

City Of Prosser

CITY COUNCIL

SPECIAL MEETING AGENDA

Council Chambers, 620 Market St, 1st Floor, Prosser WA
99350

Tuesday, July 7, 2026 @ 6:00 PM



To join the meeting, please click the following link:

<https://prosser.webex.com/meet/prosser>

Join by phone: +1-206-207-1700, Access code: 231 459 39313, Hit #, No
Attendee Code, Hit #

Page

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. MAYOR AND CITY COUNCIL REPORTS AND COMMENTS
6. CITY ADMINISTRATOR REPORTS AND COMMENTS
 - a. Crawford and Farrand Park Signage (*Rachel Shaw, City Administrator*)
7. COUNCIL ACTION
 - a. HLA Task Order for Design and Construction Engineering Services for Sewer Lift Station No. 3 Upgrades (*Marty Groom, Public Works Director*) 3 - 15
[Task Order](#)

Recommended Motion: Approve HLA Task Order No. 25112 for design and construction engineering services as part of the Sewer Lift Station No. 3 upgrades and authorize the Mayor to sign the task order.
 - b. Resolution Authorizing Initiation of Annexation Proceedings for City-Owned Property (*Rachel Shaw, City Administrator*) 16 - 23
[Resolution](#)

Recommended Motion: Approve Resolution No. 26-_____ authorizing the initiation of annexation proceedings for City-owned property and authorizing the Mayor to execute an annexation petition on behalf of the City and directing staff to take all necessary actions to complete the annexation process.
8. EXECUTIVE SESSION
 - a. RCW 42.30.110(1)(b)(c) 24
[Executive Session Notice](#)

***The first Ordinance passed will be Ordinance 26-3316
The first Resolution passed will be Resolution 26-1881***

9. ADJOURNMENT

***The first Ordinance passed will be Ordinance 26-3316
The first Resolution passed will be Resolution 26-1881***

CITY OF PROSSER, WASHINGTON
AGENDA BILL

<p><u>Agenda Title:</u> HLA Task Order for Design and Construction Engineering Services for Sewer Lift Station No. 3 Upgrades</p> <p><u>Item Type:</u> Action</p>	<p><u>Meeting Date:</u> July 7, 2026 Special City Council Meeting</p>
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<u>Department:</u> Public Works	<u>Director:</u> Marty Groom	<u>Contact Person:</u> Marty Groom	<u>Phone Number:</u> 509-786-2332
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<p><u>Cost of Proposal:</u> Design & Construction Engineering \$204,700 Construction \$440,300 Total Project Cost \$645,000</p> <p>Estimated Developer Cost @65% \$419,250 Estimated City Cost @35% \$225,750</p> <p><u>Amount Budgeted:</u> Future budget amendment</p>	<p><u>Fund Name and Number:</u> #407 Sewer</p>
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Reviewed by Finance Department:

- Attachments to Agenda Packet Item:**
1. Task Order No. 25112
 2. Signed MDNS
 3. Developer Fair Share of Costs

Summary Statement:

The city intends to make upgrades to Sewer Lift Station No. 3 due to insufficient capacity and aging of lift station pumps. The attached Task Order outlines the design, construction, and electrical work to be completed for the project. The upgrades will include two new submersible pumps and guiderails, replacement of existing check valves and isolation valves,

and a new control panel. The new control panel will replace the existing panel and will be connected to the existing remote monitoring system. There are no planned upgrades for the existing wet well, valve vault structure or the existing force main piping, as all are expected to be in good condition and adequately sized for the proposed upgrades.

The ongoing Bella Vista Development sewer system is connected to the sewer trunk main that crosses SR 22 to the north and flows into Sewer Lift Station No. 3. As a condition of the Bella Vista Plat approval, the developer is required to provide fair share costs for the upgrades to Sewer Lift Station No. 3 as outlined in the attached MDNS dated 3/19/2020. An estimated cost breakdown for the developer and the city is attached. It should be noted that the original preliminary plat showed 289 lots but the number of lots to be constructed will be 244.

Staff has reviewed the Task Order and recommends proceeding with the upgrades to Sewer Lift Station No. 3.

Consistent with Council Goal:

Goal #4: Infrastructure & Transportation

Recommended Action/Suggested Motion:

***Recommended Motion:** Approve HLA Task Order No. 25112 for design and construction engineering services as part of the Sewer Lift Station No. 3 upgrades and authorize the Mayor to sign the task order.*

<p><u>Reviewed by Department Director:</u></p> <p>Marty Groom</p> <p>Date: Jul 1, 2026</p>	<p><u>Reviewed by City Attorney:</u></p> <p>Benjamin Goodwin</p> <p>Date: Jul 2, 2026</p>	<p><u>Approved by City Administrator:</u></p> <p>Rachel Shaw</p> <p>Date: Jul 2, 2026</p>
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TASK ORDER NO. 25112

REGARDING GENERAL AGREEMENT BETWEEN THE CITY OF PROSSER

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

PROJECT DESCRIPTION:

Lift Station No. 3 Upgrades
HLA Project No. 25112E

The City of Prosser (CITY) intends to replace both existing pumps at Lift Station No. 3 due to insufficient capacity and severe ragging issues. The upgrades will include two new submersible pumps and guiderails, replacement of existing check valves and isolation valves as needed, and a new control panel. The new control panel will replace the existing panel and will be connected to the existing remote monitoring system. No upgrades are planned for the existing wet well and valve vault structures or the existing force main piping, as they are expected to be in good condition and adequately sized for the proposed upgrades.

Design and construction of these improvements will be partially funded by the Bella Vista developer as a condition of their plat approval. The remaining design and construction costs will be funded by the CITY. The total estimated project cost is \$645,000.

At the direction of the CITY, HLA shall provide professional services for the Lift Station No. 3 Upgrades (PROJECT). HLA services shall include the following.

SCOPE OF SERVICES:

1.0 Project Management

- 1.1 Perform management of overall PROJECT delivery and PROJECT controls.
- 1.2 Plan and facilitate a PROJECT kickoff meeting to align expectations between the CITY and HLA.
- 1.3 Provide monthly status reports and invoices for the work performed.
- 1.4 Maintain PROJECT files for CITY review.

2.0 Design Engineering

- 2.1 Land Survey.
 - a. Request field locates from 811 Call Before You Dig to confirm existing utility horizontal locations. No excavations will occur by HLA to determine vertical locations.
 - b. Conduct a topographic survey of the PROJECT area to complete design, plans, and specifications.
 - c. Review available plat maps, documents, and surveys to identify public right-of-way widths, easements, and other identified encumbrances. No title reports are anticipated to be ordered. If required, title reports will be ordered by HLA and paid for by the CITY.
- 2.2 60% Plans and Estimate.
 - a. Perform field investigations necessary to design the identified improvements.
 - b. Prepare and provide 60% plans and a cost estimate of improvements for review and comment by the CITY.
 - c. Perform review of public and private utilities, including CITY stormwater, domestic water, sanitary sewer, irrigation, natural gas, telecommunications, and/or fiber optic lines to determine general locations and size of facilities.

- d. Notify private utilities of pending improvements and advise of the PROJECT schedule.
- 2.3 90% Plans, Specifications, and Estimate.
- a. Attend a review meeting with the CITY to address and resolve 60% review comments.
 - b. Prepare and provide 90% plans, specifications, and a cost estimate of improvements for review and comment by the CITY.
 - c. Perform quality assurance and quality control (QA/QC) review of all 90% documents.
- 2.4 Final Plans, Specifications, and Estimate.
- a. Attend a review meeting with the CITY to address and resolve 90% review comments.
 - b. Address CITY review comments and QA/QC comments, and prepare final plans, specifications, and estimate.
 - c. Provide final plans and specifications to the CITY in PDF format suitable for printing and use at the time of bid advertisement. It is anticipated that HLA will prepare one (1) complete set of plans and specifications for one bid call; additional bid packages will be billed as additional services.
 - d. Provide two (2) printed copies of contract documents to the CITY.
 - e. Prepare advertisement for bids. Coordinate with CITY on the number and location of publications and submit the advertisement to the selected publication(s) on behalf of the CITY. All advertising fees are to be paid by the CITY.

3.0 Bidding Support

- 3.1 Post bid documents to the HLA website and notify the CITY, approving authority(ies), utility companies, and plan centers of the PROJECT posting.
- 3.2 Create and maintain a planholder list and post to the HLA website.
- 3.3 Answer questions and/or supply information as requested by prospective bidders.
- 3.4 Prepare and issue addenda to contract documents, if necessary.
- 3.5 Participate in the bid opening, evaluate bids, prepare bid tabulation, and make a recommendation for award.

4.0 Construction Engineering

- 4.1 PROJECT Management, Invoicing, and Controls.
 - a. Consult and advise the CITY during construction and perform a final review and report on the completed work with representatives of the CITY.
- 4.2 Construction Observation.
 - a. Furnish a resident engineer (inspector) to be on site and provide surveillance of construction for compliance with plans and specifications for the duration of construction, based on standard 40-hour work weeks, and twenty (20) contract working days. If the Contractor is authorized by the CITY to work extra hours or extend contract time, then an amendment to this task order will be executed by the CITY to compensate for additional work required by HLA.
 - b. Prepare daily progress reports for the PROJECT.
 - c. Monitor compliance with environmental requirements.
 - d. Interpret plans and specifications when necessary.
 - e. Coordinate and attend construction meetings, anticipated once per week during the duration of construction.
 - f. Review acceptance sampling and testing for construction materials.
 - g. Perform measurement and computation of pay items.
 - h. Review Contractor's submission of contract and materials submittals, samples, and shop drawings. Provide field verification of materials incorporated into the PROJECT, where applicable.

- 4.3 Construction Administration.
 - a. Following Council award authorization, prepare notice of award to the Contractor, assemble construction contract documents, and coordinate contract execution with the CITY and Contractor.
 - b. Review the Contractor's submission of their certificate of insurance and contract bond.
 - c. Prepare and transmit notice to proceed to Contractor.
 - d. Coordinate and facilitate preconstruction meeting with the CITY, Contractor, private utilities, and affected agencies, including preconstruction agenda and meeting record.
 - e. Receive and maintain PROJECT communications from the Contractor during construction and compile PROJECT documentation.
 - f. Review and respond to contractor submittals and maintain a submittals list for the duration of the PROJECT.
 - g. Respond to Contractor requests for information (RFI).
 - h. Prepare and distribute weekly statements of working days.
 - i. Prepare and provide monthly progress estimates and recommend Contractor progress payments to the CITY.
 - j. Prepare proposed contract change orders, when applicable.
 - k. Monitor the Contractor's compliance with state labor standards.
- 4.4 PROJECT Closeout.
 - a. Prepare and furnish record drawings and field notes of completed work in accordance with PROJECT field records.
 - b. Conduct final walkthrough inspection with the Contractor and CITY. Prepare and transmit the punchlist to the Contractor.
 - c. Monitor lien releases from state agencies.
 - d. Notify CITY when retainage may be released.
 - e. Coordinate and administer a PROJECT completion debrief meeting with CITY, HLA, and the Contractor.
 - f. Prepare and submit the recommendation of PROJECT acceptance.
 - g. Prepare and submit Notice of Completion of Public Works Contract (NOC).

5.0 Electrical and Control System Design & Construction Support

- 5.1 Electrical and control system design and construction support.
 - a. Review existing lift station electrical equipment and documentation.
 - b. Coordinate with the power utility on electrical service requirements.
 - c. Prepare electrical and control system design drawings, details, and wiring diagrams for the improvements and provide 60%, 90%, and Final submittals.
 - d. Prepare electrical and control system specifications.
 - e. Coordinate with CITY SCADA system integrator and programmer during design and construction.
 - f. Perform QA/QC of electrical design documents in coordination with HLA QA/QC.
 - g. Review and respond to electrical questions from contractors during bidding and prepare addenda as needed.
 - h. Review and respond to contractor's electrical submittal documents.
 - i. Review and respond to electrical RFI's, as needed.
 - j. Prepare electrical change order documents when applicable.
 - k. Prepare electrical record drawings upon completion of the project.

Additional Services

Provide professional engineering services for additional work requested by the CITY that is not included in this Task Order.

Items to be Furnished and Responsibility of the CITY

The CITY will provide or perform the following:

- Provide all information as to the CITY requirements for the PROJECT.

- Provide all available information pertinent to the PROJECT relative to the completion of design and construction of the PROJECT.
- Examine all documents presented by HLA and provide written decisions within a reasonable time so as not to delay the work of HLA. All design submittals (60% and 90%) shall be reviewed by the CITY, and comments returned to HLA within two (2) weeks of each submittal.
- Obtain approval of all government authorities for the PROJECT, and approvals and consents from other individuals as necessary for completion of the PROJECT.
- Pay for advertising, notices, or other publications as may be required.
- Pay for all necessary permits and testing fees not paid by the Contractor.
- The CITY shall provide any existing right-of-way files that are pertinent to the design. No right-of-way acquisition is planned as part of the PROJECT. No temporary construction easements (TCEs) are expected for the PROJECT. Assistance with right-of-way processes can be provided and billed as Additional Services, as directed by the CITY.

TIME OF PERFORMANCE:

HLA will diligently pursue the completion of the PROJECT as follows:

1.0 Project Management

Project management will be for the duration of the PROJECT through PROJECT closeout, including any required submissions to the controlling authority/authorities.

2.0 Design Engineering

- 2.1 HLA will begin professional land surveying services upon receipt of this executed Task Order and will conclude at completion of the Design Engineering phase.
- 2.2 HLA will provide 60% plans and a cost estimate for CITY review within fifty (50) working days from receipt of this executed Task Order.
- 2.3 90% plans, specifications, and cost estimate will be provided within thirty (30) working days of receiving CITY comments on 60% plans, specifications, and estimate.
- 2.4 Final plans, specifications, and cost estimate will be provided within thirty (30) working days of receiving CITY comments on 90% plans, specifications, and estimate.

3.0 Bidding Support

Bidding support will begin on the publication date of the PROJECT advertisement for bids and will terminate upon award of the construction contract.

4.0 Construction Engineering

Construction engineering shall begin upon the construction contract award by the CITY and extend through notification to the CITY when retainage may be released. The schedule will be as follows.

- 4.1 A maximum of twenty (20) working days has been allotted for the construction of improvements, utilizing a standard 40-hour work week.
- 4.2 Should the Contractor be granted time extensions for construction completion due to recognized delays, requested additional work, and/or change orders, services during construction beyond the twenty (20) working days shall be billed as additional services.






25112 Prosser - Lift Station No. 3 Upgrades Task Order

Final Audit Report

2026-01-12

Created:	2026-01-12
By:	Susan Shane (sshane@hlacivil.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAazlu0ZhbyWxSKeQpfA8qNBtNvHIdQQ9U

"25112 Prosser - Lift Station No. 3 Upgrades Task Order" History

-  Document created by Susan Shane (sshane@hlacivil.com)
2026-01-12 - 8:25:02 PM GMT
-  Document emailed to Benjamin A. Annen, PE (bannen@hlacivil.com) for signature
2026-01-12 - 8:25:09 PM GMT
-  Email viewed by Benjamin A. Annen, PE (bannen@hlacivil.com)
2026-01-12 - 8:58:11 PM GMT
-  Document e-signed by Benjamin A. Annen, PE (bannen@hlacivil.com)
Signature Date: 2026-01-12 - 9:03:21 PM GMT - Time Source: server
-  Agreement completed.
2026-01-12 - 9:03:21 PM GMT



**City of Prosser
Washington
Mitigated Determination of Non-significance (MDNS).**

**Description of proposal: Preliminary Plat for a 289 lot residential subdivision on 94.5 acres,
Proponent: Viking Homes**

Location of proposal: Parcel 110844000006000.

Lead Agency: The City of Prosser, Washington.

The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030 (2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency.

This MDNS is issued after using the optional DNS process in WAC 197-11-355. There is no further comment period on the MDNS.

Responsible Official: Steve Zetz
Position/Title: City Planner
Address: 601 7th Street, Prosser, WA 99350
Date:

The City of Prosser Washington, the lead agency for the proposal and is issuing a final Mitigated Determination of Non-Significance (MDNS) under the Washington State Environmental Policy Act Rules (Chapter 197 -11 (WAC) Washington Administrative Code). After review of a completed environmental checklist and other information on file, the City of Prosser, Washington has determined this proposal will not have a probable significant adverse impact on the environment provided the identified mitigation measures are complete prior to the issuance of the final occupancy certificate. An environmental impact statement (EIS) is not required under Revised Code Of Washington (RCW) 43.21C.030 (2)(c).

The environmental review and related documents pertaining to this project are available to the public upon request at the City of Prosser Planning Department and are available for review on the City of Prosser Website www.cityofprosser.com and include the following:

SEPA Checklist
Site Plan
Application

The identified mitigation measures include mitigation for potential impacts to the following:

Earth, air, environmental health, land and shoreline uses, light and glare, transportation, and utilities.

The full text of the identified mitigation measures are set forth below and are available for review at the City of Prosser Planning Department and are also available on the City of Prosser Website www.cityofprosser.com

1. A Storm Water Drainage Retention Plan (Erosion Sediment control Plan) is needed for all construction sites as required by the State Department of Ecology. A City approved storm drain plan should retain storm water on site. Erosion control measures must be in place prior to any clearing, grading or construction. These control measures must be able to prevent soil from being carried into surface water (this includes storm drains) by storm water runoff. Said retention and disposal may require the installation and maintenance of oil/water separators. Storm water runoff calculations and drainage facilities sizing calculations must be prepared by a Washington Registered Professional Engineer and be submitted to the City for review and approval prior to construction. A National Pollutant Discharge Elimination System (NPDES) Construction Storm Water General Permit may be required if there is a potential for storm water discharges from a construction site larger than one acre. Obtaining a permit is at least a 38 day process. Please submit a permit application to the State Department of Ecology at (509) 575-2807. Please provide the City with a copy of the State permit if required.
2. No dwelling units will be given a certificate of occupancy west of the natural gas main line without a secondary point of ingress and egress onto Richards road to allow for the emergency evacuation of residents. Such connectivity may be a maintained gravel road dedicated as an access easement until such time it is built to City standards and dedicated as right-of-way.
3. The property shall submit plans for lighting fixtures that will reduce glare and light onto neighboring properties. All lighting must be directed away from adjoining properties and be installed in such a manner as to minimize light scatter onto adjacent properties and roadways. Lighting plans must meet Prosser Municipal Code.
4. Fire hydrants may be required to be installed as per the requirements of the City Fire Code Official and or Prosser Municipal Code and or under Development Requirements.
6. All permits required by Benton County Clean Air Authority and the Washington State Department of Ecology shall be acquired prior to issuance of the building permit.
7. In the interest of public safety, a six-foot fence shall be constructed preventing homeowners and the general public from accessing the SVID canal from the subdivision.

8. Developer shall pay their fair share of the cost to improve sanitary sewer lift station # 3 in order to address the impacts of this development on the lift stations capacity. The lift station may be improved at a later phase as determined by the City of Prosser Engineer or Public Works Director.

EXAMPLE FORMULA

The formula that may be used for determining the developer cost is as follows;

Existing lift station # 3 serving 158 existing dwelling units currently operating at 75/80 gph

Development proposal adding 289 additional dwelling units.

Total Residents 447

289 of 447 is 65%

Fair share costs may be adjusted and altered based on changes to number of existing homes and proposed homes or other reasonable factors

9. Developer may be required to install a water booster station in order to ensure adequate water pressure and fire flow as determined by the City of Prosser Engineer or Public Works Director. The booster station may be ~~improved~~ constructed at a later phase as determined by the City of Prosser Engineer or Public Works Director, in his or her sole discretion.

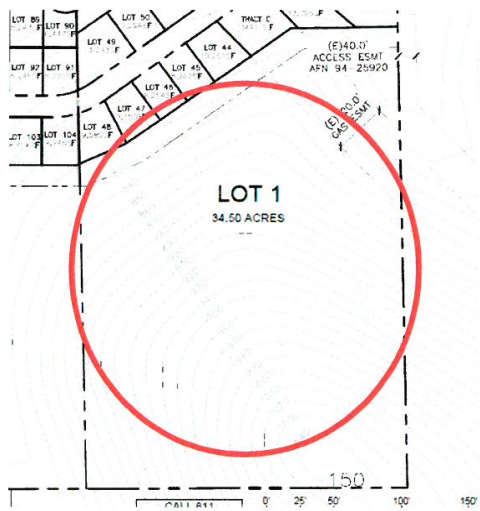
Such Booster Station shall reasonably be constructed to match the preliminary specifications agreed upon by the City and the Developer.

- *The booster station must be designed in accordance with the most recent version of the Department of Health "Water System Design Manual."*
- *A minimum pressure of 30 psi shall be provided at all points in the distribution system. A minimum of 20 psi shall be provided at all points in the system under fire flow conditions.*
- *The water system will have one connection point in Kelandren Drive and will not be required to be a "looped" system.*

10. All roads must meet City of Prosser design guidelines and shall not include dead ends unless approved by the City of Prosser Engineer or Public Works Director in compliance with PMC.

11. Tracts shall show ownership or future dedications on the face of the plat.

12. The applicant must meet open space requirements for the development of all phases. Applicant may dedicate the required open space to the City of Prosser, or an approved conservation agency, or other entity, for the preservation of the area for low impact recreational use such as walking trails, and habitat conservation. Such open space may be located on lot 1.



13. Developer must conduct a traffic study to determine impacts to existing roads as commented on by Washington State Department of Transportation. Developer will mitigate any identified impacts.

14. Prior to construction the City of Prosser will need a letter or copy of a permit from Williams Gas to the Developer regarding the easement and the placement of roads across, and homes adjacent to the existing easement.

There is no agency appeal

Final MDNS Issuance Date: March 19, 2020

STEVE ZETZ
PROSSER CITY PLANNER

Bella Vista Development

RE: Sewer Impacts to City Sewer Lift Station No. 3

Prepared By: Marty Groom, Public Works Director

Approved Lots Per Revised Preliminary Plat	Number of Existing Lots On Sewer System	Total Number of Lots On Sewer System	Developer Fair Share of Improvements %
244	132	376	65%
Existing Lots on System	Number	Estimated Costs of Improvements	
Monticeto Estates	35		
Sophia Rae	18	Design Engineering Including Electrical	Developer Share @ 65%
Walker Addition	45	\$124,400	\$80,860
Western Homes 2nd	19		
Western Homes	10	Construction Engineering	Developer Share @ 65%
West side of Elm Street	5	\$80,300	\$52,195
Total Lots	132		
		Total Engineering	Developer Share @ 65%
		\$204,700	\$133,055
		Construction Costs	Developer Share @ 65%
		\$440,300	\$286,195
		Total Improvement Costs	Developer Share @ 65%
		\$645,000	\$419,250

Note: The sewer calculation for developer fair share of construction costs may change depending on low bid amount for construction.

CITY OF PROSSER, WASHINGTON
AGENDA BILL

<p>Agenda Title: Resolution Authorizing Initiation of Annexation Proceedings for City-Owned Property</p> <p>Item Type: Action</p>	<p>Meeting Date: July 7, 2026 Special City Council Meeting</p>
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Department: Planning	Director: Rachel Shaw	Contact Person: Rachel Shaw	Phone Number: 509-786-2332
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<p>Cost of Proposal: N/A</p> <p>Amount Budgeted: N/A</p>	<p>Fund Name and Number: N/A</p>
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<p>Reviewed by Finance Department:</p> <p>N/A</p>
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<p>Attachments to Agenda Packet Item:</p> <ol style="list-style-type: none"> 1. Resolution No. 26-_____ 2. Notices of Intent to Annex 3. Map of Area
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<p>Summary Statement:</p> <p>The City owns property that is currently located outside the municipal boundaries. Ownership of property by the City does not automatically place the property within the City limits. To bring the property under the City's municipal jurisdiction, the property must be formally annexed through one of the annexation methods authorized under Chapter 35A.14 RCW. Because the City is the sole property owner, the Property Owner Petition method provides the most direct and efficient process.</p> <p>In order to use the Property Owner Petition Method, for the annexation, the City must complete the following steps:</p> <ol style="list-style-type: none"> 1. Verify annexation eligibility 2. Obtain Council authorization via Resolution (we are at this step) 3. City signs and submits the annexation petition 4. Public Notice and Public Hearing 5. Council adopts the Annexation Ordinance
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6. File and record Annexation Ordinance with Benton County, WA State Office of Financial Management, updating city boundary maps
7. Notify all affected agencies and utility providers

The benefit of annexing this property is:

- Places City-owned property under the City's jurisdiction.
- Provides consistent zoning and land use regulation.
- Allows the City to plan for future development and public investment.
- Ensures municipal services can be provided in accordance with City standards.
- Aligns the property with the City's Comprehensive Plan and long-term growth strategy.

The next step in the process once the annexation of this one-acre parcel is completed, is to move forward with short-platting the property.

Consistent with Council Goal:

Goal #1: Livability & Quality of Life

Recommended Action/Suggested Motion:

***Recommended Motion:** Approve Resolution No. 26-_____ authorizing the initiation of annexation proceedings for City-owned property and authorizing the Mayor to execute an annexation petition on behalf of the City and directing staff to take all necessary actions to complete the annexation process.*

<p><u>Reviewed by Department Director:</u></p> <p>Rachel Shaw</p> <p>Date: Jul 2, 2026</p>	<p><u>Reviewed by City Attorney:</u></p> <p>N/A</p> <p>Date:</p>	<p><u>Approved by City Administrator:</u></p> <p>Rachel Shaw</p> <p>Date: Jul 2, 2026</p>
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CITY OF PROSSER

Washington

620 Market Street, 1st Floor
Prosser, WA 99350
(509) 786-2332
Fax (509) 786-3717
www.cityofprosser.com

CITY OF PROSSER, WASHINGTON NOTICE OF INTENT TO ANNEX TYPE V-26-01-06-001

Date: July 2, 2026

To: City of Prosser
620 Market Street, First Floor
Prosser WA 99350

The undersigned, property owner of not less than ten percent (10%) of the following described real property hereby notify the City Council of the City of Prosser that the undersigned intend to commence annexation proceedings:

Parcel Number:
136943000004003

Address:
UNDETERMINED WA – Property commonly known as the “Sprayfield”

Property Size:
1.00 Acres

Legal Description:
SECTION 36 TOWNSHIP 9 NORTH RANGE 24: THE WEST 290 FEET OF THE SOUTH 175 FEET OF THE NORTH 235 FEET OF THE NORTH 15 ACRES OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER: EXCEPT COUNTY ROAD RIGHT OF WAY.

Contact Phone Number or Email:
Rachel Shaw, City Administrator
(509) 786-8218
rshaw@ci.prosser.wa.us

The undersigned request that the City Council set a date for a meeting pursuant to RCW 35A.14.120 and 35A.14.300. I hereby declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge and that I can provide legal documentation showing that I am the owner or legal agent with the authority to sign.

Property Owner Name:

Mayor Gary Vegar

*Serve With Integrity ♦ Steward With Care ♦ Treat People With Respect
Be Accountable ♦ Work Together*

LEGAL DESCRIPTION

PER THAT TITLE REPORT PREPARED BY TITLE ONE, COMMITMENT NO. 26604607, DATED MAY 6, 2026.

THAT PORTION OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 36, TOWNSHIP 9 NORTH, RANGE 24 EAST, W.M. LYING SOUTHERLY OF THAT RIGHT OF WAY LINE DRAWN PARALLEL WITH AND 30 FEET SOUTHERLY, WHEN MEASURED AT RIGHT ANGLES, FROM THE HC LINE OF STATE HIGHWAY ROUTE NO. 82, PROSSER VICINITY; ALBRO ROAD TO MP 84.27, AND THAT PORTION OF THE EAST HALF OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION LYING NORTHERLY OF THE KENNEWICK IRRIGATION DISTRICT POWER CANAL (CHANDLER CANAL).

TOGETHER WITH:

THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 36, TOWNSHIP 9 NORTH, RANGE 24 EAST, W.M.; EXCEPT THE NORTH 15 ACRES THEREOF; AND EXCEPT THE WEST 485 FEET OF THE FOLLOWING DESCRIBED PARCEL:

THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 36, TOWNSHIP 9 NORTH, RANGE 24 EAST, W. M. EXCEPT THE NORTH 15 ACRES THEREOF; AND EXCEPT THE SOUTH 370 FEET THEREOF, AND EXCEPT RIGHT OF WAY FOR THE PROSSER PRESSURE PIPELINE OF THE SUNNYSIDE VALLEY IRRIGATION DISTRICT, AND EXCEPT RIGHT OF WAY FOR OLD INLAND EMPIRE HIGHWAY OF BENTON COUNTY; EXCEPT CANAL RIGHT OF WAY; AND EXCEPT PORTIONS CONVEYED TO KENNEWICK IRRIGATION DISTRICT, DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF SAID SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER;
THENCE EAST 100 FEET;
THENCE NORTHWESTERLY 110 FEET, MORE OR LESS, TO A POINT ON THE WEST LINE OF SAID SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER DISTANT 45 FEET NORTH OF POINT OF BEGINNING;

THENCE SOUTH 45 FEET TO POINT OF BEGINNING; AND EXCEPT BEGINNING AT THE SOUTHEAST CORNER OF SAID SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER;
THENCE WEST 440 FEET;
THENCE NORTHEASTERLY TO A POINT ON THE EAST LINE OF SAID SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER DISTANT 150 FEET NORTH OF SOUTHEAST CORNER THEREOF;
THENCE SOUTH 150 FEET TO POINT OF BEGINNING; AND EXCEPT THAT PORTION OF THE SOUTH 232.00 FEET OF THE SOUTHWEST QUARTER OF SAID SECTION 36, LYING NORTH OF THE KENNEWICK IRRIGATION DISTRICT CANAL RIGHT OF WAY AND WEST OF GRANDE ROAD RIGHT OF WAY; AND EXCEPT OLD INLAND EMPIRE HIGHWAY; AND EXCEPT GRANDE ROAD; AND EXCEPT SOUTH 12 FEET FOR ROADWAY. TOGETHER WITH THE WEST HALF OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 36, TOWNSHIP 9 NORTH, RANGE 24 EAST, W. M., EXCEPT PORTION SOUTH OF KENNEWICK POWER CANAL.

TOGETHER WITH:

THAT PORTION OF THE SOUTH HALF OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 36, TOWNSHIP 9 NORTH, RANGE 24 EAST, W. M., LYING EASTERLY AND SOUTHERLY OF THE FOLLOWING DESCRIBED LINE:
BEGINNING AT THE HIGHWAY ENGINEER'S STATION 703+00 ON THE HR LINE SURVEY OF STATE HIGHWAY SR-82; THENCE EASTERLY TO A POINT 40 FEET EASTERLY, WHEN MEASURED AT RIGHT ANGLES, FROM SAID HR LINE AT STATION 703+00; THENCE NORTHEASTERLY TO A POINT 75 FEET EASTERLY FROM AND OPPOSITE 708+35 ON SAID HR LINE; THENCE NORTHEASTERLY TO A POINT 50 FEET SOUTHEASTERLY FROM AND OPPOSITE STATION 42+00 ON THE HC LINE OF SAID HIGHWAY;
THENCE NORTHEASTERLY PARALLEL WITH SAID HC LINE TO A POINT OPPOSITE STATION 46+25.16;
THENCE NORTHEASTERLY TO A POINT 30 FEET SOUTHEASTERLY FROM AND OPPOSITE STATION 48+00 ON SAID HC LINE;
THENCE NORTHEASTERLY AND EASTERLY, PARALLEL WITH SAID HC LINE, 1500.0 FEET TO THE TERMINUS OF SAID LINE.

AND

THE NORTH 15 ACRES OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER SECTION 36; EXCEPT THE WEST 290.0 FEET OF THE SOUTH 175.0 FEET OF THE NORTH 235.0 FEET OF THE NORTH 15 ACRES THEREOF AND EXCEPT PORTION DEEDED FOR HIGHWAY PURPOSES.

AND

THE WEST 485 FEET OF THE FOLLOWING DESCRIBED PARCEL: THAT PORTION OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 36, TOWNSHIP 9 NORTH, RANGE 24 EAST, W. M. ; EXCEPT THE NORTH 15 ACRES THEREOF, AND EXCEPT THE SOUTH 370 FEET THEREOF, AND EXCEPT RIGHT OF WAY FOR THE PROSSER PRESSURE PIPELINE OF THE SUNNYSIDE VALLEY IRRIGATION DISTRICT, AND EXCEPT RIGHT OF WAY FOR OLD INLAND EMPIRE HIGHWAY OF BENTON COUNTY;

AND

TRACTS 25, 26 AND 27, INCLUSIVE, STATE ADDITION TO PROSSER NO. 1, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 2 OF PLATS, PAGE 56, RECORDS OF BENTON COUNTY, STATE OF WASHINGTON, EXCEPT PORTION OF TRACT 25 LYING NORTH OF THE NORTHERLY RIGHT OF WAY OF SR-82 AND EXCEPT PORTION DEEDED FOR HIGHWAY PURPOSES.

AND

TRACTS 28, 29 AND 53, STATE ADDITION TO PROSSER NO. 1, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 2 OF PLATS, PAGE 56, RECORDS OF BENTON COUNTY, STATE OF WASHINGTON, EXCEPT PORTION OF TRACT 53 LYING NORTH OF THE NORTHERLY RIGHT OF WAY OF SR-82 AND EXCEPT KENNEWICK IRRIGATION DISTRICT CANAL RIGHT OF WAY, AND EXCEPT PORTION DEEDED FOR HIGHWAY AND EXCEPT PORTION DEEDED TO UNITED STATES OF AMERICA UNDER AUDITOR'S FILE NO. 86-3727.

AND

TRACTS 36, 37, 38 AND 39, STATE ADDITION TO PROSSER NO. 1, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 2 OF PLATS, PAGE 56, RECORDS OF BENTON COUNTY, STATE OF WASHINGTON, EXCEPT PORTION OF TRACT 39 LYING NORTH OF THE NORTHERLY RIGHT OF WAY OF SR-82 AND EXCEPT KENNEWICK IRRIGATION DISTRICT CANAL RIGHT OF WAY, AND EXCEPT PORTION DEEDED FOR HIGHWAY PURPOSES.

AND

TRACTS 25, 39, AND 53, STATE ADDITION TO PROSSER NO. 1, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 2 OF PLATS, PAGE 56, RECORDS OF BENTON COUNTY, STATE OF WASHINGTON, LYING NORTH OF THE NORTHERLY RIGHT OF WAY OF SR-82 AND EXCEPT KENNEWICK IRRIGATION DISTRICT CANAL RIGHT OF WAY.

AND




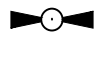




TRACTS 50 AND 51, STATE ADDITION TO PROSSER NO. 1, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 2 OF PLATS, PAGE 56, RECORDS OF BENTON COUNTY, STATE OF WASHINGTON.

AND

TRACTS 52, 54, 61 AND 62, STATE ADDITION TO PROSSER NO. 1, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 2 OF PLATS, PAGE 56, RECORDS OF BENTON COUNTY, STATE OF WASHINGTON, EXCEPT KENNEWICK IRRIGATION DISTRICT CANAL RIGHT OF WAY, AND EXCEPT PORTION DEEDED FOR HIGHWAY PURPOSES.

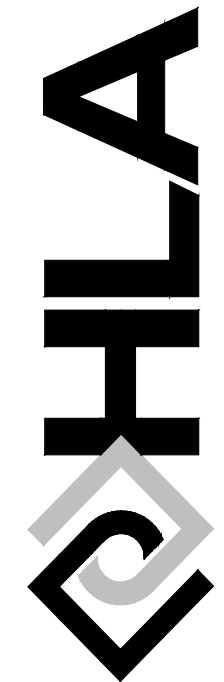
SHORT PLAT NO. _____
A PORTION OF THE S 1/2, & THE NE 1/4, SECTION 36,
TOWNSHIP 9 NORTH, RANGE 24 EAST, W.M.,
CITY OF PROSSER, BENTON COUNTY, WASHINGTON

NOTES

1.  DENOTES 5/8" REBAR WITH YELLOW CAP MARKED HLA LS 33132/HLA LS 44631 SET.
 2.  DENOTES PROPERTY CORNER FOUND AS NOTED.
 3.  DENOTES SECTION CORNER FOUND AS NOTED.
 4.  DENOTES QUARTER CORNER FOUND AS NOTED.
 5.  DENOTES CENTER OF SECTION FOUND AS NOTED.
 6.  DENOTES SECTION SUBDIVISION LINE.
 7.  DENOTES SURVEYED BOUNDARY LINE.
 8.  DENOTES EXISTING RIGHT OF WAY AND PROPERTY LINES.
9. THE SOUTH LINE OF THE SOUTHWEST QUARTER OF SECTION 36, T. 09 N., R. 24 E., W.M. IS ASSUMED TO HAVE A BEARING OF S 89°37'50" W.
 10. SURVEY PERFORMED WITH A LEICA TS16 3" ELECTRONIC TOTAL STATION, ELECTRONIC DISTANCE MEASURING UNIT, USING FIELD TRAVERSE PROCEDURES, AND ALSO WITH A LEICA GS18 GPS RECEIVER UTILIZING FAST-STATIC AND REAL TIME KINEMATIC PROCEDURES.
 11. MONUMENTS SHOWN HEREON AS FOUND WERE VISITED IN DECEMBER, 2021.
 12. THIS SURVEY MEETS OR EXCEEDS THE STANDARDS CONTAINED IN WAC 332-130-090.
 13. LEGAL DESCRIPTION AND EASEMENTS SHOWN ON MAP ARE PER THAT TITLE REPORT PREPARED BY TITLE ONE, COMMITMENT NO. 26604607, DATED MAY 6, 2026.

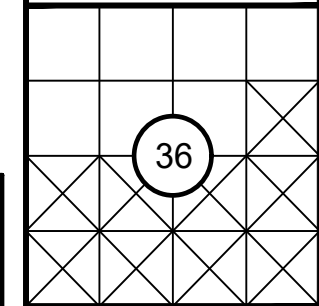
PARCEL NO.s 136943000004003, 136943000006004, 136944020052005

2803 River Road
Yakima, WA 98902
(509) 966-7000
www.hiacivil.com



PRELIMINARY SHORT PLAT
for, CITY OF PROSSER
CITY OF PROSSER, BENTON COUNTY, WASHINGTON

DATE OF FIELD SURVEY:	XXXXXXXXXX
FIELD BOOK:	XXXXXXXXXX
JOB NO.	26003
FILE NAME:	26003SPRAY.DWG
DRAWN BY:	DLW
DATE:	05/21/2026
REVIEWED BY:	ETH
DATE:	05/21/2026



T.09N., R.24E.,WM
SHEET 2 OF 2



**CITY OF PROSSER, WASHINGTON
RESOLUTION NO. 26- ____**

AUTHORIZING THE INITIATION OF ANNEXATION PROCEEDINGS FOR CITY-OWNED PROPERTY LOCATED OUTSIDE THE CITY LIMITS; AUTHORIZING THE MAYOR TO EXECUTE AN ANNEXATION PETITION ON BEHALF OF THE CITY; AND DIRECTING STAFF TO TAKE ALL NECESSARY ACTIONS TO COMPLETE THE ANNEXATION PROCESS.

WHEREAS, the City of Prosser is the owner of certain real property located adjacent to the existing corporate boundaries of the City and legally described in Exhibit A, attached hereto and incorporated herein by this reference; and

WHEREAS, the property is currently located outside the corporate limits of the City of Prosser and is therefore subject to the jurisdiction of Benton County; and

WHEREAS, the City Council finds that annexation of the property into the City of Prosser is in the public interest because it will promote orderly growth, efficient delivery of municipal services, consistent land use regulation, and implementation of the City's Comprehensive Plan; and

WHEREAS, the City is the sole owner of the property proposed for annexation and is therefore authorized to initiate annexation proceedings as the property owner pursuant to applicable provisions of Chapter 35A.14 RCW; and

WHEREAS, the City Council desires to authorize the commencement of the annexation process and direct City staff to prepare the necessary documents and complete all statutory requirements for annexation.

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

Section 1. Authorization to Initiate Annexation.

The City Council hereby authorizes the initiation of annexation proceedings for the City-owned property described in Exhibit A.

Section 2. Authorization to Execute Petition.

The Mayor is hereby authorized to execute, on behalf of the City of Prosser as property owner, any annexation petition and related documents necessary to initiate the annexation process in accordance with Chapter 35A.14 RCW.

Section 3. Direction to Staff.

The City Administrator and other appropriate City staff are authorized and directed to:

- a. Prepare all documents necessary to complete the annexation process;
- b. Obtain and verify the legal description and boundary map;

- c. Coordinate with Benton County, the Washington State Office of Financial Management, and other affected agencies;
- d. Complete all required notices, publications, and public hearing requirements;
- e. Prepare recommendations regarding the initial zoning designation for the property; and
- f. Present the proposed annexation ordinance to the City Council upon completion of all statutory requirements.

Section 4. No Final Annexation.

Adoption of this Resolution does not annex the property into the City of Prosser. Final annexation shall occur only upon adoption of an annexation ordinance by the City Council following completion of all applicable statutory procedures.

Section 5. Effective Date. This Resolution shall take effect immediately upon its adoption.

ADOPTED by the City Council of the City of Prosser and **APPROVED** by the Mayor of the City of Prosser this 7th day of July, 2026.

MAYOR GARY VEGAR

ATTEST:

JACQUELINE RENTERIA, CITY CLERK

APPROVED AS TO FORM:

BENJAMIN GOODWIN, CITY ATTORNEY

EXHIBIT "A"

Parcel Number:

136943000004003

Address:

UNDETERMINED WA – Property commonly known as the "Sprayfield"

Property Size:

1.00 Acres

Legal Description:

SECTION 36 TOWNSHIP 9 NORTH RANGE 24: THE WEST 290 FEET OF THE SOUTH 175 FEET OF THE NORTH 235 FEET OF THE NORTH 15 ACRES OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER: EXCEPT COUNTY ROAD RIGHT OF WAY.



EXECUTIVE SESSION PURSUANT TO RCW 42.30.110(1)(b)(c)

To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price; (c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public;