hand lines will be impacts
- Prefer to run hand lines long direction or short direction? **Short if needed to use 3" hand lines. Do not want 4"**. On long fields, we ran 3" hand lines the short direction rather than 4" the long direction.
- Each HMU will have a solenoid valve, flow meter, and manual valve (backup to solenoid). Solenoid valve could be piloted as pressure reducing valve if necessary.
- Controls: via WWTP SCADA system?
 - Solenoid valves – City vs Farmer control? Where should controls be located?
- Blow-offs at ends of mainlines
- Drains in pipe at low spot of each HMU
- Confirm HMU numbering. Any criteria or system for assigning #s? **No criteria. Paul O. suggested making HMU 9, 13, and 14 combined into a single HMU.**
- Sht C-LT06: New access Rd shown at 10% running slope. Is that acceptable? **Yes** (Exst ramp to east has slopes up to $\pm 11\%$)
- Sht C-LT05: regrade and gravel existing road. **Yes, regrade. They will keep irrigation off of road.**
- Ramp roads to be 20' wide with 2% cross-slope and no ditch
- Do we need to leave room between any of the HMUs for roads? **No**
- Where are gravel roads needed? **Ok as shown**
- 50' buffers at property lines and creek will not be watered.
- Abandon existing irrigation: plug pipe ends, abandon valves in place, remove hand line stand pipes, demolish/salvage booster pump and flow meter? **Remove and dispose of existing flow meter. Jacobs is removing the existing booster station prior to this project.**

Land Application Distribution (cont.)

- We are not planning to modify the existing under-drain system. We will require the contractor to retain or repair if damaged during construction.
 - HMU#10 underdrain. Portion was replaced about 20 years ago with 12" or 18" slotted PVC from Garrison Creek to concrete box, NE of concrete box is very old. Paul H. to see if they can CCTV the newer and old drain pipe to see if it is full of roots. Discuss later. Existing drain is shallow. Put excess topsoil from lagoon earthwork on this HMU to raise the ground level.
- Slope new roadway on the west, so that stormwater drains to the east (onto City property).
- Land leveling only for circle as needed. No need to level hand line areas.
- Farmer currently waters fields maybe about once per week.

TM #9 – Lagoon Drain Pump & Pipe

- The lagoon drain pipe allows discharge of water stored in the new lagoon to Garrison Creek during the months of November – April.
- Pump will pull from wet well in Lagoon Withdrawal Pump Station.
- Pipe sized to drain the 50 MG lagoon sized to carry 300 gpm. Based on draining the lagoon in 4 months.
- Effluent is discharged to Garrison Creek will need to meet NPDES permit limits. Recommend screening and disinfection.
- Water going to the lagoon will be disinfected with new UV system. However, it is likely that algae and fecal coliform will be present in new lagoon.
- Recommend disinfecting with Chlorine at 6 mg/L (22 lbs/day).
- Recommend using a calcium hypochlorite system.
 - Alternatively, could be sodium hypochlorite. Use 12% sodium hypochlorite. City uses this at wells. Northstar provides the solution.
- A design contact time of 40 minutes was used. This results in a larger section of pipe used as a Contact Chamber.
- Sodium Bisulfite solution recommended to dechlorinate prior to discharge into creek. This can be injected at the existing UV building at approximately 5 lbs/day. Sodium Bisulfite has a pungent sulfur smell and is highly corrosive. Overdosing of sulfite can consume oxygen in the final effluent and Garrison Creek. Use Sodium Disulfite. Willy can let Haws know what brand they use (possibly “Captor”).
- Need to put a weight scale for monitoring chemical usage.
- The existing UV disinfection is an option for disinfection of the lagoon water. Do you want flexibility to bypass the existing UV Paul O. recommended routing the drain line to either go just upstream or just downstream of the new UV. Paul provided a sketch to Haws.
- If chemical alarms go off, this should shut down the drain pump.
- Controls:
 - Filter-automatic flushing/cleaning.
 - Drain Pump-manually started/stopped. Stopped by level in lagoon.
 - Metering pumps – Dose rate set manually.

Emergency Storage Lagoon

- See drawings C-YP02, C-YP04, D-LWP01 (39, 41, 80)
- Water flows in to lagoon from:
 - Influent overflow (is this existing or do we need to add it?) **Existing (south end middle of lagoon)**
 - EQ-Basin overflow (to be designed in Phase 1)
 - Effluent pump station overflow
 - Recirculation from re-aeration basin? **Yes, 4 pumps--(2) 7.5 hp – 700 gpm/ea submersible, a sump pump, All of this will continue to operate correctly.**
 - Any other sources?
- Water from lagoon is returned to the headworks using existing irrigation pump station.
 - Existing pumps will be removed and one low head pump will be installed in the existing pump can. **Keep one of the existing pumps. Replace the other pump with a smaller pump.**
 - Working volume may be limited by overflow water levels.
 - Existing pumps cannot completely empty the lagoon. **Provide a power plugin so that they can drop a sump pump into the lagoon.**
 - Will add provision for a submersible pump to be connected to the existing discharge pipe from the second existing pump. (See D-LWP01). **Add this connection and a pipe under the road for temp sump pump use.**
- Largest pump that can fit in the can would be about 400 gpm. What design flow do you want? **Design for approx. 400gpm and operators will throttle it in the winter to max 100 gpm to avoid temperature issues.**
- How quickly do you want to be able to drain the lagoon?
- Vertical turbine pump ok? Do existing pumps work ok with influent overflow in lagoon?
- Manually operated, constant speed.
- Plan to add valve on 16" pipe between existing pump station and 30" pipe. Will be open in summer and closed in winter. Or split and cap pipe at this location since overflow from EQ basin will be added? **There is an existing valve. Yes, cap the pipe to separate the lagoon from the effluent.**
- Where to connect 6" LWR pipe? To MH 4 or 30" pipe upstream of MH 4? **Put in MH4 or MH4a if rebuilding for a weir (pipe in upstream of weir).**
- **Existing irrigation pumps are on a timer.**

Irrigation Well Modifications

- See drawings C-YP04, D-WE01 (41, 93)
- Cap existing 6" pipe north to land application system.
- Add new pipe to route water from well to effluent force main (to lagoon) for supplemental irrigation water.
 - This will can also send water to the effluent pump station wet well for additional NPW water if needed.
- We need to add a flow meter in a vault to measure flow to the lagoon. **Yes**
- Do we need to add a second flow meter for the effluent cooling water? **No**
- **There is an existing tee on the pipe that we are planning on using for irrigation well water going to the new lagoon. City will try and located this.**
- As discussed earlier, we recommend adding flow meter, pressure transducer, and air line ASAP.
- What is the status of the water right place of use transfer to the new DNR site? **Place of use for irrigation water right was briefly discussed. City will contact Bill Neve (509-540-4474) to discuss.**

TM #13 – Electrical, PLC Replacement, Area Classification, SCADA/Controls, HVAC

- Current average electrical usage is 217,323 KWHrs/month. Electrical demand is 394 KW. Average load is 410 KVA or 493 Amps at 480 V.
- Existing utility transformer is 1500 KVA.
- PLC replacement with Allen Bradley CompactLogix planned for: Treatment Building, Admin Building, Existing UV Bldg., Solids Bldg., and Blower Bldg. **Solids building just completed.**
- SCADA/Controls to the Admin Bldg. will be upgraded to also include Phase 1 improvements.
- HVAC planned for Lagoon Withdrawal Pump Station and Effluent/NPW Pump Station.
- **Make sure all flowmeters tie into SCADA.**
- **Pump operation hours (hour meters) need to be in SCADA.**

Next Steps

- J-U-B work on 60% design
- Permitting and public outreach need to begin. A public meeting in May would be good.
- Will submit 60% progress print to City for review
- J-U-B to begin environmental permitting



Wastewater Treatment Plant Upgrade Project

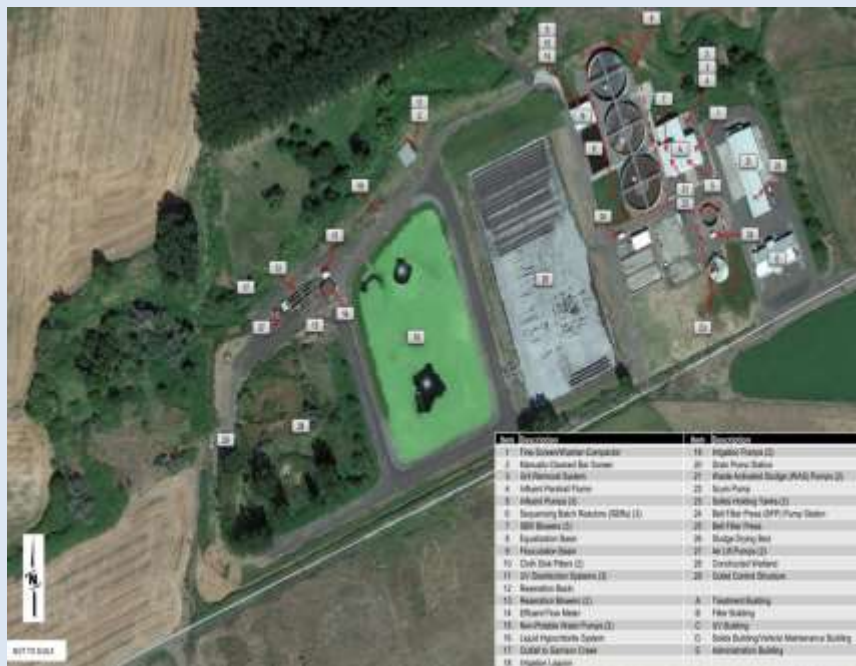
This project entails the renovation of the City's Wastewater Treatment Plant (WWTP). The WWTP is located at 430 Owens Rd just west of the City. It was constructed in 2000 and is a Sequence Batch Reactor facility which processes 1.6 Million Gallons of Sewage per Day for 5,095 connections. The renovation is required per the State Department of Ecology as part of the City's NPDES Permit. This renovation project must be constructed by 2023 to satisfy the State NPDES Permit. The project cost is estimated at around **\$20 million dollars**. The City is seeking State & Federal Funding partners as the cost is too big to burden utility ratepayers with.

- Increases storage capacity at the WWTP to prevent discharge to Garrison Creek during the critical period.
 - Required to be constructed by the end of 2023 per compliance schedule in NPDES Permit – which disallows discharge to Garrison Creek from May through October.
 - Improves water quality in Garrison Creek – tributary of the Walla Walla River which TMDL restrictions for bacteria, temperature, pH, toxics, and dissolved oxygen.
 - New storage lagoon will allow storage of effluent in slowly throughout the winter – which will eventually be irrigated onto crops; and will also store effluent in September and October – which will eventually be disinfected and discharged into Garrison Creek.
- Project includes
 - New 50 MG effluent storage lagoon.
 - Pump station to pump effluent up to new lagoon.
 - New irrigation pump station and distribution system to irrigate existing 110 acres of crops.
 - New system to disinfect lagoon effluent and allow discharge to Garrison Creek during non-critical period.
 - Improvements to existing influent screens.
- Financing
 - Estimated construction cost of \$20 million.
 - City self-funded a Facility Plan (\$235,000) in 2017 to 2018.
 - Submitted for State Ecology funding for design (\$2.5 million) in Fall 2018 – was ranked #4 and fully funded.
- Project Schedule
 - City has secured 80-acre parcel which will be site for new storage lagoon.
 - City has selected engineer and design is underway.
 - Design will be completed by end of 2021.
 - Anticipate application for Washington State Department of Ecology funding in Fall 2021 and construction during 2022 and 2023.

Project Map



Site Plan



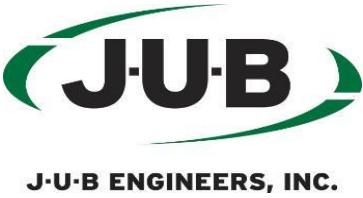
Please direct questions and concerns to: Mr. Paul Hartwig – Public Works Director, College Place City Hall – 625 S. College Ave, Phone: (509)-394-8526, Email: phartwig@cpwa.us

 Actual Work  Critical Remaining Work
 Remaining Work  Milestone

 Actual Work  Critical Remaining Work  Remaining Work   Milestone	Sanitary Sewer Lift Station No. 7 Preliminary Baseline	Page 2 of 2
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College Place Sanitary Sewer LS No. 7

3 Week Look Ahead Schedule



WEEK BEGINNING
2/22/2021

[illegible]

City of College Place, Washington
RESOLUTION NO. 21-XXX

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON TO
AUTHORIZE THE USE OF BODY-WORN CAMERAS FOR LAW ENFORCEMENT PERSONNEL.**

Whereas, the City of College Place is a non-charter code city entitled to the privileges and provisions of RCW 35A; and

Whereas, RCW 35A.11.020 allows non-charter code cities to adopt and enforce ordinances and resolutions pertaining to local affairs; and

Whereas, the Washington legislature through RCW 10.109.010 has authorized the use of body-worn video cameras in law enforcement and corrections agencies and provided specific regulations and exemptions for body-worn camera recordings as public records; and

Whereas, The College Place Police Department has established policies regarding the use of the body worn video cameras that comply with RCW 10.109.010;

Now therefore, the City Council of the City of College Place does hereby resolve as follows:

Section 1: The City of College Place authorizes the deployment of body-worn video cameras by the College Place Police Department pursuant to RCW 10.109.010.

Section 2: Definitions. Unless the context clearly requires otherwise or unless otherwise defined herein, the definitions contained in RCW 10.109.010, and as amended, shall apply to this Chapter.

Section 3: Clerical Corrections. The City Clerk and the codifiers of this resolution are authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers and any references thereto.

Section 4: Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this resolution is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this resolution.

Section 5: Effective Date. This resolution shall take effect and be in full force upon its passage as provided by law.

PASSED by the City Council of the City of College Place, Washington, this _____ day of _____, 2021.

Norma Hernández, Mayor

Attest:

Approved as to form:

Lisa R. Neissl, City Clerk

Rea Culwell, City Attorney
WSBA 37889

Portable Audio/Video Recorders/Body Worn Cameras

421.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of portable audio/video recording devices by members of this department while in the performance of their duties (RCW 10.109.010). Portable audio/video recording devices include all recording systems whether body-worn, hand held or integrated into portable equipment.

This policy does not apply to in-car mobile audio/video recordings, interviews or interrogations conducted at any College Place Police Department facility, authorized undercover operations, wiretaps or eavesdropping (concealed listening devices).

421.2 POLICY

The College Place Police Department may provide members with body-worn cameras (BWC) or other recorders, either audio or video or both, for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the public in accordance with the law.

It is the policy of the College Place Police Department that officers shall activate the BWC when such use is appropriate to the proper performance of his or her official duties, where the recordings are consistent with this policy and law.

421.3 MEMBER PRIVACY EXPECTATION

All recordings made by members on any department-issued device at any time, and any recording made while acting in an official capacity of the department, regardless of ownership of the device it was made on, shall remain the property of the Department. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

421.4 MEMBER RESPONSIBILITIES

Prior to going into service, each uniformed member shall be responsible for making sure that he/she is equipped with a Body-worn camera (BWC) issued by the Department, and that the recorder is in good working order. If the BWC is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to his/her supervisor and obtain a functioning device as soon as reasonably practicable. Uniformed members shall wear the recorder in a conspicuous manner and notify persons that they are being recorded, whenever reasonably practicable. Suggested language "this conversation is being recorded".

Any member assigned to a non-uniformed position may carry an approved portable recorder or BWC at any time the member believes that such a device may be useful. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed members shall wear the

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Portable Audio/Video Recorders/Body Worn Cameras

recorder in a conspicuous manner when in use or otherwise notify persons that they are being recorded, whenever reasonably practicable.

When using a portable recorder, the assigned member shall record his/her name, CPPD identification number and the current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. This procedure is not required when the recording device and related software captures the user's unique identification and the date and time of each recording.

Members shall document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or the member deactivated the recording. Members shall include the reason for deactivation (RCW 10.109.010).

421.4.1 AUDIO RECORDING STATEMENT OF SUSPECT(S)

The first item of business is to inform the suspect that he/she is being recorded by audio means and to have him/her acknowledge this fact and state that he/she has agreed to have the interview/conversation recorded. Reference Revised Code of Washington (RCW) 9.73.090 for informational purposes.

The interviewing officer will initially state on the audio recording the time, date, and place said recording is being made. The interviewer will also identify himself and the title/position he/she holds.

Other persons, should they be authorized to participate in the interview, will be identified by full name (first, middle initial, last), date of birth, address and telephone number.

The suspect will be identified by his/her full name (first, middle, last), their date of birth, their current address and other addresses if they exist, and all telephone numbers.

Prior to beginning the questioning the interviewing officer shall read the suspect his/her Miranda Rights using the following or similar verbiage:

- (a) You have the right to remain silent.
- (b) Anything you say can be used as evidence in court against you. If you are under the age of 18, anything you say can be used against you in a juvenile court prosecution for a juvenile offense and can also be used against you in an adult court criminal prosecution if you are to be tried as an adult.
- (c) You have the right at this time to an attorney of your own choosing and you may have an attorney with you at any or all times during questioning.
- (d) If you cannot afford an attorney, you may have one appointed for you by a court at no expense to yourself before any questioning.
- (e) You may stop answering any questions at any time, even though you have commenced answering questions without asking for an attorney.
- (f) Do you understand each of these rights I have explained to you?

The subject must waive his rights on the audio recording, then questioning can commence.

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At the conclusion of the interview the time, date, and those present must be restated.

According to Washington law any audio recording which does not include the above information will not be admissible in a court of competent jurisdiction.

421.5 ACTIVATION OF THE BODY-WORN CAMERA

This policy is not intended to describe every possible situation in which the BWC or portable recorder should be used, although there are many situations where its use is appropriate. Members should activate the BWC/recorder any time the member believes it would be appropriate or valuable to record an incident.

Officers shall activate the BWC in any of the following situations:

- (a) All enforcement and investigative contacts including stops and field interview (FI) situations
- (b) Traffic stops including, but not limited to, traffic violations, stranded motorist assistance, collision investigations and all crime interdiction stops
- (c) Self-initiated activity in which a member would normally notify the Dispatch Center
- (d) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording

Members should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the member that such privacy may outweigh any legitimate law enforcement interest in recording. Requests by members of the public to stop recording should be considered using this same criterion. Recording should resume when privacy is no longer at issue unless the circumstances no longer fit the criteria for recording.

No member of this department may record a face-to-face conversation without first announcing to everyone present that the conversation is going to be recorded and ensuring the announcement is recorded except pursuant to a warrant, or when the communication is of an emergency nature or relates to communications by a hostage holder or barricaded suspect (RCW 9.73.030).

At no time is a member expected to jeopardize his/her safety in order to activate a portable recorder or change the recording media. However, the recorder should be activated in situations described above as soon as reasonably practicable.

If an officer fails to activate the BWC, fails to record the entire contact, or interrupts the recording, the officer shall document when and why a recording was not made, was interrupted, or was terminated.

421.5.1 SURREPTITIOUS USE OF THE AUDIO/VIDEO RECORDER

Washington law prohibits any individual from surreptitiously recording any conversation, except as provided in RCW 9.73.040, RCW 9.73.090 and RCW 9.73.210.

Members shall not surreptitiously record another department member without a court order unless lawfully authorized by the Chief of Police or the authorized designee.

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421.5.2 AUDIO RECORDED INTERVIEWS OF PERSONS NOT SUSPECTED OF A CRIME.

Interviews will start by stating the purpose of said interview, then recording the time date and the case number.

The Interviewer will identify himself/herself by name and the position/rank he/she holds within the department.

The person interviewed will be identified by full name (First, Middle Initial, Last), Date of Birth, Address, and Telephone number(s).

The person interviewed will be asked and acknowledge that he/she is fully aware that an audio tape recording of the pending conversation is occurring. The person will also state that they have no objection to an audio recording being made.

At the termination of the interview, the time, date, and those present will be documented again.

421.5.3 CESSATION OF RECORDING

Once activated, the portable recorder should remain on continuously until the member reasonably believes that his/her direct participation in the incident is complete or the situation no longer fits the criteria for activation. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident.

421.5.4 EXPLOSIVE DEVICE

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

421.6 PROHIBITED USE OF PORTABLE RECORDERS/BWC

Members are prohibited from using department-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in their official capacity.

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with a department-issued or personally owned recorder. Members shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes. All such recordings shall be retained at the Department.

Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Shift Sergeant. Any member who uses a personally owned recorder for department-related activities shall comply with the provisions of this policy, including retention and release requirements, and should notify the on-duty supervisor of such use as soon as reasonably practicable.

Recordings shall not be used by any member for the purpose of embarrassment, harassment or ridicule.

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Officers assigned to the regional SWAT team or regional task forces will not wear a BWC if those units do not have specific policies for their use.

421.7 IDENTIFICATION AND PRESERVATION OF RECORDINGS

To assist with identifying and preserving data and recordings, members shall download, tag or mark these in accordance with procedure and document the existence of the recording in any related case report.

A member shall transfer, tag or mark recordings when the member reasonably believes:

- (a) The recording contains evidence relevant to potential criminal, civil or administrative matters.
- (b) A complainant, victim or witness has requested non-disclosure.
- (c) A complainant, victim or witness has not requested non-disclosure but the disclosure of the recording may endanger the person.
- (d) Disclosure may be an unreasonable violation of someone's privacy.
- (e) Medical or mental health information is contained.
- (f) Disclosure may compromise an undercover officer or confidential informant.

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.

421.8 REVIEW OF RECORDED MEDIA FILES

When preparing written reports, members should review their recordings as a resource (see the Officer-Involved Shootings and Deaths Policy 306.8 for guidance in those cases). However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less detailed report.

The Chief or designee may review recorded media files at any time:

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in reviewing the member's performance. Supervisors shall periodically review/audit officers recorded media files for consistency and procedure. It is not the intent of the CPPD to use these reviews to initiate disciplinary action in instances of minor violations of policy. Recordings may serve as training tools that provide the opportunity for ongoing constructive interaction.

Recorded files may also be reviewed:

- (a) Upon approval by a supervisor, by any member of the Department who is participating in an official investigation, such as a personnel complaint, administrative investigation or criminal investigation.
- (b) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.

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- (c) By media personnel with permission of the Chief of Police or the authorized designee.
- (d) In compliance with a public records request, if permitted, and in accordance with the Records Maintenance and Release Policy.

Civilians shall not be allowed to review recorded media files at the scene.

All recordings should be reviewed by the Custodian of Records prior to public release (see the Records Maintenance and Release Policy). Recordings that unreasonably violate a person's privacy or sense of dignity should not be publicly released unless disclosure is required by law or order of the court.

421.9 COORDINATOR

The Chief of Police or the authorized designee should appoint a coordinator responsible for (RCW 10.109.010):

- (a) Establishing procedures for the security, storage and maintenance of data and recordings.
- (b) Establishing procedures for transferring, downloading, tagging or marking events.
- (c) Establishing procedures for members communicating to non-English speakers, those with limited English proficiency or those who are deaf or hard of hearing that a portable recorder is being used.
- (d) Establishing procedures for accessing data and recordings.
- (e) Establishing procedures for logging or auditing access.

421.10 TRAINING

The Sergeant should ensure that those members issued a Body-worn camera or other portable recorder receive initial training upon issue and periodic training thereafter (RCW 10.109.010).

421.11 RETENTION OF RECORDINGS

All recordings shall be retained for a period consistent with the requirements of the Office of the Secretary of State records retention schedule but in no event for a period less than 90 days.

Chapter Listing | RCW Dispositions

Chapter 10.109 RCW

USE OF BODY WORN CAMERAS

Sections

- 10.109.010** Policies.
- 10.109.020** Ordinance or resolution—Community involvement process.
- 10.109.030** Limitations on use.

RCW 10.109.010

Policies.

(1) A law enforcement or corrections agency that deploys body worn cameras must establish policies regarding the use of the cameras. The policies must, at a minimum, address:

- (a) When a body worn camera must be activated and deactivated, and when a law enforcement or corrections officer has the discretion to activate and deactivate the body worn camera;
- (b) How a law enforcement or corrections officer is to respond to circumstances when it would be reasonably anticipated that a person may be unwilling or less willing to communicate with an officer who is recording the communication with a body worn camera;
- (c) How a law enforcement or corrections officer will document when and why a body worn camera was deactivated prior to the conclusion of an interaction with a member of the public while conducting official law enforcement or corrections business;
- (d) How, and under what circumstances, a law enforcement or corrections officer is to inform a member of the public that he or she is being recorded, including in situations where the person is a non-English speaker or has limited English proficiency, or where the person is deaf or hard of hearing;
- (e) How officers are to be trained on body worn camera usage and how frequently the training is to be reviewed or renewed; and
- (f) Security rules to protect data collected and stored from body worn cameras.

(2) A law enforcement or corrections agency that deploys body worn cameras before June 9, 2016, must establish the policies within one hundred twenty days of June 9, 2016. A law enforcement or corrections agency that deploys body worn cameras on or after June 9, 2016, must establish the policies before deploying body worn cameras.

[2018 c 285 § 2; 2016 c 163 § 5.]

NOTES:

Finding—Intent—2016 c 163: See note following RCW 42.56.240.

RCW 10.109.020

Ordinance or resolution—Community involvement process.

For a city or town that is not deploying body worn cameras on June 9, 2016, a legislative authority of a city or town is strongly encouraged to adopt an ordinance or resolution authorizing the use of body worn cameras prior to their use by law enforcement or a corrections agency. Any ordinance or resolution authorizing the use of body worn cameras should identify a community involvement process for providing input into the development of operational policies governing the use of body worn cameras.

[2016 c 163 § 6.]

NOTES:

Finding—Intent—2016 c 163: See note following RCW 42.56.240.

RCW 10.109.030

Limitations on use.

For state and local agencies, a body worn camera may only be used by officers employed by a general authority Washington law enforcement agency as defined in RCW 10.93.020, any officer employed by the department of corrections, and personnel for jails as defined in RCW 70.48.020 and detention facilities as defined in RCW 13.40.020.

[2018 c 285 § 3; 2016 c 163 § 8.]

NOTES:

Finding—Intent—2016 c 163: See note following RCW 42.56.240.

108 Assumption Drive
Walla Walla, WA 99362
509-301-1068



Rea L Culwell, Attorney
rea@wwlifelaw.com

Victoria Van Mierlo,
Legal Assistant
victoria@wwlifelaw.com

Memorandum

TO: Mike Rizzitiello, City Administrator; Norma Hernandez, Mayor; City Council

CC: Police Chief Tomaras; Jon Rickard, Community Development Director

Re: Peddler's licensing and Food Trucks – Code amendment

Date: February 17, 2021

Peddlers/Solicitors

It is my understanding that the City does not require and does not wish to require peddlers/solicitors as defined in the City Code to obtain a business license to peddle/solicit within the City. However, the City wants to continue to be able to monitor peddlers/solicitors for compliance with the Code and other applicable regulations. Furthermore, the City wants to prohibit certain individuals/entities from being able to peddle/solicit within the City.

Current Code re Peddlers:

Title 5 – Business Taxes, Licenses and Regulations

Chapter 5.04 – Business Licenses

5.04.010 – Purpose.

The city is a licensing partner with the State of Washington Business License Service's (BLS) as required by Chapter 19.02 RCW. This chapter does not alleviate any person, group of people, or entity from obtaining license(s) and permit(s) required by the city in addition to the requirements of this chapter. The requirements herein are to monitor business activities to ensure public safety and code compliance, and generate revenue to, among other activities, enable the city to monitor business activities.

5.04.020 – Definitions:

D. *"Engaging in business."*

1. The term "engaging in business" means commencing, conducting, or continuing in business, and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.

2. This section sets forth examples of activities that constitute engaging in business in the city, and establishes safe harbors for certain of those activities so that a person who meets the criteria may engage in de minimus business activities in the City without having to pay a business license fee. The activities listed in this section are illustrative only and are not intended to narrow the definition of “engaging in business” in subsection (1). If an activity is not listed, whether it constitutes engaging in business in the city shall be determined by considering all the facts and circumstances and applicable law.
3. Without being all inclusive, **any one of the following activities** conducted within the city by a person, or its employee, agent, representative, independent contractor, broker or any other acting on its behalf **constitutes engaging in business and requires a person to register and obtain a business license.**

c. **soliciting sales.**

[NOTE: 4. If a person, or its employee, agent, representative, independent contractor, broker or another acting on the person’s behalf, engages in no other activities in or with the city but the following, it need not register and obtain a business license.

(g) Soliciting sales by phone from a location outside the city.]

G. “Peddler/solicitor.” The terms “peddler” and “solicitor,” and the terms “peddle” and “solicit” are used interchangeably in this chapter. A “peddler/solicitor” is defined as follows:

1. All persons, both principals and agents, as well as employers and employees, who shall sell, offer for or expose for sale, or who shall trade, deal or traffic in any personal property or services in the city by going from house to house, from place to place, or by indiscriminately approaching individuals from a location on any street, alley, sidewalk or other public thoroughfare and are otherwise not prohibited by local, state or federal law.
2. Any person, both principals and agents, as well as employers and employees, who, while selling or offering for sale, any goods, wares,

merchandise or anything of value, stands in a doorway or on any enclosed vacant lot, parcel of land, or in any other place not used by such person as a permanent place of business. This definition is not intended to apply to yard sales or other selling related activities by the owners of property where such sales are being conducted and are otherwise not prohibited by local, state or federal law.

5.04.030 – Business license required – Posting.

Every person who engages in business must obtain a city business license for the privilege of engaging in business within the city and shall post the city business license at their physical place of business. A business must license each physical location at which it conducts business in the city. Multiple businesses operating at the same physical location must each license its business separately, and post a separate license displaying the city business license. Businesses located outside the city must carry a copy of the city business license while conducting business inside the city.

5.04.040 – Application and renewal.

- A. ***Application for a business license shall be made by submitting a completed master business application, and any appropriate addenda forms to the State of Washington BLS (BLS),*** in cooperation with the city giving such information as is deemed reasonably necessary to enable the enforcement of this chapter. Said application shall be accompanied by payment of all applicable license fees due for that application and the BLS application handling fee authorized by RCW 19.02.075.
- B. Renewals . . .
- C. Failure to renew the license . . .

5.04.150 – Use of streets (peddler/solicitor).

No peddler shall have any exclusive right to any location in the publicly owned right-of-way, or be permitted a stationary location, nor be permitted to operate in any congested area where operations might impede or inconvenience the public. For purposes of this section, the judgment of a police officer, exercised in good faith, shall be conclusive as to whether the area is congested or the public impeded or inconvenienced.

5.04.160 – Hours and notice (peddler/solicitor).

No person shall engage in the business of peddling between the hours of 8:00pm and 8:00am.

Chapter 2.56 – Criminal History Information

2.56.010 – Applications for solicitor's licenses.

All applicants for solicitor's licenses must, as a condition to any application, provide written authorization for the College Place police department to release to the city administrator, the city clerk, the mayor and the members of the city council the results of its investigation required by Section 5.04.050, including any criminal history which the department obtains from the Identification and Criminal History Section of the Washington State Patrol. Upon execution of such written authorization the College Place police department is fully authorized to disclose the results of its investigation to such officials.

With these codes in place, a city business license is required utilizing the state BLS to peddle or solicit within the City. My recommendation is to modify the code to reflect the City's intent of only requiring a City "license" or permit which would be administered and issued by the City.

In addition, there is nothing in the Code nor does the City have a policy regarding what, if any criminal background check information would disqualify a person or entity from peddling or soliciting within the City. There are state laws and constitutional considerations when prohibiting a person from engaging in a business due to their criminal history. And I am unaware of whether the criminal history checks are actually given to the city administrator, city clerk, mayor or councilmembers. My recommendation is to modify the Code to either require a policy be established setting guidelines on what criminal history would disqualify a person from obtaining a permit to peddle or to set those guidelines in the Code. The former suggestion would permit the City to modify the policy as laws or conditions change without having to go through a formal code change.

Food Trucks:

Currently, food trucks are permitted to operate in the City by obtaining a special use permit. It is contemplated that food trucks may want to operate in a manner that would put them under the definition of "peddler/solicitor". CPMC 5.04.020 defines "peddler/solicitor", in sum, as persons who shall sell any personal property or services in the city by indiscriminately approaching individuals from a location on any street, alley, sidewalk or other public thoroughfare or persons selling or offering for sale, any goods or anything of value, while standing in a doorway or on any enclosed vacant lot, parcel of land, or in any other place not used by such person as a permanent place of business.

Arguably a food truck does not involve "approaching individuals" or "standing in a vacant lot, parcel of land, or any other place not used as a business" and coupled with the zoning restrictions on food trucks (see below), that the peddler/solicitors code sections do not apply to a food truck. However, the City may wish to allow food trucks to operate within the City without having to obtain a special use permit. Rather, they could be treated more like a peddler/solicitor.

Current Code re: Food Trucks:

Title 14 – Administration of the Unified Development Code

14.20 – Definitions

“Food cart” means a mobile vehicle, such as a food truck, trailer or cart, from which service of food and/or beverages is provided to walk-up customers.

“Food cart pod” means a site containing one or more food carts associated amenities on private property.

14.50 – Zoning

14.50.030 – Table of permitted uses.

[Food cart & Food cart pod allowed in General Commercial (GC), Downtown Mixed-Use (DMU), Light Industrial (LI), University District (UD) and Public Use (PU) zones.

Not allowed in Single-Family Residential (SFR) nor Multi-Family Residential (MFR) zones.

Must obtain a Special Use Permit to operate]

My recommendations would be to amend the Code to reflect the City’s desire to allow food trucks to operate more similar to a peddler in that they could obtain an annual permit or license (not through BLS) and operate in a parking or vacant lot or some other public place on a regular basis. For example, if a food truck wanted to be in a parking lot of the University every Friday and Saturday throughout the year.

Please advise on how to proceed in regard to these codes.