

PALOUSE CITY COUNCIL AGENDA
Regular Council Meeting
December 14, 2021 @ 7:00 pm
Palouse Community Center 220 E. Main St

CALL TO ORDER: Mayor Sievers called the Council Meeting to order at 7:07 pm.

ROLL CALL:

Deputy Clerk Misty La Follett took Roll Call.

Council members present Mary Welcome, Bill Slinkard, John Snyder, Jim Fielder, Libby Akin, and Katie Cooper.

City staff present: Deputy Clerk (DC) Misty La Follett, Public Works (PW) Supt. Mike Wolf, and Police Officer Joel Anderson.

APPROVAL OF MINUTES:

Councilmember Slinkard introduced a **MOTION** to approve the minutes from the final budget hearing on December 6, 2021; **MOTION** was seconded by: Councilmember Welcome. All other council members present approved, and the **MOTION** passed.

Councilmember Snyder introduced a **MOTION** to approve the minutes from the regular council meeting on November 23, 2021; **MOTION** was seconded by: Councilmember Fielder. All other council members present approved, and the **MOTION** passed.

OPEN FORUM:

Michael Echanove addressed the Council. Mr. Echanove asked the Council to consider resuming the \$1,500 payment to the Palouse Basin Aquifer Committee. This payment breaks down to only \$1.50 per resident. He asked that this line item be added back into the Water Fund in the budget for 2022.

There was no further public comment.

PUBLIC WORKS REPORT:

Supt. Wolf provided Council with his written report.

Supt. Wolf stated that they have been working insulating water meter boxes. He has taken online classes to maintain his license. They were working in a water leak on "B" street that ended up being under the sidewalk.

KME was here and completed the "F" Street lift pump repairs, and it is back up and functional.

Supt. Wolf would like the City to develop a policy regarding removing dead deer from residents' property. He proposed a removal fee of \$100 to the residents. Officer Anderson agreed with Supt. Wolf that the City needs a policy. Officer Anderson stated that the County and State would not remove the deceased deer.

There was a long discussion amongst the Council, and Mayor Sievers stated that the Council would gather information and give it to the current Policy Committee. Still, the incoming Council will need to complete the policy in the new year.

*PW report attached to the minutes.

POLICE REPORT:

Officer Anderson presented his report to the Council. There were twelve calls for service and two call-outs since the last council meeting.

Officer Anderson did respond to the call for a suicidal person. He spent a significant amount of time talking to this person and had a positive interaction, and this person felt better after the phone call.

Officer Anderson also responded to a custodial interference call for a resident that had just moved to Palouse.

Officer Anderson made an offer on a used police car, but the city was outbid.

There have been several complaints of political stickers being placed on the pumps at the gas station; if this continues and there are witnesses to these stickers being applied, those people will be prosecuted.

Councilmember Snyder asked if the suicidal person had all the needed resources, and Officer Anderson stated that she did.

*PD report attached to the minutes.

CITY ADMINISTRATOR/DEPUTY CLERK REPORT:

DC La Follett presented to Council with the Whitman County Criminal Justice contract for a vote allowing the Mayor to sign this contract. DC La Follett stated that the City's attorney had approved this contract.

Mayor Sievers reminded Council that we have been without a current contract with Whitman County for many years. Whitman County had asked for an increase in this contract since the amount has not changed for many years. The amount for this contract for 2022 will be \$4,200, and moving forward, there is an escalated price increase as listed on the contract.

Councilmember Slinkard introduced a **MOTION** to allow the Mayor to sign the Interlocal Criminal Justice Agreement; **MOTION** was seconded by: Councilmember Cooper.

Councilmember Akin had a question regarding the use of City vs. Town, and Eric Hanson said that this would not impact the agreement.

All other council members present approved, and the **MOTION** passed.

DC La Follett presented the Interlocal Shoreline Management Agreement to Council for a vote allowing the Mayor to sign this contract. DC La Follett stated that the City's attorney had approved this contract.

Councilmember Welcome asked who the City's representative would be on this agreement; Eric Hanson stated that this could be the Mayor.

Councilmember Snyder introduced a **MOTION** to allow the Mayor to sign the Interlocal Shoreline Management Agreement; **MOTION** was seconded by: Councilmember Akin. All other council members present approved, and the **MOTION** passed.

DC La Follett informed Council that the Bias upgrade had started, and the first payroll of 2022 will be completed with the new software.

DC La Follett stated that we had received the final bill from White Diamond Concrete for the Cove Sidewalk, Supt. Wolf, Mayor, and Munir Daud. There was a dispute regarding the fencing, maintenance hole cover, fill dirt and fiber box cover. Supt. Wolf stated that the fencing would be completed by White Diamond Concrete next week, and the fill dirt was the City's responsibility and as it became available.

Councilmember Welcome asked if we should pay White Diamond Concrete until the project was complete, and Mayor Sievers said we need to pay them now. They have not been paid for the previous work they have completed, and the funds need to be spent this year. The issues that have been created are not all the fault of White Diamond Concrete; the City bears some responsibility. White Diamond Concrete is interested in bidding on other City projects moving forward. Mayor is confident that they will complete the project.

Councilmember Slinkard introduced a **MOTION** to allow the payment of the invoice from White Diamond Concrete in the amount of \$209,279.50. Councilmember Snyder seconded the **MOTION**; **MOTION** unanimously passed.

DC La Follett also presented the Council with the approval of the Cove Sidewalk Extension. DC La Follett stated that the Council needs to determine if they would like to employ Munir Daud as the engineer for this project.

Mayor Sievers said that he would like to wait to vote on this until next year; DC La Follett stated that she would research the timeline for the City to accept these funds and move forward.

Councilmember Cooper said that we would need to sign the grant acceptance not to lose this money.

DC La Follett informed Council that Supt. Wolf would like to add wifi access to the City's Shop. First Step Internet will not charge for equipment or a connect fee, and the monthly cost will be \$50.

Councilmember Slinkard asked how often it would be used, and Supt. Wolf stated that it would be used daily.

Mayor Sievers stated that it is too late to add this to the 2022 budget.

Councilmember Welcome stated that wifi for the downtown area was added in the 2022 ARPA Funds disbursements, which has been approved by Council and could be used for this project.

YOUTH ADVISORY BOARD REPORT:

Sam Snekvik presented the Youth Advisory Board (YAB) Report to Council.

Ms. Snekvik stated that the YAB discussed the questions for the survey that will be sent to the students at the high school.

Councilmember Akin stated that the YAB meeting on 12/28/2021 will be canceled and asked that Councilmember Welcome come to a meeting to discuss the budget.

OLD BUSINESS:

Michelle Bly for TD & H was unable to attend this meeting due to the weather and left some treats, and she has the signed contract for the looping water system improvements.

Daniel Cowger from Varela spoke about upcoming sewer projects in 2022. There will be on-call assistance for engineering services of \$15,000 and \$ 60,000 for engineering costs for the upgraded headworks and screen upgrades. Varela will need to amend the Facilities plan after the Value Planning Analysis conducted by the Department of Ecology (DOE) is complete, and those fees will range from \$0 to \$30,000.

Mr. Cowger also presented his memo regarding the options to repair the influent screen at the sewer plant. This screen removes all of the inorganic solids from the wastewater. The screen is 27 years old, and they typically last 20-30

The first option is to refurbish this screen is \$177,900. The second option is replacing the screen with a new one from the same manufacturer for \$299,200. The final option is replacing the screen with a new one from a different manufacturer for \$385,700.

Mr. Cowger stated that after speaking with the City Staff option #2 is the best option. After meeting with the Mayor, Varela would recommend that the City proceed with option #2. Mr. Cowger stated that there is no decision needed tonight, but the Mayor wanted the Council to overview the options.

Councilmember Cooper asked about the possible upgrades coming after the Value Planning Analysis if the City could wait; Mr. Cowger stated that ideally, it would be best to wait to get better funding and grant money. It would allow the City time to plan. Unfortunately, Mr. Cowger felt that the screen would not last until the sewer plant upgrades were in place. Councilmember Cooper asked if refurbishing the screen would get the City through until the possible upgrade, and he felt that it would get you through until the potential upgrade.

Councilmember Snyder asked if we should request that the screen be included in the Value Planning Analysis, and Mr Cowger stated that no matter what, the City will need to replace the screen. Even if we refurbish the screen, it will need to be replaced eventually.

Councilmember Slinkard asked if the screen replacement was included in the original sewer upgrade estimate from Varela, and Mr. Cowger stated that he does not think that it was included.

Councilmember Slinkard asked if the DOE gave the City an extension to complete the upgrades until 2030, and Mr. Cowger stated that he did not think they had, and the deadline is still 2024. Mr. Cowger stated that it was highly unlikely to complete the upgrades in 2024. He further stated that if we purchase a new screen, we would be able to use it in the plant once it has been upgraded.

Mr. Cowger stated that the next step for the City was to decide which option was best, and they would tighten the numbers and look for funding or if the City wanted to use their reserves to proceed.

NEW BUSINESS:

Mayor Sievers stated the only new business was voting on the Final Budget Ordinance.

Ord. No. 1012 - adopting property tax increase for collection in 2022: AN ORDINANCE OF THE CITY OF PALOUSE, WASHINGTON, adopting the budget for the City of Palouse, Washington, for the fiscal year ending December 31, 2022.

WHEREAS, the Mayor of the City of Palouse, Washington, completed and placed on file with the City Administrator a proposed budget and estimate of the amount of monies required to meet the public expenses, bond retirement and interest, reserve funds and expenses of the government of the City of Palouse for the fiscal year ending December 31, 2022. Notices were published for the following public hearings giving taxpayers within the limits of the City of Palouse an opportunity to be heard upon said budget - Palouse Community Center at 7:00 pm: Public hearing for revenue sources, November 9, 2021; preliminary budget hearing, November 23, 2021; final hearing for budget, December 6, 2021; and

WHEREAS, the City Council did meet at said time and place and did then consider the matter of the proposed City of Palouse 2022 budget; and

WHEREAS, the proposed City of Palouse 2022 budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Palouse for the purposes set forth in said budget, and the estimated expenditures set forth in the said budget are necessary to carry on the government and sufficient to meet the various needs of the City of Palouse during 2022.

NOW, THEREFORE, the City Council of the City of Palouse do ordain as follows:

SECTION 1. The budget for the City of Palouse, Washington, for the year 2022, is hereby adopted at the fund level in its final form and content as set forth in the document entitled City of Palouse 2022 Budget, three copies of which are on file in the Office of the City Administrator.

SECTION 2. Estimated resources, including fund balances for each separate fund of the City of Palouse and aggregate expenditures for all such funds of the year 2022, are set forth in a summary form below and are hereby appropriated for expenditure at the fund level during the year 2022 as set forth in the City of Palouse 2022 Budget.

Fund	Estimated Resources	Appropriations
Current Expense	817,307	716,308

Streets	115,200	101,250
Arterial Streets	170,200	165,350
Cemetery	26,225	26,100
Emergency Medical Services	93,876	30,465
Joint Board - Fire & EMS	73,315	73,315
Fire Equipment Reserve	87,185	-0-
Police Car & Equipment	52,675	52,675
EMS Vehicle Reserve	50,112	-0-
Special Capital Projects	160,200	80,000
Water Fund	390,025	216,658
Sewer Fund	237,525	200,858
Water Capital Improvement	1,121,375	1,113,550
Pump Maintenance	48,639	25,000
Water System Reserve	192,505	49,126
Sewer Capital Improvement	81,255	21,600
Sewer Facility Reserve	298,200	225,000
Cemetery Endowment	115,500	5,000
Total All Funds	4,131,319	3,102,282

SECTION 3. The City Administrator is directed to transmit a copy of the adopted budget to the State Auditor's Office and to the Association of Washington Cities.

SECTION 4. This ordinance shall be in force and take effect five (5) days after its publication, according to law.

Councilmember Welcome introduced a **MOTION** to adopt Ord. 1012; **MOTION** was seconded by: Councilmember Cooper.

Mayor Sievers again thanked Councilmember Welcome and Cooper for all their hard work on the budget.

All other council members present approved, and the **MOTION** passed.

COMMITTEE REPORTS:

Budget, Finance, & Major Acquisitions, Chair Welcome: Chair Welcome reminded all council members that they would need to be at the final City council meeting of the year to pass the 2021 Budget Amendments

Councilmember Cooper wanted to let the Council know that the City is spending more than we are taking in, and this is bringing down our beginning balances; this is unsustainable, and it will need to be addressed.

Streets, Properties, & Facilities, No Chair at this time: No report.

Personnel, Chair Snyder: Chair Snyder stated that there would be interviews for the CA position on Friday and Monday.

Water and Sewer, Chair Slinkard: No report.

Policy & Administration, Chair Cooper: No report

Joint Fire Board, Chair Fielder: No report, but Chair Fielder will have a report at the next meeting.

EXECUTIVE SESSION: Mayor called for an Executive Session at 8:13 PM. The regular city council meeting resumed at 9:50 PM.

MAYOR'S REPORT:

Mayor Sievers stated that he has been working on a lot of what was addressed earlier in the meeting. He has met with TD &H, Varela, and the focus group with DOE in the Value Engineering Study. The workshop for the Value Engineering Study will be here on-site from January 10-14, 2022.

ALLOW PAYMENT OF BILLS:

Councilmember Slinkard introduced a **MOTION** to allow the payment of bills. Councilmember Snyder seconded the **MOTION**;

Councilmember Cooper let the Council know that the volunteer firefighters were paid this month.

MOTION unanimously passed.

ADJOURN: Councilmember Fielder MOVED to adjourn; Councilmember Slinkard seconded the **MOTION**. The **MOTION** passed. The council meeting adjourned at 9:57 pm.

APPROVED: _____ ATTEST: _____

Palouse PD police report for City Council meeting December 14, 2021:

Approximately 12 calls for service and two call outs since last council meeting. Will have exact total on day of council meeting.

211122-01 - Responded to a suicidal subject reported by a friend who was out of state and was concerned about comments the person made. Made contact and learned the person had recently been to the psyche ward in Spokane for ten days - was released a week ago, was taking all her meds, has never made an attempt, is looking forward to get together w friends, is pet sitting for another friend, and has stayed sober for more than a decade despite her battle w depression. Learned the person has suffered from bipolar for much of their life. I gave my cell number and told them to call me anytime they needed to talk as I have worked w a family member who has a history of bipolar and can relate to the ups and downs they may feel. Have seen the person since walking town and have had positive/hopeful interactions w them since.

211208-01 - Custodial Interference call in which the reporting party was denied access to their child in accordance w court approved parenting plan. The reporting person just moved to Palouse but has reported other parent for violations in the past through Pullman PD. Spoke w both halves and advised how they can get a copy of report for court if needed.

Purchase of newer patrol vehicle fell through two days after having verbal agreement w other party. Search continues.

Thank you

Officer Anderson

Deputy Clerk Report

December 14, 2021

- Criminal Justice Contract and Shoreline Management Agreement – We need a vote to sign these documents. They have been reviewed and approved by Eric Hanson.
- Springbrook/Bias Upgrade – Implementation started on 12/13/2021
- Payment to White Diamond/Cove Side Walk Project – We need a vote to approve the payment of this invoice. The extension has been approved and we need a vote to select an engineer to move forward.
- Wi-fi for City Shop –

Interlocal Agreement
for
Criminal Justice Services

INTERLOCAL AGREEMENT for criminal justice services by and between:

CITY OF PALOUSE, a city organized under the laws of Washington, to be referred to in this agreement as the "CITY",

And

WHITMAN COUNTY, a municipal corporation organized under the laws of Washington, to be referred to in this agreement as the "COUNTY".

PREMISES:

- A. The CITY and the COUNTY are "public agencies" within the meaning of R.C.W. 39.34.020, the CITY is required to provide for the prosecution, adjudication, sentencing, or incarceration for all misdemeanor and gross misdemeanor offenses committed by adults within the CITY and referred by the City Police Department. At the option of the CITY, it may contract to have all or some of these services provided by the COUNTY. The CITY has resolved that it is in its best interest to enter into this contract with the COUNTY.
- B. The parties have determined that the CITY's previous use of the COUNTY's criminal justice services has been proportional to the CITY's population when compared with other small towns using the same services. Accordingly, the CITY has negotiated an agreement with the COUNTY for use of the COUNTY's criminal justice services. Under the terms of the agreement, the CITY shall pay the COUNTY a fixed compensation for these services, based upon the CITY's population.
- C. The parties now desire to memorialize in writing their agreement for criminal justice services to be provided to the CITY by the COUNTY.

NOW, THEREFORE, in consideration of these premises, and in and for consideration of the covenants set forth below, it is agreed:

1. The term of this agreement shall be from January 1, 2021, through December 31, 2025. Thereafter, this agreement may be renewed for additional, annual terms upon the mutual agreement of the parties.
2. During the term of this contract, the COUNTY shall provide for the prosecution, adjudication, sentencing, and incarceration for all misdemeanor and gross misdemeanor offenses committed by adults in violation or alleged violation of State law occurring within the corporate limits of the CITY which may be referred to the COUNTY by the CITY.
3. The CITY's Mayor or a designee, shall have the right to inquire as to the progress or outcome of any prosecution referred to the COUNTY by the CITY.
4. The CITY shall reimburse the COUNTY for providing services under the terms of this contract. For the purposes of this contract, the payment shall be calculated on a per capita basis, based upon an agreed population of 1,050 persons residing within the corporate limits of the CITY, as follows:

2021: \$4.00 per capita, \$4,200.00 total for the year

2022: \$4.00 per capita, \$4,200.00 total for the year

2023: \$4.25 per capita, \$4,462.50 total for the year

2024: \$4.25 per capita, \$4,462.50 total for the year

2025: \$4.50 per capita, \$4,725.00 total for the year

The payment for each year shall be paid in full by December 15th. All payments required under the terms of this section shall be paid by the CITY from its Current Expense Fund, or such other fund as it may determine appropriate.

5. All revenue received by the COUNTY from any legal financial obligations levied against any offenders adjudicated and sentenced within the COUNTY's criminal justice system upon referral from the CITY under the provisions of this agreement shall belong to the COUNTY.
6. Each party shall maintain complete and accurate records of all cases referred by the CITY to the COUNTY for prosecution, adjudication, sentencing, or incarceration. These records shall be available for inspection and copying by the other party upon reasonable notice anytime during regular work hours. It is the intention of the parties that these records shall be used on a basis for fixing the cost of such services in any future negotiations for criminal justice services.
7. In reference to R.C.W. 39.34.030(3)b) and €, the parties declare that no separate legal or administrative entity shall be created by this agreement, nor is the joint acquisition of any property or assets contemplated under the terms of this agreement.
8. Each party covenants to the other to use its best, good-faith efforts to fulfill all of the terms and conditions of this contract.
9. This agreement is the sole agreement of the parties with respect to the matters contained herein.

DATED This _____ day of _____, 2021

WHITMAN COUNTY, by:

CITY OF PALOUSE,

The Board of County
Commissioners:

By: _____
Mayor

Arthur D. Swannack, Chairperson

Attest: _____
Clerk

Tom Handy, Commissioner

Michael Largent, Commissioner

Attest: _____
Clerk of the Board

**INTERLOCAL AGREEMENT (ILA) BETWEEN WHITMAN
COUNTY, THE CITIES OF PULLMAN, COLFAX, PALOUSE, ALBION,
ROSALIA, AND TEKOA, FOR COOPERATIVE SHORELINE
MASTER PROGRAMS UPDATE**

This Interlocal Agreement (“Agreement”) is entered into under the authority of the Interlocal Cooperation Act, Chapter 39.34 Revised Code of Washington by and between Whitman County and the cities and/or local jurisdictions of Albion, Colfax, Rosalia, Tekoa, Palouse, Pullman, (the “parties”). No new or separate legal or administrative entity is created by this Agreement.

Recitals

WHEREAS, pursuant to Chapter 39.34 RCW (Interlocal Cooperation Act), one or more public entities may contract with one another to perform government functions or services which each is by law authorized to perform; and

WHEREAS, pursuant to the Shoreline Management Act, Chapter 90.58 RCW, Whitman County, and the cities within Whitman County having regulated shorelines within their jurisdictional boundaries, which are Albion, Colfax, Rosalia, Tekoa, Palouse, and Pullman, are required to update their Shoreline Master Programs (SMPs) by June 30, 2023; and

WHEREAS, participation in planning for regulated shorelines outside their jurisdictional boundaries is in the public interests of the parties; and

WHEREAS, dependent upon funding to be provided by the legislature in July 2021, the Washington State Department of Ecology (Ecology) is expected to provide a grant pursuant to Chapter 90.58 RCW to update the required SMPs; and

WHEREAS, because shorelines cross jurisdictional boundaries, regulation of shoreline protection, public access to the shoreline, and development in and adjacent to the shorelines is best achieved through cooperative and collaborative planning; and

WHEREAS, funding and timing efficiencies and economies of scale in use of expected grant funds can be realized by cooperative and collaborative shoreline planning;

WHEREAS, by and through this ILA, the parties shall form a Shoreline Coalition for the purposes of development and adoption of Shoreline Master Programs;

Agreement

In consideration of the mutual promises contained herein, the Parties to this Agreement agree as follows:

- 1. Adoption of Recitals.** The recitals set forth above are hereby adopted as the factual basis for this Agreement.
- 2. Purpose.** The purpose of this Agreement is to set forth:

- a. An administrative structure;
- b. Mutually agreed-upon goals; and
- c. Identified tasks and responsibilities necessary for the cooperative shoreline master programs updates using expected Department of Ecology grant funds as set forth in the recitals of this Agreement.

3. Administrative Structure – Joint Board. This Agreement does not establish a separate legal entity to carry out the cooperative shoreline master programs updates as specifically set forth herein. The following paragraphs provide for a joint board and administrator responsible for the project and undertaking set forth herein.

a. Project Management Team. A Project Management Team consisting of a representative from each of the jurisdictions included in the Coalition.

b. Project Manager. Whitman County Planner or his/her designee is the Project Manager designated to administer this Agreement.

c. Communications. The Project Manager and Project Management Team will communicate via in-person meetings, Zoom meetings, telephone or e-mail to relay information, answer questions, or raise concerns. All Parties will respond promptly to communications. The Project Manager will attempt to ensure that information related to the project is timely provided to the Parties, between the Parties, and between the Parties and the Washington State Department of Ecology.

d. Documents to be Provided. The Project Manager will cause to be distributed to each Party an electronic copy, or where electronic copies are not efficacious, one (or more if necessary) hard copies of review documents and deliverables.

e. Decision-Making. Decision making shall occur as a collaborative effort of the Coalition, however, Whitman County shall retain the sole decision making authority for the purposes of administering the Department of Ecology grant and the administration of this agreement. Any decisions that need to be made shall be documented and retained by the Project Manager.

f. Records. The Project Manager will keep the official project records and make them available to the Project Management Team.

4. Agreed-Upon and Mutual Goals. The Parties agree to the following mutually agreed-upon goals necessary for cooperative shoreline master programs updates:

- a. It is the intent of the Parties to develop consistent SMPs; and
- b. Each Party will cooperate to carry out the terms of the grant agreement with Ecology; and
- c. The Parties hereby establish the following priorities as outlined in the Department of Ecology's grant agreement No. SEASMP-2123-#, Tasks 1-5 under Scope of Work
 - 1. Project Oversight: Coordination, Management, and Administration;

2. Secure Consultant Services, if Needed;
3. Public Participation;
4. Review Shoreline Master Program and Draft Revisions, if Needed;
5. Final Draft SMP or Findings of Adequacy.

d. The Parties will jointly establish countywide shoreline goals, and a regional approach to public participation, the SMP inventory, analysis, characterization, and identification of restoration opportunities.

e. To the extent reasonably possible, the Parties will jointly develop shoreline environmental designations, a restoration plan, shoreline policies and regulations, and cumulative impacts assessment/no net loss demonstration. These designations, restoration plans, shoreline policies and regulations, and impacts assessment/no net loss demonstration shall, to the extent reasonably possible, respect the individual circumstances unique to the individual Coalition jurisdictions.

5. Identified Tasks and Responsibilities.

a. Whitman County will initiate, complete and submit the application through the Department of Ecology's Administration of Grants and Loans (EAGL) web-based grants system. The Project Management Team shall jointly develop an agreed-upon budget for the agreement. Each Party may have unique needs based on the condition of its shorelines or adjacent land uses, prior planning or data collection, political framework, or other situation. Those needs will be addressed in the final Scope of Work and funding under the Ecology grant.

b. The Parties hereby designate Whitman County as the "Recipient" of any Department of Ecology Shoreline Management Act grant funds made available to the Parties for purposes of cooperative development of update Shoreline Master Programs.

c. As Recipient of Department of Ecology grant funds, Whitman County will be responsible to the Department of Ecology for administration of the grant, and for submission to the Department of Ecology of all required deliverables, reports, and accounting for funds as required by the grant agreement.

d. Whitman County will issue a Request for Proposals for technical consultant services necessary to implement the agreed-upon Scope of Work. If grant funds are obtained from the Department of Ecology, Whitman County will enter into any necessary contracts for performance of such technical consultant services, using funds obtained from the grant.

e. Each party will take legislative action to adopt a locally-adapted SMP and submit it to Ecology for approval as required.

6. Agreement Term. This Agreement shall become effective upon the date it is recorded with the County Auditor, after having been signed by the Whitman County Board

of County Commissioners (BOCC), with each participant having already signed the agreement. It shall remain in effect through June 30, 2023.

7. Termination of Agreement. Any Party may choose to terminate its participation in this Agreement by notifying the other parties in writing thirty (30) days prior to termination. Termination of participation shall not entitle a party to assert any claim to unexpended Ecology grant funds. Any terminating party shall continue to be entitled to work products generated pursuant to this Agreement through the termination date of this Agreement.

8. Cost of Service. No party will charge another party for services rendered under this Agreement except as provided for under separate agreements.

9. Billing Method and Process. Any billing for services rendered under this Agreement will be carried out and processed in accordance with separate agreements for those services.

10. Dispute Resolution. Any dispute between the Parties regarding the delivery of services under this Agreement or the alleged breach of such Agreement which cannot be resolved pursuant to Section 3E may be submitted to mediation, with agreement of the parties to the dispute.

11. Independent Contractor. The Parties are and shall at all times be deemed to be independent contractors in the provision of the services set forth in this Agreement. Nothing herein shall be construed as creating the relationship of employer and employee, or principal and agent, between the Parties. Each Party shall retain all authority for provision of services, standards of performance, discipline and control of personnel, and other matters incident to its performance of services pursuant to this Agreement. Nothing in this Agreement shall make any employee of any Party an employee of any other Party for any purpose, including but not limited to, for withholding of taxes, payment of benefits, workers' compensation pursuant to Title 51 RCW, or any other rights or privileges accorded their respective employees by virtue of their employment.

12. Hold Harmless – Indemnification. It is understood and agreed that each Party will be responsible for its own negligence and will, to the extent of its negligence, indemnify and hold harmless the other Parties from any and all claims, losses, or causes of action, suits and actions in equity of any kind.

13. Attorneys fees and costs. All parties shall bear their own attorneys fees and costs of enforcing the rights and responsibilities under the contract.

14. Assignment and Subcontracting. No Party shall transfer, assign, or subcontract, in whole or in part, any or all of its respective rights or obligations under this Agreement without the prior written consent of the other Parties.

15. No Third-Party Beneficiary. The Parties do not intend by this Agreement to assume any contractual obligations to anyone other than each other. The Parties do not intend to create any third-party beneficiary to this Agreement.

16 Notice. Any notices to be given under this Agreement shall, at minimum, be delivered postage prepaid and addressed to:

To the Board of County Commissioners:

Board of County Commissioners
Whitman County Courthouse
P.O. Box 430, Colfax, WA 99111

Attention: _____

To the Whitman County Planner

To the City of Pullman

Attention: _____

To the Town of Albion

Attention: _____

To the City of Colfax

Attention: _____

To the City of Rosalia

Attention: _____

To the City of Tekoa

Attention: _____

To the Town of Palouse

Attention: _____

The name and address to which notices shall be directed may be changed by any Party giving the other Parties notice of such change as provided in this section.

18. Waiver. No waiver by any Party of any term or condition of this Agreement incorporated in this Agreement shall be deemed or construed to constitute a waiver of any

other term or condition or of any subsequent breach, whether of the same or different provision.

19. Interlocal Cooperation Act Compliance. This is an Agreement entered into pursuant to Chapter 39.34 RCW. Its purpose is as set forth in Section 2. Its duration is as specified in Section 6 (Term). Its method of termination is set forth in Section 7. Its manner of financing and of established and maintaining a budget therefore is described in Section 5 (Identified Tasks and Responsibilities), and Section 9 (Cost of Service) and 10 (Billing Method and Process). No real or personal property shall be acquired pursuant to this Agreement that will need to be disposed of upon partial or complete termination of this Agreement.

20. Entire Agreement. This Agreement contains all of the agreements of the parties with respect to the subject matter covered or mentioned therein and no prior Agreements shall be effective to the contrary.

21. Amendment. The provisions of this Agreement may be amended with the mutual consent of the Parties. No additions to, or alterations of, the terms of this Agreement shall be valid unless made in writing and formally approved and executed by the duly authorized agents of the parties.

22. Counterparts. This Agreement may be executed simultaneously in several counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

23. Document Execution and Filing. The Parties agree that there shall be two (2) duplicate originals of this Agreement prepared and distributed for signature by the necessary officials of each Party. Each Party who executes this Agreement shall cause the two executed originals to be returned to the Project Manager, who shall cause one executed original be filed with the Whitman County Auditor, retain one original for its records, and distribute conformed copies to the designated agents of the parties set forth in Section 17. The Clerk of the Board of County Commissioners shall cause a copy of this Agreement to be posted on the County website pursuant to Chapter 32, Laws of Washington 2006 (RCW 39.34.040). Upon filing with the Whitman County Auditor of the signed original, and posting of a copy on the County's website, such signed original shall constitute an Agreement binding upon the parties.

24. Ratification. Acts taken in conformity with this Agreement prior to its execution are hereby ratified and confirmed.

25. Severability. If any term, provision, covenant or condition of this Agreement shall be held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the Agreement shall continue in full force and effect and shall in no way be affected, impaired or invalidated thereby. To this end, the provisions of this Agreement are declared to be severable.

IN WITNESS WHEREOF, each of the Parties has caused this Agreement to be executed in its respective name by its duly authorized officers.

To the City of Colfax

Mayor or designee: _____ Signed on (date) _____.

To the City of Rosalia

Mayor or designee: _____ Signed on (date) _____.

To the City of Tekoa

Mayor or designee: _____ Signed on (date) _____.

To the Town of Palouse

Mayor or designee: _____ Signed on (date) _____.

To the City of Pullman

Mayor or designee: _____ Signed on (date) _____.

To the Town of Albion

Mayor or designee: _____ Signed on (date) _____.

WHITMAN COUNTY BOARD OF COUNTY COMMISSIONERS:

Commissioner Art Swannack

Commissioner Tom Handy

Commissioner Michael Largent

Signed on (date) _____.

Project: **PALOUSE COVE SIDEWALK PROJECT - (SR 27 / Almota Street to Park Street)**
[/ ALTERNATE "A" - SEGMENTAL BLOCK WALL
TIB Project No. C-E-916(001)-1, for The City of Palouse, Washington

Contract 01/03

CONTRACT

This contract made and entered into this 4th day of AUGUST, 2021 by and between the CITY OF PALOUSE, of Whitman County, Washington, hereinafter called "Owner" and; WHITE DIAMOND CONCRETE, LLC doing business as; WHITE DIAMOND CONCRETE, LLC, County of PEND O'REILLE, State of WASHINGTON, hereinafter called Contractor".

WITNESSETH: It is hereby mutually understood and agreed by and between the Owner and the Contractor as follows:

- I. **CONTENTS OF CONTRACT:** The contract shall consist of:
- (1) This document, including amendments thereto;
 - (2) The bid proposal;
 - (3) Invitation for bids;
 - (4) Drawings and Standard Plans for the project (includes maps, plats, blueprints and any other drawings and any printed or written explanation thereof);
 - (6) Standard Specifications, (DOT/APWA, M41-10 Latest Edition), as amended and as defined in the Special Provisions of this Project;
 - (7) All applicable State & Federal Laws and Regulations & Permit Conditions;
 - (8) The Prevailing Wage Rates set by the State Department of Labor & Industries;
 - (9) Attached Construction Sidewalk Plans Sheets.
 - (10) INCLUDING CHANGE ORDER NO. 1 LIST.

- II. **WORK TO BE PERFORMED:** Contractor shall commence and complete the construction project described as follows:

Project: **PALOUSE COVE SIDEWALK PROJECT - (SR 27 / Almota Street to Park Street)**
[/ ALTERNATE "A" - SEGMENTAL BLOCK WALL
TIB Project No. C-E-916(001)-1, for The City of Palouse, Washington

Herein after called the project, and all extra work in connection therewith. The Contractor shall perform the contract in accordance with terms and conditions set forth in this contract.

- III. **PRICE:** Contractor shall perform the contract for the UNIT PRICES stated in the Bid Proposal for the **COMPLETE CONSTRUCTION OF 1,500-FOOT SIDEWALK ALONG PALOUSE COVE STREET (FROM SR27 / ALMOTA TO PARK STREET) IN ACCORDANCE WITH ALL THE ITEMS SHOWN ON THE PLANS AND OTHER BID ITEMS, TO PRODUCE A COMPLETE PROJECT AS INTENDED FOR ITS USE**, of work for an estimated sum (based on some unit prices that includes applicable sales tax in the unit prices, in words and numbers;

NOT TO EXCEED (\$220,294.50),

\$ TWO HUNDRED TWENTY TWO HUNDRED NINETY FOUR DOLLARS & FIFTY CENTS, based on the accepted unit prices, for the complete construction of the Project items INCLUDING CHANGE ORDER NO. 1, Listed Below and trench safety provisions.

\$ 220,294.50
- 11015.00 Dept of Revenue 5%

209,279.50

Project: **PALOUSE COVE SIDEWALK PROJECT - (SR 27 / Almota Street to Park Street)**
// ALTERNATE "A" - SEGMENTAL BLOCK WALL
TIB Project No. C-E-916(001)-1, for The City of Palouse, Washington

Contract 02/03

CONTRACT (Continued)

for the CITY OF PALOUSE, of Whitman County, State of Washington, and at the Contractor's own proper cost and expense furnish all the materials, supplies, machinery, equipment, tools, superintendent, labor, insurance, and other accessories, and services necessary to complete the said project in accordance with the conditions and prices stated in this contract.

IV. **COMPLIANCE WITH STATE LAWS:** It is understood and agreed that all statutes of the State of Washington relating to public works projects applicable hereto shall be fully complied with and fulfilled by the Contractor, including the applicable Federal Laws, and upon Contractor's failure to do so the Owner may terminate this contract as provided for under the laws of the State of Washington and the terms of this contract.

V. **PAYMENT:** The Owner agrees to pay the Contractor in current funds for the performance of the contract bid items, as outlined in the accepted Bid Proposal of the Contract Provisions / Contract Documents and Special Provisions, as stipulated in the contract, and for any approved extra work as provided. Owner also agrees to make payments on account of performance of the contract.

THE SET COMPLETION TIME FOR THE PROJECT IS WITHIN SEVENTY (70) CALENDAR DAYS FROM THE NOTICE TO PROCEED DATE. THE COMPLETION TIME WILL BE EXTENDED FOR EACH RAINY OR WET SOIL CONDITIONS THAT WOULD NOT PERMIT THE OPERATION OF THE EQUIPMENT OR THE PROPER COMPACTION OF THE FILL MATERIAL. THE LIABILITY INSURANCE AND PREVAILING WAGES ARE A REQUIREMENT UNDER THIS CONTRACT. HOWEVER 5% OF THE TOTAL PRICE WILL BE RETAINED UNTIL DEPARTMENT OF LABOR & DEPARTMENT OF REVENUE CERTIFY THE SUBMITTED PREVAILING WAGES AND THAT ALL TAXES ARE PAID TO THE STATE.

VI. **COMMENCEMENT OF WORK:** The Contractor hereby agrees to commence work under this contract promptly upon receipt of written "Notice to Proceed" from the Owner or on the date specified in the "Notice to Proceed" and to fully complete the project within the time shown in the Information For Bidders.

VII. **LIQUIDATED DAMAGES:** If the Contractor fails to complete the work within the time specified in the Special Provisions of this Contract documents, the Contractor shall pay liquidated damages as provided in Section 1-08.9 of the Standard Specifications.

VI. **CHANGE ORDER NO. 1 ITEMS AS LIST BELOW:**

- A. Revise Bid Item No. "14A" - The City will furnish 100-Tons of crushed rock & the Contractor will haul, place & compact the crushed rock, and the Contractor will furnish another estimated 100-Tons of crushed rock at a revised unit price of \$23.75 per ton. For a Final Item Total of \$4,750.00
- B. Revise Bid Item No. "15A" - Reduce the Unit price of the 150 Tons, from \$65.00 / Ton to \$23.75 / Ton of crushed rock for the walk base. For a Final Item Total of \$4,750.00.
- C. Revise Bid Item No. "17A" - Revise the Cement Concrete Sidewalk to 2-inch compacted HMA PG64-28 Asphalt Pavement, Except for the two ADA Ramps across SR 27 (Almota Street) that will be concrete, at a reduced unit price of \$43.60 per Square Yard. For Item Total of \$42,292.00.
(Note: The Contractor will be paid at the unit price of \$58.00/S.Y. for the two ADA concrete ramps)
- D. Revise Bid Item No. "18A" - Reduce the number of the ADA pads at the ramps from 8 to 2 ADA pads. For Item Total of \$400.00.
- E. Delete Bid Item No. "23A" Seeding of disturbed areas. (A Total Reduction of \$2,200.00).
(The Total Original Revised Items = \$76,210.00, and the Total Revised / Reduced Items = \$55,954.50, for a Total Reduction of \$20,255.50. The Original Contract Amount was \$240,550.00 and the **FINAL CONTRACT AMOUNT IS \$220,294.50 Based on the Listed Unit Prices.**)

By executing this document below, the parties to this contract signify that they have read the contents of this contract, understand it and agree to be bound by its terms.

Project: **PALOUSE COVE SIDEWALK PROJECT - (SR 27 / Almota Street to Park Street)**
[[ALTERNATE "A" - SEGMENTAL BLOCK WALL
TIB Project No. C-E-916(001)-1, for The City of Palouse, Washington

CONTRACT (Continued)

DATE: August 4th, 2021

CONTRACTOR:

To: **WHITE DIAMOND CONCRETE, LLC**
2600 SPRING VALLEY RD
NEWPORT, WA 99156
LIC# CC WHITEDC812M5
406-382-2021

(Name of Organization)

Arvidson
(President-Individual)

ATTEST:

Secretary

Washington Contractor's
License # CC WHITEDC812M5

DATE August 4th, 2021

OWNER:

CITY OF PALOUSE, WASHINGTON

Christopher R. Cook
Mayor Chris Cook
For the City of Palouse

ATTEST:

Brad Coughenour
Brad Coughenour
City Clerk / Administrator

Approved as to Form:

Eric Hanson
Eric Hanson, City Attorney
Bishop Law Office

Notice 01/01

Project: **PALOUSE COVE SIDEWALK PROJECT - (SR 27 / Alnota Street to Park Street)**
Alternate "A" - Segmental Block Wall
TIB Project No. C-E-916(001)-1, for The City of Palouse, Washington

NOTICE TO PROCEED

To: **WHITE DIAMOND CONCRETE, LLC**
2600 SPRING VALLEY RD
NEWPORT, WA 99156
LIC# CC WHITEDC812M5
406-382-2021

Date August 16th, 2021

By the **CITY COUNCIL OF THE CITY OF PALOUSE,**

You are hereby notified to commence WORK in accordance with the Agreement date August 4th, 2021,
on or before October 4th, 2021, and you are to complete the WORK following project within;

Project: **PALOUSE COVE SIDEWALK PROJECT - (SR 27 / Alnota Street to Park Street)**
[] **ALTERNATE "A" - SEGMENTAL BLOCK WALL**
TIB Project No. C-E-916(001)-1, for The City of Palouse, Washington

WITHIN SEVENTY (70) CALENDAR DAYS.

thereafter. The date of completion of all WORK is therefore; December 15th, 2021,

PALOUSE CITY COUNCIL
City of PALOUSE, Washington

For Owner

By 


You are required to return an acknowledged copy of this NOTICE TO PROCEED to the OWNER;
[CITY OF PALOUSE, City Hall Main Street, P. O. Box 248, PALOUSE, WA. 99161]

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE TO PROCEED is hereby acknowledged by

Dated this 19th day of AUGUST, 2021.

Contractor
WHITE DIAMOND CONCRETE, LLC
2600 SPRING VALLEY RD
NEWPORT, WA 99156

By 

AARON WAYMAN **PRESIDENT**

83-2160348

Name & Title

Employer ID#

2021 BUDGET TOTALS

City Of Palouse

Time: 14:53:57 Date: 12/14/2021

Page: 1

102 Arterial Streets

01/01/2021 To: 12/31/2021

EXPENDITURES

594 Capital Expenditures

595 95 60 01 Palouse Cove Sidewalk

201,700.00

594 Capital Expenditures

201,700.00

Fund Expenditures:

201,700.00

Excess/Deficit:

(201,700.00)

2021 ACCOUNT DETAIL

City Of Palouse

Time: 14:53:30 Date: 12/14/2021

Page: 1

102 Arterial Streets

01/01/2021 To: 12/31/2021

Expenditures

[illegible]

From: Munir Daud <mdaud@mdplusa.com>
Sent: Wednesday, December 8, 2021 9:56 AM
To: Brad Coughenour
Cc: Mike Wolf
Subject: COVE SIDEWALK PROJECT

Mike, please do not let the Contractor to get off his responsibilities (or cheat the City) to do what was on the plan:

- 1) The chain link fence extended and at the park. Kids may fall off. I am talking about some 200 feet of fence.*
- 2) The final pay should deduct for not filling back of the wall to make the slope gentler.*
- 3) He let the Internet Co. level their box and somebody will trip in the middle of the sidewalk.*

The Contractor should not be paid since he did not adjust the box.

How we got this contractor to do this project, I do not know.

We bid it twice and the local contractors were too busy.

I do not know how Brad let this contractor get away with so many things.

Please review the signed contract and see if Brad or the Contractor changed it.

Otherwise, he is telling us a lie, about the starting day and the Lump Sum vs Unit Prices.

Munir

--
Munir Daud, PE/RA/PLS



MUNIR DAUD + ASSOCIATES
Engineers - Architects - Surveyors
Pullman's Industrial Park
2255 N.E. Hopkins Court
Pullman, WA. 99163
Tel: (509) 332-7998 & Fax: (509) 332-5050
E-mail At: mdaud@mdplusa.com
Web Site: www.mdplusa.com

From: Munir Daud <mdaud@mdplusa.com>
Sent: Tuesday, November 30, 2021 12:31 PM
To: Brad Coughenour
Cc: Mike Wolf
Subject: TIB APPROVED #120,000 GRANT TO CONTINUE COVE WALK
Attachments: 2ND PALOUSE PATHWAY PROJECT.pdf

To: Misty & Mike

The City got \$120,000 grant to continue the Cove Sidewalk all the way to the Bridge (see attached map). Mayor Tim Sievers, should let the City Attorney read the Standard Conditions, sign it and send it back to TIB, No hurry.

The Mayor & City Council to select an Engineer to design this project, and put it for bids early for June / July construction. There are no maps for that area of SR27 regarding the right-of-way, or should the walk meander through the Park. The only hard part is building over the large culvert and design it for the handicap. It is a small project, but it will include Block Wall, Chain Link Fence, hand rails & ADA Ramps. I hope you get more than one bid, and that is why the bids opening should be early in April.

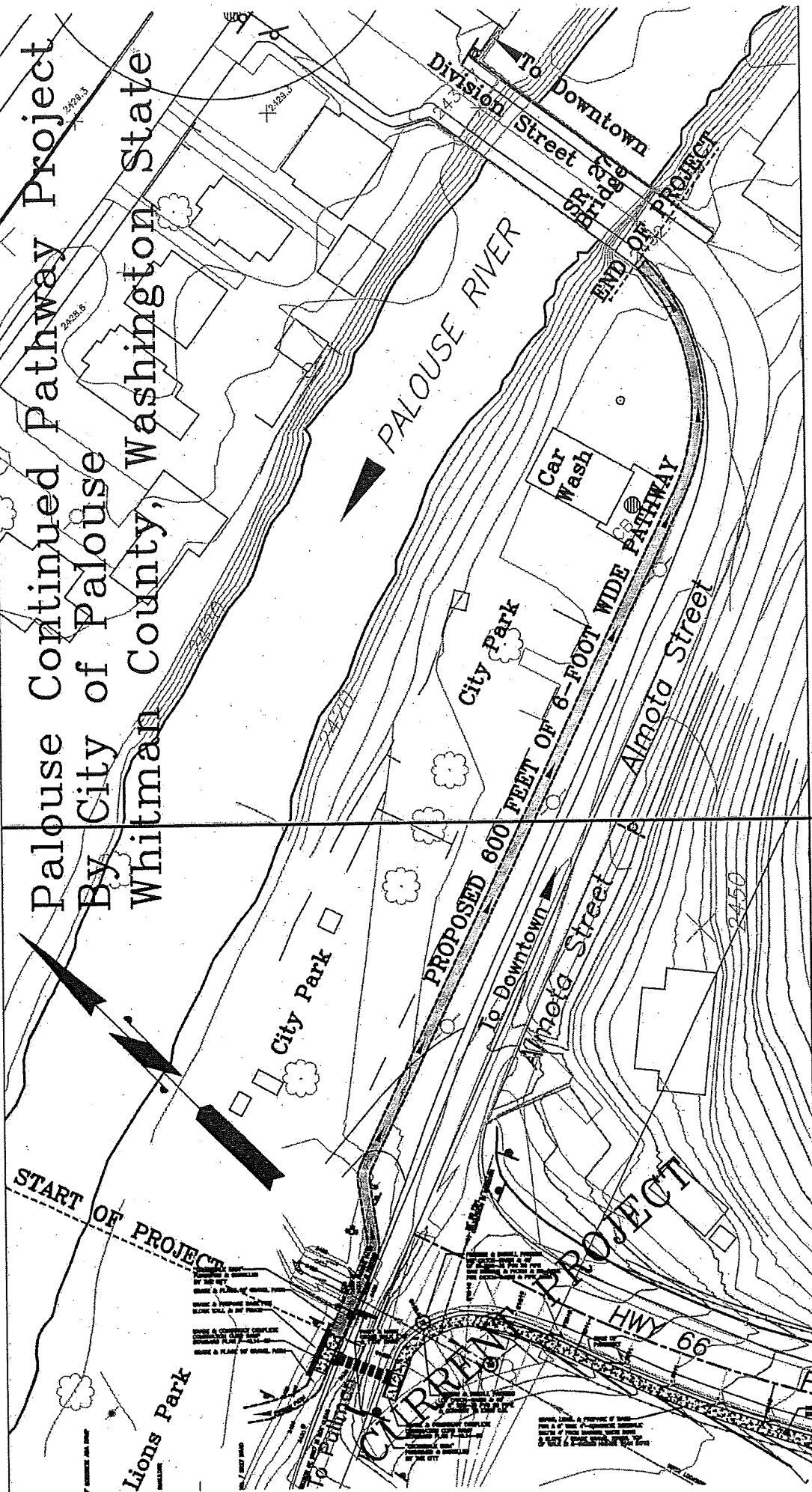
Munir Daud

--
Munir Daud, PE/RA/PLS



MUNIR DAUD + ASSOCIATES
Engineers - Architects - Surveyors
Pullman's Industrial Park
2255 N.E. Hopkins Court
Pullman, WA 99163
Tel: (509) 332-7998 & Fax: 332-5050
E-mail At: mdaud@mdplusa.com
Web Site: www.mdplusa.com

Palouse Continued Pathway Project By City of Palouse Whitman County, Washington State





MEMO

TO: City of Palouse

Brad Coughenour, City Administrator

Mike Wolf, Public Works Superintendent

FROM: Daniel D. Cowger, P.E.

DATE: August 24, 2021

RE: WWTP Influent Screen: Summary of Issues and Options

The influent screen at the Palouse's wastewater treatment plant (WWTP) is nearing the end of its service life and experiencing a variety of operational issues.

An onsite inspection was conducted on July 1, 2021 and included Varela Engineering (John Patrouch and Daniel Cowger) and City staff (Mike Wolf and Walter Fealy). This memo incorporates observations from that inspection, as well input from City staff and the screen manufacturer.

The purpose of this memo is to: 1) document the issues reported by the City, and 2) provide options and budget level estimates for repair and/or replacement of the influent screen.

Existing Screen Condition and Issues

Palouse's influent screen is housed in a 10'x15' concrete masonry unit (CMU) building located at the southeast corner of the treatment site. The screen receives raw sewage from the influent lift station (located immediately south of the screening building) which pumps all the City's wastewater to the treatment plant. The influent screen removes inorganic solids (i.e. manufactured inerts, plastics, etc.) from the wastewater before the biological treatment process.

The existing screen is a REX Series 1000 chain and rack mechanical bar screen manufactured by WSG that was installed around 1995 when the treatment plant was constructed. The screen opening size is 1/4" and has a peak hydraulic capacity of roughly 1 MGD. The screen meets current state screening requirements for beneficial reuse of biosolids (per WAC 173-308).

Service life for mechanical screening equipment is typically in the 20 to 30 year range. Palouse's screen is 27 years old and thus is at, or near, the end of its service life.

City staff reports increasing operational issues and problems. Some of the known issues include:

- Intermittent mechanical binding – The City reports that at times the screen wiper blade gets mechanical bound at the top of the screen housing causing the motor to seize. The system does not have electrical overload protection to cut motor power when binding occurs. Instead motor tension causes the motor to rotate putting tension on the connected electrical wiring/conduit until the wire stops the motor from further rotating. This is both an operational and safety concern. The manufacturer indicated binding like this can strip the head shaft gearing which would be a significant issue. When the binding occurs, the operator turns the screen off, rotates it out of the channel, works to unbind the wiper blade, realigns and adjusts the motor, and the reinstalls the screen back in the channel. City staff reports that this is a time-consuming and dangerous task.
- Repeated limit switch failures – The screen uses a limit switch w/ actuator rod to turn off the screen after a wash cycle. The original actuator rod and limit switch was damaged and in poor condition; and appeared to have been fixed/modified multiple times over the years. After our site visit the City purchased a new limit switch assembly through KME. The new limit switch is not a factory standard switch but reportedly is functioning well.
- Lack of alarms and safety measures – The screen does not have adequate alarms or operator indicators to signal when a problem occurs. Currently alarms do not register when the mechanical binding occurs; instead, the binding is discovered during daily operation activities. The system should be improved to include overload protection and alarms to shut the screen down during a binding occurrence and to notify the operator.
- Repairs with non-standard factory parts – The screen has been repaired over the years with non-standard fabricated parts. The manufacturer reviewed photos of the screen and noted several non-standard parts including the motor base plate and upper shaft couplers. The manufacturer was reluctant to provide parts and recommendations since they are worried that supplied factory parts won't be compatible. They also indicated this would affect warranty on any supplied parts.
- Some electrical conduit/fittings are not explosion proof – It appears some of the modifications to the screen over the years may not be explosion proof. These need to be replaced with proper explosion proof j-box(s) and conduit.
- Existing parts/appurtenances reaching end of service life - In general the screen condition appears to be consistent with a piece of equipment that is 27 years old. While the screen is functional, the majority of the parts and appurtenances (whether failing or not) appear to be nearing the end of their service life.
- Older style design - In addition to the preceding issues, the screen utilizes an older style design—which includes a double layer screen consisting of a ½" opening outer layer with ¼" underlayer (i.e. WSG "double guard" design). The manufacturer indicated this design was problematic resulting in additional maintenance and is no longer in production.

It is our opinion the condition of the influent screen is consistent with a 27-year-old piece of equipment. In general, the screen is at the end of its service life and the City should plan to either: 1) fully refurbish the screen, or 2) replace with a new screen.

Options and Costs

Option 1: Refurbish Existing Screen

We sent pictures of the existing screen to the manufacturer's representative (WSG) and discussed possible refurbishment options with them. To refurbish the screen, the manufacturer provided a list of

items to be replaced on the screen. Following is a list of recommended items to be replaced and/or upgraded:

- Rake, bar rack assembly, chain, and deadplate
- Rake wiper assembly
- Gearing, motor and drive components
- Headshaft and foot stub shaft assemblies
- Limit switch
- Upgrade electrical and alarms (not included in the manufacturer's quote)

Estimated costs for refurbishment of the existing screen are shown in the following table. The estimate assumes the City procures a contractor to complete the refurbishment work. If the refurbishment work is completed by City staff, cost would be less than shown.

Option 1: Refurbish Existing Screen – Cost Estimate

Refurbish Existing Screen Description	Est. Cost ⁽¹⁾
Replacement parts for screen refurbishment (outlined above) ⁽²⁾	\$56,600
Delivery, tax, installation	\$15,000
Control upgrades—new control panel with overload protection, local alarms, auto-dialer, provision for tie-in to future SCADA system	\$10,000
Allowance for misc. building upgrades (conduit, lighting, etc.)	\$10,000
Contractor mob/admin/overhead/profit (20% of subtotal of previous items)	\$18,400
Subtotal:	\$110,000
Tax (7.8%)	\$8,600
Contingency (20%)	\$23,700
Eng, admin, const mgt, insp (25%)	\$35,500
Total:	\$177,900

(1) Costs rounded to the nearest hundred.

(2) Based on Aug.17, 2021 quote from WSG; copy attached. Does not include tax, shipping, markup, etc.

Following are comments regarding the refurbishment option:

- This option will restore the existing screen to a reliable state and is less expensive than replacing the screen.
- This option does not include a full warranty. If a new screen is purchased (as opposed to refurbishing the existing screen) the new equipment will come with a full manufacturer's warranty (for parts, labor, etc.). Refurbishing the screen will only include warranties for the replacement parts, and not the full screen system.

- Since only some parts are being replaced, this option may still require some additional parts be replaced in the future.
- This option does not fix/improve all the issues with the current screen—i.e. the screen will still be the discontinued “double guard” design.

Option 2 Replace Screen w/ Same Manufacturer:

This option includes replacing the existing screen with a new screen system and controls manufactured by the same manufacturer (WSG/REX) as the existing screen. While the existing screen is no longer in production, WSG has a newer version that will fit in the existing screen footprint with little to no modifications required to the building or influent channel and piping.

Following is a cost estimate for replacement of the existing screen. The estimate assumes the City procures a contractor to construct the improvements.

Option 2: Replace Existing Screen w/ Same Manufacturer (REX/WSG) – Cost Estimate

Replace Existing Screen w/ Same Mfr Description	Est. Cost ⁽¹⁾
REX Series 1000 bar screen and control equipment ⁽²⁾	\$94,000
Delivery, tax, installation	\$30,000
Electrical subcontractor	\$15,000
Allowance for misc. building upgrades (conduit, lighting, etc.)	\$15,000
Contractor mob/admin/overhead/profit (20% of subtotal of previous items)	\$31,000
Subtotal:	\$185,000
Tax (7.8%)	\$14,400
Contingency (20%)	\$39,900
Eng, admin, const mgt, insp (25%)	\$59,900
Total:	\$299,200

(1) Costs rounded to the nearest hundred.

(2) Based on quote from Aug.17, 2021 quote WSG; copy attached. Does not include tax, shipping, markup, etc.

Following are comments regarding replacing the existing screen with a new screen of the same manufacturer as the existing screen:

- This option is more expensive than the refurbishment option, however, the City will have a new screen with a new service life and a full manufacturer’s warranty.
- This option requires little to no building or channel / piping modifications to accommodate the new screen.
- This option is less expensive than Option 3 which considers utilizing other manufactures.
- While the existing equipment has performed satisfactorily, City staff reports that the manufacturer for the existing screen (WSG) historically hasn’t been very responsive.

Option 3 Replace Screen w/ New Manufacturer:

This option includes replacing the existing screen with a different influent screen that is more commonly used in the region. Quotes and configuration drawings were obtained from 3 different manufacturers, all of which are reputable screen manufacturer's with local WA installations.

All three screen manufacturers require significant modification to the existing building to accommodate a new screen. All three screens require the building ceiling height to be raised by 3'4"; one requires the building to be expanded 6' east, in addition to the building height increase.

The following table summarizes equipment costs for the 3 alternate manufacturers, as well as an estimate of the required building modification costs for each manufacturer. Note, other required costs (installation, electrical, etc.) are similar and thus not included in this comparison.

Comparison of Equipment / Building Modifications Costs for Alternate Manufacturers

Alternate Manufacturer - Model	Equipment Cost (1)	Building Modification Req. (2)	Est. Building Mod. Cost
Kuster – Multi Rake Bar Screen	\$114,900	Increase building interior height by 3'4"	\$35,000
Vulcan – VKR-22 Knuckle Rake Bar Screen	\$83,500	Increase building interior height by 3'4"	\$35,000
Lakeside - Raptor Micro Strainer	\$97,600	Lengthen building 6'; increase interior height 3'4"; site improvements (3)	\$60,000

(1) Based on manufacturer quotes; copy attached. Does not include tax, shipping, markup, etc.

(2) See Exhibits 1, 2, 3

(3) The Lakeside equipment requires the building to be extended 6' to the east. This will exacerbate existing steep slopes on the east side of the building. Site improvements/grading will be required to accommodate the new entrance.

Based on the above, of the lowest cost alternate manufacturer (based on equipment cost and building modification cost) is the Vulcan - VKR-22 Knuckle Rake Bar Screen.

Following provides a full cost estimate for the Vulcan screen for comparison with Options 1 and 2.

Option 3: Replace Existing Screen w/ Diff. Manufacturer (Vulcan VKR-22) – Cost Estimate

Replace Existing Screen w/ Diff. Mfr Description	Est. Cost ⁽¹⁾
Building modification to increase ceiling height by 3'4"	\$35,000
Vulcan VKR-22 knuckle rake bar screen and control equipment ⁽²⁾	\$83,500
Delivery, tax, installation	\$30,000
Electrical subcontractor	\$15,000
Allowance for misc. building upgrades (conduit, lighting, etc.)	\$20,000
Contractor mob/admin/overhead/profit (20% of subtotal of previous items)	\$36,700
Subtotal:	\$220,200
Tax (7.8%)	\$17,200
Contingency (25%)	\$59,300
Eng, admin, const mgt, insp (30%)	\$89,000
Total:	\$385,700

(1) Costs rounded to the nearest hundred.

(2) Based on quote from June 30, 2021 budget proposal from APSCO; copy attached. Does not include tax, shipping, markup, etc.

Below are comments regarding replacing the existing screen with a different manufacturer.

- The three alternate manufacturers are reputable manufacturers with local installations and a history of acceptable customer service. Given the history the City has had with the existing manufacturer, the City may want to use an alternate manufacturer.
- This option is more invasive and expensive than Options 1 and 2.
- If this option is selected, we recommend budgeting additional contingency and engineering to allow for unknowns associated with retrofitting the existing building. The increased contingency and engineering percentage are included in the provided cost estimate.
- Allowing multiple manufacturers promotes competition and helps keep costs competitive. If this option is selected by the City, the specification could be written to allow either the Vulcan or the Kuster screen, since both require the same building modification. Doing this will promote bidding competition and help keep costs competitive.

Recommendation

All three options included in this memo will resolve current screening issues reported by City staff and provide a reliable screen system with a new service life. Option 1 is the lowest cost option; however, Options 2 and 3 provide the City with a completely new screen that includes a full manufacturer's warranty.

Refurbishing the screen provides a cost savings of \$121K over Option 2, and \$208K over Option 3. However, the influent screen is a critical piece of infrastructure and given the age of the existing screen (27 years) and the fact that a refurbished screen won't have a full manufacturer's warranty and won't

have the same service life as a new screen, it is our recommendation that the City plan to replace the existing screen.

Given the City reports that the current manufacturer may not be as responsible as other manufacturers, Option 3 may result in an increase in service reliability. However, given the higher costs associated with Option 3, and the unknowns and resulting costs associated with modifying the building, it is our opinion that Option 2 is a prudent choice that balances costs with system reliability. However, if City staff feel local service is a priority and merits the additional costs, then we recommend proceeding with Option 3.

Treatment System Parts

While onsite during the July 1st site visit, we also discussed other immediate issues/needs for the wastewater system. City staff indicated the next issue in terms of priority (after the screen issue) are the limit switches for the flocculation rake assembly in the treatment system clarifier chamber. Over the years the limit switches and mechanical actuators have failed a number of times. The City has fabricated parts to provide a stop gap fix, but replacement of the limit switches and actuators is needed.

City staff requested we obtain a cost estimate for replacement of the limit switches. Follow are estimates provided by the treatment system manufacturer (Parkson/Biolac):

- Limit switches and target assembly (2) equipment and shipping cost = \$2,500
- Installation by manufacturer's representative (if needed) = \$1,500

Contact Info for Existing Screen and Biolac Equipment

City staff requested contact info for the WSG representative that provided the refurbishment recommendations and parts quote; and contact info for the Biolac representative.

Contact info for representative for the existing WSG/REX screen:

Michael Ricketson - Senior Sales Associate, Headworks Products

WSG & Solutions, Inc.

Phone: 267-638-3022 / Fax: 267-638-3082

Email: michael.ricketson@wsgandsolutions.com

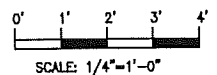
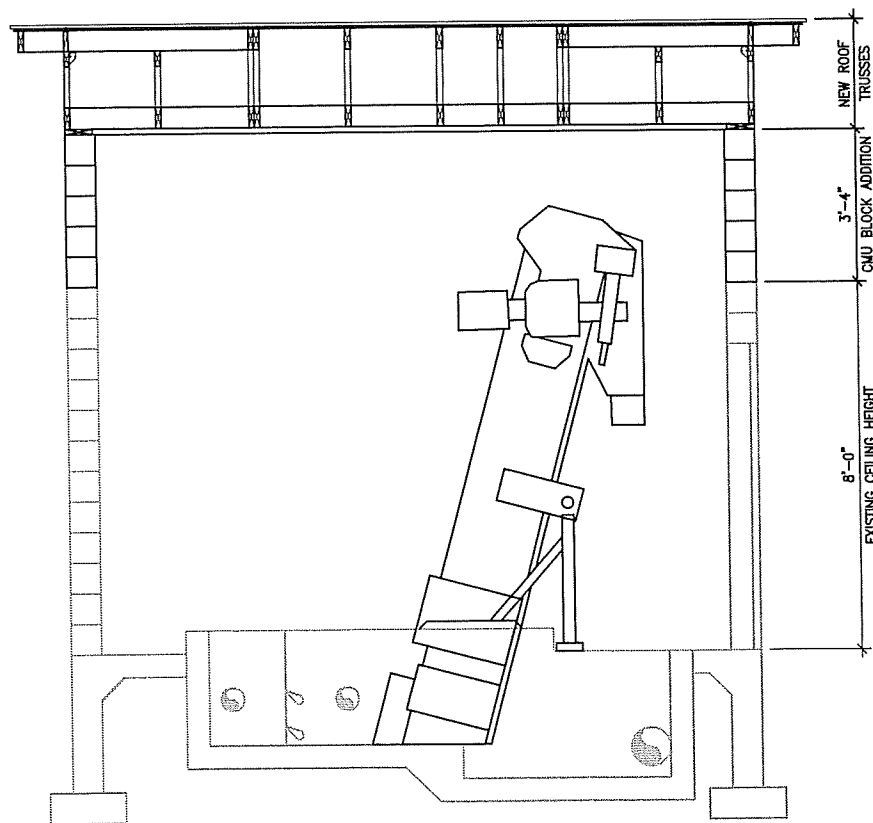
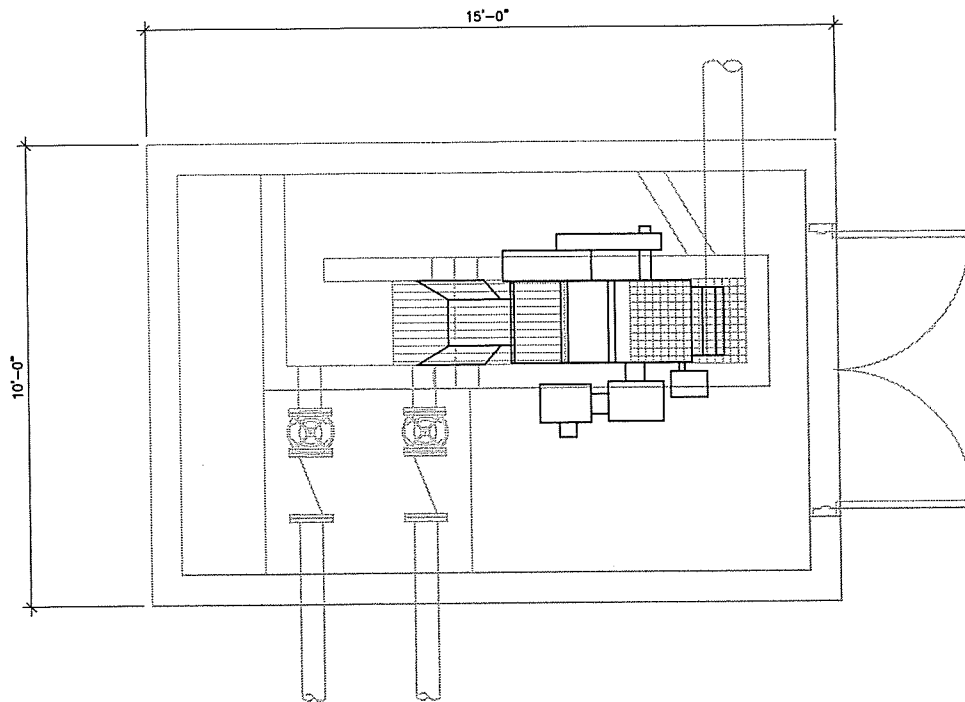
Contact info for representative for the Biolac treatment system:

Marty Unger – Aftermarket Regional Sales Manager

Parkson Corporation

Mobile phone: 954-383-1757

Email: Munger@parkson.com



1730101-HWKS-SCREENS

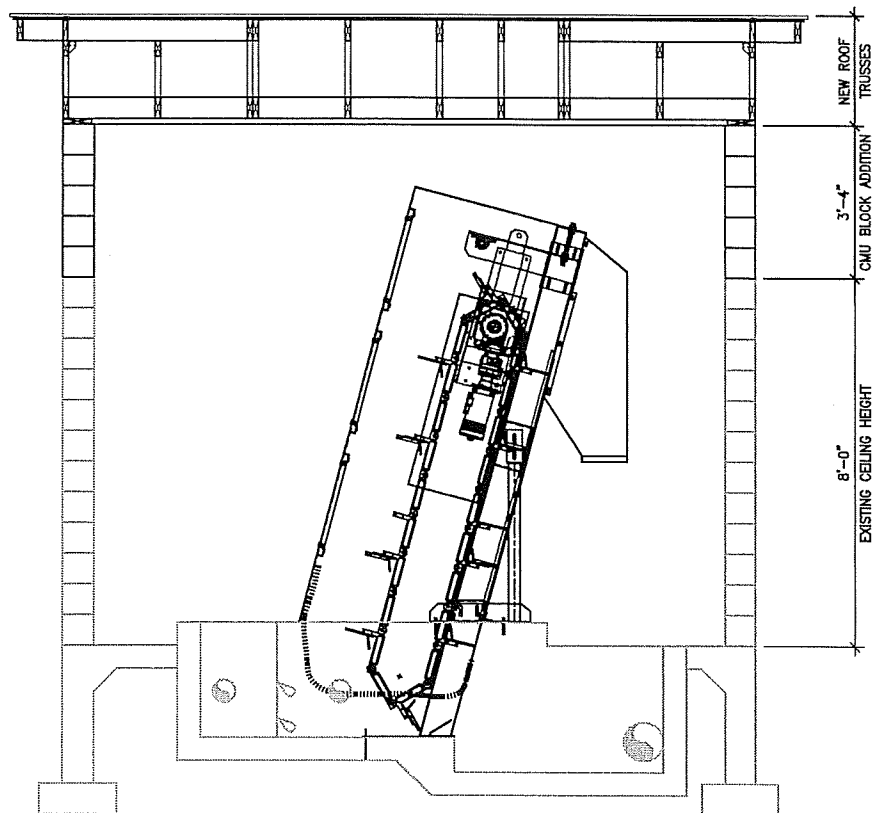
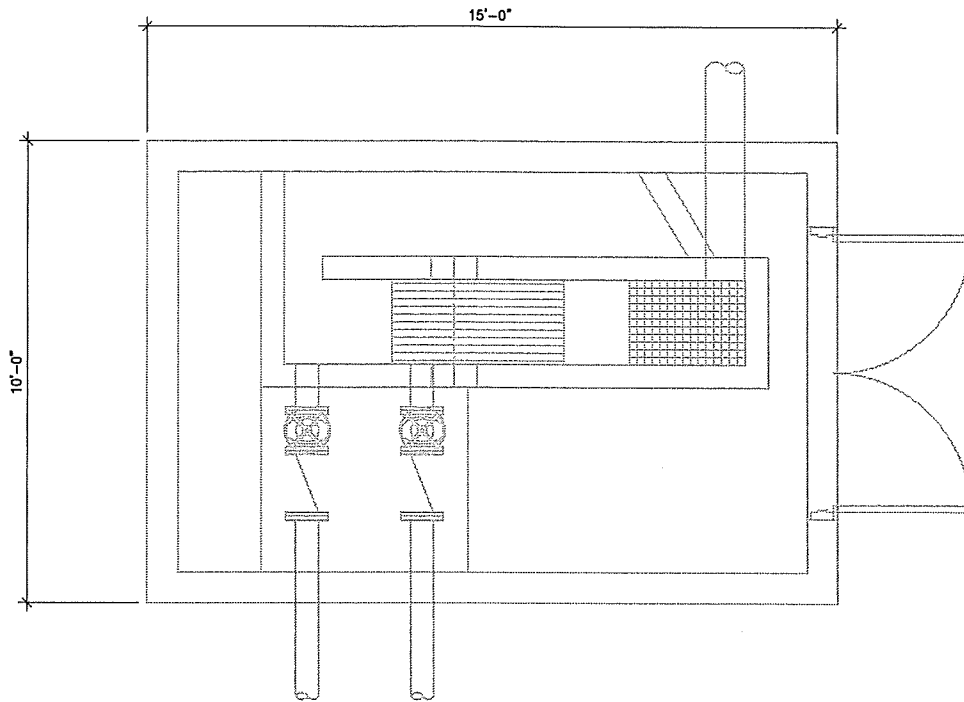
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 DRAWN: TYP
 CHECKED:
 APPROVED:
 PROJ. NO.: 173-01-01
 DATE: 7/13/21



VARELA
 Engineering & Management

PALOUSE, WASHINGTON
HEADWORKS IMPROVEMENTS
KUSTERS
MULTI-RAKE BAR SCREEN

FIGURE
1



1730101-HWKS-SCREENS

SCALE: AS SHOWN
 DESIGNED: DDC
 DRAWN: TYP
 CHECKED:
 APPROVED:
 PROJ. NO.: 173-01-01
 DATE: 7/13/21



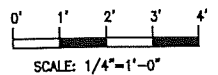
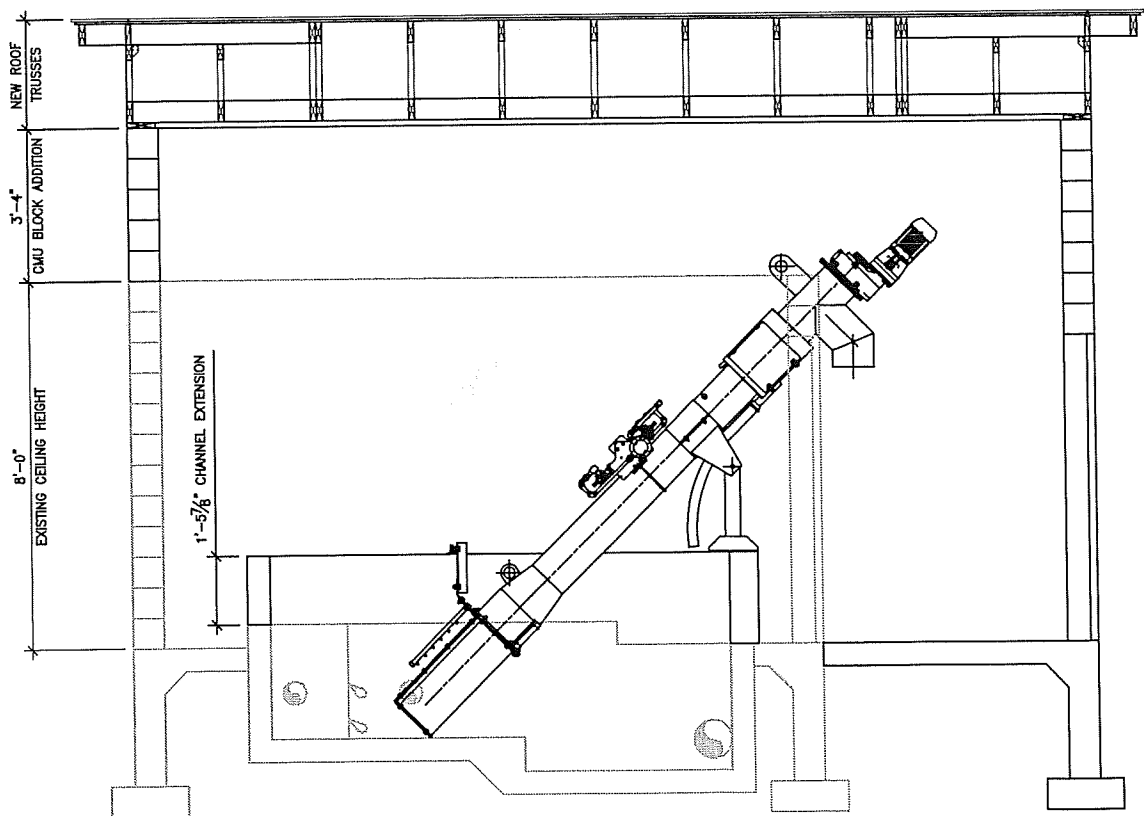
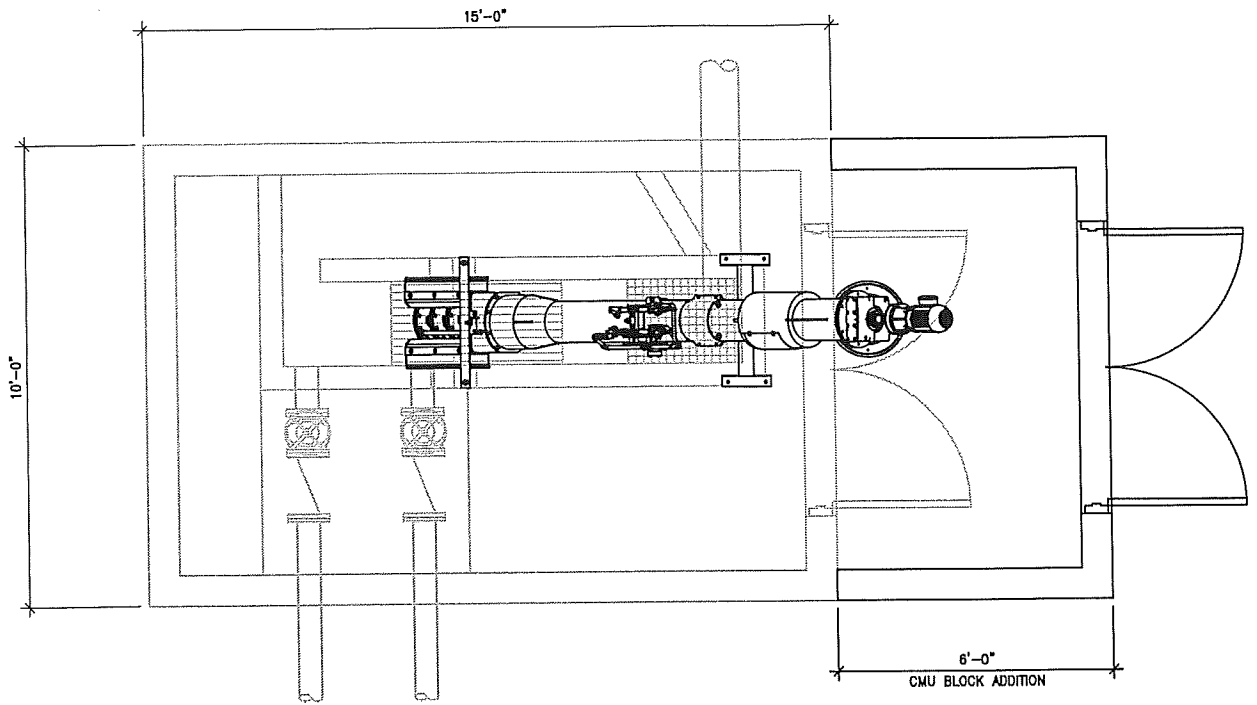
VARELA
 Engineering & Management

PALOUSE, WASHINGTON
 HEADWORKS IMPROVEMENTS

VULCAN
KNUCKLE RAKE LINK STYLE BAR SCREEN

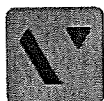
FIGURE

2



1730101-HWKS-SCREENS

SCALE: AS SHOWN
 DESIGNED: DDC
 DRAWN: TVP
 CHECKED:
 APPROVED:
 PROJ. NO.: 173-01-01
 DATE: 7/13/21



VARELA
 Engineering & Management

PALOUSE, WASHINGTON
HEADWORKS IMPROVEMENTS

LAKE SIDE
16" MICRO STRAINER

FIGURE

3

ORDINANCE NO. 1012

AN ORDINANCE OF THE CITY OF PALOUSE, WASHINGTON, adopting the budget for the City of Palouse, Washington, for the fiscal year ending December 31, 2022.

WHEREAS, the mayor of the City of Palouse, Washington, completed and placed on file with the City Administrator a proposed budget and estimate of the amount of monies required to meet the public expenses, bond retirement and interest, reserve funds and expenses of the government of the City of Palouse for the fiscal year ending December 31, 2022. Notices were published for the following public hearings giving taxpayers within the limits of the City of Palouse an opportunity to be heard upon said budget - Palouse Community Center at 7:00 pm: Public hearing for revenue sources, November 9, 2021; preliminary budget hearing, November 23, 2021; final hearing for budget, December 6, 2021; and

WHEREAS, the City Council did meet at said time and place and did then consider the matter of the proposed City of Palouse 2022 budget; and

WHEREAS, the proposed City of Palouse 2022 budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Palouse for the purposes set forth in said budget, and the estimated expenditures set forth in the said budget are necessary to carry on the government and sufficient to meet the various needs of the City of Palouse during 2022.

NOW, THEREFORE, the City Council of the City of Palouse do ordain as follows:

SECTION 1. The budget for the City of Palouse, Washington, for the year 2022, is hereby adopted at the fund level in its final form and content as set forth in the document entitled City of Palouse 2022 Budget, three copies of which are on file in the Office of the City Administrator.

SECTION 2. Estimated resources, including fund balances for each separate fund of the City of Palouse and aggregate expenditures for all such funds of the year 2022, are set forth in a summary form below and are hereby appropriated for expenditure at the fund level during the year 2022 as set forth in the City of Palouse 2022 Budget.

Fund	Estimated Resources	Appropriations
Current Expense	817,307	716,308
Streets	115,200	101,250
Arterial Streets	170,200	165,350
Cemetery	26,225	26,100
Emergency Medical Services	93,876	30,465
Joint Board - Fire & EMS	73,315	73,315
Fire Equipment Reserve	87,185	-0-
Police Car & Equipment	52,675	52,675
EMS Vehicle Reserve	50,112	-0-
Special Capital Projects	160,200	80,000
Water Fund	390,025	216,658
Sewer Fund	237,525	200,858

Water Capital Improvement	1,121,375	1,113,550
Pump Maintenance	48,639	25,000
Water System Reserve	192,505	49,126
Sewer Capital Improvement	81,255	21,600
Sewer Facility Reserve	298,200	225,000
Cemetery Endowment	115,500	5,000
Total All Funds	4,131,319	3,102,282

SECTION 3. The City Administrator is directed to transmit a copy of the adopted budget to the State Auditor's Office and to the Association of Washington Cities.

SECTION 4. This ordinance shall be in force and take effect five (5) days after its publication, according to law.

Passed this _____ day of _____, 2021.

APPROVED: _____
Mayor

ATTEST: _____
Deputy Clerk

Approved as to form:

City Attorney

Passed:

Published:

Effective Date:

Ordinance No. 1012 – page 2

CHECK REGISTER

City Of Palouse

Time: 08:13:26 Date: 12/13/2021

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3366	11/30/2021	Payroll	1	EFT	IRS	7,164.53	941 Deposit For 11/01/2021 - 11/30/2021
		001 - 511 60 10 00 - Legislative Salary				390.84	
		001 - 511 60 20 00 - Legislative Benefits				363.76	
		001 - 513 10 10 00 - Mayor Salary				28.69	
		001 - 513 10 20 00 - Mayor Benefits				28.69	
		001 - 514 20 10 00 - Administrative Salary				233.91	
		001 - 514 20 20 00 - Admin Benefits				140.11	
		001 - 518 30 10 00 - Central Services Salaries				12.01	
		001 - 518 30 20 00 - Central Services PerBens				5.13	
		001 - 521 10 10 00 - Chief Of Police Salary				313.86	
		001 - 521 10 10 02 - Officer In Charge Salary				1,195.09	
		001 - 521 10 20 00 - Police Chief Benefits				205.88	
		001 - 521 10 20 02 - Officer In Charge Benefits				675.96	
		122 - 522 10 10 04 - Joint Board Salary-Fire				10.19	
		122 - 522 10 10 12 - EMS Salary-County				0.65	
		120 - 522 10 10 22 - EMS Salary-City				1.97	
		122 - 522 10 20 04 - Joint Board Benefits-Fire				9.93	
		122 - 522 10 20 12 - EMS Benefits-County				0.39	
		120 - 522 10 20 22 - EMS Benefits-City				1.18	
		001 - 524 10 10 01 - Building Inspector Salary				45.79	
		001 - 524 10 20 01 - Building Inspector Benefits				45.79	
		401 - 534 10 10 41 - Salary Water				392.39	
		401 - 534 10 20 41 - Benefits Water				199.53	
		440 - 535 10 10 00 - SCI Salary				1.71	
		404 - 535 10 10 44 - Salary Sewer				916.56	
		440 - 535 10 20 00 - SCI Benefits				0.73	
		404 - 535 10 20 44 - Benefits Sewer				424.77	
		103 - 536 20 10 00 - Cemetery Salary				43.85	
		103 - 536 20 20 00 - Cemetery Benefits				18.72	
		101 - 542 30 10 00 - Street Salary				440.09	
		102 - 542 30 10 02 - Arterial St Salary				49.93	
		101 - 542 30 20 00 - Street Benefits				192.48	
		102 - 542 30 20 02 - Arterial St Per Bens				23.84	
		101 - 542 66 10 00 - Snow & Ice Control Salary				36.27	
		101 - 542 66 20 00 - Snow & Ice Control PerBens				17.32	
		001 - 554 90 10 00 - Salaries Compost				8.04	
		001 - 554 90 20 00 - Benefits Compost				3.84	
		001 - 576 20 10 00 - Pool Salary				85.08	
		001 - 576 20 20 00 - Pool Per Bens				36.20	
		001 - 576 30 10 00 - RV Park-Salaries				25.53	
		001 - 576 30 20 00 - RV Park Per Bens				12.63	
		001 - 576 80 10 00 - Parks Salary				364.17	
		001 - 576 80 20 00 - Parks Per Bens				161.03	
3342	11/29/2021	Claims	1	12036	U.S. BANK St. Paul	1,562.50	Solar Loan Interest Payment
		401 - 592 34 83 01 - LOCAL Loan Interest				1,562.50	
3343	11/29/2021	Claims	1	12037	Cities Ins. Assn. Of WA CIAW	76,133.61	Insurance 12-1-2021 To 12-1-2022
		001 - 518 30 46 00 - Liability Insurance/Bond				38,066.81	
		401 - 534 10 46 00 - Insurance And Bond Water				19,033.40	
		404 - 535 10 46 00 - Insurance & Bond Sewer				19,033.40	
3344	11/29/2021	Claims	1	12038	HUB International	1,000.00	Insurance Agency Fee 2021-2022
		001 - 518 30 46 00 - Liability Insurance/Bond				500.00	
		401 - 534 10 46 00 - Insurance And Bond Water				250.00	
		401 - 534 10 46 00 - Insurance And Bond Water				250.00	
3345	11/30/2021	Payroll	1	12039	Michael Wolf	3,146.35	
		401 - 534 10 10 41 - Salary Water				759.32	
		404 - 535 10 10 44 - Salary Sewer				962.23	
		101 - 542 30 10 00 - Street Salary				448.10	
		102 - 542 30 10 02 - Arterial St Salary				223.64	
		101 - 542 66 10 00 - Snow & Ice Control Salary				162.46	
		001 - 554 90 10 00 - Salaries Compost				36.01	

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 576 30 10 00 - RV Park-Salaries			60.15	
			001 - 576 80 10 00 - Parks Salary			494.44	
3346	11/30/2021	Payroll	1	12040	Jacob Billington	552.69	
			001 - 524 10 10 01 - Building Inspector Salary			552.69	
3347	11/30/2021	Payroll	1	12041	Timothy Sievers	230.87	
			001 - 513 10 10 00 - Mayor Salary			230.87	
3348	11/30/2021	Payroll	1	12042	Scott Beeson	115.14	
			122 - 522 10 10 04 - Joint Board Salary-Fire			115.14	
3349	11/30/2021	Payroll	1	12043	Evan Weagraff	2,577.40	
			001 - 518 30 10 00 - Central Services Salaries			54.17	
			401 - 534 10 10 41 - Salary Water			12.97	
			440 - 535 10 10 00 - SCI Salary			7.72	
			404 - 535 10 10 44 - Salary Sewer			142.92	
			103 - 536 20 10 00 - Cemetery Salary			173.63	
			101 - 542 30 10 00 - Street Salary			967.84	
			001 - 576 20 10 00 - Pool Salary			240.46	
			001 - 576 80 10 00 - Parks Salary			977.69	
3350	11/30/2021	Payroll	1	12044	Walter Fealy	3,582.70	
			401 - 534 10 10 41 - Salary Water			359.99	
			404 - 535 10 10 44 - Salary Sewer			2,314.80	
			103 - 536 20 10 00 - Cemetery Salary			23.70	
			101 - 542 30 10 00 - Street Salary			554.31	
			001 - 576 20 10 00 - Pool Salary			140.33	
			001 - 576 30 10 00 - RV Park-Salaries			25.58	
			001 - 576 80 10 00 - Parks Salary			163.99	
3351	11/30/2021	Payroll	1	12045	Misty La Follett	3,559.16	
			001 - 514 20 10 00 - Administrative Salary			1,578.04	
			122 - 522 10 10 04 - Joint Board Salary-Fire			4.42	
			122 - 522 10 10 12 - EMS Salary-County			4.42	
			120 - 522 10 10 22 - EMS Salary-City			13.26	
			401 - 534 10 10 41 - Salary Water			933.96	
			404 - 535 10 10 44 - Salary Sewer			982.60	
			001 - 576 30 10 00 - RV Park-Salaries			42.46	
3352	11/30/2021	Payroll	1	12046	Joel Anderson	5,196.03	
			001 - 521 10 10 02 - Officer In Charge Salary			5,196.03	
3354	11/30/2021	Payroll	1	12047	Joel Anderson	1,627.55	2021 Admin Cash Out
			001 - 521 10 10 02 - Officer In Charge Salary			1,627.55	
3355	11/30/2021	Payroll	1	12048	Voided Payroll Transaction - Jerry Neumann		Voided Payroll Transaction - Jerry Neumann
3356	11/30/2021	Claims	1	12049	Misty La Follett	57.44	Cell Phone/Milage Reimbursement
			001 - 514 20 40 00 - Training & Travel Costs Admin			27.44	Mileage
			001 - 514 20 42 00 - Communications - Phone & Po			30.00	Cell Phone
3357	11/30/2021	Claims	1	12050	Mike Wolf	30.00	Cell Phone Reimbursement
			401 - 534 10 42 00 - Communications-Phone, Postaj			15.00	
			404 - 535 10 42 00 - Communications-Phone, Postaj			15.00	
3358	11/30/2021	Claims	1	12051	Joel Anderson	30.00	Cell Reimbursement For November 2021
			001 - 521 20 42 00 - PD Telephone & Postage, Com			30.00	
3359	11/30/2021	Payroll	1	12052	Jerry Neumann	2,118.40	
			001 - 521 10 10 00 - Chief Of Police Salary			2,118.40	
3360	11/30/2021	Payroll	1	12053	AWC - EBT, Employee Benefits Trust	2,923.07	11/01/2021 To 11/30/2021 - Medical Insurance

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City Of Palouse

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 514 20 10 00 - Administrative Salary				5.33	
		001 - 514 20 20 00 - Admin Benefits				334.70	
		001 - 518 30 10 00 - Central Services Salaries				0.25	
		001 - 518 30 20 00 - Central Services PerBens				15.02	
		122 - 522 10 10 04 - Joint Board Salary-Fire				0.01	
		122 - 522 10 10 12 - EMS Salary-County				0.01	
		120 - 522 10 10 22 - EMS Salary-City				0.04	
		122 - 522 10 20 04 - Joint Board Benefits-Fire				0.94	
		122 - 522 10 20 12 - EMS Benefits-County				0.94	
		120 - 522 10 20 22 - EMS Benefits-City				2.81	
		401 - 534 10 10 41 - Salary Water				3.21	
		401 - 534 10 20 41 - Benefits Water				445.98	
		440 - 535 10 10 00 - SCI Salary				0.04	
		404 - 535 10 10 44 - Salary Sewer				3.99	
		440 - 535 10 20 00 - SCI Benefits				2.14	
		404 - 535 10 20 44 - Benefits Sewer				928.40	
		103 - 536 20 10 00 - Cemetery Salary				0.81	
		103 - 536 20 20 00 - Cemetery Benefits				52.88	
		101 - 542 30 10 00 - Street Salary				4.51	
		101 - 542 30 20 00 - Street Benefits				480.75	
		102 - 542 30 20 02 - Arterial St Per Bens				50.80	
		101 - 542 66 20 00 - Snow & Ice Control PerBens				36.90	
		001 - 554 90 20 00 - Benefits Compost				8.18	
		001 - 576 20 10 00 - Pool Salary				1.12	
		001 - 576 20 20 00 - Pool Per Bens				94.67	
		001 - 576 30 10 00 - RV Park-Salaries				0.16	
		001 - 576 30 20 00 - RV Park Per Bens				27.77	
		001 - 576 80 10 00 - Parks Salary				4.56	
		001 - 576 80 20 00 - Parks Per Bens				416.15	
3361	11/30/2021	Payroll	1	12054	HRA VEBA Trust	435.00	11/01/2021 To 11/30/2021 - HRA VEBA
		001 - 521 10 10 00 - Chief Of Police Salary				75.00	
		401 - 534 10 10 41 - Salary Water				86.88	
		404 - 535 10 10 44 - Salary Sewer				110.10	
		101 - 542 30 10 00 - Street Salary				51.27	
		102 - 542 30 10 02 - Arterial St Salary				25.59	
		101 - 542 66 10 00 - Snow & Ice Control Salary				18.59	
		001 - 554 90 10 00 - Salaries Compost				4.12	
		001 - 576 30 10 00 - RV Park-Salaries				6.88	
		001 - 576 80 10 00 - Parks Salary				56.57	
3362	11/30/2021	Payroll	1	12055	Employment Security Dept Paid Family & Medical Leave	73.24	11/01/2021 To 11/30/2021 - PFMLA
		001 - 514 20 10 00 - Administrative Salary				4.65	
		001 - 518 30 10 00 - Central Services Salaries				0.17	
		001 - 521 10 10 00 - Chief Of Police Salary				7.02	
		001 - 521 10 10 02 - Officer In Charge Salary				22.41	
		122 - 522 10 10 04 - Joint Board Salary-Fire				0.33	
		122 - 522 10 10 12 - EMS Salary-County				0.01	
		120 - 522 10 10 22 - EMS Salary-City				0.04	
		001 - 524 10 10 01 - Building Inspector Salary				1.52	
		401 - 534 10 10 41 - Salary Water				6.83	
		440 - 535 10 10 00 - SCI Salary				0.02	
		404 - 535 10 10 44 - Salary Sewer				14.36	
		103 - 536 20 10 00 - Cemetery Salary				0.63	
		101 - 542 30 10 00 - Street Salary				6.51	
		102 - 542 30 10 02 - Arterial St Salary				0.86	
		101 - 542 66 10 00 - Snow & Ice Control Salary				0.62	
		001 - 554 90 10 00 - Salaries Compost				0.14	
		001 - 576 20 10 00 - Pool Salary				1.20	
		001 - 576 30 10 00 - RV Park-Salaries				0.44	
		001 - 576 80 10 00 - Parks Salary				5.48	

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3363	11/30/2021	Payroll	1	12056	Jackson National Life	878.81	11/01/2021 To 11/30/2021 - Deferred Comp
		401 - 534 10 10 41 - Salary Water				120.67	
		401 - 534 10 20 41 - Benefits Water				91.42	
		404 - 535 10 10 44 - Salary Sewer				152.91	
		404 - 535 10 20 44 - Benefits Sewer				115.85	
		101 - 542 30 10 00 - Street Salary				71.21	
		102 - 542 30 10 02 - Arterial St Salary				35.54	
		101 - 542 30 20 00 - Street Benefits				53.95	
		102 - 542 30 20 02 - Arterial St Per Bens				26.93	
		101 - 542 66 10 00 - Snow & Ice Control Salary				25.82	
		101 - 542 66 20 00 - Snow & Ice Control PerBens				19.56	
		001 - 554 90 10 00 - Salaries Compost				5.72	
		001 - 554 90 20 00 - Benefits Compost				4.34	
		001 - 576 30 10 00 - RV Park-Salaries				9.56	
		001 - 576 30 20 00 - RV Park Per Bens				7.24	
		001 - 576 80 10 00 - Parks Salary				78.57	
		001 - 576 80 20 00 - Parks Per Bens				59.52	
3364	11/30/2021	Payroll	1	12057	LPL Financial	1,062.99	11/01/2021 To 11/30/2021 - Deferred Comp
		001 - 514 20 20 00 - Admin Benefits				165.26	
		001 - 518 30 20 00 - Central Services PerBens				6.05	
		122 - 522 10 20 04 - Joint Board Benefits-Fire				0.46	
		122 - 522 10 20 12 - EMS Benefits-County				0.46	
		120 - 522 10 20 22 - EMS Benefits-City				1.39	
		401 - 534 10 10 41 - Salary Water				5.02	
		401 - 534 10 20 41 - Benefits Water				134.66	
		404 - 535 10 10 44 - Salary Sewer				32.31	
		440 - 535 10 20 00 - SCI Benefits				0.86	
		404 - 535 10 20 44 - Benefits Sewer				346.47	
		103 - 536 20 10 00 - Cemetery Salary				0.33	
		103 - 536 20 20 00 - Cemetery Benefits				21.73	
		101 - 542 30 10 00 - Street Salary				7.74	
		101 - 542 30 20 00 - Street Benefits				162.65	
		001 - 576 20 10 00 - Pool Salary				1.96	
		001 - 576 20 20 00 - Pool Per Bens				40.67	
		001 - 576 30 10 00 - RV Park-Salaries				0.36	
		001 - 576 30 20 00 - RV Park Per Bens				6.97	
		001 - 576 80 10 00 - Parks Salary				2.28	
		001 - 576 80 20 00 - Parks Per Bens				125.36	
3365	11/30/2021	Payroll	1	12058	WA State Dept. Of Retirement System	1,608.69	11/01/2021 To 11/30/2021 - LEOFF II
		001 - 521 10 10 00 - Chief Of Police Salary				236.57	
		001 - 521 10 10 02 - Officer In Charge Salary				755.63	
		001 - 521 10 20 00 - Police Chief Benefits				146.99	
		001 - 521 10 20 02 - Officer In Charge Benefits				469.50	
3380	12/03/2021	Claims	1	12059	Ben Aichele	133.75	VA#2021-11.Nov '20-Oct. '21
		122 - 522 10 31 04 - Supplies & Clothing-Fire				66.87	
		122 - 522 20 43 04 - Travel-Fire				66.88	
3381	12/03/2021	Claims	1	12060	Scott Beeson	456.75	VA#2021-11.Nov '20-Oct. '21
		122 - 522 10 31 04 - Supplies & Clothing-Fire				228.37	
		122 - 522 20 43 04 - Travel-Fire				228.38	
3382	12/03/2021	Claims	1	12061	Adam Cochran	340.00	VA#2021-11.Nov '20-Oct. '21
		122 - 522 10 31 04 - Supplies & Clothing-Fire				170.00	
		122 - 522 20 43 04 - Travel-Fire				170.00	
3383	12/03/2021	Claims	1	12062	Wil Edwards	275.25	VA#2021-11.Nov '20-Oct. '21
		122 - 522 10 31 04 - Supplies & Clothing-Fire				137.62	
		122 - 522 20 43 04 - Travel-Fire				137.63	
3385	12/03/2021	Claims	1	12063	Joe Handley	314.75	VA#2021-11.Nov '20-Oct. '21

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
					122 - 522 10 31 04 - Supplies & Clothing-Fire	157.37	
					122 - 522 20 43 04 - Travel-Fire	157.38	
3386	12/03/2021	Claims	1	12064	Rachel Handley	320.00	VA#2021-11.Nov '20-Oct. '21
					122 - 522 10 31 04 - Supplies & Clothing-Fire	160.00	
					122 - 522 20 43 04 - Travel-Fire	160.00	
3387	12/03/2021	Claims	1	12065	Steve Krigbaum	393.75	VA#2021-11.Nov '20-Oct. '21
					122 - 522 10 31 04 - Supplies & Clothing-Fire	196.87	
					122 - 522 20 43 04 - Travel-Fire	196.88	
3388	12/03/2021	Claims	1	12066	Marv Pillers	559.50	VA#2021-11.Nov '20-Oct. '21
					122 - 522 10 31 04 - Supplies & Clothing-Fire	279.75	
					122 - 522 20 43 04 - Travel-Fire	279.75	
3389	12/03/2021	Claims	1	12067	Doug Rogers	128.50	VA#2021-11.Nov '20-Oct. '21
					122 - 522 10 31 04 - Supplies & Clothing-Fire	64.25	
					122 - 522 20 43 04 - Travel-Fire	64.25	
3391	12/03/2021	Claims	1	12068	Carl Saunders	348.75	VA#2021-11.Nov '20-Oct. '21
					122 - 522 10 31 04 - Supplies & Clothing-Fire	174.37	
					122 - 522 20 43 04 - Travel-Fire	174.38	
3392	12/03/2021	Claims	1	12069	Robert Schoepflin	389.00	VA#2021-11.Nov '20-Oct. '21
					122 - 522 10 31 04 - Supplies & Clothing-Fire	194.50	
					122 - 522 20 43 04 - Travel-Fire	194.50	
3393	12/03/2021	Claims	1	12070	Eric Slocum	24.50	VA#2021-11.Nov '20-Oct. '21
					122 - 522 10 31 04 - Supplies & Clothing-Fire	12.25	
					122 - 522 20 43 04 - Travel-Fire	12.25	
3394	12/03/2021	Claims	1	12071	Delaun Smith	407.25	VA#2021-11.Nov '20-Oct. '21
					122 - 522 10 31 04 - Supplies & Clothing-Fire	203.62	
					122 - 522 20 43 04 - Travel-Fire	203.63	
3395	12/03/2021	Claims	1	12072	Marc VanHarn	203.00	VA#2021-11.Nov '20-Oct. '21
					122 - 522 10 31 04 - Supplies & Clothing-Fire	101.50	
					122 - 522 20 43 04 - Travel-Fire	101.50	
Void 3396	12/03/2021	Claims	1	12073	Joe Johnson	69.50	VA#2021-11.Nov '20-Oct. '21
3397	12/03/2021	Claims	1	12074	Bruce Beeson	136.75	VA#2021-11.Nov '20-Oct. '21
					122 - 522 10 31 04 - Supplies & Clothing-Fire	68.37	
					122 - 522 20 43 04 - Travel-Fire	68.38	
3398	12/03/2021	Claims	1	12075	Michael Bagott	68.25	VA#2021-11.Nov '20-Oct. '21
					122 - 522 10 31 04 - Supplies & Clothing-Fire	34.12	
					122 - 522 20 43 04 - Travel-Fire	34.13	
3400	12/03/2021	Claims	1	12076	Marc Arrasmith	117.25	VA#2021-11.Nov '20-Oct. '21
					122 - 522 10 31 04 - Supplies & Clothing-Fire	58.62	
					122 - 522 20 43 04 - Travel-Fire	58.63	
3401	12/03/2021	Claims	1	12077	Patrick J. Domreis	19.75	VA#2021-11.Nov '20-Oct. '21
					122 - 522 10 31 04 - Supplies & Clothing-Fire	9.87	
					122 - 522 20 43 04 - Travel-Fire	9.88	
3403	12/03/2021	Claims	1	12078	Gage Redman	167.50	VA#2021-11.Nov '20-Oct. '21
					122 - 522 10 31 04 - Supplies & Clothing-Fire	83.75	
					122 - 522 20 43 04 - Travel-Fire	83.75	
3404	12/03/2021	Claims	1	12079	Evan Weagraff	15.00	VA#2021-11.Nov '20-Oct. '21
					122 - 522 10 31 04 - Supplies & Clothing-Fire	7.50	
					122 - 522 20 43 04 - Travel-Fire	7.50	
3405	12/03/2021	Claims	1	12080	Mike Wolf	87.75	VA#2021-11.Nov '20-Oct. '21
					122 - 522 10 31 04 - Supplies & Clothing-Fire	43.87	
					122 - 522 20 43 04 - Travel-Fire	43.88	

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3427	12/07/2021	Claims	1	E12081	RV Park Reservation	70.00	Gregerson Refund For Final WSU Game
					001 - 362 40 00 00 - RV Park Space Rent	-64.94	
					001 - 386 00 00 00 - State Remits	-5.06	
3441	12/10/2021	Claims	1	12082	Rob Johnson	69.50	VA#2021-11.Nov '20-Oct. '21
					122 - 522 10 31 04 - Supplies & Clothing-Fire	34.75	
					122 - 522 20 43 04 - Travel-Fire	34.75	
3443	12/14/2021	Claims	1	12083	Anatek Labs Moscow	50.00	
					401 - 534 10 41 00 - Prof. Svcs Water	50.00	
3444	12/14/2021	Claims	1	12084	Anatek Labs Spokane	675.00	
					404 - 535 10 41 01 - Plant Prof. Services, Testing	675.00	
3445	12/14/2021	Claims	1	12085	Avista Utilities	7,097.00	#VA2021-12
					001 - 518 30 40 00 - City Hall/Libr. Utilities & Srvs	242.49	
					001 - 521 20 47 00 - Utilities	173.32	
					122 - 522 50 47 04 - Utilities-Fire	142.32	
					122 - 522 50 47 04 - Utilities-Fire	71.16	
					120 - 522 50 47 20 - Utilities-City	71.16	
					401 - 534 10 47 00 - Utilities Water	2,243.73	
					404 - 535 10 47 00 - Sewer Plant Utilities	1,513.00	
					103 - 536 50 48 00 - Maint & Repair Services	64.15	
					101 - 542 63 47 00 - Street Lights-Avista	1,993.50	
					101 - 543 30 42 01 - Reader Board Services	48.79	
					001 - 576 20 40 00 - Pool Services	47.25	
					001 - 576 30 40 00 - RV Park Services	67.71	
					001 - 576 80 40 00 - Parks Services	418.42	
3446	12/14/2021	Claims	1	12086	Bishop Law Office	500.00	#VA2021-12
					001 - 515 41 41 00 - Legal Services	400.00	
					122 - 522 10 41 04 - Legal Services-Fire	50.00	
					120 - 522 10 41 20 - Legal Services-City	25.00	
					122 - 522 10 41 22 - Legal Services-County	25.00	
3447	12/14/2021	Claims	1	12087	Bound Tree Medical, LLC	249.18	#VA2021-12
					120 - 522 10 31 20 - Operating Supplies-City	124.59	
					122 - 522 10 31 22 - Operating Supplies-County	124.59	
3448	12/14/2021	Claims	1	12088	Busch Distributors Inc	1,116.84	#VA2021-12
					001 - 521 70 32 00 - Policing Fuel	115.11	
					122 - 522 20 32 04 - Fuel-Fire	100.33	
					120 - 522 20 32 20 - Fuel-City	53.86	
					122 - 522 20 32 22 - Fuel-County	53.86	
					401 - 534 10 32 00 - Fuel Water	67.91	
					404 - 535 10 32 00 - Fuel Sewer	135.83	
					103 - 536 50 32 00 - Fuel	166.55	
					101 - 542 30 32 00 - Rdway Maint. - Fuel	116.96	
					101 - 542 30 32 00 - Rdway Maint. - Fuel	41.64	
					001 - 554 90 32 00 - Fuel Compost	7.55	
					001 - 576 20 32 00 - Pool Fuel	18.87	
					001 - 576 30 32 01 - RV Park-Fuel	3.77	
					001 - 576 30 32 01 - RV Park-Fuel	41.64	
					001 - 576 80 32 00 - Parks Fuel	26.41	
					001 - 576 80 32 00 - Parks Fuel	166.55	
3449	12/14/2021	Claims	1	12089	Cities Ins. Assn. Of WA CIAW	17,808.77	#VA2021-12
					122 - 522 10 46 04 - Insurance/Liability-Fire	8,904.39	
					120 - 522 10 46 20 - Insurance/Liability-City	4,452.19	
					122 - 522 10 46 22 - Insurance/Liability-County	4,452.19	
3450	12/14/2021	Claims	1	12090	Commercial Tire	16.75	#VA-2021-12
					122 - 522 60 48 04 - Maint & Repair-Fire	16.75	
3451	12/14/2021	Claims	1	12091	Core & Main LP	3,290.04	Water Meters And Supplies

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			410 - 594 34 63 00		WCI Capital Outlay	3,290.04	
3452	12/14/2021	Claims	1	12092	EMS Connect	35.00	
			120 - 522 45 49 20		Training-City	17.50	
			122 - 522 45 49 22		Training-County	17.50	
3453	12/14/2021	Claims	1	12093	Empire Disposal Inc	344.83	
			401 - 534 10 47 00		Utilities Water	37.47	
			404 - 535 10 47 00		Sewer Plant Utilities	71.00	
			101 - 543 30 41 00		Professional Services	61.14	
			001 - 554 90 40 00		Compost Services	3.94	
			001 - 576 20 40 00		Pool Services	9.86	
			001 - 576 30 40 00		RV Park Services	147.62	
			001 - 576 80 40 00		Parks Services	13.80	
3454	12/14/2021	Claims	1	12094	Employment Security Dept.	25.00	3rd Quarter Penalties
			001 - 514 20 20 00		Admin Benefits	25.00	
3455	12/14/2021	Claims	1	12095	FMI Equipment	152.45	
			401 - 534 10 30 00		Supplies, Materials, Parts	27.44	
			404 - 535 10 30 00		Plant Supplies, Material, Parts	54.88	
			101 - 542 30 31 00		Rdway Maint. Supplies-Shop	47.26	
			001 - 554 90 30 00		Operating Supplies Compost	3.06	
			001 - 576 20 30 00		Pool Supplies & Material	7.62	
			001 - 576 30 30 00		RV Park Supplies	1.52	
			001 - 576 80 30 00		Parks Supplies	10.67	
3456	12/14/2021	Claims	1	12096	Four Star Supply Co., Inc.	21.43	
			401 - 534 10 30 00		Supplies, Materials, Parts	3.86	
			404 - 535 10 30 00		Plant Supplies, Material, Parts	7.71	
			101 - 542 30 31 00		Rdway Maint. Supplies-Shop	6.64	
			001 - 554 90 30 00		Operating Supplies Compost	0.44	
			001 - 576 20 30 00		Pool Supplies & Material	1.07	
			001 - 576 30 30 00		RV Park Supplies	0.21	
			001 - 576 80 30 00		Parks Supplies	1.50	
3457	12/14/2021	Claims	1	12097	J & H Printing Inc.	132.72	#VA-2021-12
			120 - 522 10 31 20		Operating Supplies-City	66.36	
			122 - 522 10 31 22		Operating Supplies-County	66.36	
3458	12/14/2021	Claims	1	12098	Jones Truck & Implement	4,127.58	#VA-2021-12 #412 Repairs; #VA-2021-12 #413 Repairs; #VA-2021-12 #414 Repairs; #VA2021-12 #419 Repairs; #VA-2021-12 #418 Repairs
			122 - 522 60 48 04		Maint & Repair-Fire	665.05	
			122 - 522 60 48 04		Maint & Repair-Fire	392.59	
			122 - 522 60 48 04		Maint & Repair-Fire	1,023.83	
			122 - 522 60 48 04		Maint & Repair-Fire	314.11	
			120 - 522 60 48 20		Maint & Repair EMS-City	866.00	
			122 - 522 60 48 22		Maint & Repair EMS-County	866.00	
3459	12/14/2021	Claims	1	12099	Kuhl Auto Parts Inc	68.69	
			001 - 518 30 30 00		Office & Operating Supplies	1.10	
			401 - 534 10 30 00		Supplies, Materials, Parts	12.41	
			404 - 535 10 30 00		Plant Supplies, Material, Parts	24.83	
			101 - 542 30 31 00		Rdway Maint. Supplies-Shop	21.38	
			001 - 576 20 30 00		Pool Supplies & Material	3.45	
			001 - 576 30 30 00		RV Park Supplies	0.69	
			001 - 576 80 30 00		Parks Supplies	4.83	
3460	12/14/2021	Claims	1	12100	Les Schwab Tire Center	703.78	
			401 - 534 10 30 00		Supplies, Materials, Parts	126.68	
			404 - 535 10 30 01		Collections Supplies, Material,	253.36	
			101 - 542 90 31 00		Street Veh & Eq Maintenance	218.17	
			001 - 554 90 30 00		Operating Supplies Compost	14.08	
			001 - 576 20 30 00		Pool Supplies & Material	35.19	

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			001 - 576 30 30 00 - RV Park Supplies			7.04	
			001 - 576 80 31 00 - Parks Vehicle & Equipment M			49.26	
3461	12/14/2021	Claims	1	12101	Northwest Pharmacy	210.00	#VA2021-12
			120 - 522 10 31 20 - Operating Supplies-City			105.00	
			122 - 522 10 31 22 - Operating Supplies-County			105.00	
3462	12/14/2021	Claims	1	12102	One Call Concepts, Inc	16.05	
			401 - 534 10 41 00 - Prof. Srvs Water			8.02	
			404 - 535 10 41 02 - Collections Prof. Services			8.03	
3463	12/14/2021	Claims	1	12103	PSTech, LLC	100.00	IT Support To Import Chris Cook's Email
			001 - 518 80 40 00 - Professional IT Services			100.00	
3464	12/14/2021	Claims	1	12104	Palouse Family Foods	7.08	
			404 - 535 10 30 01 - Collections Supplies, Material,			2.78	
			001 - 576 80 30 00 - Parks Supplies			4.30	
3465	12/14/2021	Claims	1	12105	Palouse River Counseling	117.36	2021 2% Liquor Taxes 3 Qtr
			001 - 566 00 40 00 - Alcohol & Substance Abuse			117.36	
3466	12/14/2021	Claims	1	12106	Palouse Welding Design & MFG LLC	697.81	
			404 - 535 10 30 00 - Plant Supplies, Material, Parts			697.81	
3467	12/14/2021	Claims	1	12107	Ricoh USA, Inc. - copies	50.19	
			001 - 518 30 30 00 - Office & Operating Supplies			20.08	
			401 - 534 10 45 00 - Copier Lease Operating			17.57	
			404 - 535 10 45 00 - Copier Lease Operating			12.54	
3468	12/14/2021	Claims	1	12108	Stoneway Electric Supply	220.69	
			404 - 535 10 30 00 - Plant Supplies, Material, Parts			220.69	
3469	12/14/2021	Claims	1	12109	TPC Holdings, Inc.	52.44	CA Job Posting
			001 - 514 20 41 00 - Proff Srvcs-Support & Bank Fc			52.44	
3470	12/14/2021	Claims	1	12110	WA State Dept. of Vehicle Licensing	83.50	Vehicle Tabs
			401 - 534 10 49 00 - Misc-Dues, Regis Fees			27.83	
			404 - 535 10 49 00 - Misc-Dues, Regis Fees			27.84	
			101 - 542 90 31 00 - Street Veh & Eq Maintenance :			27.83	
3471	12/14/2021	Claims	1	12111	WSFFA WA State Firefighter Assn	100.00	VA#2021-12. 2021 Annual Membership Dues
			122 - 522 10 31 00 - Operating-Fire			100.00	
3472	12/14/2021	Claims	1	12112	Western States Equipment	695.34	Generator M&R
			404 - 535 10 48 02 - Plant Maint & Repair			695.34	
3473	12/14/2021	Claims	1	12113	Ziply Fiber	407.24	#VA-2021-12
			001 - 514 20 42 00 - Communications - Phone & Po			82.77	
			001 - 521 20 42 00 - PD Telephone & Postage, Com			101.28	
			122 - 522 50 42 04 - Communications-Fire Departm			40.28	
			120 - 522 50 42 20 - Communications-EMS City			20.14	
			122 - 522 50 42 22 - Communications EMS-County			20.14	
			401 - 534 10 42 00 - Communications-Phone, Posta			27.59	
			401 - 534 10 42 00 - Communications-Phone, Posta			15.74	
			404 - 535 10 42 00 - Communications-Phone, Posta			27.59	
			404 - 535 10 42 00 - Communications-Phone, Posta			31.49	
			101 - 543 30 42 00 - Road And Street Communicati			27.11	
			001 - 554 90 40 00 - Compost Services			1.75	
			001 - 576 20 42 00 - Pool Communications			4.37	
			001 - 576 30 42 00 - RV Park Communications			0.87	
			001 - 576 80 42 00 - Parks Communications			6.12	
001 Current Expense						62,423.58	

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		101 Street				6,369.37	
		102 Arterial Streets				437.13	
		103 Cemetery				566.98	
		120 Emergency Medical Services				5,822.49	
		122 Joint Board - Fire & EMS				22,676.25	
		401 Water Fund				27,329.98	
		404 Sewer Fund				30,956.39	
		410 Water Capital Improvement				3,290.04	
		440 Sewer Capital Improvement				13.22	
							Claims: 123,032.81
		* Transaction Has Mixed Revenue And Expense Accounts				159,885.43	Payroll: 36,852.62

WE, the members of the City Council of the City of Palouse Washington, DO HEREBY certify that the merchandise or services listed above have been received and that the above listed vouchers and the related checks have been reviewed and approved for payment by the City of Palouse City Council.

DATED this _____ day of _____ 20____.

ATTEST:

_____ Councilmember	_____ Councilmember
_____ Councilmember	_____ Councilmember
_____ Councilmember	_____ Councilmember
_____ Councilmember	
_____ Clerk-Treasurer	_____ Mayor

