

Tuesday, January 12, 2021
Electronic City Council Meeting

7:00 P.M.
2066th Regular City Council Meeting - Electronic Attendance

Zoom Attendee Link: <https://zoom.us/j/94494181577>

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#944 9418 1577

1. Opening Items.

Subject :	1.01 Council Reference Materials
Meeting :	Jan 12, 2021 - Electronic City Council Meeting
Category :	1. Opening Items.
Access :	Private
Type :	Information
Subject :	1.02 Call To Order
Meeting :	Jan 12, 2021 - Electronic City Council Meeting
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 :	Jan 12, 2021 - Electronic City Council Meeting
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,
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does so in his/her capacity as a private citizen, and not in his /her official position as a city employee/elected city official.

Meeting : Jan 12, 2021 - Electronic City Council Meeting
Category : 1. Opening Items.
Access : Public
Type : Procedural
Subject : 1.05 Public Comment Procedure for Virtual Meetings - Council meetings are primarily structured to permit Council Members to arrive at the decisions necessary to govern the City.

Meeting : Jan 12, 2021 - Electronic City Council Meeting
Category : 1. Opening Items.
Access : Public
Type : Information

Public Content

Council meetings are primarily structured to permit Council Membersto arrive at the decisions necessary to govern the City.

COVID-19 Virtual Meeting Protocol for Public Comment:

When submitting public comments, include the following regardless of the manner you are using: - Note that there are deadlines for each method of commenting.

- Your Name
- Your Address

Public comments may be provided in one of three ways:

- Comments in writing of no more than 1 page (If typewritten, no less than 11 pt font.) may be submitted no later than 4:30PM on the meeting date to be included in the record.
- Comments may be madeby telephone during the meeting by calling a number that will be provided to you upon notification to the City Clerkno later than 4:30 PM the day of the meeting.*
- Comments may be made by virtual meeting attendance with a link that will be provided to your emailupon notification to the City Clerkno later than 4:30 the day of the meeting.*

*If you would like to make a public commentby either phone or virtual meeting, you can contact the clerk at lneissl@cpwa.usor by phone at 509-394-8511 no later than 4:30 on the meeting date.

2. Consent Agenda.

Subject : 2.01 AB 21001 - Approve Agenda for January 12, 2021
Meeting : Jan 12, 2021 - Electronic City Council Meeting
Category : 2. Consent Agenda.
Access : Public

Type :

Action (Consent)

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Council by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Council Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Council Member.

Subject : 2.02 AB 21002 - Approve Council Minutes from December 8, 2020

Meeting : Jan 12, 2021 - Electronic City Council Meeting

Category : 2. Consent Agenda.

Access : Public

Type : Action (Consent), Minutes

File Attachments

[2020-12-08_Council_Minutes_Draft.pdf \(975 KB\)](#)

Consent

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Subject : 2.03 AB 21003 - Approve Council Minutes from January 5, 2021 Workshop

Meeting : Jan 12, 2021 - Electronic City Council Meeting

Category : 2. Consent Agenda.

Access : Public

Type : Action (Consent), Minutes

File Attachments

[2021-01-05_Council_Minutes_Workshop_Draft.pdf \(926 KB\)](#)

Consent

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Subject : 2.04 AB 21004 - Surplus of Vehicles - Mr. Hartwig

Meeting : Jan 12, 2021 - Electronic City Council Meeting

Category : 2. Consent Agenda.

Access : Public

Type : Action (Consent)

Recommended Action : Motion to approve the surplus of 2008 Ford E250 Van (VIN#1FTNE24L38DB25957) and 2006 Chev 1500 Pickup (VIN#3GCEC14V16G251705).

Public Content

The vehicles have reached their useful life and are no longer needed.

2008 Ford E250 Van (VIN#1FTNE24L38DB25957) and 2006 Chev 1500 Pickup (VIN#3GCEC14V16G251705).

Consent

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Subject : 2.05 AB 21005 - Purchase of Pickups for Public Works - Mr. Hartwig

Meeting : Jan 12, 2021 - Electronic City Council Meeting

Category : 2. Consent Agenda.

Access : Public

Type : Action (Consent)

Budget Source : This was approved in the 2021 Budget and ERP

Recommended Action : Motion to authorize purchase of 2 2021 Dodge Ram pickups off of State Bid for Public Works for an amount not to exceed \$79,000.

Public Content

See Attached

File Attachments

[State Bid Contract.pdf \(3.468 KB\)](#)
[Vehicle Standard Specifications.pdf \(199 KB\)](#)

Consent

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Subject :	2.06 AB 21006 - Power Service & Easements for Gun Range - Mr. Hartwig
Meeting :	Jan 12, 2021 - Electronic City Council Meeting
Category :	2. Consent Agenda.
Access :	Public
Type :	Action (Consent)
Recommended Action :	Motion to approve contract with PacifiCorp to provide electrical service to the gun range in an amount not to exceed \$12,376.

Public Content

This is to provide power to the building at the gun range.

File Attachments

[Power Easement #1.pdf \(218 KB\)](#)

[Power Easement #2.pdf \(179 KB\)](#)

[PP&L Service Contract for Gun Range.pdf \(228 KB\)](#)

Consent

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Subject :	2.07 AB 21007 - CDBG General Purpose Grant - Drywell Contract - Mr. Rizzitiello
Meeting :	Jan 12, 2021 - Electronic City Council Meeting
Category :	2. Consent Agenda.
Access :	Public
Type :	Action (Consent)
Recommended Action :	Motion to approve Resolution No. 21-001 which accepts the State Community Development Block Grant (CDBG) - General Purpose.

Public Content

Historical Perspective:

The City applied for the CDBG-General Purpose Planning Grant for \$30,000 in Summer 2020. The City was notified in December that it was successful in the grant application.

Information for Consideration:

The grant will help fund a Drywell study to determine if drywells in the Central College Place Corridor (bounded by Davis to the west and Birch to the east) are an effective solution to treating stormwater in the neighborhood. Dry wells are a cost effective alternative when the ground water allows its utilization. The construction work on SE 10th Street this past Summer yielded ground water much lower than expected which caused staff to consider this potential. The other alternative would be a large detention basin out to the west of the City which would cost over \$6 million dollars. The City must take steps to treat and improve its stormwater per the National Pollutant Discharge Elimination System MS4 permit issued to it in early 2019 per State mandate.

File Attachments

[Resol_No_21-001_CDBG_Drywell_Study_Grant_Acceptance.pdf \(108 KB\)](#)
[20018 College Place Contract.pdf \(909 KB\)](#)

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Council by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Council Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Council Member.

Subject :	2.08 AB 21008 - CDBG General Purpose Grant - Microenterprise Contract - Mr. Rizzitiello
Meeting :	Jan 12, 2021 - Electronic City Council Meeting
Category :	2. Consent Agenda.
Access :	Public
Type :	Action (Consent)
Recommended Action :	Motion to approve Resolution No. 21-002 which accepts the State Community Development Block Grant (CDBG) - General Purpose Economic Category.

Public Content

Historical Perspective:

The City applied for the CDBG-General Economic Grant for \$120,000 in Summer 2020. The City was notified in December that it was successful in the grant application.

Information for Consideration:

This grant will help fund twelve seats over two cohorts of the Walla Walla Valley Mercycorps NW Micro enterprise Assistance Program. For the last three years the City has funded one or two seats in each cohort. This grant will allow the City to fund six seats in the 2021 and another six in the 2022 cohorts.

File Attachments

[Resol_No_21-002_CDBG_Microenterprise_Grant_Acceptance.pdf \(108 KB\)](#)
[CONTRACT College Place 20031.pdf \(1,077 KB\)](#)

Consent

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Subject :	2.09 AB 21009 - 2021 Salary Ordinance - Ms. Doering
Meeting :	Jan 12, 2021 - Electronic City Council Meeting
Category :	2. Consent Agenda.
Access :	Public
Type :	Action (Consent)

Public Content

Historical Perspective:

Council approves salaries for all appointed officers and employees via ordinance on an annual basis.

Information for Consideration:

Changes to the 2021 salary ordinance

Section 2

City Administrator 1% increase and an additional 40 hours of PTO for a total of 200 hours/year

Police Chief 1.5% increase and an additional 40 hours of PTO for a total of 200 hours/year

All other Non-Union, Exempt employees 1% increase

Section 3

Police Sergeant 6% increase

All other Non-Union, Non-Exempt employees 1% increase

Section 4

All Public Employee Union members - \$109.00 increase/mo per contract

Section

All Police Union members 6% increase per contract

Section 6

All Fire Fighter Union members 4% increase per contract

File Attachments

[Ord_No_21-001_2021_Salary_Schedule.pdf \(144 KB\)](#)
[Salary_Ordinance_1_12_2021_Tracked_Changes.pdf \(159 KB\)](#)
[2021_Contract_Addendum-Mike_Rizzitiello.pdf \(73 KB\)](#)
[2021_Contract_Addendum-Troy_Tomaras.pdf \(78 KB\)](#)

Consent

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Subject :	2.10 AB 20257 - Modifications to EDTEC Code - Ms. Neissl
Meeting :	Jan 12, 2021 - Electronic City Council Meeting
Category :	2. Consent Agenda.
Access :	Public
Type :	Action
Recommended Action :	Motion to adopt Ordinance No. 21-002 which modifies College Place Municipal Code 2.30, Economic Development, Tourism and Events Commission.

Public Content

Through operations of the commission, a few things have come up that would better clarify the operation of the commission.

These suggestions were initiated by advice from Municipal Research Services Co after a couple of inquiries on how to handle a couple of things that came up regarding members voting and counting for a quorum.

The EDTEC voted to recommend these changes at their meeting Monday, January 4, 2021.

File Attachments

[Ord_No_21-002_CPMC_2.30_EDTEC_Updates.pdf \(112 KB\)](#)
[Add_One_CHAPTER_2.](#)
[30__ECONOMIC_DEVELOPMENT__TOURISM__AND__EVENTS__COMMISSION.pdf \(67 KB\)](#)
[20201216_175050_127847_CHAPTER_2.](#)
[30__ECONOMIC_DEVELOPMENT__TOURISM__AND__EVENTS__COMMISSION-Adding_One_Redline.pdf \(68 KB\)](#)

Subject :	2.11 AB 21010 - Check Register and Financials for November 2020
Meeting :	Jan 12, 2021 - Electronic City Council Meeting
Category :	2. Consent Agenda.
Access :	Public

Type :

Action (Consent)

Public Content

A breakdown by checking account is as follows:

Payroll Check Numbers*: 52214-52253

Claims Check Numbers*: 78459-78464, 104587-104717

Travel Advance Check Numbers*:

*The check numbers were verified to certify that the beginning check numbers were correct and that there are no check numbers missing or not listed on the register.

Claims/Inter-fund Transfers: \$1,289,387.70

Payroll: \$425,113.66

Total: \$1,714,501.36

File Attachments

[November_2020_Financials.pdf \(1,656 KB\)](#)

Consent

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Subject :	2.12 Excuse Absence of Council Member Nyhagen
Meeting :	Jan 12, 2021 - Electronic City Council Meeting
Category :	2. Consent Agenda.
Access :	Public
Type :	Action (Consent)

Consent

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Subject :	2.13 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Council by a single motion.
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Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Council Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Council Member.

Meeting : Jan 12, 2021 - Electronic City Council Meeting
Category : 2. Consent Agenda.
Access : Public
Type : Action (Consent)
Recommended Action : Motion to approve the consent agenda

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Council by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Council Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Council Member.

3. Presentations.

Subject : 3.01 AB 21011 - Governor Inslee's Healthy Washington Plan - Mr. Rizzitiello
Meeting : Jan 12, 2021 - Electronic City Council Meeting
Category : 3. Presentations.
Access : Public
Type : Discussion, Information

Public Content

The City Administrator is presenting new information on Governor Inslee's Healthy Washington Plan announced on January 5th, 2021 which replaces the SafeStart Plan and bases reopening activities on data aggregation from EMS region as opposed to county as what was done in SafeStart.

File Attachments

[Presentation.pdf \(1.669 KB\)](#)
[GovernorInslee_MediumPage.pdf \(887 KB\)](#)
[HealthyWashingtonPhasePlan.png \(349 KB\)](#)
[UnionBulletinArticle.pdf \(3.626 KB\)](#)

4. Public Hearings-None.

5. Action Items.

Subject : 5.01 AB 21012 - Deccio Rd Parking Resolution 20-049

Hold Order - Mayor Hernandez

Meeting : Jan 12, 2021 - Electronic City Council Meeting
Category : 5. Action Items.
Access : Public
Type : Action
Recommended Action : Motion to approve Resolution No. 21-003 placing a Hold Order on Resolution No. 20-049 Deccio Rd. Parking until one of three options are completed.

Public Content

Historical Perspective:

On November 24, 2020, the City of College Place passed Resolution No. 20-049 to prohibit parking on either side of NE Deccio Rd from the point where the road is 24 to 28 feet wide. From the section where it is 28 to 34 feet wide parking should be allowed only on one side of the roadway. After 34 feet in width parking can be permitted on both sides of the roadway.

RESOLUTION 20-049 was passed based upon complaints by residents about their purported inability to safely drive through the south end of NE Deccio Rd due to vehicles parked on both sides of the street and upon a recommendation by the College Place Utilities & Transportation Advisory Commission.

RESOLUTION 20-049 was not based upon any expertise by a traffic engineer or professional, nor based upon any official or unofficial traffic study or standard. The City, beyond the opinion of lay persons, is unaware of any substandard traffic issue which would reasonably lead to damage or death associated with the subject road section.

RESOLUTION 20-049 was intended to address residents complaints and for their convenience and not to make the section of road any safer.

Since passage of RESOLUTION 20-049, City residents have complained of lack of available parking with implementation of RESOLUTION 20-049. These complaints were heard by College Place Council and by the College Place Utilities & Transportation Advisory Commission; the UTAC recommended to the Council to obtain a qualified opinion as to any safety implications of implementation of Resolution No. 20-049 prior to implementation.

Information for Consideration:

At the January 5, 2021 workshop, Council requested the matter be looked into by a traffic professional and/or staff. In the meantime, this order will pause implementation of the parking restrictions until one of three things are complete:

1. The City engages and obtains a satisfactory opinion from a traffic professional to determine if a traffic safety issue exists on the section of road implicated in RESOLUTION 20-049 and said opinion is presented to City Council;
2. The City determines that an opinion from a traffic professional to determine if a traffic safety issue exists on the subject road section is unwarranted; or
3. Sixty days has passed without further action by Council regarding RESOLUTION 20-049.

File Attachments

[Res_No_21-003_Order_Regarding_20-049_NE_Deccio_Rd_Parking_Regulations.pdf \(114 KB\)](#)

Subject :	5.02 AB 21013 - Cascade Natural Gas Franchise - Mr. Rizzitiello
Meeting :	Jan 12, 2021 - Electronic City Council Meeting
Category :	5. Action Items.
Access :	Public
Type :	Action
Preferred Date :	Jan 12, 2021
Recommended Action :	Motion to adopt Ordinance No. 21-003 granting a non-exclusive 10 year franchise to Cascade Natural Gas Corporation.

Public Content

Historical Perspective:

Cascade Natural Gas previously operated under a twenty-year franchise agreement with the City which expired on October 1st, 2020 via Ordinance 845.

Information for Consideration:

The updated franchise is good for ten (10) years and references code language in College Place Municipal Code Title 20 which deals with Franchises.

File Attachments

[Ord_No_21-003_Cascade_Natural_Gas_10Yr_Franchise.pdf \(201 KB\)](#)

Subject :	5.03 AB 21014 - Award SW Sewer & Lift Station Project - Mr. Hartwig
Meeting :	Jan 12, 2021 - Electronic City Council Meeting
Category :	5. Action Items.
Access :	Public
Type :	Action
Preferred Date :	Jan 12, 2021
Fiscal Impact :	Yes
Dollar Amount :	\$8,000,000.00
Budgeted :	Yes
Recommended Action :	Motion to authorize mayor to execute contract with Apollo, Inc. for construction of the Southwest Sewer Lift Station No. 7 in an amount not to exceed \$8,000,000.

Public Content

City Council authorized design for the SW Sewer & Lift Station project. The design was completed and went to bid in late November, 2020. Bids were opened on the 29th of December and only 1 bid was submitted. That bid was by Apollo, Inc. It appears the deadlines for completing some items were too tight and the groundwater issue was a bid concern. The bid received by Apollo was in line with the engineer's estimate.

File Attachments

[L- Award Recommend.pdf \(226 KB\)](#)

[USDA Legal Services Agreement - Executed.pdf \(3.341 KB\)](#)

[Form RD442-21 ROW Certificate Attorney Signed.pdf \(156 KB\)](#)

[Form RD442-22 Opinion of Counsel Relative to Rights-of-Way Attorney Signed.pdf \(98 KB\)](#)

[SW Sewer Financing Options 01-12-21.pdf \(68 KB\)](#)

Subject :	5.04 AB 21015 - Destito Storm Project Award - Mr. Hartwig
Meeting :	Jan 12, 2021 - Electronic City Council Meeting
Category :	5. Action Items.
Access :	Public
Type :	Action
Preferred Date :	Jan 12, 2021
Fiscal Impact :	Yes
Dollar Amount :	\$271,357.00
Budgeted :	Yes
Recommended Action :	Motion to award Destito Storm Project contract to Nelson Construction Corp. for an amount not to exceed \$271,357.

Public Content

Historical Perspective:

The City advertised for bids to correct a flooding problem on NW Destito Ct. The flooding increases the risk that a basement could be flooded and is a nuisance for the neighbors at the end of the cul-de-sac. The old system was a leach field between 2 homes and is not working properly. The best way to fix the issue is to place an underground injection well (UIC) in the cul-de-sac. All new drywells must meet DOE stormwater requirements which have increased substantially and the price reflects those increased standards.

File Attachments

[A-P Letter of Recommendation.pdf \(766 KB\)](#)

[Bid Tabs Spreadsheet - Review Completed.pdf \(185 KB\)](#)

[Notice of Award.pdf \(157 KB\)](#)

Subject :	5.05 AB 21016 - Construction Engineering Contract with Anderson Perry for Destito Storm Project - Mr. Hartwig
Meeting :	Jan 12, 2021 - Electronic City Council Meeting

Category :	5. Action Items.
Access :	Public
Type :	Action
Preferred Date :	Jan 12, 2021
Fiscal Impact :	Yes
Dollar Amount :	\$35,000.00
Budgeted :	Yes
Recommended Action :	Motion to approve Amendment 1 for construction engineering for the Destito Stormwater Project for an amount not to exceed \$35,000.

Public Content

Contract Administration for the Destito Storm project and assist with construction inspection if needed.

File Attachments

[Amendment No. 1.pdf \(467 KB\)](#)

Subject :	5.06 AB 21017 - Purchase of Sewer Lift Station Pumps - Mr. Hartwig
Meeting :	Jan 12, 2021 - Electronic City Council Meeting
Category :	5. Action Items.
Access :	Public
Type :	Action
Preferred Date :	Jan 12, 2021
Fiscal Impact :	Yes
Dollar Amount :	\$120,000.00
Budgeted :	Yes
Recommended Action :	Motion to approve purchase of 3 lift station pumps from Whitney Equipment for Lift Station #7 (SW Sewer Project) for an amount not to exceed \$120,000.

Public Content

The City is looking to purchase 3 FLYGT sewage lift pumps from Whitney equipment. The City has been standardizing its pumps at all lift stations. The reasons for standardization are parts availability, operator familiarity, and several nearby agencies, including the City of Walla Walla, have made these pumps the standard which is critical to sharing knowledge and experience with the pumps

File Attachments

[35153R4 College Place Firm quote 3172 HT 454.pdf \(2,456 KB\)](#)
[Purchase Agreement.pdf \(9.151 KB\)](#)

Subject :	5.07 AB 21018 - Re-roof of Barn at WWTP - Mr. Hartwig
Meeting :	Jan 12, 2021 - Electronic City Council Meeting
Category :	5. Action Items.
Access :	Public
Type :	Action
Preferred Date :	Jan 12, 2021
Fiscal Impact :	Yes
Dollar Amount :	\$32,000.00
Budgeted :	Yes
Recommended Action :	Motion to approve contract with Berentsen Roofing for an amount not to exceed \$32,000.

Public Content

3 bids were received for the re-roof of the barn at the WWTP. The bids ranged from \$32,000 to \$92,000. This project replaces a failed metal roof with gaps in the coverage with a new metal roof with a 5-year warranty. The barn is used for storage of parts and equipment used by Public Works. The roof is the first need at the barn with the sides to be replaced sometime in the near future.

File Attachments

[Berentsen Roofing Proposal.pdf \(69 KB\)](#)

Subject :	5.08 AB 21019 - Design of Water Project 12th & Sky Ave. - Mr. Hartwig
Meeting :	Jan 12, 2021 - Electronic City Council Meeting
Category :	5. Action Items.
Access :	Public
Type :	Action
Preferred Date :	Jan 12, 2021
Fiscal Impact :	Yes
Dollar Amount :	\$50,000.00
Budgeted :	Yes
Budget Source :	Engineering on-call services
Recommended Action :	Motion to approve design contract with JUB for Sky & 12th Water Project for an amount not to exceed \$50,000.

Public Content

One of the City's goals for the water division is to replace all steel water mains in the distribution system. One of those steel mains is in the alley of 12th & Mt View between Sky & Central and also on Sky from 12th to

Scenic View. It is the desire of the water division to replace the steel main in the alley and place the new main in Mt View and Sky. This will require the relocation of the water services from the alley to the street. The water main would be changed from a 6" steel main to an 8" ductile iron main. Fire hydrants would be replaced and an additional hydrant would be added mid-block on Mt View between Central & Sky.

File Attachments

[J-U-B SOW \(Attachment 1\).pdf \(661 KB\)](#)

[Task Order 004 - On-Call Services.pdf \(126 KB\)](#)

Subject :	5.09 AB 21020 - Stormwater Management Program Finalization - Mr. Myrlie
Meeting :	Jan 12, 2021 - Electronic City Council Meeting
Category :	5. Action Items.
Access :	Public
Type :	Action
Preferred Date :	Jan 12, 2021
Fiscal Impact :	No
Recommended Action :	Motion to approve Resolution No. 21-004 adopting the Stormwater Management Program Plan.

Public Content

Historical Perspective:

The City of College Place received funding from the WA State Department of Ecology (Ecology) Centennial Clean Water Program to conduct a Stormwater Management Program (SWMP) Plan. The development and implementation of the SWMP is a requirement of the National Pollutant Discharge Elimination System (NPDES) Phase II permit that the City is under.

Information for Consideration:

J-U-B Engineer, Inc. was contracted to complete the SWMP Plan after the project was abandoned by Parametrix. The SWMP Plan was completed, sealed, and delivered to Ecology on December 23rd, 2020 by Darral S. Moore of J-U-B.

Please note that the Capital Improvement Plan (CIP) section of the report was updated to more accurately portray future costs and prioritization of projects. (Section 14 of the attached report)

File Attachments

[Resol_No_21-004_Stormwater_Final_Plan_2021-01-12.pdf \(115 KB\)](#)

[Final SWMP_MainBody_Ch1thru5.pdf \(29,593 KB\)](#)

[Final SWMP_MainBody_Ch6thru17.pdf \(10,312 KB\)](#)

[Final SWMP_Appendices_reduced.pdf \(18,236 KB\)](#)

6. Administrative Reports.

Subject :	6.01 AB 21021 - Dawson & City Property Exchange - 326 SW 12th Street - Mr. Rickard
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Meeting :	Jan 12, 2021 - Electronic City Council Meeting
Category :	6. Administrative Reports.
Access :	Public
Type :	Discussion, Information

Public Content

Historical Perspective:

In 1992 Walla Walla County Deeded to the City a discontinued portion of the Burlington Norther Railroad Co.'s Walla Walla to Milton-Freewater branch line right-of-way for road purposes.

Information for Consideration:

Survey work in the area has resulted in the discovery that 818 SQFT of the former railroad right-of-way owned by the city protrudes into property owned by Mr. Brent Dawson. The land is not needed for road purposes and would be too small for any other purpose. Mr. Dawson has requested that an adjustment be made that would be mutually beneficial to all.

The proposal is that the City would adjust the northern parcel boundary of the former railroad right-of-way south approximately 49.99', having an area of 818 square feet, more or less.

The Dawson's would dedicate to the City for right-of-way purposes 551 square feet, 0.01 acres, more or less.

The neighbors to the West of Dawson, the Huett's will dedicate to the City for right-of-way purposes 200.1 SQFT.

Mr. Dawson will end up with a lot that is not impacted by City property and the public gains a right-of-way that will provide the city with a 30 FT half street right-of-way which matches the right-of-way to the east of the Dawson property. This additional right-of-way will allow for future installation of street, curb, and sidewalks as development continues to the West.

File Attachments

[Exhibit 1 BLA Map.pdf \(454 KB\)](#)

[Exhibit 2 1992_10844_Deed.pdf \(190 KB\)](#)

7. Informational Reports.

Subject :	7.01 Fort Walla Walla Museum 4th Quarter LTAC Funds Report
Meeting :	Jan 12, 2021 - Electronic City Council Meeting
Category :	7. Informational Reports.
Access :	Public
Type :	Information

File Attachments

[4th Qtr 2020 College Place Report Cover Letter.pdf \(162 KB\)](#)

[4th Qtr 2020 Econ Dev Report-CP.pdf \(32 KB\)](#)

[Supplemental doc - online and offsite reach..pdf \(20 KB\)](#)

Subject : 7.02 Public Works Department Reports
Meeting : Jan 12, 2021 - Electronic City Council Meeting
Category : 7. Informational Reports.
Access : Public
Type : Information

File Attachments

[November, 2020 Water Report.pdf \(19 KB\)](#)
[November, 2020 Public Works Report.pdf \(18 KB\)](#)
[November, 2020 Wastewater Report from Jacobs.pdf \(3,844 KB\)](#)
[December, 2020 Water Report.pdf \(19 KB\)](#)
[December, 2020 Public Works Report.pdf \(17 KB\)](#)

8. Executive Session.

Subject : 8.01 Before convening in executive session, the presiding officer of a governing body shall publicly announce the purpose for excluding the public from the meeting place, and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the presiding officer. RCW 42.30.110 - Executive sessions.

Meeting : Jan 12, 2021 - Electronic City Council Meeting

Category : 8. Executive Session.

Access : Public

Type : Discussion

Public Content

At this time, the City of College Place City Council will adjourn to an executive session for the purpose of:

_(i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency [RCW 42.30.110(i)];.

_(B) Litigation that the agency reasonably believes may be commenced by or against the agency, the governing body, or a member acting in an official capacity;

9. Closing Items.

Subject : 9.01 Adjournments

Meeting : Jan 12, 2021 - Electronic City Council Meeting

Category : 9. Closing Items.

Access :	Public
Type :	Action
Recommended Action :	Motion to adjourn the meeting

Electronic City Council Meeting (Tuesday, December 8, 2020)

Generated by Lisa Neissl on Tuesday, December 8, 2020

PRESENT:

Mayor – Via Web Norma L. Hernández

Council Members – Via Web Jerry Bobbitt, Michael Cleveland, Loren Peterson, Marge Nyhagen, Melodie Selby, Heather Schermann, Byron Trop

City Attorney – Via Web Rea Culwell
Finance Director, Brian Carleton; Deputy Finance Director, DaShari Cinnamon; Police Chief, Troy Tomaras; Community Development Director, Jon Rickard; HR Manager, Shawn Doering;

Staff – Via Web City Clerk, Lisa Neissl; Deputy Clerk; Carolyn Holm

MEMBERS EXCUSED:**MEMBERS ABSENT:****1. Opening Items.**

Procedural: 1.02 Call To Order

Mayor Hernández called the meeting to order at 7:00 PM.

Procedural: 1.03 Pledge of Allegiance

Procedural: 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/her official position as a city employee/elected city official.

Information: 1.05 Public Comment Procedure for Virtual Meetings - Council meetings are primarily structured to permit Council Members to arrive at the decisions necessary to govern the City.

Michael Laizure 275 NE Deccio Rd made a statement regarding parking on Deccio Rd against Resolution 20-049.

Kimberly Toomey 287 NE Deccio Rd made a statement regarding parking on Deccio Rd - safety concerns, too narrow.

Johnna Starcher 275 NE Deccio Rd made a statement regarding parking on Deccio Rd against Resolution 20-049.

Dianna Barnett 268 NE Deccio Rd made a statement regarding the need for street parking on Deccio Rd for the townhomes. Residents not notified of change in advance.

Stephanie Kaping 262 NE Deccio Rd made a statement regarding the need for street parking on Deccio Rd for the townhomes. Residents not notified of change in advance.

Nicole Larson 270 NE Deccio Rd made statement regarding the need for street parking for townhomes on Deccio Rd. Not aware of changes being considered before resolution passed.

2. Consent Agenda.Action (Consent): 2.01 AB 20249 - Approve Agenda for December 8, 2020Action (Consent), Minutes: 2.02 AB 20250 - Approve Council Minutes from November 24, 2020 MeetingAction (Consent), Minutes: 2.03 AB 20251 - Approve Council Workshop Minutes from December 1, 2020Action (Consent): 2.04 AB 20252 - Emergency Medical Services Data Submission AgreementAction (Consent): 2.05 AB 20253 - International Association of Firefighters (IAFF) FY 2021 to 2023 ContractAction (Consent): 2.06 AB 20254 - Grant Agreement & Consultant Selection - Poor Farm Cemetery

Recommended Action: Authorize authorization for the City Administrator to: - Sign the agreement with DAHP accepting the terms of the grant; and - Enter into contract with Western WA University, Geology Department in the amount not to exceed \$12,567.50 (includes a 10% contingency).

Action (Consent): 2.07 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Council by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee

review and recommendation. Documentation concerning these items has been provided to all Council Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Council Member.

Council Member Nyhagen made a motion to approve the consent agenda. Second by Council Member Selby and the motion passed 7-0.

3. Presentations-None.

4. Public Hearings.

Discussion, Information, Procedural: 4.02 AB 20255 - Fiscal Year 2021 Budget Public Hearing - Mr. Carleton gave a presentation on the proposed final budget for Fiscal Year 2021 and answered questions from the Council.

Mayor Hernández opened the public hearing at 7:58 PM

Testimony: The Clerk noted that no one made arrangements to provide testimony written or verbal for this hearing.

Council Member Trop made a motion to close the public hearing at 7:59 PM. Second by Council Member Peterson and the motion passed 7-0.

5. Action Items.

Action: 5.01 AB 20255 - Fiscal Year 2021 Budget Public Hearing - Mr. Carleton offered to answer any additional questions on the proposed budget.

Council Member Trop made a motion to approve Ordinance 20-025 setting the final budget for Fiscal Year 2021. Second by Council Member Nyhagen and the motion passed 7-0.

Action: 5.02 AB 20247 - Administrative Fees Resolution Update - Ms. Cinnamon reviewed the updates to the administrative fees for fiscal year 2021.

Council Member Cleveland made a motion to authorize Resolution No. 20-051 adopting the updated City fees and charges for 2021. Second by Council Member Schermann and the motion passed 7-0.

Action: 5.03 AB 20248 - Misuse of 911, Emergency Response System Ordinance - Chief Tomaras reviewed the proposed ordinance regarding the misuse of the 911 Emergency Response System.

Council Member Peterson made a motion to adopt Ordinance No. 20-026 adding Chapter 8.05 Misuse of the 011 Emergency Management System to the College Place Municipal Code. Second by Council Member Bobbitt and the motion passed 7-0.

Action: 5.04 AB 20256 - Resolution Declaring 2021 Community Events - Ms. Neissl presented a resolution to designate which events will be declared official community events for the City of College Place in fiscal year 2021. Discussion ensued.

Council Member Trop made a motion to approve Resolution No. 20-052 to declare official community events for fiscal year 2021. Second by Council Member Cleveland and the motion passed 7-0.

Action: 5.05 AB 20257 - Modifications to Economic Development Tourism and Events Commission Code - **This item postponed to January**

6. Administrative Reports.

Discussion, Information: 6.01 AB 20258 - Draft Green Tank Irrigation District Consolidation Study - **This item postponed to January**

Discussion, Information: 6.02 AB 20259 - ER&R Allocation Procedure & Policy -

Ms. Cinnamon reviewed the process that the Finance Department uses to allocate funds to the Equipment Repair and Replacement fund on a quarterly basis. She explained that it was the desire of the State Auditor that the process be approved by the City Council.

Discussion ensued. It was noted by several Council Members that this should be an administrative process rather than a council approved policy as it is too deep.

Discussion, Information: 6.03 AB 20260 - Financial Policies - Meals with Meetings Policy -

Mr. Carleton reviewed the proposed meals with meetings policy that was developed in response to a request from the State Auditor.

Discussion ensued.

Discussion, Information: 6.04 AB 20261 - Banner Code - Amendment to Include Nonprofits Corporations Located in the Walla Walla Valley Region -

Mr. Rickard spoke to Council about the need to update the banner code to allow for nonprofits to utilize the banners as well.

Discussion ensued and direction was given.

7. Informational Reports. The following report was included in the packet for review:

Information: 7.01 Police Department Monthly Report

8. Executive Session-None.**9. Closing Items.**

Action: 9.01 Cancellation of December 22, 2020 Council Meeting

Council Member Trop made a motion to cancel the next regular council meeting scheduled for December 22, 2020. Second by Council Member Selby and the motion passed 7-0.

9.02 Adjournments

Council Member Selby made a motion to adjourn the meeting at 8:51 PM. Second by Council Member Cleveland and, with no objection the meeting adjourned.

Approved:

Norma L. Hernández –
Mayor

Attest:

Lisa R. Neissl – City Clerk

The foregoing minutes are the official record of the City Council meeting that occurred December 8, 2020. Further detail may be obtained by reviewing the actual audio recording made during this session.

Electronic City Council Workshop (Tuesday, January 5, 2021)

Generated by Lisa Neissl on Monday, January 4, 2021

PRESENT:

Mayor – Via Web Norma L. Hernández

Council Members – Via Web Jerry Bobbitt, Michael Cleveland, Loren Peterson, Marge Nyhagen, Melodie Selby, Heather Schermann, Byron Trop

Staff – Via Web Administrator, Mike Rizzitiello; Finance Director, Brian Carleton; Police Chief, Troy Tomaras; SEO, Ron Nordman; Fire Marshall, John Boose; Community Development Director, Jon Rickard; City Clerk, Lisa Neissl; Deputy Clerk; Carolyn Holm

MEMBERS EXCUSED:

MEMBERS ABSENT:

1. Opening Items.

Procedural: 1.02 Call To Order

Mayor Hernández called the meeting to order at 5:34 PM.

Procedural: 1.03 Pledge of Allegiance

Procedural: 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/her official position as a city employee/elected city official.

2. Workshop Topics.

Discussion, Information: 2.01 Update on Legislative Activities -

Brian Enslow spoke to Council about the upcoming legislative session. He noted that there is to be expected a learning curve to meeting in the virtual environment for the legislators which will likely reduce the number of matters that have action finalized. He spoke about those larger subjects that will still be addressed such as the budgets, transportation, community policing, etc. He reviewed what he believes will be some of the impacts of the pandemic on budget items.

Discussion ensued and he answered some questions.

Discussion, Information: 2.02 Blue Zones Project, Walla Walla Valley -

Meghan Debolt gave a presentation overview of the Blue Zones Project in the Walla Walla Valley. She spoke about the community transformation process and explained that the WW Valley project is now in the foundation phase which is expected to last around 6 months. She spoke about the importance of committees and how the project is looking to work with established committees in the valley that already work on related subject matter. She introduced the team and gave a little background information.

Discussion ensued and she answered some questions.

Discussion, Information: 2.03 Deccio Rd. Parking Discussion -

Mayor Hernandez requested that Council take a second look at the resolution passed in November regarding parking on SE Deccio Rd. She noted the recommended resolution was forwarded from the Utilities and Transportation Commission; however, there was not a professional consultant involved in the recommendation. Several residents of the South end of Deccio Rd. spoke at public comment during the December 8th council meeting about their displeasure with the resolution.

After considerable discussion, Council requested that Staff and a consultant look at the issue and provide several recommendations to resolve the parking/traffic issue. They also requested that the Clerk work with the City Attorney to determine how to place a "pause" on the implementation of the passed resolution until this study could be done.

Discussion, Information: 2.04 Walla Walla Valley Housing Needs Assessment -

Mr. Rickard gave an overview of the Housing Needs Assessment that was conducted as part of the Walla Walla Regional Housing Action Plan. This plan is a partnership with the City of Walla Walla, City of college Place, City of Dayton, City of Waitsburg, and Walla County. He spoke about the information

provided from the study and how it shows that housing availability and affordability is a challenge in the valley.

Discussion ensued.

Discussion, Information: 2.05 Cascade Natural Gas Franchise -

Mr. Rizzitiello reviewed a proposed 10 year franchise agreement with Cascade Natural Gas and requested Council review as it will be coming forward for action at the next meeting.

Council Member Trop made a motion to adjourn the meeting at 7:27 PM. Second by Council Member Cleveland, and with no objection, the meeting adjourned.

Approved:

Norma L. Hernández –
Mayor

Attest:

Lisa R. Neissl – City Clerk

The foregoing minutes are the official record of the City Council meeting that occurred January 5, 2021. Further detail may be obtained by reviewing the actual audio recording made during this session.

Contract Automobile Request System (CARS)



Create Vehicle Quote

Contract & Dealer Information

Contract #: 05916 - Motor Vehicles [View Contract](#)

Dealer: Northsound Dwayne Lane - W1675

10515 Evergreen Way

Everett WA 98204

Dealer Contact: Mike O'Donnell

Dealer Phone: (425) 551-4905 Ext:

Dealer Email: fleet@dwaynelane.com

Order Code	Vehicle Description	Base Price
2021-0853-001	2021 Dodge Ram 2500 4WD View contract standard specifications	\$27,685.00

Organization Information

Organization: COLLEGE PLACE, CITY OF - 23601

[My org is not listed](#)Email Address: jgoodson@cpwa.us

Final Vehicle Location: COLLEGE PLACE

Internal Notes:

Color Options

Color Name	Qty	
BrightWhiteClearCoat (PW7)	2	Edit
-- Select vehicle color --		Add Color

Tax Exempt: ☐ Yes

Vehicle Options

Order Code	Option Description	Unit Price
☐ 2021-0853-002	INFORMATION ONLY: Upfit Options coming at a later date.	\$0.00
☒ 2021-0853-010	2021 Dodge Ram 2500 Regular Cab Four Wheel Drive (4WD) (DJ7L62) (2GA) (140inch WB, 8ft box) with 6.4L V8 Heavy Duty HEMI with MDS Engine (ESB), 8-Spd Auto 8HP75-LCV Trans (DFX), and 3.73 Axle Ratio (DME).	\$0.00
☐ 2021-0853-011	2021 Dodge Ram 2500 Crew Cab Four Wheel Drive (4WD) (DJ7L91) (2GA) (149inch WB, 6ft 4in box) with 6.4L V8 Heavy Duty HEMI with MDS Engine (ESB), 8-Spd Auto 8HP75-LCV Trans (DFX), and 3.73 Axle Ratio (DME). Includes Power Windows, Door Locks with Remotes, and Power Heated Mirrors.	\$2,990.00
☐ 2021-0853-012	2021 Dodge Ram 2500 Crew Cab Four Wheel Drive (4WD) (DJ7L92) (2GA) (169inch WB, 8ft box) with 6.4L V8 Heavy Duty HEMI with MDS Engine (ESB), 8-Spd Auto 8HP75-LCV Trans (DFX), and 3.73 Axle Ratio (DME). Includes Power Windows, Door Locks with Remotes, and Power Heated Mirrors.	\$3,190.00
☐ 2021-0853-013	2021 Dodge Ram 2500 Regular Cab Four Wheel Drive (4WD) (DJ7L62) (2HA) (140inch WB, 8ft box) with 6.7L I6 Cummins Turbo Diesel Engine (ETL) and 6-Spd Auto 68RFE Trans (DG7).	\$8,800.00
☐ 2021-0853-014	2021 Dodge Ram 2500 Crew Cab Four Wheel Drive (4WD) (DJ7L91) (2HA) (149inch WB, 6ft 4in box) with 6.7L I6 Cummins Turbo Diesel Engine (ETL) and 6-Spd Auto 68RFE Trans (DG7). Includes Power Windows, Door Locks with Remotes, and Power Heated Mirrors.	\$11,790.00
☐ 2021-0853-015	2021 Dodge Ram 2500 Crew Cab Four Wheel Drive (4WD) (DJ7L92) (2HA) (169inch WB, 8ft box) with 6.7L I6 Cummins Turbo Diesel Engine (ETL) and 6-Spd Auto 68RFE Trans (DG7). Includes Power Windows, Door Locks with Remotes, and Power Heated Mirrors.	\$11,990.00
☒ 2021-0853-016	For Reg Cab Only: Tradesman Level 1 Equipment Group (A61): Includes Pwr Windows, Front 1-Touch Down (JPY), Speed Sensitive Power Locks (JPH), Remote Keyless Entry (GXM), Black Exterior Mirrors (LE4), Exterior Mirrors w/Heating Element (NHJ), Power Heated Mirrors, Fold-Away (GT6), Overhead Console (CUN), Overhead Cupholder Lamp (LBT), Upgraded Door Trim Panel (CTY). Only available with Reg Cab.	\$995.00
☐ 2021-0853-017	For Reg Cab Only: Tradesman Level 2 Equipment Group (A6B): Includes Pwr Windows, Front 1-Touch Down (JPY), Speed Sensitive Power Locks (JPH), Remote Keyless Entry (GXM), Black Exterior Mirrors (LE4), Exterior Mirrors w/Heating Element (NHJ), Power Heated Mirrors, Fold-Away (GT6), Cloth 40/20/40 Bench Seat (*V9), 4 Way Front Headrests (CDP), Floor Covering Carpet (CKE), Front Floor Mats (CLA), Rear Sliding Window (GFD), Overhead Console (CUN), Overhead Cupholder Lamp (LBT), Upgraded Door Trim Panel (CTY), SiriusXM Satellite Radio (RSD) with 1-Yr. SiriusXM Radio Service (X9B) and for more info, call 800-643-2112 (X9H). Only available with Reg Cab, requires and includes CLOTH 40/20/40 Bench Seat (*V9).	\$1,695.00
☐ 2021-0853-018	For Crew Cab Only: Tradesman Level 2 Equipment Group (A6B): Includes Cloth 40/20/40 Bench Seat (*V9), Floor Covering Carpet (CKE), Front and Rear Floor Mats (CLE), Rear Power Sliding Window (GFE), Rear Window Defroster (GFA), SiriusXM Satellite Radio (RSD) with 1-Yr. SiriusXM Radio Service (X9B) and for more info call 800-643-2112 (X9H). Only available with Crew Cab, requires and includes CLOTH 40/20/40 Bench Seat (*V9).	\$1,095.00
☐ 2021-0853-019	For Reg Cab Only: Cloth 40/20/40 Bench Seat/Black (*V9/-X9): Includes 40/20/40 Split Bench Seat (CBE), Driver Seat - Manual Adjust 4Way (JVA), Frt Pass Seat - Manual Adjust 4Way (JWA), 4Way Front Headrests (CDP), 2Way Rear Headrest Seat (CSJ), Front Armrest w/Cupholders (CDR). Only available with Reg Cab.	\$95.00
☐ 2021-0853-020	For Crew Cab Only: Cloth 40/20/40 Bench Seat/Black (*V9/-X9): Includes 40/20/40 Split Bench Seat (CBE), Rear Folding Seat (CFM), Driver Seat - Manual Adjust 4Way (JVA), Frt Pass Seat - Manual Adjust 4Way (JWA), 4Way Front Headrests (CDP), 2Way Rear Headrest Seat (CSJ), Front Armrest w/Cupholders (CDR). Only available with Crew Cab.	\$315.00
☐ 2021-0853-021	Power 2-Way Driver Lumbar Adjust (JPE): Includes 4Way Front Headrests (CDP).	\$95.00
☒ 2021-0853-022	Elec Shift On The Fly Transfer Case (DK3).	\$295.00

- ☐ 2021-0853-023 Power Wagon Package (ACE): Only available with Crew Cab 149in WB, 6ft 4in Box (DJ7L91) and Gas Engine 6.4L HD V8 \$7,995.00
HEMI with MDS (2ZA, ESA, DFX). Includes Ram Articulin Suspension (SD1), 17X8.0 Matte Black/Diamond Cut Wheels (WFR), Front Fog Lamps (LNJ), Front Electric Winch (XE5), Black Wheel Center Hub (WMB), Rear Perf Tuned Shock Absorbers (SGC), LT285/70R17D OWL All Terrain Tires (TW2), Bright Rear Bumper (MBF), Front Perf Tuned Shock Absorbers (SFC), Front Disconnecting Stabilizer Bar (SHG), Tru-Lok Front & Rear Axles (DSE), 4.10 Axle Ratio (DMF), Tow Hooks (XEA), Transfer Case Skid Plate Shield (XEF), Fuel Tank Skid Plate Shield (XEE), Hill Descent Control (BNH), Base Engine Controller (NZE), Black Wheel Flares (MMZ), Bright Front Bumper (MCT), Rear Wheelhouse Liners (MWH), GVW Rating - 8,565lbs (Z7M).
- ☐ 2021-0853-024 For Crew Cab Only: Towing Technology Group (AAN): Includes Ctr Stop Lamp w/Cargo View Camera (LPD), Aux Reverse Lamps, Mirror-mounted (LPF), Surround View Camera System (XAK), Blind Spot and Cross Path Detection (XAN), LED Tail Lamps (LAY), Black Premium Power Trailer Tow Mirrors (GU8), Grille-Gloss Black Billets w/Chrm (MFH), Trailer Reverse Guidance (XPU), Convex Aux Mirrors, Power-Adjustable (LFX). Requires Trailer Brake Controller (XHC), UConnect 4 with 8.4in Display (UAM), and Chrome Appearance Group (AMP). Only available with Crew Cab. \$2,525.00
- ☒ 2021-0853-025 Trailer Brake Control (XHC) \$295.00
- ☒ 2021-0853-026 Anti-Spin Differential Rear Axle (DSA). \$445.00
- ☒ 2021-0853-027 4.10 Axle Ratio (DMF). Requires Anti-Spin Differential Rear Axle (DSA). Available with gas engine (ESB) only. \$145.00
- ☐ 2021-0853-028 Snow Chief Group (AD2): Includes Anti Spin Differential Rear Axle (DSA), Transfer Case Skid Plate Shield (XEF), Auxiliary Switches - I/P Mounted (LHL), Clearance Lamps (LNC), LT275/70R18E OWI On/Off Road Tires (TCP), Dash Pass Thru Wire Circuits (BC3), 220 Amp Alternator (BAJ). Requires ONE of the three options: 1) Chrome Appearance Group (AMP), or 2) 18X8.0 Steel Wheels (WBN), or 3) Delete Pickup Box (XBC). \$855.00
- ☐ 2021-0853-029 For Reg Cab Only: Manual Black Trailer Tow Mirrors (GPD): Includes Black Exterior Mirrors (LE4), Trailer Tow Mirrors (LEG). Only available with Reg Cab. \$145.00
- ☐ 2021-0853-030 Power Black Trailer Tow Mirrors (GPG): Includes Black Exterior Mirrors (LE4), Ext Mirrors w/Supplemental Signals (LEB), Exterior Mirrors Courtesy Lamps (LEC), Trailer Tow Mirrors (LEG), Exterior Mirrors w/Heating Element (NHJ). \$195.00
- ☒ 2021-0853-031 Safety Group (AAU): Includes Rain Sensitive Windshield Wipers (JHC), Blind Spot and Cross Path Detection (XAN), Rear View Auto Dim Mirror (GNK), LED Tail Lamps (LAY), Leather Wrapped Steering Wheel (SCV), Ext Mirrors w/Supplemental Signals (LEB), Mirrors-Tow Pwr Adj/Fold/Heat Black (GP1), Steering Wheel Mounted Audio Ctris (RDZ), Exterior Mirrors Courtesy Lamps (LEC), Trailer Tow Mirrors (LEG), Full Speed Fwd Collision Warn Plus (LSU), Exterior Mirrors w/Heating Element (NHJ), Auto High Beam Headlamp Control (LMS), Cluster 7.0inch TFT Color Display (JAL), Mirror Running Lights (LNY), Power-Folding Mirrors (LER), Adaptive Cruise Control w/Stop (NH3), Black Exterior Mirrors (LE4). Requires Trailer Brake Controller (XHC) and with a Reg Cab requires Tradesman Level 1 or 2 Equipment Group (A61 or A6B). \$2,890.00
- ☐ 2021-0853-032 The Blind Spot Monitoring (BSM) and Rear Cross Path Detection (RCPD) systems use sensors to detect other vehicles. BSM will alert you if another vehicle is traveling in one of your blind spots and RCPD will warn you of other vehicles crossing your path when backing up. Blind Spot and Cross Path Detection (XAN): Includes Exterior Mirrors w/Heating Element (NHJ), LED Tail Lamps (LAY), Mirror Running Lights (LNY), Ext Mirrors w/Supplemental Signals (LEB), Power-Folding Mirrors (LER), Mirrors-Tow Pwr Adj/Fold/Heat Black (GP1), Black Exterior Mirrors (LE4), Exterior Mirrors Courtesy Lamps (LEC), Trailer Tow Mirrors (LEG). \$695.00
- ☐ 2021-0853-033 ParkSense Rear Park Assist System (XAA). \$295.00
- ☒ 2021-0853-034 ParkSense FT/RR Park Assist System (XAG): Requires Front Fog Lamps (LNJ). \$395.00
- ☐ 2021-0853-035 Delete Carpet (CK9): Includes Delete Floor Mats (CLB). Requires Tradesman Level 2 Equipment Group (A6B) and requires Cloth 40/20/40 Bench Seat/Black (*V9/-X9). \$0.00
- ☐ 2021-0853-036 For Reb Cab Only: Front Rubber Floor Mats (CLY). \$100.00

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☐ 2021-0853-037 For Crew Cab Only: Front & Rear Rubber Floor Mats (CLF). Only available with Crew Cab.	\$150.00
☐ 2021-0853-038 For Crew Cab Only: 50 Gallon Fuel Tank (NFC). Only available with Crew Cab with 8ft box (DJ7L92).	\$295.00
☐ 2021-0853-039 Uconnect 4 with 8.4 inch Display (UAM): Includes Google Android Auto (RF5), USB Host Flip (RF7), SiriusXM Satellite Radio (RSD), Integrated Center Stack Radio (RTF), 8.4 inch Touchscreen Display (RFL), Integrated Voice Command w/Bluetooth (XRB), Apple Carplay (RFP), GPS Antenna Input (JLP). With Reg Cab requires Tradesman Level 1 or 2 Equipment Group (A6B or A61).	\$795.00
☐ 2021-0853-040 Trailer Camera Wiring/No Camera (XFQ). With Trailer Camera Wiring, you can plug in the Mopar Aux Camera that can be installed on or inside of your trailer. Requires Uconnect 4 with 8.4 inch Display (UAM) and Trailer Brake Control (XHC) and requires one of the 4 options: Towing Technology Group (AAN), Safety Group (AAU), Power Heated Trailer Tow Mirrors (GPG) or Blind Spot and Cross Path Detection (XAN). With Reg Cab requires Tradesman Level 1 (A61) or Tradesman Level 2 Equipment Group (A6B).	\$515.00
☐ 2021-0853-041 6 Speakers (RCG).	\$100.00
☐ 2021-0853-042 Clearance Lamps (LNC).	\$95.00
☐ 2021-0853-043 LED Bedlighting (LPL).	\$165.00
☐ 2021-0853-044 RamBox Cargo Management System (XB9): Only available with Crew Cab 149in WB, 6ft 4in Box (DJ2L91). Includes 400W Inverter (XHR), LED Bed Lighting (LPL), Vendor Painted Cargo Box Tracking (4ZB). Requires Rear Wheelhouse Liners (MWH) and 115V Aux Front Power Outlet (JKV).	\$995.00
☐ 2021-0853-045 RamBox Utility Group (AM8): Only available with Crew Cab 149in WB, 6ft 4in Box (DJ7L91). Includes Truck Bed Cargo Divider (CKX) and 4 Adjustable Cargo Tie-Down Hooks (CL2). Requires RamBox Cargo Management System (XB9) and Rear Wheelhouse Liners (MWH) and 115V Auxiliary Front Power Outlet (JKV).	\$295.00
☐ 2021-0853-046 Bed Utility Group (ANT): Includes Spray in Bedliner (XMF), Bed Step - Deployable (MDN), LED Bed Lighting (LPL). With a Reg Cab requires Tradesman Level 1 or 2 Equipment Group (A61 or A6B).	\$845.00
☐ 2021-0853-047 Spray-In Bedliner (XMF)	\$565.00
☐ 2021-0853-048 Under Rail Box Bedliner (XME)	\$365.00
☐ 2021-0853-049 Tri-Fold Tonneau Cover (CS7)	\$695.00
☐ 2021-0853-050 115V Auxiliary Front Power Outlet (JKV): Includes 400W Inverter (XHR).	\$210.00
☐ 2021-0853-051 Rear Wheelhouse Liners (MWH)	\$195.00
☐ 2021-0853-052 For Reg Cab Only: Rear Sliding Window (GFD). Only available with Reg Cab.	\$195.00
☐ 2021-0853-053 Rear Window Defroster (GFA).	\$195.00
☐ 2021-0853-054 5th Wheel/Gooseneck Towing Prep Group (AHU). Requires Trailer Brake Control (XHC) and requires one of these 4 options: Towing Technology Group (AAN), Safety Group (AAU), Power Heated Trailer Mirrors (GPG), or Blind Spot and Cross Detection (XAN),	\$530.00
☐ 2021-0853-055 Mopar 20K Direct Mnt 5th Wheel Hitch (XML). Requires 5th Wheel/Gooseneck Towing Prep Group (AHU) and requires Trailer Break Control (XHC) and requires one of the following 4 options: Safety Group (AAU), Manual Adjust Trailer Tow Mirrors (GPD), Power Adjustable Trailer Tow Mirrors (GPG) or Blind Spot and Cross Path Detection (XAN).	\$1,075.00
☐ 2021-0853-056 Rear Backup Alarm (XAW).	\$145.00
☐ 2021-0853-057 For Crew Cab Only: Off Road Package (ARC): Includes Off-Road Info Pages (JA8), Front Perf Tuned Shock Absorbers (SFC), Tow Hooks (XEA), Off Road Decal (MEQ), Transfer Case Skid Plate Shield (XEF), Hill Descent Control (BNH), Rear Perf Tuned Shock Absorbers (SGC). Only available with Crew Cab. Requires Chrome Appearance Group (AMP), Snow Chief Group (AD2) and Electronic Shift On The Fly Transfer Case (DK3).	\$495.00

Create Vehicle Quote

☒	2021-0853-058 Protection Group (ADB): Includes TOW Hooks (XEA), Transfer Case Skid Plate Shield (XEF).	\$145.00
☐	2021-0853-059 Special Service Vehicle Group (AAP): Includes Auxiliary Switches - I/P Mounted (LHL), Upfitter Electronic Module (VSIM) (XXS), Dash Pass Thru Wire Circuits (BC3), Tow Hooks (XEA), Transfer Case Skid Plate Shield (XEF), 220 Amp Alternator (BAJ).	\$795.00
☐	2021-0853-060 Heavy Duty Snow Plow Prep Group (AHD): Includes Transfer Case Skid Plate Shield (XEF), 220 Amp Alternator (BAJ).	\$195.00
☐	2021-0853-061 Cold Weather Group (ADE): Includes Engine Block Heater (NHK), Winter Front Grille Cover (XD6). Only available with Diesel engine (ETL).	\$145.00
☒	2021-0853-062 Engine Block Heater (NHK).	\$95.00
☐	2021-0853-063 LT275/70R18E OWL On/Off Road Tires (TCP). Requires 18X8.0 Steel Wheels (WBN).	\$295.00
☐	2021-0853-064 18X8.0 Steel Wheels (WBN): Includes Center Hub (WMU), 18in Steel Spare Wheel (WKN), LT275/70R18E BSW All Season Tires (TCN).	\$295.00
☐	2021-0853-065 Chrome Appearance Group (AMP): Includes Bright Front Bumper (MCT), Grille-Matte Black Mesh with Chrome (MAF), Grille-Surround Chrome (MNQ), Bright Rear Bumper (MBF), LT275/70R18E BSW All Season Tires (TCN), 18X8.0 Steel Chrome Clad Wheels (WBH), 18inch Steel Spare Wheel (WKN).	\$1,095.00
☒	2021-0853-066 Black Tubular Side Steps (MRU).	\$445.00
☐	2021-0853-067 For Reg Cab Only: Chrome Tubular Side Steps (MRT). Available with Reg Cab.	\$495.00
☐	2021-0853-068 For Crew Cab Only: Chrome Cab-Length Flat Side Steps (MRS). Available with Crew Cab only. Requires Chrome Appearance Group (AMP).	\$695.00
☐	2021-0853-069 For Crew Cab Only: Flat Wheel-to-Wheel Side Steps, Chrome (MR5). Available with Crew Cab only. Requires Chrome Appearance Group (AMP).	\$745.00
☒	2021-0853-070 Front Fog Lamps (LNJ).	\$195.00
☒	2021-0853-071 220 Amp Alternator (BAJ).	\$100.00
☐	2021-0853-072 Dual Alternators Rated at 380 Amps (XF5). Only available with Gas engine.	\$395.00
☐	2021-0853-073 Dual Alternators Rated at 440 Amps (XF7). Only available with Diesel engine.	\$395.00
☐	2021-0853-074 Delete Pickup Box (XBC): Includes Bulb Out Detection Defeat for LED (LB6), Delete Spare Tire (TBF), 18X8.0 Steel Wheels (WBN), LT275/70R18E BSW All Season Tires (TCN). Requires Auxilliary Switches (LHL). Not available with Diesel engine.	(\$300.00)
☒	2021-0853-075 Auxilliary Switches, I/P Mounted (LHL).	\$145.00
☐	2021-0853-076 Add Full Size Spare (if Box Delete) (TBE)	\$295.00
☒	2021-0853-077 Upfitter Electronic Module (XXS)	\$345.00
☐	2021-0853-078 DOT Certified Roadside Safety Kit (ACL): Includes Two Red Vinyl Flags (XD7), DOT Fire Extinguisher (XFY), 3 Reflecting Triangles (XWH), Spare Fuses (XFG).	\$195.00
☐	2021-0853-079 RAM Telematics (RFQ): Includes 1 Year Telematics Service (X9R).	\$800.00
☐	2021-0853-080 RAM Telematics 3 year subscription (X9S)	\$960.00
☐	2021-0853-081 RAM Telematics 5 year subscription (X9T)	\$1,920.00
☐	2021-0853-082 Extra Cost-Diamond Black Crystal P/C (PXJ)	\$100.00
☐	2021-0853-083 Extra Cost-Delmonico Red Pearl Coat (PRV)	\$100.00
☐	2021-0853-084 Extra Cost-Hydro Blue Pearl Coat (PBJ)	\$100.00

☐ 2021-0853-085 Extra Cost-Patriot Blue Pearl Coat (PPX)	\$100.00
☐ 2021-0853-086 Extra Cost-Olive Green Pearl Coat (PFP)	\$100.00
☐ 2021-0853-087 Extra Cost-Billet Silver Met ClearCoat (PSC)	\$200.00
☐ 2021-0853-088 Extra Cost-Granite Crystal Met C/C (PAU)	\$200.00
☐ 2021-0853-089 Extra Cost-Maximum Steel Met C/C (PAR)	\$200.00
☐ 2021-0853-090 Extra Cost-RV MatchWalnutBrnMet CC (PUW)	\$200.00
☐ 2021-0853-091 Extra Cost-Low Vol Black Clear Coat (PX8)	\$450.00
☐ 2021-0853-092 Extra Cost-Low Vol Detonator Yellow Clear Coat (PYB)	\$450.00
☐ 2021-0853-093 Extra Cost-Low Vol Light Green (PGC)	\$450.00
☐ 2021-0853-094 Extra Cost-Low Vol Omaha Orange (P62)	\$450.00
☐ 2021-0853-095 Extra Cost-Low Vol School Bus Yellow (PL1)	\$450.00
☐ 2021-0853-096 Extra Cost-Low Vol Timberline Green Pearl Coat (PGW)	\$450.00
☐ 2021-0853-097 Extra Cost-Low Vol Yellow (P63)	\$450.00
☐ 2021-0853-098 Extra Cost-Low Volume New Holland Blue (P72)	\$450.00
☐ 2021-0853-099 Extra Cost-Low Vol Case IH Red (P61)	\$450.00
☐ 2021-0853-200 Dealer installed options 0200-0299	\$0.00
☐ 2021-0853-201 Mud Flaps, Front & Rear (DLR)	\$400.00
☐ 2021-0853-202 Back-up alarm (DLR)	\$250.00
☐ 2021-0853-203 Spotlight 6 inch Clear Lens, Pillar Mounted Leftside (DLR)	\$750.00
☐ 2021-0853-204 Spotlight 6 inch LED Lens, Pillar Mounted Leftside (DLR)	\$900.00
☐ 2021-0853-205 Undercoating (DLR)	\$300.00
☐ 2021-0853-206 Keys, set of 2 instead of 4 (Deduct)	(\$250.00)
☐ 2021-0853-207 Stock Vehicle upcharge, dealer stock vehicle w/all contract required equip, delivery 7 days (DLR)	\$249.00

DISPLAY UPFIT OPTIONS ☐
Quote Totals

		Total Vehicles: 2
		Sub Total: \$69,230.00
		10.1 % Sales Tax: \$6,992.23
		Quote Total: \$76,222.23
Vehicle Menu	Clear Form	Create Quote



Vehicle: 2020 Dodge Ram 2500 4X4 2020-0853-0001

Contract #: 05916 - Pick-up Trucks (2WD - 4WD)

Dealer: Dwayne Lane

Vehicle Standard Specifications And Additional Information

Specification Description	Specification
Base vehicle description: 2020 Ram 2500 Tradesman Reg Cab 4X4, 8ft bed	"DJ7L62, 2ZA"
Engine: 6.4L Heavy Duty V8 HEMI with MDS	Standard
Horsepower/Torque: 410 hp, 429 lbs/ft torque	Standard
GVWR: 10,000lbs	Standard
Average MFG (US Dept of Energy): EPA Estimated MPG as equipped above -- N/A	Standard
Transmission: 8-Speed Auto 8HP75-LCV	Standard
Front Door Lock Cylinders (Driver/Passenger) or Remote Keyless Entry (Qry 4): Manual Door Locks, Manual Windows/set of 4 keys, Base keys, no remotes	Standard
Spare tire (Full Size, Mini Size, No, Available as option): Full Size Spare Tire, 17inch Steel Spare Wheel	Standard
Tire & wheels Tire brand/model/size -- Wheel material & size: Steel Belted Radials, LT245/70R17E BSW All Season Tires, 17X7.5 Steel Styled Wheels	Standard
Tire Chain/Traction Devise Compatible. Describe: Yes	Standard
Seating configuration: 40/20/40 HD Vinyl Split Bench Seat, 4-Way Manual, 4-Way Manual Adjust Driver and Front Pass Seats, 2-Way Rear Headrest Seat	Standard
Flooring material: Vinyl Black	Standard
Battery/Charging system: 730 Amp Maintenance Free Battery/ 180 Amp Alternator	Standard
Fuel Tank Capacity Gallons: 32	Standard
Rear Axle Ratio: 3.73	Standard
Ground Clearance: 8.5 inches	Standard
Skid Plates: Not standard, but available as an extra cost option.	Standard
Air Bags: Advanced Multistage Front Air Bags, Supplemental Side Air Bags, Supplemental Front Seat Side Air Bags, Supplemental Side Curtain Front Air Bags	Standard
Fleet deviations from retail: none	Standard
Regular Cab, 8 ft Box	Standard
Locking Tailgate	Standard
Air Conditioning	Standard
Pushbutton Start	Standard
Tilt Steering Column	Standard
Speed Control	Standard

Var Intermittent Windshield Wipers	Standard
Class V Receiver Hitch	Standard
4- and 7- Pin Wiring Harness	Standard
Man Shift-On-The-Fly Transfer Case	Standard
Conventional Differential Frt Axle	Standard
Conventional Differential Rear Axle	Standard
12V Auxiliary Power Outlet	Standard
Uconnect 3 with 5 inch Display	Standard
5.0 inch touchscreen Display	Standard
Integrated Voice command w/Bluetooth	Standard
Rear View Day/Night Mirror	Standard
ParkView Rear Backup Camera	Standard
Temperature and Compass Gauge	Standard
Media Hub-2 USB, Full Funct, Aux	Standard
Map/Courtesy Lamp	Standard
Rear Lamp	Standard
Black Front Bumper	Standard
Black Rear Bumper	Standard
Cargo and CHMSL Lamp	Standard
Daytime Running Headlamps, Low Beam	Standard
Electronic Stability Control	Standard
Front Heavy Duty Shock Absorbers	Standard
Front Stabilizer Bar	Standard
Rear Heavy Duty Shock Absorbers	Standard
Heavy Duty Suspension	Standard
Anti-Lock 4-Wheel Disc Brakes	Standard
Ready Alert Braking	Standard
Traction Control	Standard
Hill Start Assist	Standard
Rear Fixed Window	Standard
Tinted Winshield Glass	Standard
Factory Warranty: 3 Yr/36,000 and 5 Yr/100,000	Standard
Days to Deliver after receipt of order: 90 to 120 days	Standard

Return to: Pacific Power
650 E Douglas Ave
Walla Walla, WA, 99362

CC#: 11546 WO#: 6942423

RIGHT OF WAY EASEMENT

For value received, ***THE TOWN OF COLLEGE PLACE, a Municipal Corporation of the State of Washington*** ("Grantor"), hereby grants to PacifiCorp, an Oregon corporation, its successors and assigns, ("Grantee"), a perpetual easement for a right of way **10** feet in width and **950** feet in length, more or less, for the construction, reconstruction, operation, maintenance, repair, replacement, enlargement, and removal of Grantee's electric power transmission, distribution and communication lines and all necessary or desirable accessories and appurtenances thereto, including without limitation: supporting towers, poles, props, guys and anchors, including guys and anchors outside of the right of way; wires, fibers, cables and other conductors and conduits therefor; and pads, transformers, switches, vaults and cabinets, along the general course now located by Grantee on, over, across or under the surface of the real property of Grantor in **Walla Walla** County, State of **Washington**, more particularly described as follows and/or shown on Exhibit(s) **A** attached hereto and by this reference made a part hereof:

A portion of:

Beginning at a point on the Northerly line of the right of way of the Walla Walla Valley Railway Company through Section 3 in Township 6 North, of Range 35 East of the Willamette Meridian, said point being 1115.0 feet Northeasterly, measured along the Northerly line of said right of way, from the point of its intersection with the North and South center line of said Section 3, and running thence Northeasterly, along the Northerly line of said right of way, a distance of 250.0 feet; thence Northwesterly, at right angles 250.0 feet; thence Southwesterly at right angles 250.0 feet; thence Southeasterly at right angles 250.0 feet to the point of beginning. Also, an easement for ingress and egress over and across a strip of land 15 feet in width, the Southerly line of which strip coincides with the Northerly line of the right of way of the Walla Walla Valley Railway Company, and which 15 foot strip extends from the Easterly line of the tract hereinabove described Northeasterly along the Northerly line of said Railway right of way to the present existing private roadway; thence continuing along said private roadway in a Southeasterly direction to the North line of County Road No. 86 running through said Section 3.

Parcel No. 350603110002

Together with the right of ingress and egress, for Grantee, its contractors, or agents, to the right of way from adjacent lands of Grantor for all activities in connection with the purposes for which this easement has been granted; and together with the present and (without payment therefor) the future right to keep the right of way and adjacent lands clear of all brush, trees, timber, structures, buildings and other hazards which might endanger Grantee's facilities or impede Grantee's activities.

At no time shall Grantor place, use or permit any equipment, material or vegetation of any kind that exceeds twelve (12) feet in height, light any fires, place or store any flammable materials, on or within the boundaries of the right of way. Subject to the foregoing limitations, the surface of the right of way may be used for other purposes not inconsistent, as defined by the Grantee, with the purposes for which this easement has been granted.

JURY WAIVER. TO THE FULLEST EXTENT PERMITTED BY LAW, EACH OF THE PARTIES HERETO WAIVES ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY IN RESPECT OF LITIGATION DIRECTLY OR INDIRECTLY ARISING OUT OF, UNDER OR IN CONNECTION WITH THIS EASEMENT. EACH PARTY FURTHER WAIVES ANY RIGHT TO CONSOLIDATE, OR TO REQUEST THE CONSOLIDATION OF, ANY ACTION IN WHICH A JURY TRIAL HAS BEEN WAIVED WITH ANY OTHER ACTION IN WHICH A JURY TRIAL CANNOT BE OR HAS NOT BEEN WAIVED. THIS PARAGRAPH WILL SURVIVE THE EXPIRATION OR TERMINATION OF THIS AGREEMENT.

Grantor represents and warrants that it possesses all right, title and interest in and to the right of way area, free and clear of any lien, security interest, encumbrance, claim, license or other restriction that would interfere with Grantee's use of the right of way area for the purposes contemplated hereunder.

The rights and obligations of the parties hereto shall be binding upon and shall benefit their respective heirs, successors and assigns and shall run with the land.

Dated this _____ day of _____, 20____.

City of College Place

By: Norma Hernandez GRANTOR

Its: Mayor

REPRESENTATIVE ACKNOWLEDGEMENT

State of _____ }
County of _____ } SS.

This instrument was acknowledged before me on this ____ day of _____, 2____,

by _____, as _____,
Name of Representative Title of Representative

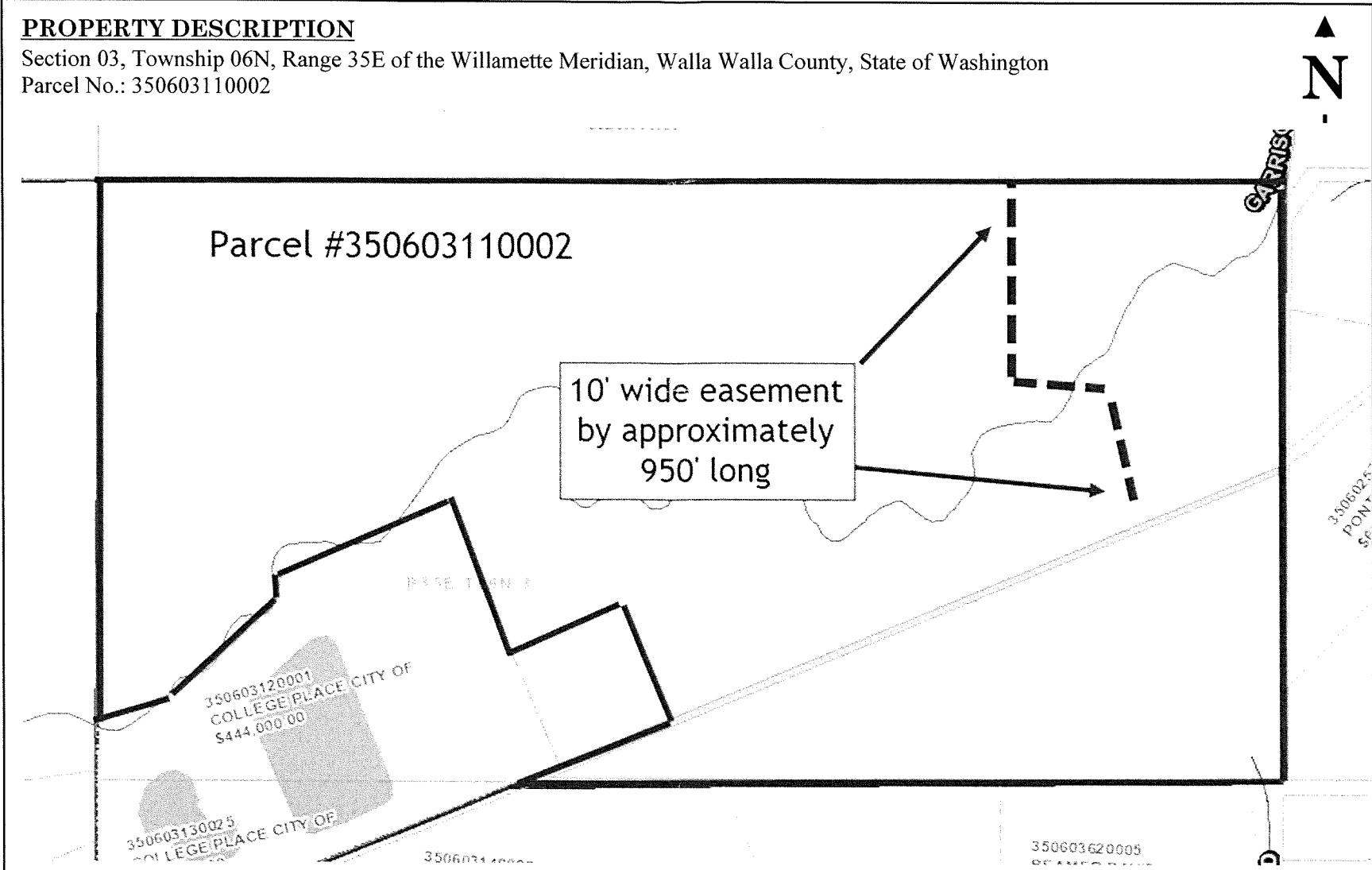
of _____.
Name of Entity on behalf of whom this instrument was executed

Notary Public

My commission expires: _____

PROPERTY DESCRIPTION

Section 03, Township 06N, Range 35E of the Willamette Meridian, Walla Walla County, State of Washington
Parcel No.: 350603110002



CC#: 11546 WO#:6942423 ROW#:

Landowner: City of College Place

Drawn by: Daniel Didyk



This drawing should be used only as a representation of the location of the easement area. The exact location of all structures, lines and appurtenances is subject to change within the boundaries of the described easement area.

Return to: Pacific Power
650 E Douglas Ave
Walla Walla, WA, 99362

CC#: 11546 WO#: 6942423

RIGHT OF WAY EASEMENT

For value received, **THE TOWN OF COLLEGE PLACE, a Municipal Corporation of the State of Washington** ("Grantor"), hereby grants to PacifiCorp, an Oregon corporation, its successors and assigns, ("Grantee"), a perpetual easement for a right of way **10** feet in width and **830** feet in length, more or less, for the construction, reconstruction, operation, maintenance, repair, replacement, enlargement, and removal of Grantee's electric power transmission, distribution and communication lines and all necessary or desirable accessories and appurtenances thereto, including without limitation: supporting towers, poles, props, guys and anchors, including guys and anchors outside of the right of way; wires, fibers, cables and other conductors and conduits therefor; and pads, transformers, switches, vaults and cabinets, along the general course now located by Grantee on, over, across or under the surface of the real property of Grantor in **Walla Walla** County, State of **Washington**, more particularly described as follows and/or shown on Exhibit(s) **A** attached hereto and by this reference made a part hereof:

A portion of:

Beginning at the point of intersection of North and South Center line of Section 35, Township 7 North, Range 35, E., with the Southerly line of the right-of-way of the Walla Walla Valley Railway Co., said point being 954.0 feet South 00° 29' West, measured along said Center line from the center of said Section 35, and run thence South 00° 29' East, along said center line a distance of 171.0 feet; thence North 65° 45' East, a distance of 100.00 feet; thence North 79° 30' East, a distance of 102.50 feet; thence South 80° 30' East, a distance of 5.40 feet; thence North 00° 29' East, a distance of 286.80 feet to a point of the Southerly line of aforesaid right-of-way; thence South 48° 38' West along said Southerly line, a distance of 264.30 feet to the point of beginning. Containing 1.0 Acre. Grantors reserve the right to themselves personally of ingress and egress across the northerly side of said property.

Parcel No. 350734410008

Together with the right of ingress and egress, for Grantee, its contractors, or agents, to the right of way from adjacent lands of Grantor for all activities in connection with the purposes for which this easement has been granted; and together with the present and (without payment therefor) the future right to keep the right of way and adjacent lands clear of all brush, trees, timber, structures, buildings and other hazards which might endanger Grantee's facilities or impede Grantee's activities.

At no time shall Grantor place, use or permit any equipment, material or vegetation of any kind that exceeds twelve (12) feet in height, light any fires, place or store any flammable materials, on or within

the boundaries of the right of way. Subject to the foregoing limitations, the surface of the right of way may be used for other purposes not inconsistent, as defined by the Grantee, with the purposes for which this easement has been granted.

JURY WAIVER. TO THE FULLEST EXTENT PERMITTED BY LAW, EACH OF THE PARTIES HERETO WAIVES ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY IN RESPECT OF LITIGATION DIRECTLY OR INDIRECTLY ARISING OUT OF, UNDER OR IN CONNECTION WITH THIS EASEMENT. EACH PARTY FURTHER WAIVES ANY RIGHT TO CONSOLIDATE, OR TO REQUEST THE CONSOLIDATION OF, ANY ACTION IN WHICH A JURY TRIAL HAS BEEN WAIVED WITH ANY OTHER ACTION IN WHICH A JURY TRIAL CANNOT BE OR HAS NOT BEEN WAIVED. THIS PARAGRAPH WILL SURVIVE THE EXPIRATION OR TERMINATION OF THIS AGREEMENT.

Grantor represents and warrants that it possesses all right, title and interest in and to the right of way area, free and clear of any lien, security interest, encumbrance, claim, license or other restriction that would interfere with Grantee's use of the right of way area for the purposes contemplated hereunder.

The rights and obligations of the parties hereto shall be binding upon and shall benefit their respective heirs, successors and assigns and shall run with the land.

Dated this _____ day of _____, 20____.

City of College Place

By: Norma Hernandez GRANTOR

Its: Mayor

REPRESENTATIVE ACKNOWLEDGEMENT

State of _____ }
County of _____ } SS.

This instrument was acknowledged before me on this _____ day of _____, 2____,

by _____, as _____,
Name of Representative Title of Representative

of _____.
Name of Entity on behalf of whom this instrument was executed

Notary Public

My commission expires: _____

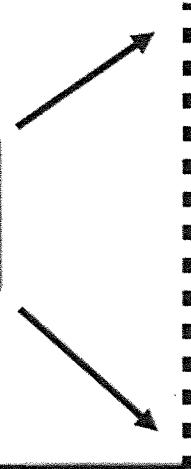
PROPERTY DESCRIPTION

Section 34, Township 07N, Range 35E of the Willamette Meridian, Walla Walla County, State of Washington
Parcel No.: 35073441008



Parcel #350734410008

10' wide easement by
approximately 830' long



CC#: 11546 WO#:6942423 ROW#:

Landowner: City of College Place

Drawn by: Daniel Didyk



This drawing should be used only as a representation of the location of the easement area. The exact location of all structures, lines and appurtenances is subject to change within the boundaries of the described easement area.

(WA Jan2020)
Account #:42562521
Service ID #:027379923
Monthly

Daniel Didyk
C/C: 11546
Request #: 6942423
Contract #:

**GENERAL SERVICE CONTRACT
(1000 KVA OR LESS)
between
PACIFIC POWER
and
COLLEGE PLACE CITY**

This General Service Contract ("Contract"), dated December 17, 2020, is between PacifiCorp, doing business as Pacific Power ("Company"), and **College Place City** ("Customer"), for electric service for Customer's gun range operation at or near 420 Owens Rd Walla Walla, Washington.

The Company's filed tariffs (the "Electric Service Schedules" and the "Electric Service Rules") and the rules of the Washington Utilities and Transportation Commission ("Commission"), as they may be amended from time to time, regulate this Contract and are incorporated in this Contract. In the event of any conflict between this Contract and the Electric Service Schedules or the Electric Service Rules, such schedule and rules shall control. They are available for review at Customer's request.

1. **Delivery of Power.** Company will provide 120/240 volt, single-phase electric service to the Customer facilities.
2. **Contract Demand.** The specified Demand in kVA that Customer requires to meet its load requirement and Company agrees to supply and have available for delivery to Customer, shall be 10 kVA (diversified, based on Customer's submitted load prior to the signing of this Contract). After 36 months of service the maximum demand Company is obligated to have available for delivery shall not be greater than the lesser of: the maximum recorded and billed demand in the previous 36 months, or, the above given diversified demand, unless otherwise agreed in writing in accordance with the terms of this Contract. Within fifteen (15) days of a written request for additional demand, Company shall advise Customer in writing whether the additional power and energy is or can be made available and the conditions on which it can be made available.
3. **Extension Costs.** Company agrees to invest \$7,018.00 (the "Extension Allowance") to fund a portion of the cost of the improvements (the "Improvements") as per tariff. Customer agrees to pay Company the estimated construction costs in excess of the Extension Allowance ("Customer Advance"). Customer has paid for engineering, design, or other advance payment for Company's facilities in the amount of \$0.00, which amount is reflected in the balance due in the Customer selected option below. **(Customer must initial selected option on the blank space at the beginning of the option and pay the balance due given in that option.)**

— **Refund Option.** The total Customer Advance for this work is \$12,626.00, and the **balance due is \$12,626.00**, and Customer remains eligible for refunds. Company will refund part of the Customer Advance if additional customers connect to the Improvements within sixty (60) months of the date the Company is ready to supply service. Company will refund twenty-five percent (25%) of the refundable

Customer Advance allocable to the **shared** Improvements for three additional applicants. The Company will try to inform Customer when a refund is due. However, in the event Company is unable to locate Customer or has not identified that a refund is due, **Customer is responsible for requesting a refund** within twenty-four (24) months of the additional applicant connecting to the Improvements.

— **Contract Administration Credit Option.** Customer chooses to receive a Contract Administration Credit of **\$250 and waives their right to refunds should additional applicants connect to the Improvements.** Accordingly, the **balance due is \$12,376.00.**

4. **Contract Minimum Billing.** Customer agrees to pay a contract minimum billing (the "Contract Minimum Billing") during the first sixty (60) months beginning from the date the Company is ready to supply service. The Contract Minimum Billing shall be the greater of: (1) the **Customer's monthly bill**; or, (2) \$146.85 (the **monthly facilities charge**) plus eighty percent (80%) of the **Customer's monthly bill**. Billings will be based on Rate Schedule No. 24 and superseding schedules. The Company will reduce the minimum charges by the amount of the facilities charges associated with refunds due from additional applicants connecting to the Improvements.
5. **Effective.** This Contract will expire unless Customer signs and returns an original of this Contract along with any required payment to Company within ninety (90) days of the Contract date shown on page 1 of this Contract.
6. **Contract Minimum Billing Term.** This Contract becomes binding when both the Company and Customer have signed it, and will remain in effect for five (5) years following the date when the Company is ready to supply service (the "Term").

In the event Customer terminates service or defaults (which results in termination of service) within the first five (5) years of this Contract, Customer shall be responsible for paying the Contract Minimum Billing for the remainder of the Term.

If Customer is not ready to receive service from Company within one-hundred fifty (150) days of the date Customer signs this Contract, then Company may terminate this Contract. The Customer's Advance will be applied to Company costs incurred for design, permitting and other associated Contract costs. However, if Company has installed Improvements so that Company is ready to supply service, but Customer is not ready to receive service from Company within such one-hundred fifty (150) day period, then the failure of Customer to receive service may be treated as a Customer default, and Customer shall be responsible for paying the Contract Minimum Billing for remainder of the Term.

7. **Customer Obligations.** Customer agrees to:
 - a) Provide legal rights-of-way to Company, at no cost to the Company, using Company's standard forms. This includes rights-of-way on Customer's property and/or third party property and any permits, fees, etc. required to cross public lands;
 - b) Prepare the route to Company's specifications;
 - c) Install all Customer provided trench, conduit, equipment foundations, or excavations for equipment foundations within the legal rights-of-ways; and,
 - d) Comply with all of Company's tariffs, procedures, specifications and requirements.

8. Special Provisions: None

- 9. Underground Facilities.** If service is provided by an underground line extension, Customer will provide, or Company will provide at Customer's expense: all trenching and backfilling, imported backfill material, conduit and duct, and furnish and install all equipment foundations, as designed by the Company. Company may abandon in place any underground cables installed under this Contract that are no longer useful to Company.

Customer warrants that all Customer provided trench and excavations for equipment foundations, and Customer installed conduit and equipment foundations are installed within legal rights-of-way, and conform to the specifications in the Company's Electric Service Requirements Manual, and other specifications as otherwise provided by the Company. In the event Customer fails to comply with the foregoing, Customer shall be liable for the cost to the Company for relocating the facilities within a legal right-of-way, acquiring right-of-way for the Company facilities, repair or replacement of improperly installed conduit or foundations, and paying costs for damages that may arise to any third party as a result of the Company facilities being located outside of a legal right-of-way. The provisions of this paragraph 9 shall survive the termination of this agreement.

- 10. Design, Construction, Ownership and Operation.** The Company shall design, construct, install, and operate the Improvements in accordance with the Company's standards. The Company will own the Improvements, together with the Company's existing electric utility facilities that serve or will serve Customer. Construction of the Improvements shall not begin until (1) both the Company and Customer have executed (signed) this Contract, and (2) all other requirements prior to construction have been fulfilled, such as permits, payments received, inspection, etc. Any delays by the Customer concerning site preparation and right-of-way acquisition or trenching, inspection, permits, etc. may correspondingly delay completion of the Improvements.

The Company warrants that its work in constructing and maintaining the Improvements shall be consistent with prudent utility practices. **THE COMPANY DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE WARRANTY OF MERCHANTABILITY, FITNESS FOR PARTICULAR PURPOSE, AND SIMILAR WARRANTIES.** The Company's liability for breach of warranty, defects in the Improvements, or installation of the Improvements shall be limited to repair or replacement of any non-operating or defective portion of the Improvements or the Company's other electric utility facilities. Under no circumstances shall the Company be liable for other economic losses, including but not limited to consequential damages. The Company shall not be subject to any liability or damages for inability to provide service to the extent that such failure shall be due to causes beyond the reasonable control of the Company.

No other party, including Customer, shall have the right to operate or maintain the Company's electric utility facilities or the Improvements. Customer shall not have physical access to the Company's electric utility facilities or the Improvements and shall engage in no activities on or related to the Company's electric utility facilities or the Improvements.

- 11. Payments.** All bills shall be paid by the date specified on the bill, and late charges shall be imposed upon any delinquent amounts. Company reserves the right to require

customer payments be sent by EDI or wire transfer. If Customer disputes any portion of Customer's bill, Customer shall pay the total bill and shall designate the disputed portion. Company shall decide the dispute within sixty (60) days after Customer's notice of dispute. Any refund Company determines Customer is due shall bear interest at the rate then specified by the Commission or, if no rate is specified, the then effective prime rate as quoted in The Wall Street Journal.

The Company may request deposits from Customer to the extent permitted under the applicable Electric Service Rules and the applicable Electric Service Schedule. In the event of a default by Customer in any of its obligations, the Company may exercise any or all of its rights and remedies with respect to any such deposits.

- 12. Furnishing Information and Deposits.** Customer represents that all information it has furnished or shall furnish to Company in connection with this Contract shall be accurate and complete in all material respects. Company will base its decision with respect to credit, deposits, allowances or any other material matter on information furnished under this section by Customer. Should such information be inaccurate or incomplete, Company shall have the right to revoke or modify this Contract and/or its decision to reflect the determination Company would have made had Company received accurate and complete information. Company may request deposits, for the purpose of guaranteeing payment of electric service bills, as permitted under the Company's Washington Electric Service Rule No. 9.
- 13. Governing Law; Venue.** All provisions of this Contract and the rights and obligations of the parties hereto shall in all cases be governed by and construed in accordance with the laws of the State of Washington applicable to contracts executed in and to be wholly performed in Washington by persons domiciled in the State of Washington. Each party hereto agrees that any suit, action or proceeding in connection with this Contract may only be brought before the Commission, the Federal courts located within the State of Washington, or state courts of the State of Washington, and each party hereby consents to the exclusive jurisdiction of such forums (and of the appellate courts therefrom) in any such suit, action or proceeding.
- 14. Assignment.** The obligations under this Contract are obligations at all times of Customer, and may not be assigned without the Company's consent except in connection with a sale, assignment, lease or transfer of Customer's interest in Customer's facility. Any such assignment also shall be subject to (i) such successor's qualification as a customer under the Company's policies and the Electric Service Rules, the applicable Electric Service Schedule, and (ii) such successor being bound by this Contract and assuming the obligation of Customer from the date of assignment, which may be evidenced by written agreement of such successor or other means acceptable to the Company. The Company may condition this assignment by the posting by the successor of a deposit as permitted under the applicable Electric Service Rules and the applicable Electric Service Schedule.
- 15. Remedies; Waiver.** Either party may exercise any or all of its rights and remedies under this Contract, the applicable Electric Service Rules, the applicable Electric Service Schedule and under any applicable laws, rules and regulations. No provision of this Contract, the Electric Service Rules, or the applicable Electric Service Schedule shall be deemed to have been waived unless such waiver is expressly stated in writing and signed by the waiving party.

16. **Attorneys' Fees.** If any suit or action arising out of or related to this Contract is brought by any party, the prevailing party or parties shall be entitled to recover the costs and fees (including, without limitation, reasonable attorneys' fees, the fees and costs of experts and consultants, copying, courier and telecommunication costs, and deposition costs and all other costs of discovery) incurred by such party or parties in such suit or action, including, without limitation, any post-trial or appellate proceeding, or in the collection or enforcement of any judgment or award entered or made in such suit or action.
17. **Waiver of Jury Trial.** TO THE FULLEST EXTENT PERMITTED BY LAW, EACH OF THE PARTIES HERETO WAIVES ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY IN RESPECT OF LITIGATION DIRECTLY OR INDIRECTLY ARISING OUT OF, UNDER OR IN CONNECTION WITH THIS AGREEMENT. EACH PARTY FURTHER WAIVES ANY RIGHT TO CONSOLIDATE ANY ACTION IN WHICH A JURY TRIAL HAS BEEN WAIVED WITH ANY OTHER ACTION IN WHICH A JURY TRIAL CANNOT BE OR HAS NOT BEEN WAIVED.
18. **Entire Agreement.** This Contract contains the entire agreement of the parties with respect to the subject matter, and replaces and supersedes in their entirety all prior agreements between the parties related to the same subject matter. **This Contract may be modified only by a subsequent written amendment or agreement executed by both parties.**

COLLEGE PLACE CITY

By _____
signature

NAME (type or print legibly) TITLE

DATE

Customer's Mailing Address for Executed Contract

ATTENTION OF

ADDRESS

CITY, STATE, ZIP

EMAIL ADDRESS

PACIFIC POWER

By _____
signature

Randy Swearingin Manager
NAME (type or print legibly) TITLE

DATE

Pacific Power's Mailing Address for Executed Contract

650 East Douglas Ave
ADDRESS

Walla Walla, Wa, 99362
CITY, STATE, ZIP

EMAIL ADDRESS

City of College Place, Washington
RESOLUTION NO. 21-001

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON REGARDING ACCEPTING A STATE COMMUNITY DEVELOPMENT BLOCK GRANT –GENERAL PURPOSE PLANNING CATEGORY FOR \$30,000 TO CONDUCT A DRYWELL STUDY FOR THE CENTRAL COLLEGE PLACE NEIGHBORHOOD.

Whereas, the City of College Place is a non-charter code city governed by the rules and regulations of RCW 35A; and

Whereas, the City successfully pursued a Community Development Block Grant in 2020 to finance a planning study to determine if drywells are a viable stormwater treatment option in the Central College Place neighborhood;

Now therefore, it is hereby resolved by the City Council of the City of College Place, Washington, as follows:

1. Accepts a \$30,000 Community Development Block Grant (CDBG) to finance a drywell feasibility study for the Central College Place neighborhood.

Clerical Corrections. The City Clerk is 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.

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 12th day of January, 2021.

Attest:

Norma L. Hernández, Mayor

Lisa R. Neissl, CMC
City Clerk



Interagency Grant Agreement with

City of College Place

through

Community Development Block Grant (CDBG) Program

General Purpose Grant

For

Stormwater Study

Start date:

Date of Execution

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Attachment A, Scope of Work and Budget

Attachment B, Letter to Incur Costs (if applicable)

FACE SHEET

Contract Number: 20-62210-018

Washington State Department of Commerce Local Government Division Community Assistance and Research Unit CDBG General Purpose Grant

1. Grantee City of College Place 625 S College Ave College Place, WA 99324		2. Grantee Doing Business As (optional) N/A							
3. Grantee Representative Mike Rizzitiello, City Administrator Phone: (509) 394-8506 Email: MRizzitiello@cpwa.us		4. COMMERCE Representative Jeff Hinckle, Project Manager Address: Phone: (360) 725-3060 PO Box 42525 Fax: (360) 586-8440 1011 Plum Street SE jeff.hinckle@commerce.wa.gov Olympia, WA 98504							
5. Grant Amount \$30,000	6. Funding Source Federal: ☒ State: ☐ Other: ☐ N/A: ☐	7. Start Date Date of Execution	8. End Date 1/31/2023						
9. Federal Funds (as applicable) \$30,000	<table style="width: 100%;"> <tr> <td style="width: 33%;">Federal Agency:</td> <td style="width: 33%;">CFDA Number:</td> <td style="width: 34%;">Indirect Rate (if applicable):</td> </tr> <tr> <td>U.S. Department of Housing And Urban Development (HUD)</td> <td>14.228</td> <td>N/A</td> </tr> </table>			Federal Agency:	CFDA Number:	Indirect Rate (if applicable):	U.S. Department of Housing And Urban Development (HUD)	14.228	N/A
Federal Agency:	CFDA Number:	Indirect Rate (if applicable):							
U.S. Department of Housing And Urban Development (HUD)	14.228	N/A							
10. Tax ID # 91-6001412	11. SWV # 0028965-00	12. UBI # 369000564	13. DUNS # 02-741-6270						
14. Grant Purpose Stormwater Study. A full description of the project is in Attachment "A" Scope of Work and Budget.									
15. Signing Statement COMMERCE, defined as the Department of Commerce, and the Grantee, as defined above, acknowledge and accept the terms of this Grant and Attachments and have executed this Grant on the date below to start as of the date and year referenced above and warrant they are authorized to bind their respective agencies. The rights and obligations of both parties to this Grant are governed by this Grant and the following documents hereby incorporated by reference: Grant Terms and Conditions including Attachment "A" – Scope of Work and Budget, Attachment "B" – Letter to Incur Costs (if applicable), and the following documents incorporated herein by reference: Grantee's application for funding and the Community Development Block Grant policies and procedures, prepared by Commerce.									
FOR GRANTEE _____ Michael Rizzitiello, City Administrator City of College Place _____ Date		FOR COMMERCE _____ Mark K. Barkley, Assistant Director Local Government Division _____ Date APPROVED AS TO FORM ONLY BY ASSISTANT ATTORNEY GENERAL 07/17/2019. APPROVAL ON FILE.							

**SPECIAL TERMS AND CONDITIONS
INTERAGENCY GRANT AGREEMENT
FEDERAL FUNDS**

1. DEFINITIONS

- A. "Contractor" and "Grantee" in this Grant, and the term "subrecipient" found in the federal Community Development Block Grant (CDBG) rules and regulations, shall mean the same.
- B. "Low- and moderate-income" shall mean a household income equal to or less than 80 percent of area median income adjusted by family size.
- C. "Subgrantee/Subcontract" shall mean one not in the employment of the Grantee, who is performing all or part of those services under this Grant under a separate Grant with the Grantee. The terms "subgrantee" and "subcontractors" mean subcontractor(s) in any tier.
- D. "Subrecipient" shall mean a non-federal entity that expends federal awards received from a pass-through entity to carry out a federal program, but does not include an individual that is a beneficiary of such a program. It also excludes vendors that receive federal funds in exchange for goods and/or services in the course of normal trade or commerce.

2. AUTHORITY

COMMERCE and Grantee enter into this Contract pursuant to the authority granted by the Interlocal Cooperation Act, Chapter 39.34 RCW.

3. ACKNOWLEDGMENT OF FEDERAL FUNDS

Federal Award Date: July 22, 2020
Federal Award Identification Number (FAIN): B-20-DC-53-0001
Total amount of the federal award: \$13,140,680
Awarding official: John W. Peters, HUD CPD Director

The Grantee agrees that any publications (written, visual, or sound) but excluding press releases, newsletters, and issue analyses, issued by the Grantee describing programs or projects funded in whole or in part with federal funds under this Contract, shall contain the following statements:

"This project was supported by Grant No. B-20-DC-53-0001 awarded by the U.S. Department of Housing and Urban Development (HUD). Points of view in this document are those of the author and do not necessarily represent the official position or policies of HUD. Grant funds are administered by the Community Development Block Grant Program, Washington State Department of Commerce."

4. ACQUISITION AND DISPOSITION OF ASSETS

The Grantee will account for any tangible personal property acquired or improved with this Grant.

The use and disposition of real property and equipment under this Grant will be in compliance with the requirements of all applicable federal law and regulation, including but not limited to 24 CFR Part 84 and 24 CFR Part 570.489, 570.502, 570.503, 570.504, and 570.505 as applicable, which include but are not limited to the following:

Real property that was acquired or improved, in whole or in part, with funds under this Grant in excess of \$25,000 shall be used to meet one of the CDBG national objectives for ten (10) years after the Grant is closed. Any exception must be made with COMMERCE approval and the Grantee will be responsible to pay COMMERCE an amount equal to the current fair market value of the property less any portion of the value attributable to expenditures of non-CDBG funds for acquisition of or improvement to the property. Such payment from the disposition of real property acquired with this Grant within ten (10) years of closeout of the Grant shall be treated as CDBG Program Income.

In cases in which equipment acquired in whole or in part with funds under this Grant is sold, the proceeds will be CDBG Program Income.

**SPECIAL TERMS AND CONDITIONS
INTERAGENCY GRANT AGREEMENT
FEDERAL FUNDS**

5. AUDIT

If the Grantee is a subrecipient and expends \$750,000 or more in federal awards from any and/or all sources in any fiscal year, the Grantee shall procure and pay for a single audit or a program-specific audit for that fiscal year. Upon completion of each audit, the Grantee shall:

- A. Submit to COMMERCE the reporting package specified in OMB Super Circular 2 CFR 200.501, reports required by the program-specific audit guide (if applicable), and a copy of any management letters issued by the auditor.
- B. Submit to COMMERCE follow-up and developed corrective action plans for all audit findings.

If the Grantee is a subrecipient and expends less than \$750,000 in federal awards from any and/or all sources in any fiscal year, the Grantee shall notify COMMERCE they did not meet the single audit requirement.

The Grantee shall send all single audit documentation to auditreview@commerce.wa.gov.

6. BILLING PROCEDURES AND PAYMENT

COMMERCE will pay Grantee upon acceptance of services provided and receipt of properly completed invoices, which shall be submitted to the Representative for COMMERCE Representative on a Washington State Invoice Voucher form not more often than monthly.

The invoices shall describe and document, to COMMERCE's satisfaction, a description of the work performed, the progress of the project, and fees. The invoice shall include the Contract Number identified on the Face Sheet of this Grant. If expenses are invoiced, provide a detailed breakdown of each type.

Payment shall be considered timely if made by COMMERCE within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the Grantee.

COMMERCE may, in its sole discretion, terminate the Grant or withhold payments claimed by the Grantee for services rendered if the Grantee fails to satisfactorily comply with any term or condition of this Grant, including completion of the Environmental Review and the release of funds (if applicable).

No payments in advance or in anticipation of services or supplies to be provided under this Grant shall be made by COMMERCE.

COMMERCE shall not release the final five (5) percent of the total grant amount until acceptance by COMMERCE of project completion.

Duplication of Billed Costs

The Grantee shall not bill COMMERCE for services performed under this Agreement, and COMMERCE shall not pay the Grantee, if the Grantee is entitled to payment or has been or will be paid by any other source, including grants, for that service.

Disallowed Costs

The Grantee is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors/subrecipient.

7. CLOSEOUT

COMMERCE will advise the Grantee to initiate closeout procedures when there are no impediments to closing and the following criteria have been met or soon will be met:

- A. All costs have been incurred with the exception of closeout costs and any unsettled third-party claims against the Grantee. Costs are incurred when goods and services are received or contract work is performed.
- B. The Grantee has held a public hearing to review program performance.
- C. The Grantee has submitted the Contract Closeout Report. Failure to submit a report will not preclude COMMERCE from effecting closeout if it is deemed to be in the state's interest. Any excess grant

**SPECIAL TERMS AND CONDITIONS
INTERAGENCY GRANT AGREEMENT
FEDERAL FUNDS**

amount in the Grantee's possession shall be returned in the event of failure to finish or update the report.

- D. Other responsibilities of the Grantee under this Grant and applicable laws and regulations appear to have been carried out satisfactorily or there is no further state interest in keeping this Grant open for the purpose of securing performance.

8. COMPENSATION

COMMERCE shall pay an amount not to exceed the amount identified on the Face Sheet of this Grant for the performance of all things necessary for or incidental to the performance of work as set forth in Attachment A, Scope of Work and Budget incorporated herein, and by reference the Grantee's application for funding.

Grantee shall receive reimbursement for travel and other expenses as authorized in advance by COMMERCE as reimbursable. Grantee shall receive compensation for travel expenses at current state travel reimbursement rates

9. DEBARMENT

- A. Grantee, defined as the primary participant and its principals, certifies by signing these General Terms and Conditions that to the best of its knowledge and belief that they:
- i. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
 - ii. Have not within a three-year period preceding this Grant, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
 - iii. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of federal Executive Order 12549; and
 - iv. Have not within a three-year period preceding the signing of this Grant had one or more public transactions (Federal, State, or local) terminated for cause of default.
- B. Where the Grantee is unable to certify to any of the statements in this Grant, the Grantee shall attach an explanation to this Grant.
- C. The Grantee agrees by signing this Grant that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by COMMERCE.
- D. The Grantee further agrees by signing this Grant that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," as follows, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

LOWER TIER COVERED TRANSACTIONS

- a. The lower tier Grantee certifies, by signing this Grant that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
 - b. Where the lower tier Grantee is unable to certify to any of the statements in this Grant, such contractor shall attach an explanation to this Grant.
- E. The terms **covered transaction, debarred, suspended, ineligible, lower tier covered transaction, person, primary covered transaction, principal, and voluntarily excluded**, as used in this section,

**SPECIAL TERMS AND CONDITIONS
INTERAGENCY GRANT AGREEMENT
FEDERAL FUNDS**

have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact COMMERCE for assistance in obtaining a copy of these regulations.

10. ENVIRONMENTAL REVIEW

General Purpose, Housing Enhancement, and Economic Opportunity Grants

Funding in excess of the amount stipulated in **Attachment B, Letter to Incur Costs**, shall not be released to a Grantee by COMMERCE until the following conditions implementing 24 CFR part 58 are met:

- A. The Grantee must complete an environmental review of the project and make a finding of environmental impact. A notice of this finding must be published along with a notice of the Grantee's intent to request release of funds for the project unless the project is exempt from the publication requirements as described. The Grantee must allow a seven (7) or fifteen (15) day period for public review and comment following publication of the notices unless exempt under the National Environmental Policy Act (NEPA) and the Washington State Environmental Policy Act (SEPA). When this review and comment period expires, the Grantee may, after considering any comments received, submit a request for release of funds to COMMERCE. Upon receipt of the request, COMMERCE must allow a fifteen (15) day period for public review and comment. When COMMERCE's public review and comment period expires, COMMERCE may, after considering any comments received, formally notify the Grantee in writing of the release of federal funds for the project.
- B. This special condition is satisfied when the Grantee completes the environmental review and request for release of funds from COMMERCE. The special condition is effectively removed on the date COMMERCE provides the Grantee with written notice of release of funds.

Planning-Only Activities and Public Services Activities

Funding shall not be released to a Planning-Only Activities or Public Services Activities recipient until the following conditions are met: The Grantee assures that assisted activities are exempt under NEPA (24 CFR 58.34) and categorically exempt under SEPA (RCW 43.21C.110). The Grantee further assures that the activities do not come under the purview of any other federal, state, and known local environmental laws, statutes, regulations or executive orders. In addition, the Grantee assures it will document, in writing, its determination that each activity or project is exempt and meets the conditions specified for such exemption under (NEPA) 24 CFR 58.34(3) (for Planning-Only) or 58.34(4) (for Public Services) and (SEPA) WAC 197-11-800.

11. INDIRECT COSTS

The Grantee shall provide their indirect cost rate that has been negotiated between their entity and the federal government. If no such rate exists a *de minimis* indirect cost rate of 10% of modified total direct costs (MTDC) will be used.

12. GRANT MANAGEMENT

The Representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Contract.

The Representative for COMMERCE and their contact information are identified on the Face Sheet of this Grant.

The Representative for the Grantee and their contact information are identified on the Face Sheet of this Grant.

13. HISTORICAL OR CULTURAL ARTIFACTS, HUMAN REMAINS

In the event that historical or cultural artifacts are discovered at the project site during construction or rehabilitation, the Grantee shall immediately stop construction and notify the local historical preservation officer and the state historic preservation officer at the Department of Archaeology and Historic Preservation (DAHP) at (360) 586-3065. If human remains are discovered, the Grantee shall stop work, report the presence and location of the remains to the coroner and local law enforcement immediately, and contact DAHP and the concerned tribe's cultural staff or committee.

**SPECIAL TERMS AND CONDITIONS
INTERAGENCY GRANT AGREEMENT
FEDERAL FUNDS**

14. INSURANCE

All self-insured risk management programs or self-insured/liability pool financial reports must comply with Generally Accepted Accounting Principles (GAAP) and adhere to accounting standards promulgated by:

- i. Governmental Accounting Standards Board (GASB),
- i. Financial Accounting Standards Board (FASB), and
- ii. The Washington State Auditor's annual instructions for financial reporting.

Grantees participating in joint risk pools shall maintain sufficient documentation to support the aggregate claim liability information reported on the balance sheet. The State of Washington, its agents, and employees need not be named as additional insured under a self-insured property/liability pool, if the pool is prohibited from naming third parties as additional insured.

Unemployment and Industrial Insurance. The Grantee shall be in full compliance with all state unemployment and industrial insurance laws while performing work under this Contract. Commerce will not be responsible for payment of industrial insurance premiums or for any other claim or benefit for the Grantee, or any subcontractor or employee of the Grantee, which might arise under the industrial insurance laws during performance of this Contract.

Protection of Project Property, Grantee's Assumption of Risk. The Grantee shall continuously maintain adequate protection of all the project work from damage and shall protect the property from injury or loss arising in connection with this Contract. The entire work of the Grantee shall be at the sole risk of the Grantee. The Grantee may elect to secure fire, extended coverage, and vandalism insurance or all-risk insurance to cover the project work during the course of construction. The Grantee shall take all necessary precautions for the safety of its employees working on the project, and shall comply with all applicable provisions of federal, state, and local safety laws and building codes to prevent accidents or injuries to persons, on, about, or adjacent to the premises where the work is being performed.

15. LAWS

The Grantee shall comply with all applicable laws, ordinances, codes, regulations, and policies of local, state, and federal governments, as now or hereafter amended, including,

- Housing and Community Development Act of 1974.
- CDBG regulations in 24 CFR Part 570.
- 2 CFR 200.

16. PERFORMANCE REPORTING

The Grantee, at such times and in such forms as COMMERCE may require, shall furnish periodic progress and performance reports pertaining to the activities undertaken pursuant to this Contract. These reports may include environmental review records, publication affidavits, procurement and contracting records, documentation of compliance with federal civil rights requirements, job creation records, program income reports, reports of the costs and obligations incurred in connection therewith, the final closeout report, and any other matters covered by this Grant. Activities funded by this Grant providing income-qualified direct assistance or direct services under the limited clientele, housing, or job creation CDBG National Objectives, must submit quarterly beneficiary reports as furnished by COMMERCE. Failure to submit these reports may result in COMMERCE withholding payment or terminating this Contract.

17. PROGRAM INCOME

Program income, as defined in 24 CFR 570.489(e), retains federal identity and will be used before drawing additional CDBG funds to complete activities included in the Scope of Work and Budget. The Grantee must maintain records of program income received and expended, and annually report program income received after closeout of this Grant. Program Income shall be used to continue the same activities to benefit low- and moderate-income persons or, with COMMERCE approval, for other activities to benefit low- and moderate-income persons. Interest earned in excess of \$100 on CDBG funds received to reimburse incurred costs must be remitted to COMMERCE for return to the U.S. Treasury.

**SPECIAL TERMS AND CONDITIONS
INTERAGENCY GRANT AGREEMENT
FEDERAL FUNDS**

18. SUBCONTRACTOR DATA COLLECTION

Grantee will submit reports, in a form and format to be provided by Commerce and at intervals as agreed by the parties, regarding work under this Agreement performed by subcontractors and the portion of funds expended for work performed by subcontractors, including but not necessarily limited to minority-owned, woman-owned, and veteran-owned business subcontractors. "Subcontractors" shall mean subcontractors of any tier.

19. SUBCONTRACTS FOR ENGINEERING SERVICES

Engineering firms must certify that they are authorized to do business in the state of Washington and are in full compliance with the requirements of the Board of Professional Registration. The Grantee shall require that engineering services providers be covered by errors and omissions insurance. The engineering firm shall maintain minimum limits of no less than \$1,000,000 per occurrence to cover all activities by the engineering firm and licensed staff employed or under contract to the engineering firm. The state of Washington, its agents, officers, and employees need not be named as additional insureds under this policy.

20. ORDER OF PRECEDENCE

In the event of an inconsistency in this Grant, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes and regulations
- Special Terms and Conditions
- General Terms and Conditions
- Attachment A – Scope of Work and Budget
- Attachment B – Letter to Incur Cost, if applicable
- Grantee's application for funding and the Community Development Block Grant policies and procedures, prepared by Commerce as incorporated by reference on the Face Sheet

**GENERAL TERMS AND CONDITIONS
INTERAGENCY AGREEMENT
FEDERAL FUNDS**

1. DEFINITIONS

As used throughout this Grant, the following terms shall have the meaning set forth below:

- A. "Authorized Representative" shall mean the Director and/or the designee authorized in writing to act on the Director's behalf.
- B. "COMMERCE" shall mean the Department of Commerce.
- C. "Grant" or "Agreement" means the entire written agreement between COMMERCE and the Grantee, including any attachments, documents, or materials incorporated by reference. E-mail or facsimile transmission of a signed copy of this contract shall be the same as delivery of an original.
- D. "Grantee" shall mean the entity identified on the face sheet performing service(s) under this Grant, and shall include all employees and agents of the Grantee.
- E. "Personal Information" shall mean information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers.
- F. "State" shall mean the state of Washington.
- G. "Subgrantee/Subcontract" shall mean one not in the employment of the Grant, who is performing all or part of those services under this Grant under a separate Grant with the Contractor. The terms "subgrantee" and "subcontractors" mean subcontractor(s) in any tier.

2. ALL WRITINGS CONTAINED HEREIN

This Grant contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Grant shall be deemed to exist or to bind any of the parties hereto.

3. AMENDMENTS

This Grant may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

4. ASSIGNMENT

Neither this Grant, work thereunder, nor any claim arising under this Grant, shall be transferred or assigned by the Grantee without prior written consent of COMMERCE.

5. CONFIDENTIALITY AND SAFEGUARDING OF INFORMATION

- A. "Confidential Information" as used in this section includes:
 - i. All material provided to the Grantee by COMMERCE that is designated as "confidential" by COMMERCE;
 - ii. All material produced by the Grantee that is designated as "confidential" by COMMERCE; and
 - iii. All personal information in the possession of the Grantee that may not be disclosed under state or federal law.
- B. The Grantee shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The Grantee shall use Confidential Information solely for the purposes of this Grant and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of COMMERCE or as may be required by law. The Grantee shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or federal laws related thereto. Upon request, the Grantee shall provide COMMERCE with its policies and procedures on confidentiality. COMMERCE may require changes to such policies and procedures as they apply to this Grant whenever COMMERCE reasonably determines that changes are necessary to prevent unauthorized disclosures. The

**GENERAL TERMS AND CONDITIONS
INTERAGENCY AGREEMENT
FEDERAL FUNDS**

Grantee shall make the changes within the time period specified by COMMERCE. Upon request, the Grantee shall immediately return to COMMERCE any Confidential Information that COMMERCE reasonably determines has not been adequately protected by the Grantee against unauthorized disclosure.

- C. Unauthorized Use or Disclosure. The Grantee shall notify COMMERCE within five (5) working days of any unauthorized use or disclosure of any confidential information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

6. COPYRIGHT

Unless otherwise provided, all Materials produced under this Grant shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by COMMERCE. COMMERCE shall be considered the author of such Materials. In the event the Materials are not considered "works for hire" under the U.S. Copyright laws, the Grantee hereby irrevocably assigns all right, title, and interest in all Materials, including all intellectual property rights, moral rights, and rights of publicity to COMMERCE effective from the moment of creation of such Materials.

"Materials" means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. "Ownership" includes the right to copyright, patent, register and the ability to transfer these rights.

For Materials that are delivered under the Grant, but that incorporate pre-existing materials not produced under the Grant, the Grantee hereby grants to COMMERCE a nonexclusive, royalty-free, irrevocable license (with rights to sublicense to others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Grantee warrants and represents that the Grantee has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to COMMERCE.

The Grantee shall exert all reasonable effort to advise COMMERCE, at the time of delivery of Materials furnished under this Grant, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Grant. The Grantee shall provide COMMERCE with prompt written notice of each notice or claim of infringement received by the Grantee with respect to any Materials delivered under this Grant. COMMERCE shall have the right to modify or remove any restrictive markings placed upon the Materials by the Grantee.

7. DISPUTES

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, Agreement terms and applicable statutes and rules and make a determination of the dispute. The Dispute Board shall thereafter decide the dispute with the majority prevailing. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

8. GOVERNING LAW AND VENUE

This Grant shall be construed and interpreted in accordance with the laws of the state of Washington, and any applicable federal laws, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

9. INDEMNIFICATION

Each party shall be solely responsible for the acts of its employees, officers, and agents.

10. LICENSING, ACCREDITATION AND REGISTRATION

The Grantee shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this Grant.

**GENERAL TERMS AND CONDITIONS
INTERAGENCY AGREEMENT
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11. RECAPTURE

In the event that the Grantee fails to perform this Grant in accordance with state laws, federal laws, and/or the provisions of this Grant, COMMERCE reserves the right to recapture funds in an amount to compensate COMMERCE for the noncompliance in addition to any other remedies available at law or in equity.

Repayment by the Grantee of funds under this recapture provision shall occur within the time period specified by COMMERCE. In the alternative, COMMERCE may recapture such funds from payments due under this Grantee.

12. RECORDS MAINTENANCE

The Grantee shall maintain books, records, documents, data and other evidence relating to this Grant and performance of the services described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Grantee.

The Grantee shall retain such records for a period of six (6) years following the date of final payment. At no additional cost, these records, including materials generated under the Grant, shall be subject at all reasonable times to inspection, review or audit by COMMERCE, personnel duly authorized by COMMERCE, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

13. SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Grant and prior to normal completion, COMMERCE may suspend or terminate the Grant under the "Termination for Convenience" clause, without the ten calendar day notice requirement. In lieu of termination, the Grant may be amended to reflect the new funding limitations and conditions.

14. SEVERABILITY

The provisions of this Grant are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the Grant.

15. SUBGRANTING/SUBCONTRACTING

The Grantee may only subcontract work contemplated under this Grant if it obtains the prior written approval of COMMERCE.

If COMMERCE approves subcontracting, the Grantee shall maintain written procedures related to subcontracting, as well as copies of all subcontracts and records related to subcontracts. For cause, COMMERCE in writing may: (a) require the Grantee to amend its subcontracting procedures as they relate to this Grant; (b) prohibit the Grantee from subcontracting with a particular person or entity; or (c) require the Grantee to rescind or amend a subcontract.

Every subcontract shall bind the Subgrantee to follow all applicable terms of this Grant. The Grantee is responsible to COMMERCE if the Subgrantee fails to comply with any applicable term or condition of this Grant. The Grantee shall appropriately monitor the activities of the Subgrantee to assure fiscal conditions of this grant. In no event shall the existence of a subcontract operate to release or reduce the liability of the Grantee to COMMERCE for any breach in the performance of the Grantee's duties.

Every subcontract shall include a term that COMMERCE and the State of Washington are not liable for claims or damages arising from a Subgrantee's performance of the subcontract.

**GENERAL TERMS AND CONDITIONS
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16. SURVIVAL

The terms, conditions, and warranties contained in this Grant that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Grant shall so survive.

17. TERMINATION FOR CAUSE

In the event COMMERCE determines the Grantee has failed to comply with the conditions of this Grant in a timely manner, COMMERCE has the right to suspend or terminate this contract. Before suspending or terminating the Grant, COMMERCE shall notify the Grantee in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the Grant may be terminated or suspended.

In the event of termination or suspension, the Grantee shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original Grant and the replacement or cover Grant and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.

COMMERCE reserves the right to suspend all or part of the Grant, withhold further payments, or prohibit the Grantee from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the GRANTEE or a decision by COMMERCE to terminate the grant. A termination shall be deemed a "Termination for Convenience" if it is determined that the Grantee: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of COMMERCE provided in this Grant are not exclusive and are in addition to any other rights and remedies provided by law.

18. TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Grant, COMMERCE may, by ten (10) business days written notice, beginning on the second day after the mailing, terminate this Grant, in whole or in part. If this Grant is so terminated, COMMERCE shall be liable only for payment required under the terms of this Grant for services rendered or goods delivered prior to the effective date of termination.

19. TERMINATION PROCEDURES

Upon termination of this Grant, COMMERCE, in addition to any other rights provided in this contract, may require the Grantee to deliver to COMMERCE any property specifically produced or acquired for the performance of such part of this Grant as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

COMMERCE shall pay to the Grantee the agreed upon price, if separately stated, for completed work and services accepted by COMMERCE, and the amount agreed upon by the Grantee and COMMERCE for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services that are accepted by COMMERCE, and (iv) the protection and preservation of property, unless the termination is for default, in which case the Authorized Representative shall determine the extent of the liability of COMMERCE. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this contract. COMMERCE may withhold from any amounts due the Grantee such sum as the Authorized Representative determines to be necessary to protect COMMERCE against potential loss or liability.

The rights and remedies of COMMERCE provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

After receipt of a notice of termination, and except as otherwise directed by the Authorized Representative, the Grantee shall:

- A.** Stop work under the Grant on the date, and to the extent specified, in the notice;
- B.** Place no further orders or subgrants/subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the Grant that is not terminated;

**GENERAL TERMS AND CONDITIONS
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- C. Assign to COMMERCE, in the manner, at the times, and to the extent directed by the Authorized Representative, all of the rights, title, and interest of the Grantee under the orders and subgrants/subcontracts so terminated, in which case COMMERCE has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subgrants/subcontracts;
- D. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Authorized Representative to the extent the Authorized Representative may require, which approval or ratification shall be final for all the purposes of this clause;
- E. Transfer title to COMMERCE and deliver in the manner, at the times, and to the extent directed by the Authorized Representative any property which, if the Grant had been completed, would have been required to be furnished to COMMERCE;
- F. Complete performance of such part of the work as shall not have been terminated by the Authorized Representative; and
- G. Take such action as may be necessary, or as the Authorized Representative may direct, for the protection and preservation of the property related to this Grant, which is in the possession of the Grantee and in which the Authorized Representative has or may acquire an interest.

20. TREATMENT OF ASSETS

Title to all property furnished by COMMERCE shall remain in COMMERCE. Title to all property furnished by the Grantee, for the cost of which the Grantee is entitled to be reimbursed as a direct item of cost under this Grant, shall pass to and vest in COMMERCE upon delivery of such property by the Grantee. Title to other property, the cost of which is reimbursable to the Grantee under this Grant, shall pass to and vest in COMMERCE upon (i) issuance for use of such property in the performance of this Grant, or (ii) commencement of use of such property in the performance of this Grant, or (iii) reimbursement of the cost thereof by COMMERCE in whole or in part, whichever first occurs.

- A. Any property of COMMERCE furnished to the Grantee shall, unless otherwise provided herein or approved by COMMERCE, be used only for the performance of this contract.
- B. The Grantee shall be responsible for any loss or damage to property of COMMERCE that results from the negligence of the Grantee or which results from the failure on the part of the Grantee to maintain and administer that property in accordance with sound management practices.
- C. If any COMMERCE property is lost, destroyed or damaged, the Grantee shall immediately notify COMMERCE and shall take all reasonable steps to protect the property from further damage.
- D. The Grantee shall surrender to COMMERCE all property of COMMERCE prior to settlement upon completion, termination or cancellation of this contract

All reference to the Grantee under this clause shall also include Grantee's employees, agents or Subgrantees/Subcontractors.

21. WAIVER

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Grant unless stated to be such in writing and signed by Authorized Representative of COMMERCE.

ATTACHMENT A — SCOPE OF WORK AND BUDGET**Grantee: City of College Place****Contract No. 20-62210-018****Section A: Project Description / Deliverable**

The city of College Place is awarded a \$30,000 CDBG General Purpose Grant to complete a stormwater management feasibility study. The project will result in a tool that will assess the feasibility of drywell-based, small-scale distribution infiltration systems and determine their viability as an effective stormwater management method.

Major components of the planning project include evaluation of potential sites, drilling and assessing test wells, cost estimates of acquiring and/or developing potential sites throughout the two census block areas comprising the College Place corridor. Total project costs are estimated at \$40,000 with funding from the city of College Place (\$10,000). The project will provide an area benefit to the College Place service area consisting of approximately 3,653 persons with 57.9 percent having low- and moderate-incomes based on HUD's Census data.

Section B: Project Activities, Milestones and Budget

CDBG Budget Code	Budget Amount	Project Activities *Must complete each bulleted project activity to meet the corresponding milestone.	Performance Milestones
21A General Admin.	\$0	- Execute grant contract with Commerce. - Establish administrative, financial, reporting, and record keeping systems.	Before first payment request
		Payment requests: - Review project costs and invoices against project budget and contract start date. - Once costs are approved, prepare and submit payment request to Commerce. - Document receipt of grant funds and reimbursement of eligible costs.	Not more than monthly First payment request within 270 days from contract execution.
		Complete applicable civil rights requirements.	No later than 6 months after contract start date
		- Planning activities are complete. - Resolve all monitoring issues with CDBG - Conduct a final public hearing to review project performance. - Submit plan to Commerce. - Submit a CDBG Contract Closeout Report.	Before requesting final 5% of CDBG award
		List CDBG expenditures in your annual Schedule of Expenditures of Federal Awards and arrange an audit with the State Auditor's Office to meet the Uniform Guidance (2 CFR Part 200).	Before audit

Section B: Project Activities, Milestones and Budget (continued)			
CDBG Budget Code	Budget Amount	Project Activities *Must complete each bulleted project activity to meet the corresponding milestone.	Performance Milestones
20A Planning	\$30,000	- Advertise for <i>project administration</i> and for <i>engineering/architectural</i> services; outreach to MWBE and encourage Section 3 local business participation. - Select engineer/<i>architect</i>, verify they and their subcontractors do not have an active exclusion record in the federal award system (SAM.gov) and include documentation in CDBG file. - Contract for services. Include required federal provisions.	Before first payment request for professional services
		Complete the environmental review for planning activities and submit to Commerce the certified environmental review determination.	Before release of funds
		- Monitor program progress and compliance with applicable federal and state regulations. - Collect and analyze data relevant to the plans. - Hold community meetings to encourage citizen participation in the planning process. - Prepare draft plans and present to the city council. - Submit plan to regulatory agency for approval, if applicable.	Before contract end date for planning activities to be considered complete
		- Meet the CDBG national objective of principally benefiting low- and moderate-income (LMI) persons. - Accomplish HUD’s outcome of increasing the community’s availability and access to <i>sustainable infrastructure systems</i> to achieve HUD’s objective of <i>creating suitable living environments</i>.	Approx. 2,115 LMI persons will benefit End date: January 31, 2023
TOTAL:		\$30,000	



STATE OF WASHINGTON
DEPARTMENT OF COMMERCE
1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • 360-725-4000
www.commerce.wa.gov

September 10, 2020

Michael Rizzitiello
City Administrator, City of College Place
625 S College Ave
College Place, WA 99324

Dear Mr. Rizzitiello:

I am pleased to inform you that the City of College Place has been selected by Commerce to receive up to \$30,000 in federal Community Development Block Grant (CDBG) funds. This award is based on the jurisdiction's CDBG General Purpose Grant application for a Stormwater Study.

Costs to be covered by the grant cannot be incurred until the date all parties have signed the grant contract.

Sample documents to assist you in meeting contract requirements are included in the CDBG Management Handbook, which is available at www.commerce.wa.gov/cdbg. Until the 2020 CDBG Management Handbook becomes available in the fall of 2020, you may use the 2019 version.

Eligible costs incurred after the grant contract is executed cannot be reimbursed until the environmental review for the planning activities is complete. The environmental review process is described in Section 6 of the handbook.

The required procurement procedures for hiring professional services are described in Section 5 of the handbook. In the event work is started on the basis of this letter, procurement procedures, terms and requirements must be met.

The jurisdiction must have an active and unexpired Dun and Bradstreet Numbering System (DUNS) in the System for Award Management (SAM) to avoid delays in the disbursement of funds. Grantees are required to maintain an active SAM registration for the duration of their contract by re-activating their DUNS number annually at the following website: <https://www.sam.gov/SAM/>.

Michael Rizzitiello
September 10, 2020
Page 2

If your project is not ready to proceed, resulting in the contract's execution being delayed over 90 days from the date of this letter, the CDBG award may be rescinded with an invitation to reapply.

Your contract manager will be contacting you to develop the contract. If you have any questions, please contact Jacquie at (360) 725-3017 or jacquie.andresen@commerce.wa.gov.

I congratulate you and others for your efforts thus far. We look forward to working with you on this worthwhile project.

Sincerely,



Mark K. Barkley
Assistant Director

City of College Place, Washington
RESOLUTION NO. 21-002

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON REGARDING ACCEPTANCE OF A STATE COMMUNITY DEVELOPMENT BLOCK GRANT –GENERAL PURPOSE ECONOMIC CATEGORY FOR \$120,000 TO COVER TWELVE SEATS OVER TWO YEARS IN THE WALLA WALLA VALLEY MERCYCORPS NW MICROBUSINESS ASSISTANCE PROGRAM.

Whereas, the City of College Place is a non-charter code city governed by the rules and regulations of RCW 35A; and

Whereas, the City successfully pursued a Community Development Block Grant in 2020 to finance twelve (12) seats over two years in the Walla Walla Valley Microbusiness Assistance Program;

Now therefore, it is hereby resolved by the City Council of the City of College Place, Washington, as follows:

1. Accepts a \$120,000 Community Development Block Grant (CDBG) to finance twelve (12) seats over two cohorts in the Walla Walla Valley Microbusiness Assistance Program.

Clerical Corrections. The City Clerk is 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.

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 12th day of January, 2021.

Attest:

Norma L. Hernández, Mayor

Lisa R. Neissl, CMC
City Clerk



Interagency Grant Agreement with

City of College Place

through

Community Development Block Grant (CDBG) Program

General Purpose Grant

For

Microbusiness Assistance Grant Program

Start date: September 10, 2020

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Attachment A, Scope of Work and Budget

Attachment B, Letter to Incur Costs (if applicable)

FACE SHEET

Contract Number: 20-62210-031

Washington State Department of Commerce Local Government Division Community Assistance and Research Unit CDBG General Purpose Grant

1. Grantee City of College Place 625 S College Ave College Place, WA 99324		2. Grantee Doing Business As (optional) N/A	
3. Grantee Representative Mike Rizzitiello, City Administrator Phone: (509) 394-8506 Email: mrizzitiello@ci.college-place.wa.us		4. COMMERCE Representative Eric Guida, Project Manager Address: Phone: (360) 725-3044 PO Box 42525 Fax: (360) 586-8440 1011 Plum Street SE eric.guida@commerce.wa.gov Olympia, WA 98504	
5. Grant Amount \$120,000	6. Funding Source Federal: ☒ State: ☐ Other: ☐ N/A: ☐	7. Start Date 9/10/2020	8. End Date 1/31/2023
9. Federal Funds (as applicable) \$120,000	Federal Agency: U.S. Department of Housing And Urban Development (HUD) CFDA Number: 14.228 Indirect Rate (if applicable): N/A		
10. Tax ID # 91-6001412	11. SWV # 0028965-00	12. UBI # 369000564	13. DUNS # 02-741-6270
14. Grant Purpose Microbusiness Assistance Grant Program. A full description of the project is in Attachment "A" Scope of Work and Budget.			
15. Signing Statement COMMERCE, defined as the Department of Commerce, and the Grantee, as defined above, acknowledge and accept the terms of this Grant and Attachments and have executed this Grant on the date below to start as of the date and year referenced above and warrant they are authorized to bind their respective agencies. The rights and obligations of both parties to this Grant are governed by this Grant and the following documents hereby incorporated by reference: Grant Terms and Conditions including Attachment "A" – Scope of Work and Budget, Attachment "B" – Letter to Incur Costs (if applicable), and the following documents incorporated herein by reference: Grantee's application for funding and the Community Development Block Grant policies and procedures, prepared by Commerce.			
FOR GRANTEE _____ Michael Rizzitiello, City Administrator City of College Place _____ Date		FOR COMMERCE _____ Mark K. Barkley, Assistant Director Local Government Division _____ Date APPROVED AS TO FORM ONLY BY ASSISTANT ATTORNEY GENERAL 07/17/2019. APPROVAL ON FILE.	

**SPECIAL TERMS AND CONDITIONS
INTERAGENCY GRANT AGREEMENT
FEDERAL FUNDS**

1. DEFINITIONS

- A. "Contractor" and "Grantee" in this Grant, and the term "subrecipient" found in the federal Community Development Block Grant (CDBG) rules and regulations, shall mean the same.
- B. "Low- and moderate-income" shall mean a household income equal to or less than 80 percent of area median income adjusted by family size.
- C. "Subgrantee/Subcontract" shall mean one not in the employment of the Grantee, who is performing all or part of those services under this Grant under a separate Grant with the Grantee. The terms "subgrantee" and "subcontractors" mean subcontractor(s) in any tier.
- D. "Subrecipient" shall mean a non-federal entity that expends federal awards received from a pass-through entity to carry out a federal program, but does not include an individual that is a beneficiary of such a program. It also excludes vendors that receive federal funds in exchange for goods and/or services in the course of normal trade or commerce.

2. AUTHORITY

COMMERCE and Grantee enter into this Contract pursuant to the authority granted by the Interlocal Cooperation Act, Chapter 39.34 RCW.

3. ACKNOWLEDGMENT OF FEDERAL FUNDS

Federal Award Date: July 22, 2020
Federal Award Identification Number (FAIN): B-20-DC-53-0001
Total amount of the federal award: \$13,140,680
Awarding official: John W. Peters, HUD CPD Director

The Grantee agrees that any publications (written, visual, or sound) but excluding press releases, newsletters, and issue analyses, issued by the Grantee describing programs or projects funded in whole or in part with federal funds under this Contract, shall contain the following statements:

"This project was supported by Grant No. B-20-DC-53-0001 awarded by the U.S. Department of Housing and Urban Development (HUD). Points of view in this document are those of the author and do not necessarily represent the official position or policies of HUD. Grant funds are administered by the Community Development Block Grant Program, Washington State Department of Commerce."

4. ACQUISITION AND DISPOSITION OF ASSETS

The Grantee will account for any tangible personal property acquired or improved with this Grant.

The use and disposition of real property and equipment under this Grant will be in compliance with the requirements of all applicable federal law and regulation, including but not limited to 24 CFR Part 84 and 24 CFR Part 570.489, 570.502, 570.503, 570.504, and 570.505 as applicable, which include but are not limited to the following:

Real property that was acquired or improved, in whole or in part, with funds under this Grant in excess of \$25,000 shall be used to meet one of the CDBG national objectives for ten (10) years after the Grant is closed. Any exception must be made with COMMERCE approval and the Grantee will be responsible to pay COMMERCE an amount equal to the current fair market value of the property less any portion of the value attributable to expenditures of non-CDBG funds for acquisition of or improvement to the property. Such payment from the disposition of real property acquired with this Grant within ten (10) years of closeout of the Grant shall be treated as CDBG Program Income.

In cases in which equipment acquired in whole or in part with funds under this Grant is sold, the proceeds will be CDBG Program Income.

**SPECIAL TERMS AND CONDITIONS
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5. AUDIT

If the Grantee is a subrecipient and expends \$750,000 or more in federal awards from any and/or all sources in any fiscal year, the Grantee shall procure and pay for a single audit or a program-specific audit for that fiscal year. Upon completion of each audit, the Grantee shall:

- A. Submit to COMMERCE the reporting package specified in OMB Super Circular 2 CFR 200.501, reports required by the program-specific audit guide (if applicable), and a copy of any management letters issued by the auditor.
- B. Submit to COMMERCE follow-up and developed corrective action plans for all audit findings.

If the Grantee is a subrecipient and expends less than \$750,000 in federal awards from any and/or all sources in any fiscal year, the Grantee shall notify COMMERCE they did not meet the single audit requirement.

The Grantee shall send all single audit documentation to auditreview@commerce.wa.gov.

6. BILLING PROCEDURES AND PAYMENT

COMMERCE will pay Grantee upon acceptance of services provided and receipt of properly completed invoices, which shall be submitted to the Representative for COMMERCE Representative on a Washington State Invoice Voucher form not more often than monthly.

The invoices shall describe and document, to COMMERCE's satisfaction, a description of the work performed, the progress of the project, and fees. The invoice shall include the Contract Number identified on the Face Sheet of this Grant. If expenses are invoiced, provide a detailed breakdown of each type.

Payment shall be considered timely if made by COMMERCE within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the Grantee.

COMMERCE may, in its sole discretion, terminate the Grant or withhold payments claimed by the Grantee for services rendered if the Grantee fails to satisfactorily comply with any term or condition of this Grant, including completion of the Environmental Review and the release of funds (if applicable).

No payments in advance or in anticipation of services or supplies to be provided under this Grant shall be made by COMMERCE.

COMMERCE shall not release the final five (5) percent of the total grant amount until acceptance by COMMERCE of project completion.

Duplication of Billed Costs

The Grantee shall not bill COMMERCE for services performed under this Agreement, and COMMERCE shall not pay the Grantee, if the Grantee is entitled to payment or has been or will be paid by any other source, including grants, for that service.

Disallowed Costs

The Grantee is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors/subrecipient.

7. CLOSEOUT

COMMERCE will advise the Grantee to initiate closeout procedures when there are no impediments to closing and the following criteria have been met or soon will be met:

- A. All costs have been incurred with the exception of closeout costs and any unsettled third-party claims against the Grantee. Costs are incurred when goods and services are received or contract work is performed.
- B. The Grantee has held a public hearing to review program performance.
- C. The Grantee has submitted the Contract Closeout Report. Failure to submit a report will not preclude COMMERCE from effecting closeout if it is deemed to be in the state's interest. Any excess grant

**SPECIAL TERMS AND CONDITIONS
INTERAGENCY GRANT AGREEMENT
FEDERAL FUNDS**

amount in the Grantee's possession shall be returned in the event of failure to finish or update the report.

- D. Other responsibilities of the Grantee under this Grant and applicable laws and regulations appear to have been carried out satisfactorily or there is no further state interest in keeping this Grant open for the purpose of securing performance.

8. COMPENSATION

COMMERCE shall pay an amount not to exceed the amount identified on the Face Sheet of this Grant for the performance of all things necessary for or incidental to the performance of work as set forth in Attachment A, Scope of Work and Budget incorporated herein, and by reference the Grantee's application for funding.

Grantee shall receive reimbursement for travel and other expenses as authorized in advance by COMMERCE as reimbursable. Grantee shall receive compensation for travel expenses at current state travel reimbursement rates

9. DEBARMENT

- A. Grantee, defined as the primary participant and its principals, certifies by signing these General Terms and Conditions that to the best of its knowledge and belief that they:
- i. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
 - ii. Have not within a three-year period preceding this Grant, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
 - iii. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of federal Executive Order 12549; and
 - iv. Have not within a three-year period preceding the signing of this Grant had one or more public transactions (Federal, State, or local) terminated for cause of default.
- B. Where the Grantee is unable to certify to any of the statements in this Grant, the Grantee shall attach an explanation to this Grant.
- C. The Grantee agrees by signing this Grant that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by COMMERCE.
- D. The Grantee further agrees by signing this Grant that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," as follows, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

LOWER TIER COVERED TRANSACTIONS

- a. The lower tier Grantee certifies, by signing this Grant that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
 - b. Where the lower tier Grantee is unable to certify to any of the statements in this Grant, such contractor shall attach an explanation to this Grant.
- E. The terms **covered transaction, debarred, suspended, ineligible, lower tier covered transaction, person, primary covered transaction, principal, and voluntarily excluded**, as used in this section,

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have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact COMMERCE for assistance in obtaining a copy of these regulations.

10. ENVIRONMENTAL REVIEW

General Purpose, Housing Enhancement, and Economic Opportunity Grants

Funding in excess of the amount stipulated in **Attachment B, Letter to Incur Costs**, shall not be released to a Grantee by COMMERCE until the following conditions implementing 24 CFR part 58 are met:

- A. The Grantee must complete an environmental review of the project and make a finding of environmental impact. A notice of this finding must be published along with a notice of the Grantee's intent to request release of funds for the project unless the project is exempt from the publication requirements as described. The Grantee must allow a seven (7) or fifteen (15) day period for public review and comment following publication of the notices unless exempt under the National Environmental Policy Act (NEPA) and the Washington State Environmental Policy Act (SEPA). When this review and comment period expires, the Grantee may, after considering any comments received, submit a request for release of funds to COMMERCE. Upon receipt of the request, COMMERCE must allow a fifteen (15) day period for public review and comment. When COMMERCE's public review and comment period expires, COMMERCE may, after considering any comments received, formally notify the Grantee in writing of the release of federal funds for the project.
- B. This special condition is satisfied when the Grantee completes the environmental review and request for release of funds from COMMERCE. The special condition is effectively removed on the date COMMERCE provides the Grantee with written notice of release of funds.

Planning-Only Activities and Public Services Activities

Funding shall not be released to a Planning-Only Activities or Public Services Activities recipient until the following conditions are met: The Grantee assures that assisted activities are exempt under NEPA (24 CFR 58.34) and categorically exempt under SEPA (RCW 43.21C.110). The Grantee further assures that the activities do not come under the purview of any other federal, state, and known local environmental laws, statutes, regulations or executive orders. In addition, the Grantee assures it will document, in writing, its determination that each activity or project is exempt and meets the conditions specified for such exemption under (NEPA) 24 CFR 58.34(3) (for Planning-Only) or 58.34(4) (for Public Services) and (SEPA) WAC 197-11-800.

11. INDIRECT COSTS

The Grantee shall provide their indirect cost rate that has been negotiated between their entity and the federal government. If no such rate exists a *de minimis* indirect cost rate of 10% of modified total direct costs (MTDC) will be used.

12. GRANT MANAGEMENT

The Representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Contract.

The Representative for COMMERCE and their contact information are identified on the Face Sheet of this Grant.

The Representative for the Grantee and their contact information are identified on the Face Sheet of this Grant.

13. HISTORICAL OR CULTURAL ARTIFACTS, HUMAN REMAINS

In the event that historical or cultural artifacts are discovered at the project site during construction or rehabilitation, the Grantee shall immediately stop construction and notify the local historical preservation officer and the state historic preservation officer at the Department of Archaeology and Historic Preservation (DAHP) at (360) 586-3065. If human remains are discovered, the Grantee shall stop work, report the presence and location of the remains to the coroner and local law enforcement immediately, and contact DAHP and the concerned tribe's cultural staff or committee.

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14. INSURANCE

All self-insured risk management programs or self-insured/liability pool financial reports must comply with Generally Accepted Accounting Principles (GAAP) and adhere to accounting standards promulgated by:

- i. Governmental Accounting Standards Board (GASB),
- i. Financial Accounting Standards Board (FASB), and
- ii. The Washington State Auditor's annual instructions for financial reporting.

Grantees participating in joint risk pools shall maintain sufficient documentation to support the aggregate claim liability information reported on the balance sheet. The State of Washington, its agents, and employees need not be named as additional insured under a self-insured property/liability pool, if the pool is prohibited from naming third parties as additional insured.

Unemployment and Industrial Insurance. The Grantee shall be in full compliance with all state unemployment and industrial insurance laws while performing work under this Contract. Commerce will not be responsible for payment of industrial insurance premiums or for any other claim or benefit for the Grantee, or any subcontractor or employee of the Grantee, which might arise under the industrial insurance laws during performance of this Contract.

Protection of Project Property, Grantee's Assumption of Risk. The Grantee shall continuously maintain adequate protection of all the project work from damage and shall protect the property from injury or loss arising in connection with this Contract. The entire work of the Grantee shall be at the sole risk of the Grantee. The Grantee may elect to secure fire, extended coverage, and vandalism insurance or all-risk insurance to cover the project work during the course of construction. The Grantee shall take all necessary precautions for the safety of its employees working on the project, and shall comply with all applicable provisions of federal, state, and local safety laws and building codes to prevent accidents or injuries to persons, on, about, or adjacent to the premises where the work is being performed.

15. LAWS

The Grantee shall comply with all applicable laws, ordinances, codes, regulations, and policies of local, state, and federal governments, as now or hereafter amended, including,

- Housing and Community Development Act of 1974.
- CDBG regulations in 24 CFR Part 570.
- 2 CFR 200.

16. PERFORMANCE REPORTING

The Grantee, at such times and in such forms as COMMERCE may require, shall furnish periodic progress and performance reports pertaining to the activities undertaken pursuant to this Contract. These reports may include environmental review records, publication affidavits, procurement and contracting records, documentation of compliance with federal civil rights requirements, job creation records, program income reports, reports of the costs and obligations incurred in connection therewith, the final closeout report, and any other matters covered by this Grant. Activities funded by this Grant providing income-qualified direct assistance or direct services under the limited clientele, housing, or job creation CDBG National Objectives, must submit quarterly beneficiary reports as furnished by COMMERCE. Failure to submit these reports may result in COMMERCE withholding payment or terminating this Contract.

17. PROGRAM INCOME

Program income, as defined in 24 CFR 570.489(e), retains federal identity and will be used before drawing additional CDBG funds to complete activities included in the Scope of Work and Budget. The Grantee must maintain records of program income received and expended, and annually report program income received after closeout of this Grant. Program Income shall be used to continue the same activities to benefit low- and moderate-income persons or, with COMMERCE approval, for other activities to benefit low- and moderate-income persons. Interest earned in excess of \$100 on CDBG funds received to reimburse incurred costs must be remitted to COMMERCE for return to the U.S. Treasury.

**SPECIAL TERMS AND CONDITIONS
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18. SUBCONTRACTOR DATA COLLECTION

Grantee will submit reports, in a form and format to be provided by Commerce and at intervals as agreed by the parties, regarding work under this Agreement performed by subcontractors and the portion of funds expended for work performed by subcontractors, including but not necessarily limited to minority-owned, woman-owned, and veteran-owned business subcontractors. "Subcontractors" shall mean subcontractors of any tier.

19. SUBCONTRACTS FOR ENGINEERING SERVICES

Engineering firms must certify that they are authorized to do business in the state of Washington and are in full compliance with the requirements of the Board of Professional Registration. The Grantee shall require that engineering services providers be covered by errors and omissions insurance. The engineering firm shall maintain minimum limits of no less than \$1,000,000 per occurrence to cover all activities by the engineering firm and licensed staff employed or under contract to the engineering firm. The state of Washington, its agents, officers, and employees need not be named as additional insureds under this policy.

20. ORDER OF PRECEDENCE

In the event of an inconsistency in this Grant, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes and regulations
- Special Terms and Conditions
- General Terms and Conditions
- Attachment A – Scope of Work and Budget
- Attachment B – Letter to Incur Cost, if applicable
- Grantee's application for funding and the Community Development Block Grant policies and procedures, prepared by Commerce as incorporated by reference on the Face Sheet

**GENERAL TERMS AND CONDITIONS
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1. DEFINITIONS

As used throughout this Grant, the following terms shall have the meaning set forth below:

- A. "Authorized Representative" shall mean the Director and/or the designee authorized in writing to act on the Director's behalf.
- B. "COMMERCE" shall mean the Department of Commerce.
- C. "Grant" or "Agreement" means the entire written agreement between COMMERCE and the Grantee, including any attachments, documents, or materials incorporated by reference. E-mail or facsimile transmission of a signed copy of this contract shall be the same as delivery of an original.
- D. "Grantee" shall mean the entity identified on the face sheet performing service(s) under this Grant, and shall include all employees and agents of the Grantee.
- E. "Personal Information" shall mean information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers.
- F. "State" shall mean the state of Washington.
- G. "Subgrantee/Subcontract" shall mean one not in the employment of the Grant, who is performing all or part of those services under this Grant under a separate Grant with the Contractor. The terms "subgrantee" and "subcontractors" mean subcontractor(s) in any tier.

2. ALL WRITINGS CONTAINED HEREIN

This Grant contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Grant shall be deemed to exist or to bind any of the parties hereto.

3. AMENDMENTS

This Grant may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

4. ASSIGNMENT

Neither this Grant, work thereunder, nor any claim arising under this Grant, shall be transferred or assigned by the Grantee without prior written consent of COMMERCE.

5. CONFIDENTIALITY AND SAFEGUARDING OF INFORMATION

- A. "Confidential Information" as used in this section includes:
 - i. All material provided to the Grantee by COMMERCE that is designated as "confidential" by COMMERCE;
 - ii. All material produced by the Grantee that is designated as "confidential" by COMMERCE; and
 - iii. All personal information in the possession of the Grantee that may not be disclosed under state or federal law.
- B. The Grantee shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The Grantee shall use Confidential Information solely for the purposes of this Grant and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of COMMERCE or as may be required by law. The Grantee shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or federal laws related thereto. Upon request, the Grantee shall provide COMMERCE with its policies and procedures on confidentiality. COMMERCE may require changes to such policies and procedures as they apply to this Grant whenever COMMERCE reasonably determines that changes are necessary to prevent unauthorized disclosures. The

**GENERAL TERMS AND CONDITIONS
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Grantee shall make the changes within the time period specified by COMMERCE. Upon request, the Grantee shall immediately return to COMMERCE any Confidential Information that COMMERCE reasonably determines has not been adequately protected by the Grantee against unauthorized disclosure.

- C. Unauthorized Use or Disclosure. The Grantee shall notify COMMERCE within five (5) working days of any unauthorized use or disclosure of any confidential information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

6. COPYRIGHT

Unless otherwise provided, all Materials produced under this Grant shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by COMMERCE. COMMERCE shall be considered the author of such Materials. In the event the Materials are not considered "works for hire" under the U.S. Copyright laws, the Grantee hereby irrevocably assigns all right, title, and interest in all Materials, including all intellectual property rights, moral rights, and rights of publicity to COMMERCE effective from the moment of creation of such Materials.

"Materials" means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. "Ownership" includes the right to copyright, patent, register and the ability to transfer these rights.

For Materials that are delivered under the Grant, but that incorporate pre-existing materials not produced under the Grant, the Grantee hereby grants to COMMERCE a nonexclusive, royalty-free, irrevocable license (with rights to sublicense to others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Grantee warrants and represents that the Grantee has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to COMMERCE.

The Grantee shall exert all reasonable effort to advise COMMERCE, at the time of delivery of Materials furnished under this Grant, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Grant. The Grantee shall provide COMMERCE with prompt written notice of each notice or claim of infringement received by the Grantee with respect to any Materials delivered under this Grant. COMMERCE shall have the right to modify or remove any restrictive markings placed upon the Materials by the Grantee.

7. DISPUTES

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, Agreement terms and applicable statutes and rules and make a determination of the dispute. The Dispute Board shall thereafter decide the dispute with the majority prevailing. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

8. GOVERNING LAW AND VENUE

This Grant shall be construed and interpreted in accordance with the laws of the state of Washington, and any applicable federal laws, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

9. INDEMNIFICATION

Each party shall be solely responsible for the acts of its employees, officers, and agents.

10. LICENSING, ACCREDITATION AND REGISTRATION

The Grantee shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this Grant.

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11. RECAPTURE

In the event that the Grantee fails to perform this Grant in accordance with state laws, federal laws, and/or the provisions of this Grant, COMMERCE reserves the right to recapture funds in an amount to compensate COMMERCE for the noncompliance in addition to any other remedies available at law or in equity.

Repayment by the Grantee of funds under this recapture provision shall occur within the time period specified by COMMERCE. In the alternative, COMMERCE may recapture such funds from payments due under this Grantee.

12. RECORDS MAINTENANCE

The Grantee shall maintain books, records, documents, data and other evidence relating to this Grant and performance of the services described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Grantee.

The Grantee shall retain such records for a period of six (6) years following the date of final payment. At no additional cost, these records, including materials generated under the Grant, shall be subject at all reasonable times to inspection, review or audit by COMMERCE, personnel duly authorized by COMMERCE, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

13. SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Grant and prior to normal completion, COMMERCE may suspend or terminate the Grant under the "Termination for Convenience" clause, without the ten calendar day notice requirement. In lieu of termination, the Grant may be amended to reflect the new funding limitations and conditions.

14. SEVERABILITY

The provisions of this Grant are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the Grant.

15. SUBGRANTING/SUBCONTRACTING

The Grantee may only subcontract work contemplated under this Grant if it obtains the prior written approval of COMMERCE.

If COMMERCE approves subcontracting, the Grantee shall maintain written procedures related to subcontracting, as well as copies of all subcontracts and records related to subcontracts. For cause, COMMERCE in writing may: (a) require the Grantee to amend its subcontracting procedures as they relate to this Grant; (b) prohibit the Grantee from subcontracting with a particular person or entity; or (c) require the Grantee to rescind or amend a subcontract.

Every subcontract shall bind the Subgrantee to follow all applicable terms of this Grant. The Grantee is responsible to COMMERCE if the Subgrantee fails to comply with any applicable term or condition of this Grant. The Grantee shall appropriately monitor the activities of the Subgrantee to assure fiscal conditions of this grant. In no event shall the existence of a subcontract operate to release or reduce the liability of the Grantee to COMMERCE for any breach in the performance of the Grantee's duties.

Every subcontract shall include a term that COMMERCE and the State of Washington are not liable for claims or damages arising from a Subgrantee's performance of the subcontract.

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16. SURVIVAL

The terms, conditions, and warranties contained in this Grant that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Grant shall so survive.

17. TERMINATION FOR CAUSE

In the event COMMERCE determines the Grantee has failed to comply with the conditions of this Grant in a timely manner, COMMERCE has the right to suspend or terminate this contract. Before suspending or terminating the Grant, COMMERCE shall notify the Grantee in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the Grant may be terminated or suspended.

In the event of termination or suspension, the Grantee shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original Grant and the replacement or cover Grant and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.

COMMERCE reserves the right to suspend all or part of the Grant, withhold further payments, or prohibit the Grantee from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the GRANTEE or a decision by COMMERCE to terminate the grant. A termination shall be deemed a "Termination for Convenience" if it is determined that the Grantee: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of COMMERCE provided in this Grant are not exclusive and are in addition to any other rights and remedies provided by law.

18. TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Grant, COMMERCE may, by ten (10) business days written notice, beginning on the second day after the mailing, terminate this Grant, in whole or in part. If this Grant is so terminated, COMMERCE shall be liable only for payment required under the terms of this Grant for services rendered or goods delivered prior to the effective date of termination.

19. TERMINATION PROCEDURES

Upon termination of this Grant, COMMERCE, in addition to any other rights provided in this contract, may require the Grantee to deliver to COMMERCE any property specifically produced or acquired for the performance of such part of this Grant as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

COMMERCE shall pay to the Grantee the agreed upon price, if separately stated, for completed work and services accepted by COMMERCE, and the amount agreed upon by the Grantee and COMMERCE for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services that are accepted by COMMERCE, and (iv) the protection and preservation of property, unless the termination is for default, in which case the Authorized Representative shall determine the extent of the liability of COMMERCE. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this contract. COMMERCE may withhold from any amounts due the Grantee such sum as the Authorized Representative determines to be necessary to protect COMMERCE against potential loss or liability.

The rights and remedies of COMMERCE provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

After receipt of a notice of termination, and except as otherwise directed by the Authorized Representative, the Grantee shall:

- A.** Stop work under the Grant on the date, and to the extent specified, in the notice;
- B.** Place no further orders or subgrants/subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the Grant that is not terminated;

**GENERAL TERMS AND CONDITIONS
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- C. Assign to COMMERCE, in the manner, at the times, and to the extent directed by the Authorized Representative, all of the rights, title, and interest of the Grantee under the orders and subgrants/subcontracts so terminated, in which case COMMERCE has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subgrants/subcontracts;
- D. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Authorized Representative to the extent the Authorized Representative may require, which approval or ratification shall be final for all the purposes of this clause;
- E. Transfer title to COMMERCE and deliver in the manner, at the times, and to the extent directed by the Authorized Representative any property which, if the Grant had been completed, would have been required to be furnished to COMMERCE;
- F. Complete performance of such part of the work as shall not have been terminated by the Authorized Representative; and
- G. Take such action as may be necessary, or as the Authorized Representative may direct, for the protection and preservation of the property related to this Grant, which is in the possession of the Grantee and in which the Authorized Representative has or may acquire an interest.

20. TREATMENT OF ASSETS

Title to all property furnished by COMMERCE shall remain in COMMERCE. Title to all property furnished by the Grantee, for the cost of which the Grantee is entitled to be reimbursed as a direct item of cost under this Grant, shall pass to and vest in COMMERCE upon delivery of such property by the Grantee. Title to other property, the cost of which is reimbursable to the Grantee under this Grant, shall pass to and vest in COMMERCE upon (i) issuance for use of such property in the performance of this Grant, or (ii) commencement of use of such property in the performance of this Grant, or (iii) reimbursement of the cost thereof by COMMERCE in whole or in part, whichever first occurs.

- A. Any property of COMMERCE furnished to the Grantee shall, unless otherwise provided herein or approved by COMMERCE, be used only for the performance of this contract.
- B. The Grantee shall be responsible for any loss or damage to property of COMMERCE that results from the negligence of the Grantee or which results from the failure on the part of the Grantee to maintain and administer that property in accordance with sound management practices.
- C. If any COMMERCE property is lost, destroyed or damaged, the Grantee shall immediately notify COMMERCE and shall take all reasonable steps to protect the property from further damage.
- D. The Grantee shall surrender to COMMERCE all property of COMMERCE prior to settlement upon completion, termination or cancellation of this contract

All reference to the Grantee under this clause shall also include Grantee's employees, agents or Subgrantees/Subcontractors.

21. WAIVER

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Grant unless stated to be such in writing and signed by Authorized Representative of COMMERCE.

ATTACHMENT A — SCOPE OF WORK AND BUDGET**Grantee: City of College Place****Contract No. 20-62210-031****Section A: Project Description / Deliverable**

The city of College Place is awarded a \$120,000 CDBG General Purpose Grant, with Mercy Corps NW as its subrecipient. This CDBG grant will fund enrollment for College Place residents in the Walla Walla Valley Microenterprise Business Assistance (MBA) program. Major components of this MBA program include training in business foundations, financial literacy, and action plans; and the partial funding of Individual Development Accounts (IDA). Total project costs are estimated at \$134,000 which includes local funding from College Place (\$14,000).

The project will benefit approximately 12 persons and target services to limited clientele with low-and moderate-incomes based on a household income qualification process and maximum business size.

Section B: Project Activities, Milestones and Budget

CDBG Budget Code	Budget Amount	Project Activities *Must complete each bulleted project activity to meet the corresponding milestone.	Performance Milestones
21A General Admin.	\$0	- Execute grant contract with Commerce. - Verify the subrecipient does not have an active exclusion record in the federal award system (SAM.gov), include documentation in the CDBG file, and submit a copy to Commerce. - Establish a subrecipient agreement that includes the annual beneficiary reporting requirement, and submit a signed copy to Commerce. - Establish administrative, financial, reporting, and record keeping systems.	Before first payment request
		Payment requests: - Review subrecipient reimbursement requests, and project costs and invoices against project budget and contract start date. - Once costs are approved, prepare and submit payment request and project status report to Commerce. - Document receipt of grant funds and reimbursement of eligible costs.	Not more than monthly First payment request within 270 days from contract execution
		Submit a CDBG Beneficiary Report annually.	By July 31
		- Complete applicable civil rights requirements. - Conduct an on-site monitoring of the subrecipient to verify the grant is used according to CDBG requirements and all costs reimbursed are allowable.	Prior to Commerce's on-site monitoring
		- Resolve all monitoring issues with CDBG. - Grant activities are accomplished. - Conduct a final public hearing to review project performance. - Submit a CDBG Contract Closeout Report.	Before requesting final 5% of CDBG award
		List CDBG expenditures in your annual Schedule of Expenditures of Federal Awards and arrange an audit with the State Auditor's Office to meet the Uniform Guidance (2 CFR Part 200).	Before audit

Section B: Project Activities, Milestones and Budget (continued)			
CDBG Budget Code	Budget Amount	Project Activities *Must complete each bulleted project activity to meet the corresponding milestone.	Performance Milestones
18C Micro-enterprise Assistance	\$120,000	- Complete the Section 106 of the National Historic Preservation Act review process. - Complete the environmental review including required consultation and public notices, and prepare an environmental review record in compliance with NEPA requirements for CDBG.	Before release of funds
		- Establish policies and procedures for participating in the MBA program including advertising, soliciting, selecting and approving applicants, including LMI income determinations and maximum business size. - Select participants and fund enrollment in Walla Walla Valley’s MBA program. - Monitor compliance with applicable MBA policies and procedures, and federal and state regulations. - Upon individual participant’s completion of MBA program, provide financial assistance to their IDA account.	Before first payment request
		- Meet the CDBG national objective of principally benefiting low- and moderate-income persons. - Accomplish HUD’s outcome of increasing the availability/accessibility of microenterprise technical and financial assistance to create economic opportunities.	Approx. 12 LMI persons complete MBA program by January 31, 2023
TOTAL:		\$120,000	



STATE OF WASHINGTON
DEPARTMENT OF COMMERCE

1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000
www.commerce.wa.gov

September 10, 2020

Michael Rizzitiello
City Administrator, City of College Place
625 S College Ave
College Place, WA 99324

Dear Mr. Rizzitiello:

I am pleased to inform you that the City of College Place has been selected by Commerce to receive up to \$120,000 in federal Community Development Block Grant (CDBG) funds. This award is based on the jurisdiction's CDBG General Purpose Grant application for Microbusiness Assistance Grant Program with Mercy Corps NW.

Prior to grant contract execution, this letter allows you to begin incurring costs not to exceed ten percent of your award as of the date of this letter, for only the following activities:

- Administration including staffing, travel and training
- Review of environmental laws and authorities, including Section 106 of the National Historic preservation Act of 1996
- Preliminary engineering design work and consultations needed for completion of the environmental review
- Subrecipient agreements or professional service contracts for any of the above activities

CDBG procurement requirements must be followed before hiring professional services or contractors to be funded by this CDBG award. These requirements are described in Sections 5 and 7 of the CDBG Management Handbook, which is available electronically at www.commerce.wa.gov/cdbg. Until the 2020 CDBG Management Handbook becomes available in the fall of 2020, you may use the 2019 version.

CDBG-specific compliance with National Environmental Policy Act (NEPA) must be completed before any construction bid advertising or property acquisition activity can occur. These procedures are described in Section 6 of the CDBG Management Handbook.

Eligible costs will be reimbursed by Commerce after a grant contract between the jurisdiction and Commerce is executed and the environmental review is complete (see enclosure for further explanation). All costs to be reimbursed must comply with applicable state and federal requirements.

Michael Rizzitiello
September 10, 2020
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A CDBG contract management webinar will be scheduled for the fall of 2020. The jurisdiction's project manager and consultant directly engaged in the project are to participate in the webinar. Registration materials for this free webinar will be forthcoming.

The jurisdiction must have an active and unexpired Dun and Bradstreet Numbering System (DUNS) in the System for Award Management (SAM) to avoid delays in the disbursement of funds. Grantees are required to maintain an active SAM registration for the duration of their contract by re-activating their DUNS number annually at the following website:
<https://www.sam.gov/SAM/>.

If your project is not ready to proceed, resulting in the contract's execution being delayed over 90 days from the date of this letter, the CDBG award may be rescinded with an invitation to reapply.

Your contract manager will be contacting you to develop the contract. If you have any questions, please contact Jacquie at (360) 725-3017 or jacquie.andresen@commerce.wa.gov.

I congratulate you and others for your efforts thus far. We look forward to working with you on this worthwhile project.

Sincerely,



Mark K. Barkley
Assistant Director

Enclosure

City of College Place, Washington
ORDINANCE NO. 21-001

AN ORDINANCE REPEALING ORDINANCE NO. 20-013 AND ADOPTING SALARIES AND COMPENSATION FOR THE MAYOR, CITY COUNCIL, APPOINTED OFFICERS, AND EMPLOYEES OF THE CITY OF COLLEGE PLACE AND FIXING THE EFFECTIVE DATE THEREOF.

BE IT ORDAINED by the City Council of the City of College Place, Washington, that;

Section 1. The salaries and wages of the various appointive officers and employees are fixed as set out in this ordinance. The salaries and wages as set out herein shall be effective from and after January 1, 2021 for all officers and employees. These salaries shall remain in effect until changed by the City Council by a duly enacted ordinance. All salaries and wages are stated at the rate per month except where otherwise indicated. Unless otherwise shown, the positions have been approved with a five-step salary scale.

Position Title	Salary Range				
TITLE	STEP 1	STEP II	STEP III	STEP IV	STEP V
Section 2. NON-UNION, EXEMPT					
City Administrator	10,722				
Police Chief	9,607				
Public Works Director	8,648	8,907	9,174	9,449	9,733
Engineer	7,933	8,171	8,416	8,668	8,928
Finance Director	7,681	7,911	8,149	8,393	8,645
Community Development Director	7,459	7,683	7,913	8,150	8,395
Fire Chief	7,240	7,457	7,681	7,911	8,148
Engineering Division Manager	5,724	5,895	6,072	6,254	6,442
City Clerk	5,551	5,717	5,889	6,066	6,248
HR Manager	5,551	5,717	5,889	6,066	6,248
Deputy Finance Director/HR Assistant	4,659	4,799	4,943	5,091	5,244
Section 3. NON-UNION, NON EXEMPT					
Building Official	6,515	6,710	6,911	7,119	7,332
Police Sergeant	6,488	6,683	6,883	7,090	7,303
Operations Manager	5,457	5,621	5,789	5,963	6,142
Building Inspector	5,389	5,551	5,718	5,889	6,066
Chief Clerk - Police Department	4,008	4,128	4,252	4,379	4,511
Section 4. PUBLIC EMPLOYEE UNION					
Public Works Foreman	4,767	4,897	5,031	5,170	5,312
Fleet Maintenance Manager	4,516	4,639	4,765	4,896	5,030
Water Quality Operator	4,516	4,639	4,765	4,896	5,030
Water Utility III	4,516	4,639	4,765	4,896	5,030
Stormwater Engineering Tech	4,469	4,600	4,734	4,873	5,016
Special Enforcement Officer	4,060	4,170	4,282	4,398	4,517
Accounting Clerk III	4,060	4,170	4,282	4,398	4,517
Deputy City Clerk/Events Coordinator	4,060	4,170	4,282	4,398	4,517
Water Utility II	4,060	4,170	4,282	4,398	4,517
Street Worker III - Applicator	4,060	4,170	4,282	4,398	4,517
Street Worker II	3,751	3,851	3,954	4,060	4,170

Section 4. PUBLIC EMPLOYEE UNION – Cont.

Parks Worker II	3,751	3,851	3,954	4,060	4,170
Stormwater Worker II	3,751	3,851	3,954	4,060	4,170
Water Utility I	3,654	3,751	3,851	3,954	4,060
Accounting Clerk II	3,654	3,751	3,851	3,954	4,060
Records Clerk	3,654	3,751	3,851	3,954	4,060
Administrative Assistant I	3,654	3,751	3,851	3,954	4,060
Street Worker I	3,561	3,655	3,752	3,852	3,955
Accounting Clerk I	3,294	3,381	3,470	3,562	3,655

Section 5. POLICE UNION

Probationary (starting pay without state certification) *4,803*

Detective	5,766	5,939	6,118	6,301	6,490
Police Officer	5,594	5,761	5,934	6,112	6,296

Section 6. FIRE FIGHTER UNION

Firefighter	5,121	5,275	5,433	5,596	5,764
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Section 7. MISCELLANEOUS

Reserve Officer / per hour	15.00	
Part-time Police Records Clerk / per hour	21.59	Maximum 16 hours/week
Laborer / per hour		Minimum Wage to \$18.00 per hour
Intern / Work Study Program		Negotiated by Administration
Hiring Bonus	Up to \$5,000.00 per hire to be negotiated by Administration	

Section 8. 2.08.060 Compensation of Mayor. The Mayor shall be paid the sum of one thousand five hundred dollars per month and in addition receive reimbursement for actual expenses incurred in the discharge of his official duties upon presentation of claim for such expenses and approval by members of the City Council. The City Council will provide, by appropriate resolution from time to time, additional necessary supportive expenses for the carrying out of the necessary functions of the Mayor and his/her office.

Section 9. 2.08.070 Compensation of Council. Each member of the Council of the City, if elected subsequent to the effective date of the ordinance codified in this section, shall receive the sum of three hundred seventy-five dollars per month.

Section 10. Insurance - Non-Union, Exempt employees. As a part of the compensation, the City of College Place will provide the following to full-time Non-Union, Exempt employees: medical, dental, and vision insurance (full family), up to a \$100,000.00 life insurance policy (as offered by vendor), and Long Term Disability Insurance.

Section 11. Insurance - Non-Union, Non-Exempt. As a part of the compensation, the City of College Place will provide the following to full-time Non-Union, Non-Exempt employees: medical, dental, and vision insurance (full family) with an employee contribution of \$40.00/month, up to a \$100,000.00 life insurance policy (as offered by vendor), and Long Term Disability Insurance.

Section 12. Additional Compensation. Occasionally, the Fire Chief may work as part of a Washington State Fire Service Team involved in fighting fires or wildfires. The City will pay the Fire Chief for work outside of his normal work hours while at a fire at his regular rate of pay. The City will subsequently be reimbursed by the agency utilizing his services.

Section 13. Paid family and Medical Leave Act. The City will contribute the employer portion of the premium and the employee will contribute the employee portion of the premium.

Section 14. Ordinance No. 20-013 is hereby repealed.

Section 15: Clerical Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 16: Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 17: Effective Date. This ordinance shall take effect January 1, 2021 upon its passage and publication as required by law.

PASSED by the City Council of the City of College Place, Washington, this 12th day of January, 2021.

Norma L. Hernández, Mayor

Attest:

Approved as to form:

Lisa R. Neissl, City Clerk

Rea Culwell, City Attorney

City of College Place, Washington
ORDINANCE NO. 210-XXX

AN ORDINANCE REPEALING ORDINANCE NO. 20-004-013 AND ADOPTING SALARIES AND COMPENSATION FOR THE MAYOR, CITY COUNCIL, APPOINTED OFFICERS, AND EMPLOYEES OF THE CITY OF COLLEGE PLACE AND FIXING THE EFFECTIVE DATE THEREOF.

BE IT ORDAINED by the City Council of the City of College Place, Washington, that;

Section 1. The salaries and wages of the various appointive officers and employees are fixed as set out in this ordinance. The salaries and wages as set out herein shall be effective from and after ~~August 1, 2020~~January 1, 2021 for all officers and employees. These salaries shall remain in effect until changed by the City Council by a duly enacted ordinance. All salaries and wages are stated at the rate per month except where otherwise indicated. Unless otherwise shown, the positions have been approved with a five-step salary scale.

Position Title	Salary Range				
TITLE	STEP 1	STEP II	STEP III	STEP IV	STEP V
Section 2. NON-UNION, EXEMPT					
	<u>10,722</u>	<u>10,646</u>			
City Administrator					
Police Chief	<u>9,607</u>	<u>9,465</u>			
Public Works Director	<u>8,648</u>	<u>8,562</u>	<u>8,907</u>	<u>8,819</u>	<u>9,174</u>
Engineer	<u>7,933</u>	<u>7,854</u>	<u>8,171</u>	<u>8,090</u>	<u>8,416</u>
Finance Director	<u>7,681</u>	<u>7,605</u>	<u>7,911</u>	<u>7,833</u>	<u>8,149</u>
Community Development Director	<u>7,459</u>	<u>7,385</u>	<u>7,683</u>	<u>7,606</u>	<u>7,913</u>
Fire Chief	<u>7,240</u>	<u>7,168</u>	<u>7,457</u>	<u>7,383</u>	<u>7,681</u>
Engineering Division Manager	<u>5,724</u>	<u>5,667</u>	<u>5,895</u>	<u>5,837</u>	<u>6,072</u>
City Clerk	<u>5,551</u>	<u>5,496</u>	<u>5,717</u>	<u>5,661</u>	<u>5,889</u>
HR Manager	<u>5,551</u>	<u>5,496</u>	<u>5,717</u>	<u>5,661</u>	<u>5,889</u>
Deputy Finance Director/HR Assistant	<u>4,659</u>	<u>4,613</u>	<u>4,799</u>	<u>4,753</u>	<u>4,943</u>
Section 3. NON-UNION, NON EXEMPT					
Building Official	<u>6,515</u>	<u>6,450</u>	<u>6,710</u>	<u>6,644</u>	<u>6,911</u>
Police Sergeant	<u>6,488</u>	<u>6,421</u>	<u>6,683</u>	<u>6,615</u>	<u>6,883</u>
Operations Manager	<u>5,457</u>	<u>5,403</u>	<u>5,621</u>	<u>5,565</u>	<u>5,789</u>
Building Inspector	<u>5,389</u>	<u>5,336</u>	<u>5,551</u>	<u>5,496</u>	<u>5,718</u>
Chief Clerk - Police Department	<u>4,008</u>	<u>3,968</u>	<u>4,128</u>	<u>4,087</u>	<u>4,252</u>
Section 4. PUBLIC EMPLOYEE UNION					
Public Works Foreman	<u>4,767</u>	<u>4,658</u>	<u>4,897</u>	<u>4,788</u>	<u>5,031</u>
Fleet Maintenance Manager	<u>4,516</u>	<u>4,407</u>	<u>4,639</u>	<u>4,530</u>	<u>4,765</u>
Water Quality Operator	<u>4,516</u>	<u>4,407</u>	<u>4,639</u>	<u>4,530</u>	<u>4,765</u>
Water Utility III	<u>4,516</u>	<u>4,407</u>	<u>4,639</u>	<u>4,530</u>	<u>4,765</u>
Stormwater Engineering Tech	<u>4,469</u>	<u>4,360</u>	<u>4,600</u>	<u>4,491</u>	<u>4,734</u>
Special Enforcement Officer	<u>4,060</u>	<u>3,951</u>	<u>4,170</u>	<u>4,061</u>	<u>4,282</u>
Accounting Clerk III	<u>4,060</u>	<u>3,951</u>	<u>4,170</u>	<u>4,061</u>	<u>4,282</u>
Deputy City Clerk/Events Coordinator	<u>4,060</u>	<u>3,951</u>	<u>4,170</u>	<u>4,061</u>	<u>4,282</u>
Water Utility II	<u>4,060</u>	<u>3,951</u>	<u>4,170</u>	<u>4,061</u>	<u>4,282</u>
Street Worker III - Applicator	<u>4,060</u>	<u>3,951</u>	<u>4,170</u>	<u>4,061</u>	<u>4,282</u>

Commented [SD1]: 1% increase except Police Chief at 1.5% per contract

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Commented [SD2]: 1% increase except Sergeants at 6% increase per contract

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Commented [SD3]: \$109/month contracted increase

Street Worker II	3,7513,642	3,8513,742	3,9543,845	4,0603,951	4,1704,061
Section 4. PUBLIC EMPLOYEE UNION – Cont.					
Parks Worker II	3,7513,642	3,8513,742	3,9543,845	4,0603,951	4,1704,061
Stormwater Worker II	3,7513,642	3,8513,742	3,9543,845	4,0603,951	4,1704,061
Water Utility I	3,6543,545	3,7513,642	3,8513,742	3,9543,845	4,0603,951
Accounting Clerk II	3,6543,545	3,7513,642	3,8513,742	3,9543,845	4,0603,951
Records Clerk	3,6543,545	3,7513,642	3,8513,742	3,9543,845	4,0603,951
Administrative Assistant I	3,6543,545	3,7513,642	3,8513,742	3,9543,845	4,0603,951
Street Worker I	3,5613,452	3,6553,546	3,7523,643	3,8523,743	3,9553,846
Accounting Clerk I	3,2943,185	3,3813,272	3,4703,361	3,5623,453	3,6553,546

Section 5. POLICE UNION

Probationary (starting pay without state certification) * 4,5344,803 *					
Detective	5,7665,440	5,9395,603	6,1185,771	6,3015,944	6,4906,123
Police Officer	5,5945,277	5,7615,435	5,9345,598	6,1125,766	6,2965,939

Section 6. FIRE FIGHTER UNION

Firefighter	5,1214,924	5,2755,072	5,4335,224	5,5965,381	5,7645,543
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Section 7. MISCELLANEOUS

Reserve Officer / per hour	15.00				
	20,4621.08				
Part-time Police Records Clerk / per hour	59	Maximum 16 hours/week			
Laborer / per hour		Minimum Wage to \$18.00 per hour			
Intern / Work Study Program		Negotiated by Administration			
Hiring Bonus		Up to \$5,000.00 per hire to be negotiated by Administration			

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Commented [SD4]: 6% contracted increase

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Commented [SD5]: 4% contracted increase

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Commented [SD6]: Hourly rate set at Step 1 of Records Clerk

Section 8. 2.08.060 Compensation of Mayor. The Mayor shall be paid the sum of one thousand five hundred dollars per month and in addition receive reimbursement for actual expenses incurred in the discharge of his official duties upon presentation of claim for such expenses and approval by members of the City Council. The City Council will provide, by appropriate resolution from time to time, additional necessary supportive expenses for the carrying out of the necessary functions of the Mayor and his/her office.

Section 9. 2.08.070 Compensation of Council. Each member of the Council of the City, if elected subsequent to the effective date of the ordinance codified in this section, shall receive the sum of three hundred seventy-five dollars per month.

Section 10. Insurance - Non-Union, Exempt employees. As a part of the compensation, the City of College Place will provide the following to full-time Non-Union, Exempt employees: medical, dental, and vision insurance (full family), up to a \$100,000.00 life insurance policy (as offered by vendor), and Long Term Disability Insurance.

Section 11. Insurance - Non-Union, Non-Exempt. As a part of the compensation, the City of College Place will provide the following to full-time Non-Union, Non-Exempt employees: medical, dental, and vision insurance (full family) with an employee contribution of \$40.00/month, up to a \$100,000.00 life insurance policy (as offered by vendor), and Long Term Disability Insurance.

Section 12. Additional Compensation. Occasionally, the Fire Chief may work as part of a Washington State Fire Service Team involved in fighting fires or wildfires. The City will pay the Fire Chief for work outside of his normal work hours while at a fire at his regular rate of pay. The City will subsequently be reimbursed by the agency utilizing his services.

Section 13. Paid family and Medical Leave Act. The City will contribute the employer portion of the premium and the employee will contribute the employee portion of the premium.

Section 14. Ordinance No. 20-~~004-013~~ is hereby repealed.

Section 15: Clerical Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 16: Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 17: Effective Date. This ordinance shall take effect ~~August 1, 2020~~ January 1, 2021 upon its passage and publication as required by law.

PASSED by the City Council of the City of College Place, Washington, this ~~12²⁸~~¹⁰ day of January ~~July~~, 2021~~0~~.

Norma L. Hernández, Mayor

Attest:

Approved as to form:

Lisa R. Neissl, City Clerk

Rea Culwell, City Attorney

**CITY OF COLLEGE PLACE
CITY ADMINISTRATOR EMPLOYMENT AGREEMENT
MODIFICATION NO. 4**

THIS AGREEMENT MODIFICATION is made and entered into by and between the CITY OF COLLEGE PLACE, a municipal corporation, duly organized under the laws of the State of Washington, by and through its duly authorized representative, hereinafter referred to as "CITY", and Michael Rizzitiello, hereinafter referred to as "EMPLOYEE."

As authorized in Section 12 of the original agreement with an effective date of October 2016; changes to the Employment Agreement shall be as follows:

SECTION 3. SALARY - Paragraph B Shall read:

- B. Effective January 1, 2021 the base salary will be established by Ordinance and shall be \$10,722 per month.

SECTION 6. ADMINISTRATIVE AND SICK LEAVE - Paragraph A Shall read:

- A. The EMPLOYEE shall be entitled to 200 hours of Administrative Leave annually. Administrative Leave does not accrue from year to year.

All other terms of the agreement remain intact and effect with modifications allowed as noted in Section 12 of the original agreement.

The CITY OF COLLEGE PLACE, WASHINGTON, has caused this Agreement to be signed and executed on its behalf by its Mayor and duly attested by the City Clerk, and the form approved by the City Attorney after discussion with and approval of the EMPLOYEE; and the EMPLOYEE has signed and executed this agreement, both in duplicate this 12th day of January 2021.

CITY OF COLLEGE PLACE

EMPLOYEE

Attest:

Attest:

Mayor

Employee

Approved as to form:

Attest:

City Attorney

City Clerk

**CITY OF COLLEGE PLACE
POLICE CHIEF EMPLOYMENT AGREEMENT
MODIFICATION NO. 4**

THIS AGREEMENT MODIFICATION is made and entered into by and between the CITY OF COLLEGE PLACE, a municipal corporation, duly organized under the laws of the State of Washington, by and through its duly authorized representative, hereinafter referred to as "CITY", and TROY TOMARAS, hereinafter referred to as "EMPLOYEE."

As authorized in Section 13 of the original agreement with an effective date of January 23, 2017; changes to the Employment Agreement shall be as follows:

SECTION 3. SALARY - Paragraph B Shall read:

- B. Effective January 1, 2021 the base salary will be established by Ordinance and shall be \$9,607 per month.

SECTION 6. ADMINISTRATIVE AND SICK LEAVE - Paragraph A Shall read:

- A. The EMPLOYEE shall be entitled to 200 hours of Administrative Leave/Paid Time off (PTO) annually. Administrative Leave/ does not accrue from year to year.

All other terms of the agreement remain intact and effect with modifications allowed as noted in Section 13 of the original agreement.

The CITY OF COLLEGE PLACE, WASHINGTON, has caused this Agreement to be signed and executed on its behalf by its Mayor and duly attested by the City Clerk, and the form approved by the City Attorney after discussion with and approval of the EMPLOYEE; and the EMPLOYEE has signed and executed this agreement, both in duplicate this 12th day of January 2021.

CITY OF COLLEGE PLACE

EMPLOYEE

Attest:

Attest:

Mayor

Employee

Approved as to form:

Attest:

City Attorney

City Clerk

City of College Place, Washington

ORDINANCE NO. 21-002

AN ORDINANCE REVISING VARIOUS SECTIONS OF CHAPTER 2.30 ECONOMIC DEVELOPMENT, TOURISM, and EVENTS COMMISSION OF THE COLLEGE PLACE MUNICIPAL CODE

WHEREAS, the City of College Place is a noncharter code city with powers set forth in RCW Title 35A; and

WHEREAS, the need for a revision to the number of voting members, term ending dates, and clarification on what constitutes a quorum has become apparent;

NOW THEREFORE, THE CITY COUNCIL OF COLLEGE PLACE DO ORDAINS AS FOLLOWS

Section 1. Ordinance 21-002 is adopted revising various sections of Chapter 2.30 - Economic Development, Tourism, and Events Commission to the College Place Municipal Code as follows:

Section 2.30.020 shall now read:

There is hereby created within the city an economic development commission composed of nine members six being appointed by the mayor, and three by their agency position. Members will serve four-year terms, except that positions 1 through 6 whose terms beginning January 1, 2021 shall be staggered with positions 1, 3, and 5 being an initial two year term, and positions 2, 4, and 6 being a four year term. All subsequent terms will be four years for all positions. The members of the commission shall be selected without regard to political affiliation and shall serve without compensation. Six appointed members of the commission shall be involved in retail or hospitality, manufacturing or industry, and professional services in the city. At least one of the six appointed member positions shall be an active member of the Walla Walla Valley Chamber of Commerce. In making appointments to the commission, the mayor shall strive to appoint individuals with multiple skills and with experience and expertise from various disciplines and backgrounds.

One ex-officio member shall be the executive director of the Walla Walla Valley Chamber of Commerce (or his/her designee), for a total of seven voting members. In addition, the City Administrator and Finance Director shall be advisory members. In the event of a tie vote, the City Administrator shall break the tie. All meetings shall be open to the public following publication of a notice for such meeting in the legal newspaper for the city.

Section 2.30.040 B shall now read:

- B. Four voting members of the commission shall constitute a quorum. A member not present, either in person or electronic means, at the time of a meeting shall not participate in a decision.

Section 2: Clerical Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 3: Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 4: Effective Date. This ordinance shall take effect and be in full force five days after its passage and publication as provided by law.

PASSED by the City Council of the City of College Place, Washington, this 12th day of January, 2021.

Norma L. Hernández, Mayor

Attest:

Approved as to form:

Lisa R. Neissl, CMC, City Clerk

Rea Culwell, City Attorney

CHAPTER 2.30 - ECONOMIC DEVELOPMENT, TOURISM, AND EVENTS COMMISSION

2.30.010 - Purpose.

The purpose and intent of this chapter is to make available to the city council and mayor additional expertise relative to the monitoring, assessing and strengthening of existing economic development strategies and to develop new strategies of economic development for the city by establishing an economic development commission consisting of representatives from various professional disciplines. The economic development commission herein created shall not supplant administrative input to the city council by staff, but shall complement staff input through the utilization and application of the special expertise possessed by its members.

([Ord. No. 17-002, § 1, 1-10-2017](#))

2.30.020 - Economic development, tourism, and events commission created.

There is hereby created within the city an economic development commission composed of nine members six being appointed by the mayor, and three by their agency position. Members will serve four-year terms, except that positions 1 through 6 whose terms beginning January 1, 2021 shall be staggered with positions 1, 3, and 5 being an initial two year term, and positions 2, 4, and 6 being a four year term. All subsequent terms will be four years for all positions . The members of the commission shall be selected without regard to political affiliation and shall serve without compensation. Six appointed members of the commission shall be involved in retail or hospitality, manufacturing or industry, and professional services in the city. At least one of the six appointed member positions shall be an active member of the Walla Walla Valley Chamber of Commerce. In making appointments to the commission, the mayor shall strive to appoint individuals with multiple skills and with experience and expertise from various disciplines and backgrounds.

One ex-officio member shall be the executive director of the Walla Walla Valley Chamber of Commerce (or his/her designee), for a total of seven voting members. In addition the city administrator and finance director shall be advisory members. In the event of a tie vote, the city administrator shall break the tie. All meetings shall be open to the public following publication of a notice for such meeting in the legal newspaper for the city.

([Ord. No. 17-002, § 1, 1-10-2017](#) ; [Ord. No. 17-042, § 1, 10-10-2017](#))

2.30.030 - Removal—Vacancies.

The commission may, by majority vote, recommend to the mayor removal of an appointed member upon such grounds as may be deemed appropriate. The mayor may remove any appointed member of the commission and declare the position vacant. Vacancies occurring otherwise than by expiration of term shall be filled for any unexpired term in the manner used for regular appointments. Workshops shall be excluded from the definition of meetings for the purposes of this chapter.

([Ord. No. 17-002, § 1, 1-10-2017](#))

2.30.040 - Meetings, officers, records and quorum.

- A. The chairman of the commission shall be chosen by affirmative vote of at least three members present at the first meeting of each calendar year. The commission shall meet initially for the purpose of establishing its operating procedures. It will then meet as determined by the commission.

A record shall be kept of its meetings, findings and determinations, which records shall be open to public inspection.

- B. Four voting members of the commission shall constitute a quorum. A member not present, either in person or electronic means, at the time of a meeting shall not participate in a decision.

([Ord. No. 17-002, § 1, 1-10-2017](#))

2.30.050 - Functions and duties.

- A. Prepare and submit recommendations to staff, mayor and council on a broad range of matters generally related to economic development as follows:
1. Formulate economic development goals for the city in a structured framework providing both time and measurement criteria.
 2. Assess existing economic development policies for the purpose of recommending such modifications as may be appropriate.
 3. Formulate new economic development strategies and policies for the purpose of assuring achievement of the economic development goals.
 4. Develop plans and programs for the purpose of retaining and enhancing the existing commercial and industrial base of the city.
 5. Develop plans and programs to promote creative incentives, including funding mechanisms, to attract, and retain, commercial and industrial development.
 6. Develop strategies and programs to strengthen the concept of the public/private development partnership. Build cohesiveness between economic development groups serving the region.
- B. Provide assistance with recruitment of new businesses to the city.
- C. Function as liaison with the existing businesses in matters relating to enhancement of economic development in the city.
- D. Perform such other duties and provide such additional information, assistance and advice to the mayor and city council as the mayor and city council may request or direct.
- E. The commission shall review and comment on any proposed imposition of the hotel/motel tax, any proposed increase in the hotel/motel tax rate, and any change in the use of revenue derived from the hotel/motel tax.
- F. The commission shall maintain a written log of activities in which it is involved and shall report to the city council in written form annually of its involvement on behalf of the city.
- G. Upon formation, the commission shall develop for recommendation to the city council, and then annually review and propose needed or desired changes to a city strategic tourism plan which is intended to promote economic activity resulting from tourists. At a minimum, the plan shall:
1. Include a mission and vision statement for the city's current and future involvement in, and the use of lodging tax revenue for promotion of, its tourism industry.
 2. Identify, describe and propose the appropriate means to conduct tourism promotion by:
 - a. Activities and expenditures designed to increase tourism;
 - b. Advertising, publicizing or otherwise distributing information for the purpose of attracting and welcoming tourists;
 - c. Developing strategies to expand tourism;
 - d. Operating tourism promotion agencies;
 - e. Funding marketing of special events and festivals designed to attract tourists; and

- f. Facilities to support tourism, performing arts or accommodate tourist activities.
 - 3. Ensure coordination and cooperation with other governmental, nonprofit, and private industry tourism bureaus and agencies.
 - a. Submit comments on proposals for imposition of a tax, an increase in the rate of a tax, repeal of an exemption from a tax, or change in the use of revenue received under state law, and other matters, which come from the mayor or city council.
- H. All meetings shall be recorded and a written transcript shall be maintained in the files of the city clerk.

([Ord. No. 17-002, § 1, 1-10-2017](#).)

2.30.060 - Expenditures—Budget.

The expenditures of the commission, exclusive of donations, shall be limited to appropriations. All services requiring appropriations shall be submitted through the normal budget process of the city, and shall be included in the general government fund of the city; provided, however, that the services of outside consultants may be obtained for a temporary period of time when specifically authorized by the city council.

([Ord. No. 17-002, § 1, 1-10-2017](#).)

2.30.070 - Staff assistance.

The staff of the various departments within the city, as assigned by the city administrator, shall provide staff assistance and shall also serve to facilitate communications by the economic development commission to the mayor and city council.

([Ord. No. 17-002, § 1, 1-10-2017](#).)

2.30.080 - Procedures, records and minutes.

The commission shall adopt rules of procedure. The city shall provide for the taking of minutes and maintaining the records of all regular and special meetings. The commission may establish standing or ad hoc commissions to assist in accomplishing its duties and responsibilities.

([Ord. No. 17-002, § 1, 1-10-2017](#).)

2.30.090 - Meetings.

- A. *Regular Meetings.* Regular annual meetings shall be held at a time agreed upon by the commission during its first meeting. Meetings shall be held on a monthly basis unless cancelled by a majority of commission members at least 48 hours before scheduled meeting.
- B. *Special Meetings.* Special meetings of members may be called at any time by the presiding officer or upon petition to the presiding officer by two-thirds of the board. At special meetings of the board, only such business stated in the call for such meeting shall be transacted.
- C. *Notice.* All meetings shall be open to the public and be held on not less than 48 hours' notice to members. Notice of regular annual and special meetings may be by mail, email, or direct contact, such as telephone.

([Ord. No. 17-002, § 1, 1-10-2017](#))

CHAPTER 2.30 - ECONOMIC DEVELOPMENT, TOURISM, AND EVENTS COMMISSION

2.30.010 - Purpose.

The purpose and intent of this chapter is to make available to the city council and mayor additional expertise relative to the monitoring, assessing and strengthening of existing economic development strategies and to develop new strategies of economic development for the city by establishing an economic development commission consisting of representatives from various professional disciplines. The economic development commission herein created shall not supplant administrative input to the city council by staff, but shall complement staff input through the utilization and application of the special expertise possessed by its members.

([Ord. No. 17-002, § 1, 1-10-2017](#))

2.30.020 - Economic development, tourism, and events commission created.

There is hereby created within the city an economic development commission composed of ~~eight~~ nine members six being appointed by the mayor, and three by their agency position. Members will serve four-year terms, except that positions 1 through 6 whose terms beginning January 1, 2021 shall be staggered with positions 1, 3, and 5 being an initial two year term, and positions 2, 4, and 6 being a four year term. All subsequent terms will be four years for all positions. The members of the commission shall be selected without regard to political affiliation and shall serve without compensation. ~~Five-Six~~ appointed members of the commission shall be involved in retail or hospitality, manufacturing or industry, and professional services in the city. At least one of the ~~five-six~~ appointed member positions shall be an active member of the Walla Walla Valley Chamber of Commerce. In making appointments to the commission, the mayor shall strive to appoint individuals with multiple skills and with experience and expertise from various disciplines and backgrounds.

One ex-officio member shall be the executive director of the Walla Walla Valley Chamber of Commerce (or his/her designee), for a total of seven voting members. In addition the city administrator and finance director shall be advisory members. ~~In~~ the event of a tie vote, the city administrator shall break the tie. All meetings shall be open to the public following publication of a notice for such meeting in the legal newspaper for the city.

([Ord. No. 17-002, § 1, 1-10-2017](#) ; [Ord. No. 17-042, § 1, 10-10-2017](#))

2.30.030 - Removal—Vacancies.

The commission may, by majority vote, recommend to the mayor removal of an appointed member upon such grounds as may be deemed appropriate. The mayor may remove any appointed member of the commission and declare the position vacant. Vacancies occurring otherwise than by expiration of term shall be filled for any unexpired term in the manner used for regular appointments. Workshops shall be excluded from the definition of meetings for the purposes of this chapter.

([Ord. No. 17-002, § 1, 1-10-2017](#))

2.30.040 - Meetings, officers, records and quorum.

- A. The chairman of the commission shall be chosen by affirmative vote of at least three members present at the first meeting of each calendar year. The commission shall meet initially for the purpose of establishing its operating procedures. It will then meet as determined by the commission.

A record shall be kept of its meetings, findings and determinations, which records shall be open to public inspection.

- B. ~~Three-Four voting~~ members of the commission shall constitute a quorum. A member not present, either in person or electronic means, at the time of a meeting shall not participate in a decision.

([Ord. No. 17-002, § 1, 1-10-2017](#))

2.30.050 - Functions and duties.

- A. Prepare and submit recommendations to staff, mayor and council on a broad range of matters generally related to economic development as follows:
1. Formulate economic development goals for the city in a structured framework providing both time and measurement criteria.
 2. Assess existing economic development policies for the purpose of recommending such modifications as may be appropriate.
 3. Formulate new economic development strategies and policies for the purpose of assuring achievement of the economic development goals.
 4. Develop plans and programs for the purpose of retaining and enhancing the existing commercial and industrial base of the city.
 5. Develop plans and programs to promote creative incentives, including funding mechanisms, to attract, and retain, commercial and industrial development.
 6. Develop strategies and programs to strengthen the concept of the public/private development partnership. Build cohesiveness between economic development groups serving the region.
- B. Provide assistance with recruitment of new businesses to the city.
- C. Function as liaison with the existing businesses in matters relating to enhancement of economic development in the city.
- D. Perform such other duties and provide such additional information, assistance and advice to the mayor and city council as the mayor and city council may request or direct.
- E. The commission shall review and comment on any proposed imposition of the hotel/motel tax, any proposed increase in the hotel/motel tax rate, and any change in the use of revenue derived from the hotel/motel tax.
- F. The commission shall maintain a written log of activities in which it is involved and shall report to the city council in written form annually of its involvement on behalf of the city.
- G. Upon formation, the commission shall develop for recommendation to the city council, and then annually review and propose needed or desired changes to a city strategic tourism plan which is intended to promote economic activity resulting from tourists. At a minimum, the plan shall:
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 - a. Submit comments on proposals for imposition of a tax, an increase in the rate of a tax, repeal of an exemption from a tax, or change in the use of revenue received under state law, and other matters, which come from the mayor or city council.
- H. All meetings shall be recorded and a written transcript shall be maintained in the files of the city clerk.

([Ord. No. 17-002, § 1, 1-10-2017](#))

2.30.060 - Expenditures—Budget.

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([Ord. No. 17-002, § 1, 1-10-2017](#))

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The commission shall adopt rules of procedure. The city shall provide for the taking of minutes and maintaining the records of all regular and special meetings. The commission may establish standing or ad hoc commissions to assist in accomplishing its duties and responsibilities.

([Ord. No. 17-002, § 1, 1-10-2017](#))

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- C. *Notice.* All meetings shall be open to the public and be held on not less than 48 hours' notice to members. Notice of regular annual and special meetings may be by mail, email, or direct contact, such as telephone.

([Ord. No. 17-002, § 1, 1-10-2017](#))

Financial Reports Descriptions

Monthly Expenditure Analysis

Summary of expenditures for the period. This report breaks out Payroll, Capital, and Debt Service expenditures. The total expenditures for the period on this report should tie out to the *Treasurer's Report Fund Totals* expenditure column.

Check Register

Detail of every check or electronic payment issued during the period. This report contains only cash items that require council approval. It does not include transactions that do not require council approval, such as interest income or bank fees. Therefore, the total of this report will not tie to the expenditures total on the *Monthly Expenditure Analysis*, *Treasurer's Report*, or *Cash Flow Report*.

Treasurer's Report

Fund Totals – Presents beginning fund balances, revenues for the period, expenditures for the period, ending fund balances, outstanding items, and fund balances adjusted for outstanding items.

Account Totals – Presents Cash and Investment account beginning balances, deposits, withdrawals, outstanding items, and adjusted ending balances.

Fund Investments by Account – Presents investment balances by fund. This is an allocation of the City's investments to applicable funds. The allocation is adjusted each month by the Finance Director according to fund balance. This adjustment displays in the "Purchases" and "Liquidated" columns.

Fund Investment Totals – Presents fund investments and cash allocated by fund. This report builds on the *Fund Investments by Account* report by also including cash balances.

Cash Flow Report

Shows cash in and cash out by fund for each period and year-to-date. Revenue and Expenditure totals should tie out to revenue and expenditure totals on the *Treasurer's Report Fund Totals* report.

Budget Position Report

Shows revenues and expenditures as compared to budget for the year-to-date. Excludes beginning and ending fund balances.

Totals for Credit Accounts

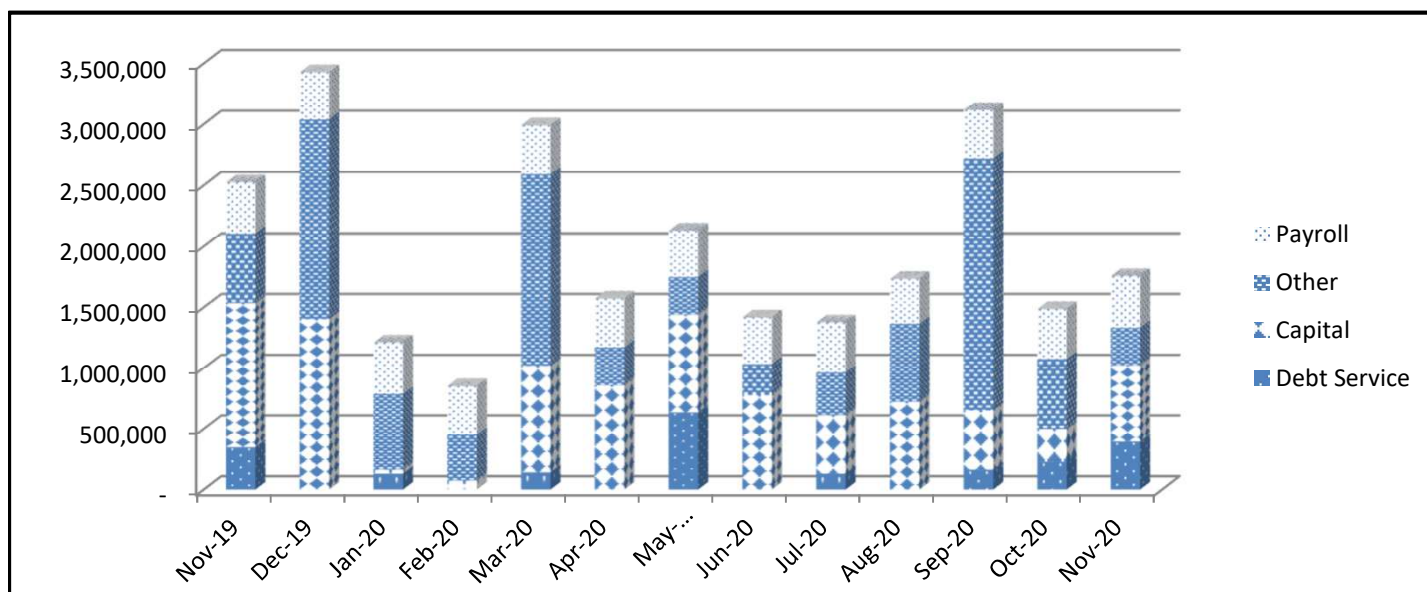
Detail of credit account transactions for the period. Reported by vendor and subtotaled by department.

City of College Place

Monthly Expenditure Analysis

Nov-20

Month	Operating Expenses		Capital	Debt Service	Total
	Payroll	Other			
Nov-20	425,114	309,399	630,233	391,475	1,756,221
Oct-20	412,627	574,664	272,063	226,497	1,485,851
Sep-20	395,250	2,070,347	488,286	161,730	3,115,614
Aug-20	369,505	641,953	720,840	-	1,732,298
Jul-20	414,911	347,650	483,414	129,584	1,375,559
Jun-20	386,661	256,261	775,059	-	1,417,981
May-20	383,120	307,715	805,795	634,441	2,131,072
Apr-20	402,735	312,597	856,415	-	1,571,747
Mar-20	401,199	1,573,004	876,327	140,484	2,991,014
Feb-20	401,598	372,968	75,069	-	849,636
Jan-20	427,051	621,477	33,072	129,584	1,211,184
Dec-19	389,977	1,634,293	1,403,220	-	3,427,489
Nov-19	416,777	572,484	1,189,537	344,700	2,523,498



Other Detail - Significant Expenditures and Related Party Transactions

R.Culwell	\$	19,729
Temple Display - Christmas Decorations		17,647
		-
		-
Related Party Transactions: None		
Total Other Detail	\$	37,376

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount Memo
7219	11/04/2020	Payroll	12	EFT	Eric H Adams	2,274.66
7220	11/04/2020	Payroll	12	EFT	Dennis R Anderson	1,995.18
7221	11/04/2020	Payroll	12	EFT	Juan P Angel	8.69
7222	11/04/2020	Payroll	12	EFT	M Wade Antle	3,596.60
7223	11/04/2020	Payroll	12	EFT	Marianne K Barr	3,328.75
7224	11/04/2020	Payroll	12	EFT	Logan K Bartlett	556.36
7225	11/04/2020	Payroll	12	EFT	Robert D Benfield	4,593.11
7226	11/04/2020	Payroll	12	EFT	George R Bennett	549.12
7227	11/04/2020	Payroll	12	EFT	Jerry L Bobbitt	344.97
7228	11/04/2020	Payroll	12	EFT	Tanner R Bollinger	451.83
7229	11/04/2020	Payroll	12	EFT	John A Boose	2,647.22
7230	11/04/2020	Payroll	12	EFT	Brielle M Brink	1,457.32
7231	11/04/2020	Payroll	12	EFT	Noelle E Calkins	344.11
7232	11/04/2020	Payroll	12	EFT	Brian J Carleton	4,084.60
7233	11/04/2020	Payroll	12	EFT	Ramon F Castelo	248.29
7234	11/04/2020	Payroll	12	EFT	Randall J Chamberlain	3,056.71
7235	11/04/2020	Payroll	12	EFT	Randall J Chamberlain	82.15
7236	11/04/2020	Payroll	12	EFT	Caitlin Charnley-Ovens	342.29
7237	11/04/2020	Payroll	12	EFT	Caleb D Chin	196.98
7238	11/04/2020	Payroll	12	EFT	DaShari D Cinnamon	2,375.65
7239	11/04/2020	Payroll	12	EFT	Michael A Cleveland	344.97
7240	11/04/2020	Payroll	12	EFT	Tanner C Cole	2,406.41
7241	11/04/2020	Payroll	12	EFT	Laurencio Cota De La Cruz	1,489.90
7242	11/04/2020	Payroll	12	EFT	Kyle L Crosswhite	22.39
7243	11/04/2020	Payroll	12	EFT	Salvador M Diaz	2,680.12
7244	11/04/2020	Payroll	12	EFT	Shawn R Doering	3,062.04
7245	11/04/2020	Payroll	12	EFT	Emily A Downs	856.09
7246	11/04/2020	Payroll	12	EFT	Emily A Downs	802.56
7247	11/04/2020	Payroll	12	EFT	Charles O Drury	4,155.64
7248	11/04/2020	Payroll	12	EFT	Jimmy C Duede	4,043.51
7249	11/04/2020	Payroll	12	EFT	Brittney E Erb	410.75
7250	11/04/2020	Payroll	12	EFT	Patrick J Evensen	3,183.21
7251	11/04/2020	Payroll	12	EFT	Brian R Fortin	4,738.82
7252	11/04/2020	Payroll	12	EFT	Jeffrey R Goodson	3,564.39
7253	11/04/2020	Payroll	12	EFT	Sharam L Goodwin	1,221.92
7255	11/04/2020	Payroll	12	EFT	Travis B Grove	1,514.22
7256	11/04/2020	Payroll	12	EFT	Neosha K Guse	20.54
7257	11/04/2020	Payroll	12	EFT	Richard F Guse	54.77
7258	11/04/2020	Payroll	12	EFT	Scott W Hall	4,159.26
7259	11/04/2020	Payroll	12	EFT	Scott A Hanson	42.92
7260	11/04/2020	Payroll	12	EFT	Tanner M Harris	3,662.63
7261	11/04/2020	Payroll	12	EFT	Paul D Hartwig	6,687.37
7262	11/04/2020	Payroll	12	EFT	Norma L Hernandez	1,327.49
7263	11/04/2020	Payroll	12	EFT	Edward L Higginbotham II	776.43
7264	11/04/2020	Payroll	12	EFT	Michael C Holden	2,332.82
7265	11/04/2020	Payroll	12	EFT	Carolyn S Holm	1,849.03
7266	11/04/2020	Payroll	12	EFT	Nattilie E Jackson	549.51
7267	11/04/2020	Payroll	12	EFT	Jason C James	350.98
7268	11/04/2020	Payroll	12	EFT	David M.O. Jardin	705.12
7269	11/04/2020	Payroll	12	EFT	William P Kelly	54.77
7270	11/04/2020	Payroll	12	EFT	Kameron W Kinsey	1,515.00
7271	11/04/2020	Payroll	12	EFT	Matthew R Kontra	474.21
7272	11/04/2020	Payroll	12	EFT	Joseph T Langlois	2,841.87
7273	11/04/2020	Payroll	12	EFT	Jacob G LeBaron	171.14
7274	11/04/2020	Payroll	12	EFT	Heather M Lee	13.69
7275	11/04/2020	Payroll	12	EFT	Kenneth A Martin	2,373.12
7276	11/04/2020	Payroll	12	EFT	Noah R Merca	390.21
7277	11/04/2020	Payroll	12	EFT	Aidan L Murdoch	390.21
7278	11/04/2020	Payroll	12	EFT	Spencer Myrlie	4,862.77
7279	11/04/2020	Payroll	12	EFT	Lisa R Neissl	2,684.03

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
7488	11/13/2020	Payroll	12	EFT	Dennis R Anderson	1,601.85	
7489	11/13/2020	Payroll	12	EFT	M Wade Antle	230.87	
7490	11/13/2020	Payroll	12	EFT	John A Boose	1,523.31	
7491	11/13/2020	Payroll	12	EFT	Brielle M Brink	1,091.72	
7492	11/13/2020	Payroll	12	EFT	Brian J Carleton	2,485.70	
7493	11/13/2020	Payroll	12	EFT	DaShari D Cinnamon	1,011.37	
7494	11/13/2020	Payroll	12	EFT	Tanner C Cole	1,211.58	
7495	11/13/2020	Payroll	12	EFT	Laurencio Cota De La Cruz	1,320.62	
7496	11/13/2020	Payroll	12	EFT	Salvador M Diaz	1,576.46	
7497	11/13/2020	Payroll	12	EFT	Shawn R Doering	1,015.71	
7498	11/13/2020	Payroll	12	EFT	Patrick J Evensen	1,929.73	
7499	11/13/2020	Payroll	12	EFT	Jeffrey R Goodson	230.87	
7500	11/13/2020	Payroll	12	EFT	Sharam L Goodwin	1,075.55	
7501	11/13/2020	Payroll	12	EFT	Travis B Grove	1,258.76	
7502	11/13/2020	Payroll	12	EFT	Paul D Hartwig	277.05	
7503	11/13/2020	Payroll	12	EFT	Michael C Holden	1,052.21	
7504	11/13/2020	Payroll	12	EFT	Carolyn S Holm	906.18	
7505	11/13/2020	Payroll	12	EFT	Joseph T Langlois	1,434.86	
7506	11/13/2020	Payroll	12	EFT	Kenneth A Martin	406.56	
7507	11/13/2020	Payroll	12	EFT	Lisa R Neissl	1,600.25	
7508	11/13/2020	Payroll	12	EFT	Alan J Parker	1,556.45	
7509	11/13/2020	Payroll	12	EFT	Michael J Rizzitiello	3,436.94	
7510	11/13/2020	Payroll	12	EFT	Dylan E Schmick	1,133.21	
7511	11/13/2020	Payroll	12	EFT	Daniel I Watkins	1,520.51	
7512	11/13/2020	Payroll	12	EFT	Troy J Williams	1,695.60	
7710	11/25/2020	Payroll	12	EFT	Internal Revenue Service (Payroll)	6,935.88	941 Deposit for Pay Cycle(s) 11/19/2020 - 11/19/2020
7711	11/25/2020	Payroll	12	EFT	Internal Revenue Service (Payroll)	8,330.37	941 Deposit for Pay Cycle(s) 11/13/2020 - 11/13/2020
7712	11/25/2020	Payroll	12	EFT	Oregon Department Of Revenue	155.00	Pay Cycle(s) for OR Tax11/19/2020 - 11/19/2020
7715	11/20/2020	Claims	12	0	Walla Walla City of		Included in batch deleted in error
7864	11/03/2020	Claims	12	EFT	Paymentech	115.97	Paymentech Fees - CCD 5887152 - General Payments
7865	11/03/2020	Claims	12	EFT	Paymentech	2,323.32	Paymentech Fees - CCD 5887130 - Utility Payments
7867	11/05/2020	Claims	12	EFT	Xpress Solutions, Inc.	889.34	November 2020 Xpress Bill Pay Fee
7957	11/04/2020	Claims	12	EFT	WA St. Dept Of Licensing	18.00	October 2020 CPL
7254	11/04/2020	Payroll	12	52214	Jayne L Graham	34.22	
7365	11/04/2020	Payroll	12	52215	American Legal Services	72.40	Pay Cycle(s) 11/04/2020 To 11/04/2020 - Teamsters Legal Defense Fund
7366	11/04/2020	Payroll	12	52216	City Of College Place-General	166.25	Pay Cycle(s) 11/04/2020 To 11/04/2020 - Pay Back- Teamsters
7367	11/04/2020	Payroll	12	52217	City Of College Place	1,224.57	Pay Cycle(s) 11/04/2020 To 11/04/2020 - Flex Spending
7368	11/04/2020	Payroll	12	52218	College Place Fire Fighters Assn.	75.00	Pay Cycle(s) 11/04/2020 To 11/04/2020 - CP Volunteer Fire
7369	11/04/2020	Payroll	12	52219	Fraternal Order Of Police	70.00	Pay Cycle(s) 11/04/2020 To 11/04/2020 - Fraternal Order Of Police
7370	11/04/2020	Payroll	12	52220	C/O BMCU Acct. 59881001 IAFF Local 4203	200.00	Pay Cycle(s) 11/04/2020 To 11/04/2020 - IAFF Local 4203
7371	11/04/2020	Payroll	12	52221	Marianne Barr C/O CPPD Emp Donations	142.50	Pay Cycle(s) 11/04/2020 To 11/04/2020 - CP Police Fund
7372	11/04/2020	Payroll	12	52222	Teamsters - Police	726.00	Pay Cycle(s) 11/04/2020 To 11/04/2020 - Union Dues -

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
7373	11/04/2020	Payroll	12	52223	Teamsters - Public Employees	744.00	Pay Cycle(s) 11/04/2020 To 11/04/2020 - Union Dues - PW
7374	11/04/2020	Payroll	12	52224	United Way of Walla Walla County	5.00	Pay Cycle(s) 11/04/2020 To 11/04/2020 - Donation - United Way
7375	11/04/2020	Payroll	12	52225	WSCFF Employee Benefit Trust	375.00	Pay Cycle(s) 11/04/2020 To 11/04/2020 - WSCFF Emp Ben Trust
7613	11/19/2020	Payroll	12	52226	Eric H Adams	685.41	2020 Sick Leave Cash Out
7614	11/19/2020	Payroll	12	52227	Dennis R Anderson	1,006.17	2020 Sick Leave Cash Out
7615	11/19/2020	Payroll	12	52228	M Wade Antle	1,122.76	2020 Sick Leave Cash Out
7616	11/19/2020	Payroll	12	52229	Marianne K Barr	949.33	2020 Sick Leave Cash Out
7617	11/19/2020	Payroll	12	52230	Robert D Benfield	1,327.68	2020 Sick Leave Cash Out
7618	11/19/2020	Payroll	12	52231	Brian J Carleton	727.64	2020 Sick Leave Cash Out
7619	11/19/2020	Payroll	12	52232	Randall J Chamberlain	916.76	2020 Sick Leave Cash Out
7620	11/19/2020	Payroll	12	52233	DaShari D Cinnamon	932.12	2020 Sick Leave Cash Out
7621	11/19/2020	Payroll	12	52234	Salvador M Diaz	1,262.10	2020 Sick Leave Cash Out
7622	11/19/2020	Payroll	12	52235	Shawn R Doering	1,136.70	2020 Sick Leave Cash Out
7623	11/19/2020	Payroll	12	52236	Jimmy C Duede	1,191.71	2020 Sick Leave Cash Out
7624	11/19/2020	Payroll	12	52237	Brian R Fortin	1,301.51	2020 Sick Leave Cash Out
7625	11/19/2020	Payroll	12	52238	Jeffrey R Goodson	1,045.85	2020 Sick Leave Cash Out
7626	11/19/2020	Payroll	12	52239	Travis B Grove	839.55	2020 Sick Leave Cash Out
7627	11/19/2020	Payroll	12	52240	Scott W Hall	1,197.50	2020 Sick Leave Cash Out
7628	11/19/2020	Payroll	12	52241	Tanner M Harris	1,152.11	2020 Sick Leave Cash Out
7629	11/19/2020	Payroll	12	52242	Paul D Hartwig	1,664.90	2020 Sick Leave Cash Out
7630	11/19/2020	Payroll	12	52243	Michael C Holden	936.81	2020 Sick Leave Cash Out
7631	11/19/2020	Payroll	12	52244	Carolyn S Holm	797.58	2020 Sick Leave Cash Out
7632	11/19/2020	Payroll	12	52245	Joseph T Langlois	1,262.10	2020 Sick Leave Cash Out
7633	11/19/2020	Payroll	12	52246	Lisa R Neissl	1,086.70	2020 Sick Leave Cash Out
7634	11/19/2020	Payroll	12	52247	James R Reese	879.55	2020 Sick Leave Cash Out
7635	11/19/2020	Payroll	12	52248	Jonathan J Rickard	1,745.45	2020 Sick Leave Cash Out
7636	11/19/2020	Payroll	12	52249	Michael J Rizzitiello	2,146.37	2020 Sick Leave Cash Out
7637	11/19/2020	Payroll	12	52250	Andrew D Schild	1,129.00	2020 Sick Leave Cash Out
7638	11/19/2020	Payroll	12	52251	Dylan E Schmick	1,160.04	2020 Sick Leave Cash Out
7639	11/19/2020	Payroll	12	52252	Daniel I Watkins	1,225.62	2020 Sick Leave Cash Out
7640	11/19/2020	Payroll	12	52253	David W Winter	1,742.91	2020 Sick Leave Cash Out
7486	11/12/2020	Claims	12	78459	Walla Walla County Auditor	155.50	Recording Fee- Well #6
7658	11/20/2020	Claims	12	78460	City Of College Place-General	5,140.56	Monthly Services
7714	11/20/2020	Claims	12	E78461	Pacific Power & Light	16,842.71	Monthly Services
7716	11/25/2020	Claims	12	E78462	WA St. Dept Of Revenue	17,272.78	Written From Use Tax Report; October 2020 Excise Tax
8032	11/30/2020	Claims	12	78463	Banner Bank Credit Cards	17,804.73	9343-CH; 9384-CH; 9400-CH; 9467-PD; 9475-PD; 3647-CH; 9965-FD; 6464-CH; 5994-FD; 5296-CD; 9040- CH Fee; 9040-PD
7788	11/30/2020	Claims	12	78464	Postmaster	798.47	Utility Bulk Postage- December Statements
7408	11/10/2020	Claims	12	104587	Above The Line Cleaning LLC	1,412.00	Cleaning- Annex- October 2020; Cleaning- City Hall- October 2020
7409	11/10/2020	Claims	12	104588	Azavar Audit Solutions	114.40	Local Government Audit Program Contingency Payment; Local Government Audit Program Contingency Payment; Local Government Audit Program Contingency Payment; Local Government Audit Program Contingency P
7410	11/10/2020	Claims	12	104589	Beeline Auto Center	74.11	Fuel
7411	11/10/2020	Claims	12	104590	Blue Mountain Humane Society	833.34	October 2020 Animal Services
7412	11/10/2020	Claims	12	104591	Bound Tree Medical, LLC.	306.54	EMS Supplies

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7413	11/10/2020	Claims	12	104592	Byrnes Oil	77.40	Supplies
7414	11/10/2020	Claims	12	104593	CBS Reporting Inc	69.50	Pre-Employment Checks
7415	11/10/2020	Claims	12	104594	CI Shred	83.40	City Hall & PD Bins
7416	11/10/2020	Claims	12	104595	CenturyLink Communications LLC	8.01	Monthly Services
7417	11/10/2020	Claims	12	104596	Centurylink Communications LLC	831.56	Monthly Services; Monthly Services; Monthly Services
7418	11/10/2020	Claims	12	104597	Chemsearch	271.75	Contract Water Treatment Program- FD Tower
7419	11/10/2020	Claims	12	104598	Columbia Rural Electric	686.63	Monthly Services
7420	11/10/2020	Claims	12	104599	Rachel Lynn Cortez	150.56	Oct 27-Oct 30, 2020- Indigent Defense
7421	11/10/2020	Claims	12	104600	Corwin Ford - Tri Cities	266.99	RETURN/CREDIT MEMO; NO CHARGE; Part; Part
7422	11/10/2020	Claims	12	104601	Cost Less Carpet #	3,828.46	CH- Community Development Flooring
7423	11/10/2020	Claims	12	104602	Crown Paper & Janitorial Supply Inc	243.33	Supplies; Supplies
7424	11/10/2020	Claims	12	104603	Culwell, Rea Lynn	19,729.16	Attorney Services- August 2020; Attorney Services- September 2020
7425	11/10/2020	Claims	12	104604	Don Jackson Excavation LLC	87,730.84	SE 10th St Project
7426	11/10/2020	Claims	12	104605	ESO Solutions, Inc	11,525.53	Fire Personnel Management Software; FH Cloud- Annual Fee; ESO EHR Suite 10/18/2020-10/17/2021
7427	11/10/2020	Claims	12	104606	GNAT Enterprises	160.00	Transportation Services- D. Lepiane; Transportation Services- D. Lepiane
7428	11/10/2020	Claims	12	104607	Grande Ronde Hospital Inc	247.00	Heartsaver/CPR Cards
7429	11/10/2020	Claims	12	104608	HDJ, A Division of PBS	1,610.00	"C" Street & Cedar Ave Project- "C" Street Construction
7430	11/10/2020	Claims	12	104609	Carolyn S Holm	5.41	Reimbursement- Thank You Notes
7431	11/10/2020	Claims	12	104610	Humbert Asphalt, Inc.	1,343.47	Rock; Rock- PD Gun Range Building
7432	11/10/2020	Claims	12	104611	InterMountain Education Service District	1,239.41	Chromeboxes For PW
7433	11/10/2020	Claims	12	104612	Laboratory Corporation of America	169.00	FD- Pre-Employment Drug Test- E. Downs
7434	11/10/2020	Claims	12	104613	Leroy Survey Consulting	1,050.00	Final Plat Review Comments- C. Christensen BLA; Final Plat Review Comments- M. McKiernan BLA; BLA Review Comments- Homestead Village PUD Phase 3D BLA Survey; PLS Opinion Letter- M. Maiuri SP, Lot 4 Is
7435	11/10/2020	Claims	12	104614	Les Schwab Tire Center - CP	29.34	ATV Tube
7436	11/10/2020	Claims	12	104615	Locati, Devin C.	1,559.14	Flooring- CH Community Develop
7437	11/10/2020	Claims	12	104616	Municipal Code Corporation	600.00	Supplement 9, Update 8
7438	11/10/2020	Claims	12	104617	National Safety, Inc.	41.82	Supplies; Supplies
7439	11/10/2020	Claims	12	104618	Norco	309.80	Welding Cabinet; Supplies
7440	11/10/2020	Claims	12	104619	OXARC Inc	114.48	Oxygen; Oxygen
7441	11/10/2020	Claims	12	104620	One Call Concepts Inc.	48.15	Utility Notifications- October 2020
7442	11/10/2020	Claims	12	104621	Outwest Printing	672.14	Fold/Stuff Utility Statements For October 2020; Fold/Stuff Utility Statements For November 2020
7443	11/10/2020	Claims	12	104622	Pape Machinery, Inc.	95.59	Part

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7444	11/10/2020	Claims	12	104623	Pepsi Cola Bottling of Walla Walla	260.75	Water- PW; Water- PW; Water-PD; Water-PD; Water-CH; Water- Annex
7445	11/10/2020	Claims	12	104624	Platt Electric Supply	161.45	Soffet Light- CH; Supplies
7446	11/10/2020	Claims	12	104625	Port Of Walla Walla	1,200.00	State Representation- October 2020
7447	11/10/2020	Claims	12	104626	Public Safety Testing, Inc	340.00	August 2020
7448	11/10/2020	Claims	12	104627	Quality Petroleum Products, Inc.	4,287.31	Fuel; Fuel; Fuel; Fuel
7449	11/10/2020	Claims	12	104628	Rockmount Research And Alloys, Inc.	357.31	Welding Supplies
7450	11/10/2020	Claims	12	104629	Rodda Paint Co.	15.90	Coveralls
7451	11/10/2020	Claims	12	104630	Schneider Equipment Inc.	59,305.94	Retainage- Well #2
7452	11/10/2020	Claims	12	104631	Service Lighting & Electrical Supplies	4,108.23	Christmas Lights
7453	11/10/2020	Claims	12	104632	Snap On Tools - Dan's Tool Truck	301.10	Supplies; Supplies; Supplies
7454	11/10/2020	Claims	12	104633	Stryker Sales Corporation	16,106.56	Power Pro Ambulance Cot; Stair Chair
7455	11/10/2020	Claims	12	104634	Systems Design West, LLC	1,360.65	Ambulance Billing Services- September 2020
7456	11/10/2020	Claims	12	104635	Tampa Enterprises, LLC	46.87	Supplies
7457	11/10/2020	Claims	12	104636	Telare' Law, PLLC	371.75	October 2020 Legal Services- Hourly
7458	11/10/2020	Claims	12	104637	Temple Display, LTD	17,647.17	Christmas Decorations
7459	11/10/2020	Claims	12	104638	WA Association Of Building Officials	95.00	Membership Renewal (thru 12/31/2021)
7460	11/10/2020	Claims	12	104639	WA St. Consolidated Tech. Services	285.00	PD VPN Monthly Services- October 2020
7461	11/10/2020	Claims	12	104640	Walla Walla City of		Invoiced Twice for 2020 Small Business Relief Program- Paid 6/25/2020
7462	11/10/2020	Claims	12	104641	Walla Walla Clinic, Inc	260.00	Pre-Employment Testing
7463	11/10/2020	Claims	12	104642	Walla Walla County	340.15	10/31/2020 Liquor Excise, TRN7115; TR Rec 71249
7464	11/10/2020	Claims	12	104643	Walla Walla Motors Inc.	318.13	Warranty Work; Repair
7465	11/10/2020	Claims	12	104644	Webcheck, Inc	254.36	October 2020 Webcheck
7466	11/10/2020	Claims	12	104645	The Wesley Group	450.00	Labor Relations-PD
7467	11/10/2020	Claims	12	104646	ZOLL Medical Corporation	60,496.15	Autopulse Machine; Heart Monitor
7518	11/25/2020	Claims	12	104647	CHS Primeland	144.89	Fuel; Fuel; Fuel
7519	11/25/2020	Claims	12	104648	Cascade Natural Gas Corporation	599.95	Monthly Services- November 2020; Monthly Services- November 2020; Monthly Services- November 2020; Monthly Services- November 2020; Monthly Services- November 2020
7520	11/25/2020	Claims	12	104649	Governmentjobs.com, Inc.	5,335.05	NEOGOV Subscrsiption 12/12/2020-12/11/2021
7521	11/25/2020	Claims	12	104650	Home Depot Credit Services	2,000.26	
7522	11/25/2020	Claims	12	104651	Lightfoot's Inc.	70.79	Tow Vehicle To PD Impound
7523	11/25/2020	Claims	12	104652	Spencer Myrlie	300.00	Reimbursement- Online CESCL Class
7524	11/25/2020	Claims	12	104653	Napa Of Walla Walla	1,629.58	Shop Supplies; RETURN/CREDIT MEMO; Shop Supplies; Shop Supplies; Shop Supplies; Shop Supplies; RETURN/CREDIT MEMO; Shop Supplies
7525	11/25/2020	Claims	12	104654	OXARC Inc	115.65	City Hall Sign Bow- Christmas Decoration

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7526	11/25/2020	Claims	12	104655	Quill Corporation	1,401.78	Office Supplies; Supplies; Supplies; Office Supplies; Supplies; Supplies; Supplies; Office Supplies; Office Supplies; RETURN/CREDIT MEMO; Supplies; Supplies; Supplies; Office Supplies; Office Supplies
7529	11/12/2020	Claims	12	104656	Neil Busby	274.56	305 SE12th St 305 #1
7530	11/12/2020	Claims	12	104657	Albert & Marilyn Deininger	174.87	1028 SESentry Dr
7531	11/12/2020	Claims	12	104658	Joy Kachel	110.00	628 S College Ave
7532	11/12/2020	Claims	12	104659	Joanne E MacLean	229.10	644 SE Whimbrel Loop
7533	11/12/2020	Claims	12	104660	Jennifer C Miller	243.62	601 SE 6th St
7534	11/12/2020	Claims	12	104661	Ronald & Kathleen Miller	275.32	1875 SESunflower Ct
7535	11/12/2020	Claims	12	104662	Jeffrey & Heidi Murphy	218.37	679 SE Whimbrel Loop
7536	11/12/2020	Claims	12	104663	Juliet Nelson	73.09	1023 SESentry Dr
7537	11/12/2020	Claims	12	104664	Keri Oler	3.14	777 SE Magnoni Dr
7538	11/12/2020	Claims	12	104665	RK Property Solutions	446.52	415 SE 5th St
7539	11/12/2020	Claims	12	104666	Wayne & Leanne Rickords	72.52	1015 SE Sentry Dr
7540	11/12/2020	Claims	12	104667	Andrew & Alyce Schild	216.35	1400 SWGreeley St
7541	11/12/2020	Claims	12	104668	Nathanael & Anna Shields	29.80	110 SW13th St 110 & 112
7542	11/12/2020	Claims	12	104669	Shawn Shugars	106.06	627 SE Magnoni Dr
7543	11/12/2020	Claims	12	104670	Lorretta Tucker	227.95	1213 SEFalbo Dr
7527	11/12/2020	Claims	12	E104671	Darel Tetz	33.23	1525 SE Valley View Terrace
7528	11/12/2020	Claims	12	E104672	Danny D Varnell	304.65	532 SE Mockingbird Dr
7720	11/25/2020	Claims	12	104673	123 Printing	37.03	PD Business Cards- Chief Tomaras
7721	11/25/2020	Claims	12	104674	Abadan Tri-Cities	286.72	Copy Machine Maintenance
7722	11/25/2020	Claims	12	104675	Anderson Towing LLC	200.38	Towing Service- 1985 F250
7723	11/25/2020	Claims	12	104676	Anderson-Perry & Associates, Inc.	48,018.18	4Bikes Project- Design Engineering; 2020 Community Development Block Grant Program- Sidewalks; Design Engineering- 10th Street Improvements-Pmt 6
7724	11/25/2020	Claims	12	104677	Broetje Orchards, LLC	235,150.00	3rd Installment Of Water Right Agreement Per Contract
7725	11/25/2020	Claims	12	104678	CI Shred	87.42	City Hall & PD Bins
7726	11/25/2020	Claims	12	104679	CenturyLink Communications LLC	8.01	Monthly Services
7727	11/25/2020	Claims	12	104680	Centurylink Communications LLC	887.06	Monthly Services; Monthly Services; Monthly Services
7728	11/25/2020	Claims	12	104681	Clean 'N Dry	897.75	Tile Cleaning In City Hall Bathrooms
7729	11/25/2020	Claims	12	104682	Corrosion Solutions Inc.	1,500.00	Cathodic Protection AST #2 & #3
7730	11/25/2020	Claims	12	104683	Rachel Lynn Cortez	4,166.66	Indigent Defense Services- November 2020
7731	11/25/2020	Claims	12	104684	Laurencio Cota de la Cruz	97.99	Reimbursement- 2020 Clothing Allowance
7732	11/25/2020	Claims	12	104685	Crown Paper & Janitorial Supply Inc	187.99	Supplies- FD Facilities
7733	11/25/2020	Claims	12	104686	Ferguson Enterprises, Inc.	4,942.53	Supplies; Supplies
7734	11/25/2020	Claims	12	104687	Brian R Fortin	300.00	2020 Equipment Allowance
7735	11/25/2020	Claims	12	104688	Patricia Ann Fulton	375.00	Indigent Defense Services- Sept/Oct 2020
7736	11/25/2020	Claims	12	104689	GNAT Enterprises	160.00	Transportation Services- D. Lepiane; Transportation Services- D. Lepiane
7737	11/25/2020	Claims	12	104690	Grainger, Inc.	422.72	Christmas Decoration Supplies; Christmas Decoration Setup Supplies; Christmas Decoration Setup Supplies

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7738	11/25/2020	Claims	12	104691	Paul D Hartwig	85.00	Reimbursement-PNW Section 2/1/2021-1/31/2022
7739	11/25/2020	Claims	12	104692	InterMountain Education Service District	1,010.50	Computer For Replacement Rotation
7740	11/25/2020	Claims	12	104693	J-U-B Engineers, Inc.	19,917.23	College Place- SW Sewer Collection System; Flex Light Industrial Study; Regional Stormwater Plan
7741	11/25/2020	Claims	12	104694	Kent D. Bruce Co., LLC	53.77	Part
7742	11/25/2020	Claims	12	104695	Kilmer's Auto Parts, Inc.	118.17	Shop Supplies
7743	11/25/2020	Claims	12	104696	Kenneth A Martin	100.00	2020 Clothing Allowance
7744	11/25/2020	Claims	12	104697	Municipal Code Corporation	200.00	Supplement 9, Update 9
7745	11/25/2020	Claims	12	104698	National Safety, Inc.	110.56	Supplies; Supplies
7746	11/25/2020	Claims	12	104699	New York Store, Western Outfitters Inc.	294.02	Safety Boots- T. Grove
7747	11/25/2020	Claims	12	104700	OXARC Inc	6.05	City Hall Sign Bow- Christmas Decoration
7748	11/25/2020	Claims	12	104701	Pacific Office Automation	238.84	Copy Machine Maintenance; Copy Machine Maintenance
7749	11/25/2020	Claims	12	104702	Platt Electric Supply	4.72	Supplies
7750	11/25/2020	Claims	12	104703	Pursuit Of Hoppiness LLC	8,000.00	Covid-19 Outdoor Eating Enhancements
7751	11/25/2020	Claims	12	104704	RH2 Engineering, Inc.	42,558.03	Water System Consolidation And Well #2 Relocation- Phase 1 Well Location & Connection To CCF; 2020 Comprehensive Water System Plan Update; Green Tank Consolidation Feasibility Study; Water System Cons
7752	11/25/2020	Claims	12	104705	SafeBuilt Washington, LLC	150.00	Plan Review Services- October 2020- Homestead Village Phase 3- Final Plat
7753	11/25/2020	Claims	12	104706	TIAA Commercial Finance, Inc.	233.75	Monthly Lease- Copy Machine
7754	11/25/2020	Claims	12	104707	Tampa Enterprises, LLC	2.72	Part
7755	11/25/2020	Claims	12	104708	Verizon Wireless	2,361.71	Monthly Services
7756	11/25/2020	Claims	12	104709	WA St. Auditor's Office	2,352.48	Accountability Audit
7757	11/25/2020	Claims	12	104710	WA St. Dept Of Ecology	98.00	Wastewater Operator Certificate 2020 Annual Renewal
7758	11/25/2020	Claims	12	104711	Walla Walla City of	1,956.54	Landfill Charges, Cust 09211; Landfill Charges, Cust 09211; Landfill Charges, Cust 09211; Landfill Charges, 09211; Landfill Charges, Cust 09211; Landfill Charges, Cust 09211; Landfill Charges, Cust 09
7759	11/25/2020	Claims	12	104712	Walla Walla Regional Water Testing Servi	270.00	Water Testing
7760	11/25/2020	Claims	12	104713	Walla Walla Union Bulletin	960.82	Call For Bids: Destito Court Storm Retrofit; Public Hearing: 2021 Annual Budget- Final; Public Hearing- 2021 Revenues & Property Tax Levy; Public Hearing- 2021-2026 Capital Facility Plan; Public Hear
7761	11/25/2020	Claims	12	104714	Western States Equipment Co.	368.21	Part
7782	11/30/2020	Claims	12	104715	CH2M Hill OMI	99,724.89	WWTP Operations, Maintenance & Management- November 2020
7783	11/30/2020	Claims	12	104716	Iron Horse LLC	36,614.40	Sewer Lining
7784	11/30/2020	Claims	12	104717	U.S. Bank St. Paul	391,475.00	COLPUTGO14 Debt Service Payment
7998	11/09/2020	Claims	15	EFT	Navia Benefit Solutions	100.00	FSA Participation Fees 10/1-10/31/2020
8001	11/03/2020	Claims	15	EFT	Navia Benefit Solutions	35.46	Health Care FSA Disbursement- Wk Ending 10/30/2020

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8003	11/06/2020	Claims	15	EFT	Navia Benefit Solutions	35.04	Health Care FSA Disbursement-Wk Ending 11/6/2020
8005	11/09/2020	Claims	15	EFT	Navia Benefit Solutions	6.26	Health Care FSA Disbursement-Wk Ending 11/9/2020
8006	11/13/2020	Claims	15	EFT	Navia Benefit Solutions	117.51	Health Care FSA Disbursement-Wk Ending 11/13/2020
8007	11/20/2020	Claims	15	EFT	Navia Benefit Solutions	196.06	Health Care FSA Disbursement-Wk Ending 11/20/2020
		511 Legislative				4,093.98	
		512 Municipal Court				4,692.22	
		513 Executive				18,209.19	
		514 Finance & Administration				10,657.06	
		515 Legal				16,583.41	
		516 Personnel				7,733.10	
		517 Employee Benefit Program				100.00	
		519 Other General Gov Services				10,558.78	
		520 City Clerk/Records				10,639.37	
		521 Law Enforcement				151,882.20	
		522 Fire Control				48,608.51	
		524 Building Inspection				8,139.20	
		526 Emergency Medical Services				30,055.95	
		531 Stormwater				4,500.00	
		558 Planning/Community Development				30,068.67	
		567 Alcohol & Drug Treatment/WW County				340.15	
		573 Spectator & Community Events				16,400.31	
		576 Parks & Recreation				10,381.73	
		589 Non-Expenditures				-2,565.67	
		001 Current Expense Fund				381,078.16	
		518 Data Processing Services				8,384.66	
		012 Technology Reserve Fund				8,384.66	
		517 Employee Benefit Program				1,062.50	
		061 Employee Benefit Reserve Fund				1,062.50	
		532				23.31	
		542 Road & Street Maintenance				27,380.84	
		543 Road & Street General Admin.				4,672.63	
		544 Engineering				3,558.50	
		100 Street Fund				35,635.28	
		521 Law Enforcement				1,208.11	
		120 Criminal Justice Fund				1,208.11	
		557 Economic Development				6,000.00	
		130 Hotel/Motel Tax				6,000.00	
		591 Interest & Debt Service				391,475.00	
		201 ULTGO Bond Fund				391,475.00	
		542 Road & Street Maintenance				15,481.20	
		309 CDBG Projects Fund				15,481.20	
		519 Other General Gov Services				8,374.29	
		315 Facility Maintenance Reserve Fund (CE)				8,374.29	
		526 Emergency Medical Services				76,602.71	
		320 Equipment Reserve Fund				76,602.71	
		542 Road & Street Maintenance				6,740.00	

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		330	Economic Development Fund			6,740.00	
		006	Charges For Goods & Services			488.91	
		105	State Grants			3,962.51	
		534	Water Utilities			100,816.48	
		400	Water Fund			105,267.90	
		006	Charges For Goods & Services			1,839.68	
		515	Legal			3,517.50	
		535	Wastewater Utilities			131,367.20	
		401	Wastewater Fund			136,724.38	
		006	Charges For Goods & Services			433.15	
		531	Stormwater			22,883.38	
		402	Stormwater Fund			23,316.53	
		531	Stormwater			113,794.42	
		403	Stormwater Capital Reserve Fund			113,794.42	
		534	Water Utilities			309,389.05	
		410	Water Capital Reserve Fund			309,389.05	
		535	Wastewater Utilities			48,652.23	
		411	Wastewater Capital Reserve Fund			48,652.23	
		006	Charges For Goods & Services			95.27	
		412	Wastewater Debt Service Fund			95.27	
		006	Charges For Goods & Services			182.14	
		413	Water Capital Improvement Reserve Fund			182.14	
		534	Water Utilities			23,817.91	
		431	Water System Construction Fund			23,817.91	
		548	Equipment Rental & Replacement			20,829.29	
		500	Equipment Rental & Replacement			20,829.29	
		589	Non-Expenditures			390.33	
		625	Flexible Benefits Plan Fund			390.33	
						Claims:	1,289,387.70
* Transaction Has Mixed Revenue And Expense Accounts						Payroll:	425,113.66

CHECK REGISTER

City Of College Place

Time: 12:24:59 Date: 12/10/2020

MCAG #: 0766

11/01/2020 To: 11/30/2020

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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WE, the City Administrator and the City Finance Director of the City of College Place, Walla Walla County, Washington, DO HEREBY certify that the merchandise and services listed above have been received, are appropriate business expenditures of the City of College Place, are an accounting of all expenditures for the period described, and that the related vouchers and checks have been properly documented and approved by City Management.

City Administrator		Finance Director	
	DocuSigned by: CC49F05EFDAA47C...		DocuSigned by: 1BF8E886B427474...

WE, the undersigned members of the City Council of the City of College Place, Walla Walla County, Washington, representing the entire Council in attendance, DO HEREBY certify that the Council has reviewed the above list of expenditures and related vouchers or checks for the period described, has discussed any concerns with City Management and Staff and has had any such concerns answered adequately. We further certify that the above list of expenditures has been approved by the City of College Place City Council, DATED this _____ day of _____, 2021.

X _____	X _____	X _____
Councilmember	Councilmember	Councilmember

TREASURERS REPORT**Fund Totals**

City Of College Place

MCAG #: 0766

11/01/2020 To: 11/30/2020

Time: 16:59:17 Date: 12/10/2020

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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 Current Expense Fund	1,488,668.58	1,290,379.35	459,533.62	2,319,514.31	27,810.90	7,808.19	-9,015.73	2,346,117.67
005 Current Expense Reserve Fund	303,389.11	73.98	3.42	303,459.67	0.00	0.00	0.00	303,459.67
012 Technology Reserve Fund	187,205.29	45.63	-21,851.96	209,102.88	1,544.62	0.00	0.00	210,647.50
061 Employee Benefit Reserve Fund	245,847.71	59.98	1,065.25	244,842.44	160.00	0.00	0.00	245,002.44
100 Street Fund	351,755.60	16,551.96	35,500.80	332,806.76	1,657.69	324.17	-300.00	334,488.62
120 Criminal Justice Fund	17,681.93	4.30	1,083.67	16,602.56	0.00	0.00	0.00	16,602.56
121 Forfeited Proceeds Fund	2,059.24	0.51	0.02	2,059.73	0.00	0.00	0.00	2,059.73
130 Hotel/Motel Tax	29,586.55	1,927.92	6,000.32	25,514.15	0.00	0.00	0.00	25,514.15
201 ULTGO Bond Fund	406,350.55	11.96	391,475.00	14,887.51	391,475.00	0.00	0.00	406,362.51
235 Commercial Drive Bond Debt Service Fund	143,579.52	12.03	0.31	143,591.24	0.00	0.00	0.00	143,591.24
301 Street Capital Contribution Fund	16,056.93	0.39		16,057.32	0.00	0.00	0.00	16,057.32
305 Capital Improvement Fund (REET)	297,545.62	14,464.83	2.94	312,007.51	0.00	0.00	0.00	312,007.51
306 Capital Improvement Fund (REET 2)	563,197.18	14,524.63	6.95	577,714.86	0.00	0.00	0.00	577,714.86
309 CDBG Projects Fund	0.04	0.00		0.04	266.60	0.00	0.00	266.64
311 Street Improvement Fund	522,972.77	122.55	15,491.33	507,603.99	0.00	0.00	0.00	507,603.99
315 Facility Maintenance Reserve Fund (CE)	115,453.02	28.35	8,375.42	107,105.95	4,545.83	0.00	0.00	111,651.78
320 Equipment Reserve Fund	332,453.07	82.52	76,605.22	255,930.37	76,602.71	0.00	0.00	332,533.08
330 Economic Development Fund	583,601.27	28.71	6,740.00	576,889.98	0.00	0.00	0.00	576,889.98
340 Economic Development Reserve Fund	64.86	0.00		64.86	0.00	0.00	0.00	64.86
400 Water Fund	634,289.35	160,642.60	114,199.32	680,732.63	19,823.64	635.87	-30,304.43	670,887.71
401 Wastewater Fund	2,030,644.00	212,249.09	123,099.17	2,119,793.92	108,632.91	0.00	-33,050.77	2,195,376.06
402 Stormwater Fund	367,585.46	48,703.75	22,019.15	394,270.06	1,854.85	137.15	-8,796.41	387,465.65
403 Stormwater Capital Reserve Fund	438,491.48	104.00	113,801.84	324,793.64	0.00	0.00	0.00	324,793.64
410 Water Capital Reserve Fund	1,093,923.05	365,438.90	305,343.03	1,154,018.92	235,150.00	0.00	-7,000.00	1,382,168.92
411 Wastewater Capital Reserve Fund	267,775.59	7,068.65	48,652.41	226,191.83	36,614.40	0.00	-7,000.00	255,806.23
412 Wastewater Debt Service Fund	657,605.72	43,869.53	1.40	701,473.85	220.89	0.00	-7,897.57	693,797.17
413 Water Capital Improvement Reserve Fund	1,038,290.69	72,943.50	2.21	1,111,231.98	326.37	0.00	-14,085.07	1,097,473.28
425 Water Revenue Bond Fund	384,656.42	32.41	0.82	384,688.01	0.00	0.00	0.00	384,688.01
426 Water Bond Reserve Fund	435,843.43	36.53	0.92	435,879.04	0.00	0.00	0.00	435,879.04
431 Water System Construction Fund	618,325.64	570,575.91	27,876.73	1,161,024.82	0.00	0.00	0.00	1,161,024.82
500 Equipment Rental & Replacement	166,154.33	207.12	20,801.19	145,560.26	736.65	0.00	0.00	146,296.91
625 Flexible Benefits Plan Fund	8,768.73	1,224.57	390.33	9,602.97	390.33	0.00	-1,224.57	8,768.73
	13,749,822.73	2,821,416.16	1,756,220.83	14,815,018.06	907,813.39	8,905.38	-118,674.55	15,613,062.28

TREASURERS REPORT**Account Totals**

City Of College Place

MCAG #: 0766

11/01/2020 To: 11/30/2020

Time: 16:59:17 Date: 12/10/2020

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Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
2 2 Petty Cash	1,150.00	0.00	0.00	1,150.00	0.00	0.00	1,150.00
12 12 Banner #2526 Gen Acct	2,400,850.38	3,323,807.73	4,023,284.08	1,701,374.03	-117,343.29	916,228.44	2,500,259.18
14 14 Banner #2221 Travel Adv	4,000.00	0.00	0.00	4,000.00	0.00	0.00	4,000.00
15 15 Banner #2025 Flex Spend	8,666.04	1,324.57	490.33	9,500.28	-1,324.57	490.33	8,666.04
16 16 Banner #2229 Public Funds A	618,918.30	2,309,317.13	564,673.72	2,363,561.71	0.00	0.00	2,363,561.71
17 17 Banner #2123 Dev Escrow Acc	77,783.04	0.65	0.00	77,783.69	0.00	0.00	77,783.69
19 19 Banner #7426 Pub Funds Inv	500,000.00	106.69	106.69	500,000.00	-106.69	106.69	500,000.00
20 20 Banner #3515 Capital Mitiga	16,056.89	0.39	0.00	16,057.28	0.00	0.00	16,057.28
22 22 Banner #6210 Water Projects	2,001,338.29	0.00	0.00	2,001,338.29	0.00	0.00	2,001,338.29
23 23 Banner #5412 Complete Stree	500,438.56	28.71	0.00	500,467.27	0.00	0.00	500,467.27
25 25 US Bank #2494 MIA	267,616.97	2.19	105.00	267,514.16	0.00	0.00	267,514.16
26 26 CB #2204 CDBG Project	1,017.31	0.00	0.00	1,017.31	0.00	0.00	1,017.31
27 27 CB #2255 Farm Market	1,704.67	0.02	0.00	1,704.69	0.00	0.00	1,704.69
28 28 CB #2158 Public Funds Check	0.00	16,756.27	16,756.27	0.00	0.00	0.00	0.00
29 29 CB #2263 Travel Adv	1,017.31	0.00	0.00	1,017.31	0.00	0.00	1,017.31
30 30 CB #2166 Flex Spend	1,017.31	0.00	0.00	1,017.31	0.00	0.00	1,017.31
31 31 CB #2220 Public Funds Acct	718,951.72	16,910.74	0.00	735,862.46	0.00	0.00	735,862.46
32 32 CB #2174 Dev Escrow Acct	1,017.31	0.00	0.00	1,017.31	0.00	0.00	1,017.31
33 33 CB #2298 Pub Funds Inv	1,017.31	0.00	0.00	1,017.31	0.00	0.00	1,017.31
34 34 CB #2182 Capital Mitigation	1,017.34	0.00	0.00	1,017.34	0.00	0.00	1,017.34
35 35 CB #2271 Projects	1,017.31	0.00	0.00	1,017.31	0.00	0.00	1,017.31
36 36 CB #2247 Complete Streets M	1,017.31	0.00	0.00	1,017.31	0.00	0.00	1,017.31
Total Cash:	7,125,613.37	5,668,255.09	4,605,416.09	8,188,452.37	-118,774.55	916,825.46	8,986,503.28

Investment Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
4 Acct#00410 LGIP	2,353,218.26	321.25	9.64	2,353,529.87	0.00	0.00	2,353,529.87
24 24 US Bank #0609 Safekeeping I	4,270,991.10	2,044.72	0.00	4,273,035.82	0.00	0.00	4,273,035.82
Total Investments:	6,624,209.36	2,365.97	9.64	6,626,565.69	0.00	0.00	6,626,565.69
	13,749,822.73	5,670,621.06	4,605,425.73	14,815,018.06	-118,774.55	916,825.46	15,613,068.97

TREASURERS REPORT

Fund Investments By Account

City Of College Place
MCAG #: 0766

11/01/2020 To: 11/30/2020

Time: 16:59:17 Date: 12/10/2020
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Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
235 000 Commercial Drive Bond Debt Service Fund	74,575.12		10.18	10.18	3,134.02	71,451.28
410 000 Water Equipment Reserve Fund	971,628.30		132.64	132.64	3.98	971,756.96
412 000 Wastewater Debt Service Fund	341,560.05	7,449.45	46.63	7,496.08	1.40	349,054.73
413 000 Water Capital Reserve Fund	539,287.61		73.62	13,665.76	2.21	552,951.16
425 000 Water & Sewer Revenue Bond Fund	199,790.33	13,592.14	27.27	27.27	8,396.11	191,421.49
426 000 2007 Water/Sewer Bond Reserve Fund	226,376.85		30.91	30.91	9,513.51	216,894.25
4 - Acct#00410 LGIP	2,353,218.26	21,041.59	321.25	21,362.84	21,051.23	2,353,529.87
001 000 Current Expense Fund	681,417.02		326.23	283,979.16		965,396.18
005 000 Current Expense Reserve Fund	144,277.97	283,652.93	69.07	69.07	18,045.25	126,301.79
012 000 Technology Reserve Fund	89,026.26		42.62	42.62	2,038.97	87,029.91
061 000 Employee Benefit Reserve Fund	116,913.91		55.97	55.97	15,064.94	101,904.94
100 000 Street Fund	167,278.85		80.08	80.08	28,842.70	138,516.23
120 000 Criminal Justice Fund	8,408.72		4.03	4.03	1,502.66	6,910.09
121 000 Forfeited Proceeds Fund	979.28		0.47	0.47	122.48	857.27
130 000 Hotel/Motel Tax	14,070.01		6.74	6.74	3,457.60	10,619.15
305 000 Capital Improvemnt Fund (REET)	145,005.69		69.42	69.42	15,215.66	129,859.45
306 000 Capital Improvement Fund (REET 2)	264,324.16		126.54	126.54	24,002.21	240,448.49
309 000 Myra Road Fund	0.02					0.02
311 000 Street Improvement Fund	248,701.90		119.07	119.07	37,553.05	211,267.92
315 000 Facility Maintenance Reserve Fund (CE)	54,904.17		26.29	26.29	10,352.30	44,578.16
320 000 Equipment Reserve Fund	158,099.46		75.69	75.69	51,655.35	106,519.80
400 000 Water Fund	314,347.64		150.49	150.49	31,173.00	283,325.13
401 000 Wastewater Fund	979,498.21		468.93	468.93	97,695.82	882,271.32
402 000 Stormwater Fund	174,806.81		83.69	83.69	10,792.87	164,097.63
403 000 Stormwater Capital Reserve Fund	208,526.47		99.83	99.83	73,445.18	135,181.12
411 000 Wastewater Equip Reserve Fund	127,341.81		60.96	60.96	33,260.33	94,142.44
431 000 Water System Construction Fund	294,047.36	189,037.57	140.77	189,178.34		483,225.70

TREASURERS REPORT
Fund Investments By AccountCity Of College Place
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11/01/2020 To: 11/30/2020

Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
500 000 Equipment Rental & Replacement	79,015.38		37.83	37.83	18,470.13	60,583.08
24 - 24 US Bank #0609 Safekee	4,270,991.10	472,690.50	2,044.72	474,735.22	472,690.50	4,273,035.82
	6,624,209.36	493,732.09	2,365.97	496,098.06	493,741.73	6,626,565.69

TREASURERS REPORT**Fund Investment Totals**

City Of College Place

MCAG #: 0766

11/01/2020 To: 11/30/2020

Time: 16:59:17 Date: 12/10/2020

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Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 Current Expense Fund	681,417.02	283,652.93	326.23	283,979.16		965,396.18	1,354,118.13
005 Current Expense Reserve Fund	144,277.97		69.07	69.07	18,045.25	126,301.79	177,157.88
012 Technology Reserve Fund	89,026.26		42.62	42.62	2,038.97	87,029.91	122,072.97
061 Employee Benefit Reserve Fund	116,913.91		55.97	55.97	15,064.94	101,904.94	142,937.50
100 Street Fund	167,278.85		80.08	80.08	28,842.70	138,516.23	194,290.53
120 Criminal Justice Fund	8,408.72		4.03	4.03	1,502.66	6,910.09	9,692.47
121 Forfeited Proceeds Fund	979.28		0.47	0.47	122.48	857.27	1,202.46
130 Hotel/Motel Tax	14,070.01		6.74	6.74	3,457.60	10,619.15	14,895.00
201 ULTGO Bond Fund						0.00	14,887.51
235 Commercial Drive Bond Debt Service Fund	74,575.12		10.18	10.18	3,134.02	71,451.28	72,139.96
301 Street Capital Contribution Fund						0.00	16,057.32
305 Capital Improvement Fund (REET)	145,005.69		69.42	69.42	15,215.66	129,859.45	182,148.06
306 Capital Improvement Fund (REET 2)	264,324.16		126.54	126.54	24,002.21	240,448.49	337,266.37
309 CDBG Projects Fund	0.02					0.02	0.02
311 Street Improvement Fund	248,701.90		119.07	119.07	37,553.05	211,267.92	296,336.07
315 Facility Maintenance Reserve Fund (CE)	54,904.17		26.29	26.29	10,352.30	44,578.16	62,527.79
320 Equipment Reserve Fund	158,099.46		75.69	75.69	51,655.35	106,519.80	149,410.57
330 Economic Development Fund						0.00	576,889.98
340 Economic Development Reserve Fund						0.00	64.86
400 Water Fund	314,347.64		150.49	150.49	31,173.00	283,325.13	397,407.50
401 Wastewater Fund	979,498.21		468.93	468.93	97,695.82	882,271.32	1,237,522.60
402 Stormwater Fund	174,806.81		83.69	83.69	10,792.87	164,097.63	230,172.43
403 Stormwater Capital Reserve Fund	208,526.47		99.83	99.83	73,445.18	135,181.12	189,612.52
410 Water Capital Reserve Fund	971,628.30		132.64	132.64	3.98	971,756.96	182,261.96
411 Wastewater Capital Reserve Fund	127,341.81		60.96	60.96	33,260.33	94,142.44	132,049.39
412 Wastewater Debt Service Fund	341,560.05	7,449.45	46.63	7,496.08	1.40	349,054.73	352,419.12
413 Water Capital Improvement Reserve Fund	539,287.61	13,592.14	73.62	13,665.76	2.21	552,951.16	558,280.82
425 Water Revenue Bond Fund	199,790.33		27.27	27.27	8,396.11	191,421.49	193,266.52
426 Water Bond Reserve Fund	226,376.85		30.91	30.91	9,513.51	216,894.25	218,984.79
431 Water System Construction Fund	294,047.36	189,037.57	140.77	189,178.34		483,225.70	677,799.12
500 Equipment Rental & Replacement	79,015.38		37.83	37.83	18,470.13	60,583.08	84,977.18
625 Flexible Benefits Plan Fund						0.00	9,602.97
	6,624,209.36	493,732.09	2,365.97	496,098.06	493,741.73	6,626,565.69	8,188,452.37

Ending fund balance (Page 1) - Investment balance = Available cash.

14,815,018.06

CASH FLOW REPORTCity of College Place
YTD 2020**REVENUES**

Fund #	Fund Name	January*	February	March	April	May	June	July	August	September	October	November	December	YTD
001	Current Expense Fund	\$2,371,972	\$ 357,844	\$ 481,423	\$ 809,223	\$ 1,255,060	\$ 586,466	\$ 386,071	\$ 555,155	\$ 425,173	\$ 478,052	\$ 1,290,379		\$8,976,818
5	Current Expense Fund Reserve	201,953	308	929	24	(3)	100,051	583	(126)	59	(369)	74		303,484
12	Technology Reserve Fund	280,523	372	1,080	27	(3)	47,051	471	(101)	47	(229)	46		329,284
61	Employee Benefit Reserve Fund	256,842	391	1,175	30	(3)	64	488	(105)	49	(296)			258,693
100	Street Fund	252,353	16,143	30,076	14,786	9,501	316,943	13,860	14,055	117,331	19,941	16,552		821,541
120	Criminal Justice Fund	17,857	26	72	3,363	(0)	4	3,600	(6)	3	3,545	4		28,469
121	Forfeited Proceeds Fund	2,045	3	9	0	(0)	1	4	(1)	0	(3)	1		2,060
130	Hotel/Motel Tax	24,773	1,222	1,559	1,771	(0)	6	50	676	1,564	1,690	1,928		35,237
201	UL TGO Bond Fund	15,168	0	98,935	0	0	0	0	0	389,015	11	12		503,142
202	99 South End Bond Fund	52,007	0	50,225	0	0	0	0	0	2	174,200			276,435
235	Commercial Drive Bond Debt Service Fund	143,962	110	139,822	50	31	25	21	17	16	15	12		284,081
301	Street Capital Contribution Fund	16,053	1	100,000	0	0	0	0	0	0	11,926	0		127,983
305	Capital Improvement Fund (REET)	292,605	15,414	22,273	12,781	7,928	10,900	598	15,825	9,474	7,058	14,465		409,321
306	Capital Improvement Fund (REET 2)	443,230	10,032	22,940	12,799	7,926	10,945	23,485	15,744	9,515	6,624	14,525		577,764
309	CDBG Projects Fund	-							0	0	0			
311	Street Improvement Fund	134,820	206	100,618	432,003	(2)	221,152	572	421,246	59,788	(1,095)	123		1,369,430
315	Facility Maintenance Reserve Fund (CE)	80,570	119	336	7	(1)	150,003	296	(64)	29	(122)	28		231,203
320	Equipment Reserve Fund	452,774	691	64,608	60	(6)	62,591	623	(135)	62,586	(269)	83		643,606
330	Economic Development Fund	380,766	28	12,204	29	30	277	30	30	200,280	30	29		593,731
340	Economic Development Reserve Fund	65												65
400	Water Fund	820,767	109,999	112,656	93,033	129,080	145,907	159,613	182,375	219,673	202,416	160,643		2,336,160
401	Wastewater Fund	1,905,097	217,054	224,477	270,910	188,303	213,838	219,794	218,874	214,160	226,822	212,249		4,111,578
402	Stormwater Fund	280,431	74,161	51,570	41,899	73,849	48,884	47,840	51,676	49,202	49,684	48,704		817,900
403	Stormwater Capital Reserve Fund	72,411	110	48,073	168,014	(4)	79,038	597	143,408	71,039	(799)	104		581,991
410	Water Capital Reserve Fund	1,810,857	2,233	41,255	1,067	815	193,943	4,153	557,566	40,303	542	365,439		3,018,174
411	Wastewater Capital Reserve Fund	1,021,116	5,558	39,575	113	(12)	38,719	4,952	3,186	35,140	(19)	7,069		1,155,397
412	Wastewater Debt Service Fund	511,629	44,634	44,036	50,133	40,372	46,673	45,514	44,643	43,152	46,021	43,870		960,677
413	Water Capital Improvement Reserve Fund	1,307,769	74,197	74,567	66,394	81,325	74,717	77,203	73,631	73,334	74,371	72,944		2,050,452
425	Water & Sewer Revenue Bond Fund	46,107	35	28	16	10	8	7	6	338,405	44	32		384,698
426	2007 Water/Sewer Bond Reserve Fund	434,728	331	262	153	93	76	63	53	49	45	37		435,891
431	Water System Construction Fund	480,070	731	402,192	73	668,321	134	413	439,454	716,689	(945)	570,576		3,277,708
500	Equipment Rental & Replacement	192,572	582	182,151	33	155	-43,647	1,422	(78)	80,561	101	207		414,058
625	Flexible Benefits Plan Fund	9,167	1,096	1,096	1,121	1,121	1,121	1,121	1,121	1,100	1,100	1,225		20,390
		\$ 14,313,057	\$ 933,630	\$ 2,330,223	\$ 1,979,910	\$ 2,463,889	\$ 2,305,894	\$ 993,445	\$ 2,738,126	\$ 3,157,741	\$ 1,300,089	\$ 2,821,416	\$ -	\$ 35,337,421

*Does not include beginning balances totaling \$ 14,459,257

CASH FLOW REPORTCity of College Place
YTD 2020**EXPENDITURES**

Fund #	Fund Name	January	February	March	April	May	June	July	August	September	October	November	December	YTD
001	Current Expense Fund	\$ 530,061	\$ 415,783	\$ 928,045	\$ 357,923	\$ 354,517	\$ 967,832	\$ 375,817	\$ 396,064	\$ 1,332,742	\$ 538,986	\$ 459,534	\$ -	\$ 6,657,304
5	Current Expense Reserve Fund	2	1	1	2	2	2	1	7	2	2	3	2	24
12	Technology Reserve Fund	36,537	9,107	8,417	20,641	3,831	5,745	863	19,062	16,186	21,641	(21,852)	1,064	120,181
61	Employee Benefit Reserve Fund	745	744	744	1,064	744	984	1,064	1,150	4,481	1,064	1,065	1,064	13,850
100	Street Fund	55,437	26,517	60,235	47,689	56,443	25,189	34,967	37,403	65,114	44,239	35,501	44,239	488,735
120	Criminal Justice Fund	1,064	1,044	1,026	1,154	1,016	1,009	1,212	1,052	1,028	1,177	1,084	1,177	11,867
121	Forfeited Proceeds Fund	0	0	0	0	0	0	0	0	0	0	0	0	0
130	Hotel/Motel Tax	2,000	0	0	1,567	0	0	0	1	0	154	6,000	0	9,723
201	ULTGO Bond Fund				0	96,475			4		300	391,475		488,255
202	99 South End Bond Fund				0	50,234			4		226,197			276,435
235	Commercial Drive Bond Debt Service Fund	1	0	140,484	0	0	0	0	3	0	0	0	0	140,491
301	Street Capital Contribution Fund			111,925										111,925
305	Capital Improvement Fund (REET)	3	1	8,273	722	25,745	16,022	28,495	10	5,740	12,301	3		97,314
306	Capital Improvement Fund (REET 2)	4	2	1	4	4	4	3	15	3	3	7		50
309	CDBG Projects Fund	-												-
311	Street Improvement Fund	1	409	209,008	302,466	15,913	63,805	8,236	14,561	231,934	2	15,491		861,826
315	Facility Maintenance Reserve Fund (CE)	2,398	5,153	13,058	22,810	25,416	8,209	4,678	13,940	12,015	8,046	8,375		124,097
320	Equipment Reserve Fund	3	2	352	99,777	155,301	1,224	54,392	14	2	2	76,605		387,675
330	Economic Development Fund								10,101			6,740		16,841
340	Economic Development Reserve Fund													-
400	Water Fund	158,747	122,464	161,564	117,810	98,426	303,120	121,326	121,392	201,126	135,212	114,199		1,655,387
401	Wastewater Fund	210,885	150,574	231,593	166,122	140,030	179,452	175,586	216,791	131,442	266,327	123,099		1,991,903
402	Stormwater Fund	27,446	44,383	72,545	21,637	36,473	66,321	20,776	18,828	69,978	23,255	22,019		423,661
403	Stormwater Capital Reserve Fund	0	2,232	0	3,490	51,264	2	2	2,910	2	83,494	113,802		257,197
410	Water Capital Reserve Fund	173	25,602	696,987	46,768	50,074	204,032	38,276	453,677	25,852	17,383	305,343		1,864,167
411	Wastewater Capital Reserve Fund	2	30,463	66,300	27,086	67,656	158,543	157,083	42,926	234,190	96,304	48,652		929,206
412	Wastewater Debt Service Fund	129,585	1	1	2	1	1	129,586	10	2	1	1		259,193
413	Water Capital Improvement Reserve Fund	5	4	5	6	439,035	3	3	29	500,134	3	2		939,228
425	Water & Sewer Revenue Bond Fund	0	0	0	0	0	0	0	7	0	1	1		10
426	2007 Water/Sewer Bond Reserve Fund	2	1	1	2	1	1	1	2	1	1	1		15
431	Water System Construction Fund	905	2,521	253,841	308,409	450,791	320,171	190,504	361,582	159,331	40,752	27,877		2,116,683
500	Equipment Rental & Replacement	54,062	12,098	24,926	22,525	10,623	19,598	32,105	20,356	27,207	24,198	20,801		268,498
625	Flexible Benefits Plan Fund	1,117	529	1,679	2,069	1,057	1,738	582	397	646	582	390		10,787
		\$ 1,211,185	\$ 849,636	\$ 2,991,014	\$ 1,571,747	\$ 2,131,072	\$ 2,343,006	\$ 1,375,559	\$ 1,732,298	\$ 3,019,159	\$ 1,541,630	\$ 1,756,221	\$ -	\$ 20,522,526
	GAIN/(LOSS)	\$ 13,101,873	\$ 83,995	\$ (660,791)	\$ 408,164	\$ 332,816	\$ (37,112)	\$ (382,114)	\$ 1,005,828	\$ 138,582	\$ (241,541)	\$ 1,065,195	\$ -	\$ 14,814,895

CASH FLOW REPORT

City of College Place

YTD 2020

NET

Fund #	Fund Name	January	February	March	April	May	June	July	August	September	October	November	December	YTD
001	Current Expense Fund	\$ 1,841,911	\$ (57,938)	\$ (468,623)	\$ 451,300	\$ 900,543	\$ (381,366)	\$ 10,254	\$ 159,091	\$ (907,569)	\$ (60,934)	\$ 830,846	\$ -	\$ 2,319,514
5	Current Expense Fund Reserve	201,951	307	928	22	(4)	100,049	582	(133)	57	(371)	71	-	303,460
12	Technology Reserve Fund	243,986	(8,735)	(7,337)	(20,614)	(3,834)	41,306	(392)	(19,164)	(16,139)	(21,871)	21,898	-	209,103
61	Employees Benefit Reserve Fund	256,097	(353)	431	(1,035)	(748)	(921)	(577)	(1,255)	(4,432)	(1,360)	(1,005)	-	244,842
100	Street Fund	196,917	(10,374)	(30,159)	(32,904)	(46,943)	291,754	(21,107)	(23,348)	52,217	(24,298)	(18,949)	-	332,807
120	Criminal Justice Fund	16,794	(1,019)	(954)	2,209	(1,016)	(1,005)	2,388	(1,058)	(1,025)	2,368	(1,079)	-	16,603
121	Forfeited Proceeds Fund	2,045	3	9	0	(0)	1	4	(1)	0	(3)	0	-	2,060
130	Hotel/Motel Tax	22,772	1,222	1,559	204	(1)	6	49	676	1,563	1,536	(4,072)	-	25,514
201	ULTGO Bond Fund	15,168	0	98,935	(0)	(96,475)	-	-	(4)	389,015	(289)	(391,463)	-	14,887
202	99 South End Bond Fund	52,007	0	50,225	(0)	(50,234)	0	0	0	2	(51,997)	-	-	0
235	Commercial Drive Bond Debt Service Fund	143,961	109	(662)	50	30	25	20	15	16	15	12	-	143,590
301	Street Capital Contribution Fund	16,053	1	(11,925)	0	0	0	0	0	0	11,926	0	-	16,057
305	Capital Improvement Fund (REET)	292,602	15,412	14,001	12,059	(17,817)	(5,122)	(27,896)	15,816	3,735	(5,244)	14,462	-	312,008
306	Capital Improvement Fund (REET 2)	443,226	10,030	22,939	12,795	7,923	10,942	23,481	15,729	9,512	6,621	14,518	-	577,715
309	CDBG Projects Fund	-	(409)	-	-	-	-	-	-	-	-	-	-	-
311	Street Improvement Fund	134,819	(4,947)	(108,390)	129,537	(15,915)	157,347	(7,664)	408,685	(172,145)	(1,097)	(15,369)	-	502,860
315	Facility Maintenance Reserve Fund (OE)	134,819	(5,033)	(12,722)	(22,803)	(25,416)	141,794	(4,382)	(14,004)	(11,985)	(8,168)	(8,347)	-	163,752
320	Equipment Reserve Fund	78,173	689	64,256	(99,717)	(155,307)	61,367	(53,769)	(149)	62,584	(272)	(76,523)	-	(118,666)
330	Economic Development Fund	452,771	28	12,204	29	30	277	30	(10,071)	200,280	30	(6,711)	-	648,895
340	Economic Development Reserve Fund	380,766	-	-	-	-	-	-	-	-	-	-	-	380,766
400	Water Fund	65	(12,466)	(48,909)	(24,777)	30,654	(157,213)	38,287	60,983	18,547	67,204	46,443	-	18,818
401	Wastewater Fund	662,020	66,480	(7,116)	104,788	48,273	34,386	44,208	2,083	82,718	(39,506)	89,150	-	1,087,484
402	Stormwater Fund	1,694,212	29,778	(20,975)	20,262	37,377	(17,437)	27,063	32,848	(20,776)	26,429	26,685	-	1,835,466
403	Stormwater Capital Reserve Fund	252,985	(2,121)	48,073	164,524	(51,267)	79,036	596	140,498	71,036	(84,293)	(113,698)	-	505,368
410	Water Capital Reserve Fund	72,410	(23,369)	(655,732)	(45,701)	(49,259)	(10,088)	(34,122)	103,888	14,452	(16,842)	60,096	-	(584,267)
411	Wastewater Capital Reserve Fund	1,810,684	(24,905)	(26,725)	(26,973)	(67,669)	(119,824)	(162,131)	(39,739)	(199,050)	(96,322)	(41,584)	-	1,015,762
412	Wastewater Debt Service Fund	1,021,114	44,633	44,034	50,131	40,371	46,672	(84,071)	44,633	43,151	46,020	43,868	-	1,340,555
413	Water Capital Improvement Reserve Fund	382,044	74,192	74,562	66,387	(357,709)	74,715	77,200	73,601	(426,800)	74,368	72,941	-	185,503
425	Water & Sewer Revenue Bond Fund	1,307,764	35	28	16	10	8	7	(2)	338,405	43	32	-	1,646,345
426	2007 Water/Sewer Bond Reserve Fund	46,107	330	261	151	92	75	62	51	48	44	36	-	47,257
431	Water System Construction Fund	434,726	(1,790)	148,351	(308,336)	217,530	(320,036)	(190,091)	77,872	557,358	(41,697)	542,699	-	1,116,586
500	Equipment Rental & Replacement	479,165	(11,516)	157,225	(22,492)	(10,468)	(63,244)	(30,683)	(20,434)	53,354	(24,097)	(20,594)	-	486,215
625	Flexible Benefits Plan Fund	8,049	568	(583)	(947)	64	(617)	539	724	453	517	834	-	9,603
		\$ 13,098,181	\$ 78,842	\$ (660,791)	\$ 408,164	\$ 332,816	\$ (37,112)	\$ (382,114)	\$ 1,005,827	\$ 138,582	\$ (241,541)	\$ 1,065,195	\$ -	\$ 14,806,460

2020 BUDGET POSITION

City Of College Place

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001 Current Expense Fund			Months: 01 To: 11	
Revenues	Amt Budgeted	Revenues	Remaining	
035 Other Miscellaneous	0.00	2,208.61	(2,208.61)	0.0%

002 Taxes

001 General Property Tax	1,995,880.00	1,868,170.10	127,709.90	6.4%
002 Retail Sales & Use Tax	1,951,000.00	1,956,089.35	(5,089.35)	0.0%
003 Business Tax	1,346,826.00	1,209,393.67	137,432.33	10.2%
005 Emergency Services	345,000.00	341,468.87	3,531.13	1.0%
002 Taxes	5,638,706.00	5,375,121.99	263,584.01	4.7%

002 Taxes	5,638,706.00	5,375,121.99	263,584.01	4.7%
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003 Permits & Licenses

001 Licenses & Permits	75,000.00	83,195.99	(8,195.99)	0.0%
002 Non-Business License & Permits	289,000.00	102,249.09	186,750.91	64.6%
003 Fire - Nuisance Abatement Notice	0.00	0.00	0.00	100.0%
003 Licenses & Permits	364,000.00	185,445.08	178,554.92	49.1%

003 Permits & Licenses	364,000.00	185,445.08	178,554.92	49.1%
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006 Charges For Goods & Services

001 Charges For Goods & Services	0.00	18.00	(18.00)	0.0%
002 General Government	0.00	1.05	(1.05)	0.0%
004 Fines / Penalties / Charges	0.00	0.00	0.00	100.0%
005 Building Dept	0.00	0.00	0.00	100.0%
006 Engineering	10,000.00	5,083.00	4,917.00	49.2%
007 Planning & Development	9,000.00	15,263.83	(6,263.83)	0.0%
008 Fire Department	157,700.00	171,518.30	(13,818.30)	0.0%
006 Charges For Goods & Services	176,700.00	191,884.18	(15,184.18)	0.0%

000	2,000.00	1,165.77	834.23	41.7%
001 Security Of Persons & Property	0.00	0.00	0.00	100.0%

010 Security Of Persons/Property	2,000.00	1,165.77	834.23	41.7%
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012 Court Fines And Forfeitures	0.00	0.00	0.00	100.0%
516 Personnel	0.00	0.00	0.00	100.0%
524 Building Inspection	1,000.00	497.00	503.00	50.3%

006 Charges For Goods & Services	179,700.00	193,546.95	(13,846.95)	0.0%
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012 Fines & Forfeits

012 Court Fines And Forfeitures	6,600.00	2,279.02	4,320.98	65.5%
013 Non-court Fines / Penalties	0.00	0.00	0.00	100.0%
512 Municipal Court	35,000.00	30,899.75	4,100.25	11.7%

012 Fines & Forfeits	41,600.00	33,178.77	8,421.23	20.2%
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019 Physical Environment

001 Physical Environment	0.00	0.00	0.00	100.0%
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2020 BUDGET POSITION

City Of College Place

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001 Current Expense Fund Months: 01 To: 11

Revenues	Amt Budgeted	Revenues	Remaining	
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019 Physical Environment

002 Economic Environment	0.00	0.00	0.00	100.0%
019 Physical Environment	0.00	0.00	0.00	100.0%
019 Physical Environment	0.00	0.00	0.00	100.0%

025 Miscellaneous

001 Interest & Other Earnings	38,000.00	27,942.61	10,057.39	26.5%
002 Rents & Leases	100,000.00	96,965.68	3,034.32	3.0%
005 Other Miscellaneous Revenue	54,000.00	95,554.71	(41,554.71)	0.0%
007 Application Fees	0.00	0.00	0.00	100.0%
010 Judgements & Settlements	0.00	0.00	0.00	100.0%
025 Miscellaneous	192,000.00	220,463.00	(28,463.00)	0.0%
522 Fire Control	0.00	0.00	0.00	100.0%
025 Miscellaneous	192,000.00	220,463.00	(28,463.00)	0.0%

030 Contributions / Donations Priv

003 Police Dept Donations	0.00	19,000.00	(19,000.00)	0.0%
004 Other Donations	15,000.00	14,950.00	50.00	0.3%
005 Fire Dept Donations	0.00	0.00	0.00	100.0%
030 Contr & Donations Priv Sources	15,000.00	33,950.00	(18,950.00)	0.0%
030 Contributions / Donations Priv	15,000.00	33,950.00	(18,950.00)	0.0%

070 Interfund Transfers

000	0.00	0.00	0.00	100.0%
070 Operating Transfers	0.00	0.00	0.00	100.0%
070 Interfund Transfers	0.00	0.00	0.00	100.0%

100 Grants

001 Direct Federal Grants	0.00	0.00	0.00	100.0%
002 Police Dept Grants	0.00	385.65	(385.65)	0.0%
003 Fire Dept Grants	0.00	0.00	0.00	100.0%
100 Direct Federal Grants	0.00	385.65	(385.65)	0.0%
001 Indirect Federal Grants	0.00	0.00	0.00	100.0%
002 Police Department Grants	0.00	4,213.66	(4,213.66)	0.0%
101 Indirect Federal Grants	0.00	4,213.66	(4,213.66)	0.0%
000	0.00	2,150.56	(2,150.56)	0.0%
001 State Grants	7,500.00	272,188.14	(264,688.14)	0.0%
002 Police Department Grants	0.00	0.00	0.00	100.0%

2020 BUDGET POSITION

City Of College Place

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001 Current Expense Fund Months: 01 To: 11

Revenues	Amt Budgeted	Revenues	Remaining
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105 State Grants

003 Planning Department	0.00	0.00	0.00	100.0%
005 Fire Department Grants	4,200.00	1,260.00	2,940.00	70.0%
105 State Grants	11,700.00	275,598.70	(263,898.70)	0.0%
100 Grants	11,700.00	280,198.01	(268,498.01)	0.0%

106 State Shared Revenues

107 State Entitlements	235,800.00	193,255.68	42,544.32	18.0%
106 State Shared Revenues	235,800.00	193,255.68	42,544.32	18.0%

107 Loan Proceeds

092 Loan Receipts	0.00	0.00	0.00	100.0%
107 Loan Proceeds	0.00	0.00	0.00	100.0%

109 Federal Revenues

109 Federal Revenues	0.00	66,247.86	(66,247.86)	0.0%
109 Federal Revenues	0.00	66,247.86	(66,247.86)	0.0%

380 Non-Revenues

000	0.00	16,271.00	(16,271.00)	0.0%
003 Agency & Other Type Deposits	0.00	15,671.99	(15,671.99)	0.0%
004 Sales Tax Collected	0.00	0.00	0.00	100.0%
005 Non-Revenues	5,000.00	2,537.90	2,462.10	49.2%
006 Developer / Deposits	0.00	291,195.55	(291,195.55)	0.0%
080 Non-Revenues	5,000.00	325,676.44	(320,676.44)	0.0%
380 Non-Revenues	5,000.00	325,676.44	(320,676.44)	0.0%

519 General Government Services

019 Physical Environment	0.00	0.00	0.00	100.0%
519 General Government Services	0.00	0.00	0.00	100.0%

522 Fire Department

010 Mobilization Program	40,000.00	84,676.10	(44,676.10)	0.0%
522 Fire Control	40,000.00	84,676.10	(44,676.10)	0.0%
522 Fire Department	40,000.00	84,676.10	(44,676.10)	0.0%

532 Public Works & Engineering

532	0.00	0.00	0.00	100.0%
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2020 BUDGET POSITION

City Of College Place

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001 Current Expense Fund

Months: 01 To: 11

Revenues	Amt Budgeted	Revenues	Remaining	
532 Public Works & Engineering	0.00	0.00	0.00	100.0%

573 Spectator & Community Events

036 Recreation Chrgs/Fees	4,000.00	4,731.00	(731.00)	0.0%
573 Spectator & Community Events	4,000.00	4,731.00	(731.00)	0.0%

576 Parks & Recreation

036 Recreation Chrgs/Fees	0.00	0.00	0.00	100.0%
576 Parks & Recreation	0.00	0.00	0.00	100.0%

Fund Revenues:	6,727,506.00	6,998,699.49	(271,193.49)	0.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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012 Fines & Forfeits

514 Finance & Administration	0.00	0.00	0.00	100.0%
012 Fines & Forfeits	0.00	0.00	0.00	100.0%

070 Interfund Transfers

000	1,591,785.00	1,424,685.00	167,100.00	10.5%
080 Operations/General	0.00	0.00	0.00	100.0%
070 Operating Transfers	1,591,785.00	1,424,685.00	167,100.00	10.5%
070 Interfund Transfers	1,591,785.00	1,424,685.00	167,100.00	10.5%

100 Grants

521 Law Enforcement	0.00	0.00	0.00	100.0%
100 Grants	0.00	0.00	0.00	100.0%

511 Legislative

001 Administrative	16,160.00	13,421.59	2,738.41	16.9%
002 Official Publication Service	1,500.00	633.22	866.78	57.8%
003 Training	3,750.00	266.79	3,483.21	92.9%
004 Legislative Services	34,507.97	31,138.41	3,369.56	9.8%
005 Election Costs	32,000.00	28,924.87	3,075.13	9.6%
511 Legislative	87,917.97	74,384.88	13,533.09	15.4%
515 Legal	2,000.00	0.00	2,000.00	100.0%
511 Legislative	89,917.97	74,384.88	15,533.09	17.3%

512 Municipal Court

512 Municipal Court	140,000.00	145,851.10	(5,851.10)	0.0%
515 Legal	3,000.00	0.00	3,000.00	100.0%

2020 BUDGET POSITION

City Of College Place

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001 Current Expense Fund

Months: 01 To: 11

Expenditures	Amt Budgeted	Expenditures	Remaining	
512 Municipal Court	143,000.00	145,851.10	(2,851.10)	0.0%

513 Executive

001 Administration	127,355.40	105,416.94	21,938.46	17.2%
003 Administrative Support Assist.	200.00	0.00	200.00	100.0%
513 Executive	127,555.40	105,416.94	22,138.46	17.4%
515 Legal	750.00	2,130.00	(1,380.00)	0.0%
519 Other General Gov Services	7,550.00	7,887.00	(337.00)	0.0%
513 Executive	135,855.40	115,433.94	20,421.46	15.0%

514 Finance Department

514 Finance & Administration	147,238.54	121,660.68	25,577.86	17.4%
515 Legal	300.00	105.00	195.00	65.0%
514 Finance Department	147,538.54	121,765.68	25,772.86	17.5%

515 Legal

515 Legal	60,000.00	54,912.52	5,087.48	8.5%
515 Legal	60,000.00	54,912.52	5,087.48	8.5%

516 Human Resources

515 Legal	250.00	525.00	(275.00)	0.0%
000	800.00	1,075.60	(275.60)	0.0%
001 Administration	127,350.55	88,474.75	38,875.80	30.5%
002 Wellness Program Supplies	1,970.00	449.22	1,520.78	77.2%
516 Personnel	130,120.55	89,999.57	40,120.98	30.8%
517 Employee Benefit Program	1,000.00	1,034.75	(34.75)	0.0%
516 Human Resources	131,370.55	91,559.32	39,811.23	30.3%

519 General Government Services

519 Other General Gov Services	0.00	0.00	0.00	100.0%
519 General Government Services	0.00	0.00	0.00	100.0%

520 City Clerk/Records

515 Legal	1,500.00	1,575.00	(75.00)	0.0%
520 City Clerk/Records	157,264.80	114,766.61	42,498.19	27.0%
520 City Clerk/Records	158,764.80	116,341.61	42,423.19	26.7%

521 Police Operations

030 Contr & Donations Priv Sources	0.00	0.00	0.00	100.0%
515 Legal	5,000.00	5,647.50	(647.50)	0.0%
001 Administration	227,117.03	184,398.04	42,718.99	18.8%

2020 BUDGET POSITION

City Of College Place

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001 Current Expense Fund

Months: 01 To: 11

Expenditures	Amt Budgeted	Expenditures	Remaining	
521 Law Enforcement				
002 Investigation	124,185.03	111,947.99	12,237.04	9.9%
003 Patrol	1,213,613.81	1,030,955.16	182,658.65	15.1%
004 School Resource Officer	92,621.43	81,379.93	11,241.50	12.1%
005 Crime Prevention	575.00	745.00	(170.00)	0.0%
006 Training	35,900.00	7,189.99	28,710.01	80.0%
007 Traffic Policing	328,904.33	284,373.42	44,530.91	13.5%
008 Support Services	226,941.39	169,539.42	57,401.97	25.3%
009 Criminal Justice	0.00	0.00	0.00	100.0%
012 Special Enforcement	100,022.41	87,460.43	12,561.98	12.6%
521 Law Enforcement	2,349,880.43	1,957,989.38	391,891.05	16.7%
523 Detention & Correction	30,150.00	16,610.28	13,539.72	44.9%
539 Special Enforcement	2,000.00	0.00	2,000.00	100.0%
521 Police Operations	2,387,030.43	1,980,247.16	406,783.27	17.0%

522 Fire Department

515 Legal	1,000.00	112.50	887.50	88.8%
001 Administration	26,600.00	21,023.69	5,576.31	21.0%
002 Fire Suppression	525,414.51	374,085.61	151,328.90	28.8%
003 Fire Prevention/Investigation	63,091.14	51,073.90	12,017.24	19.0%
004 Training	110,651.06	99,796.43	10,854.63	9.8%
005 Facilities	36,650.00	40,040.69	(3,390.69)	0.0%
010 Mobilization Program	3,600.00	25,274.88	(21,674.88)	0.0%
014 Long Term Debt - Equipment	50,225.00	224,423.58	(174,198.58)	0.0%
522 Fire Control	816,231.71	835,718.78	(19,487.07)	0.0%
001 Administration	100.00	419.34	(319.34)	0.0%
002 Training	3,600.00	2,287.83	1,312.17	36.4%
003 Rescue & Emergency Aif	497,978.83	365,739.46	132,239.37	26.6%
008 Emergency Med Servs - Rescue	2,000.00	4,076.25	(2,076.25)	0.0%
526 Emergency Medical Services	503,678.83	372,522.88	131,155.95	26.0%
522 Fire Department	1,320,910.54	1,208,354.16	112,556.38	8.5%

524 Building / Facilities / ISM

515 Legal	500.00	0.00	500.00	100.0%
001 Facilities	149,371.65	104,478.44	44,893.21	30.1%
002 Miscellaneous	49,000.00	47,999.00	1,001.00	2.0%
003 Annex Facility	7,000.00	4,947.29	2,052.71	29.3%
519 Other General Gov Services	205,371.65	157,424.73	47,946.92	23.3%
524 Building Inspection	245,820.70	126,929.23	118,891.47	48.4%
524 Building / Facilities / ISM	451,692.35	284,353.96	167,338.39	37.0%

525 Intergovernmental Services

2020 BUDGET POSITION

City Of College Place

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001 Current Expense Fund

Months: 01 To: 11

Expenditures	Amt Budgeted	Expenditures	Remaining	
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525 Emergency Services

525 Emergency Services	8,481.00	8,481.00	0.00	0.0%
525 Intergovernmental Services	8,481.00	8,481.00	0.00	0.0%

531 Stormwater

531 Stormwater	0.00	5,054.18	(5,054.18)	0.0%
531 Stormwater	0.00	5,054.18	(5,054.18)	0.0%

532 Public Works & Engineering

515 Legal	2,500.00	3,795.00	(1,295.00)	0.0%
532 Public Works & Engineering	2,500.00	3,795.00	(1,295.00)	0.0%

548 Equipment Rental & Replacement

548 Equipment Rental & Replacement	62,720.00	42,275.47	20,444.53	32.6%
548 Equipment Rental & Replacement	62,720.00	42,275.47	20,444.53	32.6%

557 Tourism

557 Economic Development	0.00	0.00	0.00	100.0%
557 Tourism	0.00	0.00	0.00	100.0%

558 Planning/Community Development

515 Legal	16,000.00	15,292.50	707.50	4.4%
001 Planning	334,629.78	168,128.67	166,501.11	49.8%
002 Development	28,500.00	16,905.34	11,594.66	40.7%
558 Planning/Community Development	363,129.78	185,034.01	178,095.77	49.0%
558 Planning/Community Development	379,129.78	200,326.51	178,803.27	47.2%

565 Welfare

565 Welfare Services	0.00	0.00	0.00	100.0%
565 Welfare	0.00	0.00	0.00	100.0%

567 Alcohol & Drug Treatment

567 Alcohol & Drug Treatment/WW County	3,000.00	2,382.11	617.89	20.6%
567 Alcohol & Drug Treatment	3,000.00	2,382.11	617.89	20.6%

572 Library / Community Events

572 Library Services	0.00	0.00	0.00	100.0%
572 Library / Community Events	0.00	0.00	0.00	100.0%

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City Of College Place

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001 Current Expense Fund Months: 01 To: 11

Expenditures	Amt Budgeted	Expenditures	Remaining
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573 Spectator & Community Events

001 Spectator & Community Events	32,445.00	30,725.41	1,719.59	5.3%
003 Farmer's Market	480.00	0.54	479.46	99.9%
573 Spectator & Community Events	32,925.00	30,725.95	2,199.05	6.7%
573 Spectator & Community Events	32,925.00	30,725.95	2,199.05	6.7%

576 Parks & Recreation

515 Legal	0.00	0.00	0.00	100.0%
575 Cultural & Recreational	10,000.00	10,000.00	0.00	0.0%
000	0.00	0.00	0.00	100.0%
001 Administration	26,816.95	25,198.32	1,618.63	6.0%
002 Recreational Services	130,385.73	118,450.97	11,934.76	9.2%
003 Recreational Materials/Equip.	40,000.00	22,500.00	17,500.00	43.8%
576 Parks & Recreation	197,202.68	166,149.29	31,053.39	15.7%
576 Parks & Recreation	207,202.68	176,149.29	31,053.39	15.0%

580 Non-Expenditures

589 Non-Expenditures	12,100.00	570,224.48	(558,124.48)	0.0%
580 Non-Expenditures	12,100.00	570,224.48	(558,124.48)	0.0%

596 Capital Expenditures

515 Legal	0.00	0.00	0.00	100.0%
596 Capital Expenditures	0.00	0.00	0.00	100.0%

Fund Expenditures:	7,325,924.04	6,657,303.32	668,620.72	9.1%
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Fund Excess/(Deficit):	(598,418.04)	341,396.17
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2020 BUDGET POSITION

City Of College Place

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005 Current Expense Reserve Fund

Months: 01 To: 11

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

001 Interest & Other Earnings	1,000.00	2,365.77	(1,365.77)	0.0%
025 Miscellaneous	1,000.00	2,365.77	(1,365.77)	0.0%
025 Miscellaneous	1,000.00	2,365.77	(1,365.77)	0.0%

070 Interfund Transfers

070 Operating Transfers	100,000.00	100,000.00	0.00	0.0%
070 Interfund Transfers	100,000.00	100,000.00	0.00	0.0%

Fund Revenues:	101,000.00	102,365.77	(1,365.77)	0.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	0.00	24.25	(24.25)	0.0%
025 Miscellaneous	0.00	24.25	(24.25)	0.0%
025 Miscellaneous	0.00	24.25	(24.25)	0.0%

Fund Expenditures:	0.00	24.25	(24.25)	0.0%
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Fund Excess/(Deficit):	101,000.00	102,341.52
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2020 BUDGET POSITION

City Of College Place

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012 Technology Reserve Fund

Months: 01 To: 11

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

025 Miscellaneous	3,000.00	2,920.29	79.71	2.7%
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025 Miscellaneous	3,000.00	2,920.29	79.71	2.7%
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070 Interfund Transfers

070 Operating Transfers	94,000.00	47,000.00	47,000.00	50.0%
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070 Interfund Transfers	94,000.00	47,000.00	47,000.00	50.0%
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Fund Revenues:	97,000.00	49,920.29	47,079.71	48.5%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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518 Data Processing

025 Miscellaneous	40.00	36.28	3.72	9.3%
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518 Data Processing Services	146,545.00	120,144.59	26,400.41	18.0%
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518 Data Processing	146,585.00	120,180.87	26,404.13	18.0%
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Fund Expenditures:	146,585.00	120,180.87	26,404.13	18.0%
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Fund Excess/(Deficit):	(49,585.00)	(70,260.58)
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City Of College Place

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061 Employee Benefit Reserve Fund

Months: 01 To: 11

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

025 Miscellaneous	3,000.00	2,912.84	87.16	2.9%
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025 Miscellaneous	3,000.00	2,912.84	87.16	2.9%
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070 Interfund Transfers

070 Operating Transfers	75,000.00	0.00	75,000.00	100.0%
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070 Interfund Transfers	75,000.00	0.00	75,000.00	100.0%
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Fund Revenues:	78,000.00	2,912.84	75,087.16	96.3%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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516 Human Resources

517 Employee Benefit Program	112,000.00	13,824.44	98,175.56	87.7%
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562 Employee Benefit Reserve	65.00	25.82	39.18	60.3%
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516 Human Resources	112,065.00	13,850.26	98,214.74	87.6%
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Fund Expenditures:	112,065.00	13,850.26	98,214.74	87.6%
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Fund Excess/(Deficit):	(34,065.00)	(10,937.42)
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2020 BUDGET POSITION

City Of College Place

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100 Street Fund Months: 01 To: 11

Revenues	Amt Budgeted	Revenues	Remaining	
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002 Taxes

002 Taxes	0.00	0.00	0.00	100.0%
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002 Taxes	0.00	0.00	0.00	100.0%
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003 Permits & Licenses

003 Licenses & Permits	8,000.00	4,425.00	3,575.00	44.7%
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003 Permits & Licenses	8,000.00	4,425.00	3,575.00	44.7%
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006 Charges For Goods & Services

001 Charges For Goods & Services	0.00	0.00	0.00	100.0%
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006 Engineering	0.00	8,516.40	(8,516.40)	0.0%
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006 Charges For Goods & Services	0.00	8,516.40	(8,516.40)	0.0%
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006 Charges For Goods & Services	0.00	8,516.40	(8,516.40)	0.0%
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025 Miscellaneous

001 Interest & Other Earnings	2,000.00	2,691.96	(691.96)	0.0%
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005 Other Miscellaneous Revenue	0.00	(14.40)	14.40	100.0%
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011 Project Plans & Specs Payments	0.00	0.00	0.00	100.0%
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025 Miscellaneous	2,000.00	2,677.56	(677.56)	0.0%
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025 Miscellaneous	2,000.00	2,677.56	(677.56)	0.0%
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070 Interfund Transfers

070 Operating Transfers	400,000.00	400,000.00	0.00	0.0%
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070 Interfund Transfers	400,000.00	400,000.00	0.00	0.0%
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100 Grants

101 Indirect Federal Grants	0.00	0.00	0.00	100.0%
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001 State Grants	0.00	0.00	0.00	100.0%
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005 Fire Department Grants	0.00	0.00	0.00	100.0%
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105 State Grants	0.00	0.00	0.00	100.0%
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100 Grants	0.00	0.00	0.00	100.0%
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106 State Shared Revenues

107 State Entitlements	218,100.00	170,331.09	47,768.91	21.9%
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106 State Shared Revenues	218,100.00	170,331.09	47,768.91	21.9%
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542 Street Department

019 Physical Environment	0.00	738.10	(738.10)	0.0%
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2020 BUDGET POSITION

City Of College Place

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100 Street Fund			Months: 01 To: 11	
Revenues	Amt Budgeted	Revenues	Remaining	
542 Street Department	0.00	738.10	(738.10)	0.0%
Fund Revenues:	628,100.00	586,688.15	41,411.85	6.6%
Expenditures	Amt Budgeted	Expenditures	Remaining	
025 Miscellaneous				
000	25.00	21.63	3.37	13.5%
025 Miscellaneous	25.00	21.63	3.37	13.5%
025 Miscellaneous	25.00	21.63	3.37	13.5%
070 Interfund Transfers				
070 Operating Transfers	0.00	0.00	0.00	100.0%
070 Interfund Transfers	0.00	0.00	0.00	100.0%
532 Public Works & Engineering				
532	0.00	610.41	(610.41)	0.0%
532 Public Works & Engineering	0.00	610.41	(610.41)	0.0%
542 Street Department				
515 Legal	0.00	0.00	0.00	100.0%
004 Traveled Way	186,432.10	128,741.02	57,691.08	30.9%
005 Street Lighting	45,000.00	37,603.96	7,396.04	16.4%
006 Traffic Control Devices	99,404.05	74,240.62	25,163.43	25.3%
007 Snow & Ice Removal	35,319.47	25,195.69	10,123.78	28.7%
008 Street Cleaning	0.00	0.00	0.00	100.0%
009 Roadside	55,075.11	44,394.21	10,680.90	19.4%
011 Interfund Transfers	7,000.00	5,250.00	1,750.00	25.0%
012 Capital Projects	0.00	0.00	0.00	100.0%
542 Road & Street Maintenance	428,230.73	315,425.50	112,805.23	26.3%
001 Administration	56,020.17	42,208.77	13,811.40	24.7%
002 General Services	19,000.00	24,000.00	(5,000.00)	0.0%
004 Training	1,000.00	1,258.81	(258.81)	0.0%
543 Road & Street General Admin.	76,020.17	67,467.58	8,552.59	11.3%
542 Street Department	504,250.90	382,893.08	121,357.82	24.1%
544 Engineering				
544 Engineering	114,698.71	105,209.51	9,489.20	8.3%
544 Engineering	114,698.71	105,209.51	9,489.20	8.3%
Fund Expenditures:	618,974.61	488,734.63	130,239.98	21.0%

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100 Street Fund

Months: 01 To: 11

Fund Excess/(Deficit):	9,125.39	97,953.52
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120 Criminal Justice Fund Months: 01 To: 11

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

001 Interest & Other Earnings	250.00	173.19	76.81	30.7%
025 Miscellaneous	250.00	173.19	76.81	30.7%
025 Miscellaneous	250.00	173.19	76.81	30.7%

100 Grants

100 Direct Federal Grants	0.00	0.00	0.00	100.0%
100 Grants	0.00	0.00	0.00	100.0%

106 State Shared Revenues

107 State Entitlements	14,000.00	13,131.37	868.63	6.2%
106 State Shared Revenues	14,000.00	13,131.37	868.63	6.2%

Fund Revenues:	14,250.00	13,304.56	945.44	6.6%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	0.00	1.57	(1.57)	0.0%
025 Miscellaneous	0.00	1.57	(1.57)	0.0%
025 Miscellaneous	0.00	1.57	(1.57)	0.0%

070 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00	100.0%
070 Interfund Transfers	0.00	0.00	0.00	100.0%

100 Grants

105 State Grants	0.00	0.00	0.00	100.0%
100 Grants	0.00	0.00	0.00	100.0%

521 Police Operations

003 Patrol	0.00	26.28	(26.28)	0.0%
004 School Resource Officer	13,461.21	11,838.69	1,622.52	12.1%
009 Criminal Justice	0.00	0.00	0.00	100.0%
521 Law Enforcement	13,461.21	11,864.97	1,596.24	11.9%
521 Police Operations	13,461.21	11,864.97	1,596.24	11.9%

Fund Expenditures:	13,461.21	11,866.54	1,594.67	11.8%
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120 Criminal Justice Fund

Months: 01 To: 11

Fund Excess/(Deficit):	788.79	1,438.02
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2020 BUDGET POSITION

City Of College Place

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121 Forfeited Proceeds Fund			Months: 01 To: 11	
Revenues	Amt Budgeted	Revenues	Remaining	

012 Fines & Forfeits

012 Court Fines And Forfeitures	500.00	0.00	500.00	100.0%
012 Fines & Forfeits	500.00	0.00	500.00	100.0%

025 Miscellaneous

001 Interest & Other Earnings	0.00	8.15	(8.15)	0.0%
025 Miscellaneous	0.00	8.15	(8.15)	0.0%
035 Other Miscellaneous	25.00	15.05	9.95	39.8%
025 Miscellaneous	25.00	23.20	1.80	7.2%

100 Grants

100 Direct Federal Grants	0.00	0.00	0.00	100.0%
100 Grants	0.00	0.00	0.00	100.0%

Fund Revenues:	525.00	23.20	501.80	95.6%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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025 Miscellaneous

000	0.00	0.21	(0.21)	0.0%
025 Miscellaneous	0.00	0.21	(0.21)	0.0%
025 Miscellaneous	0.00	0.21	(0.21)	0.0%

070 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00	100.0%
070 Interfund Transfers	0.00	0.00	0.00	100.0%

521 Police Operations

521 Law Enforcement	0.00	0.00	0.00	100.0%
521 Police Operations	0.00	0.00	0.00	100.0%

Fund Expenditures:	0.00	0.21	(0.21)	0.0%
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Fund Excess/(Deficit):	525.00	22.99		
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2020 BUDGET POSITION

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130 Hotel/Motel Tax Months: 01 To: 11

Revenues	Amt Budgeted	Revenues	Remaining
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002 Taxes

002 Taxes	14,000.00	11,138.09	2,861.91	20.4%
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002 Taxes	14,000.00	11,138.09	2,861.91	20.4%
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025 Miscellaneous

025 Miscellaneous	0.00	87.44	(87.44)	0.0%
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035 Other Miscellaneous	100.00	181.82	(81.82)	0.0%
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025 Miscellaneous	100.00	269.26	(169.26)	0.0%
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Fund Revenues:	14,100.00	11,407.35	2,692.65	19.1%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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557 Tourism

557 Economic Development	9,600.00	9,722.89	(122.89)	0.0%
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557 Tourism	9,600.00	9,722.89	(122.89)	0.0%
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Fund Expenditures:	9,600.00	9,722.89	(122.89)	0.0%
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Fund Excess/(Deficit):	4,500.00	1,684.46
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2020 BUDGET POSITION

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201 ULTGO Bond Fund

Months: 01 To: 11

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

001 Interest & Other Earnings	5.00	24.44	(19.44)	0.0%
025 Miscellaneous	5.00	24.44	(19.44)	0.0%
025 Miscellaneous	5.00	24.44	(19.44)	0.0%

070 Interfund Transfers

070 Operating Transfers	487,950.00	487,950.00	0.00	0.0%
070 Interfund Transfers	487,950.00	487,950.00	0.00	0.0%

390 Loan Proceeds

092 Loan Receipts	0.00	0.00	0.00	100.0%
390 Loan Proceeds	0.00	0.00	0.00	100.0%

Fund Revenues:	487,955.00	487,974.44	(19.44)	0.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	0.00	4.60	(4.60)	0.0%
025 Miscellaneous	0.00	4.60	(4.60)	0.0%
025 Miscellaneous	0.00	4.60	(4.60)	0.0%

590 Long Term Debt Payment/Interes

000	487,950.00	487,950.00	0.00	0.0%
001 Long Term Debt Redemption	0.00	0.00	0.00	100.0%
002 Interest & Other Debt Costs	0.00	300.00	(300.00)	0.0%
591 Interest & Debt Service	487,950.00	488,250.00	(300.00)	0.0%
590 Long Term Debt Payment/Interes	487,950.00	488,250.00	(300.00)	0.0%

Fund Expenditures:	487,950.00	488,254.60	(304.60)	0.0%
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Fund Excess/(Deficit):	5.00	(280.16)
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2020 BUDGET POSITION

City Of College Place

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202 LTGO Bond Fund

Months: 01 To: 11

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

001 Interest & Other Earnings	10.00	5.28	4.72	47.2%
025 Miscellaneous	10.00	5.28	4.72	47.2%
025 Miscellaneous	10.00	5.28	4.72	47.2%

070 Interfund Transfers

070 Operating Transfers	50,225.00	224,423.58	(174,198.58)	0.0%
070 Interfund Transfers	50,225.00	224,423.58	(174,198.58)	0.0%

Fund Revenues:	50,235.00	224,428.86	(174,193.86)	0.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	0.00	4.12	(4.12)	0.0%
025 Miscellaneous	0.00	4.12	(4.12)	0.0%
025 Miscellaneous	0.00	4.12	(4.12)	0.0%

070 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00	100.0%
070 Interfund Transfers	0.00	0.00	0.00	100.0%

590 Long Term Debt Payment/Interes

001 Long Term Debt Redemption	44,876.00	269,254.90	(224,378.90)	0.0%
002 Interest & Other Debt Costs	5,359.00	7,175.96	(1,816.96)	0.0%
591 Interest & Debt Service	50,235.00	276,430.86	(226,195.86)	0.0%
590 Long Term Debt Payment/Interes	50,235.00	276,430.86	(226,195.86)	0.0%

Fund Expenditures:	50,235.00	276,434.98	(226,199.98)	0.0%
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Fund Excess/(Deficit):	0.00	(52,006.12)
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2020 BUDGET POSITION

City Of College Place

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235 Commercial Drive Bond Debt Service Fund

Months: 01 To: 11

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

025 Miscellaneous	750.00	517.46	232.54	31.0%
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025 Miscellaneous	750.00	517.46	232.54	31.0%
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070 Interfund Transfers

070 Operating Transfers	139,735.00	139,735.00	0.00	0.0%
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070 Interfund Transfers	139,735.00	139,735.00	0.00	0.0%
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370 Capital Contributions

370 Capital Contributions	0.00	0.00	0.00	100.0%
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370 Capital Contributions	0.00	0.00	0.00	100.0%
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Fund Revenues:	140,485.00	140,252.46	232.54	0.2%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

514 Finance & Administration	0.00	6.94	(6.94)	0.0%
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025 Miscellaneous	0.00	6.94	(6.94)	0.0%
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590 Long Term Debt Payment/Interes

001 Long Term Debt Redemption	112,358.00	112,372.67	(14.67)	0.0%
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002 Interest & Other Debt Costs	28,127.00	28,111.06	15.94	0.1%
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591 Interest & Debt Service	140,485.00	140,483.73	1.27	0.0%
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590 Long Term Debt Payment/Interes	140,485.00	140,483.73	1.27	0.0%
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Fund Expenditures:	140,485.00	140,490.67	(5.67)	0.0%
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Fund Excess/(Deficit):	0.00	(238.21)
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2020 BUDGET POSITION

City Of College Place

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301 Street Capital Contribution Fund

Months: 01 To: 11

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

025 Miscellaneous	20.00	5.01	14.99	75.0%
025 Miscellaneous	20.00	5.01	14.99	75.0%

070 Interfund Transfers

070 Operating Transfers	0.00	100,000.00	(100,000.00)	0.0%
070 Interfund Transfers	0.00	100,000.00	(100,000.00)	0.0%

370 Capital Contributions

370 Capital Contributions	22,000.00	11,925.34	10,074.66	45.8%
370 Capital Contributions	22,000.00	11,925.34	10,074.66	45.8%

Fund Revenues:	22,020.00	111,930.35	(89,910.35)	0.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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070 Interfund Transfers

070 Operating Transfers	21,925.34	111,925.34	(90,000.00)	0.0%
070 Interfund Transfers	21,925.34	111,925.34	(90,000.00)	0.0%

542 Street Department

542 Road & Street Maintenance	0.00	0.00	0.00	100.0%
542 Street Department	0.00	0.00	0.00	100.0%

Fund Expenditures:	21,925.34	111,925.34	(90,000.00)	0.0%
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Fund Excess/(Deficit):	94.66	5.01
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2020 BUDGET POSITION

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305 Capital Improvement Fund (REET)

Months: 01 To: 11

Revenues	Amt Budgeted	Revenues	Remaining	
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002 Taxes

002 Taxes	130,000.00	122,626.52	7,373.48	5.7%
002 Taxes	130,000.00	122,626.52	7,373.48	5.7%

025 Miscellaneous

001 Interest & Other Earnings	1,500.00	3,437.61	(1,937.61)	0.0%
025 Miscellaneous	1,500.00	3,437.61	(1,937.61)	0.0%
025 Miscellaneous	1,500.00	3,437.61	(1,937.61)	0.0%

Fund Revenues:	131,500.00	126,064.13	5,435.87	4.1%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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025 Miscellaneous

000	0.00	32.66	(32.66)	0.0%
025 Miscellaneous	0.00	32.66	(32.66)	0.0%
025 Miscellaneous	0.00	32.66	(32.66)	0.0%

070 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00	100.0%
070 Interfund Transfers	0.00	0.00	0.00	100.0%

542 Street Department

542 Road & Street Maintenance	41,000.00	97,281.13	(56,281.13)	0.0%
542 Street Department	41,000.00	97,281.13	(56,281.13)	0.0%

596 Capital Expenditures

000	0.00	0.00	0.00	100.0%
005 Planning & Design	0.00	0.00	0.00	100.0%
594 Capital Improvements	0.00	0.00	0.00	100.0%
596 Capital Expenditures	0.00	0.00	0.00	100.0%

Fund Expenditures:	41,000.00	97,313.79	(56,313.79)	0.0%
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Fund Excess/(Deficit):	90,500.00	28,750.34		
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2020 BUDGET POSITION

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306 Capital Improvement Fund (REET 2)

Months: 01 To: 11

Revenues	Amt Budgeted	Revenues	Remaining
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002 Taxes

002 Taxes	130,000.00	139,522.51	(9,522.51)	0.0%
002 Taxes	130,000.00	139,522.51	(9,522.51)	0.0%

025 Miscellaneous

001 Interest & Other Earnings	2,000.00	4,981.92	(2,981.92)	0.0%
005 Other Miscellaneous Revenue	0.00	0.00	0.00	100.0%
025 Miscellaneous	2,000.00	4,981.92	(2,981.92)	0.0%
025 Miscellaneous	2,000.00	4,981.92	(2,981.92)	0.0%

030 Contributions / Donations Priv

030 Contr & Donations Priv Sources	0.00	0.00	0.00	100.0%
030 Contributions / Donations Priv	0.00	0.00	0.00	100.0%

100 Grants

105 State Grants	0.00	0.00	0.00	100.0%
100 Grants	0.00	0.00	0.00	100.0%

Fund Revenues:	132,000.00	144,504.43	(12,504.43)	0.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	0.00	49.62	(49.62)	0.0%
025 Miscellaneous	0.00	49.62	(49.62)	0.0%
025 Miscellaneous	0.00	49.62	(49.62)	0.0%

596 Capital Expenditures

594 Capital Improvements	431,500.00	0.00	431,500.00	100.0%
596 Capital Expenditures	431,500.00	0.00	431,500.00	100.0%

Fund Expenditures:	431,500.00	49.62	431,450.38	100.0%
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Fund Excess/(Deficit):	(299,500.00)	144,454.81
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2020 BUDGET POSITION

City Of College Place

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309 CDBG Projects Fund

Months: 01 To: 11

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

001 Interest & Other Earnings	0.00	0.04	(0.04)	0.0%
025 Miscellaneous	0.00	0.04	(0.04)	0.0%
025 Miscellaneous	0.00	0.04	(0.04)	0.0%

100 Grants

101 Indirect Federal Grants	464,530.00	0.00	464,530.00	100.0%
100 Grants	464,530.00	0.00	464,530.00	100.0%

Fund Revenues:	464,530.00	0.04	464,529.96	100.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	0.00	0.00	0.00	100.0%
025 Miscellaneous	0.00	0.00	0.00	100.0%
025 Miscellaneous	0.00	0.00	0.00	100.0%

542 Street Department

542 Road & Street Maintenance	464,530.00	0.00	464,530.00	100.0%
542 Street Department	464,530.00	0.00	464,530.00	100.0%

Fund Expenditures:	464,530.00	0.00	464,530.00	100.0%
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Fund Excess/(Deficit):	0.00	0.04
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2020 BUDGET POSITION

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311 Street Improvement Fund

Months: 01 To: 11

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

001 Interest & Other Earnings	3,000.00	891.57	2,108.43	70.3%
025 Miscellaneous	3,000.00	891.57	2,108.43	70.3%
025 Miscellaneous	3,000.00	891.57	2,108.43	70.3%

070 Interfund Transfers

070 Operating Transfers	10,000.00	100,000.00	(90,000.00)	0.0%
070 Interfund Transfers	10,000.00	100,000.00	(90,000.00)	0.0%

100 Grants

001 Indirect Federal Grants	0.00	0.00	0.00	100.0%
002 Police Department Grants	0.00	65,198.10	(65,198.10)	0.0%
101 Indirect Federal Grants	0.00	65,198.10	(65,198.10)	0.0%
102 Grants - Private Sources	2,000.00	0.00	2,000.00	100.0%
105 State Grants	1,304,503.00	1,087,405.80	217,097.20	16.6%
100 Grants	1,306,503.00	1,152,603.90	153,899.10	11.8%

Fund Revenues:	1,319,503.00	1,253,495.47	66,007.53	5.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	25.00	22.61	2.39	9.6%
025 Miscellaneous	25.00	22.61	2.39	9.6%
025 Miscellaneous	25.00	22.61	2.39	9.6%

070 Interfund Transfers

070 Operating Transfers	200,000.00	200,000.00	0.00	0.0%
070 Interfund Transfers	200,000.00	200,000.00	0.00	0.0%

542 Street Department

006 Traffic Control Devices	0.00	0.00	0.00	100.0%
009 Roadside	0.00	0.00	0.00	100.0%
010 Engineering	0.00	924,282.90	(924,282.90)	0.0%
012 Capital Projects	1,347,703.00	(262,479.52)	1,610,182.52	119.5%
542 Road & Street Maintenance	1,347,703.00	661,803.38	685,899.62	50.9%
542 Street Department	1,347,703.00	661,803.38	685,899.62	50.9%

Fund Expenditures:	1,547,728.00	861,825.99	685,902.01	44.3%
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311 Street Improvement Fund

Months: 01 To: 11

Fund Excess/(Deficit):	(228,225.00)	391,669.48
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2020 BUDGET POSITION

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315 Facility Maintenance Reserve Fund (CE) Months: 01 To: 11

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

001 Interest & Other Earnings	1,000.00	965.57	34.43	3.4%
025 Miscellaneous	1,000.00	965.57	34.43	3.4%
025 Miscellaneous	1,000.00	965.57	34.43	3.4%

070 Interfund Transfers

070 Operating Transfers	295,100.00	150,000.00	145,100.00	49.2%
070 Interfund Transfers	295,100.00	150,000.00	145,100.00	49.2%

100 Grants

102 Grants - Private Sources	48,832.00	0.00	48,832.00	100.0%
105 State Grants	0.00	0.00	0.00	100.0%
100 Grants	48,832.00	0.00	48,832.00	100.0%

Fund Revenues:	344,932.00	150,965.57	193,966.43	56.2%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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019 Physical Environment

048 Maintenance	0.00	0.00	0.00	100.0%
594 Capital Improvements	0.00	0.00	0.00	100.0%
019 Physical Environment	0.00	0.00	0.00	100.0%

025 Miscellaneous

000	100.00	8.44	91.56	91.6%
025 Miscellaneous	100.00	8.44	91.56	91.6%
025 Miscellaneous	100.00	8.44	91.56	91.6%

524 Building / Facilities / ISM

519 Other General Gov Services	282,331.00	124,088.44	158,242.56	56.0%
524 Building / Facilities / ISM	282,331.00	124,088.44	158,242.56	56.0%

Fund Expenditures:	282,431.00	124,096.88	158,334.12	56.1%
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Fund Excess/(Deficit):	62,501.00	26,868.69
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2020 BUDGET POSITION

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320 Equipment Reserve Fund

Months: 01 To: 11

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

025 Miscellaneous	4,000.00	4,665.35	(665.35)	0.0%
025 Miscellaneous	4,000.00	4,665.35	(665.35)	0.0%

070 Interfund Transfers

070 Operating Transfers	250,100.00	187,575.00	62,525.00	25.0%
070 Interfund Transfers	250,100.00	187,575.00	62,525.00	25.0%

Fund Revenues:	254,100.00	192,240.35	61,859.65	24.3%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

514 Finance & Administration	0.00	40.75	(40.75)	0.0%
025 Miscellaneous	0.00	40.75	(40.75)	0.0%

070 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00	100.0%
070 Interfund Transfers	0.00	0.00	0.00	100.0%

521 Police Operations

521 Law Enforcement	63,500.00	54,390.24	9,109.76	14.3%
521 Police Operations	63,500.00	54,390.24	9,109.76	14.3%

522 Fire Department

001 Administration	0.00	0.00	0.00	100.0%
010 Mobilization Program	150,000.00	87,836.20	62,163.80	41.4%
522 Fire Control	150,000.00	87,836.20	62,163.80	41.4%
526 Emergency Medical Services	0.00	76,602.71	(76,602.71)	0.0%
522 Fire Department	150,000.00	164,438.91	(14,438.91)	0.0%

542 Street Department

542 Road & Street Maintenance	157,000.00	99,835.45	57,164.55	36.4%
550 General Services	65,000.00	68,969.97	(3,969.97)	0.0%
542 Street Department	222,000.00	168,805.42	53,194.58	24.0%

Fund Expenditures:	435,500.00	387,675.32	47,824.68	11.0%
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Fund Excess/(Deficit):	(181,400.00)	(195,434.97)
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2020 BUDGET POSITION

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330 Economic Development Fund

Months: 01 To: 11

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

001 Interest & Other Earnings	50.00	1,069.57	(1,019.57)	0.0%
025 Miscellaneous	50.00	1,069.57	(1,019.57)	0.0%
025 Miscellaneous	50.00	1,069.57	(1,019.57)	0.0%

070 Interfund Transfers

070 Operating Transfers	211,925.34	211,925.34	0.00	0.0%
070 Interfund Transfers	211,925.34	211,925.34	0.00	0.0%

Fund Revenues:	211,975.34	212,994.91	(1,019.57)	0.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	0.00	0.00	0.00	100.0%
025 Miscellaneous	0.00	0.00	0.00	100.0%
025 Miscellaneous	0.00	0.00	0.00	100.0%

070 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00	100.0%
070 Interfund Transfers	0.00	0.00	0.00	100.0%

542 Street Department

010 Engineering	0.00	0.00	0.00	100.0%
012 Capital Projects	611,925.34	16,841.00	595,084.34	97.2%
542 Road & Street Maintenance	611,925.34	16,841.00	595,084.34	97.2%
542 Street Department	611,925.34	16,841.00	595,084.34	97.2%

Fund Expenditures:	611,925.34	16,841.00	595,084.34	97.2%
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Fund Excess/(Deficit):	(399,950.00)	196,153.91
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2020 BUDGET POSITION

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340 Economic Development Reserve Fund

Months: 01 To: 11

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

025 Miscellaneous	0.00	0.00	0.00	100.0%
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025 Miscellaneous	0.00	0.00	0.00	100.0%
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Fund Revenues:

0.00	0.00	0.00	100.0%
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Expenditures

Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

025 Miscellaneous	0.00	0.00	0.00	100.0%
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025 Miscellaneous	0.00	0.00	0.00	100.0%
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590 Long Term Debt Payment/Interes

591 Interest & Debt Service	0.00	0.00	0.00	100.0%
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590 Long Term Debt Payment/Interes	0.00	0.00	0.00	100.0%
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Fund Expenditures:

0.00	0.00	0.00	100.0%
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Fund Excess/(Deficit):

0.00	0.00
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2020 BUDGET POSITION

City Of College Place

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400 Water Fund

Months: 01 To: 11

Revenues	Amt Budgeted	Revenues	Remaining
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003 Permits & Licenses

003 Licenses & Permits	0.00	0.00	0.00	100.0%
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003 Permits & Licenses	0.00	0.00	0.00	100.0%
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006 Charges For Goods & Services

001 Charges For Goods & Services	55,000.00	8,312.82	46,687.18	84.9%
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004 Fines / Penalties / Charges	4,594.00	4,145.88	448.12	9.8%
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009 Water	1,651,676.00	1,567,855.50	83,820.50	5.1%
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006 Charges For Goods & Services	1,711,270.00	1,580,314.20	130,955.80	7.7%
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006 Charges For Goods & Services	1,711,270.00	1,580,314.20	130,955.80	7.7%
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012 Fines & Forfeits

006 Charges For Goods & Services	20,000.00	6,403.97	13,596.03	68.0%
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012 Fines & Forfeits	20,000.00	6,403.97	13,596.03	68.0%
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025 Miscellaneous

001 Interest & Other Earnings	7,000.00	10,343.62	(3,343.62)	0.0%
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002 Rents & Leases	19,044.00	20,075.55	(1,031.55)	0.0%
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005 Other Miscellaneous Revenue	0.00	12,742.20	(12,742.20)	0.0%
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025 Miscellaneous	26,044.00	43,161.37	(17,117.37)	0.0%
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025 Miscellaneous	26,044.00	43,161.37	(17,117.37)	0.0%
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070 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00	100.0%
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070 Interfund Transfers	0.00	0.00	0.00	100.0%
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100 Grants

105 State Grants	0.00	12,090.47	(12,090.47)	0.0%
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100 Grants	0.00	12,090.47	(12,090.47)	0.0%
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370 Capital Contributions

370 Capital Contributions	0.00	0.00	0.00	100.0%
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370 Capital Contributions	0.00	0.00	0.00	100.0%
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380 Non-Revenues

080 Non-Revenues	0.00	1,000.00	(1,000.00)	0.0%
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380 Non-Revenues	0.00	1,000.00	(1,000.00)	0.0%
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400 Water Fund Months: 01 To: 11

Revenues	Amt Budgeted	Revenues	Remaining
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534 Water Department

019 Physical Environment	0.00	0.00	0.00	100.0%
003 Maintenance	0.00	13,003.02	(13,003.02)	0.0%
534 Water Utilities	0.00	13,003.02	(13,003.02)	0.0%

534 Water Department	0.00	13,003.02	(13,003.02)	0.0%
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Fund Revenues:	1,757,314.00	1,655,973.03	101,340.97	5.8%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	0.00	61.21	(61.21)	0.0%
025 Miscellaneous	0.00	61.21	(61.21)	0.0%

025 Miscellaneous	0.00	61.21	(61.21)	0.0%
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070 Interfund Transfers

070 Operating Transfers	445,000.00	258,750.00	186,250.00	41.9%
070 Interfund Transfers	445,000.00	258,750.00	186,250.00	41.9%

100 Grants

105 State Grants	0.00	20,846.18	(20,846.18)	0.0%
100 Grants	0.00	20,846.18	(20,846.18)	0.0%

534 Water Department

515 Legal	0.00	0.00	0.00	100.0%
000	0.00	0.00	0.00	100.0%
001 Administration / General	594,972.35	569,768.10	25,204.25	4.2%
002 Administrative/Planning	22,405.45	19,678.42	2,727.03	12.2%
003 Maintenance	553,981.32	436,220.93	117,760.39	21.3%
004 Operations / General	194,559.16	192,842.37	1,716.79	0.9%
005 Capital Expenditures	0.00	0.00	0.00	100.0%
009 Finance	160,834.07	155,111.07	5,723.00	3.6%
534 Water Utilities	1,526,752.35	1,373,620.89	153,131.46	10.0%

534 Water Department	1,526,752.35	1,373,620.89	153,131.46	10.0%
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580 Non-Expenditures

589 Non-Expenditures	0.00	2,000.00	(2,000.00)	0.0%
580 Non-Expenditures	0.00	2,000.00	(2,000.00)	0.0%

597 Interfund Transfers

City Of College Place

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400 Water Fund	Months: 01 To: 11			
Expenditures	Amt Budgeted	Expenditures	Remaining	
070 Operating Transfers				
070 Operating Transfers	0.00	0.00	0.00	100.0%
597 Interfund Transfers	0.00	0.00	0.00	100.0%
Fund Expenditures:	1,971,752.35	1,655,278.28	316,474.07	16.1%
Fund Excess/(Deficit):	(214,438.35)	694.75		

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401 Wastewater Fund

Months: 01 To: 11

Revenues	Amt Budgeted	Revenues	Remaining
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003 Permits & Licenses

003 Licenses & Permits	0.00	0.00	0.00	100.0%
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003 Permits & Licenses	0.00	0.00	0.00	100.0%
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006 Charges For Goods & Services

001 Charges For Goods & Services	0.00	0.00	0.00	100.0%
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010 Wastewater	2,352,000.00	2,365,397.70	(13,397.70)	0.0%
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006 Charges For Goods & Services	2,352,000.00	2,365,397.70	(13,397.70)	0.0%
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006 Charges For Goods & Services	2,352,000.00	2,365,397.70	(13,397.70)	0.0%
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012 Fines & Forfeits

006 Charges For Goods & Services	10,000.00	2,919.43	7,080.57	70.8%
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012 Fines & Forfeits	10,000.00	2,919.43	7,080.57	70.8%
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019 Physical Environment

019 Physical Environment	0.00	884.08	(884.08)	0.0%
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019 Physical Environment	0.00	884.08	(884.08)	0.0%
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025 Miscellaneous

001 Interest & Other Earnings	14,000.00	20,841.03	(6,841.03)	0.0%
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002 Rents & Leases	0.00	0.00	0.00	100.0%
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005 Other Miscellaneous Revenue	0.00	41,815.28	(41,815.28)	0.0%
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025 Miscellaneous	14,000.00	62,656.31	(48,656.31)	0.0%
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025 Miscellaneous	14,000.00	62,656.31	(48,656.31)	0.0%
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070 Interfund Transfers

000	300,000.00	0.00	300,000.00	100.0%
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070 Operating Transfers	300,000.00	0.00	300,000.00	100.0%
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070 Interfund Transfers	300,000.00	0.00	300,000.00	100.0%
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100 Grants

105 State Grants	0.00	0.00	0.00	100.0%
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100 Grants	0.00	0.00	0.00	100.0%
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107 Loan Proceeds

092 Loan Receipts	0.00	0.00	0.00	100.0%
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107 Loan Proceeds	0.00	0.00	0.00	100.0%
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401 Wastewater Fund Months: 01 To: 11

Revenues	Amt Budgeted	Revenues	Remaining
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370 Capital Contributions

370 Capital Contributions	0.00	0.00	0.00 100.0%
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370 Capital Contributions	0.00	0.00	0.00 100.0%
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535 Wastewater Department

019 Physical Environment	0.00	0.00	0.00 100.0%
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535 Wastewater Department	0.00	0.00	0.00 100.0%
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Fund Revenues:	2,676,000.00	2,431,857.52	244,142.48 9.1%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	120.00	191.42	(71.42) 0.0%
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025 Miscellaneous	120.00	191.42	(71.42) 0.0%
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025 Miscellaneous	120.00	191.42	(71.42) 0.0%
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070 Interfund Transfers

000	300,000.00	0.00	300,000.00 100.0%
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050 Maintenance	63,000.00	47,250.00	15,750.00 25.0%
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080 Operations/General	63,000.00	47,250.00	15,750.00 25.0%
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070 Operating Transfers	426,000.00	94,500.00	331,500.00 77.8%
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070 Interfund Transfers	426,000.00	94,500.00	331,500.00 77.8%
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535 Wastewater Department

515 Legal	1,500.00	3,517.50	(2,017.50) 0.0%
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001 Administration / General	1,712,212.95	1,544,507.45	167,705.50 9.8%
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002 Administration / Planning	22,405.45	19,685.54	2,719.91 12.1%
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003 Maintenance	121,616.00	69,203.94	52,412.06 43.1%
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004 Operations / General	73,912.00	99,915.72	(26,003.72) 0.0%
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005 Operations / Testing	0.00	0.00	0.00 100.0%
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012 Finance	169,527.93	160,381.33	9,146.60 5.4%
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535 Wastewater Utilities	2,099,674.33	1,893,693.98	205,980.35 9.8%
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535 Wastewater Department	2,101,174.33	1,897,211.48	203,962.85 9.7%
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597 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00 100.0%
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597 Interfund Transfers	0.00	0.00	0.00 100.0%
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Fund Expenditures:	2,527,294.33	1,991,902.90	535,391.43 21.2%
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401 Wastewater Fund

Months: 01 To: 11

Fund Excess/(Deficit):	148,705.67	439,954.62
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402 Stormwater Fund

Months: 01 To: 11

Revenues	Amt Budgeted	Revenues	Remaining
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006 Charges For Goods & Services

006 Charges For Goods & Services	540,000.00	536,890.56	3,109.44	0.6%
025 Miscellaneous	0.00	0.00	0.00	100.0%
006 Charges For Goods & Services	540,000.00	536,890.56	3,109.44	0.6%

012 Fines & Forfeits

006 Charges For Goods & Services	0.00	1,032.81	(1,032.81)	0.0%
012 Fines & Forfeits	0.00	1,032.81	(1,032.81)	0.0%

019 Physical Environment

019 Physical Environment	0.00	519.98	(519.98)	0.0%
019 Physical Environment	0.00	519.98	(519.98)	0.0%

025 Miscellaneous

001 Interest & Other Earnings	500.00	2,994.10	(2,494.10)	0.0%
025 Miscellaneous	500.00	2,994.10	(2,494.10)	0.0%
025 Miscellaneous	500.00	2,994.10	(2,494.10)	0.0%

070 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00	100.0%
070 Interfund Transfers	0.00	0.00	0.00	100.0%

100 Grants

105 State Grants	90,000.00	47,033.74	42,966.26	47.7%
100 Grants	90,000.00	47,033.74	42,966.26	47.7%

Fund Revenues:	630,500.00	588,471.19	42,028.81	6.7%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	0.00	4.71	(4.71)	0.0%
025 Miscellaneous	0.00	4.71	(4.71)	0.0%
025 Miscellaneous	0.00	4.71	(4.71)	0.0%

531 Stormwater

515 Legal	0.00	0.00	0.00	100.0%
001 Administration / General	65,991.24	62,929.31	3,061.93	4.6%
002 Administration / Engineering	46,449.38	50,832.88	(4,383.50)	0.0%
003 Maintenance	93,884.09	84,642.76	9,241.33	9.8%

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402 Stormwater Fund			Months: 01 To: 11	
Expenditures	Amt Budgeted	Expenditures	Remaining	
531 Stormwater				
004 Operations / General	193,500.00	143,655.62	49,844.38	25.8%
005 Finance	69,756.64	81,595.87	(11,839.23)	0.0%
531 Stormwater	469,581.35	423,656.44	45,924.91	9.8%
531 Stormwater	469,581.35	423,656.44	45,924.91	9.8%
Fund Expenditures:	469,581.35	423,661.15	45,920.20	9.8%
Fund Excess/(Deficit):	160,918.65	164,810.04		

2020 BUDGET POSITION

City Of College Place

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403 Stormwater Capital Reserve Fund

Months: 01 To: 11

Revenues	Amt Budgeted	Revenues	Remaining	
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025 Miscellaneous

001 Interest & Other Earnings	1,000.00	478.91	521.09	52.1%
025 Miscellaneous	1,000.00	478.91	521.09	52.1%
025 Miscellaneous	1,000.00	478.91	521.09	52.1%

070 Interfund Transfers

000	0.00	0.00	0.00	100.0%
080 Operations/General	191,000.00	143,250.00	47,750.00	25.0%
070 Operating Transfers	191,000.00	143,250.00	47,750.00	25.0%
070 Interfund Transfers	191,000.00	143,250.00	47,750.00	25.0%

100 Grants

100 Direct Federal Grants	0.00	0.00	0.00	100.0%
105 State Grants	350,000.00	365,988.92	(15,988.92)	0.0%
100 Grants	350,000.00	365,988.92	(15,988.92)	0.0%

370 Capital Contributions

370 Capital Contributions	0.00	0.00	0.00	100.0%
370 Capital Contributions	0.00	0.00	0.00	100.0%

390 Loan Proceeds

092 Loan Receipts	0.00	0.00	0.00	100.0%
110 Federal Loans	0.00	0.00	0.00	100.0%
390 Loan Proceeds	0.00	0.00	0.00	100.0%

Fund Revenues:	542,000.00	509,717.83	32,282.17	6.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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025 Miscellaneous

000	0.00	24.36	(24.36)	0.0%
025 Miscellaneous	0.00	24.36	(24.36)	0.0%
025 Miscellaneous	0.00	24.36	(24.36)	0.0%

531 Stormwater

000	0.00	0.00	0.00	100.0%
006 Capital Projects	505,000.00	208,471.47	296,528.53	58.7%
531 Stormwater	505,000.00	208,471.47	296,528.53	58.7%

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City Of College Place

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403 Stormwater Capital Reserve Fund

Months: 01 To: 11

Expenditures	Amt Budgeted	Expenditures	Remaining	
531 Stormwater	505,000.00	208,471.47	296,528.53	58.7%

590 Long Term Debt Payment/Interes

001 Long Term Debt Redemption	42,112.26	42,112.26	0.00	0.0%
002 Interest & Other Debt Costs	6,589.01	6,589.01	0.00	0.0%
591 Interest & Debt Service	48,701.27	48,701.27	0.00	0.0%
590 Long Term Debt Payment/Interes	48,701.27	48,701.27	0.00	0.0%

Fund Expenditures:	553,701.27	257,197.10	296,504.17	53.5%
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Fund Excess/(Deficit):	(11,701.27)	252,520.73		
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410 Water Capital Reserve Fund

Months: 01 To: 11

Revenues	Amt Budgeted	Revenues	Remaining
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003 Permits & Licenses

003 Licenses & Permits	826,000.00	35,500.00	790,500.00	95.7%
003 Permits & Licenses	826,000.00	35,500.00	790,500.00	95.7%

025 Miscellaneous

000	75,000.00	5,807.01	69,192.99	92.3%
001 Interest & Other Earnings	0.00	1,390.10	(1,390.10)	0.0%
005 Other Miscellaneous Revenue	0.00	76,684.80	(76,684.80)	0.0%
025 Miscellaneous	75,000.00	83,881.91	(8,881.91)	0.0%
026 Rentals & Leases	91,626.00	70,000.00	21,626.00	23.6%
025 Miscellaneous	166,626.00	153,881.91	12,744.09	7.6%

070 Interfund Transfers

070 Operating Transfers	445,000.00	258,750.00	186,250.00	41.9%
070 Interfund Transfers	445,000.00	258,750.00	186,250.00	41.9%

100 Grants

102 Grants - Private Sources	440,000.00	0.00	440,000.00	100.0%
105 State Grants	90,988.00	90,988.10	(0.10)	0.0%
100 Grants	530,988.00	90,988.10	439,999.90	82.9%

107 Loan Proceeds

092 Loan Receipts	0.00	0.00	0.00	100.0%
107 Loan Proceeds	0.00	0.00	0.00	100.0%

370 Capital Contributions

370 Capital Contributions	0.00	2,783.41	(2,783.41)	0.0%
370 Capital Contributions	0.00	2,783.41	(2,783.41)	0.0%

390 Loan Proceeds

110 Federal Loans	1,752,995.00	750,404.94	1,002,590.06	57.2%
390 Loan Proceeds	1,752,995.00	750,404.94	1,002,590.06	57.2%

Fund Revenues:	3,721,609.00	1,292,308.36	2,429,300.64	65.3%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	280.00	59.46	220.54	78.8%
025 Miscellaneous	280.00	59.46	220.54	78.8%

2020 BUDGET POSITION

City Of College Place

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410 Water Capital Reserve Fund

Months: 01 To: 11

Expenditures	Amt Budgeted	Expenditures	Remaining	
025 Miscellaneous	280.00	59.46	220.54	78.8%

070 Interfund Transfers

070 Operating Transfers	0.00	600,000.00	(600,000.00)	0.0%
070 Interfund Transfers	0.00	600,000.00	(600,000.00)	0.0%

534 Water Department

000	0.00	841,393.04	(841,393.04)	0.0%
001 Administration / General	3,537,353.00	422,714.27	3,114,638.73	88.0%
534 Water Utilities	3,537,353.00	1,264,107.31	2,273,245.69	64.3%
534 Water Department	3,537,353.00	1,264,107.31	2,273,245.69	64.3%

590 Long Term Debt Payment/Interes

591 Interest & Debt Service	0.00	0.00	0.00	100.0%
590 Long Term Debt Payment/Interes	0.00	0.00	0.00	100.0%

Fund Expenditures:	3,537,633.00	1,864,166.77	1,673,466.23	47.3%
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Fund Excess/(Deficit):	183,976.00	(571,858.41)
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411 Wastewater Capital Reserve Fund

Months: 01 To: 11

Revenues	Amt Budgeted	Revenues	Remaining
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003 Permits & Licenses

003 Licenses & Permits	966,000.00	39,000.00	927,000.00	96.0%
003 Permits & Licenses	966,000.00	39,000.00	927,000.00	96.0%

025 Miscellaneous

000	10,000.00	4,472.08	5,527.92	55.3%
001 Interest & Other Earnings	0.00	4,301.69	(4,301.69)	0.0%
005 Other Miscellaneous Revenue	0.00	2,801.91	(2,801.91)	0.0%
025 Miscellaneous	10,000.00	11,575.68	(1,575.68)	0.0%
025 Miscellaneous	10,000.00	11,575.68	(1,575.68)	0.0%

070 Interfund Transfers

070 Operating Transfers	580,686.00	94,500.00	486,186.00	83.7%
070 Interfund Transfers	580,686.00	94,500.00	486,186.00	83.7%

100 Grants

103 Intergovernmental Local Grants	0.00	0.00	0.00	100.0%
105 State Grants	80,000.00	0.00	80,000.00	100.0%
100 Grants	80,000.00	0.00	80,000.00	100.0%

107 Loan Proceeds

092 Loan Receipts	5,500,000.00	0.00	5,500,000.00	100.0%
111 State Loans	2,500,000.00	0.00	2,500,000.00	100.0%
107 Loan Proceeds	8,000,000.00	0.00	8,000,000.00	100.0%

370 Capital Contributions

370 Capital Contributions	0.00	0.00	0.00	100.0%
370 Capital Contributions	0.00	0.00	0.00	100.0%

535 Wastewater Department

090 Disposition Of Fixed Assets	0.00	0.00	0.00	100.0%
535 Wastewater Department	0.00	0.00	0.00	100.0%

Fund Revenues:	9,636,686.00	145,075.68	9,491,610.32	98.5%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	55,000.00	75.38	54,924.62	99.9%
025 Miscellaneous	55,000.00	75.38	54,924.62	99.9%

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City Of College Place

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411 Wastewater Capital Reserve Fund

Months: 01 To: 11

Expenditures	Amt Budgeted	Expenditures	Remaining	
025 Miscellaneous	55,000.00	75.38	54,924.62	99.9%

535 Wastewater Department

003 Maintenance	280,000.00	81,210.70	198,789.30	71.0%
005 Operations / Testing	0.00	0.00	0.00	100.0%
007 Interest Payment	0.00	0.00	0.00	100.0%
008 Capitalized Expenditures	8,080,000.00	847,919.56	7,232,080.44	89.5%
009 Operating Transfers	0.00	0.00	0.00	100.0%
535 Wastewater Utilities	8,360,000.00	929,130.26	7,430,869.74	88.9%

535 Wastewater Department	8,360,000.00	929,130.26	7,430,869.74	88.9%
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Fund Expenditures:	8,415,000.00	929,205.64	7,485,794.36	89.0%
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Fund Excess/(Deficit):	1,221,686.00	(784,129.96)
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412 Wastewater Debt Service Fund

Months: 01 To: 11

Revenues	Amt Budgeted	Revenues	Remaining
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006 Charges For Goods & Services

006 Charges For Goods & Services	810,470.00	495,375.41	315,094.59	38.9%
006 Charges For Goods & Services	810,470.00	495,375.41	315,094.59	38.9%

025 Miscellaneous

025 Miscellaneous	3,000.00	2,103.56	896.44	29.9%
025 Miscellaneous	3,000.00	2,103.56	896.44	29.9%

107 Loan Proceeds

092 Loan Receipts	0.00	0.00	0.00	100.0%
107 Loan Proceeds	0.00	0.00	0.00	100.0%

Fund Revenues:	813,470.00	497,478.97	315,991.03	38.8%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

025 Miscellaneous	25.00	24.37	0.63	2.5%
025 Miscellaneous	25.00	24.37	0.63	2.5%

070 Interfund Transfers

070 Operating Transfers	552,394.00	0.00	552,394.00	100.0%
070 Interfund Transfers	552,394.00	0.00	552,394.00	100.0%

590 Long Term Debt Payment/Interes

001 Long Term Debt Redemption	342,275.18	259,168.20	83,106.98	24.3%
002 Interest & Other Debt Costs	137,399.25	0.00	137,399.25	100.0%
591 Interest & Debt Service	479,674.43	259,168.20	220,506.23	46.0%
590 Long Term Debt Payment/Interes	479,674.43	259,168.20	220,506.23	46.0%

Fund Expenditures:	1,032,093.43	259,192.57	772,900.86	74.9%
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Fund Excess/(Deficit):	(218,623.43)	238,286.40
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2020 BUDGET POSITION

City Of College Place

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413 Water Capital Improvement Reserve Fund Months: 01 To: 11

Revenues	Amt Budgeted	Revenues	Remaining
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006 Charges For Goods & Services

006 Charges For Goods & Services	890,000.00	815,179.61	74,820.39	8.4%
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006 Charges For Goods & Services	890,000.00	815,179.61	74,820.39	8.4%
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070 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00	100.0%
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070 Interfund Transfers	0.00	0.00	0.00	100.0%
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100 Grants

101 Indirect Federal Grants	2,097,716.00	0.00	2,097,716.00	100.0%
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100 Grants	2,097,716.00	0.00	2,097,716.00	100.0%
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590 Long Term Debt Payment/Interes

000	11,000.00	4,693.61	6,306.39	57.3%
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591 Interest & Debt Service	11,000.00	4,693.61	6,306.39	57.3%
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590 Long Term Debt Payment/Interes	11,000.00	4,693.61	6,306.39	57.3%
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Fund Revenues:	2,998,716.00	819,873.22	2,178,842.78	72.7%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

025 Miscellaneous	35.00	66.84	(31.84)	0.0%
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025 Miscellaneous	35.00	66.84	(31.84)	0.0%
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070 Interfund Transfers

070 Operating Transfers	338,400.00	338,400.00	0.00	0.0%
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070 Interfund Transfers	338,400.00	338,400.00	0.00	0.0%
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590 Long Term Debt Payment/Interes

001 Long Term Debt Redemption	664,920.13	563,839.27	101,080.86	15.2%
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002 Interest & Other Debt Costs	77,994.00	36,922.17	41,071.83	52.7%
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591 Interest & Debt Service	742,914.13	600,761.44	142,152.69	19.1%
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590 Long Term Debt Payment/Interes	742,914.13	600,761.44	142,152.69	19.1%
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Fund Expenditures:	1,081,349.13	939,228.28	142,120.85	13.1%
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Fund Excess/(Deficit):	1,917,366.87	(119,355.06)
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2020 BUDGET POSITION

City Of College Place

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425 Water Revenue Bond Fund

Months: 01 To: 11

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

001 Interest & Other Earnings	1,500.00	233.68	1,266.32	84.4%
025 Miscellaneous	1,500.00	233.68	1,266.32	84.4%
025 Miscellaneous	1,500.00	233.68	1,266.32	84.4%

070 Interfund Transfers

070 Operating Transfers	338,400.00	338,400.00	0.00	0.0%
070 Interfund Transfers	338,400.00	338,400.00	0.00	0.0%

Fund Revenues:	339,900.00	338,633.68	1,266.32	0.4%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	0.00	10.37	(10.37)	0.0%
025 Miscellaneous	0.00	10.37	(10.37)	0.0%
025 Miscellaneous	0.00	10.37	(10.37)	0.0%

070 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00	100.0%
070 Interfund Transfers	0.00	0.00	0.00	100.0%

590 Long Term Debt Payment/Interes

001 Long Term Debt Redemption	225,000.00	0.00	225,000.00	100.0%
002 Interest & Other Debt Costs	113,400.00	0.00	113,400.00	100.0%
591 Interest & Debt Service	338,400.00	0.00	338,400.00	100.0%
590 Long Term Debt Payment/Interes	338,400.00	0.00	338,400.00	100.0%

Fund Expenditures:	338,400.00	10.37	338,389.63	100.0%
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Fund Excess/(Deficit):	1,500.00	338,623.31
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2020 BUDGET POSITION

City Of College Place

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426 Water Bond Reserve Fund

Months: 01 To: 11

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

001 Interest & Other Earnings	1,500.00	1,565.54	(65.54)	0.0%
025 Miscellaneous	1,500.00	1,565.54	(65.54)	0.0%
025 Miscellaneous	1,500.00	1,565.54	(65.54)	0.0%

070 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00	100.0%
070 Interfund Transfers	0.00	0.00	0.00	100.0%

107 Loan Proceeds

092 Loan Receipts	0.00	0.00	0.00	100.0%
107 Loan Proceeds	0.00	0.00	0.00	100.0%

Fund Revenues:	1,500.00	1,565.54	(65.54)	0.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	0.00	14.55	(14.55)	0.0%
025 Miscellaneous	0.00	14.55	(14.55)	0.0%
025 Miscellaneous	0.00	14.55	(14.55)	0.0%

070 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00	100.0%
070 Interfund Transfers	0.00	0.00	0.00	100.0%

Fund Expenditures:	0.00	14.55	(14.55)	0.0%
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Fund Excess/(Deficit):	1,500.00	1,550.99
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2020 BUDGET POSITION

City Of College Place

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431 Water System Construction Fund

Months: 01 To: 11

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

001 Interest & Other Earnings	1,500.00	5,895.80	(4,395.80)	0.0%
009 PWTF Loan Related	0.00	0.00	0.00	100.0%
025 Miscellaneous	1,500.00	5,895.80	(4,395.80)	0.0%
025 Miscellaneous	1,500.00	5,895.80	(4,395.80)	0.0%

070 Interfund Transfers

070 Operating Transfers	0.00	600,000.00	(600,000.00)	0.0%
070 Interfund Transfers	0.00	600,000.00	(600,000.00)	0.0%

100 Grants

105 State Grants	0.00	0.00	0.00	100.0%
100 Grants	0.00	0.00	0.00	100.0%

107 Loan Proceeds

111 State Loans	1,867,431.00	2,194,890.93	(327,459.93)	0.0%
107 Loan Proceeds	1,867,431.00	2,194,890.93	(327,459.93)	0.0%

390 Loan Proceeds

111 State Loans	0.00	0.00	0.00	100.0%
390 Loan Proceeds	0.00	0.00	0.00	100.0%

Fund Revenues:

1,868,931.00	2,800,786.73	(931,855.73)	0.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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025 Miscellaneous

000	20.00	47.87	(27.87)	0.0%
025 Miscellaneous	20.00	47.87	(27.87)	0.0%
025 Miscellaneous	20.00	47.87	(27.87)	0.0%

070 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00	100.0%
070 Interfund Transfers	0.00	0.00	0.00	100.0%

534 Water Department

000	0.00	2,194,890.93	(2,194,890.93)	0.0%
001 Administration / General	2,675,494.00	(78,255.80)	2,753,749.80	102.9%
005 Capital Expenditures	0.00	0.00	0.00	100.0%

City Of College Place

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431 Water System Construction Fund

Months: 01 To: 11

Expenditures	Amt Budgeted	Expenditures	Remaining
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534 Water Utilities

534 Water Utilities	2,675,494.00	2,116,635.13	558,858.87	20.9%
534 Water Department	2,675,494.00	2,116,635.13	558,858.87	20.9%
Fund Expenditures:	2,675,514.00	2,116,683.00	558,831.00	20.9%
Fund Excess/(Deficit):	(806,583.00)	684,103.73		

2020 BUDGET POSITION

City Of College Place

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500 Equipment Rental & Replacement

Months: 01 To: 11

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

001 Interest & Other Earnings	3,000.00	3,703.01	(703.01)	0.0%
005 Other Miscellaneous Revenue	0.00	0.00	0.00	100.0%
025 Miscellaneous	3,000.00	3,703.01	(703.01)	0.0%
025 Miscellaneous	3,000.00	3,703.01	(703.01)	0.0%

070 Interfund Transfers

070 Operating Transfers	0.00	0.00	0.00	100.0%
070 Interfund Transfers	0.00	0.00	0.00	100.0%

107 Loan Proceeds

092 Loan Receipts	0.00	0.00	0.00	100.0%
107 Loan Proceeds	0.00	0.00	0.00	100.0%

548 Equipment Rental & Replacement

020 Economic Environment	0.00	1,060.58	(1,060.58)	0.0%
070 Operating Transfers	385,821.00	217,525.79	168,295.21	43.6%
548 Equipment Rental & Replacement	385,821.00	218,586.37	167,234.63	43.3%

Fund Revenues:	388,821.00	222,289.38	166,531.62	42.8%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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522 Fire Department

002 Fire Suppression	0.00	0.00	0.00	100.0%
010 Mobilization Program	500.00	0.00	500.00	100.0%
522 Fire Control	500.00	0.00	500.00	100.0%
522 Fire Department	500.00	0.00	500.00	100.0%

548 Equipment Rental & Replacement

515 Legal	0.00	0.00	0.00	100.0%
000	0.00	0.00	0.00	100.0%
001 Administration/Overhead Costs	77,455.95	67,108.12	10,347.83	13.4%
002 Operations / General	302,978.63	201,389.84	101,588.79	33.5%
548 Equipment Rental & Replacement	380,434.58	268,497.96	111,936.62	29.4%
548 Equipment Rental & Replacement	380,434.58	268,497.96	111,936.62	29.4%

Fund Expenditures:	380,934.58	268,497.96	112,436.62	29.5%
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500 Equipment Rental & Replacement

Months: 01 To: 11

Fund Excess/(Deficit):	7,886.42	(46,208.58)
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2020 BUDGET POSITION

City Of College Place

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625 Flexible Benefits Plan Fund

Months: 01 To: 11

Revenues	Amt Budgeted	Revenues	Remaining
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025 Miscellaneous

025 Miscellaneous	0.00	0.04	(0.04)	0.0%
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025 Miscellaneous	0.00	0.04	(0.04)	0.0%
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380 Non-Revenues

060 Agency & Other Type Deposits	20,000.00	12,604.20	7,395.80	37.0%
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380 Non-Revenues	20,000.00	12,604.20	7,395.80	37.0%
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Fund Revenues:	20,000.00	12,604.24	7,395.76	37.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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516 Human Resources

589 Non-Expenditures	20,000.00	10,787.16	9,212.84	46.1%
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516 Human Resources	20,000.00	10,787.16	9,212.84	46.1%
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Fund Expenditures:	20,000.00	10,787.16	9,212.84	46.1%
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Fund Excess/(Deficit):	0.00	1,817.08
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2020 BUDGET POSITION TOTALS

City Of College Place

Months: 01 To: 11

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 Current Expense Fund	6,727,506.00	6,998,699.49	0.0%	7,325,924.04	6,657,303.32	9%
005 Current Expense Reserve Fund	101,000.00	102,365.77	0.0%	0.00	24.25	0%
012 Technology Reserve Fund	97,000.00	49,920.29	48.5%	146,585.00	120,180.87	18%
061 Employee Benefit Reserve Fund	78,000.00	2,912.84	96.3%	112,065.00	13,850.26	88%
100 Street Fund	628,100.00	586,688.15	6.6%	618,974.61	488,734.63	21%
120 Criminal Justice Fund	14,250.00	13,304.56	6.6%	13,461.21	11,866.54	12%
121 Forfeited Proceeds Fund	525.00	23.20	95.6%	0.00	0.21	0%
130 Hotel/Motel Tax	14,100.00	11,407.35	19.1%	9,600.00	9,722.89	0%
201 ULTGO Bond Fund	487,955.00	487,974.44	0.0%	487,950.00	488,254.60	0%
202 LTGO Bond Fund	50,235.00	224,428.86	0.0%	50,235.00	276,434.98	0%
235 Commercial Drive Bond Debt Se	140,485.00	140,252.46	0.2%	140,485.00	140,490.67	0%
301 Street Capital Contribution Fund	22,020.00	111,930.35	0.0%	21,925.34	111,925.34	0%
305 Capital Improvement Fund (REE	131,500.00	126,064.13	4.1%	41,000.00	97,313.79	0%
306 Capital Improvement Fund (REE	132,000.00	144,504.43	0.0%	431,500.00	49.62	100%
309 CDBG Projects Fund	464,530.00	0.04	100.0%	464,530.00	0.00	100%
311 Street Improvement Fund	1,319,503.00	1,253,495.47	5.0%	1,547,728.00	861,825.99	44%
315 Facility Maintenance Reserve Fu	344,932.00	150,965.57	56.2%	282,431.00	124,096.88	56%
320 Equipment Reserve Fund	254,100.00	192,240.35	24.3%	435,500.00	387,675.32	11%
330 Economic Development Fund	211,975.34	212,994.91	0.0%	611,925.34	16,841.00	97%
340 Economic Development Reserve	0.00	0.00	100.0%	0.00	0.00	100%
400 Water Fund	1,757,314.00	1,655,973.03	5.8%	1,971,752.35	1,655,278.28	16%
401 Wastewater Fund	2,676,000.00	2,431,857.52	9.1%	2,527,294.33	1,991,902.90	21%
402 Stormwater Fund	630,500.00	588,471.19	6.7%	469,581.35	423,661.15	10%
403 Stormwater Capital Reserve Fund	542,000.00	509,717.83	6.0%	553,701.27	257,197.10	54%
410 Water Capital Reserve Fund	3,721,609.00	1,292,308.36	65.3%	3,537,633.00	1,864,166.77	47%
411 Wastewater Capital Reserve Fund	9,636,686.00	145,075.68	98.5%	8,415,000.00	929,205.64	89%
412 Wastewater Debt Service Fund	813,470.00	497,478.97	38.8%	1,032,093.43	259,192.57	75%
413 Water Capital Improvement Rese	2,998,716.00	819,873.22	72.7%	1,081,349.13	939,228.28	13%
425 Water Revenue Bond Fund	339,900.00	338,633.68	0.4%	338,400.00	10.37	100%
426 Water Bond Reserve Fund	1,500.00	1,565.54	0.0%	0.00	14.55	0%
431 Water System Construction Fund	1,868,931.00	2,800,786.73	0.0%	2,675,514.00	2,116,683.00	21%
500 Equipment Rental & Replacemen	388,821.00	222,289.38	42.8%	380,934.58	268,497.96	30%
625 Flexible Benefits Plan Fund	20,000.00	12,604.24	37.0%	20,000.00	10,787.16	46%
	36,615,163.34	22,126,808.03	39.6%	35,745,072.98	20,522,416.89	42.6%

TOTALS FOR: Banner Bank Credit Cards

City Of College Place

MCAG #: 0766

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Accts Pay #	Date	Vendor	Amount	Memo
75885 11/30/2020 7404 Banner Bank Credit Cards				
400 - 534 10 31 00	Operating Supplies - Adm	Wal-Mart Stores, Inc	37.89	3647-CH
001 - 573 90 31 01	Office Supplies - Comm	Hobby Lobby	22.79	Degreaser
			15.10	Waxseals, Glue, Cards & Envelopes
75890 11/30/2020 7404 Banner Bank Credit Cards				
402 - 531 20 31 00	Operating Supplies - Stor	Branch Furniture	4,834.83	5296-CD
315 - 594 18 64 15	Capital Expenditures/Exp	Upliftdesk.com	289.00	Office Chair- S. Myrlie
			4,545.83	Uplift Desk- S. Myrlie & J. Rickard
75888 11/30/2020 7404 Banner Bank Credit Cards				
001 - 522 10 31 00	Operating Supplies - Adm	Amazon.com	1,687.37	5994-FD
001 - 522 10 31 01	Office Supplies - Admini	Wal-Mart Stores, Inc	25.98	Wireless Phone Charger (2)- D. Winter
001 - 522 10 31 01	Office Supplies - Admini	Amazon.com	62.79	10pk Paper (2)
001 - 522 10 43 00	Travel	76 Fuel Stations	130.08	HP Ink Cartridge Blk (3)
001 - 522 20 31 03	Radios/Pagers - Parts & S	49er Communications, Inc.	33.00	Travel Fuel: Inspect New FD Tinder- J. Boose & J. Goodson
001 - 522 20 31 04	Oper Supplies - Vehicles	Bi-Mart Corporation	177.15	Dual Muff Headset Coiled Cord For Handheld Radios
001 - 522 26 31 80	Operating Supplies - EM	Wal-Mart Stores, Inc	65.21	Shop Towels, Teflon Spray, Diesel Supplement (3)
001 - 522 26 31 80	Operating Supplies - EM	Wal-Mart Stores, Inc	47.20	EMS Supplies: Oximeter, Glucose Orange (3)
001 - 522 26 31 80	Operating Supplies - EM	Breathing Air Systems	17.98	Oximeter
001 - 522 30 43 00	Travel	Clarette's Restaurant	67.64	Tips (2), Adapter (1)
001 - 524 20 43 00	Travel	Clarette's Restaurant	15.01	Travel Meal: Inspector Breakfast- J. Boose
001 - 594 22 64 00	Machinery & Equipment	Randco	18.38	Travel Meal: Inspector Breakfast- S. Hall
			1,026.95	Portable Tank
75887 11/30/2020 7404 Banner Bank Credit Cards				
402 - 531 10 49 00	Miscellaneous - Stormwa	Dropbox.com	6,104.55	6464-CH
400 - 534 10 49 00	Miscellaneous	Dropbox.com	23.50	Dropbox- S. Myrlie
401 - 535 10 49 00	Misc	Dropbox.com	13.06	Dropbox- S. Myrlie
100 - 544 20 49 00	Miscellaneous - Engineer	Dropbox.com	6.53	Dropbox- S. Myrlie
001 - 558 60 49 00	Miscellaneous	Dropbox.com	45.69	Dropbox- S. Myrlie
001 - 558 70 49 00	Economic Development -	AMKO Restaurant Furniture Inc.	41.77	Dropbox- S. Myrlie
			5,974.00	Patio Furniture
75891 11/30/2020 7404 Banner Bank Credit Cards				
012 - 594 18 64 01	Machinery & Equipment	Magix Computer Products International	0.72	9040- CH Fee
			0.72	International Transfer Fee
75932 11/30/2020 7404 Banner Bank Credit Cards				
001 - 521 10 31 00	Operating Supplies - Adm	Amazon.com	744.09	9040- PD
001 - 521 10 31 00	Operating Supplies - Adm	CombatBet	266.32	Video Conferencing Camera
001 - 521 10 31 00	Operating Supplies - Adm	Positive Promotions	35.80	Police Officer Appreciation Ceramic Coins (20)
001 - 521 22 20 01	Benefits Uniforms Patrol	Galls, LLC	155.75	Thin Blue Line Challenge Coin With Case (20)
001 - 521 22 31 00	Operating Supplies - Patr	Galls, LLC	123.94	Tactical Softshell Jacket- S. Diaz
001 - 521 22 32 00	Fuel Consumed Patrol	76 Fuel Stations	45.65	Universal 3 Point Sling
			36.64	Fuel (power Was Out)

TOTALS FOR: Banner Bank Credit Cards

City Of College Place

MCAG #: 0766

11/01/2020 To: 11/30/2020

Time: 12:28:20 Date: 12/10/2020

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Accts Pay #	Date	Vendor	Amount	Memo
012 - 594 18 64 01		Machinery & Equipment	79.99	Movie Maker Software For Media Package
75880 11/30/2020	7404	Banner Bank Credit Cards	211.76	9343-CH
001 - 514 23 31 00		Operating Supplies - Bud	3.42	Phone Case & Screen Protector- B. Carleton
001 - 514 23 41 00		Professional Services	89.00	Eagle Technologies UPC Reporting Program Subscription
001 - 522 20 31 00		Operating Supplies - Sup	0.68	Screen Protector- D. Winter
001 - 522 20 31 00		Operating Supplies - Sup	2.53	Phone Case- D. Winter
001 - 522 26 31 00		Operating Supplies - EM	1.26	Screen Protector- D. Winter
001 - 522 26 31 00		Operating Supplies - EM	4.70	Phone Case- D. Winter
001 - 522 45 31 00		Operating Supplies - Trai	0.97	Screen Protector- D. Winter
001 - 522 45 31 00		Operating Supplies - Trai	3.63	Phone Case- D. Winter
402 - 531 27 31 00		Stormwater Utilities - Op	2.15	Phone Case & Screen Protector- B. Carleton
400 - 534 10 31 00		Operating Supplies - Adm	60.87	Vacuum
400 - 534 27 31 00		Water Utilities - Operatin	3.67	Phone Case & Screen Protector- B. Carleton
400 - 534 27 31 00		Water Utilities - Operatin	1.90	Phone Case & Screen Protector- J. Rickard
401 - 535 27 31 00		Sewer Utilities - Operatir	3.42	Phone Case & Screen Protector- B. Carleton
401 - 535 27 31 00		Sewer Utilities - Operatir	1.90	Phone Case & Screen Protector- J. Rickard
001 - 558 60 31 00		Operating Supplies - Plar	8.86	Phone Case & Screen Protector- J. Rickard
001 - 558 60 31 01		Office Supplies - Plannin	22.80	Office Supplies- Planning: Swivel Swing Magnetic Hooks Pk Of 10
75881 11/30/2020	7404	Banner Bank Credit Cards	3,426.26	9384-CH
001 - 518 20 31 00		Operating Supplies - Faci	84.56	Nameplates- Dep Clerk & Director Community Development
001 - 524 20 31 01		Office Supplies - Bldg. Ir	12.70	Return Address Stamp- K. Scherger
402 - 531 10 31 01		Office Supplies - Stormw	2.87	Return Address Stamp- K. Scherger
400 - 534 10 31 01		Office Supplies - Admini	5.73	Return Address Stamp- K. Scherger
401 - 535 10 31 01		Office Supplies - Admini	2.87	Return Address Stamp- K. Scherger
100 - 543 10 31 01		Office Supplies - Admini	6.14	Return Address Stamp- K. Scherger
500 - 548 70 31 01		Office Supplies - ER&R	0.82	Return Address Stamp- K. Scherger
001 - 558 60 31 01		Office Supplies - Plannin	9.83	Return Address Stamp- K. Scherger
001 - 558 70 49 00		Economic Development -	3,094.04	SUNCRYLIC MANDARIN ORANGE UMBRELLA AND
012 - 594 18 64 01		Machinery & Equipment	206.70	Desk Mount Monitor Arm- J. Rickard
75882 11/30/2020	7404	Banner Bank Credit Cards	75.00	9400-CH
001 - 514 23 49 01		Registration Fees / Traini	75.00	Webinar: Federal Award Compliance Requirements- D. Cinnamon
75883 11/30/2020	7404	Banner Bank Credit Cards	122.00	9467-PD
001 - 521 22 31 00		Operating Supplies - Patr	122.00	WA St Patrol DWI Specimen Kit (25)
75884 11/30/2020	7404	Banner Bank Credit Cards	149.00	9475-PD
001 - 521 40 43 00		Travel Training	149.00	Tactical De-Escalation Techniques- Spokane, WA - D. Schmick

TOTALS FOR: Banner Bank Credit Cards

City Of College Place

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Accts Pay #	Date	Vendor	Amount	Memo
75886	11/30/2020	7404 Banner Bank Credit Cards	411.26	9965-FD
001 - 522 20 31 00	Operating Supplies - Sup	Gas Spouts	29.94	Gas Can Spouts (2 Pk)
001 - 522 20 31 04	Oper Supplies - Vehicles	Wal-Mart Stores, Inc	19.54	Self-Venting Gas Can Spouts (pk Of 4)
001 - 522 26 31 80	Operating Supplies - EM:	Home Depot Credit Services	6.05	Bar Flat Alum 36x3/4x1/8, 1/2"x260" PTFE Tape
001 - 522 50 31 00	Operating Supplies - Faci	Wal-Mart Stores, Inc	49.89	Sticky Notes (2), Notes 16pk, Hardboard 2 (2), Lysol Wipes (3)
001 - 522 50 31 00	Operating Supplies - Faci	Wal-Mart Stores, Inc	31.96	Bath (10) & Hand Towels (10)
001 - 522 50 31 00	Operating Supplies - Faci	Wal-Mart Stores, Inc	147.36	Absorber(2) Contour Nex, Hsky 9x12, Measuring Cup, Sharpie, Duck Tape, EQ Fab 100ct (2), Car Wash (4), Body Wash (2), Gorilla Tape (2)
001 - 522 50 31 00	Operating Supplies - Faci	Amazon.com	126.52	Thermal Sensor Fire Alarm (2)

Total: 17,804.73

TOTALS FOR: Home Depot Credit Services

City Of College Place

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Accts Pay #	Date	Vendor	Amount	Memo
75717	11/12/2020	5629 Home Depot Credit Services	5.40	
400 - 534	10 31 00	Operating Supplies - Adm	5.40	Clear Mounting Tape
75718	11/12/2020	5629 Home Depot Credit Services	28.20	
400 - 534	80 31 00	Operating Supplies - Gen	28.20	Dewalt 16'x 1-1/8" Tape Measure (2)
75719	11/12/2020	5629 Home Depot Credit Services	11.92	
100 - 542	70 31 00	Operating Supplies - Roa	11.92	Speed Pro Coex .080 X 175ft Line
75720	11/12/2020	5629 Home Depot Credit Services	144.82	
400 - 534	80 31 00	Operating Supplies - Gen	144.82	14ga Channel Gold X 10, 1/2" Pipe Clamp, Laser Infared Therm, 3/8" Nylon Cone Nut, Magnet Bracket (2), 3/8x3/8 90 Elbow (2) & Coupling, 3/8'x10' Refrig Coil
75721	11/12/2020	5629 Home Depot Credit Services	173.87	
100 - 542	64 35 00	Sm Tools/Equipment	173.87	1500 Lbs Capacity Powder Coated Solid Steel Diamond Texture Dollies (set Of 4)
75722	11/12/2020	5629 Home Depot Credit Services	108.02	
100 - 542	30 31 00	Operating Supplies - Trav	108.02	Steel Wool, 60# Sakrete All Weather Blacktop Patch
75723	11/12/2020	5629 Home Depot Credit Services	19.01	
400 - 534	80 31 00	Operating Supplies - Gen	19.01	Sikabond Construction Adhesive (2)
75724	11/12/2020	5629 Home Depot Credit Services	85.74	
400 - 534	50 31 00	Operating Supplies - Mai	42.87	Saw Blades
100 - 542	64 31 00	Operating Supplies - Trai	42.87	Saw Blades
75725	11/12/2020	5629 Home Depot Credit Services	274.76	
400 - 534	10 31 00	Operating Supplies - Adm	274.76	Shelving For Office- P. Hartwig
75726	11/12/2020	5629 Home Depot Credit Services	204.42	
400 - 534	10 31 00	Operating Supplies - Adm	102.21	Public Works Office Paint
100 - 543	10 31 00	Operating Supplies - Adm	102.21	Public Works Office Paint
75727	11/12/2020	5629 Home Depot Credit Services	13.02	
100 - 542	70 31 00	Operating Supplies - Roa	13.02	Hitch Ball
75728	11/12/2020	5629 Home Depot Credit Services	38.01	
400 - 534	80 31 00	Operating Supplies - Gen	38.01	Black Diamond Soft Foam 4x6

TOTALS FOR: Home Depot Credit Services

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Accts Pay #	Date	Vendor	Amount	Memo
75729	11/12/2020	5629 Home Depot Credit Services	32.57	
100 - 542	70 31 00	Operating Supplies - Roa	32.57	PVC Coated Gloves, Deerskin Leather Glove- L. Cota
75730	11/12/2020	5629 Home Depot Credit Services	5.26	
400 - 534	10 31 00	Operating Supplies - Adm	5.26	Electical Parts- PW Office
75731	11/12/2020	5629 Home Depot Credit Services	81.49	
001 - 576	80 31 00	Operating Supplies - Parl	81.49	Oil Filled Radiant Heater
75732	11/12/2020	5629 Home Depot Credit Services	6.50	
100 - 542	64 31 00	Operating Supplies - Tra	6.50	Latex Coated Gloves (6 Pk)
75733	11/12/2020	5629 Home Depot Credit Services	32.48	
400 - 534	50 31 00	Operating Supplies - Mai	32.48	LED Spot/Flood Headlamp
75734	11/12/2020	5629 Home Depot Credit Services	521.59	
001 - 518	20 31 00	Operating Supplies - Faci	521.59	Vortex Heaters For City Hall- Comm Development (8)
75735	11/12/2020	5629 Home Depot Credit Services	15.19	
001 - 576	80 31 00	Operating Supplies - Parl	15.19	8" Chrome Adj Wrench
75736	11/12/2020	5629 Home Depot Credit Services	3.24	
100 - 542	70 31 00	Operating Supplies - Roa	3.24	Anchor Shackle 5/16 Galvanized
75737	11/12/2020	5629 Home Depot Credit Services	1.29	
001 - 576	80 31 00	Operating Supplies - Parl	1.29	Gang Blank Cover- Silver
75738	11/12/2020	5629 Home Depot Credit Services	63.26	
400 - 534	50 31 00	Operating Supplies - Mai	31.63	Disenfectant 128 Oz, Toilet Brush, Round AC Cover, Filters (2 Pk)
100 - 542	30 31 00	Operating Supplies - Tra	31.63	Disenfectant 128 Oz, Toilet Brush, Round AC Cover, Filters (2 Pk)
75739	11/12/2020	5629 Home Depot Credit Services	130.20	
400 - 534	80 31 00	Operating Supplies - Gen	130.20	Bucket, Foam Commercial Mat (3), HSDX Bench Brush, Dust Pan W/ Broom, Mop, Pinalen 172oz, Big Broom, Doormat

Total:

2,000.26

TOTALS FOR: Napa Of Walla Walla

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Accts Pay #	Date	Vendor	Amount	Memo
75741	11/12/2020	194 Napa Of Walla Walla	153.29	
500 - 548	68 31 00	Operating Supplies - Gen	153.29	Brake Booster, Core Deposit
75744	11/12/2020	194 Napa Of Walla Walla	27.42	
500 - 548	68 31 00	Operating Supplies - Gen	27.42	15W-40 Synthetic (2)
75745	11/12/2020	194 Napa Of Walla Walla	56.17	
500 - 548	68 31 00	Operating Supplies - Gen	56.17	Air Filter, Oil Filter
75746	11/12/2020	194 Napa Of Walla Walla	87.34	
500 - 548	68 31 00	Operating Supplies - Gen	87.34	Sway Bar Link (2)
75747	11/12/2020	194 Napa Of Walla Walla	45.80	
500 - 548	68 31 00	Operating Supplies - Gen	45.80	Air Filter, Cabin Air Filter
75748	11/12/2020	194 Napa Of Walla Walla	56.55	
500 - 548	68 31 00	Operating Supplies - Gen	56.55	Transmission Filter
75749	11/12/2020	194 Napa Of Walla Walla	92.91	
500 - 548	68 31 00	Operating Supplies - Gen	92.91	Oil Filter, Air Filter (2)
75750	11/12/2020	194 Napa Of Walla Walla	301.26	
500 - 548	68 31 00	Operating Supplies - Gen	301.26	Battery, Core Deposit
75753	11/12/2020	194 Napa Of Walla Walla	12.63	
500 - 548	68 31 00	Operating Supplies - Gen	12.63	Cabin Air Filter
75756	11/12/2020	194 Napa Of Walla Walla	94.61	
500 - 548	68 31 00	Operating Supplies - Gen	94.61	Husky Liner & Freight
75757	11/12/2020	194 Napa Of Walla Walla	105.68	
500 - 548	68 31 00	Operating Supplies - Gen	105.68	Differential Set, Spark Plug (8), Wire Set
75758	11/12/2020	194 Napa Of Walla Walla	20.61	
500 - 548	68 31 00	Operating Supplies - Gen	20.61	Napa Automatic
75760	11/12/2020	194 Napa Of Walla Walla	20.71	
500 - 548	68 31 00	Operating Supplies - Gen	7.51	Air Filter
500 - 548	68 31 00	Operating Supplies - Gen	13.20	Air Filter

TOTALS FOR: Napa Of Walla Walla

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Accts Pay #	Date	Vendor	Amount	Memo
75761	11/12/2020	194 Napa Of Walla Walla	26.38	
500 - 548 68 31 00	Operating Supplies - Gen		26.38	Icandescent
75742	11/12/2020	194 Napa Of Walla Walla	-153.29	RETURN/CREDIT MEMO
500 - 548 68 31 00	Operating Supplies - Gen		-153.29	Brake Booster, Core Deposit
75759	11/12/2020	194 Napa Of Walla Walla	-4.16	RETURN/CREDIT MEMO
500 - 548 68 31 00	Operating Supplies - Gen		-4.16	RETURN/CREDIT MEMO: Differential Set
75740	11/12/2020	194 Napa Of Walla Walla	163.97	Shop Supplies
500 - 548 68 31 00	Operating Supplies - Gen		163.97	Shop Supplies: Brakleen (12), Shop Towels (30)
75743	11/12/2020	194 Napa Of Walla Walla	12.83	Shop Supplies
500 - 548 68 31 00	Operating Supplies - Gen		12.83	Shop Supplies: Brake Fluid 4- 32oz (2)
75751	11/12/2020	194 Napa Of Walla Walla	54.44	Shop Supplies
500 - 548 68 31 00	Operating Supplies - Gen		54.44	Shop Supplies: Pig Barrel Topmat
75752	11/12/2020	194 Napa Of Walla Walla	96.17	Shop Supplies
500 - 548 68 31 00	Operating Supplies - Gen		96.17	Shop Supplies: Syn Poly Off Road #2 (2), Air Filter (7)
75754	11/12/2020	194 Napa Of Walla Walla	65.21	Shop Supplies
500 - 548 68 31 00	Operating Supplies - Gen		65.21	RV Antifreeze (12)
75755	11/12/2020	194 Napa Of Walla Walla	31.47	Shop Supplies
500 - 548 68 31 00	Operating Supplies - Gen		31.47	Shop Supplies: Lamp (20)
75762	11/12/2020	194 Napa Of Walla Walla	261.58	Shop Supplies
500 - 548 68 31 00	Operating Supplies - Gen		261.58	Shop Supplies: Synthetic Poly Off Road #2 (20)

Total: 1,629.58

TOTALS FOR: Quill Corporation

City Of College Place

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Accts Pay #	Date	Vendor	Amount	Memo
75775	11/12/2020	218 Quill Corporation	107.55	Office Supplies
001 - 513	10 31 01	Office Supplies - Executi	10.43	City Hall General Office Supplies- Paper, Pens
001 - 514	23 31 01	Office Supplies - Budgeti	14.00	City Hall General Office Supplies- Paper, Pens
001 - 514	30 31 01	Office Supplies - Recordi	4.49	City Hall General Office Supplies- Paper, Pens
001 - 518	10 31 01	Office Supplies - HR Ad	9.03	City Hall General Office Supplies- Paper, Pens
402 - 531	27 31 01	Stormwater Utilities - Of	0.79	City Hall General Office Supplies- Paper, Pens
400 - 534	10 31 01	Office Supplies - Admini	3.87	City Hall General Office Supplies- Paper, Pens
400 - 534	27 31 01	Water Utilities - Office S	15.58	City Hall General Office Supplies- Paper, Pens
401 - 535	10 31 01	Office Supplies - Admini	2.95	City Hall General Office Supplies- Paper, Pens
401 - 535	27 31 01	Sewer Utilities - Office S	17.43	City Hall General Office Supplies- Paper, Pens
100 - 543	10 31 01	Office Supplies - Admini	0.66	City Hall General Office Supplies- Paper, Pens
500 - 548	68 49 00	Miscellaneous	28.32	PW Shop Office Supplies- Paper
75778	11/12/2020	218 Quill Corporation	91.28	Office Supplies
001 - 521	19 31 01	Office Supplies - Support	91.28	Paper (2); Laminating Sheets
75782	11/12/2020	218 Quill Corporation	82.60	Office Supplies
001 - 521	19 31 01	Office Supplies - Support	82.60	Canon 5 Pk Ink Cartridges (Replacement For Ones Returned)
75783	11/12/2020	218 Quill Corporation	230.03	Office Supplies
001 - 521	19 31 01	Office Supplies - Support	230.03	Canon Ink(returned), Deskpap, Wall Calendar (2), Plan Wall Calendar, 12x17 Monthly Wall Calendar (4) -(returned)
75788	11/12/2020	218 Quill Corporation	85.51	Office Supplies
001 - 513	10 31 01	Office Supplies - Executi	11.26	City Hall General Office Supplies- Yellow Notepads (2pks), Page Flags,Marking Tab, Post-it Tabs, Copy Paper
001 - 514	23 31 01	Office Supplies - Budgeti	15.11	City Hall General Office Supplies- Yellow Notepads (2pks), Page Flags,Marking Tab, Post-it Tabs, Copy Paper
001 - 514	30 31 01	Office Supplies - Recordi	4.85	City Hall General Office Supplies- Yellow Notepads (2pks), Page Flags,Marking Tab, Post-it Tabs, Copy Paper
001 - 518	10 31 01	Office Supplies - HR Ad	9.75	City Hall General Office Supplies- Yellow Notepads (2pks), Page Flags,Marking Tab, Post-it Tabs, Copy Paper
402 - 531	27 31 01	Stormwater Utilities - Of	0.86	City Hall General Office Supplies- Yellow Notepads (2pks), Page Flags,Marking Tab, Post-it Tabs, Copy Paper
400 - 534	10 31 01	Office Supplies - Admini	4.17	City Hall General Office Supplies- Yellow Notepads (2pks), Page Flags,Marking Tab, Post-it Tabs, Copy Paper
400 - 534	27 31 01	Water Utilities - Office S	16.82	City Hall General Office Supplies- Yellow Notepads (2pks), Page Flags,Marking Tab, Post-it Tabs, Copy Paper
401 - 535	10 31 01	Office Supplies - Admini	3.18	City Hall General Office Supplies- Yellow Notepads (2pks), Page Flags,Marking Tab, Post-it Tabs, Copy Paper

TOTALS FOR: Quill Corporation

City Of College Place

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Accts Pay #	Date	Vendor	Amount	Memo
401 - 535	27 31 01	Sewer Utilities - Office S	18.81	City Hall General Office Supplies- Yellow Notepads (2pks), Page Flags,Marking Tab, Post-it Tabs, Copy Paper
100 - 543	10 31 01	Office Supplies - Admini	0.70	City Hall General Office Supplies- Yellow Notepads (2pks), Page Flags,Marking Tab, Post-it Tabs, Copy Paper
75789	11/12/2020	218 Quill Corporation	38.43	Office Supplies
001 - 513	10 31 01	Office Supplies - Executi	5.06	City Hall General Office Supplies- File Boxes
001 - 514	23 31 01	Office Supplies - Budgeti	6.79	City Hall General Office Supplies- File Boxes
001 - 514	30 31 01	Office Supplies - Recordi	2.18	City Hall General Office Supplies- File Boxes
001 - 518	10 31 01	Office Supplies - HR Adr	4.38	City Hall General Office Supplies- File Boxes
402 - 531	27 31 01	Stormwater Utilities - Of	0.38	City Hall General Office Supplies- File Boxes
400 - 534	10 31 01	Office Supplies - Admini	1.88	City Hall General Office Supplies- File Boxes
400 - 534	27 31 01	Water Utilities - Office S	7.56	City Hall General Office Supplies- File Boxes
401 - 535	10 31 01	Office Supplies - Admini	1.43	City Hall General Office Supplies- File Boxes
401 - 535	27 31 01	Sewer Utilities - Office S	8.45	City Hall General Office Supplies- File Boxes
100 - 543	10 31 01	Office Supplies - Admini	0.32	City Hall General Office Supplies- File Boxes
75784	11/12/2020	218 Quill Corporation	-80.43	RETURN/CREDIT MEMO
001 - 521	19 31 00	Operating Supplies - Sup	-80.43	RETURN/CREDIT MEMO- Canon Ink - 5 Pk
75776	11/12/2020	218 Quill Corporation	160.38	Supplies
001 - 513	10 31 00	Operating Supplies - Exe	9.73	City Hall General Supplies- Multifold Towels
001 - 514	23 31 00	Operating Supplies - Bud	13.06	City Hall General Supplies- Multifold Towels
001 - 514	30 31 00	Operating Supplies - Rec	4.19	City Hall General Supplies- Multifold Towels
001 - 518	10 31 00	Operating Supplies - HR	8.42	City Hall General Supplies- Multifold Towels
001 - 518	20 31 00	Operating Supplies - Faci	12.58	Facilities Supplies- Clorox Disinfectant (2)
001 - 524	20 31 00	Operating Supplies - Bldi	26.60	Community Development Admin Assistant Supplies
402 - 531	10 31 00	Operating Supplies - Stor	5.91	Community Development Admin Assistant Supplies- Multifold Towels
402 - 531	27 31 00	Stormwater Utilities - Op	0.74	City Hall General Supplies- Multifold Towels
400 - 534	10 31 00	Operating Supplies - Adr	11.09	Community Development Admin Assistant Supplies- Multifold Towels
400 - 534	10 31 00	Operating Supplies - Adr	3.61	City Hall General Supplies- Multifold Towels
400 - 534	27 31 00	Water Utilities - Operatin	14.54	City Hall General Supplies- Multifold Towels
401 - 535	10 31 01	Office Supplies - Admini	5.17	Community Development Admin Assistant Supplies- Multifold Towels
401 - 535	10 31 01	Office Supplies - Admini	2.75	City Hall General Supplies- Multifold Towels
401 - 535	27 31 00	Sewer Utilities - Operatr	16.26	City Hall General Supplies- Multifold Towels
100 - 543	10 31 00	Operating Supplies - Adr	3.70	Community Development Admin Assistant Supplies- Multifold Towels
100 - 543	10 31 00	Operating Supplies - Adr	0.60	City Hall General Supplies- Multifold Towels

TOTALS FOR: Quill Corporation

City Of College Place

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Accts Pay #	Date	Vendor	Amount	Memo
500 - 548	70 31 00	Operating Supplies - ER	2.22	Community Development Admin Assistant Supplies- Multifold Towels
001 - 558	60 31 00	Operating Supplies - Plar	19.21	Community Development Admin Assistant Supplies- Multifold Towels
75777	11/12/2020	218 Quill Corporation	87.47	Supplies
001 - 521	19 31 00	Operating Supplies - Sup	87.47	Trash Liners (1); Trash Bags (2)
75779	11/12/2020	218 Quill Corporation	304.20	Supplies
001 - 513	10 31 01	Office Supplies - Executi	5.09	City Hall General Office Supplies- Hanging Folders, Filing Boxes, Legal Pads (2pks)
001 - 514	23 31 01	Office Supplies - Budgeti	6.82	City Hall General Office Supplies- Hanging Folders, Filing Boxes, Legal Pads (2pks)
001 - 514	30 31 01	Office Supplies - Recordi	2.19	City Hall General Office Supplies- Hanging Folders, Filing Boxes, Legal Pads (2pks)
001 - 518	10 31 01	Office Supplies - HR Ad	4.40	City Hall General Office Supplies- Hanging Folders, Filing Boxes, Legal Pads (2pks)
402 - 531	27 31 01	Stormwater Utilities - Of	0.39	City Hall General Office Supplies- Hanging Folders, Filing Boxes, Legal Pads (2pks)
400 - 534	10 31 01	Office Supplies - Admini	1.88	City Hall General Office Supplies- Hanging Folders, Filing Boxes, Legal Pads (2pks)
400 - 534	27 31 01	Water Utilities - Office S	7.60	City Hall General Office Supplies- Hanging Folders, Filing Boxes, Legal Pads (2pks)
401 - 535	10 31 01	Office Supplies - Admini	1.44	City Hall General Office Supplies- Hanging Folders, Filing Boxes, Legal Pads (2pks)
401 - 535	27 31 01	Sewer Utilities - Office S	8.50	City Hall General Office Supplies- Hanging Folders, Filing Boxes, Legal Pads (2pks)
100 - 543	10 31 01	Office Supplies - Admini	0.31	City Hall General Office Supplies- Hanging Folders, Filing Boxes, Legal Pads (2pks)
012 - 594	18 64 01	Machinery & Equipment	265.58	Wireless Mouse (12); Batteries For Wireless Mice (24pk)
75780	11/12/2020	218 Quill Corporation	17.19	Supplies
001 - 518	20 31 00	Operating Supplies - Faci	17.19	Clorox Disinfectant Wipes (3)
75781	11/12/2020	218 Quill Corporation	17.74	Supplies
001 - 521	19 31 00	Operating Supplies - Sup	17.74	Clorox Disinfectant Wipes (3)
75785	11/12/2020	218 Quill Corporation	15.20	Supplies
001 - 518	20 31 00	Operating Supplies - Faci	15.20	Hand Sanitizer (2)
75786	11/12/2020	218 Quill Corporation	7.01	Supplies
001 - 518	20 31 00	Operating Supplies - Faci	7.01	Lysol Sanitizing Wipes (1)

TOTALS FOR: Quill Corporation

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Accts Pay #	Date	Vendor	Amount	Memo
75787	11/12/2020	218 Quill Corporation	237.62	Supplies
001 - 521 19 31 00	Operating Supplies - Sup		237.62	Center Pull Paper Towels (4 Cartons), Plastice Spoons (3300pk)

Total: 1,401.78



Synopsis of Healthy Washington Plan

MIKE RIZZITIELLO – CITY
ADMINISTRATOR



History

- May 31st, 2020: Governor Inslee starts four phase, county by county SafeStart Program.
- July 2020: Walla Walla County achieves Phase 2 status in SafeStart Program.
- November 15th, 2020: Governor Inslee announces statewide restrictions for four weeks. Takes away indoor dining. Extends restrictions to January 11th, 2021.
- January 5th, 2021: Governor Inslee replaces SafeStart Plan with Healthy Washington Plan

SAFE START WASHINGTON: **What's Open?** PHASE 2

All activities in Phase 1 are allowed, in addition to the following ...

Recreation

Outdoor recreation involving 5 or fewer people outside your household:

- Camping • Beaches • Some sporting activities

Gatherings

Gather with no more than 5 people outside your household per week.
Indoor spiritual or religious services up to 25% of capacity or 200 individuals (whichever is less). Choirs not allowed.
In-home faith-based services or counseling with up to 5 people.

Travel

Essential travel and travel for activities allowed under Phase 1 and Phase 2

Business

- Manufacturing • Construction • Real estate
- Photography • Pet grooming
- In-home /domestic services (nannies, housecleaning, etc.)
- Retail (in-store purchases allowed with restrictions)
- Professional services /office-based businesses (telework remains strongly encouraged)
- Personal services (hair and nail salons/barbers, tattoo, etc.)
- Restaurants/taverns <50% capacity, table size no larger than 5 (no bar-area seating)
- Limited small group fitness
- Drive-in movie theaters
- Library (curbside pick-up)
- Fitness training and classes with up to 5 participants

▶ Please follow all applicable guidelines and requirements

▶ Staying home is still safest

▶ When out: keep 6 feet of distance, wear a face covering, and stay local



The secretary of health may approve only partial reopening of activities in some counties. To see details about your county, visit the County Status page at www.coronavirus.wa.gov.

Source: WA State Joint Information Center
June 18, 2020

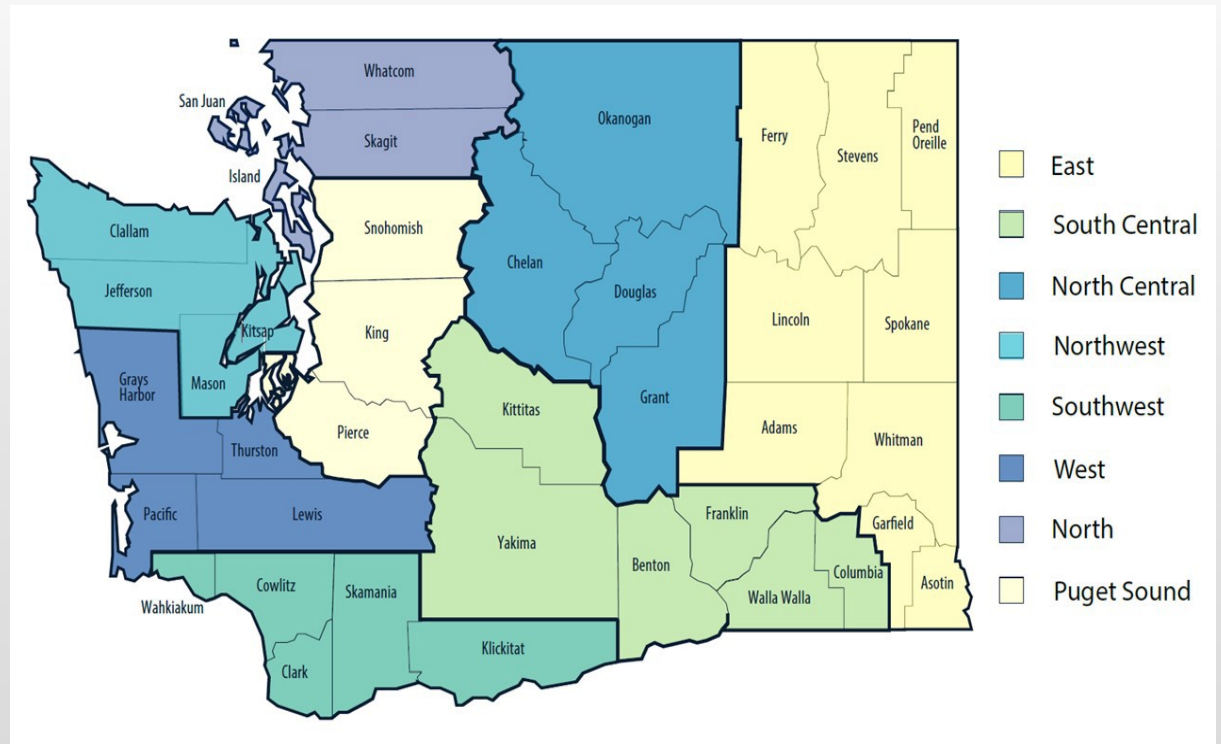
What is the Healthy Washington Plan?

- Plan announced on January 5th, 2021. Youtube Video Here: <https://youtu.be/c1qEZi0JthM>
- Plan is regional as opposed to county-by-county.
- College Place is in the South Central region of the plan. Data will be aggregated from the following counties:
 - Columbia
 - Walla Walla
 - Benton
 - Franklin
 - Yakima
 - Kittitas



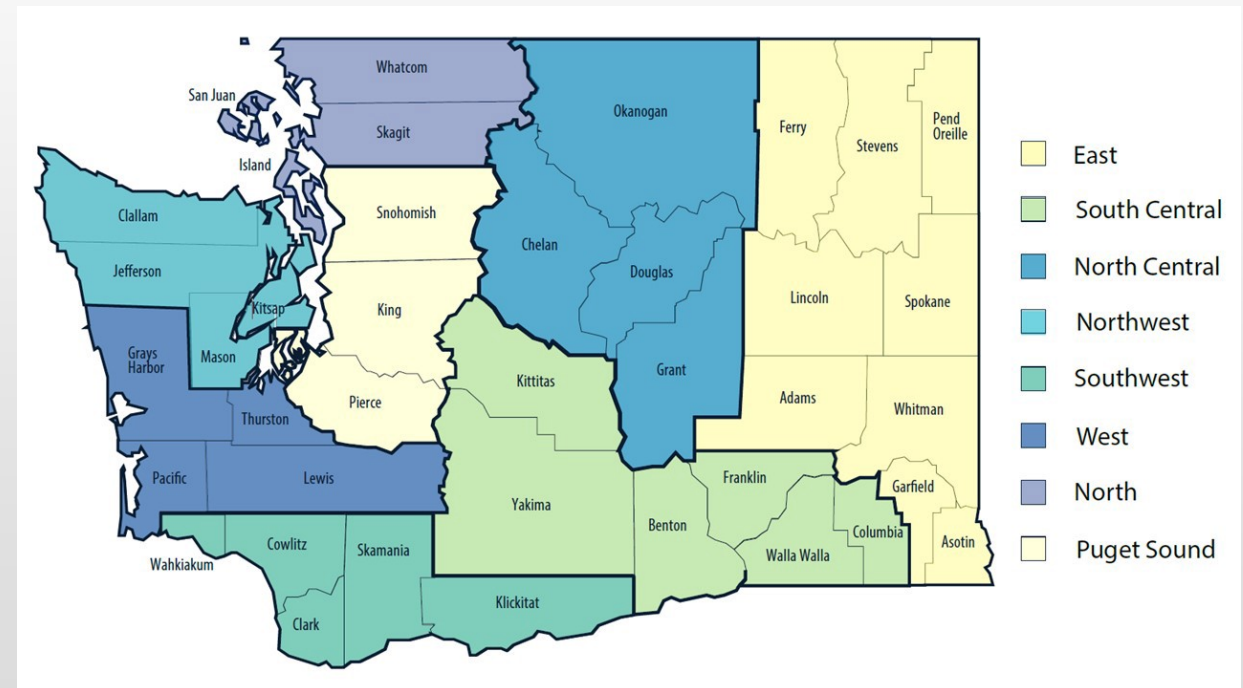
What is the Healthy Washington Plan?

- Plan has two phases.
- Restrictions now done by region level instead of county level.
- Regions can move up or down between Phase 1 or two based on four criteria:
 - Decreasing trend in two-week rate of COVID-19 cases per 100,000 population (decrease > 10%)
 - Decreasing trend in two-week rate new COVID-19 hospital admission rates per 100,000 population (decrease > 10%)
 - ICU occupancy (total-COVID19 and non-COVID-19) of less than 90%
 - COVID-19 test positive rate of < 10%
- To move from Phase 1 to Phase 2 regions must meet all four metrics.



What is the Healthy Washington Plan?

- To remain in Phase 2, regions must meet at least 3 metrics:
 - Decreasing or flat trend in two-week rate of COVID-19 cases per 100,000 population.
 - Decreasing or flat trend in two-week rate new COVID-19 hospital admission rates per 100,000 population.
 - ICU occupancy (total-COVID-19 and non-COVID-19) of less than 90%.
 - COVID-19 test positivity rate of < 10%.
- Regions that fail to meet two or more of the above metrics will be moved back to Phase 1.
- Metrics will be updated on a Risk Assessment Dashboard every Friday.
- Regions will move forward or backward to a Phase the following Monday.



Restrictions in Healthy Washington Plan

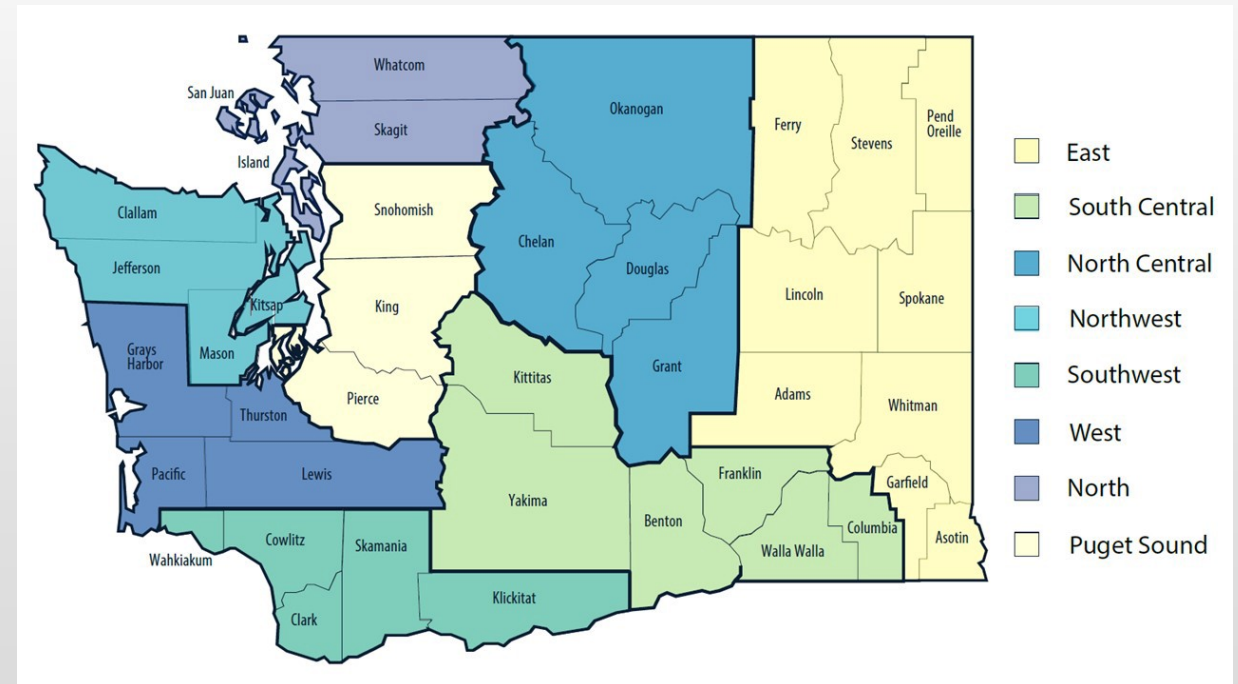
Healthy Washington - Roadmap to Recovery

Activities	Phase 1	Phase 2
Social and At-Home Gathering Size — Indoor	Prohibited	Max of 5 people from outside your household, limit 2 households
Social and At-Home Gathering Size — Outdoor	Max of 10 people from outside your household, limit 2 households	Max of 15 people from outside your household, limit 2 households
Worship Services	Indoor maximum 25% capacity	Indoor maximum 25% capacity
Retail Stores (includes farmers' markets, grocery and convenience stores, pharmacies)	Maximum 25% of capacity, encourage curbside pick-up	Maximum 25% of capacity, encourage curbside pick-up
Professional Services	Remote work strongly encouraged, 25% capacity otherwise.	Remote work strongly encouraged, 25% capacity otherwise.
Personal Services	Indoor maximum 25% capacity.	Indoor maximum 25% capacity.
Eating and Drinking Establishments (establishments only serving individuals 21+ and no food remain closed)	Indoor dining prohibited. Outdoor dining, 11 PM close, maximum 6 per table, limit 2 households per table	Indoor dining available 25% capacity, 11 PM close. Outdoor dining available, maximum 6 per table, limit 2 households per table
Weddings and Funerals	Ceremonies are limited to a total of no more than 30 people. Indoor receptions, wakes, or similar gatherings in conjunction with such ceremonies are prohibited.	Ceremonies and indoor receptions, wakes, or similar gatherings in conjunction with such ceremonies are permitted and must follow the appropriate venue requirements. If food or drinks are served, eating and drinking requirements apply. Dancing is prohibited.
Indoor Recreation and Fitness Establishments (includes gyms, fitness organizations, indoor recreational sports, indoor pools, indoor K-12 sports, indoor sports, indoor personal training, indoor dance, no-contact martial arts, gymnastics, climbing)	Low risk sports (including dance, no-contact martial arts, gymnastics, and climbing) permitted for practice and training only in stable groups of no more than 5 athletes. Appointment based fitness/training: 45-minute max session, no more than 1 customer/athlete per room or per 500/sq. ft. for large facilities.	Low and moderate risk sports competitions permitted (no tournaments). Fitness and training maximum 25% capacity.
Outdoor Sports and Fitness Establishments (outdoor fitness organizations, outdoor recreational sports, outdoor pools, outdoor parks and hiking trails, outdoor campsites, outdoor K-12 sports, outdoor sports, outdoor personal training, outdoor dance, outdoor motorsports)	Low and moderate risk sports permitted for practice and training only (no tournaments). Outdoor guided activities, hunting, fishing, motorsports, parks, camping, hiking, biking, running, snow sports, permitted.	Low, moderate, and high-risk sports competitions allowed (no tournaments), maximum 200 including spectators.
Indoor Entertainment Establishments (includes aquariums, indoor theaters, indoor arenas, indoor concert halls, indoor gardens, indoor museums, indoor bowling, indoor trampoline facilities, indoor cardrooms, indoor entertainment activities of any kind, indoor event spaces)	Private rentals/tours for individual households of no more than 6 people permitted. General admission prohibited.	Maximum 25% capacity. If food or drinks are served, eating and drinking requirements apply.
Outdoor Entertainment Establishments (includes zoos, outdoor gardens, outdoor aquariums, outdoor theaters, outdoor stadiums, outdoor event spaces, outdoor arenas, outdoor concert venues, rodeos)	Ticketed events only: Groups of 10, limit 2 households, timed ticketing required.	Groups of 15, limit 2 households per group, maximum 200 including spectators.

NOTE: Live entertainment is no longer prohibited but must follow guidance above for the appropriate venue. Long-term Care facilities, professional and collegiate sports remain governed by their current guidance/proclamations separate from this plan.

Potential Problems?

- No input from cities and business sectors.
- With county-by-county opening it was straight forward to coordinate activities since Walla Walla County has Unified Command. Coordinating activities between all the counties will be very unwieldy.
- This groups Walla Walla County with Counties that historically have had much higher COVID-19 case counts thus compromising our ability to move up a phase level as opposed to if we were left within the original SafeStart Plan.



Inslee announces “Healthy Washington–Roadmap to Recovery”

The state will shift to a two-phase system in accordance with regional case counts.



WA Governor’s Office

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Jan 5 · 6 min read



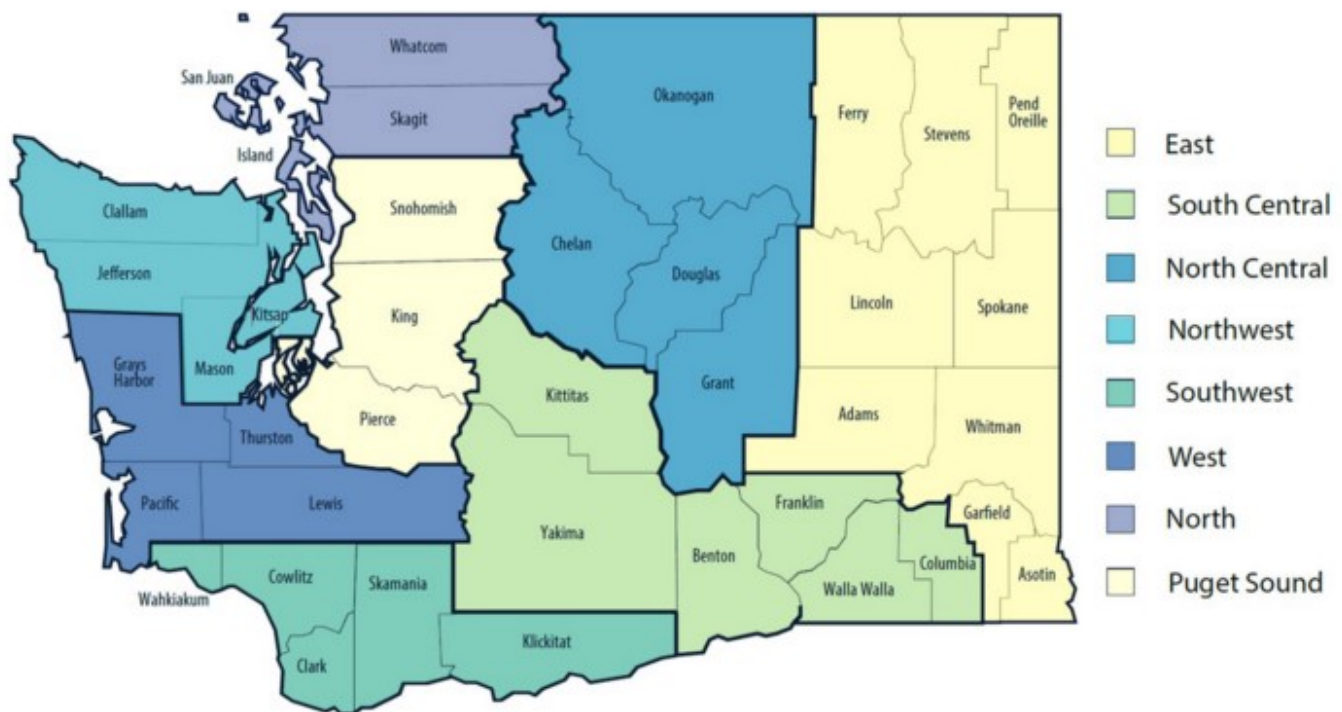
Gov. Jay Inslee today announced “Healthy Washington — Roadmap to Recovery,” a COVID-19 phased recovery plan. Beginning on January 11, the state will follow a regional recovery approach with every region beginning in Phase 1.

“No one was untouched by the effects of the pandemic in 2020; many have and continue to suffer through no fault of their own,” Inslee said during a press conference Tuesday.

“We aren’t out of this yet, but we are close to turning the corner on COVID-19 and this third wave of infection.”

Washington has avoided overwhelming the state’s health care systems throughout this pandemic so far through rigorous safety measures, such as physical distancing and masking, as well as social and economic restrictions. This new recovery system aims to safely ease some restrictions while also maintaining crucial hospital capacity, ensuring care for Washingtonians that need it and paving the way for economic recovery.

Regions



The regions are mostly based on Emergency Medical Services (EMS) regions used for evaluating healthcare services. There will be eight regions of four or more counties, divided according to available health care services based on metrics such as hospitalizations, case data and disease mobility.

The eight regions are as follows:

- **Central:** King, Pierce, Snohomish
- **East:** Adams, Asotin, Ferry, Garfield, Lincoln, Pend Oreille, Spokane, Stevens, Whitman

- **North:** Island, San Juan, Skagit, Whatcom
- **North Central:** Chelan, Douglas, Grant, Okanogan
- **Northwest:** Clallam, Jefferson, Kitsap, Mason
- **South Central:** Benton, Columbia, Franklin, Kittitas, Walla Walla, Yakima
- **Southwest:** Clark, Cowlitz, Klickitat, Skamania, Wahkiakum
- **West:** Grays Harbor, Lewis, Pacific, Thurston

"Our intent is to ensure that regions, the communities within them, and our state as whole have a balanced path toward recovery from the pandemic that relies on multiple key metrics that look at disease trajectory and health system capacity" said Deputy Secretary for COVID Response Lacy Fehrenbach. "This plan offers the start of clear way forward as we continue to slow the spread of COVID-19, while we get more people vaccinated over the next few months."

Metrics

A region's phase will be determined by the Department of Health (DOH) in response to four metric requirements. The final metrics for regions will be calculated on Friday, January 8 and will be effective January 11.

To go forward from Phase 1 to Phase 2, regions must meet all four metrics:

- **Decreasing trend in two-week rate of COVID-19 cases per 100K population** (decrease >10%)
- **Decreasing trend in two-week rate new COVID-19 hospital admission rates per 100K population** (decrease >10%)
- **ICU occupancy** (total — COVID-19 and non-COVID-19) **of less than 90%**
- **COVID-19 test positivity rate of <10%**

To remain in Phase 2, regions must meet at least 3 metrics:

- **Decreasing or flat trend in two-week rate of COVID-19 cases per 100K population**

- **Decreasing or flat trend in two-week rate new COVID-19 hospital admission rates per 100K population**
- **ICU occupancy (total — COVID-19 and non-COVID-19) of less than 90%**
- **COVID-19 test positivity rate of <10%.**

Regions that fail to meet two or more of the above metrics will be moved back to Phase 1.

The metrics for each region will be updated on the Risk Assessment Dashboard every Friday. Dependent on a region's metrics, DOH will move into a new phase — forward or backward — the following Monday.

DOH and local health departments reserve the right to move a region outside of this timing, and additional phases may be added as the state's COVID-19 situation changes with continued vaccine distribution and other changes in public health response.

"Our goal is to reopen our economy safely, and to do it as quickly as possible. Every week, we plan on tracking our ongoing progress in protecting our communities against COVID-19," said Secretary of Health Umair Shah. "The governor's new plan will allow all of us to understand what measures are being used for the path forward including when it makes sense to ease restrictions across the state."

Healthy Washington - Roadmap to Recovery

Activities	Phase 1	Phase 2
Social and At-Home Gathering Size — Indoor	Prohibited	Max of 5 people from outside your household, limit 2 households
Social and At-Home Gathering Size — Outdoor	Max of 10 people from outside your household, limit 2 households	Max of 15 people from outside your household, limit 2 households
Worship Services	Indoor maximum 25% capacity	Indoor maximum 25% capacity
Retail Stores (includes farmers' markets, grocery and convenience stores, pharmacies)	Maximum 25% of capacity, encourage curbside pick-up	Maximum 25% of capacity, encourage curbside pick-up
Professional Services	Remote work strongly encouraged, 25% capacity otherwise.	Remote work strongly encouraged, 25% capacity otherwise.
Personal Services	Indoor maximum 25% capacity.	Indoor maximum 25% capacity.
Eating and Drinking Establishments (establishments only serving individuals 21+ and no food remain closed)	Indoor dining prohibited. Outdoor dining, 11 PM close, maximum 6 per table, limit 2 households per table	Indoor dining available 25% capacity, 11 PM close. Outdoor dining available, maximum 6 per table, limit 2 households per table
Weddings and Funerals	Ceremonies are limited to a total of no more than 30 people. Indoor receptions, wakes, or similar gatherings in conjunction with such ceremonies are prohibited.	Ceremonies and indoor receptions, wakes, or similar gatherings in conjunction with such ceremonies are permitted and must follow the appropriate venue requirements. If food or drinks are served, eating and drinking requirements apply. Dancing is prohibited.
Indoor Recreation and Fitness Establishments (includes gyms, fitness organizations, indoor recreational sports, indoor pools, indoor K-12 sports, indoor sports, indoor personal training, indoor	Low risk sports (including dance, no-contact martial arts, gymnastics, and climbing) permitted for practice and training only in stable groups of no more than 5 athletes. Appointment based fitness/training; 45-minute max session, no more than 1	Low and moderate risk sports competitions permitted (no tournaments). Fitness and training maximum 25% capacity.

dance, no-contact martial arts, gymnastics, climbing)	customer/athlete per room or per 500/sq. ft. for large facilities.	
Outdoor Sports and Fitness Establishments (outdoor fitness organizations, outdoor recreational sports, outdoor pools, outdoor parks and hiking trails, outdoor campsites, outdoor K-12 sports, outdoor sports, outdoor personal training, outdoor dance, outdoor motorsports)	Low and moderate risk sports permitted for practice and training only (no tournaments). Outdoor guided activities, hunting, fishing, motorsports, parks, camping, hiking, biking, running, snow sports, permitted.	Low, moderate, and high-risk sports competitions allowed (no tournaments), maximum 200 including spectators.
Indoor Entertainment Establishments (includes aquariums, indoor theaters, indoor arenas, indoor concert halls, indoor gardens, indoor museums, indoor bowling, indoor trampoline facilities, indoor cardrooms, indoor entertainment activities of any kind, indoor event spaces)	Private rentals/tours for individual households of no more than 6 people permitted. General admission prohibited.	Maximum 25% capacity. If food or drinks are served, eating and drinking requirements apply.
Outdoor Entertainment Establishments (includes zoos, outdoor gardens, outdoor aquariums, outdoor theaters, outdoor stadiums, outdoor event spaces, outdoor arenas, outdoor concert venues, rodeos)	Ticketed events only: Groups of 10, limit 2 households, timed ticketing required.	Groups of 15, limit 2 households per group, maximum 200 including spectators.

NOTE: Live entertainment is no longer prohibited but must follow guidance above for the appropriate venue. Long-term Care facilities, professional and collegiate sports remain governed by their current guidance/proclamations separate from this plan.

Phase 1

All regions will begin in Phase 1, because of current metrics.

Phase 1, for the most part, aligns with restrictions current in place for most counties today, with a few key exceptions. Indoor fitness and outdoor entertainment, for example, were both previously prohibited, but will now be permitted with restrictions.

Currently, all indoor fitness is entirely prohibited. DOH now believes that the state can safely allow appointment-based fitness and training where there is no more than 1 customer per room or 500 square feet for large facilities. This will allow gyms to schedule people wanting to come in to work out in a safe way to ensure activity during winter months. Masks and physical distancing are required.

Outdoor entertainment establishes will be permitted to reopen in Phase 1, including zoos, outdoor theaters and concert venues, and rodeos, among other outdoor venues. Operation must be by ticketed event only with groups of 10 maximum with a limit of two households. Timed ticketing is required, as well as facial coverings and physical distancing.

Indoor gatherings and indoor dining remain prohibited. Outdoor dining with a maximum of six and limit for two households per table is permitted with an 11:00 PM close.

Retail, worship services, personal services, and professional services — where remote work isn’t available—are limited to 25% capacity.

Phase 2

Once a region meets all four required health metrics, they will be permitted to move from Phase 1 to Phase 2. This phase sees some relaxation in regulations, but masks and physical distancing are still required statewide for all activities.

Indoor social gatherings with people outside of the household begins being permitted in Phase 2 with a max of 5 people from outside the household and limit of two households. Outdoor social gatherings maximum in this phase is increased to 15 individuals from two households.

In Phase 2, indoor dining will be permitted with a maximum 25% capacity and an 11:00 PM close. All other indoor activities must also follow a 25% capacity limit. This includes retail, entertainment and groceries, as well as personal and professional services.

Indoor fitness must also follow the 25% capacity limit.

In Phase 2 moderate risk indoor sports and all sports outdoors gain flexibility to have league games and competitions, which will help ensure opportunities for kids to be active, which is especially important during winter months and as kids navigate virtual or hybrid schooling.

Outdoor entertaining may host groups of up to 15 with the two-household limit and an overall 75 person maximum. Wedding and funeral ceremonies and indoor receptions may take place following the appropriate venue requirements. Food and drink service limited to restaurant guidance.

Read the full phase activity chart here.

*"It's a new year, and COVID-19 is no longer new to us," **Inslee said.** "We've learned a lot; we've struggled a lot; we've accomplished a lot. Washingtonians are undeterred. This battle continues, but the turning point is on its way."*

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Healthy Washington - Roadmap to Recovery

Activities	Phase 1	Phase 2
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NOTE: Live entertainment is no longer prohibited but must follow guidance above for the appropriate venue. Long-term Care facilities, professional and collegiate sports remain governed by their current guidance/proclamations separate from this plan.

https://www.union-bulletin.com/news/inslees-new-reopening-plan-causes-concern-among-leaders-business-community-in-walla-walla-columbia-counties/article_ade71985-4e57-5375-8b68-b3e047b5b7c2.html

EXCLUSIVE

SPOTLIGHT

Inslee's new reopening plan causes concern among leaders, business community in Walla Walla, Columbia counties

By the Walla Walla Union-Bulletin
Jan 6, 2021



By the Walla Walla Union–Bulletin

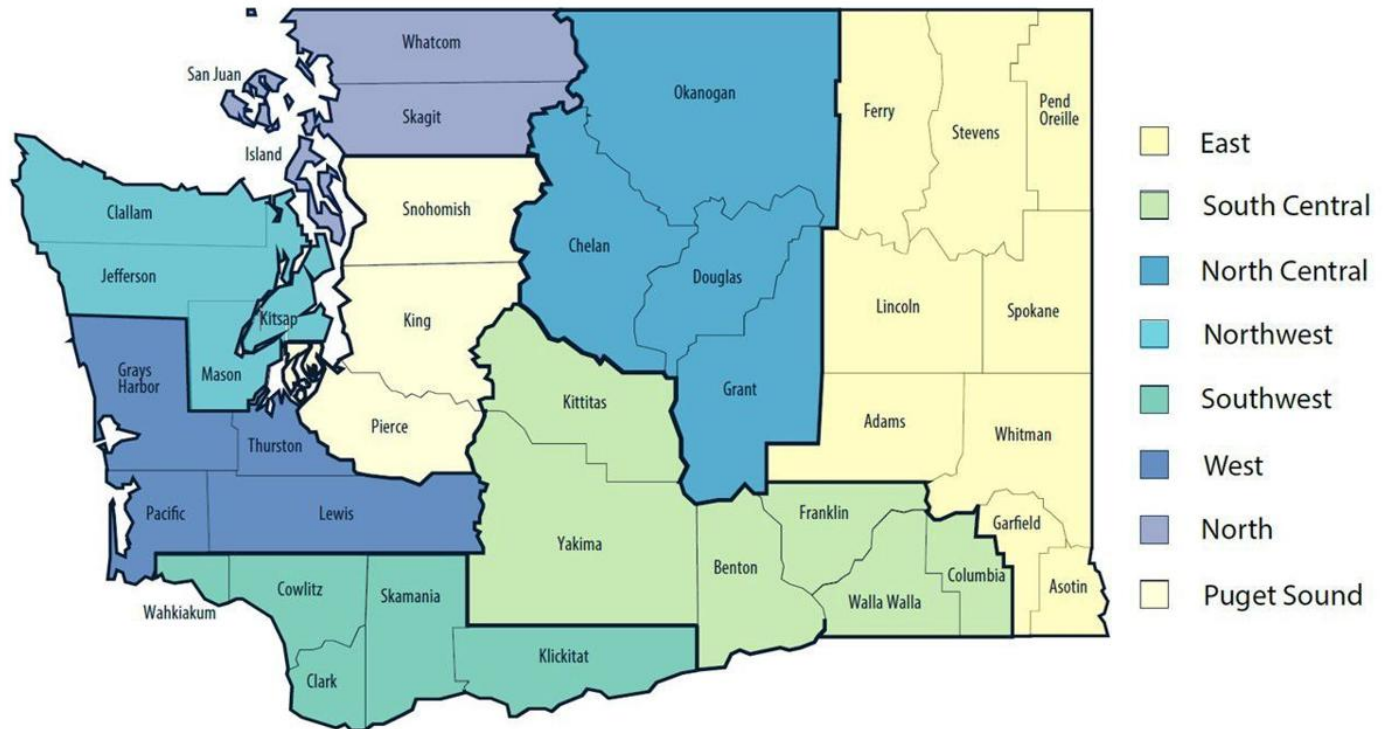
Walla Walla Valley leaders are still reeling from news out of Gov. Jay Inslee’s office Tuesday regarding a new, two–phased and regionalized system for reopening the economy during this COVID–19 pandemic.

Inslee’s goal was to ultimately make it easier for communities to progress to more reopenings, but locals are concerned about being lumped into a “South Central” region with much larger counties experiencing significant virus outbreaks including Yakima and Benton counties.

The South Central region includes Walla Walla, Columbia, Benton, Franklin, Kittitas, and Yakima counties. Yakima, Benton and Franklin counties were three of the last counties to advance out of Inslee’s initial Phase 1.

Now counties within a region will depend on each other to meet a set of health metrics to move into Phase 2 and remain there.

“No county can move forward unless the entire region moves forward,” said Washington State Department of Health spokeswoman Ginny Streeter.



Walla Walla and Columbia counties are part of the new South Central region, which also includes Benton, Franklin, Yakima and Kittitas counties.

Courtesy photo

Immediate impacts

Starting Monday, every county in Washington state will be in the new Phase 1, which prohibits social gatherings indoors, including dining. It limits indoor capacity to 25% at retail outlets, worship services and locations that provide personal and professional services where remote work isn't available, according to the announcement.

The new Phase 1 isn't a step back for most counties but sets current restrictions as the bar, with progress to Phase 2 restricted until all counties in a region meet certain requirements.

For instance, Phase 1 will allow for indoor fitness and outdoor entertainment, both previously prohibited state-wide but now permitted with restrictions. (See graph for more information on phases.)



Courtesy image

To move into Phase 2, all counties in a region must have:

- A decreasing trend in the two-week rate of COVID-19 cases per 100,000 people.
- A decreasing trend in the two-week rate of new COVID-19 hospital admission rates per 100,000 people.
- An intensive care unit occupancy of less than 90%.
- A COVID-19 test positivity rate of less than 10%.

For comparison, Walla Walla County's most recent data on the state's website shows a positive testing rate of 23% and an upward trend of 1,119 new cases per 100,000 over two weeks.

Columbia County has a positive testing rate of almost 17% and 337 new cases per 100,000 over two weeks.

Benton County has a positivity rate of 19% and a two-week upward trend of 613 new cases per 100,000.

Yakima County is at a 36% positivity rate with an upward trend of 940 new cases per 100,000 over two weeks.

Data on hospital admission rates and ICU occupancy hasn't been as easy to find online.

Inslee said the final metrics for regions will be calculated on Friday and will be effective Monday.

Dr. Christopher Hall, chief medical officer for Providence St. Mary Medical Center, said Wednesday he has some concern over being tied to nearby counties with higher COVID-19 case rates.

Thanks to strong partnerships in this community and knowledgeable people in place, Walla Walla County is probably the furthest Washington county along in vaccination efforts, Hall said.

So far that's included getting hospital personnel, emergency medical responders and dental office staff vaccinated, he said.

As of Wednesday, more than 1,300 vaccine shots had been given, which includes second doses for some people, Hall said.

Next on the list is helping school districts engineer a safe return to in-person classes by providing testing and other measures, he said.

That effort will be followed by moving farther out into groups most medically at risk, such as the very elderly in congregate care situations, and situationally at risk, such as grocery store employees.

Added up, that means Walla Walla County is doing better at targeting COVID-19 prevention than some areas of the state, Hall said.

The hospital leader said he knows Inslee had input from health experts in designing the two-phased approach, but to fully understand the plan and its impact on the community here will take more study from local health authorities.

The Walla Walla County's Department of Community Health and Walla Walla County commissioners had no comment. Walla Walla City Manager Nabel Shawa was not reached by press time.

Valley business concerns

For Walla Walla Valley business leaders, the reaction was less than enthusiastic — “disappointed” was a word they echoed.

Walla Walla Valley Chamber of Commerce CEO Kyle Tarbet said he has seen several state business organizations unsuccessfully try to lobby Inslee's office.

Tarbet said there has been little to no communication from the governor to business organizations such as the Washington Hospitality Association, the Association of Washington Businesses and the Washington Chamber of Commerce.

Niki Reading, a spokesperson for the Hospitality Association, said Tuesday evening's announcement "is not a roadmap to recovery. It is a roadmap to a near-complete collapse of Main Street neighborhood restaurants and hospitality businesses."

AWB President Kris Johnson called the plan "an incomplete map at best," according to a release Tuesday.

Tarbet said he was not confident about a swift economic recovery for Walla Walla and Columbia counties now that they were tied to the medical success of Yakima, Benton and Franklin counties, three areas that saw staggering hospitalization numbers in 2020.

He said one of his main concerns was the close communication of local agencies and organizations in the Walla Walla Valley, which he applauded, suddenly potentially taking a backseat.

"Now we're lumped into a region where there's no elected official that's accountable for this," Tarbet said. "There's no regional administration that we can reach out to for help or coordination in our guidance. It's frustrating now to try to change what we've been doing. Do we have to coordinate with these other counties now? I'm just not really sure what we need to be doing."

Tarbet said trust toward Inslee among business owners would be much greater if business leaders were allowed to sit at the decision-making table or even to just get more advanced notice when changes are coming.

Downtown Walla Walla Foundation Executive Director Kathryn Witherington said there were actually a few bright spots in the new Phase 1 that give places like gyms and hair salons some easier rules that could allow for some increased business.

But, Witherington noted, it could be a slow recovery, on top of the fact that it's the typically slow winter season in the aftermath of a brutal economic crisis.

"For most of our businesses, nothing changes from where they currently are," Witherington said. "It is contingent on our health region, which is a concern ... That is something that I hope will go well."

Witherington said she was also hopeful about new Paycheck Protection Program loans from the U.S. Small Business Administration, which are much larger in the most recent congressional relief bill compared to the original loans approved from earlier in 2020.

Witherington emphasized shopping local and staying positive during the reopening plan.

"The focus will continue to remain on what we can do as a community to support our friends and neighbors throughout this incredibly challenging time," Witherington said.

Low-risk sports are permitted in small groups for practice and training, and appointment-based fitness and training for larger facilities.

Walla Walla YMCA CEO Karen Hedine announced fitness centers would open Monday with restrictions. Only pools at the YMCA had been open during Inslee's recent shutdown.

Reservations and masks will be required and YMCA members must reserve their place in the fitness center at least 45 minutes in advance, she said.

Hedine commended the governor's plan, "Healthy Washington–Roadmap to Recovery."

"We support the governor's plans to get this community as healthy as possible as soon as possible," Hedine said.

"This goes along with our mission of social responsibility. I believe the governor has taken a nice step forward to help get people back in a fitness regimen. It's been said mental health improves with physical health, so it's good that he's opening fitness centers with strong regulations."

Jazzercise Walla Walla owner Janet Byerly suspects they will have to remain closed for a while longer.

"What are we going to do? I don't know," Bylerly said. "It's a little bit vague. They talk about large facilities, and that masks will be required so I'm not real sure about this but I think we should wait a little while before we can reopen. It should have had a little more detail in the restrictions."

Columbia County setbacks

Unlike Walla Walla County and the other counties in the region, Columbia County was in Phase 3 of Inslee's original reopening plan. The small county's relatively low COVID-19 case rate allowed it to move through the initial phases more quickly than other

counties.

The move to the new Phase 1 does not bring much in the way of new restrictions or closures, Columbia County Public Health Administer Martha Lanman said, because the county was already affected by tighter restrictions the governor added in November.

These included re-closing dine-in restaurant service, movie theaters and gyms and reduced retail capacity back to 25% and already put Phase 3 counties back in line with Phase 2 counties.

Lanman said the biggest impact this new approach will have on Columbia County will come as the region aims to advance to the new Phase 2.

“Because of our size and numbers, we were one of the first counties to open in Phase 2 and then Phase 3,” Lanman said. “Now, it will be more of a challenge because we will be lumped in with the other counties ... To be lumped into a regional system is going to be challenging for our community.”

Columbia County Commissioner Marty Hall said he was concerned.

“It’s frustrating to me that we, in Columbia County, are lumped in with Yakima County and Benton and Franklin counties,” Hall said. “Our dynamics here are completely different, both in size and in how the disease has affected us.”

Hall, a new commissioner who has said he feels the economy needs to reopen faster, said this new plan is another roadblock.

“I’m afraid now that we will be one of the last ones to gain back the rest of our freedoms,” Hall said

South Central Region Health Data

Data on counties in the newly formed South Central region according to most recent census and Department of Health COVID-19 information available, including percentage of deaths to positive tests:

Yakima County — Pop. 249,679; cases, 20,712; deaths 325 or 1.6%; hospitalizations, 1,110.

Benton County — Pop. 197,518; cases 12,063, deaths 165 or 1.4%; hospitalizations, 641.

Franklin County — Pop. 92,009; cases 9,040; deaths 84 or 0.9%; hospitalizations, 466.

Walla Walla County — Pop. 60,365; cases 3,616; deaths 38 or 1.1%; hospitalizations, 192.

Kittitas County — Pop. 45,897; cases 1,791; deaths 27 or 1.5%; hospitalizations, 47.

Columbia County — Pop. 3,992; cases 87; deaths 4 or 4.6%; hospitalizations, 14.

City of College Place, Washington
RESOLUTION NO. 21-003
ORDER REGARDING RESOLUTION NO. 20-049

AN ORDER BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON TO CEASE IMPLEMENTATION OF RESOLUTION NO. 20-049 REGARDING PARKING REGULATIONS FOR SECTION OF NE DECCIO RD.

This ORDER recognizes that on November 24, 2020, the City of College Place passed Resolution No. 20-049 to prohibit parking on either side of NE Deccio Rd from the point where the road is 24 to 28 feet wide. From the section where it is 28 to 34 feet wide parking should be allowed only on one side of the roadway. After 34 feet in width parking can be permitted on both sides of the roadway.

RESOLUTION 20-049 was passed based upon complaints by residents about their purported inability to safely drive through the south end of NE Deccio Rd due to vehicles parked on both sides of the street and upon a recommendation by the College Place Utilities & Transportation Advisory Commission.

RESOLUTION 20-049 was not based upon any expertise by a traffic engineer or professional, nor based upon any official or unofficial traffic study or standard. The City, beyond the opinion of lay persons, is unaware of any substandard traffic issue which would reasonably lead to damage or death associated with the subject road section.

RESOLUTION 20-049 was intended to address residents' complaints and for their convenience and not to make the section of road any safer.

Since passage of RESOLUTION 20-049, City residents have complained of lack of available parking with implementation of RESOLUTION 20-049. These complaints were heard by College Place Council and by the College Place Utilities & Transportation Advisory Commission; the UTAC recommended to the Council to obtain a qualified opinion as to any safety implications of implementation of Resolution No. 20-049 prior to implementation.

It is hereby ORDERED, that implementation of RESOLUTION 20-049 cease until one of the following occurs:

1. The City engages and obtains a satisfactory opinion from a traffic professional to determine if a traffic safety issue exists on the section of road implicated in RESOLUTION 20-049 and said opinion is presented to City Council;
2. The City determines that an opinion from a traffic professional to determine if a traffic safety issue exists on the subject road section is unwarranted; or
3. Sixty days has passed without further action by Council regarding RESOLUTION 20-049.

Effective Date. This ORDER shall take effect and be in full force upon its approval as provided by law.

APPROVED by the City Council of the City of College Place, Washington, this th day of January, 2021.

Attest:

Norma L. Hernández, Mayor

Lisa R. Neissl, CMC
City Clerk

City of College Place, Washington

ORDINANCE NO. 21-003

AN ORDINANCE OF THE CITY OF COLLEGE PLACE, WASHINGTON GRANTING A NON-EXCLUSIVE RIGHT, PRIVILEGE, AUTHORITY AND FRANCHISE TO CASCADE NATURAL GAS CORPORATION, ITS SUCCESSORS, GRANTEES AND ASSIGNS, TO CONSTRUCT, INSTALL, OPERATE, MAINTAIN, REPAIR, REPLACE AND REMOVE EXISTING PIPELINE FACILITIES TOGETHER WITH EQUIPMENT AND APPURTENANCES THERETO, FOR THE TRANSPORTATION AND DELIVERY OF NATURAL GAS SERVICE WITHIN AND THROUGH THE PUBLIC RIGHT OF WAYS OF THE CITY OF COLLEGE PLACE.

WHEREAS, the City of College Place, (hereinafter “City”), Washington is a non-chartered code city governed by Title 35A Revised Code of Washington;

WHEREAS, Article 11, section 11, of the Washington State Constitution provides that the City of College Place “may make and enforce within its limits all such local police, sanitary and other regulations as are not in conflict with general laws”;

WHEREAS, the College Place City Council, by section 35A.11.020 of the Revised Code of Washington, through section 35A.13.230 of the Revised Code of Washington, has any authority ever given to any class of municipality or to all municipalities of this state, and all powers possible for a city or town to have under the Constitution of this state, and not specifically denied to code cities by law, which may be exercised in regard to the regulation or use of public ways and property of all kinds and improvements thereto;

WHEREAS, Section 35A.47.040 of the Revised Code of Washington authorizes the City to grant, permit, and regulate non-exclusive franchises for the use of public ways;

WHEREAS, the Comprehensive Plan for the City of College Place includes, without limitation, policies and goals regarding utility facilities and services, including to provide reliable, effective, and efficient utility services at the lowest reasonable cost, consistent with the City’s aims of environmental stewardship, social equity, economic development, and the protection of public health, for example, converting existing overhead systems to underground systems, coordination of utility projects to co-locate distribution facilities and coordinate construction, replacement, and maintenance timing to minimize disruption to the public, and minimization of negative impacts upon the character of the community, and recognition, preservation and protection of College Place's urban forest;

WHEREAS, Cascade Natural Gas Corporation, (“CNG”) has applied to the City for a non-exclusive Franchise to construct, install, operate, maintain, replace and repair natural gas pipeline facilities,

together with equipment and appurtenances thereto, (hereinafter "Pipeline Facilities") within and through the City;

WHEREAS, CNG, a Washington corporation authorized to transact business within the State of Washington, its successors and assigns, will make natural gas utility service available upon reasonable terms and conditions to all persons and entities without discrimination between classes of users to include rates and charges; and

WHEREAS, the City Council finds that the Franchise terms and conditions contained in this ordinance are in the public interest.

WHEREAS, the College Place City Council adopted Ordinance 17-022 on June 13th, 2017, codified as Title 20 which as passed, and as further amended governs franchises;

NOW, THEREFORE, the City Council of College Place, Washington does ordain as follows:

BE IT ORDAINED BY THE CITY COUNCIL OF COLLEGE PLACE, WASHINGTON

SECTION 1. DEFINITIONS

For the purposes of this Franchise and any and all exhibits attached hereto, the following terms, phrases, words, and their derivations will have the meaning given herein. When not inconsistent with the context, words used in the present tense include the future, words in the plural include the singular, and words in the singular include the plural. Definitions applicable to franchises are located in College Place Municipal Code CPMC 20.02.020, and as amended. Words not defined shall be given their common and ordinary meaning.

- A. **"At capacity"** means the current placement of existing private and public utilities in areas of City properties, public streets, or public ways is such that any additional placement of private utilities in those areas would adversely affect the ability of the City to replace and maintain existing and planned City utilities and infrastructure according to generally accepted engineering standards.
- B. **"CITY"** means City of College Place, Washington.
- C. **"CPMC"** means College Place Municipal Code as enacted and subsequently modified or recodified.
- D. **"Construct or Construction"** means removing, replacing, and repairing existing pipeline(s) and/or Facilities and may include, but is not limited to, digging and/or excavating for the purposes of removing, replacing, and repairing existing pipeline(s) and/or Facilities.
- E. **"Distribution system, system and lines"** used either in the singular or plural shall mean and include the poles (with or without cross arms), wires, lines, conduit, cables, signal lines, lights, braces, anchors, vaults, feeders, regulators, meters, fixtures, connections, and all attachments, appurtenances, equipment and appliances necessary and

incidental thereto or in any way appertaining to the transmission and distribution of the service or product and which are located within a right-of-way.

- F. **"EOC"** means Walla Walla County Emergency Operations Center.
- G. **"Effective Date"** means five days following passage, approval and legal publication of this Ordinance or legal summary thereof and acceptance by CNG, upon which the rights, duties, and obligations shall come into effect and the date from which the time requirement for any notice extension and/or renewal will be measured.
- H. **"Franchisee" and "Grantee"** mean CNG, its agents, representatives, employees, and contractors and also includes its successors and assigns.
- I. **"Governmental use"** means use by the City, State, or agencies or departments of the United States for the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means both internally and externally within or between their various agencies, departments, and divisions.
- J. **"Hazardous Substance" means** any hazardous, toxic, or dangerous substance, material, waste, pollutant, or contaminate.
- K. **"Maintenance or Maintain"** means examining, testing, inspecting, repairing, maintaining and replacing the existing pipeline(s) and/or Facilities or any part thereof as required and necessary for safe operation.
- L. **"Pipeline Corridor"** shall mean the pipeline pathway through the Franchise Area in which the pipeline(s) and or Facilities of the Grantee are located, including any Rights-of-Way, Public Property, and/or easement over and through private property.
- M. **"Public Properties"** means and includes all present and/or future property owned or leased by the City within the present and/or future corporate limits or jurisdictional boundaries of the City.
- N. **"Operate or Operations"** means the use of Grantee's existing pipeline(s) and/or Facilities for the transportation, distribution and handling of petroleum products or byproducts within and through the Franchise Area.
- O. **"Rights-of-Way"** means the surface and the space above and below streets, roadways, highways, avenues, courts, lanes, alleys, sidewalks, easements, rights-of-way and similar public property and areas located within the Franchise Area.
- P. **"Urban Forest"** means all trees now or hereafter on or in any City properties, public street, or public ways or easement, or street trees on private property.

SECTION 2. FRANCHISE/GRANT OF AUTHORITY

- A. The City grants to Franchisee, subject to the terms and conditions of this franchise, a non-exclusive Franchise to enter, occupy, and use public ways for constructing, installing, operating, maintaining, repairing, replacing and removing facilities necessary to provide natural gas utility services. Except as expressly provided otherwise, Franchisee shall construct, install, operate, maintain, repair, replace and remove its facilities at its expense.

- B. Franchisee must follow terms and conditions in City of College Place Municipal Code Chapter 12.08 (Excavations), Chapter 20.02 (General Provisions), Chapter 20.06 (Franchise), Chapter 20.08 (Franchise Lease), Chapter 20.10 (Conditions of Franchises and Facilities Leases) and the current applicable provisions of the Street Restoration Act (Resolution 890) as subsequently amended by Council.
- C. Any rights, privileges, and authority granted to Franchisee under this Franchise are subject to the legitimate rights of the police power of the City to adopt and enforce general ordinances necessary to protect the safety and welfare of the public and the environment, and nothing in this Franchise excuses Franchisee from its obligation to comply with all applicable general laws enacted by the City pursuant to such power. Any conflict between the terms or conditions of this Franchise and any other present or future exercise of the City's police powers will be resolved in favor of the exercise of the City's police power.
- D. This Franchise is non-exclusive. Grantor reserves all rights to its property, including, without limitation, the right to grant additional franchises, easements, license and permits to others to use the Rights-of-Way and City/Public Properties, provided that the Grantor shall not grant any other franchise, license, easement or permit that would unreasonably interfere with Franchisee's permitted use under this franchise. This Franchise shall in no manner prohibit the Grantor or limit its power to perform work upon its Rights-of-Way, City/Public Properties or make all necessary changes, relocations, repairs, maintenance, establishment, improvement thereto, or from using any of the Rights-of-Way and City/Public Properties, or any part of them, as the Grantor may deem fit from time to time, including the dedication, establishment, maintenance and improvement of all new Rights-of-Way and City/Public Properties, or any part of them, as the Grantor may deem fit from time to time, including the dedication, establishment, maintenance and improvement of all new Rights-of-Way and other City/Public Properties of every type and description.
- E. Nothing in this Franchise excuses Franchisee of its obligation to identify its facilities and proposed facilities and their location or proposed location in the public ways and to obtain right-of-way permits, use and/or development authorization and permits from the City before entering, occupying, or using public ways to construct, install, operate, maintain, repair, or remove such facilities.
- F. Nothing in this Franchise excuses Franchisee of its obligation to comply with applicable federal, state, and local codes, rules, regulations, and standards subject to verification by the City of such compliance to include the federal American Disability Act, the City of College Place Municipal Code Chapter 12.08 (Excavations), Chapter 20.02 (General Provisions), Chapter 20.06 (Franchise), Chapter 20.08 (Franchise Lease), Chapter 20.10 (Conditions of Franchises and Facilities Leases) and the current applicable provisions of the Street Restoration Act (Resolution 890) as subsequently amended by Council.

- G. Nothing in this Franchise shall be construed to limit taxing authority or other lawful authority to impose generally applicable charges or fees, or to excuse Franchisee of any obligation to pay generally applicable lawfully imposed taxes, charges or fees.
- H. Nothing in this Franchise grants authority to Franchisee to impair or damage any City property, public way, other ways or other property, whether publicly or privately owned.
- I. Except as otherwise permitted, nothing in this Franchise shall be construed to give franchisee's facilities priority of use of public ways.
- J. Nothing in this Franchise shall be construed to create a duty upon the City to be responsible for construction, installation, maintenance, repair, replacement, operation, or removal of facilities or to modify public ways to accommodate franchisee's facilities or work associated therewith.
- K. Nothing in this Franchise shall be construed to create, expand, or extend any liability of the City to any third party user of Franchisee's Facilities or to otherwise recognize or create third party beneficiaries to this Franchise. By granting this franchise, the City is not assuming any risks or liabilities therefrom, which shall be solely and separately borne by Franchisee. Franchisee agrees and covenants to, at its sole cost and expense, take all reasonably prudent steps to protect, support, and keep safe from harm its pipeline(s) and/or Facilities, or any part thereof, when necessary to protect the public health and safety and the environment.
- L. Except as specifically granted herein, nothing in this Franchise shall be construed to permit Franchisee to unlawfully enter upon, over or through, or construct or place improvements upon the property or premises of another.
- M. This Franchise is only intended to convey a limited right and interest. It is not a warranty of title or interest in City's Rights-of-Way or other City/Public Property. None of the rights granted herein shall affect the City's jurisdiction over its property, streets or Rights-of-Way.
- N. The limited rights and privileges granted under this Franchise shall not convey any right to Franchisee to install any new pipeline(s) and/or Facilities without the express written consent of the City.

SECTION 3. TERM

A. Each of the provisions of this Franchise shall be for a period of ten (10) years from the effective date of this Franchise as prescribed in CPMC 20.06.070, and as amended. This shall be referred to as the primary term. This Franchise shall automatically renew for successive periods of five (5) years each (successive terms) unless cancelled at the end of a term by either party by written notice to the other party no less than 180 calendar days prior to the end of the primary term or the then current successive term.

B. The effective date shall be as prescribed herein below.

SECTION 4. COMPLIANCE WITH LAWS AND STANDARDS

A. In carrying out any authorized activities under the privileges granted herein, Grantee shall meet generally accepted industry standards and comply with all applicable laws of any governmental entity with jurisdiction over the pipeline and its operation. This shall include all applicable laws, rules and regulations existing at the Effective Date of this Franchise or that may be subsequently enacted by any governmental entity with jurisdiction over Grantee and/or the pipeline(s) and Facilities.

B. In the case of any conflict between the terms of this Franchise and the terms of Grantor's ordinances, codes, regulations, standards and procedures, this Franchise shall govern.

SECTION 5. CONSTRUCTION AND MAINTENANCE

- A. All pipeline Construction, Maintenance or Operation undertaken by Grantee, upon Grantee's direction or on Grantee's behalf shall be completed in a professional (workmanlike) manner.
- B. Except in the case of emergency, prior to commencing any Construction or Maintenance work in the Franchise Area, the Grantee shall first file with the Grantor such detailed plans, specifications and profiles of the intended work as may be required by the Grantor. Grantor may require such additional information, plans and/or specifications are in Grantor's opinion necessary to protect the public health and safety during the Construction and/or Maintenance work and for the remaining term of this Franchise.
- C. All Construction and/or Maintenance work shall be performed in conformity with the maps, plans, and specifications filed with the Grantor, except in instances in which deviation may be allowed thereafter in writing pursuant to an application by Grantee
- D. Except in the event of an emergency, Grantee shall provide Grantor at least ten (10) calendar days' written notice prior to any Construction, Maintenance, and/or Removal, or other substantial activity, other than routine inspections and maintenance, by

Grantee, its agents, employees or contractors on grantee's pipeline(s) or Facilities covered by this Franchise.

- E. Work shall only commence upon the issuance of applicable permits by the City. However, in the event of an emergency requiring immediate action by Grantee for the protection of the pipeline(s) or Facilities, Grantor's property or other persons or property, Grantee may proceed without first obtaining the normally required permits. In such event Grantee must (1) take all necessary and prudent steps to protect, support, and keep safe from harm its pipeline(s) and/or Facilities, or any part thereof; Grantor's property; or other persons or property, and to protect the public health and safety; and (2) as soon as possible thereafter, must obtain the required permits and comply with any mitigation requirements or other conditions in the after-the-fact permit.
- F. Unless such condition or regulation is in conflict with a federal or state requirements, the City may condition the granting of any permit or other required approval, in any manner reasonably necessary for the safe use and management of the public right-of-way or the City's property including, by way of example and not limitation, bonding, maintaining proper distance from other utilities, protecting the continuity of pedestrian and vehicular traffic and protecting any Rights-of-Way improvements, private facilities and public safety.
- G. Whenever necessary, after Constructing or Maintaining any of Grantee's pipeline(s) or Facilities within the Franchise Area, the Grantee shall, without delay, and at Grantee's sole expense, remove all debris and restore the surface as nearly as possible to as good or better condition as it was in before the work began. Grantee shall replace any property corner monuments, survey reference, or hubs that were disturbed or destroyed during Grantee's work in the areas covered by this Franchise. Such restoration shall be done in a manner consistent with applicable codes and laws, under the supervision of the Grantor and to the Grantor's reasonable satisfaction and specifications.
- H. Franchisee shall continuously be a member of the State of Washington one number locator service under RCW 19.122, and as amended, or an approved equivalent and shall comply with all such applicable rules and regulations. Franchisee shall provide reasonable notice to the City prior to commencing any Maintenance, Removal or Construction under this Franchise and additionally to those owners or other persons in control of property when the acts will affect access or use or otherwise impact the property.

- I. Markers demarcating the pipeline's location shall be placed on the surface in compliance with federal and state law requirements.
- J. Grantee shall at all times keep up-to date maps and records showing the location of all gas mains, lines, and service connections laid by it in said City. Such maps and records shall be kept in Grantee's district operating office and shall be subject to inspection at all reasonable times by proper officials or agents of said City, and be made available within 48 hrs. Grantee shall provide at the City's request a copy of facilities maps for the city's use.
- K. Nothing in this Franchise shall be deemed to impose any duty or obligation upon City to determine the adequacy or sufficiency of Franchisee's plans, specifications, and designs, or to ascertain whether Franchisee's proposed or actual construction, testing, maintenance, removal, repairs, or replacement is adequate or sufficient or in conformance with the plans, specifications and designs reviewed by the City.
- L. Franchisee shall be solely and completely responsible for workplace safety and safe working practices on its job sites within the City, including safety of all persons and property during any activity performed pursuant to this Franchise.

SECTION 6. INDEMNITY

- A. General Indemnification. Grantee shall at all times indemnify and hold the City harmless as is in accordance with CPMC 20.10.230 – General Indemnification.
- B. Environmental Indemnification. Grantee shall indemnify, defend and save Grantor harmless from and against any and all liability, loss, damage, expense, actions and claims, either at law or in equity, including, but not limited to, costs and reasonable attorneys' and experts' fees incurred by the City in defense thereof, to the extent arising directly or indirectly from (a) Franchisee's breach of any environmental laws applicable to the pipeline or (b) from any release of a Hazardous Substances on or from the pipeline. To the extent that Hazardous Substances are released by Grantee pursuant to this Franchise, this indemnity includes: (a) liability for a governmental agency's costs of removal or remedial action for Hazardous Substances; (b) damages to natural resources caused by Hazardous Substances, including the reasonable costs of assessing such damages; (c) liability for any other person's costs of responding to Hazardous Substances; (d) liability for any costs of investigation, abatement, correction, cleanup, fines, penalties, or other damages arising under any environmental laws; and (e) liability for personal injury, property damage, or economic loss arising under any statutory or common-law theory. Nothing in this section shall require Grantee to indemnify, defend,

or save Grantor or otherwise be liable for any loss, damage, expense, action, or claim relating to Hazardous Substances that are pre-existing or otherwise not released or otherwise caused Grantee.

- C. The indemnity provisions contained herein shall survive the termination of this Franchise and shall continue for as long as the Franchisee's pipeline(s) and Facilities shall remain within or upon the City limits or until the parties execute a new Franchise Agreement which modifies or terminates these insurance and bond provisions.

SECTION 7. INSURANCE AND BOND REQUIREMENTS.

- A. Franchisee shall comply with:

CPMC 20.10.220 - Insurance

CPMC 20.10.240 – Performance and Construction Surety

CPMC 20.10.250 – Security Options

CPMC 20.10.260 – Performance Bond

- B. All other insurance and bond requirements as directed by the City, including but not limited to providing the City with proof of insurance and a copy of applicable insurance policy(ies), including, but not limited to, coverage terms and claims procedures, shall be provided to the City prior to beginning of any substantial work, testing or construction or reconstruction or removal of the pipeline(s) or facilities.
- C. The insurance and bond provisions contained herein shall survive the termination of this Franchise and shall continue for as long as the Franchisee's pipeline(s) and Facilities shall remain within or upon the City limits or until the parties execute a new Franchise Agreement which modifies or terminates these insurance and bond provisions.

SECTION 8. INSTALLATION, RELOCATION, REPLACEMENT, ABANDONMENT, RELOCATION, AND REMOVAL OF NATURAL GAS INFRASTRUCTURE

Natural gas infrastructure installation, maintenance, abandonment, and removal activities shall be governed by the following municipal codes, now in effect or as further amended or recodified in CPMC 20.10

In addition to the applicable requirements listed herein, if the federal Office of Pipeline Safety or the state regulatory agency significantly decrease their staffs, or if any congressional or legislative study indicates that federal or state regulatory oversight has significantly decreased in effectiveness during the term of this Franchise, then Grantor and City agree to expeditiously negotiate new franchise provisions that will provide the City with access to detailed information regarding testing and inspection such as would have been routinely submitted to the federal or

state regulatory agencies under the regulations in effect at the time of the Effective Date. If the City and Franchisee fail to agree upon new franchise provisions, the issue shall be resolved through the Dispute Resolution provisions of Section 13.

SECTION 9. EXCAVATIONS

Street Cut permits must be obtained prior to any excavation in the public rights of way. Inspections of work performed by Franchisee are required and timely advance notice for inspection shall be given. The "CITY Standard Specifications" and any amendments thereto shall be the standard of quality and practice. Work should follow College Place Street Restoration Act (Resolution 890).

SECTION 10. GRANTEE TO MAKE EXTENSIONS AND INSTALL SERVICE DEVICES

The Grantee shall at all times during the term of this Franchise install and maintain, at its own expense, such service devices, street services, and regulating and measuring devices, exclusive of meters, as may be necessary for supplying service to Grantee's customers, such requirement extending only to services to the curb line along the line of the main where the main is in the street, and to the abutting property line where the main is in the alley. The Franchisee shall make all reasonable extensions for supplying service to natural gas customers who are inhabitants of the City. The same shall be made, supplied, and furnished under such reasonable rules and regulations as may be prescribed by Washington Utilities and Transportation Commission, or its subsequent organization in accordance with the provisions hereof.

SECTION 11. QUALITIES AND PRESSURE OF GAS

The gas to be supplied to said City and its inhabitants under the terms and conditions hereof shall be merchantable gas and shall be supplied to the consumer's meters at such reasonable pressure as may be prescribed by the regulatory body having jurisdiction over such matters.

SECTION 12. RATES AND CONDITIONS OF SERVICE.

The rates to be charged and exacted, and the rules and regulations in respect of the conditions, character, quality, and standards of service to be furnished by the Franchisee, and all such similar matters, shall be under the jurisdiction and control of Washington Utilities and Transportation Commission, or its subsequent organization.

SECTION 13. MAPS, PLATS, AND RECORDS

Maps, plats, and records shall be kept and available within CPMC 20.10.190 – Facilities Maps and CPMC 20.10.200 – Duty to provide information.

SECTION 14. METERS

All gas sold and distributed by the Franchisee shall be by meter measurement, on the property of, or in the building of, the consumer served, and the Franchisee, its agents, licensees, or

employees shall have the right to read and inspect the gas meters at all reasonable times and to go on the premises therefore. The Franchisee shall furnish good and reliable meters for the consumers, and the terms and conditions of furnishing and testing thereof shall be as prescribed by the Washington Utilities and Transportation Commission, or its subsequent organization.

SECTION 15. FRANCHISEE TO MAKE RULES AND REGULATIONS

The Franchisee, its successors, and assigns, may make such reasonable rules and regulations for the protection of its property, for the prevention of loss and waste, for safety purposes, for the conduct of business, and in respect of the sale of distribution of gas, as may be advisable or necessary from time to time, all in accordance herewith and in accordance with valid, applicable State and Federal laws, rules, and regulations.

SECTION 16. FRANCHISE FEE

- A. As compensation to the City for the rights and franchise hereby granted, the Franchisee shall pay to the City an amount each month equivalent to four percent (4%) of the Franchisee's gross revenue from sales of gas within the corporate limits of the City for the preceding month less revenue from such sales to the United States or any agency or corporation thereof, and less any amounts paid by the Franchisee to the United States, the State of Washington, and the CITY, as license, occupation, privilege, or excise taxes levied or imposed upon such sales within the corporate limits of the City, and less any uncollectable amounts. The City Council may modify franchise fees during the term of this ordinance. Notice of such action is to be made 30 days prior to scheduling any such change for Franchisee's ability to be represented before the Washington Utilities and Transportation Commission, or its subsequent organization. Such payments shall be made monthly and within twenty (20) days from the first of the month for the amount due on account of the preceding month, and the officers of the Franchisee, its successors or assigns, shall make and furnish to the City within said period a sworn statement as to the amount of such gross revenue from the sale of gas, and the City Administrator, Finance Director, or designee shall be permitted to examine the books of the Franchisee, its successors or assigns to determine or verify such amounts.
- B. Interest shall accrue on any late amounts due at the rate of twelve percent (12%) per annum, or the maximum percentage rate permitted by law, whichever is lower.

SECTION 17. EMERGENCY NOTICE AND COOPERATION

CNG will notify the City through the Emergency Communications Center of any outages that may affect a significant or substantial portion of the City's consumers as promptly as possible after the outage occurs. CNG shall provide an individual with the authority and the knowledge to release information to the City and be liaison for CNG in the incident command system at

Walla Walla County Emergency Operations Center (EOC) located at Second and Rose Streets in Walla Walla, Washington or other location deemed appropriate by the EOC in the event that a large scale outage occurs or other disasters that would affect service such as an earthquake, flood, and other catastrophe or accidents. This person will report to the EOC anytime that CNG deems necessary to activate a large-scale emergency operation or when the City or the EOC deems it necessary within thirty (30) minutes of the activation of the EOC.

CNG personnel on the scene at a hazardous leak where people and/or property is in danger within the City limits agree to notify the EOC of the leak using 911. These same personnel agree that if emergency response personnel respond that they will utilize the incident command system and that they will report to the incident commander and make themselves known on the scene of such an emergency. The incident commander may utilize them as part of a unified command.

SECTION 18. FORFEITURE, RENOVATION, OR TERMINATION AND REMEDIES

- A. Forfeiture, renovation, or termination of Franchise shall be done in accordance with the following municipal codes:
 - CPMC 20.10.300 – Revocation or termination of franchises, or leases.
 - CPMC 20.10.310 – Notice and duty to cure.
 - CPMC 20.10.320 – Public hearing.
 - CPMC 20.10.330 – Standards for revocation or lesser sanctions
 - CPMC 20.10.340 – Civil penalties.
 - CPMC 20.10.350 – Enforcement
 - CPMC 20.10.360 – Other remedies.
 - CPMC 20.10.370 – Venue of any court action.
- B. The remedies provided for in this Franchise Agreement are cumulative and not exclusive; the exercise of one remedy shall not prevent the exercise of another, or any rights of the City at law or equity.
- C. If Franchisee fails or refuses to comply with this Franchise, or any of its terms or conditions, the damages suffered by the City as a result may include, without limitation, increased costs of administration and other damages difficult to measure. Damages as set by CPMC 20.10.340 represent both parties' best estimate of the damages resulting from the specified injury.
- D. In addition to those reasons listed in CPMC 20.10.300, the City may also terminate this Franchise if Franchisee materially breaches or otherwise fails to perform, comply with or otherwise observe any of the terms and conditions of this Franchise, fails to maintain all required licenses and approvals from federal, state, and local jurisdictions and fails to cure such breach or default within thirty (30) calendar days of the City's providing

Franchisee written notice thereof, or, if not reasonably capable of being cured within thirty (30) calendar days, within such other reasonable period of time as the parties may agree.

- E. This Franchisee shall not be terminated except upon a majority vote of the full membership of the City Council, after reasonable notice to Franchisee and an opportunity to be heard, provided that if exigent circumstances necessitate immediate termination, the hearing may be held as soon as reasonably possible after the termination.
- F. In the event of termination, Franchisee shall immediately discontinue operation of the pipeline(s) and Facilities through and in the City. Once the Grantee's rights to Operate in the City have terminated, Franchisee shall comply with Franchise and CPMC provisions regarding removal and/or abandonment of Facilities.
- G. Termination of this Franchise shall not release Franchisee from any liability or obligation with respect to any matter occurring prior to such termination, nor shall such termination release Franchisee from any obligation to remove or secure the pipeline and Facilities pursuant to this Franchise and to restore the City's property.

SECTION 19. RECEIVERSHIP AND FORECLOSURE

- A. Franchisee shall immediately notify the City in writing if it: files a voluntary petition in bankruptcy, a voluntary petition to reorganize its business, or a voluntary petition to effect a plan or other arrangement with creditors; files an answer admitting the jurisdiction of the Court and the material allegations of an involuntary petition filed pursuant to the Bankruptcy Code, as amended; or is adjudicated bankrupt, makes an assignment for the benefit of creditors, or applies for or consents to the appointment of any receiver or trustee or all or any part of its property including all or any parts of its business operations, pipeline(s) or Facilities within or affect the City.
- B. Upon the foreclosure or other judicial sale of all or a substantial part of Franchisee's business operations, pipeline(s) or Facilities within or affecting the geographical area of the City, or upon the occasion of additional events which effectively cause termination of Franchisee's rights or ability to operate the pipeline(s) or Facilities within or affecting the geographical area of the City, Franchisee shall notify the City of such fact.
- C. The City shall have the right to cancel this Franchise one hundred twenty (120) days after the appointment of a receiver or trustee to take over and conduct the business of a Franchisee, whether in receivership, reorganization, bankruptcy, or other action or proceeding, unless such receivership or trusteeship shall have been vacated prior to the expiration of said one hundred twenty (120) days, or unless:

(a) Within one hundred twenty (120) days after the election or appointment, such receiver or trustee shall have fully complied with all of the provisions of this Franchise Agreement and remedied any existing violations and/or defaults; and

Within said one hundred twenty (120) days, such receiver or trustee shall have executed an agreement, duly approved by the court having jurisdiction, whereby such receiver or trustee assumes and agrees to be bound by each and every provision of this Franchise Agreement granted to the Franchisee except where expressly prohibited by Washington law.

SECTION 20. ASSIGNMENT OF FRANCHISE

Assignment, cessation of service, or transfer of Franchise to a third party is governed by CPMC 20.06.230 – Abandonment/cessation of services/transfer of Franchise to third party.

SECTION 21. LEGAL RELATIONS

- A. Nothing contained in this Franchise shall be construed to create an association, trust, partnership, agency relationship, or joint venture or to impose a trust, partnership, or agency duty, obligation or liability on or with regard to any party. Each party shall be individually and severally liable for its own duties, obligations, and liabilities under this Franchise.
- B. Franchisee accepts any privileges granted by the City to any property in an “as is” condition. Franchisee agrees that the City has never made any representations, implied or express warranties or guarantees as to the suitability, security or safety of Grantee’s location of facilities or the facilities themselves in public property or rights of way or possible hazards or dangers arising from other uses of the public rights of way or other public property by the City or the general public. Franchisee shall remain solely and separately liable for the function, testing, maintenance, replacement and/or repair of the pipeline or other activities permitted under this Franchise.
- C. This Franchise shall not create any duty of the City or any of its officials, employees, volunteers, or agents and no liability shall arise from any action or failure to act by the City in the exercise of powers reserved to the City. Further, this ordinance is not intended to acknowledge, create, imply or expand any duty or liability of the City with respect to any function in the exercise of its police power or for any other purpose. Any duty that may be deemed to be created in the City shall be deemed a duty to the general public and not to any specific party, group or entity.
- D.
This Franchise shall be governed by, and construed in accordance with, the laws of the State of Washington.

SECTION 22. MISCELLANEOUS

If any material provision of this Franchise Agreement is held invalid, illegal, or unenforceable by a court or agency with competent jurisdiction, it shall not affect the balance hereof and the parties shall negotiate in good faith and agree, to the maximum extent practicable in light of such determination, to such amendments or modifications as are appropriate actions so as to give effect to the intentions of the parties as reflected herein. If severance from this Franchise Agreement of the particular provision(s) determined to be invalid, illegal or unenforceable will fundamentally impair the value of this Franchise Agreement, either party may apply to a court of competent jurisdiction to reform or reconstitute the Franchise Agreement so as to recapture the original intent of said particular provision(s). All other provisions of the Franchise shall remain in effect at all times during which negotiations or judicial action remains pending.

- A. Whenever this Franchise sets forth a time for any act to be performed, such time shall be deemed to be of the essence, and any failure to perform within the allotted time may be considered a material violation of this Franchise.
- B. In the event that Franchisee is prevented or delayed in the performance of any of its obligations under this Franchise by reason(s) beyond the reasonable control of Franchisee, then Franchisee's performance shall be excused during the Force Majeure occurrence. Upon removal or termination of the Force Majeure occurrence the Franchisee shall promptly perform the affected obligations in an orderly and expedited manner under this Franchise or procure a substitute for such obligation or performance that is satisfactory to the City. Franchisee shall not be excused by mere economic hardship nor by misfeasance or malfeasance of its directors, officers or employees.
- C. The Section headings in this Franchise are for convenience only and do not purport to and shall not be deemed to define, limit, or extend the scope or intent of the Section to which they pertain.
- D. By entering into this Franchise, the parties expressly do not intend to create any obligation or liability, or promise any performance to any third party nor have the parties created any third party any right to enforce this Franchise.
- E. This Franchise and all of the terms and conditions shall be binding upon and inure to the benefit of the respective successors and assignees of the parties.
- F. Whenever this Franchise calls for notice to or notification by any party, the same (unless otherwise specifically provided) shall be in writing and directed to the recipient at the

address set forth in this Section, unless written notice of change of address is provided to the other party. If the date for making any payment or performing any act is a legal holiday, payment may be made or the act performed on the next succeeding business day which is not a legal holiday.

G. Notices shall be directed to the parties as follows:

To the City:
City Administrator
625 S College Ave
College Place, WA 99362

To the Franchisee:
Eric Martuscelli, VP
200 N Union
Kennewick, WA 99336

- H. The parties each represent and warrant that they have full authority to enter into and to perform this Franchise, that they are not in default or violation of any permit, license, or similar requirement necessary to carry out the terms hereof, and that no further approval, permit, license, certification, or action by a governmental authority is required to execute and perform this Franchise, except such as may be routinely required and obtained in the ordinary course of business.
- I. This Franchise Agreement, the attachments hereto, and the CPMC incorporated herein represent the entire understanding and agreement between the parties with respect to the subject matter and it supersedes all prior oral negotiations between the parties. This Franchise Agreement can be amended, supplemented, modified or changed only by an agreement in writing which makes specific reference to the Franchise Agreement or the appropriate attachment and which is signed by the party against whom enforcement of any such amendment, supplement, modification or change is sought. All previous Franchise Agreements between the parties pertaining to Grantee's operation of its pipeline(s) and/or Facilities in the City are hereby superseded.
- J. City shall, within thirty (30) days after passage of this Ordinance, file with the City Clerk, its unconditional written acceptance of all the terms and conditions of this Franchise. If Franchisee shall fail to so file its written acceptance within such period, then the rights and privileges granted hereunder shall be deemed forfeited.

SECTION 23. CITY CLERK

The City Clerk is authorized and directed to publish a summary hereof in accordance with Revised Code of Washington §§ 35A.13.200 and 35A.12.160.

PASSED by the City Council of the City of College Place, Washington, this 12th day of January, 2021.

Norma L. Hernández, Mayor

Attest:

Approved as to form:

Lisa R. Neissl, City Clerk

Rea Culwell, City Attorney

ACCEPTANCE:

The provisions of this Franchise are agreed to and hereby accepted. By accepting this franchise, Franchisee covenants and agrees to perform and be bound by each and all of the terms and conditions imposed by the Franchise and the municipal code and ordinances of the City.

By: _____

Printed Name: Eric Martuscelli

Title: Vice President Field Operations

CERTIFICATION OF COMPLIANCE WITH CONDITIONS AND EFFECTIVE DATE:

I certify that I have received confirmation that: (1) the Franchisee returned a signed copy of this Franchise to the City Council in accordance with this franchise; (2) the Franchisee has presented to the City acceptable evidence of insurance and security as required in this franchise; and (3) the Franchisee has paid all applicable processing costs set forth in the franchise.

The effective date of this Franchise ordinance is: _____, 2020.

By: _____

Printed Name: _____

Title: _____

[End of Franchise]

December 30, 2020

Paul Hartwig
Public Works Director
City of College Place
625 S. College Avenue
College Place, WA 99324

**RE: CITY OF COLLEGE PLACE
SANITARY SEWER LS NO. 7**

Dear Paul:

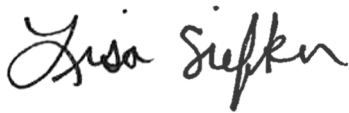
On December 29, 2020 one (1) eligible price proposal was received and opened on the above referenced project. The tabulation is attached and the results of the proposals are as follows:

	Engineers Estimate	Apollo, Inc.
Base Bid	\$7,197,157.44	\$7,360,279.56

**Totals includes 8.7% sales tax*

Based on the results of the eligible price proposal received, it is our recommendation that the City of College Place award the Base Bid for the above mentioned project to Apollo, Inc. in the amount of \$7,360,279.56. This recommendation is conditional upon the City having sufficient funding for the project.

Sincerely,
J-U-B ENGINEERS, INC.



Lisa Siefken, PE
Project Engineer

Enc: Bid Tabulation (1)
cc: Alex Fazzari, J-U-B ENGINEERS, Inc.
Alex Romero, J-U-B ENGINEERS, Inc.

BID ABSTRACT
City of College Place
Sanitary Sewer LS No. 7
College Place, WA
Tuesday December 29, 2020 at 10:00am

ITEM NO.	APPROX. QUANTITY	BASE BID SCHEDULE 1	ENGINEERS ESTIMATE		LOW BIDDER Apollo, Inc.	
			UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1.	1	LS Mobilization (Max. 10%)	\$601,000.00	\$601,000.00	\$640,000.00	\$640,000.00
2.	1	LS SPCC Plan	\$1,650.00	\$1,650.00	\$10,000.00	\$10,000.00
3.	1	LS Dewatering Plan	\$3,949.90	\$3,949.90	\$250,000.00	\$250,000.00
4.	1	LS Construction Survey	\$15,400.00	\$15,400.00	\$60,000.00	\$60,000.00
5.	1	LS Project Temporary Traffic Control	\$22,000.00	\$22,000.00	\$200,000.00	\$200,000.00
6.	1	LS Materials Testing	\$23,650.00	\$23,650.00	\$50,000.00	\$50,000.00
7.	1	LS Shoring and Trench Safety Systems	\$12,100.00	\$12,100.00	\$200,000.00	\$200,000.00
8.	1	LS Project Sign	\$2,750.00	\$2,750.00	\$1,200.00	\$1,200.00
9.	4	EA Remove and Reset Monument	\$2,750.00	\$11,000.00	\$600.00	\$2,400.00
10.	304	LF 4 In. PVC Sewer Service	\$26.40	\$8,025.60	\$56.00	\$17,024.00
11.	6	LF 8 In. PVC Sanitary Sewer Pipe, <10' Depth	\$128.70	\$772.20	\$115.00	\$690.00
12.	6	LF 8 In. PVC Sanitary Sewer Pipe, 10'-15' Depth	\$147.40	\$884.40	\$115.00	\$690.00
13.	65	LF 8 In. PVC Sanitary Sewer Pipe, >15' Depth	\$167.20	\$10,868.00	\$136.00	\$8,840.00
14.	20	LF 10 In. PVC Sanitary Sewer Pipe, 10'-15' Depth	\$1,277.10	\$25,542.00	\$137.00	\$2,740.00
15.	3	LF 10 In. PVC Sanitary Sewer Pipe, >15' Depth	\$185.90	\$557.70	\$176.00	\$528.00
16.	1,879	LF 12 In. PVC Sanitary Sewer Pipe, >15' Depth	\$205.70	\$386,510.30	\$420.00	\$789,180.00
17.	986	LF 18 In. PVC Sanitary Sewer Pipe, <10' Depth	\$260.70	\$257,050.20	\$76.00	\$74,936.00
18.	3,589	LF 18 In. PVC Sanitary Sewer Pipe, 10'-15' Depth	\$287.10	\$1,030,401.90	\$231.00	\$829,059.00
19.	336	LF 18 In. PVC Sanitary Sewer Pipe, >15' Depth	\$310.20	\$104,227.20	\$273.00	\$91,728.00
20.	681	LF 21 In. PVC Sanitary Sewer Pipe, <10' Depth	\$316.80	\$215,740.80	\$91.00	\$61,971.00
21.	467	LF 21 In. PVC Sanitary Sewer Pipe, 10'-15' Depth	\$343.20	\$160,274.40	\$254.00	\$118,618.00
22.	843	LF 24 In. PVC Sanitary Sewer Pipe, <10' Depth	\$361.90	\$305,081.70	\$97.00	\$81,771.00
23.	393	LF 24 In. PVC Sanitary Sewer Pipe, 10'-15' Depth	\$388.30	\$152,601.90	\$253.00	\$99,429.00
24.	31	LF 6 In. C900 Forcemain Pipe, < 10' Depth	\$66.00	\$2,046.00	\$97.00	\$3,007.00
25.	1,460	LF 12 In. HDPE Forcemain Pipe, <10' Depth	\$99.00	\$144,540.00	\$74.00	\$108,040.00
26.	115	LF 4 In. PVC Roof Drain Line Pipe	\$31.90	\$3,668.50	\$41.00	\$4,715.00
27.	1	EA Pressurized Sewer Cleanout, 12 In.	\$8,030.00	\$8,030.00	\$3,800.00	\$3,800.00
28.	5	EA Corrosion Resistant Sanitary Sewer Manhole, 48 In. Diam.	\$11,220.00	\$56,100.00	\$20,000.00	\$100,000.00
29.	4	LF Corrosion Resistant Sanitary Sewer Manhole Additional Height, 48 In.	\$825.00	\$3,300.00	\$116.00	\$464.00
30.	1	EA Corrosion Resistant Sanitary Sewer Cut-In Manhole, 60 In. Diam.	\$12,870.00	\$12,870.00	\$32,000.00	\$32,000.00
31.	34	EA Concrete Sanitary Sewer Manhole, 48 In. Diam.	\$7,040.00	\$239,360.00	\$10,000.00	\$340,000.00
32.	110	LF Concrete Sanitary Sewer Manhole Additional Height, 48 In. Diam.	\$143.00	\$15,730.00	\$58.00	\$6,380.00
33.	10,580	CY Removal and Replacement of Unsuitable Trench Backfill Material	\$69.30	\$733,194.00	\$40.00	\$423,200.00
34.	6,760	LF Removal and Replacement of Unsuitable Foundation	\$11.00	\$74,360.00	\$15.00	\$101,400.00
35.	1	LS Demolition of Existing Lift Station	\$32,230.00	\$32,230.00	\$34,000.00	\$34,000.00
36.	4	EA Abandon Existing Manhole	\$2,310.00	\$9,240.00	\$624.00	\$2,496.00
37.	3	EA Abandon Existing Sanitary Sewer Pipe	\$41,800.00	\$125,400.00	\$654.00	\$1,962.00
38.	12	EA Connect Sanitary Sewer Service, 4 In. Diam.	\$550.00	\$6,600.00	\$2,900.00	\$34,800.00
39.	1	EA Connect to Existing 6 In. Diam. C900 Forcemain	\$1,650.00	\$1,650.00	\$3,000.00	\$3,000.00
40.	1	EA Core and Connect to Existing Lift Station No. 6 Wetwell	\$10,890.00	\$10,890.00	\$17,000.00	\$17,000.00
41.	1	EA Exterior Drop Manhole Connection	\$3,300.00	\$3,300.00	\$3,800.00	\$3,800.00
42.	1	LS CMU Building	\$82,500.00	\$82,500.00	\$128,000.00	\$128,000.00
43.	1	LS Submersible Lift Station	\$665,830.00	\$665,830.00	\$692,000.00	\$692,000.00
44.	1	LS Electrical and Controls	\$392,150.00	\$392,150.00	\$340,000.00	\$340,000.00
45.	1	LS Programming	\$25,300.00	\$25,300.00	\$28,000.00	\$28,000.00
46.	1	LS Bypass Pumping at Existing Lift Station No. 6	\$9,900.00	\$9,900.00	\$94,000.00	\$94,000.00
47.	1	LS Lift Station No. 7 Site Improvements	\$68,200.00	\$68,200.00	\$125,000.00	\$125,000.00
48.	33	SY Remove and Replace Cement Concrete Sidewalk	\$357.50	\$11,797.50	\$112.00	\$3,696.00
49.	34	SY Remove and Replace Asphalt Sidewalk	\$357.50	\$12,155.00	\$80.00	\$2,720.00
50.	120	LF Remove and Replace Cement Concrete Traffic Curb and Gutter	\$220.00	\$26,400.00	\$85.00	\$10,200.00
51.	40	LF Remove and Replace Existing Fence	\$27.50	\$1,100.00	\$85.00	\$3,400.00
52.	88,702	SF HMA Restoration	\$4.40	\$390,288.80	\$4.50	\$399,159.00
53.	25,300	SF HMA Overlay	\$2.20	\$55,660.00	\$1.10	\$27,830.00
54.	5,355	LF Topsoil Restoration	\$2.20	\$11,781.00	\$12.85	\$68,811.75
55.	1,242	LF Gravel Restoration	\$11.00	\$13,662.00	\$18.30	\$22,728.60
56.	27	EA Dig and Verify	\$550.00	\$14,850.00	\$362.00	\$9,774.00
57.	1	CALC. Minor Changes	(\$1.00)	(\$1.00)	(\$1.00)	(\$1.00)
58.	1	LS O&M Manual / As-Built Drawings	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
BASE BID SUBTOTAL				\$6,621,120.00		\$6,771,186.35
WASHINGTON STATE SALES TAX AT 8.7%				\$576,037.44		\$589,093.21
BASE BID TOTAL				\$7,197,157.44		\$7,360,279.56

UNITED STATES DEPARTMENT OF AGRICULTURE

Rural Utilities Service

LEGAL SERVICES AGREEMENT

This agreement made this 25 day of November, 2020, between City of College Place, WA hereinafter referred to as "Owners," and Rea L Culwell, attorney at law, hereinafter referred to as "Attorney":

WHEREAS, Owners have formed a municipal corporation in Walla Walla County under the provisions of Title 35A, Revised Code of Washington; and

WHEREAS, the Attorney agrees to perform all legal services necessary to organize and incorporate said under the provisions of said statutes and to perform all other customary legal services necessary to the organization, financing, construction, and initial operation of a system;

WITNESSETH:

That for and in consideration of the mutual covenants and promises between the parties hereto, it is hereby agreed:

SECTION A - LEGAL SERVICES

That the Attorney will perform such services as are necessary to accomplish the above recited objectives including, but not limited to, the following:

1. Preparation and filing of petition for incorporation and supervision and assistance in the taking of such other actions as may be necessary or incidental to cause the Owners to become duly organized and incorporated and to be authorized to undertake the proposed system.
2. Furnish advice and assistance to the governing body of the duly incorporated association in connection with (a) the notice for and conduct of meetings; (b) the preparation of minutes of meetings; (c) the preparation and enactment of such resolutions as may be necessary in connection with the authorization, financing, construction, and initial operation of the system; (d) the preparation of such affidavits, publication notices, ballots, reports, certifications, and other instruments and advice as may be needed in the conduct of such bond elections as may be necessary; (e) the preparation and completion of such bonds or other obligations as may be necessary to finance the system; (f) the completion and execution of documents for obtaining a loan made or insured or a grant made by the United States of America, acting through the Rural Utilities Service, U. S. Department of Agriculture; (g) entering into construction contracts; (h) preparation and adoption of By-Laws, Rules and Regulations, and rate schedules; (i) such other corporate action as may be necessary in connection with the financing, construction, and initial operation of the system.
3. Review of construction contracts, bid-letting procedure, and surety and contractual bonds in connection therewith.
4. Preparation, negotiation, or review of contract with a city or other source of water supply when necessary.
5. Preparation, where necessary, and review of deeds, easements and other rights-of-way documents, and other instruments for sites for source of water supply, pumping stations,

treatment plants, and other facilities necessary to the system and to provide continuous rights-of-way therefor; rendering title opinions with reference thereto; and providing for the recordation thereof.

6. Obtain necessary permits and certificates from county and municipal bodies, from State regulatory agencies, and from other public or private sources with respect to the approval of the system, the construction and operation thereof, pipeline crossings, and the like.
7. Cooperate with the engineer employed by Owners in connection with preparation of tract sheets, easements, and other necessary title documents, construction contracts, water supply contracts, health permits, crossing permits, and other instruments.
8. When applicable, secure assistance of and cooperate with recognized bond counsel in the preparation of the documents necessary for the financing aspects of the system. The attorney shall pay all bond counsel in perfecting the financing aspects, e.g., assessment procedures and completion of documents. Where bond counsel is retained, the Attorney will not be responsible for the preparation and approval of those documents pertaining to the issuance of the Owner's obligations.

SECTION B - COMPENSATION

1. Owners will pay to the Attorney for professional services rendered in accordance herewith, fees as follows: see attached Agreement for Legal Services.
2. Said fees to be payable in the following manner and at the following times: see attached Agreement for Legal Services.

SECTION C – OTHER PROVISIONS

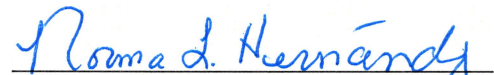
1. That shall by appropriate resolution adopt and ratify this Agreement, that the association shall be substituted for the individual Owners as a party to this Agreement, and that the Owners as individuals shall thereupon be relieved of all personal liability existing or arising from this Agreement.
2. That upon organization and incorporation should the association fail or refuse to adopt and ratify this Agreement by appropriate resolution within days from the date of the commencement of its legal existence, this Agreement shall terminate and Owners shall be liable to the Attorney for payment of \$10,000.00 which sum represents payment in full for the organization and incorporation of the association and for all other legal services rendered to Owners under the terms of this Agreement to the date of said termination.

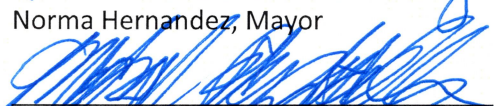
Attorney



Rea L Culwell

Owners:



Norma Hernandez, Mayor


Mike Rizizitiello, City Administrator

Form RD 442-21
(Rev. 12-95)

UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT

FORM APPROVED
OMB NO. 0575-0015

RIGHT- OF - WAY CERTIFICATE

The undersigned, City of College Place, Washington,
hereby certifies except as noted in item 4 below:

1. That the undersigned has acquired and presently holds continuous and adequate rights-of-way on private lands needed for the construction, operation, and maintenance of the facilities to be installed, repaired, or enlarged with the proceeds of a loan made or insured by, and/or a grant from, United States Department of Agriculture and such omissions, defects, or restrictions as may exist will in no substantial way or manner endanger the value or the operation of the facilities.
2. That the undersigned has acquired the necessary permits, franchises, and authorizations or other instruments by whatsoever name designated, from public utilities and public bodies, commissions, or agencies authorizing the construction, operation, and maintenance of the facilities upon, along or across streets, roads, highways, and public utilities.
3. That the attached "Right-of-way Map" shows the location and description of all land and rights-of-way acquired by right of use or adverse possession and by legal conveyances such as right-of-way or easement deeds, permits, or other instruments.
4. Exceptions:

WITNESS WHEREOF, applicant hereunto affixes its name and corporate seal this 25 day of

November, 2020.

DocuSigned by:

Rea Culwell

EFB70D0C3FCE434...

By Rea L Culwell

Title City Attorney

Attest:

DocuSigned by:

Lisa R. Neissl

8B5B87D36C5F445...

(Secretary) City Clerk

(Affix Corporate Seal Here)

OPINION OF COUNSEL RELATIVE TO RIGHTS-OF-WAYDate 11-25-2020

Dear Sir:

I have reviewed the action taken by City of College Place, Washington (hereinafter called the "Corporation") in obtaining a right-of-way for the construction, operation, and maintenance of the facilities to be installed, repaired, or enlarged with the proceeds of a loan made or insured by, and/or a grant from Rural Development to the Corporation. I have examined the right-of-way instruments, permits, or licenses obtained from landowners, public bodies, and public utilities and made such searches of the public records necessary to determine the legal sufficiency of the instruments covered by the "Right-of-way

Certificate," executed by the Corporation on November 25, 20 20. I also have examined the "Right-of-way Map" to determine whether continuous and adequate land and rights-of-way are owned or have been acquired by the instruments covered in the "Right-of-way Certificate".

Based on the foregoing examination, and to the best of my knowledge, information, and belief, I am of the opinion that:

- A. The legal instruments by which the Corporation has acquired said rights-of-way (a) are in appropriate and due legal form and adequately confer upon the Corporation the necessary rights-of-way for the construction, operation, and maintenance of its facilities in their present or proposed location, and such omissions or defects as may exist will in no substantial way or manner endanger the value or operation of the facilities, and (b) have each been properly recorded in the appropriate public land records of each County in which any of the land affected thereby is situated. Such consents, releases, or subordinations from lienholders recommended by me or required by Rural Development have been obtained.
- B. The legal instruments referred to above give unto the Corporation a continuous and adequate right-of-way to permit the construction, operation, and maintenance of the Corporation's facilities except as below noted.
- C. Exceptions:

Very truly yours,

Rea L CulwellAttorney for City of College Place, WAR L Culwell

City of College Place - SW Sewer Project

Description	Initial Estimate	90% Estimate	Engineering Estimate	Construction Award
Construction:				
Construction	4,493,591	6,557,412	7,197,157	7,360,280
Lift Station Pumps				120,000
Contingency	1,348,077	655,741	-	-
Total Construction	5,841,668	7,213,153	7,197,157	7,480,280
Engineering:				
Engineering Design	483,200	520,380	520,380	520,380
Construction Engineering	674,039	590,700	590,700	590,700
Total Engineering	1,157,239	1,111,080	1,111,080	1,111,080
Other Costs:				
Interim financing	139,860	139,860	139,860	139,860
Bond Council	15,000	15,000	15,000	15,000
Legal Services	10,000	10,000	10,000	10,000
Total Other Costs	164,860	164,860	164,860	164,860
Total Expenditures	7,163,767	8,489,093	8,473,097	8,756,220
Funding Sources:				
Port 09	400,000	400,000	400,000	200,000
DOE - Design (50% foregiveable)	483,200	483,200	483,200	483,200
DOE - Loan				1,300,000
City Contribution (USDA Required)	516,567	516,567	516,567	516,567
USDA-RD Loan	2,838,000	2,838,000	2,838,000	2,838,000
USDA-RD Grant	3,326,000	3,326,000	3,326,000	3,326,000
Total Funding	7,563,767	7,563,767	7,563,767	8,663,767
Over/(Under) Financed	400,000	(925,326)	(909,330)	(92,453)
USDA Funding Contingency - 20% initial construction costs (\$5,841,668*0.20)	1,168,334	1,168,334	1,168,334	1,168,334

December 8, 2020

City of College Place
625 South College Avenue
College Place, Washington 99324

ATTN: Paul Hartwig, Public Works Director

RE: Destito Storm Retrofit – Bids Results

Dear Paul:

This letter describes the bid results from December 7, 2020 for the Destito Storm Retrofit project.

Bid Results from December 7, 2020

Bids for the project were received and opened at Anderson Perry & Associates, Inc., on December 7, 2020 at 2:00 p.m. The City received four bids from the following bidders:

1. Nelson Construction Corp.
2. Industrial Construction of Washington, LLC
3. Sharpe & Preszler Construction Co., Inc.
4. Eastern Oregon Contracting, LLC

All bids were opened and read. After the bid opening, the bids were reviewed again, and the Bidder Responsibility Criteria pursuant to the Revised Code of Washington 39.04.010 was examined with respect to the lowest bidder (see attached).

After the bid opening, we entered the bid prices into a Microsoft Excel spreadsheet to check the price extensions and verify that the total bid amounts read matched the amounts written on each bid. Two errors were found in Eastern Oregon Contracting, LLC's bid, which increased their bid total \$28,720.00. A copy of the Bid Tabulation, which shows the bidders' prices and costs for each individual bid item, is attached.

The bid totals ranged from \$246,688.60 to \$310,843.00. The Engineer's Estimate was \$218,300.00. The apparent low bidder is Nelson Construction Corp. Their bid was \$28,388.60 higher than the Engineer's Estimate. The three lowest bids were close with a difference of approximately \$4,000.

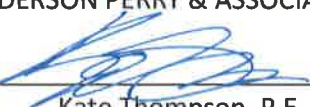
Summary

From our review of the bids, we recommend the City of College Place consider awarding the Destito Court Storm Retrofit project to Nelson Construction Corp., contingent upon approval from the City's Attorney.

Please contact me if you have any questions.

ANDERSON PERRY & ASSOCIATES, INC.

By

A blue ink signature of Kate Thompson, P.E., written over a horizontal line.

Kate Thompson, P.E.

KT/aw

Attachments

cc: File No. 663-146-02, w/attach

S:\Docs\College Place\663-146 Destito Court & Earl Lane Storm Retrofit\Destito Court Storm Retrofit\Bid Results Letter.docx

Appendix D

FOR OWNERS

Mandatory Bidder Responsibility Checklist

The following checklist may be used by Owners in documenting that a Bidder meets the mandatory bidder responsibility criteria. It is suggested that Owners print a copy of documentation from the appropriate website to include with this checklist in the contract file.

General Information	
Project Name: City of College Place Destito Court Storm Retrofit	Project Number: 663-146
Bidder's Business Name: Nelson Construction Corp.	Bid Submittal Deadline: December 7, 2020, 2:00 pm
Contractor Registration – https://fortress.wa.gov/lni/bbip/	
License Number: MORENNC930BT	Status: Active: Yes ☒ No ☐
Effective Date (must be effective on or before Bid Submittal Deadline): 02/14/2007	Expiration Date: 02/14/2021
Current UBI Number – http://dor.wa.gov/content/doingbusiness/registermybusiness/brd/	
UBI Number: 602-674-342	Account Closed: Open ☒ Closed ☐
Industrial Insurance Coverage – https://fortress.wa.gov/lni/crpsi/MainMenu.aspx	
Account Number: 673,156-00	Account Current: Yes ☒ No ☐
Employment Security Department Number –	
Employment Security Department Number:	
• Has Bidder provided account number on the Bid Form? Yes ☐ No ☒ • And/or have you asked the Bidder for documentation from Employment Security Department on account number? Yes ☐ No ☒	
State Excise Tax Registration Number – http://dor.wa.gov/content/doingbusiness/registermybusiness/brd/	
Tax Registration Number: 602-674-342	Account Closed: Open ☒ Closed ☐
Not Disqualified from Bidding – http://www.lni.wa.gov/TradesLicensing/PrevWage/AwardingAgencies/DebarredContractors/default.asp	
Is the Bidder listed on the "Contractors Not Allowed to Bid" list of the Department of Labor and Industries? Yes ☐ No ☒	
Minimum Wage Compliance	
Has the Bidder submitted a signed statement in accordance with RCW 9A.72.085 verifying under penalty of perjury the Bidder is in compliance with the following? Within the three-year period immediately preceding the date of the bid solicitation, the Bidder shall not have been determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of RCW 49.46, 49.48, or 49.52	Yes ☒ No ☐
Checked by:	
Name of Employee: 	Date: December 7, 2020

Local offices are closed to the public. Please call your nearest L&I office [for local assistance](https://lni.wa.gov/agency/contact/#office-locations) (https://lni.wa.gov/agency/contact/#office-locations), between 8-5 Pacific Time weekdays, or dial 360-902-5800.



MORENO & NELSON CONSTRUCTION

Owner or tradesperson

Principals
NELSON, JOHN BRANDON, PRESIDENT

MORENO, DAX JSE, VICE PRESIDENT
(End: 01/11/2017)

PO BOX 794
WALLA WALLA, WA 99362
509-526-5249
WALLA WALLA County

Doing business as

MORENO & NELSON CONSTRUCTION

WA UBI No.
602 674 342

Business type
Corporation

License

Verify the contractor's active registration / license / certification (depending on trade) and any past violations.

Construction Contractor

Active
Meets current requirements.

License specialties

GENERAL

License no.

MORENNC930BT

Effective — expiration

02/14/2007 — 02/14/2021

Bond

**Guarantee Company of North America USA,
The**

\$12,000.00

Bond account no.

21175194

Received by L&I
06/12/2019

Effective date

03/20/2019

Expiration date

Until Canceled

Bond history

Insurance

Cincinnati Casualty Company

\$1,000,000.00

Policy no.

EPP0429721

Received by L&I
01/28/2020

Effective date

03/20/2017

Expiration date

03/20/2021

Insurance history

Savings

No savings accounts during the previous 6 year period.

Lawsuits against the bond or savings

No lawsuits against the bond or savings accounts during the previous 6 year period.

L&I Tax debts

No L&I tax debts are recorded for this contractor license during the previous 6 year period, but some debts may be recorded by other agencies.

License Violations

Infraction no.

EFEE00269

Issue date

02/26/2020

Violation city

WALLA WALLA

Type of violation

ELECTRICAL CITATION

Description

Employing an individual for the purposes of chapter 19.28 RCW who does not possess a valid certificate of competency or training certificate to do electrical work.

Satisfied

RCW/WAC

19.28.271 RCW

Violation amount

\$250.00

Infraction no.

EFEE00268

Issue date

02/26/2020

Violation city

WALLA WALLA

Type of violation

ELECTRICAL CITATION

Description

Offering to perform, submitting a bid for, advertising, installing or maintaining cables,

Satisfied

RCW/WAC

19.28.041 RCW

Violation amount

\$1,000.00

conductors or equipment that convey or utilize electrical current without having a valid electrical contractor license.

Certifications & Endorsements

OMWBE Certifications

No active certifications exist for this business.

Apprentice Training Agent

No active Washington registered apprentices exist for this business. Washington allows the use of apprentices registered with Oregon or Montana. Contact the [Oregon Bureau of Labor & Industries](#) or [Montana Department of Labor & Industry](#) to verify if this business has apprentices.

Workers' Comp

Do you know if the business has employees? If so, verify the business is up-to-date on workers' comp premiums.

This company has multiple workers' comp accounts.

Active accounts

L&I Account ID
673,156-00

Account is current.

Doing business as

NELSON CONSTRUCTION CORP

Estimated workers reported

Quarter 3 of Year 2020 "Greater than 100 Workers"

L&I account contact

T0 / JULIE SUR (360)902-4715 - Email: SURJ235@lni.wa.gov

[Track this contractor](#) ?

Public Works Requirements

Verify the contractor is eligible to perform work on public works projects.

Required Training- Effective July 1, 2019

Exempt from this requirement.

Contractor Strikes

No strikes have been issued against this contractor.

Contractors not allowed to bid

No debarments have been issued against this contractor.

Workplace Safety & Health

Check for any past safety and health violations found on jobsites this business was responsible for.

Inspection results date

09/03/2020

[Violations](#)

Inspection no.

317960550

Location

**417 Wellington Ave
Walla Walla, WA 99362**



STATE OF WASHINGTON

Department of Labor & Industries

Certificate of Workers' Compensation Coverage

December 7, 2020

WA UBI No.	602 674 342
L&I Account ID	673,156-00
Legal Business Name	MORENO & NELSON CONSTRUCTION CORP
Doing Business As	NELSON CONSTRUCTION CORP
Workers' Comp Premium Status:	Account is current.
Estimated Workers Reported (See Description Below)	Quarter 3 of Year 2020 "Greater than 100 Workers"
Account Representative	Employer Services Help Line, (360) 902-4817
Licensed Contractor?	Yes
License No.	MORENNC930BT
License Expiration	02/14/2021

What does "Estimated Workers Reported" mean?

Estimated workers reported represents the number of full time position requiring at least 480 hours of work per calendar quarter. A single 480 hour position may be filled by one person, or several part time workers.

Industrial Insurance Information

Employers report and pay premiums each quarter based on hours of employee work already performed, and are liable for premiums found later to be due. Industrial insurance accounts have no policy periods, cancellation dates, limitations of coverage or waiver of subrogation (See [RCW 51.12.050](#) and [51.16.190](#)).

Tax Information

[New search](#) [Back to results](#)

Entity name: MORENO & NELSON CONSTRUCTION CORP.

Entity type: [Profit Corporation](#)

DBA name: NELSON CONSTRUCTION CORP

Excise tax account ID #: 602-674-342

UBI #: 602-674-342

Opened: January 1, 2007

Closed:

Mailing address: PO BOX 794
WALLA WALLA WA 99362-0250

NAICS: 238110 - Poured Concrete Foundation and Structure Contractors

Reseller Permit(s)



Reseller permit #	Status	Effective date	Expiration date
A15657521	Active	Jan-01-2020	Dec-31-2021
A15657519	Expired	Jan-01-2018	Dec-31-2019
A15657517	Expired	Jan-01-2016	Dec-31-2017
A15657515	Expired	Jan-01-2014	Dec-31-2015
A15657513	Expired	Jan-01-2012	Dec-31-2013

Business License Locations



Business name	License account ID #	Location address
NELSON CONSTRUCTION CORP.	602674342-001-0001	665 STINSEN WALLA WALLA WA 99362
MORENO & NELSON CONST.	602674342-001-0002	665 STINSON AVE WALLA WALLA WA 99362

The Business Lookup information is updated nightly. Search date and time: 12/7/2020 3:06:22 PM

[Contact us](#)

[How are we doing?](#)

[Take our survey!](#)

[Don't see what you expected?](#)

[Check if your browser is supported](#)



BID TABULATION
City of College Place, Washington
Destito Court Storm Retrofit

Bid Opening: December 7, 2020, 2:00 p.m.				<i>Engineer's Estimate</i>		<i>Nelson Construction Corp.</i> <i>(1/4)</i>		<i>Industrial Construction of</i> <i>Washington, LLC (2/4)</i>	
<i>Item</i>	<i>Description</i>	<i>Unit</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Total</i>	<i>Unit Price</i>	<i>Total</i>	<i>Unit Price</i>	<i>Total</i>
1	Mobilization	LS	All Req'd	\$15,000.00	\$15,000.00	\$6,078.17	\$6,078.17	\$14,843.56	\$14,843.56
2	SPCC Plan	LS	All Req'd	1,000.00	1,000.00	771.79	771.79	1,870.20	1,870.20
3	Project Temporary Traffic Control	LS	All Req'd	5,000.00	5,000.00	2,507.84	2,507.84	3,804.63	3,804.63
4	Removal of Structures and Obstructions	LS	All Req'd	5,000.00	5,000.00	8,144.02	8,144.02	5,735.49	5,735.49
5	Removal of Cement Concrete Curb and Gutter	LF	60	10.00	600.00	12.97	778.20	23.00	1,380.00
6	Removal of Cement Concrete Sidewalks	SY	20	20.00	400.00	38.90	778.00	43.02	860.40
7	Temporary Pavement Patch	SY	275	30.00	8,250.00	31.00	8,525.00	22.34	6,143.50
8	Pavement Repair	SY	310	40.00	12,400.00	42.78	13,261.80	57.75	17,902.50
9	Solid Wall PVC Storm Sewer Pipe, 10-In. Diam.	LF	175	40.00	7,000.00	43.76	7,658.00	46.56	8,148.00
10	Catch Basin, Type 1	EA	2	1,500.00	3,000.00	1,356.38	2,712.76	1,644.19	3,288.38
11	Removal of Existing Catch Basin	EA	3	500.00	1,500.00	806.03	2,418.09	420.29	1,260.87
12	Anti-Seepage Collar	EA	1	500.00	500.00	4,533.66	4,533.66	1,919.16	1,919.16
13	Infiltration Gallery, 7 Ft. by 90 Ft. by 10 Ft.	EA	1	30,000.00	30,000.00	32,209.45	32,209.45	35,769.45	35,769.45
14	Bioretention System	EA	2	60,000.00	120,000.00	69,789.61	139,579.22	67,437.81	134,875.62
15	Unmarked Utility Encounter	EA	2	500.00	1,000.00	1,093.38	2,186.76	681.51	1,363.02
16	Potholing All Connections and Known Utility Crossings (Storm)	LS	All Req'd	1,000.00	1,000.00	3,280.13	3,280.13	2,189.10	2,189.10
17	Additional Potholing (Storm)	HR	5	50.00	250.00	546.69	2,733.45	0.00	0.00
18	Trench Excavation Safety System (Storm)	LS	All Req'd	1,000.00	1,000.00	2,249.58	2,249.58	1,740.10	1,740.10
19	Erosion Control and Water Pollution Prevention	LS	All Req'd	2,000.00	2,000.00	1,092.88	1,092.88	712.97	712.97
20	Cement Concrete Traffic Curb and Gutter	LF	60	40.00	2,400.00	52.79	3,167.40	68.71	4,122.60
21	Cement Concrete Sidewalk	SY	20	50.00	1,000.00	101.12	2,022.40	99.41	1,988.20
BID TOTAL					\$218,300.00		\$246,688.60		\$249,917.75
Total Shown on Bid Schedule					N/A		\$246,688.60		\$249,917.75
Difference					N/A		\$0.00		\$0.00

BID TABULATION
City of College Place, Washington
Destito Court Storm Retrofit

Bid Opening: December 7, 2020, 2:00 p.m.				Sharpe & Preszler Construction Co., Inc. (3/4)		Eastern Oregon Contracting, LLC (4/4)	
Item	Description	Unit	Quantity	Unit Price	Total	Unit Price	Total
1	Mobilization	LS	All Req'd	\$24,000.00	\$24,000.00	\$10,000.00	\$10,000.00
2	SPCC Plan	LS	All Req'd	140.00	140.00	500.00	500.00
3	Project Temporary Traffic Control	LS	All Req'd	1,125.00	1,125.00	2,500.00	2,500.00
4	Removal of Structures and Obstructions	LS	All Req'd	1,125.00	1,125.00	100.00	100.00
5	Removal of Cement Concrete Curb and Gutter	LF	60	10.00	600.00	318.00	19,080.00
6	Removal of Cement Concrete Sidewalks	SY	20	17.00	340.00	135.00	2,700.00
7	Temporary Pavement Patch	SY	275	10.00	2,750.00	50.00	13,750.00
8	Pavement Repair	SY	310	31.00	9,610.00	38.00	11,780.00
9	Solid Wall PVC Storm Sewer Pipe, 10-In. Diam.	LF	175	70.00	12,250.00	150.00	26,250.00
10	Catch Basin, Type 1	EA	2	2,000.00	4,000.00	3,000.00	6,000.00
11	Removal of Existing Catch Basin	EA	3	200.00	600.00	800.00	2,400.00
12	Anti-Seepage Collar	EA	1	1,600.00	1,600.00	10,000.00	10,000.00
13	Infiltration Gallery, 7 Ft. by 90 Ft. by 10 Ft.	EA	1	26,170.00	26,170.00	40,783.00	40,783.00
14	Bioretention System	EA	2	79,000.00	158,000.00	65,000.00	130,000.00
15	Unmarked Utility Encounter	EA	2	500.00	1,000.00	500.00	1,000.00
16	Potholing All Connections and Known Utility Crossings (Storm)	LS	All Req'd	360.00	360.00	200.00	200.00
17	Additional Potholing (Storm)	HR	5	100.00	500.00	600.00	3,000.00
18	Trench Excavation Safety System (Storm)	LS	All Req'd	620.00	620.00	500.00	500.00
19	Erosion Control and Water Pollution Prevention	LS	All Req'd	570.00	570.00	500.00	500.00
20	Cement Concrete Traffic Curb and Gutter	LF	60	60.00	3,600.00	400.00	24,000.00
21	Cement Concrete Sidewalk	SY	20	88.00	1,760.00	290.00	5,800.00
BID TOTAL					\$250,720.00		\$310,843.00
Total Shown on Bid Schedule					\$250,720.00		\$282,123.00
Difference					\$0.00		\$28,720.00

BID TABULATION
City of College Place, Washington
Destito Court Storm Retrofit

Bid Opening: December 7, 2020, 2:00 p.m.				<i>Engineer's Estimate</i>		<i>Nelson Construction Corp. (1/4)</i>		<i>Industrial Construction of Washington, LLC (2/4)</i>	
<i>Item</i>	<i>Description</i>	<i>Unit</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Total</i>	<i>Unit Price</i>	<i>Total</i>	<i>Unit Price</i>	<i>Total</i>
1	Mobilization	LS	All Req'd	\$15,000.00	\$15,000.00	\$6,078.17	\$6,078.17	\$14,843.56	\$14,843.56
2	SPCC Plan	LS	All Req'd	1,000.00	1,000.00	771.79	771.79	1,870.20	1,870.20
3	Project Temporary Traffic Control	LS	All Req'd	5,000.00	5,000.00	2,507.84	2,507.84	3,804.63	3,804.63
4	Removal of Structures and Obstructions	LS	All Req'd	5,000.00	5,000.00	8,144.02	8,144.02	5,735.49	5,735.49
5	Removal of Cement Concrete Curb and Gutter	LF	60	10.00	600.00	12.97	778.20	23.00	1,380.00
6	Removal of Cement Concrete Sidewalks	SY	20	20.00	400.00	38.90	778.00	43.02	860.40
7	Temporary Pavement Patch	SY	275	30.00	8,250.00	31.00	8,525.00	22.34	6,143.50
8	Pavement Repair	SY	310	40.00	12,400.00	42.78	13,261.80	57.75	17,902.50
9	Solid Wall PVC Storm Sewer Pipe, 10-In. Diam.	LF	175	40.00	7,000.00	43.76	7,658.00	46.56	8,148.00
10	Catch Basin, Type 1	EA	2	1,500.00	3,000.00	1,356.38	2,712.76	1,644.19	3,288.38
11	Removal of Existing Catch Basin	EA	3	500.00	1,500.00	806.03	2,418.09	420.29	1,260.87
12	Anti-Seepage Collar	EA	1	500.00	500.00	4,533.66	4,533.66	1,919.16	1,919.16
13	Infiltration Gallery, 7 Ft. by 90 Ft. by 10 Ft.	EA	1	30,000.00	30,000.00	32,209.45	32,209.45	35,769.45	35,769.45
14	Bioretention System	EA	2	60,000.00	120,000.00	69,789.61	139,579.22	67,437.81	134,875.62
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16	Potholing All Connections and Known Utility Crossings (Storm)	LS	All Req'd	1,000.00	1,000.00	3,280.13	3,280.13	2,189.10	2,189.10
17	Additional Potholing (Storm)	HR	5	50.00	250.00	546.69	2,733.45	0.00	0.00
18	Trench Excavation Safety System (Storm)	LS	All Req'd	1,000.00	1,000.00	2,249.58	2,249.58	1,740.10	1,740.10
19	Erosion Control and Water Pollution Prevention	LS	All Req'd	2,000.00	2,000.00	1,092.88	1,092.88	712.97	712.97
20	Cement Concrete Traffic Curb and Gutter	LF	60	40.00	2,400.00	52.79	3,167.40	68.71	4,122.60
21	Cement Concrete Sidewalk	SY	20	50.00	1,000.00	101.12	2,022.40	99.41	1,988.20
BID TOTAL					\$218,300.00		\$246,688.60		\$249,917.75
Total Shown on Bid Schedule					N/A		\$246,688.60		\$249,917.75
Difference					N/A		\$0.00		\$0.00

BID TABULATION
City of College Place, Washington
Destito Court Storm Retrofit

Owner: City of College Place
625 South College Avenue
College Place, Washington 99324

Bid Opening: December 7, 2020, 2:00 p.m.				Sharpe & Preszler Construction Co., Inc. (3/4)		Eastern Oregon Contracting, LLC (4/4)	
Item	Description	Unit	Quantity	Unit Price	Total	Unit Price	Total
1	Mobilization	LS	All Req'd	\$24,000.00	\$24,000.00	\$10,000.00	\$10,000.00
2	SPCC Plan	LS	All Req'd	140.00	140.00	500.00	500.00
3	Project Temporary Traffic Control	LS	All Req'd	1,125.00	1,125.00	2,500.00	2,500.00
4	Removal of Structures and Obstructions	LS	All Req'd	1,125.00	1,125.00	100.00	100.00
5	Removal of Cement Concrete Curb and Gutter	LF	60	10.00	600.00	318.00	19,080.00
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7	Temporary Pavement Patch	SY	275	10.00	2,750.00	50.00	13,750.00
8	Pavement Repair	SY	310	31.00	9,610.00	38.00	11,780.00
9	Solid Wall PVC Storm Sewer Pipe, 10-In. Diam.	LF	175	70.00	12,250.00	150.00	26,250.00
10	Catch Basin, Type 1	EA	2	2,000.00	4,000.00	3,000.00	6,000.00
11	Removal of Existing Catch Basin	EA	3	200.00	600.00	800.00	2,400.00
12	Anti-Seepage Collar	EA	1	1,600.00	1,600.00	10,000.00	10,000.00
13	Infiltration Gallery, 7 Ft. by 90 Ft. by 10 Ft.	EA	1	26,170.00	26,170.00	40,783.00	40,783.00
14	Bioretention System	EA	2	79,000.00	158,000.00	65,000.00	130,000.00
15	Unmarked Utility Encounter	EA	2	500.00	1,000.00	500.00	1,000.00
16	Potholing All Connections and Known Utility Crossings (Storm)	LS	All Req'd	360.00	360.00	200.00	200.00
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19	Erosion Control and Water Pollution Prevention	LS	All Req'd	570.00	570.00	500.00	500.00
20	Cement Concrete Traffic Curb and Gutter	LF	60	60.00	3,600.00	400.00	24,000.00
21	Cement Concrete Sidewalk	SY	20	88.00	1,760.00	290.00	5,800.00
BID TOTAL					\$250,720.00		\$310,843.00
Total Shown on Bid Schedule					\$250,720.00		\$282,123.00
Difference					\$0.00		\$28,720.00

NOTICE OF AWARD

Dated _____

TO: **Nelson Construction Corp.**

ADDRESS: **P.O. Box 794, Walla Walla, Washington 99362**

Project/Contract: **City of College Place, Washington - Destito Court Storm Retrofit**

You are notified that your Bid dated December 7, 2020 for the above Contract has been considered. You are the apparent Successful Bidder and have been awarded a Contract for the Destito Court Storm Retrofit project.

The Contract Price of your Contract is two hundred forty-six thousand six hundred eighty-eight and 60/100 ----- Dollars (\$246,688.60).

You must comply with the following conditions within 15 days of the date you receive this Notice of Award.

1. Notice of Award

Acknowledge acceptance of the project award in the space provided on this Notice of Award form. Be sure to include the date, as well as the signature and title of the person signing the award form. ***Return one copy to the Engineer.***

2. Agreement Between Owner and Contractor

Date and sign ***one*** copy of the attached Agreement form. ***Return one copy to the Engineer.***

3. Performance and Payment Bonds

Provide the Construction Performance and Payment Bonds. Enclosed is ***one*** copy of the Performance Bond and ***one*** copy of the Payment Bond forms. Include an appropriate Power of Attorney that is properly dated with each of the bonds. **Additionally, note that the date shown on the Performance and Payment Bonds must be on or after the date shown on the Agreement.** The date on the Power of Attorney should be the same as shown on the bonds. These Performance and Payment Bond forms must be used, and no others will be accepted. ***Return one copy to the Engineer.***

4. Certificate of Insurance

Provide ***one*** copy of an ACORD Certificate of Insurance. The form and insurance limits shall meet the requirements of Section 1-07.18 of the Standard Specifications as modified in the Contract Special Provisions. The contracting agency and its offices, elected officials, employees, agents, and volunteers shall be added as an additional insured on the ACORD Certificate of Insurance. Be sure to include Worker's Compensation certificates. ***Return one copy to the Engineer.***

Failure to comply with these conditions within the time specified will entitle the Owner to consider your Bid in default, to annul this Notice of Award, and to declare your Bid security forfeited.

City of College Place, Washington
(OWNER)

By: _____
(AUTHORIZED SIGNATURE)

(NAME)

(TITLE)

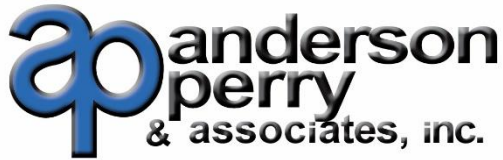
ACCEPTANCE OF NOTICE

Receipt of the above Notice of Award is hereby acknowledged by Nelson Construction Corp.
this the ____ day of _____, 20__.

By: _____

Name: _____

Title: _____



**AMENDMENT NO. 1
TO AGREEMENT BETWEEN CLIENT AND ENGINEER FOR
PROFESSIONAL SERVICES**

Job No. 663-146

PROJECT: DESTITO COURT AND EARL LANE STORM RETROFIT

THIS AMENDMENT, made this 12th day of January 2021 amends the AGREEMENT between the CITY OF COLLEGE PLACE, WASHINGTON (the CLIENT) and ANDERSON PERRY & ASSOCIATES, INC. (the ENGINEER), dated July 21, 2020.

The changes to the AGREEMENT are described as follows:

PART II. ENGINEERING SERVICES

The Scope of Services is hereby modified to include: Additional services for the Destito Court Storm Retrofit project phase, including construction administration, staking, project documentation, and project closeout. See Exhibit A for a detailed Scope of Work.

PART III. BASIS OF FEE AND BILLING SCHEDULE

In consideration for performing said services, the CLIENT agrees to compensate the ENGINEER as follows: On an hourly fee basis, plus direct reimbursable expenses, for the services to be provided as the CLIENT and ENGINEER agree. The CLIENT shall pay the ENGINEER for work performed under this Amendment an amount not to exceed \$30,932 for all work identified in the Scope of Services and in accordance with Exhibit B, pursuant with the ENGINEER's current Hourly Fee Schedule. This modifies the total contract amount from \$42,640 to \$73,572.

Any additional services must be individually authorized by the CLIENT.

All other provisions of the AGREEMENT shall remain the same.

ENGINEER
ANDERSON PERRY & ASSOCIATES, INC.

CLIENT
CITY OF COLLEGE PLACE, WASHINGTON

Jake Hollopeter, P.E.

Name

Name

Signature

Signature

Vice President

Title

Title

EXHIBIT A
CITY OF COLLEGE PLACE, WASHINGTON
DESTITO COURT STORM RETROFIT
CONSTRUCTION ADMINISTRATION SERVICES

SCOPE OF WORK

TASK DESCRIPTION AND BACKGROUND

This project generally includes the tasks required to provide construction engineering services for the City of College Place's (CLIENT) Destito Court and Earl Lane Storm Retrofit project. Specific project elements include construction administration, staking, project documentation, and project closeout.

In general, the construction engineering phase for the Destito Court Storm Retrofit project will involve, but not be limited to, the following key components and deliverables:

- Project Management and Contract Administration
- Submit Monthly Invoices
- Provide Project Updates
- Construction Management and Administration
- Review and Approve Material Submittals
- Review Contractor Monthly Pay Estimates
- Attend On-Site Construction Meetings
- Review Contractor Proposals for Alternate "Or Equal" Materials
- Track Bid Item Quantities
- Provide Construction Staking
- Conduct Final Project Walk-Through
- Prepare Project Closeout Paperwork
- Prepare Construction Record Drawings

DUTIES AND RESPONSIBILITIES OF ANDERSON PERRY & ASSOCIATES, INC. (ENGINEER)

TASK 1 - CONTRACT ADMINISTRATION, INVOICING, AND PROGRESS REPORTS

The ENGINEER will oversee project tasks and coordinate with CLIENT representatives to manage the scope and budget for the project's construction management, administration, on-site observation, and other services.

1. Prepare and submit monthly ENGINEER invoices. Each invoice will include the date period covered by the invoice, the number of hours worked during the billing period with billing rates shown, expenses and associated markups, the total cost for the billing period, subconsultant fees including markups for the billing period, and a total summary.
2. Prepare a Contract Summary Report to accompany the monthly invoices. The Contract Summary Report will list each invoice as well as the current invoice with an itemized summary of invoice numbers, dates, and amounts billed for labor, expenses, and subconsultants as well as the total amounts for each invoice. The report will also list the total amount billed to date and the total amount remaining under the contract.

3. Prepare a brief Project Status Report to accompany the monthly invoices. The Project Status Report will include the date period covered by the report and a brief summary of the work performed during the billing period.
4. Project management. General coordination with the CLIENT and stakeholders, as well as ongoing monitoring of tasks and resources.
5. Maintain all contract-required documentation. Provide copies of project files and records to the CLIENT for audits and public information requests. All final documents will be provided in electronic format as requested.

Deliverables

- ☐ Monthly Invoices, Contract Summary Reports, and Project Status Reports
- ☐ Project Documentation

TASK 2 - CONSTRUCTION ADMINISTRATION

2.1 Construction Management and Administration

The ENGINEER will provide complete construction management and administration services. The ENGINEER will act as the CLIENT's representative as provided in the Professional Services Agreement. Construction management and administration duties will include the following:

1. Attend the preconstruction conference and provide meeting minutes.
2. Receive, review, maintain, and approve all material submittals. Copies of all submittal correspondence will be provided to the CLIENT.
3. Receive, review, and determine the acceptability of any and all schedules provided by the Contractor including the Progress Schedule, Schedule of Submittals, and Schedule of Values.
4. Review and process Change Orders.
5. Review the Contractor's proposed Monthly Pay Estimates and provide the Monthly Pay Estimates to the CLIENT for review and approval.
6. Schedule and attend on-site construction meetings and provide meeting minutes.
7. Prepare periodic construction updates for the CLIENT.

Deliverables

- ☐ Preconstruction Conference Meeting Minutes
- ☐ Copies of Approved Material Submittals
- ☐ Copies of all Contractor Schedules
- ☐ Construction Change Orders
- ☐ Monthly Pay Estimates
- ☐ On-Site Construction Meeting Minutes
- ☐ Construction Updates
- ☐ Copies of all Written Communications with the Contractor

2.2 Construction Staking

The ENGINEER will provide construction staking for the project as defined in the Contract Documents. This effort shall generally include one initial set of slope stakes, curb stakes, finish grade stakes, and offset stakes for stormwater facilities.

TASK 3 - PROJECT CLOSEOUT

1. The ENGINEER will conduct a pre-final walk-through, complete substantial completion paperwork, and prepare a project punch list.
2. The ENGINEER will conduct a final project walk-through and prepare project closeout paperwork.
3. The ENGINEER will prepare and submit construction Record Drawings from the red line drawings provided by the Contractor.

Deliverables

- ☐ Substantial Completion Paperwork
- ☐ Project Punch List
- ☐ Project Closeout Paperwork
- ☐ Construction Record Drawings (one full size paper copy and one electronic pdf copy)

PROJECT ASSUMPTION

The following assumption applies to this Scope of Work: The CLIENT will identify a specific Owner Representative.

ADDITIONAL SERVICES

This section of the agreement is for additional work not identified in the ENGINEER's Scope of Work. No costs are included for additional services in the base construction engineering budget.

EXHIBIT B
CITY OF COLLEGE PLACE, WASHINGTON
DESTITO COURT STORM RETROFIT
CONSTRUCTION ADMINISTRATION SERVICES

<u>Classification</u>	<u>Estimated Hours</u>	<u>Rate</u>	<u>Cost</u>
Senior Engineer VI-VII	10	\$ 190.00	\$ 1,900
Senior Engineer I-III	90	\$ 155.00	\$ 13,950
Engineering Technician I	10	\$ 100.00	\$ 1,000
CAD	40	\$ 100.00	\$ 4,000
Professional Surveyor IV-V	16	\$ 160.00	\$ 2,560
Survey Crew Chief I-III	20	\$ 90.00	\$ 1,800
Survey Technician I-III	20	\$ 75.00	\$ 1,500
Senior Technician III-V	24	\$ 115.00	\$ 2,760
		Subtotal	\$ 29,470
DIRECT COSTS AND REIMBURSABLES:			
		Mileage, Equipment, Etc.	\$ 1,462
TOTAL PROJECT CA BUDGET*:			\$ 30,932

**CA Budget Based on a 30 Working Day Construction Contract*



16120 Woodinville-Redmond Road NE, Suite 3
Woodinville, WA 98072 Phone: (425) 486-9499

2501 Columbia Way Suite 300
Vancouver, WA 98661 Phone: (360) 694-9175

December 11th, 2020

Quote # 35153 R4

PROJECT NAME: College Place Lift Station 3171.095

LOCATION: College Place, WA

Quoted To: Lisa Siefken

The following is Whitney Equipment Company's proposal for equipment we can furnish for the above referenced project. A detailed list of the equipment and services included in this proposal is shown in the following Scope of Supply. Only items listed in the Scope of Supply are included in this proposal. This proposal is valid for 30 days from the date listed above. Please contact us to verify pricing and availability beyond 30 days as pricing and availability may vary. The conditions of sale associated with this proposal are attached.

Engineering calculations and design services are included only when specifically listed in the Scope of Supply. Field or startup services are not included unless specifically listed in the Scope of Supply. If additional field or onsite assistance is needed beyond what is included in the Scope of Supply, it can be supplied at a rate of \$140.00/hour at the job site, plus travel time and expense. Unless specifically listed in the following Scope of Supply, we do not include haulage, unloading including provision of lifting equipment, permits, bonds, insurance, installation, sales or use taxes or duties of any kind, power, chemicals, water, concrete, grout, anchor bolts, controls, wire, conduit, lights, fans, piping, valves, fittings, drains, meters, gauges, signs, safety equipment, labor, tools, field paint, lubricants, or any other items not listed as included.

Prices quoted herein are FOB factory, with full freight allowed to the job location and net cash 30 days after shipment; paid-when-paid payment terms are not acceptable. Prices are firm for 30 days. Purchaser must also pay any costs incurred for additional field or onsite assistance no later than 30 days after receipt of an invoice for field or onsite services from Whitney Equipment Company.

The equipment will be coated with the manufacturers' standard preparation and coatings, unless special coatings are listed in the Scope of Supply. Equipment will be prepared for shipment per the manufacturers' standard packing procedure. The purchaser is responsible for receiving all items including promptly inspecting for damage, noting damages, and filing for all missing or damaged items in a timely manner. Freight shall be standard ground or ocean freight unless otherwise listed. The purchaser is responsible for proper storage and handling of the equipment per the manufacturer's recommendations prior to installation to ensure warranty coverage. Warranty coverage shall be manufacturer's standard warranty unless specifically listed in the Scope of Supply.

Lead Times:

Equipment will be delivered approximately 12 – 16 weeks after approved submittals.

This job is being handled by Andrew Klempel, phone (425) 492-0255. Please call if you need further information or prices.

PROJECT NAME: College Place Lift Station 3171.095

Purchaser's Signature: By signing below, I certify that I am an authorized representative with the authority to enter into contracts on behalf of the company identified below, and that I accept the terms included with this proposal.

Signature

Print Name & Title

Company or Organization

Date



WECI

Whitney Equipment Company, Inc

16120 Woodinville-Redmond Rd NE, Ste. 3 Woodinville, WA 98072

2501 Columbia Way, Ste. 300 Vancouver, WA 98661

www.weci.com

(800) 255-2580

P: (425) 486-9499

F: (425) 485-7409

P: (360) 694-9175

F: (360) 695-2389

Attention: **Lisa Siefken**
Company: **JUB Engineering**

Date: **12/11/2020**
Quote#: **35153R4**

Email: [Lisa Siefken <lls@jub.com>](mailto:lls@jub.com)
Phone: **(509) 783-2144**
Re: **College Place Pump Station**

Prepared by: **Andrew Klempel**
Phone: **425-492-0255**
Email: andrew@weci.com

Per your request, we are pleased to offer the following quote:

QUANTITY	DESCRIPTION
NP 3171 HT 454 Duplex (+1 Spare) in Parallel: 1595 gpm @ 82 ft TDH	
3	NP-3171 HT 454 - 270mm Hard-Iron Impeller ; 30HP/460V/60Hz/3PH, Explosion-Proof, Submersible Motor ; 4" Discharge ; Includes FLS Relay, SS
3	FM Adder
3	75ft CABLE,SUBCAB 4G25+S(2X0.5)31MM
2	4" x 4" Discharge Connection
2	MiniCAS II
2	MiniCas Socket
2	40' Lifting Chain Assy
2	15/32" Bow for Quick Link
2	5/16" Quick Link
2	2" 304SS Upper Guide Bar Bracket
2	2" x 4" 304SS Intermediate Bracket
6	20ft long 2in 304 SS Guide Bars (3 for each pump cut on site to work with intermediate bracket)
2	Cable Grip 1.00-1.50"
1	Safety Hook
1	Grip Eye Unit
1	Cable Holder
1	Spare IMPELLER,N HT CODE 454 HC
1	Spare RING,INSERT HC
3	Factory Pump Testing (Hydrolic Institute) FAL Plotted 2.2 Testing Wasterwater Pump grade (2B)
2	Day(s) Whitney Equipment Startup and Training Services, 8 hr Per Day

Scope of SupplyTotal: **\$109,140.34**

*Total includes freight estimate

Please make purchase orders out to: Whitney Equipment Company Inc.

Freight: FOB Factory, Prepay and Add
Terms: Net 30 days & per attached terms and conditions.
Quotation valid for 30 days

Lead Time: 12 - 16 weeks from approval for release
Sales and/or use tax not included

Comments:

Flygt pumps to be hydraulic performance tested to HI Level 2B criteria at Flygt's HI certified testing facility. Pumps will be held for shipment pending Owner approval of submitted certified HI hydraulic performance testing.

Outside Sales: Andrew Klempel
cc: andrew@weci.com

NP 3171 HT 3~ 454

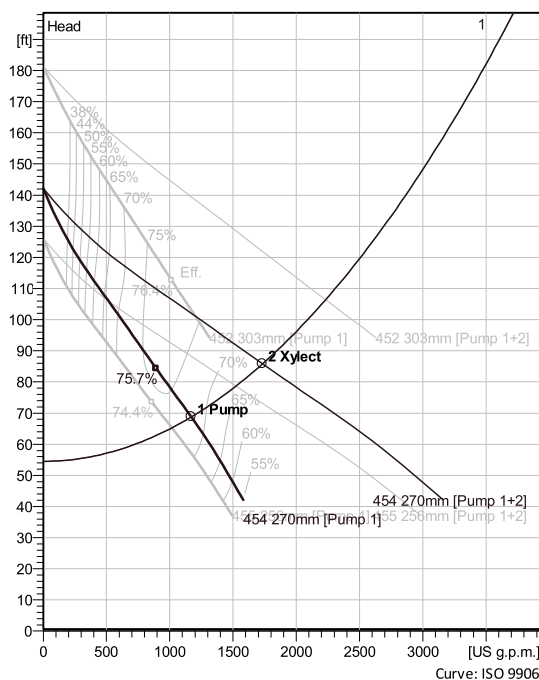
Patented self cleaning semi-open channel impeller, ideal for pumping in waste water applications. Possible to be upgraded with Guide-pin® for even better clogging resistance. Modular based design with high adaptation grade.



Technical specification



Curves according to: Water, pure [100%], 39.2 °F, 62.43 lb/ft³, 1.6888E-5 ft²/s



Configuration

Motor number	Installation type
N3171.095 25-17-4AA-W 30hp	P - Semi permanent, Wet
Impeller diameter	Discharge diameter
270 mm	3 15/16 inch

Pump information

Impeller diameter
270 mm
Discharge diameter
3 15/16 inch
Inlet diameter
150 mm
Maximum operating speed
1755 rpm
Number of blades
2
Max. fluid temperature
40 °C

Materials

Impeller
Hard-Iron™

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Last update

NP 3171 HT 3~ 454

Technical specification



Motor - General

Motor number N3171.095 25-17-4AA-W 30hp	Phases 3~	Rated speed 1755 rpm	Rated power 30 hp
ATEX approved FM	Number of poles 4	Rated current 36 A	Stator variant 1
Frequency 60 Hz	Rated voltage 460 V	Insulation class H	Type of Duty S1
Version code 095			

Motor - Technical

Power factor - 1/1 Load 0.87	Motor efficiency - 1/1 Load 89.0 %	Total moment of inertia 3.85 lb ft ²	Starts per hour max. 30
Power factor - 3/4 Load 0.83	Motor efficiency - 3/4 Load 90.0 %	Starting current, direct starting 230 A	
Power factor - 1/2 Load 0.73	Motor efficiency - 1/2 Load 90.5 %	Starting current, star-delta 76.7 A	

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NP 3171 HT 3~ 454

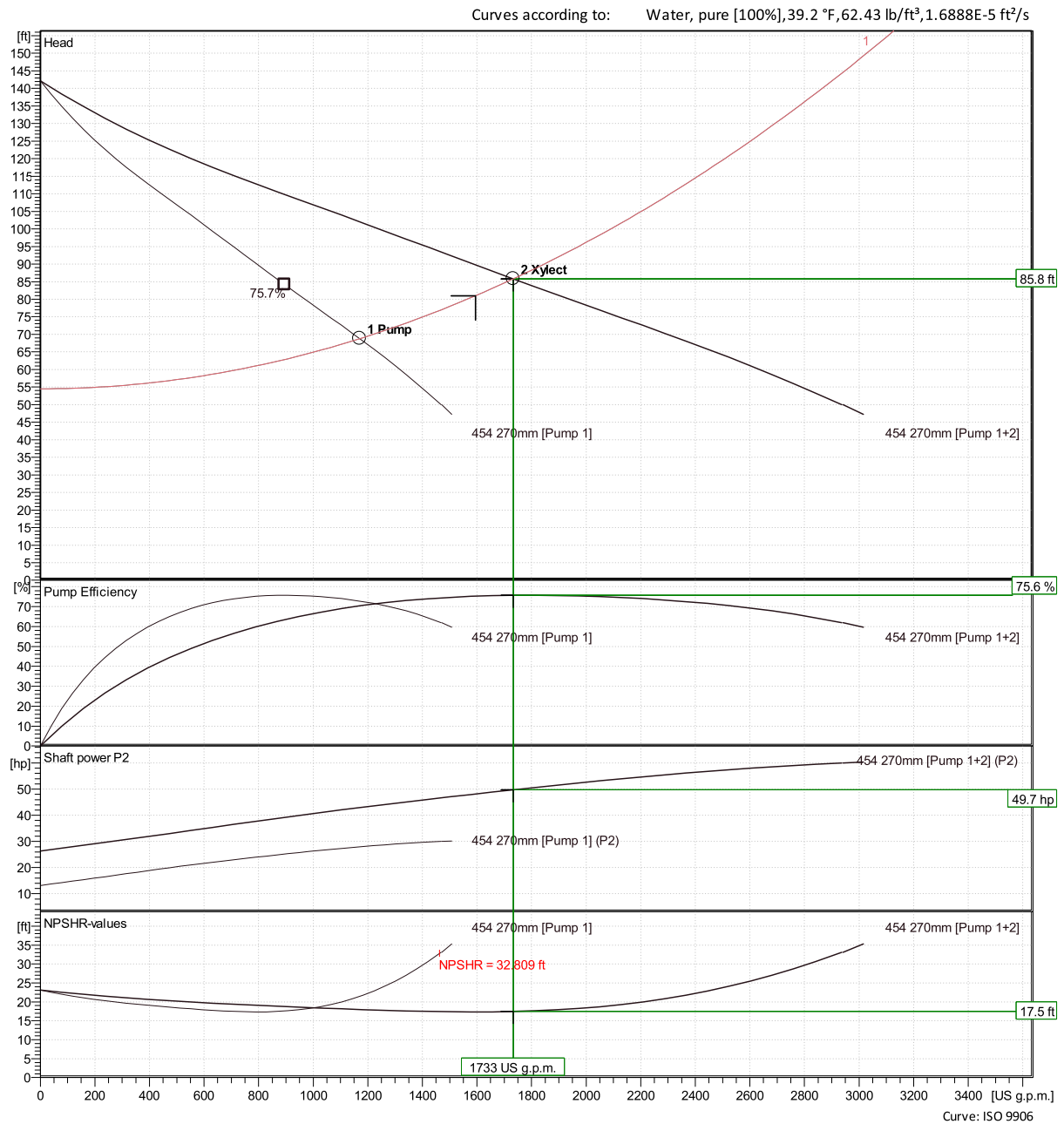
Performance curve



Duty point

Flow
866 US g.p.m.

Head
85.8 ft



Project

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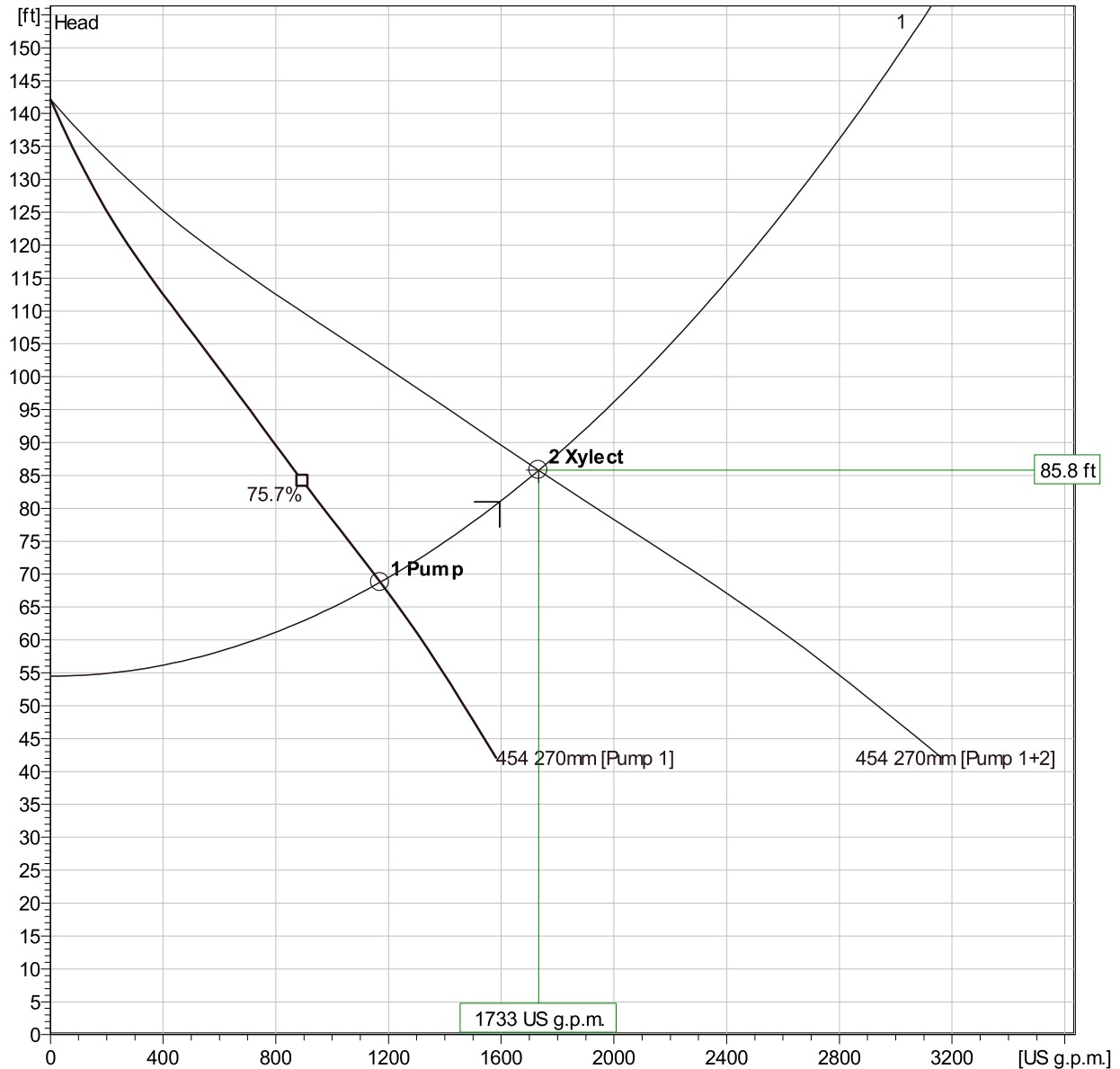
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NP 3171 HT 3~ 454

Duty Analysis



Curves according to: Water, pure [100%] ; 39.2°F; 62.43lb/ft³; 1.6888E-5ft²/s



Operating characteristics

Pumps / Systems	Flow	Head	Shaft power	Flow	Head	Shaft power	Hydr.eff.	Specific Energy	NPSHre
2 / 1	866 US g.p.m.	85.8 ft	24.9 hp	1730 US g.p.m.	85.8 ft	49.7 hp	75.6 %	396 kWh/US Mcf	17.5 ft
1 / 1	1170 US g.p.m.	68.8 ft	28 hp	1170 US g.p.m.	68.8 ft	28 hp	72.8 %	332 kWh/US Mcf	21.5 ft

Project

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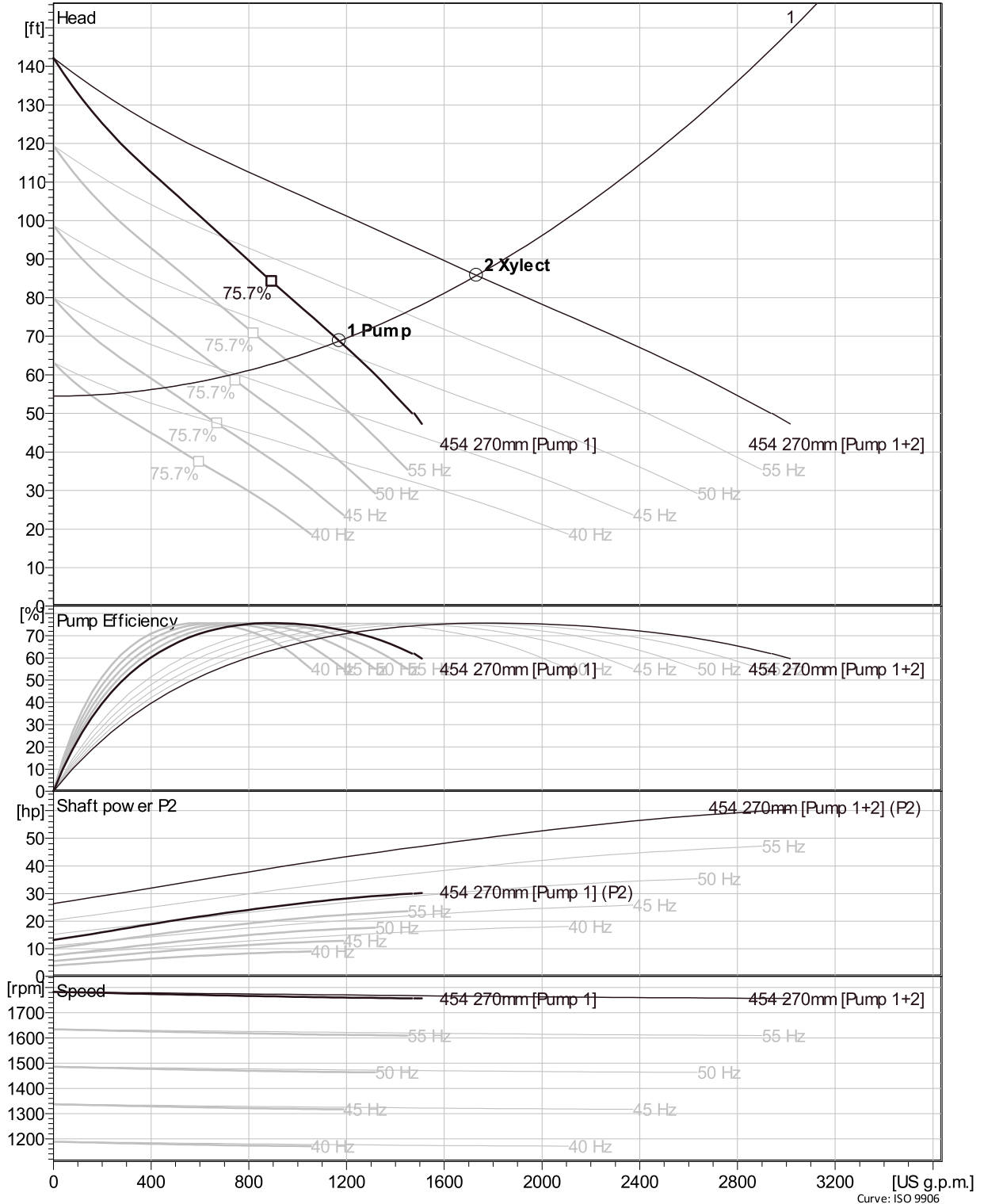
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NP 3171 HT 3~ 454

VFD Curve



Curves according to: Water, pure [100%], 39.2 °F, 62.43 lb/ft³, 1.6888E-5 ft²/s



Project

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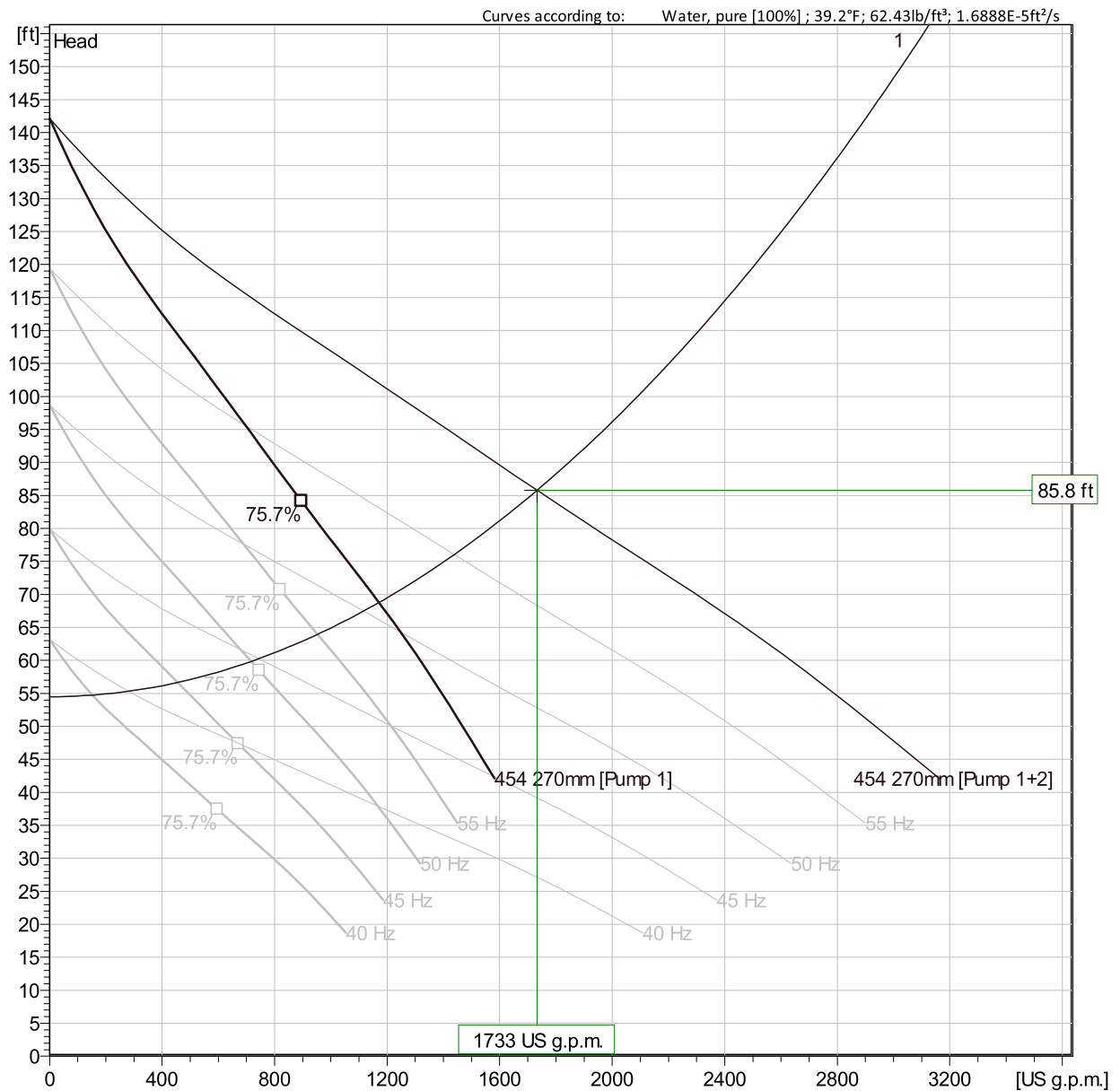
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Curve: ISO 9906

VFD Analysis



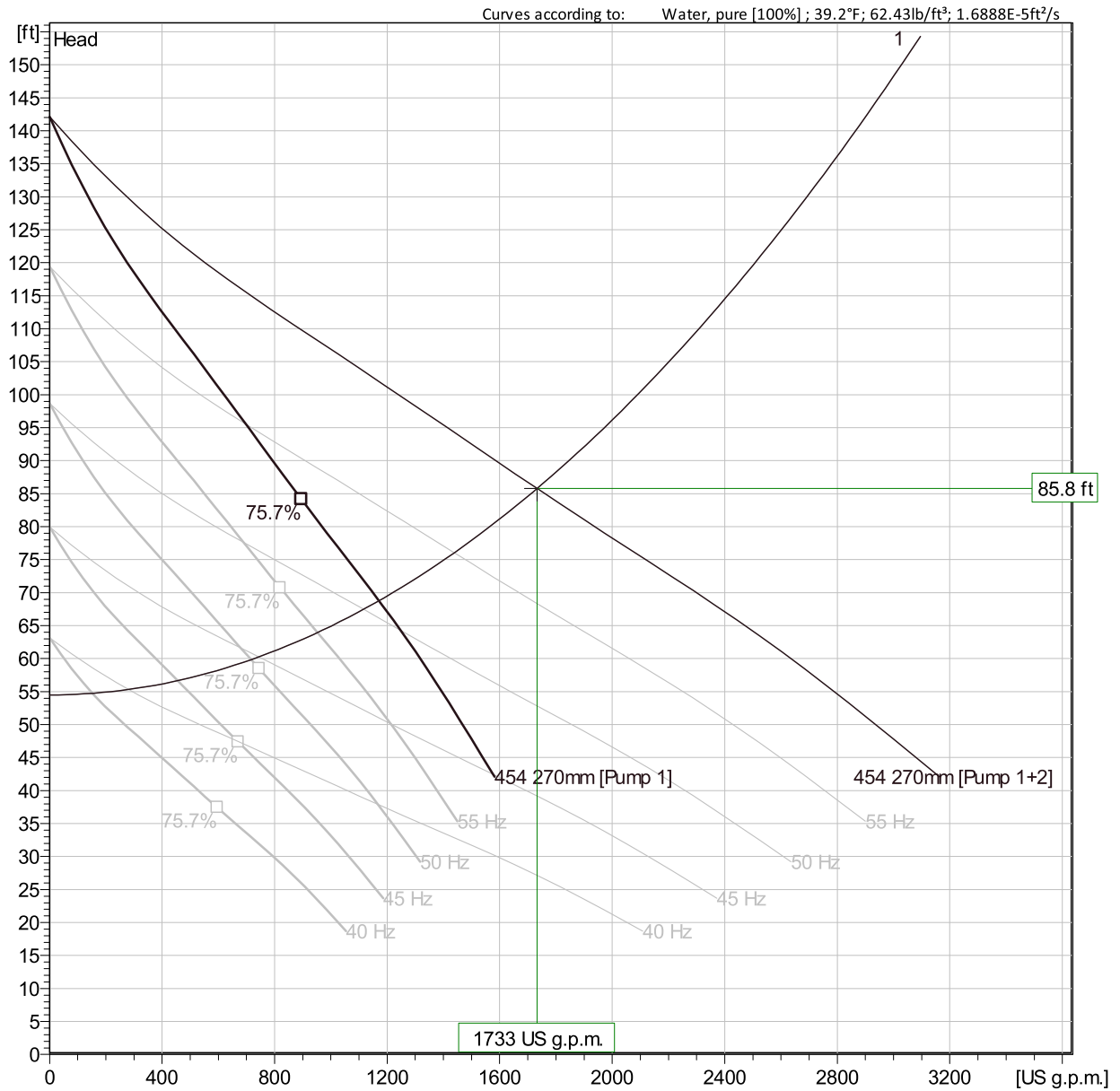
Operating Characteristics

Pumps / Systems	Frequency	Flow	Head	Shaft power	Flow	Head	Shaft power	Hydr.eff.	Specific Energy	NPSHre
2 / 1	60 Hz	866 US g.p.m.	85.8 ft	24.9 hp	1730 US g.p.m	85.8 ft	49.7 hp	75.6 %	396 kWh/US M	17.5 ft
2 / 1	55 Hz	719 US g.p.m.	76 ft	18.4 hp	1440 US g.p.m	76 ft	36.8 hp	75.1 %	351 kWh/US M	15.1 ft
2 / 1	50 Hz	558 US g.p.m.	67.5 ft	13 hp	1120 US g.p.m	67.5 ft	26.1 hp	73 %	322 kWh/US M	13.2 ft
2 / 1	45 Hz	372 US g.p.m.	60.3 ft	8.55 hp	743 US g.p.m.	60.3 ft	17.1 hp	66.3 %	323 kWh/US M	11.7 ft
2 / 1	40 Hz	140 US g.p.m.	55.3 ft	4.78 hp	280 US g.p.m.	55.3 ft	9.56 hp	41.1 %	509 kWh/US M	10.7 ft

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NP 3171 HT 3~ 454

VFD Analysis



Operating Characteristics

Pumps / Systems	Frequency	Flow	Head	Shaft power	Flow	Head	Shaft power	Hydr.eff.	Specific Energy	NPSHre
1 / 1	60 Hz	1170 US g.p.m.	68.8 ft	28 hp	1170 US g.p.m.	68.8 ft	28 hp	72.8 %	332 kWh/US M	21.5 ft
1 / 1	55 Hz	953 US g.p.m.	64 ft	20.6 hp	953 US g.p.m.	64 ft	20.6 hp	74.9 %	296 kWh/US M	16.5 ft
1 / 1	50 Hz	716 US g.p.m.	59.8 ft	14.3 hp	716 US g.p.m.	59.8 ft	14.3 hp	75.6 %	275 kWh/US M	13 ft
1 / 1	45 Hz	456 US g.p.m.	56.7 ft	9.18 hp	456 US g.p.m.	56.7 ft	9.18 hp	71.2 %	281 kWh/US M	11.3 ft
1 / 1	40 Hz	153 US g.p.m.	54.7 ft	4.86 hp	153 US g.p.m.	54.7 ft	4.86 hp	43.5 %	474 kWh/US M	10.6 ft

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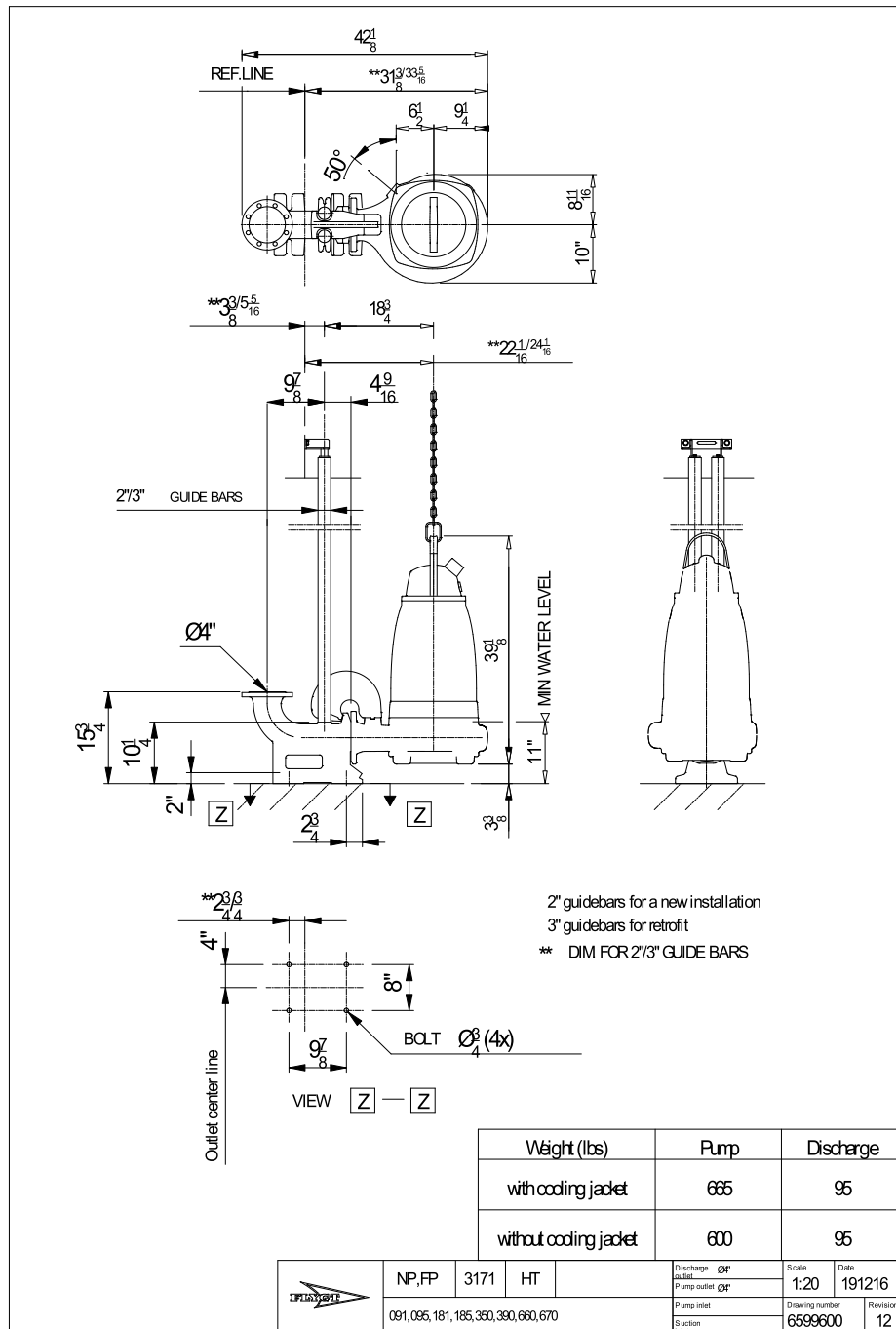
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NP 3171 HT 3~ 454

Dimensional drawing



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Last update

What is New?

The definition of the new standard is below:

Table 2: New HI Standards

Test parameter		Grade1			Grade2		Grade3	<10kW
		Defined as 10% flow and 6% TDH			Defined as 16% flow and 10% TDH		Defined as 18% flow and 14% TDH	Defined as 20% flow and 16% TDH
HI Test Terms		1B	1E	1U	2B	2U	3B	<10kW B
Rate of flow	Required	±5%		10%	±8%	16%	±9%	±10%
Total head	Required	±3%		6%	±5%	10%	±7%	±8%
Power	Optional	4%		10%	8%	16%	9%	$+ \sqrt{7^2 + t_{\eta}^2} \%$
Efficiency	Optional	-3%	0%		-5%		-7%	$- \left[10 \left(1 - \frac{P_2}{10} + 7 \right) \right] \%$

One of the reasons to revise the standard was that the average pump selected according to HI level A was over-specified only allowing for positive unilateral tolerance, hence resulting in higher power consumption. Except for grade 1U and 2U that are bilateral, all the other grades are unilateral.

In addition, options to specify power and/or efficiency have been introduced where Grade 1E and 1U are not allowing for any negative tolerances for the efficiency.

Tolerance Limits for Small Pumps (1.3-13 hp)

For pumps below 13 hp, bilateral tolerance limits apply according to that below:

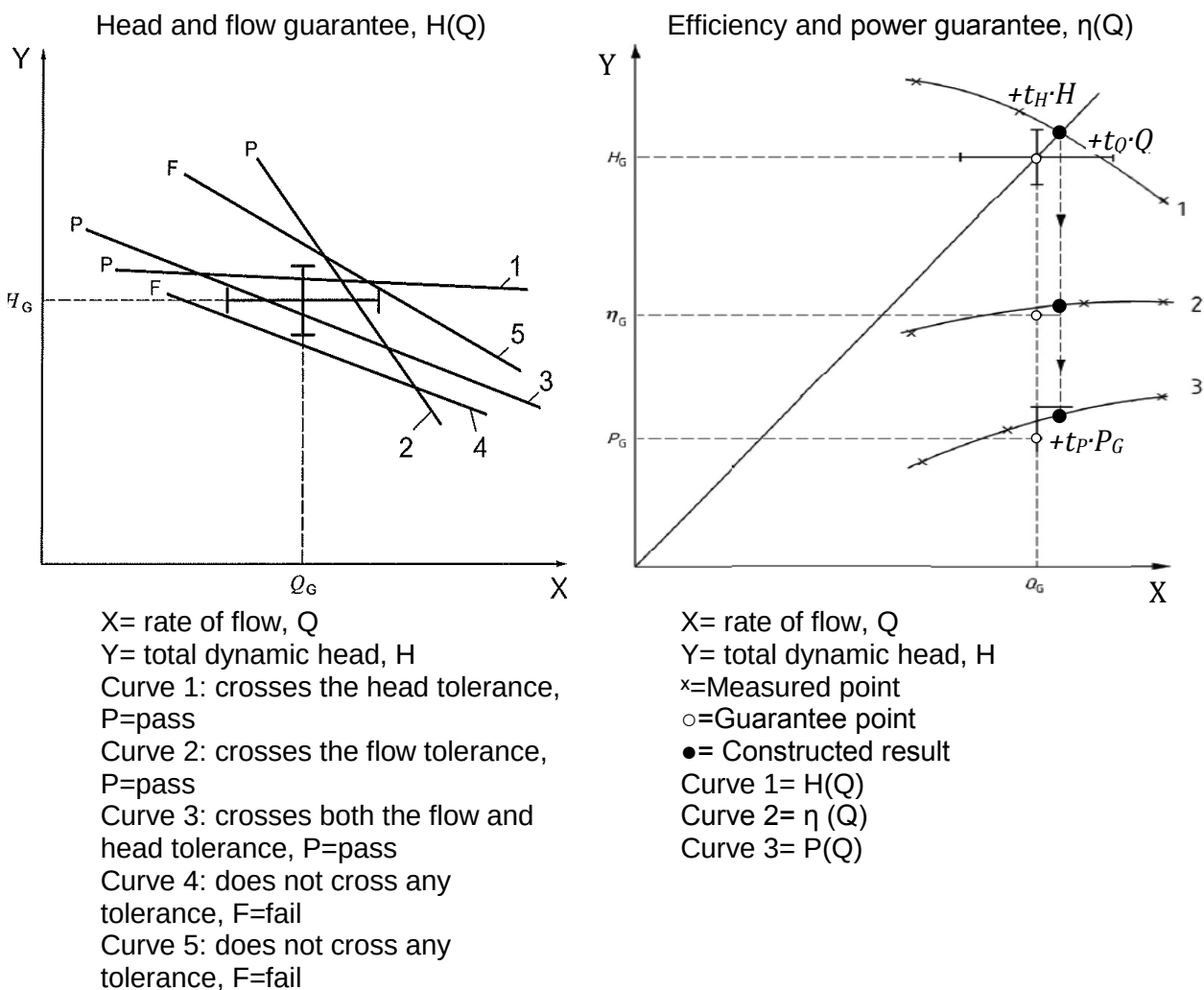
Flow rate: $\pm 10\%$

Total head: $\pm 8\%$

Evaluation of Test Result

In Figure 2 below, the evaluation of the test result for a bilateral guarantee point is described. To pass, the tested curve has to fall inside the tolerance limits i.e. cross any of the tolerance lines. The duty point efficiency and power will be constructed (defined) at the flow rate where the line of origin goes thru the guarantee point and crosses the tested curve. The evaluation of a unilateral guarantee point follows the same pattern with the exception that no negative tolerances are allowed.

Figure 2: Evaluation of test results with bilateral tolerances



Recommended Grade Levels for Different Applications

In addition to the new standard, a default acceptance grade table was developed with the advised grade level for various different applications.

Table 4: HI Testing Grades by End User Types

Application		Shaft power of pump, P_2	
		>10 kW and ≤100 kW	>100 kW
Municipal water applications		2B	1B
Municipal wastewater applications		2B	1B
Drainage pumps		3B	2B
Electrical power industry		1B	1B
Oil and gas industry	Pumps in accordance with ISO 13709	1B	1B
	Water Injection	N/A ^a	1B
Marine application		1B	1B
Chemical industry		2B	2B
Cooling tower applications		2B	2B
Pulp and paper applications		2B	2B
Slurry applications		3B	3B
General industry applications		3B	2B
Irrigation applications		3B	2B
^a N/A = not applicable.			

Example Test Report

Product

Serial no 3153.830		Performance curve No. 63-27678		Motor module/type 100	Voltage (V) 460
Base module 078	Impeller No 2020001	Impeller module 276	Motorcode 21-18-2KE	Imp.diam/Blade angle 158	Water temperature (°C) 22.2

Test Results

(Measuring values are test speed corrected, using the affinity laws, to nominal speed at 60.0 Hz.)

Pump total head H (ft)	Volume rate of flow Q (USGPM)	Motor input power P (kW)	Voltage U (V)	Current I (A)	Overall Efficiency η (%)
171.52	0.00	10.34	465.6	14.8	0.0
141.68	116.94	10.30	465.9	14.7	30.3
105.88	290.53	11.13	465.3	15.7	52.1
84.54	404.27	11.45	464.7	16.1	56.3
43.62	595.30	11.19	464.8	15.8	43.8

Duty Points, Required (Measured H and Q)					Duty Points, Evaluated Constructed				Approved
H (ft)	Q (USGPM)	P (kW)	E (%)	Tolerance	H (ft)	Q (USGPM)	P (kW)	E (%)	Result
84 (84.60)	404 (407.03)	0	0	HI GRADE 1B	84.31	405.47			OK
Accepted after H.L. 11.6:2012 GRADE 1B		Test facility Emmaboda, Sweden	LS2	Test date 2020-03-04	Time 18:31	Chief tester N/A			

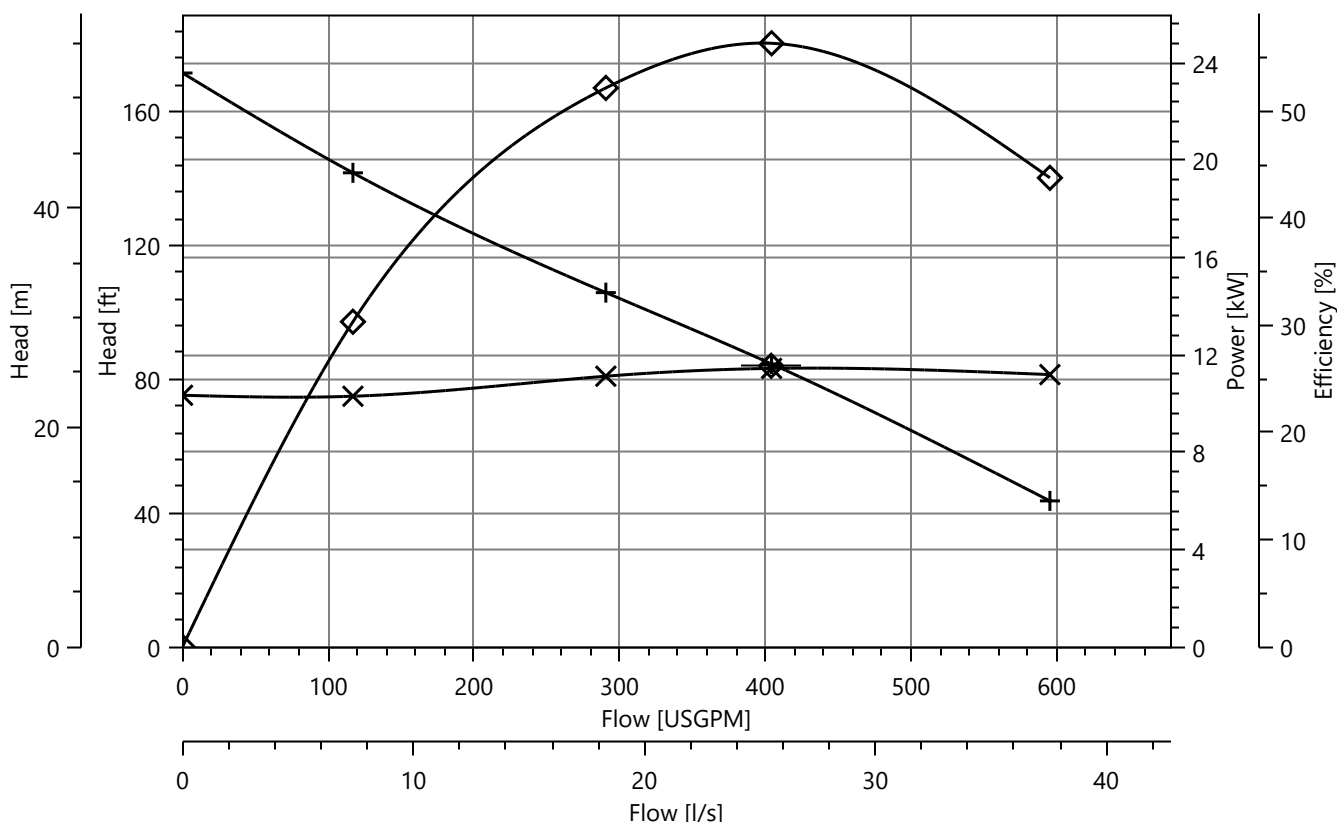
ORDERNR 363926 POS 1

Plotted Test Results

Measured point: + = Q/H
× = Q/P

Calculated point: ◇ = Q/ETA overall

1





WARRANTY

Xylem Water Solutions USA, Inc.

For the period defined, Xylem Water Solutions USA, Inc. offers a commercial warranty to the original End Purchaser against defects in workmanship and material on Flygt Products. Warranty covers Flygt parts and labor as outlined in

ADDENDUM – A.

COVERAGE:

Xylem Water Solutions USA, Inc. will pay the cost of parts and labor during the warranty period, provided that the Flygt product, with cable attached, is returned prepaid to a Xylem Water Solutions USA, Inc. Authorized Service Facility for Flygt Product repairs. Coverage for Flygt parts and labor will be provided for the period shown in **ADDENDUM - A**. The warranty period will begin from date of shipment or date of a valid Start-up (For permanently installed pumps only). In cases where the Start-up date is used as the beginning of the warranty on a permanently installed Flygt pump, a Start-up Report completed by an approved service technician from a Xylem Water Solutions USA, Inc. Authorized Service Facility for Flygt products must be received by the Xylem Water Solutions USA, Inc. Area Service Manager for Flygt Products within thirty (30) days of the initial onset of the unit placed into service. If not received, the beginning of the warranty coverage will default to the Flygt product ship date. A Start-up for a permanently installed Flygt pump must occur within one (1) year from the date of shipment from a Xylem Water Solutions USA, Inc. authorized facility for Flygt Products or warranty will automatically default to ship date as start of warranty. (See **STORAGE** section) When using the start-up date as the beginning of the warranty, a copy of the Start-up Report will be required to support any Warranty Claims. Warranty on Flygt Dewatering pumps will begin with ship date only. No other date on Flygt Dewatering pumps will be considered.

Xylem Water Solutions USA, Inc.'s sole obligation under this Warranty for Flygt Products shall be to replace, repair or grant credit for Flygt Products upon Xylem Water Solutions USA, Inc.'s exclusive determination that the Flygt Product does not conform to the above warranty. In the event that the Flygt product is replaced, warranty on the replacement product will be equal to the balance remaining on the original product or ninety (90) days, whichever is greater.

MISUSE:

This Warranty shall not apply to any Flygt product or part of Flygt product which (i) has been subjected to misuse, misapplication, accident, alteration, neglect, or physical damage (ii) has been installed, operated, used and/or maintained in a manner which is in an application that is contrary to Xylem Water Solutions USA, Inc.'s printed instructions as it pertains to installation, operation and maintenance of Flygt Products, including but without limitation to (iii) operation of equipment without being connected to monitoring devices supplied with specific products for protection; or (iv) damaged due to a defective power supply, improper electrical protection, faulty installation or repair, ordinary wear and tear, corrosion or chemical attack, an act of God, an act of war or by an act of terrorism; or (v) has been damaged resulting from the use of accessory equipment not sold by Xylem Water Solutions USA, Inc. or not approved by Xylem Water Solutions USA, Inc. in connection with Flygt products.

WEAR PARTS:

This warranty does not cover costs for standard and/or scheduled maintenance performed, nor does it cover Flygt parts that, by virtue of their operation, require replacement through normal wear (aka: Wear Parts), unless a defect in material or workmanship can be determined by Xylem Water Solutions USA, Inc.. Wear Parts are defined as Cutters, Cutting Plates, Impellers, Agitators, Diffusers, Wear Rings (Stationary or Rotating), Volute (when used in an abrasive environment), oil, grease, cooling fluids and/or any items deemed necessary to perform and meet the requirements of normal maintenance on all Flygt equipment.



WARRANTY

Xylem Water Solutions USA, Inc.

DISCLAIMERS:

(i) Xylem Water Solutions USA, Inc.'s warranties are null and void when Flygt Products are exported outside of the United States of America without the knowledge and written consent of Xylem Water Solutions USA, Inc.; (ii) Xylem Water Solutions USA, Inc. makes no independent warranty or representation with respect to parts or products manufactured by others and provided by Xylem Water Solutions USA, Inc. (however, Xylem Water Solutions USA, Inc. will extend to the Purchaser any warranty received from Xylem Water Solutions USA, Inc.'s supplier for such parts or products).

LIMITATIONS:

XYLEM WATER SOLUTIONS USA, INC. NEITHER ASSUMES, NOR AUTHORIZES ANY PERSON OR COMPANY TO ASSUME FOR XYLEM WATER SOLUTIONS USA, INC., ANY OTHER OBLIGATION IN CONNECTION WITH THE SALE OF ITS FLYGT EQUIPMENT. ANY ENLARGEMENT OR MODIFICATION OF THIS WARRANTY BY A FLYGT PRODUCT DISTRIBUTOR, OR OTHER SELLING AGENT SHALL BECOME THE EXCLUSIVE RESPONSIBILITY OF SUCH ENTITY.

THE FOREGOING WARRANTY IS EXCLUSIVE AND IN LIEU OF ANY AND ALL OTHER EXPRESS OR IMPLIED WARRANTIES, GUARANTEES, CONDITIONS OR TERMS OF WHATEVER NATURE RELATING TO FLYGT PRODUCT(S), INCLUDING AND WITHOUT LIMITATION ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE WHICH ARE HEREBY EXPRESSLY DISCLAIMED AND EXCLUDED. PURCHASER'S EXCLUSIVE REMEDY AND XYLEM WATER SOLUTIONS USA, INC.'S AGGREGATE LIABILITY FOR BREACH OF ANY OF THE FOREGOING WARRANTIES IS LIMITED TO REPAIRING OR REPLACING FLYGT PRODUCTS AND SHALL IN ALL CASES BE LIMITED TO THE AMOUNT PAID BY THE PURCHASER HEREUNDER. IN NO EVENT IS XYLEM WATER SOLUTIONS USA, INC. LIABLE FOR ANY OTHER FORM OF DAMAGES, WHETHER DIRECT, INDIRECT, LIQUIDATED, INCIDENTAL, CONSEQUENTIAL, PUNITIVE, EXEMPLARY OR SPECIAL DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF USE, LOSS OF PROFIT, LOSS OF ANTICIPATED SAVINGS OR REVENUE, LOSS OF INCOME, LOSS OF BUSINESS, LOSS OF PRODUCTION, LOSS OF OPPORTUNITY OR LOSS OF REPUTATION.

XYLEM WATER SOLUTIONS USA, INC. WILL NOT BE HELD RESPONSIBLE FOR TRAVEL EXPENSES, RENTED EQUIPMENT, OUTSIDE CONTRACTOR'S FEES, OR ANY EXPENSES ASSOCIATED WITH A FLYGT PRODUCT REPAIR SHOP NOT AUTHORIZED BY XYLEM WATER SOLUTIONS USA, INC. U.S.A., INC. REIMBURSEMENT COSTS FOR CRANES AND/OR ANY SPECIAL EQUIPMENT USED IN CONJUNCTION FOR THE REMOVAL AND/OR REINSTALLATION OF ANY FLYGT EQUIPMENT IS NOT COVERED UNDER THIS WARRANTY.

ANY UNAUTHORIZED ALTERATIONS TO SUPPLIED FLYGT EQUIPMENT USED WITHOUT XYLEM WATER SOLUTIONS USA, INC. SUPPLIED FLYGT BRAND CABLE OR CONTROLS WILL NOT BE COVERED UNDER THIS WARRANTY, UNLESS IT CAN BE PROVEN SUCH ANCILLARY EQUIPMENT IS SUITABLE FOR THE PURPOSE AND EQUAL TO XYLEM WATER SOLUTIONS USA, INC. SUPPLIED FLYGT BRAND CABLES OR CONTROLS THAT WOULD ORIGINALLY HAVE BEEN SUPPLIED WITH THE TYPE OF EQUIPMENT IN USE.

REQUIREMENTS:

A copy of Electrical System Schematics of the Control used (including a Control's Bill of Material) could be required to support a Warranty Claim when a non Flygt Brand Control is used. In addition, a written record, hereby known as "the log", will be associated with each unit serial number and must be maintained by the organization having product maintenance responsibility. The log must record each preventative maintenance activity and any repair activity during the life of the warranty or verification that a Xylem Water Solutions USA, Inc. authorized Service Contract for Flygt Products is in force and must be available for review and/or auditing. Failure to meet these conditions could render this warrant null and void. Such logs could be required to determine warranty coverage.



WARRANTY

Xylem Water Solutions USA, Inc.

STORAGE:

Should a delay occur between ship date and the date of start-up, maintenance as outlined in Xylem Water Solutions USA, Inc.'s Care & Maintenance Manual for Flygt Products must be performed by the "CONTRACTOR" and/or "OWNER" during any such period of storage. Documentation providing proof and outlining what maintenance was performed must be provided to Xylem Water Solutions USA, Inc. or its Flygt Products representative within thirty (30) days of said maintenance, or the Xylem Water Solutions USA, Inc. warranty for Flygt Products could be considered void.

CONTROLS:

Warranty coverage for permanently installed controls will start for the end purchaser on the date of shipment. This warranty does not apply to controls that have been damaged due to a defective and/or improper input power supply, improper electrical protection, accidental damage, improper or unauthorized installation and/or repair, unauthorized alteration, negligence, environmental corrosion or chemical attack, improper maintenance or storage of control, any act of God, an act of war, an act of terrorism or damage resulting from the use of accessory equipment not approved by Xylem Water Solutions USA, Inc.. Further, this warranty does not apply in the event an adjustment is found to correct the alleged defect.

Solid state devices will be covered for a period of one (1) year. Electrical control panels containing controllers, PLC's, drives, soft starts, and other computerized equipment will require Transient Voltage Surge Suppression (TVSS) protection in order to satisfy the requirements of this warranty. The protection equipment associated with the control must be kept in working condition during the life of the warranty. Auxiliary equipment supplied with the control (air-conditioners etc.) is limited by the respective original equipment manufacturer's warranty offered. Consumable items such as: light bulbs, fuses, and relays are covered under normal operating conditions. Electrical surges experienced during startups and/or during normal operating use of the control panel will cause the consumable items not to be covered under this warranty policy. Components not supplied by Xylem Water Solutions USA, Inc. will not be covered by this warranty.

TOP (The Optimum Pump Station)

Xylem Water Solutions USA, Inc. will warrant the Flygt TOP pre-engineered fiberglass pump station components against defects in material and workmanship for a period of one (1) year from date of start-up or eighteen (18) months from date of shipment and is valid only to the original owner of the station. Warranty shall cover the cost of labor and materials required to correct any warrantable defect, excluding any removal and reinstallation costs, FOB Xylem Water Solutions USA, Inc.'s authorized warranty service location for Flygt's TOP.

Flygt Products contained within a TOP pre-engineered fiberglass pump station will carry the standard Xylem Water Solutions USA, Inc. warranty for Flygt products and/or accessories installed in the TOP pre-engineered fiberglass pump station.

All Flygt Product restrictions and/or limitations as outlined and described within the context of this warranty are germane to all sections of this Xylem Water Solutions USA, Inc. Warranty document.

Xylem Water Solutions USA, Inc.
National Quality Assurance - US Corporate

WARRANTY

Xylem Water Solutions USA, Inc



ADDENDUM A - Warranty Coverage by Product

PRODUCT	PRODUCT SERIES AND CONFIGURATION	WARRANTY COVERAGE (Months)									
		1-12	13-18	19-24	25-36	37-39	40-48	49-60	61-84	85-120	
Axial Flow / Mixed Flow / Centrifugal Pumps & Mixers	3000 Series (CP, NP, DP, CT, NT, CZ, NZ, LL) 4000 Series (SR, PP) 7000 Series (PL)	100%		50%			25%				
Concertor Pumping System	6000 Series (N, DP, iPS, XPC)	100%		50%			25%				
	6000 Series w/ iPS or XPC Panels (w/ 1 year purchase of Flygt Cloud and built in i2r)	100%			50%			25%			
ETO Electrical Control Panels	Engineered to Order, Xylem Manufactured Control Panels (permanently installed) - 3 Years	100%	LIMITED 100%								
Grinder Pumps	3000 Series (MP, MF, MH)	100% (From Ship Date)			100% (from manufacture date)						
Abrasion/Corrosion Resistant & Chopper Pumps	3000 Series (FP, FS, FT, HP, HS) 5000 Series (HP, HS) 8000.280Series (DP, DZ, DT, DS, DF)	100%			NOTE: Parts that fail where used in a repair are warranted for one (1) year from the date of the repair for the failed part only – no labor; This Includes Flygt pumpcontrollers, Flygt supervision equipment, Flygt submersible level transducers, etc.						
	Centrifugal Pumps	100%									
Dewatering Pumps	2000 Series (BS, KS) 3000 Series (CS, NS, DS) 8000.280 Series (DS, DF)	100% (From Ship Date)									
	TOPS	Fiberglass Pump Station		100% (From Ship Date)							
Accessories	Permanent / Portable	100% (From Ship Date)									
Hydroejectors/Aerators	HE, JA	100%									
Portable Pump Controls	Control Boxes (Nolta,MSHA etc.)	100% (From Ship Date)									
TOPS Control Panels	TOPS controlpanels (permanently installed)	100% (From Ship Date)									
Small Pumps	3045, 3057,SX	100% (From Ship Date)									
Parts	All new Flygt parts (mechanical& electrical)	100% (From Ship Date)									
Monitoring & Control	Multismart Pump Station Manager and Operating System	100 (From Ship Date)									
	Flygy Probes (excluding the DuoProbe)	100 (From Ship Date)									
	All other Xylem M&C Products	100% (From Ship Date)									

WHITNEY EQUIPMENT CO., INC.
WOODINVILLE, WA
STANDARD CONDITIONS OF SALE

These are Whitney Equipment Co., Inc., the Seller, Standard Terms and Conditions and the basis of our offer to the Buyer, unless specifically altered in writing as permitted herein. Any changes may affect the quoted price. These Standard Terms and Conditions and the bid quote, purchase order, or other order form to which they are attached (the "Bid Quote") form a contract between Buyer and Seller for the sale of products described in the Bid Quote (the "Contract").

ACCEPTANCE: Submission of this Contract to Buyer constitutes Seller's offer to the Buyer and on acceptance becomes a binding contract on the terms set forth herein. Buyer's acceptance is expressly limited to the terms of this Contract. Seller rejects all terms included in any response by the Buyer to this Contract that are in conflict with, inconsistent with, or in addition to the terms and conditions contained herein. But if a conflict arises between the terms of a purchase order first issued by Buyer and the terms of this Contract, the terms of this Contract shall take precedence.

ENTIRE AGREEMENT: The Contract comprises the entire agreement between the Buyer and the Seller, and supersedes all prior or contemporaneous understandings, agreements, negotiations, representations and warranties, and communications, both written and oral. This Contract prevails over any terms and conditions of purchase provided by Buyer, regardless whether or when the Buyer has submitted its purchase order or such terms. In addition implied terms and conditions from the Buyer's contracts with other entities are not valid or enforceable with respect this Contract. Fulfillment of the Buyer's order does not constitute acceptance of any of Buyer's terms and conditions and does not serve to modify or amend this Contract.

GOVERNING LAWS: Seller will comply with all laws applicable to Seller during sale of the products. Buyer will comply with all laws applicable to Buyer during operation or use of the products. The laws of the State of Washington shall govern the validity, interpretation and enforcement of any order of which these provisions are a part, without giving effect to any rules governing the conflict of laws. Assignment may be made only with written consent of both parties. Buyer shall be liable to the Seller for any attorney's fees and costs incurred by Seller in enforcing any of its rights hereunder. Unless otherwise specified, any reference to Buyer's order is for identification only.

JURISDICTION AND VENUE: Any legal suit, action or proceeding arising out of relating to this Contract shall be commenced in federal or state court located King County, Washington and Seller and Buyer (i) irrevocably submit to the exclusive jurisdiction and venue of any such court in any such suit, action or proceeding and (ii) irrevocably waive (to the extent permitted by applicable law) any objection which they now or hereafter may have to the laying of venue of any such action or proceeding brought in any of the foregoing courts in and of the State of Washington, and any objection on the ground that any such action or proceeding in any such court has been brought in an inconvenient forum.

ATTORNEYS FEES AND EXPERT COSTS: The prevailing party in any legal suit, action, or proceeding arising out of relating to the Contract shall be awarded its reasonable attorneys' fees and experts costs.

WARRANTY:

THE SELLER MAKES NO WARRANTIES ON ANY PRODUCTS OR SERVICES PROVIDED UNDER THIS CONTRACT, INCLUDING ANY (A) WARRANTY OF MERCHANTABILITY, (B) WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE, OR (C) WARRANTY AGAINST INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS OF A THIRD PARTY, WHETHER EXPRESS OR IMPLIED BY LAW, COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OF TRADE OR OTHERWISE. BUT THE BUYER SHALL RECEIVE WARRANTIES, IF ANY, PROVIDED BY THE MANUFACTURER OF THE PRODUCTS SOLD UNDER THIS CONTRACT. THE SELLER IS EXPRESSLY EXCLUDED FROM ANY WARRANTY AND ALL CHARGES, FOR LABOR, INSTALLATION, REMOVAL, REPAIR, REINSTALLATION, SHIPPING, UTILITIES, EQUIPMENT RENTAL, OTHER REQUIRED MATERIALS, OR ANY OTHER ITEMS. THE PARTIES AGREE THAT THE BUYER'S SOLE AND EXCLUSIVE REMEDIES SHALL BE AGAINST THE PRODUCT MANUFACTURER AS PROVIDED HEREIN. THE BUYER AGREES THAT NO OTHER REMEDY (INCLUDING, BUT NOT LIMITED TO, INCIDENTAL OR CONSEQUENTIAL DAMAGES FOR LOST PROFITS, LOST SALES, DOWNTIME, OPERATING OR MAINTENANCE COSTS, INJURY TO PERSONS OR PROPERTY, OR ANY OTHER SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL LOSS) SHALL BE AVAILABLE TO BUYER. BUYER SHALL FOLLOW ALL STORAGE, OPERATION, AND MAINTENANCE PROCEDURES SPECIFIED BY THE MANUFACTURER FOR WARRANTY COVERAGE, FAILURE TO FOLLOW THESE PROCEDURES INCLUDING DOCUMENTATION MAY RESULT IN LOSS OF WARRANTY COVERAGE.

TAXES: Seller does not include any Federal, State, City, County, or other sales, custom duties, or taxes such as sales, use, excise, retailer's, occupation or similar taxes and fees, in the Contract Price unless otherwise explicitly stated in writing. Any taxes not included in the Bid Quote will be added to the Contract Price. In lieu of paying such taxes to the Seller, the Buyer may furnish the Seller with a Tax Exemption Certificate or other legal and appropriate taxing authorities at any time.

PAYMENT TERMS: All quotations or proposals are in US Dollars unless explicitly stated otherwise in writing. Seller shall submit invoices for payment to Buyer for percentages of the Contract Price as described in Bid Quote. Buyer must pay all invoices submitted by Seller no later than 30 days after the date of the invoice. If the shipment is delayed by the Buyer, date of readiness for shipment shall be deemed the date of shipment for payment purposes. The Seller may require advance payment or a certificate of deposit, or may otherwise modify credit terms, should the Buyer's credit standing not meet the Seller's requirements. A service charge of 2.5% per month on the unpaid balance will be charged on all overdue monies payable. Buyer shall not assign or transfer their contract or any interest in it, or monies payable under it, without the written consent of Seller and any assignment made without such consent shall be null and void. Buyer agrees to pay all collection costs and costs of suit, including reasonable attorney fees, in the event Seller institutes collection action for overdue account. Seller expressly reserves all available lien rights in connection with any transaction between the parties. Unless explicitly agreed upon in writing, retainage against the contract amount is not allowed. The Seller reserves the right to re-possess all equipment that is not paid for in full per this Contract's payment terms.

CREDIT CARD PAYMENTS: All credit card payments will require an additional 2% surcharge in addition to the Contract Price listed in the Contract. All credit card payments over \$5000.00 require written pre-approval by the Seller prior to processing; approval is not guaranteed.

CREDIT: Buyer is required to provide all necessary credit information to Seller with each order, including bank reference, bonding company, or other necessary information with complete names, addresses, phone numbers, personal references, and account and bond numbers. The Seller will determine, in its sole discretion, what is acceptable and what credit rating is required for the Seller to allow a purchase on credit.

PRICE: The prices specified are in U.S. currency, payable free of all expense to the Seller for collection charges.

STARTUP PAYMENTS: If startup services are included in this Contract, the pre-agreed upon payment amount shall be due when startup is complete. If startup is delayed more than 90 days after equipment delivery, payment for startup shall be due 90 days after equipment delivery prior to the startup occurring. Delaying in paying this portion of the contract is subject to the PAYMENT TERMS above.

SHIPMENTS AND DELIVERY: Delivery and shipping times are Seller's best estimate and do not include product approval time or order processing time. Seller is not liable for any damages, fees, costs, expenses or penalties arising from (1) loss of or damage to product in transit or (2) delays in shipping or delivery of the product, including all delays caused by an accident; riots; insurrections; national emergency; labor disputes of every kind however caused; embargoes; non-delivery by suppliers; delays of carriers or postal authorities; or governmental restrictions, prohibitions, or requirements. Seller may, in its sole discretion, without liability or penalty, make partial shipments of products to Buyer. Each shipment will constitute a separate sale, and Buyer shall pay for the units shipped whether such shipment is in whole or partial fulfillment of Buyer's order. Cost of handling and freight is only included when it is explicitly listed in this Contract.

NON-DELIVERY: The quantity of any installment of products as recorded by Seller on dispatch from Seller's place of business is conclusive evidence of the quantity received by Buyer on delivery unless Buyer can provide conclusive evidence proving the contrary. Any liability of Seller for non-delivery of the products shall be limited to replacing the products within a reasonable time or adjusting the invoice respecting such products to reflect the actual quantity delivered.

APPROVALS: Buyer is responsible for obtaining approval on products from project owners and engineers. The Seller represents only that products are as described in this Contract. The Seller does not warrant that the products described will be approved or otherwise satisfactory to project owners or engineers, or that products meet project specifications. Seller does not guarantee compliance with any codes or laws unless explicitly stated in this Contract. Performance of the overall system that incorporates the products is not guaranteed.

OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970 – Seller does not warrant or represent that any of Seller's products by themselves or in a system or with other equipment will conform to or comply with the provisions of the Occupational Safety and Health Act of 1970 and the standards and regulations issued thereunder, or any other federal, state, or local law or regulation of the same or similar nature.

LIMITATION OF LIABILITY - NEITHER SELLER, NOR ITS SUPPLIERS SHALL BE LIABLE, WHETHER IN CONTRACT, WARRANTY, FAILURE OF A REMEDY TO ACHIEVE ITS INTENDED OR ESSENTIAL PURPOSES, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY, FOR LOSS OF USE, REVENUE OR PROFIT, OR FOR COSTS OF CAPITAL OR OF SUBSTITUTE USE OR PERFORMANCE, OR FOR INDIRECT, SPECIAL, LIQUIDATED, INCIDENTAL OR CONSEQUENTIAL DAMAGES, OR FOR ANY OTHER LOSS OR COST OF A SIMILAR TYPE, OR FOR CLAIMS BY BUYER FOR DAMAGES OF BUYER'S CUSTOMERS. SELLER'S AGGREGATE LIABILITY ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL NOT EXCEED THE CONTRACT PRICE, PROVIDED HOWEVER, IF THE BID QUOTE INCLUDES FIELD OR STARTUP SERVICE, SELLER'S LIABILITY FOR SAID SERVICES SHALL BE LIMITED TO THE VALUE OF THE SERVICES. BUYER AND SELLER AGREE THAT THE EXCLUSIONS AND LIMITATIONS SET FORTH IN THIS ARTICLE ARE SEPARATE AND INDEPENDENT FROM ANY REMEDIES WHICH BUYER MAY HAVE HEREUNDER AND SHALL BE GIVEN FULL FORCE AND EFFECT REGARDLESS OF WHETHER ANY OR ALL SUCH REMEDIES SHALL BE DEEMED TO HAVE FAILED OF THEIR ESSENTIAL PURPOSE.

STORAGE – If for any reason Buyer fails to accept products that have been delivered by Seller, or if Seller is unable to deliver the products because Buyer has not provided appropriate instructions, documents, licenses or authorizations, then Seller may place the products in storage at Buyer's cost and expense, which includes the cost of storage, shipping fees, insurance and other incidental expenses. The Buyer carries risk of loss for products in storage.

TITLE - Title to the products and risk of loss or damage passes to Buyer upon delivery of the products at the Point of Delivery listed in the Bid Quote. As collateral security for the payment of the Contract Price for the products, Buyer hereby grants to Seller a lien on and security interest in and to all of the right, title and interest of Buyer in, to, and under the products, wherever located, and whether now existing or hereafter arising or acquired from time to time, and in all accessions thereto and replacements or modifications thereof, as well as all proceeds (including insurance proceeds) of the foregoing. The security interest granted under this provision constitutes a purchase money security interest under the Washington Uniform Commercial Code. Buyer agrees to perform all additional acts necessary to perfect and maintain said security interest.

INSURANCE: Buyer shall, at its own expense, purchase, maintain and carry adequate insurance for the products to protect against loss or damage from any external cause, including losses from fire, wind, water or other causes. Insurance coverage must be maintained with insurance companies legally authorized to do business where said products are located in an amount at least equal to the value of said products until the products are accepted and paid for in full. Upon Seller's request, Buyer shall provide Seller with a certificate of insurance from Buyer's insurer evidencing the insurance coverage that is satisfactory to Seller. The certificate of insurance must name Seller as an additional insured. In no case does the Contract Price, even if inclusive of freight, cover the cost of insurance beyond the Point of Delivery specified in the Bid Quote

CANCELLATION: The Buyer may cancel its order only upon written notice, and in turn will make payment to Seller of reasonable cancellation charges specified by Seller.

ORAL STATEMENTS: The Seller's personnel may have made oral statements about the products described in this Contract during the sales process. Such statements do not constitute warranties or guarantees, and shall not be relied on by the Buyer. The entire contract is embodied in this writing. This writing constitutes the final expression of the parties' agreement, and it is a complete and exclusive statement of the terms of that agreement.

CHANGES: Seller reserve the right to make changes and to substitute other material as needed to make shipments and fulfill orders under this Contract.

ERRORS: Seller reserves the right to correct clerical or stenographic errors or omissions.

STATUTE OF LIMITATIONS - To the extent permitted by applicable law, any lawsuit for breach of contract, including breach of warranty, arising out of the transactions covered by this order, must be commenced by the Buyer not later than twelve (12) months from the delivery of Seller's Products or the last day Seller performed any services, whichever is earlier.

INSPECTION: Buyer shall inspect Seller's Products upon receipt, and if Buyer's inspection reveals any defects in the Products, Buyer shall notify the Seller within three (3) days after receipt of the Products of any claim Buyer might have concerning such defects in the Products discovered by Buyer. Buyer's failure to notify Seller within such a three (3) day period shall constitute a waiver by Buyer of all claims covering such defects in the Products. It is the Buyer's responsibility to inspect for shipping damage upon delivery and to initiate a damage claim with the freight carrier. Damage occurring in-transit by the freight carrier must be claimed by the Buyer, and is not the Seller's responsibility.

NOT INCLUDED: Seller does not include any item not specifically listed as included. References to specifications and drawings in the Scope of Supply section of the Bid Quote does not indicate that all items in those documents are included in the Scope of Supply. Unless clearly included in this Contract, engineering and design services are not included in this Contract.

FREIGHT: Prices quoted are F.O.B. point of manufacture and do not include freight unless specifically listed as included. Title passed to the Buyer at the Point of Delivery listed in the Bid Quote and all freight claims are the responsibility of the Buyer.

BACKCHARGES will not be accepted unless approved by Seller, in writing, before any work is done.

DELAYS: Price and terms and conditions are subject to revision if manufacture is not released at time of order placement or drawings for approval are not returned within 30 days from receipt by customer, or manufacture is released and subsequently held or delayed by the customer for more than 30 days, or customer requests longer than quoted shipment. If Seller suffers delay in performance due to any cause beyond its control, including but not limited to act of God, war, pandemic, act or failure to act of government, act or omission of Buyer, fire, flood, strike or labor troubles, sabotage, or delay in obtaining from others suitable services, materials, components, equipment or transportation, the time of performance shall be extended a period of time equal to the period of the delay and its consequences. Seller will give Buyer notice in writing within a reasonable time after the Seller becomes aware of any such delay.

DECOMPOSITION AND WEAR: Decomposition by chemical action and wear caused by the presence of abrasive materials shall not constitute defects.

BUYER DATA - Timely performance is contingent upon the Buyer supplying to the Seller, when needed, all required technical information, including drawing and submittal approval, and all required commercial documentation. The Buyer shall also supply and complete all shipping delivery information, pre-delivery checklists, and pre-startup checklists in a timely manner or the overall schedule of the project may be impacted at no cost to the Seller regardless of any potential agreed upon damages.

BUYER SUPPLIED COMPONENTS - Buyer acknowledges that the products purchased by Buyer under this Contract may contain products supplied by the Buyer or supplied by a third party at the Buyer's direction ("Buyer Supplied Components"). Buyer Supplied Components are not covered by any warranty or guarantee in this Contract. For the avoidance of doubt, Seller makes no representations or warranties with respect to any Buyer Supplied Components. Seller disclaims any liability arising from Buyer Supplied Components delivered late, damaged, defective, or nonconforming. In no event shall Seller be liable for consequential, indirect, incidental, special, exemplary, punitive damages, or lost profits, arising out of or relating to late delivery of or defective Buyer Supplied Components. Subject to the terms and conditions of this Contract, Buyer shall indemnify, defend and hold harmless Seller and its representatives/officers, directors, employees, agents, affiliates, successors and permitted assigns ("Indemnified Party") against any and all losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs, or expenses of whatever kind, including attorney and expert fees, fees and costs of enforcing any right to indemnification under this Contract, and the cost of pursuing any insurance providers, incurred by Indemnified Party in a final judgment relating to any third-party claims arising from defective Buyer Supplied Components.



16120 Woodinville-Redmond Road NE, Suite 3
Woodinville, WA 98072 Phone: (425) 486-9499

2501 Columbia Way Suite 300
Vancouver, WA 98661 Phone: (360) 694-9175

December 11th, 2020

Quote # 35153 R4

PROJECT NAME: College Place Lift Station 3171.095

LOCATION: College Place, WA

Quoted To: Lisa Siefken

The following is Whitney Equipment Company's proposal for equipment we can furnish for the above referenced project. A detailed list of the equipment and services included in this proposal is shown in the following Scope of Supply. Only items listed in the Scope of Supply are included in this proposal. This proposal is valid for 30 days from the date listed above. Please contact us to verify pricing and availability beyond 30 days as pricing and availability may vary. The conditions of sale associated with this proposal are attached.

Engineering calculations and design services are included only when specifically listed in the Scope of Supply. Field or startup services are not included unless specifically listed in the Scope of Supply. If additional field or onsite assistance is needed beyond what is included in the Scope of Supply, it can be supplied at a rate of \$140.00/hour at the job site, plus travel time and expense. Unless specifically listed in the following Scope of Supply, we do not include haulage, unloading including provision of lifting equipment, permits, bonds, insurance, installation, sales or use taxes or duties of any kind, power, chemicals, water, concrete, grout, anchor bolts, controls, wire, conduit, lights, fans, piping, valves, fittings, drains, meters, gauges, signs, safety equipment, labor, tools, field paint, lubricants, or any other items not listed as included.

Prices quoted herein are FOB factory, with full freight allowed to the job location and net cash 30 days after shipment; paid-when-paid payment terms are not acceptable. Prices are firm for 30 days. Purchaser must also pay any costs incurred for additional field or onsite assistance no later than 30 days after receipt of an invoice for field or onsite services from Whitney Equipment Company.

The equipment will be coated with the manufacturers' standard preparation and coatings, unless special coatings are listed in the Scope of Supply. Equipment will be prepared for shipment per the manufacturers' standard packing procedure. The purchaser is responsible for receiving all items including promptly inspecting for damage, noting damages, and filing for all missing or damaged items in a timely manner. Freight shall be standard ground or ocean freight unless otherwise listed. The purchaser is responsible for proper storage and handling of the equipment per the manufacturer's recommendations prior to installation to ensure warranty coverage. Warranty coverage shall be manufacturer's standard warranty unless specifically listed in the Scope of Supply.

Lead Times:

Equipment will be delivered approximately 12 – 16 weeks after approved submittals.

This job is being handled by Andrew Klempel, phone (425) 492-0255. Please call if you need further information or prices.

PROJECT NAME: College Place Lift Station 3171.095

Purchaser's Signature: By signing below, I certify that I am an authorized representative with the authority to enter into contracts on behalf of the company identified below, and that I accept the terms included with this proposal.

Signature

Print Name & Title

Company or Organization

Date



WECI

Whitney Equipment Company, Inc

16120 Woodinville-Redmond Rd NE, Ste. 3 Woodinville, WA 98072

2501 Columbia Way, Ste. 300 Vancouver, WA 98661

www.weci.com

(800) 255-2580

P: (425) 486-9499

F: (425) 485-7409

P: (360) 694-9175

F: (360) 695-2389

Attention: **Lisa Siefken**
Company: **JUB Engineering**

Date: **12/11/2020**
Quote#: **35153R4**

Email: [Lisa Siefken <ljs@jub.com>](mailto:Lisa.Siefken@jls@jub.com)
Phone: **(509) 783-2144**
Re: **College Place Pump Station**

Prepared by: **Andrew Klempel**
Phone: **425-492-0255**
Email: andrew@weci.com

Per your request, we are pleased to offer the following quote:

QUANTITY	DESCRIPTION
NP 3171 HT 454 Duplex (+1 Spare) in Parallel: 1595 gpm @ 82 ft TDH	
3	NP-3171 HT 454 - 270mm Hard-Iron Impeller ; 30HP/460V/60Hz/3PH, Explosion-Proof, Submersible Motor ; 4" Discharge ; Includes FLS Relay, SS
3	FM Adder
3	75ft CABLE,SUBCAB 4G25+S(2X0.5)31MM
2	4" x 4" Discharge Connection
2	MiniCAS II
2	MiniCas Socket
2	40' Lifting Chain Assy
2	15/32" Bow for Quick Link
2	5/16" Quick Link
2	2" 304SS Upper Guide Bar Bracket
2	2" x 4" 304SS Intermediate Bracket
6	20ft long 2in 304 SS Guide Bars (3 for each pump cut on site to work with intermediate bracket)
2	Cable Grip 1.00-1.50"
1	Safety Hook
1	Grip Eye Unit
1	Cable Holder
1	Spare IMPELLER,N HT CODE 454 HC
1	Spare RING,INSERT HC
3	Factory Pump Testing (Hydrolic Institute) FAL Plotted 2.2 Testing Wasterwater Pump grade (2B)
2	Day(s) Whitney Equipment Startup and Training Services, 8 hr Per Day

Scope of SupplyTotal: **\$109,140.34**

*Total includes freight estimate

Please make purchase orders out to: Whitney Equipment Company Inc.

Freight: FOB Factory, Prepay and Add
Terms: Net 30 days & per attached terms and conditions.
Quotation valid for 30 days

Lead Time: 12 - 16 weeks from approval for release
Sales and/or use tax not included

Comments:

Flygt pumps to be hydraulic performance tested to HI Level 2B criteria at Flygt's HI certified testing facility. Pumps will be held for shipment pending Owner approval of submitted certified HI hydraulic performance testing.

Outside Sales: Andrew Klempel
cc: andrew@weci.com

NP 3171 HT 3~ 454

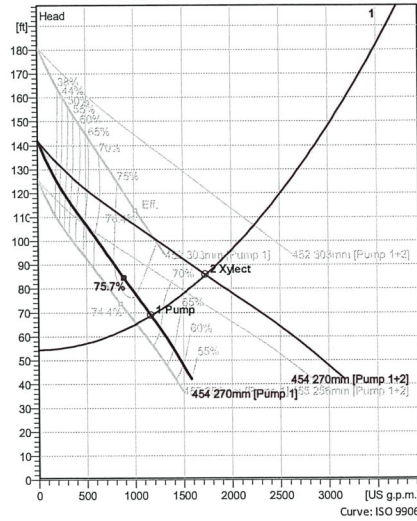
Patented self cleaning semi-open channel impeller, ideal for pumping in waste water applications. Possible to be upgraded with Guide-pin® for even better clogging resistance. Modular based design with high adaptation grade.



Technical specification



Curves according to: Water, pure [100%], 39.2 °F, 62.43 lb/ft³, 1.6888E-5 ft²/s



Configuration

Motor number	Installation type
N3171.095 25-17-4AA-W	P - Semi permanent, Wet
30hp	
Impeller diameter	Discharge diameter
270 mm	3 15/16 inch

Pump information

Impeller diameter
270 mm
Discharge diameter
3 15/16 inch
Inlet diameter
150 mm
Maximum operating speed
1755 rpm
Number of blades
2

Max. fluid temperature
40 °C

Materials

Impeller
Hard-Iron™

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NP 3171 HT 3~ 454

Technical specification



Motor - General

Motor number N3171.095 25-17-4AA-W 30hp	Phases 3~	Rated speed 1755 rpm	Rated power 30 hp
ATEX approved FM	Number of poles 4	Rated current 36 A	Stator variant 1
Frequency 60 Hz	Rated voltage 460 V	Insulation class H	Type of Duty S1
Version code 095			

Motor - Technical

Power factor - 1/1 Load 0.87	Motor efficiency - 1/1 Load 89.0 %	Total moment of inertia 3.85 lb ft ²	Starts per hour max. 30
Power factor - 3/4 Load 0.83	Motor efficiency - 3/4 Load 90.0 %	Starting current, direct starting 230 A	
Power factor - 1/2 Load 0.73	Motor efficiency - 1/2 Load 90.5 %	Starting current, star-delta 76.7 A	

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Performance curve

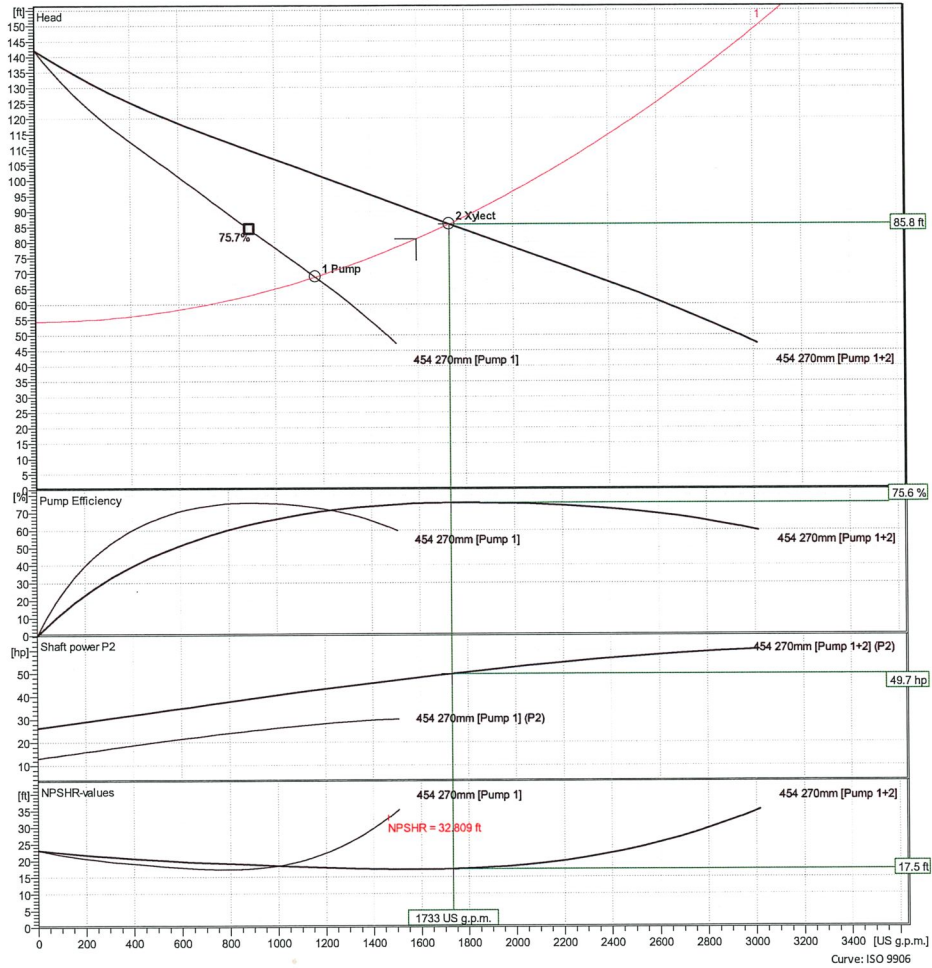


Duty point

Flow
866 US g.p.m.

Head
85.8 ft

Curves according to: Water, pure [100%], 39.2 °F, 62.43 lb/ft³, 1.6888E-5 ft²/s



Project

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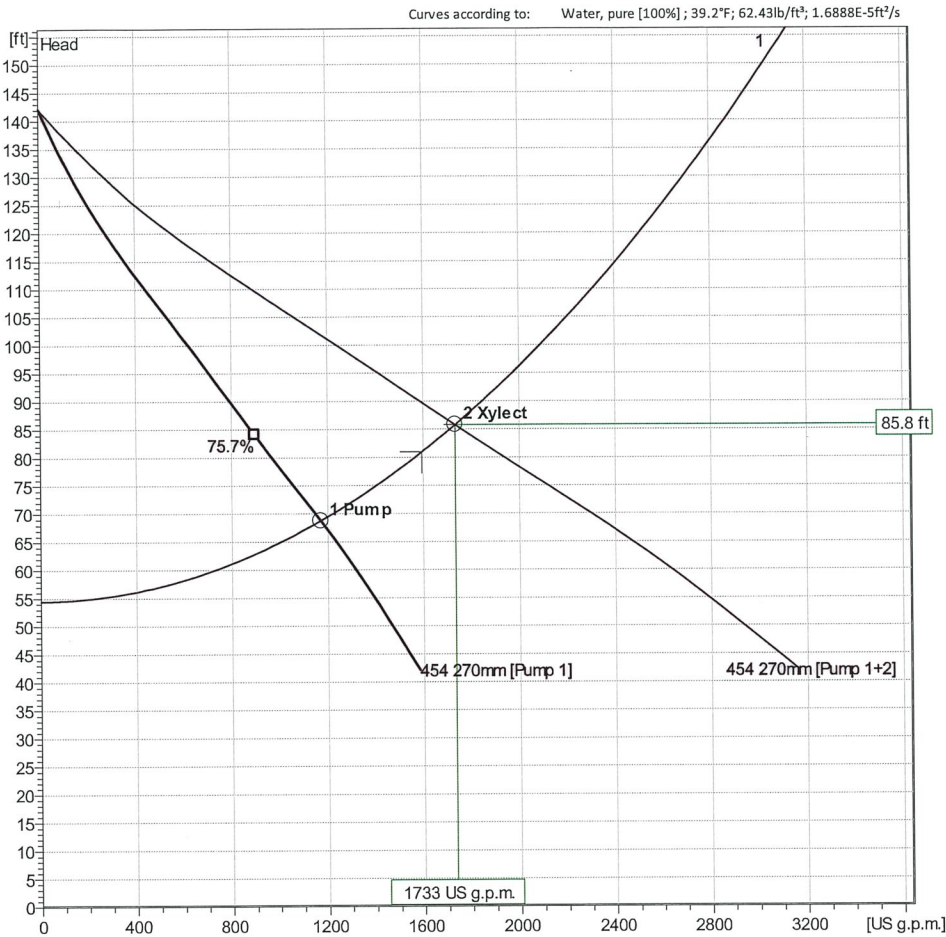
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Duty Analysis



Operating characteristics

Pumps / Systems	Flow	Head	Shaft power	Flow	Head	Shaft power	Hydr.eff.	Specific Energy	NPSHre
2 / 1	866 US g.p.m.	85.8 ft	24.9 hp	1730 US g.p.m.	85.8 ft	49.7 hp	75.6 %	396 kWh/US M	17.5 ft
1 / 1	1170 US g.p.m.	68.8 ft	28 hp	1170 US g.p.m.	68.8 ft	28 hp	72.8 %	332 kWh/US M	21.5 ft

Project

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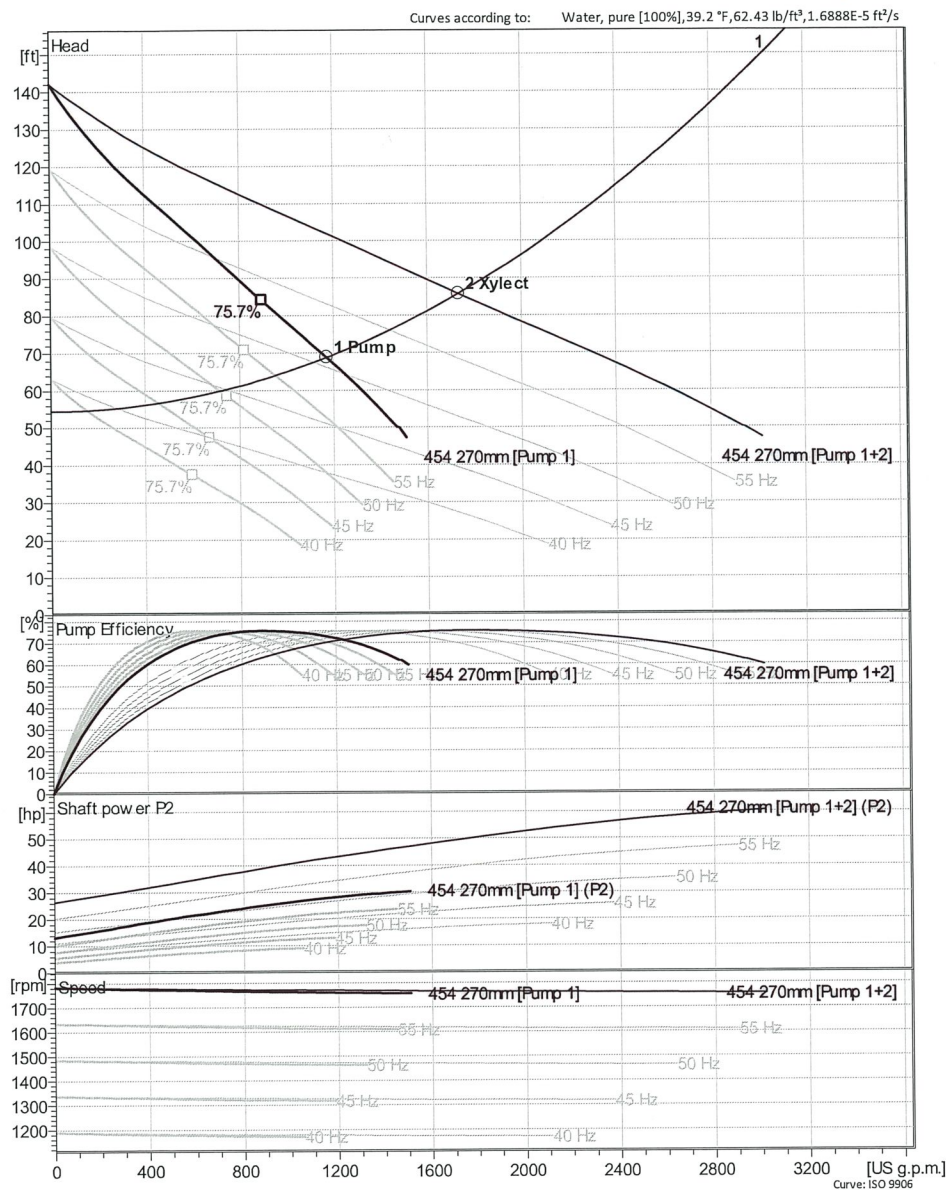
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VFD Curve



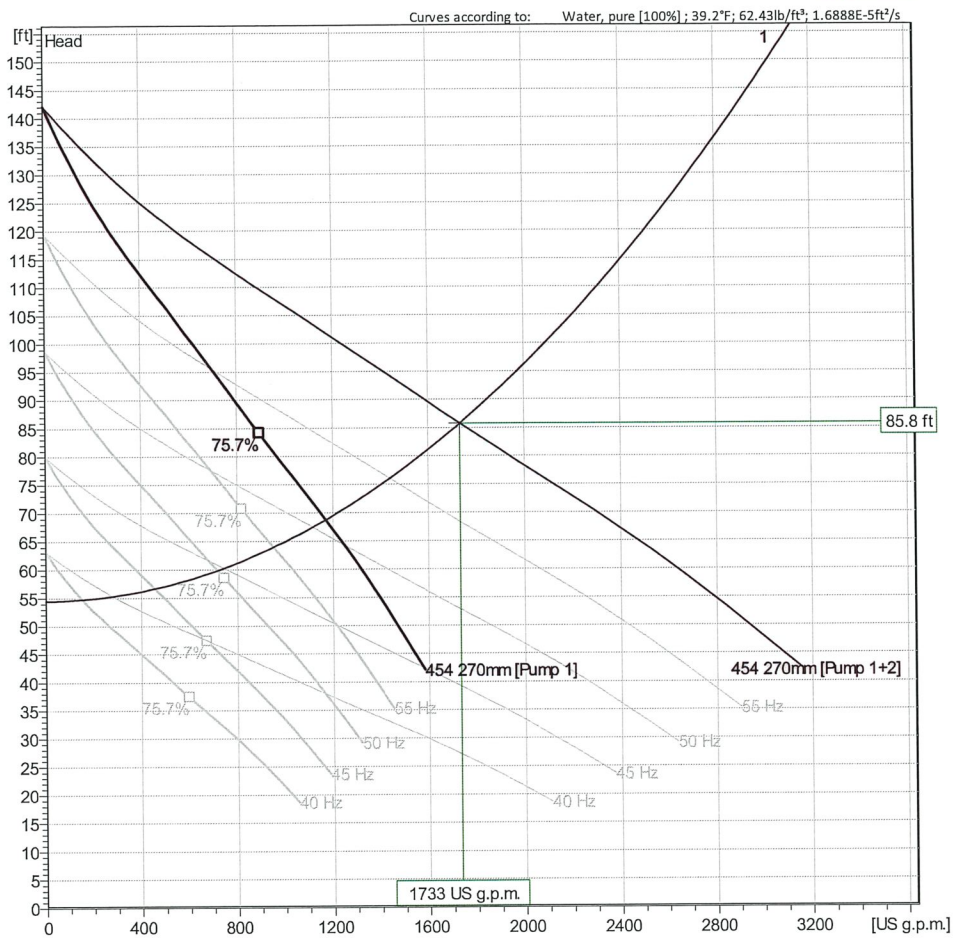
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NP 3171 HT 3~454

VFD Analysis



Operating Characteristics

Pumps / Systems	Frequency	Flow	Head	Shaft power	Flow	Head	Shaft power	Hydr.eff.	Specific Energy	NPSHre
2 / 1	60 Hz	866 US g.p.m.	85.8 ft	24.9 hp	1730 US g.p.m.	85.8 ft	49.7 hp	75.6 %	396 kWh/US M	17.5 ft
2 / 1	55 Hz	719 US g.p.m.	76 ft	18.4 hp	1440 US g.p.m.	76 ft	36.8 hp	75.1 %	351 kWh/US M	15.1 ft
2 / 1	50 Hz	558 US g.p.m.	67.5 ft	13 hp	1120 US g.p.m.	67.5 ft	26.1 hp	73 %	322 kWh/US M	13.2 ft
2 / 1	45 Hz	372 US g.p.m.	60.3 ft	8.55 hp	743 US g.p.m.	60.3 ft	17.1 hp	66.3 %	323 kWh/US M	11.7 ft
2 / 1	40 Hz	140 US g.p.m.	55.3 ft	4.78 hp	280 US g.p.m.	55.3 ft	9.56 hp	41.1 %	509 kWh/US M	10.7 ft

Project

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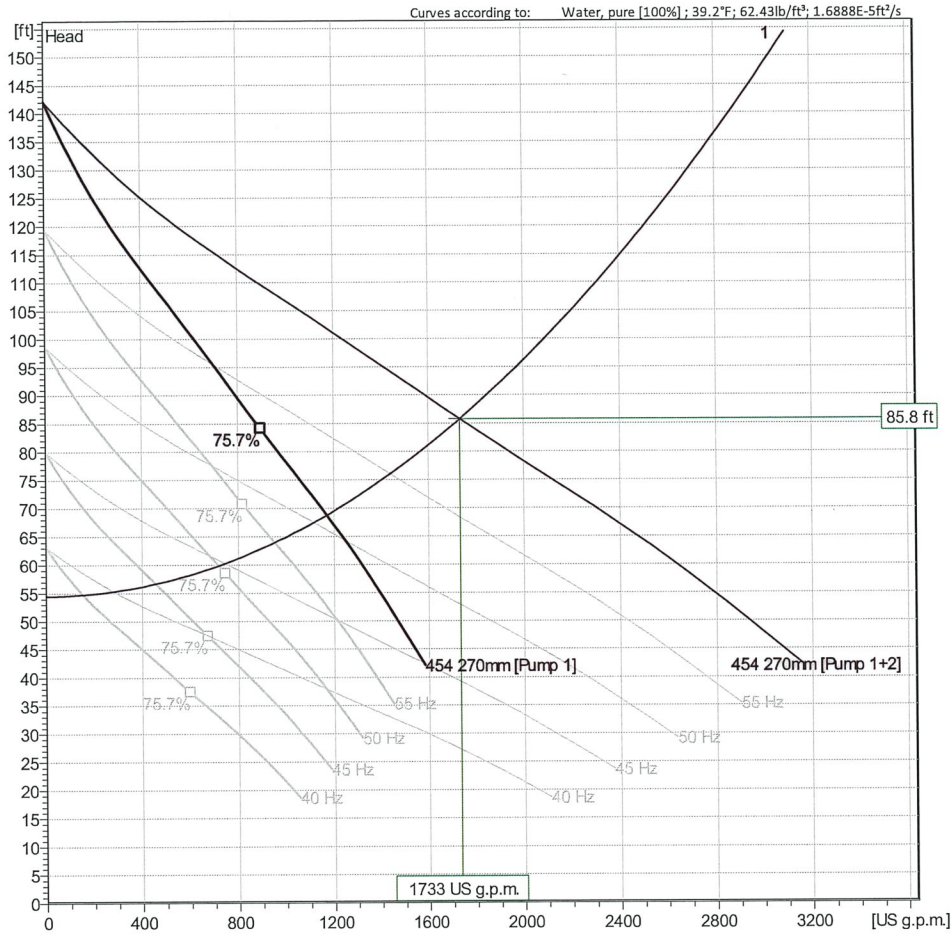
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Last update

NP 3171 HT 3~454

VFD Analysis



Operating Characteristics

Pumps / Systems	Frequency	Flow	Head	Shaft power	Flow	Head	Shaft power	Hydr.eff.	Specific Energy	NPSHre
1 / 1	60 Hz	1170 US g.p.m.	68.8 ft	28 hp	1170 US g.p.m.	68.8 ft	28 hp	72.8 %	332 kWh/US M	21.5 ft
1 / 1	55 Hz	953 US g.p.m.	64 ft	20.6 hp	953 US g.p.m.	64 ft	20.6 hp	74.9 %	296 kWh/US M	16.5 ft
1 / 1	50 Hz	716 US g.p.m.	59.8 ft	14.3 hp	716 US g.p.m.	59.8 ft	14.3 hp	75.6 %	275 kWh/US M	13 ft
1 / 1	45 Hz	456 US g.p.m.	56.7 ft	9.18 hp	456 US g.p.m.	56.7 ft	9.18 hp	71.2 %	281 kWh/US M	11.3 ft
1 / 1	40 Hz	153 US g.p.m.	54.7 ft	4.86 hp	153 US g.p.m.	54.7 ft	4.86 hp	43.5 %	474 kWh/US M	10.6 ft

Project

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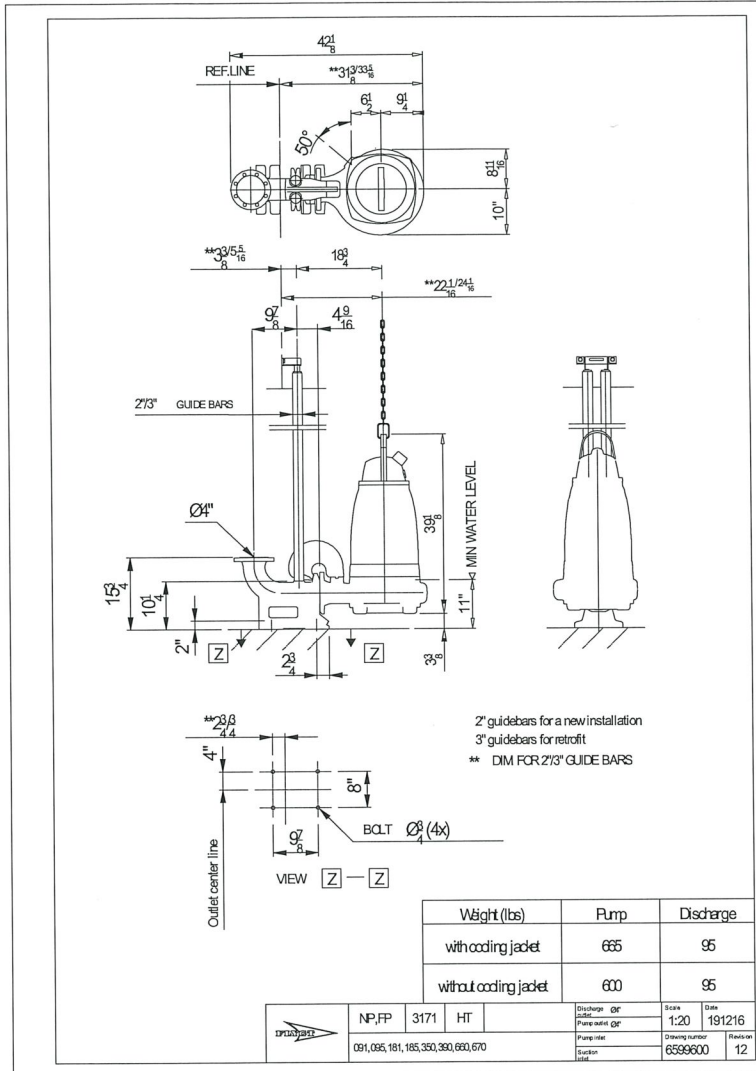
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Dimensional drawing



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What is New?

The definition of the new standard is below:

Table 2: New HI Standards

Test parameter		Grade1			Grade2		Grade3	<10kW
		Defined as 10% flow and 6% TDH			Defined as 16% flow and 10% TDH		Defined as 18% flow and 14% TDH	Defined as 20% flow and 16% TDH
HI Test Terms		1B	1E	1U	2B	2U	3B	<10kW B
Rate of flow	Required	±5%		10%	±8%	16%	±9%	±10%
Total head	Required	±3%		6%	±5%	10%	±7%	±8%
Power	Optional	4%		10%	8%	16%	9%	+ $\sqrt{7^2 + t_{\eta}^2} \%$
Efficiency	Optional	-3%	0%		-5%		-7%	- $\left[10 \left(1 - \frac{P_2}{10} + 7\right)\right] \%$

One of the reasons to revise the standard was that the average pump selected according to HI level A was over-specified only allowing for positive unilateral tolerance, hence resulting in higher power consumption. Except for grade 1U and 2U that are bilateral, all the other grades are unilateral.

In addition, options to specify power and/or efficiency have been introduced where Grade 1E and 1U are not allowing for any negative tolerances for the efficiency.

Tolerance Limits for Small Pumps (1.3-13 hp)

For pumps below 13 hp, bilateral tolerance limits apply according to that below:

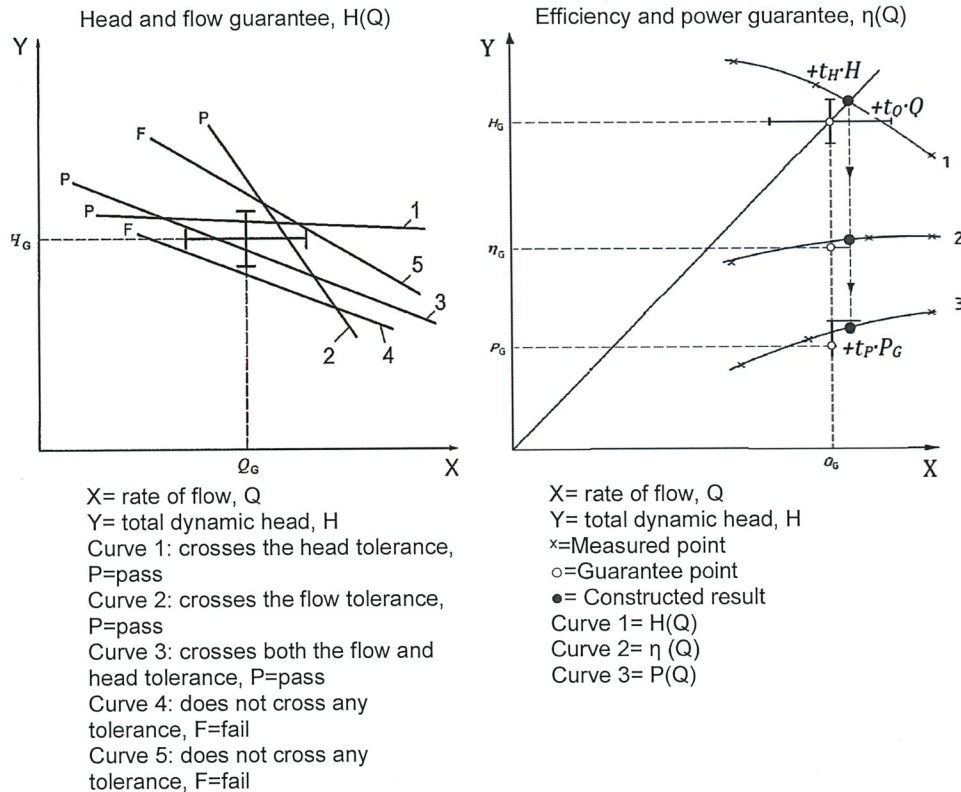
Flow rate: $\pm 10\%$

Total head: $\pm 8\%$

Evaluation of Test Result

In Figure 2 below, the evaluation of the test result for a bilateral guarantee point is described. To pass, the tested curve has to fall inside the tolerance limits i.e. cross any of the tolerance lines. The duty point efficiency and power will be constructed (defined) at the flow rate where the line of origin goes thru the guarantee point and crosses the tested curve. The evaluation of a unilateral guarantee point follows the same pattern with the exception that no negative tolerances are allowed.

Figure 2: Evaluation of test results with bilateral tolerances



Recommended Grade Levels for Different Applications

In addition to the new standard, a default acceptance grade table was developed with the advised grade level for various different applications.

Table 4: HI Testing Grades by End User Types

Application		Shaft power of pump, P_2	
		>10 kW and ≤100 kW	>100 kW
Municipal water applications		2B	1B
Municipal wastewater applications		2B	1B
Drainage pumps		3B	2B
Electrical power industry		1B	1B
Oil and gas industry	Pumps in accordance with ISO 13709	1B	1B
	Water Injection	N/A ^a	1B
Marine application		1B	1B
Chemical industry		2B	2B
Cooling tower applications		2B	2B
Pulp and paper applications		2B	2B
Slurry applications		3B	3B
General industry applications		3B	2B
Irrigation applications		3B	2B

^a N/A – not applicable.



Example Test Report

Product

Serial no	Performance curve No.		Motor module/type		Voltage (V)
153.830	2020001		100		460
Base module	Impeller No	Impeller module	Motorcode	Imp.diam/Blade angle	Water temperature (°C)
78	699 26 57	276	21-18-2KE	158	22.2

Test Results

(Measuring values are test speed corrected, using the affinity laws, to nominal speed at 60.0 Hz.)

Pump total head H (ft)	Volume rate of flow Q (USGPM)	Motor input power P (kW)	Voltage U (V)	Current I (A)	Overall Efficiency η (%)
171.52	0.00	10.34	465.6	14.8	0.0
141.68	116.94	10.30	465.9	14.7	30.3
105.88	290.53	11.13	465.3	15.7	52.1
84.54	404.27	11.45	464.7	16.1	56.3
43.62	595.30	11.19	464.8	15.8	43.8

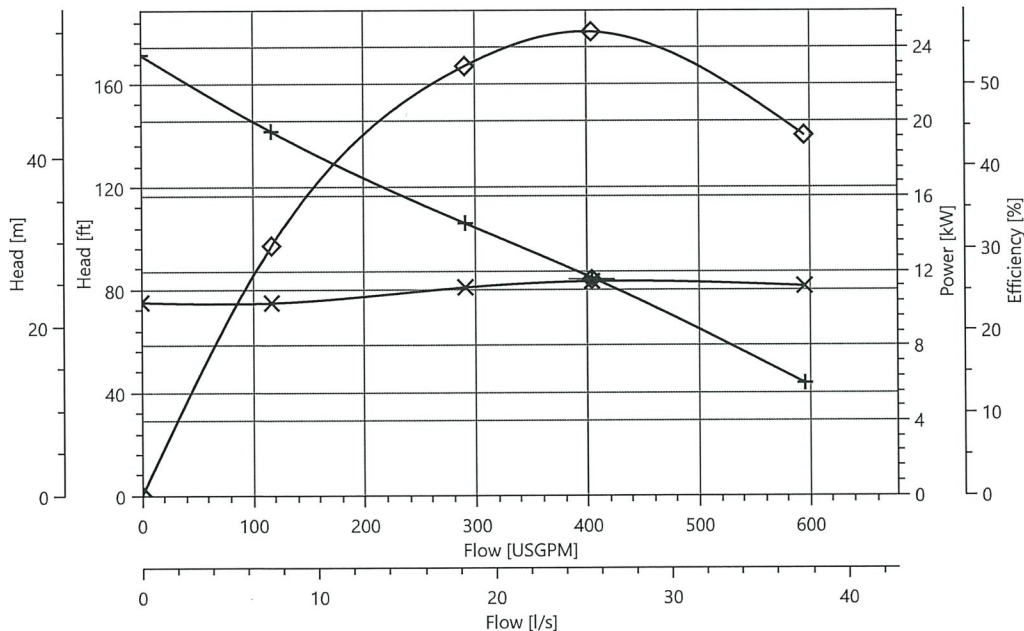
Duty Points, Required (Measured H and Q)					Duty Points, Evaluated				Approved
H (ft)	Q (USGPM)	P (kW)	E (%)	Tolerance	H (ft)	Q (USGPM)	P (kW)	E (%)	Result
84 (84.60)	404 (407.03)	0	0	HI GRADE 1B	84.31	405.47			OK
Accepted after		Test facility	Test date	Time	Chief tester				
UL 11.6.2012 GRADE 1B		Emmaboda, Sweden LS2	2020-03-04	18:31	N/A				

ORDERNR 363926 POS 1

Plotting Test Results Measured point: + = Q/H
X = Q/P

Calculated point: $\diamond$ = Q/ETA overall

1





WARRANTY

Xylem Water Solutions USA, Inc.

For the period defined, Xylem Water Solutions USA, Inc. offers a commercial warranty to the original End Purchaser against defects in workmanship and material on Flygt Products. Warranty covers Flygt parts and labor as outlined in

ADDENDUM – A.

COVERAGE:

Xylem Water Solutions USA, Inc. will pay the cost of parts and labor during the warranty period, provided that the Flygt product, with cable attached, is returned prepaid to a Xylem Water Solutions USA, Inc. Authorized Service Facility for Flygt Product repairs. Coverage for Flygt parts and labor will be provided for the period shown in **ADDENDUM - A.** The warranty period will begin from date of shipment or date of a valid Start-up (For permanently installed pumps only). In cases where the Start-up date is used as the beginning of the warranty on a permanently installed Flygt pump, a Start-up Report completed by an approved service technician from a Xylem Water Solutions USA, Inc. Authorized Service Facility for Flygt products must be received by the Xylem Water Solutions USA, Inc. Area Service Manager for Flygt Products within thirty (30) days of the initial onset of the unit placed into service. If not received, the beginning of the warranty coverage will default to the Flygt product ship date. A Start-up for a permanently installed Flygt pump must occur within one (1) year from the date of shipment from a Xylem Water Solutions USA, Inc. authorized facility for Flygt Products or warranty will automatically default to ship date as start of warranty. (See **STORAGE** section) When using the start-up date as the beginning of the warranty, a copy of the Start-up Report will be required to support any Warranty Claims. Warranty on Flygt Dewatering pumps will begin with ship date only. No other date on Flygt Dewatering pumps will be considered.

Xylem Water Solutions USA, Inc.'s sole obligation under this Warranty for Flygt Products shall be to replace, repair or grant credit for Flygt Products upon Xylem Water Solutions USA, Inc.'s exclusive determination that the Flygt Product does not conform to the above warranty. In the event that the Flygt product is replaced, warranty on the replacement product will be equal to the balance remaining on the original product or ninety (90) days, whichever is greater.

MISUSE:

This Warranty shall not apply to any Flygt product or part of Flygt product which (i) has been subjected to misuse, misapplication, accident, alteration, neglect, or physical damage (ii) has been installed, operated, used and/or maintained in a manner which is in an application that is contrary to Xylem Water Solutions USA, Inc.'s printed instructions as it pertains to installation, operation and maintenance of Flygt Products, including but without limitation to (iii) operation of equipment without being connected to monitoring devices supplied with specific products for protection; or (iv) damaged due to a defective power supply, improper electrical protection, faulty installation or repair, ordinary wear and tear, corrosion or chemical attack, an act of God, an act of war or by an act of terrorism; or (v) has been damaged resulting from the use of accessory equipment not sold by Xylem Water Solutions USA, Inc. or not approved by Xylem Water Solutions USA, Inc. in connection with Flygt products.

WEAR PARTS:

This warranty does not cover costs for standard and/or scheduled maintenance performed, nor does it cover Flygt parts that, by virtue of their operation, require replacement through normal wear (aka: Wear Parts), unless a defect in material or workmanship can be determined by Xylem Water Solutions USA, Inc.. Wear Parts are defined as Cutters, Cutting Plates, Impellers, Agitators, Diffusers, Wear Rings (Stationary or Rotating), Volutes (when used in an abrasive environment), oil, grease, cooling fluids and/or any items deemed necessary to perform and meet the requirements of normal maintenance on all Flygt equipment.





WARRANTY

Xylem Water Solutions USA, Inc.

DISCLAIMERS:

(i) Xylem Water Solutions USA, Inc.'s warranties are null and void when Flygt Products are exported outside of the United States of America without the knowledge and written consent of Xylem Water Solutions USA, Inc.; (ii) Xylem Water Solutions USA, Inc. makes no independent warranty or representation with respect to parts or products manufactured by others and provided by Xylem Water Solutions USA, Inc. (however, Xylem Water Solutions USA, Inc. will extend to the Purchaser any warranty received from Xylem Water Solutions USA, Inc.'s supplier for such parts or products).

LIMITATIONS:

XYLEM WATER SOLUTIONS USA, INC. NEITHER ASSUMES, NOR AUTHORIZES ANY PERSON OR COMPANY TO ASSUME FOR XYLEM WATER SOLUTIONS USA, INC., ANY OTHER OBLIGATION IN CONNECTION WITH THE SALE OF ITS FLYGT EQUIPMENT. ANY ENLARGEMENT OR MODIFICATION OF THIS WARRANTY BY A FLYGT PRODUCT DISTRIBUTOR, OR OTHER SELLING AGENT SHALL BECOME THE EXCLUSIVE RESPONSIBILITY OF SUCH ENTITY.

THE FOREGOING WARRANTY IS EXCLUSIVE AND IN LIEU OF ANY AND ALL OTHER EXPRESS OR IMPLIED WARRANTIES, GUARANTEES, CONDITIONS OR TERMS OF WHATEVER NATURE RELATING TO FLYGT PRODUCT(S), INCLUDING AND WITHOUT LIMITATION ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE WHICH ARE HEREBY EXPRESSLY DISCLAIMED AND EXCLUDED. PURCHASER'S EXCLUSIVE REMEDY AND XYLEM WATER SOLUTIONS USA, INC.'S AGGREGATE LIABILITY FOR BREACH OF ANY OF THE FOREGOING WARRANTIES IS LIMITED TO REPAIRING OR REPLACING FLYGT PRODUCTS AND SHALL IN ALL CASES BE LIMITED TO THE AMOUNT PAID BY THE PURCHASER HEREUNDER. IN NO EVENT IS XYLEM WATER SOLUTIONS USA, INC. LIABLE FOR ANY OTHER FORM OF DAMAGES, WHETHER DIRECT, INDIRECT, LIQUIDATED, INCIDENTAL, CONSEQUENTIAL, PUNITIVE, EXEMPLARY OR SPECIAL DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF USE, LOSS OF PROFIT, LOSS OF ANTICIPATED SAVINGS OR REVENUE, LOSS OF INCOME, LOSS OF BUSINESS, LOSS OF PRODUCTION, LOSS OF OPPORTUNITY OR LOSS OF REPUTATION.

XYLEM WATER SOLUTIONS USA, INC. WILL NOT BE HELD RESPONSIBLE FOR TRAVEL EXPENSES, RENTED EQUIPMENT, OUTSIDE CONTRACTOR'S FEES, OR ANY EXPENSES ASSOCIATED WITH A FLYGT PRODUCT REPAIR SHOP NOT AUTHORIZED BY XYLEM WATER SOLUTIONS USA, INC. U.S.A., INC. REIMBURSEMENT COSTS FOR CRANES AND/OR ANY SPECIAL EQUIPMENT USED IN CONJUNCTION FOR THE REMOVAL AND/OR REINSTALLATION OF ANY FLYGT EQUIPMENT IS NOT COVERED UNDER THIS WARRANTY.

ANY UNAUTHORIZED ALTERATIONS TO SUPPLIED FLYGT EQUIPMENT USED WITHOUT XYLEM WATER SOLUTIONS USA, INC. SUPPLIED FLYGT BRAND CABLE OR CONTROLS WILL NOT BE COVERED UNDER THIS WARRANTY, UNLESS IT CAN BE PROVEN SUCH ANCILLARY EQUIPMENT IS SUITABLE FOR THE PURPOSE AND EQUAL TO XYLEM WATER SOLUTIONS USA, INC. SUPPLIED FLYGT BRAND CABLES OR CONTROLS THAT WOULD ORIGINALLY HAVE BEEN SUPPLIED WITH THE TYPE OF EQUIPMENT IN USE.

REQUIREMENTS:

A copy of Electrical System Schematics of the Control used (including a Control's Bill of Material) could be required to support a Warranty Claim when a non Flygt Brand Control is used. In addition, a written record, hereby known as "the log", will be associated with each unit serial number and must be maintained by the organization having product maintenance responsibility. The log must record each preventative maintenance activity and any repair activity during the life of the warranty or verification that a Xylem Water Solutions USA, Inc. authorized Service Contract for Flygt Products is in force and must be available for review and/or auditing. Failure to meet these conditions could render this warrant null and void. Such logs could be required to determine warranty coverage.





WARRANTY

Xylem Water Solutions USA, Inc.

STORAGE:

Should a delay occur between ship date and the date of start-up, maintenance as outlined in Xylem Water Solutions USA, Inc.'s Care & Maintenance Manual for Flygt Products must be performed by the "CONTRACTOR" and/or "OWNER" during any such period of storage. Documentation providing proof and outlining what maintenance was performed must be provided to Xylem Water Solutions USA, Inc. or its Flygt Products representative within thirty (30) days of said maintenance, or the Xylem Water Solutions USA, Inc. warranty for Flygt Products could be considered void.

CONTROLS:

Warranty coverage for permanently installed controls will start for the end purchaser on the date of shipment. This warranty does not apply to controls that have been damaged due to a defective and/or improper input power supply, improper electrical protection, accidental damage, improper or unauthorized installation and/or repair, unauthorized alteration, negligence, environmental corrosion or chemical attack, improper maintenance or storage of control, any act of God, an act of war, an act of terrorism or damage resulting from the use of accessory equipment not approved by Xylem Water Solutions USA, Inc.. Further, this warranty does not apply in the event an adjustment is found to correct the alleged defect.

Solid state devices will be covered for a period of one (1) year. Electrical control panels containing controllers, PLC's, drives, soft starts, and other computerized equipment will require Transient Voltage Surge Suppression (TVSS) protection in order to satisfy the requirements of this warranty. The protection equipment associated with the control must be kept in working condition during the life of the warranty. Auxiliary equipment supplied with the control (air-conditioners etc.) is limited by the respective original equipment manufacturer's warranty offered. Consumable items such as: light bulbs, fuses, and relays are covered under normal operating conditions. Electrical surges experienced during startups and/or during normal operating use of the control panel will cause the consumable items not to be covered under this warranty policy. Components not supplied by Xylem Water Solutions USA, Inc. will not be covered by this warranty.

TOP (The Optimum Pump Station)

Xylem Water Solutions USA, Inc. will warrant the Flygt TOP pre-engineered fiberglass pump station components against defects in material and workmanship for a period of one (1) year from date of start-up or eighteen (18) months from date of shipment and is valid only to the original owner of the station. Warranty shall cover the cost of labor and materials required to correct any warrantable defect, excluding any removal and reinstallation costs, FOB Xylem Water Solutions USA, Inc.'s authorized warranty service location for Flygt's TOP.

Flygt Products contained within a TOP pre-engineered fiberglass pump station will carry the standard Xylem Water Solutions USA, Inc. warranty for Flygt products and/or accessories installed in the TOP pre-engineered fiberglass pump station.

All Flygt Product restrictions and/or limitations as outlined and described within the context of this warranty are germane to all sections of this Xylem Water Solutions USA, Inc. Warranty document.

Xylem Water Solutions USA, Inc.
National Quality Assurance - US Corporate



Ver. 14 -03161

WARRANTY
Xylem Water Solutions USA, Inc



ADDENDUM A - Warranty Coverage by Product

PRODUCT	PRODUCT SERIES AND CONFIGURATION	WARRANTY COVERAGE (Months)							
		1-12	13-18	19-24	25-36	37-39	40-48	49-60	61-84
Axial Flow / Mixed Flow / Centrifugal Pumps & Mixers	3000 Series (CP, NP, DP, CT, NT, CZ, NZ, LL) 4000 Series (SR, PP) 7000 Series (PL)	100%			50%			25%	
Concertor Pumping System	6000 Series (N, DP, IPS, XPC)	100%			50%			25%	
	6000 Series w/ IPS or XPC Panels (w/ 1 year purchase of Flygt Cloud and built in i2r)	100%			50%			25%	
ETO Electrical Control Panels	Engineered to Order, Xylem Manufactured Control Panels (permanently installed) - 3 Years	100%	LIMITED 100%						
Grinder Pumps	3000 Series (MP, MF, MH)	100% (From Ship Date)			100% (from manufacture date)				
Abrasion/Corrosion Resistant & Chopper Pumps	3000 Series (FP, FS, FT, HP, HS) 5000 Series (HP, HS)	100%							
	8000.280Series (DP, DZ, DT, DS, DF)								
Centrifugal Pumps	1300 Series	100%							
Dewatering Pumps	2000 Series (BS, KS) 3000 Series (CS, NS, DS)	100% (From Ship Date)							
	8000.280 Series (DS, DF)								
TOPS	Fiberglass Pump Station	100% (From Ship Date)							
Accessories	Permanent / Portable	100% (From Ship Date)							
Hydroejectors/Aerators	HE, JA	100%							
Portable Pump Controls	Control Boxes (Nolta,MSHA etc.)	100% (From Ship Date)							
TOPS Control Panels	TOPS controlpanels (permanently installed)	100% (From Ship Date)							
Small Pumps	3045, 3057,SX	100% (From Ship Date)							
Parts	All new Flygt parts (mechanical& electrical)	100% (From Ship Date)			NOTE: Parts that fail where used in a repair are warranted for one (1) year from the date of the repair for the failed part only – no labor; This Includes Flygt pumpcontrollers, Flygt supervision equipment, Flygt submersible level transducers, etc.				
Monitoring & Control	Multismart Pump Station Manager and Operating System				100 (From Ship Date)				
	Flygy Probes (excluding the DuoProbe)				100 (From Ship Date)				
	All other Xylem M&C Products	100% (From Ship Date)							

WHITNEY EQUIPMENT CO., INC.
WOODINVILLE, WA
STANDARD CONDITIONS OF SALE

These are Whitney Equipment Co., Inc., the Seller, Standard Terms and Conditions and the basis of our offer to the Buyer, unless specifically altered in writing as permitted herein. Any changes may affect the quoted price. These Standard Terms and Conditions and the bid quote, purchase order, or other order form to which they are attached (the "Bid Quote") form a contract between Buyer and Seller for the sale of products described in the Bid Quote (the "Contract").

ACCEPTANCE: Submission of this Contract to Buyer constitutes Seller's offer to the Buyer and on acceptance becomes a binding contract on the terms set forth herein. Buyer's acceptance is expressly limited to the terms of this Contract. Seller rejects all terms included in any response by the Buyer to this Contract that are in conflict with, inconsistent with, or in addition to the terms and conditions contained herein. But if a conflict arises between the terms of a purchase order first issued by Buyer and the terms of this Contract, the terms of this Contract shall take precedence.

ENTIRE AGREEMENT: The Contract comprises the entire agreement between the Buyer and the Seller, and supersedes all prior or contemporaneous understandings, agreements, negotiations, representations and warranties, and communications, both written and oral. This Contract prevails over any terms and conditions of purchase provided by Buyer, regardless whether or when the Buyer has submitted its purchase order or such terms. In addition implied terms and conditions from the Buyer's contracts with other entities are not valid or enforceable with respect to this Contract. Fulfillment of the Buyer's order does not constitute acceptance of any of Buyer's terms and conditions and does not serve to modify or amend this Contract.

GOVERNING LAWS: Seller will comply with all laws applicable to Seller during sale of the products. Buyer will comply with all laws applicable to Buyer during operation or use of the products. The laws of the State of Washington shall govern the validity, interpretation and enforcement of any order of which these provisions are a part, without giving effect to any rules governing the conflict of laws. Assignment may be made only with written consent of both parties. Buyer shall be liable to the Seller for any attorney's fees and costs incurred by Seller in enforcing any of its rights hereunder. Unless otherwise specified, any reference to Buyer's order is for identification only.

JURISDICTION AND VENUE: Any legal suit, action or proceeding arising out of relating to this Contract shall be commenced in federal or state court located King County, Washington and Seller and Buyer (i) irrevocably submit to the exclusive jurisdiction and venue of any such court in any such suit, action or proceeding and (ii) irrevocably waive (to the extent permitted by applicable law) any objection which they now or hereafter may have to the laying of venue of any such action or proceeding brought in any of the foregoing courts in and of the State of Washington, and any objection on the ground that any such action or proceeding in any such court has been brought in an inconvenient forum.

ATTORNEYS FEES AND EXPERT COSTS: The prevailing party in any legal suit, action, or proceeding arising out of relating to the Contract shall be awarded its reasonable attorneys' fees and experts costs.

WARRANTY:

THE SELLER MAKES NO WARRANTIES ON ANY PRODUCTS OR SERVICES PROVIDED UNDER THIS CONTRACT, INCLUDING ANY (A) WARRANTY OF MERCHANTABILITY, (B) WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE, OR (C) WARRANTY AGAINST INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS OF A THIRD PARTY, WHETHER EXPRESS OR IMPLIED BY LAW, COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OF TRADE OR OTHERWISE. BUT THE BUYER SHALL RECEIVE WARRANTIES, IF ANY, PROVIDED BY THE MANUFACTURER OF THE PRODUCTS SOLD UNDER THIS CONTRACT. THE SELLER IS EXPRESSLY EXCLUDED FROM ANY WARRANTY AND ALL CHARGES, FOR LABOR, INSTALLATION, REMOVAL, REPAIR, REINSTALLATION, SHIPPING, UTILITIES, EQUIPMENT RENTAL, OTHER REQUIRED MATERIALS, OR ANY OTHER ITEMS. THE PARTIES AGREE THAT THE BUYER'S SOLE AND EXCLUSIVE REMEDIES SHALL BE AGAINST THE PRODUCT MANUFACTURER AS PROVIDED HEREIN. THE BUYER AGREES THAT NO OTHER REMEDY (INCLUDING, BUT NOT LIMITED TO, INCIDENTAL OR CONSEQUENTIAL DAMAGES FOR LOST PROFITS, LOST SALES, DOWNTIME, OPERATING OR MAINTENANCE COSTS, INJURY TO PERSONS OR PROPERTY, OR ANY OTHER SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL LOSS) SHALL BE AVAILABLE TO BUYER. BUYER SHALL FOLLOW ALL STORAGE, OPERATION, AND MAINTENANCE PROCEDURES SPECIFIED BY THE MANUFACTURER FOR WARRANTY COVERAGE, FAILURE TO FOLLOW THESE PROCEDURES INCLUDING DOCUMENTATION MAY RESULT IN LOSS OF WARRANTY COVERAGE.

TAXES: Seller does not include any Federal, State, City, County, or other sales, custom duties, or taxes such as sales, use, excise, retailer's, occupation or similar taxes and fees, in the Contract Price unless otherwise explicitly stated in writing. Any taxes not included in the Bid Quote will be added to the Contract Price. In lieu of paying such taxes to the Seller, the Buyer may furnish the Seller with a Tax Exemption Certificate or other legal and appropriate taxing authorities at any time.

PAYMENT TERMS: All quotations or proposals are in US Dollars unless explicitly stated otherwise in writing. Seller shall submit invoices for payment to Buyer for percentages of the Contract Price as described in Bid Quote. Buyer must pay all invoices submitted by Seller no later than 30 days after the date of the invoice. If the shipment is delayed by the Buyer, date of readiness for shipment shall be deemed the date of shipment for payment purposes. The Seller may require advance payment or a certificate of deposit, or may otherwise modify credit terms, should the Buyer's credit standing not meet the Seller's requirements. A service charge of 2.5% per month on the unpaid balance will be charged on all overdue monies payable. Buyer shall not assign or transfer their contract or any interest in it, or monies payable under it, without the written consent of Seller and any assignment made without such consent shall be null and void. Buyer agrees to pay all collection costs and costs of suit, including reasonable attorney fees, in the event Seller institutes collection action for overdue account. Seller expressly reserves all available lien rights in connection with any transaction between the parties. Unless explicitly agreed upon in writing, retainage against the contract amount is not allowed. The Seller reserves the right to re-possess all equipment that is not paid for in full per this Contract's payment terms.

CREDIT CARD PAYMENTS: All credit card payments will require an additional 2% surcharge in addition to the Contract Price listed in the Contract. All credit card payments over \$5000.00 require written pre-approval by the Seller prior to processing; approval is not guaranteed.

CREDIT: Buyer is required to provide all necessary credit information to Seller with each order, including bank reference, bonding company, or other necessary information with complete names, addresses, phone numbers, personal references, and account and bond numbers. The Seller will determine, in its sole discretion, what is acceptable and what credit rating is required for the Seller to allow a purchase on credit.

PRICE: The prices specified are in U.S. currency, payable free of all expense to the Seller for collection charges.

STARTUP PAYMENTS: If startup services are included in this Contract, the pre-agreed upon payment amount shall be due when startup is complete. If startup is delayed more than 90 days after equipment delivery, payment for startup shall be due 90 days after equipment delivery prior to the startup occurring. Delaying in paying this portion of the contract is subject to the PAYMENT TERMS above.

SHIPMENTS AND DELIVERY: Delivery and shipping times are Seller's best estimate and do not include product approval time or order processing time. Seller is not liable for any damages, fees, costs, expenses or penalties arising from (1) loss of or damage to product in transit or (2) delays in shipping or delivery of the product, including all delays caused by an accident; riots; insurrections; national emergency; labor disputes of every kind however caused; embargoes; non-delivery by suppliers; delays of carriers or postal authorities; or governmental restrictions, prohibitions, or requirements. Seller may, in its sole discretion, without liability or penalty, make partial shipments of products to Buyer. Each shipment will constitute a separate sale, and Buyer shall pay for the units shipped whether such shipment is in whole or partial fulfillment of Buyer's order. Cost of handling and freight is only included when it is explicitly listed in this Contract.

NON-DELIVERY: The quantity of any installment of products as recorded by Seller on dispatch from Seller's place of business is conclusive evidence of the quantity received by Buyer on delivery unless Buyer can provide conclusive evidence proving the contrary. Any liability of Seller for non-delivery of the products shall be limited to replacing the products within a reasonable time or adjusting the invoice respecting such products to reflect the actual quantity delivered.

APPROVALS: Buyer is responsible for obtaining approval on products from project owners and engineers. The Seller represents only that products are as described in this Contract. The Seller does not warrant that the products described will be approved or otherwise satisfactory to project owners or engineers, or that products meet project specifications. Seller does not guarantee compliance with any codes or laws unless explicitly stated in this Contract. Performance of the overall system that incorporates the products is not guaranteed.

OCCUPATIONAL SAFETY AND HEALTH ACT of 1970 – Seller does not warrant or represent that any of Seller's products by themselves or in a system or with other equipment will conform to or comply with the provisions of the Occupational Safety and Health Act of 1970 and the standards and regulations issued thereunder, or any other federal, state, or local law or regulation of the same or similar nature.

LIMITATION OF LIABILITY - NEITHER SELLER, NOR ITS SUPPLIERS SHALL BE LIABLE, WHETHER IN CONTRACT, WARRANTY, FAILURE OF A REMEDY TO ACHIEVE ITS INTENDED OR ESSENTIAL PURPOSES, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY, FOR LOSS OF USE, REVENUE OR PROFIT, OR FOR COSTS OF CAPITAL OR OF SUBSTITUTE USE OR PERFORMANCE, OR FOR INDIRECT, SPECIAL, LIQUIDATED, INCIDENTAL OR CONSEQUENTIAL DAMAGES, OR FOR ANY OTHER LOSS OR COST OF A SIMILAR TYPE, OR FOR CLAIMS BY BUYER FOR DAMAGES OF BUYER'S CUSTOMERS. SELLER'S AGGREGATE LIABILITY ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL NOT EXCEED THE CONTRACT PRICE, PROVIDED HOWEVER, IF THE BID QUOTE INCLUDES FIELD OR STARTUP SERVICE, SELLER'S LIABILITY FOR SAID SERVICES SHALL BE LIMITED TO THE VALUE OF THE SERVICES. BUYER AND SELLER AGREE THAT THE EXCLUSIONS AND LIMITATIONS SET FORTH IN THIS ARTICLE ARE SEPARATE AND INDEPENDENT FROM ANY REMEDIES WHICH BUYER MAY HAVE HEREUNDER AND SHALL BE GIVEN FULL FORCE AND EFFECT REGARDLESS OF WHETHER ANY OR ALL SUCH REMEDIES SHALL BE DEEMED TO HAVE FAILED OF THEIR ESSENTIAL PURPOSE.

STORAGE – If for any reason Buyer fails to accept products that have been delivered by Seller, or if Seller is unable to deliver the products because Buyer has not provided appropriate instructions, documents, licenses or authorizations, then Seller may place the products in storage at Buyer's cost and expense, which includes the cost of storage, shipping fees, insurance and other incidental expenses. The Buyer carries risk of loss for products in storage.

TITLE - Title to the products and risk of loss or damage passes to Buyer upon delivery of the products at the Point of Delivery listed in the Bid Quote. As collateral security for the payment of the Contract Price for the products, Buyer hereby grants to Seller a lien on and security interest in and to all of the right, title and interest of Buyer in, to, and under the products, wherever located, and whether now existing or hereafter arising or acquired from time to time, and in all accessions thereto and replacements or modifications thereof, as well as all proceeds (including insurance proceeds) of the foregoing. The security interest granted under this provision constitutes a purchase money security interest under the Washington Uniform Commercial Code. Buyer agrees to perform all additional acts necessary to perfect and maintain said security interest.

INSURANCE: Buyer shall, at its own expense, purchase, maintain and carry adequate insurance for the products to protect against loss or damage from any external cause, including losses from fire, wind, water or other causes. Insurance coverage must be maintained with insurance companies legally authorized to do business where said products are located in an amount at least equal to the value of said products until the products are accepted and paid for in full. Upon Seller's request, Buyer shall provide Seller with a certificate of insurance from Buyer's insurer evidencing the insurance coverage that is satisfactory to Seller. The certificate of insurance must name Seller as an additional insured. In no case does the Contract Price, even if inclusive of freight, cover the cost of insurance beyond the Point of Delivery specified in the Bid Quote]

CANCELLATION: The Buyer may cancel its order only upon written notice, and in turn will make payment to Seller of reasonable cancellation charges specified by Seller.

ORAL STATEMENTS: The Seller's personnel may have made oral statements about the products described in this Contract during the sales process. Such statements do not constitute warranties or guarantees, and shall not be relied on by the Buyer. The entire contract is embodied in this writing. This writing constitutes the final expression of the parties' agreement, and it is a complete and exclusive statement of the terms of that agreement.

CHANGES: Seller reserve the right to make changes and to substitute other material as needed to make shipments and fulfill orders under this Contract.

ERRORS: Seller reserves the right to correct clerical or stenographic errors or omissions.

STATUTE OF LIMITATIONS - To the extent permitted by applicable law, any lawsuit for breach of contract, including breach of warranty, arising out of the transactions covered by this order, must be commenced by the Buyer not later than twelve (12) months from the delivery of Seller's Products or the last day Seller performed any services, whichever is earlier.

INSPECTION: Buyer shall inspect Seller's Products upon receipt, and if Buyer's inspection reveals any defects in the Products, Buyer shall notify the Seller within three (3) days after receipt of the Products of any claim Buyer might have concerning such defects in the Products discovered by Buyer. Buyer's failure to notify Seller within such a three (3) day period shall constitute a waiver by Buyer of all claims covering such defects in the Products. It is the Buyer's responsibility to inspect for shipping damage upon delivery and to initiate a damage claim with the freight carrier. Damage occurring in-transit by the freight carrier must be claimed by the Buyer, and is not the Seller's responsibility.

NOT INCLUDED: Seller does not include any item not specifically listed as included. References to specifications and drawings in the Scope of Supply section of the Bid Quote does not indicate that all items in those documents are included in the Scope of Supply. Unless clearly included in this Contract, engineering and design services are not included in this Contract.

FREIGHT: Prices quoted are F.O.B. point of manufacture and do not include freight unless specifically listed as included. Title passed to the Buyer at the Point of Delivery listed in the Bid Quote and all freight claims are the responsibility of the Buyer.

BACKCHARGES will not be accepted unless approved by Seller, in writing, before any work is done.

DELAYS: Price and terms and conditions are subject to revision if manufacture is not released at time of order placement or drawings for approval are not returned within 30 days from receipt by customer, or manufacture is released and subsequently held or delayed by the customer for more than 30 days, or customer requests longer than quoted shipment. If Seller suffers delay in performance due to any cause beyond its control, including but not limited to act of God, war, pandemic, act or failure to act of government, act or omission of Buyer, fire, flood, strike or labor troubles, sabotage, or delay in obtaining from others suitable services, materials, components, equipment or transportation, the time of performance shall be extended a period of time equal to the period of the delay and its consequences. Seller will give Buyer notice in writing within a reasonable time after the Seller becomes aware of any such delay.

DECOMPOSITION AND WEAR: Decomposition by chemical action and wear caused by the presence of abrasive materials shall not constitute defects.

BUYER DATA - Timely performance is contingent upon the Buyer supplying to the Seller, when needed, all required technical information, including drawing and submittal approval, and all required commercial documentation. The Buyer shall also supply and complete all shipping delivery information, pre-delivery checklists, and pre-startup checklists in a timely manner or the overall schedule of the project may be impacted at no cost to the Seller regardless of any potential agreed upon damages.

BUYER SUPPLIED COMPONENTS - Buyer acknowledges that the products purchased by Buyer under this Contract may contain products supplied by the Buyer or supplied by a third party at the Buyer's direction ("Buyer Supplied Components"). Buyer Supplied Components are not covered by any warranty or guarantee in this Contract. For the avoidance of doubt, Seller makes no representations or warranties with respect to any Buyer Supplied Components. Seller disclaims any liability arising from Buyer Supplied Components delivered late, damaged, defective, or nonconforming. In no event shall Seller be liable for consequential, indirect, incidental, special, exemplary, punitive damages, or lost profits, arising out of or relating to late delivery of or defective Buyer Supplied Components. Subject to the terms and conditions of this Contract, Buyer shall indemnify, defend and hold harmless Seller and its representatives/officers, directors, employees, agents, affiliates, successors and permitted assigns ("Indemnified Party") against any and all losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs, or expenses of whatever kind, including attorney and expert fees, fees and costs of enforcing any right to indemnification under this Contract, and the cost of pursuing any insurance providers, incurred by Indemnified Party in a final judgment relating to any third-party claims arising from defective Buyer Supplied Components.

BERENTSEN ROOFING
PO BOX 141
College Place, WA 99324 US
509-301-6646
tyeberentsen@gmail.com



Estimate

ADDRESS

Paul Hartwig
City of College Place
625 South College Ave
College Place, Washington
99324

ESTIMATE #	DATE	
1031	11/25/2020	

Title

We hereby purpose to furnish the materials and perform the labor necessary for the completion of the following project:

STORAGE BARN/WATER TREATMENT SOUTH SIDE ONLY

Remove and dispose of existing roofing, one layer of steel roofing.
Install new 2x6 fascia board to all eaves and gables.
Install over sized eve trim that covers 2x6 fascia board.
Install painted steel, 26gauge agg panels to roof surface, over existing skip sheeting.
Install new base flashing to base of cupola.
Install new ridge cap.

PLEASE NOTE:

If there should be any rotten or damaged decking it will be replaced at an additional charge of \$65.00 per man hour, plus the cost of all materials.

Berentsen Roofing & Construction backs our work with a FIVE year workmanship guarantee!

Berentsen Roofing & Construction to supply roofing permit.

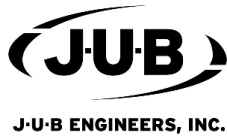
Payment to be made as follows: 50% down payment, with remaining balance to be paid upon completion of the above listed work.

SUBTOTAL	13,744.50
TAX	1,195.77
TOTAL	\$14,940.27

Accepted By

Accepted Date

Accepted By and Date



**J-U-B ENGINEERS, Inc.
AGREEMENT FOR PROFESSIONAL SERVICES**

Attachment 1 – Scope of Services, Basis of Fee, and Schedule

PROJECT NAME: Sky & 12 Water Main Replacement

CLIENT: City of College Place

J-U-B PROJECT NUMBER: 30-20-075-004

ATTACHMENT TO:

☒ **AUTHORIZATION FOR ADDITIONAL SERVICES; DATED: 1/12/2021**

The referenced Agreement for Professional Services executed between J-U-B ENGINEERS, Inc. (J-U-B) and the CLIENT is amended and supplemented to include the following provisions regarding the Scope of Services, Basis of Fee, and/or Schedule:

PART 1 - PROJECT UNDERSTANDING

J-U-B's understanding of this project's history and CLIENT's general intent and scope of the project are described as follows:

An existing 6-inch steel waterline located in the alley between SE 12th Street and SE Mountain View Dr, is in poor condition due to the age of the pipe. The pipe is bordered to the west by SE Central Ave and to the east by SE Sky Ave. Similarly, aging 6-inch steel and 8-inch asbestos cement pipe located along SE Sky Ave, between SE Scenic View Dr and SE 12th Street, is also in poor condition. The City of College Place wants to abandon the aging water pipes and replace with new ductile iron water main located along SE Mountain View Drive and SE Sky Ave. Private residences that are currently served by the 6-inch water line in the alley will need their water service rerouted towards the nearest watermain in the street adjacent to the home, and the properties restored to existing conditions.

PART 2 - SCOPE OF SERVICES BY J-U-B

J-U-B's Services under this Agreement are limited to the following tasks. Any other items necessary to plan and implement the project, including but not limited to those specifically listed in PART 3, are the responsibility of CLIENT.

A. Sub-Task 001: Project Management

1. Set up project into J-U-B's financial and record keeping systems for document retention and project controls.
2. Conduct project planning and risk assessment.
3. Coordinate quality assurance / quality control (QA/QC) processes.
4. Communicate and coordinate J-U-B team activities with kickoff and progress meetings as required.
5. Communicate and coordinate subconsultant activities under J-U-B, if necessary.
6. Regularly monitor project status, budget and schedule.
7. During periods of project activity, provide a regular report to CLIENT on project status, budget and schedule.
8. Provide a monthly invoice including budget status.
9. Provide ongoing document handling and filing.
10. Achieve paper and electronic files and records.
11. Communicate the project completion to CLIENT and other affected agencies and stakeholders, as required.
12. Close financial billing and accounting records in J-U-B's financial and record-keeping systems.

B. Sub-Task 002: QC Reviews

1. Conduct internal reviews at appropriate phases for quality control and assurance.

C. Sub-Task 003: Base Map Development

1. For this task, J-U-B will perform a topographical survey of the project area. The survey area will include:
 - a. SE Sky Avenue from the intersection of SE Scenic View Dr to the intersection with 12th St. The survey corridor will be the entire width of the right-of-way.
 - b. SE Mountain View Dr from the intersection of SE Central Ave to the intersection of SE Sky Ave. The survey corridor will be the entire width of the right-of-way
 - c. SE 12th St from the intersection of SE Central Ave to the intersection of SE Sky Ave. The survey corridor will be the entire width of the right-of-way
 - d. The alley between SE Mountain View Dr and SE 12th St from its intersection with SE Central Ave and SE Sky Ave. The survey corridor will be the entire width of the alley easement.
 - e. Assumptions:
 - i. Data collection and mapping will use a combination of terrestrial, GPS and Unmanned Aerial Surveying methods.
 - ii. This scope of work does not include private utility locates – utilities will be surveyed as marked by the providing utility from the 811 one call system.
 - iii. This scope does not include detailed parcel title research. The existing GIS shapefiles are considered accurate enough for depicting property lines for this project.
 - f. Deliverables:
 - i. File compatible with AutoCAD Civil 3D including surface, roadway centerline alignments, right-of-way lines, vertical datum, basis of bearing, and point files.

D. Sub-Task 004: Design Phase Services

For this task, J-U-B will provide Design Phase Services focused on development of construction plans and specifications depicting the work to be completed by the Contractor.

1. Client Meetings
 - a. J-U-B will prepare for and conduct workshops in order to evaluate alternatives and make decisions as part of the Design Phase.
 - i. Workshop #1 – Meeting to discuss 60% progress print.
 - b. Assumptions:
 - i. One Meeting.
 - c. Deliverables:
 - i. Meeting agenda.
 - ii. Meeting notes and action items.
2. 60% Draft Plans and Technical Specs
 - a. J-U-B will develop construction plans to the 60% progress stage. The progress print will include detailed information and all potential work call outs within City right-of-way.
 - b. J-U-B will develop a water service connection document including letter sized exhibits of each private property where water service realignment will be needed. The exhibits will be developed to the 60% progress stage and will include a proposed alignment for the new water service and all potential work call outs on the private property.
 - c. J-U-B will develop the technical specifications based upon project requirements to the 60% progress stage.
 - d. J-U-B will develop an Opinion of Probable Cost based on the work to be completed. The 60% cost opinion will include a 20% contingency.
 - e. Assumptions:

- i. City will obtain permission and/or easements to access private properties to conduct the work necessary for this project.
 - ii. Two site visits. Each private property requiring a new water service will be accessed to observe and photo document existing conditions. A determination will be made as to the least impactful water service alignment. This information will be used in the development of the private property exhibits.
 - iii. A geotechnical investigation will not be completed for this project.
 - iv. Groundwater will not be a concern for this project.
 - v. Abandonment and/or removal of asbestos cement pipe will be in accordance with all Washington State and Federal laws.
 - vi. Review/approval by WDOH is not required.
 - vii. Construction stormwater permit is not required.
 - viii. Specifications will be based on the standard 16 Division Specifications.
 - ix. Restoration of the roadways will be trench patching.
 - f. Deliverables:
 - i. 60% Construction Plan Set (Electronic in .pdf format)
 - ii. 60% Property Exhibits (Electronic in .pdf format)
 - iii. 60% Technical Specifications
 - iv. 60% Opinion of Probably Cost
3. Final Bidding Documents
- a. J-U-B will prepare final contract and bidding documents. J-U-B will incorporate comments from Client and Workshop #1 and will prepare final, bid-ready technical specifications, which are stamped and signed by the responsible engineer.
 - b. J-U-B will incorporate comments from Client and Workshop #1 and will prepare final, bid-ready construction plans, which are stamped and signed by the responsible engineer.
 - c. J-U-B will incorporate comments from Client and Workshop #1 and will prepare final, bid-ready private property exhibits, which are stamped and signed by the responsible engineer.
 - d. Assumptions:
 - i. Client will advertise the project on QuestCDN website. No hard copies of bidding documents will be required.
 - e. Deliverables:
 - i. Volume I – Bid Documents, Agreement Forms, and Specifications (Electronic copy in .pdf format, digitally signed)
 - ii. Volume II – Final Construction Plan Set (Electronic copy in .pdf format, digitally signed)
 - iii. Volume II – Final Water Service Connection Document (Electronic copy in .pdf format, digitally signed)

E. Task 005: Bid and Award Phase Services

- 1. For this task, J-U-B will:
 - a. Prepare an Advertisement for Bid for the Client to publish.
 - b. Provide construction and design professionals who worked on the project to be available in responding to contractor questions during the bidding phase.
 - c. Perform the following anticipated administrative tasks including:

- i. Advertise for and obtain bids for the work.
- ii. Maintain a record of prospective bidders to whom the bidding documents have been issued.
- iii. Schedule and conduct a pre-bid conference.
- iv. Issue addenda as appropriate to clarify, correct, or change the Bidding Documents.
- v. Determine the acceptability of subcontractors, suppliers and other individuals and entities proposed by the prospective contractors.
- vi. Coordinate and administer the Bid Opening.
- vii. Prepare Bid Tabulation Sheets.
- viii. Evaluate Bids.
- ix. Assemble Contracts for the work.
- d. Assumptions:
 - i. The bidding documents will be available through the QuestCDN website and Addenda will be uploaded as necessary. No hard copies of bidding documents will be provided.
 - ii. J-U-B will notify construction plan centers of project advertisement.
 - iii. Client will pay for the Advertisement for Bid to be published.
 - iv. Client will post the planholders list to the City's website.
 - v. In the event all bids are rejected and Client decides to rebid the project in whole or in part, the work associated with redesigning, repackaging and/or rebidding shall be considered an Additional Service.
- e. Deliverables:
 - i. Addenda – As necessary (Electronic copy in .pdf format).
 - ii. Summary of Bid tabulation.
 - iii. Recommendation of Award Letter.
 - iv. Contracts for signature.

F. Sub-Task 006: Construction Phase Services

To be Determined.

PART 3 - CLIENT-PROVIDED WORK AND ADDITIONAL SERVICES

- A. **CLIENT-Provided Work** - CLIENT is responsible for completing, or authorizing others to complete, all tasks not specifically included above in PART 2 that may be required for the project including, but not limited to:
 - 1. Access permission from private landowners – including access easements, construction easements, and permanent easements.
 - 2. Provide public involvement services.
- B. **Additional Services** - CLIENT reserves the right to add future tasks for subsequent phases or related work to the scope of services upon mutual agreement of scope, additional fees, and schedule. These future tasks, to be added by amendment at a later date as Additional Services, may include:
 - 1. Construction Phase Services.
 - 2. Assistance with easement acquisition.
 - 3. Developing legal descriptions and exhibits for easements.
 - 4. Private Utility Locates – utilities will be limited to those marked by the providing utility from the 811 One Call system

PART 4 - BASIS OF FEE AND SCHEDULE OF SERVICES

- A. CLIENT shall pay J-U-B for the identified Services in PART 2 as follows:
 - 1. For Time and Materials fees:

- a. For all services performed on the project, Client shall pay J-U-B an amount equal to the cumulative hours charged to the Project by each class of J-U-B's personnel times J-U-B's standard billing rates.
 - b. Client shall pay J-U-B for Reimbursable Expenses times a multiplier of 1.1
 - c. Client shall pay J-U-B for J-U-B's Consultants' charges times a multiplier of 1.1.
2. J-U-B may alter the distribution of compensation between individual tasks to be consistent with services actually rendered while not exceeding the total project amount.
- B. Period of Service: If the period of service for the task identified above is extended beyond 12 months, the compensation amount for J-U-B's services may be appropriately adjusted to account for salary adjustments and extended duration of project management and administrative services.
- C. CLIENT acknowledges that J-U-B will not be responsible for impacts to the schedule by actions of others over which J-U-B has no control.
- D. The following table summarizes the fees and anticipated schedule for the services identified in PART 2.

Sub-Task Number	Task Name	Fee Type	Amount	Anticipated Schedule
001	Project Management	Time and Materials (Estimated Amount Shown)	\$1,000	Concurrent with work progress
002	QC Reviews	Time and Materials (Estimated Amount Shown)	\$3,000	Concurrent with work progress
003	Base Map Development	Time and Materials (Estimated Amount Shown)	\$5,000	Draft for CLIENT review 1 month after executed contract, notice to proceed, and receipt of all required data
004	Design Phase Services	Time and Materials (Estimated Amount Shown)	\$30,000	Draft for CLIENT review 1 month after survey base map is completed
005	Bid and Award Phase Services	Time and Materials (Estimated Amount Shown)	\$5,000	Concurrent with work progress
Total:			\$44,000	

NOTE on Coronavirus and Schedule: J-U-B is committed to meeting your project schedule commitments as delineated above. As our response to the COVID-19 pandemic, J-U-B is engaging in safety procedures in help to protect clients, staff, their families, and the public. Our staff or offices may be subject to quarantine or other interruptions. Since COVID-19 impacts are beyond J-U-B's control, we are not responsible for the force majeure impacts to delivery timelines, or subsequent project delays and related claims, costs, or damages. Should circumstances related to the COVID-19 issue arise with J-U-B staff or in a J-U-B office that will impact our delivery schedule, we will notify you of the circumstances and mutually agree to a schedule adjustment.

For internal J-U-B use only:

PROJECT LOCATION (STATE): Washington

TYPE OF WORK: City

R&D: Yes

GROUP: Water/Wastewater

PROJECT DESCRIPTION(S):

1. Municipal/Utility Engineering (203)
2. Water Supply/Treatment/Distribution (W03)



**J-U-B ENGINEERS, Inc.
AGREEMENT FOR PROFESSIONAL SERVICES**

**Task Order No. 30-20-075-004
City of College Place**

DATE: 1/12/2021

PROJECT: On-Call Engineering Services

RE: Master Engineering Services Agreement between the City of College Place (CLIENT) and J-U-B ENGINEERS, Inc., (J-U-B), dated October 13, 2020.

Upon execution of this Task Order by CLIENT and J-U-B in the space provided below, this Task Order will serve as authorization for J-U-B to carry out and complete the services set forth below in accordance with the referenced Agreement between the CLIENT and J-U-B.

1. Purpose: Water main replacement per Capital Facility Plan – Sky & 12 Water Main Replacements.
2. Scope of Services: See Attachment 1 – Scope of Services, Basis of Fee, and Schedule.
3. Time for Performance of Services: See Attachment 1 – Scope of Services, Basis of Fee, and Schedule.
4. Compensation for Services: See Attachment 1 – Scope of Services, Basis of Fee, and Schedule.

SIGNATURES

CLIENT:

City of College Place

ENGINEER:

J-U-B ENGINEERS, Inc.

By: Mike Rizzitiello

Title: City Administrator, City of College Place

Date: _____

By: Alex Fazzari, P.E.

Title: Area Manager

Date: _____

City of College Place, Washington
RESOLUTION NO. 21-004

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF COLLEGE PLACE, WASHINGTON
REGARDING ADOPTION OF THE STORMWATER MANAGEMENT PROGRAM PLAN.**

Whereas, the City of College Place is a non-charter code city governed by the rules and regulations of RCW 35A; and

Whereas, Washington State began a formal water pollution program in 1945 when the Water Pollution Control Act and the first State Wastewater Discharge Permit were enacted (Ecology, 2005); and

Whereas, in 1971 Washington State enacted the Pollution Disclosure Act which required discharge owners to utilize “all known available and reasonable methods of treatment, prevention, and control” (AKART) prior to discharge regardless of the receiving or downstream water quality; and

Whereas, The Clean Water Act (CWA) was enacted under the Federal Water Pollution Control Act of 1972 with amendments in 1977. The CWA established limitations for discharge and developed water quality standards for all effluent entering water bodies; and

Whereas, Chapter 90.48 of the Revised Code of Washington (RCW) defines Ecology’s obligations and authority for administering the wastewater discharge permits; and

Whereas, as part of the 1987 amendment to the CWA, the National Pollutant Discharge Elimination System (NPDES) permit was developed. This permit was for all wastewater entering “waters of the state” whether industrial, municipal, or construction related.; and

Whereas, the NPDES Phase II permit has been expanded to include the municipal stormwater from the City of College Place. Before 2019, College Place had not been covered under an NPDES Phase II Municipal Stormwater Permit; and

Whereas, to meet NPDES Phase II compliance, the City of College Place is required to have a stormwater Management Plan (SWMP) that meets the requirements of S5 in the special conditions of the Eastern Washington Phase II Municipal Stormwater Permit (EWA PIIMSP); and

**Now therefore, it is hereby resolved by the City Council of the City of College Place,
Washington, as follows:**

Section 1: Adoption. The City of College Place hereby adopts the Stormwater Management Program Plan as shown in Exhibit 1 of this Agenda Bill along with Appendices A through K.

Section 2: Clerical Corrections. The City Clerk is 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 3: 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 12th day of January, 2021.

Attest:

Norma L. Hernández, Mayor

Lisa R. Neissl, CMC
City Clerk

Stormwater Management Plan



December 2020

Prepared for:

**City of College Place
625 S College Avenue
College Place, WA 99324**



Prepared by:

**J-U-B Engineers, Inc.
2810 W. Clearwater Avenue, Ste 201
Kennewick, WA 99336
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CITATION

J-U-B Engineers. 2020 Stormwater Management Plan Prepared
by J-U-B Engineers, Inc, Kennewick, WA December 2020.

CERTIFICATION

A portion of the technical material and data contained in this document was prepared by others (Parametrix, FCS Group) and are noted on the specific documents. J-U-B has updated the stormwater plan mainly under the Capital Improvement Projects under the supervision and direction of the undersigned, whose seal, as a professional engineer licensed to practice as such, is affixed below.



Prepared by Darral Moore, P.E.

A handwritten signature in blue ink, appearing to be 'DM', written over a horizontal line.

Approved by Name

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A USDA NRCS Soil Map Data

B Drainage Basins and Sub-Basin Information

C Outfall Inventory

D Known Problem Areas

E Equivalent Service Unit (ESU) Technical Memo

F Rate Study

G Gap Analysis

H Public Information Brochures

I Illicit Discharge Detection Elimination Plan

J Operations and Maintenance Plan

K Capital Improvements Prioritization Memorandum

1. INTRODUCTION

1.1 Water Quality History

Washington State began a formal water pollution program in 1945 when the Water Pollution Control Act and the first State Wastewater Discharge Permit were enacted (Ecology, 2005). Twenty years later the federal government adopted water quality standards under the Water Quality Act of 1965. The Water Quality Act required either state or federal authorities to show a link between discharge and a specific water quality issue, proving difficult to enforce. Therefore, in 1971 Washington State enacted the Pollution Disclosure Act which required discharge owners to utilize “all known available and reasonable methods of treatment, prevention, and control” (AKART) prior to discharge regardless of the receiving or downstream water quality.

The Clean Water Act (CWA) was enacted under the Federal Water Pollution Control Act of 1972 with amendments in 1977. The CWA established limitations for discharge and developed water quality standards for all effluent entering water bodies. The U.S. Environmental Protection Agency (EPA) contracted with Washington Department of Ecology (Ecology) in 1973 to become the first state to oversee and enforce the CWA. Chapter 90.48 of the Revised Code of Washington (RCW) defines Ecology’s obligations and authority for administering the wastewater discharge permits. Currently, Ecology oversees all portions of the CWA except lands owned by Native American Tribes and federally controlled land.

The CWA originally emphasized point source pollution such as outfalls from industrial factories and municipal sewage treatment plants but was amended in 1987 to include non-point source pollution. Stormwater and construction activities are considered non-point source pollution. As part of the 1987 amendment, the National Pollutant Discharge Elimination System (NPDES) permit was developed. This permit was for all wastewater entering “waters of the state” whether industrial, municipal, or construction related. As such, the NPDES Phase II permit has been expanded to include the municipal stormwater from the City of College Place. Before 2019, College Place had not been covered under an NPDES Phase II Municipal Stormwater Permit.

To meet NPDES Phase II compliance, the City of College Place is required to have a Stormwater Management Plan (SWMP) that meets the requirements of S5 in the special conditions of the Eastern Washington Phase II Municipal Stormwater Permit (EWA PIIMSP). The City of College Place was awarded funds from the Washington State Department of Ecology (Ecology) to prepare a SWMP under the Water Quality Combined Financial Assistance Agreement WQC-2017-CoPIED-00197 (grant agreement). This grant was later updated in December 2018 to include additional funding for stormwater mapping and additional elements for SWMP development such as an Illicit Discharge Detection and Elimination (IDDE) Plan, and an Operations and Maintenance (O & M) Plan.

1.2 Background and Overview

Stormwater is generally defined as rainfall that strikes the ground and travels across developed areas like roads, rooftops, sidewalks, lawns, and agricultural fields as runoff. This runoff can pick up and transport materials from these surfaces, such as oils, heavy metals, bacteria, pesticides, and other chemicals, and carry them to local receiving waters such as streams, lakes, wetlands, groundwater, and eventually into adjacent flowing streams. These pollutants can contaminate surface and ground water, drinking water supplies, and habitat, thereby endangering human populations, fish, and wildlife.

In College Place the major drainage systems are Garrison Creek, Thompson Creek, Doan Creek, Stone Creek, and smaller systems known as Military Springs (Figure 1.1). All of the creeks within College Place eventually enter the Walla Walla River prior to discharging to the Columbia River to the west.

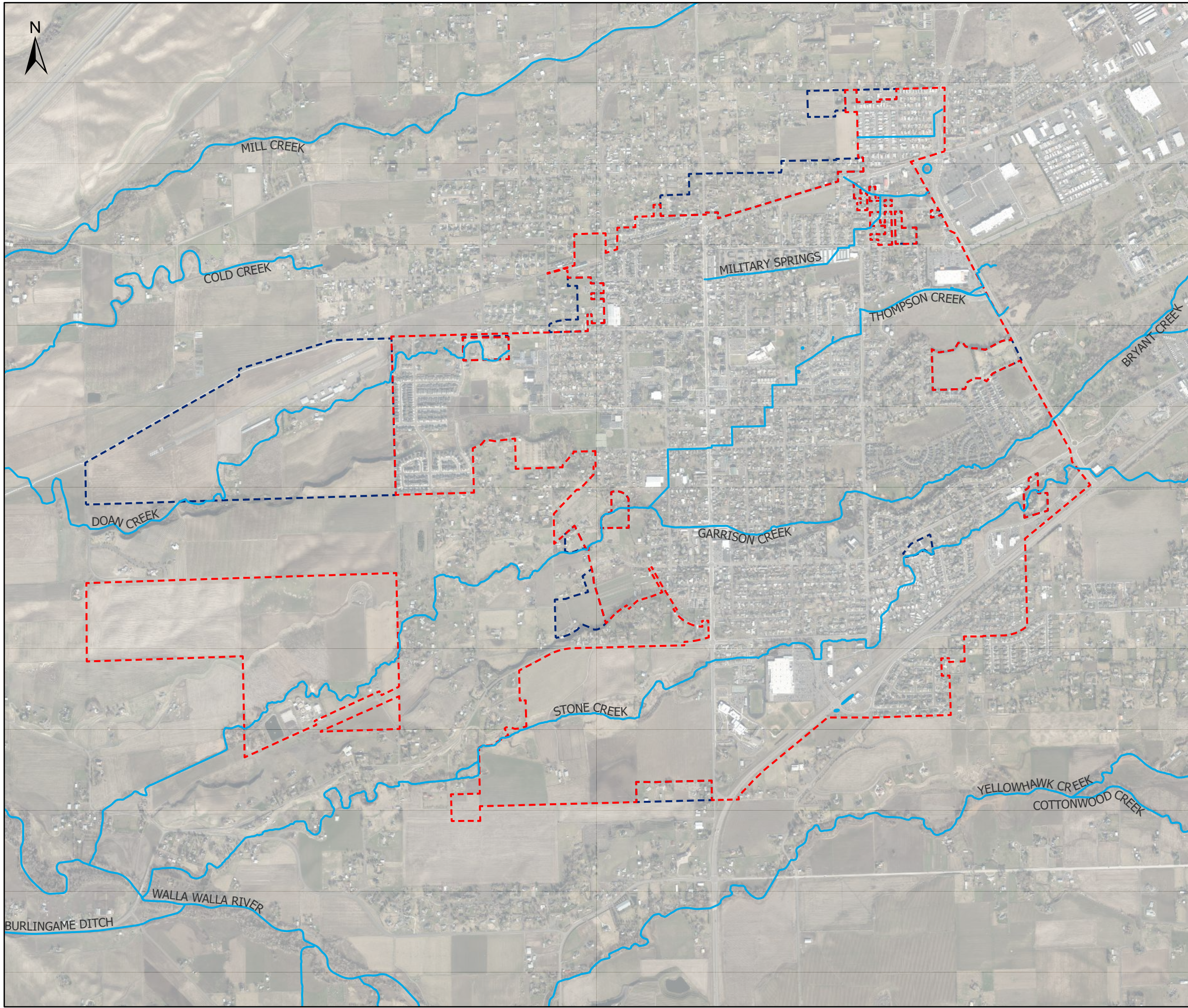
As urbanization of an area removes vegetation and adds more impervious surfaces (hard surfaces that impede natural infiltration of water into the soil such as asphalt, roof, or concrete, etc.), stormwater runoff rates increase. Higher stormwater runoff rates can damage the landscape and habitat by eroding soils and scouring streambeds (Ecology 2015). Additionally, the urbanization can add pollutants to the stormwater that degrade water quality and harm aquatic ecosystems downstream. Other factors of urbanization include temperature pollution as additional hardscaping is added around natural streams increasing the temperatures. With changes in temperature and water chemistry by pollutants, the types of fauna and flora that thrive in the water changes or are threatened. Stormwater management aims to limit or mitigate the effects of increased development. To facilitate this effort, planning efforts are undertaken by cities, counties, and other jurisdictions to develop on-site stormwater management including adequate conveyance, flow controls, treatment, and landscaping surrounding the new or re-developed sites. This plan is part of such an effort by the City of College Place.

City of College Place Surface Water Management Vision

A thriving, fully functional
Surface Water
Management program
protecting the residents,
nurturing the
environment, and actively
contributing to the pride
of the city.



Photograph 1 1. Lions Park Pond 1



CITY OF COLLEGE PLACE
Stormwater Master Program

Figure 1.1
VICINITY MAP

- LEGEND**
- City Limits
 - UGA College Place
 - Waterways

Projected Coordinate System:
NAD_1983_StatePlane_
Washington_South_FIPS_4602_Feet
Projection: Lambert_Conformal_Conic

0 800 1,600 3,200 Feet
1 inch equals 1,600 feet



1.3 Purpose

The City of College Place Public Works and Engineering Department are responsible for implementing management practices and technologies to address stormwater-related issues throughout the city. The City's surface water management mission is to:

- Maintain compliance with Washington Department of Ecology (Ecology) Eastern Washington Phase II Municipal Stormwater Permit (EWA PIIMSP). Permit coverage was effective on August 1, 2019.
- Execute and update a comprehensive stormwater plan to evaluate, measure, protect, design, fund, and prepare for current and future surface water needs.
- Proactively address the City's surface water needs to achieve and maintain an appropriate level of service for all existing and future customers and accommodate system growth and expansion.
- Use the most appropriate, technologically sound, and cost-effective stormwater solutions, including "green" stormwater infrastructure.
- Promote surface water protection measures that will protect, enhance, and restore natural habitat conditions, surface water, and groundwater sources.
- Protect human health and safety.
- Operate, inspect, maintain, and repair the City's existing stormwater infrastructure to provide continued effective operation.
- Align all development with the current Ecology Stormwater Management Manual for Eastern Washington, February 2019.

Overall Goal

Address stormwater conveyance, treatment, and pollutant control obligations

The City has developed this Stormwater Management Plan (SWMP) to guide the City toward their stormwater management duties that align with local, state, and federal regulations. This plan:

- Establishes goals and obligations for the City to manage stormwater;
- Provides background information on the City of College Place existing stormwater infrastructure, soils, land use, geology, sensitive areas, critical habitat, groundwater, infiltration facilities, Underground Injection Control (UIC) facilities, zoning, impervious areas, and other key features of the area;
- Addresses stormwater conveyance, treatment, pollutant control, and proposed solutions to high priority stormwater problems;
- Identifies actions necessary to ensure compliance with 2019 NPDES permit;
- Provides a plan for implementing the necessary improvements, outreach, inspections, oversight, or enforcements. The developed program is intended to identify and prioritize necessary day-to-day operations, lay the groundwork for future improvements, and provide information to the public.

1.3.1 General Stormwater Management Plan Goals

The following goals were developed to guide the City in the Stormwater Management Plan development and implementation:

- Goal 1 Meet the minimum regulatory requirements of the EWA PIIMSP.
- Goal 2 Describe the existing system with detailed mapping and document existing concerns.
- Goal 3 Develop a plan to maintain, repair, and replace failing or deficient facilities within the existing City stormwater infrastructure and incorporate new capital stormwater improvements in the City budget under the stormwater utility.
- Goal 4 Develop an Education and Outreach Plan that will foster public participation and education of stormwater-related planning and educate them on the sources of pollution and how their actions affect stormwater.
- Goal 5 Develop a plan to identify and inspect potential illicit discharges to the system.
- Goal 6 Develop an Operations and Maintenance Plan for City operations.



Photograph 1-1. Garrison Creek

- Goal 7 Continue to review site plans and monitor new construction and re-development to ensure that plans comply with stormwater code for conveyance, detention, and treatment of stormwater, and that construction complies with Ecology permit requirements. Establish Certified Erosion and Sediment Control Lead (CESCL) certification goals for specific city staff for inspections and knowledge of construction related stormwater permitting.
- Goal 8 Identify future hydraulic and hydrologic modeling to facilitate development of regional stormwater treatment and flow control infrastructure or identify areas for smaller regional systems.

- Goal 9 Develop rate study to facilitate stormwater utility development and implement stormwater utility to gain necessary capital for the program.

1.4 Stormwater Plan Development

Existing City information including stormwater drainage plans, geotechnical reports, and plan sheets were reviewed to better understand the existing City stormwater system. The City has archive plans and information of the existing City stormwater system for future reference. Geographic Information System (GIS) mapping was obtained from the City of College Place through Walla Walla County. Outfalls were visually observed by Paul Hartwig, Public Works Director from September 28, 2017 through October 2, 2017.

Field surveys were conducted for each stormwater structure to include location and elevation data along with pipe invert elevations. Field surveys were undertaken December 10-14, 2018; January 7-11, 2019; February 26 – March 1, 2019; and March 5-6, 2019. All of this data was incorporated into GIS after each point was uploaded from a TopCON GPS unit and a Carlson Surveyor II.

Additional inspections of each outfall were conducted to include pictures and descriptions of the conditions that exist at each outfall or controls upstream of the outfall.

Capital improvement needs were identified with the main capital improvement being to purchase a vacuum truck for cleaning out pipes and structures and a new street sweeper. Secondary improvements include inspecting, maintaining, cleaning, and upgrading the existing city infrastructure.

In addition to addressing water quality issues, this SWMP identifies health and safety issues related to water resources and recommends measures for the preservation of environmental and aesthetic benefits to the community.

As part of the SWMP, a complete rate study was developed to look at the stormwater rates that could be charged to City customers to fund the program, implementation, and capital improvements necessary to maintain compliance with the EWA PIIMSP. This rate study included mapping the impervious area which was used as a metric to determine the contribution that each customer is allocated within the billing system. A financial plan for completing various capital improvements was included in the rate study. Additionally, the City of College Place has developed a stormwater utility for stormwater related services with the first billing taking place in January 2019.



This document is intended to work in conjunction with the City's other municipal plans, including the Comprehensive Plan (City of College Place, 2009, 2014, 2018 update), City of College Place Municipal Code (City of College Place multiple adoption years), Standard Specifications & Drawings (Resolution 17-023, updated Resolution 18-036), Stormwater Facility Standards (Resolution 18-048) and Stormwater Standards (Resolution 19-007).

The City of College Place 2018 Comprehensive Plan includes goals that support water resource protection, such as:

- Reducing urban sprawl and guiding urban growth where urban services are adequately provided
- Encouraging efficient multimodal transportation systems
- Maintaining and enhancing natural resource-based industries;
- Encouraging retention of open space and development of recreational opportunities,
- Protecting the environment and enhancing the State's high quality of life, including water quality and supply
- Encouraging the involvement of citizens in the planning process
- Ensuring adequate public facilities and services necessary to support development

1.5 Grant Source and State Requirements

In March 2017, the City was awarded funds from the Washington State Department of Ecology (Ecology) to complete the SWMP under the Water Quality Combined Financial Assistance Agreement WQC-2017-CoPIED-00197 (grant agreement). The grant was later updated in December 2018 to include additional funding for stormwater mapping and additional elements for SWMP development such as an Illicit Discharge Detection and Elimination (IDDE) Plan, and an Operations and Maintenance (O & M) Plan. This SWMP is organized according to the EWA PIIMSP (Permit; Ecology 2014 and Ecology, 2019) and generally follows the outline in the grant agreement. Permit coverage was effective on August 1, 2019.

1.6 Department Responsibilities – City Structure

1.6.1 Responsibilities of City

The City of College Place operates under the Mayor-Council form of government. The Mayor serves as the City's Chief Executive assisted by the City Administrator.

Mayor	Harvey Crowder	
Council Members	Jerry Bobbitt	Melodie Selby
	Michael Cleveland	Heather Schermann
	Marge Nyhagen	Norma Hernandez
	Loren Peterson	



Photograph 1-2. Council Members – Back Row: Jerry Bobbitt, Michael Cleveland, Heather Schermann, Loren Peterson; Front Row: Melodie Selby, Marge Nyhagen, Norma Hernandez

The City Administrator is Mike Rizzitiello who, under the direction of the Mayor, is the direct supervisor for all departments within the City. Mr. Rizzitiello is also responsible for managing departmental expenditures; preparation of the annual budget and its administration after adoption; and representing the City at meetings with other governmental units, agencies, commissions, and associations.

The City of College Place is governed by the City Council and led by the Mayor as the chief executive and the City Administrator. The Mayor's office enforces laws, directs daily operations of the City

government, prepares the budget, and implements the policies and programs initiated by the City Council. In addition, the City Administrator directs and coordinates City departments, and authorizes all other personnel positions.

The City is responsible for providing services for public works, engineering, and community development. Some of the associated services in these departments are road construction/maintenance; domestic water supply; sanitary sewer collection/treatment; public spaces maintenance; and stormwater infrastructure construction/maintenance, to name a few. These City services are provided for City-owned right-of-way, properties, and within city utility easement boundaries. The City oversees protecting the welfare of its citizens and having the departments implement these services, as described below.

1.6.2 Public Works Department

Public Works is the most highly-staffed department within the City of College Place municipal organization and is led by the Public Works Director, Paul Hartwig. In addition to overseeing stormwater management, this department also manages transportation facilities, drinking water facilities, sewer services, water system, solid waste, street maintenance, and capital projects.



City maintenance staff are responsible for keeping the stormwater system's pipes, drywells, manholes, ditches, catch basins, and ponds maintained and working properly. Typical maintenance work includes cleaning pipes and drains, removing sediment from ditches and ponds, fixing small drainage problems by moving or installing new catch basins; fixing larger drainage problems through Capital Improvement Projects, ongoing street-sweeping and leaf pick up. Additionally, the crews could use video camera to inspect underground pipes and catch basins to assess

their condition (if this technology is purchased) or they could use vacuum trucks (e.g. Vactor[®]) to clean catch basin debris. Generally, the stormwater system is only inspected, maintained, or repaired on an as-needed basis with no formal schedule or protocol for cleaning, inspecting, or upgrading the system. This SWMP is meant to assist with a more formal approach to the upkeep of the stormwater system and will include a Municipal Operations and Maintenance Plan for City operations.

The Public Works staff conduct stormwater-related permit application reviews in conjunction with the Community Development Department, Engineering, and Fire Departments as part of the site plan review process for new and re-developed site improvements. These developments include subdivisions, commercial, industrial, and multi-residential development projects.

1.6.3 Engineering Department

The Engineering Department is led by Paul Hartwig, Public Works Director.

The Engineering Department is responsible for engineering review, development of design and construction standard and codes and design/management of capital facilities. The department works closely with all other City departments to oversee the site plan review process, and to address stormwater improvements related to new development, re-development, and construction. The Engineering Department reviews and approves the required drainage reports to ensure that treatment,

conveyance, and detention- /-retention of stormwater is designed according to adopted City standards and aligned with Ecology SWMMEW requirements.



1.6.4 Community Development Department

The Community Development Department with Director, Jon Rickard, is responsible for comprehensive planning and implementation of adopted regulations, including review and implementation of stormwater codes in conjunction with the Engineering Department. The department implements the stormwater codes through design review, design permit compliance assistance, and construction review. Additional work includes administering Title 14 – Unified Development Regulations which includes the State Environmental Policy Act (SEPA), applicable federal and state permits, Critical Area Protections, Historic Preservation, obtaining public comments and establish conditions for public and private development projects.



2. EXISTING STORMWATER SYSTEM

2.1 Service Area Overview

The City's stormwater system service area (Figure 2.1) serves a population of approximately 9,440 people with a ten-year population growth of approximately 12% over the past ten years. The City collects runoff from areas within approximately 3 square miles (1,996 acres). The service area includes over 18 linear miles of public streets and 23 acres of public parks. Total impervious area in the City is approximately 365 acres that includes public and private roadways, paved parking lots and building rooftops. Total percentage of impervious area of the City is approximately 18%. Figure 2.2 shows the approximate areas of impervious surfacing including roadways, buildings, and parking areas.

2.1.1 Topography

College Place is geographically located near the center of the Walla Walla River Basin. At approximately 800 feet above sea level, College Place is situated on a flat terrace surrounded by rolling hills to the north and south. The average slopes in the City range from flat to approximately 15% with elevations in the area approximately between 700 and 800 feet above sea level. The Walla Walla River Basin is filled to varying depths with sediments deposited by the successive Missoula Floods, and sediments that settled out to form the Touchet beds over much of the basin, creating what is today a fertile farmland region. Refer to Figure 2.3 for topographic and contour elevation information.

2.1.2 Climate, Temperatures, Precipitation

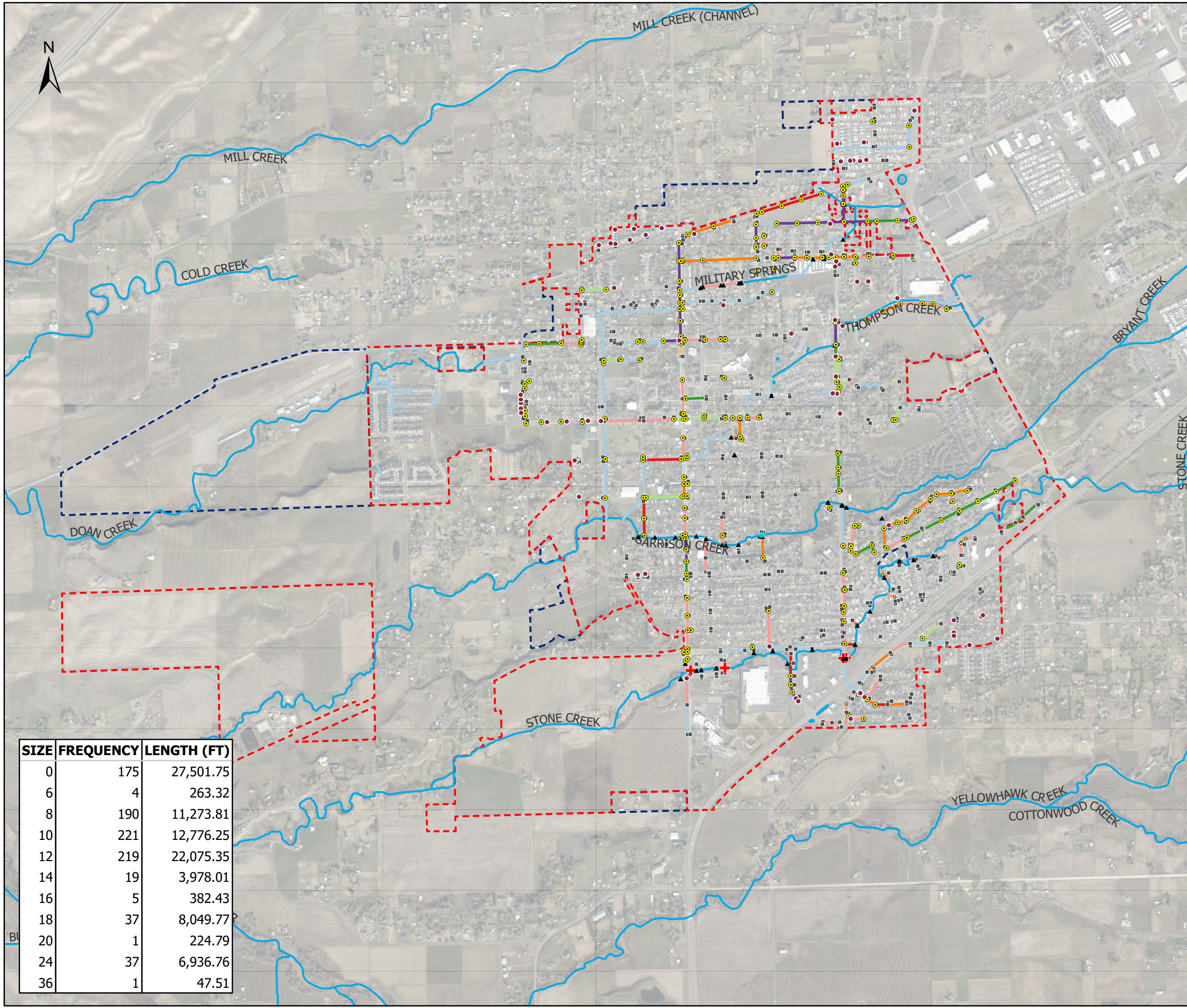
The Walla Walla River Valley has an area of 1,758 square miles (1,125,120 acres) is a semiarid climate with an annual precipitation ranging from 10 to 40 inches, from the mouth of the Walla Walla River to the headwaters, respectively (Coombs, 2000). College Place averages 17 inches of rain per year and 9 inches of snow. According to Stormwater Management Manual for Eastern Washington (SWMMEW, 2004, 2019) College Place is located in climate Region 3 with 16 to 18 inches of precipitation per year.

Table 2-1 gives the design storm precipitation depths for the recurrence intervals used for stormwater design in College Place. Generally, the City of College Place utilizes the Stormwater Management Manual for Eastern Washington but has jurisdictional specific requirements for flow and volume control to the 100-year, 24-hour interval rate for areas where there is a potential for inundating downstream facilities.

Table 2-1. Design Storm Precipitation Depths

Storm Recurrence Interval, Duration	Precipitation Depth (inch)
6-month, 3-hour	0.32
6-month, 24-hour	0.83
2-year, 24-hour	1.2
10-year, 24-hour	1.6
25-year, 24-hour	1.9
100-year, 24-hour	2.1

Source: Ecology, 2004; Ecology, 2019; College Place, 2019.



SIZE	FREQUENCY	LENGTH (FT)
0	175	27,501.75
6	4	263.32
8	190	11,273.81
10	221	12,776.25
12	219	22,075.35
14	19	3,978.01
16	5	382.43
18	37	8,049.77
20	1	224.79
24	37	6,936.76
36	1	47.51



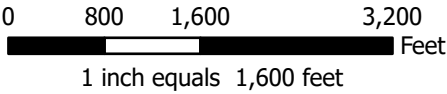
CITY OF COLLEGE PLACE
Stormwater Master Program

Figure 2.1
STORMWATER
INFRASTRUCTURE

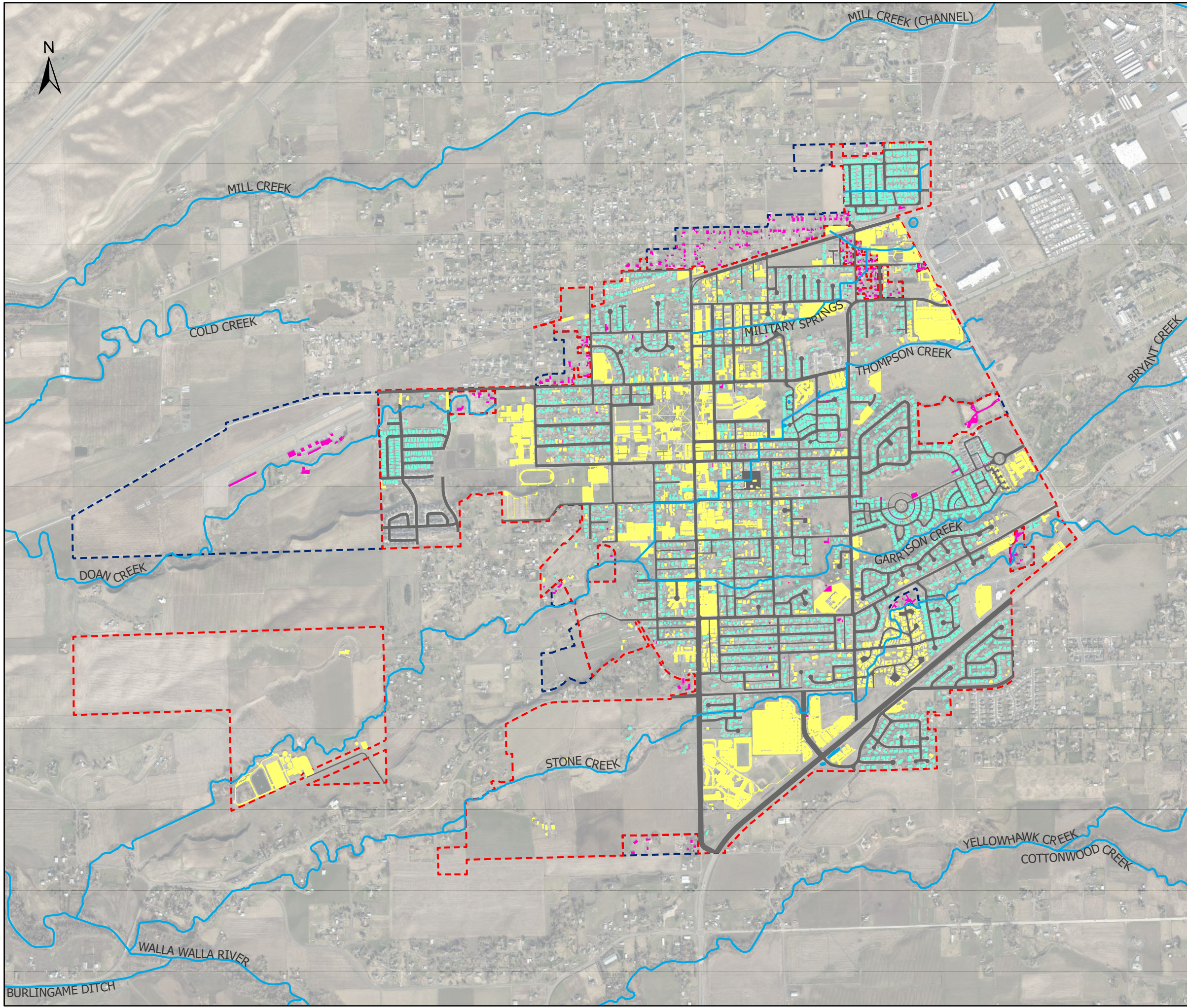
LEGEND

- Catch Basins = QTY 648
- Dry Wells = QTY 67
- Manholes = QTY223
- Monitor = QTY 4
- Outfalls = QTY 55
- City Limits
- UGA College Place
- Waterways

Projected Coordinate System:
NAD_1983_StatePlane_
Washington_South_FIPS_4602_Feet
Projection: Lambert_Conformal_Conic



OTHER J-U-B COMPANIES



CITY OF COLLEGE PLACE

Stormwater Master Program

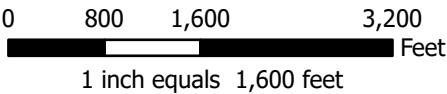
Figure 2.2

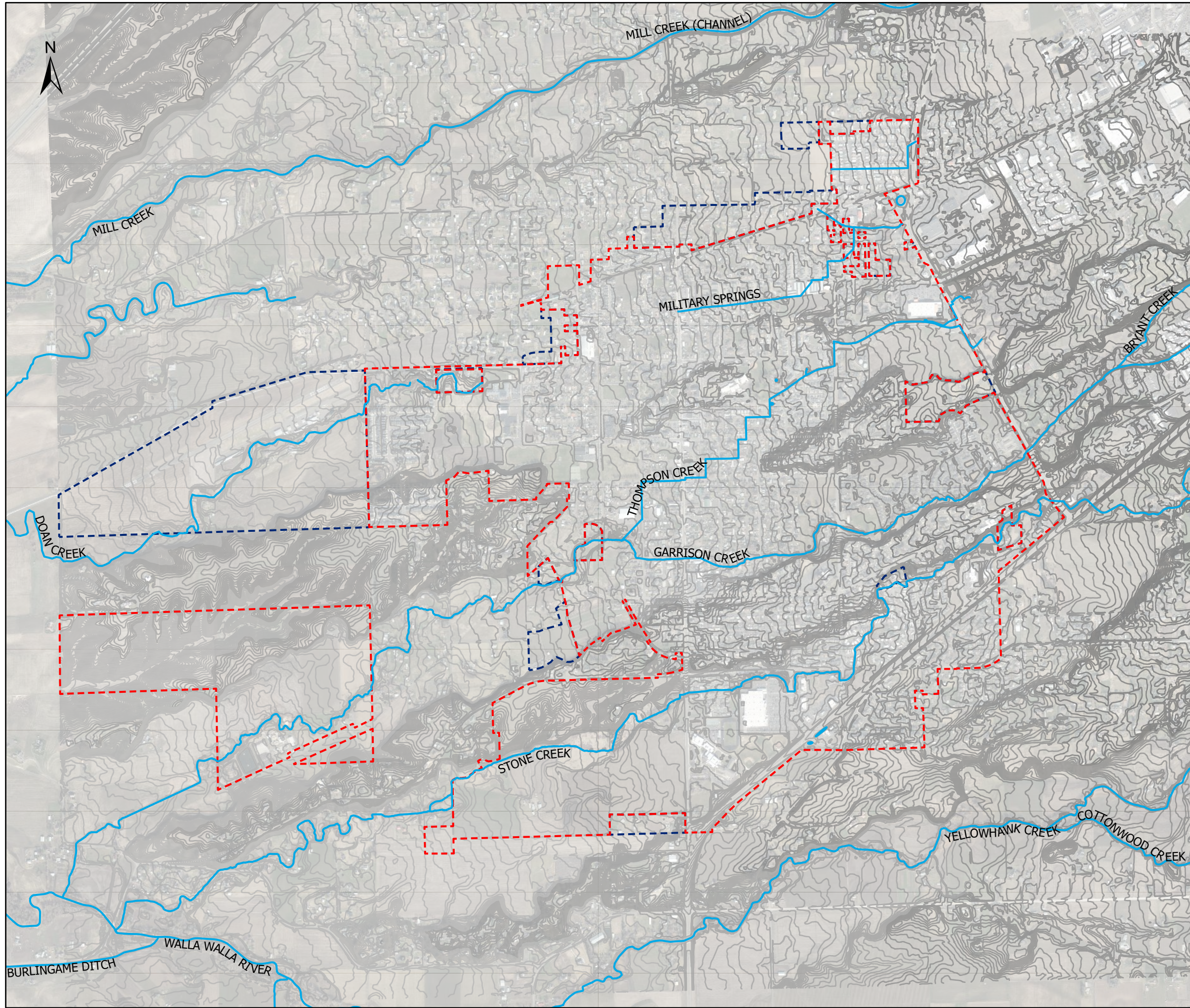
IMPERVIOUS SURFACES AND ROADWAYS

LEGEND

- Other Parcels
- Non-Single Family Homes
- Single Family Homes
- Streets
- City Limits
- UGA College Place
- Waterways

Projected Coordinate System:
NAD_1983_StatePlane_
Washington_South_FIPS_4602_Feet
Projection: Lambert_Conformal_Conic





CITY OF COLLEGE PLACE
Stormwater Master Program

Figure 2.3
TOPOGRAPHY

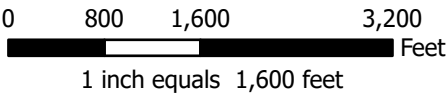
LEGEND

ELEVATION

- ≤750 ft
- ≤800 ft
- ≤850 ft
- ≤900 ft
- ≤950 ft

- City Limits
- UGA College Place
- Waterways

Projected Coordinate System:
NAD_1983_StatePlane_
Washington_South_FIPS_4602_Feet
Projection: Lambert_Conformal_Conic



OTHER J-U-B COMPANIES

The average monthly temperatures are given in Table 2-2. The average high temperature occurs in July and the average low temperature occurs in January. Based on the highest average temperatures occurring in June, July, and August, the corresponding precipitation totals are each under an inch. December and January have the highest precipitation averages of just around 2 inches.

Table 2-2. Average Monthly Temperatures, College Place

Month	High Temperature (°F)	Low Temperature (°F)	Precipitation (inches)
January	40	29	2
February	47	34	1.6
March	55	38	1.6
April	63	43	1.3
May	71	49	1.4
June	80	56	1.0
July	88	62	0.4
August	87	61	0.6
September	77	53	0.9
October	64	44	1.5
November	49	36	2
December	42	31	2.2

2.1.3 Land Use

In 2018, College Place updated their land use designations to (City of College Place, 2018):

Source: www.weatherbase.com (based on National Weather Service (NWS) data – NWS is a part of the National Oceanic and Atmospheric Administration Branch (NOAA))

- College Avenue District,
- Commercial, Light Industrial,
- Multiple Family Residential,
- Public Uses (PU),
- Single Family Residential,
- Walla Walla University.

Figure 2.4 shows the land use designations along with both the city limits and urban growth area (UGA). Figure 2.5 shows the city limits and the UGA boundaries including areas for future UGA.

2.1.4 Zoning

The City of College Place is broken into 9 zoning districts. These zones include (City of College Place, 2018):

- Commercial - General (GC),
- Downtown Mixed Use (DMU),
- Industrial (IND),

- Industrial - Light (LI),
- Public Uses (PU),
- Planned Unit Development (PUD),
- University District (UD),
- Single Family Residential (SFR),
- Multi-Family Residential (MFR).

In 2018 the zoning code was revised. Single Family Residential (SFR) was previously broken into R-60 and R-75. R-60 referred to the single family residential zone with minimum lot area of 6,000 square feet and R-75 referred to the single family residential zone with minimum lot area of 7,500 square feet. Refer to Figure 2.6 to view the zoning districts throughout the city limits.

2.1.5 Soils Within Service Area

Soils in and around College Place (Figure 2.7) are predominantly silt loam, which is classified within the hydrologic soil groups B, C, and D with varying infiltration rates based on the specific soil unit, but most considered to have a moderately high infiltration rate. Additionally, there is a small percentage of gravelly silt loam which falls into the hydrologic soil group A and considered to have a high rate of infiltration (low runoff potential) and water transmission when thoroughly wet (NRCS 2018). Refer to Appendix A for detailed soil information.

2.1.6 Geology

The geology of the area (Figure 2.8) begins with the older Miocene Columbia River Basalt Group overlain by Miocene-Pliocene clastic deposits, overlain by Quaternary deposits. The surficial, exposed deposits present in College Place consist of Alluvium and the Touchet Beds which are the upper Quaternary deposits:

- Alluvium (Qa) which is a Holocene era deposit which consists mostly of discontinuous, unconsolidated deposits of clay, silt, fine sand, and gravel found in streams and adjacent to channels or floodplains.
- Touchet Beds (Qfst1) (Qfst2) which are Pleistocene. This formation is formed from glacial slackwater flood deposits, consisting of two types of bedding; Subtle and rhythmic bedding, mostly consist of large quantities of gravel and fine sediment.

Directly beneath these Quaternary deposits, at varying depths below the surface, lays Conglomerate (MPlcg). This Conglomerate is characterized by variably cemented sandy gravel with muddy to sandy matrix. The clasts in the Conglomerate are mainly basaltic and well rounded.

Bedrock appears to be deeper below the surface in College Place, based in the *Geologic Map of the College Place and Walla Walla 7.5-minute Quadrangles, Walla Walla County, Washington, and Umatilla County, Oregon* (Derkey, R., et al. 2006) and is below both the Conglomerate and another deeper layer labeled Fine-grained Sediments (MP4r).



CITY OF COLLEGE PLACE

Stormwater Master Program

Figure 2.4

LAND USE

LEGEND

LANDUSE

- COLLEGE AVE DISTRICT
- COMMERCIAL
- COMMERCIAL-UGA
- COMMERCIAL/LIGHT INDUSTRY MIX
- COMMERCIAL/LIGHT INDUSTRY MIX-UGA
- LIGHT INDUSTRY
- MULTIPLE FAMILY RESIDENTIAL
- MULTIPLE FAMILY RESIDENTIAL-UGA
- PUBLIC RESERVE
- PUBLIC RESERVE-UGA
- URBAN RESIDENTIAL 4-7 DU/ACRES
- URBAN RESIDENTIAL 4-7 DU/ACRES-UGA
- Streets
- City Limits
- UGA CollegePlace
- Waterways

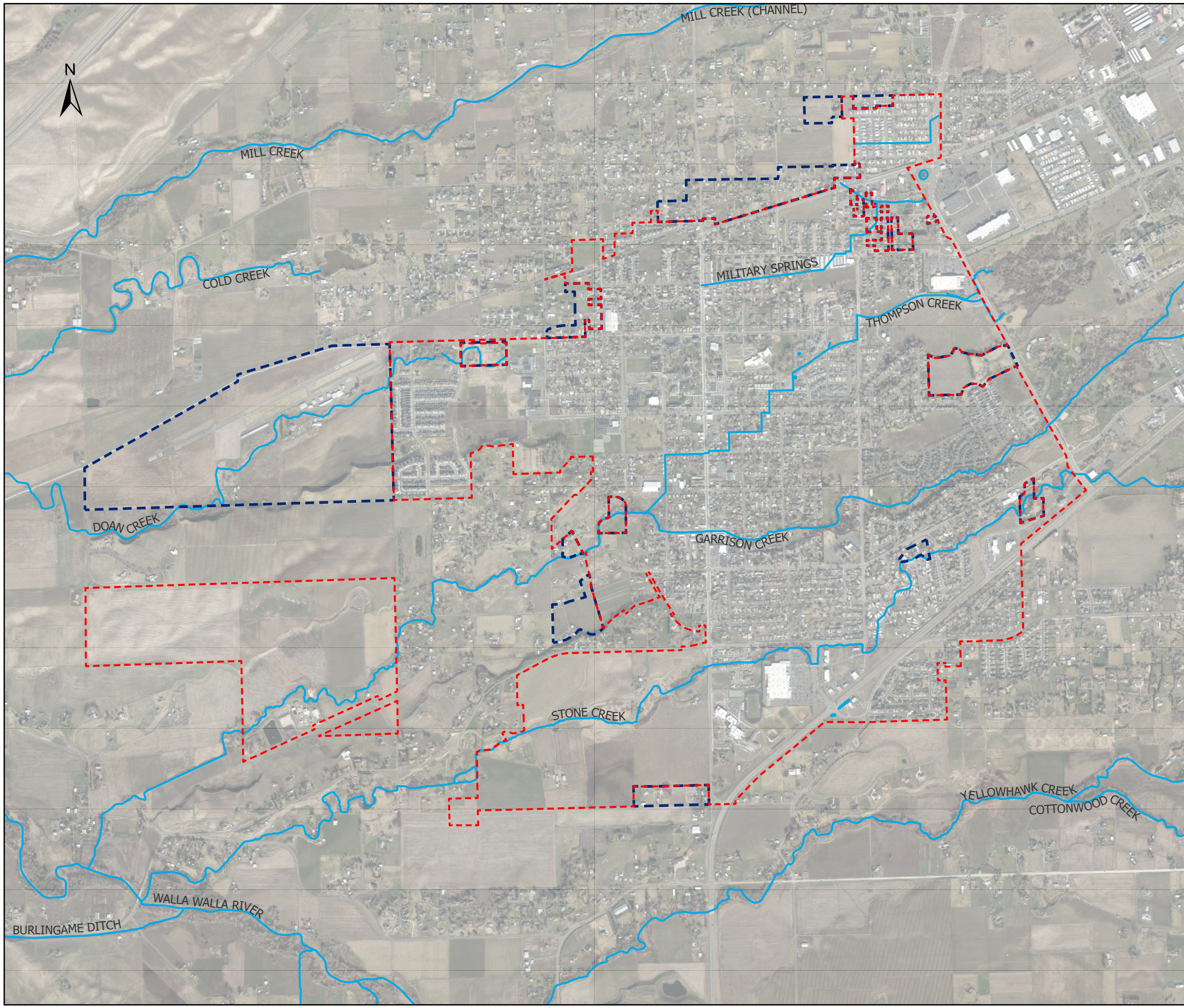
Projected Coordinate System:
NAD_1983_StatePlane_
Washington_South_FIPS_4602_Feet
Projection: Lambert_Conformal_Conic

0 800 1,600 3,200 Feet
1 inch equals 1,600 feet



OTHER J-U-B COMPANIES

Date: 12/28/2020



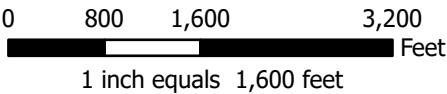
CITY OF COLLEGE PLACE
Stormwater Master Program

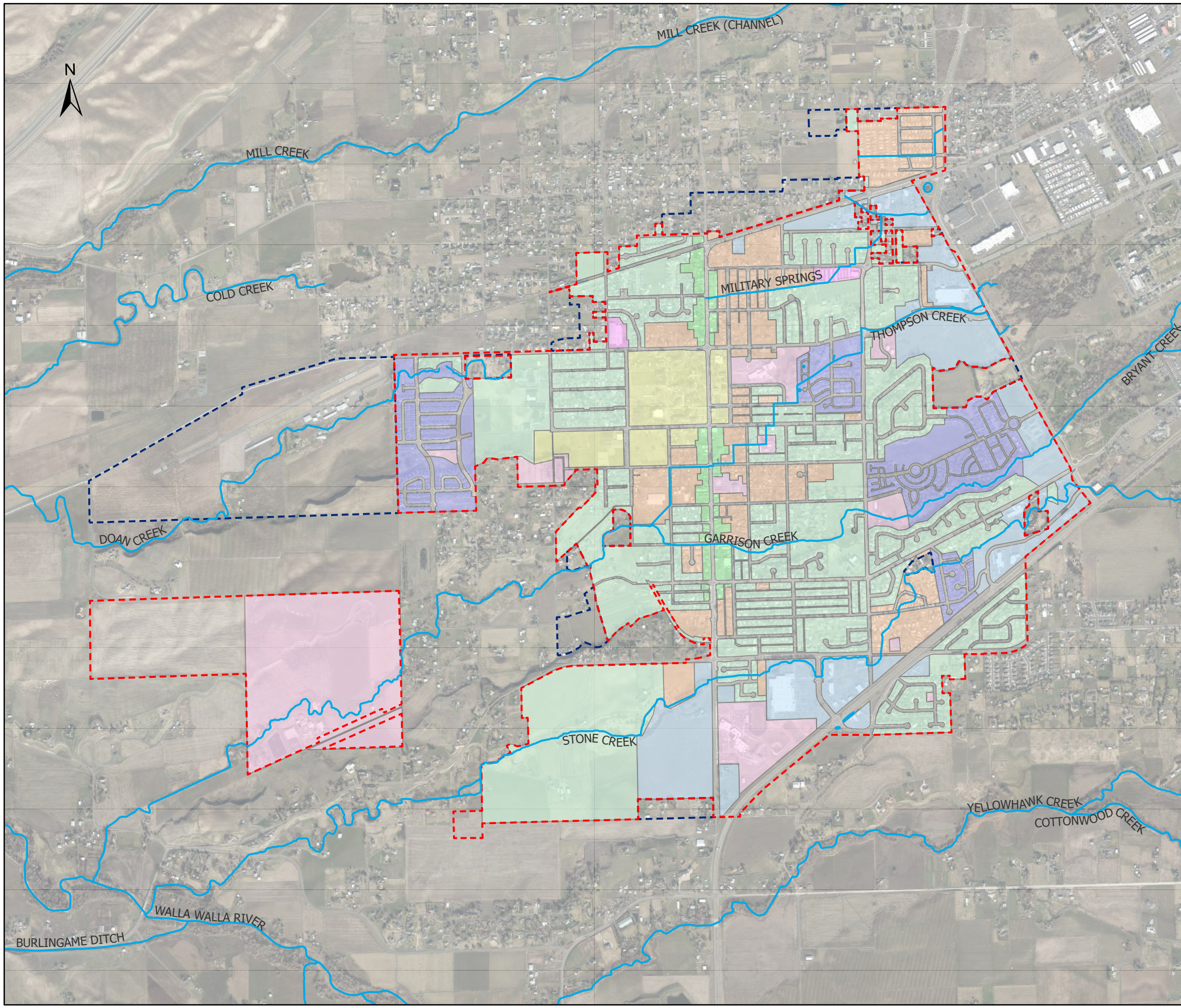
Figure 2.5
URBAN GROWTH AREAS
(UGA)

LEGEND

- City Limits
- UGA CollegePlace
- Waterways

Projected Coordinate System:
NAD_1983_StatePlane_
Washington_South_FIPS_4602_Feet
Projection: Lambert_Conformal_Conic





CITY OF COLLEGE PLACE

Stormwater Master Program

Figure 2.6

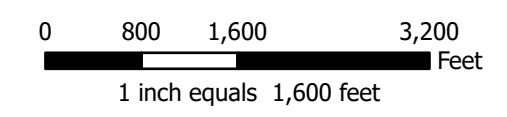
ZONING

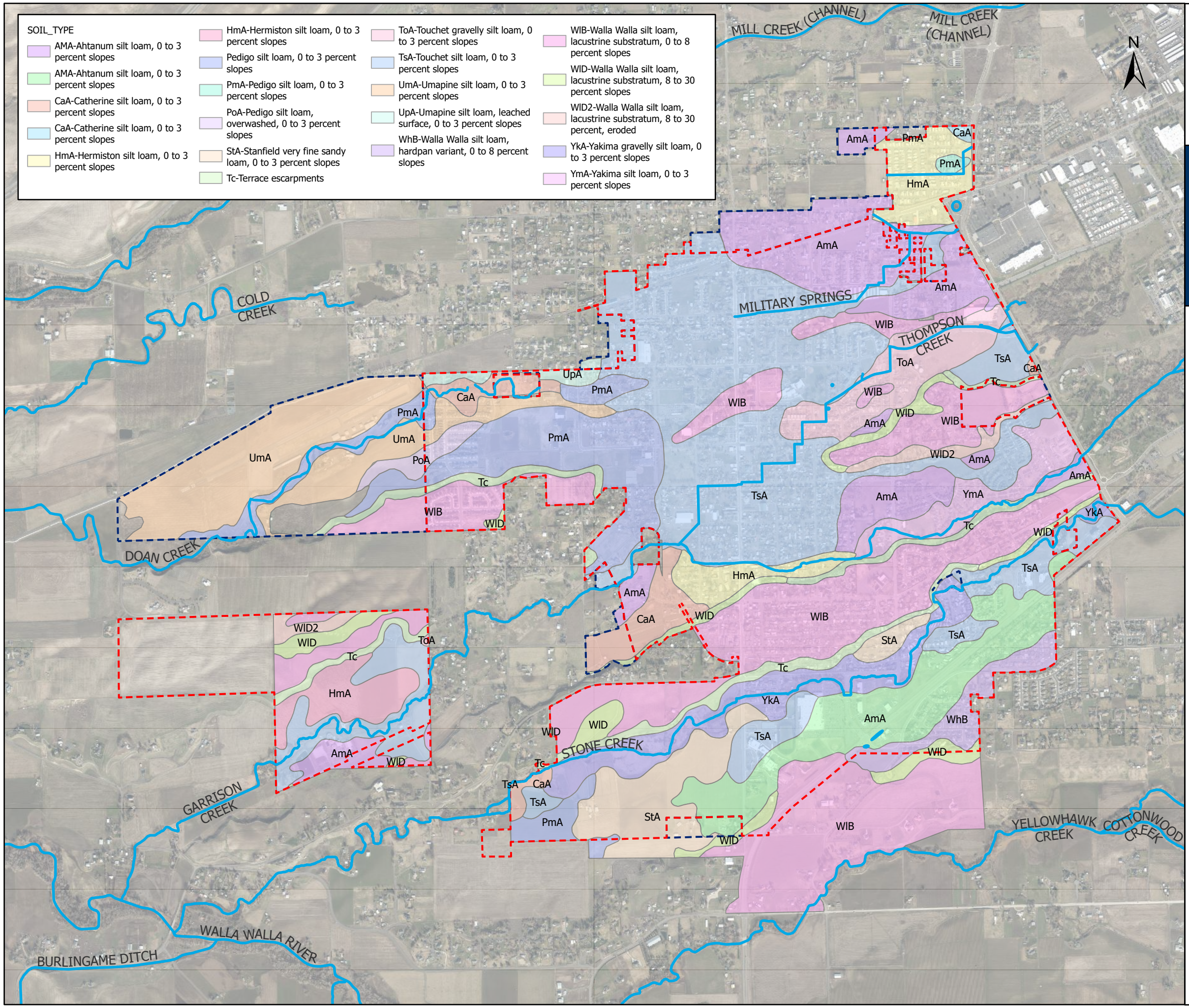
LEGEND

Zoning

- Commercial
- Downtown Mixed Use
- Light Industrial
- Multi-Family Residential
- Planned Unit Development
- Public Uses
- Single Family Residential
- University District
- City Limits
- UGA College Place
- Waterways

Projected Coordinate System:
NAD_1983_StatePlane_
Washington_South_FIPS_4602_Feet
Projection: Lambert_Conformal_Conic





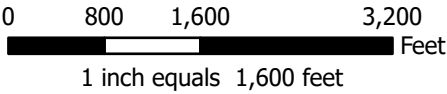
CITY OF COLLEGE PLACE Stormwater Master Program

Figure 2.7 USDA SOIL SURVEY

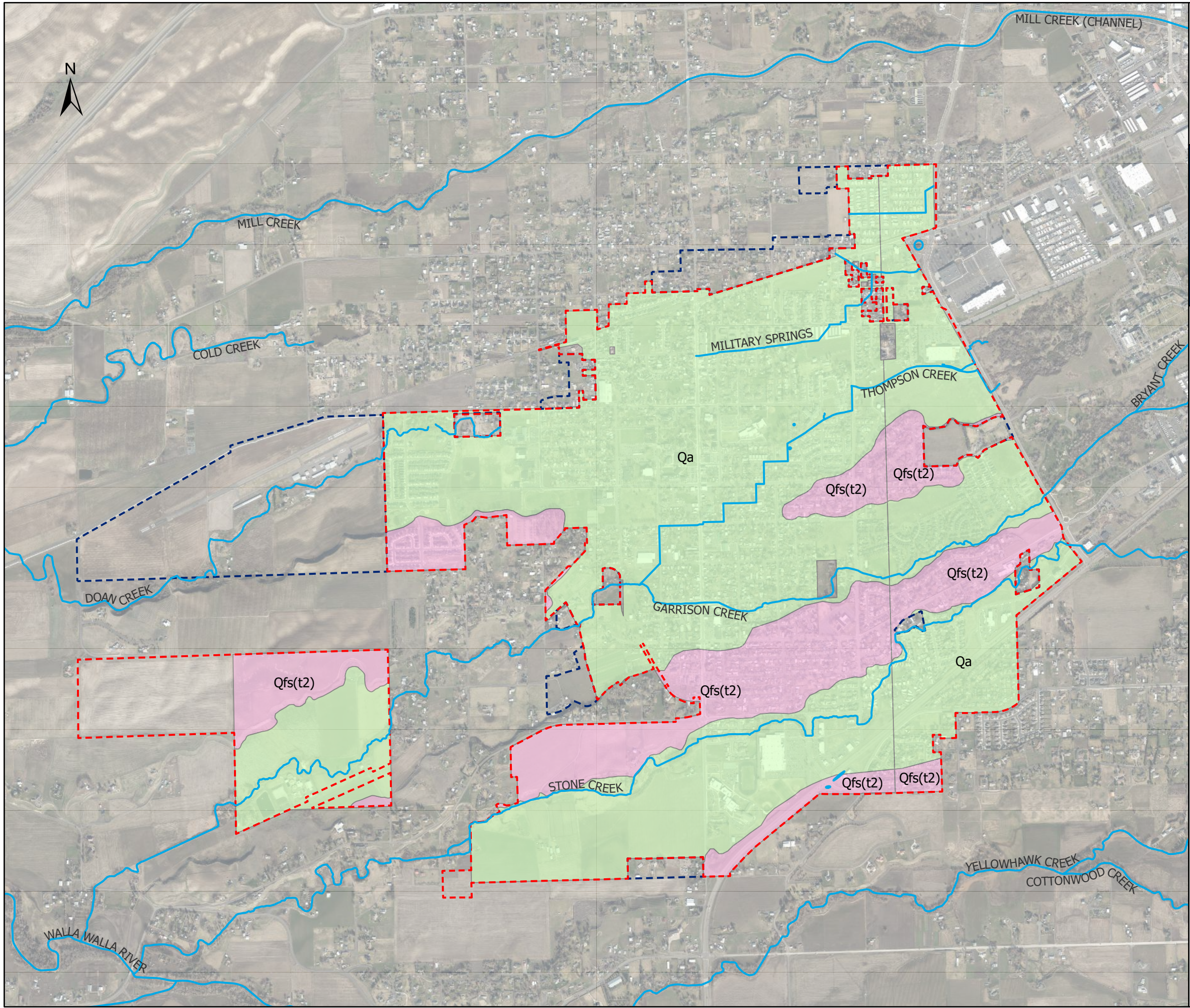
LEGEND

- City Limits
- UGA College Place
- Waterways

Projected Coordinate System:
NAD_1983_StatePlane_
Washington_South_FIPS_4602_Feet
Projection: Lambert_Conformal_Conic



OTHER J-U-B COMPANIES

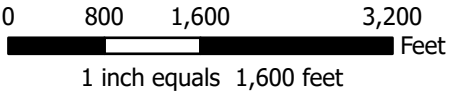


CITY OF COLLEGE PLACE
Stormwater Master Program

Figure 2.8
Geologic Formations

- LEGEND**
- Geologic
- Quaternary alluvium
 - Pleistocene outburst flood deposits
- City Limits
- UGA College Place
- Waterways

Projected Coordinate System:
NAD_1983_StatePlane_
Washington_South_FIPS_4602_Feet
Projection: Lambert_Conformal_Conic



2.1.7 Critical Areas

HDR, was hired by the City of College Place in 2008 to assist with the Critical Areas Ordinance 1029 that was recently updated in 2019 and is covered in the City code under Chapter 14.70 – Critical Area Protection. Also refer to the 2008 Best Available Science (BAS) documents as prepared by HDR for additional Critical Area information. Mapping that was developed includes the following:

- Bull Trout distribution,
- Summer Steelhead distribution,
- Existing riparian areas,
- Stream classifications,
- Recommended buffers from streams,
- Wetlands,
- Potential liquefaction susceptibility,
- Steep slopes,
- Potential wind erosion susceptibility,
- Frequently flooded areas,
- Critical aquifer recharge areas, and
- Potential water erosion susceptibility.



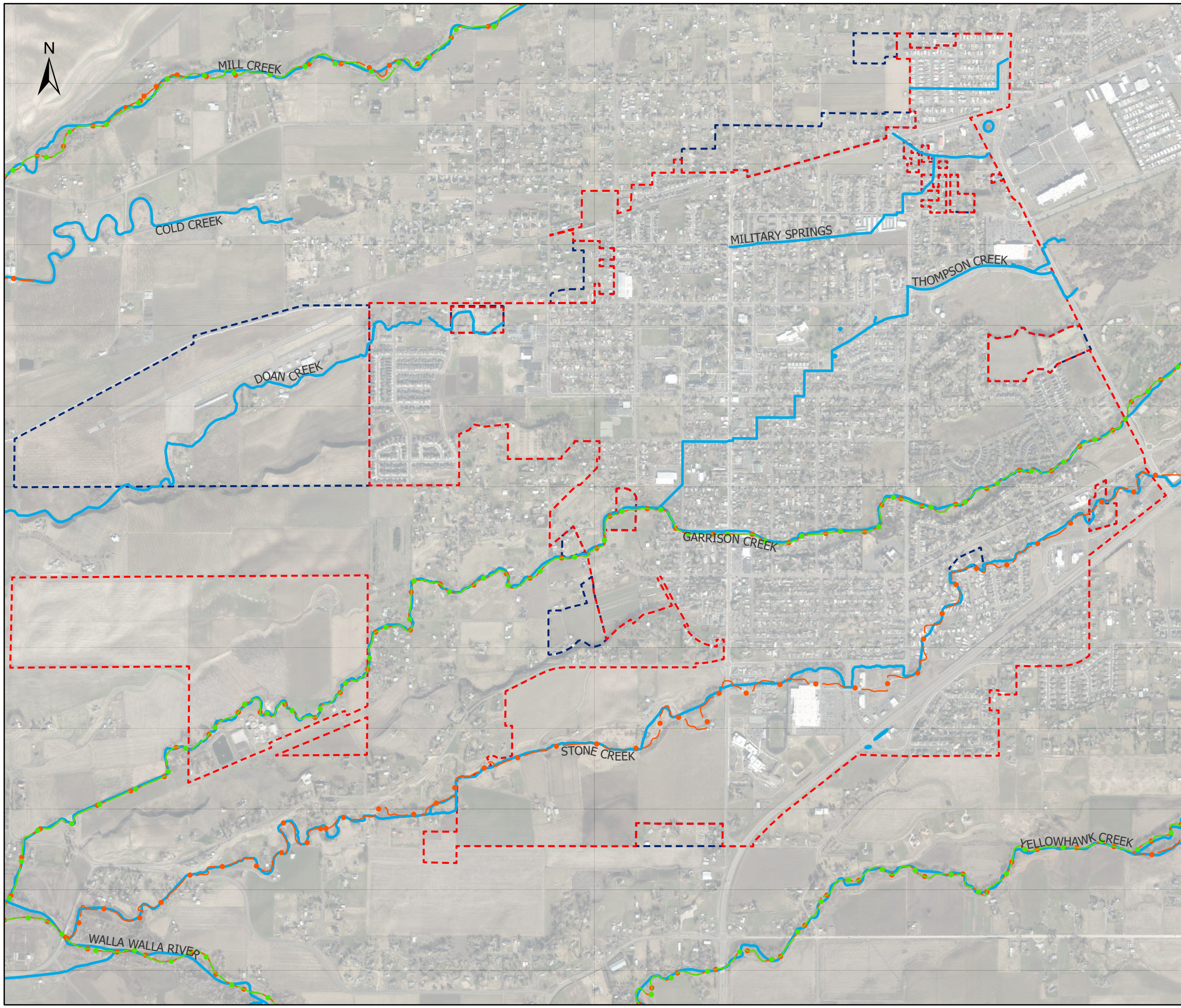
These maps can be found at http://www.cpwa.us/departments/planning/critical_area_maps.php.

2.1.7.1 Bull Trout Distribution

In 1998, the US Fish and Wildlife Service (USFWS) listed Bull Trout as threatened under the Endangered Species Act (ESA) within the Columbia and Klamath River population segments. Because the Walla Walla River eventually feeds into the Columbia River, the USFWS completed studies of the Bull Trout. Bull Trout in the College Place area are monitored due to the Walla Walla River being fed by Garrison Creek, Mill Creek, Yellowhawk Creek and other smaller tributaries in and adjacent to College Place.

Garrison Creek is the only stream that is listed for potential Bull Trout migration within College Place. However, the Lions City Park pond dam and other private ponds act as barriers to fish migration upstream within Garrison Creek (US Fish and Wildlife Service, 2002). Upstream of College Place, there is a fish screen that prevents downstream migrating Bull Trout from entering Garrison Creek from Yellowhawk Creek (US Fish and Wildlife Service, 2014).

Refer to the HDR produced mapping, Figure 2.3-1, located at the City of College Place link referenced in Section 2.1.7. Additional mapping, Figure 2.9, was completed using updated Fish and Wildlife mapping. No Bull Trout were observed within Garrison Creek.



CITY OF COLLEGE PLACE

Stormwater Master Program

Figure 2.9

SPECIES OF CONCERN

LEGEND

- Bull Trout
- Steelhead
- City Limits
- UGA College Place
- Waterways

Projected Coordinate System:
NAD_1983_StatePlane_
Washington_South_FIPS_4602_Feet
Projection: Lambert_Conformal_Conic

0 800 1,600 3,200 Feet
1 inch equals 2,000 feet



OTHER J-U-B COMPANIES

2.1.7.2 Summer Steelhead Distribution

Steelhead have been observed rearing in Lower Garrison Creek, downstream of the confluence with Thompson Creek. Figure 2.9 shows the potential areas for Steelhead in both Garrison Creek and Stone Creek. Additionally, Steelhead are presumed to occur along Stone Creek and Garrison Creek according to the City of College Place critical areas mapping. Refer to Figure 2.3-2, located at http://www.cpwa.us/departments/planning/critical_area_maps.php (HDR, 2008).

2.1.7.3 Existing Riparian Areas

Figure 2.4-1, http://www.cpwa.us/departments/planning/critical_area_maps.php, of the Critical Areas mapping shows both Garrison and Stone Creeks include riparian areas along portions of their delineation (HDR, 2008). Stone Creek is designated by STO with STO-2 and STO-3 corresponding to the area of Stone Creek within College Place adjacent to Lamperti Street and west to the urban growth area boundary (UGA). GAR-3 (Garrison Creek) represents a linear area beginning at Lions Park and extending westerly towards College Avenue. Doan Creek includes a swath of riparian area that corresponds to almost the entire length within the city limits and the UGA.

2.1.7.4 Stream Classifications

Stone Creek, Doan Creek, and Garrison Creek are classified as Type F fish bearing streams. However, upper Garrison Creek (upstream of confluence with Thompson Creek) is classified as Np – non-fish bearing. Refer to Figure 2.5-1 at http://www.cpwa.us/departments/planning/critical_area_maps.php (HDR, 2008).

2.1.7.5 Recommended Buffers

In looking at Figure 2.6-1 http://www.cpwa.us/departments/planning/critical_area_maps.php (HDR, 2008), both Stone Creek and Garrison Creek are recommended to have 35-foot buffers while Doan Creek has a recommended 75-foot buffer. The buffer width along Garrison Creek are ideal, but because of the existing development there is not available space. Development exists to the edges of Garrison Creek along the majority of its extent through College Place with only small areas of open space surrounding the banks. Historically, no limits on development were imposed directly adjacent to Garrison Creek.

Stone Creek has development close to its banks, but generally includes a larger buffer than Garrison. Areas coinciding with UGA to the west will be developed to maintain these buffers and future development along Doan Creek and Stone Creek will have a better avenue for creating this necessary open space.

2.1.7.6 Wetlands

Garrison Creek at Lions Park and upstream of the pond includes beneficial wetland areas. Additionally, Stone Creek west of College Avenue includes wetlands. A third area of wetland corresponds to an area of Doan Creek within the UGA west of the city limits. Refer to Figure 4.2-1 http://www.cpwa.us/departments/planning/critical_area_maps.php (HDR, 2008).

2.1.7.7 Potential Liquefaction Susceptibility

According to HDR produced critical area mapping, the majority of College Place has a moderate to high liquefaction susceptibility with the smaller extent being low to moderately susceptible. Refer to Figure 5.3-1 1 of the HDR report at the following link:

http://www.cpwa.us/departments/planning/critical_area_maps.php (HDR, 2008).

Cross-reference between Section 2.1.6 and the geologic mapping for the City shows that moderate to high liquefaction potential corresponds with alluvium, which is unconsolidated sedimentary deposits. As there are numerous fault zones within the region, including the College Place Fault to the north, the potential for an earthquake is medium. Research has indicated that earthquakes in the area would be shallow and have magnitudes of up to 6.5 M (Walla Walla County, 2018). Unconsolidated sediments have a higher potential for liquefaction and damage. Areas of low to moderate susceptibility correspond with the Touchet beds.

2.1.7.8 Steep Slopes

Looking at the topography shown in Figure 4 and Figure 5.3-2 1

http://www.cpwa.us/departments/planning/critical_area_maps.php (HDR, 2008), it is seen that College Place has general slopes of between 0 to 15%. There are isolated areas where the slopes get as steep as 30% and small portions of area with slopes of 60%. These steep slopes correspond with Garrison Creek along its easterly limit within College Place and Stone Creek along the majority of its length through the City. The extent of these steeper slopes is horizontally small and could be associated with downcutting along the stream bank over time. Additionally, the areas of steeper slope generally correspond with the limits of the geologic formation known as Touchet beds consisting of slackwater flood deposits. Refer to Section 2.1.6 for additional geologic information.

2.1.7.9 Potential Wind Erosion Susceptibility

Wind erosion susceptibility can also be cross-referenced with the geologic formations (Figure 9) when referring to Figure 5.3-4 1 http://www.cpwa.us/departments/planning/critical_area_maps.php (HDR, 2008). Areas of high wind erosion potential correspond to the Touchet bed formation and areas of moderate wind erosion align with the location of Alluvium noted in the geologic mapping (Derkey, R., et al. 2006) shown in Figure 9.

2.1.7.10 Frequently Flooded Areas

Flood mapping for the City of College Place does not show significant floodplain or floodway areas within the City Limits. The only Federal Emergency Management Agency (FEMA) identified floodplain within the City is located at the lower portion of Garrison Creek beginning just upstream of the City wastewater treatment plant. Additionally, the FEMA Flood Insurance Study only includes Garrison Creek with a modeled stream flow within the boundaries of study at 150 cfs for the 100-year flood flow. No data is given for the 10-year, 25-



year, or 500-year flood events. The effective flood mapping is dated September 2001 and is seen in Figure 11. Figure 6.2-1 from HDR 2008 mapping has frequently flooded areas that aligns with the effective Flood Insurance Rate Map (FIRM) map from FEMA (refer to section 2.7.1 for link to 2008 HDR maps).

2.1.7.11 Critical Aquifer Recharge Areas

One area of critical aquifer recharge is shown toward the south of College Place near Highway 125 and College Avenue. A portion of this recharge area overlap into the city limits as seen on Figure 7.3-1 from HDRs 2008 Critical Areas mapping. A second, much smaller area of aquifer recharge is located toward the northeast corner of the City at Hatch Street and Electric Avenue with the majority within Walla Walla County. Refer to the link given in Section 2.1.7 to view the mapping on the City's website.

2.1.7.12 Potential Water Erosion Susceptibility

Potential water erosion susceptibility is classified as mainly high with some areas of very high potential. Refer to Figure 5.3-3 from HDR (2008) from the link listed in Section 2.1.7. Based upon the types of soils and geologic formations in the area, the erosion potential during construction is high and should be monitored by contractors, developers, and the City.

2.1.8 Drainage Basins and Sub-Basins

College Place is geographically located near the center of the Walla Walla River Basin which is classified as the Water Resource Inventory Area (WRIA) 32. The Walla Walla River Basin collects runoff from 1,758 square miles (1,125,120 acres). On average, the annual runoff in the Walla Walla River Basin is 462,000 acre feet. 40% of this runoff originates from the Touchet River sub-basin, 30% from the South Fork Walla Walla River, and 30% from the North Fork Walla Walla River and Mill Creek combined.

The City's stormwater system service area (Figure 2) collects runoff from approximately 3 square miles (1,920 acres). The service area includes over 18 linear miles of streets, 23 acres of parks, and nearly 125,000 square feet of impervious building and parking areas of Figure 2.2 (City of College Place 2018).

The major sub-drainage basins within College Place are:

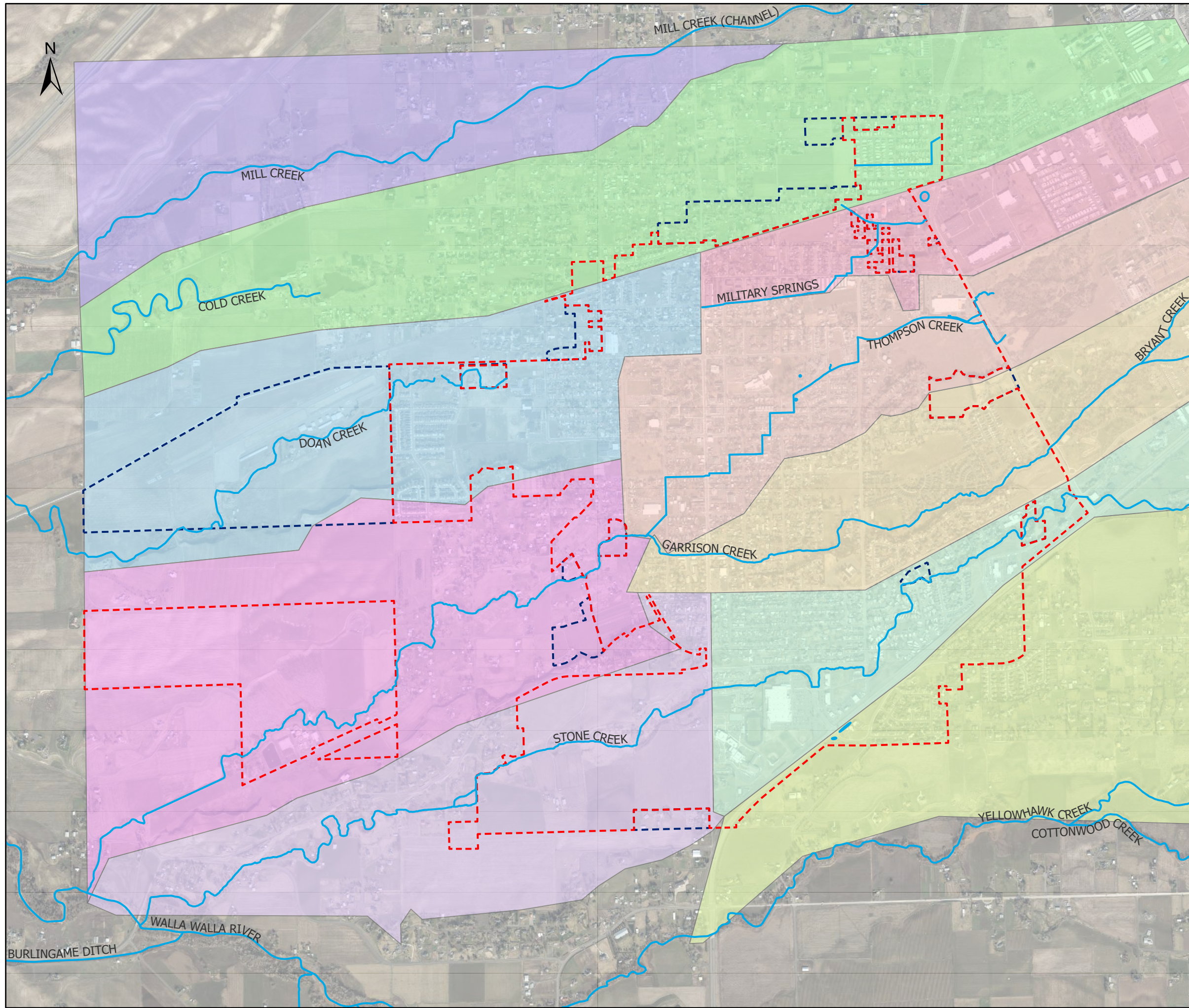
- Cold Creek Basin,
- Burlingame Pipe Basin,
- Thompson Creek Basin,
- Garrison Creek Basin,
- Stone Creek Basin,

and downstream basins referred to as

- Doan Creek Basin,
- Lower Garrison Creek Basin, and
- Lower Stone Creek Basin.

Additionally, Yellowhawk Creek Basin is located at the very south part of College Place and Mill Creek is located to the north of College Place. As Mill Creek Basin does not contain areas within either the city limits or UGA for College Place, basin characteristics are not detailed in this report. Burlingame Pipe Basin is an unnamed tributary of Thompson Creek Basin known informally as Burlingame Pipe that also

includes Military Springs upstream of its extent. Refer to Figure 2.10 for the drainage basin areas and Appendix B for specific information on each basin.



CITY OF COLLEGE PLACE
Stormwater Master Program

Figure 2.10
DRAINAGE BASINS

LEGEND

Basins

- BURLINGAME PIPE
- COLD CREEK DRAINAGE
- DOAN CREEK
- GARRISON CREEK
- MILL CREEK
- STONE CREEK
- THOMPSON CREEK
- WEST GARRISON CREEK
- WEST STONE CREEK
- YELLOWHAWK CREEK
- City Limits
- UGA College Place
- Waterways

Projected Coordinate System:
NAD_1983_StatePlane_
Washington_South_FIPS_4602_Feet
Projection: Lambert_Conformal_Conic

0 800 1,600 3,200 Feet
1 inch equals 1,600 feet



2. EXISTING STORMWATER SYSTEM

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The City's stormwater system service area (Figure 2.1) serves a population of approximately 9,440 people with a ten-year population growth of approximately 12% over the past ten years. The City collects runoff from areas within approximately 3 square miles (1,996 acres). The service area includes over 18 linear miles of public streets and 23 acres of public parks. Total impervious area in the City is approximately 365 acres that includes public and private roadways, paved parking lots and building rooftops. Total percentage of impervious area of the City is approximately 18%. Figure 2.2 shows the approximate areas of impervious surfacing including roadways, buildings, and parking areas.

2.1.1 Topography

College Place is geographically located near the center of the Walla Walla River Basin. At approximately 800 feet above sea level, College Place is situated on a flat terrace surrounded by rolling hills to the north and south. The average slopes in the City range from flat to approximately 15% with elevations in the area approximately between 700 and 800 feet above sea level. The Walla Walla River Basin is filled to varying depths with sediments deposited by the successive Missoula Floods, and sediments that settled out to form the Touchet beds over much of the basin, creating what is today a fertile farmland region. Refer to Figure 2.3 for topographic and contour elevation information.

2.1.2 Climate, Temperatures, Precipitation

The Walla Walla River Valley has an area of 1,758 square miles (1,125,120 acres) is a semiarid climate with an annual precipitation ranging from 10 to 40 inches, from the mouth of the Walla Walla River to the headwaters, respectively (Coombs, 2000). College Place averages 17 inches of rain per year and 9 inches of snow. According to Stormwater Management Manual for Eastern Washington (SWMMEW, 2004, 2019) College Place is located in climate Region 3 with 16 to 18 inches of precipitation per year.

Table 2-1 gives the design storm precipitation depths for the recurrence intervals used for stormwater design in College Place. Generally, the City of College Place utilizes the Stormwater Management Manual for Eastern Washington but has jurisdictional specific requirements for flow and volume control to the 100-year, 24-hour interval rate for areas where there is a potential for inundating downstream facilities.

Table 2-1. Design Storm Precipitation Depths

Storm Recurrence Interval, Duration	Precipitation Depth (inch)
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6-month, 24-hour	0.83
2-year, 24-hour	1.2
10-year, 24-hour	1.6
25-year, 24-hour	1.9
100-year, 24-hour	2.1

Source: Ecology, 2004; Ecology, 2019; College Place, 2019.

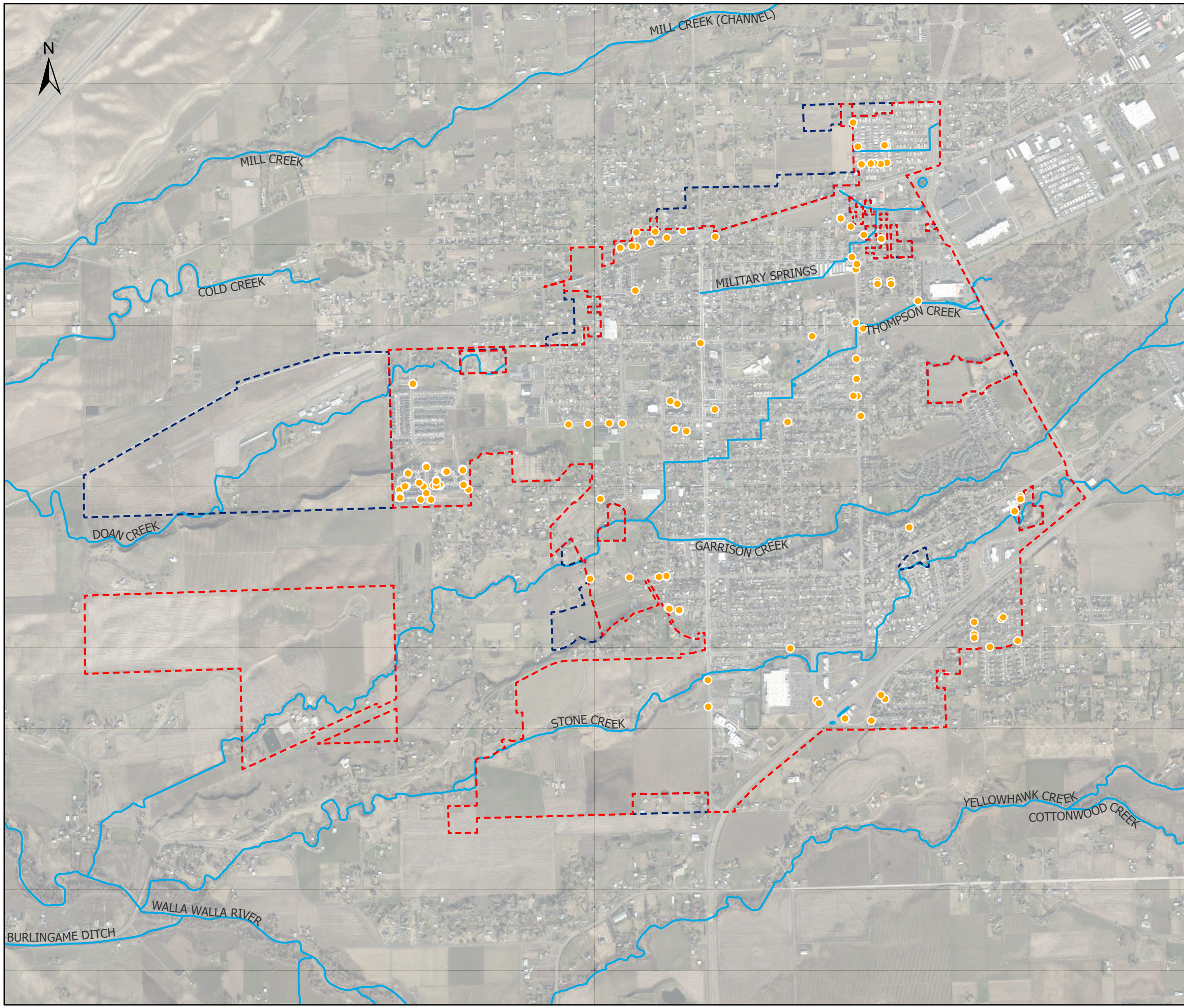
improvements with the outfall. Per Ecology requirements an inventory of the outfalls within the City is required to comply with the stormwater mapping requirements and to gain compliance with the future EWA PIIMSP. The following discussion gives a description of each outfall or in some cases, a set of outfalls. Sets of outfalls are defined where mirrored catch basins, to the right and left sides of a street for instance, drain directly to creek with a point source flow coming from the roadway through the grate and into the adjacent stream. Each of the pair includes unique identifiers, but the discussion is only included for the pair. Additionally, many of the outfalls were included with pictures for identification. Refer to Figure 2.12 for the outfall locations.

Outfalls are described as pipes that discharge directly to a stream. College Place also includes outfalls that occur as part of road drainage that sheet flows from the public right-of-way into the creek. Another unique feature of College Place drainage is the presence of catch basin inlets directly over a stream channel. As these catch basins are conveying water collected within the public right-of-way and discharging it at a single location, they are treated as outfalls. As the streams meander through private properties within College Place additional sheet flow outfalls occur along the entirety of most streams. However, these are private contributions and are not included as part of the outfall inventory for City-controlled infrastructure draining to the streams.



Most outfalls within the City of College place that discharge stormwater into streams are located within public right-of-way or on private development that contain no stormwater volume or rate control upstream and do not include treatment. Types of flow control that would be identified upstream, for future improvements, would be detention ponds with controlled release of stormwater, weirs, or retention ponds with overflow. Selection of a treatment facilities will depend upon the size and the various site characteristics of the drainage basin and the amount of room to locate a treatment facility. Treatment of stormwater could include non-mechanical systems that generally include infiltration basins, infiltration trenches or swales, bio-infiltration swales, biofiltration swales, bioretention basins or wet ponds. Mechanical stormwater treatment systems generally contain a pre-manufactured device that is identified under the Washington Department of Ecology's Technology Assessment Protocol Ecology (TAPE) program. The approved technologies that are selected should include a General Use Level Designation (GULD) and meet the determined treatment level (ie... Pre-Treatment, Basic, Oil, Enhanced). The approved technologies are noted on Ecology's website. Refer to the attached link:

<https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Stormwater-permittee-guidance-resources/Emerging-stormwater-treatment-technologies#tape>



CITY OF COLLEGE PLACE
Stormwater Master Program

Figure 2.11
UIC FACILITIES

- LEGEND**
- UIC Locations (127)
 - City Limits
 - UGA College Place
 - Waterways

Projected Coordinate System:
NAD_1983_StatePlane_
Washington_South_FIPS_4602_Feet
Projection: Lambert_Conformal_Conic

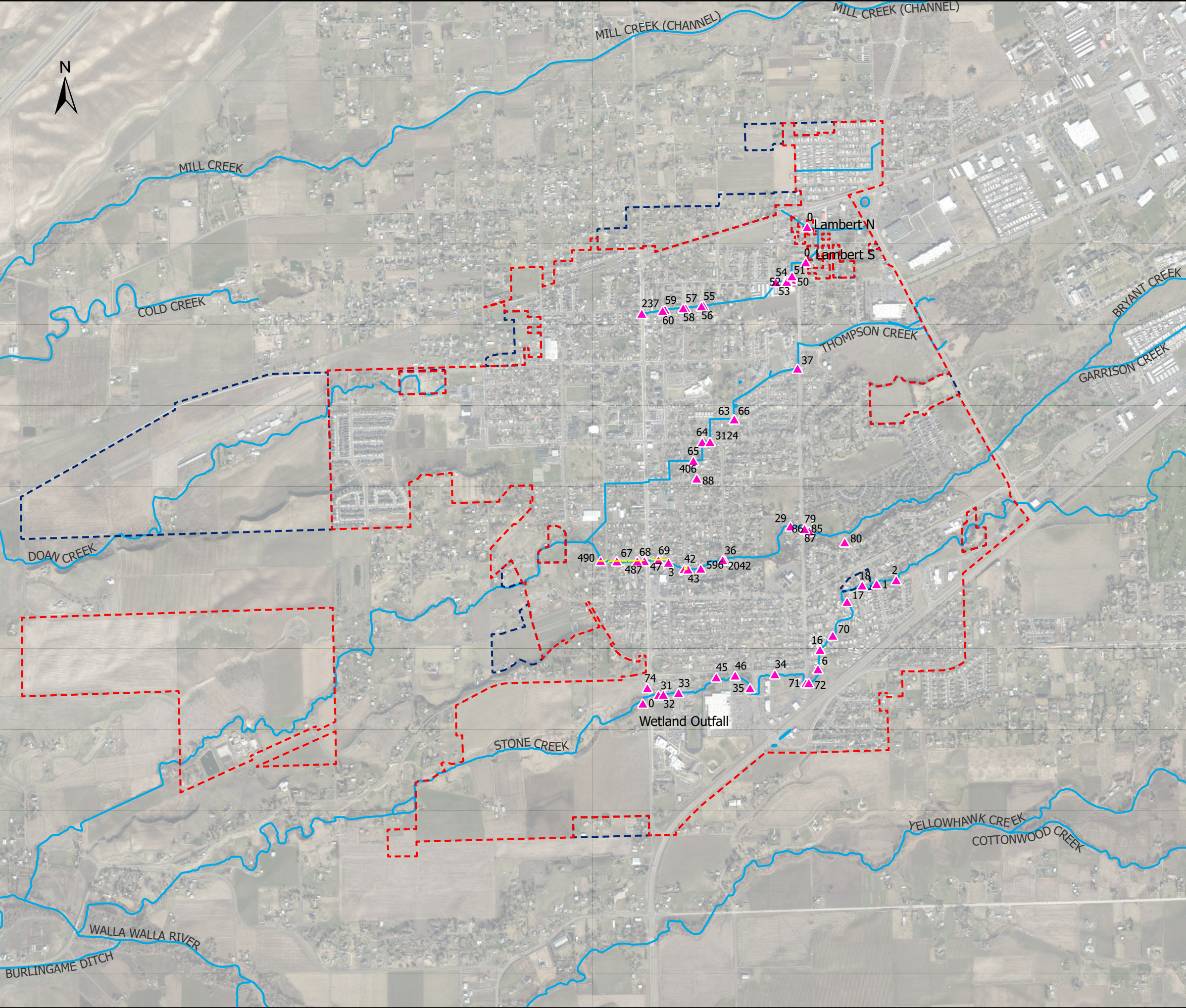
0 800 1,600 3,200 Feet
1 inch equals 1,600 feet





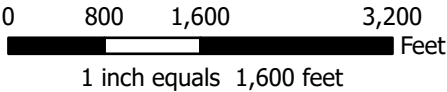
CITY OF COLLEGE PLACE
Stormwater Master Program

Figure 2.12
OUTFALLS



- LEGEND**
- Outfalls Sheet Flow
 - Outfalls (58)
 - City Limits
 - UGA College Place
 - Waterways

Projected Coordinate System:
NAD_1983_StatePlane_
Washington_South_FIPS_4602_Feet
Projection: Lambert_Conformal_Conic



Tables 2-4, 2-5, 2-6, and 2-7 summarize the outfalls that were identified in the field either by upstream structure data or by physical location of the outfall. There is a total of 16 outfalls to Garrison Creek, 20 identified outfalls to Stone Creek, 8 outfalls to Thompson Creek, and 14 outfalls to Military Springs (Burlingame Pipe).

A review of the Homestead Homes development by Hayden Homes located on the west side of town has two outfalls to Doan Creek in the form of overflow weirs and a wetpond discharge weir. The City has facilities associated with development that are maintained by the Homestead Acres Homeowners Association. One of the stormwater facilities is an overflow weir that contributes to a wetland that is then pumped out by the Homestead Acres Association to one of the development's outfalls. The pumped water includes groundwater being piped to the wetlands. A second City wetpond distributes treated stormwater to Doan Creek through an overflow weir.

Refer to Appendix C for individual detailed outfall information.

Table 2-4. Garrison Creek Outfalls (East to West)

Structure Identification	Size, Pipe Type or CB	CIP#
ID 80	18-inch PVC	36
ID 79	8-inch PVC	35
ID-85	CB from N parking lot – Lions Park	54
ID-86	CB from S parking lot – Lions Park	55
ID-87	CB on west side SE Larch Avenue	56
ID 29	8-inch Concrete	14
STRUCT 2042	10-inch ACP	37
ID 67, 68, 69	10 th Street Sheet Flow	4
ID 36	18-inch PVC	19
STRUCT 596	8-inch PVC	57
ID 43	12-inch PVC	21
ID 42	12-inch PVC	22
ID 3	12-inch ACP	9
STRUCT 487	24-inch ADS into culvert under road	58
ID 47	12-inch ADS	59
STRUCT 490	8-Inch CMP from CB to creek	60
TOTAL = 18 identified outfalls to Garrison		

Table 2-5. Stone Creek Outfalls (East to West)

Structure Identification	Size, Pipe Type or CB	CIP#
ID 2	10-inch PVC	8
ID 1	12+-inch CMP	7
ID 18	12-inch PVC	13
ID 17	18-inch CMP	12
ID 70	10-inch concrete	32
ID 16	18-inch CMP	11
ID 6	10-inch DI	10
ID 72	CB	34
ID 71	CB	33
ID 34	10-inch PVC	18
Biofiltration Swale	12-inch PVC	61
ID 35	12-inch PVC	61
ID 46	10-inch PVC	23
ID 45	10-inch PVC	24
ID 33	8-inch PVC	17
ID 32	8-inch PVC	16
ID 31	8-inch PVC	15
ID 74	CB	62
Wetland Outfall	12-inch ADS	63
Wetland Outfall	12-inch PVC	64
TOTAL = 20 identified outfalls to Stone Creek		

Table 2-6. Thompson Creek Outfalls (East to West)

Structure Identification	Size, Pipe Type or CB	CIP#
ID 37	24-inch PVC	20
ID 63	CB	65
STRUCT 3124	CB	66
ID 64	CB	67
ID 65	10-inch ADS	31
STRUCT 406	CB	68
ID 88	Core drilled curb at Thompson Creek	69
ID 66	16-inch PVC	70
TOTAL = 8 identified outfalls to Thompson		

**Table 2-7. Military Springs (Burlingame Pipe) Outfalls
(East to West)**

Structure Identification	Size, Pipe Type or CB	CIP#
Lambert St (N of Spitzenburg)	CB	71
Lambert St. (S of Spitzenburg)	CB	72
ID 50	CB	73
ID 51	CB	74
ID 52	CB	75
ID 53	CB	76
ID 54	CB	77
ID 55	CB	25
ID 56	CB	26
ID 57	CB	27
ID 58	CB	28
ID 59	CB	29
ID 60	CB	30
STRUCT 237	CB	78
TOTAL = 14 identified outfalls to Military Spring (Burlingame)		

2.2.4 Siphons

College Place includes stormwater infrastructure known locally as “siphons”. These siphons consist of two catch basins hydraulically connected by piping between, but do not connect to stormwater pipe that flows away from the collection point to a discreet discharge or outfall. These stormwater siphons do not exhibit true siphon behavior to allow the stormwater to flow downstream once entered into the system. As a siphon requires a sloped hydraulic grade line with varying invert elevations and outlet piping to flow, these stormwater features do not follow the definition or theory. Instead, they intercept a small quantity of runoff and act as a localized retention feature with the water either evaporating or exfiltrating into the subgrade through compromised pipe. There is no indications that any piping between the structures are broken or compromised, but it could be assumed that the only way water is leaving the pipes is through evaporation or exfiltration. Site visits and field mapping identified numerous siphons throughout College Place including in newer developments areas. However, the majority of siphons were found in the central portion of the City. In some areas, these features make up the predominant stormwater infrastructure for large portions of impervious surfacing.

2.3 Known Problem Areas

Stormwater related public complaints are routed through the City by either phone or email messages. City staff routes the information to the City Administrator, Public Works, or Engineering Department, as appropriate. City staff generally follows up with the person making the complaint and the issue will either be resolved or noted for future improvements if it isn’t a problem that can be quickly addressed, such as flooding, water quality, or roadway improvements.

Water quality problem areas that have been identified include:

- Lions Park Pond
- 10th Street between Birch Avenue and Bade Street
- Siphons
- Direct pipe outfalls from roadways

Each of the siphons within College Place collect water directly from the pollutant generating roadways and convey it to a pipe underground with no treatment or downstream connection. The siphons retain oils, sediment, and other pollutants that can then be mobilized out of the system or exfiltrate from the piping. There is also numerous direct outfalls that collect water from pollutant generating roadways with no upstream treatment prior to an outfall. As an example, stormwater runoff from 10th Street sheet flows directly into Garrison Creek without treatment as there is no stormwater collection system and no roadway curbing to direct runoff into a conveyance or treatment system prior to discharge to the creek. Finally, Lions Park Pond, which overflows into Garrison Creek, has noticeable water quality issues with visible sediment and excessive algal blooms. Additionally, fecal coliform is a key pollutant of concern within Garrison Creek which flows through Lions Park.

Numerous problem areas where stormwater flooding occurs during rain events have been identified by customer complaints and conversations with residents:

- Birch Avenue between 8th and 9th Streets (CIP #39)
- 10th Street between Birch Avenue and Bade Street (CIP #4)
- Bade Avenue between 9th and 10th Streets (CIP #40)

- Date Avenue between 4th and 6th Streets (CIP #53)
- Cedar Avenue between A and C Streets (CIP #42)
- SE Red Oak Avenue just north of SE Cedar Bend Drive (CIP #43)
- NE Spitzenburg Street between NE Cargill Avenue and NE Tulip Lane (CIP #44)
- NW Evans Avenue between NE Earl Lane and W Whitman Drive (CIP #45)
- Lions Park Pond Garrison Creek (CIP #47)

Descriptions of select problem areas are located in Appendix D. The descriptions include a narrative of the problem, the potential issue causing the problem and a possible solution to resolve the problem.

3. STORMWATER MANAGEMENT PLAN DEVELOPMENT

3.1 Stormwater Regulations and Guidance

Municipal stormwater codes outline legal requirements for the planning, maintenance, operation, inspection, and design of stormwater management practices and facilities, together referred to as Best Management Practices (BMPs). Municipal stormwater codes are often based on state or federal studies, guidance, and regulations that are supplemented to incorporate local needs. Stormwater design manuals outline additional technical guidance regarding planning and design of BMPs that may either be optional or required by municipal stormwater codes or permit requirements. In combination, municipal stormwater codes, permits, and design manuals establish a clear framework for the development community regarding expectations and practices for the management of stormwater runoff and protection of water quality and natural habitats. The City's municipal stormwater codes are listed in Table 3-1. Other state and federal regulations that need to be considered when thinking about stormwater are listed in Table 3-2.

The following link is takes you to the City of College Place Stormwater Utility webpage for more information:

http://www.cpwa.us/departments/public_works/stormwater_utility.php#

Table 3-1. Municipal Stormwater Codes

Title	Elements
Resolution No. 17-023	Adopts City Standard Specifications for Design/Construction.
Resolution No. 18-048 & Resolution No. 18-036	Adopts City Standard Plans that include Stormwater Design Certification and Stormwater Facility Construction Certification.
Resolution No. 18-032	Adopts Storm and Surface Water Utility billing
Ordinance No. 18-028	Ordinance amending Title 13 of the College Place Municipal Code by adding Chapter 13.82 Illicit Discharge Detection and Elimination and Chapter 13.86 Stormwater Management
Ordinance No. 18-019	Ordinance amending Title 13 of the College Place Municipal Code with Chapter 13.15 – Storm and Surface Water Utility
Resolution No. 19-007	Adopts Stormwater Facility Standards. Outlines stormwater management development thresholds, required permits, and required best management practices (BMPs). Adopts Ecology's Stormwater Management Manual (Ecology2019) as the City's official stormwater design manual.

Table 3-2. Additional Federal and State Regulations

Name	Effective Date	Expiration Date	Elements
State Environmental Policy Act (SEPA) (RCW 13.12C)	1971	NA	City oversees documentation of environmental impacts for significant projects and plans
Shoreline Management Act (RCW 90.58)	1971	NA	City must manage and protect shorelines.
Endangered Species Act	1973	NA	City plans to protect threatened or endangered species.
Safe Drinking Water Act	1974, 1989, 1996	NA	Protects drinking water including contamination by stormwater at wells, sources, and aquifers
Water Quality Standards for Groundwaters of the State of Washington (WAC 173-200)	10/30/1990	NA	Water quality standards for groundwater are to be protected. Applies to infiltration systems.
Growth Management Act (RCW 36.70A)	1990	NA	Develop planning around environmentally critical areas, limit sprawl, encourage growth where adequate services are found.
Watershed Planning Act (RCW 90.82)	1997	NA	Develop strategies for each water resource inventory area for management and development
Salmon Recovery (RCW 77.85)	1999	NA	An act that developed recovery plans for salmon. Funding for protection and restoration of salmon habitat is associated with it.
Underground Injection Control Program (WAC 173-218)	6/19/2008	NA	Protect groundwater quality by regulating the discharge into UIC wells
Water Quality Standards for Surface Waters of the State of Washington (WAC 173-201A)	1/23/2019.	NA	Establishes water quality standards. City required to manage stormwater to protect water quality.
City of College Place Municipal Code	Ongoing	Ongoing	Chapter 16.24 – Design Standards Title 18 - Environment

3.2 Next Steps and Future Planning

This Stormwater Management Plan (SWMP) will serve as the initial foundation for the City to utilize and will be able to add more elements and updates as the stormwater management program grows and evolves over time.

Based on the elements discussed in the following chapters, the City plans to develop a working stormwater program that meets the necessary regulatory compliance for the EWA PIIMSP requirements that include the following components:

- A stormwater utility with stormwater management program rate analysis,
- A Capital Improvement Plan,
- System Mapping Data,
- Public Education and Outreach (S5.B.1),
- Public Involvement and Participation (S5.B.2),
- Illicit Discharge Detection and Elimination (S5.B.3),
- Construction Stormwater Runoff Control (S5.B.4),
- Post-Construction Stormwater Management for New Development and Redevelopment (S5.B.5),
- Municipal Operations and Maintenance (S5.B.6),
- Monitoring (S8)
- Reporting and Recordkeeping (S9)

The SWMP is a tool for determining the resources needed to develop the City's stormwater management program including the timeline and funding sources.

3.3 Utility and Fees

The Stormwater Utility was established under Ordinance Number 18-019 by City Council and customer billing began in January 2019 under Resolution No. 18-032. The utility will make up a portion of the City's budget concerning the costs of managing stormwater and constructing / maintaining stormwater facilities. Stormwater utility fees will be charges by the City to residents and businesses generally based on the residential rate category or a set impervious area.

The City's storm water utility fee (Table 3-3) is a flat monthly rate for all developed single-family residential parcels. For non-residential and multi-family residential, the rate is based on the a multiple of the total impervious surfacing based on the standard residential impervious average of 3,500 sf impervious. A technical memorandum explaining the theory behind the Equivalent Service Unit (ESU) of 3,500 sf is included in Appendix E.

The rate study is included in Appendix F and explains the determination of the rate amount. All new and redeveloped sites are required to meet the minimum requirements of City of College Place Stormwater Facility Standards and the Stormwater Management Manual for Eastern Washington.

Reductions to the base stormwater utility rate can be granted to applicants meet the criteria described in Chapter 13.15.090 of the College Place Municipal Code. The reductions can be granted for development / lots with on-site stormwater improvements, low-income senior or disabled citizens, to name a few. Each entity requesting a reduction must apply and an application is found on the City website. The reduction can decrease the base fee by approximately 29% per ESU.

Table 3-3. Stormwater Utility Fees 2019-2021 (Resolution No. 18-032 / Ordinance No. 18-019)

Rate Category	Monthly Service Charge per ESU
Residential	\$9.19 per month (2019); \$9.47 (2020); \$9.75 (2021)
Non-Residential	\$9.19 per ESU per moth (2019); \$9.47 (2020); \$9.75 (2021)
Monthly Charge with Credit	\$6.56 per ESU per month (2019); \$6.76 (2020); \$6.96 (2021)

4. GAP ANALYSIS

A gap analysis of the existing stormwater management program and mapping data set was conducted to assess the City's current activities and planning needs. This SWMP is based on the findings of that gap analysis, which is presented in Appendix G. This gap analysis looked at the elements necessary to meet and maintain compliance with the EWA PIIMSP and included analysis of each permit requirement.

Table 4-1 includes the name of the EWA PIIMSP requirements, applicable permit information section and effective date for new permittees such as College Place to begin recording or implementing the requirements.

Table 4-1. Permit Requirements

Permit Condition	Permit Section Reference	Implementation Date	Measurement Date
Public Education and Outreach	S5.B.1	August 1, 2021	August 1, 2023
Public Involvement and Participation	S5.B.2	August 1, 2020	
Illicit Discharge Detection and Elimination - Program	S5.B.3	August 1, 2021	
Illicit Discharge Detection and Elimination – Mapping	S5.B.3a	February 2, 2024	
Construction Site Stormwater Runoff Control	S5.B.4	December 31, 2022	NA
Post-Construction Stormwater Management for New Development and Redevelopment	S5.B.5	December 31, 2022	NA
Municipal Operations and Maintenance	S5.B.6	December 31, 2023	NA

Each of the permit conditions is described in the following SWMP sections. These sections describe what the City is currently doing, what they plan to implement, and recommendations for future improvements or implementations to gain and maintain compliance with each condition.

5. PUBLIC EDUCATION AND OUTREACH (S5.B.1)

The City of College place must develop and implement a formal Public Education and Outreach Program for distributing information on the impacts of stormwater to the community. This can include steps to reduce pollutants and impact to the stormwater. The outreach and education will educate people about the impact they have on stormwater and what they can do to protect water quality. Section S5.B.1 of the EWA PIIMSP states that education should be delivered to target audiences such as the general public, home owners, businesses, and consultants; to name a few.

The City is required to develop a program by August 21, 2021, but doesn't need to report the outcome of implementing the plan until August 23, 2023. Additionally, Ecology is only requiring the City to report the findings of implementing one key message to one target audience for compliance.

City Goal:

To expand public awareness of water quality and stormwater pollution prevention and encourage public participation in stewardship activities.

The public plays an important role in maintaining a functional stormwater system and healthy natural receiving waters. A public education and outreach program provides target groups, such as the public, businesses, engineers, contractors, developers, and land use planners, with the knowledge and tools necessary to avoid activities that may have adverse impacts on stormwater. This chapter discusses the City's current and planned public education and outreach efforts. Priorities are shown in Table 5-1. This education should be

aimed at educating the public on water quality, impact to stormwater, methods to limit or prevent impacts, prevent illicit discharges, managing waste and wastewater, and low impact development.

5.1 Compliance with Permit

To maintain compliance with the permit, the City must begin implementing an education and outreach program by August 1, 2021. Reporting is due no later than August 1, 2023 that shows the understanding and adoption of targeted behaviors by at least one target audience and target message. Additionally, Appendix 2 of the permit requires the City to develop a pet waste education program by August 1, 2021.

5.2 Current Activities

Information on City Website

The primary tool the City currently uses for public stormwater education is the City's website. The Public Works Department Stormwater and Surface Water website describes stormwater and its infrastructure and explains what type of maintenance the City performs on its facilities. The page also provides links to information on current engineering and development standards, and current stormwater and surface water-related projects. A link to Ecology's Stormwater Permits webpage provides further regulatory information.

City of College Place

http://www.cpwa.us/departments/public_works/storm.php

Compliance Assistance for Project Design

The public can access numerous documents through the City's website, including support and guidance documents for the design and implementation of stormwater systems. Weblinks to the College Place

Municipal Code stormwater management regulations, Development Guidelines, and Design Guidelines are also included on the City's website on the Engineering and Community Development Department areas.

Farmer's Market Informational Booth

Beginning in May 2018, the City has implemented an ongoing Farmer's Market Informational Booth that includes poster boards showing the stormwater system, the need for a stormwater utility, the Ecology requirements, and the proposed stormwater utility rate. Parametrix was involved in hosting the booth on the first Farmer's Market of the season and City staff has continued to make the information available at each Farmer's Market since.

YouTube Council Meetings

All City Council meetings are recorded and presented as YouTube videos for future information. The City website includes links to the YouTube videos at https://www.youtube.com/channel/UCbx3qrqzLDL_05NusReSI-g. The videos also include general information, outreach, and educational material for citizens to view.

Board Docs

The City Clerk uses board docs to document all resolutions, ordinances, etc.
<https://www.boarddocs.com/wa/cocp/Board.nsf/goto?open&id=AKXURW7CC783>

Public Announcements and Forums

The City of College Place distributes public announcements to local newspapers and radio station. Additionally, the City will hold public forums for various topics. The Mayor issues a monthly newsletter.

Utility Bill Information Packets/Fliers

Each utility billing offers the opportunity for the city to send a message of education or outreach to citizens receiving the bills. This type of message could be an additional statement on the bill or a separate insert included with the bill giving additional information.

5.3 Planned Activities

5.3.1 High Priority Activities

Development of the formal Public Education and Information Plan is the first step in this permit element. The following components are key to developing a successful plan that works for all citizens, businesses, and allows compliance with the permit to be successful.

Target Instructions to Businesses

Educating the businesses in College Place about their role in protecting stormwater quality is considered a high priority and is a key component of the educational outreach by the City. Many businesses store and use hazardous substances on site that could become a point source of pollution if not managed properly. It is important for all businesses to understand the negative effects these substances could have if they were accidentally released into the stormwater system.

The City will focus on educating specific businesses associated pollutants to ensure that proper storage and disposal is taken into account.

The City could provide general educational materials to all businesses regarding common commercial activities that pose a risk, such as the use of a dumpster. In addition, the City could provide more targeted education materials depending on the business and potential pollutant source. The City would first identify key stormwater pollutants:

- Pet waste
- automotive chemicals,
- car wash soaps,
- cleaning supplies,
- wood finish,
- paint,
- dry cleaning chemicals,
- cooking grease,
- herbicides,
- fecal coliform waste products,
- pesticides, and
- fertilizers.

However, while educating target businesses is a high priority action, it cannot be achieved if the City does not have relevant educational materials. Therefore, the prerequisite for beginning this task is collection of materials and handouts to distribute. The steps required to achieve this objective are discussed in Section 5.3.3.

Table 5-1. Public Education and Outreach Priorities

SWMP Component	Priority High (1) to Low (3)
Pet Waste Program	1
Target Instructions to Businesses	1
Compliance Assistance for Project Design	1
Public School Curriculum	1
Proactive Messaging	2
Public Meetings/ Information Booth	2
Educational Materials for Distribution	3
Information on City Website	3
Tracking Impacts on Selected Target Group	3

Compliance Assistance for Project Design

Another priority is assisting businesses and developers in understanding and complying with design requirements. Although the City currently has many documents available to provide guidance in complying with stormwater municipal codes, the City intends to have staff available that will be able to work with developers to explain the requirements and provide design guidance in implementing the stormwater municipal code. The code that deals with stormwater requirements is found under Resolution 18-048.

Public School Curriculum

To promote a healthy stormwater system for the future, educating the next generation of stormwater system users is important. This can be achieved by providing College Place's schools with stormwater-related curriculum, which has been identified as medium priority. The City would make use of the many existing stormwater curriculum resources currently available. Only Rain Down the Drain (<http://www.onlyraindownthedrain.com/>) has a toolkit for educating residents and businesses to keep stormwater clean. An additional list of national school curriculum resources can be found on the Ecology website.

Department of Ecology Public Education
<http://www.ecy.wa.gov/programs/wq/stormwater/municipal/resources/PERMITTEEproducts.html>

5.3.2 Medium Priority Activities

Proactive Messaging

The City's website provides a centralized location for educational material, but it cannot be assumed that all of the residents and business will visit the page. Increased proactive messaging, such as sending informational fliers with customer utility bills, presenting the information on radio shows, or during Farmer's Market events or other community event has been identified as a medium priority.

Public Meetings/ Information Booths

Public meetings, such as workshops and City Council meetings, are effective venues to present upcoming projects and initiatives to residents, businesses, and developers in College Place. These meetings can also provide a forum to receive public feedback, as explained in Chapter 6. Increased use of public meetings by knowledgeable stormwater staff has been identified as medium priority. Additionally, information booths at the Farmer's Market or other public event is a good way to stay in front of citizens and present the information to an audience that may not otherwise get the information.

5.3.3 Low Priority Activities

Educational Materials for Distribution

The City would distribute public education materials by using fliers and handouts developed by Parametrix as part of the SWMP (examples are seen in Appendix H). These handouts will be based on currently available fliers from various government agencies. For example, the Ecology website has several municipal public education and outreach materials available for public use. Examples of available resources include:

Stormwater pollution brochure (sample in Appendix H)

- Poster highlighting proper disposal of restaurant greases and oils
- Dumping into CBs
- Auto shop poster
- Pet waste flier
- Yard care video
- Car wash kit demonstration video



Information on City Website

Enhancing the City's website to provide more public stormwater information has been identified as a low priority. However, the City must maintain the site and ensure it is up-to-date with new educational materials and planning documents that are adopted throughout this process. The City may also choose to include additional links to the Ecology website on their Storm and Surface Water page, specifically the Public Education and Outreach site described in the previous section.

The City can update the website to include additional educational materials such as the following:

- <https://fortress.wa.gov/ecy/publications/documents/0710058.pdf>
- https://cfpub.epa.gov/npstbx/files/waecy_90br013.pdf
- <https://fortress.wa.gov/ecy/publications/documents/95056.pdf>
- <https://fortress.wa.gov/ecy/publications/documents/0801018.pdf>
- <https://fortress.wa.gov/ecy/publications/documents/0807064.pdf>
- <https://cfpub.epa.gov/npstbx/files/dogdoogityvideolink2.jpg>
- <https://cfpub.epa.gov/npstbx/files/psatlawn.pdf>
- <https://cfpub.epa.gov/npstbx/files/psatautowash.pdf>
- <https://cfpub.epa.gov/npstbx/files/psatpet.pdf>
- <http://www.wastormwatercenter.org/coordination>

Publicize Stream and Habitat Restoration

By completing high visibility stream and habitat restoration projects such as the one near the Wal-Mart development, the public will see the enhancement that comes from water quality. These efforts could include stream cleanup efforts by volunteers or for a stream cleanup day coordinated by the City to promote and educate the public on the benefit of clean water for health and aesthetics.

Coordination with Other Agencies and Jurisdictions

By coordinating efforts with other agencies and jurisdictions such as Walla Walla County and the City of Walla, the City of College Place can work to combine efforts on getting educational materials and information into the public's awareness. Joint efforts will reach a greater population and potentially have a larger influence. Additionally, the agencies will not have to double up on getting a particular topic out to the citizens. The City is already working with Walla Walla County and the City of Walla Walla. In the future, the City plans to partner with the Conservation District and the School District.

Tracking Impacts on Selected Target Group

Tracking changes in public behaviors that prevent pollution and protect natural waters would help the City measure the effectiveness of the Public Education and Outreach program, but this is a low priority. The City could generate survey questions for a selected target group regarding key elements and knowledge of water quality issues. The City would first pose these questions to the public before investing in the additional public education measures addressed above. The survey could be distributed to the utility customers with a monthly bill or via social media. Once educational activities have been implemented, the City would reissue the same survey. Results of the surveys will help the City to gauge if the selected public education measures are effective. In addition, the City would establish a system to organize and maintain records of public education and outreach activities so they can be easily accessed and referenced. The due date for this is August 1, 2023.



Potential Future Activities

In the future, the City may initiate stewardship activities as another means for educating the public and getting the community involved, such as site trash clean-ups, assistance with planting at stormwater management sites, or catch basin stenciling.

6. PUBLIC INVOLVEMENT (S5.B.2)

The City must develop and adopt a program or Public Involvement Plan that creates opportunities for the public to be involved in the decision making process, development and implementation of revised SWMP as noted under Section S5.B.2 of the EWA PIIMSP. The City will make provisions for considering public input into the program. Beginning August 1, 2019, under Permit Coverage, the City must begin developing the Public Involvement Plan and shall have the annual report available on the City website no later than March 31, 2020 during the first year of permit coverage. Additionally, the City shall post an electronic copy of the SWMP on their website by May 31, 2020 with updates each May, as necessary.

City Goal:

Provide opportunities for the public to participate in the decision-making processes involving the City's stormwater management program.

Public involvement encourages those invested in the success of College Place to provide feedback on the existing and future stormwater management program. This could be a formal approach, such as an advisory council, or as simple as a concerned citizen sending a comment through the City's website. This chapter describes opportunities the City currently provides for the public to get involved in the decision-making process for the stormwater utility and outlines planned activities to increase that involvement. Priorities are shown in Table 6-1.

6.1 Current Activities

City of College Place residents take great pride in their city. Current opportunities for public involvement are discussed below.

Participation in City Council Meetings

City Council meetings are held every second and fourth Tuesday at the City Hall Building. The date, time, and location of these meetings are advertised on the City's website. The public is invited to attend all meetings, and each meeting includes time at the beginning for public comments, questions, or concerns.

City Council meetings are an established avenue for the public to hear what is going on in their city and provide feedback. Continued contribution to City Council meetings by Public Works with increased focus on the stormwater management program has been identified as a medium-priority need. The City Council is responsible for approving projects and rate increases, as well as setting policies and budgets; therefore, involving the council early and often would be important to the success of the Stormwater management program.

The Public Works Department and Engineering Department also occasionally participate in Council Workshops, which can occur once a month. The Workshops are an opportunity to keep the Council involved and well-informed on a given topic. This helps to facilitate the approval process for decisions, projects, or policy changes that must be adopted by the City Council. The Workshops also serves as a venue for Public Works / Engineering to give presentations or status updates on the program and existing projects.

Table 6-1. Public Involvement Priorities

SWMP Component	Priority High (1) to Low (3)
Public Access to Stormwater-Related Documents	1
Public SWMP Workshops	2
Forums, Open Houses, Committees, Advisory Group, Surveys	3
Volunteer and Community Events	3

Public Access to Stormwater-Related Documents

The City's website is a resource for the public to access a wide range of City documents relating to stormwater management. The Document Library has links to numerous planning documents, such as Comprehensive and Utility Planning Reports and the City budget. The Development Code, Design Standards, Critical Area Protection, and Comprehensive Plan have stormwater-related components, and are also accessible through the Community Development and Engineering page of the City website. With the ability to access these documents, the public is able to comment on them and related stormwater activities in College Place.

Paths to Receive Public Complaints/Questions/Comments

City Council meetings are one avenue for the public to voice their complaints, questions, or comments. In addition, the City's website has contact information for comments to be sent to the Mayor or any other City official or department personnel. Also, the telephone number and email address for the Public Works or Engineering Department is included on the Public Works or Engineering Department pages and the online directory. The City is good about addressing customer complaints or issues, following up with the customer, and either addressing the issue or putting it on a list for future improvement. Public can reach out to any City staff via telephone, email, or in person and they will get direct communication on the topic. Additionally, public records requests are an avenue for obtaining documents by any interested parties.

6.2 Planned Activities

6.2.1 High Priority Activities

There are no high priority activities.

6.2.2 Medium Priority Activities

Public SWMP Workshops

As the City continues to develop the stormwater management program, it is important to provide opportunities for the public to contribute input. As a medium priority, the City would hold public workshops to solicit input from City staff, local residents, and elected officials regarding needs and priorities for addressing drainage, water quality, and habitat concerns within City of College Place. This input would be used to identify and prioritize existing surface water issues, potential capital projects, staffing needs, maintenance effectiveness, pollution sources, public awareness, and evaluate the stormwater program.

6.2.3 Low Priority Activities

Forums, Open Houses, Committees, Advisory Group, Surveys

The City could plan to hold stormwater forums with area educators or decision makers to discuss stormwater related issues. Additionally, open houses for future planning efforts or developments could be help to involve the public in the stormwater impacts with an opportunity to talk to the professionals involved with the plans, the City officials reviewing the documents, etc. The City may create a stormwater advisory group to address specific concerns or conduct public surveys to see what additional concerns there may be. Finally, committees could be developed for specific stormwater related efforts

that need additional public support such as Lion's Pond improvements, changes to 10th Street drainage or other topics.

Volunteer and Community Events

As mentioned in the Public Education and Outreach element, volunteer and community events can gather momentum for the public to get involved with keeping stormwater clean. These events could include stream cleanups, planting parties, or stormwater related fairs with events for kids to learn about where rain goes and what they can do about it, to name a few.

Public Access to Stormwater-Related Documents and Uploading Project Documents

In addition to the stormwater-related documents currently available on the City's website, the SWMP will be available for review. The City will post the digital SWMP on the City's website and will also have hardcopies available at City Hall.

7. ILLICIT DISCHARGE DETECTION AND ELIMINATION (S5.B.3)

The City must develop, implement, and enforce a program to prevent, detect, and eliminate illicit discharges to the stormwater system as noted under Section S5.B.3 of the EWA PIIMSP. By August 1, 2021 the City shall have this Illicit Discharge Detection and Elimination Plan in place and have enforcement actions to back up the plan. By June 30, 2020 the City shall inventory and map all suspected illicit connections of potential sources of fecal coliform per Appendix 2 of the permit requirements for College Place. By February 2, 2024, the City of College place must provide a comprehensive map of all known discharge and outfall locations within their system. The outfall inventory included in Section 2.2 and Appendix C includes all known and available outfalls that have been identified in late 2018 and early 2019.

Goal:

Prevent, detect, characterize, trace, and eliminate illicit connections and illicit discharges into the municipal stormwater system.

This chapter discusses prevention and management of illicit discharges to the stormwater system. Illicit discharges are any discharges to the separated stormwater system not considered stormwater runoff, such as car wash water, industrial process water, or sewage. Illicit connections are unintended or illegal infrastructure connections and often originate from sources such as sanitary sewer connections or interior floor drains (40 Code of Federal Regulations [CFR] 122.26(b)(2)). Priorities are shown in Table 7-1.

Mapping to support the illicit discharge detection and elimination program is discussed in Chapter 8.

7.1 Current Activities

Regulatory Prohibition of Non-Stormwater Discharges

The City of College Place Municipal Code specifically defines and prohibits illicit discharges to the stormwater system. The Code will be updated to define illicit discharges more clearly and outline escalating enforcement procedures and actions for code violations. If updates are necessary to the existing code to meet Section S5.B.3b.vii, this shall be completed by February 2, 2023.

Table 7-1. Illicit Discharge Detection and Elimination Priorities

SWMP Component	Priority High (1) to Low (3)
Illicit Discharge Detection and Elimination Plan	1
Field Screening and Enforcement	1
Tracking Annual Illicit Discharges Discovered	1
Staff Training	1
Response Plan	1
Recordkeeping	2
Mechanism for Public Reports of Spills	2
Informal Compliance	3
IDDE Educational Outreach	3
Updates to Regulations	3
Regulatory Prohibition of Non-Stormwater Discharges	Achieved

7.2 Planned Activities

7.2.1 High Priority Activities

Illicit Discharge Detection and Elimination (IDDE) Plan

As part of the SWMP, an Illicit Discharge Detection and Elimination (IDDE) Plan has been prepared. See Appendix I for the IDDE Plan. This program shall be implemented no later than August 1, 2023. The plan will include procedure for characterization, tracing, and eliminating illicit discharge.

Field Screening and Enforcement

The Public Works and Engineering staff currently conduct some stormwater system inspections, but formal and systematic procedures for conducting stormwater system investigations, including field screening and identifying potential sources, have been identified as high priority. A formal program would potentially add the following activities to current program elements:

- Conduct desktop assessments of stormwater system, including systematic review of existing mapping
- Establish contracts for laboratory analysis
- Develop mapping of Municipal Separate Storm Sewer System (MS4) connections to private stormwater systems
- Procure testing kits
- Conduct outfall reconnaissance
- Develop inspection procedures for public and private facilities
- Develop an indicator monitoring strategy to identify the presence of non-stormwater flows
- Implement compliance strategies and enforcement actions authorized by the City of College Municipal Code Chapter 13.82.
- Spill Responder
- Call Line number for Spills
- Field assessment of 40% of the MS4 by December 21, 2023 and track total % assessed with report by March 31, 2024; 12% each year thereafter
- Develop documentation and communication procedures, such as form letters and processing deadlines, for corrective actions

Tracking Annual Illicit Discharges Discovered

Tracking the number of illicit discharges discovered and addressed over time would assist the City in assessing the effectiveness of illicit discharge prevention activities and evaluating staff needs and resources. However, until other elements of the program are more firmly established, tracking of the illicit discharge program is considered a high priority and is required under the permit.

Where possible, the City would make use of existing resources when developing these procedures, such as:

- The Illicit Discharge Detection and Elimination guide (Center for Watershed Protection 2004)
- Ecology's Stormwater Action Monitoring (SAM) website, which identifies opportunities for regional solutions to common illicit discharges and pollution problems. However, as a Western Washington program, SAM may not be applicable to College Place for all recommendations.

SAM Website

<https://ecology.wa.gov/Regulations-Permits/Reporting-requirements/Stormwater-monitoring/Stormwater-Action-Monitoring/Source-identification>

Staff Training

Training staff who are responsible for identification, investigation, termination, cleanup, and reporting of illicit discharges is considered high priority. An ongoing training program could have different levels of focus. General illicit discharge detection training could be provided to all City field staff, who, as part of their normal job responsibilities, might come into contact with or otherwise observe an illicit discharge or illicit connection to the stormwater system. More detailed training would be provided to staff responsible for confirming, assessing, and responding to illicit discharges and illicit connections. On-going training would be provided as needed to address changes in procedures, techniques, requirements, or staffing. The City would document and maintain records of the training provided and the staff trained. This training could also include Certified Erosion and Sediment Control Lead (CESCL) training for three staff to be alert during construction projects to possible discharges. Currently, there are three city staff that have this CESCL certification.

Response Plan

The City does not currently have a formal spill response plan that includes coordination with a qualified spill responder, which would include response to illicit discharges and illicit connections into the stormwater system. Development of a response plan is considered high priority along with formal procedures for response and cleanup.

Checklist for Reporting a Spill

Location
Time/date
Weather
Source, if known
Flow direction
How does the water look; is there a sheen?
Do you observe any dead fish?
Are there any odors?
Are there any other witnesses?
Take photographs
About taking samples: DON'T! Be careful - safety first! Do not attempt anything dangerous. Do not sample unknown liquids.
To report a spill, please call Public Works Department.

7.2.2 Medium Priority Activities

Recordkeeping

Public Works and Engineering staff will work to document and track inspections conducted of the stormwater system components; additional illicit discharge detection and elimination activities would be added to the recordkeeping system. Recordkeeping procedures will be developed and implemented, such as hardcopy records to an electronic, searchable database, would increase efficiency and search capabilities. However, upgrades to the recordkeeping program are considered low priority.

GIS data collection is included in this recordkeeping effort and shall be an ongoing process as new developments are added to the City or inspections are completed. Additionally, an inventory of businesses with the potential to have illicit discharges will be developed in order to track inspections and outreach as well as troubleshooting a specific discharge.

Mechanism for Public Reports of Spills

The City will establish pathways to receive public reports of spills to the stormwater system or surface water bodies. The City's website has links to staff telephone numbers but an electronic citizen comment form will be developed. In addition, the Public Works Stormwater web page will provide instructions on reporting spills, including an observation checklist and telephone and email contact information.

7.2.3 Low Priority Activities

Informal Compliance Strategy

Section S5.B.3.b.vi states that the permittee shall implement informal compliance actions such as public education and technical assistance.

IDDE Educational Outreach

The City will develop educational materials and inform public employees, owners, developers, businesses, and contractors about the hazards of illicit discharges and improper disposal of waste materials impacts stormwater. The City shall implement this task no later than August 1, 2022

Updates to City Regulations

If updates are necessary to the existing code to meet Section S5.B.3b.vii, this shall be completed by February 2, 2023.

8. CONSTRUCTION SITE STORMWATER RUNOFF CONTROL (S5.B.4)

Goal:

Reduce stormwater runoff pollutants from construction site activities.

The City must develop, implement, and enforce a program to reduce pollutants in stormwater runoff to its MS4 from construction activity for public and private projects as noted under Section S5.B.4 of the EWA PIIMSP. The program is required to be in place prior to December 31, 2022. The program shall include an ordinance or regulation that requires erosion and sediment controls to be in place for construction sites greater than one acre or part of a larger development if less than one acre. This shall include requiring Stormwater Pollution Prevention Plans and BMPs to be in place.

This chapter describes the City's program and future plans for reducing pollutants in runoff draining to the stormwater system from construction site activities. The overall program applies to private and public development, including roads and residential developments. Priorities are shown in Table 9-1.

8.1 Current Activities

Runoff Control Regulations and Enforcement

The City of College Standard Specifications & Drawings (Resolution 18-036) establishes the minimum level of compliance for stormwater management of new development, redevelopment, and construction activities within City of College Place. This chapter adopts the latest version of Ecology's Stormwater Management Manual (Ecology 2019) and outlines minimum requirements, inspection, and enforcement provisions. The City code includes provisions for inspection of all facilities by City staff and enforcement of maintenance standards.

Table 8-1. Controlling Runoff Priorities

SWMP Component	Priority High (1) to Low (3)
Construction Inspections	1
Recordkeeping	2
Staff Training	2
Privately-Owned Facility Inspections	3
Asset Management Program	3
Site Tracking	3
Runoff Control Regulations and Enforcement	Achieved

The City shall require a Stormwater Pollution Prevention Plan (SWPPP) or Erosion and Sediment Control (ESC), depending on the size of the site prior to construction activities beginning.

Construction Inspections

The Community Development and Engineering Department conducts construction site inspection in cooperation with the Public Works Department as part of the City's permitting process. They conduct periodic inspection of all permitted development sites during construction to verify proper installation and maintenance of required erosion and sediment controls and proper conduct of any required construction stormwater quality sampling, and they inspect all permitted development sites upon completion of construction and prior to final approval or occupancy to ensure proper installation of permanent stormwater facilities.

Recordkeeping

The Public Works Department currently maintains hardcopy records of construction site and privately owned facility inspections and enforcement actions by staff, including inspection reports, warning letters, notices of violations, and other enforcement records.

8.2 Planned Activities

8.2.1 High Priority Activities

Construction Inspections

Improvement of the City's construction site inspection program has been identified as high priority. Enhancements to the program could include:

1. Provide notice, before clearing and construction begin, that construction is about to start followed by pre-inspection to confirm that all BMPs are in place and, if required, stormwater sampling plans have been developed
2. Verify that a maintenance plan is completed and responsibility for maintenance is assigned for stormwater treatment and flow control BMPs and facilities
3. Inspect all permanent stormwater treatment and flow control facilities in new residential developments every 6 months until 90 percent of the lots are constructed (or when construction is stopped and the site is fully stabilized) to identify maintenance needs and enforce compliance with maintenance standards as needed

8.2.2 Medium Priority Activities

Recordkeeping

The Public Works Department does not currently maintain hardcopy records of construction site and privately-owned facility inspections and enforcement actions by staff; however, improvement to the recordkeeping procedures has been identified as medium priority. Inspection recordkeeping improvements could include upgrading from hardcopy records to an electronic, searchable database. The City will utilize GIS as an electronic database to increase tracking efficiency, search capabilities, and identification of maintenance needs, as well as support more timely enforcement actions.

Staff Training

Development of a formal training program for stormwater staff is considered medium priority. The training program could have different components focusing on construction site inspections, privately owned facility inspections, or enforcement. A baseline training could be provided to new staff, with annual (or more frequent, as needed) follow-up training provided to address changes in procedures, techniques, requirements, or staffing. The City would document and maintain records of the training provided and the staff trained.

8.2.3 Low Priority Activities

Privately-owned Facility Inspections

Select inspections of privately-owned treatment and flow-control facilities, such as stormwater ponds and vaults, is listed as a low priority activity. Historically, College Place has not performed inspections of private facilities. However, during construction and before gaining final certificate of occupancy, it would be in College Place's interest to complete inspections of the facilities to ensure that they are built per plan and functioning properly nearing the end of construction.

Asset Management Program

The City will assess using asset management programs to track inspections. The City is currently using iWorQ and GIS software to facilitate this.

Site Tracking

The City will work to enforce site tracking better in the future.

9. POST-CONSTRUCTION STORMWATER MANAGEMENT FOR NEW DEVELOPMENT AND REDEVELOPMENT (S5.B.5)

The City must implement and enforce a program that addresses post-construction stormwater runoff to the MS4 from new development and redevelopment that disturb more than one acre or are part of a larger plan for development as noted under Section S5.B.5 of the EWA PIIMSP. The City shall develop this program before December 31, 2022.

Goal:

Reduce stormwater runoff pollutants from new private and public development and redevelopment activities.

This chapter describes the City's program and future plans for reducing pollutants in runoff draining to the stormwater system from new development and redevelopment. The overall program applies to private and public development, including roads and residential developments. The City ensures compliance with post-construction standards but does not provide long-term inspection and maintenance services to private facilities that do not contribute stormwater discharge to City ROW or MS4 as defined in the City's EWA PIIMSP. Priorities are shown in Table 9-1.

9.1 Current Activities

Runoff Control Regulations and Enforcement

The Municipal Code and Standard Specifications & Drawings (Resolution 18-036) establishes development guidelines for projects that add to or modify the stormwater system. The City of College Place Standard Specifications & Drawings (Resolution 19-007) establishes the minimum level of compliance for stormwater management of new development and redevelopment activities within City of College Place. This chapter adopts the latest version of Ecology's Stormwater Management Manual (Ecology 2019) and outlines minimum requirements, inspection, and enforcement provisions. The City of College Place Standard Specifications & Drawings (Resolution 19-007 & 18-048) establishes stormwater maintenance requirements applicable to both City-owned and privately-owned facilities. Additionally, the Standard Drawings include street sections that can be utilized for providing stormwater treatment to assist with development. The code includes provisions for inspection of all facilities by City staff and enforcement of maintenance standards. Additionally, the Police Department has a code enforcement officer that maintains records and carries out enforcement.

Table 9-1. Controlling Runoff Priorities

SWMP Component	Priority High (1) to Low (3)
Post Construction Inspections	1
Staff Training	2
Zoning Review with Planning Department	3
Consultant Outreach for Design Training	3
Low Impact Development Regulatory Review	3
Electronic Records	3
Runoff Control Regulations and Enforcement	Achieved

Permitting Process and Plan Review

The Community Development and Engineering Department implements the City's permitting process, including site plan review, inspection, and enforcement of the standards established by the College

Place Municipal Code and the EWA PIIMSP requirements. The Community Development Department collaborates with the Engineering and Public Works Department on plan reviews and site inspections as necessary.

Staff Training

The Public Works Department currently provides as-needed training to staff responsible for inspection of stormwater facilities in the city.

Privately Owned Facility Inspections and Maintenance.

Public Works staff do not currently perform inspections of privately-owned treatment and flow-control facilities, such as stormwater ponds and vaults, as this is part of the Operations and Maintenance manual that all private developments must provide and adhere to. For properties that do not contribute flows to the right-of-way, City engagement ends at approval of post-development facilities by certification by licensed engineer.

The City can perform inspections to private facilities that are connected to City MS4 or contribute to City right-of-way. When an inspection of a privately-owned stormwater management facility identifies the need for maintenance, the private facility must make sure the maintenance is performed. This process is covered in the Operations and Maintenance Plan that is submitted for each private development.

City inspection of private-facilities is required to gain the stormwater utility credit and the City has begun inspecting these facilities that request the rate credit.

Recordkeeping

The Public Works Department currently maintains hardcopy records of construction site and privately-owned facility inspections and enforcement actions by staff, including inspection reports, warning letters, notices of violations, and other enforcement records. Engineering also maintains electronic copies of records and GIS data that will assist with these recordkeeping efforts.

Permitting Process and Plan Review

The Community Development Department collaborates with the Engineering and Public Works Department for plan review and includes specific requirements for each submittal to ensure compliance with the City Code. This is an ongoing effort.

9.2 Planned Activities

9.2.1 High Priority Activities

Post Construction Inspections

Improvement of the City's construction site inspection program has been identified as high priority. Enhancements to the program could include:

- 1 Verify that a maintenance plan is completed and responsibility for maintenance is assigned for stormwater treatment and flow control BMPs and facilities
- 2 Private facility agreements in place for City to access and inspect stormwater facilities post-construction
- 3 UIC Registration 60 days prior to construction

- 4 Stormwater design certification and construction certification submitted to City.
- 5 Inspect all permanent stormwater treatment and flow control facilities in new residential developments every 6 months until 90 percent of the lots are constructed (or when construction is stopped and the site is fully stabilized) to identify maintenance needs and enforce compliance with maintenance standards, as needed. This only applies to facilities that area contributing flow the City right-of-way.

9.2.2 Medium Priority Activities

Staff Training

Development of a formal training program for all stormwater and field staff is considered medium priority. The training program could have different components focusing on staff responsible for permitting, plan review, construction site inspections, privately owned facility inspections, or enforcement. A baseline training could be provided to new staff, with annual (or more frequent, as needed) follow-up training provided to address changes in procedures, techniques, requirements, or staffing. The City would document and maintain records of the training provided and the staff trained.

9.2.3 Low Priority Activities

Zoning Review with Planning Department

A formal and systematic review of the zoning within College Place by the Public Works Department in cooperation with the Community Development and Engineering Department could provide the following benefits to the stormwater management program:

- Identify priority future growth areas that could be served by regional stormwater facilities as development expands into these areas,
- Facilitate municipal code updates matching appropriate localized BMP requirements with specific land uses based on zones
- Identify barriers in the code to low impact development

Consultant Outreach for Design Training

As trainings are made available either through Ecology or private companies, the City can make this information available to consultants in order to increase the awareness and knowledge around the specific stormwater regulations and design needs for College Place.

Low Impact Development Regulatory Review

Soil Group A are good candidates for the application of low impact development approaches. Therefore, review and revision of the College Place Standard Specifications & Drawings (Resolution 18-036) for compatibility with low impact development approaches has been identified as medium priority. Some biofiltration swale or other planter strip treatment features will be developed to incorporate with the City's existing roadway section standards.

The code update could include the following types of provisions:

- Minimization of impervious surfaces
- Preservation of native vegetation

- Other measures to minimize stormwater runoff, such as infiltration where appropriate
- Finding and removing code barriers to applying low-impact approaches

Where possible, the City would make use of existing resource guides, such as the Ecology's Stormwater Management Manual for Eastern Washington (SWMMMEW) which includes guidance on Low Impact Development (LID)

<https://fortress.wa.gov/ecy/ezshare/wq/Permits/Flare/2019SWMMMEW/2019SWMMMEW.htm>.

Section S5.B.5.b.ii(a) of the Permit includes these elements.

Electronic Records

The Engineering Department will continue to maintain their GIS records and expand the capabilities of this recordkeeping.

10. OPERATIONS AND MAINTENANCE (S5.B.6)

Section S5.B.6 of the EWA PIIMSP states that permittees shall develop and implement an operation and maintenance program. The aim of the program is to prevent or reduce pollutant runoff from municipal operations. This shall include training of municipal staff with respect to stormwater. The City shall develop the Operations and Maintenance Plan no later than December 31, 2023.

The permit also requires that the City inspect all catch basins and inlets prior to December 31, 2023. Every two years following December 2023, the City shall inspect 25% of all public catch basin. If the inspection indicates that cleaning is necessary, the catch basin shall be cleaned to comply with the maintenance standards of S5.B.6.a. Following the initial deadline, the City shall inspect all catch basins and inlets a minimum of once every two years.

Goal:

Prevent or reduce pollutant runoff from municipal operations.

This section describes the City's current activities and future plans for preventing or reducing pollutant runoff from municipal operations, including long-term maintenance of City-owned stormwater management facilities. Priorities are shown in Table 10-1.

Table 10-1. Operations and Maintenance Priorities

SWMP Component	Priority High (1) to Low (3)
Operations and Maintenance Plan	1
City-Owned Catch Basin and Conveyance System Inspections	1
City-Owned Facility Inspections	1
Source Control Practices, Policies, and Procedures	1
City-Owned Facility Maintenance	1
Municipal Stormwater Pollution Prevention Plans	2
Staff Training	2
Adopt Maintenance Standards	2
Long-Term Operation and Maintenance Plans	2
Recordkeeping	2
Track Training Records	3

10.1 Current Activities

Adopt Maintenance Standards

The City of College Place Standard Specifications & Drawings (Resolution 18-036) establishes stormwater maintenance requirements applicable to both City-owned and privately-owned facilities.

Source Control Practices, Policies, and Procedures

The City currently implements practices, policies, and procedures to reduce pollutants in stormwater runoff from City-owned properties such as streets, parking lots, buildings, parks, open spaces, maintenance yards, and stormwater treatment and flow control facilities. These activities include:

- Cleaning streets
- Repairing and resurfacing roads, including pavement grinding
- Maintaining roadside areas, including vegetation management
- Managing snow and ice conditions

City-Owned Catch Basin and Conveyance System Inspections

Public Works maintenance crews currently perform periodic inspections of City-owned catch basins and conveyance system components. For additional activities refer to the Operations and Maintenance Plan found in Appendix J.

Staff Training

Public Works currently provides as-needed training for staff responsible for operation and maintenance of stormwater system components in City of College Place.

Recordkeeping

Public Works currently maintains hardcopy records of inspections and maintenance or repair activities conducted on stormwater system components.

10.2 Planned Activities

10.2.1 High Priority Activities

Operation and Maintenance Plan

As part of the SWMP, a draft Operations and Maintenance Plan is being developed to aid the City in defining the needs of their system, inspection schedules, and maintenance that will occur. This document will be a working draft that the City can revise, as necessary to meet their needs. See Appendix J for a draft plan.

City-Owned Catch Basin and Conveyance System Inspections

Increasing the frequency and regularity of inspections of City-owned catch basins and conveyance systems has been identified as high priority. The City is required to inspect all of their catch basins and inlets by December 31, 2023. The City will be required to inspect 25 percent of the catch basins at least once every 2 years to identify maintenance needs. The City would then conduct cleaning of the catch basins within the immediate drainage area as indicated by inspection results. Additionally, the City shall inspect treatment and flow control facilities after major storm events to check for damage. Major storm events are defined as the 10-year, 24-hour or greater events.

City-Owned Facility Inspections

Public Works staff currently conduct some stormwater system inspections, but development of formal and systematic procedures for conducting inspections has been identified as high priority. A formal program would potentially add the following types of activities for inspecting City-owned facilities:

- Assess the resources needed to conduct additional inspections and availability of existing resources and field staff
- Conduct desktop assessments of the stormwater system, including systematic review of existing mapping
- Develop a plan for maintenance or repair response to inspection findings
- Conduct visual spot checks of potentially damaged permanent stormwater treatment and flow control facilities after major storm events
- Identify future sites for further water quality assessment
- Develop pollution prevention and good housekeeping procedures for the city stormwater system during operations and maintenance of city facilities. This includes proper disposal of waste removed from the system per Section S5.B.6.a.ii(a) of the Permit.

Source Control Practices, Policies, and Procedures

Improving the consistency and expanding the pollutant-reduction measures that the City currently implements for City-owned lands have been identified as high priority. City facilities and maintenance work requires formalized procedures for reducing pollution of stormwater.

The City currently implements practices, policies, and procedures to reduce pollutants in stormwater runoff from City-owned properties such as streets, parking lots, buildings, parks, open spaces, maintenance yards, and stormwater treatment and flow control facilities. These activities include the following with potential source control practices give:

- Cleaning pipes and drains – sediment taken from drains shall be taken to a decant facility to allow fluid to evaporate or enter the sanitary facility and dried sediments shall be dealt with as hazardous waste.
- Removing sediment from ditches and ponds – silt curtains shall be utilized for in-stream work, flow diversions, or work shall be completed during the lowest flow to minimize sediment migration.
- Cutting tree roots out of pipes – roots shall be removed by flushing to a downstream manhole with vacuum truck (Vactor®) to remove them rather than allowing the root matter and potential sediment loading to travel downstream.
- Installing or relocating utilities – installation practices shall protect trench spoils and utilized construction pollution prevention control BMPs to limit sediment migration as part of construction. This could include controlling dust during the dry months.
- Managing trash and pet waste – trash and pet waste shall be disposed of properly so that it does not enter stormwater.
- Conducting building exterior cleaning and maintenance – cleaning waters shall not be allowed to enter the stormwater system but should be collected or allowed to drain to a grassy area.
- Controlling sedimentation and erosion – BMPs shall be in place when City crews complete construction projects. Additionally, for City owned facilities inspections should be completed to ensure that areas of slopes or grassy areas do not have areas where sediment is running into the stormwater.
- Ensuring controlled use of fertilizers, pesticides, and herbicides to minimize environmental impacts – Following application guidelines will ensure that excess products are not being transported into stormwater. Altering plantings could reduce or eliminate the need for additional chemicals.
- Conducting landscape maintenance and vegetation disposal – Maintenance of landscaping is required to ensure that all sediments are stabilized and not bare for rainfall to erode and cause sediment to transport. Any rilling or bare soil areas should be re-seeded or stabilized to prevent erosion. Vegetation should be disposed of away from stormwater facilities to eliminate clogging of catch basins, culverts, and inlets and reduce the nutrient loading of the composting process.
- Removing snow and ice – The use of deicing chemicals can harm water quality. The City should be mindful of this when removing and storing snow and ice. Additionally, some plants are impacted by the snow and ice temperatures as well as the deicing chemicals.

To ensure that source control practices are being followed the City should formalize how each task is undertaken. The current efforts are proposed to be completed on a specific schedule and more frequently. Additionally, the documentation of such actions will be more formal to track each effort.

City-Owned Facility Maintenance

The Public Works Department previously has only included stormwater maintenance activities in its annual budget as part of roadway maintenance and allocates as many staff and resources to maintenance as possible. While the current level of resources available for maintenance meets minimum obligations, the City would like to improve the operation of the stormwater system by increasing the level of maintenance provided and begin to complete stormwater infrastructure maintenance as part of the ongoing upkeep of the City system. Therefore, increasing the frequency and extent of stormwater maintenance activities has been identified as high priority. With the formation of the stormwater utility, additional funding will be accrued to maintain facilities. Additionally, there will be a more formal delineation of the stormwater funds that are allocated from the street funds each year.

10.2.2 Medium Priority Activities

Municipal Stormwater Pollution Prevention Plans

Development of SWPPPs for all heavy equipment maintenance or storage yards, and material storage facilities that do not currently have SWPPPs has been identified as medium priority. SWPPPs would be developed for facilities that are not otherwise covered under a state stormwater permit. Each SWPPP would include a schedule for implementation of structural BMPs, as applicable, including periodic visual observations to evaluate the effectiveness of the BMP. General SWPPPs that could be applied at multiple sites could be developed and these could mimic the SWPPPs that are required for private developments by Ecology and the City prior to construction.

Staff Training

In addition to the as-needed staff training provided by the Public Works Department, development of a formal training program for stormwater maintenance staff is considered a medium priority. The training program would instruct staff on the importance of protecting water quality, operation and maintenance standards, inspection procedures, selection of appropriate BMPs, ways to perform job activities to prevent or minimize impacts on water quality, and procedures for reporting water quality concerns.

Adopt Maintenance Standards

While the City of College Place Standard Specifications & Drawings (Resolution 18-036) establish stormwater maintenance requirements applicable to both City-owned and privately-owned facilities, it does not provide provisions for inspection of all facilities by City staff and enforcement of maintenance standards. This task will be to develop standards for inspection, enforcement, and maintenance of the facilities as permitted by the City.

Long-Term Operation and Maintenance Plans

Long-term operation and maintenance plans provide a centralized record of activities needed to keep stormwater system components and BMPs operating properly. These plans can be as robust as multi-volume reports or as simple as single-page checklists. The Public Works Department currently does not have a stormwater system operation and maintenance plan in place. This task will be the development

of long-term operation and maintenance plans for all stormwater management system components and BMPs that do not currently have plans has been identified as medium priority.

Recordkeeping

Improvement to the recordkeeping procedures has been identified as medium priority. Maintenance recordkeeping improvements could include upgrading from hardcopy records to an electronic, searchable database. Use of an electronic database could increase efficiency, search capabilities, and identification of maintenance needs, as well as facilitate future financial planning. Monitoring the number of stormwater facility inspections and level of maintenance response would assist the City in assessing the effectiveness of operation and maintenance activities and evaluating staff needs and resources.

10.2.3 Low Priority Activities

Track Training Records

Staff training will be tracked to ensure that CESCL certifications are up to date and that new hires are given the appropriate training to protect water quality. Any additional special training that is obtained, will be entered into a data base.

11. MAPPING (PART OF S5.B.3)

Goal:

Document the existing stormwater conveyance and management facilities to adequately support implementation of other program elements.

As part of the Illicit Discharge Detection and Elimination requirements, the City is required to map all outfall and discharge points within their system, map all receiving waters, permanent stormwater facilities owned by the City, and any known connections from the MS4 to a privately-owned stormwater system. Updated maps are required no later than February 2, 2024.

This chapter discusses the City's existing mapping and future data collection and mapping needs. Priorities are shown in Table 11-1.

11.1 Current Data

Inlets and Conveyances Discharging to Outfalls

As part of the efforts for developing this SWMP, a field survey was conducted to identify invert information for manholes, catch basins, and outfalls that were located and accessible. This mapping was also supplemented by field visits, as-built drawing review, and aerial topographic data review.

Surface Receiving Waters

The City has mapped local surface receiving waters, including Doan Creek, Garrison Creek, Stone Creek, Thompson Creek, and Military Springs.

Outfalls Size Documentation and External Connections

The mapping data was provided by the City that includes information on pipe size and type as part of the detailed mapping that occurred in late 2018 and early 2019 with GPS survey of each structure or outfall in the City.

City-Owned Stormwater Management Facilities

The City has currently mapped the City-owned stormwater treatment and flow control facilities and this information was gathered by existing mapping, as-built drawings, aerial photographs, and field survey information.

Table 11-1. Mapping Priorities

SWMP Component	Priority High (1) to Low (3)
Illicit Discharge Connections & Potential Sources of Fecal Coliform	1
Connections from MS4 to Privately-owned Systems	1
Unregistered Existing UIC Facilities	1
Types of Stormwater Facilities and Treatment Type	1
Areas Discharging to Ground	2
Drainage Sub-Basin Boundaries	2
Inlets and Conveyances Discharging to Outfalls	2
City-Owned Stormwater Management Facilities	2
Private Property Systems	3
Operations and Maintenance Agreements	3
Individual Lot Contributions	3
Hydrologic Modelling of Connected System	3

11.2 Planned Data Collection

11.2.1 High Priority Data

Illicit Discharge Connections & Potential Sources of Fecal Coliform

The City currently does not have ideas about where illicit discharge could be originating. Per the EWA PIIMSP, Appendix 2, Item 1 for College Place the City is required to inventory and inspect their stormwater system to map and describe all known and suspected illicit connections and identify potential sources of fecal coliform. By mapping and creating an inventory of businesses within the City and the type of business they cover, the City could identify businesses that have the potential for illicit discharges. This could be useful mapping data to correlate with water quality sampling and would aid in identifying the potential source of a given pollutant. Additionally, this business inventory could be used to target specific businesses in the public education and outreach endeavors.

Connections from MS4 to Private-owned System

The City will work toward mapping all connections from the City-owned MS4 system to private systems. This mapping will be updated in GIS.

Unregistered Existing UIC Facilities

By cross-referencing the mapped UIC facilities with the registration database with Ecology, the City can identify and map UIC facilities that are not licensed. This would give the City a mechanism for remedying this deficiency by have a clear delineation of the feature correlated with the Ecology database.

Types of Stormwater Facilities and Treatment Type

While most ponds are identified on the mapping, the types of ponds are not identified. The City should review as-built drawings and conduct field investigations to define each pond style as detention, retention, infiltration, wetpool, or treatment. The same investigation should be completed by the City to identify the treatment type that is upstream of a pond or part of a stormwater treatment train. The types that could be identified are biofiltration, bio infiltration, enhanced wetland, or proprietary treatment facilities, to name a few. The type of facility is important to understand in looking at inspection and maintenance schedules or for troubleshooting potential upgrades.

11.2.2 Medium Priority Data

Areas Discharging to Ground

Several areas of the College Place stormwater system discharge to the ground; however, the City does not have mapping data specifically identifying these areas. Collection of data necessary to identify areas discharging to the ground has been identified as medium priority.

Drainage Sub-Basin Boundaries

Delineation of the College Place drainage sub-basin boundaries would aid in illicit discharge detection and elimination, support regional stormwater management facility placement and sizing, focus conveyance system maintenance and inspection, and facilitate future planning. Drainage sub-basin delineation has been identified as medium priority and has already begun as part of the SWMP. Further breakdown of the sub-basins into individual areas within a specific surface water reaches such as

individual sub-basin contributing to the Garrison Creek sub-basin would provide useful information. This would entail breaking down individual storm systems inlet by inlet to determine the contributions entering each structure of pipe system.

Inlets and Conveyances Discharging to Outfalls

Collection of the following data for all inlets, external permitted connections to the stormwater system (such as those from privately owned facilities or other municipalities), and conveyances (including pipes and channels) discharging to outfalls has been identified as medium priority:

- Tributary conveyance type
- Material
- Size where known

City-Owned Stormwater Management Facilities

Collection of mapping data for the remainder of the City-owned stormwater treatment and flow control facilities has been identified as medium priority.

11.2.3 Low Priority Data

Private Property Systems

The City has identified mapping private stormwater facilities with types of detention and treatment as a low priority. This mapping could be completed by reviewing as-builts, site visits, or an ongoing process as new facilities are permitted and built.

Operation and Maintenance Agreements

Mapping all operation and maintenance agreements will assist the City in their recordkeeping efforts and allow them to know at a glance if an agreement is in place for a particular development.

Individual Lot Contribution

The City will work to map each individual lot and parcel contribution to the stormwater system.

Hydrologic Modelling of Connected System

Hydrologic modelling of the entire City system would allow the City to identify areas with capacity concerns or flooding issues. This data can be used to inform the City on necessary capital improvements within the system.

12. MONITORING (S8)

12.1 Program Monitoring

Effective 2019, College Place is gaining coverage under the EWA PIIMSP. As such, the stormwater management program effectiveness studies and monitoring requirements detailed in S8 of the permit are not being implemented for first-time permittees. The only stipulation that Ecology has placed on College Place is that they shall submit a Notice of Intent (NOI) for Coverage under National Pollutant Discharge Elimination System (NPDES) Municipal Stormwater General Permit no later than 30 days after the effective date of the new permit. The effective date of the permit was August 1, 2019, in which College Place filed their NOI in July of 2019.

As Walla Walla County is included in the current and new permit, they are required to coordinate with local governments in their Urban Area to plan an additional stormwater management program effectiveness study. With College Place being in the Urban Area of Walla Walla County, the City will most likely be asked to participate in this study. Walla Walla County is required to submit the list of participants and roles in the study before March 31, 2021 and submit a detailed study design proposal prior to June 30, 2022.

Appendix 2 of the 2019 EWA PIIMSP states that College Place shall select a minimum of two outfall locations along Garrison Creek to sample for fecal coliform. An approved Total Maximum Daily Load (TMDL) for the Walla Walla River Basin included this monitoring requirement for Garrison Creek.

Monitoring the types, frequencies, and costs of stormwater management activities can aid the City in evaluating the current efficiency of the stormwater management program and assessing future resource and funding needs. The City does not currently have a formal monitoring program for elements of the stormwater management program. However, planned monitoring activities have been identified and are summarized in Table 12-1.

Goal:

Assess the efficiency and effectiveness of the stormwater management program.

Table 12-1. Planned Monitoring Activities

SWMP Component	Priority High (1) to Low (3)
Tracking Facility Inspections and Maintenance Response	1
Tracking Annual Illicit Discharges Discovered	1
Tracking Impacts on Selected Target Group	3

12.2 Water Quality Sampling

Garrison Creek has historically had high fecal coliform level upstream of the WWTP. Ecology suspects that these elevated levels are due to leaking or failing septic systems and possibly waterfowl (Ecology, 2006). Additional sources could be unmanaged pet waste.

Ecology informed the City of College Place that it will part of a water quality monitoring program under the EWA PIIMSP. Therefore, the City will be required to complete strategic water quality testing along Garrison Creek and document the findings.

Appendix 2 of the EWA PIIMSP requires that College Place complete the following for Garrison Creek (quoting directly from the permit (Ecology, 2019)):

1. "Inventory and inspect the stormwater system to develop a map and descriptions of known and suspected illicit connections and potential sources of fecal coliform to the MS4 by June 30, 2020.
2. Develop and implement a pet waste education program for residents of the City of College Place per the schedule in S5.B.1.
3. Consider during SEPA review the potential for projects to increase runoff and sources of fecal coliform, and the need for mitigation measures to reduce these adverse impacts to the MS4 and surface waters.
4. Beginning on August 1, 2020, annually select a minimum of two outfall locations for sampling. Sample bacteria and turbidity in the receiving water body at each outfall during two separate storm events (in spring and fall).
 - a. Use the collected data to trace and remedy fecal coliform sources as part of the Illicit Discharge Detection & Elimination (IDDE) efforts.
 - b. Selection of outfalls for monitoring should consider previous coliform data, including that done under the original TMDL, that done under Ecology's TMDL effectiveness monitoring, and other available data.
5. Beginning January 1, 2020, for each outfall drainage area investigated under the IDDE program, City of College Place shall submit to Ecology in the annual report summarizing:
 - a. Results of any outfall monitoring that include a comparison of monitoring data to the TMDL Waste Load Allocation to evaluate progress toward meeting the percent reduction needed at the outfall (per bacteria TMDL).
 - b. A description of any and all actions taken to reduce fecal coliform pollution, including any business inspections conducted, outreach and education efforts, and any other efforts made to reduce bacteria loadings to receiving surface water bodies.
 - c. For the areas draining to the remaining stormwater basins under its jurisdiction, submit a plan outlining subsequent focus areas for the IDDE program.
 - d. For any outfall that has not progressed toward the WLA target (percent reduction) by December 30, 2022, additionally address the following in the annual report:
 - i. A description of key actions, and who will conduct them.
 - ii. A proposed implementation schedule, including milestones and deadlines, with provisions for reviewing the plan for effectiveness on an annual basis.
 - iii. The specific type of monitoring that will be used to evaluate the effectiveness of the plan."

The College Place fecal coliform monitoring program will be developed by looking at the upstream contributions and narrowing down two areas for sampling that may give information on the fecal coliform levels in Garrison Creek. This testing is only required for City-owned stormwater facilities and does not include the privately-owned regions of Garrison Creek. There are many areas along Garrison Creek where the stream meanders through private property and the City of College Place has no jurisdiction for what occurs within those areas. Public education will aid in getting these private land owners to begin taking an interest in their stream-front and their contribution to the overall success of the City's permit compliance.

Beginning on August 1, 2020, the City will select a minimum of two outfalls for sampling along Garrison Creek and collect bacteria and turbidity samples during two storm events with one in the spring and one

in the fall. To determine the background levels of bacteria entering the system a sample could also be taken during these times at a location just downstream of the City of Walla Walla where Garrison Creek enters the City of College Place. An additional background test downstream along Garrison Creek could indicate the levels of bacteria that are accumulated in the system through College Place. This downstream location could be just upstream of the WWTP, for example.

Beginning in 2020, areas that are investigated under the IDDE program along Garrison Creek will include annual reporting to Ecology. This reporting will include summaries of the results for any outfalls that were monitored along Garrison Creek and descriptions of the actions taken to reduce fecal coliform bacteria. Additionally, the City will develop a plan for other stormwater basins that will be included in the City's IDDE program. If no reductions in bacteria are seen by December 30, 2022, the City's annual report will need to include descriptions of the key actions, include an implementation schedule and plan effectiveness review.

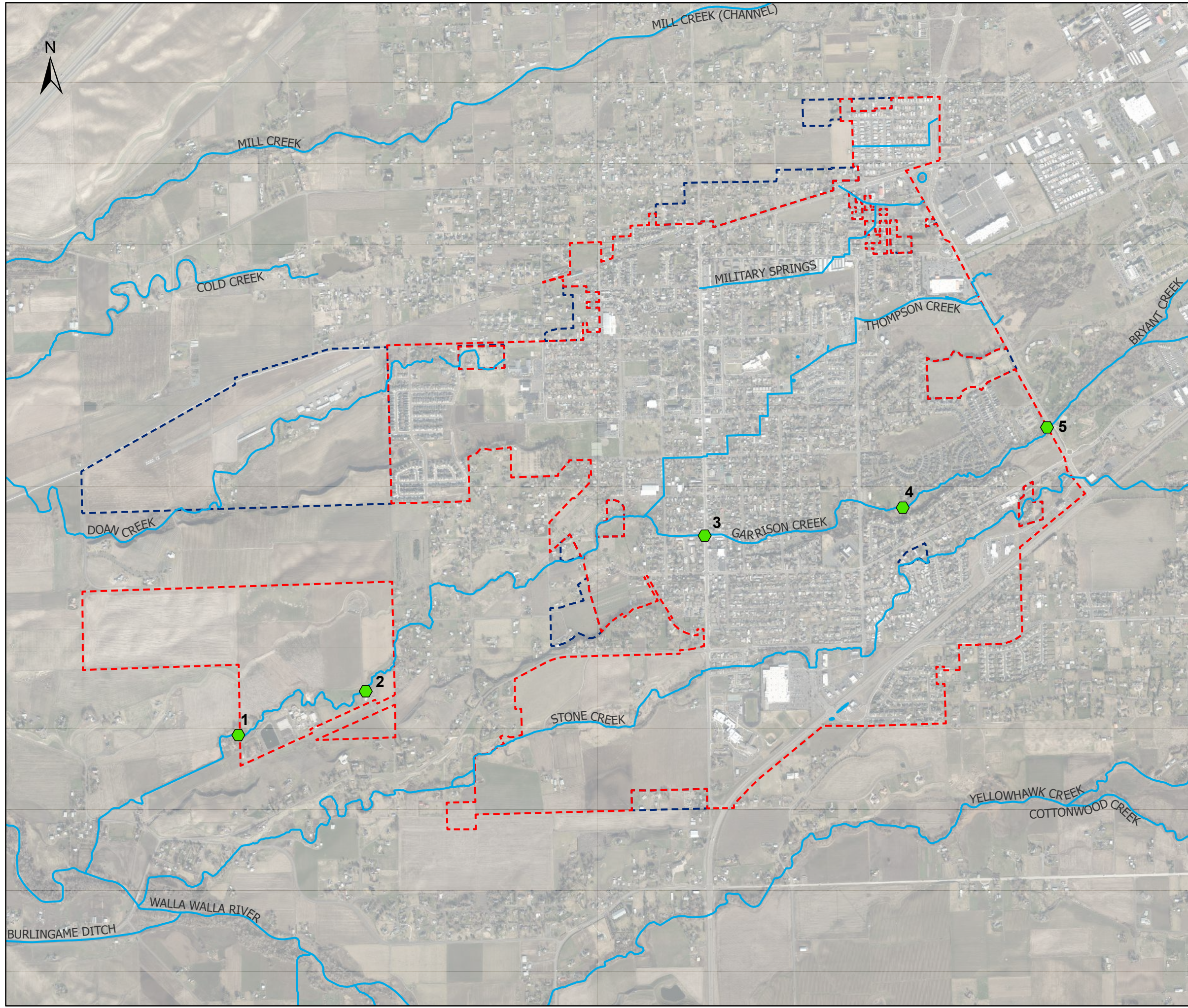
Ecology is currently working with the City of Walla Walla and Walla Walla County to implement similar testing requirements. As data is gathered from the initial locations, the locations may be changed or additional tests could be taken. This will be an ongoing program and the results of it are yet to be seen. The City will work closely with Ecology to determine the necessary future steps for maintaining compliance with this additional requirement.

Initial sampling will include an upstream and downstream component to quantify background readings and determine the level of increased loading as Garrison Creek moves through the City of College Place. As College Place is downstream of the City of Walla Walla an upstream reading just as Garrison Creek enters the College Place boundary will facilitate in determining the level of loading coming into the City. Then, two additional test locations will be identified to begin tracking the constituents that are being added to Garrison Creek as it meanders through the City. One potential sampling location could occur directly downstream of the Lion's Park ponds. Another could be located just downstream of the connection of College Avenue and Garrison Creek. Finally, a fourth location could potentially be located just upstream of the College Place Wastewater Treatment Plant.

These testing locations could be maintained for the first year or two of testing requirement to gather information on the Garrison Creek flows. Subsequent years may be varied to further refine the characterization of the flows within the City. However, the upstream and downstream sampling locations shall be maintained to ensure that the background flow is understood.

The City shall compare each test area to the TMDL Waste Load Allocation (WLA) to determine if there has been a reduction in bacteria. Currently, Ecology has not specified the target reduction in fecal coliform upstream of the College Place WWTP, but the City shall still work towards reducing the loading and monitoring the system as required under Appendix 2 of the Permit and the *Walla Walla River Basin Coliform Bacteria Total Maximum Daily Load – Water Quality Improvement Report* (Ecology, 2006).

Figure 12.1 shows the potential monitoring locations along Garrison Creek through College Place. The first location at the far upstream end should be completed to gain insight into background levels. This test location in Figure 12.1 is shown on private property, but the location could be moved slightly downstream or permission to collect samples from parcel #36072321910001 could be obtained.

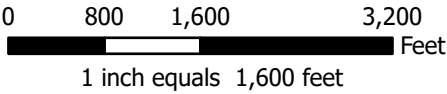


CITY OF COLLEGE PLACE
Stormwater Master Program

Figure 12.1
GARRISON CREEK
MONITORING LOCATIONS

- Legend
- Monitor Garrison Creek (5)
 - Waterways
 - City Limits
 - UGA College Place

Projected Coordinate System:
NAD_1983_StatePlane_
Washington_South_FIPS_4602_Feet
Projection: Lambert_Conformal_Conic



13. REPORTING AND RECORDKEEPING (S9)

Permit requires the City submit annual reports to Ecology by March 31 of each calendar year. Reports shall be submitted electronically using Ecology's WQWebDMR program available on Ecology's Website:

<https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Water-quality-permits-guidance/WQWebPortal-guidance>

The annual report shall include the following:

- Copy of the current SWMP
- The status of implementation of the requirements of the SWMP
- Attached summaries, descriptions, reports and other information as required, or as applicable, to meet the requirement of the SWMP
- Certification and signature of person submitting reporting documents to Ecology
- Notifications of any annexations, incorporations or jurisdictional boundary changes resulting in an increase or decrease in the geographic area of permit coverage during the reporting year.

14. CAPITAL IMPROVEMENT PLAN

A capital improvements list was prepared that is aimed at maintaining the existing system, allowing for annual repairs on existing infrastructure, retrofitting existing infrastructure to meet permit requirements, upgrading the current stormwater system conditions, solving known stormwater problem areas, and initiating conceptual surface water capital project planning. The list of improvements was developed based upon site visits and input from City staff

The known stormwater problem areas within the City of College Place are included as part of the Capital Improvement Plan (CIP). Descriptions of the know problem areas are described in Section 2.3 and further in Appendix D. Additional CIP elements were identified once stormwater system mapping and outfall inventories were developed. Table 14-1 includes a tabulated list of CIP projects and their anticipated costs for improvements. Additional information on the CIP plan is included in Appendix K including the prioritization methodology. Refer to Figure 14.1 for general CIP locations.

Table 14-1. CIP Comprehensive List

CIP Number	Name	Estimated Cost
1	Vacuum Truck	\$410,000
2	Street Sweeper	\$240,000
3	Stormwater System Maintenance	small% of \$6.5M each year
4	SW/SE 10 th Street (Dead End, Bade to Birch)	\$850,000
5	Decant Facility	\$1,500,000
7-37	Point Source Loading at Outfalls (31 outfalls)	\$1,395,000
38	C Street (Larch to College)	\$500,000
39	SE Birch Avenue (8 th to 9 th Street)	\$320,000
40	SW Bade Avenue (9 th to 10 th)	\$55,000
41	SE Date Avenue (8 th to 10 th)	\$215,000
42	NE Cedar Avenue (A to C Street)	\$340,000
43	SE Red Oak Avenue (Cedar Bend Drive)	\$30,000
44	NE Spitzenburg Street (Cargill Avenue to Tulip Lane)	\$450,000
45	NW Evans Avenue (Earl Lane to Whitman Drive)	\$700,000
46	SW 9 th Street (College Avenue to west terminus)	\$90,000
47	Lions Park Pond	\$2,000,000
48	Not Associated	NA
49	Maintenance Shop	\$110,000
50	Stormwater System Hydraulic Analysis	\$100,000
51	NE Lambert Avenue (Rose to Spitzenburg Street)	\$320,000
52	SE Birch Avenue (4 th to 6 th)	\$460,000
54-78	Point Source Loading at Outfalls (26 outfalls)	\$1,170,000
79	NE Damson Avenue (NE Cargill to NE Rose Street)	\$260,000
80	Military Springs Streambank Restoration	\$150,000
81	Garrison Creek Streambank/Wetland Restoration	\$150,000
82	Water Wheel on Garrison Creek	\$37,500
83	Culvert Replacement @ Grandview Ave/Brickner Road	\$250,000
84	Culvert Replacement @ SW McKinney Ave/Clarence	\$200,000
85	Culvert Replacement Owens Road @ WWTP	\$200,000
86	Dam Diversion Updates near SW Mission Road	\$50,000
87	Culvert Replacement Teal Lane	\$100,000
88	SW Mojonier Road (S College to City Limits)	\$2,200,000
89	SE 12 th Street (S College to SE Larch Avenue)	\$1,200,000
90	SE 12 th Street (SE Larch to SE Myra Road)	\$1,200,000
91	Detention Pond/Park Development at Stone Creek	\$750,000

14.1 Capital Improvements

14.1.1 CIP #1 – Vacuum Truck

The City currently owns a vacuum truck (Vactor) for cleaning out manholes, catch basins, or piping. Water quality can be improved by cleaning out the stormwater infrastructure and limiting sediment migration downstream from this accumulated sediment. Preliminary budgetary numbers were provided by manufacturers and these costs are estimated at \$410,000 for a vacuum truck. There is a possibility of this unit being rented out to the sanitary sewer budget for use on other utility maintenance. The useful life of a vacuum truck is approximately 15 years with annual maintenance cost of approximately \$4,000. As an alternate, the City could rent vacuum equipment from the City of Walla Walla or the Washington State Department of Transportation.



Vacuum trucks incur daily, monthly, and annual maintenance tasks such as properly shutting down the truck each day, draining the system after each use and opening valves. Monthly maintenance includes checking fluid levels, inspecting the air and water separator unit, checking electrical wiring, checking air breather. Annual maintenance includes changing filters, flushing the hydraulic system, changing fluids, cleaning the body and possibly add a new coat of primer.

14.1.2 CIP #2 - Street Sweeper

The City currently has one street sweeper, but this unit is currently being used every day. The sweeper constantly being utilized on streets around the City and when the inventory is cleaned the work begins over. Preliminary budgetary numbers were provided by manufacturers and these costs are estimated at \$240,000 for a new street sweeper truck. The updated 2018 Comprehensive Plan lists a new street sweeper as project number 5002 and the sweeper was purchased by the City in 2019.



The average useful life of a street sweeper is approximately 15 years with annual maintenance costs estimated at \$4,000, depending on the level of usage. Street sweeping will assist with water quality concerns by removing sediment loading from the streets, curbs, and gutters and keeping it from entering the stormwater system and streams.

14.1.3 CIP #3 - Stormwater System Maintenance

The City has approximately 629 catch basins, 217 manholes, 57 drywells, approximately 66,500 lineal feet of storm drain piping, and numerous infiltration galleries. As such the total current cost of the City stormwater system is estimated at \$6.5 million. As part of the ongoing maintenance, a portion of this cost should be included for repair in a given calendar year. The purpose of this ongoing maintenance is to keep the system functioning well and prolong the life of the existing system. This does not include site specific improvements that are listed under other capital improvement items.

14.1.4 CIP #4 – SW/SE 10th St (Dead End to SE Birch Ave)

SW/SE 10th Street includes approximately 1,200 lineal feet of roadway that directly sheet flows stormwater runoff into Garrison Creek. To protect the water quality of Garrison Creek, improvements to SW/SE 10th Street are necessary. These improvements would generally include curb and gutter, roadway restoration, stormwater conveyance, storm drainage manholes, catch basins and water quality structures before discharge of stormwater to Garrison Creek. These improvements are estimated at \$850,000. The extent of the improvements will be determined during the design process. The project will be broken into two phases. Phase 1 is between Birch/College Ave. and Phase 2 is between College Ave./westerly end of SW 10th. Phase 1 was recently completed while Phase 2 schedule is to be determined.

The effective life for these water quality improvements is between 5 to 20 years (WSDOT, 2014) with an estimated maintenance cost of \$2,400 per year (EPA, 1999). Inspection of the system shall be completed annually, and maintenance shall be completed as necessary and determined during the inspection.

14.1.5 CIP #5 - Decant Facility

Once the City begins implementing a schedule for cleaning out catch basins, manholes, and stormwater facilities, a decant facility is necessary to allow the stormwater to evaporate and precipitate out the pollutants that have collected in the cleaning water. Once the stormwater is evaporated the precipitate can be taken to a hazardous waste facility. The decant facility will prohibit these wastes from re-entering the stormwater system or entering the creeks directly which will provide water quality improvement. Alternately, the existing decant facility located at the WWTP could be retrofitted and upgraded to serve the City for catch basin cleanout. This may prove to be a more economical approach as the land is already available with existing infrastructure in place.

Future design of a decant facility will determine whether the existing facility or new facility would best serve the City. Budgetary estimates for a new decant facility were placed at \$1,500,000. The estimated inspection schedule is annually with an associated cost for annual maintenance of approximately \$35,000 which includes laboratory testing, cleaning/treatment of solids, and disposal of solids. The life expectancy is approximately 40 to 50 years.

14.1.6 CIP #6 – Destito Court

The Destito storm project will replace an existing underground infiltration system lies between existing homes. The replacement will be an underground injection well, UIC, in accordance with the Washington Department of Ecology's stormwater guidelines. Stormwater runoff will be treated through a biofilter and then discharged to the UIC. The estimated cost of these improvements is \$246,000.

14.1.7 CIP #7 to 37 and #54 to 78 - Point Source Loading at Outfalls

There are approximately 59 individual outfalls within the City to Garrison Creek, Stone Creek, Military Springs (Burlingame Pipe), and Thompson Creek that do not include stormwater treatment prior to their discharge to the waterway. The majority of these outfalls are directly adjacent to paved public roadways that are considered a pollutant generating impervious surfacing (PGIS). To protect water quality, improvements to most of the identified outfalls is recommended with the exception of one biofiltration swale. These improvements could include oil-water separators, vegetated buffers, bio-infiltration swales, or other small-scale, Washington Department of Ecology approved point-source water quality treatment devices

The budgetary number for these improvements are estimated at \$45,000 per inlet or a total of \$2,655,000 . Further investigation of each outfall will be necessary to determine the best treatment and the specific improvements will be determined on a case-by-case basis as funding is made available and each outfall or point source is further evaluated. The annual maintenance cost of each of these improvements is estimated at \$1,000 to \$2,000 per year with inspection / maintenance schedule occurring annually, at a minimum. The expected life of these individual water quality systems is between 5 to 20 years (WSDOT, 2014).

The outfalls that should include stormwater treatment are included in Table 14-2. Outfalls are discussed in Section 2.2 and are further described in Appendix C.

Table 14-2. Outfall List with CIP Number

Outfall Number	CIP Number	Drainage Basin
Outfall ID #1	7	Stone Creek
Outfall ID #2	8	Stone Creek
Outfall ID #3	9	Garrison Creek
Outfall ID #6	10	Stone Creek
Outfall ID #16	11	Stone Creek
Outfall ID #17	12	Stone Creek
Outfall ID #18	13	Stone Creek
Outfall ID #29	14	Garrison Creek
Outfall ID #31	15	Stone Creek
Outfall ID #32	16	Stone Creek
Outfall ID #33	17	Stone Creek
Outfall ID #34	18	Stone Creek
Outfall ID #36	19	Garrison Creek
Outfall ID #37	20	Thompson Creek
Outfall ID #42	21	Garrison Creek
Outfall ID #43	22	Garrison Creek
Outfall ID #45	23	Stone Creek
Outfall ID #46	24	Stone Creek

Outfall ID #55	25	Military Springs
Outfall ID #56	26	Military Springs
Outfall ID #57	27	Military Springs
Outfall ID #58	28	Military Springs
Outfall ID #59	29	Military Springs
Outfall ID #60	30	Military Springs
Outfall ID #65	31	Thompson Creek
Outfall ID #66, 67, 68	4	Garrison Creek
Outfall ID #70	32	Stone Creek
Outfall ID #71	33	Stone Creek
Outfall ID #72	34	Stone Creek
Outfall ID #79	35	Garrison Creek
Outfall ID #80	36	Lions Park Pond/Garrison Creek
Structure ID #2042	37	Garrison Creek
Outfall ID #85	54	Garrison Creek
Outfall ID #86	55	Garrison Creek
Outfall ID #87	56	Garrison Creek
Structure ID #596	57	Garrison Creek
Structure ID #487	58	Garrison Creek
Outfall ID #47	59	Garrison Creek
Structure ID #490	60	Garrison Creek
Outfall ID #35	61	Stone Creek
Outfall ID #74	62	Stone Creek
Wetland Outfall	63 & 64	Stone Creek
Outfall ID #63	65	Thompson Creek
Structure ID #3124	66	Thompson Creek
Outfall ID #64	67	Thompson Creek
Structure ID #406	68	Thompson Creek
Outfall ID #88	69	Thompson Creek
Outfall ID #66	70	Thompson Creek
Lambert Street	71 & 72	Military Springs
Outfall ID #50	73	Military Springs
Outfall ID #51	74	Military Springs
Outfall ID #52	75	Military Springs
Outfall ID #53	76	Military Springs
Outfall ID #54	77	Military Springs
Structure ID #237	78	Military Springs

14.1.8 CIP #38 – C Street (Larch to College Avenue)

The City has included the C Street improvements in the updated comprehensive plan under project number 6006 with funding coming from street improvements, Washington State Transportation Improvement Board (TIB), and storm utility. The storm improvements include adding additional inlets/catch basins, water quality treatment improvements, upgraded manholes, and stormwater piping. For the purposes of this stormwater management, only costs associated with the stormwater infrastructure will be estimated. Approximately 15 manholes, 22 catch basins, 3,000 lineal feet of replaced stormwater piping with increased capacity at approximately 24" diameter is estimated for improvement.

The stormwater improvements above total approximately \$500,000. Construction of these improvements were completed in 2019. The maintenance schedule for the structures will include annual maintenance and inspection with an estimated annual maintenance cost of between \$5,000 to \$8,000. The expected life of this improvement is estimated at 20 to 30 years.

14.1.9 CIP #39 – SE Birch Ave (SE 8th to SE 11th St)

SE Birch Avenue includes existing stormwater piping that has a negligible slope along with a flat asphalt roadway surface. To improve stormwater capacity and reduce surface ponding, new stormwater piping (18-in) with adequate slope should replace the existing pipe network along with new manhole and catch basin structures. The stormwater system would equate to approximately 1,000 lineal feet of 18-in pipe, 12 to 15 catch basins and 6 storm drainage manholes.

The cost of these improvements is estimated at \$320,000. The estimated construction is planned to be phased with the section between 8th/9th as phase 1, 9th/10th as phase 2 and 10th/11th as phase 3. The life expectancy is estimated at 20 to 30 years with annual maintenance schedule and maintenance costs around \$2,000 to \$3,000 per year.

14.1.10 CIP #40 – SW Bade Ave (SW 9th St to SW 10th St)

SW Bade Ave only has one catch basin that is located on the east side of the street that collects stormwater runoff. It is then routed through a 14-inch corrugated metal pipe located in SW Bade. Adding three catch basins at specific locations along the edge of the existing asphalt roadway will help direct more surface runoff into the stormwater collection system. Piping from the new catch basins would be connected to new stormwater manholes on the existing 14-inch stormwater pipe. The estimated cost to do this improvements is \$55,000. The useful life of this project is estimated at 20 to 30 years. All catch basins shall be inspected and maintained annually with an associated maintenance cost of around \$500 per year for this project.

14.1.11 CIP #41 – SE Date Avenue (SE 8 St to SE 10th St)

The only stormwater infrastructure along SE Date Ave are siphons with no outfalls and an insignificant road slope that does not allow sufficient surface drainage. Garrison Creek is the first potential outfall located south of SE 10th Street. To improve stormwater collection and conveyance and to decrease surface flooding, approximately 650-lineal feet of 18-inch pipe is recommended with a 6 catch basins and 3 stormwater manholes. A water quality structure would be required prior to discharging to Garrison Creek. The total estimated cost of these improvements is \$215,000. Average useful life for infrastructure improvements is between 20 to 30 years. Annual maintenance costs for this section of stormwater improvements is estimated at \$2,000 to \$3,000. Maintenance inspections shall occur

annually with catch basin inspections. The cleaning and maintenance of the catch basins shall occur as necessary and noted during inspections.

14.1.12 CIP #42 – NE Cedar Ave (NE A St to NE C St)

The only catchment for stormwater along NE Cedar Ave are two catch basins with direct outfall to Military Springs. The solution for improved drainage is to increase the number of stormwater catchments and increase the size of the Burlingame Pipe conveyance piping. With the Burlingame Pipe being only 12-inches for this area, it is more than likely creating a flooding issue due to lack of pipe capacity. Increasing the 12-inch pipe to 24-inches from NE Cedar Ave to N. College Ave and adding additional stormwater catchments should resolve this drainage issue. The length of new piping is approximately 1,000 feet; however, these improvements will be generally in side and backyards making construction a little more difficult. The estimated for the stormwater improvements is \$340,000. These improvement have an estimated useful life of 20 to 30 years. Annual maintenance costs are estimated at \$3,000 to \$4,000 to inspect the system each year and complete any maintenance that is identified.

14.1.13 CIP #43 – SE Red Oak Ave (North of SE Cedar Bend Dr)

Flooding encountered at SE Red Oak Ave is caused by an existing stormwater siphon that does not contain any outlet piping. Flooding occurs at CB 801 which is the low point along SE Red Oak Ave. Approximately 100feet of 12-inch piping could be extended from CB 801 or CB 802 (ID's concurrent with GIS mapping structure identification) to connect with Stone Creek. With surface repair and structure connection costs, the total for this improvement is approximately \$32,000. These improvements have an useful expected life of between 20 to 30 years. Inspections and maintenance shall occur at a minimum of once per year with an estimated annual cost of \$200.

14.1.14 CIP #44 – NE Spitzenburg Street (NE Cargill Ave to NE Tulip Ln)

Around 1,000 feet of roadway floods due to no catchment along this length of roadway. Approximately ten catch basins with associated connector pipes could provide this conveyance to the existing 24-inch Burlingame Pipe with five manholes at the connection with the existing 24-inch pipe. With the majority of the existing roadway being very narrow and in poor condition, it is assumed that a new 36-ft wide paved roadway with curb and gutter would be a part of this project. The total for these improvements is approximately \$450,000. The expected life of the improvements are 20 to 30 years. Maintenance shall be completed when annual inspections identify needs and this annual maintenance cost is estimated at \$500 to \$700 per year.

14.1.15 CIP #45 – NW Evans Ave (W. Whitman Dr to Earl Ln)

This capital improvement does not have a simple solution as the only drainage in this area west of S College Avenue are local siphons with no outlet conveyance piping taking the water to a specific downstream outfall. The most logical improvement would include installing stormwater piping from the terminus of the existing stormwater piping west of S College Avenue along W. Whitman Dr. at the intersection with SW. Davis Ave. and extending it west to NW. Evans Ave. The pipe would extend north along NW. Evans Ave. to Earl Ln. connecting to the existing siphon on the west end of NW. Evans Ave. Then a connector pipe can be extended from the southerly siphon on Earl Ln. to W. Whitman Dr. This equates to approximately 2,500 lineal feet of 24-inch piping along W. Whitman Dr. and NW. Evans Ave. along with construction of curb and gutter along the side NW. Evans that currently has none. Additionally, manholes would be necessary where extension pipes connect or other siphons are

connected to the new mainline. A minimum of six manholes are anticipated with reuse of existing structures along W. Whitman Dr. if invert elevations and structure depths work with the design. Additionally, with this new installation it would make sense to install additional catch basin catchment structures along W. Whitman Dr. and NW. Evans Ave. for a total of 14 new catch basins. Secondly, stormwater improvement could take the form of an infiltration system with infrastructure to convey stormwater to UIC facilities at strategic locations. The total for all of the improvements is estimated at \$700,000. The roadway improvements have an estimated useful life between 20 to 30 years while UIC facilities have a useful life of approximately 10 years (WSDOT, 2014). Maintenance and inspections shall occur annually and have an estimated cost between \$5,000 to \$6,000.

14.1.16 CIP #46 – SW 9th St (S College Ave to SW Bade St)

No stormwater infrastructure exists along SW. 9th St. between S. College Ave. and SW. Bade Street. A solution to reduce surface flooding is to install storm piping with catchment that flows to existing infrastructure along SW. Bade Ave. Approximately 350 lineal feet of 12-inch storm pipe with four catch basins and two manholes should be sufficient. The estimated costs for improvements is \$90,000. This improvement is expected to have a useful life of 20 to 30 years with construction around 2025. Annual maintenance costs are estimated at \$500 to \$700 to inspect the system each year and complete any maintenance that is identified.

14.1.17 CIP #47 – Lions Park Pond

The 2018 College Place Comprehensive Plan included Lions Park Pond restoration as a project for CIP funding under project number 4001. The improvements would include removing excessive sediment from the ponds to increase volume and allow better fish health. This could also include separating Garrison Creek from the Lions Pond. Treatment at the outfalls into the pond is also a priority that could receive Ecology grant funding. The estimate for this improvement as listed in the comprehensive plan is \$2,000,000. The useful life of such infrastructure improvements is typically 20 years, but with annual maintenance and upkeep, this could be extended. The annual maintenance costs are estimated at \$10,000 to \$20,000 per year.

14.1.18 CIP #49 – Maintenance Shop

The maintenance shop includes necessary improvements to limit direct untreated stormwater improvements to Thompson Creek which runs directly under the site. The maintenance shop could include stormwater treatment improvements to treat the runoff prior to it entering Thompson Creek. One method of treating this stormwater would be to provide a point source treatment that is listed on the Washington Department of Ecology's approved technologies list that can treat stormwater directly before outfall to Thompson Creek. Upstream of the stormwater treatment an oil-water separator would be required due to fueling that takes place at the site. Secondary containment of the fueling areas should also be addressed to keep potential spills from entering the future oil-water separator or stormwater treatment facilities. Additionally, re-grading the site to divert stormwater to the specific treatment system is would be necessary. Another option would be to create biofiltration swales to treat stormwater prior to discharge; however, they generally will need more space than an approved stormwater treatment technology.

The estimated cost of these improvements is approximately \$110,000. All biofiltration swales and point source treatment facilities require annual inspections and maintenance, as necessary. The useful life of

these improvements is approximately 20 to 30 years, but some components may last 20 years, at most. Expected annual maintenance costs are estimated at \$5,000. Construction is tentatively slated for 2022.

14.1.19 CIP #50 – Stormwater System Hydraulic Analysis

City-wide stormwater system hydraulic analysis is necessary to identify pipe size capacity issues and areas where stormwater will flood over the rim elevations of structures that are either too low or are not connected to properly sized pipes. Additionally, this analysis would include estimates of the flows that enter each stormwater sub-basins. The estimate cost of completing this full analysis is approximately \$100,000, depending on the level of detail that is developed in the modeling.

14.1.20 CIP #51 – NE Lambert Avenue (Rose to Spitzenburg Street)

Flooding is seen along NE Lambert Avenue between Rose St. and NE Spitzenburg St. The two existing catch basins at the north end of NE Lambert Ave are not adequate to allow for all stormwater runoff to enter the collection system that discharges to Military Springs. . Additionally, the slope of the road is relatively flat with no observable crown to direct water toward ditches or stormwater infrastructure. The proposed improvements include re-grading the roadway to drain surface runoff to roadside catchments along NE Lambert. A full road reconstruction (36-ft wide) would be necessary to add curb and gutter and the necessary road grade changes. The estimated cost of this improvement is approximately \$320,000. No construction date has been proposed for this improvement yet. The useful life of the improvement is estimated at 20 to 30 years and requires a yearly inspection to identify any maintenance that is required. Annual maintenance costs are estimated at \$2,000 per year.

14.1.21 CIP #52 – SE Birch Ave (SE 4th to SE 6th St)

SE. Birch Ave. between SE 4th and SE 6th Streets only includes one catch basin mid-block with direct outfall to Thompson Creek and core-drilled holes in the existing west curb line that has direct outfall to Thompson Creek as well. The roadway has minimal slope along its length and inadequate inlets or pipe structures to safely discharge stormwater. The proposed improvement to minimize surface flooding and to provide water quality to Thompson Creek is to re-route Thompson Creek southerly along SE Birch Ave and then westerly along SE 6th Street towards S. College Ave. where the storm system can connect with the existing storm drainage system in S. College Ave. This would require approximately 850-lineal feet of 24-inch storm pipe, seven catch basins and four storm drainage manholes. Additionally, it would require some minimal regrading of the existing roadway along with new pavement surfacing. The estimated cost of this improvement is approximately \$460,000. The construction date is tentatively estimated for 2021. The useful life for stormwater infrastructure is approximately 20 to 30 years with annual inspections and maintenance necessary estimated at \$2,000 to \$3,000 per year.

14.1.22 CIP #53 – SE Date Ave (SE 4th to SE 6th St)

SE Date Ave between SE 4th and SE 6th Streets has no stormwater infrastructure which causes flooding in the roadway during storm events. The roadway slopes generally downwards from the north end of SE 4th to SE 6th. There are existing stormwater catchments at SE 6th Ave but those are connected to a siphon. Installing new stormwater catchments and conveyance system in SE Date Avenue would remove the water from the roadway surface; however, there is no downstream existing stormwater system that the new stormwater system could connect to that is generally close. In order for this CIP to function it would need to be installed with or after the completion of CIP #51. As previously noted, CIP #52 would bring new stormwater conveyance at the intersection of SE Birch and SE 6th; therefore, it is proposed that an

18-inch stormwater collection system be installed down Date Avenue to 6th Street and then head westerly on 6th Street to Birch Street where it would tie into the proposed CIP #52.

Preliminary estimates of adding stormwater catchments and conveyance structures is estimated to be approximately \$280,000. The construction of these improvements would need to be installed with or after CIP #52 has been completed. The useful life for stormwater infrastructure is approximately 20 to 30 years with annual inspections and maintenance necessary estimated at \$2,000 to \$3,000 per year.

14.1.23 CIP #79 – NE Damson Ave (NE Cargill to NE Rose St)

The improvements along NE Damson Avenue between NE Cargill and NE Rose St. will include roadway improvements that will improve and expand the existing stormwater infrastructure. NE Damson has an existing 18-inch piping and a few catch basins; however, the bulk of the existing roadway has no curbing. Additionally, a majority of the existing roadway is in poor shape and is only partially constructed. The improvement would include adding six catch basin, three storm drainage manholes and reconstruct the roadway with new asphalt pavement and curb and gutter at the locations where it doesn't exist. The estimated construction costs is approximately \$260,000. Useful life for all roadway improvements and stormwater infrastructure is estimated between 20 to 30 years and requires inspections at a minimum of once per year. Estimated maintenance costs are between \$800 to \$1,000 per year.

14.1.24 CIP #80 – Military Springs Streambank Restoration (Spitzenberg/Deccio to B/College)

There are some portions of Military Springs that are not piped and run along the open surface. These open surface areas run through side and backyards of residential and commercial areas and along public roadways. Portions of these open surface areas are needing surface restoration and general cleanup to improve flow control. The estimate for construction costs is approximately \$150,000. Estimated maintenance costs are between \$1,000 to \$2,000 per year.

14.1.25 CIP #81 – Garrison Creek Streambank/Wetland Restoration (Villages @ Garrison Creek)

A portion of Garrison Creek runs along the southern boundary of the Villages residential development. This section of creek requires some general restoration and cleanup to improve flow control. The estimate for construction costs is approximately \$150,000. Estimated maintenance costs are between \$1,000 to \$2,000 per year.

14.1.26 CIP #82 – Water Wheel on Garrison Creek

There is an existing wooden water wheel located on Garrison Creek just west of Larch. It is unknown of the use of the water wheel; however, it does impede the flow of the creek. Assuming the wheel could be removed and/or modified to improve flow control, it is estimated that these improvements would range from \$25,000 to \$50,000.

14.1.27 CIP #83 – Culvert Replacement @ Grandview Ave/Brickner Road

An existing box culvert runs across Grandview Avenue to convey Garrison Creek under the roadway. The current condition of the culvert appears to be adequate; however, in time it will need to be replaced with a new structure to help with flow control. Prior to replacing the box culvert, it will need to be analyzed to ensure it has adequate flow capacity. The estimate for construction costs is approximately \$250,000. Estimated maintenance costs are between \$500 to \$1,500 per year.

14.1.28 CIP #84 – Culvert Replacement @ SW McKinney Ave/Clarence Ave

An existing box culvert runs across SW McKinney Avenue to convey Garrison Creek under the roadway. The current condition of the culvert appears to be adequate; however, in time it will need to be replaced with a new structure to help with flow control. Prior to replacing the box culvert, it will need to be analyzed to ensure it has adequate flow capacity. The estimate for construction costs is approximately \$200,000. Estimated maintenance costs are between \$500 to \$1,250 per year.

14.1.29 CIP #85 – Culvert Replacement Owens Road @ WWTP

An existing box culvert runs across Owens Road to convey Garrison Creek under the roadway. The current condition of the culvert appears to be adequate; however, in time it will need to be replaced with a new structure to help with flow control. Prior to replacing the box culvert, it will need to be analyzed to ensure it has adequate flow capacity. The estimate for construction costs is approximately \$200,000. Estimated maintenance costs are between \$500 to \$1,250 per year.

14.1.30 CIP #86 – Dam Diversion Updates near SW Mission Road

An existing dam/obstruction is located on a portion of Garrison Creek near SW Mission Road. This structure impedes flow of the creek. The structure needs to be removed and/or updated to improve flow control in this section of Garrison Creek. The estimate for construction costs is approximately \$50,000. Estimated maintenance costs are between \$250 to \$500 per year.

14.1.31 CIP #87 – Culvert Replacement Teal Lane

An existing culvert runs across Teal Lane to convey Stone Creek under the roadway. The current condition of the culvert appears to be adequate; however, in time it will need to be replaced with a new structure to help with flow control. Prior to replacing the box culvert, it will need to be analyzed to ensure it has adequate flow capacity. The estimate for construction costs is approximately \$100,000. Estimated maintenance costs are between \$500 to \$1,000 per year.

14.1.32 CIP #88 – SW Mojonier Road (S College to City Limits)

The improvements along SW Mojonier Road between S College Avenue and the westerly City Limits will include approximately 3,300 lineal feet of roadway reconstruction, curb and gutters, concrete sidewalks as well as stormwater infrastructure for conveyance, treatment, and flow control. The estimated for construction costs is approximately \$2,200,000. Useful life for all roadway improvements and stormwater infrastructure is estimated between 20 to 30 years and requires inspections at a minimum of once per year. Estimated maintenance costs are between \$7,000 to \$9,000 per year.

14.1.33 CIP #89 – SE 12th St (S College Ave to SE Larch Ave)

The improvements along SE. 12th St. between S. College Ave. and SE. Larch Ave. will be to improve roadway conditions as well as improvements to update and expand the stormwater infrastructure for conveyance, treatment, and flow control. The improvements would include grinding down the width of the existing asphalt roadway, an asphalt overlay, adding new stormwater catchments, conveyance and a water quality structure at the outfall to Garrison Creek. Stormwater would be connected to an existing 14-inch storm line at the intersection of SE 12th and SE Broadway Ave. The existing 14-inch storm line in SE Broadway will need to be upsized to 24-inch to accommodate peak flows from SE 12th. The estimate for construction costs is approximately \$1,20,000. Useful life for all roadway improvements and stormwater infrastructure is estimated between 20 to 30 years and requires inspections at a minimum of once per year. Estimated maintenance costs are between \$5,000 to \$6,000 per year.

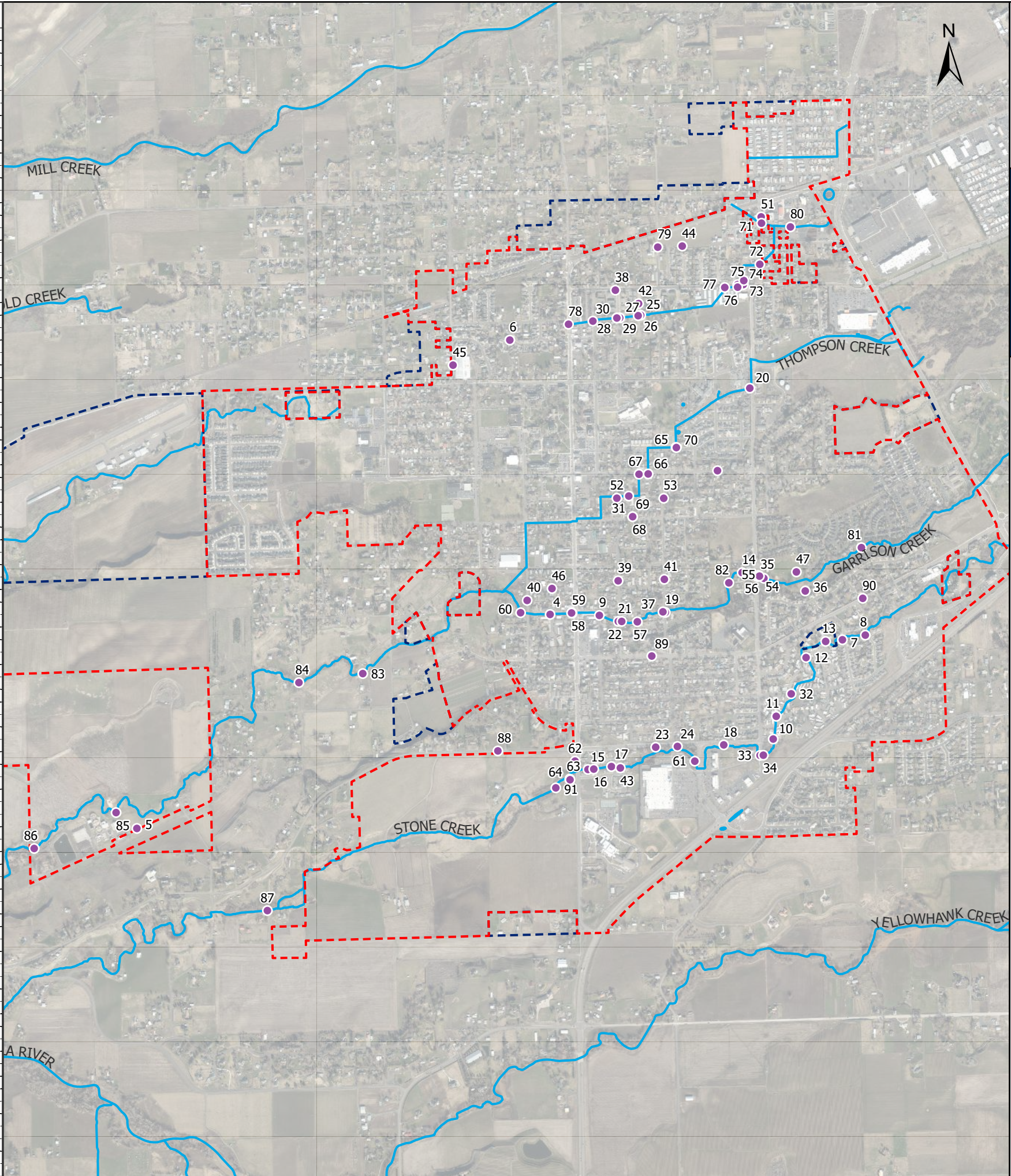
14.1.34 CIP #90 – SE 12th St (SE Larch Ave to SE Myra Road)

CIP #90 is a continuation of CIP #89 to improve SE 12th St. between SE Larch Ave. and SE Myra Road. As this road is a main arterial for College Place, the intent is to improve roadway conditions as well as improvements to update and expand the stormwater infrastructure for conveyance, treatment, and flow control. This would include grinding down the width of the existing asphalt roadway, an asphalt overlay, updating stormwater catchments, conveyance and a water quality structure at the outfall to Lions Park Pond. The estimate for construction costs is approximately \$1,200,000. Useful life for all roadway improvements and stormwater infrastructure is estimated between 20 to 30 years and requires inspections at a minimum of once per year. Estimated maintenance costs are between \$7,000 to \$8,500 per year.

14.1.35 CIP #91 – Detention Pond/Park Development at Stone Creek

To help improve water quality and flow control on Stone Creek, a park/detention basin could be developed to the west of College Ave. for conveyance, treatment, and flow control. The estimate for construction costs is approximately \$750,000. Estimated maintenance costs are between \$5,000 to \$7,000 per year.

CIP	Project Name
1	Vactor Truck
2	Street Sweeper
3	Stormwater System Maintenance (ongoing)
4	Outfall ID #67, #68, #69 10th Street Stormwater Upgrades between (College to Birch)/(Bade to College) /(Dead End to Bade)
5	Decant Facility
6	Destito Court
7	Outfall ID #1 1232 SE Newgate Dr
8	Outfall ID #2 1152 SE Falbo Dr.
9	Outfall ID #3 110 SE 10th St
10	Outfall ID #6 1459 SE Mallard Ln.
11	Outfall ID #16 823 SE Mockinbird Dr.
12	Outfall ID #17 954 SE Eagle Ln
13	Outfall ID #18 1123 SE Mockingbird Dr.
14	Outfall ID #29 926 SE Brentwood Pl
15	Outfall ID #31 15 SE Cedar Bend Dr.
16	Outfall ID #32 25 SE Cedar Bend Dr.
17	Outfall ID #33 114 SE Pepperidge Pl
18	Outfall ID #34 610 SE Lamperti St.
19	Outfall ID #36 1024 SE Date Ave.
20	Outfall ID #37 769 SE Songbird Ln.
21	Outfall ID #42 1022 SE Birch Ave
22	Outfall ID #43 1023 SE Birch Ave
23	Outfall ID #45 274 SE Lamperti St.
24	Outfall ID #46 380 SE Lamperti St.
25	Outfall ID #55 178 NE Cedar Ave (W side)
26	Outfall ID #56 178 NE Cedar Ave. (E side)
27	Outfall ID #57 221 NE Birch Ave (W side)
28	Outfall ID #58 221 NE Birch Ave (E side)
29	Outfall ID #59 221 NE Birch Ave
30	Outfall ID #60 117 NE Ash St
31	Outfall ID #65 921 SE Scenic View Dr.
32	Outfall ID #70 904 SE Robin Dr.
33	Outfall ID #71 905 SE Robin Dr.
34	Outfall ID #72 1699 SE Larch Ave
35	Outfall ID #79 882 SE Larch Ave
36	Outfall ID #80 929 SE Sentry Dr
37	Outfall ID #2042
38	C Street (Larch to College Avenue)
39	Birch Avenue (10th to 11th)/(9th to 10th)/(8th to 9th)
40	Bade Avenue (9th to 10th)
41	Date Avenue (8th to 10th)
42	Cedar Avenue (A to C Street)
43	Red Oak Avenue (North of Cedar Bend)
44	Spitzenberg Street (Cargill Avenue to Tulip Lane)
45	Evans Avenue (Whitman Drive to Earl Lane)
46	9th Street (College Avenue to west terminus)
47	Lions Park Pond / Garrison Creek
48	NA
49	Maintenance Shop
50	Stormwater System Hydraulic Analysis
51	Lambert Avenue (Rose to Spitzenberg)
52	Birch Avenue (4th to 6th)
53	Date Avenue (4th to 6th)
54	Outfall #85
55	Outfall #86
56	Outfall #87
57	Structure ID #596
58	Structure ID #487
59	Outfall #47
60	Structure ID #490
61	Outfall #35 (Meadowbrook/Lamperti)
62	Outfall #74
63	Wetland
64	Wetland
65	Outfall #63
66	Structure ID #3124
67	Outfall #64
68	Structure ID #406
69	Outfall #88
70	Outfall #66
71	Lambert Avenue
72	Lambert Avenue
73	Outfall #50
74	Outfall #51
75	Outfall #52
76	Outfall #53
77	Outfall #54
78	Structure ID #237
79	NE Damson Avenue (NE Cargill to NE Rose Street
80	Military Springs Streambank Restoration (Spitzenberg/Deccio to B/College)
81	Garrison Creek Streambank/Wetland Restoration (Villages @ Garrison Creek)
82	Water Wheel on Garrison Creek
83	Culvert Replacement @ Grandview Ave/Brickner Road
84	Culvert Replacement @ SW McKinney Ave/Clarence Ave
85	Culvert Replacement Owens Road @ WWTP
86	Dam Diversion Updates near SW Mission Road
87	Culvert Replacement Teal Lane
88	SW Mojonnier Road (S College to City Limits)
89	SE 12th Street (S College to SE Larch Avenue)
90	SE 12th Street (SE Larch to SE Myra Road)
91	Detention Pond/Park Development at Stone Creek



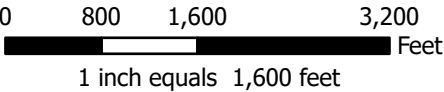
CITY OF COLLEGE PLACE
Stormwater Master Program

Figure 14.1
CIP LOCATIONS &
POTENTIAL REGIONAL
DETENTION FACILITIES

LEGEND

- CIPs
- City Limits
- UGA College Place
- Waterways

Projected Coordinate System:
NAD_1983_StatePlane_ Washington_South_FIPS_4602_Feet
Projection: Lambert_Conformal_Conic



OTHER J-U-B COMPANIES

15. REGIONAL STORMWATER FACILITIES

The City of College Place assessed potential regional stormwater facilities to help improve water quality, improve flow control and to make public and private development easier. However, due to existing infrastructure, development and estimated construction costs, it has been determined that regional stormwater facilities are cost prohibitive at this time. Therefore, no future planned regional facilities are anticipated.

It should be noted that the Stormwater Management Manual for Eastern Washington still places the burden of stormwater design and planning on the developer for private designs. This is the fairest option as the private development is the entity responsible for altering the hydraulic properties of their portion of a basin. Even if regional facilities could be considered, individual developments should be held accountable for their environmental footprint. Stormwater is still required by law to follow the guidelines presented in the Stormwater Management Manual for Eastern Washington as the adopted code for the City of College Place.

16. TYPICAL WATER QUALITY IMPROVEMENT DETAILS

The following water quality facilities give designers and the City an idea of the appropriate water quality elements can be incorporated into development. Water quality facilities will generally be either non-mechanical or mechanical. Non-mechanical will generally include infiltration basins, infiltration trenches or swales, bio-infiltration swale, biofiltration swale, bioretention basins, wet-pond or other non-mechanical facilities noted in the Stormwater Management Manual for Eastern Washington (SWMMEW). Mechanical systems will generally include pre-manufactured structures that have been approved by the Washington State Department of Ecology as an approved emerging technology.

Figure 16-1 shows a schematic standard bio-infiltration swale. This is an example of a non-mechanical water quality facility. Bio-infiltration swales are appropriate downstream of PGIS where basic treatment is required prior to discharge to downstream systems. Further information on bio-infiltration swales can be found in the sections 5.4 and 5.5 of the SWMMEW. As shown in the figure, the location is at the edge of a roadway but could be placed behind the back sidewalk. If located behind the back of sidewalk, catch basins with pipe outfalls will be needed to convey runoff under the sidewalk to the swale area. This type of facility generally needs adequate space/right of way and roadways with slopes less than 1.0%.

Another non-mechanical water quality facility is a biofiltration swale (Figure 16-2). This facility uses an 18-inch layer of compost amended soil to foster the root growth, filtration, and biological uptake of pollutants by plantings. Each biofiltration swale is required to have plantings to assist with the treatment element. If the underlying subgrade doesn't have the necessary infiltration rates, perforated underdrains can be included in the section to discharge water to a downstream outfall if it isn't infiltrated into the ground. This option makes this treatment element very desirable for tight site designs with difficult soil parameters. Further information on bioretention swales can be found in the sections 5.4 and 5.5 of the SWMMEW. This type of facility generally needs roadway slopes between 1% to 5%.

If area is limited, the use of an approved emerging technology could be used to provide water quality. These units often include special filtration media and plantings that make up their water quality affect. The emerging technology is identified under the Washington Department of Ecology's Technology Assessment Protocol Ecology (TAPE) program. The approved technologies that are selected should include a General Use Level Designation (GULD) and meet the determined treatment level specific for the drainage area (ie... Pre-Treatment, Basic, Oil, Enhanced). The approved technologies are noted on Ecology's website. A few examples of the mechanical units include the Contech Filterra (Figure 16-3) in which you can utilize roadside street trees to have a similar look as College Avenue, , Contech Stormfilter Vault (Figure 16-4), Contech Stormfilter Manhole (Figure 16-5), Contech Stormfilter Catch Basin (Figure 16-6), Media Filter Drain and many other available systems. See the link below for a list of GULD approved emerging technologies. These emerging technologies generally take up less room than non-mechanical systems. Sizing of these facilities is based upon the water quality flow rate which will need to be calculated by the engineer. Finally, peak stormwater events (not the water quality storm) may need to be routed around the water quality structure to a downstream discharge location.

[Emerging stormwater treatment technologies \(TAPE\) - Washington State Department of Ecology](#)

The SWMMEW gives the necessary guidance for determining what type of BMP works best for a particular site. Care should be given to delineating the soil types, depth to groundwater, slopes of swales, volume and rate of developed area (dictated by amount of impervious area), width of swale, need for underdrains, residences time in swale, freeboard above conveyance storm. Chapter 5 of the SWMMEW provides the requirements for Runoff Treatment BMP Design.

Once the developed basin flow rate is modeled, an engineer can begin looking at the water quality storm rate and conveyance storm rate. Depending on the area, the water quality storm is generally the 6-month, 3-hour Short Duration Storm for flow rate BMPs like bio-infiltration and biofiltration swales resulting from the PGIS areas of a site. Refer to the latest City of College Place Stormwater Facility Standards for additional information on calculating the appropriate water quality storm. The conveyance storm is generally the 25-year, 24-hour storm for the entire area coming into the swale. When modeling the designed swale, the engineer will need to determine the required slope and bottom width of the swale. Once the swale parameters are determined, the engineer shall check to ensure that a minimum of 9-minute residence time is provided if using a biofiltration swale. If using a bio-infiltration swale the engineer will need to ensure that the water quality storm volume is infiltrated through the base of the swale prior to overflowing stormwater to a downstream discharge location. Additional design steps and considerations may be required depending on the site, but these details can be found in the SWMMEW and the latest City of College Place Stormwater Facility Standards.

Figure 16.1. Typical Bio-Infiltration Swale

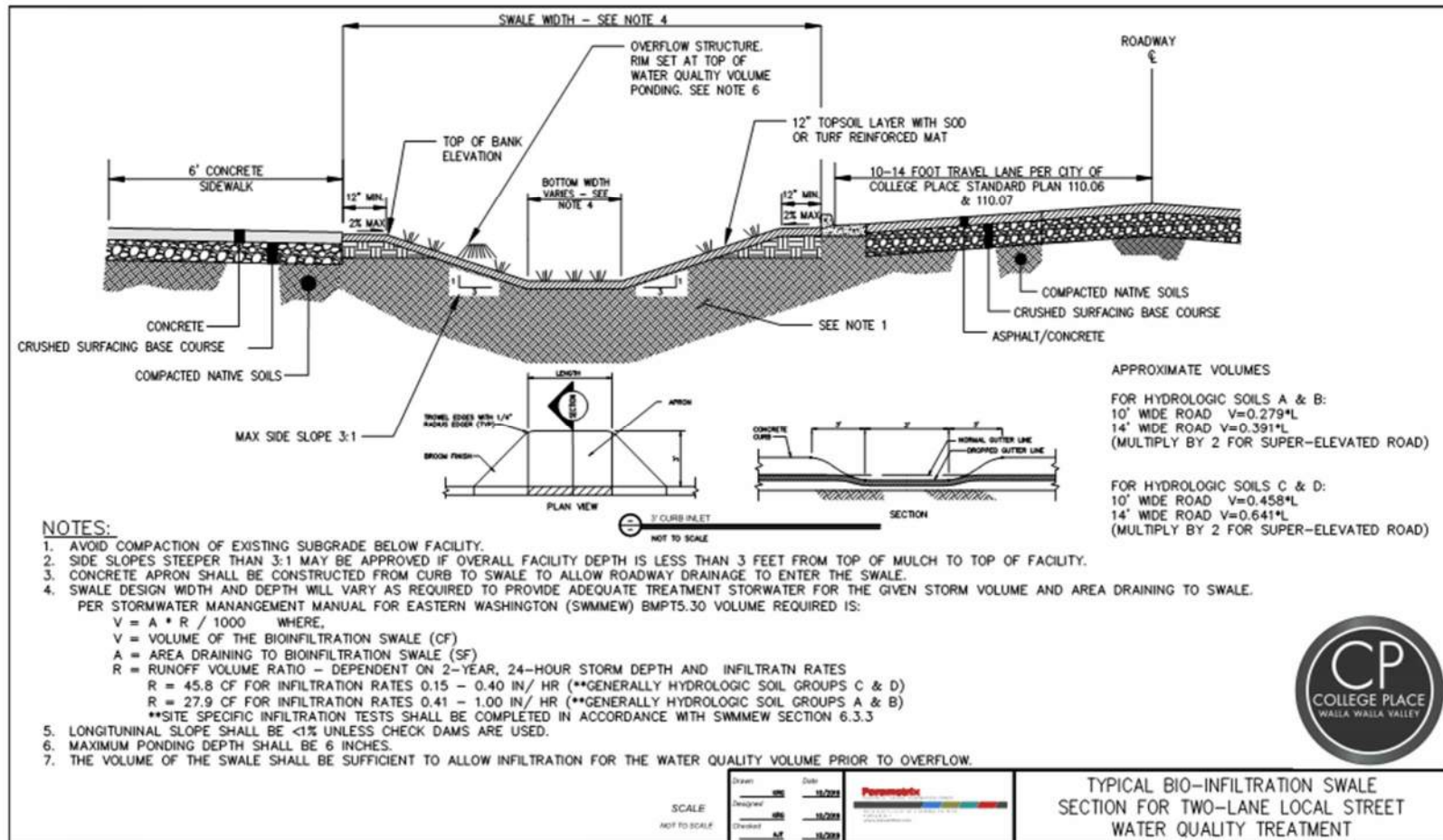


Figure 16.2. Typical Biofiltration Swale

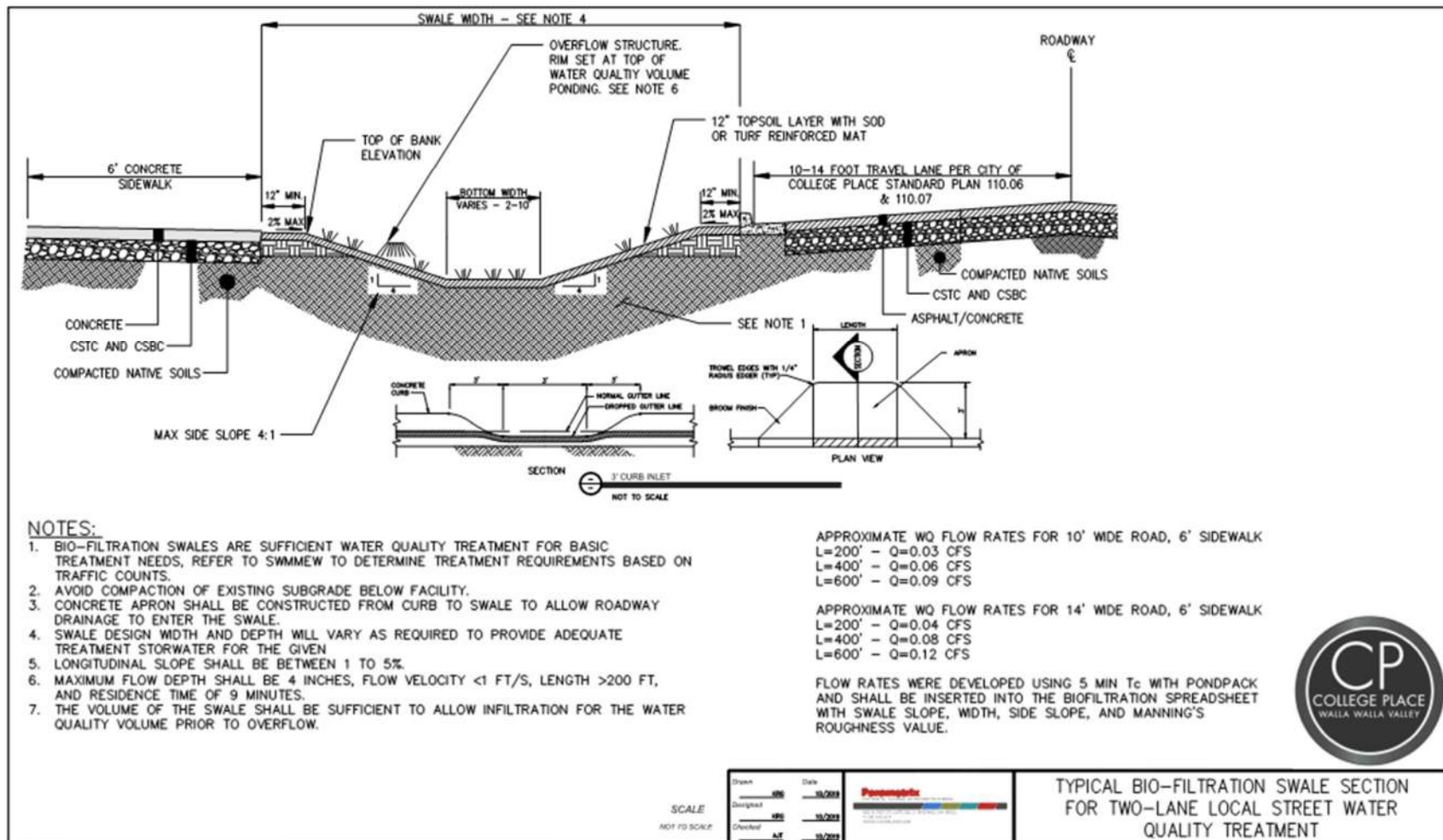


Figure 16.3. Example Proprietary Contech Filterra

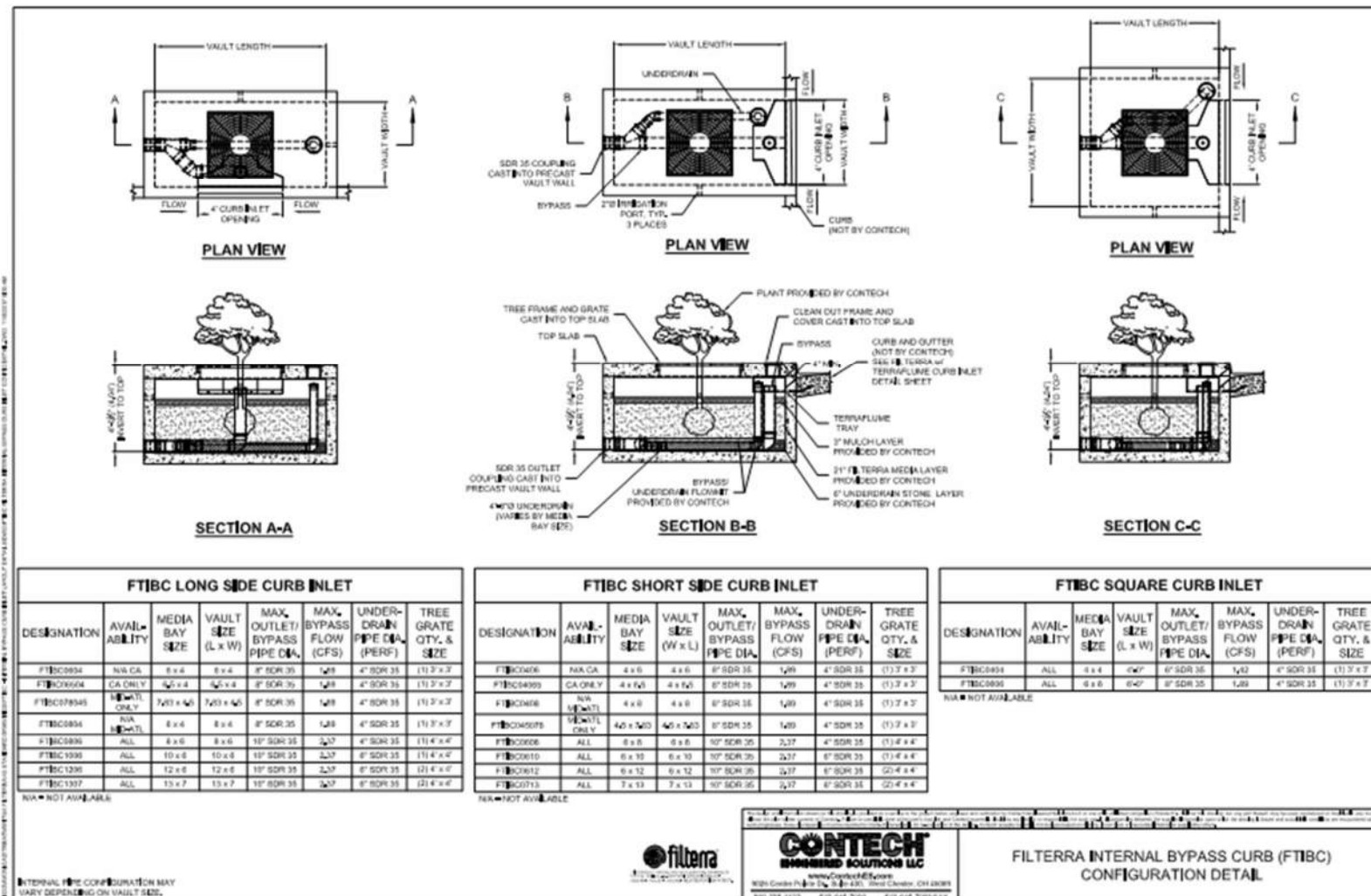


Figure 16.4. Example Proprietary Contech Stormfilter Vault

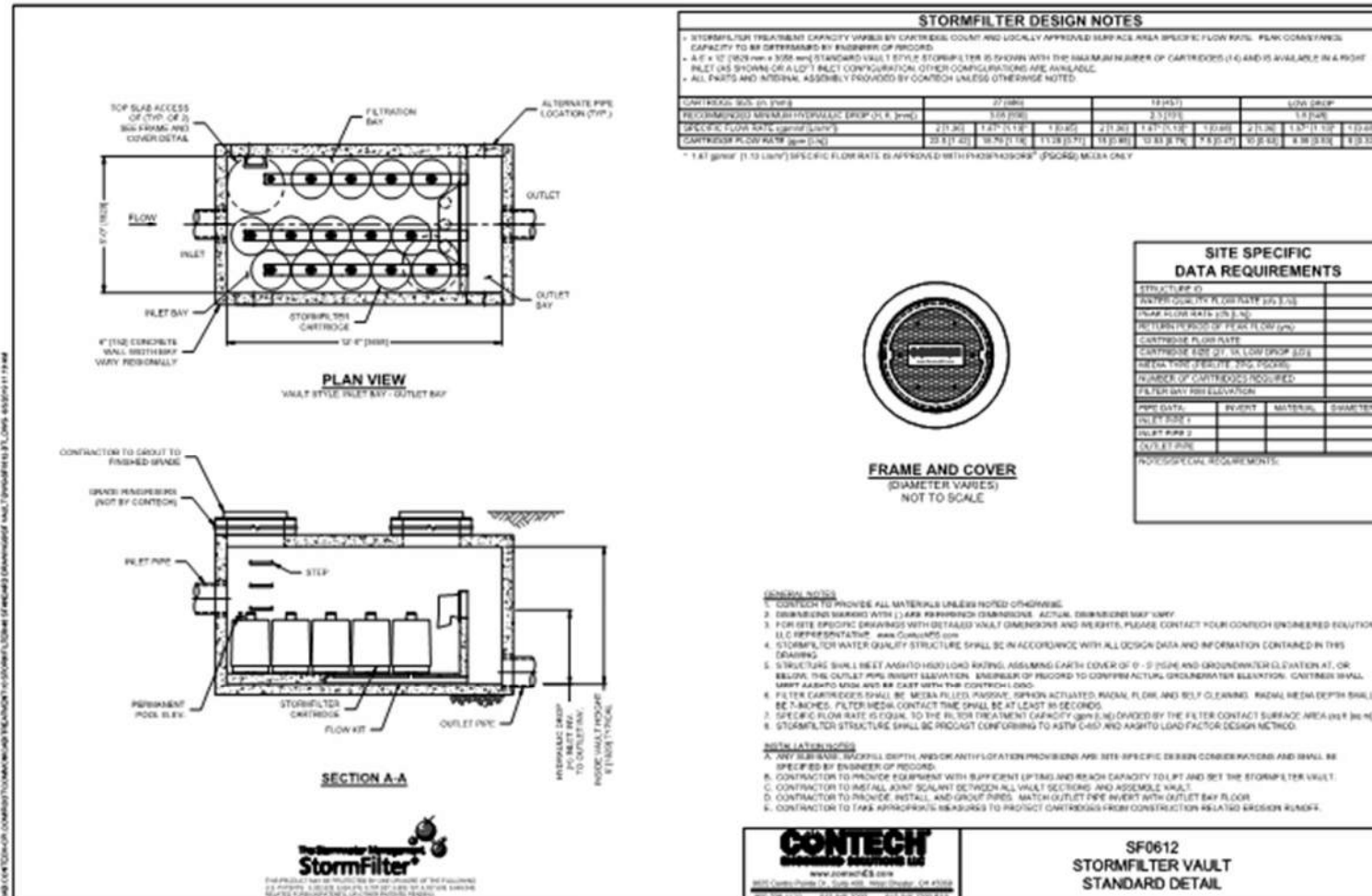


Figure 16.5. Example Proprietary Contech Stormfilter Manhole

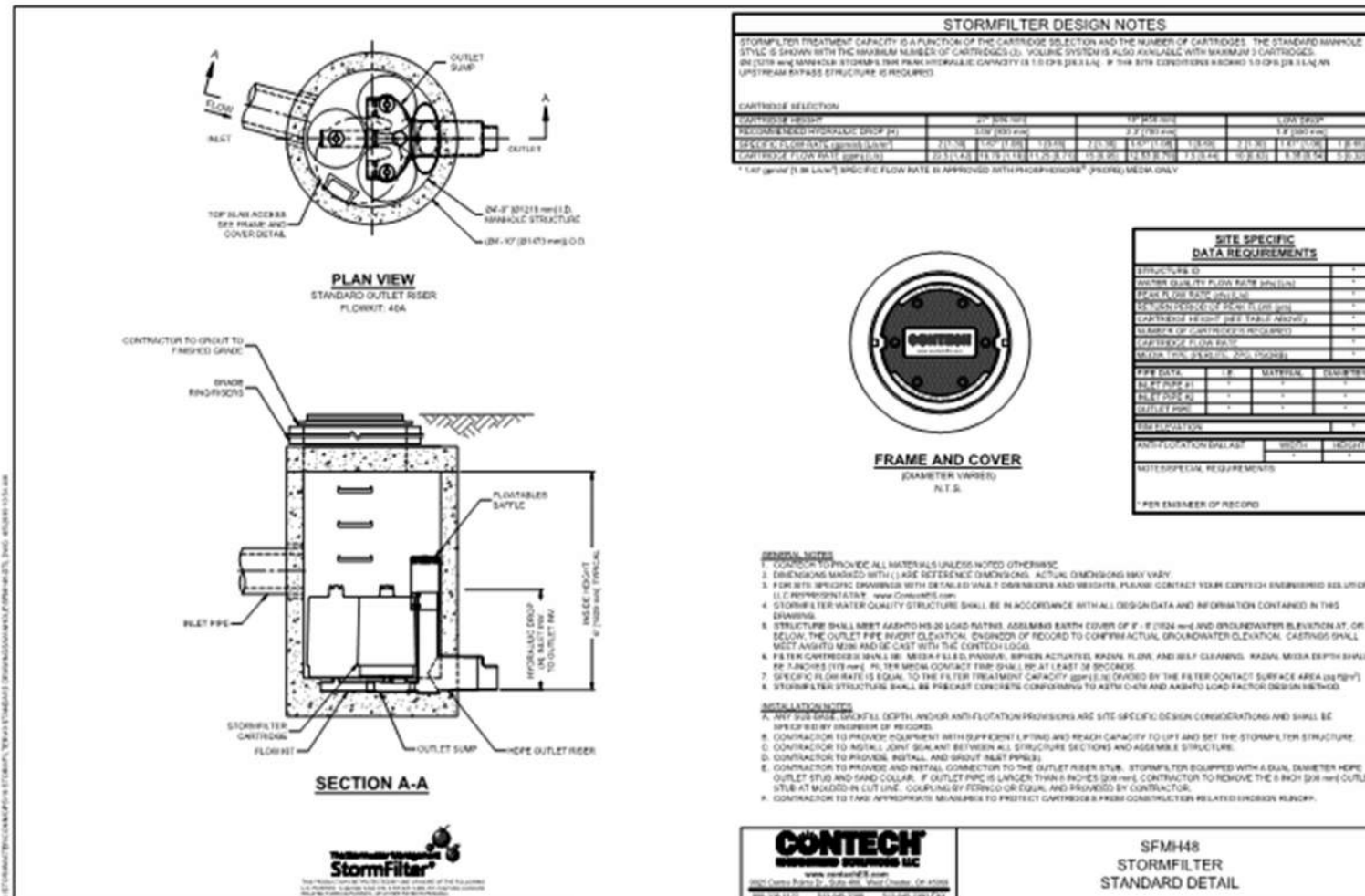
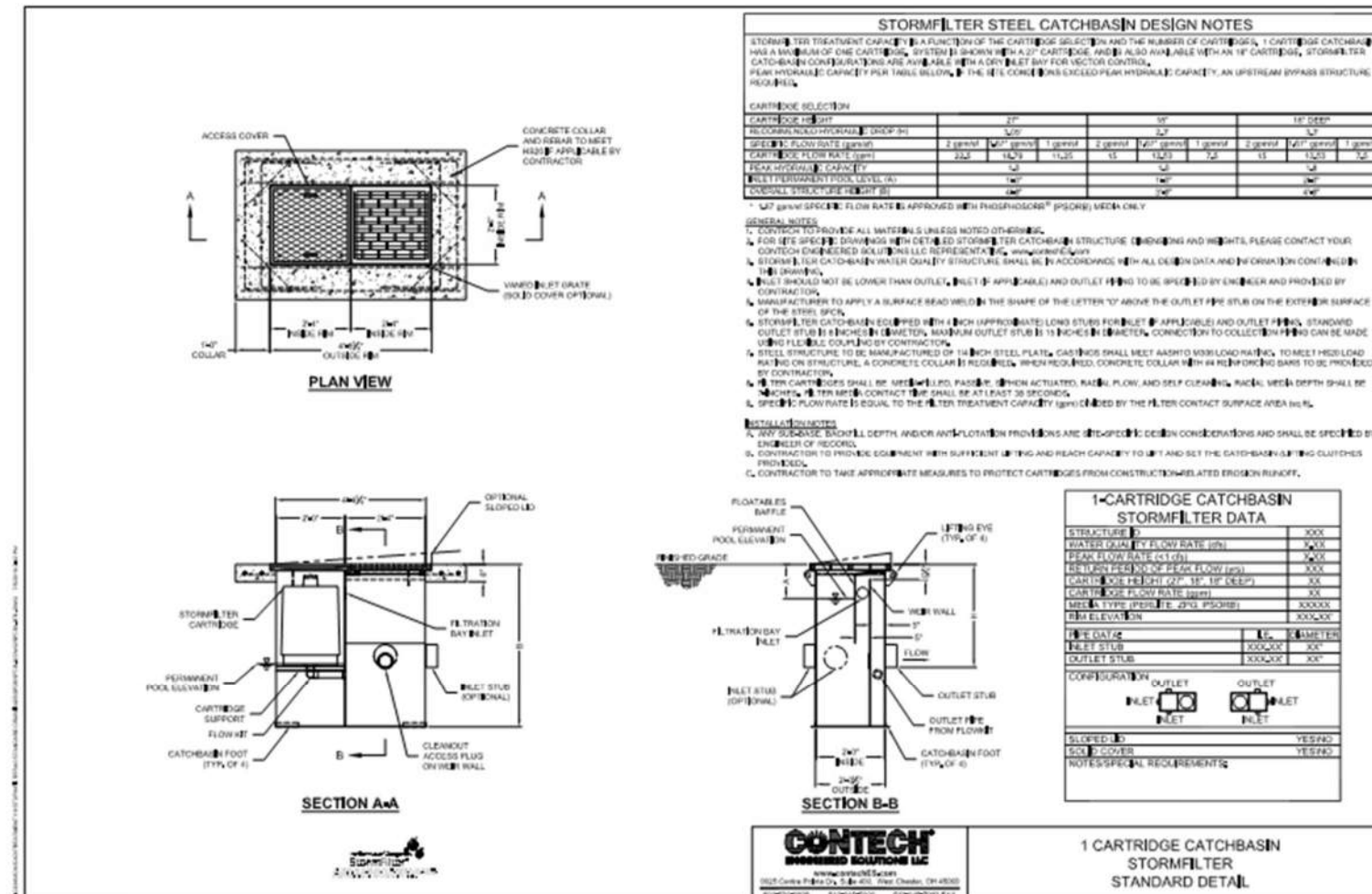


Figure 16.6. Example Proprietary Contech Stormfilter Catch Basin



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Exhibit 1-C

Appendix A

USDA NRCS Soil Map Data

The following includes a brief description of each soil group including their hydrologic soil classification:

- AmA – Ahtanum silt loam, 0 to 3 percent slopes
This soil is a silt loam that is somewhat poorly drained with a very low to moderately high infiltration capacity that frequently floods. It is classified in the Hydrologic Soil Group C/D.
- CaA – Catherine silt loam, 0 to 3 percent slopes
This soil is a silt loam that is somewhat poorly drained with a moderately high to high infiltration capacity that occasionally floods. It is classified in the Hydrologic Soil Group B.
- HmA – Hermiston silt loam, 0 to 3 percent slopes
This soil is a silt loam that is well drained with a moderately high to high infiltration capacity and no flooding observed. It is classified in the Hydrologic Soil Group B.
- PmA – Pedigo silt loam, 0 to 3 percent slopes
This soil is a silt loam that is somewhat poorly drained with a moderately high to high infiltration capacity that occasionally floods. It is classified in the Hydrologic Soil Group C.
- PoA – Pedigo silt loam, overwashed, 0 to 3 percent slopes
This soil is a silt loam that is somewhat poorly drained with a moderately high to high infiltration capacity that occasionally floods. It is classified in the Hydrologic Soil Group C.
- StA – Stanfield very fine sandy loam, 0 to 3 percent slopes
This soil is a very fine sandy loam transitioning to silt loam deeper in the stratum. The soil is moderately well drained with a low to moderately low infiltration capacity and no observed flooding. It is classified in the Hydrologic Soil Group C.
- Tc – Terrace escarpments
This soil is a silt loam that transitions to stratified gravelly sand to clay loam is well drained with a moderately high infiltration capacity that doesn't exhibit flooding. It is classified in the Hydrologic Soil Group C.
- ToA – Touchet gravelly silt loam, 0 to 3 percent slopes
This soil is a gravelly silt loam transitioning to cobbly loam deeper in the stratum. The soil is well drained with a moderately high to high infiltration capacity and occasionally floods. It is classified in the Hydrologic Soil Group B.
- TsA – Touchet silt loam, 0 to 3 percent slopes
This soil is a silt loam that is moderately well drained with a moderately high to high infiltration capacity and occasionally floods. It is classified in the Hydrologic Soil Group B.
- UmA – Umapine silt loam, 0 to 3 percent slopes
This soil is a silt loam transitioning to very fine sandy loam deeper in the stratum. The soil is moderately well drained with a low to high infiltration capacity and no observed flooding. It is



classified in the Hydrologic Soil Group B. ation capacity, and other relevant information (NRCS 2018) UpA – Umapine silt loam, leached surface, 0 to 3 percent slopes

This soil is a silt loam transitioning to very fine sandy loam deeper in the stratum. The soil is moderately well drained with a moderately high to high infiltration capacity and no observed flooding. It is classified in the Hydrologic Soil Group B.

- WhB – Walla Walla silt loam, hardpan variant, 0 to 8 percent slopes
This soil is a silt loam that is well drained with low to moderately low infiltration capacity and no observed flooding. It is classified in the Hydrologic Soil Group C.
- WIB – Walla Walla silt loam, lacustrine substratum, 0 to 8 percent slopes
This soil is a silt loam that is well drained with a moderately high infiltration capacity and no observed flooding. It is classified in the Hydrologic Soil Group C.
- WID – Walla Walla silt loam, lacustrine substratum, 8 to 30 percent slopes
This soil is a silt loam that is well drained with a moderately high infiltration capacity and no observed flooding. It is classified in the Hydrologic Soil Group C.
- WID2 – Walla Walla silt loam, lacustrine substratum, 8 to 30 percent slopes, eroded
This soil is a silt loam that is well drained with a moderately high infiltration capacity and no observed flooding. It is classified in the Hydrologic Soil Group C.
- YkA – Yakima gravelly silt loam, 0 to 3 percent slopes
This soil is a gravelly fine sandy loam transitioning to extremely gravelly sand deeper in the stratum. The soil is somewhat excessively drained with a high infiltration capacity and occasional flooding. It is classified in the Hydrologic Soil Group A.
- YmA – Yakima silt loam, 0 to 3 percent slopes
This soil is a silt loam transitioning to loamy fine sand deeper in the stratum. The soil is somewhat excessively drained with a moderately high to high infiltration capacity and occasional flooding. It is classified in the Hydrologic Soil Group B.

Appendix B

Drainage Basins and Sub-Basin Information

1.1.1.1 Cold Creek Basin

The Cold Creek Basin runs east -west through the very northern portion of College Place. The area of College Place that falls within this basin is generally drained into infiltration basins and drywells within a development located north of Wallula Avenue/Lambert Avenue and Rose Street. Flows from this area that don't enter infiltration basins flow into Blalock Lake and then into Cold Creek. The total area of the Cold Creek Basin is approximately 0.9 square miles (576 acres) with a mean annual flow rate of 0.04 cfs. As such, Cold Creek is not as significant within its upper drainage basin reaches. The areas of College Place that fall within the Cold Creek Basin includes a very small portion of the northeast and north central areas of the City limits. These areas do not outfall to Cold Creek and are instead served by numerous drywells for infiltration of stormwater.

1.1.1.2 Burlingame Pipe Basin

The Burlingame Pipe Basin runs east -west through the northerly area of College Place and appears as an intermittent flow upstream of College Place originating as Military Springs to the northeast. Major lengths of the Burlingame Pipe contain flow that is entirely within pipes and portions of it meander through private lots with direct outfalls from the streets that it crosses along its path. The best example of overland flow for Burlingame Pipe is seen east of Cedar Avenue prior to crossing Cedar Avenue where the system enters underground piping. From this location it travels westerly with various catch basin inflow contributions. At College Avenue, the Burlingame flows into the piping system that flows south along College Avenue before its outfall with Thompson Creek.

1.1.1.3 Thompson Creek Basin

Thompson Creek Basin runs east -west through College Place and its origin is within the City of Walla Walla. Thompson Creek flows into Garrison Creek northwest of the intersection of Bade Avenue and SW 10th Street. At this location, the area is heavily wooded and access to the site is limited. No visible outfalls are seen west of this area. Additionally, Thompson Creek receives flow from the Burlingame Pipe Basin after that drainage basin combines with the piping in College Avenue and flows south before a direct outfall into Thompson Creek. The portion of College Avenue drainage that enters Thompson Creek rather than Garrison Creek extends north of SW 8th Street. Large portions of Thompson Creek are below grade through piping. The best representation of surface flow in Thompson Creek occurs west of SE Larch Avenue to Tremont Drive and again west of SW Bade Avenue prior to the confluence with Garrison Creek. Development within College Place has forced the piping and re-routing of Thompson Creek to maximize the available building space.

1.1.1.4 Garrison Creek Basin

The Garrison Creek Basin runs east to west through the central portion of College place. The headwaters begin in the City of Walla Walla prior to flowing westerly toward College Place. The Lions Park pond is located along the flow path as well as numerous privately-owned shoreline properties as Garrison Creek meanders it's way west toward its confluence with Stone Creek toward the southwest area of town.



The total drainage area entering Garrison Creek Basin (including the Lower West Garrison Creek) is 4.8 square miles (3,072 acres), but this estimate from EPA also includes portions of the confluence where Garrison Creek enters Walla Walla River further to the west. Analysis specific to College Place estimate the drainage area for the upper portion of the Garrison Creek Basin. Only 2.5 to 5 cfs of flow are diverted to Garrison Creek from Mill Creek at the upstream diversion point. During the dry season, only about 1 cfs of flow is found in Garrison Creek (Ecology, 2006). It does gain some additional flow from groundwater and springs, but the flow that is diverted from upstream is rather small in order to maintain flows in Mill Creek and Yellowhawk Creek.

Garrison Creek also hosts wildlife such as the endangered Bull Trout according to the Walla Walla County Conservation District. Additionally, Thompson Creek flows into Garrison Creek toward the west side of College Place.

Garrison Creek has recently been placed on a testing requirement for fecal coliform. This has been proposed concurrent with the August 2019 NPDES Phase II permit based on the 2006 Ecology water quality improvement (Ecology, 2006). This report states that fecal coliform reduction is aimed at 60-99% downstream of College Place. With improvements to the WWTP, Garrison Creek downstream of the discharge should meet the targets, but the report indicated that upstream of the treatment plant fecal coliform concentrations did not meet primary contact criteria (e.g. swimming). Contamination upstream of the plant is thought to be in large part to stormwater contributions into Garrison Creek as it flows through College Place and Walla Walla. Additional contributions of runoff from agricultural uses along Garrison Creek upstream of the WWTP have the potential as a contamination source. As such, yearly fecal coliform sampling / testing requirements are being added to both City of College Place and City of Walla Walla as an additional compliance measure to the 2019 NPDES permit from DOE. Ecology informed City of College Place in 2018, that testing within Garrison Creek for fecal coliform and reporting a minimum of two samples per year will be required.

1.1.1.5 Stone Creek Basin

The Stone Creek Basin flows east to west through the south part of College Place. The stream received significant bank improvements and rerouting as part of the Wal-Mart project. Additionally, there are constructed riparian restoration areas south of Lamperti Road to enhance Stone Creek. Based upon the EPA watershed report, the total contributing area is 4.08 square miles (2,611 acres) with a mean annual

flow rate of 0.22 cfs. Both the upper limits and Stone Creek and the westerly limits occur outside of the College Place city limits within Walla Walla County.

1.1.1.6 Lower Garrison Creek Basin

The Lower Garrison Creek Basin is located west of the confluence of Garrison Creek and Thompson Creek but upstream of Walla Walla River. The College Place Wastewater Treatment Plant (WWTP) is located within a discontinuous area of College Place and discharge from the WWTP goes into the Lower Garrison Creek Basin. As mentioned in 2.1.8.4 this section of Garrison Creek has elevated levels of fecal coliform that both EPA and Ecology are aiming to reduce this by 60-99%. EPA approved the Ecology 2006 document listing Garrison Creek as a 303(d) stream for fecal coliform. Additionally, TMDL requirements are being applied to the City of College Place, Walla Walla, and Walla Walla County for Garrison Creek (12381 and 12382)

1.1.1.7 Doan Creek Basin

Doan Creek Basin is located west and northwest of College Place and is listed as intermittent flow. The basin includes areas upstream of delineated channel areas with catchment for the basin beginning near College Avenue and Rose Street and extending west. The newer Hayden Homes development is located in the basin of Doan Creek. There are wetlands associated with Doan Creek that generally parallel the stream, generally. According to the Environmental Protection Agency watershed report, the total catchment area is 3.74 square miles (2,394 acres), but this EPA delineated boundary also includes the regionally specific Burlingame Pipe and Thompson Creek Basins. Therefore, the total for Doan Creek alone is closer to 2.34 square miles (1,500 acres) when subtracting out the contributing areas that flow to both of these other basins. EPA lists the mean annual flow rate at 0.15 cfs which would lend to its seasonality in the upper reaches of the basin.

1.1.1.8 Yellowhawk Creek Basin

Yellowhawk Creek Basin is located at the far southeast end of College Place. Topography shows the development south of SR125 as entering this Creek, but the City of College Place development that occurs within this boundary is drained by infiltration basins. The EPA watershed report estimates the mean annual flow rate through Yellowhawk Creek at 59.80 cfs with a catchment area of 2.4 square miles (1,536 acres).

Yellowhawk Creek, Stone Creek, Garrison Creek, Doan Creek, and Cold Creek all flow into the Walla Walla River downstream of College Place. Collectively, with Mill Creek and Touchet River to the north and additional smaller tributaries, the Walla Walla river Basin is formed from the small sub-basins that enter the drainage

Subbasins for some of the drainage basins are broken down by the catch basin inlets and pipe systems that serve the College Place street system. Siphons where two catch basins are connected via single piping with no outfall or downstream piping have been excluded from any hydraulic analysis as they do not provide conveyance or overall benefit other than temporary detention or small quantities of stormwater. Some of the College Place drainage systems have altered the original drainage patterns that were in place prior to development. The new drainage pattern is seen most evidently within the Burlingame Pipe Basin where flows originally would have entered the Doan Creek System, but are now diverted into the Thompson Creek Basin system. All flows are ultimately still entering the Walla Walla River unless infiltration occurs within the system upstream of the area.

Appendix C

Outfall Inventory

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1. GARRISON CREEK OUTFALLS

1.1 Outfall – Object ID # 66, 67, 68 (CIP #4)

Sheet flow from 10th Street between SW Bade Avenue and SE Broadway Avenue enters Garrison Creek with no restriction, collective conveyance, detention, or stormwater treatment. As such this sheet flow into 10th is being treated as a linear outfall into Garrison Creek. There is approximately 1,000 lineal feet of outfall along this length of Garrison Creek. The photographs below show the physical condition present at the site.



Photograph 1-1. Aerial Image of 10st Street



Photograph 1-2. 10th St looking west from Broadway Ave



Photograph 1-3. 10th St looking west from Puff Lane

1.2 Outfall – Object ID #STRUCT 487 (CIP #58)

An existing manhole in College Avenue includes a 24-inch ADS pipe that directly outfalls to the Garrison Creek culvert. The outfall occurs under the roadway prism. The outfall conveys sheet flow from College Avenue.

1.3 Outfall – Object ID # 47 (CIP # 59)

There is an outfall directly into the headwall of the culvert that extends under College Avenue with Garrison Creek. The outfall is a 12-inch ADS pipe. The outfall conveys sheet flow from College Avenue and 10th Street without any treatment into Garrison Creek.

1.4 Outfall – Object ID # STRUCT 490 (CIP #60)

A catch basin on the westerly dead-end portion of 10th Street collects sheet flow from the street and has an 8-inch cmp pipe outfall extending into Garrison Creek.

1.5 Outfall – Object ID #42 & 43 (CIP #21 and #22)

These outfalls are located on SE Birch Avenue south of SE 10th Street, on the east and west sides of the street. The outfalls are both 12-inch ACP pipe that flow into Garrison Creek from the stormwater infrastructure along Birch Avenue to the north. No flow control or treatment infrastructure is present upstream of these outfalls so water enters Garrison Creek directly from pollutant generating impervious surfacing (PGIS). There is also a pipe extending from the curbing that collects water and routes it this outfall location. The photographs below show the existing condition of the outfalls.



Photograph 1-4. Outfall 42 Looking west



Photograph 1-5. Outfall 43 Looking east

1.6 Outfall – Object ID #3 (CIP #9)

This outfall occurs on North Broadway Avenue near the dead-end south of 10th Street. The flows from Broadway enter a catch basin and then are directed to Garrison Creek without any controls or treatment. The image following shows the location of the outfall with associated catch basin. The outfall is a 12-inch PVC pipe.



Photograph 1-6. Outfall ID 3 - North end Broadway Ave



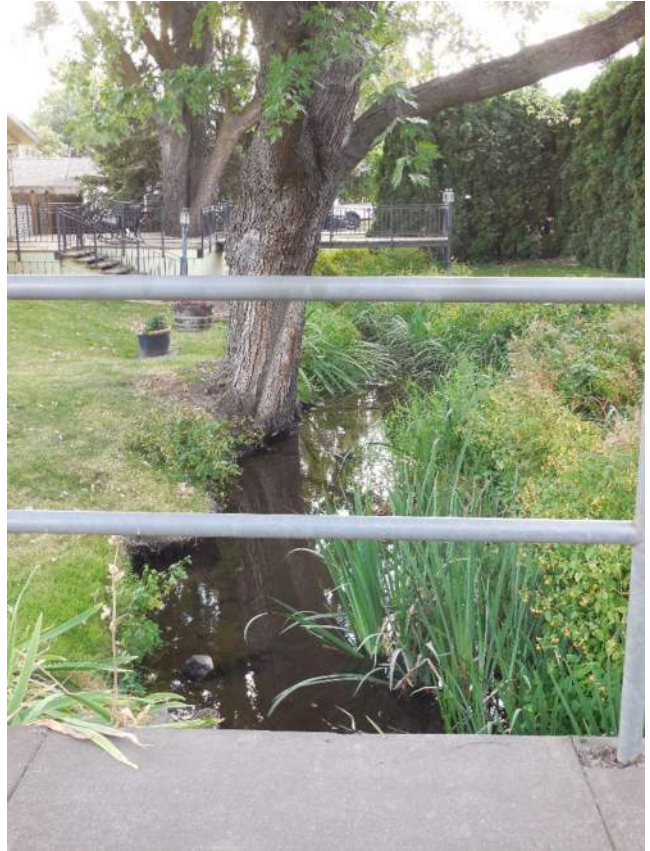
Photograph 1-7. Catch Basin ID#3

1.7 Outfall – Object ID #36 (CIP #19)

This outfall is an 18-inch cmp pipe conveying flows from SE Date Avenue north to Garrison Creek. Flows enter the creek with no controls or treatment from a series of piping, catch basins, and manholes along Date to the south. The images following show the condition of the outfall.



Photograph 1-8. Outfall 36 - Aerial View (Google Earth)



Photograph 1-9. Outfall 36 - Looking West



Photograph 1-10. Outfall 36 - Looking East

1.8 Outfall – Structure ID 2042 (CIP #37)

This outfall is located just north of Outfall ID #36 and is south of the 10th Street and Date Avenue intersection. The outfall conveys flows through a 10-inch ACP pipe from north SE Date Street toward the south and into Garrison Creek. The outfall of stormwater occurs directly from PGIS area to Garrison Creek. The images below show the location and condition of the outfall.



Photograph 1-11. Structure ID 2042 - Aerial Image (Google Earth)

1.9 Outfall – Structure ID 596 (CIP #57)

This outfall is located north of SE 11th Street directly into Garrison Creek. A set of catch basins on 11th Street collects runoff from 11th Street and conveys it to the north via 8-inch pipe.



Photograph 1-12. Outfall Structure ID 596 – Aerial Image (Google Earth)

1.10 Outfall – Object ID #29 (CIP #14)

This outfall conveys flows from Brentwood Plaza through an 8-inch concrete pipe north to Garrison Creek. The outfall occurs within an area that appears to have some wetland characteristics due to the standing water downstream of Lions Pond to the east. Additionally, there is a dam / water wheel within the channel upstream of this location. The images below show the location of the outfall.



Photograph 1-13. Outfall 29 - Looking Southwest Toward Outfall

1.11 Outfall – Object ID #79, #85-#87 (CIP #35, #54-#56)

This outfall occurs on the east side of SE Larch Avenue at the south entrance into the Lions Park parking lot. The pipe is an 8-inch PVC pipe (#79) conveying flows from the parking lot into Garrison Creek just upstream of the culvert crossing Larch Road with Garrison Creek. There do not appear to be any stormwater controls on this outfall. The image below shows the condition and orientation of the pipe.

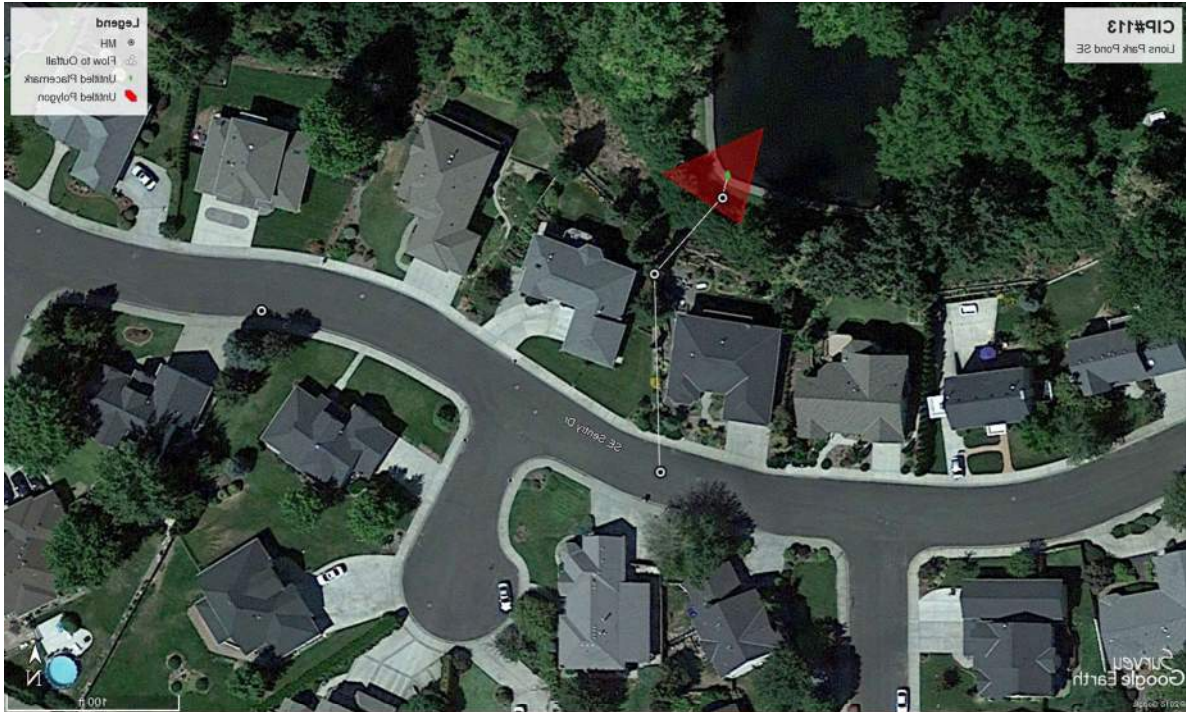
Additionally, there is a catch basin in both the north (#85) and south (#86) parking lots with direct outfall to Garrison Creek in this area. Finally, there is a catch basin with direct outfall to Garrison Creek on the west side of Larch Avenue (#87). None of these outfalls do not include stormwater treatment.



Photograph 1-14. Outfall 79, 85, 86, 87 - Looking West - Larch Avenue

1.12 Outfall – Object ID #80 (CIP #36)

This outfall flows directly into Lions Park Pond and the outfall pipe is submerged beneath the pond surface. There is an upstream manhole that routes this water from the developments south of the pond and at a higher elevation than the pond. The outfall is an 18-inch PVC pipe.



Photograph 1-15. Outfall 80 - Aerial Location View (Google Earth)



Photograph 1-16. Outfall 80 - Pond View

2. STONE CREEK OUTFALLS

2.1 Outfall – Object ID #72 (CIP #34)

This outfall includes two catch basins on the east and west sides of SE Larch Avenue the flow directly into Stone Creek. The catch basins collect flow from Larch from the north and the catch basin have no associated piping downstream toward the outfall. Instead, the outfall is characterized as the grated inlet from the catch basin. The following images show the location, condition of the outfall, and roadway adjacent to the catch basins.



Photograph 2-1. Outfall 72 - Looking East up Stone Creek



Photograph 2-2. Outfall 72 - Looking North



Photograph 2-3. Outfall 72 - Looking East

2.2 Outfall – Object ID #6 (CIP #10)

Outfall #6 is part of the conveyance system collecting stormwater from Larch Avenue between 12th Street and the intersection with SE Lamperti Street. The outfall consists of a 14-inch DI pipe discharging into Stone Creek from an existing catch basin structure that flows toward the east. No stormwater controls or treatment are present within the contributing area and the stormwater originates on PGIS. The image below shows the location of the outfall.

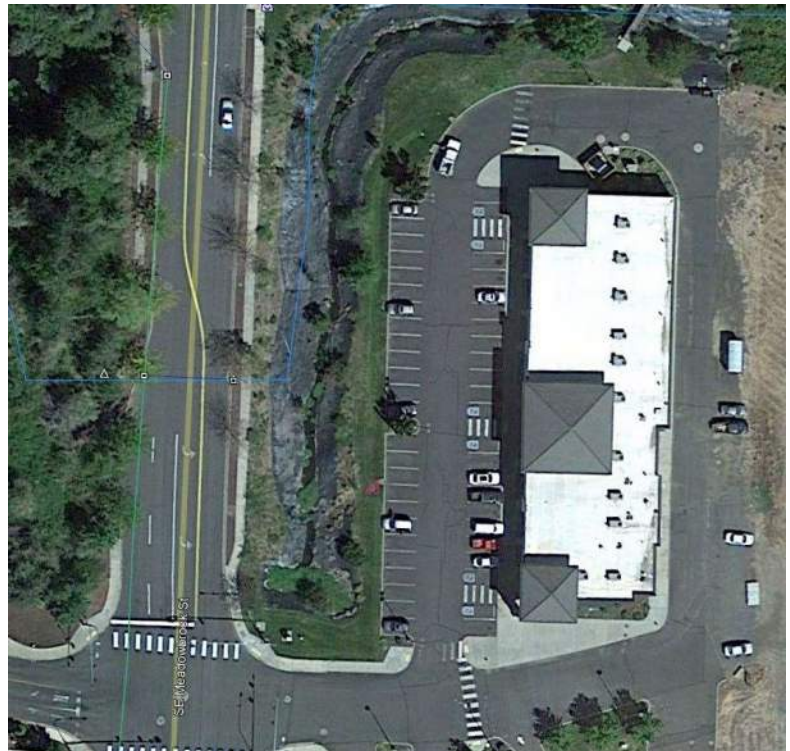


Photograph 2-4. Outfall 6 - Location near Stone Creek (Google Earth)

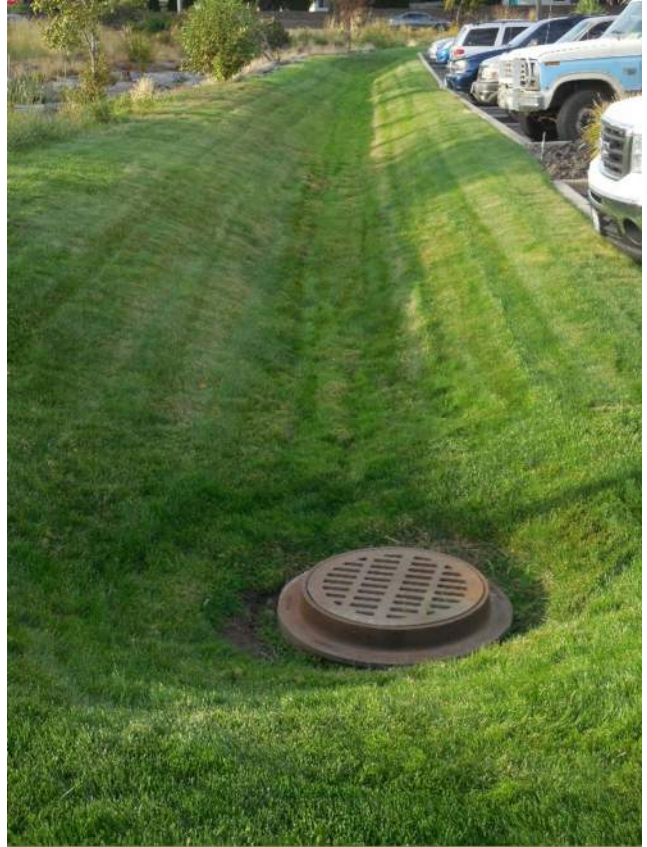
2.3 Outfall – Object ID #Biofiltration & #35 (CIP #61)

These outfalls occur at SE Meadowbrook Street. The biofiltration outfall occurs east of SE Meadowbrook Street within the shopping center including Subway and Game Stop. This outfall is directly downstream of a biofiltration swale that collects roof and parking lot drainage to detain and treat stormwater prior to discharge into Stone Creek. This outfall is a great example of treatment that is being implemented to improve water quality prior to discharge to accommodate for PGIS surfacing within a development. The outfall pipe is 12-inch PVC.

The second outfall ID #35 is located on the west side of Meadowbrook street consisting of catch basins that are hydraulically connected and outfall directly to Stone Creek via 12-inch PVC pipe. Images below show the location of the inlet manhole with piping that extends toward Stone Creek, the location of the inlet catch basins along Meadowbrook, and the outfall to Stone Creek.



Photograph 2-5. Outfall Biofiltration & Outfall 35 - Location at Meadowbrook Street (Google Earth)



Photograph 2-6. Outfall Biofiltration Inlet structure



Photograph 2-7. Stone Creek Culverts beneath Meadowbrook Street - Outfall to West (far side)

2.4 Outfall – Object ID #46 & #45 (CIP #23, #24)

Outfall #45 and #46 collect drainage from Lamperti Street and to the north from the upper development. There are no stormwater controls or treatment associated with stormwater runoff prior to discharge into Stone Creek south of Lamperti Street. The outfalls are located within the environmentally sensitive area created as part of a Stone Creek riparian restoration project associated with the Wal-Mart development. Both outfalls are 10-inch PVC pipe. The following images show the location of the outfalls and condition of the area where they drain.



Photograph 2-8. Outfall #45 & #46 - Environmentally Sensitive Stone Creek Area



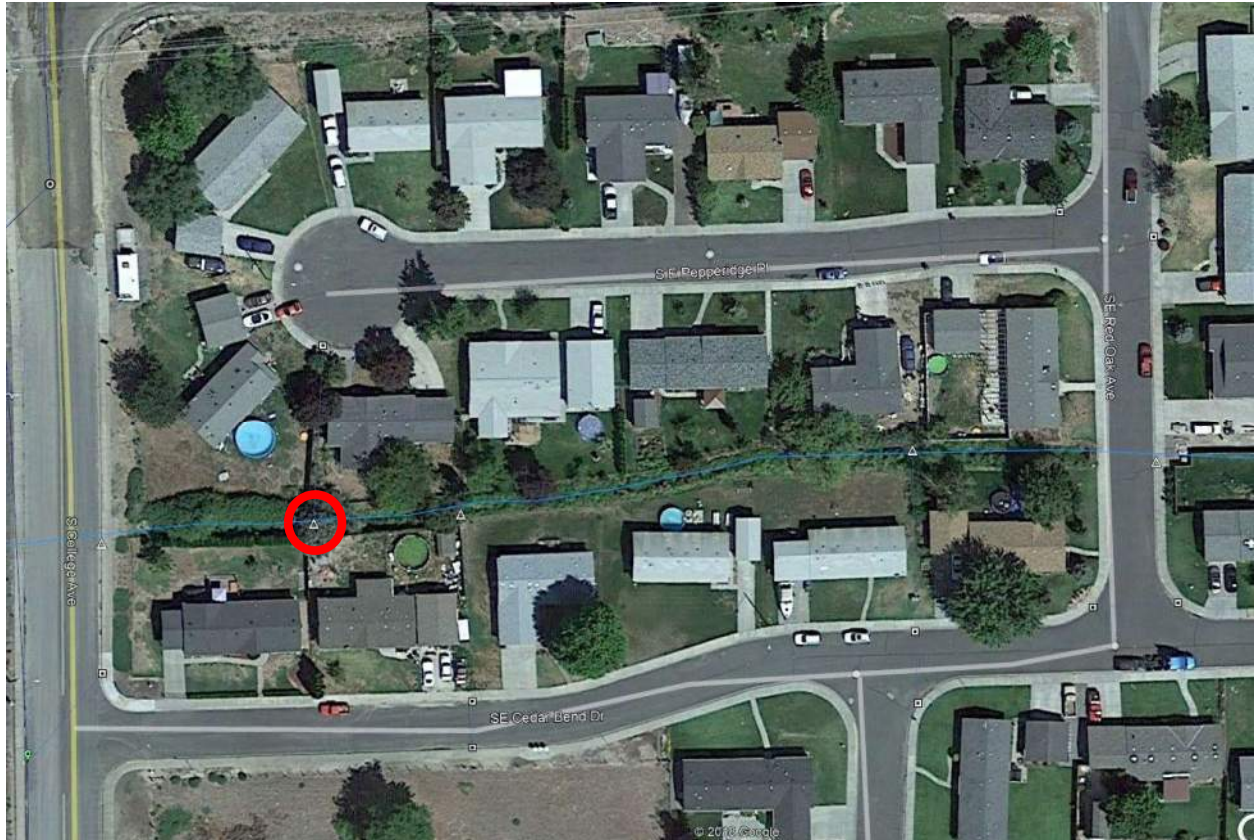
Photograph 2-9. Outfall #45 & #46 - Location (Google Earth)

2.5 Outfall – Object #32 & #33 (CIP #16, #17)

These outfalls are located within a residential neighborhood and enter Stone Creek from stormwater collected on SE Cedar Bend Drive to the south. No stormwater controls or treatment are evidence upstream of the outfalls which consist of 8-inch PVC.

2.6 Outfall – Object ID#31 (CIP #15)

This outfall is located within a residential neighborhood and enter Stone Creek from stormwater collected on SE Pepperidge Place to the north. No stormwater controls or treatment are evidence upstream of the outfalls which consist of 8-inch PVC. The following image shows the location of the three outfalls enter Stone Creek for ID#31, #32, #33.



Photograph 2-10. Outfall #31, #32, #33 - Location (Google Earth)

2.7 Outfall – Object ID#74 (CIP #62)

This outfall is a deep catch basin located in College Avenue and conveys runoff directly from College Avenue into Stone Creek without treatment.

2.8 Outfall – Object ID #34 (CIP #18)

This outfall drains directly from a catch basin inlet from Lamperti Street into 12-inch PVC pipe. Drainage enters Stone Creek without treatment or flow control from Lamperti Drive. The image blow shows the location.



Photograph 2-11. Outfall #34 - Location (Google Earth)

2.9 Outfall – Object ID #Wetland Outfall (CIP #63, #64)

This outfall occurs to the southwest of the intersection of College Avenue and Lamperti Street and flows into the Stone Creek drainage area. Two pipes come into the area, one 12-inch PVC and one 12-inch ADS. The water is collected from the PGIS associated with College Avenue with no treatment or flow control associated with the College Avenue development. The following images show the two outfall pipes and the downstream wetland area that extends below the outfall.



Photograph 2-12. Wetland Outfall - Two Outfall Pipes



Photograph 2-13. Wetland Area Downstream - Stone Creek

2.10 Outfall – Object ID #16 (CIP #11)

This outfall occurs south of SE Chickadee Lane and collects flows from the PGIS roadway and diverts it through an 18-inch CMP pipe into Stone Creek. There is only one catch basin inlet feeding the CMP pipe which collects all of the drainage from the roadway area to the north and northeast. The image below shows the outfall location.



Photograph 2-14. Outfall #16 - Location (Google Earth)

2.11 Outfall – Object ID#70 & #71 (CIP #32, #33)

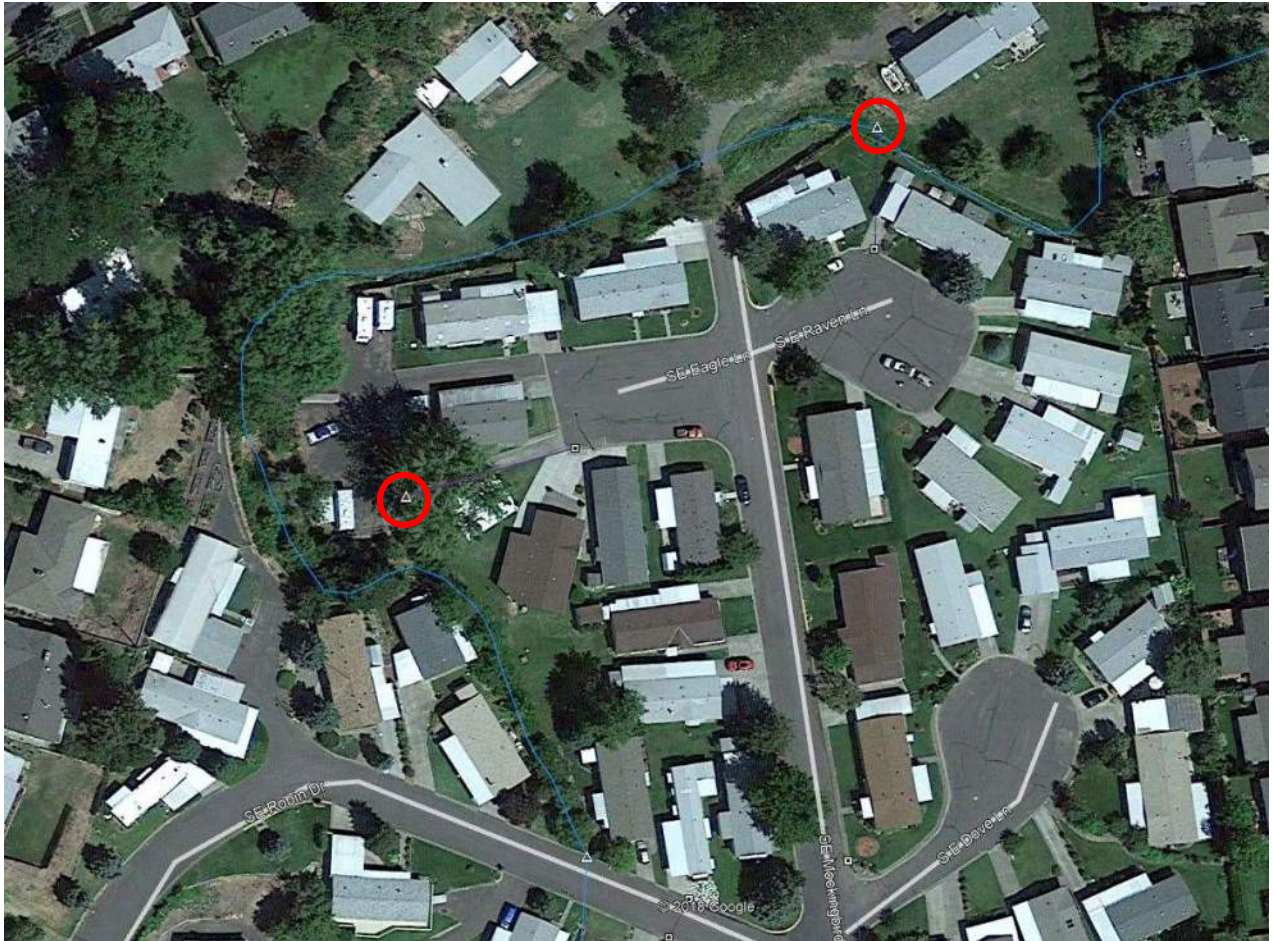
Outfall #70 collects runoff from SE Robin Drive and SE Scenic Drive and routes the flows into a 10-inch Concrete pipe that enters Stone Creek south of Scenic View Drive via catch basin inlet. The following image shows the condition of Stone Creek in the vicinity of the outfall to the south curb line of Scenic View .



Photograph 2-15. Outfall #70 - Stone Creek Upstream of Outfall

2.12 Outfall – Object ID #17 & #18 (CIP #12, #13)

These two outfalls collect stormwater runoff from the PGIS for Raven Lane and Eagle Lane. The catch basin collecting drainage from Raven Lane outlets north to Stone Creek with a 12-inch PVC pipe. The catch basin draining Eagle Lane outlets southwest to Stone Creek via 18-inch CMP pipe to the west. The Google Earth image below shows the location of outfalls #17 and #18.



Photograph 2-16. Outfall #17 & #18 - Location (Google Earth)

2.13 Outfall – Object ID #2 (CIP #8)

Outfall #2 is located north of the intersection between SE Trentwood Drive and SE Falbo Drive. The outfall is on the west side of Falbo and enters Stone Creek to the north. The outfall pipe is 10-inch PVC pipe that conveys flow collected from Falbo and Trentwood and drains it toward Stone Creek. No stormwater treatment or flow control is provided upstream of this outfall. The following images show the location of the outfall.



Photograph 2-17. Outfall #2 - Catch Basin with Outfall to Stone Creek Downstream

2.14 Outfall – Object ID #1 (CIP #7)

This outfall is located along SE Newgate Drive south of the intersection with SE Falbo Drive. The outfall consists of a 12-inch CMP pipe exiting a catch basin. There are no treatment systems or stormwater flow control elements upstream of this outfall.



Photograph 2-18. Outfall #1 - Outfall Location (Google Earth)



Photograph 2-19. Outfall #1 - Catch Basin Inlet - Looking west

3. THOMPSON CREEK OUTFALLS

3.1 Outfall – Object ID #37 (CIP #20)

This outfall is located toward the north end of NE Larch Avenue and appears to be the first surface representation of Thompson Creek west of Myra Road. The outfall conveys drainage from Larch Avenue via catch basin inlets and outlets toward the west with a 24-inch PVC pipe. From this point Thompson Creek flows west toward Alpine Avenue. The first appearance of Thompson Creek is along SE Myra Road and E Whitman drive east of this location. Below is an image of the catch basin feeding the outfall.



Photograph 3-1. Outfall #37 - Catch Basin Inlet - Looking West Toward Thompson Creek

3.2 Outfall – Object ID #63 (CIP #65)

This outfall is on the north side of SE 3rd Street east of Date Avenue and consists of catch basin with direct outfall to Thompson Creek below. There is no treatment mechanism located at this outfall.

3.3 Outfall – Object STRUCT #3124 (CIP #66)

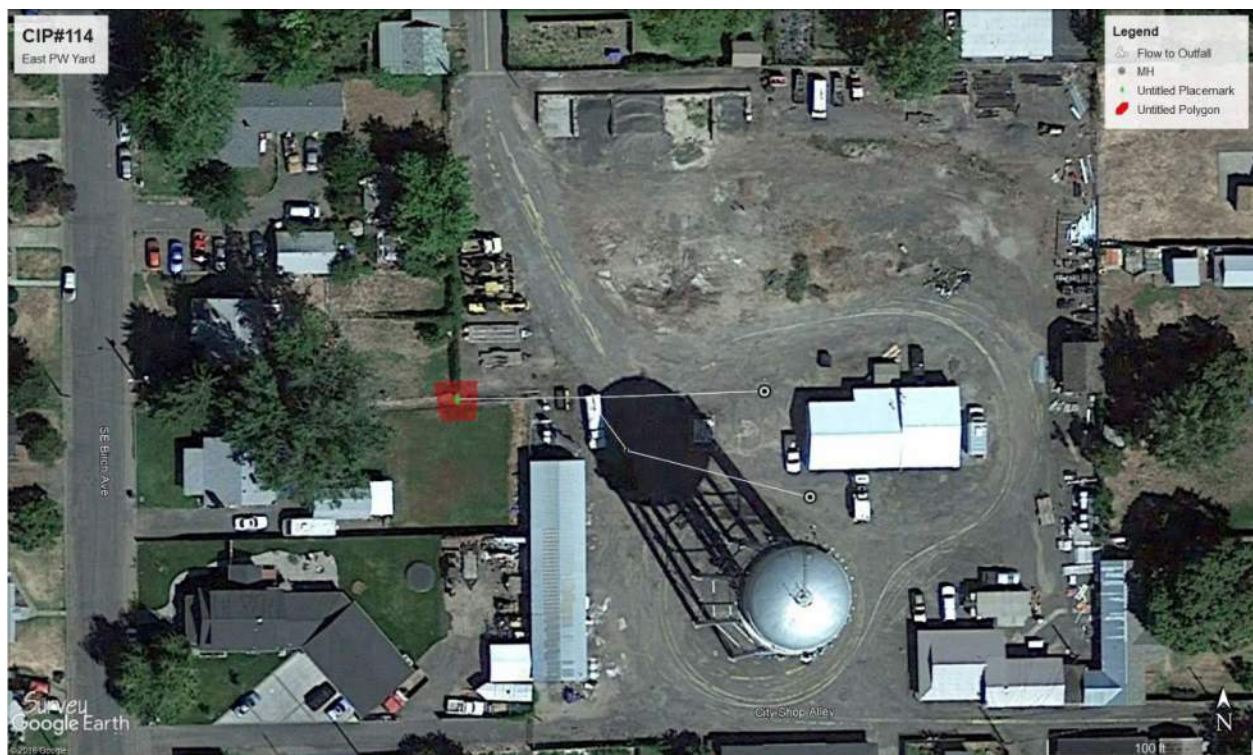
This outfall is on the south side of SE 4th Street and consists of manhole with connections to two catch basins, north and south of the manhole, with direct outfall to Thompson Creek below. The location of the manhole is mid-block between SE Date Avenue and SE Birch Avenue. There is no treatment mechanism located at this outfall.

3.4 Outfall – Object ID #64 (CIP #67)

This outfall is a direct outfall from a catch basin on the south side of SE 4th Street and west of STRUCT 3124. The outfall conveys drainage from 4th Street into Thompson Creek below. No treatment is present.

3.5 Outfall – Object ID #65 (CIP #31)

West of the City of College Place Public Works shop and water tank is an outfall into Thompson Creek from the equipment yard. There are no treatment or stormwater controls in place prior to this 10-inch ADS pipe entering Thompson Creek.



Photograph 3-2. Outfall #65 - Public Works Shop (Google Earth)

3.6 Outfall – Object ID #66 (CIP #70)

On SE 3rd Street, there is a catch basin located on the north side of SE 3rd Street and mid-block between SE Date Avenue and SE Elm Avenue that is tied directly into Thompson Creek with no treatment or stormwater controls in place.

3.7 Outfall – Object ID STRUCT #406 and #88 (CIP #68, #69)

On Birch Avenue, there are two direct outfalls into Thompson Creek. One consists of a catch basin on the east side of the street. The second is two core drilled openings in the curb to allow stormwater flows to enter the Creek to the west. The pictures below show these outfalls.



Photograph 3-3. Outfall STRUCT #406 – Catch basin into Thompson Creek (Google Earth)



Photograph 3-4. Outfall #88 – Core-drilled curb (Google Earth)

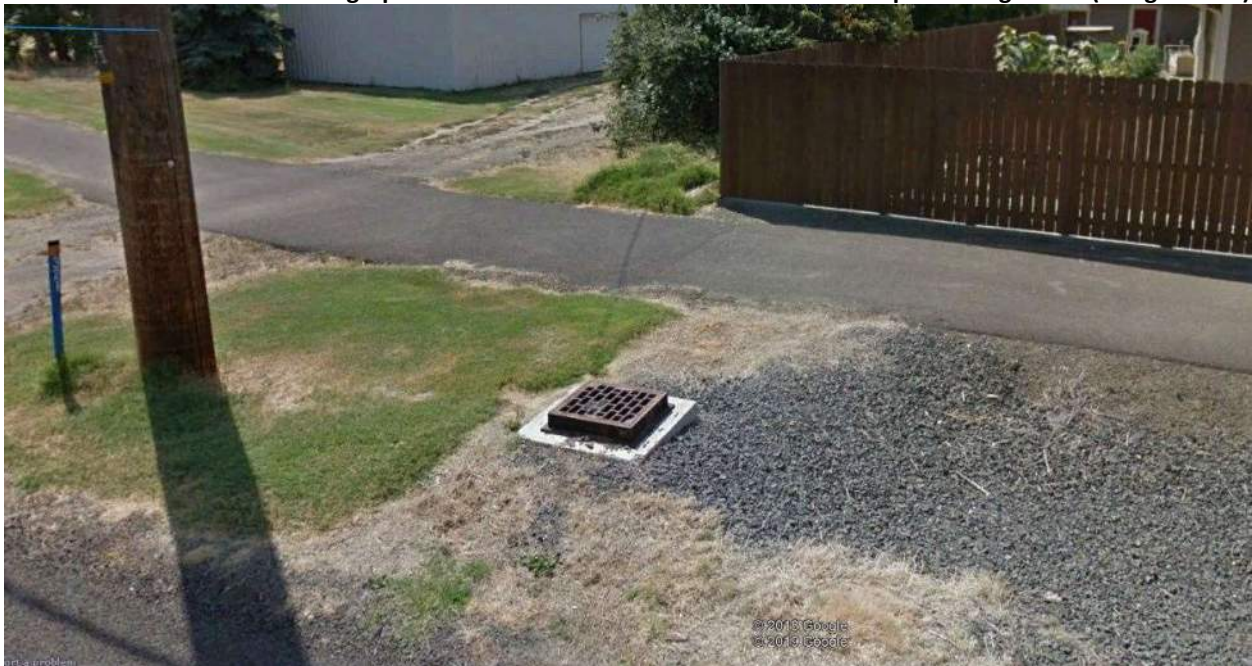
4. MILITARY SPRINGS OUTFALLS

4.1 Outfall Object Lambert Avenue (N of Spitzenburg and S of Spitzenburg) (CIP #71, #72)

On NE Lambert Avenue there are two catch basins with direct outfall to Military Springs. One is located north of Spitzenburg Street with catch basin directly to the west side of Lambert Avenue. The second outfall is located south of Spitzenburg Street with an overflow catch basin seen on the west side of Lambert. To the east of this catch basin there is a small open channel section that conveys water under Lambert Avenue. Both catch basins occur without stormwater treatment prior to stormwater outfall.



Photograph 4-1. Outfall at Lambert Avenue – north of Spitzenburg Street (Google Earth)



Photograph 4-2. Outfall Lambert Avenue – South of Spitzenburg Street (Google Earth)

4.2 Outfall Object IDs #50, 51, #52, #53, #54 (CIP #73-#77)

There are five catch basins with direct outfall to Military Springs along NE C Street with two catch basins on the north side of the street and three on the south. The first two catch basins (#50,51) are located near the intersection of C Street and Danner Lane. The second (#52) is on the north side of C Street near the intersection of Redwood Place. The third (#53) is located on the south side of C Street directly south of #52. The fifth catch basin occurs to the west prior to the intersection of NE Sprucewood Place and C Street with outfall directly to Military Springs. These catch basins convey runoff that is generated along NE C Street, adjacent cul-de-sacs and roadways to the north, and without prior treatment. The Google Earth image below shows the location of these outfalls.



Photograph 4-3. Outfalls #50, 51, 52, 53, 54 (Google Earth)

4.3 Outfall Object ID #55 & #56 (CIP #25, #26)

Outfalls #55 and #56 occur along NE Cedar Avenue with catch basin inlets flowing directly into Military Springs (informally referred to as Burlingame Pipe) beneath their grates. The catch basins convey flows from along PGIS associated with Cedar with no treatment or controls prior to release. The images below show the location of the outfalls



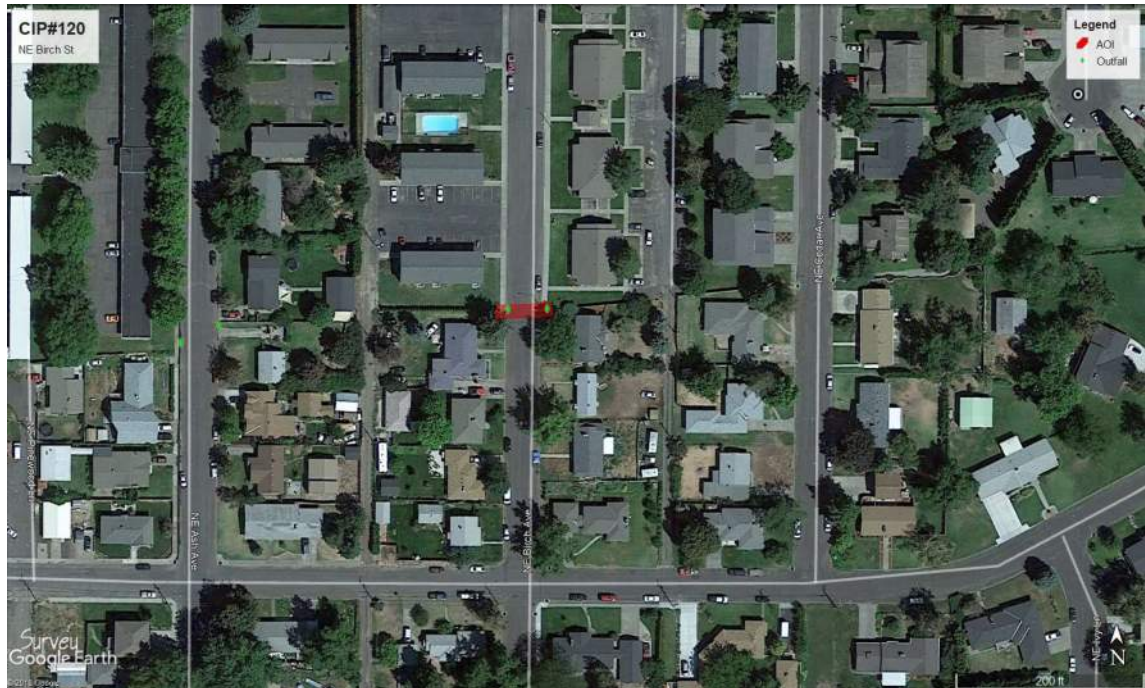
Photograph 4-4. Outfall #55 & #56 - Cedar Avenue (Google Earth)



Photograph 4-5. Outfall #55 - Cedar Avenue Catch Basin (Google Earth)

4.4 Outfall – Object ID #57 & #58 (CIP #27, #28)

Catch basins along NE Birch Avenue allow flows to enter Military Springs beneath their grates. These catch basins correspond to outfall ID #57 and #58 and include no flow control or treatment for PGIS surfacing prior to allowing the release into Military Springs. At this location Military Springs is beneath the road. The images below show the location of the outfalls



Photograph 4-6. Outfall #57 & #58 - Birch Avenue (Google Earth)



Photograph 4-7. Outfall #58 - Birch Avenue (Google Earth)

4.5 Outfall – Object ID #59 & #60 (CIP #29, #30)

Outfalls #59 and #60 correspond to catch basins receiving stormwater flows from NE Ash Avenue with direct discharge into Military Springs. As is the case through much of College Place, no stormwater treatment is present prior to discharge from PGIS surfacing into the Creek. The images following show the location and condition of the catch basins.



Photograph 4-8. Outfall #59 & #60 - Ash Avenue (Google Earth)

4.6 Outfall – Object STRUCT #237 (CIP #78)

A catch basin on the east side of N College Avenue at NE Pinewood Lane contains a direct outfall to Military Springs. Due west of this catch basin the storm manhole STRUCT #237 includes the outfall of Military Springs into the Burlingame Pipe with conveys directed south along College Avenue. Further south this pipe system outlets to Thomspson Creek near the intersection of SE 6th Street and N College Avenue. There is no stormwater treatment present at these outfalls and the water enters the system directly.



Photograph 4-9. Outfall STRUCT 237 N College Avenue (Google Earth)

Appendix D

Known Problem Areas

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1.1.1 Birch Avenue between 8th and 9th Streets (CIP #39)

This section of Birch Avenue gets flooded during large rain events. Birch Avenue lacks significant infrastructure and only includes three catch basin inlets through this stretch of roadway positioned at the sag of a very gentle vertical curve. The pipes connecting the inlets are 12-inch ACP, but the slope of the pipe appears to be flat as the pipe extends south toward Garrison Creek. This lack of pipe slope is causing the water to back up into the street. Existing siphon systems occur along SW 8th Street and water that bypasses this siphon may be travelling to the Birch Avenue system which has an insufficient capacity.

A potential solution could be to install additional catch basins with larger main pipe with sufficient slope to convey the water south. The length of storm pipe that would require replacement is approximately 450 feet. Additionally, reconstruction of the roadway to include additional surface slopes could assist



with conveying stormwater toward Garrison Creek and into the city stormwater infrastructure. Further consideration should be taken to determine the pipe capacity and flows entering this system.

1.1.2 10th Street between Birch Avenue and Bade Street (CIP #4)

10th Street becomes flooded during large rain events between Birch and Bade Street. This section of 10th Street includes direct sheet flow from the roadway into Garrison Creek to the south and if Garrison is already at capacity, there is no additional area for the stormwater to drain. Garrison Creek extends only 3 to 4 feet below the road grade in some portions. Garrison Creek is not shown as having a flooding extent for the 100-year storm within College Place so the flooding that is occurring is due to storms with less flow than the 100-year event. 10th Street has no infrastructure other than the creek.

A potential solution to creating additional stormwater capacity could be to better maintain Garrison Creek in this area to ensure that no debris is found within the channel. Culvert capacity analysis and review of the upstream contributions could also indicate whether the channel configuration has sufficient capacity. Finally, 10th Street should be improved to include both conveyance features such as cubing or ditching as well as stormwater treatment facilities. If a full reconstruction of the road was undertaken, ditch improvements and well as treatment swales or other mechanism could increase both flow capacity and water quality.





1.1.3 Bade Avenue between 9th and 10th Streets (CIP #40)

Bade Avenue between 9th and 10th Streets becomes flooded during rain events with several residences below the road. This section of Bade Avenue has a very low longitudinal slope and only includes one catch basin inlet toward 9th Street. 9th Street roughly corresponds to the low point of Bade Avenue and drainage is collected in the catch basin along the easterly side of the street. There is a 14-inch CMP storm main that extends parallel to Bade Avenue conveying water toward Garrison Creek to the south.

A potential solution to creating additional stormwater capacity could be to install additional catchment points that inlet water into the existing stormwater pipe. Alternately, the road slope could be altered to sheet drain water toward roadside ditches. The roadside ditches could provide additional value in the form of stormwater treatment and retention.



1.1.4 Date Avenue between 4th and 6th Streets (CIP #53)

Date Avenue becomes flooded during rain events and there is no stormwater infrastructure installed along the entire length between 4th and 6th Streets. The slope of the road generally flows from north to south, but no catchment points occur until 6th Street where there is a siphon system east of the 6th Street intersection. With only 0.5% longitudinal road slope toward the south, the runoff is not able to flow south away from the paved surfaces and into piping.

Installing stormwater infrastructure along Date in the form of roadside swales or catch basin inlets with piping that leads to an outfall could alleviate this flooding. Unfortunately, this is not a simple solution and may require significant effort to extend enough infrastructure. The best approach is installing a system that conveys the water to another location downstream in conjunction with regrading the roadway to direct the flows to the desired locations.



1.1.5 Cedar Avenue between A and C Streets (CIP #42)

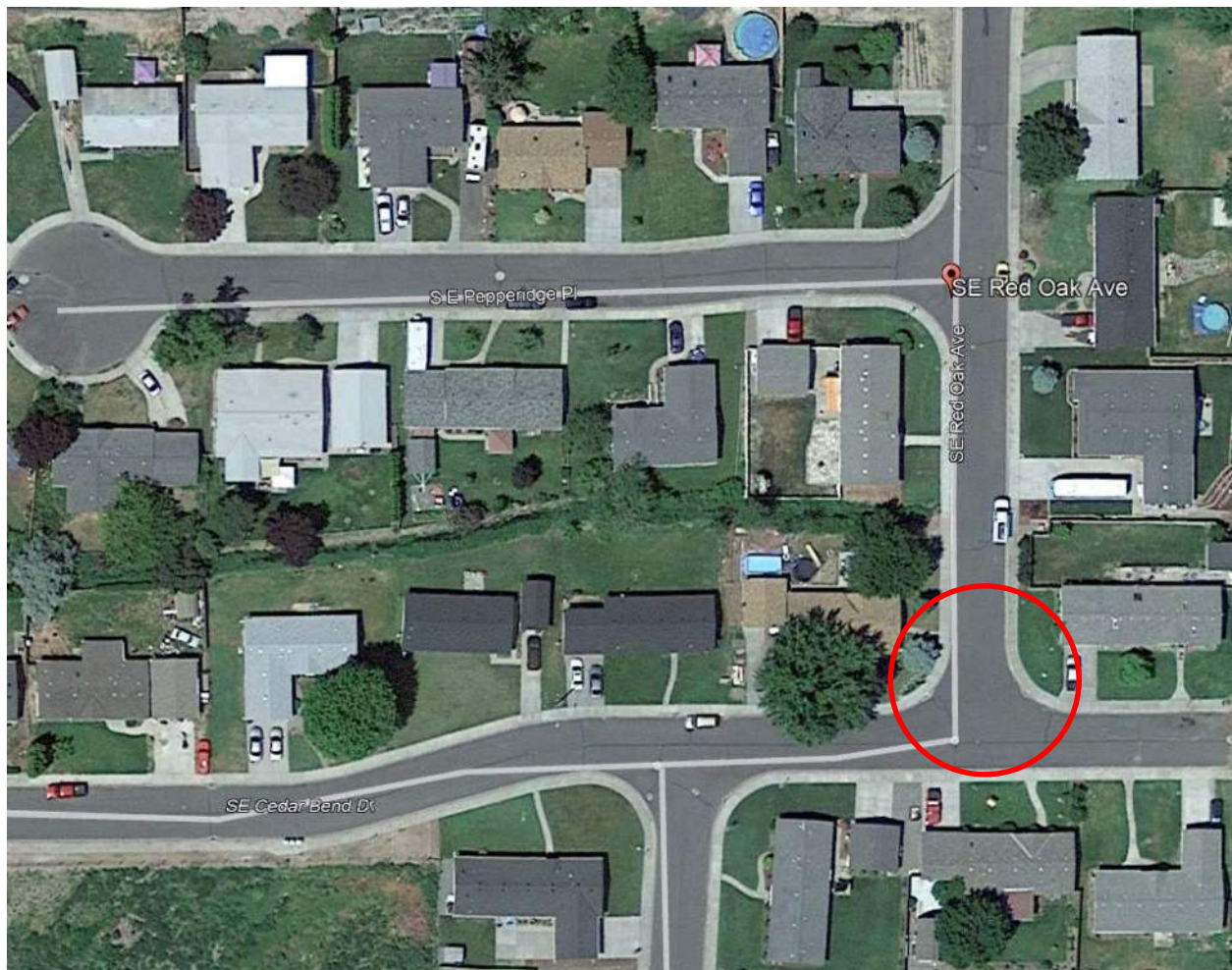
Cedar Avenue between A and C Streets floods during rain events due to lack of stormwater infrastructure in the area. The slope of the road is very gentle not allowing the water to flow adequately toward the two catch basin inlets along the midsection of the road. These catch basins enter directly into Military Springs which enters a 12-inch CMP to the west until its confluence with the stormwater system along College Avenue.

Installation of additional inlets may alleviate some of the flooding, but additional capacity analysis is necessary to understand if the existing 12-inch piping has adequate capacity to convey the flows.



1.1.6 SE Red Oak Avenue north of SE Cedar Bend Drive (CIP #43)

Red Oak Avenue floods near the intersection with SE Cedar bend Drive. This flooding is caused by lack of outfall from the existing siphon structures that exist. As mentioned in previous areas of the report these siphons do not alleviate flooding or convey water away from the site. Instead, they act as a small localized retention system. Connection to an existing system that drains toward Stone Creek could alleviate this problem. 100 -feet of 12-inch PVC pipe would be needed to make this connection along with surface repair.



1.1.7 NE Spitzenburg Street between Cargill Avenue and Tulip Lane (CIP #44)

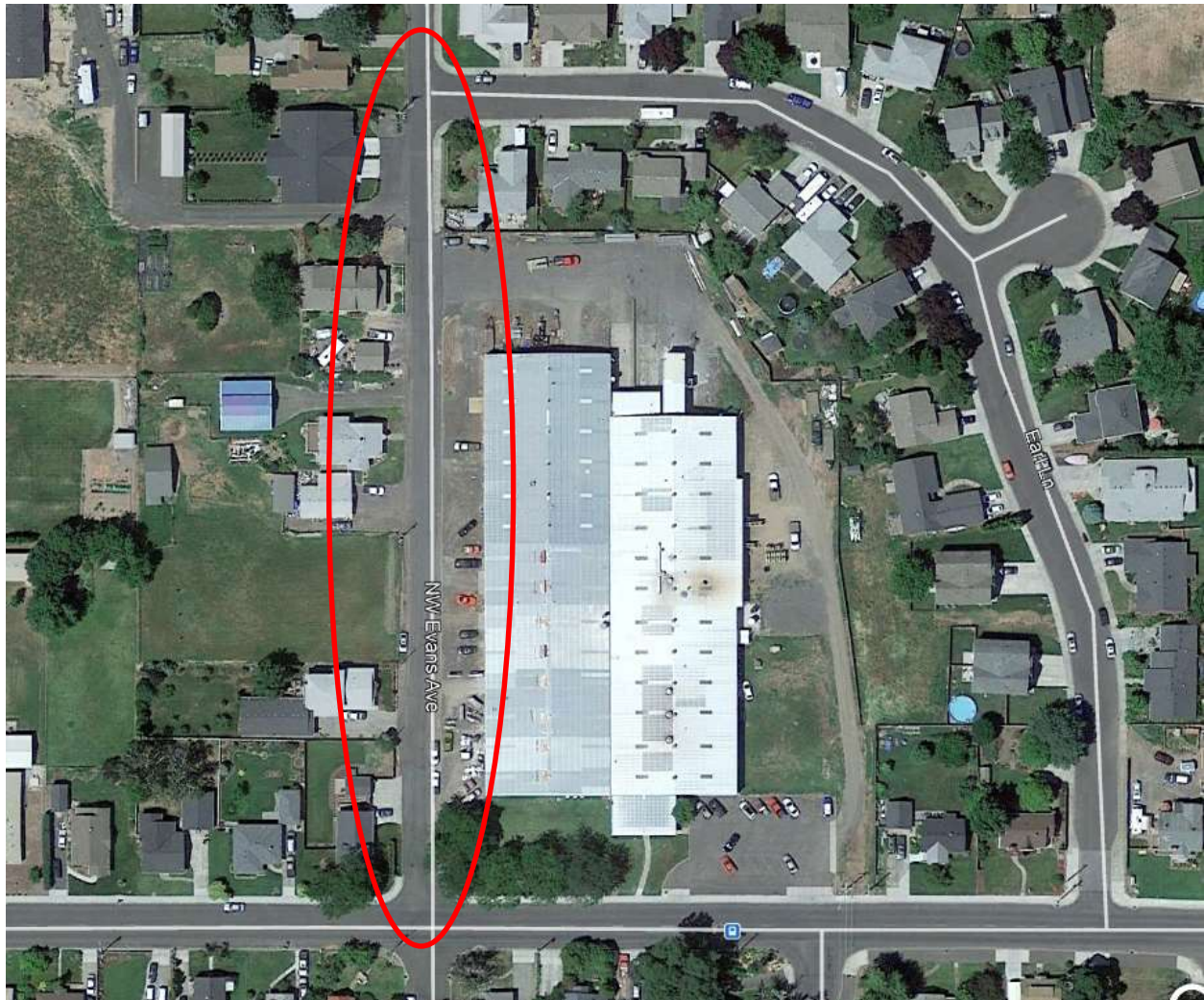
Spitzenburg Street floods between Tulip Lane and Cargill Avenue. There is only one catch basin inlet along the street with no infrastructure for inlet west of that catch basin. Even the roadside does not include a surface swale or other feature to convey water away from the roadway.

A possible solution to dealing with this flooding would be to construct roadside swales that can convey the water from east to west and eventually entering a piping system with outfall to more defined drainage. The potential for constructing a swale on the south side of the road would work well, but may not capture all of the flows from the road crown to the north side. Swales on both sides may be necessary. Alternately, curbing could be installed with inlets to the existing 24-inch Concrete pipe that parallels Spitzenburg and flows to the west.



1.1.8 NW Evans Avenue between NE Earl Lane and W Whitman Drive (CIP #45)

Flooding concerns are an issue on NW Evans Avenue between NE Earl Lane and W Whitman Drive. Additional stormwater infrastructure is necessary in order to alleviate this flooding. Piping would need to extend along Whitman Drive to College Avenue to the east in order to route water to an existing stormwater system.



1.1.9 Lions Park Pond – Garrison Creek (CIP #47)

Water quality issues are evident in the Lion's Park Pond along Garrison Creek toward the east end of College Place. The pond has a large population of ducks and geese that use the pond habitat. However, the birds create water quality issues due to their fecal matter entering the pond, altering the chemistry and creating algal blooms that cover the majority of the pond during certain times of the year. Additionally, this bird fecal matter could be contributing the elevated fecal coliform readings that warranted Garrison Creek's TMDL designation. The City is planning to upgrade the pond and clean it up

during 2020. Further inspection and testing after the pond upgrades are made will determine whether the birds were a key contributor to the fecal coliform presence.

Appendix E

Equivalent Service Unit (ESU) Technical Memo

TECHNICAL MEMORANDUM

DATE: August 16, 2018
TO: Robert Gordon, PE - City Engineer
FROM: Angela Taylor, Parametrix; Andy Baker, FCS
SUBJECT: Equivalent Service Unit Analysis for Single-family Residential Billing Rate
CC:
PROJECT NUMBER: 386-7956-001
PROJECT NAME: City of College Place Stormwater Management Plan and Rate Study

INTRODUCTION & BACKGROUND

The City of College Place hired Parametrix to complete a Stormwater Management Plan and Rate Study to support the City's upcoming inclusion in the Washington State Department of Ecology's NPDES Phase II Municipal Stormwater Permit. As such, the rate study was completed by FCS Group as a subconsultant to Parametrix.

To complete the rate analysis numerous data points were necessary. This data included an approximation of the number of single-family residential family units to be billed, an estimate of the total impervious surfacing in non-residential units and multi-family residential units, an estimated capital improvements plan, a facility inventory with estimated replacement cost, and other items relevant to the cost of implementing stormwater related services and complying with permit requirements. These items, among others, were analyzed to determine the base billing rate and necessary capital the City requires to begin covering the costs associated with a functioning stormwater utility.

This technical memorandum details the steps and theory behind the development of the equivalent service unit (ESU) including the reasoning behind the number of randomly sampled single-family residential lots, the results of the sampling, and the final ESU average area that is carried through the rate study and will be used to develop the stormwater utility.

CUSTOMER DATA COMPILATION

The following preliminary work plan was used to compile the customer data needed to support the stormwater rate calculation and, ultimately, its billing.

Proposed Approach

1. We determined that using the parcel number was a unique identifier for each customer.
2. Single-family residential (SFR) and non-SFR (all other) were segregated using the City's GIS mapping for land use and zoning.

Sample Size Determination

Recommended sample sizes were determined in the following manner.

For residential parcels, the sampling program is intended to verify the average amount of impervious area per dwelling unit in order to determine the value of an equivalent dwelling unit. In order to state with confidence that the sample is representative of the entire customer class, the sample size is determined by using a standard estimating technique. This technique is based on: (1) the maximum probable error B we are willing to tolerate, (2) the expected range of responses to the sample, and (3) a desired level of confidence.

A sampling error B of 100 square feet was chosen for all residential customer classes because this value yields a manageable sample size, while still providing a reasonably accurate point estimate for the mean.

Assuming we wish to be 90% confident that the sample mean represents the population mean ± 100 square feet, the following formula may be used to determine sample size.

$$n = \frac{2.71(s)^2}{B^2}; \text{ where } B = 100, \text{ and } s = \frac{(\text{expected high} - \text{expected low})}{4}$$

If we assume that responses for single-family residences will range between 5,000 and 2,000 square feet of impervious area per unit, this formula yields a sample size of 152 developed single-family parcels.

Equivalent Service Unit Calculation

A sampling analysis was necessary to determine the average amount of impervious surface area on the City's single-family residential parcels. This analysis yielded the value of an equivalent service unit (ESU), which will become the base unit for the City's stormwater utility fee.

A random sampling of 152 residential parcels within College Place was made, with the intent of identifying the average residential impervious area with 90% confidence. Impervious area was summarized using GIS for each parcel, identifying both impervious roof area and driveway/deck/miscellaneous impervious area.

1. Identify all single-family residential lots.
2. Using random numbers to identify the parcels to be sampled, Parametrix extracted the following information from each sampled parcel and record it:
 - Sample number
 - Property address
 - Other common identifier (if applicable)
3. Continued sampling and recording data until a sample of no fewer than 152 parcels has been compiled. Note: the previous section Sample Size Determination details the methodology used to determine the recommended sample size.
4. Measured impervious surface area on each of the sampled parcels. Recorded measured impervious surface area.

CUSTOMER DATA SAMPLING RESULTS

Table 1 presented on the next five pages presents all of the impervious data that was gathered for the 152 sampled single-family residential lots. It includes the parcel number, roof area, driveway/deck/sidewalk area, and total impervious area.

Table 1 – Single-Family Residential impervious area lot sampling results

Sample Number	Parcel Number	Zone	Impervious Roof Area (sf)	Driveway/ Deck etc. (sf)	Total Impervious Area (sf)
1	350736550410	R-75	2737	600	3337
2	350736550404	R-75	3469	768	4237
3	350736540302	R-75	2883	1296	4179
4	350736540202	R-75	2433	1086	3519
5	350736590009	R-60	2298	435	2733
6	350736130009	R-75	3297	1319	4616
7	350736590019	R-60	2411	1855	4266
8	350736600105	R-60	1482	563	2045
9	350736520206	R-60	2710	799	3509
10	350736210058	R-60	2422	942	3364
11	350736512106	R-60	3274	1713	4987
12	350736210067	R-60	3070	822	3892
13	350735680003	R-60	3414	962	4376
14	350735630013	R-60	2122	408	2530
15	350735524510	R-60	3001	941	3942
16	350735524554	R-60	2230	407	2637
17	350735524600	R-60	3671	1769	5440
18	350735524584	R-60	3090	1420	4510
19	350735524516	R-60	3988	2394	6382
20	350735650202	R-60	1978	957	2935
21	350735660207	R-60	2289	764	3053
22	350735440051	R-60	2074	1262	3336
23	350735440037	R-60	2953	1431	4384
24	350735440031	R-60	2179	1564	3743
25	350736580343	R-75	2192	671	2863
26	350736580333	R-75	3966	527	4493
27	350736580413	R-75	3369	1635	5004
28	350736580426	R-75	1746	224	1970
29	350736580429	R-75	3495	481	3976
30	350736580436	R-75	2620	868	3488

Table 1 – Single-Family Residential impervious area lot sampling results (continued)

Sample Number	Parcel Number	Zone	Impervious Roof Area (sf)	Driveway/ Deck etc. (sf)	Total Impervious Area (sf)
31	350736580620	R-75	1516	853	2369
32	350736580509	R-75	3430	2839	6269
33	350601530030	R-60	2092	510	2602
34	350601530032	R-60	1978	360	2338
35	350601530006	R-60	2538	472	3010
36	350601530013	R-60	1663	667	2330
37	350736740316	R-60	2784	1488	4272
38	350736740307	R-60	2734	977	3711
39	350736740313	R-60	4606	577	5183
40	350736580807	R-75	2956	683	3639
41	350736580727	R-75	2465	382	2847
42	350736740104	R-75	2787	763	3550
43	350736740106	R-75	2706	668	3374
44	350736740322	R-60	3415	871	4286
45	350736740303	R-60	3265	782	4047
46	350601520307	R-75	3192	1237	4429
47	350601540005	R-75	3325	1263	4588
48	350601540003	R-75	3048	1008	4056
49	350601520220	R-75	4080	2792	6872
50	350601520317	R-75	3339	871	4210
51	350601520208	R-75	2603	563	3166
52	350601520226	R-75	3685	857	4542
53	350601520203	R-75	2974	1892	4866
54	350736620124	R-75	1715	968	2683
55	350736620132	R-75	1910	1263	3173
56	350736620214	R-75	2642	1959	4601
57	350736620306	R-75	2398	1289	3687
58	350736620404	R-75	2370	849	3219
59	350736620111	R-75	2750	900	3650
60	350736620103	R-75	2087	704	2791
61	350601540010	R-75	3790	1215	5005
62	350601520213	R-75	3989	2938	6927
63	350736710104	R-60	4019	2845	6864
64	350736710203	R-60	5593	1191	6784
65	350736710123	R-60	3246	790	4036

Table 1 – Single-Family Residential impervious area lot sampling results (continued)

Sample Number	Parcel Number	Zone	Impervious Roof Area (sf)	Driveway/ Deck etc. (sf)	Total Impervious Area (sf)
66	350736710217	R-60	2411	1095	3506
67	350736710224	R-60	5104	1939	7043
68	350736700108	R-60	3547	1979	5526
69	350736700303	R-60	2897	1140	4037
70	350736700206	R-60	2983	487	3470
71	350736560107	R-75	3030	1430	4460
72	350736560207	R-75	2863	935	3798
73	350736560213	R-75	2289	1232	3521
74	350736560201	R-75	2424	1196	3620
75	350736581001	R-75	2979	1314	4293
76	350736581012	R-75	2622	420	3042
77	350736580912	R-75	2520	1410	3930
78	350736580828	R-75	2448	1278	3726
79	350736580704	R-75	2550	411	2961
80	350736580703	R-75	2162	1747	3909
81	350736670303	R-75	2765	1204	3969
82	350736670208	R-75	2746	804	3550
83	350736890002	R-75	3540	1738	5278
84	350736601133	R-60	1609	366	1975
85	350736601107	R-60	2364	894	3258
86	350736601130	R-60	3002	1453	4455
87	350736570231	R-60	2665	711	3376
88	350736570213	R-60	2364	217	2581
89	350736580233	R-75	1497	1853	3350
90	350736601409	R-60	2543	1450	3993
91	350736601314	R-60	1899	438	2337
92	350736630110	R-75	3277	855	4132
93	350736690202	R-75	2662	463	3125
94	350725690005	R-60	2244	1927	4171
95	350725610102	R-75	3058	853	3911
96	350725610204	R-75	2177	398	2575
97	350725670010	R-60	2469	791	3260
98	350725660012	R-60	3539	326	3865
99	350725660007	R-60	2277	632	2909
100	350725660010	R-60	2538	398	2936
101	350725640002	R-60	2585	603	3188

Table 1 – Single-Family Residential impervious area lot sampling results (continued)

Sample Number	Parcel Number	Zone	Impervious Roof Area (sf)	Driveway/ Deck etc. (sf)	Total Impervious Area (sf)
102	350725640012	R-60	1797	884	2681
103	350725640003	R-60	1947	435	2382
104	350725670003	R-60	1730	730	2460
105	350725630011	R-60	1631	350	1981
106	350725680008	R-60	1959	1874	3833
107	350725680002	R-60	2974	637	3611
108	350725760005	R-60	2088	1557	3645
109	350725560212	R-60	3949	1159	5108
110	350725560204	R-60	2477	950	3427
111	350725560211	R-60	3956	875	4831
112	350725710008	R-60	2478	942	3420
113	350725710005	R-60	2417	617	3034
114	350725590204	R-75	2613	1221	3834
115	350725430041	R-75	2239	353	2592
116	350726600004	R-60	2458	484	2942
117	350726600017	R-60	1996	674	2670
118	350726600014	R-60	2291	891	3182
119	350726600023	R-60	2604	764	3368
120	350726630016	R-60	2226	650	2876
121	350726630015	R-60	1849	803	2652
122	350726630021	R-60	1983	984	2967
123	350726630026	R-60	2527	650	3177
124	350726630008	R-60	2465	495	2960
125	350726630003	R-60	2391	1498	3889
126	350726730016	R-60	1722	290	2012
127	350726730005	R-60	1747	1567	3314
128	350726720002	R-60	2061	862	2923
129	350726770033	R-60	2393	632	3025
130	350726770047	R-60	2303	927	3230
131	350726770038	R-60	2387	581	2968
132	350726770029	R-60	2406	603	3009
133	350726770009	R-60	3103	1145	4248
134	350726523845	R-60	3691	1840	5531
135	350726750005	R-60	1367	385	1752
136	350726600009	R-60	2888	841	3729
137	350726770051	R-60	3612	767	4379

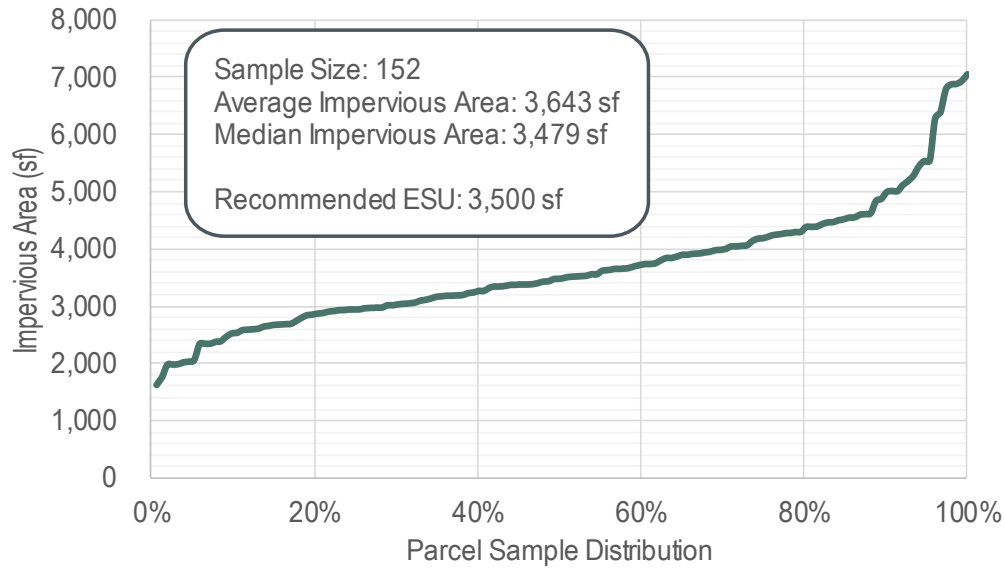
Table 1 – Single-Family Residential impervious area lot sampling results (continued)

Sample Number	Parcel Number	Zone	Impervious Roof Area (sf)	Driveway/ Deck etc. (sf)	Total Impervious Area (sf)
138	350735524431	R-60	1828	1071	2899
139	350735630014	R-60	1990	1095	3085
140	350735524419	R-60	1735	1099	2834
141	350735524561	R-60	2316	1057	3373
142	350735524523	R-60	2031	1437	3468
143	350735602533	R-60	894	725	1619
144	350735660104	R-60	2319	834	3153
145	350735602509	R-60	2004	1655	3659
146	350735602517	R-60	1933	93	2026
147	350736570221	R-60	2227	444	2671
148	350736580346	R-75	2560	542	3102
149	350736580242	R-75	1304	1214	2518
150	350736601301	R-60	2187	740	2927
151	350601230047	R-75	2640	1900	4540
152	350601530024	R-75	2421	975	3396
Average Residential Impervious Area					3643

Total parcel impervious area for the sampling set ranged between 1,619 square feet and 7,043 square feet. The full distribution of sampling results is shown in Figure 1.

This distribution could include some single-family lots that are included within private developments. However, the overall average of impervious area is not impacted by the private development versus general single-family development. It is still indicative of the range of impervious that is found within College Place. Additionally, this methodology is followed by most communities that adopt stormwater utilities as a way to make a uniform billing for all single-family residential, limit amount of documentation necessary for the community to set up the billing database, and limit the amount of follow up work that is necessary if additional impervious areas are added to a certain lot over time. It is a way to level the billing for a large sector of the community while still allowing for a larger billing rate to be applied to non-residential or non-single-family sites. Therefore, if there are a small number of private lots included within the sampling it still provides information for the baseline impervious that is representative of College Place homes, lots, and reflective of the community.

Figure 1 - Residential Impervious Area Sampling Results



Based on the results of the impervious area sampling, a residential Equivalent Service Unit (ESU) determination of 3,500 square feet per ESU is recommended.

Appendix F

Rate Study

City of College Place

STORMWATER UTILITY FORMATION & RATE STUDY

FINAL REPORT
February 2019

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FCS GROUP
Solutions-Oriented Consulting

February 12, 2019

Robert Gordon, City Engineer
City of College Place
625 South College Avenue
College Place, WA 99324

Subject: Stormwater Utility Formation and Rate Study

Dear Mr. Gordon:

FCS GROUP is pleased to submit this draft report summarizing the results of the Stormwater Utility Formation and Rate Study for the City of College Place. The table below summarizes the recommended initial rates and subsequent annual inflationary increases. These rates are projected to provide the utility with sufficient revenue to cover anticipated operating costs and reinvestment in the City's stormwater infrastructure.

Recommended Rate Schedule	New 2019	ATB 2020	ATB 2021	ATB 2022	ATB 2023	ATB 2024
Annual System-Wide Rate Increase	0.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Residential	\$ 9.19	\$ 9.47	\$ 9.75	\$ 10.05	\$ 10.35	\$ 10.66
Non-Residential, per ESU	\$ 9.19	\$ 9.47	\$ 9.75	\$ 10.05	\$ 10.35	\$ 10.66
Non-Residential with Credit, per ESU	\$ 6.56	\$ 6.76	\$ 6.96	\$ 7.17	\$ 7.39	\$ 7.61

We evaluated rate structure options, and determined that an equivalent service unit (ESU) based impervious structure is in line with industry best practices as well as the City's policy goals.

It has been a pleasure to work with you and other City of College Place staff on this effort. If you have any questions, please feel free to contact us at (425) 867-1802.

Yours very truly,



John Ghilarducci
Principal



Andy Baker
Project Manager



Melanie Hobart
Senior Analyst

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Section I. INTRODUCTION

I.A. BACKGROUND

The City of College Place was notified by the Washington State Department of Ecology (Ecology) in 2013 that it would be evaluated for coverage under the National Pollutant Discharge Elimination System (NPDES) Phase II Municipal Stormwater Permit, effective in 2019. In 2015, the City applied for and received a grant¹ from Ecology to prepare a Stormwater Management Plan (SWMP) and to establish a municipal stormwater utility.

In May 2017, the City of College Place contracted with Parametrix to develop the SWMP and begin the utility formation process. FCS GROUP was subcontracted to prepare a stormwater utility formation plan, rate study and billing database in order to equitably recover the costs of meeting the City's obligations under the Phase II Municipal Stormwater Permit.

I.B. METHODOLOGY

The Stormwater Utility Formation and Rate Study consists of three distinct phases. The first step is the creation of the policy framework necessary for the establishment of the stormwater utility, including recommendations for policies around fiscal policies, rate structure, and rate credits. The second step is the rate study itself, which involves an analysis of the revenue necessary to meet the expected operating and capital needs of the new utility based on the findings of the SWMP, and a recommendation for how to recover those revenue requirements through rates based on the policy framework. The third step is the creation of the stormwater billing database.

¹ Water Quality Combined Financial Assistance Agreement WQQC-2017-CoPIED-00197, Appendix C

Section II. POLICY FRAMEWORK

II.A. FISCAL POLICIES

The financial plan is based on a framework of fiscal policies that promotes the financial integrity and stability of the City's new stormwater utility. The following discussion provides a brief summary of the key policies addressed and incorporated in to this analysis. More detail on the fiscal policies can be found in Issue Paper #1, Appendix B.

II.A.1. Reserves

A municipal utility requires certain minimum levels of cash reserves to efficiently operate. These reserves address the variability and timing of revenues and expenses as well as occasional disturbances in activities. Given the City's responsibility to provide essential services to its customers at a certain standard, protection against financial disruption is even more important than it would be for private-sector or non-essential counterparts. A defined reserve structure serves to maintain appropriate segregation of funds and promote the use of resources for their intended purposes. This analysis reviews the recommended policies for the City's stormwater utility.

II.A.1.a Operating Reserves

Operating reserves provide a liquidity cushion to ensure that adequate cash working capital is maintained to deal with significant cash balance fluctuations such as seasonal instabilities in billings and receipts, unanticipated cash expenses, or lower than expected revenue collections. The industry standard is to maintain a minimum balance in the Operating reserve between 30 and 120 days of O&M expenses. The lower end of the range is more appropriate for utilities with stable revenue streams and the higher end is more appropriate for utilities with significant seasonal or consumption-based fluctuations. It is assumed that any operating funds above the minimum balance are available for capital purposes.

Once the utility is established, stormwater revenue will be fairly stable from month to month. However, as the utility is new – and revenue predictions are inherently more uncertain– we recommend a slightly higher minimum balance target. As a result, this study assumes a target minimum balance of at least 60 days of cash operating expenses.

II.A.1.b Capital Reserves

A capital contingency reserve is an amount of cash set aside in case of an emergency should a piece of equipment or a portion of the utility's infrastructure fail unexpectedly. The reserve could also be used for other unanticipated capital needs including capital project cost overruns. Industry practices range from maintaining a balance equal to 1 to 2 percent of fixed assets, an amount equal to a 5-year rolling average of CIP costs, or an amount determined sufficient to fund equipment failure (other than catastrophic failure). The final target level should balance industry standards with the risk level accepted by the City policy makers.

Based on discussions with City staff, we recommend a year-end target of between 1% and 2% of the original cost of fixed assets. As the utility capital program grows over time, this should be re-evaluated to reflect shifting needs.

II.A.2. Capital Funding

There are a number of capital funding sources available to municipal stormwater utilities, including debt, grant funding, developer contributions, general funds, and rate revenues. However, for a utility that is just being formed in the course of this study, we are recommending that the City plan for two primary capital funding sources:

- Rate revenues generated for reinvestment in the system.
- Grant revenues which may be available to the City for stormwater projects, including the Stormwater Financial Assistance Program, Stormwater Capacity Grants, and the Water Quality Combined Funding Program (which includes Clean Water Act Section 319 Federal grants, Centennial Clean Water Program grants, and Clean Water State Revolving Fund loans)

We do not recommend that the City plan on relying on debt during this planning period, due to the uncertainty inherent in the formation of a new utility. Additionally, we do not recommend that the City plan on relying on developer contributions or the availability of general fund revenues in its planning for capital funding, as there is significant uncertainty as to the availability of such funds.

II.A.2.a System Reinvestment Funding

The concept of system reinvestment funding entails funding long-term infrastructure replacement needs through a regular and predictable rate provision. A system reinvestment funding program can be structured to take into account the defined funding source (rates), accumulation of funds when funding exceeds near-term needs, and augmentation of funds (e.g. through debt) when replacement needs exceed available cash resources.

There are a number of methods municipal utilities use for determining an appropriate level of rate-funded system reinvestment. Specific benchmarks for annual funding can include:

- **Original cost depreciation expense as reported in financial records.** This approach fully funds the theoretical decline in asset value attributable to wear and tear from routine use, as measured by original construction costs. It avoids decline in system asset value (financial integrity) by replacing physical assets with cash assets.
- **Replacement Cost.** This approach uses a trended depreciation expense or an annualized estimated replacement cost of the system to inform system reinvestment funding. This produces a higher annual cost than the Original cost depreciation method, but in doing so, may better estimate the real cost of sustaining the system.
- **Sinking fund approach.** Similar to the replacement-cost based approach, the sinking fund approach defines an annual provision based on funding a “replacement account” sufficient to fund future replacements. For systems that have not previously funded system reinvestment and have a material accumulated liability, this generally results in the highest rate impacts.
- **Targeted funding approach.** This approach specifies a specific dollar amount of funding to be budgeted annually. While it may be set in the context of some of the above measures, it is most often set to provide a moderate level of funding while mitigating or limiting rate impacts.

- **Directly budgeted replacement project expenditures.** Budgeting replacement project expenditures as they occur, this approach does not attempt to anticipate or accumulate toward replacement needs and is likely to provide highly variable annual requirements.

Of these various approaches, only the sinking fund approach is actually designed to ensure full funding of replacement needs, assuming the accuracy of assumptions used. All of the others are intended to provide reasonable contributions toward meeting replacement needs, but do not ensure the adequacy of such funding.

Most commonly, utilities that have addressed replacement funding needs have used historical (original cost) depreciation expense as the basis for a reasonable level of reinvestment in the system. This strategy and level of funding satisfies several standards for reasonable rates:

- It avoids decline in system asset value (financial integrity)
- It charges customers commensurate with their consumption of facility useful lives and avoids the possibility of charging customers more than the current cost to provide service (rate equity)
- It provides a substantial source of funding for replacement (capital funding adequacy)

However, it is important to recognize that funding system reinvestment based on original cost depreciation will generally not fully meet future replacement needs (especially for mature systems that are just beginning to address or fund those needs). In such cases, debt or use of other City cash resources would be required to cover the resulting funding gap. The fact that actual asset lives often exceed the nominal useful lives used to calculate depreciation provides a mitigating counterbalance to this effect.

Based on findings in the SWMP, the estimated annual replacement cost of the City's existing stormwater assets is approximately \$165,000. For the newly formed utility, meeting full replacement cost funding immediately would represent a significant rate burden. Based on discussion with the City's engineering consultant and with City staff, our recommendation is that the City target 50% of the replacement cost in 2019, and gradually build to meeting 100% of the cost by 2024. The decision to incrementally increase annual reinvestment over time is a technique used to smooth rate increases over time and mitigate immediate rate pressure.

II.A.2.b Debt-Related Policies

While we do not recommend planning for the use of debt for capital funding in this planning period, as discussed above, debt financing can be an appropriate tool for capital funding, and we recommend that the City adopt policies that will enable it to use debt when appropriate.

- **Debt Reserve:** A debt reserve is most often required as a condition of bond issuance, though some loan programs also require a reserve. The intent of the reserve is to protect bondholders (or the agency issuing loans) from the risk of the borrower defaulting on their payments. Typically specified in the related bond or loan agreement, the minimum balance for this reserve is most often linked to either average annual debt service, maximum annual debt service, or the amount issued.
- **Debt Service Coverage:** Debt service coverage is a requirement typically associated with revenue bonds and some State loans, and it is an important benchmark to measure the riskiness of the utility's capital funding plans.

Debt service coverage is most easily understood as a factor applied to annual debt service. In such a case, if it sells revenue bonds, the City agrees to collect enough revenue to meet operating expenses and not only pay debt service, but collect an additional increment, or coverage, above bonded debt service. The extra revenue is a cushion that makes bondholders more confident that debt service will be paid on time. The extra revenue can be used for capital expenditures, to build system reinvestment reserves, or for debt service on subordinate debt. We recommend that the City adopt a target debt service coverage ratio of 1.5 times, for such time in the future when it may use debt for capital funding.

II.A.3. Summary of Fiscal Policy Recommendations

We recommend that the City consider the following fiscal policies for the utility:

Policy	Recommendation
Operating Reserve	60 Days
Capital Reserve	1% of Assets
Debt Service Coverage	1.5x
Capital Funding	Cash & Grants, No Debt
System Reinvestment	50% of Annual Replacement Cost to start, phase to 100% over 5 years

II.B. RATE STRUCTURE POLICIES

In order to ensure that the rates for the City's new stormwater utility are aligned with the City's objectives, FCS GROUP prepared an evaluation of possible rate structures. The following discussion provides a brief summary of the rate structure alternatives considered and the recommendation for the City's stormwater utility. More detail on the rate structure policies can be found in Issue Paper #2, Appendix B.

II.B.1. Objectives

Working with City staff, FCS GROUP identified the following objectives for the stormwater utility rate structure:

- **Equity.** Alignment of who pays with the cost of providing stormwater utility service is an essential outcome.
- **Data availability.** A key consideration for any new utility is that the data to support the rate structure must exist or be readily available.
- **Administrative ease.** Related to data availability, the rate structure chosen should not require a significant amount of staff time to maintain on an ongoing basis.

- **Feasibility.** The rate structure selected must be feasible to implement from a perspective of assessing rates to customers which will be collectible and which are legally consistent with Washington State law.

II.B.2. Alternatives

The Revised Code of Washington (RCW 35.92.020 and 35.67.020) authorizes Cities to set rates for stormwater utilities, with the requirement that rates charged shall be uniform for the same class of customer or service and facilities, and cites the cost of service as the primary reason that a City may use for differentiating between customers. To that end, there are a number of stormwater rate structure options that are often considered as potential bases for recovering the costs of stormwater management:

- **Impervious Surface Area:** The most common approach is to charge customers based on impervious surface area, the hard surface area that prevents or impedes the permeation of water into the ground. Impervious surface area is widely accepted as an appropriate measure of a property's increased contribution of runoff over pre-development conditions, providing a rational nexus to service received from a stormwater program. Given the diversity that exists among non-single-family residential properties, it's common to charge based on actual measured impervious surface area.

Utilities often follow a different procedure for single-family residences, as tracking parcel-specific measurements of impervious area for these customers would add considerable administrative effort and complexity to the rate structure. The more common practice is to impose a uniform rate on single-family residences based on an estimated average amount of impervious surface area. Though this approach may overcharge smaller residences and undercharge larger residences, it is widely considered to be an acceptable compromise between equity and practicality. This approach is often termed an Equivalent Service Unit (ESU) approach.

- **Density of Development:** An alternative measurement of runoff contribution involves applying "density factors" to adjust charges depending on the percentage of the parcel covered by hard surface. This approach can acknowledge that, for example, 3,000 square feet of impervious area on a 5,000 square-foot lot more directly impacts the public system than an equivalent impervious area on a one-acre lot. As with the approach based on impervious surface area, this approach is an appropriate charge basis because it adequately quantifies the relationship between the rate paid and the level of service received. However, because of the binning inherent in grouping parcels into density classifications, there is a risk of inequity, where parcels at the threshold between bins will pay significantly different rates despite being very similar.
- **Runoff Coefficients:** This approach is similar to the "density of development" approach in that it can be used to adjust a parcel's charge based on its runoff characteristics – however, it is more closely associated with a parcel's physical properties. When applied to lot size, runoff coefficients are generally accepted as a measure of runoff contribution (and thus the share of costs to provide service). Implementing this approach requires information relating to the basic characteristics of land (e.g. slope and soil type), land use, and lot size. Depending on slope variables and soil characteristics, undeveloped parcels may also be subject to charges under this approach. There is some concern regarding this approach, as its reliance on the underlying

physical characteristics of the lot in its undeveloped condition make it more tax-like than rate-like.

- **Land Use:** Alternatively, runoff characteristics can be linked to types of land use. For example, empirical analysis may find that an industrial land use has a more significant contribution to water quality problems from stormwater runoff than undeveloped land (justifying a proportionately higher industrial stormwater rate to equitably recover program costs). This approach requires the least data to establish rates, but this simplicity carries with it a reduced level of equity, because different industrial parcels may in fact contribute to the amount of runoff at significantly different rates.
- **Trip Generation:** While most rate structure options focus on runoff contribution, a structure based on trip generation would attempt to relate automobile traffic to non-point-source pollution contributed by properties. The Institute of Transportation Engineers' Trip Generation Manual assigns a number of daily trips to specific categories of land use – this information could be used to recover the costs of water quality activities within the stormwater program. Customer land uses and lot sizes would also be required in order to calculate equitable rates. This rate structure type is most appropriate for stormwater utilities whose costs are substantially driven by water quality rather than water quantity-related activities.

II.B.3. Recommendation

Non-Residential. It is recommended that the City consider a fee structure that is based on actual, measured impervious surface area, using the equivalent service unit (ESU) approach.

The charge basis for all non-residential customer types is generally actual measured impervious surface area, expressed as a number of ESUs. The rate itself is most commonly calculated as a dollar amount per ESU. This rate structure is highly equitable and administratively easy once in place. The primary challenge is collecting the impervious surface area of all non-residential customers.

Residential. For residential customers, the dollar per ESU approach, based purely on measured impervious area that varies by parcel, can be administratively burdensome. The implementation of this approach requires the creation and maintenance of a comprehensive database of impervious surface area for all residential properties. Additions and alterations to properties (e.g. patios, decks, driveways, etc.) would need to be tracked and maintained.

To minimize administrative and data collection costs, it is recommended that the City apply the ESU approach in charging a uniform rate for single family residential customers using the average amount of impervious surface area per developed residential parcel (based on a relevant sample size within the City). In summary, all single family residential parcels would have the same, flat charge.

II.C. STORMWATER RATE CREDITS

Many stormwater utilities provide rate credits or adjustments for utility customers who mitigate their stormwater impacts on-site. The following is a discussion of the rational basis for such credits and a recommendation for their implementation. More detail on the stormwater rate credit policies can be found in Issue Paper #3, Appendix B.

II.C.1. Alternatives

Many residential subdivisions and commercial developments provide on-site retention / detention facilities as a condition of development, often maintaining such facilities as well. There are several ways to structure a potential rate credit for on-site retention / detention, the following among them:

- **Performance against current standards.** Rate credits may be structured to reward customers who provide mitigation that exceeds current development standards, while offering lesser or no credits for mitigation that does not exceed current development standards.
- **Low-impact development, green building, and rainwater harvesting.** Low-impact development (LID) techniques, such as rainwater harvesting, permeable pavement, open space retention, bio-retention swales and rain gardens could also be worthy of credits. Other aspects of LID, such as green (vegetated) roofs, may change the effective impervious area of a development or home if properly maintained because they reduce and filter runoff.

A credit for low-impact development would recognize the fact that effective impervious area can be much smaller than the impervious surface area that is measured from aerial photographs (due to roof rainwater collection systems, permeable paving, vegetated roofs, etc.). An LID credit may be further supported by the fact that even when the effective impervious area of such a development is the same as other, conventional residential developments, other LID practices such as vegetation replacement typically result in reduced runoff from the property.

Permissive rainwater harvesting systems receive a specific citation under RCW 35.92.020(3), which dictates that any new or remodeled commercial building which utilizes a properly sized permissive rainwater harvesting system shall receive a credit of at least ten percent, and that a larger credit be considered based on the amount of the rainwater harvested.

- **Dedicated open space.** Developments may incorporate design techniques that concentrate residences or other buildings in a compact area of the development site (lot clustering) and provide open space and natural areas elsewhere, protected by an easement. Such techniques can reduce runoff and mitigate stormwater quality issues.

II.C.2. Credit Analysis

When considering how to charge or credit different types of customers, it is important to remember that a stormwater rate is a fee for service, not a tax. As such, the level of a customer's charge must somewhat relate to that customer's proportionate share of the utility's costs. Credit policies have the potential to move a utility away from the rational linkage between service delivered and the fee amount, so the utility should bear in mind the equity and legal defensibility of any proposed credits.

A surface water utility's service to its customers and the community it serves can be analyzed in two functional categories: controlling and reducing stormwater runoff (i.e. water quantity), and controlling and managing pollutants (i.e. water quality). The broader questions to address in establishing credits are:

1. Whether a rate payer helps the utility reduce its costs, or to avoid additional costs, by providing certain mitigation measures in these two functional areas; and
2. If yes, how much of a cost savings is provided?

Comparatively, properties with onsite mitigation have a reduced effect on the public system than similar property lacking this mitigation. Therefore, it might be argued that to the extent that such facilities reduce costs to the City utility, they may warrant a rate credit.

However, simply meeting the City's development standards may not reduce costs for the utility, but only keep the utility whole. As a result, granting a rate credit for such activities could actually reduce the amount of resources available for basic services to the remainder of the customer base. In fact, it could be argued that the cost of meeting City standards and constructing on-site mitigation should be considered a "cost of doing business," since on-site mitigation only partially neutralizes the impact of developing the property in the first place.

On the other hand, exceeding standards – that is, providing capacity in addition to that needed by developing (or developed) property – in theory does reduce cost to the utility by, in effect, reducing the net utility service area. How much of a credit to grant can then be sized according to the extent to which on-site controls exceed the standards.

Therefore, the two criteria to check for could be:

1. Effectiveness in reducing stormwater runoff; and
2. Whether these on-site systems are designed to handle a greater amount of stormwater than would be required as a condition of development approval.

The additional capacity provided by the new development then may become the basis for the service charge credit amount.

II.C.3. Recommendation

Many of a stormwater management program's costs are essentially "fixed" and do not decrease no matter what services customers provide on-site. As a first step, we recommend that the City work in coordination with FCS GROUP to determine the portion of projected program costs which can be reduced by the on-site activities of the customer base. We further recommend that the City classify the portion of those variable or use related costs as either attributable to managing water quantity or to managing water quality.

The analysis associated with this policy recommendation is discussed in Section IV.

Section III. REVENUE REQUIREMENT

III.A. BACKGROUND

The revenue requirement is the amount of revenue that a utility's rates must generate to enable it to meet its various financial obligations. For a new utility, this analysis has one singular purpose – to determine the revenue basis for near-term and long-term rate planning. The rate revenue requirement is defined as the net difference between total revenue needs and the revenue generated through non-rate sources. Hence, the revenue requirement analysis involves defining and forecasting both needs and resources.

III.B. OPERATING FORECAST

Projected operating costs were developed through two primary sources:

- Discussions with City staff and Parametrix to determine the staffing needs and levels of service required for the new utility;
- Research into College Place's water and sewer utility, and stormwater utilities in other similar jurisdictions.

Once initial 2019 operating costs were developed, adjustments for inflation and any anticipated future changes (such as increases in programs or staffing levels) were applied to the forecast. This report focuses on the 6-year forecast from 2019 to 2024.

III.B.1. Fund Structure

The City has created a stormwater fund, which will be the collection point for all revenues and the primary source for day-to-day operating and maintenance needs. For forecasting purposes, to clearly determine if operating resources and capital resources are meeting their separate needs, we functionally divide this fund into an operating fund and a capital fund for the forecast.

The key assumptions and inputs used to develop the operating expense forecast are described below.

III.B.2. Economic Assumptions

The following major assumptions were used in this rate forecast.

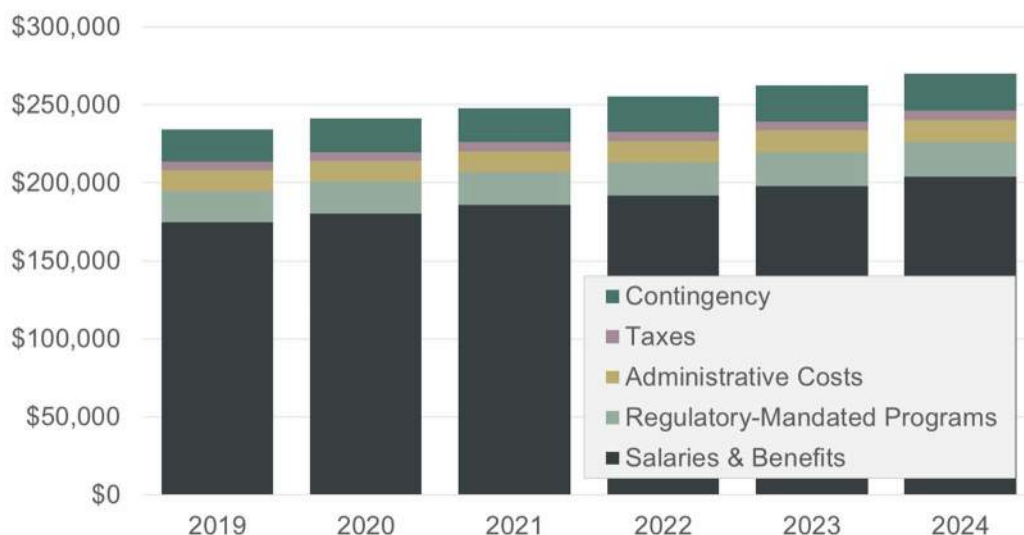
- General Cost Inflation – assumed to be 2.0% per year based on historical data from the Consumer Price Index Urban Consumers - Seattle / Tacoma / Bremerton (CPI - U).
- Construction Cost Inflation – assumed to be 3.0% per year based on historical data from the ENR Construction Cost Index (CCI) - 20 City Average Index.
- State B&O Tax: 1.5%
- Personnel Cost Inflation
 - Labor Cost Inflation – assumed to be 2.5% per year based on a 10-year historical average of the Employment Cost Index – Wages and Salaries Index.

- Benefits Cost Inflation – assumed to be 4.0% per year based on a 10-year historical average of the Employment Cost Index – Benefits Index.
- Fund Earnings – ranging from 0.5 to 1.0% per year throughout the forecast period.
- Customer Growth – 1.0% per year based on a review of projected growth within the service area and an evaluation of historical data.

III.B.3. Projected Operating Costs

Based on the above assumptions, the projected operating expenses of the new stormwater utility are summarized in **Exhibit 1**.

Exhibit 1: Projected 6-Year Operating Expenses



There are five categories of expenses:

- **Salaries & benefits** are the majority of the utility O&M expenses. Staffing includes the administrative, engineering and field operators who will manage and maintain the utility. These estimates were developed and provided by Parametrix and City staff.
- **Regulatory-mandated programs** include educational materials, public outreach, and annual training for staff. These estimates were developed and provided by Parametrix and City staff.
- **Administrative costs** cover insurance, communication, and other miscellaneous costs associated with the administration of a utility. These costs were developed by FCS GROUP based on historical research of the City's water and sewer utilities' administrative expenses and knowledge of similar stormwater utilities, and reviewed by Parametrix and City staff.
- **Taxes** include the annual state Business & Occupation tax of 1.5% of revenue.
- **Contingency** expenses are built in as a conservative measure for the new utility. Given the uncertainty of initial revenue and potential unexpected costs, FCS GROUP recommends that the City build in a 10% annual contingency.

III.C. CAPITAL FORECAST

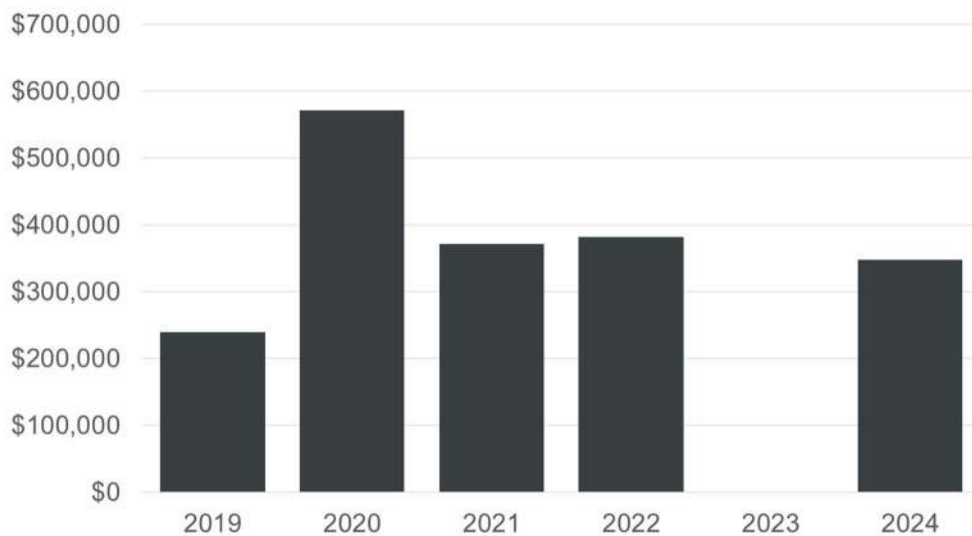
The capital forecast involves projecting annual capital expenditures and then developing a strategy to fund those expenditures. Parametrix and City staff compiled a list of capital projects for the new stormwater utility, summarized in **Exhibit 2**. These proposed projects cost a total of \$2.5 million, in unescalated (2018) dollars.

Exhibit 2: Annual Capital Projects (2018 \$)

Capital Project	Projected Cost	Planned Date
Street Sweeper	\$240,000	2019
Vactor Truck	\$410,000	2020
Street Waste Decant Facility	\$700,000	2021-2022
10 th St Stormwater Improvements	\$300,000	2024
Point Source Loading Improvements	\$250,000	2025
Possible Regional Facilities	\$500,000	2026
NE "C" Street Projects	\$145,200	2020
Total	\$2,545,200	2019 - 2026

Project timing was prioritized according to utility needs, and projects were staggered throughout the forecast period to minimize the annual impact on stormwater rates. The schedule of these annual capital costs in the 6-year forecast period is shown below in **Exhibit 3**.

Exhibit 3: Capital Costs by Year (Escalated \$)

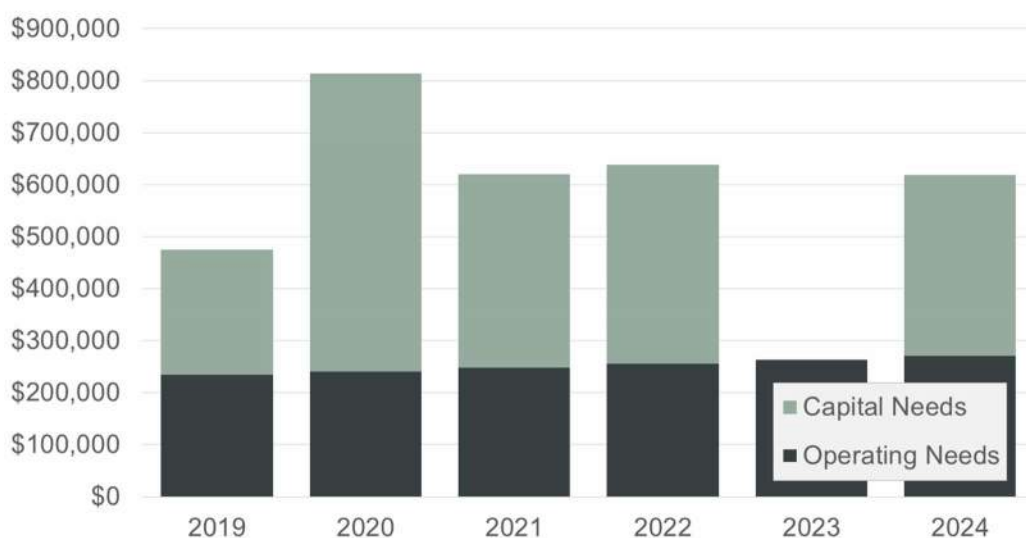


III.D. REVENUE REQUIREMENT

III.D.1. Annual Needs

The fiscal policies, operating needs and capital projects were combined to create the annual revenue requirement, shown below in **Exhibit 4** for the 6-year forecast period. This projection of revenue requirements is based on the best available information at the time of this study, and includes the full cost of managing the City's stormwater program, including the cost of managing stormwater runoff from City-owned properties.

Exhibit 4: Projected Annual Revenue Requirement



The annual needs shown above vary significantly from year to year. Typically, rates are not set to vary this significantly between years: we recommend a smoothed approach to rate revenue collection in combination with alternative capital funding sources.

III.D.2. Recommended Revenue Strategy

When designing new utility rates, the first two questions to focus on are:

1. What is the minimum revenue need that allows the utility to provide the required services and meet any other financial obligations?
2. What can the utility customers afford to pay?

The balance of these two questions is the range where the annual revenue requirement is set. Based on feedback from City staff and Council, minimizing the rate burden on their residents and businesses is essential to the success of the stormwater utility implementation. To achieve this, a rate strategy was developed in which necessary operating expenses are fully funded, and rate-funded system reinvestment phases to full funding by the end of the projection period, but substantial new

capital expenditures, including those identified in Exhibit 4, are contingent on the availability of outside funding.

The recommended level of funding in the first year, 2019, is shown below in **Exhibit 5**.

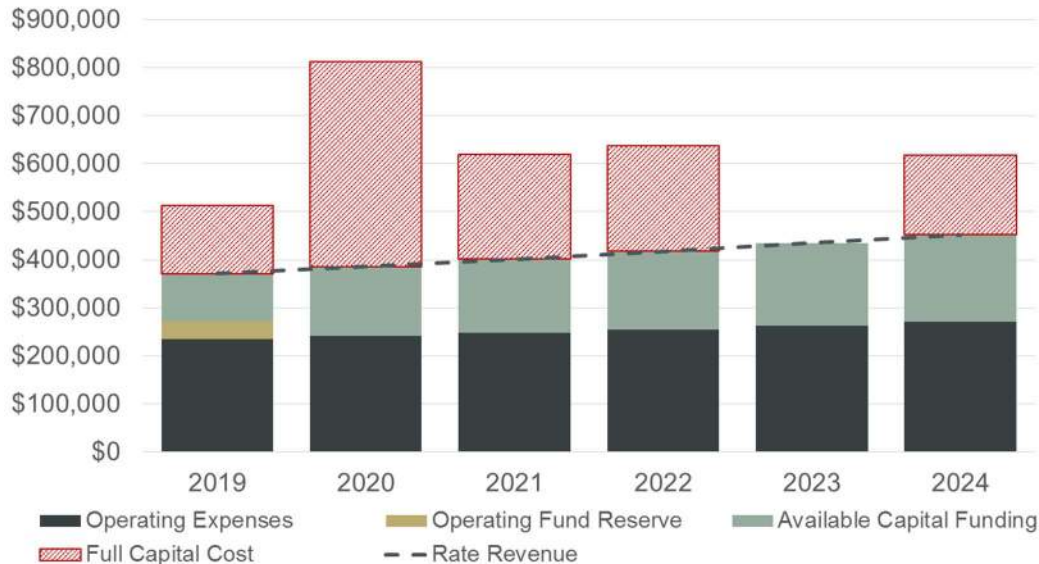
Exhibit 5: Recommended Costs for 2019 Rate Recovery

Annual Costs	Full Cost	% Included	Rate Cost
Operating Costs in Test Year	\$ 228,800	100%	\$ 229,000
Estimated Taxes	\$ 5,558	100%	\$ 6,000
Debt Service in Test Year	\$ -	100%	\$ -
Operating Minimum Balance Target	\$ 75,786	100%	\$ 76,000
Annual Capital Costs	\$ 240,000	25%	\$ 60,000
Total Revenue Requirement	\$ 550,144		\$ 371,000

Given the fluctuating nature of capital costs, as discussed above, and the policy decision to minimize the financial impact on rate payers, we recommend including 25% of the 2019 capital costs in the revenue requirements – this level ensures the availability of funds for reinvestment in the City’s existing assets. All other costs are projected to be fully recovered through rates. After 2019, all rates should be increased annually to cover the cost of inflation.

The impact of collecting the recommended adjusted annual revenue requirement, and the proposed rate revenue to be collected is shown below in **Exhibit 6**.

Exhibit 6: Recommended Revenue Requirement



In all but 2023, the resulting rate revenue does not cover 100% of the forecast capital costs, as shown in red above. If grant funding or other outside funding is not available, those projects will not be completed as scheduled.

Section IV. RATE DESIGN

As discussed in Section II.B, a stormwater rate based on impervious area, structured using an equivalent service unit (ESU) approach is recommended for the City based on the characteristics of its new utility and the available data. The following section summarizes the analysis involved in developing the 2019 rate.

IV.A.CUSTOMER COMPILATION

The recommended rate approach is based on the amount of actual or assumed impervious surface area on each parcel. The rate is then expressed as a dollar amount per equivalent service unit (ESU) with one ESU equal to the average amount of impervious square feet on developed single family residential parcels in College Place. Under this approach, the rate calculation is thus: total annual program costs, or the revenue requirement discussed above, divided by the total number of ESUs in the customer base. The result may be divided again by twelve to convert it to a monthly charge.

$$\text{Yearly Rate} = \frac{\text{Annual Revenue Requirement}}{\text{Total Number of ESUs}}$$

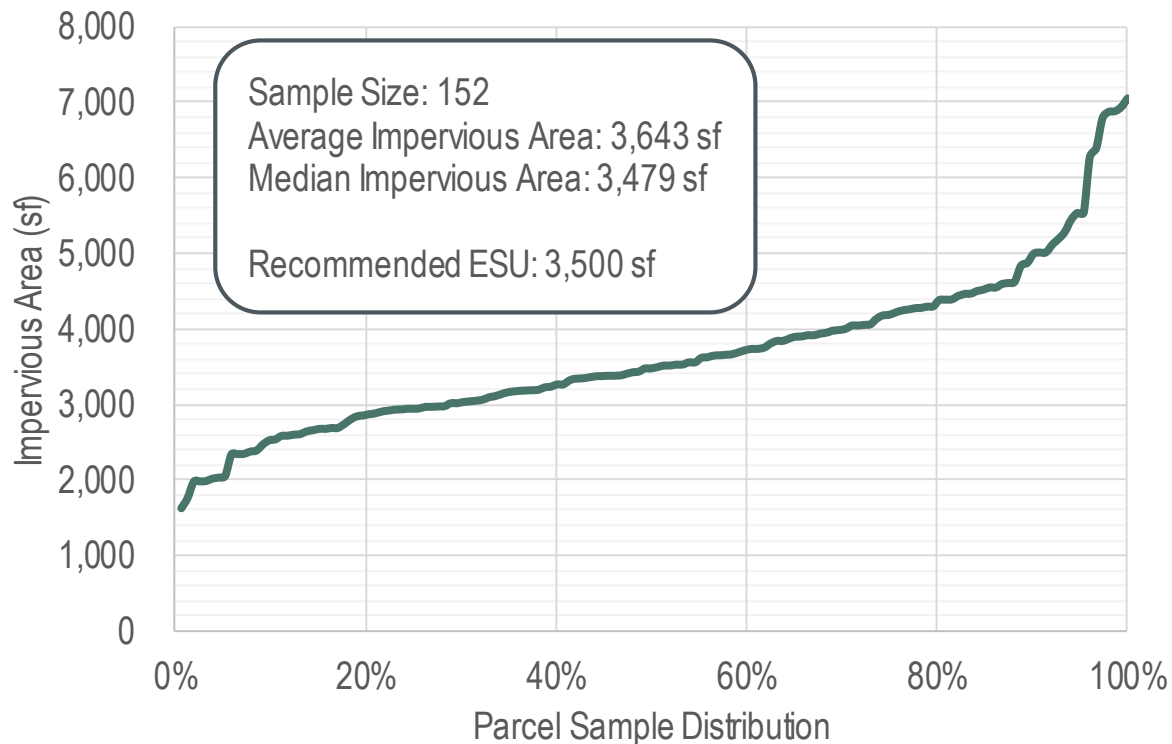
In this section, we summarize the customer data compilation used in the rate calculation.

IV.A.1. Residential ESU Calculation

A random sampling of 152 residential parcels within College Place was conducted by Parametrix, with the intent of identifying the average residential impervious area with 90% confidence (refer to Customer Data Workplan, Appendix A, for more detail on the approach). Impervious area was identified for each parcel, including both impervious roof area and driveway/deck/miscellaneous impervious area.

As shown in **Exhibit 7**, the total parcel impervious area for the representative sampling of residential parcels ranged between 1,619 square feet and 7,043 square feet, with a median impervious area of 3,479 square feet. Based on these results, an equivalent service unit of 3,500 square feet is recommended.

Exhibit 7: Residential Impervious Area Sampling Results



IV.A.2. Estimated Accounts and Total Billing Units

As a new stormwater utility, a billing database with a record of every parcel to be billed does not yet exist. As such, there are a number of assumptions that must be made in order to determine the total number of billing units, in order to be able to calculate the initial rate:

- Total number of residential accounts to be billed (one ESU each)
- Total number of non-residential accounts to be billed
- Total amount of non-residential ESUs to be billed
- Number of non-residential ESUs that will qualify for a rate credit

These assumptions are intended to be conservative in order to ensure that the initial rate collects sufficient revenue to meet the overall revenue requirement.

To estimate the number of accounts, FCS GROUP reviewed the City's sewer account billing data, the number of developed parcels, and the number of total parcels. Based on these results, summarized in **Exhibit 8**, sewer accounts was selected, as it represents the most conservative assumption for number of total accounts.

Exhibit 8. Projected Stormwater Accounts

Data Source	Residential	Non-Residential
Sewer Accounts	2,132	654
Developed Parcels	2,141	737
Total Parcels	2,372	905

The number of non-residential ESUs was estimated by calculating the total non-residential building area from available GIS data, and increasing that amount by 25 percent to account for estimated non-building impervious area. This results in an assumed total non-residential impervious area of 4,639,000 square feet. Based on the 3,500 square foot ESU recommendation, this equates to 1,325 non-residential ESUs.

Based on discussions with Parametrix and City staff, the number of non-residential ESUs that will receive a rate credit for on-site stormwater mitigation activities is conservatively estimated at 25 percent. The amount by which that credit would reduce their bill is discussed in the following section.

IV.B. RATE CREDITS

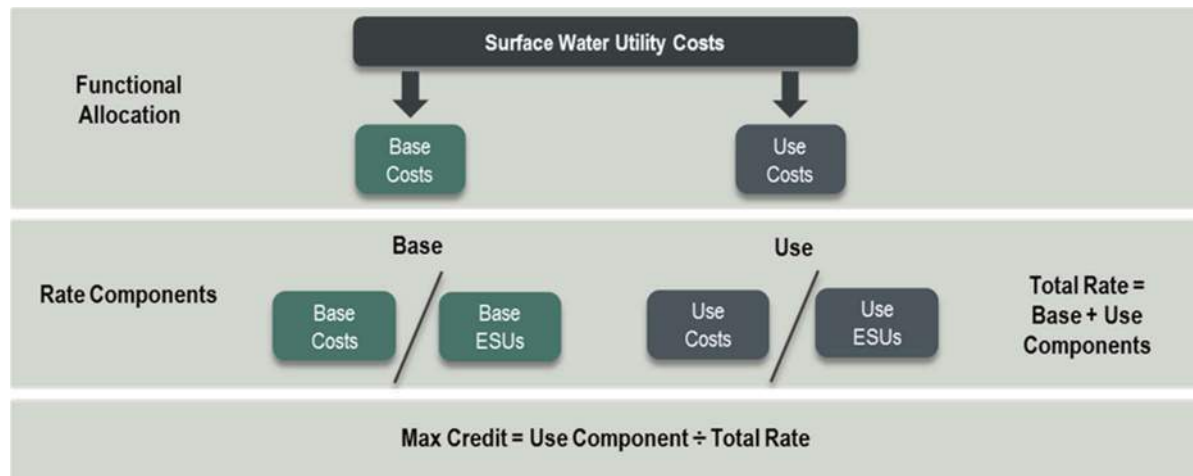
As discussed in Section II.C, FCS GROUP recommends that any rate credit be capped at a certain threshold, because many of the costs of the stormwater utility are fixed, and do not go down based on an individual customer's on-site mitigation activities. The following section summarizes the methodology and analysis used to determine the maximum rate credit.

IV.B.1. Rate Credit Methodology

FCS GROUP recommends that the City consider (1) a single analytically based credit, representing the "use" portion of program costs, and (2) that the credit be granted for meeting or exceeding the requirements of the most recent City-adopted edition of the Department of Ecology's Storm Water Management Manual for the Puget Sound Basin.

There are two main steps in this methodology, as shown in **Exhibit 9**.

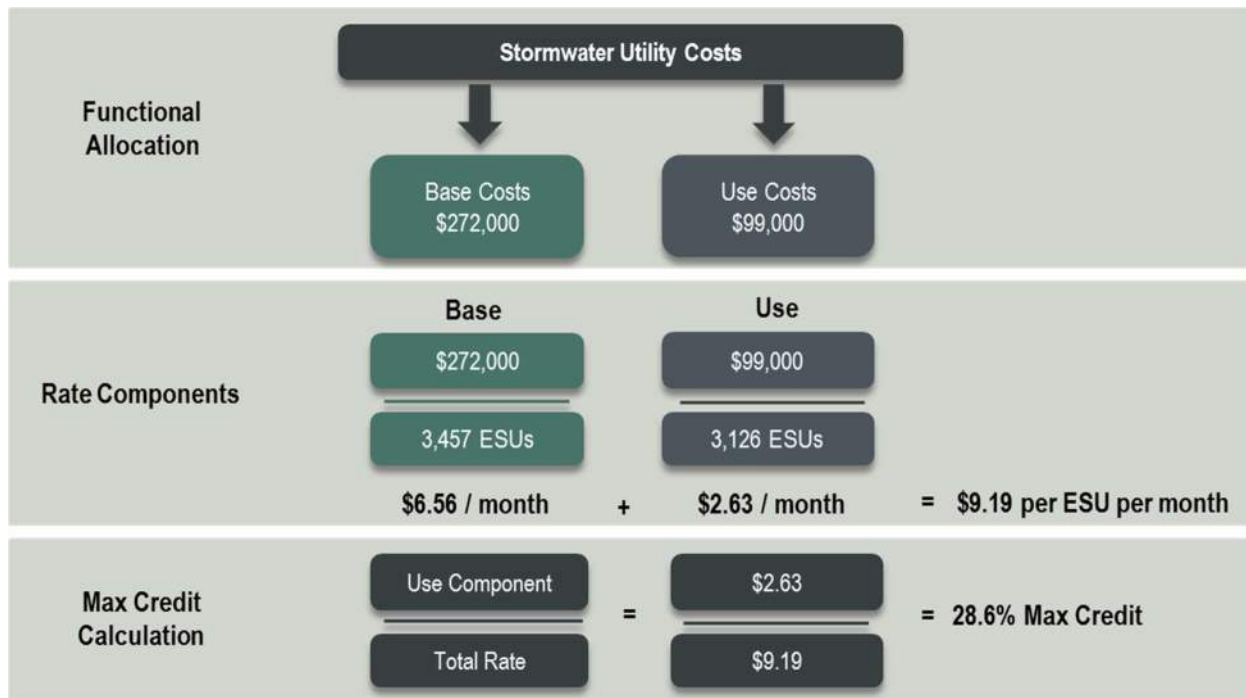
Exhibit 9: Maximum Rate Credit Methodology



To implement this methodology, the first step is to determine the fixed, or “base,” program costs, and variable, or “use,” program costs. Based on discussions with Parametrix and City staff, all operating costs are considered “base” as salaries, benefits, and required DOE programs do not vary with the amount of on-site mitigation. Each capital project was evaluated and allocated based on its purpose. For example, the capital purchase of the street sweeper is a “base” cost as it will be purchased and used for daily operations independent of the amount of on-site mitigation individual properties are providing. On the other hand, the 10th Street Stormwater upgrades are considered a “use” capital project, as increased on-site mitigation would reduce the need for site improvements. When all the operating and capital costs were proportionately allocated, the total percentage of costs resulted in a split of 27% “use” and 73% “base” costs.

The second step in the maximum credit calculation is to apply the customer base (ESUs) in each category to the costs of that category. This determines which portion of the total ESU rate is covering “base” costs and which portion is covering “use” costs. The “base” denominator is the total number of ESUs in the stormwater system (3,457 ESUs). The “use” denominator excludes those ESUs predicted to receive credits, an estimated 25% of non-residential ESUs, resulting in 3,126 ESUs.

Exhibit 10: 2019 Maximum Rate Credit Calculation



As shown in **Exhibit 10**, these costs result in a combined \$9.19 per ESU per month in 2019, with \$2.63 per ESU being associated with the ‘Use’ component of the revenue requirement. Therefore, the maximum recommended credit for the City’s stormwater utility is \$2.63 per ESU per month in 2019, or 28.6% of the total bill.

IV.C. PROPOSED RATES

Based on the revenue requirement, rate design process, and maximum credit calculation, we recommend a 6-year rate schedule as shown in **Exhibit 11**. As the rate per ESU increases with inflation over time, the rate with credit increases in step remaining 28.6% lower than the full stormwater rate.

Exhibit 11: Proposed 6-Year Rate Schedule

Recommended Rate Schedule	New 2019	ATB 2020	ATB 2021	ATB 2022	ATB 2023	ATB 2024
Annual System-Wide Rate Increase	0.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Residential	\$ 9.19	\$ 9.47	\$ 9.75	\$ 10.05	\$ 10.35	\$ 10.66
Non-Residential, per ESU	\$ 9.19	\$ 9.47	\$ 9.75	\$ 10.05	\$ 10.35	\$ 10.66
Non-Residential with Credit, per ESU	\$ 6.56	\$ 6.76	\$ 6.96	\$ 7.17	\$ 7.39	\$ 7.61

IV.D. RATE SURVEY

As a resource to the City and its customers, a rate survey of other similar utilities was performed. The results can be used as a comparison and benchmark for reasonableness of rates. **Exhibit 12**

shows the proposed 2019 monthly single-family residential stormwater bills of six nearby jurisdictions.

Exhibit 12: Monthly Stormwater Residential Bill Comparison



Section V. BILLING DATABASE DEVELOPMENT

As mentioned in Section IV.A, at the time of the revenue requirement and rate design development, a stormwater billing database did not yet exist. In order for the City to apply the proposed rates to the customer base, development of a comprehensive billing database was needed. This task required the review and merging of multiple data sources to ensure all City customers were accounted for and accurately categorized. The following section will discuss the series of steps involved in the development of the stormwater billing database.

V.A. METHODOLOGY

Development of the stormwater billing database consisted of four main steps:

- Review and compilation of data sources to create a master billing file that incorporates aspects from each source, as necessary
- Development of a series of rules to apply to the data to determine where exceptions may exist within the combined data set and evaluate and resolve known exceptions
- Quality control and data validation checks on a subset of the accounts within the database
- Calculation and application of the number of ESUs, based on the stormwater class determination, for each account within the database

V.B. DATA SOURCES

The first step in development of the billing database requires the merging of two primary data sources:

- Parcel file provided by the Walla Walla County Assessor's Office (parcel database) – this file provides a list of all parcel attributes (parcel number, property address, owners name, current land use, etc.) within the city limits of College Place.
- City of College Place Sewer Utility Billing Data (sewer billing database) – this file provides all account information associated with the City's Sewer utility.

In order to merge the two sources into a master billing file, a common attribute is needed between the two sources. Many, but not all, of the City's existing utility billing data have an associated parcel number – for all records where this was true, this was used as the primary key to merge the City's customer accounts with the associated parcel record in the Walla Walla County parcel database. The parcel database was used as the base to build what will be the stormwater billing database. Parcel data was determined to be the most comprehensive data set as there are parcels that are not currently provided sewer service by the City but are located within the city limits and contain impervious surface area that would make them subject to the stormwater fee (parking lots, for example). For

records without a previously identified associated parcel number, the merge was made by matching the Site Address, or by individual inspection of the unmatched record (with significant input and support from City billing staff).

In addition to the two primary data sources, the following sources were used in the subsequent evaluation and stormwater billing determination for each parcel record:

- Parcel GIS data provided by City Staff as an ArcMap Shapefile
- City Zoning GIS data provided by City Staff as an ArcMap Shapefile
- Building Footprint GIS data provided by Parametrix as an ArcMap Shapefile
- Non-Building Impervious Delineation GIS data provided by Parametrix as an ArcMap Shapefile
- Walla Walla County Assessor's Online Parcel Viewer & lookup file – used for individual-level record review

V.C. DATA SET RULES & EVALUATION OF EXCEPTIONS

As rules are applied to the master billing database, many accounts can be categorized into the appropriate stormwater billing class if they follow the rules applied. Those accounts that do not follow the applied rules are grouped for additional review.

V.C.1. Single Family Customer Evaluation

Single family residential customers were first determined by the following rule:

- Identify all accounts currently billed as a single family home (SFH) within the sewer billing database. Link these accounts to the associated parcel within the parcel database and apply the SFH determination to these accounts for stormwater billing.

Any records that were designated as a single family residential customer that could not be linked to an associated parcel within the parcel database were considered exceptions that needed further review.

Further review of these exceptions required an individualized analysis of the billing records in conjunction with the online parcel viewer provided through the Walla Walla County Assessors office. Many of the exceptions were a result of a time lag associated with the parcel data (parcels which were under development at the time of the data pull and had since been re-platted). The sewer billing records associated with the new development parcels were added to the master stormwater billing file. This review process resolved the majority of the exceptions. Any remaining exceptions were reviewed and resolved through analysis by FCS GROUP and discussion with City staff.

V.C.2. Non-Single Family Customer Evaluation

Similar to the single family residential class, the following rule was the first to be applied to the non-single family class:

- Identify all accounts currently billed as non-single family (Non-SFH) within the sewer billing database. Link these accounts to the associated parcel within the parcel database and apply the Non-SFH determination to these accounts for stormwater billing.

Any records that could not be linked to an associated parcel within the parcel database were considered exceptions that needed further review.

Prior to a more manual review, another rule was applied to the exceptions produced from the first rule application:

- Link the unmatched records produced from the first rule based on the service address in the sewer billing database and the property address from the parcel database. Apply the Non-SFH determination to these accounts for stormwater billing.

As with the first rule, any records that could not be linked to an associated parcel were again considered exceptions that needed review.

Similar to the single family residential customer determination, further review of the remaining exceptions for the Non-SFH class required manual analysis of the billing records in combination with the online parcel viewer provided through the County Assessor's office. While the Non-SFH class does not offer the same simplicity that is seen within the SFH class, the majority of the Non-SFH exceptions were related to the need to apply multiple parcels (and their calculated ESUs) to one utility account. These exceptions were reviewed and resolved through analysis by FCS GROUP and discussion with City staff.

V.C.3. Undeveloped Parcel Evaluation

Undeveloped parcels, unlike SFH and Non-SFH parcels, are not subject to a stormwater fee. Because of data precision issues in the impervious area and parcel boundary issues, a threshold value was used to screen out parcels which may be erroneously shown as developed. In order to identify which parcels are undeveloped the following rule was applied:

- Identify all parcels in the parcel database that have less than 700 square feet of impervious area (0.2 ESUs) and no building footprints associated with them. Label these parcels as undeveloped.

After this rule was applied to the data set, any remaining exceptions were determined to be Non-SFH accounts that require further review at the City level. For the remaining parcels that could not be classified through the process outlined above, the City will need to verify that the Non-SFH class is the correct class for the parcel in question and determine the appropriate customer to bill, which in some cases may be a new customer utility account.

V.D. QUALITY CONTROL & DATA VALIDATION

The third step in the database development process requires a series of quality checks on those accounts that have been classified as either SFH, Non-SFH or Undeveloped in preparation for finalization of the stormwater billing database. The quality checks performed for this analysis contained two parts; four queries to identify potential misclassifications and a statistical sampling consisting of three sets of twenty parcel snapshots that detailed the stormwater classification, calculated ESUs and owner's name.

V.D.1. Queries Executed

The four queries reviewed are listed below:

- List of parcels classified as undeveloped that have any amount of impervious area
- List of parcels classified as SFH with no impervious area on them
- List of parcels classified as SFH with a Non-SFH sewer billing class
- List of parcels classified as SFH with over 7,000 square feet of impervious area (equivalent to greater than 2.0 ESUs)

Each of these queries produced results that required manual review of the flagged parcels to determine if the programmatic classification applied was appropriate or if further review was required at the City level.

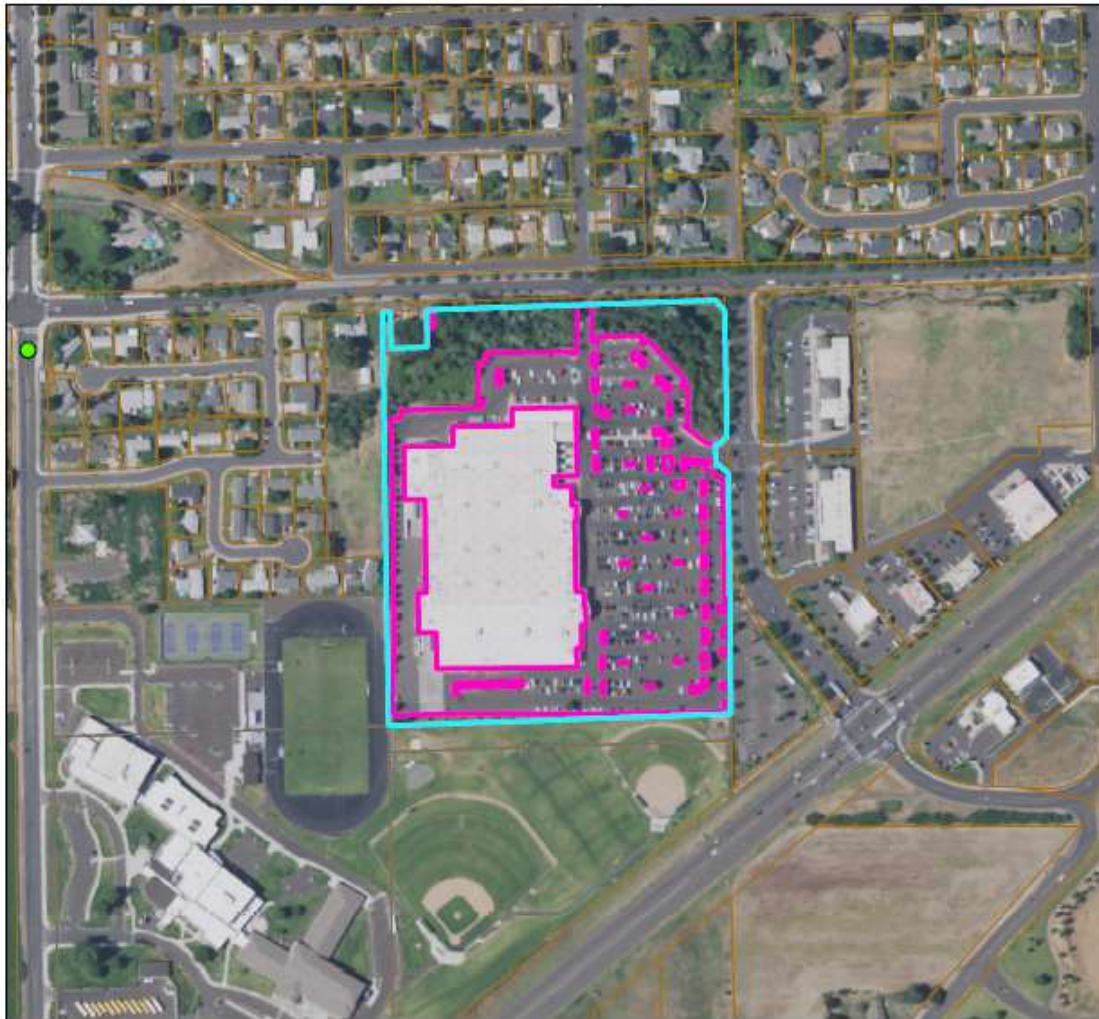
V.D.2. Statistical Sampling

The second component of the quality control process involved reviewing the following groups of stormwater billing data:

- All accounts associated with the twenty largest ESU calculations
- All accounts associated with the twenty smallest ESU calculations
- Twenty accounts chosen by random sampling

For each of these accounts, a GIS parcel review was generated that showed the parcel boundary as well as the impervious area delineation. The map was combined with data related to the stormwater class determination, owner's name and ESUs calculated. An example of the statistical sampling output can be seen in **Exhibit 13**.

Exhibit 13: Statistical Sampling Example



Parcel: 35-06-01-21-0067

Determination: NSFH

Account No: 3197

Impervious Area: 668,384 sq.ft.

ERUs: 191.0

Billing System Data

Assessor Data

Customer: Walmart Stores Inc

Owner: Walmart Stores Inc

Service Address: 1700 Meadowbrook Blvd SE

Owner: Walmart Real Est Business Tst

Parcel Address: 1700 Meadowbrook Blvd SE

Review of the statistical sampling sets provided confidence that programmatically-applied classifications, individualized review, and ESU calculations were accurate based on the data provided.

V.E. STORMWATER BILLING DATABASE CALCULATION

The final step in the development of the stormwater billing database requires the calculation and application of the number of ESUs, based on the stormwater class determination, for each account within the database.

V.E.1. Calculation of ESUs

As discussed in Section IV.A, and outlined in the City's Stormwater Utility Ordinance (No. 18-019), listed below are the expectations that need to be incorporated prior to calculating the ESUs associated with each account:

- Definition of an ESU is 3,500 square feet
- All single family accounts are to be considered 1 ESU, regardless of impervious area
- All developed properties will be charged a minimum of 1 ESU

In addition to the expectations listed above, two additional criteria are incorporated:

- ESUs will be rounded to the nearest tenth (0.1)
- Properties with less than 700 square feet (0.2 ESUs) of impervious area will be considered undeveloped

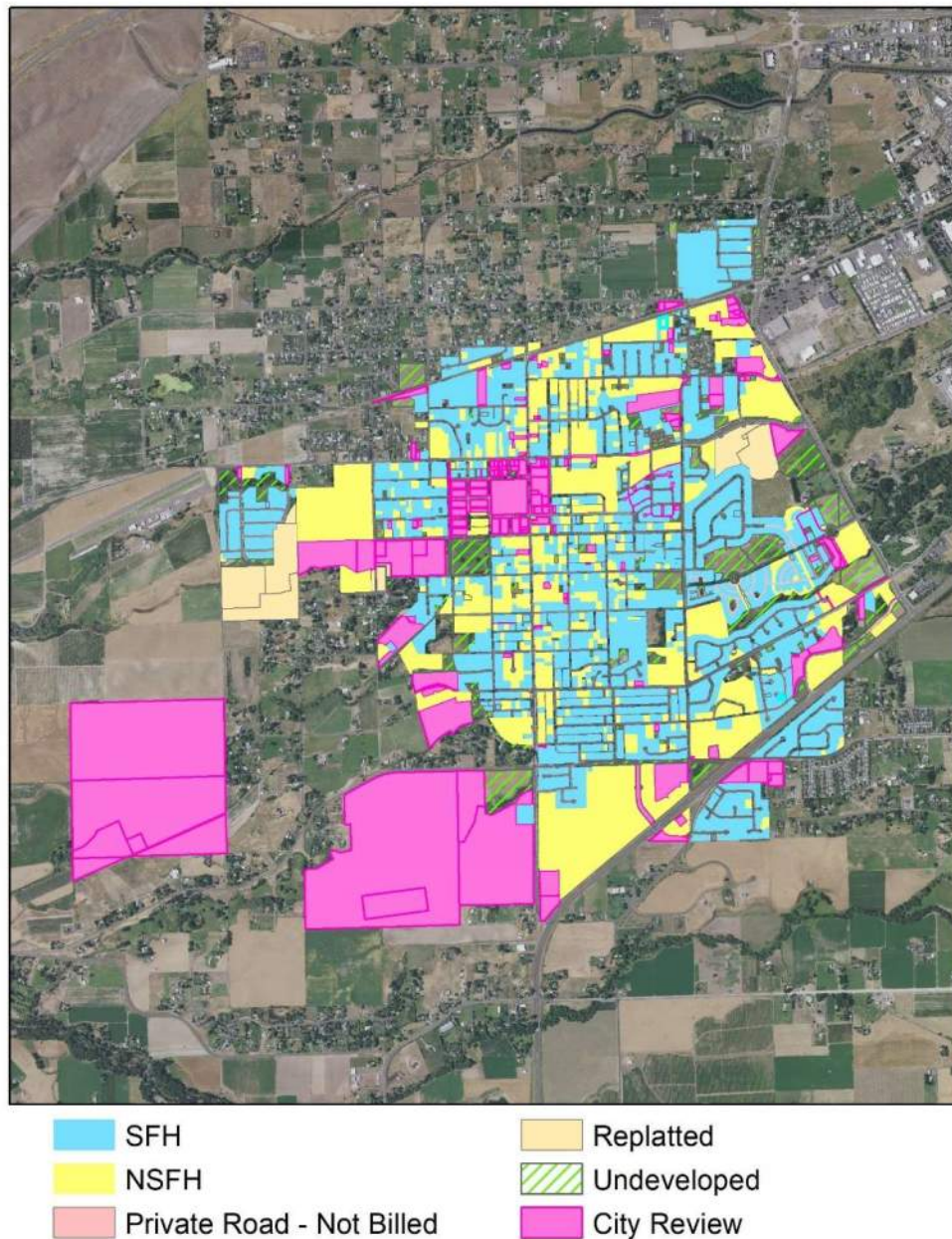
These rules were applied to each record in the stormwater billing database to determine the appropriate number of ESUs to be billed. The resulting summary of ESUs by class is presented in **Exhibit 14**.

Exhibit 14: Summary of ESUs by Class

Stormwater Class	ESUs
Single Family	2,429
Non-Single Family	2,309

Exhibit 15 provides a map of the final stormwater class determination at the time of this report.

Exhibit 15: Stormwater Class Determination



While the majority of the parcels within the city limits of College Place are represented in the total ESU count shown in **Exhibit 14**, the City is still reviewing several exceptions to determine the appropriate class and account to be applied (noted by the red outlines shown in **Exhibit 15**). It may be required that the City perform site visits on certain exceptions to determine the correct classification. As these exceptions are addressed, the City will amend their database to include the newly verified account.

Section VI. RECOMMENDATIONS

The rate recommendations detailed in Section IV.C are based on the best available information at the time of the study. While the recommended rates shown in **Exhibit 11** and below in Exhibit 16 continue through 2024, we recommend that the City evaluate both its overall revenues over the course of 2019 and the expenditures of its new stormwater utility, due to the uncertainty inherent in establishing a new utility.

In addition to keeping a close eye on revenues and expenditures throughout 2019, it is recommended that the City work to review the unassigned parcels to determine the appropriate stormwater class to apply and amend their billing database accordingly.

Exhibit 16: Proposed 6-Year Rate Schedule

Recommended Rate Schedule	New 2019	ATB 2020	ATB 2021	ATB 2022	ATB 2023	ATB 2024
Annual System-Wide Rate Increase	0.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Residential	\$ 9.19	\$ 9.47	\$ 9.75	\$ 10.05	\$ 10.35	\$ 10.66
Non-Residential, per ESU	\$ 9.19	\$ 9.47	\$ 9.75	\$ 10.05	\$ 10.35	\$ 10.66
Non-Residential with Credit, per ESU	\$ 6.56	\$ 6.76	\$ 6.96	\$ 7.17	\$ 7.39	\$ 7.61

APPENDIX A – CUSTOMER DATA WORKPLAN

CUSTOMER DATA COMPILATION

I.A. CUSTOMER DATA COMPILATION

The following preliminary work plan may be used to compile the customer data needed to support the stormwater rate calculation and, ultimately, its billing.

I.A.1. Proposed Approach

1. Decide upon a primary key providing the best linkage between existing utility billing records and the GIS database. What single identifier, unique to each customer, is in both datasets (i.e., property address, tax identification number)? These data points should be unique to each customer.
2. Segregate single-family residential (SFR) and non-SFR (all other) accounts in the selected billing list.

I.A.2. Equivalent Service Unit Calculation

A sampling analysis is necessary to determine the average amount of impervious surface area on the City's single-family residential parcels, unless the City determines to use a standard estimate. This analysis will yield the value of an equivalent service unit (ESU), which will become the base unit for the City's stormwater utility fee.

1. Number single-family residential accounts sequentially in an unused field, starting with the number 1. For example, assuming there are 2,000 single family parcels, number these parcels 1 through 2,000 in their existing order, regardless of any other recorded numbering system, e.g., assessor parcels number or location identification number. These numbered parcels will make up the population from which the sample will be taken.
2. Using random numbers to identify the parcels to be sampled, extract the following information from each sampled parcel and record it on the worksheet provided:
 - Sample number
 - Property address
 - Other common identifier (if applicable)
 - Number of dwelling units (if applicable – should be one per parcel)
 - Utility billing account number
3. Continue sampling and recording data until a sample of no fewer than 152 parcels has been compiled. Note: Appendix A details the methodology used to determine the recommended sample size.
4. Using the common parcel identifier and corresponding maps, identify each sampled parcel on the system.

5. Measure impervious surface area on each of the sampled parcels. Record measured impervious surface area on worksheet. Note any anomalies or irregularities on the worksheet, identifying the parcel(s) concerned by the sample number or common identifier.
6. Deliver completed worksheets to FCS GROUP for statistical analysis.

I.A.3. Non-Residential ESUs

1. Using the common parcel identifier and corresponding maps, identify each non-single family residential parcel on the system.
2. Measure impervious surface area on each non-single family residential parcel. Record measured impervious area on worksheet. Note any anomalies or irregularities on the worksheet, identifying the parcel(s) concerned by the common identifier.
3. Deliver completed worksheets to FCS GROUP for analysis.

Billing stormwater charges in the City of College Place will present some unique billing issues. Most customers will likely receive an additional line item on their monthly utility statement to account for a new stormwater bill. There are two unique billing issues created in billing a monthly stormwater bill – single “master” accounts and “stormwater only” accounts.

It may be necessary to create a single “master” account to which multiple meters have been consolidated. This may become necessary when there is no easily known way for the utility to allocate impervious surface area among the various tenants. For example, without detailed lease agreements, it is impossible for the City to allocate parking spaces to individual tenants in a strip mall. It will therefore be necessary to charge a single master account for the entire parcel.

“Stormwater Only” accounts will be limited to new accounts created specifically for the stormwater utility. This will be necessary for properties where no utility service is currently being provided. For example, in most cases a parking lot will not receive other utility services. It will therefore be necessary to create a stormwater only account.

APPENDIX A

I.B. SAMPLE SIZE DETERMINATION

Recommended sample sizes were determined in the following manner.

For residential parcels, the sampling program is intended to verify the average amount of impervious area per dwelling unit in order to determine the value of an equivalent dwelling unit. In order to state with confidence that the sample is representative of the entire customer class, the sample size is determined by using a standard estimating technique. This technique is based on: (1) the maximum probable error B we are willing to tolerate, (2) the expected range of responses to the sample, and (3) a desired level of confidence.

A sampling error B of 100 square feet was chosen for all residential customer classes because this value yields a manageable sample size, while still providing a reasonably accurate point estimate for the mean.

Assuming we wish to be 90% confident that the sample mean represents the population mean ± 100 square feet, the following formula may be used to determine sample size.

$$n = \frac{2.71(s)^2}{B^2}; \text{ where } B = 100, \text{ and } s = \frac{(\text{expected high} - \text{expected low})}{4}$$

If we assume that responses for single-family residences will range between 5,000 and 2,000 square feet of impervious area per unit, this formula yields a sample size of 152 developed single-family parcels.

APPENDIX B – ISSUE PAPERS

STORMWATER UTILITY FISCAL POLICIES

BACKGROUND

The basic framework for evaluating utility revenue needs is founded on sound fiscal policies. Intended to promote long-term financial viability for the utility, these policies should address a variety of topics including cash management, a capital funding strategy, and financial performance.

ANALYSIS

There are several policy topics that can be important to consider as part of managing the finances of the Surface Water Utility: Cash Reserves, Capital Funding, and System Reinvestment (Preservation) Funding.

A. Cash Reserves & Policies

Reserves are a key component of any utility financial strategy, as they provide the flexibility to manage variations in costs and revenues that could otherwise have an adverse impact on ratepayers. For the purpose of rate and financial planning, resources are commonly separated into the following distinct accounts or funds:

- **Operating Reserves:** When evaluating fund reserve levels and objectives, it is important to recognize that the value of reserves lies in their potential use. A reserve strategy that deliberately avoids any use of reserves negates their purpose. Fluctuation of reserve levels merely indicates that the system is working, while lack of variation over many years strongly suggests that the reserves are, in fact, unnecessary.

An operating reserve is designed to provide a liquidity cushion; it protects the utility from the risk of short-term variation in the timing of revenue collection or payment of expenses. Like other types of reserves, operating reserves also serve another purpose: they can help smooth rate increases over time. Target balances for an operating reserve are generally expressed as a certain number of days of operating expenses, with the minimum requirement varying with the expected revenue volatility.

Industry practice for utility operating reserves typically ranges from 30 days (8%) to 120 days (33%) of operating expenses, with the lower end more appropriate for utilities with stable revenue streams and the higher end of the range more appropriate for utilities with significant seasonal or consumption-based fluctuations. The most common operating reserve target for surface water utilities is between 30 days to 60 days of operating expenses.

Example Policy: Achieve a year-end minimum balance target of 60 days (16%) of total annual operating expenditures. For reference, the City of College Place water and wastewater utilities have a minimum target of 60 days.

In any year where operating reserves exceed the maximum days (i.e. 60 days) of operating expenses at this time, it is assumed that the excess cash is “swept” into the capital account to help pay for capital projects. This can be accomplished by calculating the target balance and comparing it against the actual existing cash balance. If the actual balance is greater than the target, the difference can be designated as a capital resource.

- **Capital Reserves:** The capital reserve consists of cash that has been set aside for capital purposes. Resources include development charges (if applicable), grants, and debt proceeds among others. This fund provides a source of emergency funding for unexpected asset failures or other unanticipated capital needs. It can also help the utility address cash flow issues related to capital projects – for example, grants that the utility relies on to meet its capital needs may have a local cash matching requirement.

Given these different purposes, there are a variety of potential benchmarks for setting a minimum balance for this fund—options include a percentage (commonly 1 – 2%) of the original cost of fixed assets, a rolling multi-year average of capital improvement program (CIP) costs, or an amount determined sufficient to fund an equipment failure. However, this capital reserve policy is not intended to guard against catastrophic system failure or extreme acts of nature.

Example Policy: Achieve a year-end target of between 1% and 2% of the original cost of fixed assets. For reference, the City’s water and wastewater utilities both have a minimum target capital balance of \$500,000.

- **Debt Reserve:** The debt reserve is most often required as a condition of bond issuance, though some loan programs also require a reserve. The intent of the reserve is to protect bondholders (or the agency issuing loans) from the risk of the borrower defaulting on their payments. Typically specified in the related bond or loan agreement, the minimum balance for this reserve is most often linked to either average annual debt service, maximum annual debt service, or the amount issued.
- **Debt Service Coverage:** Debt service coverage is typically a requirement associated with revenue bonds and some State loans, and it is an important benchmark to measure the riskiness of the utility’s capital funding plans.

Debt service coverage is most easily understood as a factor applied to annual debt service. In such a case, if it sells revenue bonds, the City agrees to collect enough revenue to meet operating expenses and not only pay debt service, but collect an additional 25% increment above bonded debt service. The extra revenue is a cushion that makes bondholders more confident that debt service will be paid on time. The extra revenue can be used for capital expenditures, to build system reinvestment reserves, or for debt service on subordinate debt. Achieving a bonded debt service coverage level greater than the minimum required level is a positive signal that bond rating agencies notice, and it can result in more favorable terms if the City goes to the market for revenue bonds.

Example Policy: Set a target debt service coverage ratio of 1.5, or collect an additional 50% revenue above bonded debt service payments. For reference, the target for water and wastewater was set to 1.5, with a policy minimum of 1.25.

B. Capital Funding

Utilities can typically draw funds for capital improvement projects from a variety of sources, such as grants, developer extensions, development charges, utility rates, and debt. While grants and developer contributions would logically be applied to project costs first, the next choice in the funding “hierarchy” is not necessarily apparent.

- Debt mitigates the financial impact of capital investment on ratepayers, but comes with issuance and interest costs. A utility’s ability to meet coverage and other debt-related requirements may limit the amount of additional debt that it can issue – in addition, excessive amounts of outstanding debt can affect a utility’s credit rating (and its ability to secure low-interest debt).
- Capital cash resources (e.g. development charges, system reinvestment funding) can be applied to project costs directly, or they can be held in reserve and applied toward the annual debt service payments.

The specific decision regarding whether to fund projects by debt or by cash is an important policy decision that will likely be driven by a number of considerations. While cash funding will be cheaper in the long run because there is no interest cost, debt funding may be the more practical option since it allows for the payment of costs over an extended period of time. Using debt to spread the cost over time also promotes “generational equity,” ensuring that future customers pay for their fair share of system costs.

An important metric, referred to as the “debt burden”, can be useful to help monitor the overall level of indebtedness of a utility. Debt burdens for municipal utilities range from 0% to as much as 60%, but in most cases fall in a range from 15 to 35% of fixed assets (book value). The debt burden is calculated with the following formula: $(\text{total outstanding debt principal}) \div (\text{the original cost of fixed assets less accumulated depreciation})$. Other than during short periods of intense investment, long-term investment patterns show that compliance with coverage requirements and other policy standards often limits debt to 40 – 50% of fixed assets.

A strategy for debt can be constructed to explicitly target a level of debt usage as a maximum or target, perhaps as a defined percentage of the CIP. To be practically useful, this is often expressed as a multi-year objective (such as limiting the amount of debt funding in any five-year CIP period to 75%). Alternatively, the overlay of other financial policies related to coverage and system reinvestment funding can implicitly define equity generation through rates and development charges, automatically constraining the need for debt to reasonable levels. In this case, a new policy related to debt financing may not provide added value to financial planning or viability.

C. System Reinvestment (Preservation) Funding

The concept of system reinvestment funding entails funding long-term infrastructure replacement needs through a regular and predictable rate provision. A system reinvestment funding program can be structured to take into account the defined funding source (rates), accumulation of funds when funding exceeds near-term needs, and augmentation of funds (e.g. through debt) when replacement needs exceed available cash resources.

Many municipal utilities incorporate a system reinvestment funding provision based on depreciation expense. Specific benchmarks for annual funding can include:

- **Original cost depreciation expense as reported in financial records.** This approach fully funds the decline in asset value attributable to the wear and tear from routine use, as measured by original construction costs. It avoids decline in system asset value (financial integrity) by replacing physical assets with cash assets.
- **Replacement-based depreciation expense.** This approach estimates the replacement cost of the system, and bases system reinvestment funding on this higher cost. By so doing, it more closely conforms to the true cost of replacing the system.
- **Sinking fund approach.** Similar to the replacement-based depreciation approach, the sinking fund approach defines an annual provision based on funding a “replacement account” sufficient to fund future replacements. For systems that have not previously funded system reinvestment and have a material accumulated liability, this generally results in the highest rate impacts.
- **Targeted funding approach.** This approach specifies a specific dollar amount of funding to be budgeted annually. While it may be set in the context of some of the above measures, it is most often set to provide a moderate level of funding while mitigating or limiting rate impacts.
- **Directly budgeted replacement project expenditures.** Budgeting replacement project expenditures as they occur, this approach does not attempt to anticipate or accumulate toward replacement needs and is likely to provide highly variable annual requirements.

Of these various approaches, only the sinking fund approach is actually designed to ensure full funding of replacement needs, assuming the accuracy of assumptions used. All of the others are intended to provide reasonable contributions toward meeting replacement needs, but do not ensure the adequacy of such funding.

Most commonly, utilities that have addressed replacement funding needs have used historical (original cost) depreciation expense as the basis for a reasonable level of reinvestment in the system. This strategy and level of funding satisfies several standards for reasonable rates:

- It avoids decline in system asset value (financial integrity)
- It charges customers commensurate with their consumption of facility useful lives and avoids the possibility of charging customers more than the current cost to provide service (rate equity)
- It provides a substantial source of funding for replacement (capital funding adequacy)

However, it is important to recognize that funding system reinvestment based on original cost depreciation will generally not fully meet future replacement needs (especially for mature systems that are just beginning to address or fund those needs). In such cases, debt or use of other City cash resources would be required to cover the resulting funding gap.

Example Policy: Without comprehensive asset information, we recommended a system reinvestment funding target of \$1.0 million, starting with \$100,000 in 2019 and building to that goal over time. For reference, the water utility is building by \$100,000 annually up to a maximum of \$1.4 million annually in 2030. The wastewater utility is also building by \$100,000 annually, with a maximum annual system reinvestment of \$1.0 million reached in 2027.

SUMMARY

We recommend that the City consider the following fiscal policies for the utility:

- Maintain an operating fund balance of at least 60 days of operating expenses.
- Maintain a capital fund balance of between 1-2% of the original cost of assets.
- Establish and maintain a debt reserve if required from future debt issuance.
- Fund system reinvestment annually through rates based on original cost depreciation expense as reported in financial records. If this data is not available, a maximum annual funding amount should be established. A phasing strategy can mitigate potential impacts on rate increases.

STORMWATER RATE STRUCTURES

ISSUE

The City of College Place is forming a stormwater utility, and needs to impose monthly stormwater charges on parcels within the City limits, in order to fund the Surface Water Utility's operations, maintenance, and capital projects. The City has requested an evaluation of stormwater rate structure alternatives to determine the optimal structure given the City's policy objectives.

ALTERNATIVES

There are number of surface water rate structure options that are often considered as potential bases for recovering the costs of surface water management:

- **Impervious Surface Area:** The most common approach is to charge customers based on impervious surface area, the hard surface area that prevents or impedes the permeation of water into the ground. Impervious surface area is widely accepted as an appropriate measure of a property's contribution of runoff, providing a rational nexus to service received from a stormwater program. Given the diversity that exists among non-single-family residential properties, it's common to charge based on actual measured impervious surface area.

Utilities often follow a different procedure for single-family residences, as tracking parcel-specific measurements of impervious area for these customers would add considerable administrative effort and complexity to the rate structure. The more common practice is to impose a uniform rate on single-family residences based on an estimated average amount of impervious surface area. Though this approach may overcharge smaller residences and undercharge larger residences, it is widely considered to be an acceptable compromise between equity and practicality. This approach is often termed an Equivalent Service Unit (ESU) approach.

- **Density of Development:** An alternative measurement of runoff contribution involves applying "density factors" to adjust charges depending on the percentage of the parcel covered by hard surface. This approach can acknowledge that, for example, 3,000 square feet of impervious area on a 5,000 square-foot lot more directly impacts the public system than an equivalent impervious area on a one-acre lot. As with the approach based on impervious surface area, this approach is an appropriate charge basis because it adequately quantifies the relationship between the rate paid and the level of service received
- **Runoff Coefficients:** This approach is similar to the "density of development" approach in that it can be used to adjust a parcel's charge based on its runoff characteristics – however, it is more closely associated with a parcel's physical properties. When applied to lot size, runoff coefficients are generally accepted as a measure of runoff contribution (and thus the share of costs to provide service). Implementing this approach requires information relating to the basic characteristics of land (e.g. slope and soil type), land use, and lot size. Depending on slope

variables and soil characteristics, undeveloped parcels may also be subject to charges under this approach.

- **Land Use:** Alternatively, runoff characteristics can be linked to types of land use. For example, empirical analysis may find that an industrial land use has a more significant contribution to water quality problems from stormwater runoff than undeveloped land (justifying a proportionately higher industrial stormwater rate to equitably recover program costs).
- **Trip Generation:** While most rate structure options focus on runoff contribution, a structure based on trip generation would attempt to relate automobile traffic to non-point-source pollution contributed by properties. The Institute of Transportation Engineers' Trip Generation Manual assigns a number of daily trips to specific categories of land use – this information could be used to recover the costs of water quality activities within the stormwater program. Customer land uses and lot sizes would also be required in order to calculate equitable rates. *Note: We are aware of only a few utilities that have implemented stormwater rates based on trip generation.*

ANALYSIS

A rate may be found legally valid if the services that it funds generally benefit those who pay it – a property-specific link between fees paid and level of service received is generally not required. In fact, case law in Washington, notably *Teter v. Clark County*, has supported the stance that an indirect linkage is adequate justification for a rate.

Throughout the United States, impervious surface area is a widely accepted measure of runoff contribution, providing the basis for rates in most stormwater utilities. In addition, the functional nexus among impervious surface area, runoff contribution, and increased flooding / water quality degradation / damage to habitat is “scientifically” strong and supportable.

The following selection from *Stormwater Strategies: Community Responses to Runoff Pollution* describes this nexus clearly:

“The problem of polluted stormwater runoff has two main components: the increased volume and rate of runoff from impervious surfaces and the concentration of pollutants in the runoff. Both components are highly related to development in urban and urbanizing areas. When impervious cover (roads, highways, parking lots, and rooftops) reaches 10 and 20 percent of the area of a watershed, ecological stress becomes clearly apparent. Everyday activities, including driving and maintaining vehicles, maintaining lawns and parks, disposing of waste, and even walking pets, often cover these impervious surfaces with a coating of various harmful materials. Construction sites, power plants, failed septic systems, illegal discharges, and improper sewer connections also contribute substantial amounts of pollutants to runoff. Sediments, toxic metal particles, pesticides and fertilizers, oil and grease, pathogens, excess nutrients, and trash are common stormwater pollutants. Many of these constituents end up on roads and parking lots during dry weather only to be washed into waterbodies when it rains or when snow melts.

Together, these pollutants and the increased velocity and volume of runoff cause dramatic changes in hydrology and water quality that result in a variety of problems. These include increased flooding, stream channel degradation, habitat loss, changes in water temperature, contamination of water resources, and increased erosion and sedimentation. These changes affect ecosystem functions, biological diversity, public health, recreation, economic activity, and general community well-being. Urban stormwater is not alone in causing these impacts.

Industrial and agricultural runoff are equal or greater contributors. But the environmental, aesthetic, and public health impacts of diffuse pollution will not be eliminated until urban stormwater pollution is controlled.”¹

Supporting scientific research shows that in addition to increasing the deposition of pollutants, impervious surfaces greatly increase peak flows to streams while decreasing base flows. Higher peak flows cause flooding and erosion, increasing sediment deposition and damage to aquatic habitats; lower base flows can also impact habitat viability.

The City could consider a fee structure that administers charges based on actual, measured impervious surface area. The City could also enhance its potential rate structure by incorporating a runoff coefficient. This approach would be more difficult to administer than a structure based on impervious surface area, as it would require a relatively extensive data collection effort on the part of the City. It is also less defensible as a fee basis because it incorporates physical land characteristics over which the customer has minimal control.

While administratively simple compared to an impervious-area approach, an approach based solely on land use is typically used only when property-specific impervious area measurements are unavailable. Trip generation, while a supportable means of recovering costs related to water quality, provides little if any advantage over impervious surface area at greater administrative effort and associated cost.

RECOMMENDATION

Non-Residential. It is recommended that the City consider a fee structure that is based on actual, measured impervious surface area, using the equivalent service unit (ESU) approach.

The charge basis for all non-residential customer types is generally actual measured impervious surface area, expressed as a number of ESUs. The rate itself is most commonly calculated as a dollar amount per ESU. This rate structure is highly equitable and administratively easy once in place. The primary challenge is collecting the impervious surface area of all non-residential customers.

Residential. For residential customers, the dollar per ESU approach, based purely on measured impervious area that varies by parcel, can be administratively burdensome. The implementation of this approach requires the creation and maintenance of a comprehensive database of impervious surface area for all residential properties. Additions and alterations to properties (e.g. patios, decks, driveways, etc.) would need to be tracked and maintained.

As a simplification, it would be possible to group single family residences into rate tiers. For example, single family parcels could be grouped into “Small”, “Medium”, “Large”, and “Measured” impervious footprints. Parcels with comparatively large impervious footprints, the “Measured” tier, would be charged like other developed property – based on the measured amount of impervious surface area. However, implementation of even a hybrid approach would require the same initial data collection to determine tier placement for each property, without significantly improving equity among rate payers.

Additionally, by creating tiers, an inequity would be developed for those parcels that are on the low or high-end of each tier. For example, consider a hypothetical “Medium” tier that contained

¹ Peter H. Lehner, George P. Aponte Clarke, Diane M. Cameron, and Andrew G. Frank, Stormwater Strategies Community Responses to Runoff Pollution (Natural Resources Defense Council, May 1999), xi.

residential parcels from 1,500 to 2,500 impervious square feet. There could be a “Small” parcel that has 1,490 impervious square feet and a “Medium” parcel that has 1,510 impervious square feet. Even though these parcels have very similar impervious areas, the “Medium” parcel would have a much larger charge, simply because of the tier cutoff parameters.

To minimize administrative and data collection costs, it is recommended that the City apply the ESU approach in charging a uniform rate for single family residential customers using an average amount of assumed impervious surface area per developed residential parcel (based on a relevant sample size within the City). In summary, all single family parcels would have the same, flat charge.

STORMWATER RATE CREDITS

ISSUE

This paper discusses when is it reasonable (or required) to provide rate credits or adjustments for surface water utility customers who mitigate their stormwater impacts and the rational basis for such credits.

Each jurisdiction approaches stormwater rate credits in a different manner, but they generally fall in to two categories: the use of water quantity and quality features or facilities (onsite treatment and detention facilities or on-site direct drainage systems), and customer type based credits (low income or senior credits). The analysis in this issue paper will primarily focus on the former category of credits and adjustments.

ALTERNATIVES

A review of potential credit bases / approaches reveals a number of alternatives for crediting on-site retention/detention.

Many residential subdivisions and commercial developments provide on-site retention / detention facilities as a condition of development, often maintaining such facilities as well. There are several ways to structure a potential rate credit for on-site retention / detention, the following among them:

- **Performance against current standards.** Rate credits may be structured to reward customers who provide mitigation that exceeds current development standards, while offering lesser or no credits for mitigation that does not exceed current development standards.
- **Low-impact development, green building, and rainwater harvesting.** Low-impact development (LID) techniques, such as rainwater harvesting, permeable pavement, open space retention, bio-retention swales and rain gardens could also be worthy of credits. Other aspects of LID, such as green (vegetated) roofs, may change the effective impervious area of a development or home if properly maintained because they reduce and filter runoff.

A credit for low-impact development would recognize the fact that effective impervious area can be much smaller than the impervious surface area that is measured from aerial photographs (due to roof rainwater collection systems, permeable paving, vegetated roofs, etc.). An LID credit may be further supported by the fact that even when the effective impervious area of such a development is the same as other, conventional residential developments, other LID practices such as vegetation replacement typically result in reduced runoff from the property.

- **Dedicated open space.** Developments may incorporate design techniques that concentrate residences or other buildings in a compact area of the development site (lot clustering) and provide open space and natural areas elsewhere, protected by an easement. Such techniques can reduce runoff and mitigate stormwater quality issues.

CREDIT ANALYSIS

When considering how to charge or credit different types of customers, it is important to remember that a surface water rate is a fee for service, not a tax. As such, the level of a customer's charge must somewhat relate to that customer's proportionate share of the utility's costs. Credit policies have the potential to move a utility away from the rational linkage between service delivered and the fee amount, so the utility should bear in mind the equity and legal defensibility of any proposed credits.

A surface water utility's service to its customers and the community it serves can be analyzed in two functional categories: controlling and reducing stormwater runoff (i.e. water quantity), and controlling and managing pollutants (i.e. water quality). The broader questions to address in establishing credits are:

1. Whether a rate payer helps the utility reduce its costs, or to avoid additional costs, by providing certain mitigation measures in these two functional areas; and
2. If yes, how much of a cost savings is provided?

Comparatively, properties with onsite mitigation have a reduced effect on the public system than similar property lacking this mitigation. Therefore, it might be argued that to the extent that such facilities reduce costs to the City utility, they may warrant a rate credit.

However, simply meeting the City's development standards may not reduce costs for the utility, but only keep the utility whole. As a result, granting a rate credit for such activities could actually reduce the amount of resources available for basic services to the remainder of the customer base. In fact, it could be argued that the cost of meeting City standards and constructing on-site mitigation should be considered a "cost of doing business," since on-site mitigation only partially neutralizes the impact of developing the property in the first place.

On the other hand, exceeding standards – that is, providing capacity in addition to that needed by developing (or developed) property – in theory does reduce cost to the utility by, in effect, reducing the net utility service area. How much of a credit to grant can then be sized according to the extent to which on-site controls exceed the standards.

Therefore, the two criteria to check for could be:

1. Effectiveness in reducing stormwater runoff; and
2. Whether these on-site systems are designed to handle a greater amount of stormwater than would be required as a condition of development approval.

The additional capacity provided by the new development then may become the basis for the service charge credit amount.

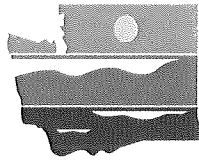
RECOMMENDATION

Many of a stormwater management program's costs are essentially "fixed" and do not decrease no matter what services customers provide on-site. As a first step, we recommend that the City work in coordination with FCS GROUP to determine the portion of projected program costs which can be reduced by the on-site activities of the customer base. We further recommend that the City classify the portion of those variable or use related costs as either attributable to managing water quantity or to managing water quality.

Once an allocation of program revenue requirements between fixed, or “base,” program costs, and variable, or “use,” program costs has been made, these component shares of the surface water utility charge can be determined. We recommend that the City consider a single analytically based credit, representing the “use” portion of program costs, and that the credit be granted for meeting or exceeding the requirements of the most recent City-adopted standards.

The above recommendations ensure that properties subject to surface water rate credits would be reducing the average cost of utility operations, as well as possibly allowing the City to delay capital projects. As a result, the utility would be able to reduce its costs by implementing the recommended credit policies.

APPENDIX C – DOE GRANT



DEPARTMENT OF
ECOLOGY
State of Washington

Agreement No. WQC-2017-CoPIED-00197

WATER QUALITY COMBINED FINANCIAL ASSISTANCE AGREEMENT

BETWEEN

THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY

AND

THE CITY OF COLLEGE PLACE

This is a binding Agreement entered into by and between the state of Washington, Department of Ecology, hereinafter referred to as "ECOLOGY," and The City of College Place, hereinafter referred to as the "RECIPIENT," to carry out with the provided funds activities described herein.

GENERAL INFORMATION

Project Title:	City of College Place Regional Stormwater System Plan
Total Cost:	\$111,517.00
Total Eligible Cost:	\$106,089.33
Ecology Share:	\$79,567.00
Recipient Share:	\$26,522.33
The Effective Date of this Agreement is:	01/31/2017
The Expiration Date of this Agreement is no later than:	12/31/2018
Project Type:	Stormwater Facility

Project Short Description:

The RECIPIENT will develop a Regional Stormwater Plan to guide the selection and placement of stormwater infrastructure in the City of College Place. The RECIPIENT will also conduct a rate study to establish a stormwater utility.

Project Long Description:

The RECIPIENT will develop a Regional Stormwater Plan to improve water quality in the shallow aquifer and small streams that flow under and through the City of College Place. They will also conduct a rate study that will guide the development of a stormwater utility which will fund stormwater infrastructure maintenance and NPDES Phase II permit compliance activities when the city becomes permitted.

Two perennial streams (Garrison Creek and Stone Creek) and several aquifer connected intermittent streams flow through the city and directly intercept stormwater runoff. Developing and implementing a Regional Stormwater Plan will protect the streams, the aquifer, and approximately 300 domestic drinking water wells

Agreement No: WQC-2017-CoPIED-00197

Project Title: City of College Place Regional Stormwater System Plan

Recipient Name: The City of College Place

from stormwater pollutants. Garrison Creek and Stone Creek were assessed through a WRIA 32 watershed sub-basin plan in 2014. Portions of Garrison Creek and all of Stone Creek were classified as Type F, fish-bearing streams. The assessment determined that endangered Bull Trout are likely to use Garrison Creek, and presumed that steelhead are present in both Garrison and Stone Creeks. Eastern portions of both streams within the city limits were classified as Bull Trout rearing areas.

Conducting a rate study will guide the city's development of a stormwater utility which will be used to fund the operation and maintenance of stormwater infrastructure, and to fund efforts to meet NPDES Phase II permit requirements when the city becomes permitted. In January of 2013 the city received a letter from Ecology indicating that Ecology intends to evaluate the City of College Place for coverage under the NPDES Phase II permit in 2018; ECOLOGY will likely issue a permit in 2019.

Overall Goal:

This project will help protect and restore water quality in Washington by reducing stormwater impacts from existing infrastructure and development.

RECIPIENT INFORMATION

Organization Name: The City of College Place

Federal Tax ID: 91-6001412

DUNS Number: 027416270

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College Place, WA 99324

Physical Address: 625 S College Ave
College Place, Washington 99324

Organization Email: rgordon@cpwa.us

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Authorized Signatory	Harvey R Crowder Mayor 625 S College Avenue College Place, Washington 99324 Email: hcrowder@cpwa.us Phone: (509) 529-1200

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Financial Manager	Sarah Zehner Water Quality Financial Manager PO Box 47600 Olympia, Washington 98504-7600 Email: szez461@ecy.wa.gov Phone: (360) 407-7196
Technical Advisor	Doug Howie Senior Stormwater Engineer PO Box 47600 Olympia, Washington 98504-7600 Email: DOHO461@ecy.wa.gov Phone: (360) 407-6444

AUTHORIZING SIGNATURES

RECIPIENT agrees to furnish the necessary personnel, equipment, materials, services, and otherwise do all things necessary for or incidental to the performance of work as set forth in this Agreement.

RECIPIENT acknowledges that they had the opportunity to review the entire Agreement, including all the terms and conditions of this Agreement, Scope of Work, attachments, and incorporated or referenced documents, as well as all applicable laws, statutes, rules, regulations, and guidelines mentioned in this Agreement. Furthermore, the RECIPIENT has read, understood, and accepts all requirements contained within this Agreement.

This Agreement contains the entire understanding between the parties, and there are no other understandings or representations other than as set forth, or incorporated by reference, herein.

No subsequent modifications or amendments to this agreement will be of any force or effect unless in writing, signed by authorized representatives of the RECIPIENT and ECOLOGY and made a part of this agreement. ECOLOGY and RECIPIENT may change their respective staff contacts without the concurrence of either party.

This Agreement shall be subject to the written approval of Ecology's authorized representative and shall not be binding until so approved.

The signatories to this Agreement represent that they have the authority to execute this Agreement and bind their respective organizations to this Agreement.

IN WITNESS WHEREOF: the parties hereto, having read this Agreement in its entirety, including all attachments, do agree in each and every particular and have thus set their hands hereunto.

Washington State
Department of Ecology

By: Donald H. Saly 04/01/2017

For Heather R. Bartlett
Water Quality
Program Manager

Template Approved to Form by
Attorney General's Office

The City of College Place

By: [Signature] 3/30/17

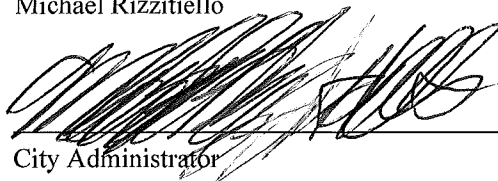
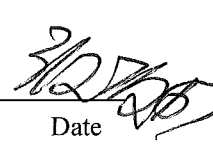
Harvey R Crowder
Mayor

Agreement No: WQC-2017-CoPIED-00197

Project Title: City of College Place Regional Stormwater System Plan

Recipient Name: The City of College Place

Michael Rizzitiello

City Administrator Date

Agreement No: WQC-2017-CoPIED-00197

Project Title: City of College Place Regional Stormwater System Plan

Recipient Name: The City of College Place

SCOPE OF WORK

Task Number: 1

Task Cost: \$13,000.00

Task Title: Project Administration/Management

Task Description:

A. The RECIPIENT shall carry out all work necessary to meet ECOLOGY grant or loan administration requirements. Responsibilities include, but are not limited to: maintenance of project records; submittal of requests for reimbursement and corresponding backup documentation; progress reports; and a recipient closeout report (including photos).

B. The RECIPIENT shall maintain documentation demonstrating compliance with applicable procurement, contracting, and interlocal agreement requirements; application for, receipt of, and compliance with all required permits, licenses, easements, or property rights necessary for the project; and submittal of required performance items.

C. The RECIPIENT shall manage the project. Efforts include, but are not limited to: conducting, coordinating, and scheduling project activities and assuring quality control. Every effort will be made to maintain effective communication with the RECIPIENT's designees; ECOLOGY; all affected local, state, or federal jurisdictions; and any interested individuals or groups. The RECIPIENT shall carry out this project in accordance with any completion dates outlined in this agreement.

Task Goal Statement:

Properly managed and fully documented project that meets ECOLOGY's grant or loan administrative requirements.

Task Expected Outcome:

* Timely and complete submittal of requests for reimbursement, quarterly progress reports, and RECIPIENT closeout report.

* Properly maintained project documentation

Project Administration/Management**Deliverables**

Number	Description	Due Date
1.1	Quarterly Progress Reports	
1.2	Recipient Closeout Report	12/31/2018
1.3	Project Outcome Summary Report	12/31/2018

SCOPE OF WORK

Task Number: 2 Task Cost: \$93,089.33

Task Title: Regional Stormwater Plan and Rate Study

Task Description:

The RECIPIENT will complete the following tasks:

A. Characterize the existing built environment, identify documented habitats of species of concern, and categorize the stormwater contribution from individual lots. Information gathered will include GIS layers as follows:

- a. Drainage basins and topography
- b. Outfalls
- c. Land use
- d. Permeable/impermeable areas
- e. Soil type
- f. Documented seasonal high groundwater
- g. Stormwater sub-areas

B. Develop alternatives for locations and types of stormwater infrastructure using the data gathered in Task 2A. At a minimum, the alternatives will include regional (public), development-wide (private/public), and on-site lot-by-lot (private) facility options.

C. Develop a stormwater plan that includes specifications, standards, and implementation ordinances for the alternatives identified in Task 2B. The plan will provide local requirements and guidance for the construction of stormwater infrastructure.

D. Conduct a stormwater utility rate study to develop:

- a. Standard rate categories that are assigned to each city lot
- b. Rate structure options
- c. Typical monthly bill scenarios
- d. A final rate study

Task Goal Statement:

Obtain baseline GIS data of existing conditions to create a Regional Stormwater Plan and conduct a Rate Study to guide the formation of a stormwater utility.

Task Expected Outcome:

Create a Regional Stormwater Plan and Rate Study.

Agreement No: WQC-2017-CoPIED-00197

Project Title: City of College Place Regional Stormwater System Plan

Recipient Name: The City of College Place

Regional Stormwater Plan and Rate Study**Deliverables**

Number	Description	Due Date
2.1	GIS map that includes at a minimum all layers described in Task 2A. Upload to EAGL and notify ECOLOGY when upload is complete.	
2.2	Draft Regional Stormwater Plan with policy maker comments. Upload to EAGL and notify ECOLOGY when upload is complete.	
2.3	Final Regional Stormwater Plan. Upload to EAGL and notify ECOLOGY when upload is complete.	
2.4	Draft Rate Study with policy maker comments. Upload to EAGL and notify ECOLOGY when upload is complete.	
2.5	Final Rate Study. Upload to EAGL and notify ECOLOGY when upload is complete.	

Funding Distribution Summary

Recipient / Ecology Share

Funding Distribution Name	Recipient Match %	Recipient Share	Ecology Share	Total
Centennial SFY17	25.00 %	\$ 26,522.33	\$ 79,567.00	\$ 106,089.33
Total		\$ 26,522.33	\$ 79,567.00	\$ 106,089.33

AGREEMENT SPECIFIC TERMS AND CONDITIONS

N/A

SPECIAL TERMS AND CONDITIONS

SECTION 1: DEFINITIONS

Unless otherwise provided, the following terms will have the respective meanings for all purposes of this agreement:

“Administration Charge” means a charge established in accordance with Chapter 90.50A RCW and Chapter 173-98 WAC, to be used to pay Ecology’s cost to administer the State Revolving Fund by placing a percentage of the interest earned in an Administrative Charge Account.

“Administrative Requirements” means the effective edition of ECOLOGY's Administrative Requirements for Recipients of Ecology Grants and Loans at the signing of this agreement.

“Annual Debt Service” for any calendar year means for any applicable bonds or loans including the loan, all interest plus all principal due on such bonds or loans in such year.

“Average Annual Debt Service” means, at the time of calculation, the sum of the Annual Debt Service for the remaining years of the loan to the last scheduled maturity of the loan divided by the number of those years.

“Centennial Clean Water Program” means the state program funded from various state sources.

“Contract Documents” means the contract between the RECIPIENT and the construction contractor for construction of the project.

“Cost Effective Analysis” means a comparison of the relative cost-efficiencies of two or more potential ways of solving a water quality problem as described in Chapter 173-98-730 WAC.

“Defeasement” or “Defeasance” means the setting aside in escrow or other special fund or account of sufficient investments and money dedicated to pay all principal of and interest on all or a portion of an obligation as it comes due.

“Effective Date” means the earliest date on which eligible costs may be incurred.

“Effective Interest Rate” means the total interest rate established by Ecology that includes the Administrative Charge.

“Estimated Loan Amount” means the initial amount of funds loaned to the RECIPIENT.

“Estimated Loan Repayment Schedule” means the schedule of loan repayments over the term of the loan based on the Estimated Loan Amount.

“Equivalency” means projects designated by ECOLOGY to meet additional federal requirements.

“Final Accrued Interest” means the interest accrued beginning with the first disbursement of funds to the RECIPIENT through such time as the loan is officially closed out and a final loan repayment schedule is issued.

“Final Loan Amount” means all principal of and interest on the loan from the Project Start Date through the Project Completion Date.

“Final Loan Repayment Schedule” means the schedule of loan repayments over the term of the loan based on the Final Loan Amount.

“Forgivable Principal” means the portion of a loan that is not required to be paid back by the borrower.

“General Obligation Debt” means an obligation of the RECIPIENT secured by annual ad valorem taxes levied by the RECIPIENT and by the full faith, credit, and resources of the RECIPIENT.

“General Obligation Payable from Special Assessments Debt” means an obligation of the RECIPIENT secured by a valid general obligation of the Recipient payable from special assessments to be imposed within the constitutional and statutory tax limitations provided by law without a vote of the electors of the RECIPIENT on all of the taxable property within the boundaries of the RECIPIENT.

“Gross Revenue” means all of the earnings and revenues received by the RECIPIENT from the maintenance and operation of the Utility and all earnings from the investment of money on deposit in the Loan Fund, except (i) Utility Local Improvement Districts (ULID) Assessments, (ii) government grants, (iii) RECIPIENT taxes, (iv) principal proceeds of bonds and other obligations, or (v) earnings or proceeds (A) from any investments in a trust, Defeasance, or escrow fund created to Defease or refund Utility obligations or (B) in an obligation redemption fund or account other than the Loan Fund until commingled with other earnings and revenues of the Utility or (C) held in a special account for the purpose of paying a rebate to the United States Government under the Internal Revenue Code.

“Guidelines” means the ECOLOGY's Funding Guidelines that that correlate to the State Fiscal Year in which the project is funded.

“Initiation of Operation Date” means the actual date the Water Pollution Control Facility financed with proceeds of the loan begins to operate for its intended purpose.

“Loan” means the Washington State Water Pollution Control Revolving Fund Loan or Centennial Clean Water Fund (Centennial) Loan made pursuant to this loan agreement.

“Loan Amount” means either an Estimated Loan Amount or a Final Loan Amount, as applicable.

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“Loan Fund” means the special fund of that name created by ordinance or resolution of the RECIPIENT for the repayment of the principal of and interest on the loan.

“Loan Security” means the mechanism by which the RECIPIENT pledges to repay the loan.

“Loan Term” means the repayment period of the loan.

“Maintenance and Operation Expense” means all reasonable expenses incurred by the RECIPIENT in causing the Utility to be operated and maintained in good repair, working order, and condition including payments to other parties, but will not include any depreciation or RECIPIENT levied taxes or payments to the RECIPIENT in lieu of taxes.

“Net Revenue” means the Gross Revenue less the Maintenance and Operation Expense.

“Original Engineer’s Estimate” means the engineer’s estimate of construction costs included with bid documents.

“Principal and Interest Account” means, for a loan that constitutes Revenue-Secured Debt, the account of that name created in the loan fund to be first used to repay the principal of and interest on the loan.

“Project” means the project described in this agreement.

“Project Completion Date” means the date specified in the agreement on which the Scope of Work will be fully completed.

“Project Schedule” means that schedule for the project specified in the agreement.

“Reserve Account” means, for a loan that constitutes Revenue-Secured Debt, the account of that name created in the loan fund to secure the payment of the principal of and interest on the loan.

“Revenue-Secured Debt” means an obligation of the RECIPIENT secured by a pledge of the revenue of a utility and one not a general obligation of the RECIPIENT.

“Risk-Based Determination” means an approach to sub-recipient monitoring and oversight based on risk factors associated to a RECIPIENT or project.

“Scope of Work” means the tasks and activities constituting the project.

“Section 319” means the section of the Clean Water Act that provides funding to address nonpoint sources of water pollution.

“Senior Lien Obligations” means all revenue bonds and other obligations of the RECIPIENT outstanding on the date of execution of this loan agreement (or subsequently issued on a parity therewith, including refunding obligations) or issued after the date of execution of this loan agreement having a claim or lien on the Gross Revenue of the Utility prior and superior to the claim or lien of the loan, subject only to Maintenance and Operation Expense.

“State Water Pollution Control Revolving Fund (Revolving Fund)” means the water pollution control revolving fund established by Chapter 90.50A.020 RCW.

“Termination Date” means the effective date of ECOLOGY’s termination of the agreement.

“Termination Payment Date” means the date on which the RECIPIENT is required to repay to ECOLOGY any outstanding balance of the loan and all accrued interest.

“Total Eligible Project Cost” means the sum of all costs associated with a water quality project that have been determined to be eligible for ECOLOGY grant or loan funding.

“Total Project Cost” means the sum of all costs associated with a water quality project, including costs that are not eligible for ECOLOGY grant or loan funding.

“ULID” means any utility local improvement district of the RECIPIENT created for the acquisition or construction of additions to and extensions and betterments of the Utility.

“ULID Assessments” means all assessments levied and collected in any ULID. Such assessments are pledged to be paid into the Loan Fund (less any prepaid assessments permitted by law to be paid into a construction fund or account). ULID Assessments will include principal installments and any interest or penalties which may be due.

“Utility” means the sewer system, stormwater system, or the combined water and sewer system of the RECIPIENT, the Net Revenue of which is pledged to pay and secure the loan.

SECTION 2: THE FOLLOWING CONDITIONS APPLY TO ALL RECIPIENTS OF WATER QUALITY COMBINED FINANCIAL ASSISTANCE FUNDING.

The Water Quality Financial Assistance Funding Guidelines are included in this agreement by reference and are available on ECOLOGY’s Water Quality Program website.

A. Architectural and Engineering Services: The RECIPIENT certifies by signing this agreement that the requirements of Chapter 39.80 RCW, “Contracts for Architectural and Engineering Services,” have been, or shall be, met in procuring qualified architectural/engineering services. The RECIPIENT shall identify and separate eligible and ineligible costs in the final architectural/engineering services contract and submit a copy of the contract to ECOLOGY.

B. Best Management Practices (BMP) Implementation: If the RECIPIENT installs BMPs that are not approved by ECOLOGY prior to installation, the RECIPIENT assumes the risk that part or all of the reimbursement for that activity may be delayed or ineligible. For more details regarding BMP Implementation, please reference the Water Quality Financial Assistance Funding Guidelines available on ECOLOGY’s Water Quality Program funding website.

C. Cultural Resources: The RECIPIENT shall:

1) The RECIPIENT shall comply with all applicable federal, state and local environmental laws, statutes, regulations, executive orders, and permits.

2) The RECIPIENT shall comply with Ecology’s Archaeological Resource and Historic Property review process. The RECIPIENT agrees that in no case shall construction activities, ground disturbance, or excavation of any kind, begin until provisions of this process are complied with. The RECIPIENT is responsible for developing a complete Inadvertent Discovery Plan (IDP). The IDP must be immediately available upon request by any party. The IDP must be readily available and be implemented to address any discovery. The RECIPIENT shall implement the procedures in

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the IDP, and immediately notify ECOLOGY, the Department of Archeology and Historic Preservation (DAHP), and tribal representatives, if human remains, cultural, or archeological resources are discovered in the course of ground disturbing activities. For more details regarding requirements under this provision, please reference the Water Quality Financial Assistance Funding Guidelines available on ECOLOGY's Water Quality Program funding website.

D. Electronic Fund Transfers: The RECIPIENT must register as a statewide vendor in order to receive payment reimbursement. Washington State's Department of Enterprise Services (DES) issues all payments. DES maintains a central vendor file for Washington State agency use to process vendor payments. The RECIPIENT can complete the registration process online at:

<http://des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/default.aspx>. This registration process allows the RECIPIENT to sign up for direct deposit payments, also known as electronic fund transfers (EFT). If the RECIPIENT has questions about the vendor registration process or setting up direct deposit payments contact DES Payee Help Desk at (360) 664-7779 or payeehelpdesk@des.wa.gov.

E. Equipment Purchase: Equipment not included in the scope of work or the Ecology approved construction plans and specifications, must be pre-approved by ECOLOGY's project manager before purchase.

F. Funding Recognition: The RECIPIENT must inform the public about ECOLOGY or any EPA (see Section 3.B for Section 319 funded or Section 5.E for SRF funded projects) funding participation in this project through the use of project signs, acknowledgement in published materials, reports, the news media, websites, or other public announcements. Projects addressing site-specific locations must utilize appropriately sized and weather-resistant signs. Sign logos are available from ECOLOGY's Financial Manager upon request.

G. Growth Management Planning: The RECIPIENT certifies by signing this agreement that it is in compliance with the requirements of Chapter 36.70A RCW, "Growth Management Planning by Selected Counties and Cities." If the status of compliance changes, either through RECIPIENT or legislative action, the RECIPIENT shall notify ECOLOGY in writing of this change within 30 days.

H. Interlocal: The RECIPIENT certifies by signing this agreement that all negotiated interlocal agreements necessary for the project are, or shall be, consistent with the terms of this agreement and Chapter 39.34 RCW, "Interlocal Cooperation Act." The RECIPIENT shall submit a copy of each interlocal agreement necessary for the project to ECOLOGY upon request.

I. Lobbying and Litigation: Costs incurred for the purposes of lobbying or litigation are not eligible for funding under this agreement.

J. Post Project Assessment Survey: The RECIPIENT agrees to participate in a brief survey regarding the key project results or water quality project outcomes and the status of long-term environmental results or goals from the project approximately three years after project completion. A representative from ECOLOGY's Water Quality Program may contact the RECIPIENT to request this data. ECOLOGY may also conduct site interviews and inspections, and may otherwise evaluate the project, as part of this assessment.

K. Project Status Evaluation: ECOLOGY may evaluate the status of this project 18 months from the effective date of this agreement. ECOLOGY's Project Manager and Financial Manager will meet with the RECIPIENT to review spending trends, completion of outcome measures, and overall project administration and performance. If the RECIPIENT fails to make satisfactory progress toward achieving project outcomes, ECOLOGY may change the scope of work, reduce grant funds, or increase oversight measures.

L. Technical Assistance: Technical assistance for agriculture activities provided under the terms of this agreement shall be consistent with the current U.S. Natural Resource Conservation Service ("NRCS") Field Office Technical Guide for Washington State. However, ECOLOGY may accept as eligible technical assistance, proposed practices, or project designs that do not meet these standards if approved in writing by the NRCS and ECOLOGY.

SECTION 3: THE FOLLOWING CONDITIONS APPLY TO SECTION 319 AND ONLY CENTENNIAL CLEAN WATER FUNDED PROJECTS BEING USED TO MATCH SECTION 319 FUNDS.

The RECIPIENT must submit the following documents to ECOLOGY before this agreement is signed by ECOLOGY:

1. Federal Funding Accountability and Transparency Act (FFATA) Form, available on the Water Quality Program website.
2. Clean Water Act Section 319 Initial Data Reporting Sheet or the "Section 319 Initial Data Reporting" form in EAGL.

A. Data Reporting: The RECIPIENT must complete the "Section 319 Initial Data Reporting" form in EAGL before this agreement can be signed by Ecology. This form is used to gather general information about the project.

B. Funding Recognition and Outreach: In addition to Section 2.F of these Terms and Conditions, the RECIPIENT shall provide signage that informs the public that the project is funded by EPA. The signage shall contain the EPA logo and follow usage requirements available at <http://www2.epa.gov/stylebook/using-epa-seal-and-logo>. To obtain the appropriate EPA logo or seal graphic file, the RECIPIENT may send a request to their Ecology's Financial Manager.

To increase public awareness of projects serving communities where English is not the predominant language, RECIPIENTS are encouraged to provide their outreach strategies communication in non-English languages. Translation costs for this purpose are allowable, provided the costs are reasonable.

The RECIPIENT shall use the following paragraph in all reports, documents, and signage developed under this agreement:

"This project has been funded wholly or in part by the United States Environmental Protection Agency under an assistance agreement to the Washington State Department of Ecology. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does the mention of trade names or commercial products constitute endorsement or recommendation for use."

C. Load Reduction Reporting: The RECIPIENT shall complete the "Section 319 Annual Load Reduction Reporting" form in EAGL by January 15 of each year and at project close-out. ECOLOGY may hold reimbursements until the RECIPIENT has completed the form. This form is used to gather information on pollutant load reductions for each best management practice (BMP) installed as a part of this project.

D. Time Extension: The RECIPIENT may request a one-time extension for up to 12 months. However, the time extension cannot exceed the time limitation established in EPA's assistance agreement. In the event a time extension is requested and approved by ECOLOGY, the RECIPIENT must complete all eligible work performed under this agreement by the expiration date.

SECTION 4: THE FOLLOWING CONDITIONS APPLY TO SECTION 319 AND STATE REVOLVING FUND (SRF) LOAN FUNDED PROJECTS ONLY.

A. Accounting Standards: The RECIPIENT shall maintain accurate records and accounts for the project (PROJECT Records) in accordance with Generally Accepted Accounting Principles (GAAP) as issued by the Governmental Accounting Standards Board (GASB), including standards related to the reporting of infrastructure assets or in accordance with the standards in Chapter 43.09.200 RCW "Local Government Accounting – Uniform System of Accounting".

B. Audit Requirements: In accordance with 2 CFR 200.501(a), the RECIPIENT agrees to obtain a single audit from an independent auditor, if their organization expends \$750,000 or more in total Federal funds in their fiscal year. The RECIPIENT must submit the form SF-SAC and a Single Audit Report Package within 9 months of the end of the fiscal year or 30 days after receiving the report from an independent auditor. The SF-SAC and a Single Audit Report Package MUST be submitted using the Federal Audit Clearinghouse's Internet Data Entry System available at: <https://harvester.census.gov/fac/collect/ddeindex.html>. For complete information on how to accomplish the single audit submissions, go to the Federal Audit Clearinghouse Web site: <http://harvester.census.gov/fac/>.

C. Archaeological Resources and Historic Properties (Section 106): See Section 2.C of the terms and conditions of this agreement, the RECIPIENT shall comply with the additional requirements under section 106 of the National Historic Preservation Act (NHPA, 36 CFR 800).

D. Consultant Cap: The RECIPIENT shall ensure that loan or grant funds provided under this agreement to reimburse for costs incurred by individual consultants (excluding overhead) is limited to the maximum daily rate for Level IV of the Executive Schedule (formerly GS-18), to be adjusted annually. The Executive Schedule can be found at: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>. This limit applies to consultation services of designated individuals with specialized skills who are paid at a daily or hourly rate. This rate does not include transportation and subsistence costs for travel performed. Contracts for services awarded using the procurement requirements in Subpart D of 2 CFR 200 are not affected by this limitation unless the terms of the contract provide the RECIPIENT with responsibility for the selection, direction, and control of the individuals who shall be providing services under the contract at an hourly or daily rate of compensation. See 2 CFR 1500.9 for additional information.

E. Data Universal Numbering System (DUNS) and Central Contractor Registration (CCR) Requirements: RECIPIENTS shall have a DUNS number. Unless exempted from this requirement under 2 CFR 25.110, the RECIPIENT must ensure that the organization's information in the System for Award Management (SAM), <https://www.sam.gov>, is kept current through project closeout. This requires that the RECIPIENT reviews and updates the information at least annually after the initial registration, and more frequently if information changes.

F. Disadvantaged Business Enterprise (DBE): General Compliance, 40 CFR, Part 33. The RECIPIENT agrees to comply with the requirements of the Environmental Protection Agency's Program for Utilization of Small, Minority, and Women's Business Enterprises (MBE/WBE) 40CFR, Part 33 in procurement under this agreement.

Six Good Faith Efforts, 40 CFR, Part 33, Subpart C. The RECIPIENT agrees to make the following good faith efforts whenever procuring construction, equipment, services and supplies under this agreement. Records documenting compliance with the following six good faith efforts shall be retained:

1) Ensure Disadvantaged Business Enterprises are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local and Government

RECIPIENTS, this shall include placing Disadvantaged Business Enterprises on solicitation lists and soliciting them whenever they are potential sources.

2) Make information on forthcoming opportunities available to Disadvantaged Business Enterprises and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by Disadvantaged Business Enterprises in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of thirty (30) calendar days before the bid or proposal closing date.

3) Consider in the contracting process whether firms competing for large contracts could subcontract with Disadvantaged Business Enterprises. For Indian Tribal, and State and Local Government RECIPIENTS, this shall include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by Disadvantaged Business Enterprises in the competitive process.

4) Encourage contracting with a consortium of Disadvantaged Business Enterprises when a contract is too large for one of these firms to handle individually.

5) Use services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

6) If the prime contractor awards subcontracts, require the prime contractor to take the five good faith efforts steps in paragraphs 1 through 5 above.

The RECIPIENT agrees to submit ECOLOGY's Contractor Participation Report Form D with each payment request.

Contract Administration Provisions, 40 CFR, Section 33.302. The RECIPIENT agrees to comply with the contract administration provisions of 40 CFR, Section 33.302.

Non-discrimination Provision. The RECIPIENT shall not discriminate on the basis of race, color, national origin or sex in the performance of this agreement. The RECIPIENT shall carry out applicable requirements of 40 CFR Part 33 in the award and administration of contracts awarded under EPA financial assistance agreements. Failure by the RECIPIENT to carry out these requirements is a material breach of this agreement which may result in the termination of this contract or other legally available remedies.

This does not preclude the RECIPIENT from enacting broader nondiscrimination protections.

The RECIPIENT shall comply with all federal and state nondiscrimination laws, including, but not limited to Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Chapter 49.60 RCW, Washington's Law Against Discrimination, and 42 U.S.C. 12101 et seq, the Americans with Disabilities Act (ADA).

In the event of the RECIPIENT's noncompliance or refusal to comply with any applicable nondiscrimination law, regulation, or policy, this agreement may be rescinded, canceled, or terminated in whole or in part, and the RECIPIENT may be declared ineligible for further funding from ECOLOGY. The RECIPIENT shall, however, be given a reasonable time in which to cure this noncompliance.

The RECIPIENT shall include the following terms and conditions in contracts with all contractors, subcontractors,

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engineers, vendors, and any other entity for work or services pertaining to this agreement.

“The Contractor will not discriminate on the basis of race, color, national origin or sex in the performance of this Contract. The Contractor will carry out applicable requirements of 40 CFR Part 33 in the award and administration of contracts awarded under Environmental Protection Agency financial agreements. Failure by the Contractor to carry out these requirements is a material breach of this Contract which may result in termination of this Contract or other legally available remedies.”

Bidder List, 40 CFR, Section 33.501(b) and (c). The RECIPIENT agrees to create and maintain a bidders list. The bidders list shall include the following information for all firms that bid or quote on prime contracts, or bid or quote subcontracts, including both MBE/WBEs and non-MBE/WBEs.

1. Entity's name with point of contact
2. Entity's mailing address, telephone number, and e-mail address
3. The procurement on which the entity bid or quoted, and when
4. Entity's status as an MBE/WBE or non-MBE/WBE

G. Electronic and information Technology (EIT) Accessibility: RECIPIENTs shall ensure that loan funds provided under this agreement for costs in the development or purchase of EIT systems or products provide individuals with disabilities reasonable accommodations and an equal and effective opportunity to benefit from or participate in a program, including those offered through electronic and information technology as per Section 504 of the Rehabilitation Act, codified in 40 CFR Part 7. Systems or products funded under this agreement must be designed to meet the diverse needs of users without barriers or diminished function or quality. Systems shall include usability features or functions that accommodate the needs of persons with disabilities, including those who use assistive technology.

H. Hotel-Motel Fire Safety Act: The RECIPIENT shall ensure that all space for conferences, meetings, conventions or training seminars funded in whole or in part with federal funds complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act (15 USC 2225a, PL 101-391, as amended). Recipients may search the Hotel-Motel National Master List at <http://www.usfa.dhs.gov/applications/hotel/> to see if a property is in compliance, or to find other information about the Act. Pursuant to 15 USC 2225a.

I. Trafficking In Persons: The RECIPIENT and RECIPIENT employees that are private entities shall not engage in forms of trafficking in persons during the period of time this agreement is effective. This includes, but is not limited to the procurement of a commercial sex act or forced labor. The RECIPIENT shall notify ECOLOGY immediately of any information received from any source alleging a violation under this provision.

SECTION 5: THE FOLLOWING CONDITIONS APPLY TO STATE REVOLVING FUND (SRF) LOAN FUNDED PROJECTS ONLY.

The RECIPIENT must submit the following documents/forms to ECOLOGY before this agreement is signed by ECOLOGY:

1. Opinion of RECIPIENT's Legal Council
2. Authorizing Ordinance or Resolution
3. Federal Funding Accountability and Transparency Act (FFATA) Form
4. CWSRF Federal Reporting Information form available in EAGL

5. Fiscal Sustainability Plan Certification (only required if the project includes construction of a wastewater or stormwater facility construction)

A. Alteration and Eligibility of Project: During the term of this agreement, the RECIPIENT (1) shall not materially alter the design or structural character of the project without the prior written approval of ECOLOGY and (2) shall take no action which would adversely affect the eligibility of the project as defined by applicable funding program rules and state statutes, or which would cause a violation of any covenant, condition, or provision herein.

B. American Iron and Steel (Buy American): This loan provision applies to projects for the construction, alteration, maintenance, or repair of a “treatment works” as defined in the Federal Water Pollution Control Act (33 USC 1381 et seq.) The RECIPIENT shall ensure that all iron and steel products used in the project are produced in the United States. Iron and Steel products means the following products made primarily of iron or steel: lined or unlined pipes and fittings, manhole covers and other municipal castings, hydrants, tanks, flanges, pipe clamps and restraints, valves, structural steel, reinforced precast concrete, and construction materials. The RECIPIENT may request waiver from this requirement from the Administrator of the Environmental Protection Agency. The RECIPIENT must coordinate all waiver requests through ECOLOGY. This provision does not apply if the engineering plans and specifications for the project were approved by ECOLOGY prior to January 17, 2014. ECOLOGY reserves the right to request documentation of RECIPIENT’S compliance with this provision.

C. Authority of RECIPIENT: This agreement is authorized by the Constitution and laws of the state of Washington, including the RECIPIENT’S authority, and by the RECIPIENT pursuant to the authorizing ordinance or resolution. The RECIPIENT shall submit a copy of the authorizing ordinance or resolution to the ECOLOGY Financial Manager before this agreement shall be signed by ECOLOGY.

D. Fiscal Sustainability Plan Certification: The RECIPIENT shall submit a completed Fiscal Sustainability Plan Certification before this agreement is signed by ECOLOGY. The Fiscal Sustainability Plan Certification is available from the ECOLOGY Financial Manager or on the Water Quality Program website.

E. Funding Recognition and Outreach: In addition to Section 2.F of these Terms and Conditions, the RECIPIENT agrees to comply with the EPA SRF Signage Guidance in order to enhance public awareness of EPA assistance agreements nationwide. The signage guidance can be found at:
<http://www.ecy.wa.gov/programs/wq/funding/FundPrgms/CWSRF/SignageGuidanceJune2015.pdf>.

F. Free Service: The RECIPIENT shall not furnish utility service to any customer free of charge if providing that free service affects the RECIPIENT's ability to meet the obligations of this agreement.

G. Insurance: The RECIPIENT shall at all times carry fire and extended coverage, public liability, and property damage, and such other forms of insurance with responsible insurers and with policies payable to the RECIPIENT on such of the buildings, equipment, works, plants, facilities, and properties of the Utility as are ordinarily carried by municipal or privately-owned utilities engaged in the operation of like systems, and against such claims for damages as are ordinarily carried by municipal or privately-owned utilities engaged in the operation of like systems, or it shall self-insure or participate in an insurance pool or pools with reserves adequate, in the reasonable judgment of the RECIPIENT, to protect it against loss.

H. Loan Interest Rate and Terms: This loan agreement shall remain in effect until the date of final repayment of the loan, unless terminated earlier according to the provisions herein.

When the Project Completion Date has occurred, ECOLOGY and the RECIPIENT shall execute an amendment to this loan agreement which details the final loan amount (Final Loan Amount), and ECOLOGY shall prepare a final loan repayment schedule. The Final Loan Amount shall be the combined total of actual disbursements made on the loan and all accrued interest to the computation date.

The Estimated Loan Amount and the Final Loan Amount (in either case, as applicable, a "Loan Amount") shall bear interest based on the interest rate identified in this agreement as the "Effective Interest Rate," per annum, calculated on the basis of a 365 day year. Interest on the Estimated Loan Amount shall accrue from and be compounded monthly based on the date that each payment is mailed to the RECIPIENT. The Final Loan Amount shall be repaid in equal installments semiannually over the term of this loan "Loan Term" as outlined in this agreement.

I. Loan Repayment:

Sources of Loan Repayment

1. Nature of RECIPIENT's Obligation. The obligation of the RECIPIENT to repay the loan from the sources identified below and to perform and observe all of the other agreements and obligations on its part contained herein shall be absolute and unconditional, and shall not be subject to diminution by setoff, counterclaim, or abatement of any kind. To secure the repayment of the loan from ECOLOGY, the RECIPIENT agrees to comply with all of the covenants, agreements, and attachments contained herein.

2. For General Obligation. This loan is a General Obligation Debt of the RECIPIENT.

3. For General Obligation Payable from Special Assessments. This loan is a General Obligation Debt of the RECIPIENT payable from special assessments to be imposed within the constitutional and statutory tax limitations provided by law without a vote of the electors of the RECIPIENT on all of the taxable property within the boundaries of the RECIPIENT.

4. For Revenue-Secured: Lien Position. This loan is a Revenue-Secured Debt of the RECIPIENT's Utility. This loan shall constitute a lien and charge upon the Net Revenue junior and subordinate to the lien and charge upon such Net Revenue of any Senior Lien Obligations.

In addition, if this loan is also secured by Utility Local Improvement Districts (ULID) Assessments, this loan shall constitute a lien upon ULID Assessments in the ULID prior and superior to any other charges whatsoever.

5. Other Sources of Repayment. The RECIPIENT may repay any portion of the loan from any funds legally available to it.

6. Defeasance of the Loan. So long as ECOLOGY shall hold this loan, the RECIPIENT shall not be entitled to, and shall not affect, an economic Defeasance of the loan. The RECIPIENT shall not advance refund the loan.

If the RECIPIENT defeases or advance refunds the loan, it shall be required to use the proceeds thereof immediately upon their receipt, together with other available RECIPIENT funds, to repay both of the following:

(i) The Loan Amount with interest

(ii) Any other obligations of the RECIPIENT to ECOLOGY under this agreement, unless in its sole discretion ECOLOGY finds that repayment from those additional sources would not be in the public interest.

Failure to repay the Loan Amount plus interest within the time specified in ECOLOGY's notice to make such repayment shall incur Late Charges and shall be treated as a Loan Default.

7. Refinancing or Early Repayment of the Project. So long as ECOLOGY shall hold this loan, the RECIPIENT shall give ECOLOGY thirty days written notice if the RECIPIENT intends to refinance or make early repayment of the loan.

Method and Conditions on Repayments

1. Semiannual Payments. Notwithstanding any other provision of this agreement, the first semiannual payment of principal and interest on this loan shall be due and payable no later than one year after the project completion date or initiation of operation date, whichever comes first.

Thereafter, equal payments shall be due every six months.

If the due date for any semiannual payment falls on a Saturday, Sunday, or designated holiday for Washington State agencies, the payment shall be due on the next business day for Washington State agencies.

Payments shall be mailed to:

Department of Ecology
Cashiering Unit
P.O. Box 47611
Olympia WA 98504-7611

In lieu of mailing payments, electronic fund transfers can be arranged by working with ECOLOGY's Financial Manager.

No change to the amount of the semiannual principal and interest payments shall be made without a formal amendment to this agreement. The RECIPIENT shall continue to make semiannual payments based on this agreement until the amendment is effective, at which time the RECIPIENT's payments shall be made pursuant to the amended agreement.

2. Late Charges. If any amount of the Final Loan Amount or any other amount owed to ECOLOGY pursuant to this agreement remains unpaid after it becomes due and payable, ECOLOGY may assess a late charge. The late charge shall be one percent per month on the past due amount starting on the date the debt becomes past due and until it is paid in full.

3. Repayment Limitations. Repayment of the loan is subject to the following additional limitations, among others: those on defeasance, refinancing and advance refunding, termination, and default and recovery of payments.

4. Prepayment of Loan. So long as ECOLOGY shall hold this loan, the RECIPIENT may prepay the entire unpaid principal balance of and accrued interest on the loan or any portion of the remaining unpaid principal balance of the Loan Amount. Any prepayments on the loan shall be applied first to any accrued interest due and then to the outstanding principal balance of the Loan Amount. If the RECIPIENT elects to prepay the entire remaining unpaid balance and accrued interest, the RECIPIENT shall first contact ECOLOGY's Revenue/Receivable Manager of the Fiscal Office.

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J. Loan Security

Due Regard: For loans secured with a Revenue Obligation: The RECIPIENT shall exercise due regard for Maintenance and Operation Expense and the debt service requirements of the Senior Lien Obligations and any other outstanding obligations pledging the Gross Revenue of the Utility, and it has not obligated itself to set aside and pay into the loan Fund a greater amount of the Gross Revenue of the Utility than, in its judgment, shall be available over and above such Maintenance and Operation Expense and those debt service requirements.

Where collecting adequate gross utility revenue requires connecting additional users, the RECIPIENT shall require the sewer system connections necessary to meet debt obligations and expected operation and maintenance expenses.

Levy and Collection of Taxes (if used to secure the repayment of the loan): For so long as the loan is outstanding, the RECIPIENT irrevocably pledges to include in its budget and levy taxes annually within the constitutional and statutory tax limitations provided by law without a vote of its electors on all of the taxable property within the boundaries of the RECIPIENT in an amount sufficient, together with other money legally available and to be used therefore, to pay when due the principal of and interest on the loan, and the full faith, credit and resources of the RECIPIENT are pledged irrevocably for the annual levy and collection of those taxes and the prompt payment of that principal and interest.

Not an Excess Indebtedness: For loans secured with a general obligation pledge or a general obligation pledge on special assessments: The RECIPIENT agrees that this agreement and the loan to be made do not create an indebtedness of the RECIPIENT in excess of any constitutional or statutory limitations.

Pledge of Net Revenue and ULID Assessments in the ULID (if used to secure the repayment of this loan): For so long as the loan is outstanding, the RECIPIENT irrevocably pledges the Net Revenue of the Utility, including applicable ULID Assessments in the ULID, to pay when due the principal of and interest on the loan.

Reserve Requirement: For loans that are Revenue-Secured Debt with terms greater than five years, the RECIPIENT must accumulate a reserve for the loan equivalent to at least the Average Annual Debt Service on the loan during the first five years of the repayment period of the loan. This amount shall be deposited in a Reserve Account in the Loan Fund in approximately equal annual payments commencing within one year after the initiation of operation or the project completion date, whichever comes first.

“Reserve Account” means, for a loan that constitutes Revenue-Secured Debt, an account of that name created in the Loan Fund to secure the payment of the principal and interest on the loan. The amount on deposit in the Reserve Account may be applied by the RECIPIENT (1) to make, in part or in full, the final repayment to ECOLOGY of the loan amount or, (2) if not so applied, for any other lawful purpose of the RECIPIENT once the Loan Amount, plus interest and any other amounts owing to ECOLOGY, have been paid in full.

Utility Local Improvement District (ULID) Assessment Collection (if used to secure the repayment of the loan): All ULID Assessments in the ULID shall be paid into the loan Fund and used to pay the principal of and interest on the loan. The ULID Assessments in the ULID may be deposited into the Reserve Account to satisfy a Reserve Requirement if a Reserve Requirement is applicable.

K. Maintenance and Operation of a Funded Utility: The RECIPIENT shall at all times maintain and keep a funded Utility in good repair, working order and condition and also shall at all times operate the Utility and the business in an efficient manner and at a reasonable cost.

L. Opinion of RECIPIENT’s Legal Counsel: The RECIPIENT must submit an “Opinion of Legal Counsel to the

RECIPIENT" to ECOLOGY before this agreement shall be signed. ECOLOGY will provide the form.

M. Prevailing Wage (Davis-Bacon Act): The RECIPIENT agrees, by signing this agreement, to comply with the Davis-Bacon Act prevailing wage requirements. This applies to the construction, alteration, and repair of treatment works carried out in whole or in part with assistance made available by the State Revolving Fund as authorized by Section 513, title VI of the Federal Water Pollution Control Act (33 U.S.C. 1372). Laborers and mechanics employed by contractors and subcontractors shall be paid wages not less often than once a week and at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor.

The RECIPIENT shall obtain the wage determination for the area in which the project is located prior to issuing requests for bids, proposals, quotes or other methods for soliciting contracts (solicitation). These wage determinations shall be incorporated into solicitations and any subsequent contracts. The RECIPIENT shall ensure that the required EPA contract language regarding Davis-Bacon Wages is in all contracts and sub contracts in excess of \$2,000. The RECIPIENT shall maintain records sufficient to document compliance with the Davis-Bacon Act, and make such records available for review upon request.

The RECIPIENT also agrees, by signing this agreement, to comply with State Prevailing Wages on Public Works, Chapter 39.12 RCW, as applicable. Compliance may include the determination whether the project involves "public work" and inclusion of the applicable prevailing wage rates in the bid specifications and contracts. The RECIPIENT agrees to maintain records sufficient to evidence compliance with Chapter 39.12 RCW, and make such records available for review upon request.

N. Litigation; Authority: No litigation is now pending, or to the RECIPIENT's knowledge, threatened, seeking to restrain, or enjoin:

(i) the execution of this agreement; or

(ii) the fixing or collection of the revenues, rates, and charges or the formation of the ULID and the levy and collection of ULID Assessments therein pledged to pay the principal of and interest on the loan (for revenue secured lien obligations); or

(iii) the levy and collection of the taxes pledged to pay the principal of and interest on the loan (for general obligation-secured loans and general obligation payable from special-assessment-secured loans); or

(iv) in any manner questioning the proceedings and authority under which the agreement, the loan, or the project are authorized. Neither the corporate existence or boundaries of the RECIPIENT nor the title of its present officers to their respective offices is being contested. No authority or proceeding for the execution of this agreement has been repealed, revoked, or rescinded.

O. Representations and Warranties: The RECIPIENT represents and warrants to ECOLOGY as follows:

Application: Material Information. All information and materials submitted by the RECIPIENT to ECOLOGY in connection with its loan application were, when made, and are, as of the date the RECIPIENT signs this agreement, true and correct. There is no material adverse information relating to the RECIPIENT, the project, the loan, or this agreement known to the RECIPIENT which has not been disclosed in writing to ECOLOGY.

Existence; Authority. It is a duly formed and legally existing municipal corporation or political subdivision of the

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state of Washington or a federally recognized Indian Tribe. It has full corporate power and authority to execute, deliver, and perform all of its obligations under this agreement and to undertake the project identified herein.

Certification. Each payment request shall constitute a certification by the RECIPIENT to the effect that all representations and warranties made in this loan agreement remain true as of the date of the request and that no adverse developments, affecting the financial condition of the RECIPIENT or its ability to complete the project or to repay the principal of or interest on the loan, have occurred since the date of this loan agreement. Any changes in the RECIPIENT's financial condition shall be disclosed in writing to ECOLOGY by the RECIPIENT in its request for payment.

P. Sale or Disposition of Utility: The RECIPIENT shall not sell, transfer, or otherwise dispose of any of the works, plant, properties, facilities, or other part of the Utility or any real or personal property comprising a part of the Utility unless:

1. The facilities or property transferred are not material to the operation of the Utility, or have become unserviceable, inadequate, obsolete, or unfit to be used in the operation of the Utility or are no longer necessary, material, or useful to the operation of the Utility; or

2. The aggregate depreciated cost value of the facilities or property being transferred in any fiscal year comprises no more than three percent of the total assets of the Utility; or

3. The RECIPIENT receives from the transferee an amount equal to an amount which will be in the same proportion to the net amount of Senior Lien Obligations and this LOAN then outstanding (defined as the total amount outstanding less the amount of cash and investments in the bond and loan funds securing such debt) as the Gross Revenue of the Utility from the portion of the Utility sold or disposed of for the preceding year bears to the total Gross Revenue for that period.

4. Expressed written agreement by the DEPARTMENT.

The proceeds of any transfer under this paragraph must be used (1) to redeem promptly, or irrevocably set aside for the redemption of, Senior Lien Obligations and to redeem promptly the loan, and (2) to provide for part of the cost of additions to and betterments and extensions of the Utility.

Q. Sewer-Use Ordinance or Resolution: If not already in existence, the RECIPIENT shall adopt and shall enforce a sewer-use ordinance or resolution. Such ordinance or resolution shall be submitted to ECOLOGY upon request.

The sewer use ordinance must include provisions to:

- 1) Prohibit the introduction of toxic or hazardous wastes into the RECIPIENT's sewer system.
- 2) Prohibit inflow of stormwater.
- 3) Require that new sewers and connections be properly designed and constructed.

R. Termination and Default:

Termination and Default Events

1. For Insufficient ECOLOGY or RECIPIENT Funds. ECOLOGY may terminate this loan agreement for insufficient ECOLOGY or RECIPIENT funds.

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2. For Failure to Commence Work. ECOLOGY may terminate this loan agreement for failure of the RECIPIENT to commence project work.

3. Past Due Payments. The RECIPIENT shall be in default of its obligations under this loan agreement when any loan repayment becomes 60 days past due.

4. Other Cause. The obligation of ECOLOGY to the RECIPIENT is contingent upon satisfactory performance in full by the RECIPIENT of all of its obligations under this loan agreement. The RECIPIENT shall be in default of its obligations under this loan agreement if, in the opinion of ECOLOGY, the RECIPIENT has unjustifiably failed to perform any obligation required of it by this loan agreement.

Procedures for Termination. If this loan agreement is terminated prior to project completion, ECOLOGY shall provide to the RECIPIENT a written notice of termination at least five working days prior to the effective date of termination (the "Termination Date"). The written notice of termination by the ECOLOGY shall specify the Termination Date and, when applicable, the date by which the RECIPIENT must repay any outstanding balance of the loan and all accrued interest (the "Termination Payment Date").

Termination and Default Remedies

No Further Payments. On and after the Termination Date, or in the event of a default event, ECOLOGY may, at its sole discretion, withdraw the loan and make no further payments under this agreement.

Repayment Demand. In response to an ECOLOGY initiated termination event, or in response to a loan default event, ECOLOGY may at its sole discretion demand that the RECIPIENT repay the outstanding balance of the Loan Amount and all accrued interest.

Interest after Repayment Demand. From the time that ECOLOGY demands repayment of funds, amounts owed by the RECIPIENT to ECOLOGY shall accrue additional interest at the rate of one percent per month, or fraction thereof.

Accelerate Repayments. In the event of a default, ECOLOGY may, in its sole discretion, declare the principal of and interest on the loan immediately due and payable, subject to the prior lien and charge of any outstanding Senior Lien Obligation upon the Net Revenue. That is, the loan is not subject to acceleration so long as any Senior Lien Obligations are outstanding. Repayments not made immediately upon such acceleration will incur Late Charges.

Late Charges. All amounts due to ECOLOGY and not paid by the RECIPIENT by the Termination Payment Date or after acceleration following a default event, as applicable, shall incur late charges.

Intercept State Funds. In the event of a default event and in accordance with Chapter 90.50A.060 RCW, "Defaults," any state funds otherwise due to the RECIPIENT may, at ECOLOGY's sole discretion, be withheld and applied to the repayment of the loan.

Property to ECOLOGY. In the event of a default event and at the option of ECOLOGY, any personal property (equipment) acquired under this agreement may, in ECOLOGY's sole discretion, become ECOLOGY's property. In that circumstance, ECOLOGY shall reduce the RECIPIENT's liability to repay money by an amount reflecting the fair value of such property.

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Documents and Materials. If this agreement is terminated, all finished or unfinished documents, data studies, surveys, drawings, maps, models, photographs, and reports or other materials prepared by the RECIPIENT shall, at the option of ECOLOGY, become ECOLOGY property. The RECIPIENT shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

Collection and Enforcement Actions. In the event of a default event, the state of Washington reserves the right to take any actions it deems necessary to collect the amounts due, or to become due, or to enforce the performance and observance of any obligation by the RECIPIENT, under this agreement.

Fees and Expenses. In any action to enforce the provisions of this agreement, reasonable fees and expenses of attorneys and other reasonable expenses (including, without limitation, the reasonably allocated costs of legal staff) shall be awarded to the prevailing party as that term is defined in Chapter 4.84.330 RCW.

Damages. Notwithstanding ECOLOGY's exercise of any or all of the termination or default remedies provided in this agreement, the RECIPIENT shall not be relieved of any liability to ECOLOGY for damages sustained by ECOLOGY and/or the state of Washington because of any breach of this agreement by the RECIPIENT. ECOLOGY may withhold payments for the purpose of setoff until such time as the exact amount of damages due ECOLOGY from the RECIPIENT is determined.

S. User-Charge System: The RECIPIENT certifies that it has the legal authority to establish and implement a user-charge system and shall adopt a system of user-charges to assure that each user of the utility shall pay its proportionate share of the cost of operation and maintenance, including replacement during the design life of the project.

In addition, the RECIPIENT shall regularly evaluate the user-charge system, at least annually, to ensure the system provides adequate revenues necessary to operate and maintain the utility, to establish a reserve to pay for replacement, to establish the required Loan Reserve Account, and to repay the loan.

WATER QUALITY COMBINED FINANCIAL ASSISTANCE TERMS AND CONDITIONS LAST UPDATED ON 10/04/2016

GENERAL FEDERAL CONDITIONS

If a portion or all of the funds for this agreement are provided through federal funding sources or this agreement is used to match a federal grant award, the following terms and conditions apply to you.

A. CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY EXCLUSION:

1. The RECIPIENT/CONTRACTOR, by signing this agreement, certifies that it is not suspended, debarred, proposed for debarment, declared ineligible or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds. If the RECIPIENT/CONTRACTOR is unable to certify to the statements contained in the certification, they must provide an explanation as to why they cannot.
2. The RECIPIENT/CONTRACTOR shall provide immediate written notice to ECOLOGY if at any time the RECIPIENT/CONTRACTOR learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

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3. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact ECOLOGY for assistance in obtaining a copy of those regulations.
4. The RECIPIENT/CONTRACTOR agrees it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under the applicable Code of Federal Regulations, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
5. The RECIPIENT/CONTRACTOR further agrees by signing this agreement, that it will include this clause titled "CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY EXCLUSION" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
6. Pursuant to 2CFR180.330, the RECIPIENT/CONTRACTOR is responsible for ensuring that any lower tier covered transaction complies with certification of suspension and debarment requirements.
7. RECIPIENT/CONTRACTOR acknowledges that failing to disclose the information required in the Code of Federal Regulations may result in the delay or negation of this funding agreement, or pursuance of legal remedies, including suspension and debarment.
8. RECIPIENT/CONTRACTOR agrees to keep proof in its agreement file, that it, and all lower tier recipients or contractors, are not suspended or debarred, and will make this proof available to ECOLOGY before requests for reimbursements will be approved for payment. RECIPIENT/CONTRACTOR must run a search in <http://www.sam.gov> and print a copy of completed searches to document proof of compliance.

B. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) REPORTING REQUIREMENTS:

CONTRACTOR/RECIPIENT must complete the FFATA Data Collection Form (ECY 070-395) and return it with the signed agreement to ECOLOGY.

Any CONTRACTOR/RECIPIENT that meets each of the criteria below must report compensation for its five top executives using the FFATA Data Collection Form.

- Receives more than \$25,000 in federal funds under this award.
- Receives more than 80 percent of its annual gross revenues from federal funds.
- Receives more than \$25,000,000 in annual federal funds.

Ecology will not pay any invoices until it has received a completed and signed FFATA Data Collection Form. Ecology is required to report the FFATA information for federally funded agreements, including the required DUNS number, at www.fsrs.gov <http://www.fsrs.gov> within 30 days of agreement signature. The FFATA information will be available to the public at www.usaspending.gov <http://www.usaspending.gov>.

For more details on FFATA requirements, see www.fsrs.gov <http://www.fsrs.gov>.

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GENERAL TERMS AND CONDITIONS

Pertaining to Grant and Loan Agreements With the state of Washington, Department of Ecology

1. ADMINISTRATIVE REQUIREMENTS

- a) RECIPIENT shall follow the "Administrative Requirements for Recipients of Ecology Grants and Loans – EAGL Edition." <https://fortress.wa.gov/ecy/publications/SummaryPages/1401002.html>
- b) RECIPIENT shall complete all activities funded by this Agreement and be fully responsible for the proper management of all funds and resources made available under this Agreement.
- c) RECIPIENT agrees to take complete responsibility for all actions taken under this Agreement, including ensuring all subgrantees and contractors comply with the terms and conditions of this Agreement. ECOLOGY reserves the right to request proof of compliance by subgrantees and contractors.
- d) RECIPIENT's activities under this Agreement shall be subject to the review and approval by ECOLOGY for the extent and character of all work and services.

2. AMENDMENTS AND MODIFICATIONS

This Agreement may be altered, amended, or waived only by a written amendment executed by both parties. No subsequent modification(s) or amendment(s) of this Agreement will be of any force or effect unless in writing and signed by authorized representatives of both parties. ECOLOGY and the RECIPIENT may change their respective staff contacts and administrative information without the concurrence of either party.

3. ARCHAEOLOGICAL AND CULTURAL RESOURCES

RECIPIENT shall take reasonable action to avoid, minimize, or mitigate adverse effects to archeological and historic resources. The RECIPIENT must agree to hold harmless the State of Washington in relation to any claim related to historical or cultural artifacts discovered, disturbed, or damaged due to the RECIPIENT's project funded under this Agreement.

RECIPIENT shall:

- a) Contact the ECOLOGY Program issuing the grant or loan to discuss any Cultural Resources requirements for their project:

- For capital construction projects or land acquisitions for capital construction projects, if required, comply with Governor Executive Order 05-05, Archaeology and Cultural Resources.
- For projects with any federal involvement, if required, comply with the National Historic Preservation Act.
- Any cultural resources federal or state requirements must be completed prior to the start of any work on the project site.

- b) If required by the ECOLOGY Program, submit an Inadvertent Discovery Plan (IDP) to ECOLOGY prior to implementing any project that involves ground disturbing activities. ECOLOGY will provide the IDP form.

RECIPIENT shall:

- Keep the IDP at the project site.
 - Make the IDP readily available to anyone working at the project site.
 - Discuss the IDP with staff and contractors working at the project site.
 - Implement the IDP when cultural resources or human remains are found at the project site.
- c) If any archeological or historic resources are found while conducting work under this Agreement:
 - Immediately stop work and notify the ECOLOGY Program, the Department of Archaeology and Historic Preservation at (360) 586-3064, any affected Tribe, and the local government.
 - d) If any human remains are found while conducting work under this Agreement:
 - Immediately stop work and notify the local Law Enforcement Agency or Medical Examiner/Coroner's Office, and then the ECOLOGY Program.

e) Comply with RCW 27.53, RCW 27.44.055, and RCW 68.50.645, and all other applicable local, state, and federal laws protecting cultural resources and human remains.

4. ASSIGNMENT

No right or claim of the RECIPIENT arising under this Agreement shall be transferred or assigned by the RECIPIENT.

5. COMMUNICATION

RECIPIENT shall make every effort to maintain effective communications with the RECIPIENT's designees, ECOLOGY, all affected local, state, or federal jurisdictions, and any interested individuals or groups.

6. COMPENSATION

- a) Any work performed prior to effective date of this Agreement will be at the sole expense and risk of the RECIPIENT. ECOLOGY must sign the Agreement before any payment requests can be submitted.
- b) Payments will be made on a reimbursable basis for approved and completed work as specified in this Agreement.
- c) RECIPIENT is responsible to determine if costs are eligible. Any questions regarding eligibility should be clarified with ECOLOGY prior to incurring costs. Costs that are conditionally eligible require approval by ECOLOGY prior to expenditure.
- d) RECIPIENT shall not invoice more than once per month unless agreed on by ECOLOGY.
- e) ECOLOGY will not process payment requests without the proper reimbursement forms, Progress Report and supporting documentation. ECOLOGY will provide instructions for submitting payment requests.
- f) ECOLOGY will pay the RECIPIENT thirty (30) days after receipt of a properly completed request for payment.
- g) RECIPIENT will receive payment through Washington State Department of Enterprise Services' Statewide Payee Desk. RECIPIENT must register as a payee by submitting a Statewide Payee Registration form and an IRS W-9 form at the website, <http://www.des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/default.aspx>. For any questions about the vendor registration process contact the Statewide Payee Help Desk at (360) 407-8180 or email payeehelpdesk@des.wa.gov.
- h) ECOLOGY may, at its sole discretion, withhold payments claimed by the RECIPIENT if the RECIPIENT fails to satisfactorily comply with any term or condition of this Agreement.
- i) Monies withheld by ECOLOGY may be paid to the RECIPIENT when the work described herein, or a portion thereof, has been completed if, at ECOLOGY's sole discretion, such payment is reasonable and approved according to this Agreement, as appropriate, or upon completion of an audit as specified herein.
- j) RECIPIENT should submit final requests for compensation within thirty (30) days after the expiration date of this Agreement. Failure to comply may result in delayed reimbursement.

7. COMPLIANCE WITH ALL LAWS

RECIPIENT agrees to comply fully with all applicable federal, state and local laws, orders, regulations, and permits related to this Agreement, including but not limited to:

- a) RECIPIENT agrees to comply with all applicable laws, regulations, and policies of the United States and the State of Washington which affect wages and job safety.
- b) RECIPIENT agrees to be bound by all applicable federal and state laws, regulations, and policies against discrimination.
- c) RECIPIENT certifies full compliance with all applicable state industrial insurance requirements.
- d) RECIPIENT agrees to secure and provide assurance to ECOLOGY that all the necessary approvals and permits required by authorities having jurisdiction over the project are obtained. RECIPIENT must include time in their project timeline for the permit and approval processes.

ECOLOGY shall have the right to immediately terminate for cause this Agreement as provided herein if the RECIPIENT fails to comply with above requirements.

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If any provision of this Agreement violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

8. CONFLICT OF INTEREST

RECIPIENT and ECOLOGY agree that any officer, member, agent, or employee, who exercises any function or responsibility in the review, approval, or carrying out of this Agreement, shall not have any personal or financial interest, direct or indirect, nor affect the interest of any corporation, partnership, or association in which he/she is a part, in this Agreement or the proceeds thereof.

9. CONTRACTING FOR GOODS AND SERVICES

RECIPIENT may contract to buy goods or services related to its performance under this Agreement. RECIPIENT shall award all contracts for construction, purchase of goods, equipment, services, and professional architectural and engineering services through a competitive process, if required by State law. RECIPIENT is required to follow procurement procedures that ensure legal, fair, and open competition.

RECIPIENT must have a standard procurement process or follow current state procurement procedures. RECIPIENT may be required to provide written certification that they have followed their standard procurement procedures and applicable state law in awarding contracts under this Agreement.

ECOLOGY reserves the right to inspect and request copies of all procurement documentation, and review procurement practices related to this Agreement. Any costs incurred as a result of procurement practices not in compliance with state procurement law or the RECIPIENT's normal procedures may be disallowed at ECOLOGY's sole discretion.

10. DISPUTES

When there is a dispute with regard to the extent and character of the work, or any other matter related to this Agreement the determination of ECOLOGY will govern, although the RECIPIENT shall have the right to appeal decisions as provided for below:

- a) RECIPIENT notifies the funding program of an appeal request.
- b) Appeal request must be in writing and state the disputed issue(s).
- c) RECIPIENT has the opportunity to be heard and offer evidence in support of its appeal.
- d) ECOLOGY reviews the RECIPIENT's appeal.
- e) ECOLOGY sends a written answer within ten (10) business days, unless more time is needed, after concluding the review.

The decision of ECOLOGY from an appeal will be final and conclusive, unless within thirty (30) days from the date of such decision, the RECIPIENT furnishes to the Director of ECOLOGY a written appeal. The decision of the Director or duly authorized representative will be final and conclusive.

The parties agree that this dispute process will precede any action in a judicial or quasi-judicial tribunal.

Appeals of the Director's decision will be brought in the Superior Court of Thurston County. Review of the Director's decision will not be taken to Environmental and Land Use Hearings Office.

Pending final decision of a dispute, the RECIPIENT agrees to proceed diligently with the performance of this Agreement and in accordance with the decision rendered.

Nothing in this Agreement will be construed to limit the parties' choice of another mutually acceptable method, in addition to the dispute resolution procedure outlined above.

11. ENVIRONMENTAL DATA STANDARDS

a) RECIPIENT shall prepare a Quality Assurance Project Plan (QAPP) for each project that collects or uses environmental measurement data. RECIPIENTS unsure about whether a QAPP is required for their project shall contact the ECOLOGY Program issuing the grant or loan. If a QAPP is required the RECIPIENT shall:

- Use ECOLOGY's QAPP Template provided by the ECOLOGY Program.

- Follow ECOLOGY's Guidelines for Preparing Quality Assurance Project Plans for Environmental Studies, July 2004 (Ecology Publication No. 04-03-030).
- Submit the QAPP to ECOLOGY for review and approval before the start of the work.
- b) RECIPIENT shall submit environmental data that was collected on a project to ECOLOGY using the Environmental Information Management system (EIM), unless the ECOLOGY Program instructs otherwise. The data must be successfully loaded into EIM, find instructions at: <http://www.ecy.wa.gov/eim>.
- c) RECIPIENT shall follow ECOLOGY's data standards when Geographic Information System (GIS) data is collected and processed. Guidelines for Creating and Accessing GIS Data are available at: <http://www.ecy.wa.gov/services/gis/data/standards/standards.htm>. RECIPIENT, when requested by ECOLOGY, shall provide copies to ECOLOGY of all final GIS data layers, imagery, related tables, raw data collection files, map products, and all metadata and project documentation.

12. GOVERNING LAW

This Agreement will be governed by the laws of the State of Washington, and the venue of any action brought hereunder will be in the Superior Court of Thurston County.

13. INDEMNIFICATION

ECOLOGY will in no way be held responsible for payment of salaries, consultant's fees, and other costs related to the project described herein, except as provided in the Scope of Work.

To the extent that the Constitution and laws of the State of Washington permit, each party will indemnify and hold the other harmless from and against any liability for any or all injuries to persons or property arising from the negligent act or omission of that party or that party's agents or employees arising out of this Agreement.

14. INDEPENDENT STATUS

The employees, volunteers, or agents of each party who are engaged in the performance of this Agreement will continue to be employees, volunteers, or agents of that party and will not for any purpose be employees, volunteers, or agents of the other party.

15. KICKBACKS

RECIPIENT is prohibited from inducing by any means any person employed or otherwise involved in this Agreement to give up any part of the compensation to which he/she is otherwise entitled to or receive any fee, commission, or gift in return for award of a subcontract hereunder.

16. MINORITY AND WOMEN'S BUSINESS ENTERPRISES (MWBE)

RECIPIENT is encouraged to solicit and recruit, to the extent possible, certified minority-owned (MBE) and women-owned (WBE) businesses in purchases and contracts initiated under this Agreement.

Contract awards or rejections cannot be made based on MWBE participation; however, the RECIPIENT is encouraged to take the following actions, when possible, in any procurement under this Agreement:

- a) Include qualified minority and women's businesses on solicitation lists whenever they are potential sources of goods or services.
- b) Divide the total requirements, when economically feasible, into smaller tasks or quantities, to permit maximum participation by qualified minority and women's businesses.
- c) Establish delivery schedules, where work requirements permit, which will encourage participation of qualified minority and women's businesses.
- d) Use the services and assistance of the Washington State Office of Minority and Women's Business Enterprises (OMWBE) (866-208-1064) and the Office of Minority Business Enterprises of the U.S. Department of Commerce, as appropriate.

17. ORDER OF PRECEDENCE

In the event of inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: (a) applicable federal and state statutes and regulations; (b) The Agreement; (c) Scope of Work; (d) Special Terms and Conditions; (e) Any provisions or terms incorporated herein by reference, including the "Administrative Requirements for Recipients of Ecology Grants and Loans"; and (f) the General Terms and Conditions.

18. PRESENTATION AND PROMOTIONAL MATERIALS

ECOLOGY reserves the right to approve RECIPIENT's communication documents and materials related to the fulfillment of this Agreement:

- a) If requested, RECIPIENT shall provide a draft copy to ECOLOGY for review and approval ten (10) business days prior to production and distribution.
- b) RECIPIENT shall include time for ECOLOGY's review and approval process in their project timeline.
- c) If requested, RECIPIENT shall provide ECOLOGY two (2) final copies and an electronic copy of any tangible products developed.

Copies include any printed materials, and all tangible products developed such as brochures, manuals, pamphlets, videos, audio tapes, CDs, curriculum, posters, media announcements, or gadgets with a message, such as a refrigerator magnet, and any online communications, such as web pages, blogs, and twitter campaigns. If it is not practical to provide a copy, then the RECIPIENT shall provide a description (photographs, drawings, printouts, etc.) that best represents the item.

Any communications intended for public distribution that uses ECOLOGY's logo shall comply with ECOLOGY's graphic requirements and any additional requirements specified in this Agreement. Before the use of ECOLOGY's logo contact ECOLOGY for guidelines.

RECIPIENT shall acknowledge in the communications that funding was provided by ECOLOGY.

19. PROGRESS REPORTING

- a) RECIPIENT must satisfactorily demonstrate the timely use of funds by submitting payment requests and progress reports to ECOLOGY. ECOLOGY reserves the right to amend or terminate this Agreement if the RECIPIENT does not document timely use of funds.
- b) RECIPIENT must submit a progress report with each payment request. Payment requests will not be processed without a progress report. ECOLOGY will define the elements and frequency of progress reports.
- c) RECIPIENT shall use ECOLOGY's provided progress report format.
- d) Quarterly progress reports will cover the periods from January 1 through March 31, April 1 through June 30, July 1 through September 30, and October 1 through December 31. Reports shall be submitted within thirty (30) days after the end of the quarter being reported.
- e) RECIPIENT shall submit the Closeout Report within thirty (30) days of the expiration date of the project, unless an extension has been approved by ECOLOGY. RECIPIENT shall use the ECOLOGY provided closeout report format.

20. PROPERTY RIGHTS

- a) Copyrights and Patents. When the RECIPIENT creates any copyrightable materials or invents any patentable property under this Agreement, the RECIPIENT may copyright or patent the same but ECOLOGY retains a royalty free, nonexclusive, and irrevocable license to reproduce, publish, recover, or otherwise use the material(s) or property, and to authorize others to use the same for federal, state, or local government purposes.
- b) Publications. When the RECIPIENT or persons employed by the RECIPIENT use or publish ECOLOGY information; present papers, lectures, or seminars involving information supplied by ECOLOGY; or use logos, reports, maps, or other data in printed reports, signs, brochures, pamphlets, etc., appropriate credit shall be given to ECOLOGY.

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- c) Presentation and Promotional Materials. ECOLOGY shall have the right to use or reproduce any printed or graphic materials produced in fulfillment of this Agreement, in any manner ECOLOGY deems appropriate. ECOLOGY shall acknowledge the RECIPIENT as the sole copyright owner in every use or reproduction of the materials.
- d) Tangible Property Rights. ECOLOGY's current edition of "Administrative Requirements for Recipients of Ecology Grants and Loans," shall control the use and disposition of all real and personal property purchased wholly or in part with funds furnished by ECOLOGY in the absence of state and federal statutes, regulations, or policies to the contrary, or upon specific instructions with respect thereto in this Agreement.
- e) Personal Property Furnished by ECOLOGY. When ECOLOGY provides personal property directly to the RECIPIENT for use in performance of the project, it shall be returned to ECOLOGY prior to final payment by ECOLOGY. If said property is lost, stolen, or damaged while in the RECIPIENT's possession, then ECOLOGY shall be reimbursed in cash or by setoff by the RECIPIENT for the fair market value of such property.
- f) Acquisition Projects. The following provisions shall apply if the project covered by this Agreement includes funds for the acquisition of land or facilities:
 - 1. RECIPIENT shall establish that the cost is fair value and reasonable prior to disbursement of funds provided for in this Agreement.
 - 2. RECIPIENT shall provide satisfactory evidence of title or ability to acquire title for each parcel prior to disbursement of funds provided by this Agreement. Such evidence may include title insurance policies, Torrens certificates, or abstracts, and attorney's opinions establishing that the land is free from any impediment, lien, or claim which would impair the uses intended by this Agreement.
- g) Conversions. Regardless of the Agreement expiration date, the RECIPIENT shall not at any time convert any equipment, property, or facility acquired or developed under this Agreement to uses other than those for which assistance was originally approved without prior written approval of ECOLOGY. Such approval may be conditioned upon payment to ECOLOGY of that portion of the proceeds of the sale, lease, or other conversion or encumbrance which monies granted pursuant to this Agreement bear to the total acquisition, purchase, or construction costs of such property.

21. RECORDS, AUDITS, AND INSPECTIONS

RECIPIENT shall maintain complete program and financial records relating to this Agreement, including any engineering documentation and field inspection reports of all construction work accomplished.

All records shall:

- a) Be kept in a manner which provides an audit trail for all expenditures.
- b) Be kept in a common file to facilitate audits and inspections.
- c) Clearly indicate total receipts and expenditures related to this Agreement.
- d) Be open for audit or inspection by ECOLOGY, or by any duly authorized audit representative of the State of Washington, for a period of at least three (3) years after the final grant payment or loan repayment, or any dispute resolution hereunder.

RECIPIENT shall provide clarification and make necessary adjustments if any audits or inspections identify discrepancies in the records.

ECOLOGY reserves the right to audit, or have a designated third party audit, applicable records to ensure that the state has been properly invoiced. Any remedies and penalties allowed by law to recover monies determined owed will be enforced. Repetitive instances of incorrect invoicing or inadequate records may be considered cause for termination.

All work performed under this Agreement and any property and equipment purchased shall be made available to ECOLOGY and to any authorized state, federal or local representative for inspection at any time during the course of this Agreement and for at least three (3) years following grant or loan termination or dispute resolution hereunder.

RECIPIENT shall provide right of access to ECOLOGY, or any other authorized representative, at all reasonable times, in order to monitor and evaluate performance, compliance, and any other conditions under this Agreement.

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22. RECOVERY OF FUNDS

The right of the RECIPIENT to retain monies received as reimbursement payments is contingent upon satisfactory performance of this Agreement and completion of the work described in the Scope of Work.

All payments to the RECIPIENT are subject to approval and audit by ECOLOGY, and any unauthorized expenditure(s) or unallowable cost charged to this Agreement shall be refunded to ECOLOGY by the RECIPIENT.

RECIPIENT shall refund to ECOLOGY the full amount of any erroneous payment or overpayment under this Agreement.

RECIPIENT shall refund by check payable to ECOLOGY the amount of any such reduction of payments or repayments within thirty (30) days of a written notice. Interest will accrue at the rate of twelve percent (12%) per year from the time ECOLOGY demands repayment of funds.

Any property acquired under this Agreement, at the option of ECOLOGY, may become ECOLOGY's property and the RECIPIENT's liability to repay monies will be reduced by an amount reflecting the fair value of such property.

23. SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, and to this end the provisions of this Agreement are declared to be severable.

24. STATE ENVIRONMENTAL POLICY ACT (SEPA)

RECIPIENT must demonstrate to ECOLOGY's satisfaction that compliance with the requirements of the State Environmental Policy Act (Chapter 43.21C RCW and Chapter 197-11 WAC) have been or will be met. Any reimbursements are subject to this provision.

25. SUSPENSION

When in the best interest of ECOLOGY, ECOLOGY may at any time, and without cause, suspend this Agreement or any portion thereof for a temporary period by written notice from ECOLOGY to the RECIPIENT. RECIPIENT shall resume performance on the next business day following the suspension period unless another day is specified by ECOLOGY.

26. SUSTAINABLE PRACTICES

In order to sustain Washington's natural resources and ecosystems, the RECIPIENT is fully encouraged to implement sustainable practices and to purchase environmentally preferable products under this Agreement.

a) Sustainable practices may include such activities as: use of clean energy, use of double-sided printing, hosting low impact meetings, and setting up recycling and composting programs.

b) Purchasing may include such items as: sustainably produced products and services, EPEAT registered computers and imaging equipment, independently certified green cleaning products, remanufactured toner cartridges, products with reduced packaging, office products that are refillable, rechargeable, and recyclable, and 100% post-consumer recycled paper.

For more suggestions visit ECOLOGY's web page: Green Purchasing, <http://www.ecy.wa.gov/programs/swfa/epp>.

27. TERMINATION

a) For Cause

ECOLOGY may terminate for cause this Agreement with a seven (7) calendar days prior written notification to the RECIPIENT, at the sole discretion of ECOLOGY, for failing to perform an Agreement requirement or for a material breach of any term or condition. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination. Failure to Commence Work. ECOLOGY reserves the right to terminate this Agreement if RECIPIENT fails to commence work on the project funded within four (4) months after the effective date of this Agreement, or by any date

mutually agreed upon in writing for commencement of work, or the time period defined within the Scope of Work.

Non-Performance. The obligation of ECOLOGY to the RECIPIENT is contingent upon satisfactory performance by the RECIPIENT of all of its obligations under this Agreement. In the event the RECIPIENT unjustifiably fails, in the opinion of ECOLOGY, to perform any obligation required of it by this Agreement, ECOLOGY may refuse to pay any further funds, terminate in whole or in part this Agreement, and exercise any other rights under this Agreement. Despite the above, the RECIPIENT shall not be relieved of any liability to ECOLOGY for damages sustained by ECOLOGY and the State of Washington because of any breach of this Agreement by the RECIPIENT. ECOLOGY may withhold payments for the purpose of setoff until such time as the exact amount of damages due ECOLOGY from the RECIPIENT is determined.

b) For Convenience

ECOLOGY may terminate for convenience this Agreement, in whole or in part, for any reason when it is the best interest of ECOLOGY, with a thirty (30) calendar days prior written notification to the RECIPIENT, except as noted below. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

Non-Allocation of Funds. ECOLOGY's ability to make payments is contingent on availability of funding. In the event funding from state, federal or other sources is withdrawn, reduced, or limited in any way after the effective date and prior to the completion or expiration date of this Agreement, ECOLOGY, at its sole discretion, may elect to terminate the Agreement, in whole or part, or renegotiate the Agreement, subject to new funding limitations or conditions. ECOLOGY may also elect to suspend performance of the Agreement until ECOLOGY determines the funding insufficiency is resolved. ECOLOGY may exercise any of these options with no notification or restrictions, although ECOLOGY will make a reasonable attempt to provide notice.

If payments have been discontinued by ECOLOGY due to unavailable funds, the RECIPIENT shall not be obligated to repay monies which had been paid to the RECIPIENT prior to such termination.

RECIPIENT's obligation to continue or complete the work described in this Agreement shall be contingent upon availability of funds by the RECIPIENT's governing body.

c) By Mutual Agreement

ECOLOGY and the RECIPIENT may terminate this Agreement, in whole or in part, at any time, by mutual written agreement.

d) In Event of Termination

All finished or unfinished documents, data studies, surveys, drawings, maps, models, photographs, reports or other materials prepared by the RECIPIENT under this Agreement, at the option of ECOLOGY, will become property of ECOLOGY and the RECIPIENT shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

Nothing contained herein shall preclude ECOLOGY from demanding repayment of all funds paid to the RECIPIENT in accordance with Recovery of Funds, identified herein.

28. THIRD PARTY BENEFICIARY

RECIPIENT shall ensure that in all subcontracts entered into by the RECIPIENT pursuant to this Agreement, the state of Washington is named as an express third party beneficiary of such subcontracts with full rights as such.

29. WAIVER

Waiver of a default or breach of any provision of this Agreement is not a waiver of any subsequent default or breach, and will not be construed as a modification of the terms of this Agreement unless stated as such in writing by the

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authorized representative of ECOLOGY.

GENERAL TERMS AND CONDITIONS LAST UPDATED 12/27/2016

Appendix G

Gap Analysis

TECHNICAL MEMORANDUM

DATE: September 10, 2018 (Revised May 6, 2019)
TO: Robert Gordon, PE, City of College Place
FROM: Angela Taylor, PE, Parametrix
SUBJECT: Program and Mapping Gap Analysis
CC:
PROJECT NUMBER: 386-7956-001
PROJECT NAME: City of College Place Stormwater Management Plan

INTRODUCTION

Background

The City of College Place (City) Public Works Utility is responsible for implementing practices and technologies to address stormwater-related issues throughout the city. The City is currently working on implementing a Stormwater Utility with a mission to:

- Prepare, execute, and update a comprehensive plan to protect, measure, evaluate, fund, and prepare for future surface water needs.
- Address the City's surface water needs to achieve and maintain an appropriate level of service for all existing customers and consider future growth.
- Use appropriate, technologically sound, and cost-effective stormwater solutions, as identified in adopted guidance manuals such as the Stormwater Management Manual for Eastern Washington and the City of College Place Stormwater Design Standards.
- Promote surface water protection measures that will protect or restore habitat conditions and water quality of surface water and groundwater sources.
- Operate, maintain, inspect, and repair the City's existing stormwater infrastructure to provide continued effective operation.

The City is developing a Stormwater Management Plan (SWMP) to address stormwater conveyance and water quality control obligations by outlining the current stormwater management activities at the City; identifying data, mapping, and activity gaps; and laying out a program to address those gaps. In conjunction with the SWMP, the City is developing a stormwater management program rate analysis, stormwater utility formation, and a capital improvement plan. Following completion of the SWMP, the City plans to develop a stormwater system condition assessment system, an asset registry, a Municipal Facilities Operations and Maintenance Plan. Additional system mapping data was collected in January, February, March 2019 after Washington Department of Ecology (DOE) approved additional scope and funding.

Purpose

The program and mapping gap analysis described in this memorandum has been conducted in support of the SWMP. This memorandum provides a summary of the identified data, mapping, and activity gaps and ranks the gaps in order of priority. The full detail is presented in the SWMP; this analysis was created in the early planning stages of the SWMP and is not meant to be the final decided upon approach. The SWMP includes each element of the DOE NPDES Phase II Municipal Stormwater Permit with detail descriptions for each. This technical memorandum is the preliminary analysis completed and present to the City to focus the full plan efforts.

How to Use this Analysis

The information presented in this memorandum is intended to provide a high-level summary of stormwater management and mapping gaps identified in the City's current program. In addition, each selected element has been prioritized based on its level of influence on the Public Works Department's mission and current degree of achievement, with regard to stormwater control, by the City. The mission of the City is to provide leadership and effective, fiscally responsible services that achieve our community's vision. However, the necessary implementation sequence of each program element and data-collection sequence of each mapping element has not been included when assigning priority. Instead, these sequences will be outlined in the SWMP. For example, some "high-priority" program elements may have one or more prerequisite "low-priority" elements that must be achieved before the "high-priority" implementation can begin. For mapping elements, order of data collection will be heavily influenced by geometric connectivity. This order of operations will be discussed in the SWMP; therefore, this gap analysis is intended to be used in conjunction with the SWMP.

The methodology for assigning priority that is outlined in this memorandum is intended to be universal to the City's program and may be applied as other stormwater management elements become applicable in the future.

METHOD OF ANALYSIS

Element Selection

The stormwater management and mapping elements selected for the City's program and evaluated in this gap analysis are based in part on the Washington State Department of Ecology (Ecology) stormwater grant agreement through which the development of the SWMP is being funded. The scope of the SWMP outlined in the grant agreement is partially based on the stormwater management program plan elements outlined in the National Pollution Discharge Elimination System Eastern Washington Phase II Municipal Stormwater Permit (Permit, Ecology 2014). Therefore, the major categories of stormwater management for the City's program and many of the underlying activities and mapping elements have been selected from those outlined in the Permit. In addition, stormwater management elements and mapping priorities for the City's program have also been selected from known needs of the City based on document review and applicable elements from the stormwater management programs of other comparable municipalities. Elements from all of these sources which were determined to be inapplicable to the stormwater management and mapping needs in the vicinity of Yelm have not been included in the gap analysis.

Level of Influence

Each of the elements selected as relevant to College Place's stormwater needs was evaluated for its potential degree of influence in supporting the Public Works Department's mission. This evaluation was conducted by reviewing the City's needs and current conditions, reviewing similar successful programs, and application of best professional judgment. Based on this evaluation, each element has been assigned one of the following levels of influence:

- 5 - Immediate need; direct impact on safety, environment, costs (Highest)
- 4 - Important need, critical to overall program success (High)
- 3 - Influence is direct but small, cumulative, or long-term (Moderate)
- 2 - Supplemental support of other elements (Low)
- 1 - Indirect impact on overall program success (Lowest)

Degree of Attainment

Each of the selected elements has also been assigned a degree of attainment within the City's current stormwater management and mapping program. The following degrees of attainment were assigned based on data review and City staff input:

- 5 - Supports mission and customer service all of the time (Full Attainment)
- 4 - Supports mission and customer service most of the time (High)
- 3 - Supports mission and customer service some of the time (Moderate)
- 2 - Activities do not currently support mission or customer service (Low)
- 1 - Few or no activities (Lowest)

Priority

Priority has been assigned to each element based on the combination of its level of influence and degree of attainment, as outlined in Table 1. Also, priorities have been assigned relative to the overall program, regardless of the main program category in which each element is classified.

Table 1. Method for Assigning Stormwater Management Priority

Priority	Combined Influence and Attainment	Rank Within Priority
First	Highest levels of influence with low degrees of attainment.	5-1, 5-2, 4-1, 4-2
	Highest levels of influence with moderate degree of attainment.	5-3, 4-3
Middle	Moderate level of influence with low to moderate degrees of attainment.	3-1, 3-2, 3-3
	High to moderate levels of influence with higher degree of attainment.	5-4, 4-4, 3-4
Last	Lowest levels of influence with low to high degrees of attainment.	2-1, 2-2, 2-3, 2-4, 1-1, 1-2, 1-3, 1-4
	All levels of influence with full attainment.	5-5, 4-5, 3-5, 2-5, 1-5

RESULTS

Results of the program and mapping gap analysis are presented in Table 2. In addition, mapping elements are also shown on Figures 1 through 3.

CONCLUSION AND RECOMMENDATIONS

The priorities shown in Table 2 summarize which stormwater program and mapping elements need the most immediate attention. For the program elements, it is recommended that the City's initial efforts be distributed across all of the highest-ranked First Priority elements to increase each element's degree of attainment. Eventually, as each First Priority element's degree of attainment increases, it can be reclassified to Middle Priority. Therefore, it is recommended that effort be distributed across First Priority elements until they have all achieved Middle Priority status. At that point, it is recommended that the Middle Priority elements be evenly addressed to incrementally increase their degree of attainment, and so forth. Elements currently identified as First Priority should not receive continual focus until they are fully attained, as this would divert resources away from other elements that will eventually become more urgent. For mapping elements, it is recommended that mapping begin at the major outfalls and subsequent data collection should follow the conveyance network upstream. The City should consider mapping one complete sub-basin before moving on to the next.

This analysis did not evaluate a timeline or resources needed to address the identified gaps. Additional evaluation would be required to determine:

1. The timeline in which all identified gaps could be addressed with currently available staff and funding resources; or
2. Additional staff and funding resources needed to address all identified gaps within a desired timeline.

As discussed earlier, the program implementation and mapping data-collection sequence that includes consideration of any necessary prerequisites will be outlined in the SWMP.

Table 2. Gap Analysis Results

SWMP Component	Degree of Influence High 5 - Low 1	Degree of Attainment High 5 - Low 1	Priority First 1 - Later 3	Comment
Public Education and Outreach				
Target Instructions to Businesses	4	1	1	
Compliance Assistance for Project Design	4	3	1	
Proactive Messaging	3	1	2	
Public Meetings/Information Booth	3	1	2	
Public School Curriculum	3	1	2	
Educational Materials for Distribution	2	1	3	
Information on City Website	2	4	3	
Tracking Impacts on Selected Target Group	1	1	3	
Public Involvement				
Path to Receive Public Complaints/Questions/Comments	4	1	1	
Public SWMP Workshops/Booths	3	1	2	
Participation in City Council Meetings	3	2	2	
Public Access to Stormwater-Related Documents	1	5	3	
Illicit Discharge Detection and Elimination				
Field Screening and Enforcement	5	1	1	
Staff Training	4	1	1	
Response Plan	5	1	1	
Recordkeeping	3	1	2	
Mechanism for Public Reports of Spills	3	1	2	
Tracking Annual Illicit Discharges Discovered	2	1	3	
Regulatory Prohibition of Non-Stormwater Discharges	5	5	Achieved	CPMC ¹ 13.08.315 Discharge to storm sewer—Exception—State/federal permits
Controlling Runoff from New Development, Redevelopment, and Construction Sites				
Construction Inspections	5	1	1	
Low Impact Development Regulatory Review	3	1	2	
Recordkeeping	3	2	2	Limited library of record drawings.
Staff Training	3	1	2	
Permitting Process and Plan Review	5	4	2	CPMC ¹ 16.30.030 General Site Plans; 16.24.020 Improvements; Resolution No. 17-023
Privately-Owned Facility Inspections	2	1	3	
Ensuring Privately-Owned Facility Maintenance	2	1	3	
Zoning Review with Planning Department	2	2	3	
Runoff Control Regulations and Enforcement	5	5	Achieved	CPMC ¹ 18.10.240 Performance Standards – General Requirements; 18.10.650 Performance Standards – Specific Habitats; Resolution No. 17-023; Ecology SWMMEW (CPMC 18.10.240)

Table 2. Gap Analysis Results (continued)

SWMP Component	Degree of Influence High 5 - Low 1	Degree of Attainment High 5 - Low 1	Priority First 1 - Later 3	Comment
Operations and Maintenance				
City-Owned Catch Basin and Conveyance System Inspections	4	1	1	No records of inspections.
City-Owned Facility Inspections	4	1	1	No records of inspections.
Source Control Practices, Policies, and Procedures	5	1	1	
City-Owned Facility Maintenance	4	1	1	
Tracking Facility Inspections and Maintenance Response	3	1	2	
Municipal Stormwater Pollution Prevention Plans	3	1	2	
Staff Training	3	1	2	
Long-Term Operation and Maintenance Plans	3	1	2	
Recordkeeping	3	1	2	
Adopt Maintenance Standards	3	1	2	
Mapping				
Outfalls of 24 Inches or Larger and External Connections	4	1	1	
Areas Discharging to Ground	3	1	2	
Drainage Basin Boundaries	3	1	2	
Inlets and Conveyances Discharging to Outfalls of 24 Inches or Larger	3	2	2	
City-Owned Stormwater Management Facilities	4	4	2	
Surface Receiving Waters	4	5	Achieved	

1. CPMC: City of College Place Municipal Code.

Date: 4/29/2019 Author: owensled Path: U:\pull\Projects\Clients\7956-CityofCollegePlace\386-7956-001 CPStormwaterMgmtPlan\99Svcs\CADD\DWG\Final\GIS\CollegePlace_recover.mxd

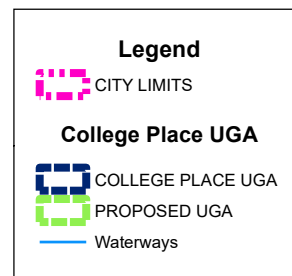
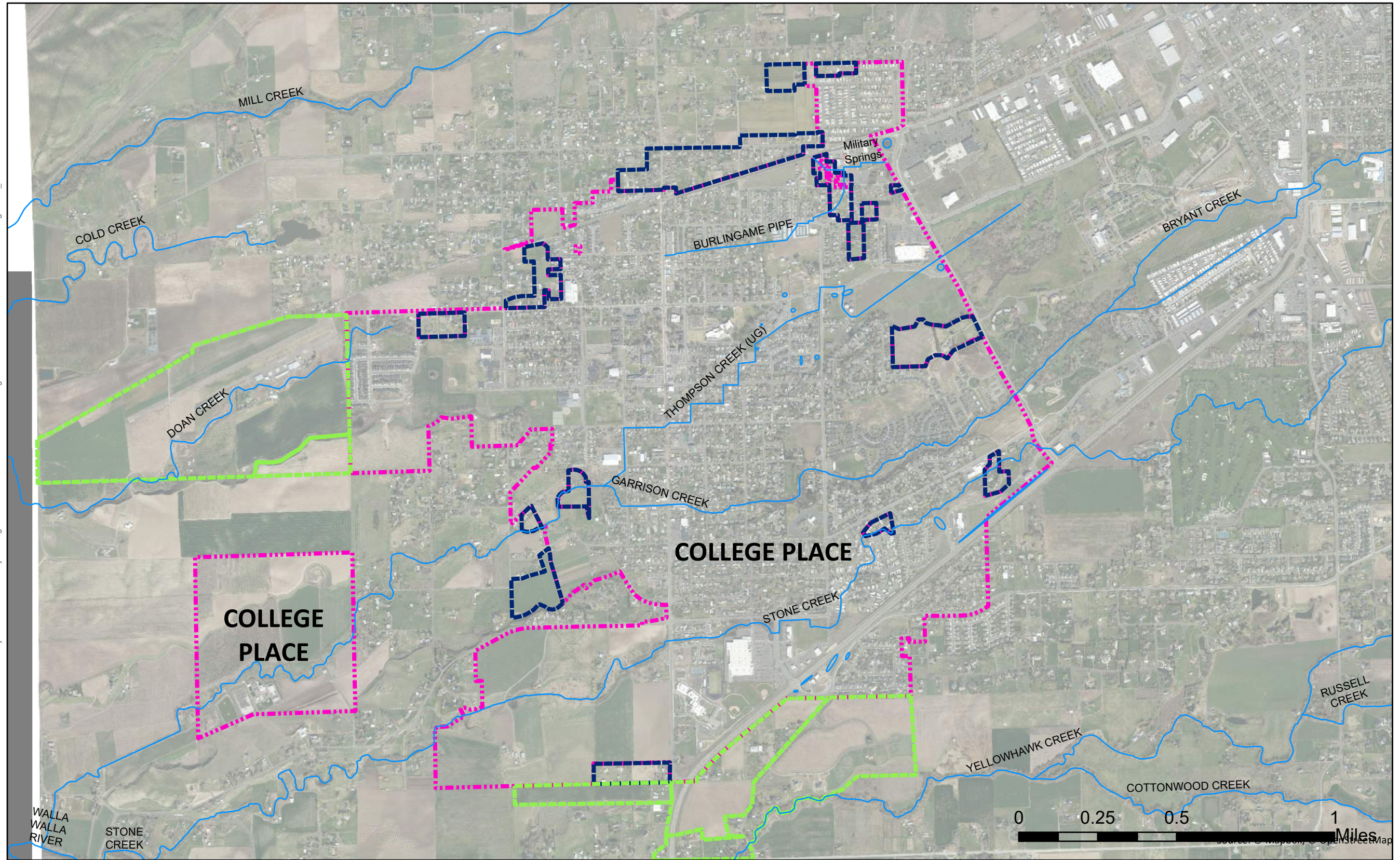


Figure 1.1
Vicinity Map
COLLEGE PLACE WASHINGTON
Projected Coordinate System: NAD_1983_StatePlane_
Washington_South_FIPS_4602_Feet
Projection: Lambert_Conformal_Conic

Date: 4/29/2019 Author: owensled Path: U:\pull\Projects\Clients\7956-Cityof(CollegePlace)\386-7956-001 CPStormwaterMgmtPlan\99Svcs\CADD\DWG\Final\GIS\CollegePlace_recover.mxd

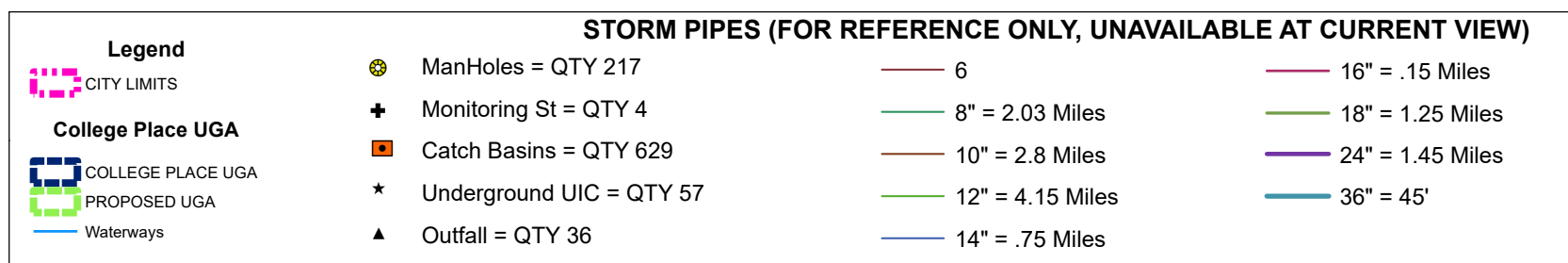
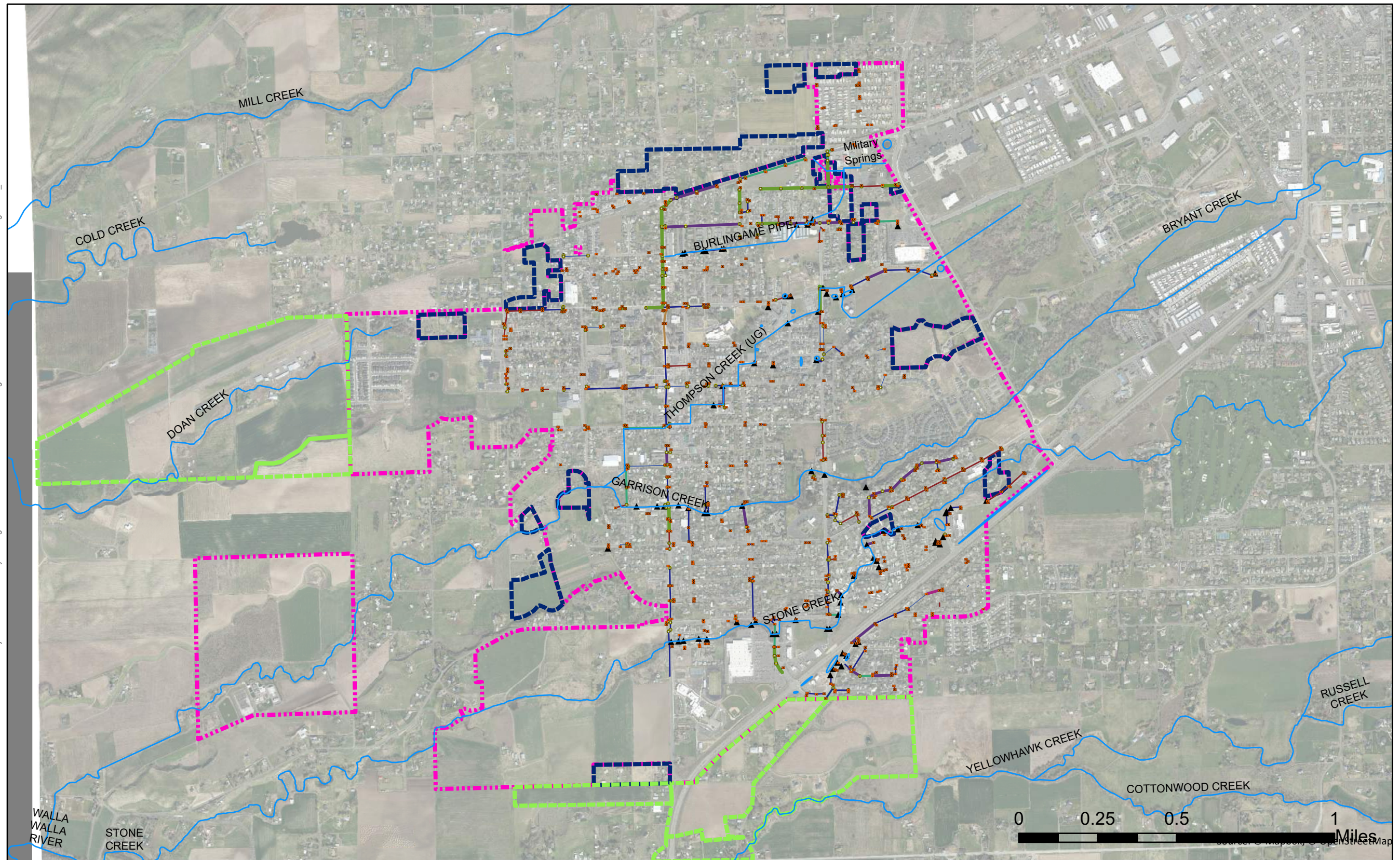
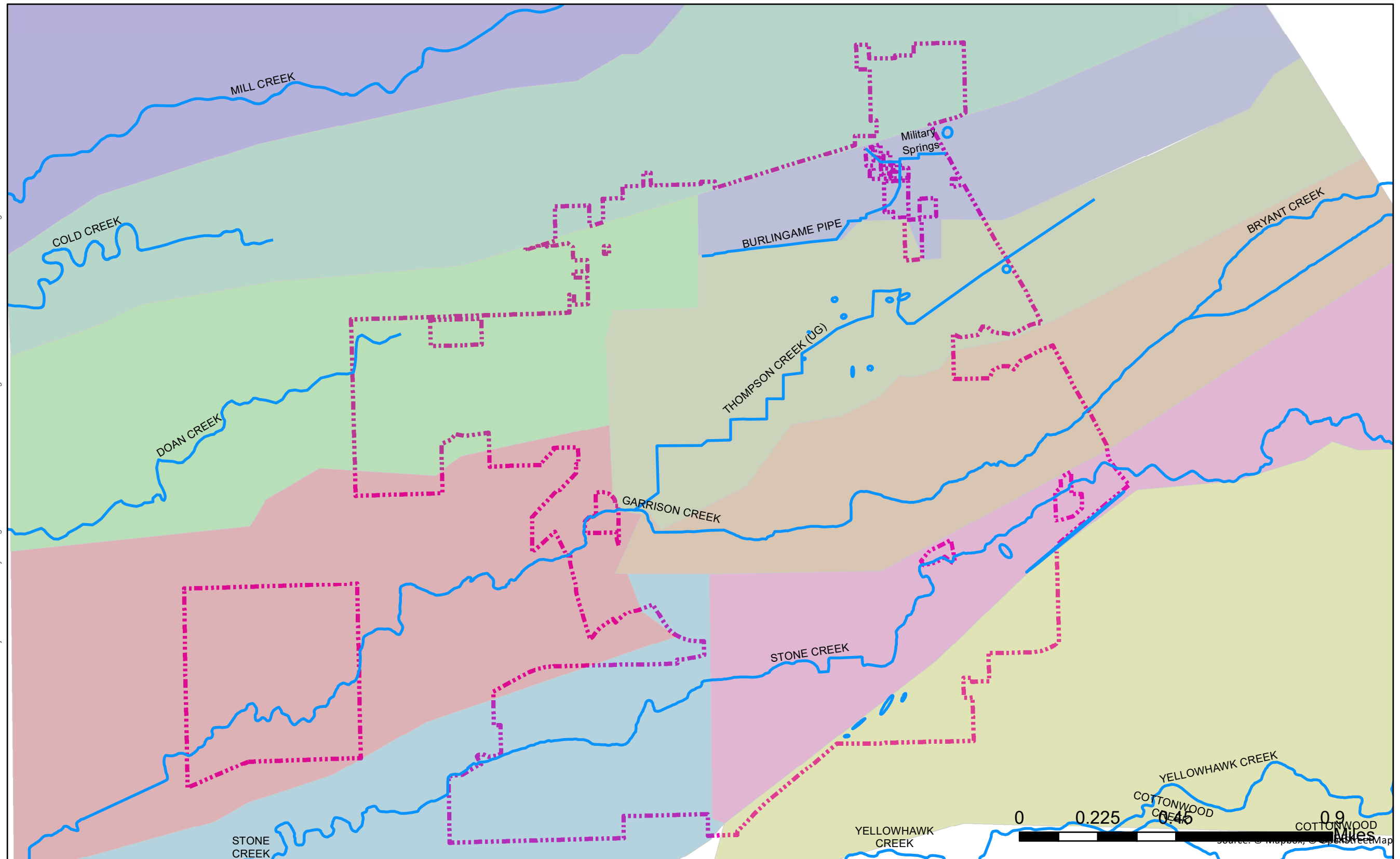


Figure 2.1
STORMWATER INFRASTRUCTURE
COLLEGE PLACE SWMP
COLLEGE PLACE WASHINGTON
Projected Coordinate System: NAD_1983_StatePlane_
Washington_South_FIPS_4602_Feet
Projection: Lambert_Conformal_Conic

Date: 4/30/2019 Author: owensted Path: U:\Pull\Projects\Clients\7956-Cityof(CollegePlace)\99Svcs\CADD\DWG\Final\GIS\CollegePlace.mxd



Legend

DrainageBasins

NAME

BURLINGAME PIPE	DOAN CREEK	THOMPSON CREEK
COLD CREEK DRAINAGE	GARRISON CREEK	WEST GARRISON CREEK
	MILL CREEK	WEST STONE CREEK
	STONE CREEK	YELLOWHAWK CREEK
		Waterways
		CITY LIMITS

Figure 2.10

DRAINAGE BASINS

COLLEGE PLACE SWMP

COLLEGE PLACE WASHINGTON

Projected Coordinate System: NAD_1983_StatePlane_

Washington_South_FIPS_4602_Feet

Projection: Lambert_Conformal_Conic



Parametrix

REFERENCES

Ecology, Washington State Department of. 2014. National Pollutant Discharge Elimination System Eastern Washington Phase II Municipal Stormwater Permit. Washington State Department of Ecology Water Quality Program. Olympia, Washington. Issued August 2012, Modified January 2014.

Appendix H

Public Information Brochures

HOW CAN I HELP PREVENT POLLUTION?



PET CARE

Pet waste has bacteria that can make our lakes and rivers unsafe for recreational activities. When pet waste is left behind it washes into storm drains and ditches that discharge to lakes and streams creating potential algal blooms.

- Promptly dispose of pet's waste in the trash where it will be properly treated.
- Do not compost pet waste or flush it down the toilet.



LAWN AND GARDEN CARE

When we fertilize our lawns, we are also fertilizing our lakes and streams. Fertilizer in lakes and streams causes algae to grow. Algae can form large blooms and use oxygen that fish need to survive.

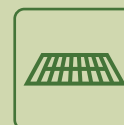
- Maintain a lawn height of 3 inches—tall grass promotes root growth and shades out weeds
- Sweep fertilizer and grass clippings that are left on sidewalks and driveways back onto the lawn.
- Keep fertilizer applications at least 20 feet away from the edge of lakes, streams, or storm drains.
- Use organic fertilizers or slow-release fertilizer. A slow-release fertilizer is one with at least half of the nitrogen in "water insoluble" form.
- Vegetate bare spots in your yard.
- A soil test will tell you what, if any, fertilizer is needed.



MOTOR VEHICLE CARE

Motor oil poured onto the ground, into storm drains, or tossed into trash cans (even in sealed containers) can contaminate and pollute the soil, groundwater, streams, and rivers.

- Wash cars at a carwash instead of the driveway
- Recycle used motor oil at a local used oil collection center
- Have your car checked for any leaking fluids that might runoff into storm drains
- Recycle and reuse oil filters



OTHER HELPFUL STORMWATER PRACTICES

- Never dump anything down storm drains or in streams
- Direct downspouts away from paved surfaces; consider starting a rain garden to directing the water to gardens, grassy areas, or rain barrels
- Have your septic tank pumped and system inspected regularly

MORE INFORMATION?

This is a utility (fee), which means it is not based on assessed property value. It is based on impervious surface area and even tax exempt properties that have impervious surfaces will contribute a fair and equitable share towards the overall cost of the stormwater management program.

WINTER IS COMING! WHAT CAN I DO TO HELP WHEN SNOW COVERS THE GROUND?

- Shovel sidewalks and pathways to keep them clear and prevent ice from forming
- Salt and de-icers are not effective when more than 3 inches of snow or ice have accumulated.
- Reduce salt and other chemicals by adding sand for traction instead. Then sweep up come spring.
- Plant native vegetation that is salt tolerant. Reference:

http://www.phillywatersheds.org/doc/Homeowners_Guide_Stormwater_Management.pdf

Page 12

FURTHER INFORMATION CAN BE FOUND AT YOUR LOCAL CITY HALL AND ONLINE

625 South College Ave
College Place, WA 99324

http://www.cpwa.us/departments/public_works/storm.php

Contacts:

Paul Hartwig - Public Works Director

Spencer Myrlie - Engineering Technician at (509)-394-8527 or smyrlie@cpwa.us

WHAT IS STORMWATER?

Stormwater is water from rain or melting snow. It flows from rooftops, over paved streets, sidewalks and parking lots, through lawns and into storm drains. It collects and transports pollutants and typically drains into nearby creeks, streams and rivers, without any treatment.

WHY DOES STORMWATER MATTER?

Polluted stormwater can damage plants, kill fish and wildlife, and degrade water quality. Washington State requires the City to comply with the Clean Water Act that now includes discharges to all waters like Stone Creek and Military Springs.

WHAT SHOULD I EXPECT?

Stormwater utility costs are based on an Equivalent Service Unit (ESU) of 3,500 square feet of total hardscape area. Single family residential rates are proposed at \$9.19/ month. Multifamily/ Non-residential are proposed at \$9.19/ ESU/ month.

HOW IS THE MONEY USED?

Fees are used to maintain system and stormwater facilities in your neighborhood like:

- Pipe, Catch basin, and Manhole Replacement
- New Stormwater Systems
- Stream Health
- Permit Compliance Activities

Prepared by **Parametrix**



May 7, 2019
Parametrix No. 386-7956-001

City Hall
625 South College Avenue
College Place, Washington 99324

Re: City of College Place Stormwater Utility

Dear Resident of City of College Place:

GENERAL INFORMATION

Stormwater is water from rain or melting snow that flows over rooftops, streets, parking lots, lawns and into storm drains. As it flows, it collects and transports pollutants like soil, pet waste, salt, pesticides, fertilizer, oil and grease, litter, metals, and other pollutants. The water typically drains directly into nearby creeks, streams, and river without any treatment. Polluted stormwater can damage plants, kill fish and wildlife, and degrade water quality making it unsafe to enjoy recreationally.

The State of Washington and Department of Ecology requires the City of College Place to comply with the Federal Clean Water under the July 2019 National Pollutant Discharge Elimination System (NPDES) permit cycle. This means that all surface runoff (stormwater) that drains into creeks and water bodies like Garrison Creek, Stone Creek, Doan Creek, and Military Springs must be in compliance. The 2016 permit requires compliance in six difference areas: Public Education and Outreach, Public Involvement and Participation, Illicit Discharge Detection and Elimination, Construction Site Stormwater Runoff Control, Post-Construction Stormwater Management for New Development and Redevelopment, Municipal Operations and Maintenance, and Total Maximum Daily Load (TMDL) levels established for out streams.

To meet permit compliance, the City is looking at a flat monthly rate of \$9.19 per month. This is based on an Equivalent Service Unit (ESU) of 3,500 square feet of total hardscape area. Single family residential rates should fall under one ESU. Multifamily or non-residential are proposed at \$9.19 per month per ESU. This approach allows for all customers with hard service to help with stormwater costs as it is not based on assessed property value, even tax-exempt properties that have impervious surfaces will be required to pay a fair and equitable share towards the overall cost of the stormwater management program. Some businesses and residences may be candidates for a \$2.63 per month credit if they have already installed engineered stormwater systems on their premises. See the link below to complete form.

The stormwater utility fee will be used to maintain the current system and stormwater facilities in your neighborhood including pipes, catch basins and manholes, new stormwater systems, stream health (stream and gauge monitoring), and permit compliance activities like Total Maximum Daily Load testing and illicit discharge detection and elimination, ditch grading and mowing, regional detention facility maintenance, reimbursement programs, erosion control plan review, etc..

RESIDENT HELP

There are many things you (as a resident) can do to help. The major ones are listed below, further information can be found in the links listed below.

Pet Care

Pet waste contains harmful bacteria (like Giardia and Salmonella) and parasites and is high in nitrogen and phosphorus. When pet waste is left behind and out in the rain, it washes into storm drains and ditches. Promptly dispose of pet's waste in the trash where it will be properly treated. This is especially important if you have children or are single-family residential home as 35 percent of the City of College Place is single-family residential homes

Motor Vehicle Care

Motor oil poured onto the ground, into storm drains, or tossed into trash cans (even in sealed containers) can contaminate and pollute soil, groundwater, streams, and lakes.

- Take your car to the car wash instead of washing it in the driveway
- Recycle used motor oil at a local used oil collection center
Motor oil and antifreeze can be recycled at Sudbury Landfill HHW Facility, but also check with your local auto supply store
- Cars that leak oil and other automotive fluids are a big source of water pollution. Have your car checked for any leaking fluids that might runoff into storm drains
- Recycle and reuse oil filters

Lawn and Garden Care

Fertilizing our lawns also fertilizes our streams and lakes whether intentional or not. While it is usually good for the lawn, it can cause algae to grow which leads to large blooms and uses oxygen that fish need to survive.

- Maintain a lawn height of 3 inches – taller grass promotes root growth and shades out weeds
- Sweep fertilizer and grass clippings that are left on sidewalks and driveways back onto the lawn
- Keep fertilizer applications at least 20 feet away from the edge of lakes, streams, or storm drains
- Use organic fertilizers or slow-release fertilizers. A slow-release fertilizer is one with at least half of the nitrogen in "water insoluble" form
- Vegetate bare spots in your yard
- A soil test will tell you what, if any, fertilizer is needed in your lawn

Miscellaneous Pointers

- Never dump anything down storm drains or in streams
- Direct downspouts away from paved surfaces; consider directing the water to gardens, grassy areas, or rain barrels
- Have your septic tank pumped and system inspected regularly

LINKS

Link to City of College Place Informational Flyer

[Insert link of flyer on City of College Place's website]

Stormwater Fee Credit

To review criteria for stormwater utility fee credits

[Link broken, update when is fixed]

Form for stormwater utility fee credits:

http://www.cpwa.us/document_center/Engineering/Stormwater/StormwaterUtilitiesCreditForm2.pdf

Best Management Practices (BMPs) to Help Reduce/ Use Stormwater

Raingardens – A raingarden is a depressed area in the landscape that collects rainwater from a roof, driveway or street and allows it to soak into the ground. It is planted with grasses and flowering plants and can help filter out pollutants.

<https://www.epa.gov/soakuptherain/soak-rain-rain-gardens>

Rain Barrels – Rain barrels capture water from a roof and hold it for later use such as on lawns, gardens or indoor plants. Collecting the water in rain barrels reduces the amount of water that flows from your property

<https://www.epa.gov/soakuptherain/soak-rain-rain-barrels>

City of Walla Walla Stormwater Information

<https://wallawallawa.gov/government/public-works/stormwater>

Walla Walla County Stormwater Information

<http://wwcountyroads.com/index.php/stormwater>

Department of Ecology Public Outreach and More Stormwater Information

<https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Stormwater-permittee-guidance-resources/Municipal-stormwater-permit-guidance#subsections>

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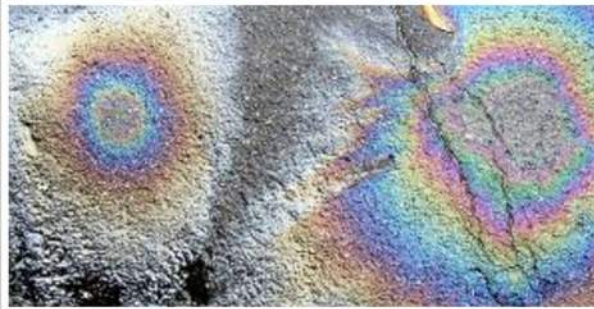
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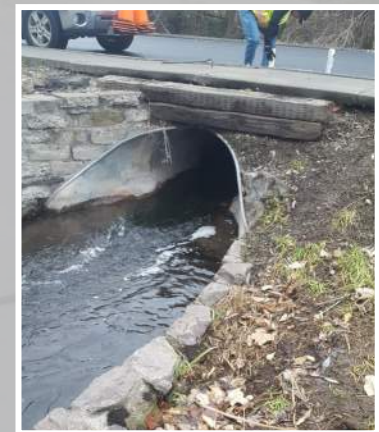
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→ Page 12

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625 South College Ave
College Place, WA 99324

http://www.cpwa.us/departments/public_works/storm.php

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Robert Endsley—Engineer Technician at (509) 394-8527 or rendsley@cpwa.us

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How Is The Money Used?

Fees are used to maintain system and stormwater facilities in your neighborhood like:

- Pipe, Catch basin, and Manhole Replacement
- New Stormwater Systems
- Stream Health
- Permit Compliance Activities

Appendix I

Illicit Discharge Detection Elimination Plan

City of College Place Stormwater Management Plan Illicit Discharge Detection and Elimination Manual

Prepared for

City of College Place
625 S College Ave
College Place, WA 99324

Prepared by

Parametrix
835 North Post, Suite 201
Spokane, WA 99201
T. 509.328.3371 F. 1.855.542.6353
www.parametrix.com

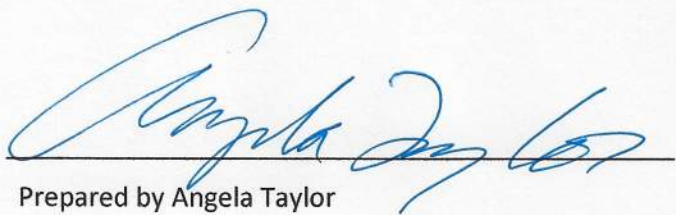
CITATION

Parametrix. 2019. City of College Place
Stormwater Management Plan
Illicit Discharge Detection and Elimination Manual. Prepared by
Parametrix, Spokane, WA. December 2019.

CERTIFICATION

The technical material and data contained in this document were prepared under the supervision and direction of the undersigned, whose seal, as a professional engineer licensed to practice as such, is affixed below.




Prepared by Angela Taylor

Checked by Name

Approved by Name

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1.2 Purpose	1-2
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B	Field Inspection Form
C	Illicit Discharge Incident Report
D	IDDE Program Evaluation Guidelines
E	City of College Place, WA Code of Ordinances - Chapter 13.82

1. INTRODUCTION

The City of College Place (City) is currently subject to the requirements of the National Pollutant Discharge Elimination System (NPDES) Eastern Washington Phase II Municipal Stormwater Permit (Phase II Permit), effective August 1st, 2019. This permit is administered by the Washington ; (DOE), and can be found on the following website:

<https://ecology.wa.gov/Regulations-Permits/Permits-certifications/Stormwater-general-permits/Municipal-stormwater-general-permits>

Under the Phase II Permit, the City of College Place is required to develop and implement a Stormwater Management Plan (SWMP) to address stormwater conveyance and pollutant control. The most current SWMP can be found on the following website:

INSERT HYPERLINK TO DOCUMENT LOCATION ON CITY WEBSITE

Stormwater Management Plan Requirements:

The City's SWMP must address the following areas intended to achieve cleaner stormwater runoff:

1. Public Education and Outreach Program
2. Public Involvement and Participation Program
- 3. Illicit Discharge, Detection, and Elimination Program**
4. Construction Site Runoff Control Program
5. Post-construction Stormwater Management for New Development & Redevelopment Program
6. Municipal Operations and Maintenance Plan

The third area above requires implementation of an Illicit Discharge Detection and Elimination (IDDE) program to implement and enforce a program designed to prevent, detect, characterize, trace, and eliminate illicit connections and illicit discharges into the Municipal Separate Storm Sewer System (MS4).

Purpose:

Many City staff engage in activities that maintain City infrastructure and environment and may positively or negatively impact water quality. The purpose of this IDDE Manual is to give those City staff the tools and awareness to identify and eliminate occurrences of illicit discharge taking place, and to give them applicable knowledge to help prevent future occurrences of illicit discharge from happening. This IDDE Manual includes appropriate illicit discharge prevention and good housekeeping procedures that shall be utilized during municipal activities. Additional Best Management Practices (BMPs) for correcting illicit connections to storm drains can be found in chapter 8, section S108E of the 2019 Stormwater Management Manual for Eastern Washington (SWMMEW).

The Public Works staff shall conduct stormwater system inspections, and formal and systematic procedures for conducting these stormwater system investigations have been identified as high priority. This IDDE Manual adds the following activities to current program elements:

- Conduct desktop assessments of stormwater system, including systematic review of existing mapping;
- Conduct outfall reconnaissance;
- Develop an indicator monitoring strategy to identify the presence of non-stormwater flows;
- Implement compliance strategies and enforcement actions authorized by the City of College Municipal Code; and
- Develop documentation and communication procedures, such as form letters and processing deadlines, for corrective actions.

The City has made use of existing resources when developing these procedures, such as:

- City of College Place Stormwater Management Plan (SWMP)
- The Illicit Discharge Detection and Elimination guidance Manual (Center for Watershed Protection, 2004)
- The Stormwater Management Manual for Eastern Washington (Ecology, 2019)
- The Eastern Washington Phase II Municipal Stormwater Permit (Ecology, 2014; Ecology 2019)
- City of College Place, WA Code of Ordinances (Chapter 13.82 - Appendix E)

Subjects regarding illicit discharge that have been identified and addressed in this manual include:

- Organization & Structure;
- Stormwater Collection & Conveyance;
- Illicit Discharge Identification;
- Authorized Discharges;
- Inspection Procedures;
- Source Tracing;
- Elimination;
- Program Evaluation;
- Construction Projects;
- Industrial Activities;
- Training;
- Recordkeeping; and
- Mapping

The inspection schedules, maintenance standards, and BMPs included in this plan are based on Ecology's SWMMEW, the Phase II permit, and the City's current policies and procedures.

2. ORGANIZATION & STRUCTURE

There are three departments – Public Works, Engineering, and Community Development – that work in conjunction to implement and maintain the City’s stormwater system.

Public Works is the largest department within the City of College Place's municipal organization and is responsible for the maintenance of the City’s stormwater infrastructure. In addition to overseeing stormwater management, this department also manages transportation facilities, drinking water facilities, sewer services, water systems, solid waste, recycling, street maintenance, and the coordination of capital projects.

The Public Works stormwater staff manage and maintain the stormwater system. Typical activities include cleaning pipes and drains, removing sediment from ditches and ponds, cutting tree roots out of pipes, and using a video camera to inspect underground pipes to assess their condition. Public Works staff are the primary responsible department for identifying and addressing any and all illicit discharges to the MS4. The staff also conduct stormwater-related permit application reviews in conjunction with the Community Development Department and the Engineering Department.

The Engineering Department is responsible for engineering review, development of design and construction standard and codes and design/management of capital facilities. The department works closely with all other City departments and oversees the site plan review process and work to address stormwater designs related to new development, re-development, stormwater problems within the City, and construction related stormwater outside of DOE NPDES permitting. The Engineering Department reviews and approves the required drainage, geotechnical, and seismic reports to ensure that treatment, conveyance, and detention of stormwater is designed according to the adopted City standards and aligned with DOE SWMMEW requirements.

The Community Development Department is responsible for comprehensive planning and implementation of adopted regulations, including review and implementation of stormwater codes in conjunction with the Engineering Department. The department implements the stormwater codes through design review, design permit compliance assistance, and construction review and inspection.

The City of College Place operates under the Mayor-Council form of government, with the Mayor serving as the City’s Chief Executive. The City Administrator assists the Mayor and is responsible for supervising all other departments within the City. Additionally, the City Administrator and the Administrative Team are responsible for carrying out policies established by the City Council, assessing community needs, managing department expenditures, preparing the annual budget, and representing the City at meetings with other governmental units, agencies, commissions, and associations.

Funding:

The IDDE Manual is a working document and will be amended as conditions warrant. Funding for IDDE Manual activities will be identified and provided for by each City department during the annual budget process.

3. STORMWATER COLLECTION & CONVEYANCE

Background:

The City maintains a stormwater system (see Figure 2.1, SWMP) consisting of catch basin inlets, conveyance pipes and ditches, flow control ponds and vaults, and water quality treatment facilities. Portions of the stormwater system discharge to surface receiving waters, including streams and wetlands, while other portions of the system infiltrate water directly to the ground. The City does not have current mapping data for components of the stormwater system, including some privately-maintained systems.

The City's stormwater system service area (Figure 1.1, SWMP) serves a population of approximately 9,400 people and collects runoff from approximately 3 square miles (1,920 acres). The service area includes over 18 linear miles of streets, 23 acres of parks, and nearly 125,000 square feet of impervious building and parking areas (City of College Place 2018). The 9 major drainage basins in and around College Place are: Cold Creek Basin, Burlingame Pipe Basin (an unnamed tributary of Thompson Creek Basin known informally as Burlingame Pipe), Thompson Creek Basin, Garrison Creek Basin, Stone Creek Basin, and downstream basins referred to as Doan Creek Basin, Lower Garrison Creek Basin, and Lower Stone Creek Basin. Additionally, Yellowhawk Creek Basin is located at the very south part of College Place.

Maintenance for the stormwater collection and conveyance system consists of inspection, cleaning, repairs and replacement. The Phase II Permit requires preventative, standards-based maintenance. Therefore, a regularly scheduled maintenance program combined with periodic inspections will be used to keep the stormwater system functioning at an optimal level. The City's stormwater system maintenance program will follow a scheduled rotation through all nine drainage basins with the intent that College Place's entire MS4 is inspected and, if necessary, cleaned every two years.

4. ILLICIT DISCHARGE IDENTIFICATION

To properly implement a successful IDDE program, it is important to be able to correctly identify and understand the different types of illicit discharges. An illicit connection includes any infrastructure connection to the MS4 that is not intended, permitted, or used for collecting and conveying stormwater or non-stormwater discharges allowed as specified in the Phase II Permit (sections S5.B.3 and S6.D.3). The most commonly found illicit connections involve sewage being connected illegally to the stormwater system as an overflow connection. An illicit discharge includes any discharge to a MS4 that is not composed entirely of stormwater or non-stormwater discharges allowed as specified in the Phase II Permit (sections S5.B.3 and S6.D.3).

Illicit discharges can be separated into three main categories, based on their frequency of discharge: Transitory, Intermittent, and Continuous. Transitory discharges rarely occur and are typically the result of a singular event, such as an oil spill, ruptured tank, burst sewer, or illegal dumping. These discharges are hard to detect or prevent prior to the event occurring, and often times they can severely impact

downstream water quality. Intermittent discharges occur infrequently over a short period of time, so they can be hard to detect. These discharges can also present serious water quality problems, depending on their chemical composition and volume of substance. Continuous discharges will typically occur most or all of the time and are easier to detect, and they can have significant impacts on water quality if they are not identified and corrected quickly. Appendix A identifies some of the most common causes, locations, and frequencies of illicit discharge events.

Illicit connections can be classified by their method of entry into the stormwater system: Direct Entry and Indirect Entry. As the name suggests, direct entry means that the discharge is directly connected to storm pipes through a sewage pipe, shop drain, or other kind of pipe. These connections typically result in continuous or intermittent discharges and are usually a result of improper plumbing connections, such as sewer cross-connections or industrial and commercial cross-connections. Indirect entry means that the illicit discharges enter the storm system through inlets or by infiltration, which will typically result in intermittent or transitory discharge rates. The two primary modes of indirect entry include inlet entry and underground seepage. These include groundwater seepage into deficient or older storm drain pipes occurs, spills can enter the storm system at an inlet, dumping of a liquid into a storm inlet, outdoor washing activities that flow into a storm inlet, and non-target irrigation that enters into a storm inlet.

5. AUTHORIZED DISCHARGES

The Phase II permit authorizes the discharge of stormwater to surface waters and to ground waters of the state from MS4s owned or operated by the City of College Place. These discharges are subject to the following limitations:

- Discharges to ground waters of the state through facilities regulated under the Underground Injection Control (UIC) program, Chapter 173-218 WAC, are not authorized under this permit, and
- Discharges to ground waters not subject to regulation under the Federal Clean Waters Act are authorized in this permit only under state authorities, Chapter 90.48 RCW, the Water Pollution Control Act.

The Phase II permit also authorizes discharges of non-stormwater flows to surface waters and to ground waters of the state from MS4s owned or operated by the City of College Place, under the following conditions:

- The discharge is authorized by a separate NPDES permit or State Waste Discharge Permit,
- The discharge is from emergency firefighting activities, or
- The discharge is from another illicit or non-stormwater discharge that is managed by the City of College Place as provided in Special Conditions S5.B.3 of the Phase II permit.

Additionally, the following non-stormwater allowable discharges are not prohibited by this IDDE Manual or the Phase II permit:

- Diverted stream flows,

- Rising ground waters,
- Uncontaminated ground water infiltration,
- Uncontaminated pumped ground water,
- Foundation drains,
- Air conditioning condensation,
- Irrigation water from agricultural sources that is commingled with urban stormwater,
- Springs,
- Uncontaminated water from crawl space pumps,
- Footing drains,
- Flows from riparian habitats and wetlands,
- Discharges from emergency firefighting activities, and
- Non-stormwater discharges authorized by another NPDES permit or state waste discharge permit.

This City of College Place IDDE Program, in accordance with the Phase II Permit, may conditionally allow non-stormwater discharges, provided they meet the following special conditions:

- Discharges from lawn watering or irrigation run-off are minimized through public education activities and water conservation efforts.
- Street and sidewalk wash water, water used to control dust, and routine external building washdowns that do not use detergents are minimized through public education and water conservation efforts.
- Discharges from potable water sources, including water line flushing, hyperchlorinated water line flushing, fire hydrant system flushing, and pipeline hydrostatic test water, shall be de-chlorinated to a concentration of 0.1 ppm or less, pH-adjusted if necessary, and controlled to prevent re-suspension of sediments.
- Discharges from dechlorinated swimming pools, spas, and hot tubs shall be de-chlorinated to a concentration of 0.1 ppm or less, pH-adjusted and reoxygenated if necessary, and controlled to prevent re-suspension of sediments or increased temperature of the receiving water.
- Other non-stormwater discharges shall be in compliance with the requirements of a pollution prevention plan that addresses control of such discharges, that has been reviewed and approved by the City of College Place.

6. INSPECTION PROCEDURES

In order to properly identify, rectify, and prevent illicit discharges from occurring, there needs to be a standard inspection procedure for maintenance staff to follow. Prior to establishing these procedures though, priority areas first need to be established so that staff know where to search for these illicit discharges. Identifying priority areas is key to the development of a successful IDDE program, so this identification process can be broken down into three basic steps:

1. Use available information to identify potential “hot spots” within the City;
2. Conduct dry weather field screenings to locate non-stormwater discharges; and

3. Conduct water quality sampling to determine if illicit discharges are present.

Hot Spots:

“Hot Spots” are areas or businesses where there is a greater potential for illicit discharges and connections to be present. “Hot Spots” could be associated with areas where specific knowledge of a spill occurred through a spill hotline report or community complaints have arisen. These locations may have a history of discharge issues, including known water quality issues or public knowledge of discharge issues. Other hot spots may be located in older areas within the community where the likelihood for illicit connections and deteriorated sewer lines is much greater. Commercial and industrial areas may also be identified as hot spots, due to these locations generally having significantly more illegal connections. Areas of large material stockpiles could also be considered “hot spots” with their potential to discharge to the MS4 during storm events. Septic systems could be a source of contamination if the system is failing or leaking. Depending on the land use, and the materials and activities associated with it, a particular site could result in having a hot spot if there are high-risk activities or land uses.

Dry Weather Field Screenings:

Once hot spot areas have been determined, inspections must be conducted on all known MS4 outfalls. Dry weather inspections are the first inspection that shall be performed at these outfall locations. Dry weather inspections are a visual inspection of the outfall, and can only be performed when there has been a minimum of 72 hours of no rainfall (≤ 0.1 ") within the areas contributing to the outfall. To perform the dry weather field screening inspection, the following procedures shall be followed:

- Perform inspection with two field staff members (if available) for safety, should injury occur and for liability reasons (documentation).
- Utilize mapping components to correctly identify and verify outfall location. These may include photographs, landmarks, or GPS coordinates of the outfall location.
- During the visual inspection, a Field Inspection Form (Appendix B) shall be completed. The following is a list of observations that need to be completed and documented on the field form:
 - Outfall name/number;
 - Date;
 - Time;
 - Staff members present;
 - Time and date of last rain;
 - Pipe flow (none, $\frac{1}{4}$ pipe, $\frac{1}{2}$ pipe, full pipe, etc.);
 - Water Sample Obtained; and
 - Additional Comments (Odor, color, turbidity, floatables, sediment buildup, etc.)

The above Field Inspection Form is for performing the dry weather visual inspection, but a water sample may be obtained for the water quality sampling and analysis if outfall discharge is present.

During the dry weather inspection, it is important to document any physical conditions observed at the outfall, as they can be very helpful in determining if there is an illicit discharge and what the cause of the issue may be. Interpretation and understanding of these observed physical conditions is critical and shall be covered during a field training session.

It is important that dry weather inspections occur frequently and regularly, so as to obtain accurate knowledge of the outfall location. This contributes to the effectiveness of the IDDE program, and the requirements of the Phase II permit. Inspections at any outfall location shall be performed at least once per year to ensure that each outfall is being monitored routinely, and action can be taken as discharge changes occur.

Water Quality Sampling – Rain Event Inspections:

While the dry weather test is very useful and can help quickly identify some of the more obvious and well-known illicit discharge issues, a successful IDDE program will utilize water quality sampling and testing to expose any discharge issues that lack physical indicators. These water quality samples should be obtained while performing the dry weather visual inspection and shall be reported on the inspection form. When performing water quality sampling, it is important to have the proper equipment. This includes, but is not limited to:

- Cooler;
- Ice;
- Bottles (depending on parameter being sampled);
- Meters (depending on parameter being sampled);
- Test Kits;
- Latex Gloves; and
- Field Inspection Forms

Whenever a water sample is taken at a MS4 outfall location, fill out the Field Inspection Form (Appendix B) and make sure to indicate the time the sample was taken, as this is important when delivering samples to the lab. Always use a lab that has a Quality Assurance/Quality Control policy in place, and one that routinely performs this type of analysis for consistency purposes. It is important to have all field staff properly trained for sample collecting, including knowledge of: where/when/how to collect samples, correct calibration of equipment and meters, proper storage of samples, the chain of custody, and proper transportation of samples to the lab.

There are a large number of water quality parameters that can be obtained as a part of a successful IDDE program, many of which can only be measured by obtaining a water quality sample. When determining which parameters are applicable to the analysis of a water sample, it is important to understand the makeup of the area and what possible illicit discharges might be present. Understanding this will help eliminate redundant tests and avoid wasting IDDE budget. The table below lists the most useful and commonly used parameters in identifying illicit discharges in a water sample.

The City shall assess at least 12% of the outfalls and discharge locations to detect illicit discharges per S5.B.3.c.iv on or before December 31, 2023.

Table 1: Water Quality Test Parameters and Uses

Water Quality Test	Use of Water Quality Test
Conductivity	Used as an indicator of dissolved solids
Bacteria (fecal coliform, <i>E. coli</i> and/or <i>enterococci</i>)	Used to indicate the presence of sanitary wastewater
Ammonia (NH ₃ -N)	High levels can be an indicator of the presence of sanitary wastewater
Surfactants	Indicate the presence of detergent (e.g., laundry, car washing)
pH	Extreme pH values (low or high) may indicate commercial or industrial flows; not useful in determining the presence of sanitary wastewater (which, like uncontaminated base flows, tends to have a neutral pH, i.e., close to 7)
Temperature	Sanitary wastewater and industrial cooling water can substantially influence outfall discharge temperatures. This measurement is most useful during cold weather
Turbidity (or TSS)	Indicates the amount of solids suspended in water
Total Chlorine	Used to indicate inflow from potable water sources; not a good indicator of sanitary wastewater because chlorine will not exist in a "free" state in water for long
Potassium	High levels may indicate the presence of sanitary wastewater
Optical Brighteners (Fluorescence)	Used to indicate presence of laundry detergents (can contain fabric whiteners, which cause substantial fluorescence)
CBOD (Dissolved Oxygen)	Low DO can indicate high Phosphorus, or other potential problems
Copper, Total	May indicate urban runoff or industrial flows
Zinc, Total	May indicate urban runoff or industrial flows
TP (Total Phosphorus)	High phosphorus can indicate sewage and/or illegal gray water connections, fertilizer, or other contamination

Source: Table Modified from *Illicit Discharge Detection and Elimination Manual: A Handbook for Municipalities*, New England Interstate Water Pollution Control Commission

7. SOURCE TRACING

During the inspection process, illicit discharges may be located and detected. Once an illicit discharge has been identified and detected, the next step is to locate the source of that discharge. This is done by tracing the illicit discharge back to the source point. There are a number of different techniques that can be utilized to trace for an illicit discharge, each of which has limitations that must be understood. The six methods that will be utilized in this IDDE Manual are:

- Visual Inspections of manholes and the storm drain system;
- Dye Testing;
- Video Inspection;
- Indicator Monitoring/Sampling;
- Smoke Testing; and
- Optical Brightener Monitoring (OBM) Traps

Visual Inspections:

This method is very simple and can be performed in the field with very limited equipment. Starting with the illicit discharge outfall location, the staff member will utilize the City's stormwater network mapping to follow the pipe to the first manhole or next storm structure. The staff member will remove the lid and check for the following indicators:

- Presence of flow;
- Odors;
- Colors/clarity;
- Stains and/or deposits; and
- Oil sheen, scum, or foam on top of standing water.

Once this has been checked, the field staff may either obtain a water quality sample and conduct a quick field test with a test kit or continue to the next manhole in the stormwater network. The goal of this method is for the staff member to repeat this process until the illicit discharge has been traced back to the source. This method is dependent on the presence of flow through the pipe, as well as physical indicators of an illicit discharge being present, so this method can often times fall short of locating the source point. However, this method is very useful in quickly narrowing down the list of possible source points as the number of manholes with illicit discharge present increases.

Dye Testing:

This method is useful when a source point is suspected and needs to be verified. This method involves pouring a dye into sinks, toilets, etc. at the suspected source and then flushing the dye through the drainage system. Both storm drains and sanitary sewers need to be monitored to observe where the dye discharges to, as this procedure is effective in determining direct connections of sanitary lines to storm lines. Limitations of this method are that it requires obtaining permission to access the building/source location, and the WWTP should also be notified of this testing taking place. This method is also limited in that it first requires locating the suspected source point of the discharge.

Video Inspection:

When it has been determined that an area contains an illicit discharge, another method available to determine the location of the discharge source is to perform a video inspection of the storm line. Video cameras can be used by either pushing or using a mobile video unit. The camera will provide detailed information as to where the infiltration or connection is located within the storm system. Limitations of this method are that it may be more time consuming than other methods to set up the equipment, and there is the possibility that the camera may encounter obstacles within the pipeline that it cannot navigate past. Additionally, some pipelines may not be large enough for some methods of video inspection. Like the dye testing method, this method should only be performed once the suspected source location/area has been determined.

Indicator Monitoring/Sampling:

This method is primarily used in conjunction with the visual inspection method and the initial outfall findings. This method entails collecting samples along the storm line to compare the lab findings at different locations. This method is not typically used for pinpointing the source, but it is useful in obtaining a better understanding of what might be causing the illicit discharge. This method is also helpful in determining the frequency of the discharge (transitory, intermittent, or continuous).

"Automatic Samplers" can be used during the investigation of intermittent flows. These types of samplers can be placed at specific locations within the storm drainage system and can be triggered by dry weather flows. This frequency of sampling and monitoring is not very cost effective and can be expensive to properly perform, so this type of monitoring is most effective in areas with a large intermittent discharge problem and a very complex storm drainage system. The samplers will provide the date and time that the sample was collected, which can assist other methods in locating the source of the discharge.

Smoke Testing:

Smoke testing should only be used in special circumstances, where good/complete storm sewer mapping is not available for an area that has known connection issues. This method involves smoke being introduced into the storm drainage system, with the intent that the smoke will emerge at locations that are connected to that system. This will help identify illicit connections that are contributing to the illicit discharge. It is highly recommended that qualified personnel be used for this method to ensure accurate test results.

If this method of source tracing is to be used, the public shall be notified of the date and purpose of the smoke testing prior to starting the test. Although the smoke used is non-toxic, it can still cause respiratory irritation, which may be a problem for some residents. Residents should be notified one week prior to testing, and should be provided the following information:

- Date the testing will occur;
- Reason for performing the smoke testing;
- Precautions the resident can take to prevent smoke from entering their homes or businesses;
- What residents need to do if smoke enters their home or business;

- Any potential health concerns associated with the smoke; and
- A phone number that residents can call to relay any particular health concerns (e.g., chronic respiratory problems).

Optical Brightener Monitoring (OBM) Traps:

OBM traps are a very specific method of source tracing that is used to assist the tracing of intermittent flows that result from wash waters containing detergents. Detergents contain optical brighteners that can be detected at high concentrations. The OBM method may be used as a simple indicator for the presence or absence of intermittent flows, or it may be used to detect the most concentrated flows. However, this method usually only picks up highly concentrated discharges, which is why this method is so specific to these scenarios. These traps typically contain unbleached cotton pads or a fabric swatch that has been placed inside of a wire mesh trap. These traps are anchored inside an outfall using wire that has been secured to the pipe, and these traps will need to be retrieved after 24-48 hours of dry weather. It is crucial that they be removed prior to having contact with stormwater, as the stormwater can dilute and disrupt the test results. When placed under a fluorescent light an OBM trap will indicate if it has been exposed to detergents, helping to determine if detergents are contributing to an illicit discharge.

Chemical Mass Balance Calculations:

This process of illicit discharge detection estimates the most likely source that will contribute flows to a given outfall during the dry season. A model can be obtained through the Environmental Protection Agency and utilizes an excel spreadsheet. There is quite a bit of upfront work to develop an accurate site-specific mass balance model and will require the City to develop a chemical library of local flow types. This will include 10-12 samples for each type of flow from groundwater, tap water, diluted sewage, or any other anticipated illicit discharge.

Leaking Septic Tanks:

Indicators for leaking septic tanks into the MS4 system will increase the bacterial loading in pipes as well as increase flows into these pipes during typical dry flow periods. Temperatures will also be elevated in these illicit discharges so both temperature and bacterial indicators could be used.

8. ELIMINATION

Once an illicit discharge has been identified, the next step is to determine who is responsible for the removal of the discharge. Ultimately, it is either the property owner or the Jurisdiction. Examples include the following:

- Internal Plumbing Connection: Building owner;
- Service Lateral (private property): Building owner;
- Service Lateral (Right-of-Way): City of College Place;
- Infrastructure Failure: City of College Place; and
- Transitory Discharge: Building owner
- Shared Public-Private Facilities
- City-owned Facilities maintained by HOA

- Private Systems: City of College Place

Under some circumstances, the City may fix the problem and/or share in the cost with the building owner depending on unusual circumstances. It is the City's responsibility to provide available education to the public about illegal dumping, illicit discharges, and illicit connections. The last three examples could be covered under an Operations and Maintenance Agreement that clearly identifies the responsible party for maintenance and cleanup.

Typically, the timeframe established for the repair of these illicit discharges is established within the City's enforcement procedures. During the enforcement of illicit discharge corrections, direction shall be provided to the responsible party about which actions are needed to correct the problem. Once the illicit discharge has been addressed, it must be confirmed to ensure the correction has been made. This confirmation may be performed via dye testing, smoke testing, video inspection, or visual inspection, depending on what is applicable to the correction method used.

There are various methods that can be used to remove an illicit discharge and rectify the problem, as reported in the table below.

Table 2: Illicit Discharge Elimination Methods		
Method	Application	Action(s) Taken
Service Lateral Disconnection, Reconnection	Service lateral is connected to the wrong line	Service lateral is disconnected and reconnected to the appropriate line
Cleaning	Line is blocked or has restricted capacity	Flushing, pigging, or rodding the pipeline
Excavation and Replacement	Line is collapsed, severely blocked, significantly misaligned, or undersized	Existing pipe is removed, new pipe is placed in the same alignment; or Existing pipe is abandoned in place, replaced by new pipe in a parallel alignment
Manhole Repair	Decrease ponding; prevent flow of surface water into manhole; prevent groundwater infiltration	Raise frame and lid above grade; install lid inserts; grout, mortar, or apply concrete inside the walls; and/or install new precast manhole
Corrosion Control Coating	Improve resistance to corrosion	Spray-on or brush-on coating is applied to the interior of the pipe
Grouting	Seal leaking joints and small cracks	Seals leaking joints and small cracks
Pipe Bursting	Line is collapsed, severely blocked, or undersized	Existing pipe used as a guide for inserting expansion head, expansion head increases area available for new pipe by pushing existing pipe out radially until it cracks, bursting device pulls new pipeline behind it

Slip Lining	Pipe has numerous cracks, leaking joints, but is continuous and not misaligned	Pulling of a new pipe through the old one
Fold and Formed Pipe	Pipe has numerous cracks, leaking joints	Similar to slip lining but easier to install, uses existing manholes for insertion: a folded thermoplastic pipe is pulled into place and rounded to conform to the internal diameter of the existing pipe
Inversion Lining	Pipe has numerous cracks, leaking joints; can be used where there are misalignments	Similar to slip lining but easier to install, uses existing manholes for insertion: a soft resin filled felt tube is inserted into the pipe, then inverted by filling it with air or water at one end, and cured in place

SOURCE: Modified from *Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assessments*, Center for Watershed Protection, 2004

If an illicit discharge found within the City originates from outside of the City's jurisdiction, it is important to notify the responsible jurisdiction of the discharge (City of Walla Walla or Walla Walla County). This should be done first with a phone call and followed up with a written communication (letter or email) so that documentation can be recorded and tracked. The written communication should include where the illicit discharge was detected, what illicit discharge was detected, and where it was traced back to. Keep all records of actions taken and ask the responsible jurisdiction to inform the City once corrective actions have been performed. Include all documentation and findings within the Phase II Municipal Stormwater Permit Stormwater - Annual Report to Ecology. The illicit discharge should first be tested and inspected prior to alerting the adjacent jurisdictions.

Illegal Dumping:

One of the biggest sources of illicit discharges into the MS4 is illegal dumping. Illegal dumping can be difficult to identify and locate, due to the infrequency of when and where these occurrences may happen. Some strategies to help prevent illegal dumping include:

- Site maintenance and controls: This includes cleaning areas where illegal dumping has occurred, and utilizing specific controls, such as signage or restricted access, to prevent further dumping.
- Targeted Enforcement: Implementation and enforcement of an ordinance that prohibits illegal dumping,
- Public Education and Outreach, and
- Police Department involvement for additional drive-by inspections at suspected dumping areas.

Public Education & Outreach:

Public Education and Outreach is vital to the success of any IDDE program. This can include a variety of programs aimed to assist the community in understanding and meeting the requirements of the Phase II Permit, such as:

- Educating the general public, municipal employees, and businesses about water quality issues and how illegal dumping has a direct impact on these water quality issues;
- Educating the public about proper ways to dispose of waste; and
- Providing a way for citizens to get involved in reporting and preventing illegal dumping.

The City has established pathways to receive public reports of spills to the stormwater system or surface water bodies. The City's website has links to staff telephone numbers, and an electronic citizen comment form has been developed. In addition, the Public Works Stormwater web page provides instructions on reporting spills, including an observation checklist and telephone and email contact information (Appendix C).

The City will work to create a database to track the chemical composition of both illicit discharges and regular storm runoff to create "chemical fingerprints" for different areas of the City.

9. PROGRAM EVALUATION

The final step to implementing a successful IDDE program is to evaluate the program and determine the successes and shortcomings of the program. Evaluations should occur frequently, with a formal evaluation process occurring once per year. The program needs to be evaluated to assess what aspects of the program were effective and efficient, and which aspects need to be addressed or modified. The IDDE program is a program that will need to continue growing and developing to meet the needs of the City of College Place and its residents. The questions asked in the IDDE Program Evaluation Guidelines (Appendix D) need to be analyzed and addressed to help properly evaluate the state of the IDDE program.

10. CONSTRUCTION PROJECTS

Numerous City of College Place construction projects occur during any given year, with projects ranging in scope, size, and type. New projects are generally approved through the City's CIP program and can take several years to plan, design, and build, depending on the size and impacts of the project.

Regarding construction projects, the College Place SWMP and IDDE Manual are intended to work in conjunction with the City's other municipal plans, including the Comprehensive Plan (City of College Place, 2018), City of College Place Municipal Code (City of College Place multiple adoption years), and Standard Specifications & Drawings (Resolution 17-023). The City's municipal stormwater codes are listed in Table 2-1 of the City's SWMP.

Field Inspectors shall ensure that new public infrastructure, such as post-construction BMPs, are installed correctly and that connections to the public system occur properly. Before a certificate of occupancy can be issued for a building, all new connections to the sanitary sewer shall be confirmed.

Currently the City inspects all water, sewer, and storm connection prior to backfilling and certificate of occupancy. Thus, no new illicit cross connections are made for either public or private projects that are properly inspected and permitted through the City. Additionally, all development projects required field as-built survey prior to final plat recordation.

Current civil and stormwater specifications and standards for the City of College Place can both be found on the City's website:

http://www.cpwa.us/departments/engineering/engineering_standards.php

11. INDUSTRIAL ACTIVITIES

The City of College Place operates an activated sludge Wastewater Treatment Plant (WWTP) that applies effluent at agronomic rates to a 110 acre Land Treatment site during the growing season (generally April through October) and discharges to Garrison Creek from November through March. The City's WWTP operates in compliance under NPDES Waste Discharge Permit No. WA-0020656, which became effective on March 1, 2014. The WWTP meets DOE's AKART (all known available and reasonable methods of prevention, control, and treatment) requirements, and the permit meets all statutory requirements for Ecology to authorize a wastewater discharge.

12. TRAINING

Training shall be provided for all employees to whom the IDDE Manual applies, including those employees who have primary construction, operations, or maintenance job functions who are likely to come into contact with or observe illicit discharges and/or connections to the MS4. IDDE identifying training shall address the importance of protecting water quality, proper reporting and responding procedures, and ways to perform their job activities to prevent or minimize impacts to water quality. More detailed IDDE training would be provided to staff responsible for confirming, assessing, and responding to illicit discharges and illicit connections. This training may also include Certified Erosion and Sediment Control Lead training for staff to be alert during public construction projects to possible discharges. Follow-up training shall be provided as needed to address changes in procedures, techniques, requirements, or staffing. The City of College Place shall maintain records of the trainings provided and the staff trained.

13. SPILL RESPONSE

Refer to Section S5.B.3.d.i for characterizing spills and the appropriate response. Spills that require immediate attention are those that are a threat to human health, welfare, or the environments and these will be dealt with as soon as possible. The best response to a spill could include:

- Isolating the source of the spill or shutting off the source
- Determine the chemical or material

- Notify the appropriate parties and emergency contacts
 - 911
 - Owner of property
 - Supervisor or manager of facility
- Use personal protective equipment
- Block inlets or catch basins
- Utilize absorbant materials and treat as hazardous waste

Investigate any complaints or reports of potential illicit discharges within 7 days and initiate an investigation within 21 days for a discovery of a suspected illicit connection to determine the source, nature, and volume of the discharge including the responsible party.

Notify Ecology of illicit discharges to the MS4 that could be considered a threat to human health, welfare, and / or environment within 24 hours of the knowledge of the spill. For oils or hazardous substances, immediately report the spill to the Ecology regional office and the Washington Emergency Management Division (1-800-258-5990).

14. RECORDKEEPING

Recordkeeping is a requirement of the Phase II Permit. The Public Works Department is responsible for keeping records of stormwater collection and conveyance system maintenance activities. Additional illicit discharge detection and elimination activities have been added to the recordkeeping system. Recordkeeping procedures shall be developed and implemented, such as transferring hardcopy records to an electronic, searchable database to increase efficiency and search capabilities. Per the requirements of the Phase II Permit, the following documentation must be kept for at least five years following work activity:

- Inspection schedules and checklists for stormwater treatment and flow control facilities;
- Records of spot checks performed during and after major storm events;
- Repairs or maintenance actions completed as a result of inspections and spot checks;
- Number and type of enforcement actions related to private facilities; and
- Number and type of illicit discharges detected and eliminated.

Hard copy reports shall be stored in the Public Works office files. Hard copy documents scanned for electronic storage shall be stored in the “Stormwater Services Division” folder on the Public Works shared network.

15. MAPPING

The City of College Place shall maintain a map of the MS4, showing the locations of all known and new connections to the MS4. The City shall also maintain maps of all known outfalls, the names and locations of all waters of the state that receive discharges from those outfalls, and areas served by discharges to the ground. These maps shall be updated periodically.

The City has currently mapped most of the stormwater catch basins within the stormwater system (Figure 2.1, SWMP). The majority of this mapping was completed as part of the SWMP development including site visits, as-built drawing review, and aerial topographic data review. Mapping includes the local surface receiving waters, including five streams, and the City-owned stormwater treatment and flow control facilities (Figure 2.1, SWMP). The City currently has mapping data on stormwater system outfalls collected as part of the tasks associated with the SWMP, but this data does not include size or pipe type. Therefore, collection of data and mapping of outfalls 24 inches in diameter or larger has been identified as high priority. According to the field survey, only one 24" outfall existing on north Larch with drainage into Thompson Creek. Several areas of the College Place stormwater system discharge to the ground; however, the City does not have mapping data specifically identifying these areas. UIC / drywell facilities have been mapped to the best available information during field visits, but the City shall continue to investigate and review mapping to make sure that information is correct, based on historical and local knowledge of their system. Delineation of the College Place drainage basin boundaries would aid in illicit discharge detection and elimination, support regional stormwater management facility placement and sizing, focus conveyance system maintenance and inspection, and facilitate future planning. Collection of the following data for all inlets, external permitted connections to the stormwater system (such as those from privately owned facilities or other municipalities), and conveyances (including pipes and channels) discharging to outfalls is currently incomplete and is being prioritized:

- Tributary conveyance type
- Material
- Size where known
- Swales
- Ponds
- Other non-structural BMPs

Collection of mapping data for the remainder of the City-owned stormwater treatment and flow control facilities has been identified and prioritized.

APPENDIX A

Illicit Discharge Locations and Activities

LAND USES, LIKELY SOURCE LOCATIONS, AND ACTIVITIES THAT CAN PRODUCE <i>TRANSITORY OR INTERMITTENT</i> ILLICIT DISCHARGES		
Land Use	Likely Source Locations	Condition/Activity that Produces Discharge
Residential	• Multi-family • Duplex • Single Family	• Car Washing • Driveway Cleaning • Dumping/Spills • Equipment Wash-downs • Lawn/Landscape Watering • Septic System Maintenance • Swimming Pool Discharges • Laundry Wastewater • Improper Plumbing (garage floor drains)
Commercial	• Campgrounds/RV Parks • Car Dealers/Rental Car Co. • Car Washes • Commercial Laundry • Gas Stations/Auto Repair Shops • Marinas • Carpet Cleaners • Mobile Food Vendors • Nurseries and Garden Centers • Oil Change Shops • Restaurants • Swimming Pools • Service Garages	• Building Maintenance (power washing) • Dumping/Spills • Landscaping/Grounds Care (irrigation) • Outdoor Fluid Storage • Parking Lot Maintenance (power washing) • Vehicle Fueling • Vehicle Maintenance/Repair • Vehicle Washing • Wash-down of Greasy Equipment & Grease Traps
Industrial	• Auto Recyclers • Beverages and Brewing • Construction Vehicle Washouts • Distribution Centers • Food Processing • Garbage Truck Washouts • Marinas, Boat Building and repair • Metal Plating Operations • Paper and Wood Products • Petroleum Storage and Refining • Printing	• All Commercial Activities • Industrial Process Water or Rinse Water • Loading and Un-loading Area Wash-downs • Outdoor Material Storage (fluids)
Municipal	• Airports • Landfills • Maintenance Depots • Municipal Fleet Storage Areas • Ports • Public Works Yards • Streets and Highways • Golf Courses • Other County Facilities	• Building Maintenance (power washing) • Dumping/Spills • Landscaping/Grounds Care (irrigation) • Outdoor Fluid Storage • Parking Lot Maintenance (power washing) • Road Maintenance • Emergency Response • Vehicle Fueling • Vehicle Maintenance/Repair • Vehicle Washing

SOURCE: Modified from *Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assessments*, Center for Watershed Protection, 2004

LAND USES, LIKELY SOURCE LOCATIONS, AND ACTIVITIES THAT CAN PRODUCE <i>CONTINUOUS</i> ILLICIT DISCHARGES	
Land Use	Condition / Activity that Produces Discharge
Residential	· Failed sanitary sewer infiltrating into storm drain · Sanitary sewer connection into storm drain · Failed septic systems discharging to storm drain system
Commercial/Industrial	· Failed sanitary sewer infiltrating into storm drain · Process water connections into storm drain · Sanitary sewer connection into storm drain
Municipal	· Failed sanitary sewer infiltrating into storm drain · Sanitary sewer connection into storm drain

SOURCE: *Modified from Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assessments, Center for Watershed Protection, 2004*

APPENDIX B

Field Inspection Form

OUTFALL RECONNAISSANCE INVENTORY/ SAMPLE COLLECTION FIELD SHEET

Section 1: Background Data

Subwatershed:		Outfall ID:	
Today's date:		Time (Military):	
Investigators:		Form completed by:	
Temperature (°F):	Rainfall (in.):	Last 24 hours:	Last 48 hours:
Latitude:	Longitude:	GPS Unit:	GPS LMK #:
Camera:		Photo #s:	
Land Use in Drainage Area (Check all that apply): ☐ Industrial ☐ Ultra-Urban Residential ☐ Suburban Residential ☐ Commercial ☐ Open Space ☐ Institutional Other: _____ Known Industries: _____			
Notes (e.g., origin of outfall, if known):			

Section 2: Outfall Description

LOCATION	MATERIAL	SHAPE	DIMENSIONS (IN.)	SUBMERGED
☐ Closed Pipe	☐ RCP ☐ CMP ☐ PVC ☐ HDPE ☐ Steel ☐ Other: _____	☐ Circular ☐ Single ☐ Elliptical ☐ Double ☐ Box ☐ Triple ☐ Other: _____ ☐ Other: _____	Diameter/Dimensions: _____	In Water: ☐ No ☐ Partially ☐ Fully With Sediment: ☐ No ☐ Partially ☐ Fully
☐ Open drainage	☐ Concrete ☐ Earthen ☐ rip-rap ☐ Other: _____	☐ Trapezoid ☐ Parabolic ☐ Other: _____	Depth: _____ Top Width: _____ Bottom Width: _____	
☐ In-Stream	(applicable when collecting samples)			
Flow Present?	☐ Yes ☐ No <i>If No, Skip to Section 5</i>			
Flow Description (If present)	☐ Trickle ☐ Moderate ☐ Substantial			

Section 3: Quantitative Characterization

FIELD DATA FOR FLOWING OUTFALLS				
PARAMETER		RESULT	UNIT	EQUIPMENT
☐ Flow #1	Volume		Liter	Bottle
	Time to fill		Sec	
☐ Flow #2	Flow depth		In	Tape measure
	Flow width	____' ____"	Ft, In	Tape measure
	Measured length	____' ____"	Ft, In	Tape measure
	Time of travel		S	Stop watch
Temperature			°F	Thermometer
pH			pH Units	Test strip/Probe
Ammonia			mg/L	Test strip

Outfall Reconnaissance Inventory Field Sheet

Section 4: Physical Indicators for Flowing Outfalls Only

Are Any Physical Indicators Present in the flow? ☐ Yes ☐ No (If No, Skip to Section 5)

INDICATOR	CHECK if Present	DESCRIPTION	RELATIVE SEVERITY INDEX (1-3)		
Odor	☐	☐ Sewage ☐ Rancid/sour ☐ Petroleum/gas ☐ Sulfide ☐ Other:	☐ 1 – Faint	☐ 2 – Easily detected	☐ 3 – Noticeable from a distance
Color	☐	☐ Clear ☐ Brown ☐ Gray ☐ Yellow ☐ Green ☐ Orange ☐ Red ☐ Other:	☐ 1 – Faint colors in sample bottle	☐ 2 – Clearly visible in sample bottle	☐ 3 – Clearly visible in outfall flow
Turbidity	☐	See severity	☐ 1 – Slight cloudiness	☐ 2 – Cloudy	☐ 3 – Opaque
Floatables -Does Not Include Trash!!	☐	☐ Sewage (Toilet Paper, etc.) ☐ Suds ☐ Petroleum (oil sheen) ☐ Other:	☐ 1 – Few/slight; origin not obvious	☐ 2 – Some; indications of origin (e.g., possible suds or oil sheen)	☐ 3 – Some; origin clear (e.g., obvious oil sheen, suds, or floating sanitary materials)

Section 5: Physical Indicators for Both Flowing and Non-Flowing Outfalls

Are physical indicators that are not related to flow present? ☐ Yes ☐ No (If No, Skip to Section 6)

INDICATOR	CHECK if Present	DESCRIPTION	COMMENTS
Outfall Damage	☐	☐ Spalling, Cracking or Chipping ☐ Peeling Paint ☐ Corrosion	
Deposits/Stains	☐	☐ Oily ☐ Flow Line ☐ Paint ☐ Other:	
Abnormal Vegetation	☐	☐ Excessive ☐ Inhibited	
Poor pool quality	☐	☐ Odors ☐ Colors ☐ Floatables ☐ Oil Sheen ☐ Suds ☐ Excessive Algae ☐ Other:	
Pipe benthic growth	☐	☐ Brown ☐ Orange ☐ Green ☐ Other:	

Section 6: Overall Outfall Characterization

☐ Unlikely ☐ Potential (presence of two or more indicators) ☐ Suspect (one or more indicators with a severity of 3) ☐ Obvious

Section 7: Data Collection

1. Sample for the lab?	☐ Yes ☐ No
2. If yes, collected from:	☐ Flow ☐ Pool
3. Intermittent flow trap set?	☐ Yes ☐ No If Yes, type: ☐ OBM ☐ Caulk dam

Section 8: Any Non-Illicit Discharge Concerns (e.g., trash or needed infrastructure repairs)?

APPENDIX C

Illicit Discharge Incident Report

Illicit Discharge Hotline Incident Tracking Sheet

Incident ID:

Responder Information

Call taken by:

Call date:

Call time:

Precipitation (inches) in past 24-48 hrs:

Reporter Information

Incident time:

Incident date:

Caller contact information (*optional*):

Incident Location (*complete one or more below*)

Latitude and longitude:

Stream address or outfall #:

Closest street address:

Nearby landmark:

Primary Location Description

Secondary Location Description:

☐ Stream corridor
(*In or adjacent to stream*)

☐ Outfall

☐ In-stream flow

☐ Along banks

☐ Upland area
(*Land not adjacent to stream*)

☐ Near storm drain

☐ Near other water source (storm water pond, wetland, etc.):

Narrative description of location:

Upland Problem Indicator Description

☐ Dumping

☐ Oil/solvents/chemicals

☐ Sewage

☐ Wash water, suds, etc.

☐ Other: _____

Stream Corridor Problem Indicator Description

Odor

☐ None

☐ Sewage

☐ Rancid/Sour

☐ Petroleum (gas)

☐ Sulfide (rotten eggs);
natural gas

☐ Other: Describe in "Narrative" section

Appearance

☐ "Normal"

☐ Oil sheen

☐ Cloudy

☐ Suds

☐ Other: Describe in "Narrative" section

Floatables

☐ None:

☐ Sewage (toilet paper, etc)

☐ Algae

☐ Dead fish

☐ Other: Describe in "Narrative" section

Narrative description of problem indicators:

Suspected Violator (name, personal or vehicle description, license plate #, etc.):

Investigation Notes	
Initial investigation date:	Investigators:
☐ No investigation made	Reason:
☐ Referred to different department/agency:	Department/Agency:
☐ Investigated: No action necessary	
☐ Investigated: Requires action	Description of actions:
Hours between call and investigation:	Hours to close incident:
Date case closed:	
Notes:	

APPENDIX D

IDDE Program Evaluation Guidelines

IDDE Program Evaluation

To effectively evaluate the current state of the IDDE Program, the following questions need to be asked and carefully analyzed.

1. Evaluate Priority Areas

- a. Were these areas identified initially?
- b. Are these areas still considered priority areas?
- c. Have illicit discharges been located in these areas?

2. Detection Program

- a. Is the program effective? Reassess the program by determining what has been achieved.
- b. What aspects of the program were the most effective with relation to cost?
- c. How many illicit discharges were detected utilizing each detection method?

3. Tracing Program

- a. What techniques were used?
- b. Were these methods successful?
- c. Which techniques that were not used would be beneficial for future tracing?

4. Source Removal

- a. What techniques were used?
- b. Were these methods successful?
- c. Which techniques not used would be beneficial for future source removals?
- d. How many illicit sources were identified and eliminated?

5. Other

- a. If using water quality sampling, resample outfalls to determine source removal effectiveness.
- b. How much time and expenses were spent to achieve the given results?

Once these questions have been answered, determine if the IDDE Program overall has been successful. Determine what revisions are necessary within each section of the IDDE Program to improve the overall state of the program.

APPENDIX E

City of College Place, WA

Code of Ordinances

Chapter 13.82

CHAPTER 13.82 - ILLICIT DISCHARGE DETECTION AND ELIMINATION

13.82.010 - Purpose.

The purpose of this chapter is to provide for the health, safety, and general welfare of the citizens of the city of College Place, Washington, through the regulation of non-stormwater discharges to the storm drainage system in compliance with the provisions of the Federal Water Pollution Control Act (Clean Water Act), Title 33 United States Code, Section 1251 et seq., and the State of Washington Water Pollution Control Law, Chapter 90.48 RCW. This chapter establishes methods for controlling the introduction of pollutants into the municipal separate storm sewer system (MS4) in order to comply with the requirements of the Washington State Department of Ecology issued national pollutant discharge elimination system (NPDES) and state waste discharge general permit for discharges from small municipal separate storm sewers in Eastern Washington, commonly known as the Eastern Washington NPDES phase II municipal stormwater permit. The objectives of this chapter are:

- A. To regulate the contribution of pollutants to the municipal separate storm sewer system (MS4) by stormwater dischargers by any user;
- B. To prohibit illicit connections and discharges to the municipal separate storm sewer system; and
- C. To establish legal authority to carry out all inspections, surveillance, and monitoring procedures necessary to ensure compliance with this chapter.

(Ord. No. 18-028, § 1(Exh. 1), 12-11-2018)

13.82.020 - Definitions.

For the purposes of this chapter, the definitions provided in CPMC Section 13.80.030, Definitions, shall apply.

(Ord. No. 18-028, § 1(Exh. 1), 12-11-2018)

13.82.030 - Administration.

The director shall administer, implement and enforce the provisions of this chapter.

(Ord. No. 18-028, § 1(Exh. 1), 12-11-2018)

13.82.040 - Prohibition of illicit discharges.

No person shall discharge or cause to be discharged into the city's storm drain system, other than as provided for herein, any materials, contaminants or pollutants, other than stormwater.

No person shall connect any apparatus discharging any pollutant, in any quantity, to any part of the storm drain system or waters of the state except as explicitly authorized by an approved NPDES discharge permit or by an approved plan for compliance or BMP.

The prohibition shall not apply to any non-stormwater discharge permitted under an NPDES permit, waiver, or waste discharge order issued by Ecology; provided, that the discharge is in full compliance with all requirements of the permit, waiver, or order.

(Ord. No. 18-028, § 1(Exh. 1), 12-11-2018)

13.82.050 - Allowable discharges.

Discharges from the following activities may be considered allowable discharges if the director determines the type of discharge, whether singly or in combination with others will not contribute to flooding or inundation or cause pollution of waters of the state or exhaust public stormwater facility capacity. These include but are not limited to:

- A. Diverted stream flows;
- B. Rising groundwater;
- C. Uncontaminated groundwater infiltration;
- D. Uncontaminated pumped groundwater;
- E. Foundation drains;
- F. Air conditioning condensation;
- G. Irrigation water from agricultural sources that is commingled with urban stormwater;
- H. Springs;
- I. Water from crawl space pumps;
- J. Footing drains;
- K. Flows from riparian habitats and wetlands;
- L. Discharges for fire fighting activities; and
- M. Potable water, including water from routine water line flushing and fire hydrant maintenance.

(Ord. No. 18-028, § 1(Exh. 1), 12-11-2018)

13.82.060 - Conditional discharges.

The following types of conditional discharges shall not be considered illegal or illicit discharges for the purposes of this chapter if the discharges meet the stated conditions, or unless the director determines the type of discharge, whether singly or in combination with others, is causing, or is likely to cause, pollution of waters of the state:

- A. Hyper-chlorinated water discharges shall be dechlorinated to a concentration of 0.1 ppm or less, pH adjusted to between 5.5 and 9.0, if necessary, and in volumes and velocities controlled to prevent resuspension of sediments in the storm drain system;
- B. *Swimming Pool and Hot Tub Water Discharges.* Water discharges shall be dechlorinated to a concentration of 0.1 ppm or less, pH adjusted to between 5.5 and 9.0, if necessary, and in volumes and velocities controlled to prevent resuspension of sediments in the storm drain system;
- C. Other conditional discharges including non-stormwater discharges in compliance with the requirements of a stormwater pollution prevention plan, reviewed and approved by the director, which addresses control of such discharges by applying approved BMPs to prevent contaminants from entering waters of the state.

(Ord. No. 18-028, § 1(Exh. 1), 12-11-2018)

13.82.070 - Prohibition of illicit connections.

The construction, use, maintenance or continued existence of illicit connections to the MS4 is prohibited. This includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.

(Ord. No. 18-028, § 1(Exh. 1), 12-11-2018)

13.82.080 - Compliance with other NPDES permits.

Any person or company subject to an industrial or construction activity NPDES stormwater discharge permit shall comply with all provisions of such permit. Proof of compliance with said permit may be required in a form acceptable to the director prior to or as a condition of a subdivision map, site plan, building permit, or development or improvement plan.

(Ord. No. 18-028, § 1(Exh. 1), 12-11-2018)

13.82.090 - Notification of spills.

As soon as any person responsible for a facility or operation, or responsible for emergency response for a facility or operation, has information of any known or suspected release of substances in volumes that exceed during any 24-hour period of time the reportable quantity (RQ) values listed at Title 40 Code of Federal Regulations Part 302, Table 304.2, which are resulting or may result in illegal discharges of pollutants discharging into the MS4 or waters of the state from said facility, said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release.

In the event of such a release of a hazardous substance, said person shall immediately notify emergency response officials of the occurrence via emergency dispatch services (911). In the event of a release of nonhazardous substances, said person shall notify the city's public works department in person or by phone, email or fax within 24 hours. If the discharge of prohibited materials emanates from a commercial or industrial establishment, the owner or operator of such establishment shall also retain an on-site written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three years.

(Ord. No. 18-028, § 1(Exh. 1), 12-11-2018)

13.82.100 - Enforcement procedures.

- A. Violations of this chapter shall be enforced under the provisions of College Place Municipal Code Chapter 8.24.
- B. For enforcement of illicit discharges, the order of escalating enforcement procedures and actions will begin with education and technical assistance unless the illicit discharge is an intentional act or constitutes gross negligence.
- C. For enforcement of temporary erosion and sediment controls on a construction site, failure to provide such required runoff controls prior to or simultaneously with the commencement of land-disturbing activities shall result in an order to stop all work upon the site. Once the site is found to be in compliance, land-disturbing activities shall be allowed to continue.

(Ord. No. 18-028, § 1(Exh. 1), 12-11-2018)

Appendix J

Operations and Maintenance Plan

City of College Place Stormwater Management Plan Operations & Maintenance Manual

Prepared for

City of College Place
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CITATION

Parametrix. 2019. City of College Place
Stormwater Management Plan
Operations & Maintenance Manual. Prepared by Parametrix,
Spokane, WA. December 2019.

CERTIFICATION

The technical material and data contained in this document were prepared under the supervision and direction of the undersigned, whose seal, as a professional engineer licensed to practice as such, is affixed below.




Prepared by Angela Taylor

Checked by Name

Approved by Name

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C	O&M Recordkeeping Responsibility Matrix
D	Stormwater Facility Notes
E	Maintenance Standards

1. INTRODUCTION

The City of College Place (City) is currently subject to the requirements of the National Pollutant Discharge Elimination System (NPDES) Eastern Washington Phase II Municipal Stormwater Permit (Phase II Permit), effective August 1st, 2019. This permit is administered by the Washington Department of Ecology (DOE), and can be found on the following website:

<https://ecology.wa.gov/Regulations-Permits/Permits-certifications/Stormwater-general-permits/Municipal-stormwater-general-permits>

Under the Phase II Permit, the City of College Place is required to develop and implement a Stormwater Management Plan (SWMP) to address stormwater conveyance and pollutant control. The most current SWMP can be found on the following website:

INSERT HYPERLINK TO DOCUMENT LOCATION ON CITY WEBSITE

Stormwater Management Plan Requirements:

The City's SWMP must address the following areas intended to achieve cleaner stormwater runoff:

1. Public Education and Outreach Program
2. Public Involvement and Participation Program
3. Illicit Discharge, Detection, and Elimination Program
4. Construction Site Runoff Control Program
5. Post-construction Stormwater Management for New Development & Redevelopment Program
- 6. Municipal Operations and Maintenance Plan**

The sixth area above requires implementation of a municipal Operations and Maintenance (O&M) Plan to protect water quality and reduce the discharge of pollutants into receiving waters through best management practices (BMPs) to the maximum extent practicable (MEP), using all known, available, and reasonable methods of prevention, control, and treatment (AKART). Chapter 8 of the Stormwater Management Manual for Eastern Washington (SWMMEW) provides a selection of appropriate BMPs that meet these requirements for various types of facilities. Operation and Maintenance standards in the O&M Plan shall be at least as protective as those included in chapters 5, 6, and 8 of the SWMMEW, or another technical stormwater approved by Ecology.

Activities:

City staff engage in activities that maintain City infrastructure and environment and may positively or negatively impact water quality. This O&M Plan includes appropriate stormwater pollution prevention and good housekeeping procedures that shall be utilized during municipal activities in the following areas:

- Stormwater Collection and Conveyance System
- Roads, Highways, and Parking Lots
- Vehicle Fleets
- Municipal Buildings
- Parks and Open Space
- Construction Projects
- Industrial Activities
- Material Storage Areas, Heavy Equipment Storage Areas, and Maintenance Areas
- Flood Management Projects
- Other Facilities Reasonably Expected to Discharge Contaminated Runoff

The inspection schedules, maintenance standards, and BMPs included in this plan are based on Ecology's SWMMEW, the Phase II Permit, and the City's current policies and procedures.

Training:

Training shall be provided for all employees to whom the O&M Plan applies including those employees who have primary construction, operations, or maintenance job functions that are likely to impact stormwater quality. Training shall address the importance of protecting water quality, operation and maintenance requirements, inspection procedures, and ways to perform their job activities to prevent or minimize impacts to water quality. An external training shall be provided to those who are affected by this O&M Plan but are not directly employed by the City of College Place, and a permittee contact shall conduct the internal training for City of College Place employees.

2. ORGANIZATION & STRUCTURE

There are three departments – Public Works, Engineering, and Community Development – that work in conjunction to implement and maintain the City’s stormwater system.

Public Works is the largest department within the City of College Place's municipal organization and is responsible for the maintenance of the City’s stormwater infrastructure. In addition to overseeing stormwater management, this department also manages transportation facilities, drinking water facilities, sewer services, water systems, solid waste, recycling, street maintenance, and the coordination of capital projects.

The Public Works stormwater staff manage and maintain the stormwater system. Typical activities include cleaning pipes and drains, removing sediment from ditches and ponds, cutting tree roots out of pipes, and using a video camera to inspect underground pipes to assess their condition. Public Works staff address a range of drainage issues, from fixing small drainage problems by moving or installing new catch basins to fixing larger drainage problems through Capital Improvement Projects. The staff also conduct stormwater-related permit application reviews in conjunction with the Community Development Department and the Engineering Department.

The Engineering Department is responsible for engineering review, development of design and construction standard and codes and design/management of capital facilities. The department works closely with all other City departments and oversees the site plan review process and work to address stormwater designs related to new development, re-development, stormwater problems within the City, and construction related stormwater outside of DOE NPDES permitting. The Engineering Department reviews and approves the required drainage, geotechnical, and seismic reports to ensure that treatment, conveyance, and detention of stormwater is designed according to the adopted City standards and aligned with DOE SWMMEW requirements.

The Community Development Department is responsible for comprehensive planning and implementation of adopted regulations, including review and implementation of stormwater codes in conjunction with the Engineering Department. The department implements the stormwater codes through design review, design permit compliance assistance, and construction review and inspection.

The City of College Place operates under the Mayor-Council form of government, with the Mayor serving as the City’s Chief Executive. The City Administrator assists the Mayor and is responsible for supervising all other departments within the City. Additionally, the City Administrator and the Administrative Team are responsible for carrying out policies established by the City Council, assessing community needs, managing department expenditures, preparing the annual budget, and representing the City at meetings with other governmental units, agencies, commissions, and associations.

Funding:

The O&M Plan is a working document and will be amended as conditions warrant. Funding for O&M Plan activities will be identified and provided for by each City department during the annual budget process.

3. STORMWATER COLLECTION & CONVEYANCE

Background:

The City maintains a stormwater system (see Figure 2.1, SWMP) consisting of catch basin inlets, conveyance pipes and ditches, flow control ponds and vaults, and water quality treatment facilities. Portions of the stormwater system discharge to surface receiving waters, including streams wetlands, while other portions of the system infiltrate water directly to the ground. The City does not have current mapping data for components of the stormwater system, including some privately-maintained systems.

The City's stormwater system service area (Figure 1.1, SWMP) serves a population of approximately 9,400 people and collects runoff from approximately 3 square miles (1,920 acres). The service area includes over 18 linear miles of streets, 23 acres of parks, and nearly 125,000 square feet of impervious building and parking areas (City of College Place 2018). The 9 major drainage basins in and around College Place are: Cold Creek Basin, Burlingame Pipe Basin (an unnamed tributary of Thompson Creek Basin known informally as Burlingame Pipe), Thompson Creek Basin, Garrison Creek Basin, Stone Creek Basin, and downstream basins referred to as Doan Creek Basin, Lower Garrison Creek Basin, and Lower Stone Creek Basin. Additionally, Yellowhawk Creek Basin is located at the very south part of College Place.

Maintenance for the stormwater collection and conveyance system consists of inspection, cleaning, repairs and replacement. The Phase II Permit requires preventative, standards-based maintenance. Therefore, a regularly scheduled maintenance program combined with periodic inspections will be used to keep the stormwater system functioning at an optimal level. The City's stormwater system maintenance program will follow a scheduled rotation through all nine drainage basins with the intent that College Places entire Municipal Separate Storm Sewer System (MS4) is inspected and, if necessary, cleaned every two years (95% for non-catch basins, 100% for catch basins).

Inventory:

The current inventory of stormwater assets is as follows.

- 629 Catch Basins
- 217 Manholes
- 57 Drywells
- 36 UIC/Drainfields/Infiltration Galleries
- Approximately 67,250 feet of Storm Drain Piping
 - 10,700 feet of 8" Pipe
 - 14,800 feet of 10" Pipe
 - 22,000 feet of 12" Pipe
 - 5,000 feet of 14"/16" Pipe
 - 7,000 feet of 18" Pipe
 - 7,700 feet of 24" Pipe
 - 50 feet of 36" Pipe

Inspections:

The Phase II Permit requires regular inspection of the City's stormwater collection and conveyance system to check system performance and identify maintenance needs. Unless a problem is reported, inspection of catch basins, manholes, drywells, ditches, drainfields, infiltration galleries, and pipes will be conducted primarily by Maintenance Staff and will occur during regularly scheduled maintenance activities.

A minimum of 95% of all known stormwater treatment and flow control facilities (except catch basins) owned, operated, or maintained by the City shall be inspected as least once every two years, with problem facilities identified during inspections to be inspected more frequently.

All catch basins shall be inspected every two years, and will be cleaned if the inspection indicates that cleaning is required to comply with maintenance standards.

In addition to regular inspections, spot checks for potentially damaged stormwater treatment and flow control facilities will be conducted during and after major storm events (10 yr/24 hr storm or greater). Any needed repairs or maintenance shall be performed as soon as practicable pursuant to the findings of a regular inspection or spot check.

During inspections, the maintenance staff will inspect the stormwater asset for any potential problems or maintenance requirements within the following areas of concern:

- Accumulated Sediment,
- Trash & Debris,
- Vegetation Concerns,
- Water Quality Concerns,
- Impeded Water Flow,
- Erosion,
- Structural Repairs,
- Cover/Frame/Grate,
- Damaged Pipes,
- Mosquito/Vector Breeding,
- Other/Miscellaneous Concerns, and
- Missing Asset/Could Not Locate

During inspection, the maintenance staff shall document all finding on an inspection form (Appendix B). On the inspection form they will include, at a minimum:

- Date of Inspection,
- Inspector's Name,
- Area Inspected,
- Weather Conditions,
- Rainfall (past 24 hours, and past week),
- Asset Type,
- Concern(s) Identified, and
- Maintenance Needed

Maintenance Standards tables (based on 2019 SWMMEW) for varying stormwater assets can be found in Appendix E. These tables should be referenced when identifying areas of concern and determining if maintenance is required.

Cleaning:

Cleaning of stormwater assets, including catch basins, manholes, drywells, ditches, swales, pipes, culverts, and outfalls, will be performed by Maintenance Staff during regularly scheduled maintenance (two-year rotation). Flow control and treatment facilities will be cleaned by Maintenance Staff on an "as needed" basis as identified by inspections. Criteria for determining maintenance needs can be found in the Maintenance Standards tables in Appendix E. A vactor truck will be utilized for cleaning out manholes, catch basins, and piping. There is a possibility of this unit being rented out to the sanitary sewer budget for use on other utility maintenance. If necessary, equipment will be rented to meet maintenance needs.

Proper Waste Disposal:

Waste removed from the City's stormwater collection and conveyance system will be disposed of in accordance with Appendix 6 of the Phase II Permit titled, Street Waste Disposal. Effluent/liquids will be transported and disposed of at a municipal sanitary sewer connection to the College Place Wastewater Treatment Plant (WWTP), in accordance with Appendix 6 of the Phase II permit, option 1. Once there, the Sequencing Batch Reactors will be utilized for the decanting process. Solids are to be stored at the College Place WWTP, where the City intends to retrofit an old solids bed into a decant facility.

Repairs & Replacement:

Minor repairs to the stormwater collection and conveyance system are usually conducted by Maintenance Staff and are provided for in the Public Works Department's annual budgeting process. Major repairs and replacements are individually identified and included in the City's Capital Improvement Plan (CIP). Most CIP projects are contracted out to private companies for design, construction and inspections.

Private Facilities:

In addition to the public stormwater system owned and operated by the City, there are a number of private stormwater management facilities that are owned and operated by commercial businesses, multi-family housing developments, residential homeowners associations, and others. Prior to the installation of these private facilities the City requires a signed access and O&M agreement, allowing the City to inspect private facilities and requiring the owner to operate and maintain according to the SWMMEW and the requirements of the Phase II permit (only required for private properties with infrastructure connected to MS4). The City provides utility credits for private developments that operate and maintain a certified, engineered stormwater system, so the City will be inspecting these private facilities.

Recordkeeping & Reporting:

Recordkeeping is a requirement of the Phase II Permit. The Public Works Department is responsible for keeping records of stormwater collection and conveyance system maintenance activities. Specific recordkeeping responsibilities are outlined in the O&M Recordkeeping Responsibilities Matrix located in Appendix C. Per the requirements of the Phase II Permit, the following documentation must be kept for at least five years following work activity:

- Inspection schedules and checklists for stormwater treatment and flow control facilities;
- Records of spot checks performed during and after major storm events;
- Tracking of the depth of flood waters;
- Tracking the amount of sediment clogging;
- Repairs or maintenance actions completed as a result of inspections and spot checks;
- Number and type of enforcement actions related to private facilities; and
- Number and type of illicit discharges and connections detected and eliminated.

Hard copy reports shall be stored in the Public Works office files. Hard copy documents scanned for electronic storage shall be stored in the “Stormwater Services Division” section on the Public Works shared network. Engineering shall have access to these files for import into the City’s GIS.

An annual report shall be submitted to the DOE no later than March 31st each year. This annual report shall be submitted electronically, per section S9 of the Phase II permit, and shall include:

- A copy of the City’s Stormwater Management Plan,
- Submittal of the annual report form (provided by Ecology) describing the status of implementation of permit requirements,
- Attachments to the annual report form including summaries, descriptions, reports, and other information as required/applicable to meet the Phase II permit requirements,
- Notice of the MS4 relying on another government entity to meet the requirements of the Phase II permit (if applicable),
- Certification, signature, and notification of any changes to authorization, and
- Notifications of any annexations, incorporations, or jurisdictional boundary changes resulting in an increase/decrease in the City’s geographic area of permit coverage.

4. ROADS, HIGHWAYS, AND PARKING LOTS

The City maintains 40 miles of streets within the city limits, while WSDOT maintains State Route 125 (north-south). The Public Works Department typically performs all maintenance along city streets, such as crack sealing, patching, sidewalk repair, and vegetation management. Additionally, they perform all maintenance on public bike/pedestrian paths and parking lots.

Snow/Ice Removal:

The City averages 17 inches of precipitation annually. Most of the precipitation falls in the form of snow and/or rain during the months of November to May. Snow removal, application of gravel, and de-icing operations are performed on an as-needed basis as weather demands. The College Place fleet of snow fighting equipment consists of a grader, salter, sander, and two backhoes that are readied and manned by a crew of trained equipment operators by October 31 each year. The main arterials in College Place (College Avenue, Southeast 12th Street, Northeast Rose Street, Lamperti Street, Southeast Meadowbrook Boulevard, Taumarson Road, Whitman Drive, Larch Avenue, Fourth Street, and C Street) are the first priority to be cleared, so as to maintain access to all hospitals, fire stations, police stations, and emergency medical services. The second priority is to clear intersections, topographically difficult streets, and those streets serving public and private schools. Clearing residential streets is the third priority, and residents of College Place are responsible for maintaining adjacent sidewalks and their own driveways. Where practical, plowed snow will be stored in biofiltration swales and vegetated filter strips. If storing snow in these storage locations is not feasible, snow will be stored in locations that are unlikely to accumulate additional pollutants and debris, reducing the impact on the MS4 during snow melting and runoff. For deicing, the City employs gravel mixed with salt. Deicing materials will be swept up as soon as practicable after the road surface clears.

Sweeping:

The City currently owns one street sweeper, which is being used daily. The sweeper is constantly being utilized on streets around the City, and when the inventory is cleaned the work begins over. Large particles are removed from the streets prior to them entering the City's MS4.

Preliminary budgetary numbers for an additional street sweeper truck were provided by manufacturers, and these costs are estimated at \$240,000.

Street Repair:

Asphalt overlay, crackseal, chipseal, grind and mix, and pothole repair are primarily conducted during the dry months (June – October), causing very little impact to stormwater. With the exception of pothole repair, this activity cannot be performed during rain events or if any form of precipitation is expected. Inlet protection (silt sacks at a minimum) and spill kits are required on all asphalt overlay, grind, and mix street repair projects. For repair of sidewalks, curbs, and gutters, the City will prevent concrete slurry from entering the MS4.

Materials:

All materials that are to be utilized in the maintenance of roads, highways, and parking lots will be stored in covered locations, sheltered from weather or away from MS4 inlets and surface waters.

Ditch Maintenance:

Public ditches will be maintained to remove excess vegetation or cutting tall grasses. Additionally, removal of silt and other debris from the base to maintain the flow capacity is necessary. If the soils or plants are inundated with pollutants and no longer able to act as treatment, the soils and vegetation shall be removed and replaced.

All-Season BMPs:

BMPs that shall be utilized year-round to reduce road debris and MS4 pollution include, but are not limited to:

- Using drip pans and/or absorbents wherever drips and spills are likely to occur;
- Covering and containing nearby storm drains;
- Collecting and containing all solids, slurry, and rinse water prior to it entering the roadway or storm drains;
- Designating an area onsite for washing tools and collecting wash water for disposal;
- Collecting all loose aggregate and dust for disposal;
- Avoiding and discouraging areas being hosed down into storm drains;
- Storing all fuel, paint, and other products on secondary containment; and
- Conducting all paint striping operations during dry weather.

5. VEHICLE FLEET MAINTENANCE

This function is headed by a Fleet Manager and provides maintenance of and coordination for replacement of the City's fleet of vehicles and major equipment. Major activities of the Fleet Management includes:

- Perform preventive maintenance and repairs on all City vehicles and major equipment at proper intervals;
- Evaluate, rehab, and modify vehicles and major equipment;
- Oversee outside fueling services for fleet;
- Clean and wash vehicles, equipment, and containers; and
- Administer a fleet repair record system.

As a result of performing these activities, there is an increased risk for pollutants to enter the storm system. In addition to fleet maintenance performing these tasks, the fire department, police department, and parks department all perform similar maintenance tasks on their vehicles and equipment. To prevent pollutants from entering the storm system, the following procedures are to be followed:

- If a parking lot must be washed, washwater will be discharged to a sanitary sewer or collected for off-site disposal;
- Washwater will not be hosed into a storm drain;
- Vacuum sweeping of parking lots, storage areas, and driveways will occur regularly to avoid build up of dirt, waste, and debris;
- Vehicle and equipment fluid spills/leaks/drips will be cleaned up immediately; and
- Drip pans shall be placed below inoperable and leaking vehicles and equipment.

Additionally, all vehicle/equipment maintenance and repairs are to be conducted indoors with floor drains connected to sanitary sewer. All washing of vehicles and equipment shall occur in designated washing areas that do not drain to the stormwater system.

6. MUNICIPAL BUILDINGS

The City of College Place owns and operates the following municipal buildings and public parks:

- Building, Planning, Public Works Office (College Ave)
- Building Department/City Hall & Community Development (College Ave)
- Fire Department (College Ave)
- Police Department (College Ave)
- Wastewater Facility (Owens Rd)
- City Public Works Yard (SE 4th St)
- 4 City Parks (Kiwanis, Lions, Harvest Meadows, and Veterans)
 - Lion's Park Building

Maintenance activities that occur outdoors will continue to be conducted in a manner that prevents pollutants from entering into the City's stormwater system. While maintaining and operating these buildings and parks, the following steps will be taken to reduce the risk of pollutants entering the storm system:

- Tools and equipment will be washed in a utility sink or floor drain with a confirmed connection to sanitary sewer;
- Large equipment shall be washed in an appropriate area with drains that enter the sanitary sewer system rather than stormwater system or run into the streets.
- Maintenance and small construction projects occurring outdoors that have the potential to produce contaminated runoff shall protect receiving catch basins and other storm drain inlets with silt sacks at a minimum and nearby surface water protection;
- Pressure washing of buildings or equipment that occurs in areas where wash water has the potential to enter a storm drain shall be disposed of through a confirmed sanitary sewer connection;
- Loose paint chips are to be swept up daily for proper disposal;
- Painting will be performed in dry weather only, and all potential storm drain entrances are to be covered;
- Paint brushes and equipment are to be washed in sinks connected to sanitary sewers, or in a way that enables collection of used solvents for recycling or proper disposal; and
- Wash liquids containing detergents and soaps are to be connected to or collected and transported to confirmed sanitary sewer connections;
- Building remodels shall include proper material storage and disposal (both interior and exterior materials).

7. PARKS AND OPEN SPACE

The City of College Place implemented a Parks, Recreation, & Open Space Plan in 2018. This plan guides the maintenance and improvement of College Place natural areas, parks, trails, and related facilities in order to better accommodate the needs of citizens and visitors. The plan sets priorities based on community input, population demands for the future, and develops strategies for funding and implementation for key projects. The plan is a road map to accomplish what matters most to the community and makes the steps for developing new facilities and enhancing amenities possible. One of the main facility goals addressed in this plan is the need to develop a maintenance plan for every park and facility. The City of College Place's Public Works Department is responsible for operating and maintaining 19 acres of City owned parks. There are four City owned parks, with Lions Park (9 acres) and Kiwanis Park (8 acres) being classified as Community Parks, and Harvest Meadows Park (0.5 acres) and Veterans Park (1.67 acres) being classified as Neighborhood Parks. A shared-use agreement is in place between the City and the School District for joint-use and maintenance of the Kiwanis Park athletic fields. The City also maintains portions of the Blue Mountain Region Trails, including 39.5 miles of sidewalk, 34.6 miles of shared-use bike lanes, and 3.2 miles of paved multi-use paths.

User groups and individuals will be responsible for setup, break down, and general cleanup of park facility spaces that were in use. Removal and disposal of garbage, decorations, and miscellaneous

materials must be completed at the conclusion of an event, and in the event that additional cleaning or repairs are needed as a result of an event, the user will pay for the cost of cleanup or repairs by City Maintenance staff. The Public Works department works with the community on compliance with City ordinances. Additionally, paint is not allowed on park paths or trails.

Motor vehicles shall not be operated on any open space, trail, or park property unless such area has been specifically designated for such use. Motor vehicles, trailers, campers, boat trailers, and other vehicles shall not be parked in any city park or facility, except where the operator is using the area for the designated recreational purpose or the vehicle is parked in a designated parking area.

Volunteer groups or organizations are encouraged to assist the City in the improvement and maintenance of its park properties and facilities. Such assistance may be on a one-time, annual, or ongoing basis.

Pesticides are applied by Washington State licensed personnel, and any application of fertilizers and herbicides do not exceed recommended rates. Herbicides and pesticides are not to be applied in bioretention areas. Equipment leaves the shop ready for application, and preventive maintenance is performed on all equipment. All tanks, hoses, fixtures, nozzles and other equipment are regularly checked for leaks and/or defects and immediately repaired or reported to the Public Works Director for resolution.

Proper sediment and erosion control BMPs will be implemented for Parks projects that include ground disturbing activities that have the potential to discharge polluted runoff. Surface waters within parks will be protected from these harmful pollutants and runoff. When feasible, Maintenance staff will take the necessary measures to prevent track-out of sediment off site. Upon project completion, the necessary steps will be taken to ensure the site is permanently stabilized.

Waste receptacles at City Parks are checked daily and trash is removed when necessary. More frequent checks and trash removal occur during heavier use (weekends, events). Other public trash cans which receive limited use, such as remote sections of bike/pedestrian paths, are checked and emptied by staff every other week or "as needed". Removal is also available on-call as needed for special events.

For cleaning and maintenance of building exteriors, all washwater, paint, detergent, and soap are to be drained to a confirmed sanitary sewer connection or contained for collection and transportation to a sanitary sewer facility. Additionally, all downstream storm inlets are to be covered.

Pet waste is to be regularly scooped, swept, and cleaned up from City owned and operated facilities and streets. Outdoor areas that may contain pet waste are to be inspected and cleaned prior to rain events, as rain can spread harmful bacteria and pollutants into the storm system. Pet waste can be disposed of by either placing it in a proper garbage receptacle after bagging and securing it, burying it at least 5 inches deep and covering with soil, or placing it in a compost bin. Pet waste is never to be used as fertilizer. Signs and pet waste stations should be placed in parks and open areas, reminding owners to clean up after their pets. These pet waste stations are to be checked regularly by City staff.

City owned public areas requiring landscape maintenance will be regularly maintained by Maintenance staff. All vegetation collected during landscaping maintenance, such as grass clippings, leaves, and sticks, shall be properly disposed of through composting or recycling. Collected vegetation is to be kept out of the storm system and the sanitary system. Collection of noxious weeds are to be disposed of in the garbage immediately. Care during mowing operations to contain mower oil is necessary.

Lions Park pond shall be cleaned routinely to remove excess algae and debris from the pond.

8. MUNICIPAL CONSTRUCTION PROJECTS

Numerous City of College Place construction projects occur during any given year, with projects ranging in scope, size, and type. New projects are generally approved through the City's CIP program and can take several years to plan, design, and build, depending on the size and impacts of the project. Most CIP, new construction, and significant repairs or replacement projects are contracted out to private companies. Although the design and construction of these projects are performed out of house, the City still manages the projects. These projects require a City approved Site Plan, SWPPP, and BMP implementation, as well as a Certified Erosion & Sediment Control Lead (CESCL) for the project. Additionally, the City will at times contract Walla Walla County to perform street chipsealing.

Regarding municipal construction projects, the College Place SWMP and O&M Manual are intended to work in conjunction with the City's other municipal plans, including the Comprehensive Plan (City of College Place, 2018), City of College Place Municipal Code (City of College Place multiple adoption years), and Standard Specifications & Drawings (Resolution 17-023). The City's municipal stormwater codes are listed in Table 2-1 of the City's SWMP.

The City of College Place Engineering Department has developed a standard set of Stormwater Facility Notes that is provided to other City staff and private contractors (Appendix D). The notes prescribe a baseline list of required BMPs for all development projects in the City. Engineering staff also may serve as field inspectors to ensure that new public infrastructure, such as post-construction BMPs, are installed correctly and that connections to the public system occur properly. Before a certificate of occupancy can be issued for a building, all new connections to the sanitary sewer shall be confirmed.

Current civil and stormwater specifications and standards for the City of College Place can both be found on the City's website:

http://www.cpwa.us/departments/engineering/engineering_standards.php

9. INDUSTRIAL ACTIVITIES

The City of College Place operates an activated sludge Wastewater Treatment Plant (WWTP) that applies effluent at agronomic rates to a 110 acre Land Treatment site during the growing season (generally April through October) and discharges to Garrison Creek from November through March. The City's WWTP operates in compliance under NPDES Waste Discharge Permit No. WA-0020656, which became effective on March 1, 2014. The WWTP meets DOE's AKART requirements, and the permit meets all statutory requirements for Ecology to authorize a wastewater discharge.

10. MATERIAL AND HEAVY EQUIPMENT STORAGE AREAS

All other City owned and operated areas where materials and heavy equipment are stored or maintained, such as the City Maintenance Yard located at 218 SE 4th Street and parcel 350734410008, are currently located in areas that have the potential to discharge to surface water. An Industrial Stormwater Pollution Prevention Plan (SWPPP) is required for these facilities, per the Phase II permit.

11. FLOOD MANAGEMENT PROJECTS

All projects approved by the City must meet the flood control requirements provided in the City of College Place Standard Specifications & Drawings (Resolution 17-023). All stormwater designs must protect the public against flooding, and shall meet the flood control requirements for SWMMEW standards, Transportation Facility Flood Control, On-site Private Stormwater Retention, and Major Event Consideration.

12. OTHER FACILITIES DISCHARGING CONTAMINATED RUNOFF

There are no other facilities being operated by or within the City of College Place that discharge contaminated runoff.

Appendix A

MS4 Inspection Schedule

MS4 Inspection Schedule		
Facility Type	Inspection Frequency	Timing
Management Facilities & Outfalls (<i>Stormwater Services</i>)		
Oil Water Separators	Monthly in the Wet Season	October through June
Biofiltration Swales	Annually	Winter
Tanks and Vaults	Annually	Winter
Detention Ponds	Annually	Winter
Outfalls	Annually	Spring/Summer
Conveyance System (<i>Maintenance & Operations</i>)		
Catch Basins, Manholes, Inlets & Pipes:		
High Priority Areas	Annually	Spring/Summer
Cold Creek Basin	Year A	Spring/Summer
Burlingame Pipe Basin	Year B	Spring/Summer
Thompson Creek Basin	Year B	Spring/Summer
Garrison Creek Basin	Year A	Spring/Summer
Stone Creek Basin	Year B	Spring/Summer
Doan Creek Basin	Year A	Spring/Summer
Lower Garrison Creek Basin	Year A	Spring/Summer
Lower Stone Creek Basin	Year B	Spring/Summer
Yellowhawk Creek Basin	Year A	Spring/Summer
Roadside Ditches, Waterways & Culverts:		
High Priority Areas	Annually	Spring/Summer
Cold Creek Basin	Year A	Spring/Summer
Burlingame Pipe Basin	Year B	Spring/Summer
Thompson Creek Basin	Year B	Spring/Summer
Garrison Creek Basin	Year A	Spring/Summer
Stone Creek Basin	Year B	Spring/Summer
Doan Creek Basin	Year A	Spring/Summer
Lower Garrison Creek Basin	Year A	Spring/Summer
Lower Stone Creek Basin	Year B	Spring/Summer
Yellowhawk Creek Basin	Year A	Spring/Summer

APPENDIX B

Field Inspection Form

Date of Inspection: _____

Field Inspector(s): _____

Current Weather: _____

Inspection Area: _____

Reason for Inspection: _____

Rain (inches): In Last 24 hrs: _____ In Last Week: _____

Maintenance Codes:

- 1 – Accumulated Sediment
- 2 – Trash & Debris
- 3 – Vegetation Concerns
- 4 – Water Quality Concerns

See maintenance standards for detailed code descriptions for each facility type. Maintenance standards are based on the Washington State Department of Ecology's *Stormwater Management Manual for Eastern Washington* (September 2004).

- 5 – Impeded Water Flow
6 – Erosion
7 – Structural Repairs
8 – Cover/Frame/Grate

- 9 – Damaged Pipes
10 – Mosquito/Vector Breeding
11 – Other
12 – Could Not Locate

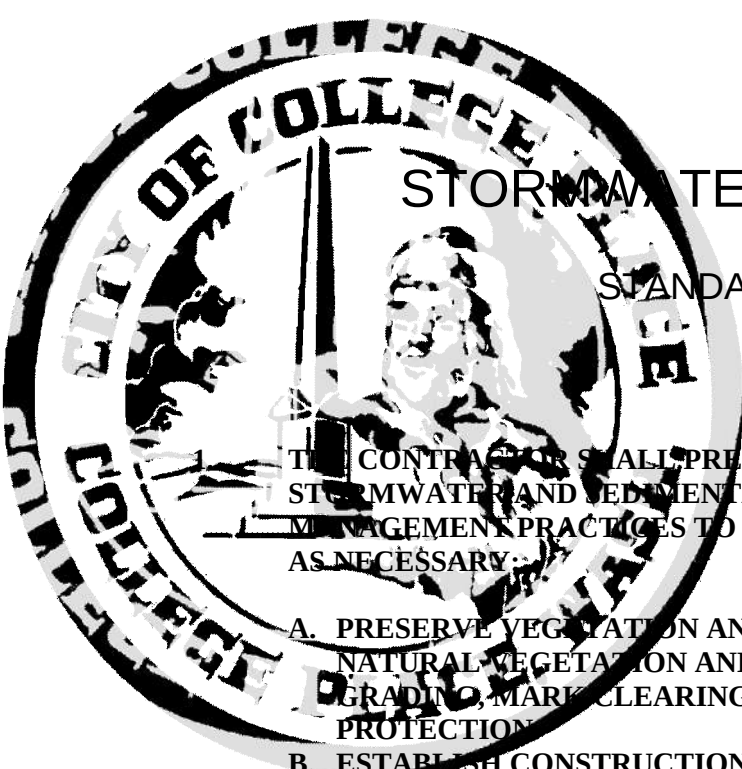
Make additional copies of this page as needed for field inspections.

Appendix C

Operations & Maintenance

Recordkeeping Responsibility Matrix

Operations & Maintenance Recordkeeping Responsibility Matrix		
TASK	STAFF RESPONSIBLE	RETENTION SCHEDULE
O&M Inspection Schedules:		
Catch Basins, Manholes, Inlets & Pipes	Engineering Technician (GIS)	5 years
Culverts, Ditches & Waterways	Engineering Technician (GIS)	5 years
Flow Control Facilities	Engineering Technician (GIS)	5 years
Treatment Facilities	Engineering Technician (GIS)	5 years
Outfalls	Engineering Technician (GIS)	5 years
O&M Inspection Checklists:		
Catch Basins, Manholes, Inlets & Pipes	Engineering Technician (GIS)	5 years
Culverts, Ditches & Waterways	Engineering Technician (GIS)	5 years
Flow Control Facilities	Engineering Technician (GIS)	5 years
Treatment Facilities	Engineering Technician (GIS)	5 years
Outfalls	Engineering Technician (GIS)	5 years
Other:		
Spot Checks of Facilities After Major Storms	Engineering Technician (GIS)	5 years
Repairs or Maintenance Actions Resulting from Spot Checks	Engineering Technician (GIS)	5 years
Private Facility Enforcement Actions	Engineering Technician (GIS)	5 years
Illicit Discharges Detected and Eliminated	Engineering Technician (GIS)	5 years
Pollution Prevention Training	Engineering Technician (GIS)	5 years
Illicit Connections	Engineering Technician (GIS)	5 years
Private Facility Inspections	Engineering Technician (GIS)	5 years
Other Exterior Program Training	CESCL	As Needed
Diversion Points	Engineering Technician (GIS)	5 years

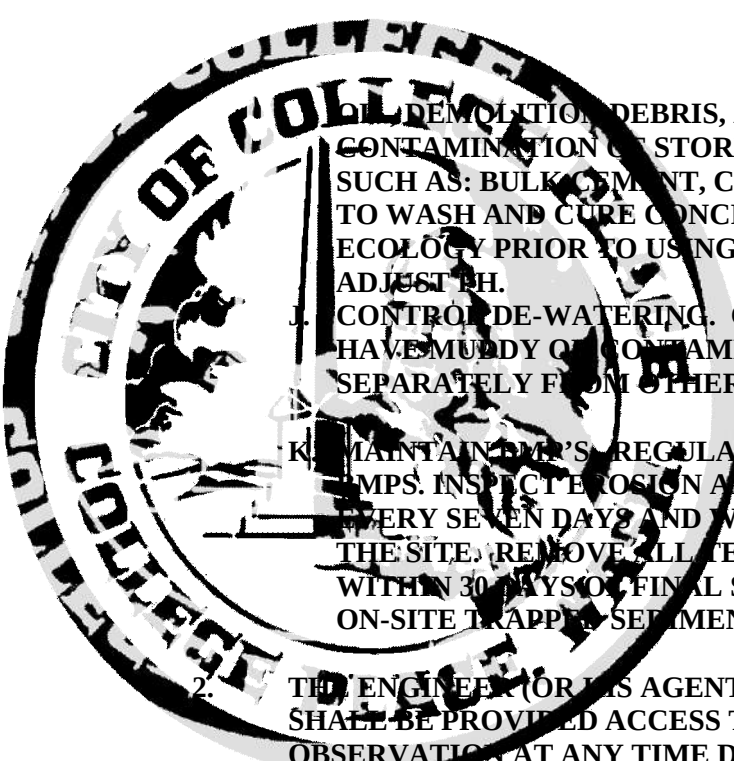


STORMWATER FACILITY NOTES

STANDARD PLAN 410.00

THE CONTRACTOR SHALL PREVENT DISCHARGE OF CONSTRUCTION STORMWATER AND SEDIMENTATION FROM LEAVING THE SITE USING BEST MANAGEMENT PRACTICES TO INCLUDE ONE OR MORE OF THE FOLLOWING AS NECESSARY:

- A. PRESERVE VEGETATION AND MARK CLEARING LIMITS. PROTECT NATURAL VEGETATION AND TREES. USE VEGETATED BUFFERS. BEFORE GRADING, MARK CLEARING LIMITS AND SENSITIVE AREAS FOR PROTECTION.**
- B. ESTABLISH CONSTRUCTION ACCESS REDUCE VEHICLE ACCESS POINTS AND STABILIZE ENTRANCE WITH CRUSHED ROCK OR SIMILAR MATERIAL. MINIMIZE MUD AND DIRT TRACKED ONTO PAVED ROADS. CLEAN ROAD SURFACES ON A REGULAR BASIS. SHOVEL AND SWEEP MUD OFF ROADWAY.**
- C. CONTROL FLOW RATES. PROTECT PROPERTIES AND WATERWAYS DOWNSTREAM FROM THE SITE FROM IMPACTS OF STORMWATER RUNOFF. REDUCING FLOW AND PREVENTING EROSION ARE TWO WAYS TO DO THIS.**
- D. INSTALL SEDIMENT CONTROLS. PASS STORMWATER THROUGH A SEDIMENT POND, SEDIMENT TRAP, FILTER OR OTHER EQUIVALENT MEASURE BEFORE IT LEAVES THE SITE OR ENTERS DRAIN INLETS. CONSTRUCT SEDIMENT PONDS, TRAPS, PERIMETER DIKES, SEDIMENT BARRIERS AND SILT FENCES AS FIRST STEP IN GRADING.**
- E. STABILIZE SOILS. SOIL STABILIZATION INCLUDES TEMPORARY AND PERMANENT SEEDING, MULCHING, GEOTEXTILES, EROSION CONTROL FABRICS, AND SOD STABILIZATION.**
- F. PROTECT SLOPES. DIVERT RUNOFF AROUND SLOPES AND DISTURBED AREAS WITH PIPE SLOPE DRAINS. DESIGN AND CONSTRUCT CUT AND FILL SLOPES TO MINIMIZE EROSION. METHODS MAY INCLUDE TERRACING AND DIVERSIONS, AND REDUCING STEEPNESS.**
- G. PROTECT DRAIN INLETS. PROTECT ALL OPERABLE STORM DRAIN INLETS FROM SEDIMENT. CLEAN AND REMOVE SEDIMENT FROM INLET PROTECTION DEVICES WHEN THEY FILL TO 1/3 OF THEIR CAPACITY.**
- H. STABILIZE CHANNELS AND OUTLETS STABILIZE DRAIN OUTLETS, ADJACENT STREAM BANKS, SLOPES AND CHANNELS WITH ARMORING SUCH AS ROCKS OR GRAVEL.**
- I. CONTROL POLLUTANTS. PREVENT CHEMICALS AND OTHER POLLUTANTS FROM CONTACT WITH STORMWATER. HANDLE AND DISPOSE OF POLLUTANTS PROPERLY. TYPICAL POLLUTANTS INCLUDE: WASTE MATERIALS, CHEMICALS, LIQUID PRODUCTS, PETROLEUM PRODUCTS,**



- OF DEMOLITION DEBRIS, AND BATTERIES. PREVENT OR TREAT CONTAMINATION OF STORMWATER RUNOFF BY ALKALINE SOURCES SUCH AS: BULK CEMENT, CEMENT KILN DUST, FLY ASH, AND WATER USED TO WASH AND CURE CONCRETE. OBTAIN WRITTEN APPROVAL FROM ECOLOGY PRIOR TO USING CHEMICAL TREATMENT OTHER THAN CO₂ TO ADJUST PH.
- J. CONTROL DE-WATERING. CAREFULLY CONTROL DE-WATERING. IF YOU HAVE MUDDY OR CONTAMINATED DE-WATERING WATER, THEN TREAT IT SEPARATELY FROM OTHER STORMWATER RUNOFF.
- K. MAINTAIN BMP'S. REGULARLY INSPECT, MAINTAIN AND REPAIR ALL BMP'S. INSPECT EROSION AND SEDIMENT CONTROL BMP'S AT LEAST ONCE EVERY SEVEN DAYS AND WITHIN 24 HOURS AFTER ANY DISCHARGE FROM THE SITE. REMOVE ALL TEMPORARY EROSION AND SEDIMENT BMP'S WITHIN 30 DAYS OF FINAL SITE STABILIZATION. REMOVE OR STABILIZE ON-SITE TRAPPED SEDIMENT.
2. THE ENGINEER (OR HIS AGENT) CERTIFYING STORMWATER FACILITIES SHALL BE PROVIDED ACCESS TO STORMWATER FACILITIES FOR OBSERVATION AT ANY TIME DURING CONSTRUCTION.
3. INFILTRATION FACILITIES SHALL BE CONSTRUCTED WITHOUT ALLOWING HEAVY EQUIPMENT TO TRACK ON INFILTRATION SURFACE. ANY COMPACTION AFTER INFILTRATION FACILITIES ARE FORMED SHALL REQUIRE INFILTRATION SURFACE TO BE SCARIFIED TO A DEPTH OF 12" TO ALLEVIATE COMPACTION OF THE INFILTRATION SURFACE.
4. THE CONTRACTOR SHALL COMPLY WITH THE NPDES GCP (NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM GENERAL CONSTRUCTION PERMIT). THIS INCLUDES USING BEST MANAGEMENT PRACTICES TO PREVENT DISCHARGE OF STORM WATER AND SEDIMENTATION FROM THIS SITE DURING CONSTRUCTION. THE IMPLEMENTATION, CONSTRUCTION, MAINTENANCE, REPLACEMENT AND UPGRADING OF THESE BMP'S ARE THE RESPONSIBILITY OF THE CONTRACTOR UNTIL ALL CONSTRUCTION IS COMPLETED AND APPROVED.
5. ALL NEW DRYWELLS SHALL BE REGISTERED USING CITY-PROVIDED IDENTIFICATION NUMBER/LABEL WITH THE UNDERGROUND INJECTION CONTROL PROGRAM AT DEPARTMENT OF ECOLOGY PRIOR TO USE (UIC PROGRAM, DEPARTMENT OF ECOLOGY, P.O. BOX 47600, OLYMPIA, WA 98504-7600.

APPENDIX E

Maintenance Standards

Maintenance Standards Catch Basins and Manholes

Maintenance Code	Type	Conditions When Maintenance Is Needed
1	Sediment	Sediment exceeds 60% of sump depth. Sediment depth within 6 inches of the invert of the lowest pipe.
2	Trash & Debris	Trash or debris in front of catch basin opening or blocking inlet by more than 10%. Trash or debris exceeds 60% of sump depth. Trash or debris within 6 inches of the invert of the lowest pipe. Trash or debris blocking more than 1/3 of any inlet or outlet pipe. Trash and debris blocking more than 20% of grate surface. Dead animals or vegetation that generate odors and cause complaints or dangerous gases (e.g., methane).
3	Vegetation	Vegetation growing across and blocking more than 10% of the grate opening. Vegetation growing in inlet/outlet pipe joints that is more than six inches tall.
4	Water Quality	Any evidence of oil, gasoline, contaminants or other pollutants. Water flowing in catch basin during dry weather – report as potential illicit discharge concern.
5	Water Flow	Impeded water flow due to vegetation or sediment (use appropriate code from above).
6	Erosion	N/A
7	Cover/Frame/Grate	Cover is missing or only partially in place. One maintenance person cannot remove lid after applying normal lifting pressure. Frame separated by more than 3/4 inch from top slab. Frame not securely attached. Locking mechanism cannot be opened by one maintenance person with proper tools. Bolts into frame have less than 1/2 inch of thread. Grate with opening wider than 7/8 inch. Grate damaged or missing.
8	Structure	Top slab with holes larger than 2 square inches or cracks wider than 1/4 inch. Fractures or cracks in basin walls or bottom. Grout at inlet/outlet pipes has separated or cracked wider than 1/2 inch and longer than one foot. Soil is entering the catch basin through cracks in the structure. Settlement has created a safety, function, or design problem. Field inspector judges that structure is unsound.
9	Damaged Pipes	Inlet or outlet piping damaged or broken and in need of repair.

Maintenance Code	Type	Conditions When Maintenance Is Needed
10	Mosquito Vector Breeding	Suitable habitat exists for mosquito production (e.g. standing water for more than 72 hours in areas accessible to mosquitoes.)
11	Other	Ladder is unsafe due to missing rungs, not securely attached to basin wall, misalignment, rust, cracks, or sharp edges. Catch basin insert requires replacement if: • Sediment, trash or debris blocks water flow through the insert, • Effluent water from the insert has a visible sheen, or • Insert is saturated with water or oil and can no longer absorb.
12	Could Not Locate	Field inspectors are unable to locate the catch basin or manhole.

Maintenance Standards Conveyance Systems (Pipes and Ditches)

Maintenance Code	Type	Conditions When Maintenance Is Needed
1	Sediment	Sediment or debris exceeds 20% of pipe diameter or 20% of debris barrier openings. Accumulated sediment that exceeds 20% of the design depth of the ditch.
2	Trash & Debris	Trash and debris accumulated in pipe or ditch. Visual evidence of dumping
3	Vegetation	Vegetation reduces movement of water through pipes. Excessive vegetation that reduces free movement of water through ditches.
4	Water Quality	Any evidence of oil, gasoline, contaminants or other pollutants. Water flowing in pipes or ditch during dry weather – report as potential illicit discharge concern.
5	Water Flow	Impeded water flow due to vegetation or sediment (use appropriate code from above). Standing water in the pipe or swale between storm events.
6	Erosion	Erosion damage over 2 inches deep where cause is still present or there is potential for continued erosion. Native soil is visible beneath the rock lining of a conveyance ditch.
7	Cover/Frame/Grate	N/A
8	Structure	Debris barrier/trash rack is missing or not attached to pipe. Debris barrier/trash rack bars are bent by more than 3 inches. Debris barrier/trash rack bars are loose or rust is causing 50% deterioration to any part of the barrier.
9	Damaged Pipes	Protective coating is damaged or rust is causing more than 50% deterioration to any part of pipe. Any dent that decreases the flow area by more than 20% or puncture that impacts performance.
10	Mosquito Vector Breeding	Suitable habitat exists for mosquito production (e.g. standing water for more than 72 hours in areas accessible to mosquitoes.)
11	Other	
12	Could Not Locate	Field inspectors are unable to locate the pipe or ditch.

Maintenance Standards Energy Dissipators

Maintenance Code	Type	Conditions When Maintenance Is Needed
1	Sediment	Accumulated sediment exceeds 20% of the design depth. Over 1/2 of perforations in dispersion pipe are plugged with sediment.
2	Trash & Debris	Visual evidence of dumping Over 1/2 of perforations in dispersion pipe are plugged with trash or debris.
3	Vegetation	Excessive vegetation reduces free movement of water through the flow spreader or energy dissipator.
4	Water Quality	Any evidence of oil, gasoline, contaminants or other pollutants. Water flowing through facility during dry weather – report as potential illicit discharge concern.
5	Water Flow	Visual evidence of water discharging at concentrated points from the dissipator (normal condition is a "sheet flow" of water from the facility). Water in receiving area has potential to cause significant erosion or landslide.
6	Erosion	Only one layer of rock above native soil in an area five square feet or larger. Any exposure of native soil within rock pad area. Soil erosion in or adjacent to rock pad.
7	Cover/Frame/Grate	N/A
8	Structure	Flow spreader has deteriorated to 1/2 of original size or concentrated worn spots exceeding one square foot making structure unsound. See Conveyance System standards for pipes and debris barriers/trash racks.
9	Damaged Pipes	See Conveyance System standards for pipes and debris barriers/trash racks.
10	Mosquito Vector Breeding	Suitable habitat exists for mosquito production (e.g. standing water for more than 72 hours in areas accessible to mosquitoes.)
11	Other	
12	Could Not Locate	Field inspectors are unable to locate the energy dissipator facility.

Maintenance Standards Oil/Water Separators

Maintenance Code	Type	Conditions When Maintenance Is Needed
1	Sediment	Sediment depth in bottom of structure exceeds 6-inches.
2	Trash & Debris	Trash and debris accumulation in vault, or pipe inlet/outlet, floatables and non-floatables.
3	Vegetation	Root systems entering the structure.
4	Water Quality	Discharge shows obvious signs of poor water quality. Oil accumulations that exceed 1-inch at the surface of the water. Water flowing into the system during dry weather – report as potential illicit discharge concern.
5	Water Flow	Water is not flowing properly through the facility.
6	Erosion	N/A
7	Cover/Frame/Grate	Cover is missing or only partially in place. One maintenance person cannot remove lid after applying normal lifting pressure. Locking mechanism cannot be opened by one maintenance person with proper tools. Bolts into frame have less than 1/2 inch of thread.
8	Structure	Cracks wider than 1/2-inch. Any evidence of soil entering the structure through cracks. The vault is not structurally sound. Baffles or walls corroding, cracking, warping and/or showing signs of failure.
9	Damaged Pipes	Inlet or outlet piping damaged or broken and in need of repair.
10	Mosquito Vector Breeding	Suitable habitat exists for mosquito production (e.g. standing water for more than 72 hours in areas accessible to mosquitoes.)
11	Other	Ladder is corroded or deteriorated, not functioning properly, not securely attached to structural wall, missing rungs, has cracks and/or is misaligned.
12	Could Not Locate	Field inspectors are unable to locate the facility.

Maintenance Standards Detention Ponds

Maintenance Code	Type	Conditions When Maintenance Is Needed
1	Sediment	Inlet/Outlet pipe clogged with sediment. Sediment accumulation in pond bottom exceeds 6 inches or 10% of the designed pond depth unless otherwise specified.
2	Trash & Debris	Trash and debris exceeding 5 cubic feet (equivalent to one standard size garbage can) per 1,000 square feet of pond area. Visual evidence of dumping. Inlet/Outlet pipe clogged with trash or debris.
3	Vegetation	Poisonous or nuisance vegetation constituting a hazard to maintenance personnel or the public. Evidence of noxious weeds. Tree growth does not allow access or interferes with slope mowing, silt removal, vactoring, or equipment movements. Dead, diseased, or dying trees identified by a certified Arborist. Tree growth on berms over 4 feet high that may lead to piping and eventual berm failure. Tree growth on emergency spillways.
4	Water Quality	Prevalent and visible oil sheen. Evidence of oil, gasoline, contaminants or other pollutants.
5	Water Flow	First cell (if applicable) is empty, doesn't hold water.
6	Erosion	Erosion of the pond's side slopes exceeding 2 inches deep where there is potential for continued erosion. Scouring of the pond bottom exceeding 6-inches deep, or where continued erosion is prevalent.
7	Cover/Frame/Grate	See Control Structures for additional maintenance standards.
8	Structure	See Control Structures for additional maintenance standards. Liner is visible and has more than three 1/4-inch holes in it. Any part of the berm or emergency spillway that has settled 4 inches lower than the design elevation. Discernable water flow through pond berm. (Consult with Geotechnical Engineer to evaluate condition and recommend repair.) Emergency spillway: only one layer of rock exists above native soil in area five square feet or larger, or any exposure of native soil at the top of flow path of spillway. (Rip-rap on inside slopes need not be replaced.) Internal spillway not level.
9	Damaged Pipes	See Conveyance System standards for pipes and debris barriers/trash racks.
10	Mosquito Vector Breeding	Suitable habitat exists for mosquito production (e.g. standing water for more than 72 hours in areas accessible to mosquitoes.)

Maintenance Standards derived from the Washington State Department of Ecology's *Stormwater Management Manual for Eastern Washington*

Maintenance Code	Type	Conditions When Maintenance Is Needed
11	Other	Evidence of rodent holes or any evidence of water piping through dam or berm via rodent holes. (Consult with Geotechnical Engineer to evaluate condition and recommend repair.) Beaver dam within the pond, resulting in change or function of the facility. Insects such as wasps and hornets that interfere with maintenance activities.
12	Could Not Locate	Field inspectors are unable to locate the pond.

Maintenance Standards Catch basin Manholes

Maintenance Code	Type	Conditions When Maintenance Is Needed
1	Sediment	Accumulated sediment exceeding 12 inches or impeding flow from inlet or outlet pipes.
2	Trash & Debris	Accumulated trash or debris exceeding 12 inches or impeding flow from inlet or outlet pipes.
3	Vegetation	N/A
4	Water Quality	Discharge shows obvious signs of poor water quality. Water flowing into the system during dry weather – report as potential illicit discharge concern.
5	Water Flow	N/A
6	Erosion	N/A
7	Cover/Frame/ Grate	Cover is missing or only partially in place. One maintenance person cannot remove lid after applying normal lifting pressure. Locking mechanism cannot be opened by one maintenance person with proper tools. Bolts into frame have less than 1/2 inch of thread.
8	Structure	Any openings or voids allowing material to be transported into facility. Cracks wider than 1/2-inch and any evidence of soil particles entering the structure through the cracks. Field inspector determined the vault is not structurally sound.
9	Damaged Pipes	Inlet or outlet piping damaged or broken and in need of repair.
10	Mosquito Vector Breeding	Suitable habitat exists for mosquito production (e.g. standing water for more than 72 hours in areas accessible to mosquitoes.)
11	Other	Ladder is unsafe due to missing rungs, misalignment, not securely attached to structure wall, rust, or cracks.
12	Could Not Locate	Field inspectors are unable to locate the facility.

Maintenance Standards Swales: Biofiltration, Grassy

Maintenance Code	Type	Conditions When Maintenance Is Needed
1	Sediment	Sediment depth exceeds 2 inches. Inlet/outlet areas clogged with sediment.
2	Trash & Debris	Trash and debris accumulated in the swale. Inlet/outlet areas clogged with trash and debris.
3	Vegetation	Grass is sparse or bare or eroded patches occur in more than 10% of the bottom of the swale. Grass is taller than 10 inches. Nuisance weeds or other vegetation starting to take over. Excessive shading causing poor grass growth.
4	Water Quality	Any evidence of oil, gasoline, contaminants or other pollutants. Water flowing through facility during dry weather – report as potential illicit discharge concern.
5	Water Flow	Standing water in swale between storms does not drain freely. Flow spreader uneven or clogged where flows are not uniformly distributed through the swale.
6	Erosion	Small quantities of water continually flow causing an eroded, muddy channel at the bottom. Eroded or scoured grassy swale bottom due to flow channelization, or higher flows.
7	Cover/Frame/Grate	N/A
8	Structure	N/A
9	Damaged Pipes	See Conveyance System standards for pipes and debris barriers/trash racks.
10	Mosquito Vector Breeding	Suitable habitat exists for mosquito production (e.g. standing water for more than 72 hours in areas accessible to mosquitoes.)
11	Other	
12	Could Not Locate	Field inspectors are unable to locate the swale.

Maintenance Standards Vaults, Tanks, and Storage Pipes

Maintenance Code	Type	Conditions When Maintenance Is Needed
1	Sediment	Sediment depth exceeds 10% of diameter of storage area for half length of storage vault or any point depth exceeds 15% of diameter. (Example: 72-inch storage tank would require cleaning when sediment reaches depth of 7 inches for more than 1/2 length of tank.)
2	Trash & Debris	Trash or debris exceeds the limits for sediment described above.
3	Vegetation	N/A
4	Water Quality	Prevalent and visible oil sheen. Evidence of oil, gasoline, contaminants or other pollutants.
5	Water Flow	First cell (if applicable) is empty, doesn't hold water.
6	Erosion	N/A
7	Cover/Frame/Grate	Cover is missing or only partially in place. One maintenance person cannot remove lid after applying normal lifting pressure. Locking mechanism cannot be opened by one maintenance person with proper tools. Bolts into frame have less than 1/2 inch of thread.
8	Structure	See Control Structures for additional maintenance standards. Openings or voids between tank or pipe sections allowing material to be transported into facility. Tank/pipe is bent more than 10% of its design shape. Cracks wider than 1/2-inch. Evidence of soil particles entering structure through cracks. The vault is not structurally sound. One-half of the cross section of an air vent is blocked or vent is damaged.
9	Damaged Pipes	Inlet or outlet piping damaged or broken and in need of repair.
10	Mosquito Vector Breeding	Suitable habitat exists for mosquito production (e.g. standing water for more than 72 hours in areas accessible to mosquitoes.)
11	Other	Ladder is unsafe due to missing rungs, misalignment, not securely attached to structure wall, rust, or cracks.
12	Could Not Locate	Field inspectors are unable to locate the facility.

Maintenance Criteria for Drywells

Maintenance Interval	Description of Maintenance to Be Performed
Every 3 months	Visually inspect
Every 6 months	Remove debris and sediment
Annually	Check for structural damage
Whichever Is More Frequent: Above Schedule or Below Observed Events:	
Following substantial (> 24-hour) rainfall event	If possible, observe drywells in operation during the rainfall event. Aim to identify and correct problem prior to failure.
Following intense but short-duration event	
Following snowmelt event	It is especially important to observe the drywells if the melt occurred concurrently with frozen ground conditions.

Maintenance Criteria for Infiltration Ponds

Maintenance Component	Def ect	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed
General	Trash and Debris	See Table 6.15: Maintenance Criteria for Detention Ponds (continued)	See Table 6.15: Maintenance Criteria for Detention Ponds (continued)
	Poisonous/ Noxious Vegetation	See Table 6.15: Maintenance Criteria for Detention Ponds (continued)	See Table 6.15: Maintenance Criteria for Detention Ponds (continued)
	Contaminants and Pollution	See Table 6.15: Maintenance Criteria for Detention Ponds (continued)	See Table 6.15: Maintenance Criteria for Detention Ponds (continued)
	Rodent Holes	See Table 6.15: Maintenance Criteria for Detention Ponds (continued)	See Table 6.15: Maintenance Criteria for Detention Ponds (continued)
Storage Area	Sediment	Water ponding in infiltration pond after rainfall ceases and appropriate time allowed for infiltration. (A percolation test pit or test of pond indicates pond is only working at 90% of its designed capabilities. If 2 inches of sediment or more is present, remove).	Sediment is removed and/or pond is cleaned so that infiltration system works according to design.
Filter Bags if applicable	Filled With Sediment and Debris	Sediment and debris fill bag > one-half full.	Filter bag is replaced or system is redesigned.
Rock Filters	Sediment and Debris	By visual inspection, little or no water flows through filter during heavy rain storms.	Gravel in rock filter is replaced.
Side Slopes of Pond	Erosion	See Table 6.15: Maintenance Criteria for Detention Ponds (continued)	See Table 6.15: Maintenance Criteria for Detention Ponds (continued)
Emergency Overflow Spillway and Berms >4 Feet in Height	Tree Growth	See Table 6.15: Maintenance Criteria for Detention Ponds (continued)	See Table 6.15: Maintenance Criteria for Detention Ponds (continued)
	Piping	See Table 6.15: Maintenance Criteria for Detention Ponds (continued)	See Table 6.15: Maintenance Criteria for Detention Ponds (continued)
Emergency Overflow Spillway	Rock Missing	See Table 6.15: Maintenance Criteria for Detention Ponds (continued)	See Table 6.15: Maintenance Criteria for Detention Ponds (continued)
	Erosion	See Table 6.15: Maintenance Criteria for Detention Ponds (continued)	See Table 6.15: Maintenance Criteria for Detention Ponds (continued)
Presettling Ponds and Vaults	Pond or Sump Filled With Sediment and/or Debris	6 inches or designed sediment trap depth of sediment.	Sediment is removed.

Appendix K

Capital Improvements Prioritization Memorandum

TECHNICAL MEMORANDUM

DATE: August 23, 2019 modified September 12, 2019 and December 20, 2019
TO: City of College Place
FROM: Angela Taylor
SUBJECT: Capital Improvements Plan Ranking
CC:
PROJECT NUMBER: 386-7956-001
PROJECT NAME: College Place Stormwater Management Plan

Parametrix is assisting the City of College Place in developing its Stormwater Management Plan (SWMP). One major element of this process is developing the stormwater utility's Capital Improvement Plan (CIP). A procedure has been proposed to systematically compare and prioritize a range of different capital projects. The protocol below provides a consistent basis for characterizing the benefits from capital projects, comparing projects and documenting the reasons why certain projects are selected for funding. However, a simple scoring system cannot fully cover every consideration that may apply to a wide range of projects. It is anticipated that this scoring procedure will be used as an initial step, and that the stormwater utility's management will then review the results, assess other applicable information as appropriate, and then select a set of capital projects to advance.

CRITERIA FOR COMPARING PROJECTS

The City of College Place will use five criteria proposed for comparing projects, each intended to address the primary benefits provided by typical water utility capital projects. Each criterion has an associated scoring system that can be used to calculate a project priority score.

In addition to the raw scores, each of these criteria can be weighted. This allows some criteria to more strongly influence the selection and prioritization of projects. The five criteria together with suggested weights are shown below.

Criteria	Weights
1. Regulatory Requirements (mandatory)	10
2. Public Safety and Property Protection	9
3. Water Quality	7
4. Cost Control or Cost-Sharing Opportunities	6
5. Reliability/Protection of Prior Investments	5

CRITERIA DEFINITIONS AND SCORING

This section provides a system for scoring each project based on the eight criteria listed above. It should be noted that any given project may be proposed in order to meet a specific need represented by a single criterion. However, many projects offer ancillary benefits as well. Therefore, each project should be reviewed for the full range of criteria listed.

Each criteria weight is given a ranking score of zero to 3.

Regulatory Requirements

Stormwater is subject to federal, state and local regulations and the City of College Place is being covered under the new NPDES Phase II Municipal Stormwater Permit. New or more stringent regulations sometimes require construction of new facilities, or improvements to existing facilities. This criterion is intended to recognize the importance of meeting mandatory requirements. In addition, it addresses projects the City has agreed to through binding commitments to other agencies. Examples of projects for this criterion are:

- Additional/upgraded treatment facilities or processes required to meet drinking water standards.
- Garrison Creek TMDL associated projects
- Permit required projects
- Projects required by contracts or Memoranda of Agreement the City has signed with other local jurisdictions or state agencies.

Project Ranking Scores	
Regulatory Requirements	Ranking Score
Weight = 10	
Project does not address regulatory requirements	0
Project addresses a deficiency in meeting <i>future</i> regulatory requirements or obligations	2
Project addresses a deficiency in meeting <i>current</i> regulatory requirements or obligations	3

Public Safety and Property Protection

Protection of Public Safety and property is a main driver for the City of College Place in determining the ranking of projects. Areas of flooding have the potential to create unsafe conditions and damage property. This criterion is intended to recognize the importance of the City's goal in maintaining public safety and protecting residents and their property. Examples of projects for this criterion are:

- Connection of siphons to discharge main.
- Upsizing inlets and piping for additional conveyance.

Project Ranking Scores	
Public Safety and Property Protection	Ranking Score
Weight = 9	
Project does not address public safety and property protection	0
Project addresses a deficiency in meeting public safety and property protection	2
Project addresses a deficiency in exceeding public safety and property protection	3

Water Quality (Non-Regulatory)

This criterion addresses projects which enhance or improve the City's water quality. This criterion is intended to advance projects which enhance the City's environmental stewardship. Examples of projects in this category are:

- Projects to improve fish habitat in local streams or lakes.
- Water quality protection in the form of treatment systems at areas of concern within the City.
- Projects that improve long-term health of Garrison Creek.
- Improve monitoring/testing facilities to improve tracking of water quality issues.

Project Ranking Scores	
Water Quality – Non-Regulatory	Ranking Score
Weight = 7	
Proposed project does not enhance water / environmental quality	0
Proposed project would provide only a limited enhancement of water / environmental quality	1
Proposed project would represent a significant enhancement to water quality / natural environment or advance resource sustainability	3

Cost Control

This criterion is intended to advance cost effective/reduced cost projects. It would give priority to projects which reduce future costs or are subsidized (partially or completely) by others. Examples of projects in this category are:

- Projects that qualify for one-time grants.
- Projects that can be coordinated with other projects where the City pays only a portion of the costs (e.g., combined utility replacement and street paving projects).
- Automation or other improvements that reduce labor or other operational costs.

Project Ranking Scores	
Cost Control	Ranking Score
Weight = 6	
Project will not result in cost savings	0
Project will result in slight cost savings	1
Project will result in significant cost savings	3

Reliability/Protection of Prior Investments

Reliability and Protection of Prior Investments refers to improvements in the reliability of capacity of stormwater system; or reinvestment in existing facilities. Examples of projects in this category are:

- Replacement of leak-prone pipe
- Any significant repair or replacement project
- Replacement of aging and undersized infrastructure.

Project Ranking Scores	
Reliability/Protection of Prior Investments	Ranking Score
Weight = 5	
Project does not affect reliability or reinvest in, or protect existing physical assets/resources	0
Project offers slight reliability improvement or reinvestment in <i>non-critical</i> assets/resources.	1
Project offers significant reliability improvements or reinvestment in <i>non-critical</i> assets/resources	2
Project offers reliability improvements or reinvestment in <i>critical</i> assets/resources	3

FURTHER CONSIDERATIONS

The above project priority criteria are to be used as a starting point for the City to consider which capital projects will move forward into planning and execution. The criteria are meant to provide a consistent basis for ranking projects and to document the rationale for funding.

Parametrix has developed a simple spreadsheet for use in conjunction with the above ranking criteria. The spreadsheet calculates scores for each project by applying the individual criteria scores and weights.

The scoring system is intended to avoid “double-counting” of benefits under different criteria. If points are awarded to a benefit for one criterion, staff should be careful not to award points under another criterion for the same feature of the project. For example, water quality improvements should not receive points under both the Water Quality criterion and the Regulatory criterion, just because some water quality improvements are mandated by law.

On the other hand, distinctive features of a project can receive points under multiple criteria. For example a project that meets water quality regulatory requirements and also is part of a cost sharing project could receive points under both the Regulatory criterion and the Cost Control criterion. In this case, it is different features of the project that lead to points being awarded in more than one criterion.

CITY INPUT

Each CIP project requires that key City officials weigh in on the ranking to determine the most viable ordering of projects. Ecology has indicated that Water Quality is the main goal of the ranking, but required regulatory improvements that are mandated by the permit will take precedence until enough capital is reserved from the stormwater utility or grant funds obtained. Parametrix will go over City rankings and develop final CIP list based on these exercises.

Based upon the final city input, the attached rankings (Table 1) have been agreed upon for the CIP plan and these rankings correspond with the associated rate study developed to facilitate the formation of the stormwater utility. Refer to Figure 1 for the location of the CIP projects.

Table 1 - Capital Project Prioritization Scoring City of College Place Stormwater Management Plan									
			Construction Year (Tentative)						
		weight (1-10)		10	9	7	6	5	
CIP Number	Project Name or Location	estimated cost							
1	Vactor Truck	\$410,000	TBD	3				1	35
2	Street Sweeper	\$240,000	TBD			3		1	26
3	Stormwater System Maintenance (ongoing)	5-10% of \$6,500,000 each year	Yearly				1		6
4	Outfall ID #67, #68, #69 - 10th Street Stormwater Upgrades between (College to Birch)/(Bade to College) /(Dead End to Bade)	\$850,000	TBD			1			7
5	Decant Facility	\$1,500,000	TBD			1			7
6	Destito Court	\$246,000	TBD			1			7
7	Outfall ID #1 - Point Source water treatment - Direct outfall- 1232 SE Newgate Dr	\$45,000	TBD			1			7
8	Outfall ID #2 - Point Source water treatment - Direct outfall-1152 SE Falbo Dr.	\$45,000	TBD			1			7
9	Outfall ID #3 - Point Source water treatment - Direct outfall -110 SE 10th St	\$45,000	TBD			1			7
10	Outfall ID #6 - Point Source water treatment - Direct outfall - 1459 SE Mallard Ln.	\$45,000	TBD			1			7
11	Outfall ID #16 - Point Source water treatment - Direct outfall - 823 SE Mockinbird Dr.	\$45,000	TBD			1			7
12	Outfall ID #17 - Point Source water treatment- Direct outfall - 954 SE Eagle Ln	\$45,000	TBD			1			7
13	Outfall ID #18 - Point Source water treatment - Direct outfall - 1123 SE Mockingbird Dr.	\$45,000	TBD			1			7
14	Outfall ID #29 - Point Source water treatment - Direct outfall - 926 SE Brentwood Pl	\$45,000	TBD			1			7
15	Outfall ID #31 - Point Source water treatment - Direct outfall - 15 SE Cedar Bend Dr.	\$45,000	TBD			1			7
16	Outfall ID #32 - Point Source water treatment - Direct outfall - 25 SE Cedar Bend Dr.	\$45,000	TBD			1			7
17	Outfall ID #33 - Point Source water treatment - Direct outfall - 114 SE Pepperidge Pl	\$45,000	TBD			1			7
18	Outfall ID #34 - Point Source water treatment - Direct outfall - 610 SE Lamperti St.	\$45,000	TBD			1			7
19	Outfall ID #36 - Point Source water treatment - Direct outfall - 1024 SE Date Ave.	\$45,000	TBD			1			7
20	Outfall ID #37 - Point Source water treatment - Direct outfall - 769 SE Songbird Ln.	\$45,000	TBD			1			7
21	Outfall ID #42 - Point Source water treatment - Direct outfall - 1022 SE Birch Ave	\$45,000	TBD			1			7
22	Outfall ID #43 - Point Source water treatment - Direct outfall - 1023 SE Birch Ave	\$45,000	TBD			1			7
23	Outfall ID #45 - Point Source water treatment - Direct outfall - 274 SE Lamperti St.	\$45,000	TBD			1			7
24	Outfall ID #46 - Point Source water treatment - Direct outfall - 380 SE Lamperti St.	\$45,000	TBD			1			7
25	Outfall ID #55 - Point Source water treatment - Direct outfall - 178 NE Cedar Ave (W side)	\$45,000	TBD			1			7
26	Outfall ID #56 - Point Source water treatment - Direct outfall - 178 NE Cedar Ave. (E side)	\$45,000	TBD			1			7
27	Outfall ID #57 - Point Source water treatment - Direct outfall - 221 NE Birch Ave (W side)	\$45,000	TBD			1			7
28	Outfall ID #58 - Point Source water treatment - Direct outfall - 221 NE Birch Ave (E side)	\$45,000	TBD			1			7
29	Outfall ID #59 - Point Source water treatment - Direct outfall - 221 NE Birch Ave	\$45,000	TBD			1			7
30	Outfall ID #60 - Point Source water treatment - Direct outfall - 117 NE Ash St	\$45,000	TBD			1			7
31	Outfall ID #65 - Point Source water treatment - Direct outfall - 921 SE Scenic View Dr.	\$45,000	TBD			1			7
32	Outfall ID #70 - Point Source water treatment - Direct outfall - 904 SE Robin Dr.	\$45,000	TBD			1			7
33	Outfall ID #71 - Point Source water treatment - Direct outfall - 905 SE Robin Dr.	\$45,000	TBD			1			7
34	Outfall ID #72 - Point Source water treatment - Direct outfall - 1699 SE Larch Ave	\$45,000	TBD			1			7
35	Outfall ID #79 - Point Source water treatment - Direct outfall - 882 SE Larch Ave	\$45,000	TBD			1			7
36	Outfall ID #80 - Point Source water treatment - Direct outfall - 929 SE Sentry Dr	\$45,000	TBD			1			7
37	Outfall ID #2042 - Point Source water treatment - Direct outfall	\$45,000	TBD			1			7
38	C Street (Larch to College Avenue)	\$500,000	TBD				2		12
39	Birch Avenue (10th to 11th)/(9th to10th)/(8th to 9th)	\$320,000	TBD		2				16
40	Bade Avenue (9th to 10th)	\$55,000	TBD		3				24
41	Date Avenue (8th to 10th)	\$215,000	TBD		3				24
42	Cedar Avenue (A to C Street)	\$340,000	TBD		3				24
43	Red Oak Avenue (North of Cedar Bend)	\$32,000	TBD		3				24
44	Spitzenberg Street (Cargill Avenue to Tulip Lane)	\$450,000	TBD		3				24
45	Evans Avenue (Whitman Drive to Earl Lane)	\$700,000	TBD		3				24
46	9th Street (College Avenue to west terminus)	\$90,000	TBD		3				24
47	Lions Park Pond / Garrison Creek	\$2,000,000	TBD			3		1	26
48	NA	NA							NA
49	Maintenance Shop	\$110,000	TBD			3	1		27
50	Stormwater System Hydraulic Analysis	\$100,000	TBD			3	1		27
51	Lambert Avenue (Rose to Spitzenberg)	\$320,000	TBD		3	1			31
52	Birch Avenue (4th to 6th)	\$460,000	TBD		3	1			31
53	Date Avenue (4th to 6th)	\$280,000	TBD		3	1			31
54	Outfall #85	\$45,000	TBD		3	1			31
55	Outfall #86	\$45,000	TBD		3	1			31
56	Outfall #87	\$45,000	TBD		3	1			31
57	Structure ID #596	\$45,000	TBD		3	1			31
58	Structure ID #487	\$45,000	TBD		3	1			31
59	Outfall #47	\$45,000	TBD		3	1			31
60	Structure ID #490	\$45,000	TBD		3	1			31
61	Outfall #35 (Meadowbrook/Lamperti)	\$45,000	TBD		3	1			31
62	Outfall #74	\$45,000	TBD		3	1			31
63	Wetland	\$45,000	TBD		3	1			31
64	Wetland	\$45,000	TBD		3	1			31
65	Outfall #63	\$45,000	TBD		3	1			31
66	Structure ID #3124	\$45,000	TBD		3	1			31
67	Outfall #64	\$45,000	TBD		3	1			31
68	Structure ID #406	\$45,000	TBD		3	1			31
69	Outfall #88	\$45,000	TBD		3	1			31
70	Outfall #66	\$45,000	TBD		3	1			31
71	Lambert Avenue	\$45,000	TBD		3	1			31
72	Lambert Avenue	\$45,000	TBD		3	1			31
73	Outfall #50	\$45,000	TBD		3	1			31
74	Outfall #51	\$45,000	TBD		3	1			31
75	Outfall #52	\$45,000	TBD		3	1			31
76	Outfall #53	\$45,000	TBD		3	1			31
77	Outfall #54	\$45,000	TBD		3	1			31
78	Structure ID #237	\$45,000	TBD		3	1			31
79	NE Damson Avenue (NE Cargill to NE Rose Street	\$260,000	TBD		3			3	39
80	Military Springs Streambank Restoration (Spitzenberg/Deccio to B/College)	\$150,000	TBD		3			3	39
81	Garrison Creek Streambank/Wetland Restoration (Villages @ Garrison Creek)	\$150,000	TBD		3			3	39
82	Water Wheel on Garrison Creek	\$37,500	TBD		3			3	39
83	Culvert Replacement @ Grandview Ave/Brickner Road	\$250,000	TBD		3			3	39
84	Culvert Replacement @ SW McKinney Ave/Clarence Ave	\$200,000	TBD		3			3	39
85	Culvert Replacement Owens Road @ WWTP	\$200,000	TBD		3			3	39
86	Dam Diversion Updates near SW Mission Road	\$50,000	TBD		3			3	39
87	Culvert Replacement Teal Lane	\$100,000	TBD		3			3	39
88	SW Mojonnier Road (S College to City Limits)	\$2,200,000	TBD		3			3	39
89	SE 12th Street (S College to SE Larch Avenue)	\$1,200,000	TBD		3			3	39
90	SE 12th Street (SE Larch to SE Myra Road)	\$1,200,000	TBD		3			3	39
91	Detention Pond/Park Development at Stone Creek	\$750,000	TBD		3			3	39

MAP SCALE 1"=30'

Filed for Record at Request of

THIS SPACE RESERVED FOR RECORDER'S USE

FILED FOR RECORD
IN WALLA WALLA CO. WASH.
BY *WV Co Engineer*

DEC 4 1 14 PM '92

JAN. C. BATES
COUNTY AUDITOR

9210814

AFTER RECORDING MAIL TO:

County Engineer
P.O. Box 813
Colfax

Quit Claim Deed

THE GRANTOR, Walla Walla County, a municipal corporation, for and in consideration of mutual benefits, conveys and quit claims to the City of College Place, a municipal corporation, the following real estate for road purposes, situate in the County of Walla Walla, State of Washington including any interest therein:

All that portion of Burlington Northern Railroad Co.'s Walla Walla, Washington to Milton-Freewater, Oregon Branch line right-of-way, now discontinued, varying in width on each side of said Railroad Co.'s Main Track centerline upon, over, and across the E $\frac{1}{2}$ SE $\frac{1}{4}$ Section 35, T 7 N, R 35 E of the Willamette Meridian, Walla Walla Co., Washington, described as follows, to wit:

All that portion of said Railroad Co.'s former Walla Walla Valley Railroad, now Burlington Northern Railroad Co.'s 35 foot wide Branch line right-of-way being 17.5 feet wide on each side of said Main Track centerline upon, over, and across that portion of Lot 3, Block 27, College Place, No. 2 according to the recorded plat thereof lying between the south line of said Lot 3 and a line drawn parallel with and 50 feet Northerly measured at right angles to said South line.

Dated this 1st day of December, 19 92.

REAL ESTATE EXCISE TAX

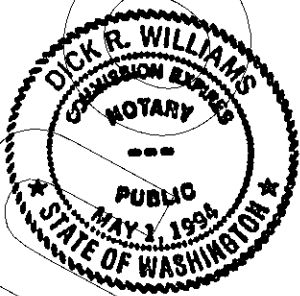
DEC - 4 1992

EXEMPT # 79108
WALLA WALLA COUNTY
VERA KANEN, TREASURER

STATE OF WASHINGTON,)

County of Walla Walla)

On this 1st day of December, 1992, before me personally appeared David G. Carey, Ray Needham, and Charles A. Maiden to me known to be the Board of County Commissioners of Walla Walla County that executed the foregoing instrument, and acknowledged said instrument to be free and voluntary act and deed of said Board, for the uses and purposes therein mentioned, and on oath stated that they are authorized to execute said instrument and that the seal affixed is the seal of said County.

GIVEN under my hand and official seal this 1st day of December, 19 92.*Dick R. Williams*Notary Public in and for the State of Washington
Residing at Walla Walla

VOL. 202 PAGE 941



December 30, 2020

**BOARD OF
DIRECTORS**

Mike Denny
President

Barbara Stubblefield
Vice-President

John Wakeman
Secretary

Cindy Meyer
Treasurer

Roger Esparza
Libby Frazier
Greg Kettner
Robert King
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EX OFFICIO

Blake Cheneweth
Walla Walla University
Student Representative

Colby Dragon
Whitman College
Student Representative

Myron Huie
*City of Walla Walla
Representative*

James Payne
Executive Director

Lisa R. Neissl, CMC
City Clerk / Public Records Officer
City of College Place
625 S College Ave
College Place WA 99324

Dear Ms. Neissl,

This report is to serve as supporting documentation for services provided by Fort Walla Walla Museum/Walla Walla Valley Historical Society during the fourth quarter of 2020 to the City of College Place as per the 2020 award of Lodging Tax Funds.

During the fourth quarter, October through December, of 2020, expenses for providing services related to tourism and operation of a tourism related facility included: Building & Grounds Repairs & Maintenance, Collection Management, Computer Costs, Dues & Subscriptions, Exhibits, Licenses and Taxes, Light & Power, Miscellaneous, Office Supplies & Equipment Maintenance, Postage, Publicity & Promotions, Special Events, Telephone & Alarm, and Travel, Meals & Training. Our Walla Walla Valley promotional video project with CMBell, which will constitute a major portion of what the College Place LTAC award will be spent on, has resulted in a completed video. This video showcases the various Museums and historic sites of the Valley, including FWWM and Whitman Mission. It will be shown in major tourism markets.

Thank you for your time and assistance.

Sincerely,


James H. Payne
Executive Director

Encl.

ECONOMIC DEVELOPMENT REPORT

FORT WALLA WALLA MUSEUM

WALLA WALLA VALLEY HISTORICAL SOCIETY

Fourth Quarter 2020 (1 October through 29 December)

With the 2020 College Place Lodging Tax Funds awarded by the City of College Place to Fort Walla Walla Museum/Walla Walla Valley Historical Society, the Museum supplemented a limited budget to greatly enhance the Museum's economic development efforts that benefited the entire community.

Summary of Operations and Economic Development Services

During the fourth quarter of 2020, Fort Walla Walla Museum was opened again to the public until November 16 when the governor again forced museums to close. Virtual programming continued with monthly presentations on Zoom. We also continued improving our offerings in the virtual school tour. The digital assets we are creating now allow us to serve the public during the pandemic, but will also always remain valuable as historic documents, additions to exhibits, and online resources. These resources will help drive future visits. After we had to close again, we redirected some staff time to activities that will help us in the future. We worked on cataloging backlogs, grounds maintenance, research for exhibits and videos, and we recorded several oral histories about COVID, which will be valuable documents in the future. Our increasing and improving digital content helps keep Walla Walla top of mind for heritage tourism. Our work with CMBell to create a heritage tourism ad will be used in 2021 to increase tourism, and our displays at the airport and at Marcus Whitman Hotel help extend stays.

The work done this quarter can be classified into:

1) Operations; 2) Publicity and Marketing; and 3) Community and Economic Development

1-OPERATIONS

OPERATION STATISTICS

REVENUES	Jan – Dec 29 2020	Jan - Dec 2019	Change	
Gate Admissions	\$9,179	\$66,478	Down	86.2%
Tour Admissions	\$90	\$5,414	Down	98.3%
Total Attendance Count	2,337	21,787	Down	89.3%
School Tours Count (included above)	128	4,365	Down	97.1%
Total Offsite Reach	31,138	N/A	1 st year measured	
Sponsorships	\$8,500	\$15,714	Down	45.9%
Store Sales	\$8,369	\$61,491	Down	86.4%

All revenues and attendance are down from last year because we were closed March to September and again from November 16 through the end of the year due to the COVID-19 pandemic and lockdown. We have been able to continue curbside pickup for Museum store goods. The virtual School Tour we created in March has been viewed an impressive 1,660 times. Since purchasing new equipment thanks to a grant from Humanities Washington and being trained in filming and editing, we have produced new higher quality videos and programs to supplement and improve this virtual tour. For the first time we measured and are reporting a “total offsite reach” number, which includes all our digital content as well as our mailed newsletter, which provides programming and content. We had over 31,000 views of our content via our website, our newsletter, and social media. On Facebook alone we had 15,283 unique video views, meaning we are reaching many thousands of individuals – potential future visitors. A breakdown and explanation of the offsite reach number is attached as a **supplemental document**. Despite the impacts of COVID, we have found a way to continue serving our community and our region's schools. Through this content we are also encouraging tourism to the area and heightening awareness of what makes this valley unique as the cradle of Northwest history.

Based on the great interest in our online programming, we are optimistic for being able to rebuild in 2021. Our new content, skills, and preparation will let us enrich the stays of visitors, leading ultimately to more heads in hotel beds.

2-PUBLICITY AND MARKETING

Publicity and marketing strategy has been mostly focused on promoting our online content. Our collaboration with CMBell has resulted in a complete regional heritage promotional video. This will be used to advertise in markets like Seattle, Spokane, Boise, and Portland. It highlights the opportunities for heritage tourism, such as the various Museums and historic sites in the valley, and the historic downtowns. Through our initiative in organizing this project, the video was funded by Visit Walla Walla, and the Port of Walla Walla, some in-kind contributions by CMBell, and our own staff time. This video will attract more guests to the Museum and tap an under targeted segment of tourists – most advertising has focused on wine while the Walla Walla Valley is also a top heritage destination. This can also lengthen stays of tourists by making them aware of additional things to do.

The museum enjoys a remarkable number of recommendations via word of mouth, which are, according to *Nielson Marketing*, the most “credible, social, repeatable, measurable and respectful” marketing strategies to rely on. However, enhancements to our programming and promotional/publicity efforts have also helped to increase the general awareness of our Museum. The Museum staff uses social media outreach avenues to expand and remain relevant with a diverse demographic and a wider audience. We continue to post on Facebook and remain a top attraction year-round in Walla Walla on Trip Advisor, holding their Certificate of Excellence. We remain visible in local press with news releases, event notifications, and historical columns, enforcing top-of-mind awareness of the museum as a recreational space with plenty of activities for all ages.

Frequently, we are a primary source for visitor information for the Walla Walla Valley. We have added an extra brochure rack to distribute more information on local tourist activities.

3-COMMUNITY AND ECONOMIC DEVELOPMENT

With the closures and restrictions of COVID-19, we have made an extra effort to raise our online presence. In addition to regular website updates, our online exhibits section was expanded with more photos and information, the homepage was redesigned, and we quickly filmed and embedded in our website a virtual tour, which is free for schools and anyone to view. We have also begun a blog, posted more frequently on Facebook and other social media, and are developing even more content for our website that promotes community engagement and heritage education. This digital outreach will also keep the Museum and Walla Walla in the mind of would-be tourists who will be eager to travel once it is safe. Our digital *Museum After Hours* program is now reaching a national audience. Since reopening, the majority of our guests have been from out of town. We attract tourists by being open, and also helping to lengthen stays of tourists who came for other reasons.

The Museum partners with the local universities, colleges and schools as well as many local not-for-profit organizations, to perform a variety of services. Time spent by these partners in addition to the hours of our volunteers, are a priceless resource to supporting Museum operations. We have taken on multiple new interns throughout the year, who are now nearing the end of their internships as new candidates are contacting us for spring and summer projects. This is a training experience for them and a valuable source of talent for the museum. We are slowly letting some volunteers safely return and have offered at-home tasks for others. The intellectual and social engagement volunteers get through museum involvement is an important aspect of happiness and mental health in normal times and takes on even more importance during this crisis that has increased everyone’s isolation.

Pursuit of support for our events and programs is ongoing. Providing access to regional history by a variety of means captures the interest of a broader audience and greater development potential in both economic resources and people assets. Participation in educational meetings and sharing not-for-profit knowledge with peers and other social agencies maintains viability as well as visibility within the local network. Staff attend workshops and engage with peer groups to build networks and expand foundation of knowledge to benefit the wellbeing of the museum and ultimately, those who visit. Our staff remains very involved in committees, boards and local community groups, key to the quality of life, economics and tourism of the Walla Walla area.

A former study by RRC Associates of Boulder Colorado showed that visitors to Fort Walla Walla Museum spent an average of \$306 a piece in our community. That equates to \$30 for local businesses for every dollar made by the museum. This normally totals between \$2 and \$2.5 million annually which generates more than \$20,000 in tax dollars for the city. These dollars improve the quality of life for all local residents because they go into the general fund which supports police and fire protection, as well as, streets and parks.

Estimating People Served Online and Offsite by Fort Walla Walla Museum

People view our content on our website, YouTube, Facebook, and Zoom. On our site they can watch videos, read blog posts, do historical research, see online exhibits, use our store, and more.

2020 YTD

2020 Q4 (Oct1 – Dec28)

Zoom:	
199 unique live viewers of events	98
YouTube: *	
1,500 views (74.5 hours watch time)	461 unique viewers
Squarespace (fwwm.org):	
13,000 unique visitors to site (any part)	3,200 unique visitors to site
Online Newsletter downloads (via email)	
281	106
Print Newsletter distribution (by snail mail)	
2,395 distributions ~801 people	796 distributions 796 people
Facebook: **	
15,283 unique video views	12,154 unique video views
Presentations to outside groups	
74	30
Total Offsite Services:	
31,138	16,845

*Note on YouTube: For all of 2019 we had 162 total views and 3.7 hours of watch time. For the lifetime of our YouTube channel, we have had 2,222 total views and 92.2 hours of watch time. 2020 was obviously an astronomical increase and most of our video viewership comes from this year.

**Notes on Facebook:

Date range	Total Daily Content Consumers	Unique Video Views	Post Engage (likes comments shares)
Jan-Mar	1802	213	1031
Apr-Jun	2211	1598	2692
Jul-Sept	1495	1318	1349
Oct-Dec	1979	12154	2099
Total	7487	15283	7171

By quarter and totals.

The daily content consumers are unique FB page visits—(definition: The number of people who clicked on any of your content. Stories that are created without clicking on Page content (ex, liking the Page from timeline) are not included. Unique Users)

Unique video views— (definition: Metric showing videos played for unique people for more than 3 seconds aggregated at the page level. Unique Users)

Post Engagement: The number of unique people who engaged in certain ways with your Page post, for example by commenting on, liking, sharing, or clicking upon particular elements of the post. Unique Users). This would be higher than the Daily content consumers if those users were liking/sharing/contenting on more than one post during a visit.

Water Division
Monthly Water Usage Trend Report
Usage Totals are in Gallons

	Nov-20	Oct-20	Sep-20	Aug-20	Jul-20	Jun-20	May-20	Apr-20	Mar-20	Feb-20	Jan-20	Dec-19	Nov-19
Intertie Usage with Walla Walla	0	0	0	0	0	0	0	0	0	0	0	0	0
Intertie Usage with District #14	7,909,000	(496,000)	(1,218,000)	(4,926,000)	(18,360,000)	(4,481,000)	18,190,000	(4,078,000)	(2,404,000)	(1,765,000)	(1,261,000)	2,213,000	11,418,000
Intertie Usage with Walla Walla University	0	0	0	0	0	0	0	0	0	0	0	0	0
Net CP Intertie Usage	7,909,000	(496,000)	(1,218,000)	(4,926,000)	(18,360,000)	(4,481,000)	18,190,000	(4,078,000)	(2,404,000)	(1,765,000)	(1,261,000)	2,213,000	11,418,000
Total Water Pumped	8,115,000	31,396,000	65,365,000	97,418,000	97,254,000	57,898,000	25,038,000	38,391,000	19,086,000	15,769,000	16,132,000	14,562,000	3,251,000
CP Total Water Used During Month	16,024,000	30,900,000	64,147,000	92,492,000	78,894,000	53,417,000	43,228,000	34,313,000	16,682,000	14,004,000	14,871,000	16,775,000	14,669,000
Daily Average Used	534,133	996,774	2,138,000	2,983,613	2,544,968	1,780,000	1,394,452	1,143,000	538,129	482,897	479,710	541,129	488,967
Highest Daily Amount Used (Curr. Month)	697,000	1,071,000	3,608,000	4,038,000	3,392,000	2,568,000	2,210,000	875,000	875,000	744,000	796,000	717,000	663,000
Lowest Daily Amount Used (Curr. Month)	447,000	494,000	1,126,000	2,202,000	1,584,000	1,304,000	667,000	436,000	436,000	252,000	387,000	349,000	263,000

Water Level - Well #1	-225 Static	-223 Static	-239 Static	-239 Static	-231 Static	-209 Static	-201 Static	-181 Static	-181 Static	-186 Static	-192 Static	-206 Static	-205 Static
Water Level - Well #2	-221 Static	-232 Static	-247 Static	-242 Static	-239 Static	-209 Static	-204 Static	-186 Static	-187 Static	-191 Static	-196 Static	-201 Static	-209 Static
Water Level - Well #3	-218 Static	-226 Static	-244 Static	-238 Static	-230 Static	-193 Static	-193 Static	-186 Static	-186 Static	-186 Static	-192 Static	-199 Static	-206 Static

Water Use Yearly Comparison	2018	414,628,000	The Intertie with WWU is "0" because they are not currently using water although the intertie is operational.
	2019	405,914,000	The Intertie with Walla Walla is "0" because they are inactivated.
	2020	458,972,000	

Additional Comments:

New Service Installations:	2	2	2	2	0	2	1	1	0	3	0	0	1
Service Replacements:	0	0	0	4	4	0	0	3	6	7	0	0	0
Water Leaks:	1	1	0	0	3	0	0	1	0	0	0	0	0

WATER DIVISION

Monthly Division Report

Month of **November, 2020**

	2020	2019
Intertie Usage with Walla Walla	0	0
Intertie Usage with District #14	7,909,000	11,418,000
Intertie Usage with Walla Walla College	0	0
Net CP Intertie Usage	7,909,000	11,418,000
Total Water Pumped	8,115,000	3,251,000
CP Total Water Used During Month	16,024,000	14,669,000
Daily Average Used	534,133	488,967
Highest Daily Amount Used 11-03-20	697,000	663,000
Lowest Daily Amount Used 11-16-20	447,000	263,000

Water Table Highest (October – March) Well #1 **-225 Static**/Well #2 **-221 Static**/Well #3 **-218 Static**

Water Table Lowest (April – September) Well #1 /Well #2 /Well #3

Water Use Yearly Comparison

2018 – 414,628,000
2019 – 405,914,000
2020 – 458,972,000

Additional Comments:

New Service Installations – 2

Service Replacements – 0

Water Leaks/Breaks – 1 (Sentry Dr Water Service)

Water Loss Summary Month – 4% gain

Water Loss Summary YTD – 7%

Public Works Report
November, 2020

Tasks worked on and/or completed during the month of November.

Park

Inspect Parks	Mow
Leaves	Flower Beds Cleanup
Facility Repair at Lions' Park	Close Bathrooms

Public Works

Utility Locates – 21	Safety Meeting – Electrical Safety
Invoices/Bills/POs	Council Meeting
Reports	Time Cards
Staff Meeting	Picture Record
Address Files	Plan Reviews
Gun Range Work	Visit WWTP
SE 10 th St Project	Filing
Small Equipment Maintenance	Budgets
PW Office Remodel	Training
Christmas Decorations	Stone Creek Development
Homestead 3E	Homestead Storm
Larch Ave Gas Project	Facility Repairs
CDBG Sidewalk Projects	Insurance Claims
Sewer Lining Project	

Equipment Rental

Work on various equipment (102, 204, 205, 209, 303, 306, 401, 408, 410, 412, 414, 431, 471, 472, 510, 514, 532, 540, 601, 607, 608, 609, 628, 713, 716, 725, 729, 803, 804, 901, 970, UT303)	
Paperwork & Reports	Shop Cleanup
Inspection of New Water Tender	Auction of Vehicles
Snow Tires on PD Vehicles	Holidays

Street

Inspections	Sign Work
Prep Vehicles for Winter	Clean Alleys West of College Ave
Sweep	Leaf Collection

Water

Sampling	October Water Report
Answer customer questions	Meter Checks & Repairs
Cross-Connection	Interties & Wells
Well #4 Project	Well #6 Project
Well Communication Set-up	Well #3 Short Issue
Meter Reading	

November
2020

Prepared by Jacobs for
CITY OF COLLEGE PLACE/WASTEWATER TREATMENT PLANT

Monthly Report

WASTEWATER TREATMENT

CONTENTS

WASTEWATER TREATMENT PLANT GENERAL 1

WASTEWATER TREATMENT PLANT OPERATIONS AND SAFETY 2

WASTEWATER TREATMENT PLANT MAINTENANCE 3

WASTEWATER TREATMENT PLANT LABORATORY 4

WASTEWATER COLLECTIONS 5

LAND APPLICATION 6

JACOBS LEASED FLEET 7



WASTEWATER TREATMENT PLANT: GENERAL

NOVEMBER ACTIVITIES:

- Treated approximately 28.4 million gallons of sewage (0.95 million gallons per day) removing over 99 % of Biochemical Oxygen Demand and Total Suspended Solids.
- The plant discharged the plant effluent flow to the creek.
- Submitted to the Washington State Department of Ecology (DOE)
 - Monthly Discharge Monitoring Report

- The wastewater treatment plant exceeded a permit limit for Total Coliform one day in November
- Annually Biosolids are hauled off by Natural Selection Farms which is a Beneficial Use Facility (BUF). 120.5 wet tons of the class B biosolids were hauled for 2020.
- Insulation resistance and vibration analysis was performed on most plant and lift station equipment
- The Cat backhoe that was parked at the Wastewater Treatment was picked up by the city

WASTEWATER TREATMENT PLANT: MAINTENANCE

NOVEMBER ACTIVITIES:

Issues Repaired

- Insulation resistance analysis was performed on most plant and lift station equipment. These tests are performed to check for loose wiring in electrical control panels.
- Vibration analysis was performed on most plant and lift station rotating equipment. These tests are performed to check bearings and uneven loads on rotating equipment.
- Phone line for Homestead lift station repaired by CenturyLink. Phone pedestal on Whitman had hit by a vehicle. No phone service for 5-days.

Issues that need addressed

- SBR 1 mixer float needs replaced. The replacement float is on site and ready. Scheduling a crane for the installation.

WASTEWATER TREATMENT PLANT: OPERATIONS

NOVEMBER ACTIVITIES:

- The plant discharged the effluent flow in November. Plant effluent discharged to the creek did not require cooling or aerating to meet the November through April NPDES permit conditions.
- Dewatering process solids and distributing on the drying pad for further processing
- Data from temperature data loggers located in the creek and plant effluent pipe was collected for the annual effluent temperature report required by the NPDES permit.
- Annually Biosolids are hauled off by Natural Selection Farms which is a Beneficial Use Facility (BUF). 120.5 wet tons of the class B biosolids were hauled for 2020.



- The plant used an average 6,271 kilowatt hours per day of electricity to operate costing \$410 per day. The average usage since 2016 has been 6934 kilowatt hours per day.
- Slowly pumping the irrigation reservoir contents back into the plant to make room in the reservoir for emergencies such as equipment and electrical failures.
- Safety gates were installed in place of safety chains at three locations



WASTEWATER TREATMENT PLANT: LABORATORY

NOVEMBER ACTIVITIES:

- All daily, weekly, and monthly regulatory testing performed as required
- Monitoring wells #3 and #4 were dry so no samples were collected from them.

WASTEWATER TREATMENT PLANT: COLLECTIONS

NOVEMBER ACTIVITIES:

- Cleaned 1,388 feet of sewer line in October
- Re-visited cleaning, 1,628 feet of sewer lines
- Camera inspection of 690 feet of collections piping
- Sewage lift stations checked and maintained weekly
- Alarm dialers status for the lift stations checked every work day
- A power outage to the lift stations was discovered from a facebook post on Saturday, November 7, followed up by site visits. Both effected lift stations were operating. Lift station 5 alarm dialer needed to be reset. The phone line to Homestead lift station had been hit by a vehicle on Whitman and had to be repaired by the phone company.

WASTEWATER TREATMENT PLANT: EFFLUENT LAND APPLICATION SITE

OCTOBER ACTIVITIES:

- Land treatment of the effluent ended for the season on October 7th.
- Site of harvested Hybrid Poplar trees (28-acres) being cleaned up and prepared for a new crop. Additional disking was done.



WASTEWATER TREATMENT PLANT: JACOBS FLEET STATUS

SEPTEMBER ACTIVITIES:

- Leased Vehicles on site
 - Ford F-150 (Leased in 2016 with project start-up)
 - Kubota SSV75 Skid Steer (delivered April 10, 2020)
 - John Deere 5055E Tractor (delivered April 18, 2020)
 - Toyota RAV4 Hybrid (delivered April 30, 2020)
 - Ford F-650 DumpTruck (delivered June 25, 2020)
 - 900-ECO 9YD Combination Sewer cleaning truck (delivered September 28, 2020)
 - Subsite CCTV Inspection Van (delivered October 13, 2020)
 - F-450 Ford Utility truck (delivered October 8, 2020)
 - Kubota tractor mower (delivered October 20, 2020)
- Equipment not received to date
 - Trailer mounted generator

Water Division
Monthly Water Usage Trend Report
Usage Totals are in Gallons

	Dec-20	Nov-20	Oct-20	Sep-20	Aug-20	Jul-20	Jun-20	May-20	Apr-20	Mar-20	Feb-20	Jan-20	Dec-19
Intertie Usage with Walla Walla	0	0	0	0	0	0	0	0	0	0	0	0	0
Intertie Usage with District #14	12,830,000	7,909,000	(496,000)	(1,218,000)	(4,926,000)	(18,360,000)	(4,481,000)	18,190,000	(4,078,000)	(2,404,000)	(1,765,000)	(1,261,000)	2,213,000
Intertie Usage with Walla Walla University	0	0	0	0	0	0	0	0	0	0	0	0	0
Net CP Intertie Usage	12,830,000	7,909,000	(496,000)	(1,218,000)	(4,926,000)	(18,360,000)	(4,481,000)	18,190,000	(4,078,000)	(2,404,000)	(1,765,000)	(1,261,000)	2,213,000
Total Water Pumped	0	8,115,000	31,396,000	65,365,000	97,418,000	97,254,000	57,898,000	25,038,000	38,391,000	19,086,000	15,769,000	16,132,000	14,562,000
CP Total Water Used During Month	12,830,000	16,024,000	30,900,000	64,147,000	92,492,000	78,894,000	53,417,000	43,228,000	34,313,000	16,682,000	14,004,000	14,871,000	16,775,000
Daily Average Used	413,871	534,133	996,774	2,138,000	2,983,613	2,544,968	1,780,000	1,394,452	1,143,000	538,129	482,897	479,710	541,129
Highest Daily Amount Used (Curr. Month)	477,000	697,000	1,071,000	3,608,000	4,038,000	3,392,000	2,568,000	2,210,000	875,000	875,000	744,000	796,000	717,000
Lowest Daily Amount Used (Curr. Month)	380,000	447,000	494,000	1,126,000	2,202,000	1,584,000	1,304,000	667,000	436,000	436,000	252,000	387,000	349,000

Water Level - Well #1	-215 Static	-225 Static	-223 Static	-239 Static	-239 Static	-231 Static	-209 Static	-201 Static	-181 Static	-181 Static	-186 Static	-192 Static	-206 Static
Water Level - Well #2	-210 Static	-221 Static	-232 Static	-247 Static	-242 Static	-239 Static	-209 Static	-204 Static	-186 Static	-187 Static	-191 Static	-196 Static	-201 Static
Water Level - Well #3	-203 Static	-218 Static	-226 Static	-244 Static	-238 Static	-230 Static	-193 Static	-193 Static	-186 Static	-186 Static	-186 Static	-192 Static	-199 Static

Water Use Yearly Comparison	2018	428,300,000	The Intertie with WWU is "0" because they are not currently using water although the intertie is operational.
	2019	422,689,000	The Intertie with Walla Walla is "0" because they are inactivated.
	2020	471,802,000	

Additional Comments:

New Service Installations:	5	2	2	2	2	0	2	1	1	0	3	0	0
Service Replacements:	0	0	0	0	4	4	0	0	3	6	7	0	0
Water Leaks:	0	1	1	0	0	3	0	0	1	0	0	0	0

WATER DIVISION

Monthly Division Report

Month of **December, 2020**

	2020	2019
Intertie Usage with Walla Walla	0	0
Intertie Usage with District #14	12,830,000	2,213,000
Intertie Usage with Walla Walla College	0	0
Net CP Intertie Usage	12,830,000	2,213,000
Total Water Pumped	0,000,000	14,562,000
CP Total Water Used During Month	12,830,000	16,775,000
Daily Average Used	413,871	541,129
Highest Daily Amount Used 12-30-20	477,000	717,000
Lowest Daily Amount Used 12-23-20	380,000	349,000

Water Table Highest (October – March) Well #1 **-211 Static**/Well #2 **-210 Static**/Well #3 **-203 Static**

Water Table Lowest (April – September) Well #1 /Well #2 /Well #3

Water Use Yearly Comparison

2018 – 428,300,000
2019 – 422,689,000
2020 – 471,802,000

Additional Comments:

New Service Installations – 5

Service Replacements – 0

Water Leaks/Breaks – 0

Water Loss Summary Month – 30% gain

Water Loss Summary YTD – 6% loss

Public Works Report
December, 2020

Tasks worked on and/or completed during the month of December.

Park

Inspect Parks

Leaves

Public Works

Utility Locates – 22

Invoices/Bills/POs

Staff Meeting

Address Files

Visit WWTP

Filing

Training

Stone Creek Development

Facility Repairs

Insurance Claims

Destito Storm Project

Safety Meeting – Lockout/Tagout

Time Cards

Picture Record

Plan Reviews

SE 10th St Project

PW Office Remodel

Christmas Decorations

Homestead Storm

CDBG Sidewalk Projects

Sewer Lining Project

SW Sewer & Lift Station Project

Equipment Rental

Work on various equipment (102, 204, 205, 209, 400, 406, 407, 409, 410, 448, 530, 534, 540, 603, 607, A3021, E3012, GN3071)

Paperwork & Reports

Generator Inspections

Snow Tires on PD Vehicles

Shop Cleanup

Auction of Vehicles

Holidays

Street

Inspections

Sweep

Sign Work

Leaf Collection

Water

Sampling

Answer customer questions

Cross-Connection

Well #4 Project

Well Communication Set-up

Meter Reading

Water Service Installs

November Water Report

Meter Checks & Repairs

Interties & Wells

Well #6 Project

Well #3 VFD Issue

Sky Ave Water Project Planning

Paint Floor at Well #4