



City of Longview

1525 Broadway
Longview, WA 98632
www.ci.longview.wa.us

Minutes - Final

City Council

Mayor Don Jensen
Council Member Ken Botero
Council Member Tom Hutchinson
Council Member Chet Makinster
Mayor Pro Tem Mary Jane Melink
Council Member Steve Moon
Council Member Michael Wallin

Thursday, March 12, 2015

7:00 PM

2nd Floor, City Hall

The City Hall is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. Please contact the City Executive Offices at 360.442.5004 48 hours in advance if you require special accommodations to attend the meeting.

1. **CALL TO ORDER**

Mayor Jensen called the meeting to order at 7:00 p.m.

2. **INVOCATION*/FLAG SALUTE**

The Pledge of Allegiance was recited following a brief moment of silent reflection.

3. **ROLL CALL**

Present: 7 - Mayor Don Jensen, Council Member Botero, Council Member Hutchinson, Council Member Makinster, Mayor Pro Tem Melink, Council Member Moon and Council Member Wallin

Staff present:

City Manager David Campbell; City Attorney James McNamara, and City Clerk Ann Davis.

Also present: Kurt Sacha, Assistant City Manager/Finance Director; John Brickey, Director of Community Development; Jeff Cameron, Public Works Director; Todd Dodgin, Information Technology Director; Dixie Wells, Police Sergeant; Phil Jurmu, Fire Chief; Chris Skaugset, Library Director; and Chris Smith, Human Resources Director.

4. **APPROVAL OF MINUTES**

On a motion duly made and passed, the reading of the minutes of the regular Council meeting held February 26, 2015, copies of which had been submitted to the Mayor and members of the City Council, was waived and the minutes were approved as if read.

[MN 15-0278](#)**COUNCIL MEETING MINUTES, FEBRUARY 26, 2015****Attachments:** [CNCL MIN 02262015](#)**5. CHANGES TO THE AGENDA****6. PRESENTATIONS & AWARDS**[15-3687](#)**PRESENTATION OF CERTIFICATES OF APPRECIATION TO VOLUNTEERS SERVING ON BOARDS AND COMMISSIONS FOR TERMS THAT EXPIRED IN 2014****CITY ATTORNEY REVIEW: N/A****SUMMARY STATEMENT:**

We would like to recognize the following individuals who have served terms on various boards and commissions, and their terms expired at the end of 2014:

Clyde West, Appeal Board
Alex Nelson, Downtown Advisory
Dan Freedman, Downtown Advisory
Jeff Sowders, Golf
Virginia Cowden Kretzler, Library
Axel Swanson, Longview Housing Authority
Alice Watkins, Parks/Rec
John Green, Parks/Rec
Tim Temples, Parks/Rec
Sharyl Whitmire, Planning Commission
Bob Beal, Planning Commission
Anne O'Connor, Project Longview
Bob Metke, Project Longview
John Green, Project Longview
Wesley Wheeler, Salary Commission
Dana Jones, Sister City
Bud Lippold, Sister City
Chester Novitt, Sister City
Alice Watkins, Sister City
Tim Cusick, Visual Arts

City Manager David Campbell read the names of the volunteers who had recently completed service on one of many boards, committees and commissions that assist Council by providing input. Unfortunately none of the volunteers were present to accept their Certificates. The certificates will be mailed to the recipient volunteers.

7. CONSTITUENTS' COMMENTS (Thirty Minutes)

Ed Arthur, currently residing in Castle Rock, spoke about a zoning problem. He owns a deep lot on 36th Avenue which was rezoned to regional commercial for a future big box store location during the last Comprehensive Plan Update. Prior to that, it had

been residential. He suffered a residence fire at this location three years ago. He has been working with Director of Community Development John Brickey to determine what he can do on this site.

Mr. Brickey acknowledged he has been meeting with Mr. Arthur regarding this parcel. Mr. Arthur had one year in which to commence rebuilding the home as it is a nonconforming use. This parcel is in the middle of a commercial zone. He said staff has exhausted all the easy fixes to Mr. Arthur's problem.

There are homes on the adjacent lots. If a lot had been established as a lot of record at the time of the zoning change, and had never had a home on it, construction of a residence would be allowed. However, if a residence was lost and not rebuilt within the required time frame, that nonconforming use is terminated and the zoning reverts to commercial.

Councilmember Melink said this seems a little counterintuitive.

Councilmember Wallin asked whether Council could change the term to five years? Mr. Brickey said that change would have to be referred back to the Planning Commission for study and recommendation. He noted the reason for the one-year grace period was to reserve the property for the regional commercial purpose.

Mayor Jensen asked what activity would have stopped the clock running. Mr. Brickey said if Mr. Arthur had applied for building permits to reconstruct.

Councilmember Wallin agreed that this does not seem to make sense. Mr. Brickey offered that there currently are no empty single family lots in this area; all have been built on.

Mr. Arthur said he had insurance on the building. He approached the City about rebuilding, but was told he could not increase the building footprint by more than 20% and the setbacks established would have to be maintained; he could not move it anywhere else on the property. Mr. Arthur said he really does not know what to do; staff wants him to tear the building down.

Councilmember Hutchinson said he was willing to make the motion to refer the timeline issue back to the Planning Commission, and did so. This motion failed for lack of a second.

Councilmember Melink said perhaps there is some merit in Mr. Arthur speaking with his neighbors to see if they are agreeable with a zoning change back to residential.

Mayor Jensen suggested Mr. Arthur continue meeting with Mr. Brickey.

Cody Wells spoke in favor of the citizen police academy and community policing. He encouraged citizens to call the police when they see crimes being committed. He thinks the police do a great job.

8. PUBLIC HEARINGS

9. BOARD & COMMISSION RECOMMENDATIONS

[15-3729](#)

2015 NEIGHBORHOOD PARK GRANT PROGRAM RECOMMENDATIONS

COUNCIL STRATEGIC INITIATIVE ADDRESSED: Address quality of place

issues

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

The Neighborhood Park Grant Program is a capital program (budgeted in the capital projects fund) initiated by the city council as a means of giving community groups the opportunity to improve and invest in their parks, and the city the ability to stretch its capital funds. Annually since 1997 the parks and recreation board has evaluated applications from neighborhood and community groups, sports organizations, service clubs, and occasionally individuals. The board's recommendations are then presented to the council for final approval.

The \$25,000 that the council has usually budgeted each year for the NPG Program has been used to fund a wide variety of projects. (See the attached list of past sponsors and their projects.) Along with whatever city funds are approved, project applicants are required to contribute a matching amount in cash and/or the value of labor and materials; in other words they contributed to projects on at least a 1:1 ratio, and sometimes much more.

The NPG Program is normally quite competitive. Project applications are evaluated on the basis of community need, community impact (who will benefit from a project), extent of facility usage or availability during the year, project life span and cost-benefit, future maintenance requirements, readiness to proceed, partnering, enhancement of safety and security, and other factors.

The parks board met last month to review applications for funding and now submits the recommendations as shown on the attached matrix for council consideration. Copies of all of the applications received are also attached for the council's information. Note that there are *three* applications and recommendations for 2015 NPG funding; *one* application and recommendation regarding reprogramming or reallocating a grant approved last year; *and* a recommendation regarding a project that doesn't strictly qualify for the NPG Program.

RECOMMENDED ACTION:

Motion to approve the parks board's recommendations for the 2015 Neighborhood Park Grant Program; reprogramming and reallocating unspent 2014 NPG funds; and diverting a portion of the 2015 NPG Program funding for another capital project that would meet identified needs in the city's parks system.

Attachments: [Park Grant Summary 1997 - 2014](#)
 [Roger Peters - Squirrel Statue Sidewalk](#)
 [Friends of LV - Shay Fence](#)
 [LGSA - Repair & Secure 7th Softball](#)
 [Friends of LV - Reallocation of Funds](#)
 [Parks Dept - Playground Replacement Parts](#)
 [Council Overhead Matrix- Grants 2015](#)

City Manager Campbell introduced the 2015 Neighborhood Park Grant projects submitted for funding. The Parks Advisory Committee reviewed the applications and ranked the proposals according to established criteria. A 50% match of funds or labor is required.

The Parks Board had sufficient funds available to sponsor all the projects. A reallocation of \$3800 for benches at the Shay locomotive site occurred because people are willing to donate memorial benches, so that \$3800 could be better used for video surveillance equipment.

Mr. Campbell noted the Parks & Recreation Department request for purchase of replacement playground equipment did not meet the exact requirements of the Neighborhood Park Grants program, but the playground equipment is an appropriate use of the funds.

Noting he would support the projects, Councilmember Makinster asked why funds were still needed for the Shay locomotive site. He understood that project was fully funded by citizen donations.

Mr. Campbell said costs have exceeded estimates, so "it hasn't worked out that way."

Councilmember Makinster wanted to make clear to the viewing audience that none of the projects were shorted any funds; all projects submitted were fully funded.

A motion was made by Council Member Ken Botero, seconded by Council Member Tom Hutchinson, that the Neighborhood Park Grants be approved as recommended. The motion passed unanimously.

10. ORDINANCES & RESOLUTIONS

[15-3718](#)

RESOLUTION NO. 2141 AMENDING THE BYLAWS AND PROCEDURES OF PROJECT LONGVIEW

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Council Initiative: Address quality of place issues

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

Resolution 1913, passed on January 9, 2009 created a Community Assessment Action Team known as Project Longview to focus on stimulation of the local economy and tourism for the benefit of the businesses and citizens of the City of Longview and surrounding

communities. It also created a process for selection of Project Longview members and provided for Project Longview makeup and functioning. It is now necessary to make certain modifications to those provisions to reflect current Project Longview operations.

RECOMMENDED ACTION:

Motion to Approve Resolution No. 2141.

Attachments: [Project Longview Procedures and Bylaws - FINAL](#)
[Resolution no. 2141 amending bylaws and procedures](#)

Councilmember Hutchinson read from the Resolution: committee can execute deeds, leases, bonds, etc. He wondered why this was necessary. Can the committee commit the City to monetary obligations?

City Manager Campbell said at present Project Longview cannot buy or sell property. If this bylaw amendment is adopted, they would be able to do so, but they would have to use their own money. They can raise funds. They can also work with the Longview Public Service Group, a non-profit organization, to accumulate funds.

A motion was made by Council Member Ken Botero, seconded by Council Member Chet Makinster, that this Resolution be adopted. The motion passed unanimously.

RS 15 2142

RESOLUTION NO. 2142, AUTHORIZING INTERFUND LOANS FROM THE GENERAL FUND TO THE ARTERIAL STREET, COMMUNITY DEVELOPMENT BLOCK GRANT ENTITLEMENT AND HOME FUNDS

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Council Initiative: Continue effective financial management

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

Resolution No. 2142 has been prepared to provide for interfund loans from the General Fund to the Arterial Street, Community Development Block Grant Entitlement and HOME Funds. These interfund loans are for the purpose of providing the necessary funds to cover the respective 2014 year-end cash deficits for the Arterial Street, Community Development Block Grant Entitlement and HOME Funds. The repayment of the \$540,000.00 loan to the Arterial Street Fund shall come from grant funds to be provided from the Federal Highway Administration. The interfund loans in the amount of \$15,000.00 to the Community Development Block Grant Entitlement Fund and \$10,000.00 to the HOME Fund shall come from grant funds to be provided by the U.S Department of Housing and Urban Development. This Resolution authorizes the General Fund to provide interfund loans to the Arterial Street, Community Development Block Grant Entitlement and HOME Fund in the amounts as shown above. All three interfund loans listed herein shall be repaid on or before September 30, 2015.

RECOMMENDED ACTION:

Motion to adopt Resolution No. 2142.

Attachments: [RES No. 2142](#)

Assistant City Manager/Finance Director Kurt Sacha explained the need to cover shortfalls in funds during the year. It is necessary to loan from one fund to another in order to keep bills current. These are all grant funds. Once the grant funds have been received, the general fund will be repaid the amount of the loan.

A motion was made by Council Member Michael Wallin, seconded by Council Member Tom Hutchinson, that this Resolution be adopted. The motion passed unanimously.

11. MAYOR'S REPORT AND COUNCILMEMBERS' REPORTS

Councilmember Makinster said he agreed with Cody Wells' remarks about the fine job our Longview policemen do. He noted his appreciation for the officers. "They do a hell of a job."

Mayor Jensen stated this morning, he, City Manager Campbell and Assistant City Manager/Finance Director Kurt Sacha attended a function with Rep. Jamie Herrera Buetler. "She is a really nice lady."

Councilmember Hutchinson expressed his thanks to Council and staff for the great job done when hosting the Japanese Atomi University students and showing them around town. They had a good time and appreciated the courtesies afforded them.

12. CONSENT CALENDAR

There being no items the Council wished removed from the Consent Calendar, a motion was duly made and passed approving the items on the Consent Calendar as though acted on individually.

15-3712

APPROVAL OF CLAIMS

Based upon the authentication and certification of claims and demands against the city, prepared and signed by the City's auditing officer, and in full reliance thereon, it is moved and seconded as shown in the minutes of this meeting that the following vouchers/warrants are approved for payment:

Second Half February 2015 Accounts Payable: \$1,625,111.11

First Half February 2015 Payroll: Not available at publication time

Final audited claims amount: \$2,342,462.76. Checks issued: 334344 - 334621.

Second Half February 2014 Payroll:

\$61,244.95, Checks No. 206214 - 206229

\$600,789.48, direct deposits

\$751,968.04, wire transfers

\$1,414,003.47 Total

15-3713

LIABILITY CLAIMS/LAWSUITS

The claim(s)/lawsuit(s) listed below was/were received by the City. Where applicable, the claim(s)/lawsuit(s) have been/are being researched and/or reviewed by Washington Cities Insurance Authority (WCIA). The claim(s)/lawsuit(s) status is/are as follows:

NEW:

Steve Queckboerner, DOI: 6/1/2014. Claimant alleges out-of-pocket expenses incurred to clear sewer line when problem was on City side. Amount unspecified

Kenneth Spring, DOI: 1/14/2015. Claimant alleges City contractor damaged water line to house. \$1,801.91 claimed

Richard McCool, DOI: 1/22/2015. Claimant alleges out-of-pocket expenses incurred to clear sewer line when problem was on city side. \$432.00 claimed

Lynett Martinez, DOI: 2/10/2015. Claimant alleges vehicle damage as a result of driving over new, unmarked curbing in Downtown Longview. \$443.84 claimed

Kyle Spencer, DOI: approx. 5/1/2014. Claimant alleges water department broke line to house when replacing meter. He is claiming cost to repair line and a leak adjustment. Amount unspecified

[15-3730](#)**BID REVIEW - 2015 WATERLINE REPLACEMENT - ST. HELENS NO. 1****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Provide sustainable water quality & environmental infrastructure

CITY ATTORNEY REVIEW: N/A**SUMMARY STATEMENT:**

This project will replace existing deteriorated 6-inch cast iron water main with approximately 2,500 feet of 8-inch and 350 feet of 6-inch ductile iron pipe, reconnect 81 water services, and install 4 new fire hydrants. The work will occur in the 500 and 600 blocks of the alley between 15th Ave. and 16th Ave., and in the 600 block of the alley between Oregon Way and 15th Ave.

On February 24, 2015, eight bids were received as follows:

\$ 642,262.50 - Halme Excavating, Inc., Battle Ground, WA
\$ 761,551.20 - Advanced Excavating Specialists LLC, Longview, WA
\$ 811,288.44 - 3 Kings Environmental, Inc., Battle Ground, WA
\$ 929,901.60 - Carter & Company Inc., Salem, OR
\$ 932,264.59 - R.C. Northwest, Inc., Brush Prairie, WA
\$ 986,467.68 - P.R. Worth, Inc., Kelso, WA
\$ 991,745.10 - Sterling Breen Crushing, Inc., Chehalis, WA
\$1,255,824.00 - Integrity Excavating & Construction, Inc., Battle Ground, WA

\$1,225,000.00 - Engineer's Estimate

All bids received were determined to be regular and responsive.

FINANCIAL SUMMARY:

This project is funded by the Water Construction Fund.

RECOMMENDED ACTION:

Motion to accept the bid and award a contract to Halme Excavating, Inc., in the amount of \$642,262.50.

Councilmember Wallin asked about this bid since it was significantly lower than the engineer's estimate. Director of Public Works Jeff Camron advised the bidding climate is currently favorable. Staff reviewed the bid with the contractor and the contractor is confident with its bid.

[PROJ #75](#)**PROJECT COMPLETE CERTIFICATION - 14th AVENUE & BROADWAY INTERSECTION IMPROVEMENTS****COUNCIL INITIATIVES ADDRESSED:**

Provide sustainable water quality & environmental infrastructure.

CITY ATTORNEY REVIEW: N/A**SUMMARY STATEMENT:**

This action is to certify that the 14TH Avenue and Broadway Intersection Improvements project has been completed in accordance with the plans and specifications under Contract No. 14-A033-T entered into between the City of Longview and Integrity Excavating and Construction, Inc., and the same is hereby accepted and approved.

RECOMMENDED ACTION:

Motion to accept and approve as complete the 14TH Avenue and Broadway Intersection Improvements project.

[PROJ #76](#)**PROJECT COMPLETE CERTIFICATION - SCADA COMMUNICATION SYSTEM - BACKBONE****COUNCIL INITIATIVES ADDRESSED:**

Provide sustainable water quality & environmental infrastructure.

CITY ATTORNEY REVIEW: N/A**SUMMARY STATEMENT:**

This action is to certify that the SCADA Communication system - backbone project has been completed in accordance with the plans and specifications under Contract No. 13-0181-B entered into between the City of Longview and Process Solutions, Inc., and the same is hereby accepted and approved.

This project completes phase one of the Supervisory Control and Data Acquisition (SCADA) system. The SCADA system continuously monitors utility facilities, sends alarms via text message or automated telephone message to our system operators, and allows our operators to remotely monitor and control each of the connected facilities. The SCADA backbone system consists of primary and backup computer servers, primary and backup supervisory network radios, computer workstations with SCADA software for operator interface, and other equipment needed for system communication. Additionally, 25 remote utility facility sites were upgraded to

connect to the SCADA system.

The goal of the SCADA system is to reduce long-term operational costs, improve operational efficiency, provide more timely response to system problems and equipment failure, and improve security at these facilities. The SCADA system is designed to communicate with approximately 75 remote sites via two-way radios on licensed frequencies. Future SCADA upgrades will connect the remaining 50 remote sites, and all new utility facilities will be connected to the SCADA system. The additional existing sites to be connected include sewer pump stations, water pressure reducing valves, stormwater pump stations, and other stormwater facilities. These additional sites are planned to be added in several more phases budgeted for 2015, 2016 and 2017.

With the SCADA system operational, staff anticipates cost savings due to use of the system's monitoring and alarm capabilities to help identify problems before they result in failures, and reduced overtime costs by identifying problems early and when failures occur outside of working hours, some situations will be resolved through remote electronic access to a site rather than dispatching a crew to the site on overtime. Additionally, labor costs for physically checking the pump stations on a daily basis are reduced, and staff is able to redirect their time to preventive and routine maintenance.

RECOMMENDED ACTION:

Motion to accept and approve as complete the SCADA Communication system - backbone project.

Attachments: [SCADA SiteMap](#)

[15-3731](#)

PROFESSIONAL ENGINEERING SERVICES AGREEMENT WITH GIBBS & OLSON FOR DESIGN SERVICES TO REPLACE SIX SEWER PUMP STATIONS

COUNCIL INITIATIVE ADDRESSED:

Provide sustainable water quality & environmental infrastructure

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

The City of Longview Sewer System Capacity Report and the Pump Station Evaluations and Condition Survey Report, both prepared in February 2010 in conjunction with the General Sewer Plan update, evaluated and identified any capacity, condition, and/or safety concerns at the City's sewer pump stations, and ranked the City's pump stations in order of need for rehabilitation. Recently, pump stations have been upgraded or replaced in the West Longview Diversion project and the Hudson/Douglas/33rd Avenue pump station project.

In a continuing program of pump station upgrades, staff budgeted and recommends replacement of another six pump stations ranked among the poorest condition. Two pump stations would be scheduled to begin

construction in 2015 and four pump stations in 2016. All six pump stations will include new control and monitoring systems and will be integrated into the City's SCADA system.

In accordance with state law, staff selected Gibbs & Olson to design the pump station upgrades. The scope of work includes hydraulic analysis to confirm capacity requirements for the pump stations, preparing design drawings, specifications and contract documents ready for construction, and providing design support to City construction management staff during construction. The pump stations will be upgraded to meet capacity requirements, current safety codes, environmental rules and regulations, improve reliability, and provide for standby power.

The planning level budget estimates for each pump station, including engineering, construction management, and easement or property acquisition, are:

For 2015 Construction:

- 373 Roy Morse Park (S19) - \$300,000
- 2566 Corman Road (S36) - \$300,000

For 2016 Construction:

- 2725 32nd Avenue (S7) - \$600,000
 - 5343 Oriole (S22) - \$300,000
 - 3356 Olympia Way (S1) - \$2,600,000
 - 2402 38th Avenue (S4) - \$1,500,000
- Total \$5,600,000

FINANCIAL SUMMARY:

The recommended contract amount for these engineering services is \$878,347, which will be paid by the Sewer Construction Fund. Funding for this work was included in the revenue bonds issue in December 2014 and is included in the sewer utility rates.

RECOMMENDED ACTION:

Motion authorizing the city manager to execute a contract with Gibbs & Olson for the 2015-2016 Pump Station Replacement projects.

Attachments: [Gibbs & Olson Scope of Work](#)

[15-3733](#)

**PROPOSAL REVIEW - RIVERCITIES TRANSIT BUS SHELTERS
PURCHASE**

COUNCIL STRATEGIC INITIATIVES ADDRESSED:

Preserve and Enhance Neighborhoods
Improve Transportation Systems
Address Quality of Place Issues

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

Bus shelters throughout Longview and Kelso have been determined to be

non-ADA compliant. The City obtained a \$120,000 grant from the Washington Department of Transportation Consolidated Grant Program to assist with replacing up to 40 existing shelters with ADA-compliant shelters.

On February 4, 2015, the City issued a Request for Proposals to purchase bus stop shelters with benches. On February 24, 2015, five proposals were received from the following firms:

Handi-Hut; Clifton, NJ
Brasco International; Madison Heights, MI
Tolar Manufacturing Company, INC., Corona, CA
LNI Custom Manufacturing, Hawthorne, CA
Duo-Guard Industries Inc., Canton, MI

Following a review of the proposals, staff recommends purchasing 40 shelters with benches from Handi-Hut at the cost of \$191,538.00. Staff will remove existing shelters and assemble and install the new shelters at high volume bus stop locations.

COWLITZ TRANSIT AUTHORITY REVIEW:

The CTA's Interlocal Agreement with the City of Longview states, "[t]he City of Longview shall provide public transportation services within the area of the Cowlitz Transit Authority in accordance with the Comprehensive Transit Plan of the Cowlitz Transit Authority including, but without limitation, the providing of vehicles, vehicle maintenance, vehicle operation, public liability and property damage insurance, supervision, and all labor and services in connection therewith, all in accordance with said Comprehensive Transit Plan and in accordance with public transportation schedules as determined by the Cowlitz Transit Authority."

This project has been approved by the Cowlitz Transit Authority (CTA) and is included in the Cowlitz Transit Authority 2015 Budget.

FINANCIAL SUMMARY:

This project is funded by the Washington State Department of Transportation grant in the amount of \$114,923 (60% share), with the 40% local match of \$76,615 provided by the Cowlitz Transit Authority. The cost of this project is included in the 2015 CTA and City of Longview budgets.

RECOMMENDED ACTION:

Motion to accept the proposal and award a purchase contract to Handi-Hut, Inc., in the amount of \$191,538.

13. CITY MANAGER'S REPORT

[15-3732](#)

**ON-CALL TECHNICAL SUPPORT CONTRACT WITH HARRIS GROUP
FOR SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA)
SYSTEM FOR WATER, SEWER AND STORMWATER FACILITIES**

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Provide sustainable water quality and environmental infrastructure.

CITY ATTORNEY REVIEW: REQUIRED**SUMMARY STATEMENT:**

In 2011, Harris Group was retained to design a supervisory control and data acquisition (SCADA) system for the City's utility systems. The SCADA system provides staff the capability to remotely monitor and control our water, sewer and stormwater pump stations, reservoirs, pressure reducing stations, and other utility facilities. Currently, 25 utility facilities are connected to the SCADA system, with additional sites planned to be added each year.

The first phase of the SCADA project was completed in February, 2015. This phase constructed the SCADA backbone system which includes communication towers, computer servers, computer workstations with SCADA software, telemetry radios, and other equipment needed for communication. Also through this project, 25 remote facility sites were upgraded and/or connected to the SCADA system.

With the SCADA system now functional, on-going technical support is needed to maintain and update the software, computers, and radios. City staff does not yet have the expertise to maintain the system, and recommends retaining Harris Group to provide on-call technical support. This support may include software updates and patches, operator training, historian database maintenance, alarm system maintenance, system optimization, on-call support services, and troubleshooting, as described in the attached scope of work.

The proposed agreement duration is 3-years, with the services provided when requested by the City, and provided on a time and expense basis.

FINANCIAL SUMMARY:

This contract is estimated to cost \$24,560 per year, for a total of \$73,680 over the term of the contract. The cost of the contract will be funded by Water, Sewer, and Stormwater utility operating funds.

RECOMMENDED ACTION:

Motion to approve a contract with Harris Group, Inc. for SCADA on-call technical support.

Attachments: [Harris Group Scope of Work](#)

Director of Public Works Jeff Cameron advised he plans to hire an IT Analyst to take over monitoring of the SCADA at some point.

A motion was made by Council Member Ken Botero, seconded by Mayor Pro Tem Mary Jane Melink, that this agreement be approved. The motion passed unanimously.

14. MISCELLANEOUS

The following item(s) were presented for Council's information. No Council action was taken or required.

[15-3719](#)**WASHINGTON STATE LIQUOR CONTROL BOARD REQUESTS**

Attachments: [Spec Occas LL 2015](#)

15. ADJOURNMENT

Council asked City Manager Campbell whether the Retreat dates had been finalized yet. Mr. Campbell said he is still working with the dates of April 17 and 18; however, he has not yet confirmed a facilitator for those dates.

The meeting was adjourned at 8:05 p.m. The next scheduled meeting of the Council is March 26, 2015.

*Ann C. Davis
City Clerk*

*Approved: _____
Mayor*

*** Any invocation that may be offered at the Council meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Council, and the Council does not endorse the religious beliefs or views of this, or any other speaker.**

NEXT REGULAR COUNCIL MEETINGS**THURSDAY, MARCH 26, 2015****THURSDAY, APRIL 9, 2015****NEXT COUNCIL WORKSHOPS:****THURSDAY, APRIL 16, 2015, AT 6 P.M., MINT VALLEY GOLF COURSE
MARKETING PLAN**