



Shelton City Council  
Meeting Agenda  
March 3, 2020 at 6:00 p.m.  
Shelton Civic Center

**A. Call to Order**

- Pledge of Allegiance
- Roll Call
- Late Changes to the Agenda

**B. Council Reports**

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

*The City Council invites members of the public to provide comment on any topic at this time. Please sign in on the public comment sheet and keep an instruction card. If you would like to comment on a Business or Action item, please list the agenda item number on the list. 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 number 101556 in the amount of \$21,552.18
2. Vouchers numbered 101557 through 101594 in the amount of \$113,886.55
3. Minutes from the business meeting of December 17, 2019

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

1. Downtown Connector Final Acceptance – Presented by City Manager Jeff Niten (Tab 2)
2. DOC Grant Acceptance for Civic Center Parking Log – Presented by City Manager Jeff Niten (Tab 3)

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

No action items to discuss.

**G. General Public Comment** (3-minute time limit)

**H. Administration Reports**

- City Manager Report

**I. Executive Session**

1. Performance of a Public Employee (30 Minutes)

**J. New Items for Discussion**

**K. Announcement of Next Meeting – March 17, 2020 at 6:00 p.m.**

**L. Adjourn**

*The City of Shelton is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Council meeting, please call (360) 432-5103 at least 48 hours in advance of the meeting.*



# 2020 Looking Ahead

(Items and dates are subject to change)

|                          |                               |   |                                |
|--------------------------|-------------------------------|---|--------------------------------|
| Tues. 3/17<br>12:00 p.m. | Special Meeting               | Joint City Council & Squaxin Tribal Council   | Packet Items Due:<br>Fri. 3/6  |
| Tues. 3/17<br>5:50 p.m.  | Regular SMPD Meeting          | Consent Agenda <ul style="list-style-type: none"> <li>• Vouchers/Meeting Minutes</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>• Election of President and Clerk of the Board</li> </ul> Action Agenda <ul style="list-style-type: none"> <li>• Administration Report</li> </ul>  | Packet Items Due:<br>Fri. 3/6  |
| Tues. 3/17<br>6:00 p.m.  | Regular Council Meeting       | Consent Agenda <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes</li> </ul> Presentations <ul style="list-style-type: none"> <li>• Bullet Point List of Code Updates</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>• Ordinance No. 1949-0220 Single Room Occupancy</li> </ul> Action Agenda <ul style="list-style-type: none"> <li>• Downtown Connector Final Acceptance</li> <li>• DOC Grant Acceptance for Civic Center Parking Lot</li> <li>• SWAT Team ILA</li> </ul> Administration Report <ul style="list-style-type: none"> <li>• </li> </ul> | Packet Items Due:<br>Fri. 3/6  |
| Tues. 4/7<br>6:00 p.m.   | Regular Meeting               | Consent Agenda <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes</li> </ul> Presentations <ul style="list-style-type: none"> <li>• </li> </ul> Business Agenda <ul style="list-style-type: none"> <li>• </li> </ul> Action Agenda <ul style="list-style-type: none"> <li>• Ordinance No. 1949-0220 Single Room Occupancy</li> <li>• Ordinance No. 1948-0120 Parks, Recreation, Open Space and Trails (PROST) Plan</li> </ul> Administration Report <ul style="list-style-type: none"> <li>• </li> </ul>  | Packet Items Due:<br>Fri. 3/27 |
| Tues. 4/21<br>5:00 p.m.  | Special Meeting Study Session | Road Rating Discussion  | Packet Items Due:<br>Fri. 4/10 |
| Tues. 4/21<br>6:00 p.m.  | Regular Meeting               | Consent Agenda <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes</li> </ul> Presentations  | Packet Items Due:<br>Fri. 4/10 |

|                         |                      |  |                                |
|-------------------------|----------------------|--|--------------------------------|
|                         |                      | <ul style="list-style-type: none"> <li>• 2019 Budget Year End Review</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>•</li> </ul> Action Agenda <ul style="list-style-type: none"> <li>•</li> </ul> Administration Report <ul style="list-style-type: none"> <li>•</li> </ul>  |                                |
| Tues. 5/5<br>6:00 p.m.  | Regular Meeting      | Consent Agenda <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes</li> </ul> Presentations <ul style="list-style-type: none"> <li>•</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>•</li> </ul> Action Agenda <ul style="list-style-type: none"> <li>•</li> </ul> Administration Report <ul style="list-style-type: none"> <li>•</li> </ul> | Packet Items Due:<br>Fri. 4/24 |
| Tues. 5/19<br>6:00 p.m. | Regular Meeting      | Consent Agenda <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes</li> </ul> Presentations <ul style="list-style-type: none"> <li>•</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>•</li> </ul> Action Agenda <ul style="list-style-type: none"> <li>•</li> </ul> Administration Report <ul style="list-style-type: none"> <li>•</li> </ul> | Packet Items Due:<br>Fri. 5/8  |
| Tues. 6/2<br>6:00 p.m.  | Regular Meeting      | Consent Agenda <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes</li> </ul> Presentations <ul style="list-style-type: none"> <li>•</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>•</li> </ul> Action Agenda <ul style="list-style-type: none"> <li>•</li> </ul> Administration Report <ul style="list-style-type: none"> <li>•</li> </ul> | Packet Items Due:<br>Fri. 5/22 |
| Tues. 6/16<br>5:50 p.m. | Regular SMPD Meeting | Consent Agenda <ul style="list-style-type: none"> <li>• Vouchers/Meeting Minutes</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>•</li> </ul> Action Agenda <ul style="list-style-type: none"> <li>•</li> </ul> Administration Report <ul style="list-style-type: none"> <li>•</li> </ul>  | Packet Items Due:<br>Fri. 6/5  |
| Tues. 6/16<br>6:00 p.m. | Regular Meeting      | Consent Agenda <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes</li> </ul> Presentations <ul style="list-style-type: none"> <li>•</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>•</li> </ul>   | Packet Items Due:<br>Fri. 6/5  |

|  |  |   |  |
|--|--|---|--|
|  |  | <ul style="list-style-type: none"><li>•</li></ul> Action Agenda <ul style="list-style-type: none"><li>•</li></ul> Administration Report <ul style="list-style-type: none"><li>•</li></ul> |  |
|--|--|---|--|

Other – TBD

- UGA/Annexation Policy (Water/Sewer Extensions)
- Outside City Water/Sewer Extensions
- More Standing Committees by the Council

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 vouchers numbered 101556 in the amount of \$21,552.18 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 February, 2020

  
\_\_\_\_\_  
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 \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor Kevin Dorcy

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

\_\_\_\_\_  
Councilmember James Boad

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

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

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



Shelton, WA

## Check Register

Packet: APPKT01538 - February 12, 2020-JAN/2020  
Key2Purchase Statement Pmt

By Check Number

| Vendor Number                    | Vendor Name  | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|----------------------------------|--------------|--------------|--------------|-----------------|----------------|--------|
| Bank Code: APBNK-Main-APBNK-Main |              |              |              |                 |                |        |
| VEN01232                         | KEY2PURCHASE | 02/12/2020   | Regular      | 0.00            | 21,552.18      | 101556 |

### Bank Code APBNK-Main Summary

| Payment Type   | Payable<br>Count | Payment<br>Count | Discount    | Payment          |
|----------------|------------------|------------------|-------------|------------------|
| Regular Checks | 1                | 1                | 0.00        | 21,552.18        |
| 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>21,552.18</b> |

Fund Summary

| Fund | Name        | Period | Amount           |
|------|-------------|--------|------------------|
| 999  | Pooled Cash | 2/2020 | 21,552.18        |
|      |             |        | <u>21,552.18</u> |



Shelton, WA

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| Vendor Number                    | Vendor Name                | Payment Date        | Payment Type                        | Discount Amount | Payment Amount | Number |
|----------------------------------|----------------------------|---------------------|-------------------------------------|-----------------|----------------|--------|
| Bank Code: APBNK-Main-APBNK-Main |                            |                     |                                     |                 |                |        |
| VEN01232                         | KEY2PURCHASE               | 02/12/2020          | Regular                             | 0.00            | 21,552.18      | 101556 |
| Payable #                        | Payable Type               | Payable Date        | Payable Description                 | Discount Amount | Payable Amount |        |
| Account Number                   | Account Name               | Project Account Key | Item Description                    | Dist Amount     |                |        |
| JAN/2020                         | Invoice                    | 01/31/2020          | JAN/2020 KEY2PURCHASE CREDIT CARD S | 0.00            | 21,552.18      |        |
| 001-000-000-51160-3100           | Office and Operating       |                     | 01/15/20-VISTAPRINT KEVI            |                 | 21.76          |        |
| 001-000-000-51160-4200           | Communication              |                     | 01/21/20-VESTA AT&T PRE             |                 | 33.50          |        |
| 001-000-000-51160-4900           | Miscellaneous              |                     | 01/30/20-THE OLYMPIAN               |                 | 12.99          |        |
| 001-000-000-51160-4907           | Miscellaneous-Training     |                     | 01/23/20-WEST COAST RE              |                 | 325.00         |        |
| 001-000-000-51250-3100           | Office and Operating       |                     | 01/09/20-AMZN MKTP TO               |                 | 50.04          |        |
| 001-000-000-51310-3100           | Office and Operating       |                     | 01/10/20-VISTAPRINT KAR             |                 | 21.76          |        |
| 001-000-000-51310-3100           | Office and Operating       |                     | 01/31/20-FRED MEYER SY              |                 | 9.77           |        |
| 001-000-000-51310-4900           | Miscellaneous              |                     | 01/27/20-ADOBE CREATIV              |                 | 65.26          |        |
| 001-000-000-51421-3100           | Office and Operating       |                     | 01/16/20-BLANKS/USA JU              |                 | 261.59         |        |
| 001-000-000-51421-3100           | Office and Operating       |                     | 01/30/20-WWW.VERSADE                |                 | 372.06         |        |
| 001-000-000-51421-3100           | Office and Operating       |                     | 01/21/20-VISTAPRINT KIM             |                 | 29.37          |        |
| 001-000-000-51423-3100           | Office and Operating       |                     | 01/30/20-WWW.VERSADE                |                 | 372.06         |        |
| 001-000-000-51423-3100           | Office and Operating       |                     | 01/07/20-210 TYLER BUSI             |                 | 362.83         |        |
| 001-000-000-51423-4907           | Miscellaneous-Training     |                     | 01/30/20-ANNUAL FINAN               |                 | 125.00         |        |
| 001-000-000-51430-4907           | Miscellaneous-Clerk-Train  |                     | 01/30/20-PAYPAL WA MU               |                 | 550.00         |        |
| 001-000-000-51810-3100           | Office and Operating       |                     | 01/06/20-FORMS FULLFILL             |                 | 165.70         |        |
| 001-000-000-51810-3100           | Office and Operating       |                     | 01/21/20-DOLLAR TREE YA             |                 | 6.56           |        |
| 001-000-000-51810-3100           | Office and Operating       |                     | 01/22/20-FRED-MEYER FO              |                 | 74.98          |        |
| 001-000-000-51810-3101           | Office & Operating-Welln   |                     | 01/03/20-TAQUERIA LAS P             |                 | 7.00           |        |
| 001-000-000-51810-3101           | Office & Operating-Welln   |                     | 01/02/20-TICKET MASTER              |                 | 116.63         |        |
| 001-000-000-51810-3101           | Office & Operating-Welln   |                     | 01/03/20-TAQUERIA LAS P             |                 | 1,298.60       |        |
| 001-000-000-51810-3101           | Office & Operating-Welln   |                     | 01/02/20-TICKET MASTER              |                 | 101.53         |        |
| 001-000-000-51810-4200           | Communication              |                     | 01/27/20-USPS POSTAGE/              |                 | 19.30          |        |
| 001-000-000-51810-4307           | Travel-Training            |                     | 01/28/20-ALASKA AIRLINE             |                 | 321.79         |        |
| 001-000-000-51810-4307           | Travel-Training            |                     | 01/28/20-ALASKA AIRLINE             |                 | 321.79         |        |
| 001-000-000-51810-4307           | Travel-Training            |                     | 01/07/20-AIRBNB-SUTHER              |                 | 112.94         |        |
| 001-000-000-51830-3100           | Office and Operating       |                     | 01/08/20-WALMART SUPE               |                 | 108.87         |        |
| 001-000-000-51861-3100           | Office and Operating       |                     | 01/23/20-DISPLAYS2GO CE             |                 | 123.94         |        |
| 001-000-000-51888-3100           | Office and Operating       | 20-NEWEQUIP         | 01/08/20-AMZN MKTP PH               |                 | 12.01          |        |
| 001-000-000-51895-4100           | Prof Srvcs/Advertising-P   |                     | 01/27/20-WWW.GLASSDO                |                 | 249.00         |        |
| 001-000-000-51895-4100           | Prof Srvcs/Advertising-P   |                     | 01/23/20-NEOGOV PW DI               |                 | 130.00         |        |
| 001-000-000-51895-4100           | Prof Srvcs/Advertising-P   |                     | 01/09/20-NEOGOV ADVER               |                 | 125.00         |        |
| 001-000-000-51895-4100           | Prof Srvcs/Advertising-P   |                     | 01/17/20-AMERICAN PUBL              |                 | 325.00         |        |
| 001-000-000-51895-4100           | Prof Srvcs/Advertising-P   |                     | 01/09/20-SEATTLE DAILY J            |                 | 220.00         |        |
| 001-000-000-51895-4900           | Miscellaneous              |                     | 01/17/20-STREETSAVER K              |                 | 750.00         |        |
| 001-000-000-51895-4907           | Miscellaneous-Training     |                     | 01/08/20-PAYPAL ASSOC O             |                 | 50.00          |        |
| 001-000-000-52122-3100           | Office and Operating       |                     | 01/15/20-AMAZON.COM E               |                 | 26.86          |        |
| 001-000-000-52122-3100           | Office and Operating       |                     | -01/16/20-AMZN MKTP D               |                 | 8.74           |        |
| 001-000-000-52122-3100           | Office and Operating       |                     | 01/08/20-AMZN MKTP SA               |                 | 52.70          |        |
| 001-000-000-52122-3100           | Office and Operating       |                     | 01/15/20-PROMOTIONS N               |                 | 442.74         |        |
| 001-000-000-52122-3100           | Office and Operating       |                     | 01/29/20-AMAZON.COM F               |                 | 27.19          |        |
| 001-000-000-52122-3100           | Office and Operating       |                     | 01/30/20-AMZN MKTP PA               |                 | 141.39         |        |
| 001-000-000-52122-3100           | Office and Operating       |                     | 01/08/20-LKQ WASHINGT               |                 | 168.10         |        |
| 001-000-000-52122-3100           | Office and Operating       |                     | 01/06/20-AMZN MKTP CH               |                 | 631.70         |        |
| 001-000-000-52122-3100           | Office and Operating       |                     | 01/07/20-VISTAPRINT OHL             |                 | 21.76          |        |
| 001-000-000-52122-3100           | Office and Operating       |                     | 01/28/20-LA POLICE GEAR             |                 | 826.79         |        |
| 001-000-000-52122-3100           | Office and Operating       |                     | 01/22/20-POCKETPRESS W              |                 | 359.60         |        |
| 001-000-000-52122-3110           | Office & Operating-Auto    |                     | 01/06/20-AMZN MKTP HU               |                 | 27.15          |        |
| 001-000-000-52122-3110           | Office & Operating-Auto    |                     | 01/30/20-AMZN MKTP CA               |                 | 43.52          |        |
| 001-000-000-52122-3200           | Gas & Oil                  |                     | 01/02/20-SHELL OIL FUEL-            |                 | 75.00          |        |
| 001-000-000-52122-3507           | Sm Tools/Minor Equip-Gr    | 20-NEWEQUIP         | 01/27/20-AMZN MKTP BIK              |                 | 378.41         |        |
| 001-000-000-52122-3507           | Sm Tools/Minor Equip-Gr    | 20-NEWEQUIP         | 01/08/20-AMZN MKTP SA               |                 | 2,880.86       |        |
| 001-000-000-52122-4100           | Patrol-Professional Servic |                     | 01/15/20-CPR CERTIFICATI            |                 | 302.74         |        |
| 001-000-000-52122-4805           | Repairs and Maintenance    |                     | 01/13/20-SQUARE CLEAN               |                 | 294.57         |        |
| 001-000-000-52122-4900           | Miscellaneous              |                     | 01/04/20-NASRO DUES PA              |                 | 40.00          |        |
| 001-000-000-52140-4305           | Travel-Stop Grant          |                     | 01/09/20-ALASKA AIRLINE             |                 | 593.80         |        |

## Check Register

Packet: APPKT01538-February 12, 2020-JAN/2020 Key2Purchase Statement Pmt

| Vendor Number          | Vendor Name              | Payment Date | Payment Type             | Discount Amount | Payment Amount | Number |
|------------------------|--------------------------|--------------|--------------------------|-----------------|----------------|--------|
| 001-000-000-52140-4901 | Miscellaneous-Administra |              | 01/16/20-GLOCK PROFESSI  | 250.00          |                |        |
| 001-000-000-52140-4901 | Miscellaneous-Administra |              | 01/16/20-GLOCK PROFESSI  | 400.00          |                |        |
| 001-000-000-52140-4901 | Miscellaneous-Administra |              | 01/17/20-GLOCK PROFESSI  | -400.00         |                |        |
| 001-000-000-52140-4901 | Miscellaneous-Administra |              | 01/29/20-ALICE TRAINING  | 695.00          |                |        |
| 001-000-000-52140-4901 | Miscellaneous-Administra |              | 01/09/20-NATIONAL INTE   | 50.00           |                |        |
| 001-000-000-52140-4901 | Miscellaneous-Administra |              | 01/21/20-SQUARE CHRIS K  | 125.00          |                |        |
| 001-000-000-52140-4901 | Miscellaneous-Administra |              | 01/21/20-SQUARE MIKE FI  | 125.00          |                |        |
| 001-000-000-52140-4902 | Miscellaneous-Operation  |              | 01/16/20-ALICE TRAINING  | 1,390.00        |                |        |
| 001-000-000-52140-4905 | Miscellaneous-Stop Grant |              | 01/08/20-EVAW INT'L CON  | 595.00          |                |        |
| 001-000-000-55430-3100 | Office and Operating     |              | 01/24/20-WAL-MART CO     | 63.64           |                |        |
| 001-000-000-55430-4800 | Repairs and Maintenance  |              | 01/21/20-ROTO-ROOTER C   | 569.02          |                |        |
| 001-000-000-55850-4907 | Miscellaneous-Training   |              | 01/17/20-ARGUS PACIFIC S | 180.00          |                |        |
| 001-000-000-55850-4907 | Miscellaneous-Training   |              | 01/17/20-WABO WINTER     | 20.00           |                |        |
| 001-000-000-57680-3100 | Office and Operating     |              | 01/07/20-DISCOUNT PLAY   | 464.07          |                |        |
| 001-000-000-59421-6401 | POLICE CAPITAL EXP-Vehi  | 20-NEWEQUIP  | 01/14/20-WA DOL TITLE &  | 804.69          |                |        |
| 101-000-000-54264-3100 | Office and Operating     |              | 01/13/20-TIMEMARK CRE    | -16.93          |                |        |
| 101-000-000-54264-3100 | Office and Operating     |              | 01/10/20-TIMEMARK DELT   | 1,015.13        |                |        |
| 401-000-000-53480-3100 | Office and Operating     |              | 01/23/20-AUTOMATIONDI    | 143.62          |                |        |
| 401-000-000-53480-4907 | Miscellaneous-Training   |              | 01/31/20-GREEN RIVER CO  | 400.00          |                |        |
| 404-000-000-59540-4900 | STORM CAPITAL EXP-Misc   | 20-NEWEQUIP  | 01/13/20-WA DOL TABS &   | 45.00           |                |        |
| 503-000-000-54865-3104 | Oper Supp-Parts-EM&R V   |              | 01/06/20-ONLINECOMPO     | 36.69           |                |        |

## Bank Code APBNK-Main Summary

| Payment Type   | Payable Count | Payment Count | Discount    | Payment          |
|----------------|---------------|---------------|-------------|------------------|
| Regular Checks | 1             | 1             | 0.00        | 21,552.18        |
| 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>21,552.18</b> |

Fund Summary

| Fund | Name        | Period | Amount           |
|------|-------------|--------|------------------|
| 999  | Pooled Cash | 2/2020 | 21,552.18        |
|      |             |        | <u>21,552.18</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 101557 through number 101594 in the amount of \$113,886.55 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 14<sup>th</sup> of February, 2020.

  
for 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 \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor Kevin Dorcy

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

\_\_\_\_\_  
Councilmember James Boad

\_\_\_\_\_  
Councilmember Megan Fiess

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

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

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





Shelton, WA

# Check Register

Packet: APPKT01542 - February 14, 2020 - FEB/2020 Invoices

By Check Number

| Vendor Number                    | Vendor Name                    | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|----------------------------------|--------------------------------|--------------|--------------|-----------------|----------------|--------|
| Bank Code: APBNK-Main-APBNK-Main |                                |              |              |                 |                |        |
| 002520                           | AUS WEST LOCKBOX               | 02/14/2020   | Regular      | 0.00            | 89.32          | 101557 |
| 003655                           | BATTERIES PLUS                 | 02/14/2020   | Regular      | 0.00            | 90.37          | 101558 |
| 098000                           | BUILDERS FIRSTSOURCE           | 02/14/2020   | Regular      | 0.00            | 58.14          | 101559 |
| 006400                           | CASCADE NATURAL GAS            | 02/14/2020   | Regular      | 0.00            | 5,128.47       | 101560 |
| VEN01897                         | CENTRAL PAVING LLC             | 02/14/2020   | Regular      | 0.00            | 7,750.04       | 101561 |
| 008450                           | COMMUNITY ACTION COUNCIL       | 02/14/2020   | Regular      | 0.00            | 10.00          | 101562 |
| 008733                           | CRIMINAL JUSTICE TRAINING COMM | 02/14/2020   | Regular      | 0.00            | 200.00         | 101563 |
| 008800                           | CUT-RATE AUTO PARTS            | 02/14/2020   | Regular      | 0.00            | 96.46          | 101564 |
| 009251                           | DATAPROSE LLC                  | 02/14/2020   | Regular      | 0.00            | 2,898.99       | 101565 |
| 009591                           | DEPT OF LABOR & INDUSTRIES     | 02/14/2020   | Regular      | 0.00            | 395.38         | 101566 |
| 009595                           | DEPT. OF LICENSING             | 02/14/2020   | Regular      | 0.00            | 18.00          | 101567 |
| 009779                           | DIGITAL ALLY, INC.             | 02/14/2020   | Regular      | 0.00            | 76.16          | 101568 |
| 010006                           | DRAGON ANALYTICAL              | 02/14/2020   | Regular      | 0.00            | 250.00         | 101569 |
| VEN01592                         | EDGAR JERONIMO PABLO           | 02/14/2020   | Regular      | 0.00            | 247.50         | 101570 |
| 027977                           | FRANK RAINS                    | 02/14/2020   | Regular      | 0.00            | 1,732.73       | 101571 |
| 031500                           | GALLS, LLC                     | 02/14/2020   | Regular      | 0.00            | 658.43         | 101572 |
| VEN01940                         | JAYSON L. SEIBERT              | 02/14/2020   | Regular      | 0.00            | 396.09         | 101573 |
| VEN01230                         | L.N. CURTIS & SONS             | 02/14/2020   | Regular      | 0.00            | 1,212.68       | 101574 |
| 085995                           | LANGUAGE LINE SERVICES         | 02/14/2020   | Regular      | 0.00            | 243.54         | 101575 |
| 108850                           | MASON COUNTY GARBAGE CO.-A V   | 02/14/2020   | Regular      | 0.00            | 3,882.35       | 101576 |
| VEN01901                         | MATT WIER                      | 02/14/2020   | Regular      | 0.00            | 100.00         | 101577 |
| 132235                           | MOUNTAIN MIST WATER            | 02/14/2020   | Regular      | 0.00            | 411.80         | 101578 |
| 133950                           | MPH INDUSTRIES INC.            | 02/14/2020   | Regular      | 0.00            | 367.74         | 101579 |
| 144504                           | NSI LAB SOLUTIONS, INC         | 02/14/2020   | Regular      | 0.00            | 583.00         | 101580 |
| VEN01963                         | OLYMPIA VETERINARY SPECIALISTS | 02/14/2020   | Regular      | 0.00            | 431.00         | 101581 |
| 151000                           | P. U. D. # 3                   | 02/14/2020   | Regular      | 0.00            | 44,312.45      | 101582 |
| VEN01646                         | PIVETTA BROTHERS CONST., INC   | 02/14/2020   | Regular      | 0.00            | 26,457.09      | 101583 |
| 009785                           | PORTER FOSTER RORICK LLP       | 02/14/2020   | Regular      | 0.00            | 10,935.00      | 101584 |
| VEN01317                         | RAINBOW METALS, INC.           | 02/14/2020   | Regular      | 0.00            | 1,177.46       | 101585 |
| 200531                           | SHELTON MAIL & SHIP            | 02/14/2020   | Regular      | 0.00            | 55.70          | 101586 |
| VEN01947                         | STANLEY CONVERGENT SECURITY S  | 02/14/2020   | Regular      | 0.00            | 196.83         | 101587 |
| 201300                           | TOZIER BROS INC.               | 02/14/2020   | Regular      | 0.00            | 136.44         | 101588 |
| 202340                           | UTILITIES UNDERGROUND LOCATIO  | 02/14/2020   | Regular      | 0.00            | 43.86          | 101589 |
| 203030                           | WASHINGTON STATE PATROL        | 02/14/2020   | Regular      | 0.00            | 722.50         | 101590 |
| 053987                           | WESTBAY NAPA AUTO PARTS        | 02/14/2020   | Regular      | 0.00            | 783.17         | 101591 |
| 204123                           | WHISLER COMMUNICATIONS         | 02/14/2020   | Regular      | 0.00            | 262.32         | 101592 |
| VEN01962                         | WSU PROFESSIONAL EDUCATION     | 02/14/2020   | Regular      | 0.00            | 1,200.00       | 101593 |
| 204501                           | ZEP MANUFACTURING CO.          | 02/14/2020   | Regular      | 0.00            | 275.54         | 101594 |

## Bank Code APBNK-Main Summary

| Payment Type   | Payable Count | Payment Count | Discount    | Payment           |
|----------------|---------------|---------------|-------------|-------------------|
| Regular Checks | 95            | 38            | 0.00        | 113,886.55        |
| 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>95</b>     | <b>38</b>     | <b>0.00</b> | <b>113,886.55</b> |

**Fund Summary**

| <b>Fund</b> | <b>Name</b> | <b>Period</b> | <b>Amount</b>     |
|-------------|-------------|---------------|-------------------|
| 999         | Pooled Cash | 2/2020        | 113,886.55        |
|             |             |               | <u>113,886.55</u> |



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-Main-APBNK-Main |                                |                            |                                       |                           |                       |        |
| 002520                           | AUS WEST LOCKBOX               | 02/14/2020                 | Regular                               | 0.00                      | 89.32                 | 101557 |
| <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>1991607523</u>                | Invoice                        | 01/29/2020                 | ACCT #792105973 - LAUNDRY SERVICES    | 0.00                      | 44.66                 |        |
| <u>402-400-000-53580-4900</u>    |                                | Miscellaneous              |                                       | ACCT #792105973 - LAUN    | 44.66                 |        |
| <u>1991617264</u>                | Invoice                        | 02/05/2020                 | ACCT #792105973 - LAUNDRY SERVICES    | 0.00                      | 44.66                 |        |
| <u>402-400-000-53580-4900</u>    |                                | Miscellaneous              |                                       | ACCT #792105973 - LAUN    | 44.66                 |        |
| 003655                           | BATTERIES PLUS                 | 02/14/2020                 | Regular                               | 0.00                      | 90.37                 | 101558 |
| <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>P23539258</u>                 | Invoice                        | 01/23/2020                 | CUST #3604325193-DURPC INDUSTRIAL A   | 0.00                      | 90.37                 |        |
| <u>001-000-000-51160-3100</u>    |                                | Office and Operating       |                                       | CUST #3604325193-DURP     | 26.10                 |        |
| <u>001-000-000-51830-3100</u>    |                                | Office and Operating       |                                       | CUST #3604325193-DURP     | 10.49                 |        |
| <u>001-000-000-51830-3100</u>    |                                | Office and Operating       |                                       | CUST #3604325193-DURP     | 10.49                 |        |
| <u>001-000-000-51830-3100</u>    |                                | Office and Operating       |                                       | CUST #3604325193-DURP     | 32.79                 |        |
| <u>001-000-000-51888-3100</u>    |                                | Office and Operating       |                                       | CUST #3604325193-DURP     | 10.50                 |        |
| 098000                           | BUILDERS FIRSTSOURCE           | 02/14/2020                 | Regular                               | 0.00                      | 58.14                 | 101559 |
| <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>80389966</u>                  | Invoice                        | 01/27/2020                 | ACCT #671668-KNIFE FLOOR LINELEUM, B  | 0.00                      | 58.14                 |        |
| <u>402-400-000-53580-3100</u>    |                                | Office and Operating       |                                       | ACCT #671668-KNIFE FLO    | 58.14                 |        |
| 006400                           | CASCADE NATURAL GAS            | 02/14/2020                 | Regular                               | 0.00                      | 5,128.47              | 101560 |
| <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>JAN/2020</u>                  | Invoice                        | 02/04/2020                 | JAN/2020 GAS CHARGES FOR PERIOD 01/   | 0.00                      | 5,128.47              |        |
| <u>001-000-000-51890-4715</u>    |                                | Utility Services-Civic Ctr |                                       | ACCT #881 121 0000 8 - SE | 290.40                |        |
| <u>001-000-000-55430-4700</u>    |                                | Utility Services-Animal Sh |                                       | ACCT #019 121 0000 3 - SE | 172.86                |        |
| <u>001-000-000-57250-4700</u>    |                                | Utility Services-Library   |                                       | ACCT #079 121 0000 0 - SE | 352.28                |        |
| <u>401-000-000-53480-4701</u>    |                                | Utility Services - Shop    |                                       | ACCT #809 121 0000 7 #A-  | 55.33                 |        |
| <u>401-000-000-53480-4701</u>    |                                | Utility Services - Shop    |                                       | ACCT #909 121 0000 6 #B-  | 504.28                |        |
| <u>401-000-000-53480-4701</u>    |                                | Utility Services - Shop    |                                       | ACCT #536 175 0649 7 #D-  | 57.97                 |        |
| <u>401-000-000-53480-4701</u>    |                                | Utility Services - Shop    |                                       | ACCT #709 121 0000 8 #C-  | 469.82                |        |
| <u>402-400-000-53580-4700</u>    |                                | Utility Services-Sewer Ma  |                                       | ACCT #315 383 7201 7 - SE | 3,225.53              |        |
| VEN01897                         | CENTRAL PAVING LLC             | 02/14/2020                 | Regular                               | 0.00                      | 7,750.04              | 101561 |
| <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>RETAINAGE</u>                 | Invoice                        | 02/07/2020                 | RETAINAGE - 2019 RESIDENTIAL PAVING P | 0.00                      | 7,750.04              |        |
| <u>101-000-000-54230-4100</u>    |                                | Professional Services/Adv  | 19-CNCRTPNL                           | RETAINAGE - 2019 RESIDE   | 7,750.04              |        |
| 008450                           | COMMUNITY ACTION COUNCIL       | 02/14/2020                 | Regular                               | 0.00                      | 10.00                 | 101562 |
| <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>200207</u>                    | Invoice                        | 02/06/2020                 | UTILITY DISCOUNT RATE SCREENING-EMIL  | 0.00                      | 10.00                 |        |
| <u>001-000-000-51421-4100</u>    |                                | Professional Services/Adv  |                                       | UTILITY DISCOUNT RATE S   | 10.00                 |        |
| 008733                           | CRIMINAL JUSTICE TRAINING COMM | 02/14/2020                 | Regular                               | 0.00                      | 200.00                | 101563 |



## Check Register

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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>201133945</u>              | Invoice                    | 01/22/2020                  | ACCT #22301-001 - TRAINING - DOWNS, C  | 0.00                      | 200.00         |        |
| <u>001-000-000-52140-4302</u> |                            | Travel-PD Operations        |  | ACCT #22301-001 - TRAINI  | 200.00         |        |
| 008800                        | CUT-RATE AUTO PARTS        | 02/14/2020                  | Regular                                | 0.00                      | 96.46          | 101564 |
| Payable #                     | Payable Type               | Payable Date                | Payable Description                    | Discount Amount           | Payable Amount |        |
| Account Number                |                            | Account Name                | Project Account Key                    | Item Description          | Dist Amount    |        |
| <u>300201090</u>              | Invoice                    | 01/29/2020                  | CUST #34491 - 4.6L SOHC, SPARK PLUG-C  | 0.00                      | 23.24          |        |
| <u>001-000-000-52122-3110</u> |                            | Office & Operating-Auto     |  | CUST #34491 - 4.6L SOHC,  | 23.24          |        |
| <u>300201099</u>              | Invoice                    | 01/30/2020                  | CUST #34491 - IGN COIL - CAR #67       | 0.00                      | 47.83          |        |
| <u>001-000-000-52122-3110</u> |                            | Office & Operating-Auto     |  | CUST #34491 - IGN COIL -  | 47.83          |        |
| <u>300201210</u>              | Invoice                    | 01/30/2020                  | CUST #34491 - *8 RING, #10 RING, VINYL | 0.00                      | 25.39          |        |
| <u>001-000-000-52122-3110</u> |                            | Office & Operating-Auto     |  | CUST #34491 - *8 RING, #1 | 25.39          |        |
| 009251                        | DATAPROSE LLC              | 02/14/2020                  | Regular                                | 0.00                      | 2,898.99       | 101565 |
| Payable #                     | Payable Type               | Payable Date                | Payable Description                    | Discount Amount           | Payable Amount |        |
| Account Number                |                            | Account Name                | Project Account Key                    | Item Description          | Dist Amount    |        |
| <u>DP2000291</u>              | Invoice                    | 01/31/2020                  | ACCT #1397 - JAN/2020 MAILINGS         | 0.00                      | 2,898.99       |        |
| <u>001-000-000-51310-4100</u> |                            | Professional Services/Adv   |  | ADDITIONAL INSERTS - SH   | 375.93         |        |
| <u>001-000-000-51421-4100</u> |                            | Professional Services/Adv   |  | UB DLQ's 12/31/19         | 81.58          |        |
| <u>001-000-000-51421-4100</u> |                            | Professional Services/Adv   |  | UB BILLS 01/24/20         | 411.18         |        |
| <u>001-000-000-51421-4200</u> |                            | Communication               |  | UB POSTAGE - DLQ's 12/31  | 334.54         |        |
| <u>001-000-000-51421-4200</u> |                            | Communication               |  | UB POSTAGE - BILLS 01/24  | 1,695.76       |        |
| 009591                        | DEPT OF LABOR & INDUSTRIES | 02/14/2020                  | Regular                                | 0.00                      | 395.38         | 101566 |
| Payable #                     | Payable Type               | Payable Date                | Payable Description                    | Discount Amount           | Payable Amount |        |
| Account Number                |                            | Account Name                | Project Account Key                    | Item Description          | Dist Amount    |        |
| <u>322232</u>                 | Invoice                    | 01/22/2020                  | 2019 INSPECTIONS-BOILER/PRESSURE VE    | 0.00                      | 274.23         |        |
| <u>001-000-000-52250-4100</u> |                            | Professional Services/Adv   |  | 2019 INSPECTIONS-FIRE ST  | 24.23          |        |
| <u>001-000-000-55430-4100</u> |                            | Professional Services/Adv   |  | 2019 INSPECTIONS-ANIMA    | 24.23          |        |
| <u>001-000-000-57250-4100</u> |                            | Professional Services/Adv   |  | 2019 INSPECTIONS-WILLIA   | 24.23          |        |
| <u>001-000-000-57550-4100</u> |                            | Cultural Rec Facilities-Pro |  | 2019 INSPECTIONS-CITY M   | 24.23          |        |
| <u>401-000-000-53480-4100</u> |                            | Professional Services/Adv   |  | 2019 INSPECTIONS-CITY S   | 128.85         |        |
| <u>402-640-000-53580-4100</u> |                            | Professional Services/Adv   |  | 2019 INSPECTIONS-SEWAG    | 48.46          |        |
| <u>322255</u>                 | Invoice                    | 01/23/2020                  | 2019 INSPECTIONS-BOILER/PRESSURE VE    | 0.00                      | 121.15         |        |
| <u>001-000-000-51890-4115</u> |                            | Professional Serv/Adverti   |  | 2019 INSPECTIONS-CIVIC C  | 48.46          |        |
| <u>402-400-000-53580-4100</u> |                            | Professional Services/Adv   |  | 2019 INSPECTIONS-SEWAG    | 72.69          |        |
| 009595                        | DEPT. OF LICENSING         | 02/14/2020                  | Regular                                | 0.00                      | 18.00          | 101567 |
| Payable #                     | Payable Type               | Payable Date                | Payable Description                    | Discount Amount           | Payable Amount |        |
| Account Number                |                            | Account Name                | Project Account Key                    | Item Description          | Dist Amount    |        |
| <u>SHP200006</u>              | Invoice                    | 01/30/2020                  | CONCEALED PISTOL LICENSE - LEE, MICHA  | 0.00                      | 18.00          |        |
| <u>657-000-000-58600-0007</u> |                            | Concealed Pistol Permits    |  | CONCEALED PISTOL LICEN    | 18.00          |        |
| 009779                        | DIGITAL ALLY, INC.         | 02/14/2020                  | Regular                                | 0.00                      | 76.16          | 101568 |
| Payable #                     | Payable Type               | Payable Date                | Payable Description                    | Discount Amount           | Payable Amount |        |
| Account Number                |                            | Account Name                | Project Account Key                    | Item Description          | Dist Amount    |        |
| <u>1111074</u>                | Invoice                    | 01/16/2020                  | CUST #SHEWAO-CABLE, CAMERA 6 POS 1     | 0.00                      | 76.16          |        |
| <u>001-000-000-52122-3100</u> |                            | Office and Operating        |  | CUST #SHEWAO-CABLE, CA    | 76.16          |        |
| 010006                        | DRAGON ANALYTICAL          | 02/14/2020                  | Regular                                | 0.00                      | 250.00         | 101569 |
| Payable #                     | Payable Type               | Payable Date                | Payable Description                    | Discount Amount           | Payable Amount |        |
| Account Number                |                            | Account Name                | Project Account Key                    | Item Description          | Dist Amount    |        |
| <u>200203-03</u>              | Invoice                    | 02/04/2020                  | 02/05/2020-COLIFORM BACTERIA ANALYS    | 0.00                      | 250.00         |        |
| <u>401-000-000-53480-4100</u> |                            | Professional Services/Adv   |  | 02/05/2020-COLIFORM BA    | 250.00         |        |
| VEN01592                      | EDGAR JERONIMO PABLO       | 02/14/2020                  | Regular                                | 0.00                      | 247.50         | 101570 |

## Check Register

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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>FEB05/2020</u>             | Invoice                      | 02/05/2020                 | FEB05/2020 INTERPRETER SERVICES        | 0.00                     | 247.50         |        |
| <u>001-000-000-51250-4106</u> |                              | Interpreter Expenses       |  | FEB05/2020 INTERPRETER   | 247.50         |        |
| 027977                        | FRANK RAINS                  | 02/14/2020                 | Regular                                | 0.00                     | 1,732.73       | 101571 |
| Payable #                     | Payable Type                 | Payable Date               | Payable Description                    | Discount Amount          | Payable Amount |        |
| Account Number                |                              | Account Name               | Project Account Key                    | Item Description         | Dist Amount    |        |
| <u>SEP/2019</u>               | Invoice                      | 02/14/2020                 | SEP-OCT/2019 REIMBURSEMENT-THE QU      | 0.00                     | 1,732.73       |        |
| <u>502-000-000-51725-2040</u> |                              | Long Term Care Payments    |  | SEP-OCT/2019 REIMBURSE   | 1,732.73       |        |
| 031500                        | GALLS, LLC                   | 02/14/2020                 | Regular                                | 0.00                     | 658.43         | 101572 |
| Payable #                     | Payable Type                 | Payable Date               | Payable Description                    | Discount Amount          | Payable Amount |        |
| Account Number                |                              | Account Name               | Project Account Key                    | Item Description         | Dist Amount    |        |
| <u>014877304</u>              | Invoice                      | 01/29/2020                 | ACCT #3524003-MIDWEIGHT SCHOELLER      | 0.00                     | 658.43         |        |
| <u>001-000-000-52122-3101</u> |                              | Uniforms                   |  | ACCT #3524003-MIDWEIG    | 658.43         |        |
| VEN01940                      | JAYSON L. SEIBERT            | 02/14/2020                 | Regular                                | 0.00                     | 396.09         | 101573 |
| Payable #                     | Payable Type                 | Payable Date               | Payable Description                    | Discount Amount          | Payable Amount |        |
| Account Number                |                              | Account Name               | Project Account Key                    | Item Description         | Dist Amount    |        |
| <u>5566</u>                   | Invoice                      | 02/10/2020                 | 02/10/20 - INSTALL DECAL KIT - NEW VE  | 0.00                     | 396.09         |        |
| <u>001-000-000-59421-6401</u> |                              | POLICE CAPITAL EXP-Vehi    | 20-NEWEQUIP                            | 02/10/20 - INSTALL DECAL | 396.09         |        |
| VEN01230                      | L.N. CURTIS & SONS           | 02/14/2020                 | Regular                                | 0.00                     | 1,212.68       | 101574 |
| Payable #                     | Payable Type                 | Payable Date               | Payable Description                    | Discount Amount          | Payable Amount |        |
| Account Number                |                              | Account Name               | Project Account Key                    | Item Description         | Dist Amount    |        |
| <u>INV356963</u>              | Invoice                      | 01/29/2020                 | CUST #C5463-ARMOR & CONCEALABLE C      | 0.00                     | 1,135.87       |        |
| <u>001-000-000-52122-3101</u> |                              | Uniforms                   |  | CUST #C5463-ARMOR & C    | 1,135.87       |        |
| <u>INV357445</u>              | Invoice                      | 01/30/2020                 | CUST #C5463-ENGRAVED NAMEPLATE-J.      | 0.00                     | 76.81          |        |
| <u>001-000-000-52122-3101</u> |                              | Uniforms                   |  | CUST #C5463-ENGRAVED     | 76.81          |        |
| 085995                        | LANGUAGE LINE SERVICES       | 02/14/2020                 | Regular                                | 0.00                     | 243.54         | 101575 |
| Payable #                     | Payable Type                 | Payable Date               | Payable Description                    | Discount Amount          | Payable Amount |        |
| Account Number                |                              | Account Name               | Project Account Key                    | Item Description         | Dist Amount    |        |
| <u>4743793</u>                | Invoice                      | 01/31/2020                 | ACCT #9020543108-PHONE INTERPRETATI    | 0.00                     | 218.35         |        |
| <u>001-000-000-52122-4100</u> |                              | Patrol-Professional Servic |  | ACCT #9020543108-PHON    | 218.35         |        |
| <u>4751288</u>                | Invoice                      | 01/31/2020                 | ACCT #9020943082-PHONE INTERPRETATI    | 0.00                     | 25.19          |        |
| <u>001-000-000-52122-4100</u> |                              | Patrol-Professional Servic |  | ACCT #9020943082-PHON    | 25.19          |        |
| 108850                        | MASON COUNTY GARBAGE CO.-A V | 02/14/2020                 | Regular                                | 0.00                     | 3,882.35       | 101576 |
| Payable #                     | Payable Type                 | Payable Date               | Payable Description                    | Discount Amount          | Payable Amount |        |
| Account Number                |                              | Account Name               | Project Account Key                    | Item Description         | Dist Amount    |        |
| <u>5967353</u>                | Invoice                      | 02/01/2020                 | ACCT #30135-CIVIC CENTER 01/01/20 - 01 | 0.00                     | 268.11         |        |
| <u>001-000-000-51890-4715</u> |                              | Utility Services-Civic Ctr |  | ACCT #30135-CIVIC CENTE  | 268.11         |        |
| <u>5967437</u>                | Invoice                      | 02/01/2020                 | ACCT #30714-710 W ALDER 01/01/20 - 01  | 0.00                     | 101.94         |        |
| <u>001-000-000-57250-4700</u> |                              | Utility Services-Library   |  | ACCT #30714-710 W ALDE   | 101.94         |        |
| <u>5967552</u>                | Invoice                      | 02/01/2020                 | ACCT #56141-525 COTA ST, W 01/01/20 -  | 0.00                     | 31.05          |        |
| <u>001-000-000-51890-4715</u> |                              | Utility Services-Civic Ctr |  | ACCT #56141-525 COTA ST, | 31.05          |        |
| <u>5968631</u>                | Invoice                      | 02/01/2020                 | ACCT #204368-100 TURNER A 01/01/20 -   | 0.00                     | 29.42          |        |
| <u>402-400-000-53580-4700</u> |                              | Utility Services-Sewer Ma  |  | ACCT #204368-100 TURN    | 29.42          |        |
| <u>5968655</u>                | Invoice                      | 02/01/2020                 | ACCT #204402-101 N 10891 US HWY 101    | 0.00                     | 136.29         |        |
| <u>402-640-000-53580-4700</u> |                              | Utility Services-Sewer Sat |  | ACCT #204402-101 N 1089  | 136.29         |        |
| <u>5968943</u>                | Invoice                      | 02/01/2020                 | ACCT #204783-122 W FRANKLIN 01/01/2    | 0.00                     | 176.40         |        |
| <u>001-000-000-52250-4700</u> |                              | Utility Services           |  | ACCT #204783-122 W FRA   | 176.40         |        |
| <u>5969375</u>                | Invoice                      | 02/01/2020                 | ACCT #205337-1700 FAIRMOUNT 01/01/2    | 0.00                     | 1,514.11       |        |
| <u>402-400-000-53580-4700</u> |                              | Utility Services-Sewer Ma  |  | ACCT #205337-1700 FAIR   | 1,514.11       |        |
| <u>5969577</u>                | Invoice                      | 02/01/2020                 | ACCT #205584-200 N FRONT ST 01/01/20   | 0.00                     | 29.42          |        |



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| Vendor Number                 | Vendor Name | Payment Date               | Payment Type                          | Discount Amount | Payment Amount | Number |
|-------------------------------|-------------|----------------------------|---------------------------------------|-----------------|----------------|--------|
| <u>402-400-000-53580-4700</u> |             | Utility Services-Sewer Ma  | ACCT #205584-200 N FRO                |                 | 29.42          |        |
| <u>5970352</u>                | Invoice     | 02/01/2020                 | ACCT #206560 - 427 W RAILROAD 01/01/  | 0.00            | 44.10          |        |
| <u>001-000-000-57530-4700</u> |             | Utility Services-Museum    | ACCT #206560 - 427 W RAI              |                 | 44.10          |        |
| <u>5970525</u>                | Invoice     | 02/01/2020                 | ACCT #206771-525 W COTA 01/01/20 - 01 | 0.00            | 545.16         |        |
| <u>001-000-000-51890-4715</u> |             | Utility Services-Civic Ctr | ACCT #206771-525 W COT                |                 | 545.16         |        |
| <u>5970829</u>                | Invoice     | 02/01/2020                 | ACCT #207155-710 W ALDER 01/01/20 - 0 | 0.00            | 272.58         |        |
| <u>001-000-000-57250-4700</u> |             | Utility Services-Library   | ACCT #207155-710 W ALD                |                 | 272.58         |        |
| <u>5970992</u>                | Invoice     | 02/01/2020                 | ACCT #207351-902 W PINE 01/01/20 - 01 | 0.00            | 44.10          |        |
| <u>001-000-000-55430-4700</u> |             | Utility Services-Animal Sh | ACCT #207351-902 W PIN                |                 | 44.10          |        |
| <u>5971089</u>                | Invoice     | 02/01/2020                 | ACCT #207565 - 1000 W PINE 01/01/20 - | 0.00            | 552.31         |        |
| <u>001-000-000-57680-4700</u> |             | Utility Services-Park      | ACCT #207568-1000 W PI                |                 | 92.08          |        |
| <u>101-000-000-54230-4700</u> |             | Road & Street Maint - Util | ACCT #207568-1000 W PI                |                 | 92.07          |        |
| <u>401-000-000-53480-4700</u> |             | Utility Services-Water     | ACCT #207568-1000 W PI                |                 | 92.01          |        |
| <u>402-300-000-53580-4700</u> |             | Utility Services-Sewer Ma  | ACCT #207568-1000 W PI                |                 | 92.07          |        |
| <u>404-000-000-53180-4700</u> |             | Utility Services           | ACCT #207568-1000 W PI                |                 | 92.07          |        |
| <u>503-000-000-54865-4700</u> |             | Equip Maint & Rental - U   | ACCT #207568-1000 W PI                |                 | 92.01          |        |
| <u>5971090</u>                | Invoice     | 02/01/2020                 | ACCT #207568-1000 W PINE 01/01/20 - 0 | 0.00            | 72.56          |        |
| <u>001-000-000-57680-4700</u> |             | Utility Services-Park      | ACCT #207568-1000 W PI                |                 | 12.10          |        |
| <u>101-000-000-54230-4700</u> |             | Road & Street Maint - Util | ACCT #207568-1000 W PI                |                 | 12.10          |        |
| <u>401-000-000-53480-4700</u> |             | Utility Services-Water     | ACCT #207568-1000 W PI                |                 | 12.09          |        |
| <u>402-300-000-53580-4700</u> |             | Utility Services-Sewer Ma  | ACCT #207568-1000 W PI                |                 | 12.10          |        |
| <u>404-000-000-53180-4700</u> |             | Utility Services           | ACCT #207568-1000 W PI                |                 | 12.08          |        |
| <u>503-000-000-54865-4700</u> |             | Equip Maint & Rental - U   | ACCT #207568-1000 W PI                |                 | 12.09          |        |
| <u>5971192</u>                | Invoice     | 02/01/2020                 | ACCT #209143-1700 FAIRMOUNT 01/01/2   | 0.00            | 47.64          |        |
| <u>402-400-000-53580-4700</u> |             | Utility Services-Sewer Ma  | ACCT #209143-1700 FAIR                |                 | 47.64          |        |
| <u>5971754</u>                | Invoice     | 02/01/2020                 | ACCT #219862 - 204 W BIRCH 01/01/20 - | 0.00            | 17.16          |        |
| <u>404-000-000-53180-4700</u> |             | Utility Services           | ACCT #219862 - 204 W BIR              |                 | 17.16          |        |

| VEN01901                      | MATT WIER    | 02/14/2020                | Regular                             | 0.00                    | 100.00         | 101577 |
|-------------------------------|--------------|---------------------------|-------------------------------------|-------------------------|----------------|--------|
| Payable #                     | Payable Type | Payable Date              | Payable Description                 | Discount Amount         | Payable Amount |        |
| Account Number                |              | Account Name              | Project Account Key                 | Item Description        | Dist Amount    |        |
| <u>FEB05/2020</u>             | Invoice      | 02/05/2020                | FEB05/2020 SPD RESERVICE-INTERIM CO | 0.00                    | 100.00         |        |
| <u>001-000-000-51250-4109</u> |              | Other Professional Servic |                                     | FEB05/2020 SPD RESERVIC | 100.00         |        |

| 132235                        | MOUNTAIN MIST WATER | 02/14/2020               | Regular                             | 0.00                   | 411.80         | 101578 |
|-------------------------------|---------------------|--------------------------|-------------------------------------|------------------------|----------------|--------|
| Payable #                     | Payable Type        | Payable Date             | Payable Description                 | Discount Amount        | Payable Amount |        |
| Account Number                |                     | Account Name             | Project Account Key                 | Item Description       | Dist Amount    |        |
| <u>003104865</u>              | Invoice             | 10/23/2019               | ACCT #088436 - WATER & EQUIPMENT RE | 0.00                   | 32.37          |        |
| <u>001-000-000-52122-3100</u> |                     | Office and Operating     |                                     | ACCT #088436 - WATER & | 32.37          |        |
| <u>003104866</u>              | Invoice             | 10/23/2019               | ACCT #088436 - WATER & EQUIPMENT RE | 0.00                   | 13.87          |        |
| <u>001-000-000-51421-4500</u> |                     | Operating Rentals        |                                     | ACCT #088436 - WATER & | 1.96           |        |
| <u>001-000-000-51423-4500</u> |                     | Operating Rentals        |                                     | ACCT #088436 - WATER & | 1.95           |        |
| <u>001-000-000-51810-4500</u> |                     | Operating Rentals        |                                     | ACCT #088436 - WATER & | 1.30           |        |
| <u>001-000-000-51810-4500</u> |                     | Operating Rentals        |                                     | ACCT #088436 - WATER & | 1.73           |        |
| <u>001-000-000-51830-4500</u> |                     | Operating Rental         |                                     | ACCT #088436 - WATER & | 1.01           |        |
| <u>001-000-000-51888-4500</u> |                     | Operating Rentals        |                                     | ACCT #088436 - WATER & | 0.87           |        |
| <u>001-000-000-51895-4500</u> |                     | Operating Rentals        |                                     | ACCT #088436 - WATER & | 3.03           |        |
| <u>001-000-000-55850-4500</u> |                     | Bldg Permits/Plan Review |                                     | ACCT #088436 - WATER & | 1.01           |        |
| <u>001-000-000-57680-4500</u> |                     | Operating Rentals        |                                     | ACCT #088436 - WATER & | 1.01           |        |
| <u>003104867</u>              | Invoice             | 10/23/2019               | ACCT #088436 - WATER & EQUIPMENT RE | 0.00                   | 4.62           |        |
| <u>001-000-000-51250-3100</u> |                     | Office and Operating     |                                     | ACCT #088436 - WATER & | 4.62           |        |
| <u>003124718</u>              | Invoice             | 10/30/2019               | ACCT #088436 - WATER & EQUIPMENT RE | 0.00                   | 1.30           |        |
| <u>001-000-000-51421-4500</u> |                     | Operating Rentals        |                                     | ACCT #088436 - WATER & | 0.21           |        |
| <u>001-000-000-51423-4500</u> |                     | Operating Rentals        |                                     | ACCT #088436 - WATER & | 0.18           |        |
| <u>001-000-000-51810-4500</u> |                     | Operating Rentals        |                                     | ACCT #088436 - WATER & | 0.12           |        |
| <u>001-000-000-51810-4500</u> |                     | Operating Rentals        |                                     | ACCT #088436 - WATER & | 0.16           |        |
| <u>001-000-000-51830-4500</u> |                     | Operating Rental         |                                     | ACCT #088436 - WATER & | 0.09           |        |

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| Vendor Number                 | Vendor Name | Payment Date             | Payment Type                        | Discount Amount | Payment Amount | Number |
|-------------------------------|-------------|--------------------------|-------------------------------------|-----------------|----------------|--------|
| <u>001-000-000-51888-4500</u> |             | Operating Rentals        | ACCT #088436 - WATER &              |                 | 0.08           |        |
| <u>001-000-000-51895-4500</u> |             | Operating Rentals        | ACCT #088436 - WATER &              |                 | 0.28           |        |
| <u>001-000-000-55850-4500</u> |             | Bldg Permits/Plan Review | ACCT #088436 - WATER &              |                 | 0.09           |        |
| <u>001-000-000-57680-4500</u> |             | Operating Rentals        | ACCT #088436 - WATER &              |                 | 0.09           |        |
| 003159496                     | Invoice     | 11/20/2019               | ACCT #088436 - WATER & EQUIPMENT RE | 0.00            | 4.62           |        |
| <u>001-000-000-51250-3100</u> |             | Office and Operating     | ACCT #088436 - WATER &              |                 | 4.62           |        |
| 003159497                     | Invoice     | 11/20/2019               | ACCT #088436 - WATER & EQUIPMENT RE | 0.00            | 18.50          |        |
| <u>001-000-000-51421-4500</u> |             | Operating Rentals        | ACCT #088436 - WATER &              |                 | 2.59           |        |
| <u>001-000-000-51423-4500</u> |             | Operating Rentals        | ACCT #088436 - WATER &              |                 | 2.60           |        |
| <u>001-000-000-51810-4500</u> |             | Operating Rentals        | ACCT #088436 - WATER &              |                 | 1.74           |        |
| <u>001-000-000-51810-4500</u> |             | Operating Rentals        | ACCT #088436 - WATER &              |                 | 2.31           |        |
| <u>001-000-000-51830-4500</u> |             | Operating Rental         | ACCT #088436 - WATER &              |                 | 1.35           |        |
| <u>001-000-000-51888-4500</u> |             | Operating Rentals        | ACCT #088436 - WATER &              |                 | 1.16           |        |
| <u>001-000-000-51895-4500</u> |             | Operating Rentals        | ACCT #088436 - WATER &              |                 | 4.05           |        |
| <u>001-000-000-55850-4500</u> |             | Bldg Permits/Plan Review | ACCT #088436 - WATER &              |                 | 1.35           |        |
| <u>001-000-000-57680-4500</u> |             | Operating Rentals        | ACCT #088436 - WATER &              |                 | 1.35           |        |
| 003159498                     | Invoice     | 11/20/2019               | ACCT #088436 - WATER & EQUIPMENT RE | 0.00            | 32.37          |        |
| <u>001-000-000-52122-3100</u> |             | Office and Operating     | ACCT #088436 - WATER &              |                 | 32.37          |        |
| 003159502                     | Invoice     | 11/20/2019               | ACCT #088436 - WATER & EQUIPMENT RE | 0.00            | 8.20           |        |
| <u>001-000-000-55430-3100</u> |             | Office and Operating     | ACCT #088436 - WATER &              |                 | 4.62           |        |
| <u>001-000-000-55430-4500</u> |             | Operating Rentals        | ACCT #088436 - WATER &              |                 | 3.58           |        |
| 003211197                     | Invoice     | 12/19/2019               | ACCT #088436 - WATER & EQUIPMENT RE | 0.00            | 27.74          |        |
| <u>001-000-000-52122-3100</u> |             | Office and Operating     | ACCT #088436 - WATER &              |                 | 27.74          |        |
| 003211198                     | Invoice     | 12/19/2019               | ACCT #088436 - WATER & EQUIPMENT RE | 0.00            | 18.50          |        |
| <u>001-000-000-51421-4500</u> |             | Operating Rentals        | ACCT #088436 - WATER &              |                 | 2.59           |        |
| <u>001-000-000-51423-4500</u> |             | Operating Rentals        | ACCT #088436 - WATER &              |                 | 2.60           |        |
| <u>001-000-000-51810-4500</u> |             | Operating Rentals        | ACCT #088436 - WATER &              |                 | 1.74           |        |
| <u>001-000-000-51810-4500</u> |             | Operating Rentals        | ACCT #088436 - WATER &              |                 | 2.31           |        |
| <u>001-000-000-51830-4500</u> |             | Operating Rental         | ACCT #088436 - WATER &              |                 | 1.35           |        |
| <u>001-000-000-51888-4500</u> |             | Operating Rentals        | ACCT #088436 - WATER &              |                 | 1.16           |        |
| <u>001-000-000-51895-4500</u> |             | Operating Rentals        | ACCT #088436 - WATER &              |                 | 4.05           |        |
| <u>001-000-000-55850-4500</u> |             | Bldg Permits/Plan Review | ACCT #088436 - WATER &              |                 | 1.35           |        |
| <u>001-000-000-57680-4500</u> |             | Operating Rentals        | ACCT #088436 - WATER &              |                 | 1.35           |        |
| 003211199                     | Invoice     | 12/19/2019               | ACCT #088436 - WATER & EQUIPMENT RE | 0.00            | 13.87          |        |
| <u>001-000-000-51250-3100</u> |             | Office and Operating     | ACCT #088436 - WATER &              |                 | 13.87          |        |
| 003211207                     | Invoice     | 12/19/2019               | ACCT #088436 - WATER & EQUIPMENT RE | 0.00            | 4.62           |        |
| <u>001-000-000-52122-3100</u> |             | Office and Operating     | ACCT #088436 - WATER &              |                 | 4.62           |        |
| 003233456                     | Invoice     | 12/30/2019               | ACCT #088436 - WATER & EQUIPMENT RE | 0.00            | 1.00           |        |
| <u>001-000-000-51421-4500</u> |             | Operating Rentals        | ACCT #088436 - WATER &              |                 | 0.16           |        |
| <u>001-000-000-51423-4500</u> |             | Operating Rentals        | ACCT #088436 - WATER &              |                 | 0.14           |        |
| <u>001-000-000-51810-4500</u> |             | Operating Rentals        | ACCT #088436 - WATER &              |                 | 0.09           |        |
| <u>001-000-000-51810-4500</u> |             | Operating Rentals        | ACCT #088436 - WATER &              |                 | 0.12           |        |
| <u>001-000-000-51830-4500</u> |             | Operating Rental         | ACCT #088436 - WATER &              |                 | 0.07           |        |
| <u>001-000-000-51888-4500</u> |             | Operating Rentals        | ACCT #088436 - WATER &              |                 | 0.06           |        |
| <u>001-000-000-51895-4500</u> |             | Operating Rentals        | ACCT #088436 - WATER &              |                 | 0.22           |        |
| <u>001-000-000-55850-4500</u> |             | Bldg Permits/Plan Review | ACCT #088436 - WATER &              |                 | 0.07           |        |
| <u>001-000-000-57680-4500</u> |             | Operating Rentals        | ACCT #088436 - WATER &              |                 | 0.07           |        |
| 003241665                     | Invoice     | 01/07/2020               | ACCT #088436 - WATER & EQUIPMENT RE | 0.00            | 27.47          |        |
| <u>001-000-000-52122-3100</u> |             | Office and Operating     | ACCT #088436 - WATER &              |                 | 23.12          |        |
| <u>001-000-000-52122-4500</u> |             | Operating Rentals        | ACCT #088436 - WATER &              |                 | 4.35           |        |
| 003241679                     | Invoice     | 01/07/2020               | ACCT #088436 - WATER & EQUIPMENT RE | 0.00            | 8.98           |        |
| <u>001-000-000-55430-3100</u> |             | Office and Operating     | ACCT #088436 - WATER &              |                 | 4.63           |        |
| <u>001-000-000-55430-4500</u> |             | Operating Rentals        | ACCT #088436 - WATER &              |                 | 4.35           |        |
| 003241681                     | Invoice     | 01/07/2020               | ACCT #088436 - WATER & EQUIPMENT RE | 0.00            | 8.98           |        |
| <u>001-000-000-51250-3100</u> |             | Office and Operating     | ACCT #088436 - WATER &              |                 | 4.63           |        |
| <u>001-000-000-51250-4500</u> |             | Operating Rentals        | ACCT #088436 - WATER &              |                 | 4.35           |        |



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|-------------------------------|--------------------------|--------------|-------------------------------------|-----------------|----------------|--------|
| <u>003241691</u>              | Invoice                  | 01/07/2020   | ACCT #088436 - WATER & EQUIPMENT RE | 0.00            | 27.20          |        |
| <u>001-000-000-51421-4500</u> | Operating Rentals        |              | ACCT #088436 - WATER &              |                 | 3.83           |        |
| <u>001-000-000-51423-4500</u> | Operating Rentals        |              | ACCT #088436 - WATER &              |                 | 3.82           |        |
| <u>001-000-000-51810-4500</u> | Operating Rentals        |              | ACCT #088436 - WATER &              |                 | 2.55           |        |
| <u>001-000-000-51810-4500</u> | Operating Rentals        |              | ACCT #088436 - WATER &              |                 | 3.40           |        |
| <u>001-000-000-51830-4500</u> | Operating Rental         |              | ACCT #088436 - WATER &              |                 | 1.99           |        |
| <u>001-000-000-51888-4500</u> | Operating Rentals        |              | ACCT #088436 - WATER &              |                 | 1.70           |        |
| <u>001-000-000-51895-4500</u> | Operating Rentals        |              | ACCT #088436 - WATER &              |                 | 5.95           |        |
| <u>001-000-000-55850-4500</u> | Bldg Permits/Plan Review |              | ACCT #088436 - WATER &              |                 | 1.98           |        |
| <u>001-000-000-57680-4500</u> | Operating Rentals        |              | ACCT #088436 - WATER &              |                 | 1.98           |        |
| <u>003267880</u>              | Invoice                  | 01/21/2020   | ACCT #088436 - WATER & EQUIPMENT RE | 0.00            | 23.12          |        |
| <u>001-000-000-51421-4500</u> | Operating Rentals        |              | ACCT #088436 - WATER &              |                 | 3.24           |        |
| <u>001-000-000-51423-4500</u> | Operating Rentals        |              | ACCT #088436 - WATER &              |                 | 3.25           |        |
| <u>001-000-000-51810-4500</u> | Operating Rentals        |              | ACCT #088436 - WATER &              |                 | 2.17           |        |
| <u>001-000-000-51810-4500</u> | Operating Rentals        |              | ACCT #088436 - WATER &              |                 | 2.89           |        |
| <u>001-000-000-51830-4500</u> | Operating Rental         |              | ACCT #088436 - WATER &              |                 | 1.69           |        |
| <u>001-000-000-51888-4500</u> | Operating Rentals        |              | ACCT #088436 - WATER &              |                 | 1.44           |        |
| <u>001-000-000-51895-4500</u> | Operating Rentals        |              | ACCT #088436 - WATER &              |                 | 5.06           |        |
| <u>001-000-000-55850-4500</u> | Bldg Permits/Plan Review |              | ACCT #088436 - WATER &              |                 | 1.69           |        |
| <u>001-000-000-57680-4500</u> | Operating Rentals        |              | ACCT #088436 - WATER &              |                 | 1.69           |        |
| <u>003267884</u>              | Invoice                  | 01/21/2020   | ACCT #088436 - WATER & EQUIPMENT RE | 0.00            | 4.62           |        |
| <u>001-000-000-51250-3100</u> | Office and Operating     |              | ACCT #088436 - WATER &              |                 | 4.62           |        |
| <u>003267888</u>              | Invoice                  | 01/21/2020   | ACCT #088436 - WATER & EQUIPMENT RE | 0.00            | 32.37          |        |
| <u>001-000-000-52122-3100</u> | Office and Operating     |              | ACCT #088436 - WATER &              |                 | 32.37          |        |
| <u>003267903</u>              | Invoice                  | 01/21/2020   | ACCT #088436 - WATER & EQUIPMENT RE | 0.00            | 4.62           |        |
| <u>001-000-000-52122-3100</u> | Office and Operating     |              | ACCT #088436 - WATER &              |                 | 4.62           |        |
| <u>003293077</u>              | Invoice                  | 01/30/2020   | ACCT #088436 - WATER & EQUIPMENT RE | 0.00            | 1.74           |        |
| <u>001-000-000-51421-4500</u> | Operating Rentals        |              | ACCT #088436 - WATER &              |                 | 0.24           |        |
| <u>001-000-000-51423-4500</u> | Operating Rentals        |              | ACCT #088436 - WATER &              |                 | 0.24           |        |
| <u>001-000-000-51810-4500</u> | Operating Rentals        |              | ACCT #088436 - WATER &              |                 | 0.16           |        |
| <u>001-000-000-51810-4500</u> | Operating Rentals        |              | ACCT #088436 - WATER &              |                 | 0.22           |        |
| <u>001-000-000-51830-4500</u> | Operating Rental         |              | ACCT #088436 - WATER &              |                 | 0.13           |        |
| <u>001-000-000-51888-4500</u> | Operating Rentals        |              | ACCT #088436 - WATER &              |                 | 0.11           |        |
| <u>001-000-000-51895-4500</u> | Operating Rentals        |              | ACCT #088436 - WATER &              |                 | 0.38           |        |
| <u>001-000-000-55850-4500</u> | Bldg Permits/Plan Review |              | ACCT #088436 - WATER &              |                 | 0.13           |        |
| <u>001-000-000-57680-4500</u> | Operating Rentals        |              | ACCT #088436 - WATER &              |                 | 0.13           |        |
| <u>003296345</u>              | Invoice                  | 02/04/2020   | ACCT #088436 - WATER & EQUIPMENT RE | 0.00            | 31.82          |        |
| <u>001-000-000-51421-4500</u> | Operating Rentals        |              | ACCT #088436 - WATER &              |                 | 4.48           |        |
| <u>001-000-000-51423-4500</u> | Operating Rentals        |              | ACCT #088436 - WATER &              |                 | 4.47           |        |
| <u>001-000-000-51810-4500</u> | Operating Rentals        |              | ACCT #088436 - WATER &              |                 | 2.98           |        |
| <u>001-000-000-51810-4500</u> | Operating Rentals        |              | ACCT #088436 - WATER &              |                 | 3.98           |        |
| <u>001-000-000-51830-4500</u> | Operating Rental         |              | ACCT #088436 - WATER &              |                 | 2.32           |        |
| <u>001-000-000-51888-4500</u> | Operating Rentals        |              | ACCT #088436 - WATER &              |                 | 1.99           |        |
| <u>001-000-000-51895-4500</u> | Operating Rentals        |              | ACCT #088436 - WATER &              |                 | 6.96           |        |
| <u>001-000-000-55850-4500</u> | Bldg Permits/Plan Review |              | ACCT #088436 - WATER &              |                 | 2.32           |        |
| <u>001-000-000-57680-4500</u> | Operating Rentals        |              | ACCT #088436 - WATER &              |                 | 2.32           |        |
| <u>003296348</u>              | Invoice                  | 02/04/2020   | ACCT #088436 - WATER & EQUIPMENT RE | 0.00            | 41.34          |        |
| <u>001-000-000-52122-3100</u> | Office and Operating     |              | ACCT #088436 - WATER &              |                 | 36.99          |        |
| <u>001-000-000-52122-4500</u> | Operating Rentals        |              | ACCT #088436 - WATER &              |                 | 4.35           |        |
| <u>003296362</u>              | Invoice                  | 02/04/2020   | ACCT #088436 - WATER & EQUIPMENT RE | 0.00            | 8.98           |        |
| <u>001-000-000-51250-3100</u> | Office and Operating     |              | ACCT #088436 - WATER &              |                 | 4.63           |        |
| <u>001-000-000-51250-4500</u> | Operating Rentals        |              | ACCT #088436 - WATER &              |                 | 4.35           |        |
| <u>003296370</u>              | Invoice                  | 02/04/2020   | ACCT #088436 - WATER & EQUIPMENT RE | 0.00            | 8.98           |        |
| <u>001-000-000-55430-3100</u> | Office and Operating     |              | ACCT #088436 - WATER &              |                 | 4.63           |        |
| <u>001-000-000-55430-4500</u> | Operating Rentals        |              | ACCT #088436 - WATER &              |                 | 4.35           |        |

|        |                     |            |         |      |        |        |
|--------|---------------------|------------|---------|------|--------|--------|
| 133950 | MPH INDUSTRIES INC. | 02/14/2020 | Regular | 0.00 | 367.74 | 101579 |
|--------|---------------------|------------|---------|------|--------|--------|



## Check Register

Packet: APPKT01542-February 14, 2020 - FEB/2020 Invoices

| 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    |           |
| 6010356                | Invoice                        | 01/29/2020                 | CUST #985841-REMOTE BEE-III, WIRELESS | 0.00                     | 367.74         |           |
| 001-000-000-59421-6401 |                                | POLICE CAPITAL EXP-Vehi    | 20-NEWEQUIP                           | CUST #985841-REMOTE BE   | 367.74         |           |
| 144504                 | NSI LAB SOLUTIONS, INC         | 02/14/2020                 | Regular                               | 0.00                     | 583.00         | 101580    |
| Payable #              | Payable Type                   | Payable Date               | Payable Description                   | Discount Amount          | Payable Amount |           |
| Account Number         |                                | Account Name               | Project Account Key                   | Item Description         | Dist Amount    |           |
| 374884                 | Invoice                        | 01/21/2020                 | CUST #21545-COLIFORMS/E.COLI, PHOSP   | 0.00                     | 205.00         |           |
| 402-400-000-53580-4100 |                                | Professional Services/Adv  |                                       | CUST #21545-COLIFORMS/   | 205.00         |           |
| 374885                 | Invoice                        | 01/21/2020                 | CUST #21545-PE SAMPLE, SIMPLE NUTRIE  | 0.00                     | 378.00         |           |
| 402-400-000-53580-4100 |                                | Professional Services/Adv  |                                       | CUST #21545-PE SAMPLE,   | 378.00         |           |
| VEN01963               | OLYMPIA VETERINARY SPECIALISTS | 02/14/2020                 | Regular                               | 0.00                     | 431.00         | 101581    |
| Payable #              | Payable Type                   | Payable Date               | Payable Description                   | Discount Amount          | Payable Amount |           |
| Account Number         |                                | Account Name               | Project Account Key                   | Item Description         | Dist Amount    |           |
| 20282                  | Invoice                        | 06/21/2019                 | VISIT #O-18274 STRAY 6-21 DACHSHUND1  | 0.00                     | 193.00         |           |
| 001-000-000-55430-4100 |                                | Professional Services/Adv  |                                       | VISIT #O-18274 STRAY 6-2 | 193.00         |           |
| 20283                  | Invoice                        | 06/21/2019                 | VISIT #O-18275 STRAY 6-21 DACHSHUND2  | 0.00                     | 238.00         |           |
| 001-000-000-55430-4100 |                                | Professional Services/Adv  |                                       | VISIT #O-18275 STRAY 6-2 | 238.00         |           |
| 151000                 | P. U. D. # 3                   | 02/14/2020                 | Regular                               | 0.00                     | 44,312.45      | 101582    |
| Payable #              | Payable Type                   | Payable Date               | Payable Description                   | Discount Amount          | Payable Amount |           |
| Account Number         |                                | Account Name               | Project Account Key                   | Item Description         | Dist Amount    |           |
| JAN/2020-1             | Invoice                        | 02/03/2020                 | JAN/2020 Monthly Srvc Charges         | 01/02/2                  | 0.00           | 44,312.45 |
| 001-000-000-51890-4715 |                                | Utility Services-Civic Ctr |                                       | ACCT #28249001 - 525 W   | 2,860.07       |           |
| 001-000-000-55430-4700 |                                | Utility Services-Animal Sh |                                       | ACCT #35199001 - 902 W   | 185.39         |           |
| 001-000-000-57250-4700 |                                | Utility Services-Library   |                                       | ACCT #35665001 - 710 AL  | 712.57         |           |
| 001-000-000-57530-4700 |                                | Utility Services-Museum    |                                       | ACCT #27639001 - 427 RAI | 489.76         |           |
| 001-000-000-57680-4700 |                                | Utility Services-Park      |                                       | ACCT #30003001 - 100 TU  | 183.70         |           |
| 001-000-000-57680-4700 |                                | Utility Services-Park      |                                       | ACCT #25911003 - 326 RAI | 60.97          |           |
| 001-000-000-57680-4700 |                                | Utility Services-Park      |                                       | ACCT #32453001 - 1004 FR | 151.39         |           |
| 101-000-000-54263-4700 |                                | Utility Services           |                                       | ACCT #27839002 - 525 W   | 9,966.39       |           |
| 101-000-000-54263-4700 |                                | Utility Services           |                                       | ACCT #27837001 - 103 4T  | 1,786.16       |           |
| 101-000-000-54264-4700 |                                | Utility Services           |                                       | ACCT #35337001 - 623 AL  | 68.84          |           |
| 101-000-000-54264-4700 |                                | Utility Services           |                                       | ACCT #109441001 - 2800 E | 69.08          |           |
| 101-000-000-54264-4700 |                                | Utility Services           |                                       | ACCT #101001 - 699 RAILR | 75.46          |           |
| 101-000-000-54264-4700 |                                | Utility Services           |                                       | ACCT #25911002 - 10 WAL  | 94.71          |           |
| 101-000-000-54265-4700 |                                | Utility Services           |                                       | ACCT #26857001 - 310 RAI | 28.68          |           |
| 101-000-000-54270-4700 |                                | Utility Services-Roadside  |                                       | ACCT #250321001 - 1200   | 68.39          |           |
| 401-000-000-53480-4700 |                                | Utility Services-Water     |                                       | ACCT #46051001 - 553 BE  | 111.99         |           |
| 401-000-000-53480-4700 |                                | Utility Services-Water     |                                       | ACCT #26729001 - 1100 PI | 625.30         |           |
| 401-000-000-53480-4700 |                                | Utility Services-Water     |                                       | ACCT #45451001 - 626 MA  | 165.52         |           |
| 401-000-000-53480-4700 |                                | Utility Services-Water     |                                       | ACCT #277201002 - 51 W   | 152.86         |           |
| 401-000-000-53480-4700 |                                | Utility Services-Water     |                                       | ACCT #277201001 - 1437   | 271.26         |           |
| 401-000-000-53480-4700 |                                | Utility Services-Water     |                                       | ACCT #8511001 - 811 15T  | 139.40         |           |
| 401-000-000-53480-4700 |                                | Utility Services-Water     |                                       | ACCT #35201001 - 1000 PI | 1,472.58       |           |
| 401-000-000-53480-4701 |                                | Utility Services - Shop    |                                       | ACCT #26717001 - 1000 PI | 100.88         |           |
| 402-300-000-53580-4700 |                                | Utility Services-Sewer Ma  |                                       | ACCT #47009001 - 498 AS  | 57.65          |           |
| 402-300-000-53580-4700 |                                | Utility Services-Sewer Ma  |                                       | ACCT #18515001 - 119 CA  | 68.84          |           |
| 402-400-000-53580-4700 |                                | Utility Services-Sewer Ma  |                                       | ACCT #26551001 - 200 FR  | 3,419.58       |           |
| 402-400-000-53580-4700 |                                | Utility Services-Sewer Ma  |                                       | ACCT #30003002 - 100 TU  | 2,470.55       |           |
| 402-400-000-53580-4700 |                                | Utility Services-Sewer Ma  |                                       | ACCT #259409001 - 1700 F | 18,381.01      |           |
| 402-640-000-53580-4700 |                                | Utility Services-Sewer Sat |                                       | ACCT #25911005 - 631 W   | 73.47          |           |
| VEN01646               | PIVETTA BROTHERS CONST., INC   | 02/14/2020                 | Regular                               | 0.00                     | 26,457.09      | 101583    |

## Check Register

Packet: APPKT01542-February 14, 2020 - FEB/2020 Invoices

| 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>EST #22</u>                | Invoice                       | 02/13/2020          | PROGRESS EST #22-BASIN 3 SEWER REHA   | 0.00            | 26,457.09      |        |
| <u>402-747-000-59435-6300</u> | Construction (Basin3)         | 17-BASIN3REHAB      | PROGRESS EST #22 -BASIN               |                 | 26,457.09      |        |
| 009785                        | PORTER FOSTER RORICK LLP      | 02/14/2020          | Regular                               | 0.00            | 10,935.00      | 101584 |
| Payable #                     | Payable Type                  | Payable Date        | Payable Description                   | Discount Amount | Payable Amount |        |
| Account Number                | Account Name                  | Project Account Key | Item Description                      | Dist Amount     |                |        |
| <u>110301</u>                 | Invoice                       | 02/05/2020          | JAN/2020 RETAINER -PROFESSIONAL SERV  | 0.00            | 10,935.00      |        |
| <u>001-000-000-51530-4100</u> | Professional Services/Adv     |                     | JAN/2020 RETAINER -PROF               |                 | 10,935.00      |        |
| VEN01317                      | RAINBOW METALS, INC.          | 02/14/2020          | Regular                               | 0.00            | 1,177.46       | 101585 |
| Payable #                     | Payable Type                  | Payable Date        | Payable Description                   | Discount Amount | Payable Amount |        |
| Account Number                | Account Name                  | Project Account Key | Item Description                      | Dist Amount     |                |        |
| <u>12775</u>                  | Invoice                       | 12/31/2019          | LOCAL HISTORIC REGISTER-SHELTON ME    | 0.00            | 1,177.46       |        |
| <u>001-000-000-55860-3105</u> | Office&Opr-HistPresv-Do       |                     | LOCAL HISTORIC REGISTER               |                 | 1,177.46       |        |
| 200531                        | SHELTON MAIL & SHIP           | 02/14/2020          | Regular                               | 0.00            | 55.70          | 101586 |
| Payable #                     | Payable Type                  | Payable Date        | Payable Description                   | Discount Amount | Payable Amount |        |
| Account Number                | Account Name                  | Project Account Key | Item Description                      | Dist Amount     |                |        |
| <u>8705</u>                   | Invoice                       | 02/05/2020          | PKG #8705-WSP CRIME LAB 02/05/20      | 0.00            | 27.16          |        |
| <u>001-000-000-52122-4200</u> | Communication                 |                     | PKG #8705-WSP CRIME LA                |                 | 27.16          |        |
| <u>8706</u>                   | Invoice                       | 02/05/2020          | PKG #87064-WSP CRIME LAB 02/05/20     | 0.00            | 28.54          |        |
| <u>001-000-000-52122-4200</u> | Communication                 |                     | PKG #87064-WSP CRIME L                |                 | 28.54          |        |
| VEN01947                      | STANLEY CONVERGENT SECURITY S | 02/14/2020          | Regular                               | 0.00            | 196.83         | 101587 |
| Payable #                     | Payable Type                  | Payable Date        | Payable Description                   | Discount Amount | Payable Amount |        |
| Account Number                | Account Name                  | Project Account Key | Item Description                      | Dist Amount     |                |        |
| <u>17178125</u>               | Invoice                       | 01/26/2020          | ACCT #2234657817- WILLIAM G REED LIB  | 0.00            | 196.83         |        |
| <u>001-000-000-57250-4100</u> | Professional Services/Adv     |                     | ACCT #2234657817- WILLI               |                 | 196.83         |        |
| 201300                        | TOZIER BROS INC.              | 02/14/2020          | Regular                               | 0.00            | 136.44         | 101588 |
| Payable #                     | Payable Type                  | Payable Date        | Payable Description                   | Discount Amount | Payable Amount |        |
| Account Number                | Account Name                  | Project Account Key | Item Description                      | Dist Amount     |                |        |
| <u>441433</u>                 | Invoice                       | 01/22/2020          | CUST #20090 -PROPANE                  | 0.00            | 18.58          |        |
| <u>402-400-000-53580-3200</u> | Gas & Oil                     |                     | CUST #20090 -PROPANE                  |                 | 18.58          |        |
| <u>441636</u>                 | Invoice                       | 02/01/2020          | CUST #20090 -PROPANE                  | 0.00            | 16.46          |        |
| <u>402-400-000-53580-3200</u> | Gas & Oil                     |                     | CUST #20090 -PROPANE                  |                 | 16.46          |        |
| <u>441640</u>                 | Invoice                       | 02/02/2020          | CUST #20090 COUPLE 2" SXS SCH40, PVC  | 0.00            | 26.37          |        |
| <u>402-400-000-53580-3100</u> | Office and Operating          |                     | CUST #20090 COUPLE 2" S               |                 | 26.37          |        |
| <u>441650</u>                 | Invoice                       | 02/03/2020          | CUST #20090 - RYL LTX SG EXT ULTRA GL | 0.00            | 33.06          |        |
| <u>001-000-000-57680-3100</u> | Office and Operating          |                     | CUST #20090 - RYL LTX SG              |                 | 33.06          |        |
| <u>441651</u>                 | Invoice                       | 02/03/2020          | CUST #20090 -FLEX TAPE & EPOXY ADHESI | 0.00            | 20.73          |        |
| <u>402-400-000-53580-3100</u> | Office and Operating          |                     | CUST #20090 -FLEX TAPE &              |                 | 20.73          |        |
| <u>441706</u>                 | Invoice                       | 02/05/2020          | CUST #20090 -PROPANE                  | 0.00            | 21.24          |        |
| <u>402-400-000-53580-3200</u> | Gas & Oil                     |                     | CUST #20090 -PROPANE                  |                 | 21.24          |        |
| 202340                        | UTILITIES UNDERGROUND LOCATIO | 02/14/2020          | Regular                               | 0.00            | 43.86          | 101589 |
| Payable #                     | Payable Type                  | Payable Date        | Payable Description                   | Discount Amount | Payable Amount |        |
| Account Number                | Account Name                  | Project Account Key | Item Description                      | Dist Amount     |                |        |
| <u>0010225</u>                | Invoice                       | 01/31/2020          | ACCT #100100-JAN/2020 EXCAVATION NO   | 0.00            | 43.86          |        |
| <u>401-000-000-53480-4100</u> | Professional Services/Adv     |                     | ACCT #100100-JAN/2020 E               |                 | 14.62          |        |
| <u>402-300-000-53580-4100</u> | Professional Services/Adv     |                     | ACCT #100100-JAN/2020 E               |                 | 14.62          |        |
| <u>404-000-000-53180-4105</u> | Professional Services/Adv     |                     | ACCT #100100-JAN/2020 E               |                 | 14.62          |        |
| 203030                        | WASHINGTON STATE PATROL       | 02/14/2020          | Regular                               | 0.00            | 722.50         | 101590 |

## Check Register

Packet: APPKT01542-February 14, 2020 - FEB/2020 Invoices

| 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>120004953</u>              | Invoice                    | 02/05/2020                 | ACCT #SHE301 - JAN/2020 BACKGROUND   | 0.00                     | 722.50         |        |
| <u>001-000-000-52122-4100</u> |                            | Patrol-Professional Servic |                                      | ACCT #SHE301 - JAN/2020  | 722.50         |        |
| 053987                        | WESTBAY NAPA AUTO PARTS    | 02/14/2020                 | Regular                              | 0.00                     | 783.17         | 101591 |
| Payable #                     | Payable Type               | Payable Date               | Payable Description                  | Discount Amount          | Payable Amount |        |
| Account Number                |                            | Account Name               | Project Account Key                  | Item Description         | Dist Amount    |        |
| <u>861531</u>                 | Invoice                    | 01/28/2020                 | ACCT #4296 -22PC SAE METRIC-CAR #16  | 0.00                     | 15.85          |        |
| <u>001-000-000-52122-3110</u> |                            | Office & Operating-Auto    |                                      | ACCT #4296 -22PC SAE ME  | 15.85          |        |
| <u>861989</u>                 | Invoice                    | 01/31/2020                 | ACCT #4296 -BUTT CONNECTOR-CAR #80   | 0.00                     | 10.30          |        |
| <u>001-000-000-52122-3110</u> |                            | Office & Operating-Auto    |                                      | ACCT #4296 -BUTT CONNE   | 10.30          |        |
| <u>862628</u>                 | Invoice                    | 02/05/2020                 | ACCT #4296 -DISC BRAKE PADS, ROTOR-C | 0.00                     | 379.57         |        |
| <u>001-000-000-52122-3110</u> |                            | Office & Operating-Auto    |                                      | ACCT #4296 -DISC BRAKE P | 379.57         |        |
| <u>862720</u>                 | Invoice                    | 02/05/2020                 | ACCT #4296 -AGM BATTERY & CORE DEP   | 0.00                     | 377.45         |        |
| <u>401-000-000-53480-3100</u> |                            | Office and Operating       |                                      | ACCT #4296 -AGM BATTER   | 377.45         |        |
| 204123                        | WHISLER COMMUNICATIONS     | 02/14/2020                 | Regular                              | 0.00                     | 262.32         | 101592 |
| Payable #                     | Payable Type               | Payable Date               | Payable Description                  | Discount Amount          | Payable Amount |        |
| Account Number                |                            | Account Name               | Project Account Key                  | Item Description         | Dist Amount    |        |
| <u>4533</u>                   | Invoice                    | 01/23/2020                 | ACCT #101376-ANTENNA CABLE, WAVE A   | 0.00                     | 262.32         |        |
| <u>001-000-000-59421-6401</u> |                            | POLICE CAPITAL EXP-Vehi    |                                      | ACCT #101376-ANTENNA     | 262.32         |        |
| VEN01962                      | WSU PROFESSIONAL EDUCATION | 02/14/2020                 | Regular                              | 0.00                     | 1,200.00       | 101593 |
| Payable #                     | Payable Type               | Payable Date               | Payable Description                  | Discount Amount          | Payable Amount |        |
| Account Number                |                            | Account Name               | Project Account Key                  | Item Description         | Dist Amount    |        |
| <u>NWC120-0078-0</u>          | Invoice                    | 02/03/2020                 | STANDARD RM PKG & PROFESSIONAL DEV   | 0.00                     | 1,200.00       |        |
| <u>001-000-000-51430-4307</u> |                            | Travel-Clerk-Training      |                                      | STANDARD RM PKG & PRO    | 1,200.00       |        |
| 204501                        | ZEP MANUFACTURING CO.      | 02/14/2020                 | Regular                              | 0.00                     | 275.54         | 101594 |
| Payable #                     | Payable Type               | Payable Date               | Payable Description                  | Discount Amount          | Payable Amount |        |
| Account Number                |                            | Account Name               | Project Account Key                  | Item Description         | Dist Amount    |        |
| <u>9004848325</u>             | Invoice                    | 01/15/2020                 | CUST #11080686-CHERRY BOMB & HAND    | 0.00                     | 275.54         |        |
| <u>401-000-000-53480-3100</u> |                            | Office and Operating       |                                      | CUST #11080686-CHERRY    | 275.54         |        |

## Bank Code APBNK-Main Summary

| Payment Type   | Payable Count | Payment Count | Discount | Payment    |
|----------------|---------------|---------------|----------|------------|
| Regular Checks | 95            | 38            | 0.00     | 113,886.55 |
| 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       |
|                | 95            | 38            | 0.00     | 113,886.55 |

**Fund Summary**

| <b>Fund</b> | <b>Name</b> | <b>Period</b> | <b>Amount</b>     |
|-------------|-------------|---------------|-------------------|
| 999         | Pooled Cash | 2/2020        | 113,886.55        |
|             |             |               | <u>113,886.55</u> |





## **CITY OF SHELTON, WASHINGTON - CITY COUNCIL**

Business Meeting Minutes December 17, 2019

Shelton Civic Center - 6:00 p.m.

### **COUNCILMEMBERS AND PERSONNEL PRESENT**

#### *Councilmembers:*

Deputy Mayor Deidre Peterson  
Kevin Dorcy  
Gary Cronic  
Eric Onisko  
Kathy McDowell  
Joe Schmit

#### *Personnel:*

City Manager Jeff Niten  
City Clerk Donna Nault  
Finance Director Aaron BeMiller  
Community Development Director Mark Ziegler  
Public Works Director Craig Gregory  
City Attorney Kathleen Haggard

### **CALL TO ORDER**

The meeting was called to order at 6:02 p.m. Roll call was taken – Mayor Bob Rogers was absent.

**A motion was made and seconded to excuse Mayor Bob Rogers from the Council Meeting. Passed.**

### **LATE CHANGES TO THE AGENDA**

No changes to the Agenda.

### **COUNCIL REPORTS**

One or more councilmembers attended the following meetings and/or events:

- Macecom
- Economic Development Council Board Retreat
- Elected Officials Essentials Training
- Christmas Parade
- Christmas Tree Lighting
- Regional Economic Forecast & Exposition
- Mason Transit Authority
- City Employee Luncheon
- Staff Briefings
- Constituent Communications

### **GENERAL PUBLIC COMMENT**

No public comments.

### **CONSENT AGENDA**

**A motion was made and seconded to approve the Consent Agenda as published. Passed.**

### **PRESENTATIONS**

1. Citizen Commendation – Dan Dixon – presented by Chief Darrin Moody
2. WASPC Accreditation – presented by Police Captain Mike Fiola
3. Recognition of Councilmember Cronic's Years of Service – presented by Mayor Bob Rogers
4. City of Shelton Christmastown USA Proclamation – presented by Mayor Bob Rogers

## **BUSINESS AGENDA**

No public comments.

1. 2020 Department Work Programs – presented by City Manager Jeff Niten
  - a. Process Improvement – focus on improved internal efficiencies and services to the community
  - b. Employee Training – workforce professional development
  - c. Tyler Incode – permitting and finance modules
  - d. Traffic Cabinet Art Wrap – community engagement
  - e. Municipal Code Revisions
  - f. Master Plans for neighborhood parks
  - g. Financial Services – cost accounting and reporting
  - h. Open Government Platform – transparency and community planning
  - i. K-9 Patrol & Graffiti Removal Abatement Teams – quality of life and community
  - j. Public Works – street ordinances, water and sewer comprehensive plans
  - k. Lean Continuous Improvement – focus will be on commercial building permits
  - l. City of Shelton Website – updated and user friendly access

## **ACTION AGENDA**

No public comments.

1. 2019 Budget Supplemental – presented by Finance Director Aaron BeMiller  
**City Clerk Donna Nault provided the second reading of Ordinance 1942-1019. A motion was made and seconded to approve. Passed.**
2. Engineer Services Contract with Gray & Osborne, Inc. – presented by Public Works Director Craig Gregory  
**A motion was made and seconded to approve. Passed.**
3. Department of Ecology Mason Transit Authority Parking Lot Grant Extension – presented by Craig Gregory.  
**A motion was made and seconded to approve. Passed.**

## **GENERAL PUBLIC COMMENT**

No public comments.

## **ADMINISTRATION REPORTS**

City Manager – Jeff Niten

- Tree Lighting Event
- Parade
- Employee Appreciation Event – Kim Kilmer – Employee of the Year

## **EXECUTIVE SESSION**

- Performance of a public employee

**The Business Meeting was adjourned and Executive Session began at 6:35 p.m. At 7:05 p.m., the Executive Session was extended for an additional 20 minutes. The Business Meeting was reconvened at 7:25 p.m.**

**Executive Session Action** – City Manager Jeff Niten's employment contract with the City of Shelton was renewed which included a compensation increase and a 4% bonus in accordance with the contract terms.

**NEW ITEMS FOR DISCUSSION**

No new discussion items.

**ANNOUNCEMENT OF NEXT MEETING**

January 7, 2020 at 6:00 p.m.

**ADJOURN**

Meeting adjourned at 7:26 p.m.

---

Mayor

---

City Clerk



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

Touch Date: 01/28/20  
Brief Date: 03/03/20  
Action Date: 03/17/20

Department: **Public Works**  
Presented By: **Jeff Niten**

**APPROVED FOR COUNCIL PACKET:**

Action Requested:

**ROUTE TO:**

**REVIEWED:**

PROGRAM/PROJECT TITLE:  
Downtown Connector Final  
Acceptance

☐

Ordinance

☐

Resolution

☐

Motion

☒

Other

☐ Dept. Head

☐ Finance Director

☐ Attorney

☒ City Clerk

☒ City Manager

**ATTACHMENTS:**

- Downtown Connector Final Acceptance Form
- Before and after photos

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

On May 1, 2018, the Commission awarded Waunch Construction & Trucking, Inc. a \$4,334,002.86 Contract for construction of the Downtown Connector Project. This project provided for the revitalization of Olympic Highway North/Alder Street between East C Street and North 1<sup>st</sup> Street. The restoration included new asphalt streets, installation of a roundabout at the 1<sup>st</sup> and Alder intersection, installation of a new traffic signal system at the Alder Street/North 7<sup>th</sup> Street intersection, replacement of existing sidewalk and curb ramps along W. Alder Street with ADA-compliant sidewalk and curb ramps, installation of a new bus stop shelter, Rapid Flashing Beacons, a new rain garden, a multiuse path along Olympic Hwy North, replacement of sanitary sewer manholes, and installation of stormwater treatment vaults and replacement of catch basins. The contract provided 240 working days to complete the improvements, which the Contractor completed in 236 working days.

This project would not have been as successful without the assistance of our partners: Mason Conservation District for their initiation and assistance with the design of the rain garden, PUD 3 for providing the mast arms and light fixtures, and installing the decorative light poles, and Mason Transit Authority for providing the bus shelter structure and funding the construction of the bus pullout.

**ANALYSIS/OPTIONS/ALTERNATIVES:**

N/A

**BUDGET/FISCAL INFORMATION:**

The Contract was awarded for \$4,334,002.86. After three change orders and various cost overruns, the final amount to be paid to Waunch Construction and Trucking, after taxes and retainage, will be \$4,785,862.79. We were awarded two grants to assist in paying for the construction of this project, a \$3,489,152 TIB Grant and \$1,000,000 was awarded in the 2018 State Transportation Budget, additionally, MTA paid \$96,398 for the construction of the bus shelter. The remaining \$251,547.14 will be paid out of the street and storm utilities.

**PUBLIC INFORMATION REQUIREMENTS:**

Information can be obtained through the Public Works Department.

**STAFF RECOMMENDATION/MOTION:**

Staff requests the Council concur to place this item on the March 17, 2020 action agenda.



**CAPITAL PROJECT**  
**FINAL ACCEPTANCE FORM**

Project:       **Downtown Connector**

Contractor:    Waunch Construction and Trucking, Inc.

Date awarded:  September 3, 2019

Amount of the contract:  \$ 4,334,002.84

Final Amount Paid:       \$ 4,785,862.79

Description of work performed:  This project provided for the revitalization of Olympic Highway North/Alder Street between East C Street and North 1<sup>st</sup> Street. The restoration included new asphalt streets, installation of a roundabout at the 1<sup>st</sup> and Alder intersection, installation of a new traffic signal system at the Alder Street/North 7<sup>th</sup> Street intersection, replacement of existing sidewalk and curb ramps along W. Alder Street with ADA-compliant sidewalk and curb ramps, installation of a new bus stop shelter, Rapid Flashing Beacons, a new rain garden, a multi-modal pedestrian path along Olympic Hwy North, replacement of sanitary sewer manholes, and installation of stormwater treatment vaults and replacement of catch basins.

**Authorizing signatures:**

\_\_\_\_\_  
Mayor Dorcy

\_\_\_\_\_  
Date

**Attest:**

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

\_\_\_\_\_  
Date

1<sup>st</sup>/Alder Intersection Before



1<sup>st</sup>/Alder Intersection After





4<sup>th</sup>/Alder Before



4<sup>th</sup>/Alder After



Olympic Hwy North/B Street Before



Olympic Hwy North/B Street After





# Downtown Connector Project

## Ribbon Cutting Ceremony

August 2, 2019





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

Touch Date: 02/11/20  
Brief Date: 03/03/20  
Action Date: 03/17/20

Department: **Public Works**  
Presented By: **Jeff Niten**

### APPROVED FOR COUNCIL PACKET:

Action Requested:

#### ROUTE TO:

#### REVIEWED:

☒ Dept. Head

☐ Finance Director

☐ Attorney

☒ City Clerk

☒ City Manager

PROGRAM/PROJECT TITLE:  
DOC Grant Acceptance for Civic  
Center Parking Lot

ATTACHMENTS:  
- DOC Contract No. 20-96627-226

☐ Ordinance

☐ Resolution

☐ Motion

☒ Other

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

In June of 2019, the City received notification of award of \$283,000 in state grant funding from the 2019-2021 Capital Budget for the Civic Center Parking Lot. Following notice of the award and utilizing the City's On-Call Engineering Contract, staff assigned a work order to TranspoGroup for design efforts of the redevelopment of the Civic Center Parking Lot.

City staff has been working with the Department of Commerce to define the scope of work for the grant documents and asks the Council accept the grant for the design and construction of the Civic Center Parking Lot.

### ANALYSIS/OPTIONS/ALTERNATIVES:

N/A

### BUDGET/FISCAL INFORMATION:

\$283,000 was awarded through the state Capital Budget. The grant amount is for \$277,340, which is the amount remaining after the Dept. of Commerce's 2% administrative fee.

### PUBLIC INFORMATION REQUIREMENTS:

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

### STAFF RECOMMENDATION/MOTION:

Staff requests the Council concur to place this item on the March 17, 2020 action agenda.



# Department of Commerce

**Grant to**

City of Shelton  
through

The Local and Community Projects Program

**For**

Shelton Civic Center Parking Lot

**Start date:**      July 1, 2019





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# FACE SHEET

Grant Number: **20-96627-226**  
Project Name: **Shelton Civic Center Parking Lot**

**Washington State Department of Commerce  
Local Government Division  
Community Assistance and Research Unit**

|   |  |   |   |
|---|--|---|---|
| <b>1. GRANTEE</b><br>City of Shelton<br>525 West Cota Street<br>Shelton, WA 98584   |  | <b>2. GRANTEE Doing Business As (optional)</b><br>Shelton Police Department   |   |
| <b>3. GRANTEE Representative</b><br>Ken Gill, City Engineer<br>(360) 432-5144<br><a href="mailto:KGill@ci.shelton.wa.us">KGill@ci.shelton.wa.us</a>   |  | <b>4. COMMERCE Representative</b><br>Karma Shannon♥Lawson, Grant Manager<br>PO Box 42525, Olympia, WA 98504<br>(360) 810-0185<br><a href="mailto:Karma.ShannonLawson@commerce.wa.gov">Karma.ShannonLawson@commerce.wa.gov</a>                           |   |
| <b>5. Grant Amount</b><br>\$277,340.00  | <b>6. Funding Source</b><br>Federal: State:X Other: N/A: | <b>7. Start Date</b><br>July 1, 2019  | <b>8. End Date</b><br>June 30, 2023<br>(subject to reappropriation) |
| <b>9. Federal Funds (as applicable)</b><br>N/A  |  | <b>Federal Agency</b><br>N/A  | <b>CFDA Number</b><br>N/A   |
| <b>10. Tax ID #</b><br>XXXXXXXXXXXXXXXX   | <b>11. SWV #</b><br>SWV0013140-00                        | <b>12. UBI #</b><br>252000085   | <b>13. DUNS #</b><br>021830666                                      |
| <b>14. Grant Purpose</b><br>The outcome of this performance-based Grant Agreement is to undertake a legislatively approved project that furthers the goals and objectives of Washington State Direct Appropriations Program as referenced in Attachment A – Scope of Work.  |  |   |   |
| COMMERCE, defined as the Washington State Department of Commerce, and the GRANTEE, as defined above, acknowledge and accept the terms of this Grant and attachments and have executed this Grant on the date below to start as of the date and year referenced above. The rights and obligations of both parties to this Grant are governed by this Grant and the following other documents incorporated by reference: Grant Terms and Conditions including Attachment “A” – Scope of Work, Attachment “B” – Certification of Availability of Funds to Complete the Project, Attachment “C” – Certification of the Payment and Reporting of Prevailing Wages, Attachment “D” – Certification of Intent to Enter LEED Process. |  |   |   |
| <b>FOR GRANTEE</b><br><br>_____<br>Signature<br><br>_____<br>Print Name<br><br>_____<br>Title<br><br>_____<br>Date  |  | <b>FOR COMMERCE</b><br><br>_____<br>Mark K. Barkley, Assistant Director<br>Local Government Division<br><br>_____<br>Date<br><br><b>APPROVED AS TO FORM</b><br><br>_____<br>Luke Eaton, Assistant Attorney General<br><b>8/13/2019</b><br>_____<br>Date |   |





## DECLARATIONS

### GRANTEE INFORMATION

|                           |                        |
|---------------------------|------------------------|
| GRANTEE Name:             | <b>City of Shelton</b> |
| Grant Number:             | 20-96627-226           |
| State Wide Vendor Number: | SWV0013140-00          |

### PROJECT INFORMATION

|                   |   |
|-------------------|---|
| Project Name:     | <b>Shelton Civic Center Parking Lot</b> |
| Project City:     | Shelton                                 |
| Project State:    | Washington                              |
| Project Zip Code: | 98584                                   |

### GRANT AGREEMENT INFORMATION

|   |   |
|---|---|
| Grant Amount:                                 | <b>\$277,340.00</b>                               |
| Appropriation Number:                         | SHB 1102 SL Section 1042 (2019 Regular Session)   |
| Re-appropriation Number (if applicable):      | N/A   |
| Grant End Date:                               | <b>June 30, 2023 (subject to reappropriation)</b> |
| Biennium:                                     | 2019-2021   |
| Biennium Close Date:                          | June 30, 2021                                     |
| Earliest Date for Construction Reimbursement: | July 1, 2016                                      |

### ADDITIONAL SPECIAL TERMS AND CONDITIONS GOVERNING THIS AGREEMENT

N/A



**SPECIAL TERMS AND CONDITIONS**  
**GENERAL GRANT**  
**STATE FUNDS**

THIS GRANT AGREEMENT, entered into by and between the GRANTEE and COMMERCE, as defined on the Face Sheet of this Grant Agreement, WITNESSES THAT:

WHEREAS, COMMERCE has the statutory authority under RCW 43.330.050 (5) to cooperate with and provide assistance to local governments, businesses, and community-based organizations; and

WHEREAS, COMMERCE is also given the responsibility to administer state funds and programs which are assigned to COMMERCE by the Governor or the Washington State Legislature; and

WHEREAS, the Washington State Legislature has made an appropriation to support the Local and Community Projects Program, and directed COMMERCE to administer those funds; and

WHEREAS, the enabling legislation also stipulates that the GRANTEE is eligible to receive funding for design, acquisition, construction, or rehabilitation (a venture hereinafter referred to as the "Project").

NOW, THEREFORE, in consideration of covenants, conditions, performances, and promises hereinafter contained, the parties hereto agree as follows:

**1. GRANT MANAGEMENT**

The Representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Grant.

The Representative for COMMERCE and their contact information are identified on the Face Sheet of this Grant.

The Representative for the GRANTEE and their contact information are identified on the Face Sheet of this Grant.

**2. COMPENSATION**

COMMERCE shall pay an amount not to exceed the awarded Grant Amount as shown on the Face Sheet of this Grant Agreement, for the capital costs necessary for or incidental to the performance of work as set forth in the Scope of Work.

**3. CERTIFICATION OF FUNDS PERFORMANCE MEASURES**

A. The release of state funds under this Grant Agreement is contingent upon the GRANTEE certifying that it has expended or has access to funds from non-state sources as set forth in ATTACHMENT B (CERTIFICATION OF THE AVAILABILITY OF FUNDS TO COMPLETE THE PROJECT), hereof. Such non-state sources may consist of a combination of any of the following:

- i) Eligible Project expenditures prior to the execution of this Grant Agreement.
- ii) Cash dedicated to the Project.
- iii) Funds available through a letter of credit or other binding loan commitment(s).
- iv) Pledges from foundations or corporations.
- v) Pledges from individual donors.
- vi) The value of real property when acquired solely for the purposes of this Project, as established and evidenced by a current market value appraisal performed by a licensed, professional real estate appraiser, or a current property tax statement. COMMERCE will not consider appraisals for prospective values of such property for the purposes of calculating the amount of non-state matching fund credit.
- vii) In-kind contributions, subject to COMMERCE'S approval.

- B. The GRANTEE shall maintain records sufficient to evidence that it has access to or has expended funds from such non-state sources, and shall make such records available for COMMERCE's review upon reasonable request.

**4. PREVAILING WAGE LAW**

The Project funded under this Grant may be subject to state prevailing wage law (Chapter 39.12 RCW). The GRANTEE is advised to consult the Industrial Statistician at the Washington Department of Labor and Industries to determine whether prevailing wages must be paid. COMMERCE is not responsible for determining whether prevailing wage applies to this Project or for any prevailing wage payments that may be required by law.

**5. DOCUMENTATION AND SECURITY**

The provisions of this section shall apply to capital projects performed by nonprofit organizations that involve the expenditure of over \$500,000 in state funds. Projects for which the grant award or legislative intent documents specify that the state funding is to be used for design only are exempt from this section.

- A. Deed of Trust. This Grant shall be evidenced by a promissory note and secured by a deed of trust or other appropriate security instrument in favor of COMMERCE (the "Deed of Trust"). The Deed of Trust shall be recorded in the County where the Project is located, and the original returned to COMMERCE after recordation within ninety (90) days of Grant Agreement execution. The Deed of Trust must be recorded before COMMERCE will reimburse the GRANTEE for any Project costs. The amount secured by the Deed of Trust shall be the amount of the Grant as set forth on the Face Sheet, hereof.
- B. Term of Deed of Trust. The Deed of Trust shall remain in full force and effect for a period of ten (10) years following the final payment of state funds to the GRANTEE under this grant. Upon satisfaction of the ten-year term requirement and all other grant terms and conditions, COMMERCE shall, upon written request of the GRANTEE, take appropriate action to reconvey the Deed of Trust.
- C. Title Insurance. The GRANTEE shall purchase an extended coverage lender's policy of title insurance insuring the lien position of the Deed of Trust in an amount not less than the amount of the grant.
- D. Subordination. COMMERCE may agree to subordinate its deed of trust upon request from a private or public lender. Any such request shall be submitted to COMMERCE in writing, and COMMERCE shall respond to the request in writing within thirty (30) days of receiving the request.

**6. BASIS FOR ESTABLISHING REAL PROPERTY VALUES FOR ACQUISITIONS OF REAL PROPERTY PERFORMANCE MEASURES**

When the grant is used to fund the acquisition of real property, the value of the real property eligible for reimbursement under this grant shall be established as follows:

- A. GRANTEE purchases of real property from an independent third-party seller shall be evidenced by a current appraisal prepared by a licensed Washington State commercial real estate appraiser, or a current property tax statement.
- B. GRANTEE purchases of real property from a subsidiary organization, such as an affiliated LLC, shall be evidenced by a current appraisal prepared by a licensed Washington State commercial real estate appraiser or the prior purchase price of the property plus holding costs, whichever is less.

**7. EXPENDITURES ELIGIBLE FOR REIMBURSEMENT**

Payments to the Grantee shall be made on a reimbursement basis only. Costs incurred on or after the EARLIEST DATE FOR CONSTRUCTION REIMBURSEMENT as shown on the Declarations page are eligible for reimbursement under this Grant Agreement. The GRANTEE may be reimbursed for the following eligible costs related to the activities identified in the SCOPE OF WORK shown on Attachment A.



- A. Real property, and costs directly associated with such purchase, when purchased or acquired solely for the purposes of the Project;
- B. Design, engineering, architectural, and planning;
- C. Construction management and observation (from external sources only);
- D. Construction costs including, but not limited to, the following:
  - Site preparation and improvements;
  - Permits and fees;
  - Labor and materials;
  - Taxes on Project goods and services;
  - Capitalized equipment;
  - Information technology infrastructure; and
  - Landscaping.
- E. Other costs authorized through the legislation

## 8. **BILLING PROCEDURES AND PAYMENT**

COMMERCE shall reimburse the GRANTEE for eligible Project expenditures, up to the maximum payable under this Grant Agreement. When requesting reimbursement for expenditures made, the GRANTEE shall submit to COMMERCE a signed and completed Invoice Voucher (Form A-19), that documents capitalized Project activity performed for the billing period. The GRANTEE can submit all Invoice Vouchers and any required documentation electronically through COMMERCE's Contracts Management System (CMS), which is available through the Secure Access Washington (SAW) portal.

The GRANTEE shall evidence the costs claimed on each voucher by including copies of each invoice received from vendors providing Project goods or services covered by the Grant Agreement. The GRANTEE shall also provide COMMERCE with a copy of the cancelled check or electronic funds transfer, as applicable, that confirms that they have paid each expenditure being claimed. The cancelled checks or electronic funds transfers may be submitted to COMMERCE at the time the voucher is initially submitted, or within thirty (30) days thereafter.

The voucher must be certified (signed) by an official of the GRANTEE with authority to bind the GRANTEE. The final voucher shall be submitted to COMMERCE within sixty (60) days following the completion of work or other termination of this Grant Agreement, or within fifteen (15) days following the end of the state biennium unless Grant Agreement funds are reappropriated by the Legislature in accordance with Section 19, hereof.

Each request for payment must be accompanied by a Project Status Report, which describes, in narrative form, the progress made on the Project since the last invoice was submitted, as well as a report of Project status to date. COMMERCE will not release payment for any reimbursement request received unless and until the Project Status Report is received. After approving the Invoice Voucher and Project Status Report, COMMERCE shall promptly remit a warrant to the GRANTEE. COMMERCE will pay GRANTEE upon acceptance of services provided and receipt of properly completed invoices, which shall be submitted to the Representative for COMMERCE **not more often than monthly**.

Payment shall be considered timely if made by COMMERCE within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the GRANTEE.

COMMERCE may, in its sole discretion, terminate the Grant or withhold payments claimed by the GRANTEE for services rendered if the GRANTEE fails to satisfactorily comply with any term or condition of this Grant.

No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by COMMERCE.

#### Duplication of Billed Costs

The GRANTEE shall not bill COMMERCE for services performed under this Grant Agreement, and COMMERCE shall not pay the GRANTEE, if the GRANTEE is entitled to payment or has been or will be paid by any other source, including grants, for that service.

#### Disallowed Costs

The GRANTEE is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subgrantees.

### **9. SUBCONTRACTOR DATA COLLECTION**

GRANTEE will submit reports, in a form and format to be provided by COMMERCE and at intervals as agreed by the parties, regarding work under this Grant performed by subcontractors and the portion of Grant funds expended for work performed by subcontractors, including but not necessarily limited to minority-owned, woman-owned, and veteran-owned business subcontractors.

"Subcontractors" shall mean subcontractors of any tier.

### **10. CERTIFIED PROJECT COMPLETION REPORT AND FINAL PAYMENT**

The GRANTEE shall complete a Certified Project Completion Report when activities identified in the SCOPE OF WORK shown on Attachment A are complete.

The GRANTEE shall provide the following information to COMMERCE:

- A. A certified statement that the Project, as described in the SCOPE OF WORK shown on Attachment A, is complete and, if applicable, meets required standards.
- B. A certified statement of the actual dollar amounts spent, from all funding sources, in completing the project as described in the SCOPE OF WORK shown on Attachment A.
- C. Certification that all costs associated with the Project have been incurred and accounted for. Costs are incurred when goods and services are received and/or Grant work is performed.
- D. A final voucher for the remaining eligible funds, including any required documentation.

The GRANTEE will submit the Certified Project Completion Report together with the last Invoice Voucher for a sum not to exceed the balance of the Grant Amount.

### **11. INSURANCE**

The GRANTEE shall provide insurance coverage as set out in this section. The intent of the required insurance is to protect the state of Washington should there be any claims, suits, actions, costs, damages or expenses arising from any loss, or negligent or intentional act or omission of the GRANTEE, or Subgrantee, or agents of either, while performing under the terms of this Grant.

The insurance required shall be issued by an insurance company authorized to do business within the state of Washington. Except for Professional Liability or Errors and Omissions Insurance, the insurance shall name the state of Washington, its agents, officers, and employees as additional insureds under the insurance policy. All policies shall be primary to any other valid and collectable insurance. The GRANTEE shall instruct the insurers to give COMMERCE thirty (30) calendar days advance notice of any insurance cancellation or modification.

The GRANTEE shall submit to COMMERCE within fifteen (15) calendar days of the Grant start date, a certificate of insurance which outlines the coverage and limits defined in this insurance section. During the term of the Grant, the GRANTEE shall submit renewal certificates not less than thirty (30) calendar days prior to expiration of each policy required under this section.

The GRANTEE shall provide insurance coverage that shall be maintained in full force and effect during the term of this Grant, as follows:

**Commercial General Liability Insurance Policy.** Provide a Commercial General Liability Insurance Policy, including contractual liability, written on an occurrence basis, in adequate quantity to protect against legal liability arising out of Grant activity but no less than \$1,000,000 per occurrence.

Additionally, the GRANTEE is responsible for ensuring that any Subgrantee/subcontractor provide adequate insurance coverage for the activities arising out of subgrants/subcontracts.

**Automobile Liability.** In the event that performance pursuant to this Grant involves the use of vehicles, owned or operated by the GRANTEE or its Subgrantee/subcontractor, automobile liability insurance shall be required. The minimum limit for automobile liability is \$1,000,000 per occurrence, using a Combined Single Limit for bodily injury and property damage.

**Professional Liability, Errors and Omissions Insurance.** The GRANTEE shall maintain Professional Liability or Errors and Omissions Insurance. The GRANTEE shall maintain minimum limits of no less than \$1,000,000 per occurrence to cover all activities by the GRANTEE and licensed staff employed or under contract to the GRANTEE. The state of Washington, its agents, officers, and employees need *not* be named as additional insureds under this policy.

**Fidelity Insurance.** Every officer, director, employee, or agent who is authorized to act on behalf of the GRANTEE for the purpose of receiving or depositing funds into program accounts or issuing financial documents, checks, or other instruments of payment for program costs shall be insured to provide protection against loss:

- A. The amount of fidelity coverage secured pursuant to this Grant shall be \$2,000,000 or the highest of planned reimbursement for the Grant period, whichever is lowest. Fidelity insurance secured pursuant to this paragraph shall name COMMERCE as beneficiary.
- B. Subgrantees/subcontractors that receive \$10,000 or more per year in funding through this Grant shall secure fidelity insurance as noted above. Fidelity insurance secured by Subgrantees/subcontractors pursuant to this paragraph shall name the GRANTEE and the GRANTEE's fiscal agent as beneficiary.
- C. The GRANTEE shall provide, at COMMERCE's request, copies of insurance instruments or certifications from the insurance issuing agency. The copies or certifications shall show the insurance coverage, the designated beneficiary, who is covered, the amounts, the period of coverage, and that COMMERCE will be provided thirty (30) days advance written notice of cancellation.

**GRANTEES and Local Governments that Participate in a Self-Insurance Program.**

Self-Insured/Liability Pool or Self-Insured Risk Management Program – With prior approval from COMMERCE, the GRANTEE may provide the coverage above under a self-insured/liability pool or self-insured risk management program. In order to obtain permission from COMMERCE, the GRANTEE shall provide: (1) a description of its self-insurance program, and (2) a certificate and/or letter of coverage that outlines coverage limits and deductibles. All self-insured risk management programs or self-insured/liability pool financial reports must comply with Generally Accepted Accounting Principles (GAAP) and adhere to accounting standards promulgated by: 1) Governmental Accounting Standards Board (GASB), 2) Financial Accounting Standards Board (FASB), and 3) the Washington State Auditor's annual instructions for financial reporting. GRANTEE's participating in joint risk pools shall maintain sufficient documentation to support the aggregate claim liability information reported on the balance sheet. The state of Washington, its agents, and employees need not be named as additional insured under a self-insured property/liability pool, if the pool is prohibited from naming third parties as additional insured.

GRANTEE shall provide annually to COMMERCE a summary of coverages and a letter of self insurance, evidencing continued coverage under GRANTEE's self-insured/liability pool or self-insured risk management program. Such annual summary of coverage and letter of self insurance will be provided on the anniversary of the start date of this Agreement.

## **12. ORDER OF PRECEDENCE**

In the event of an inconsistency in this Grant, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes and regulations
- Declarations page of this Grant Agreement
- Special Terms and Conditions
- General Terms and Conditions
- Attachment A – Scope of Work
- Attachment B – Certification of the Availability of Funds to Complete the Project
- Attachment C – Certification of the Payment and Reporting of Prevailing Wages
- Attachment D – Certification of Intent to Enter the Leadership in Energy and Environmental Design (LEED) Certification Process

## **13. REDUCTION IN FUNDS**

In the event state funds appropriated for the work contemplated under this Grant Agreement are withdrawn, reduced, or limited in any way by the Governor or the Washington State Legislature during the Grant Agreement period, the parties hereto shall be bound by any such revised funding limitations as implemented at the discretion of COMMERCE, and shall meet and renegotiate the Grant Agreement accordingly.

## **14. OWNERSHIP OF PROJECT/CAPITAL FACILITIES**

COMMERCE makes no claim to any real property improved or constructed with funds awarded under this Grant Agreement and does not assert and will not acquire any ownership interest in or title to the capital facilities and/or equipment constructed or purchased with state funds under this Grant Agreement; provided, however, that COMMERCE may be granted a security interest in real property, to secure funds awarded under this Grant Agreement. This provision does not extend to claims that COMMERCE may bring against the GRANTEE in recapturing funds expended in violation of this Grant Agreement.

## **15. CHANGE OF OWNERSHIP OR USE FOR GRANTEE-OWNED PROPERTY**

- A. The GRANTEE understands and agrees that any and all real property or facilities owned by the GRANTEE that are acquired, constructed, or otherwise improved by the GRANTEE using state funds under this Grant Agreement, shall be held and used by the GRANTEE for the purpose or purposes stated elsewhere in this Grant Agreement for a period of at least ten (10) years from the date the final payment is made hereunder.
- B. This provision shall not be construed to prohibit the GRANTEE from selling any property or properties described in this section; Provided, that any such sale shall be subject to prior review and approval by COMMERCE, and that all proceeds from such sale shall be applied to the purchase price of a different facility or facilities of equal or greater value than the original facility and that any such new facility or facilities will be used for the purpose or purposes stated elsewhere in this Grant Agreement.
- C. In the event the GRANTEE is found to be out of compliance with this section, the GRANTEE shall repay to the state general fund the principal amount of the grant as stated on the Face Sheet, hereof, plus interest calculated at the rate of interest on state of Washington general obligation bonds issued most closely to the effective date of the legislation in which the subject facility was authorized. Repayment shall be made pursuant to Section 46 (Recapture provision).

**16. CHANGE OF USE FOR LEASED PROPERTY PERFORMANCE MEASURE**

- A. The GRANTEE understands and agrees that any facility leased by the GRANTEE that is constructed, renovated, or otherwise improved using state funds under this Grant Agreement shall be used by the GRANTEE for the purpose or purposes stated elsewhere in this Grant Agreement for a period of at least ten (10) years from the date the final payment is made hereunder.
- B. In the event the GRANTEE is found to be out of compliance with this section, the GRANTEE shall repay to the state general fund the principal amount of the grant as stated on the Face Sheet, hereof, plus interest calculated at the rate of interest on state of Washington general obligation bonds issued most closely to the effective date of the legislation in which the subject facility was authorized. Repayment shall be made pursuant to Section 46 (Recapture Provision).

**17. SIGNAGE, MARKERS AND PUBLICATIONS**

If, during the period covered by this Grant Agreement, the GRANTEE displays or circulates any communication, publication, or donor recognition identifying the financial participants in the Project, any such communication or publication must identify "The Taxpayers of Washington State" as a participant.

**18. HISTORICAL AND CULTURAL ARTIFACTS**

Prior to approval and disbursement of any funds awarded under this Grant Agreement, GRANTEE shall complete the requirements of Governor's Executive Order 05-05, where applicable, or GRANTEE shall complete a review under Section 106 of the National Historic Preservation Act, if applicable. GRANTEE agrees that the GRANTEE is legally and financially responsible for compliance with all laws, regulations, and agreements related to the preservation of historical or cultural resources and agrees to hold harmless COMMERCE and the state of Washington in relation to any claim related to such historical or cultural resources discovered, disturbed, or damaged as a result of the project funded by this Grant Agreement.

In addition to the requirements set forth in this Grant Agreement, GRANTEE shall, in accordance with Governor's Executive Order 05-05, coordinate with COMMERCE and the Washington State Department of Archaeology and Historic Preservation ("DAHP"), including any recommended consultation with any affected tribe(s), during Project design and prior to construction to determine the existence of any tribal cultural resources affected by the Project. GRANTEE agrees to avoid, minimize, or mitigate impacts to the cultural resource as a continuing prerequisite to receipt of funds under this Grant Agreement.

The GRANTEE agrees that, unless the GRANTEE is proceeding under an approved historical and cultural monitoring plan or other memorandum of agreement, if historical or cultural artifacts are discovered during construction, the GRANTEE shall immediately stop construction and notify the local historical preservation officer and the state's historical preservation officer at DAHP, and the COMMERCE Representative identified on the Face Sheet. If human remains are uncovered, the GRANTEE shall report the presence and location of the remains to the coroner and local enforcement immediately, then contact DAHP and the concerned tribe's cultural staff or committee.

The GRANTEE shall require this provision to be contained in all subcontracts for work or services related to the Scope of Work attached hereto.

In addition to the requirements set forth in this Grant Agreement, GRANTEE agrees to comply with RCW 27.44 regarding Indian Graves and Records; RCW 27.53 regarding Archaeological Sites and Resources; RCW 68.60 regarding Abandoned and Historic Cemeteries and Historic Graves; and WAC 25-48 regarding Archaeological Excavation and Removal Permits.

Completion of the requirements of Section 106 of the National Historic Preservation Act shall substitute for completion of Governor's Executive Order 05-05.



In the event that the GRANTEE finds it necessary to amend the Scope of Work the GRANTEE may be required to re-comply with Governor's Executive Order 05-05 or Section 106 of the National Historic Preservation Act.

**19. REAPPROPRIATION**

- A.** The parties hereto understand and agree that any state funds not expended by the BIENNIUM CLOSE DATE listed on the Declarations page will lapse on that date unless specifically reappropriated by the Washington State Legislature. If funds are so reappropriated, the state's obligation under the terms of this Grant Agreement shall be contingent upon the terms of such reappropriation.
- B.** In the event any funds awarded under this Grant Agreement are reappropriated for use in a future biennium, COMMERCE reserves the right to assign a reasonable share of any such reappropriation for administrative costs.

**20. TERMINATION FOR FRAUD OR MISREPRESENTATION**

In the event the GRANTEE commits fraud or makes any misrepresentation in connection with the Grant application or during the performance of this Grant Agreement, COMMERCE reserves the right to terminate or amend this Grant Agreement accordingly, including the right to recapture all funds disbursed to the GRANTEE under the Grant.

**GENERAL TERMS AND CONDITIONS**  
**GENERAL GRANT**  
**STATE FUNDS**

**21. DEFINITIONS**

As used throughout this Grant, the following terms shall have the meaning set forth below:

- A. "Authorized Representative" shall mean the Director and/or the designee authorized in writing to act on the Director's behalf.
- B. "COMMERCE" shall mean the Department of Commerce.
- C. "GRANTEE" shall mean the entity identified on the Face Sheet performing service(s) under this Grant, and shall include all employees and agents of the GRANTEE.
- D. "Personal Information" shall mean information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers.
- E. "State" shall mean the state of Washington.
- F. "Subgrantee/subcontractor" shall mean one not in the employment of the GRANTEE, who is performing all or part of those services under this Grant under a separate Grant with the GRANTEE. The terms "subgrantee/subcontractor" refers to any tier.
- G. "Subrecipient" shall mean a non-federal entity that expends federal awards received from a pass-through entity to carry out a federal program, but does not include an individual that is a beneficiary of such a program. It also excludes vendors that receive federal funds in exchange for goods and/or services in the course of normal trade or commerce.
- H. "Vendor" is an entity that agrees to provide the amount and kind of services requested by COMMERCE; provides services under the grant only to those beneficiaries individually determined to be eligible by COMMERCE and, provides services on a fee-for-service or per-unit basis with contractual penalties if the entity fails to meet program performance standards.
- I. "Grant Agreement" or "Agreement" means the entire written agreement between COMMERCE and the GRANTEE, including any Attachments, Exhibits, documents, or materials incorporated by reference.

**22. ACCESS TO DATA**

In compliance with RCW 39.26.180, the GRANTEE shall provide access to data generated under this Grant to COMMERCE, the Joint Legislative Audit and Review Committee, and the Office of the State Auditor at no additional cost. This includes access to all information that supports the findings, conclusions, and recommendations of the GRANTEE's reports, including computer models and the methodology for those models.

**23. ADVANCE PAYMENTS PROHIBITED**

No payments in advance of or in anticipation of goods or services to be provided under this Grant shall be made by COMMERCE.

**24. ALL WRITINGS CONTAINED HEREIN**

This Grant contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Grant shall be deemed to exist or to bind any of the parties hereto.

**25. AMENDMENTS**

This Grant may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

**26. AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, ALSO REFERRED TO AS THE "ADA" 28 CFR PART 35**

The GRANTEE must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

**27. ASSIGNMENT**

Neither this Grant, nor any claim arising under this Grant, shall be transferred or assigned by the GRANTEE without prior written consent of COMMERCE.

**28. ATTORNEYS' FEES**

Unless expressly permitted under another provision of the Grant, in the event of litigation or other action brought to enforce Grant terms, each party agrees to bear its own attorney's fees and costs.

**29. AUDIT**

**A. General Requirements**

COMMERCE reserves the right to require an audit. If required, GRANTEEs are to procure audit services based on the following guidelines.

The GRANTEE shall maintain its records and accounts so as to facilitate audits and shall ensure that subgrantees also maintain auditable records.

The GRANTEE is responsible for any audit exceptions incurred by its own organization or that of its subgrantees.

COMMERCE reserves the right to recover from the GRANTEE all disallowed costs resulting from the audit.

Responses to any unresolved management findings and disallowed or questioned costs shall be included with the audit report. The GRANTEE must respond to COMMERCE requests for information or corrective action concerning audit issues within thirty (30) days of the date of request.

**B. State Funds Requirements**

In the event an audit is required, if the GRANTEE is a state or local government entity, the Office of the State Auditor shall conduct the audit. Audits of non-profit organizations are to be conducted by a certified public accountant selected by the GRANTEE.

The GRANTEE shall include the above audit requirements in any subcontracts.

In any case, the GRANTEE's records must be available for review by COMMERCE.

**C. Documentation Requirements**

The GRANTEE must send a copy of the audit report described above no later than nine (9) months after the end of the GRANTEE's fiscal year(s) by sending a scanned copy to [comacctoffice@commerce.wa.gov](mailto:comacctoffice@commerce.wa.gov) or a hard copy to:

Department of Commerce  
ATTN: Accounting Services  
1011 Plum Street SE  
PO Box 42525  
Olympia WA 98504-2525

In addition to sending a copy of the audit, when applicable, the GRANTEE must include:

- Corrective action plan for audit findings within three (3) months of the audit being received by COMMERCE.
- Copy of the Management Letter.

If the GRANTEE is required to obtain a Single Audit consistent with Circular A-133 requirements, a copy must be provided to COMMERCE; no other report is required.

### **30. CONFIDENTIALITY/SAFEGUARDING OF INFORMATION**

- A. "Confidential Information" as used in this section includes:
1. All material provided to the GRANTEE by COMMERCE that is designated as "confidential" by COMMERCE;
  2. All material produced by the GRANTEE that is designated as "confidential" by COMMERCE; and
  3. All personal information in the possession of the GRANTEE that may not be disclosed under state or federal law. "Personal information" includes but is not limited to information related to a person's name, health, finances, education, business, use of government services, addresses, telephone numbers, social security number, driver's license number and other identifying numbers, and "Protected Health Information" under the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- B. The GRANTEE shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The GRANTEE shall use Confidential Information solely for the purposes of this Grant and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of COMMERCE or as may be required by law. The GRANTEE shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or federal laws related thereto. Upon request, the GRANTEE shall provide COMMERCE with its policies and procedures on confidentiality. COMMERCE may require changes to such policies and procedures as they apply to this Grant whenever COMMERCE reasonably determines that changes are necessary to prevent unauthorized disclosures. The GRANTEE shall make the changes within the time period specified by COMMERCE. Upon request, the GRANTEE shall immediately return to COMMERCE any Confidential Information that COMMERCE reasonably determines has not been adequately protected by the GRANTEE against unauthorized disclosure.
- C. Unauthorized Use or Disclosure. The GRANTEE shall notify COMMERCE within five (5) working days of any unauthorized use or disclosure of any confidential information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

### **31. CONFLICT OF INTEREST**

Notwithstanding any determination by the Executive Ethics Board or other tribunal, COMMERCE may, in its sole discretion, by written notice to the GRANTEE terminate this Grant Agreement if it is found after due notice and examination by COMMERCE that there is a violation of the Ethics in Public Service Act, Chapters 42.52 RCW and 42.23 RCW; or any similar statute involving the GRANTEE in the procurement of, or performance under this Grant Agreement.

Specific restrictions apply to contracting with current or former state employees pursuant to chapter 42.52 of the Revised Code of Washington. The GRANTEE and their subcontractor(s) must identify any person employed in any capacity by the state of Washington that worked on this Grant, or any matter related to the project funded under this Grant or any other state funded project, including but not limited to formulating or drafting legislation, participating in grant procurement, planning and execution, awarding grants, or monitoring grants, during the 24 month period preceding the start date of this Grant. Identify the individual by name, the agency previously or currently employed by, job title or position held, and separation date. If it is determined by COMMERCE that a conflict of interest exists, the GRANTEE may be disqualified from further consideration for the award of a Grant.

In the event this Grant Agreement is terminated as provided above, COMMERCE shall be entitled to pursue the same remedies against the GRANTEE as it could pursue in the event of a breach of the Grant Agreement by the GRANTEE. The rights and remedies of COMMERCE provided for in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law. The existence of facts upon which COMMERCE makes any determination under this clause shall be an issue and may be reviewed as provided in the "Disputes" clause of this Grant Agreement.

### **32. COPYRIGHT PROVISIONS**

Unless otherwise provided, all Materials produced under this Grant shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by COMMERCE. COMMERCE shall be considered the author of such Materials. In the event the Materials are not considered "works for hire" under the U.S. Copyright laws, the GRANTEE hereby irrevocably assigns all right, title, and interest in all Materials, including all intellectual property rights, moral rights, and rights of publicity to COMMERCE effective from the moment of creation of such Materials.

"Materials" means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. "Ownership" includes the right to copyright, patent, register and the ability to transfer these rights.

For Materials that are delivered under the Grant, but that incorporate pre-existing materials not produced under the Grant, the GRANTEE hereby grants to COMMERCE a nonexclusive, royalty-free, irrevocable license (with rights to sublicense to others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The GRANTEE warrants and represents that the GRANTEE has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to COMMERCE.

The GRANTEE shall exert all reasonable effort to advise COMMERCE, at the time of delivery of Materials furnished under this Grant, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Grant. The GRANTEE shall provide COMMERCE with prompt written notice of each notice or claim of infringement received by the GRANTEE with respect to any Materials delivered under this Grant. COMMERCE shall have the right to modify or remove any restrictive markings placed upon the Materials by the GRANTEE.

### **33. DISPUTES**

Except as otherwise provided in this Grant, when a dispute arises between the parties and it cannot be resolved by direct negotiation, either party may request a dispute hearing with the Director of COMMERCE, who may designate a neutral person to decide the dispute.

The request for a dispute hearing must:

- be in writing;
- state the disputed issues;
- state the relative positions of the parties;
- state the GRANTEE's name, address, and Grant number; and
- be mailed to the Director and the other party's (respondent's) Grant Representative within three (3) working days after the parties agree that they cannot resolve the dispute.

The respondent shall send a written answer to the requestor's statement to both the Director or the Director's designee and the requestor within five (5) working days.

The Director or designee shall review the written statements and reply in writing to both parties within ten (10) working days. The Director or designee may extend this period if necessary by notifying the parties.

The decision shall not be admissible in any succeeding judicial or quasi-judicial proceeding. The parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal.

Nothing in this Grant shall be construed to limit the parties' choice of a mutually acceptable alternate dispute resolution (ADR) method in addition to the dispute hearing procedure outlined above.



**34. DUPLICATE PAYMENT**

COMMERCE shall not pay the GRANTEE, if the GRANTEE has charged or will charge the State of Washington or any other party under any other Grant, subgrant/subcontract, or agreement, for the same services or expenses.

**35. GOVERNING LAW AND VENUE**

This Grant shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

**36. INDEMNIFICATION**

To the fullest extent permitted by law, the GRANTEE shall indemnify, defend, and hold harmless the state of Washington, COMMERCE, agencies of the state and all officials, agents and employees of the state, from and against all claims. "Claim" as used in this Grant Agreement, means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable for bodily injury, sickness, disease, or death, or injury to or the destruction of tangible property including loss of use resulting therefrom.

The GRANTEE's obligation to indemnify, defend, and hold harmless includes any claim by GRANTEE's agents, employees, representatives, or any subgrantee/subcontractor or its employees. GRANTEE expressly agrees to indemnify, defend, and hold harmless the State for any claim arising out of or incident to GRANTEE'S or any subgrantee's/subcontractor's performance or failure to perform the Grant. GRANTEE'S obligation to indemnify, defend, and hold harmless the State shall not be eliminated or reduced by any actual or alleged concurrent negligence of State or its agents, agencies, employees and officials.

The GRANTEE waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless the state and its agencies, officers, agents or employees.

**37. INDEPENDENT CAPACITY OF THE GRANTEE**

The parties intend that an independent contractor relationship will be created by this Grant. The GRANTEE and its employees or agents performing under this Grant Agreement are not employees or agents of the state of Washington or COMMERCE. The GRANTEE will not hold itself out as or claim to be an officer or employee of COMMERCE or of the state of Washington by reason hereof, nor will the GRANTEE make any claim of right, privilege or benefit which would accrue to such officer or employee under law. Conduct and control of the work will be solely with the GRANTEE.

**38. INDUSTRIAL INSURANCE COVERAGE**

The GRANTEE shall comply with all applicable provisions of Title 51 RCW, Industrial Insurance. If the GRANTEE fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its employees as may be required by law, COMMERCE may collect from the GRANTEE the full amount payable to the Industrial Insurance Accident Fund. COMMERCE may deduct the amount owed by the GRANTEE to the accident fund from the amount payable to the GRANTEE by COMMERCE under this Grant Agreement, and transmit the deducted amount to the Department of Labor and Industries, (L&I) Division of Insurance Services. This provision does not waive any of L&I's rights to collect from the GRANTEE.

**39. LAWS**

The GRANTEE shall comply with all applicable laws, ordinances, codes, regulations and policies of local and state and federal governments, as now or hereafter amended.

**40. LICENSING, ACCREDITATION AND REGISTRATION**

The GRANTEE shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this Grant Agreement.

**41. LIMITATION OF AUTHORITY**

Only the Authorized Representative or Authorized Representative's delegate by writing (delegation to be made prior to action) shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this Grant Agreement. Furthermore, any alteration, amendment, modification, or waiver of any clause or condition of this Grant Agreement is not effective or binding unless made in writing and signed by the Authorized Representative.

**42. NONCOMPLIANCE WITH NONDISCRIMINATION LAWS**

During the performance of this Grant, the GRANTEE shall comply with all federal, state, and local nondiscrimination laws, regulations and policies. In the event of the GRANTEE's non-compliance or refusal to comply with any nondiscrimination law, regulation or policy, this Grant may be rescinded, canceled or terminated in whole or in part, and the GRANTEE may be declared ineligible for further Grants with COMMERCE. The GRANTEE shall, however, be given a reasonable time in which to cure this noncompliance. Any dispute may be resolved in accordance with the "Disputes" procedure set forth herein.

**43. PAY EQUITY**

The GRANTEE agrees to ensure that "similarly employed" individuals in its workforce are compensated as equals, consistent with the following:

- a. Employees are "similarly employed" if the individuals work for the same employer, the performance of the job requires comparable skill, effort, and responsibility, and the jobs are performed under similar working conditions. Job titles alone are not determinative of whether employees are similarly employed;
- b. GRANTEE may allow differentials in compensation for its workers if the differentials are based in good faith and on any of the following:
  - (i) A seniority system; a merit system; a system that measures earnings by quantity or quality of production; a bona fide job-related factor or factors; or a bona fide regional difference in compensation levels.
  - (ii) A bona fide job-related factor or factors may include, but not be limited to, education, training, or experience that is: Consistent with business necessity; not based on or derived from a gender-based differential; and accounts for the entire differential.
  - (iii) A bona fide regional difference in compensation level must be: Consistent with business necessity; not based on or derived from a gender-based differential; and account for the entire differential.

This Grant Agreement may be terminated by COMMERCE, if COMMERCE or the Department of Enterprise services determines that the GRANTEE is not in compliance with this provision.

**44. POLITICAL ACTIVITIES**

Political activity of GRANTEE employees and officers are limited by the State Campaign Finances and Lobbying provisions of Chapter 42.17a RCW and the Federal Hatch Act, 5 USC 1501 - 1508. No funds may be used for working for or against ballot measures or for or against the candidacy of any person for public office.

**45. PUBLICITY**

The GRANTEE agrees not to publish or use any advertising or publicity materials in which the state of Washington or COMMERCE's name is mentioned, or language used from which the connection with the state of Washington's or COMMERCE's name may reasonably be inferred or implied, without the prior written consent of COMMERCE.

**46. RECAPTURE**

In the event that the GRANTEE fails to perform this Grant in accordance with state laws, federal laws, and/or the provisions of this Grant, COMMERCE reserves the right to recapture funds in an amount to compensate COMMERCE for the noncompliance in addition to any other remedies available at law or in equity.

Repayment by the GRANTEE of funds under this recapture provision shall occur within the time period specified by COMMERCE. In the alternative, COMMERCE may recapture such funds from payments due under this Grant.

**47. RECORDS MAINTENANCE**

The GRANTEE shall maintain books, records, documents, data and other evidence relating to this Grant and performance of the services described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Grant.

GRANTEE shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the Grant, shall be subject at all reasonable times to inspection, review or audit by COMMERCE, personnel duly authorized by COMMERCE, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

**48. REGISTRATION WITH DEPARTMENT OF REVENUE**

If required by law, the GRANTEE shall complete registration with the Washington State Department of Revenue.

**49. RIGHT OF INSPECTION**

The GRANTEE shall provide right of access to its facilities to COMMERCE, or any of its officers, or to any other authorized agent or official of the state of Washington or the federal government, at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this Grant.

**50. SAVINGS**

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Grant and prior to normal completion, COMMERCE may terminate the Grant under the "Termination for Convenience" clause, without the ten calendar day notice requirement. In lieu of termination, the Grant may be amended to reflect the new funding limitations and conditions.

**51. SEVERABILITY**

The provisions of this Grant are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the Grant.

**52. SITE SECURITY**

While on COMMERCE premises, GRANTEE, its agents, employees, or subcontractors shall conform in all respects with physical, fire or other security policies or regulations.

**53. SUBGRANTING/SUBCONTRACTING**

Neither the GRANTEE nor any subgrantee/subcontractor shall enter into subgrants/subcontracts for any of the work contemplated under this Grant Agreement without obtaining prior written approval of COMMERCE. In no event shall the existence of the subgrant/subcontract operate to release or reduce the liability of the GRANTEE to COMMERCE for any breach in the performance of the GRANTEE's duties. This clause does not include Grants of employment between the GRANTEE and personnel assigned to work under this Grant.

Additionally, the GRANTEE is responsible for ensuring that all terms, conditions, assurances and certifications set forth in this agreement are carried forward to any subgrants/subcontracts. GRANTEE and its subgrantees/subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of COMMERCE or as provided by law.

**54. SURVIVAL**

The terms, conditions, and warranties contained in this Grant that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Grant shall so survive.

**55. TAXES**

All payments accrued on account of payroll taxes, unemployment contributions, the GRANTEE's income or gross receipts, any other taxes, insurance or expenses for the GRANTEE or its staff shall be the sole responsibility of the GRANTEE.

**56. TERMINATION FOR CAUSE**

In the event COMMERCE determines the GRANTEE has failed to comply with the conditions of this Grant in a timely manner, COMMERCE has the right to suspend or terminate this Grant. Before suspending or terminating the Grant, COMMERCE shall notify the GRANTEE in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the Grant may be terminated or suspended.

In the event of termination or suspension, the GRANTEE shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original Grant and the replacement or cover Grant and all administrative costs directly related to the replacement Grant, e.g., cost of the competitive bidding, mailing, advertising and staff time.

COMMERCE reserves the right to suspend all or part of the Grant, withhold further payments, or prohibit the GRANTEE from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the GRANTEE or a decision by COMMERCE to terminate the Grant. A termination shall be deemed a "Termination for Convenience" if it is determined that the GRANTEE: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of COMMERCE provided in this Grant are not exclusive and are, in addition to any other rights and remedies, provided by law.

**57. TERMINATION FOR CONVENIENCE**

Except as otherwise provided in this Grant, COMMERCE may, by ten (10) business days written notice, beginning on the second day after the mailing, terminate this Grant, in whole or in part. If this Grant is so terminated, COMMERCE shall be liable only for payment required under the terms of this Grant for services rendered or goods delivered prior to the effective date of termination.

**58. TERMINATION PROCEDURES**

Upon termination of this Grant, COMMERCE, in addition to any other rights provided in this Grant, may require the GRANTEE to deliver to COMMERCE any property specifically produced or acquired for the performance of such part of this Grant as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

COMMERCE shall pay to the GRANTEE the agreed upon price, if separately stated, for completed work and services accepted by COMMERCE, and the amount agreed upon by the GRANTEE and COMMERCE for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services that are accepted by COMMERCE, and (iv) the protection and preservation of property, unless the termination is for default, in which case the AUTHORIZED REPRESENTATIVE shall determine the extent of the liability of COMMERCE. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this

Grant. COMMERCE may withhold from any amounts due the GRANTEE such sum as the AUTHORIZED REPRESENTATIVE determines to be necessary to protect COMMERCE against potential loss or liability.

The rights and remedies of COMMERCE provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Grant Agreement.

After receipt of a notice of termination, and except as otherwise directed by the AUTHORIZED REPRESENTATIVE, the GRANTEE shall:

1. Stop work under the Grant on the date, and to the extent specified, in the notice;
2. Place no further orders or subgrants/subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the Grant that is not terminated;
3. Assign to COMMERCE, in the manner, at the times, and to the extent directed by the AUTHORIZED REPRESENTATIVE, all of the rights, title, and interest of the GRANTEE under the orders and subgrants/subcontracts so terminated, in which case COMMERCE has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subgrants/subcontracts;
4. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the AUTHORIZED REPRESENTATIVE to the extent AUTHORIZED REPRESENTATIVE may require, which approval or ratification shall be final for all the purposes of this clause;
5. Transfer title to COMMERCE and deliver in the manner, at the times, and to the extent directed by the AUTHORIZED REPRESENTATIVE any property which, if the Grant had been completed, would have been required to be furnished to COMMERCE;
6. Complete performance of such part of the work as shall not have been terminated by the AUTHORIZED REPRESENTATIVE; and
7. Take such action as may be necessary, or as the AUTHORIZED REPRESENTATIVE may direct, for the protection and preservation of the property related to this Grant, which is in the possession of the GRANTEE and in which COMMERCE has or may acquire an interest.

#### **59. TREATMENT OF ASSETS**

Title to all property furnished by COMMERCE shall remain in COMMERCE. Title to all property furnished by the GRANTEE, for the cost of which the GRANTEE is entitled to be reimbursed as a direct item of cost under this Grant, shall pass to and vest in COMMERCE upon delivery of such property by the GRANTEE. Title to other property, the cost of which is reimbursable to the GRANTEE under this Grant, shall pass to and vest in COMMERCE upon (i) issuance for use of such property in the performance of this Grant, or (ii) commencement of use of such property in the performance of this Grant, or (iii) reimbursement of the cost thereof by COMMERCE in whole or in part, whichever first occurs.

- A. Any property of COMMERCE furnished to the GRANTEE shall, unless otherwise provided herein or approved by COMMERCE, be used only for the performance of this Grant.
  - B. The GRANTEE shall be responsible for any loss or damage to property of COMMERCE that results from the negligence of the GRANTEE or which results from the failure on the part of the GRANTEE to maintain and administer that property in accordance with sound management practices.
  - C. If any COMMERCE property is lost, destroyed or damaged, the GRANTEE shall immediately notify COMMERCE and shall take all reasonable steps to protect the property from further damage.
  - D. The GRANTEE shall surrender to COMMERCE all property of COMMERCE prior to settlement upon completion, termination or cancellation of this Grant
- All reference to the GRANTEE under this clause shall also include GRANTEE'S employees, agents or subgrantees/subcontractors.

#### **60. WAIVER**

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Grant unless stated to be such in writing and signed by Authorized Representative of COMMERCE.





## **ATTACHMENT A - SCOPE OF WORK**

Funds awarded under this grant will be used for capital expenditures related to the construction of the Shelton Civic Center Parking Lot. The location of the project is: 401-499 West Cota Street, Shelton, WA.

This project will convert a half block City-owned gravel parking lot into a paved parking lot with infrastructure improvements, landscaping, and community recreation amenities. Construction will include and not be limited to:

- Project design
- In-ground utility and stormwater system upgrades
- Landscaping
- Paving and striping the parking lot
- Purchase & installation of recreational amenities: 4 basketball hoops, 2 pickleball courts.

This project began in June, 2019 and construction is expected to be complete by October 2020.

All project work completed with prior legislative approval. The "Copyright Provisions", Section 32 of the General Terms and Conditions, are not intended to apply to any architectural and engineering design work funded by this grant.

### **CERTIFICATION PERFORMANCE MEASURE**

The GRANTEE, by its signature, certifies that the declaration set forth above has been reviewed and approved by the GRANTEE's governing body as of the date and year written below.

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GRANTEE

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TITLE

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DATE



**ATTACHMENT B - CERTIFICATION OF THE AVAILABILITY OF FUNDS TO COMPLETE THE PROJECT**

| <b>Type of Funding</b>            | <b>Source Description</b>               | <b>Amount</b>       |
|-----------------------------------|---|---------------------|
| Grant                             | Washington State Department of Commerce | \$277,340.00        |
| <b><i>Other Grants</i></b>        |   |                     |
| Grant #1                          |   | \$                  |
| Grant #2                          |   | \$                  |
| <b>Total Other Grants</b>         |   | <b>\$0.00</b>       |
| <b><i>Other Loans</i></b>         |   |                     |
| Loan #1                           |   | \$                  |
| Loan #2                           |   | \$                  |
| <b>Total Loans</b>                |   | <b>\$0.00</b>       |
| <b><i>Other Local Revenue</i></b> |   |                     |
| Source #1                         |   | \$                  |
| <b>Total Local Revenue</b>        |   | <b>\$0.00</b>       |
| <b><i>Other Funds</i></b>         |   |                     |
| Source #1                         | Shelton Centennial Lions Club           | \$4,200.00          |
| Source #2                         |   | \$                  |
| <b>Total Other Funds</b>          |   | <b>\$4,200.00</b>   |
| <b>Total Project Funding</b>      |   | <b>\$281,540.00</b> |

**CERTIFICATION PERFORMANCE MEASURE**

The GRANTEE, by its signature, certifies that project funding from sources other than those provided by this Grant Agreement and identified above has been reviewed and approved by the GRANTEE's governing body or board of directors, as applicable, and has either been expended for eligible Project expenses, or is committed in writing and available and will remain committed and available solely and specifically for carrying out the purposes of this Project as described in elsewhere in this Grant Agreement, as of the date and year written below. The GRANTEE shall maintain records sufficient to evidence that it has expended or has access to the funds needed to complete the Project, and shall make such records available for COMMERCE's review upon reasonable request.

\_\_\_\_\_  
GRANTEE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE



## **ATTACHMENT C- CERTIFICATION OF THE PAYMENT AND REPORTING OF PREVAILING WAGES**

### **CERTIFICATION PERFORMANCE MEASURE**

The GRANTEE, by its signature, certifies that all contractors and subcontractors performing work on the Project shall comply with prevailing wage laws set forth in Chapter 39.12 RCW, as applicable to the Project funded by this Grant Agreement, including but not limited to the filing of the "Statement of Intent to Pay Prevailing Wages" and "Affidavit of Wages Paid" as required by RCW 39.12.040. The GRANTEE shall maintain records sufficient to evidence compliance with Chapter 39.12 RCW, and shall make such records available for COMMERCE's review upon request.

If any state funds are used by the GRANTEE for the purpose of construction, applicable State Prevailing Wages must be paid.

The GRANTEE, by its signature, certifies that the declaration set forth above has been reviewed and approved by the GRANTEE's governing body as of the date and year written below.

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GRANTEE

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TITLE

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DATE





**ATTACHMENT D - CERTIFICATION OF INTENT TO ENTER THE LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN (LEED) CERTIFICATION PROCESS**

CERTIFICATION PERFORMANCE MEASURE

The GRANTEE, by its signature, certifies that it will enter into the Leadership in Energy and Environmental Design certification process, as stipulated in RCW 39.35D, as applicable to the Project funded by this Grant Agreement. The GRANTEE shall, upon receipt of LEED certification by the United States Green Building Council, provide documentation of such certification to COMMERCE.

The GRANTEE, by its signature, certifies that the declaration set forth above has been reviewed and approved by the GRANTEE's governing body or board of directors, as applicable, as of the date and year written below.

**EXEMPT: DO NOT SIGN**

\_\_\_\_\_  
GRANTEE

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TITLE

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DATE