



City of Shelton Council Agenda  
Shelton Civic Center  
August 21, 2018 at 6:00 p.m.

**A. Call to Order**

- Pledge of Allegiance

**B. Council Reports**

**C. General Public Comment** (3-minute time limit per person)

*The City Council invites members of the public to provide comment on any topic at this time. City Councilmembers and City Staff will not enter into a dialogue during public comment. If the Council feels an issue requires follow up, staff will be directed to respond at an appropriate time.*

**D. Consent Agenda:** (Tab 1) (Action)

1. Voucher numbered 18305 in the amount of \$9,640.45
2. Vouchers numbered 18318 through 18415 in the amount of \$1,115,696.32

**E. Business Agenda** (Study/No Action/No Public Comment)

1. Access Shelton Concept – Presented by Public Works Director Craig Gregory (Tab 2)
2. Residential Paving Contract – Presented by Public Works Director Craig Gregory (Tab 3)
3. Ordinance No. 1927-0818 Revised Budget for 2018 – Presented by Interim Finance Director Teri Schnitzer (Tab 4)

**F. Action Agenda** (Action/Public Comment Taken)

1. Resolution No. 1135-0818 Approve 2019 Legislative Agenda – Presented by Communications & Economic Development Officer Andy Arnes (Tab 5)
2. Civic Center Rotating Art Gallery Recommendations – Presented by Community Development Director Mark Ziegler (Tab 6)
3. Aspect Contract Change No. 4 – Presented by Public Works Director Craig Gregory (Tab 7)
4. Satellite Waste Water Treatment Plant Reclaimed Tank Design Contract – Presented by Public Works Director Craig Gregory (Tab 8)
5. Well 1 Rehab Project Design Services – Presented by Public Works Director Craig Gregory (Tab 9)
6. Resolution No. 1136-0818 Vacation of Govey Dr. & Mountain View Dr. – Presented by Public Works Director Craig Gregory (Tab 10)

**G. Administration Reports**

1. Update on SRO – Presented by Police Chief Darrin Moody
2. City Manager Report – Presented by Interim City Manager Vicki Look

**H. Announcement of Next Meeting—September 4, 2018 at 6:00 p.m.**

**I. Adjourn**



# 2018 Looking Ahead

(Items and dates are subject to change)

Fri. 8/31 1:00 p.m.	Special Meeting	2019 Budget Retreat
Tues. 9/4 6:00 p.m.	Regular Council Meeting	<p>Council Reports &amp; Presentations</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Consent Agenda</p> <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes</li> </ul> <p>Business Agenda</p> <ul style="list-style-type: none"> <li>• Ordinance Business License Update</li> <li>• School Resource Officer – Agreement 2</li> </ul> <p>Action Agenda</p> <ul style="list-style-type: none"> <li>• 2018 Revised Budget Ordinance</li> <li>• “Access Shelton” Concept</li> <li>• Resolution Approve Economic Dev. Strategic Plan</li> <li>• School Resource Officers – Agreement 2</li> </ul> <p>Administration Report</p> <ul style="list-style-type: none"> <li>•</li> </ul>
Tues. 9/18 5:50 p.m.	SMPD	<p>Consent Agenda</p> <ul style="list-style-type: none"> <li>• Vouchers/Meeting Minutes</li> </ul> <p>Business Agenda</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Action Agenda</p> <ul style="list-style-type: none"> <li>• Ordinance Business License Update</li> </ul> <p>Administration Report</p> <ul style="list-style-type: none"> <li>•</li> </ul>
Tues. 9/18 6:00 p.m.	Regular Council Meeting	<p>Council Reports &amp; Presentations</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Consent Agenda</p> <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes</li> </ul> <p>Business Agenda</p> <ul style="list-style-type: none"> <li>• Protocol Manual Discussion</li> <li>• Ordinance MGH Vacation of Roadways</li> </ul> <p>Action Agenda</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Administration Report</p> <ul style="list-style-type: none"> <li>•</li> </ul>
Tues. 10/2 6:00 p.m.	Regular Council Meeting	<p>Council Reports &amp; Presentations</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Consent Agenda</p> <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes</li> </ul> <p>Business Agenda</p> <ul style="list-style-type: none"> <li>• 2019 Budget Presentation &amp; Budget Message</li> </ul>

		Action Agenda <ul style="list-style-type: none"> <li>• Protocol Manual Resolution</li> <li>• Ordinance MGH Vacation of Roadways</li> </ul> Administration Report <ul style="list-style-type: none"> <li>•</li> </ul>
Tues. 10/16 6:00 p.m.	Regular Council Meeting	Council Reports & Presentations <ul style="list-style-type: none"> <li>•</li> </ul> Consent Agenda <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>• 2019 Budget Workshop</li> </ul> Action Agenda <ul style="list-style-type: none"> <li>•</li> </ul> Administration Report
Tues. 11/6 6:00 p.m.	Regular Council Meeting	Council Reports & Presentations <ul style="list-style-type: none"> <li>•</li> </ul> Consent Agenda <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>•</li> </ul> Action Agenda <ul style="list-style-type: none"> <li>• 2019 Budget Hearing (Open, then continue to 11/20)</li> </ul> Administration Report
Tues. 11/20 6:00 p.m.	Regular Council Meeting	Council Reports & Presentations <ul style="list-style-type: none"> <li>•</li> </ul> Consent Agenda <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>•</li> </ul> Action Agenda <ul style="list-style-type: none"> <li>• 2019 Budget Hearing (Revisions, continue to 12/4)</li> </ul>
Tues. 12/4 6:00 p.m.	Regular Council Meeting	Council Reports & Presentations <ul style="list-style-type: none"> <li>•</li> </ul> Consent Agenda <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>•</li> </ul> Action Agenda <ul style="list-style-type: none"> <li>• Budget Adoption</li> </ul> Administration Report <ul style="list-style-type: none"> <li>•</li> </ul>
Tues. 12/18 6:00 p.m.	Regular Council Meeting	Council Reports & Presentations <ul style="list-style-type: none"> <li>•</li> </ul> Consent Agenda <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>•</li> </ul> Action Agenda

		• Administration Report •
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Other – TBD

- UGA/Annexation Policy (Water/Sewer Extensions)
- Outside City Water/Sewer Extensions

DRAFT



### VOUCHER APPROVAL

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein voucher numbered 18305 in the amount of \$9,640.45 that the claims are just, due and unpaid obligations against the City of Shelton, and that I am authorized to authenticate and certify said claims.

Signed this 13<sup>th</sup> of August, 2018.

Interim   
Director of Financial Services

We, the undersigned members of the City Council of Shelton, Washington, do hereby certify that the vouchers contained herein are approved for payment.

Signed this \_\_\_\_\_ of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Mayor Rogers

\_\_\_\_\_  
Deputy Mayor Peterson

\_\_\_\_\_  
Councilmember Cronic

\_\_\_\_\_  
Councilmember Dorcy

\_\_\_\_\_  
Councilmember McDowell

\_\_\_\_\_  
Councilmember Onisko

\_\_\_\_\_  
Councilmember Schmit



Shelton, WA

## Check Register

Packet: APPKT00934 - August 10, 2018 - JUL/2018  
Key2Purchase Credit Card Stmt

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK -Warrants-APBNK-Warrants						
VEN01232	KEY2PURCHASE	08/10/2018	Regular	0.00	9,640.45	18305

### Bank Code APBNK -Warrants Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	9,640.45
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>9,640.45</b>

**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
999	Pooled Cash	8/2018	9,640.45
			<u>9,640.45</u>



Shelton, WA

## Check Register

Packet: APPKT00934 - August 10, 2018 - JUL/2018  
Key2Purchase Credit Card Stmt

By Check Number

## Check Register

Packet: APPKT00934-August 10, 2018 - JUL/2018 Key2Purchase Credit Card Stmt

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK -Warrants-APBNK-Warrants						
VEN01232	KEY2PURCHASE	08/10/2018	Regular	0.00	9,640.45	18305
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>JUL/2018</u>	Invoice	07/01/2018	JUL/2018 KEY2PURCHASE CREDIT CARD S	0.00	9,640.45	
<u>001-000-000-51160-4307</u>	Travel-Training		06/28/18-GARY CRONCE-H		449.58	
<u>001-000-000-51160-4307</u>	Travel-Training		06/29/18-GARY CRONCE-H		256.65	
<u>001-000-000-51160-4307</u>	Travel-Training		06/29/18-KEVIN DORCY-H		636.51	
<u>001-000-000-51160-4307</u>	Travel-Training		06/29/18-TRAINING-JOE S		666.51	
<u>001-000-000-51160-4307</u>	Travel-Training		06/30/18-DEIDRE PETERS		688.75	
<u>001-000-000-51160-4307</u>	Travel-Training		06/30/18-ERIC ONISKO-HI		688.75	
<u>001-000-000-51160-4307</u>	Travel-Training		06/30/18-KATHY MCDOW		658.75	
<u>001-000-000-51160-4400</u>	Advertising		07/28/18-MERI HEROLD-LI		150.28	
<u>001-000-000-51160-4400</u>	Advertising		07/19/18-MARI HEROLD-LI		172.78	
<u>001-000-000-51310-4300</u>	Travel		07/10/18-DONNA NAULT-		86.42	
<u>001-000-000-51310-4400</u>	Advertising		07/28/18-MERI HEROLD-LI		194.84	
<u>001-000-000-51310-4400</u>	Advertising		07/08/18-MARI HEROLD-LI		145.98	
<u>001-000-000-51310-4400</u>	Advertising		07/08/18-MARI HEROLD-LI		182.76	
<u>001-000-000-51310-4400</u>	Advertising		07/19/18-MARI HEROLD-LI		198.07	
<u>001-000-000-51310-4900</u>	Miscellaneous		07/07/18-VICKI LOOK-SUR		37.00	
<u>001-000-000-51310-4900</u>	Miscellaneous		07/18/18-MARI HEROLD-F		116.11	
<u>001-000-000-51421-4307</u>	Travel-Utility-Training		07/28/18-TRANING-TERI S		32.26	
<u>001-000-000-51423-4307</u>	Travel-Training		07/28/18-TRANING-TERI S		215.90	
<u>001-000-000-51530-4307</u>	Travel-Training		07/09/18-DONNA NAULT-		28.64	
<u>001-000-000-51530-4900</u>	Legal-Miscellaneous		07/12/18-MARI HEROLD-D		107.71	
<u>001-000-000-51810-4400</u>	Advertising		07/08/18-MARI HEROLD-LI		171.49	
<u>001-000-000-51810-4400</u>	Advertising		07/19/18-MARI HEROLD-LI		180.42	
<u>001-000-000-51810-4400</u>	Advertising		07/28/18-MERI HEROLD-LI		172.98	
<u>001-000-000-51810-4900</u>	Miscellaneous		07/07/18-MARI HEROLD-N		177.00	
<u>001-000-000-51888-3100</u>	Office and Operating		07/26/18-TIM AUDORFF-D		16.09	
<u>001-000-000-51895-3100</u>	Office and Operating		07/17/18-CARD #5-BROOK		18.49	
<u>001-000-000-51895-3100</u>	Office and Operating		07/30/18-ELAINE MIRKA-V		16.30	
<u>001-000-000-51896-3100</u>	Office and Operating		07/20/18-TRAINING-SING		10.87	
<u>001-000-000-51896-4907</u>	Miscellaneous-Training		07/16/18-TRAINING-SING		5.00	
<u>001-000-000-51896-4907</u>	Miscellaneous-Training		07/10/18-TRAINING-SING		150.00	
<u>001-000-000-52122-3100</u>	Office and Operating		06/30/18-MIKE FIOLA-AM		4.17	
<u>001-000-000-52122-3100</u>	Office and Operating		07/24/18-DARRIN MOODY		87.04	
<u>001-000-000-52140-3200</u>	Gas & Oil		07/08/18-POLICE-76 FOUR		50.00	
<u>001-000-000-52140-3200</u>	Gas & Oil		07/10/18-HECTOR DIAZ-S		54.50	
<u>001-000-000-52140-4301</u>	Travel-PD Administration		07/27/18-MIKE FIOLA-LEA		9.17	
<u>001-000-000-52140-4301</u>	Travel-PD Administration		07/26/18-MIKE FIOLA-ALA		25.00	
<u>001-000-000-52140-4301</u>	Travel-PD Administration		07/06/18-MIKE FIOLA-ALA		25.00	
<u>001-000-000-52140-4301</u>	Travel-PD Administration		07/07/18-MIKE FIOLA-ALA		50.00	
<u>001-000-000-52140-4301</u>	Travel-PD Administration		07/07/18-MIKE FIOLA-UBE		5.00	
<u>001-000-000-52140-4301</u>	Travel-PD Administration		07/27/18-MIKE FIOLA-UBE		22.66	
<u>001-000-000-52140-4301</u>	Travel-PD Administration		07/25/18-CARD #1-SARA C		301.98	
<u>001-000-000-52140-4301</u>	Travel-PD Administration		07/07/18-MIKE FIOLA-TJ'S		9.50	
<u>001-000-000-52140-4301</u>	Travel-PD Administration		07/07/18-MIKE FIOLA-UBE		26.18	
<u>001-000-000-52140-4301</u>	Travel-PD Administration		07/08/18-MIKE FIOLA-HEA		9.59	
<u>001-000-000-52140-4302</u>	Travel-PD Operations		07/10/18-HECTOR DIAZ-O		205.60	
<u>001-000-000-52250-4800</u>	Repairs and Maintenance		07/05/18-CARD #2-LUKE		816.00	
<u>001-000-000-55850-3100</u>	Office and Operating		07/07/18-CARD #2-LUKE		8.69	
<u>001-000-000-55850-4307</u>	Travel-Training		07/17/18-CARD #5-SEAN C		33.00	
<u>001-000-000-55850-4900</u>	Miscellaneous		07/13/18-LUKE MANNING		14.13	
<u>001-000-000-57250-3100</u>	Office and Operating		07/03/18-CARD #2-LUKE		54.99	
<u>001-000-000-57250-3100</u>	Office and Operating		07/18/18-CARD #2-LUKE		20.26	
<u>001-000-000-57680-3100</u>	Office and Operating		07/03/18-CARD #2 LUKE		432.54	
<u>401-000-000-53480-4907</u>	Miscellaneous-Training		07/27/18-CARD #3-MIKE A		100.00	
<u>401-000-000-53480-4907</u>	Miscellaneous-Training		07/27/18-CARD #3-MIKE A		250.00	
<u>402-400-000-53580-3100</u>	Office and Operating		06/29/18-CARD #2-BART H		392.56	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
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## Bank Code APBNK -Warrants Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	9,640.45
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>9,640.45</b>

## Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	8/2018	9,640.45
			<u>9,640.45</u>



### VOUCHER APPROVAL

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein vouchers numbered 18318 through number 18415 in the amount of \$1,115,696.32 that the claims are just, due and unpaid obligations against the City of Shelton, and that I am authorized to authenticate and certify said claims.

Signed this 16<sup>th</sup> of August, 2018.

Interim Dei Schaefer  
Director of Financial Services

We, the undersigned members of the City Council of Shelton, Washington, do hereby certify that the vouchers contained herein are approved for payment.

Signed this \_\_\_\_\_ of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Mayor Rogers

\_\_\_\_\_  
Deputy Mayor Peterson

\_\_\_\_\_  
Councilmember Cronic

\_\_\_\_\_  
Councilmember Dorcy

\_\_\_\_\_  
Councilmember McDowell

\_\_\_\_\_  
Councilmember Onisko

\_\_\_\_\_  
Councilmember Schmit





Shelton, WA

# Check Register

Packet: APPKT00944 - August 21, 2018 - Payables "B" Packet

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: APBNK -Warrants-APBNK-Warrants</b>						
000405	A WORKSAFE SERVICE, INC.	08/21/2018	Regular	0.00	55.00	18318
000050	AAA SEPTIC LLC	08/21/2018	Regular	0.00	90.00	18319
001039	AIRGAS, INC	08/21/2018	Regular	0.00	346.85	18320
VEN01703	AMY M. BRITTINGHAM	08/21/2018	Regular	0.00	332.00	18321
002982	ASSOCIATED PETROLEUM	08/21/2018	Regular	0.00	7,024.50	18322
002520	AUS WEST LOCKBOX	08/21/2018	Regular	0.00	277.72	18323
003185	AUTOMATED COMMUNICATIONS C	08/21/2018	Regular	0.00	315.00	18324
003650	BAYSIDE REDI-MIX, LLC	08/21/2018	Regular	0.00	135.75	18325
VEN01699	BENS CLEANER SALES INC.	08/21/2018	Regular	0.00	119.48	18326
004724	BOBBIE SMITH- PETTY CASH CUSTO	08/21/2018	Regular	0.00	17.50	18327
098000	BUILDERS FIRSTSOURCE	08/21/2018	Regular	0.00	83.51	18328
005900	CAPITAL BUSINESS MACHINES	08/21/2018	Regular	0.00	689.50	18329
VEN01675	CAPTUREPOINT	08/21/2018	Regular	0.00	4,747.00	18330
VEN01239	CARY'S TIRE REPAIR	08/21/2018	Regular	0.00	16.27	18331
006400	CASCADE NATURAL GAS	08/21/2018	Regular	0.00	2,871.19	18332
VEN01223	CELLEBRITE, INC.	08/21/2018	Regular	0.00	4,025.60	18333
108679	CENTRAL MASON FIRE AND EMS	08/21/2018	Regular	0.00	98,988.83	18334
007305	CHOWN HARDWARE	08/21/2018	Regular	0.00	150.63	18335
007301	CHRIS KOSTAD	08/21/2018	Regular	0.00	165.00	18336
007570	CIT	08/21/2018	Regular	0.00	266.57	18337
007634	CITY OF FORKS	08/21/2018	Regular	0.00	9,093.54	18338
008554	CONSTRUCTION TESTING LABORATO	08/21/2018	Regular	0.00	886.00	18339
008800	CUT-RATE AUTO PARTS	08/21/2018	Regular	0.00	200.37	18340
VEN01228	DAN PATTON	08/21/2018	Regular	0.00	1,317.94	18341
009231	DARREN PARSE	08/21/2018	Regular	0.00	100.00	18342
009251	DATA PROSE	08/21/2018	Regular	0.00	2,857.28	18343
009341	DAY WIRELESS SYSTEMS	08/21/2018	Regular	0.00	402.56	18344
009351	DELAGE LANDEN FINANCIAL SVCS	08/21/2018	Regular	0.00	302.46	18345
009650	DEPARTMENT OF RETIREMENT SYST	08/21/2018	Regular	0.00	2,301.67	18346
009573	DEPT OF ECOLOGY	08/21/2018	Regular	0.00	120,324.22	18347
010100	DYNA SYSTEMS INC	08/21/2018	Regular	0.00	85.63	18348
VEN01592	EDGAR JERONIMO PABLO	08/21/2018	Regular	0.00	180.00	18349
023078	FASTENAL COMPANY	08/21/2018	Regular	0.00	1,264.31	18350
201110	GCR TIRES & SERVICES	08/21/2018	Regular	0.00	1,174.64	18351
053987	GENUINE PARTS CO/ NAPA	08/21/2018	Regular	0.00	611.71	18352
038820	GILLIS AUTO CENTER, INC.	08/21/2018	Regular	0.00	771.86	18353
VEN01327	GREEN LIGHT SOLUTIONS	08/21/2018	Regular	0.00	265.00	18354
VEN01704	GRIMM COLLECTIONS	08/21/2018	Regular	0.00	1,654.02	18355
045000	H.D. FOWLER COMPANY	08/21/2018	Regular	0.00	5,451.30	18356
053992	HOOD CANAL COMMUNICATIONS	08/21/2018	Regular	0.00	6,495.93	18357
VEN01623	JAMISON L. TESSNEER	08/21/2018	Regular	0.00	300.00	18358
VEN01326	JUDY LY, DMCMA TREASURER	08/21/2018	Regular	0.00	100.00	18359
080980	KENNEDY CREEK QUARRY	08/21/2018	Regular	0.00	1,554.31	18360
903391	KERN'S KITCHEN	08/21/2018	Regular	0.00	375.00	18361
082269	KITSAP SUN	08/21/2018	Regular	0.00	1,570.05	18362
085075	LAKE SIDE INDUSTRIES	08/21/2018	Regular	0.00	1,595.45	18363
085995	LANGUAGE LINE SERVICES	08/21/2018	Regular	0.00	398.94	18364
VEN01700	LEAGUE OF OREGON CITIES	08/21/2018	Regular	0.00	240.00	18365
087860	LEGEND DATA SYSTEMS, INC.	08/21/2018	Regular	0.00	169.51	18366
VEN01540	MARIO MEJIA	08/21/2018	Regular	0.00	100.00	18367
108850	MASON COUNTY GARBAGE CO.-A V	08/21/2018	Regular	0.00	2,942.40	18368
187000	MASON COUNTY JOURNAL	08/21/2018	Regular	0.00	337.05	18369
109760	MASON COUNTY PUBLIC WORKS	08/21/2018	Regular	0.00	574.80	18370
114420	MASON TRANSIT AUTHORITY	08/21/2018	Regular	0.00	545.00	18371

## Check Register

Packet: APPKT00944-August 21, 2018 - Payables "B" Packet

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
121695	MELODE BREWER	08/21/2018	Regular	0.00	86.70	18372
129030	MILES SAND & GRAVEL CO.	08/21/2018	Regular	0.00	698.18	18373
132235	MOUNTAIN MIST WATER	08/21/2018	Regular	0.00	206.12	18374
133950	MPH INDUSTRIES INC.	08/21/2018	Regular	0.00	289.09	18375
142800	NORMED	08/21/2018	Regular	0.00	229.89	18376
142965	NORTHSTAR CHEMICAL, INC	08/21/2018	Regular	0.00	3,429.38	18377
VEN01702	NORTHWEST TRUCK INDUSTRIAL IN	08/21/2018	Regular	0.00	112.82	18378
146933	OFFICE DEPOT	08/21/2018	Regular	0.00	184.33	18379
151000	P. U. D. # 3	08/21/2018	Regular	0.00	48,486.99	18380
155541	PARAMETRIX, INC.	08/21/2018	Regular	0.00	2,815.14	18381
155543	PARATEX	08/21/2018	Regular	0.00	108.80	18382
114040	PETTYJOHN ENTERPRISES, LLC	08/21/2018	Regular	0.00	455.00	18383
VEN01646	PIVETTA BROTHERS CONST., INC	08/21/2018	Regular	0.00	389,036.53	18384
159300	POLYDYNE, INC.	08/21/2018	Regular	0.00	5,612.00	18385
164899	QWEST DBA CENTURYLINK	08/21/2018	Regular	0.00	869.16	18386
VEN01683	RICHARD SMITH	08/21/2018	Regular	0.00	250.00	18387
174114	SARA CHILDERS	08/21/2018	Regular	0.00	699.03	18388
VEN01458	SARA CHILDERS-POLICE PETTY CASH	08/21/2018	Regular	0.00	17.42	18389
VEN01590	SARAH MARTIN	08/21/2018	Regular	0.00	36.00	18390
175940	SCOTT E ALEXANDER, ATTY	08/21/2018	Regular	0.00	95.74	18391
178231	SEAN CARNEY	08/21/2018	Regular	0.00	280.00	18392
186243	SHELTON HIGH SCHOOL ASB	08/21/2018	Regular	0.00	1,055.00	18393
200531	SHELTON MAIL & SHIP	08/21/2018	Regular	0.00	38.76	18394
191000	SKIPWORTH'S SAW AND MOWER	08/21/2018	Regular	0.00	377.16	18395
196300	STERICYCLE, INC.	08/21/2018	Regular	0.00	10.36	18396
VEN01578	SUMMIT LAW GROUP	08/21/2018	Regular	0.00	3,398.00	18397
200260	TAKE AIM, LLC	08/21/2018	Regular	0.00	582.14	18398
178252	TASCHNER & ASSOCIATES, PLLC	08/21/2018	Regular	0.00	7,000.00	18399
189670	THE SHOPPER	08/21/2018	Regular	0.00	381.45	18400
201255	TOTAL BATTERY & AUTO SUPPLY	08/21/2018	Regular	0.00	53.86	18401
201300	TOZIER TRUE VALU HARDWARE	08/21/2018	Regular	0.00	429.26	18402
VEN01656	TRACTOR SUPPLY CREDIT PLAN	08/21/2018	Regular	0.00	227.82	18403
202195	U.S. BANK N.A.-CUSTODY	08/21/2018	Regular	0.00	22.00	18404
202340	UTILITIES UNDERGROUND LOCATIO	08/21/2018	Regular	0.00	180.60	18405
145325	VALVOLINE LLC	08/21/2018	Regular	0.00	64.72	18406
202392	VERIZON WIRELESS	08/21/2018	Regular	0.00	1,989.59	18407
VEN01421	VWR INTERNATIONAL LLC	08/21/2018	Regular	0.00	954.43	18408
202990	WA ASSOC PUBLIC RECORDS	08/21/2018	Regular	0.00	100.00	18409
203115	WALMART COMMUNITY/GEMB	08/21/2018	Regular	0.00	313.63	18410
203780	WATER MGMNT LABORATORIES INC	08/21/2018	Regular	0.00	178.00	18411
VEN01689	WAUNCH CONSTRUCTION	08/21/2018	Regular	0.00	348,591.46	18412
203900	WESMAR COMPANY, INC	08/21/2018	Regular	0.00	1,206.38	18413
204069	WESTERN STEEL & SUPPLY, INC.	08/21/2018	Regular	0.00	782.53	18414
155563	YOUNGLOVE & COKER-PLLC	08/21/2018	Regular	0.00	6,500.00	18415

## Bank Code APBNK -Warrants Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	213	98	0.00	1,115,696.32
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>213</b>	<b>98</b>	<b>0.00</b>	<b>1,115,696.32</b>

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	8/2018	1,115,696.32
			1,115,696.32





Shelton, WA

# Check Register

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By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK -Warrants-APBNK-Warrants						
000405	A WORKSAFE SERVICE, INC.	08/21/2018	Regular	0.00	55.00	18318
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
261967	Invoice	07/31/2018	06/27/18 - PRE-EMPLOYMENT DRUG TES	0.00	55.00	
001-000-000-54290-4102	Prof Serv-Drug Testing Pr		06/27/18 - PRE-EMPLOYM		55.00	
000050	AAA SEPTIC LLC	08/21/2018	Regular	0.00	90.00	18319
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
18-5790	Invoice	08/01/2018	AUG/2018-PORTA POTTY RENTAL @ CAT	0.00	90.00	
001-000-000-57680-4500	Operating Rentals		AUG/2018-PORTA POTTY		90.00	
001039	AIRGAS, INC	08/21/2018	Regular	0.00	346.85	18320
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
9078787692	Invoice	08/01/2018	ACCT #2343753-EXAM LTX PF XL 11.8" BL	0.00	346.85	
402-400-000-53580-3100	Office and Operating		ACCT #2346039-GLV DSPB		346.85	
VEN01703	AMY M. BRITTINGHAM	08/21/2018	Regular	0.00	332.00	18321
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
1075	Invoice	08/09/2018	TRANSCRIPTION - PENTZ INTERVIEWS	0.00	332.00	
001-000-000-52122-4100	Professional Services		TRANSCRIPTION - PENTZ I		332.00	
002982	ASSOCIATED PETROLEUM	08/21/2018	Regular	0.00	7,024.50	18322
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
1280954-IN	Invoice	07/20/2018	CUST #01-7500158 - UNL-87 REG & ULSD	0.00	2,629.62	
503-250-000-58900-0001	Inventory-Gas		CUST #01-7500158-UNL-8		2,629.62	
1281334-IN	Invoice	07/24/2018	CUST #01-7500158-CHV MEROPA ISO 220	0.00	227.92	
402-400-000-53580-3200	Gas & Oil		CUST #01-7500158-CHV M		227.92	
1286460-IN	Invoice	08/01/2018	CUST #01-7500158 - UNL-87 REG & ULSD	0.00	4,166.96	
503-250-000-58900-0001	Inventory-Gas		CUST #01-7500158-UNL-8		4,166.96	
002520	AUS WEST LOCKBOX	08/21/2018	Regular	0.00	277.72	18323
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
1990826416	Invoice	08/01/2018	ACCT #792105972 - LAUNDRY SERVICES	0.00	95.94	
401-000-000-53480-4901	Miscellaneous - Shop		ACCT #792105972 - LAUN		95.94	
1990826418	Invoice	08/01/2018	ACCT #792105973 - LAUNDRY SERVICES	0.00	42.92	
402-400-000-53580-4900	Miscellaneous		ACCT #792105973 - LAUN		42.92	
1990836589	Invoice	08/08/2018	ACCT #792105972 - LAUNDRY SERVICES	0.00	95.94	
401-000-000-53480-4901	Miscellaneous - Shop		ACCT #792105972 - LAUN		95.94	
1990836591	Invoice	08/08/2018	ACCT #792105973 - LAUNDRY SERVICES	0.00	42.92	
402-400-000-53580-4900	Miscellaneous		ACCT #792105973 - LAUN		42.92	
003185	AUTOMATED COMMUNICATIONS C	08/21/2018	Regular	0.00	315.00	18324
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
27400	Invoice	07/29/2018	3RD QTR 2018 MONITORING-108941 US	0.00	105.00	
402-640-000-53580-4100	Professional Services		3RD QTR 2018 MONITORI		105.00	
27411	Invoice	07/29/2018	3RD QTR 2018 MONITORING-1700 FAIRM	0.00	105.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
402-400-000-53580-4100	Professional Services		3RD QTR 2018 MONITORI	105.00		
27412	Invoice	07/29/2018	3RD QTR 2018 MONITORING-200 FRONT	0.00	105.00	
402-400-000-53580-4100	Professional Services		3RD QTR 2018 MONITORI	105.00		
003650	BAYSIDE REDI-MIX, LLC	08/21/2018	Regular	0.00	135.75	18325
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
12402	Invoice	06/01/2018	1/2 YARDS CDF CONCRETE-CONNECTION	0.00	135.75	
401-000-000-53480-3100	Office and Operating		1.5 YARDS CDF CONCRETE		135.75	
VEN01699	BENS CLEANER SALES INC.	08/21/2018	Regular	0.00	119.48	18326
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
296368	Invoice	08/03/2018	CUST #SHE525-SQUEEGE BLADES	0.00	119.48	
001-000-000-51830-3100	Office and Operating		CUST #SHE525-SQUEEGE B		119.48	
004724	BOBBIE SMITH- PETTY CASH CUSTOI	08/21/2018	Regular	0.00	17.50	18327
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
JUL/2018	Invoice	07/01/2018	JUL./2018 PETTY CASH REIMBURSEMENT	0.00	17.50	
001-000-000-57680-4900	Miscellaneous		JUL./2018 PETTY CASH REI		8.75	
403-000-000-53780-4900	Miscellaneous		JUL./2018 PETTY CASH REI		8.75	
098000	BUILDERS FIRSTSOURCE	08/21/2018	Regular	0.00	83.51	18328
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
2054556	Invoice	07/16/2018	ACCT #2-00005425-FLEX COUPLING 4X4	0.00	16.86	
402-300-000-53580-3100	Office and Operating		ACCT #2-00005425-FLEX C		16.86	
2056328	Invoice	07/30/2018	ACCT #2-00005425-9x2.5 PPRO SFH XWD	0.00	38.07	
401-000-000-53480-3100	Office and Operating		ACCT #2-00005425-9x2.5		38.07	
2057177	Invoice	08/06/2018	ACCT #2-00005425-BLNK HANDY BOX CO	0.00	9.56	
001-000-000-52250-3100	Office and Operating		ACCT #2-00005425-BLNK		9.56	
2057235	Invoice	08/06/2018	ACCT #2-00005425-1" SQ INSERT BIT	0.00	5.33	
001-000-000-52250-3100	Office and Operating		ACCT #2-00005425-1" SQ I		5.33	
2057252	Invoice	08/06/2018	ACCT #2-00005425-2X2-12" WOOD STAK	0.00	10.87	
402-300-000-53580-3100	Office and Operating		ACCT #2-00005425-2X2-12		10.87	
2057402	Invoice	08/07/2018	ACCT #2-00005425-RGD REDU WASHER 3	0.00	2.82	
001-000-000-52250-3100	Office and Operating		ACCT #2-00005425-RGD R		2.82	
005900	CAPITAL BUSINESS MACHINES	08/21/2018	Regular	0.00	689.50	18329
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
CNIN844190	Invoice	08/07/2018	CONTRACT #10114 SHARP #MX-5141N 07	0.00	519.86	
001-000-000-51160-4500	Operating Rentals		CONTRACT #10114 SHARP		128.41	
001-000-000-51310-4500	Operating Rentals		CONTRACT #10114 SHARP		5.87	
001-000-000-51421-4500	Operating Rentals		CONTRACT #10114 SHARP		4.89	
001-000-000-51423-4500	Operating Rentals		CONTRACT #10114 SHARP		18.20	
001-000-000-51430-4500	Operating Rentals		CONTRACT #10114 SHARP		1.46	
001-000-000-51810-4500	Operating Rentals		CONTRACT #10114 SHARP		0.47	
001-000-000-51830-4500	Operating Rental		CONTRACT #10114 SHARP		16.95	
001-000-000-51888-4500	Operating Rentals		CONTRACT #10114 SHARP		20.79	
001-000-000-51896-4500	Operating Rentals		CONTRACT #10114 SHARP		173.89	
001-000-000-55860-4500	Operating Rentals		CONTRACT #10114 SHARP		133.86	
001-000-000-57320-4500	Operating Rentals		CONTRACT #10114 SHARP		0.62	
001-000-000-57680-4500	Operating Rentals		CONTRACT #10114 SHARP		14.45	
CNIN845675	Invoice	08/07/2018	CONTRACT #12223 - SHARP #MX-5070V 0	0.00	169.64	
001-000-000-51160-4500	Operating Rentals		CONTRACT #12223 - SHAR		11.71	
001-000-000-51310-4500	Operating Rentals		CONTRACT #12223 - SHAR		3.49	



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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<u>001-000-000-51421-4500</u>	Operating Rentals		CONTRACT #12223 - SHAR	7.33		
<u>001-000-000-51423-4500</u>	Operating Rentals		CONTRACT #12223 - SHAR	143.46		
<u>001-000-000-51810-4500</u>	Operating Rentals		CONTRACT #12223 - SHAR	0.08		
<u>001-000-000-51888-4500</u>	Operating Rentals		CONTRACT #12223 - SHAR	0.02		
<u>001-000-000-51896-4500</u>	Operating Rentals		CONTRACT #12223 - SHAR	3.53		
<u>001-000-000-55860-4500</u>	Operating Rentals		CONTRACT #12223 - SHAR	0.02		
VEN01675	CAPTUREPOINT	08/21/2018	Regular	0.00	4,747.00	18330
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>SI-03260</u>	Invoice	08/01/2018	COMMUNITY PASS, RESERVATION MGR, L	0.00	4,747.00	
<u>001-000-000-57120-4900</u>	Miscellaneous		COMMUNITY PASS, RESER		4,747.00	
VEN01239	CARY'S TIRE REPAIR	08/21/2018	Regular	0.00	16.27	18331
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>31353</u>	Invoice	07/27/2018	RF FLAT REPAIR - CAR #90	0.00	16.27	
<u>001-000-000-52122-4805</u>	Repairs and Maintenance		RF FLAT REPAIR - CAR #90		16.27	
006400	CASCADE NATURAL GAS	08/21/2018	Regular	0.00	2,871.19	18332
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>JUL/2018</u>	Invoice	08/06/2018	JUL/2018 GAS CHARGES	0.00	2,871.19	
<u>001-000-000-51890-4715</u>	Utility Services-Civic Ctr		ACCT #881 121 0000 8 - SE		49.95	
<u>001-000-000-55430-4700</u>	Utility Services-Animal Sh		ACCT #019 121 0000 3 - SE		14.25	
<u>001-000-000-57250-4700</u>	Utility Services-Library		ACCT #079 121 0000 0 - SE		12.58	
<u>401-000-000-53480-4701</u>	Utility Services - Shop		ACCT #809 121 0000 7 #A-		10.92	
<u>401-000-000-53480-4701</u>	Utility Services - Shop		ACCT #909 121 0000 6 #B-		10.92	
<u>401-000-000-53480-4701</u>	Utility Services - Shop		ACCT #536 175 0649 7 #D-		10.92	
<u>401-000-000-53480-4701</u>	Utility Services - Shop		ACCT #709 121 0000 8 #C-		14.25	
<u>402-400-000-53580-4700</u>	Utility Services-Sewer Ma		ACCT #315 383 7201 7 - SE		2,747.40	
VEN01223	CELLEBRITE, INC.	08/21/2018	Regular	0.00	4,025.60	18333
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>INVUS195532</u>	Invoice	05/11/2018	UFED 4PC ULTIMATE SW RENEWAL 02/26	0.00	4,025.60	
<u>001-000-000-52122-4800</u>	Repairs and Maintenance		UFED 4PC ULTIMATE SW R		4,025.60	
108679	CENTRAL MASON FIRE AND EMS	08/21/2018	Regular	0.00	98,988.83	18334
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>AUG/2018</u>	Invoice	08/01/2018	AUG/2018 FIRE SERVICES	0.00	98,988.83	
<u>001-000-000-52220-5103</u>	Prof FF Services - Fire Dist		AUG/2018 FIRE SUPPRESSI		71,116.62	
<u>001-000-000-52221-5103</u>	Prof EMS Services - Fire D		AUG/2018 EMERGENCY M		23,705.54	
<u>001-000-000-52230-5103</u>	Prof Svcs Fire Prevention		AUG/2018 FIRE PREVENTI		4,166.67	
007305	CHOWN HARDWARE	08/21/2018	Regular	0.00	150.63	18335
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>806018.00</u>	Invoice	07/27/2018	CUST #80625000-HAGER HINGE FULL MO	0.00	150.63	
<u>001-000-000-57250-3100</u>	Office and Operating		CUST #80625000-HAGER H		150.63	
007301	CHRIS KOSTAD	08/21/2018	Regular	0.00	165.00	18336
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>JUN/2018</u>	Invoice	06/24/2018	JUN/2018 TRAVEL REIMBURSEMENT-WCI	0.00	165.00	
<u>001-000-000-52140-4302</u>	Travel-PD Operations		JUN/2018 TRAVEL REIMBU		165.00	
007570	CIT	08/21/2018	Regular	0.00	266.57	18337

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>AUG/2018</u>	Invoice	08/01/2018	CUST #2000176406-SHARP	#MX-M565N	0.00	266.57
<u>001-000-000-51250-4500</u>		Operating Rentals		CUST #2000176406-SHARP		253.24
<u>001-000-000-52360-4500</u>		Operating Rentals		CUST #2000176406-SHARP		13.33
007634	CITY OF FORKS	08/21/2018	Regular	0.00	9,093.54	18338
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>1078</u>	Invoice	08/02/2018	ACCT #00109-JUL/2018 9 PRISONER BOA		0.00	9,093.54
<u>001-000-000-52360-5100</u>		Professional Services		ACCT #00109-JUL/2018 9		9,093.54
008554	CONSTRUCTION TESTING LABORATO	08/21/2018	Regular	0.00	886.00	18339
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>135716</u>	Invoice	07/03/2018	CUST #8745-DOWNTOWN CONNECTOR 0		0.00	433.00
<u>302-000-000-59530-4100</u>		Roadway-Professional Se	17-DOWNTOWN	CUST #8745-DOWNTOWN		389.70
<u>404-000-000-59540-4100</u>		STORM CAPITAL EXP-Prof	17-DOWNTOWN	CUST #8745-DOWNTOWN		43.30
<u>135717</u>	Invoice	07/03/2018	CUST #8745-LABOR & MATERIALS-BASIN		0.00	453.00
<u>402-747-000-59435-4100</u>		Professional Services	17-BASIN3REHAB	CUST #8745-LABOR & MA		453.00
008800	CUT-RATE AUTO PARTS	08/21/2018	Regular	0.00	200.37	18340
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>300121000</u>	Invoice	07/27/2018	CUST #34491 - GLASS CLEANER- CAR #47		0.00	39.74
<u>001-000-000-52122-3110</u>		Office & Operating-Auto		CUST #34491 - GLASS CLEA		39.74
<u>300121171</u>	Invoice	07/28/2018	CUST #34491 - 3YEAR FREE-850 CCA-CAR		0.00	126.14
<u>001-000-000-52122-3110</u>		Office & Operating-Auto		CUST #34491 - 3YEAR FREE		126.14
<u>300121388</u>	Credit Memo	07/30/2018	CUST #34491 - CREDIT TO INV #30012117		0.00	-16.32
<u>001-000-000-52122-3110</u>		Office & Operating-Auto		CUST #34491 - CREDIT TO I		-16.32
<u>300121452</u>	Invoice	07/31/2018	CUST #34491 - PRIME ANTIFREEZE, PRON		0.00	50.81
<u>001-000-000-52140-3100</u>		Office and Operating-Trai		CUST #34491 - PRIME ANT		50.81
VEN01228	DAN PATTON	08/21/2018	Regular	0.00	1,317.94	18341
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>AUG/2018</u>	Invoice	08/06/2018	AUG/2018 TRAVEL REIMBURSEMENT-INV		0.00	1,317.94
<u>001-000-000-52140-4302</u>		Travel-PD Operations		AUG/2018 TRAVEL REIMB		1,317.94
009231	DARREN PARSE	08/21/2018	Regular	0.00	100.00	18342
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>AUG/2018</u>	Invoice	08/01/2018	AUG/2018 INTERPRETER SERVICES & MIL		0.00	50.00
<u>001-000-000-51250-4106</u>		Interpreter Expenses		AUG/2018 INTERPRETER S		50.00
<u>JUL/2018-4</u>	Invoice	07/30/2018	JUL/2018 INTERPRETER SERVICES & MILE		0.00	50.00
<u>001-000-000-51250-4106</u>		Interpreter Expenses		JUL/2018 INTERPRETER SE		50.00
009251	DATA PROSE	08/21/2018	Regular	0.00	2,857.28	18343
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>DP1802517</u>	Invoice	07/31/2018	ACCT #1397 - JUL/2018 MAILINGS		0.00	2,857.28
<u>001-000-000-51421-4100</u>		Professional Services		UB DLQ's 07/02/18		76.89
<u>001-000-000-51421-4100</u>		Professional Services		UB DLQ's 07/31/18		76.89
<u>001-000-000-51421-4100</u>		Professional Services		UB BILLS 07/25/18		396.44
<u>001-000-000-51421-4200</u>		Communication		UB POSTAGE - DLQ's 07/3		644.64
<u>001-000-000-51421-4200</u>		Communication		UB POSTAGE - BILLS 07/25		1,606.12
<u>401-000-000-53480-4900</u>		Miscellaneous		FREIGHT - WATER QUALIT		26.17
<u>401-000-000-53480-4900</u>		Miscellaneous		FREIGHT - WATER QUALIT		30.13



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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
009341	DAY WIRELESS SYSTEMS	08/21/2018	Regular	0.00	402.56	18344
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
AUG/2018	Invoice	08/15/2018	CUST #17333 - AUG/ 2018	ONSITE SMD C	0.00	402.56
001-000-000-52122-4805		Repairs and Maintenance		CUST #17333 - AUG/ 2018		402.56
009351	DELAGE LANDEN FINANCIAL SVCS	08/21/2018	Regular	0.00	302.46	18345
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
60100838	Invoice	08/02/2018	CONTRACT #25263953 - SHARP	#MX2615	0.00	302.46
001-000-000-51423-3505		Inventoried-Small Tools/E		CONTRACT #25263953 - S		45.97
001-000-000-51895-3505		Inventoried SmlTools/Mr		CONTRACT #25263953 - S		91.94
001-000-000-55850-3500		Small Tools/Equipment		CONTRACT #25263953 - S		45.96
401-000-000-53480-4501		Operating Rentals - Shop		CONTRACT #25263953 - S		118.59
009650	DEPARTMENT OF RETIREMENT SYST	08/21/2018	Regular	0.00	2,301.67	18346
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
01292125	Invoice	08/01/2018	MICHAEL N MCLEAN-ESCESS	COMPENSAT	0.00	2,301.67
403-000-000-53780-2020		SOLID WASTE-PERS Exces		MICHAEL N MCLEAN-ESCE		2,301.67
009573	DEPT OF ECOLOGY	08/21/2018	Regular	0.00	120,324.22	18347
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
L0800003 PMT #	Invoice	07/27/2018	LOAN #L0800003 - PAYMENT #15		0.00	50,163.06
402-700-000-59135-7814		Princ-DOE SRF Goldsbgh		LOAN #L0800003 - PAYME		50,163.06
L0800005 PMT #	Invoice	07/27/2018	LOAN #L0800005 - PAYMENT #14		0.00	32,554.84
402-700-000-59135-7813		Princ-DOE SRF Basin 5 De		LOAN #L0800005 - PAYME		21,768.10
402-700-000-59235-8313		Interest-DOE SRF Basin 5		LOAN #L0800005 - PAYME		10,786.74
L1000002 PMT #	Invoice	07/27/2018	LOAN #L1000002 - PAYMENT #15		0.00	22,490.89
402-700-000-59135-7815		Princ-DOE SRF Goldsbgh		LOAN #L1000002 - PAYME		15,659.03
402-700-000-59235-8315		Interest-DOE SRF Gldsbr		LOAN #L1000002 - PAYME		6,831.86
L1200003 PMT #	Invoice	07/27/2018	LOAN #L1200003 - PAYMENT #7		0.00	15,115.43
402-700-000-59135-7817		Princ-DOE SRF Basin 3 De		LOAN #L1200003 - PAYME		9,847.13
402-700-000-59235-8317		Interest-DOE SRF Basin 3		LOAN #L1200003 - PAYME		5,268.30
010100	DYNA SYSTEMS INC	08/21/2018	Regular	0.00	85.63	18348
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
23309482	Invoice	07/19/2018	CUST #DY158353-INTERCHANGEABLE HE		0.00	85.63
503-000-000-54865-3100		Office and Operating		CUST #DY158353-INTERCH		85.63
VEN01592	EDGAR JERONIMO PABLO	08/21/2018	Regular	0.00	180.00	18349
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
AUG/2018	Invoice	08/01/2018	AUG/2018 INTERPRETER SERVICES		0.00	180.00
001-000-000-51250-4106		Interpreter Expenses		AUG/2018 INTERPRETER S		180.00
023078	FASTENAL COMPANY	08/21/2018	Regular	0.00	1,264.31	18350
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
WATUM165151	Invoice	07/18/2018	CUST #WATUM1869-IC WB CAUTN BLU		0.00	209.93
401-000-000-53480-3100		Office and Operating		CUST #WATUM1869-IC W		209.93
WATUM165468	Invoice	07/26/2018	CUST #WATUM1147-RUSTO 2192 GLS W		0.00	115.68
404-000-000-53180-3100		Office and Operating		CUST #WATUM1147-RUST		115.68
WATUM165525	Invoice	07/27/2018	CUST #WATUM1039 - BOTTLED WATER		0.00	269.68
402-400-000-53580-3100		Office and Operating		CUST #WATUM1039 - BOT		269.68
WATUM165611	Invoice	07/31/2018	CUST #WATUM1869-14OZ PROPANE GAS		0.00	177.74



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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
401-000-000-53480-3200		Gas and Oil-Vehicle	CUST #WATUM1869-14OZ		177.74	
WATUM165615	Invoice	07/31/2018	CUST #WATUM1147-DOUBLE RTK CENTE	0.00	211.62	
503-000-000-54865-3100		Office and Operating	CUST #WATUM1147-DOU		211.62	
WATUM165619	Invoice	07/31/2018	CUST #WATUM1147-BOTTLED WATER	0.00	269.68	
503-000-000-54865-3100		Office and Operating	CUST #WATUM1147-BOTT		269.68	
WATUM165716	Invoice	08/02/2018	CUST #WATUM1147-SAE THRU-HARD 3/8	0.00	9.98	
503-000-000-54865-3100		Office and Operating	CUST #WATUM1147-SAE T		9.98	
201110	GCR TIRES & SERVICES	08/21/2018	Regular	0.00	1,174.64	18351
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
10700	Credit Memo	02/08/2016	CUST #101366-CREDIT MEMO #10700		-1,498.98	
503-000-000-54865-4802		Repairs and Maintenance	CUST #101366-CREDIT ME		-1,498.98	
808-121133	Invoice	07/27/2018	CUST #101366-BDM2 STOCK, RDL CASING	0.00	2,292.83	
503-000-000-54865-3104		Oper Supp-Parts-EM&R V	CUST #101366-BDM2 STO		2,292.83	
808-121401	Invoice	08/03/2018	CUST #101366-REPAIRS & MAINTENANCE	0.00	380.79	
503-000-000-54865-4802		Repairs and Maintenance	CUST #101366-REPAIRS &		380.79	
053987	GENUINE PARTS CO/ NAPA	08/21/2018	Regular	0.00	611.71	18352
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
781944	Invoice	07/31/2018	ACCT #6467-WIPER BLADE #19950D	0.00	8.03	
001-000-000-57680-3100		Office and Operating	ACCT #6467-WIPER BLADE		8.03	
781945	Invoice	07/31/2018	ACCT #6467-WORK LIGHT	0.00	21.75	
001-000-000-51830-3100		Office and Operating	ACCT #6467-WORK LIGHT		21.75	
781955	Invoice	07/31/2018	ACCT #6467-AVL R-134A W/GAUGE #199	0.00	54.38	
503-000-000-54865-3104		Oper Supp-Parts-EM&R V	ACCT #6467-AVL R-134A		54.38	
781957	Invoice	07/31/2018	ACCT #6467-SWITCH-PUSH BUTTON #126	0.00	7.33	
503-000-000-54865-3104		Oper Supp-Parts-EM&R V	ACCT #6467-SWITCH-PUS		7.33	
782056	Invoice	07/31/2018	ACCT #6467-NAPA QUART 5W30 - CAR #1	0.00	7.15	
001-000-000-52122-3110		Office & Operating-Auto	ACCT #6467-NAPA QUART		7.15	
782346	Invoice	08/02/2018	ACCT #6467-OIL FILLER CAP #19999D	0.00	5.29	
001-000-000-52122-3110		Office & Operating-Auto	ACCT #6467-OIL FILLER CA		5.29	
782347	Invoice	08/02/2018	CUST #050775 - THERMOSTAT, WATER P	0.00	171.75	
401-000-000-53480-3100		Office and Operating	CUST #050775 - THERMO		171.75	
783158	Invoice	08/07/2018	ACCT #6467-NON CHLOR BRAKLEEN #199	0.00	131.50	
503-000-000-54865-3104		Oper Supp-Parts-EM&R V	ACCT #6467-NON CHLOR B		131.50	
783209	Invoice	08/07/2018	ACCT #6467-STARTER W/SOLENOID #199	0.00	179.16	
503-000-000-54865-3102		Oper Supplies-Parts	ACCT #6467-STARTER W/S		179.16	
783540	Invoice	08/09/2018	ACCT #6467-SOLENOID #19914	0.00	18.19	
503-000-000-54865-3104		Oper Supp-Parts-EM&R V	ACCT #6467-SOLENOID #1		18.19	
783544	Invoice	08/09/2018	ACCT #6467-ATM FUSE #19914D	0.00	7.18	
503-000-000-54865-3104		Oper Supp-Parts-EM&R V	ACCT #6467-ATM FUSE #1		7.18	
038820	GILLIS AUTO CENTER, INC.	08/21/2018	Regular	0.00	771.86	18353
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
FOCS265939	Invoice	07/25/2018	CUST #2440 - WORKS PACKAGE-GAS CAR	0.00	475.59	
001-000-000-52122-4805		Repairs and Maintenance	CUST #2440 - WORKS PAC		475.59	
FOCS266203	Invoice	07/28/2018	CUST #2440 - WORKS PACKAGE-GAS CAR	0.00	45.31	
001-000-000-52122-4805		Repairs and Maintenance	CUST #2440 - WORKS PAC		45.31	
FOCS266221	Invoice	07/31/2018	CUST #2440 - REPLACE WHEEL, TIRE REPA	0.00	250.96	
001-000-000-52122-4805		Repairs and Maintenance	CUST #2440 - REPLACE WH		250.96	
VEN01327	GREEN LIGHT SOLUTIONS	08/21/2018	Regular	0.00	265.00	18354

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
8491	Invoice	08/01/2018	PROJECT SUPPORT-DOWNTOWN CONNE	0.00	265.00	
302-000-000-59530-4100		Roadway-Professional Se	17-DOWNTOWN	PROJECT SUPPORT-DOWN	238.50	
404-000-000-59540-4100		STORM CAPITAL EXP-Prof	17-DOWNTOWN	PROJECT SUPPORT-DOWN	26.50	
VEN01704	GRIMM COLLECTIONS	08/21/2018	Regular	0.00	1,654.02	18355
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
OHLSON	Invoice	08/08/2018	CASE #17CV0530 - WARREN OHLSON	0.00	1,654.02	
657-000-000-58900-0022		TaxMileage/CrCardMeal		CASE #17CV0530 - WARRE	1,654.02	
045000	H.D. FOWLER COMPANY	08/21/2018	Regular	0.00	5,451.30	18356
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
C452325	Credit Memo	08/07/2018	ACCT #194680-CREDIT INV #I4890839	0.00	-447.64	
402-400-000-53580-3100		Office and Operating		ACCT #194680-CREDIT INV	-447.64	
I4885771	Invoice	07/11/2018	ACCT #194680-8" PSM STOP COUPLING,	0.00	528.76	
402-400-000-53580-3100		Office and Operating		ACCT #194680-8" PSM ST	528.76	
I4890444	Invoice	07/16/2018	ACCT #194680-6" EXTENSION FOR US PIP	0.00	685.44	
401-250-000-58900-0001		Materials & Supp-Inv-Cas		ACCT #194680-6" EXTENSI	685.44	
I4890839	Invoice	07/16/2018	ACCT #194680-4" SCH 80 PVC PIPE	0.00	494.13	
402-400-000-53580-3100		Office and Operating		ACCT #194680-4" SCH 80 P	494.13	
I4896784	Invoice	07/20/2018	ACCT #194680-MASTER METER FIRE HYD	0.00	973.63	
401-000-000-53480-3500		Small Tools/Equipment		ACCT #194680-MASTER M	973.63	
I4896785	Invoice	07/20/2018	ACCT #194680-4" CL 52 DI PIPE TJ NAM. L	0.00	790.93	
402-400-000-53580-3100		Office and Operating		ACCT #194680-4" CL 52 DI	790.93	
I4901712	Invoice	07/25/2018	ACCT #194680-IP SADDLE ROMAC 202 BO	0.00	909.63	
401-250-000-58900-0001		Materials & Supp-Inv-Cas		ACCT #194680-IP SADDLE	909.63	
I4904787	Invoice	07/27/2018	ACCT #194680-WHITE MARKING PAINT C	0.00	184.81	
402-400-000-53580-3100		Office and Operating		ACCT #194680-WHITE MA	92.41	
404-000-000-53180-3100		Office and Operating		ACCT #194680-WHITE MA	92.40	
I4904788	Invoice	07/27/2018	ACCT #194680-12" REPAIR CLAMP ROMA	0.00	402.56	
401-250-000-58900-0001		Materials & Supp-Inv-Cas		ACCT #194680-12" REPAIR	402.56	
I4904791	Invoice	07/27/2018	ACCT #194680-12" EXT FOR US PIPE HYDR	0.00	387.23	
401-000-000-59434-3100		WATER CAPITAL EXP-Sup	17-DOWNTOWN	ACCT #194680-12" EXT FO	387.23	
I4908122	Invoice	07/31/2018	ACCT #194680-18" EXT FO RM&H FIRE HY	0.00	541.82	
401-000-000-59434-3100		WATER CAPITAL EXP-Sup	17-DOWNTOWN	ACCT #194680-18" EXT FO	541.82	
053992	HOOD CANAL COMMUNICATIONS	08/21/2018	Regular	0.00	6,495.93	18357



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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>10356672-AUG</u>	Invoice	08/01/2018	ACCT #3840-2-AUG 01-AUG 31, 2018	0.00	1,012.39	
<u>001-000-000-51890-4215</u>	Communication-Civic Cen		PRI SERVICES 525 W COTA		568.27	
<u>001-000-000-51890-4215</u>	Communication-Civic Cen		426-3301 COURT FAX		33.63	
<u>001-000-000-51890-4215</u>	Communication-Civic Cen		426-7746 PUBLIC WORKS,		32.98	
<u>001-000-000-51890-4215</u>	Communication-Civic Cen		432-5132 ERICK BIRK		0.12	
<u>001-000-000-51890-4215</u>	Communication-Civic Cen		432-5126 PW VACANT		0.12	
<u>001-000-000-51890-4215</u>	Communication-Civic Cen		432-0537 POLICE RECORD		33.29	
<u>001-000-000-51890-4215</u>	Communication-Civic Cen		432-5105 VICKI LOOK		0.12	
<u>001-000-000-51890-4215</u>	Communication-Civic Cen		432-1025 PBX MODEM		32.98	
<u>001-000-000-51890-4215</u>	Communication-Civic Cen		432-1768 CIVIC CENTER EL		32.98	
<u>001-000-000-51890-4215</u>	Communication-Civic Cen		426-9731 PW/CD		0.12	
<u>001-000-000-51890-4215</u>	Communication-Civic Cen		432-5145 POLICE RECORD		11.42	
<u>001-000-000-51890-4215</u>	Communication-Civic Cen		426-4491 CITY HALL		68.12	
<u>001-000-000-52250-4200</u>	Communication		426-1580 FIRE STATION FI		32.98	
<u>001-000-000-52250-4200</u>	Communication		432-0913 FIRE DEPT ELEVA		32.98	
<u>001-000-000-52250-4200</u>	Communication		427-3262 FIRE STATION, FI		32.98	
<u>001-000-000-55430-4200</u>	Communication		427-7503 ANIMAL SHELTE		0.12	
<u>401-000-000-53480-4201</u>	Communication - Shop		432-9761 CITY SHOPS FAX		32.98	
<u>401-000-000-53480-4201</u>	Communication - Shop		427-4351 WATER SCADA L		32.98	
<u>401-000-000-53480-4201</u>	Communication - Shop		426-6442 CITY SHOPS-WA		0.12	
<u>401-000-000-53480-4201</u>	Communication - Shop		462-0390 CITY SHOP AUTO		32.98	
<u>402-400-000-53580-4200</u>	Communication		426-6521 WWTP		0.12	
<u>10356672-JUL</u>	Invoice	08/01/2018	ACCT #3840-2-JUL 01-JUL 31, 2018	0.00	1,040.04	
<u>001-000-000-51890-4215</u>	Communication-Civic Cen		PRI SERVICES 525 W COTA		568.27	
<u>001-000-000-51890-4215</u>	Communication-Civic Cen		426-3301 COURT FAX		33.29	
<u>001-000-000-51890-4215</u>	Communication-Civic Cen		426-7746 PUBLIC WORKS,		33.11	
<u>001-000-000-51890-4215</u>	Communication-Civic Cen		432-5132 ERICK BIRK		0.12	
<u>001-000-000-51890-4215</u>	Communication-Civic Cen		432-5126 PW VACANT		0.12	
<u>001-000-000-51890-4215</u>	Communication-Civic Cen		432-0537 POLICE RECORD		33.50	
<u>001-000-000-51890-4215</u>	Communication-Civic Cen		432-5105 VICKI LOOK		0.12	
<u>001-000-000-51890-4215</u>	Communication-Civic Cen		432-1025 PBX MODEM		33.68	
<u>001-000-000-51890-4215</u>	Communication-Civic Cen		432-1768 CIVIC CENTER EL		33.11	
<u>001-000-000-51890-4215</u>	Communication-Civic Cen		426-9731 PW/CD		0.12	
<u>001-000-000-51890-4215</u>	Communication-Civic Cen		432-5145 POLICE RECORD		11.42	
<u>001-000-000-51890-4215</u>	Communication-Civic Cen		426-4491 CITY HALL		94.16	
<u>001-000-000-52250-4200</u>	Communication		426-1580 FIRE STATION FI		33.11	
<u>001-000-000-52250-4200</u>	Communication		432-0913 FIRE DEPT ELEVA		33.11	
<u>001-000-000-52250-4200</u>	Communication		427-3262 FIRE STATION, FI		33.11	
<u>001-000-000-55430-4200</u>	Communication		427-7503 ANIMAL SHELTE		0.12	
<u>401-000-000-53480-4201</u>	Communication - Shop		432-9761 CITY SHOPS FAX		33.11	
<u>401-000-000-53480-4201</u>	Communication - Shop		427-4351 WATER SCADA L		33.11	
<u>401-000-000-53480-4201</u>	Communication - Shop		426-6442 CITY SHOPS-WA		0.12	
<u>401-000-000-53480-4201</u>	Communication - Shop		462-0390 CITY SHOP AUTO		33.11	
<u>402-400-000-53580-4200</u>	Communication		426-6521 WWTP		0.12	
<u>10356701-AUG</u>	Invoice	08/01/2018	ACCT #17664-7 AUG 01-AUG 31, 2018	0.00	2,221.75	
<u>001-000-000-51250-4200</u>	Communication		426 W CEDAR (MASON CO		90.00	
<u>001-000-000-51888-4200</u>	Communication		525 W COTA-CIVIC CENTE		99.95	
<u>001-000-000-51888-4200</u>	Communication		525 W COTA-CIVIC CENTE		90.00	
<u>001-000-000-51888-4200</u>	Communication		525 W COTA-CIVIC CENTE		90.00	
<u>001-000-000-51888-4801</u>	Repairs and Maintenance		525 W COTA-IT SVCS-IT DE		399.95	
<u>001-000-000-52250-4200</u>	Communication		122 W FRANKLIN ST-FIRE S		63.95	
<u>401-000-000-53480-4200</u>	Communication		525 W COTA-CITY TO PW		90.00	
<u>401-000-000-53480-4200</u>	Communication		51 PUBLIC WORKS DR-WA		90.00	
<u>401-000-000-53480-4200</u>	Communication		1000 W PINE ST-IT SERVIC		90.00	
<u>401-000-000-53480-4201</u>	Communication - Shop		1000 W PINE ST-WATER S		90.00	
<u>402-300-000-53580-4200</u>	Communication		498 ASPEN ST-LIFT STATIO		90.00	
<u>402-300-000-53580-4200</u>	Communication		427 W I STREET-LIFT STATI		90.00	
<u>402-300-000-53580-4200</u>	Communication		119 CASCADE CT-LIFT STAT		90.00	

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<u>402-400-000-53580-4200</u>		Communication	200 N FRONT ST-PUMP ST	90.00		
<u>402-400-000-53580-4200</u>		Communication	100 TURNER AVE-PUMP S	90.00		
<u>402-400-000-53580-4200</u>		Communication	1701 FAIRMOUNT AVE-M	63.95		
<u>402-400-000-53580-4200</u>		Communication	1700 FAIRMOUNT AVE-M	90.00		
<u>402-400-000-53580-4200</u>		Communication	1700 FAIRMOUNT AVE-W	90.00		
<u>402-640-000-53580-4200</u>		Communication	10891 N US HWY 101-SAT	63.95		
<u>402-640-000-53580-4200</u>		Communication	2295 W DAYTON AIRPORT	90.00		
<u>402-640-000-53580-4200</u>		Communication	631 W DAYTON AIRPORT R	90.00		
<u>402-640-000-53580-4200</u>		Communication	10891 N US HWY 101-WW	90.00		
<u>10356701-JUL</u>	Invoice	08/01/2018	ACCT #17664-7 JUL 01-JUL 31, 2018	0.00	2,221.75	
<u>001-000-000-51250-4200</u>		Communication	426 W CEDAR (MASON CO	90.00		
<u>001-000-000-51888-4200</u>		Communication	525 W COTA-CIVIC CENTE	99.95		
<u>001-000-000-51888-4200</u>		Communication	525 W COTA-CIVIC CENTE	90.00		
<u>001-000-000-51888-4200</u>		Communication	525 W COTA-CIVIC CENTE	90.00		
<u>001-000-000-51888-4801</u>		Repairs and Maintenance	525 W COTA-IT SVCS-IT DE	399.95		
<u>001-000-000-52250-4200</u>		Communication	122 W FRANKLIN ST-FIRE S	63.95		
<u>401-000-000-53480-4200</u>		Communication	525 W COTA-CITY TO PW	90.00		
<u>401-000-000-53480-4200</u>		Communication	51 PUBLIC WORKS DR-WA	90.00		
<u>401-000-000-53480-4200</u>		Communication	1000 W PINE ST-IT SERVIC	90.00		
<u>401-000-000-53480-4201</u>		Communication - Shop	1000 W PINE ST-WATER S	90.00		
<u>402-300-000-53580-4200</u>		Communication	498 ASPEN ST-LIFT STATIO	90.00		
<u>402-300-000-53580-4200</u>		Communication	427 W I STREET-LIFT STATI	90.00		
<u>402-300-000-53580-4200</u>		Communication	119 CASCADE CT-LIFT STAT	90.00		
<u>402-400-000-53580-4200</u>		Communication	200 N FRONT ST-PUMP ST	90.00		
<u>402-400-000-53580-4200</u>		Communication	100 TURNER AVE-PUMP S	90.00		
<u>402-400-000-53580-4200</u>		Communication	1701 FAIRMOUNT AVE-M	63.95		
<u>402-400-000-53580-4200</u>		Communication	1700 FAIRMOUNT AVE-M	90.00		
<u>402-400-000-53580-4200</u>		Communication	1700 FAIRMOUNT AVE-W	90.00		
<u>402-640-000-53580-4200</u>		Communication	10891 N US HWY 101-SAT	63.95		
<u>402-640-000-53580-4200</u>		Communication	2295 W DAYTON AIRPORT	90.00		
<u>402-640-000-53580-4200</u>		Communication	631 W DAYTON AIRPORT R	90.00		
<u>402-640-000-53580-4200</u>		Communication	10891 N US HWY 101-WW	90.00		
VEN01623	JAMISON L. TESSNEER	08/21/2018	Regular	0.00	300.00	18358
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>BAIRD</u>	Invoice	04/11/2018	APR/2018 PUBLIC DEFENSE SERVICES-SCO	0.00	180.00	
<u>001-000-000-51593-4100</u>		Adult Misdemeanor		APR/2018 PUBLIC DEFENS	180.00	
<u>LARSON</u>	Invoice	06/18/2018	JUN/2018 PUBLIC DEFENSE SERVICES-LAN	0.00	120.00	
<u>001-000-000-51593-4100</u>		Adult Misdemeanor		JUN/2018 PUBLIC DEFENS	120.00	
VEN01326	JUDY LY, DMCMA TREASURER	08/21/2018	Regular	0.00	100.00	18359
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>2018</u>	Invoice	08/15/2018	2018 DMCMA CONFERENCE-DYAN SMOLI	0.00	100.00	
<u>001-000-000-51250-4300</u>		Travel		2018 DMCMA CONFERENC	100.00	
080980	KENNEDY CREEK QUARRY	08/21/2018	Regular	0.00	1,554.31	18360
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>40681</u>	Invoice	07/27/2018	07/27/18 - 3/4 INCH MINUS	0.00	494.78	
<u>404-000-000-53180-3100</u>		Office and Operating		3/4 INCH MINUS-TICKET #	172.71	
<u>404-000-000-53180-3100</u>		Office and Operating		3/4 INCH MINUS-TICKET #	157.90	
<u>404-000-000-53180-3100</u>		Office and Operating		3/4 INCH MINUS-TICKET #	164.17	
<u>40682</u>	Invoice	07/27/2018	07/27/2018 - 3/4 INCH MINUS	0.00	272.96	
<u>404-000-000-53180-3100</u>		Office and Operating		3/4 INCH MINUS-TICKET #	88.63	
<u>404-000-000-53180-3100</u>		Office and Operating		3/4 INCH MINUS-TICKET #	90.46	
<u>404-000-000-53180-3100</u>		Office and Operating		3/4 INCH MINUS-TICKET #	93.87	
<u>40709</u>	Invoice	07/31/2018	07/31/2018 - 3/4 INCH MINUS	0.00	786.57	



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<u>404-000-000-53180-3100</u>		Office and Operating	3/4 INCH MINUS-TICKET #	145.60		
<u>404-000-000-53180-3100</u>		Office and Operating	3/4 INCH MINUS-TICKET #	173.29		
<u>404-000-000-53180-3100</u>		Office and Operating	3/4 INCH MINUS-TICKET #	161.67		
<u>404-000-000-53180-3100</u>		Office and Operating	3/4 INCH MINUS-TICKET #	156.31		
<u>404-000-000-53180-3100</u>		Office and Operating	3/4 INCH MINUS-TICKET #	149.70		
903391	KERN'S KITCHEN	08/21/2018	Regular	0.00	375.00	18361
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>06-072</u>	Invoice	07/30/2018	07/30/18 CITY MGR RECRUITMENT	0.00	375.00	
<u>001-000-000-51310-4900</u>		Miscellaneous	07/30/18 CITY MGR RECR		375.00	
082269	KITSAP SUN	08/21/2018	Regular	0.00	1,570.05	18362
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>JUL/2018</u>	Invoice	08/15/2018	ACCT #346116-JUL/2018 PUBLISHING/AD	0.00	1,570.05	
<u>001-000-000-51160-4400</u>		Advertising	ACCT #346116-JUL/2018 P		523.35	
<u>001-000-000-51310-4400</u>		Advertising	ACCT #346116-JUL/2018 P		523.35	
<u>001-000-000-51810-4400</u>		Advertising	ACCT #346116-JUL/2018 P		523.35	
085075	LAKESIDE INDUSTRIES	08/21/2018	Regular	0.00	1,595.45	18363
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>56629</u>	Invoice	07/21/2018	CUST #101048 - 07/19/18 - EZ STREET AS	0.00	1,595.45	
<u>401-000-000-53480-3100</u>		Office and Operating	CUST #101048 - 07/19/18-		1,595.45	
085995	LANGUAGE LINE SERVICES	08/21/2018	Regular	0.00	398.94	18364
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>4370296</u>	Invoice	07/31/2018	ACCT #9020543108-PHONE INTERPRETAT	0.00	390.51	
<u>001-000-000-52122-4100</u>		Professional Services	ACCT #9020543108-PHON		390.51	
<u>4377669</u>	Invoice	07/31/2018	ACCT #9020943082-PHONE INTERPRETAT	0.00	8.43	
<u>001-000-000-52122-4100</u>		Professional Services	ACCT #9020943082-PHON		8.43	
VEN01700	LEAGUE OF OREGON CITIES	08/21/2018	Regular	0.00	240.00	18365
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>4749</u>	Invoice	08/01/2018	ACCT #222327-JOB POST-HR MANAGER	0.00	80.00	
<u>001-000-000-51810-4400</u>		Advertising	ACCT #222327-JOB POST-		80.00	
<u>4750</u>	Invoice	08/01/2018	ACCT #222327-JOB POST-CITY CLERK/LEG	0.00	80.00	
<u>001-000-000-51160-4400</u>		Advertising	ACCT #222327-JOB POST-C		80.00	
<u>4751</u>	Invoice	08/01/2018	ACCT #222327-JOB POST-ASST CITY MGR/	0.00	80.00	
<u>001-000-000-51310-4400</u>		Advertising	ACCT #222327-JOB POST-		80.00	
087860	LEGEND DATA SYSTEMS, INC.	08/21/2018	Regular	0.00	169.51	18366
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>123421</u>	Invoice	08/09/2018	CUST #SHELTONPD-PHOTO ID CARDS	0.00	169.51	
<u>001-000-000-52122-3100</u>		Office and Operating	CUST #SHELTONPD-PHOT		169.51	
VEN01540	MARIO MEJIA	08/21/2018	Regular	0.00	100.00	18367
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
<u>JUL/2018</u>	Invoice	07/11/2018	JUL/2018 INTERPRETING SERVICES-CASE	0.00	100.00	
<u>001-000-000-52122-4100</u>		Professional Services	JUL/2018 INTERPRETING S		100.00	
108850	MASON COUNTY GARBAGE CO.-A W	08/21/2018	Regular	0.00	2,942.40	18368

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Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
5272969	Invoice	08/01/2018	ACCT #30135-CIVIC CENTER 07/01/18-07/	0.00	256.28	
001-000-000-51890-4715	Utility Services-Civic Ctr		ACCT #30135-CIVIC CENTE		256.28	
5273056	Invoice	08/01/2018	ACCT #30714-710 W ALDER 07/01/18-07/	0.00	97.99	
001-000-000-57250-4700	Utility Services-Library		ACCT #30714-710 W ALDE		97.99	
5273187	Invoice	08/01/2018	ACCT #56141-525 COTA ST, W 07/01/18-	0.00	28.23	
001-000-000-51890-4715	Utility Services-Civic Ctr		ACCT #56141-525 COTA ST		28.23	
5274401	Invoice	08/01/2018	ACCT #204368-100 TURNER A 07/01/18-0	0.00	27.29	
402-400-000-53580-4700	Utility Services-Sewer Ma		ACCT #204368-100 TURN		27.29	
5274431	Invoice	08/01/2018	ACCT #204402-101 N 10891 US HWY 101	0.00	126.43	
402-640-000-53580-4700	Utility Services-Sewer Sat		ACCT #204402-101 N 1089		126.43	
5274785	Invoice	08/01/2018	ACCT #204783-122 W FRANKLIN 07/01/1	0.00	122.75	
001-000-000-52250-4700	Utility Services		ACCT #204783-122 W FRA		122.75	
5275312	Invoice	08/01/2018	ACCT #205337-1700 FAIRMOUNT 07/01/	0.00	379.29	
402-400-000-53580-4700	Utility Services-Sewer Ma		ACCT #205337-1700 FAIR		379.29	
5275550	Invoice	08/01/2018	ACCT #205584-200 N FRONT ST 07/01/18	0.00	27.29	
402-400-000-53580-4700	Utility Services-Sewer Ma		ACCT #205584-200 N FRO		27.29	
5276476	Invoice	08/01/2018	ACCT #206560 - 427 W RAILROAD 07/01/	0.00	40.91	
001-000-000-57530-4700	Utility Services-Museum		ACCT #206560 - 427 W RAI		40.91	
5276680	Invoice	08/01/2018	ACCT #206771-525 W COTA 07/01/18-07	0.00	505.70	
001-000-000-51890-4715	Utility Services-Civic Ctr		ACCT #206771-525 W COT		505.70	
5277041	Invoice	08/01/2018	ACCT #207155-710 W ALDER 07/01/18-0	0.00	252.86	
001-000-000-57250-4700	Utility Services-Library		ACCT #207155-710 W ALD		252.86	
5277228	Invoice	08/01/2018	ACCT #207351-902 W PINE 07/01/18-07/	0.00	40.91	
001-000-000-55430-4700	Utility Services-Animal Sh		ACCT #207351-902 W PIN		40.91	
5277338	Invoice	08/01/2018	ACCT #207565-1000 W PINE 07/01/18-07	0.00	870.90	
001-000-000-54230-4700	Road & Street Maint - Uti		ACCT #207565-1000 W PI		121.93	
001-000-000-57680-4700	Utility Services-Park		ACCT #207565-1000 W PI		261.27	
401-000-000-53480-4700	Utility Services-Water		ACCT #207565-1000 W PI		121.93	
402-300-000-53580-4700	Utility Services-Sewer Ma		ACCT #207565-1000 W PI		121.93	
404-000-000-53180-4700	Utility Services		ACCT #207565-1000 W PI		121.93	
503-000-000-54865-4700	Equip Maint & Rental - Ut		ACCT #207565-1000 W PI		121.91	
5277339	Invoice	08/01/2018	ACCT #207568-1000 W PINE 07/01/18-07	0.00	121.27	
001-000-000-54230-4700	Road & Street Maint - Uti		ACCT #207568-1000 W PI		10.80	
001-000-000-57680-4700	Utility Services-Park		ACCT #207568-1000 W PI		10.80	
001-000-000-57680-4700	Utility Services-Park		ACCT #207568-1000 W PI		56.46	
401-000-000-53480-4700	Utility Services-Water		ACCT #207568-1000 W PI		10.80	
402-300-000-53580-4700	Utility Services-Sewer Ma		ACCT #207568-1000 W PI		10.80	
404-000-000-53180-4700	Utility Services		ACCT #207568-1000 W PI		10.80	
503-000-000-54865-4700	Equip Maint & Rental - Ut		ACCT #207568-1000 W PI		10.81	
5277468	Invoice	08/01/2018	ACCT #209143-1700 FAIRMOUNT 07/01/	0.00	44.30	
402-400-000-53580-4700	Utility Services-Sewer Ma		ACCT #209143-1700 FAIR		44.30	
187000	MASON COUNTY JOURNAL	08/21/2018	Regular	0.00	337.05	18369
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
92863	Invoice	07/26/2018	07/05-07/26-HELP WANTED ASST CITY M	0.00	108.90	
001-000-000-51423-4400	Advertising		07/05-07/26-HELP WANTE		108.90	
92864	Invoice	07/26/2018	07/05-07/26 CLASSIFIED AD-CITY CLERK	0.00	130.05	
001-000-000-51160-4400	Advertising		07/05-07/26 CLASSIFIED A		130.05	
92865	Invoice	07/26/2018	07/05-07/26-HELP WANTED HUMAN RES	0.00	98.10	
001-000-000-51810-4400	Advertising		07/05-07/26-HELP WANTE		98.10	
109760	MASON COUNTY PUBLIC WORKS	08/21/2018	Regular	0.00	574.80	18370



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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>007322</u>	Invoice	07/30/2018	PROJECTS-509-JUNE	0.00	574.80	
<u>001-000-000-54230-3100</u>		Office and Operating		PROJECTS-509-JUNE	574.80	
114420	MASON TRANSIT AUTHORITY	08/21/2018	Regular	0.00	545.00	18371
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>8729</u>	Invoice	07/31/2018	CUST #CIT100 - JUL/2018 T-CC GYM RENT	0.00	545.00	
<u>001-000-000-57120-4500</u>		Operating Rentals		CUST #CIT100 - JUL/2018 T	545.00	
121695	MELODE BREWER	08/21/2018	Regular	0.00	86.70	18372
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>JUL/2018</u>	Invoice	08/09/2018	JUL/2018 YOGA INSTRUCTOR FEES	0.00	86.70	
<u>001-000-000-57120-4100</u>		Professional Services		JUN/2018 YOGA INSTRUCT	86.70	
129030	MILES SAND & GRAVEL CO.	08/21/2018	Regular	0.00	698.18	18373
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>131608</u>	Invoice	05/14/2018	CUST #050775 - PEA GRAVEL	0.00	92.98	
<u>404-000-000-53180-3100</u>		Office and Operating		CUST #050775 - PEA GRAV	92.98	
<u>1648783</u>	Invoice	07/19/2018	CUST #050775 - PEA GRAVEL	0.00	77.90	
<u>404-000-000-53180-3100</u>		Office and Operating		CUST #050775 - PEA GRAV	77.90	
<u>1648784</u>	Invoice	07/19/2018	CUST #050775 - 5/8" CRUSHED ROCK	0.00	170.19	
<u>404-000-000-53180-3100</u>		Office and Operating		CUST #050775 - 5/8" CRUS	170.19	
<u>16504739</u>	Invoice	07/25/2018	CUST #050775 - 5/8" CRUSHED ROCK	0.00	94.41	
<u>404-000-000-53180-3100</u>		Office and Operating		CUST #050775 - 5/8" CRUS	94.41	
<u>1650686</u>	Invoice	07/26/2018	CUST #050775 - 5/8" CRUSHED ROCK	0.00	262.70	
<u>401-000-000-59434-3100</u>		WATER CAPITAL EXP-Sup	18-JONESRD	CUST #050775 - MIN LOAD	262.70	
132235	MOUNTAIN MIST WATER	08/21/2018	Regular	0.00	206.12	18374
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>002185550</u>	Invoice	07/06/2018	ACCT #050147 - PKG WATER & COOLER R	0.00	78.12	
<u>402-400-000-53580-3100</u>		Office and Operating		ACCT #050147 - PKG WAT	78.12	
<u>002241380</u>	Invoice	08/03/2018	ACCT #074484 - ENVIRO SUR CHARGE	0.00	10.39	
<u>503-000-000-54865-3100</u>		Office and Operating		ACCT #074484 - ENVIRO S	10.39	
<u>002241390</u>	Invoice	08/03/2018	ACCT #050147 - PKG WATER & COOLER R	0.00	56.90	
<u>402-400-000-53580-3100</u>		Office and Operating		ACCT #050147 - PKG WAT	56.90	
<u>002241397</u>	Invoice	08/03/2018	ACCT #080756 - WATER & EQUIPMENT R	0.00	60.71	
<u>001-000-000-52122-3100</u>		Office and Operating		ACCT #080756 - WATER &	60.71	
133950	MPH INDUSTRIES INC.	08/21/2018	Regular	0.00	289.09	18375
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>6005096</u>	Invoice	07/23/2018	CUST #985841-REMOTE, BEE-III WIRELESS	0.00	289.09	
<u>001-000-000-52122-3110</u>		Office & Operating-Auto		CUST #985841-REMOTE, B	289.09	
142800	NORMED	08/21/2018	Regular	0.00	229.89	18376
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>03282-770877</u>	Invoice	07/13/2018	NEEDLE/SYRINGE KEEPER 12/BAG	0.00	229.89	
<u>001-000-000-57680-3100</u>		Office and Operating		NEEDLE/SYRINGE KEEPER	229.89	
142965	NORTHSTAR CHEMICAL, INC	08/21/2018	Regular	0.00	3,429.38	18377

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>127978</u>	Invoice	07/26/2018	CUST #100472 - SODIUM HYPOCHLORITE	0.00	3,429.38	
<u>402-640-000-53580-3100</u>		Office and Operating		CUST #100472 - SODIUM	3,429.38	
VEN01702	NORTHWEST TRUCK INDUSTRIAL IN	08/21/2018	Regular	0.00	112.82	18378
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>93579</u>	Invoice	08/06/2018	ACCT #10560-CB RADIO, COAX, MIRROR #	0.00	112.82	
<u>503-000-000-54865-3500</u>		Small Tools/Equipment		ACCT #10560-CB RADIO, C	112.82	
146933	OFFICE DEPOT	08/21/2018	Regular	0.00	184.33	18379
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>171174039001</u>	Invoice	07/26/2018	ACCT #28972108-CALCULATOR, PRINTING	0.00	74.32	
<u>001-000-000-51895-3100</u>		Office and Operating		ACCT #28972108-CALCULA	74.32	
<u>172231287001</u>	Invoice	07/27/2018	ACCT #28972108-PRESSBOARD, 1DIV, VEL	0.00	52.24	
<u>001-000-000-52122-3100</u>		Office and Operating		ACCT #28972108-PRESSBO	52.24	
<u>172233902001</u>	Invoice	07/27/2018	ACCT #28972108-VERBATIM USB DRIVE	0.00	57.77	
<u>001-000-000-52122-3100</u>		Office and Operating		ACCT #28972108-VERBATI	57.77	
151000	P. U. D. # 3	08/21/2018	Regular	0.00	48,486.99	18380



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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
JUL/2018-2	Invoice	07/18/2018	Monthly Service Charges 06/13/18 - 07/1	0.00	48,486.99	
001-000-000-51890-4715	Utility Services-Civic Ctr		ACCT #28249001 - 525 W	2,938.30		
001-000-000-54263-4700	Utility Services		ACCT #27839002 - 525 W	9,608.75		
001-000-000-54263-4700	Utility Services		ACCT #27837001 - 103 4T	1,780.74		
001-000-000-54264-4700	Utility Services		ACCT #109397001 - E WAL	67.00		
001-000-000-54264-4700	Utility Services		ACCT #109413001 - 750 E	47.93		
001-000-000-54264-4700	Utility Services		ACCT #101002 - 300 E WA	68.25		
001-000-000-54264-4700	Utility Services		ACCT #26197001 - 2327 O	63.60		
001-000-000-54264-4700	Utility Services		ACCT #101097001 - 2000 1	68.49		
001-000-000-54264-4700	Utility Services		ACCT #109441001 - 2800 E	58.63		
001-000-000-54264-4700	Utility Services		ACCT #35337001 - 623 AL	59.72		
001-000-000-54264-4700	Utility Services		ACCT #101001 - 699 RAILR	69.39		
001-000-000-54264-4700	Utility Services		ACCT #25911002 - 10 WAL	82.73		
001-000-000-54265-4700	Utility Services		ACCT #26857001 - 310 RAI	28.68		
001-000-000-54270-4700	Utility Services-Roadside		ACCT #250321001 - 1200	58.29		
001-000-000-55430-4700	Utility Services-Animal Sh		ACCT #35199001 - 902 W	131.14		
001-000-000-57250-4700	Utility Services-Library		ACCT #35665001 - 710 AL	986.48		
001-000-000-57530-4700	Utility Services-Museum		ACCT #27639001 - 427 RAI	155.32		
001-000-000-57680-4700	Utility Services-Park		ACCT #30003001 - 100 TU	70.73		
001-000-000-57680-4700	Utility Services-Park		ACCT #25911003 - 326 RAI	76.45		
001-000-000-57680-4700	Utility Services-Park		ACCT #82241001 - 400 W	29.38		
001-000-000-57680-4700	Utility Services-Park		ACCT #32453001 - 1004 FR	89.39		
401-000-000-53480-4700	Utility Services-Water		ACCT #35201001 - 1000 PI	1,772.81		
401-000-000-53480-4700	Utility Services-Water		ACCT #101155001 - 900 E	5,488.21		
401-000-000-53480-4700	Utility Services-Water		ACCT #25913001 - 2001 13	1,170.78		
401-000-000-53480-4700	Utility Services-Water		ACCT #25911001 - 2401 E	1,956.92		
401-000-000-53480-4700	Utility Services-Water		ACCT #101149001 - 100 M	45.50		
401-000-000-53480-4700	Utility Services-Water		ACCT #277201002 - 51 PU	55.22		
401-000-000-53480-4700	Utility Services-Water		ACCT #277201001 - 1437	130.87		
401-000-000-53480-4700	Utility Services-Water		ACCT #8511001 - 811 15T	66.79		
401-000-000-53480-4700	Utility Services-Water		ACCT #45451001 - 626 MA	146.51		
401-000-000-53480-4700	Utility Services-Water		ACCT #46051001 - 553 BE	47.01		
401-000-000-53480-4700	Utility Services-Water		ACCT #26729001 - 1100 PI	351.28		
401-000-000-53480-4700	Utility Services-Water		ACCT #113939001 - 907 BI	15.87		
401-000-000-53480-4701	Utility Services - Shop		ACCT #26717001 - 1000 PI	128.64		
402-300-000-53580-4700	Utility Services-Sewer Ma		ACCT #85079001 - 427 W	31.11		
402-300-000-53580-4700	Utility Services-Sewer Ma		ACCT #18515001 - 119 CA	61.19		
402-300-000-53580-4700	Utility Services-Sewer Ma		ACCT #47009001 - 498 AS	55.61		
402-400-000-53580-4700	Utility Services-Sewer Ma		ACCT #259409001 - 1700 F	13,554.21		
402-400-000-53580-4700	Utility Services-Sewer Ma		ACCT #30003002 - 100 TU	623.89		
402-400-000-53580-4700	Utility Services-Sewer Ma		ACCT #26551001 - 200 FR	1,258.01		
402-640-000-53580-4700	Utility Services-Sewer Sat		ACCT #25911005 - 631 W	44.81		
402-640-000-53580-4700	Utility Services-Sewer Sat		ACCT #252689001 - 10891	4,897.83		
404-000-000-53180-4700	Utility Services		ACCT #85183001 - 534 W	44.53		

155541	PARAMETRIX, INC.	08/21/2018	Regular	0.00	2,815.14	18381
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
01-79867	Invoice	11/16/2017	SEWER SCADA PROF ENGR -10/01/17-10/	0.00	2,815.14	
402-400-000-53580-4100	Professional Services		SEWER SCADA PROF ENGR		2,815.14	

155543	PARATEX	08/21/2018	Regular	0.00	108.80	18382
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
121238	Invoice	07/23/2018	ACCT #38264-AUG/2018 PEST CONTROL S	0.00	108.80	
401-000-000-53480-4101	Professional Services - Sh		ACCT #38264-AUG/2018 P		108.80	

114040	PETTYJOHN ENTERPRISES, LLC	08/21/2018	Regular	0.00	455.00	18383
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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
1223	Invoice	08/01/2018	JUL/2018 YARD WASTE	0.00	455.00	
001-000-000-54230-4900	Miscellaneous		JUL/2018 YARD WASTE-07	25.00		
001-000-000-54230-4900	Miscellaneous		JUL/2018 YARD WASTE-07	25.00		
001-000-000-54230-4900	Miscellaneous		JUL/2018 YARD WASTE-07	25.00		
001-000-000-54230-4900	Miscellaneous		JUL/2018 YARD WASTE-07	10.00		
402-400-000-53580-4900	Miscellaneous		JUL/2018 YARD WASTE-07	170.00		
404-000-000-59540-4900	STORM CAPITAL EXP-Mis	18-PV/WILSON	JUL/2018 YARD WASTE-07	200.00		
VEN01646	PIVETTA BROTHERS CONST., INC	08/21/2018	Regular	0.00	389,036.53	18384
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
EST #4	Invoice	07/01/2018	ESTIMATE #4 BASIN 3 SEWER-07/01/18-0	0.00	389,036.53	
402-747-000-59435-6300	Construction (Basin3)	17-BASIN3REHAB	ESTIMATE #4 BASIN 3 SEW	389,036.53		
159300	POLYDYNE, INC.	08/21/2018	Regular	0.00	5,612.00	18385
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
1263759	Invoice	07/27/2018	CUST #100860-CLARIFLOC C-6266	0.00	5,612.00	
402-400-000-53580-3100	Office and Operating		CUST #100860-CLARIFLOC	5,612.00		
164899	QWEST DBA CENTURYLINK	08/21/2018	Regular	0.00	869.16	18386
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
AUG/2018	Invoice	07/26/2018	ACCT #360-226-0219 722B - JUL 26-AUG 2	0.00	869.16	
001-000-000-55430-4200	Communication		ACCT #206-T51-3753	60.19		
401-000-000-53480-4201	Communication - Shop		ACCT #360-426-1821	108.22		
402-300-000-53580-4200	Communication		ACCT #206-T61-5013	55.17		
402-400-000-53580-4200	Communication		ACCT #206-T22-1112	60.19		
402-400-000-53580-4200	Communication		ACCT #360-426-1875	164.48		
402-400-000-53580-4200	Communication		ACCT #360-426-5800	52.35		
402-400-000-53580-4200	Communication		ACCT #360-427-0484	54.89		
402-400-000-53580-4200	Communication		ACCT #360-427-5639	117.26		
402-640-000-53580-4200	Communication		ACCT #360-427-1860	196.41		
VEN01683	RICHARD SMITH	08/21/2018	Regular	0.00	250.00	18387
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
180P-064	Invoice	07/25/2018	07/25/18-PRE-EMPLOYMENT POLYGRAP	0.00	250.00	
001-000-000-52122-4100	Professional Services		07/25/18-PRE-EMPLOYME	250.00		
174114	SARA CHILDERS	08/21/2018	Regular	0.00	699.03	18388
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
08-03-18	Invoice	08/03/2018	SAFEWAY & URRACO COFFEE-SGT TESTIN	0.00	79.78	
001-000-000-52122-3100	Office and Operating		SAFEWAY BREAKFAST ITE	31.78		
001-000-000-52122-3100	Office and Operating		URRACO COFFEE-SGT TEST	48.00		
AMAZON	Invoice	08/01/2018	AMAZON ORDER-D.O.T DAYTONA CRUISE	0.00	394.63	
001-000-000-52122-3100	Office and Operating		AMAZON ORDER-D.O.T DA	394.63		
JUL/2018	Invoice	07/24/2018	REIMBURSE TRAVEL-RECORDS UNIT PDR	0.00	224.62	
001-000-000-52140-4302	Travel-PD Operations		REIMBURSE TRAVEL-RECO	224.62		
VEN01458	SARA CHILDERS-POLICE PETTY CASH	08/21/2018	Regular	0.00	17.42	18389
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
195253	Invoice	07/24/2018	TAGS AWARDS - ENGRAV ING-DAN PATT	0.00	17.42	
001-000-000-52122-4100	Professional Services		TAGS AWARDS - ENGRAV I	17.42		
VEN01590	SARAH MARTIN	08/21/2018	Regular	0.00	36.00	18390



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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
JUL/2018	Invoice	07/01/2018	JUL/2018 ZUMBA INSTRUCTOR	0.00	36.00	
001-000-000-57120-4100		Professional Services		JUL/2018 ZUMBA INSTRUC	36.00	
175940	SCOTT E ALEXANDER, ATTY	08/21/2018	Regular	0.00	95.74	18391
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
AUG/2018	Invoice	08/01/2018	AUG/2017 JUDGE PRO TEM SERVICES	0.00	95.74	
001-000-000-51250-4101		Judge Pro-Tem		AUG/2018 JUDGE PRO TE	95.74	
178231	SEAN CARNEY	08/21/2018	Regular	0.00	280.00	18392
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
JUL/2018	Invoice	08/09/2018	JUL/2018 KIMUDO INSTRUCTOR PMT	0.00	280.00	
001-000-000-57120-4100		Professional Services		JUL/2018 KIMUDO INSTRU	280.00	
186243	SHELTON HIGH SCHOOL ASB	08/21/2018	Regular	0.00	1,055.00	18393
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
20170104	Invoice	07/23/2018	DEC/2017-FEB/2018 YOUTH BASKETBALL	0.00	335.00	
001-000-000-57120-4100		Professional Services		DEC/2017-FEB/2018 YOU	335.00	
20170105	Invoice	07/23/2018	MAR - MAY/2018 ADULT BASKETBALL	0.00	250.00	
001-000-000-57120-4100		Professional Services		MAR - MAY/2018 ADULT	250.00	
20170106	Invoice	07/23/2018	NOV/2017-FEB/2018 YOUTH BASKETBAL	0.00	370.00	
001-000-000-57120-4100		Professional Services		NOV/2017-FEB/2018 YOU	370.00	
20170108-REVISE	Invoice	07/23/2018	DEC/2017-JAN/2018 YOUTH BASKETBALL	0.00	100.00	
001-000-000-57120-4100		Professional Services		DEC/2017-JAN/2018 YOU	100.00	
200531	SHELTON MAIL & SHIP	08/21/2018	Regular	0.00	38.76	18394
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
6257	Invoice	08/06/2018	PKG ID #6257-WSP CRIME LAB	0.00	18.77	
001-000-000-52122-4900		Miscellaneous		PKG ID #6257-WSP CRIME	18.77	
6265	Invoice	08/07/2018	PKG ID #6265-WSP CRIME LAB	0.00	19.99	
001-000-000-52122-4900		Miscellaneous		PKG ID #6265-WSP CRIME	19.99	
191000	SKIPWORTH'S SAW AND MOWER	08/21/2018	Regular	0.00	377.16	18395
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
08-03-18	Invoice	08/03/2018	08/03/18-SHARPEN, 2 ALREADY SHARP	0.00	32.64	
404-000-000-53180-4800		Repairs and Maintenance		08/03/18-SHARPEN, 2 ALR	32.64	
08-03-18-1	Invoice	08/03/2018	08/03/18-BAR, MIX, SAFETY GLASSES	0.00	290.13	
401-000-000-53480-3100		Office and Operating		08/03/18-BAR, MIX, SAFET	290.13	
08-07-18	Invoice	08/07/2018	08/07/18-STHL HEDGE SHEARS	0.00	54.39	
001-000-000-52360-3100		Office and Operating		08/07/18-STHL HEDGE SH	54.39	
196300	STERICYCLE, INC.	08/21/2018	Regular	0.00	10.36	18396
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
3004354914	Invoice	07/31/2018	CUST #6060343 -JUL/2018 ON CALL SERVI	0.00	10.36	
001-000-000-52122-4900		Miscellaneous		CUST #6060343 -JUL/2018	10.36	
VEN01578	SUMMIT LAW GROUP	08/21/2018	Regular	0.00	3,398.00	18397
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
93932	Invoice	07/19/2018	JUN/2018 PROFESSIONAL SERVICES	0.00	3,398.00	
001-000-000-52122-4100		Professional Services		JUN/2018 PROFESSIONAL	3,398.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
200260	TAKE AIM, LLC	08/21/2018	Regular	0.00	582.14	18398
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>6463</u>	Invoice	08/02/2018	ACCT #SPD-001-UNIFORM & ALTERATION	0.00	454.07	
<u>001-000-000-52122-3101</u>		Uniforms		ACCT #SPD-001-UNIFORM	454.07	
<u>6494</u>	Invoice	08/07/2018	ACCT #SPD-001-UNIFORM & ALTERATION	0.00	128.07	
<u>001-000-000-52122-3101</u>		Uniforms		ACCT #SPD-001-UNIFORM	128.07	
178252	TASCHNER & ASSOCIATES, PLLC	08/21/2018	Regular	0.00	7,000.00	18399
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>AUG/2018</u>	Invoice	08/01/2018	AUG/2018 INDIGENT DEFENSE	0.00	7,000.00	
<u>001-000-000-51593-4100</u>		Adult Misdemeanor		AUG/2018 INDIGENT DEFE	7,000.00	
189670	THE SHOPPER	08/21/2018	Regular	0.00	381.45	18400
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>30189</u>	Invoice	07/23/2018	JOB #15225 - WINDOW ENVELOPES	0.00	194.48	
<u>001-000-000-51421-3100</u>		Office and Operating		JOB #15225 - WINDOW EN	97.24	
<u>001-000-000-51423-3100</u>		Office and Operating		JOB #15225 - WINDOW EN	97.24	
<u>30355</u>	Invoice	08/01/2018	JOB #DPS#-4378 PW WARNING SIGNS	0.00	186.97	
<u>401-000-000-53480-4100</u>		Professional Services		JOB #DPS#-4378 PW WAR	186.97	
201255	TOTAL BATTERY & AUTO SUPPLY	08/21/2018	Regular	0.00	53.86	18401
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>795666</u>	Invoice	08/01/2018	POLYPROPYLENE PADS-UNIV. GREY	0.00	53.86	
<u>503-000-000-54865-3100</u>		Office and Operating		POLYPROPYLENE PADS-UN	53.86	
201300	TOZIER TRUE VALU HARDWARE	08/21/2018	Regular	0.00	429.26	18402
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>428822</u>	Invoice	07/25/2018	CUST #20090-PREEN GRDN WEED PREVE	0.00	16.83	
<u>402-400-000-53580-3100</u>		Office and Operating		CUST #20090-PREEN GRD	16.83	
<u>428922</u>	Invoice	07/30/2018	CUST #20090-TEK 5/8X100 ZERO-G HOSE	0.00	110.52	
<u>001-000-000-57680-3100</u>		Office and Operating		CUST #20090-TEK 5/8X100	110.52	
<u>428924</u>	Invoice	07/30/2018	CUST #20090-LINE TRIMR COMM 200FT	0.00	13.05	
<u>402-400-000-53580-3100</u>		Office and Operating		CUST #20090-LINE TRIMR	13.05	
<u>428939</u>	Invoice	07/30/2018	CUST #20090-ACE 5GAL PAIL LOGO	0.00	11.82	
<u>402-400-000-53580-3100</u>		Office and Operating		CUST #20090-ACE 5GAL P	11.82	
<u>428941</u>	Invoice	07/30/2018	CUST #20090-NUTS & BOLTS	0.00	15.23	
<u>401-000-000-53480-3100</u>		Office and Operating		CUST #20090-NUTS & BOL	15.23	
<u>428970</u>	Invoice	07/31/2018	CUST #20090-NUTS & BOLTS	0.00	10.21	
<u>503-000-000-54865-3104</u>		Oper Supp-Parts-EM&R V		CUST #20090-NUTS & BOL	10.21	
<u>429009</u>	Invoice	08/01/2018	CUST #20090-TEFLON TAPE, THREAD SEA	0.00	4.33	
<u>402-400-000-53580-3100</u>		Office and Operating		CUST #20090-TEFLON TAP	4.33	
<u>429040</u>	Invoice	08/02/2018	CUST #20090-PUMP SUMP 1/2 HP FLOAT	0.00	144.69	
<u>402-400-000-53580-3100</u>		Office and Operating		CUST #20090-PUMP SUMP	144.69	
<u>429043</u>	Invoice	08/02/2018	CUST #20090-THREAD SEAT, COUPLE, NIP	0.00	14.66	
<u>402-400-000-53580-3100</u>		Office and Operating		CUST #20090-THREAD SEA	14.66	
<u>429104</u>	Invoice	08/06/2018	CUST #20090-TERM SPD INS22, WIRE PRI	0.00	17.36	
<u>001-000-000-52250-3100</u>		Office and Operating		CUST #20090-TERM SPD I	17.36	
<u>429114</u>	Invoice	08/06/2018	CUST #20090-ROTOR SPRINKLER POPUP	0.00	14.02	
<u>402-400-000-53580-3100</u>		Office and Operating		CUST #20090-ROTOR SPRI	14.02	
<u>429121</u>	Invoice	08/06/2018	CUST #20090-ROTOR SPRINKLER POPUP	0.00	26.19	
<u>402-400-000-53580-3100</u>		Office and Operating		CUST #20090-ROTOR SPRI	26.19	



## Check Register

Packet: APPKT00944-August 21, 2018 - Payables "B" Packet

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
429127	Invoice	08/07/2018	CUST #20090-SPRAYER ORBITAL, BRUSH	0.00	21.27	
<u>001-000-000-57680-3100</u>	Office and Operating		CUST #20090-SPRAYER OR		21.27	
429156	Invoice	08/08/2018	CUST #20090-PROPANE	0.00	14.75	
<u>402-400-000-53580-3200</u>	Gas & Oil		CUST #20090-PROPANE		14.75	
429169	Credit Memo	08/08/2018	CUST #20090 - TOILET TANK FLAPPER FLU	0.00	-13.82	
<u>402-400-000-53580-3100</u>	Office and Operating		CUST #20090 - TOILET TAN		-13.82	
429182	Invoice	08/09/2018	CUST #20090-NUTS & BOLTS	0.00	8.15	
<u>401-000-000-53480-3100</u>	Office and Operating		CUST #20090-NUTS & BOL		8.15	
VEN01656	TRACTOR SUPPLY CREDIT PLAN	08/21/2018	Regular	0.00	227.82	18403
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<u>61662-REISSUE</u>	Invoice	05/10/2018	ROUNDUP PRO BACKPACK SPRAYER-REIS	0.00	227.82	
<u>401-000-000-53480-3100</u>	Office and Operating		ROUNDUP PRO BACKPACK		227.82	
202195	U.S. BANK N.A.-CUSTODY	08/21/2018	Regular	0.00	22.00	18404
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<u>JUL/2018</u>	Invoice	07/01/2018	JUL/2018 CUSTODY CHARGES 07/01/18-0	0.00	22.00	
<u>001-000-000-51423-4102</u>	Prof Services-Banking Fee		JUL/2018 CUSTODY CHAR		22.00	
202340	UTILITIES UNDERGROUND LOCATIO	08/21/2018	Regular	0.00	180.60	18405
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<u>8070221</u>	Invoice	07/31/2018	ACCT #100100-JUL/2018 EXCAVATION N	0.00	180.60	
<u>401-000-000-53480-4100</u>	Professional Services		ACCT #100100-JUL/2018 E		60.19	
<u>402-300-000-53580-4100</u>	Professional Services		ACCT #100100-JUL/2018 E		60.19	
<u>404-000-000-53180-4100</u>	Prof Serv-Stormwater Im		ACCT #100100-JUL/2018 E		60.22	
145325	VALVOLINE LLC	08/21/2018	Regular	0.00	64.72	18406
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<u>82833</u>	Invoice	08/01/2018	OIL CHANGE #59480D	0.00	64.72	
<u>001-000-000-52122-4805</u>	Repairs and Maintenance		OIL CHANGE #59480D		64.72	
202392	VERIZON WIRELESS	08/21/2018	Regular	0.00	1,989.59	18407
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<u>9811330772</u>	Invoice	07/20/2018	ACCT #972465947-00001 JUN 21-JUL 20,	0.00	1,989.59	
<u>001-000-000-52122-4200</u>	Communication		ACCT #972465947-00001 J		1,989.59	
VEN01421	VWR INTERNATIONAL LLC	08/21/2018	Regular	0.00	954.43	18408
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<u>8083024308</u>	Invoice	07/20/2018	ACCT #80510284-MEDIA AMPULE PK50	0.00	480.21	
<u>402-400-000-53580-3100</u>	Office and Operating		ACCT #80510284-MEDIA A		480.21	
<u>8083149512</u>	Invoice	07/31/2018	ACCT #80510284-MEDIA AMPULE PK50	0.00	474.22	
<u>402-400-000-53580-3100</u>	Office and Operating		ACCT #80510284-MEDIA A		474.22	
202990	WA ASSOC PUBLIC RECORDS	08/21/2018	Regular	0.00	100.00	18409
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<u>307</u>	Invoice	08/02/2018	MEMBERSHIP RENEWAL-KIMBERLY KILM	0.00	25.00	
<u>001-000-000-51430-4900</u>	Miscellaneous		MEMBERSHIP RENEWAL-K		25.00	
<u>308</u>	Invoice	08/02/2018	MEMBERSHIP RENEWAL-MARI HEROLD T	0.00	25.00	
<u>001-000-000-51810-4900</u>	Miscellaneous		MEMBERSHIP RENEWAL-		25.00	
<u>346</u>	Invoice	08/02/2018	MEMBERSHIP RENEWAL-DONNA NAULT	0.00	25.00	
<u>001-000-000-51430-4900</u>	Miscellaneous		MEMBERSHIP RENEWAL-D		25.00	

## Check Register

Packet: APPKT00944-August 21, 2018 - Payables "B" Packet

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<u>3865</u>	Invoice	08/01/2018	MEMBERSHIP RENEWAL-SARAH CHILDER	0.00	25.00	
<u>001-000-000-52122-4900</u>	Miscellaneous		MEMBERSHIP RENEWAL-S		25.00	
203115	WALMART COMMUNITY/GEMB	08/21/2018	Regular	0.00	313.63	18410
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<u>01040</u>	Invoice	08/08/2018	ACCT #6032 2020 0021 4172 - MISC SUPP	0.00	313.63	
<u>401-000-000-53480-3100</u>	Office and Operating		ACCT #6032 2020 0021 41		313.63	
203780	WATER MGMNT LABORATORIES INC	08/21/2018	Regular	0.00	178.00	18411
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<u>168852</u>	Invoice	07/30/2018	ACCT #AS201R - FECAL COLIFORM MPN	0.00	178.00	
<u>402-400-000-53580-4100</u>	Professional Services		ACCT #AS201R - FECAL CO		178.00	
VEN01689	WAUNCH CONSTRUCTION	08/21/2018	Regular	0.00	348,591.46	18412
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<u>EST #2</u>	Invoice	08/02/2018	EST #2 DOWNTOWN CONNECTOR 07/01/	0.00	348,591.46	
<u>302-000-000-59530-6300</u>	CAPITAL IMPROVEMENT-	17-DOWNTOWN	EST #2 DOWNTOWN CON		313,732.31	
<u>404-000-000-59540-6300</u>	STORM CAPITAL EXP-Con	17-DOWNTOWN	EST #2 DOWNTOWN CON		34,859.15	
203900	WESMAR COMPANY, INC	08/21/2018	Regular	0.00	1,206.38	18413
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<u>253867</u>	Invoice	07/20/2018	CUST #31175-SODIUM HYPOCHLORITE 12	0.00	603.19	
<u>401-000-000-53480-3104</u>	Office and Operating-Chl		CUST #31175-SODIUM HY		603.19	
<u>254238</u>	Invoice	08/01/2018	CUST #31175-SODIUM HYPOCHLORITE 12	0.00	603.19	
<u>401-000-000-53480-3104</u>	Office and Operating-Chl		CUST #31175-SODIUM HY		603.19	
204069	WESTERN STEEL & SUPPLY, INC.	08/21/2018	Regular	0.00	782.53	18414
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<u>105549</u>	Invoice	07/31/2018	PO #00042D-DOM RD TUBE #00042D	0.00	782.53	
<u>503-000-000-54865-3104</u>	Oper Supp-Parts-EM&R V		PO #00042D-DOM RD TUB		782.53	
155563	YOUNGLOVE & COKER-PLLC	08/21/2018	Regular	0.00	6,500.00	18415
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>		
<u>JUL/2018</u>	Invoice	07/25/2018	JUL/2018 CITY PROSECUTING ATTY SERVI	0.00	6,500.00	
<u>001-000-000-51530-4101</u>	Prof Serv - Prosecutor		JUL/2018 CITY PROSECUTI		6,500.00	

## Bank Code APBNK -Warrants Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	213	98	0.00	1,115,696.32
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>213</b>	<b>98</b>	<b>0.00</b>	<b>1,115,696.32</b>

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	8/2018	1,115,696.32
			<u>1,115,696.32</u>



## CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item E1)

Touch Date: 06/22/18  
Brief Date: 08/21/18  
Action Date: **09/04/18**

Department: Public Works  
Presented By: **Craig Gregory**

### APPROVED FOR COUNCIL PACKET:

Action Requested:

#### ROUTE TO:

#### REVIEWED:

☒ Dept. Head

☐ Finance Director

☐ Attorney

☐ City Clerk

☐ City Manager

PROGRAM/PROJECT TITLE:  
**Access Shelton Concept**

#### ATTACHMENTS:

Access Shelton Presentation pdf

☐

Ordinance

☐

Resolution

☐

Motion

☒

Other

### DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

In the past, project development has been reactive to the needs of the city. Public Works wants to change and be more proactive when it comes to the concepts of our future projects. Part of that process is looking at the overall big picture; this is where "Access Shelton" stemmed from. It originated with the Alder Street project, which turned into "Downtown Connector", (Phase I), then "Turner Avenue", (Phase II). With both of those projects under construction and looking at future projects that we need to start seeking funding for, Public Works has expand our thinking to all areas of our city and came up with the concept of "Access Shelton". We want our city, no matter which route or mode of transportation you use to reach us, to be welcoming and pleasant.

Adopting this concept will not only give our citizens something to look forward to, it will also help staff ease from funding level design to full design without interruption, knowing these are the projects we are wanting to focus on over the next five years. Contracts will still be brought to the Council's attention as they arise, but approving this model will allow us to seek funding and apply for grants within each grant's deadline, without delay.

### ANALYSIS/OPTIONS/ALTERNATIVES:

N/A

### BUDGET/FISCAL INFORMATION:

See the Funding page (attached). Further information can be obtained from the Public Works Department.

### PUBLIC INFORMATION REQUIREMENTS:

Information can be obtained from the Public Works Department.

### STAFF RECOMMENDATION/MOTION:

Staff requests the Council concur to place this item on the September 4, 2018 action agenda.





# ACCESS SHELTON

## Strategic Initiative for Sidewalks and Surfaces

### Targeted Funding

- \$40,000/year for ramps
- \$400,000/year TBD for surfaces
- Grant applications

### Thematic Plans

- Sidewalk Priority Plan
- ADA Transition Plan
- Pavement Condition Ratings

**Strategies:** Resources for paving and accessibility

**Priorities:** Thematic plans for ramps, pavement and streetscape

**Capacity:** Increase city crew capabilities for street repair

**Grants:** Pursue funding to leverage up city investments

### Elements:

- Walkability
- Base & Surface integrity
- Streetscape
- Safety
- Continuity
- Complete Streets

## Strategic Projects:

- Sidewalks and Paths
- Streetscape
- Base and Surface
- Ramps
- Residential Resurfacing
- Pavement Preservation Program



# Phase III

A) Roundabout at Wallace Kneeland/13<sup>th</sup>

B) Roundabout at Wallace Kneeland/Shelton Springs



Design concept for Phase III A  
Wallace Kneeland Blvd and 13th/Brockdale Rd.  
Intersection





Design concept for Phase III B  
Wallace Kneeland Blvd and Shelton Springs Rd.  
Intersection



# Phase IV

West Downtown

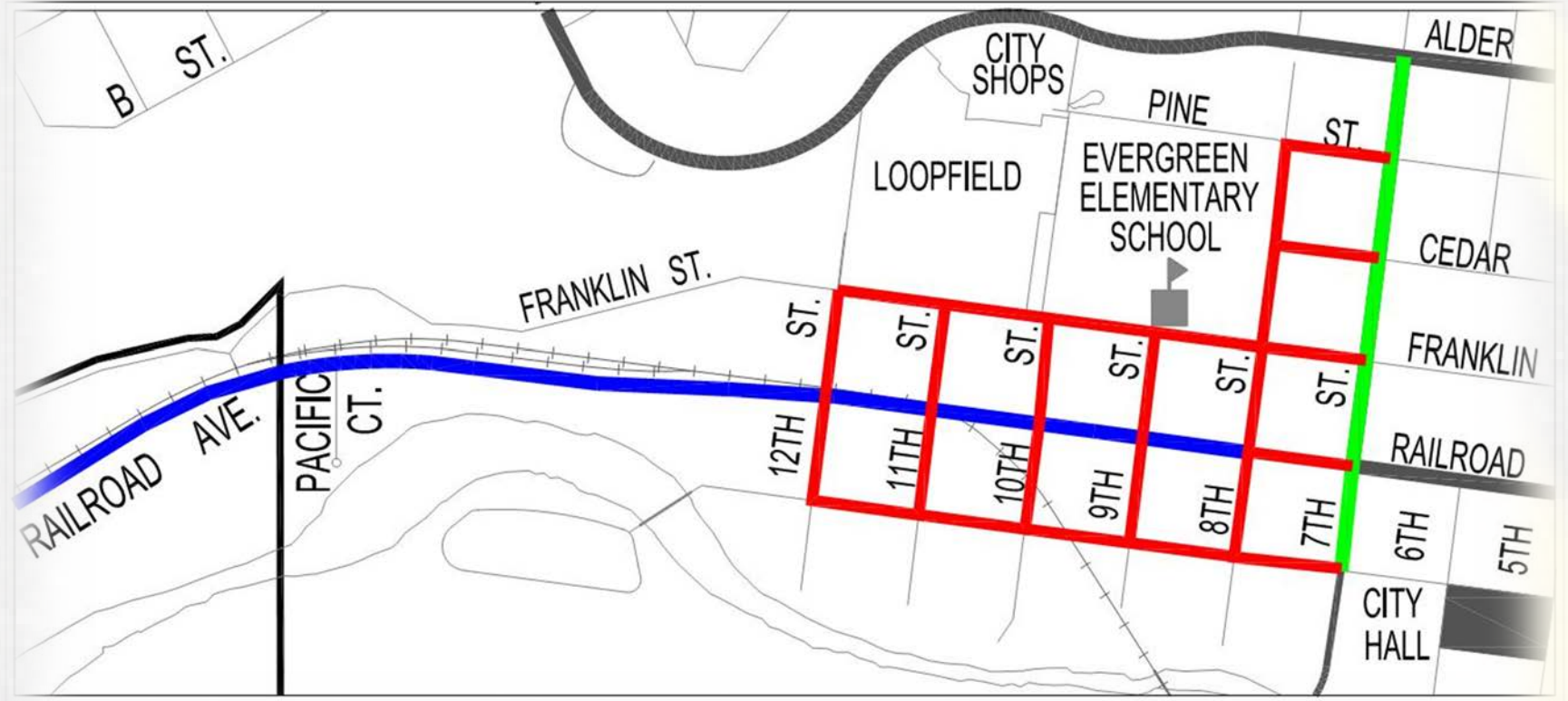


### Project Scope

- Designated Pedestrian Sidewalks
- ADA Accessible Ramps

### Benefits

- Promotes Walkability
- Streetscape
- Safety
- Continuity
- Base and Surface Integrity



A) Railroad, 8<sup>th</sup> to City Limits

B) 7<sup>th</sup>, Alder to Cota

C) Remaining streets



# Phase V

13<sup>th</sup>/Brockdale, Wallace Kneeland to Island Lake Drive

# Phase VI

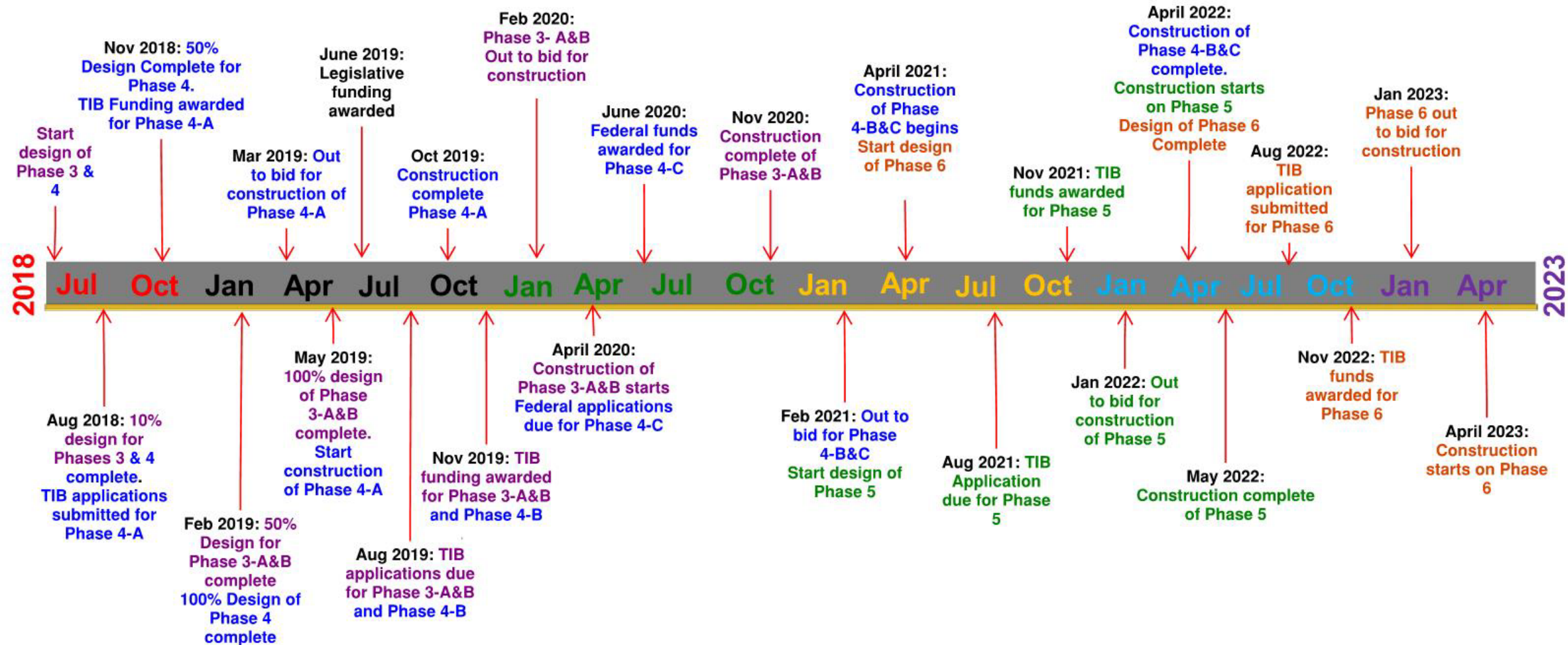
Olympic Highway North, 'C' Street to 'K' Street

2018  
2019  
2020  
2021  
2022  
2023



# Timeline

Phase 3 – Wallace Kneeland Roundabouts  
Phase 4 - West Downtown  
Phase 5 – 13<sup>th</sup>/Brockdale, Wallace Kneeland to Island Lake Dr.  
Phase 6 – Olympic Hwy North, C St. to K St.





## Design Projects Proposed for 2019-2023 Construction

Project		Estimated City Contribution						Anticipated Grant/Legislative Funding						
		2018	2019	2020	2021	2022	2023	2018	2019	2020	2021	2022	2023	
Wallace/13th Intersection	Design	\$30,000	\$170,000											
Access Shelton Phase 3A	Construction 2020			\$350,000						\$1,650,000				
Wallace/Shelton Springs Intersection	Design	\$30,000	\$170,000											
Access Shelton Phase 3B	Construction 2020			\$350,000						\$1,650,000				
West Downtown Shelton	Design	\$50,000	\$100,000											
Access Shelton Phase 4A	Construction 2019		\$425,000						\$800,000					
Access Shelton Phase 4B	Construction 2020			\$40,000						\$360,000				
Access Shelton Phase 4C	Construction 2023				\$400,000						\$1,600,000			
Arterial Preservation Projects	Design				\$50,000									
Brockdale (Wallace-Island Lk Dr.) Phase 5	Construction 2021										\$500,000			
Olympic Highway North	Design				\$150,000	\$150,000								
Access Shelton Phase 6	Construction 2023						\$300,000						\$4,500,000	
Paving 20 Residential Blocks		\$200,000	\$200,000	\$250,000	\$250,000	\$250,000	\$250,000							
Roadway Maintenance Activities			\$200,000	\$200,000	\$200,000	\$200,000	\$200,000							
		Total						Total						
		\$310,000	\$1,265,000	\$1,190,000	\$1,050,000	\$600,000	\$750,000	\$5,165,000	\$800,000	\$3,660,000	\$2,100,000	\$0	\$4,500,000	\$11,060,000

	2018	2019	2020	2021	2022	2023	
REET	\$275,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	
TBD	\$1,300,000	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	
TIF	\$525,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	<i><b>TOTAL</b></i>
Total City Funds	\$2,100,000	\$700,000	\$700,000	\$700,000	\$700,000	\$700,000	<i><b>\$5,600,000</b></i>

# 2018-2023 Funding Summary

*Overall City Match Required	\$ 5,165,000
<u>Overall Potential Grant Funds</u>	<u>\$11,060,000</u>
Total Project Funds	= \$16,225,000

\*Projected City Funds (TBD, TIF, REET) Available = \$5,600,000



## CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item E2)

Touch Date: 08/06/18  
Brief Date: 08/21/18  
Action Date: **09/04/18**

Department: Public Works  
Presented By: **Craig Gregory**

### APPROVED FOR COUNCIL PACKET:

Action Requested:

#### ROUTE TO:

#### REVIEWED:

- ☒ Dept. Head \_\_\_\_\_
- ☐ Finance Director \_\_\_\_\_
- ☐ Attorney \_\_\_\_\_
- ☐ City Clerk \_\_\_\_\_
- ☐ City Manager \_\_\_\_\_

PROGRAM/PROJECT TITLE:  
**Residential Paving Contract**

ATTACHMENTS:  
Construction Contract

- ☐ Ordinance
- ☐ Resolution
- ☐ Motion
- ☒ Other

### DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

There are several areas throughout our city that have failing pavement or rough driving surfaces; these streets will not qualify for any type of grant or outside financial assistance. Although we would like to replace all streets that are in need of new pavement, the cost is just too great. We have set a goal to resurface 20 residential blocks through the city each year. City staff has gone throughout the city to determine which areas are in greater need than others, and have started to develop a pavement rating system to assist in selecting roads to resurface over the next few years. City crews will be preparing the areas for resurfacing. Using the MRSC Small Works Roster, an Invitation to Bid (ITB) was distributed on July 27, 2018, bids were opened on August 20, 2018. We received \_\_\_ responsive bids with \_\_\_\_\_ having the lowest, responsible bid of \$\_\_\_\_\_.

### ANALYSIS/OPTIONS/ALTERNATIVES:

N/A

### BUDGET/FISCAL INFORMATION:

This is a project that was budgeted in the 2018 Street budget.

### PUBLIC INFORMATION REQUIREMENTS:

Information can be obtained through the Public Works Department

### STAFF RECOMMENDATION/MOTION:

Staff requests the Council concur to place the Residential Paving Contract on the September 4, 2018 action agenda.



**CITY OF SHELTON**  
**CONSTRUCTION CONTRACT**  
For  
**2018 20 Block Paving Program**

THIS AGREEMENT, made in two (2) copies each deemed an original, and entered into by and between the City of Shelton Washington, (Owner), under and by virtue of Title 35 RCW as amended, and \_\_\_\_\_, (Contractor).

WITNESSETH:

In consideration of the terms and conditions contained in this Agreement and any Attachments referred to in this Agreement and incorporated by reference, the Owner and Contractor agree as follows:

Owner Responsibilities. The City of Shelton, Washington, hereby agrees to retain the Contractor to perform the work to its completion in accordance with the attached plans and specifications subject to the terms and conditions of this Agreement.

Price. The Owner agrees to pay the bid amount of \$\_\_\_\_\_, including sales tax, for the work specified in the bid, subject to 1-04.6 of the most current Standard Specifications and any change orders hereafter approved in writing by both the Owner and the Contractor.

Contractor Responsibilities. The Contractor shall do all work and furnish all tools, materials and equipment for the **2018 20 Block Paving Program**, in accordance with and as described in the proposal and the plans and specifications attached as **Attachment A**, and shall conform to the most current WSDOT Standard Specifications for Road, Bridge and Municipal Construction, herein after jointly referred to as the Standard Specifications, which are incorporated herein by this reference<sup>1</sup>.

The Contractor shall provide and bear the expense of all equipment, permits (if applicable), work and labor of any sort whatsoever that may be required for transfer of materials and for constructing and completing the work agreed upon. Contractor shall guarantee the work for a period of one year after completion of this Agreement, except as may be modified by the plans, specifications and/or contract documents agreed upon by the Owner and Contractor. Contractor shall be responsible for paying all wages in accordance with Section 1-07.9(1) of the most current WSDOT Standard Specifications for Road, Bridge and Municipal Construction.

The City of Shelton COMPLIES WITH THE PREVAILING WAGE LAW OF THE STATE OF WASHINGTON (CHAPTER 39.12 RCW) AND REQUIRES ALL CONTRACTORS TO COMPLY. Current prevailing wage rates are as set forth in **Attachment B**.

City Business License In accordance with Shelton Municipal Code, anyone executing a contract with the City of Shelton in subject to the licensing requirements and business and occupation tax levied under the Shelton Municipal Code. The City of Shelton Business License is required irrespective of whether goods or services are delivered inside of outside of the city limits, or whether the person's physical office is inside or outside of the city limits.

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<sup>1</sup>The WSDOT Standard Specifications for Road, Bridge and Municipal Construction is incorporated in total by reference except as expressly exempt in this agreement. References to specific sections in this Agreement are intended to aid the parties in locating specific language and not intended to exclude other portions of the WSDOT Specifications.

Completion of Work. Work shall be completed within **20 (twenty) Working Days** from the Effective Date of the Notice to Proceed.

Indemnification/Hold Harmless. The Contractor shall defend, indemnify and hold the Public Entity, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the Public Entity.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the Public Entity, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

**A. Insurance Term**

The Contractor shall procure and maintain insurance, as required in this Section, without interruption from commencement of the Contractor's work through the term of the contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated herein.

**B. No Limitation**

The Contractor's maintenance of insurance, its scope of coverage and limits as required herein shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the Public Entity's recourse to any remedy available at law or in equity.

**C. Minimum Scope of Insurance**

The Contractor's required insurance shall be of the types and coverage as stated below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
2. Commercial General Liability insurance shall be as least at broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. The Public Entity shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the Public Entity using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Contractors Pollution Liability insurance covering losses caused by pollution conditions that arise from the operations of the Contractor. Contractors Pollution Liability insurance shall be written in an amount of at least \$1,000,000 per loss, with an annual aggregate of at least \$1,000,000. Contractors Pollution Liability shall cover bodily injury, property damage, cleanup costs and defense including costs and expenses incurred in the investigation, defense, or settlement of claims.

If the Contractors Pollution Liability insurance is written on a claims-made basis, the Contractor warrants that any retroactive date applicable to coverage under the policy precedes the effective date of this contract; and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of three (3) years beginning from the time that work under the contract is completed.

The Public Entity shall be named by endorsement as an additional insured on the Contractors Pollution Liability insurance policy.

If the scope of services as defined in this contract includes the disposal of any hazardous materials from the job site, the Contractor must furnish to the Public Entity evidence of Pollution Liability insurance maintained by the disposal site operator for losses arising from the insured facility accepting waste under this contract. Coverage certified to the Public Entity under this paragraph must be maintained in minimum amounts of \$1,000,000 per loss, with an annual aggregate of at least \$1,000,000.

#### **D. Minimum Amounts of Insurance**

The Contractor shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.

#### **E. Public Entity Full Availability of Contractor Limits**

If the Contractor maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are



greater than those required by this contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Contractor.

**F. Other Insurance Provision**

The Contractor's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the Public Entity. Any insurance, self-insurance, or self-insured pool coverage maintained by the Public Entity shall be excess of the Contractor's insurance and shall not contribute with it.

**G. Acceptability of Insurers**

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

**H. Verification of Coverage**

The Contractor shall furnish the Public Entity with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsements, evidencing the insurance requirements of the Contractor before commencement of the work. Upon request by the Public Entity, the Contractor shall furnish certified copies of all required insurance policies, including endorsements, required in this contract and evidence of all subcontractors' coverage.

**I. Subcontractors' Insurance**

The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the Public Entity is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement as least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.

**J. Notice of Cancellation**

The Contractor shall provide the Public Entity and all Additional Insureds for this work with written notice of any policy cancellation within two business days of their receipt of such notice.

**K. Failure to Maintain Insurance**

Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the Public Entity may, after giving five business days notice to the Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Public Entity on demand, or at the sole discretion of the Public Entity, offset against funds due the Contractor from the Public Entity.

Disputes & Claims. Disputes and claims related in any way to this Agreement shall be governed by the procedures set forth in section 1-09 of the most current Standard Specifications. The Contractor shall first pursue resolution of disputes and claims through the administrative process, then non-binding arbitration, and, finally, binding arbitration. Litigation shall only be

commenced when all other methods of alternative dispute resolution have been exhausted or where the claims are in excess of \$250,000.

Liquidated Damages. If the work is not completed within the time specified, the Contractor agrees to pay the Owner liquidated damages in the sum specified in Section 1-08.9 of the most current Standard Specifications for each day that said work remains uncompleted after expiration of the time specified under this Agreement.

It is further provided that no liability shall attach to the City of Shelton, Washington, by reason of entering into this Agreement, except as expressly provided herein.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed the day and year of the last signature affixed hereto.

**CONTRACTOR NAME**

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed

\_\_\_\_\_  
Contractor Name

Federal Tax ID No. \_\_\_\_\_

Contractor License # \_\_\_\_\_

**CITY OF SHELTON**

COUNTERSIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2018

IN WITNESS WHERE OF the parties hereto have caused this agreement to be executed the day and year first herein above written.

\_\_\_\_\_  
Bob Rogers, Mayor

Attested:

\_\_\_\_\_  
Witness

ATTACHMENT "A"



ATTACHMENT "B"

PREVAILING MINIMUM HOURLY WAGE RATES

For Prevailing Wage Rates, please visit:

<https://fortress.wa.gov/Ini/wagelookup/prvWagelookup.aspx>



## CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item E3)

Touch Date: 8/14/18  
Brief Date: 8/21/18  
Action Date: **9/4/18**

Department: Finance  
Presented By: **Teri Schnitzer and Sandi Hines**

### APPROVED FOR COUNCIL PACKET:

#### ROUTE TO:

- ☐ Dept. Head  
☐ Finance Director  
☐ Attorney  
☒ City Clerk  
☒ City Manager

#### REVIEWED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### PROGRAM/PROJECT TITLE:

Ordinance No. 1927-0818  
2018 Revised Budget

#### ATTACHMENTS:

2018 Revised Budget – Total  
Adjustments

2018 Revised Budget – General Fund  
Adjustments

#### Action Requested:

- ☐ Ordinance  
☐ Resolution  
☐ Motion  
☒ Other

### DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

2018 Revised Budget to include all fund adjustments to adequately fund operations, recognize current obligations and adjust for unforeseen expenses.

### ANALYSIS/OPTIONS/ALTERNATIVES:

### BUDGET/FISCAL INFORMATION:

The 2018 budget was adopted with a \$2.4 million all funds deficit, which \$1.8 million of this deficit was the general fund. The following reasons for the deficit in the general fund are:

- The 2018 beginning fund balance was significantly overstated
- Revenue projections were not updated for 2018
- Personnel salaries, cost of living adjustment (COLA) not updated and/or included
- Health benefits, L&I, state retirement rates had not been updated
- Costs associated with change of government structure and increased Council not budgeted

### PUBLIC INFORMATION REQUIREMENTS:

N/A

### STAFF RECOMMENDATION/MOTION:

Staff recommends a 1<sup>st</sup> reading of Ordinance No. 1927-0818 and that the Council concur to move this item to the Action Agenda for September 4, 2018 City Council Meeting.”

## **ORDINANCE NO. 1927-1217**

### **AN ORDINANCE OF THE CITY OF SHELTON, WASHINGTON, AMENDING THE ANNUAL BUDGET FOR THE YEAR ENDING DECEMBER 31, 2018**

WHEREAS, the Shelton City Commission adopted the 2018 budget pursuant to Ordinance No. 1912-1217; and

WHEREAS, the City is prohibited from over expending its appropriated budget as set forth in Ordinance No. 1912-1217; and

WHEREAS, certain revisions to the 2018 budget are now necessary and the City Council finds that the proposed adjustments to the Annual Budget for 2018 reflect revenues and expenditures that are intended to ensure the provision of vital municipal services at acceptable levels;

NOW, THEREFORE, be it ordained by the City Council of the City of Shelton, Washington:

#### **Section 1.**

The August 2018 adjustments to the Annual Budget of the City of Shelton for 2018 are hereby adopted. In summary form, the totals of estimated revenues and appropriations for each separate fund and the aggregate totals for all such funds combined are as follows:

	<b>Adopted Budget</b>	<b>Adjustments</b>	<b>Revised Budget</b>
<b>All Funds</b>	\$ 48,469,375	\$ (1,767,347)	\$ 46,702,028
<b>General</b>	16,175,774	(1,065,555)	15,110,219
<b>Tourism</b>	135,036	22,229	157,265
<b>Bond</b>	287,955	(9,246)	278,709
<b>Capital</b>	5,833,338	601,180	6,434,518
<b>Water</b>	3,713,063	183,013	3,896,076
<b>Sewer</b>	17,426,037	(2,501,770)	14,924,267
<b>Solid Waste</b>	692,112	670,597	1,362,709
<b>Storm Drainage</b>	1,469,041	223,200	1,692,241
<b>PR Benefits</b>	375,848	(103,226)	272,622
<b>EM&amp;R</b>	1,648,943	185,255	1,834,198
<b>Firemen's Pension</b>	597,311	25,728	623,039
<b>Library</b>	114,916	1,249	116,165



## **Section 2.**

The Legislature having given authority over the budget to the City Council, this shall take effect five days after its passage and approval as required by law.

INTRODUCED the 21<sup>st</sup> day of August, 2018.

ADOPTED by the City Council of the City of Shelton, Mason County, Washington at a regular open public meeting held the 4<sup>th</sup> day of September, 2018, the following Councilmembers being present and voting in favor of this ordinance.

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Mayor Rogers

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Deputy Mayor Peterson

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Councilmember Cronic

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Councilmember Dorcy

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Councilmember McDowell

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Councilmember Onisko

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Councilmember Schmit

ATTEST:

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City Clerk

# City of Shelton

## 2018 Revised Budget

### Total Budget Adjustments

REVENUE		EXPENDITURES	
Budget Item	Amount	Budget Item	Amount
<b>General Fund</b>		<b>General Fund</b>	
Property Tax	\$ (46,236)	Total Salaries and Benefit adjustments	\$ 221,472
EMS Property Tax	17,707	Council Recall Election-Attorney Prof. Svs	12,776
Sales Tax	210,150	4 New Council Members-Salaries & Benefits	20,067
Sales Tax, 1-Time	(18,536)	Cell phones-Equip and monthly service	4,866
Sales Tax-Public Safety	23,280	Code revision	7,000
Sales Tax - TBD	45,506	Additional Council training	10,000
Sales Tax-Criminal Justice Fund	13,500	Council computer tablets	12,000
B & O Tax	156,678	Addt'l tables & microphones-Council	2,000
Gas Occupation Tax	8,515	PERS 1 retirement payout (Court Admin.)	17,692
TV Cable Occupation Tax	(3,014)	Public defense trial expenses	1,000
Telephone Occupation Tax	(6,000)	City Manager severance pay	121,340
Electric Occupation Tax	117,000	City Manager insurance severance	3,446
City Utilities Tax	(144,000)	City Manager salary/benefit savings	
Solid Waste Utility Tax	75,000	City Manager interview expenses	8,000
Leasehold Excise Tax	1,500	Interim Asst. City Manager (March-July)	64,241
Professional & Occupation Licenses	6,200	Moving expenses for new City Manager	10,000
TV Cable Franchise	(5,000)	Interim City Manager (out of class pay)	9,882
City Services - Barricades / Garbage Service	1,500	Recruiter for City Manager/Asst. City Manager	25,000
Other Permits-Building & Planning	(100)	TIP & RTC contracts-additional funding	16,000
Special Event Permit App Fees	650	Executive-Miscellaneous Training (savings)	(5,000)
US Dept of Justice - STOP	(10,499)	Budget Analyst	28,765
State OPD-Defense Attorney	(10,000)	FCS Group contract-Indirect Cost Plan update	14,610
Multimodal Transportation City	6,269	Credit Card Fees-increased funding	14,000
MotorVehicleFuelTax-Street M&O	(26,384)	CPA firm contract-2016/2017 Financials	15,000
REET City Assistance	3,998	Finance Director salary/benefit savings	
Mtr Veh Excise-Crim Jus-Hi Crime	(32,025)	Finance Director vacation payout	17,510
Mtr Veh Excise-CrimJus-Vlt/Population	150	Accounting Manager (out of class pay)	15,838
Criminal Justice-Special Program	394	Accountant Analyst (out of class pay)	947
Marijuana Enforcement	(11,550)	Temporary Help for records services	15,000
Marijuana Excise Tax	40,000	Election costs - February and April	18,000
Liquor Excise Tax	1,190	Prosecutor-Increased contract cost	10,000
Liquor Board Profits	26,923	HR Manager (New position)	53,420
Liquor Board Profits-Public Safety	(10,028)	Wellness committee reduction (savings)	(3,040)
Interfund Record Services	(2,266)	Asst. City Manager vacation cash out	12,000
Interfund Financial Services	(210,993)	Asst. City Manager PERS 1 retirement payout	30,381
Interfund Legislative Services	(7,991)	Repair & Maintenance - Software (savings)	(5,000)
Interfund Executive Services	(39,362)	Carpet - Civic Center (savings)	(20,000)
Interfund Legal/Risk Services	(13,249)	School Resource Officer - 4 months	36,932
Copies, Etc.	1,200	Police - Office & Operating supplies (savings)	(2,000)
Interfund Data Processing	(9,249)	Police - Professional Svs reduction (Spillman)	(6,500)
Interfund Facility Engineering 32	(42,420)	Professional Services - Dispatch (savings)	(4,960)
Interfund PW Admin Svc (Eng32)	(76,169)	T.A.D. monitoring-increased cost	3,000
Bldg Insurance-FireStation-FD5	(5,592)	Jail Costs -2017 Late Billings (carryover)	37,000
Interfund Custodial/Building	(19,246)	Jail Contract-Increased rates from Mason County	43,000
Muni Court Legal Services	181	Streets-Professional Svs 2017 carryover	95,862

Budget Item	Amount	Budget Item	Amount
<b>General Fund (continued)</b>		<b>General Fund (continued)</b>	
Interfund Personnel Services	(15,443)	Planning-Professional Services (savings)	(8,567)
Fingerprinting-Photo ID	257	Building Inspector - temporary extra help	8,567
Alarm Fee	(132)	Recreation Coordinator (New position)	46,298
FBI Fingerprint Fee	856	Library-delay Carpet Replacement	(71,500)
Probation/Sntc/Monitor/Booking	1,785	Debt principal - correcting budget amount	720
Inspection Fees - Public Works	(22)	Debt interest - correcting budget amount	(720)
Inspection Fees - C.E.D.	3,007	Capital - Records mgt system-delay purchase	(138,124)
Emergency Services-DUI Cost Recovery	1,201	Capital Outlay - Two police vehicles	100,000
Interfund Utility Eng32 Project Services	25,000	Transfer to Capital Fund - no grant match needed	(1,184,000)
Interfund-Road Const/Engr(Eng32)	50,000	Transfer to Capital Fund - new projects design	120,000
Interfund-Road MaintForGrbg (Strt)	(59,029)		
Animal Control - Adoption	(1,450)		
Animal Control - Impound	1,000		
Zoning,Cond Use,Home Occup	613		
Plan Review Fees	15,000		
Envir Ck, Site Plan,Shoreline Mgmt	4,484		
Civil Plan Review	1,207		
Rec Fees-Fitness, Adult Sports	5,810		
Recreation Srv-Metro Park Dist	20,000		
Park Services-Metro Park Dist	33,666		
Other Civil Penalties	(2)		
Traffic Infraction Penalties	19,000		
D U I Fines	765		
B & O Tax Penalties & Interest	2,000		
Other Tax Penalties	(251)		
Business License Penalty	2,500		
Investment Interest	47,596		
Interest Received	553		
Interest on Abatement Lien	(1,500)		
Purchased/Refund Inv Interest	27		
Muni Court Interest	(129)		
Short Term Fac Rent-City Parks	4,250		
Long Term Leases	(537)		
Facilities Lease - MACECOM	(12,540)		
Donations - Police Dept	(3,932)		
Contributions-WCIA	607		
Judgements & Settlements	(94)		
Cash Over & Short	(5)		
Bank Returned Check Fees	47		
Bank Returned Check Holding	237		
Insurance Recoveries-non capital	(1,765)		
<b>Total General Fund</b>	<b>\$ 152,217</b>	<b>Total General Fund</b>	<b>\$ (145,779)</b>
<b>Tourism Fund</b>		<b>Tourism Fund</b>	
No revenue adjustments	\$ -	Removing duplicate budget amount	\$ (10,000)
<b>Total Tourism Fund</b>	<b>\$ -</b>	<b>Total Tourism Fund</b>	<b>\$ (10,000.00)</b>
<b>Capital Fund</b>		<b>Capital Fund</b>	
TIB Grant - DT Connector	\$ 1,160,000	Roadside Development-Supplies	\$ (105,000)
TIB Grant - Turner ST	40,000	Roadway - Professional Services	120,000

Budget Item	Amount	Budget Item	Amount
<b>Capital Fund (continued)</b>		<b>Capital Fund (continued)</b>	
Traffic Impact Fees - unbudgeted projects	520,000		
Transfer from General Fund (DT Conn/Turner)	(1,184,000)		
Transfer from General Fund (new project designs)	120,000		
<b>Total Capital Fund</b>	<b>\$ 656,000</b>	<b>Total Capital Fund</b>	<b>\$ 15,000</b>
<b>Water Fund</b>		<b>Water Fund</b>	
Increased Penalties	\$ 12,457	Salary and Benefit adjustments	\$ 99,095
		Professional Services - Water Comp Plan	90,000
		UMPVZ Loan repayment	174,536
<b>Total Water Fund</b>	<b>\$ 12,457</b>	<b>Total Water Fund</b>	<b>\$ 363,631</b>
<b>Sewer Fund</b>		<b>Sewer Fund</b>	
Basin 3 SRF Loan deobligated	\$ (1,300,000)	Salary and Benefit adjustments	\$ 38,220
Sludge Revenue	100,000	Basin 3 loan deobligated	(1,300,000)
<b>Total Sewer Fund</b>	<b>\$ (1,200,000)</b>	<b>Total Sewer Fund</b>	<b>\$ (1,261,780)</b>
<b>Solid Waste Fund</b>		<b>Solid Waste Fund</b>	
DOE Grant - C Street landfill closure	\$ 148,334	PERS 1 benefit payout	\$ 29,052
		Prof Services - C Street landfill closure	150,000
<b>Total Solid Waste Fund</b>	<b>\$ 148,334</b>	<b>Total Solid Waste Fund</b>	<b>\$ 179,052</b>
<b>Storm Drainage Fund</b>		<b>Storm Drainage Fund</b>	
Storm Drain Services - increased projection	\$ 33,654	Salary and Benefit Adjustments	\$ 31,330
		State Route 3 Project expenses-budgeted in error	(171,567)
<b>Total Storm Drainage Fund</b>	<b>\$ 33,654</b>	<b>Total Storm Drainage Fund</b>	<b>\$ (140,237)</b>
<b>EM&amp;R Fund</b>		<b>EM&amp;R Fund</b>	
no revenue adjustments	\$ -	Salary and Benefit adjustments	\$ (77,342)
		Incorrect formula in adopted budget	69,631
		Software - delay purchase	(300,000)
		Equip/Vehicles - delay purchases	(152,304)
<b>Total EM&amp;R Fund</b>	<b>\$ -</b>	<b>Total EM&amp;R Fund</b>	<b>\$ (460,015)</b>
<b>Total Revenue Adjustments</b>	<b>\$ (197,338)</b>	<b>Total Expenditure Adjustments</b>	<b>\$ (1,460,128)</b>



**City of Shelton****2018 Revised Budget**

## General Fund Expenditure Adjustments

<b>Dept.</b>	<b>Budget Item</b>	<b>One-Time</b>	<b>Ongoing</b>
Legislative			
	Council Recall Election-Attorney Prof. Services	\$ 12,776	\$ -
	4 New Council Members-Salaries & Benefits	-	20,067
	Cell phones-Equip and monthly service	1,598	3,268
	Code revision	7,000	-
	Additional Council training	-	10,000
	Council computer tablets	12,000	-
	Addt'l tables & microphones-Council meetings	2,000	-
	Total Legislative	\$ 35,374	\$ 33,335
Judicial			
	PERS 1 retirement payout	\$ 17,692	\$ -
	Public defense trial expenses	-	1,000
	Total Judicial	\$ 17,692	\$ 1,000
Executive			
	City Manager severance pay	\$ 121,340	\$ -
	City Manager insurance severance	3,446	-
	City Manager interview expenses	8,000	-
	Interim Asst. City Manager (March-July)	64,241	-
	Moving expenses for new City Manager	10,000	-
	Interim City Manager (out of class pay)	9,882	-
	Recruiter for City Manager & Asst. City Manager	25,000	-
	TIP & RTC contracts-additional funding	16,000	-
	Miscellaneous Training (savings)	(5,000)	-
	Total Executive	\$ 252,909	\$ -
Finance			
	Budget Analyst	\$ 28,765	\$ -
	FCS Group contract-Indirect Cost Plan update	14,610	-
	Credit Card Fees-increased funding	-	14,000
	CPA firm contract-2016/2017 Financials	15,000	-
	Finance Director vacation payout	17,510	-
	Accounting Manager (out of class pay)	15,838	-
	Accountant Analyst (out of class pay)	947	-
	Total Finance	\$ 92,670	\$ 14,000
City Clerk/Records			
	Temporary Help for records services	\$ 15,000	\$ -
	Election costs - February and April	18,000	-
	Total City Clerk/Records	\$ 33,000	\$ -

Dept.	Budget Item	One-Time	Ongoing
Legal			
	Prosecutor-Increased contract cost	\$ -	\$ 10,000
	Total Legal	\$ -	\$ 10,000
Human Resources			
	HR Manager (New position)	\$ -	\$ 53,420
	Wellness committee budget reduction (savings)	(3,040)	-
	Asst. City Manager vacation cash out	12,000	-
	Asst. City Manager PERS 1 retirement payout	30,381	-
	Total Human Resources	\$ 39,341	\$ 53,420
Information Technology			
	Repair & Maintenance - Software	\$ (5,000)	\$ -
	Total Information Technology	\$ (5,000)	\$ -
Central Service - Civic Center			
	Carpet	\$ (20,000)	\$ -
	Total Central Service - Civic Center	\$ (20,000)	\$ -
Law Enforcement			
	School Resource Officer - 4 months	\$ -	\$ 36,932
	Police - Office & Operating supplies (savings)	(2,000)	-
	Police - Professional Services reduction (Spillman)	-	(6,500)
	Professional Services - Dispatch (savings)	(4,960)	-
	Total Law Enforcement	\$ (6,960)	\$ 30,432
Detention/Correction			
	T.A.D. monitoring-increased cost	\$ -	\$ 3,000
	Jail Costs -2017 Late Billings (carryover)	37,000	-
	Jail Contract-Increased rates from Mason County	-	43,000
	Total Detention/Correction	\$ 37,000	\$ 46,000
Street Operating			
	Professional Services 2017 carryover	\$ 95,862	\$ -
	Total Street Operating	\$ 95,862	\$ -
Planning/Development			
	Professional Services (savings)	\$ (8,567)	\$ -
	Building Inspector - temporary extra help	8,567	-
	Total Planning/Development	\$ -	\$ -
Recreation Services			
	Recreation Coordinator (NEW POSITION)	\$ -	\$ 46,298
	Total Recreation Services	\$ -	\$ 46,298
Library			
	Carpet Replacement - delay replacement	\$ (71,500)	\$ -
	Total Library	\$ (71,500)	\$ -

Dept.	Budget Item	One-Time	Ongoing
Debt Service			
	Principal - tie budget to debt schedule	\$ 720	\$ -
	Interest - tie budget to debt schedule	(720)	-
	Total Debt Service	\$ -	\$ -
Capital Outlay			
	Records management system-delay purchase	\$ (138,124)	\$ -
	Two police vehicles	100,000	-
	Total Capital Outlay	\$ (38,124)	\$ -
Transfers Out			
	Transfer to Capital Fund-grant match not needed	\$ (1,184,000)	\$ -
	Transfer to Capital Fund - new projects design	120,000	-
	Total Transfers Out	\$ (1,064,000)	\$ -
Personnel Adjustments Across All Departments			
	Salary and Benefit adjustments	\$ -	\$ 221,472
	Total Personnel Adjustments	\$ -	\$ 221,472
<b>Total General Fund Expenditure Adjustments</b>		<b>\$ (601,736)</b>	<b>\$ 455,957</b>



**CITY OF SHELTON  
COUNCIL BRIEFING REQUEST  
(Agenda Item F1)**

Touch Date: **07/03/18**  
Brief Date: **08/07/18**  
Action Date: **08/21/18**  
**Resolution**

Department: **Executive**  
Presented By: **Andy Arnes**

**APPROVED FOR COUNCIL PACKET:**

Action Requested:

**ROUTE TO:**

**REVIEWED:**

PROGRAM/PROJECT TITLE:  
**2019 Legislative Agenda**

☐ Ordinance

☐ Dept. Head

☐ Finance Director

☐ Attorney

☐ City Clerk

☒ City Manager

ATTACHMENTS:  
**Resolution No. 1135-0818**

☒ Resolution

☐ Motion

☐ Other

**DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:**

As part of the City of Shelton's efforts to influence, affect, and guide the passage of legislation in the Washington State Legislature by identifying legislative priorities to provide input to state legislators, the attached 2019 Legislative Agenda delineates the position of the City of Shelton on the capital funding requests and general policy issues stated therein.

It has been determined that the capital requests in the Proposed 2019 Legislative Agenda could feasibly be funded through earmarks in the state capital or transportation budgets. Upon approval, city staff will submit corresponding appropriation requests to members of the 35<sup>th</sup> Legislative District for consideration of sponsorship.

Any post-approval legislative priorities may be considered and pursued throughout the duration of the 2019 Washington Legislative Session.

**ANALYSIS/OPTIONS/ALTERNATIVES:**

N/A

**BUDGET/FISCAL INFORMATION:**

N/A

**PUBLIC INFORMATION REQUIREMENTS:**

N/A

**STAFF RECOMMENDATION/MOTION:**

Staff recommends the approval of the 2019 Legislative Agenda, and "I move to adopt Resolution No. 1135-0818, a resolution of the City of Shelton establishing the 2019 Legislative Agenda."



**RESOLUTION NO. 1135-0818**

**A RESOLUTION OF THE CITY OF SHELTON, WASHINGTON  
ESTABLISHING THE 2019 LEGISLATIVE AGENDA**

**WHEREAS**, the City of Shelton is classified as a non-charter code city under Title 35A of the Revised Code of Washington (RCW); and

**WHEREAS**, section 35A.11.020 of the RCW provides in pertinent part that “[t]he legislative body of each code city shall have all powers possible for a city or town to have under the Constitution of this state, and not specifically denied to code cities by law;” and

**WHEREAS**, it is part of the normal and regular conduct of the City of Shelton to identify its legislative priorities to provide input to state legislators; and

**WHEREAS**, efforts of representation on behalf of the City of Shelton to influence, effect, or guide the passage of legislation in the Washington State Legislature are enhanced by a comprehensive package of proposals that have been officially adopted by the City Council;

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Shelton, Washington, that the attached City of Shelton 2019 Legislative Agenda delineates the position of the City of Shelton on the capital funding requests and general policy issues stated therein.

Any additional legislative priorities may be considered.

INTRODUCED AND PASSED by the City Council of the City of Shelton on this \_\_\_\_ day of \_\_\_\_\_, 2018.

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor Bob Rogers

\_\_\_\_\_  
Deputy Mayor Deidre Peterson

\_\_\_\_\_  
Councilmember Gary Cronce

\_\_\_\_\_  
Councilmember Kathy McDowell

\_\_\_\_\_  
Councilmember Kevin Dorcy

\_\_\_\_\_  
Councilmember Joe Schmit

\_\_\_\_\_  
Councilmember Eric Onisko



## 2019 LEGISLATIVE AGENDA

### CAPITAL FUNDING REQUESTS

Potential member requests for funding through earmarks in the state capital or transportation budgets.

#### COMMUNITY DEVELOPMENT

##### **Evergreen Town Square Project** **\$1,500,000**

- The Downtown Visioning Plan calls for an outdoor area with parking for community events and activities. Enhancements would include utilities, repaving the parking lot, striping, landscaping, and site amenities.
- Partners: TBD
- Other funding sources: TBD

##### **Shelton Civic Center Parking Lot Paving** **\$500,000**

- Surfacing the gravel parking lot directly east of the Shelton Civic Center. Would make the now vacant lot useable for a variety of community events, city parks programs, and additional city center parking.
- Partners: NA
- Other funding sources: TBD

##### **Mason County Historical Museum** **\$150,000**

- Purchase local building adjacent to the existing museum for additional display of historical inventory.
- Partners: TBD
- Other funding sources: TBD

#### INFRASTRUCTURE

##### **Intersection Improvements on Wallace Kneeland Boulevard** **\$2,000,000**

- Current traffic volumes warrant improvements/intersection reconfiguration at 13<sup>th</sup> & Wallace Kneeland.
- Current traffic volumes warrant improvements/intersection reconfiguration at Shelton Springs & Wallace Kneeland.
- Request to include funding for traffic signaling improvements in front of Oakland Bay Junior High.
- Partners: Shelton School District, Mason General Hospital
- Other funding sources: Potential TIB Grant - \$1 MIL, Local Partners - \$600,000, TBD/TIF Monies

##### **Evergreen Safe Routes to School** **\$1,000,000**

- Current sidewalks and ADA ramps warrant improvements/replacement.
- Partners: Shelton School District
- Other funding sources: Potential grant- \$2,000,000; TBD/TIF Monies

**Well 1 Water Main** **\$2,000,000**

- Rehabilitation of the water main between Well 1 and the high school water tank – approximately 3500 linear feet. The line is currently operating as an unpressurized, unprotected open-air system. The rehab would include lining the water main with HDPE lining/pipe burst to allow for line pressurization and protection of the water source from pollutants or other contaminants.
- Partners: NA
- Other funding sources: Department of Health Drinking Water State Revolving Fund Program; USDA Rural Development Water and Waste Disposal Program

**Basin 4 Rehabilitation Project** **\$2,000,000**

- Sewer rehabilitation in the Basin 4 area. Needed to reduce inflow and infiltration issues. 50-year-old system that was due for replacement 20 years ago. Will increase wastewater capacities at the main wastewater plant. Approximately 1/4 square mile area.
- Partners: NA
- Other funding sources: USDA Rural Development Water and Waste Disposal Program; Department of Ecology Water Quality Combined Funding Program

**Sanitation Plant Reclaim Water Tank** **\$2,000,000**

- New construction of a holding tank at the satellite wastewater treatment plant. Currently, the city supplements daily reclaim water demands with potable water due to the inability to store reclaim water for delayed use. The city pays for the additional metered/potable water. A holding tank would reduce operating costs, and alleviate demands on both the Johns Creek and Goldsborough Creek water tables – a primary source of concern for local Tribes.
- Partners: NA
- Other funding sources: TBD

**PUBLIC SAFETY**

**Homeless Intervention Team** **\$150,000**

- Create a direct Homeless Intervention Team to include one police officer, and partnerships with a wide range of service providers, to help the homeless and people in crisis. The goal of the intervention team would be to assist these individuals with finding proper housing, food, medical treatment, recovery resources, and reuniting them with their families. Partnerships will include both public and private entities led by the Shelton PD. Rather than take a patrol officer from the streets, the intervention officer will proactively pursue lasting solutions other than arrest where applicable.
- Partners: TBD
- Other funding sources: Washington Association of Sheriffs and Police Chiefs (HB 2829 – Mental Health Field Response Grant Program)

## GENERAL POLICY ISSUES

### **Public Works Infrastructure Funding**

Support efforts to maintain long-term funding sources for public works infrastructure projects.

### **Public Records Management**

Continue to promote legislation that provides open and transparent government services while maintaining reasonable distribution requirements that increase operational efficiencies and improve data collection processes.

### **Local Control**

Oppose unfunded and under-funded mandates while supporting local control over regulatory policy initiatives.

### **Association of Washington Cities Legislative Program**

The City of Shelton will support the Association of Washington Cities in advancing legislation in the following areas:

- *See AWC's 2019 Legislative Priorities – Pending Release*





## CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F2)

Touch Date:  
Brief Date: 8/7/2018  
Action Date: **8/21/2018**

Department: Community Development  
Presented By: **Mark Ziegler**

### APPROVED FOR COUNCIL PACKET:

Action Requested:

#### ROUTE TO:

#### REVIEWED:

- |                          |                  |       |
|--------------------------|------------------|-------|
| <input type="checkbox"/> | Dept. Head       | _____ |
| <input type="checkbox"/> | Finance Director | _____ |
| <input type="checkbox"/> | Attorney         | _____ |
| <input type="checkbox"/> | City Clerk       | _____ |
| <input type="checkbox"/> | City Manager     | _____ |

PROGRAM/PROJECT TITLE:  
**Civic Center Rotating Art  
Gallery Recommendations**  
ATTACHMENTS:  
**Copies of proposed art**

- |                                     |            |
|-------------------------------------|------------|
| <input type="checkbox"/>            | Ordinance  |
| <input type="checkbox"/>            | Resolution |
| <input checked="" type="checkbox"/> | Motion     |
| <input type="checkbox"/>            | Other      |

### DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

The Shelton Arts Commission is recommending the latest installation of the civic center rotating art gallery project. As approved by the City Council, the civic center rotating art gallery policy and procedure has been followed with the following tasks:

1. Call for Artist – The call for artists were distributed to local artists through press releases, art organizations, and galleries. The deadline for artist submittals was July 27, 2018. Four artists submitted proposals for the gallery.
2. The Shelton Arts Commission met on July 31, 2018 to jury the submittals.
3. On August 7, 2018 the Shelton Arts Commission is presenting the recommended art to the City Council for approval. Upon approval, the art will be installed on September 4, 2018 and in place through November 30, 2018.

The selected artists and work includes:

ARTIST	MEDIUM	TITLES
Chris Cuneo	Oil / Multi-Media / Acrylic	Summer Sunshine, French Country Garden, My Little Chickadee, I Like Lichens
Judith Rayl	Limited Edition Photography	Flight of Gulls, Light Touch, Moon with Orbs
Michael Schulz	Photography	Duisburg 1, Duisburg 3

### ANALYSIS/OPTIONS/ALTERNATIVES:

### BUDGET/FISCAL INFORMATION:

### PUBLIC INFORMATION REQUIREMENTS:

### STAFF RECOMMENDATION/MOTION:

With council consensus, we would like a motion to move forward with the art pieces that the Art Commission has chosen.



French Country Garden



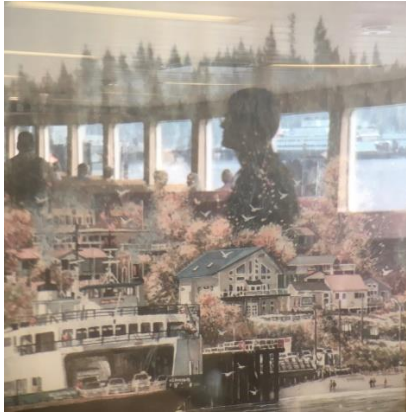
I Like Lichens



My Little Chickadee



Summer Sunshine



Flight of Gulls



Moon with Orbs



Duisburg 1



Duisburg 3



## CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F3)

Touch Date: 7/11/18  
Brief Date: 7/17/18  
Action Date: **8/21/18**

Department: Public Works  
Presented By: **Craig Gregory**

### APPROVED FOR COUNCIL PACKET:

Action Requested:

#### ROUTE TO:

#### REVIEWED:

- ☒ Dept. Head \_\_\_\_\_
- ☐ Finance Director \_\_\_\_\_
- ☐ Attorney \_\_\_\_\_
- ☐ City Clerk \_\_\_\_\_
- ☐ City Manager \_\_\_\_\_

PROGRAM/PROJECT TITLE:

**Aspect Contract Change No. 4**

ATTACHMENTS:

**Aspect Contract Change No 4**

- ☐ Ordinance
- ☐ Resolution
- ☒ Motion
- ☐ Other

### DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

The original contract for the remedial investigation of the "C" Street Landfill with Aspect Consulting, dated June 29, 2015, was for \$250,000 and included approval for \$42,873 to be spent on Tasks 1-4. Contract Change No. 1 approved \$37,141 to perform additional work on Task 4, and begin work on Tasks 5 and 6. On June 19<sup>th</sup>, 2017, the Commission approved Contract Change No. 2, authorizing \$81,221 to be spent on Task 7, which includes: Site Prep and Survey, Geophysical Investigation, and Surface Characterization. Contract Change No. 3 was directed by the Department of Ecology when they recommended Aspect Consulting divide subtask 7.4 into two parts, 7.4a and 7.4b. Further defining the two subtasks required spending an additional \$110,775 in order to complete the additional work involved, which the Commission approved on November 6, 2017. Aspect Consulting has now submitted Contract Change No. 4 which addresses extending their Contract for an additional year, originally set to expire June 29, 2018, and covers elements required to be completed under the Agreed Order. This additional scope of work includes remaining elements of the initial Remedial Investigation (RI) field program, preparation of the RI Data Memorandum and data spreadsheets, submittal of data collected during the RI field program to Ecology's Environmental Information Management (EIM) system, preparation of draft and final versions of Remedial Investigation (RI) and Feasibility Study (FS) reports, and preparation of a Draft Cleanup Action Plan, per the requirements of the Agreed Order. The estimated time and materials cost to complete this work is \$229,649. Although we do not have enough funds remaining in our Toxics Cleanup Remedial Action Grant from the Department of Ecology, DOE has assured us that they have additional funding for the "C" Street Landfill Project and we can anticipate new funding documents to arrive shortly.

### ANALYSIS/OPTIONS/ALTERNATIVES:

### BUDGET/FISCAL INFORMATION:

We will expend the remaining Toxics Cleanup Remedial Action Grant funds and use the new grant funds to complete this phase of the project.



PUBLIC INFORMATION REQUIREMENTS:


Information for this can be obtained through the Public Works Department.

STAFF RECOMMENDATION/MOTION:

Staff recommends: *"I move to approve the contract extension and additional expenditures by authorizing the Mayor to sign contract change order number 4 with Aspect Consulting".*



## Contract Change

<b>Change No.:</b> 4	<b>Project No.:</b> 150074	<b>Date:</b> July 10, 2018
<b>Client:</b> City of Shelton		
<b>Project Name:</b> Shelton C Street Landfill		
Description of Change		Cost
<p>Aspect Consulting, LLC (Aspect) is submitting this Contract Change in accordance with the terms of the existing Agreement with the City of Shelton, dated June 29, 2015, for approval of work required by the Washington State Department of Ecology (Ecology) under Agreed Order No. DE 12929 dated September 30, 2016 (Agreed Order).</p> <ol style="list-style-type: none"><li>1. The three-year Agreement expired on June 29, 2018. The Agreement allows for two optional one-year extensions upon written agreement of the parties. This Contract Change #4 extends the duration of Agreement by one year, through June 29, 2019.</li><li>2. The scope of work for this Contract Change is described in the Aspect May 15, 2018 letter regarding Cost Estimate for Agreed Order Environmental Services (Proposal), which is attached.</li></ol> <p>This Contract Change covers elements required to be completed under the Agreed Order, through preparation of the Cleanup Action Plan, and assumes that work beyond what is currently provided in the Proposal will not be required. A Contract Change for additional work under the existing Agreed Order, if required by Ecology, will be prepared if necessary.</p>		<p>The estimated time and materials cost to complete this work is:</p> <p><b>\$229,649</b></p> <p>See attached proposal for additional details regarding the scope of work and a detailed breakdown of the cost estimate.</p>
<p>This change amends the contract between Aspect Consulting, LLC and Client dated June 29, 2015. Except as amended above, all terms and conditions of contract apply to this contract change.</p>		
<b>ASPECT CONSULTING, LLC</b>	<b>By:</b> 	
	<b>Printed Name:</b> Carla E. Brock, LHG Associate Geologist	
	<b>Office:</b> Seattle	
<b>CLIENT</b>	<b>By:</b>	
	<b>Printed Name/Date:</b>	

V:\150074 Shelton C Street Landfill Remediation\Contracts\Proposal Material\Contract Change #4.docx

<b>Bainbridge Island Office:</b>	350 Madison Avenue North, Bainbridge Island, WA 98110	(206) 780-9370
<b>Bellingham Office:</b>	907 Harris Avenue, Suite 301, Bellingham, WA 98225	(360) 746-8964
<b>Bend Office:</b>	1725 SW Chandler, Suite 102, Bend, OR 97702	(971) 865-5896
<b>Seattle Office:</b>	401 Second Avenue S, Suite 201, Seattle, WA 98104	(206) 328-7443
<b>Portland Office:</b>	522 SW Fifth Avenue, Suite 301, Portland, OR 97204	(971) 865-5890
<b>Wenatchee Office:</b>	23 South Mission Avenue, Suite C, Wenatchee, WA 98801	(509) 888-5766
<b>Yakima Office:</b>	123 East Yakima Avenue, Suite 200, Yakima, WA 98901	(509) 895-5957



May 15, 2018

Mr. Craig Gregory  
City of Shelton  
525 West Cota Street  
Shelton, Washington 98584

**Re: Cost Estimate for Agreed Order Environmental Services  
C Street Landfill, Shelton, Washington**  
Project No. 150074

Dear Craig:

Aspect Consulting, LLC (Aspect) has prepared this letter to summarize the scope of work and present the cost estimate for performance of the remaining environmental services defined in Agreed Order No. DE 12929 (Agreed Order) between the City of Shelton (City) and the Washington State Department of Ecology (Ecology) for the Shelton C Street Landfill. This cost estimate includes:

- Remaining elements of the initial Remedial Investigation (RI) field program, adapted from the scope presented in the Final RI Work Plan based on conversations with Ecology;
- Preparation of the RI Data Memorandum and data spreadsheets;
- Submittal of data collected during the RI field program to Ecology's Environmental Information Management (EIM) system;
- Preparation of draft and final versions of Remedial Investigation (RI) and Feasibility Study (FS) reports; and
- Preparation of a Draft Cleanup Action Plan, per the requirements of the Agreed Order.

A brief description of the scope of work for each task is provided below, along with assumptions relied upon to develop the associated cost estimate. Table 1 presents a detailed cost estimate for completion of the work.

**Task 6: Project Management (additional budget for existing task)**

This task includes the estimated level of effort to cover project management duties throughout the estimated duration of work to be completed under the Agreed Order. The estimated work includes project team meetings and communications; external meetings with Ecology, and other stakeholders; preparation of quarterly progress reports, and monthly invoicing and budget management. The cost estimate assumes a duration of 18 months to complete the work described herein.

**Task 8: RI Work Plan Addendum**

This task includes preparation of an addendum to the Final RI Work Plan that describes, in detail, the scope of work to complete the RI field activities, based on the results of RI field investigation work completed to date. The RI Work Plan Addendum will be prepared based on the discussions with Ecology during the April 17, 2018 meeting, during which Ecology agreed that a preliminary

soil gas survey may be sufficient to evaluate landfill gas and should be completed prior to installing permanent landfill gas monitoring wells. The RI field activities will include performance of a soil gas survey (Subtask 9.1, below) and three consecutive quarters of groundwater monitoring and sampling (Subtask 9.2, below).

The RI Work Plan Addendum will consist of a memorandum and supporting figures.

### **Task 9: Remedial Investigation Activities**

The work to be performed under this task includes the RI field activities developed based on conversations with Ecology to further address the data gaps identified in the Final RI Work Plan and provide sufficient data regarding the nature and extent of contaminants at the Site to enable the selection and design of a remedial alternative. The work includes completion of an initial soil gas survey and three consecutive quarters of groundwater monitoring, as described in the following subtasks. The installation and permanent sampling of landfill gas wells, as planned for in the Final RI Work Plan, may still be necessary; however, the scope for that work will be dependent on the results of the initial soil gas survey. For planning purposes, we've included the costs for installation and sampling of landfill gas wells as scoped in the Final RI Work Plan.

#### ***Subtask 9.1: Initial Soil Gas Survey***

An initial soil gas survey will be completed under this task to: 1) evaluate if landfill gas is being generated and, if so, to identify locations and construction details for installation of permanent landfill gas monitoring wells; and, 2) to evaluate soil gas for the presence of volatile, hazardous substances. The soil gas survey will consist of drilling five temporary soil gas probes within the bowl of the landfill area to a total depth of 20 feet below ground surface (bgs) using direct push drilling methods. Landfill gas monitoring will occur at the time of drilling. One soil gas sample from each location will be obtained from each exploration for laboratory analysis of the preliminary contaminants of concern (COCs) described in the Final Work Plan. The drilling and gas monitoring and sampling will occur over 2 field days and will be observed and documented by an Aspect geologist or engineer.

Investigation-derived waste (IDW) generated by the drilling activities will consist of soil cuttings and drilling decontamination wash/rinse water. The soil cuttings can be spread at the landfill surface. Liquid IDW will be contained in 55-gallon drums and transported off the property for disposal at an appropriate facility following completion of the RI field activities. The costs for IDW disposal are dependent on the volume of waste generated and the laboratory analytical results of samples collected during the field program and are not included herein.

#### ***Subtask 9.2: Groundwater Monitoring (Quarters 2 to 4)***

This subtask will consist of obtaining three consecutive quarters of groundwater samples from each of the existing groundwater monitoring wells (first quarter samples were obtained under previously authorized Subtask 7.6). Each groundwater monitoring event will be conducted over 1 full field day by an Aspect field geologist or engineer. Groundwater samples will be submitted to Friedman & Bruya laboratories for analysis of a subset of the contaminants of potential concern (COPCs) described in the Final RI Work Plan, to be determined upon consultation with Ecology based on the results of the initial groundwater sampling results. For the purposes of the cost estimate, we have assumed that the analyte list will include those COPCs that have been detected in soil and/or groundwater, including metals, SVOCs including PAHs, and dioxins/furans. Additionally,

groundwater samples will be collected for field testing and laboratory analysis of geochemical parameters, as described in the Final RI Work Plan.

Liquid IDW generated by the groundwater sampling will be contained in 55-gallon drums and transported off the property for disposal at an appropriate facility following completion of the RI field activities. The costs for IDW disposal are dependent on the volume of waste generated and the laboratory analytical results of samples collected during the RI field program and are not included herein.

***Subtask 9.3 Landfill Gas Well Installation and Sampling***

The need and scope of this subtask is contingent on the results of Subtask 9.1. However, for planning purposes, we've assumed that permanent landfill gas sampling wells will need to be installed, as originally planned in the Final RI Work Plan. The cost estimate assumes the installation of five landfill gas well pairs around the landfill, with each pair consisting of one well completed to 20 feet bgs and one well completed to 40 feet bgs, in separate boreholes.

The wells will be installed using sonic drilling methods. The drilling and well construction will occur over 8 full field days and will be observed and documented by an Aspect geologist. This task includes time for preparation of final boring/well construction logs and field screening results, for submittal to Ecology in accordance with the requirements of the Agreed Order.

Following installation of the gas wells, landfill gas samples will be collected for field analysis of gas monitoring parameters and laboratory analysis of VOCs, for a total of ten initial landfill gas samples. This task also includes monthly monitoring of methane, carbon dioxide and oxygen in landfill gas for two additional months.

**Task 10: Data Validation, EIM Upload, and RI Data Memorandum**

This task includes preparation of the RI Data Memorandum, as required by the Agreed Order. The RI Data Memorandum will provide the basis for developing a scope of work for addressing any additional data gaps and refinement of the scope of work for future groundwater and landfill gas sampling events. This task includes data processing, database management, data validation, and upload of electronic data to Ecology's EIM following receipt of the final laboratory reports from the RI field activities.

**Task 11: Remedial Investigation/Feasibility Study Reports**

This task includes preparation of RI and FS reports. The RI report will document the RI activities and results, including summary data tables and figures. The FS will be conducted to meet the requirements of MTCA to develop and evaluate cleanup action alternatives to enable a preferred cleanup action to be selected for the Site. The FS Report will document the established cleanup standards, the identified applicable relevant and appropriate requirements (ARARs), the identified cleanup action alternatives and a detailed analysis of each, including the disproportionate cost analysis.

The Draft RI Report and Draft FS Report will be submitted to Ecology for review and revised based on Ecology's comments prior to submittal of the final reports.



**Task 12: Draft Cleanup Action Plan Preparation**

This task includes preparation of the Draft Cleanup Action Plan. The Plan will document the selected cleanup action remedy based on the analysis in the FS Report and present the planned actions for completing the cleanup action. The Draft Cleanup Action Plan will be submitted to Ecology for review and revised based on Ecology comments.

***Schedule and Estimated Cost***

The cost to complete the scope of work described herein are estimated to be approximately \$229,649. A detailed summary of the estimated costs is presented in Table 1 (attached). Implementation of the scope of work described herein will commence immediately upon your authorization to proceed.

The above Services will be billed on a time and materials basis in accordance with the attached Schedule of Charges. We will notify you and obtain your authorization if additional effort above and beyond the estimated scope of this work is required. We will use a Contract Change Form to request your authorization for any changes to the above description of Services. This cost proposal is valid for 90 days unless extended in writing by Aspect Consulting.

Aspect Consulting's Services will be provided in accordance with the Terms and Conditions of the Contract for Services between the City of Shelton and Aspect Consulting, dated July 29, 2015. Your signature below represents acceptance of this Agreement, and provides written authorization to proceed. Please return one signed copy of this Agreement to Aspect, and retain a signed copy for your records

Sincerely,

**Aspect consulting, LLC**



**Carla E. Brock, LHG**

Associate Geologist

cbrock@aspectconsulting.com



**Doug L. Hillman, LHG**

Principal Hydrogeologist

dhillman@aspectconsulting.com

\_\_\_\_\_  
Client Representative

\_\_\_\_\_  
Date

Attachments: Table 1 - Cost Estimate Detail  
2018 Schedule of Charges

Table 1 - Cost Estimate Detail

			Task 6 - Project Management (additional budget) <sup>1</sup>			Task 8 RI Work Plan Addendum			Task 9 - Soil Gas Survey and Groundwater Sampling								Task 10 Data Validation, EIM Upload, and RI Data Memorandum				Task 11 Remedial Investigation/Feasibility Study Report				Task 12 Draft Cleanup Action Plan Preparation																						
									Subtask 9.1 Soil Gas Survey				Subtask 9.2 Groundwater Sampling				Subtask 9.3 Landfill Gas Well Installation and Initial Sampling																														
Labor Costs																																															
Description	Rate	Unit	Quantity		Cost	Notes	Quantity		Cost	Notes	Quantity		Cost	Notes	Quantity		Cost	Notes	Quantity		Cost	Notes	Quantity		Cost	Notes	Quantity		Cost	Notes																	
			Field Hours	Office Hours			Field Hours	Office Hours			Field Hours	Office Hours			Field Hours	Office Hours			Field Hours	Office Hours			Field Hours	Office Hours			Field Hours	Office Hours																			
Principal Scientist/Engineer/Analyst 1	\$231.00	hour		12	\$ 2,772			4	\$ 924				\$ -				5	\$ 1,155				6	\$ 1,386				15	\$ 3,465																			
Associate Scientist/Engineer/Analyst	\$200.00	hour		40	\$ 8,000			20	\$ 4,000				6	\$ 1,200			7	18	\$ 5,000			24	\$ 4,800				40	\$ 8,000																			
Project Scientist/Engineer/Analyst 2	\$150.00	hour		18	\$ 2,700			30	\$ 4,500				8	\$ 1,200				4	\$ 600			12	\$ 1,800				50	\$ 7,500																			
Staff Scientist/Engineer/Analyst 3	\$129.00	hour			\$ -				\$ -		24	12	\$ 4,644		36	12	\$ 6,192		90	14	\$ 13,416		46	\$ 5,934			12	\$ 1,548		5	\$ 645																
Field Technician 1	\$90.00	hour			\$ -				\$ -				\$ -				24	6	\$ 2,700				\$ -				\$ -			\$ -																	
Sr. CAD/GIS/Database	\$125.00	hour			\$ -			6	\$ 750				2	\$ 250				2	\$ 250			16	\$ 2,000				20	\$ 2,500		15	\$ 1,875																
Sr. Technical Editor	\$111.00	hour			\$ -			4	\$ 444				\$ -				\$ -		1	\$ 111			4	\$ 444			10	\$ 1,110		6	\$ 666																
Project Coordinator 1	\$90.00	hour		18	\$ 1,620			1	\$ 90			2	\$ 180			2	\$ 180			1	\$ 90			6	\$ 540			4	\$ 360		3	\$ 270															
Labor Costs Subtotals			\$ 15,092						\$ 10,708						\$ 8,172						\$ 24,972						\$ 16,904						\$ 24,483						\$ 14,016								
Field Equipment & ODCs																																															
Description	Rate	Unit	Quantity		Cost	Notes	Quantity		Cost	Notes	Quantity		Cost	Notes	Quantity		Cost	Notes	Quantity		Cost	Notes	Quantity		Cost	Notes	Quantity		Cost	Notes																	
Lodging, Meals, Incidentals	\$162	night			\$ -				\$ -		1	\$ 162				\$ -		6	\$ 973				\$ -				\$ -			\$ -																	
Travel, Aspect Truck	\$110	day			\$ -				\$ -		2	\$ 220			3	\$ 330			8	\$ 880				\$ -				\$ -			\$ -																
Field Equip - Drilling	\$127	day			\$ -				\$ -		1	\$ 127	2			\$ -		7	\$ 886				\$ -				\$ -			\$ -																	
Field Equip - GW Sampling	\$284	day			\$ -				\$ -				\$ -		3	\$ 852	6			\$ -			\$ -				\$ -			\$ -																	
Field Equip - Gas Sampling	\$443	day			\$ -				\$ -		1	\$ 443				\$ -		1	\$ 443				\$ -				\$ -			\$ -																	
Field Equip - Dedicated GW Pumps	\$1,330	ea			\$ -				\$ -				\$ -		4	\$ 5,320	7			\$ -			\$ -				\$ -			\$ -																	
Field Equipment & ODCs Subtotals			\$ -						\$ -						\$ 951						\$ 6,502						\$ 3,181						\$ -						\$ -						\$ -		
Subcontractor Costs																																															
Description	Bid		Notes		Bid		Notes		Bid		Notes		Bid		Notes		Bid		Notes		Bid		Notes		Bid		Notes		Bid		Notes																
Sanitary Facilities	\$ -				\$ -				\$ -				\$ -				\$ -				\$ -				\$ -				\$ -																		
Utility Location	\$ -				\$ -				\$ 518		3		\$ -				\$ -				\$ -				\$ -				\$ -																		
Drilling/Well Construction	\$ -				\$ -				\$ 4,071		4		\$ -				\$ 55,000		9		\$ -				\$ -				\$ -																		
IDW Drum Disposal	\$ -				\$ -				\$ -				\$ -				\$ -				\$ -				\$ -				\$ -																		
Sample Analysis - Laboratory - GW	\$ -				\$ -				\$ -				\$ 29,189		8		\$ -				\$ -				\$ -				\$ -																		
Sample Analysis - Laboratory - Gas	\$ -				\$ -				\$ 1,639		5		\$ -				\$ 3,278		5		\$ -				\$ -				\$ -																		
Data Validation	\$ -				\$ -				\$ -				\$ -				\$ -				\$ 3,500				\$ -				\$ -																		
Subcontractor Costs Subtotals			\$ -						\$ -						\$ 6,227						\$ 29,189						\$ 58,278						\$ 3,500						\$ -						\$ -		
Subtask Subtotals			\$ 15,092						\$ 10,708						\$ 14,653						\$ 43,863						\$ 86,431						\$ 20,404						\$ 24,483						\$ 14,016		

Notes

- 1 Project management estimate assumes a project duration of 18 months.
- 2 Field Equipment - Drilling includes personal Level D PPE, GPS unit, field electronics, and field disposables.
- 3 Private utility location bid based upon costs provided by Applied Professional Services, Inc. (APS) for Washington State in 2017.
- 4 Drilling costs for installation of temporary drive points at 5 locations to collect soil gas samples from 20 feet bgs based on Holocene Drilling bid dated May 8, 2018.
- 5 Laboratory cost for analysis of soil gas samples for VOCs by Method TO-15 based on F&B December 21, 2017 price list.
- 6 Field Equipment - Groundwater (GW) sampling includes personal Level D PPE, water level indicator, sampling pump, water quality meter, decontamination kit, and field disposables.
- 7 Dedicated bladder pumps cost based on QED bid.
- 8 Laboratory analysis and testing costs for groundwater samples for three quarterly sampling events.
- 9 Drilling costs for installation of 10 landfill gas wells according to Holocene Drilling bid dated 4/10/2017.

Total Cost for Requested Authorization    \$    229,649



# SCHEDULE OF CHARGES

Effective January 2018

Unless otherwise stated in the proposal or services agreement, current rates are as follows:

PERSONNEL CHARGES: ENGINEERS, SCIENTISTS, AND ANALYSTS	Hourly Rate
<i>Principals and Associates</i>	
Principal Scientist/Engineer/Analyst 2	\$244
Principal Scientist/Engineer/Analyst 1	\$231
Sr. Associate Scientist/Engineer/Analyst	\$214
Associate Scientist/Engineer/Analyst	\$200
<i>Technical Professionals</i>	
Senior Scientist/Engineer/Analyst 3	\$200
Senior Scientist/Engineer/Analyst 2	\$189
Senior Scientist/Engineer/Analyst 1	\$176
Project Scientist/Engineer/Analyst 3	\$162
Project Scientist/Engineer/Analyst 2	\$150
Project Scientist/Engineer/Analyst 1	\$139
Staff Scientist/Engineer/Analyst 3	\$129
Staff Scientist/Engineer/Analyst 2	\$117
Staff Scientist/Engineer/Analyst 1	\$109

PERSONNEL CHARGES: TECHNICAL AND PROJECT SUPPORT STAFF	Hourly Rate
<i>Field/Construction Staff</i>	
Field/Construction Supervisor	\$118
Field Technician 2	\$98
Field Technician 1	\$90
<i>Design, CAD, and Graphics Staff</i>	
Engineering Designer	\$140
Sr. CAD Technician/Specialist	\$125
CAD Technician	\$110
<i>Technical Editing and Project Operations</i>	
Sr. Technical Editor	\$111
Technical Editor	\$100
Project Coordinator 2	\$95
Project Coordinator 1	\$90

PERSONNEL CHARGES: TECHNOLOGY AND SOFTWARE DEVELOPMENT	Hourly Rate
Sr. Technology Project Manager	\$210
Technology Project Manager	\$195
Senior Software/Database Architect/Developer	\$200
Software/Database Architect/Developer	\$175

## OTHER DISBURSEMENT CHARGES

Legal Testimony (4-hour minimum)	\$350/hr
Mileage	Federal Gov Rate <b>Plus 15%</b>
Subcontractors and Miscellaneous Expenses	Cost <b>Plus 15%</b>
<i>Other equipment, rentals, and expenses will be provided on a per job basis.</i>	

Client acknowledges that Aspect will adjust the Schedule of Charges annually, and that the Agreement will remain valid for any and all annually adjusted Schedule of Charges.



## CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F4)

Touch Date: 7/11/18  
Brief Date: 07/17/18  
Action Date: **08/21/18**

Department: Public Works  
Presented By: **Craig Gregory**

### APPROVED FOR COUNCIL PACKET:

Action Requested:

#### ROUTE TO:

#### REVIEWED:

PROGRAM/PROJECT TITLE:

**Satellite WWTP Reclaimed Tank  
Design Contract**

☐

Ordinance

☐

Resolution

ATTACHMENTS:

**Satellite WWTP Reclaimed Tank  
Design Contract**

☒

Motion

☐

Other

☒ Dept. Head

☐ Finance Director

☐ Attorney

☐ City Clerk

☐ City Manager

### DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

Currently the Satellite Wastewater Treatment Plant (WWTP) facility has an existing reclaimed water storage tank volume of 30,000 to 40,000 gallons. The City is seeking to construct a new storage tank with a volume of 300,000 to 400,000 gallons in order to supply peak reclaimed water demands without having to supplement reclaimed water with potable water. Prior to constructing the new reclaimed tank, it needs to be designed. Throughout May of 2018, city staff put out a request for qualifications for design services of the new satellite WWTP reclaimed tank. Submittals were opened on June 14, 2018 and reviewed by a panel of Public Works staff. The City received submittals from two firms, with Gray & Osborne, Inc. identified as having both the highest submission score, as well as the ability to meet the needs of the City.

### ANALYSIS/OPTIONS/ALTERNATIVES:

N/A

### BUDGET/FISCAL INFORMATION:

The proposed \$57,100 for design services will be coming out of the \$65,000 that was previously budgeted for this project in the Sewer Utility Fund. There is approximately \$1.5 million in funds from our partners, Department of Corrections and Washington State Patrol, that is available for the design and construction of the new reclaimed tank.

### PUBLIC INFORMATION REQUIREMENTS:

Information can be obtained through the Public Works Department.

### STAFF RECOMMENDATION/MOTION:

Staff recommends: *"I move to approve the Satellite Reclaimed Tank Design Services Contract and authorize the Mayor to sign the Agreement with Gray & Osborne, Inc. once it is returned to the City for final execution".*

## CONTRACT FOR SERVICES

### City of Shelton and Gray & Osborne, Inc.

This Agreement is entered into by and between the City of Shelton, Washington, ("the City") and Gray & Osborne, Inc., ("the Consultant"), whose principal office is located at 2102 Carriage Drive SW, Building 1, Olympia, WA 98502.

WHEREAS, the City has determined the need to have engineering services performed for the **Satellite WWTP Reclaimed Water Tank Design Services**; and

WHEREAS, the City opened proposals submitted in response to the Request for Qualifications on June 14, 2018 and selected Gray & Osborne, Inc. following review of proposals received; and

WHEREAS, the City desires to have the Consultant perform such services pursuant to the following terms and conditions;

NOW, THEREFORE, IN CONSIDERATION OF the mutual benefits and conditions set forth below, the parties hereto agree as follows:

1. **Scope of Services to be Performed by Consultant.** The consultant shall provide detailed design and construction documents for the Satellite WWTP Reclaimed Water Tank, as described on **Exhibit "A"** attached hereto and incorporated herein by this reference as if fully set forth in this contract. In performing such services, the Consultant shall at all times comply with all federal, state, and local laws applicable to the performance of such services and the handling of any funds used in connection therewith; this includes applicable prevailing wage requirements.
2. **Compliance with Applicable Industry Standards, Laws and Requirements.** In performing such services, the Consultant shall at all times comply with all federal, state and local laws applicable to the performance of such services. It is the Consultant's responsibility to identify and comply with such laws, including but not limited to Washington's laws against discrimination; Washington's Industrial Safety and Health Act and associated regulations; Washington's Unemployment Compensation provisions, and any other applicable laws, statutes, regulations or requirements otherwise applicable to the services provided under this Agreement.
3. **Registration, Licensing and Bonding.** Consultant shall at all times maintain appropriate registration, licensing and bonding applicable to professional services to be performed pursuant to this Agreement, and has provided or will provide written evidence of the same to the City upon execution of this Agreement, and shall require and produce the same with respect to any subcontractors/assignees (if the same are authorized by the City to perform pursuant to the terms of this Agreement).
4. **Time Devoted.** The Consultant shall devote such time as reasonably necessary for the satisfactory performance of the services under this Agreement. Should Client require additional services not included under this Agreement, the Consultant shall make



reasonable effort to provide such additional services within the time schedule without decreasing the effectiveness of the performance of services required under this Agreement, and shall be compensated for such additional services as agreed between the Parties.

5. **Provisions of Facilities, Equipment, Personnel.** The Consultant shall furnish the facilities, equipment and personnel necessary to perform the services required under this Agreement unless otherwise provided herein.
6. **Compensation and Method of Payment.** The City shall pay the Consultant for services rendered within thirty (30) days of receipt of an approvable invoice as well as the form titled, **Exhibit "B"**, attached hereto and incorporated herein by this reference.

The Consultant shall provide engineering services for this project at a cost not to exceed **\$57,100**. If additional task authorizations are issued, a new scope and budget will be requested.

The Consultant shall complete and return **Exhibit "C"**, Tax Identification Number, to the City prior to or along with the first billing voucher submittal. The Consultant is required to have a City Business license and no payment will be made until one is obtained.

7. **Provisions for Changes in Scope of Consultant Services.** The Consultant agrees to perform those services which are described in **Exhibit "A"** attached hereto. Unless modified in writing and agreed to by both parties, the duties of the Consultant shall not be construed to exceed those services. The City and the Consultant agree that if additional duties are to be performed by the Consultant in the prosecution of this work, the Consultant shall submit an additional or supplemental work program and upon the City's approval, shall be compensated on the same terms of this contract as previously stated, or in a manner mutually agreed upon by both parties.
8. **Duration of Agreement.** This Agreement shall be in full force and effect for a period commencing on the date of the last signature affixed hereto and ending **June 30, 2019**, unless sooner terminated under the provisions hereinafter specified.
9. **Ownership and Use of Documents.** All documents, drawings, specifications, and other materials produced by the Consultant in connection with the services rendered under this Agreement shall be the property of the City whether the project for which they are made is executed or not. The City shall hold the Consultant harmless for the City's use of the documents, drawings, specifications, and other materials outside of the project intended.
10. **Independent Consultant.** The Consultant and the City agree that the Consultant is an Independent Contractor with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties. Neither the Consultant nor any employee of the Consultant shall be entitled to any benefits accorded City employees by virtue of the services provided under this Agreement. The City shall not be responsible for paying,

withholding, or otherwise deducting any customary state or federal payroll deductions, including but not limited to FICA, FUTA, state industrial insurance, state workers compensation, or otherwise assuming the duties of an employer with respect to the Consultant or any employee of the Consultant.

In accordance with Shelton Municipal Code, for the privilege of accepting or executing a contract with the City of Shelton, irrespective of whether goods or services are delivered within or outside the city, or whether the person's office is within or outside the city, the consultant is subject to the licensing requirements and business and occupation tax levied in SMC Chapters 5.04.030 and 3.52.060.

**11. Indemnification / Hold Harmless**

Consultant shall defend, indemnify and hold the Public Entity, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the Public Entity.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the Public Entity, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

**A. Insurance Term**

The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

**B. No Limitation**

The Consultant's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the Public Entity's recourse to any remedy available at law or in equity.

**C. Minimum Scope of Insurance**

The Consultant shall obtain insurance of the types and coverage described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be as least as broad as Insurance Services Office (ISO) form CA 00 01.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The Public Entity shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the Public Entity using an additional insured endorsement at least as broad as ISO CG 20 26.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

4. Professional Liability insurance appropriate to the Consultant's profession.

**D. Minimum Amounts of Insurance**

The Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

**E. Other Insurance Provision**

The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the Public Entity. Any insurance, self-insurance, or self-insured pool coverage maintained by the Public Entity shall be excess of the Consultant's insurance and shall not contribute with it.

**F. Acceptability of Insurers**

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

**G. Verification of Coverage**

The Consultant shall furnish the Public Entity with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured

endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

#### **H. Notice of Cancellation**

The Consultant shall provide the Public Entity with written notice of any policy cancellation within two business days of their receipt of such notice.

#### **I. Failure to Maintain Insurance**

Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the Public Entity may, after giving five business days notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Public Entity on demand, or at the sole discretion of the Public Entity, offset against funds due the Consultant from the Public Entity.

#### **J. Public Entity Full Availability of Consultant Limits**

If the Consultant maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Consultant.

### **12. Record Keeping and Reporting.**

- A. The Consultant shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Consultant shall also maintain such other records as may be deemed necessary by the City to ensure proper accounting of all funds contributed by the City to the performance of this Agreement.
- B. These records shall be maintained for a period of seven (7) years after termination hereof unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14 and by the City.

### **13. Audits and Inspections.** The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review, or audit as allowed by law during the performance of this Agreement. The City shall have the right to conduct an audit of the Consultant's financial statement and condition and to a copy of the results of any such audit or other examination performed by or on behalf of the Consultant.

14. **Termination.** This Agreement may at any time be terminated for any reason by the City upon giving to the Consultant thirty (30) days written notice of the City's intention to terminate the same. If the Consultant's insurance coverage is canceled for any reason, the City shall have the right to terminate this Agreement immediately. Consultant will be paid for satisfactory work performed through the date of termination.
15. **Discrimination Prohibited.** The Consultant shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Consultant under this Agreement on the basis of race, color, religion, creed, sex, age, national origin, marital status, or presence of any sensory, mental, or physical handicap, or any other protected class.
16. **Assignment and Subcontract.** The Consultant shall not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the City.
17. **Entire Agreement.** This Agreement and Exhibits A, B, & C contain the entire agreement between the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind either party. Either party may request changes to the Agreement. Proposed changes, which are mutually agreed upon and signed by each parties authorized signatory, shall be incorporated by written amendments to this Agreement.
18. **Notices.** The designated project representative for the City of Shelton is:

**Craig Gregory**  
**Public Works Director**  
City of Shelton  
525 West Cota Street  
Shelton, Washington 98584  
Phone number: (360) 432-5125  
Email: craig.gregory@sheltonwa.gov

Notices to the City shall be sent to the address noted above.

The designated project representative for the Consultant is Dominic Miller, P.E. Notices to the Consultant shall be sent to the following address:

Dominic J. Miller, P.E.  
Principal-In-Charge  
Gray & Osborne, Inc.  
2102 Carriage Drive SW, Bldg. I  
Olympia, WA 98502  
Phone Number: (360) 292-7481  
Email: dmiller@g-o.com



19. **Applicable Law; Venue; Attorneys' Fees.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be exclusively in Mason County, Washington. The prevailing party in any such action shall be entitled to its attorneys' fees and costs of suit.
20. **Representation of Consultant.** The Consultant represents to the City that it has no conflict of interest in performing any of the services set forth in **Exhibit "A."** In the event that the Consultant is asked to perform services for a project with which it may have a conflict, it will disclose such conflict to the City. At the discretion of the City, the City may direct the Consultant to refrain from entering into a contract with representatives of the conflicting project.
21. **Invoice and Activity Report.** The Consultant shall provide an activity report with each invoice highlighting services provided during the billing period, upcoming activities, and emerging management issues.

#### CONTRACT SIGNATURES

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2018

CITY OF SHELTON

Gray & Osborne, Inc.

By: \_\_\_\_\_  
Bob Rogers, Mayor

By: \_\_\_\_\_  
Signature

Printed Name and Title:

\_\_\_\_\_

Attest/Authenticated:

\_\_\_\_\_  
City Clerk (or witness to signature)

**EXHIBIT A**  
**SCOPE OF WORK**  
**CITY OF SHELTON**  
**PREDESIGN REPORT FOR RECLAIMED WATER TANK**  
**ENGINEERING SERVICES**

**PROJECT UNDERSTANDING**

The City plans to construct a new reclaimed water storage tank at the site of the Satellite Wastewater Reclamation Plant (WWRP) to allow it to supply peak reclaimed water demands without having to supplement reclaimed water with potable water. The existing storage tank volume is 30,000 to 40,000 gallons and the City is seeking to construct a new in-ground storage tank with a volume of 300,000 to 400,000 gallons. Gray & Osborne, Inc. will prepare a predesign report to provide recommendations for the location, size, type, configuration, system hydraulics, and piping configuration for a new reclaimed water storage tank at the City's WWRP site.

**PROJECT SCOPE**

The scope of work includes the following tasks.

**Task 1 – Data Collection and Review**

- A. Review existing reports, designs, record drawings, and data on the existing reclaimed water storage tank, reclaimed water mains and distribution system, and Satellite WWRP.
- B. Perform site visit to meet with operations and maintenance staff to review existing infrastructure and facilities, including the existing reclaimed water tank.

**Task 2 – Geotechnical Evaluation**

- A. Perform a geotechnical evaluation at the preliminary site of the new reclaimed water tank site at the Satellite WWRP. Field work will include two test borings to 40-foot depth. Provide recommendations for foundation design of the new reclaimed water tank.
- B. Geotechnical work to be performed by PanGEO, Inc., as a subconsultant to Gray & Osborne.

### **Task 3 – Prepare Predesign Report**

- A. Prepare the draft Predesign Report, including the following components associated with the new reclaimed water tank:
1. Reservoir Size and Configuration – Review existing and future reclaimed water demands, system configuration, pumping, and transmission requirements to determine the recommended size of the reservoir. Potential reclaimed water demands include Department of Corrections, State Patrol, Port of Shelton, Mason County Public Works, Shelton Hills Master Planned Development, and the City Urban Growth Area. Evaluate tank diameter/height combinations to provide the desired storage volume for peak demands while maintaining the required overflow and base elevations.
  2. Reservoir Location – Based on the reservoir size and elevation requirements, identify the optimum location to construct the new reclaimed water tank. The new location will take into consideration operation of the existing system during construction and allowance for staging of materials and equipment during construction of the new tank.
  3. Reservoir Type – Evaluate the various types of tank for the application to determine the optimum type based on the size and configuration. Potential reservoir types include reinforced concrete, prestressed concrete, welded steel, and bolted steel. Incorporate geotechnical recommendations for foundation design into the reservoir type evaluation. Evaluate alternatives for both capital costs and operation and maintenance costs to determine which type of reservoir provides the City with the lowest life cycle costs.
  4. System Hydraulics and Piping Configuration – Review reclaimed storage and pumping system hydraulics to determine the optimum piping configuration for existing and future system demands. Identify any existing system components as retained, abandoned, or demolished.
  5. Preliminary Site Plan – Based on available site information and recommended alternatives, prepare a conceptual site plan including location of the new reclaimed water tank, routing of reclaimed water mains and other utilities, and site access improvements.

6. Preliminary Cost Estimate – Prepare a detailed preliminary cost estimate for the recommended alternative.
  7. Permit Identification – Identify permits that will be required for completion of construction of the recommended alternative.
- B. Prepare the final Predesign Report following incorporation of City staff comments.

#### **Task 4 – Quality Assurance/Quality Control**

- A. Perform internal quality assurance/quality control reviews.
- B. Budget includes two internal review meetings.

#### **Task 5 – Meet with City Staff**

- A. Meet with City staff to present draft and final versions of the Predesign Report including review of City comments.
- B. Budget includes two meetings at City offices with City staff.

#### **DELIVERABLES**

1. Draft Predesign Report (three hard copies, one pdf copy)
2. Final Predesign Report (three hard copies, one pdf copy)

#### **BUDGET**

Based on the scope of work described above, the total estimated cost for completing the engineering services tasks is \$57,100, as shown in the attached Exhibit A, Part 2.

#### **SCHEDULE**

<b>Milestone</b>	<b>Date</b>
Notice to Proceed	August 13, 2018
Data Collection and Review Complete	September 7, 2018
Draft Predesign Report to City	October 19, 2018
Meet with City to Review Draft Report	November 1, 2018
Final Predesign Report to City	November 30, 2018
Meet with City to Review Final Report	December 13, 2018

## EXHIBIT A, PART 2

### ENGINEERING SERVICES SCOPE AND ESTIMATED COST

#### *City of Shelton - Predesign Report for Reclaimed Water Tank*

Tasks	Principal Hours	Project Manager Hours	Project Engineer Hours	Civil Engineer Hours	Structural Engineer Hours	Technician Hours
1 Data Collection and Review	4	8	16	4	4	12
2 Geotechnical Evaluation	1	4	8			4
3 Prepare Predesign Report	8	24	100	40	24	40
4 Quality Assurance/Quality Control	4	4	4			4
5 Meet with City Staff	4	4	8			2
Hour Estimate:	21	44	136	44	28	62
Estimated Fully Burdened Billing Rate:*	\$170	\$165	\$125	\$115	\$140	\$85
Fully Burdened Labor Cost:	\$3,570	\$7,260	\$17,000	\$5,060	\$3,920	\$5,270

Total Fully Burdened Labor Cost: \$ 42,080

Direct Non-Salary Cost:

Mileage & Expenses (mileage @ current IRS rate) \$ 335

Subconsultant:

Geotechnical (PanGEO, Inc.) \$ 13,350

Subconsultant Overhead (10%) \$ 1,335

**TOTAL ESTIMATED COST: \$ 57,100**

\* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.



**EXHIBIT B**

City of Shelton  
Billing Voucher

To: City of Shelton  
525 West Cota  
Shelton, Washington 98584  
Phone: (360) 426-9731  
FAX: (360) 426-7746

Submittal No.: \_\_\_\_\_

Consultant: \_\_\_\_\_ Telephone: (    ) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Project Title: \_\_\_\_\_

Contract Period: \_\_\_\_\_ Reporting Period: \_\_\_\_\_

Amount requested this invoice: \$ \_\_\_\_\_

Invoice Number: \_\_\_\_\_ Date of Invoice: \_\_\_\_\_ (Attach Invoice)

\_\_\_\_\_  
Authorized Signature

-----  
**BUDGET SUMMARY**

Total contract amount	\$ _____
Previous payments	\$ _____
Current request	\$ _____
Total requested this contract to date	\$ _____
Balance remaining	\$ _____

Note: If applicable, submit a separate voucher for each project, which is funded by your City of Shelton contract.  
-----

*For Department Use Only*

\_\_\_\_\_  
Director of Public Works

Date: \_\_\_\_\_

## EXHIBIT C

CITY OF SHELTON  
525 West Cota Street  
Shelton, WA 98584  
Phone: (360) 426-9731  
FAX: (360) 426-7746

### TAX IDENTIFICATION NUMBER

In order for you to receive reimbursement from the City of Shelton, we must have either a Tax Identification Number or a Social Security Number. The Internal Revenue Code requires a Form 1099 for payments to every person or organization other than a corporation for services performed in the course of trade or business.

Please complete the following information request form and return it to the City of Shelton before or along the submittal of the first billing voucher.

Please check the appropriate category:

Agency    ☐ Corporation    ☐ Partnership    ☐ Government  
              ☐ Individual/Proprietor    ☐ Other (please explain)

Tax Identification #: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_



## CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F5)

Touch Date: 7/11/18  
Brief Date: 7/17/18  
Action Date: **8/21/18**

Department: Public Works  
Presented By: **Craig Gregory**

### APPROVED FOR COUNCIL PACKET:

Action Requested:

#### ROUTE TO:

#### REVIEWED:

#### PROGRAM/PROJECT TITLE:

**Well 1 Rehab Project Design  
Services**

☐

Ordinance

☐

Resolution

#### ATTACHMENTS:

**Well 1 Rehab Project Design  
Services Contract**

☒

Motion

☐

Other

☒ Dept. Head

☐ Finance Director

☐ Attorney

☐ City Clerk

☐ City Manager

### DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

Well #1 supplies potable water over an approximate 5000 linier foot gravity fed waterline to the High School Tank. The well was constructed in 1948 and the Water Department has been experiencing declining performance and elevated levels of iron, hydrogen, sulfide, and sand production from the well. To keep up with of the City's potable water demands, the Public Works Department has determined that a design is needed for the rehabilitation of the well, and the re-equipping to a pressurized system. Throughout May of 2018, city staff put out a request for qualifications for design services of the rehab project. Submittals were opened on June 14, 2018 and reviewed by a panel of Public Works staff. The City received submittals from two firms, with Gray & Osborne, Inc. identified as having both the highest submission score, as well as the ability to meet the needs of the City

### ANALYSIS/OPTIONS/ALTERNATIVES:

N/A

### BUDGET/FISCAL INFORMATION:

The proposed \$68,340 for design services will be coming out of the \$95,000 that was previously budgeted in the 2018 budget for this project in the Water Utility Fund.

### PUBLIC INFORMATION REQUIREMENTS:

Information can be obtained through the Public Works Department

### STAFF RECOMMENDATION/MOTION:

Staff recommends: *"I move to approve the Well 1 Rehab Project Design Services Contract and authorize the Mayor to sign the Agreement with Gray & Osborne, Inc. once it is returned to the City for final execution".*

## CONTRACT FOR SERVICES

### City of Shelton and Gray & Osborne, Inc.

This Agreement is entered into by and between the City of Shelton, Washington, ("the City") and Gray & Osborne, Inc., ("the Consultant"), whose principal office is located at 2102 Carriage Drive SW, Building 1, Olympia, WA 98502.

WHEREAS, the City has determined the need to have engineering services performed for the **Well 1 Rehab Project Design Services**; and

WHEREAS, the City opened proposals submitted in response to the Request for Qualifications on June 14, 2018 and selected Gray & Osborne, Inc. following review of proposals received; and

WHEREAS, the City desires to have the Consultant perform such services pursuant to the following terms and conditions;

NOW, THEREFORE, IN CONSIDERATION OF the mutual benefits and conditions set forth below, the parties hereto agree as follows:

1. **Scope of Services to be Performed by Consultant.** The consultant shall provide detailed design and construction documents for the Rehabilitation of Well 1 (Approximately 735 ft. deep), as described on **Exhibit "A"** attached hereto and incorporated herein by this reference as if fully set forth in this contract. In performing such services, the Consultant shall at all times comply with all federal, state, and local laws applicable to the performance of such services and the handling of any funds used in connection therewith; this includes applicable prevailing wage requirements.
2. **Compliance with Applicable Industry Standards, Laws and Requirements.** In performing such services, the Consultant shall at all times comply with all federal, state and local laws applicable to the performance of such services. It is the Consultant's responsibility to identify and comply with such laws, including but not limited to Washington's laws against discrimination; Washington's Industrial Safety and Health Act and associated regulations; Washington's Unemployment Compensation provisions, and any other applicable laws, statutes, regulations or requirements otherwise applicable to the services provided under this Agreement.
3. **Registration, Licensing and Bonding.** Consultant shall at all times maintain appropriate registration, licensing and bonding applicable to professional services to be performed pursuant to this Agreement, and has provided or will provide written evidence of the same to the City upon execution of this Agreement, and shall require and produce the same with respect to any subcontractors/assignees (if the same are authorized by the City to perform pursuant to the terms of this Agreement).
4. **Time Devoted.** The Consultant shall devote such time as reasonably necessary for the satisfactory performance of the services under this Agreement. Should Client require additional services not included under this Agreement, the Consultant shall make

reasonable effort to provide such additional services within the time schedule without decreasing the effectiveness of the performance of services required under this Agreement, and shall be compensated for such additional services as agreed between the Parties.

5. **Provisions of Facilities, Equipment, Personnel.** The Consultant shall furnish the facilities, equipment and personnel necessary to perform the services required under this Agreement unless otherwise provided herein.
6. **Compensation and Method of Payment.** The City shall pay the Consultant for services rendered within thirty (30) days of receipt of an approvable invoice as well as the form titled, **Exhibit "B"**, attached hereto and incorporated herein by this reference.

The Consultant shall provide engineering services for the initial phase of this project at a cost not to exceed **\$68,340**. If additional task authorizations are issued, a new scope and budget will be requested.

The Consultant shall complete and return **Exhibit "C"**, Tax Identification Number, to the City prior to or along with the first billing voucher submittal. The Consultant is required to have a City Business license and no payment will be made until one is obtained.

7. **Provisions for Changes in Scope of Consultant Services.** The Consultant agrees to perform those services which are described in **Exhibit "A"** attached hereto. Unless modified in writing and agreed to by both parties, the duties of the Consultant shall not be construed to exceed those services. The City and the Consultant agree that if additional duties are to be performed by the Consultant in the prosecution of this work, the Consultant shall submit an additional or supplemental work program and upon the City's approval, shall be compensated on the same terms of this contract as previously stated, or in a manner mutually agreed upon by both parties.
8. **Duration of Agreement.** This Agreement shall be in full force and effect for a period commencing on the date of the last signature affixed hereto and ending **June 30, 2019**, unless sooner terminated under the provisions hereinafter specified.
9. **Ownership and Use of Documents.** All documents, drawings, specifications, and other materials produced by the Consultant in connection with the services rendered under this Agreement shall be the property of the City whether the project for which they are made is executed or not. The City shall hold the Consultant harmless for the City's use of the documents, drawings, specifications, and other materials outside of the project intended.
10. **Independent Consultant.** The Consultant and the City agree that the Consultant is an Independent Contractor with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties. Neither the Consultant nor any employee of the Consultant shall be entitled to any benefits accorded City employees by virtue of the services provided under this Agreement. The City shall not be responsible for paying,



withholding, or otherwise deducting any customary state or federal payroll deductions, including but not limited to FICA, FUTA, state industrial insurance, state workers compensation, or otherwise assuming the duties of an employer with respect to the Consultant or any employee of the Consultant.

In accordance with Shelton Municipal Code, for the privilege of accepting or executing a contract with the City of Shelton, irrespective of whether goods or services are delivered within or outside the city, or whether the person's office is within or outside the city, the consultant is subject to the licensing requirements and business and occupation tax levied in SMC Chapters 5.04.030 and 3.52.060.

**11. Indemnification / Hold Harmless**

Consultant shall defend, indemnify and hold the Public Entity, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the Public Entity.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the Public Entity, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

**A. Insurance Term**

The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

**B. No Limitation**

The Consultant's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the Public Entity's recourse to any remedy available at law or in equity.

**C. Minimum Scope of Insurance**

The Consultant shall obtain insurance of the types and coverage described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be as least as broad as Insurance Services Office (ISO) form CA 00 01.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The Public Entity shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the Public Entity using an additional insured endorsement at least as broad as ISO CG 20 26.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

**D. Minimum Amounts of Insurance**

The Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

**E. Other Insurance Provision**

The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the Public Entity. Any insurance, self-insurance, or self-insured pool coverage maintained by the Public Entity shall be excess of the Consultant's insurance and shall not contribute with it.

**F. Acceptability of Insurers**

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

**G. Verification of Coverage**

The Consultant shall furnish the Public Entity with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured

endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

#### **H. Notice of Cancellation**

The Consultant shall provide the Public Entity with written notice of any policy cancellation within two business days of their receipt of such notice.

#### **I. Failure to Maintain Insurance**

Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the Public Entity may, after giving five business days notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Public Entity on demand, or at the sole discretion of the Public Entity, offset against funds due the Consultant from the Public Entity.

#### **J. Public Entity Full Availability of Consultant Limits**

If the Consultant maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Consultant.

### **12. Record Keeping and Reporting.**

- A. The Consultant shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Consultant shall also maintain such other records as may be deemed necessary by the City to ensure proper accounting of all funds contributed by the City to the performance of this Agreement.
- B. These records shall be maintained for a period of seven (7) years after termination hereof unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14 and by the City.

### **13. Audits and Inspections.** The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review, or audit as allowed by law during the performance of this Agreement. The City shall have the right to conduct an audit of the Consultant's financial statement and condition and to a copy of the results of any such audit or other examination performed by or on behalf of the Consultant.

14. **Termination.** This Agreement may at any time be terminated for any reason by the City upon giving to the Consultant thirty (30) days written notice of the City's intention to terminate the same. If the Consultant's insurance coverage is canceled for any reason, the City shall have the right to terminate this Agreement immediately. Consultant will be paid for satisfactory work performed through the date of termination.
15. **Discrimination Prohibited.** The Consultant shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Consultant under this Agreement on the basis of race, color, religion, creed, sex, age, national origin, marital status, or presence of any sensory, mental, or physical handicap, or any other protected class.
16. **Assignment and Subcontract.** The Consultant shall not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the City.
17. **Entire Agreement.** This Agreement and Exhibits A, B, & C contain the entire agreement between the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind either party. Either party may request changes to the Agreement. Proposed changes, which are mutually agreed upon and signed by each parties authorized signatory, shall be incorporated by written amendments to this Agreement.
18. **Notices.** The designated project representative for the City of Shelton is:

**Craig Gregory**  
**Public Works Director**  
City of Shelton  
525 West Cota Street  
Shelton, Washington 98584  
Phone number: (360) 432-5125  
Email: craig.gregory@sheltonwa.gov

Notices to the City shall be sent to the address noted above.

The designated project representative for the Consultant is Dominic Miller, P.E. Notices to the Consultant shall be sent to the following address:

Dominic J. Miller, P.E.  
Principal-In-Charge  
Gray & Osborne, Inc.  
2102 Carriage Drive SW, Bldg. I  
Olympia, WA 98502  
Phone Number: (360) 292-7481  
Email: dmiller@g-o.com

19. **Applicable Law; Venue; Attorneys' Fees.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be exclusively in Mason County, Washington. The prevailing party in any such action shall be entitled to its attorneys' fees and costs of suit.
20. **Representation of Consultant.** The Consultant represents to the City that it has no conflict of interest in performing any of the services set forth in **Exhibit "A."** In the event that the Consultant is asked to perform services for a project with which it may have a conflict, it will disclose such conflict to the City. At the discretion of the City, the City may direct the Consultant to refrain from entering into a contract with representatives of the conflicting project.
21. **Invoice and Activity Report.** The Consultant shall provide an activity report with each invoice highlighting services provided during the billing period, upcoming activities, and emerging management issues.

#### CONTRACT SIGNATURES

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2018

CITY OF SHELTON

Gray & Osborne, Inc.

By: \_\_\_\_\_  
Bob Rogers, Mayor

By: \_\_\_\_\_  
Signature

Printed Name and Title:

\_\_\_\_\_

Attest/Authenticated:

\_\_\_\_\_  
City Clerk (or witness to signature)

**EXHIBIT A**  
**SCOPE OF WORK**  
**CITY OF SHELTON**  
**PREDESIGN REPORT FOR WELL 1 REHABILITATION**  
**ENGINEERING SERVICES**

**PROJECT UNDERSTANDING**

The City plans to rehabilitate Well 1 and pressurize a water transmission main as part of significant upgrades to its potable water system. The existing well is approximately 735 feet deep, equipped with a 100-horsepower submersible pump, and has a maximum pumping capacity of 1,455 gallons per minute (gpm). The existing water transmission main from Well 1 to the clearwell and continuing to the High School Tank is approximately 5,000 linear feet and is primarily 24-inch and 20-inch steel. The City plans to rehabilitate and re-equip Well 1 and convert the gravity water transmission main from a gravity line to a pressurized line.

**PROJECT SCOPE**

The scope of work includes the following tasks.

**Task 1 – Data Collection and Review**

- A. Review existing reports, designs, record drawings, and data on the existing water facilities including groundwater wells, treatment systems, transmission and distribution system piping and hydraulics, booster pump stations, and storage reservoirs.
- B. Perform site visit to meet with operations and maintenance staff to review existing infrastructure and facilities including Well 1, the clearwell, and the water transmission main alignment.

**Task 2 – Hydrogeological Evaluation**

- A. Perform a hydrogeological evaluation of Well 1. Evaluation will include the following:
  - 1. Data Review, Planning, and Management – Review of City data including well testing reports, water quality records, monitoring data, and operator information.
  - 2. Well Testing – Water quality, performance testing, and well video log to support design of a rehabilitation program.



3. Test Analysis and Rehabilitation Plan Development – Analyze and interpret the results from the well testing task and prepare a plan for rehabilitation.
- B. Hydrogeological work to be performed by Aspect Consulting, LLC, as a subconsultant to Gray & Osborne, Inc.

### **Task 3 – Prepare Predesign Report**

- A. Prepare the draft Predesign Report including the following components associated with the rehabilitation of Well 1 and the conversion of the water transmission main to a pressurized line:
1. Well Rehabilitation Evaluation – Incorporate information from the hydrogeological evaluation including recommendations for rehabilitation and re-equipping the well.
  2. Pipeline Evaluation – Evaluate the pipeline planned to be converted to a pressurized line. The pipeline extends from the clearwell to the High School Tank, is approximately 5,000 linear feet, and includes 24- and 20-inch steel pipe. Evaluation includes potholing of the line by the City at intermittent locations and testing of the thickness of the existing steel. One potential method to allow pressurization of the pipeline is to slipline with a new pipe within the interior of the existing 24- and 20-inch steel pipeline. The slipline option has been identified in previous City planning documents and will be considered as the primary option in this evaluation.
  3. Water System Hydraulics – Review the system hydraulics to determine the optimum pumping, storage, and pipeline configurations for the well pump itself and a potential booster pump station out of the existing or a modified clearwell. Utilize the City's water system hydraulic model to evaluate modifications to the pumping, transmission, and distribution lines. Update the model to incorporate completed water system capital improvement projects.
  4. Preliminary Well Site Plan – Based on available site information and recommended alternatives, prepare a conceptual site plan including the existing well and clearwell sites. The site plan would include preliminary siting of buildings and structures for housing recommended treatment and pumping facilities, modifications to

site piping and existing sand trap and clearwell facilities, site utilities, and site access improvements.

5. Pipeline Improvements Plan – Based on the pipeline evaluation, hydraulic analysis, and recommended scope and extent of pipeline improvements, develop a preliminary alignment plan to identify locations for pipeline modifications, connections to the existing distribution system along the transmission main alignment, and pipeline configuration modifications at the High School Tank site.
  6. Preliminary Cost Estimate – Prepare a detailed preliminary cost estimate for the recommended alternatives for both the well rehabilitation and the pipeline portions of the project.
  7. Permit Identification – Identify permits that will be required for completion of construction of the recommended alternatives for both the well rehabilitation and the pipeline portions of the project.
- B. Prepare the final Predesign Report following incorporation of City staff comments.

#### **Task 4 – Quality Assurance/Quality Control**

- A. Perform internal quality assurance/quality control reviews.
- B. Budget includes two internal review meetings.

#### **Task 5 – Meet with City Staff**

- A. Meet with City staff to present draft and final versions of the Predesign Report including review of City comments.
- B. Budget includes two meetings at City offices with City staff.

#### **DELIVERABLES**

1. Draft Predesign Report (three hard copies, one pdf copy)
2. Final Predesign Report (three hard copies, one pdf copy)

#### **BUDGET**

Based on the scope of work described above, the total estimated cost for completing the engineering services tasks is \$68,340 as shown on Exhibit A Part 2.

## SCHEDULE

Milestone	Date
Notice to Proceed	August 13, 2018
Data Collection and Review Complete	September 28, 2018
Hydrogeological Evaluation Complete	October 26, 2018
Draft Predesign Report to City	November 30, 2018
Meet with City to Review Draft Report	December 13, 2018
Final Predesign Report to City	January 18, 2019
Meet with City to Review Final Report	January 31, 2019

## EXHIBIT A PART 2

### ENGINEERING SERVICES SCOPE AND ESTIMATED COST

#### *City of Shelton - Predesign Report for Well 1 Rehabilitation*

Tasks	Principal Hours	Project Manager Hours	Project Engineer Hours	Civil Engineer Hours	Technician Hours
1 Data Collection and Review	4	8	16	12	12
2 Hydrogeological Evaluation	4	8	16		8
3 Prepare Predesign Report	12	32	88	72	40
4 Quality Assurance/Quality Control	4	4	4		4
5 Meet with City Staff	4	4	8		4
Hour Estimate:	28	56	132	84	68
Estimated Fully Burdened Billing Rate:*	\$170	\$165	\$125	\$115	\$85
Fully Burdened Labor Cost:	\$4,760	\$9,240	\$16,500	\$9,660	\$5,780

Total Fully Burdened Labor Cost: \$ 45,940

Direct Non-Salary Cost:

Mileage & Expenses (mileage @ current IRS rate) \$ 400

Subconsultant:

Hydrogeological (Aspect Consulting, LLC) \$ 20,000

Subconsultant Overhead (10%) \$ 2,000

**TOTAL ESTIMATED COST: \$ 68,340**

\* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.

**EXHIBIT B**

City of Shelton  
Billing Voucher

To: City of Shelton  
525 West Cota  
Shelton, Washington 98584  
Phone: (360) 426-9731  
FAX: (360) 426-7746

Submittal No.: \_\_\_\_\_

Consultant: \_\_\_\_\_ Telephone: (    ) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Project Title: \_\_\_\_\_

Contract Period: \_\_\_\_\_ Reporting Period: \_\_\_\_\_

Amount requested this invoice: \$ \_\_\_\_\_

Invoice Number: \_\_\_\_\_ Date of Invoice: \_\_\_\_\_ (Attach Invoice)

\_\_\_\_\_  
Authorized Signature

-----  
**BUDGET SUMMARY**

Total contract amount	\$ _____
Previous payments	\$ _____
Current request	\$ _____
Total requested this contract to date	\$ _____
Balance remaining	\$ _____

Note: If applicable, submit a separate voucher for each project, which is funded by your City of Shelton contract.  
-----

*For Department Use Only*

\_\_\_\_\_  
Director of Public Works

Date: \_\_\_\_\_

## EXHIBIT C

CITY OF SHELTON  
525 West Cota Street  
Shelton, WA 98584  
Phone: (360) 426-9731  
FAX: (360) 426-7746

### TAX IDENTIFICATION NUMBER

In order for you to receive reimbursement from the City of Shelton, we must have either a Tax Identification Number or a Social Security Number. The Internal Revenue Code requires a Form 1099 for payments to every person or organization other than a corporation for services performed in the course of trade or business.

Please complete the following information request form and return it to the City of Shelton before or along the submittal of the first billing voucher.

Please check the appropriate category:

Agency    ☐ Corporation    ☐ Partnership    ☐ Government  
              ☐ Individual/Proprietor    ☐ Other (please explain)

Tax Identification #: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_





## CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F6)

Touch Date: 08/03/18  
Brief Date: 08/21/18  
Action Date: **08/21/18**  
**1<sup>st</sup> and Final Reading of  
Resolution**

Department: Public Works  
Presented By: **Craig Gregory**

### APPROVED FOR COUNCIL PACKET:

Action Requested:

#### ROUTE TO:

#### REVIEWED:

#### PROGRAM/PROJECT TITLE:

**Vacation of Govey Dr. &  
Mountain View Dr.**

#### ATTACHMENTS:

- Resolution 1136-0818
  - Exhibit A – Application for Vacation
- Appraisal Report
- Timeline for Vacation Process
- Quit Claim Deed

- ☐ Ordinance
- ☒ Resolution
- ☒ Motion
- ☐ Other

☒ Dept. Head

☐ Finance Director

☐ Attorney

☐ City Clerk

☐ City Manager

### DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

City staff and Mason General Hospital (MGH) have been in discussion for the past few months regarding the petition for vacation of Govey Drive and Mountain View Drive. An appraisal was completed in order to assist in the negotiation and decision making process and Mason General Hospital has paid the required \$2,000 application fee. RCW 35.79.030 states, "If the legislative authority determines to grant the petition or any part thereof, such city or town shall be authorized and have authority by ordinance to vacate such street, or alley, or any part thereof, and the ordinance may provide that it shall not become effective until the owners of property abutting upon the street or alley, or part thereof so vacated, shall compensate such city or town in an amount which does not exceed one-half the appraised value of the area so vacated. If the street or alley has been part of a dedicated public right-of-way for twenty-five years or more, or if the subject property or portions thereof were acquired at public expense, the city or town may require the owners of the property abutting the street or alley to compensate the city or town in an amount that does not exceed the full appraised value of the area vacated".

The attached Quit Claim deed shows the City of Shelton acquired the property on July 16, 1993, over 25 years ago. Per the previously mentioned RCW, since the subject property has been part of a dedicated public right-of-way for more than twenty-five years, the city is allowed to require the owners of the property requesting the vacation to compensate the city in an amount that does not exceed the full appraised value of the area to be vacated. Mason General Hospital has agreed to pay the City the full appraised value of \$140,000 for the vacation of both streets.

The Public Works Director, Superintendent of Streets, and the City Planner, have all had a chance to review and comment on the application for vacation. Our City Planner, Jason Dose, felt the vacation of Govey and Mountain View Drive would allow for a creation of a much more pedestrian friendly parking scheme. If the right of way were to remain the same, over time, more and more people would have to cross city streets to access the hospital from the parking lots. With the proposed design it would be a more integrated design.

We do not have recent traffic counts but even if a recent count had been completed it would be difficult to determine if the traffic is residential or those travelling to and from Mason General Hospital or its family of clinics that surrounds the subject property to be vacated.

ANALYSIS/OPTIONS/ALTERNATIVES:

The Council may approve, approve with conditions or changes, or deny the vacation of the streets.

BUDGET/FISCAL INFORMATION:

The revenue for the vacation will be held in a transportation fund within the General Fund.

PUBLIC INFORMATION REQUIREMENTS:

City Council's adoption of Resolution #1136-0818 will authorize a public hearing to be held September 18, 2018. Legal Notice of the Public Hearing will be place in the Mason County Journal and be posted at the Civic Center, Mason County Building 1, and the Post Office.

STAFF RECOMMENDATION/MOTION:

Staff requests a first and final reading of Resolution #1136-0818 and, *"I move to adopt Resolution #1136-0818, a resolution initiating procedures to vacate Govey Drive and Mountain View Drive, and setting the public hearing for this matter for Tuesday, September 18, 2018"*.

**RESOLUTION NO. 1136-0818**

**A RESOLUTION OF THE CITY OF SHELTON, WASHINGTON INITIATING PROCEDURES TO VACATE GOVEY DRIVE AND MOUNTAIN VIEW DRIVE.**

**WHEREAS**, under RCW 35.79.010, upon petition for vacation of public right-of-way by owners of at least two-thirds of the property abutting upon a street sought to be vacated, the City shall by resolution fix a time when the petition will be heard; and

**WHEREAS**, the City has received a petition for vacation of public right-of-way was received from Mason County Public Hospital District Number 1, owner of real estate legally described as Lots 1 through 9 of the Medical Center Tracts, which abuts the requested vacation of Govey Drive and Mountain View Drive, in their entirety, as they exist in the Medical Center Tracts.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Shelton, Washington, as follows:

1. The legal description of the street area proposed to be vacated is contained in the petition, attached hereto and incorporated herein as Exhibit "A".
2. The public hearing for the above mentioned petition shall be held at the Civic Center City Council Chambers at 525 West Cota Street, Shelton, WA 98584 on Tuesday, the 18th day of September, 2018 at approximately 6:00 p.m.
3. The Public Works Department will give notice of the Pendency of the Petition and the hearing thereon as required by RCW35.79.020

**INTRODUCED AND PASSED** by the City Council of the City of Shelton on this 21st day of August, 2018.

ATTEST:

\_\_\_\_\_  
Bob Rogers, Mayor

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

**CITY OF SHELTON-PUBLIC WORKS  
APPLICATION FOR VACATION OF PUBLIC RIGHT-OF WAY**

**RECEIVED**

Fee: \$2,000-

Date Received:

JUL 26 2018

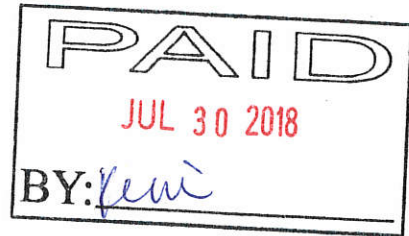
By:

*[Signature]*

Name of Applicant: Public Hospital District No. 1 of Mason County

Address: 901 Mountain View Dr., Shelton, WA 98584

Phone: (360) 426-1611



**Requested Right-of-Way to be Vacated:**

Attach site plan drawing that includes survey information, parcel numbers and clearly shows area to be vacated, application cannot be processed without this information.

Mountain View Drive and Govey Drive. Survey/Site Plan Attached. Utility Plan Also attached.

R00130335

**Legal Description (s):**

All that portion of Lot 1 of Short Plat No. 55 as recorded under Mason County Auditor's file number 514931 which is depicted as the interior road rights of way in a survey recorded under Mason County Auditor's file number 564327, Volume 17, page 196.

**Parcel Number(s):** 32018-59-60010

**Reasons for Vacation:**

To allow the Hospital District to construct a new medical office building and provide parking for said development and potentially reconfigure the right of way for future projects.

**Name and Address of Petitioner (s):**

Public Hospital District No. 1 of Mason County, dba Mason General Hospital & Family of Clinics.

**Name and Address of Other Affected Properties:**

Attach signed documentation that the parties agree (or disagree) with petition. application cannot be processed without this information. Two thirds of abutting property owners must agree in order for vacation to be processed. (see available sample letter)

Public Hospital District No. 1 of Mason County owns all abutting properties:

Parcels Owned by PHD No. 1: 32018-59-00001; 32018-59-00002; 32018-59-00003; 32018-59-00004; 32018-59-00005; 32018-59-00006; 32018-59-00007; 32018-59-00008; 32018-59-00009 and 32018-25-90091. Mason County GIS map attached.

Public Hospital District No. 1 of Mason County

*[Signature]*  
by: Eric Moll, CEO



NOTE: THIS SURVEY IS A RETRACEMENT OF REF#1 AND REF#2, ALSO THIS SURVEY WAS CONDUCTED WITHOUT THE BENEFIT OF A TITLE REPORT, NOT ALL EASEMENTS ARE SHOWN THAT MAY SHOW UP ON AN UPDATED TITLE REPORT.

NOTE: SECTION TIES ARE FOR ILLUSTRATIVE PURPOSES

ONLY	LINE	CURVE	RADIUS	ARC	DELTA	LINE	BEARING	WOMEN DIST
	C1	C1	130.00	104.54	127.5613	L1	N87°33'47"E	30.42
	C2	C2	130.00	104.54	127.5613	L2	N87°33'35"W	34.82
	C3	C3	480.33	125.15	177°25'47"E	L3	N87°33'35"W	34.82
	C4	C4	480.33	125.15	177°25'47"E	L4	N87°33'35"W	34.82
	C5	C5	480.33	125.15	177°25'47"E	L5	N87°33'35"W	34.82
	C6	C6	480.33	125.15	177°25'47"E	L6	N87°33'35"W	34.82
	C7	C7	480.33	125.15	177°25'47"E	L7	N87°33'35"W	34.82
	C8	C8	480.33	125.15	177°25'47"E	L8	N87°33'35"W	34.82
	C9	C9	480.33	125.15	177°25'47"E	L9	N87°33'35"W	34.82
	C10	C10	480.33	125.15	177°25'47"E	L10	N87°33'35"W	34.82
	C11	C11	480.33	125.15	177°25'47"E	L11	N87°33'35"W	34.82
	C12	C12	480.33	125.15	177°25'47"E	L12	N87°33'35"W	34.82
	C13	C13	480.33	125.15	177°25'47"E	L13	N87°33'35"W	34.82
	C14	C14	480.33	125.15	177°25'47"E	L14	N87°33'35"W	34.82
	C15	C15	480.33	125.15	177°25'47"E	L15	N87°33'35"W	34.82
	C16	C16	480.33	125.15	177°25'47"E	L16	N87°33'35"W	34.82
	C17	C17	480.33	125.15	177°25'47"E	L17	N87°33'35"W	34.82
	C18	C18	480.33	125.15	177°25'47"E	L18	N87°33'35"W	34.82
	C19	C19	480.33	125.15	177°25'47"E	L19	N87°33'35"W	34.82
	C20	C20	480.33	125.15	177°25'47"E	L20	N87°33'35"W	34.82
	C21	C21	480.33	125.15	177°25'47"E	L21	N87°33'35"W	34.82
	C22	C22	480.33	125.15	177°25'47"E	L22	N87°33'35"W	34.82
	C23	C23	480.33	125.15	177°25'47"E	L23	N87°33'35"W	34.82
	C24	C24	480.33	125.15	177°25'47"E	L24	N87°33'35"W	34.82

1) PLAT OF MEDICAL CENTER TRACTS AS RECORDED UNDER VOLUME 10 OF PLATS PAGES 136 AND 137, RECORDS OF MASON COUNTY, WASHINGTON.

2) RECORD OF SURVEY AS RECORDED IN VOLUME 37 OF SURVEYS, PAGE 107, RECORDS OF MASON COUNTY, WASHINGTON.

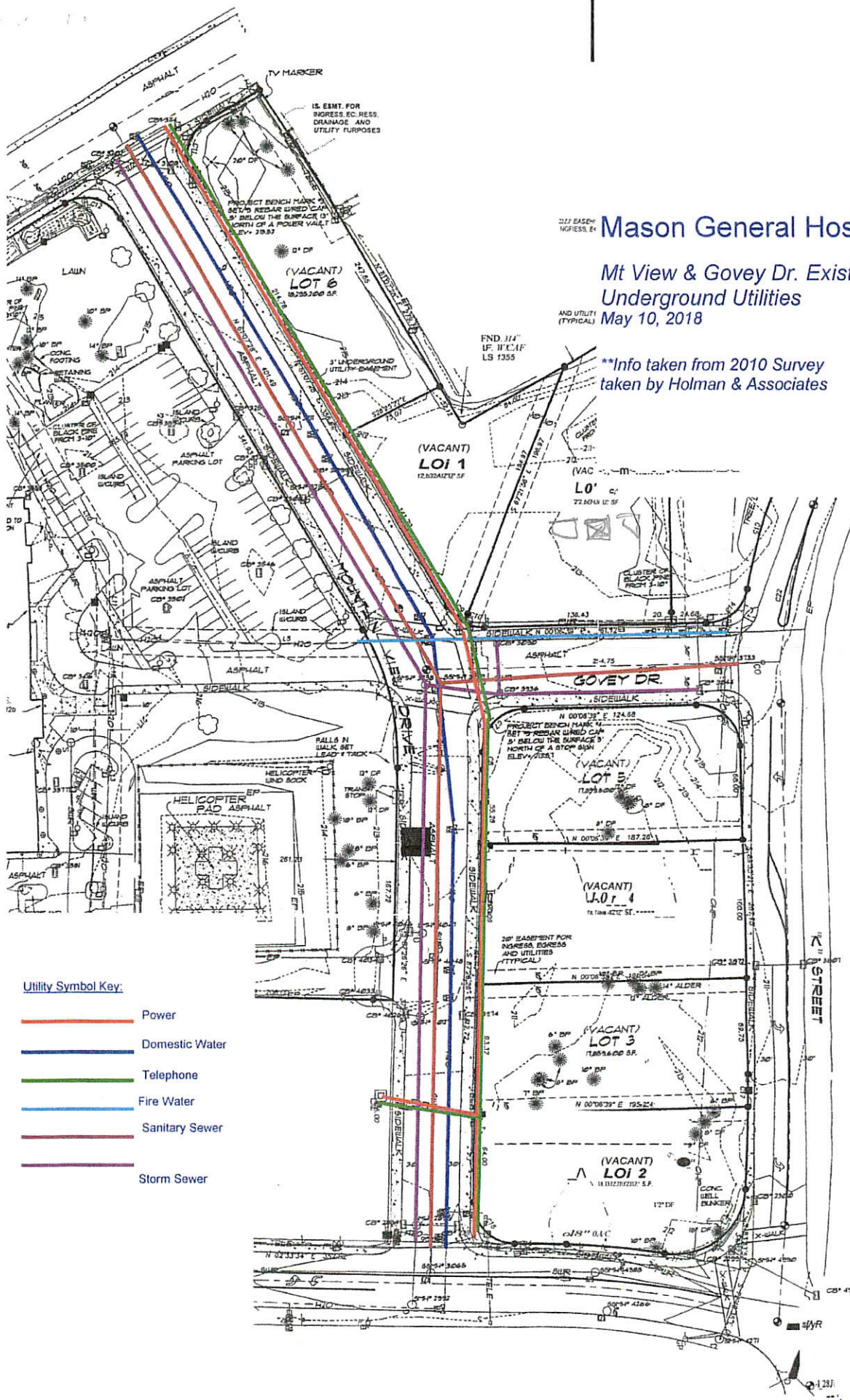
CONVENTIONAL FIELD TRAVERSE USING A SOKKIA SET 6C TOTAL STATION, THIS SURVEY MEETS OR EXCEEDS THOSE ACCURACY STANDARDS AS SET FORTH IN WAC 312-130-0900.

THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE REQUIREMENTS OF THE SURVEY RECORDS ACT AT THE REQUEST OF WATSON GENERAL HOSPITAL.

FILED FOR RECORD THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ AT \_\_\_\_\_  
 \_\_\_\_\_ M. IN BOOK \_\_\_\_\_ OF SURVEYS AT PAGE \_\_\_\_\_  
 AT THE REQUEST OF DAVID RAYMOND ROSE

C-22





# Mason General Hospital

Mt View & Govey Dr. Existing  
Underground Utilities  
May 10, 2018

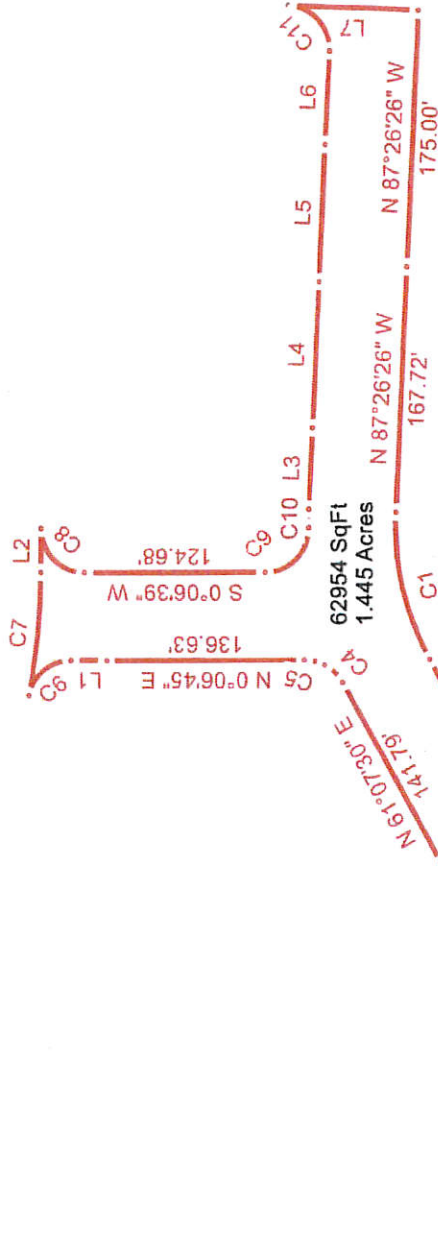
*\*\*Info taken from 2010 Survey  
taken by Holman & Associates*

## Utility Symbol Key:

- Power
- Domestic Water
- Telephone
- Fire Water
- Sanitary Sewer
- Storm Sewer



# AREA OF THE EXISTING ROADS



LINE	BEARING	HORIZ DIST	CURVE	RADIUS	ARC	DELTA
L1	N0°06'39"E	24.48'	C1	190.00'	104.24'	31°26'03"
L2	S89°53'23"E	29.98'	C2	30.00'	46.90'	89°34'21"
L3	S87°26'48"E	55.25'	C3	30.00'	47.35'	90°25'55"
L4	S87°26'18"E	100.09'	C4	30.00'	17.26'	32°57'51"
L5	S87°26'26"E	93.37'	C5	30.00'	14.69'	28°03'41"
L6	S87°26'26"E	64.00'	C6	30.00'	41.22'	78°43'28"
L7	S2°33'36"W	90.00'	C7	430.00'	84.68'	11°17'00"
			C8	30.00'	47.12'	90°00'07"
			C9	30.00'	47.35'	90°25'55"
			C10	250.00'	12.57'	2°52'51"
			C11	30.00'	47.12'	89°59'33"





Mason County WA GIS

Show search results for 32018...

Mason  
General  
Hospital

# **Appraisal Report**

**Proposed Street Vacation  
Mountain View & Govey Drive  
Shelton, Washington**

**Prepared For:**

**Robert Johnson PLLC**

**ANDERSON APPRAISAL, INC.**

Real Estate Appraisers and Consultants

# ANDERSON APPRAISAL, INC.

TELEPHONE (360) 943-8400 • EMAIL: derekj@andersonappraisalinc.com  
P. O. BOX 2694 • OLYMPIA, WASHINGTON 98507

June 13, 2018

Robert Johnson PLLC  
Attorneys at Law  
PO Box 1400  
Shelton, Washington 98584

Re: Proposed Street Vacation  
Mountain View & Govey Drive  
Shelton, Washington  
File No. 5935-18

Dear Mr. Johnson:

In accordance with our engagement, Anderson Appraisal, Inc. evaluated the above referenced property, utilizing best practice appraisal standards for this property type. The appraisal was conducted in compliance with our understanding of the following: Uniform Standards of Professional Appraisal practice (USPAP), and all applicable state and federal laws and regulations including licensing and registration. The undersigned hereby certifies that no attempt was made by the client or any third party to influence the valuation through coercion, extortion, collusion, compensation, inducement, intimidation, bribery, or in any other manner.

The purpose of this appraisal is to develop an opinion of the Market Value of the subject property's fee simple estate. The Appraisal Report is as defined by USPAP Standards Rule 2-2(a). The following table conveys the final opinions of market value that are developed within the body of the report.

Scenario	Effective Date	Estimated Value
As Is Value	April 2, 2018	\$140,000

The appraisal report has been prepared for the exclusive benefit of Robert Johnson PLLC, Mason General Hospital, and the City of Shelton. It may not be used or relied upon by any other party without our written consent. The reader's attention is directed to the Underlying Assumptions and Limiting Conditions, on page 59. We appreciate the opportunity to serve you, and if you have any questions regarding this report, please feel free to call.

Sincerely,



---

Derek R. Jolliff, MAI

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## Summary of Salient Facts and Conclusions

### *Introduction:*

The subject is two connected streets being considered for vacation. The streets combined form a "Y" shape and adjoin the north side of Mason General Hospital in the primary medical office node of Shelton. This report is under the extraordinary assumption that the City of Shelton, and any other entities, will retain subsurface utility easements (sewer, storm sewer, water, power, telephone). This assignment is to estimate the market value of the two streets. The "Across the Fence" methodology, where the subject is valued as if it were part of the adjoining properties, has been employed. However, with the subsurface easements, the utility of the subject is impaired resulting in a reduction in value.

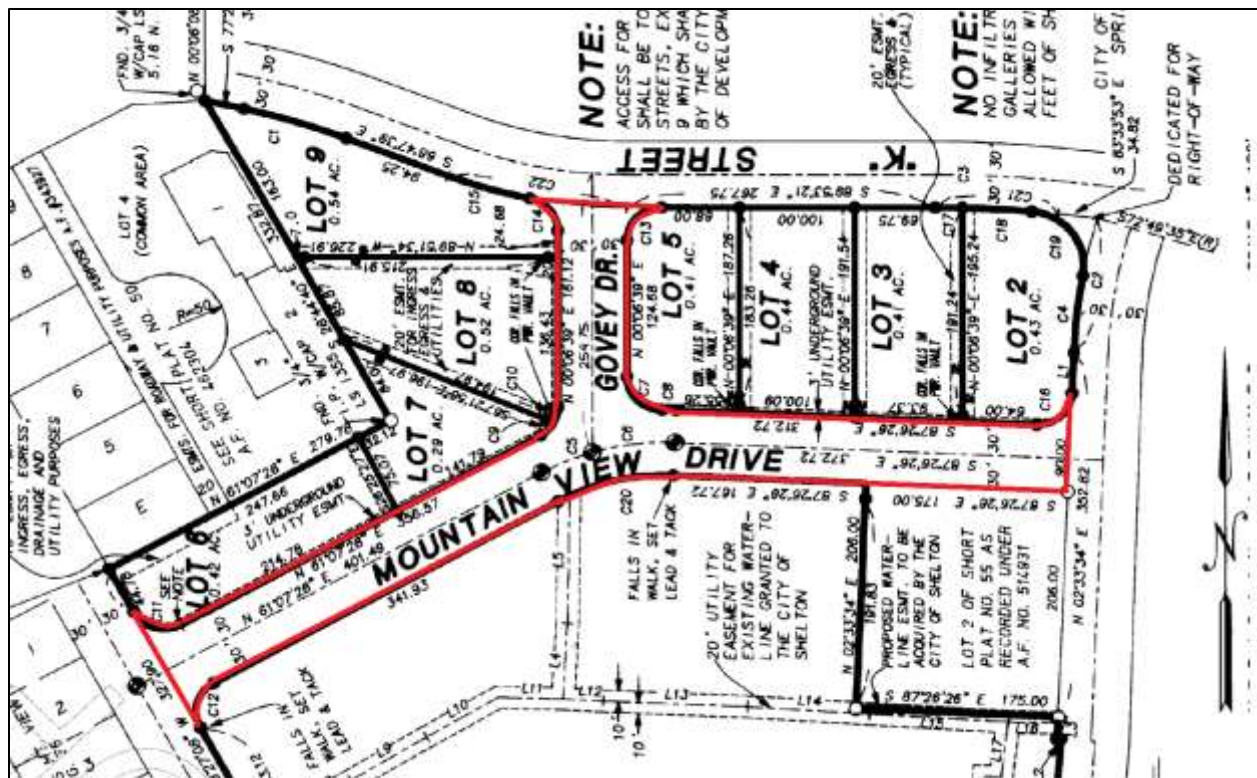
<i>Property Identification:</i>	Proposed Street Vacation.
<i>Parcel Number:</i>	32018-59-60010.
<i>Ownership:</i>	City of Shelton.
<i>Property Type:</i>	City Street. Valued as if vacant medical office land.
<i>Land Area:</i>	62,954 SF or 1.445 acres, per provided exhibit showing area or roads. Larger Parcel estimated to be 20,909 SF.
<i>Building Area:</i>	No Buildings.
<i>Zoning:</i>	ME, Medical/Educational.
<i>Highest &amp; Best Use:</i>	Medical office.
<i>Type of Appraisal:</i>	As requested, this is an Appraisal Report, which is USPAP compliant.
<i>Effective Date(s) of Value:</i>	April 2, 2018.
<i>Date of Report:</i>	June 13, 2018.
<i>Rights Appraised:</i>	Market Value of the fee simple estate.
<i>Client &amp; Intended Use:</i>	The client is Robert Johnson PLLC. Robert Johnson PLLC, Mason General Hospital, and the City of Shelton are intended users. The function (intended use) of this appraisal is to evaluate the real property for proposed street vacation.



<b><i>Value Indicated By:</i></b>	
<b>Cost Approach:</b>	Not Applicable
<b>Sales Comparison Approach</b>	\$140,000
<b>Income Approach:</b>	Not Completed
<b>FINAL ESTIMATE OF MARKET VALUE:</b>	<b>\$140,000</b>

[illegible]

**5930-18**



Plat Map with the Proposed Street Vacation Outlined in Red

## AREA OF THE EXISTING ROADS

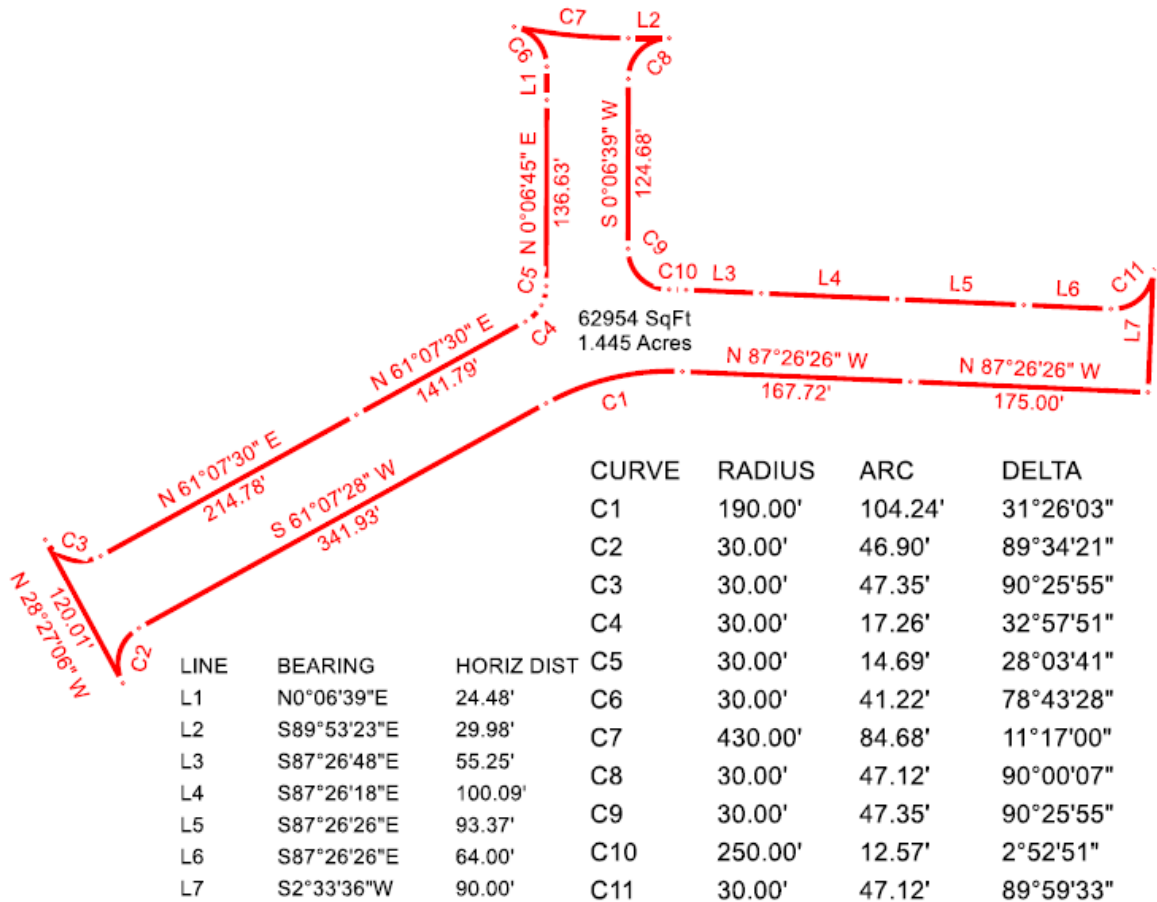
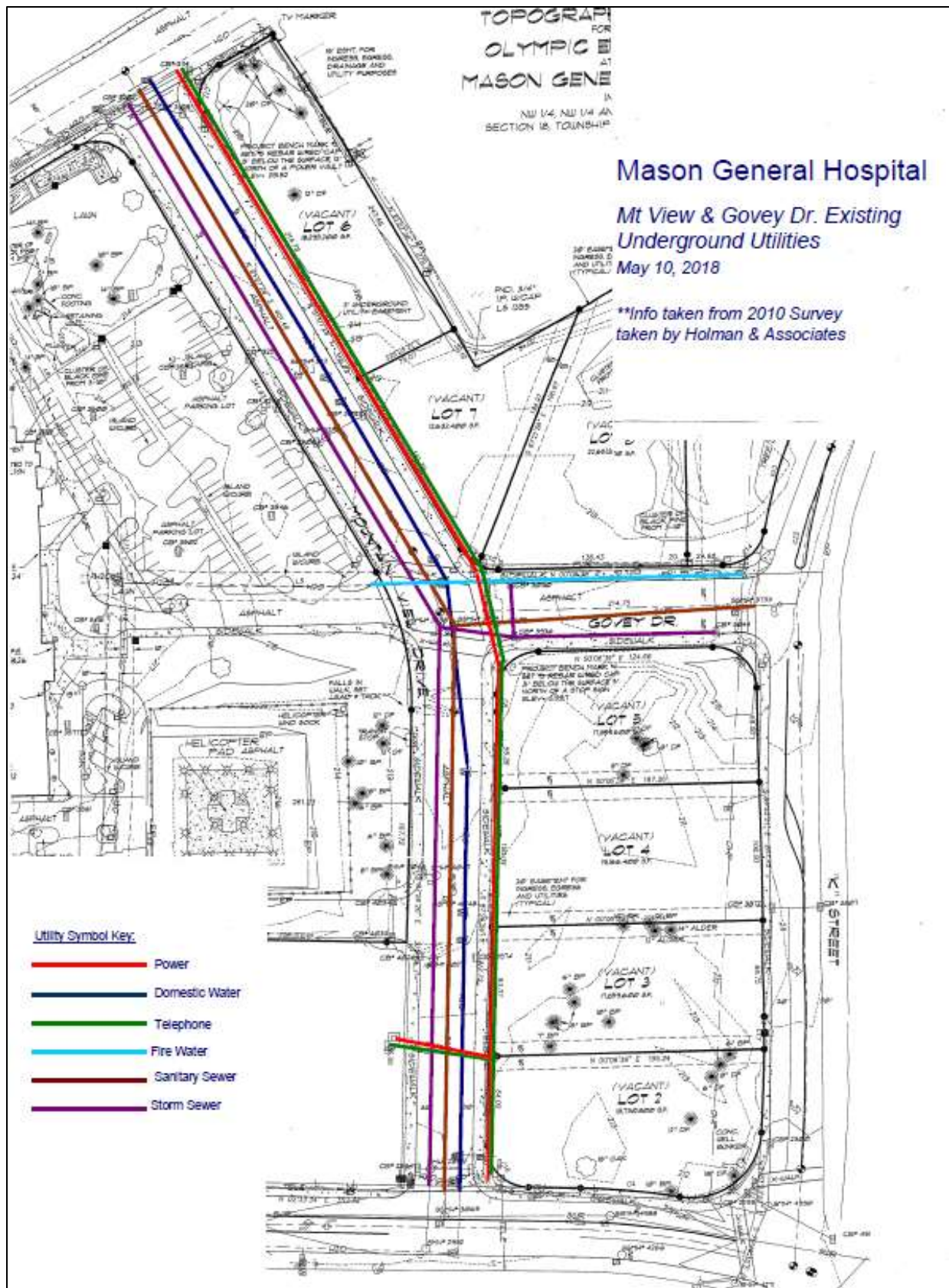


Exhibit showing the Calculated Area of the Proposed Subject Street Vacation





**Exhibit showing the Location of Underground Utility Lines**



**Aerial Picture with the Subject Outlined in Red (Lines are Approximate)**



## Subject Photographs



**Looking South Along Govey Drive**



**Looking Southwest along Mountain View Drive**

## Subject Photographs



**Looking East along Mountain View Drive**



**Looking South across Mountain View Drive at Mason General Hospital**

## Subject Photographs



**Vacant ME Zoned Parcels Adjoining the Subject Street**



**Vacant ME Zoned Parcels Adjoining the Subject Street**

## Introduction

<i>Type of Property:</i>	Proposed Street Vacation.
<i>Address of Property:</i>	Mountain View & Govey Drive.
<i>Location:</i>	South of E. K Street, west of N. 13 <sup>th</sup> Street, east of Sherwood Lane on the north side of Mason General Hospital in the City Limits of Shelton in Mason County.
<i>Owner of Record:</i>	City of Shelton.

## Legal Description

No title report has been furnished. The legal description shown in public records is as follows:

"MEDICAL CENTER TRACTS LOT: MT VIEW DR & GOVEY DR -MEDICAL CENTER PL"

## Purpose of Appraisal

The purpose of this appraisal was to estimate the Market Value a buyer would be justified in paying for the subject property, fee simple estate, as of April 2, 2018.

## Intended Use of Appraisal

This appraisal report is intended for the client is Robert Johnson PLLC and the intended users are Mason General Hospital, and the City of Shelton. The function (intended use) of this appraisal is to evaluate the real property for proposed street vacation.

## Definition of Client

The term "Client" is defined in USPAP as:

"The party or parties who engage an appraiser (by employment or contract) in a specific assignment."

The client of this appraisal report is Robert Johnson PLLC.

## Unavailability of Information

The following information was not provided or available to the appraisers:

Title Report  
Environmental Reports  
Soils Study  
Utility Easement Documents

## Extraordinary Assumptions

There is an Extraordinary Assumption that the City of Shelton, and any other entities, will retain subsurface utility easements as shown on the provided exhibit "Mt. View and Govey Dr. Existing Underground Utilities".

## Hypothetical Conditions

None.

## Definitions

### ***Market Value***<sup>1</sup>

*Market Value is described in the Uniform Standards of Professional Appraisal Practice (USPAP) as follows: A type of value, stated as an opinion, that presumes the transfer of a property (i.e., a right of ownership or a bundle of such rights) as of a certain date, under specific conditions set forth in the definition of the term identified by the appraiser as applicable in an appraisal. USPAP also requires that certain items be included in every appraisal report. Among these items, the following are directly related to the definition of market value:*

---

<sup>1</sup>The Dictionary of Real Estate Appraisal, Appraisal Institute, Fifth Edition, Page 122.

- *Identification of the specific property rights to be appraised.*
- *Statement of the effective date of the value opinion.*
- *Specification as to whether cash, terms equivalent to cash, or other precisely described financial terms are assumed as the basis of appraisal.*
- *If the appraisal is conditioned upon financing or other terms, specification as to whether the financing or terms are at, below, or above market interest rates and/or contain unusual conditions or incentives. The terms of above- or below-market interest rates and/or other special incentives must be clearly set forth; their contribution to, or negative influence on, value must be described and estimated; and the market data supporting the opinion of value must be described and explained.*

### ***Fee Simple Estate<sup>2</sup>***

*Absolute ownership unencumbered by any other interest or estate, subject only to the limitations imposed by the governmental powers of taxation, eminent domain, police power, and escheat.*

## **Property Rights Appraised**

The fee simple estate is appraised herein, subject to zoning, easements, and other governmental restrictions of record.

## **Date of Inspection**

The last date of physical property inspection was April 2, 2017, which is the "effective date" of the appraisal. Present during the inspection were the following individuals: Derek Jolliff (appraiser).

During the inspection, the appraiser visually surveyed the surface of the streets proposed to be vacated. The appraiser is not an environmental or civil engineer. The client is urged to retain such if so desired. The condition and quality assessment of the site and/or improvements are based on the appraiser's opinion of the observed areas. Should there be damage, defects, wear and tear, or hazardous materials not commensurate with the observed areas that are later discovered, we reserve the right to modify the report and value conclusions presented within.

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<sup>2</sup> The Dictionary of Real Estate Appraisal, Appraisal Institute, Fifth Edition, Page 78.



## Property History

The subject streets were constructed in the 1990's in an area that was vacant land. Since then, some of the surrounding parcels have been developed, primarily with medical office related improvements and associated parking. Additionally, the Mason General Hospital has been expanded since then and there are plans to construct a 60,000 SF medical office building next to the hospital.

The subject has not sold in the three years prior to the date of value and is not currently under contract or being marketed for sale.

## Scope of Work

The scope of work for this particular appraisal assignment is outlined below:

The appraisers analyzed regional and local economics, including population and employment trends, household income, as well as recent job formation and unemployment statistics. During our investigation, various governmental entities were contacted for demographic data, land policies and trends, and growth estimates.

Neighborhood data were supplemented by physical inspection of the defined area. Legal and physical features of the subject site were confirmed and analyzed, including flood plain data, zoning regulations, public wetland mapping, easements and encumbrances, access and exposure of the site, and site coverage and parking compared to market standards.

Financial features of the property were analyzed, including assessment and tax history by comparison to taxation of similar competing properties.

A marketability study was completed that analyzed buyer profile, overall supply and demand characteristics for this property type, anticipated or proposed additional supply, and an evaluation of the subject property's competitive position as of the date of appraisal. A highest and best use analysis was performed, and conclusions drawn for the highest and best use of the site. The analysis included legal, physical, and financial feasibility characteristics.

In order to select the appropriate valuation methods, we considered the scope of the assignment insofar as the applicability of each of the traditional approaches, given the characteristics of the subject property as well as the client's intended use of the appraisal. This appraisal developed the Sales Comparison Approach.

A diligent search for necessary comparable evidence was conducted, in conducting this study information was obtained from both public and private sources. Attempts were made to contact the buyers or sellers or other knowledgeable third parties to verify that the transactions were at arm's length, cash equivalent, and market reflective. A reconciliation of all pertinent data

considered was then completed, resulting in the conclusion of real property value which is set forth herein.

## Information Sources

The following sources or individuals were contacted to obtain relevant information:

<b><u>Item</u></b>	<b><u>Source</u></b>
Legal Description	Mason County Assessor
Zoning	City of Shelton
Assessment	Mason County Assessor
Tax Load	Mason County Treasurer
Floodmap	FEMA Map Service Center
Wetland Mapping	National Wetlands Inventory
Site Size	Mason County Assessor, provided measurement exhibit
Market Sales Data	See Summaries, Market Data Section

## Exposure Time

"The time a property remains on the market. The estimated length of time the property interest being appraised would have been offered on the market prior to the hypothetical consummation of a sale at market value on the effective date of the appraisal; a retrospective estimate based on an analysis of past events assuming a competitive and open market."<sup>3</sup>

The following information was taken into consideration to develop an estimate of exposure time for the subject property: recent comparable sale and current listing experience (i.e. days on market), interviews with real estate brokers/agents with experience marketing this property type, interviews with lenders who finance this type of real estate, and the subject property's overall physical and locational characteristics.

Based upon our research for this assignment, required marketing periods ranging between 1 month and over two years were observed. Considering all of the preceding factors, the exposure period has been estimated at approximately twelve months or less. Exposure time is always presumed to occur prior to the effective date of the appraisal.

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<sup>3</sup> The Dictionary of Real Estate Appraisal, Appraisal Institute, Fifth Edition, Page 73.

## Market Area Summary

A market area is defined as "the geographic or locational delineation of the market for a specific category of real estate, i.e., the area in which alternative, similar properties effectively compete with the subject property in the minds of probable, potential purchasers and users."<sup>4</sup>



### Location

Mason County, comprising a total land mass of 961 square miles, is located in western Washington at the southwest end of Puget Sound. It is bordered to the north by Jefferson County, to the west and southwest by Grays Harbor County and to the southeast by Thurston County. The county's eastern boundary is shared with Kitsap, Pierce and Thurston Counties, and is primarily delineated by the rugged contours of Hood Canal and Case Inlet. Mason County's topography was heavily influenced by prehistoric glacial activity. After the ice retreated, the more mountainous areas in the county's interior evolved into dense forest land. This is particularly true in the north county, much of which is incorporated in the Olympic National Forest and Olympic National Park (elevations in this part of the county reach 6,000 feet above sea level). Hood Canal and Puget Sound account for most of Mason County's 90 square miles of water. Two-thirds of Hood Canal, two to three miles wide in some places, runs through Mason County. Case Inlet forms the lower half of Mason County's eastern boundary and includes two large inhabited islands, Hartstene and Squaxin – and three smaller ones: Hope, Reach and Stretch.

<sup>4</sup>Dictionary of Real Estate Appraisal, Appraisal Institute, page 121.

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## Infrastructure and Public Services

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The primary transportation route in Mason County is US Highway 101, which travels north and south through Shelton and along Puget Sound inlets and the Hood Canal. Extending from US Highway 101 are State Routes 3, 106 and 108. State Routes 3 and 106 travel northeast along the county's waterways, taking travelers toward the town of Bremerton and points beyond in neighboring Kitsap County. State Route 108 extends southwest from US Highway 101 providing a link to the town of Aberdeen in neighboring Grays Harbor County as well as the Pacific Ocean. Several smaller, provincial roads connect the county's numerous townships. The county is located approximately 20 miles west of US Interstate 5.

Of the six port districts in Mason County, the largest is the Port of Shelton which oversees more than 1,600 acres of developed and undeveloped property. The Port developed and manages four main properties: Sanderson Field Industrial Complex, Johns Prairie Industrial Complex, the Shelton Yacht Club and Marina, and the Hiawatha Business Park. The other Mason County Port Districts are: The Port of Allyn, the Port of Hoodport, the Port of Grapeview, the Port of Tahuya and the Port of Dewatto. Sanderson Field, owned and operated by the Port of Shelton is the only airport in Mason County. The runway measures 5,050 feet and is primarily for use by private aircraft and charters. There are no deepwater ports or shipping facilities in Mason County, however, there are private barge facilities that serve Oakland Bay and Hood Canal. Burlington Northern Railroad and Bayshore Loading Company share three active railroad spurs in Mason County and the companies primarily handle lumber and wood products.

Mason County has one hospital, Mason General Hospital, which is part of the Public Hospital District 1 of Mason County, which also includes 11 clinics.

Law enforcement is provided by Shelton Police Department in Shelton and Mason County Sheriff in the smaller rural communities and unincorporated areas of the County. Residents of Mason County are provided fire protection by fire districts in unincorporated parts of the county and the Shelton Fire Department within the city of Shelton.

Mason County has seven school districts, the Shelton School District being the largest, then North Mason School District in Belfair, the Mary M. Knight School District in Dayton and Matlock, and four smaller K-8 districts: Grapeview, Hood Canal, Pioneer and Southside. Olympic College, part of the State's community college system, has a branch in Shelton on a 27-acre campus north of Shelton.

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## Population

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Mason County had a population of 49,405 as of the 2000 census, 60,699 as of the 2010 census and 62,320 as of the April 1, 2017 estimate<sup>5</sup>. Shelton, the only incorporated city in Mason County, had a population of 8,442 as of the 2000 census, 9,834 as of the 2010 census, and 10,120 as of the April 1, 2017 estimate. The balance of the population resides in and around the county's unincorporated townships: Hoodport, Union, Lilliwaup, Allyn, Belfair, Grapeview, Kamilche, Dayton and Matlock. Mason County is home to two Native American Tribes: The Skokomish tribe at the southern end of Hood Canal at the mouth of the Skokomish River and the Squaxin

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<sup>5</sup> 2011 State Population Estimate, April 1, 2017, Office of Financial Management

Tribe, located in the southeast county near Kamilche. It should be noted that the county's population estimates include institutional residents (averaging 2,000± persons as of the 2010 Census).

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## **Employment**

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The region's forest lands have provided well-paying employment for several generations of loggers and mill workers, and while the industry has fallen on difficult times, it nevertheless remains the backbone of the county's economy. However, the area's population has grown to the point where it cannot be sustained by that industry and the economy is diversifying. The greatest growth has occurred in the non-manufacturing sector. Services, trade, and government, all occupy prominent niches in employment. Government, if all its levels are considered (federal, state, and local), is the largest employer in the county.

During the 1980's, unemployment in Mason County was in the double digits and was consistently higher than the statewide rate. The economic upturn during 2003 through 2006 indicated more stability, however, the economy is once again struggling as a result of the Great Recession. The most recent February, 2018<sup>6</sup> statistics show an unemployment rate of 7.6% (not seasonally adjusted).

Washington State defines a "distressed area" as counties where the three-year unemployment rate is at least 20 percent higher than the statewide average. In 2016, this equates to an unemployment rate greater than or equal to 6.8%. Mason County is one of 22 counties in the state classified as "distressed". For Mason County, the three-year average unemployment rate (January 2014-December 2016), not seasonally adjusted, was 8.0%.

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## **Economy**

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Mason County's economy has long been dominated by the timber industry. The region's forestlands have provided well-paying employment for several generations. Yet, the most significant economic feature of the recent past and the foreseeable future is the relative decline of timber's importance. In 1970, led by lumber and wood products, manufacturing held a tight grip on county employment, accounting for 36 percent of all jobs and far out-pacing the nearest industry division. By September 2016, manufacturing accounts for just 8.0 percent of jobs, trailing government, trade and services.

The remarkable transformation of Mason County's economy has not come without a cost. While the tremendous growth of the services and trade industries has provided an outlet for jobseekers, it has also created many lower paying jobs. These sectors have low wages throughout the state. In Mason County, the sectors pay even less as they lack the elements that tend to boost wages – high tech and wholesale trade industries. The result has been a stagnation of services.

On the up side, Mason County residents have maintained a relatively stable median household income, due in part to its proximity to Thurston County and its status as State Capitol and easy commute distance. Indeed, according to the Washington State Employment Security's "Mason County Profile", Mason County also has become an important bedroom community for

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<sup>6</sup> Washington State Employment Situation Report for February, 2018

commuters to Thurston and Pierce counties. Median household income levels in Mason County are below State median levels.

Additionally, Mason County has seen tremendous in-migration during periods of economic restructuring, an unusual combination. The draw of the area is its relatively low cost of living, its natural beauty and its accessibility to adjacent employment centers.

### *Residential Development*

As in much of the U.S., new residential activity boomed in Mason County during 2003-2007, in both urban and rural areas. The nationwide Great Recession, which officially began Fall, 2007, severely impacted this area as well. The average home prices fell and the number of foreclosures increased. However, in 2013, the market began to stabilize and has continued to improve, which is in concert with the housing market in general in Western Washington.

A "Notice of Trustee Sale" is filed in Mason County by lenders when a home or business owner defaults on their loan. Notice of Trustee Sales dropped in 2011 but then spiked upward until 2014. 2015 through 2017 have shown a marked improvement, which may indicate we are through the worst of the distressed sale impact. It should be noted that not all of these filings result in foreclosure, but are an indication of the trend that shows some lessening. Also, these filings include commercial property, but the predominate number is residential.

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## **Summary**

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In summary, the future of Shelton and Mason County looks to bring more of a shift toward service and trade industries. And with over half of income earned in Mason County coming from workers commuting outside the county, it has become more of a bedroom community. Casinos owned, and operated by the two tribal nations, Squaxin and Skokomish, now offer a more diverse entertainment setting to complement the natural beauty of Hood Canal and the Olympic Mountains.

As congestion grows in other urban areas of the Puget Sound, Mason County's attractiveness will grow. Still, the blue-collar roots will remain strong. Despite its relative decline, timber is still the single most important economic factor in the county and will remain as such for the foreseeable future. Jobs in the services and trade sectors will simply expand and diversify the economic base, but the real driver for the economy must be the growth of base industry.

Most recent data indicates healing in the housing industry and lawmakers at all levels are taking measures in attempts to hopefully strengthen the current economic recovery, and prevent a relapse.



## Neighborhood and/or District Summary

A neighborhood is defined as "a group of complementary land uses; a congruous grouping of inhabitants, buildings, or business enterprises."<sup>7</sup> A district is defined as "a market area characterized by homogeneous land use, e.g. apartment, commercial, industrial, agricultural."<sup>8</sup>



### Boundaries

North:	Wallace-Kneeland Boulevard
South:	Alder Street
East:	N. 13 <sup>th</sup> Street
West:	US Highway 101

### Environmental Influences

#### *Construction Types, Ages:*

Olympic Highway North is lined with a combination of older single-family homes converted to office or small retail stores and established wood frame commercial buildings ranging from 10 to 50 years of age. One block east and west of Olympic Highway North, existing development transitions into older single-family housing. At the east end of the neighborhood is the Mason General Hospital, an accredited acute care hospital with a reported 25-beds.

<sup>7</sup>Dictionary of Real Estate Appraisal, Appraisal Institute, Page 133.

<sup>8</sup>Dictionary of Real Estate Appraisal, Appraisal Institute, Page 60.

<i>General Maintenance:</i>	The condition of structures varies widely. Most of the existing older single-family homes are in fair/average condition. Uses facing onto Olympic Highway North are generally in average condition with the exception of some newer office and retail structures in good condition.
<i>Life Cycle:</i>	Stable to slow growth. This is an established neighborhood with few vacant lots. Within the past 10-15 years many older structures on retail frontage lots were slowly replaced by office and retail uses. The Mason General Hospital is planning to have a 60,000 SF medical office building constructed in approximately 2019.
<i>Nuisances &amp; Hazards:</i>	None noted.
<i>Public Utilities &amp; Infrastructure:</i>	Typical public utilities are all available throughout the neighborhood.
<i>Linkages:</i>	Olympic Highway North is the main north-south route through the neighborhood connecting Wallace-Kneeland Boulevard to the north with downtown Shelton, approximately two miles to the south. Wallace-Kneeland Boulevard is the main east/west corridor and interchanges with US 101 allowing convenient access to all points north and south.
<i>Street Patterns:</i>	Generally grid with some arterials such as Olympic Highway N., Wallace Kneeland Boulevard, and N. 13 <sup>th</sup> Street.
<i>Public Transportation:</i>	The neighborhood is served by Mason Transit with numerous routes located along Olympic Highway N., Wallace Kneeland Boulevard, and N. 13 <sup>th</sup> Street.
<i>Goods &amp; Services:</i>	Medical services may be found around the Mason General Hospital. Major retailers include a Wal-Mart and Fred Meyer superstores and are located at the north end of the neighborhood. Governmental services are located in downtown Shelton, one mile to the south.

## **Governmental Influences**

<i>Zoning &amp; Land Use Policy:</i>	City of Shelton. The neighborhood is mostly zoned Neighborhood Residential, Medical/Educational, and General Commercial.
<i>Protective Services:</i>	City of Shelton, police, fire and emergency medical.
<i>Tax Burden, LID's, etc.:</i>	No undue tax burdens or LID's were noted.

*Environmental Regulations:*

No extraordinary environmental regulations were noted.

**Economic Influences**

*Income Characteristics:*

Median household income levels in Mason County are above State median levels, as indicated in the table below<sup>9</sup>:

	2010	2011 Est.	2012 Est.	2013 Est	2014 Est	2015 Est	2016 Est
Washington State	\$54,888	\$55,500	\$56,444	\$58,577	\$58,686	\$62,108	\$65,500
Clark County	\$52,108	\$54,951	\$56,054	\$57,852	\$61,711	\$63,639	\$66,782
Cowlitz County	\$40,867	\$41,406	\$42,752	\$43,409	\$39,635	\$49,997	\$48,208
Grays Harbor County	\$39,452	\$39,536	\$40,354	\$40,323	\$41,687	\$43,902	\$44,627
King County	\$65,383	\$66,294	\$68,313	\$70,365	\$71,517	\$78,657	\$84,897
Kitsap County	\$54,804	\$55,400	\$57,155	\$57,875	\$58,603	\$60,898	\$66,569
Lewis County	\$37,947	\$38,325	\$41,208	\$40,373	\$43,381	\$43,081	\$47,893
<b>Mason County</b>	<b>\$47,273</b>	<b>\$47,724</b>	<b>\$48,804</b>	<b>\$49,993</b>	<b>\$51,129</b>	<b>\$54,747</b>	<b>\$56,824</b>
Pacific County	\$36,914	\$37,420	\$38,018	\$35,934	\$40,449	\$40,677	\$42,118
Pierce County	\$55,531	\$56,114	\$57,162	\$59,231	\$58,526	\$61,485	\$61,391
Thurston County	\$60,038	\$60,621	\$62,009	\$63,408	\$65,288	\$61,676	\$63,286

*New Development & Construction:*

The neighborhood immediately along Olympic Highway is mostly developed. However, there is vacant land at the edges of the neighborhood. Existing commercial development is located on both sides of the Olympic Highway, and on both sides of Wallace-Kneeland Boulevard.

Prominent development in the neighborhood includes a Wal-Mart super store, along the north side of Wallace Kneeland Boulevard east of the Old Olympic Highway and the Kneeland Plaza just across the street at the southeast corner of Wallace-Kneeland Boulevard and the Old Olympic Highway, North.

Kneeland Plaza, is a commercial development of over 20 acres which was platted into several sites ranging from 0.30 acre to approximately 4.0 acre in 1994. The Kneeland Plaza sites sold to multiple developers between 1994 and 1998 at prices ranging from \$8.00 to \$12.00 per square foot. Between 1994 and 1998, the Kneeland Plaza was developed with over 130,000 square feet of retail space which includes a Fred Meyer Store; Heritage Bank; Burger King; Denny's; Taco Bell; a Chevron gas station and convenience store, Schuck's Auto Parts; and a variety of other in-line retail applications.

Potential development in the near future includes a 60,000 SF medical office building, a possible YMCA, and an unknown development of a small parcel that recently sold

<sup>9</sup> Office of Financial Management, Forecasting Division, State of Washington, April 1, 2016

near the Fred Meyer. A Tractor Supply store was constructed in 2017 located about a mile and a half north of the neighborhood.

In addition to these projects, there is the proposed "Shelton Hills", an 800 acre proposed master planned community. This project, located west of Hwy 101 and south of the Shelton airport, is to eventually include 1,800 residential units and over 100 acres of commercial land. The project has been in the works since 2006 and is still in the predevelopment phase.

## **Social Influences**

### *Employment Status:*

Unemployment in Mason County has been above United States and Washington State averages (*not* seasonally adjusted) as indicated in the following table<sup>10</sup>:

#### *February, 2018 Unemployment Rates*

United States	4.4%
Washington State	5.3%
Clark County	5.6%
Cowlitz County	6.8%
Grays Harbor County	7.9%
King County	3.7%
Kitsap County	5.5%
Lewis County	7.7%
<b>Mason County</b>	<b>7.6%</b>
Pacific County	8.1%
Pierce County	6.0%
Thurston County	5.6%

### *Crime:*

The neighborhood is characterized by mostly low crime but with pockets of moderate levels of crime.

### *Quality of Community Services:*

The level of community services is adequate for the population base. The William G. Reed Public Library at 7th and Alder offers a wide variety of informational services. Olympic Community College has a satellite campus on Alpine Drive, and a cooperative extension of WSU is also located north of the subject in proximity to Mason General Hospital and offers classes in several disciplines.

## **Summary and Conclusions:**

From approximately 2000 to 2005, the subject neighborhood experienced a rapid growth in retail, shopping, and commercial services. Since 2005 the neighborhood has been in a period of little to no growth. The neighborhood is conveniently located with respect to major

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<sup>10</sup> Washington State Employment Security, Monthly Employment Report & Bureau of Labor & Statistics, February, 2018

transportation and services including a US 101 interchange in the northwest corner of the neighborhood.

## Larger Parcel Analysis

The appropriate valuation methodology to be employed in valuing the subject proposed vacated street, which is a public right of way, is the "across the fence" (or ATF) method. According to *The Dictionary of Real Estate Appraisal 5th ed.* the ATF approach is "A land valuation method typically used to estimate the value of a real estate corridor, including railroad or pipeline right of way, highways, or other corridor real estate." The ATF method is based on the premise that the transportation corridor land should be worth at least as much as the land through which it passes.

To more specifically identify the land through which the subject passes, it is necessary to identify the surrounding properties, and thus, effectively identify the *larger parcel*. The *larger parcel* is then the basis of the valuation analysis. The *larger parcel* can be determined through three tests, the unity of ownership, contiguity, and unity of use.

### *Unity of ownership*

The street proposed to be vacated is owned and maintained by the City of Shelton. The City of Shelton owns no other adjoining tracts (except other public right of ways). The following parcels adjoin the subject.

Parcels Contiguous to the Subject			
<i>Parcel #</i>	<i>Ownership</i>	<i>Size (Acres)</i>	<i>Use</i>
320185900006	Public Hospital District #1	0.42	Vacant
320185900007	Public Hospital District #1	0.29	Vacant
320185900008	Public Hospital District #1	0.52	Vacant
320185900009	Public Hospital District #1	0.54	Vacant
320185900005	Public Hospital District #1	0.41	Vacant
320185900004	Public Hospital District #1	0.44	Vacant
320185900003	Public Hospital District #1	0.41	Vacant
320185900002	Public Hospital District #1	0.43	Vacant
320185900001	Public Hospital District #1	11.68	Hospital
320182590091	Public Hospital District #1	0.83	Medical Office

There are (10) parcels adjoining the subject, all under the ownership of the Public Hospital District #1. Additionally, there are other parcels owned by Public Hospital District #1 in the immediate area.

### *Contiguity*

Contiguity requires that physical contiguity be present for a larger parcel to exist. However, this condition is not always mandatory. The question that needs to be answered would be, "Is it probable that the separated tracts would sell as an integrated single entity, even with the separation?" The greater the separation the more likely it is that suitable replacement property will be available. Some of the parcels shown above are bordered by city streets. However, the first four above are bordered by an improved parcel under the same ownership. Also, the 11.68 acre parcel is bordered by some undeveloped parcels.



### *Unity of Use*

Unity of use considers the unity of highest and best use. Although there are (10) immediately contiguous parcels all under the same ownership, they do not share the same highest and best use. The parcel on the south side of the subject is improved with the Mason General Hospital. The other parcels are all vacant, except for one which is improved with a medical office building, and are much smaller in size. All of the parcels are zoned ME, Medical/Educational, which has a limited set of allowed uses.

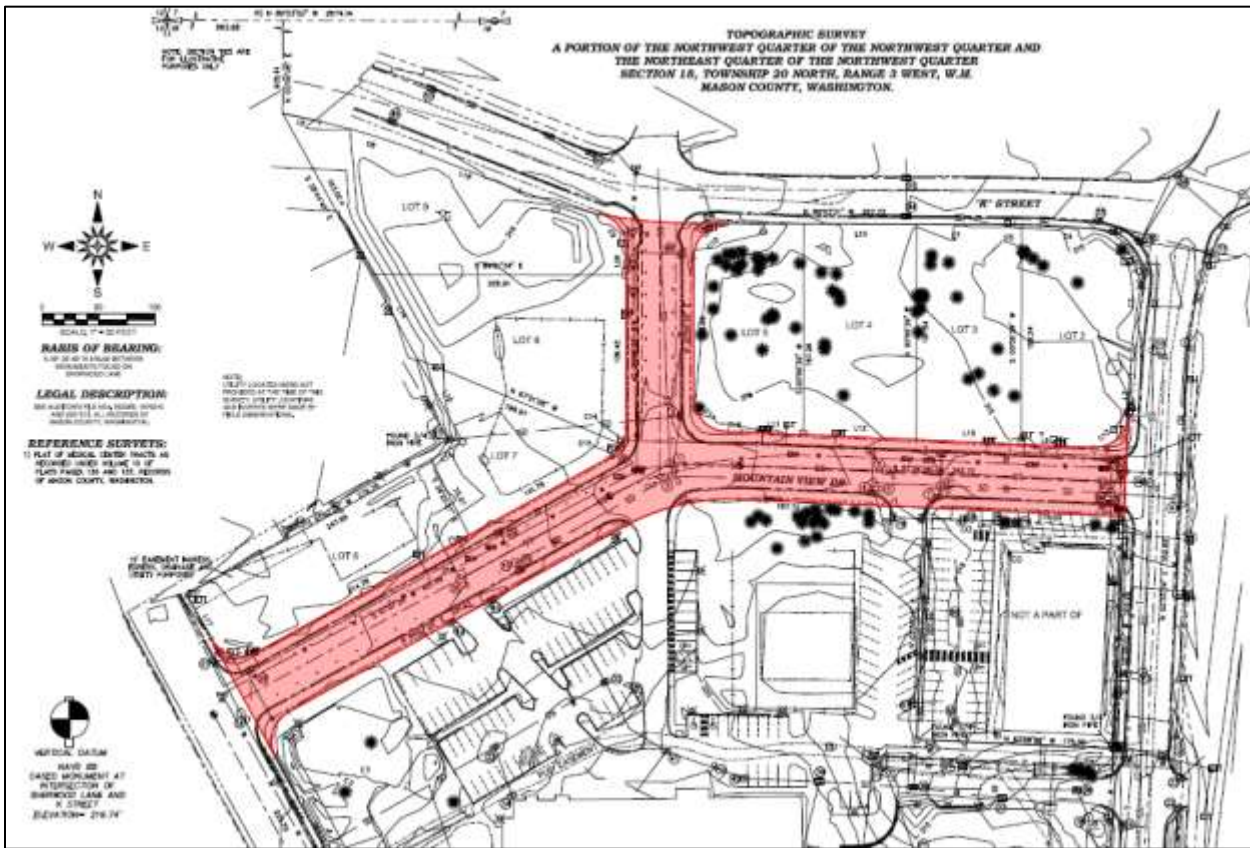
Effectively, the subject is two streets passing through a medical node surrounding the Mason General Hospital. The highest and best use of the adjoining vacant parcels is for development of medical oriented buildings that complement the hospital. This would most likely take the form of smaller medical offices occupied by the likes of family practitioners/small clinics, dentists, optometrists, specialists, pharmacies, behavioral health, and others. Another possibility is that two or more of the vacant parcels will be combined to allow for the development of a larger medical office building. However, the Mason General Hospital already has plans to construct a large (60,000 SF) medical office building.

### *Conclusion*

The best representative of a Larger Parcel for the subject are the non-hospital parcels which range from 0.29 to 0.83 acres in size. These parcels have a highest and best use of medical office development. The (9) parcels have an average of 0.48 acres. Thus, the subject's larger parcel is estimated to be one that is about 0.48 acres in size, which is similar to all of the adjoining parcels except the one that is already developed with the Mason General Hospital.

# Site Summary

A site plan, prepared by DR Land Surveying has been furnished, and a reduction is shown below. The following description is based upon the site plan, public records, and/or a personal inspection of the site.



**Location:** South of E. K Street, west of N. 13<sup>th</sup> Street, east of Sherwood Lane on the north side of Mason General Hospital in the City Limits of Shelton in Mason County.

Abutting Subject Property:	Abuts	Description
	North:	Vacant M/E zoned parcels
	South:	Mason General Hospital
	East:	N. 13 <sup>th</sup> Street thence medical offices
	West:	Sherwood Lane thence single family residences

**Shape:** The subject itself is a corridor but the Larger Parcel is generally rectangular.

**Size:** The subject itself is 62,954 SF or 1.445 acres.

The Larger Parcel is 0.48 acres or 20,909 square feet.

*Visibility:* Average to good. There are multiple street frontages and a good amount of traffic transitioning through the area to and from the hospital.

*Access:* Average. Access to the Larger Parcel is estimated to be one or two points of ingress/egress from E. K Street.

*Frontage:*

Street/Attribute	Descriptor
E. K Street	
Direction	East and West
Lanes	Two + Turn Lane
Sidewalks/Lights	Both on south side of street
On-Street Parking	No
Traffic Volume	Moderate
Speed Limit	25 MPH

*Topography:* The subject streets and the adjoining parcels are all generally level.

*Soils:* No soil tests were provided. No settling or other disturbance noted in immediately surrounding area. It is an assumption of the report that the soil qualities are adequate to support the Highest and Best Use of the subject property.

*Drainage:* The subject street has storm drains.

*Utilities:*

	Available	Provider
<i>Electricity:</i>	Yes	Mason County PUD #3.
<i>Gas:</i>	Yes	Cascade Natural Gas.
<i>Sewer:</i>	Yes	City of Shelton.
<i>Water:</i>	Yes	City of Shelton.

*Site Improvements & Coverage:* The subject streets are paved with curbs, storm drains, and sidewalks. The Larger Parcel, a representative of the vacant parcels, is vacant covered in grass and a scattering of trees.

*Excess/Surplus Land:* Not Applicable.

*Parking:* Not Applicable.

*Environmental Hazards & Nuisances:* No site environmental assessment information has been furnished.

There was no visual evidence of solid waste materials dumping, soil erosion, overuse of pesticides or other hazardous elements. This statement does not mean that Anderson Appraisal, Inc. warrants the non-existence of any potential environmental concerns, but rather that none were visually evident on the date of inspection. The value estimate is predicated on the assumption that there is no such material on or in the property that would cause a loss in value. No responsibility is assumed for any such conditions, or for any expertise or engineering knowledge required to discover them. The client is urged to retain an expert in this field, if desired.

*Flood Insurance:*

Mason County GIS does not indicate any flood zone on the subject site.

*Critical Areas/Hazards:*

According to public mapping, there are no wetlands on the property.

*Easements:*

There is an extraordinary assumption that the subject streets are encumbered by subsurface utility easements.

*Covenants, Conditions &  
Restrictions:*

None noted.

**Summary and Conclusions:**

The subject Larger Parcel is a vacant lot in the medical node surrounding Mason General Hospital. The site has average to good exposure and average access compared to similar properties in the neighborhood. The site is rectangular in shape, level, has all utilities available, and is not subject to any known hazards.

## Zoning and Land Use Information

The subject property is zoned ME, Medical/Educational, under the City of Shelton zoning ordinance. The most relevant aspects of the ME designation is reprinted or summarized below.

### *Intent*

The medical/educational (ME) district is intended to provide for the recognition of parcels and facilities currently in use, or planned for, where the primary function is to provide services including public and private educational institutions as well as public and private health care facilities. This district is intended to provide high levels of pedestrian and transit-oriented service and a safe, pleasant environment for education and health care. (Ord. 1462-1296 § 2 (part), 1996)



### *Allowed Uses*

The ME zone mostly allows medical and educational uses but does also allow a limited set of commercial and institutional uses such as: churches, day care, drug stores, restaurants w/o drive-thru, parks, personal services, and schools. This zoning is most prohibitive of industrial and residential uses.

### *Development Standards*

Minimum Lot Size:	None
Setbacks:	5' to 10'
Building Height Maximum:	35'
Building Coverage Maximum:	35%
Development Coverage Maximum:	65%

### *Conclusion*

The Larger Parcel is vacant but the zoning would allow for most uses typically found in a medical node.

## **Improvements Summary**

The subject is two streets proposed to be vacated. The streets are in a medical office node surrounded by a hospital and vacant parcels. The Larger Parcel is estimated to be similar to the vacant parcels adjoining the subject on the north side. Thus, there are no improvements.



## Assessed Valuation and Tax Load

The subject property is currently assessed for real estate taxes as shown below:

Parcel #	32018-59-60010
Land Assessed Valuation	\$11,000
Improvements A. V.	\$0
Total A. V.	\$11,000
Total Tax Load (2017)	\$0

The subject property has a tax exemption due to its current ownership.

The Larger Parcel represents the vacant parcels adjoining the subject. They are currently assessed for real estate taxes as shown below:

<i>Parcel #</i>	<i>Land A.V.</i>	<i>Improvement A.V.</i>	<i>Total A.V.</i>	<i>Tax Load</i>
320185900006	\$155,510	\$0	\$155,510	\$0
320185900007	\$107,370	\$0	\$107,370	0
320185900008	\$192,535	\$0	\$192,535	0
320185900009	\$199,935	\$0	\$199,935	0
320185900005	\$151,810	\$0	\$151,810	0
320185900004	\$162,910	\$0	\$162,910	0
320185900003	\$151,810	\$0	\$151,810	0
320185900002	\$159,205	\$0	\$159,205	0

The parcels shown above have a tax exemption due to its current ownership. It is likely that a purchaser of this property would not receive a similar exemption.

# Market Study

"A macroeconomic analysis that examines the general market conditions of supply, demand, and pricing or the demographics of demand for a specific area or property type. A market study may also include analyses of construction and absorption trends." <sup>11</sup>

## Product Definition

There are a number of characteristics that determine the marketability of any property. The characteristics generally fall under the broad categories of legal, physical (site and improvements) and locational. To understand how the market perceives the subject, it is necessary to compare it to similar properties in its market area. The following table rates the subject's primary characteristics in comparison to similar competitive properties.

Subject—Property Rating							
Sub-rate	Inferior			Typical	Superior		
	High	Moderate	Slight	Neutral	Slight	Moderate	High
<b>Legal Characteristics</b>							
Zoning				X			
<b>Site Characteristics</b>							
Accessibility				X			
Visibility					X		
Site Improvements/Parking				X			
Utilities				X			
Topography/Shape				X			
<b>Locational Characteristics</b>							
Linkages				X			
Proximity to Goods & Services					X		
Proximity to Employment Drivers						X	
Quality of the Neighborhood				X			

## Conclusion

Overall, the subject larger parcel has above average competitiveness compared to other medical land sites in the market area. The subject has average to good visibility, is effectively adjacent to the Mason General Hospital, and is near other goods and services at the Wallace Kneeland / Highway 101 interchange.

## Market Delineation

The market delineation in this marketability study includes determination of the market area, and the most likely buyer and user of the property.

<sup>11</sup>The Dictionary of Real Estate Appraisal, Appraisal Institute, Fifth Edition, Page 122.

### *Market Area*

The market area can be considered the geographic area that contains the subject and all of its competition.

There are no significant office nodes in the subject's market. Rather, there are a scattering of office properties located throughout the commercial areas of Shelton. Such areas include the Olympic Highway corridor, the downtown area of Shelton, and surrounding Mason General Hospital. Due to the small size of Shelton, most medical offices within the city could potentially compete with the subject. Thus, Shelton is considered the market area of the subject.

### *Most Likely Buyer/User*

The Larger Parcel is a vacant site zoned for mostly medical uses located adjacent to the Mason General Hospital. The most likely buyer is either an owner-occupant who will have a medical office constructed or a developer looking develop the site and lease the building to local medical service providers.

The most likely users of a potential development are family practitioners/small clinics, dentists, optometrists, specialists, pharmacies, behavioral health, and others. Of course, the Public Hospital District is the current owner and it is entirely possible that they would retain the property for future expansion of the hospital or related service.

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### **Current Trends**

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Based on current indicators, the Mason County medical office market appears stable and in-balance but with little leasing activity and relatively low sales volume.

There are no comprehensive current vacancy surveys of office or medical office properties available for Mason County. CoStar Property® tracks approximately 37 "office" properties in Mason County and estimates the vacancy at approximately 1.3% in the first quarter of 2018, down from 8.1% in 2014.

Although vacancy appears to be steady in Mason County, the average asking rental rate according to CoStar Property® has been variable fluctuating significantly between \$11.50 and \$15.00 per square foot on a gross basis for office related properties. Absorption has bounced around between slightly positive and slightly negative over the last few years.

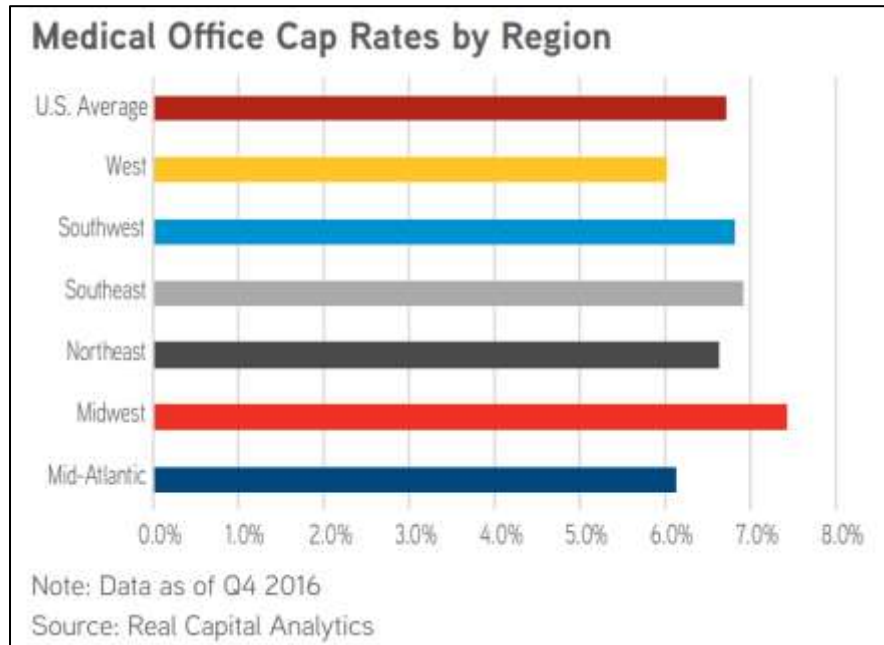
Sales volume also appears to be relatively low with only about ten to fifteen "office" properties having been sold in the last three years. Additionally, there has been very little new office construction initiated recently, especially speculative construction.

Nationally, the vacancy rate for medical office buildings was around 8% in 2017, down from 11% in 2010 and below that of the overall office market at 13%. The Pacific Northwest exhibited some of the lowest vacancy in the medical office sector with Seattle around 6%.

Nationally, medical office asking rents were generally flat at around \$22 to \$23 per square foot on a gross basis in the five years after the "great recession". Recently, rates have increased,

according to one survey they have moved from about \$22 in 2015 to \$24 in 2016. Surveyed investors expect rents to increase between 1% and 3% nationally in the near term.

Nationally, there is strong interest on the part of investors for medical office buildings. There continues to be an influx of new cash and capitalization rates have been falling. Investment volume in medical office buildings went from \$4 Billion in 2010 to \$10.2 Billion in 2016. Capitalization rates nationally were around 8.3% in mid-2010 and by the first quarter of 2017 they had fallen to 6.8%.



## Demand Analysis

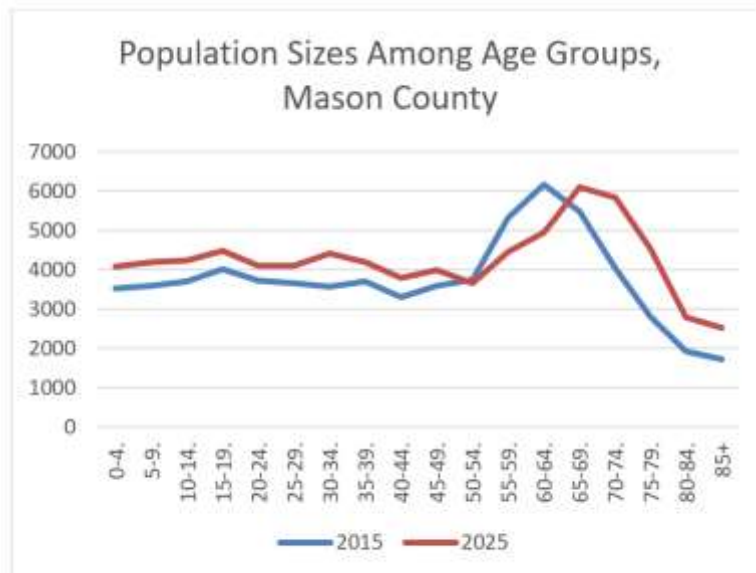
### *Population Growth*

The following table summarizes population growth in Mason County, of which Shelton is the primary population center, compared to Washington State:

Population Growth			
	2017 Est.	2025 Est	Annual % Growth
Mason County	63,190	72,339	1.70%
Washington State	7,310,300	8,085,043	1.27%

Source: Washington State Office of Financial Management.

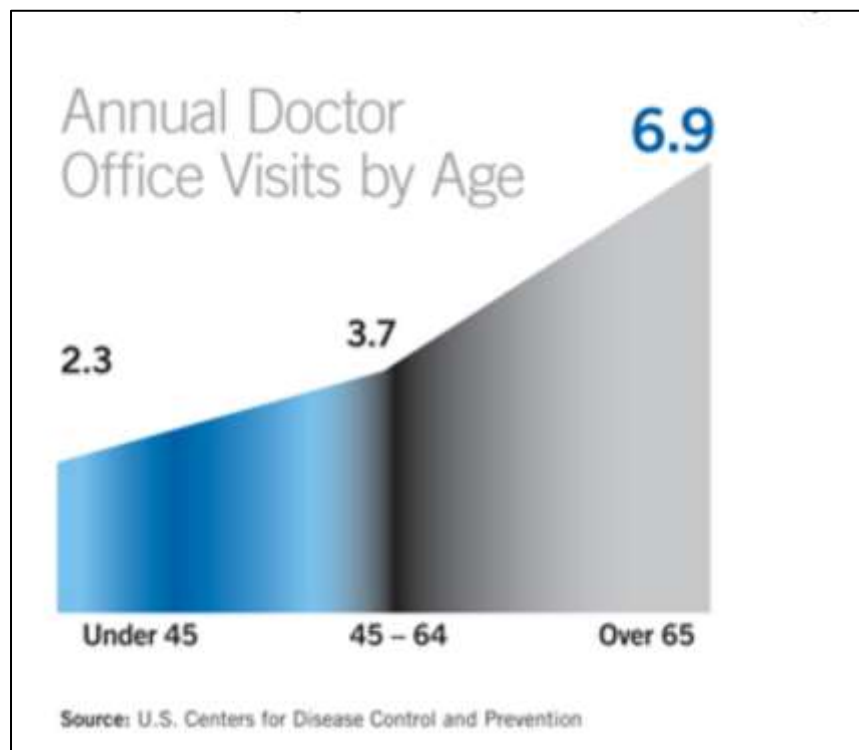
The subject market area has received above average increases in demand from population growth and is projected to continue growing at an above average rate over the next eight years.



Source: Washington State Office of Financial Management.

Population growth in Mason County is expected to be skewed towards the elderly population, with the age range of 55+ growing about 50% more than age range of 20-55.

The following graph illustrates the increase in annual doctor visits by age.



Not only is the number of residents aged 65+ in Mason County increasing but so is the estimated amount of average healthcare costs. In 2016, the national average healthcare cost exceeded \$10,000 per person and it is projected to grow at about 5.8% per year through 2025.

## Employment Growth

Total employment in Mason County is summarized in the following table:

Month/Year	Total Employed
Feb/2018	21,884
Jan/2018	22,059
Feb/2017	21,721

Source: Washington State Employment Security Dept.

Total employment in Mason County in February 2017 rose slightly from one year ago. However, employment was down from one month prior.

Job growth in the medical office related sector is estimated by examining the forecasted employment growth in Health, Education & Social Services for the Pacific Mountain region which includes Mason County along with several of the surrounding counties. The following table summarizes long term forecasted employment in these categories.

Medical Employment for Pacific Mountain			
Industry	2015	2020	2025
Health, Education & Social Services	19,000	20,900	22,500
Annual % Change		1.92%	1.49%

Source: Washington State Employment Security Department

The forecasted percentage increase in employment from 2015 to 2025 is strong and greater than the increase in population.

## Supply Analysis

CoStar Property® tracks approximately 37 "office" properties in Mason County and estimates the vacancy at approximately 1.3% leaving little vacant space. However, this survey is very limited in scope.

A brief review of the Commercial Broker's Association website, a popular listing services, revealed the following office and retail properties listed for sale or lease in the Shelton area:



<b>For Sale</b>	<b>Name/Type</b>	<b>Size (SF)</b>
2142 Railroad Ave	Pro./Med Office (occupied)	6,500
421 S. 1 <sup>st</sup> Street	Vacant retail/office	2,302
401 S. 1 <sup>st</sup> Street	Vacant retail/office	600
<b>For Lease</b>	<b>Name/Type</b>	<b>Size (SF)</b>
301 E. Wallace Kneeland	Suite in shopping center	1,290
501 E. Wallace Kneeland	Proposed built-to-suit	4,784
<b>Land For Sale</b>	<b>Name/Type</b>	<b>Size (SF)</b>
2138 Railroad Ave	Zoned Mixed Use	64,904
360 W 1 <sup>st</sup> St	Commercial zone	117,612
2144 Railroad Ave	Zoned Mixed Use	39,204
2140 Railroad Ave	Zoned Mixed Use	52,272

As can be seen from the table above, there is very little improved office space for lease or sale. There are four land parcels listed for sale but there have been very few actual commercial land sales in Shelton over the last three years.

### *Potential Supply*

As for potential future supply, there is the proposed "Shelton Hills", an 800 acre proposed master planned community. This project, located west of Hwy 101 and south of the Shelton airport, is to eventually include 1,800 residential units and over 100 acres of commercial land. The project has been in the works since 2006 and is still in the predevelopment phase.

There are two nodes of ME zoned properties in Shelton. Both nodes contain some undeveloped parcels. For example, there are a number of underdeveloped parcels immediately surrounding the subject streets. Additionally, medical and dental offices, along with other medical related uses, are allowed in a number of zonings such as MU, CR-V, CR-G, DT and GC.

### **Interaction of Supply & Demand**

The Shelton office market appears to be in-balance or even slightly undersupplied as some of the excess space has been absorbed over the last three years and there have not been any significant additions to supply. Population growth, particularly in the 65+ age group, is growing and medical employment is also projected to increase.

### **Summary – Upside Issues**

Long term fundamentals appear to be gradually improving and supply has not been significantly expanded. The subject has larger parcel has good exposure, and is adjacent to the Mason General Hospital.

### **Summary – Downside Issues**

The market has been generally trending towards consolidation of medical services. The proposed construction of a 60,000-medical office building adjacent to the hospital will consolidate services around the hospital campus possibly leaving some other buildings vacant. This could

reduce demand for the subject. Additionally, there are a number of other vacant parcels that could compete with the subject.

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### **Conclusions**

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The subject Larger Parcel would likely attract demand due to its proximity to the hospital and the mid to long term demand as indicated by the fundamentals. However, it is uncertain as to how the proposed 60,000 SF building at the hospital will affect the near term. Long-term the subject would have to compete with other vacant parcels but with its location it should have a competitive advantage over most.

# Highest and Best Use Analysis

"The reasonably probable and legal use of vacant land or an improved property that is physically possible, appropriately supported, and financially feasible, and that results in the highest value."<sup>12</sup>

*Summarizing the above:*

- The use must be within a realm of *probability*, i.e., it must be likely, not speculative or conjectural.
- The use must be *legal*.
- The use must be *physically possible*.
- The use must be *financially feasible*.
- The use must be such as to return to land the highest net return (*maximally productive*).

Implied is that the determination of highest and best use takes into account the contribution of a specific use to the community and community development goals, as well as the benefits of that use to individual property owners. Therefore, in certain situations, the highest and best use of land may be for parks, greenbelts, preservation, wildlife habitats, and the like.

The definition above applies specifically to the highest and best use of the land. It should be recognized that in cases where a site has existing improvements, the highest and best use may very well be determined to be different from the existing use. The existing use will continue, however, unless and until the land value in its highest and best use exceeds the total value of the property in its existing use.

## *Application of the Highest and Best Use Criteria:*

### **As Vacant**

#### *Legal Considerations:*

The site is zoned ME, Medical Educational. This zone allows most medical and educational uses but does also allow a limited set of commercial and institutional uses. The zone is most prohibitive of industrial and residential uses.

#### *Physical & Locational Considerations:*

Physical characteristics of a property that may impact the development of a site include the site's physical location, size, shape, topography, and/or location within a floodway or floodplain.

**Size:** The site size of the Larger Parcel is large enough to support a small to medium development.

**Shape:** The shape is conducive to development.

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<sup>12</sup>The Appraisal of Real Estate, Thirteenth Edition, (Appraisal Institute, Chicago, Illinois, 2008), pp. 277-278.

**Topography:** The topography is generally level.

**Hazards:** There are no known hazards.

**Utilities:** All utilities are available.

**Location:** The location provides for good exposure and average access plus it is adjacent to the hospital.

Overall, the physical characteristics of the subject site are conducive to most uses allowed by zoning.

*Financial Feasibility:*

The financial feasibility test is a test of the ability of a potential property use to generate enough income to support the use. The following information are market indicators of the most financially feasible uses:

- Vacancy in the office market appears low while rents have been level. There is very little supply.
- There has been little new construction in the area but there is a proposed medical office building nearby.
- Demand appears to be strong for medical office in the mid to long term and supply has not recently been expanded.

*Maximally Productive:*

A medical oriented use emerges as the dominant use based on the legal, physical and financially feasible tests. The zoning limits uses to medical and a limited set of commercial/institutional uses. The location, adjacent to the hospital, would be a strong attraction for a medical office or other medical supporting use.

## Land (or Site) Analysis

The direct sales comparison approach is usually the preferred methodology for developing a land value conclusion. When sales of similar parcels of land are not plentiful enough for the application of sales comparison, alternative methods such as the following, may be used.

- Allocation.
- Extraction.
- Subdivision development analysis.
- Land residual technique.
- Ground rent capitalization.

In this appraisal assignment, the sales comparison approach is the primary method which has been utilized. The most recent comparable land sales are shown in the following summary table. Each sale is then individually described; and is also presented in greater detail in the Comparable Market Data section of the report, including photographs, legal references, and other information.

A map showing the location of the pertinent sales, is shown below. Confirmation of each sale has been obtained from buyer, seller, broker, or other parties believed to be knowledgeable about the details of the transaction, whenever possible. When direct verification was not possible, we have relied upon public records or similar data sources.

### *Comparable Sale Search & Selection*

The search for comparable sales focused on commercial land sales within the subject's neighborhood. However, there have been very few sales of parcels in Shelton, much less within the neighborhood. Thus, in addition to commercial land sales within Shelton, land sales in medical office nodes in both Olympia and Bremerton have also been included. Due to the lack of directly comparable recent data, the search was expanded to include sales that occurred up to four years prior to the date of value and with other varying locational and physical attributes.

### *Unit of Comparison*

The unit comparison utilized herein is the price per square foot. Most buyers, sellers, and other market participants in this market generally refer to similar commercial land properties on the basis of price per square foot.



Land Sales					
Sale	Property/Address	Date	Analysis Price	Size (SF)	\$/SF
<b>L-1</b>	Lilly Road Parcel 200 Lilly Road NE, Olympia	6/14	\$125,000	32,670	\$3.83
<b>L-2</b>	Wallace Kneeland Blvd Lot 501 E. Wallace Kneeland Blvd, Shelton	2/16	\$175,000	16,117	\$10.82
<b>L-3</b>	Lacey Renal Site 3406 12 <sup>th</sup> Ave NE, Olympia	4/17	\$1,461,455	88,513	\$16.51
<b>L-4</b>	Cherry Avenue Lot 8xx Cherry Ave, Bremerton	7/17	\$60,000	19,602	\$3.06
<b>L-5</b>	Medical Office Site 209 Lilly Rd NE, Olympia	Pending	\$450,000	106,722	\$4.22
<b>Sbj.</b>	Larger Parcel Mountain View Drive, Shelton			20,909	

Adjustments must be made for the following ten elements of comparison, which are listed below:

- Real property rights conveyed
- Financing terms
- Conditions of sale
- Expenditures made immediately after purchase
- Market conditions
- Location



- Physical characteristics
- Economic characteristics
- Use/zoning
- Non-realty components of value

The adjustment process includes the consideration of both quantitative and qualitative factors. Quantitative adjustments involve making numerical adjustments to the sales prices of the comparable sales. Qualitative adjustments account for differences between comparable sales that are not quantified.

Due to the limited amount of data available to establish well supported quantitative adjustments, it is necessary to utilize qualitative adjustments for the elements of comparison.

#### *Real Property Rights Conveyed*

All of the sales were of fee simple property rights. Thus, no adjustment is necessary for real property rights conveyed.

#### *Financing terms*

All of the comparable transactions sold based on payment equivalent to cash or financing that was neither superior nor inferior to that which is obtainable in the market and thus no adjustment for financing is necessary.

#### *Conditions of sale*

Conditions of sale is an element of comparison that considers the motivation of the buyer and seller. None of the buyers or sellers were noted to be unduly motivated, thus, no adjustment is necessary.

#### *Expenditures made immediately after purchase*

A buyer that anticipates having to make an expenditure immediately after purchase will consider this expenditure when agreeing on a price to pay. None of the sales required quantitative adjustments for expenditures made immediately after purchase such as for demolition.

#### *Market conditions*

The comparables sold over a period from June of 2014 to currently pending sale. Market conditions were generally flat from the end of the recession (2009) up until about 2013 when market conditions began improving. Thus, sales L-1 and L-2 require a moderate upward adjustment and sale L-3 requires a mild upward adjustment.

#### *Location*

There are some locational differences between the sales which are discussed with each individual sale below.

### *Physical characteristics*

There are a number of physical characteristics that can affect the value of the comparable sales. The primary characteristics analyzed herein are access, size, topography, shape, hazards, and any entitlements or infrastructure.

### *Economic characteristics*

Economic characteristics include attributes of a property that directly affect its income. The economic characteristics of the sales are the same as the subject and require no adjustment.

### *Use/zoning*

There are minor to moderate differences between the zonings of some of the sales and the subject. The zoning characteristics are discussed with each individual sale below.

### *Non-realty components of value*

Non-realty components include personal property, business value, goodwill, and other items that are not considered part of the real property. The comparable sales were reflective of the real property only. Thus, no adjustment for non-realty components of value is necessary.

**Sale L-1** is the sale of a parcel located on the east side of Lilly Road NE in Olympia just north of Martin Way. The lot does not directly front Lilly Road NE. Rather access is via a 500 feet long easement that traverses the two lots to the west. The lot is rectangular, generally level, and all utilities were available to the site. It was mostly covered in trees and brush. The site was zoned HDC-4.

This sale is in the much larger Olympia-Tumwater-Lacey market in a larger medical office node giving it a superior location. The access and exposure are significantly inferior due to the long narrow easement. The shape, topography, hazards and size are generally similar. The zoning is slightly superior as the HDC-4 zone has a broader array of allowed uses.

Overall, the sale during inferior market conditions and inferior exposure and access more than offset the superior location. A value greater than \$3.83 per square foot is indicated for the subject site, by direct comparison to this sale.

**Sale L-2** is the sale of a triangular shaped parcel located in the City Limits of Shelton across the street from the Oakland Bay Junior High School and at the eastern edge of a shopping node that includes a Walmart and a Fred Meyer. The lot was purchased for the development of a retail oriented building. At the time of sale, the site was mostly in grass, generally level, had all utilities available in the street, and did have street frontage improvements completed. It had the amenity of access to a parking easement under the adjoining overhead power lines. It was zoned GC, General Commercial.

The overall location is considered slightly superior due to better exposure and access. Being adjacent to a shopping center is offset by the subject being adjacent to the hospital. The shape, size, topography, and hazards are all similar to the subject. Additionally, this sale had street frontage improvements, similar to the subject. The access to additional parking is a superior

amenity. The GC zoning is slightly superior as it has more allowed uses compared to the subject's ME zoning.

Overall, the slightly superior exposure, access, parking amenity, and zoning more than offsets the sale during inferior market conditions. A value less than \$10.82 per square foot is indicated for the subject site, by direct comparison to this sale.

***Sale L-3*** is the sale of a parcel located on 12<sup>th</sup> Avenue NE only about a block north of St. Peter's Hospital. The site is an interior lot set off of Lilly Road. It has moderately sloped topography and will likely require some fill/leveling. At the time of sale, the site was cleared, had access to all utilities, had street frontage improvements completed, and had access to an off-site storm drainage pond. The buyer intends to construct a medical office building. It was zoned MS, Medical Services.

This sale is in the much larger Olympia-Tumwater-Lacey market in a larger medical office node giving it a superior location. The actual exposure is slightly inferior while the access is similar. The site has slightly inferior topography. The size is larger which tends to decrease the price per square foot. The hazards, shape, and completed street frontages are generally similar. The MS zoning is similar to the subject.

Initially, this comparable appears to be very similar to the subject. However, the difference between the overall location in Olympia versus the subject in Shelton is significant. There is no adequate data for a quantitative adjustment. However, the previous comparable sale L-2 is similar to a number of commercial land sales that have occurred in the Olympia-Tumwater-Lacey area. When comparing L-2 to these somewhat similar sales, the Olympia-Tumwater-Lacey area sales are selling for approximately 30% to 75% more. Thus, the locational adjustment for L-4 is large.

Overall, the superior location, more than offsets the sale during slightly inferior market conditions, slightly inferior topography, and larger size. A value less than \$16.51 per square foot is indicated for the subject site, by direct comparison to this sale.

***Sale L-4*** is the sale of a parcel located in the City Limits of Bremerton just north of the Harrison Medical Center. Surrounding uses are a mix of medical and residential. However, the Harrison Medical Center is reportedly closing in the near future, thus there is little demand for medical space at this location. The site is an interior, triangular shaped lot with mostly level topography, access to all utilities, and completed street frontage improvements. It was zoned EC, Employment Center.

The overall location is considered inferior to the subject because of the impending closure of the Harrison Medical Center significantly lowering demand for medical office space. Exposure is slightly inferior and access is generally similar. The site has similar topography, hazards, shape, and size. The EC zoning is slightly superior as it is less restrictive.

Overall, the inferior location and slightly inferior exposure more than offset the slightly superior zoning. A value greater than \$3.06 per square foot is indicated for the subject site, by direct comparison to this sale.

***Sale L-5*** is the sale of a property located on the west side of Lilly Road NE in Olympia near Providence St. Peter's Hospital. Only one of the two lots that sold is developable (wetlands

and stream setback) and is the only one considered herein. The lot does not directly front Lilly Road NE. Rather access is via a 350 feet long easement that traverses the lot to the east. The lot is rectangular and level to mildly sloped. Utilities will require a short lateral extension. It was mostly covered in trees and brush. The site was zoned MS, Medical Services.

This sale is in the much larger Olympia-Tumwater-Lacey market in a larger medical office node giving it a superior location. The access and exposure are significantly inferior due to the long narrow easement. The shape, topography, and hazards are generally similar. The size is much larger than the subject which tends to reduce the price per square foot. The zoning is similar.

Overall, the inferior access, exposure, and larger size more than offset the superior location. A value greater than \$4.22 per square foot is indicated for the subject site, by direct comparison to this sale

***Additional Market Data:*** This consists of other sales, listings, expired listings, or potential sales that while not adequate as a direct comparable, should be considered.

- A 12,000 SF commercial property located at the northeast corner of W. D Street and Adams Street in Shelton sold in August of 2012 for \$59,900 (\$4.99/SF). This property is only one half block off of Olympic Highway and less than a mile southwest of the subject. Due to the location and date of sale, this is an inferior indicator for the subject.
- A 4.93 acre property located on the west side of Hwy 101 at the intersection with Shelton Springs Road sold in February of 2017 for \$895,000 (\$4.17/SF). This property was developed with a Tractor Supply Store after the sale. It is located about two miles northwest of the subject. Due to the location and much larger size, this is an inferior indicator for the subject.

The goal of the sales comparison approach is to select the most comparable market sales and then adjust for differences that cannot be eliminated within the selection process. Elements of comparison include property rights conveyed, financing terms, conditions of sale (motivation), expenditures made immediately after purchase, market conditions (time), location, physical characteristics (e.g. size, soils, access, shape, frontage, topography), economic characteristics, use (zoning), and non-realty components.

The actual adjustments may be quantitative, where precise dollar or percentage adjustments can be developed from market evidence, or qualitative, where the adjustments may be simply an acknowledgement of a property's superiority or inferiority. In this appraisal, due to the lack of sufficient market evidence with which to support quantitative adjustments, we have utilized a qualitative adjustment process known as "relative comparison analysis", also referred to as "bracketing analysis".

In the following table is a representation of the qualitative adjustment and comparison process, in an effort to estimate a supportable value range for the subject site. It also represents the sequence in which adjustments are made, if necessary, and applicable. Please note that "plus" or "minus" adjustments shown are relative; for example, a physical adjustment may carry more weight than adjustments made to other elements of comparison.

Land Sale Adjustment Grid												
Adjustments*	A	B	C	D	E	F	G	H	I	J	\$/SF	Adjusts to
<b>Sale #</b>												
<b>L-1</b>	0	0	0	0	++	--	+++	0	-	0	\$3.83	>\$3.83
<b>L-2</b>	0	0	0	0	++	-	-	0	-	0	\$10.82	<\$10.82
<b>L-3</b>	0	0	0	0	+	---	+	0	0	0	\$16.51	<\$16.51
<b>L-4</b>	0	0	0	0	0	++	+	0	-	0	\$3.06	>\$3.06
<b>L-5</b>	0	0	0	0	0	--	+++	0	0	0	\$4.22	>\$4.22
*A= Rights Conveyed; B = Financing Terms; C = Sale Conditions; D = Expenditures; E = Market Conditions; F = Location; G = Physical Characteristics; H = Economic Factors; I = Use (Zoning); J = Non-Realty Components												
Note: > Symbol means "greater than"; <Symbol means "less than"												

Following the comparison and adjustment process, a refined value range of approximately \$4.22 to \$10.82 per square foot was indicated.

The best comparable is L-2. This is the sale of commercial land near the subject. It has slightly superior exposure, access, parking amenity, and zoning but this is partially offset by the sale during a time of inferior market conditions. A value for the subject should be slightly below that of L-2 and well below that of L-3, which is located in the superior Olympia-Lacey-Tumwater market. A value per square foot for the subject well above that of L-5 is appropriate because of the much larger size of L-5 and its significantly inferior access and exposure.

We are of the opinion a value of approximately \$9 per square foot was reasonably supported, as of the date of appraisal.

#### *Subsurface Utility Easement Encumbrances*

The subject is two streets that are proposed to be vacated and there is an extraordinary assumption that the City of Shelton will retain multiple subsurface utility easements in the streets. The exact location of the easements is unknown but the nature of such easements is considered to encumber the majority of the subject.

The primary impact of the easement is the loss of utility of the area directly encumbered by the easement. The easement reduces any potential uses of this area to landscaping or parking only as no structures would be allowed to be constructed over the easement. This is considered a major impact on the surface use.

The article "Easement Valuation", May/June 2006, by Donald Sherwood in the publication *Right of Way*, contains an Easement Valuation Matrix as shown below:

## EASEMENT VALUATION MATRIX

Percentage of Fee	Comments	Potential Types of Easements
90% - 100%	Severe impact on surface use Conveyance of future uses	Overhead electric Flowage easements Railroad ROW Irrigation canals Access roads
75% - 89%	Major impact on surface use Conveyance of future uses	Pipelines Drainage easements Flowage easements
51% - 74%	Some impact on surface use Conveyance of ingress/egress rights	Pipelines Scenic easements
50%	Balanced use by both owner and easement holder	Water or sewer lines Cable line Telecommunications
26% - 49%	Location along a property line, location across non usable land area	Water or sewer line Cable lines
11% - 25%	Subsurface or air rights that have minimal effect on use and utility Location with a setback	Air rights Water or sewer line
0% to 10%	Nominal effect on use and utility	Small subsurface easement

The matrix was developed after analysis of a number of paired sales to establish general trends regarding the effect easements have on value.

The matrix provides a general guide as to the effect an easement may have on the total bundle of rights. The matrix indicates that for water or sewer lines, cable line, or telecommunications, a reduction of 50% is appropriate. However, the subject is encumbered by (6) different utility easements all spread throughout the area of proposed street vacation. Additionally, these easements are to different entities, not all just to the City of Shelton. Thus, the impact, or loss of rights, is considered substantial and changes the highest and best use from possible development, to at best, parking and transit.

The matrix indicates that a major impact on surface use such as by a pipeline, flowage, or drainage easement can impact 75% to 89% of the fee simple rights. Based on the particulars of the subject, a 75% impact is considered appropriate. A 75% reduction in the previously estimated fee



simple value of \$9 per square foot results in a value indication of \$2.25 per square foot for the area encumbered by the easement.

**Summary, Land Value Conclusion:**

Larger Parcel (20,909 SF)(\$2.25 Per SF)	=	\$57,500
Divide by Size of Larger Parcel		20,909 SF
Subtotal		\$2.25
Multiply by Size of Subject		62,954 SF
Indication of Value (rounded)		\$141,647

**Indication of Value by the Sales Comparison Approach [rounded to] \$140,000**

## Cost Approach

The Cost Approach is based on the understanding that market participants typically relate value to cost. In the Cost Approach, the value of a property is derived by adding the estimated value of the land to the current cost of constructing a reproduction or replacement for the improvements and then subtracting the amount of depreciation (i.e. deterioration and obsolescence) in the structures from all causes. Entrepreneurial profit and/or incentive may be included in the value indication. This approach is particularly useful in valuing new or nearly new improvements and properties that are not frequently exchanged in the market. Cost Approach techniques can also be employed to derive information needed in the Sales Comparison and Income Approach, such as the costs to cure items of deferred maintenance.

Replacement cost is the cost of construction at current prices of a building having utility equivalent to the building being appraised, but built with modern materials and according to current standards, design and layout. The use of the replacement cost concept presumably eliminates all functional obsolescence, and the only depreciation to be measured is physical deterioration and external obsolescence.

This assignment is to arrive at an opinion of value for the subject proposed street vacation. The assignment does not include any improvements of contributory value. Thus, the Cost Approach is not applicable to this particular valuation assignment.

**Indication of Value by the Cost Approach [rounded to]**

**Not Applicable**

# Sales Comparison Approach

In the Sales Comparison Approach, an opinion of market value is developed by comparing properties similar to the subject property that have recently sold, are listed for sale, or are under contract to be sold.<sup>13</sup> The Sales Comparison Approach is most useful when a number of similar properties have recently been sold or are currently for sale in the subject property's market. Using this approach, an appraiser produces a value indication by comparing the subject property with similar properties, called *comparable sales*. The sale prices of the properties that are judged to be most comparable tend to indicate a range in which the value indication for the subject property will fall. The appraiser estimates the degree of similarity or difference between the subject property and the comparable sales by considering various elements of comparison:

- Real property rights conveyed
- Financing terms
- Conditions of sale
- Expenditures made immediately after purchase
- Market conditions
- Location
- Physical characteristics
- Economic characteristics
- Use/zoning
- Non-realty components of value

The actual comparison process involves adjustments to reflect the degree of similarity between the comparable properties and the subject property, in a like manner as adjustments were made to derive an indication of value for the subject site by comparison with vacant land sales. Four general steps are involved in the analytic process.

1. Identify the elements of comparison that affect the value of the type of property being appraised.
2. Compare the attributes of each comparable with those of the subject property and measure the difference in each element of comparison, either quantitatively, or qualitatively.
3. Derive a net adjustment, and apply it to the sale price of the comparable, to arrive at an indication of the adjusted value of the subject property.
4. Make a summary or overall comparison of the adjusted or ranked comparables and reconcile the array of values into a single value indication.

This was the approach utilized in the Land (or Site) Analysis section of the report. Five sales were employed, in an effort to "bracket" the probable value range for the subject property, and the final value estimate was based upon the direct comparison and adjustment for noted

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<sup>13</sup> The Appraisal of Real Estate, Thirteenth Edition, (Appraisal Institute, Chicago, Illinois, 2008), page 297.

differences among the available data. This approach was the only applicable method for this particular valuation problem.

The value indication for the proposed alley vacation is summarized below:

<b>Indication of Value by the Sales Comparison Approach [rounded to]</b>	<b><u>\$140,000</u></b>
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## Income Approach

Income-producing real estate is typically purchased as an investment, and from an investor's point of view earning power is the critical element affecting property value. One basic investment premise holds that the higher the earnings, the higher the value, provided the amount of risk remains constant. An investor who purchases income-producing real estate is essentially trading present dollars for the expectation of receiving future dollars. The income capitalization approach consists of methods, techniques, and mathematical procedures that an appraiser uses to analyze a property's capacity to generate benefits (i.e., usually the monetary benefits of income and reversion) and to convert these benefits into an indication of present value.<sup>14</sup>

When applying the Income Approach, gross rental schedules, vacancy and collection losses, fixed expenses, operating expenses, and replacement reserves are estimated, to result in an estimate of net income which the property may be capable of generating. This net income estimate is then converted into an indication of value by a mathematical process called "capitalization" The method and technique of capitalization are determined by the nature of the property in the market, and the rates employed are based on demonstrated rates found in the market.

Neither the subject, nor the Larger Parcel, would typically be purchased for income generation from the land. Thus, the Income Approach was not completed.

**Indication of Value by the Income Approach [rounded to]**

**Not Completed**

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<sup>14</sup> The Appraisal of Real Estate, Thirteenth Edition (Appraisal Institute, Chicago, Illinois, 2008), page 445.

## Reconciliation of Value Indications

Three independent approaches to value were considered by the appraisers. The resultant value indications were:

<b>Cost Approach</b>	<b>Not Applicable</b>
<b>Sales Comparison Approach</b>	<b>\$140,000</b>
<b>Income Approach</b>	<b>Not Completed</b>

The Cost Approach involves several critical judgment decisions and produces a significant indication of value when:

- The replacement cost new has been correctly estimated.
- The building is new or nearly new and is the highest and best use of the site.
- Physical and functional depreciation are measurable.
- The physical deterioration and functional and economic obsolescence have all been correctly estimated.
- Site value is properly estimated.

This method was not applicable.

The Sales Comparison Approach provides a meaningful indication of value when:

- The amount of available market data is adequate.
- The relative advantages and deficiencies of the property being appraised and the comparative sale properties are not too extensive and have been correctly weighed.

The Sales Comparison approach is a moderately good indicator of value. A sufficient number of sales were found that could be used to "bracket" the probable market value of the subject property. All of the sales were of land either within the subject's market area or within nearby markets and bracket the subject *larger parcel* in size. An initial wide overall range of value was reduced to a more narrow divergence by means of direct comparison/adjustment, primarily on a per square foot basis. The final point value estimate, within the supported value range, is largely a matter of the appraiser's judgment, based upon prior experience evaluating a wide range of property types, including raw land purchased for commercial development. The Sales Comparison Approach was given total weighting in the final reconciliation process, because it was the only applicable method.

The Income Approach produces a meaningful indication of value when:

- Gross income and operating costs have been properly forecast.
- The capitalization rate reflects the market.
- Appropriate methods and techniques have been used.

This method was not applicable.



As a result of our investigations and analyses, it is our opinion that the market value of the identified interest in the subject real property, as of April 2, 2018, was:

**ONE HUNDRED FORTY THOUSAND DOLLARS**

**(\$140,000).**

## Certification

I certify that, to the best of my knowledge and belief,

- The statement of fact contained in this report are true and correct.
- The reported analyses, opinions and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- I have no present or prospective interest in the property that is the subject of this report, and I have no personal interest with respect to the parties involved. I have not performed any services as an appraiser or in any other capacity, regarding the subject property within the three years preceding acceptance of this assignment.
- I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analyses, opinions, and conclusions were developed, and this report has been prepared in conformity with the requirements of the Uniform Standards of Professional Appraisal Practice.
- I have made a personal inspection of the property that is the subject of this report.
- No one provided professional assistance in the completion of this assignment.
- The use of this report is subject to the requirements of the Appraisal Institute, relating to review by its duly authorized representatives.

As of the date of this report, I have completed the requirements of the continuing education program of the Appraisal Institute.



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Derek R. Jolliff, MAI

# Appraiser's Qualifications

Derek R. Jolliff, MAI

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## ***Experience:***

- **Appraiser**, Anderson Appraisal, Inc., Olympia, Washington
- **Appraiser**, Capital Valuation Group, Salem, Oregon 1/06 – 10/10

Over twelve years of appraising various property types, including office, retail, industrial, multifamily, institutional, vacant land, easements, subdivisions, special use and agricultural properties.

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## ***Education:***

Western Washington University, Bellingham, Washington (BA - Business Administration)

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## ***Appraisal Education:***

Successful completion of the following appraisal courses/seminars:

*Appraisal Institute Courses:*

- "Basic Appraisal Procedures"
- "Basic Income Capitalization"
- "Real Estate Finance Statistics and Valuation"
- "Report Writing and Valuation Analysis"
- "Evaluating Commercial Construction"
- "Litigation Appraising: Specialized Topics and Applications"
- "Appraising Convenience Stores"
- "Fundamentals of Separating Real Property, Personal Property, & Intangible Assets"
- "Advanced Sales Comparison and Cost Approach"
- "General Appraiser Report Writing and Case Studies"
- "General Appraiser Market Analysis and Highest and Best Use"
- "General Appraiser Site Valuation and Cost Approach"
- "General Appraiser Sales Comparison Approach"
- "Advanced Income Capitalization"
- "Advanced Applications"
- "Uniform Appraisal Standards for Federal Land Acquisitions: Practical Applications"

*Matthew Larabee:*

- "Case Studies in Income Property Appraisal"

*McKissock Appraisal Education:*

- "USPAP - Uniform Standards of Professional Appraisal Practice"
- "Appraisal of Assisted Living Facilities"
- "Appraisal of Self-Storage Facilities"

*International Right of Way Association:*

- "Appraisal of Partial Acquisitions"
- "Easement Valuation"

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## ***Business and Professional Organizations:***

Member, Appraisal Institute (#468211)

Washington State Certified General Real Estate Appraiser (#1101978)

## Statement of Limiting Conditions and Assumptions

- One (or more) of the signatories of this appraisal report is a Member or Candidate of the Appraisal Institute.
- The legal description furnished the appraisers is assumed to be correct. Title to the property appraised in this report is assumed to be merchantable in the parties stated to be the owners. For the purpose of this report, the property is assumed to be free of liens and encumbrances.
- The information contained in this report, other than facts observable by a physical examination of the property, is from sources considered to be reliable, but such information is in no sense guaranteed.
- No responsibility is assumed because of matters of legal character affecting the property, such as title defects, encroachments, liens, and overlapping property lines. The appraisal is based on the premise that, there is full compliance with all applicable federal, state, and local environmental regulations and laws unless otherwise stated in the report; further that all applicable zoning, building, and use regulations and restrictions of all types have been complied with unless otherwise stated in the report; further, it is assumed that all required licenses, consents, permits, or other legislative or administrative authority (local, state, federal and/or private entity or organization) have been or can be obtained or renewed for any use considered in the value estimate.
- In computing values, various figures have been rounded off to the nearest significant amount, for the sake of clarity, in arriving at the valuation. The distribution of the total value between land and improvements applies only under the utilization of the property to its Highest and Best Use.
- Compensation for services is dependent only upon delivery of this report. The values found by the appraiser are in no way contingent upon the compensation to be paid for services.
- The Bylaws and Regulations of the Appraisal Institute require each Member and Candidate to control the use and distribution of each appraisal report signed by such Member or Candidate. Therefore, except as hereinafter provided, the party for whom this appraisal report was prepared may distribute copies of this appraisal report, in its entirety, to such third parties as may be selected by the party for whom this appraisal report was prepared; however, selected portions of this appraisal report shall not be given third parties without the prior written consent of the signatories of this appraisal report.
- This report is made in accordance with the Uniform Standards of Professional Appraisal Practice, adopted by the Appraisal Standards Board of the Appraisal Foundation.
- Improvements proposed, if any, on or off-site, as well as any repairs required are considered, for the purposes of this appraisal, to be completed in good and workmanlike manner according to information submitted and/or considered by the appraisers. In cases of proposed construction, the appraisal is subject to revision upon inspection of property

after construction is completed. This estimate of market value is as of the date shown, as proposed, as if completed and operating at levels shown and projected.

- Any drawings and/or diagrams are for illustrative purposes only and are not drawn necessarily to scale and should not be construed as surveys or engineering reports.
- It is called to the reader's attention the fact that this report is delivered subject to the stipulation that neither all nor any part of the contents of this report shall be conveyed to the public through advertising, public relations, news, sales or other media, without the written consent and approval of the appraisers or review appraiser, particularly as to valuation conclusions, the identity of the appraiser or firm with which he is connected, or any reference to the Appraisal Institute or the MAI designation.
- The opinion of value, as set forth in this report, is based solely upon information available at and prior to the date of valuation, and no responsibility is assumed with respect to facts that may develop subsequent to such date and which might have a bearing on the opinion of value at the date noted as expressed herein.
- The appraisers and/or officers of Anderson Appraisal, Inc. reserve the right to alter statements, analysis, conclusion or any value estimate in the appraisal if there become known to us facts pertinent to the appraisal process that were unknown to us when the report was finished.
- It is assumed that the property which is the subject of this report will be under prudent and competent ownership and management; neither inefficient nor super efficient.
- The estimated market value, which is defined in the report, is subject to change with market changes over time; value is highly related to exposure, time, promotional effort, terms, motivation, and conditions surrounding the offering. The value estimate considers the productivity and relative attractiveness of the property physically and economically in the marketplace.
- The appraiser is not required to give testimony or appear in court because of having made the appraisal with reference to the property in question, unless arrangements have been previously made.
- The appraiser assumes no responsibility for hidden or unapparent conditions of the property, which would render it more or less valuable, and further assumes no responsibility for surveys or engineering which might be required to discover such factors.
- The above conditions include soil composition, drainage characteristics, load bearing capacity, seasonal or permanent water table elevation, seismic susceptibility, hazardous materials contamination (including, but not limited to hydrocarbons, PCB's, asbestos, radon, urea-formaldehyde foam insulation, pesticides, mold/mildew), radioactivity, emissions or disruptions caused from high voltage transmission lines, the location of underground facilities, illegal dumping, leaking underground storage tanks, and so forth.

- Unless otherwise stated in this report, the existence of hazardous material, which may or may not be present on the property, was not observed by the appraiser. The appraiser has no knowledge of the existence of such materials on or in the property. The appraiser, however, is not qualified to detect such substances. The presence of potentially hazardous materials may affect the value of the property. The value estimate is predicated on the assumption that there is no such material on, in or around the property that would cause a loss in value. No responsibility is assumed for any such conditions, or for any expertise or engineering knowledge required to discover them. The client is urged to retain an expert in this field, if desired.
- The Americans with Disabilities Act (ADA) became effective January 26, 1992. The appraisers have not made a specific compliance survey and analysis of this property to determine whether or not it is in conformity with the various detailed requirements of the ADA.
- It is possible that a compliance survey of the property, together with a detailed analysis of the requirements of the ADA, could reveal that the property is not in compliance with one or more of the requirements of the Act. If so, this fact could have a negative effect upon the value of the property. Since the appraisers have no direct evidence relating to this issue, possible noncompliance with the requirements of ADA in estimating the value of the property has not been considered.
- Federal Government Regulations: The Federal Government has special requirements for appraisals to be utilized for some types of loans, resulting from Federal Financial Institutions Reform, Recovery and Enforcement Act of 1989. This appraisal was not written in accordance with FIRREA guidelines, unless so stated, in the letter of transmittal.
- Additional research, analysis, and report writing may be required because of the variety of standards and interpretations among certain financial institutions, and appraisal reviewers; and will be undertaken upon client request, at additional fees, for time and costs.
- Where the discounted cash flow analysis has been used it has been prepared on the basis of information and assumptions stipulated in this report. The forecasts, projections, or operating estimates contained herein are based upon current market conditions, anticipated short-term supply and demand factors, and a continued stable economy.
- The achievement of any financial projections will be affected by fluctuating economic conditions and is dependent upon the occurrence of other future events that cannot be assured. Therefore, the actual results achieved may well vary from the projections and such variation may be material.
- This appraisal was obtained from Anderson Appraisal, Inc. or related companies and/or its individuals or related independent contractors and consists of "trade secrets and commercial or financial information" which is privileged and confidential and exempted from disclosure under 5 U.S.C. 552(b)(4). Notify the appraiser(s) signing the report of any request to reproduce this appraisal in whole or in part.



- **APPRAISER LIABILITY EXTENDS ONLY TO STATED CLIENT, NOT SUBSEQUENT PARTIES OR USERS, AND IT IS LIMITED TO THE AMOUNT OF FEE RECEIVED BY THE APPRAISER FOR THIS REPORT. ACCEPTANCE OF AND/OR USE OF THIS APPRAISAL REPORT BY CLIENT OR ANY THIRD PARTY IS PRIMA FACIE EVIDENCE THAT THE USER UNDERSTANDS AND AGREES TO THESE CONDITIONS.**

***COMPARABLE***  
***MARKET DATA***

## Comparable Land Sale # 1

**Property name** Lilly Road Parcel  
**Address** 200 Lilly Road NE  
**City** Olympia  
**County** Thurston  
**Location Description** Approximately 500 feet east of Lilly Road NE and about 500 feet north of the intersection with Martin Way E.  
**Tax Parcel Number** 11817230600  
**Property Use** Medical



**Property Type** Land  
**Zoning** HDC-4

### PHYSICAL CHARACTERISTICS:

**Parcel Size (SF)** 32,670  
**Parcel Size (Acres)** 0.75  
**Site Description** This is a rectangular, level to mildly sloped, parcel located off of Lilly Road NE. Access to the parcel is via an easement running east-west about 500 feet long. The easement traverses across the two neighboring properties to the west. The location provides for only fair access and exposure. All utilities are available to the site and it is not subject to any known hazards. The site is mostly covered in trees and brush. Surrounding uses include medical offices and apartments. The Providence St. Peter's Hospital is located about a quarter mile to the northeast.

### RECORDING INFORMATION:

<b>Sale Date</b>	6/5/2014	<b>Recording Number</b>	4396152
<b>Sale Price</b>	\$125,000		
<b>Adjusted Price</b>	\$125,000	<b>Assessed Value Total</b>	
<b>Grantor</b>	James A Krug		
<b>Grantee</b>	Honorio Eballo		
<b>Rights Conveyed</b>	Fee simple estate		
<b>Financing</b>	Equivalent to cash		
<b>Marketing Period</b>	308 days on market. The original listing price was \$169,000.		
<b>Sale Price/SF</b>	\$3.83	<b>Price Per Acre</b>	\$166,667
<b>Overall Remarks</b>			
<b>Confirmed By</b>	Listing Broker, Brad Kisor, 360-789-8248	<b>Date</b>	6/2/2014

## Comparable Land Sale # 2

**Property name** Wallace Kneeland Lot  
**Address** 501 E. Wallace Kneeland Blvd  
**City** Shelton  
**County** Mason  
**Location Description** South side of E. Wallace Kneeland Blvd approximately 1,250 feet southwest of Shelton Springs Road  
**Tax Parcel Number** 42012-56-00007  
**Property Use** Retail



**Property Type** Land  
**Zoning** GC, General Commercial

### PHYSICAL CHARACTERISTICS:

**Parcel Size (SF)** 16,117  
**Parcel Size (Acres)** 0.37  
**Site Description** This is a generally triangular shaped parcel located in the City Limits of Shelton across the street from the Oakland Bay Junior High School and at the eastern edge of a shopping node that includes a Walmart and a Fred Meyer. The parcel is level, has access to all utilities, is not subject to any known hazards, and has street frontage improvements completed. It has frontage on Wallace Kneeland Blvd which is a moderate to heavily trafficked street. Surrounding uses are mostly retail. At the time of sale, the property was covered in grass and brush.

There are overhead powerlines immediately adjacent to the back of the property. However, this property had access to a parking easement under the powerlines thus it was considered a benefit. The buyer's exact plans were unknown but it is now being marketed for lease as a "built-to-suit" for a retail building.

### RECORDING INFORMATION:

<b>Sale Date</b>	2/16/2016	<b>Recording Number</b>	2052471
<b>Sale Price</b>	\$175,000		
<b>Adjusted Price</b>	\$175,000	<b>Assessed Value Total</b>	
<b>Grantor</b>	Morris & Kidders LLC		
<b>Grantee</b>	1221 Development LLC		
<b>Rights Conveyed</b>	Fee Simple		
<b>Financing</b>	Equivalent to cash		
<b>Marketing Period</b>	About two years, the last listing price was \$225,000		
<b>Sale Price/SF</b>	\$10.86	<b>Price Per Acre</b>	\$472,973
<b>Overall Remarks</b>			
<b>Confirmed By</b>	Seller's Broker, Robert McFadden, 360-556-6050	<b>Date</b>	3/29/2018

## Comparable Land Sale # 3

**Property name** Lacey Renal Site  
**Address** 3406 12th Avenue NE  
**City** Olympia  
**County** Thurston  
**Location Description** North side of the terminus of 12th Avenue NE  
**Tax Parcel Number** 11807440206  
**Property Use** Medical



**Property Type** Land  
**Zoning** MS, Medical Services

### PHYSICAL CHARACTERISTICS:

**Parcel Size (SF)** 88,513  
**Parcel Size (Acres)** 2.03  
**Site Description** This is the sale of what was once four adjoining lots located in the medical office node surrounding Providence St. Peter's Hospital. After the purchase, the lots were combined into one 2.03 acre parcel by the buyer. The location is at the end of 12th Avenue NE about one to two blocks north of the hospital. Surrounding uses include a dental facility, vacant undevelopable parcels, and senior housing. The combined shape of the parcel is slightly irregular but generally rectangular. The topography is mildly to moderately sloped necessitating some sitework and possible retaining walls. At the time of sale, the site was cleared, all utilities were available along the frontage, and the street frontage improvements were completed. Additionally, there were no known hazards and there was an off-site storm drainage pond. The buyer purchased it for the construction of a 20,000± SF medical office building.

### RECORDING INFORMATION:

**Sale Date** 4/20/2017      **Recording Number** 4559648  
**Sale Price** \$1,461,455  
**Adjusted Price** \$1,461,455      **Assessed Value Total**  
**Grantor** Twelfth Avenue Associates LLC, Memorial Clinic Development Co.  
**Grantee** Lacey Renal Construction LLC  
**Rights Conveyed** Fee Simple  
**Financing** Equivalent to cash  
**Marketing Period** Actual marketing time unknown but was available for a few years.  
**Sale Price/SF** \$16.51      **Price Per Acre** \$719,929  
**Overall Remarks** The sale price was negotiated in terms of price per square foot which resulted in an odd overall sale price.  
**Confirmed By** Seller, Fred Griesman, 360-481-5771      **Date** 2/9/2018

## Comparable Land Sale # 4

*Property name* Cherry Avenue Lot

*Address* 8xx Cherry Avenue

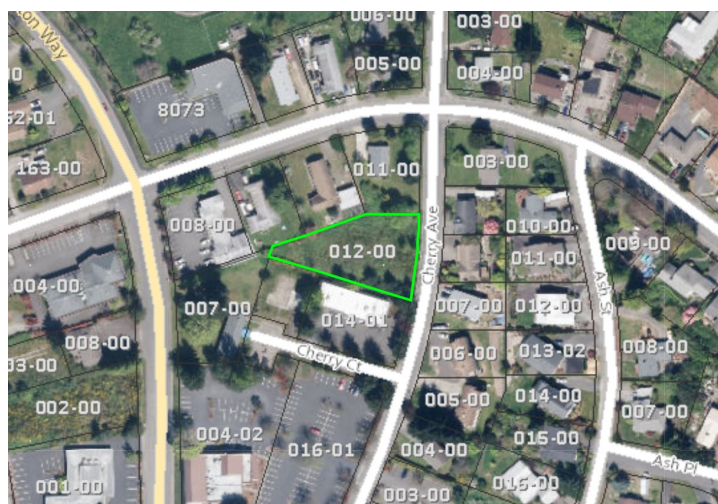
City Bremerton

County Kitsap

<b><i>Location Description</i></b>	West side of Cherry Avenue approximately 200 feet south of Callahan Drive
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**Tax Parcel Number** 3967-002-012-0007

*Property Use*      Mixed Use



<i>Property Type</i>	Land
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**Zoning** EC, Employment Center

### PHYSICAL CHARACTERISTICS:

*Parcel Size (SF)* 19,602

*Parcel Size (Acres)* 0.45

**Site Description** This is a generally triangular shaped parcel located in the City Limits of Bremerton just north of the Harrison Medical Center. The parcel is level, has access to all utilities, is not subject to any known hazards, and has street frontage improvements completed. It has frontage on Cherry Avenue which is a low to moderately trafficked street. Surrounding uses are medical offices to the south and residential to the east, west, and north. At the time of sale, the property was covered in grass and a few trees.

Although this property is near a major medical center, that particular center will be closing in the near future. Thus, according to the seller's Broker, there was very little interest and the property was on the market for years with significant price reductions. The exact intent of the buyer is unknown but the zoning allows mixed use and the possibility of a residential component was attractive to the buyer.

**RECORDING INFORMATION:**

**Sale Date** 7/21/2017

**Recording Number** 201707270105

***Sale Price***      \$60,000

**Adjusted Price**      \$60,000

***Assessed Value Total***

**Grantor**      Timberland Bank

**Grantee** Margaret K Barroll, The Wong Family Trust

<i>Rights Conveyed</i>	Fee Simple
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**Financing** Equivalent to cash

**Marketing Period** About 4.5 years, original listing price was \$190,000

*Sale Price/SF* \$3.06

<i>Price Per Acre</i>	\$133,333
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### Overall Remarks

**Confirmed By** Seller's Broker, Merv Killoran, 360-308-2255

**Date** 3/29/2018



## Comparable Land Sale # 5

**Property name** Medical Office Site  
**Address** 209 Lilly Road NE  
**City** Olympia  
**County** Mason  
**Location Description** West side of Lilly Road NE  
approximately 700 feet north of Martin  
Way E.  
**Tax Parcel Number** 11818140700□, -0901  
**Property Use** Medical



**Property Type** Land  
**Zoning** MS, Medical Services

### PHYSICAL CHARACTERISTICS:

**Parcel Size (SF)** 106,722  
**Parcel Size (Acres)** 2.45

**Site Description** This is the sale of two parcels located just off of Lilly in the medical office node surrounding Providence St. Peter's Hospital. Although there are two parcels, only one is considered developable. The developable parcel is 106,722 SF and the undevelopable one is 37,897 SF. It is undevelopable due to wetlands and stream buffers that encumber the entirety of the parcel.

The developable parcel, the easternmost one, is rectangular and level to mildly sloped. Access is via a 30' wide and 350' long easement over the adjoining parcel to the east. The easement is mostly paved but property access would require removal of some landscaping and likely additional paving on the encumbered property. Utility access would require a minor extension. At the time of sale, the site was covered in brush and trees.

The pending buyer intends to develop the property with a medical office building.

### RECORDING INFORMATION:

<b>Sale Date</b>	5/1/2018	<b>Recording Number</b>	Pending Sale
<b>Sale Price</b>	\$450,000		
<b>Adjusted Price</b>	\$450,000	<b>Assessed Value Total</b>	
<b>Grantor</b>	Olympia Medical Partners LLC		
<b>Grantee</b>	Pending Sale		
<b>Rights Conveyed</b>	Fee Simple		
<b>Financing</b>	Equivalent to cash		
<b>Marketing Period</b>	Not actively marketed, the buyer approached the seller.		
<b>Sale Price/SF</b>	\$4.22	<b>Price Per Acre</b>	\$183,673
<b>Overall Remarks</b>			
<b>Confirmed By</b>	Appraisal Files 5925-18	<b>Date</b>	3/29/2018

## **Mason General Hospital Vacation**

8/21/18: 1<sup>st</sup> and Final Reading of Resolution setting date of Public Hearing for 9/18/18

8/23/18: Email ad to Mason County Journal to run on 8/30/18 & 9/6/18 giving notice of 9/18/18 Public Hearing.

8/29/18: Post Notice of Public Hearing at Civic Center and Mason County Bldg. 1

9/18/18: Public Hearing and 1<sup>st</sup> reading of Ordinance vacating the property

10/2/18: 2<sup>nd</sup> and Final reading of Ordinance vacating property

## QUIT CLAIM DEED

THE GRANTOR, PUBLIC HOSPITAL DISTRICT NO. 1 OF MASON COUNTY, a municipal corporation, for and in consideration of mutual benefits, conveys and quit claims to THE CITY OF SHELTON, a municipal corporation, Grantee, any and all interest Grantor may have in the following described real property situated in Mason County, Washington, including any interest therein which grantor may hereafter acquire:

all that portion of Lot 1 of Short Plat No. 55 as recorded under Mason County Auditor's file number 514931 which is depicted as the interior road rights of way in a survey, a copy of which is attached hereto, and is recorded under Mason County Auditor's file number 564327 volume 17 page 196.

The purpose of this instrument is to transfer and dedicate the above described property to the Grantee for street purposes.

Dated this 16 day of July, 1993.

HEUSTON, SETTLE & JOHNSON

REQUEST OF:

93 JUL 19 AM 10:52

RECORDED  
REEL 576 FRAME 309-31  
AUDITOR MASON COUNTY  
ALLAN D. BROTCHE

AFFIDAVIT  
No. 23367  
WN. REAL ESTATE  
EXCISE TAX  
FORM DT

JUL 19 1993

DORENE RAE  
Treas., Mason County

COMMISSIONER

COMMISSIONER

COMMISSIONER

STATE OF WASHINGTON )

ISS

COUNTY OF MASON )

On this 16 day of July, 1993 personally appeared before me Don E. Wilson, to me known to be a COMMISSIONER of the corporation that executed the within and foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of said corporation for the uses and purposes therein

HEUSTON, SETTLE & JOHNSON

ATTORNEYS AT LAW  
ANGLE BLDG. • P.O. BOX 1400  
PHONE 428-9728  
SHELTON, WASHINGTON 98584



mentioned, and on oath stated that he was authorized to execute said instrument.

GIVEN under my hand and official seal this 16<sup>th</sup> day of July, 1993.



Fay E. Hughes  
NOTARY PUBLIC IN AND FOR THE STATE  
of Washington, residing at Shelton  
My commission expires: 9-12-94

STATE OF WASHINGTON )  
COUNTY OF MASON ) ss

On this 16<sup>th</sup> day of July, 1993 personally appeared before me Ken Fredson, to me known to be a COMMISSIONER of the corporation that executed the within and foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of said corporation for the uses and purposes therein mentioned, and on oath stated that he was authorized to execute said instrument.



GIVEN under my hand and official seal this 16<sup>th</sup> day of July, 1993.

Fay E. Hughes  
NOTARY PUBLIC IN AND FOR THE STATE  
of Washington, residing at Shelton  
My commission expires: 9-12-94

STATE OF WASHINGTON )  
COUNTY OF MASON ) ss

On this 16<sup>th</sup> day of July, 1993 personally appeared before me Richard E. Angle, to me known to be a COMMISSIONER of the corporation that executed the within and foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of said corporation for the uses and purposes therein mentioned, and on oath stated that he was authorized to execute said instrument.



GIVEN under my hand and official seal this 16<sup>th</sup> day of July, 1993.

Fay E. Hughes  
NOTARY PUBLIC IN AND FOR THE STATE  
of Washington, residing at Shelton  
My commission expires: 9-12-94



**NOTE:**  
SEE WATER AGREEMENT AS DISCLOSED IN  
INSTRUMENT RECORDED UNDER A.F. #21512,  
RECORDS OF MASON COUNTY, WASHINGTON.

**LINE TABLE**

LINE NO.	BEARING	DISTANCE
L1	S 77°23'44" E	34.31
L2	S 77°23'44" E	30.00
L3	S 61°31'12" E	30.00
L4	S 60°33'27" E	30.00

**CURVE TABLE**

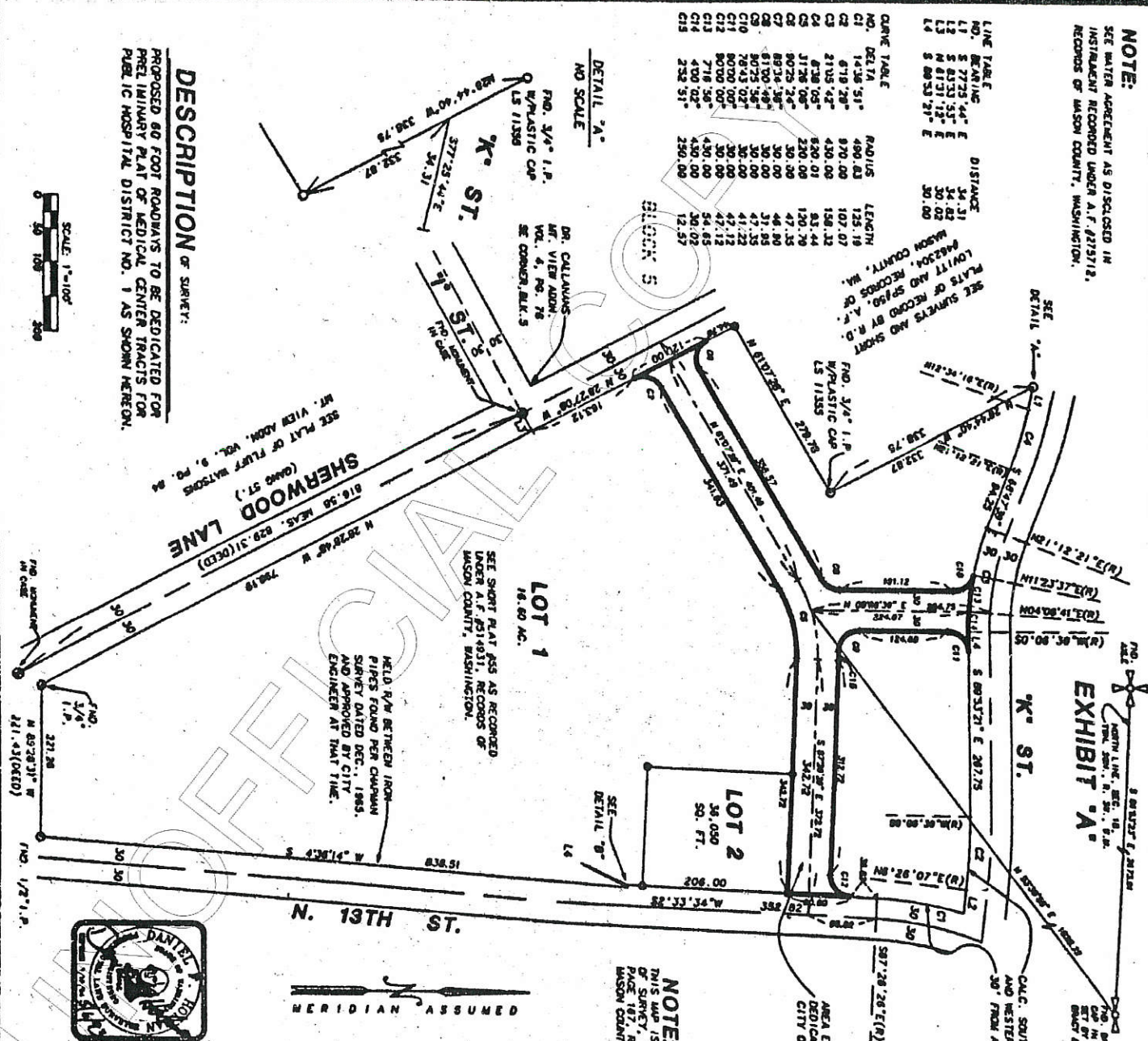
NO.	DELTA	RADIUS	LENGTH	AREA
C1	14.36 51°	480.83	123.19	107.07
C2	61°18'28"	970.00	107.07	158.32
C3	21°05'42"	430.00	158.32	83.44
C4	6°28'06"	820.01	150.76	47.35
C5	31°28'08"	220.06	47.35	46.80
C6	90°25'24"	30.00	31.80	31.80
C7	88°34'38"	30.00	31.80	31.80
C8	81°00'49"	30.00	31.80	31.80
C9	80°23'56"	30.00	31.80	31.80
C10	80°43'02"	30.00	31.80	31.80
C11	80°00'00"	30.00	31.80	31.80
C12	71°16'07"	430.00	54.85	30.02
C13	430°02'	430.00	30.02	12.57
C14	430°02'	430.00	30.02	12.57
C15	232°51'	230.00	12.57	

**DETAIL "A"**  
NO SCALE

**DETAIL "B"**  
NO SCALE

**DESCRIPTION OF SURVEY:**

PROPOSED 60 FOOT ROADWAYS TO BE DEDICATED FOR  
PRELIMINARY PLAT OF MEDICAL CENTER TRACTS FOR  
PUBLIC HOSPITAL DISTRICT NO. 1 AS SHOWN HEREON.



**EXHIBIT "A"**

SEE TOPOGRAPHIC SURVEY  
SET BY GEORGE OF HOSPITAL SITE DATED  
MAY 1960 FOR BLIDS  
AND IMPROVEMENTS.

CALC. SOUTHERLY WANGIN "K" ST.  
AND WESTERLY WANGIN N. 13TH  
30' FROM AS-BUILT CENTERLINE.

**NOTE:**  
ACREAGES CALC.  
TO RIGHT-OF-WAY  
30' FROM E

**NOTE:**  
THIS MAP IS A RECORDED  
OF SURVEY, VOL. 17,  
PAGE 187, RECORDS OF  
MASON COUNTY, WA.

- LEGEND:**
- 3/4" IRON BAR & PLASTIC CAP FROM PREVIOUS SURVEY
  - FOUND AS NOTED
  - CASE IRONMENT

**REMARKS AND PROCEDURES**  
EQUIPMENT: LEVEL & SECOND TRIANGULATION BY THE EBM  
30' COLLIMATED CHAIN  
PROCEDURE: FIELD TRIANGULATION

**SURVEY**

**CITY OF SHELTON**

NE 1/4, NW 1/4 & NE 1/4, NW 1/4,  
SEC. 18, T1N, 20 N., R. 3 W., T.M.

ADDITIONAL CERTIFICATE

FIELD FROM RECORD THIS... DAY... 19... A.D. IN  
BOOK... AT THE REQUEST OF  
DANIEL F. HOLMAN

CERTIFICATE NO. 1833

**DANIEL F. HOLMAN**  
PROFESSIONAL LAND SURVEYOR  
2323 N. 40TH  
SHELTON, WASHINGTON 98140

**HOLMAN & ASSOCIATES**

DATE	BY	FOR
JANUARY 1983	91-702	91-702
ROAD	1"=100'	1"=100'

