



CITY COUNCIL MEETING AGENDA

Tuesday – June 23, 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 – June 9, 2026
 - 1) REGULAR COUNCIL MEETING

- VII. STAFF & COUNCIL REPORT

- VIII. CITIZEN COMMENTS – NON-AGENDA ITEMS

- IX. OLD BUSINESS
 - 1) LOCAL AGENCY CONSULTANT AGREEMENT AMENDMENT#1
SUPPLEMENTAL: RUSH RD TO NEWAUKUM VALLEY – W. TASTAD

- X. NEW BUSINESS
 - 1) VOUCHERS – M. WHITTEN
 - 2) TEAMSTERS RETIREES' MEDICAL MOU – J. BROCKMUELLER

- XI. 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
 June 9, 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 Ivan Wiediger.

PLEDGE OF ALLEGIANCE:

Mayor Shawn O’Neill led the flag salute.

ROLL CALL:

Council members present: Shawn O’Neill Mayor, Ivan Wiediger Councilor #2, Don Webster Councilor #3, Jeremy Germann Councilor #4, and Duane Crouse Mayor Pro Tem.

City staff members present: City Clerk – Rachele Denham, City Treasurer – Michelle Whitten, Public Works Director – Will Tastad, and Chief of Police – John Brockmueller. *Not Present: Legal Counsel-Jim Buzzard.

MOVED:	Ivan Wiediger	Motion: Excuse Brian Watson.
SECONDED:	Don Webster	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 ayes and 0 nays.	

CONSENT/APPROVAL OF AGENDA

MOVED:	Duane Crouse	Motion: Approval of Agenda- As Presented.
SECONDED:	Jeremy Germann	
<i>Discussion: No Discussion</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 ayes and 0 nays.	

APPROVAL OF MEETING MINUTES

MOVED:	Ivan Wiediger	Motion: Approval of the Minutes for May 26, 2026 – Regular Council Meeting,
SECONDED:	Jeremy Germann	
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION: 4-0 Motion Carried: 4 ayes and 0 nays.		

STAFF & COUNCIL REPORTS:

Rachele Denham – Clerk

- Report in writing.

Will Tastad – PW Director

- Report is in writing. Business as normal.

John Brockmueller – Chief of Police

- Greetings, report is in writing and operations are normal.

Michelle Whitten – Treasurer

- No Report.

Mayor Pro Tem – Duane Crouse

- Attended the Flood Authority Meeting where discussion took place about studies to include the Newaukum River, specifically by the Rush Rd. bridge. They hope to apply for some grant opportunities. Secondly attended the Law & Justice Council Meeting. The basic premise of discussion is public safety tax to cover budget shortfalls due to increasing costs. At some point a discussion should take place with our city so Napavine can be a unified voice as they move along with things.

Shawn O’Neill – Mayor

- Thanked Mayor Pro Tem for attending the Flood Authority meetings, greatly appreciated.

Sandra White - LCFD5

- Reporting on behalf of Gregg Peterson. The new building dedication will be July 18th at 10 a.m. Last year there was a fun five-mile run that was open to anybody. They requested us to allow them to use their building this year but are awaiting a response so this is tentative. The parade starts at 11. Fire district booth will be giving away fire hats and have goodies for the kids. A smoke house will also be present, which provides a simulation of what it would be like to experience a house fire. Over at Ace there will be a fire engine with a charged fire hose for the kids to squirt. Tentatively Life Flight may have a helicopter to show off as well.

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	94	24	195,464.86	40508-40531
Electronic Payments	3	3	9,548.71	EFT*20260607-09
Payroll Vendors	1	1	1,285.00	40507
Electronic Payroll	6	6	51,050.32	EFT*20260601-06
ACH Direct Deposit	17	17	40,699.82	Payroll May 16-31, 2026
Total Vouchers	121	51	\$298,048.71	

MOVED:	Don Webster	Motion: Pay the bills. Approval of the Vouchers dated June 9, 2026 1 st Council Meeting.
SECONDED:	Ivan Wiediger	
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 ayes and 0 nays.	

CIVIC PLUS AGREEMENT FOR WEBSITE – R. DENHAM

MOVED:	Duane Crouse	Motion: Accept Civic Plus Agreement for Website.
SECONDED:	Don Webster	
<i>Discussion: Mayor Pro Tem agreed that this increase is reasonable for what services come with having a website. The Clerk commented that there is a lot of work that goes into a website and management that it would be a huge workload if this was to not be approved.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 ayes and 0 nays.	

LEMAY REFUSE SERVICES RATE INCREASE– R. DENHAM

MOVED:	Ivan Wiediger	Motion: Approve Increase for LeMay Services Rate Increase Agreement.
SECONDED:	Jeremy Germann	
<i>Discussion: Mayor O’Neill asked if it is normal to have LeMay garbage bill on the city bill. There was confusion on that and was clarified.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 ayes and 0 nays.	

JOB DESCRIPTION FIELD FOREMAN & RECLASSIFICATION – R. DENHAM/W.TASTAD

MOVED:	Duane Crouse	Motion: Accept Job Description for Field Foreman & Reclassification.
SECONDED:	Don Webster	
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 ayes and 0 nays.	

LOCAL AGENCY CONSULTANT AGREEMENT AMENDMENT#1 SUPPLEMENTAL: RUSH RD TO NEWAUKUM VALLEY – W. TASTAD

MOVED:	Ivan Wiediger	Motion: Table item until the next council meeting.
SECONDED:	Duane Crouse	
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION:	0-4 Motion Failed: 0 ayes and 4 nays.	

ADJOURNMENT: *Meeting Adjourned at approximately 6:27p.m.*

MOVED:	Don Webster	Motion: To Adjourn – Close of Meeting
SECONDED:	Ivan Wiedieger	
<i>Discussion: No Discussion.</i>		
VOTE ON MAIN MOTION:	4-0 Motion Carried: 4 ayes and 0 nays.	

These minutes are not verbatim. If so desired, a recording of this meeting is available online from [freeconferencecall.com](https://fccdl.in/YCQFJf5yTL) or at the link <https://fccdl.in/YCQFJf5yTL> .

Respectfully submitted,

Rachelle Denham, City Clerk

Shawn O’Neill, Mayor

Councilor



COUNCIL AGENDA ROUTING FORM

Council Meeting Date: 06/23/2026

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.

Note:

>The City has received FHWA(Federal Highway Administration) Construction phase authorization, effective May 21st 2026. Project funding is authorized as stated in attached funding letter.

>Council Approval is imperative due to the advertisement deadline of the project within six weeks of construction authorization. Advertisement must be out by July 2nd in order to comply with federal and state requirements. Total project estimate that is federally funded in the amount of \$2,637,520.00. Estimated agency cost (City of Napavine) is \$18K to \$20K for PE Portion.

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:	



Agency City of Napavine		Supplement Number 2
Project Number STBGUS-5657(001)	Agreement Number LA10726	ALN. 20.205 - Highway Planning and Construction Federal Highway Administration (FHWA)

All provisions in the basic agreement remain in effect except as modified by this supplement.
The Local Agency certifies that it is not excluded from receiving Federal funds by a Federal suspension or debarment (2 CFR Part 180). Additional changes to the agreement are as follows:

Project Description

Name Rush Road, Stella to Newaukum Valley Length 1.29

Termini Stella Road to Newaukum Valley Rd

Description of Work No Change

Repair and overlay Rush Road from Stella to Newaukum Valley Road. Separated multi-use pathway.

Reason for Supplement

Adding construction funds. CN is fully funded with federal funds using toll credits as local match

Indirect Cost Rate Yes No

Project Agreement End Date 12/31/2029

Advertisement Date 6/15/2026

Type of Work		Estimate of Funding				
		(1) Previous Agreement/Suppl.	(2) Supplement	(3) Estimated Total Project Funds	(4) Estimated Agency Funds	(5) Estimated Federal Funds
PE 86.5 %	a. Agency	44,400.00		44,400.00	5,994.00	38,406.00
	b. Other			0.00		
Federal Aid Participation Ratio(s) for PE	c. Other Consultant	385,600.00		385,600.00	52,056.00	333,544.00
	d. State Services	1,000.00		1,000.00	135.00	865.00
	e. Total PE Cost Estimate	431,000.00	0.00	431,000.00	58,185.00	372,815.00
RW %	f. Agency			0.00		
	g. Other			0.00		
Federal Aid Participation Ratio(s) for RW	h. Other			0.00		
	i. State Services			0.00		
	j. Total R/W Cost Estimate	0.00	0.00	0.00	0.00	0.00
CN 100 %	k. Contract		1,828,405.00	1,828,405.00		1,828,405.00
	l. Other Consultant		378,497.00	378,497.00		378,497.00
Federal Aid Participation Ratio(s) for CN	m. Other			0.00		
	n. Other			0.00		
	o. Agency		46,243.00	46,243.00		46,243.00
	p. State Services		11,560.00	11,560.00		11,560.00
	q. Total CN Cost Estimate	0.00	2,264,705.00	2,264,705.00	0.00	2,264,705.00
	r. Total Project Cost Estimate	431,000.00	2,264,705.00	2,695,705.00	58,185.00	2,637,520.00

The Local Agency further stipulates that pursuant to said Title 23, regulations and policies and procedures, and as a condition to payment of the Federal funds obligated, it accepts and will comply with the applicable provisions.

Agency Official

By
Title Mayor
Agency Date

Washington State Department of Transportation

By
Director, Local Programs
Date Executed

**Stephanie
Tax**

Digitally signed by
Stephanie Tax
Date: 2026.05.20
13:37:24 -07'00'

Agency City of Napavine		Supplement Number 2
Project Number STBGUS-5657(001)	Agreement Number LA10726	ALN 20.205 - Highway Planning and Construction Federal Highway Administration (FHWA)

VI. Payment and Partial Reimbursement

The total cost of the project, including all review and engineering costs and other expenses of the State, is to be paid by the Agency and by the Federal Government. Federal funding shall be in accordance with the Federal Transportation Act, as amended, 2 CFR Part 200. The State shall not be ultimately responsible for any of the costs of the project. The Agency shall be ultimately responsible for all costs associated with the project which are not reimbursed by the Federal Government. Nothing in this agreement shall be construed as a promise by the State as to the amount or nature of federal participation in this project.

The Agency shall bill the state for federal aid project costs incurred in conformity with applicable federal and state laws. The agency shall minimize the time elapsed between receipt of federal aid funds and subsequent payment of incurred costs. Expenditures by the Local Agency for maintenance, general administration, supervision, and other overhead shall not be eligible for federal participation unless a current indirect cost plan has been prepared in accordance with the regulations outlined in 2 CFR Part 200 - Uniform Admin. Requirements, Cost Principles and Audit Requirements for Federal Awards, and retained for audit.

The State will pay for State incurred costs on the project. Following payment, the State shall bill the Federal Government for reimbursement of those costs eligible for federal participation to the extent that such costs are attributable and properly allocable to this project. The State shall bill the Agency for that portion of State costs which were not reimbursed by the Federal Government (see Section IX).

VII. Audit of Federal Consultant Contracts

The Agency, if services of a consultant are required, shall be responsible for audit of the consultant's records to determine eligible federal aid costs on the project. The report of said audit shall be in the Agency's files and made available to the State and the Federal Government.

An audit shall be conducted by the WSDOT Internal Audit Office in accordance with generally accepted governmental auditing standards as issued by the United States General Accounting Office by the Comptroller General of the United States; WSDOT Manual M 27-50, Consultant Authorization, Selection, and Agreement Administration; memoranda of understanding between WSDOT and FHWA; and 2 CFR Part 200.501 - Audit Requirements.

If upon audit it is found that overpayment or participation of federal money in ineligible items of cost has occurred, the Agency shall reimburse the State for the amount of such overpayment or excess participation.

IX. Payment of Billing

The Agency agrees that if payment or arrangement for payment of any of the State's billing relative to the project (e.g., State force work, project cancellation, overpayment, cost ineligible for federal participation, etc.) is not made to the State within 45 days after the Agency has been billed, the State shall effect reimbursement of the total sum due from the regular monthly fuel tax allotments to the Agency from the Motor Vehicle Fund. No additional Federal project funding will be approved until full payment is received unless otherwise directed by the Director, Local Programs.

Project Agreement End Date - This date is based on your projects Period of Performance (2 CFR Part 200.309).

Any costs incurred after the Project Agreement End Date are NOT eligible for federal reimbursement. All eligible costs incurred prior to the Project Agreement End Date must be submitted for reimbursement within 90 days after the Project Agreement End Date or they become ineligible for federal reimbursement.

VIII. Single Audit Act

The Agency, as a subrecipient of federal funds, shall adhere to the federal regulations outlined in 2 CFR Part 200.501 as well as all applicable federal and state statutes and regulations. A subrecipient who expends \$1,000,000 or more in federal awards from all sources during a given fiscal year shall have a single or program-specific audit performed for that year in accordance with the provisions of 2 CFR Part 200.501. Upon conclusion of the audit, the Agency shall be responsible for ensuring that a copy of the report is transmitted promptly to the State.

XVII. Assurances

Local Agencies receiving Federal funding from the USDOT or its operating administrations (i.e., Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration) are required to submit a written policy statement, signed by the Agency Executive and addressed to the State, documenting that all programs, activities and services will be conducted in compliance with Section 504 and the Americans with Disabilities Act (ADA).

June 3, 2026

Mr. Will Tastad
Public Works Director
City of Napavine
P.O. Box 810
Napavine, WA 98565

**City of Napavine
Rush Road – Stella to Newaukum Valley
STBGUS-5657(001)
FUND AUTHORIZATION**

Dear Mr. Tastad:

We have received FHWA Construction phase authorization, effective May 21, 2026, for this project. Project funding is authorized as follows:

Phase	Total Funds	Federal Share	ALN	ALN Program Title
Preliminary Engineering	\$431,000	\$372,815	20.205	Highway Planning and Construction
Construction	\$2,264,705	\$2,264,705	20.205	Highway Planning and Construction

NOTE: FHWA expenditures on this project will use the above noted Assistance Listing Numbers (ALNs) on your agency's Schedule of Expenditures of Federal Awards (SEFA) report.

The following are required to ensure compliance with federal and state requirements:

- Advertisement of the project within six weeks of construction authorization.
- Submit the Award Data to the Region Local Programs Engineer prior to construction start.
- Show continuous project progress through monthly billings, until the project is complete. Failure to show continuous progress may result in the project becoming inactive per 23 CFR 630.106(a) (5) and subject to de-obligation of all federal funds and agreement closure.

Enclosed for your information and file is a fully executed copy of Supplement Number 2 to Local Agency Agreement LA10726 between WSDOT and your agency. All costs exceeding those shown on this agreement are the sole responsibility of your agency. ***Any costs incurred after the Project Agreement End Date shown on the supplement are not eligible for federal reimbursement. In addition, all eligible costs incurred prior to the End Date must be billed within sixty (60) days of the End Date or they are ineligible for federal reimbursement.***

Will Tastad
City of Napavine
Rush Road – Stella to Newaukum Valley
June 3, 2026

Please submit all future project correspondence to your Region Local Programs Engineer,
Rob Klug.

Sincerely,

Stephanie Tax

Stephanie Tax
Manager, Program Management
Local Programs

ST;jh:ml
Enclosure

cc: Rob Klug, PE, Southwest Region Local Programs Engineer



**Washington State
Department of Transportation**

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.



COUNCIL AGENDA ROUTING FORM

Council Meeting Date: 6/23/2026

Legal Review Required: Yes No

Department: Police Department (Commissioned Members)

Submitted By: Judy Godbey

Agenda Item Title: Teamsters Retirees' Medical Memorandum of Understanding (MOU)

Agenda Type:

Regular Agenda Public Hearing Workshop

Requested Action:

Approval Direction Information Purposes

Summary / Background:

The commissioned members voted unanimously for the Teamsters Retirees' Medical with the understanding that each member will pay the premium for this benefit. We ask that you approve this MOU in order to add this benefit to the current commissioned contract.

Fiscal Impact: Yes No

Budgeted: Yes No (N/A)

Estimated Cost: \$94.85/Month Funding Source: Employee Paid/Payroll Deduct

Reviewed by Treasurer/Signature: _____

Attachments:

Resolution Ordinance Agreement/Contract Maps/Exhibits Other:

Memorandum of Understanding (MOU) between the City of Napavine and Teamsters Union Local 252.

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:	

MEMORANDUM OF UNDERSTANDING

By and Between

City of Napavine

And

TEAMSTERS UNION LOCAL NO. 252

(Representing Commissioned Law Enforcement)

Affiliated with the International Brotherhood of Teamsters

RE: Article 8 - Employee Benefits

Pursuant to the request of Teamsters Local Union No. 252, the parties agree to revise Article 8; of the current 2026-2028 Collective Bargaining Agreement for the Napavine Commissioned Law Enforcement group be modified:

Retiree Medical: Effective July 1, 2026, based upon the previous month's hours of employment and each month thereafter, the Employer agrees to remit the full premium amount for each represented employee, who received compensation for eighty (80) hours or more in the previous month of coverage to the Retiree's Welfare Trust c/o Northwest Administrators, Inc. The full amount (100%) of the premium payments and increases shall be funded by deducting from the eligible employees' wages, via a payroll deduction, the sum required to Retiree's Welfare Trust for retirees medical coverage for each employee covered by this agreement. The premium payments shall be made to the Northwest Administrators, Inc. office in Seattle, Washington by the 10th day of each month.

The specific Retiree Medical Program is listed below:

<u>RWT Plus Program:</u>	<u>Monthly Premiums:</u>
<u>Effective July 1, 2026</u>	<u>\$94.85</u>
<u>Effective January 1, 2027</u>	<u>TBD</u>
<u>Effective January 1, 2028</u>	<u>TBD</u>

City of Napavine:

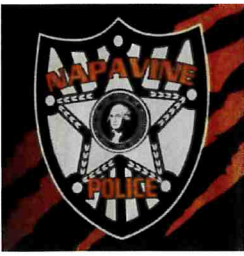
Teamsters Union Local #252:

Rick Walk, City Manager

Brian Blaisdell, Secretary-Treasurer

Heather Slusher, President/BA

Signed this _____ day of _____ 2026.



NAPAVINE POLICE DEPARTMENT

COUNCIL 6/23/2026 STAFF REPORT

- Our annual fundraising donation of a “free ride to school with a Napavine police officer” took place last week to the Evaline School. It was great to add to the money raised for the neighboring school and the student really enjoyed the trip.





To: Mayor and City Council
From: Public Works/Community Development Staff
RE: Staff Report for Council Meeting, June 23rd, 2026

- **Planning Commission Meeting Minutes**

- Next Planning Commission meeting is July 6th, 2026.
- Planning Commission meeting minutes from June 1st, 2026. (attached)

- **Department Update**

- Operations are normal, we continue to make changes slowly and are looking at training/certifications for employees and some reorganization.

- **Project Updates**

- Scots Industries – Staff is reviewing final building permit. Construction should be complete by 2028.
- 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. Advertisement must be out by July 2nd in order to comply with federal and state requirements.
- 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 end of 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.



NAPAVINE PLANNING COMMISSION MINUTES
June 1, 2026 6:00 P.M.
Napavine City Hall, 407 Birch Ave SW, Napavine, WA

PLEDGE OF ALLEGIANCE:

INVOCATION: Invocation was led by Commissioner Graham.

CALL TO ORDER:

Commissioner Graham opened the Planning Commission meeting to order at 6:20 PM.

ROLL CALL:

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

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

APPROVAL OF AGENDA – As presented:

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

APPROVAL OF MINUTES:

Commissioner Loose motioned to approve regular meeting minutes from April 20th, 2026, seconded by Commissioner Torgerson. Vote on motion 2 ayes and 0 nay.

OLD BUSINESS:

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

Allison Baker with Jackson Civil reviewed NMC Chapter 14 Critical Areas with the planning commission. Commissioner Loose motioned to table until next meeting and continue the review of the Critical Areas, seconded by Commissioner Torgerson. Vote on Motion 2 ayes, 0 Nay.


GOOD OF THE ORDER: Commissioner Graham announced the next Planning Commission Meeting date will be June 15th.

ADJOURNMENT 7:05 PM

Commissioner Loose motioned to adjourn, seconded by Commissioner Torgerson 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/kDz4pCHtLz> .

Respectfully submitted,



Katie Williams, CD/Public Works Interim Director
CD Specialist



Deborah L. Graham
Planning Commission Chairperson