

PALOUSE CITY COUNCIL MINUTES

Public Hearing – Amending the Six-Year Transportation Improvement Plan
Followed by Regular Council Meeting
June 14, 2022 @ 7:00 pm
Palouse City Hall 120 E. Main St

CALL TO ORDER: Mayor Sievers called the Public Hearing to Amend the Six-Year Transportation Improvement Plan and Palouse Council Meeting to order at 7:00 pm.

ROLL CALL:

City Administrator Misty La Follett took Roll Call.

Council members present Sarah Bofenkamp, Leslie Jo Sena, Samuel Brink, Travis Deerkop, and Robert Brooks.

Councilmembers absent: Bill Slinkard and Ann Barrington

Councilmember Deerkop introduced a **MOTION** to excuse Councilmembers Slinkard and Barrington; the **MOTION** was seconded by: Councilmember Brink. All other council members present approved, and the **MOTION** passed.

City staff present: City Administrator (CA) Misty La Follett and Police Officer Joel Anderson.

PUBLIC HEARING: To amend the Six-Year Transportation Improvement Plan, add the Cove Sidewalk extension.

There was no comment from the public, and the hearing was closed at 7:03.

APPROVAL OF MINUTES:

Councilmember Deerkop introduced a **MOTION** to approve the minutes from the regular council meeting on May 10, 2022; the **MOTION** was seconded by: Councilmember Brink. All other council members present approved, and the **MOTION** passed.

PUBLIC WORKS REPORT:

Supt. Wolf could not attend the meeting and provided Council with his written report.

Mayor Sievers stated that there was an error in the PW report, the cart for the tarps at the pool was painted, and it is expected to last several years, not months, as stated in the report.

Councilmember Brooks asked about the repairs to the F Street Bridge, and CA La Follett stated that we are waiting for TD and H to present an engineering report and cost estimate to Council. After that, the project will go out to bid. The company doing the looping main upgrade is expected to bid on this project, and we hope to complete both projects simultaneously.

*PW report attached to the minutes.

POLICE REPORT:

Officer Anderson presented his report to the Council. There were fourteen calls for service and one call-out.

*PD Report attached to the minutes.

CITY ADMINISTRATOR REPORT:

CA La Follett presented to Council the complete Annual Report for the City of Palouse, which was completed and submitted to the State Auditors before the deadline of May 31, 2022.

CA La Follett stated that we have enough lifeguards to open the Palouse pool, but there will be no swim lessons this year. The opening of the pool was delayed due to the recent flooding

YOUTH ADVISORY BOARD REPORT:

*YAB Report attached to the minutes.

OLD BUSINESS:

Mayor Sievers stated that the comment period had ended regarding the building permit for the Palouse Brewing Company, and there were no objections from the public. CA La Follett noted that the comments on the permit from the Department of Ecology were all general comments. CA La Follett did talk to one person with one concern regarding the discharge, but the applicant spoke to Ecology and resolved the issue. Council had no further questions or concerns, and CA La Follett will sign the building permit.

Daniel Cowger with Varela Engineering, the wastewater plant engineering firm, addressed the Council regarding the status of several ongoing issues.

The most pressing issue to resolve is the effluent temperature reduction (TMDL), and the deadline given to us by the Dept. of Ecology (DOE) is 2024. The deadline for the City to resolve the nitrogen issue is 2030.

In the past, Varela drafted a facilities plan for DOE. Several options have been discussed on how to address the TMDL issue, and one option was to store the waste for the five hottest months and allow the weather to cool it down. The cost to build storage lagoons was \$18.5 million. The DOE gave the City a grant to have a value planning study (VPS) done to determine if there was a more cost effective way to resolve the TMDL.

One option from the VPS was to pump the sewage to another municipality for treatment to resolve the nitrogen issue and to resolve the temperature TMDL issue, they suggested using a geothermal chilling system.

Varela had also evaluated the headworks screen in 2021 to address the ongoing issues.

Mr. Cowger met with the City staff, and Mayor Sievers asked for an Engineering Scope and Cost Worksheet to address these issues.

Mr. Cowger stated that if the City chooses to have his firm prepare a preliminary assessment on pumping the waste to another municipality, it will help with funding the project as the lender will see that the City has explored all possibilities to resolve the nitrogen issue.

The VPS suggested using a geothermal chilling system to resolve the TMDL issue. Mr. Cowger stated that this type of system had not been used within the State of Washington. The numbers supplied in the VPS were a very rough estimate, and the City would need a feasibility study to see if this is a viable option.

Mayor Sievers stated that the headworks also is an urgent matter.

The Council and Mr. Cowger discussed these issues and possible options in more detail.

The Council decided to proceed with the Engineering Scope from Varela as listed and proceed with signing a contract for their services.

NEW BUSINESS:

Mayor Sievers presented to Council an Eagle Scout project from Andy Link. Mr. Link would like to put in a terraced rose garden by the police station next to the stairs. Mr. Link has the support of the "Rose Ladies" for this project. The proposed project would be 21' x 10' and consists of 3 boxes made from pressure-treated lumber. There would be no cost to the City for this project.

Councilmember Bofenkamp introduced a **MOTION** to allow Mr. Link to proceed with his Eagle Scout project; the **MOTION** was seconded by: Councilmember Sena. All other council members present approved, and the **MOTION** passed.

Mayor Sievers introduced a resolution to approve the spending of the American Rescue Plan Act.

Resolution 2022-03 - American Rescue Plan Act Funding: The \$150,400 the City received has been spent as follows:

- a. \$71,000 to community and public services, non-profits, to joint fire board, fire/ems, Palouse community center, Palouse print museum, Palouse library, and educational programming
- b. \$60,000 to business relief microgrant redistribution to businesses (chamber of commerce)
- c. \$19,200 other/infrastructure (City Of Palouse), PPE for public and city use, Palouse cove, sidewalk project, and Palouse community pool

Councilmember Bofenkamp introduced a **MOTION** to approve Resolution 2022-03; **MOTION** was seconded by: Councilmember Brooks. All other council members present approved, and the **MOTION** passed.

Resolution 2022-04 – Amending the Six-Year Transportation Improvement Plan for 2020 – 2025: The City shall Amend Six-Year Transportation Improvement Plan for 2020 – 2025, adding the Palouse Cove Sidewalk extension.

Councilmember Sena introduced a **MOTION** to approve Resolution 2022-04; **MOTION** was seconded by: Councilmember Bofenkamp. All other council members present approved, and the **MOTION** passed.

COMMITTEE REPORTS:

Policy & Administration, Chair Barrington: No Report, but Councilmember Sena asked if there were any standards or rules around a City Council meeting being canceled and being rescheduled. Mayor Sievers said that there was not, but a policy needs to be drafted.

Budget, Finance, & Major Acquisitions, Chair Bofenkamp: No report

Streets, Properties, & Facilities, Chair Deerkop: No report

Personnel, Chair Sam Brink: Conducted a Deputy Clerk interview, and we were unable to fill the position. There are more applicants to review and possibly schedule interviews.

Water and Sewer, Chair Slinkard: No report

Joint Fire Board, Chair Sena: No report

OPEN FORUM:

No residents present addressed the Council.

MAYOR'S REPORT:

Mayor Sievers has been working with City Staff to keep all the ongoing projects moving forward. These projects include the upgrade requirement from DOE at the wastewater treatment plant, the F Street bridge, the loop main water upgrade, and the flood clean-up at the park and pool.

Councilmember Bofenkamp asked if there were any issues with the public helping to clean up Hayton-Greene Park after the flooding, and Mayor Sievers said there were not. Councilmember Bofenkamp volunteered to organize a park clean-up day for the community.

John Bofenkamp would like to add a circle driveway to his residence, which will require the City to work with the State to approve this.

He also stated that the Public Works is doing a great job of staying on top of all the projects in town.

Councilmember Brooks asked if we could park the extra police vehicle around town to discourage speeding, and Council all agreed it was a good idea.

ALLOW PAYMENT OF BILLS:

Councilmember Bofenkamp introduced a **MOTION** to allow the payment of bills. Councilmember Brooks seconded the **MOTION**; the **MOTION** passed.

The following checks are approved for payment:

Payroll		Ck. #12389-12418	\$91,141.78
Claims Paid	06/14/2022	Ck. #12419-12446	\$32,221.50

ADJOURN: Councilmember Brink MOVED to adjourn; Councilmember Bofenkamp seconded the **MOTION**; the **MOTION** passed.

The council meeting adjourned at 8:30 pm.

APPROVED: _____ ATTEST: _____

Six Year Transportation Improvement Program
From 2020 to 2025

Agency: Palouse
County: Whitman
MPO/RTPO: Palouse RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required No
07		Cove Sidewalk Extension Cove sidewalk extension, Division Street (SR 27), Cove Rd to SR 27 Bridge	WA-14398	06/14/22	06/14/22	06/14/22	2022-02	21				

Error: Subreport could not be shown.

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
Totals	0	0	0	0	0

Public Works Superintendent Council Report

Date: June 10, 2022

(Keep in mind this is 4 days from each council meeting)

WATER:

We replaced the 2" water line going to the pool and while doing that we clipped the existing corp stop and had to shut down the main going to south hill for a couple of hours. It is all done and filled in.

We installed 2 new ¾" meters in Amber Ridge.

We moved a 1" meter from in front of the old gym to the curb.

We installed a 1" meter to TLC.

We installed a 2" line up to the meter for the new brewery. We are waiting for a 2" meter to complete the project.

We had a major leak at the PPG barley plant and had to shut the main off to the south hill to repair it.

Dean Brown was supposed to be at the last meeting to talk about the smart meters but with the council meeting being cancelled I had to cancel him. I will try to reschedule him for the meeting.

We read meters two weeks ago and had a resident call about a miss read. We read the meter right and had gone through 3,000 cubic gallons of water in two weeks. With that we advised them of the water usage and they checked their house and found a big water leak under their house.

We have a resident that wants to replace a lid for his meter made out of metal. It is to the discretion of the city PW Supt to what can be or not to be used.

SEWER:

We had a sewer plug on Illinois Street last week after hours. We got it unplugged and went back the next morning and flushed a 1,000 gallons of water down the pipe.

CEMETERY:

A huge THANK YOU to Monte & Bev Nearing for all of their time spent preparing the cemetery for Memorial Day. Monte put well over 200 hours in mowing, string trimming, and sweeping the headstones off. We need to do some sort of appreciation to them like a plaque for their hard work being done and also for Monte taking care of the nature park.

We haven't got any complaints that I am aware of for the cemetery. I've got a few compliments on how it looked.

We had a full burial and one to come this week added to the cemetery this last week.

PARKS:

Evan has been busy mowing, spraying, and string trimming.

We will have Kara starting full time on Monday since school is out.

POOL:

Tyler from Northwest Mobile Blasting was here and painted the tarp cart 2 weeks ago. It looks really good and hopefully it will last for a few months.

We got water to the pool and got all of the plumbing together inside the building. We cleaned the pool last week and will start filling on Monday. We still need to clean the bathrooms and put all of the accessories outside and put the tarps on the cart. It should be ready to use by the weekend.

The pit valve that drains the pool is very stiff and will work on trying to get that freed up a little bit.

FIRE EXTINGUISHERS:

Bob's Fire was here on Thursday to service all of our fire extinguishers.

STREETS:

We swept streets last Friday for the car show downtown.

I had to haul a few scoops of gravel to E. Whitman Street to repair the street.

The Cove Road sidewalk project still needs attention to make the drainage right. One of the storms a couple of weeks ago washed the upper driveway away at Scott Beeson's to where they had to shut it down so no cars could come in that way to their store.

Palouse Police Department report for Palouse City Council meeting May 24, 2022:

14 calls for service and one call out.

220509-02: Responded to a report of a structure fire on the south end of the city. Upon arrival I observed smoke coming from the roof area of the west end of the building. I did not observe flames or anyone fleeing the building. A few moments later fire personnel from Palouse FD as well as Pullman Fire Command responded to assist. I remained on the outer perimeter providing scene security for approximately two hours until I was advised the fire was under control.

220515-01: Received a call about some suspicious adult males aggressively asking people for gas money at Palouse Grocery. Citizen described the males and their associated vehicle. I drove to the area and observed the vehicle parked in front of the store. I took a position a block away and observed two males get into the vehicle a couple minutes later. The vehicle then performed an illegal u turn across a double yellow line and had expired tabs. I stopped the vehicle and contacted the driver and passenger. Passenger had a non-extraditable warrant for trespassing in a building out of Spokane. Driver was told aggressive pan handling would not be tolerated in the city. Vehicle left the city at conclusion of stop.

220509-01, 220512-02, 220512-03, 220516-01, 220518-01, 220518-02: The last two weeks has seen an emphasis in contacting vehicles parked on public roadways that had expired tabs of over six months, no plates, suspended registrations, or inactive registrations. All of these vehicles had in state or out of state plates with severely expired tabs and suspended registrations making them subject to immediate removal via impound. In all instances I was able to locate/make contact with Palouse residents who owned the vehicles and work with them to get the vehicles legally licensed or removed from the roadway in a manner much less expensive than via impound.

Represented Palouse PD and spoke at the Lewis and Clark State College/University of Idaho collaborated DIDI conference. Over 550 sophomores and juniors and 38 counselors from 20 school districts from North Central Idaho and Southeast Washington attended to learn about different vocations. I gave two separate half hour presentations in regards to law enforcement touching on pros/cons to working in large vs small agencies. Held a question and answer session as well with both groups.

On May 19, 2022, after months of collaboration with the Washington State Patrol ACCESS division, Whitman County Sheriff Office, and Whitcom Dispatch Center, Palouse PD successfully passed its WSP ACCESS triennial audit. I have been advised we were in compliance in every category and received the ACCESS Certificate of Completion to be kept at Palouse PD.

Thank you - Joel

Palouse Police Department report for Palouse City Council meeting June 14th, 2022:

31 calls for service since last council meeting on May 10, 2022 and four call outs:

220528-01 – Citizen reported attempting to negotiate a lease to rent a home in Moscow via email/ internet without physically going to the property and meeting with the leasing company/person. Citizen corresponded for 4-5 days with the alleged lessor and was eventually fleeced of a \$1000 deposited into a VENMO account. Email was attached to a bogus name as was the VENMO account. This serves as a reminder to not send money over the internet to secure leases on house, vehicles, etc. Take the time to do your due diligence. Put in the effort to travel to the location to meet with people who have legitimate identification and who can verify their employment with the company they say they represent.

220601-02 - Employee of S&M storage reported sometime between 5-26-22 and 5-28-22, someone attempted to cut locks to two different storage doors. There are thirty storage lockers and only three of them do not have the virtually undefeatable Stainless Steel Discus Heavy Duty padlocks. Two of those three were the apparent target of the attempted burglary. The cuts on the locks to these units were done with a very weak tool as most bolt cutters should have been able to cut through the locks. I suggested to the reporting party that making the discus locks a requirement when signing the lease so as not to provide criminal opportunity with the weaker locks.

5-26-22 – Partnered with the fire department to escort the GarPal High School Track team out of town as they headed to state.

6-4-22 – Partnered with Palouse Chamber of Commerce, Mark Van Harn and Public Works to get the necessary resources needed for the annual Spring Hot Rod Gathering. Thank you to Mike Wolf and crew for their efforts in getting the barriers and street signs for road shut down during the event. This is the third Hot Rod Gathering (none in 2020/2021) during my time in Palouse and the first one with ZERO complaints or calls for service.

Thank you - Joel

06/09/22
11:45

Palouse Police Department
Law Incident Summary Report, by Incident Number

1100
Page: 1

Number	Time and Date	Nature	Address	Loctn	Dsp
Agency: Palouse Police Department					
220509-01	10:56:56	05/09/22 Suspicious	N		INA
220509-02	12:55:55	05/09/22 Fire Structure	S		INA
220510-01	15:11:58	05/10/22 Animal Stray	N		INA
220510-02	15:47:30	05/10/22 Animal Noise	N		INA
220511-01	11:51:23	05/11/22 Suspicious	S		INA
220512-01	12:02:47	05/12/22 Suspicious	N		INA
220512-02	14:06:55	05/12/22 Suspicious			INA
220512-03	17:23:57	05/12/22 Parking Problem	N		INA
220513-01	01:11:35	05/13/22 Communications	N		INA
220515-01	09:46:29	05/15/22 Traffic Offense	N		INA
220516-01	15:48:20	05/16/22 Abandoned Vehicle	N		INA
220517-01	13:15:07	05/17/22 Domestic Dispute	N		INA
220518-01	12:31:53	05/18/22 Parking Problem	N		INA
220518-02	16:11:50	05/18/22 Abandoned Vehicle	N		INA
220520-01	11:27:17	05/20/22 Domestic Dispute	N		INA
220523-01	13:06:59	05/23/22 Parking Problem	S		INA
220523-02	19:28:59	05/23/22 Civil	N		INA
220525-01	11:45:05	05/25/22 Animal Stray			INA
220525-02	18:36:37	05/25/22 Other Calls	N		INA
220526-01	16:26:16	05/26/22 Theft Other	S		INA
220527-01	14:11:54	05/27/22 Traffic Offense	S		INA
220528-01	12:50:45	05/28/22 Fraud	N		INA
220530-01	05:25:21	05/30/22 Communications	N		INA
220531-01	11:40:58	05/31/22 Communications	S		INA
220601-01	14:46:14	06/01/22 Suspicious	S		INA
220601-02	15:24:06	06/01/22 Burglary			INA
220604-01	10:41:55	06/04/22 Drugs	S		INA
220605-01	13:42:27	06/05/22 Medical	S		
220606-01	12:10:12	06/06/22 Civil	N		INA
220606-02	14:07:58	06/06/22 Parking Problem	N		INA
220608-01	14:59:26	06/08/22 Parking Problem	N		INA
Total Incidents for This Agency:				31	

Total Incidents for This Report: 31

Report Includes:

All dates greater than `00:00:00 05/08/22`
All agencies matching `PAPD`
All officers
All dispositions
All natures
All locations
All cities matching `PALOUSE`
All clearance codes
All observed offenses
All reported offenses
All offense codes
All circumstance codes

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May 10th, 17th, 24th, 31st
Youth Advisory Board Report

- The YAB has been working hard to get their event planned for June 7th, but due to unforeseen circumstances, we decided to postpone it until closer to the start of school and treat it like a "back to school" event. This way, kids are getting exposure to community organizations, sports, and afterschool programs when they are getting started.
- The YAB will be hosting a summer sports program every Tuesday at 6pm throughout the summer. The sports will vary and will be at varied locations. The sports equipment will be purchased with their ARPA funding.
- The summer sports program will be advertised on the last day of school with a booth hosted by the YAB members, as well as at the library and on the store bulletin board, and the YAB instagram page.
- The YAB hopes to collect some data about what sports and activities youth like to participate in the summer, and can hopefully present some ideas to council about improving or adding to our parks/recreational spaces.
- The YAB has created an instagram page.
- The YAB is currently seeking two new members. Our two graduating seniors will serve through the summer, and two new members will join the team in the fall. The application process will be similar to what it was before - applications can be emailed or turned in at city hall, and then will be reviewed by the current members and Libby Akin (advisor). The Advisor makes the final decision with heavy consideration on member feedback.

City Administrator Report
June 14, 2022

- 2021 Annual Report –
- Pool Update –



CITY OF PALOUSE
Council Meeting – Discussion Agenda
June 14, 2022

Background:

- TMDL's on Palouse River / City's NPDES permit
- WW Facility Planning
- Value Planning Study
 - Draft report
 - Recommendations

Ecology Status

- Ecology has requested an update
- City prepared a response to ECY and SVS's draft report

Review Varela Scope of Work

- Scope prepared based on May 20th meeting w/ Mayor and City staff
- See attached letter of transmittal, scope, and invoice.

Funding

- Funding for:
 - Planning/design (Varela scope)
 - Construction of initial upgrades: headworks/controls, geothermal temperature adjustment
 - Improvements to reduce nitrogen
- Possible funding options:
 - City reserves
 - Possible expansion of existing ECY funding (low interest loan)
 - New Ecology application (Oct. 2022)
 - Rural Development
 - Other

Next Steps



VARELA
Engineering & Management

June 10, 2022

Tim Sievers – Mayor
City of Palouse
Box 248
Palouse, WA 98826

RE: Wastewater Engineering Scope of Work

Dear Tim,

This letter and the attached engineering scope is follow-up to our meeting on May 20, 2022, to discuss the findings of the Value Planning Study and the City's ongoing wastewater work. Based on our discussion, we prepared a scope of works (attached) that includes:

- Value planning study assistance (work previously completed and invoiced).
- Headworks Improvements (screen replacement and control upgrades – per August 2021 evaluation).
- Follow up work resulting from the value planning study:
 - Pullman Option – Preliminary evaluation to pump wastewater to Pullman for treatment
 - Effluent temperature reduction - Feasibility study for the geothermal option

We also included a task for miscellaneous assistance to provide a budget allowance for assisting with ongoing Ecology negotiations, funding applications, assistances with acquiring storage lagoon land, etc. The budget amount shown in the attached is the \$10K amount discussed at the Dec. 2021 council meeting.

As we discussed, I will plan to be at your June 14th council meeting to discuss these items with the Council. Based on council input we can make revisions (if needed) and finalize the scope. We will plan to use the EJCDC agreement form required by most funders to help facilitate future funding reimbursement, where applicable.

If you, or the council, have any questions, please do not hesitate to call me (cell: 509.251.9876).

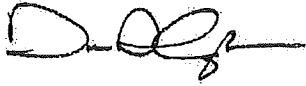
Spokane
601 W Mallon Ave, Suite A
Spokane, WA 99201
509.328.6066

Wenatchee
10 First Street, Suite 116
Wenatchee, WA 98801
509.888.1116

varela-engr.com

Sincerely,

VARELA ENGINEERING & MANAGEMENT

A handwritten signature in black ink, appearing to read "D. Cowger", with a horizontal line extending to the right.

Daniel D. Cowger
Principal

encl: Varela Eng. Scope of Work

Varela Invoice #8029

**Attachement A-2 to Exhibit A
Engineering Scope and Cost Worksheets
SUMMARY**

City of Palouse, WA				
Wastewater System Evaluations and Improvements				6/10/2022
Job No.	Description	Fee Type (1)	Est. Cost	Total
172-03-01	Value Planning Study Technical Assistance	T&E	\$14,923	
172-02-02	WWTP Headworks Upgrade - Design, Plans, Specs, and Bid Documents	T&E	\$38,292	
172-03-02	Preliminary Assessment of Pullman Option (PN-12)	T&E	\$24,148	
172-03-03	Feasibility Evaluation of Geothermal Chilling Option (MT-06)	T&E	\$26,320	
172-02-03	Budget Allowance for Project Mgt and Misc. Assistance	T&E	\$10,000	
TOTAL				\$113,683
Notes: (1) T&E = Time & Expenses; FC = Fixed Cost / Lump Sum				
(2) From EJCDC E500, Exhibit A - Engineer's Services and Exhibit D				

**Attachment A-2 to Exhibit A
Engineering Scope and Cost Worksheets**

City of Palouse, WA		FEE ESTIMATE WORKSHEET						6/10/2022
Wastewater System Evaluations and Improvements		<u>Sen.</u> <u>Engr /</u> <u>Prin.</u>	<u>Engr</u>	<u>Engr</u> <u>Tech</u>	<u>Fund</u> <u>Admin</u>	<u>Proj</u> <u>Asst</u>	<u>Direct</u> <u>Expense</u>	
		\$ 172	\$135	\$118	\$100	\$83		TOTAL
172-03-01	Value Planning Study Technical Assistance							
	Services previously completed and invoiced through 1/29/22 per invoice #8029. See copy of invoice #8029, attached for reference.							\$ 14,923
	Ongoing assistance will be invoiced monthly per T&E basis							
	Additional short term assistance needed include review of VE report and meeting w/ City to discuss/determine next steps and coordination with ECY - est. 8 to 16 hrs - est. \$1,000 to \$2,000. Additional steps beyond to be determined.							
172-02-02	WWTP Headworks Upgrade - Design, Plans, Specs, and Bid Documents							
	<i>This task is for design of improvements to replace City's existing influent screen based on evaluation documented in Aug. 24, 2021 technical memorandum. City selected replacement Option 2. This task also includes upgrading the screen control system and the miscellaneous improvements outlined in the evaluation.</i>							
	Meeting w/ City staff to discuss on system controls, desired operational features, safety features, plant controls, etc. Also, determine other plant parts/equipment to be replaced.	8						\$ 1,376
	Site visit and rag-tape survey of existing dimensions		8	8				\$ 2,024
	Create AutoCAD base map from site visit and available information (design plans, aerial imagery, etc.)			8				\$ 944
	Construction design drawings/details	12	40	40				\$ 12,184
	Prepare technical specifications, contract documents, bid schedule	8	20					\$ 4,076
	Electrical engineering design*						\$ 12,000	\$ 12,000
	<i>Structural (not included--assume no building modifications)</i>							
	Project review meetings (60% and 95% review meetings)--two meetings at 4hrs ea	8						\$ 1,376
	Submit 95% design to ECY for review	4						\$ 688
	Address ECY comments--additional scope if needed will be determined based on actual comments received							
	Internal reviews QA/QC	4						\$ 688
	Final plans/spec revisions	2	8					\$ 1,424
	Update construction cost estimate		4	4				\$ 1,012
	Misc. expenses						\$ 500	\$ 500
	<i>*Electrical engineering subconsultant amount will be adjusted (+/-) based on actual subconsultant proposals.</i>							
	Subtotal	46	80	60	0	0	\$ 12,500	\$ 38,292