



CASTLE ROCK CITY COUNCIL AGENDA

Regular Meeting: Monday, March 14, 2022
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

3. BUSINESS FROM THE FLOOR/PHONE

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 Nancy Chennault
 1. CRCDA Annual Meeting will be held Monday, March 21st between 6:30-8:30 PM at the Castle Rock Elementary School Cafeteria. (page 3)

6. PUBLIC HEARINGS

7. CONSENT AGENDA

- a. Approve the February 2022 invoices as described in the Fund Transaction Summary Report, in the amount of \$501,191.92. (page 4-5)

8. OLD BUSINESS

- a. Ordinance No. 2022-02, an ordinance of the City of Castle Rock, Washington, Authorizing and

directing the Mayor to execute on behalf of the City of Castle Rock an agreement between the Washington State Community Economic Revitalization Board and the City of Castle Rock for aid in financing the costs of public facilities consisting of the Exit 48 Water Main Extension Project, on first reading. (page 6-13)

b. Additional discussion regarding reduced utility rates for low-income citizens.

9. NEW BUSINESS

a. Proposed agreement for contracted legal services with Randolph Law Firm. (page 14-15)

b. Proposed agreement for Castle Rock Visitor Center operations with Castle Rock Community Development Alliance (CRCDA). (page 16-18)

c. Gibbs & Olson, Inc. Authorization No. 2022-001 for Sanitary Sewer Cleaning & Inspection, Phase 3, in the amount of \$180,000. (page 19-26)

d. Boyd McCall, 116 D Street SW, requests a utility adjustment for the November/December and December/January billings in the amount of \$500.41. Request meets ordinance provisions; staff recommends approval. (page 27)

10. OTHER BUSINESS

11. ADJOURNMENT

NEXT REGULAR COUNCIL MEETINGS:

1Q22	2Q22	3Q22	4Q22
January 10	April 11	July 11	October 10
January 24	April 25	July 25	October 24
February 14	May 09	August 08	November 14
February 28	May 23	August 22	November 28
March 14	June 13	September 12	December 12
March 28	June 27	September 26	Tuesday, December 27

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.



2022 Annual Meeting

Monday, March 21, 6:30-8:30 PM
(doors open at 6)

Castle Rock Elementary School Cafeteria
700 Huntington Ave. S.

- Updates! • Review what has been happening in Castle Rock the past 2 years!
- Meet new business owners • Network with community organizations
- City and Community updates • Meet CRCDA Alliances • Preview CRCDA Events for 2022 • Refreshments from local businesses

“Castle Rock is OPEN for business”

- PO Box 931, Castle Rock WA 98611

Contact: Message us on Facebook: <https://www.facebook.com/CRCDA>

As of this date, 3/14/2022, 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#900-2/2022	135.87	2/4/2022
Adjustment/EFT	EFT#899-2/2022	6,558.63	2/24/2022
Claims	Check 53079 - 53080	1,882.41	2/23/2022
Claims	Check 53081 - 53081	1,167.79	2/28/2022
Claims	Checks 53082 - 53155	313,380.07	2/28/2022
		<u>323,124.77</u>	

Payroll Expenditures

<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Payment Date</u>
Mid-Month Draw	Nacha # 568260	22,300.00	2/15/2022
Mid-Month Draw	Taxes	5,690.00	2/15/2022
EOM Payroll	Nacha # 581633	60,552.16	2/28/2022
EOM Payroll	Checks 26186 - 26199	59,596.60	2/28/2022
EOM Payroll	Taxes	26,215.19	2/28/2022
Final Payroll	Checks 26200	44.44	2/28/2022
Final Payroll	Taxes	7.36	2/28/2022
Accrued - Quarterly Payroll Tax		3,518.90	
Accrued - AWC Benefit Trust		142.50	
		<u>178,067.15</u>	

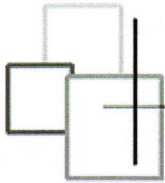
TBD Expenditures

<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Payment Date</u>
Adjustment/EFT		-	
Claims		-	
		<u>-</u>	
		<u>Amount</u>	<u>Payment Date</u>
Grand Total Expenditures		501,191.92	2/1/2022 - 2/28/2022
Fund Transaction Summary Report		<u>501,191.92</u>	
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: 2022 - Feb - March - City Council
System Types: Cash Management, Financials, Payroll, Resources, UB2, Utility Billing

Fund Number	Description	Amount
010	General Fund	\$110,159.24
100	Street Fund	\$15,274.29
115	Building Code Account Fund	\$2,916.35
120	Visitor Center Fund	\$429.67
130	Library Fund	\$609.06
145	Local Criminal Justice Fund	\$118.97
170	DOT Spoil Site Fund	\$2,138.18
320	Street Construction Capital Fund	\$196,594.22
400	Water/Sewer Operating Fund	\$111,902.87
410	Regional Water System Fund	\$27,393.30
415	Regional Sewer System Fund	(\$1,303.68)
420	Stormwater Management Fund	\$8,092.14
430	Regional Water Capital Improvement	\$132.13
435	Muni Water Capital Improvement	\$23,383.56
470	Muni Sewer Capital Imprv Reserve	\$331.78
475	Boat Launch Facility Fund	\$2,584.63
634	State Custodial Pass-Thru Fund	\$435.21
	Count: 17	\$501,191.92

ORDINANCE NO. 2022-02

AN ORDINANCE OF THE CITY OF CASTLE ROCK, WASHINGTON, AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE ON BEHALF OF THE CITY OF CASTLE ROCK AN AGREEMENT BETWEEN THE WASHINGTON STATE COMMUNITY ECONOMIC REVITALIZATION BOARD AND THE CITY OF CASTLE ROCK FOR AID IN FINANCING THE COSTS OF PUBLIC FACILITIES CONSISTING OF THE EXIT 48 WATER MAIN EXTENSION PROJECT

WHEREAS, the City Council of the City of Castle Rock, Washington (the "City"), deems it necessary and in the best interest of the City and its citizens that certain improvements be made to the water system; and

WHEREAS, in order to provide the funds required for carrying out of such plan of improvements, the City now desires to authorize the acceptance of a loan from the Community Economic Revitalization Board ("CERB") in the principal amount of \$1,500,000 ("Loan"); and

WHEREAS, the Council has received and considered an offer from CERB to make such Loan and has determined that it is in the best interest of the City to so accept such Loan.

NOW THEREFORE, The City of Castle Rock does ordain as follows:

Section 1. That the Mayor of the City of Castle Rock be he is hereby authorized and directed to execute, on behalf of the City of Castle Rock, a Final Contract between the Community Economic Revitalization Board and the City of Castle Rock and such other documents as may be required for securing aid in financing the cost of the above-described public facilities.

Section 2. The City Council of the City of Castle Rock has accepted the offer of the loan from the Community Economic Revitalization Board in the amount of \$1,500,000, said loan to bear interest at the rate of 1.5% per annum; and a grant award in the amount of \$500,000.

Repayment of said \$1,500,000 general obligation loan shall be consistent with the terms provided in the signed Initial Offer of Financial Aid and more particularly as follows:

20-year repayment term

A copy of said Initial Offer of Financial Aid is attached hereto, designated as Exhibit A, and made a part hereof as though set forth herein full.

The City of Castle Rock reserves the right to accelerate payments on principal and eliminate the interest on any accelerated principal payments.

This obligation shall be considered as a legal general obligation of the City of Castle Rock and the City of Castle Rock hereby pledges its full faith and credit to the payment thereof.

Section 3. The City of Castle Rock shall establish a separate fund to be known as the Community Economic Revitalization Board (CERB) Fund. Establishment of this fund applies to CERB grants and loans. In the case of a loan, there shall be sufficient moneys placed in this fund to meet the above-detailed repayment schedule. The source of payment is real estate and general sales taxes.

DATED AND SIGNED this 28th day of March, 2022.

By: _____

Mayor

Attest:

Approved as to form:

City Clerk

City Attorney

Washington State
Community Economic Revitalization Board

Initial Offer of Financial Aid

City of Castle Rock
Federal Tax Number: **91-6001409**
Offer Date: **July 14, 2021**

The Community Economic Revitalization Board (CERB) is authorized by chapter 43.160 RCW to provide funds to political subdivisions to assist in financing the cost of certain public facilities. This Initial Offer of Financial aid is contingent upon the availability of CERB funds. CERB hereby offers to make funds available to the **City of Castle Rock**, hereafter referred to as the "Contractor," in order to aid in financing the cost of, or improvements to, public facilities consisting of **Exit 48 Water Main Extension Project** as described in the application (hereafter collectively referred to as the "Project").

This offer consists of:

- General Obligation loan of \$1,500,000
- Interest rate: 1.5 percent (%) per annum on the outstanding principal balance
- Term: 20 years maximum
- Grant of \$500,000

This offer is subject to completion of pre-contract conditions, as described in Attachment A.

A final contract shall be developed by CERB prior to disbursement of funds. No project costs incurred prior to this offer date will be reimbursed by CERB. In the event a final contract is not executed, no CERB funds will be disbursed.

If accepted, this Initial Offer of Financial Aid must be signed and returned to CERB by **August 27, 2021**.

ACCEPTANCE

FOR CERB

DocuSigned by:



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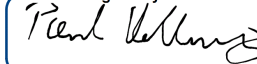
Randy Hayden, Chair

Community Economic Revitalization Board

Date: 7/29/2021 | 11:47 AM PDT

FOR THE CONTRACTOR

DocuSigned by:



34B122CD29514B1...

Paul Helenberg, Mayor

City of Castle Rock

Date: 7/27/2021 | 4:58 PM PDT

Certificate Of Completion

Envelope Id: 7EB041F2EB334F27864CE4078824C170

Status: Completed

Subject: Please DocuSign: Castle Rock, City of - CERB IOFA - S21-790A0-218.pdf

Division:

Local Government

Program: CERB

ContractNumber: S21-790A0-218

Source Envelope:

Document Pages: 1

Signatures: 2

Envelope Originator:

Certificate Pages: 5

Initials: 0

Barbara Smith

AutoNav: Enabled

1011 Plum Street SE

Enveloped Stamping: Enabled

MS 42525

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Olympia, WA 98504-2525

barbara.smith@commerce.wa.gov

IP Address: 198.239.10.225

Record Tracking

Status: Original

Holder: Barbara Smith

Location: DocuSign

7/19/2021 4:12:58 PM

barbara.smith@commerce.wa.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Washington State Department of Commerce

Location: DocuSign

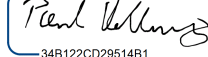
Signer Events

Paul Helenberg

phelenberg@ci.castle-rock.wa.us

Security Level: Email, Account Authentication
(None)**Signature**

DocuSigned by:



34B122CD29514B1...

Timestamp

Sent: 7/19/2021 4:13:49 PM

Viewed: 7/27/2021 4:56:31 PM

Signed: 7/27/2021 4:58:56 PM

Signature Adoption: Drawn on Device

Using IP Address: 70.89.184.153

Signed using mobile

Electronic Record and Signature Disclosure:

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Randy Hayden

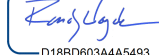
rhayden@portofpasco.org

Executive Director

Port of Pasco

Security Level: Email, Account Authentication
(None)

DocuSigned by:



D18BD603A4A5493...

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Signed: 7/29/2021 11:47:36 AM

Signature Adoption: Uploaded Signature Image

Using IP Address: 64.185.110.194

Electronic Record and Signature Disclosure:

Accepted: 7/29/2021 11:46:58 AM

ID: 559f94d8-143c-457b-9ce6-c73dc76f2eb3

In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp**

Carbon Copy Events	Status	Timestamp
David Vorse crpwd@ci.castle-rock.wa.us Security Level: Email, Account Authentication (None)	COPIED	Sent: 7/19/2021 4:13:49 PM Viewed: 7/19/2021 4:16:25 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/19/2021 4:13:49 PM
Certified Delivered	Security Checked	7/29/2021 11:46:58 AM
Signing Complete	Security Checked	7/29/2021 11:47:36 AM
Completed	Security Checked	7/29/2021 11:47:36 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.15 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Washington State Department of Commerce:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: docusign@commerce.wa.gov

To advise Washington State Department of Commerce of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at docusign@commerce.wa.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to docusign@commerce.wa.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Washington State Department of Commerce

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to docusign@commerce.wa.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Washington State Department of Commerce as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Washington State Department of Commerce during the course of your relationship with Washington State Department of Commerce.

CONTRACT TO EMPLOY CITY ATTORNEY

THIS AGREEMENT, made this _____ day of _____, 2022, between the CITY OF CASTLE ROCK, a Washington municipal corporation, acting by and through its duly authorized officers, and located in the County of Cowlitz, herein referred to as “CITY”, and FRANK F. RANDOLPH d.b.a. RANDOLPH LAW FIRM, P.O. Box 457, Longview, Washington, 98632, herein referred to as ATTORNEY.

IT IS HEREBY AGREED BETWEEN THE PARTIES:

1. **Nature of Employment.** CITY hereby retains and employs, pursuant to the authority conferred by it and its duly authorized officers according to RCW 35A.12.020, said ATTORNEY to act under the title of City Attorney and to render CITY and its authorized officers all legal advice and to represent CITY and its duly authorized officers in all matters which may be pending and before all administrative agencies and departments of the government brought by or against said CITY, during and throughout the continuance of this agreement; and to examine all title reports, prepare all contracts, undertake all collections as requested, to render legal opinions and all other civil legal services to CITY or any of its duly authorized officers may request or require. Services do not include prosecution or public defender in the Castle Rock Municipal Court, nor any appeals therefrom.

2. **Term of Employment.** The term of this agreement, subject to the termination rights listed below, shall be from May 1, 2022, to April 30, 2024.

3. **Compensation.**

A. As compensation for all services to be rendered by ATTORNEY herein, CITY shall pay Frank F. Randolph the sum of \$200.00/hour, which charges shall be based on the desk diary entries of the attorney; that the hourly rate also includes the cost of ATTORNEY’s clerical staff and associated office expenses, but does not include out-of-pocket costs advanced on behalf of CITY, which CITY will be billed for, such as special communication services, photocopying greater than 25 pages, delivery service or service of process, direct and reasonable travel costs authorized by CITY, and shall include such other reasonable and necessary costs and expenses as agreed by the parties.

B. In the event it becomes necessary to commence or defend litigation in connection with this representation, CITY shall reimburse ATTORNEY for filing fees advanced, deposition expenses, and such other out-of-pocket costs normally and reasonably incurred in litigation matters.

C. A monthly statement for services and costs on behalf of CITY will be rendered by ATTORNEY, which shall be paid within 30 days of receipt by CITY.

4. **Termination.** ATTORNEY’s employment shall continue for the duration of this Agreement, unless either party gives 30 days’ notice of intent to terminate.

IN WITNESS WHEREOF, the parties have executed this Agreement at Castle Rock, Washington, on the day and year first above written.

CITY OF CASTLE ROCK

ATTORNEY

By: _____
Paul Helenberg, Mayor

By: _____
Frank F. Randolph
d.b.a. Randolph Law Firm

Attest:

City Clerk

**MUNICIPAL SERVICES AGREEMENT
FOR CASTLE ROCK
VISITOR CENTER OPERATIONS**

WHEREAS, the City of Castle Rock, hereinafter referred to as the “City”, desires to increase and improve the services provided at the Castle Rock Visitor Center, located at 890 Huntington Avenue N, Castle Rock, 98611, hereinafter referred to as the “Center”; and

WHEREAS, City presently does not have sufficient resources to provide the level of services that the Center needs in order fully to benefit the greater Castle Rock area; and

WHEREAS, the Castle Rock Community Development Alliance (“CRCDA”) is an established Washington nonprofit corporation, organized under Section 501(c)(3) of the federal Internal Revenue Code, with a mission to identify and nurture and environment that is supportive of its citizens by promoting quality of life and an economically sustainable community; and

WHEREAS, the City’s Lodging Tax Advisory Committee has recommended services be performed at the Center requiring specialized skills and other supportive capabilities; and

WHEREAS, the CRCDA warrants that it has these skills and other capabilities; and

WHEREAS, the parties seek to cooperate for the welfare of their community;

NOW, THEREFORE, IT IS HEREBY AGREED BETWEEN THE PARTIES:

1. **Relationship.** The CRCDA will operate the Center at its own expense. Additional services from those stated herein may be adopted by contract amendment. City will provide municipal utilities to the Center that include power, water, septic, internet, alarm system and maintenance to the facility. Additionally, the City will make funds available and support that may become available that are intended to support tourism in the Castle Rock area (such as L Taxes and grants). CRCDA will be responsible, during the term of this agreement, for all other items and services that are needed to operate the Center, including, but not limited to, staff and displays.

2. **Term.** The term of this agreement shall commence on March 1, 2022, and terminate on February 28, 2023, unless terminated earlier under another provision hereof.

Either party may terminate this agreement, without cause and without further obligation, upon sixty (60) days written prior notice to the other party.

This agreement may be extended by two (2) one-year annual agreements (i.e., March 1, 2023-February 29, 2024 and March 1, 2024 to February 28, 2025) by written notice and agreement by both parties in the final month of any such current lease.

3. **Exclusive Visitor Center Use.** The Center, also referred to as “the Premises”, may only be used by the parties, during the term of the agreement(s), for the purposes described herein.

4. **Hours of Operation.** The Center shall be staffed and ready to greet visitors whenever the Center is open for business. The CRCDA shall use its best judgment as to what hours should be advertised and maintained at the center.

5. **Notice.** Any notice or submittal given under this agreement shall be deemed to be received within three (3) days after mailing. Changes of address may be given in accordance with the section. Any notice or submittal given under this agreement shall be sent as follows:

To City:

City of Castle Rock

Attn: Visitor Center

P.O. Box 370

Castle Rock, WA 98611

To the CRCDA:

CRCDA

Attn: Visitor Center

P.O. Box 931

Castle Rock, WA 98611

6. **Agreed Goal.** The goal of the Center’s operations is promote tourism in the area, including, but not limited to, referring visitors to the historic downtown Castle Rock area and to businesses east of I-5, encouraging over night stays and promoting other such activities in the greater Castle Rock area.

The CRCDA will submit monthly written reports to the city, when the Center is open, in the month following the month being reported, covering activities at the Center, including numbers of visitors to the Center and observations regarding visitor interests. If reasonably possible, the CRCDA shall provide the said report to the City in time to permit the Council being briefed at the second meeting date of that month.

7. **CRCDA Requirements.** During the term of the agreement, including any extension thereof, the CRCDA:

- a. Shall maintain the premises in a clean, safe, and inviting manner.
- b. Shall not make or allow any changes to the premises without the prior written consent of the City, including, without limitation, remodeling, painting, putting holes in wood panels, etc.
- c. Shall indemnify, defend, and hold the City, its officers, officials and employees harmless from any and all claims, injuries, damages, losses or suits, including attorneys’ fees, arising out of or resulting from the alleged acts, errors or omissions of the

CRCDA in the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

8. **Insurance.** The CRCDA shall obtain and keep in force during the terms of this agreement the following insurance and companies or through sources approved by the State Insurance Commissioner pursuant to RCW Title 48:

a. Workers' compensation and employer's liability insurance as required by the State of Washington.

b. General commercial liability insurance in an amount not less than a single limit of \$1,000,000 for bodily injury, including death and property damage per occurrence.

Excepting the worker's compensation insurance secured by the CRCDA, the City will be named on all certificates of insurance as an additional insured. The CRCDA shall furnish the City with verification of insurance and endorsements required by the agreement. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

All insurance shall be obtained from an insurance company authorized to do business in the State of Washington. The CRCDA shall submit verification of insurance as outlined above to the City within 14 days of execution of this agreement.

No cancellation of these policies shall be effective without 30 days prior notice to the City.

9. **Dispute Resolution.** If a dispute arises out of or relates to this agreement, or the breach thereof, and if the dispute cannot be settled through negotiation, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Commercial Mediation Procedures before resorting to arbitration, litigation, or some other dispute resolution procedure.

EXECUTED this ____ day of March, 2022

City of Castle Rock

Castle Rock Community Development Alliance

By: _____

Earl Queen, Mayor Pro Tem

Mike Vorse, Vice President

**EXHIBIT A
CITY OF CASTLE ROCK, WASHINGTON
AUTHORIZATION FOR ENGINEERING SERVICES**

**NOTICE OF AUTHORIZATION NO. 2022-001
SANITARY SEWER CLEANING & INSPECTION - PHASE 3**

Gibbs & Olson, Inc. (Engineer) is hereby authorized to perform Engineering Services for the City of Castle Rock, Washington (Client) as provided for in our General Agreement for Professional Engineering Services dated January 14, 2019, and as more fully described herein:

Introduction

The City of Castle Rock desires to clean and inspect approximately 46,000 linear feet of existing 4-inch through 21-inch diameter gravity sanitary sewer pipeline.

Assumptions

The Engineer has utilized the following assumptions in developing the scope of work and budget for this project.

1. No permits are required to complete the work.
2. Client will locate and provide access to sanitary sewer manholes.
3. No temporary plugging or bypass pumping is included.
4. Client will provide access to each end of any force main to be cleaned and inspected.
5. The Client will be responsible for providing traffic control.
6. A hydrant meter is required, however, there will be no charge for the meter or water used.
7. Materials resulting from the cleaning operations will be disposed of at the City of Castle Rock wastewater treatment plant. If offsite disposal is required, the cost for this will be billed as an out of scope expense.
8. Cleaning costs assume all pipelines are free and clear of internal obstructions. Pipeline cleaning standard is three passes. Additional jetting or standby time, if required, will be considered heavy cleaning which will be billed as out of scope work on a time and materials basis at a rate of \$275 per hour including Engineer's 10% markup. Cutting roots, if required, will be billed as out of scope work on a time and materials basis at a rate of \$275 per hour including Engineer's 10% markup.
9. Emergency repairs are not included and if required will be quoted separately on a case by case basis.
10. Work hours will be 7 am to 5 pm, Monday through Friday.
11. Client will oversee the field work and Engineer will provide part time onsite supervision.
12. No opinion of costs of recommended improvements will be prepared.

Scope of Work

The Engineer will perform the following tasks under this Authorization 2022-001.

Task 1: Project Administration and Meetings

General project administration. Engineer will prepare for, attend, and participate in up to two project coordination meetings. Engineer will correspond with project team members as needed through email and telephone to provide progress updates, and to coordinate various project components.

Task 2: Cleaning and Inspection

Engineer will utilize licensed and bonded subconsultant to perform the cleaning and television inspection of the existing gravity sanitary sewer pipelines identified in Attachment 1 – Figure and spreadsheet identifying lengths. Video inspection will document the existing condition of each pipeline and the Engineer will review the video to determine if any sections of each pipeline require near-term repair or rehabilitation.

Task 3: Summary of Pipelines Cleaned and Inspected

Engineer will provide a spreadsheet summarizing the lengths of gravity sewer pipeline inspected. The spreadsheet will include pipe size, pipe type, length of pipe inspected, upstream and downstream manhole, comments noted during the inspection work and if, based on the Engineer's review of the video, near-term repair, rehabilitation or replacement are recommended for any of the pipe reaches.

Schedule:

The cleaning and television inspection work will be coordinated with the Client and the deliverables for the is project will be provided to the Client in a mutually agreed upon time frame.

Budget:

The budget for the Sanitary Sewer Cleaning and Inspection project Scope of Work shall be set at \$180,000 and is presented in detail in Attachment No. 2. The Engineer agrees not to exceed this amount to complete the above Scope of Work without the Client's prior authorization.

Authorized by:
City of Castle Rock, Washington

Date

By:

Accepted: Gibbs & Olson, Inc.

March 8, 2022

Date



By: Richard A. Gushman, President

ATTACHMENT NO. 1 - SEWER MAP



Legend

- 

4-INCH FORCE MAIN

Sewer Map

Not To Scale

WASTEWATER TREATMENT PLAN



**City of Castle Rock
Sewer Inspection & Cleaning
Sewer Map**

DRAWING: T:\PROJECTS\0130 CASTLE ROCK\5001 GENERAL ENGINEERING\SS INSPECTION PROPOSAL\SSMAP.DWG, LAYOUT TAB: SSMAP, PLOT DATE: 10/27/2021 9:13:59 AM, DRAWING SAVE DATE: 10/26/2021 4:30:53 PM, PLOTTED BY: CMICKELSEN
PLOT DEVICE: CIBBS & O'CONNOR - DWG TO PDF V8. PLT STYLE TABLE: CIBBS & O'CONNOR STANDARD COLOR.CTB, PAPER SIZE: CIBBS & O'CONNOR - EIGLE B SIZE (UNSCALED) = 17.00 X 11.00 INCHES)

ATTACHMENT NO. 1 - PIPE LENGTHS

Pipe	Start Structure	End Structure	Best Estimate of Length (ft)	Pipe Diameter (in)	Pipe Material	4"	6"	8"	10"	12"	21"
Wastewater Treatment Plant											
	MH 100	MH 78	101	21	PVC	0	0	0	0	0	101
Ace Ave SW						0	0	0	0	0	0
	MH 77	MH 78	208	21	PVC	0	0	0	0	0	208
Sewer Easement						0	0	0	0	0	0
	MH 77	MH 76B	132	21	PVC	0	0	0	0	0	132
	MH 76B	MH 76A	117	21	PVC	0	0	0	0	0	117
	MH 76A	MH 24	295	21	PVC	0	0	0	0	0	295
	MH 24	MH 84	181	8	Concrete	0	0	181	0	0	0
	MH 84	MH 85	151	8	Concrete	0	0	151	0	0	0
	MH 85	MH 86	225	8	Concrete	0	0	225	0	0	0
	MH 86	MH 90	280	8	Concrete	0	0	280	0	0	0
	MH 90	MH 91	345	8	Concrete	0	0	345	0	0	0
	MH 91	MH 92	311	8	Concrete	0	0	311	0	0	0
	MH 92	MH 93	144	8	Concrete	0	0	144	0	0	0
	MH 93	CO	129	8	Concrete	0	0	129	0	0	0
	MH 86	MH 87	362	8	Concrete	0	0	362	0	0	0
	MH 87	MH 88	388	8	Concrete	0	0	388	0	0	0
	MH 88	MH 89	230	8	Concrete	0	0	230	0	0	0
	MH 89	MH 89A	82	10	PVC	0	0	0	82	0	0
Cowlitz St W						0	0	0	0	0	0
	MH 89A	MH 89B	171	8	PVC	0	0	171	0	0	0
	MH 89A	CO	50	8	PVC	0	0	50	0	0	0
	MH 89B	MH 89C	164	8	PVC	0	0	164	0	0	0
	MH 89B	Cap	270	8	PVC/Concrete	0	0	270	0	0	0
A St						0	0	0	0	0	0
	MH 93	MH 93A	117	6	Concrete	0	117	0	0	0	0
	MH 93A	MH 93B	30	8	PVC	0	0	30	0	0	0
1st Ave SW						0	0	0	0	0	0
	MH 93B	CO	139	8	PVC	0	0	139	0	0	0
Aden St SW						0	0	0	0	0	0
	MH 76A	MH 129	158	8	Concrete	0	0	158	0	0	0
	MH 129	MH 112	131	8	Concrete	0	0	131	0	0	0
	MH 112	MH 118	140	6	Concrete	0	140	0	0	0	0
	MH 112	MH 144	233	8	Concrete	0	0	233	0	0	0
	MH 144	MH 143	326	8	Concrete	0	0	326	0	0	0
	MH 142	MH 142A	358	8	Concrete	0	0	358	0	0	0
	MH 120	MH 122	150	6	Concrete	0	150	0	0	0	0
	MH 122	Lateral	30	6	Concrete	0	30	0	0	0	0
	MH 122	CO	93	6	Concrete	0	93	0	0	0	0
3rd Ave SW						0	0	0	0	0	0
	MH 144	MH 119	167	6	Concrete	0	167	0	0	0	0
	MH 144	MH 145	259	8	Concrete	0	0	259	0	0	0
	MH 145	MH 146	237	8	Concrete	0	0	237	0	0	0
	MH 146	MH 147	252	6	Concrete	0	252	0	0	0	0
	MH 73	MH 72	257	12	Concrete	0	0	0	0	257	0
	MH 72	MH 71	246	12	Concrete	0	0	0	0	246	0
	MH 71	MH 70	258	12	Concrete	0	0	0	0	258	0
	MH 70	MH 69	254	12	Concrete	0	0	0	0	254	0
	MH 69	MH 68	287	12	Concrete	0	0	0	0	287	0
Shear St SW						0	0	0	0	0	0
	MH 77	MH 77A	221	8	PVC	0	0	221	0	0	0
	MH 145	CO	185	6	Concrete	0	185	0	0	0	0
	MH 145	MH 148	286	6	Concrete	0	286	0	0	0	0
	MH 121	CO	217	6	Concrete	0	217	0	0	0	0
Michner St SW						0	0	0	0	0	0
	MH 78	MH 78A	291	8	PVC	0	0	291	0	0	0
	MH 146	CO	160	6	Concrete	0	160	0	0	0	0
	MH 146	MH 159	304	8	Concrete	0	0	304	0	0	0
	MH 159	MH 160	297	8	Concrete	0	0	297	0	0	0
	MH 160	CO	162	8	Concrete	0	0	162	0	0	0
Cummings St SW						0	0	0	0	0	0
	MH 147	CO	77	6	Concrete	0	77	0	0	0	0
	MH 147	unknown	1	6	Concrete	0	1	0	0	0	0
4th Ave SW						0	0	0	0	0	0
	MH 143	CO	293	6	Concrete	0	292.5	0	0	0	0
	MH 98	MH 103	148	6	Concrete	0	148	0	0	0	0
Sewer Easement						0	0	0	0	0	0
	MH 143	MH 143A	220	8	Concrete	0	0	220	0	0	0
	MH 143A	MH 142	107	8	Concrete	0	0	107	0	0	0
	MH 143A	MH 143B	141	8	Concrete	0	0	141	0	0	0
Diane St SW						0	0	0	0	0	0
	MH 143B	unknown	91	8	Concrete	0	0	91	0	0	0
	MH 143C	MH 143B	391	8	Concrete	0	0	391	0	0	0

6th Ave SW					0	0	0	0	0	0
MH 142A	MH 142B	266	6	Concrete	0	266	0	0	0	0
MH 142B	Cap	202	6	Concrete	0	202	0	0	0	0
5th Ave SW					0	0	0	0	0	0
MH 142	MH 31	262	6	Concrete	0	262	0	0	0	0
MH 31	unknown	221	6	Concrete	0	221	0	0	0	0
MH 31	CO	306	6	Concrete	0	306	0	0	0	0
Hibbard St SW					0	0	0	0	0	0
MH 24	MH 24A	186	12	PVC	0	0	0	0	186	0
MH 24A	unknown	27	8	PVC	0	0	27	0	0	0
MH 24A	MH 23	236	12	PVC	0	0	0	0	236	0
MH 24	MH 74	143	12	PVC	0	0	0	0	143	0
MH 74	MH 73	308	12	PVC	0	0	0	0	308	0
2nd Ave SW					0	0	0	0	0	0
MH 74	MH 75	214	6	Concrete	0	214	0	0	0	0
Front Ave SW					0	0	0	0	0	0
MH 23	MH 120	227	8	Concrete	0	0	227	0	0	0
MH 120	MH 121	262	8	Concrete	0	0	262	0	0	0
MH 121	MH 130	277	6	Concrete	0	277	0	0	0	0
MH 82A	MH 82B	251	8	Concrete	0	0	251	0	0	0
MH 82B	MH 83A	254	8	Concrete	0	0	254	0	0	0
MH 83A	CO	115	8	PVC	0	0	115	0	0	0
MH 83A	MH 83	29	8	Concrete	0	0	29	0	0	0
MH 83	CO	302	6	Clay	0	302	0	0	0	0
Sewer Easement					0	0	0	0	0	0
MH 23	MH 23A	126	12	Concrete	0	0	0	0	126	0
MH 23A	MH 199	82	12	PVC/Concrete	0	0	0	0	82	0
MH 199	MH 22	157	12	Concrete	0	0	0	0	157	0
MH 199	MH 198	95	12	Concrete	0	0	0	0	95	0
MH 198	MH 194A	443	12	Concrete	0	0	0	0	443	0
MH 194A	MH 195	213	8	PVC	0	0	213	0	0	0
MH 195	MH 196	203	6	Concrete	0	203	0	0	0	0
MH 196	MH 197	233	6	Concrete	0	233	0	0	0	0
Huntington Ave S					0	0	0	0	0	0
MH 199	MH 80A	256	8	Concrete	0	0	256	0	0	0
MH 80A	MH 80	310	8	Concrete	0	0	310	0	0	0
MH 80	MH 81	296	8	Concrete	0	0	296	0	0	0
MH 81	MH 81B	57	8	Concrete	0	0	57	0	0	0
MH 81B	MH 41	116	6	Concrete	0	116	0	0	0	0
MH 41	unknown	103	6	Concrete	0	103	0	0	0	0
MH 81B	MH 82	171	8	Concrete	0	0	171	0	0	0
B St SW					0	0	0	0	0	0
MH 82	MH 82A	122	8	Concrete	0	0	122	0	0	0
MH 69	MH 96	88	8	Concrete	0	0	88	0	0	0
MH 96	MH 97	128	6	Concrete	0	128	0	0	0	0
MH 96	CO	172	8	Concrete	0	0	172	0	0	0
MH 69	MH 111	286	8	Concrete	0	0	286	0	0	0
MH 111	MH 127	300	6	Concrete	0	300	0	0	0	0
MH 127	Lateral	72	6	Concrete	0	72	0	0	0	0
MH 111	CO	138	6	Concrete	0	138	0	0	0	0
Roake Ave SE					0	0	0	0	0	0
MH 194A	MH 194	44	12	Concrete	0	0	0	0	44	0
MH 194	MH 20	116	12	Concrete	0	0	0	0	116	0
MH 20	MH 19	298	12	Concrete	0	0	0	0	298	0
MH 19	MH 18	296	12	Concrete	0	0	0	0	296	0
MH 18	MH 33	314	10	Concrete	0	0	0	314	0	0
MH 33	MH 32	353	10	Concrete	0	0	0	353	0	0
MH 33	MH 16	125	8	Concrete	0	0	125	0	0	0
MH 16	CO	211	8	Concrete	0	0	211	0	0	0
C St SE					0	0	0	0	0	0
MH 18	MH 40	263	8	Concrete	0	0	263	0	0	0
MH 40	CO	117	6	Concrete	0	117	0	0	0	0
Kirby Ave SE					0	0	0	0	0	0
MH 40	MH 46	235	6	Concrete	0	235	0	0	0	0
MH 40	MH 42	329	8	Concrete	0	0	329	0	0	0
MH 42	MH 43	268	6	Concrete	0	268	0	0	0	0
B St SE					0	0	0	0	0	0
MH 42	MH 44	106	6	Concrete	0	106	0	0	0	0
MH 44	CO	59	6	Concrete	0	59	0	0	0	0
MH 44	MH 47	245	6	Concrete	0	245	0	0	0	0
Sewer Easement					0	0	0	0	0	0
MH 20	MH 162A	116	8	AC	0	0	116	0	0	0
MH 162A	MH 163	186	8	AC	0	0	186	0	0	0
MH 163	MH 166	233	8	AC	0	0	233	0	0	0
MH 166	MH 169	285	8	AC	0	0	285	0	0	0
MH 169	MH 170A	127	8	AC	0	0	127	0	0	0

MH 169	MH 18	112	8	AC	0	0	112	0	0	0
MH 169	unknown	33	6	AC	0	33	0	0	0	0
Brierwood Ct SE					0	0	0	0	0	0
MH 162A	MH 162B	298	8	AC	0	0	298	0	0	0
MH 162B	MH 162C	334	8	AC	0	0	334	0	0	0
Lakewood Ct SE					0	0	0	0	0	0
MH 166	MH 167	88	8	AC	0	0	88	0	0	0
MH 168A	MH 167	57	8	AC	0	0	57	0	0	0
MH 168A	MH 168B	324	8	AC	0	0	324	0	0	0
Edgewood Ct SE					0	0	0	0	0	0
MH 170A	MH 170	35	8	AC	0	0	35	0	0	0
MH 170	MH 170B	298	8	AC	0	0	298	0	0	0
Allen Ave SE					0	0	0	0	0	0
MH 170A	MH 17	243	8	AC	0	0	243	0	0	0
E Cowlitz St					0	0	0	0	0	0
MH 32	MH 15	254	8	Concrete	0	0	254	0	0	0
MH 15	MH 14	391	8	Concrete	0	0	391	0	0	0
MH 14	MH 149	231	8	AC	0	0	231	0	0	0
MH 149	MH 150	173	8	AC	0	0	173	0	0	0
MH 150	MH 150A	179	8	AC	0	0	179	0	0	0
MH 150	MH 151	34	8	AC	0	0	34	0	0	0
MH 32	MH 36	518	10	Concrete	0	0	0	518	0	0
Huntington Ave N					0	0	0	0	0	0
MH 36	MH 37	356	10	Concrete	0	0	0	356	0	0
Cedar St NE					0	0	0	0	0	0
MH 37	MH 26	212	8	Concrete	0	0	212	0	0	0
MH 26	MH 38	109	8	Concrete	0	0	109	0	0	0
MH 38	CO	8	6	Concrete	0	8	0	0	0	0
Kirby Ave NE					0	0	0	0	0	0
MH 38	MH 338A	120	8	Concrete	0	0	120	0	0	0
MH 338A	MH 39	163	8	Concrete	0	0	163	0	0	0
MH 39	CO	191	6	Concrete	0	191	0	0	0	0
Maple St NE					0	0	0	0	0	0
MH 39	MH 57	141	6	Concrete	0	141	0	0	0	0
MH 39	MH 48	133	8	Concrete	0	0	133	0	0	0
MH 48	MH 49	124	8	Concrete	0	0	124	0	0	0
MH 49	MH 49A	150	6	Concrete	0	150	0	0	0	0
May Ave NE					0	0	0	0	0	0
MH 48	MH 55	281	8	Concrete	0	0	281	0	0	0
MH 55	MH 56	302	6	Concrete	0	302	0	0	0	0
Roake Ave NE					0	0	0	0	0	0
MH 49	MH 50	247	6	Concrete	0	247	0	0	0	0
Thompson Ct					0	0	0	0	0	0
MH 49A	unknown	88	6	Concrete	0	88	0	0	0	0
Warren St SW					0	0	0	0	0	0
MH 72	MH 128	138	8	Concrete	0	0	138	0	0	0
MH 72	MH 98	403	8	Concrete	0	0	403	0	0	0
MH 98	MH 99	148	8	Concrete	0	0	148	0	0	0
MH 99	MH 101	315	8	Concrete	0	0	315	0	0	0
MH 101	MH 102	145	8	Concrete	0	0	145	0	0	0
MH 128	MH 94	358	8	Concrete	0	0	358	0	0	0
MH 99	MH 104	360	6	Concrete	0	360	0	0	0	0
MH 104	MH 105	354	6	Concrete	0	354	0	0	0	0
MH 101	MH 106	274	6	Concrete	0	274	0	0	0	0
MH 106	MH 107	235	6	Concrete	0	235	0	0	0	0
MH 102	CO	193	6	Concrete	0	193	0	0	0	0
D St SW					0	0	0	0	0	0
MH 30	MH 71	225	6	Concrete	0	225	0	0	0	0
C St SW					0	0	0	0	0	0
MH 70	MH 108	317	6	Concrete	0	317	0	0	0	0
MH 108	CO	136	6	Concrete	0	136	0	0	0	0
MH 70	MH 95	145	8	Concrete	0	0	145	0	0	0
MH 95	unknown 1	103	6	Concrete	0	103	0	0	0	0
MH 95	unknown 2	70	6	Concrete	0	70	0	0	0	0
Ph #10 Rd					0	0	0	0	0	0
Pump Station	MH 173	15	12	Concrete	0	0	0	0	15	0
MH 173	MH 176	422	12	Concrete	0	0	0	0	422	0
MH 176	MH 177	366	12	Concrete	0	0	0	0	366	0
MH 177	MH 178	120	12	Concrete	0	0	0	0	120	0
State Route 411					0	0	0	0	0	0
MH 178	MH 179	387	10	Concrete	0	0	0	387	0	0
MH 179	MH 180	399	10	Concrete	0	0	0	399	0	0
MH 180	MH 181	398	10	Concrete	0	0	0	398	0	0
MH 181	MH 182	399	10	Concrete	0	0	0	399	0	0
MH 182	MH 183	365	10	Concrete	0	0	0	365	0	0
MH 183	MH 184	386	10	Concrete	0	0	0	386	0	0

MH 184	MH 186	362	10	Concrete	0	0	0	362	0	0
Green Acres Way/Dr					0	0	0	0	0	0
MH 186	MH 187	134	8	Concrete	0	0	134	0	0	0
MH 187	MH 193	383	8	Concrete	0	0	383	0	0	0
MH 193	MH 192	362	8	Concrete	0	0	362	0	0	0
MH 192	MH 191	310	8	Concrete	0	0	310	0	0	0
MH 192	MH 192A	110	8	Concrete	0	0	110	0	0	0
MH 187	MH 188	451	8	Concrete	0	0	451	0	0	0
MH 188	MH 189	75	8	Concrete	0	0	75	0	0	0
MH 189	MH 190	327	8	Concrete	0	0	327	0	0	0
MH 190	unknown	35	8	Concrete	0	0	35	0	0	0
Leaming Ave NW					0	0	0	0	0	0
MH 67	MH 66	133	12	Concrete	0	0	0	0	133	0
MH 66	CO	241	6	Concrete	0	241	0	0	0	0
MH 66	MH 65A	145	10	Concrete	0	0	0	145	0	0
MH 65A	MH 65	405	10	Concrete	0	0	0	405	0	0
MH 29	MH 65A	195	8	Concrete	0	0	195	0	0	0
MH 29	unknown	50	6	Concrete	0	50	0	0	0	0
Shintaffer St NW					0	0	0	0	0	0
MH 65	MH 27	321	10	Concrete	0	0	0	321	0	0
MH 27	MH 64	313	10	Concrete	0	0	0	313	0	0
Front Ave NW					0	0	0	0	0	0
MH 64	MH 63	315	8	Concrete	0	0	315	0	0	0
MH 63	MH 62	196	8	Concrete	0	0	196	0	0	0
MH 62	MH 124	290	6	Concrete	0	290	0	0	0	0
Cherry St NW					0	0	0	0	0	0
MH 63	CO	361	6	Concrete	0	361	0	0	0	0
Barr St					0	0	0	0	0	0
MH 62	CO	230	6	Concrete	0	230	0	0	0	0
MH 62	MH 61	152	8	Concrete	0	0	152	0	0	0
MH 61	MH 61A	150	6	Concrete	0	150	0	0	0	0
MH 61	CO A	117	6	Concrete	0	117	0	0	0	0
CO A	CO B	85	6	Concrete	0	85	0	0	0	0
MH 61A	unknown 1	69	6	Concrete	0	69	0	0	0	0
MH 61A	unknown 2	20	6	Concrete	0	20	0	0	0	0
Mallory St NE					0	0	0	0	0	0
MH 60	MH 59	287	6	Concrete	0	287	0	0	0	0
MH 59	MH 58	197	6	Concrete	0	197	0	0	0	0
MH 59	CO	265	6	Concrete	0	265	0	0	0	0
Force Main I-5 Crossing										
Lift Station	I-5 ROW	520	4	Ductile Iron						
I-5 ROW	MH 133A	277	6	AC		12,478	21,398	5,503	4,888	853
Total Length 4" Force Main (ft)										797
Total Length 6" Force Main (ft)										45,917
Total Length 6" Pipe (ft)										
Total Length 8" Pipe (ft)										
Total Length 10" Pipe (ft)										
Total Length 12" Pipe (ft)										
Total Length 21" Pipe (ft)										
Total Length (ft)										

Authorization No. 2022-001
 Sanitary Sewer Cleaning and Inspection
 Attachment No. 2 - Budget
 Prepared: March 8, 2022



Page 1 of 1

Budget		Prin.	Engr. VI	Engr. IV	Senior Tech III	Design Tech II	Cleaning & Insp Subconsultants	Total Budget
Design Phase Engineering Services								
Task 1	Project Administration and Meetings	1	6	0	4	0	\$0	\$1,804
Task 2	Cleaning and Inspection	0	12	8	100	0	\$130,000	\$158,464
Task 3	Summary of Pipelines Cleaned and Inspected	1	32	40	50	8	\$0	\$19,252
	Mileage - 400 @ \$0.585/mile							\$234
	Miscellaneous Project Expenses							\$246
	TOTAL BUDGET	2	50	48	154	8		\$180,000



CITY OF CASTLE ROCK
WATER UTILITY
ADJUSTMENT REQUEST FORM

ORDINANCE 2010-02

*Return Form and Supporting Documents to Castle Rock City Hall, Finance Office
141 'A' St SW or mail to: PO Box 370
Castle Rock, WA 98611

CUSTOMER NAME: McCell, Boyd

CONTACT # [REDACTED]

SERVICE ADDRESS: 116 D St SW

ACCT #: [REDACTED]

I am requesting a leak adjustment for my water service resulting from a malfunction and the leak has been repaired. I understand that no adjustments shall be made until the public works department verifies that the leak no longer exists. Adjustments are based on a 12-month average consumption and only the sewer billing amount will be adjusted for qualified leaks and this adjustment will be credited to the account for any amount billed over my average sewer use, for the applicable billing period. Leak adjustments shall be limited to only two adjustments per service, within a 12-month period. Subsequent requests for the same address will not be granted until I replace the plumbing and provide proof of the repair to the city.

I provided notification of this leak to the city on _____; date leak repaired: 1/20/2022
The following is being provided as proof of the leak and also of the repair: 2/20/22 (per Phone call w/ Meyer)

- ☒ Receipts for the repair costs
☐ Pictures of the break/leak and pictures of the repair
☐ Other: _____

FEB 01 2022

Castle Rock
Finance

Please describe in full; location of leak and steps taken to make the repair:

Leak at joint by main bathroom under
house

(You may continue on the back of the form if needed.)

Signed: [Signature]

Date: 2/1/22

NO ADJUSTMENTS GIVEN FOR:

Leaky faucets, faulty plumbing fixtures, faucets or hose bibs left on, hot water heaters, faulty irrigation systems or water features (ponds, pools, fountains, etc.), neglected or failure to repair broken pipes, or leaks not repaired within thirty days of notification.

CITY USE ONLY: FINANCE STAFF SIGNATURE: _____

PWD REVIEW & APPROVAL TO ALLOW ADJUSTMENT PER ORDINANCE PROVISIONS: YES ☒ NO ☐ INITIAL: DV

LEAK VERIFIED BY: DHO DATE: 10/27/2021

WD# 15107203

REPAIR VERIFIED BY: AK DATE: 1/24/2022

WD# 15486347

ADJUSTMENT AMOUNT: \$500.41

COMMENTS: 2 months

If leak charges are reflected over a multi-month period, the second month may be adjusted if concurrence is obtained from the Public Works Director.