



## CITY COUNCIL AGENDA

June 23, 2025

7:00 p.m.

1. **APPROVAL OF THE AGENDA**
2. **PROCLAMATION, PUBLIC HEARING, COMMUNICATION**
3. **PUBLIC COMMENT:** *This is the time for anyone wishing to speak before the council in relation to items on the agenda to do so, state your name and address before your comment. Comments may also be emailed to [knielsen@cityofhoquiam.com](mailto:knielsen@cityofhoquiam.com) by Monday, June 23, 2025, at 10:00 AM. Written comments must include your name and address and will be summarized at the meeting but will be documented in the minutes in their entirety. PLEASE LIMIT YOUR COMMENTS TO 5 MINUTES.*
4. **CONSENT AGENDA**
  - a. Council Minutes June 9, 2025
  - b. Claims & Payroll
  - c. Retainage – Quigg Bros., Inc 10<sup>th</sup> Street Pump Station
5. **COUNCIL ACTION/DISCUSSION**
  - a. **COMMITTEE REPORTS**
  - b. **OFFICERS REPORTS**
  - c. **MAYORS REPORTS**
  - d. **COUNCIL REPORTS**
6. **LEGAL BUSINESS**
  - a. **ORDINANCES**
  - b. **RESOLUTIONS**
  - c. **OTHER LEGAL**
    1. Interlocal Agreement with E-911
    2. MOU with Columbia Southern University
    3. Parametrix Scope of Work for 2025 Landfill Testing and Monitoring
7. **OLD BUSINESS**
8. **NEW BUSINESS**
9. **SECOND PUBLIC COMMENT:** *This is the time for anyone wishing to speak before the council may do so, state your name and address before your comment. Comments may also be emailed to [knielsen@cityofhoquiam.com](mailto:knielsen@cityofhoquiam.com) by Monday, June 23, 2025, at 10:00 AM. Written comments must include your name and address and will be summarized at the meeting but will be documented in the minutes in their entirety. PLEASE LIMIT YOUR COMMENTS TO 5 MINUTES.*
10. **EXECUTIVE SESSION** (Per RCW 42.30.110)
11. **ADJOURN**

**Regulatory at 6:15 PM in the Mayor's Office** – attendance is in person only.

**Council Meeting at 7:00 PM** – attendance in person or remote live stream – this meeting will be recorded and will be live streaming at <https://us02web.zoom.us/j/88663122532>.



# CITY OF HOQUIAM

June 9, 2025

## City Council Meeting Minutes

### **CALL TO ORDER**

Mayor Winkelman called the meeting to order at 7:00 p.m. Councilmember Anderson led the flag salute.

### **ROLL CALL**

Those in attendance at the meeting were Mayor Winkelman and Councilmembers Anderson, Brooks, Carlstrom, Gillis, Hinchin, Larsen, Pauley, Puvogel, Reid, Smith and Thornton. Absent from Council Meeting was Councilmember Nelson.

Staff in attendance were Police Chief Joe Strong, Fire Chief Matt Miller, City Attorney Steve Johnson, City Administrator Brian Shay, Finance Director Corri Schmid and Council Secretary Kayla Nielsen.

### **APPROVAL OF THE AGENDA**

Councilmember Brooks moved to approve the agenda. Councilmember Puvogel supported. Passed by voice vote.

### **PROCLAMATION**

RenaéJah Burtenshaw

Mayor Winkelman recognized the week of June 9, 2025, as RenaéJah Burtenshaw Week. Mayor Winkelman read a Proclamation in Honor of RenaéJah Burtenshaw and her 10-meter dash in the State Track Championship.

### **PUBLIC HEARING**

6 Year Street Plan

Councilmember Puvogel moved to open the public hearing on the 6-Year Street Plan. His motion was seconded by Councilmember Smith and passed by voice vote. Mayor Winkelman spoke on the purpose of the 6-Year Street Plan. No other public comment was presented. Councilmember Puvogel moved to close the hearing, his motion was seconded by Councilmember Pauley and passed by voice vote.

### **PUBLIC HEARING**

Moratorium on Transitional Housing

Councilmember Puvogel moved to open the public hearing on the Moratorium on Transitional Housing. His motion was seconded by Councilmember Smith and passed by voice vote. Chris Gunderson and Betsy Seidel both spoke on ideas for the Transitional Housing. Councilmember Puvogel moved to close the hearing, his motion was seconded by Councilmember Pauley and passed by voice vote.



# CITY OF HOQUIAM

June 9, 2025

## City Council Meeting Minutes

### **PUBLIC COMMENT**

No Public Comment Presented.

### **CONSENT AGENDA**

Council Minutes of May 12, 2025

Councilmember Brooks moved to approve Council Minutes of May 12, 2025. His motion was seconded by Councilmember Puvogel and passed by voice vote.

### **COUNCIL ACTION/DISCUSSION**

#### **Committee Reports**

No Committee Reports Presented.

#### **Officers Reports**

Paving Repair Bids –  
Lakeside Industries

Staff recommends that the Council award the project to Lakeside Industries and that staff has the authority to negotiate any necessary change orders.

Councilmember Puvogel moved to approve this contract. His motion was seconded by Councilmember Brooks. Discussion was opened. This was passed by voice vote.

Library Masonry Repair  
Bids – Tikka Masonry

Staff recommends that the Council authorize awarding the bid and contract to Tikka Masonry for \$5,445.00 and that staff has the authority to negotiate any necessary change orders that arise on the project.

Councilmember Brooks moved to approve this contract. His motion was seconded by Councilmember Puvogel. Discussion was opened. This was passed by voice vote.

Pre-Commercial Thinning  
Bids – Torres Reforestation

Staff recommends that the Council award the project to Torres Reforestation and that staff has the authority to negotiation any potential change orders.

Councilmember Puvogel moved to approve this contract. His motion was seconded by Councilmember Brooks. This was passed by voice vote.

Olympic Stadium Sound  
System Bids – Pro  
Acoustics

Staff recommends that the Council authorize the purchase from Pro Acoustics.



# CITY OF HOQUIAM

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	<p>Councilmember Brooks moved to approve this contract. His motion was seconded by Councilmember Puvogel. Discussion was opened. This was passed by voice vote.</p>
North Shore Levee West – Property Purchase with Willis	<p>Staff recommends that the Council authorize the purchase of the property.</p> <p>Councilmember Puvogel moved to approve this contract. His motion was seconded by Councilmember Anderson. Discussion was opened. This was passed by voice vote.</p>
<b>Mayors Reports</b>	
Absence	<p>Mayor Winkelman will be absent at the next meeting, June 23, 2025. He had asked Councilmember Brooks to lead the meeting.</p>
Summer Help	<p>The City has hired their summer help – thank you to all those that applied.</p>
Beautification Committee	<p>The Beautification Committee has started working their magic. Everything looks great.</p>
City Wide Garage Sale	<p>Hoquiam’s City Wide Yard Sale is this weekend, June 13-15.</p>
Social Media News	<p>The NY Times published their article on the Levee Project. Don’t be discouraged by those with opinions from other parts of the country.</p>
Aberdeen Sidewalks	<p>Congrats to Aberdeen for starting their sidewalk project.</p>
Support Local Business	<p>Spend your money locally. Support your local business. Paying cash is best for our local businesses.</p>
Hoquiam Graduates of 2025	<p>Congratulations to all our Hoquiam graduates this week!</p>
<b>Council Reports</b>	
Councilmember Gillis	<p>On June 22, 2025, at Central Play Park there will be a Summer Kick Off party hosted by Amber Empowering Resilience &amp; Esuaj LLC.</p>
Councilmember Smith	<p>Support our local business “Rising Tide Technology”.</p>



# CITY OF HOQUIAM

June 9, 2025

## City Council Meeting Minutes

Councilmember Puvogel

Juneteenth is coming up on June 19<sup>th</sup>, 2025.

Councilmember Puvogel

June is Pride Month.

Councilmember Puvogel

Thank you, Police Department, for being so quick when “Events on Emerson” was tagged with spray paint.

### **LEGAL BUSINESS**

#### **Ordinances**

No Ordinances Presented.

#### **Resolutions**

Six-Year Street Plan

Resolution to adopt Six-Year Street Plan. This resolution adopts the City’s annual plan which will be submitted to the Washington State Department of Transportation by the end of June for inclusion in the state plan.

Councilmember Puvogel moved to adopt the resolution, and his motion was seconded by Councilmember Brooks. Councilmember Thornton opened the discussion. The resolution was adopted by voice vote.

Surplus – Finance Dept. & Property at 403 7<sup>th</sup> Street & 523 Levee Street

Resolution regarding Surplus Printer, Dental Equipment, Kitchen Equipment and Lumber Racks – This resolution declares a city printer and equipment at all properties acquired by Terry Emmert surplus so that they can be sold by the Finance Director.

Councilmember Brooks moved to adopt the resolution, and his motion was seconded by Councilmember Pauley. The resolution was adopted by voice vote.

Ecology Loan for K Street Pump Station Improvements

Resolution to Authorize Acceptance of Ecology Loan for K Street WW Pump Station Construction – The City applied for and received a 20-year 1.2% interest loan totaling \$3,205,948 to replace the K Street Wastewater Pump Station located along the Port’s IDD1 property at the mouth of the Hoquiam River. This wastewater pump station collects all wastewater from the East Side of the city and pumps it to the treatment plant. Upgrading this aging station is a top priority in the Comprehensive General Sewer Plan. We also expect to receive approximately \$2.5M in grant funding to replace the K



# CITY OF HOQUIAM

June 9, 2025

## City Council Meeting Minutes

Referring Proposed Zoning Amendment to the Planning Commission

Street Storm Water Pump Station located at the same site and plan to bid on the projects at the same time. Ecology requires a resolution to accept the loan.

Councilmember Puvogel moved to adopt the resolution, and his motion was seconded by Councilmember Pauley. Councilmember Puvogel opened the discussion. The resolution was adopted by voice vote.

A resolution for the City Council of the City of Hoquiam, Washington, relating to an amendment of Chapter 10.05 of the Hoquiam Municipal Code, pursuant to Section 10.07.140 of the Hoquiam Municipal Code, imposing reasonable occupancy, spacing, and intensity of use requirements on transitional housing, permanent supportive housing, indoor emergency housing and indoor emergency shelters.

Councilmember Brooks moved to adopt the resolution, and his motion was seconded by Councilmember Hinchin. The resolution was adopted by voice vote.

### **Other Legal**

Lease 523 Levee Street – GH Conservation District

This agreement is between the City of Hoquiam and Grays Harbor Conservation District as a commercial lease for one year at \$22,000 for the entire year. Councilmember Puvogel moved to approve this lease, and his motion was seconded by Councilmember Brooks. A discussion followed and was passed by voice vote.

AHBL – New Task Order

The City has an on-call planning contract with AHBL that was established in 2023. This task order authorizes the city to proceed with updating the zoning code which has been discussed by the City Council. The scope of work is identified on pages 10-11 of the task order with an estimated cost of \$28,000. This was not a budgeted expense, but the city will be able to absorb the expense within the two-year budget through cost savings in other areas. AHBL can begin quickly and could potentially complete the work by the end of the year. Councilmember Puvogel moved to approve this contract with AHBL, and his motion was seconded by Councilmember Pauley. A discussion followed and was passed by voice vote.



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HDR – Beacon Hill Water  
Line Project Design

The City has two water distribution lines that feed Beacon Hill/the Beacon Hill Reservoir. One of those lines was taken out of service due to leaks which are in a steep area of the bluff and challenging to repair. The scope and budget by HDR will complete pre-liminary engineering to replace the line that is out of service so that we have redundant water supply lines on Beacon Hill. The new location is likely to follow the roadway, rather than the current location. This project was included in the budget and Comprehensive Water System Plan. Councilmember Brooks moved to approve this contract with HDR, and his motion was seconded by Councilmember Pauley. This was passed by voice vote.

### **OLD BUSINESS**

Property Purchases

Councilmember Reid asked Brian Shay how many more properties we were needing to purchase for the Levee Project. Shay does not know the exact number, but he states we are very close.

Historic Status on the 101  
Tavern

Councilmember Smith is asking for an update on the 101 Tavern. Brian Shay states that they are working on the inside and should be getting their inspection soon.

### **NEW BUSINESS**

Beacon Hill Park

Councilmember Thornton spoke on the Beacon Hill Park – Water Reservoir.

Absences

Councilmember Puvogel moved to excuse the absence of Councilmember Nelson. Councilmember Smith seconded and passed by voice vote.

### **SECOND PUBLIC COMMENT**

Donald Collier – HWY 101

Spoke on his water meter.

John Lowderback

Spoke on the Beacon Hill Park.

Betsy Seidel

Spoke on the potential of having an ordinance to help with graffiti.

### **EXECUTIVE SESSION**

No Executive Session Held.



# CITY OF HOQUIAM

June 9, 2025

## City Council Meeting Minutes

### ADJOURN

Councilmember Puvogel moved to adjourn the meeting at 8:16 p.m. and his motion was seconded by Councilmember Pauley and passed by voice vote.

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BEN WINKELMAN – Mayor

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KAYLA NIELSEN – City Council Secretary

# REPORT OF COMMITTEE

Date: June 23, 2025

To the Honorable Mayor and City Council of the City of Hoquiam

We hereby recommend approval of the following:

Claims Check Numbers	<u>105413</u>	through	<u>105735</u>	<u>\$3,297,532.18</u>
Claims Auto Pays & EFTs	<u>780</u>	through	<u>784</u>	<u>\$27,953.35</u>
Payroll Check Numbers	<u>31164</u>	through	<u>31192</u>	<u>\$221,935.37</u>
Payroll Payments via ACH				<u>\$547,605.26</u>
Payroll Payments via EFT - for Taxes, Deferred Comp & Pension				<u>\$296,159.19</u>

Payroll and benefits for the hours worked in June be approved and issued at the proper time.



## **Notice of Completion of Public Works Project & the Request for Approval of Acceptance and Release of Retainage**

Date	June 5th
Contractor	Quigg Bros., Inc
Project Title	10 <sup>th</sup> Street Pump
Contract Total	\$2,615,684.35 including tax

The above named contractor has satisfactorily completed the project listed above. It is recommended that this project be accepted as complete and that the Finance Department release any retainage and/or performance/payment bonds after the appropriate releases are received from the Departments of Revenue and Labor & Industries (if such releases are required) and after any contractor/supply liens, if any, are satisfied.

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**City Administrator**

**INTERLOCAL AGREEMENT FOR  
INSTALLATION OF RADIO SYSTEMS**

**THIS AGREEMENT** is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2025 between Grays Harbor Communications E9-1-1, an Interlocal governmental entity of the State of Washington, hereinafter referred to as the "Center", and the City of Hoquiam, hereinafter referred to as "City" for the purpose of installing radio systems within the City.

**WHEREAS**, it is mutually beneficial and desirable for the parties to enter into this agreement; and

**WHEREAS**, the public interest would be served by the installation of communication infrastructure at the City's facility, to facilitate needs for public safety, and emergency services communications; and

**NOW THEREFORE**, in consideration of the terms, conditions, and covenants contained herein and the mutual benefits conveyed, the parties hereto agree as follows:

**REVOCABLE USE PERMIT.** Center shall be granted a revocable use permit to install and operate Fire and Law communication equipment ("equipment"). The equipment will be housed within Sunset Memorial Park, 801 Sunset Drive, Hoquiam, WA 98550. The specific site is immediately adjacent to a commercial cell tower just below the city's water reservoir. A map of the area included in this agreement is attached as exhibit A. This agreement allows the Center to construct security fencing, a control building, backup generator, fuel storage tank, and any additional equipment to be added in the future that will benefit both agencies. Prior to adding additional equipment on the site, not to include equipment added in the building, Center shall obtain written agreement from the City in the form of an addendum to this agreement, and the City shall not unreasonably withhold agreement. Any equipment that the Center wishes to mount on the commercial cellular tower will follow commercial tower owner requirements.

1. **TERM OF PERMIT.** The parties agree that the permit granted by this interlocal agreement shall be in effect from the date this Agreement is fully executed and shall remain in effect for 20 years (initial term) at which time it shall automatically renew for two subsequent 10-year terms (extension terms) unless terminated pursuant to the terms of this Agreement.
2. **TERMINATION.** This Agreement may be terminated by either party, for any reason, with or without cause with three hundred sixty-five (365) calendar days' notice which notice shall only be given prior to the last year of the initial term or prior to the last year of any extension term (notice of termination shall only be given at the end of year 19, prior to the beginning of year 20 of the initial term, or at the end of year 9, prior to the beginning of year 10 of any extension term).
3. **COMPENSATION.** Center shall install, maintain, repair, and/or replace the equipment at the sole expense of the Center. The City shall not charge Center for use of City's land. Center shall provide the city space within the control building for city telecommunication equipment utilized at the water reservoir and connectivity to the Center's power for that equipment. The City must discuss any equipment prior to being installed on or in the facilities with the Center's technical representative. The Center may refuse the City of installing any equipment that will or may interfere or degrade the Center's systems. All

City equipment must be FCC certified and licensed if applicable.

4. **IMPROVED COMMUNICATIONS FOR EMERGENCY SERVICES.** Center is responsible for installing all necessary system equipment required for operation. Fiber Optic cable will be installed to the communication shelter for connectivity of the systems.
5. **COMPLIANCE WITH LAWS.** Center and City, in performance of this Agreement, agree to comply with all applicable Federal, State and local laws or ordinances, including Federal and State nondiscrimination statutes and regulations, standards for licensing, certification and operation of facilities, programs, and accreditation, and licensing of individuals and any other standards or criteria as described in this Agreement to assure quality of services.
6. **RECORD KEEPING.** The Parties agree to maintain all records related to this ILA as required by any statutes or regulations. The Parties agree to cooperate in responding to public records requests that seek the production or release of any public records. Either party or its authorized representatives shall have access, during normal working hours, to any books, documents, papers, or records in the possession of the other party which directly relate to this Agreement, except those documents which are exempt from public disclosure as a matter of law.
7. **GOVERNING LAW.** This Agreement is made under and shall be governed by the laws of the State of Washington.
8. **JURISDICTION AND VENUE.** Venue of any suit between the parties arising out of this Agreement shall be Grays Harbor County Superior Court.
9. **RECORDING.** In compliance with RCW 39.34.040, this Agreement shall be recorded in the office of the Gray's Harbor County Auditor or, at the option of the Parties, posted electronically on the Parties' website.
10. **CHAPTER 39.34 PROVISIONS.** It is not intended that a separate legal entity be established to conduct this cooperative undertaking. No special budget or funds are anticipated, nor shall any be created by this Agreement. The parties are each responsible for their own finances in connection with this Agreement, and nothing in this Agreement shall be deemed or construed otherwise.
11. **INDEMNIFICATION AND HOLD HARMLESS.** All services to be rendered or performed under this Agreement will be performed or rendered entirely at each party's own risk and each party expressly agrees to indemnify and hold harmless the other party and all of its officers, agents, employees, or otherwise, from any and all liability, loss or damage that it may suffer as a result of claims, demands, actions, or damages to any and all persons or property, cost or judgments against the other party which result from arise out of, or are in any way connected with the services to be performed by it under this Agreement. Except in those situations where the liability, loss or damage is caused by the sole negligence of one of the parties, which solely negligent party then agree to indemnify, defend and hold the other party harmless.
12. **NOTICE.** Any official notice that either party hereto desires to give the other shall be deemed delivered upon deposit thereof in the United States mail by certified mail, return receipt requested; with postage thereon fully prepaid, addressed as follows:

CITY OF HOQUIAM  
ATT: Administration  
609 8<sup>th</sup> Street  
Hoquiam, WA 98550

GRAYS HARBOR COMMUNICATIONS  
PO Box 1845  
Aberdeen, WA 98520

Either party may change the above addresses by giving written notice to the other.

13. **ENTIRE AGREEMENT.** The parties agree that this Agreement is the complete expression of the terms hereto and any oral representations or understandings not incorporated herein are excluded. Further, any modification of this Agreement shall be in writing and signed by both parties.

**Dated:** \_\_\_\_\_

**GRAYS HARBOR COMMUNICATIONS**

**THE CITY OF HOQUIAM**

\_\_\_\_\_  
Vickie Raines, GH911 Administrative Board Chair

\_\_\_\_\_  
Ben Winkelman, Mayor

**Attest:**

\_\_\_\_\_  
Jaimie Green, GH911 Executive Director



**COLUMBIA  
SOUTHERN**  
UNIVERSITY

## Learning Partnership

### FREQUENTLY ASKED QUESTIONS

#### **How does a Learning Partnership work?**

CSU Learning Partners sign a non-binding agreement that allows our institution to offer a 10% tuition discount on all online classes to your employees/members along with an application fee waiver (\$25 value). Textbooks are provided at no cost.

#### **Can my family receive the Learning Partner Discount?**

Spouses and children of employees/members are also eligible to take advantage of these benefits.

#### **What is the cost?**

There is no cost to become a learning partner.

#### **How many employees have to enroll if we become a Learning Partner?**

There is no specific number of employees that have to enroll.

#### **When will my Partnership begin?**

The partnership will begin upon receipt of the signed MOU and completed questionnaire.

#### **Can the non-binding Learning Partnership agreement be changed to fit my guidelines?**

Yes, we can adapt the agreement to fit your guidelines and policies. We do ask permission to place your business/organization name and logo (if provided) on our website.

#### **How long does the Learning Partnership last?**

The Learning Partnership remains active indefinitely or until either party chooses to discontinue the relationship.

#### **By becoming a Learning Partner, are we agreeing that our employees/members will only use CSU?**

No, the partnership agreement is non-exclusive. It simply means that if any of your employees/members choose to become a student with our institution, they will receive the benefits included in the partnership agreement.

#### **Are there scholarship opportunities for CSU Learning Partners?**

Yes! CSU offers a Learning Partner scholarship four times a year.

The Learning Partner scholarship will be applied directly to the recipient's tuition for up to 60 credit hours, three years, or until the completion of the selected online degree program, whichever comes first.

#### **What is CareerQuest?**

Career Quest is a web-based employment management system powered by the NACELink Network. This is an outstanding source available to you that will assist in your search for highly-qualified college students and graduates for internships, part-time, and full-time career opportunities. Through CareerQuest you may also share career opportunities with CSU students and alumni.



# Memorandum of Understanding

(This MOU is not a legally binding contract and may be canceled at any time without penalty or recourse)

## About the Institution:

Columbia Southern University (CSU), is an online university accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

wishes to offer educational opportunities to its employees/members by becoming a Columbia Southern University (CSU) Learning Partner. This partnership is designed to assist Learning Partner employees/members in achieving their educational goals in career appropriate disciplines.

### A. Learning Partner benefits include:

- » 10% tuition discount on all classes and waiver of the Application Fee. This benefit extends to spouses and children of the Learning Partner employee/member.
- » Textbooks provided at no cost.
- » Exclusive scholarship opportunities for Learning Partner employees/members.
- » A complimentary evaluation of previously earned educational credits and training/professional certifications for consideration of transfer credit.
- » Complimentary access to our Writing and Math specialists through the Student Success Center.
- » A dedicated landing page for Learning Partners on the CSU website for prospective students and student enrollments.

### B. Learning Partner benefits may also include:

- » Designation of the Learning Partner name on the CSU website and University marketing materials.
- » Display of the Learning Partner's logo (if provided) on the CSU website and University marketing materials.
- » Feature articles of the Learning Partner through press releases and marketing campaigns.
- » Complimentary access to CSU Career Quest to advertise employment and internship opportunities.
- » Scheduled visits or presentations to promote the Learning Partnership benefits to Learning Partner employees/ members.
- » Discounts on Continuing Education training and learning opportunities.

### C. As a Learning Partner, the organization will:

- » Agree to inform all employees/ members of the Learning Partner relationship and benefits as one of their options for education.
- » Keep CSU informational materials on site and make them available to employees/members.
- » Assign a liaison within the Learning Partner who is willing to accept and distribute communications from the CSU liaison and/or a CSU representative.
- » Provide information to the CSU liaison regarding Employee Benefits Fairs and Education Fairs once date and time have been established.
- » Agree to be contacted via email by a representative of Columbia Southern University and/or Columbia Southern Education Group.

Any use of CSU logos or descriptions for display on company websites, advertising, or used for any marketing purposes MUST be submitted to CSU for approval prior to publication or display

This Learning Partnership will take effect from the date of signing and will remain in effect unless terminated by one or both parties.

This Memorandum is agreed to and executed on this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_.

#### LEARNING PARTNER

\_\_\_\_\_  
PARTNER SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
TITLE

#### COLUMBIA SOUTHERN UNIVERSITY

\_\_\_\_\_  
CSU OUTREACH REPRESENTATIVE

*Christie Ball*

\_\_\_\_\_  
COORDINATOR OF CORPORATE PARTNERSHIP



**COLUMBIA  
SOUTHERN**  
UNIVERSITY

# Learning Partnership Questionnaire

To complete the Learning Partner process and receive the partnership benefits, please provide answers for the questions below:

1. Tell us about your company/organization:

NAME OF COMPANY/ORGANIZATION

PHYSICAL ADDRESS

CITY STATE ZIP CODE

BEST CONTACT METHOD

COMPANY WEBSITE

2. List the liaison your organization has chosen, along with his/her title, phone number and email address.

LIAISON NAME

TITLE

( )  
PHONE

EMAIL ADDRESS

3. Provide the name, title, and contact information for a secondary point of contact to assist in your absence.

SECONDARY CONTACT NAME

TITLE

( )  
PHONE

EMAIL ADDRESS

4. Total number of employees and/or members associated with your company/organization?

5. Does your company/organization offer tuition assistance or reimbursement for educational expenses?

Yes  No

6. Does your organization require or recommend additional education for advancement?

Yes  No

7. Which manner do you prefer to promote CSU and the partnership within your company/organization? (check all that apply)

- Visit, Presentations  Intranet  
 Flyers, catalogs, etc.  Exclusive Emails  
 E-Newsletter

8. A CSU Outreach Representative may be in your area and may contact the liaison you have assigned to visit your company/organization. With your consent, the Outreach Representative will conduct presentations and meet with those interested in furthering their education.

Would you like one of our Outreach Representatives to visit or present to your company/organization?

Yes  No

9. Does your company/organization host an annual Employee Benefits Fair/Educational Fair?

Yes  No

10. Would you like for an Outreach Representative to attend your annual Employee Benefits Fair/Educational Fair?

Yes  No

Please ask current CSU students to contact their Admission/Student Services representative to have the partnership added to their record to obtain the Learning Partner discount.

If you have an employee who is interested in receiving more information about CSU, our Corporate Relations Coordinator available to answer any questions at 800.344.5021 or LearningPartners@ColumbiaSouthern.edu.

Parametrix No. 555-1985-027

Brian Shay  
City of Hoquiam  
609 Eighth Street  
Hoquiam, WA 98550-3511

Re: 2025 Landfill Permit Conditions

Dear Mr. Shay:

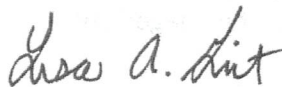
Attached is our proposed scope of work and fee estimate for environmental monitoring services at the Hoquiam Landfill. The work addresses the monitoring requirements of the 2025 Solid Waste Closure Permit issued by the Grays Harbor County Department of Environmental Health. A description of the scope of work and fee estimate by task is attached as Exhibit A.

If you have any questions regarding the work performed or the project in general, please feel free to call me at (206) 394-3667. We appreciate the opportunity to provide continuing environmental services to the City of Hoquiam.

Sincerely,

Sincerely,

**Parametrix**



Lisa Gilbert  
Senior Hydrogeologist  
cc: Project File



## **Exhibit A – Scope of Work and Fee Estimate**

### **Introduction**

The intent of this Scope of Work is to provide continuing environmental assistance to the City of Hoquiam (City) at the Hoquiam Landfill. The work will be conducted in accordance with the 2025 Solid Waste Closure Permit Conditions (Permit) issued by the Grays Harbor County Environmental Health Division (GHC Environmental Health) for the Hoquiam Landfill, and the waiver/variance request submitted to GHC Environmental Health dated May 9, 2025. This scope of work and budget assumes that the start date for this work will be May 1, 2025, and the completion date will be December 31, 2025.

A fee estimate by task is attached to further clarify the project requirements.

### **Scope of Work**

#### **Task 01 Project Management**

##### **Objective**

To provide project oversight and communication to ensure the implementation of the tasks.

##### **Activities**

Parametrix will administer labor efforts on the project, provide monthly progress reports to the City, and maintain a complete and retrievable filing system for project records. Project management consists of the following tasks:

- Provide progress reports to the City updating project status
- Provide a clear course of communication between the City and Parametrix
- Establish and maintain the project file
- Organize Parametrix field and office staff to ensure performance of the work within the scope and standards of environmental practice.
- Prepare waiver/variance to be submitted to GHC Environmental Health.
- Respond to requests for information from Restorical.

Parametrix will prepare progress reports and an up-to-date project file.

#### **Task 02 Fall 2025 Monitoring Event**

##### **Objective**

To conduct environmental monitoring in accordance with the Permit and the Quality Assurance Project Plan (QAPP, Parametrix 2021a) and the waiver/variance request dated May 9, 2025.



## **Activities and Assumptions**

Groundwater monitoring will be conducted in September at monitoring wells SW-1I (upgradient) and SW-5D (downgradient), and the samples will be tested in the field for pH, and at a laboratory for total and dissolved arsenic, iron, and manganese. The samples will also be tested in the field for turbidity to evaluate whether the presence of particulate material in the samples may be contributing to the elevated concentrations of metals, and for DO and ORP as geochemical indicators. Depth to groundwater will be measured in all available monitoring wells (SW-1L, SW-2D, SW-3D, SW-4D, SW-5D, and SW-6).

Surface water monitoring will be conducted in September at SS-16 and samples will be tested in the field for pH and DO, and at a laboratory for ammonia, dissolved cadmium, dissolved iron, and dissolved zinc. The samples will be also tested in the field for turbidity.

An environmental monitoring report will be prepared and will include the following elements:

- Copies of laboratory reports and chain-of-custody documentation
- Data summary tables for groundwater and surface water, comparing results to established criteria
- Static water level measurements
- Calculated groundwater flow velocity ranges
- Time series plots for selected parameters

We will prepare one draft electronic copy and one final electronic copy of the report within 60 days after receipt of the analytical data. The report will be the annual report summarizing the data collected for the year to be submitted to GHC Environmental Health.

## **References**

ParametriX 2021a. Hoquiam Landfill Quality Assurance Project Plan. Prepared for City of Hoquiam. June.



Client: City of Hoquiam  
 Project: Hoquiam Landfill Environ Monitoring  
 Project No: 5551985027

Task	SubTask	Description	Labor Dollars	Labor Hours	Burdened Rates:													
09		2025 Permit Activities	\$9,994.22	58	\$112.32	Hydrogeologist I	Katherine Burke											
09	01	Project Management	\$2,106.18	12	\$176.00	Publications Supervisor	Debra M. Fetherston											
09	02	Fall Sampling	\$7,888.04	46	\$262.75	Sr Hydrogeologist	Lisa A. Gilbert											
					\$199.65	Sr Contract Administrator	Jean N. Johnson											
					\$113.57	Project Accountant	Kyle E. Hale											
					\$100.80	Project Coordinator	Alixondria J. Strobeck											
					\$222.56	Sr Hydrogeologist	Michael P. Brady											
		<b>Labor Totals:</b>	\$9,994.22	58														
		<b>Totals:</b>	\$9,994.22	58	\$2,695.68	24	\$704.00	4	\$4,204.00	16	\$399.30	2	\$454.28	4	\$201.60	2	\$1,335.36	6

**Subconsultants**  
 Analytical Laboratory \$660.00  
**Subconsultants Total: \$660.00**

**Other Direct Expenses**  
 Mileage \$400.00  
 Other Direct Costs \$230.00  
**Other Direct Expenses Total: \$630.00**

**Project Total \$11,284.22**