



**RIDGEFIELD CITY COUNCIL
MEETING AGENDA**

**Thursday, April 12, 2018
Ridgefield Community Center
210 N. Main, Ridgefield, WA 98642**

I. GENERAL SESSION CALL TO ORDER - 6:30 PM

- 1. Flag Salute**
- 2. Roll Call**
- 3. Late changes to the agenda**
- 4. Mayor Stose Oath of Office - Judge Zimmerman**

II. PUBLIC COMMENT

Anyone requesting to speak to the Council regarding all items not subject to a specific Public Hearing may come forward at this time. Please state your name and address. Comments are limited to three minutes. Written comments may be submitted to the City Clerk prior to the meeting.

III. CONSENT AGENDA

- 1. Approval of Claims And/Or Payroll**
- 2. Approval of Minutes from March 22, 2018 Meeting**

IV. BUSINESS

- 1. Ordinance No. 1259 – First Reading of 2018 Budget Amendment - Kirk Johnson, Finance Director**
- 2. Resolution No. 537 – Notice of Intent to Annex - Cosgrove - Jeff Niten, Community Development Director**
- 3. Motion - Approval of Waste Water Treatment Plant Operator Agreement - Bryan Kast, Public Works Director**
- 4. Motion - Approval of Amendment to Collection System Transfer and Operation Agreement - Bryan Kast, Public Works Director**
- 5. Motion - Approval of Bid Award for Ridgefield Outdoor Recreation Complex - Bryan Kast, Public Works Director**

V. PUBLIC HEARING/BUSINESS

- 1. Public Hearing and First Reading of Ordinance No. 1260 – Ridgefield Development Code Amendment - Jeff Niten, Community Development Director**

VI. PUBLIC COMMENT

Anyone requesting to speak to the Council regarding all items not subject to a specific Public Hearing may come forward at this time. Please state your name and address. Comments are limited to three minutes. Written comments may be submitted to the City Clerk prior to the meeting.

VII. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

- 1. Council**
- 2. Mayor**
- 3. City Manager**
- 4. EXECUTIVE SESSION: Long Term Exclusive Use of Real Property Agreement pursuant to RCW 42.30.110(c)**

VIII. FROM THE COUNCIL

IX. ADJOURN

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: April 12, 2018
ITEM: CONSENT AGENDA
AGENDA ITEM TITLE: Approval of Claims And/Or Payroll

GOVERNING LEGISLATION:

Revised Code of Washington Title 35A

PREVIOUS COUNCIL ACTION TAKEN:

City Council approves claims and/or payroll of the City on a regular basis

BACKGROUND:

Vendor claims

BUDGET/FINANCIAL IMPACTS:

See vendor detail attached

RECOMMENDED ACTION OR MOTION:

Staff recommends Council approve the claims and/or payroll by making the following motion:

“I move to approve the consent agenda as presented”

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS: April 12 2018 Claims Report (PDF)

City of Ridgefield
Claims Payment Report
For Approval on: April 12, 2018

Sum of Amount					
Vendor Name	Vendor Number	Invoice Number	Resp. Department	Description	Total
ADVANCED EXCAVATING SPECIALISTS LLC	2066	18013-201804	Public Works	Downtown Accessibility P17005	250,357.67
ADVANCED EXCAVATING SPECIALISTS LLC Total					250,357.67
AIRGAS USA LLC	17	9074180459	Genl Govt/Facilities	Shop Supplies	2.49
			Public Works	Shop Supplies	37.67
			Community Development	Shop Supplies	1.90
AIRGAS USA LLC Total					42.06
ANDERSON SIGNS INC.	2569	42398	Genl Govt/Facilities	Name Plates Onslow Stose Flynn	(3.15)
			Community Development	Name Plates Onslow Stose Flynn	13.55
			Council	Name Plates Onslow Stose Flynn	27.10
		42863	Genl Govt/Facilities	Name Plate - Wells	(0.89)
			Council	Name Plate - Wells	11.52
ANDERSON SIGNS INC. Total					48.13
ARAMARK UNIFORM SERVICES	32	863360851	Genl Govt/Facilities	PW Unifroms and Floor Mats	2.02
			Public Works	PW Unifroms and Floor Mats	45.18
			Community Development	PW Unifroms and Floor Mats	0.70
		863381670	Genl Govt/Facilities	PW Uniforms and Floor Mats	2.10
			Public Works	PW Uniforms and Floor Mats	47.70
			Community Development	PW Uniforms and Floor Mats	0.70
		863371228	Genl Govt/Facilities	PW Floor Mats and Uniform Cleaning	2.10
			Public Works	PW Floor Mats and Uniform Cleaning	47.70
			Community Development	PW Floor Mats and Uniform Cleaning	0.70
		863360850	Genl Govt/Facilities	City Hall/PW/CDD/PD Floor Mats	7.09
			Public Safety	City Hall/PW/CDD/PD Floor Mats	4.47
			Public Works	City Hall/PW/CDD/PD Floor Mats	3.91
			Community Development	City Hall/PW/CDD/PD Floor Mats	3.92
		863371227	Genl Govt/Facilities	City Hall/PW/CDD/PD Floor Mats	7.09
			Public Safety	City Hall/PW/CDD/PD Floor Mats	4.47
			Public Works	City Hall/PW/CDD/PD Floor Mats	3.91
			Community Development	City Hall/PW/CDD/PD Floor Mats	3.92
		863381669	Genl Govt/Facilities	City Hall/PW/CDD/PD Floor Mats	7.09
			Public Safety	City Hall/PW/CDD/PD Floor Mats	4.47
			Public Works	City Hall/PW/CDD/PD Floor Mats	3.91
			Community Development	City Hall/PW/CDD/PD Floor Mats	3.92
ARAMARK UNIFORM SERVICES Total					207.07
B AND L PAPER COMPANY	2165	25661	Genl Govt/Facilities	CDD/PW Paper Toiletries	4.55
			Public Works	CDD/PW Paper Toiletries	68.64

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B AND L PAPER COMPANY	2165	25661	Community Development	CDD/PW Paper Toiletries	3.46
B AND L PAPER COMPANY Total					76.65
BARBO TESSA	2972	2972-2018	Genl Govt/Facilities	Abrams Park Rental Deposit and Fee Reim	200.00
BARBO TESSA Total					200.00
CASCADE WEST DEV INC	2974	18-0385	Genl Govt/Facilities	TIF Refund	2,946.67
CASCADE WEST DEV INC Total					2,946.67
CHUCKS PRODUCE	2781	E08015	Genl Govt/Facilities	State of the City Catering	370.70
CHUCKS PRODUCE Total					370.70
CISTUS LLC	2975	18-0375	Genl Govt/Facilities	SIF Overpayment Refund	287.77
CISTUS LLC Total					287.77
CITY OF BATTLE GROUND	92	976	Judicial	Court Costs Public Defender	900.00
CITY OF BATTLE GROUND Total					900.00
CITY OF RIDGEFIELD	95	ENG-18-0004	Public Works	John Hudson Trail Encroachment Permit Fee	727.50
		PLZ-18-0037	Public Works	Site Plan Review PLZ-18-0037	1,500.00
		0095-201804-01	Genl Govt/Facilities	Additional Cash Drawer Funds Approved by Res 535	500.00
CITY OF RIDGEFIELD Total					2,727.50
CLARK COUNTY	102	140006783	Public Works	Upper Daybreak EF-20	239.73
		220005012	Judicial	Feb 2018 Supervision and Pretrials	191.26
		160003493	Community Development	Fire Plan Reviews	250.00
		160003494	Community Development	Plan Review Fire Marshall	50.00
		730014494	Community Development	Fire Inspection 5985 S 6th Way	250.00
		140006769	Public Works	Upper Daybreak - EF Adjustment	51.76
		31010171	Public Safety	2nd QTR 2018 CRESA Operations/Radio	19,648.25
CLARK COUNTY Total					20,681.00
CLARK PUBLIC UTILITIES	110	0110-7206-580-8-201804	Public Works	301 N 3rd Ave	106.26
			Community Development	301 N 3rd Ave	83.48
		0110-7206-555-0-201804	Public Works	109 W Division St - Electricity	304.01
		0110-7206-644-2-201804	Public Works	City Park/Water Well	1,539.90
		0110-7206-717-6-201804	Public Works	109 W Division St - Electricity	3,068.41
		0110-7206-645-9-201804	Public Works	N Abrams Park/E Division	163.62
		0110-7206-578-2-201804	Genl Govt/Facilities	230 Pioneer Ave	163.62
		0110-7206-643-4-201804	Public Works	400 N Abrams Park Rd	746.30
		0110-7206-605-3-201804	Public Works	N 1st Cir & N 65th Ave - Park & Ride	92.77
		0110-7206-694-7-201804	Public Works	255 S 56th Pl - Electricity	2,127.03
		0110-7206-456-1-201804	Public Safety	116 N Main Avenue	240.34
		0110-7206-552-7-201804	Public Works	214 S Riverview Dr	60.78
		0110-7206-648-3-201804	Public Works	Municipal Lighting Lease	7,381.18
CLARK PUBLIC UTILITIES Total					16,077.70
Colemansmith Gary	UB*00089	1	Genl Govt/Facilities	Refund Check	65.10
Colemansmith Gary Total					65.10

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COMCAST	2271	2271-201804-301	Genl Govt/Facilities	PW/CDD Fax Line	3.56
			Public Works	PW/CDD Fax Line	57.34
			Community Development	PW/CDD Fax Line	64.85
COMCAST Total					125.75
COMDATA NETWORK INC.	1101	20292205	Genl Govt/Facilities	Fuel CDD/PW XN173	80.83
			Public Works	Fuel CDD/PW XN173	1,462.09
			Community Development	Fuel CDD/PW XN173	417.17
		20292002	Genl Govt/Facilities	Fuel PW/CDD XN173	55.16
			Public Works	Fuel PW/CDD XN173	997.74
			Community Development	Fuel PW/CDD XN173	160.25
		20292223	Public Safety	Fuel PD XN975	951.06
		20292001	Public Safety	Fuel PD XN795	894.31
COMDATA NETWORK INC. Total					5,018.61
Cool Michael	UB*00093	1	Genl Govt/Facilities	Refund Check	75.15
Cool Michael Total					75.15
CORE & MAIN LP	2906	1593860	Public Works	Downtown Accessibility Supplies	1,246.54
CORE & MAIN LP Total					1,246.54
COWLITZ RIVER RIGGING INC	2958	366256	Public Works	Gee Creek Restoration Supplies	1,450.14
COWLITZ RIVER RIGGING INC Total					1,450.14
DAVID TAYLOR	1062	1062201804-01	Council	Mileage Reimbursement Taylor	18.26
DAVID TAYLOR Total					18.26
DEPARTMENT OF LICENSING	154	RG0000247-2018	Genl Govt/Facilities	CPL Original - G Dean Nelson	18.00
		RG0000248-2018	Genl Govt/Facilities	CPL Original - K Marie Nelson	18.00
		0154-201804-01	Administration	Notary Renewal - Parnell	30.00
		RG0000246-2018	Genl Govt/Facilities	CPL Original - R Coleman	18.00
		RG0000245-2018	Genl Govt/Facilities	CPL Original - P Leonard	18.00
DEPARTMENT OF LICENSING Total					102.00
DEPARTMENT OF RETIREMENT SYSTEM	1537	1273857	Genl Govt/Facilities	Annual Dues 2017	25.00
DEPARTMENT OF RETIREMENT SYSTEM Total					25.00
DICK'S TIRE FACTORY	158	D88872	Public Safety	Vehicle Maint PD	67.52
		D88687	Genl Govt/Facilities	Backhoe Maint	1.99
			Public Works	Backhoe Maint	30.04
			Community Development	Backhoe Maint	1.52
DICK'S TIRE FACTORY Total					101.07
DKS ASSOCIATES	1565	66025	Community Development	Consulting Svcs Ridgefield Apt Stdy rvw - RHS Exp	1,675.00
DKS ASSOCIATES Total					1,675.00
EFFICIENT COMMUNICATION SOLUTIONS	2126	23822	Community Development	Telephone Setup for CDD Assistant	866.12
EFFICIENT COMMUNICATION SOLUTIONS Total					866.12
ELCOR INC	2081	10408	Community Development	FIN and CDD Computers and Setup	1,690.27
			Information Technology	FIN and CDD Computers and Setup	1,690.27

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ELCOR INC	2081	MSP-10376	Information Technology	IT Services - FEB 2018	7,259.62
ELCOR INC Total					10,640.16
FCS GROUP	958	2825-21803049	Finance	Indirect Cost Plan Update	1,925.00
FCS GROUP Total					1,925.00
FERGUSON ENTERPRISES INC # 8423	181	6026588	Public Works	Operational Supplies	19.11
		632034	Public Works	Water Meters	7,696.05
FERGUSON ENTERPRISES INC # 8423 Total					7,715.16
FRED CRIPPEN	191	0191-201804-02	Public Works	Mileage Reimbursement Water Training	134.62
		0191-201804	Public Works	Employee Reimbursement Training/Cert	187.00
		0191-201803-01	Public Works	Meal per-diem - Water Operator Conf. - Crippen	154.00
FRED CRIPPEN Total					475.62
FRIX TECHNOLOGIES	2824	18032701	Community Development	CDD Scanning	37,821.65
FRIX TECHNOLOGIES Total					37,821.65
GISI MARKETING GROUP	2811	148593	Genl Govt/Facilities	Farm Multi Paddle Postcard	1,173.97
		148720	Genl Govt/Facilities	First Saturday Handbills	372.90
GISI MARKETING GROUP Total					1,546.87
Goldfinch Zack	UB*00086	1	Genl Govt/Facilities	Refund Check	64.31
Goldfinch Zack Total					64.31
Graham Forrest & Cheryl	UB*00092	1	Genl Govt/Facilities	Refund Check	63.30
Graham Forrest & Cheryl Total					63.30
GRAINGER	206	9733044128	Public Works	Operational Supplies	407.56
GRAINGER Total					407.56
GSI WATER SOLUTIONS INC.	2971	0727.001-1	Public Works	Hydrogeological Study	2,506.25
GSI WATER SOLUTIONS INC. Total					2,506.25
HAMER ELECTRIC INC	213	40630	Public Works	WWTP Water Pump Repair/Maint	489.97
HAMER ELECTRIC INC Total					489.97
HARRY'S LAWN AND POWER EQUIPMENT	214	135364	Public Works	Engine Oil	119.15
		136099	Public Works	Magnum Gatorline Operational Supplies	168.43
HARRY'S LAWN AND POWER EQUIPMENT Total					287.58
HOME DEPOT CREDIT CARD SERVICES	1805	1071189	Genl Govt/Facilities	Operational Supplies	2.39
			Public Works	Operational Supplies	36.02
			Community Development	Operational Supplies	1.82
HOME DEPOT CREDIT CARD SERVICES Total					40.23
IDENTISYS INC.	2925	380634	Public Safety	PD Identification Cards	13.97
IDENTISYS INC. Total					13.97
INTERMEDIA.NET INC	2187	2187-201804	Information Technology	Voice Service Charges March 2018	84.27
INTERMEDIA.NET INC Total					84.27
J2 BLUE PRINT SUPPLY	243	AR45148	Genl Govt/Facilities	State of the City Event Printing	39.02
		AR44575	Community Development	Public Notice Sign Template	986.44
		AR45323	Community Development	State of the City Prints	45.53

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J2 BLUE PRINT SUPPLY Total					1,070.99
Karl Larry	UB*00091	1	Genl Govt/Facilities	Refund Check	51.85
Karl Larry Total					51.85
LAKESIDE INDUSTRIES	264	41492	Public Works	EZ Street Asphalt	860.78
LAKESIDE INDUSTRIES Total					860.78
LENNAR NORTHWEST INC	2976	18-0378	Genl Govt/Facilities	SIF Overpayment Refund	287.77
		18-0376	Genl Govt/Facilities	SIF Overpayment Refund	287.77
		18-0377	Genl Govt/Facilities	SIF Overpayment Refund	287.77
LENNAR NORTHWEST INC Total					863.31
LEOTEK ELECTRONICS USA LLC	2921	4109168975-02	Public Works	Reimb for insufficient tax on original invoice	175.68
LEOTEK ELECTRONICS USA LLC Total					175.68
LYNCH JANITORIAL AND CLEANING LLC	2197	182097	Genl Govt/Facilities	Janitorial Services	202.66
			Public Safety	Janitorial Services	159.92
			Public Works	Janitorial Services	113.99
			Community Development	Janitorial Services	163.10
LYNCH JANITORIAL AND CLEANING LLC Total					639.67
MARK O BROWN	567	2018-03	Genl Govt/Facilities	March 2018 Lobbyist	3,000.00
MARK O BROWN Total					3,000.00
MICHELLI MEASUREMENT GROUP LLC	2264	38042	Public Safety	Service Labor	313.28
MICHELLI MEASUREMENT GROUP LLC Total					313.28
MUTUAL MATERIALS	2750	1823411	Public Works	Osprey Park Materials	254.53
		1832986	Public Works	Operational Supplies Osprey Park	113.28
MUTUAL MATERIALS Total					367.81
NAPA AUTO PARTS	498	42465	Genl Govt/Facilities	All Fleet Vehicle Maint PW	3.71
			Public Works	All Fleet Vehicle Maint PW	55.96
			Community Development	All Fleet Vehicle Maint PW	2.83
		41980	Genl Govt/Facilities	(blank)	3.26
			Public Works	(blank)	49.18
			Community Development	(blank)	9.03
		41822	Genl Govt/Facilities	Vehicle Maint Arends	5.09
			Public Works	Vehicle Maint Arends	28.83
		40982	Genl Govt/Facilities	Dusten's Vehicle Maint	2.74
			Public Works	Dusten's Vehicle Maint	2.19
			Community Development	Dusten's Vehicle Maint	22.48
NAPA AUTO PARTS Total					185.30
NICK CROCKFORD	492	0492-201804	Genl Govt/Facilities	Employee Reimbursement CDL LIC Renew	2.04
			Public Works	Employee Reimbursement CDL LIC Renew	99.96
NICK CROCKFORD Total					102.00
NORTHSTAR CHEMICAL INC.	1019	120341	Public Works	Resin Compound	870.72
NORTHSTAR CHEMICAL INC. Total					870.72

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NW Natural	UB*00090	1	Genl Govt/Facilities	Refund Check	404.70
NW Natural Total					404.70
OFFICIAL PAYMENTS CORPORATION	1701	INVINT000000559	Public Works	Epay Fees	3.90
OFFICIAL PAYMENTS CORPORATION Total					3.90
ONE CALL CONCEPTS	326	8039091	Public Works	Excavation notification and modem ticket delivery	172.92
ONE CALL CONCEPTS Total					172.92
ON-HOLD CONCEPTS INC	2217	452862	Information Technology	Professional On-Hold Music Service	24.95
ON-HOLD CONCEPTS INC Total					24.95
OTAK INC.	1787	31800305	Public Works	RORC Construction Management	6,942.00
OTAK INC. Total					6,942.00
OWEN EQUIPMENT COMPANY	916	183062	Public Works	Pump Repair	1,955.15
OWEN EQUIPMENT COMPANY Total					1,955.15
PACIFIC OFFICE AUTOMATION	1564	58530675	Genl Govt/Facilities	City Hall / PW Copy Machine Taxes	98.95
			Public Works	City Hall / PW Copy Machine Taxes	11.27
			Community Development	City Hall / PW Copy Machine Taxes	0.39
		58537664	Genl Govt/Facilities	PW/City Hall Copier Machine Lease	776.17
			Public Works	PW/City Hall Copier Machine Lease	49.58
			Community Development	PW/City Hall Copier Machine Lease	1.71
		58537331	Public Works	PW/Cdd Photocopy Machine Lease	173.45
			Community Development	PW/Cdd Photocopy Machine Lease	173.45
		58530670	Public Works	PW/CDD Photocopy Machine Taxes	28.87
			Community Development	PW/CDD Photocopy Machine Taxes	28.85
PACIFIC OFFICE AUTOMATION Total					1,342.69
PATRICK HILDRETH BRAND AND DESIGN	2372	1066	Genl Govt/Facilities	Web Maint - Events Mailers - Employee Apprec/Retir	1,387.50
			Human Resources	Web Maint - Events Mailers - Employee Apprec/Retir	112.50
			Information Technology	Web Maint - Events Mailers - Employee Apprec/Retir	925.00
PATRICK HILDRETH BRAND AND DESIGN Total					2,425.00
PBS ENGINEERING AND ENVIRONMENTAL	342	0070940.001-16	Public Works	Prof Eng Services - Outdoor Rec Ph II	58,022.42
				Hillhurst Traffic Signal	15,757.70
		0071069.00-7	Public Works	S 45th Ave & Rolye Rd. Improvements	39,629.19
		0771220.000-2	Community Development	Pioneer Junction Prof Eng Services	6,890.07
		HDJ4083.002-25	Public Works	35th & Pioneer Rndbt Design Phase 2	17,374.17
PBS ENGINEERING AND ENVIRONMENTAL Total					137,673.55
PIONEER PEST MANAGEMENT	2040	7158	Community Development	Pest Control Wasps/Ants	324.12
PIONEER PEST MANAGEMENT Total					324.12
PLATT ELECTRIC SUPPLY	766	P994652	Public Works	WWTP Lighting	265.44
PLATT ELECTRIC SUPPLY Total					265.44
PORTLAND ENGINEERING INC	2082	7641	Public Works	Engineering Services SCADA System	1,165.57
PORTLAND ENGINEERING INC Total					1,165.57
POWER RENTS	2798	26393-2	Public Works	Osprey Playground Rental Equip	145.40

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POWER RENTS Total					145.40
PURCHASE POWER	356	8.0009E+14	Genl Govt/Facilities	Postage	500.00
PURCHASE POWER Total					500.00
R.SCOTT BRUNSON	1467	1467-201804	Genl Govt/Facilities	Employee Reimbursement Operational Supplies	1.30
			Public Works	Employee Reimbursement Operational Supplies	19.70
			Community Development	Employee Reimbursement Operational Supplies	0.99
R.SCOTT BRUNSON Total					21.99
REFLECTOR	369	103074	Community Development	Notice of PLZ-18-0012	98.32
		103239	Community Development	PLZ-18-0037 Pioneer Villiage Public Notice	146.05
		102979	Community Development	PLZ-17-0141 SEPA DNS Urban Downs	128.64
		29107224	Community Development	PROJ-18-0001 Downtown Arts Qtr. SEPA Notice	71.34
		103020	Community Development	SEPA DNS-RDC Update	129.71
		103103	Community Development	PLZ-17-0112	96.06
		103185	Public Works	Notice of 45th and Royle Improvements	106.08
		102981	Community Development	Development Code Updates Public Notice	98.47
		102978	Community Development	PLZ-18-0020 Public Notice	98.32
		102980	Public Works	Complete Streets Policy Public Notice	43.32
REFLECTOR Total					1,016.31
RIDGEFIELD LITTLE LEAGUE STEPHANIE BROWNING	2970	2970-201804	Genl Govt/Facilities	Abrams Park Deposit Reimbursement	50.00
RIDGEFIELD LITTLE LEAGUE STEPHANIE BROWNING Total					50.00
Rush Richard W & Cheryl D	UB*00094	1	Genl Govt/Facilities	Refund Check	48.12
Rush Richard W & Cheryl D Total					48.12
SANDRA HOOTS	2163	2163-201804	Public Safety	Travel Reimbursement LEC - Hoots	18.48
SANDRA HOOTS Total					18.48
SITEONE LANDSCAPE SUPPLY LLC	2951	84686240	Public Works	Storm Facility Repair	64.52
SITEONE LANDSCAPE SUPPLY LLC Total					64.52
STAPLES CONTRACT & COMMERCIAL INC	2884	8049344893	Genl Govt/Facilities	Operational/Office Supplies	47.48
			Public Safety	Operational/Office Supplies	56.97
			Public Works	Operational/Office Supplies	153.98
			Community Development	Operational/Office Supplies	655.42
			Finance	Operational/Office Supplies	184.03
			Administration	Operational/Office Supplies	25.69
STAPLES CONTRACT & COMMERCIAL INC Total					1,123.57
STEVE STUART	2075	2075201804-01	Executive	Mileage Reimbursement Stuart	103.66
STEVE STUART Total					103.66
SUNBELT RENTALS	414	77141615-0001	Public Works	Osprey Park Rental	158.37
SUNBELT RENTALS Total					158.37
SYMBOLARTS LLC	1866	0301208-IN	Genl Govt/Facilities	Flat Badges	(41.16)
			Public Safety	Flat Badges	531.16
SYMBOLARTS LLC Total					490.00

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TAPANI INC	420	ENG-18-0013	Genl Govt/Facilities	Permit Overpayment Refund	2,414.25
TAPANI INC Total					2,414.25
TERESA D JOHNSON CPA INC.	561	4818	Finance	CAFR Assistance MAR 2018	9,750.00
TERESA D JOHNSON CPA INC. Total					9,750.00
TEREX - UTILITIES	2973	90887665	Genl Govt/Facilities	Bucket Truck Maint/Repair	596.42
			Public Works	Bucket Truck Maint/Repair	1,853.58
TEREX - UTILITIES Total					2,450.00
THE MASTERS TOUCH LLC	1786	M180174	Public Works	Utility Statements JAN FEB 2018	143.09
THE MASTERS TOUCH LLC Total					143.09
THE PARR COMPANY	964	26400753	Public Works	Osprey Point Park Supplies	217.00
		26402159	Public Works	Osprey Park Supplies	25.26
		264000576	Public Works	Osprey Point Concrete	66.99
		26400462	Public Works	Osprey Point Park Supplies	466.68
		26401206	Public Works	Osprey Park Supplies	185.62
		26401244	Public Works	Osprey Park Supplies	203.84
THE PARR COMPANY Total					1,165.39
TRAFFIC SAFETY SUPPLY	432	139937	Genl Govt/Facilities	Street Signs	(261.70)
			Public Works	Street Signs	3,377.20
		141189	Genl Govt/Facilities	Street Signs	(8.40)
			Public Works	Street Signs	108.40
TRAFFIC SAFETY SUPPLY Total					3,215.50
TRIBECA TRANSPORT LLC	747	COR-1804	Public Works	Sludge Hauling	1,525.00
TRIBECA TRANSPORT LLC Total					1,525.00
USA BLUEBOOK	444	518164	Genl Govt/Facilities	Operational Supplies	4.15
			Public Works	Operational Supplies	136.99
			Community Development	Operational Supplies	3.16
USA BLUEBOOK Total					144.30
VANCOUVER AUTO GROUP	451	104902	Public Safety	PD Vehicle Maint	38.90
		351302	Public Safety	Vehicle Maint 2016 Explorer	101.03
VANCOUVER AUTO GROUP Total					139.93
VANCOUVER BOLT AND SUPPLY	447	VA-107693	Genl Govt/Facilities	Operational Supplies	0.64
			Public Works	Operational Supplies	184.44
			Community Development	Operational Supplies	0.49
VANCOUVER BOLT AND SUPPLY Total					185.57
WA STATE DEPARTMENT OF TRANSPORTATION	688	RE44JD15670L020	Public Works	SR501 at N 35th Review and Inspection	1,602.06
WA STATE DEPARTMENT OF TRANSPORTATION Total					1,602.06
WASHINGTON CITIES INSURANCE AUTHORITY	732	14100	Finance	Notary Bond - Parnell	40.00
WASHINGTON CITIES INSURANCE AUTHORITY Total					40.00
WESTLIE FORD INC.	1639	FOCS111606	Genl Govt/Facilities	Vehicle Maint Crippen	6.76
			Public Works	Vehicle Maint Crippen	331.21

Attachment: April 12 2018 Claims Report (Approval of Claims And/Or Payroll)

City of Ridgefield
Claims Payment Report
For Approval on: April 12, 2018

3.1.a

WESTLIE FORD INC.	1639	F0CS111693	Public Works	Vehicle Maint Strickler	339.66
WESTLIE FORD INC. Total					677.63
WM. H. REILLY AND CO.	826	1457	Public Works	Operational Supplies WWTP	2,280.32
WM. H. REILLY AND CO. Total					2,280.32
Grand Total					560,448.40

Attachment: April 12 2018 Claims Report (Approval of Claims And/Or Payroll)

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: April 12, 2018
ITEM: CONSENT AGENDA
AGENDA ITEM TITLE: Approval of Minutes from March 22, 2018 Meeting

AGENDA ITEM TITLE:

Approval of minutes from the following meeting(s) of the council:

GOVERNING LEGISLATION:

Not applicable

PREVIOUS COUNCIL ACTION TAKEN:

Not applicable

SUMMARY/BACKGROUND:

Staff has prepared the minutes for Council consideration of adoption for the Council meeting(s)

BUDGET/FINANCIAL IMPACTS:

Not applicable

RECOMMENDED ACTION OR MOTION:

Staff recommends Council approve the minutes by making the following motion:

1. "I move to approve the consent agenda"

STAFF CONTACT: Julie Ferriss, City Clerk

ATTACHMENTS: 03-22-2018 (PDF)



CITY OF RIDGEFIELD, WASHINGTON
City Council MEETING MINUTES
March 22, 2018

Regular Meeting - 6:30 PM

STUDY SESSION - 5:30 P.M.

1. Washington State Legislative Update with Brian Enslow

GENERAL SESSION CALL TO ORDER - 6:30 PM - [6:38 PM](#)

FLAG SALUTE

ROLL CALL

Attendee Name	Title	Status	Arrived
Ron Onslow	Mayor	Present	
David Taylor	Councilor	Present	
Lee Wells	Councilor	Present	
Don Stose	Councilor	Present	
Darren Wertz	Councilor	Present	
John Main	Councilor	Present	
Sandra Day	Councilor	Present	

LATE CHANGES TO THE AGENDA

None.

PUBLIC COMMENT - [6:40 PM](#)

Chris Dudley - Resident - March 28th, 7 pm at the Old Liberty Theater, Meaningful Movies in Ridgefield and the Ridgefield Community Library present the Oscar-nominated short documentary "Heroin". Also The Ridgefield Dozen.com is a benefit for World Bicycle Relief.

CONSENT AGENDA - MOTION TO APPROVE AS PRESENTED.

Council member Wertz - questions regarding school impact fee collection and planning services invoice.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Don Stose, Councilor
SECONDER:	Sandra Day, Councilor
AYES:	Onslow, Taylor, Wells, Stose, Wertz, Main, Day

- 1. Approval of Claims And/Or Payroll**
- 2. Approval of Minutes from March 8, 2018 Meeting**

BUSINESS

Attachment: 03-22-2018 (Approval of Minutes)

1. Resolution No. 535 - Amending and Updating the Change Drawers - Kirk Johnson, Finance Director

As the City has seen an increase in utility accounts the need for flexibility for change when a customer makes a cash payment has been identified. Since the previous adoption of resolution No. 385 the City has added three additional employees who take payments and provide change to customers. As a result employees have the need to travel to the bank more often to acquire change to break large bills from previous payments and/or ask customers to bring smaller denominations in order to make their payment. The Finance Department is recommending an increase from \$500 to \$1,000 for change drawers to accommodate staff increases and the need for sufficient change on hand to take in cash payments. The total amount requested for petty cash and change drawers would be \$1,200. The change allows flexibility and sufficient coverage at all times during business hours to take cash payments.

MOTION: MOVED TO ADOPT RESOLUTION NO. 535 AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	David Taylor, Councilor
SECONDER:	Don Stose, Councilor
AYES:	Onslow, Taylor, Wells, Stose, Wertz, Main, Day

2. Resolution No. 536 - Declaring Certain Property as Surplus and Authorizing Its Disposition - Kirk Johnson, Finance Director

Public Works would like to surplus two pickups that are currently scheduled to be replaced in 2018 through the Equipment Replacement Fund. The vehicles are a 1991 Ford Ranger and a 1998 Chevrolet K1500.

MOTION: MOVED TO ADOPT RESOLUTION NO. 536 AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Don Stose, Councilor
SECONDER:	Sandra Day, Councilor
AYES:	Onslow, Taylor, Wells, Stose, Wertz, Main, Day

3. Motion - Approval of Ridgefield Outdoor Recreation Complex Purchase and Sale Agreement

The City has been working with the Ridgefield School District on the development of the Ridgefield Outdoor Recreation Complex, or RORC, in conjunction with the School District's 5-6 and 7-8 Schools Complex since 2015. The RORC and Schools will be located on 57.5 acres, 7.5 of which is owned by the City. As the design for RORC and the 5-8 School Complex was completed the 7.5 acres owned by the City was found to be the best location for the School. As a part of the agreement with the School District that was signed in March of 2017 the City and District agreed to exchange an equivalent property area with the District. In September of 2017 the City reviewed and approved a short plat which split a 7.2 acre parcel off the larger District owned parcel for the purpose of this exchange. This 7.2 acres underlays field 3, the north parking lot and the community building. This purchase and sale agreement will sell the 7.5 acres along the south edge of the site to the School District. As a part of this transaction the District will similarly sell the 7.2 acres to the City for the same price.

MOTION: MOVED TO AUTHORIZE THE CITY MANAGER TO SIGN THE PURCHASE AND SALE AGREEMENT BETWEEN THE CITY OF RIDGEFIELD AND THE RIDGEFIELD SCHOOL DISTRICT FOR THE RIDGEFIELD OUTDOOR RECREATION COMPLEX AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Don Stose, Councilor
SECONDER:	Sandra Day, Councilor
AYES:	Onslow, Taylor, Wells, Stose, Wertz, Main, Day

4. Motion - Approval of Ridgefield Outdoor Recreation Complex Lease Agreement

Pursuant to the 2017 Interlocal agreement this lease agreement will grant the City a 30-year lease of the portion of Ridgefield Outdoor Recreation Complex that is on property owned by District. The lease may be extended by the District at the end of the lease period. The lease provides that the facility will be used by the City, District, and third parties as defined in the shared use agreement, and maintained as defined in the Maintenance agreement.

MOTION: MOVED TO AUTHORIZE THE CITY MANAGER TO SIGN THE LEASE AGREEMENT BETWEEN THE CITY OF RIDGEFIELD AND RIDGEFIELD SCHOOL DISTRICT FOR THE RIDGEFIELD OUTDOOR RECREATION COMPLEX AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Main, Councilor
SECONDER:	David Taylor, Councilor
AYES:	Onslow, Taylor, Wells, Stose, Wertz, Main, Day

5. Motion - Approval of Ridgefield Outdoor Recreation Complex Reimbursement Agreement

This agreement will allow the City to reimburse the School District for the shared portions of Ridgefield Outdoor Recreation Complex that are being constructed as a part of the Schools Complex, primarily the shared parking lot and grading and drainage for the football field and track. The City has worked extensively with the School District and their representative Scott Rose to come to an agreement on the shared cost.

MOTION: MOVED TO AUTHORIZE THE CITY MANAGER TO EXECUTE AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF RIDGEFIELD AND RIDGEFIELD SCHOOL DISTRICT FOR THE REIMBURSEMENT OF COSTS FOR RIDGEFIELD SCHOOL DISTRICT SHORT PLAT AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	David Taylor, Councilor
SECONDER:	Sandra Day, Councilor
AYES:	Onslow, Taylor, Wells, Stose, Wertz, Main, Day

6. Motion - Approval of Ridgefield Outdoor Recreation Complex Shared Use Agreement

Pursuant to the 2017 Interlocal agreement this shared use agreement will govern the use of the Facility by the School District, City and other parties for the next 30 years. The School District will take the lead on scheduling the use of the fields and other amenities of the Ridgefield Outdoor Recreation Complex. Once a year in July the City and District will meet to begin the scheduling process for the coming year. City and District events will have scheduling priority, followed by Ridgefield youth teams, Ridgefield adult teams, youth teams outside the Ridgefield area, non-profit groups, and commercial enterprises. The agreement also defines the process for setting fees for use of the Ridgefield Outdoor Recreation Complex facilities and defines advertising priority and guidelines. Proposed rates for use of the facilities are attached, and are comparable to other local facilities including Luke Jensen sports complex.

MOTION: MOVED TO AUTHORIZE THE CITY MANAGER TO EXECUTE AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF RIDGEFIELD AND RIDGEFIELD SCHOOL DISTRICT FOR THE SHARED USE OF THE

RIDGEFIELD OUTDOOR RECREATION COMPLEX AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Lee Wells, Councilor
SECONDER:	David Taylor, Councilor
AYES:	Onslow, Taylor, Wells, Stose, Wertz, Main, Day

7. Motion - Approval of Ridgefield Outdoor Recreation Complex Maintenance Agreement

Pursuant to the 2017 Interlocal agreement this maintenance agreement will govern the maintenance responsibility, standards, and maintenance cost sharing of the Facility for the next 30 years. The School District will be responsible for keeping the Ridgefield Outdoor Recreation Complex facility in good condition and repair to the standards specified in this agreement. The District will dedicate at least one full-time employee to maintaining the facility, with City staff assisting on occasional infrequent maintenance that requires additional staff to complete.

MOTION: MOVED TO AUTHORIZE THE CITY MANAGER TO EXECUTE AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF RIDGEFIELD AND RIDGEFIELD SCHOOL DISTRICT FOR THE MAINTENANCE OF THE RIDGEFIELD OUTDOOR RECREATION COMPLEX AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Don Stose, Councilor
SECONDER:	Darren Wertz, Councilor
AYES:	Onslow, Taylor, Wells, Stose, Wertz, Main, Day

8. Motion - Approval of Ridgefield Outdoor Recreation Complex and Hillhurst Construction Management Contract

The City's Parks Plan identifies a Community Park in the southern portion of the City off Hillhurst Road. This park has come to be known as the Ridgefield Outdoor Recreation Complex. The City has been working with the Ridgefield School District, community stakeholders, and the public since 2015 on the master planning for this park. The project is a partnership with the School District and shares a site with the 5-6 and 7-8 schools campus that is under construction. The park will feature 6 multi-use sports fields, a community building, playground, trails, and picnic shelters. The project has been broken into several phases of construction to allow the project to be completed by Fall of 2018. The construction of the Grading and Utility work portion of the project was completed in February, and work on Hillhurst and the site and field work on Ridgefield Outdoor Recreation Complex will begin in April. In August of 2017 city requested qualifications for construction management and inspection services from the on-call consultant roster. Two proposals were received and scored by staff, with Otak receiving the highest ranking. Otak Completed the construction management of the grading project, and with this contract will provide construction management, inspection and act as the owner's representative for the remaining work on the project.

City Council conducted discussion

MOTION: MOVED TO AWARD THE RIDGEFIELD OUTDOOR RECREATION COMPLEX PHASE 2 CONSTRUCTION MANAGEMENT AND INSPECTION CONTRACT TO OTAK AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Lee Wells, Councilor
SECONDER:	Darren Wertz, Councilor
AYES:	Onslow, Taylor, Wells, Stose, Wertz, Main, Day

9. Motion - Approval of Bid Award for NW Hillhurst Road Improvements

In 2017 the City contracted with a team of design consultants headed up by PBS Engineering and Environmental to complete design of the project. The project was broken into several phases of construction to allow the project to be completed by August of 2018. Bids for the Hillhurst Improvements were opened on March 13th. The City received six bids, with the low bid submitted by Tapani Underground of Battle Ground WA.

MOTION: MOVED TO AWARD THE NW HILLHURST ROAD IMPROVEMENT PROJECT TO TAPANI IN THE AMOUNT OF \$2,148,644.15.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Darren Wertz, Councilor
SECONDER:	John Main, Councilor
AYES:	Onslow, Taylor, Wells, Stose, Wertz, Main, Day

10. Motion - Approval of Bid Award for Cemetery Booster and Northridge Water Main Project

The City's Water System Plan identifies a project to replace the aging cemetery booster pumps that allow water to be transferred from the low pressure zone that serves downtown into the high pressure zone that serves the rest of the City. The plan also identifies a project to replace the 2-inch galvanized steel water main that serves Northridge Drive that is past its useful life. Due to the proximity of these two projects staff elected to design and bid them together to realize an economy of scale and to get a lower price on the work. The project was broken into three schedules of work: Schedule A for cemetery booster pumps, schedule B for the Northridge water main, and schedule C to overlay the east side of Northridge Drive that is not replaced with the water main work. Project design was completed over 2017, and bids for the project were opened on March 15th. Four bids were received on the project, with the low bid submitted by Clark and Sons Excavating of Battle Ground WA.

MOTION: MOVED TO AWARD THE CEMETERY BOOSTER PUMP STATION AND NORTHRIDGE WATER MAIN PROJECT CONSTRUCTION CONTRACT TO CLARK AND SONS IN THE AMOUNT OF \$486,100.83.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sandra Day, Councilor
SECONDER:	David Taylor, Councilor
AYES:	Onslow, Taylor, Wells, Stose, Wertz, Main, Day

PUBLIC COMMENT - [7:33 PM](#)

Rob Aichele - Resident
 27 years in construction business including paving projects, now retired
 Watched the paving process on Hillhurst Road
 Sidewalk on Hillhurst now has new cracks due to where the staging of equipment happened
 Hillhurst road was poorly paved, chunks of asphalt are already coming out
 Consider a different contractor for future paving projects

COUNCIL/PRESIDING OFFICER/STAFF REPORTS

Council - [7:37 PM](#)

Council member Taylor - Attended briefing with City Manager.

Council member Main - Was appointment to City Council in 2012, thank you to Mayor Onslow.

Council member Wertz - Attended briefing with City Manager, toastmasters meeting. Thank you for your service Mayor Onslow.

Council member Day - Attended State of the County address, CREDC meeting, appreciate all your support and advice Mayor Onslow.

Council member Stose - Attended CREDC meeting and briefing with City Manager.

Council member Wells- Attended CRWWD meeting. Thank you to Mayor Onslow for being the Mayor for the last 10 years.

Mayor

Thanked City Council, staff and members of the public for great 10 years as Mayor for the City of Ridgefield.

State of the City is scheduled for March 29th at 6:30PM.

City Manager

City Manager Steve Stuart - Thank you Mayor for everything you have done, joint meeting with School District and Port of Ridgefield is Tuesday, March 27 at 5PM.

Finance Director Kirk Johnson - State Auditors will be in the office starting April 2nd, investment portfolio report provided.

Community Development Director Jeff Niten - Short course on local planning is March 26 at 6PM.

Deputy City Manager Lee Knottnerus - First Saturday in April is Detective Mystery.

FROM THE COUNCIL

Joe Melroy - Port of Ridgefield Commissioner

Gov. Jay Inslee signed Substitute House Bill 2664 into law today which allows Ports in Washington to build fiber networks.

ADJOURN - [8:15 PM](#)

Julie Ferriss, City Clerk

Don Stose, Mayor

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: April 12, 2018

ITEM: BUSINESS

AGENDA ITEM TITLE: An Ordinance of the City of Ridgefield, Washington
Amending Ordinance No. 1251 Pertaining to the 2018
Budget

GOVERNING LEGISLATION:
Revised Code of Washington Chapter 35A.33

PREVIOUS COUNCIL ACTION TAKEN:
Council adopted Ordinance No. 1251 pertaining to the 2018 Budget on December 7, 2017.

SUMMARY/BACKGROUND:

The budget amendment totals \$1,572,194 in total appropriations, including a net amount of \$8,894 in Capital Project Fund and operating fund transfers. On-going costs of \$96,350 are included in the appropriation requests, for a new FTE for a Plans Examiner and additional benefit costs to support the shared Accounting Clerk position. The amendment includes a request to increase the FTE count by 1.25 FTE to a total of 45.75 FTE positions.

The amendment also includes recognition of \$1,428,370 increase in revenue. \$120,280 in proceeds from the State Capital Grant, \$290,000 in additional CDBG grant funds, \$787,440 in re-appropriated 2017 TIB grant funds, and \$133,850 in re-appropriated TIB grants funds and matching CPU rebates. In addition to the grant funding the city is recognizing \$15,000 in developer share funding for road projects, \$48,000 in re-appropriated reimbursements from CRWWD for sewer work on the 35th roundabout project, and \$33,800 in additional interlocal revenue in relation to the Plans Examiner position. The total fund balance impact to the City is a decrease of \$134,930.

Operating fund transfers include \$61,000 in transfers originally budgeted to the street fund that will be reallocated to the General Capital Fund. Additional transfers include \$98,354 to support capital and street fund requests, \$66,080 in Water Fund capital utility transfers and \$14,560 in Storm Fund capital utility transfers. The Capital Project Fund transfers include elimination of \$385,000 in PIF Fund transfers and re-appropriation of \$214,900 in TIF Fund transfers.

Refer to the attached exhibit "A" for Ordinance No. 1259 for a list of project requests and the following table for detailed fund balance impact.

Fund Balance Impact							
				Total Expense	Increased Revenue	Interfund Transfer In	Fund Impact
001	General Fund			293,702	-	-	(293,702)
001-58	Building Fees			785,439	33,800		(751,639)
101	Street Fund			(18,006)	-	(18,006)	-
105	REET Fund			-	-	-	-
114	PIF Fund			(385,000)	-	-	385,000
115	TIF Fund			214,900	-	-	(214,900)
300	General Capital			140,110	1,180,970	26,900	1,067,760
406	Water Fund			349,992	-	-	(349,992)
407	Sewer Fund			48,000	48,000	-	-
408	Storm Fund			62,417			(62,417)
410	Water Utility Capital			66,080	135,700	-	69,620
412	Storm Utility Capital			14,560	29,900	-	15,340
			Total	1,572,194	1,428,370	8,894	(134,930)

BUDGET/FINANCIAL IMPACTS:

Please refer to the included table and to Exhibit "A" attached to Ordinance No. 1259

RECOMMENDED ACTION OR MOTION:

Staff recommends Council conduct the first reading of Ordinance No. 1259

STAFF CONTACT:

Kirk Johnson, Finance Director

ATTACHMENTS:

Exhibit A 2018 Budget Amendment (PDF)
2018 Budget Amendment 1 - Presentation (PDF)

ORDINANCE NO. 1259

AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON AMENDING ORDINANCE NO. 1251 PERTAINING TO THE 2018 BUDGET

WHEREAS, the Ridgefield City Council at its regular meeting on December 7, 2017 adopted Ordinance No. 1251 which adopted the City of Ridgefield 2018 budget; and

WHEREAS, the City of Ridgefield deems it necessary to appropriate additional expenditures in 2018 in the funds that are identified in the attached Exhibit A of the 2018 budget amendment; and

WHEREAS, these expenditures were not anticipated at the time of the adoption of the 2018 budget.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Public Interest. The Ridgefield City Council finds it to be in the public interest to amend the 2018 budget to account for revenues and expenditures that were not anticipated at the time of adoption.

Section 2. Budget Amendment Adopted. Ordinance No. 1259, and the budget of the City of Ridgefield for fiscal year 2018 shall be amended to include the additional receipt and/or reduction of funds and the additional and/or reduction of expenditures addressing the funds shown in the attached Exhibit A.

Section 3. Severability. Any provision of this ordinance or its application to any person, legal entity, or circumstance is held invalid, the remainder of the ordinance or its application to other persons, legal entities, or circumstances is not affected.

Section 4. Regulatory Conflicts. All other Ordinances and parts of other Ordinances inconsistent or conflicting with any part of this Ordinance are hereby repealed to the extent of the inconsistency or conflict.

Section 5. Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 6. Effective date. This ordinance shall be in full force and effect five (5) calendar days after adoption and publication pursuant to law.

PASSED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON ON THE 26th DAY OF APRIL, 2018.

Don Stose, Mayor

ATTEST:

Julie Ferriss,
City Clerk

APPROVED AS TO FORM:

Janean Parker, City Attorney

First Reading:	April 12, 2018
Second Reading	April 26, 2018
Date of Publication:	May 2, 2018
Effective Date:	May 7, 2018

Exhibit "A"



2018 Budget Amendment #1

Ordinance #1259

Expense Funding Source													
Item No.	Requesting Department	Fund	Project	Funding Source	Total 2018 Appopr.	Total Ongoing Annual Cost	Reapprop.	New Approp. Request	Revenue increase	Operating Fund, Special Revenue Fund Transfer	Loan/Grant	Fund Balance Impact	Description
1	Finance	General Capital	Developer Share Road Improvements	Developer	-	-	-	-	5,000	-	-	5,000	Recognize developer contribution for road improvements to Pioneer and 5th Ave intersection
2	Finance	General Capital	Developer Share Road Improvements	Developer	-	-	-	-	10,000	-	-	10,000	Receognize developer contribution for road improvements to Pioneer and 9th Ave intersection
3	Finance	General Capital	Public Safety Building	Capital Grant	-	-	-	-	-	-	120,280	120,280	Recognize revenue for capital Grant for Public Safety
4	Public Works	General Cap / Utility Capital	S. 8th Ave Design	General Fund / Water Fund / Storm Fund	112,000			112,000		112,000		(112,000)	Design for S. 8th Ave improvements. Construction will be paid with CDBG grant. Match amount is cost of design. 59% water, 13% storm, 28% general fund.
5	Public Works	General Cap / Utility Capital	S 8th Ave Grant	CDBG Grant	-	-	-	-	-	-	230,000	230,000	Recognition of CDBG grant for construction of S. 8th Ave improvements.
6	Public Works	General Capital	Downtown Accessibility Project	Grant, Street Fund	100,000	-	-	100,000	-	40,000	60,000	(40,000)	Funding for schedule B and change order for Downtown Accessibility Project. Increase expense budget \$100,000. Funding \$60,000 from CDBG grant and \$40,000 transfer from existing Street Fund Budget.
7	Public Works	Street Fund	DT Infil Sidewalk Construction	General Fund	(20,000)	-	-	(20,000)	-	(20,000)	-	20,000	Reallocation to Downtown Accessibility Project.
8	Public Works	Street Fund	Street Maintenance Program	General Fund	(20,000)	-	-	(20,000)	-	(20,000)	-	20,000	Reallocation to Downtown Accessibility Project.



2018 Budget Amendment #1

Ordinance #1259

Expense Funding Source													
Item No.	Requesting Department	Fund	Project	Funding Source	Total 2018 Appopr.	Total Ongoing Annual Cost	Reapprop.	New Approp. Request	Revenue increase	Operating Fund, Special Revenue Fund Transfer	Loan/Grant	Fund Balance Impact	Description
9	Public Works	General Capital	LED Light Replacement	Grant, CPU Rebate, Gen Fund	143,850	-	133,850	10,000		10,000	133,850	(10,000)	Carry over of 2017 budget for LED Light Replacement Project. Funded through combination of TIB grant and CPU rebate. Initial CPU count missed 17 lights. General Fund covers additional 17 conversions.
10	Public Works	General Capital	35th & Pioneer Roundabout Construction	Grant	-	-	-	-	-	-	787,440	787,440	Recognize additional grant funding remaining for this project.
11	Public Works	General Capital	Osprey Park Playground	General Fund	14,000	-	14,000	-	-	14,000	-	(14,000)	Carry over of 2017 remaining project cost for installation of playground. Weather issues at end of year 2017 caused project to be postponed until 2018.
12	Public Works	General Capital	Smythe Road Trail	PIF	(385,000)	-	-	(385,000)	-	(385,000)	-	385,000	City staff is working with developers to complete project.
13	CDD	Operating Funds	RSD School Lease/ Transition	CDD/Gen Fund/ Street/ Water/ Storm	750,000	-	-	750,000	-	15,000	-	(750,000)	One time capital and transition costs to move CDD and Engineering staff to RSD offices on a proposed 30 year lease.
14	Admin	Operating Funds	Fiber Install City Hall to RSD	CDD/Gen Fund/ Street/ Water/ Storm	17,000			17,000		583		(17,000)	Installation of fiber network from city hall to new offices located at RSD.
15	CDD	Operating Funds	Furniture for new offices at RSD	CDD/Gen Fund/ Street/ Water/ Storm	20,000	-	-	20,000	-	686	-	(20,000)	New furniture and desk set-ups for offices at RSD.
16	Public Works	General Fund	Transportation CFP	General Fund	75,000	-	-	75,000	-	-	-	(75,000)	Request to update traffic capital facilities plan.



2018 Budget Amendment #1

Ordinance #1259

Expense Funding Source													
Item No.	Requesting Department	Fund	Project	Funding Source	Total 2018 Appr.	Total Ongoing Annual Cost	Reapprop.	New Approp. Request	Revenue increase	Operating Fund, Special Revenue Fund Transfer	Loan/Grant	Fund Balance Impact	Description
17	Finance	General Fund	Indirect Cost Plan Update	General Fund	16,500	-	-	16,500	-	-	-	(16,500)	Request to update indirect cost plan due to transfer of sewer funds and need to bring current for costs allocated out to enterprise funds.
18	Public Works	Gen Fund/ Street/ Water/ Storm	Installation of covered buildings	Gen Fund/ Street/ Water/ Storm	42,000	-	42,000	-	-	10,500	-	(42,000)	Construction of metal covered building to store Public Works equipment out of elements. Carry over of 2017 budget amount.
19	Public Works	Gen Fund/ Street/ Water/ Storm	Installation of covered buildings	Gen Fund/ Street/ Water/ Storm	45,000	-	-	45,000	-	11,250	-	(45,000)	Construction of pole building to store Public Works equipment out of elements. Estimate is from previous bid received in 2016. Included \$32k for building and \$8k for gravel/foundation.
20	Public Works	Gen Fund/ Street/ Water/ Storm	Implement Asset Management Software	Gen Fund/ Street/ Water/ Storm	19,900	-	19,900	-	-	4,975	-	(19,900)	Implementation of asset management software. Completion of project begun in 2017. Carry over of 2017 budget amount.
21	Admin	General Fund	City Partners	General Fund	4,800	-	-	4,800	-	-	-	(4,800)	Increase in city partner budget to add additional 4 recognized city partners for a total budget of \$9,600.
22	CDD	Building Fees	Land Use/ Building Permit Software Upgrade	Building Fees	18,000	-	18,000	-	-	-	-	(18,000)	Upgrade to existing land use and permitting software to allow for online permit submittal and efficiency for staff completing inspections.
23	Public Works	Water Fund	Meter Antenna Replacement Project	Water Fund	185,000	-	-	185,000	-	-	-	(185,000)	Replacement project to upgrade approximately 1,600 radio read antennas to most current technology. Will allow for increased efficiency in reading water meters. Includes \$50k trade value from vendor for old meters.
24	Public Works	Water Fund	Water System Scada Update	Water Fund	40,000	-	-	40,000	-	-	-	(40,000)	Replacement of current scada system to monitor and run city water system.



2018 Budget Amendment #1

Ordinance #1259

Expense Funding Source													
Item No.	Requesting Department	Fund	Project	Funding Source	Total 2018 Apprpr.	Total Ongoing Annual Cost	Reapprop.	New Approp. Request	Revenue increase	Operating Fund, Special Revenue Fund Transfer	Loan/Grant	Fund Balance Impact	Description
25	CDD	General Fund	Pioneer Village Mixed Use Master Plan	General Fund	20,000	-	-	20,000	-	-	-	(20,000)	Master plan for Pioneer Village location at 45th Ave and Pioneer Street.
26	Public Works	Sewer	35th & Pioneer Roundabout Sewer Construction	CRWWD	48,000	-	48,000	-	48,000	-	-	-	Recognize carry over of expense and revenue for sewer construction work completed as part of 35th & Pioneer Roundabout project.
27	CDD	Building Fees	Plans Examiner FTE	Building Fees	92,250	86,250	-	92,250	33,800	-	-	(58,450)	New FTE position for Plans Examiner. Will allow staff to cover building inspection and SFR plan review for City of La Center. City would recognize approximately \$33,800 in additional revenue for services.
28	Finance	Gen Gov	FTE Addition for Shared Position Accounting Clerk	Gen Gov	10,100	10,100	-	10,100	-	-	-	(10,100)	Accounting Clerk position has transitioned to a shared position. Slight increase to authorized FTE from 1.0 to 1.2 and personnel cost.
29	Public Works	General Capital	Northridge Water Main - Paving	General Fund - Street Maintenance	21,000	-	-	21,000	-	21,000	-	(21,000)	Reallocate \$21,000 from transfer to Street Fund - Street Maintenance Program for paving of East side of Northridge Drive. No additional funds requested.
30	Public Works	Street Fund	Street Maintenance Program	General Fund	(21,000)	-	-	(21,000)	-	(21,000)	-	21,000	Reallocate \$21,000 from transfer to Street Fund - Street Maintenance Program for paving of East side of Northridge Drive. No additional funds requested.
31	Public Works	General Cap	45th & Royle Improvements	TIF	214,900	-	214,900	-	-	214,900	-	(214,900)	Reappropriate remaining budget from 2017 for consultant cost related to design of 45th & Royle Road improvements.
Total Budget Amendment					1,563,300	96,350	490,650	1,072,650	96,800	8,894	1,331,570	(134,930)	



2018 Budget Amendment – Ordinance No. 1259
First Reading April 12, 2018



2018 Budget Amendment – Ordinance No. 1259

New Budget Requests

Project	Funding Source	Expense	Revenue	Description
Road Improvements – Developer Contributions	Developer	\$0	\$5,000	Recognize the developer contribution for road improvements to Pioneer and 5 th Ave intersection
Road Improvements – Developer Contributions	Developer	0	10,000	Recognize the developer contribution for road improvements to Pioneer and 9 th Ave intersection
Public Safety Building Improvements	Capital Grant	0	120,280	Recognize capital grant revenue for facility improvements for Public Safety
S. 8 th Ave Improvements	CDBG Grant	0	230,000	Recognize CDBG grant for construction of S. 8 th Ave improvements
S. 8 th Ave Improvements – Design	Gen Fund / Water Fund / Storm Fund	112,000	0	Design for S. 8 th Ave improvement project. Design is city match requirement. 59% Water Fund, 28% General Fund, 13% Storm Fund
Downtown Accessibility Project	Grant, Street Fund	100,000	60,000	Schedule B of project bid and change order for additional work. \$60k CDBG, \$40k reallocated from Street Fund



2018 Budget Amendment – Ordinance No. 1259

New Budget Requests

Project	Funding Source	Expense	Revenue	Description
RSD School Lease/ Transition	CDD/ Gen Fund/ Street / Water / Storm Funds	750,000	0	One time capital and transition costs to move CDD and Engineering staff to RSD offices on a proposed 30 year lease
Fiber Install City Hall to RSD	CDD/ Gen Fund/ Street / Water / Storm Funds	17,000	0	Installation of fiber network from city hall to new offices located at current View Ridge location
Furniture for new offices at RSD	CDD/ Gen Fund/ Street / Water / Storm Funds	20,000	0	Furniture and desk set-up for offices at View Ridge
Smythe Road Trail	PIF	(385,000)	0	Remove city led project from budget. Working with developers to complete project
Transportation CFP	General Fund	75,000	0	Update Traffic Capital facility plan
Indirect Cost Plan Update	General Fund	16,500	0	Update indirect cost plan due to transfer of sewer funds and need to bring current for costs allocated out to enterprise funds



2018 Budget Amendment – Ordinance No. 1259

New Budget Requests

Project	Funding Source	Expense	Revenue	Description
City Partners	General fund	4,800	0	Increase to city partner budget to add 4 additional recognized city partners for a total budget of \$9,600
Meter Antenna Replacement Project	Water Fund	185,000	0	Replacement project to upgrade approximately 1,600 radio read antennas to most current technology. Includes \$50k trade value from vendor for old antennas
Water System Scada Update	Water Fund	40,000	0	Replacement of current scada system to monitor and run city water system
Pioneer Village Mixed Use Master Plan	General Fund	20,000	0	Master plan for Pioneer Village location at 45 th Ave and Pioneer Street
Plans Examiner FTE	Building Fees	92,250	33,800	New FTE position for Plans Examiner. Approximately 50% of ongoing cost paid for by agreement with La Center to provide building services. Includes personnel cost and desk/computer



2018 Budget Amendment – Ordinance No. 1259

New Budget Requests

Project	Funding Source	Expense	Revenue	Description
FTE Addition for Shared Accounting Clerk Position	General Fund	10,100	0	Increase to personnel cost (benefits) for shared Accounting Clerk position. Increase in FTE allocation by 0.25.
Northridge Water Main Paving	General/Street Fund Reallocation	21,000	0	Reallocate \$21,000 from transfer to Street Fund for paving of East side of Northridge Drive. No new funds requested
Installation of Covered Buildings	Gen Fund/ Street / Water / Storm Funds	45,000	0	Construction of pole building to store Public Works equipment.
DT Infill Sidewalk Construction	General Fund	(20,000)	0	Reallocate budget to Downtown Accessibility Project
Street Maintenance Program	General Fund	(41,000)	0	Reallocate \$20,000 from street maintenance program to Downtown Accessibility. Reallocate \$21,000 from street maintenance to paving project for Northridge Drive



2018 Budget Amendment – Ordinance No. 1259

Re-appropriation Requests

Project	Funding Source	Expense	Revenue	Description
35 th & Pioneer Roundabout Construction	TIB Grant	0	787,440	Re-appropriation of grant funding for roundabout construction
Installation of Covered Buildings	Gen Fund/ Street/ Water/ Storm Funds	42,000	0	Construction of metal covered building to store Public Works equipment. Carry over of 2017 budgeted expense.
Implement Asset Management Software	Gen Fund/ Street/ Water/ Storm Funds	19,900	0	Implementation of asset management software. Carry over from 2017 expense
Land Use/Building Permit Software Upgrade	Building Fees	18,000	0	Upgrade to existing land use and permitting software to allow online permit submittal & efficiency for staff completing inspections
35 th & Pioneer Roundabout Sewer	CRWWD	48,000	48,000	Recognize carry over of expense and revenue for sewer construction work
45 th & Royle Road Improvements	TIF	214,900	0	Re-appropriate remaining 2017 budget for design and engineering work



2018 Budget Amendment – Ordinance No. 1259

Re-appropriation Requests

Project	Funding Source	Expense	Revenue	Description
LED Light Replacement	Grant/CPU Rebate/ Gen Fund	143,850	133,850	Re-appropriate 2017 budget for \$133,850 add additional \$10k for new lights. \$133,850 funded by TIB grant and CPU rebate
Osprey Park Playground	General Fund	14,000	0	Re-appropriate 2017 budget for playground construction
Total		\$1,563,300	\$1,428,370	



2018 Budget Amendment – Ordinance No. 1259

Fund Balance Impact

Fund	Total Expense and Transfers Out	New Revenue	Interfund Transfer In	Fund Impact
General Fund	\$293,702	\$0	\$0	(\$293,702)
Building Fees	785,439	33,800	0	(751,639)
Street Fund	(18,006)	0	(18,006)	0
PIF Fund	(385,000)	0	0	385,000
TIF Fund	214,900	0	0	214,900
General Capital	140,110	1,180,970	26,900	1,067,760
Water Fund	349,992	0	0	(349,992)
Sewer Fund	48,000	48,000	0	0
Storm Fund	62,417	0	0	(62,417)
Water Utility Capital	66,080	135,700	0	69,620
Storm Utility Capital	14,560	29,900	0	15,340
Total	\$1,572,194	\$1,428,370	\$8,894	(\$134,930)



A blue heron is captured in mid-flight over a calm body of water, likely a pond or marsh. The bird's wings are spread wide, showing a mix of blue and brown feathers. The background is a dense thicket of green trees and foliage, with sunlight filtering through the leaves, creating a dappled light effect on the water's surface. The water reflects the surrounding greenery and the bird in flight.

THANK YOU

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: April 12, 2018

ITEM: BUSINESS

AGENDA ITEM TITLE: A Resolution Accepting a Notice of Intent to Annex
Approximately 9.79 Acres Identified as the Cosgrove Property
Located Near the Southwest Border of the City of Ridgefield

GOVERNING LEGISLATION:
RCW 35A.14, Annexation by Code Cities

PREVIOUS COUNCIL ACTION TAKEN:
None.

SUMMARY/BACKGROUND:

The City received a Notice of Intent to Annex for the Cosgrove property on December 22, 2017. The annexation notice is limited to a single lot located at 3005 NW Carty Rd, east of NW Hillhurst Rd (see attached map). The 9.79-acre property is designated Urban Low Density Residential, and would be zoned Residential Low Density-6 (RLD-6) upon annexation. The parcel is currently used for a single residence and accessory buildings. The owners state that they do not have any immediate development plans for the property.

The annexation process requires two steps: the first is this Notice of Intent to Annex. If the Council approves the resolution authorizing the applicant to proceed with the annexation effort, the applicant will return with a Petition to Annex for Council approval. Because there is only one property owner involved, the process should be greatly simplified.

BUDGET/FINANCIAL IMPACTS:
No budgetary or financial impacts are anticipated.

RECOMMENDED ACTION OR MOTION:
Staff recommends that City Council adopt Resolution 537 to allow the applicant to proceed with the annexation process for the Cosgrove property. A recommended motion is: **“I move to accept Resolution 537 as presented.”**

STAFF CONTACT: Jeff Niten, Community Development Director
Res537_CosgroveAnnexationMaterials (PDF)

ATTACHMENTS:

Resolution No.537

A RESOLUTION ACCEPTING A NOTICE OF INTENT TO ANNEX APPROXIMATELY 9.79 ACRES IDENTIFIED AS THE COSGROVE PROPERTY LOCATED NEAR THE SOUTHWEST BORDER OF THE CITY OF RIDGEFIELD

WHEREAS, a Notice of Intent to Annex was filed with the City of Ridgefield on December 22, 2017 containing signatures representing owners of 10 percent of the assessed valuation of the property in accordance with §35A.14.120 of the Revised Code of Washington; and

WHEREAS, the City Council of the City of Ridgefield has considered a Notice of Intent and 10% petition to annex approximately 9.79 acres on the southwest border consisting of Clark County Assessor's Parcel No. 216699000 located at 3005 NW Carty Road (referred to as the Cosgrove Property) into the City of Ridgefield; and

WHEREAS, the Cosgrove Property is designated Urban Low (UL) in the Ridgefield Urban Area Comprehensive Plan and RDC 18.210.015.B states that all newly annexed lands designated UL shall be zoned Residential Low Density 6 (RLD-6) or higher density; and

WHEREAS, the City Council of the City of Ridgefield has reviewed said annexation request, and has considered whether to authorize the circulation of a petition for annexation, and, if so, upon what terms; and

WHEREAS, authorizing the circulation of a petition does not bind the City to approve the annexation.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON, AS FOLLOWS:

Section 1. The City Council hereby authorizes the circulation of a petition for annexation for the Cosgrove property.

Section 2. All property within the territory hereby sought to annexed shall assume its proportionate share of the City's indebtedness existing as of the date of annexation and as modified in the future, and shall be assessed and taxed at the same rate and at the same basis as property within the City of Ridgefield.

Section 3. The annexation area is proposed to be zoned Residential Low Density-6 in accordance with RDC 18.210.015.B.

ADOPTED AT THE REGULAR SESSION OF THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON THIS 12th DAY OF APRIL, 2018.

CITY OF RIDGEFIELD

Ron Onslow, Mayor

ATTEST/AUTHENTICATED:

Julie Ferriss
City Clerk

12/21/2017

To: The City of Ridgefield

From: Bob and Heather Cosgrove, owners of 3005 NW Carty Rd. Ridgefield, Wa.
98642

Re: Desire to annex into the city of Ridgefield

To whom it may concern,

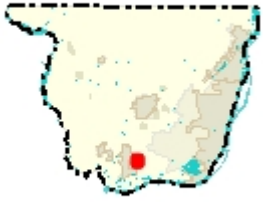
We would like to annex our approximately 10 acre parcel into the city of Ridgefield. We would like to be part of the community and have our property taxes go to the city. We would also like to be involved and informed as the future of the city unfolds. We have no immediate or definite plans for development but look forward to working with the city as future needs dictate.

Sincerely,

Bob and Heather Cosgrove



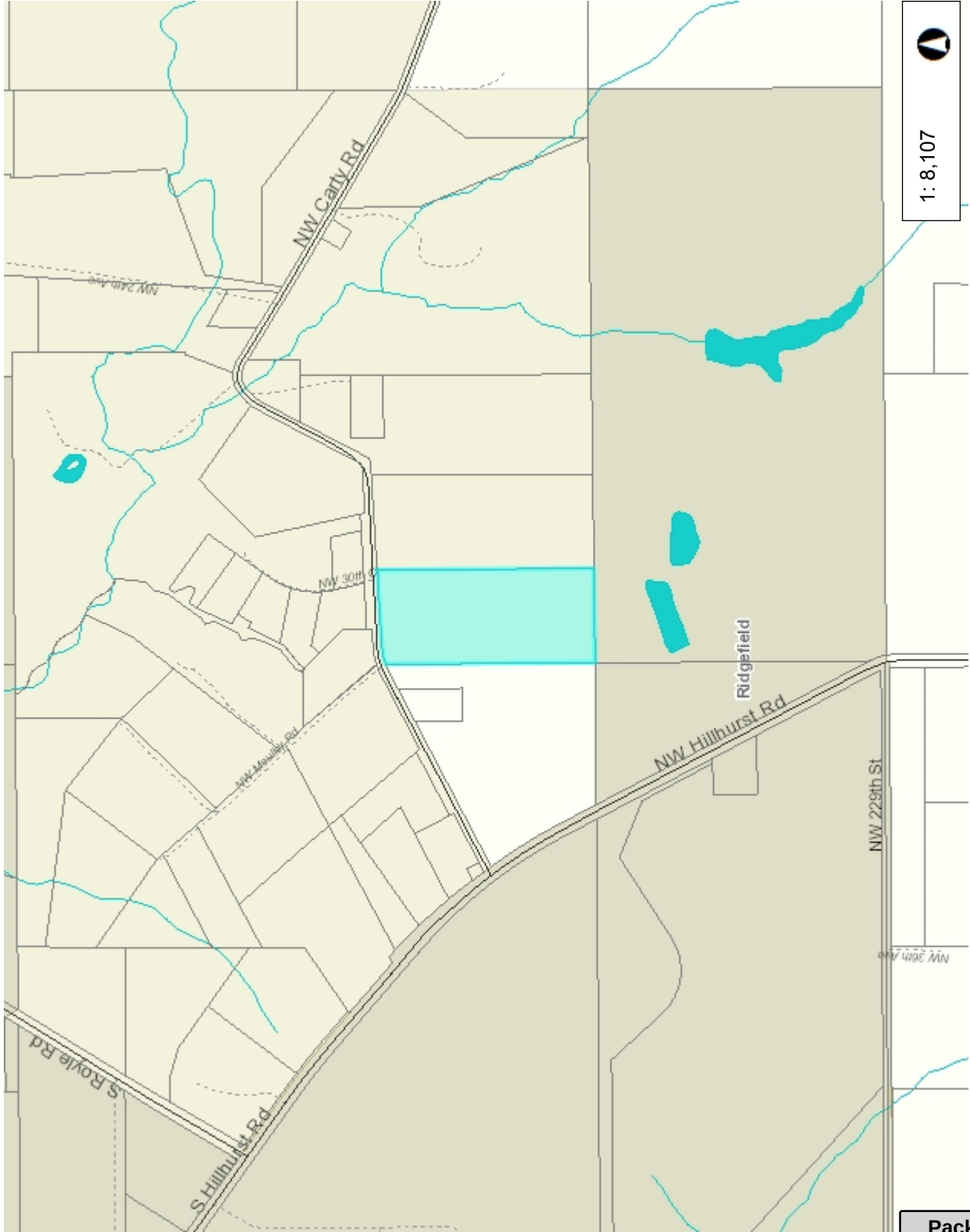
Cosgrove Annexation Area



Legend

- Taxlots
- Cities Boundaries
- Urban Growth Boundaries

Notes:



1: 8,107

This map was generated by Clark County's "MapsOnline" website. Clark County does not warrant the accuracy, reliability or timeliness of any information on this map, and shall not be held liable for losses caused by using this information.

1,351.1 Feet

675.54

0

1,351.1

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Clark C...

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: April 12, 2018

ITEM:

AGENDA ITEM TITLE: Motion - Approval of Waste Water Treatment Plant Operator Agreement

GOVERNING LEGISLATION: RCW 35.67.300 Water-sewer districts and municipalities—Joint agreements, RCW 39.34 Interlocal Cooperation Act.

PREVIOUS COUNCIL ACTION TAKEN: Adoption of Resolution 426 – Discovery Clean Water Alliance Interlocal Formation Agreement on September 27, 2012.

SUMMARY/BACKGROUND: In 2004 the City of Ridgefield began evaluating options to provide additional sewer treatment capacity to provide for future growth of the City while maintaining stable rates for customers. After the evaluation of numerous options, the City Council determined the most feasible option was to help form and join the Discovery Clean Water Alliance (DCWA). DCWA was officially formed in January 2013 owns all regional treatment plants and large scale conveyance systems, including the Ridgefield Wastewater Treatment Plant.

The formation agreement for DCWA identifies the City of Ridgefield as the designated operator for the Ridgefield Wastewater Treatment Plant (WWTP), and City staff have operated the plant on behalf of DCWA since January, 2015. In October of 2017 the City's Wastewater Treatment Plant Operator resigned. At this time the City, DCWA and Clark Regional Wastewater District (District) began evaluation other options for operation of the WWTP. Three options were evaluated; the City re-hiring staff to operate the plant, the City subcontracting operation of the plant to a consultant, and the City relinquishing operation of the WWTP to the Alliance, and the District taking over operation of the plant.

Due to uncertainty on the timeframe before the Ridgefield WWTP is decommissioned the option to re-hire staff was not selected. The City and District worked with CH2M, who currently have a contract to operate the City of Vancouver WWTP, to get a proposal for subcontracting operation of the WWTP, and the District prepared a proposal for them to take over operation of the facility.

After careful review of the level of service and costs for each proposal the City elected to move forward with relinquishing operation of the WWTP to the Alliance, and the District taking over operation duties. A copy of each proposal and a summary comparing the costs of each is attached to the packet. The District will take legal responsibility for the plant July 1, and the operation contract with the City will expire at the end of 2018.

BUDGET/FINANCIAL IMPACTS: The sewer operating budget is reimbursed in whole by the alliance. The City dedicated approximately 2.3 FTE towards the operation of the WWTP. The City will not be backfilling the WWTP Operator position for a savings of \$104,775, and will not be hiring a budgeted water position for a savings of \$73,200. Indirect costs, as well as fuel, uniforms and vehicle maintenance costs that were being partially funded by sewer will be absorbed by other utility funds.

RECOMMENDED ACTION OR MOTION: Staff recommends that the Council pass a motion authorizing the City Manager to sign the amendment to the Transfer Agreement. A suggested motion would be:

“I move to authorize the City Manager to sign the amendment to the Collection System Transfer and Operation Agreement as presented.”

STAFF CONTACT: Bryan Kast, Public Works Director

ATTACHMENTS:

District RTP Proposal Exec Summary - Final	(PDF)
Jacobs_Ridgefield_OM_ExecSumm_FINAL	(PDF)
RTP Ops 2018 Budget Comparison 01302018	(PDF)
DCWA Operator Agreement Amendment	(PDF)

EXECUTIVE SUMMARY

Ridgefield Treatment Plant Operations Proposal

DESCRIPTION

The District proposes to operate the Ridgefield Treatment Plant (RTP) under contract with the Discovery Clean Water Alliance. This approach is consistent with the District's longstanding practice of stepping forward to meet our community's need for professional wastewater services. Ridgefield will continue to have input into plant coordination and oversight as an Alliance Member agency.

HIGHLIGHTS

- Level of Service:** The District proposes an incrementally **higher staffing and coverage level** to ensure reliable operations and maintenance of the facility. Two full-time operators with the dedicated support of a certified manager, backstopped by the District operations team of 20 staff members, provide additional time and attention to the facility.



- Cost of Service:**

The District proposes an incrementally **lower budget for the facility**, saving the Alliance approximately **\$83,000 or 11% annually**, compared to the currently-adopted City budget. The District currently manages the regional program for the Alliance and can efficiently fold plant operations services into the existing utility-focused platform.



- Transition Plan:** The District has **successfully managed all Alliance regional program transitions** and is well suited to deliver on this opportunity. The District will put certified staff on the ground to support the current City operation in 2Q 2018 and will assume full operational responsibilities effective July 1, 2018. The District will work with the City through the remainder of 2018 to transition all supporting City functions and contracts to the District. The City will retain the currently-budgeted indirect cost allocations through 2018, as it assists the District with the transitions through year-end.



KEY TRANSITION MILESTONES

1Q 2018

Evaluate proposal, initial communication with stakeholders, transition planning, Alliance empowerment to District, notification to regulatory agencies.

2Q 2018

Hire staff to support Ridgefield's team, continue regulatory and stakeholder engagement, finalize transition plans, begin implementation. Amend Alliance budget, transfer portion of existing Alliance reserves to District.

3Q 2018

Commence full operations July 1, 2018, migrate Ridgefield operational contracts and accounts to the District, utilize Ridgefield staff support as remaining transitional elements are implemented.

4Q 2018

Sustain District operations of RTP, Ridgefield pays out any final bills and coordinates final fund balance transfer by year-end.



A full transition schedule in Appendix A details the important elements of progress each calendar quarter.

FACILITIES CONTEXT

As a committed community partner and Administrative Lead for the Alliance, the District has solid understanding of the important and unique aspects of the Ridgefield Treatment Plant setting.

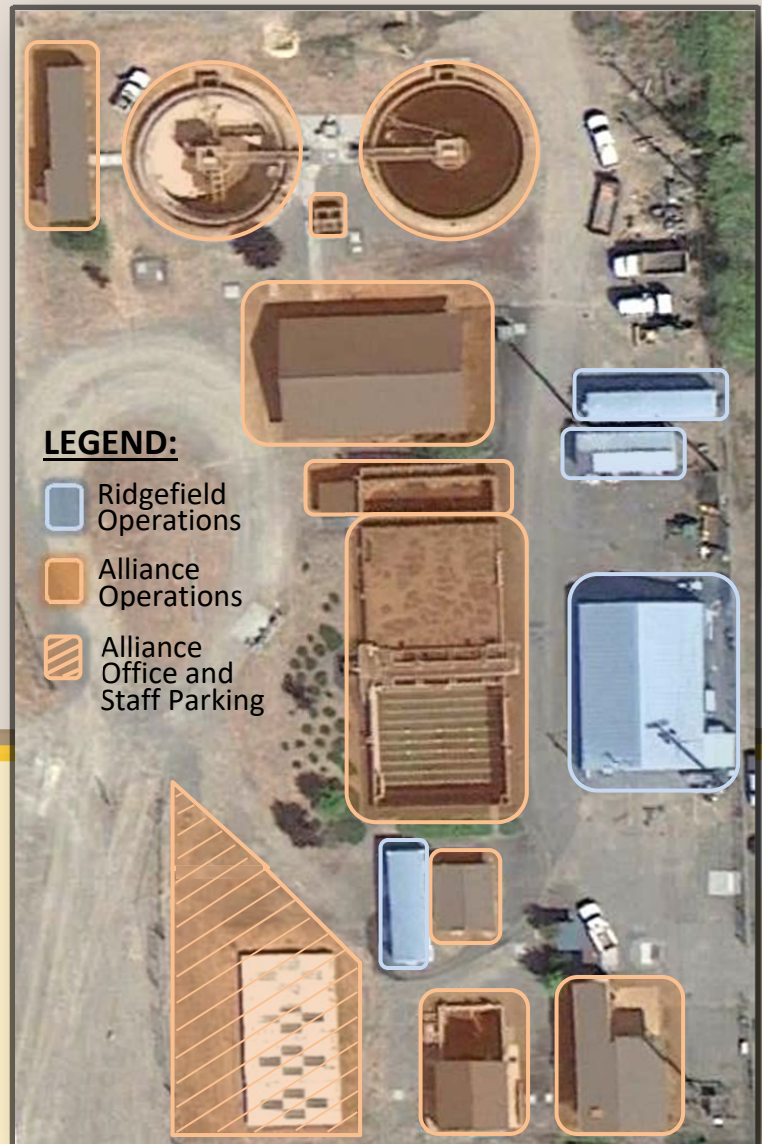
Busy Site.

- The District understands that the site is co-located with the City of Ridgefield Public Works Department. It will be important to define reasonable boundaries around Alliance/District activities and City activities. The District has a track record of working well with the City on the wastewater collection system functions and would extend that spirit of partnership to the treatment plant site. The adjacent map illustrates an initial proposal for separation of duties.

Anticipated Life of Facility.

- The Alliance intends to work toward the eventual decommissioning of the facility. The District commits to keep the facility in good working order during its lifetime and will be best positioned to manage the decommissioning as both Operator and Administrative Lead.

Proposed Approach to Site Facilities

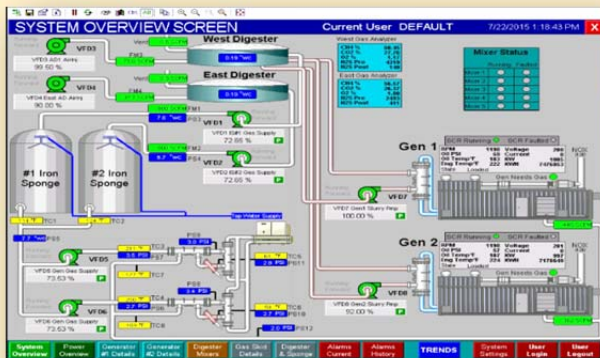


OPERATIONS APPROACH

The District intends to meet or exceed all permit requirements by staffing the RTP with skilled and experienced operators.

Operations.

- The District will implement next-generation computerized management tools and other best management practices to enhance facility operations.



- The plant's Supervisory Control and Data Acquisition (SCADA) system and associated Programmable Logic Controller (PLC) work together to track and trend process parameters. This data, along with laboratory test results, will be used by operational staff to detect problems and make process adjustments to optimize plant operation.
- Operations staff will follow written procedures to manage treatment processes, with oversight by the District Operations Manager. The operators will also prepare the required state reporting in accordance with the Ecology NPDES permit.

OPERATIONS APPROACH

Staffing and Coverage.

- Two operators will be scheduled to provide weekday coverage, with weekend rounds covered by the on-call operator. The District also has backup on-call staff for the collection system. The District Operations Manager is available for backup coverage in the short term.
- Long term, the District will cross-train and certify collections staff to provide additional operational coverage. Project team qualifications are detailed in **Appendix B**.



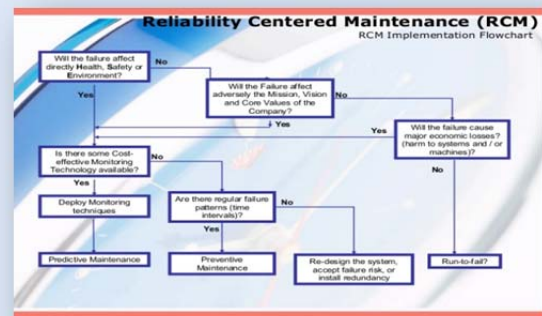
- Coverage outside of working hours includes alarm monitoring 24/7 with staff response through on-call assignment. District policy requires a maximum 45-minute response time. The District and the RTP use the same SCADA system for monitoring facilities after hours, which allows for seamless integration and improves available system support through existing District resources.

MAINTENANCE APPROACH

Day-to-day maintenance will be managed through the District-owned computerized maintenance management system (MMS). The District will deploy MMS as a work scheduler and maintenance database.

Maintenance.

- The District Operations Manager has expertise implementing a variety of MMS systems, performing **reliability centered maintenance** analysis and implementing industry best practices at a variety of public and private facilities. Planned maintenance will be scheduled and performed routinely.



Work Order #	Category Text	Main Task Text	Problem Text
17Aug-1855	Pump Stations	Inspections	Preventative Maintenance
17Jul-1581	Pump Station	Site Visit	Equipment Failure
17Jun-1334	Piping	Site Visit	High Run Time
17Jun-1265	Check Valves	NA	Pump Alarm
17Apr-0807	Check Valves	Clean/adjust	Trend Chart Variance
17Feb-0293	Automatic Transfer Switch	Site Visit	Equipment Failure

Asset Management.

- Longer-term asset management is currently being developed by the Alliance. Preliminary risk assessment has been performed to understand consequences and likelihood of failure at the RTP. Maintenance strategies will be implemented based on risk mitigation plans that include critical shelf spares, parts kits, redundancy by design, and other methods following asset management best practices.



Discovery Clean
Water Alliance

Specialty Services – Supporting the Alliance Partnership.

- In addition to process lab sampling, plant operators are required to perform lab sampling for permit reporting to Ecology. The District intends to continue the existing relationship between the RTP and the Salmon Creek Treatment Plant (SCTP) certified lab for permit-required lab services. The District also intends to maintain relationships with Alliance partners at the SCTP for biosolids processing.

FINANCIAL APPROACH

Through preparation of biennial budgets for the Alliance, District staff has gained an understanding of the functional elements comprising the City's budget to operate the Ridgefield Treatment Plant. The District has prepared a full-year 2018 budget for comparative purposes, assuming a mid-year start date of July 1, 2018.

RIDGEFIELD TREATMENT PLANT 2018 BUDGET	Ridgefield Adopted	District Proposed	District Proposed
District as Contract Operator	(Full Year)	(Full Year)	(Jul-Dec)
Operations Labor and Management	\$ 282,284	\$ 275,979	\$ 137,990
Supplies	28,193	36,484	18,242
Utilities	33,850	34,786	17,393
Routine Operations/Maintenance/Repairs	25,509	27,459	13,730
Services (Sludge Haul/Lab/Janitorial/Other)	57,236	60,137	30,069
Intergovernmental (Permits/Sludge Treatment/ Lab Analysis/Insurance)	110,720	118,299	59,150
Interfund Admin Services	146,618	40,807	20,404
Capital Outlays/ER&R (PLC/Truck/Trailer)	45,000	52,500	52,500
TOTAL	\$ 729,410	\$ 646,451	\$ 349,476

Cost Benefit

Ridgefield Adopted
Operator Budget:
\$729,410

District Proposed
Operator Budget:
\$646,451

Savings Per Year:
\$83,000

The District has built-in accountability to be cost-efficient, as the agency that translates these operating costs directly to its own customers. Indirect costs are significantly different under a general purpose government (City or County) compared to a special purpose agency (District), representing substantial savings.

Key Budget Assumptions.

2018 Budget. All costs reflect a full calendar year for consistency in presentation. Because the District proposal assumes operations at July 1, 2018, all items will be budgeted at 50% of the total year, with the exception of the capital outlays/start-up costs.

Term. This proposal assumes an initial contract starting in 2018 and continuing through 2024, with future renewals through facility decommissioning.

Reserves. The City will utilize currently-held Alliance reserves to pay Operator expenses as needed through the 2018 transition period. A portion of available funds will transfer to the District on July 1 to support District operations. All remaining Alliance reserves held by the City at the end of the fourth quarter will transfer to the District at year end.

THE DISTRICT VALUE PROPOSITION



Increased service



Cost savings



Efficient transition

*Clark Regional Wastewater District
~ a trusted local partner ~*

Cost of Service Proposal. This budget should be viewed as a "good faith" estimate to include all items needed for the services requested. The District will continue to engage stakeholders and receive feedback through the contracting phase. Any changes noted will be reflected in a final budget to be adopted by the Alliance Board of Directors.

APPENDIX A

TRANSITION TIMELINE

Ridgefield Treatment Plant - Schedule for Transition of Operations from City to District

Activity	2017			2018											
	Oct 1	Nov 2	Dec 3	Jan 4	Feb 5	Mar 6	Apr 7	May 8	Jun 9	Jul 10	Aug 11	Sep 12	Oct 13	Nov 14	Dec 15
Ridgefield Functions															
City Chief Operator Resigns - October 27															
City Operates Facility with City Staff															
City Operates Facility with District Staff Support															
City Operator Responsibility Terminates - June 30															
City Transition Activities - Support of District															
Partial Fund Balance Transfer															
Transition Contracts and Accounts															
Final Accounts Payable															
Final Fund Balance Transfer															
Alliance Functions															
Alliance Board Engagement															
Initial Briefing - December 15															
Operator Agreement Amendments - March 16															
Amend existing District Operator agreement															
Terminate existing Ridgefield Operator agreement															
Operator Budget Amendments - June 15															
Adopt Alliance budget amendment															
Alliance Access Agreement with Port of Ridgefield															
Operating Permit Updates															
Notify Regulatory Agencies															
Amend Operating Permits (Ecology, SWCAA, etc.)															
Receive Updated Permits/Acknowledgement															
District Functions															
Prepare Proposal Executive Summary															
Review with Ridgefield															
Review with Alliance Partners															
Collection System Agreement Amendment (if required)															
Stakeholder and Public Communication															
Transition Plan (elements reflected in Proposal)															
Develop Staffing and Operational Plan															
Develop Site Management Plan (two entities co-located)															
Access/Parking/Site Occupancy															
Joint Use Facilities															
Utilities															
Control Systems/Software/Telemetry															
Budget Amendment (including updated org chart/positions)															
Hire Operational Staff															
Operate Facility Under New Agreement															
Operational Support Billed to Ridgefield (GEM)															
District "Go-Live" Date - July 1															
Initial District Operations/Full Transition															
Sustaining District Operations															
Legend	A = Approval/Adoption			D = Decision			H = Hearing			R = Review					
1T, 2T, 3T = first touch, second touch, third touch															

APPENDIX B

DISTRICT OPERATIONS TEAM QUALIFICATIONS

AREAS OF EXPERTISE

Asset Management

Program Management

People Management

Budget Cost Control
& Forecasting

Computerized Maintenance
Management Systems

Planning & Scheduling

Parts and Equipment
Procurement

Repair/Replacement
Coordination

Document Management

Safety Compliance

Communicating with
Owners/Engineers/
Unions/Staff

RICHARD LUDLOW

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PHONE: 503.788.8571
EMAIL: LUDLOWS97206@MSN.COM

Asset Manager/Wastewater O&M Manager

23 years of experience in operations, maintenance and management of collection system/wastewater facilities and pumping stations, 28 years total Operations and Maintenance (O&M) experience. Richard's background includes extensive time with operations and maintenance of equipment and conveyance systems; Computerized Maintenance Management System (CMMS) configuration, implementation, and improvement; O&M program development utilizing the principals of Asset Management; and program, project and staffing management.

Technical Competencies

- Oracle WAM CMMS
- Lucity CMMS
- PeopleSoft Financial Software
- Tyler Eden Financial Software
- Predictive Maintenance Technologies
- Reliability Centered Maintenance Analysis

Career Highlights

Clark Regional Wastewater District

Operations Manager, September 2017 - Present

Oak Lodge Water Services (formerly Oak Lodge Sanitary District)

Operations Manager, October 2016 – September 2017

Asset Maintenance Manager, June 2013 – October 2016

HDR Engineering, Inc.

Operations and Maintenance Specialist, May 2012 – June 2013

Veolia Water, Gresham, OR (Private Contract Operator for Municipal System)

Assistant Project Manager, Sept 2011– May 2012

Facilities Asset Manager, Feb 2008 – Sept 2011

City of Portland, Portland, OR

Maintenance Planner/Scheduler, May 2005 – Dec 2007

Lead Industrial Maintenance Millwright, Nov 1995 – May 2005

Westar Electric, Portland, OR

Electrical Wholesale Warehouseman, Nov 1989– Nov 1995

United States Navy, San Diego, CA

Machinist Mate Second Class, USS Waddell (DDG-24), 1985 – 1989

RICHARD LUDLOW

Skills & Certifications

- Oregon Level IV Collection System Certified
- Oregon Level IV Treatment Plant Operator Certified
- Washington Reciprocity Certification Submitted
- Oracle WAM and PeopleSoft Financials Software Trainer
- Certified Industrial Maintenance Millwright
- CPR First Aid Trained

Education

2015 – Present, Portland State University, Portland, OR

- BS Business, Leadership and Management

2011 – 2014, Portland Community College, Portland, OR

- Associates Business Management

1995 – 2007, OJT Coursework

- >180 hrs Safety Training
- >150 hrs Asset Management Training
- >130 hrs Computer Skills Training
- >100 hrs Professional/Management Employer Training

1996 – 1998, Millwright Apprenticeship, Portland, OR

1985 – US Navy Nuclear Power School, Orlando, FL

1984 – US Navy Machinist Mate 'A' School, Great Lakes, IL

Candidate Qualifications Summary

CANDIDATE 1

Wastewater Operator/Maintenance

INTRODUCTION

Candidate 1 has 28 years of experience working in wastewater operations and maintenance. He has strong troubleshooting skills and has been called upon to troubleshoot and resolve operations and maintenance issues at treatment plants across the country for Veolia Water.

Candidate 1 has college coursework at Clark College and Clackamas Community College. He is certified as a Group 3 Wastewater Operator in Washington and Oregon and carries a Washington limited Maintenance Electrician L07 license.

Candidate 1 is a candidate to be the Chief Operator. His experience, knowledge, skills and abilities, combined with the level of responsibility he takes for his work, make him an excellent fit for the Chief Operator position.

POSITION: Wastewater Treatment Plant Chief Operator/Maintenance Technician

ASSIGNMENT OF TIME TO POSITION: 100%

EDUCATION:

- Attended Clark College
- Attended Clackamas College

PROFESSIONAL CERTIFICATIONS:

- Wastewater Treatment Plant Operator Grade III, Washington and Oregon
- Limited Maintenance Electrical License Washington L07, Oregon LME
- Vibration analysis technician
- RCM facilitator

PROFESSIONAL ORGANIZATION

MEMBERSHIPS:

- Water Environment Federation

CANDIDATE 2

Wastewater Operator/Maintenance

INTRODUCTION

Candidate 2 has 11 years of experience in wastewater treatment, seven years of water treatment and distribution experience, and four years of experience in collection system maintenance. He has been working at Oak Lodge Sanitary District for 11 years.

Candidate 2 has a high school diploma and with supplemental college coursework.

Candidate 2 is a candidate for Wastewater Treatment Plant Operator. His well-rounded background, experience, and expertise at resolving wastewater treatment plant process issues make him an excellent fit for the Ridgefield treatment facility.

POSITION: Wastewater Treatment Plant Operator/Maintenance Technician

ASSIGNMENT OF TIME TO POSITION: 100%

EDUCATION:

- High School Diploma
- 1 year college

PROFESSIONAL CERTIFICATIONS:

- Wastewater Treatment Plant Operator Grade II, Oregon
- Washington reciprocity has been submitted

PROFESSIONAL ORGANIZATION

MEMBERSHIPS:

- None

Candidate Qualifications Summary

CANDIDATE 3**Wastewater Operator/Maintenance****INTRODUCTION**

Candidate 3 has been working in the maintenance department of a wastewater treatment plant for 10 years. He comes from a strong maintenance background, working 20 years for Evergreen Aluminum Vanalco until they closed, and understands that good troubleshooting requires understanding the process functions and permit requirements.

Candidate 3 has had a mechanical focus in his career, attending mechanical apprenticeship training after high school, and completing a variety of wastewater-focused safety training. He is a Journeyman Millwright and has a commercial driver's license.

Candidate 3 is a candidate for Wastewater Treatment Plant Operator. He has applied for his Washington Wastewater Operator I certification and is expected to pass the exam before July 1, 2018.

POSITION: Wastewater Treatment Plant Operator/Maintenance Technician

ASSIGNMENT OF TIME TO POSITION: 100%

EDUCATION:

- High School Diploma
- Mechanical Apprenticeship Program (Dean's List)

PROFESSIONAL CERTIFICATIONS:

- Wastewater Treatment Plant Operator Grade I (pending)
- Journeyman Millwright
- Commercial Driver's License
- First Aid/CPR

PROFESSIONAL ORGANIZATION**MEMBERSHIPS:**

- None



City of Ridgefield / CH2M (now Jacobs) Team

EXECUTIVE SUMMARY - Ridgefield Treatment Plant Operations

January 19, 2018



EXECUTIVE SUMMARY
Ridgefield Treatment Plant Operations



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- A. Resumes**
- B. Draft Transition Schedule**
- C. Preliminary List of Potential Maintenance Projects**
- D. Key Assumptions**

1. Description of Proposal

This proposal is for contract operations of Alliance Regional Asset No. 8 (Ridgefield Treatment System – Ridgefield Treatment Plant and Outfall) and relies on the City of Ridgefield continuing their operating agreement with the Discovery Clean Water Alliance, with CH2M, **now Jacobs**, providing core Operations and Maintenance (O&M) services by subcontract. Jacobs will jointly deliver services consistent with the Executed Discovery Clean Water Alliance Operator Agreement.

This proposal presents a good faith estimate, subject to confirmation through a Due Diligence investigation by Jacobs, following acceptance of this proposal

2. Highlights of Proposal

Selection of Jacobs for contract O&M of the Ridgefield Treatment System achieves the following benefits:

- > Applies the expertise of a trusted partner currently familiar with your facility from the recent condition assessment and intimately familiar with the Alliance operating structure and procedures, who is committed to maximizing value from your assets, and managing the Ridgefield Treatment System responsibly.
- > Ensures the City has a proven contract operator with expertise from nearly 200 regional certified operators and a staff of over 4,000 professionals in the Northwest, capable of quickly addressing any issues or emergencies that may arise, including the ability to offer immediate support from our nearby Vancouver O&M team, and process engineers already familiar with your facility.
- > Delivers a staffing strategy that ensures all services are reliably delivered for the duration of the partnership, allowing City staff to focus on delivery of core services.
- > Assures the City of competitive pricing, already tested through the publicly-bid Vancouver procurement. Importantly, by selecting Jacobs and our competitively-bid services, the City is permitted to recover certain administrative overhead costs and to pass those to the Alliance per the terms of Article 4.3.1 of the Operator Agreement.

3. Facility Context

With the construction of the Discovery Corridor Wastewater Transmission System (DCWTS), rapidly growing areas within the City of Ridgefield are no longer constrained by limited conveyance and treatment capacity. Tributary areas to the Ridgefield Treatment Plant (RTP) will continue to receive wastewater treatment service from the City until such time that the City and/or Alliance find it economical to build conveyance from the RTP to the DCWTS, and ultimately decommission the RTP.

The Jacobs team understands the following items warrant consideration in implementation of contract operations:

- 1) City of Ridgefield Public Works' shops sit on the RTP site, and staff currently co-mingle in shop facilities. We propose a clear delineation of staff work areas and materials storage/handling to provide a bright line between contract operations and ongoing City of Ridgefield public works operations.
- 2) The presence of legacy contamination from the prior Pacific Wood Treating (PWT) facility does not materially affect contract operations, but we recognized that it is important for the operators of the facility to be aware of.
- 3) Biosolids produced at RTP are thickened onsite and aerated to manage odors, then hauled by truck to the Salmon Creek Treatment Plant (SCTP) for digestion, dewatering, and ultimately beneficial reuse as Class B biosolids. These services, with the exception of hauling, would continue to be provided by the City under our proposal.

Our consulting staff, working with the Alliance, identified maintenance and rehabilitation-and-repair asset management activities planned for the next biennium. As operator, and consistent with the Agreement between the City and Alliance, the City will be responsible for managing and implementing repairs or individual projects up to \$57,000 in value (2017 dollars). As your contract operator, we are prepared to work with the City to review and prioritize maintenance items within the first 90 days of contract signing. We have developed a preliminary list of potential projects which are included in *Appendix C*.

To minimize costs in this proposal, we agree to manage all repairs and upgrades, but have not included any capital cost into our budget. We will work with the City to provide competitive quotes and will pass through those repair expenses to the City at-cost. As your operator, we will think and act like an owner and look for ways to improve operations either in the way chemicals are used for process, power utilization and equipment staging and recommendations.

4. Operations Approach

Jacobs understands the need to provide a strong plan and approach to the operations and maintenance of the RTP. It is Jacobs' standard practice to have in place key documents that are reviewed and updated regularly (quarterly and annually) as required. These documents provide support not only to the facility staff, but also the City, outside agencies, and internal support staff. Developing a comprehensive roadmap of our processes and procedures provides alignment between the team and expresses an understanding of our performance goals and the importance of what we have been selected to perform.

As requested by the City, we will prepare an O&M Plan that uses the current O&M manuals to develop a process control strategy that ensures all regulatory compliance requirements are met or exceeded. We will centralize within this document all permits, licenses, and regulatory documents. It will include our company standards for an overall operating strategy along with our Unit Process Control Procedures and Standard Operating procedures for all unit processes and associated equipment. Also included will be reference to equipment and facilities manufacturers' O&M manuals and their location. Key categories the City can expect in the O&M Plan are: Safety Program, System Description, Regulatory Permits and Reporting, Recordkeeping, Operating Strategies, Daily Operating Requirements, Operating Log Sheets, Process Calculations Worksheets, Sampling and Laboratory Analysis, Sampling Plan, Preventive Maintenance Program, Equipment Information, Planning and Scheduling Tasks, Repair and Replacement, Asset Management Approach, Staffing and Training, and Emergency Response Planning.

4.1 Staffing Plan

Jacobs understands the importance of having the right number of trained and certified staff onsite to deliver services to the City and its customers. Our staffing plan organizes the staff and orchestrates the schedules necessary to provide operations, maintenance, and administrative coverage for the City's managed assets. We propose a staffing plan that provides two (2) FTEs to operate and maintain the treatment plant, supported by regional resources aligned with Jacobs. We will provide seven-day-a-week coverage that includes limited coverage on the weekends. Weekday duties will focus on the main body of work around operations, maintenance and laboratory testing. Weekend work will be focused on doing rounds and equipment checks to ensure the treatment facility is in good operating order. Suggested work schedule and hours are shown below.

Suggested Ridgefield Treatment Plant Staffing Schedule (*shown in hours*)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Operations Lead	2	9	9	9	9	–	–
Operator	–	–	9	9	9	9	2

Jacobs will provide a minimum of a **Certified Group II Washington Wastewater Operator on Day 1 of operation** to fill the lead role and a **Group I** to fill the support operator role at the treatment plant. Jacobs regional O&M staff will oversee the plant staff and operations for the City:

- > **Director of Operations, Dennis Burrell** who oversees Jacob's largest O&M partnerships in the West, including Vancouver, will have direct responsibility for project oversight of the plant staff. This integrates him directly into the local project team to safeguard the City's ongoing satisfaction while establishing new program goals for the continuous advancement of the City's wastewater operations over the life of this partnership.
- > **Vancouver Plant Manager, John Loucks-Powell** will provide a local management presence for the City of Ridgefield and will work closely with Dennis Burrell to guide the direction of the project, including safe and compliant day-to-day operations of your facilities.
- > **Operations Supervisor of our Vancouver O&M projects, Terry Bailey** will provide training, onsite oversight, and direct supervisory responsibility for the Ridgefield staff. Terry resides in Longview, WA, making his regular presence at the Ridgefield plant a simple matter as a part of his work commute to Vancouver.
- > **Engineer, Jamie Dooley, PE**, will be available to support staff based on institutional knowledge of the plant and experience with the Alliance operating framework. She facilitated the recent condition assessment for the RTP.

Resumes for these individuals, demonstrating the depth of their experience and capabilities, are found in *Appendix A*.

4.2 Summary of Key Tools

As a recognized leader in contract O&M services across the U.S., Jacobs has processes and systems in place to deliver service to the City of Ridgefield. Our tools deliver high value services focused on compliance, safety, maintenance, process control and asset management. We have standardized on a single Computerized Maintenance Management System (CMMS) software company-wide: Maintenance Connection (MC). This software is used by Southwest Airlines, GE, AT&T, Hewlett Packard and other major companies to protect their assets. We also use Operator 10 (Op10) for data management.

5. Specialty Services

5.1 Laboratory

Water quality and regulatory permit compliance testing can be conveniently performed by our professional laboratory staff at our State of Washington accredited laboratory in the City of Vancouver, WA facilities. We have the capability to perform most of the permit-required testing at our Vancouver project, including BOD, TSS, ammonia, and fecal coliform. Daily tests for pH and temperature will be performed at the RTP facility. The remaining tests required for permit compliance will be performed by a contract laboratory that is partnered with Jacobs.

5.2 Solids Handling

Jacobs will continue the current practice for solids handling, with pickup and delivery by a contract hauler to the SCTP for further solids stabilization and disposal. However, should a circumstance arise that presents a temporary challenge in solids handling at the SCTP plant, the City of Ridgefield would benefit from Jacobs' ability to have them temporarily trucked to our City of Vancouver operations for stabilization and disposal.

5.3 Proven Rapid Response Capability and Resource Depth

We know that your chosen service provider must be able to respond quickly and efficiently in case of emergencies. With nearly 200 certified O&M operators and a staff of 4,000+ in the Northwest alone, our trained personnel can respond quickly to any emergency, supporting our onsite team or the City within a matter of hours. Our team can manage incidents of any magnitude, supported by depth and diversity of resources throughout the Northwest, including Vancouver, to respond quickly, mobilize qualified personnel, and produce quality results under short deadlines—all crucial elements in assisting our project team with their day-to-day operations or supporting the City in an emergency.

6. Maintenance Approach/Asset Management

Effective and efficient maintenance is a hallmark of Jacobs' delivery at all our O&M projects. Our approach will allow the City to take stock of existing assets, understand risk exposure, and direct and document maintenance activities. Jacobs will use a comprehensive, whole life cycle approach to protect and preserve the City's assets. Our work begins with a full equipment analysis and inventory and will continue throughout our partnership. We will conduct a complete evaluation, during the transition period, of the required maintenance program for the City's facilities, including preventive (PM), predictive (PdM), and corrective maintenance (CM). This process ensures that every asset is established in the CMMS, and its baseline condition and maintenance requirements are documented.

Once established, the CMMS (Maintenance Connection) will generate preventive and corrective maintenance work orders, as well as customized reports. Our web-based CMMS allows for streamlined work order tracking, preventive maintenance scheduling, service requests, inventory control and customized reporting.

Should a large maintenance activity need to be addressed, we can call on the maintenance personnel at our Vancouver operations—providing invaluable responsiveness to the City from highly skilled resources nearby—while minimizing added cost and delay from travel or short-notice subcontracting.

Our approach to asset management is to focus on a structured, proactive approach to protect the City's capital investments. We will work with Ridgefield to utilize the information from its condition assessment to track asset conditions, keeping that information up to date so that we can maintain a current CIP for the City. We will use the various maintenance tools discussed above to make sure assets are maintained in a cost-effective manner that preserves reliability and performance.

7. Transition Process and Timing

Jacobs recognizes that the success of a partnership with the City of Ridgefield will be defined, in part, by a seamless transition process that delivers high quality, reliable services while maintaining protection of assets. We have significant experience in successfully transitioning operations to our company, including Vancouver's wastewater treatment system in 2016, which was led by Dennis Burrell. He will serve as Jacobs' transition manager for this project.

Once Jacobs is informed of Ridgefield's intent to outsource the O&M responsibilities for the treatment facility, we will work with the City to coordinate our Due Diligence team's site visit. To date Jacobs has not conducted a detailed review of the treatment plant operations and maintenance activities. The purpose of our Due Diligence team is to quickly confirm whether the assumptions we have made are realistic. Please refer to *Appendix B* a detailed overview of key activities and milestones of the Transition Plan. We look forward to discussing the proposed timelines to ensure they meet the City's expectations. Once an agreement is reached, the Jacobs team, already having appropriate certified staff nearby, is poised to assume O&M responsibility quickly while, in parallel, starting the recruitment process.

8. Total Cost of Service to Alliance

8.1 Good Faith Cost Estimate

The good faith cost estimate presented below reflects our best assessment of total cost of service to the City of Ridgefield for the first year, based on a cursory walkthrough of the facilities, initial discussions with CRWWD staff, preliminary historical cost data, and our extensive experience providing O&M services of a similar nature. Following notice of selection from the City of Ridgefield, we can provide a final cost proposal upon completion of a Due Diligence site visit, historical usage records review, and further discussion on division of duties. Assumptions used to prepare the estimate are included in *Appendix D*.

Our estimate reflects the following to be provided by Jacobs:

- > **Routine Maintenance & Repairs** includes predictive, preventive and routine maintenance and repairs for items costing less than \$2,000 as part of an annual rebatable fund. Repairs and replacements that cost more than \$2,000 dollars will be submitted to the City and as authorized by the City, funded from a repair and replacement or capital fund.
- > **Staffing** includes all relevant expenses for personnel, associated benefits, overtime, and callouts for our proposed administration, technical support, operations, maintenance, and laboratory staff. Jacobs has proposed a staff of two (2) associates to provide adequate coverage, along with all relevant costs for off-site administration and support, overhead and profit.
- > **Services** includes normal process and permit testing and analysis for NPDES permit and sludge hauling.
- > **O&M Supplies** includes sodium hydroxide and thickening polymer, computer software licenses and support, safety equipment and supplies, vehicle lease, insurance, office supplies, tools, uniforms, training and certification, and travel.

Good Faith Service Fee Estimate	
Service Fee Component	Jacobs' Fee
Routine Maintenance & Repairs	\$ 50,000
Staffing	\$ 236,707
Overhead and Management Fee	\$120,176
Services	\$ 75,673
O&M Supplies	\$ 47,920
Utilities	\$ 0 (paid by City)
Capital Outlays & Major Repairs	\$ 45,000
Intergovernmental	\$ 0 (paid by City)
Total Service Fee	\$ 575,476

8.1.1 Components Not Included in Good Faith Service Fee Estimate

The following components would be provided by the City of Ridgefield or Clark Regional Wastewater District:

- > All utilities including electricity, natural gas, potable water, sewer, office telephone and internet services, dumpster for trash, grit and screenings.
- > Office, laboratory and workshop space suitable to conduct operational duties.
- > Responsibility for the IPP program.
- > Existing laboratory equipment and supplies, small tools on site at the time of transition, and use of heavy equipment, as reasonably requested, to assist with work at the treatment plant.
- > Any special studies or requirements related to the NPDES permit, including local limits requirements and testing for priority pollutants and toxicity that are outside of normal permit requirements.

EXECUTIVE SUMMARY
Ridgefield Treatment Plant Operations



Appendix A. Resumes

- 1) Dennis Burrell – Project Manager
- 2) John Loucks-Powell – Plant Manager
- 3) Terry Bailey – Operations Supervisor
- 4) Jamie Dooley, PE – Engineer

EXECUTIVE SUMMARY

Ridgefield Treatment Plant Operations



Dennis Burrell

DIRECTOR OF OPERATIONS

Dennis Burrell's areas of expertise include operations, project transition planning and management, process control and optimization, asset management, capital improvement program (CIP) strategy and scheduling, maintenance and repair, diagnosing operating problems and directing corrective procedures, data management, regulatory reporting, associate supervision, and training, as well as strong client relations and communications skills.

Mr. Burrell has more than 27 years of industry experience in municipal and industrial wastewater treatment, water treatment facility operation, and public works management. The majority of his career has been focused on project management with CH2M (now Jacobs), overseeing some of the company's largest and most challenging projects.

Recognizing the critical importance of the transition in establishing the project on the right path up front, Mr. Burrell will be onsite during transition as the Project Manager for the City of Ridgefield and then will maintain ongoing oversight of the project to ensure the safe and compliant delivery of services consistent with your expected level of service.

Relevant Project Experience

Director of Operations, previously Plant Manager; Wastewater Treatment Plants O&M; City of Vancouver, WA – January 2016 to current.

Mr. Burrell led transition activities and served as the Plant Manager from January 2016 until December 2016 and was responsible for overall operations and maintenance for the City of Vancouver's facilities. As part of his tenure in Vancouver accomplishments beyond the day to day operations included improved staff morale after transition from Veolia, installation of mercury module on solids incinerator, improved process control and effluent quality and both treatment facilities, repair of primary heat exchange for solids incinerator, increase certification for operations staff, and establishment of improved CMMS and Asset Management program.

Design-Build-Operate (DBO) Director; Spokane County Regional Water Reclamation Facility (WRF) Wastewater O&M Services; City of Spokane, WA – February 2010 to March 2012.

As the DBO Director, Mr. Burrell served as the single point of communications for the project and coordination between the design, construction and O&M teams to ensure they stayed on task and schedule which lead to overall success for the project. To date Mr. Burrell remains engaged and supports the O&M contract and Spokane County.

Transition Manager; O&M, Program Management, and Construction Management; City of North Miami Beach, FL – June 2017 to current.

Mr. Burrell currently leads the completion of the wastewater and water O&M transition activities of nearly 100 union employees for this first of its kind project for CH2M (now Jacobs)—a 15-year, \$330M water and wastewater OM&M partnership plus a \$210M Capital Program Management engagement. His accomplishments to date include leading the staff onsite safely through Hurricane Irma and continuing operations.

AREA OF EXPERTISE

Over his career in wastewater, he has operated and maintained facilities that range in size from 20,000 gallons per day to 50 million gallons per day. He has held positions from equipment operator, treatment plant operator, Operations Supervisor, Plant Manager and Director of Operations.

27 years of experience, including as Director of Operations for Pima County's Agua Nueva WRF and Wilsonville's WWTP; and DBO Director for Spokane County Regional WRF

EDUCATION

Coursework in math, science, and language, University of Idaho

Operation of WWTPs, Volumes I and II, California State University

REGISTRATIONS/ CERTIFICATIONS

Group IV – Wastewater Treatment Plant Operator Certification for the State of Washington

Oregon Grade IV Wastewater

California Grade V Wastewater

ABC Wastewater III

Idaho Class III Wastewater

Kansas Class IV Wastewater

EXECUTIVE SUMMARY

Ridgefield Treatment Plant Operations



John Loucks-Powell

PLANT MANAGER

John Loucks-Powell brings expertise gained from managing large, complex wastewater O&M projects, including his current role as Plant Manager for O&M services at the City of Vancouver, WA. He offers the City of Ridgefield exceptional capabilities in overseeing staff and managing O&M services at the RTP, with his deep level of expertise paired with proximity in Vancouver—providing reliable, accessible and high value leadership to the City and the RTP O&M staff.

Mr. Loucks-Powell has 25 years in wastewater industry experience ranging from construction to maintenance and operations. His experience also includes work as Asset Manager for the San Francisco Public Utilities Commission. In his current role as Plant Manager at the City of Vancouver, he is responsible for day to day management of all of Vancouver's wastewater treatment facilities and contract O&M staff.

Plant Manager; Wastewater Utilities Operations; City of Vancouver, WA – July 2016 to current.

Working in partnership with Vancouver, Jacobs' combines operations, engineering and capital improvement for best-in-class wastewater utility services. The Jacobs team serving Vancouver has demonstrated exemplary client focus for more than three decades. The team leveraged our integrated capabilities to craft a unique approach that no other operations or engineering firm in our industry can duplicate. This partnership will save the City approximately \$16 million over the initial term of the contract thanks to our creative approach to managing their facilities. Mr. Loucks-Powell leads the wastewater operations for the City of Vancouver, encompassing the 22.4-million gallons per day (mgd) Westside Wastewater Treatment Plant (WWTP), the 14.2 MGD Marine Park WWTP, 1.7 MGD Industrial Lagoon Treatment Facility, eight lift stations, IPP, accredited laboratory, and SWCAA air permit. He oversees 28 full-time employees who operate the facilities 24 hours per day, 7 days per week.

Asset Manager; Asset Management Plan; San Francisco Public Utilities Commission (SFPUC); San Francisco, CA.

With assistance from another firm, Mr. Loucks-Powell developed a 5-Year Asset Management Plan for SFPUC. Key elements of the plan included the following deliverables: key stakeholders, gap summary, key challenges, levels of service matrix, schedule for key elements of the program for the 5 years, steering committee selection, implementation strategy, initial kpi's, condition review and risk assessment, recommendations for replacement strategy, and schedule of goals and objectives for the 5 years.

AREAS OF EXPERTISE

Wastewater treatment operations, maintenance and project management leadership

OM services annual budget development and execution

Effective client and staff communication

Oversight of O&M technical staff

EDUCATION

BS, Colorado State University

CERTIFICATIONS

State of Washington Group IV Wastewater Treatment Plant Operator

State of California Grade V Wastewater Treatment Plant Operator

EXECUTIVE SUMMARY

Ridgefield Treatment Plant Operations



Terry Bailey

OPERATIONS SUPERVISOR

*Familiarity with wastewater treatment operations and maintenance projects.
Experience with WWTP projects.*

Mr. Bailey has been the plant operations supervisor for the Marine Park WWTP and the West Side WWTP in Vancouver, Washington for the past 8 years. He is a certified Class IV Wastewater Operator by the State of Washington and is an expert at managing the day to day operations of wastewater treatment plants.

Relevant Project Experience

Operations Supervisor; Wastewater Utilities Operations; City of Vancouver, WA – January 2016 to current.

Working in partnership with Vancouver, Jacobs' operations, engineering and capital improvement services provide the City best-in-class wastewater utility services. The Jacobs team serving Vancouver has demonstrated exemplary client focus for more than three decades. Our O&M/program-management work is the latest reward of that spirit of service. The team leveraged our integrated capabilities to craft a unique approach that no other operations or engineering firm in our industry can duplicate. This partnership will save the City approximately \$16 million over the initial term of the contract thanks to our creative approach to managing their facilities. Mr. Bailey manages two municipal wastewater reclamation facilities, a fluidized bed incinerator and industrial pre-treatment lagoon operations. He facilitates process control meetings, conducts operations process control training, and conducts safety and environmental compliance training. Mr. Bailey manages site staff and is responsible for scheduling, recruiting, hiring, and mentoring staff. He also develops safety, production and environmental targets. Mr. Bailey works cohesively with maintenance personnel to organize predictive, corrective maintenance activities. He also completes regulatory and operations reports as needed.

Operations Manager; Wastewater Utility Operations; Vancouver, Washington - December 2008 to January 2016.

Mr. Bailey, in association with another firm, managed operations for Vancouver's two WWTPs and industrial pre-treatment lagoon operations. He facilitated process control meetings, conducted operations process control training, and conducted safety and environmental compliance training. Mr. Bailey managed site staff and was responsible for scheduling, recruiting, hiring, and mentoring staff. He also developed safety, production and environmental targets.

AREAS OF EXPERTISE

14 years wastewater treatment and 7 years as utilities supervisor at pulp & paper mill.

Expertise in operations, process control and optimization, team building, wastewater sustainability practices.

EDUCATION

BA, Management and Information Systems, Washington State University

CERTIFICATIONS

Washington Class IV Wastewater Operator

Jamie Dooley, PE

ENGINEER

Jamie Dooley, experienced project manager and engineer with a long resume of water and wastewater projects in the Pacific Northwest.



AREAS OF EXPERTISE

9 years of experience executing design and construction services for both drinking water and wastewater infrastructure projects.

Successful collaboration with technical and non-technical team members, sub-consultants and stakeholders to design and oversee construction of water and wastewater infrastructure projects.

Demonstrated success coordinating multi-disciplinary teams to deliver design of water system intakes and fish screens, pump stations and pipelines, and wastewater treatment plant upgrades.

EDUCATION

BS, Civil Engineering, University of Colorado

REGISTRATIONS

Professional Engineer: Oregon

Ms. Dooley is a water and wastewater process engineer with Jacobs in Portland, Oregon. She has nearly 10 years' experience working on a variety of projects that have focused on municipal water and wastewater facility operations. Her expertise with water and wastewater projects has led to leadership roles in developing project deliverables. Her professional responsibilities include the full range of project development, from planning through construction. Jamie understands the importance of working with operations staff and coordinating design and construction services to minimize interruptions and impacts to a plant.

Relevant Project Experience

Project Lead; Discovery Clean Water Alliance; SCTP Improvements Phase 5B Project; Vancouver, WA.

Project includes assessing facility loading based on current standards and manuals of practice in order to re-rate the capacity of SCTP. Project will also construct effluent pump station improvements and odor control improvements. As Project Lead, Ms. Dooley oversees preliminary design, meets with regulatory agencies to discuss the facility re-rating process, and will be managing detailed design in 2018.

Project Lead; Discovery Clean Water Alliance; Capital Plan Update; Vancouver, WA.

Project will update the Alliance Capital Plan including identification of new projects (driven by condition or capacity), design development of new projects, updating assumptions and costs basis for previously identified projects, and supporting the prioritization effort. As Project Lead, her duties include performing cost estimates, authoring project profiles for each capital project, and assisting in evaluation of project criticality to support project prioritization.

Project Lead; Clark Regional Wastewater District; Condition Assessment Update; Vancouver, WA.

Ms. Dooley engaged operations staff to perform the condition assessment for regional facilities including two treatment plants and two pump stations. Work included scoring all assets to identify components that have a high likelihood of major repair or replacement within the next six years, summarizing proposed repair or replacement projects and providing cost estimates for projects. Performing as Project Lead, her duties include physical assessments of all facility assets, collecting historical and operational information from District staff, guiding team discussions on likelihood of failure and consequence of failure of all assets, providing technical memoranda summarizing findings, and creating project profiles to address deficiencies, including project cost estimates.

Appendix B. Draft Transition Schedule

Timeline	Jacobs' Activities
Due Diligence process (1 week)	Conduct a site visit by up to three Jacobs personnel to review operations, maintenance, safety, and laboratory data, ensuring that assumptions made as part of the proposal are accurate
Finalizing Price and Scope (2 weeks)	Provide a clarifying report (as appropriate), based on the information gathered as part of the Due Diligence, and meet with the City to discuss the final pricing and scope of work
Draft Contract Development (2 weeks minimum; dependent on client review requirements)	In partnership with the City, provide a draft service agreement that outlines the scope of work, responsibilities of the parties, and terms and conditions for the operations and maintenance of the City's facilities
Upon Contract Award	- Formalize startup and transition plans - Organize integrated support staff with the City as a key partner - Begin preparing required O&M process systems - Submit team members contact information to the City - Establish communication and reporting protocols
Post-Contract Execution Date	- Initiate recruiting process - Interview, orient, train, and communicate with new employees to facilitate training and transition - Mobilize operations, maintenance, and engineering specialists for staff training and startup assistance - Initiate project document control systems and tools to facilitate communications and track progress during transition
NLT 10 Days After Contract Date	- Deliver final Transition Plan to the City for approval - Submit certificates of insurance
Transition Start	- Implement functional startup and transition contingency plans and mitigation measures in cooperation with the City - Initiate project training programs for safety and compliance - Commence asset inventory
30 Days Post Transition Start	- Implement required O&M process systems - Implement laboratory practices and process control testing programs - Update Emergency Response Plan notification list - Incorporate data management systems - Submit a final Safety and Security Plan - O&M manual review to identify potential improvements and best practices

EXECUTIVE SUMMARY
Ridgefield Treatment Plant Operations



Appendix C. Preliminary List of Potential Maintenance Projects

Process	Name	Discipline	Equipment Type	Likelihood of Failure (1 - 10)	Consequence of Failure (1 - 10)	Composite Score	Notes
Primary Treatment	Headworks	Structural	Handrail	10	7	70	Already failed
Primary Treatment	Influent Pump Station	Structural	IPS Control Panel	5	10	50	If control panel goes down- manual pump control required. Upgrades planned, which requires programming and probably re-wiring. Will be addressed in 2018, so not required as part of 2019-2020 Capital program.
Secondary Treatment	Aeration Basins	Mechanical	Mixer Supports	5	10	50	Bolted to wall- pulling out
Secondary Treatment	Aeration Basins	Structural	Mixer Support Walkways	5	10	50	Same bracket as mixer supports
Secondary Treatment	Aeration Basins	Structural	Concrete Platforms	5	10	50	
Primary Treatment	Headworks	Mechanical	Influent Sampler	7	7	49	Very poor condition
Primary Treatment	Headworks	Mechanical	Grit Pump	7	7	49	
	Sludge drying beds	Structural	Drying Bed Structure	7	7	49	Not part of process. Safety hazard
Primary Treatment	Influent Pump Station	Mechanical	SS Guide Rails	5	7	35	
Primary Treatment	Headworks	Electrical	Control Panel	5	7	35	
Primary Treatment	Headworks	Mechanical	Mechanical Screen	7	5	35	
Secondary Treatment	Equipment Building	HVAC	Exhaust fans	7	5	35	
Secondary Treatment	Aeration Basins	Mechanical	Vertical Mixers	3	10	30	Single drive running two mixers
General	SCADA	I&C	Physical Security	3	10	30	No special physical security

Attachment: Jacobs_Ridgefield_OM_ExecSumm_FINAL (Approval of WWTP Operator Agreement)

Appendix D. Key Assumptions

- > **2018:** All costs are based upon a full calendar year in 2018 for consistency in presentation (January – December). The actual base fee shall be prorated based on the actual start date.
- > **Term:** The initial term is for five years beginning in 2018 with opportunity for future extensions mutually agreeable to both parties.
- > **One Time Costs:** One-time costs for contract initiation and mobilization is included in the proposed fee and allocated over the entire term of the contract.
- > **Cost Proposal:** The proposed cost is a “good faith” estimate for all items needed for the services requested. This is not intended to be a bonded bid, and no formal corporate commitment is represented. The intent of this phase of the process is to allow alternatives to be compared on a common basis. Should Jacobs’ offer be deemed attractive, we will conduct a Due Diligence to validate our assumptions and provide a final firm price for contracting purposes.
- > **Maintenance Projects:** The proposal is based on Jacobs executing at least one individual project valued at \$57k or less each year. The Alliance will execute projects valued at more than \$57k under a separate process. The 2018 budget includes the currently scheduled \$45k Capital Outlay project for PLC upgrades.
- > **Service Fee** is an annual amount of equal payments (year 2018 dollars) subject to annual escalation effective January 1, 2019. Service Fee Invoices shall be sent to the City on the first day of the month for which the services are being provided and shall be paid by the City at net 30 days.
- > **Annual escalation** is based on the Water & Sewage Maintenance Index.

RIDGEFIELD TREATMENT PLANT OPERATIONS PROPOSAL SUMMARY



Discovery Clean
Water Alliance

2018 COMPARATIVE BUDGETS DESCRIPTION	CITY ADOPTED BUDGET	CITY/CH2M COMBINED BUDGET			DISTRICT PROPOSED BUDGET
		CITY FUNDED	CH2M FUNDED	TOTAL FUNDED	
Operations Labor and Management	\$ 282,284	\$ 7,284	\$ 356,883	\$ 364,167	\$ 275,979
Supplies	28,193	-	47,920	47,920	36,484
Utilities	33,850	33,850	-	33,850	34,786
Routine Operations/Maintenance/Repairs	25,509	-	50,000	50,000	27,459
Services (Sludge Haul/Lab/Janitorial/Other)	57,236	-	75,673	75,673	60,137
Intergovernmental (Permits/Sludge Treatment/ Lab Analysis/Insurance)	110,720	73,758	-	73,758	118,299
Interfund Admin Services	146,618	137,820	-	137,820	40,807
Capital Outlays/ER&R (PLC/Truck/Trailer)	45,000	-	45,000	45,000	52,500
TOTAL	\$ 729,410	\$ 252,712	\$ 575,476	\$ 828,188	\$ 646,451

100%
Baseline

114%

89%

Attachment: RTP Ops 2018 Budget Comparison 01302018 (Approval of WWTP Operator Agreement)

**DISCOVERY CLEAN WATER ALLIANCE
OPERATOR AGREEMENT
[AMENDED AND RESTATED AS OF JULY 1, 2018]**

THIS AGREEMENT is made and entered into by and between the CITY OF RIDGEFIELD, Clark County, Washington ("Ridgefield") and the DISCOVERY CLEAN WATER ALLIANCE, Clark County, Washington (the "Alliance"), each a Washington municipal corporation (collectively, the "Parties"). In consideration of the following terms and conditions, the Alliance and Ridgefield agree as follows.

RECITALS

A. On September 27, 2012, Clark County, Clark Regional Wastewater District (the "District"), the City of Ridgefield, and the City of Battle Ground (collectively, the "Alliance Members") entered into the "Discovery Clean Water Alliance Interlocal Formation Agreement" (the "Alliance Agreement"). The Alliance Agreement provides for the formation of the Discovery Clean Water Alliance, pursuant to the Joint Municipal Utility Services Act, Chapter 39.106 RCW. On January 4, 2013, the Alliance Agreement was filed with the Washington Secretary of State and the Alliance was formed.

B. The purpose of the Alliance is to jointly provide regional wastewater transmission and treatment services to Alliance Members and other contracting municipal wastewater utilities.

C. The Alliance Agreement designates Ridgefield as Operator of the Ridgefield Treatment Plant and Outfall described in the attached Exhibit A, as may be amended from time to time (the "Assigned Regional Assets"), for at least five years after the Alliance Operations Date, which occurred on January 1, 2015. Section V.A of the Alliance Agreement further provides: "The initial designation of ... Ridgefield as Operator[] may be adjusted upon the mutual agreement of the Board and ... Operator."

D. The initial Term of this Agreement was scheduled to expire on December 31, 2019. It is in the Parties' best interests to modify the Term of this Agreement, as amended and restated as of July 1, 2018, to terminate on December 31, 2018. For the final six months of this Agreement (July 1, 2018 to December 31, 2018), Ridgefield will cease to be the Operator of the Assigned Regional Assets and will assist the Alliance in transitioning Operator duties and responsibilities to the District.

E. Consistent with the Alliance Agreement, and pursuant to RCW 39.106.040 and RCW 35A.11.010, the Alliance and Ridgefield desire to enter into this Agreement to set forth the terms and conditions of Ridgefield's provision of operational transition services for the Assigned Regional Assets to the Alliance.

AGREEMENT

1. Definitions. Unless otherwise provided in this Agreement, capitalized terms have the same meanings as the terms that are defined in the “Definitions” section of the Alliance Agreement.

2. Ridgefield Services. Consistent with the Alliance Agreement, resolutions and policies, and in consultation with the relevant Member agency committees established by the Board, Ridgefield shall provide operational transition services for the Assigned Regional Assets described in this **Section 2** and any other services authorized by the Alliance (collectively, the “Services”). Without limitation, Ridgefield shall:

2.1 Operational Transition Services.

2.1.1 Assist the Alliance in transitioning all support functions and Operator duties and responsibilities from Ridgefield to the District during the final six months of this Agreement, July 1, 2018 to December 31, 2018.

2.1.2 Upon the request of the Alliance, provide consultation reasonably necessary for the District to operate the Assigned Regional Assets in substantially the same manner as Ridgefield had initially provided.

2.1.3 Inventory and transfer, assign or cause to be assigned to the District all contracts and agreements, all personal property and intangibles and all rights, duties and responsibilities relating to the Assigned Regional Assets.

2.1.4 Coordinate its duties and responsibilities under this Agreement actively with the Administrative Lead.

2.1.5 Take all other necessary actions and execute all other necessary documents to transition Operator duties and responsibilities to the District.

2.2 Alliance Reserve Management Services.

2.2.1 On or before July 1, 2018, wire, transfer or otherwise remit 50 percent of all Alliance reserves held by Ridgefield to the Alliance under fund transfer instructions mutually agreeable between the Parties.

2.2.2 Manage the remaining Alliance reserves (the “Transition Reserves”) to pay all actual and reasonable costs incurred in providing the Services and all budgeted indirect costs through December 31, 2018.

2.2.3 On or before December 31, 2018: first, pay all outstanding bills and invoices and settle all accounts with third parties from the Transition Reserves; second, provide a final accounting of the Transition Reserves to the Alliance; and third, wire, transfer or otherwise remit all remaining Transition Reserves held by Ridgefield to the Alliance under fund transfer instructions mutually agreeable between the Parties.

3. Authority; Compliance with Laws; Levels of Service.

3.1 Powers and Authority; Compliance with Laws. Except as otherwise provided in the Alliance Agreement, Ridgefield shall provide the Services in accordance with Title 35A RCW, the Ridgefield Municipal Code and all other applicable laws, regulations and operating permits of the Assigned Regional Assets. Neither the Alliance, nor an individual Board member or a governmental Member (other than Ridgefield), may direct Ridgefield to appoint or remove its employees, contractors or consultants, nor shall the Alliance, an individual Board member or a governmental Member (other than Ridgefield) give orders to any employee, contractor or consultant working for Ridgefield. This restriction does not prohibit the Board, in open session, from fully and freely discussing, with representatives of Ridgefield, anything pertaining to appointments and removals of employees, contractors or consultants. Without limitation, Ridgefield shall:

3.1.1 Apply federal, state and local building, land use and environmental laws applicable to Ridgefield in providing the Services.

3.1.2 Apply Ridgefield personnel laws to Ridgefield employees in providing the Services.

3.2 Levels of Service and Operating Standards. Ridgefield shall comply with the minimum levels of service and basic operating standards adopted by the Alliance. The minimum levels of service and standards adopted by the Alliance shall be consistent with customary practices for wastewater facilities in Washington State of the size and type comprising the Assigned Regional Assets.

4. Transition Reserve; Compensation; Payment for Services. Consistent with Sections IV, V and VI of the Alliance Agreement, the Alliance operates under an Operating Budget and a Capital Budget for the Assigned Regional Assets.

4.1 Transition Reserve Draws. Effective July 1, 2018, Ridgefield shall provide the Services within, and by periodic draws from, the Transition Reserves allocation provided under **Section 2.2.2**, and Ridgefield will no longer receive payments from Operating Budget allocations. Ridgefield shall submit to the Alliance quarterly reports for

all actual and reasonable costs incurred by Ridgefield for providing the Services that it reimburses through draws from the Transition Reserves. If Ridgefield determines that the Transition Reserves will be insufficient to cover all actual and reasonable costs of providing the Services, then Ridgefield shall promptly notify the Alliance of that deficiency. The Alliance shall coordinate fund transfers to the extent necessary to cover all actual and reasonable costs of providing the Services.

4.2 Calculation of Payments. The Alliance shall pay Ridgefield for all actual and reasonable costs incurred by Ridgefield for providing the Services, including, but not limited to: allocable employee salaries and benefits; administrative overhead; and allocable costs associated with full participation in Ridgefield's insurance and risk management program customary to all Ridgefield departments, including city-wide (i) insurance premiums (or self-insurance risk pool insurance premiums) and (ii) liability fund contributions for the potential incurrence of any deductible costs (or self-insured retention costs).

5. Term and Effective Date. This Agreement shall be effective January 1, 2015 and shall terminate on December 31, 2018 (the "Term").

6. Early Termination. Either Party may terminate this Agreement for a material and substantial default by the other Party, if the default has not been cured in a reasonable period of time after written notice of default.

7. Ridgefield Employees. Ridgefield makes the following representations to the Alliance: it has appropriately notified affected employees and any union representing the affected employees that Ridgefield will no longer serve as Operator of the Assigned Regional Assets; and no affected employees have requested continued employment in their previous or similar positions with any successor Operator. Accordingly, Ridgefield releases the Alliance from any obligation to use or cause any successor Operator to use its best reasonable effort to hire any employees of Ridgefield.

8. Cooperation. The Parties shall cooperate fully in executing documents that are necessary for Ridgefield to provide the Services.

9. Records.

9.1 Ridgefield shall maintain accounts and records that sufficiently and properly document its provision of the Services and charges under this Agreement.

9.2 Upon reasonable notice, each Party shall have the right to inspect and copy, without charge, all non-privileged records held by the other Party relating to this Agreement.

10. Insurance and Indemnification.

10.1 The Alliance shall insure, at replacement cost value, the Assigned Regional Assets. The Alliance and Ridgefield shall obtain and maintain insurance, or self-insurance risk pool insurance, for their acts and omissions under this Agreement, with the same coverage and in the same amounts as is provided by each Party for its officers, employees and agents. Upon request of the Alliance or Ridgefield, the other Party shall provide evidence of insurance, or self-insurance risk pool insurance, coverage in a form acceptable to the requesting Party.

10.2 Alliance Liability Insurance. The Alliance certifies that it is, and the Alliance shall remain, a member of the Water & Sewer Risk Management Pool (WSRMP) as provided by RCW 48.62.031 (or by a comparable self-insurance risk pool or insurance provider or providers), and that it is covered by the WSRMP's Joint Self-Insurance Liability Policy. For any claim submitted under Chapter 4.96 RCW ("*Actions against political subdivisions, municipal and quasi-municipal corporations*") against the Alliance, its employees, officials, officers, volunteers and agents and/or actions in connection with or incidental to the performance of this Agreement which the Alliance and/or its employees, officials, officers, volunteers and agents are found to be liable for, the Alliance shall seek coverage under applicable insurance or self-insurance risk pool insurance.

10.3 Alliance Minimum Coverage. The following insurance types and limits shall be maintained by the Alliance:

10.3.1 General Liability - \$10,000,000 each occurrence Bodily Injury, Property Damage Liability, Public Officials Errors and Omissions and Automobile Liability; and

10.3.2 Workers Compensation per state statute and federal law.

10.4 Ridgefield Liability Insurance. Ridgefield certifies that it is, and Ridgefield shall remain, a member of the Washington Cities Insurance Authority Risk Pool ("WCIA") as provided by RCW 48.62.031 (or by a comparable self-insurance risk pool or insurance provider or providers), and that it is covered by the WCIA's (or a comparable self-insurance risk pool's or insurance provider's) Joint Self-Insurance Liability Policy. For any claim submitted under Chapter 4.96 RCW ("*Actions against political subdivisions, municipal and quasi-municipal corporations*") against Ridgefield, its employees, officials, officers, volunteers and agents and/or actions in connection with or incidental to the performance of this Agreement which Ridgefield and/or its employees, officials, officers, volunteers and agents are found to be liable for, Ridgefield shall seek coverage under applicable insurance or self-insurance risk pool insurance.

10.5 Ridgefield Minimum Coverage. The following insurance types and limits shall be maintained by Ridgefield:

10.5.1 General Liability - \$10,000,000 each occurrence Bodily Injury, Property Damage Liability, Public Officials Errors and Omissions and Automobile Liability; and

10.5.2 Workers Compensation per state statute and federal law.

10.6 Indemnification. Ridgefield and the Alliance shall defend, indemnify and hold the other Party, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the indemnifying Party in performance of this Agreement, except for injuries and damages caused by the sole negligence of the indemnified Party. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Parties, the indemnifying Party's liability hereunder, including the duty and cost to defend, shall be only to the extent of indemnifying Party's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the indemnifying Party's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the Parties. The provisions of this **Section 10.6** shall survive the expiration or termination of this Agreement. It is the understanding of the Parties that Ridgefield's actual and reasonable costs of providing the Services under **Section 4.2** will include participation in Ridgefield's insurance and risk management program. Ridgefield's insurance and risk management program will cover all costs incurred by Ridgefield under this **Section 10.6**, and such costs shall not be included in draws from the Transition Reserves under **Section 4.1** of this Agreement.

10.7 Participation in Legal Action. In the event any suit under **Section 10.6** is brought against either Party, each Party retains the right to participate in the suit if any principle of law is involved.

11. Dispute Resolution; Remedies. The Parties shall first attempt to resolve a dispute by discussions between representative(s) of the Alliance and Ridgefield. If the discussions are not successful, the Parties may thereafter elect mediation or arbitration, including binding arbitration, or pursue any available remedies under law. If mediation or arbitration is selected, the costs shall be divided equally between the Alliance and Ridgefield.

12. Notices. All notices and other communications under this Agreement shall be in writing by email, facsimile, regular U.S. mail or certified mail, return receipt requested.

If to the Alliance, the notice shall be sent to:

Chair of the Board
Discovery Clean Water Alliance
c/o Clark Regional Wastewater District
8000 NE 52nd Court
PO Box 8979
Vancouver WA 98668-8979

with a copy to:

Lee Marchisio
Foster Pepper PLLC
1111 3rd Avenue STE 3000
Seattle WA 98101-3299

If to the Operator, the notice shall be sent to:

City of Ridgefield
P.O. Box 608
Ridgefield, WA 98642
Attention: City Manager

with a copy to:

Janean Parker
Kenyon Disend PLLC
11 Front Street South
Issaquah, WA 98027-3820

Either Party may notify the other Party in writing of changes in the persons to whom notices are to be delivered. Notices shall be deemed given upon delivery or, if mailed, upon the earlier of actual receipt or three (3) business days after the date of mailing.

13. Severability. If any section or part of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, such action shall not affect the validity or enforceability of any other section or part of this Agreement.

14. Entire Agreement; Amendment. This Agreement, and the exhibits attached hereto or referenced herein, contains the entire written agreement of the Parties and

supersedes all prior discussions and agreements. This Agreement may be amended only in writing, signed by both Parties.

15. Successors and Assigns. All of the provisions, conditions, regulations and requirements contained in this Agreement shall be binding upon the successors and assigns of the Parties.

16. Survival. **Section 10.6**, Indemnification, shall survive the Term, and any extensions thereof, of this Agreement.

17. No Third Party Rights. This Agreement is solely for the benefit of the Parties and gives no right to any other party or person.

18. No Joint Venture. No joint venture or partnership is formed as a result of this Agreement. No employees or agents of one Party or any of its contractors or subcontractors shall be deemed, or represent themselves to be, employees of the other Party.

19. Jurisdiction and Venue. This Agreement shall be interpreted in accordance with the laws of the State of Washington. The Superior Court of Clark County, Washington, shall have exclusive jurisdiction and venue over any legal action arising under this Agreement.

20. Enforcement; No Waiver; Prevailing Party Costs. In addition to the remedies provided by law, this Agreement shall be specifically enforceable by either Party. If either Party incurs attorney fees, costs or other legal expenses to enforce the provisions of this Agreement against the other Party, all such fees, costs and expenses shall be recoverable by the prevailing Party. The failure of a Party to exercise any right or enforce any provision of this Agreement shall not be considered a waiver of such right or enforcement remedy.

21. Independent Contractor. Ridgefield is and shall be at all times during the Term of this Agreement an independent contractor and not an employee of the Alliance. Ridgefield employees are not and, at all times during the Term of this Agreement, shall not be considered Alliance employees.

22. Counterparts. This Agreement may be signed in counterparts and, if so signed, shall be deemed one integrated agreement.

[Remainder of page intentionally left blank; signature page follows]

The Parties have caused this Agreement to be executed by their authorized representatives.

DISCOVERY CLEAN WATER
ALLIANCE



Ron Dastow, Chair

Date: 3/16/2018

CITY OF RIDGEFIELD

Steve Stuart, City Manager

Date: _____

Attested to:



Steven Phelps, Secretary

Approved as to form:



Lee Marchisio, Alliance Attorney

Approved as to form:

Janean Parker, City Attorney

Attachment: DCWA Operator Agreement Amendment (Approval of WWTP Operator Agreement)

EXHIBIT A
ASSIGNED REGIONAL ASSETS (RIDGEFIELD)

System Name	No.	Regional Asset Name	Regional Asset Description
Ridgefield Treatment System	8	Ridgefield Treatment Plant & Outfall	Secondary treatment plant originally constructed in 1959 with several upgrades since then. The plant is located on West Cook St in Ridgefield. The plant outfall is a 10-inch diameter pipeline routed west of the plant 0.2 miles, terminating in Lake River. The discharge location is latitude 45° 49' 18" N, longitude 122° 45' 09" W.

Attachment: DCWA Operator Agreement Amendment (Approval of WWTP Operator Agreement)

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: April 12, 2018

ITEM:

AGENDA ITEM TITLE: Motion - Approval of Amendment to Collection System Transfer and Operation Agreement

GOVERNING LEGISLATION: RCW 35.67.300 Water-sewer districts and municipalities—Joint agreements, RCW 39.34 Interlocal Cooperation Act.

PREVIOUS COUNCIL ACTION TAKEN: Adoption of Ordinance 1131 – Sewer Collection System Transfer Agreement on June 18, 2013

SUMMARY/BACKGROUND: In 2004 the City of Ridgefield began evaluating options to provide additional sewer treatment capacity to provide for future growth of the City while maintaining stable rates for customers. After the evaluation of numerous options, the City Council determined the most feasible option was to help form and join the Discovery Clean Water Alliance (DCWA). DCWA was officially formed in January 2013 owns all regional treatment plants and large scale conveyance systems, including the Ridgefield Wastewater Treatment Plant.

During formation of the DCWA, it became apparent that even with joining the DCWA, the City's sewer rates and fees would need to increase substantially to pay for the necessary improvements to provide for continued growth opportunities. After evaluating additional options, in May 2012, the City entered into a Memorandum of Understanding (MOU) with Clark Regional Wastewater District (District) and began work on an agreement to transfer the sewer collections system to the District. In June of 2013 the Transfer agreement was adopted by the City Council, and on January 1, 2014 the collection system was transferred to the District.

Section 14.1 of the Transfer agreement included a provision for a 10-percent service charge, known as the Operating Fee to be collected by the District and paid to the City. The Operating fee was to reduce to 8-percent after the first 5 years of the agreement, unless the City requested otherwise. On August 17, 2017 the City submitted notice to the District requesting that the operating fee remain at 10-percent for the duration of the agreement.

The District agreed and has approved this amendment to the agreement.

BUDGET/FINANCIAL IMPACTS: None. The Operating Fee will remain at 10-percent as it has been for the past 5-years. Without this amendment the Fee would reduce to 8-percent resulting in a reduction of approximately \$36,000 annually.

RECOMMENDED ACTION OR MOTION: Staff recommends that the Council pass a motion authorizing the City Manager to sign the amendment to the Transfer Agreement. A suggested motion would be:

“I move to authorize the City Manager to sign the amendment to the Collection System Transfer and Operation Agreement as presented.”

STAFF CONTACT: Bryan Kast, Public Works Director

ATTACHMENTS: Amendment to Transfer Agreement (PDF)

AMENDMENT TO COLLECTION SYSTEM TRANSFER AND OPERATION AGREEMENT BETWEEN CITY OF RIDGEFIELD AND CLARK REGIONAL WASTEWATER DISTRICT

THIS AMENDMENT to the "City of Ridgefield and Clark Regional Wastewater District Collection System Transfer and Operating Agreement" ("Agreement") is entered into this 25TH day of OCTOBER, 2017 between the City of Ridgefield ("City") and Clark Regional Wastewater District ("District"), referred to collectively as the Parties ("Parties"), both municipal corporations of the State of Washington.

RECITALS

A. The Agreement provides that the District shall pay to the City an amount equal to ten percent (10%) of the Service Charges that the District collects from the Collection System customers ("Operating Fee") during the first five (5) calendar years of the Agreement (ending December 31, 2018), and eight percent (8%) thereafter, unless modified in accordance with the Agreement.

B. The Agreement further provides that the City may propose an increase or decrease in the Operating Fee, effective on January 1 of any year, by giving notice of the proposed change to the District on or before October 1 of the year before the change will become effective.

C. On August 17, 2017, the City submitted a notice to the District, requesting that the Operating Fee decrease to eight percent (8%) on January 1, 2019 be cancelled, and that an Operating Fee of ten percent (10%) remain in place for the entire term of the Agreement.

D. The Agreement further provides that the Parties may amend the Agreement only by a writing signed by both Parties.

E. The Parties agree that it is in their mutual best interest to keep the Operating Fee at ten percent (10%) for the entire term of the Agreement.

AGREEMENT

In furtherance of the foregoing and in consideration of the following terms and conditions, the District and the City agree as follows:

1. Section 14.1 of the Agreement is amended as follows:

14.1 Collection System Operating Fee. As compensation for the Collection System, and in consideration of the rights granted to the District under the Franchise of **Exhibit E** and the City's non-assumption and non-competition agreements stated below, the District shall pay to the City an amount equal to ten percent (10%) a

percentage of the Service Charges that are collected from the Collection System Customers ("Operating Fee"). ~~The percentage of such Service Charges shall be ten percent (10%) for the first five (5) calendar years after Closing, and eight percent (8%) thereafter,~~ unless modified in accordance with Section 14.3 below. The District shall pay the Operating Fee to the City in monthly installments. When determining the amount of a monthly installment, the District shall apply Collection System Customer payments first to penalties, interest and other similar charges and last to the Service Charge.

2. All other sections of the Agreement shall remain in full force and effect.

CITY OF RIDGEFIELD

By: _____
City Manager

Date: _____

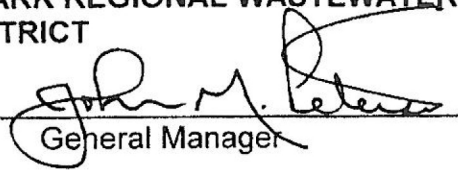
Attest:

By: _____
City Clerk

Approved as to Form:

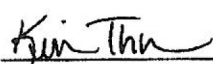
By: _____
City Attorney

CLARK REGIONAL WASTEWATER DISTRICT

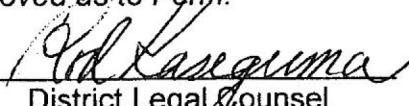
By: 
General Manager

Date: 10-25-2017

Attest:

By: 
Clerk to the Board

Approved as to Form:

By: 
District Legal Counsel

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: April 12, 2018

ITEM:

AGENDA ITEM TITLE: Motion - Approval of Bid Award for Ridgefield Outdoor Recreation Complex

GOVERNING LEGISLATION:

Revised Code of Washington Title 35 – Cities and Towns

PREVIOUS COUNCIL ACTION TAKEN:

Award of Grading and Utility construction contract to Tapani Underground on July 27, 2017.

SUMMARY/BACKGROUND:

The City's Parks Plan identifies a Community Park in the Southern portion of the City off of Hillhurst Road. This park has come to be known as the Ridgefield Outdoor Recreation Complex, or RORC. The City has been working with the Ridgefield School District, community stakeholders, and the public since 2015 on the master planning for this park. The project will be a partnership with the School District and will share a site with the planned 5-6 and 7-8 schools campus. The park will feature 6 multi-use sports fields, a community building, playground, trails, and picnic shelters and improvements to Hillhurst Road.

In 2017 the City contracted with a team of design consultants headed up by PBS Engineering and Environmental to complete design of the project. The project was broken into several phases of construction to allow the project to be completed by Fall of 2018. Bids for the Hillhurst Improvements were opened on March 13th. Bids for the construction of RORC were advertised on March 7, and bids will be opened on April 10. Bid results will be available at the time of the meeting.

BUDGET/FINANCIAL IMPACTS:

The 2018 Budget includes a total of \$12.2M for the construction work on RORC. From this budget the City will pay for the Construction contract, as well as for turf, lighting, site furnishings and reimbursement to the School for construction of the share parking lot and field 6.

RECOMMENDED ACTION OR MOTION:

Staff recommends awarding the construction contract to the low bidder.

STAFF CONTACT:

Bryan Kast, Public Works Director

ATTACHMENTS:

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: April 12, 2018

ITEM:

AGENDA ITEM TITLE: AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON Amending Chapters Within Title 18 of the Ridgefield Municipal Code AMENDING CHAPTERs 14.03.050 (International Fire Code Amendments); and 18.100 (Definitions); AND 18.205 (Uses); and 18.235 (Mixed Use Districts) and 18.280 (Critical Areas Protection); and 18.401 (Planned Unit Developments); and 18.720 (Off-Street Parking and Loading).

GOVERNING LEGISLATION:

RCW 36.70A

PREVIOUS COUNCIL ACTION TAKEN:

None

SUMMARY/BACKGROUND:

The City is proposing a series of housekeeping amendments and changes to the Ridgefield Development Code (RDC), which establishes zoning regulations for residential and nonresidential development throughout the City. This update to the code focuses on code refinements to clarify the interpretation of certain sections, adjust the details of a policy, reflect desired design standards, or simplify review procedures. The majority of updates relate to issues identified by staff and code users during implementation over the past year, or looking ahead to future applications.

BUDGET/FINANCIAL IMPACTS:

None.

RECOMMENDED ACTION OR MOTION:

None. Second reading is scheduled before City Council on April 26, 2018.

STAFF CONTACT: Jeff Niten, Community Development Director

ATTACHMENTS: 2018RDCAmendment_part 1_Matrix_04122018 (DOCX)

ORDINANCE NO. 1260

AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON AMENDING CHAPTERS WITHIN TITLE 18 OF THE RIDGEFIELD MUNICIPAL CODE AMENDING CHAPTERS 14.03.050 (INTERNATIONAL FIRE CODE AMENDMENTS); AND 18.100 (DEFINITIONS); AND 18.205 (USES); AND 18.235 (MIXED USE DISTRICTS) AND 18.280 (CRITICAL AREAS PROTECTION); AND 18.401 (PLANNED UNIT DEVELOPMENTS); AND 18.720 (OFF-STREET PARKING AND LOADING.

WHEREAS, the City of Ridgefield, located in Clark County, Washington, is required to plan under the Growth Management Act (GMA), Revised Code of Washington (RCW) Chapter 36.70A; and

WHEREAS, Ridgefield adopted the Ridgefield Urban Area Comprehensive Plan (RUACP), as amended, consistent with the GMA; and

WHEREAS, RCW 36.70A.040 and WAC 367-195-800 require jurisdictions planning under the GMA to adopt development regulations that are consistent with the adopted Comprehensive Plan and which implement the Comprehensive Plan policies goals and policies; and

WHEREAS, Title 18 of the Ridgefield Municipal Code (RMC) was established in 1995 by Ordinance 676 and amended thereafter, and is intended to implement the Ridgefield Comprehensive Plan; and

WHEREAS, the Ridgefield City Council passed additional resolutions after this time period that revised the development regulations, including Ordinance Nos. 1072, 1108, 1132, 1178, 1225, 1230, 1232, 1234 and 1253; and

WHEREAS, the Ridgefield Planning Commission, after conducting public meetings and public hearings on the revisions to Title 18 on April 4, 2018, forwarded recommendations to amend Title 18 to the City Council; and

WHEREAS, the City of Ridgefield submitted notice of the proposed amendments to the Washington State Department of Commerce on March 8, 2018 consistent with RCW 36.70A; and

WHEREAS, consistent with WAC 197-11-340(2), on March 7, 2018 the City of Ridgefield issued a Determination of Non-significance regarding the proposed Ridgefield Development Code update; and,

WHEREAS, the public comment period expired on March 30, 2018 and the City addressed all comments received; and,

WHEREAS, the Ridgefield City Council conducted a public hearing and the first reading of the amendments to Title 18 during a regularly scheduled City Council meeting held on April 12, 2018; and

WHEREAS, the Ridgefield City Council conducted a second ordinance reading on the proposed amendments to Title 18 during a regularly scheduled meeting held on April 26, 2018; and

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Public Interest. The Ridgefield City Council finds it to be in the public interest to adopt amendments to Title 18 to ensure that the City's development and zoning regulations continue to implement the Ridgefield Urban Area Comprehensive Plan.

Section 2. Amendments of Title 14 and Title 18 of the Ridgefield Municipal Code. The Ridgefield City Council hereby amends certain Chapters of Titles 14 and 18 set forth below in the manner set forth in Exhibit A, attached hereto and incorporated by this reference:

Amends Title 14, Chapter: 14.03.050, International Fire Code Amendments; and

Amends Title 18, Chapter: 18.100, Definitions; and

Amends Title 18, Chapter: 18.205, Uses; and

Amends Title 18, Chapter: 18.235, Mixed Use Districts; and

Amends Title 18, Chapter: 18.280, Critical Areas Protection; and

Amends Title 18, Chapter: 18.401, Planned Unit Developments; and

Amends Title 18, Chapter: 18.720, Off-Street Parking and Loading; and

Section 3. Compliance with RCW 36.70A.130. The City of Ridgefield has met its obligations under RCW 36.70A.130 and finds no additional compliance actions are necessary.

Section 4. Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, zoning district names, ordinance numbering, section/subsection numbers and any references thereto.

Section 5. Severability. If any section, subsection, sentence, clause, phrase, or other portion of this Ordinance, or its application to or any other person or circumstance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance and each section, subsection or portion thereof, irrespective of the fact that any one or more of the other portions be declared invalid or unconstitutional.

Section 6. Applicability. This ordinance shall be applied in the current city limits and City of Ridgefield Urban Growth Area (UGA) as adopted by the Clark County Board of County Commissioners and the subsequent acceptance by the Ridgefield City Council.

Section 7. Effective Date. This ordinance shall be in full force and effect thirty (30) calendar days after adoption and publication pursuant to law.

PASSED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON THIS 26th DAY OF APRIL, 2018.

Don Stose, Mayor

ATTEST/AUTHENTICATED:

Julie Ferriss,
City Clerk

APPROVED AS TO FORM:

Janean Parker, City Attorney

First Reading/Passage: April 12, 2018

Second Reading/Passage: April 26, 2018

Date of Publication:

Effective Date:

EXHIBIT A:

Amendments of Title 18 of the Ridgefield Municipal Code

Code Section	Code Language	Rationale
RDC 14.03.050 – International Fire Code Amendments		
Section 903.2	Automatic Sprinkler Systems - Where required. In all <u>new</u> buildings containing a total floor area, above or below grade, exceeding 5,000 square feet, <u>and additions that result in a total building area of 5,000 square feet or greater, and in all conversions when the occupancy class of the converted building moves to a higher classification based on the adopted edition of the Washington State Building Code.</u>	Allow buildings to be re-purposed to a similar or lower classification without retrofit.
18.100 - Definitions		
18.100.024 – H definitions	Horizontal Mixed Use – A mixed use development with a variety of uses in separate buildings located on the same site.	Define term
18.205 - Uses		
18.205.030 Limitations H.	Community Residential Facility (CRF). 1. In the RLD-4, RLD-6, and RLD-8 zones, CRF-I are a conditionally permitted use. CRF-I are required to be a single-family structure compatible with the surrounding area. CRF-II are a prohibited use. 2. In the CNB, CCB, and CMU zones, CRF-I and CRF-II are permitted uses, provided that uses are located in upper stories. No ground floor residential uses are allowed. Ground floor residential uses are not permitted for buildings with frontage on Pioneer Street or Main Avenue. 3. Household arrangements that consist of six or fewer people, including small group homes, are included in the definition of 'family' in RDC 18.100. In a group home the number of people includes residents and each twenty-four staff hours.	Allow ground floor residential uses, provided that those uses are not permitted on either Pioneer St. or Main Avenue.
V.	Multifamily Residential. 1. In the CNB, CCB, and OFF zones, residential uses are allowed conditionally. Residential uses are limited to upper stories and shall achieve a minimum density of eight dwelling units per acre and a maximum density of sixteen dwelling units per acre.	

	2. In the CMU and WLS zones, residential uses are limited to upper stories and shall achieve a minimum density of eight dwelling units per acre and a maximum density of sixteen dwelling units per acre. 3. In the WMU zone, no ground floor residences or residential uses are permitted. Multifamily residential uses are permitted only as upper story living units, not less than four units per net acre nor more than eighteen units per net acre. <u>4. In the CMU zone ground floor residential is only permitted as part of a horizontal mixed use development. Ground floor residential uses are not permitted for buildings with frontage on Pioneer Street or Main Avenue.</u>	
DD.	DD. Single-Family Attached Residential. 1. Single-family attached dwellings in the RLD-4, RLD-6, RLD-8 and RMD-16 zones must meet the standards of RDC 18.220.140. 2. In the RLD-4, RLD-6, RLD-8, and RMD-16 zones, single-family attached residential development must meet the density standards of the zone. 3. In the CMU and WMU zone, only live/work units where the associated business is allowed as a permitted or limited use are allowed, provided the residence is not located on the ground floor. No ground floor residences or residential uses are permitted. <u>4. In the CMU zone ground floor residential is only permitted as part of a horizontal mixed use development. Ground floor residential uses are not permitted for buildings with frontage on Pioneer Street or Main Avenue.</u>	

18.235 – Mixed Use Districts.		
18.235.020 Central Mixed-Use	C. Uses. 1. Uses shall comply with the requirements of RDC 18.205. 2. Mix of Uses. The CMU district allows and encourages a mixture of land uses, both vertically and horizontally, on one parcel or several contiguous combined parcels, but does not require such a mixture of uses on site, provided the development proposal, when considered in relation to surrounding development, achieves the purposes and objectives of this chapter. <u>a. The other major use types approved under the site plan (i.e. office or commercial uses) are built prior to the residential portion; or</u> <u>b. No single phase may contain more than 50% of the total square footage for any one major use type (commercial, office or residential) envisioned by the Master Site Plan unless 25% of the total square footage of all major use types envisioned by the Master Plan are included in the proposed phase or were included in previous phases. This requirement may be waived by the Director of Community Planning, if the applicant provides a security or other form of binding assurance that the remaining major use types contemplated in the Master Plan will be built.</u> <u>c. No single major use type (residential, commercial, office) shall be more than seventy percent (70%) of the total square footage of the mixed use development floor area.</u>	Refine the Central Mixed Use code language to better promote development of downtown mixed use, while still requiring a mix of uses.

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	D. Lot Requirements. 1. Minimum lot area shall be five thousand square feet. 2. Minimum lot width shall be fifty feet. 3. Minimum lot depth shall be ninety feet. 4. <u>Portions of a horizontal mixed-use development proposal with ground floor residential uses shall comply with the following lot requirements:</u> a. <u>Minimum lot area shall be three thousand square feet.</u> b. <u>Minimum lot width shall be 25 feet.</u> c. <u>Minimum lot depth shall be 80 feet.</u> _____ E. Dimensional Standards. Additional landscaping buffers may apply that exceed the minimum setbacks listed below; see RDC 18.725.050-1. _____ Table 18.235.020-1 2. Maximum front yard setback (street). (2), (3), <u>(7)</u> 0 – 10 feet <u>(7) Maximum front yard setback may be increased to 15 feet for street frontages other than Pioneer or Main Street if topography of the lot requires additional setback to be determined by the Planning Director.</u> F. Density. 1. Maximum residential density for development in CMU district shall be 16 dwelling units per net developable acre, except as	
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	modified by the density transfer or senior housing bonus up to a maximum of 32 dwelling units per net developable acre. Minimum residential density shall be eight dwelling units per net developable acre, if residential uses are included in the development. 2. Maximum floor area ratio (FAR) for nonresidential development in the CMU district shall be 2.0, except where modified by the density transfer provisions up to a maximum of 3.0. Floor area for residential uses shall not be calculated as part of the FAR for the site and shall be allowed in addition to the FAR limits. Minimum FAR for nonresidential development shall be 0.5. 3. If a building combines residential and nonresidential uses, residential uses shall occupy a minimum of twenty-five percent to a maximum of seventy percent of the gross floor area of the building. The minimum and maximum standards in 18.235.020.E.1 and 2 for residential density and FAR shall be met. Residential uses shall not occupy the ground floor <u>Residential uses shall not occupy the ground floor of buildings with frontage on Pioneer Street or Main Avenue.</u>	
18.235.060 RMUO	Special Provisions for the Ridgefield Mixed-Use Overlay (RMUO) proposed.	Clean up artifact.
	C. Uses 1. The use regulations for the underlying zone for permitted, limited, conditional and prohibited uses in RDC 18.205 shall apply with the exceptions and additions noted in this section. Use categories are as defined in RDC 18.100 unless otherwise defined or amended in this section. 2. The following additional uses are allowed as permitted uses under the RMUO overlay:	Allow uses to have limited drive through capabilities within the commercial portion of an RMUO development.

	a. On RMUO sites with CRB, CCB, CNB base zoning: i. Single-family attached residential <u>meeting the standards of RDC 18.220.140.</u> ii. Cottage homes meeting the standards of RDC 18.210.150. All other single-family detached residential uses are prohibited. iii. Home occupation. iv. Multifamily residential. v. Hotel and motel. vi. Community recreation and social facility. vii. Conference center. viii. Nursing and personal care facility. ix. Self-storage. Must be located on a RMUO site with residential use, limited to no more than twenty percent of the gross site area, and located to the rear or side of the site such that it does not occupy more than twenty percent of the street frontage. All other Warehousing uses are prohibited. x. <u>Drive through uses, limited to one, single lane, drive through for each fifteen (15) acres of an RMUO site.</u> b. On RMUO sites with E base zoning: i. Single-family attached residential <u>meeting the standards of RDC 18.220.140.</u> ii. Cottage homes meeting the standards of RDC 18.210.150. All other single-family detached residential uses are prohibited. iii. Home occupation. iv. Multifamily residential. v. Community residential facility. vi. Hotel and motel.	
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	vii. Artisan and specialty goods production as a limited use consistent with limitations in RDC 18.205.030. viii. General retail trade/services. ix. Eating and drinking establishment. x. Indoor entertainment facility. xi. Nursing and personal care facility. xii. Self-storage. Must be located on a RMUO site with residential use, limited to no more than twenty percent of the gross site area, and located to the rear or side of the site such that it does not occupy more than twenty percent of the street frontage. All other warehousing uses are prohibited. 3. Prohibited uses within a RMUO site include: a. Motor vehicle related use. b. Gasoline service station. c. Drive-up, drive-in and drive-through facilities in connection with any general retail trade/services, eating and drinking establishment, or other use. <u>c.d.</u> Animal kennel and shelter. <u>d.e.</u> Recreational vehicle park. <u>e.f.</u> Freight/cargo movement and storage. <u>f.g.</u> Fleet service. <u>g.h.</u> Warehousing, except self-storage. <u>h.i.</u> Wholesale retail. <u>i.j.</u> Public agency or utility yard. <u>j.k.</u> Broadcasting and telecommunications facility. <u>k.l.</u> Interim recycling facility, except for drop-box facilities for the collection and temporary	
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	storage of re-usable materials as an accessory use. L.m. Waste-related facility. m.A. Bus base. H. Site Design Standards. 1. Development under the RMUO shall comply with the site design standards in RDC 18.230.050 for commercial districts, with the following exceptions: a. In lieu of compliance with RDC 18.230.050.F, open spaces shall be developed consistent with RDC 18.235.060.J. b. All references to fence regulations in RDC 18.230.100 listed in RDC 18.230.050.G shall instead reference the fence regulations in RDC 18.235.060.P. c. RDC 18.230.050.H does not apply because drive-throughs are not permitted in the RMUO per RDC 18.235.060.C.3.c. <u>Drive through uses permitted as part of an RMUO development shall not be visible from a public street exterior to the overall site.</u> N. Off-Street Parking and Loading. All off-street parking and loading shall comply with the standards of RDC 18.720, with the following exceptions: 1. Parking requirements for the RMUO site shall be calculated separately for the proposed uses under RDC 18.720.030 but the applicant is encouraged to develop a plan for joint use of facilities under RDC 18.720.020.B. to reduce the total amount of parking needed. The planning director shall consider the mixed-use nature of the site and the potential for users of the	
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	site to access more than one use without generating additional parking needs when reviewing the joint use of facilities proposal. 2. On-street parking on public streets adjacent to the development may be counted towards the minimum required parking spaces under RDC 18.720.030. 3. Slip lane parking lots are permitted along the street frontage of major corridors, as defined in RDC 18.230.050.B.2, and are exempt from the fifty percent street frontage limitation for parking lots in RDC 18.720.040.C.1. a. Slip lane parking lots may consist of one, one-way drive aisle and one row of parking stalls arranged parallel or angled, meeting the dimensional standards of RDC Table 18.720.040-1. The combined width of the drive aisle and parking stalls shall not exceed forty-four feet. b. Slip lane parking lots shall include a sidewalk with a minimum width of 5 feet between the parking lot and the interior of the site, running the full length of the slip lane parking lot. c. Along a minimum of seventy-five percent of the length of the slip lane parking lot, buildings shall be set back no more than five feet from the back edge of the required sidewalk. d. Buildings fronting the slip lane parking lot shall provide a primary pedestrian entrance directly facing the parking lot. e. Where practicable, slip lane parking lots shall extend to the edge of the property line to allow seamless continuation along the adjoining properties.	
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	f. Slip lane parking lots shall only be allowed if the public works director approves access onto the major corridor, which may include limitations on driveway spacing and restricted turn movements. 4. <u>Drive through aisles shall be designed to minimize impact to pedestrian connectivity from required parking areas to business entrances.</u> O. Landscaping. 1. Residential portions of RMUO sites shall provide twenty-five percent of the site area as landscaping. 2. Non-residential portion of RMUO sites shall provide ten percent of the site area as landscaping. 3. Total landscaping required for the project may be averaged across the site provided the requirements for the residential and non-residential portions are met and the landscaping is arranged so that there is physical and visual access from all portions of the site. 4. The exterior perimeter of RMUO sites shall include a ten-foot landscaping buffer to an L2 standard along the side and rear property lines and along any parking areas along the front or street side property lines. 5. <u>For any RMUO site which incorporates a drive through use additional landscaping shall apply. Any drive through adjacent to an exterior public street shall incorporate a ten (10) foot wide buffer landscaped to an L-3 standard.</u>	
RDC 18.280 Critical Areas Protection		

18.280.070 Density Transfer Allowance	D. Site Development. Development within the property utilizing density transfer may reduce the minimum lot size and minimum lot width dimensions for the zone by up to twenty <u>ten</u> percent in order to accommodate the additional lots transferred. Within PUDs, any further reduction to lot size or width greater than twenty <u>ten</u> percent shall comply with RDC 18.401.100.A. Outside of PUDs, any further reduction to lot size or width greater than twenty <u>ten</u> percent shall be processed as a variance consistent with RDC 18.350.	Limit the maximum density that can be added due to on-site critical areas.
RDC 18.401 Planned Unit Developments		
18.401.100 Limits on Modifying Standards	6. Maximum density. <u>Density may only be increased a maximum of twenty percent (20%) of the underlying base zone or to a maximum of 8 dwelling units per acre, whichever is less.</u>	Limit the maximum density that can be added through Planned Unit Development modification standards.
RDC 18.720 Off-Street Parking and Loading		
18.720.030 Number of Spaces Required	F. Health. 1. Hospital: minimum of one and one-half spaces per bed. 2. Medical clinic/laboratory: minimum of one <u>0.9</u> spaces per two hundred square feet of gross floor area. 3. Nursing and personal care facilities: minimum of one space per two beds for patients or residents.	Reducing the number of required spaces for Medical clinic/laboratory based on research data.

