

**Committee Members**

Councilmember Chris Moore  
Councilmember John Williams  
City Administrator Scott Larson  
City Clerk Kim Agfalvi  
Executive Asst. Danielle Charchenko  
Capital Projects Manager John Bielka  
Finance Director Gretchen Russo  
Engineer JC Hungerford  
Admin Asst. Laura Hinds  
Records Organizer Alison Williams  
Building Official Tim Lincoln

City of Orting Public Works Committee  
**AGENDA**



Wednesday, June 7, 2023 – 2:30 p.m.  
Public Works Operations Facility, Conference Rm, 900 Rocky Rd NE

- Call Meeting to Order, Roll Call
- Approval of Minutes
- Public Comment & Presentations

**DEPARTMENT REPORTS**

**Est. Time      Action**

<p><b>1. ENGINEERING Updates– JC Hungerford</b>  <b>1.1</b> Kansas Street Reconstruction – Status report.  <b>1.2</b> Whitehawk Blvd bypass – Status report  <b>1.3</b> WSDOT Fish Passage – Utility Crossing  <b>1.4</b> AC Watermain Design – Status report  <b>1.5</b> Calistoga Outfall – Status report</p>		
<p><b>2. PROJECT MANAGEMENT – John Bielka</b>  <b>2.1</b> Pedestrian Bridge Update            2.1.1 WSDOT Construction Agreement            2.1.2 RFP results July 12<sup>th</sup>            2.1.3 Results to PW Committee - August 2<sup>nd</sup>  <b>2.2</b> Aktivov - GIS &amp; Intern Update  <b>2.3</b> WRRF – Update Class A  <b>2.4</b> I&amp;I Sewer Reline (RFP)  <b>2.5</b> Wingate            2.5.1 Water Rights            2.5.2 Cleaning  <b>2.6</b> Well Update</p> <p><b>NEW BUSINESS</b>  <b>1.1</b> SCADA Upgrade Proposal  <b>1.2</b> Site Security @ Sources            • ICU            • ADT</p> <p><b>1.3 TIP – 6 Year</b>            • Pavement Management Report            • ADA Report</p>	<p>Min 20</p>	

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<ul style="list-style-type: none"><li>• Transportation Benefit District (TBD Funding discussion).</li></ul> <p><b>1.4 Building Code Changes – Scott Larson</b></p> <p>1.4.1 Proposed building code require heat pumps. New code delayed until late October. Federal Energy Policy preempts state and local regulations regarding natural gas appliances. Rules are being rewritten.</p> <p>1.4.2 Proposed Ordinance <a href="#">Washington's heat pump push hits a snag - Washington State Standard</a></p>		
<p><b>2. PUBLIC WORKS – Daskam/Canonica</b></p> <p>2.1 Dump Truck 2.2 Well #1 Progress Update</p> <p><b>NEW BUSINESS –</b></p> <p>3.2 Annual Hydrant Flushing</p>	10 Min	
<p><b>3. FINANCE – Gretchen Russo</b></p> <p>4.1 Budget Season</p>	Min	
<p><b>5. COUNCIL – CM Williams &amp; CM Moore</b></p> <p>5.1</p>	Min	

REQUEST FOR NEW BUSINESS

- 

ROUND TABLE

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MEETING SUMMARY

ADJOURN

# SCOPE OF WORK

## City of Orting SCADA System Upgrade 2023 (Water and Wastewater)

### PROJECT OVERVIEW

At the request of the City of Orting (City), the following scope of work (SOW) has been prepared detailing the effort required to complete the City's supervisory control and data acquisition (SCADA) upgrade for the Water and Wastewater departments.

Parametrix will provide services on a time-and-materials basis. The approved budget will not be exceeded without specific written authorization from the City.

### Project Assumptions

- This SOW covers SCADA upgrade services for both the Water and Wastewater departments' assets, limited to four physical computers.
- The City will provide maintenance and operations (M&O) staff as needed.
- The City will provide all hardware, software, and software licensing required for implementation of this project.
- The version of AVEVA System Platform (formerly known as Wonderware System Platform) to be installed will be the latest release of version 2023 at the time notice to proceed is given.
- The type of Microsoft operating system used will be Long-Term Servicing Channel (LTSC).
- The workstation PCs will be provided by the City and will operate on Windows 11. The SCADA server will be provided by the City and will operate on Windows Server 2022. Local administrator privileges will be available on every PC being upgraded on the SCADA system.
- The City is currently under a support contract with AVEVA and WIN-911.
- This SOW excludes the upgrading or installation of programmable logic controller (PLC) or radio hardware or instrumentation.

### TASK 01 – PROJECT MANAGEMENT

#### Goal

Provide project team coordination to ensure the project is completed within scope, schedule, and budget.

#### Approach

The specific activities included under this task shall include the following:

- Project administration, including project accounting, contract progress reports, and generation of invoices.

- Project coordination, including correspondence and project task coordination.

### Deliverables

Deliverables shall consist of the following:

- Project progress reports and invoices.

### Assumptions

- It is assumed that the duration of this project is 6 months, with a majority of the work occurring around late September to early October of 2023.

## TASK 02 – SCADA UPGRADE SERVICES

### Subtask 02.01 – Software Installation & Licensing

#### Goal

Install and configure updated SCADA software and associated licensing for the project.

#### Approach

Activities under this subtask include the following elements:

- On the main SCADA server provided by the City, install and configure the following software:
  - AVEVA System Platform
  - AVEVA Historian
  - AVEVA Historian Client
  - Radmin
  - OI CIP Server
  - TOP Server

The main SCADA server will be located in the Lab where the existing SCADA server resides.

- On updated workstation PCs provided by the City, install and configure the following software:
  - AVEVA WindowViewer
  - AVEVA Application Manager
  - Operations Integration (OI) Common Industrial Protocol (CIP) Server (if applicable)
  - WIN-911 (on the Lab workstation only)
- The workstation PCs mentioned above will be located in the following areas:
  - The Water Resource Recovery Facility (WRRF) Laboratory Building
  - The WRRF Electrical Room
  - The City's Well No. 4 Facility

- If it is determined that the hardware is not performing as required for the AVEVA and/or WIN-911 software, or if the reporting tools fail to function as required, the City will be notified and Parametrix will delay further work until the City has corrected the issues. Work will resume no later than 3 working days after the City has notified Parametrix of the issues being corrected.
- Correspond weekly via email with City representative as to status of programming efforts.
- Correspond via email as needed for any information needed from the City to facilitate the conversion.
- Coordinate information between Parametrix staff and the City.
- Upgraded system will be operated in parallel with existing system during the verification period.
- The new server and workstations will operate under an IP scheme that is different from the existing SCADA server and workstation computers and will use different computer names to minimize the risk of communication issues while the old and new systems are running in parallel.
- WIN-911 version 2021 will be used for this project.

### Deliverables

Deliverables are as follows:

- On- and off-site services to configure and install SCADA software for the project.
- SCADA software installation files stored on the City's SCADA server.
- Up to two on-site meetings with City staff during this subtask.

### Assumptions

- New City-procured SCADA PC hardware will be prepared by the City for installation of the SCADA system software by Parametrix with administrator privileges.
- Accounts with names, passwords, and appropriate user rights will be set up by the City.
- Parametrix will assign dedicated SCADA network internet protocol (IP) addresses for the new SCADA PCs being added to the SCADA system as part of the upgrade.
- This subtask is limited to the SCADA and alarm notification system upgrades only.
- The existing SCADA system software by AVEVA will be upgraded to version 2023 based on existing City licensing information available at the time of this SOW.
- The City will fulfill the system requirements for the SCADA workstations and server per the AVEVA technical document "AVEVA System Platform 2023 readme." Parametrix will assist the City with purchasing hardware by providing recommended hardware specifications.
- The City will provide Parametrix with remote access to the SCADA network during the project.

### Subtask 02.02 – Operator Graphics Conversion

#### Goal

Convert the existing AVEVA human-machine interface (HMI) application to the latest version licensed by the City. Additionally, provide oversight and coordination during the conversion process.

## Approach

Activities under this subtask include the following:

- Conversion of current AVEVA application to latest version.
- Adjustment and configuration of the OI CIP Server.

## Deliverables

Deliverables are as follows:

- Backup copy of the converted AVEVA application files on the City's SCADA server.

## Assumptions

- Provide on-site services to convert the existing AVEVA application to the highest version currently licensed by the City.
- Subtask is limited to graphic conversion to the latest version only.

## Subtask 02.03 – Screen Verification & Testing

### Goal

Provide review and operational testing of SCADA screens once the conversion has been complete under Subtask 02.02.

### Approach

Activities under this subtask include the following elements:

- Screens verification. Review main overview screens and faceplates to verify functionality was preserved during the conversion.
- The remainder of the SCADA HMI screens will be corrected based on a City staff-generated list of issues.

### Deliverables

Deliverables are as follows:

- A project checklist document identifying the changes made based on the list provided by the City.
- On-site workshops with City staff to review the converted SCADA screens and exchange feedback.

### Assumptions

- City staff will review the SCADA screens and develop a list of issues for correction by Parametrix.

## Subtask 02.04 – Alarm Notification System Upgrade

### Goal

Upgrade WIN-911 software to current version while minimizing downtime of the alarm notification system.

### Approach

The specific activity included under this subtask is as follows:

- Provide services to upgrade WIN-911.
- Provide training to staff on operation and maintenance of the upgraded WIN-911 software.

### Deliverables

Deliverables are as follows:

- Backup copy of converted WIN-911 application files on the City's SCADA server.

### Assumptions

- The City will provide Parametrix with staff to support testing of the WIN-911 alarm notification system.

### Subtask 02.05 – Post-Upgrade Support

#### Goal

Provide support to City during the verification period.

#### Approach

Activities under this subtask include the following elements:

- The period will be 60 days (2 months) after completion of the upgrade process.
- Provide support via remote access to adjust anomalies found in the SCADA system resulting from the upgrade. Anomalies will be identified by the City and communicated to Parametrix in email form.
- Decommissioning of the old system at the end of the 2-month verification period.

#### Deliverables

Deliverables are as follows:

- Provide on-site services for post-upgrade support.
- A project checklist document identifying the changes made based on issues identified by the City.

#### Assumptions

Continued validation and documentation of any issues found shall be performed by City personnel over a 2-month period after Parametrix reaches substantial completion. During the 2-month period, the old system will be kept operational and Parametrix will be provided the opportunity to correct deficiencies resulting from the SCADA upgrade.

Deficiencies arising from technical issues due to manufacturer's defects and quality control (beyond Parametrix control) shall be noted and patches (when available) applied by Parametrix either at the City's expense (outside the SOW) or under this SOW, provided funds have not been depleted.

## CYBERSECURITY DISCLAIMER

Parametrix has provided SCADA and PLC programming services consistent with this scope of work. Parametrix has not and will not provide information technology security services to protect the City's networks and equipment from breaches or hacks from outside sources. As such, the City should consider the following:

- The City is encouraged to proactively monitor their environment for security threats. Parametrix does not provide this service.
- The City is encouraged to engage a qualified, independent third party to perform an operational security assessment of the industrial control system environment.
- Where a firewall or other perimeter security device is provided in conjunction with the scope of work, we recommend that:
  - The configuration of these devices be evaluated by qualified personnel.
  - The devices be properly maintained with available threat and anti-virus subscription services.
  - The firmware on the devices be kept reasonably up to date per manufacturer's recommendations.
- Parametrix is not responsible for Windows or other operating system maintenance (patching, anti-virus, etc.) associated with the implementation/design of the system.
- Parametrix is not responsible for the maintenance/configuration of any remote access (i.e., virtual private network) capabilities. These should be configured in accordance with the City's organization practices.
- Parametrix encourages the use of multifactor authentication for any and all remote access to the control environment.



Client: City of Orting  
 Project: SCADA System Upgrade 2023 (Water and Wastewater)  
 Project No: 999-1711-999

	Marvin C. Casanova	Glen E. Barcus	April D. Whittaker	Kyle E. Hale
	Sr Electrical Engineer	Sr Electrical Designer	Sr Project Control Specialist	Project Accountant
<b>Rates:</b>	\$215.00	\$205.00	\$150.00	\$120.00

Task	SubTask	Description	Labor Dollars	Labor Hours				
<b>01</b>		<b>Project Management</b>	<b>\$3,840.00</b>	<b>22</b>		<b>12</b>	<b>6</b>	<b>4</b>
	01	Project Management	\$3,840.00	22		12	6	4
<b>02</b>		<b>SCADA Upgrade Services</b>	<b>\$36,880.00</b>	<b>176</b>	<b>80</b>	<b>96</b>		
	01	Software Installation & Licensing	\$8,440.00	40	24	16		
	02	Operator Graphics Conversion	\$3,280.00	16		16		
	03	Screen Verification & Testing	\$10,000.00	48	16	32		
	04	Alarm Notification System Upgrade	\$6,880.00	32	32			
	05	Post-Upgrade Support	\$8,280.00	40	8	32		

<b>Labor Totals:</b>	\$40,720.00	198	80	108	6	4
<b>Totals:</b>	<b>\$40,720.00</b>		<b>\$17,200.00</b>	<b>\$22,140.00</b>	<b>\$900.00</b>	<b>\$480.00</b>

**Other Direct Expenses**

Mileage	\$92.00
Automation Direct - IO Server & Modem	\$2,576.09
<b>Other Direct Expenses Total:</b>	<b>\$2,668.09</b>

**Project Total \$43,388.09**



**City of Orting  
Council Agenda Summary Sheet**

	<b>Agenda Bill #</b>	<b>Recommending Committee</b>	<b>Study Session Dates</b>	<b>Regular Meeting Dates</b>
<b>Subject: Public Hearing 6-Year TIP 2024-2029</b>	<b>AB23-XX</b>	<b>Public Works 6.7.2023</b>		
	<b>Department:</b> Public Works			
	<b>Date Submitted:</b> 6/1/2023			
	<b>Cost of Item:</b> <u>N/A</u>			
<b>Amount Budgeted:</b>		<u>N/A</u>		
<b>Unexpended Balance:</b>		<u>N/A</u>		
<b>Bars #:</b>		<u>N/A</u>		
<b>Timeline:</b>		July 1, 2023 Deadline		
<b>Submitted By:</b>		John Bielka		
<b>Fiscal Note:</b> None				
<b>Attachments:</b> Resolution 2023-XX 2024-2029 6-Year TIP, Appendix A 6-Year TIP 2024-2029				
<b>SUMMARY STATEMENT:</b>				
<p>The adoption of the 6-Year Transportation Improvement Plan (TIP) is a requirement by state law provided under at RCW 35.77.010 that, pursuant to one or more hearings, the City Council shall by July 1<sup>st</sup> of each year prepare and adopt a comprehensive transportation program (Transportation Improvement Program) for the ensuing six calendar years.</p> <p>The Growth Management Act requires (RCW 36.70A.070) that the City of Orting Comprehensive Plan include a transportation element that is consistent with the City’s 6-year Transportation Improvement Program.</p> <p>The City’s adopted comprehensive plan as the Transportation Appendix, Orting 2040 Transportation Plan incorporates by reference the updated Transportation Improvement Program as part of the Transportation Element of the Comprehensive Plan.</p> <p>The 6-Year TIP is reviewed annually by the City Council, including conducting a public hearing to obtain citizen input on the Program.</p> <p>Appendix A, the 6-Year TIP is adopted by reference in the City of Orting Municipal Code.</p>				
<b>RECOMMENDED ACTION:</b> Move item for public hearing and a second reading of Resolution 2023-XX; 2024-2029 Transportation Improvement Plan to the regular meeting on June 14, 2023.				
<b>FUTURE MOTION: <u>Motion:</u></b> To adopt Resolution No. 2023-XX; a resolution of the City of Orting, Washington, adopting the 2024-2029 6-year Transportation Improvement Program.				

**CITY OF ORTING  
WASHINGTON  
RESOLUTION NO. 2023-XX**

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**A RESOLUTION OF THE CITY OF ORTING,  
WASHINGTON, ADOPTING THE 2024-2029 6-YEAR  
TRANSPORTATION IMPROVEMENT PROGRAM**

**WHEREAS**, state law provides at RCW 35.77.010 that, pursuant to one or more hearings, the City Council shall by July 1<sup>st</sup> of each year prepare and adopt a comprehensive transportation program (Transportation Improvement Program) for the ensuing six calendar years; and

**WHEREAS**, the Growth Management Act requires (RCW 36.70A.070) that the City of Orting Comprehensive Plan include a transportation element that is consistent with the City's six-year Transportation Improvement Program; and

**WHEREAS**, the City's adopted comprehensive plan as the Transportation Appendix, Orting 2040 Transportation Plan incorporates by reference the updated Transportation Improvement Program as part of the Transportation Element of the Comprehensive Plan; and

**WHEREAS**, the Six-Year Transportation Improvement Program is reviewed annually by the City Council, including conducting a public hearing to obtain citizen input on the Program; and

**WHEREAS**, the City duly noted and conducted a public hearing regarding amendments and updates to the Transportation Improvement Program on June 28, 2023; and

**WHEREAS**, the City Council desires to adopt the City's 2024 – 2029 Six-Year Transportation Improvement Program following such annual review;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ORTING, WASHINGTON, DOES RESOLVE AS FOLLOWS:**

Section 1. 2024–2029 Six-Year Transportation Improvement Program Adopted. The City of Orting hereby adopts the 2024–2029 Six-Year Transportation Improvement Program, attached hereto as **APPENDIX “A”** and by this reference fully incorporated herein. Said Transportation Improvement Program is adopted with an effective date of July 1, 2023 and the appendix to the Transportation element of the City of Orting Comprehensive Plan is amended, as provided therein, to include the updated 2024-2029 Transportation Improvement Program.

Section 2. Submittal to Secretary of Transportation. The Mayor is requested to direct the City Administrator to forward the adopted Transportation Improvement Program to the Secretary of Transportation as required by RCW 35.77.010(3).

**PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON  
THE 28<sup>th</sup> DAY OF JUNE, 2023.**

CITY OF ORTING

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

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Kim Agfalvi, City Clerk

Approved as to form:

\_\_\_\_\_  
Charlotte Archer, City Attorney  
Inslee Best

Filed with the City Clerk:  
Passed by the City Council:  
Resolution No.: 2023-XX

EXHIBIT "A"

*(Six-Year Transportation Improvement Program; 2024 – 2029)*

**TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

<b>Arterial Streets</b>			<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	
1	101/401/408/410	Whitehawk Boulevard Extension Design	\$ 350,000							
1	101/401/408/410	Whitehawk Boulevard Extension Right of Way			\$ 910,000					
1	101/401/408/410	Whitehawk Boulevard Extension Construction Phase 1				\$ 5,500,000				
1	101/401/408/410	Whitehawk Boulevard Extension Construction Phase 2					\$ 5,500,000		\$ 12,260,000	
2	101/401/408/410	Kansas Street SW Reconstruction Design	\$ 75,000							
2	101/401/408/410	Kansas Street SW Reconstruction Final Design			\$ 75,000					
2	101/401/408/410	Kansas Street SW Reconstruction Construction				\$ 1,400,000	\$ 4,000,000		\$ 5,550,000	
3	State Grant	SR 162 Emergency Evacuation Bridge Design								
3	State Grant	SR 162 Emergency Evacuation Bridge Construction	\$ 1,000,000	\$ 5,000,000	\$ 4,000,000				\$ 10,000,000	
<b>Street Preservation &amp; Maintenance Program</b>										
4	101	Pavement Management Program								\$ -
4	101	Annual Pavement Preservation Program		175,000	200,000	200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,175,000
<b>Non-Motorized Projects</b>										
5	101	ADA Compliance Annual Program	\$ 50,000	\$ 50,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 425,000
5	101	Implement Programming								
										\$ 29,410,000



**City of Orting  
Council Agenda Summary Sheet**

	<b>Agenda Bill #</b>	<b>Recommending Committee</b>	<b>Study Session Dates</b>	<b>Regular Meeting Dates</b>
<b>Subject: Dump Truck Purchase</b>	<b>AB23-XX</b>			
		<b>Public Works 6.7.2023</b>		
	<b>Department:</b>	Public Works		
	<b>Date Submitted:</b>	<b>6.1.2023</b>		
<b>Cost of Item:</b>	\$150,000 (maximum)			
<b>Amount Budgeted:</b>	\$125,000			
<b>Unexpended Balance:</b>	N/A			
<b>Bars #:</b>	Streets, Parks, Water, Sewer Storm			
<b>Timeline:</b>				
<b>Submitted By:</b>	Scott Larson/John Bielka			
<b>Fiscal Note:</b> The requested amount is over budget, but since the original budget was approved the end of 2021, the pricing on commercial truck chassis and bodies has increased. The difference in cost will be made up with existing unallocated fund balance.				
<b>Attachments:</b> Dump Truck RFP and Specifications				
<b>SUMMARY STATEMENT:</b>				
<p>In the 2022 Budget, council approved the purchase of a replacement dump truck. Staff identified a dump truck chassis through the Washington Department of Enterprise’s bid list and ordered a chassis. In early 2023 staff were contacted by the state vendor that our order has been cancelled and we can re-order a current year chassis, but delivery is likely over a year away. Due to the long lead time on an ordered chassis, staff developed a Request for Proposal (RFP) and advertised for the purchase of the dump truck. At the end of the submission period no proposals were received. At this point, we have exhausted the typical purchasing process and are eligible to identify a vehicle to purchase in the market. Due to the fluidity of the market, and the length of time it takes to approve purchases through our process, staff are recommending an alternative approval process. This would include:</p> <ol style="list-style-type: none"> <li>1. Staff recommends council approve a purchase limit for the Mayor or his designee to purchase a dump truck, including chassis and body for \$150,000 including all taxes and fees;</li> <li>2. Once a truck has been purchased, staff will bring back the details on what was purchased to the following council meeting or study session and advise council what was purchased and how much was spent.</li> </ol> <p>Attached to this bill is a copy of the RFP that was advertised along with the general specifications of the truck we were attempting to purchase.</p>				

**RECOMMENDED ACTION:** Move to meeting on June 14<sup>th</sup> as standalone item.

**FUTURE MOTION:** Motion to allow the Mayor or his designee to sign a purchase agreement for a dump truck for an amount not to exceed \$150,000.