



CITY OF ORTING PUBLIC WORKS COMMITTEE

COMMITTEE MEMBERS

Council Member Chris Moore
Council Member Melodi Koenig
City Administrator Scott Larson
Finance Director Gretchen Russo
City Clerk Kim Agfalvi

Executive Assistance Danielle Charchenko
Acting Public Works Director Ryan McBee
PW Admin. Asst. Laura Hinds
Building Official Tim Lincoln
Engineer JC Hungerford

Wednesday, September 4, 2024 – 2:30 p.m.
ORTING CITY HALL, COUNCIL CHAMBERS, 104 BRIDGE ST S

ZOOM LINK

Join Zoom Meeting

<https://us06web.zoom.us/j/84340124676?pwd=VAsSvcTLWW3elg6LSDFIOC3jPtwVdX.1>

Meeting ID: 843 4012 4676

Passcode: 292040

Dial by your location

- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)

- Call Meeting to Order, Roll Call
- Approval of Minutes
 - April
 - May
 - June
 - July
- Public Comment & Presentations

DEPARTMENT REPORTS

1. **BUILDING** – Tim Lincoln
 - 1.1 Building Report Update

2. **ADMINISTRATION** – City Administrator Scott Larson
 - 2.2 Kansas Street SW Budget Amendment



CITY OF ORTING PUBLIC WORKS COMMITTEE

3. **ENGINEERING** – JC Hungerford PE, Parametrix
 - 3.1 Kansas Street SW
 - 3.1.1 NEPA Review
 - 3.1.2 Public Outreach
 - 3.2 Whitehawk Blvd. Bypass
 - 3.2.1 Formal Consultation
 - 3.3 WSDOT
 - 3.3.1 Fish Passage
 - 3.3.2 Orville Road Roundabout
 - 3.4 Orting Emergency Evacuation Bridge
 - 3.4.1 Construction Update

4. **PROJECT MANAGEMENT** – Acting PW Director Ryan McBee
 - 4.1 WRRF Design Update – 30% Review Meeting Sept 3, Solids Sampling, Utility Locates, DOE Correspondence

5. **PUBLIC WORKS** – Acting PW Director Ryan McBee
 - 5.1 Utility Rates – Adopt Year 6 of Prior Study

6. **FINANCE** – Finance Director Gretchen Russo
 - 6.1

7. **COUNCIL** – CM Moore & CM Koenig
 - 7.1

REQUEST FOR NEW BUSINESS

•

ROUND TABLE

•

MEETING SUMMARY

ADJOURN

CITY OF ORTING
PUBLIC WORKS COMMITTEE MINUTES

April 3, 2024 @ 2:30 p.m.

Councilmember Moore called the meeting to order at 2:30 p.m.

ATTENDANCE:

Elected Officials: Present, Councilmember Moore and Councilmember Koenig.

City Employees: Present, City Administrator Scott Larson, Public Works Director Marshall Maurer, PW Superintendent Ryan McBee, PW Administrative Assistance Laura Hinds, Building Official Tim Lincoln and Executive Assistant Danielle Charchenko; Absent, Finance Director Gretchen Russo, City Clerk Kim Agfalvi, and Capital Projects Manager John Bielka

Professional Representatives: Engineer JC Hungerford, Parametrix

Guests or Public Comment: None

APPROVAL OF MINUTES:

CM Moore motioned to approve the minutes of March 6, 2024, CM Koenig second the motion.

PUBLIC COMMENT & PRESENTATIONS:

None

DEPARTMENT REPORTS:

1. Administration – Scott Larson

1.1 Utility Rate Study – Staff recommends pushing this to the 2025 budget year. In addition, staff recommends including the new stormwater plan to compliment the other two plans. CA Larson provided two options for rate increase.

1.1.1 In spring of 2025 propose rate increase, CPI

1.1.2 Complete the rate study, and increase in 2026

CM Moore brought up speaking with ‘line staff’ and having access to city employees for comments and recommendations. CA Larson mentioned this is at the discretion of the Mayor as City employees work for the Mayor and not Council. CM Moore is requesting in writing what the parameters for Council to speak with staff are. CM Koenig mentioned meeting with Administrative Staff passes along the needs for the line staff. CM Moore is requesting a different perspective. CA Larson will discuss this further with the Mayor and Public Works Director.

- 1.2 **TBD Funding & Policy** – CA Larson provided some context to examples of street projects where the TBD funded those projects. CA Larson proposed reinstating the TBD Funding source to continue the street projects. CM Moore is requesting another funding alternative to the TBD funding source, such as a Utility Tax and B&O tax. CA Larson mentioned this information was provided at a previous meeting for other funding options. CM Moore and CM Koenig oppose creating a new tax and would like to see if the fee schedule can be adjusted as a funding alternative.
- 1.3 **WSDOT SR 162 E Project Report** – CM Koenig provided WSDOTs project list for SR 162 prior to this meeting. CA Larson spoke on the updates for each location in the SR 162 corridor. Some projects include roundabouts, remove fish barriers at identified streams and right-of-way design & land acquisition. The list includes updates on costs and milestones. See agenda packet on City website for more information.

2. Engineering Updates – JC Hungerford

- 2.1 **Kansas St SW** – Working on public outreach associated with ROW acquisition and public meeting. Submitted NEPA. Working with PSRC on the STIP and coordination with WSDOT. Parametrix, PW Director Marshall and Superintendent McBee meet bi-weekly to provide comment on design and progress updates.
- 2.2 **Whitehawk Blvd Bypass** – Formal consultation standstill. PSRC reached out to Engineer Hungerford requesting assistance to create some advocacy for movement on the project.
- 2.3 **WSDOT Fish Passage** – Current coordination with the State includes Card Creek moving forward with design, however Rauch Creek design is still in the works.
- 2.4 **Water System Plan** – Parametrix and City staff continue to work together weekly. Superintendent McBee has provided some scope comments.
- 2.5 **Stormwater Plan** – In review with staff

3. Project Management Update – Ryan McBee

- 3.1 **WRRF Design Update** – Wilson Engineering to deliver 30% design in April of 2024, with final design in April 2025. Wilson Engineering and Parametrix will meet on April 4, 2024 in a joint effort to finalize a design that will provide for both liquids and solids upfront. Superintendent McBee mentioned Wilsons design currently does not allow for expansion with the current concept of having equipment stored inside the berm. Having it installed outside the berm provides for expansion and meets flood protection. The idea is to promote for future expansion and avoid going back to Council for more funding for future plant capacity. The meeting will review Parametrix' 90% design, already paid for & under budget, and work with Wilson Engineering in a corroborative effort for best path forward, include telemetry upgrade which will eventually accommodate all utilities & adequately support staff as well.
CM Moore stated that he's spent a lot of time working with Capital Projects Manager John Bielka and is trying to understand why staff would work with Parametrix and Wilson Engineering. Engineer Hungerford (Parametrix) explained that staff was concerned about Wilson's design because there's two capacities to the treatment plant. Hydraulic capacity

which is the water side and then the solids side. Wilson's design is only addressing the solids capacity. JC continued to explain how these processes work and why the importance to address both capacities' now, in order to avoid a possible plant failure.

CM Moore would like to take this discussion to next Council meeting for Executive Session. CM Koenig approves of both engineering firms and city staff working together to complete a design for best interest of the City.

Engineer Hungerford did state that he's currently not billing for his time.

After the meeting they will discuss the General Sewer Plan as well.

4. Public Works – Marshall Maurer & Ryan McBee

- 4.1 Side Sewer Survey & Policy Review** – At previous PW meeting, CM Moore asked staff to look into the cost for an inventory of all side sewer connections within the City. PW Director provided a cost analysis which included for staffing to do the work or a contractor
- Staffing: 2-years specialized training, 8 years of professional-level experience under the supervision of a license land surveyor, equipment and salary
 - Or contract the work.

To conduct a full inventory of all side sewer locations the City could expect an expenditure of \$2,250,000-\$7,500,000.

CM Moore is requesting the policy recognizing side sewers that are identified to having share a property or installed in a manor of which was installed on a property that it doesn't serve, to have the city staff or in some cases a contractor to relocate those side sewers to the property it serves using city funds, but only as those connections are identified and only if needed.

- 4.2 Vehicle Surplus** – Staff identified several vehicles no longer in use by the City, which cost more to maintain and repair then their current value. An Agenda Bill was presented for review and requesting to move this to Study Session on April 17 and adoption on April 24.
- 4.3 iWORQ** – PW Director Marshall mentioned public works staff have routinely expressed a workorder/ asset management system that is more robust, report friendly, provides accountability and has a customer service facing portal. Staff have started viewing several programs such as iWORQ. There are several meetings scheduled to view additional vendors software programs. If a change was to be made, there would be no financial obligation or overlap with current vendor.

5. Finance – Gretchen Russo

- 5.1** No Update

6. Building Department

- 6.1 Building Code Update** – As of March 15, The State of Washington amended the energy codes in Section 10-1-3A, State Building Code, of Orting Municipal Code is to conform with updates to the State Building Code under Chapter 19.27 of the Revised Code of Washington and the Revised Washington State Building Code Act.
- CM Moore is requesting if the City can lower its expectations, or have exceptions for certain energy code where heat pumps are concerned. Bldg. Official Lincoln stated that the Codes are already adopted by the State of Washington. However, CM Moore would

like to see if this exception can be considered and to delay the City adopting the amended code set forth by the State of Washington.

CM Moore asked if plans are digitally available for anyone to see. Bldg. Official Lincoln said with the new Cloud Permit system plans are submitted by the individual who is requesting a permit and those plans will remain attached to that property address. Whereas plans prior to Cloud Permit are store in address files, yet can be accessed upon request, if plans are available. (building codes can only be amended to be more restrictive, not less than)

6.2 Monthly building report was presented to show March permit activity. Bldg. Official Lincoln mentioned that the report is an outline of permit activity and not all encompassing of what is accomplished on a daily basis. Daily activities may include working with city planner, developers, private property owners with permit questions and what they are allowed to build. Other activities include daily inspection requests and assisting code enforcement & public works as needed.

7. **Councilmember Comments**
No further comments

Round Table:
No further comments

Meeting Summary: (Study Session April 17, 2024)
4.2 Vehicle Surplus

Adjourn: CM Moore motioned to adjourn at 3:45 pm.

Attest:

Administrative Assistant Laura Hinds

Councilmember Moore

Councilmember Koenig

CITY OF ORTING
PUBLIC WORKS COMMITTEE MINUTES
May 1, 2024 @ 2:30 p.m.

Councilmember Moore called the meeting to order at 2:30 p.m.

ATTENDANCE:

Elected Officials: Present, Councilmember Moore and Councilmember Koenig.

City Employees: Present, City Administrator Scott Larson, Public Works Director Marshall Maurer, PW Superintendent Ryan McBee, PW Administrative Assistance Laura Hinds, Building Official Tim Lincoln and Finance Director Gretchen Russo; Absent, Executive Assistant Danielle Charchenko, City Clerk Kim Agfalvi, and Capital Projects Manager John Bielka

Professional Representatives: Absent, Engineer JC Hungerford, Parametrix

Guests or Public Comment: None

APPROVAL OF MINUTES:

CM Moore motioned to approve the minutes of April 3, 2024; however, asked to revise 1.2 TBD Funding and Policy for the record. CM Moore also ‘opposes creating a new tax and would like to see if the fee schedule can be adjusted as a funding alternative.’ CM Koenig seconded the motion, and it carried.

PUBLIC COMMENT & PRESENTATIONS:

CM Moore addressed the committee to convey his concerns from a prior council meeting where his comments may have been taken out of context and/or misinterpreted. At the last PW committee meeting in April, he was frustrated when he learned that after all the work he did with Capital Projects Manager John Bielka in assisting in the WRRF upgrade project, Parametrix was brought back into the design aspect of the WRRF project. CM Moore’s professional experience has led him to question certain aspects of Parametrix’ involvement. Bringing Parametrix back in to assist in seeing what could be salvaged from the original design seemed underhanded when he knew nothing about it. This is why he requested an executive session at the next Council meeting following the April 3rd PW Meeting. It was at that meeting that misinterpretation occurred. In addition, CM Moore mentioned the survey results from PW Staff didn’t hit on the subject matters he was looking for and requested to meet with PW Director Maurer to develop another survey.

CA Larson mentioned that at last PW Meeting he too was unaware that staff reached out to Parametrix to review the original design with Wilson Engineering in a cooperative effort for the design of the WRRF. What Scott learned after the April 3rd meeting was Wilson Engineering and

staff took the opportunity to pull pieces from the Parametrix design to incorporate into the new design.

PW Director Maurer remains agnostic and his goal is in best interest of the city, as he, staff and engineers involved in the design are to design a product that will be affordable and effective. Superintendent McBee also commented that he and PW Director Marshall have spent many hours bringing themselves up to speed as they are new to the project. While their goal is to understand the needs is to also provide a design important to the operation and maintenance aspect as well. As a result of reviewing months of data, Supt. McBee reviewed the Scope of Work and redline areas of concern for Wilson Engineering and has provided those redline comments to CM Moore and Koenig for their review.

In closing comment CM Moore wants to be involved in the WRRF upgrade as much as possible.

DEPARTMENT REPORTS:

1. Administration – Scott Larson

1.1 TBD Funding & Policy – Public Works Director Maurer provided several funding alternatives for street preservation and maintenance. The hybrid option of a combined \$10 vehicle tab fee plus a 0.010% property tax without voter’s approval and is the least impactful to City residents.

2. Engineering Updates – JC Hungerford

The following updates were provided in writing but not read into the minutes:

2.1 Kansas St SW – Open House – Will schedule for evenings near NEPA approval/when we’re a few weeks away from sending offers. Awaiting WSDOT review on NEPA

2.2 Whitehawk Blvd Bypass – No updates on formal consultation

2.3 WSDOT Fish Passage—WSDOT is still in the predesign phase for this project, and recently, the advertisement date was delayed from February 2025 to August 2025. Due to the lack of design progress, WSDOT cannot answer many outstanding questions from Parametrix/Orting.

2.4 Water System Plan—Parametrix is working on a revised/updated scope and budget for the public works committee to review. Parametrix will present it at the June meeting.

2.5 Stormwater Plan—Parametrix coordinated with Ryan on the Scope and Budget. It is attached for review and consideration.

2.6 OEEBS – Parametrix is working on a scope and budget for construction services.

3. Project Management Update – Ryan McBee

3.1 WRRF Design Update – Superintendent McBee commented that he has not received any new comments from Wilson Engineering. Wilson has brought Parametrix on as a subcontractor for the modeling and structural design work, working together to pull pieces of the Parametrix design to incorporate within the Scope approved by the Council. Wilson Engineering will send updates to Supt. McBee as they become available or through weekly

scheduled meetings. CM Moore requested to meet with PW Director Maurer and Supt. McBee on May 2nd to review the current status of the design.

4. **Public Works – Marshall Maurer & Ryan McBee**

- 4.1 **Side Sewer Policy & Procedure Review** – PW Director Maurer provided an agenda bill for a policy change to the side sewer policy & procedure. The policy will include side sewer cards and building SS ownership. Cleanouts will be the responsibility of the property owner or developer unless a direct connection to the main is required. Then, the city would be responsible for that connection. The idea is to eliminate additional permits or bonds, but property owners would still be required to file for a ROW permit. There was a section for a warranty period, which will be removed. With these revisions in mind, the policy will go to the next study session for review.
- 4.2 **Grinder Pump Expense** – Informational only, in 2023, the Council approved an expense for the 2024 budget for the Rainier Meadows Lift Station to improve/add a grinder pump for \$20,000. This lift station is taking on many ‘flushable’ wipes that are not flushable and do not break down before entering the lift station. This is causing the sewer operations department to pull the pumps and de-rag them 2-3 times a week to keep the lift station working correctly. In 2024, staff reached out to the grinder pump manufacturer and learned the specs provided in 2023 were undersized, and the grinder pump needed to operate this system is closer to \$80,000. Staff will continue to research options.
- 4.3 **SCADA Goal** – Supt. McBee is actively working on a telemetry and control system plan and hopes to have it ready for review at the next committee meeting.
- 4.4 **WRRF Audit Process Goal**—This request came from Deputy Mayor Gunther after a recent council meeting. CA Larson addressed the committee that he spoke with the Deputy Mayor and found his request was in error for the wastewater utility and meant the water system based on the brown water issue Well #1 experienced last year. CA Larson will again speak with the Deputy Mayor to gain understanding and clarify his request.
- 4.5 **Dec. 6, 2023, High Flow Event** – PW Director Maurer shared a staff report based on questions from Council Members. Will bring this back to next committee meeting for discussion.
- 4.6 **Lagoon Area Test Plan** – Supt. McBee provided a handout on sample test locations. This is investigative only, and we will provide more feedback at the next committee meeting.
- 4.7 **Mission, Vision, Values Update** – PW Director will bring back to next committee meeting for discussion.
- 4.8 **Asset Management System Plan** – PW Director Maurer and Supt. McBee will be meeting with companies providing Asset Management software for consideration on May 2nd. CM Moore requested to view these meetings along side with the Director and Superintendent.

5. **Finance – Gretchen Russo**

- 5.1 FD Russo provided a quarterly update. Sales and taxes are in the positive. FD Russo made some recent salary code changes. Otherwise, the revenue and expenses are on track. CM Moore wants to see who the top 5 vendors for public works are and is requesting a vendor report.

6. **Building Department**

- 6.1 **Building Code Update** – Building Official Lincoln explained RCW 19-27-040 cities and counties authorized to amend state building codes shall not be diminished by any city or county. Therefore, cities and counties cannot amend state-adopted codes. BO Lincoln suggested contacting WSU, who are open to assisting contractors with their questions. Move forward to the study session.
- 6.2 **Monthly building report** was presented to show April permit activity. Bldg. Official Lincoln mentioned that the report is an outline of all permit activity. This month, he provided a more detailed report containing new permits, plan reviews, and permits issued and received.

7. **Councilmember Comments**

No further comments

Round Table:

CA Larson mentioned a code enforcement issue for a property on Kansas St SW and will continue to work with the property owner and code enforcement for a resolution.

Meeting Summary: (Study Session May 15, 2024)

- 1.1 TBD Funding and Policy
- 4.1 Side Sewer Policy & Procedure
- 6.1 Building Code Amendment.

Adjourn: CM Moore motioned to adjourn at 4:32 pm.

Attest:

Administrative Assistant Laura Hinds

Councilmember Moore

Councilmember Koenig

CITY OF ORTING
PUBLIC WORKS COMMITTEE MINUTES
June 5, 2024 @ 2:30 p.m.

Councilmember Moore called the meeting to order at 2:30 p.m.

ATTENDANCE:

Elected Officials: Present, Councilmember Moore and Councilmember Koenig.

City Employees: Present, City Administrator Scott Larson, Public Works Director Marshall Maurer, PW Superintendent Ryan McBee, PW Administrative Assistance Laura Hinds, Building Official Tim Lincoln and Finance Director Gretchen Russo; Executive Assistant Danielle Charchenko, and City Clerk Kim Agfalvi. Absent Capital Projects Manager John Bielka

Professional Representatives: Absent, City Engineer JC Hungerford, Parametrix

Guests or Public Comment: None

APPROVAL OF MINUTES:

CM Moore requested to not approve the minutes from April and May as he would like more time to review them.

PUBLIC COMMENT & PRESENTATIONS:

No Comment

DEPARTMENT REPORTS:

1. Administration – Scott Larson

1.1 TBD Funding & Policy – Based on the feedback from the previous meeting in May, the committee looked at a hybrid option of a combined \$10 vehicle tab fee plus a 0.1% property tax without voter’s approval. City Administrator Larson presented this option for today’s meeting. CM Moore opposes this option, whereas CM Koenig is in favor and recommends moving to the Study Session for discussion and Council input.

1.2 Goals – Goals identified for Public Works

1.2.1 (3) SCADA and Telemetry Master Plan – Over the last year, staff and council have desired to address the city’s aging SCADA Telemetry infrastructure. Tasks for this item may include:

- a. Establish a set of project outcomes and goals
- b. Come up with a mechanism to prioritize system needs
- c. Allocate additional budgetary resources, if needed, to carry out policy goals.

1.2.2 (10) WWTP Process & Procedure Audit –

- a. A look at process and procedure audit for the wastewater system.
 - i. Is staff following O&M Procedures, and if not, why?
 - ii. Status of the system
 - iii. How to address issues
 - iv. Prioritize these issues.

CA Larson and the Interim Public Works Director will work on defining goal 1.2.2 (10) and present it at the next public works meeting.

2. Engineering Updates – JC Hungerford

2.1 Kansas St SW – Open House – scheduled for an evening near NEPA approval/when we’re a few weeks away from sending offers. Awaiting WSDOT review on NEPA

2.1.1 NEPA Review—PSRC missed getting the project on the STIP in April. It will go on the May list for mid-June approval. WSDOT must review the NEPA document submitted by Parametrix.

2.1.2 Public Outreach – Public outreach will be post-poned; formal property acquisition cannot occur until after the NEPA approval

2.2 Whitehawk Blvd NW Bypass – No updates on formal consultation

2.2.1 Formal consultation – Pending NEPA formal consultation with Fisheries regarding tire dust issue.

2.2.2 Channelization Plan – pushing the plan submitted to WSDOT for review.

2.3 WSDOT Franchise:

2.3.1 Fish Passage – Parametrix continues to coordinate with WSDOT but moving slowly but delayed in preliminary design.

2.3.2 Orville Rd E mini-roundabout – Similar to fish passage, delayed considerably. Starting utility locates in this area soon.

2.4 Water System Plan – Staff is requesting additional funding to support updating the Water System Plan to comply with DOH and Growth Management Act Regulations. The Scope and Budget that was requested last year was less detailed and focused on an update of the existing plan vs. a comprehensive update. Parametrix and Staff have been working on the plan update. Recently hired Superintendent McBee who is a high-level water operator suggested pausing the update after he reviewed the original request. He found some holes in the original plan that to meet regulatory requirements and support system operations and improvements for the next 6 to 20 years, is requesting a comprehensive Water System Plan Update. Additionally, the Council adopted a 2024 goal to audit the water system, prompting detailed scope revisions.

Additional funding from within the 2024 Water Budget is needed to complete the inventory, analysis, and documentation. The proposed increase ensures compliance with regulations and the Orting Municipal Code and informs future rate studies and budget cycles. It also supports department Asset Management Principles to guide daily operations for long-term system health.

CM Koenig would like to have staff identify all funding options within the water budget and not pull from the SCADA line item of the water budget.

CM Moore questioned why the Scope and Budget from Sept. 2023 to update the water system plan didn't include a comprehensive plan. Engineer Hungerford mentioned he met with the then Interim PW Director John Bielka and DOH. John asked DOH 'What is the bare minimum to get an approved plan'. Based on feedback from DOH and the director of John, that was the request made to Parametrix for the Scope and Budget.

The City generally refers to these types of requests to its On-Call Engineering Services per the Council-approved contract. However, CM Moore would like the option to go out for an RFQ of engineering services to write the plan.

CM Moore requests a separate policy for future Scopes of Work to consider RFQs rather than relying on its contracted On-Call Engineering Services.

This committee recommends to take the request back for additional funding options. Both CM Moore and Koenig stated they support the Comprehensive Water System Plan vs the update, aside from the proposed budget source.

- 2.5 Stormwater Plan Scope and Budget**– Parametrix has coordinated with Superintendent McBee on the Scope and Budget. It is attached for review and consideration. The plan is not a regulated requirement but does allow for grant opportunities. The scope and budget will include project management, stormwater modeling, capital improvement identification, cost options, SEPA compliance, and the new NPDES permit and its regulations. Moved to Study Session on June 12, 2024, for approval.

- 2.6 OEEBS Scope and Budget** – Parametrix is working on a Scope and Budget for construction management & construction services. Move to Study Session on June 12, 2024 for approval.

3. Project Management Update – Ryan McBee

- 3.1 WRRF Design Update** – Superintendent McBee, plant manager Supervisor Steven Daskam, and Wilson Engineering recently visited a plant in Ferndale, WA to look at some equipment for consideration. Wilson is working on an alternative analysis. There's still no date back from Wilson on the 30% design.

4. Public Works – Marshall Maurer & Ryan McBee

4.1 CIP-TIP – The adoption of the 6-year TIP is a requirement by State law provided under CW 35.77.010 that, pursuant to one or more hearings, the City shall by July 1st of each year prepare and adopt a comprehensive transportation program (TIP) for the ensuing six calendar years. 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 TIP. The City Council reviews the 6-year TIP annually and holds a public hearing to obtain citizen input on the Program. Move to Study Session June 12, 2024, for adoption.

5. Finance – Gretchen Russo

5.1 Finance Director Russo commented on Submitted financials and reports to staff and CMs from the new system. Now working on quarterly reporting but taking some time due to the conversion. Income is solid; revenue is where it's expected.

6. Building Department

CM Moore requested this item be moved to the beginning of future agendas.

6.1 Monthly building report was presented to show May permit activity.

6.2 Bridgewater Plat Update – Recently released the plans to start construction. Erosion control is underway for the property.

6.3 Rainier Meadows Phase II –Delayed due to contractor’s backlog with other ongoing projects.

Building Official Lincoln commented that the new online permit system works great. It also allows the planner and engineer to access the system for reviews and comments which cuts back on emails and phone calls. Thus, it tracks all communications between applicants, developers, city staff, and consultants.

7. Councilmember Comments

No further comments

Round Table:

No Comments

Meeting Summary: (Study Session June 12, 2024)

1.1 TBD Funding and Policy for discussion

2.5 Stormwater Plan Scope & Budget

2.6 OEEBS Scope and Budget

4.1 CIP-TIP

Adjourn: CM Moore motioned to adjourn at 4:50 pm.

Attest:

Administrative Assistant Laura Hinds

Councilmember Moore

Councilmember Koenig

CITY OF ORTING
PUBLIC WORKS COMMITTEE MINUTES

July 3, 2024 @ 2:30 p.m.

Councilmember Moore called the meeting to order at 2:30 p.m.

ATTENDANCE:

Elected Officials: Present: Councilmember Moore and Councilmember Koenig.

City Employees: Present: City Administrator Scott Larson, Public Works Director Marshall Maurer, PW Superintendent Ryan McBee, PW Administrative Assistance Laura Hinds, Finance Director Gretchen Russo, Executive Assistant Danielle Charchenko, and City Clerk Kim Agfalvi. Absent Building Official Tim Lincoln

Professional Representatives: City Engineer JC Hungerford, Parametrix

Guests or Public Comment: None

APPROVAL OF MINUTES:

CM Moore requested that the minutes from April, May, and June be reviewed and signed at the end of the meeting.

PUBLIC COMMENT & PRESENTATIONS:

No Comment

DEPARTMENT REPORTS:

1. BUILDING – Tim Lincoln

2. Administration – Scott Larson

2.1 Goals – Goals identified for Public Works – Staff continues to work on:

2.1.1 (3) SCADA and Telemetry Master Plan – Complete a comprehensive Telemetry Master Plan for the City.

- To optimize efficiency by upgrading existing systems
- Improve real-time data.
- Enhance public safety, security, and compliance to strengthen system reliability.

2.1.2 (10) WWTP Process & Procedure Audit –

- a. A look at process and procedure audit for the wastewater system.
 - i. Is staff following O&M Procedures, and if not, why?
 - ii. Status of the system
 - iii. How to address issues
 - iv. Prioritize these issues.

3. Engineering Updates – JC Hungerford

3.1 Kansas St SW –

3.1.1 NEPA Review—PSRC updated the STIP, but there are no further updates on the project's progress.

3.1.2 Public Outreach – Public outreach on hold; formal property acquisition cannot occur until after the NEPA approval.

3.2 Whitehawk Blvd NW Bypass – No updates on formal consultation:

3.2.1 Formal consultation – Pending NEPA formal consultation with Fisheries regarding tire dust issue.

3.2.2 Channelization Plan – pushing the plan submitted to WSDOT for review.

3.3 WSDOT Franchise:

3.3.1 Fish Passage – No Updates from WSDOT

3.4 Orting Emergency Evacuation Bridge: The contractor is starting preliminary road closure on Rocky Rd NE and will start construction in August.

4. Project Management Update – Ryan McBee

4.1 WRRF Design Update – Ryan received comments back from Wilson Engineering that they will have 30% of the design and tech memo delivered to the City on August 31st.

5. Public Works – Ryan McBee

5.1 Side Sewer Policy Information – Ryan discussed an ongoing issue with a property in The Meadows where a ‘Y’ connection was installed. After several call-outs and the grey area of the policy, the staff is requesting Council guidance on another review of the policy.

5.2 Water System Plan—Ryan and Finance Director Russo found an unexpended line item in the Water fund that has been sitting there for the last two budget cycles. This line item is duplicated and can be pushed to finance to update the Water System Plan.

5.3 2025 Budget Highlights

- WW Phase II Municipal Stormwater Permit: The new 2024-2029 permit has a set of actions and activities comprising the components listed in S5 of the Permit, where a Stormwater Lead position may be necessary to keep up with the mandate.

- GIS Inter – Move this position from term limited to FTE
- Vactor purchase – utilizing all enterprise funds and surplus the tow-behind vactor
- Replace the street sweeper with the surplus of the old sweeper
- Purchase a multi-use vehicle utilizing all enterprise funds with the surplus of the 1995 bucket truck and the surplus of the tow-behind knuckle boom.
- Increase training budget for 3-year training ECUs due for all operators

6. Finance – Gretchen Russo

6.1 Purchasing Policy Update: Effective July 1, 2024, RCW 39.04.151-4 requires the City to adopt an ordinance or resolution establishing its authority to use a small works roster and solicit small works using the small works roster process.

The city has adopted its statute for contracting architects and engineers (AE). However, today’s discussion was focused on whether additional policies regarding follow-on work, such as construction services, should be separately acquired. CM Moore is requesting a financial report on AE services.

7. Councilmember Comments

CM Moore commented he would read the minutes this evening; CM Koenig approved the minutes at previous meetings.

Round Table:

No Comments

Meeting Summary: (Study Session :)

None

Adjourn: CM Moore motioned to adjourn at 4:55 pm.

Attest:

Administrative Assistant Laura Hinds

Councilmember Moore

Councilmember Koenig



**City Of Orting
Council Agenda Summary Sheet**

	Agenda Bill #	Recommending Committee	Study Session Dates	Regular Meeting Dates
Subject: 2025 - 2026 Recommended Utility Rate Adoption	AB24-XXX	Public Works		
		9/4/2024		
	Department:	Public Works Department and Finance		
	Date Submitted:	8/30/2024		
Cost of Item:	N/A			
Amount Budgeted:	N/A			
Unexpended Balance:	N/A			
Bars #:	N/A			
Timeline:	Jan 1, 2025 thru Dec 31, 2026			
Submitted By:	Ryan McBee, Acting Public Works Director Gretchen Russo, Finance Director			

SUMMARY STATEMENT: The city completed the Baker Tilly Utility Rate Study in 2019 and adopted the recommended rate structure for 2020 thru 2024. The study also provided recommendations for 2025 thru 2030. Staff intends to complete a new Utility Rate Study in 2025-2026, at the conclusion of the Water System Plan, General Sewer Plan, Stormwater Master Plan, and Telemetry Master Plan documents which will provide a detailed list of projects for each utility with projected planning costs.

It is recommended to incorporate the Baker Tilly rate recommendations into the rate structure for 2025 and 2026. Those specific recommendations are as follows (exert from the study):

Water: 3.0% annual increase through 2030 to pay for anticipated operating expenses, debt service, and capital outlay including the targeted amount to maintain adequate cash reserves.

Sewer: 7.0% annual increase through 2030 to pay for anticipated operating expenses, debt service, and capital outlay.

Stormwater: 5.0% annual increase through 2030 to pay for anticipated operating expenses, debt service, and capital outlay including the targeted amount to maintain adequate cash reserves.

RECOMMENDED ACTION: Motion: To approve resolution No. 2024-XX, relating to utility rates, adopting adjustments to water, sewer, and stormwater utility rates for calendar years 2025 and 2026.

Exhibit A: Current and 2025, 2026 Rates