

Tonasket City Council Agenda

Tuesday, March 24, 2020

7:00 pm

This meeting will be held via a conference call by all members of the City Council. Please call 1-425-436-6362, access code 245171. Please announce your name. The Public may also call in to this number. There will be a few seats at City Hall for the conference call—Social Distancing will be enforced.

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Approval of Agenda **(Requires Action)**
- 5) Approve the minutes of the March 10, 2020 regular meeting, the March 7th and March 6th Special meetings **(Requires Action)**
- 6) Public Comment
- 7) Unfinished Business
- 8) Mayor/Council/Committee Reports
- 9) New Business
 - a) Resolution 2020-05 declaring a state of emergency **(Requires Action)**
 - b) Resolution 2020-06 regarding water/sewer late fees etc during COVID 19 crisis **(Requires Action)**
 - c) Approving Emergency Policy **(Requires Action)**
 - d) Resolution 2020-07 regarding compensation for employees during a health crises **(Requires Action)**
 - e) Authorize Varela and Associates and City Staff to advertise for Bids for the Tonasket & Division Streets Rehabilitation Project **(Requires Action)**
 - f) Resolution 2020-08 regarding a aviation grant and matching funds **(Requires Action)**
 - g) Approval of the 2020 WSDOT Airport Grant Application Tonasket Airport Runway 15-33 Rehabilitation (Phase II Construction)**(Requires Action)**
 - h) Approval of T-O Engineers Work Order 20-01 contract providing services and fees for construction management and inspection of the project. **(Requires Action)**
 - i) T-O Recommendation of Award-A summary of the contractor bids received and their recommendation for the low, responsive bidder as it applies to the WSDOT Grant Application. T-O will not be recommending award at the meeting—only providing the information for review. Actual award of the project should not be executed until a grant is awarded from WSDOT to the City.
 - j) Resolution 2020-09 annual clean-up **(Requires Action)**
- 10) Miscellaneous and Correspondence
- 11) Adjournment

The City of Tonasket is an equal opportunity employer and provider that strives to accommodate persons with disabilities. City Hall is ADA accessible. Please contact the City Clerk's office by noon on any meeting date for assistance.

Council Memo
For Tuesday, March 24, 2020

TO: Mayor and City Councilmembers

FROM: Clerk Treasurer

Mayor and Councilmembers: I am not going to burden you with more to read---I think the following documents are enough and it is all pretty self-explanatory.

If you have any questions please call me before the Council meeting.

Thanks,

Alice

Minutes of the City of Tonasket, Special Meeting, Retreat, March 7, 2020

DRAFT

Present: Mayor Brown and Councilmembers Kriner, Levine, McMillan, Ritter and Weddle.

Staff: Johnson, Nielsen, Holfeltz and Attwood

The Mayor, Councilmembers and Public Works crew toured City Facilities from 9:00 am to approximately 11:00 am. At 11:00 am the group met at the Kuhler.

The Council proceeded to set the agenda: Public Works items, then City Hall items, then other discussions followed.

The Public Works list was discussed in depth. The items were ranked from 1-3, 1 being the most important, 3 being the least important. Notes were made on the actual list and should be gone over at budget time.

The City Hall concerns: Status of Green River Ordinance, Business Registration, Bulk Water Dispensing, to name a few.

Councilmember Kriner voiced her concern about the City Council meetings running a-muck. Order needs to return to the meetings.

Councilmember Ritter stated that there is value to discussion at the meetings.

Councilmember Weddle stated she would like more information in order to make good decisions.

It was stated that if a report from one of the Councilmembers requires a motion then the item needs to be on the agenda.

There were many concerns about the meetings and making sure they are under control.

Goals for the Year:

- 1) Meetings better managed to run smoother.
- 2) Improve Infrastructure
- 3) Perfect Passage (ongoing)
- 4) Parks

Discussion followed on two Park grants being pursued by Councilmember Kriner, possibly having a quarterly report on the City's website which would be a snap shot of what is happening in town.

The meeting continued with discussion on training and other issues.

The meeting adjourned at 2:23 pm.

Alice J. Attwood, Clerk-Treasurer

Minutes of the City of Tonasket, Special Meeting Friday, March 6, 2020, 3:30 pm

DRAFT

Present: Mayor Brown and Councilmembers Kriner, Levine, McMillan, Ritter and Weddle.

Staff: Howe and Attwood

This meeting was advertised as an Executive session according to RCW 42.30.110(1)i.

There was no public in attendance.

The executive session was called to order at 3:30 pm.

The meeting was adjourned at 5:08 pm.

Alice J. Attwood, Clerk-Treasurer

Minutes of the Regular City of Tonasket Council Meeting, Tuesday, March 10, 2020
****DRAFT****

Present: Mayor Brown and Councilmembers Kriner, Levine, Ritter, McMillan and Weddle

Staff: Attwood, D. Johnson and Miller

The meeting was called to order at 7:00 pm and the pledge of allegiance was given by all.

Roll call was done and all members were in attendance.

Motion to approve the agenda. M/McMillan, S/Weddle. Carried 5:0.

Public Comment - none

Peggy Proctor – City Hall/Library Sign. Librarian Sara Dunn reported in Peggy's place because she was not able to attend. Peggy has offered to repaint the City Hall/Library sign at the entrance. There will be no charge for the work and Sara estimated it would be done by June.

Motion to allow Peggy Proctor to repaint the sign at the entrance to City Hall and the Library. M/Weddle, S/Ritter. Carried 5:0.

Kurt Danison Report

- Met with the owners of the property where the south access to Chief Tonasket Park is proposed.
- Met with the owner of Riverview Trailer Park and he has access to opportunity zone funding and has a limited time to invest it. He is looking into putting in tiny homes.
- Attended the Economic Alliance meeting in Chelan.

Unfinished Business

Code Enforcement Discussion. Councilmembers Kriner suggested that an ad hoc committee be formed with one member from the Safety Committee and one from Personnel/Finance. She volunteered to be one of the members. The Mayor appointed Councilmember Ritter after Councilmember McMillan recused himself.

Perfect Passage Update. Councilmember Levine reported she attended a funding strategy meeting and our capital budget request did not go through for the 1.6 million. Kurt Danison stated we need to focus on next year because there is a better shot at getting the funding.

Park Plan Update. Kurt Danison reported that Justin Haug is working with SPVV Landscape Architects on designing the new baseball fields. Kurt suggested the City also work with them to expand the schematic drawings for the rest of the park to include in the park master plan. The City would need to dedicate \$8,500.00 and it would come from the Capital Improvement Fund.

Motion to approve \$8,500.00 to be dedicated for the Park Plan pending checking that advertising was not needed. M/Kriner, S/Weddle. Carried 5:0.

Department Head Reports

Covarrubias: Presented the Sheriff's last 30 days report to the Council and City incidents and traffic stops are down.

Johnson: Chief Tonasket Park is now open. History Park is still closed until they clean up the tree stumps.

Attwood: None

Mayor/Council/Committee Reports

Kriner

- The Council retreat was an eye opener and there was good conversation about Council procedure.

DRAFT

Ritter

- There was good discussion at the retreat.
- There is an ongoing issue with closing the Parks at night on the weekends. Suggested that each Councilmember takes a weekend and is responsible for closing and locking the gates. If a Councilmember can't do their weekend it will be up to them to find a replacement. Clerk Attwood will make the schedule.
- Wished a Happy Birthday to Councilmember Weddle.

Levine

- The retreat was great.
- The OCOG meeting was cancelled.
- Attended the TranGo meeting and there is still safety concerns.
- WIRA met and discussed watershed action plans.

McMillan

- The meeting with the union was very productive.
- They are finishing up cleaning out the police department.

Weddle:

- Had a discussion with TranGo, the Hospital and Darren Johnson about possible moving the bus stop to First St.

Mayor

- The tour at the retreat was educational.

New Business - none

Miscellaneous and Correspondence

- Clerk Attwood has been in contact with RMSA concerning getting a grant for \$5000 towards the purchase of solar radar signs. The total cost for 3 signs would be \$8958. She will bring to the next Council meeting where the remainder would be paid from. Public Works would do the installation of the signs. Councilmember Levine suggested DOT be contacted for the best placement of the signs.

Motion to approve the minutes of the previous meeting, the February Payroll (9796-9810 and Direct Deposit Run 2/26/20) \$37,821.44 and the March Bills (9795, 9811-9856 and 3 EFT's 3/10/2020) \$92,868.16. M/ McMillan, S/Ritter. Carried 5:0.

There being no further business the meeting was declared adjourned at 8:21 pm.

Alice J. Attwood, Clerk-Treasurer

Resolution 2020- 05

A Resolution of the City Council of the City of Tonasket, Washington, declaring a state of emergency with respect to COVID-19, invoking the emergency powers set forth in RCW 38.52.070, and authorizing the Mayor to request State, Federal or other funding as necessary on behalf of the City to address the impacts of COVID-19 on the City.

WHEREAS, on January 31, 2020 the United States Department of Public Health and Human Services declared a public emergency for the novel coronavirus ("COVID-19") beginning on January 27, 2020; and

WHEREAS, on February 29, 2020, Governor Jay Inslee of the state of Washington proclaimed that a state of emergency exists in all counties in the state of Washington due to the number of confirmed cases of COVID-19, and directed that the plans and procedures of the Washington State Comprehensive Emergency Management Plan be implemented, and stating this situation may last for a significant period of time and cause a threat to life and property: and

WHEREAS, on March 13, 2020, Governor Jay Inslee of the state of Washington ordered the closure of schools in the State from March 17, 2020 through at least April 24, 2020;

WHEREAS, COVID-19 is a contagious respiratory disease that may result in serious illness or death; and

WHEREAS, the United States Centers for Disease Control and Prevention identifies the potential health threat posed by COVID-19 as high, and has advised that person-to-person spread of COVID-19 will continue to occur: and

WHEREAS, the public health risk associated with this emergency situation should be closely monitored by the City and acted upon quickly and as necessary by the Mayor and City staff: and

WHEREAS, the City Council finds that declaring an emergency exists and passage of this Resolution authorizing certain actions on behalf of the City to be taken by the Mayor and City staff is in the best interest of the public health, safety, and welfare of the citizens of the City; now therefore,

THE CITY COUNCIL OF THE CITY OF TONASKET, WASHINGTON HEREBY RESOLVES AS FOLLOWS:

SECTION 1. A state of emergency within the City of Tonasket is declared as a result of the COVID-19 virus and shall remain in effect until such time as the Mayor determines the virus no longer presents an immediate threat to the public health, safety, and welfare of the citizens of the City.

SECTION 2. All emergency power and authority set forth in the applicable provisions of Chapter 38.52 RCW and other legal authorities are hereby invoked, including without limitation,

the right to enter into contracts, employ temporary workers, and incur obligations without regard to time-consuming procedures and formalities prescribed by law.

SECTION 3. The Mayor and City staff are authorized to request all available state and federal financial and other assistance necessary to respond to the emergency that is the subject of this Resolution.

SECTION 4. This Resolution shall be effective immediately upon passage by the City Council.

PASSED BY THE CITY COUNCIL this _____ day of _____, 2020.

APPROVED:

Dennis Brown, Mayor

ATTEST:

Alice J. Attwood, Clerk-Treasurer

APPROVED AS TO FORM:

Michael D. Howe, City Attorney

RESOLUTION 2020-06

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
TONASKET, WASHINGTON REGARDING THE TURN ON/
TURN OFF FEES, THE LATE FEES, AND INTEREST FEES
ON WATER/SEWER ACCOUNTS DURING THE COVID-19
EMERGENCY HEALTH CRISES.**

WHEREAS, on January 31, 2020 the United States department of Public Health and Human Services declared a public emergency for the novel coronavirus (COVID-19) beginning on January 27, 2020; and

WHEREAS, on February 29, 2020, Governor Jay Inslee of the State of Washington proclaimed that a state of emergency exists in all counties in the State of Washington due to the number of confirmed cases of COVID1-19, and directed that the plans and procedures of the Washington State Comprehensive Emergency Management Plan be implemented, and stating this situation may last for a significant period of time and cause a threat to life and property; and

WHEREAS, on March 13, 2020, Governor Jay Inslee of the State of Washington ordered the closure of schools in the State from March 17, 2020 through at least April 24, 2020;

WHEREAS COVID – 19 is a contagious respiratory disease that may result in serious illness or death; and

WHEREAS, the United States Center for Disease Control and Prevention identifies the potential health threat posed by COVID – 19 as high, and has advised that person-to-person spread of COVID – 19 will continue to occur; and

WHEREAS, the City has declared a state of emergency with respect to COVID – 19 by adopting Resolution 2020-05:

THE CITY COUNCIL OF THE CITY OF TONASKET, WASHINGTON HEREBY RESOLVES AS FOLLOWS:

SECTION 1. Due to the state of emergency being declared in the City of Tonasket, Resolution 2020-05, on March 24, 2020, the water/sewer late fees, interest, shut offs and turn on/off fees will be suspended through the months April and May.

SECTION 2. Water/Sewer Payments are still due by the 18th of each month and if not paid will be accrued monthly.

SECTION 3. This resolution will be reconsidered at the May 26th City Council meeting to determine if it will stay in effect.

PASSED BY THE CITY COUNCIL this _____ day of _____, 2020.

APPROVED:

Dennis Brown, Mayor

ATTEST:

Alice J. Attwood, Clerk-Treasurer

APPROVED AS TO FORM:

Michael D. Howe, City Attorney

CITY OF TONASKET EMERGENCY POLICY & PROCEDURE

Effective 3/24/2020 – 4/28/2020

With the approval of Mayor and City Council

*The effective date of this policy may be extended dependent on the COVID-19 State of Health Emergency response period

1. PURPOSE/SCOPE:

The purpose of this emergency policy is to provide guidance and establish procedures regarding the use of paid leave and pay for City employees under the COVID-19 Health Emergency declaration.

2. AFFECTED PARTIES:

- All City Employees

3. POLICY:

It is the policy of the City of Tonasket to take all appropriate measures needed to address the COVID-19 Health Emergency and protect public health. Protecting the community and City staff is a priority and this policy establishes guidance on the use of paid leave and pay for City employees. This policy and procedures are meant to augment and amend existing Employment Policies related to leave and employee paid as reflected in the most recently approved Employee Handbook which was last approved by Council Resolution 2005-08.

4. City Closure Pay

City Closure

The Mayor may determine that it is necessary to close all City facilities and direct that only certain employees report to City work sites to complete essential City functions. To the extent that these employees are not able to fully or partially telecommute, staff will be provided City Closure Pay in accordance with the provisions in this policy.

Employees who are on a planned absence, such as vacation leave and are not recalled back to work will not receive City Closure Pay. Any employee already on sick leave shall be eligible for City Closure Pay in lieu of continued use of sick leave once City Closure Pay is in effect.

In the event of City Closure, FLSA Non-Exempt (hourly) staff will receive City Closure Pay for those hours in which they are unable to telecommute (full or partially) or to work their scheduled hours. City Closure Pay will only be made available to staff to cover their regularly scheduled work hours.

RESOLUTION NO. 2020 - 07

**A RESOLUTION REGARDING COMPENSATION FOR
EMPLOYEES OF THE CITY OF TONASKET, WASHINGTON,
DURING CERTAIN EMERGENCY HEALTH CRISES, AND
OTHER MATTERS RELATING THERETO.**

WHEREAS, the City Council adopted Resolution 2005-08 outlining the basic personnel policies for City employees; and

WHEREAS, the City has reviewed an Attorney General opinion dated March 17, 2020, in which the Attorney General's Office stated that it is up to individual cities to adopt specific policies regarding payment of employees during times of health crisis, such as pandemic flu; and

WHEREAS, the City Council desires to establish a policy whereby regular employees who are ready, willing and able to work, but for health and safety reasons are precluded from doing so due to social distancing requirements imposed by the Federal Government, the State of Washington, Okanogan County Health District, or the City of Tonasket due to risk of contagion, would receive their normal compensation.

NOW, THEREFORE, be it resolved by the City Council of the City of Tonasket, Washington, as follows:

Section 1. Adoption of Policy to Pay Employees During Certain Health Crises and Authorizing Implementation of Same. The City of Tonasket hereby adopts a policy where, in the event of an emergency health crisis in which the Federal Government, State of Washington, Okanogan County Health District, or City of Tonasket requires social distancing to reduce the likelihood of contagion, City regular employees shall receive their normal compensation. This policy applies to those employees who are ready, willing and able to work, but for health and safety reasons would be precluded from doing so by the requirement for social distancing. The Mayor is further authorized to implement this Resolution and execute any administrative policies and procedure deemed necessary and appropriate.

Section 2. Effective Date. This Resolution shall be effective upon adoption.

Adopted this _____ day of March, 2020.

APPROVED:

Dennis Brown, Mayor

ATTEST:

Alice J. Attwood, Clerk-Treasurer

APPROVED AS TO FORM:

Michael D. Howe, City Attorney



Bob Ferguson
ATTORNEY GENERAL OF WASHINGTON

Administration Division
PO Box 40100 • Olympia, WA 98504-0100 • (360) 753-6200

MEMORANDUM

DATE: March 17, 2020
TO: State Agencies and Local Governments
FROM: Bob Ferguson, Attorney General
SUBJECT: **Guidance on Analyzing Issues Related to Gifts of Public Funds During the COVID-19 Pandemic**

In recent weeks our Office has received a number of inquiries related to steps state agencies and local governments can take to combat the COVID-19 pandemic. Some agencies and local governments have questioned whether certain steps being considered would violate the prohibitions in Washington's Constitution against making gifts of public funds (those steps range from making payments to nonprofits to support childcare services to providing employees with paid leave when they are ordered not to come to work, to give just a few examples). To provide helpful guidance to state agencies and local governments about how to analyze these types of issues in this time of crisis, we are sharing a brief overview of our Office's expert guidance on this question.

In general, constitutional restrictions on use of public funds should not be an impediment to state and local efforts to combat COVID-19, because expenditures being made in furtherance of this effort in this time of crisis further fundamental public purposes, such as protecting the public health and welfare.

Article VIII, sections 5 and 7 of the Washington Constitution each restrict government from giving or loaning public funds to private individuals, companies, or associations. The purpose of the provisions is to prevent public funds from being used to benefit private interests where the public interest is not primarily served. *CLEAN v. State*, 130 Wn.2d 782, 797, 928 P.2d 1054 (1996).

Washington courts "use a two-pronged analysis to determine whether a gift of public funds has occurred." *In re Recall of Burnham*, 194 Wn.2d 68, 77, 448 P.3d 747 (2019); *Brower v. State*, 137 Wn.2d 44, 62, 969 P.2d 42 (1998). "First, courts must ask whether the funds were expended to carry out a fundamental purpose of the government." *Burnham*, 194 Wn.2d at 77. If they were used to carry out a fundamental public purpose, the analysis ends, and there is no gift of public funds. *Id.*; *Brower*, 137 Wn.2d at 62. If they were not used to carry out a fundamental public

ATTORNEY GENERAL OF WASHINGTON

March 17, 2020

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purpose, then the court asks whether the funds were given with donative intent, and what the public received in exchange. *CLEAN*, 130 Wn.2d at 797-98.

While we cannot endeavor to address every situation which may implicate this issue, protecting public health is without question a fundamental purpose of government. *See, e.g., Hudson v. City of Wenatchee*, 94 Wn. App. 990, 995, 974 P.2d 342 (1999) (describing “the preservation of the public health” and “promotion of the public welfare” as fundamental purposes of government). Given the public health crisis our state is facing, there is a strong basis for state and local governments to make expenditures for the primary purpose of protecting and promoting public health which may have an incidental benefit on private citizens and entities.

To give just a few examples, if a local government is concerned about ensuring that healthcare providers or first responders have childcare in order to enable them to continue working to protect the public during the COVID-19 crisis, it seems clear that it would further a fundamental purpose of the government to subsidize childcare for those individuals, whether by contracting with a childcare provider or otherwise. Similarly, if a local government wants to use public funds to subsidize healthcare screening or testing for community members during the COVID-19 pandemic, that would likewise further a fundamental purpose of government. Similarly, if a local government owned underutilized property and wanted to temporarily lend it to a local healthcare facility so that it could expand its capacity to deal with this crisis, that would further a fundamental purpose of government.

This memo is not intended to provide legal advice about any specific factual situation, but rather is intended to highlight that, in general, state agencies and local governments have broad authority to make expenditures to fight the COVID-19 pandemic without fear of violating the constitutional prohibition on gifts of public funds.

Sincerely,



BOB FERGUSON
Attorney General

RWF/jlg

CITY OF TONASKET, WASHINGTON

ADVERTISEMENT FOR BIDS TONASKET & DIVISION STREETS REHABILITATION PROJECT

Sealed bids will be received by the City of Tonasket, Washington, at City Hall located at 209 S. Whitcomb Ave., Tonasket, WA 98855 until 11:00 AM. on **Tuesday April 21, 2020** and will then and there be opened and publicly read aloud.

The improvements for which bids will be received are generally described below:

This project will provide the full depth pulverization of the existing roadways, regrading, and 2 inches of HMA surfacing, as well as the following:

- Replacement of approximately 400 LF of cement concrete traffic curb and gutter.

Plans and specifications may be viewed at the following locations:

1. City Hall, 209 S. Whitcomb Ave., Tonasket, WA 98855
2. Varela & Associates, Inc., 601 W. Mallon Ave., Spokane, WA 99201 (509) 328-6066
3. Various Plan Centers – call Varela & Associates or go to www.varela-engr.com for a list of plan holders.

Electronic documents at www.varela-engr.com and various plan centers are informational only. Additional instructions can be found on page one of the Bid Proposal.

All bid proposals shall be accompanied by a bid proposal deposit in cash, certified check, cashier's check, or surety bond in the amount equal to five percent (5%) of the amount of such bid proposal. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated in the specifications, the bid proposal deposit shall be forfeited to the City of Tonasket.

Contract documents must be obtained from Varela and Associates, Inc., located at 601 W. Mallon, Suite A, Spokane, Washington 99201 upon payment of \$30.00. For additional information regarding this project, contact Jake Dial at Varela & Associates, Inc., by phone at (509) 328-6066, or email at jdial@varela-engr.com.

The project is being funded by the Transportation Improvement Board funds 2-E-885(003)-1.

The City of Tonasket is in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.

The City of Tonasket is an equal opportunity employer and encourages women and minority-owned businesses to submit bids. The City of Tonasket has the right to reject any or all bids.

RESOLUTION 2020-08

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF TONASKET, WASHINGTON
IN THE MATTER OF SEEKING A WASHINGTON
STATE DEPARTMENT OF TRANSPORTATION
AVIATION DIVISION GRANT AND GUARANTEEING
GRANT MATCH FUNDS.**

WHEREAS, City of Tonasket is submitting an Airport Aid Application to the Washington State Department of Transportation (WSDOT) Aviation Division to accomplish the Phase II Construction of the Rehabilitation of Runway 15-33 at Tonasket Municipal Airport; and

WHEREAS, the total project funding for construction and inspection is to be comprised of \$500,000.00 from the 2020 WSDOT Aviation Division Grant; and \$26,000 match from City of Tonasket, Washington.

NOW, THEREFORE, BE IT RESOLVED that the Tonasket City Council supports this project and allocates \$26,000 from the 2020 capital budget to fulfill the local match contribution requirements of the project.

ADOPTED by the TONASKET CITY COUNCIL at a regular meeting thereof held on the _____ day of _____, 2020.

ATTEST:

APPROVED:

Alice J. Attwood, City Clerk-Treasurer

Dennis Brown, Mayor

APPROVED AS TO FORM:

Michael D. Howe, City Attorney

Airport Aid Application

"A Steward for Washington's Aviation System"
7702 Terminal Street SW
Tumwater, Washington 98501-7264

Date of Request 3/24/2020

<p>1 Applicant: Tonasket, Washington</p> <p>Applicant's Authorized Representative: Name: Alice Attwood Title: City Clerk-Treasurer Address: 209 S. Whitcomb Avenue Address 2: City: Tonasket State: WA Zip: 98855 Phone: (509) 486-2132 Cell: Email: tonasket@nvinet.com</p>	<p>2 Project to be Managed by: Company: T-O Engineers Name: Alton Dail III Address: West 280 Prairie Avenue Address 2: City: Coeur d'Alene State: ID Zip: 83815 Phone: (208) 762-3644 Cell: (208) 659-0187 Email: adail@to-engineers.com</p>
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Find your legislative and congressional district at:
<http://app.leg.wa.gov/districtfinder/>

3 Airport: Tonasket Municipal Airport (W01) FAA Classification: N/A (Non-NPIAS airport) Legislative District: 7th
 NPIAS Non-NPIAS State Classification: Community Service Congressional District: 4th

4 No.	Project Name and Description (list in order of priority)	Total Project Cost	Local Funds	Aviation Division Funds	Federal Funds	Other Funds (Name Source)
1	Rehabilitate Runway 15-33 (Construction and Inspection)	526,000.00	26,300.00	500,000.00		
2	Construction and engineering inspections services to rehabilitate Runway 15-33.					
3						
Totals		526,000.00	26,300.00	500,000.00	0.00	0.00

5 Does the airport have an up-to-date Master Plan or ALP Narrative Report? Yes No Date: 1/1/2010

Does the airport have an approved Airport Layout Plan (ALP)? Yes No Date: 1/1/2010

Was annual requirement to review and update Airport Information System (AIS) data met for the preceding calendar year? Yes No

Does the airport sponsor have policies to reduce greenhouse gas emissions? Yes No
 - If yes, submit a copy of the policies.

Submit signed acceptance of Airport Aid Grant Assurances. Submitting signed grant assurances via: Emailing - Electronic Document

Submit adopted resolution; 1) Authorizing submittal of grant application, 2) Stating matching funds are available, and 3) Support of elected officials. Submitting copy via: Emailing - Electronic Document
**Does not apply to private airport sponsors*

6 Signature of Applicant's Authorized Representative
Only sign **IE printing and submitting original paper document, provide signature here.*
**If submitting application electronically (fillable form .pdf document), Email must be sent directly from airport's authorized representative.*

The following Airport Aid Program Grant Assurances are incorporated herewith and form a part of the sponsor's application for funding under the Airport Aid Grant Program.

Signature of Applicant's Authorized Representative: _____

Title of Representative: Clerk-Treasurer

Date: _____

Chapter 468-260 WAC

Last Update: 3/14/13

AIRPORT AID PROGRAM GRANT ASSURANCES

WAC Sections

468-260-010 General.

468-260-020 Duration and applicability.

468-260-030 Sponsor certification.

468-260-010

General.

(1) Airport sponsors shall comply with these assurances pursuant to and for the purpose of carrying out the provisions of the state of Washington airport aid program grant agreements.

(2) Airport sponsors will submit these assurances as part of the project application requesting funds under the provisions of RCW 47.68.090. As used herein, the term "public agency sponsor" means any municipality or municipalities acting jointly or any Indian tribe recognized by the federal government or such tribes acting jointly in the planning, acquisition, construction, improvement, maintenance, or operation of an airport, owned or controlled, or to be owned or controlled by such municipality or municipalities or Indian tribe or tribes, to be held available for the general use of the public; the term "private sponsor" means any person or persons acting jointly in the planning, acquisition, construction, improvement, maintenance, or operation of an airport, owned or controlled, or to be owned or controlled by such person or persons, to be held available for the general use of the public; and the term "sponsor" includes both public agency sponsors and private sponsors.

(3) Upon a sponsor's acceptance of a grant offer by the department, these assurances are incorporated in and become part of the grant agreement.

[Statutory Authority: RCW 47.68.090, 13-07-037, § 468-260-010, filed 3/14/13, effective 4/14/13.]

468-260-020

Duration and applicability.

(1) **Washington airport aid program projects undertaken by a sponsor.** The terms, conditions, and assurances of this grant agreement shall remain in full force and effect throughout the useful life of the facilities developed or equipment acquired for an airport project, not to exceed twenty years from the date of acceptance of a grant offer of state funds for the project. However, there shall be no limit on the duration of the assurances regarding exclusive rights and airport revenue so long as the airport is used as an airport. There shall be no limit on the duration of the terms, conditions, and assurances with respect to real property acquired with state funds.

Airport Aid Application Checklist



**Washington State
Department of Transportation**

Sponsor: City of Tonasket, Washington
 Airport: Tonasket Municipal Airport (W01)
 NPIAS Non-NPIAS
 Amount Requested: \$ 500,000
 Local Match: \$ 26,000 - 5.0 %
 Expected Start: July 2020

Project Type

Pavement
 Safety
 Maintenance, Security, and Planning
 Other _____
 Expected Completion: October 2020

<u>Item</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Comments</u>
Application Submitted by Authorized Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>		_____
Application Received by Deadline	<input checked="" type="checkbox"/>	<input type="checkbox"/>		_____
Amount Requested is \$750,000 or Less	<input checked="" type="checkbox"/>	<input type="checkbox"/>		_____
Local Match (Minimum 5% or 5% FAA Match)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		_____
Eligible Project(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		_____
Approved Airport Layout Plan (on file at WSDOT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Protective Zoning in Place	<input checked="" type="checkbox"/>	<input type="checkbox"/>		_____
Project Data Sheet Completed	<input checked="" type="checkbox"/>	<input type="checkbox"/>		_____
• Project Layout Plan/Sketch Submitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Supplemental Justification Sheet Completed	<input checked="" type="checkbox"/>	<input type="checkbox"/>		_____
Statement of Support from Elected Official(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Adopted Resolution – Matching Funds Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Supporting Documentation:	<input checked="" type="checkbox"/>	<input type="checkbox"/>		_____
• Consultant Selection Process Documented	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Scope of Work & Fee Spreadsheet Submitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Signed Grant Assurances Submitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>		_____
• Project Plans & Specifications Completed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Detailed Project Schedule Submitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>		_____
• Detailed Project Cost Information Submitted <i>(Engineers Estimate or Bid Tab, Detail of Admin. Expenses, etc.)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		_____
• Monthly Spending Plan Submitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>		_____
• Property Appraisal Complete <i>(Land Acquisition Projects Only)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Demonstrate FAA Funds Sought First (NPIAS Only)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Airport Information System Annual Update <i>(Completed by December 31 for Prior Calendar Year)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		_____
Airport Sponsor has Adopted Greenhouse Gas Emission Reduction Policies	<input type="checkbox"/>	<input checked="" type="checkbox"/>		_____
Job Creation Data Submitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>		_____
Application Complete	<input checked="" type="checkbox"/>	<input type="checkbox"/>		_____

Airport Aid Application

"A Steward for Washington's Aviation System"
7702 Terminal Street SW
Tumwater, Washington 98501-7264

Date of Request
3/24/2020

1 Applicant: Tonasket, Washington Applicant's Authorized Representative: Name: Alice Attwood Title: City Clerk-Treasurer Address: 209 S. Whitcomb Avenue Address 2: City: Tonasket State: WA Zip: 98855 Phone: (509) 486-2132 Cell: Email: tonasket@nvinet.com	2 Project to be Managed by: Company: T-O Engineers Name: Alton Dail III Address: West 280 Prairie Avenue Address 2: City: Coeur d'Alene State: ID Zip: 83815 Phone: (208) 762-3644 Cell: (208) 659-0187 Email: adail@to-engineers.com
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*Find your legislative and congressional district at:
<http://app.leg.wa.gov/districtfinder/>*

3 Airport: Tonasket Municipal Airport (W01) FAA Classification: N/A (Non-NPIAS airport) Legislative District: 7th
 NPIAS Non-NPIAS State Classification: Community Service Congressional District: 4th

4 No.	Project Name and Description (list in order of priority)	Total Project Cost	Local Funds	Aviation Division Funds	Federal Funds	Other Funds (Name Source)
1	Rehabilitate Runway 15-33 (Construction and Inspection) Construction and engineering inspections services to rehabilitate Runway 15-33.	526,000.00	26,300.00	500,000.00		
2						
3						
Totals		526,000.00	26,300.00	500,000.00	0.00	0.00

5 Does the airport have an up-to-date Master Plan or ALP Narrative Report? Yes No Date: 1/1/2010

Does the airport have an approved Airport Layout Plan (ALP)? Yes No Date: 1/1/2010

Was annual requirement to review and update Airport Information System (AIS) data met for the preceding calendar year? Yes No

Does the airport sponsor have policies to reduce greenhouse gas emissions? Yes No
 - If yes, submit a copy of the policies.

Submit signed acceptance of Airport Aid Grant Assurances. Submitting signed grant assurances via: Emailing - Electronic Document

Submit adopted resolution; 1) Authorizing submittal of grant application, 2) Stating matching funds are available, and 3) Support of elected officials. Submitting copy via: Emailing - Electronic Document
**Does not apply to private airport sponsors*

6 Signature of Applicant's Authorized Representative
Only sign **IE printing and submitting original paper document, provide signature here.
 IF submitting application electronically (fillable form .pdf document), Email must be sent directly from airport's authorized representative.

"A Steward for Washington's Aviation System"

Complete a separate Project Data Sheet for each project listed from the Airport Aid Application (Form 900-030EF)

Tonasket, Washington - Tonasket Municipal Airport (W01) - Project No. 1 - Rehabilitate Runway 15-33 (Construction and Inspection)

1 Project Category (Select One Only):

Pavement Safety Planning Security Runway Safety Equipment Maintenance Property Other

Rehabilitation Runway
 Maintenance Taxiway
 Reconstruction Apron
 New Construction Taxilane
 Helipad
 Other

2 Detailed Project Description / Approach to Accomplishing Project:

Project will rehabilitate Runway 15-33 at the airport. Rehabilitation will include pulverizing the existing pavement and base course followed by grading this material to design elevations and paving a new 2.5 inch pavement section. Other work items include supplementing the base section with additional base course to provide improved frost heave protection, gravel shoulder construction to match new pavement finish grade, paving tie-ins at connecting taxiways, and pavement markings.

3 Project Justification:

The runway was originally constructed in 1990 and has since received two (2) surface treatments consisting of slurry seals. The last slurry seal was completed in 2012. Five years ago, the 2012 WSDOT PCI values for Runway 15-33 were 51 signifying the need for major rehabilitation at that time. The runway currently exhibits significant distresses including alligator cracking, rutting, and longitudinal/transverse cracking in portions of the surface.

4 Cost Estimate Details: *Source of Project Cost Estimate - Actual Bid Amount*

Fees for construction are based on contractor bids received by the Sponsor from a public bidding process. Estimated consulting fees are included in the attached draft Scope of Work. This grant application is for state grant funding with local match.

5 Project Schedule:

Expected Start of Project: 7/7/2017 Expected Completion of Project: 11/30/2018
 Start of Work Covered by Grant: 7/7/2017 Completion of Work Covered by Grant: 11/30/2018

Submit a detailed project schedule (to include project milestones). Submitting project schedule via: Emailing - Electronic Document

6 Other Supporting project documentation (Required):

Submit a spending plan identifying anticipated grant expenditures by month. Submitting via: Emailing - Electronic Document

Submit job creation data using the Aviation Economic Impact Calculator. Submitting via: Emailing - Electronic Document

7 Other Supporting project documentation (As Applicable):

Submit documentation supporting your consultant selection process. Submitting via: Emailing - Electronic Document

Submit a copy of your consultant's Scope of Work. Submitting via: Emailing - Electronic Document

Have project plans and specifications been prepared? Yes No

Has a property appraisal been completed for property acquisition? Yes No

FAA AIP Project Number: _____

FAA Grant Contract Number: _____

Other supporting documentation? Contractor Bids, Engineer's Design Memo, Design Plans, & Specifications.

Airport Aid Application Supplemental Justification

Complete a separate Supplemental Justification for each project listed from the Airport Aid Application (Form 900-030EF)

Tonasket, Washington - Tonasket Municipal Airport (W01) - Project No. 1 - Rehabilitate Runway 15-33 (Construction ar

1. Will the project correct an identified airport safety hazard, deficiency, or non-standard design item? Yes No
If Yes, specify the correction(s).

Current runway pavement section has deteriorated to levels that it creates a hazard to the airport users due to uneven surfacing and F.O.D. created from the asphalt section. Project will rehabilitate runway to provide new asphalt pavement surface.

2. Does the project serve a vital community need? If Yes, specify the need(s). Yes No

Tonasket Municipal Airport is a significant part of the system of airports serving this region and the State of Washington. The Airport supports general aviation for the city and county, and surrounding communities. Tonasket Municipal Airport supports and promotes the community economy through medical evacuation, wild land firefighting, tourism and general aviation.

3. Does the project promote economic development and financial sustainability for the airport? If Yes, please elaborate. Yes No

This project involves the rehabilitation of Runway 15-33 pavement. This is the airport's only runway and therefore the primary runway for Tonasket Municipal Airport. Providing safe landing surfaces will attract and promote use of the facility by local pilots, tourists and firefighters, providing use and extend economic benefits to the county. Promoting use at the airport provides opportunities for future growth and self-sufficiency through tie down fees, hangar leases, and future development. Maintaining this airport facility provides economic development not only for the airport but the surrounding community and City of Tonasket.

4. Project Readiness:

- a. Has required environmental documentation (e.g. NEPA/SEPA) been approved? Yes No
b. Is project ready to proceed immediately? Yes No

LAND USE COMPATIBILITY

1. Does the local land use jurisdiction recognize the airport as an Essential Public Facility in its comprehensive plan? If Yes, provide reference to the specific location(s) in the plan. Yes No

Okanogan Comprehensive Plan Chapter 9

2. Does the comprehensive plan include the airport in the 'Transportation System Inventory'? If Yes, provide reference to the specific location(s) in the plan. Yes No

3. Does the comprehensive plan include policies that discourages the development of incompatible land uses adjacent to the airport? If Yes, provide reference to the specific location(s) in the plan. Yes No

Okanogan Comprehensive Plan Chapter 9

4. Are regulations in place that prohibit penetration of FAR Part 77 surfaces? If Yes, provide reference to the specific regulation(s). Yes No

Title 17 Zoning, Chapter 17.32 Airport Safety Overlay District.

5. Is zoning in place that discourages the development of incompatible land uses adjacent to the airport? If Yes, provide reference to the specific code(s). Yes No

Title 17 Zoning, Chapter 17.32 Airport Safety Overlay District.

6. Is zoning in place to regulate height hazards? If Yes, provide reference to the specific code(s). Yes No

Title 17 Zoning, Chapter 17.32 Airport Safety Overlay District.

7. Does the land use authority require aviation activity notices (e.g. title notice, notice on the plat)? Yes No

AIRPORT LAYOUT PLAN

**PROJECT PLANS AND SPECIFICATIONS
(SEE ATTACHMENTS)**

ADOPTED RESOLUTION

SUPPORTING DOCUMENTATION

- **CONSULTANT SELECTION**
- **SCOPE OF WORK**
- **GRANT ASSURANCES**
- **PROJECT SCHEDULE**
- **ENGINEER'S ESTIMATE OF PROJECT COST**
- **SPENDING PLAN**
- **JOB CREATION DATA**
- **GREENHOUSE GAS EMISSIONS POLICIES**

BEFORE THE TONASKET CITY COUNCIL

IN THE MATTER OF SEEKING A
WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
AVIATION DIVISION GRANT
AND GUARANTEEING GRANT MATCH FUNDS

)
)
)

RESOLUTION
NO. XX-20

WHEREAS, City of Tonasket is submitting an Airport Aid Application to the Washington State Department of Transportation (WSDOT) Aviation Division to accomplish the Phase II Construction of the Rehabilitation of Runway 15-33 at Tonasket Municipal Airport; and

WHEREAS, the total project funding for design engineering is to be comprised of \$500,000.00 from the 2020 WSDOT Aviation Division Grant; and \$26,000 match from City of Tonasket, Washington.

NOW, THEREFORE, BE IT RESOLVED that the Tonasket City Council supports this project and allocates \$26,000 from the 2020 capital budget to fulfill the local match contribution requirements of the project.

ADOPTED by the TONASKET CITY COUNCIL at a regular meeting thereof held on the _____ day of _____, 2020.

ATTEST:

CITY OF TONASKET, WASHINGTON

Secretary

City Clerk - Treasurer

APPROVED AS TO FORM:

General Counsel

CONSULTANT SELECTION



City of Tonasket

P.O. Box 487 ♦ Tonasket, WA 98855

509 / 486-2132 ♦ Fax 486-1831
E-Mail: tonasket@nvinet.com

May 12, 2017

Trey Dail, PE
Aviation Project Manager
T-O Engineers
280 W. Prairie Ave
Coeur d'Alene, Idaho 83815

Dear Trey:

The City of Tonasket City Council has selected T-O Engineers as the consultant for the Airport Aid Application and Airport Runway Rehabilitation Project.

The Airport Committee met and reviewed several engineering firm's qualifications and interviewed three of those firms. T-O Engineers received the highest score.

Thank you for your SOQ and we look forward to working with you on this project.

Sincerely,

Patrick Plumb
Mayor

SCOPE OF WORK

WORK ORDER No. 20-01

TONASKET MUNICIPAL AIRPORT CITY OF TONASKET

REHABILITATE RUNWAY 15-33 CONSTRUCTION ADMINISTRATION/INSPECTION

This Work Order shall be attached to, made a part of, and incorporated by reference into a Master Professional Services Agreement between the City of Tonasket and T-O Engineers, Inc., dated March 23, 2017.

SCOPE OF WORK

The Scope of Work, dated March 17, 2020 for this effort is attached as Exhibit A and describes the anticipated work effort in detail.

FEES

Fees for services provided under this Work Order will be determined and billed as follows:

Professional Personnel Costs (Consultant):	\$26,295.00
Subconsultant Professional Fees/Expenses:	\$27,611.00
<u>Reimbursable Expenses:</u>	<u>\$2040.00</u>
Total Fee (Time and Materials Basis):	\$55,945.00

Fees for the phases of work will be calculated with the methods listed above, as defined in the Agreement. Fees have been calculated using Consultant's current Fee Schedule. A detailed Fee Proposal, dated March 19, 2020 is attached as Exhibit B.

IN WITNESS WHEREOF, Client and Consultant have made and executed this WORK ORDER No. 20-01 to the AGREEMENT the day and year first above written.

FOR: CITY OF TONASKET

Signed: _____
By: _____
Title: _____
Date: _____

FOR: T-O ENGINEERS, INC.

Signed: _____
By: JR Norvell, P.E.
Title: Regional Manager
Date: March 19, 2020

**EXHIBIT A – SCOPE OF WORK
TONASKET MUNICIPAL AIRPORT
TONASKET, WASHINGTON**

**RUNWAY 15-33 REHABILITATION
CONSTRUCTION MANAGEMENT AND INSPECTION**

This scope of work describes professional services to be provided in support of the project referenced above. Work under this scope of work include construction management and inspection services related to the following generally described project elements:

Runway 15-33 Rehabilitation –Construction Inspection

The work will be performed with financial assistance from the Washington Department of Transportation (WSDOT) Aviation Grant Program (95% funding). The OWNER will provide the remaining funds, as applicable.

Total project construction costs is estimated at \$525,000. Construction for the project is anticipated to be completed in one phase during the Summer of 2020. This scope of work has been developed for construction inspection and project closeout services.

Professional services to be provided shall include:

- Project Management
- Contract award
- Pre-Construction Services
- Construction Inspection
- Construction Administration
- WSDOT/Owner Coordination

PROJECT IMPROVEMENTS TO INCLUDE:

Rehabilitate Runway 15-33: The existing runway has reached the end of its useful life and requires rehabilitation. This project will maintain the runway's existing width and rehabilitation the pavement section by pulverizing the existing pavement and base course, utilizing the pulverized material as base course for the new pavement section. Improvements will also include shoulder improvements and pavement markings. The project does not include improvements to safety areas, object free areas or the airspace.

Available Information:

The following information is available for review as necessary:

- Runway 15-33 – Construction Plans and Specifications
- Airport Master Plan
- Previous Geotechnical Evaluations
- Previous Survey Work and Base Maps

Assumptions:

The following scope of work is based on the assumptions listed below:

- All construction inspection services will be provided during the Summer of 2020.

More specifically, professional services required to accomplish the Project are anticipated to include the following activities.

PHASE 1 - GENERAL ADMINISTRATION

- 1.1. Coordinate with OWNER and WSDOT to evaluate scope, budget and approach to project. Assist in project scope review and formulation. Prepare a Scope of Work. Provide a draft scope for review by the OWNER.
- 1.2. Prepare Professional Services Work Order for review by the OWNER. This Agreement shall be comprehensive in description of services and responsibilities of contract parties.
- 1.3. Project management: Project administration to include monthly cost accounting and budget analysis, invoicing and monitoring of project progress. Advise and coordinate with OWNER regarding compliance documentation, procedural requirements and general guidance through the project. This task includes coordination with FAA during Phase 1.

PHASE 7 – CONSTRUCTION

Note: Construction services detailed below includes professional services for 2020 construction.

- 7.1 Provide pre-construction coordination; prepare a detailed Pre-Construction Conference agenda and displays; conduct a Pre-Construction Conference on behalf of the OWNER at the Town office and prepare and issue minutes of the Pre-Construction Conference.
- 7.2 Review Contractor's Work Schedule, Submittals, Operational Safety Plan, and Quality Control Plan. Assist Contractor as required clarifying specification and documenting submittal requirements. Coordinate construction activity schedule with OWNER. Review, comment, and process Contractors material submittals.
- 7.3 Provide not less than one project representative for the duration of construction (assume 20 work-days) to monitor and document construction activities; conformance with schedules, plans and specifications; review and document construction quantities; document significant conversations, situations, events or changed conditions; document input or visits from local authorities and officials; prepare and submit routine inspection reports; and maintain a project diary.
- 7.4 Organize and conduct weekly construction meetings with OWNER, Contractor and others as appropriate. Contractors schedule review and work progress will be discussed at all meetings. The Resident Project Representative will hold these meetings on or near the construction site. ENGINEER's Project Manager will also be present at all meetings.
- 7.5 Provide office administration support and assistance to the Resident Project Representative with senior design management or other personnel as field activities may require.
- 7.6 Prepare Contractor Pay Requests and complete quantity verification and review. Submit pay requests to the OWNER for approval and signature.
- 7.7 Assist OWNER with review of Contractor Wage and EEO documentation review.
- 7.8 Coordinate with OWNER and WSDOT throughout the construction process. Submit required construction documentation, including weekly activity report forms.
- 7.9 Travel time for above tasks.

PHASE 8 – PROJECT CLOSEOUT

- 8.1 Prepare and submit Notice of Completion to the State of Washington.
- 8.2 Prepare quarterly grant reports for submittal to WSDOT. Include description of work completed and anticipated work for the next quarter.
- 8.3 Assist OWNER in communication and coordination with WSDOT/AD.
- 8.4 Prepare As-Constructed Drawings noting all project revisions and improvements. Provide OWNER with one (1) set of 22"x34" prints of Record Drawings and electronic .PDF files and ACAD files. Provide WSDOT with electronic .PDF files of Record Drawings as required.