



CITY COUNCIL MEETING AGENDA

Tuesday – June 9, 2026 – 6:00 PM

Shawn O'Neill,
Mayor
soneill@cityofnapavine.com

Brian Watson,
Council Position No.1
bwatson@cityofnapavine.com

Ivan Wiediger,
Council Position No.2
iwiediger@cityofnapavine.com

Don Webster,
Council Position No.3
dwebster@cityofnapavine.com

Jeremy Germann,
Council Position No.4
jgermann@cityofnapavine.com

Duane Crouse,
Council Position No.5
dcrouse@cityofnapavine.com

Staff Members

Rachelle Denham,
City Clerk

Michelle Whitten,
City Treasurer

Will Tastad,
Director of Public Works

John Brockmueller,
Chief of Police

Allen Unzelman
Honorable Judge-Municipal Court

Jim Buzzard,
Legal Counsel

City of Napavine
407 Birch Ave SW
P O Box 810
Napavine, WA 98565
360-262-3547

City Website
www.cityofnapavine.com

- I. CALL TO ORDER
- II. INVOCATION
- III. PLEDGE OF ALLEGIANCE
- IV. ROLL CALL
- V. APPROVAL OF AGENDA – AS PRESENTED

- VI. APPROVAL OF MEETING MINUTES – MAY 26, 2026
 - 1) REGULAR COUNCIL MEETING

- VII. STAFF & COUNCIL REPORT

- VIII. CITIZEN COMMENTS – NON-AGENDA ITEMS

- IX. NEW BUSINESS
 - 1) VOUCHERS – M. WHITTEN
 - 2) CIVICPLUS AGREEMENT FOR WEBSITE – R. DENHAM
 - 3) LEMAY REFUSE SERVICES RATE INCREASE– R. DENHAM
 - 4) JOB DESCRIPTION FIELD FOREMAN & RECLASSIFICATION – R. DENHAM/W.TASTAD
 - 5) LOCAL AGENCY CONSULTANT AGREEMENT AMENDMENT#1
SUPPLEMENTAL: RUSH RD TO NEWAUKUM VALLEY – W. TASTAD

- X. ADJOURNMENT – CLOSE OF MEETING

Council Meeting is held in person and via Teleconference.

Teleconference Information

Dial-in number (US): (720) 740-9753

Access code: 8460198

To join the online meeting: <https://join.freeconferencecall.com/rdenham8>



NAPAVINE CITY COUNCIL REGULAR MEETING MINUTES
 May 26, 2026, 6:00 P.M.
 Napavine City Hall, 407 Birch Ave SW, Napavine, WA

CALL TO ORDER:

Mayor Shawn O’Neill called the regular city council meeting to order at 6:00pm.

INVOCATION:

The invocation was led by Rachele Denham.

PLEDGE OF ALLEGIANCE:

Mayor Shawn O’Neill led the flag salute.

ROLL CALL:

Council members present: Shawn O’Neill Mayor, Brain Watson Councilor #1, Ivan Wiediger Councilor #2, Jeremy Germann Councilor #4, and Duane Crouse Mayor Pro Tem.

City staff members present: City Clerk – Rachele Denham, Chief of Police – John Brockmueller.

MOVED:	Duane Crouse	Motion: Excuse Don Webster, Michelle Whitten, and Will Tastad.
SECONDED:	Ivan Wiediger	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

CONSENT/APPROVAL OF AGENDA

MOVED:	Duane Crouse	Motion: Approval of Agenda- As Presented.
SECONDED:	Brian Watson	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

APPROVAL OF MEETING MINUTES

MOVED:	Ivan Wiediger	Motion: Approval of the Minutes for May 12, 2026 – Regular Council Meeting,
SECONDED:	Jeremy Germann	
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

STAFF & COUNCIL REPORTS:

John Brockmueller – Chief of Police

- Report in writing and operations are normal.

Rachele Denham – Clerk

- Quanex invited the city council and departments to attend the opening celebration at their new Chehalis location, 211 Hamilton Rd. N Suite 301, Chehalis on Thursday, June 25th at 11am. Please confirm attendance with the clerk so that she can provide a head count for proper food planning to Quanex.

Will Tastad – PW Director

- Report is in writing.

Michelle Whitten – Treasurer

- Report is in writing.

Jeremy Germann-Council Member #4

- Congratulations to Michelle Whitten on the successful recent payroll audit.

Ivan Wiediger – Council Member #2

- Went on vacation to Beach, North Dakota and attended a council meeting. He takes great pleasure serving on this council. Attended the Memorial Day Ceremony at the cemetery and it was nice to see it well attended.

Brian Watson – Council Member #1

- Congrats to the Boys Baseball making it to State and playing in the Final Four this Friday. They have a chance to win state championship. The girls’ softball team did well at state, didn’t bring home a trophy but still had a great season.

Shawn O’Neill – Mayor

- Attended the Memorial Day Service at the cemetery. He was happy to see staff and the event was better attended than in years past. Penny Mauel made cupcakes and everyone enjoyed them. Tim Schmidt gave mention about how many people showed up. Looking forward to next year and would like to have a small breakfast at the gathering since it’s the first stop.

CITIZEN COMMENTS – NON-AGENDA ITEMS: *The recording link can be accessed for entire citizen comments. This is a brief summary and not verbatim.*

NONE.

NEW BUSINESS

VOUCHERS- M. WHITTEN

The following voucher/warrants/electronic payments are approved for payment:

Accounts Payable	66	24	50,801.39	40481-40506
Electronic Payments	9	9	1,042.88	eft*20260511-19
Payroll Vendors				
Electronic Payroll	2	2	14,422.82	Eft*20260509-10
ACH Direct Deposit	17	17	40,232.16	Payroll May 1-15 2026
Total Vouchers	94	52	\$106,499.25	
VOID Check 40407			269.75	
			\$106,229.50	

MOVED:	Ivan Wiediger	Motion: Pay the bills. Approval of the Vouchers dated May 26, 2026 2nd Council Meeting.
SECONDED:	Duane Crouse	
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

ADJOURNMENT: *Meeting Adjourned at approximately 6:09 p.m.*

MOVED:	Jeremy Germann	Motion: To Adjourn – Close of Meeting
SECONDED:	Ivan Wiedieger	
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 aye and 0 nay.	

These minutes are not verbatim. If so desired, a recording of this meeting is available online from freeconferencecall.com or at the link <https://fccdl.in/GM11tocxki>.

Respectfully submitted,

Rachelle Denham, City Clerk

Shawn O’Neill, Mayor

Councilor



COUNCIL AGENDA ROUTING FORM

Council Meeting Date: 06/09/2026

Legal Review Required: Yes No

Department: City Clerk

Submitted By: Rachele Denham

Agenda Item Title: CivicPlus Statement of Work (SOW) Quote#Q-124168-1

Agenda Type:

Regular Agenda Public Hearing Workshop

Requested Action:

Approval Direction Information Purposes

Summary / Background: CivicPlus purchased Municode and the website is being migrated from Drupal7 to Central Starter. The website may have a slightly different look and also comes with some new tools. CivicPlus will offer a Year 1 discount to match our current renewal pricing for the 2026–2027 term at \$2,971.24. Then, beginning 2/1/2027 the renewal for Central Starter would adjust to \$5,286.

Fiscal Impact: Yes No

Budgeted: Yes No

Estimated Cost: \$2971.24 Funding Source: Split by all departments

Reviewed by Treasurer/Signature: _____

Attachments:

Resolution Ordinance Agreement/Contract Maps/Exhibits Other:

For Admin Use Only:

Approved/Ready for Council: Yes No Date Received-Initial: _____.

Review / Accepted by Mayor Shawn O'Neill: _____.

Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
Date Action Taken	
Attest:	



CivicPlus

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
CivicPlus Pricing
Approval Date:
Expires On:

Statement of Work
Q-124168-1
5/26/2026 1:17 PM
6/30/2026

Client:
City of Napavine, WA

Bill To:
NAPAVINE CITY, WASHINGTON

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Rewen Reyes		rewen.reyes@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	DNS and Domain Hosting Setup	DNS and Domain Hosting Setup (https://www.cityofnapavine.com/)
1.00	Municipal Websites Central: Migration Standard Implementation	Includes full setup and configuration of website design selected from 1 of 10 layout options
1.00	Municipal Websites Central: Meeting Migration	All publicly available word / pdf formatted meetings and agendas migrated
1.00	Municipal Websites Central: Content Migration	All publicly available non-time sensitive published content migrated while maintaining formatting. Spelling & Links check completed.
1.00	Municipal Websites Central: Group Training	Blended system training, online learning paired with access to a trainer for questions and learning reinforcement. Migration of the current year plus two previous years of simple meeting agendas and minutes.

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	Municipal Websites Central: Starter Standard Annual Fee	Municipal Websites Central : Starter Standard Annual Fee
1.00	Municipal Websites Central: Starter Hosting and Security Annual Fee	Municipal Websites Central: Module Based Hosting and Security Annual Fee
1.00	Guardian Security (Cloudflare WAF/CDN)	Cloudflare Tier 1 WAF/CDN security protection

QTY	PRODUCT NAME	DESCRIPTION
1.00	DNS and Domain Hosting Annual Fee	DNS and Domain Hosting Annual Fee: https://www.cityofnapavine.com/
1.00	SSL Management CivicPlus Provided	SSL Management CivicPlus Provided: https://www.cityofnapavine.com/
1.00	Municipal Websites Central: AI Editing Assistant	AI Editing Assistant is an optional CivicPlus Municipal Websites Central feature that lets authorized users create and improve content using integrated AI tools to generate, summarize, rewrite, and polish text across supported fields.
1.00	Guardian Security (Cloudflare WAF/CDN)	Cloudflare Tier 1 WAF/CDN security protection

Initial Term	2/1/2026 - 1/31/2028, Renewal Term 2/1 each calendar year
Initial Term Invoice Schedule	Year One Annual Total invoiced upon the signature date of this Agreement, subject to proration if the term begins at signing. Subsequent Annual Totals invoiced every 12 months starting at Renewal Term.

	Annual Subscription	One Time Fees	Annual Total
Year One	USD 2,971.24	USD 0.00	USD 2,971.24
Year Two	USD 5,286.00		USD 5,286.00
Subtotal			USD 8,257.24
Annual Recurring Services Starting Year 3			USD 5,550.30
Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date		
Annual Uplift	5% to be applied in year 3		

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-124168-1

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)



COUNCIL AGENDA ROUTING FORM

Council Meeting Date: 06/09/2026

Legal Review Required: Yes No

Department: City Clerk

Submitted By: Rachelle Denham

Agenda Item Title: LeMay Enterprises, Inc-Agreement for Collection & Disposal of Solid Waste

Agenda Type:

Regular Agenda Public Hearing Workshop

Requested Action:

Approval Direction Information Purposes

Summary / Background: Item 11 of the current Franchise Agreement between Harold LeMay Enterprises, Inc. and the City of Napavine allows the rates to be adjusted annually based on 80% of the Consumer Price Index for the Seattle-Tacoma-Bremerton Area of All Urban Consumers, all items. Provided that the increase shall be no less than 1 % and not greater than 5% in any calendar year. The CPI for February 2025 to February 2026 for this index is 3.92%, factored at 80%, this equates to 3.13% and will be effective July 1,2026.

Fiscal Impact: Yes No

Budgeted: Yes No

Estimated Cost: 3.13% increase for current services Funding Source: Split by all departments

Reviewed by Treasurer/Signature: _____

Attachments:

Resolution Ordinance Agreement/Contract Maps/Exhibits Other: Letter and Schedule A-Fee Chart

For Admin Use Only:

Approved/Ready for Council: Yes No Date Received-Initial: _____.

Review / Accepted by Mayor Shawn O'Neill: _____.

Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
Date Action Taken	
Attest:	



LEMAY ENTERPRISES, INC.

1713 N PEARL
CENTRALIA, WA 98531

Phone: 360-736-4769

800-525-4167

May 20, 2026

Rachelle Denham, City Clerk
City of Napavine
PO Box 810
Napavine, WA 98565

Re: Agreement for Collection and Disposal of Solid Waste

Dear Ms. Denham:

Item 11 of the Franchise Agreement between Harold LeMay Enterprises, Inc. and the City of Napavine allows the rates to be adjusted annually based on 80% of the Consumer Price Index for the Seattle-Tacoma-Bremerton Area of All Urban Consumers, all items. Provided that the increase shall be no less than 1% and not greater than 5% in any calendar year.

The CPI for February 2025 to February 2026 for this index is 3.92%, factored at 80% this equates to 3.13% and will be effective July 1, 2026.

If you have any question or would like to discuss this further, please feel free to give me a call at 360-507-5048.

Sincerely,

A handwritten signature in black ink, appearing to read "Ed Morlan".

Ed Morlan
Site Manager

Schedule A

City of Napavine 2026

		Residential		
		Monthly	3.13% CPI	New Rate
65GAL CAN W/RECYCLE EOW		\$ 23.78	\$ 0.74	\$ 24.52
65GAL CAN - EOW		\$ 17.98	\$ 0.56	\$ 18.54
65 GAL W/RECYCLE-WEEKLY		\$ 33.42	\$ 1.05	\$ 34.47
95 GAL W/RECYCLE WEEKLY		\$ 47.42	\$ 1.48	\$ 48.90
2-65 GAL W/RECYCLE-WKLY		\$ 64.39	\$ 2.02	\$ 66.41
65 GAL W/RECYCLE-MONTHLY		\$ 17.74	\$ 0.56	\$ 18.30
65 GAL - MONTHLY		\$ 11.97	\$ 0.37	\$ 12.34
65 GAL SR RATE - EOW		\$ 17.82	\$ 0.56	\$ 18.38
65 GAL SR RATE - WEEKLY		\$ 27.37	\$ 0.86	\$ 28.23
65 GAL SR RATE - MONTH		\$ 11.75	\$ 0.37	\$ 12.12
95 GAL W/RECYCLE-MONTH		\$ 20.57	\$ 0.64	\$ 21.21
95 GAL SR RATE -MONTHLY		\$ 14.80	\$ 0.46	\$ 15.26
95 GAL SR RATE - WEEKLY		\$ 42.13	\$ 1.32	\$ 43.45
95 GAL EOW		\$ 31.36	\$ 0.98	\$ 32.34
95 GAL - WEEKLY		\$ 42.80	\$ 1.34	\$ 44.14
95 GAL W/RECYCLE - EOW		\$ 37.15	\$ 1.16	\$ 38.31
RECYCLE ONLY		\$ 5.96	\$ 0.19	\$ 6.15
45 GAL W/RECYCLE-MONTH		\$ 14.58	\$ 0.46	\$ 15.04
45 GAL SR RATE -MONTHLY		\$ 9.35	\$ 0.29	\$ 9.64
2-65 GAL W/RECYCLE-EOW		\$ 45.24	\$ 1.42	\$ 46.66
2-95 GAL W/RECYCLE-WKLY		\$ 91.20	\$ 2.85	\$ 94.05
Yardwaste - 1 95 GAL EOW		\$ 10.16	\$ 0.32	\$ 10.48

Schedule A

Commercial			
<i>Permanent Containers</i>		3.13%	New
EOW		CPI	Rate
1yd	\$ 62.98	\$ 1.97	\$ 64.95
1.5yd	\$ 87.45	\$ 2.74	\$ 90.19
2yd	\$ 111.30	\$ 3.48	\$ 114.78
3yd	\$ 159.48	\$ 4.99	\$ 164.47
4yd	\$ 186.36	\$ 5.83	\$ 192.19
5yd	\$ 225.75	\$ 7.07	\$ 232.82
6yd	\$ 272.31	\$ 8.52	\$ 280.83
Weekly			
1yd	\$ 112.26	\$ 3.51	\$ 115.77
1.5yd	\$ 155.56	\$ 4.87	\$ 160.43
2yd	\$ 200.16	\$ 6.27	\$ 206.43
3yd	\$ 290.72	\$ 9.10	\$ 299.82
4yd	\$ 342.57	\$ 10.72	\$ 353.29
5yd	\$ 411.05	\$ 12.87	\$ 423.92
6yd	\$ 498.10	\$ 15.59	\$ 513.69
2 X per Week			
1yd	\$ 208.75	\$ 6.53	\$ 215.28
1.5yd	\$ 288.69	\$ 9.04	\$ 297.73
2yd	\$ 374.08	\$ 11.71	\$ 385.79
3yd	\$ 555.48	\$ 17.39	\$ 572.87
4yd	\$ 659.25	\$ 20.63	\$ 679.88
5yd	\$ 787.94	\$ 24.66	\$ 812.60
6yd	\$ 957.16	\$ 29.96	\$ 987.12
Special			
1yd	\$ 33.18	\$ 1.04	\$ 34.22
1.5yd	\$ 44.58	\$ 1.40	\$ 45.98
2yd	\$ 60.30	\$ 1.89	\$ 62.19
3yd	\$ 73.96	\$ 2.31	\$ 76.27
4yd	\$ 93.09	\$ 2.91	\$ 96.00
5yd	\$ 106.54	\$ 3.33	\$ 109.87
6yd	\$ 123.76	\$ 3.87	\$ 127.63
Extra Yardage	\$ 44.37	\$ 1.39	\$ 45.76

Schedule A

<i>Temporary Containers</i>				
	1yd			
Initial Delivery	\$ 27.22	\$ 0.85	\$ 28.07	
Pick-Up Rate	\$ 34.69	\$ 1.09	\$ 35.77	
Rent Per Day	\$ 0.61	\$ 0.02	\$ 0.63	
Rent Per Month	\$ 18.77	\$ 0.59	\$ 19.35	
Extra Yardage per Yrd	\$ 44.37	\$ 1.39	\$ 45.76	
	1.5yd			
Initial Delivery	\$ 27.22	\$ 0.85	\$ 28.07	
Pick-Up Rate	\$ 46.90	\$ 1.47	\$ 48.37	
Rent Per Day	\$ 0.61	\$ 0.02	\$ 0.63	
Rent Per Month	\$ 18.77	\$ 0.59	\$ 19.36	
Extra Yardage per Yrd	\$ 44.37	\$ 1.39	\$ 45.76	
	2yd			
Initial Delivery	\$ 27.22	\$ 0.85	\$ 28.07	
Pick-Up Rate	\$ 62.53	\$ 1.96	\$ 64.49	
Rent Per Day	\$ 0.68	\$ 0.02	\$ 0.70	
Rent Per Month	\$ 20.76	\$ 0.65	\$ 21.41	
Extra Yardage per Yrd	\$ 44.37	\$ 1.39	\$ 45.76	
	3yd			
Initial Delivery	\$ 40.73	\$ 1.27	\$ 42.00	
Pick-Up Rate	\$ 79.19	\$ 2.48	\$ 81.67	
Rent Per Day	\$ 0.68	\$ 0.02	\$ 0.70	
Rent Per Month	\$ 20.76	\$ 0.65	\$ 21.41	
Extra Yardage per Yrd	\$ 44.37	\$ 1.39	\$ 45.76	
	4yd			
Initial Delivery	\$ 40.73	\$ 1.27	\$ 42.00	
Pick-Up Rate	\$ 97.14	\$ 3.04	\$ 100.18	
Rent Per Day	\$ 0.75	\$ 0.02	\$ 0.78	
Rent Per Month	\$ 22.75	\$ 0.71	\$ 23.46	
Extra Yardage per Yrd	\$ 44.37	\$ 1.39	\$ 45.76	
	5yd			
Initial Delivery	\$ 40.73	\$ 1.27	\$ 42.00	
Pick-Up Rate	\$ 112.30	\$ 3.52	\$ 115.82	
Rent Per Day	\$ 0.75	\$ 0.02	\$ 0.78	
Rent Per Month	\$ 22.75	\$ 0.71	\$ 23.46	
Extra Yardage per Yrd	\$ 44.37	\$ 1.39	\$ 45.76	
	6yd			
Initial Delivery	\$ 40.73	\$ 1.27	\$ 42.00	
Pick-Up Rate	\$ 130.72	\$ 4.09	\$ 134.81	
Rent Per Day	\$ 0.82	\$ 0.03	\$ 0.84	
Rent Per Month	\$ 24.77	\$ 0.78	\$ 25.55	
Extra Yardage per Yrd	\$ 44.37	\$ 1.39	\$ 45.76	

Schedule A

Permanent Roll Off				
20yrd	\$ 199.50	\$ 6.24	\$ 205.74	
30yrd	\$ 249.76	\$ 7.82	\$ 257.57	
40 yrd	\$ 314.17	\$ 9.83	\$ 324.00	
	2nd or more			
20yrd	\$ 114.32	\$ 3.58	\$ 117.90	
30yrd	\$ 128.48	\$ 4.02	\$ 132.51	
40 yrd	\$ 150.14	\$ 4.70	\$ 154.84	
20yrd	\$ 85.17	\$ 2.67	\$ 87.83	
30yrd	\$ 121.27	\$ 3.80	\$ 125.07	
40 yrd	\$ 164.04	\$ 5.13	\$ 169.17	
	Tonnage			
20yrd	\$ 116.00	<i>tonnage is pass-thru at the Lewis County gate rate</i>		
30yrd	\$ 116.00	<i>tonnage is pass-thru at the Lewis County gate rate</i>		
40 yrd	\$ 116.00	<i>tonnage is pass-thru at the Lewis County gate rate</i>		
Temp Drop Boxes		20 Yrd		
Initial Delivery - one time charge	\$ 170.76	\$ 5.34	\$ 176.11	
Haul Charge/Per Haul	\$ 210.18	\$ 6.58	\$ 216.76	
Rent Per Day	\$ 9.20	\$ 0.29	\$ 9.49	
Rent Per Month	\$ 276.04	\$ 8.64	\$ 284.68	
Tonnage	\$ 116.00	<i>tonnage is pass-thru at the Lewis County gate rate</i>		
Temp Drop Boxes		30 Yrd		
Initial Delivery - one time charge	\$ 170.76	\$ 5.34	\$ 176.11	
Haul Charge/Per Haul	\$ 236.45	\$ 7.40	\$ 243.85	
Rent Per Day	\$ 11.16	\$ 0.35	\$ 11.51	
Rent Per Month	\$ 334.97	\$ 10.48	\$ 345.46	
Tonnage	\$ 116.00	<i>tonnage is pass-thru at the Lewis County gate rate</i>		
Temp Drop Boxes		40 Yrd		
Initial Delivery - one time charge	\$ 170.76	\$ 5.34	\$ 176.11	
Haul Charge/Per Haul	\$ 262.72	\$ 8.22	\$ 270.95	
Rent Per Day	\$ 13.14	\$ 0.41	\$ 13.55	
Rent Per Month	\$ 394.08	\$ 12.33	\$ 406.42	
Tonnage	\$ 116.00	<i>tonnage is pass-thru at the Lewis County gate rate</i>		

Schedule A

Other Charges				
Restart Fee	\$ 19.70	\$ 0.62	\$ 20.32	ea.
Redelivery Fee Tote	\$ 19.70	\$ 0.62	\$ 20.32	ea.
Redelivery Fee Container	\$ 26.27	\$ 0.82	\$ 27.09	ea.
Redelivery Fee Drop Box	\$ 78.82	\$ 2.47	\$ 81.29	ea.
Special Pick-up 45 Gal	\$ 7.57	\$ 0.24	\$ 7.81	ea.
Special Pick-up 65 Gal	\$ 8.57	\$ 0.27	\$ 8.84	ea.
Special Pick-up 95 Gal	\$ 11.19	\$ 0.35	\$ 11.54	ea.
NSF Fee	\$ 32.85	\$ 1.03	\$ 33.88	
Return Trip Fee	\$ 19.71	\$ 0.62	\$ 20.33	
Tote Recovery Fee				
Extras	\$5.82	\$ 0.18	\$ 6.00	
Drive In/per month	\$ 9.20	\$ 0.29	\$ 9.49	
Roll-Out/per month	\$ 2.79	\$ 0.09	\$ 2.87	

Service provided to the City at no cost per section 8 of current contract.

Location	Acct. #	Service size
Mayme Shaddock Park	66036-001	3 x 65 gallon weekly by walk-way bridge
Napavine City Hall	66036-002	2yd weekly, 65 gallon weekly, 3 Comingle
Napavine City Shop	66036-003	4 x 65 gallon weekly, 2 x 95 gallon weekly
Napavine Community Park	586255	5 x 65 gallon weekly
Robert Cook City Park	682637	1 x 95 gallon weekly
Napavine Amphitheater	1227209	2yd weekly

Consumer Price Index for All Urban Consumers (CPI-U) Original Data Value

Series Id: CUURS49DSA0
 Not Seasonally Adjusted
 Series Title: All items in Seattle-Tacoma-Bellevue, WA, all urban
 Area: Seattle-Tacoma-Bellevue WA
 Item: All items
 Base Period: 1982-84=100
 Years: 2016 to 2026

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2016	250,942	250,942	253,815	256,907	256,907	256,907	256,907	256,907	256,907	256,941	256,941	256,821	254,886	253,122	256,651
2017	259,503	259,503	261,560	263,333	263,333	263,756	263,756	263,333	264,653	264,653	265,850	265,850	262,668	260,656	264,680
2018	268,031	268,031	270,309	271,625	271,625	272,395	272,395	271,625	272,805	272,805	273,293	273,293	271,089	269,527	272,652
2019	275,304	275,304	276,765	278,682	278,682	278,631	278,631	280,286	278,682	278,682	279,421	279,421	277,984	276,230	279,738
2020	282,115	282,115	280,484	281,055	281,055	281,055	281,055	284,905	284,505	284,505	283,409	283,409	282,693	281,281	284,105
2021	286,950	286,950	290,068	299,704	299,704	296,573	296,573	299,704	303,099	303,099	304,856	304,856	295,560	289,628	301,493
2022	310,078	310,078	316,525	326,796	326,796	326,656	326,656	326,796	330,173	330,173	330,489	330,489	322,167	315,507	328,827
2023	334,987	334,987	338,487	344,449	344,449	341,734	341,734	344,449	345,992	345,992	344,982	344,982	340,845	337,109	344,581
2024	349,288	349,288	353,503	355,179	355,179	354,824	354,824	355,179	356,212	356,212	354,348	354,348	353,488	351,426	355,551
2025	358,096	358,096	359,400	365,211	365,211	364,344	364,344	365,211			365,447	365,447	362,039	359,458	365,137
2026	372,121	372,121	377,091												

Feb. 2026 372,121
 Feb. 2025 358,096
 Diff 14,025
 % Diff 3.92%
 Diff @ 80% 3.13%



COUNCIL AGENDA ROUTING FORM

Council Meeting Date: 06/09/2026

Legal Review Required: Yes No

Department: Public Works

Submitted By: Rachele Denham

Agenda Item Title: Job Description-Field Foreman (Public Works)

Agenda Type:

Regular Agenda Public Hearing Workshop

Requested Action:

Approval Direction Information Purposes

Summary / Background: The Field Foreman job description has been reviewed and updated to reflect the current duties, responsibilities, and operational needs of the City. The previous job description had not been revised since 2006 and no longer accurately represented the scope of the position. The updated job description includes current expectations, reporting relationships, essential functions, and qualifications necessary to effectively support City operations. These revisions are intended to ensure the position description remains accurate, relevant, and aligned with the City's present and future workforce needs. The Field Foreman classification is an existing position recognized by both the City and the collective bargaining agreement. As part of a reorganization within the Public Works Department, the Building Inspector position will become vacant and is not intended to be filled at this time. The current Building Inspector will transition into the Field Foreman position to support the department's operational needs and organizational structure.

Fiscal Impact: Yes No

Budgeted: Yes No

Estimated Cost: N/A

Funding Source: Split-33% Streets, 33% Water, 34% Sewer

Reviewed by Treasurer/Signature: _____

Attachments:

Resolution Ordinance Agreement/Contract Maps/Exhibits Other: Job Description

For Admin Use Only:

Approved/Ready for Council: Yes No Date Received-Initial: _____.

Review / Accepted by Mayor Shawn O'Neill: _____.

Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
Date Action Taken	
Attest:	



POSITION TITLE: FIELD FOREMAN

Department: Public Works

Job Status: Full Time

FLSA Status: Union/Just Cause

Job Type: Regular

Reports To: Public Works Director

Travel Required: Local

Positions Supervises: Public Works Field Staff

Pay Range: \$32.99 - \$37.50/hr. | \$5,717.12 - \$6,499.36/mo. (2026-Teamsters' Collective Bargaining Scale)

Work Schedule: Monday through Friday with on-call rotation

GENERAL DESCRIPTION

Under the supervision and direction of the Public Works Director, the Field Foreman performs skilled and semi-skilled technical, maintenance, construction, and supervisory work related to the City's public works infrastructure. This position requires practical knowledge, leadership ability, technical expertise, and specialized skills acquired through training and experience.

The Field Foreman oversees and participates in the installation, construction, maintenance, repair, and operation of the City's water distribution system, sewer collection system, pump stations, streets, facilities, and associated infrastructure.

This position regularly utilizes standard and specialized tools, power-operated devices, heavy equipment, and construction machinery necessary for public works operations. Duties may include operation of dump trucks, excavators, backhoes, loaders, specialized service vehicles, and other equipment used in the maintenance and repair of water, sewer, street, and drainage systems.

The Field Foreman serves as a working supervisor responsible for directing daily field operations, assists crews in the field as needed, supports workforce development through new employee training, work within department budget parameters in collaboration with the Public Works Director, assigning work tasks, monitoring job progress, ensuring safety compliance, maintaining records, and coordinating activities with staff, contractors, utilities, developers, and the public.

SUPERVISION RECEIVED AND EXERCISED

Works under the general supervision and guidance of the Public Works Director.

Exercises day-to-day field supervision over assigned public works employees and work crews. Responsibilities include assigning and monitoring work activities, providing training and guidance, promoting safe work practices, and ensuring projects are completed efficiently and in compliance with applicable regulations and standards.

Responsible for preparing and maintaining work orders, inspection reports, inventory records, permits, safety documentation, and operational checklists including, but not limited to:

- Valve exercising records
- Hydrant flushing records
- Manhole inspections and repairs
- Confined space permits
- Traffic control documentation
- Equipment and maintenance logs

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Installs, repairs, and maintains water mains, water services, valves, hydrants, and related appurtenances.
- Installs, repairs, and maintains sewer lines, manholes, pump stations, and associated infrastructure.
- Troubleshoots, analyzes, and resolves problems related to water, sewer, street, drainage, and facility systems.
- Coordinates daily work assignments and supervises field personnel to ensure safe and efficient operations.
- Assists with employee training, performance oversight, and enforcement of safety procedures and operational standards.
- Operates and maintains dump trucks, excavators, backhoes, loaders, snowplows, sanders, and other public works vehicles and equipment.
- Performs utility locates, potholing, and identification of service lines and underground infrastructure for contractors and utility companies.
- Conducts hydrant maintenance, valve exercising, flushing programs, and related system maintenance activities.
- Performs disinfection of water lines associated with repairs and new installations and conducts required testing to maintain compliance with federal and state drinking water regulations.
- Operates pneumatic, hydraulic, mechanical, and electrical equipment including compressors, pumps, saws, hoists, jackhammers, compactors, and related tools.
- Performs flagging, traffic control, and site safety duties in accordance with applicable standards.
- Participates in the construction, repair, and maintenance of streets, sidewalks, alleys, catch basins, drainage systems, guardrails, and other public works infrastructure.
- Performs routine inspection, preventative maintenance, cleaning, servicing, and minor repairs of City fleet vehicles, heavy equipment, machinery, tools, and related public

works equipment. Coordinates major maintenance and repair needs with the Public Works Director and outside vendors as necessary.

- Assists in maintaining fleet maintenance records, equipment service schedules, fuel usage records, and operational readiness of vehicles and equipment.
- Provides field support and actively participates in daily operations when staffing shortages occur or operational demands require additional assistance.
- Assists with training of new employees promoting safe work practices, equipment operation, departmental procedures, regulatory compliance, and proper use of tools and machinery.
- Provides ongoing mentorship and leadership to assigned personnel to promote productivity, safety, teamwork, and professional development.
- Assists the Public Works Director in monitoring operational expenditures, material usage, inventory control, and budget-related activities associated with public works projects and daily operations.
- Coordinates purchasing needs, equipment usage, materials, and project expenditures with the Public Works Director to ensure operations remain within approved budget guidelines.
- Assists in planning and prioritizing work assignments, resource allocation, and equipment scheduling to maximize operational efficiency and cost effectiveness.
- Performs concrete work, painting, carpentry, landscaping, and general maintenance activities related to public works operations.
- Coordinates work activities with contractors, developers, utility providers, property owners, and other agencies as directed by the Public Works Director.
- Responds to emergencies, system failures, weather events, and after-hours call-outs in a timely and efficient manner.
- Maintains accurate records and reports related to inspections, maintenance activities, repairs, materials, and equipment usage.
- Attends meetings, trainings, and seminars as assigned.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of public works construction, maintenance, and repair practices.
- Knowledge of fleet and equipment preventative maintenance practices and procedures.
- Knowledge of water distribution systems, sewer collection systems, streets, drainage systems, and related infrastructure.
- Ability to train, mentor, and supervise employees in a constructive and professional manner.
- Ability to prioritize multiple projects, staffing needs, and operational demands effectively.
- Ability to interpret and carry out written and verbal instructions.
- Ability to use sound judgment and make decisions in the field.
- Ability to establish and maintain effective working relationships with coworkers, contractors, public agencies, and the public.
- Ability to safely operate tools, equipment, machinery, and vehicles used in public works operations.
- Ability to work independently with minimal supervision.
- Ability to maintain records and complete reports accurately.

- Ability to assist in monitoring budgets, controlling expenditures, maintaining inventory, and coordinating operational costs.
- Ability to meet the physical demands of the position and work in adverse weather and environmental conditions.

MINIMUM QUALIFICATIONS

- High school diploma or GED equivalent.
- Valid Washington State driver's license with a satisfactory driving record.
- Commercial Driver's License (CDL) Class B with air brake endorsement preferred or may be required based on operational needs.
- Certification or training in asbestos cement pipe handling/removal as required by OSHA/WISHA regulations.
- Training in confined space entry procedures.
- Training in trenching and shoring safety procedures.
- Ability to obtain First Aid/CPR certification within twelve (12) months of hire.
- Ability to obtain flagger certification within six (6) months of hire.
- Ability to successfully pass a background investigation.

Additional certifications may be required depending on departmental needs, including but not limited to Water Distribution Manager (WDM), Cross Connection Control Specialist (CCS), or other state-required certifications.

WORKING CONDITIONS

Work is performed both indoors and outdoors and may involve exposure to varying weather conditions, noise, dust, traffic, chemicals, wet or unsanitary environments, and uneven terrain. The position is subject to 24-hour emergency response and on-call assignments.

Duties may require:

- Working in confined spaces
- Working at heights or below ground level
- Heavy lifting and strenuous physical activity
- Exposure to hazardous conditions and emergency situations
- Working evenings, weekends, holidays, or on-call shifts as necessary

Employees must maintain the physical ability necessary to safely perform the essential functions of the position.

DISCLAIMER

The City has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisor as deemed appropriate. This document does not represent a contract of employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.

*The City of Napavine is an equal opportunity employer and provider.
Incorporated November 21, 1913*

			Comm Dev		City Street		Water		Sewer	
Current Wages:	Monthly	Annual	%							
Field Foreman	\$6,499.36	\$77,992.32	0.00%	\$0.00	33.00%	\$25,737.47	33.00%	\$25,737.47	34.00%	\$26,517.39
Building Insp	\$6,499.36	\$77,992.32	13.00%	\$10,139.00	29.00%	\$22,617.77	29.00%	\$22,617.77	29.00%	\$22,617.77
Diff			-\$10,139.00		\$3,119.69		\$3,119.69		\$3,899.62	



COUNCIL AGENDA ROUTING FORM

Council Meeting Date: 06/09/2026

Legal Review Required: Yes No

Department: Public Works

Submitted By: Will Tastad

Agenda Item Title: Local Agency Consultant Agreement Amendment #1, Supplemental Agreement 1 :Rush Rd-Stella to Newaukum Valley

Agenda Type:

Regular Agenda Public Hearing Workshop

Requested Action:

Approval Direction Information Purposes

Summary / Background: Rush Rd STIP Project: Rush Rd-Stella to Newaukum Valley Scope of work amendment agreement. Original agreement with Consor 10/22/2024 approved by council. The City is contracting with Consor North America, Inc. (Consultant) to provide construction management and inspection services for the construction phase of the project. This amendment also includes out of scope design services that occurred during the course of the project and additional services to get the project to construction fund obligation and bidding. Original contract maximum with Consor was \$385,596.92 and the contract maximum is now \$685,347.92. Please see agreement attachment for detailed information.

Fiscal Impact: Yes No

Budgeted: Yes No

Estimated Cost: \$685,347.92 Funding Source: Federal Funding & Local Toll Credits

Reviewed by Treasurer/Signature: _____

Attachments:

Resolution Ordinance Agreement/Contract Maps/Exhibits Other:

For Admin Use Only:

Approved/Ready for Council: Yes No Date Received-Initial: _____.

Review / Accepted by Mayor Shawn O'Neill: _____.

Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
Date Action Taken	
Attest:	



Supplemental Agreement Number _____		Organization and Address	
Original Agreement Number		Phone:	
Project Number	Execution Date	Completion Date	
Project Title	New Maximum Amount Payable		
Description of Work			

The Local Agency of _____ desires to supplement the agreement entered in to with _____ and executed on _____ and identified as Agreement No. _____

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.

The changes to the agreement are described as follows:

I

Section 1, SCOPE OF WORK, is hereby changed to read:

II

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: _____

III

Section V, PAYMENT, shall be amended as follows:

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.

If you concur with this supplement and agree to the changes as stated above, please sign in the Appropriate spaces below and return to this office for final action.

By: _____ By: _____

Consultant Signature

Approving Authority Signature

Date

SCOPE OF WORK

Amendment #1

RUSH RD - STELLA TO NEWAUKUM VALLEY CITY OF Napavine

Project Background

The City of Napavine is initiating a project which includes a full width overlay, pavement repairs where necessary, curb ramp replacement to meet Americans with Disabilities Act (ADA) requirements, a separated multi-use path, and pavement markings to current standards. The project design is complete, and the construction contractor bids are expected to be opened in Summer 2026. The City is contracting with Consor North America, Inc. (Consultant) to provide construction management and inspection services for the construction phase of the project. This amendment also includes out of scope design services that occurred during the course of the project and additional services to get the project to construction fund obligation and bidding.

Project Summary

Consultant will perform project management, contract administration, construction management, construction inspection, and testing and special inspection for the Rush Rd - Stella to Newawkum Valley Project.

Project Assumptions

Construction is anticipated to commence by July 2026 for project kick-off and construction. For budgeting purposes, an active construction duration of 60 working days (approximately 12 weeks) has been assumed.

Scope of Services

Consultant proposes to perform the following services in relation to the City's Rush Road Project:

Task 1 – Project Management and Administration

Objective

Continue to oversee project tasks and coordinate with City representatives to manage the scope, schedule, and budget to progress project to the construction phase.

Task 1.1 Contract Administration, Invoicing, and Progress Reports

- Continue to perform original contract scope items until the construction phase starts.

Task 1.3 Management, Coordination, and Direction

- Continue to perform original contract scope items until the construction phases starts.

Task 3 – Pavement Investigation/Evaluation and HazMat

Task 3.3 Out of Scope Geotechnical Landslide Evaluation

- Out of scope geotechnical services provided to review possibility of moving boulders along base of existing landslide to provide space so clear zone requirements could be met.

Task 9 – Design Engineering: Plans, Specs, and Estimate (PS&E)

Objective

Update and complete the final design and construction package for advertisement for bidding. Provide design support during the construction phase.

Task 9.3 Final Design

- Update Final Plans and Specs for requested changes by Lewis County and update specs to WSDOT 2026 version.

Task 9.4 Design Services During Construction

- Respond to RFI's during construction and provide design updates. See Task 13.5 assumptions.

Task 12 – Construction Service Project Management and Contract Administration

Objective

Provide overall leadership and team strategic guidance aligned with City staff objectives. Coordinate, monitor, and control the project resources to meet the technical, communication, and contractual obligations required for developing and implementing the project scope.

Task 12.1 Project Coordination

- Perform general administration and project management throughout the construction phase to ensure successful completion of all tasks and elements of the Project within the established scope, schedule, and budget.
- Proactively track progress of project work completed against schedule & budget.
- Inform the City of any anticipated challenges during the construction phase as they may arise and develop solutions together.

Task 12.2 Invoices/Status Reporting

- Prepare monthly invoices, including expenditures by task, hours worked by project personnel, and other direct expenses with the associated backup documentation.
- Monthly status reports to accompany each invoice and include comparisons of monthly expenditures and cumulative charges to budget by Task.

Task 12.2 Assumptions

- Assume four (4) monthly invoices and status reports

Task 12.2 Deliverables

- Consultant will deliver to the City a monthly invoice and status report covering:
 - Work on the project performed during the previous month
 - Issues encountered, and actions taken for their resolution
 - Potential impacts to submittal dates, budget shortfalls, or optional services
 - Construction schedule updates
 - Issues requiring project team action

Task 13 – Construction Contract Administration and Closeout

Objective

Oversee construction phase activities as first point of contact for construction contractor. Coordinate with City staff and design team. Lead all project meetings and monitor project budget and schedule, quantities and quality of materials, and verify conformance with contract documents.

Task 13.1 Pre-Construction Meeting

Attend and lead the Pre-Construction Meeting with up to three (3) consultant team members in attendance. Prepare meeting agenda, run meeting, and issue meeting summary.

Task 13.1 Assumptions

- Three (3) consultant staff to attend Pre-Construction Meeting.

Task 13.1 Deliverables

- Meeting agenda and meeting minutes

Task 13.2 Project and Weekly Construction Meetings

Attend and lead project, weekly construction, and utility coordination meetings with up to two (2) consultant team members in attendance. Prepare meeting agenda, run meeting, and issue meeting summary.

Task 13.2 Assumptions

- Two (2) consultant staff to attend (Construction Manager, CAS). Construction Inspector attendance is covered in Task 14 and not included in this subtask. Assume twelve (12) weekly meetings during active construction.

Task 13.2 Deliverables

- Meeting agenda and meeting minutes

Task 13.3 Contract Administration

Provide construction management and administration services to monitor that the project is completed according to the Contract Documents. Perform the following tasks.

1. Coordinate and communicate with City and construction contractor on a regular basis to discuss project issues and status.

2. Issue change orders, including independent cost justifications, and maintain a change order log.
3. Issue field work directives and non-conformance reports.
4. Assess contractor-submitted baseline schedule, schedule updates, and 3-week look ahead schedules for feasibility and conformance with the Contract.
5. Monitor overall project construction budget.
6. Maintain material quantity and quality documentation, including maintenance of the Record of Materials (ROM).

Task 13.3 Assumptions

- Assume Four (4) change orders taking ten (10) hours per change orders to coordinate with City, EOR and contractor and draft change orders.
- Develop the Record of Materials (ROM) forty (40) hours

Task 13.3 Deliverables

- Change order documents for City review and approval.
- Field work directives and non-conformance reports
- Quality and quantity documentation
- Updated ROM

Task 13.4 Monthly Progress Estimates

Track quantities of materials installed monthly on pay note documents and draft progress estimates. Review estimates with the construction contractor prior to finalizing and submitting to the City for payment.

Subtask 2.4 Assumptions

- Five (5) monthly estimates are assumed during active construction and project closeout.

Task 2.4 Deliverables

- Quantity tracking spreadsheet
- Monthly progress estimates with recommendation to pay

Task 13.5 Shop Drawings, Submittals and RFIs

Prepare and maintain submittal log for submittals and/or shop drawings. Receive, log, distribute, and track submittal reviews and responses for project submittals. Prepare a submittal and documentation matrix for reference by contractor, EOR and construction management team.

Prepare and maintain RFI log. Receive, log, distribute, and track RFIs and respond to construction contractor.

Task 13.5 Assumptions

- Twenty (20) shop drawings and submittals are assumed, with an average of two (2) hours per submittal. Assume five (5) additional re-submittals.
- Ten (10) RFIs are assumed, with an average of two (2) hours per RFI.

Task 13.5 Deliverables

- Updated Submittal Log
- Reviewed submittals and shop drawings returned to construction contractor
- Updated RFI Log
- Reviewed RFI responses to construction contractor

Task 13.6 Labor Compliance

Lead all labor compliance monitoring including the following tasks.

1. Track and file statements of intent to pay prevailing wages (Intent) and affidavit of paid wages (Affidavit).
2. Review and approve Request to Sublets (RTS).
3. Collect and review certified payroll and work with contractor and subcontractors to resolve deficiencies.
4. Coordinate wage rate interviews with construction inspector and contractors.
5. Oversee contractor DBE compliance and reporting, including subcontract review, utilization reports.

Task 13.6 Assumptions

- Ten (10) Request to Sublets are assumed, with an average of one and half (1.5) hours per request.

Task 13.6 Deliverables

- Requests to Sublet filed
- Intents and Affidavits filed
- Certified payroll filed
- Wage rate interviews filed
- DBE reporting filed

Task 13.7 Project Closeout

Consultant will lead the close-out phase to document completion of the project and adherence to WSDOT LAG requirements. Consultant will provide complete project files to the City and perform the following duties to assist with project close-out.

Substantial Completion/Punch List: Upon substantial completion of work, Construction Inspector will provide punch list of any outstanding items and coordinate completion with contractor.

As-Built Drawings: Construction Inspector will confirm that the contractor is maintaining a set of “Record Drawings”

Project Closeout: Transfer project documentation to the City for permanent storage. Provide a thumb drive or other electronic transfer method with all electronic documents and pictures. Provide hard copies of documentation upon request.

Task 13.7 Deliverables

- Punch list
- Project Closeout Documents as well as finalized/signed deliverables in a record format (such as pdf) and pictures on a thumb drive). Hard copies if requested.

Task 14 – Construction Inspection

Objective

Provide full time construction inspection to observe construction, monitor the work by the construction contractor, and document that the work is in general compliance with the requirements of the Contract Documents. The Construction Inspector is to act as the City’s on-site representative, is responsible for routine interfacing with the construction contractor and stakeholders, and is to observe the construction contractor’s operations and work.

Task 14.1 Construction Inspection

The Construction Inspector’s activities, in general, will include the following tasks.

1. Attend pre-construction conference, project, and weekly progress meetings.
2. Establish pre-construction site conditions using photo and video log of sites.
3. Observe/inspect the contractor’s activities, operations, and work and document the contractor’s work is in general compliance with the requirements of the contract documents. Observations will be completed on the standard WSDOT daily report form unless specified differently by the City.
4. Monitor the contractor’s progress with respect to planned/scheduled work.

5. Document contractors and DBE subcontractors working onsite and conduct wage rate interviews for all DBE contractors, contractor and sub-contractors.
6. Document the contractor's construction activities (preparation of daily reports, photographs, etc.).
7. Create field note records of bid item work performed.
8. Verify and document that traffic control is per accepted traffic control plans when on-site.
9. Keep Construction Manager and City informed of project progress, issues, and developments.
10. Review minor change requests by the contractor.
11. Coordinate, observe, and document material testing and special inspection
12. Utility coordination with stakeholders
13. Track force account labor and equipment/materials; issue force account sheets for additional payment when required.
14. Maintain field construction records and as-built set.
15. Maintain photo log

Task 14.1 Assumptions

- Inspection hours estimated at 50 hours per week for 60 working days (12 weeks) and includes attendance at all project meetings.

Task 14.1 Deliverables

- Daily progress reports, photos, force account documentation
- DBE on site review
- Contractor and sub-contractors wage rate interviews
- Daily on-site contractor and sub-contractors list

Task 15 – Testing and Special Inspection Services During Construction

Objective

Work under this task includes material testing and special inspection services in accordance with LAG testing requirements and NHS Highway System requirements.

Task 15.1 Material Testing and Special Inspections

Consultant will assist the City in developing a quality assurance program. Consultant will provide material testing and special inspection as outlined and at the frequency indicated in the LAG Manual.

Subtask 15.1 Assumptions

- Testing level of effort based on assumptions included in Materials Testing Consulting, Inc's quote (attached)

Subtask 4.1 Deliverables

- Material test and special inspection test reports

Proposed Material Testing and Special Inspection Firm

- Materials Testing Consulting, Inc. – Material Testing and Special Inspection

Proposed Project Fee Estimate

The proposed fee estimate is provided as "Attachment A." Fee estimates are based upon Consultant's approved indirect overhead rates.



Clerk's Office
407 Birch Ave SW, P. O. Box 810
Napavine, WA 98565
Phone: (360) 262-3547
www.cityofnapavine.com

To: Mayor and City Council

From: Rachele Denham, City Clerk

RE: Clerk's Report for Council Meeting, June 9, 2026

Billing Information

- ✓ June City billed out a total of \$235,904.68
- ✓ YTD Billed \$707,447.83
- ✓ Receipted YTD \$507,208.06
- ✓ Total of 385 badger meters in the ground, up 44 from last reporting
- ✓ 60 EyeOnWater app users, up 4 from last report.
- ✓ Dog License Renewals YTD 105, added 3 since last reporting
- ✓ 15 Park Reservations scheduled for June-August
- ✓ 16 Escrows Closed YTD, 3 pending with estimated closing in June

Napavine Police Department Monthly Call Activity Report

#	Type of Call
	Abandoned/Disabled Vehicles
4	Accidents
11	Agency/Dept. Assists
1	Alarms
2	Animals
	Arson
2	Assault Offenses
7	ATC (Attempt to Contact)
	ATL (Attempt to Locate)
	Bad Checks
	Burglary
	Child Abuse/Neglect
	Child Molestation/Rape/Comm
9	Civil/Public
1	Death Investigations
1	Disorderly Conduct
3	Disputes
	Drugs/Paraphernalia Violations
1	DUI
1	Eluding
2	Fire Call
	Firearms
	Fireworks
	Forgery
3	Fraud/Scam/Counterfeit/Ident Theft
3	Harrassment
	Homicide
	Illegal Burn
6	Information/General
2	Juvenile
	Kidnapping/Abduction
	Littering
	Lost/Missing/Found Persons

#	Type of Call
	Malicious Mischief
	MIP/Furninshing Liquor Mino
	Noise
	Overdose
	Property/Lost/Found/Recovered
	Rescue-Minor/Major
	Robbery
	Runaway
	Sex Offenses/Pornography
	Shoplifting
	Suicide/Threats/Attempts
	Shooting/Weapons/Explosives/Hazard
	Suspicious Circumstances
1	Suspicious Person/Vehicle
	Traffic - Criminal
23	Traffic - Infractions/Warnings
10	Traffic - Other/Hazards/Patrol
1	Tresspassing
2	Thefts/Larceny
	Thefts (Motor Vehicle)/tmvwp/recstveh
	Vandalism
	Vehicular Assault
	Vehicle Prowl
1	Violation City Ordinance/Nuisance
1	Violation of Protection/Harrass Ord
6	Warrants/Wanted Person
	Welfare Checks
	911 Hang Up
2	Hit & Run Accident
	Security Check- Business/Residential
	Community Event
	Unlawful Imprisonment

106

MAY MONTHLY TOTAL

446

YEAR TO DATE 2026

(As of the end of MAY 2026)



NAPAVINE PLANNING COMMISSION MINUTES
April 20th, 2026 6:00 P.M.
Napavine City Hall, 407 Birch Ave SW, Napavine, WA

PLEDGE OF ALLEGIANCE:

INVOCATION: Invocation was led by Commissioner Haberstroh.

CALL TO ORDER:

Commissioner Graham opened the Planning Commission meeting to order at 6:00 PM.

ROLL CALL:

Planning Commission present: Commissioner Loose, Commissioner Haberstroh, Commissioner Graham.

Commissioner Loose motioned to excuse Commissioner Hollinger and Commissioner Torgerson, seconded by Commissioner Haberstroh.

APPROVAL OF AGENDA – As presented:

Commissioner Loose motioned to approve the agenda as presented, seconded by Commissioner Haberstroh.
Vote on motion 2 ayes, 0 nay.

APPROVAL OF MINUTES:

Commissioner Loose motioned to approve regular meeting minutes from March 16th, 2026, seconded by Commissioner Haberstroh. Vote on motion 2 ayes and 0 nay.

OLD BUSINESS:

1) **Development Code Updates – Comp Plan Implementation**

Paul Dennis with Jackson Civil reviewed NMC Chapter 17 Landscaping, Fences & Walls.

Commissioner Loose Motioned to approve Comp Plan Implementations reviewed and to send to council for approval, seconded by Commissioner Haberstroh. Vote on motion 2 ayes and 0 nay.

GOOD OF THE ORDER: Commissioner Graham announced a reminder date for the next Planning Commission Meeting Monday, May 4th

ADJOURNMENT 6:37 PM

Commissioner Haberstroh motioned to adjourn, seconded by Commissioner Loose Vote 2 ayes, 0 nay.

These minutes are not verbatim. If so desired, a recording of this meeting is available online at

<https://fccdl.in/rwLiGG89QM>

Respectfully submitted,

Katie Williams, Community Development Specialist

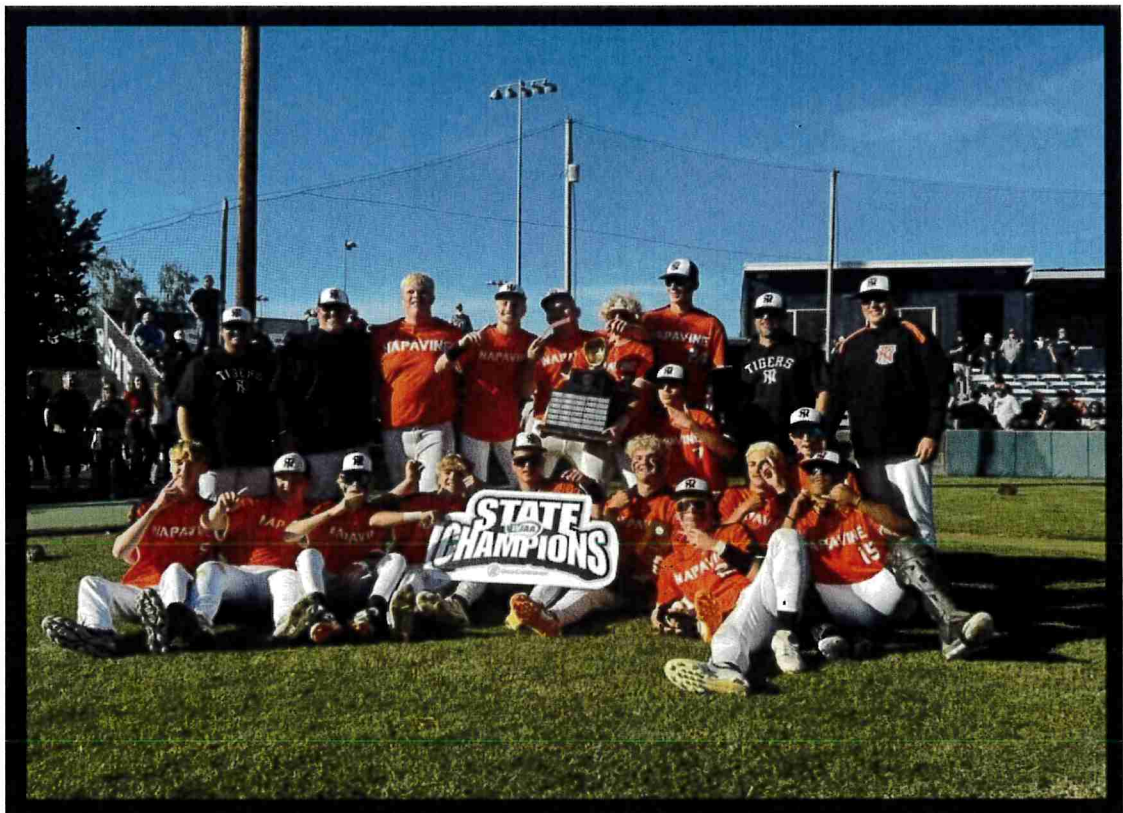
Planning Commission Chairperson



NAPA VINE POLICE DEPARTMENT

COUNCIL 6/9/2026 STAFF REPORT

- The monthly stats are provided in the council packet.
- We escorted the Tiger baseball team into town when they returned from winning the state championship. There was quite the crowd to cheer them on when they reached the high school. **Way to go Tigers!**





To: Mayor and City Council
From: Public Works/Community Development Staff
RE: Staff Report for Council Meeting, June 9th, 2026

- **Planning Commission Meeting Minutes**

- Next Planning Commission meeting is June 15th, 2026.
- Planning Commission meeting minutes from April 20th, 2026. (attached)

- **Department Update**

- Operations are normal, we continue to make changes slowly and are looking at training/certifications for employees and some reorganization. With this re-organization we are looking at re-classifying our current Building Inspector to a Field Foreman position and getting quotes from surrounding municipalities for our inspections via and ILA (interlocal agreement).

- **Project Updates**

- Scots Industries - Water upgrade is complete. Issued building permit for foundation, will be permitting the building in the next few months. Riverside Fire will be handling the fire permits.
- Cell tower on city property –Permitted. Need to schedule preconstruction meeting.
- TA Project –City is waiting on WSDOT and Developer’s developer agreement. Applicant must revise the site plan to move a driveway per DAHP requirements.
- Rush Road STIP -working with Local Programs, the County regarding City match. Working with Consor regarding cross-section and using a 4 ft buffer and 10 ft lanes. Working with County and Local Programs regarding STIP amendment. Received Project funding authorization from WSDOT.
- Woodard Road (Tiger Meadows) -Woodard Road (Tiger Meadows) – Civil review comments were sent back to applicant on 6/4/2026. Still has conditions that need to be met for civil approval.
- Jefferson Station – Flow meter installed 5/21/2026 and startup and turnover will occur early to mid-June.
- Source Water Protection Grant - Waiting on determination for emergency source to be added to the existing water system. Two possible options. 1. Authorize the city to utilize more water out of the existing well by upgrading pumps. 2. Drill an emergency well. Either option would provide the city with 5 to 10 years to find a long-term solution. Need to meet with the tribes for any concerns with the creek behind city hall. The city has submitted grant applications to the state. DOH will start processing contract documents 10/06/2025, which can take up to 2 months. The suggested project end date is 09/30/2026. PFAS testing that was done in September for all water sources online came back non-detected! Submitted the Scope of Work for the Source Water Protection Local Assistance Grant Program. DOH Grant

approved and signed 11/12/2025. This grant supports Napavine's need to identify areas for replacement wells and preparation work in creating a groundwater flow model. Strata Geosciences is performing Napavine Wells 4 & 5 test Procedures.

- Franchise Agreements- Working on 2 Franchise agreements for telecommunications. Comcast Franchise agreement is completed.