SELAH CITY COUNCIL
Regular Meeting
August 26, 2025

5:30 p.m.: Regular Scheduled Meeting

Significant items on the Agenda – such as Consent Agenda Items, Public Hearings, Ordinances and Resolutions – will have an explanatory Agenda Item Sheet (AIS)

A yellow AIS cover page indicates an action item.
A blue AIS cover page indicates an informational/non-action item.

Selah City Council
Meeting Date: August 26, 2025
5:30 p.m.: Regular Meeting

Mayor and Interim City Administrator:	Roger Bell
Mayor Pro Tempore and Councilmember:	Mike Costello
Councilmembers:	Melissa Maxwell
	Jared Iverson
	Elizabeth Marquis
	Clifford Peterson
	William Longmire
	David Monaghan
City Attorney:	Rob Case
City Clerk:	Courtney McGarity

City of Selah
115 W. Naches Ave.
Selah, WA 98942

AGENDA

1) **Call to Order – Mayor Bell**

2) **Roll Call**

3) **Registering in record of councilmember absence(s) as excused absence(s), per SMC 1.06.070**

4) **Pledge of Allegiance**

5) **Invocation with Aaron Crumrine of Selah Covenant Church**

6) **Announcement of changes, if any, from previously published Agenda**

7) **Getting to know local businesses, agencies and/or people (up to 5 minutes total)**

8) **Comments from the public (up to 30 minutes total)**

The City of Selah is a non-charter code city, and we are presently conducting a regular meeting between the Mayor and City Council. A maximum of thirty minutes will be allotted for public comments.

Common-sense standards of decorum apply. Comments must be respectful; no profanity or insults are allowed. Comments pertaining to City business and official actions are the most valued, but comments pertaining to City officials' ability to fulfill their job duties due to events, actions, or activities that occurred outside the scope of their duties as a city official may also be offered. Constructive criticism of City officials is allowed including constructive criticism specifically mentioning City officials or employees by name as to official actions, but defamation, personal attacks and impertinent assertions are not allowed.

Commenters are limited to one comment per meeting, and each comment is subject to a duration limit. City staff may disallow or modify any received written comment that exceeds its duration limit or that is deemed inappropriate, and the Mayor or Presiding Officer may turn off the podium microphone or otherwise silence any in-person comment that exceeds its duration limit or is deemed inappropriate.

These standards are subject to revision and will be updated whenever necessary to comply with constitutional requirements.

A. Pre-arranged oral comments (up to 5 minutes each):
   - Pattie Graffe – SDA

B. Reading of received written comments (up to 2 minutes each): None

C. Oral comments by people in attendance (up to 2 minutes each):

9) **Proclamations/Announcements –** None

10) **Consent Agenda**

Consent Agenda items are listed with an asterisk (*). Those items are considered routine and will be addressed via joint motion, without any discussion or debate. However, upon the request of any Councilmember an item will be removed from the Consent Agenda, will be addressed separately, and will be subject to discussion and debate.

A.	Courtney McGarity	* Approval of Minutes from August 12, 2025 Council Meeting
B.	Kimberly Grimm	* Approval of Claims & Payroll
C.	Steve Zetz	* Resolution Authorizing the Mayor or City Staff to Sign a Six-Page "Granicus Proposal for Selah, WA" in order to Renew the City's Software License with SmartGov
D.	Rocky Wallace	* Resolution Adopting the "Selah Transit Development Plan 2025-2031 and 2024 Annual Report"
E.	Rocky Wallace	* Resolution Authorizing the Mayor to Sign a Seven-Page Contract with Specialized Pavement Marking, LLC, for the 2025 Crack Seal Project
F.	Rocky Wallace	* Resolution Authorizing the Mayor to Sign a Six-Page Contract with Empire-EWP, LLC, for the City's Well No. 9 Drilling (Re-Bid) Project

11) **General Business**

A. New Business

The following are Informational Items only. Action may be sought at a later date.

1.	Rob Case	Preliminary Discussion Concerning a Future Vote, Pursuant to SMC 1.06.010, as to Rescheduling the Initial November 2025 Meeting Date – Confliction with Veteran's Day

B. Old Business

The following are Informational Items only. Action may be sought at a later date.

1. Rob Case Status Update of Work on a To-be-Proposed "Ordinance Updating Provisions of Selah Municipal Code with Regard to Unlawful Parking

12) **Public Hearings –** None

13) **Resolutions**

A. Rob Case Resolution Authorizing an Expenditure for the Purchase of Replacement Computers, Related Items and Related Service Work

B. Rob Case Resolution Authorizing the Mayor to Sign Seven-Collective-Page Agreement with Architect Studio Meng Strazzara, Inc.

14) **Ordinances** – None

15) **Reports/Announcements**

A. Departments
B. Councilmembers, personally and on behalf of committees and boards
C. City Attorney
D. City Administrator
E. Mayor or Presiding Officer, personally and on behalf of committees and board

16) **Closed Session** – None

17) **Executive Session –** None

18) **Adjournment**

Next Regular Meeting: September 9, 2025
Next Study Session: September 9, 2025

Selah City Council

Regular Meeting

AGENDA ITEM SUMMARY

Meeting Date: 8/26/2025
Agenda Number: 10A

Action Item

Title: Approval of Meeting Minutes from August 12, 2025 Council Meeting

From: Courtney McGarity, City Clerk

Action Requested: Approval

Staff Recommendation: Approval

Board/Commission Recommendation: N/A

Fiscal Impact: N/A

Funding Source: N/A

Background/Findings/Facts: N/A

Recommended Motion: I move to approve the Consent Agenda in the form presented (This item is part of the consent agenda).

Record of all prior actions taken by the City Council and/or City Board, City Committee, Planning Commission, or the Hearing Examiner (if not applicable, please state none).

Date: **Action Taken: None**

City of Selah City Council
Regular Meeting Minutes
August 12, 2025

Call to Order
Mayor Bell called the meeting to order at 5:30 p.m.

Roll Call
Councilmembers Present: William Longmire, Jared Iverson, Clifford Peterson, Melissa Maxwell, Mike Costello, David Monaghan, Elizabeth Marquis

Staff Present: Roger Bell, Mayor; Rob Case, City Attorney; Dustin Soptich, Police Chief; Rocky Wallace, Public Works Director; Steve Zetz, Community Development Supervisor; Kimberly Grimm, Finance Director; Courtney McGarity, City Clerk

Staff Absent: Jim Lange, Fire Chief; Zack Schab, Recreation + Tourism Manager

Pledge of Allegiance was said by all in attendance

Invocation
Russ Carlson of The Church of Jesus Christ of Latter-Day Saints provided prayer.

Announcement of Changes
Addition of 30-minute Executive Session RCW 42.30.110(g); RE: Employee Performance

Pre-Arranged Oral Comments from the Public
- Pattie Graffe – Provided updates from Selah Downtown Association

Oral Comments by People in Attendance
- Kenton Gartrell – Spoke on City Council ethics
- Mary Schular – Spoke on City Council meeting procedures and the City Administrator position

Consent Agenda (all items listed with an asterisk (*) are considered part of the consent agenda and are enacted in one motion).

Mayor Bell presented the stipulations of the Consent Agenda.

Approved Consent Agenda

A.	Courtney McGarity	* Approval of Minutes from July 22, 2025 Council Meeting
B.	Kimberly Grimm	* Approval of Claims & Payroll
~~C.~~	~~Dustin Soptich~~	~~* Resolution Declaring Three Police Vehicles as Surplus and Authorizing their Sale~~
D.	Rob Case	Resolution Authorizing the Mayor to Sign a Six-Page No-Charge Facility Use Agreement with Independent Contractor
E.	Rocky Wallace	* Resolution Authorizing the Mayor or Public Works Director to Sign and Submit a Transportation Improvement Board (TIB) Arterial Preservation Program Funding Application (APP) and 2025 APP Application Certification Form, for a South 1st Street Resurfacing Project from Valleyview Avenue to Yakima Avenue
F.	Rocky Wallace	* Resolution Declaring the Water Service Meter Improvements – Equipment Only Project to be Complete and Accepting the Work and Materials
G.	Rocky Wallace	* Resolution Authorizing the Mayor to Sign a Washington State Department of Transportation Transit Support Certification Form
H.	Rocky Wallace	* Resolution Declaring the Well No. 6 and Zone 3 Booster Pump Station Generator Project to be Complete and Accepting the Work and Materials

Councilmember Marquis requested item 10C be removed from the Consent Agenda, to become 13C; and add item 13A to become 10H; seconded by Councilmember Iverson; all are in favor. Councilmember Marquis moved to approve the Consent Agenda as amended. Councilmember Maxwell seconded. Mayor Bell asked Council for discussion. Hearing none, Mayor Bell requested a voice vote to approve the motion and approve the Consent Agenda as amended. All are in favor. Motion carries by voice vote.

General Business

1) **General Business**

A. New Business

The following Informational Items are First Presentations. Final action will be sought at a later date.

1.	Rob Case	[First Presentation of] Ordinance Updating Provisions of Selah Municipal Code with Regard to Unlawful Parking

Public Hearing

A.	Rocky Wallace	Open-Record Public Hearing to Receive Public Input Regarding the Potential Adoption of the "Selah Transit Development Plan 2025-2031 and 2024 Annual Report"

Public Hearing was opened. No public comments received. Public Hearing was closed.

Resolution

~~A.~~	~~Rocky Wallace~~	~~Resolution Declaring the Well No. 6 and Zone 3 Booster Pump Station Generator Project to be Complete and Accepting the Work and Materials~~
B.	Rocky Wallace	Resolution Authorizing Public Works to Purchase Two Sail Shade Structures for Volunteer Park (a/k/a Delores Huerta Park)
C.	Dustin Soptich	Resolution Declaring Three Police Vehicles as Surplus and Authorizing their Sale

B. Councilmember Marquis moved to approve the Resolution. Councilmember Maxwell seconded. Following a roll call vote by Courtney McGarity, City Clerk, all are in favor. The motion is passed.

C. Councilmember Marquis moved to approve the Resolution. Councilmember Costello seconded. Following a roll call vote by Courtney McGarity, City Clerk, all are in favor. The motion is passed.

Ordinance

A.	Rob Case	Ordinance Adopting, on an Emergency Basis, Changes to the Selah Municipal Code: Adopting a New Chapter 3.01; Amending Section 4.32.100; and Adopting a New Section 6.14.005

A. Councilmember Costello moved to approve the Ordinance. Councilmember Maxwell seconded. Following a roll call vote by Courtney McGarity, City Clerk, all are in favor. The motion is passed.

Staff Reports/Announcements

The following staff members provided a department report:

- Dustin Soptich, Police Chief
- Rocky Wallace, Public Works Director
- Kimberley Grimm, Finance Director
- Courtney McGarity, City Clerk

Councilmember Reports

- Councilmember Iverson - Attended the Yakima Basin Fish and Wildlife Recovery Board 2025 Annual Meeting and site tour which included a field tour in the Upper Yakima River Watershed including the Gold Creek Valley Restoration Project with Kittitas Conservation Trust and the Keechelus Reservoir; Inquired into Council email groups; asked for the hiring process to begin for the position of City Administrator; Proposed the visual recording of City Council meetings become a priority.

  Councilmember Iverson made a formal motion to visually record City Council meetings. Councilmember Longmire seconded. Following a roll call vote by Courtney McGarity, City Clerk, all are in favor. The motion is passed.

Councilmember Reports

- Councilmember Peterson – Attended the neighborhood Fire Department meeting for the Wixson/Hillcrest Fire with approximately 25 attendees; attended National Night Out; SPRSA meeting to take place next Monday with continued discussions for sail shade structures.
- Councilmember Maxwell – Attended National Night Out; Asked for the hiring process to begin for the position of City Administrator to be prioritized.
- Councilmember Costello – Attended the Homeless Coalition meeting yesterday; the next one will be in November; Attended the neighborhood Fire Department meeting for the Wixson/Hillcrest Fire which provided great information to attendees; National Night Out was a positive experience with a great turn out; Emergency Medical Service Admin meeting is scheduled for tomorrow.
- Councilmember Marquis – Attended Steering Committee; Attended the SDA board meeting yesterday where The Findery was discussed as well as it's evolving revenue, and two new board members, Danielle Redtfeldt and Mary Schular, were introduced; Asked for the hiring process of City Administrator to be prioritized.

City Attorney Report

Met with Selah's current public defender today to continue discussions around indigenous standards; WCIA (Washington Cities Insurance Authority) is working with the Origami program to determine what the numbers may project for the upcoming year; thank you to Council for this evening's discussions and decisions around Selah's parking regulations and vendor changes.

Mayor's Report

Thank you to all who volunteered and attended National Night Out; Mayor Bell met with Basin Disposal of Yakima LLC this past week to discuss options for rate increases per their contract which will be discussed moving forward; Chief Soptich and Rocky Wallace accompanied the Mayor to Seattle to meet with Studio Meng Strazzara, Inc., the chosen architect for the potential future City Hall/Police Department building which provided an impressive experience and City Council can anticipate a collective contract to be provided at the next Council meeting.

Executive Session – 30 minutes
RCW 42.30.110(g); RE: Employee Performance

Entering Executive Session at 7:20 p.m. to end at 7:50 p.m.
Executive Session paused at 7:51 p.m. with no decisions made/no votes taken.
Executive Session resumed for 15 minutes to end at 8:06 p.m.
Executive Session ended at 8:07 p.m. with no decisions made/no votes taken.

Adjournment
Councilmember Iverson moved to adjourn the meeting. Councilmember Peterson seconded. Mayor Bell adjourned.

Meeting ended at 8:08 p.m.

Roger Bell, Mayor

David Monaghan, Councilmember

Clifford Peterson, Councilmember

Elizabeth Marquis, Councilmember

Michael Costello, Councilmember

Melissa Maxwell, Councilmember

William Longmire, Councilmember

Jared Iverson, Councilmember

ATTEST:

Courtney McGarity, City Clerk

Selah City Council

Regular Meeting

AGENDA ITEM SUMMARY

Meeting Date: 8/26/2025

Agenda Number: 10B

Action Item

Title: Approval of Claims and Payroll

From: Kimberly Grimm, City Clerk/Treasurer

Action Requested: Approval

Staff Recommendation: Approval

Board/Commission Recommendation: N/A

Fiscal Impact: See attached payroll and claims directories

Funding Source: N/A

Background/Findings/Facts: N/A

Recommended Motion: I move to approve the Consent Agenda in the form presented (This item is part of the consent agenda).

Record of all prior actions taken by the City Council and/or City Board, City Committee, Planning Commission, or the Hearing Examiner (if not applicable, please state none).

Date: **Action Taken: None**

CHECK REGISTER

City Of Selah Time: 10:18:07 Date: 08/20/2025

08/22/2025 To: 08/22/2025 Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5596	08/22/2025	Payroll	1	EFT		2,137.66	August 1-15 2025 Pay Period
5597	08/22/2025	Payroll	1	EFT		2,038.74	August 1-15 2025 Pay Period
5598	08/22/2025	Payroll	1	EFT		2,192.51	August 1-15 2025 Pay Period
5599	08/22/2025	Payroll	1	EFT		2,162.68	August 1-15 2025 Pay Period
5600	08/22/2025	Payroll	1	EFT		3,448.15	August 1-15 2025 Pay Period
5601	08/22/2025	Payroll	1	EFT		2,092.71	August 1-15 2025 Pay Period
5602	08/22/2025	Payroll	1	EFT		3,001.15	August 1-15 2025 Pay Period
5603	08/22/2025	Payroll	1	EFT		2,180.33	August 1-15 2025 Pay Period
5604	08/22/2025	Payroll	1	EFT		1,820.71	August 1-15 2025 Pay Period
5605	08/22/2025	Payroll	1	EFT		2,215.90	August 1-15 2025 Pay Period
5606	08/22/2025	Payroll	1	EFT		4,499.69	August 1-15 2025 Pay Period
5607	08/22/2025	Payroll	1	EFT		2,327.51	August 1-15 2025 Pay Period
5608	08/22/2025	Payroll	1	EFT		2,910.03	August 1-15 2025 Pay Period
5609	08/22/2025	Payroll	1	EFT		2,046.95	August 1-15 2025 Pay Period
5610	08/22/2025	Payroll	1	EFT		2,722.83	August 1-15 2025 Pay Period
5611	08/22/2025	Payroll	1	EFT		1,822.52	August 1-15 2025 Pay Period
5612	08/22/2025	Payroll	1	EFT		1,212.86	August 1-15 2025 Pay Period
5613	08/22/2025	Payroll	1	EFT		1,908.52	August 1-15 2025 Pay Period
5614	08/22/2025	Payroll	1	EFT		893.62	August 1-15 2025 Pay Period
5615	08/22/2025	Payroll	1	EFT		2,478.86	August 1-15 2025 Pay Period
5616	08/22/2025	Payroll	1	EFT		2,246.25	August 1-15 2025 Pay Period
5617	08/22/2025	Payroll	1	EFT		2,034.35	August 1-15 2025 Pay Period
5618	08/22/2025	Payroll	1	EFT		2,081.30	August 1-15 2025 Pay Period
5619	08/22/2025	Payroll	1	EFT		3,544.53	August 1-15 2025 Pay Period
5620	08/22/2025	Payroll	1	EFT		3,166.20	August 1-15 2025 Pay Period
5621	08/22/2025	Payroll	1	EFT		2,251.47	August 1-15 2025 Pay Period
5623	08/22/2025	Payroll	1	EFT		2,235.87	August 1-15 2025 Pay Period
5624	08/22/2025	Payroll	1	EFT		120.26	August 1-15 2025 Pay Period
5625	08/22/2025	Payroll	1	EFT		3,811.86	August 1-15 2025 Pay Period
5626	08/22/2025	Payroll	1	EFT		1,972.85	August 1-15 2025 Pay Period
5627	08/22/2025	Payroll	1	EFT		2,089.44	August 1-15 2025 Pay Period
5628	08/22/2025	Payroll	1	EFT		2,090.53	August 1-15 2025 Pay Period
5629	08/22/2025	Payroll	1	EFT		2,218.55	August 1-15 2025 Pay Period
5630	08/22/2025	Payroll	1	EFT		1,986.60	August 1-15 2025 Pay Period
5631	08/22/2025	Payroll	1	EFT		2,706.31	August 1-15 2025 Pay Period
5632	08/22/2025	Payroll	1	EFT		1,412.14	August 1-15 2025 Pay Period
5633	08/22/2025	Payroll	1	EFT		824.13	August 1-15 2025 Pay Period
5634	08/22/2025	Payroll	1	EFT		1,988.65	August 1-15 2025 Pay Period
5635	08/22/2025	Payroll	1	EFT		990.09	August 1-15 2025 Pay Period
5636	08/22/2025	Payroll	1	EFT		1,468.10	August 1-15 2025 Pay Period
5637	08/22/2025	Payroll	1	EFT		1,840.96	August 1-15 2025 Pay Period
5638	08/22/2025	Payroll	1	EFT		3,482.85	August 1-15 2025 Pay Period
5639	08/22/2025	Payroll	1	EFT		2,373.16	August 1-15 2025 Pay Period
5640	08/22/2025	Payroll	1	EFT		2,279.43	August 1-15 2025 Pay Period
5641	08/22/2025	Payroll	1	EFT		3,884.68	August 1-15 2025 Pay Period
5642	08/22/2025	Payroll	1	EFT		3,478.67	August 1-15 2025 Pay Period
5643	08/22/2025	Payroll	1	EFT		2,030.90	August 1-15 2025 Pay Period
5644	08/22/2025	Payroll	1	EFT		2,164.96	August 1-15 2025 Pay Period
5645	08/22/2025	Payroll	1	EFT		2,271.26	August 1-15 2025 Pay Period
5646	08/22/2025	Payroll	1	EFT		2,706.48	August 1-15 2025 Pay Period
5647	08/22/2025	Payroll	1	EFT		2,807.73	August 1-15 2025 Pay Period
5648	08/22/2025	Payroll	1	EFT		2,077.35	August 1-15 2025 Pay Period
5649	08/22/2025	Payroll	1	EFT		2,030.10	August 1-15 2025 Pay Period
5650	08/22/2025	Payroll	1	EFT		2,763.14	August 1-15 2025 Pay Period
5651	08/22/2025	Payroll	1	EFT		3,158.61	August 1-15 2025 Pay Period
5652	08/22/2025	Payroll	1	EFT		2,958.58	August 1-15 2025 Pay Period
5654	08/22/2025	Payroll	1	EFT		239.23	August 1-15 2025 Pay Period
5655	08/22/2025	Payroll	1	EFT		2,299.00	August 1-15 2025 Pay Period
5656	08/22/2025	Payroll	1	EFT		2,490.16	August 1-15 2025 Pay Period
5657	08/22/2025	Payroll	1	EFT		2,906.41	August 1-15 2025 Pay Period

CHECK REGISTER

City Of Selah | Time: 10:18:07 Date: 08/20/2025

08/22/2025 To: 08/22/2025 | Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5658	08/22/2025	Payroll	1	EFT		2,120.46	August 1-15 2025 Pay Period
5660	08/22/2025	Payroll	1	EFT		608.25	August 1-15 2025 Pay Period
5661	08/22/2025	Payroll	1	EFT		2,344.27	August 1-15 2025 Pay Period
5662	08/22/2025	Payroll	1	EFT		2,601.82	August 1-15 2025 Pay Period
5663	08/22/2025	Payroll	1	EFT		2,533.58	August 1-15 2025 Pay Period
5664	08/22/2025	Payroll	1	EFT		3,476.65	August 1-15 2025 Pay Period
5665	08/22/2025	Payroll	1	EFT		4,222.06	August 1-15 2025 Pay Period
5666	08/22/2025	Payroll	1	EFT		2,211.24	August 1-15 2025 Pay Period
5667	08/22/2025	Payroll	1	EFT		3,190.01	August 1-15 2025 Pay Period
5668	08/22/2025	Payroll	1	EFT		2,144.48	August 1-15 2025 Pay Period
5669	08/22/2025	Payroll	1	EFT		2,162.01	August 1-15 2025 Pay Period
5670	08/22/2025	Payroll	1	EFT		1,998.92	August 1-15 2025 Pay Period
5671	08/22/2025	Payroll	1	EFT		1,353.77	August 1-15 2025 Pay Period
5672	08/22/2025	Payroll	1	EFT		3,688.51	August 1-15 2025 Pay Period
5673	08/22/2025	Payroll	1	EFT		137.00	August 1-15 2025 Pay Period
5674	08/22/2025	Payroll	1	EFT		1,237.13	August 1-15 2025 Pay Period
5675	08/22/2025	Payroll	1	EFT		151.87	August 1-15 2025 Pay Period
5676	08/22/2025	Payroll	1	EFT		3,169.24	August 1-15 2025 Pay Period
5677	08/22/2025	Payroll	1	EFT		2,811.13	August 1-15 2025 Pay Period
5678	08/22/2025	Payroll	1	EFT		2,798.94	August 1-15 2025 Pay Period
5680	08/22/2025	Payroll	1	EFT		3,064.57	August 1-15 2025 Pay Period
5622	08/22/2025	Payroll	1	86817		44.86	August 1-15 2025 Pay Period
5653	08/22/2025	Payroll	1	86818		201.87	August 1-15 2025 Pay Period
5659	08/22/2025	Payroll	1	86819		126.75	August 1-15 2025 Pay Period
5679	08/22/2025	Payroll	1	86820		98.23	August 1-15 2025 Pay Period
5684	08/22/2025	Payroll	1	86821	Mike I Todd	750.00	Pay Cycle(s) 08/22/2025 To 08/22/2025 - MISC GARNISHMENT - 4
5685	08/22/2025	Payroll	1	86822	Selah Police Association Employee Fund	290.00	Pay Cycle(s) 08/22/2025 To 08/22/2025 - PD EMP FUND
5686	08/22/2025	Payroll	1	86823	Teamsters Local #760 - PD Dues	1,889.00	Pay Cycle(s) 08/22/2025 To 08/22/2025 - TEAMSTERS PD DUES

001 General Fund	51,177.20		
103 Fire Control	55,385.13		
110 City Street	14,436.59		
111 Street Improvement	1,063.88		
118 Civic Center	2,743.34		
119 Transit	1,103.85		
411 Water	24,372.29		
415 Sewer	37,525.74		
420 Solid Waste	1,215.67		
	189,023.69	Payroll:	189,023.69

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against the City of Selah, and that I am authorized to authenticate and certify to said claim.

________________________________ ___________________________________

Payroll Specialist Finance Director

Subscribed this _______ day of _________________, _________

The following voucher/checks are approved for payment:

Voucher/check number _______________ through ______________ Total $_________________

Accts Pay #	Received	Date Due		Vendor	Amount	Memo
5245	08/19/2025	08/26/2025	1614	Aerzen USA Corp	844.27	Invoice #SEPI-25-004571
5246	08/19/2025	08/26/2025	1627	Amazon Capital Services	21.36	Invoice #1YT7-FQ9R-F9G4
5247	08/19/2025	08/26/2025	1627	Amazon Capital Services	157.30	Invoice #13QC-CG71-CVMK
5338	08/20/2025	08/26/2025	1633	Anatek Labs	201.00	Invoice #2520293, 2520787, 2520950, 2520995
5339	08/20/2025	08/26/2025	1652	Autozone	19.48	Invoice #03720451173
5410	08/21/2025	08/26/2025	1665	Bear Event Services	563.33	Invoice #10325
5390	08/08/2025	08/26/2025	1673	Bill Harris Used Cars Inc	4,871.83	Invoice #35902 and 35940
5248	08/19/2025	08/26/2025	3364	Brulotte Construction Inc	287.48	App #HMR-2025-0009
5391	08/20/2025	08/26/2025	1704	Caprise Groo-Korpi/Petty Cash	183.47	Invoice #PC 82025
5336	08/20/2025	08/26/2025	1706	Card Service Center	108.00	Invoice
5387	08/20/2025	08/26/2025	1706	Card Service Center	1,143.43	Invoice #0037 725
5409	08/21/2025	08/26/2025	1706	Card Service Center	755.85	Invoice #0118
5249	08/19/2025	08/26/2025	1716	Centerpoint Language Services	750.00	Invoice #8483
5367	08/20/2025	08/26/2025	3390	Commerce Hose & Industrial Products	1,307.00	Invoice #00078483
5340	08/20/2025	08/26/2025	1754	Copiers Northwest, Inc.	251.98	Invoice #INV3051071
5250	08/19/2025	08/26/2025	1756	Core & Main LP	1,025.95	Invoice #X542150
5251	08/19/2025	08/26/2025	1756	Core & Main LP	983.71	Invoice #X554287
5341	08/20/2025	08/26/2025	1763	Culligan Yakima	91.13	Invoice #2549847
5252	08/19/2025	08/26/2025	1777	Daniel Polage	9,000.00	Invoice #82025
5253	08/19/2025	08/26/2025	1777	Daniel Polage	1,000.00	Invoice #8182025
5254	08/19/2025	08/26/2025	2654	Databar	109.39	Invoice #272050
5411	08/21/2025	08/26/2025	3391	Design 47	467.86	Invoice #000167
5255	08/19/2025	08/26/2025	1803	Dog Waste Depot	314.05	Invoice #777070
5389	08/04/2025	08/26/2025	3301	Electronic Mobile Solutions LLC	362.59	Invoice# 1870
5256	08/19/2025	08/26/2025	1832	Endress + Hauser, Inc.	482.65	Invoice #6002731706
5257	08/19/2025	08/26/2025	1845	Ferguson Enterprises, Inc. #3325	4,518.23	Invoice #0294121
5258	08/19/2025	08/26/2025	1852	First National Bank Omaha	693.42	Invoice #1246 72025
5342	08/20/2025	08/26/2025	1852	First National Bank Omaha	765.42	Invoice #3419 72025
5388	08/20/2025	08/26/2025	1852	First National Bank Omaha	9,807.26	Billing for 8/11/25 for credit cards ending in 0732, 9710, 0017, 1728, 6001, 9950
5393	08/20/2025	08/26/2025	1852	First National Bank Omaha	221.91	Invoice #JL 5498 825
5395	08/20/2025	08/26/2025	1852	First National Bank Omaha	262.19	Invoice #JW 4496 825
5259	08/19/2025	08/26/2025	1868	General Pacific, Inc.	225.26	Invoice #1523767
5260	08/19/2025	08/26/2025	1883	HD Fowler Company	461.14	Invoice #I7086125
5261	08/19/2025	08/26/2025	1883	HD Fowler Company	2,159.92	Invoice #I7087794
5262	08/19/2025	08/26/2025	1883	HD Fowler Company	1,712.23	Invoice #I7089578
5263	08/19/2025	08/26/2025	1883	HD Fowler Company	353.43	Invoice #I7089595
5264	08/19/2025	08/26/2025	1883	HD Fowler Company	1,321.91	Invoice #I7089596
5265	08/19/2025	08/26/2025	1883	HD Fowler Company	76.91	Invoice #I7090521
5266	08/19/2025	08/26/2025	1883	HD Fowler Company	1,230.33	Invoice #I7091014

ACCOUNTS PAYABLE

City Of Selah — Time: 10:17:04 Date: 08/21/2025

As Of: 08/26/2025 — Page: 2

Accts Pay #	Received	Date Due		Vendor	Amount	Memo
5267	08/19/2025	08/26/2025	1883	HD Fowler Company	138.15	Invoice #I7092786
5268	08/19/2025	08/26/2025	1883	HD Fowler Company	155.10	Invoice #I7093338
5269	08/19/2025	08/26/2025	1883	HD Fowler Company	485.21	Invoice #I7095799
5270	08/19/2025	08/26/2025	1883	HD Fowler Company	1,121.28	Invoice #I7097675
5271	08/19/2025	08/26/2025	1883	HD Fowler Company	2,437.14	Invoice #I7097934
5272	08/19/2025	08/26/2025	1883	HD Fowler Company	2,108.13	Invoice #I7089276
5347	08/20/2025	08/26/2025	1883	HD Fowler Company	-404.28	Invoice #C648020
5348	08/20/2025	08/26/2025	1883	HD Fowler Company	-2,959.34	Invoice #C648140
5274	08/19/2025	08/26/2025	1886	HLA Engineering & Land Surveying, Inc.	5,373.30	Invoice #21221C-028
5275	08/19/2025	08/26/2025	1886	HLA Engineering & Land Surveying, Inc.	568.00	Invoice #21221E-038
5276	08/19/2025	08/26/2025	1886	HLA Engineering & Land Surveying, Inc.	2,805.15	Invoice #22205C-016
5277	08/19/2025	08/26/2025	1886	HLA Engineering & Land Surveying, Inc.	50,947.00	Invoice #23166E-021
5278	08/19/2025	08/26/2025	1886	HLA Engineering & Land Surveying, Inc.	877.50	Invoice #24067C-004
5360	08/20/2025	08/26/2025	1886	HLA Engineering & Land Surveying, Inc.	16,426.08	Invoice #24164E-011
5361	08/20/2025	08/26/2025	1886	HLA Engineering & Land Surveying, Inc.	13,709.00	Invoice #24185E-009
5362	08/20/2025	08/26/2025	1886	HLA Engineering & Land Surveying, Inc.	4,182.75	Invoice #24193E-008
5363	08/20/2025	08/26/2025	1886	HLA Engineering & Land Surveying, Inc.	19,429.05	Invoice #25006G-007
5364	08/20/2025	08/26/2025	1886	HLA Engineering & Land Surveying, Inc.	31,055.10	Invoice #25036C-003
5365	08/20/2025	08/26/2025	1886	HLA Engineering & Land Surveying, Inc.	19,272.90	Invoice #25074C-002
5366	08/20/2025	08/26/2025	1886	HLA Engineering & Land Surveying, Inc.	7,223.80	Invoice #25088C-003
5273	08/19/2025	08/26/2025	1102	Hamilton, Erin M	63.00	062025
5349	08/20/2025	08/26/2025	1894	Helliesen Lumber & Supply	34.68	Invoice #2508-622453
5279	08/19/2025	08/26/2025	1895	Helms Hardware Company	16.23	Invoice #854359
5280	08/19/2025	08/26/2025	1895	Helms Hardware Company	36.81	Invoice #854362
5281	08/19/2025	08/26/2025	1895	Helms Hardware Company	61.87	Invoice #854369
5282	08/19/2025	08/26/2025	1895	Helms Hardware Company	18.51	Invoice #854404
5283	08/19/2025	08/26/2025	1895	Helms Hardware Company	28.26	Invoice #854424
5284	08/19/2025	08/26/2025	1895	Helms Hardware Company	61.70	Invoice #854431
5285	08/19/2025	08/26/2025	1895	Helms Hardware Company	73.50	Invoice #854434
5286	08/19/2025	08/26/2025	1895	Helms Hardware Company	21.16	Invoice #854449
5287	08/19/2025	08/26/2025	1895	Helms Hardware Company	31.74	Invoice #854450
5288	08/19/2025	08/26/2025	1895	Helms Hardware Company	15.58	Invoice #854452
5289	08/19/2025	08/26/2025	1895	Helms Hardware Company	54.45	Invoice #854475
5290	08/19/2025	08/26/2025	1895	Helms Hardware Company	112.60	Invoice #854524
5291	08/19/2025	08/26/2025	1895	Helms Hardware Company	32.25	Invoice #855137
5305	08/19/2025	08/26/2025	1895	Helms Hardware Company	30.31	Invoice #854488
5307	08/20/2025	08/26/2025	1895	Helms Hardware Company	75.76	853478, 853976, 854303, 854402, 854714
5350	08/20/2025	08/26/2025	1895	Helms Hardware Company	36.81	Invoice #854594
5351	08/20/2025	08/26/2025	1895	Helms Hardware Company	8.65	Invoice #854661
5352	08/20/2025	08/26/2025	1895	Helms Hardware Company	50.63	Invoice #854663

ACCOUNTS PAYABLE

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Accts Pay #	Received	Date Due		Vendor	Amount	Memo
5353	08/20/2025	08/26/2025	1895	Helms Hardware Company	28.15	Invoice #854704
5354	08/20/2025	08/26/2025	1895	Helms Hardware Company	32.38	Invoice #854871
5355	08/20/2025	08/26/2025	1895	Helms Hardware Company	5.40	Invoice #854878
5356	08/20/2025	08/26/2025	1895	Helms Hardware Company	11.89	Invoice #854953
5357	08/20/2025	08/26/2025	1895	Helms Hardware Company	21.65	Invoice #854969
5358	08/20/2025	08/26/2025	1895	Helms Hardware Company	63.08	Invoice #855118
5359	08/20/2025	08/26/2025	1895	Helms Hardware Company	2.30	Invoice #855119
5396	08/21/2025	08/26/2025	1895	Helms Hardware Company	71.05	Invoice #854552, 854824, 855123
5397	08/21/2025	08/26/2025	1911	Interstate Batteries of Columbia Valley	210.10	Invoice #1926701002757
5392	08/20/2025	08/26/2025	3339	Interwest Construction, Inc.	457,993.68	Invoice #25036,25074C PE02
5398	08/21/2025	08/26/2025	1916	J & B Medical Supply Inc	39.37	Invoice #3390077
5399	08/21/2025	08/26/2025	1916	J & B Medical Supply Inc	55.88	Invoice #3280300
5292	08/19/2025	08/26/2025	1971	Kubwater Resources, Inc.	12,350.78	Invoice #13245
5293	08/19/2025	08/26/2025	2639	Lightcurve	455.71	Invoice #100237844 825
5294	08/19/2025	08/26/2025	2639	Lightcurve	91.15	Invoice #100237845 825
5328	08/18/2025	08/26/2025	2639	Lightcurve	271.95	Invoice due 9/1/25
5368	08/20/2025	08/26/2025	2639	Lightcurve	534.99	Invoice #100237852 82025
5369	08/20/2025	08/26/2025	2639	Lightcurve	163.53	Invoice #100237841, 100237842, 100237843
5400	08/21/2025	08/26/2025	2639	Lightcurve	409.15	Invoice #100237838, 100237839, 100237840
5412	08/21/2025	08/26/2025	2639	Lightcurve	357.16	Invoice #100237837
5401	08/21/2025	08/26/2025	2001	MES Service Company LLC	265.42	Invoice #IN2309255
5295	08/19/2025	08/26/2025	2017	Medstar Cabulance, Inc.	13,819.90	Invoice #ST 01-15 AUG 2025
5296	08/19/2025	08/26/2025	2027	Minert & Associates	168.00	Invoice #342887
5297	08/19/2025	08/26/2025	2036	Morton's Supply, Inc.	58.10	Invoice #0863257
5370	08/20/2025	08/26/2025	2036	Morton's Supply, Inc.	971.06	Invoice #0864199
5371	08/20/2025	08/26/2025	2038	NCL of Wisconsin, Inc.	1,598.39	Invoice #523674
5372	08/20/2025	08/26/2025	2053	O'Reilly Automotive Inc	30.70	Invoice #5631-102775
5373	08/20/2025	08/26/2025	2053	O'Reilly Automotive Inc	22.92	Invoice #5631-102776
5298	08/19/2025	08/26/2025	2055	ODP Business Solutions, LLC	190.81	Invoice #434597880001
5374	08/20/2025	08/26/2025	2064	Owen Equipment Company	439.11	Invoice #00131357
5375	08/20/2025	08/26/2025	2064	Owen Equipment Company	-439.11	Invoice #00131357
5376	08/20/2025	08/26/2025	2064	Owen Equipment Company	69.49	Invoice #00131397
5377	08/20/2025	08/26/2025	2064	Owen Equipment Company	112.28	Invoice #00131400
5378	08/20/2025	08/26/2025	2066	Oxarc, Inc.	16,808.50	Invoice #0032392394
5299	08/19/2025	08/26/2025	2075	Pacific Power	21.72	Invoice #49799191-007 4 825
5300	08/19/2025	08/26/2025	2075	Pacific Power	748.08	Invoice #48687101-029 5 825
5330	08/18/2025	08/26/2025	2075	Pacific Power	964.09	Due 9/3/25 (billed 8/12/25)
5379	08/20/2025	08/26/2025	2075	Pacific Power	40,352.82	PW 82025
5402	08/21/2025	08/26/2025	2075	Pacific Power	1,221.18	Invoice #48687101-025 3
5403	08/21/2025	08/26/2025	2075	Pacific Power	222.68	Invoice #21009236-001 0

Accts Pay #	Received	Date Due		Vendor	Amount	Memo
5413	08/21/2025	08/26/2025	2075	Pacific Power	2,214.02	Invoice #49954801-001 0
5416	08/21/2025	08/26/2025	2089	People For People	165.16	Invoicew #081325
5380	08/20/2025	08/26/2025	2107	Primary Electric & Design LLC	213.89	Invoice #7892
5381	08/20/2025	08/26/2025	2107	Primary Electric & Design LLC	271.83	Invoice #7891
5414	08/21/2025	08/26/2025	2107	Primary Electric & Design LLC	1,177.74	Invoice #7892-2
5415	08/21/2025	08/26/2025	2110	Protime Sports, Inc.	2,853.78	Invoice #394514
5394	08/20/2025	08/26/2025	2114	RACOM Corporation	712.01	Invoice INV35260
5382	08/20/2025	08/26/2025	2117	RWC International, LLC	12,601.07	Invoice #RA104007560:01
5337	08/20/2025	08/26/2025	3389	Seoul Communication 1.5	150.00	Invoice #5A0510491
5301	08/19/2025	08/26/2025	2235	Thomson Reuters - West	256.37	Invoice #852340355
5383	08/20/2025	08/26/2025	2245	Trans-Action of Yakima County	1,000.00	Invoice #25-031
5384	08/20/2025	08/26/2025	2260	USA BlueBook	4,587.59	Invoice #INV00783706
5327	08/20/2025	08/26/2025	2269	Valvoline Instant Oil Change	315.74	Invoices 45111, 45154, 45143, 45262, 45300, 44289, 44076
5404	08/21/2025	08/26/2025	2269	Valvoline Instant Oil Change	58.46	Invoice #45431
5343	08/20/2025	08/26/2025	2270	Veolia Water Technologies Treatment Solutions USA	5,257.97	Invoice #903323421
5302	08/19/2025	08/26/2025	2271	Verizon Wireless	509.34	Invoice #6120348971
5335	08/15/2025	08/26/2025	2271	Verizon Wireless	2,663.74	Invoice 6120345815, 6120348972
5386	08/20/2025	08/26/2025	2271	Verizon Wireless	990.84	Invoice #6120348975
5405	08/21/2025	08/26/2025	2271	Verizon Wireless	521.39	Invoice #6120348973, 6120367528
5303	08/19/2025	08/26/2025	2301	WA St Dept of Ecology Cashiering Unit	6,574.00	Invoice #26-WA0021032-1
5304	08/19/2025	08/26/2025	2301	WA St Dept of Ecology Cashiering Unit	3,762.00	Invoice #26-WAR046008-1
5332	08/11/2025	08/26/2025	2286	Wash Central	376.60	Invoice C312102
5344	08/20/2025	08/26/2025	2286	Wash Central	21.60	Invoice #C312011
5345	08/20/2025	08/26/2025	2308	Washington St Dept of Transportation	1,887.87	Invoice #Re 45 JE5007 L311
5333	08/18/2025	08/26/2025	2311	Washington State Patrol	60.00	Invoice I2600081
5306	08/19/2025	08/26/2025	2332	William Ervin	109.79	Invoice #927320 825
5334	08/04/2025	08/26/2025	2337	Yakima Battery & Auto Electric	86.69	Invoice 220897
5407	08/21/2025	08/26/2025	2338	Yakima Bindery & Printing	1,212.12	Invoice #337810-0
5408	08/21/2025	08/26/2025	2339	Yakima Cooperative Association	2,471.54	Invoice #0000157630
5331	08/11/2025	08/26/2025	2344	Yakima County Department Of Corrections	7,656.78	8/10/25
5385	08/20/2025	08/26/2025	2353	Yakima County GIS	190.00	Invoice #Storm 72025, Planning 72025
5346	08/20/2025	08/26/2025	2377	Yakima Waste Systems, Inc.	179.82	Invoice #4382464S195
5406	08/21/2025	08/26/2025	2378	Yakima Worker Care	144.00	Invoice #50137, 50186
				Report Total:	836,997.43	

Accts Pay #	Received	Date Due	Vendor	Amount	Memo

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against the City of Selah, and that I am authorized to authenticate and certify to said claim.

______________________________ ______________________________

Payroll Specialist Finance Director

Subscribed this ________ day of ________________, __________

The following voucher/checks are approved for payment:

Voucher/check number _______________ through _______________ Total $________________

Selah City Council

Regular Meeting

AGENDA ITEM SUMMARY

Meeting Date: 8/26/2025
Agenda Number: 10C

Action Item

Title: Resolution Authorizing the Mayor or City Staff to Sign a Six-Page "Granicus Proposal for Selah, WA" in order to Renew the City's Software License with SmartGov

From: Steve Zetz, Community Development Supervisor

Action Requested: Approval

Staff Recommendation: Approval

Board/Commission Recommendation: N/A

Fiscal Impact: An expected overall expenditure of $63,306.09, which will be composed of three yearly portions. The per-year breakdown would be as follows:

September 30, 2025 – September 30, 2026:	$19,125.70
September 30, 2026 – September 30, 2027:	$21,038.28
September 20, 2027 – September 30, 2028:	$23,142.11
	$63,306.09 total

Funding Source: The software is used by and to benefit many different City departments. Accordingly, several funds/departments will contribute in varying proportions to this expenditure. Those funds/departments are the following: General Fund; Water Fund; Sewer Fund; Street Fund; Storm Water; Building; Planning; Code Enforcement; and Fire Department.

Background/Findings/Facts: Nearly five years ago, the City entered into a contract with an entity then-known as Dude Solutions, Inc., whereby the City acquired a license to utilize planning software that is known as SmartGov. The term of the software license is approaching its expiration. City staff desires to renew the software license for an additional three-year term, which would run from September 30, 2025, through September 30, 2028.

The entity that was formerly named Dude Solutions has since changed its name to Granicus. Grancius has provided City staff with a six-page "Granicus Proposal for Selah, WA", which sets forth the terms and conditions whereby a renewal software license can be obtained – including the respective annual fee amounts. As set forth above within the "Fiscal Impact" section of the instant AIS, the respective annual fee amounts will be in the $19,000 (approximate) to $23,000 (approximate) range, and the overall total cost for the three-year period will be $63,306.09.

City staff asks the City Council to approve the proposed Resolution that is submitted with the instant AIS, so that this purchase can be made.

Recommended Motion: I move to approve the Resolution in the form presented.

Record of all prior actions taken by the City Council and/or City Board, City Committee, Planning Commission, or the Hearing Examiner (if not applicable, please state none).

Date:	**Action Taken:**
09/08/2020	Resolution No. 2806; Resolution Authorizing the Mayor to Enter into a Contract with Dude Solutions, Inc., for the Purchase of Their SmartGov Permitting Software and [to also] Submit for Reimbursement [of such Expenditure from Funds Held by the City or that Will be Forthcoming to the City] under the [Federal] Cares Act

RESOLUTION NO. ________

RESOLUTION AUTHORIZING THE MAYOR OR CITY STAFF TO SIGN A SIX-PAGE "GRANICUS PROPOSAL FOR SELAH, WA" IN ORDER TO RENEW THE CITY'S SOFTWARE LICENSE WITH SMARTGOV

WHEREAS, on or about September 8, 2020, the City entered a contract with a software provided whereby the City acquired a license to use the so-called SmartGov planning software. This occurred, at least in part, pursuant to Resolution No. 2806; and

WHEREAS, the existing software license is scheduled to expire soon, and City staff desire to renew the license for an additional three-year term; and

WHEREAS, the entity known as Granicus now controls the SmartGov software, and Granicus has provided City staff with a six-page document labeled "Granicus Proposal for Selah, WA" that sets forth the terms and conditions whereby an additional three-year software license can be obtained by the City. Such document includes specific annual fee amounts for each of the three years, and those annual amounts equate to an overall total of $63,306.09 for the three-year period; and

WHEREAS, the terms of the six-page Proposal are acceptable to City staff; and

WHEREAS, the City Council finds that good cause exists.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON as follows: (1) that the Mayor or City staff be and are authorized to sign six-page "Granicus Proposal for Selah, WA" in the form appended hereto; and (2) City staff, including but not limited to the Finance Director, be and are authorized to submit timely and full payments to Granicus for the renewed three-year software license.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON this 26th day of August 2025.

____
Roger Bell, Mayor

ATTEST:

____
Courtney McGarity, City Clerk

APPROVED AS TO FORM:

____
Rob Case, City Attorney

THIS IS NOT AN INVOICE

Order Form
Prepared for
Selah, WA

Granicus Proposal for Selah, WA

ORDER DETAILS

Prepared By:	Cristina Leon
Phone:	
Email:	cristina.leon@granicus.com
Order #:	Q-450121
Prepared On:	19 Aug 2025
Expires On:	30 Sep 2025

ORDER TERMS

Currency:	USD
Payment Terms:	Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Current Subscription End Date:	30 Sep 2025
Initial Order Term End Date:	30 Sep 2028
Period of Performance:	01 Oct 2025 - 30 Sep 2026

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

Renewing Subscription Fees			
Solution	**Billing Frequency**	**Quantity/Unit**	**Annual Fee**
SmartGov Licensing	Annual	1 Each	$0.00
SmartGov Code Enforcement	Annual	1 Each	$0.00
SmartGov Connector Contractor	Annual	1 Each	$1,236.55
SmartGov Connector Financial	Annual	1 Each	$1,236.55
SmartGov Connector Merchant	Annual	1 Each	$989.24
SmartGov - Enterprise	Annual	1 Each	$15,663.36
SmartGov Permitting	Annual	1 Each	$0.00
		SUBTOTAL:	**$19,125.70**

FUTURE YEAR PRICING

Solution(s)	Period of Performance	
	01 Oct 2026 - 30 Sep 2027	01 Oct 2027 - 30 Sep 2028
SmartGov Licensing	$0.00	$0.00
SmartGov Code Enforcement	$0.00	$0.00
SmartGov Connector Contractor	$1,360.21	$1,496.23
SmartGov Connector Financial	$1,360.21	$1,496.23
SmartGov Connector Merchant	$1,088.16	$1,196.98
SmartGov - Enterprise	$17,229.70	$18,952.67
SmartGov Permitting	$0.00	$0.00
SUBTOTAL:	**$21,038.28**	**$23,142.11**

PRODUCT UPDATES

FOR INFORMATION ON RECENT AND UPCOMING PRODUCT ENHANCEMENTS ACROSS THE GRANICUS PORTFOLIO, PLEASE REFER TO THE SEMIANNUAL UPDATE INFORMATION ON THIS WEBPAGE: : HTTPS://GRANICUS.COM/SEMIANNUAL-UPDATES/

PRODUCT DESCRIPTIONS

Solution	Description
SmartGov Licensing	Annual subscription for SmartGov Licensing Module for contractor registration, rental registration, business licensing.
SmartGov Code Enforcement	Annual subscription for SmartGov Code Enforcement Module for managing service requests and complaints.
SmartGov Connector Contractor	Contractor Connector links to state database to verify licenses and update contractor license information automatically. Alternatively, SmartGov Contractor Connector provides a one-time CSV upload that may include data out of scope of the standard contact-contractor upload.
SmartGov Connector Financial	The SmartGov Financial Connector outputs a financial extract with a pre-determined format which may be written to the customer's FTP site, if desired, to facilitate automated external processing of the file. The customer may request the use of an alternate delimiter if a comma is not acceptable. The financial extract job may be run on demand or scheduled to run on a consistent basis (e.g., daily, weekly, monthly, etc.). Companion reports designed for reconciliation and extract verification are also available.
SmartGov Connector Merchant	Connection to one merchant in the back office and/or portal from a list of available options. Subscriber remains responsible for the relationship with the provider.
SmartGov - Enterprise	Annual subscription to SmartGov software for: Permitting, Licensing, and Code Enforcement. Subscription includes the Public Portal.
SmartGov Permitting	Annual subscription for SmartGov Permitting Module for building and planning permits, inspections, and contacts.

TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at https://granicus.com/legal/licensing, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-450121 dated 19 Aug 2025 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Selah, WA to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.

BILLING INFORMATION

Billing Contact:		**Purchase Order Required?**	[ ] - No [ ] - Yes
Billing Address:		**PO Number:** *If PO required*	
Billing Email:		**Billing Phone:**	

If submitting a Purchase Order, please include the following language:
The pricing, terms, and conditions of quote Q-450121 dated 19 Aug 2025 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Selah, WA	
Signature:	
Name:	
Title:	
Date:	

RESOLUTION NO. 2806

RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH DUDE SOLUTIONS, INC. FOR THE PURCHASE OF THEIR SMARTGOV PERMITTING SOFTWARE AND SUBMIT FOR REIMBURSEMENT UNDER THE CARES ACT.

WHEREAS, the cities and counties of Washington State have been greatly affected by the spread of COVID-19; and,

WHEREAS, the Governor, and state and local health officials have directed that city and county public employees should limit their exposure to the public during COVID-19 and expand their online permitting and communication capabilities; and,

WHEREAS, the City of Selah's Building, Planning, and Public Works permit software does not provide for any of the online permit issuance or communication features necessary to limit our staffs exposure during COVID-19, and provide the pubic with an alternative for permit submittal and payment; and,

WHEREAS, the City of Selah Public Works Department has found that Dude Solution's SmartGov permitting software will improve the departments online permitting and communication capabilities as directed by the state; and,

WHEREAS, Congress has established the Coronavirus Relief Fund (CARES Act) to reimburse state, territorial, local and tribal governments for expenditures related to COVID-19; and,

WHEREAS, City staff has reviewed the Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments provided by the Treasury Department and the Washington Association of Building Officials (WABO) Guidance for Smaller Jurisdictions Seeking CARES Act Funding for Virtual Need, and is confident that the subject permitting software complies with the requirements for reimbursement; and,

WHEREAS, City staff is requesting council authorization to enter into a contract with Dude Solutions, Inc. for the purchase, installation, and maintenance of their SmartGov permitting software and submit for reimbursement under the CARES Act;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, that the Mayor is authorized to enter into a contract with Dude Solutions, Inc. for purchase, installation, and maintenance of the company's SmartGov permitting software, and for City Staff to submit for Reimbursement under the CARES Act.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 8th day of September 2020.

Sherry Raymond
____
Sherry Raymond, Mayor

ATTEST:

____
Dale E. Novobielski, Clerk/Treasurer

APPROVED AS TO FORM:

____
Rob Case, City Attorney

RESOLUTION NO. 2806

Selah City Council

Regular Meeting

AGENDA ITEM SUMMARY

Meeting Date: 8/26/2025

Agenda Number: 10D

Action Item

Title: Resolution Adopting the "Selah Transit Development Plan 2025-2031 and 2024 Annual Report"

From: Rocky D. Wallace, Public Works Director

Action Requested: Approval

Staff Recommendation: N/A

Board/Commission Recommendation: N/A

Fiscal Impact: N/A

Funding Source: N/A

Background/Findings/Facts: The Washington State Department of Transportation (WSDOT) requires the City to, annually, publish its Transit Plan and update its Six-Year Transit Development Plan and Annual Report. Appended hereto is the "Selah Transit Development Plan 2025-2031 and 2023 Annual Report", which City staff requests the City Council to adopt by approving the proposed Resolution that is submitted with the instant AIS.

As a prerequisite to enabling adoptability, the City Council conducted an open-record public hearing on this topic during its August 12th meeting.

Recommended Motion: I move to approve the Resolution in the form presented.

Record of all prior actions taken by the City Council and/or City Board, City Committee, Planning Commission, or the Hearing Examiner (if not applicable, please state none).

Date:	**Action Taken:**
7/26/2024	Notice of Public Hearing the "Selah Transit Development Plan" for the six-year plan 2024-2029 and 2023 Annual Report
8/12/2025	Public Hearing to Receive Public Input Regarding the Potential Adoption of the "Selah Transit Development Plan 2025-2031 and 2024 Annual Report".

RESOLUTION NO. ______

RESOLUTION ADOPTING THE "SELAH TRANSIT DEVELOPMENT PLAN 2025-2031 AND 2024 ANNUAL REPORT"

WHEREAS, the Washington State Department of Transportation requires the City to, annually, publish its Transit Report and update its Six-Year Transit Development Plan and Annual Report; and

WHEREAS, the City Council held an open public hearing August 12, 2025, for the purpose of receiving public input regarding the City's transit plan; and

WHEREAS, the City Council finds that good cause exists to adopt the "Selah Transit Development Plan 2025-2031 and 2024 Annual Report";

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, as follows: that the "Selah Transit Development Plan 2025-2031 and 2024 Annual Report" is hereby adopted.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 26th day of August, 2025.

____
Roger Bell, Mayor

ATTEST:

____
Courtney McGarity, City Clerk

APPROVED AS TO FORM:

____
Rob Case, City Attorney

Selah Transit Development Plan 2025-2031 and 2024 Annual Report

Selah Transit
Operated by Medstar Transportation
1904 Fruitvale Blvd
Yakima, WA 98902
(509) 248-2004

Public Hearing

Adopted by the City of Selah Council

Submitted to WSDOT

Acknowledgments:

City of Selah
Roger Bell- Mayor
Rocky Wallace- Public Works Director
Kimberly Grimm- Finance Director

Prepared by:

Medstar Transportation
1904 Fruitvale Blvd, Yakima, WA 98902

Contact person: Justin Bergener, CEO

Email - discover@gomedstar.com PH 509-248-2004

Table of Contents

Section 1: Introduction

The Transportation Development Plan 2025 - 2031 provides updated information and forecasts to the Washington State Department of Transportation on Selah Transit's current components and accomplishments as well as proposed action strategies for 2025 - 2031.

This document is also used to notify the public about projects that have been completed, are in process, or are planned for the future. Following a public hearing, the Selah City Council will approve this plan before this document goes into effect.

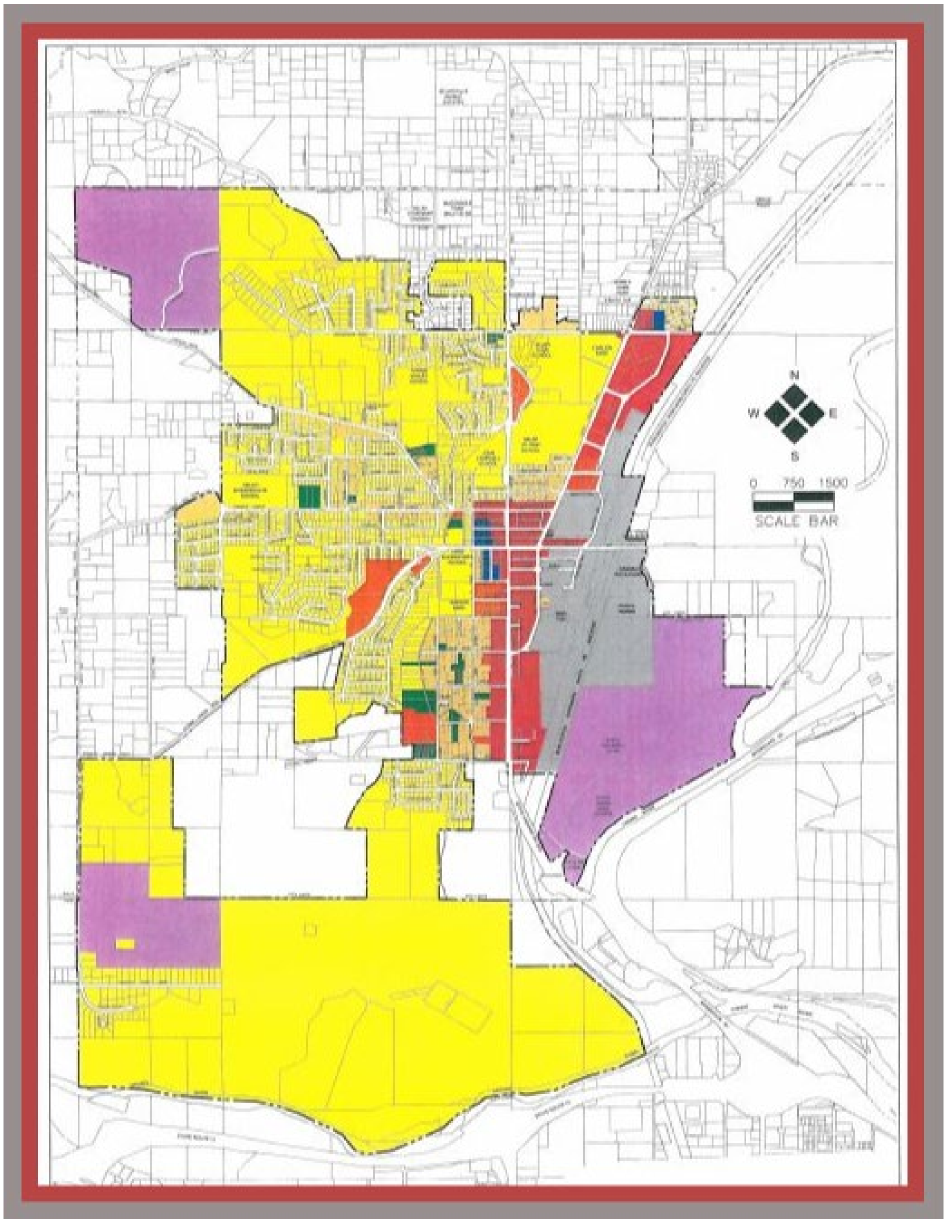
Section 2: History

Selah was officially incorporated on April 3, 1919. Selah has a strong major form of government. Selah's base economic activity primarily consists of fruit warehousing/processing facilities due to the proximity of fruit orchards in the nearby Wenas Valley and access to regional railroad and roadway systems for shipment to markets.

Selah's Transit services are funded by a voter-approved 0.3% sales tax in 2007. In 2009 the City of Selah began public transit service through a contract with Yakima Transit providing fixed routes and Paratransit services. In May 2018 the City of Selah ended its contract with Yakima Transit and contracted with Medstar Transportation to provide both fixed route and paratransit services.

Section 3: Location

Selah covers 4.37 square miles (2796.5 acres), with a population of 8,309. It is located in Yakima County, which spans 4,296.1 square miles – the second-largest land area and seventh-largest population area in Washington State, with a population of 260,778.



Section 4: Organization

Selah Transit is a municipal transit system as authorized in RCW 35.58.2795.

The Selah City Council governs Selah Transit.

Selah Transit is a municipal transit system as authorized in RCW 35.58.2795 and is located in Yakima County. The City of Selah does not have any transit-specific employees dedicated to Selah's Transit operations. Selah's transit-related staff consists of administrative personnel that support the City as a whole, including positions from City Hall and Public Works. The Selah Public Works Director oversees Transit contracts transit services for both fixed route and paratransit ADA services with Medstar Transportation.

As of 6/4/2025, Selah Transit's contractor employed:

1- full-time employee in the operations division

5- full-time equivalents in the Dial-A-Ride Paratransit division

.5- full time equivalent in the maintenance division

.5-full time equivalent in the administration division

.5- full-time equivalent employed by The City of Selah transit division

7.5 Total Transit employees

Section 5: Physical Plant

The contractor's facility is located at 1904 Fruitvale Blvd., Yakima, WA 98902. Their contracted services provider Medstar Transportation owns the building.

Section 6: Service Characteristics

Selah Transit operates 2 fixed-route buses. The Selah Route operates within the City of Selah Monday through Friday from 6:45 a.m. to 5:50 p.m. and Saturday from 10:30 a.m. to 5:07 p.m. The Selah/Yakima Route operates Monday through Friday from 6:30 a.m. to 6:33 p.m. and Saturdays from 10:30 a.m. to 4:31 p.m. Each route has a midday break in the schedule. There are no fixed route services on Sundays or federal holidays.

Dial-A-Ride Paratransit service operates the same service hours as the fixed-route service.

For further details on our local fixed route services or Dial A Ride rules and applications, please visit us at https://selahwa.gov or www.gomedstar.com or see the back section of the Yakima Transit Bus book.

The vehicles are owned and operated by Medstar Transportation and include a combination of ADA accessible passenger cutaway chassis vehicles and Grand Caravan minivans. Because all vehicles used in the provision of transit services are purchased and owned by the contractor and not the City of Selah, there is no listing for capital expenditures for buses in this plan. When vehicles are listed as additions to or replacements of vehicles used for transit purposes, it is for fleet description only and no Capital funds are used at this time but could be considered in the future.

Selah Transit Fare Structure per Boarding (effective June 1, 2024)

Fixed Route Day Pass - Selah Residents……………………………………………………………………$1.00
Fixed Route Monthly Pass - Selah Residents 19 and older…………………………………………$15.00
Fixed Route Day Pass - Non-Selah Residents…………………………………………………………$1.00
Fixed Route Monthly Pass - Non-Selah Residents 19 and older…………………………………..$30.00
Fixed Route Monthly Youth Rate for 6 to 18 years old…………………………………………...Free
Dial A Ride Boarding………………………………………………………………………………………$2.00
Dial A Ride Ticket Books……………………………………………………………………………….…$20.00
Youth Under 18……………………………………………………………………………………………..…Free

Section 7: Service Connections

Selah Transit connects with Yakima Transit routes 3 and 4 at 40th Ave and N 16th Ave. It also connects with route 7 at 40th Ave and Route 8 at N 16th Ave. Selah Transit connects with Union Gap Transit at the Sears passenger shelter on Valley Mall Blvd and Main St as well as connections with Pahto Public M-F at 10:45 a.m., 2:30 p.m. and again at 5:10 p.m. These connector routes meet up with the Ellensburg Commuter, CWA Airporter Shuttle for trips to Seattle, and the Community Connector for trips throughout Yakima County as well as connections to Ben Franklin Transit.

Selah Transit offers Dial A Ride services within the City of Selah and to and from the city limits of Yakima and Union Gap.

Section 8: Service Development & Improvements

- The contractor will continue to work closely with the City of Selah to promote Selah Transit, emphasizing increasing fixed-route ridership. Use surveys to improve routes.
- The contractor will work with the City of Selah to promote local businesses.
- Use innovative software to streamline operations and efficiencies.
- Mobility management.
- Micro Transit to transport residents to fixed-route connections.

Section 9: Selah Transit Development Plan & WSDOT - Operating & Investment Guidelines:

Preservation: Continue to meet all the requirements of the ADA as it applies to fixed-route and paratransit services. Maintain or increase levels of service, and try to add more alternative fuel or hybrid vehicles.

Safety: The continued modernization of the vehicle fleets including fleet software will improve system safety by enlisting the latest safety-related technology, securement, and maintenance systems. The installation of new bus shelters will also improve system safety by providing a waiting area that is both well-lit and away from traffic.

Mobility: All Selah Transit vehicles are ADA-accessible vehicles equipped with Q'Straint securement systems. This allows total accessibility for those who can access the fixed route systems as well as for those residents who use paratransit services.

Environment: By the year 2031, we hope to have converted all transit vehicles to hybrid or alternative fuel technology to enhance a healthy community, promote energy conservation and protect our environment.

Stewardship: It is the intent of Selah Transit, to work towards greater efficiency and to improve the quality of our on-demand transportation services with efficient routes and studies for future investment in micro-transit services for local and outlying businesses. This could include an on-demand rider App that allows riders to easily view the ETA of each vehicle in real-time.

Section 10: Plan Assumptions

Population – According to the 2023 census report, the Selah Transit service area population is 8,080.

1. **Sales Tax:** We are expecting Sales Tax to increase at a rate of 1.5% through 2031.

2. **Inflation Factor:** Medstar Transportation's wage and salary costs will increase by 6.00% per year throughout the plan due to potential changes to Washington State Minimum Law. All other costs will increase at an estimated 2.50% per year throughout the plan.
3. **Fixed Route Bus Service:** In 2025, Selah Transit will provide approximately 5,597 hours of revenue service. Ridership will be consistent through 2031.

Figure 1: Monthly Ridership

Depicts the monthly ridership totals since the implementation of services by Medstar Transportation From January 2024 to December 2024.

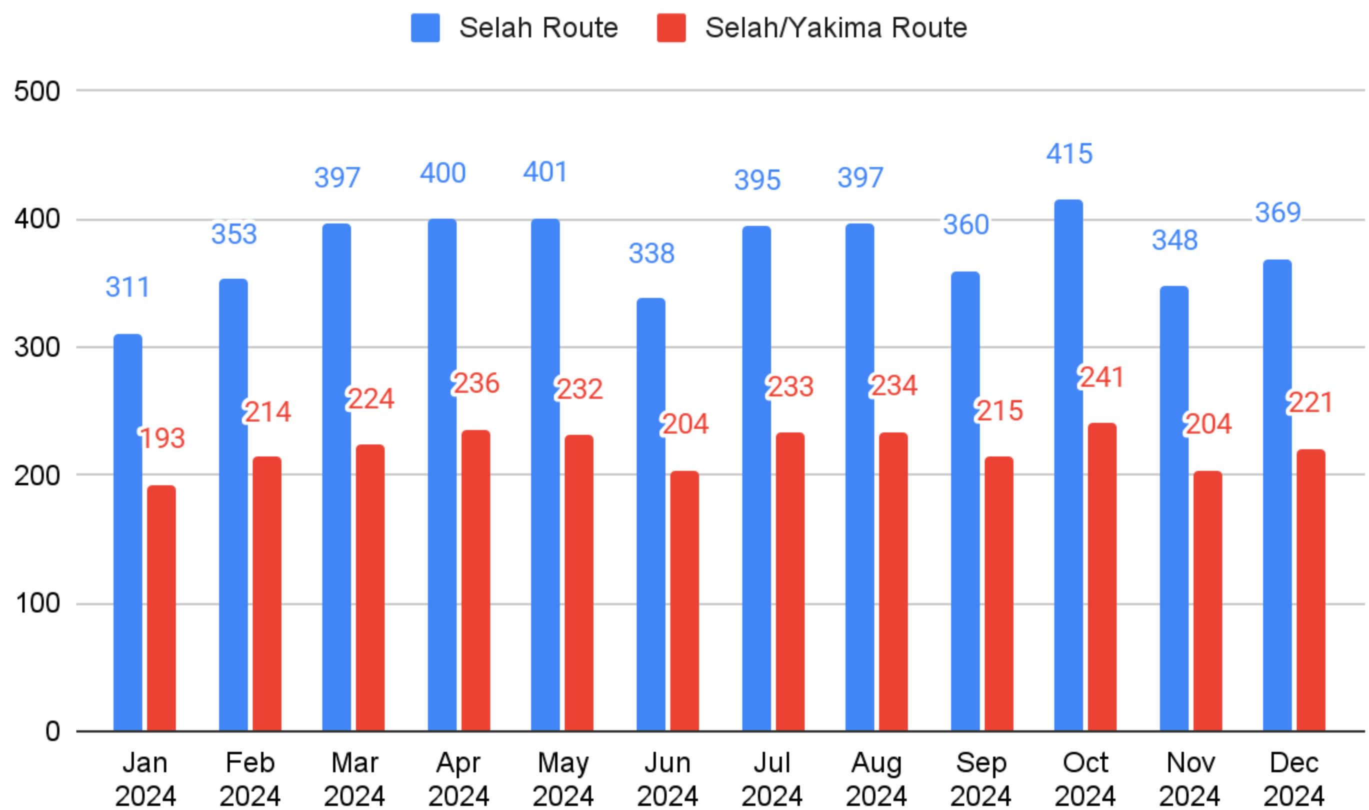


Figure 2: Selah Transit Route Daily Average by Month

The graph depicts boarding/exits per day on average by day through 2024.

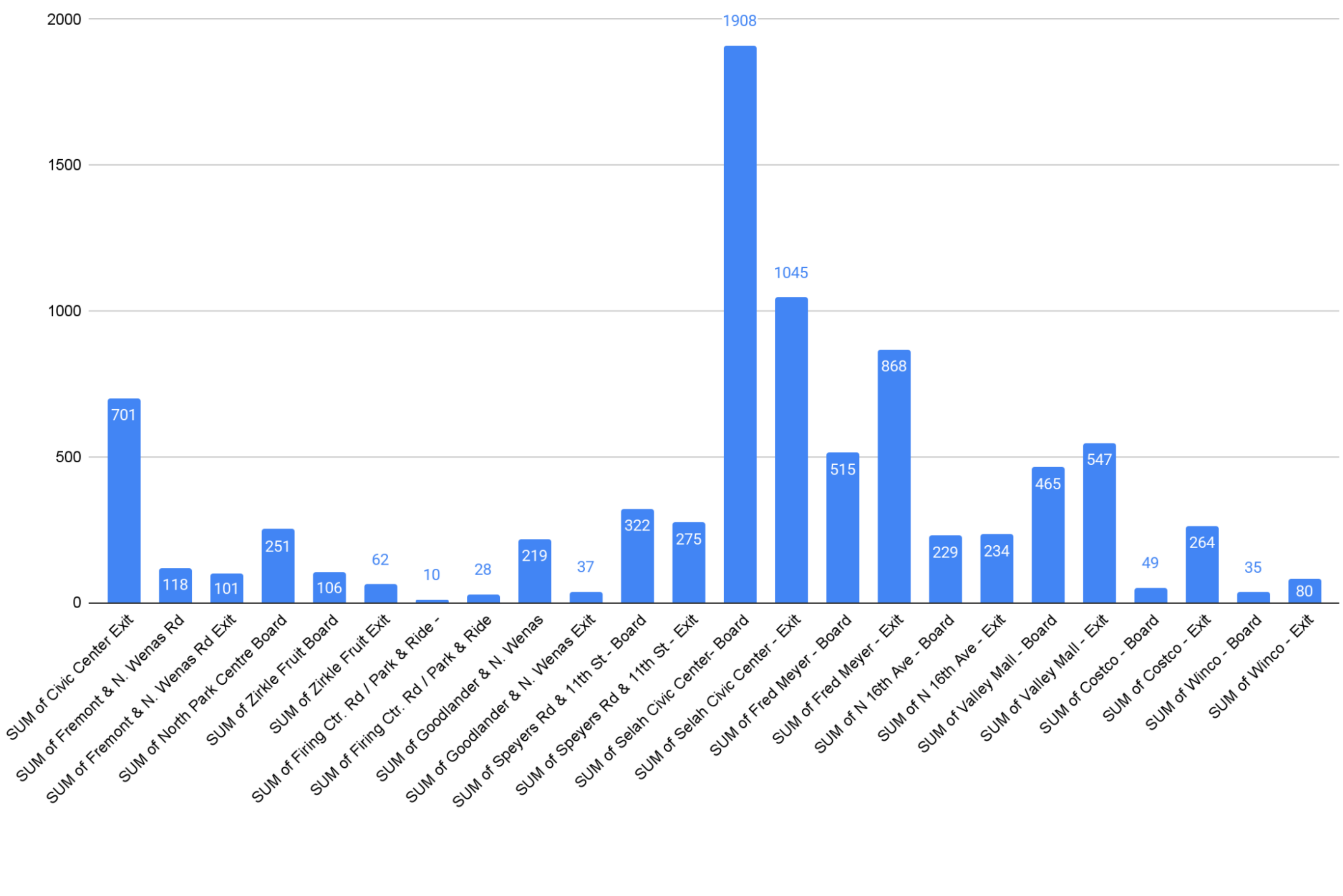
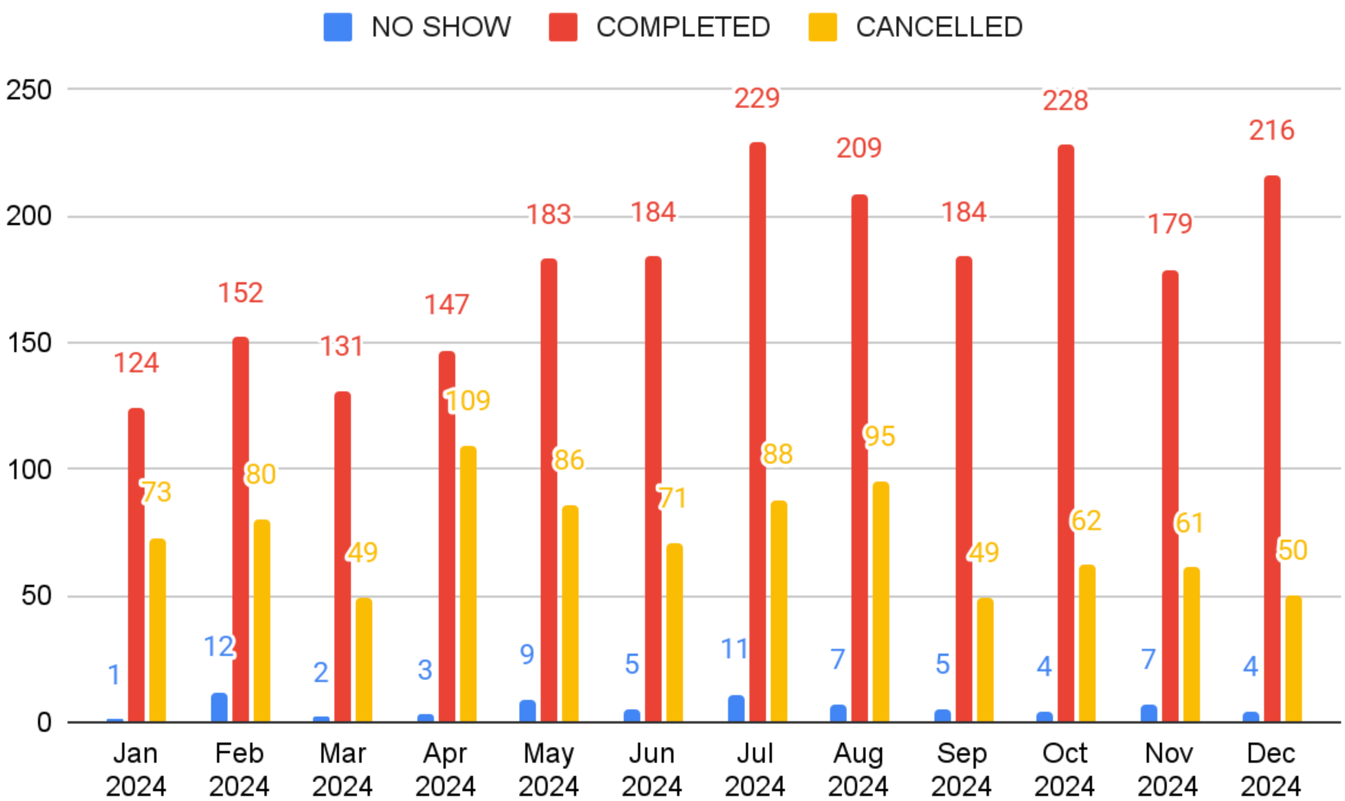


Figure 4: Dial-A-Ride ADA Paratransit Service

Selah Transit will provide 5231 revenue hours of service in 2025, and forecast it will increase at a rate of 1% each year through 2031.

Dial A Ride Total Boarding's January 2024 through December 2024.

One thing that is notable about 2024 is that we completed over 200 Selah Dial A Ride trips per month. In earlier years, we had less completed trips, and less cancelled trips. In 2024 we saw riders calling and canceling, and some clients who set up multiple trips, and there was duplicates booked.



Section 11: Operating Data 2024 Actual - 2025 – 2031 Estimated

	2024	2025	2026	2027	2028	2029	2030	2031
Revenue vehicle miles	94,330	95,273	96,226	97,188	98,160	99,142	100,133	101,134
Total vehicle miles	105,989	107,049	108,119	109,200	110,292	111,395	112,509	113,634
Revenue vehicle hours	5,502	5,557	5,613	5,669	5,725	5,783	5,841	5,899
Total vehicle hours	5,777	5,835	5,893	5,952	6,012	6,072	6,133	6,194
Passenger trips	2,386	2,410	2,434	2,458	2,483	2,508	2,533	2,558
Fatalities	0	0	0	0	0	0	0	0
Reportable injuries	0	0	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0	0
Gasoline fuel Consumed (gal)	14,838	14,987	15,137	15,288	15,441	15,595	15,751	15,909
Dial-A-Ride Service								
Revenue vehicle miles	50,877	51,386	51,899	52,418	52,943	53,472	54,007	54,547
Total vehicle miles	57,165	57,737	58,314	58,897	59,486	60,081	60,682	61,289
Revenue vehicle hours	4,434	4,434	4,434	4,434	4,434	4,434	4,434	4,434

Total vehicle hours	4,982	4,982	4,982	4,982	4,982	4,982	4,982	4,982
Passenger trips	2,738	2,751	2,765	2,779	2,793	2,807	2,821	2,835
Fatalities	0	0	0	0	0	0	0	0
Reportable injuries	0	0	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0	0
Gasoline fuel Consumed (gal)	1,715	1,732	1,749	1,767	1,785	1,802	1,820	1,839

Section 12: Selah Transit - Operating Revenues and Expenditures 2024-2031

(All figures in whole dollars)

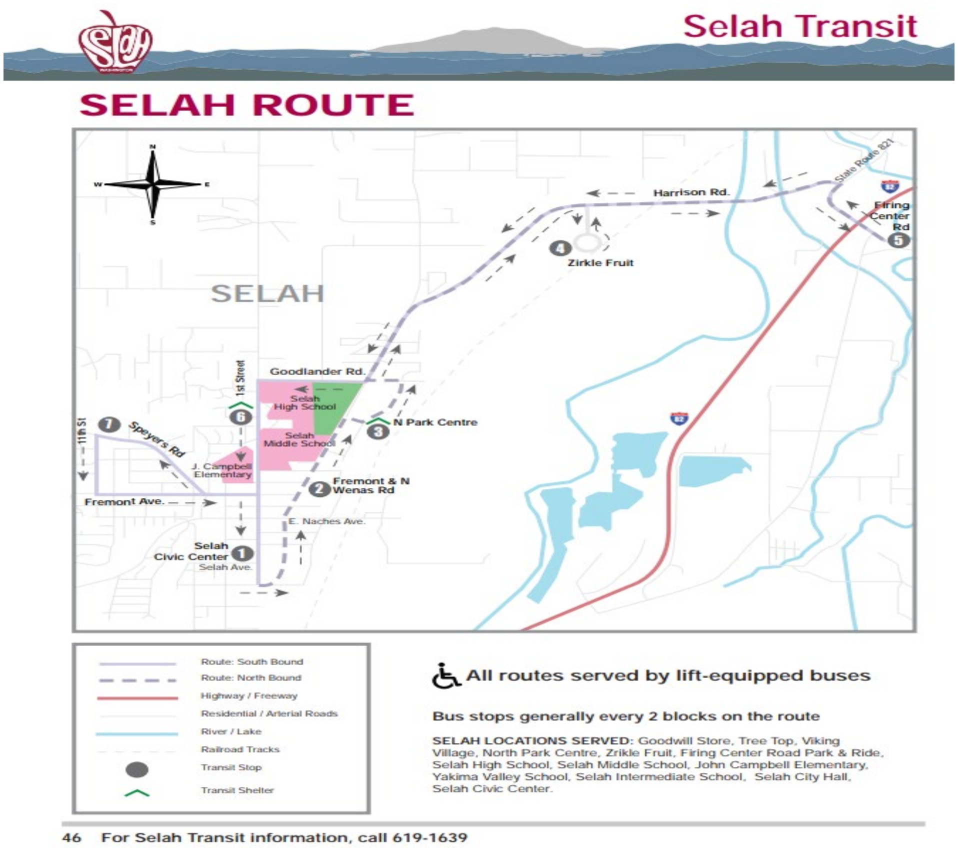
	2024	2025	2026	2027	2028	2029	2030	2031	2024
Beginning Balance	552,602	568,441	547,062	527,219	508,903	492,102	476,806	463,001	552,602
Revenues									
Sales Tax	634,112	643,624	653,278	663,078	673,024	683,119	693,366	703,766	634,112
Federal Operating Grants									
WSDOT Grants	27,763								27,763
Other	15,466	15,698	15,934	16,173	16,415	16,662	16,911	17,165	15,466
Total Available	1,229,943	1,227,763	1,216,274	1,206,469	1,198,342	1,191,883	1,187,083	1,183,933	1,229,943
Operating Expenses									
Contracted Fixed Route	254,992	258,817	262,699	266,640	270,639	274,699	278,819	283,002	254,992
Contracted Paratransit ADA	62,882	63,826	64,783	65,755	66,741	67,742	68,758	69,790	62,882
Contracted Commuter YAK-ELL	16,000	16,240	16,484	16,731	16,982	17,237	17,495	17,758	16,000
Administration	127,628	130,819	134,089	137,441	140,877	144,399	148,009	151,710	127,628
Total Expenses	461,502	469,701	478,055	486,567	495,240	504,077	513,082	522,258	461,502
Net Cash Available	768,441	758,062	738,219	719,903	703,102	687,806	674,001	661,674	768,441
Capital Revenue									
Sales Tax Revenue									
WSDOT Grant - Capital									
Other									
Total Capital Revenue									
Capital Expenditures									
Minor Equipment									
Facilities		11,000	11,000	11,000	11,000	11,000	11,000	11,000	

Shelters/Benches/Signs									
Transfer Out OP	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Total Capital Expenditures	200,000	211,000	211,000	211,000	211,000	211,000	211,000	211,000	200,000
Ending Cash Balance 12/31	568,441	547,062	527,219	508,903	492,102	476,806	463,001	450,674	568,441

Section 13: List of Equipment

Year	Make	Model	VIN #	Seats	Lift/Ramp	Vehicle #
1993	Ford	E-350	1FDKE30G2PHB98810	12	YES	113
2006	Ford	E-350	1FDWE35L16DA47499	11	YES	115
2017	Dodge	Grand Caravan	2C4RDGBG5HR860010	3	YES	77
2017	Ford	E-350	1FDEE3FS0HDC01219	8	YES	117
2019	Ford	E-350	1FDEE3FS3KDC36585	12	YES	124

Section 14: Route Maps, Schedules, and Rules



Selah Transit

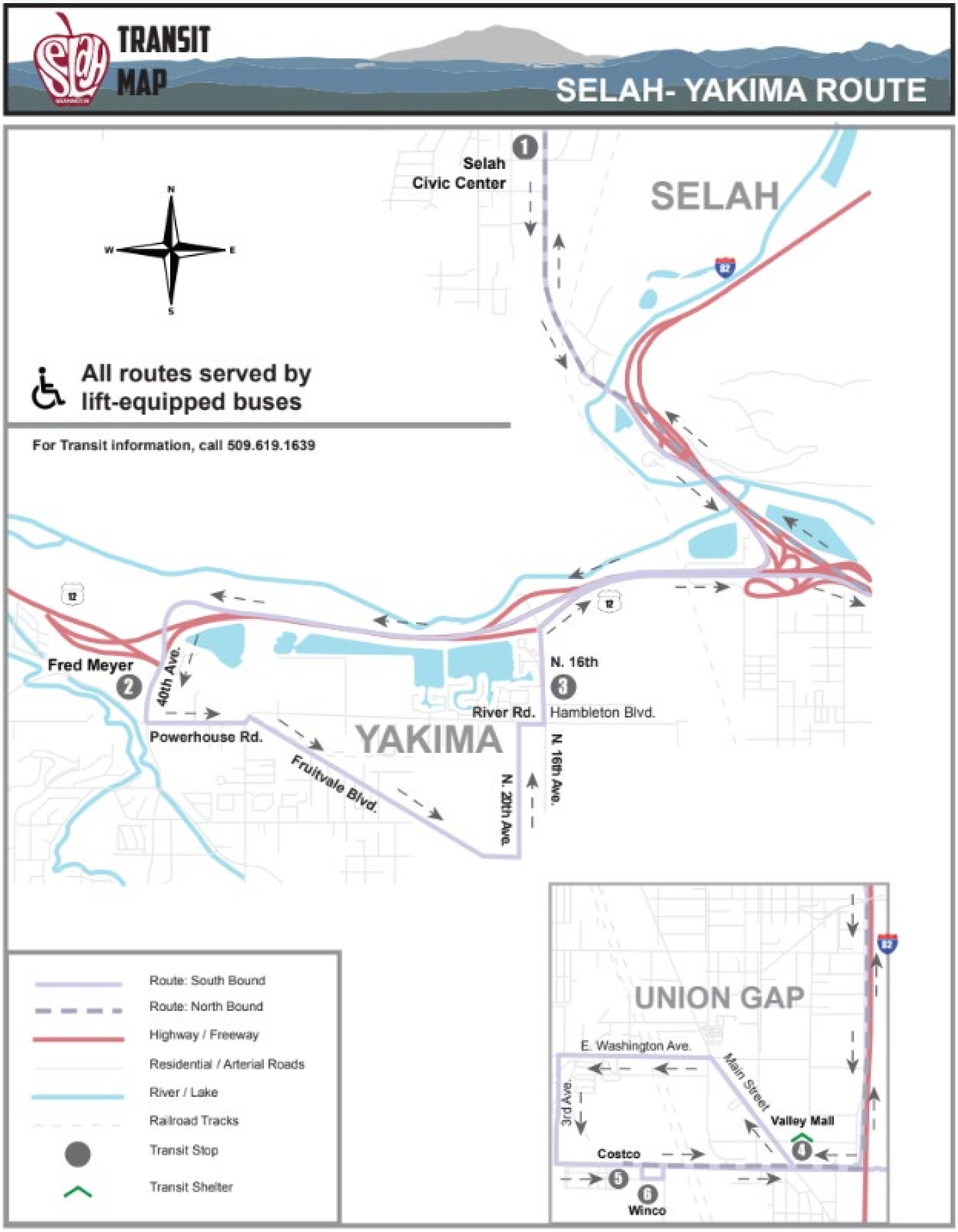
Selah Route - **Monday thru Friday** | Ruta de Selah - Lunes a Viernes

	Selah Civic Center	Fremont & N. Wenas Rd.	North Park Centre	Zirkle Fruit	Selah Firing Ctr. Rd. Park & Ride	Selah High School N. 1st St.	Speyers Rd. & 11th St.	Selah Civic Center
AM	6:45	6:52	6:54	6:57	7:02	7:05	7:10	7:15
	7:20	7:27	7:29	7:32	--	7:37	7:42	7:47
	7:52	7:59	8:01	8:04	--	8:09	8:14	8:19
	8:24	8:31	8:33	8:36	--	8:41	8:46	8:51
	8:56	9:03	9:05	9:08	--	9:13	9:18	9:23
	9:28	9:35	9:37	9:40	--	9:45	9:50	9:55
	10:00	10:07	10:09	10:12	--	10:17	10:22	10:27
	10:32	10:39	10:41	10:44	--	10:49	10:54	10:59
	11:04	11:11	11:13	11:16	--	11:21	11:26	11:31
PM	1:30	1:37	1:39	1:42	--	1:47	1:52	1:57
	2:02	2:09	2:11	2:14	2:19	2:22	2:27	2:32
	2:37	2:44	2:46	2:49	--	2:54	2:59	3:04
	3:09	3:16	3:18	3:21	--	3:26	3:31	3:36
	3:41	3:48	3:50	3:53	3:58	4:01	4:06	4:11
	4:16	4:23	4:25	4:28	--	4:33	4:38	4:43
	4:48	4:55	4:57	5:00	5:05	5:08	5:13	5:18
	5:23	5:30	5:32	5:35	--	5:40	5:45	5:50

Selah Route - **Saturday** | Ruta de Selah - Sábado

	Selah Civic Center	Fremont & N. Wenas Rd.	North Park Centre	Zirkle Fruit	Selah Firing Ctr. Rd. Park & Ride	Selah High School N. 1st St.	Speyers Rd. & 11th St.	Selah Civic Center
AM	10:30	10:37	10:39	10:42	--	10:47	10:52	10:57
	11:02	11:09	11:11	11:14	--	11:19	11:24	11:29
	11:34	11:41	11:43	11:46	--	11:51	11:56	12:01
PM	2:00	2:07	2:09	2:12	--	2:17	2:22	2:27
	2:32	2:39	2:41	2:44	--	2:49	2:54	2:59
	3:04	3:11	3:13	3:16	--	3:21	3:26	3:31
	3:36	3:43	3:45	3:48	--	3:53	3:58	4:03
	4:08	4:15	4:17	4:20	--	4:25	4:30	4:35
	4:40	4:47	4:49	4:52	--	4:57	5:02	5:07

Selah - Yakima Route



Selah Transit

Selah/Yakima Route - **Monday thru Friday** | Ruta de Selah y Yakima - Lunes a Viernes

	Departs Selah Civic Center	Fred Meyer	North 16th Ave.	Valley Mall	Costco	Winco	Arives Selah Civic Center
AM	6:30	6:40	6:48	7:00	--	--	7:13
	7:18	7:28	7:36	7:48	--	--	8:01
	8:06	8:16	8:24	8:36	--	--	8:49
	8:54	9:04	9:12	9:24	--	--	9:37
	9:42	9:52	10:00	10:12	10:19	10:24	10:40
	10:45	10:55	11:03	11:15	11:22	11:27	11:43
PM	1:45	1:55	2:03	2:15	2:22	2:27	2:43
	2:48	2:58	3:06	3:18	3:25	3:30	3:46
	3:51	4:01	4:09	4:21	4:28	4:33	4:49
	5:50	6:00	6:08	6:20	--	--	6:33

Selah/Yakima Route - **Saturday** | Ruta de Selah y Yakima - Sábado

	Departs Selah Civic Center	Fred Meyer	North 16th Ave.	Valley Mall	Costco	Winco	Arives Selah Civic Center
AM	10:30	10:40	10:48	11:00	11:07	11:12	11:28
	11:33	11:43	11:51	12:03	12:10	12:15	12:31
PM	2:30	2:40	2:48	3:00	3:07	3:12	3:28
	3:33	3:43	3:51	4:03	4:10	4:15	4:31

Selah Transit

TELEPHONE INFORMATION HOURS:
Monday–Friday: 7 AM – 6 PM • Sat: 8 AM – 6 PM • Sun: 8 AM - 4 PM

RIDER NOTICE - Beginning January 1, 2019 to ride the Selah Transit buses you will need to purchase a bus pass for individual rides or a monthly bus pass. The cost for individual bus passes is 1.00 per day. Monthly bus passes will be $30.00 for non-Selah residents and $15.00 for Selah residents. Dial A Ride ticket books will also be available for purchase for those who qualify to use Selah Dial A Ride. Dial A Ride tickets will be $2.00 per boarding and ticket books will be available for $20.00. Bus passes and Dial A Ride ticket books will be available for purchase at Selah City Hall, the Selah Civic Center, Medstar Transportation as well as from the Selah Transit Drivers. Children 6 and under ride free.

ACCESSIBLILTY- All transit buses are wheelchair accessible.

All of Selah Transit's buses are lift-equipped to accommodate our passengers using mobility devices such as wheelchairs.

BUS STOPS- See map or call 619-1639 for assistance.

LOST AND FOUND- Lost items are held for 30 days.

BICYCLES

Our transit buses are equipped with bike racks.

Selah Transit assumes no liability for damage or theft when using bike racks. Use the bike racks at your own risk and monitor your bike when it is on the racks. Please follow the bike rack instructions when loading/unloading.

LOADING YOUR BIKE

1. Pull up to release arm & allow it to drop down slowly.
2. Lift bike onto rack putting bike in the inside slot first.
3. Raise support arm over top of front tire & release to fit over tire making sure support arm is resting on tire not metal.

UNLOADING YOUR BIKE- (inform driver you need to unload bike)

1. Raise arm off the tire & allow it to drop down slowly.
2. Lift bike out of rack.
3. If there is no other bike in the rack, fold the rack up by raising it to the upright position.

RIDING GUIDLINES-

- Shirts and shoes are required
- State law prohibits smoking on the bus
- Take seat quickly & stay seated while the bus is moving
- State law requires the use of seat belts
- No eating, drinking or listening to music w/out headphones
- Keep feet and carry-on items including strollers out of the aisles
- Non service animals must be in cages
- Children under 6 must be with an adult or older child
- No profanity or rude behavior allowed on the bus
- Bikes must be in bike racks. No rollerblades
- The first few seats are reserved for the elderly and riders with special mobility needs. Please give up those seats when requested.
- Please let the driver know ahead of time if you want to get off the bus, and after exiting, wait for the bus to leave before crossing the street.
- Flag stops will only occur when the driver feels it is safe to do so.

SELAH DIAL-A-RIDE-

This program is a great way for Selah residents with mental or physical disabilities, temporary injury or illness to travel when needed within the cities of Union Gap, Selah, and Yakima. In order to become eligible to ride Dial-A-Ride each applicant must complete & submit an application which includes a medical evaluation of their disability, temporary injury or illness. **For an application call 509-619-1639.**

INFORMACIÓN TELEFÓNICA :
Lunes a Viernes: 7 AM - 6 PM • Sáb: 8 AM - 6 PM • Dom: 8 AM - 4 PM

AVISO AL CLIENTE - Comenzando el 1 de Enero de 2019 para viajar en los autobuses de tránsito Selah tendrá que comprar boletos para paseos individuales o un pase de autobús mensual. El costo del boleto de autobús individual es $1.00 por día. Los boletos de autobús costaran $30.00 para los clientes que no son residentes de Selah y $15.00 para los que si son residentes de Selah. Los libros de boletos del servicio de Selah Dial A Ride también estarán disponibles para la compra para aquellos que califiquen para usar Selah Dial A Ride. Los boletos para Selah Dial A Ride costarán $2.00 por embarque y los libros de boletos estarán disponibles por $20.00. Los pases de autobús y los boletos de viaje para Selah Dial A Ride estarán disponibles para su compra en el City Hall de Selah, el centro cívico de Selah, en la oficina de Medstar, y también estarán disponibles con los conductores del tránsito de Selah. Niños menores de 6 años viajan gratis.

SERVICIOS ACCESIBLES - Todos los autobuses de tránsito son accesibles para minusválidos. Todos los autobuses de tránsito de Selah son equipados con elevadores para dar cabida a nuestros pasajeros que utilizan dispositivos de movilidad como sillas de ruedas.

BUS STOPS- Ver mapa o llame al 619-1639 para obtener ayuda.

ARTÍCULOS PERDIDOS- Objetos perdidos y fundadores perdidos se llevan a cabo durante 30 días.

BICICLETAS

Nuestros autobuses de tránsito están equipados con bastidores de bicicletas.
Selah Transit asume ninguna responsabilidad por daños o robo cuando se utiliza bastidores de bicicletas. Usa los bastidores de bicicletas a su propio riesgo y controlar su bicicleta cuando está en los bastidores. Por favor, siga las instrucciones portabicicletas cuando se carga / descarga.

CARGAR LA BICICLETA

1. Ponga hacia arriba para liberar el brazo y permitir que caiga abajo lentamente.
2. Levante la bicicleta sobre la rejilla poniendo en bicicleta en el interior de la ranura por primera vez.
3. Levante el brazo de soporte sobre la parte superior del neumático delantero y de liberación para encajar en fabricar neumáticos brazo de soporte seguro está descansando en el neumático no metálica.

DESCARGA DE SU BICICLETA - (informar controlador que necesita para descargar bicicleta)

1. Levantar el brazo de la llanta y la deje caer hacia abajo lentamente.
2. Levante la bicicleta fuera del bastidor.
3. Si no hay otra bicicleta en el estante, el estante veces por elevándolo a la posición vertical.

REGLAS PARA VIAJAR-

- Se requieren camisas y zapatos
- La ley estatal prohíbe fumar en el autobús
- Tome asiento rápidamente y permanecer sentado mientras el autobús está en movimiento
- La ley requiere el uso de cinturones de seguridad
- No se permite comer, beber o escuchar música de entrada / salida de auriculares
- Mantenga los pies y el equipaje de mano, incluyendo sillas de paseo fuera de los pasillos
- Animales no disponen del servicio deben estar en jaulas
- Los niños menores de 6 años deben estar acompañados por un adulto o un niño mayor
- No hay malas palabras o comportamiento grosero permitido en el autobús
- Las bicicletas deben estar en bastidores de bicicletas. No hay patines
- Los primeros asientos están reservados para los ancianos y los corredores con necesidades especiales de movilidad. Por favor, renunciar a esos asientos cuando se le solicite.
- Por favor, deje saber al conductor antes de que se quiera bajar del autobús, y después de salir, esperar a que el autobús para salir antes de cruzar la calle.
- Las paradas de bandera sólo se producirán cuando el conductor considere que es seguro hacerlo.

SELAH DIAL-A-RIDE- Este programa es una gran manera para que los residentes de Selah con discapacidades mentales o físicas, daño temporal o enfermedades de viajar cuando sea necesario dentro de las ciudades y Union Gap, Selah, y Yakima. Con el fin de ser elegibles para montar Dial-A-Ride cada solicitante debe completar y presentar una solicitud que incluye una evaluación médica de su discapacidad, lesión o enfermedad temporal. Para una aplicación llame a 574-8000.

Selah City Council

Regular Meeting

AGENDA ITEM SUMMARY

Meeting Date: 8/26/2025
Agenda Number: 10E

Action Item

Title: Resolution Authorizing the Mayor to Sign a Seven-Page Contract with Specialized Pavement Marking, LLC, for the 2025 Crack Seal Project

From: Rocky D. Wallace, Public Works Director

Action Requested: Approval

Staff Recommendation: Approval

Board/Commission Recommendation: N/A

Fiscal Impact: $37,235.40

Funding Source: 111 Street Improvement

Background/Findings/Facts: The City desires to conduct crack sealing in City streets in multiple locations. The City – with the assistance by one of its retained engineering firms, HLA Engineering and Land Surveying, Inc. (HLA) – solicited competitive sealed bids from interested contractors for such construction work. The received bids were opened and comparatively evaluated at City Hall at approximately 11:00 a.m., on Friday, August 15, 2025. A total of five (5) bids were received, and the lowest bid was for the amount of $37,235.40 as submitted by Specialized Pavement Marking, LLC, of Pacific, WA. Such amount is approximately fifteen (15) percent below HLA's estimate of $43,905.00. City staff recommends that the City award this project to Specialized Pavement Marking, and that the Mayor be authorized to sign a seven-page Contract with such contractor. A copy of the Contract is appended hereto (with its pages numbered as 4-2 through 4-8, because the Contract is part of a larger package of contract documents) and its terms are acceptable to City staff.

Recommended Motion: I move to approve the Resolution in the form presented.

Record of all prior actions taken by the City Council and/or City Board, City Committee, Planning Commission, or the Hearing Examiner (if not applicable, please state none).

Date:	**Action Taken:**

RESOLUTION NO. ______

RESOLUTION AUTHORIZING THE MAYOR SIGN A SEVEN-PAGE CONTRACT WITH SPECIALIZED PAVEMENT MARKING, LLC, FOR THE 2025 CRACK SEAL PROJECT

WHEREAS, the City desires to conduct crack sealing in multiple locations; and

WHEREAS, the City – with assistance by the City's retained engineering firm of HLA Engineering and Land Surveying, Inc. – solicited competitive sealed bids from interested contractors for such construction work, comparatively evaluated the received bids, and determined the lowest qualified bidder to be Specialized Pavement Marking, LLC, of Pacific, Washington; and

WHEREAS, the City desires to award this project to Specialized Pavement Marking, and to enter into a construction contract for the overall total cost of $37,235.40; and

WHEREAS, a written "Contract" measuring seven total pages (which pages are numbered 4-2 through 4-8 because the Contract will be part of a larger total package of contract documents which package will include the specifications, bid material, and other items) has been prepared, and the terms of the proposed Contract are acceptable to City staff; and

WHEREAS, the City Council finds that good cause exists;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, as follows: (1) that the Mayor be and is authorized to sign, and Public Works Director Rocky D. Wallace be and is authorized to fill-in the appropriate data on any blank lines on, the seven-page Contract with Specialized Pavement Marking, LLC, in the form appended hereto; (2) if an award letter and/or any other documentation proves necessary to effectuate awarding and/or receiving this scope of work, the Mayor and/or Mr. Wallace be and are likewise authorized to sign and/or prepare such; and (3) if it becomes possible for the City to obtain this scope of work for a lessor amount than currently contemplated, the Mayor and/or Mr. Wallace be and are authorized to enter into and/or sign any necessary agreements or documents without further approval by the City Council.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 26th day of August, 2025.

ATTEST:

____
Roger Bell, Mayor

____
Courtney McGarity, City Clerk

APPROVED AS TO FORM:

____
Rob Case, City Attorney

CONTRACT

THIS AGREEMENT, made and entered into in triplicate, this 15th day of August, 2025, by and between the City of Selah, hereinafter called the OWNER, and Specialized Pavement Marking, LLC., hereinafter called the CONTRACTOR,

WITNESSETH:

That in consideration of the terms and conditions contained herein and attached and made a part of this Agreement, the parties hereto covenant and agree as follows:

I. The CONTRACTOR shall do all work and furnish all tools, materials, and equipment for the bid amount of $ 37,235.40, for CITYWIDE CRACK SEALING, HLA Project No. 25006, in accordance with and as described in the attached Plans and Specifications and the Standard Specifications for Road, Bridge, and Municipal Construction, which are by this reference incorporated herein and made a part hereof, and shall perform any alterations in or additions to the work provided under this Contract and every part thereof.

Contract time shall begin on the first working day following the Notice to Proceed Date and shall be completed within fifteen (15) working days of the date of such Notice to Proceed (see SPECIAL PROVISIONS - Section 1-08.5).

If said work is not completed within the time specified, the CONTRACTOR agrees to pay to the OWNER for each and every working day said work remains uncompleted after expiration of the specified time, liquidated damages as determined in Section 1-08.9.

The CONTRACTOR shall provide and bear the expense of all equipment, work, and labor of any sort whatsoever that may be required for the transfer of materials and for constructing and completing the work provided for in this Contract and every part thereof, except such as are mentioned in the Specifications to be furnished by the OWNER.

II. The OWNER hereby promises and agrees with the CONTRACTOR to employ, and does employ the CONTRACTOR to provide the materials and to do and cause to be done the above described work and to complete and finish the same according to the attached Plans and Specifications and the terms and conditions herein contained; and hereby contracts to pay for the same according to the attached Specifications and the schedule of unit or itemized prices hereto attached, at the time and in the manner and upon the conditions provided for in this Contract.

III. The CONTRACTOR for himself, and for his/her heirs, executors, administrators, successors, and assigns does hereby agree to the full performance of all the covenants herein upon the part of the CONTRACTOR.

IV. It is further provided that no liability shall attach to the OWNER by reason of entering into this Contract, except as expressly provided herein.

V. CONTRACTOR is an independent contractor and not an employee of the OWNER. The OWNER has designated the Contract performance and the CONTRACTOR shall be responsible for the details of that work. The parties recognize the CONTRACTOR has unique skills not otherwise available to the OWNER to accomplish the purpose of the Contract. The CONTRACTOR shall supply all equipment and supplies necessary to accomplish the Contract. The parties recognize that the purpose of the Contract is not within the regular course of business of the OWNER. The parties state that the right of control over the activities necessary to perform the Contract are with the CONTRACTOR.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed the day and year first herein above written.

OWNER:

City of Selah, Washington

By: ____________________________________

Name: Roger Bell

Title: Mayor

ATTEST:

____

Name: Courtney McGarity

Title: City Clerk

CONTRACTOR:

Specialized Pavement Marking, LLC.
(CONTRACTOR NAME)

By: ____________________________________
AUTHORIZED OFFICIAL'S SIGNATURE

(SEAL)

Name: ____________________________________
(Please Print or Type)

Address: ____________________________________

____

Phone: ____________________________________

Email: ____________________________________

ATTEST:

____

Name: ____________________________________
(Please Print or Type)

Washington State Department of Transportation

Authorized Signatures

List the name and title of those individuals in your organization who are authorized to execute proposals, contracts, bonds and other documents and/or instruments on behalf of the organization. Specify if more than one signature is required.

NOTE: Signature must appear next to name

Name (Typed)	Signature	Title
Name (Typed)	Signature	Title
Name (Typed)	Signature	Title
Name (Typed)	Signature	Title
Name (Typed)	Signature	Title
Name (Typed)	Signature	Title
Name (Typed)	Signature	Title
Name (Typed)	Signature	Title
Name (Typed)	Signature	Title
Name (Typed)	Signature	Title
Name (Typed)	Signature	Title

The undersigned, being duly sworn, deposes and says that the foregoing is a true statement of facts concerning the individual, corpration, co-partnership or joint venture herein named, as of the date indicated:

Name of Firm - Be Exact

Sworn to before me this ____________________

day of ____________________ , __________

Notary Public

Authorized Signature(s)

Notary Seal

Corporate Seal(s)

DOT Form 420-007 EF
Revised 10/02

CERTIFICATIONS

CITY OF SELAH
CITYWIDE CRACK SEALING
HLA PROJECT NO. 25006

Provide the following:

____
Name of Traffic Control Manager (TCM)
(Must be an employee of the Contractor)

Phone: ________________________________

Email: ________________________________

____
Name of Certified Traffic Control Supervisor (TCS)
(Provide copy of certificate)

Phone: ________________________________

Email: ________________________________

____
Name of Mandatory Alternate Certified Traffic Control Supervisor (TCS)
(Provide copy of certificate)

Phone: ________________________________

Email: ________________________________

____
Name of Certified Testing Laboratory for Material Testing

Phone: ________________________________

Email: ________________________________

<u>CONTRACT BOND</u>

CITY OF SELAH
CITYWIDE CRACK SEALING
HLA PROJECT NO. 25006

BOND TO CITY OF SELAH

KNOW ALL PERSONS BY THESE PRESENTS:

That we, the undersigned, Specialized Pavement Marking, LLC. ,

as principal, and ____,

a corporation organized and existing under the laws of the State of ______________________, as a Surety corporation, and qualified under the laws of the State of Washington to become Surety upon bonds of contractors with municipal corporations, as Surety, are jointly and severally held and firmly bound to the City of Selah in the penal sum of $ 37,235.40 for the payment of which sum we bind ourselves and our successors, heirs, administrators, or personal representatives, as the case may be.

This obligation is entered into in pursuance of the statutes of the State of Washington and the Ordinances of the City of Selah.

Dated at __________________, Washington, this ______ day of _______________, 2025.

Nevertheless, the conditions of the above obligation are such that:

WHEREAS, under and pursuant to action of the City of Selah, on ________________________, 2025, the Mayor of said City of Selah, has let or is about to let to the said Specialized Pavement Marking, LLC., the above bounden Principal, a certain Contract, the said Contract being numbered HLA Project No. 25006, and providing for the construction of <u>CITYWIDE CRACK SEALING</u> which Contract is referred to herein and is made a part hereof as though attached hereto, and

WHEREAS, the said Principal has accepted, or is about to accept, the said Contract, and undertake to perform the work therein provided for in the manner and within the time set forth;

NOW, THEREFORE, if the said Specialized Pavement Marking, LLC. shall faithfully perform all the provisions of said Contract in the manner and within the time therein set forth, or within such extensions of time as may be granted under said Contract, and shall pay all laborers, mechanics, subcontractors and material men and all industrial insurance premiums, and all persons who shall supply said principal or subcontractors with provisions and supplies for the carrying on of said work, and shall indemnify and hold the City of Selah harmless from any damage or expense by reason of failure of performance as specified in said Contract or from defects appearing or developing in the material or workmanship provided or performed under said Contract within a period of one year after its acceptance thereof by the City of Selah, then and in that event this obligation shall be void; but otherwise it shall be and remain in full force and effect.

SURETY:________________________________

By: ________________________________
(Attorney-in-fact)

Name: ________________________________
(Please Print or Type)

Agent: ________________________________

Address: ________________________________

____

Surety Representative Name:

____

Surety Representative Phone:

____

Surety Representative Email:

____

CONTRACTOR:

Specialized Pavement Marking, LLC.
CONTRACTOR NAME

By: ________________________________
AUTHORIZED OFFICIAL'S SIGNATURE

Name: ________________________________
(Please Print or Type)

SCHEDULE OF WORKING HOURS

CITY OF SELAH
CITYWIDE CRACK SEALING
HLA PROJECT NO. 25006

In accordance with Section 1-08.0(2) Hours of Work, the normal straight time working hours for this project will be from ________________ a.m. to _______________ p.m., _____________________________ days per week. It is understood that normal straight time working hours shall not exceed 40 hours per week, regardless of the number of days worked per week. All hours worked in excess of 40 hours per week shall be considered as overtime hours subject to the reimbursement provisions of Section 1-08.0(2) Hours of Work and Section 1-08.0(3) Reimbursement for Overtime Work of Contracting Agency Employees.

Overtime hours are defined as any hours in excess of or outside of the above normal straight time working hours when the Contractor and/or his subcontractors are on the project site performing work.

I hereby certify that my subcontractors have been notified of the normal straight time working hours provisions of this project and understand that Engineer/Contracting Agency costs for overtime hours will be deducted from amounts due to me for work performed on the project.

Specialized Pavement Marking, LLC.
Contractor

____
Signature

____
Date

BID SUMMARY							BIDDER NO. 1		BIDDER NO. 2		BIDDER NO. 3	
City of Selah Project: Citywide Crack Sealing HLA Project No.: 25006 Bid Opening Date: August 15, 2025							*Specialized Pavement Marking, LLC* *175 Roy Rd. SW Bldg C.* *Pacific, WA 98047*		*BCV, Inc.* *PO Box 2898* *Wenatchee, WA 98807*		*Central Paving, LLC* *1410 W Dolarway Rd.* *Ellensburg, WA 98926*	
ITEM NO.	SCH.	DESCRIPTION	QTY.	UNIT	ENGINEER'S ESTIMATE							
					UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	A	Mobilization	---	LS	$ 4,000.00	$ 4,000.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 5,000.00	$ 5,000.00
2	A	Project Temporary Traffic Control	---	LS	$ 3,000.00	$ 3,000.00	$ 7,000.00	$ 7,000.00	$ 4,000.00	$ 4,000.00	$ 1,900.00	$ 1,900.00
3	A	Crack Sealing Bit Pvmt	22,777	LF	$ 1.00	$ 22,777.00	$ 0.68	$15,488.36	$ 0.89	$20,271.53	$ 1.00	$22,777.00
4	B	Project Temporary Traffic Control	---	LS	$ 2,000.00	$ 2,000.00	$ 5,000.00	$ 5,000.00	$ 2,000.00	$ 2,000.00	$ 1,900.00	$ 1,900.00
5	B	Crack Sealing Bit Pvmt	12,128	LF	$ 1.00	$ 12,128.00	$ 0.68	$ 8,247.04	$ 0.89	$10,793.92	$ 1.00	$12,128.00
		SCHEDULE A - TOTAL				$ 29,777.00		$23,988.36		$25,771.53		$29,677.00
		SCHEDULE B - TOTAL				$ 14,128.00		$13,247.04		$12,793.92		$14,028.00
		BID TOTAL				$ 43,905.00		$37,235.40		$38,565.45		$43,705.00

ENGINEER'S REPORT

Competitive bids were opened August 15, 2025. All bids have been reviewed by this office.

We recommend the contract be awarded to: Specialized Pavement Marking, LLC.

Project Engineer **Date**

*Bid results can be found at: hlacivil.com

ADDITIONAL BID TOTALS

BIDDER	BID TOTAL
Northwest Striping & Sealing, LLC	Reject
C.R. Contracting, LLC	Reject

*Highlighted amounts have been corrected.

2803 River Road, Yakima, WA 98902
Office: (509) 966-7000
hlacivil.com

August 18, 2025

City of Selah
115 W Naches Ave
Selah, WA 98942

Attn: Rocky Wallace, Public Works Director

Re: City of Selah
Citywide Crack Sealing
HLA Project No. 25006
Recommendation of Award

Dear Rocky:

The bid opening for the above-referenced project was held at Selah City Hall Meeting Room at 11:00 a.m. on Friday, August 15, 2025. A total of five (5) bids were received with the low bid of $37,235.40, being offered by Specialized Pavement Marking, LLC., of Pacific, Washington. This low bid is approximately fifteen (15%) percent below the Engineer's Estimate of $43,905.00.

We have reviewed and checked the bid proposals of all bidders and recommend the City of Selah award a construction contract to Specialized Pavement Marking, LLC., in the amount of $37,235.40. Please send us a copy of the City of Selah Council meeting minutes authorizing the award of this project.

Enclosed please find the project Bid Summary for your review. Please advise if we may answer any questions or provide additional information.

Sincerely,

Terry D. Alapeteri, PE

TDA/jdb

Enclosures

Copy: Kimberly Grimm, Courtney McGarity, Caprise Groo (City of Selah)
Taylor Denny, Angie Ringer, Chris Cuevas (HLA)

Selah City Council

Regular Meeting

AGENDA ITEM SUMMARY

Meeting Date: 8/26/2025
Agenda Number: 10F

Action Item

Title: Resolution Authorizing the Mayor to Sign a Six-Page Contract with Empire-EWP, LLC, for the City's Well No. 9 Drilling (Re-Bid) Project

From: Rocky D. Wallace, Public Works Director

Action Requested: Approval

Staff Recommendation: Approval

Board/Commission Recommendation: N/A

Fiscal Impact: $810,029.85

Funding Source: 411, Water Fund

Background/Findings/Facts: The City desires to drill a new well (which will be Well No. 9) to replace the failed Well No. 5. The City – with the assistance by one of its retained engineering firms, HLA Engineering and Land Surveying, Inc. (HLA) – solicited competitive sealed bids from interested contractors for such construction work. The received bids were opened and comparatively evaluated at City Hall at approximately 10:00 a.m., on Wednesday, August 13, 2025. A total of two (2) bids were received, and the lowest bid was for the amount of $810,029.85 as submitted by Empire-EWP, LLC, of Wenatchee, WA. Such amount is approximately nine percent (9%) above HLA's estimate of $745,022.78. City staff recommends that the City award this project to Empire-EWP, and that the Mayor be authorized to sign a six-page Contract with such contractor. A copy of the proposed Contract is appended hereto (with its pages numbered as 4-2 through 4-7, because the Contract is part of a larger package of contract documents) and its terms are acceptable to City staff.

The City's adopted 2025 budget – via Ordinance No. 2237 –includes an appropriation of monies that will be sufficient to cover the work on this project.

Recommended Motion: I move to approve the Resolution in the form presented.

Record of all prior actions taken by the City Council and/or City Board, City Committee, Planning Commission, or the Hearing Examiner (if not applicable, please state none).

Date:	**Action Taken:**
810/8/2024	Resolution No. 3153 authorizing the Mayor to sign "Task Order No. 2024-07" with HLA Engineering and Land Surveying, Inc., for professional services related to the City's Well No. 5 Drilling and Equipping Project

2/27/2024	Resolution No. 3096 authorizing additional funding, once again, for the City's Emergency Water Well #5 Project.
8/8/2023	Resolution No. 3037 authorizing additional funding for the City's Emergency Water Well #5 Project.
7/11/2023	Resolution No. 3029 authorizing additional funding for the City's Emergency Water Well #5 Project.
6/13/2023	Resolution No. 3027 Declaring that an emergency exists due to unexpected failure of a 100-horsepower submersible pump and soft start at the City's Water Well #5; waiving all typically-applicable competitive bidding requirements; authorizing the Public Works Director to sign one or more contracts to purchase all necessary replacement equipment and to obtain all necessary planning and/or installation services without delay to commence without delay or further approval; and providing for publication of summary and financial estimate.

RESOLUTION NO. ______

RESOLUTION AUTHORIZING THE MAYOR SIGN A SIX-PAGE CONTRACT WITH EMPIRE-EWP, LLC., THE CITY'S WELL NO. 9 DRILLING (RE-BID) PROJECT

WHEREAS, the City desires to drill a new well (which will be Well No. 9) where one does not currently exist; and

WHEREAS, the City – with assistance by the City's retained engineering firm of HLA Engineering and Land Surveying, Inc. (HLA) – solicited competitive sealed bids from interested contractors for such construction work, comparatively evaluated the received bids, and determined the lowest qualified bidder to be Empire-EWP, LLC, of Wenatchee, Washington; and

WHEREAS, the City desires to award this project to Empire-EWP, and to enter into a construction contract for the overall total cost of $810,029.85; and

WHEREAS, a proposed written "Contract" measuring six total pages (which pages are numbered 4-2 through 4-7 because the Contract will be part of a larger total package of contract documents which package will include the specifications, bid material, and other items) has been prepared, and the terms of the proposed Contract are acceptable to City staff; and

WHEREAS, the City Council finds that good cause exists;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, as follows: (1) that the Mayor be and is authorized to sign, and Public Works Director Rocky D. Wallace be and is authorized to fill-in the appropriate data on any blank lines on, the six-page Empire-EWP, LLC, in the form appended hereto; (2) if an award letter and/or any other documentation proves necessary to effectuate awarding and/or receiving this scope of work, the Mayor and/or Mr. Wallace be and are likewise authorized to sign and/or prepare such; and (3) if it becomes possible for the City to obtain this scope of work for a lessor amount than currently contemplated, the Mayor and/or Mr. Wallace be and are authorized to enter into and/or sign any necessary agreements or documents without further approval by the City Council.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 26th day of August, 2025.

ATTEST:

____
Roger Bell, Mayor

____
Courtney McGarity, City Clerk

APPROVED AS TO FORM:

____
Rob Case, City Attorney

CONTRACT

THIS AGREEMENT, made and entered into in triplicate, this 13th day of August, 2025, by and between the City of Selah, hereinafter called the OWNER, and Empire-EWP LLC, hereinafter called the CONTRACTOR,

WITNESSETH:

That in consideration of the terms and conditions contained herein and attached and made a part of this Agreement, the parties hereto covenant and agree as follows:

I. The CONTRACTOR shall do all work and furnish all tools, materials, and equipment for the bid amount of $ 810,029.85, for WELL NO. 9 DRILLING (RE-BID), HLA Project No. 24164A, in accordance with and as described in the attached Plans and Specifications, and the Standard Specifications for Road, Bridge, and Municipal Construction, which are by this reference incorporated herein and made a part hereof, and shall perform any alterations in or additions to the work provided under this Contract and every part thereof.

Contract time shall begin on the first working day following the Notice to Proceed Date and shall be completed within ninety (90) working days of the date of such Notice to Proceed (see SPECIAL PROVISIONS - Section 1-08.5).

If said work is not completed within the time specified, the CONTRACTOR agrees to pay to the OWNER for each and every working day said work remains uncompleted after expiration of the specified time, liquidated damages as determined in Section 1-08.9.

The CONTRACTOR shall provide and bear the expense of all equipment, work, and labor of any sort whatsoever that may be required for the transfer of materials and for constructing and completing the work provided for in this Contract and every part thereof, except such as are mentioned in the Specifications to be furnished by the OWNER.

II. The OWNER hereby promises and agrees with the CONTRACTOR to employ, and does employ the CONTRACTOR to provide the materials and to do and cause to be done the above described work and to complete and finish the same according to the attached Plans and Specifications and the terms and conditions herein contained; and hereby contracts to pay for the same according to the attached Specifications and the schedule of unit or itemized prices hereto attached, at the time and in the manner and upon the conditions provided for in this Contract.

III. The CONTRACTOR for himself, and for his/her heirs, executors, administrators, successors, and assigns does hereby agree to the full performance of all the covenants herein upon the part of the CONTRACTOR.

IV. It is further provided that no liability shall attach to the OWNER by reason of entering into this Contract, except as expressly provided herein.

V. CONTRACTOR is an independent contractor and not an employee of the OWNER. The OWNER has designated the Contract performance and the CONTRACTOR shall be responsible for the details of that work. The parties recognize the CONTRACTOR has unique skills not otherwise available to the OWNER to accomplish the purpose of the Contract. The CONTRACTOR shall supply all equipment and supplies necessary to accomplish the Contract. The parties recognize that the purpose of the Contract is not within the regular course of business of the OWNER. The parties state that the right of control over the activities necessary to perform the Contract are with the CONTRACTOR.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed the day and year first herein above written.

OWNER:

City of Selah, Washington

By: ______________________________ ATTEST:

Name: Roger Bell

Title: Mayor

____

Name: Courtney McGarity

Title: City Clerk

CONTRACTOR:

____
(CONTRACTOR NAME)

By: ______________________________ (SEAL)
AUTHORIZED OFFICIAL'S SIGNATURE

Name: ______________________________ ATTEST:
(Please Print or Type)

Address: ______________________________

____

Phone: ______________________________

Email: ______________________________

____

Name: ______________________________
(Please Print or Type)

Washington State Department of Transportation

Authorized Signatures

List the name and title of those individuals in your organization who are authorized to execute proposals, contracts, bonds and other documents and/or instruments on behalf of the organization. Specify if more than one signature is required.

NOTE: Signature must appear next to name

Name (Typed)	Signature	Title
Name (Typed)	Signature	Title
Name (Typed)	Signature	Title
Name (Typed)	Signature	Title
Name (Typed)	Signature	Title
Name (Typed)	Signature	Title
Name (Typed)	Signature	Title
Name (Typed)	Signature	Title
Name (Typed)	Signature	Title
Name (Typed)	Signature	Title
Name (Typed)	Signature	Title

The undersigned, being duly sworn, deposes and says that the foregoing is a true statement of facts concerning the individual, corpration, co-partnership or joint venture herein named, as of the date indicated:

Name of Firm - Be Exact

Sworn to before me this ______________________

day of ______________________ , __________

____
Notary Public

____
Authorized Signature(s)

Notary Seal

Corporate Seal(s)

CONTRACT BOND

CITY OF SELAH
WELL NO. 9 DRILLING (RE-BID)
HLA PROJECT NO. 24164A

BOND TO CITY OF SELAH

KNOW ALL PERSONS BY THESE PRESENTS:

That we, the undersigned, Empire-EWP LLC,

as principal, and ________________________,

a corporation organized and existing under the laws of the State of ________________, as a Surety corporation, and qualified under the laws of the State of Washington to become Surety upon bonds of contractors with municipal corporations, as Surety, are jointly and severally held and firmly bound to the City of Selah in the penal sum of $ 810,029.85 for the payment of which sum we bind ourselves and our successors, heirs, administrators, or personal representatives, as the case may be.

This obligation is entered into in pursuance of the statutes of the State of Washington and the Ordinances of the City of Selah.

Dated at ________________, Washington, this ______ day of ______________, 2025.

Nevertheless, the conditions of the above obligation are such that:

WHEREAS, under and pursuant to action of the City of Selah, on ________________, 2025, the Mayor of said City of Selah, has let or is about to let to the said Empire-EWP LLC, the above bounden Principal, a certain Contract, the said Contract being numbered HLA Project No. 24164A, and providing for the construction of WELL NO. 9 DRILLING (RE-BID) which Contract is referred to herein and is made a part hereof as though attached hereto, and

WHEREAS, the said Principal has accepted, or is about to accept, the said Contract, and undertake to perform the work therein provided for in the manner and within the time set forth;

NOW, THEREFORE, if the said Empire-EWP LLC shall faithfully perform all the provisions of said Contract in the manner and within the time therein set forth, or within such extensions of time as may be granted under said Contract, and shall pay all laborers, mechanics, subcontractors and material men and all industrial insurance premiums, and all persons who shall supply said principal or subcontractors with provisions and supplies for the carrying on of said work, and shall indemnify and hold the City of Selah harmless from any damage or expense by reason of failure of performance as specified in said Contract or from defects appearing or developing in the material or workmanship provided or performed under said Contract within a period of one year after its acceptance thereof by the City of Selah, then and in that event this obligation shall be void; but otherwise it shall be and remain in full force and effect.

SURETY:________________________________

By: ________________________________
(Attorney-in-fact)

Name: ________________________________
(Please Print or Type)

Agent: ________________________________

Address: ________________________________

____

Surety Representative Name:

____

Surety Representative Phone:

____

Surety Representative Email:

____

CONTRACTOR:

Empire-EWP LLC
CONTRACTOR NAME

By: ________________________________
AUTHORIZED OFFICIAL'S SIGNATURE

Name: ________________________________
(Please Print or Type)

SCHEDULE OF WORKING HOURS

CITY OF SELAH
WELL NO. 9 DRILLING (RE-BID)
HLA PROJECT NO. 24164A

In accordance with Section 1-08.0(2) Hours of Work, the normal straight time working hours for this project will be from ________________ a.m. to _______________ p.m., _____________________________ days per week. It is understood that normal straight time working hours shall not exceed 40 hours per week, regardless of the number of days worked per week. All hours worked in excess of 40 hours per week shall be considered as overtime hours subject to the reimbursement provisions of Section 1-08.0(2) Hours of Work and Section 1-08.0(3) Reimbursement for Overtime Work of Contracting Agency Employees.

Overtime hours are defined as any hours in excess of or outside of the above normal straight time working hours when the Contractor and/or his subcontractors are on the project site performing work.

I hereby certify that my subcontractors have been notified of the normal straight time working hours provisions of this project and understand that Engineer/Contracting Agency costs for overtime hours will be deducted from amounts due to me for work performed on the project.

Empire-EWP LLC
Contractor

____
Signature

____
Date

BID SUMMARY

City of Selah
Project: Well No. 9 Drilling (Re-Bid)
HLA Project No.: 24164A
Bid Opening Date: August 13, 2025

ITEM NO.	DESCRIPTION	QTY.	UNIT	ENGINEER'S ESTIMATE		BIDDER NO. 1		BIDDER NO. 2		BIDDER NO. 3	
						Empire-EWP LLC *PO Box 1874* *Wenatchee, WA 98807*		*Holt Services Inc* *PO Box 1659* *Milton, WA 98354*			
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	Minor Change	Est.	FA	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00		$ -
2	Mobilization and Demobilization	---	LS	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 351,029.00	$ 351,029.00		$ -
3	Drill and Insttall Minimum Nominal 20-Inch Temporary Casing	60	LF	$ 1,200.00	$ 72,000.00	$ 400.00	$ 24,000.00	$ 1,529.00	$ 91,740.00		$ -
4	Drill 18-Inch via Mud Rotary or Air with Dual Rotary or Casing Advance System	180	LF	$ 500.00	$ 90,000.00	$ 400.00	$ 72,000.00	$ 806.00	$ 145,080.00		$ -
5	Furnish and Install 16-Inch Permanent Casing	242	LF	$ 175.00	$ 42,350.00	$ 225.00	$ 54,450.00	$ 327.00	$ 79,134.00		$ -
6	Cement Grout 16-Inch Diam. Casing	240	LF	$ 75.00	$ 18,000.00	$ 65.00	$ 15,600.00	$ 330.00	$ 79,200.00		$ -
7	Drill Grout Shoe to Nominal 16-Inch-Diameter	---	LS	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 250.00	$ 250.00		$ -
8	Drill, Install, and Remove Minimum Nominal 14-Inch Temporary Casing	285	LF	$ 400.00	$ 114,000.00	$ 450.00	$ 128,250.00	$ 882.00	$ 251,370.00		$ -
9	Drill 14.75-Inch Borehole via Reverse Circulation (240 to 525 ft bgs)	0	LF	$ 400.00	$ -	$ 400.00	$ -	$ 950.00	$ -		$ -
10	Furnish and Install 10-Inch Casing	180	LF	$ 135.00	$ 24,300.00	$ 165.00	$ 29,700.00	$ 199.00	$ 35,820.00		$ -
11	Furnish and Install 10-Inch SS Wire-Wrapped Screen	115	LF	$ 525.00	$ 60,375.00	$ 850.00	$ 97,750.00	$ 439.00	$ 50,485.00		$ -
12	Furnish and Install Grout Seal	10	LF	$ 80.00	$ 800.00	$ 1,000.00	$ 10,000.00	$ 801.00	$ 8,010.00		$ -
13	Furnish and Install Filter/Gravel Pack	240	LF	$ 100.00	$ 24,000.00	$ 150.00	$ 36,000.00	$ 666.00	$ 159,840.00		$ -
14	Furnish and Install Casing Reducer/Tool Guide	---	LS	$ 3,000.00	$ 3,000.00	$ 10,000.00	$ 10,000.00	$ 10,454.00	$ 10,454.00		$ -
15	Perform Well Development	40	HR	$ 750.00	$ 30,000.00	$ 1,000.00	$ 40,000.00	$ 1,500.00	$ 60,000.00		$ -
16	Provide and Remove Test Pump for Pumping Tests	---	LS	$ 30,000.00	$ 30,000.00	$ 40,000.00	$ 40,000.00	$ 62,052.00	$ 62,052.00		$ -
17	Operate Test Pump for Pumping Tests	32	HR	$ 550.00	$ 17,600.00	$ 850.00	$ 27,200.00	$ 850.00	$ 27,200.00		$ -
18	Alignment Testing	---	LS	$ 6,000.00	$ 6,000.00	$ 7,500.00	$ 7,500.00	$ 8,065.00	$ 8,065.00		$ -
19	Video Inspection	1	EA	$ 3,000.00	$ 3,000.00	$ 1,500.00	$ 1,500.00	$ 4,500.00	$ 4,500.00		$ -
20	Well Disinfection	---	LS	$ 10,000.00	$ 10,000.00	$ 4,000.00	$ 4,000.00	$ 15,653.00	$ 15,653.00		$ -
21	Complete Wellhead	---	LS	$ 7,500.00	$ 7,500.00	$ 10,000.00	$ 10,000.00	$ 5,117.00	$ 5,117.00		$ -
22	Site Restoration	---	LS	$ 5,000.00	$ 5,000.00	$ 10,000.00	$ 10,000.00	$ 16,136.00	$ 16,136.00		$ -
23	Partial Borehole Decommissioning	0	LF	$ 700.00	$ -	$ 1,000.00	$ -	$ 1,000.00	$ -		$ -
24	Authorized Standby Time	0	HR	$ 450.00	$ -	$ 550.00	$ -	$ 1,250.00	$ -		$ -
	Bid Subtotal				**$ 687,925.00**		**$ 747,950.00**		**$ 1,481,135.00**		
	8.3% Sales Tax				**$ 57,097.78**		**$ 62,079.85**		**$ 122,934.21**		
	BID TOTAL				**$ 745,022.78**		**$ 810,029.85**		**$ 1,604,069.21**		

ENGINEER'S REPORT

Competitive bids were opened August 13, 2025. All bids have been reviewed by this office.
We recommend the contract be awarded to: Empire-EWP LLC.

Project Engineer **Date**

ADDITIONAL BID TOTALS

BIDDER	BID TOTAL

*Bid results can be found at: hlacivil.com

*Highlighted amounts have been corrected.

2803 River Road, Yakima, WA 98902
Office: (509) 966-7000
hlacivil.com

August 14, 2025

City of Selah
115 W Naches Ave
Selah, WA 98942

Attn: Rocky Wallace, Public Works Director

Re: City of Selah
Well No. 9 Drilling (Re-Bid)
HLA Project No. 24164A
Recommendation of Award

Dear Rocky:

The bid opening for the above-referenced project was held at Selah City Hall Meeting Room at 10:00 a.m. on Wednesday, August 13, 2025. A total of two (2) bids were received with the low bid of $810,029.85, being offered by Empire-EWP, LLC., of Wenatchee, Washington. This low bid is approximately nine (9%) percent above the Engineer's Estimate of $745,022.78.

We have reviewed and checked the bid proposals of all bidders and recommend the City of Selah award a construction contract to Empire-EWP, LLC., in the amount of $810,029.85. Please send us a copy of the City of Selah Council meeting minutes authorizing the award of this project.

Enclosed please find the project Bid Summary for your review. Please advise if we may answer any questions or provide additional information.

Sincerely,

Robert J. Scott, PE

RJS/jdb

Enclosures

Copy: Kimberly Grimm, Courtney McGarity, Caprise Groo (City of Selah)
Taylor Denny, Angie Ringer (HLA)

Selah City Council

Regular Meeting

AGENDA ITEM SUMMARY

Meeting Date: 8/26/2025
Agenda Number: 13A

Action Item

Title: Resolution Authorizing an Expenditure for the Purchase of Replacement Computers, Related Items and Related Service Work

From: Rob Case, City Attorney

Action Requested: Approval

Staff Recommendation: N/A

Board/Commission Recommendation: N/A

Fiscal Impact: The currently-expected amount is $40,396.00. However, the Mayor and City staff are seeking an approval level of $45,000.00. This is so that contingency funds will be available if additional items or service work, that are not currently expected, prove necessary. The Mayor and City staff will not spend unnecessarily, but transitions like this often necessitate small additional expenditures that were not originally foreseen (even by IT professionals).

Funding Source: 001, General Fund

Background/Findings/Facts: Many of the computers currently used by City staff run on Microsoft's Windows 10 operating system. Microsoft has announced that it will stop providing technical support, feature updates and security updates as of October 14, 2025. Needless to say, October 14th is less than two months away.

To ensure continuity of operations and technological security, the City needs to purchase replacements for its Windows-10 computers. Once acquired, the replacement computers will need to have a certain degree of service work performed on them – so as to transfer data from the replaced computers and to integrate the replacement computers into the City's network. Additional service work will also be needed, in order to decommission most of the replaced computers and to repurpose two of the older computers (which will be retained and used for limited purposes). The City of Yakima's IT Department will perform these services for Selah, pursuant to the two cities' longstanding contractual relationship for IT matters. Yakima's IT Department estimates that it will take 7-10 for the service work to be completed; and, of course, such work cannot occur until after the replacement computers are physically obtained. Finally, some additional items will need to be purchased for use with a few of the replacement computers; for instance, docking stations for two of the replacement computers.

The expected order-to-delivery timeframe for the new computers and docking stations is 4-6 weeks. Accordingly, the City needs to act now in order to beat the October 14th deadline.

The itemization of expected costs is as follows:

a.	Service work to decommission 22 older computers:	\$200.00 each; total of \$4,400.00;
b.	Repurposing of 2 older computers, which will be retained and reused:	\$300.00 each; total of \$600.00;
c.	Purchase of 2 new docking stations:	\$500.00 each; total of \$1,000.00;
d.	Purchase of 7 new computers:	\$1000.00 each; total of \$7,000.00;
e.	Purchase of 5 new computers:	\$1,500.00 each; total of \$7,500.00;
f.	Purchase of 4 new computers:	\$3,000.00 each; total of \$12,000.00;
g.	Service work to transfer data from 16 older computers to replacement computers:	\$200.00 each; total of \$3,200.00; and
h.	Sales tax:	0.083%; total of \$3,096.00.
		Combined total: \$40,396.00.

The above-quoted figures were provided by Yakima IT. As shown, a total of 16 new computers and 2 new docking stations would be purchased. The computers will have different prices based on their respective capabilities, because some users – such as members of the Police Department or planning staff at the Public Works Department – need computers with stronger graphic cards and/or greater CPU capacity.

As stated above within the "Fiscal Impact" section, the Mayor and City staff are seeking an approval level of \$45,000.00 so that some contingency funds will exist in case any additional items or service work prove necessary.

The Mayor and City staff ask the City Council to approve that attached proposed Resolution, thereby authorizing an overall expenditure of up to \$45,000.00 (though the Mayor and City staff will try to only spend closer to \$40,300.00.)

Recommended Motion: I move to approve the Resolution in the form presented.

Record of all prior actions taken by the City Council and/or City Board, City Committee, Planning Commission, or the Hearing Examiner (if not applicable, please state none).

Date:	**Action Taken:**

RESOLUTION NO. ______

RESOLUTION AUTHORIZING AN EXPENDITURE FOR THE PURCHASE OF REPLACEMENT COMPUTERS, RELATED ITEMS AND RELATED SERVICE WORK

WHEREAS, many of the computers currently used by City staff run on Microsoft's Windows 10 operating system. Microsoft has announced that it will stop providing technical support, feature updates and security updates as of October 14, 2025. And, as a result, the City needs to purchase a number of replacement computers; and

WHEREAS, in addition to purchasing replacement computers, the City also needs to purchase a few related items (such as two new docking stations). The City also needs to pay for service work to decommission most of the older computers, to repurpose two of the older computers (so that they can continued to be used for limited purposes), and to integrate the replacement computers into the City's network; and

WHEREAS, the City of Yakima's IT Department performs IT work for Selah pursuant to a longstanding contractual relationship between the two cities. Yakima's IT Department has assessed the City's needs and has provided an overall cost estimate of $40,396.00 (inclusive of sales tax, and inclusive of all anticipated acquisition costs and service work costs); and

WHEREAS, the Mayor and City staff have sought an approval level of $45,000.00 for this expenditure, so that some contingency funds will be available if additional items or additional service work – that was not originally foreseen – proves necessary; and

WHEREAS, the City Council finds that good cause exists;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, (1) that the Mayor and City staff be and are approved to expend up to $45,000.00 on new replacement computers, new docking stations, and service work to decommission older computers, repurpose a few of the older computers, and to integrate the new computers into the City's network; (2) that the Mayor and City staff be and are approved to take any and all reasonable steps to effectuate a timely replacement of the City's older Windows-10 computers; and (3) that the Mayor and City staff be and are approved to destroy the older computers after they have been decommissioned, because such items will constitute "surplus" property – with no further usable life for City's operations – after they are decommissioned.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 26th day of August, 2025.

ATTEST:

____
Roger Bell, Mayor

____
Courtney McGarity, City Clerk

APPROVED AS TO FORM:

____
Rob Case, City Attorney

Selah City Council

Regular Meeting

AGENDA ITEM SUMMARY

Meeting Date: 8/26/2025
Agenda Number: 13B

Action Item

Title: Resolution Authorizing the Mayor to Sign Seven-Collective-Page Agreement with Architect Studio Meng Strazzara, Inc.

From: Rob Case, City Attorney

Action Requested: Approval

Staff Recommendation: N/A

Board/Commission Recommendation: N/A

Fiscal Impact: $67,000.00 as a fixed fee; also up to $1,500.00 of potential expenses to reimburse. This is for the "preliminary submittal" and "colored site plan and floor plan" phase, which means that the architectural firm will develop plans that are sufficient for the City to thereafter use when seeking a building contractor (if the City Council chooses, at that point, to move ahead with the next phase of this project).

Funding Source: 001, General Fund

Background/Findings/Facts: In June of 2025, City staff published a Request for Statement of Qualifications for Architectural Services. The Request specified that the City was seeking to engage an architectural firm to provide professional services relative to a to-be-built new municipal building. The building is contemplated to house the police department, municipal court, and potentially city hall operations.

The City received multiple written submissions in response to the Request. Thereafter, a selection committee narrowed the applicant field and conducted in-person interviews with the top three applicants. Next, the selection committee assessed – unanimously – that Studio Meng Strazzara, Inc., was the best qualified architectural firm for the City to engage.

It is now time to formally engage the architectural firm, so that the actual design work can commence. A written seven-collective-page agreement – labeled AIS Document B105-2017 Standard Short Form of Agreement between Owner and Architect – has been prepared. A copy is submitted together with the instant AIS. (It is referred to herein as being a "seven-collective-page" agreement because its respective pages are numbered 1-3, followed by second 1-3 (which pages constitute the Additions and Deletions from the otherwise-applicable standard form language), and finally another 1 (which page constitutes the Certification of Document's Authenticity).)

The terms of the proposed Agreement are acceptable to City staff and the Mayor, and approval is hereby sought for the Mayor to sign the Agreement and thereby formally engage the architectural firm.

The Agreement specifies, under the heading "Deliverables" (at the top of the first page numbered 3), what the architectural firm will accomplish during this phase of the project. The architectural firm will create a preliminary submittal and also a colored site plan and floor plan. The fee for this will be $67,000.00, and the City will also be obligated for reimbursing up to $1,500.00 of expenses.

Even if this Agreement is entered into and this phase of the project is completed, the City Council will still have the power to decide whether or not to move forward to the next stage of the project – which will be seeking a building contractor to actually build the building. That choice will get made a few months from now. If the City Council chooses, at that time, to move to the next phase, an additional fiscal impact will then be incurred. For now, however, the only pending question is whether or not to authorize the Mayor to sign the Agreement that is submitted together with the instant AIS.

Recommended Motion: I move to approve the Resolution in the form presented.

Record of all prior actions taken by the City Council and/or City Board, City Committee, Planning Commission, or the Hearing Examiner (if not applicable, please state none).

Date:	Action Taken:

RESOLUTION NO. ______

RESOLUTION AUTHORIZING THE MAYOR TO A SEVEN-COLLECTIVE-PAGE AGREEMENT WITH STUDIO MENG STRAZZARA, INC.

WHEREAS, in June of 2025, the City staff published a Request for Statement of Qualifications for Architectural Services. The Request specified that the City was seeking to engage an architectural firm to provide professional services relative to a to-be-built new municipal building. The building is contemplated to house the police department, municipal court, and potentially city hall operations; and

WHEREAS, the City received multiple written submissions in response to the Request. Thereafter, a selection committee narrowed the applicant field and conducted in-person interviews with the top three applicants. Next, the selection committee assessed – unanimously – that Studio Meng Strazzara, Inc., was the best qualified architectural firm for the City to engage; and

WHEREAS, it is now time to formally engage the architectural firm, so that the actual design work can commence. A proposed written seven-collective-page agreement – labeled AIS Document B105-2017 Standard Short Form of Agreement between Owner and Architect – has been prepared. (It is referred to herein as being a "seven-collective-page" agreement because its respective pages are numbered 1-3, followed by second 1-3 (which pages constitute the Additions and Deletions from the otherwise-applicable standard form language), and finally another 1 (which page constitutes the Certification of Document's Authenticity).); and

WHEREAS, the proposed Agreement specifies, under the heading "Deliverables" (at the top of the first page numbered 3), what the architectural firm will accomplish during this phase of the project. The architectural firm will create a preliminary submittal and also a colored site plan and floor plan. The fee for this will be $67,000.00, and the City will also be obligated for reimbursing up to $1,500.00 of expenses; and

WHEREAS, the terms of the proposed Agreement are acceptable to City staff and the Mayor; and

WHEREAS, the City Council finds that good cause exists;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, (1) that the Mayor be and is authorized to sign the seven-collective-page Agreement in the form appended hereto, and (2) that, if one or more additional or related documents prove necessary to be signed in order for this phase of the project to occur, the Mayor and/or City staff be and are authorized to sign the same so long as such additional document(s) do not increase the architectural firm's compensation or reduce its scope of work.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 26th day of August, 2025.

____

Roger Bell, Mayor

ATTEST:

____
Courtney McGarity, City Clerk

APPROVED AS TO FORM:

____
Rob Case, City Attorney

AIA Document B105® – 2017

Standard Short Form of Agreement Between Owner and Architect

AGREEMENT made as of the Eighteenth day of August in the year Two Thousand Twenty-Five
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

City of Selah
115 W. Naches Ave
Selah, WA 98942
509-698-7332

and the Architect:
(Name, legal status, address and other information)

Studio Meng Strazzara, Inc. P.S.
2001 Western Ave, Suite 200
Seattle, WA 98121-2114
206-587-3797

for the following Project:
(Name, location and detailed description)

City of Selah New Municipal Building - Predesign Services
Selah, WA
New Municipal Building for Police Department, City Offices, and Court/Council Chambers. Located on Yakima County Assessor's Parcel #181435-41454; approximately 2.34 acre site with an existing paved parking lot. Building to be +/- 15,000 SF (pending concept/predesign)

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:
The author of this document may have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

ARTICLE 1 ARCHITECT'S RESPONSIBILITIES

The Architect shall provide architectural services for the Project as described in this Agreement. The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project. The Architect shall assist the Owner in determining consulting services required for the Project. The Architect's services include the following:

Develop a concept / predesign for a new Municipal Building using Owner-provided area square footage matrix (completed by others). Architect will prepare a preliminary site plan showing the new building, police secured parking, and site access for public and police use. Architect assumes no off-site work is included; the existing paved parking lot will be used for the new Municipal Building.

During the PreDesign Phase, the Architect shall review the Owner's scope of work, budget and schedule and reach an understanding with the Owner of the Project requirements. Based on the approved Project requirements, the Architect shall develop a concept design, which shall be set forth in the Deliverables listed in Article 6.

ARTICLE 2 OWNER'S RESPONSIBILITIES

The Owner shall provide full information about the objectives, schedule, constraints and existing conditions of the Project, and shall establish a budget that includes reasonable contingencies and meets the Project requirements. The Owner shall provide decisions and furnish required information as expeditiously as necessary for the orderly progress of the Project. The Architect shall be entitled to rely on the accuracy and completeness of the Owner's information. The Owner shall furnish consulting services not provided by the Architect, but required for the Project, such as surveying, which shall include property boundaries, topography, utilities, and wetlands information; geotechnical engineering; and environmental testing services.

ARTICLE 3 USE OF DOCUMENTS

Drawings and other documents prepared by the Architect are the Architect's Instruments of Service, and are for the Owner's use solely with respect to approving the Project. The Architect shall retain all common law, statutory and other reserved rights, including the copyright. The Owner agrees to indemnify the Architect from all costs and expenses related to claims arising from the Owner's use of the Instruments of Service without retaining the Architect. When transmitting copyright-protected information for use on the Project, the transmitting party represents that it is either the copyright owner of the information, or has permission from the copyright owner to transmit the information for its use on the Project.

ARTICLE 4 TERMINATION, SUSPENSION OR ABANDONMENT

In the event of termination, suspension or abandonment of the Project by the Owner, the Architect shall be compensated for services performed. The Owner's failure to make payments in accordance with this Agreement shall be considered substantial nonperformance and sufficient cause for the Architect to suspend or terminate services. Either the Architect or the Owner may terminate this Agreement after giving no less than seven days' written notice if the Project is suspended for more than 90 days, or if the other party substantially fails to perform in accordance with the terms of this Agreement. Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

ARTICLE 5 MISCELLANEOUS PROVISIONS

This Agreement shall be governed by the law of the place where the Project is located. Terms in this Agreement shall have the same meaning as those in AIA Document A105–2017, Standard Short Form of Agreement Between Owner and Contractor. Neither party to this Agreement shall assign the contract as a whole without written consent of the other.

Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or the Architect.

The Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

ARTICLE 6 PAYMENTS AND COMPENSATION TO THE ARCHITECT

The Architect's Compensation shall be:

Deliverables:
1. A preliminary submittal outlining proposed areas of conceptual plans showing space layouts, new proposed municipal building areas, required infrastructure/ site improvements, and a preliminary conceptual ROM cost estimate for the proposed new Municipal Building.
2. Colored site plan and floor plan in printed and electronic files will be provided for City use.

Professional Services Fee: $67,000 (fixed fee)

The Owner shall pay the Architect an initial payment of Zero Dollars and Zero Cents ($ 0.00) as a minimum payment under this Agreement. The initial payment shall be credited to the final invoice.

The Owner shall reimburse the Architect for expenses incurred in the interest of the Project, plus Ten percent (10.00 %). For this phase of the Project, expenses are not expected to exceed $1,500.

Payments are due and payable upon receipt of the Architect's monthly invoice. Amounts unpaid Thirty (30) days after the invoice date shall bear interest from the date payment is due at the rate of Twelve percent (12.00 %) per annum , or in the absence thereof, at the legal rate prevailing at the principal place of business of the Architect.

At the request of the Owner, the Architect shall provide additional services not included in Article 1 for additional compensation. Such additional services may include, but not be limited to, providing or coordinating services of consultants not identified in Article 1; revisions due to changes in the Project scope, quality or budget, or due to Owner-requested changes in the approved design; ; and the extension of the Architect's Article 1 services beyond Three (3) months of the date of this Agreement through no fault of the Architect.

ARTICLE 7 OTHER PROVISIONS

(Insert descriptions of other services and modifications to the terms of this Agreement.)

Upon approval of the Concept / Predesign, Architect will prepare an AIA Agreement for the remaining Design phases of the Project.

This Agreement entered into as of the day and year first written above.

OWNER *(Signature)*	**ARCHITECT** *(Signature)*
BY: Roger Bell, Mayor	BY: Steve Lee, Principal
(Printed name and title)	*(Printed name, title, and license number if required)*

Additions and Deletions Report for
AIA® Document B105® – 2017

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 16:52:22 PDT on 08/18/2025.

Changes to original AIA text

PAGE 2

The Architect shall provide architectural services for the Project as described in this Agreement. The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project. The Architect shall assist the Owner in determining consulting services required for the Project. The Architect's services include the following ~~consulting services, if any~~:

During the PreDesign Phase, the Architect shall review the Owner's scope of work, budget and schedule and reach an understanding with the Owner of the Project requirements. Based on the approved Project requirements, the Architect shall develop a concept design, which shall be set forth in the Deliverables listed in Article 6. ~~drawings and other documents appropriate for the Project. Upon the Owner's approval of the design, the Architect shall prepare Construction Documents indicating requirements for construction of the Project and shall coordinate its services with any consulting services the Owner provides. The Architect shall assist the Owner in filing documents required for the approval of governmental authorities, in obtaining bids or proposals, and in awarding contracts for construction.~~

~~During the Construction Phase, the Architect shall act as the Owner's representative and provide administration of the Contract between the Owner and Contractor. The extent of the Architect's authority and responsibility during construction is described in AIA Document A105™–2017, Standard Short Form of Agreement Between Owner and Contractor. If the Owner and Contractor modify AIA Document A105–2017, those modifications shall not affect the Architect's services under this Agreement, unless the Owner and Architect amend this Agreement.~~

The Owner shall provide full information about the objectives, schedule, constraints and existing conditions of the Project, and shall establish a budget that includes reasonable contingencies and meets the Project requirements. The Owner shall provide decisions and furnish required information as expeditiously as necessary for the orderly progress of the Project. The Architect shall be entitled to rely on the accuracy and completeness of the Owner's information. The Owner shall furnish consulting services not provided by the Architect, but required for the Project, such as surveying, which shall include property boundaries, topography, utilities, and wetlands information; geotechnical engineering; and environmental testing services. ~~The Owner shall employ a Contractor, experienced in the type of Project to be constructed, to perform the construction Work and to provide price information.~~

Drawings~~, specifications~~ and other documents prepared by the Architect are the Architect's Instruments of Service, and are for the Owner's use solely with respect to approving ~~constructing~~ the Project. The Architect shall retain all common law, statutory and other reserved rights, including the copyright. ~~Upon completion of the construction of the Project, provided that the Owner substantially performs its obligations under this Agreement, the Architect grants to the Owner a license to use the Architect's Instruments of Service as a reference for maintaining, altering and adding to the Project.~~ The Owner agrees to indemnify the Architect from all costs and expenses related to claims arising from the Owner's use of the Instruments of Service without retaining the Architect. When transmitting copyright-protected information for use on the Project, the transmitting party represents that it is either the copyright owner of the information, or has permission from the copyright owner to transmit the information for its use on the Project.

PAGE 3

The Owner shall reimburse the Architect for expenses incurred in the interest of the Project, plus Ten percent (10.00 %). For this phase of the Project, expenses are not expected to exceed $1,500.

At the request of the Owner, the Architect shall provide additional services not included in Article 1 for additional compensation. Such additional services may include, but not be limited to, providing or coordinating services of consultants not identified in Article 1; revisions due to changes in the Project scope, quality or budget, or due to Owner-requested changes in the approved design; ~~evaluating changes in the Work and Contractors' requests for substitutions of materials or systems; providing services necessitated by the Contractor's failure to perform~~; and the extension of the Architect's Article 1 services beyond Three (3) months of the date of this Agreement through no fault of the Architect.

Variable Information

PAGE 1

AGREEMENT made as of the Eighteenth day of August in the year Two Thousand Twenty-Five
(In words, indicate day, month and year.)

City of Selah

115 W. Naches Ave
Selah, WA 98942

509-698-7332

Studio Meng Strazzara, Inc. P.S.

2001 Western Ave, Suite 200
Seattle, WA 98121-2114

206-587-3797

City of Selah New Municipal Building - Predesign Services

Selah, WA

New Municipal Building for Police Department, City Offices, and Court/Council Chambers. Located on Yakima County Assessor's Parcel #181435-41454; approximately 2.34 acre site with an existing paved parking lot. Building to be +/- 15,000 SF (pending concept/predesign)

PAGE 2

Develop a concept / predesign for a new Municipal Building using Owner-provided area square footage matrix (completed by others). Architect will prepare a preliminary site plan showing the new building, police secured parking, and site access for public and police use. Architect assumes no off-site work is included; the existing paved parking lot will be used for the new Municipal Building.

PAGE 3

Deliverables:
1. A preliminary submittal outlining proposed areas of conceptual plans showing space layouts, new proposed municipal building areas, required infrastructure/ site improvements, and a preliminary conceptual ROM cost estimate for the proposed new Municipal Building.
2. Colored site plan and floor plan in printed and electronic files will be provided for City use.

Professional Services Fee: $67,000 (fixed fee)

The Owner shall pay the Architect an initial payment of Zero Dollars and Zero Cents ($ 0.00) as a minimum payment under this Agreement. The initial payment shall be credited to the final invoice.

The Owner shall reimburse the Architect for expenses incurred in the interest of the Project, plus Ten percent (10.00 %). For this phase of the Project, expenses are not expected to exceed $1,500.

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At the request of the Owner, the Architect shall provide additional services not included in Article 1 for additional compensation. Such additional services may include, but not be limited to, providing or coordinating services of consultants not identified in Article 1; revisions due to changes in the Project scope, quality or budget, or due to Owner-requested changes in the approved design; ; and the extension of the Architect's Article 1 services beyond Three (3) months of the date of this Agreement through no fault of the Architect.

Upon approval of the Concept / Predesign, Architect will prepare an AIA Agreement for the remaining Design phases of the Project.

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, Carrie Thompson, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 16:52:22 PDT on 08/18/2025 under Order No. 20250151282 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document B105™ - 2017, Standard Short Form of Agreement Between Owner and Architect, other than those additions and deletions shown in the associated Additions and Deletions Report.

____
(Signed)

____
(Title)

____
(Dated)