



CASTLE ROCK CITY COUNCIL AGENDA

Regular Meeting: Monday, November 13, 2023
7:30 PM

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

AGENDA

To join this meeting from your computer, tablet or smartphone: <https://global.gotomeeting.com/join/201632365>

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1. CALL TO ORDER

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

2. PROCLAMATIONS & PRESENTATIONS

3. CITIZEN COMMENTS - maximum 3 minutes

4. DEPARTMENT REPORTS

- City Attorney Frank Randolph
- 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

6. PUBLIC HEARINGS

- a. Purpose: To review estimated revenue sources for the 2024 current expense budget (General Fund) and include consideration of possible increases in property tax revenues (Ad Valorem taxes) to be assessed for the fiscal year ending December 31, 2024. The public is invited to present testimony on this issue. (page 3-5)

7. CONSENT AGENDA

- a. Approve the minutes of the October 23, 2023 Regular Council Meeting. (page 6-8)
- b. Approve the minutes of the October 30, 2023 Budget Workshop. (page 9)
- c. Approve the October 2023 invoices as described in the Fund Transaction Summary Report in the amount of \$865,125.35. (page 10-11)

8. OLD BUSINESS

9. NEW BUSINESS

- a. Ordinance No. 2023-11, an ordinance fixing the amount to be raised by Ad Valorem taxes for the 2024 budget. (page 12)
- b. Request to approve Exit 48 Waterline Extension Project Change Order No. 2 for an increase of \$432,108.00. This change order would add the sewer force main pipeline construction work along Huntington Ave S from approximately the Timberlake Church driveway, across the bridge over the BNSF tracks and terminate at the east side of the BNSF right-of-way. Current contract of \$1,480,531.40 would increase to \$1,912,639.40. (page 13-21)

10. OTHER BUSINESS

11. ADJOURNMENT

NEXT REGULAR COUNCIL MEETINGS:

<u>4Q23</u>	<u>1Q24</u>	<u>2Q24</u>	<u>3Q24</u>
October 09	January 08	April 08	July 08
October 23	January 22	April 22	July 22
November 13	February 12	May 13	August 12
November 27	February 26	Tuesday, May 28	August 26
December 11	March 11	June 10	September 09
Wednesday, December 27	March 25	June 24	September 23

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.

**CITY OF CASTLE ROCK
PUBLIC HEARING NOTICE**

The Castle Rock City Council will hold a public hearing during the regular meeting of the Castle Rock City Council on Monday, November 13, 2023 starting at 7:30 PM. The City Council meetings are conducted at the Castle Rock Senior Center, 222 Second Avenue SW, Castle Rock, Washington. Details for joining the meeting virtually are below and will be published with an online agenda on November 13, 2023 at ci.castle-rock.wa.us under 'Government', 'Council Agendas & Minutes'. Public Comment can be submitted in advance to ccuttonaro@ci.castle-rock.wa.us.

Please click this link to join the webinar: <https://global.gotomeeting.com/join/201632365>.
To join by phone, please dial 1 (646) 749-3112 and enter the Access Code 201-632-365.

The purpose of this meeting will be to review revenue sources for the following year's current expense budget (General Fund) and include consideration of possible increases in property tax revenues (Ad Valorem taxes) to be assessed for the fiscal year ending December 31, 2024. The public is invited to present testimony on this issue. For more information contact Carie Cuttonaro, Clerk-Treasurer, at City Hall, (360) 274-8181 or ccuttonaro@ci.castle-rock.wa.us.

Published: The Daily News – October 28, 2023



Cowlitz County Assessor
Preliminary Report of Value for **City of Castle Rock**
for Taxes to be Collected in 2024
Report prepared 09/21/2023

This is a preliminary estimate.

New construction value is included, however state-assessed utility values have not been received and valuation appeals to the BOE are pending. **ALL FIGURES ARE SUBJECT TO CHANGE UNTIL THE ROLLS ARE CERTIFIED.**

HIGHEST LAWFUL LEVY CALCULATION:

$$\text{Highest lawful levy since 1985: } \frac{426,116}{\text{Limit Factor}} \times \frac{101.000\%}{\text{New Limit with Increase}} = \frac{430,377}{\text{New Limit with Increase}}$$

Allowance for New Construction:

$$\frac{2,008,710}{\text{New Const AV}} \times \frac{1.5722177817}{\text{Last Year's Levy Rate}} \div \$1,000 = \frac{3,158}{\text{Allowance for New Construction}}$$

Allowance for any increase in State Assessed Value:

$$\frac{0}{\text{Increase (if any)}} \times \frac{1.5722177817}{\text{Last Year's Levy Rate}} \div \$1,000 = \frac{0}{\text{Allowance for State Assd Increase}}$$

Additional levy capacity due to annexation:

$$\frac{0}{\text{Annexed Area's AV}} \times \frac{0.000000}{\text{Annexation factor}} \div \$1,000 = \frac{0}{\text{Allowance for Annexation}}$$

$$\text{Regular Property Tax Limit, including Annexations: } \frac{433,535}{\text{Regular Levy Limit}}$$

Statutory Rate Maximum:

$$\frac{276,968,028}{\text{AV of District}} \times \frac{2.400000}{\text{Statutory Rate Limit}} \div \$1,000 = \frac{664,723}{\text{Statutory Max Limit}}$$

\$3.60 less estimated Fire #6 rate

ESTIMATED HIGHEST LAWFUL LEVY for 2024 Payable: 433,535

REFUND LEVY

As provided in RCW 84.69.180, a taxing district may levy for refunds paid to taxpayers, plus an amount for abated or cancelled taxes, offset by supplemental taxes (see WAC 458-19-085 for details). Although a refund levy is outside of the Regular Levy Limit, the final district levy rate cannot exceed the Statutory Maximum Limit.

For the 12-month period 08/01/2022 - 07/31/2023 **Amount Eligible for Refund Levy: 2,248**

** If the district intends to levy for a refund, it must be included as a separate line item on the district's Levy Certification.*

ASSESSED VALUE

\$ 276,968,028 Preliminary Assessed Value for Tax Collection in 2024

Preparing a Resolution/Ordinance to Increase the District Levy

If a taxing district intends to increase its levy over the prior year, or it would like to bank the increased levy capacity for future levy calculations, in addition to providing a Levy Certification the district must prepare a separate ordinance or resolution stating the dollar and percent increase over the prior year's actual levy. This section is intended as a template to assist districts in the preparation of such a document.

Step 1 - ENTER the total desired LEVY (dollar amount) for the CURRENT year:

433,535

Step 2 - SUBTRACT the following:

New Const allowance (from above)	-3,158
State Assd allowance (from above)	0
Annexation allowance (from above)	0

*** Last Year's ACTUAL LEVY -426,116**

This is the DOLLAR INCREASE from last year: 4,261

Step 3 - Divide the Dollar Increase by Last Year's Actual Levy

Move the decimal two places to the right to convert to percentage, for example 0.01 = 1.00%

This is the PERCENT INCREASE from last year: 0.01 or 1.0%

* WAC 458-19-085 The base for computing the following year's levy limit does not include the refund levy amount.

**Comparison of General Fund Revenue
to Establish Ad Valorem Taxes for 2024**

Revenue Comparison

Year	2020		2021		2022		2023		2024
	2020	2020	2021	2021	2022	2022	2023	2023	2024
Sum of Actual	Column Labels		Column Labels		Column Labels		Column Labels		Column Labels
Row Labels	Actuals	Final Budget	Actuals	Final Budget	Actuals	Final Budget	Actuals (Jan-Sep)	Current Budget	Estimated Budget
Charges for Services	2,292.71	2,100.00	1,606.84	2,130.00	7,353.28	2,140.00	6,496.33	2,130.00	10,250.00
Court Fines	15,910.55	21,500.00	18,957.73	21,500.00	9,974.94	18,000.00	7,005.89	12,000.00	12,000.00
Grants	110,142.49	66,466.00	333,940.32	334,891.00	323,108.28	329,278.00	2,638.77	8,537.00	9,000.00
Interfund Transfer	29,711.84	53,600.00	36,932.73	72,298.00	46,008.04	96,279.00	57,315.38	189,941.00	162,617.00
Intergovernmental Revenue	110,619.87	94,220.00	123,912.43	107,650.00	113,658.87	103,150.00	88,255.39	108,300.00	117,250.00
License Fees & Franchises	44,540.85	43,460.00	49,008.49	34,020.00	51,417.72	46,040.00	41,102.10	50,665.00	53,825.00
Miscellaneous Revenue	15,436.86	8,211.00	33,148.79	26,761.00	23,108.26	5,511.00	83,890.34	5,311.00	11,411.00
Non-Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Revenues/Local Loan	5,139.16		38,357.17		0.00	0.00	0.00	0.00	0.00
Planning/Development	68,277.07	85,200.00	69,716.54	42,000.00	31,808.76	45,800.00	31,148.57	115,800.00	115,800.00
Taxes	1,383,945.25	1,347,965.00	1,545,226.37	1,445,365.00	1,655,482.35	1,546,510.00	1,174,012.61	1,550,680.00	1,614,690.00
Grand Total	1,786,016.65	1,722,722.00	2,250,807.41	2,086,615.00	2,261,920.50	2,192,708.00	1,491,865.38	2,043,364.00	2,106,843.00

Expenditure Comparison

	2020		2021		2022		2023		2024
	Actuals	Final Budget	Actuals	Final Budget	Actuals	Final Budget	Actuals (Jan-Sep)	Current Budget	Estimated Budget
Expenditure	1,638,632.56	1,752,171.00	1,862,479.56	2,031,812.00	1,717,028.31	1,826,909.00	1,579,780.27	2,312,339.00	2,726,407.00
Revenue	1,786,016.65		2,250,807.41		2,261,920.50		1,491,865.38	2,043,364.00	2,106,843.00
Expenditure	1,638,632.56		1,862,479.56		1,717,028.31		1,579,780.27	2,312,339.00	2,726,407.00
Difference	147,384.09		388,327.85		544,892.19		(87,914.89)	(268,975.00)	(619,564.00)
Cumulative (Actuals)	258,137.93		646,465.78		1,191,357.97		1,103,443.08	(268,975.00)	483,879.08

1. CALL TO ORDER

Mayor Paul Helenberg called the regular meeting of the Castle Rock City Council to order at 7:30 PM.

a. Pledge of Allegiance

Mayor Helenberg led the Pledge of Allegiance.

b. Roll Call

Councilmembers present: Lee Kessler, Earl Queen, Paul Simonsen, and Ellen Rose. Councilmember Art Lee was excused.

Staff present: 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

2. PROCLAMATIONS & PRESENTATIONS

3. CITIZEN COMMENTS - maximum 3 minutes

4. DEPARTMENT REPORTS

- City Attorney Frank Randolph
- Police Chief Charlie Worley
- Public Works Director Dave Vorse
Public Works Director Dave Vorse gave a verbal report.
- City Engineer Tom Gower
- Clerk-Treasurer Carie Cuttonaro
Clerk-Treasurer Carie Cuttonaro gave a verbal report.

5. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers
 1. Humane Society 3Q23 Report (page 3)
 2. Request for Budget Workshop on October 30, 2023 at 6:30 PM.

Mayor Helenberg gave a verbal report. Police Chief Charlie Worley, Cowlitz County Commissioner Rick Dahl, Councilmember Ellen Rose, Clerk-Treasurer Carie Cuttonaro, and Public Works Director Dave Vorse provided comment.

- CRCDA Representative

6. PUBLIC HEARINGS

7. CONSENT AGENDA

Councilmember Queen made a motion, seconded by Rose, to approve the Consent Agenda as presented. Motion carried by roll call vote. Councilmembers Kessler, Queen, Simonsen, and Rose voted 'Aye'.

- a. Approve the minutes of the September 25, 2023 Regular Council Meeting. (page 4-5)
- b. Approve the minutes of the October 9, 2023 Regular Council Meeting. (page 6-8)

8. OLD BUSINESS

9. NEW BUSINESS

- a. CloudPermit proposal for Code Enforcement software. Implementation cost is \$1,000 with an annual cost of \$2,500. After year three, the maximum uplift rate is 5%. (page 9-36)

Mayor Helenberg provided comment.

Councilmember Rose made a motion, seconded by Kessler, to approve the CloudPermit proposal for Code Enforcement software as presented. Motion carried by roll call vote. Councilmembers Kessler, Queen, Simonsen, and Rose voted 'Aye'.

- b. Bid Tab Results and Award - Chemical Procurement. (page 37)

Public Works Director Dave Vorse presented.

Councilmember Queen made a motion, seconded by Rose, to approve the Bid Tab Results and Award - Chemical Procurement. Motion carried by roll call vote. Councilmembers Kessler, Queen, Simonsen, and Rose voted 'Aye'.

- c. Contract renewal for five-year lease with Ricoh for finance copier/printer. Monthly lease would increase \$1.25 to \$200.61; black & white images would decrease \$0.0008 per image to \$0.0066; color images would increase \$0.0029 per image to \$0.0509. Average annual increase is around \$50-\$150. (page 38-43)

Clerk-Treasurer Carie Cuttonaro provided comment.

Councilmember Kessler made a motion, seconded by Rose, to approve a five-year lease renewal for the finance office Ricoh copier/printer. Motion carried by roll call vote. Councilmembers Kessler, Queen, Simonsen, and Rose voted 'Aye'.

10. OTHER BUSINESS

Cowlitz County Commissioner Rick Dahl, Mayor Helenberg, Ellen Rose, and Lee Kessler provided comment.

11. ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 7:54 PM.

Mayor Paul Helenberg

Clerk-Treasurer Carie Cuttonaro

1. CALL TO ORDER

Mayor Paul Helenberg called the budget workshop of the Castle Rock City Council to order at 6:31 PM.

a. Pledge of Allegiance

Mayor Helenberg led the Pledge of Allegiance.

b. Roll Call

Councilmembers present: Lee Kessler, Earl Queen, and Ellen Rose.

Staff present: Public Works Director Dave Vorse, Public Works Senior Operator Tyler Stone, and Clerk-Treasurer Carrie Cuttonaro.

2. WORKSHOP

a. Proposed Budget for Fiscal Year Ending December 31, 2024 including:

1. Revenue Projections
2. Expenditures
3. Capital Projects
4. Utility Rates
5. Wages

Clerk-Treasurer Carrie Cuttonaro and Public Works Director Dave Vorse presented.

Mayor Paul Helenberg and Councilmembers Ellen Rose and Lee Kessler provided comment.

Councilmember Lee Kessler inquired about possible donations for the City of Smiles signs.

Councilmember Ellen Rose stated it would be helpful if there was an estimate available for the cost of the signs. Public Works Director Dave Vorse stated he was continuing to locate a place that could make the style of sign the City would like to see.

3. ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:09 PM.

Mayor Paul Helenberg

Clerk-Treasurer Carrie Cuttonaro

As of this date, 11/13/2023, 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# 1029-10/2023	285.74	10/3/2023
Adjustment/EFT	EFT# 1030-10/2023	254.00	10/18/2023
Adjustment/EFT	EFT# 1031-10/2023	8,923.85	10/24/2023
Claims	Check 54707 - 54709	993.23	10/16/2023
Claims	Check 54710 - 54711	1,473.76	10/20/2023
Claims	Check 54712	186.00	10/26/2023
Claims	Check 54713 - 54717	2,384.01	10/31/2023
Claims	Check 54718 - 54809	653,919.86	10/31/2023
		<u>668,420.45</u>	

Payroll Expenditures

<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Payment Date</u>
Mid-Month Draw	Nacha # 1116322	23,850.00	10/15/2023
Mid-Month Draw	Taxes	6,010.00	10/15/2023
EOM Payroll	Nacha # 1128641	67,504.62	
EOM Payroll	Checks 26528 - 26543	62,093.47	
EOM Payroll	Taxes	29,357.94	
EOM Payroll Benefit	EFT	-	
Uniform Allowance	Checks	-	
Uniform Allowance	Taxes	-	
Accrued - Quarterly Payroll Tax - L&I		5,336.50	
Accrued - Quarterly Payroll Tax - ESD		271.53	
Accrued - Quarterly Payroll Tax - PFML		803.32	
Accrued - Quarterly Payroll Tax - WA CARES		388.67	
		<u>195,616.05</u>	

TBD Expenditures

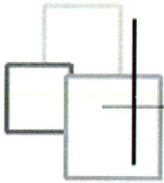
<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Payment Date</u>
Adjustment/EFT	EFT#	-	
Adjustment/EFT	EFT#	-	
Claims	Check 2066	1,088.85	10/31/2023
Claims	Check	-	
		<u>1,088.85</u>	

Grand Total Expenditures	Amount	Payment Date
Fund Transaction Summary Report	865,125.35	10/1/2023 - 10/31/2023
Balance Check (s/b -0-)	<u>865,125.35</u>	
	-	

Lee Kessler, Audit Committee Member

Art Lee, Audit Committee Member

Ellen Rose, Audit Committee Member



Fund Transaction Summary

Transaction Type: Invoice
Fiscal: 2023 - Oct - Nov - City Council
System Types: Cash Management, Financials, Payroll, Resources, UB2, Utility Billing

Fund Number	Description	Amount
010	General Fund	\$161,495.20
100	Street Fund	\$24,563.34
115	Building Code Account Fund	\$7,477.32
120	Visitor Center Fund	\$474.85
130	Library Fund	\$796.10
140	Criminal Justice Fund	\$142.50
145	Local Criminal Justice Fund	\$6,837.83
170	DOT Spoil Site Fund	\$107,482.80
320	Street Construction Capital Fund	\$41,748.72
400	Water/Sewer Operating Fund	\$120,783.60
410	Regional Water System Fund	\$32,780.07
420	Stormwater Management Fund	\$12,449.75
435	Muni Water Capital Improvement	\$316,494.95
470	Muni Sewer Capital Imprv Reserve	\$28,139.74
475	Boat Launch Facility Fund	\$1,207.38
632	Transportation Benefit District Fund	\$1,088.85
634	State Custodial Pass-Thru Fund	\$1,162.35
Count: 17		\$865,125.35

ORDINANCE NO. 2023-11

AN ORDINANCE FIXING THE ESTIMATED AMOUNT TO BE RAISED BY AD VALOREM TAXES FOR THE 2024 BUDGET OF THE CITY OF CASTLE ROCK, WASHINGTON IN ACCORDANCE WITH REVISED CODE OF WASHINGTON 84.55.120

WHEREAS, the Castle Rock City Council of the City of Castle Rock has met and considered its budget for the calendar year ending December 31, 2024; and

WHEREAS, the district's actual levy amount from the previous year was \$426,116; and

WHEREAS, the population of this district is less than 10,000.

NOW, THEREFORE BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy and a special excess tax levy are both hereby authorized to be collected in the 2024 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$4,261 which is a percentage increase of 1.000% from the previous year. The increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

ADOPTED by the City Council and signed by the Mayor on this ____ day of _____, 2023.

Mayor Paul Helenberg

Councilmember Art Lee

Councilmember Lee Kessler

Councilmember Earl Queen

Councilmember Paul Simonsen

Councilmember Ellen Rose

Attest:

Approved as to form:

Clerk-Treasurer

City Attorney

Publication Date: _____

CHANGE ORDER

(Instructions on reverse side)

No. 2

PROJECT: CITY OF CASTLE ROCK – EXIT 48 WATERLINE EXTENSION

DATE OF ISSUANCE: October 24, 2023

OWNER: City of Castle Rock, Washington

OWNER's Contract No. N/A

CONTRACTOR: Tapani, Inc.

ENGINEER Gibbs & Olson, Inc.

You are directed to make the following changes in the Contract Documents.

Description: Construction of approximately 810 linear feet of 6-inch PVC C900 sanitary sewer force main, 30 linear feet of 6-inch DI sanitary sewer force main, 230 linear feet of 6-inch insulated and jacketed DI sanitary sewer force main, including attachment to a City owned bridge, backfill, and restoration, plug valves, connection to existing sanitary sewer force main, 1 combination air/vacuum release valve, temporary traffic control, temporary erosion control, and surface restoration as shown on the drawings.

Reason for Change Order: The City has confirmed funds are available to construct Schedule C of this project as described above.

This change order includes all direct and indirect costs for labor, equipment, materials, and the time required for completion of the work described delivered to the Owner ready for use.

Attachments: (List documents supporting change) Contractor Change Order Request #2.0 documentation (Schedule C only).

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price	Original Contract Times
Subtotal: \$1,357,375.00 Sales Tax: \$107,624.00	Substantial Completion: <u>100</u>
<u>\$1,464,999.00</u>	Physical Completion: <u>110</u>
	days or dates
Net changes from previous Change Order No. <u>1</u> to No. <u>2</u>	Net changes from previous Change Order No. <u>1</u> to No. <u>2</u>
Subtotal: \$14,381.85 Sales Tax: \$1,150.55	
Total: <u>\$15,532.40</u>	<u>0</u>
	days
Contract Price prior to this Change Order	Contract Times prior to this Change Order
Subtotal: \$1,371,756.85 Sales Tax: \$108,774.55	Substantial Completion: <u>100</u>
Total: <u>\$1,480,531.40</u>	Ready for final payment: <u>110</u>
	days or dates
Net Increase of this Change Order	Net Increase (decrease) of this Change Order
Subtotal: \$400,100.00 Sales Tax: \$32,008.00	
Total: <u>\$432,108.00</u>	<u>20</u>
	days
Contract Price with all approved Change Orders	Contract Times with all approved Change Orders
Subtotal: \$1,771,856.85 Sales Tax: \$140,782.55	Substantial Completion: <u>120</u>
Total: <u>\$1,912,639.40</u>	Ready for final payment: <u>130</u>
	days or dates

RECOMMENDED:

By: 
Engineer (Authorized Signature)

Date: Oct. 24, 2023

ACCEPTED:

By: Brandon Farmer
Contractor (Authorized Signature)

Date: 10-25-2023

APPROVED:

By: _____
Owner (Authorized Signature)

Date: _____

CHANGE ORDER NO. 2 – PLAN AND SPECIFICATION REVISIONS

ISSUE DATE: October 24, 2023

PROJECT: City of Castle Rock
Exit 48 Waterline Extension
Cowlitz County, Washington

PROJECT NO.: 0130-5023

TO: Tapani, Inc.

The revisions to the plans and specifications listed within this document are hereby made part of the Contract Documents to the same extent as though were originally included herein. The following changes, additions, or alterations to the Contract Documents and/or Plans are hereby made a part of the requirements and conditions of Change Order No. 2.

1. PLANS

Supplement the Plans with the following (see attached):

“Exit 48 Sewer Force Main, Schedule C.”

2. Specification Section 01010 Scope of Work

Part 1.02 Description of Project, add the following:

“C. Schedule C: Providing all materials and labor to construct approximately 810 linear feet of 6-inch PVC C900 sanitary sewer force main, 30 linear feet of 6-inch DI sanitary sewer force main, 230 linear feet of 6-inch insulated and jacketed DI sanitary sewer force main, including attachment to a City owned bridge, backfill, and restoration, plug valves, connection to existing sanitary sewer force main, 1 combination air/vacuum release valve, temporary traffic control, temporary erosion control, and surface restoration as shown on the drawings.”

3. Specification Section 02100 Traffic Protection and Control

Part 3.01 General, add the following:

“J. The City of Castle Rock will coordinate with BNSF for construction within BNSF Right-of-Way. Contractor shall notify the City at least fifteen (15) days in advance of construction within BNSF Right-of-Way.”

Part 4 Measurement and Payment, add the following:

“4.03 The City of Castle Rock shall pay for flagging and traffic control in BNSF Right of Way.

4. Specification Section 02221 Trench Excavation, Bedding and Backfill

Part 4 Measurement and Payment, delete Section 4.01 entirely and replace with the following:

“4.01 Payment for Trench Excavation per the requirements of this specification section including removal and replacement of existing asphalt curb to the nearest construction joint as required to install sanitary sewer force main shall be included in the per linear foot cost of the various piping bid items as found in the Bid Form.”

5. Specification Section 15070 Sewer Piping, Fittings, Valves and Accessories

Add the following:

“PART 1 - GENERAL

1.01 DESCRIPTION OF WORK

- A. Furnishing and installation of polyvinyl chloride (PVC) AWWA C900 and ductile iron piping, including insulation and jacketing, valves, fittings, supports, pipe hangers, joint material and accessories required for construction of the new sanitary sewer force main as shown on the Drawings and specified herein.
- B. Contractor shall furnish all labor, materials, equipment and appurtenances necessary to supply, install, and test all piping and related Work as indicated on the Drawings and by requirements of these Specifications.
- C. Applications for piping include the following: Furnish and install all pipe, fittings, tracer wire, marking tape, locator boxes, valves, supports, thrust blocks, joint materials, services and appurtenances required for the construction of the Project, as shown on the Drawings and specified herein.

1.02 QUALITY ASSURANCE

- A. Pipe fittings and valves shall be manufactured and installed per the American Water Works Association (AWWA) Standards.
- B. Plumbing Code Compliance: Comply with applicable portions of International Standard Plumbing Code pertaining to plumbing materials, construction, and installation of products.
- C. All nuts and bolts required to install all piping, fittings and accessories shall comply with Public Law 101.592 the Fastener Quality Act.
- D. Accuracy of Data: Data provided herein and on Drawings are as exact as could be determined. Their absolute accuracy is not guaranteed. Drawings and Specifications are for the assistance and guidance of the Contractor; exact distances and elevations will be governed by structures and equipment selected. The Contractor shall be responsible for verifying location and dimensions of existing piping and equipment and shall provide adapters, shims, off-sets, etc., that may be required for a complete installation.

1.03 SUBMITTALS

- A. Shop Drawings: Contractor to provide manufacturer's complete descriptive information for all items specified herein as required in Specification Section 01300 - Submittals of these Contract Documents. Shop Drawings to be submitted according to the Contractor's Shop Drawing submittal schedule as required in Specification Section 01152 – Schedules, Meetings, Reports and Payments of these Contract Documents.

- B. Information shall include materials of construction, Shop Drawings showing all dimensions, sizes, special design and/or installation requirements, performance and efficiency data, and all Project specific installation data for use by the Contractor. Where manufacturers standard literature is submitted it shall be clearly marked to indicate which features will be furnished under this Contract.

PART 2 - PRODUCTS

2.01 GENERAL

- A. Provide piping materials and factory-fabricated piping products of sizes, types, pressure ratings, temperature ratings, and capacities as indicated. Where not indicated, provide proper selection as determined by Engineer to comply with installation requirements. Provide sizes and types matching piping and equipment connections; provide fittings or materials which match pipe materials.
- B. All piping, valves, fittings, and accessories shall be new and of good quality.
- C. Pipe sizes are indicated on the Drawings.

2.02 PIPING, FITTINGS, AND ACCESSORIES

- A. Ductile Iron Pipe and Fittings:

1. Exposed Ductile Iron Pipe: Exposed ductile iron pipe shall be Class 52 with TR FLEX Joints. Restraint of field cut pipe shall be provided with a TR Flex Gripper Ring, TR Flex Pipe field weldments or approved equal. Pipe shall be insulated and jacketed. Insulation shall be polyurethane 90% min. closed cell 2.0 to 4.0 PCF, K-16 to .17 @ 70° F to 75 ° F, approximately 2.5-inches thick. Jacketing shall be 12" outside diameter, 0.063 min. 5052 aluminum spiral lock-seam. End seals shall be factory applied mastic completely sealing the exposed end of the insulation. Joint kits shall be utilized at each joint consisting of aluminum bands with stainless steel clips. The insulation and jacketing shown on the Plans and specified herein shall be Thermacor Process, Inc. or approved equal.
2. Buried Ductile Iron Pipe: Ductile iron pipe (DIP) shall be centrifugally cast pipe conforming to AWWA C151/A21.51, thickness Class 52 except that flanged or grooved DIP shall be Class 53.
3. Buried Polyvinyl Chloride (PVC) C900 Pipe: All PVC pipe 4 inch and larger shall be green colored PVC, Cast Iron pipe equivalent O.D., DR 18 with a pressure rating of 235 psi, conforming to the requirements of AWWA C900. Pipe joints shall be gasketed. Fittings for PVC pipe 4 inch and larger shall be ductile iron.
4. Bolts: for sanitary sewer force main pipe, where required, shall be 316 stainless steel, ASTM A193, Grade B8M, hex head with ASTM A194, Grade 8M hex nuts. Washers of the same material shall be supplied.

All bolts, buried and unburied, shall be coated with Armite Anti-Seize Compound No. 609, or equal, prior to installation. Bolts and nuts for securing flanged pipe and fittings shall comply with AWWA C110/A 21.10 Appendix A. Hardware for all piping with flanged or grooved fittings shall be 316 stainless steel.

5. Buried pipe joints for Ductile Iron: shall be rubber gasket push on or mechanical joint, complying with AWWA C111 unless specified otherwise or indicated on the

drawings. All pipe joints shall be installed with Field Lock, Snap Lok or approved equal gaskets to provide a complete restrained joint system.

6. Pipe Hangers: Hangers for insulated and jacketed ductile iron pipe shall be Anvil Fig 171 roll top and bottom of pipes with double nuts at top roll. Anvil 167 shields shall be provided at each roller. Hanger rods shall be 3/4" diameter galvanized thread rod (ASTM F1554 grade 36 min). See plans for all required structural notes and details for these pipe hangers.
7. Fittings: Fittings for buried pressure piping shall be compact ductile iron fittings per AWWA C153/A21.53 and shall be mechanical joint or flanged as shown on the drawings. All mechanical joints shall be restrained with Romac Grip Rings, EBAA Iron, Inc. Megalug or approved equal.
8. Fittings: Fittings for exposed joints shall be ductile iron per AWWA C153 and shall be TR Flex or approved equal.
9. Interior surfaces of sewer pipe and fittings shall be lined with SewperCoat® or Protecto 401 protective coating or approved equal. The lining thickness shall be 40 mils minimum. Application shall be performed by an applicator approved by the coating manufacturer, in accordance with the manufacturer's instructions and under controlled conditions at the applicator's shop or the pipe manufacturer's plant.

2.03 PIPE ACCESSORIES

- A. Couplings: Bolted, sleeve-type couplings, reducing or transition couplings used to join plain end pipe shall meet the requirements of AWWA C219. Center sleeves, end rings and nuts and bolts shall be manufactured of the same material as the pipe for which the coupler is to be used. Hardware shall be consistent with 2.02 A 4. Couplings shall be long sleeves for connecting pipe of the same material and Romac Alpha or approved equal for differing pipe materials.
- B. Restrained Flanged Coupling Adapters (RFCA), Flanged Coupling Adapters (FCA), and Adapter Flanges: May be used in lieu of threaded or welded flanged spool pieced for ductile iron pipe. Flange adapters shall be made of ductile iron conforming to ASTM A536 and have flange bolt circles that are compatible with ANSI/AWWA C110/A21.10. Restraint for the flange adapter shall consist of a plurality of individual actuated gripping wedges to maximize restraint capability. Torque limiting actuating screws shall be used to insure proper initial set of gripping wedges. The flange adapter shall be capable of deflection during assembly, or permit lengths of pipe to be field cut, to allow a minimum of 0.6" gap between the end of the pipe and the mating flange without affecting the integrity of the seal. For ductile iron pipe, the flange adapter shall have a safety factor of 2:1 minimum. The flange adapters shall be the SERIES 2100 MEGAFLANGE adapter, as produced by EBAA Iron, Inc., or approved equal.
- C. Detectable tracer wire shall be attached to all sanitary sewer force mains including service lines. Tracer wire shall be attached to the top of the pipe with a minimum of 2 wraps of duct tape every 10 feet. Tracer wire shall be SuperFlex 1430 #14 AWG low carbon 1010 grade steel, HDPE insulation, rated for direct burial. SF-CCS conductor must be at 21% conductivity. Break load 194 pounds, as manufactured by Copperhead Industries with green jacket color. #12 AWG

EHS-CCS break load 1150 LBS. There shall be no splices in the tracer wire. Prior to asphalt concrete paving, the contractor shall coordinate with the Owner to perform a continuity test of the new tracer wire. Testing must confirm tracer wire continuity on the sanitary sewer force main.

- D. Marking tape shall be installed 12 inches over all sewer lines including service lines. Marker tape shall be green, 3 inches wide and read "CAUTION BURIED FORCE MAIN LINE BELOW".

2.04 VALVES

- A. Plug valves and accessories:

1. Plug valves shall be epoxy coated resilient seated plug valves with mechanical joint ends per AWWA C517 per City of Castle Rock standards (see Drawings).
2. Provide with Tnemec Pota Pox Epoxy paint or approved equal on interior with surface preparation, 3 coats.
3. Valve box: per City of Castle Rock standards (see Drawings).

2.05 COMBINATION AIR/VACUUM RELEASE VALVE

- A. Combination Air/Vacuum Release Valves shall be ARI D-025 (short version) as shown on the Drawings or approved equal.
- B. The combination air/vacuum release valve shall be installed within a 14 ga steel pipe mounted enclosure for sewer with a 10-gallon, 6-inch deep containment tank Placer Waterworks model/catalogue number PW/SJARV-SP2 or approved equal.

PART 3 - EXECUTION

3.01 GENERAL

- A. Pipe and accessories shall be handled in such a manner as to insure against damage. Particular care shall be taken not to injure pipe coating. Dropping of pipe or fittings shall be cause for rejection.
 1. The interior of all piping and accessories shall be cleaned after assembly and before connection to equipment.
 2. Whenever pipe requires field cutting to fit, Work shall be done by a machine in a satisfactory manner so as to leave a smooth end at right angles to axis of pipe.

All pipe shall be installed in strict accordance with the manufacturer's recommendations and/or specifications, using the best commercial trade practice. Any special tools required for laying, jointing, cutting, etc., shall be supplied by the Contractor. Seal end of line with a tight-fitting plug when the pipe is not being laid.

Thrust blocks, or other suitable restraining devices, shall be provided for all piping specified for pressure testing. Thrust block sizes shall be determined by Contractor and the Engineer and shall be so placed as to allow future maintenance of fitting without breaking out thrust block. In general, forms or reinforcing will not be required for thrust blocks. Thrust block concrete shall bear

directly against undisturbed earth and shall be poured and cured before pipe is subjected to any hydrostatic pressure. Details of thrust blocks are shown on the Drawings.

- B. Construct the sanitary sewer force main, valves, and all accessories as shown on the details included on the drawings.

3.02 PRESSURE LINE INSTALLATION

- A. Placing and Laying Pipe: Inspect for defects before installation. Any piping showing damage which in the opinion of the Engineer will affect performance of the pipe shall be removed from the site.
- B. Pipe shall be laid with consistent slope between elevations shown on the Drawings to prevent high spots where air may collect. Seal end of line with tight fitting plug when the pipe is not being laid.
- C. Cleaning and Assembling Joints: All parts of the pipe ends, couplings, fittings, and appurtenances shall be cleaned to remove oil, grit, or other foreign matter from the joint. Care shall be taken to keep the joint from contacting the ground.
- D. Pressure Testing:
 - 1. Ductile iron piping, valves, and fittings will be visually inspected to identify any leaks. Any cracked, broken, or defective pipe, couplings, fittings, or valves shall be replaced at the Contractor's expense.
 - 2. Prior to pavement restoration, the backfilled pressure lines will be subjected to a hydrostatic pressure test. The pressure test shall be per Standard Specification 7-09.3(23) Hydrostatic Pressure Test with the following modifications: The hydrostatic test pressure shall be 150 psi. Any leaks or imperfections developing under said pressure will be remedied by the contractor. The pressure test will be maintained while the entire installation is inspected.

The contractor will provide all necessary equipment and will perform all work connected with the tests. Tests will be made after all connections have been made and the lines have been backfilled, but prior to pavement restoration. The contractor will perform all tests to assure that the equipment to be used for the test is adequate and in good operating condition and the air in the line has been released before requesting the City to witness the test.

3.03 TRACER WIRE CONTINUITY TEST

- A. Prior to pavement restoration, the contractor shall coordinate with the Owner to perform a continuity test of the new tracer wire. Testing must confirm tracer wire continuity.

3.04 MISCELLANEOUS ITEMS

- A. Products, piping accessories and appurtenances as specified in Part 2 of this section shall be installed as shown on the Drawings and as recommended by the manufacturers.
- B. Provide non-conducting dielectric connections wherever jointing dissimilar metals.

- C Reducers and Misc. Pipe Fittings: Provide and install pipe reducers and fittings as required when pipe connections are made to equipment with dissimilar connection sizes.

PART 4 - MEASUREMENT AND PAYMENT

- 4.01 All costs to supply, install and test the 6-inch PVC C900 sanitary sewer force main piping, miscellaneous piping, couplers, fittings, bends, mechanical restraint, caps or plugs, thrust restraint, concrete thrust blocks, pressure testing, trench excavation including haul and disposal, relocating or removing and disposing of existing pipes as required to complete construction, marking tape, tracer wire and other materials, equipment, and Work required to complete the piping and accessories as shown on the Drawings and specified herein shall be included in the per linear foot price for "6 inch PVC C900 Sewer Force Main" as found in the Bid Form. Payment in this bid item includes all costs associated with temporary capping, blocking, and testing to complete construction as specified.
- 4.02 All costs to supply, install and test 6-inch DI sanitary sewer force main piping, miscellaneous piping, couplers, fittings, bends, mechanical restraint, caps or plugs, thrust restraint, concrete thrust blocks, pressure testing, trench excavation including haul and disposal, relocating or removing and disposing of existing pipes as required to complete construction, marking tape, tracer wire and other materials, equipment, and Work required to complete the piping and accessories as shown on the Drawings and specified herein shall be included in the per linear foot price for "6-inch DI Sewer Force Main" as found in the Bid Form. Payment in this bid item includes all costs associated with temporary capping, blocking, testing to complete construction as specified.
- 4.03 All costs to supply, install and test 6-inch TR Flex Insulated and Jacketed DI sanitary sewer force main piping across the bridge, miscellaneous piping, couplers, fittings, bridge hangars and associated work, pressure testing, and other materials, equipment, and Work required to complete the piping and accessories as shown on the Drawings and specified herein shall be included in the per linear foot price for "6-inch DI Sewer Force Main, Insulation, and Jacketing" as found in the Bid Form. Payment in this bid item includes all costs associated with temporary capping, blocking, testing to complete construction as specified.
- 4.04 All costs to supply, install and test the plug valves, 6-inch and larger, as shown on the drawings and specified shall be included in the per each bid item for "6-inch Plug Valves" as found in the Bid Form. Payment includes providing and installing the valve box, base section, valve extension, mechanical restraint, concrete collar, and all other miscellaneous materials shown on the detail.
- 4.05 The unit Contract price per each for "Connection to Existing Sewer Main" shall be considered full pay for all labor and materials necessary to provide a connection to the existing sanitary sewer force main 4-inch and larger, in the manner shown on the plans. This includes but is not limited to all fittings such as full body sleeves, stainless steel tapping sleeves, transition couplings, flexible adapters, joint restraint systems, excavation, backfilling, and cleanup.

- 4.06 All costs to supply, install, and test the combination air and vacuum relief valve, including valve, valve enclosure, fittings, saddle, appurtenances, and piping, as shown on the drawings and specified, shall be included in the per each bid item for "Sewer Combination Air/Vacuum Release Assembly", as found in the bid form.

Backfill and compaction shall be paid for per Specification Section – 02202 Import Aggregates of these Contract Documents.

-- END OF SECTION 15070 --"

-- END OF CHANGE ORDER NO. 2 – PLAN AND SPECIFICATION REVISIONS --