

**Committee Members**

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

City of Orting Public Works Committee  
**AGENDA**



Wednesday, October 4, 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 – Update  <b>1.2</b> Whitehawk Blvd bypass – Update  <b>1.3</b> WSDOT Fish Passage – Update  <b>1.4</b> AC Watermain Design – Update  <b>1.5</b> Village Green Outfall – Update  <b>1.6</b> Kansas St Outfall – Update  <b>1.7</b> CIPP Project – Update</p>	Min 15	
<p><b>2. PROJECT MANAGEMENT – Bielka/Larson</b>  <b>2.1</b> Water System Plan Scope &amp; Budget</p> <p><b>NEW BUSINESS</b>  <b>2.2</b></p>	Min 20	
<p><b>3. ADMINISTRATION – Scott Larson</b>  <b>3.1</b> TBD Funding Recommendation</p>	Min 10	
<p><b>4. PUBLIC WORKS – Daskam/Marshall</b>  <b>4.1</b> Emergency Manhole Repair at Calistoga Bridge  <b>4.2</b> Water Meter upgrade progress  <b>4.3</b> Upcoming events &amp; holidays</p>	Min 10	
<p><b>5. FINANCE – Gretchen Russo</b>  <b>5.1</b> 2024 Budget Update</p>	Min 10	

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City of Orting Public Works Committee

**AGENDA**



<b>6. COUNCIL – CM Williams &amp; CM Moore</b>	Min	
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REQUEST FOR NEW BUSINESS

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ROUND TABLE

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MEETING SUMMARY

ADJOURN



**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:</b>  Water System Plan.	<b>AB23-106</b>			
		<b>10.4.2023</b>		
	<b>Department:</b>	Public Works - Water		
	<b>Date Submitted:</b>	<b>9.29.2023</b>		
<b>Cost of Item:</b>	\$131,390			
<b>Amount Budgeted:</b>	\$0 -2023   \$100,000 – 2024 Draft Budget			
<b>Unexpended Balance:</b>	(\$31,000)			
<b>Bars #:</b>	401-534-10-41-16			
<b>Timeline:</b>	<b>ASAP</b>			
<b>Submitted By:</b>	<b>Marshall Maurer</b>			
<b>Fiscal Note:</b> The 2023 amount will come out of unexpended projects and isn't anticipated to impact overall fund budget.				
<b>Attachments:</b> Water System Plan Scope and Budget				
<b>SUMMARY STATEMENT:</b>				
<p>A water system plan documents the current status of the water system and evaluates future needs of the water utility. The plan is used as a guide in maintaining and improving the water system in the short term and over a period of about 10 years. Maintaining a current plan is required to meet the regulations of the Washington State Department of Health and the requirements of the Washington State Growth Management Act.</p> <p>A Pre-Plan Meeting with DOH was conducted on August 30, 2023 in preparation of the City's 2024 WSP Update. At the meeting, DOH identified specific topics of interest and discussed required elements of the City's 2024 WSP Update. This scope of work (SOW) describes the anticipated services to be provided by Parametrix to update the City's WSP.</p>				
<b>RECOMMENDED ACTION: <u>Action:</u></b>				
Move to City Council Study Session on October 18, 2023.				
<b>FUTURE MOTION: <u>Motion:</u></b>				
To approve the Water System Plan scope and budget for Parametrix engineering services in an amount to not exceed 131,390.				

# SCOPE OF SERVICES

## City of Orting 2024 Water System Plan Update

### INTRODUCTION

Group A water systems are required to submit updated plans to the Washington State Department of Health (DOH) for review and approval on a six-year rotating basis per Washington Administrative Code Section 246-290. The City of Orting’s (City’s) most recent Water System Plan (WSP) was approved in 2009 and expired in 2015.

A Pre-Plan Meeting with DOH was conducted on August 30, 2023 in preparation of the City’s 2024 WSP Update. At the meeting, DOH identified specific topics of interest and discussed required elements of the City’s 2024 WSP Update. This scope of work (SOW) describes the anticipated services to be provided by Parametrix to update the City’s WSP.

This document is organized as follows:

- Exhibit A: Scope of Services
- Exhibit B: Rates and Project Fee Estimate

### SCOPE WORK BREAKDOWN STRUCTURE

Work Breakdown Summary:

- Task 01 Project Management and Quality Control
- Task 02 Data Collection and Review
- Task 03 Water Demand Forecast
- Task 04 System Analysis
- Task 05 Water Use Efficiency (Conservation Program Review)
- Task 06 Water Reuse Analysis
- Task 07 Capital Improvement Plan and Financial Review
- Task 08 Prepare WSP Update
- Task 09 SEPA Checklist and Agency Coordination

### GENERAL ASSUMPTIONS

The following assumptions apply to this entire SOW. Any deviations from these assumptions may require an amendment to the portion of the SOW and budget that is impacted by changes:

- Notice to Proceed is anticipated to be received in October 2023. Duration of this project is anticipated to be approximately 12 months.
- The Pre-Plan meeting defines minimum effort to update the City's WSP and the corresponding budget is an estimate of the level of effort required to incorporate the revisions into the City's current plan as documented in the meeting minutes and to submit to DOH for review.

## TASK 01 – PROJECT MANAGEMENT AND QUALITY CONTROL

### Objective

Task 01 provides tracking scope, schedule, and budget for the project; overseeing project administration (filing, invoicing, etc.); coordination and communication with the City; and ensuring that Parametrix properly implements quality assurance/quality control (QA/QC) procedures over the duration of this project.

### Subtask 01.1 – Project Management

Subtask 01.1 includes routine internal project management to document project information, the District and Parametrix roles and responsibilities, project summary cost and schedule, and change log, as well as internal project coordination meetings. Additionally, project budget will be tracked using Parametrix in-house tools to verify that progress is keeping pace with spending.

### Subtask 01.2 – Invoice and Progress Reports

Subtask 01.2 includes preparing monthly progress reports to accompany each monthly invoice. Progress reports will include a narrative of work completed, anticipated work for the next period, and a description of issues affecting project progress and proposed resolutions if necessary.

### Subtask 01.3 – Correspondence and Coordination with the City

Subtask 01.3 includes regular weekly or biweekly communication with the City's project manager to discuss and review information and issues that may affect the progress of the work. Communication may include phone conversations, scheduled meetings, and electronic communication. Also included in Subtask 01.3 is one project kickoff meeting with City staff.

### Task 01.4 – Perform and Manage Project QA/QC

Subtask 01.5 includes development of a QA/QC plan, time to perform quality assurance to verify quality checks have been completed and addressed, and time to review design as contract plans and specifications are being prepared. QA/QC will be performed to ensure that City comments have been thoroughly addressed and internal reviews have been completed prior to delivery of all work products to verify consistency with internal standards of practice and care.

### Assumptions

- Project duration is 10 months.
- One project kickoff meeting will be attended in person by up to three Parametrix staff for up to 1.5 hours each.

- Budget assumes monthly meetings with the City Project Manager (PM) to be attended virtually by up to two Parametrix staff for up to 1.0 hour each during the duration of this project. These meetings will be documented within the WSP Update with an agenda and meeting summaries.
- Budget assumes monthly internal meetings to be attended virtually by up to four Parametrix staff for up to 0.5 hour each.

### Deliverables

- Project Schedule (in PDF file format).
- Monthly progress reports enclosed with invoices (in PDF file format).

## TASK 02 – DATA COLLECTION AND REVIEW

### Objective

Task 02 provides collecting relevant background information, including plans, agreements, studies, demand data, production data, financing, and other relevant system data to be used in preparation of the WSP Update. The Consultant Team will provide a comprehensive written request for information (RFI) list to the City for documents to be used in preparation of the WSP Update.

Budget includes time for coordination to request information from local jurisdictions to obtain background information from local municipalities, adjacent purveyors, or regulatory agencies, such as growth projections from Puget Sound Regional Council (PSRC) and comprehensive plans.

### Assumptions

- Documents will be obtained primarily from the City.
- The Consultant Team will provide a comprehensive written RFI list to be delivered to the City prior to and reviewed at the project kickoff meeting.
- Up to two RFIs will be prepared and provided to the City.

### Deliverables

- RFI list (in PDF file format).

## TASK 03 – PLANNING DATA

### Objective

Task 03 provides performing a demand analysis and in compliance with DOH requirements defined in WAC 246-290-100 and in the Municipal Water Law.

### Subtask 03.1 – Compatibility with Local Plans

Subtask 03.1 includes conducting a review and providing a summary of local planning documents within the City's Water System Plan Update, including the Growth Management Act, City of Tacoma, and Valley Water District, as required for consistency from local planning from DOH.

### Subtask 03.2 – Water Demand Analysis

Subtask 03.2 includes conducting a population growth rate projections based on current and available PSRC long-range, small area forecast products and a demand analysis through a review of meter records for January 2015 through December 2022. Existing average day demand and peak day demand will be determined for each service type in the City’s database. Anticipated growth projections and comparison to historical system growth will be used to forecast future system average and peak day demand. Instantaneous demand will be calculated using a peaking factor. Growth projections for 6-year, 12-year, and 20-year will be determined and demand projections with and without expected efficiency savings will be determined.

### Subtask 03.3 – Water Right Analysis

Subtask 03.3 includes performing a water rights analysis in which water demand forecasts (see Subtask 3.2) will be compared to the City’s confirmed water rights. As required by the Municipal Water Law, water rights will also be evaluated considering water reuse and water conservation measures. Water conservation and reuse analyses are included in Tasks 05 and 06, respectively. Results of the water rights analysis will be documented in a Water Right Self-Assessment Form to be included with the Water System Plan Update.

### Assumptions

- Growth projections will be based on growth rates obtained from Puget Sound Regional Council. This information is assumed to be readily available.
- The 2017 Water Right Self-Assessment Form will be included as an appendix to the WSP Update.
- A planning projection of 12-years is necessary to get a full 10-year approval of the WSP.

## TASK 04 – SYSTEM ANALYSIS

Task 04 provides performing a source of supply analysis in compliance of DOH requirements in WAC 246-290-100 and a storage analysis as outlined in DOH guidelines provided in the Water System Design Manual (June 2020).

### Subtask 04.1 – Source of Supply Analysis

Subtask 04.1 includes evaluating the City’s water supply resources with respect to water right status, water demand forecast (see Task 03), source and equipment capacity, and system reliability. The evaluation will be linked to the water conservation and reuse analyses included in Tasks 05 and 06, respectively. The analysis will identify source of supply deficiencies, if any, of the existing and anticipated future system. Source improvements will be recommended as part of Subtask 04.5. The existing Water Shortage Response Plan and Wellhead Protection Plan will be reviewed and updated, if necessary.

### Subtask 04.2 – Storage Analysis

Subtask 04.2 includes performing a storage analysis and calculating the minimum required equalization, standby, and fire flow storage using DOH methodology. The calculated storage requirements will then be compared to the existing storage facilities, including both volume and elevation, to considered usable storage. The analysis will identify storage deficiencies, if any, of the existing and anticipated future system. Storage improvements will be recommended as part of Subtask 04.5.

### Subtask 04.3 – Water Quality Analysis

Subtask 04.3 includes evaluating the City’s existing water quality monitoring plans and results of recent water quality sample analyses to ensure compliance with WAC 246-290-300. Revise the water quality chapter within the WSP in accordance with established State Advisory Levels (SALS) for PFAS substances, as well as monitoring requirements and required public actions for systems that detect PFAS above the SALS.

Results of sample analyses for bacteria, inorganic compounds, lead and copper, nitrate and nitrite, synthetic organic compounds, volatile organic compounds, asbestos, radionuclides, disinfection by-products, and trihalomethanes will be reviewed and compared to state water quality standards. A sampling schedule will be developed for all required water quality monitoring over the next six-year period.

### Subtask 04.4 – Asset Inventory

Subtask 04.4 includes establishing an asset inventory that includes at least five of the following: list of water system assets, age of assets, expected life of the assets, replacement cost of assets, level of service, and criticality. This section will summarize asset categories in order of most limiting factor. Budget includes up to two meetings with City staff.

### Subtask 04.4 – System Analysis

Subtask 04.4 includes reviewing the City’s existing hydraulic model to determine if new infrastructure is adequately reflected in the model. The system analysis will include running scenarios for the current, 6-year, 12-year, and 20-year growth projections established in Subtask 03.2. The updated model will be used to evaluate system performance and establish design criteria for improvements based upon fireflow, pressure, headloss, and velocities noted in the system.

### Subtask 04.5 – Recommend System Improvements

Subtask 04.5 includes identifying and selecting recommended system improvements to be included in a Capital Improvement Plan (CIP), see Subtask 07.1. Recommended system improvements will be selected based upon the deficiencies identified in Subtask 04.4, a status review of the CIP developed for the 2015 WSP and yearly CIP updated by the City, and suggestions provided by City Staff.

Recommended system improvements will be prioritized and developed into a CIP in Subtask 07.1.

### Assumptions

- The Water Shortage Response Plan and Wellhead Protection plan will be included as an appendix to the WSP Update.
- The Department of Health Asset Inventory Worksheet will be completed and included as an appendix to the WSP Update.

## TASK 05 – WATER USE EFFICIENCY AND RESOURCE ANALYSIS



## Objective

Task 05 provides evaluating the City's previous water conservation program and identifying potential reclaimed water users using a checklist developed by DOH to help purveyors meet the requirements of the Municipal Water Law to comply with DOH and Municipal Water Law requirements.

### Subtask 05.1 – Evaluate Current Conservation Program and Quantify Results

Subtask 05.1 includes reviewing the City's expenditure records, rate structure, measurement of distribution system leakage, and leakage detection efforts to evaluate the water conservation program. In addition to measurement of distribution system leakage, effectiveness of the existing conservation measures will be quantified using results of the water demand analysis. The water demand analysis (Subtask 03.2) will be used to calculate average residential demand. The existing demand will be compared to average residential demand when the water conservation program was first initiated in 1992. Results of the conservation program will be compared to conservation goals stated in the 2015 WSP Update.

Depending on the effectiveness on ongoing measures, additional conservation measures (see Task 5.2) may be recommended to meet DOH and Municipal Water Law requirements.

### Subtask 05.2 – Recommend Additional Conservation Measures

Subtask 05.2 includes reviewing the potential internal and external measures already identified in the existing Water Conservation Plan to identify additional measures that could effectively contribute to water savings. If ongoing conservation measures are not sufficient to meet conservation goals, no further research is anticipated.

### Subtask 05.03 – Water Reuse Analysis

Subtask 05.03 includes complying with the requirements of the Municipal Water Law, Parametrix will also document that reclaimed water is not available in the vicinity of the City's service area, but may within the next 6-10 years, should the City add this capability to the wastewater treatment plant. If available, reclaimed water studies performed by adjacent purveyors will be cited. A brief feasibility analysis will compare the estimated cost of construction and operation of a reclaimed water facility to the City's available capital and personnel resources.

## Assumptions

- With the City's assistance, records of customer water use will be reviewed to identify potential reclaimed water users in the categories listed in the DOH checklist.
- Annual water savings will be estimated based upon reasonable assumptions.

## TASK 06 – OPERATION AND MAINTENANCE (O&M) PROGRAM

### Objective

Task 06 provides evaluating the City's O&M activities and requirements. This includes reviewing and providing revisions, if necessary, to the City's O&M Program, to include the organization's structure and responsibilities; operating permits; operator certification; system operation, control, and maintenance; record keeping and reporting; and complaint response. The City's cross-connection control program and summary of O&M deficiencies will also be reviewed.

## TASK 07 – CAPITAL IMPROVEMENT PLAN AND FINANCIAL ANALYSIS

### Objective

Task 07 provides developing cost estimates and an implementation schedule for recommended system improvements, as well as summarizing the City’s system income and expenses.

### Subtask 07.1 – Develop Capital Improvement Plan

Subtask 07.1 includes prioritizing recommended improvements, as identified in Subtask 04.5, into 6-, 10-, and 20-year implementation schedules based upon the significance of the need/deficiency, anticipated timing of growth, complexity of the improvement, and availability of improvement funding. Projects of higher priority, i.e., projects that address current system needs, will be scheduled for implementation within the 6- or 10- year planning horizons. Projects that serve anticipated future needs or are less critical to the system operation, will be scheduled for implementation within the 20-year planning horizon. Planning level cost estimates for recommended improvements will be developed based on historic construction costs modified for the preset dollar value, sales tax, and potential engineering fees and contingencies.

### Subtask 07.2 – Financial Review

Subtask 07.2 includes using City revenue, expense records, and the City’s recent rate study, conducted by Baker Tilly in 2019, to develop financial projections to assess the financial viability of the system. Revenue projections will consider revenue from existing connections and anticipated growth. Expense projections will consider existing maintenance and operation expenses, expenses for anticipated growth, and construction costs identified in the Capital Improvement Program (see Task 7.1).

### Assumptions

- Planning-level cost estimates will be prepared to the Advancement of Cost Engineering (ACE) Class 5 estimate standards. Typical accuracy for ACE Class 5 estimates ranges from -30 percent to +100 percent depending on the technological complexity of the project, appropriate reference information, and inclusion of an appropriate contingency determination.

## TASK 08 – PREPARE WSP UPDATE

### Objective

Task 08 provides producing a draft version of the WSP Update to submit for City and DOH review, as well as one final draft for the City.

### Subtask 08.1 – Draft WSP Update

The draft WSP Update will include all information necessary for compliance with DOH and WAC requirements and reflect the requirements noted in the Pre-Plan Meeting with DOH conducted on August 20, 2023 in preparation of the City’s WSP Update. The analyses and information presented in the draft WSP Update will be reviewed using the QA/QC Plan established in Subtask 01.4 prior to City review. City review comments will be incorporated in the draft document submitted to DOH for review. A completed DOH checklist identifying sections where items are included in the draft WSP Update will also be submitted to DOH.

## Task 08.2 – Final WSP Update

Subtask 08.2 includes a final WSP Update to be provided to the City that will reflect addressed comments, questions, and revisions, if any, per DOH review comment

### Assumptions

- Up to twenty (20) figures, maps, and graphics will be prepared for inclusion in the WSP Update. Should additional figures, maps, or graphics be required for inclusion in the WSP, a budget amendment may be needed at the direction of the City.
- Existing client AutoCAD files will be used as the base map for generating maps and graphics. Other figures will primarily be generated using Microsoft Excel software.
- City review of the draft WSP Update will be 21 calendar days.
- DOH review of the draft WSP Update will include one round of review and comments. The initial review of the draft WSP Update will be 90 calendar days. The second review of the WSP Update will be 30 calendar days.
- Parametrix will produce one (1) electronic copy of the draft WSP to DOH and Pierce County for review. DOH and Pierce County review of the draft WSP is concurrent.
- Time to review and address comments provided by DOH has been reflected in this SOW based on the discussions at the Pre-Plan Meeting. Should these comments be substantial in nature, a budget amendment may be required to sufficiently respond and receive formal approval from DOH.
- Parametrix will produce one (1) electronic copy of the Final WSP and one (1) hardcopy of the Final WSP to the City.

### Deliverables

- Draft and Final WSP Update (in Word, PDF, and Hardcopy Format).
- Associated WSP Files (in Excel and AutoCAD File Format).

## TASK 09 – SEPA CHECKLIST AND AGENCY COORDINATION

### Objective

Task 09 provides preparing an Environmental Checklist in compliance with the State Environmental Policy Act (SEPA), as required by WAC 246-290-100 and WAC 197-11-960, and coordinating with regional agencies for WSP Update requirements.

### Subtask 09.1 – SEPA Checklist

Subtask 09.1 includes preparing a SEPA Environmental Checklist will be completed for recommended system improvements identified in Subtask 04.5. The recommended improvements will be evaluated for their potential to impact environmental elements, such as earth, air, water, plants, and animals, etc.

## Subtask 09.2 – Agency Coordination

### Objective

Task 10 includes coordinating with DOH to submit the Draft WSP Update and SEPA Checklist, receipt of review comments, and estimating of level of effort to complete revisions to the draft for submitting the Final WSP Update. This task also includes coordinating with adjacent water purveyors regarding service area agreements and signed consistency statements from the City planner and Pierce County.

Project staff will communicate with the DOH contact for the project by e-mail, phone, and/or written correspondence. Regular coordination throughout the project duration is anticipated for status updates and clarification of WSP Update requirements.

### Assumptions

- DOH will act as the lead agency for evaluating the SEPA Checklist.
- A draft version of the SEPA Checklist will be submitted with the Draft WSP Update.
- A Determination of Non-Significance (DNS) will be issued for the WSP Update.
- The completed SEPA checklist will be included as an appendix to the Water System Plan Update.
- The WSP Update will be discussed at one City of Orting Council Meeting prior to submittal to DOH for Review. It is assumed that presentation of the proposed changes to the WSP Update at this meeting is sufficient to meet WAC requirements for the community informational meeting. The meeting will be documented in the WSP Update with copies of the agenda and meeting minutes.
- Budget assumes attendance of once City Council Meeting to be attended in person by up to two Parametrix staff for up to two hour each.

### Deliverables

- Draft and Final SEPA Checklist (in PDF file format).

## BUDGET

The budget for this SOW is included as Exhibit B. This budget is reflective of this SOW, known information, and previous experience regarding level of effort on similar projects.

## REFERENCES

Baker Tilly Municipal Advisers, LLC (Baker Tilly). October 2019. Orting, Washington: Water, Sanitary Sewer and Stormwater Rate Study. Baker Tilly: St. Paul, MN.

DOH (Washington State Department of Health). June 2020. Water System Design Manual (Pub No. 331-123). Available at <https://doh.wa.gov/sites/default/files/2022-02/331-123.pdf?uid=64d2b0d44b95f>.

WAC (Washington Administrative Code) 197-11-960. 2022. Available at <https://app.leg.wa.gov/wac/default.aspx?cite=197-11-960>.

WAC 246-290. 2022. Available at <https://apps.leg.wa.gov/wac/default.aspx?cite=246-290>.

WAC 246-290-100. 2022. Available at <https://app.leg.wa.gov/WAC/default.aspx?cite=246-290-100>.

SCOPE OF WORK (continued)

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WAC 246-290-110. 2008. Available at <https://app.leg.wa.gov/wac/default.aspx?cite=246-290-110>.

WAC 246-290-300. 2022. Available at <https://app.leg.wa.gov/WAC/default.aspx?cite=246-290-300>.

**Exhibit B - Rates and Project Fee Estimate**  
**City of Orting**  
**2024 Water System Plan Update**

					Hungerford, JC	Whittaker, April	Crackenberger, Sa	Orama, Mari	Moss, Brandon	Dye, Tabatha	Cooper, Ryan	Lucas, Amanda
					PIC/QC	Sr PC Spec.	Sr Proj Acct	Planning Lead	Modeling/GIS	Planner	Support	Pubs
					Divison Manager	Sr. Project Control Specialist	Senior Project Accountant	Senior Engineer	Engineer IV	Engineer III	Engineer I	Publications Supervisor
<b>Burdened Rates:</b>					\$225.00	\$150.00	\$135.00	\$210.00	\$190.00	\$150.00	\$125.00	\$145.00
Phase	Task	Description	Labor Hours	Labor Dollars								
			<b>790</b>	<b>\$130,690.00</b>	<b>90</b>	<b>12</b>	<b>6</b>	<b>158</b>	<b>82</b>	<b>162</b>	<b>284</b>	<b>34</b>
<b>1</b>		<b>Project Management &amp; Quality Control</b>	<b>118</b>	<b>\$23,300.00</b>	<b>46</b>	<b>12</b>	<b>6</b>	<b>34</b>	<b>6</b>	<b>6</b>	<b>0</b>	<b>8</b>
	1.1	Project Management	22	\$4,390.00	6			8	4	4		
	1.2	Invoice and Progress Reports	36	\$6,480.00	6	12	6	12				
	1.3	Correspondence and Coordination with the City	36	\$7,350.00	14			14	2	2		4
	1.4	Perform and Manage Project QA/QC	24	\$5,080.00	20							4
<b>2</b>		<b>Data Collection and Review</b>	<b>34</b>	<b>\$4,815.00</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>10</b>	<b>20</b>	<b>0</b>
	2.1	Information Collection	34	\$4,815.00	1			1	2	10	20	
<b>3</b>		<b>Planning Data</b>	<b>18</b>	<b>\$2,720.00</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>10</b>	<b>0</b>
	3.1	Compatibility with Local Plans	10	\$1,360.00				1		1	8	
	3.3	Demand Analysis	42	\$6,140.00	2			4		14	22	
	3.2	Water Right Analysis	18	\$2,720.00	2			2		4	10	
<b>4</b>		<b>System Analysis</b>	<b>265</b>	<b>\$42,495.00</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>40</b>	<b>48</b>	<b>54</b>	<b>108</b>	<b>0</b>
	4.1	Source of Supply Analysis	17	\$2,495.00	1			2		4	10	
	4.2	Storage Analysis	23	\$3,245.00	1			2		4	16	
	4.3	Water Quality Analysis	23	\$3,245.00	1			2		4	16	
	4.4	Asset Inventory	44	\$7,000.00	4			10		10	20	
	4.5	System Analysis	94	\$15,910.00	4			12	36	16	26	
	4.6	Recommended System Improvements	64	\$10,600.00	4			12	12	16	20	
<b>5</b>		<b>Water Use Efficiency and Resource Analysis</b>	<b>33</b>	<b>\$4,880.00</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>20</b>	<b>38</b>	<b>0</b>
	5.1	Evaluate Current Conservation Program and Quantify Results	21	\$3,095.00	1			2		8	10	
	5.2	Recommend Additional Conservation Measures	12	\$1,785.00	1			1		4	6	
	5.3	Water Reuse Analysis	7	\$1,025.00	1					2	4	

**Exhibit B - Rates and Project Fee Estimate**  
**City of Orting**  
**2024 Water System Plan Update**

					Hungerford, JC	Whittaker, April	Crackenberger, Sa	Orama, Mari	Moss, Brandon	Dye, Tabatha	Cooper, Ryan	Lucas, Amanda
					PIC/QC	Sr PC Spec.	Sr Proj Acct	Planning Lead	Modeling/GIS	Planner	Support	Pubs
					Divison Manager	Sr. Project Control Specialist	Senior Project Accountant	Senior Engineer	Engineer IV	Engineer III	Engineer I	Publications Supervisor
<b>Burdened Rates:</b>					\$225.00	\$150.00	\$135.00	\$210.00	\$190.00	\$150.00	\$125.00	\$145.00
Phase	Task	Description	Labor Hours	Labor Dollars								
<b>6</b>		<b>Operation and Maintenance (O&amp;M) Program</b>	<b>38</b>	<b>\$5,660.00</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>8</b>	<b>22</b>	<b>0</b>
	6.1	O&M Program	38	\$5,660.00	2			6		8	22	
<b>7</b>		<b>Capital Improvement Plan and Financial Review</b>	<b>68</b>	<b>\$11,880.00</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>10</b>	<b>16</b>	<b>16</b>	<b>0</b>
	7.1	Develop Capital Improvement Plan	46	\$7,680.00	4			8	10	8	16	
	7.2	Financial Review	22	\$4,200.00	4			10		8		
<b>8</b>		<b>Prepare WSP Update</b>	<b>176</b>	<b>\$28,450.00</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>38</b>	<b>14</b>	<b>38</b>	<b>58</b>	<b>18</b>
	8.1	Draft WSP Update	128	\$20,950.00	6			30	14	26	40	12
	8.2	Final WSP Update	48	\$7,500.00	4			8		12	18	6
<b>9</b>		<b>SEPA Checklist and Agency Coordination</b>	<b>40</b>	<b>\$6,490.00</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>2</b>	<b>6</b>	<b>12</b>	<b>8</b>
	9.1	SEPA Checklist	8	\$1,420.00				4				4
	9.2	Agency Coordination	32	\$5,070.00	2			6	2	6	12	4

**Project Expenses \$700.00**

Document Production \$700.00

**Total Fee Estimate \$131,390.00**



**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:</b>  Pavement Management & ADA Transition Funding.	<b>AB23-107</b>	<b>Public Works</b>		
		<b>9.6.2023</b> <b>10.4.2023</b>		
	<b>Department:</b>	PW/Administration		
	<b>Date Submitted:</b>	8.24.2023		
<b>Cost of Item:</b>	N/A			
<b>Amount Budgeted:</b>	N/A			
<b>Unexpended Balance:</b>	N/A			
<b>Bars #:</b>	N/A			
<b>Timeline:</b>	Discussion			
<b>Submitted By:</b>	Scott Larson			
<b>Fiscal Note:</b> None				
<b>Attachments:</b> Funding Memorandum, Pavement Assessment, ADA Self-Assessment				
<b>SUMMARY STATEMENT:</b>				
See attached memorandum outlining funding options for pavement preservation and the ADA transition plan.				
<b>RECOMMENDED ACTION: <u>Action:</u></b>				
Discussion. If there is going to be a funding recommendation, an Ordinance will have to be drafted.				
<b>FUTURE MOTION: <u>Motion:</u></b>				
None.				





# Memo

**To:** CM Williams, CM Moore

**From:** Scott Larson, City Administrator

**cc:** Marshal Mauer, Public Works Director; John Bielka, Capital Projects Manager

**Date:** August 24, 2023

**Re:** Funding for Pavement Preservation and ADA Transition Plan

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## Street Condition Assessment:

1. In 2011 the council adopted Ordinance No. 920, establishing a Transportation Benefit District for the purpose of a stable funding source to maintain existing motorized transportation facilities, as existing resources were found to be inadequate for this purpose, by assessing a \$20 per vehicle tax paid at the time of vehicle license renewal.
2. In 2015 the council adopted Ordinance No. 2015-972 which dissolved the District and absorbed it under the "City" government continuing with established plan and goals of street preservation and maintenance.
3. In 2016 council adopted Resolution No. 2016-29 modifying permissible uses of TBD funding to include non-motorized transportation facilities.
4. In 2020 Council adopted Ordinance No. 2020-1058 which reduced the TBD fee to \$0.00 following passage of I-976.
5. In October of 2020 the Washington State Supreme Court found I-976 unconstitutional, allowing cities to continue assessing transportation benefit district fees.
6. In 2022, the council adopted a goal of completing a street assessment and coming up with a plan to pay for said maintenance.

The TBD fee was the city's primary source of revenue for street maintenance (chip seal/grind & overlay) of our city streets. In 2022 council approved a scope and budget for SCJ Alliance to complete a street assessment and propose a maintenance program for council to consider. The tenants of this program would be consistent cost over time with the goal of addressing pavement maintenance over a 7-10-year timeframe.

SCJ Alliance proposed a 6-year schedule to complete recommended street maintenance which would cost more than is annually feasible. Staff recommend looking to spend about \$100 thousand internal dollars (funding to be determined) and leverage those funds with Transportation Improvement Board pavement preservation grant funds.

## ADA Self Assessment

SCJ alliance completed an ADA self-assessment of city facilities within the Right of Way. To maintain eligibility for federal transportation funds, the city has to demonstrate progress on addressing non-compliant facilities. The assessment determined that there are a large portion of the city's pedestrian ramps that do not meet the 2012 standards, which are the most current standards. SCJ shows in their assessment what a 10-year replacement timeline would look like, which would cost approximately \$400 thousand per year. This amount is not feasible for the city to collect and spend internally. Staff believe that committing \$50,0000 per year to ramp replacements, along with grant funds for the same, we can make adequate progress on this by starting with areas that are most used, or areas that the public identifies as being a hinderance to their mobility.

## Funding Options

With the assumption that we are looking at funding these projects through mechanisms allowed under Chapter 36.73 RCW, the Transportation Benefit Districts statute, the two primary options are, as outlined by the Municipal Research and Service Center (MRSC):

### Sales and Use Taxes

The most common TBD funding source is a sales and use tax of up to 0.3% (RCW 82.14.0455, RCW 36.73.040(3)(a)).

Effective July 1, 2022, 0.1% of this sales tax may (optionally) be imposed councilmanically (by a majority vote of the governing board), as long as the TBD includes all of the territory within the jurisdiction(s) forming the TBD. Otherwise, the sales tax must be approved by a simple majority of voters.

These sales tax may generally not exceed 10 years, but they may be renewed for additional 10-year periods with voter approval or a vote of the governing board, as appropriate. The TBD sales tax may only exceed 10 years for the repayment of debt, in which case the ballot measure should state the intended use and duration of the debt service.

In recent years, voters have approved the vast majority of all proposed TBD sales and use taxes...

### Vehicle License Fees

Another common TBD funding source is a vehicle license fee (RCW 82.80.140, RCW 36.73.040(3)(b)). Initiative 976, approved by voters in 2019, would have eliminated the ability to impose any TBD vehicle license fees. However, this initiative was ruled unconstitutional by the state Supreme Court in 2020 (Garfield County Transp. Auth. et al. v. State et al.).

TBDs may impose councilmanic vehicle license fees up to \$50 without voter approval, subject to the following conditions, or may impose fees up to \$100 with voter approval.

A TBD may impose a nonvoted vehicle license fee up to \$20 at any time, but a TBD may only impose a nonvoted vehicle license fee above \$20 as follows:

- Up to \$40, but only if a \$20 fee has been in effect for at least 24 months.
- Up to \$50, but only if a \$40 fee has been in effect for at least 24 months. Any nonvoted fee higher than \$40 is subject to potential referendum, as provided in RCW 36.73.065(6).

Any license fees over these amounts, up to a maximum of \$100, must be approved by a simple majority of voters. However, most jurisdictions have opted for the councilmanic (nonvoted) fees. The only TBD to successfully pass a voted vehicle license fee is the Seattle TBD, where voters approved a \$60 fee increase in 2014 after rejecting a similar increase in 2011. A handful of other jurisdictions have attempted voted TBD license fees without success, including Bremerton, Burien, and Edmonds (all in 2009) and King County (in 2014).

Based on the city’s prior experience with TBD fees and sales taxes here are the estimated revenues each source would raise:

Fee	Estimated Revenue
Tab Fee (\$20) <sup>1</sup>	\$140,000
Sales Tax (0.1%)	\$100,000
Voter Approved Sales Tax (up to 0.3%)	\$300,000

The table below shows TBD revenue since 2015:

Year	Revenue	Population	\$/capita
2015	127,848.60	7,501	17.04
2019	132,580.80	7,785	17.03
2017	135,991.35	8,126	16.74
2018	138,512.55	8,415	16.46
2019 <sup>2</sup>	140,898.45	8,735	16.13
2020	42,995.70	9,041	-
2021	178.20	9,010	-
2022	19.80	9,055	-
2023	0.00	9,110	-
Grand Total	719,025.45		

<sup>1</sup> It is estimated that the city would receive approximately \$15.50 per capita for license tab fees of \$20 per registered vehicle.

<sup>2</sup> 2019 was the city’s last full year of TBD fees.