



# BUCKLEY CITY COUNCIL AGENDA

Tuesday, February 11, 2025, at 6:00 P.M.

Multi-Purpose Center, 811 Main Street

Next Ordinance #02-25, Next Resolution #25-02, Next Agenda Bill #24-005

Or Via Zoom:

<https://us02web.zoom.us/j/83366597529?pwd=N2hMTmh5eEZ4TGpJd2dpbFp0cnkvdz09>

Call-in Number: 253-215-8782

Meeting ID: 833 6659 7529 Meeting Passcode: 863441

---

## A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll call
3. Agenda Modifications
4. Announcements, Appointments and Presentations

## B. PUBLIC COMMENTS - *Time Limit of Three Minutes* (Citizens wishing to speak are Encouraged to sign up at City Hall by Wednesday prior to the Council Meeting)

## C. COMMITTEE REPORTS

1. Mayor's Report	Burkett
2. Planning Commission	Arsanto

## D. CONSENT AGENDA

- a. Approve Minutes of December 10, 2024, City Council Meeting
- b. Claims & Payroll

## E. REGULAR AGENDA

### 1. RESOLUTIONS

- a. RES No. 25-\_\_\_\_: Amending 2025 Taxes, Rates, & Fees Schedule

### 2. NEW BUSINESS

- a. Water System Plan Update – Engineering Services Proposal
- b. Facility Use Agreement between DSHS/Rainier School and City of Buckley Fire
- c. Facility Use Agreement between DSHS/Rainier School and City of Buckley Police

## F. STAFF REPORTS

1. City Administrator Update

## G. PUBLIC COMMENTS - *Time Limit of Three Minutes*

## H. COUNCIL MEMBER COMMENTS & GOOD OF THE ORDER

## I. ADJOURNMENT

## **B. PUBLIC COMMENTS**

## **C. COMMITTEE REPORTS**

# **D. CONSENT AGENDA**

**City Council**  
**December 10, 2024**

Mayor Burkett called the regularly scheduled meeting to order at 6:02 PM.

Upon roll call the following members were present: Smith, Anderson, Arsanto, Burbank, Bergerson, Bender (via Zoom) and Green

Also present were: City Administrator Brunell, Finance Director Hines, Public Works Director Banks, Director of Parks & Recreation Snodgrass, Utility Worker Lead Rice, Police Records Clerk Burkett, Support Services Officer Sutphin, Senior Planner Farnsworth, Police Chief Alfano, Utility Worker Chalcraft, Mechanic Summers, Utility Worker Reedy, Permit Tech Rohner, Utility Worker Meier, Police Records Clerk VanWieringen, Utility Worker Wilson, WWTP Operator Baker, Public Works Supervisor Dansby, Utility Worker Seaberg, and City Clerk Zumeck

Mayor Burkett asked if there were any other additions, deletions, or changes to the amended agenda.

**Council member Smith moved to approve the agenda as amended. Council member Arsanto seconded the motion. Motion carried.**

**Announcements, Appointments, and Presentations:**

Mayor Burkett announced that we need to formally cancel the December 24, 2024, City Council meeting.

**Council member Smith moved to cancel the December 24, 2024, City Council Meeting. Council member Anderson seconded the motion. Motion carried.**

**CITIZEN PARTICIPATION**

**James Ricks-** Mr. Ricks wanted to thank the Maintenance Department for fixing the sidewalk outside the Senior Center.

**Tony Frascone –** Mr. Frascone stated that he was the representative for the Union and came tonight to ask for the Council's support in getting the Union a fair contract.

**Leon Miller –** Mr. Miller shared that he loves working for the City of Buckley and he hopes we come up with some creative ways to get the contract passed.

**Carolyn Harding** – Ms. Harding shared that she will be the new President of the Chamber of Commerce and she wanted to thank Ali Santman for her service in the role. She also wanted to thank those that came out to the grand opening of McDonalds. Lastly she shared that the Chamber does not have a position on the Union contract but she did want to let them know that they should have chosen a better time and place to picket then at a community event or a business grand opening.

## COMMITTEE REPORTS

### **Senior Citizens Advisory Commission:**

Council member Bergerson shared that the Commission met on December 4<sup>th</sup> and discussed the following topics:

- Freezer update
- Senior Center Staffing Timeline
- Comp Plan update – Low Income Senior Housing
- Bus Transportation in Buckley & East Pierce County
- Senior Center Hours of Operation
- 2025 Workplan and Meeting Dates
- 2025 January and February activities.

### **Planning Commission:**

Council member Arsanto shared that the Commission met on December 2<sup>nd</sup> and discussed the following topics:

- PSRC Comment Letter
- Commerce Checklist
- Latest Comp Plan Revisions (PSRC & Commerce Compliance)

## CONSENT AGENDA

**Council Member Smith moved to approve the Consent Agenda. Council member Green seconded the motion. Motion carried.**

Payroll check numbers 41463 through 41489 in the amount of \$131,307.84, and ACH payroll in the amount of \$470,183.54; and Claim check numbers 68686 through 68730 in the amount of \$410,968.11 for November 13, 2024, through December 10, 2024, are hereby approved and ordered paid this 10<sup>th</sup> day of December 2024.

Approve Minutes of June 11, 2024, City Council Meeting

## REGULAR AGENDA

### ORD No. 16-24: 2024 Year-End Budget Adjustments

Council member Burbank moved to Approve ORD No. 16-24, Amending the 2024 City Budget. Council member Smith seconded the motion. Upon roll call vote, motion carried 6/0.

### ORD No. 17-24: Adopting the 2025 City Employee Salary Scale

Council member Burbank moved to Approve ORD No. 17-24, Adopting the 2025 City Employee Salary Scale. Council member Smith seconded the motion. Upon roll call vote, motion carried 6/0.

Council member Bender joined the meeting via Zoom.

### ORD No. 18-24: Adopting the Comprehensive Plan

Council member Arsanto moved to Approve ORD No. 18-24, Adopting the Comprehensive Plan with Revisions on Pages 46-51 and 86-89. Council member Anderson seconded the motion. Upon roll call vote, motion carried 7/0.

### ORD No. 19-24: Amending Buckley Municipal Code to Regulate Camping in Public Spaces

Council member Arsanto moved to Approve ORD No. 19-24, Amending Buckley Municipal Code to Regulate Camping in Public Spaces. Council member Smith seconded the motion. Upon roll call vote, motion carried 7/0.

### RES No. 24-10: Amending the City Taxes, Rates and Fees Schedule (Revision #3)

Council member Burbank moved to Approve RES No. 24-10, Amending the City Taxes, Rates, and Fees schedule (Revision #3). Council member Green seconded the motion. Motion carried.

### RES No. 24-11: Establishing a Small Public Works Roster Process to Award Public Works Contracts, and a Consulting Services Roster for Architectural, Engineering and Other Professional Services

Council member Arsanto moved to Approve RES No. 24-11, Establishing a Small Public Works Roster Process to award Public Works Contracts, and a Consulting Services Roster for Architectural, Engineering and other Professional Services. Council member Burbank seconded the motion. Motion carried.

## STAFF REPORTS

### **City Administrator Update:**

City Administrator Brunell shared that the City Hall remodel project is still on schedule and electrical and HVAC should start next week.

## CITIZEN PARTICIPATION

**Chloe Mickelson** – Ms. Mickelson wanted to share a thank you to the Senior Citizens, she has received many letters of thanks since she resigned from the Senior Center.

### **Council Member Comments & Good of the Order:**

**Council member Smith** – Council member Smith shared that the Council heard a threat from the Union that the employees are going to strike if they don't have a contract before the end of the year. He wanted to remind the Council that it is illegal for public employees to strike. He also shared his frustration with the employees picketing at the Tree lighting.

**Council member Burbank** – Council member Burbank shared that she has served as the Treasurer of her Union and she has seen Enumclaw and Bonney Lakes contracts and feels that Buckley was more substantial and is the highest the employees have seen.

**Council member Bergerson** – Council member Bergerson asked if the City could put a flag back up at City Hall even during the remodel.

**Mayor Burkett announced that Council would be going into a Closed Session once the Council meeting adjourns to discuss Collective Bargaining Agreement Negotiations so everyone will need to leave the Council Chambers after adjournment.**

Council member Smith moved to adjourn. Council member Arsanto seconded the motion. Motion carried.

With nothing further the meeting was adjourned at 6:33 PM.

---

Mayor

---

City Administrator

Prepared by: Treva Zumeck, City Clerk

CITY OF BUCKLEY			
Payroll and Claims/Treasurer Checks - January 2025			
February 11, 2025 Council Meeting			
FUND #	FUND NAME	AMOUNT	ITEM
001	General Fund	\$ 319,631.63	Payroll
		\$ 749,615.77	Claims/Treasurer Checks
003	GF Cumulative Reserve	\$ -	Claims/Treasurer Checks
004	Cemetery	\$ -	Claims/Treasurer Checks
007	Police Equip. Maintenance Reserve	\$ -	Payroll
		\$ 49.27	Claims/Treasurer Checks
008	Railroad ROW	\$ 741.03	Payroll
		\$ -	Claims/Treasurer Checks
030	Fire Equipment & EMS Reserve	\$ -	Claims/Treasurer Checks
035	Park Construction	\$ 12,551.75	Claims/Treasurer Checks
101	Street Operations	\$ 4,433.00	Payroll
		\$ 9,460.77	Claims/Treasurer Checks
102	Street Capital Improvement	\$ -	Claims/Treasurer Checks
103	Transportation Benefit District	\$ -	Claims/Treasurer Checks
105	EMS	\$ 23,536.32	Payroll
		\$ 5,320.05	Claims/Treasurer Checks
109	Criminal Justice		Payroll
			Claims/Treasurer Checks
134	Fire Dept Facility Maint & Cap Imp	\$ 50.85	Claims/Treasurer Checks
136	Visitor Promotion	\$ 1,011.61	Claims/Treasurer Checks
202	Fire Station Construction Bond	\$ -	Claims/Treasurer Checks
307	Capital Improvement	\$ 263,829.48	Claims/Treasurer Checks
308	Comp Plan Capital Improvements		Payroll
		\$ -	Claims/Treasurer Checks
401	Natural Gas Operations	\$ -	Claims/Treasurer Checks
402	Water Sewer Operations	\$ 93,383.50	Payroll
		\$ 83,498.82	Claims/Treasurer Checks
403	Solid Waste	\$ 2.31	Claims/Treasurer Checks

FUND #	FUND NAME	AMOUNT	ITEM
405	Sewer Construction	\$ -	Claims/Treasurer Checks
406	Water Construction	\$ -	Claims/Treasurer Checks
407	Storm Drain Operation & Maint	\$ 24,690.09	Payroll
		\$ 10,866.64	Claims/Treasurer Checks
408	Stormwater Construction	\$ -	Claims/Treasurer Checks
430	Utility Equipment Reserve	\$ -	Claims/Treasurer Checks
631	Municipal Court Trust	\$ -	Claims/Treasurer Checks
632	Custodial Activities	\$ 3,143.34	Claims/Treasurer Checks
	Total Payroll	\$ 466,415.57	
	Total Claims & Treasurer Checks	\$ 1,139,400.66	
	Date Approved by Council -		Finance Director, Sandi Hines
Payroll =	January- mid-month draw & end of month		
Claims =	January - all batches		

## **E. REGULAR AGENDA**



# CITY COUNCIL AGENDA BILL

City of Buckley  
PO Box 1960  
Buckley, WA 98321

ITEM INFORMATION		
<b>SUBJECT:</b>  <b>RES No. 25-____: Amending the City Taxes, Rates and Fees Schedule (Revision #1)</b>	<b>Agenda Date:</b> February 11, 2025	<b>AB25-005</b>
Cost Impact: N/A	Department/Committee/Individual	Created
Fund Source: N/A	Mayor	X
Timeline: N/A	City Administrator	X
	City Attorney	X
	City Engineer	
	City Clerk	X X
	Finance Dept	
	Building Official	
	Fire Dept	
	Parks & Recreation	
	Building & Planning	X
	Police Dept	
	Municipal Court	
	PW/Utilities	X
<b>Staff Contact:</b> City Administrator Brunell and Public Services Director Banks		
<b>Attachments:</b> Resolution and Amended Taxes, Rates, & Fees		
<b>SUMMARY STATEMENT:</b> The attached Resolution is the update the City's Comprehensive Taxes, Rates and Fees Schedule. The proposed changes are highlighted in yellow with blue font on the attached exhibit. The changes are items that we did not have updated 2025 fees for yet.		
<b>COMMITTEE REVIEW AND RECOMMENDATION:</b>		
<b>RECOMMENDED ACTION:</b> MOVE to Approve Resolution No. 25-02 Amending the City's 2025 Comprehensive Taxes, Rates and Fees Schedule, Revision #1		
RECORD OF COUNCIL ACTION		
<b>Meeting Date</b>	<b>Action</b>	<b>Vote</b>

**CITY OF BUCKLEY, WASHINGTON**

**RESOLUTION NO. 25-\_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUCKLEY, PIERCE COUNTY,  
WASHINGTON REVISING THE COMPREHENSIVE TAXES, RATES AND FEES SCHEDULE.**

---

**WHEREAS**, through the adoption of Resolution 08-05, the City Council established a comprehensive schedule of taxes, rates and fees for the City; and

**WHEREAS**, subsequently the comprehensive schedule of taxes, rates and fees has been amended to update taxes, rates and fees on an as needed basis; and

**WHEREAS**, when the City adopted the 2025 Taxes, Rates, and Fees Schedule, not all information was available; and

**WHEREAS**, the City needs to update fees to 2025 rates.

**NOW THEREFORE BE IT RESOLVED** that the City Council of the City of Buckley hereby repeals and replaces the "City of Buckley Taxes, Rates and Fee Schedule" adopted by Resolution No. 24-10 with Exhibit A attached hereto and incorporated by this reference as if set forth in full.

Introduced, passed and approved this 11<sup>th</sup> day of February 2025.

---

Beau Burkett, Mayor

ATTEST:

---

Treva Zumek, City Clerk

**APPROVED AS TO FORM:**

---

Phil Olbrechts, City Attorney

Posted: \_\_\_\_\_

**EXHIBIT A**  
**CITY OF BUCKLEY TAXES RATES & FEES 2025 (RES No. 25-\_\_, Revision #1)**

<b>DESCRIPTION</b>		<b>TAX, RATE OR FEE</b>
<b>Administrative Fees</b>		
Pierce County Auditor Recording	Cost	
Copy charge – Per Page – 8 ½ X 11, 8 ½ X14, and 11X17 paper sizes.	\$0.15/page	
Scanned Records	\$0.10/page	
Electronic Records	\$0.05/per each electronic file or attachment	
Audio or Video Tapes	\$10.00	
Computer Disks and/or USB Flash Drive	\$10.00	
Oversized Plans, Aerial Photos, Drawings, and Maps (Black and White)	Cost	
Color GIS Plotted Maps	Cost	
Other Documents	Cost	
Public Notice	Cost	
Returned Check Fee	\$25.00	
Rejected Credit Card Fee	\$35.00	
Notary Services	\$5.00/notarized document	
Passport Processing Fee	\$35.00	
Passport Photo Services	\$15.00	
Adult Passport Renewal <b>(Form DS-82)</b> Mailing & Convenience Fee	\$15.00	Reviewing the application for completeness, the priority mail envelope, priority mail label and postage fee.
Administrative Fee	12.00% of associated staff time	
<b>Business Licenses and Special Events</b>		
<b>Special Event Permit</b>	\$25.00 Application Fee per Application	\$100.00*

**EXHIBIT A**  
**CITY OF BUCKLEY TAXES RATES & FEES 2025 (RES No. 25-\_\_, Revision #1)**

\*Note: In addition to the Special Event Permit fee listed above, the special event applicant shall pay to the City all additional costs incurred by the City that are associated with the event, including security and law enforcement, traffic control, street closures, street & parking lot sweeping, garbage pickup, sani-cans, etc. Hourly rates for determining fee will be based on rates listed within this document.

<b>Business License</b>		
Resident Business License	\$90.00	
Non-Resident business License	\$90.00	
Annual Renewal (Due in Conjunction with Renewal of State Business License)	\$90.00	
<b>Facility Rentals</b>		
<b>Buckley Hall Classification</b>		
<b>Classification</b>	<b>Qualified Organization</b>	<b>Fee &amp; Deposit Information</b>
Classification A	Meetings or activities sponsored by the City of Buckley and its various departments.	100% waiver of all fees.
Classification B	Organizations with user agreements and memorandums of understanding that include use of Buckley Hall	Rates & fees for the space will be identified in the agreements. Follow Classification C for any events or rentals that are not outlined in formal agreements.
Classification C	501(c)3 Non-profit organizations that support the Buckley area community.	Deposits or proof of insurance required. Fees are reduced in fee structure.
Classification D	General Rental (This includes private events and commercial activities).	No waiver of any fees and deposits are required. Insurance may be required for qualifying events.
Classification M	Memorial services and funeral receptions for Buckley residents planned less than 30 days in advance, booking on an open calendar day.	\$100 (for 4 hours) plus \$50 per additional hour (Deposit required).
<b>Buckley Hall Rates</b>		

**EXHIBIT A**  
**CITY OF BUCKLEY TAXES RATES & FEES 2025 (RES No. 25-\_\_, Revision #1)**

<b>Day of the Week</b>	<b>General Rate – Classification D</b>	<b>Non-Profit Rate – Classification C</b>
Monday – Thursday	Hourly Rate: \$50 (4 hour minimum)	Hourly Rate: \$10 (no minimum hours).
Friday	Hourly Rate: \$125 (4 hour minimum)	Hourly Rate: \$50 (2 hour minimum).
Saturday & Sunday	Full Day Rental: \$1,000 (8AM – Midnight). Hourly Rate: \$125 (6 hour minimum).	Full Day Rental: \$600 (8AM – Midnight). Hourly Rate: \$75 (6 hour minimum).
Federal or Observed Holidays	\$100 Additional Fee	\$100 Additional Fee
Rental Deposit (Refundable)		\$350 without alcohol \$750 with alcohol
<b>Multi-Purpose Center (same classifications as Buckley Hall)</b>		
	General Rate – Classification D	Non-Profit Rate – Classification C
Monday – Friday	Hourly Rate: \$40.00	Hourly Rate: \$10.00
Saturday – Sunday	Hourly Rate: \$100.00 (3 hour minimum)	Hourly Rate: \$75.00 (3 hour minimum)
Federal or Observed Holidays	\$100.00 Additional Fee	\$100.00 Additional Fee
Use of Kitchen	\$50.00 (Per Rental Day)	\$25.00 (Per Rental Day)
Rental Deposit	\$350.00	\$350.00
<b>Youth Activity Center (same classifications as Buckley Hall)</b>		
	General Rate – Classification D	Non-Profit Rate – Classification C
Monday – Friday	N/A	Hourly Rate: \$10.00
Saturday – Sunday	N/A	Hourly Rate: \$75.00 (2 hour minimum)
Rental Deposit	N/A	\$350.00
<b>Buckley Fire Department Classroom Classification and Rates</b>		
<b>Classification</b>	<b>Qualified Organization</b>	<b>Fee &amp; Deposit Information</b>
Classification A	City of Buckley or Firefighters Association sponsored meetings or activities.	100% waiver of all fees

**EXHIBIT A**  
**CITY OF BUCKLEY TAXES RATES & FEES 2025 (RES No. 25-\_\_\_, Revision #1)**

Classification B	Organizations with user agreements and memorandums of understanding that include use of Fire Station.	Rates & fees for the space will be identified in the agreements. Follow Classification C for any events or rentals that are not outlined in formal agreements.
Classification C	501(c)3 Non-profit organizations that support the Buckley area community.	Deposits or proof of insurance required.
<b>Rates</b>		
<b>Day of the Week</b>	<b>Non-Profit Rate – Classification C</b>	
Monday – Friday	Hourly Rate: \$10 (no minimum hours).	
Saturday & Sunday	Full Date Rental: \$600 (8AM – 8PM) Hourly Rate: \$75 (3 hour minimum)	
Federal or Observed Holidays	\$100 Additional Fee	
Rental Deposit (Refundable)	\$350	
<b>Public Peace Safety &amp; Morals</b>		
<b>Concealed Pistol Permit</b>		
Original	\$48.00	
Replacement	\$10.00	
Renewal (up to 90 Days before)	\$32.00	
Late Renewal (up to 90 days after)	\$42.00	
<b>Fingerprinting</b>		
One Card	\$10.00	
Two Cards	\$15.00	
<b>Body-Worn Camera or In-Car Video</b>		
Where redacting, altering, distorting, pixelating, suppressing, or otherwise obscuring any portion of a body-worn camera or in-car video is necessary as allowed under RCW 42.56.240(14)	\$52.00 per hour – prorated charge applies for less than full hour.	
Gross Misdemeanor	Fine Not to exceed \$5,000 or by confinement in jail for a term not to exceed 364 days or by both such fine and confinement.	

**EXHIBIT A**  
**CITY OF BUCKLEY TAXES RATES & FEES 2025 (RES No. 25-\_\_, Revision #1)**

Misdemeanor	Fine not to exceed \$1,000 or by confinement in jail for a term not to exceed 90 days or by both such fine and confinement.			
Infraction	(a) Payment of a fine of not more than \$250.00 for each day of noncompliance; (b) Payment of court costs as defined by rule or statute; (c) Payment to the prevailing party of its reasonable attorneys' fees as allowed by RCW 7.80.140.			
Parking	Parking infractions are punishable by a \$50 fine for each offense.			
<b><u>Animals</u></b>				
<b>Licenses</b>				
Unaltered – not sterilized, spayed or neutered – dogs or miniature pigs	\$30.00 per year; seniors age 60 and older, \$15.00 per year.			
Altered – Sterilized, spayed or neutered – dogs or miniature pigs	\$20.00 per year; seniors age 60 and older, \$10.00 per year.			
Identification Tags "only"	\$15.00; seniors age 60 and older, \$10.00			
Replacement of Metal Tags	\$5.00			
Exemption from Fee	Guide or Service Dogs			
<b>Impound: Redemption Fees</b>				
Daily Maintenance Fee	\$12.00/day			
Redemption Fee				
First Impound of an Animal	\$50.00			
Second Impound of an Animal	\$75.00			
Third or Greater Impound of Animal	\$100.00			
Note: Total Fee consists of both Redemption and Daily Maintenance Fee.				
Kennel License	\$50.00			
Annual Renewal Fee	\$50.00			
<b><u>Cemetery</u></b>				
Grave Sites				
Regular Lots				

**EXHIBIT A**  
**CITY OF BUCKLEY TAXES RATES & FEES 2025 (RES No. 25-\_\_, Revision #1)**

Adult Size Lots	\$1,725.00	
Upright Monument Lots	\$3,000.00	
Child Size Lots	\$300	
Urn Lots		
In-Ground Urn Lot	\$600.00	
Urn Garden Lots (The Ridge)		
Dogwood Section (Single ground plot) – In-Ground Urn Lot	\$900.00	
Alder, Birch & Cedar Sections (Double ground plot) – In-Ground Urn Lot	\$1,400.00	
Bench Plots (Up to 4 Urns)* Space for Bench (Must add cost of bench)	\$1,550.00	
<p>*Note: Bench Plots are designated by the Cemetery Caretaker within the Ridge Area and require purchase of bench, foundation, and installation from the cemetery maker office. Each additional inurnment and inscription will be charged separately at current pricing at the time of need.</p>		
Niche Wall Containers (Old Glory Niche Pavilion)		
Niche (Top Row) – Single Niche Space	\$2,070.00	
Niche (2 <sup>nd</sup> and 3 <sup>rd</sup> Rows) – Single Niche Space	\$1,840.00	
Extended Land Use (each)**	50% of lot Price and 15% of Extended Use Fee	Price + Fee
<p>**Note: Cremated remains may be interred upon an existing single grave when the individual remains to be interred are related to the lot owner. Number of second right usages allowed to be interred on a single grave site shall be limited pursuant to BMC 4.20.060.</p>		
<b>Parks &amp; Recreation Department Fees</b>		
Recreation Program Fees**		

**EXHIBIT A**  
**CITY OF BUCKLEY TAXES RATES & FEES 2025 (RES No. 25-\_\_, Revision #1)**

Youth Classes/Programs	TBA – Instructor Cost, supply cost, plus 20%*	
Adult Classes/Programs	TBA – Instructor Cost, supply cost, plus 20%*	
Family Classes/Programs	TBA – Instructor Cost, supply cost, plus 20%*	
Drop-In Classes	TBA – Drop-In Rate plus 20%*	
<b>*Note: Contract Instructors</b> – Any contract instructor charging for their services or classes is required to pay the City of Buckley 20% of all program enrollment fees charged. The instructor is responsible for providing their own class supplies and needed materials.		
Veteran's Monument Commemorative Bricks*	\$150.00	*(Note: Price includes 3 lines of text up to 16 characters per line.)
<b>Fire Department Fees</b>		
Live Fire Training Facility	\$650 per day, up to 8 hours. \$50 for each additional hour.	
Recovery Costs for Emergency Response	Washington State Association of Fire Chiefs (WSAFC) Rate Schedule	
<u>Cardiopulmonary Resuscitation (CPR), First-Aid (FA) and Bloodborne Pathogens (BBP) classes</u>		
*Residents		
First-Aid Only	\$30.00	
CPR Only	\$30.00	
BBP	\$20.00	
Combo CPR & FA	\$30.00	
Non-Residents		
First-Aid Only	\$40.00	
CPR Only	\$40.00	
BBP	\$40.00	
Combo CPR & FA	\$40.00	
*Includes individuals currently employed at a business located within the City of Buckley who are taking a community offered class as a requirement of their employment, will be charged the Resident fee.		
Ambulance Service Fees		
Ambulance Event Standby Fees (hourly rate charged portal-to-portal; overtime rate (x1.5) applies for each hour after twenty-four hours		

**EXHIBIT A**  
**CITY OF BUCKLEY TAXES RATES & FEES 2025 (RES No. 25-\_\_, Revision #1)**

BLS Ambulance	\$112.60 per hour	
ALS Ambulance	\$142.46 per hour	
<u>Basic Life Support (BLS)</u> <u>Emergency Response</u>		
Per Patient Call plus mileage charge of \$34.38/loaded patient mile		\$1,218.80 + mileage charge
<u>Advanced Life Support (ALS)</u> <u>– Emergency Response</u> <u>Level 1</u>		
Per Patient Call plus mileage charge of \$34.38/loaded patient mile		\$1,705.28 + mileage charge
<u>Emergency Response Level</u> <u>2</u>		
<b>Automatic Fire Sprinkler Systems**</b>		
New Systems Installation		
NFPA 13 System	\$350 per riser plus \$3.50 per sprinkler head	
NFPA13D System	\$125 per living unit	
NFPA 13R System	\$350 per system up to 25 sprinkler heads and then add \$3.50 per sprinkler head for >25 sprinkler heads; plus \$60 per hose outlet.	
Existing System Modifications		
NFPA 13 System	\$150 up to 6 sprinkler heads plus \$3.50 per sprinkler head >6 heads	
NFPA 13D System	\$750 up to 6 sprinkler heads plus \$3.50 per sprinkler head >6 heads	
NFPA 13R System	\$150 up to 6 sprinkler heads plus \$3.50 per sprinkler head >6 heads	
Automatic Fire Alarm Systems**		

**EXHIBIT A**  
**CITY OF BUCKLEY TAXES RATES & FEES 2025 (RES No. 25-\_\_\_, Revision #1)**

New System Installation	\$250.00 plus \$2.50 per device ("device" includes each initiating and signaling appliance).	
Existing System Modifications	\$95 up to 10 devices plus \$2.50 per device >10 devices.	
<u>Other Fire Protection Systems and Components**</u>		
Commercial Cooking Hood & Duct Suppression System	\$225 – new installation (per system) \$65 – modifications to an existing approved system.	
Fire Pumps	\$47 – per pump	
Standpipe System	\$375 – for up to 6 outlets plus \$60 per outlet >6	
Private Underground Fire Service Main	\$150 – new installation up to 100 lineal ft. plus \$0.50 per ft. >100 lineal ft.	
Private Fire Hydrant	\$95 – per fire hydrant	
Smoke Control Systems	\$95 – per shaft or plenum	
Pre-Engineered Fire Protection Systems	\$225 – new installation (per system) \$65 – modifications to an existing approved system.	
Underground Storage Tank Decommission or Removal	\$120: 500 gallons or less  \$135: 501 – 1,000 gallons  \$250: 1,001 – 3,000 gallons  \$295: >3,000 gallons	
Above Ground Fuel Storage Tank	\$150: 1,000 gallons or less  \$175: 1,001 – 2,000 gallons  \$200: >2,000 gallons	

**EXHIBIT A**  
**CITY OF BUCKLEY TAXES RATES & FEES 2025 (RES No. 25-\_\_, Revision #1)**

Underground Fuel Storage Tank	\$200: 1,000 gallons or less plus \$75 per dispensing station	
	\$250: 1,001 – 2,000 gallons plus \$75 per dispensing station	
	\$300: >2,000 gallons plus \$75 per dispensing station	
LP-Gas tank when installed for use as a dispensing station	\$200: 1,000 gallons or less plus \$75 per dispensing station	
	\$250: 1,001 – 2,000 gallons plus \$75 per dispensing station	
	\$300: >2,000 gallons plus \$75 per dispensing station	
Electronic Access Gates	\$75 per gate	
Retail Fireworks Stand Permit (per year per stand)	\$125: "For Profit" seller \$25: "Non-Profit" seller (must be verified)	
Pyrotechnic Fireworks Display	\$150 per event	
Marijuana Extraction System	\$375 per system	
**Established fees include the original review, permit, and related inspection(s) performed by the Fire Department. This fee is based on one inspection and one re-inspection to verify compliance. Additional inspections for the same inspection type will be charged in accordance with the following.		
2 <sup>nd</sup> Re-inspection	\$100.00	
3 <sup>rd</sup> and subsequent re-inspections	\$250.00 per inspection	
**One submittal will be processed under the initial permit, review and inspection fees. An hourly rate of \$70 per hour will be charged for additional review time for revisions that have already been plan reviewed, with a minimum one-hour charge.		
<u>Commercial Occupancy Annual Fire Safety Inspections</u>		
-Initial Inspection	No Charge	

**EXHIBIT A**  
**CITY OF BUCKLEY TAXES RATES & FEES 2025 (RES No. 25-\_\_, Revision #1)**

-First Re-Inspection	No Charge	
-Second Re-Inspection	No Charge	
-Third Re-Inspection	\$50.00	
-Fourth and Subsequent Re-Inspections	\$100.00	
Fire Code Appeals	\$860.00	
<u>Manufactured Home Installation Fees</u>		
Installation Permit	Per BMC 16.06.020 (23)	
Inspection Fees	Per BMC 16.40.050	
Canopy Permit Fee	Per BMC 16.80.040	

**UTILITIES**

<b>Water &amp; Sewers</b>		
Waterline Connection	Time and Material	
Inspection Fee	\$65.00	
Water Meter, Setter and Vault Fee	Cost of Components	
<u>Water Rates and Charges</u>		

For the base (minimum) service, including water usage from zero to 200 cubic feet per month according to meter size and location within the corporate limits of the City:

<b>Meter Size</b>	<b>2025</b>	
	<b>Within City</b>	
Up to $\frac{3}{4}$ "		\$32.73
1"		\$41.50
1-1/2"		\$59.64
2"		\$89.61
3"		\$133.05
4"		\$215.84
6"		\$416.36

**EXHIBIT A**  
**CITY OF BUCKLEY TAXES RATES & FEES 2025 (RES No. 25-\_\_, Revision #1)**

8"	\$1,020.06	
10"	\$2,499.60	
12"	\$6,123.13	
Users outside the City limits shall pay the monthly charges set forth plus a surcharge of 20 percent of the total charge.		
For usage above 200 cubic feet, the following rates are imposed for each 100 cubic feet of usage according to location within or without the corporate limits of the City:		
The consumption charge per 100 cubic feet (CCF), or any part thereof used, shall be as follows:		
<b><u>Winter</u></b>		<b>2025</b>
Single-family & Multifamily residential	2 – 7 CCF	\$2.53
	7.01 – 15 CCF	\$3.05
	Over 15 CCF	\$3.63
Commercial/Industrial		\$2.67
Schools		\$2.51
Winter rates will be reflected on bills covering October 1 <sup>st</sup> through May 31 <sup>st</sup> .		
<b><u>Summer</u></b>		<b>2025</b>
Single-family & Multifamily residential	2 – 7 CCF	\$2.53
	7.01 – 15 CCF	\$3.37
	Over 15 CCF	\$4.40
Commercial/Industrial		\$2.67
Schools		\$2.67
Summer rates will be reflected on bills covering June 1 <sup>st</sup> through September 30 <sup>th</sup> .		
<b>Agricultural Rate</b>		
Potable/Treated	CCF	\$1.90
Non-Potable/Untreated	CCF	\$0.22
C. Multiple Residential Units		

**EXHIBIT A**  
**CITY OF BUCKLEY TAXES RATES & FEES 2025 (RES No. 25-\_\_, Revision #1)**

1. The water availability charge for a connection serving multiple residential units shall be the availability charge set forth above, multiplied by the number of dwelling units connected to the meter as follows:

- a) Each duplex unit will be billed as though separately connected to the water main, based on  $\frac{3}{4}$ " meter rates.
- b) In the case of apartment/trailer courts having one meter, each unit will be billed as though separately connected to the water main, occupied or not, based on  $\frac{3}{4}$ " meter rates.
- c) In the case of building lots which have been granted a use permit to allow more than one dwelling on one service meter, each dwelling unit will be billed as though separately connected to the water main, based on  $\frac{3}{4}$ " meter rates.

2. There shall be only one water meter for each building housing multiple units.

D. Commercial and Industrial Buildings. Where all commercial or industrial buildings connected to a single service are used in the same business under single management, billing shall be made as for a single building.

E. Special Use Charge. Special purpose use of water from fire hydrants or stand pipes shall be \$50.00 plus \$2.33 per 100 cubic feet for all water used inside the City limits and \$60.00 plus \$2.79 for all water used outside City limits.

F. In the event a customer is not connected to a meter service, or a meter has broken, become out-of-order or fails to accurately meter actual water usage, the customer shall be charged the base or minimum charge, together with an estimated charge for the water used at the premises, based upon the average usage for the corresponding month of the preceding year, averaged over a three-month period including the preceding and following month. In the event there is no prior history for the preceding year, the charge shall be based upon the average water usage for the month for all customers of the municipal water supply system in the same service class.

Shut-off Dispatch Fee	\$55.00/Water	
-----------------------	---------------	--

All charges and/or fees for water service are due and payable at the office of the City Administrator by the fifteenth of every month (due date). If payment is not received within five (5) days of the due date, the account shall become delinquent. On or about the first of every month, a notice shall be sent to the customer noting the balance due, including any penalties and interest. After the City sends a notice of delinquency on the account, the customer must pay any delinquent amounts within 15 days or services may be disconnected. Any water service account that has been deemed delinquent shall be assessed a late penalty of 5 percent of the delinquent amount. The utility billing clerk shall, not later than the fifteenth day of each following month, furnish to the Public Works Director a list of all meters in which water service accounts are delinquent.

After water service accounts become delinquent, the Public Works Director shall cause to be shut off the service to the premises affected by such delinquency, and the water service shall not be turned on again until all, or if less, at least four months of delinquent charges, interest and fees, including a fee established by Resolution of the City Council for the cost of issuing the shut-off notice and dispatching the City crew, is paid in full to the City Administrator's office.

Water System – General Facility Charge		
--	--	--

**EXHIBIT A**  
**CITY OF BUCKLEY TAXES RATES & FEES 2025 (RES No. 25-\_\_, Revision #1)**

For each single-family residence	\$8,695.60 \$8,948.04	
For each multi-family and/or accessory dwelling	\$6,523.09 \$6,712.91	
For all other uses	\$8,695.60 \$8,948.64	

\*Each “equivalent residential unit” means 265 gallons per day; provided, that every use shall be assumed to be at least one equivalent residential use. Gallons per day for any use shall be established by reference to the City of Buckley sewer flow factors – BMC 14.10.016. The general facility charges for the water system identified in this section will be automatically increased each year on January 1<sup>st</sup>, compared to the prior year, by the percentage reflected in the Seattle ENR Construction Cost Index (CCI).

**Standard Charges For Backflow Prevention Services Performed by the City shall be:**

Initial inspection of backflow prevention assemblies	No Charge
Re-inspection of backflow prevention assemblies not installed as required by the City	\$35.00 for the first assembly and \$25.00 for each additional assembly at the same address and on the same date.
Mailing reminder notices to customers that have not provided acceptable proof of the annual testing of backflow prevention assemblies	\$35.00 for each additional notice mailed for each month past due.
Mailing reminder notices to customers who did not install backflow prevention assemblies as required by the City	\$35.00 for each additional notice mailed.
<b>Sewer</b>	
Residential Building Sewer Permit	\$72.00
Commercial Building Sewer Permit	\$72.00
Industrial Building Sewer Permit	\$104.00
Sewer Connection Charge	Time and Material
<b>Rates Designated</b>	
For a single-family residence	\$77.99/month
For multi-family and/or accessory residences	\$65.89 per unit/per month

**EXHIBIT A**  
**CITY OF BUCKLEY TAXES RATES & FEES 2025 (RES No. 25-\_\_, Revision #1)**

Senior Housing Units per Table 14.10.016(5)	\$19.50 per unit/per month	
Non-System Sewage Disposal	\$77.99/900 cubic feet + \$3.05/100 cubic feet excess	
Users outside the City limits shall pay the monthly charges set forth in this section plus a surcharge of 20 percent of the total charge.		
<b>Payment of Fees</b>		
All charges and/or fees for sanitary sewage disposal services are due and payable at the office of the City Administrator by the fifteenth of every month (due date). If payment is not received within five (5) days of the due date, the account shall become delinquent. On or about the first of every month, a notice shall be sent to the customer noting the balance due, including any penalties and interest. After the City sends a notice of delinquency on the account, the customer must pay any delinquent amounts within 15 days or service may be disconnected. Any sanitary sewage disposal service account that has been deemed delinquent shall be assessed a late penalty of 5 percent of the delinquent amount. The utility billing clerk shall, not later than the 15 <sup>th</sup> day of each following month, furnish to the Public Works Director a list of all sanitary sewage disposal service accounts that are delinquent.		
After sanitary sewage disposal service accounts become delinquent, the Public Works Director shall cause to be shut off water service to the premises affected by such delinquency and the water service shall not be turned on again until all, or if less, at least 12 months of delinquent charges and fees, including a fee established by Resolution of the City Council for the cost of issuing the shut-off notice and dispatching the City crew, shall be paid in full to the City Administrator's office.		
<b>Sanitary Sewer – General Facility Charge</b>		
For each single-family residence	\$7,704.75 \$7,928.96	
For each multi-family and/or accessory dwelling	\$5,778.84 \$5,947.00	
For all other uses	\$7,704.75/ea ERU* \$7,928.96/ea ERU*	
*Each equivalent residential unit means 265 gallons per day; provided, that every use shall be assumed to be at least one equivalent residential use. Gallons per day for any use shall be established by reference to the City of Buckley sewer flow factors – Table 14.10.016. The general facility charges for the sanitary sewer system identified in this section will be automatically increased each year on January 1 <sup>st</sup> , compared to the prior year, by the percentage reflected in the Seattle ENR Construction Cost Index (CCI).		
	<b>Base Fee due at intake</b>	

**EXHIBIT A**  
**CITY OF BUCKLEY TAXES RATES & FEES 2025 (RES No. 25-\_\_, Revision #1)**

Utility Latecomer's Agreements	\$\$550 Nonrefundable *Plus	
Latecomer – Administrative fees and recording costs	5% of Amount Proposed for Collection.	
Low-Income Utility Discount Rates	Per BMC 14.16.020	
Storm Sewer Connection	\$\$593/connection*	
*or the actual time and materials cost to connect the storm sewer, whichever is greater.		
Inspection fee	\$68.00	
<b>Storm Sewer Monthly Service Charge</b>		
Single-family residence	\$24.96/residence/month	
Multi-family and/or Accessory residences	\$16.47/residence/month	
Other	\$24.96/ESU*/month	
*ESU for Storm Sewer calculation is defined to mean 8,000 square feet of impervious surface area or 1 SFR.		
<b>Alternative Commercial Service Charge</b>		
Commercial developed parcels	\$24.96/business/month plus \$24.96 for parking whether on-site or off-site.	
<b>Surface Water Management Utility General Facility Charges</b>		
Single-family residence	\$10,138.36 \$10,433.39	
Service Unit	\$10,138.36 \$10,433.39	

**EXHIBIT A**  
**CITY OF BUCKLEY TAXES RATES & FEES 2025 (RES No. 25-\_\_, Revision #1)**

\*ESU for Storm Sewer calculation is defined to mean 8,000 square feet of impervious surface area of 1 SFR.

The general facility charges for surface water management identified in this section will be automatically increased each year on January 1st, compared to the prior year, by the percentage reflected in the Seattle ENR Construction Cost Index (CCI).

**Payment of Fees**

All surface water management utility service charges are due and payable at the office of the City Administrator by the fifteenth of every month (due date). If payment is not received within five (5) days of the due date, the account shall become delinquent. On or about the first of every month a notice shall be sent to the customer noting the balance due, including any penalties and interest. After the City sends a notice of delinquency on the account, the customer must pay any delinquent amounts within 15 days. Any surface water management utility service account that has been deemed delinquent shall be assessed a late penalty of 5 percent of the delinquent amount.

Pursuant to RCW 35.67.200, et seq., the City shall have a lien for delinquent and unpaid stormwater sewer charges. A sewer lien shall be effective for a total not to exceed one year's delinquent service charges without the necessity of any writing or recording of the lien with the County Auditor. Enforcement and foreclosure of any sewer lien shall be in the manner provided by State law. Interest on the unpaid balance shall be eight percent per annum or higher rate as authorized by law.

**STREETS & SIDEWALKS\***

	<b>Intake Fee</b>	<b>Base Fee</b>
Street Vacation Petition	\$73.50	\$262.50
Franchise Application Base Fee	\$0.00	\$2625.00

\*Note: The total fee for which the applicant is responsible shall be the amount of the actual costs incurred by the City during the review process.

<b>Traffic Impact Fees</b>		
<b>ITE Land Use Category</b>	<b>ITE Trip Rate</b>	<b>Impact Fee per Unit</b>
Single-Family Detached Housing	0.99	\$4,146 \$4,761
Low-Rise Multifamily Housing (1-2 floors)	0.56	\$2,345 \$2,693
Mid-Rise Multifamily Housing (3-10 floors)	0.44	\$1,843 \$2,116

**EXHIBIT A**  
**CITY OF BUCKLEY TAXES RATES & FEES 2025 (RES No. 25-\_\_, Revision #1)**

Mid-Rise Residential w/1 <sup>st</sup> Floor Commercial	0.36	\$1,508 \$1,731
Mobile Home Park	0.46	\$1,926 \$2,212
Senior Housing Detached	0.30	\$1,256 \$1,443
Senior Housing Attached	0.26	\$1,089 \$1,250
Congregate Care Facility	0.18	\$754 \$866
Assisted Living	0.26	\$1,089 \$1,250
Recreational Home	0.28	\$1,173 \$1,347
Residential PUD	0.69	\$2,890 \$3,318
Accessory Dwelling Unit (≤450 sf)	0.56	\$2,345 \$2,693
Accessory Dwelling Unit (>450 sf)	0.28	\$1,173 \$1,347
Non-Residential peak pm trip	1.00	\$4,188 \$4,809
<b>Right-of-way Permit Fees *</b>		<b>Base Fee</b>
Type A: Short-Term Use Permit		
-Regular		\$51.55
-Additional*		*See Note

\*Note: Use of portions of right-of-way for special events such as those listed in BMC 13.35.080(A)(3) may be assessed additional charges for City services and equipment including but not limited to overtime incurred by City personnel, the use of Police Officers and Public Works employees for traffic and crowd control, pickup and delivery of traffic control devices, picnic tables, extraordinary street sweeping, and any others as needed, requested or required City service and the cost of operating City equipment to provide such services.

Type B: Disturbance of Right-of-Way Permit		
Minor – Application Fee (nonrefundable base fee)*	\$104.00	
Major – Application Fee (nonrefundable base fee)*	\$516.00	

**EXHIBIT A**  
**CITY OF BUCKLEY TAXES RATES & FEES 2025 (RES No. 25-\_\_, Revision #1)**

\*Note: The permit applicant shall pay to the City all costs incurred by the City that are associated with processing the proposals and/or permits, including consultant costs. City and consultant reimbursables include, but are not limited to staff time for application review, assessment, engineering, plan review, inspections, traffic control, legal, secretarial, administrative costs, cost of publications and other City processing costs; provided, however, that no charge will apply for one pre-application meeting. City will notify the applicant, in writing, of the applicability of hourly charges for further consultation on a project after the pre-application meeting.

-Repair and Replacement Charges		*See Note
<p>*Note: if the City should incur any costs in repairing or replacing any property as the result of the permittee's actions, the costs of repair and replacement will be charged to the permittee. The charges will be for the actual costs to the City.</p>		
Type C: Long-Term Use Permit		
-Application Fee (nonrefundable base fee)*	\$258.00	
-Use Fee	An use fee will be established which incorporates the value of the land used and the length of the use.	
Type D: Franchised Utility Routine Maintenance Permit		
-Regular	\$258.00	
Fee Waiver or Exemption	Subject to BMC 13.35.120 and Administrator Review and Approval	
<b>Permitting, Building &amp; Construction</b>		
<b>Impact Fees</b>		
<b>Impact Fee for Parks &amp; Recreation Facilities</b>	<b>Price per unit</b>	
Single-family homes (includes duplexes)	\$1,624.70	
Multiple-family residential (includes ADU's)	\$1,331.52	

**EXHIBIT A**  
**CITY OF BUCKLEY TAXES RATES & FEES 2025 (RES No. 25-\_\_, Revision #1)**

<b>Impact fee for the White River School District</b>		
Single-family homes (includes duplexes)	\$3,900.00	
Multiple-family residential (includes ADU's)	\$2,100.00	
**Established fees include the original review, permit, and related inspection(s) performed by the associated department. Permit fees are based on one inspection and one re-inspection to verify compliance. Additional inspections for the same inspection type will be charged in accordance with the following:		
Re-Inspection	\$70.00	
3 <sup>rd</sup> and Subsequent re-inspections	\$100.00 per inspection	
Admin Fee	12.74% applied to all planning/ building/ public works permit fees	
<b>Public Works Design and Construction Standards</b>	<b>Base Fee</b>	
<u>Variance from Public Works Standards</u>		
Minor	\$1,939	
Major	\$1,939 + hearing examiner deposit	
<u>Land Disturbing Permit</u>		
<500 Cubic Yards (Lifetime Total)	\$52.00 (nonrefundable fee), plus actual cost of reviewing and processing	
>500 Cubic Yards *plus SEPA Review	\$258.00 (nonrefundable fee), plus actual cost of reviewing and processing.	
Note: The total fee for which the applicant is responsible shall be the amount of the actual costs incurred by the City during the land disturbing permit review process.		
<b>Building Code Fees</b>		
Schedule of permit fees. On buildings, structures, electrical, gas, mechanical, and plumbing systems or alterations requiring a permit, a fee for each permit shall be paid as required, in accordance with the following:		

**EXHIBIT A**  
**CITY OF BUCKLEY TAXES RATES & FEES 2025 (RES No. 25-\_\_, Revision #1)**

<b>Plumbing Fees for plumbing permits and related inspections shall be as set forth below:</b>	
1. For issuing each permit	\$ \$110.00
2. For issuing each supplemental permit	\$22.00
<b>Plus fee per unit outlined below</b>	
3. For each plumbing fixture on one trap or a set of fixtures on one trap (including water, drainage piping and backflow protection therefor)	\$16.50
4. For each water heater and/or vent	\$11.00
5. For each industrial waste pretreatment interceptor including its trap and vent, except kitchen-type grease interceptors functioning as fixture traps	\$11.00
6. For each installation, alteration or repair of water piping and/or water treating equipment	\$16.50/each
7. For each repair or alteration of drainage or vent piping, each fixture	\$11.00
8. <u>For each backflow protective device other than atmospheric-type vacuum breakers:</u>	-
a. Two-inch (51-mm) diameter and smaller	\$11.00
b. Over two-inch (51-mm) diameter	\$16.50
9. For medical gas piping system serving one to five inlet()/outlet(s)	\$55.00
10. For each additional medical gas inlet(s)/outlet(s)	\$6.00
11. For the complete water distribution and drain waste and vent system installed concurrently with the initial construction of a single-family dwelling, and each unit in a duplex	\$220.00
<b>Mechanical Fees for mechanical permits and related inspections shall be set forth below:</b>	
<b>Mechanical Permit Fees</b>	
1. For the issuance of each permit	\$110.00
2. For issuing each supplemental permit	\$16.50
<b>Unit Fee Schedule (in addition to items 1 and 2 above)</b>	

**EXHIBIT A**  
**CITY OF BUCKLEY TAXES RATES & FEES 2025 (RES No. 25-\_\_\_\_, Revision #1)**

3. For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance up to and including 100,000 Btu/h	\$27.50
4. For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to each appliance over 100,000 Btu/h	\$30.00
5. For the installation or relocation of each floor furnace, including vent	\$27.50
6. For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted unit heater	\$27.50
7. For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit	\$16.50
8. For the repair of alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or evaporative cooling system, including installation of controls regulated by the Buckley Municipal Code	\$16.50
9. For the installation or relocation of each boiler or compressor to and including three horsepower, or each absorption system including 100,000 Btu/h	\$16.17
10. For the installation or relocation of each boiler or compressor over three horsepower to and including 15 horsepower, or each absorption system over 100,000 Btu/h and including 500,000 Btu/h	\$29.87
11. For the installation or relocation of each boiler or compressor over 15 horsepower to and including 30 horsepower, or each absorption system over 500,000 Btu/h to and including 1,000,000 Btu/h	\$40.98
12. For the installation or relocation of each boiler or compressor over 30 horsepower to and including 50 horsepower, or for each absorption system over 1,000,000 Btu/h to and including 1,750,000 Btu/h	\$61.00

**EXHIBIT A**  
**CITY OF BUCKLEY TAXES RATES & FEES 2025 (RES No. 25-\_\_\_, Revision #1)**

13. For the installation or relocation of each boiler or refrigeration compressor over 50 horsepower, or each absorption system over 1,750,000 Btu/h	\$101.92
14. For each air-handling unit to and including 10,000 cubic feet per minute, including ducts attached thereto.	\$11.72
<b>Note:</b> This fee shall not apply to an air-handling unit which is a portion of a factory-assembled appliance cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in the Buckley Municipal Code.	
15. For each air-handling unit over 10,000 cfm	\$19.91
16. For each evaporative cooler other than portable type	\$11.72
17. For each ventilation fan connected to a single duct	\$8.00
18. For each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit	\$11.72
19. For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood	\$16.50
20. For the installation or relocation of each domestic-type incinerator	\$20.02
21. For the installation or relocation of each commercial – or industrial-type incinerator	\$15.95
22. For each appliance or piece of equipment regulated by the Code but not classed in other appliance categories, or for which no other fee is listed in the Code.	\$16.50
23. <u>Permit fees for fuel gas piping shall be as follows:</u>	
a. For gas piping system of one to four outlets	\$22.00
b. For gas piping system of five or more outlets, each additional outlet	\$4.00
24. <u>Permit fees for process piping shall be as follows:</u>	
a. For hazardous process piping system (HPP) of one to four outlets	\$9.00

**EXHIBIT A**  
**CITY OF BUCKLEY TAXES RATES & FEES 2025 (RES No. 25-\_\_\_\_, Revision #1)**

b. For piping system of five or more outlets, each additional outlet	\$3.30
c. For nonhazardous process piping system (NPP) of one to four outlets	\$3.58
d. For piping system of five or more outlets, each additional outlet	\$3.30
25. For the complete heating and ventilation system equipment, including state of Washington ventilation requirements and gas piping system if needed, installed concurrently with the initial construction of a single-family dwelling and each unit in a duplex.	\$220.00
<b>(C) Grading.</b> Fees for grading permits, for review of grading plans, and for related inspections shall be as set forth in Chapter 16.01 BMC.	
<b>(D) Factory-Assembled Structures.</b> Notwithstanding any other provision of the Buckley Municipal Code, fees for installation of a factory-assembled structure, including structures meeting the requirements of Chapter 16.40 BMC for manufactured homes or designated manufactured homes, shall be \$1,000 per installation. Fees for building permits for structures attached to a factory-assembled structure, including, but not limited to, garages that are not structurally dependent upon the factory-assembled structure for support, shall be as noted above for building permits based on valuation of construction. Where a conflict exists between the fee noted here and fees described in other titles of the Buckley Municipal Code, the fee noted here shall apply. Factory-assembled structures constructed prior to June 15, 1976, shall be required to undergo inspection and approval by the State of Washington, Department of Labor and Industries, prior to issuance of the installation permit.	
<b>(E) Energy Code (REC).</b> Fees for review of plans and inspection of the construction work related to sections of the Washington State Energy Code that prescribe requirements for residential buildings, previously referred to as the Residential Energy Code (REC) shall be \$100.00 per application.	
<b>(F) Energy Code (NREC).</b> Fees for review of plans and inspection of the construction work related to sections of the Washington State Energy Code that prescribe requirements for nonresidential buildings, previously referred to as the Non-Residential Energy Code (NREC) shall be as set forth in the following table. This fee shall not be applied to mechanical permits where mechanical equipment is being replaced with equipment of the same fuel source as the existing equipment.	
Total Valuation	Fee
\$1.00 to \$500.00	\$32.01
\$501.00 to \$2,000.00	\$32.01 for the first \$500 plus \$4.18 for each additional \$100, or fraction thereof up to and including \$2,000.00.
\$2,001.00 to \$25,000.00	\$94.63 for the first \$2,000 plus \$18.32 for each additional \$1,000 or fraction thereof up to and including \$25,000.00.

**EXHIBIT A**  
**CITY OF BUCKLEY TAXES RATES & FEES 2025 (RES No. 25-\_\_, Revision #1)**

\$25,001.00 TO \$50,000.00	\$515.87 for the first \$25,000 plus \$13.82 for each additional \$1,000 or fraction thereof, up to and including \$50,000.00.
\$50,001.00 to \$100,000.00	\$861.28 for the first \$50,000 plus \$10.12 for each additional \$1,000 or fraction thereof, up to and including \$100,000.00.
\$100,001.00 to \$500,000.00	\$1367.28 for the first \$100,000 plus \$7.55 for each additional \$1,000 or fraction thereof, up to and including \$500,000.00.
\$500,001.00 to \$1,000,000.00	\$4385.68 for the first \$500,000 plus \$6.44 for each additional \$1,000 or fraction thereof, up to and including \$1,000,000.00.
\$1,000,001.00 and up	\$7575.68 for the first \$1,000,000 plus \$483 for each additional \$1,000.00 or fraction thereof.

109.3 Building permit valuations. The determination of value or valuation under any of the provisions of the Code shall be made by the Building Official and shall be based on valuation data supplied periodically by the International Code Council or market value based on local assessment ratios or any other data as may be available to the Building Official for review. The valuation to be used in computing the permit and plan check fees shall be the total value of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems and any other permanent work or permanent equipment.

**EXCEPTION:** The Building Official shall determine the valuation when no applicable data is available.

\*Note: The total fee for which the applicant is responsible shall be the amount of the actual costs incurred by the City during the review process.

No application shall be considered complete under this title until sufficient fees are provided.

Except for agreed upon emergencies, base fee amounts, intake fees, and hourly charges for permit applications submitted after the work is begun shall be doubled, unless otherwise specified.

Environment (SEPA & CRITICAL AREAS)		
Threshold Determination	Base Fee*	
SEPA Associated with a subdivision, site plan review or critical area	\$2,315.00	
SEPA Threshold Determination associated with a new building permit	\$1,001.00	
SEPA Threshold (other)	\$1,001.00	
SEPA Appeal	\$1,877.00	

**EXHIBIT A**  
**CITY OF BUCKLEY TAXES RATES & FEES 2025 (RES No. 25-\_\_\_, Revision #1)**

<b>Critical Areas</b>		
Critical Area Permit	\$475 + Consultant costs. The City does not have the expertise of a wetland biologist on staff, when required, the City will contract with a third-party wetland biologist and/or the department of Ecology to determine the existence of and required mitigation of wetlands.	
Critical Areas Reasonable Use Exception	\$1,439.00 + hearing examiner deposit	
Wetland Mitigation Monitoring Report	\$475.00 + consultant costs	
Critical Areas Exemption	\$299.00	
<b>Administration of Land Use and Zoning Applications and Development Regulations</b>		
<b>Land Use and Permit Fees</b>	<b>Base Fee*</b>	
Change of Use	\$124.00	
Shoreline conditional use permit, SSDP, or variance	\$1,939.00 + hearing examiner deposit	
Shoreline exemption letter	\$377.00	
Development Agreements	\$3,691.00 + Hearing examiner Deposit	
Conditional Use Permit	\$1,939.00 + hearing examiner deposit	
Temporary Use Permit	\$325.00	
Sign Permits	\$361.00	
Home Occupation Permit	\$176.00	
Notice of Proposed Land Use Action Sign	\$52.00	
Accessory Dwelling Unit Land Use Fee	\$299.00	
Nonconforming Use Determination	\$475.00	
Director's Code Interpretation	\$660.00	
Application or Permit Extension	\$150.00	
Minor Amendment to a Permit	\$62.00	
Hearing Examiner Deposit*	\$1,547.00	

**EXHIBIT A**  
**CITY OF BUCKLEY TAXES RATES & FEES 2025 (RES No. 25-\_\_, Revision #1)**

\* The applicant is responsible for and required to pay actual Hearing Examiner costs, which may be higher or lower than the deposit amount. If lower, the applicant will be reimbursed any unspent funds after the final invoice is received from the Hearing Examiner.

<b>Subdivisions</b>		
Preliminary Subdivision	\$3,691.00	
Final Subdivision	\$1,001.00	
Short Subdivision	\$2,815.00	
Boundary or Lot Line Adjustment	\$1,001.00	
Binding Site Plan or Subdivisions Amendment	\$1,501.00	
Plat Alteration	\$1,501.00 + hearing examiner deposit	
Residential Cluster Development	\$3,691.00	
Cottage Housing Development	\$3,691.00	
<b>Tree Removal Permit</b>	No fee	
<b><u>Small Wireless Facilities</u></b>		
Single up-front application (includes up to five small wireless facilities)	\$475.00	
- Each additional small wireless facility beyond five	\$52.00	
New pole (not a collocation) intended to support one or more small wireless facilities	\$1,361.00	
<b><u>Variance</u></b>		
Administrative Variance	\$1,939.00	
Hearing Examiner Variance	\$1,939.00 + hearing examiner deposit	
<b><u>Site Plan Review</u></b>		
Single Family	\$176.00	
Commercial/multi-family/industrial site plan review	\$3,691.00 + hearing examiner deposit	
<b><u>Design Review</u></b>		
Minor (SEPA Exempt)	\$650.00	
Major (not including SEPA)	\$1,501.00	

**EXHIBIT A**  
**CITY OF BUCKLEY TAXES RATES & FEES 2025 (RES No. 25-\_\_, Revision #1)**

Multi-Family design guidelines waiver	\$475.00	
<b><u>Zoning Code Ordinance Amendments</u></b>		
Text	\$3,877.00	
Rezone	\$3,877.00	
Annexation Petition	\$1,238.00	
Comprehensive Plan Amendment	\$3,877.00	
<b><u>Pre- Application Meetings</u></b>		
Pre-Application Meeting with no more than 3 City staff in attendance	\$320.00	\$150.00 of the permit fee will be credited to the applicants first application
Pre-Application Meeting where 3 or more City Starr are in attendance (Types A-2 and C-2 Development Permits)	\$588.00	\$150.00 of the permit fee will be credited to the applicants first application
<b><u>Land Use Decision Appeals</u></b>		
Appeal Fee	\$887.00	
Zoning Letter Fee	\$78.00	

\*Note Costs incurred by the City

The land use and/or permit applicant shall pay to the City all costs incurred by the City that are associated with processing the land use proposals and/or permits, including Consultant costs. City and Consultant reimbursables include, but are not limited to, staff time for application review, assessment, engineering, inspections, legal, secretarial, administrative costs, cost of publications, and other City processing costs.

No application shall be considered complete under this title until sufficient fees are provided.

Except for agreed upon emergencies, base fee amounts, intake fees, and hourly charges for permit applications submitted after the work is begun shall be doubled, unless otherwise specified.

<b>Hourly Rates for Billing</b>		
City Administrator	\$125	
Police Chief	\$121.00	
Fire Chief	\$119	

**EXHIBIT A**  
**CITY OF BUCKLEY TAXES RATES & FEES 2025 (RES No. 25-\_\_\_, Revision #1)**

Finance Director	\$98.00	
EMS Training Program Coordinator	\$95.00	
Assistant Police Chief	\$102.00	
Public Services Director	\$105.00	
Police Sergeant	\$87.00	
City Clerk	\$82.00	
Senior Planner	\$77.00	
Police Patrol*	\$78.00	
Public Works Supervisor	\$76.00	
Fire Fighter/Captain	\$76.00	
WWTP Supervisor	\$76.00	
Firefighter	\$72.00	
PW Utility Systems Tech*	\$66.00	
Public Works Utility Worker*	\$64.00	
Permit Technician*	\$61.00	
Support Services Officer	\$61.00	
Administrative Assistant*	\$47.00	
Part-Time Wildland Firefighter	\$42.00	
Part-Time Firefighter	\$42.00	
City Engineer	Per Contract	
City Attorney	Per Contract	
Consultant(s)	Per Contract	
Mailing(s)	Actual Cost	
Other	Actual Cost	

**EXHIBIT A**  
**CITY OF BUCKLEY TAXES RATES & FEES 2025 (RES No. 25-\_\_, Revision #1)**

\*Note: Overtime rates for all covered employees will be calculated at 1.5 times the listed rate with a 2-hour minimum charge.



# CITY COUNCIL AGENDA BILL

City of Buckley  
PO Box 1960  
Buckley, WA 98321

ITEM INFORMATION			
SUBJECT:	<b>Agenda Date: February 11, 2025</b>		<b>AB25-006</b>
Water System Plan Update – Engineering Services Proposal	Department/Committee/Individual	Created	Reviewed
	Mayor		
	City Administrator		X
	City Attorney		
	City Engineer	X	
	City Clerk		X
	Finance Dept		
	Building Official		
	Fire Dept		
Cost Impact: \$170,000	Parks & Recreation		
Fund Source: City Fund 406	Building & Planning		
Timeline: Schedule in Exhibit A, Page 9	Police Dept		
	PW/Utilities	X	
Staff Contact: Chris Banks or Dom Miller			
Attachments: Engineering Services Proposal			
SUMMARY STATEMENT: This is an Engineering Services Proposal for the Water System Plan Update. Scope and fees include the plan itself, but three tasks for individual studies to be included within the plan. All tasks are budgeted in 2025 in the Water Utilities Capital Fund No. 406.			
COMMITTEE REVIEW AND RECOMMENDATION: NA			
RECOMMENDED ACTION: Move to Approve the Engineering Services Proposal for the Water System Plan Update.			
RECORD OF COUNCIL ACTION			
Meeting Date	Action	Vote	



February 3, 2025

Ms. Courtney Brunell  
City Administrator  
City of Buckley  
P.O. Box 1960  
Buckley, Washington 98321

SUBJECT: ENGINEERING SERVICES PROPOSAL FOR WATER SYSTEM  
PLAN UPDATE  
CITY OF BUCKLEY, PIERCE COUNTY, WASHINGTON  
G&O #25204.00

Dear Ms. Brunell:

Gray & Osborne has developed this Proposal to provide engineering services for the Water System Plan Update.

The attached Exhibit A defines the Scope of Work for the preparation of the planning document. The attached Exhibit B includes a breakdown of hours and fees for this work. The estimated cost for completing the Scope of Work is \$170,000.

Thank you for the opportunity to provide this Proposal. Should you concur with this Engineering Services Proposal, please execute the authorization on the following page and return a copy of this transmittal to me.

Sincerely,

GRAY & OSBORNE, INC.

A handwritten signature in black ink, appearing to read 'DJM'.

Dominic J. Miller, P.E.

DJM/sp  
Encl.

cc: Mr. Chris Banks, Public Works Director, City of Buckley



Ms. Courtney Brunell  
February 3, 2025  
Page 2

## **CITY OF BUCKLEY –ENGINEERING SERVICES FOR WATER SYSTEM PLAN UPDATE**

Gray & Osborne, Inc. is hereby authorized to proceed with the engineering services as noted herein and under the terms and conditions of our current General Engineering Services Contract dated September 14, 2011, for a cost not to exceed \$170,000 as noted herein without further specific written and additional authorization from the City.

---

Name (Print) \_\_\_\_\_ Title \_\_\_\_\_

---

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **EXHIBIT A**

### **SCOPE OF WORK**

#### **CITY OF BUCKLEY WATER SYSTEM PLAN**

Gray & Osborne proposes to complete the Water System Plan (WSP) for the City of Buckley. The WSP Update will be prepared to meet the requirements of Washington Administrative Code (WAC) 246-290-100. The following Scope of Work was developed based on our understanding of the project. The Scope of Work has been broken into milestones to identify intermediate deliverables. At each milestone, the deliverable will be submitted for review and comment.

The Washington State Department of Health (DOH) water system planning regulations allow for Water Plans to be valid for a period of 10 years, rather than the 6-year period, under previous regulations. Consequently, the WSP will be written to allow for a 10-Year Plan.

The Scope of Work includes the following Tasks.

- Task 1 – Water System Plan Update
- Task 2 – Predesign Report: Slow Sand Filter WTP Expansion
- Task 3 – Reservoir Siting Study
- Task 4 – Predesign Report: Naches Well Iron and Manganese Treatment

The intent is for Tasks 2, 3, and 4 to be incorporated into the WSP Update as Appendices, with the recommendations of the respective studies to be incorporated into the Capital Improvement Program.

#### **TASK 1 – WATER SYSTEM PLAN UPDATE**

##### **Milestone 1 – Data Collection, Planning, and Projections**

###### **Chapter 1 – Water System Description**

- A. Develop list of required information and submit to City staff.
- B. Review information provided including historical operating data and water consumption/production data.
- C. Meet with Buckley Water Operations staff to discuss issues of concern.

- D. Identify and discuss adjacent purveyors, including Marion Water Company and the Washington State Department of Social and Health Services (DSHS)/Rainier School.
- E. Update land use/zoning designations using the most recent City of Buckley Comprehensive Plan.
- F. Incorporate existing information on climate, topography, geology/soils, descriptions, and locations of sensitive areas (e.g., wetlands, steep slopes, wildlife habitat).
- G. Update maps showing natural features, location of surface water, adjacent water purveyors, and water system.
- H. Update pressure zones based on topography and existing systems within the service area.
- I. Describe and comment on existing Service Area Agreements and emergency interties that have been completed since the *2018 Comprehensive Water System Plan*.
- J. Provide a discussion of the City service area policies or ordinances as needed for City and DOH Plan approval, and County concurrency.

#### Chapter 2 – Basic Planning Data and Water Demand Forecasting

- A. Quantify historical and current population, service connections, water consumption, water production, and non-revenue water.
- B. Determine existing water use by customer class.
- C. Determine existing average day, maximum day, and maximum instantaneous demand for the service area.
- D. Estimate distribution system leakage based upon production and consumption data.
- E. Estimate water use by Equivalent Residential Unit (ERU).
- F. Develop projections for future population, water consumption, water production, and distribution system leakage for 10- and 20-year planning horizons. Discuss the potential impacts of conservation and water rate structure on water demand projections.

## **Milestone 2 – System Analysis, Hydraulic Modeling, and Water Use Efficiency**

### Chapter 3 – System Analysis

#### A. Performance and Design Criteria

1. Update the performance and design criteria established by the DOH and the City of Buckley.
2. Update the description of how these criteria, standards, and policies will be applied to existing and future system components.

#### B. Water Quality Standards

1. Present water quality standards from local, State, and Federal regulations.

#### C. Water Quality Sampling Results

1. Review, assess, and describe anticipated water quality regulations. Summarize anticipated impacts to the water system.
2. Summarize source water quality data from available test results.

#### D. Describe the water system's efforts to satisfy customer concerns and complaints about water quality.

#### E. Water Right Analysis, System Reliability, and Interties

1. Update the Water Right Self-Assessment.
2. Evaluate water supply reliability.
3. Discuss potential interties with other water systems.
4. Identify any current or projected future deficiencies in water supply.

#### F. System Component Analysis

1. Evaluate the condition and capacity of the existing water system facilities including the following components.
  - i. Source

- ii. Transmission
- iii. Treatment
- iv. Storage
- v. Booster Pumping

2. Identify any current or projected future deficiencies in water system facilities.
3. Identify potential projects to address any deficiencies.
4. Evaluate alternatives for addressing deficiencies.

G. Evaluate the ERU capacity for water rights, source, treatment, and storage.

H. Prepare Asset Management Program documentation, including remaining useful lift and replacement costs for all water system components.

#### Chapter 4 – Hydraulic Model

- A. Model Calibration
  1. Complete one day of fire flow testing for model calibration.
- B. Distribution System Modeling and Analysis
  1. Update current fire flow requirements.
  2. Update computerized hydraulic model of the water system based on field testing.
  3. Perform peak hour and fire flow analysis using current, 10- and 20-year demand projections.
  4. Identify any current or projected future hydraulic deficiencies in water system facilities.
- A. Identify Future Piping Projects
  1. Identify potential distribution system projects to address hydraulic limitations noted in the model.

2. Perform peak hour and fire flow analysis for 10- and 20-year projects with proposed distribution system improvements.

#### Chapter 5 – Water Use Efficiency

- A. Describe Water Use Efficiency Program requirements.
- B. Identify updated Water Use Efficiency Goals. Evaluate appropriate measures for the system.
- C. Estimate the impact of the updated program on future water demand.
- D. Include current regulations requiring water conserving appliances and fixtures, and the conservation impact on future water demand.
- E. Evaluate water reclamation opportunities.

#### **Milestone 3 – Source Water Protection and Operations and Maintenance Program**

##### Chapter 6 – Source Water Protection

- A. Discussion of Wellhead Protection Program and Watershed Control Program.
- B. Update inventory of potential contaminant sources.
- C. Update City source water protection efforts.
- D. Update City watershed management and control measures.

##### Chapter 7 – Operation and Maintenance Program

- A. Review organization and certification.
- B. Update the list of current personnel, certifications, and responsibilities.
- C. Update major system components and associated maintenance.
- D. Reference current DOH water quality monitoring schedule.
- E. Reference current DOH reporting requirements and public notification procedures.
- F. Include updated City Emergency Response Plan.

- G. Update the description of the Cross-Connection Control Program used by the City.
- H. Update description of the Customer Complaint Response Program used by the City.
- I. Review and update the City's current design and construction standards.
- J. Update the description of the City's policies, requirements, and review procedures for new connections and associated development.

#### **Milestone 4 – Capital Improvement Plan and Financial Program**

##### Chapter 8 – Water System Capital Improvement Program

- A. Develop a prioritized list of system deficiencies and needs, including capital improvements and operations and maintenance items.
- B. Describe, assess, and justify detailed alternatives to correct system deficiencies and to accommodate projected growth.
- C. Develop a service area map that details proposed improvement alternatives.
- D. Prepare detailed Engineering Cost Estimates for each system improvement.
- E. Provide a Capital Improvement Plan with projects scheduled in the 10- and 20-year planning horizons.

##### Chapter 9 – Financial Program

- A. Review City historical finances as related to the water utility.
- B. Project future revenue and expenses including projects in the Capital Improvement Plan, for a 10-year period.
- C. Identify potential funding sources, including grants and loans.
- D. Prepare recommendations for rates and general facility charges to complete the Capital Improvement Plan and Financial Program.

### **Milestone 5 – Complete Draft Plan for Submittal to the DOH**

- A. Prepare a SEPA Checklist for the WSP Update.
- B. Compile a complete Draft Plan including Appendices that include updates to the construction standards (prepared by City).
- C. Distribute the Draft Plan to the City of Buckley, Pierce County, adjacent purveyors, the DOH, and other affected agencies and groups. The DOH will submit the Plan to the Washington State Department of Ecology (Ecology).

### **Milestone 6 – Complete Final Plan**

- A. Incorporate comments from various agencies in the final document.
- B. Compile and complete the final document.
- C. Distribute the final document.

### **TASK 2 – PREDESIGN REPORT: SLOW SAND FILTER WATER TREATMENT PLANT EXPANSION**

- A. Complete preliminary design analysis for the expansion of the slow sand filter WTP.
- B. Develop design criteria for project components and verify optimal size and configuration for expanded installation.
- C. Evaluate alternatives and recommend preferred alternative.
- D. Develop preliminary layouts for concrete walls and piping.
- E. Develop a Preliminary Cost Estimate for recommended alternative.
- F. Prepare a Draft Predesign Report summarizing the predesign analysis and recommendations.
- G. Prepare a Final Predesign Report incorporating any City comments. The Predesign Report will also serve as a future Project Report for the DOH, thus meeting the requirements of WAC 246-290-110.

## **TASK 3 – RESERVOIR SITING STUDY**

- A. Complete preliminary design analysis for the construction of a new finished water storage reservoir. The new reservoir is intended to provide required and potentially partially-redundant storage to the City's existing 2.3 million gallon (MG) reservoir.
- B. Develop design criteria for reservoir based on the storage analysis in the Water System Plan Update. From the *2018 Water System Plan*, the preliminary sizing is 1.0 MG. The reservoir type is anticipated to be a welded steel tank.
- C. Identify two or three alternatives for reservoir sites. For integration into the existing City water distribution, the new reservoir needs to produce a hydraulic grade line of 882, which is the overflow elevation of the existing 2.3 MG reservoir. If the ground elevation of the site alternative is not high enough to allow for the reservoir to feed the system by gravity, it is anticipated that a booster pump station will be required for that alternative.
- D. Develop Preliminary Cost Estimates for the reservoir site alternatives, including site improvements, site grading and site access, reservoir and pumping facilities, and offsite water main improvements for connection to the existing distribution system.
- E. Evaluate the reservoir site alternatives with a decision matrix for scoring each alternative. Parameters for the decision matrix are anticipated to include property cost, construction cost, site access, geotechnical background, maintenance, and reliability.
- F. Identify a recommended preferred alternative for the reservoir site.
- G. Develop preliminary layouts for preferred reservoir site, including rough grading, access, site piping, and required offsite improvements for connection to the existing distribution system.
- H. Prepare a Draft Predesign Report summarizing the predesign analysis and recommendations.
- I. Prepare a Final Predesign Report incorporating any City comments. The Predesign Report will also serve as a future Project Report for the DOH, thus meeting the requirements of WAC 246-290-110.

## **TASK 4 – PREDESIGN REPORT: NACHES WELL IRON AND MANGANESE TREATMENT**

- A. Complete preliminary design analysis for the construction of an Iron and Manganese WTP at the Naches Well.
- B. Incorporate findings of the pilot study completed by ATEC Water Systems, LLC, including raw water and finished water quality based on treatment with pyrolusite media. Cost of the pilot study is not included in this Scope of Work.
- C. Develop design criteria for project components and verify optimal size and configuration for treatment vessels.
- D. Evaluate alternatives and recommend a preferred alternative.
- E. Develop preliminary layouts for the Iron and Manganese WTP, including vessels, building, site piping, and chemical feed systems.
- F. Develop Preliminary Cost Estimate for recommended alternative.
- G. Prepare a Draft Predesign Report summarizing the pilot study, predesign analysis, and recommendations.
- H. Prepare a Final Predesign Report incorporating any City comments. The Predesign Report will also serve as a future Project Report for the DOH, thus meeting the requirements of WAC 246-290-110.

### **ANTICIPATED SCHEDULE**

Notice to Proceed.....	February 2025
Obtain System Data from the City of Buckley .....	March 2025
Submit Milestone 1 .....	May 2025
Submit Milestone 2 .....	July 2025
Submit Milestone 3 .....	August 2025
Submit Draft Reports (Tasks 2, 3, and 4) .....	August 2025
Submit Milestone 4 .....	September 2025
Submit Final Reports (Tasks 2, 3, and 4).....	November 2025
Submit Milestone 5 (Draft to the DOH) .....	November 2025
DOH 90-Day Comment Period Ends.....	February 2026
Submit Milestone 6 (Final Plan).....	February 2026
Adopt Final Plan .....	March 2026

## EXHIBIT B

### ENGINEERING SERVICES SCOPE AND ESTIMATED COST

*City of Buckley - Water System Plan Update - Task 1*

Tasks	Principal/ Project Manager Hours	Project Engineer Hours	Civil Engineer Hours	AutoCAD/ GIS Technician/ Engineer Intern Hours
<b>Milestone 1 - Data Collection, Planning, and Projections</b>				
<b>Chapter 1 - Water System Description</b>				
A. Data Collection and Review	1	8	8	
B. Service Area Characterization	1	4	6	8
C. Service Agreements	1	2	4	
<b>Chapter 2 - Basic Planning Data</b>				
A. Population Projections	1	4	6	
B. Water Demands	2	6	16	
<b>Milestone 2 - System Analysis, Hydraulic Modeling, and Water Use Efficiency</b>				
<b>Chapter 3 - System Analysis</b>				
A. Design Standards		2	4	
B. Water Quality		2	4	
C. Water Rights Analysis		2	4	
D. System Component Analysis	4	8	14	
E. Equivalent Residential Unit Capacity Analysis	2	4	8	
G. Asset Management Program Documentation	2	4	12	16
<b>Chapter 4 - Hydraulic Modeling</b>				
A. System Calibration - Hydraulic Modeling	2	12	16	
B. System Analysis - Hydraulic Modeling	4	24	32	20
C. Identify Piping Improvements	2	8	16	
<b>Chapter 5 - Water Use Efficiency</b>				
A. Water Use Efficiency Program	2	4	8	
<b>Milestone 3 - Source Water Protection, and Operations and Maintenance Program</b>				
<b>Chapter 6 - Source Protection</b>				
A. Discussion of Source Protection		2	6	
B. Update Contaminant Inventory	1	2	6	
C. Update City Protection Plans	1	4	8	
<b>Chapter 7 - Operations Program</b>				
A. Operations and Maintenance		4	8	
B. Emergency Response	1	2	4	
<b>Milestone 4 - Capital Improvement Plans and Financial Analysis</b>				
<b>Chapter 8 - Capital Improvement Plan</b>				
A. Capital Improvement Plan	6	16	32	8
<b>Chapter 9 - Financial Plan</b>				
A. Review of City Water Utility Financial Data	2	8	8	
B. Projection of Future Revenue/Expenses	2	8	8	
C. Rates and General Facility Charges	6	12	16	
<b>Milestone 5 - Complete Draft Plan</b>				
A. SEPA Checklist	1	2	4	
B. Compile Draft Plan		4	8	
<b>Milestone 6 - Complete Final Plan</b>				
A. Incorporate Comments	2	4	8	
B. Compile Final Plan		4	8	
Quality Assurance/Quality Control	8	8	8	
Meetings	6	6	6	
Hour Estimate:	60	180	296	52
Estimated Fully Burdened Billing Rate:*	\$256	\$148	\$124	\$114
Fully Burdened Labor Cost:	\$15,360	\$26,640	\$36,704	\$5,928

Total Fully Burdened Labor Cost: \$ 84,632.00

Direct Non-Salary Cost:

Mileage & Expenses (Mileage @ current IRS rate) \$ 368

**TOTAL ESTIMATED COST:** \$ 85,000

\* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.

## EXHIBIT B

### ENGINEERING SERVICES SCOPE AND ESTIMATED COST

*City of Buckley - Predesign Report: Slow Sand Filter Water Treatment Plant Expansion - Task 2*

Tasks	Principal/ Project Manager Hours	Project Engineer Hours	Civil Engineer Hours	AutoCAD/ GIS Technician/ Engineer Intern Hours
Predesign Report: Slow Sand Filter Water Treatment Plant	20	64	122	44
Hour Estimate:	20	64	122	44
Estimated Fully Burdened Billing Rate:*	\$256	\$148	\$124	\$114
Fully Burdened Labor Cost:	\$5,120	\$9,472	\$15,128	\$5,016
Total Fully Burdened Labor Cost:	\$ 34,736			
Direct Non-Salary Cost:				
Mileage & Expenses (Mileage @ current IRS rate)	\$ 264			
<b>TOTAL ESTIMATED COST:</b>	<b>\$ 35,000</b>			

\* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.

## EXHIBIT B

### ENGINEERING SERVICES SCOPE AND ESTIMATED COST

*City of Buckley - Reservoir Siting Study - Task 3*

Tasks	Principal/ Project Manager Hours	Project Engineer Hours	Civil Engineer Hours	AutoCAD/ GIS Technician/ Engineer Intern Hours
Reservoir Siting Study	16	48	108	46
Hour Estimate:	16	48	108	46
Estimated Fully Burdened Billing Rate:*	\$256	\$148	\$124	\$114
Fully Burdened Labor Cost:	\$4,096	\$7,104	\$13,392	\$5,244
Total Fully Burdened Labor Cost:	\$ 29,836			
Direct Non-Salary Cost:				
Mileage & Expenses (Mileage @ current IRS rate)	\$ 164			
<b>TOTAL ESTIMATED COST:</b>	<b>\$ 30,000</b>			

\* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only.  
Fully burdened billing rates include direct salary cost, overhead, and profit.

## EXHIBIT B

### ENGINEERING SERVICES SCOPE AND ESTIMATED COST

*City of Buckley - Predesign Report: Naches Well Iron and Manganese Treatment - Task 4*

Tasks	Principal/ Project Manager Hours	Project Engineer Hours	Civil Engineer Hours	AutoCAD/ GIS Technician/ Engineer Intern Hours
Predesign Report: Naches Well Iron and Manganese Treatment	12	28	80	24
Hour Estimate:	12	28	80	24
Estimated Fully Burdened Billing Rate:*	\$256	\$148	\$124	\$114
Fully Burdened Labor Cost:	\$3,072	\$4,144	\$9,920	\$2,736
Total Fully Burdened Labor Cost:		\$ 19,872.00		
Direct Non-Salary Cost:				
Mileage & Expenses (Mileage @ current IRS rate)		\$ 128		
<b>TOTAL ESTIMATED COST:</b>		<b>\$ 20,000</b>		

\* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.



# CITY COUNCIL AGENDA BILL

City of Buckley  
PO Box 1960  
Buckley, WA 98321

ITEM INFORMATION			
<b>SUBJECT:</b>  <b>Facility Use Agreement between DSHS / Rainier School and City of Buckley Fire Department.</b>	<b>Agenda Date: February 11, 2025</b>		<b>AB25- 007</b>
	Department/Committee/Individual	Created	Reviewed
	Mayor		
	City Administrator		
	City Attorney		
	City Engineer		
	City Clerk		
	Finance Dept		
	Fire Dept	X	
	Parks & Recreation		
	Planning Dept		
	Police Dept		
	Municipal Court		
	PW/Utilities		
<b>Staff Contact:</b> Fire Chief Skogen			
<b>Attachments:</b> DSHS Facility Use Agreement			
<b>SUMMARY STATEMENT:</b> The City of Buckley Fire Department seeks to renew a long-standing agreement with Department of Social and Health Services, Rainier School for use of their facilities. The purpose of using these facilities is to conduct firefighter training.			
<b>COMMITTEE REVIEW AND RECOMMENDATION:</b> None			
<b>RECOMMENDED ACTION:</b> Move to Approve Facility Use Agreement between DSHS/Rainier School and the City of Buckley Fire Department.			
RECORD OF COUNCIL ACTION			
Meeting Date	Action	Vote	

**FACILITY USE AGREEMENT  
BETWEEN**

**STATE OF WASHINGTON,  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES,  
RAINIER SCHOOL  
AND  
City of Buckley Fire Department**

- 1. Premises.** The State of Washington, Department of Social and Health Services, Rainier School ("DSHS") grants a non-exclusive license to Buckley Fire & Rescue ("Licensee") for use of the following described premises:

Rainier School Staff Dorm (Bldg. 57), Belle King (Bldg. 53), Kerr (Bldg. 54), Laurel (Bldg. 56), Boy Scout Camp Collins Cottage and available Conference Rooms including Portable Classroom.

No other property owned by DSHS shall be used for any purpose by the Licensee.

- 2. Definitions.** "Licensee" means the individual or entity entering this Facility Use Agreement and includes the Licensee's owners, members, officers, directors, partners, employees, and/or agents, unless otherwise stated in this Agreement.

"Participant" means any individual participating in the use of the Premises under the terms of this Agreement, who is not included under the definition of Licensee.

- 3. Term.** This Facility Use Agreement ("Agreement") shall begin February 11, 2025, and terminate on February 10, 2027, unless terminated sooner as provided herein.

- 4. Permitted Use.** Licensee shall only use the Premises for the purpose(s) of Active Shooter Response and other Tactical Training, at mutually agreeable dates and times. The premises are reserved on a first come first served basis. Licensee shall notify DSHS at least one business day in advance prior to the use of the Premises.

DSHS would appreciate Licensee to notify DSHS at least one business day in advance if Licensee needs to cancel use of the Premises for a specific event.

- 5. Condition of Premises.** Licensee accepts Premises in their present condition "AS IS WHERE IS". DSHS has no obligation to make any repairs, additions, or improvements to the Premises and expressly disclaims any warranty that the Premises are suitable for Licensee's use.

**6. Responsibilities of Licensee.**

- a. Ensure Participants who use the Premises under this Agreement and are not employed by Licensee, sign the Indemnification and Hold Harmless Agreement in Exhibit A prior to the date(s) of permitted use, and provide those documents to DSHS.
- b. Ensure Licensee and Participants stay within the Premises where the event or activity is held and vacate the Premises after the event or activity has been completed, unless a walk-through of the Premises prior to departure is required.
- c. Notify DSHS of any individual who threatens the health or safety of Rainier School clients or other individuals or damages the Premises. DSHS reserves the right to exclude any individual who violates the terms of this Agreement from future use of the Premises.
- d. Set-up of all conference rooms, and restoration of the layout of the rooms prior to departure. Restoration of any areas or building used to condition upon arrival.
- e. Supply all materials and equipment needed by Licensee and remove materials and equipment from Premises upon departure. DSHS is not responsible for abandoned materials and equipment.

**7. Condition at End of Use.** Licensee, at its sole cost and expense, shall keep the Premises neat and clean, and return the Premises to DSHS in good condition upon departure. Licensee is expected to notify the facility of any damage or concerns with the buildings via email to [Leah.guthrie1@dshs.wa.gov](mailto:Leah.guthrie1@dshs.wa.gov).

Licensee shall notify RS contacts at 360-829-3023 and participate in a walk-through with DSHS prior to Licensee's departure from the Premises, unless departure occurs after business hours/on weekends, to verify the condition of the Premises. If use of premises ends after hours/on weekends, the DSHS representative will do the walk through on the next business day and contact the licensee with the results.

8. **Mutual and offsetting benefits.** DSHS provides this license for use of the Premises in consideration of mutual and offsetting benefits to the Licensee. This is a non-financial Agreement. In no event shall DSHS seek compensation for the use of premises in this agreement.
9. **Contacts.** The following individuals shall be responsible for all communications regarding the performance of this Agreement. Each party may amend the contact person by giving written notice to the other party.

**FACILITY USE AGREEMENT  
RAINIER SCHOOL**

**City of Buckley Fire Department**

The contact for the Licensee is:

Name: Eric Skogen  
Title: Fire Chief  
Address: PO Box 1960 Buckley, WA. 98321  
Phone: 360-829-1441  
Email: [eskogen@cityofbuckley.com](mailto:eskogen@cityofbuckley.com)

The contact for DSHS is:

Name: Leah Guthrie  
Title: Administrative Assistant 5  
Address: 2120 Ryan Rd. Buckley, WA 98321  
Phone: 360-829-3013  
Email: [leah.guthrie1@dshs.wa.gov](mailto:leah.guthrie1@dshs.wa.gov)

- 10. Damage and Destruction.** If the Premises are damaged by fire or other casualty resulting from any act or negligence of Licensee's or Participant's use of the Premises, then Licensee shall be responsible for all costs of repair.
- 11. Insurance.** The Licensee certifies, by checking the appropriate box below, initialing to the left of the box selected, and signing this Agreement, that:
  - \_\_\_\_\_  The Licensee is self-insured or insured through a risk pool and shall pay for losses for which it is found liable; or
  - \_\_\_\_\_  The Licensee maintains Commercial General Liability Insurance (CGL), to include coverage for bodily injury, property damage, and contractual liability, with the following minimum limits: Each Occurrence - \$1,000,000; General Aggregate - \$2,000,000. The policy shall include liability arising out of premises, operations, independent contractors, products-completed operations, personal injury, advertising injury, and liability assumed under an insured contract. The State of Washington, DSHS, its elected and appointed officials, agents, and employees shall be named as additional insureds.
- 12. Indemnity / Hold Harmless.** The Licensee shall be responsible for and shall indemnify, defend, and hold DSHS harmless from all claims of liability, loss, or damage, including but not limited to claims for property damage, personal injury, or death, arising out of use of the Premises.

**FACILITY USE AGREEMENT  
RAINIER SCHOOL**

**City of Buckley Fire Department**

Licensee waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend, and hold harmless the State and its agencies, officials, agents, or employees.

**13. Hazardous, Toxic, or Harmful Substances.** Licensee shall not use any substances on the Premises designated as or containing components designated as hazardous, toxic, dangerous, or harmful, or are subject to regulation by law.

**No Smoking.** No smoking is allowed in any of the buildings and must be 25 feet away from any of the entryways to the buildings. Cigarette butts must be disposed of properly in a receptacle or butt can with a lid.

**14. Alterations to Premises.** No alterations may be constructed on the Premises without prior written consent by DSHS.

**15. Governing Law and Venue.** This Agreement shall be construed, interpreted, and enforced pursuant to the laws of the State of Washington. Venue shall be in Thurston County.

**16. Revocation.** DSHS may revoke the license for this Agreement for any reason, by providing 90 calendar days written notice to the other party. In an emergency, DSHS may terminate the Agreement or specific event, and will notify the Lessee as soon as possible.

**17. Amendment.** This Agreement may only be modified by a written amendment signed by both parties. Only staff authorized to bind each of the parties may sign an amendment.

**18. Entire Agreement.** This written Agreement or its successor or replacement contains the entire agreement of the parties, and no other agreement, statement, or promise made by any party shall be binding or valid.

**Exhibit A: Indemnification and Hold Harmless Agreement**

**Licensee:**

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_  
Print Name \_\_\_\_\_  
\_\_\_\_\_  
Title \_\_\_\_\_

**DSHS / RAINIER SCHOOL:**

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_  
Michael Crane  
Print Name \_\_\_\_\_  
\_\_\_\_\_  
Superintendent  
Title \_\_\_\_\_



STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
B27-20 - PO Box 600 - Buckley WA 98321-1140

**RELEASE AND HOLD HARMLESS**

NAME OF ORGANIZATION: City of Buckley Fire Department

REQUESTED DATES: Varies/as scheduled 02/11/2025 through 02/10/2027

NAME OF CONTACT: Eric Skogen

ADDRESS: PO Box 1960 Buckley Wa. 98321

PHONE NUMBER: 360-829-1441

The Rainier School in Buckley, WA is allowing City of Buckley Fire Department to take part in training at a location owned/operated by the State of Washington/DSHS/Rainier School. I understand that this training may or could result in injury to myself or others.

In consideration of allowing me/us to take part in the activity on this property, I agree to defend, release and hold harmless the State of Washington/DSHS and the Rainier School Administration/Staff from and against any and all loss or expense including but not limited to: judgments, settlements, costs and attorney fees arising by reason of any and all claims or demands upon the State of Washington/DSHS, the Rainier School Administration/Staff, or any elected or appointed officer or employee of Rainier School for damages resulting from the use of this location.

I agree to notify the Rainier School Duty Office of our departure and have a representative accompany a R.S. representative on a walk-thru to verify the condition of the facility before leaving grounds as stipulated in agreement.

Dated:

---

SIGNATURE

City of Buckley Fire Department are automatically covered by the Release and Hold Harmless form, valid 02/11/2025 – 02/10/2027. Any participant that is not enrolled with the City of Buckley Fire Department, who participates in training or activities at Rainier School with the City of Buckley Fire Department Office must sign this addendum. This acknowledges your agreement with the Release and Hold Harmless terms.

**DATE:**



# CITY COUNCIL AGENDA BILL

City of Buckley  
PO Box 1960  
Buckley, WA 98321

ITEM INFORMATION			
SUBJECT:	<b>Agenda Date: February 11, 2024</b>		<b>AB25-008</b>
<b>Facility Use Agreement between DSHS/Rainier School and the City of Buckley Police Department</b>	Department/Committee/Individual	Created	Reviewed
	Mayor		X
	City Administrator		X
	City Attorney		X
	City Engineer		
	City Clerk	X	X
	Finance Dept		
	Building Official		
	Fire Dept		
	Parks & Recreation		
	Building & Planning		
	Police Dept		X
	Municipal Court		
	PW/Utilities		
<b>Staff Contact:</b> Police Chief Alfano or Asst. Chief Northam			
<b>Attachments:</b> Facility Use Agreement			
SUMMARY STATEMENT: The City of Buckley Police is looking to enter into an agreement with the Department of Social and Health Services, Rainier School for use of their facilities. The purpose of using these facilities is to conduct Police training.			
COMMITTEE REVIEW AND RECOMMENDATION:			
<b>RECOMMENDED ACTION:</b> <b>MOVE to Approve the Facility Use Agreement between DSHS/Rainier School and the City of Buckley Police Department</b>			
RECORD OF COUNCIL ACTION			
Meeting Date	Action	Vote	

**FACILITY USE AGREEMENT  
BETWEEN**

**STATE OF WASHINGTON,  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES,  
RAINIER SCHOOL  
AND  
City of Buckley Police Department**

- 1. Premises.** The State of Washington, Department of Social and Health Services, Rainier School ("DSHS") grants a non-exclusive license to City of Buckley Police Department ("Licensee") for use of the following described premises:

Rainier School Staff Dorm (Bldg. 57), Belle King (Bldg. 53), Kerr (Bldg. 54), Laurel (Bldg. 56), Boy Scout Camp Collins Cottage and available Conference Rooms including Portable Classroom.

No other property owned by DSHS shall be used for any purpose by the Licensee.

- 2. Definitions.** "Licensee" means the individual or entity entering this Facility Use Agreement and includes the Licensee's owners, members, officers, directors, partners, employees, and/or agents, unless otherwise stated in this Agreement.

"Participant" means any individual participating in the use of the Premises under the terms of this Agreement, who is not included under the definition of Licensee.

- 3. Term.** This Facility Use Agreement ("Agreement") shall begin February 04, 2025, and terminate on February 03, 2027, unless terminated sooner as provided herein.

- 4. Permitted Use.** Licensee shall only use the Premises for the purpose(s) of Active Shooter Response and other Tactical Training, at mutually agreeable dates and times. The premises are reserved on a first come first served basis. Licensee shall notify DSHS at least one business day in advance prior to the use of the Premises.

DSHS would appreciate Licensee to notify DSHS at least one business day in advance if Licensee needs to cancel use of the Premises for a specific event.

- 5. Condition of Premises.** Licensee accepts Premises in their present condition "AS IS WHERE IS". DSHS has no obligation to make any repairs, additions, or improvements to the Premises and expressly disclaims any warranty that the Premises are suitable for Licensee's use.

**6. Responsibilities of Licensee.**

- a. Ensure Participants who use the Premises under this Agreement and are not employed by Licensee, sign the Indemnification and Hold Harmless Agreement in Exhibit A prior to the date(s) of permitted use, and provide those documents to DSHS.
- b. Ensure Licensee and Participants stay within the Premises where the event or activity is held and vacate the Premises after the event or activity has been completed, unless a walk-through of the Premises prior to departure is required.
- c. Notify DSHS of any individual who threatens the health or safety of Rainier School clients or other individuals or damages the Premises. DSHS reserves the right to exclude any individual who violates the terms of this Agreement from future use of the Premises.
- d. Set-up of all conference rooms, and restoration of the layout of the rooms prior to departure. Restoration of any areas or building used to condition upon arrival.
- e. Supply all materials and equipment needed by Licensee and remove materials and equipment from Premises upon departure. DSHS is not responsible for abandoned materials and equipment.

**7. Condition at End of Use.** Licensee, at its sole cost and expense, shall keep the Premises neat and clean, and return the Premises to DSHS in good condition upon departure. Licensee is expected to notify the facility of any damage or concerns with the buildings via email to [Leah.guthrie1@dshs.wa.gov](mailto:Leah.guthrie1@dshs.wa.gov).

Licensee shall notify RS contacts at 360-829-3023 and participate in a walk-through with DSHS prior to Licensee's departure from the Premises, unless departure occurs after business hours/on weekends, to verify the condition of the Premises. If use of premises ends after hours/on weekends, the DSHS representative will do the walk through on the next business day and contact the licensee with the results.

8. **Mutual and offsetting benefits.** DSHS provides this license for use of the Premises in consideration of mutual and offsetting benefits to the Licensee. This is a non-financial Agreement. In no event shall DSHS seek compensation for the use of premises in this agreement.
9. **Contacts.** The following individuals shall be responsible for all communications regarding the performance of this Agreement. Each party may amend the contact person by giving written notice to the other party.

**FACILITY USE AGREEMENT  
RAINIER SCHOOL**

**City of Buckley Police Department**

The contact for the Licensee is:

Name: Mike Northam  
Title: Assistant Police Chief  
Address: 146 S Cedar St. Buckley WA. 98321  
Phone: 360-829-3157  
Email: [mnortham@cityofbuckley.com](mailto:mnortham@cityofbuckley.com)

The contact for DSHS is:

Name: Leah Guthrie  
Title: Administrative Assistant 5  
Address: 2120 Ryan Rd. Buckley, WA 98321  
Phone: 360-829-3013  
Email: [leah.guthrie1@dshs.wa.gov](mailto:leah.guthrie1@dshs.wa.gov)

- 10. Damage and Destruction.** If the Premises are damaged by fire or other casualty resulting from any act or negligence of Licensee's or Participant's use of the Premises, then Licensee shall be responsible for all costs of repair.
- 11. Insurance.** The Licensee certifies, by checking the appropriate box below, initialing to the left of the box selected, and signing this Agreement, that:
  - \_\_\_\_\_  The Licensee is self-insured or insured through a risk pool and shall pay for losses for which it is found liable; or
  - \_\_\_\_\_  The Licensee maintains Commercial General Liability Insurance (CGL), to include coverage for bodily injury, property damage, and contractual liability, with the following minimum limits: Each Occurrence - \$1,000,000; General Aggregate - \$2,000,000. The policy shall include liability arising out of premises, operations, independent contractors, products-completed operations, personal injury, advertising injury, and liability assumed under an insured contract. The State of Washington, DSHS, its elected and appointed officials, agents, and employees shall be named as additional insureds.
- 12. Indemnity / Hold Harmless.** The Licensee shall be responsible for and shall indemnify, defend, and hold DSHS harmless from all claims of liability, loss, or damage, including but not limited to claims for property damage, personal injury, or death, arising out of use of the Premises.

**FACILITY USE AGREEMENT  
RAINIER SCHOOL**

**City of Buckley Police Department**

Licensee waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend, and hold harmless the State and its agencies, officials, agents, or employees.

**13. Hazardous, Toxic, or Harmful Substances.** Licensee shall not use any substances on the Premises designated as or containing components designated as hazardous, toxic, dangerous, or harmful, or are subject to regulation by law.

**No Smoking.** No smoking is allowed in any of the buildings and must be 25 feet away from any of the entryways to the buildings. Cigarette butts must be disposed of properly in a receptacle or butt can with a lid.

**14. Alterations to Premises.** No alterations may be constructed on the Premises without prior written consent by DSHS.

**15. Governing Law and Venue.** This Agreement shall be construed, interpreted, and enforced pursuant to the laws of the State of Washington. Venue shall be in Thurston County.

**16. Revocation.** DSHS may revoke the license for this Agreement for any reason, by providing 90 calendar days written notice to the other party. In an emergency, DSHS may terminate the Agreement or specific event, and will notify the Lessee as soon as possible.

**17. Amendment.** This Agreement may only be modified by a written amendment signed by both parties. Only staff authorized to bind each of the parties may sign an amendment.

**18. Entire Agreement.** This written Agreement or its successor or replacement contains the entire agreement of the parties, and no other agreement, statement, or promise made by any party shall be binding or valid.

**Exhibit A: Indemnification and Hold Harmless Agreement**

**Licensee:**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name \_\_\_\_\_  
Title \_\_\_\_\_

**DSHS / RAINIER SCHOOL:**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name Michael Crane  
Title Superintendent



STATE OF WASHINGTON

DEPARTMENT OF SOCIAL AND HEALTH SERVICES

B27-20 - PO Box 600 - Buckley WA 98321-1140

**RELEASE AND HOLD HARMLESS**

NAME OF ORGANIZATION: City of Buckley Police Department

REQUESTED DATES: Varies/as scheduled 02/04/2025 through 02/03/2027

NAME OF CONTACT: Mike Northam

ADDRESS: 146 S. Cedar St. Buckley WA. 98321

PHONE NUMBER: 360-829-3157

The Rainier School in Buckley, WA is allowing City of Buckley Police Department to take part in training at a location owned/operated by the State of Washington/DSHS/Rainier School. I understand that this training may or could result in injury to myself or others.

In consideration of allowing me/us to take part in the activity on this property, I agree to defend, release and hold harmless the State of Washington/DSHS and the Rainier School Administration/Staff from and against any and all loss or expense including but not limited to: judgments, settlements, costs and attorney fees arising by reason of any and all claims or demands upon the State of Washington/DSHS, the Rainier School Administration/Staff, or any elected or appointed officer or employee of Rainier School for damages resulting from the use of this location.

I agree to notify the Rainier School Duty Office of our departure and have a representative accompany a R.S. representative on a walk-thru to verify the condition of the facility before leaving grounds as stipulated in agreement.

Dated:

---

SIGNATURE

City of Buckley Police Department are automatically covered by the Release and Hold Harmless form, valid 02/04/2025 – 02/03/2027. Any participant that is not enrolled with the City of Buckley Police Department, who participates in training or activities at Rainier School with the City of Buckley Police Department Office must sign this addendum. This acknowledges your agreement with the Release and Hold Harmless terms.

DATE:

## **F. STAFF REPORTS**