

---

**From:** Charlie Bush  
**Sent:** Friday, December 9, 2022 5:04 PM  
**To:** CityCouncil  
**Cc:** AllStaff  
**Subject:** Weekly Update

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Council,

Here are this week's items:

**Public Works (from Director Mark Freiberger)**

- SR20/SR9-Township Intersection Improvements Project Colacurcio completed the final paving for the project on December 5 and is working on final punchlist items. We have requested that WSDOT perform the final signal sequencing.
- WWTP Lab/Operations Building and Public Works Building Punchlist work for the buildings is continuing. The furniture order is scheduled for December 13-14. Once the final change orders for the project are settled, the final project cost will be set. We can then begin the 2<sup>nd</sup> floor improvements for the Public Works Building. At this point, it appears that we have sufficient budget remaining to complete the work. The final cost of the Alt #1 & 2 Public Works Facility is projected at \$4,465,000, with \$4,758,000 available as a combination of OST Local and Fund 505 Fund Balance, leaving \$293,000 for the 2<sup>nd</sup> floor work. Our current estimate for the 2<sup>nd</sup> Floor is \$237,000 to \$257,000. Operations staff have completed framing and plumbing rough in. Other trades will be bid under the Small Works Roster process after the final cost for Faber is confirmed. We plan to proceed with bids for the work to confirm the budget.
- Skagit County – Cook Road Pedestrian Improvements Project Installation of new curbs, pavement and pavement markings is complete. The flashing beacon signal equipment is still pending.
- Public Works Personnel With approval of the 2023/2024 Budget on November 22, we are planning to advertise for the new Wastewater Treatment Plant Operator, Solid Waste Operator, and an Assistant City Engineer in December for hire in early in 2023. The Public Works Operations position to be split between Parks and Stormwater will be advertised for hire in March 2023. Our part-time Mechanic has resigned effective December 2, and we will need to begin the process to fill this position in the near future.
- TIB Board Meeting on December 2, 2022 My presentation of TIB projects completed in the City of Sedro-Woolley for the period 2012 to present was well received by the TIB Board. At this meeting, TIB announced 2023 project selections. Both city applications were approved; the Cook Road Overlay with a TIB grant of \$531,893 for the total \$531,893 project and the SR20/Cascade Trail Phase 2A Holtcamp to Hodgkin Bicycle/Pedestrian Improvements Project with TIB grant of \$360,000 for the total \$860,000 project. The contracts for these projects are on the council agenda for December 14, 2022.
- After the meeting, I met with the TIB Chief Engineer and Executive Director Ashley Probart to discuss the status of our **SR9/Township and McGarigle/John Liner Rd Intersection Improvements Project**. WSDOT has refused our Intersection Control Evaluation justifying a signalized intersection, and clearly favors a roundabout at this

intersection. The additional cost for a roundabout is over \$2 million mainly due to the need for two total parcel acquisitions for right of way. TIB staff has indicated that TIB has the capacity to fund the change in scope. We are working on a scope change request for the January 26-27 TIB board meeting. If approved, we will revise the design to a roundabout. We are still working out the details, but anticipate that the change will result in approximately an additional \$300,000 to \$400,000 local match requirement. We have the funds for this, but it will reduce our capacity for follow on projects, such as the BNSF Undercrossing. However, this project is key to the rest of the corridor and must remain a priority. The WSDOT review process and potential revisions have already cost us the 2023 construction year; we would expect that the design and right of way for the roundabout would happen in 2023 and the construction in 2024.

- Design Projects

- Design work for the **SR9/Township and McGarigle/John Liner Rd Intersection Improvements Project** is on hold, pending the results of the discussions noted above.
- We have requested a Sole Source determination to utilize the SR9/Township design firm for the **John Liner Road Bicycle/Pedestrian Improvements Project**, which we plan to design and construct in conjunction with the SR9/Township and McGarigle intersection project.
- David Lee continues design work on the **SR20/Cascade Trail Phase 2A, Holtcamp Road to Hodgkin Street Project**. Consultant selection for right of way acquisition is planned for December 2023. Construction is planned for 2024, but may be accelerated to 2023. As noted above, TIB has funded the remainder of the project.
- The **Olmsted Park Phase 1 Site Improvements Project** is at 100% design. SEPA is in process. We hope to advertise this for bids in December 2022 or January 2023, pending environmental clearance.
- **Memorial Park Improvements**. Memorial Park final design will complete in December 2022. Construction scheduled for 2023. The KDCA purchase order for the playground equipment and the spray park is on the agenda for the December 14, 2022 council meeting.
- We have several **WWTP and Sewer projects** to design and construct in 2023. These include the **2023 Collection System Project** and the **Anoxic Tank Upgrade Project**. The latter will include demolition of the existing WWTP Lab/Operations building to allow the existing tank to be returned to service. The new Assistant City Engineer will be key to the completion of these projects.
- We continue to explore funding opportunities for the **Jones/John Line/Trail Road Corridor Projects**, including **Project C1B Jones/John Liner BNSF Railroad Undercrossing**. Richie Coleman is assisting Public Works with possible federal IJA funding to support these projects. The Notice of Funding Opportunity for the federal RAISE grant program has been published, with applications due February 28, 2023.

- Right of Way

- **Nelson Property Acquisition**. This property has been secured with a Possession & Use Agreement. Public Works crews have cleared the site of brush and are preparing for contracts to demolish the old residence, including Asbestos Abatement, and to abandon the existing septic system. The Asbestos Abatement contract is out for bids.
- **Tuttle Property Acquisition**. Mr. Tuttle has signed a Purchase Agreement at the amount authorized by council. The executory documents are on the December 14 council agenda for final approval.
- **Bucko Estates Right of Way Dedication**. Under terms of the Bucko Estates Developer Agreement, Bucko will dedicate the right of way for the proposed North Trail Road extension from Cook Road to the north Bucko property line. This will happen at Final Plat. Work is under way by Bucko for the site improvements required before Final Plat acceptance. The dedication will involve a Boundary Line Adjustment with the Sedro-Woolley School District under terms of our Interlocal Agreement with the District. Bucko has hired an appraiser to determine if there will be any residual value for right of way beyond that required for their project alone, under the terms of the Developer Agreement.

**Information Technology Report (from Director Bill Chambers)**

- Large-format displays and mounting hardware have been received for Council Chambers A/V upgrade. Will coordinate with Operations staff for mounting and cable runs.
- Enhancements to network domain Group Policy have been completed and deployed in Police Department. More departments to follow.
- Working with Police Chief to add updated content to Use of Force Training and Policies webpage, mirroring the work they have done using the Lexipol platform.
- Preparing for transition to DocuWare Cloud in early 2023.
- Processing Microsoft Enterprise Agreement annual documentation.
- Reviewing Smarsh Archiving annual renewal agreement.
- Working with Fire Department on “pilot project” deployment of AT&T FirstNet wireless devices.
- Developing Social Media Transition Plan
- Evaluating Redundant Internet Service Providers to ensure availability of service.
- Enhanced logging for network firewall.

#### IT Kudos:

- Kudos to Woody Tovar Cano, IT Specialist, for his outstanding work in deploying the network infrastructure hardware at the new Public Works and Wastewater facilities!
- Kudos also to Katie Quinn, Permit Technician, for stepping up to become our new Wellness Coordinator, and for all of her hard work on Safety & Wellness Committee projects!

#### Police Department (from Chief McIlraith)

- The Police Department Has a New Certified Commercial Motor Vehicle Officer – Officer Rachael Humberg is now a certified as a Commercial Motor Vehicle Officer after completing training, on the job training with the Washington State Patrol, and testing. She will now be enforcing and conducting inspections in our City!

#### Fire Department (from Chief Wagner)

##### Fire Department Staffing/Personnel:

- Past 7 days we have had 18 hours of open shifts that were uncovered.
- Our department was selected to be a part of a study to develop scientific evidence to understand and reduce cancer risk in volunteer firefighters. This is currently being funded through federal grants and was a voluntary, anonymous study that is being conducted as a Multi-City National Research effort with the University of Washington as our partners. We had Dr. Elena Austin and her team here last week to collect surveys and samples necessary with results and future presentations coming next spring. More information can be found at [www.ffccs.org](http://www.ffccs.org)
- Carole Knipper, our EMS Billing Specialist that started for the City in 2019 with our Ambulance transition from the County is retiring at the end of the this year. Kelly and her team are hosting an open house to show our appreciation to her Wednesday December 14<sup>th</sup> at City Hall, in the Finance Department.

##### Events/Training/Public Outreach:

- Our second Volunteer Recruit Academy finished up this last week, with our four recruits taking their practical exams and written testing on Saturday December 3<sup>rd</sup>. All four of our students passed their practical exam, and will get their written scores back from the state in the next few weeks. Great job to Amanda Barclay, Dillon Russell and Drew Jenkins for their assistance in this process.
- Last Saturday after the parade the Volunteer Association hosted a family dinner/potluck here at Station 1 which was well attended and a great success.
- This past week Training has been a focus on search and rescue techniques and skills.

- Monday night we also had WILLIAMS PIPELINE teach a class on emergency procedures, responsibilities and operations of their pipeline that runs through our jurisdiction via Fruitdale Road and transports Natural Gas pressurized at 900 psi.
- With our recent 'SWATTTING' incident at the high school, staff has been meeting with school district on collaboration and training for all emergency incidents.

Equipment:

- Our budgeted ERR replacement of our brush truck chassis has been ordered through DES, with a tentative arrival of late spring.
- Still awaiting two ambulances ordered November 2021, with chassis shortages delivery pushed back to May 2023.

Thanks,

Charlie Bush

*MPA, ICMA-CM  
City Administrator  
City of Sedro-Woolley, WA  
360-855-9921 direct  
360-391-4906 mobile*



*Pronouns: he; him; his*