



CASTLE ROCK CITY COUNCIL AGENDA

Regular Meeting: Monday, December 13, 2021
7:30 PM

Location
Castle Rock Senior Center
222 Second Ave SW
Castle Rock, WA 98611

AGENDA

*The public may join In-person, but must meet social distancing and mask requirements.
In-person attendance will be limited in the Senior Center.
The public may also join virtually via GoToMeeting.*

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1. CALL TO ORDER

- a. Pledge of Allegiance
- b. Roll Call
- c. Changes to Agenda

2. PROCLAMATIONS & PRESENTATIONS

a. OATH OF OFFICE

Charlie Worley, Chief of Police administration of Oath of Office, effective January 1, 2022.

3. BUSINESS FROM THE FLOOR/PHONE

4. DEPARTMENT REPORTS

- City Attorney Frank Randolph
- Acting Police Chief Charlie Worley
- Public Works Director Dave Vorse
- City Engineer Tom Gower
- Clerk-Treasurer Carie Cuttonaro

5. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers
- CRCDA Representative Nancy Chennault

6. PUBLIC HEARINGS

7. CONSENT AGENDA

- a. Approve the minutes of the November 22, 2021 Regular Council Meeting.
- b. Approve the November 2021 invoices as described in the Fund Transaction Summary Report, in the amount of \$606,024.31.

8. OLD BUSINESS

- a. Ordinance No. TBD-2021-01, an ordinance adopting the budget of the Castle Rock City Transportation Benefit District, Castle Rock, Washington, for the fiscal year ending December 31, 2022, on second reading.
- b. Ordinance No. 2021-16, an ordinance repealing Ordinance No. 2021-06 which amended the budgetary appropriations and authorized an interfund loan for fiscal year ending December 31, 2021 for the City of Castle Rock, Washington for the Regional Water Capital Improvements and Swimming Pool Construction Funds, on second reading.
- c. Ordinance No. 2021-17, an ordinance establishing an expendable Police Vehicle Replacement Fund for the City of Castle Rock, Washington, on second reading.

9. NEW BUSINESS

- a. Request to approve Six Rivers Regional Trail System Phase 1 Improvement Project Change Order #3 for an increase of \$982.61. Change Order #2 did not include the sales tax on the total cost. Current contract of \$199,387.88 would increase \$982.61 to \$200,370.49.
- b. TIB Supplemental Agreement #2 for Complete Streets in the amount of \$15,000. This increases the current agreement from \$27,000 to \$42,000.
- c. Administer Oaths of Office for Councilmember to Art Lee (Position #1) and Lee Kessler (Position #2) for January 1, 2022 through December 31, 2025.

10. OTHER BUSINESS

11. ADJOURNMENT

NEXT REGULAR COUNCIL MEETINGS:

December 27, 2021

January 10, 2022	April 11, 2022	July 11, 2022	October 10, 2022
January 24, 2022	April 25, 2022	July 25, 2022	October 24, 2022
February 14, 2022	May 9, 2022	August 8, 2022	November 14, 2022
February 28, 2022	May 23, 2022	August 22, 2022	November 28, 2022
March 14, 2022	June 13, 2022	September 12, 2022	December 12, 2022
March 28, 2022	June 27, 2022	September 26, 2022	Tuesday, December 27, 2022

Non-Discrimination Statement: This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at https://www.ascr.usda.gov/sites/default/files/Complain_combined_6_8_12_508_0.pdf or at any USDA office, or call 866.632.9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to USDA, Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave, SW, Stop 9410, Washington, DC 20250-9410 or email to program.intake@usda.gov or by fax (202) 690-7442.

Title VI: The City of Castle Rock ensures compliance with Title VI of the Civil Rights Act of 1964 and American Disabilities Act of 1990 by prohibiting discrimination against any person on the basis of race, color, national origin, sex or disabilities in the provision of benefits and services from its federal assisted programs and activities. If you need special accommodations to participate in this meeting, please contact Carie Cuttonaro at 360.274.8181 by 9:00 a.m. three days prior to the meeting. City Council may add and take action on other items not listed on this Agenda.

1. CALL TO ORDER

- a. Mayor Paul Helenberg called the regular meeting of the Castle Rock City Council to order at 7:30 PM, followed by the Pledge of Allegiance.
- b. Councilmembers present: Art Lee, Lee Kessler, Earl Queen, and Ellen Rose.
Councilmember Paul Simonsen arrived at 7:31 PM.

Staff present: Acting Police Chief Charlie Worley, City Attorney Frank Randolph, Public Works Director Dave Vorse, City Engineer Tom Gower, and Clerk-Treasurer Carie Cuttonaro.
- c. Changes to Agenda: none

2. PROCLAMATIONS & PRESENTATIONS

Acting Police Chief Worley presented Officer Bill Zimmerman with the Distinguished Officer Medal and the Purple Heart Medal.

3. BUSINESS FROM THE FLOOR/PHONE – none

4. DEPARTMENT REPORTS

Public Works Director Dave Vorse – Received grant from Transportation Improvement Board for crack seal projects for next four years.

Clerk Treasurer Carie Cuttonaro – 2019/2020 Audit Results

5. COUNCIL AND AD HOC COMMITTEE REPORTS - none

6. PUBLIC HEARINGS

- a. **Purpose: To take testimony on the proposed budget for fiscal year ending December 31, 2022, including a proposed 4% increase in water base, 1% increase in sewer base and 2% in consumption and stormwater utility rates. First Public Hearing was held on November 8, 2021 during the Regular Council Meeting.**
Mayor Helenberg closed the regular council meeting at 7:38 PM to open the public hearing.
Scott Hooper presented public comment.
Mayor Helenberg and Public Works Director Dave Vorse discussed the bridge project.
Lindy Campbell presented public comment.
Mayor Helenberg closed the public hearing at 7:50 PM and reopened the regular meeting.

7. CONSENT AGENDA

- a. **Approve the minutes of the October 25, 2021 Regular Council Meeting.**
- b. **Approve the minutes of the October 26, 2021 Special Council Meeting – Budget Workshop.**
- c. **Approve the minutes of the November 8, 2021 Regular Council Meeting.**
Councilmember Queen made a motion, seconded by Kessler to approve the Consent Agenda as presented. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

8. OLD BUSINESS

1. **Ordinance No. 2021-09, an ordinance fixing the amount to be raised by Ad Valorem taxes for the 2022 budget, on second reading.**
Councilmember Kessler made a motion, seconded by Queen to approve Ordinance No. 2021-09 on second reading. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.
2. **Resolution No. 2021-09, a resolution relating to setting rates and minimum charge for water and sewer services to City of Castle Rock customers, amending Resolution No. 2020-07, on second reading.**
Councilmember Queen made a motion, seconded by Lee to approve Resolution No. 2021-09 on second reading. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.
3. **Ordinance No. 2021-11, an ordinance amending the budgetary appropriations for fiscal year ending December 31, 2021 for the City of Castle Rock, Washington to include the following funds: General (Executive, Planning, Non-Departmental), Building Code, Stormwater Capital Reserve, Regional Water Capital Improvements, and State Custodial Pass-Thru, on second reading.**
Councilmember Kessler made a motion, seconded by Queen to approve Ordinance No. 2021-11 on second reading. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.
4. **Ordinance No. 2021-12, an ordinance amending, in part, Castle Rock Municipal Code Chapter 13.06.080 Combined Billing Due Date – Delinquency – Notice of Disconnection, on second reading.**
Councilmember Kessler made a motion, seconded by Queen to approve Ordinance No. 2021-12 on second reading. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.
5. **Ordinance No. 2021-13, an ordinance amending, City of Castle Rock Municipal Code Chapter 13.16 Retail Water Sales, on second reading.**
Councilmember Lee made a motion, seconded by Queen to approve Ordinance No. 2021-13 on second reading. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.
6. **Ordinance No. 2021-14, an ordinance amending, in part, City of Castle Rock, Washington, Municipal Ordinance No. 2019-06, Stormwater Management Services by amending charges for all classifications, on second reading.**
Councilmember Kessler made a motion, seconded by Queen to approve Ordinance No. 2021-14 on second reading. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.
7. **Ordinance No. 2015-15, an ordinance adopting the budget of the City of Castle Rock, Washington for the fiscal year ending December 31, 2022, on second reading.**
Councilmember Queen made a motion, seconded by Rose to approve Ordinance No. 2021-15 on second reading. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

9. NEW BUSINESS

1. **Ordinance No. TBD-2021-01, an ordinance adopting the budget of the Castle Rock City Transportation Benefit District, Castle Rock, Washington, for the fiscal year ending December 31, 2022, on first reading.**
Councilmember Queen made a motion, seconded by Kessler to approve Ordinance No. TBD-2021-01, on first reading. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.
2. **Interlocal Agreement with Cowlitz County for Participation in the Spillman Records Management System during 2022 and 2023. Cost for participation is \$8,367 and \$8,634, respectively.**
Councilmember Kessler made a motion, seconded by Queen to approve Interlocal agreement with Cowlitz County for participation in the Spillman Records Management System for 2022 and 2023. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.
3. **Agreement with Humane Society of Cowlitz County for Animal Control Services. Cost for service in 2022 in the amount of \$14,183.97 plus additional fees for court-ordered impoundments.**
Councilmember Kessler made a motion, seconded by Queen to approve agreement with Humane Society for 2022. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.
4. **Ordinance No. 2021-16, an ordinance repealing Ordinance No. 2021-06 which amended the budgetary appropriations and authorized an interfund loan for fiscal year ending December 31, 2021 for the City of Castle Rock, Washington for the Regional Water Capital Improvements and Swimming Pool Construction Funds, on first reading.**
Councilmember Queen made a motion, seconded by Lee to approve Ordinance No. 2021-16, on first reading. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.
5. **Ordinance No. 2021-17, an ordinance establishing an expendable Police Vehicle Replacement Fund for the City of Castle Rock, Washington, on first reading.**
Councilmember Kessler made a motion, seconded by Queen to approve Ordinance No. 2021-17, on first reading. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.
6. **Castle Rock Park Board requests City Council form a study committee to see how the library funding issue can be resolved.**
Mayor Helenberg appointed Public Works Director Dave Vorse to organize a study committee.
7. **Special Event Permit Application:**
 - a. **SEP #2021-0024 – Festival of Lights (CRCDA); 12/11/2021; street closure; insurance submitted.**
Councilmember Lee made a motion, seconded by Rose to approve SEP #2021-0024 – Festival of Lights (CRCDA). Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

10. EXECUTIVE SESSION

Mayor Helenberg adjourned regular session at 8:13 PM to convene a 10-minute executive session for the following issue: to discuss potential litigation per RCW 42.30.110(1)(i). No action will be taken following the executive session.

Executive session attendees: Mayor Helenberg, Councilmembers Lee, Kessler, Queen, and Rose, City Attorney Frank Randolph, and Public Works Director Dave Vorse.

Mayor Helenberg closed the executive session and reconvened regular session at 8:23 PM.

11. OTHER BUSINESS

Mr. Crosby addressed the council regarding vaccine and mask mandates.

12. ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:40 PM.

Mayor Paul Helenberg

Clerk-Treasurer Carie Cuttonaro

As of this date, 12/13/2021, the Council by a majority vote, does approve payment of the vouchers included in the Fund Transaction Summary Report, and further described as:

General Expenditures

<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Payment Date</u>
Adjustment/EFT	EFT#880-11/2021	7,806.63	11/22/2021
Adjustment/EFT	EFT#881-11/2021	287.18	11/3/2021
Claims	Check 52822 - 52824	696.11	11/12/2021
Claims	Check 52825 - 52828	234.73	11/18/2021
Claims	Check 52829 - 52830	54,023.36	11/23/2021
Claims	Check 52831	660.67	11/30/2021
Claims	Checks 52832 - 52901	324,870.49	11/30/2021
		<u>388,579.17</u>	

Payroll Expenditures

<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Payment Date</u>
Mid-Month Draw	Nacha # 490867	20,850.00	11/15/2021
Mid-Month Draw	Taxes	5,190.00	11/15/2021
EOM Payroll	Nacha # 500031	58,913.14	11/30/2021
EOM Payroll	Checks 26124 - 26139	52,932.85	11/30/2021
EOM Payroll	Taxes	24,375.75	11/30/2021
		<u>162,261.74</u>	

TBD Expenditures

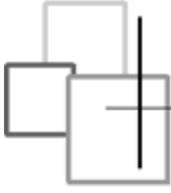
<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Payment Date</u>
Claims	Check 2049	53,317.25	11/30/2021
Claims	Check 2050	1,866.15	11/30/2021
		<u>55,183.40</u>	

	<u>Amount</u>	<u>Payment Date</u>
Grand Total Expenditures	606,024.31	11/1/2021 - 11/30/2021
Fund Transaction Summary Report	606,024.31	
Balance Check (s/b -0-)	-	

Lee Kessler, Audit Committee Member

Art Lee, Audit Committee Member

Ellen Rose, Audit Committee Member



Fund Transaction Summary

Transaction Type: Invoice
Fiscal: 2021 - November - December City Council
System Types: Cash Management, Financials, Payroll, Resources, UB2, Utility Billing

Fund Number	Description	Amount
010	General Fund	\$116,831.26
100	Street Fund	\$20,131.18
115	Building Code Account Fund	\$2,522.80
120	Visitor Center Fund	\$395.15
130	Library Fund	\$502.36
145	Local Criminal Justice Fund	\$222.78
170	DOT Spoil Site Fund	\$2,023.15
320	Street Construction Capital Fund	\$147,637.30
400	Water/Sewer Operating Fund	\$190,758.10
410	Regional Water System Fund	\$27,478.62
415	Regional Sewer System Fund	\$29,054.32
420	Stormwater Management Fund	\$11,965.10
430	Regional Water Capital Improvement	(\$193.39)
475	Boat Launch Facility Fund	\$999.92
632	Transportation Benefit District Fund	\$55,183.40
634	State Custodial Pass-Thru Fund	\$512.26
Count: 16		\$606,024.31

ORDINANCE NO. TBD-2021-01

AN ORDINANCE ADOPTING THE BUDGET OF THE CASTLE ROCK CITY TRANSPORTATION BENEFIT DISTRICT,
CASTLE ROCK, WASHINGTON FOR THE FISCAL YEAR ENDING DECEMBER 31, 2022

WHEREAS, the Interlocal Agreement between the Castle Rock City Transportation Benefit District and the City of Castle Rock dated November 26, 2012 authorizes city staff to serve as fiscal agents for the district and Castle Rock City Council Members serve as board officers in an ex officio capacity. On behalf of the Castle Rock City Transportation Benefit District, the mayor of the City of Castle Rock, Washington completed and placed on file with the city clerk a proposed budget and estimate of the amount of the moneys required to meet the public expenses, bond retirement and interest, reserve funds and expenses of the government of the Castle Rock City Transportation Benefit District for the fiscal year ending December 31, 2022, and a notice was published that the City Council of the City of Castle Rock would meet on the 8th day of November, and on the 22nd day of November, 2021, at the hour of 7:30 PM in the council chambers in the Senior Center portion of Castle Rock City Hall and virtually for the purpose of making and adopting a budget for said fiscal year and giving taxpayers within the limits of said city, an opportunity to be heard upon said budget, and

WHEREAS, the said council did meet at said time and place and did then consider the matter of said proposed budget, and

WHEREAS, the said proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the Castle Rock City Transportation Benefit District for the purposes set forth in said budget, and the estimated expenditures set forth in said budget being all necessary to carry on the government of said city for said year and being sufficient to meet the various needs of said district during said period.

NOW, THEREFORE, the Castle Rock City Transportation Benefit District Board do ordain as follows:

Section 1. The budget of the Castle Rock City Transportation Benefit District, Castle Rock, Washington, for the year 2021 is hereby adopted in its final form and content as set forth in the document entitled Castle Rock City Transportation Benefit District Budget, copies of which are on file in the office of the city clerk.

Section 2. Estimated resources, for each separate fund of the Castle Rock City Transportation Benefit District, and aggregate expenditures for all such funds for the year 2022 are set forth in a summary form below, and are hereby appropriated for expenditure at the fund level during the year 2022 as set forth in the Castle Rock City Transportation Benefit District Budget.

FUND	ESTIMATED REVENUES	ESTIMATED EXPENDITURES	UNALLOCATED ENDING FUND BALANCE	TOTAL
General/TBD	263,193	147,830	115,363	263,193
TBD Capital Project	3,456	-	3,456	3,456
TOTAL ALL FUNDS	266,649			266,649

Section 3. The city clerk is directed to transmit a certified copy of the budget hereby adopted to the State Auditor's office and to the Association of Washington Cities.

Section 4. This ordinance shall be in force and take effect in five (5) days after its publication according to law.

PASSED by the City Council and signed by the Mayor on this 6th day of December, 2021.

Mayor Paul Helenberg

Attest:

Approved as to form:

City Clerk

City Attorney

ORDINANCE NO. 2021-16

AN ORDINANCE REPEALING ORDINANCE NO. 2021-06 WHICH AMENDED THE BUDGETARY APPROPRIATIONS AND AUTHORIZED AN INTERFUND LOAN FOR FISCAL YEAR ENDING DECEMBER 31, 2021 FOR THE CITY OF CASTLE ROCK, WASHINGTON FOR THE REGIONAL WATER CAPITAL IMPROVEMENTS AND SWIMMING POOL CONSTRUCTION FUNDS

WHEREAS, during the regular council meeting held November 8, 2021, the City of Castle Rock approved funding in the amount of \$125,000 from ARPA Funds; and

WHEREAS, the purpose of these funds is to fund the final tie-ins for the SR 504 Water Main Project, where an existing line was abandoned and a new line was laid in a different location; and

WHEREAS, the previously approved interfund loan in the amount of \$50,000 between the Swimming Pool Construction Fund #300 and the Regional Water Capital Improvements Fund #430 is no longer needed.

NOW, THEREFORE BE IT ORDAINED by the city council of the City of Castle Rock that Ordinance No. 2021-06, amending the budgetary appropriations and authorizing an interfund loan for fiscal year ending December 31, 2021 for the Regional Water Capital Improvements and Swimming Pool Construction Funds is hereby repealed.

Adopted by the City Council and signed by the Mayor on this 13th day of December, 2021.

Mayor Paul Helenberg

Attest:

Approved as to form:

Clerk-Treasurer

City Attorney

ORDINANCE NO. 2021-17

AN ORDINANCE ESTABLISHING AN EXPENDABLE POLICE VEHICLE REPLACEMENT FUND FOR THE CITY OF
CASTLE ROCK, WASHINGTON

WHEREAS, due to the increased cost of replacing vehicles for the police department and the associated budgetary stress, it has become necessary to establish a vehicle replacement reserve fund; and

WHEREAS, the sole purpose of this fund is to build reserve monies for the acquisition of replacement vehicles for the police department and only the police shall benefit from this vehicle replacement fund; and

WHEREAS, yearly contributions in the form of interfund transfers will be made to this fund from the General Fund; and

WHEREAS, the amount of contributions will be determined annually during the budget review process and will continue unless amended by majority vote by the Castle Rock City Council of the City of Castle Rock.

NOW, THEREFORE, BE IT ORDAINED by the city council of the City of Castle Rock that the fund "Police Vehicle Replacement Fund" is hereby established.

Adopted by the City Council and signed by the Mayor on this 13th day of December, 2021.

Mayor Paul Helenberg

Attest:

Approved as to form:

Clerk-Treasurer

City Attorney



Change Order

Contract Number TA-6474	Contract Title Six Rivers Regional Trail System Phase 1 Improvements	Federal Aid Number 0504(013)
Change Order Number 3	Change Description Sales Tax for Change Order 2	Date 11.29.2021
Prime Contractor / Design-Builder Jet Construction Northwest, LLC		

☒ Ordered by Engineer under the terms of Section 1-04.4 of the Standard Specifications

☐ Change proposed by Contractor / Design-Builder

Change Description

Change Order 2 did not include sales tax with the total cost. This change order is prepared to include the additional cost due to sales tax for Change Order 2.

See attached Change Order 2 for reference.

Total Cost from Change Order 2:
\$12,282.63

Sales Tax at 8.0%:
 $\$12,282.63 \times 0.08 = \982.61

Verbal Approval Given By Carol Ruiz	Verbal Approval Date 11/29/2021	Working Days +/- 0
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Original Contract Amount \$193,045.25	Current Contract Amount \$199,387.88	Est. Net Change This C.O. +\$982.61	Est. Contract Amount \$200,370.49
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Approval Recommended ☒ Approved Carol Ruiz, PE Project Engineer 11/30/2021 Date	Approved _____ Approving Authority per C.A. Agreement _____ Date
Approval Recommended _____ By Prime Contractor _____ Date	Other Approval As Required _____ Signature _____ Date _____ Representing



Change Order

Contract Number TA-6474	Contract Title Six Rivers Regional Trail Ssystem Phase 1 Improvements	Federal Aid Number 0504(013)
Change Order Number 2	Change Description Upsize Junction Boxes & Concrete Collar Installation	Date 10/13/2021
Prime Contractor / Design-BUILDER Jet Construction Northwest, LLC		

☒ Ordered by Engineer under the terms of Section 1-04.4 of the Standard Specifications

☐ Change proposed by Contractor / Design-BUILDER

Change Description

Due to j-Box capacity requirements listed in WSDOT Design Manual Section 1330.04(9) and WSDOT Std Plans J-40.10 & J-40.30, two existing J-boxes identified on the plans to be utilized for pedestrian signal improvements will need to be upsized to meet capacity requirements. The existing J-box on the SW corner of SR411 & I-5 South On-Ramp will be upsized from a Type 2 to a Type 8 locking lid j-box with concrete collar per WSDOT Std Plan J-40.30 & WSDOT Junction Box Collar detail. The existing J-box on the SE corner of SR411 & I-5 South On-Ramp will need to be upsized from a Type 1 to a Type 2 locking lid with concrete collar per WSDOT Std Plan J-40.10 & WSDOT Junction Box Collar detail.

The contractor has submitted the following costs for this work. See attached cost breakdown prepared by Jet Construction Northwest, LLC.

TCS: \$1,674.63

Traffic Control Vehicle: \$726

Subconsultant (Schneider and Sons): \$9,882 (See attached cost breakdown prepared by Jet Construction Northwest, LLC)

Total Cost: \$12,282.63

Verbal Approval Given By Carol Ruiz	Verbal Approval Date 10/13/2021	Working Days +/- 3	
Original Contract Amount \$193,045.25	Current Contract Amount \$187,105.25	Est. Net Change This C.O. +\$12,282.63	Est. Contract Amount \$199,387.88

Approval Recommended Carol Ruiz, PE Project Engineer 10/13/2021 Date	Approved Approving Authority per C.A. Agreement 4/10/2021 Date
Approval Recommended By Prime Contractor 11.11.2021 Date	Other Approval As Required Signature Date Representing

Change Order Request

Project Name: SRRTS

Date: 10/12/2021

Contract No: 0

CO No. 1

Description: Junction Box Revision

<u>Labor</u>	Unit Rate	Hours	Unit	Total
TCS	\$ 54.09	24	HR	\$ 1,298.16
	\$ -	0	HR	\$ -
	\$ -	0	HR	\$ -
	\$ -	0	HR	\$ -
	\$ -	0	HR	\$ -
	\$ -	0	HR	\$ -
Labor Sub Total				\$ 1,298.16
				Markup \$ 376.47
				Small Tools \$ -
				Total Labor Hours 24

<u>Equipment</u>	Unit Rate	Hours	Unit	Total
Traffic Control Vehicle	\$ 25.00	24	HR	\$ 600.00
	\$ -	0	HR	\$ -
	\$ -	0	HR	\$ -
	\$ -	0	HR	\$ -
	\$ -	0	HR	\$ -
	\$ -	0	HR	\$ -
Equipment Sub Total				\$ 600.00
				21% Mark-Up \$ 126.00

<u>Material</u>	Unit Rate	Quantity	Unit	Total
	\$ -	0		\$ -
	\$ -	0		\$ -
	\$ -	0		\$ -
	\$ -	0		\$ -
	\$ -	0		\$ -
Material Sub Total				\$ -
				21% Mark-Up \$ -

<u>Sub Contractors</u>	Unit Rate	Quantity	Unit	Total
Schneider and Son	\$ 8,823.21	1	LS	\$ 8,823.21
	\$ -	0		\$ -
	\$ -	0		\$ -
	\$ -	0		\$ -
	\$ -	0		\$ -
Sub Contractors Sub Total				\$ 8,823.21
				12% Mark-Up \$ 1,058.79

<u>Misc</u>	Unit Rate	Quantity	Unit	Total
	\$ -	0		\$ -
	\$ -	0		\$ -
	\$ -	0		\$ -
	\$ -	0		\$ -
	\$ -	0		\$ -
Misc. Total				\$ -
				21% Mark-Up \$ -

Exclusions

This Change increases the time to complete the project by:	0	Day(s)	Total Cost	\$ 10,721.37
We reserve the right to claim cost and/or schedule impacts at later date	0%		Overhead	\$ -
	\$ -		Sub Total	\$ 12,282.62
	0.00%		General Liability Insurance	\$ -
			Bond	\$ -
Total Amount				\$ 12,282.62

NOTE: THIS CHANGE ORDER REQUEST SHALL BE ACCEPTED AS APPROVED AND INCORPORATED INTO THE CONTRACT UNLESS WE RECEIVE A WRITTEN RESPONSE FROM YOU STATING OTHERWISE WITHIN 48 HOURS (WE WOULD PREFER THIS CHANGE ORDER REQUEST FORM TO BE SIGNED AND RETURNED).

Prepared by: _____

Accepted by: _____

Date: _____

Date: _____



Change Order Request

Schneider & Son, Inc.
P.O. Box 258 Yacolt, WA 98675
Phone: (360) 409-9781

Date: October 11, 2021

Job Name: Six Rivers Regional Trail System

Description: Remove and dispose of existing junction boxes. Supply and install new Type 2 and Type 8 junction boxes per WSDOT SW Region spec. This does not include moving/realigning existing rigid galvanized conduits.

Labor Worked:	Rates			Hours			Total
	Standard	OT	DT	Standard	OT	DT	
Journeyman Electrician	\$77.33			24.7			\$1,910.05
Apprentice							\$0.00
Laborer							\$0.00

Subtotal	\$1,910.05
Markup (29%)	\$553.91
Labor Total	\$2,463.97

Equipment:	Rates	Days	Total
2021 F550 Service Truck	\$250.00	2.5	\$625.00
Cat 305	\$410.00	1.25	\$512.50
Jumping Jack	\$110.00	1	\$110.00
Dump Trailer	\$135.00	1	\$135.00
Equipment Trailer	\$135.00	1.25	\$168.75

Subtotal	\$1,551.25
Markup (21%)	\$325.76
Equipment Total	\$1,877.01

Material:	Quantity	Price	Total
Type 2 J-Box	1	\$807.58	\$807.58
Type 8 J-Box	1	\$2,422.74	\$2,422.74
CSBC	1	\$50.00	\$50.00
Concrete	1.75	\$160.00	\$280.00
2x12x8 Form Boards	8	\$18.00	\$144.00

Subtotal	\$3,704.32
Markup (21%)	\$777.91
Material Total	\$4,482.23

NOTES:

Grand Total	\$8,823.21
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Transportation Improvement Board Consultant Supplemental Agreement

Agency City of Castle Rock

Project Number C-W-952(001)-1

Project Name TIB Complete Streets Improvements

Consulting Firm Gibbs & Olson, Inc.

Supplement Phase Supplement for Construction Phase

The Local Agency of City of Castle Rock desires to supplement the agreement entered into with Gibbs & Olson and executed on May 13, 2019.

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.

The changes to the agreement are described as follows:

Section II, **SCOPE OF WORK**, is hereby amended to include preparation of contract documents for bidding, support for bid ad and award, and limited construction phase services.

Section IV, **TIME FOR BEGINNING AND COMPLETION**, is amended to change the Completion Date

SUPPLEMENTAL COMPLETION DATE December 31, 2022

Section V, **PAYMENT**, shall be amended as follows as set forth in Exhibit A

MAXIMUM AMOUNT PAYABLE \$42,000

EXHIBIT A				
	Original Agreement	Supplement 1	Supplement 2	Total
Direct Salary Cost	\$7,963.50	\$646.00	\$5,062.00	\$13,671.50
Overhead (including Salary Additives)	\$13,805.52	\$1,007.00	\$7,890.00	\$21,695.52
Fixed Fee	\$2,389.05	\$194.00	\$1,519.00	\$3,908.05
Reimbursables	\$841.93	\$153.00	\$529.00	\$1,370.93
Subconsultant Cost	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$25,000.00	\$2,000.00	\$15,000.00	\$42,000.00

If you concur with this supplement and agree to the changes as stated above, please sign and date in the appropriate spaces below.

Agency Signature		Date
Consultant Signature <i>Richard A. Bushman</i>		Date December 9, 2021