

**City of Kittitas
Council Meeting Minutes
July 24, 2018**

COUNCIL MEETING

Mayor Cort led those assembled in the Flag Salute. Mayor Cort called the regular Council Meeting to order at 7:00 p.m. July 24, 2018. Councilmembers present: John Camarata, Liz Smith, Lou Whitford, Rich Coleman and Jerry Gilmour. Staff present: Debbie Lee – Clerk/Treasurer, Brenda Bach – WWTP and Michelle Geiger – Safe Built.

**APPROVAL OF THE MINUTES FOR THE REGULAR COUNCIL MEETING DATED
JULY 10, 2018**

MOTION: Councilmember Gilmour made a motion to approve the regular Council Meeting minutes dated July 10, 2018; second by Councilmember Camarata.
Motion Carried: 5 yes 0 no.

ADDITIONS TO AND/OR APPROVAL OF AGENDA

MOTION: Councilmember Camarata made a motion to approve the agenda as presented; second by Councilmember Whitford.
Motion Carried: 5 yes 0 no.

PUBLIC APPEARANCE COMMENTS

- Gary Gleason from Spokane Street inquired as to when the dirt was going to be removed from the Spokane Street Overlay Project. It was explained that as soon as all of the invoices come in from Granite the City will look at the total project cost to date and if there are still available funds the City will have a contractor come and remove the excess dirt/gravel and grade the shoulder. If there are not enough funds available the City will take care of this issue.

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REPORT OF OFFICES AND SPECIAL GUESTS

A. Staff Reports (informational only)

Brenda Bach – WWTP

- The Department of Ecology is still working on the Discharge Permit. They are currently understaffed and since the plant does not have any current issues or violations this will be a rubber stamp to finalize. Department of Ecology informed Brenda to continue running on the existing permit.

B. Special Guests – Mike Meskimen & Nancy Welch – Sewer Extension Presentation

- Nancy explained that she has worked with Gray & Osborne and the City of Kittitas since 2004. In 2016 Gray & Osborne did a sewer planning study. They looked at three different areas Exit 115, Benton West and Coles Crossing 2. This helped put a plan in place for future growth.
- Currently the City of Kittitas has a COG grant that will supply sewer service to five businesses (possibly more in the future) after the John Wayne Trail. This project will go out to bid in the fall and be completed in 2019.
- Flow projections in the industrial are assumptions they would be 2,000 gpd/acre, commercial zones 1,200 gpd/acre and are steady flows for 12 hours per day. The south industrial area is 441 acres which would equal 1,052 gallons per minute. The southeast UGA area is 85 acres and 197 gallons per minute.
- Two lift stations are needed due to gravity and could be constructed in phases as the area developed. A single lift station can't serve both areas.
- The current treatment plant can't serve the entire buildout without upgrades.
- The Cost Estimate from 2016 for the South Industrial Area \$8,718,000 Southeast UGA \$3,012,000 Facility Plan Amendment \$80,000 for a total cost of \$11,810,000.
- Discussion was had as to why pump back up to the Iron Horse Trail. It was explained that a force main can go over the creek.
- The City of Kittitas faces several obstacles when installing the sewer lines, for example the creek, gravity WSDOT,

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- Citizen Gary Gleason asked why they cannot go under the creek. It was explained that you would have to deal with ground water and by the time you went under the creek it would probably be 30 feet in the ground.
- The UGA area is zoned industrial and the Gateway Commercial is zoned retail and light industrial.
- Councilmember Gilmour questioned on how to develop the farmland.
- Gary Gleason asked if any of the landowners in that area are interested in helping.
- Mayor Cort will schedule a meeting with all current land owners and get their input on the development of Exit 115.
- The type of business that comes in dictates the sewer flows for example a fruit process would be different than a restaurant or hotel.
- The current treatment plant is running at about 50%. When it starts running at 85% then Department of Ecology steps in and an expansion would need to be done. The plant is easily expandable but the costs are unknown at this time.
- Councilmember Whitford inquired about the water storage. The City would need to look at putting up another reservoir for water storage if more development came to the city.
- There are currently about 86 remaining water connections, so any new development or connections would need to have a new water reservoir.
- Gray & Osborne suggested having a meeting with the landowners to present the utility information for sewer and water planning for the area and the opportunities for financing. G&O would be happy to attend this meeting.
- When budgeting this fall consider budgeting for a Water System Plan Update. While the City has some capacity for growth available now, the available connections may be used up quickly and the planning and process needed to gain additional connections is lengthy (1-2 years) and could cause a stall in development, resulting in missed opportunities.
- When budgeting this fall consider budgeting for an update to the General Facility Charges. As additional development occurs in town, these charges if collected can be used to for capital improvements to expand the existing water and sewer systems. Adjusting them for inflation is a prudent step to take, and should be done before the connections are made under the old rates.

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- Consider a Tech Team Meeting. Gray & Osborne highly encourage the City to attend the IACC conference; here is the link to the website: <http://www.infracfunding.wa.gov/conference.html>. The conference is in October 23-25 in Wenatchee. When you register for the conference you can also register for a Technical Assistance Meeting. This is a meeting where you can present your project to several government funding agencies and they will give the City feedback on how to pursue funding for a project. While each funding program is different, they work closely together to fund projects. Attached is a flyer regarding a tech team meeting. Nancy spoke with the organizer, Cathi Reid (Department of Commerce), and she stated that you as the Mayor can call into her after you register and discuss the project. Registration is open August 15th. Alternatively you can invite the agencies to the City for a presentation of the project if you think that things need to move quicker. We suggest gauging the interest of the landowners to see if you want to have a tech team in advance of the IACC conference.
- Gray & Osborne would suggest contacting your local legislative representatives and present your project. Often the legislature funds projects as appropriations in the capitol budget. These appropriations are not secured through a funding application; they are secured through the legislature. This is a bit of politicking, but it is done often in Washington State. For example, in 2018 the Town of Carbonado received \$1.5 million in a legislative appropriation for sewer and water improvements, Community Health in Ellensburg received \$1.8 million presumably for a medical facility. These are earmarks in the budget for specific projects and only your legislature can assist with this. It could take a couple years for your project to be funded. We would suggest starting the conversation now regarding this project. We would highly encourage a phone call and a letter writing campaign to each representative. Let us know if we can assist with a letter.

Judy Warnick – judy.warnick@leg.wa.gov

Olympia Office
103 Irv Newhouse Building
PO Box 40413
Olympia, WA 98504
(360) 786 - 7624

District Office
326 S Cedar St.
Suite A
Moses Lake, WA 98837-1923
(360) 786 - 7624

Tom Dent – tom.dent@leg.wa.gov

Olympia Office
437 John L. O'Brien Building
PO Box 40600
Olympia, WA 98504

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(360) 786 - 7932

District Office
326 So. Cedar St
Moses Lake, WA 98837
(509) 766 - 6525

Matt Manweller – matt.manweller@leg.wa.gov

Olympia Office
470 John L. O'Brien Building
PO Box 40600
Olympia, WA 98504
(360) 786 - 7808

District Office
103 E 4th Ave
Suite 208
Ellensburg, WA 98926
(509) 925 - 3028

UNFINISHED BUSINESS

- None

NEW BUSINESS

A. New water/sewer service – S. Main Bill Gordon

- Councilmember Gilmour was concerned as to how they were going to get water to this site. Brenda Bach stated that they won't know what type of pipes are leading to this site until they pothole.

MOTION: Councilmember Gilmour made a motion to approve the new water/sewer connection; second by Councilmember Camarata.

Motion Carried: 5 yes 0 no.

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PAYMENT APPROVALS

A. July 24, 2018 Payables via EFT \$33,852.27

MOTION: Councilmember Whitford made a motion to approve July payables via EFT; second by Councilmember Camarata.

Motion Carried: 5 yes 0 no.

MAYOR'S REPORT

- Mayor Cort reported that the Washington State Patrol thanked Chief Taylor for his assistance with traffic control during the Boylston Fire.
- Public Works has been busy clearing out the trees that fell at Palmerio Park. It was noted that the park is now open again to the public.
- Chief Taylor mentioned to Mayor Cort that Council should review the noise ordinance as it does not specify a time when the noise ordinance would be in effect.
- Mayor Cort is going to take a tour with Yakima Basin Fish & Wildlife next week. Tomorrow Mayor Cort will be touring the Taneum forest restoration project.
- Councilmember Whitford inquired as to how the burnout meetings are going. Mayor Cort stated that car entrants had already been signing up; people are registered for the swap meet. Food vendors have been lined out. The flyers and posters will be out soon.

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COUNCIL DISCUSSION

- Councilmember Camarata submitted the agenda for Council to see what was discussed at the Law & Justice meeting.
- Councilmember Gilmour questioned why the porta potty was still at the park if it is closed. It was discussed that the park was closed temporarily to cut the trees that fell during the windy days in the last few weeks.
- Councilmember Coleman visited Public Works and looked over the mobile fleet and submitted a written report to Council as to the state of the vehicles.
- Councilmember Gilmour wanted to know why Public Works was using the van that housed the WWTP cameras. It was explained that Public Works did not currently have a vehicle that runs. Councilmember Gilmour then asked why they were not driving the ambulance, it was explained that they were having problems with the glow plugs.
- Discussion was had regarding all the time spent on repairs to vehicles that were in bad shape from the start. Also that this takes money to fix.
- Brenda explained that the Vac Truck is in need of repair also and Public Works has been working on that piece of equipment.
- Councilmember Gilmour complained that all he sees when he comes off of the freeway is weeds; the porch at the library has not been swept.
- Councilmember Smith inquired as to why the librarian can't sweep the steps?
- There have been a couple of people who have recently volunteered to weed the area by the Welcome Sign and the library.

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MOTION: Councilmember Whitford made a motion to adjourn; second by Councilmember Smith.

Motion Carried: 5 yes 0 no.

ADJOURN: 8:45 p.m.

Attest:

Mayor Pat Cort

Debbie Lee Clerk/Treasurer