



BUCKLEY CITY COUNCIL AGENDA

Tuesday, August 26, 2025, at 6:00 P.M.

Multi-Purpose Center, 811 Main Street

Next Ordinance #07-25, Next Resolution #25-06, Next Agenda Bill #25-042

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. Admin/Finance/Public Safety Committee | Smith |
| 3. Citizens Advisory Commission | Anderson |
| 4. Planning Commission | Arsanto |

D. REGULAR AGENDA

1. NEW BUSINESS

- a. Engineering Services Proposal – Buckley/Rainier School Water System Consolidation Feasibility Study

E. STAFF REPORTS

1. City Administrator Update

F. PUBLIC COMMENTS - *Time Limit of Three Minutes*

G. COUNCIL MEMBER COMMENTS & GOOD OF THE ORDER

H. ADJOURNMENT



CITY COUNCIL AGENDA BILL

City of Buckley
PO Box 1960
Buckley, WA 98321

ITEM INFORMATION			
SUBJECT: Engineering Services Proposal - Buckley/Rainier School Water System Consolidation Feasibility Study Cost Impact: \$50,000 Fund Source: City Fund 406 Timeline: Schedule in Exhibit A, Page 3	Agenda Date: August 26, 2025		AB25-042
	Department/Committee/Individual	Created	Reviewed
	Mayor		
	City Administrator		X
	City Attorney		
	City Engineer	X	
	City Clerk		X
	Finance Dept		
	Building Official		
	Fire Dept		
	Parks & Recreation		
	Building & Planning		
	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 Feasibility Study for Consolidation of the Buckley and Rainier School Water Systems. Overall intent is for Buckley to take over operation of the water treatment plant and Rainier School to become a water customer. Scope and fees include the preparation of the study, which includes an alternatives analysis. City has received a \$50,000 grant from Washington State Department of Health, which funds the study.			
COMMITTEE REVIEW AND RECOMMENDATION: N/A			
RECOMMENDED ACTION: Move to Approve the Engineering Services Proposal for the Buckley/Rainier School Water System Consolidation Feasibility Study.			
RECORD OF COUNCIL ACTION			
Meeting Date	Action	Vote	



August 14, 2025

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

SUBJECT: ENGINEERING SERVICES PROPOSAL FOR RAINIER SCHOOL
WATER SYSTEM CONSOLIDATION FEASIBILITY STUDY
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 Buckley/Rainier School Water System Consolidation Feasibility Study.

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 \$50,000.

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.

Dominic J. Miller, P.E.

DJM/sp
Encl.

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



Ms. Courtney Brunell
August 14, 2025
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**CITY OF BUCKLEY – ENGINEERING SERVICES FOR
BUCKLEY/RAINIER SCHOOL WATER SYSTEM
CONSOLIDATION FEASIBILITY STUDY**

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 \$50,000 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
BUCKLEY/RAINIER SCHOOL WATER SYSTEM CONSOLIDATION
FEASIBILITY STUDY

SCOPE

Gray & Osborne proposes to complete the Feasibility Study (Study) for Consolidation of the Buckley and Rainier School water systems with a single City of Buckley (City) water system to remain. The Study is funded through the Washington State Department of Health (DOH) Contract GVL31405.

This Scope of Work includes the following Tasks.

Task 1 – Define Analysis Criteria and Alternatives

- A. Develop a water system facilities inventory and assets of the two existing water systems, including water rights, sources, treatment, storage, transmission, and distribution.
- B. Define performance and design criteria for the feasibility study. Update the performance and design criteria established by the DOH, Rainier School and the City. Update the description of how these criteria, standards, and policies will be applied to existing and future system components.
- C. Define alternatives for the creation of a single City of Buckley water system, including no action, Rainier School as a wholesale customer, and Rainier School campus as individual City of Buckley retail customers.
- D. Develop evaluation criteria for the feasibility of consolidation.

Task 2 – Evaluation of Alternatives

- A. Establish projections for two water systems for 10- and 20-year time periods. Develop projections for the future population, water consumption, water production, and distribution system leakage for 10- and 20-year planning horizons.
- B. Develop a combined hydraulic model of water systems for use in the evaluation of fire flow and pressures to meet DOH criteria.
- C. Evaluate water quality results for two water systems and evaluate potential water quality impacts related to consolidation.
- D. Identify required water facilities for two water systems for 10- and 20-planning horizons. Complete system analysis to include water rights, source, storage, treatment, transmission, and distribution.

- E. Prepare asset management program documentation, including the remaining useful life and replacement costs for all water system components.

Task 3 – Consolidation 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. Prepare detailed engineering cost estimates for each system improvement.
- D. Provide separate Capital Improvement Plans for each alternative with projects scheduled in the 10- and 20-year planning horizons.

Task 4 – Prepare Recommendation for City

- A. Identify the recommended alternative for consideration by the City.
- B. Identify next steps for implementation of the recommended alternative. Identify consolidation issues, including managerial, policies, interagency agreements, land ownership and leasing, and Operator certifications.

Task 5 – Compile, Submit, and Review Draft and Final Study

- A. Compile Draft Study, including Appendices. Submit to the City and Rainier School for review.
- B. Review Draft Study with the City and Rainier School. Address comments and incorporate revisions.
- C. Compile Final Study, including Appendices. Submit to the City, Rainier School and the DOH for review.

ANTICIPATED SCHEDULE

Notice to Proceed	September 2025
Obtain System Data from Rainier School.....	October 2025
Complete Task 1	January 2026
Complete Task 2	March 2026
Complete Task 3	May 2026
Submit Draft Study	July 2026
Review Draft Study with the City and Rainier School	August 2026
Submit Final Study to the DOH.....	December 2026

EXHIBIT B

ENGINEERING SERVICES SCOPE AND ESTIMATED COST

City of Buckley - Buckley/Rainier School Water System Consolidation Feasibility Study

Tasks	Principal/ Project Manager Hours	Project Engineer Hours	Civil Engineer Hours	AutoCAD/ GIS Technician/ Engineer Intern Hours
1 Consolidation Feasibility Study	40	72	200	30
Hour Estimate:	40	72	200	30
Estimated Fully Burdened Billing Rate:*	\$256	\$154	\$125	\$115
Fully Burdened Labor Cost:	\$10,240	\$11,088	\$25,000	\$3,450

Total Fully Burdened Labor Cost:

Direct Non-Salary Cost: \$ 49,778

Mileage & Expenses (Mileage @ current IRS rate) \$ 222.00

TOTAL ESTIMATED COST: \$ 50,000

* 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.