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**From:** Charlie Bush  
**Sent:** Friday, August 23, 2024 6:40 AM  
**Cc:** AllStaff  
**Subject:** Weekly Update  
**Attachments:** Weekly Update 8-21-24.docx

Council (Bcc'd),

Here are this week's items:

**Public Works (from Director Bill Bullock) – see attached**

**Community Development (from Director Tom Glover)**

Comprehensive Plan Update:

- Joint City Council & Planning Commission meeting held this past Tuesday, August 20<sup>th</sup>. Good discussion, and comments/questions! A copy of the presentation provided at the Open House was sent to both the City Council and Planning Commission.
- Next Joint Meeting is likely to be held in Spring, unless there is a need to hold another one sooner.
- The first meeting of the Climate Policy Advisory Team (CPAT) will be held on Tuesday, Sept. 10<sup>th</sup> at 9:30 a.m.

Staffing Update:

- Permit Tech: Interviews underway this week.

Permitting Software:

- Paper to Digital Permitting Grant Program: Grant application window has closed, and we have submitted an application for consideration (thank you Nicole for your lead on this!). Up to \$375,000 is the maximum award for any jurisdiction, but applications will be ranked on a points basis. Will keep you posted as to the outcome of our application.

Planning Commission:

- Street Tree Standards, Sept. 17<sup>th</sup> meeting;
- Minimum Commercial/Retail floor area in the CBD, public hearing on Sept. 17<sup>th</sup>;
- Multi-family housing parking standards, presenting on Sept. 17<sup>th</sup>.

**Other Stuff (from me)**

- Mobile Integrated Health Interlocal Agreement – We continue to work with the City of Burlington to put the finishing touches on an agreement that we will bring to you. If approved, would allow us to implement the grant-funded mobile integrated health program that we’ve discussed previously.
- Interlocal Agreement Negotiations with Fire District 8 – We have an initial meeting on July 25th, where we presented our guiding principles for the next contract. After that meeting, the District went back to have further discussions with their elected officials. We have not heard from them since.

Thanks,

Charlie Bush

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## **Public Works (from Director Bill Bullock)**

(Note: update with no new activity, including line items, have been changed to a gray scale)

### Miscellaneous

- **Fuel Bids and Storage Tanks.** –
- PW is applying to join the State Contract for CFN fuel. The reliability of this system is better and gives us more options for fueling locations. Fuel is charged at the retail rate with a volume based rebate at the end of the year.
  - More fueling options: CFN, Pacific Pride, Chevron & Shell throughout the State.
  - More reliability the WFS system (less risk of misread)
- Public Works is reviewing the agreement to provide and install new fuel storage tanks at the Public Works maintenance facility. Returned to WFS with comments from City Attorney.
- **Jameson Roundabout Enhancement** – SWSD.
- Public works will re-engage and reach out to the school district and Dave Barcott to see if there is still interest in this project and offer City support.
- *Project coordination currently lies with the SWSD and others to implement the project, the City will assist with logistics when appropriate .*
  - This project comes out of the “For the Love of Sedro-Woolley” visioning exercise that happened in 2023, and was one of the \$500 grant funded projects awarded. SWSD will utilize students to enhance the Jameson Roundabout. This needs to be coordinated with a separate effort by artist Dave Barcott who has submitted a plan for placing art in the same roundabout. David Lee is coordinating this effort with the Mayor and SWSD.

### Construction Projects

- **Miscellaneous WWTP Projects**
  - **Oxidation Ditch Rotor #3 and #4 repairs.**
    - Rotor #4: Refit is actively proceeding – received new paddles.
      - Repair proceeding
    - Blades have been removed and has been found to need a moderate but involved repair. Paddle reinstallation and repair should be complete in two weeks.
  - **SCADA System Server Upgrade and Auto-dialer Upgrade.**
    - No change
    - Final SCADA programing update are in progress and system will be fully on-line.

- **WWTP Facility Plan & Design Upgrade**
  - Kick-off meeting went well.
  - Uploading data and as-builds to RH2.
  - Demo design of old Admin Building over anoxic tank.
    - Demo anticipated in September as small works project.
  - Council approved first contract phase with RH2 Engineering - \$75,258
  - This design effort will more than double the current plant capacity, improve nutrient removal, and greatly improve operational efficiencies and redundancy.
  - Construction target is 2028.
  
- **RAS Pump Impeller Replacement.**
  - Impeller delivered 8/1/24.
  - Repairs will begin later this month
  - A sole source request and purchase order for these parts was approved at the 3/27/24 council session. Once parts are received, the WWTP crew will perform the repairs.
  
- **Clarifier 2 Gearbox Failure.** *No change* - Clarifier 2 has experienced a failure of the main drive gearbox. Sole source approval for the replacement parts was approved at the 4/10/24 council agenda. Parts are 16-18 weeks out, leaving the plant limited to Clarifier 1. The contract with PumpTech includes removal of the existing gearbox and installation and balancing of the new unit. Contract approval is in process.
  
- **Miscellaneous Public Works Operations Projects**
  - **Memorial Park Upgrade.** Shelters have been completed.
    - Remaining work by city forces consists of planting of trees and shrubbery planned for later this fall
  
  - **Senior Center Grease Interceptor Project.** *No change* - Nathan Salseina is also coordinating this effort to add a larger grease interceptor at the Senior Center to deal with ongoing maintenance issues for the Kitchen. Parts have been received and the work is scheduled for July 2024.

### Design Projects

- **2024 Pavement and Pedestrian Improvements – Substantially complete.**
  - Project is substantially and physically complete.
  - Contract completed under budget/original bid price.
  
- **John Liner Arterial Improvements Project.** Estimated at \$2,518,677.
  - PSA with Reichhardt & Ebe to council on 09/11/2024
  - Design engineering budgeted at \$357,204.09

- Project. Construction phase funding is currently not available until 2027 or 2028. A TIB grant of \$1.3 million will be potentially required to fully fund the construction phase.
- **Township Street (SR 9) /John Liner Road Intersection Improvements Project**
  - *Fann property has closed and is under City ownership.*
  - Estimated at \$4,255,167. 90% plans are in progress. Right of way offers are in progress. Construction is planned for 2025.
  - Tortino ROW purchase finalized. Short-term Lease agreement for current residence forthcoming until relocation is complete.
  - Other ROW strip takes in process.
- **SR20/Cascade Trail Phase 2A, Holtcamp Road to Hodgin Street Project,**
  - Permanent easement on Life care property is in final acquisition process.
  - SCOG has awarded the City an additional \$150,000 to finish the PE on this project as of July 10, 2024.
    - Design is not likely to be completed before David Lee retires and this additional funding will allow the City to finish the design through a consultant if necessary.
  - In house design continues. Right of way offers are being prepared. Construction will be delayed to 2025 due to right of way acquisition.
- **Olmsted Park Phase 1 Site Improvements & Structures Project.**
  - Ground breaking ceremony scheduled for August 27th @ 10:00a
  - Expecting RCO funding contract within next 2-3 weeks.
  - The City received the Notice of Award from RCO on July 3, 2024 for \$624,720; this is the remaining funding needed to begin construction.
  - Project is planned to go to bid the first week of January, 2025.
- **Olmsted Park Thompson Pond Trail.** No change from last report. Skagit Trail Builders has indicated that they will schedule the work in 2024 to upgrade the loop trail around Thompson Pond. This will connect with the Thompson Pond Pedestrian Bridge in planning, as noted below.
- **Thompson Pond Pedestrian Bridge, “Will’s Bridge”.**
  - Bridge redesign is required (longer bridge – 10 feet) to meet permitting requirements. Installation is still expected in Fall.
  - A group of Janicki Industries is proposing to install a footbridge on the Thompson Pond loop trail near the Swift Center Guardhouse. Permitting is in process. The city has provided the topographic survey for the project. We have received updated plans

from the designer and have forwarded these to our permitting firm for completion of the HPA permit. Construction is planned for 2024.

- **Public Works Operations Vehicle Storage Building, *No change***
  - Estimated cost: \$724,000. The grant application paperwork has submitted and we are waiting on a contract from Commerce.
  - Project design is complete and has been submitted for review by Building & Planning. We anticipate bid of this project in mid-summer and completion in late 2024.
  
- **Jones/John Liner BNSF Undercrossing & Roadway Extension Project.**
  - BNSF is currently installing the bridge sections at this location and at the Sapp Road location to be completed this fall.
    - Sapp road pile driving (57 piles) to be finished by the end of August.
  - Public Works will submit a TIB application for design and construction this August and could potentially begin design in February/March 2025.

#### Grant Applications pending/submitted

- **TIB 2024 Grant Cycle:** The City is intending on submitting two grants in August 2024
  - UAP for Jones/John Liner BNSF Undercrossing & Roadway Extension Project
  - AP for 2025 Overlay and Complete Streets Program
  
- **Skagit County Economic Development Grant *No change*** - applications are due on 5/20/24. Public Works has two of these awaiting construction, including the Township/McGarigle Intersection (\$250,000) and the Jones/John Liner Undercrossing (\$500,000). We will likely apply in 2025 for one of the Corridor projects. For 2024, the City will be applying to enhance the murals Downtown (see update towards the end of this email).
  
- **RCO Olmsted Park Playground & Sports Courts Grant**
  
- The City presented the in person grant proposal power point today to RCO.
  - *NEPA approval appears to be the final process as of 6/26/2024.*
  - Estimated at \$924,042. Council approved Resolution 1138-24 on 2/28/24 authorizing staff to submit an application to RCO for this project.
  - The preliminary estimate at the time was \$650,000, with a \$325,000 local match proposed from Fund 311 Park Impact Fee. The updated estimate for this work is \$924,042, with an RCO match of \$463,521. The increase is due to an updated quote by the state contract supplier for the playground materials.
  - Staff estimates that Fund 311 Parks Impact Fee will have a 2024 ending fund balance of at least \$420,000, with additional \$40,000 deposits expected in 2025.

- The PAR will detail the components and cost of the project. The PAR does not bind the city, but allows the application to move forward to the next step. After submittal of the PAR, staff will present to the RCO Board. If the project is selected, an agreement will be submitted to council for approval. Funding if granted would be available for 2025 construction.

#### Utility Rate Updates

- **Sewer Rate Study/ Stormwater Rate Study**
  - KLJ Financial Consulting – currently under contract
    - Amend contract in September to update 2025 rates

#### Right of Way

- **North Trail Road Extension**, estimated at \$2,196,000, with \$358,000 City contribution.
  - *No change*
  - The Boundary Line Adjustments between Sedro-Woolley School District have been finalized.

#### **Public Works Personnel**

- **City Engineer:** The advertising process for the new City Engineer has been started.
  - The City has offered an interim City Engineer position to Eric Johnston, previously worked for the City of Bellingham. He will help bridge a potential 2 month gap between David Lee and the new candidate.
  - Applicants scheduled for first review week of September 15<sup>th</sup>.
  - GMP will be assisting the City with recruitment efforts.
- **Technical/Lead Mechanic** – Public Works intends to re-advertising for the mechanic position in August 2024..

#### **Other Stuff (from me)**

- Mural Grant Update – Grant submitted.