CITY OF ROYAL CITY  
COUNCIL AGENDA  
March 17, 2020

MAYOR P. KENT ANDERSEN

COUNCIL MEMBERS  
Gary Fanning  
Hector Rodriguez  
Tiffany Workinger  
Perla Garcia  
Mackenzee Anderson  

FINANCE DIRECTOR  
Shilo Christensen  
INTERIM POLICE CHIEF  
Rey Rodriguez  
PUBLIC WORKS DIRECTOR  
John Lasen

I  REGULAR SESSION OPENING  
1. Called to Order: 7:00 pm  
2. Pledge of Allegiance  
3. Roll Call  
4. Additions or Corrections to Agenda  
5. Presentations:

II  PUBLIC COMMENT  
1. Identification of citizens wanting to discuss agenda items  
2. Identification of citizens wanting to discuss non-agenda items

III  CONSENT AGENDA *  
1. Approval of Council Meeting Minutes: March 03, 2020  
2. Approval of Bills and Checks Issued

IV  ORDINANCES, RESOLUTIONS & PUBLIC HEARINGS  
1. 

V  STAFF, COMMITTEE & AGENCY REPORTS  
1. Finance  
   • Delay parking vacation public hearing until a legal description is received  
   • Anderson Perry & Associates scholarship  

2. Police  
   •
3. Public Works

4. Planning & Building
   - Review small works roster bid for Secondary Pump Station Controls Replacement Project

5. Legal

VI COUNCIL COMMENTS, REPORTS & ITEMS FOR CONSIDERATION
1. Community Calendar

VII MAYOR’S REPORT & COMMENTS

VIII ADJOURNMENT

*All matters listed within the consent agenda have been distributed to each member of the Royal City Council for review, are considered routine, and will be enacted by one motion of the council with no separate discussion. If separate discussion is desired, that item may be removed from the consent agenda and placed on the regular agenda by request.

The City Hall building is accessible for persons with disabilities.
Please let us know if you need any special accommodations to attend the meeting: 509-346-2263
CITY OF ROYAL CITY
COUNCIL MINUTES
March 03, 2020

The City Council of the City of Royal City, Grant County, Washington, met in regular session on March 03, 2020. The meeting was called to order at 7:00 pm by Mayor Kent Andersen.

MEMBERS PRESENT: Councilmembers Gary Fanning, Perla Garcia, Hector Rodriguez, Mackenzee Anderson and Tiffany Workinger.

STAFF PRESENT: Finance Director Shilo Christensen, Interim Police Chief Rey Rodriguez,

PRESENTATIONS
- Rachel Bergeron presented for the Friends of the Library. Discussed progress on the cost and matching funds for a library grant.

PUBLIC COMMENT
- None

CONSENT AGENDA: A motion was made to approve the consent agenda as presented (m/s Garcia/Rodriguez) the motion carried.

Items on Consent Agenda are as follows:
- Council Meeting Minutes from February 18, 2020
- Payroll 02/29/2020 in the amount of $45,089.99
- Claims for 03/03/2020 #29476 – 29496 in the amount of $34,138.05

PUBLIC HEARINGS
- None

ORDINANCES
- None

RESOLUTIONS
- None

STAFF REPORTS
Finance:
- Discussed vacation buyout policy

Police Department:
- Discussed police activity report

Public Works:
- None

Planning & Building:
- A motion was made to approve the planning agency recommendations for the Alan Scott Major Plat (also known as the CAD Homes II Major Plat) (m/s Garcia/Workinger) the motion carried.
- A motion was made to set a public hearing for April 7, 2020 at the next council meeting regarding the parking area vacation request from Pat Lee (m/s Workinger/Garcia) the motion carried.

Legal:
- None

MAYOR’s REPORT & COMMENTS
- There being no further business a motion was made to adjourn the meeting at 8:10 pm (m/s Workinger/Garcia) the motion carried.

________________________
P. Kent Andersen, Mayor

ATTEST:

________________________
Shilo Christensen, Finance Director

City of Royal City Council Minutes
03-03-2020
March 5, 2020

Mayor Kent Andersen and City Council
City of Royal City
P.O. Box 1239
Royal City, Washington 99357

Dear Mayor Andersen and City Council:

Anderson Perry & Associates, Inc., has a policy to give back to the communities where we work. In addition to contributing to various charities, we have developed a scholarship program we feel channels our donation efforts in a very worthwhile direction. Since this program's inception, Anderson Perry has proudly awarded thousands of dollars in scholarships for graduating seniors each year.

We are pleased to announce that our Board of Directors has selected the City of Royal City as an area where we plan to sponsor a scholarship for a deserving high school senior this spring. The scholarship will be in the amount of $1,000 and will be given on behalf of the City and our firm.

Anderson Perry has an interest in developing awareness and interest in the engineering industry within the community. Preferably, we would like to offer this scholarship to a graduating senior interested in pursuing a degree in a Science, Technology, Engineering, and Math (STEM) related field. Anderson Perry has developed selection criteria and an application process that we can forward to representatives at the high school. If you would prefer to handle this process, including selection of a recipient, please let us know. We would like to complete the application process by April 27, with final selection of a recipient by May 1. A certificate will be prepared by Anderson Perry to be presented to the recipient. In the fall, we will send a check directly to the recipient's college of choice.

If you have any questions regarding this program or the selection process, please contact Deb Cornford at 541-963-8309 or dcornford@andersonperry.com.

Sincerely,

ANDERSON PERRY & ASSOCIATES, INC.

By Brad D. Baird, P.E., President

BDB/dc
cc: City Recorder, City of Royal City
    Arleen Delgado, Royal High School
MEMORANDUM

TO:       Shilo Christensen
FROM:     Nancy Wetch, P.E.
DATE:     March 12, 2020
SUBJECT:  Award Recommendation

On March 12, 2020 the City of Royal City received two bids for the Secondary Pump Station Controls Replacement Project. The bids ranged from $21,256.30 to $44,740.74. The Engineer’s Estimate was $26,975.00. Each proposal was checked for correctness of extensions of the prices per unit and the total price. No errors were found. We have provided a bid summary with this letter. The bidders and their respective bid amounts, including sales tax where applicable, are as follows:

1. Total Energy Management ................................................. $21,256.30
2. QCC ........................................................................... $44,740.74

The lowest responsive bidder, Total Energy Management of Richland, WA, is currently a Washington State registered and licensed contractor and appears to have the relevant qualifications and experience to successfully perform the work the project will require. To our knowledge, the lowest bidder has not claimed bid error and no formal bidding protests have been recorded. In accordance with RCW 39.04, we have verified the lowest bidder, Total Energy Management of Richland, WA has met the responsibility criteria. The Mandatory Bidder Responsibility Checklist, including documentation, is attached for the City’s file.

Based on our evaluation, we recommend that the project be awarded to the lowest responsive, responsible bidder:

Total Energy Management
2521 Stevens Drive
Richland, WA  99354

Please contact us if you have any questions and/or require additional information.

Thank you,

Nancy J. Wetch, P.E.
Gray& Osborne, Inc.
180 Iron Horse Ct
Yakima, WA 98901
509-453-4833
<table>
<thead>
<tr>
<th>NO.</th>
<th>ITEM</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Secondary Pump Station Controls</td>
<td>1 LS</td>
<td>$20,000.00</td>
<td>$20,000.00</td>
<td>$14,700.00</td>
<td>$14,700.00</td>
<td>$36,465.00</td>
<td>$36,465.00</td>
</tr>
<tr>
<td>2</td>
<td>Minor Changes</td>
<td>1 LS</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
</tr>
<tr>
<td></td>
<td><strong>Subtotal:</strong></td>
<td></td>
<td></td>
<td><strong>$25,000.00</strong></td>
<td><strong>$19,700.00</strong></td>
<td><strong>$24,700.00</strong></td>
<td><strong>$36,465.00</strong></td>
<td><strong>$36,465.00</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Sales Tax @ 7.9%</strong></td>
<td></td>
<td></td>
<td><strong>$1,975.00</strong></td>
<td><strong>$1,556.30</strong></td>
<td><strong>$1,556.30</strong></td>
<td><strong>$3,275.74</strong></td>
<td><strong>$3,275.74</strong></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL CONSTRUCTION COST</strong></td>
<td></td>
<td></td>
<td><strong>$26,975.00</strong></td>
<td><strong>$21,256.30</strong></td>
<td><strong>$26,256.30</strong></td>
<td><strong>$39,740.74</strong></td>
<td><strong>$39,740.74</strong></td>
</tr>
</tbody>
</table>

Sealed bids were opened at the City of Royal City, 445 Camelia Street NE, Royal City, Washington 99357 on Thursday, March 12, 2020, at 10:00 a.m. (local time).

I hereby certify that, to the best of my knowledge, the above tabulations are true and correct transcriptions of the unit prices and total amounts bid.

Nancy Welch, P.E.
<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>City Council 7:00pm</td>
<td>Cemetery District 7:00pm</td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Court 1:00pm</td>
<td>Fire District 10 7:00pm</td>
<td></td>
<td>12</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Hospital District meeting 6:00pm</td>
<td>City Council 7:00pm</td>
<td></td>
<td>19</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Royal School Board meeting 7:30pm</td>
<td></td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>29</td>
<td>30</td>
<td>31</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>