

**Kittitas County  
Distressed County Sales and Use Tax Grant Application,  
Guidelines & Instructions**

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**RECEIVED**

**JUN 15 2017**

**KITTITAS COUNTY  
DEPT OF PUBLIC WORKS**

**Deadline:**

**Return completed application by 5:00 PM, June 15, 2017**

**Return To:**

Kittitas County Department of Public Works  
411 North Ruby Street, Suite #1  
Ellensburg, Washington 98926

## DISTRESSED COUNTY SALES AND USE TAX INFRASTRUCTURE IMPROVEMENT PROGRAM APPLICATION

The Distressed County Sales and Use Tax Infrastructure improvement Program supports improvements to infrastructure systems that foster economic development in Kittitas County. The goal is to create economic opportunity through Infrastructure investment.

### APPLICANT INFORMATION

Applicant: City of Roslyn

Contact Name: Shawna Graham, City Treasurer

Address: 201 South 1st Street

Address: PO Box 451

City: Roslyn WA Zip: 98941

Telephone: (509) 649-3105 FAX: (509) 649-3174

E-mail Address: roslyntreasurer@inlandnet.com

Project Location: City of Roslyn Jurisdiction Population: 890

Project Title: Transmission Water Main Improvement Project - P, S, and E

### APPLICATION THRESHOLDS

Applicant Requirement:

Check-off:

- ☒ 1. The project is improvement to an infrastructure system(s) linked to economic development.
- ☒ 2. A detailed 8 ½ X 11" vicinity map that clearly shows the project is included in the application package.
- ☒ 3. Distressed County funds are not being substituted for other funds that are already secured.
- ☒ 4. The project involves traditional improvements, instead of "non-traditional" improvements eligible for "Enhancement" funding
- ☐ 5. Applicant has submitted only one application this round.
- ☒ 6. The local/regional economic development organization has been informed of the project.

# PROJECT BUDGET

Funding Sources	C	P	Preliminary Engineering Phase	Right of Way Phase	Construction Phase	Project Total	Is Funding Secured – Y or N?
Distressed County Funds Requested:							
\$ _____	\$		187,350	\$	\$	\$	
Other Federal:\$ _____	\$			\$	\$	\$	
State:\$ _____	\$			\$	\$	\$	
Local Government:\$ _____	\$		57,875	\$	\$	\$	
Private:\$ _____	\$			\$	\$	\$	
*Other:\$ _____	\$			\$	\$	\$	
Project Total:	\$		245,225.00	\$	\$	\$	
Distressed County Fund Matching Ratio:	23.6	%		%	%	%	

\*Please explain other type of Funding:

## PROJECT NARRATIVE

1. **Project Description: Describe the scope of work. Indicate the major work involved, including a brief comparison of existing and proposed conditions.**

This project will prepare the necessary plans, specifications, and estimates for construction of 5,600 liner feet of 12" ductile iron water transmission main, valves, and appurtenances. The current water transmission main is over 100 years old, has served it's useful life and is currently operating with multiple unrepairable leaks and unoperable isolation valves. Recurring maintenance has occurred on the system, but repair parts are unavailable due to the age of the system.

2. **Explain the specific Infrastructure issues the project addresses and how they are linked to economic development improvements.**

The City is supplied via a transmission main from the Domerie Creek intake to the WTP. The transmission main is over 5 miles long and much of the piping is around 100 years old and is at the end of its useful life. The transmission main has experienced numerous breaks and leaks and is a major operational and maintenance concern for the City. This project ensures a reliable water supply to support ongoing economic development activities for a desirable tourist destination. When large leaks occur, massive water system shut-downs occur, leaving the businesses with significant risk of temporary closures.

3. **Preliminary Engineering Phase:**

Estimated Start Date: \_\_\_\_\_ Estimated End Date: Completed

**Please explain phase status (work already completed, in progress, awaiting funding, etc., and factors that may slow phase progress).**

In June of 2014, the City of Roslyn completed it's required Water System Comprehensive Plan in accordance with WAC 246-290. Included in the approved plan was identification of Capital Improvements, of which the Transmission Improvement Project was identified as a primary need. Included in the identification were planning level cost estimates and general project parameters. This project moves this from a planning level to a complete biddable project with construction expected to occur in the summer of 2019.

4. **Right of Way Phase:** N/A **Is It Required?** Yes \_\_\_\_\_ No \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated End Date: \_\_\_\_\_

**Please explain phase status (work already completed, in progress, awaiting funding, etc., and factors that may slow phase progress).**

This City owns an easement on which the new project will be constructed.



**5. Construction Phase:**

**Estimated Start Date:** May 1, 2019 **Estimated End Date:** August 1, 2019

**Please explain phase status (work already completed, in progress, awaiting funding, etc., and factors that may slow phase progress).**

Once full design is completed, construction funding needs will be fully analyzed and strategically allocated to ensure project delivery. Construction is anticipated to occur in the summer of 2019.

**6. Indicate if the project is consistent with the following applicable state, regional and local plans and prioritization processes:**

☒ **Overall Economic Development Plan – Officially Adopted** June 1, 2013

☒ **Comprehensive Land Use Plan – Officially Adopted** May 23, 2008

☒ **Capital Facility Plan – Officially Adopted** June 2014 - Water System Comp Plan

☐ **Community Action Plan (or other community-based plan) – Officially Adopted** \_\_\_\_\_

☐ **Six-Year Transportation Improvement Plan – Officially Adopted** \_\_\_\_\_

☐ **Site-specific development plans; e.g., Community Master Plan – Officially Adopted** \_\_\_\_\_

☐ **Other** \_\_\_\_\_

**7. Explain how this infrastructure project has been coordinated, or will be coordinated with other jurisdictions, such as counties, cities, state/federal agencies, and with economic development organizations during planning, design, financing, construction and/or operation phases.**

This project was identified through the Comprehensive Water System Plan approved by the Department of Health and the Department of Ecology in June of 2014. It was subsequently promulgated by the Roslyn City Council. The WSP included multiple public hearings and associated comment periods as required under WAC 246-290 prior to approval and promulgation. WAC 246-290 also requires submittal of this plan to the local county public health and community development departments for their respective reviews. This particular design effort will require the acquisition of professional civil engineering services and will require development of a coordination component to ensure those potentially impacted by the project have an opportunity to be heard.

8. **Explain how the infrastructure project will help meet the economic development goals of your community and/or region. If this project is not done, will the anticipated private development still take place?**

Consistent, safe, and reliable potable water supplies are key elements to an overall healthy infrastructure that supports economic development. If this project is not completed in a timely manner, planned improvements in the downtown core may become severely restricted. Currently the City is undertaking a massive improvement project, funded by local dollars and the Transportation Improvement Board to ensure infrastructure is in place to support planned economic expansion and tourism. This project continues with that local initiative.

9. **Describe any feasibility or predevelopment studies that demonstrate the linkage between the proposed Distressed County Infrastructure improvements and the anticipated economic outcomes.**

The City of Roslyn Water System Plan provides a planning strategy for the City's water utility over 6- and 20-year periods. The plan has been prepared consistent with Department of Health requirements as specified in the Washington Administrative Code (WAC) Chapter 246-290. The plan represents a commitment by the City to pursue and implement the Plan's recommendations and capital improvements. The City utilizes a single surface water source for its supply of water and growth is projected within the City and UGA based on County-wide projections. By 2032, the City and UGA population for the water system is projected to reach 1,655 people.

10. **Indicate if other needed infrastructure (e.g., sewer, water, power) is in place or if there is a plan for getting it in place.**

The City of Roslyn complies with all necessary aspects of mandated comprehensive planning. Currently the city has multiple infrastructure improvement projects under design and construction to support and enhance continued economic development.

11. **Indicate the Estimated Number of Businesses Created/Retained by the Project.** 44  
See attached narrative.

12. **Indicated the Estimated Number of Jobs Created/Retained by the Project.** 299  
See attached narrative.

**Submit the original application to:**

**Kittitas County Department of Public Works  
411 N. Ruby, Suite #1  
Ellensburg, WA 98926**

## Applicant Certification

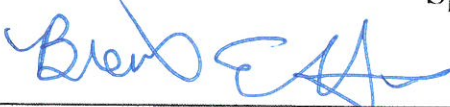
Certification is hereby given that the information provided is accurate and the applicable attachments are complete and included as part of the application package.

I certify that application thresholds are met at the time of application.

  
\_\_\_\_\_  
Signature of Official Representative

6/14/17  
\_\_\_\_\_  
Date

**Sponsoring Agency  
(If Applicable)**

  
\_\_\_\_\_  
Signature of Agency Representative

6/14/17  
\_\_\_\_\_  
Date

Mayor Brent Hals  
\_\_\_\_\_  
Typed or Printed Name

6/14/17  
\_\_\_\_\_  
Date

## Associate Economic Development Organization Notification

The organization listed below has received notification of this project as demonstrated by the signature of the organization's representative.

Kittitas County Chamber  
\_\_\_\_\_  
Name of Organization

  
\_\_\_\_\_  
Signature of Representative

6/8/2017  
\_\_\_\_\_  
Date

## Kittitas County Department of Public Works Conceptual Approval

Approval of the project feasibility, scope and estimated costs.

\_\_\_\_\_  
Signature of Kittitas County DPW Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed or Printed Name

KITTITAS COUNTY DEPARTMENT OF PUBLIC WORKS  
DISTRESSED COUNTY INFRASTRUCTURE IMPROVEMENT PROGRAM  
**APPLICATION DUE DATES**  
**FY 2018**

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Distressed County Infrastructure Improvement Program, applications are initially due to Kittitas County Department of Public Works for conceptual approval of the infrastructure project. Distressed County Infrastructure Improvement Program applicants are invited to appear at the COG meeting when the project's criterion is reviewed.

APPLICATIONS DUE

COG MEETING DATES

2018 Application Due Date

COG Meetings

**June 15, 2017.....July 2017 COG SPECIAL MEETING**

**\*\*Funding available January 1, 2018**

**11. Indicate the estimated number of businesses created/retained by the project.**

According to the U.S. Census Bureau, 2015 Zip Code Business Patterns, there are 44 business establishments in Roslyn. These will be retained by the water main transmission project.

**12. Indicate the estimated number of jobs created/retained by the project.**

The PS&E preparation (design) phase will take approximately 12 months. Based upon past, similar PS&E preparation projects, the following part-time jobs will be created during the design phase:

<b>Design-related Jobs</b>	
<i>Position</i>	<i>Count</i>
Project Manager	1
Surveyor	2
Survey Tech	1
Lead Engineer	1
Design Engineer	1
CAD Tech	1
Admin	1
<b>Total</b>	<b>8</b>

The construction phase will take approximately 4 months. During the construction phase, the following full-time jobs will be created:

<b>Construction-related Jobs</b>	
<i>Position</i>	<i>Count</i>
Superintendent	1
Surveyor	2
Foreman	1
Crew	3
<b>Total</b>	<b>7</b>

According to the U.S. Census Bureau, 2015 Zip Code Business Patterns, there are 284 people employed in Roslyn.

Therefore, the total number of jobs created/retained by the project is 299.





CB1500CZ11 | ZIP Code Business Statistics: Total for Zip Code  
2015 Business Patterns

**Table Name**  
ZIP Code Business Statistics: Total for Zip Code: 2015

**Release Schedule**  
The data in this file were released on April 20, 2017.

**Key Table Information**  
Beginning with reference year 2007, ZBP data are released using the Noise disclosure methodol  
Methodology for complete information on the coverage and methodology of the ZIP Code Busine

**Universe**  
The universe of this file is all operating establishments with one or more paid employees. This ur  
North American Industry Classification System (NAICS) Codes 11 through 813990. For specific  
of Establishments.

**Geography Coverage**  
The data are shown at the 5-digit ZIP Code level only.

**Industry Coverage**  
The data are shown for NAICS code 00 (Total for all sectors) only.

**Data Items and Other Identifying Records**  
This file contains data on the number of establishments, total employment, first quarter payroll ar

**Sort Order**  
Data are presented in ascending ZIP Code sequence.

**FTP Download**  
Download the entire table at <http://www2.census.gov/econ2015/CB/sector00/CB1500CZ11.zip>.

**Contact Information**  
U.S. Census Bureau  
Economy-Wide Statistics Division  
Business Statistics Branch  
Tel: (301)763-2580  
Email: [ewdd-county-business-patterns@census.gov](mailto:ewdd-county-business-patterns@census.gov)

**Release Date** : 04/20/2017

**NOTE:** Data based on the 2015 Zip Business Patterns. For information on confidentiality protect  
Methodology

Geographic area name	2012 NAICS code	Meaning of 2012 NAICS code	Year	Number of establishments	Paid employees for pay period including March 12 (number)	First-payroll
ZIP 98941 (Roslyn, WA)	00	Total for all sectors	2015	44	286	

## RESOLUTION NO 17-006

### A RESOLUTION OF THE CITY OF ROSLYN, WASHINGTON, AUTHORIZING THE PLEDGING OF FUNDS AS A GRANT MATCH FOR THE 2018 DISTRESSED COUNTY SALES TAX GRANT.

**WHEREAS**, the City of Roslyn provides water service to citizens in Roslyn and Ronald; and

**WHEREAS**, the City of Roslyn has identified the need to replace a portion of the water main transmission line; and

**WHEREAS**, the City of Roslyn does not have the funds available to complete the project; and

**WHEREAS**, the County of Kittitas has advertised for the 2018 Distressed County Sales Tax Grant; and

**WHEREAS**, funds awarded pursuant to this grant may be used to finance public facilities, such as water facilities, serving economic development purposes; and

**WHEREAS**, the City of Roslyn desires to apply for the 2018 Distressed County Sales Tax Grant in order to replace a portion of the water main transmission line; and


**WHEREAS**, the County of Kittitas requires a match for the 2018 Distressed County Sales Tax Grant;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSLYN, WASHINGTON, AS FOLLOWS:**


#### **Section 1.**

The City of Roslyn pledges \$58,560.00 as a 24% grant match for the 2018 Distressed County Sales Tax Grant Application.

**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF THE 13<sup>th</sup> DAY OF JUNE, 2017.**

  
Brent Hals, Mayor

**ATTEST:**

  
Brandi Taklo, Clerk

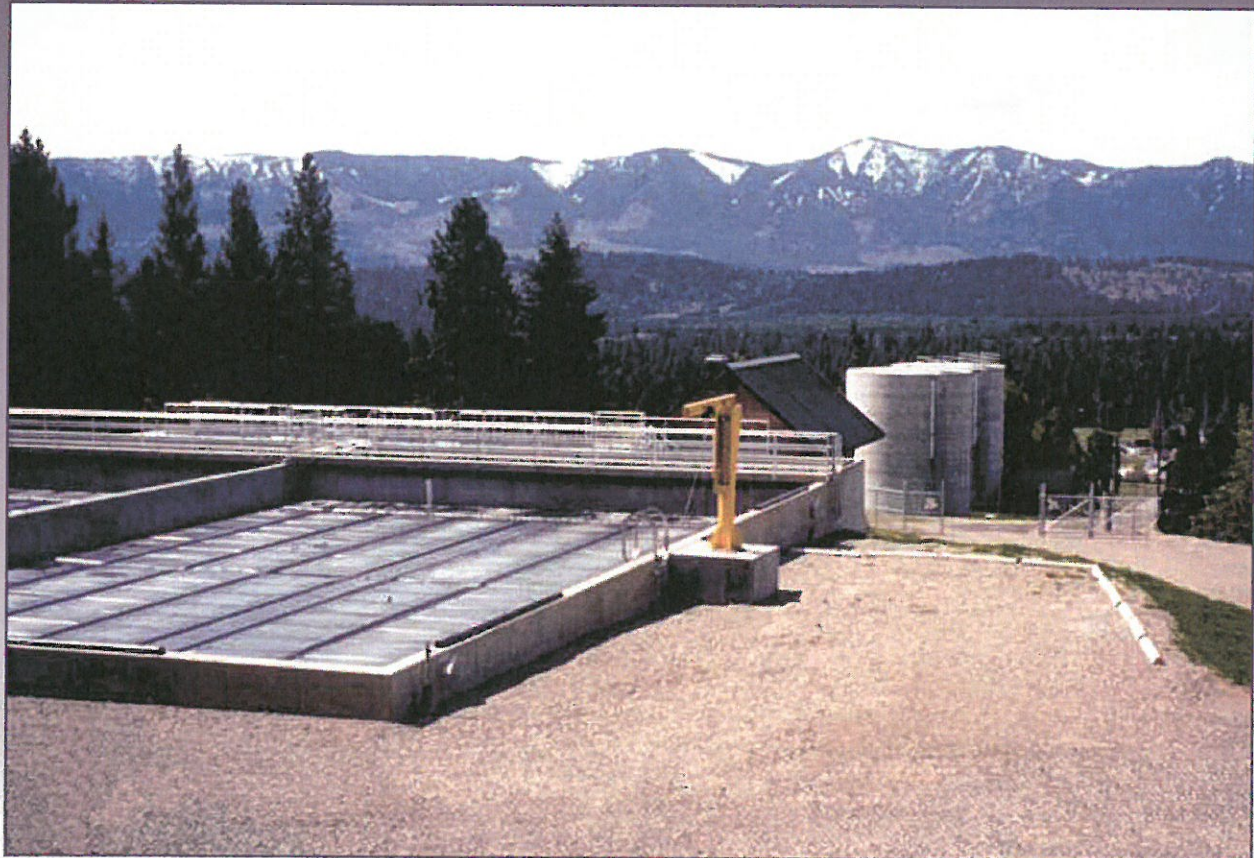




# CITY OF ROSLYN

KITTITAS COUNTY, WASHINGTON

## WATER SYSTEM PLAN



**G&O #11599**  
**JUNE 2014**



**Gray & Osborne, Inc.**  
CONSULTING ENGINEERS

# **CHAPTER 7**

## **IMPROVEMENT PROGRAM**

### **INTRODUCTION**

This chapter presents a Capital Improvement Program (CIP) in accordance with the requirements of WAC 246-290. Planned water system improvements, associated costs, and scheduling are presented in the following sections. These improvements are based on deficiencies identified in Chapters 3. Financing of these improvements is discussed in Chapter 8.

In the future other projects may arise that are not identified as part of the City's water system CIP. Such projects may be deemed necessary for ensuring water quality, preserving emergency water supply, accommodating transportation improvements proposed by other agencies, or addressing unforeseen problems with the City's water system. Due to budgetary constraints, the completion of these projects may require that the proposed completion date for the projects in the CIP be rescheduled. The City retains the flexibility to reschedule proposed projects and to expand or reduce the scope of proposed projects, as best determined by the City when new information becomes available for evaluation.

The CIP is categorized into five categories:

- Transmission Projects (T)
- Distribution System Projects (D)
- Water Treatment Plant Projects (WTP)
- Miscellaneous Projects (M), and
- Operation and Maintenance Projects (O&M)

Each category is further divided into a detailed list of projects presented chronologically over the 6-year and 20-year planning periods. Projects after the 6-year planning period are described along with a cost estimate, but are not scheduled for a specific year.

### **RECOMMENDED IMPROVEMENTS**

#### **PROJECT T-1: RIVER CROSSING REPLACEMENT**

Schedule: 2014

Estimated Cost: \$469,200

Currently, the City's water is carried from Domerie Creek to the treatment plant via a single waterline, which crosses the Cle Elum River on an old steel truss footbridge. The City has received funding through the Drinking Water State Revolving Fund to finance



replacing this portion of the transmission main with a low-interest loan. The existing water main along the bridge will be replaced with 12-inch ductile iron pipe with new fittings rated for higher pressures in addition to 1,100 LF of adjacent transmission main. New isolation valves would be installed at either end of the bridge for better control. In addition, a pressure relief valve will be installed on the waterline to limit pressure peaks during surge events. This project also includes the installation of four municipal service meters. Once installed, all services will be metered.

**PROJECT T-2: TRANSMISSION MAIN REPLACEMENT WEST OF RIVER  
CROSSING PHASE 1**

Schedule: 2018

Estimated Cost: \$368,900

This project would replace the existing steel transmission main through the Pearson, Schneringer, and Freeman private properties west of the river crossing. The project entails 1,800 linear feet of 12-inch ductile iron transmission main, valves, and appurtenances. The line would replace the existing leaking line to reduce leakage and increase system reliability.

**PROJECT T-3: TRANSMISSION MAIN REPLACEMENT WEST OF RIVER  
CROSSING PHASE 2**

Schedule: Beyond 2018

Estimated Cost: \$857,300

This project would replace the portions of the existing steel transmission main through the private properties west of the river crossing not replaced in Phase 1. The project entails 3,800 linear feet of 12-inch ductile iron transmission main, valves, and appurtenances. The line would replace the existing leaking line to reduce leakage and increase system reliability.

**PROJECT T-4: TRANSMISSION MAIN REPLACEMENT EAST OF RIVER  
CROSSING**

Schedule: Beyond 2018

Estimated Cost: \$1,322,400

This project would replace existing steel transmission main from the river crossing to the portion replaced by Suncadia. The project entails 6,100 linear feet of 12-inch ductile iron transmission main, valves, and appurtenances. The line would replace the existing leaking line to reduce leakage and increase system reliability.



**PROJECT T-5: TRANSMISSION MAIN REPLACEMENT BETWEEN WTP AND RESERVOIR**

Schedule: Beyond 2018  
Estimated Cost: \$769,500

This project would replace existing steel transmission main along Nelson Dairy Road to the City's reservoir. The project would entail 3,500 linear feet of 12-inch ductile iron transmission main, valves, and appurtenances. The line would replace the existing leaking line to reduce leakage and increase system reliability.

**PROJECT D-1: WEST DAKOTA AVENUE WATER MAIN**

Schedule: 2015  
Estimated Cost: \$66,880

As part of the improvements to City Hall, this project will install approximately 205 LF of 8-inch PVC water main on West Dakota Avenue east of South 1<sup>st</sup> Street. This will increase available fire flow to the area and increase system reliability.

**PROJECT D-2: SOUTH THIRD STREET AND SR 903 WATER MAIN TO HIGH SCHOOL REPLACEMENT**

Schedule: Beyond 2018  
Estimated Cost: \$1,231,600

The City plans to replace 6,000 LF of the existing coal tar-lined steel 10-inch pipe that supplies the schools in the southeast part of the system. The 10-inch water main will be replaced with 12-inch PVC from South 3<sup>rd</sup> Street and West California Avenue to the schools. The remaining 2,500 LF of the pipe that continues from South 3<sup>rd</sup> Street and West California Avenue to South Pennsylvania Street will be abandoned in place.

**PROJECT D-3: HORVAT ROAD 4-INCH WATERLINE REPLACEMENT**

Schedule: Beyond 2018  
Estimated Cost: \$457,000

This project would replace approximately 2,600 linear feet of 4-inch waterline on Horvat Road with 8-inch PVC pipe to increase fire flow to the area.

**PROJECT WTP-1: WATER TREATMENT PLANT EXPANSION**

Schedule: Beyond 2018  
Estimated Cost: \$968,500

This project would upgrade the existing slow sand facility from 1.0 mgd to 1.5 mgd by adding a third slow sand filter bed. The project would include the third bed, filter media, site piping and appurtenances, site work, and instrumentation and electrical.

**PROJECT M-1: RESERVOIR COVER REPLACEMENT/REHABILITATION**

Schedule: 2018

Estimated Cost: \$81,300

Although still in good condition, the existing reservoir cover will likely require replacement or rehabilitation within the 6-year planning period.

**PROJECT M-2: BRIDGE MAINTENANCE AND PAINTING**

Schedule: Beyond 2018

Estimated Cost: \$384,000

With the transmission main being replaced on the bridge, the bridge requires on-going maintenance to ensure reliability and reduce the risk of bridge failure. Minor structural repairs will be completed, including replacing approximately 100 corroded rivets with high strength bolts. Additionally, spot paint repairs will be made to prevent further corrosion. Due to the sensitive nature of the Cle Elum River, the bridge will be fully contained during painting.

**PROJECT O&M-1: SERVICE METER REPLACEMENT**

Schedule: Annually through 2018

Estimated Cost: \$10,000 annually

As part of their Water Use Efficiency Program, the City is committed to accurately metering and billing for water used by customers. Service meters normally have a life of approximately 10 to 20 years. The existing service meters were mostly installed during the 1992 project. Consequently, they are near the end of their expected life. The amount budgeted should allow for the City to replace approximately 120 meters annually.

**PROJECT O&M-2: FINISHED WATER METER**

Schedule: 2013

Estimated Cost: \$7,100

The City has experienced decreased demand during the winter, resulting in flows outside of the ideal flow range for the 12-inch finished water meter. The City plans to replace the existing meter with a smaller mag-meter to increase meter accuracy.

**PROJECT O&M-3: BACK-UP POWER AT RESERVOIR**

Schedule: 2014

Estimated Cost: \$15,700

The City plans to install back-up power at the reservoir to ensure continuous operation of the motorized butterfly valve and telemetry at the site. Uninterruptible batter back-up supply would have the ability to power the necessary equipment for up to 8 hours in the event of a power outage.

**PROJECT O&M-4: STORAGE SHED AT SHOP**

Schedule: 2015

Estimated Cost: \$71,300

Water Fund Contribution: \$42,800

The existing public works shop does not have adequate storage space for spare piping. To create more storage space, the City plans to construct a storage shed off the existing building to store water and sewer pipes and fittings. The project will be funded from both the water and sewer funds.

**PROJECT O&M-5: COMPUTER SYSTEM UPGRADE**

Schedule: 2016

Estimated Cost: \$21,400

The City anticipates that the existing computer at the WTP will need to be updated soon. Upgrades will include new hardware and updating the current software.

**PROJECT O&M-6: TURBIDIMETER REPLACEMENT**

Schedule: 2016

Estimated Cost: \$14,900

By 2018 the treatment plant will have been online for 20 years, which is the typical life span of turbidimeters. As a result the City plans to replace three turbidimeters with newer models.

**PROJECT O&M-9: CLEAN INTAKE POND**

Schedule: Beyond 2018

Estimated Cost: \$71,300

The City plans to clean and rehabilitate the intake pond in Domerie Creek within the 20-year planning period to ensure adequate storage and withdrawal capacity.

**6-YEAR CAPITAL IMPROVEMENT PLAN**

Table 7-1 summarizes the proposed capital improvement projects for the 6-year planning period. Each project is discussed further in the paragraphs above. Detailed cost estimates for the capital improvement projects are included in Appendix K. The transmission and distribution system project costs in Table 7-1 include 20 percent contingency and 25 percent engineering and administration. O&M costs include 20 percent contingency and 10 percent engineering and administration unless otherwise noted. Project costs are projected forward with 3 percent inflation annually as well.



2013

# Yakima and Kittitas Counties Regional Comprehensive Economic Development Plan



Prepared by:

Yakima County Development Association &  
Kittitas County Chamber of Commerce

June 1, 2013



## Executive Summary



Mount Stewart

The Kittitas-Yakima Economic Region is a beautiful region of lakes, rivers, and national parks with all four seasons. Hot and dry summers contrasted with cool and wet winters provide a climate suitable for a variety of interests and lifestyles. This diverse landscape of rivers to plains to forests and mountains is only rivaled by the diversity of its residents.

With a population of 286,000 and population density of 43.4 per square mile as of 2011, the Kittitas Yakima Economic Region can be described as a rural community. Similar to most rural areas, agriculture is an economic mainstay that fosters a consistent business climate built around agriculture. Unlike many rural communities, agriculture in the Kittitas Yakima Economic Region has a fair market value of over \$1 billion dollars sold locally, nationally and internationally. Other significant industries or clusters in the region include health services, warehouse/distribution, manufacturing, alternative energy and tourism.

Some of the Kittitas Yakima region's economic strengths include:

- ✓ its proximity to the major metropolitan area of Seattle and Portland markets
- ✓ a strong and diverse natural resource based economy;
- ✓ a concentration of higher education institutions; and
- ✓ an outstanding quality of life featuring great weather and outdoor recreation options.

Some of the region's weaknesses include:

- ✓ Lack of family-wage employment opportunities
- ✓ Low K-16+ education attainment and corresponding occupational skill gaps
- ✓ Complacency towards growth and economic diversification

Despite some of the region's challenges, the Kittitas Yakima area has enormous economic potential. The CEDS outlines six key goals to advance the regional economy.

### **KITTITAS YAKIMA COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY GOALS (2013-2017)**

**Goal One: Support the Retention and Expansion of Regional Clusters and Industries**

**Goal Two: Support Small Business Success and Entrepreneurship**

**Goal Three: Develop a Talented Workforce**

**Goal Four: Invest in Capital Facilities and Infrastructure**

**Goal Five: Promote Tourism and Develop Visitor Amenities**

**Goal Six: Enhance Downtown and Neighborhood Business District Vitality**



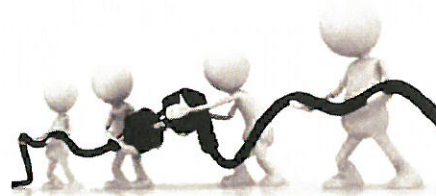
2. Invest in world class research talent, assist new enterprise formation and connect the state's research base to industry, entrepreneurs and investors.
3. Leverage the job creating potential of the Washington innovation ecosystem through large scale collaboration and competing aggressively for federal, foundation and private investment support.

#### **INTEGRATION IN KITTITAS YAKIMA REGION**

The WEDC goal surrounding investment and entrepreneurship dovetails closely with regional aspirations in Central Washington. Manufacturing is a sector in Central Washington with considerable potential for entrepreneurial ventures either through new products, redesigned products and innovation in production/assembly processes. WEDC Driver #2 alludes to investing in entrepreneurship by "... improvements to regulatory and tax policy to foster growth of start-ups and job creating business clusters." Metals, plastics, food processing, and alternative energy sectors hold promise for job creating potential of start-ups and innovations as recommended by the WEDC "... through large scale collaboration and competing aggressively for federal, foundation and private investment support."

1. Implement alternative financing mechanisms for transportation infrastructure to preserve basic assets, freight mobility and investment in critical economic corridors to ensure jobs, supply chain productivity and trade expansion.
2. Prioritize the most critical infrastructure challenges and lead globally in such areas as energy efficiency, clean-water solutions, advanced manufacturing, cyber-security sustainable in urban design and broadband deployment.
3. Require the use of economic development and long term job creation criteria in the capital budgeting process.

#### **Infrastructure** *Paving the Way*



#### **INTEGRATION IN KITTITAS YAKIMA REGION**

The WEDC infrastructure goal resonates strongly with needs and opportunities in Central Washington. One of the top goals in the CEDS speaks to investing in capital facilities and infrastructure. The state plan provides a strong reference to infrastructure with the call to: "Implement alternative financing mechanisms for transportation infrastructure to preserve basic assets, freight mobility and investment in critical economic corridors to ensure jobs, supply chain productivity and trade expansion." Local governments in Central Washington are particularly interested in creating or tapping creative financing mechanisms for capital facilities since their own source of funding are quite limited.

1. Initiate systematic sector-by-sector review of state regulations for their cost-effectiveness and determine

#### **Smarter Regulations** *Running Lean*

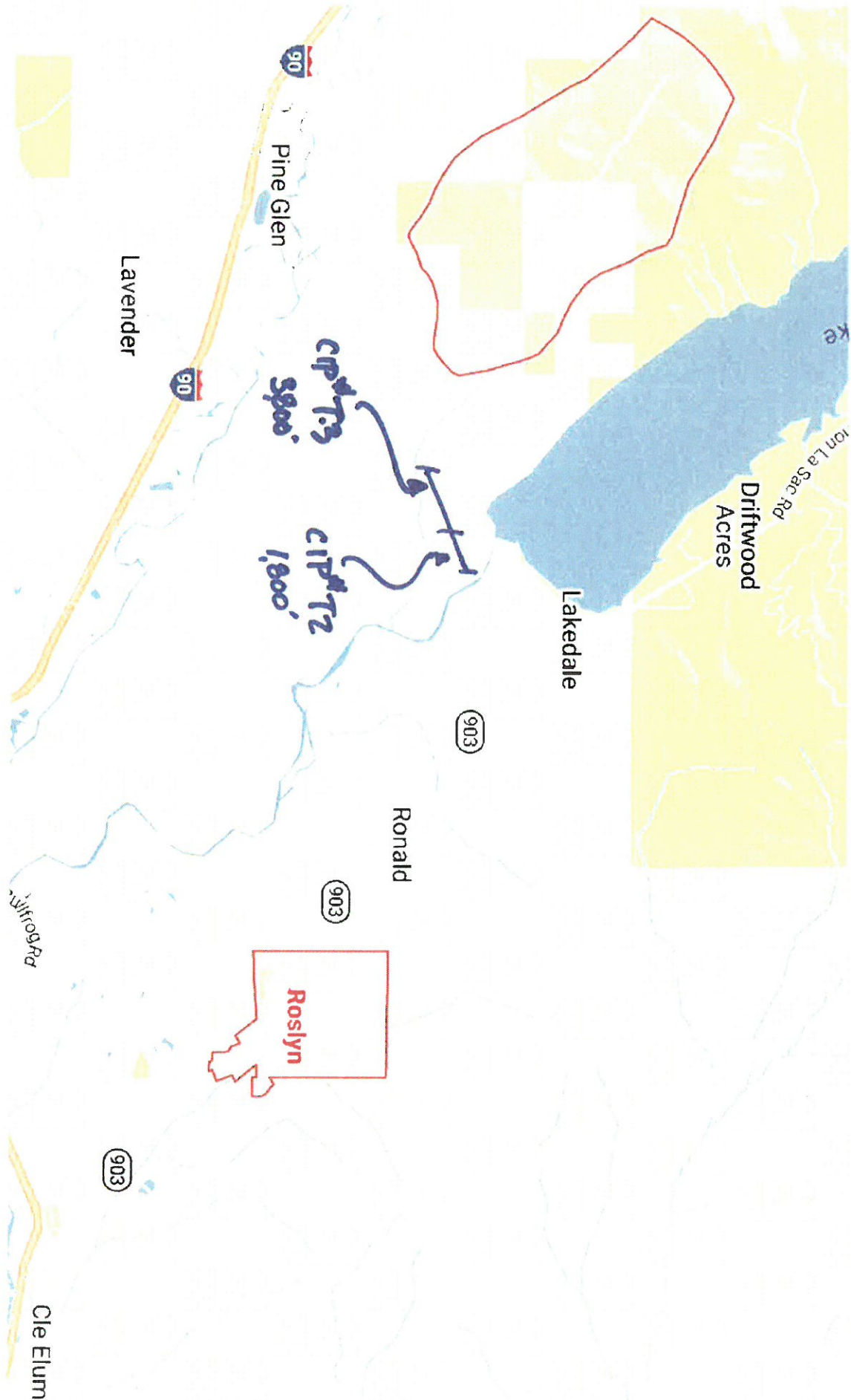


**City of Roslyn**  
**Transmission Main Replacement West of River Crossing**

Item	Quantity	Unit	Unit Price	Amount
Mobilization and Demolition	1	LS	\$ 68,810.00	\$ 68,810.00
Trench Excavation Safety System	1	LS	\$ 16,500.00	\$ 16,500.00
Erosion Control	1	LS	\$ 16,500.00	\$ 16,500.00
Utility Easement Acquisition	1	LS	\$ 20,000.00	\$ 20,000.00
12-inch DI Water Pipe, Including Fittings	5600	LF	\$ 90.00	\$ 504,000.00
12-inch Butterfly Valves	10	EA	\$ 2,500.00	\$ 25,000.00
Bank Run Gravel for Trench Backfill	3200	CY	\$ 20.00	\$ 64,000.00
Crushed Surfacing Top Course	490	TN	\$ 20.00	\$ 9,800.00
Seeding, Fertilizing, and Mulching	3750	SY	\$ 1.00	\$ 3,750.00
Connect to Existing	4	EA	\$ 3,000.00	\$ 12,000.00
Minor Changes	1	CALC	\$ 16,500.00	\$ 16,500.00
		Construction Sub-total	\$	756,860.00
		Tax (8%)	\$	60,548.80
		Contingency (20%)	\$	163,481.76
		Construction Total	\$	980,890.56
		Engineering and Administrative Costs (25%)	\$	245,222.64
		<b>Total Project Cost</b>	<b>\$</b>	<b>1,227,000.00</b>

Note: Items, quantities, and costs have been taken from the City of Roslyn's Water System Plan, dated June 2014.  
The total project cost estimated above reflects the combined costs of Transmission Improvement Projects T-2 & T-3 as listed in the Water System Plan.

# Roslyn Washington





## ***Section 1 – Sales and Use Tax Funds***

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Current Washington State law authorizes the legislative authority of a rural county to impose a sale and use tax in accordance with the terms of chapter 82, Revised Code of Washington (RCW). In Kittitas County, according to RCW 82.14.370, the rate of the tax shall not exceed .09 percent of the selling price in the case of a sales tax or the value of the article used in the case of a use tax. The tax imposed is deducted from the amount of tax otherwise required to be collected or paid over to the department of revenue under chapter 82.08 or 82.12 RCW.

Kittitas County has authorized this tax and compiles the funds annually for distribution throughout the county to qualifying organizations in the form of reimbursable grants. Most applications are considered during an annual grant application process. In some cases, applications may be considered outside of the regularly-scheduled annual process.

For consideration during the annual grant process, applications must be completed in full and submitted by the 5:00 PM due date on the application materials to the Department of Public Works. Incomplete and/or late applications will not be considered. Applications may not be changed or amended by the applicant after the deadline for submission.

### ***Permissible Uses According to Law***

Funds awarded as reimbursable grants under this process may be used for the following:

1. To finance public facilities serving economic development purposes.
2. To finance personnel in economic development offices.

According to RCW 82.14.370, in order to qualify for financing the public facility must be listed as an item in the officially adopted county overall economic development plan, or the economic development section of the county's comprehensive plan, or the comprehensive plan of a city or town located within the county.

"Public facilities" means bridges, roads, domestic and industrial water facilities, sanitary sewer facilities, earth stabilization, storm sewer facilities, railroad, electricity, natural gas, buildings, structures, telecommunications infrastructure, and port facilities in the state of Washington.

"Economic development purposes" means those purposes which facilitate the creation or retention of businesses and jobs in a county.

"Economic development office" means an office of a county, port districts, or an associate development organization as defined in RCW 43.330.010 which promotes economic development purposes within the county.

## ***Funds Availability***

All funds awarded under this program will be available in the form of reimbursable grants. The funds will be available for reimbursement beginning January 1<sup>st</sup> of the calendar year following the award notification, unless otherwise allowed by the Kittitas County Board of Commissioners.

Kittitas County recognizes that some projects may be large and complex, requiring multiple funding sources and years to complete. In that regard, awarded funds will remain available for reimbursement for a period of five years following the award notification. Any unexpended funds will be returned to the Distressed County Sales and Use Tax Grant Fund and made available for future applications. Formal requests for extension of the five-year deadline for reimbursement may be made in writing to the Kittitas County Board of Commissioners (BOCC). The BOCC has final say on all extension requests.

All reimbursement requests must be submitted to the Kittitas County Department of Public Works for payment.

## ***Review Process***

The county is required to consult with all cities, towns, and port districts located within the county and the associate development organization serving the county to ensure that any expenditures of these funds meets the goals of chapter 130, Laws of 2004 and the requirements of RCW 82.14.370. To comply with this requirement, the county will seek the assistance of the Council of Governments (COG). The COG is comprised of two representatives from each municipality within Kittitas County, including Roslyn, South Cle Elum, Cle Elum, Ellensburg, Kittitas, and Kittitas County.

The Council of Governments (COG) will review all applications and score them based on the information provided by the applicant and the Project Rating Criteria as presented in the application. The COG will then make funding recommendations to the Kittitas County BOCC.

The Project Rating Criteria are as follows:

1. Leverage by local matching funds. Minimum project match is 13.5%. All applications must provide at least 13.5% in matching funds to be considered. Additional points shall be awarded for greater matching funds as a percentage of total project cost.
  - a. 13.5% matching threshold satisfied.
    - i. 11 points.
  - b. 13.6% - 23.5% matching funds.
    - i. 12 points.
  - c. 23.6% - 33.5% matching funds.
    - i. 13 points.
  - d. 33.6% - 38.5% matching funds.
    - i. 14 points.
  - e. Over 38.6% matching funds.
    - i. 15 points.
2. The Degree to which the project demonstrates the ability to encourage economic development within the community.
  - f. 10 points possible
3. Demonstrated ability of the project to promote local and/or regional revitalization.
  - g. 10 points possible



4. Degree to which the project meets local and/or regional economic plans, policies, and goals. Additional points may be awarded for multiple categories.
  - h. Project is consistent with local/community goals/plans.
    - i. 5 points.
  - i. Project is identified on approved local policy/community/comprehensive plan.
    - i. 2 points.
  - j. Project is identified and consistent with regional goals/plans.
    - i. 3 points.
5. The degree of public benefit and/or use resulting from the project. Additional points awarded for multiple benefits.
  - k. Population will use.
    - i. 5-6 points.
  - l. Population will benefit.
    - i. 1-2 points.
  - m. Population will be served.
    - i. 1-2 points.
6. Demonstrated need vs. lack of available opportunities for, or limited resources of sponsoring agency for securing alternative funding. Additional points possible.
  - n. Alternative funding sources available.
    - i. Up to 4 points.
  - o. Alternative funding available/agency limited in their ability to secure.
    - i. 4-8 points.
  - p. Agency resources limited /no probable alternative funding source.
    - i. 8-10 points.
7. Demonstrated local and/or regional support for the project. Additional points awarded for multiple partners providing additional funding.
  - q. 1 partner.
    - i. 5 points.
  - r. 2 partners.
    - i. 8 points.
  - s. 3 or more partners.
    - i. 10 points.
8. Demonstrated ability that the project is construction ready (funds obligated can be spent during current year funding). Additional points awarded for completed items.
  - t. Right-of-way acquired or not needed.
    - i. 4 points.
  - u. Project design and/or plans complete.
    - i. 2 points.
  - v. Project ready to construct or implement.
    - i. 2 points.
  - w. Environmental process complete and permits obtained.
    - i. 2 points.
9. Number of businesses or jobs created or retained.
  - x. Up to 10 points.

The highest attainable rating score is 100 points.

All applicants will be notified as to the date and time of review of their application by the COG. All applicants will be given the opportunity to present their application to the COG and answer questions.

The BOCC will consider recommendations for grant awards by the COG at a later date. The BOCC will make all grant awards. The decision of the BOCC is considered final.

## ***Section 2 – Application Instructions***

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Grant applicants shall follow the instructions below in preparing their proposal.

- Complete the supplied application forms using a computer. No hand written forms.
- Do not use graphics or formatting embellishments beyond those within the application.
- Answer each question and sub-question individually in each section.
- Leave in the question and directions. This way we will be sure of the question you are answering, and it will also facilitate easy review for the Council of Governments (COG).
- Use single spaced 12 point Times New Roman or similar font.
- Make certain you are answering the questions. For instance, if the question asks “how,” please answer how, not whether or when.

**Please also include the following:**

- A detailed 8 ½” x 11” vicinity map that clearly shows the project.
- A signature from the local/regional economic development organization supporting the project.
- Any other information pertinent to the application you would like the COG to consider.

**Applications are due by 5:00 PM, June 15, 2017, at the Kittitas County Department of Public Works Office.** You will be notified that your application has been received and accepted by the COG.

Kittitas County Department of Public Works  
Distressed County Sales and Use Tax Grant Fund  
411 North Ruby Street, Suite 1  
Ellensburg, WA 98926

**Please submit 1 original and 12 copies of the entire application (13 total).**

Note: Incomplete applications will be rejected.

## ***Question Instructions***

**Applicant Information (page 1 of the application):** Please fill in all areas completely. The applicant is the agency requesting funding. The contact name will be considered the leader of the project for the applicant agency. The contact should also be the individual who will present the project and will be available for questions from the COG.

**Applicant Thresholds (page 1 of the application):** Your project must meet each of these requirements to be considered. Please check each box and include the necessary documentation with your application. If your project does not meet all of the listed requirements and/or your application does not include the necessary documentation to support your claims, it will not be considered for funding.

**Project Budget (page 2 of the application):** The top line (Distressed County Funds Requested) is to list how much funding you are asking the COG to consider awarding your project. The columns to the right then ask you to include the specific breakdown as to how and in what phase or phases (if a construction project) the money will be utilized. Please be as accurate as possible.

The following lines and columns are for other funding sources you have secured or for which you have applied. Again, please be as accurate as possible and fill in the final column for each signifying the status of the funding source (whether or not the funding has been secured).

The “Project Total” line is for the total cost of the project the application represents. The sum of all the funding sources lines should accurately add to the figure listed here. Additionally, please also accurately include the breakdown for phases listed to the right, again making sure the sums of the previous columns are equal to the amount placed on each line.

**Distressed County Fund Matching Ratio (page 2 of the application):** This line is to show what percentage of the total project budget the applicant is providing in local funding. For instance, if the total project budget is \$100,000 and the application is for \$50,000 with combined other funding sources of another \$50,000 and the local funding source component is \$20,000, the Ratio would be 20%.

A simple equation to answer this question from the Project Budget is:

$$\frac{(\text{Local Government} + \text{Other (if a local funding source)})}{\text{Project Total}} = \text{Distressed County Fund Matching Ratio (converted to a percentage)}$$

**Project Narrative (starts on page 3 of the application):** Please answer each question and sub-question completely. Incomplete applications will not be considered for funding. You may attach additional information necessary to answer the questions as needed.

**Special Instructions:** Please review the following instructions as listed below for specific questions in the Project Narrative.

**Question 6:** Please attach the pertinent sections of the agency’s plans as listed with which the application is consistent.

**Question 9:** Please attach a copy of any feasibility or predevelopment studies.

**Question 11:** You must include the key assumptions (if any) and their justifications, methodology, and calculations upon which your businesses created/retained estimate is based. Simply providing a



number or approximate number will not be considered a complete answer and will result in your application being rejected from consideration.

**Question 12:** You must include the key assumptions (if any) and their justifications, methodology, and calculations upon which your jobs created/retained estimate is based. Simply providing a number or approximate number will not be considered a complete answer and will result in your application being rejected from consideration.

*Potential Example Answer for Question 12:*

*We have completed a survey of local contractors likely to bid on a project such as this. Our results (data provided as attachment) show that due to current economic conditions, a greater supply for building services necessary for this project exists in the local market than demand for those services. As a result, most of those surveyed indicate lower levels of employment than in the past, including reducing workforce levels up to 50% and/or intermittent work with extended periods of temporary layoffs due to lack of work.*

*A project this size, according to our estimates (data provided as attachment) will require (X) skilled construction laborers for approximately (X period of time), (X) subcontractors employing (X) laborers for approximately (X period of time), and well as (X) support staff (administrative, clerical, management) for (X period time). The agency will also be employing a half time project manager to oversee the project.*

*Most studies (two examples attached) believe that Washington State's building industry is only beginning to recover and may never reach employment levels previously seen. Keeping that in mind and being conservative while taking into account the current economic environment of Upper Kittitas County and especially the depressed construction industry, we estimate at least (x) jobs will be retained for at least (X) months (the term of the construction phase of the project). In addition, as the agency does not currently employ a qualified project manager, at least one part-time professional job will be created for the same period.*

*This, of course does not consider any impact to other local suppliers and supporting businesses which will certainly provide services for this project as well as those who are directly employed as a result of the project.*