

**Councilmembers**

**Position No.**

1. Tod Gunther
2. John Kelly
3. Michelle Gehring
4. Dave Harman
5. Nicola McDonald
6. Greg Hogan
7. Scott Drennen



**Orting City Council**

Regular Business Meeting Agenda  
Orting Multi-Purpose Center  
202 Washington Ave. S,  
Orting, WA  
March 28<sup>th</sup>, 2018  
7 p.m.

**Mayor Joshua Penner, Chair**

1. **CALL MEETING TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL.  
REQUEST FOR ADDITIONS OR CORRECTIONS TO THE AGENDA.**
2. **RECOGNITION- RECEPTION**  
Retirement- Chief William Drake
3. **AB18-19- CONFIRMATION OF PUBLIC WORKS DIRECTOR**
  - *Mayor Penner*
4. **PROCLAMATION**  
Pierce County Reads- "March"
5. **PUBLIC COMMENTS:** *Persons wishing to address the City Council regarding items that are not on the agenda are encouraged to do so at this time. In the case of a question, the chair will refer the matter to the appropriate administrative staff member or committee.*
6. **REQUEST FOR CONSENT AGENDA ITEMS TO BE PULLED FOR DISCUSSION.**
7. **CONSENT AGENDA**
  - A. Regular Meeting Minutes of March 14<sup>th</sup>, 2018.
  - B. Payroll and Claims Warrants
  - C. AB18-17- Adoption of Resolution No. 2018-03, Approving the Sole Source Supplier, Core & Main, for Water Meters, and Authorizing the Mayor to sign PO # 2117 in the amount of \$24,953.19, and PO #2117 (a) in the amount of \$40,463.20, for a total of \$65,416.39.
  - D. AB18-18- Approval of Scope & Budget, Parametrix for \$19,923.49 -Utility Mapping Update & Geographic Information System (GIS) Development.

**Motion:** *To approve Consent Agenda as prepared.*  
**Or:**  
**Motion:** *To approve Consent Agenda with the exception of agenda item(s) #\_\_\_\_\_.*
8. **CONSENT AGENDA ITEMS PULLED FOR DISCUSSION**
9. **EXECUTIVE SESSION**
10. **ADJOURNMENT**  
**Motion:** *Move to Adjourn.*

**Upcoming Meeting: Next Regular Meeting: April 11<sup>th</sup>, 2018, 7:00pm, (MPC)**



# PIERCE COUNTY **READS** 2018

*Proclamation of the City of Orting  
in recognition of Pierce County Library System's Pierce County  
READS, presented by The News Tribune and with sponsorship  
provided by KeyBank Foundation and Pierce County Library  
Foundation; and*

*Whereas, Pierce County READS seeks to engage, involve, and  
connect people throughout Pierce County; and*

*Pierce County READS is the largest community reading event in  
the state, when people read an award-winning author's work,  
participate in free events, join in group discussion, and attend a free  
event to meet the nationally known, best-selling author on  
May 11, 2018, at 7 p.m.; and*

*Whereas, Pierce County Library is offering this community-wide  
program in collaboration with numerous community partners.*

*Now therefore, be it resolved by the Mayor of the City of Orting,  
that March 11th through May 11th is proclaimed as:*

*Pierce County READS*

*PROCLAIMED this March 28<sup>th</sup>, 2018.*

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*Joshua Penner, Mayor*

## COUNCILMEMBERS

Position No.

1. Tod Gunther
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**ORTING CITY COUNCIL**  
Regular Business Meeting Minutes  
Orting Multi-Purpose Center  
202 Washington Ave. S, Orting, WA  
March 14<sup>th</sup>, 2018  
7 p.m.

### **Mayor Joshua Penner, Chair**

#### **1. CALL MEETING TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL.**

Mayor Penner called the meeting to order at 7:00pm. Councilmember Hogan led the Pledge of Allegiance.

**Councilmembers Present:** Deputy Mayor Dave Harman, Councilmembers Tod Gunther, Michelle Gehring, John Kelly, Scott Drennen, Greg Hogan and Nicola McDonald.

**Staff Present:** Mark Bethune, City Administrator, Jane Montgomery, City Clerk, Scott Larson, Treasurer, JC Hungerford, Engineer, Charlotte Archer, City Attorney.

#### **REQUEST FOR ADDITIONS OR CORRECTIONS TO THE AGENDA.**

Administrator Bethune asked to add Schematic Design under agenda item 7B.

*Councilmember Drennen made a motion to add Schematic Design. Second by Councilmember McDonald. Motion passed (7-0)*

#### **2. INTRODUCTION OF NEW EMPLOYEES**

##### **Public Works.**

Mark Barfield, Public Works Supervisor, introduced the two new staff members, Steve Canonica and Jake Elder, and gave a brief bio and work history of each employee. He stated both individuals are doing a great job.

##### **Police Department.**

Chief Drake welcomed Luis Deffit, his wife Sarah and son Oliver. He gave a brief bio and work history, Officer Deffit has 5 years of law enforcement experience and is in the Army National Guard. Mayor Penner administered the oath of office to Officer Deffit and welcomed him to the City of Orting. The oath was followed by a break at 7:08pm; to meet and greet new employees. The meeting resumed at 7:13pm.

#### **3. PUBLIC COMMENTS**

No Comments.

#### **4. CONSENT AGENDA**

- Minutes of February 28, 2018
- Payroll and Claims Warrants

*Councilmember Hogan made a motion to approve Consent Agenda as prepared. Second by Councilmember McDonald. Motion passed (7-0).*

#### **5. COMMITTEE AND COUNCIL STANDING REPORTS**

##### **Community & Government Affairs**

Councilmember Gunther reported on the following topics being discussed in Committee:

- Code of Conduct passage in 2017

- ✚ Homelessness policy
- ✚ Video recording of Council meetings
- ✚ Parks Board

### **Public Works**

Councilmember Drennen reported on the following topics being discussed in Committee:

- ✚ Kansas Street upgrade
- ✚ SW Connector
- ✚ Bridge over SR162
- ✚ WWTP solids
- ✚ Storm water rates

### **Public Safety**

Councilmember Hogan reported on the following topics being discussed in Committee:

- ✚ Emergency preparedness
- ✚ EOC table top exercise
- ✚ Police report on the budget
- ✚ Field training on narcan use completed by Officers
- ✚ Recreational vehicle ordinance

### **Miscellaneous Activity Reports.**

Mayor Penner reported that in the future; committee reports will take place at study sessions.

## **6. COMMISSION REPORTS**

### **Planning Commission**

Administrator Bethune reported that on April 2<sup>nd</sup> the Planning Commission will hold a hearing on code amendments to Title 13; relating to the Veterans Village project. The docket is open for comprehensive plan amendments which begin in April.

## **7. NEW BUSINESS**

### **A. AB 18-15- Appointment of Parks Board Members**

Mayor Penner briefed the Council on Brigit Blackhams qualifications. He asked for Council confirmation. Ms. Blackham was not in attendance but will meet Council at a future meeting.

*Councilmember Gehring made a motion to approve the Mayor's appointment of Brigit Blackham to the Parks Advisory Board. Second by Councilmember Gehring. Motion passed (7-0).*

Mayor Penner briefed on Kim Wainscott's qualifications. Ms. Wainscott was present and introduced herself to the City Council. Mayor Penner asked for Council confirmation.

*Councilmember Drennen made a motion to approve the Mayor's appointment of Kim Wainscott to the Parks Advisory Board. Second by Councilmember Hogan. Motion passed (7-0).*

### **B. AB18-16- Helix Contract for Schematic Design**

Administrator Bethune briefed that at the last Council meeting, City Council approved scope and budget for schematic design to Helix , for the City Hall/Public Safety Building. The agenda item presented is the contract between the City and Helix for that schematic design. Council approval is needed to authorize the Mayor to enter into the contract for that scope and budget. The contract was provided to the Council.

*Councilmember McDonald made a motion to authorize the Mayor to enter into a contract with Helix for the next design phase of the Civic Center project that reflects the previously approved scope and budget for this phase of the project. Second by Councilmember Drennen. Motion passed (7-0)*

**8. EXECUTIVE SESSION**

None.

**9. ADJOURNMENT**

*Councilmember Gunther made a motion to adjourn. Second by Councilmember McDonald. Motion passed (7-0).*

Mayor Penner adjourned the meeting at 7:31pm.

**ATTEST:**

\_\_\_\_\_  
**Jane Montgomery, City Clerk, CMC**

\_\_\_\_\_  
**Joshua Penner, Mayor**

## COUNCILMEMBERS

### Position No.

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## ORTING CITY COUNCIL

Special Study Session Meeting Minutes  
Orting Multi-Purpose Center  
202 Washington Ave. S, Orting, WA  
March 21, 2018  
6PM.

### CHAIR, DEPUTY MAYOR DAVE HARMAN

#### 1. CALL STUDY SESSION TO ORDER, PLEDGE AND ROLL CALL

Deputy Mayor Harman called the meeting to order at 6:05pm. Councilmember Drennen led the pledge of allegiance.

**Councilmembers Present:** Deputy Mayor Dave Harman, Councilmembers Tod Gunther, Scott Drennen, Michelle Gehring and Greg Hogan. Councilmember McDonald will be late due to traffic. *(Councilmember McDonald arrived at 6:18pm)*

**Councilmembers Absent:** Councilmember Kelly.

**Staff Present:** Mark Bethune, City Administrator, Jane Montgomery, City Clerk, Scott Larson, Treasurer, JC Hungerford, Engineer. Mayor Penner was also present.

#### 2. COMMITTEE REPORTS & DISCUSSION

##### Public Works

Councilmember Drennen reported on the following Committee items:

- SR162 Pedestrian Bridge project
- Land acquisitions and easements
- Kansas Street upgrade
- SW Connector
- Fema mapping
- Public Works building project
- Asset management
- GIS

##### Public Safety

Councilmember Hogan reported on the following Committee items:

- Fire District will take the lead on Emergency Preparedness
- Search and Rescue Policy
- Recreational Vehicle Ordinance

##### Community and Government Affairs

Councilmember Gunther briefed on the following Committee items

- Code of conduct
- Homeless policy- RV parking- affordable housing- 24 parking regulations
- Video recording of City Meetings
- Parks

Councilmember McDonald spoke about how committee meetings are supposed to run and how and when reports should be brought forth to a study session or meeting. She stated the

flow should go from committee to study session to meeting. She also expressed concerns regarding committing the entire Council to a decision or a particular course of action during committee report time. She stated that puts the City at risk. Councilmember Gunther did not agree with the assessment.

Mayor Penner reminded Councilmembers that they can say "I am doing this, but should not say we are doing this". Councilmember McDonald stated that items need to go thru Committee first before they are discussed at Council meetings. Councilmember Drennen stated that it will take some time for Councilmembers to adjust to the new process of keeping discussions in Committees until they are completed and are advanced to a study session.

### **3. STAFF REPORTS**

#### **City Clerk**

City Clerk Jane Montgomery gave a briefing on the memo from the City Attorney regarding consent agenda items and how items will flow since the establishment of a study session. Council was also provided 2 flow charts, a mock agenda bill and a final mock agenda of an item moving from Committee to Study Session to final vote at a Council meeting. This is the process created by Mayor Penner to increase efficiency and streamline regular meetings of the City Council.

Council was asked if they wanted the proposed Title 13, 12 and 10 which will be discussed at the Planning Commission meeting and hearing on April 2<sup>nd</sup>, and then again at a hearing at the April 11<sup>th</sup> meeting of the City Council, to go to the study session on the 18<sup>th</sup> of April or straight to the meeting on the 25<sup>th</sup>. Consensus was to have it go to study session on the 18<sup>th</sup> prior to the meeting on the 25<sup>th</sup>.

#### **Treasurer**

Scott Larson, Treasurer reported on the following

- Exit interview with the auditor coming up and Council must RSVP if more than three want to attend. Meeting is on the 30<sup>th</sup> at 2:00pm. Contact staff by Monday the 26<sup>th</sup>.
- RFP went out for IT services on March 6<sup>th</sup>, responses are due April 6<sup>th</sup>. April 12<sup>th</sup> review at 3:00pm.
- State Law requires that a private vendor be used for Business Licensing or the State. The City had already explored the State option which is relatively seamless and efficient. The City anticipates being able to complete the process by the end of the year. Code updates may be required. There is a small administrative fee.
- Review of Finance Report/Revenue and Expenses.

Deputy Mayor Harman would like additional reports for the public. Treasurer Larson will begin working on a quarterly report to at the televised meeting. Councilmember Drennen would also like the City Engineer to provide a quarterly project report on City projects.

#### **Mayor Penner**

Mayor Penner reported that Chief Drake's retirement will commence on March 31<sup>st</sup>. He briefed that the environment is currently not good for recruitment of a new Chief. He would like to appoint Lt. Gard as the Interim chief, requiring Council confirmation, and then take a look at the environment in 6 months. Council decided they would rather re-evaluate again in 3 months. Funds were not in the budget this year for a national search. Council felt this was a good plan as it will create stability and continuity. The Mayor agrees that an open process with Council in three months is a good idea. Lt. Gard knows that this is a temporary

appointment and was encouraged by the Mayor to deliver a vision, a plan and execute a plan which the Council and the Mayor can evaluate at a later date.

Councilmember Drennen would like a quarterly report from Lt. Gard as well. Council agreed to put the appointment of Lt. Gard on the consent agenda at the meeting of April 11<sup>th</sup>.

Administrator Bethune briefed that the City has given a conditional offer of appointment to a candidate for the Public Works Director position. His appointment by the Mayor and request for confirmation by Council, will be advanced to the Council meeting on April 11<sup>th</sup>.

#### **4. WATER METER PURCHASE - APPROVAL OF SOLE SOURCE VENDOR.**

Scott Larson briefed. The City replaces about 150 water meters per year and has an additional 100 water meters that are installed as water customers request water service. This items exceeds the Mayor's purchasing authority, and has to have Council approval. The City's remotely read meters are manufactured by Neptune, and Core & Main is the sole source distributor of the meters in the United States. The City's Purchasing Policy (Part IX Section 2) requires that Council to approve an Exemption for Sole Source Suppliers.

**Action:** Advance to Consent Agenda for the Council Meeting of March 28, 2018.

#### **5. UTILITY MAPPING UPDATE & GEOGRAPHIC INFORMATION SYSTEM (GIS) DEVELOPMENT**

JC Hungerford briefed that the City desires to update their exiting utility mapping as well as develop a GIS mapping system. This project anticipates updating the electronic mapping to reflect system changes documented by Orting Public Works Staff, updating areas of residential development, and compilation of the electronic files into a readily accessible web based GIS system that will allow real time field access to the data to be used as a companion to the hard copy mapping kept in the office. The GIS systems may also serve as a foundation for implementation of a future asset management program. Parametrix proposes to assist Orting with development of a Web based a GIS system that will include GIS-based representations of pipes, valves, manholes, catch basins, roads and other infrastructure and will be accessible to Orting staff via customized web maps and tablet applications.

**Action:** Advance to Consent Agenda for the Council Meeting of March 28, 2018.

#### **6. ADJOURNMENT**

Deputy Mayor Harman Adjourned the study session at 7:55pm.

**ATTEST:**

\_\_\_\_\_  
*Jane Montgomery, City Clerk, CMC*

\_\_\_\_\_  
*Joshua Penner, Mayor*



CITY OF ORTING  
VOUCHER/WARRANT REGISTER  
FOR MARCH 28, 2018 COUNCIL

CLAIMS/PAYROLL VOUCHER APPROVAL

CITY OF ORTING

WE, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN AND THAT THE CLAIM IS A JUST, DUE AND UNPAID OBLIGATION AGAINST THE CITY OF ORTING, AND THAT WE ARE AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

CLAIMS WARRANTS #45866 THRU #45907  
IN THE AMOUNT OF 184,195.32  
EFT \$4252.25

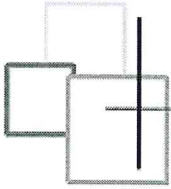
PAYROLL WARRANTS # 23206 THRU #23216  
IN THE AMOUNT OF \$135,771.81

ARE APPROVED FOR PAYMENT ON MARCH 24, 2018

COUNCILPERSON \_\_\_\_\_

COUNCILPERSON \_\_\_\_\_

CITY CLERK \_\_\_\_\_



# Fund Transaction Summary

Transaction Type: Invoice  
Fiscal: 2018 - March 2018 - 2nd Council

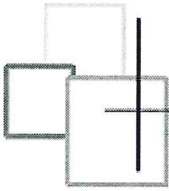
Fund Number	Description	Amount
001	Current Expense	\$50,865.30
101	City Streets	\$14,628.02
104	Cemetery	\$81.94
105	Parks Department	\$1,077.07
320	Transportation Impact	\$5,767.77
401	Water	\$54,563.90
408	Wastewater	\$26,619.97
410	Stormwater	\$2,834.46
412	Utility Land Acquisition	\$27,756.89
	<b>Count: 9</b>	<b>\$184,195.32</b>

# Register

Fiscal: 2018  
 Deposit Period: 2018 - March 2018  
 Check Period: 2018 - March 2018 - 2nd Council

Number	Name	Print Date	Clearing Date	Amount
<b>Key Bank</b>	<b>2000073</b>			
<b>Check</b>	Canonica, Steven	3/20/2018		\$300.00
45866	Helix Design Group	3/20/2018		\$10,000.00
45868	Orting Valley Fire & Rescue	3/20/2018		\$5,958.34
45869	Alpine Products Inc.	3/28/2018		\$1,310.47
45870	Apitz, Jennifer F	3/28/2018		\$250.00
45871	Bhc Consultants	3/28/2018		\$3,411.83
45872	Big J'S Outdoor Store	3/28/2018		\$697.29
45873	Business Solutions Center	3/28/2018		\$265.60
45874	Cascade Towing-Bonney Lak	3/28/2018		\$92.91
45875	Centurylink	3/28/2018		\$70.89
45876	Cintas Corporation #461	3/28/2018		\$282.98
45877	Comcast	3/28/2018		\$20.63
45878	Cornerstone Electric, Inc	3/28/2018		\$3,815.13
45879	Crystal & Sierra Springs	3/28/2018		\$57.67
45880	Cummins Northwest	3/28/2018		\$1,237.82
45881	Enumclaw, City of	3/28/2018		\$455.00
45882	Hernandez, Johnny	3/28/2018		\$1,277.10
45883	Jennings Equipment Inc	3/28/2018		\$417.89
45884	Kenyon Disend PLLC	3/28/2018		\$10,390.83
45885	Law Offices of Matthew J Rusnak	3/28/2018		\$1,833.33
45886	LN Curtis & Son	3/28/2018		\$549.27
45887	Mitel Leasing	3/28/2018		\$411.27
45888	Nelson, Mark	3/28/2018		\$165.00
45889	Office Depot	3/28/2018		\$226.23
45890	Office of State Auditor	3/28/2018		\$966.58
45891	Orting Food Bank	3/28/2018		\$3,000.00
45892	P County Budget & Finance	3/28/2018		\$51.00
45893	Pape & Sons Construction INC	3/28/2018		\$32,110.31
45894	Parametrix	3/28/2018		\$61,653.31
45895	Pitney Bowes Purchase Power	3/28/2018		\$966.65
45896	Potts, Samuel	3/28/2018		\$120.00
45897	Public Engines INC	3/28/2018		\$1,500.00
45898	Puget Sound Energy	3/28/2018		\$27,380.44
45899	Pumptech Inc	3/28/2018		\$4,107.49
45900	Robbless's Total Security Inc.	3/28/2018		\$616.45
45901	Scientific Supply & Equip	3/28/2018		\$196.36

Number	Name	Print Date	Clearing Date	Amount
45902	Tacoma Rubber Stamp	3/28/2018		\$18.02
45903	The News Tribune	3/28/2018		\$422.24
45904	Vision Forms LLC	3/28/2018		\$831.67
45905	Water Management Lab Inc.	3/28/2018		\$139.00
45906	Wex Bank	3/28/2018		\$2,180.31
45907	Whitworth Pest Solutions, INC	3/28/2018		\$185.76
EFT FEB2018 Mastercard	Keybank-MasterCard	3/12/2018		\$4,252.25
	<b>Total</b>		<b>Check</b>	<b>\$184,195.32</b>
	<b>Total</b>		<b>2000073</b>	<b>\$184,195.32</b>
	<b>Grand Total</b>			<b>\$184,195.32</b>



# Custom Council Report

Vendor	Number	Invoice	Account Number	Notes	Amount
Alpine Products Inc.	45869	TM-174140	101-542-64-49-00	Signage for Crossing @ Kansas & Calistoga St W	\$155.10
		TM-174184	401-534-10-31-04	Yellow Hardhats	\$29.70
			408-535-10-31-05	Yellow Hardhats	\$29.70
		TM-174292	101-542-64-49-01	Credit on TM-174414-Returned Tape	(\$127.05)
		TM-174414	101-542-64-49-01	Paint for Streets	\$1,223.02
			<b>Total</b>	<b>\$1,310.47</b>	
Apitz, Jennifer F	45870	30158	001-512-50-49-01	Court Appearance-7Z0770590 & 7Z0770591	\$250.00
				<b>Total</b>	<b>\$250.00</b>
Bhc Consultants	45871	0009642	001-558-60-41-02	Planning Consultants	\$3,028.28
		0009643	001-558-60-41-02	Planning Consultants-2018 SMP Update	\$383.55
				<b>Total</b>	<b>\$3,411.83</b>
Big J'S Outdoor Store	45872	Mar2018-405	101-542-30-31-02	Rain Gear-Nale	\$14.75
			105-576-80-31-00	Safety Clothing-Elder	\$19.99
			401-534-10-31-02	Rain Gear-Nale	\$14.75
			401-534-10-31-02	Safety Clothing-Elder	\$19.99
			401-534-10-31-02	Rubber Boots-Jones	\$49.19
			401-534-10-31-02	Boots-Nale	\$150.00
			408-535-10-31-05	Safety Clothing-Elder	\$19.99
			408-535-10-31-05	Rain Gear-Nale	\$29.51
			408-535-10-31-05	Rubber Boots-Jones	\$49.17
			408-535-10-31-05	Boots-Nale	\$150.00
			410-531-38-31-00	Safety Clothing-Elder	\$179.95
				<b>Total</b>	<b>\$697.29</b>
Business Solutions Center	45873	352-Mar2018	001-512-50-31-00	Judgement & Sentence Forms	\$108.21
			001-512-50-31-00	Advise Of Rights-Conditions Ot Release & Infraction Order Forms	\$157.39
				<b>Total</b>	<b>\$265.60</b>

Vendor	Number	Invoice	Account Number	Notes	Amount	
Canonica, Steven	45866	Mar2018-300	401-534-10-31-04	Boot Reimbursement- Canonica	\$150.00	
			408-535-10-31-05	Boot Reimbursement- Canonica	\$150.00	
				<b>Total</b>	<b>\$300.00</b>	
Cascade Towing- Bonney Lak	45874	25970	001-521-50-48-02	Towing of 05 Explorer	\$92.91	
				<b>Total</b>	<b>\$92.91</b>	
Centurylink	45875	409178327- MAR2018	001-521-50-42-01	PD Repeater	\$70.89	
				<b>Total</b>	<b>\$70.89</b>	
Cintas Corporation #461	45876	461-1163mar2018	408-535-60-48-04	Cleaning Park Bathrooms	\$108.27	
			46136356	408-535-60-48-04	Cleaning Park Bathrooms	\$174.71
				<b>Total</b>	<b>\$282.98</b>	
Comcast	45877	5839-Nar2018	001-514-23-42-00	Clty Hall Cable	\$6.88	
			401-534-10-42-01	Clty Hall Cable	\$6.87	
			408-535-10-42-01	Clty Hall Cable	\$6.88	
				<b>Total</b>	<b>\$20.63</b>	
Cornerstone Electric, Inc	45878	Mar2018-406	408-535-50-48-04	WWTP-Headwork- Bad Water Solenoid	\$436.00	
			408-535-50-48-04	VG Install wiring for Pump-High Cedars	\$524.64	
		Mar2018-408	408-535-50-48-04	Install HR Meters @ Pump Panel	\$2,854.49	
				Replace Drive @ Pump Station- Replace Heater @ VG-UV Lamp Check		
		<b>Total</b>	<b>\$3,815.13</b>			
Crystal & Sierra Springs	45879	16789924 030318	001-514-23-31-02	Water for City Hall	\$57.67	
				<b>Total</b>	<b>\$57.67</b>	
Cummins Northwest	45880	001-88229	408-535-50-48-07	WWTP Portable Pump Repair	\$1,237.82	
				<b>Total</b>	<b>\$1,237.82</b>	
Enumclaw, City of	45881	05270	001-523-60-41-00	Jail Fees-Feb 2018	\$455.00	
				<b>Total</b>	<b>\$455.00</b>	
Helix Design Group	45867	Schematic Design Phase 1	001-518-20-40-02	Schematic Design Phase 1-Initial Payment	\$2,500.00	
			001-521-50-46-07	Schematic Design Phase 1-Initial Payment	\$5,000.00	
			401-534-10-40-01	Schematic Design Phase 1-Initial Payment	\$1,000.00	

Vendor	Number	Invoice	Account Number	Notes	Amount	
Helix Design Group	45867	Schematic Design Phase 1	408-535-10-40-01	Schematic Design Phase 1-Initial Payment	\$1,000.00	
			410-531-31-40-01	Schematic Design Phase 1-Initial Payment	\$500.00	
				<b>Total</b>	<b>\$10,000.00</b>	
Hernandez, Johnny	45882	Mar2018-400	001-521-23-41-01	Property Evidence Jan 5-Mar 16 2018	\$1,277.10	
				<b>Total</b>	<b>\$1,277.10</b>	
Jennings Equipment Inc	45883	82698	105-576-80-48-01	Parts for FA107-FA1018-FA1046	\$151.15	
			401-534-50-48-04	Parts for FA1046	\$6.47	
			410-531-38-48-01	Parts for FA107-FA1018-FA1046	\$260.27	
				<b>Total</b>	<b>\$417.89</b>	
Kenyon Disend PLLC	45884	186783-186786	001-515-30-41-01	Attorney Retainer	\$2,500.00	
			001-515-30-41-02	Parks Legal	\$314.70	
			001-515-30-41-02	Attorney Services-Public Records Request	\$606.08	
			001-515-30-41-02	Attorney Services	\$5,478.15	
			001-515-30-41-04	Chronic Nuisance	\$314.70	
			001-521-50-41-02	PD Legal	\$23.31	
			001-558-60-41-04	Puget Sound Veterans Hope Center	\$815.88	
			401-534-10-41-04	Attorney Services	\$139.87	
			412-594-38-41-02	Public Works Shop	\$198.14	
				<b>Total</b>	<b>\$10,390.83</b>	
			Keybank-MasterCard	EFT FEB2018 Mastercard	EFT-MasterCard1823-Feb2018	001-514-23-31-02
001-514-23-31-02	Classification Folders	\$95.76				
401-534-10-31-00	Classification Folders	\$30.00				
408-535-10-31-00	Classification Folders	\$30.00				
410-531-38-31-00	Classification Folders	\$30.00				
EFT-MasterCard5423-Feb2018				001-514-23-31-02	Packing Tape	\$32.77
				001-524-20-31-00	File Folders	\$52.81
				001-524-20-31-00	Office Supplies	\$70.91
				401-534-10-31-00	Office Supplies	\$11.24
				401-534-10-31-00	Pens & Batteries	\$31.16
				401-534-10-31-00	Office Supplies	\$45.48
				401-534-50-48-02	Euco Repair V100 46#	\$77.96
				401-534-90-49-00	Lunch for WOW Conference-Ewing & Huffman	\$8.57
				401-534-90-49-00	Lunch for WOW Conference-Ewing & Huffman	\$13.58

Vendor	Number	Invoice	Account Number	Notes	Amount	
Keybank-MasterCard	EFT FEB2018 Mastercard	EFT-MasterCard5423-Feb2018	401-534-90-49-00	Lunch for WOW Conference-Ewing & Huffman	\$14.20	
			401-534-90-49-00	Hotel for WOW Conference-Ewing & Huffman	\$276.74	
			408-535-10-31-00	Batteries	\$7.64	
			408-535-10-31-00	Office Supplies	\$11.24	
			408-535-10-31-00	Pens & Batteries	\$31.16	
			408-535-10-31-00	Rug Cleaner	\$38.23	
			408-535-10-31-00	Office Supplies	\$45.48	
			408-535-50-48-02	Seal-Bearing Ring-Spacer-Wiper	\$437.41	
			408-535-90-49-00	Lunch for WOW Conference-Ewing & Huffman	\$8.57	
			408-535-90-49-00	Lunch for WOW Conference-Ewing & Huffman	\$13.57	
			408-535-90-49-00	Lunch for WOW Conference-Ewing & Huffman	\$14.20	
			408-535-90-49-00	Hotel for WOW Conference-Ewing & Huffman	\$276.74	
			EFT-MasterCard6144-Feb2018	001-513-10-48-01	Chairs	\$252.60
				001-513-10-48-01	Folding Table	\$295.96
			EFT-MasterCard7765-Feb2018	001-571-20-31-01	Park & Rec Storage	\$190.00
				001-511-60-31-01	Name Plates	\$15.94
				001-511-60-41-01	Food for Coucil Workshop Goals	\$120.02
				001-513-10-31-00	Montly Charge for Drop Box	\$10.98
				001-513-10-31-00	Office Supplies	\$42.87
				001-513-10-31-00	Office Supplies	\$129.75
			EFTMasterCard2933-Feb2018	001-511-60-31-01	Parking Fees	\$16.00
			EFTMasterCard7277-Feb2018	001-521-20-31-03	2017 Officer of the Year Award	\$55.94
				001-521-20-31-03	Copier Paper	\$191.22
				001-521-50-41-01	Adobe Reader	\$16.38
				001-521-50-48-02	Seat Repair Ford Interceptor	\$192.68
				001-521-50-48-04	Credit for Washer Fuild	(\$24.01)
				001-521-50-48-04	Halogen Light Bulbs	\$9.49
	001-521-50-48-04	Halogen Light Bulbs	\$11.03			
	001-521-50-48-04	Repair for Evidence Cooler	\$999.22			
		<b>Total</b>	<b>\$4,252.25</b>			
Law Offices of Matthew J Rusnak	45885	160-Mar2018	001-512-50-49-01	Court Appointed Attorney-March 2018	\$1,833.33	
				<b>Total</b>	<b>\$1,833.33</b>	
LN Curtis & Son	45886	INV165441	001-521-20-31-01	Uniform Item-Cassatt	\$70.00	



Vendor	Number	Invoice	Account Number	Notes	Amount
LN Curtis & Son	45886	INV167604	001-521-20-31-01	Uniform Items for Deffit	\$479.27
				<b>Total</b>	<b>\$549.27</b>
Mitel Leasing	45887	1458075	001-594-12-41-02	PSB Phone Lease	\$23.17
			001-594-21-41-03	PSB Phone Lease	\$104.28
			001-594-22-41-01	PSB Phone Lease	\$104.29
		1458076	001-594-14-41-03	City Hall Phone Lease	\$44.88
			001-594-24-41-02	City Hall Phone Lease	\$8.98
			001-594-76-41-02	City Hall Phone Lease	\$8.98
			101-594-42-41-02	City Hall Phone Lease	\$8.98
			401-594-34-42-03	City Hall Phone Lease	\$50.27
			408-594-35-64-55	City Hall Phone Lease	\$48.47
			410-594-31-41-42	City Hall Phone Lease	\$8.97
				<b>Total</b>	<b>\$411.27</b>
Nelson, Mark	45888	1113	001-524-20-49-01	Inspection for Mar14-16 2018	\$165.00
				<b>Total</b>	<b>\$165.00</b>
Office Depot	45889	111548247001-111548248001	001-512-50-49-03	Batteries-Toner	\$226.23
				<b>Total</b>	<b>\$226.23</b>
Office of State Auditor	45890	L124213	001-512-50-41-03	2014-2015-2016 Accountability Audit	\$38.66
			001-514-23-41-14	2014-2015-2016 Accountability Audit	\$106.32
			001-524-20-50-01	2014-2015-2016 Accountability Audit	\$67.66
			001-524-20-50-01	2014-2015-2016 Accountability Audit	\$115.99
			001-575-21-50-01	2014-2015-2016 Accountability Audit	\$57.99
			101-542-30-41-02	2014-2015-2016 Accountability Audit	\$106.33
			105-576-90-40-00	2014-2015-2016 Accountability Audit	\$57.99
			401-534-10-41-02	2014-2015-2016 Accountability Audit	\$154.65
			408-535-10-41-02	2014-2015-2016 Accountability Audit	\$183.65
			410-531-10-41-01	2014-2015-2016 Accountability Audit	\$77.34
				<b>Total</b>	<b>\$966.58</b>
Orting Food Bank	45891	Mar2018-401	001-571-20-31-13	2018 Food Bank Grant	\$3,000.00
				<b>Total</b>	<b>\$3,000.00</b>
Orting Valley Fire & Rescue	45868	Payment #2 Lease for PSB- Feb 2018	001-512-50-41-04	Payment #2 Lease for PSB Feb 2018- Court	\$297.92

Vendor	Number	Invoice	Account Number	Notes	Amount
Orting Valley Fire & Rescue	45868	Payment #2 Lease for PSB- Feb 2018	001-521-50-41-07	Payment #2 Lease for PSB Feb 2018- Police	\$2,681.25
		Payment #3 Lease for PSB- Mar 2018	001-512-50-41-04	Payment #3 Lease for PSB Mar 2018- Court	\$297.92
			001-521-50-41-07	Payment #3 Lease for PSB Mar 2018- Police	\$2,681.25
		<b>Total</b>			
P County Budget & Finance	45892	0519326010-2018 102 Bridge St S	001-514-23-31-02	0519326010- Noxious Weed- Pierce Conservation 102 Bridge St S	\$7.00
			001-539-20-50-01	0519326010- Noxious Weed- Pierce Conservation 102 Bridge St S	\$1.70
		0519362005-2018 23128 177th St E	401-534-10-31-00	0519362005- Noxious Weed- Pierce Conservation- Forest Protection- Surface Water- 23128 177th St E	\$6.36
			401-534-50-53-00	0519362005- Noxious Weed- Pierce Conservation- Forest Protection- Surface Water- 23128 177th St E	\$11.76
			401-534-50-53-01	0519362005- Noxious Weed- Pierce Conservation- Forest Protection- Surface Water- 23128 177th St E	\$17.90
			401-539-20-50-01	0519362005- Noxious Weed- Pierce Conservation- Forest Protection- Surface Water- 23128 177th St E	\$6.28
<b>Total</b>				<b>\$51.00</b>	
Pape & Sons Construction INC	45893	Pay Request #5-Orville Road Water Main Replacement	401-594-34-63-47	Orville Road Water Main Replacement- Pay Request#5	\$32,110.31
				<b>Total</b>	<b>\$32,110.31</b>
Parametrix	45894	01-80271	001-558-60-41-01	General Development	\$690.00
			001-558-60-41-01	General Consulting	\$4,029.15
			101-542-30-41-01	General Consulting- Streets	\$1,020.00
			101-542-30-41-13	Transportation Plan Update Phase 2- Project Management	\$60.00

Vendor	Number	Invoice	Account Number	Notes	Amount
Parametrix	45894	01-80271	101-542-30-41-13	Transportation Plan Update Phase 2-	\$140.00
			101-542-30-41-13	Transportation Plan Update	\$1,350.00
			320-542-30-41-05	TWLTl CM-Field Observation	\$1,402.77
			320-542-30-41-05	TWLTl CM-Project Management	\$1,845.00
			320-542-30-41-05	TWLTl CM-Office Support	\$2,520.00
			401-534-10-41-01	General Consulting-Water	\$1,531.25
			401-534-10-41-16	Water System Plan Update-WSP Project	\$60.00
			401-534-10-41-39	Management 178th Ave E	\$7,493.89
			401-594-34-63-49	Waterline Survey Orville RD	\$460.00
			401-594-34-63-49	Construction Services-Project Management	\$2,690.00
			401-594-34-63-49	Orville RD Construction Services-Field Observation	\$3,340.00
			408-535-10-41-01	Construction Services-Office Support	\$2,406.25
			408-535-10-41-21	General Consulting-Sewer	\$85.00
			408-594-35-41-14	Telemetry O & M	\$120.00
			408-594-35-63-03	Eldredge Ave NW SS Rehab Office Support	\$300.00
			408-594-35-63-03	WWTP Biosolids Removal Conast Service-Project Management	\$1,020.00
			410-531-39-41-01	WWTP Biosolids Removal Conast Service-Office Support	\$680.00
			410-594-31-41-30	General Consulting-Strom	\$665.00
			412-594-38-41-02	VG Outfall Replacement-Project Management	\$27,558.75
		01-80272	001-524-20-41-02	Public Works Shop	\$186.25
				Majestic View Estates-Construction Services	
				<b>Total</b>	<b>\$61,653.31</b>
Pitney Bowes	45895	8000-9090-0050-3685 Mar	001-512-50-31-01		\$99.78
Purchase Power		2018	001-513-10-31-01		\$34.72
			001-514-23-31-01		\$499.94

Vendor	Number	Invoice	Account Number	Notes	Amount
Pitney Bowes Purchase Power	45895	8000-9090-0050-3685 Mar 2018	001-521-20-31-07		\$3.25
			001-521-20-31-07		\$11.84
			001-524-20-31-02		\$3.27
			001-558-60-31-02		\$101.99
			001-575-50-31-02		\$0.94
			001-575-50-31-02		\$9.60
			104-536-20-31-01		\$0.93
			401-534-10-42-00		\$13.22
			401-534-10-42-00		\$62.39
			408-535-10-42-00		\$62.39
			410-531-38-42-00		\$62.39
Potts, Samuel	45896	Invoice - 3/22/2018 3:06:44 PM	001-512-50-49-05	Interpreter Service- 3/6/2018	\$120.00
				<b>Total</b>	<b>\$120.00</b>
Public Engines INC	45897	25648	001-521-50-49-01	Crime Report Subscription	\$1,500.00
				<b>Total</b>	<b>\$1,500.00</b>
Puget Sound Energy	45898	200001247663-Mar2018 200001247812-Mar2018 200001248190-Mar2018 200001248372-Mar2018 200001248539-Mar2018 200001532189-Mar2018  200002708986-Mar2018 200003766280-Mar2018  200009717913-Mar2018 200010396543-Mar2018 200010396733-Mar2018 200010629349-Mar2018  200013874264-Mar2018 200014994137-Mar2018 200019613294-Mar2018 200019646914-Mar2018 200021421298-Mar2018 200022934653-Mar2018 200024404523-Mar2018 220011476581-Mar2018  220015220399-Mar2018	408-535-50-47-07	VC Lift Station	\$237.39
			101-542-63-47-03	SR162 Signal	\$27.87
			105-576-80-47-01	North Park	\$10.74
			401-534-50-47-08	Well 3	\$618.36
			001-525-50-47-01	Lahar Siren	\$10.74
			105-576-80-47-02	Main Park & Bell Tower	\$434.43
			105-576-80-47-03	Main Park & Bell Tower	\$186.19
			408-535-50-47-05	VG Lift Station	\$317.09
			001-514-21-32-01		\$86.65
			001-514-21-47-01		\$247.13
			001-524-20-32-05		\$82.38
			401-534-50-47-01		\$247.13
			401-534-50-47-09		\$86.65
			408-535-50-47-01		\$247.13
			408-535-50-47-08		\$86.65
			401-534-50-47-04	Well 2	\$66.66
			105-576-80-47-01	North Park	\$216.58
			401-534-50-47-11	Well 4	\$2,955.41
			101-542-63-47-01		\$36.92
			104-536-50-47-02		\$29.53
			401-534-50-47-01		\$44.30
			408-535-50-47-01		\$36.91
			408-535-50-47-04	WWTP	\$8,929.04
			410-531-38-47-00	VG Lift Station	\$128.81
			104-536-50-47-02	Cemetery Shop	\$51.48
			101-542-63-47-03	Street Lights	\$52.82
			408-535-50-47-06		\$31.07
			001-575-50-47-01	MPC	\$1,037.17
			408-535-50-47-02	Lift Station	\$149.55
			408-535-50-47-03	High Cedars Lift Station	\$128.38
			101-542-63-47-03	Street Lights	\$117.68

Vendor	Number	Invoice	Account Number	Notes	Amount	
Puget Sound Energy	45898	220015548930-Mar2018	101-542-63-47-03	Street Lights 102 Bridge St	\$100.05	
		300000002406-Mar2018	101-542-63-47-03	Street Lights	\$10,341.55	
				<b>Total</b>	<b>\$27,380.44</b>	
Pumptech Inc	45899	0126883-IN	408-535-50-48-04	Repair Impeller & Two Blades	\$4,107.49	
				<b>Total</b>	<b>\$4,107.49</b>	
Robbless's Total Security Inc.	45900	25544	001-521-50-48-03	Repair on PD Gated Fence	\$616.45	
				<b>Total</b>	<b>\$616.45</b>	
Scientific Supply & Equip	45901	31432616	408-535-10-31-00	Lab Supplies	\$196.36	
				<b>Total</b>	<b>\$196.36</b>	
Tacoma Rubber Stamp	45902	I-1612432-1	001-513-10-31-00	Nametag-Meek	\$18.02	
				<b>Total</b>	<b>\$18.02</b>	
The News Tribune	45903	257635- Mar2018	001-511-60-49-03	Official Publications-ORD 2018-02	\$96.70	
			001-511-60-49-03	Official Publications-For Meetings	\$244.92	
			401-534-10-44-00	Official Publications	\$80.62	
			<b>Total</b>	<b>\$422.24</b>		
Vision Forms LLC	45904	4689	401-534-10-31-00	Utility Bill Processing & Mailing	\$39.87	
			401-534-10-42-00	Utility Bill Processing & Mailing	\$95.37	
			408-535-10-31-00	Utility Bill Processing & Mailing	\$39.87	
			408-535-10-42-00	Utility Bill Processing & Mailing	\$95.37	
			410-531-38-31-00	Utility Bill Processing & Mailing	\$39.88	
			410-531-38-42-00	Utility Bill Processing & Mailing	\$95.37	
			257635	001-514-23-31-02	Receipts	\$106.49
				401-534-10-31-00	Receipts	\$106.48
				408-535-10-31-00	Receipts	\$106.49
				410-531-38-31-00	Receipts	\$106.48
			<b>Total</b>	<b>\$831.67</b>		
Water Management Lab Inc.	45905	165702	401-534-10-41-03	Lab Testing	\$139.00	
				<b>Total</b>	<b>\$139.00</b>	

Vendor	Number	Invoice	Account Number	Notes	Amount
Wex Bank	45906	538603821	001-521-20-32-00	Fuel-PD	\$2,180.31
				<b>Total</b>	<b>\$2,180.31</b>
Whitworth Pest Solutions, INC	45907	354000	001-575-50-48-00	Pest Control	\$185.76
				<b>Total</b>	<b>\$185.76</b>
				<b>Grand Total</b>	<b>\$184,195.32</b>



**City Of Orting  
Council Agenda Summary Sheet**

<b>Subject:</b> Water Meter Purchase, and Approve Sole Source Vender		<b>Committee</b>	<b>Study Session</b>	<b>Council</b>
	<b>Agenda Item #:</b> <b>AB18-17</b>			<b>AB18-17</b>
	<b>For Agenda of:</b>		3/13/2018	3/28/18
	<b>Department:</b>	Water		
	<b>Date Submitted:</b>	3/15/18		

**Cost of Item:** \$65,416.39

**Amount Budgeted:** \$70,000.00

**Unexpended Balance:** \$ 4,583.61

**Bars #:** 401-594-34-63-03, 401-534-50-48-01

**Timeline:** **Immediate Action**

**Submitted By:** Scott Larson, Treasurer

**Fiscal Note:**

**Attachments:** Procurement Approval Form, PO 2117 & 2117(a), and Invoice

**SUMMARY STATEMENT:** The City replaces about 150 water meters per year that have worn out or have to be manually read, and has additional 100 water meters that are installed as water customers request water service, typically for new construction. In the past, as budgeted items, water meter purchases would not be presented to council for approval, but with the updated Purchasing Policy (Part VI, Section 1 (4)), this items exceeds the Mayor’s purchasing authority and has to have Council approval.

The City’s remotely read meters are manufactured by Neptune, and Core & Main is the sole source distributor of the meters in the United States. The City’s Purchasing Policy (Part IX Section 2) requires that Council to approve an Exemption for Sole Source Suppliers.

**RECOMMENDED ACTION: Advance To Consent Agenda For The Council Meeting Of March 28, 2018.**



# Purchase Order

**City of Orting**  
Big Town / Big View

Date: March 12, 2018

P.O. #: 2117 (a)  
Invoice 1456683

**Pay To:**

Core & Main (Puyallup)  
PO Box 28330  
St Louis, MO 63146  
Phone: (253) 840-8558

Fax:

Requested By:	Payment Details	Received Date:
Barfield	net 30 days	3/2/18

Qty	Item #	Description	Job	Unit Price	Line Total
10.00	4306RW2F13	RW2F13 5/8" T-10 REG R900I	w	\$ 193.34	\$ 1,933.40
4.00	42NERW2F33	RW2F33 1" T-10 ECODER) R900I	w	\$ 193.34	\$ 773.36
	44NE12527100	NEPT 12527-100 2' ANTEN ASSM	w	\$ 16.00	\$ -
3.00	42NE12527200	NEPTUNE 12527-200 ANTE ASSM	w	\$ 20.00	\$ 60.00
138.00	4307NEPED2B11RWF3	5/8X3/4 T-10 R900I CGCI BTM ST	w	\$ 228.00	\$ 31,464.00
8.00	4310NEPED2F11RWF3	1" NEPT T-10 METER R900I CIB	w	\$ 342.67	\$ 2,741.36
276.00	4407GN18	3/4X1/8 MTR GASKET, NEOPRENE	w	\$ 0.15	\$ 41.40
34.00	4410GN18	1X1/8 MTR GASKET, NEOP	w	\$ 0.20	\$ 6.80
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
		Core & Main is a SOLE SOURCE		\$ -	\$ -
		Distributor for Neptuen Water		\$ -	\$ -
		Meters		\$ -	\$ -
				\$ -	\$ -

Subtotal \$ 37,020.32  
Sales Tax 3,442.88  
Total \$ 40,463.20

**Please send all invoices by mail or email to:**

City of Orting, Public Works Dept.  
PO Box 489  
Orting, WA 98360  
lhinds@cityoforting.org

<b>Department Description:</b> Water-Meter Purchases for UPGRADE EXISTING (OLD) METERS	Authorized by	Date
<b>BARS:</b> 401.594.34.63.03 (budget \$45,000)	Authorized by	Date
Second Signature required when over \$200		

**Shipping Address:**

City of Orting, 110 Train St SE, Orting, WA 98360 P (360) 893-2219 F (360) 893-6809





# INVOICE

Invoice # 1456683  
 Invoice Date 3/02/18  
 Account # 110818  
 Sales Rep JAMES PULLEN  
 Phone # 253-840-5505  
 Branch # 302 Puyallup, WA  
 Total Amount Due \$40,463.20

1830 Craig Park Court  
 St. Louis, MO 63146

Remit To:  
 CORE & MAIN LP  
 PO BOX 28330  
 ST. LOUIS, MO 63146

188 1 SP 0.470 E0188X I0288 D3396979679 S2 P5151311 0001:0003



Shipped to:  
 110 TRAIN ST SE  
 ORTING, WA



CITY OF ORTING  
 ACCOUNTS PAYABLE  
 PO BOX 489  
 ORTING WA 98360-0489

*2/1/8*

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice #
2/09/18	3/01/18	SEE BELOW	REPAIR&REPLACE			CORE & MAIN LP	1456683

Product Code	Description	Quantity		B/O	Price	UM	Extended Price
		Ordered	Shipped				
	CUSTOMER PO#- REPAIR & REPLACE						
4306RW2F13	RW2F13 5/8" T-10 REG R900I ENHANCED METER BID SEQ# 130	10	10		193.34000	EA	1,933.40
42NERW2F33	RW2F33 1" T-10 ECODER) R900I ENHANCED BID SEQ# 140	4	4		193.34000	EA	773.36
44NE12527100	NEPT 12527-100 2' ANTENNA ASSY BID SEQ# 160	10		10	16.00000	EA	.00
42NE12527200	NEPTUNE 12527-200 ANTENNA ASSE MBLY 6FT CABLE ECODER R900I PI T BID SEQ# 170	50	3	47	20.00000	EA	60.00
4307NEPED2B11RWF3	5/8X3/4 T-10 R900I ED2B11RWF3 ENHANCED CF CI BTM STUB A NO LEAD BID SEQ# 190	138	138		228.00000	EA	31,464.00
4310NEPED2F11RWF3	1" NEPT T-10 METER R900I CIB STUB ANTENNA ENHANCED NO LEAD ED2F11RWF3 BID SEQ# 200	17	8	9	342.67000	EA	2,741.36
4407GN18	3/4X1/8 MTR GASKET,NEOPRENE	276	276		.15000	EA	41.40

*401594346309*

RECEIVED  
 MAR 07 2018

ITEMS  
 RECEIVED BY  
 DATE: *3-8-18*  
 ITL: *MED*

OK TO  
 PAY  
 ITL: *MAB*

CITY OF ORTING

CONTINUED...



# INVOICE

Invoice # 1456683  
 Invoice Date 3/02/18  
 Account # 110818  
 Sales Rep JAMES PULLEN  
 Phone # 253-840-5505  
 Branch # 302 Puyallup, WA  
 Total Amount Due \$40,463.20

1830 Craig Park Court  
St. Louis, MO 63146

Remit To:  
 CORE & MAIN LP  
 PO BOX 28330  
 ST. LOUIS, MO 63146



CITY OF ORTING  
 ACCOUNTS PAYABLE  
 PO BOX 489  
 ORTING WA 98360-0489

Shipped to:  
 110 TRAIN ST SE  
 ORTING, WA

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice #
2/09/18	3/01/18	SEE BELOW	REPAIR&REPLACE			CORE & MAIN LP	1456683

Product Code	Description	Quantity		B/O	Price	UM	Extended Price
		Ordered	Shipped				
4410GN18	BID SEQ# 220 1X1/8 MTR GASKET,NEOPRENE BID SEQ# 230	34	34		.20000	EA	6.80

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**Effective 8/29/2017**  
Visit: [coremain.com](http://coremain.com)  
for forms (see right)



**Available on the new website**

- New W-9
- Formal name change letter
- FAQ for customers & vendors

Freight	Delivery	Handling	Restock	Misc.	Subtotal:	37,020.32
					Other:	0.00
					Tax:	3,442.88
					<b>Invoice Total:</b>	<b>\$40,463.20</b>

Terms: NET 30

Ordered By: PETE

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FILLED BY:  
CHECKED BY:  
REVIEWED BY:

ENTERED BY: JOSEPH DETLOR - 302

RESERVED TICKET 1456683  
\*\*\* SHIP COMPLETE \*\*\*

5 PUYALLUP WA  
6 Branch - 302  
7 602 Valley Ave NE WA 98372  
8 Puyallup  
9 PHONE # 253 840 8558

10818 02/28/2018 02:11 PM PAGE 1

CITY OF ORTING 110 TRAIN ST SE ORTING WA 98360		JOB NAME REPAIR&REPLACE		JOB NUMBER 98360		BILL OF LADING NO. CORE & MAIN LP		SALES MAN J25	
DATE ORDERED	DATE SHIPPED	PURCHASE ORDER NO.	DESCRIPTION	QTY ORDERED	QTY SHIPPED	DELIVERY METHOD	UNIT PRICE	PER	AMOUNT
BRANCH NO.	302	2/09/18	SEE BELOW	OUR TRUCK	CUSTOMER PICKUP	DIRECT	SHIPPED	BACK ORDERED	
W07 000 000	4306RW2F13		RW2F13 5/8" T-10 REG R9001 ENHANCED METER WEIGHT: 1.0000 BID SEQ# 00130	10	10			EA	
W07 B04 000	42NERW2F33		RW2F33 1" T-10 ECODER) R9001 ENHANCED WEIGHT: 1.0000 BID SEQ# 00140	4	4			EA	
W07 000 000	44NE12527100		NEPT 12527-100 2' ANTENNA ASSY BID SEQ# 00160	10	0		10	EA	
W07 000 000	42NE12527200		NEPTUNE 12527-200 ANTENNA ASSEMBLY 6FT CABLE ECODER R9001 PI T BID SEQ# 00170	50	3		47	EA	
W07 000 000	4307NEPED2B11RW3		5/8X3/4 T-10 R9001 ED2B11RW3 ENHANCED CF CI BTM STUB A NO LEAD BID SEQ# 00190	138	138			EA	
W07 000 000	4310NEPED2F11RW3		1" NEPT T-10 METER R9001 CIB STUB ANTENNA ENHANCED NO LEAD ED2F11RW3 BID SEQ# 00200	17	8		9	EA	
MISC				HANDLING		RESTOCKING		MISCELLANEOUS	
MERCHANDISE SUBTOTAL				TAX		FREIGHT		DELIVERY	
								TOTAL SALE	

SPECIAL INSTRUCTIONS/COMMENTS:  
 BID # 511761 C/O # 1456682  
 BID NM: 2018 ORTING METER QUOTE REVISED  
 C/O # 1456682

CONTINUED

RECEIVED BY  
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SOLO PUYALLUP WA  
Branch - 302  
602 Valley Ave NE WA 98372  
Puyallup  
PHONE # 253 840 8558

RESERVED TICKET 1456683  
\*\*\*SHIP COMPLETE\*\*\*

ENTERED BY: JOSEPH DETLOR - 302

REVIEWED BY:

CHECKED BY:

FILLED BY:

BIN LOCATION	DATE ORDERED	DATE SHIPPED	PURCHASE ORDER NO.	SEE BELOW	JOB NAME	JOB NUMBER	DELIVERY METHOD			QTY ORDERED	QTY SHIPPED	UNIT PRICE	PER	AMOUNT
							OUR TRUCK	CUSTOMER PICKUP	DIRECT					
302	2/09/18			SEE BELOW	REPAIR & REPLACE				X					
CITY OF ORTING TACOMA BRANCH ACCOUNTS PAYABLE PO BOX 489 ORTING WA 98360-0489 Cus Ph# 360 893 2219														
CITY OF ORTING 110 TRAIN ST SE ORTING WA 98360														
SPECIAL INSTRUCTIONS/COMMENTS: BID # 511761 C/O # 1456682 BID NM: 2018 ORTING METER QUOTE REVISED C/O # 1456682														
SALESMAN J25 SHIPPED VIA CORE & MAIN LP														
W39 000 000	4407GN18				REPAIR & REPLACE					276	276	EA		
3/4X1/8 MTR GASKET, NEOPRENE BID SEQ# 00220														
W39 000 000	4410GN18				REPAIR & REPLACE					34	34	EA		
1X1/8 MTR GASKET, NEOPRENE BID SEQ# 00230														
TOTAL WEIGHT: 14.00														
MERCHANDISE SUBTOTAL														END OF ORDER
TAX														TOTAL SALE
TAX AMOUNT														
FREIGHT														
DELIVERY														
HANDLING														
RESTOCKING														
MISCELLANEOUS														



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# Purchase Order

City of Orting  
Big Town / Big View

Date: March 12, 2018

P.O. #: 2117  
Invoice I456684

**Pay To:**

Core & Main (Puyallup)  
PO Box 28330  
St Louis, MO 63146

Phone: (253) 840-8558 Fax:

Requested By:	Payment Details	Received Date:
Barfield	net 30 days	3/2/18

Qty	Item #	Description	Job	Unit Price	Line Total
100.00	4307NEPED2B11RWF3	Enhanced CF CI BTM STUB A NO LEAD BID SEQ# 260	w	\$ 228.00	\$ 22,800.00
				\$ -	\$ -
				\$ -	\$ -
200.00	4407GN18	3/4X1/8 MTR GASKET, NEOPRENE BID SEQ # 280	w	\$ 0.15	\$ 30.00
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
		Core and Main is a SOLE SOURCE		\$ -	\$ -
		Distributor for Neptune Water		\$ -	\$ -
		Meters		\$ -	\$ -

Subtotal \$ 22,830.00  
Sales Tax 2,123.19  
Total \$ 24,953.19

**Please send all invoices by mail or email to:**

City of Orting, Public Works Dept.  
PO Box 489  
Orting, WA 98360  
lhinds@cityoforting.org

<b>Department Description:</b> Water-Meter Purchases for NEW CONSTRUCTION	Authorized by	Date
<b>BARS:</b> 401.534.50.48.01 (budget \$25,000)	Authorized by	Date

Second Signature required when over \$200

**Shipping Address:**

City of Orting, 110 Train St SE, Orting, WA 98360 P (360) 893-2219 F (360) 893-6809



# INVOICE

Invoice # 1456684  
 Invoice Date 3/02/18  
 Account # 110818  
 Sales Rep JAMES PULLEN  
 Phone # 253-840-5505  
 Branch # 302 Puyallup, WA  
 Total Amount Due \$24,953.19

1830 Craig Park Court  
 St. Louis, MO 63146

Remit To:  
 CORE & MAIN LP  
 PO BOX 28330  
 ST. LOUIS, MO 63146

188 1 SP 0.470 E0188 I0290 D3396979681 S2 P5151311 0003:0003



CITY OF ORTING  
 ACCOUNTS PAYABLE  
 PO BOX 489  
 ORTING WA 98360-0489

Shipped to:  
 110 TRAIN ST SE  
 ORTING, WA

*2117*

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice #
2/09/18	3/01/18	SEE BELOW	NEW CONSTRUCTIO			CORE & MAIN LP	1456684

Product Code	Description	Quantity		B/O	Price	UM	Extended Price
		Ordered	Shipped				
CUSTOMER PO#- NEW CONSTRUCTION							
4307NEPED2B11RWF3	5/8X3/4 T-10 R900I ED2B11RWF3 ENHANCED CF CI BTTM STUB A NO LEAD BID SEQ# 260	100	100		228.00000	EA	22,800.00
4407GN18	3/4X1/8 MTR GASKET,NEOPRENE BID SEQ# 280	200	200		.15000	EA	30.00

OK TO  
 PAM  
 MB  
 FFL

*401524504801*

ITEMS  
 RECEIVED BY  
 DATE: 3-8-18  
 IFL: MB

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Freight	Delivery	Handling	Restock	Misc.	Subtotal:	22,830.00
					Other:	0.00
					Tax:	2,123.19
					<b>Invoice Total:</b>	<b>\$24,953.19</b>

Terms: NET 30

Ordered By: PETE

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PUYALLUP WA  
Branch - 302  
602 Valley Ave NE WA 98372  
Puyallup  
PHONE # 253 840 8558


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110818

PICK TICKET 1456684

FILLED BY:  
CHECKED BY:  
REVIEWED BY:  
ENTERED BY: JOSEPH DETLOR - 302

SPECIAL INSTRUCTIONS/COMMENTS: CITY OF ORTING 110 TRAIN ST SE ORTING WA 98360		BILL OF LADING NO.		SHIPPED VIA		SALESMAN										
CITY OF ORTING 110 TRAIN ST SE ORTING WA 98360				CORE & MAIN LP		J25										
BRANCH NO.	DATE ORDERED	DATE SHIPPED	PURCHASE ORDER NO.	JOB NUMBER	DESCRIPTION	QTY ORDERED	QTY SHIPPED	DELIVERY METHOD	OUR TRUCK	CUSTOMER PICK UP	DIRECT	SHIPPED	BACK ORDERED	UNIT PRICE	PER	AMOUNT
302	2/09/18		SEE BELOW	NEW CONSTRUCTION	NEW CONSTRUCTION	X										
W07 000 000					CUSTOMER PO# - 4307NEPED2B11RWF3 5/8X3/4 T-10 R9001 ED2B11RWF3 ENHANCED CF CIBTTM STUB A NO LEAD BID SEQ# 00260	1.00	1.00								EA	
W39 000 000					3/4X1/8 MTR GASKET, NEOPRENE BID SEQ# 00280 TOTAL WEIGHT: .00	2.00	2.00								EA	
MISC. TOTALS																
MERC-HANDISE SUBTOTAL																
TAX																
TAX AMOUNT																
FREIGHT																
DELIVERY																
HANDLING																
RESTOCKING																
MISCELLANEOUS																
TOTAL SALE																

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**City Of Orting  
Council Agenda Summary Sheet**

<b>Subject:</b> Utility Mapping Update & Geographic Information System (GIS) Development		<b>Committee</b>	<b>Study Session</b>	<b>Council</b>
	<b>Agenda Item #:</b> AB18-18			<b>AB18-18</b>
	<b>For Agenda of:</b>		3/21/18	3/28/18
	<b>Department:</b> Utilities			
	<b>Date Submitted:</b> 3/16/18			
<b>Cost of Item:</b>		<u>\$19,923.49</u>		
<b>Amount Budgeted:</b>		<u>\$16,000.00</u>		
<b>Unexpended Balance:</b>		<u>\$-4,000.00</u>		
<b>Bars #:</b>		101-542-30-41-07, 401-534-10-41-13, 408-535-10-41-18, 410-531-39-41-05		
<b>Timeline:</b>		Project will take 2 to 3 months to complete		
<b>Submitted By:</b>		JC Hungerford, Engineer		
<b>Fiscal Note:</b>				
<b>Attachments:</b> Scope And Budget For Professional Services				
<p><b>SUMMARY STATEMENT:</b> The City desires to update their exiting utility mapping as well as develop a GIS mapping system. This project anticipates updating the electronic mapping to reflect system changes documented by Orting Public Works Staff, updating areas of residential development, and compilation of the electronic files into a readily accessible web based GIS system that will allow real time field access to the data to be used as a companion to the hard copy mapping kept in the office. The GIS systems may also serve as a foundation for implementation of a future asset management program. Parametrix proposes to assist Orting with development of a Web based a GIS system that will include GIS-based representations of pipes, valves, manholes, catch basins, roads and other infrastructure and will be accessible to Orting staff via customized web maps and tablet applications.</p>				
<p><b>RECOMMENDED ACTION:</b> Advance to Consent Agenda For The Council Meeting Of March 28, 2018.</p>				



Client: City of Orting  
 Project: City of Orting On-call 2014-2017  
 Project No: 2161711020

John C. Hungerford	April D. Whittaker	Shari Morgan	Pujallup Publications (WP)	Joshua R. Ahmann	M. Younis Mahmoodi	Chad L. Tinsley
Sr Engineer	Sr Project Control Specialist	Sr Project Accountant	Pujallup Publications (WP)	Planner III	Engineer II	GIS Analyst

Rates:

Phase	Task	Description	Labor Dollars	Labor Hours	\$170.00	\$110.00	\$105.00	\$95.00	\$120.00	\$110.00	\$95.00
1002		Utility Mapping & GIS Development	\$ 17,010.00	157	6	5	2	2	38	40	64
	01	Project Management	\$ 1,970.00	15	6	5	2	2			
	02	GIS Planning & Delivery	\$ 10,640.00	102					38		64
	03	Utility Mapping Update & Productio	\$ 4,400.00	40						40	

**Labor Totals:** \$ 17,010.00 157 6 5 2 2 38 40 64

\$1,020.00 \$550.00 \$210.00 \$190.00 \$4,560.00 \$4,400.00 \$6,080.00

**DIRECT EXPENSES:**

Description	Amount
Mileage	\$ 163.50
GIS Annual Software	\$ 2,749.99
<b>Expense Total:</b>	<b>\$ 2,913.49</b>

**PROJECT TOTAL** \$ 19,923.49

# SCOPE OF WORK

## City of Orting

### Utility Mapping Update & Geographic Information System (GIS) Development

#### OVERVIEW

Parametrix completed the first complete utility mapping project for Orting's utility service area in 2005. Although Orting staff has maintained markups to the hard copies of the utility maps for the past decade, the electronic files (AutoCAD) have not been updated since they were originally created. This project anticipates updating the electronic mapping to reflect system changes documented by Orting Public Works Staff, updating areas of residential development, and compilation of the electronic files into a readily accessible web based GIS system that will allow real time field access to the data to be used as a companion to the hard copy mapping kept in the office. The GIS systems may also serve as a foundation for implementation of a future asset management program. Parametrix proposes to assist Orting with development of a Web based a GIS system that will include GIS-based representations of pipes, valves, manholes, catch basins, roads and other infrastructure and will be accessible to Orting staff via customized web maps and tablet applications. This system will allow Orting staff to interact with their infrastructure in the following ways:

- View existing infrastructure in a web map or on a tablet
- Access attributes (ex. pipe material, size, install date) of existing infrastructure
- Add, edit, and delete infrastructure data via a web map or tablet
- Add new infrastructure and locate existing infrastructure in the field with GPS (purchased separately) and a tablet.
- Print basic maps to pdf

The following tasks provide further detail for the effort necessary to complete this project:

#### Task 1 – Project Management

##### Goal

To deliver this phase of work on schedule and consistent with Orting's scope and fee expectations.

##### Approach

Activities under this task will include:

- Project file and document management
- Project communication, monthly progress letters, and invoicing
- Project Controls – Monitor scope, schedule and budget
- Informal phone communication with Orting's project manager to request background information and to schedule site access for field pickups and scanning.
- Consultant internal team coordination.

## Assumptions

- A maximum of 3 months of project management services.

## Deliverables

Deliverables will be as follows:

- Monthly effort tracking, progress letters and invoices
- Informal email and telephone communication with monthly budget status report (i.e. how much is spent and remaining by phase and task for prime consultant)

## Task 02 – GIS Planning & Delivery

### Goal

To develop a web based GIS tool for Orting to provide real time field access to utility mapping.

### Approach

#### Subtask 2.1: System Design Meeting

Before developing the proposed system, Parametrix and Orting staff will hold a meeting to outline Orting's intended uses for the system and what data attributes will be included. The outcomes from this meeting will provide direction for GIS development and documentation under subtask 2.4.

#### Subtask 2.2: Data Conversions (CAD to GIS)

CAD data representing existing infrastructure will be converted to ESRI's Local Government GIS format. ESRI's Local Government data structure includes pre-developed data layers (ex. water lines), attributes (ex. diameter, material type) and symbology for water systems. During the conversion Parametrix will populate basic attributes for each piece of infrastructure as agreed upon in the System Design Meeting described in Subtask 2.1.

#### Subtask 2.3: System Setup

Parametrix will setup the ArcGIS Online Web Portal including setting up user accounts, loading data, and developing web maps and tablet apps. Specifics of the Web Portal and the associated web maps and tablet apps will be agreed upon during the System Design Meeting described in Subtask 2.1. Based on Parametrix experience with similar efforts, it is anticipated that Orting will need two web maps; a field version accessible by desktop or tablets and an office specific version accessible by desktop only. Once completed, Parametrix will provide Orting staff with login information and web addresses for the Portal as well as all web maps created.

#### Subtask 2.4: Documentation

Following completion of the Web Portal, Parametrix will develop a two-page User Guide describing how to access and use the Web Portal, web maps, and tablet apps. This guide will provide a system overview and a help guide for field use.

#### Subtask 2.5: On-call support

## SCOPE OF WORK (continued)

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This base scope of services is intended to develop a system that is sufficiently complete to allow Orting staff real time access to the service area utility mapping that Orting has previously generated or collected. Once the base GIS system has been developed, this subtask would provide an allocation of effort for Parametrix to conduct training, add additional context data to the database, or expand flexibility of the system as requested by Orting's staff once they are more familiar with the system. Parametrix will respond to these requests from Orting's PM as budget allows.

### Assumptions

- Parametrix will populate up to five attributes for each infrastructure data layer (Ex. material, size, install date, condition assessment date, condition)
- Parametrix will develop two web maps and one tablet app.
- Training and context Data addition is currently not included in this scope, but Parametrix can provide these services to orient Orting GIS users to the capability of the system and to provide additional context data information (such as tax lots, roads, and environmental features to the web maps) as budget allows under the on-call task above as requested by Orting's PM.
- The User guide will be a brief two page document. It is intended to provide specific access information for Orting Water rather than a comprehensive guide to using ArcGIS Online or the ESRI Collector App.
- The System Design meeting will include one GIS developer from Parametrix to conduct an in person meeting with Orting's PM. The anticipated duration is approximately two (2) hours. No other in person meetings are anticipated under this scope unless conducted under the on-call task.
- Data conversion assumes that utility mapping will be available in AutoCAD format and properly layered to create distinctive system attributes (pipe diameter, material, etc). This scope doesn't include effort to manually generate this information.
- The proposed system will be developed by Parametrix using ESRI's ArGIS Online software for the web and ESRI's Collector App for tablets. With the proposed implementation of ArcGIS Online, Orting will be given five user logins that can be used for both web maps and the tablet apps.

### Deliverables

The final system will include:

- ArcGIS Online Web Portal: A secure website where data and web maps are stored.
- ESRI Collector App Field Map: Tablet map for viewing, adding, and editing data in the field.
- Database of Infrastructure: An ESRI compliant Geodatabase with all existing infrastructure.
- How-To Guide: A brief two-page document describing the system and several use cases. Although this guide should be helpful, it is not intended to be a comprehensive guide to ArcGIS Online or the ESRI Collector App.

## Task 3 – Utility Mapping Update and Production

### Goal

To update Orting's utility mapping electronic AutoCAD files to accurately reflect changes to Orting's utilities as documented by Public Works Staff and expansion of utilities as a result of development since mapping was created in 2005, to create an electronic base map to be used for the Web based GIS development.

## Approach

Activities under this task will include:

- Acquire markups to Orting's maps, transfer to PMX half size plans, and use plan markups to provide guidance to designer staff for updating the electronic files.
- Jr. Engineering staff will acquire as-builts mapping for new projects and developments not currently noted in Orting's markups from developers, developer's engineers, and Pierce County as appropriate in AutoCAD format. These files will be downloaded into Orting's existing mapping without additional drafting / designer input needed.

## Assumptions

- Orting will provide copies of markups to the plan sheets in hard copy. No further research will be necessary by Parametrix staff with the exception of adding new development and construction project data for the projects listed below into the Orting utility maps:
  1. Orville Road Waterline Improvements
  2. High Cedars Booster Pump Station and Forcemain
  3. Washington Avenue Two Way Left Turn Lane Improvements
  4. Village Green Division 7 and 8
  5. The Meadows
  6. Majestic View Estates Division 1, Phase 6
  7. Majestic View Estates Division 2
  8. Calistoga Street West
  9. Rainier Lane Utility Improvements
  10. Calistoga Setback Levee
- The fee estimate allows 40 hours of Jr. Engineering staff time to input the files into the Orting utility maps and match the styling of the existing maps. Additional drafting or production time for the 10 projects identified as needing to be added to Orting's maps is not anticipated in this scope and fee estimate.

## Deliverables

Deliverables will be as follows:

- Electronic files on flash drive of mapping (pdf and AutoCAD).

## Fee Estimate:

Labor & Expense - See Attached

Included Hardware / Software Costs

- 1-year ArcGIS Online Subscription (5 User Level) - \$2,500
- ESRI Collector App for iPad – Free

Optional Hardware (Excluded from this fee estimate).

## SCOPE OF WORK (continued)

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- Apple iPad Air 2 128GB (wifi only) - \$499
- Griffin Technology iPad Air 2 Rugged Case - \$50
- Trimble R1 Sub-meter GPS Receiver for iPad - \$2,500