



Shelton City Council  
Meeting Agenda  
August 16, 2022 at 6:00 p.m.  
Civic Center

**A. Call to Order**

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

**B. Council Reports**

**C. Consent Agenda (Action)**

1. Vouchers numbered 107526 through 107531 in the total amount of \$52,151.62
2. Vouchers numbered APA000950 through APA000986 in the total amount of \$219,711.19
3. Vouchers numbered 107532 through 107535 in the total amount of \$157,132.92
4. Voucher number 1 in the total amount of \$148,952.90
5. Vouchers numbered 107536 through 107538 in the total amount of \$3,719.04
6. Vouchers numbered APA000987 through APA001050 in the total amount of \$121,235.86
7. June Financial Status Report

**D. Presentations**

1. Mason County Historical Society Museum 2<sup>nd</sup> Quarter LTAC Report – Presented by Director Liz Arbaugh
2. Mason County Overdose Awareness Walk – Presented by Jamie Ellertsen, Mason County Public Health

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

*The City Council invites members of the public to provide comment on any topic at this time. To make comments in person, 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. To comment virtually using Zoom, please use the "Raise Hand" feature to alert the City Clerk. If you have joined Zoom on your telephone, dial \*9 to use the "Raise Hand" feature. 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.*

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

1. Resolution No. 1242-0822 Aspect Consulting Contract Change No. 1-C Street Environmental Cleanup Construction Planning – Presented by Public Works Administrative Manager Brooke Kilts
2. Resolution No. 1244-0822 Acceptance of Proposed Expanded Annexation Area-Peacock Ridge – Presented by Senior Planner Jason Dose
3. Park Vehicle Purchase Authorization – Presented by Community Development Director Mark Ziegler
4. William G. Reed Library Fire Alarm Replacement – Presented by Community Development Director Mark Ziegler

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

1. Civic Center Rotating Art Gallery – Presented by Community Development Director Mark Ziegler
2. CHIP Grant-Veterans Village – Presented by City Manager Jeff Niten

**H. Administration Reports**

1. City Manager Report

**I. New Items for Discussion**

**J. Announcement of Next Meeting – September 6, 2022 at 6:00 p.m.**

**K. Adjourn**

**Special Note for Virtual Public Participation**

The meeting can be viewed at: [masonwebtv.com](http://masonwebtv.com)

The public can provide comments virtually by:

Email: [donna.nault@sheltonwa.gov](mailto:donna.nault@sheltonwa.gov) (before 5:00pm the day of the meeting)

Telephone: (360) 432-5103 (before 5:00pm the day of the meeting)

Join the Zoom meeting by clicking on the link posted on the City Council's webpage

Your comments will be relayed directly to the Council.



# 2022 Looking Ahead

(Items and dates are subject to change)

|                         |                 |  |                                       |
|-------------------------|-----------------|--|---------------------------------------|
| Tues. 8/23<br>6:00 p.m. | Study Session   | Study Agenda <ul style="list-style-type: none"> <li>• 2023 Budget</li> </ul>   | Packet Items Due:<br>8/16 @ noon      |
| Tues. 9/6<br>6:00 p.m.  | Regular Meeting | Consent Agenda <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes</li> </ul> Presentation <ul style="list-style-type: none"> <li>• Forest Festival LTAC Report</li> <li>• 2023 Capital Improvement Plan</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>• Resolution No. 1243-0822 Brockdale Road Resurfacing Improvements Project Award</li> </ul> Action Agenda <ul style="list-style-type: none"> <li>• Resolution No. 1242-0822 Aspect Consulting Contract Change No. 1 for C Street Environmental Cleanup Construction Planning</li> <li>• Resolution No. 1244-0822 Peacock Ridge Annexation</li> <li>• Park Vehicle Purchase Authorization</li> <li>• William G. Reed Library Fire Alarm Replacement</li> </ul> Administration Report <ul style="list-style-type: none"> <li>• </li> </ul> | Packet Items Due:<br>8/26 – 5:00 p.m. |
| Tues. 9/13<br>6:00 p.m. | Study Session   | Study Agenda <ul style="list-style-type: none"> <li>• Permit Process</li> <li>• Homeless Outreach Coordinator</li> </ul>   | Packet Items Due:<br>9/9 @ noon       |
| Tues. 9/20<br>5:45 p.m. | 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  | Packet Items Due:<br>9/9 – 5:00 p.m.  |
| Tues. 9/20<br>6:00 p.m. | Regular Meeting | Consent Agenda <ul style="list-style-type: none"> <li>• Vouchers/Payroll Warrants/Meeting Minutes</li> <li>• July Financial Status Report</li> </ul> Business Agenda <ul style="list-style-type: none"> <li>• </li> </ul> Action Agenda <ul style="list-style-type: none"> <li>• Resolution No. 1243-0822 Brockdale Road Resurfacing Improvements Project Award</li> </ul>   | Packet Items Due:<br>9/9 – 5:00 p.m.  |

|                          |                 |  |  |
|--------------------------|-----------------|--|--|
|                          |                 | Administration Report<br>•   |  |
| Tues. 9/27<br>6:00 p.m.  | Study Session   | Study Agenda<br>• 2023 Budget  | Packet Items Due:<br>9/23 @ noon       |
| Tues. 10/4<br>6:00 p.m.  | Regular Meeting | Consent Agenda<br>• Vouchers/Payroll Warrants/Meeting Minutes<br>Business Agenda<br>• LTAC Grant Recommendations<br>Action Agenda<br>•<br>Administration Report<br>•                                     | Packet Items Due:<br>9/23 – 5:00 p.m.  |
| Tues. 10/11<br>6:00 p.m. | Study Session   | Study Agenda   | Packet Items Due:<br>10/7 @ noon       |
| Tues. 10/18<br>6:00 p.m. | Regular Meeting | Consent Agenda<br>• Vouchers/Payroll Warrants/Meeting Minutes<br>• August Financial Status Report<br>Business Agenda<br>•<br>Action Agenda<br>• LTAC Grant Recommendations<br>Administration Report<br>• | Packet Items Due:<br>10/7 – 5:00 p.m.  |
| Tues. 10/25<br>6:00 p.m. | Study Session   | Study Agenda   | Packet Items Due:<br>10/21 @ noon      |
| Tues. 11/1<br>6:00 p.m.  | Regular Meeting | Consent Agenda<br>• Vouchers/Payroll Warrants/Meeting Minutes<br>Business Agenda<br>•<br>Action Agenda<br>•<br>Administration Report<br>•  | Packet Items Due:<br>10/21 – 5:00 p.m. |
| Tues. 11/8<br>6:00 p.m.  | Study Session   | Study Agenda   | Packet Items Due:<br>11/4 @ noon       |
| Tues. 11/15<br>6:00 p.m. | Regular Meeting | Consent Agenda<br>• Vouchers/Payroll Warrants/Meeting Minutes<br>Business Agenda<br>•<br>Action Agenda<br>•<br>Administration Report<br>•  | Packet Items Due:<br>11/4 – 5:00 p.m.  |
| Tues. 11/22<br>6:00 p.m. | Study Session   | Study Agenda   | Packet Items Due:<br>11/18 @ noon      |

Other – TBD

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



- Water and Sewer Fee Schedule Revisions (Ordinance removing rates from SMC)
- Public Hearing Ordinance No. 1968-0321 Water Comp Plan Adoption
- Public Hearing Ordinance No. 1990-0522 Amending SMC 17.12

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 number 107526 through number 107531 in the total amount of \$52,151.62 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 27<sup>th</sup> of July, 2022.

  
Interim Director of Financial Services

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

Signed this \_\_\_\_\_ of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mayor Eric Onisko

\_\_\_\_\_  
Deputy Mayor Joe Schmit

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

\_\_\_\_\_  
Councilmember Miguel Gutierrez

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

\_\_\_\_\_  
Councilmember Deidre Peterson

\_\_\_\_\_  
Councilmember Sharon Schirman



Shelton, WA

# Check Register

Packet: APPKT02374 - JULY 27, 2022 MANUAL AP PAYMENTS

By Check Number

| Vendor Number                    | Vendor Name                        | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|----------------------------------|------------------------------------|--------------|--------------|-----------------|----------------|--------|
| Bank Code: APBNK-Main-APBNK-Main |                                    |              |              |                 |                |        |
| VEN01792                         | BRAYDEN SCHOENING                  | 07/27/2022   | Regular      | 0.00            | 150.00         | 107526 |
| VEN01281                         | CITY OF SHELTON - UTILITY BILLS/PE | 07/27/2022   | Regular      | 0.00            | 12,422.21      | 107527 |
| 009595                           | DEPT. OF LICENSING                 | 07/27/2022   | Regular      | 0.00            | 46.00          | 107528 |
| 018001                           | EMPLOYMENT SECURITY DEPT           | 07/27/2022   | Regular      | 0.00            | 11,274.06      | 107529 |
| 070966                           | JOHN HANCOCK LIFE INS CO           | 07/27/2022   | Regular      | 0.00            | 14,949.24      | 107530 |
| 151000                           | P. U. D. # 3                       | 07/27/2022   | Regular      | 0.00            | 13,310.11      | 107531 |

## Bank Code APBNK-Main Summary

| Payment Type     | Payable Count | Payment Count | Discount | Payment   |
|------------------|---------------|---------------|----------|-----------|
| Regular Checks   | 21            | 6             | 0.00     | 52,151.62 |
| 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      |
| Virtual Payments | 0             | 0             | 0.00     | 0.00      |
|                  | 21            | 6             | 0.00     | 52,151.62 |



|                  |   |   |      |      |
|------------------|---|---|------|------|
| Virtual Payments | 0 | 0 | 0.00 | 0.00 |
|------------------|---|---|------|------|

Fund Summary

| Fund | Name        | Period | Amount           |
|------|-------------|--------|------------------|
| 999  | Pooled Cash | 7/2022 | 52,151.62        |
|      |             |        | <u>52,151.62</u> |



Shelton, WA

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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       |                                    |                      |                      |                 |                |        |
| VEN01792                               | BRAYDEN SCHOENING                  | 07/27/2022           | Regular              | 0.00            | 150.00         | 107526 |
| Payable #                              | Payable Type                       | Payable Date         | Payable Description  | Discount Amount | Payable Amount |        |
| Account Number                         | Account Name                       | Project Account Key  | Item Description     | Dist Amount     |                |        |
| <a href="#">DOTPHYSICALEXA</a> Invoice | 07/25/2022                         | DOTPHYSICALEXAMREIMB |                      | 0.00            | 150.00         |        |
| <a href="#">401-000-000-53480-4900</a> | Miscellaneous                      |                      | DOTPHYSICALEXAMREIMB |                 | 150.00         |        |
| VEN01281                               | CITY OF SHELTON - UTILITY BILLS/PE | 07/27/2022           | Regular              | 0.00            | 12,422.21      | 107527 |

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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>JULY/2022</u>              | Invoice                    | 07/16/2022          | JULY/2022           | 0.00            | 12,422.21      |        |
| <u>001-118-000-55430-4700</u> | Utility Services-Animal Sh |                     | JULY/2022           |                 | 191.33         |        |
| <u>001-141-000-57680-4700</u> | Utility Services-Park      |                     | JULY/2022           |                 | 538.33         |        |
| <u>001-141-000-57680-4700</u> | Utility Services-Park      |                     | JULY/2022           |                 | 72.14          |        |
| <u>001-141-000-57680-4700</u> | Utility Services-Park      |                     | JULY/2022           |                 | 12.56          |        |
| <u>001-141-000-57680-4700</u> | Utility Services-Park      |                     | JULY/2022           |                 | 356.28         |        |
| <u>001-141-000-57680-4700</u> | Utility Services-Park      |                     | JULY/2022           |                 | 1,021.17       |        |
| <u>001-141-000-57680-4700</u> | Utility Services-Park      |                     | JULY/2022           |                 | 72.14          |        |
| <u>001-141-000-57680-4700</u> | Utility Services-Park      |                     | JULY/2022           |                 | 953.90         |        |
| <u>001-141-000-57680-4700</u> | Utility Services-Park      |                     | JULY/2022           |                 | 348.23         |        |
| <u>001-141-000-57680-4700</u> | Utility Services-Park      |                     | JULY/2022           |                 | 149.80         |        |
| <u>001-141-000-57680-4700</u> | Utility Services-Park      |                     | JULY/2022           |                 | 18.77          |        |
| <u>001-141-000-57680-4700</u> | Utility Services-Park      |                     | JULY/2022           |                 | 737.09         |        |
| <u>001-141-000-57680-4700</u> | Utility Services-Park      |                     | JULY/2022           |                 | 16.83          |        |
| <u>001-141-000-57680-4700</u> | Utility Services-Park      |                     | JULY/2022           |                 | 85.34          |        |
| <u>001-141-000-57680-4700</u> | Utility Services-Park      |                     | JULY/2022           |                 | 239.41         |        |
| <u>001-142-000-51890-4715</u> | Utility Services-Civic Ctr |                     | JULY/2022           |                 | 143.02         |        |
| <u>001-142-000-51890-4715</u> | Utility Services-Civic Ctr |                     | JULY/2022           |                 | 684.07         |        |
| <u>001-142-000-51890-4715</u> | Utility Services-Civic Ctr |                     | JULY/2022           |                 | 144.67         |        |
| <u>001-142-000-57250-4700</u> | Utility Services-Library   |                     | JULY/2022           |                 | 476.29         |        |
| <u>001-142-000-57530-4700</u> | Utility Services-Museum    |                     | JULY/2022           |                 | 146.73         |        |
| <u>101-000-000-54265-4700</u> | Utility Services           |                     | JULY/2022           |                 | 150.31         |        |
| <u>101-000-000-54270-4700</u> | Utility Services-Roadside  |                     | JULY/2022           |                 | 78.20          |        |
| <u>401-000-000-53480-4700</u> | Utility Services-Water     |                     | JULY/2022           |                 | 48.41          |        |
| <u>401-000-000-53480-4700</u> | Utility Services-Water     |                     | JULY/2022           |                 | 15.20          |        |
| <u>401-000-000-53480-4700</u> | Utility Services-Water     |                     | JULY/2022           |                 | 37.44          |        |
| <u>401-000-000-53480-4700</u> | Utility Services-Water     |                     | JULY/2022           |                 | 15.20          |        |
| <u>401-000-000-53480-4700</u> | Utility Services-Water     |                     | JULY/2022           |                 | 22.20          |        |
| <u>401-000-000-53480-4700</u> | Utility Services-Water     |                     | JULY/2022           |                 | 15.76          |        |
| <u>401-000-000-53480-4701</u> | Utility Services - Shop    |                     | JULY/2022           |                 | 107.39         |        |
| <u>401-000-000-53480-4701</u> | Utility Services - Shop    |                     | JULY/2022           |                 | 602.30         |        |
| <u>401-000-000-53480-4701</u> | Utility Services - Shop    |                     | JULY/2022           |                 | 89.33          |        |
| <u>401-000-000-53480-4701</u> | Utility Services - Shop    |                     | JULY/2022           |                 | 105.14         |        |
| <u>402-300-000-53580-4700</u> | Utility Services-Sewer Ma  |                     | JULY/2022           |                 | 15.20          |        |
| <u>402-400-000-53580-4700</u> | Utility Services-Sewer Ma  |                     | JULY/2022           |                 | 458.71         |        |
| <u>402-400-000-53580-4700</u> | Utility Services-Sewer Ma  |                     | JULY/2022           |                 | 20.26          |        |
| <u>402-400-000-53580-4700</u> | Utility Services-Sewer Ma  |                     | JULY/2022           |                 | 25.21          |        |
| <u>402-400-000-53580-4700</u> | Utility Services-Sewer Ma  |                     | JULY/2022           |                 | 25.21          |        |
| <u>402-400-000-53580-4700</u> | Utility Services-Sewer Ma  |                     | JULY/2022           |                 | 68.27          |        |
| <u>402-500-000-53580-4700</u> | Utility Services-Sewer Ma  |                     | JULY/2022           |                 | 42.86          |        |
| <u>402-640-000-53580-4700</u> | Utility Services-Sewer Sat |                     | JULY/2022           |                 | 554.30         |        |
| <u>402-640-000-53580-4700</u> | Utility Services-Sewer Sat |                     | JULY/2022           |                 | 17.57          |        |
| <u>402-640-000-53580-4700</u> | Utility Services-Sewer Sat |                     | JULY/2022           |                 | 3,426.63       |        |
| <u>402-640-000-53580-4700</u> | Utility Services-Sewer Sat |                     | JULY/2022           |                 | 21.52          |        |
| <u>404-000-000-53180-4700</u> | Utility Services           |                     | JULY/2022           |                 | 51.49          |        |

| 009595                        | DEPT. OF LICENSING       | 07/27/2022          | Regular                           | 0.00            | 46.00          | 107528 |
|-------------------------------|--------------------------|---------------------|-----------------------------------|-----------------|----------------|--------|
| Payable #                     | Payable Type             | Payable Date        | Payable Description               | Discount Amount | Payable Amount |        |
| Account Number                | Account Name             | Project Account Key | Item Description                  | Dist Amount     |                |        |
| <u>SHP220036</u>              | Invoice                  | 07/19/2022          | JAZMIN FABIOLA MALDONADO SHP22003 | 0.00            | 18.00          |        |
| <u>657-000-000-58600-0007</u> | Concealed Pistol Permits |                     | JAZMIN FABIOLA MALDON             |                 | 18.00          |        |
| <u>SHP220037</u>              | Invoice                  | 07/19/2022          | CAROL LOUISE WORKMAN SHP220037    | 0.00            | 10.00          |        |
| <u>657-000-000-58600-0007</u> | Concealed Pistol Permits |                     | CAROL LOUISE WORKMAN              |                 | 10.00          |        |
| <u>SHP220038</u>              | Invoice                  | 07/19/2022          | GERALD WAYNE SLAGLE SHP220038     | 0.00            | 18.00          |        |
| <u>657-000-000-58600-0007</u> | Concealed Pistol Permits |                     | GERALD WAYNE SLAGLE S             |                 | 18.00          |        |

|        |                          |            |         |      |           |        |
|--------|--------------------------|------------|---------|------|-----------|--------|
| 018001 | EMPLOYMENT SECURITY DEPT | 07/27/2022 | Regular | 0.00 | 11,274.06 | 107529 |
|--------|--------------------------|------------|---------|------|-----------|--------|



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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    |        |
| <a href="#">QTR2/2022PFML</a>          | Invoice                  | 06/30/2022                 | QTR2/2022PFMLA      |                  | 11,274.06      |        |
| <a href="#">657-000-000-58930-0000</a> |                          | PFMLA Taxes                |                     | QTR2/2022PFMLA   | 11,274.06      |        |
| 070966                                 | JOHN HANCOCK LIFE INS CO | 07/27/2022                 | Regular             | 0.00             | 14,949.24      | 107530 |
| Payable #                              | Payable Type             | Payable Date               | Payable Description | Discount Amount  | Payable Amount |        |
| Account Number                         |                          | Account Name               | Project Account Key | Item Description | Dist Amount    |        |
| <a href="#">4004307691</a>             | Invoice                  | 07/15/2022                 | GROUP# 03080        |                  | 14,949.24      |        |
| <a href="#">502-000-000-51725-2032</a> |                          | Ins-LongTrmCare-Retired    |                     | GROUP# 03080     | 3,102.62       |        |
| <a href="#">611-000-000-51725-2032</a> |                          | Ins-LongTrmCare-Retired    |                     | GROUP# 03080     | 11,846.62      |        |
| 151000                                 | P. U. D. # 3             | 07/27/2022                 | Regular             | 0.00             | 13,310.11      | 107531 |
| Payable #                              | Payable Type             | Payable Date               | Payable Description | Discount Amount  | Payable Amount |        |
| Account Number                         |                          | Account Name               | Project Account Key | Item Description | Dist Amount    |        |
| <a href="#">101002JUL22</a>            | Invoice                  | 07/20/2022                 | 101002JUL22         |                  | 78.58          |        |
| <a href="#">101-000-000-54264-4700</a> |                          | Utility Services           |                     | 101002JUL22      | 78.58          |        |
| <a href="#">101097001JUL22</a>         | Invoice                  | 07/19/2022                 | 101097001JUL22      |                  | 80.72          |        |
| <a href="#">101-000-000-54264-4700</a> |                          | Utility Services           |                     | 101097001JUL22   | 80.72          |        |
| <a href="#">101149001JUL22</a>         | Invoice                  | 07/20/2022                 | 101149001JUL22      |                  | 54.34          |        |
| <a href="#">401-000-000-53480-4700</a> |                          | Utility Services-Water     |                     | 101149001JUL22   | 54.34          |        |
| <a href="#">101155001JUL22</a>         | Invoice                  | 07/19/2022                 | 101155001JUL22      |                  | 5,949.84       |        |
| <a href="#">401-000-000-53480-4700</a> |                          | Utility Services-Water     |                     | 101155001JUL22   | 5,949.84       |        |
| <a href="#">109397001JUL22</a>         | Invoice                  | 07/19/2022                 | 109397001JUL22      |                  | 89.55          |        |
| <a href="#">101-000-000-54264-4700</a> |                          | Utility Services           |                     | 109397001JUL22   | 89.55          |        |
| <a href="#">109413001JUL22</a>         | Invoice                  | 07/19/2022                 | 109413001JUL22      |                  | 66.83          |        |
| <a href="#">101-000-000-54264-4700</a> |                          | Utility Services           |                     | 109413001JUL22   | 66.83          |        |
| <a href="#">113939001JUL22</a>         | Invoice                  | 07/18/2022                 | 113939001JUL22      |                  | 58.27          |        |
| <a href="#">401-000-000-53480-4700</a> |                          | Utility Services-Water     |                     | 113939001JUL22   | 58.27          |        |
| <a href="#">252689001JUL22</a>         | Invoice                  | 07/20/2022                 | 252689001JUL22      |                  | 5,023.23       |        |
| <a href="#">402-640-000-53580-4700</a> |                          | Utility Services-Sewer Sat |                     | 252689001JUL22   | 5,023.23       |        |
| <a href="#">25911001JUL22</a>          | Invoice                  | 07/19/2022                 | 25911001JUL22       |                  | 1,516.89       |        |
| <a href="#">401-000-000-53480-4700</a> |                          | Utility Services-Water     |                     | 25911001JUL22    | 1,516.89       |        |
| <a href="#">25913001JUL22</a>          | Invoice                  | 07/19/2022                 | 25913001JUL22       |                  | 96.39          |        |
| <a href="#">401-000-000-53480-4700</a> |                          | Utility Services-Water     |                     | 25913001JUL22    | 96.39          |        |
| <a href="#">26197001JUL22</a>          | Invoice                  | 07/19/2022                 | 26197001JUL22       |                  | 77.45          |        |
| <a href="#">101-000-000-54264-4700</a> |                          | Utility Services           |                     | 26197001JUL22    | 77.45          |        |
| <a href="#">82241001JUL22</a>          | Invoice                  | 07/18/2022                 | 82241001JUL22       |                  | 100.09         |        |
| <a href="#">001-141-000-57680-4700</a> |                          | Utility Services-Park      |                     | 82241001JUL22    | 100.09         |        |
| <a href="#">85079001JUL22</a>          | Invoice                  | 07/18/2022                 | 85079001JUL22       |                  | 61.34          |        |
| <a href="#">402-300-000-53580-4700</a> |                          | Utility Services-Sewer Ma  |                     | 85079001JUL22    | 61.34          |        |
| <a href="#">85183001JUL22</a>          | Invoice                  | 07/18/2022                 | 85183001JUL22       |                  | 56.59          |        |

## Check Register

Packet: APPKT02374-JULY 27, 2022 MANUAL AP PAYMENTS

|  |                  |              |               |                 |                |        |
|--|------------------|--------------|---------------|-----------------|----------------|--------|
| Vendor Number                          | Vendor Name      | Payment Date | Payment Type  | Discount Amount | Payment Amount | Number |
| <a href="#">404-000-000-53180-4700</a> | Utility Services |              | 85183001JUL22 |                 | 56.59          |        |

## Bank Code APBNK-Main Summary

| Payment Type     | Payable<br>Count | Payment<br>Count | Discount    | Payment          |
|------------------|------------------|------------------|-------------|------------------|
| Regular Checks   | 21               | 6                | 0.00        | 52,151.62        |
| 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             |
| Virtual Payments | 0                | 0                | 0.00        | 0.00             |
|                  | <b>21</b>        | <b>6</b>         | <b>0.00</b> | <b>52,151.62</b> |



|                  |   |   |      |      |
|------------------|---|---|------|------|
| Virtual Payments | 0 | 0 | 0.00 | 0.00 |
|------------------|---|---|------|------|

Fund Summary

| Fund | Name        | Period | Amount           |
|------|-------------|--------|------------------|
| 999  | Pooled Cash | 7/2022 | 52,151.62        |
|      |             |        | <u>52,151.62</u> |

DK  
uploaded to Key Bank  
7/27/22

## 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 number APA000950 through number APA000986 in the total amount of \$219,711.19 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 27<sup>th</sup> of July, 2022.

  
Interim Director of Financial Services

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

Signed this \_\_\_\_\_ of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mayor Eric Onisko

\_\_\_\_\_  
Deputy Mayor Joe Schmit

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

\_\_\_\_\_  
Councilmember Miguel Gutierrez

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

\_\_\_\_\_  
Councilmember Deidre Peterson

\_\_\_\_\_  
Councilmember Sharon Schirman



Shelton, WA

# Check Register

Packet: APPKT02373 - JULY 27, 2022 AP AUTOMATION  
PAYMENTS

By Check Number

| Vendor Number                    | Vendor Name                     | Payment Date | Payment Type | Discount Amount | Payment Amount | Number    |
|----------------------------------|---------------------------------|--------------|--------------|-----------------|----------------|-----------|
| Bank Code: APBNK-Main-APBNK-Main |                                 |              |              |                 |                |           |
| VEN02209                         | A & B MACHINE and HYDRAULICS IN | 07/27/2022   | Virtual Pay  | 0.00            | 2,116.18       | APA000950 |
| 001480                           | ALPINE PRODUCTS INC.            | 07/27/2022   | Virtual Pay  | 0.00            | 520.22         | APA000951 |
| 002520                           | ARAMARK                         | 07/27/2022   | Virtual Pay  | 0.00            | 124.84         | APA000952 |
| 2901                             | ASPECT CONSULTING, LLC          | 07/27/2022   | Virtual Pay  | 0.00            | 5,761.00       | APA000953 |
| 004914                           | BRADY TRUCKING                  | 07/27/2022   | Virtual Pay  | 0.00            | 60.00          | APA000954 |
| 005411                           | BUILDERS EXCHANGE OF WA INC     | 07/27/2022   | Virtual Pay  | 0.00            | 56.40          | APA000955 |
| 098000                           | BUILDERS FIRSTSOURCE            | 07/27/2022   | Virtual Pay  | 0.00            | 52.42          | APA000956 |
| VEN02319                         | DENALI WATER SOLUTIONS LLC      | 07/27/2022   | Virtual Pay  | 0.00            | 1,694.89       | APA000957 |
| 009587                           | DEPT OF LABOR & INDUST          | 07/27/2022   | Virtual Pay  | 0.00            | 149.00         | APA000958 |
| 023078                           | FASTENAL COMPANY                | 07/27/2022   | Virtual Pay  | 0.00            | 686.47         | APA000959 |
| 159001                           | FERGUSON ENTERPRISES LLC #3325  | 07/27/2022   | Virtual Pay  | 0.00            | 302.46         | APA000960 |
| VEN01612                         | GENSCO, INC.                    | 07/27/2022   | Virtual Pay  | 0.00            | 1,430.82       | APA000961 |
| 038820                           | GILLIS AUTO CENTER, INC.        | 07/27/2022   | Virtual Pay  | 0.00            | 133.88         | APA000962 |
| 040960                           | GRAINGER                        | 07/27/2022   | Virtual Pay  | 0.00            | 248.49         | APA000963 |
| VEN02329                         | GUNDIE'S INC                    | 07/27/2022   | Virtual Pay  | 0.00            | 539.60         | APA000964 |
| 045150                           | HACH COMPANY                    | 07/27/2022   | Virtual Pay  | 0.00            | 644.99         | APA000965 |
| VEN02255                         | HARBOR SAW & SUPPLY INC         | 07/27/2022   | Virtual Pay  | 0.00            | 108.96         | APA000966 |
| 053992                           | HOOD CANAL COMMUNICATIONS       | 07/27/2022   | Virtual Pay  | 0.00            | 5,218.42       | APA000967 |
| VEN02288                         | IRONCLAD COMPANY                | 07/27/2022   | Virtual Pay  | 0.00            | 491.07         | APA000968 |
| 090100                           | LES SCHWAB TIRES                | 07/27/2022   | Virtual Pay  | 0.00            | 56.56          | APA000969 |
| VEN01302                         | MEDICINE SHOPPE                 | 07/27/2022   | Virtual Pay  | 0.00            | 83.00          | APA000970 |
| VEN02330                         | MILES RESOURCES LLC             | 07/27/2022   | Virtual Pay  | 0.00            | 151,041.83     | APA000971 |
| 142965                           | NORTHSTAR CHEMICAL, INC         | 07/27/2022   | Virtual Pay  | 0.00            | 4,299.78       | APA000972 |
| VEN01513                         | PHILLIPS BURGESS GOVERNMENT R   | 07/27/2022   | Virtual Pay  | 0.00            | 4,000.00       | APA000973 |
| 158295                           | PLATT                           | 07/27/2022   | Virtual Pay  | 0.00            | 19.98          | APA000974 |
| 159300                           | POLYDYNE, INC.                  | 07/27/2022   | Virtual Pay  | 0.00            | 8,474.58       | APA000975 |
| 165704                           | R & D SUPPLY                    | 07/27/2022   | Virtual Pay  | 0.00            | 33.91          | APA000976 |
| 168450                           | RH2 ENGINEERING INC             | 07/27/2022   | Virtual Pay  | 0.00            | 28,838.03      | APA000977 |
| VEN02234                         | SEATTLE SURGICAL REPAIR         | 07/27/2022   | Virtual Pay  | 0.00            | 277.66         | APA000978 |
| 187000                           | SHELTON-MASON COUNTY JOURNA     | 07/27/2022   | Virtual Pay  | 0.00            | 45.00          | APA000979 |
| VEN02199                         | TERMINIX PROCESSING CENTER      | 07/27/2022   | Virtual Pay  | 0.00            | 133.82         | APA000980 |
| 189670                           | THE SHOPPER                     | 07/27/2022   | Virtual Pay  | 0.00            | 133.74         | APA000981 |
| 200985                           | THURSTON CO PUBLIC HEALTH       | 07/27/2022   | Virtual Pay  | 0.00            | 630.00         | APA000982 |
| 201300                           | TOZIER BROS INC.                | 07/27/2022   | Virtual Pay  | 0.00            | 213.98         | APA000983 |
| 201875                           | TYLER TECHNOLOGIES              | 07/27/2022   | Virtual Pay  | 0.00            | 160.00         | APA000984 |
| 203900                           | WESMAR COMPANY, INC             | 07/27/2022   | Virtual Pay  | 0.00            | 833.84         | APA000985 |
| 053987                           | WESTBAY NAPA AUTO PARTS         | 07/27/2022   | Virtual Pay  | 0.00            | 95.37          | APA000986 |

**Bank Code APBNK-Main Summary**

| Payment Type     | Payable<br>Count | Payment<br>Count | Discount    | Payment           |
|------------------|------------------|------------------|-------------|-------------------|
| Regular Checks   | 0                | 0                | 0.00        | 0.00              |
| 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              |
| Virtual Payments | 61               | 37               | 0.00        | 219,711.19        |
|                  | <b>61</b>        | <b>37</b>        | <b>0.00</b> | <b>219,711.19</b> |

|                  |    |    |      |            |
|------------------|----|----|------|------------|
| Virtual Payments | 61 | 37 | 0.00 | 219,711.19 |
|------------------|----|----|------|------------|

### Fund Summary

| Fund | Name        | Period | Amount            |
|------|-------------|--------|-------------------|
| 999  | Pooled Cash | 7/2022 | 219,711.19        |
|      |             |        | <u>219,711.19</u> |



Shelton, WA

# Check Register

Packet: APPKT02373 - JULY 27, 2022 AP AUTOMATION  
PAYMENTS

By Check Number

| Vendor Number                          | Vendor Name                     | Payment Date               | Payment Type                        | Discount Amount        | Payment Amount        | Number    |
|--|---------------------------------|----------------------------|-------------------------------------|------------------------|-----------------------|-----------|
| Bank Code: APBNK-Main-APBNK-Main       |                                 |                            |                                     |                        |                       |           |
| VEN02209                               | A & B MACHINE and HYDRAULICS IN | 07/27/2022                 | Virtual Pay                         | 0.00                   | 2,116.18              | APA000950 |
| <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>     |                       |           |
| <a href="#">43858</a>                  | Invoice                         | 07/21/2022                 | GRADER CYLINDERS                    | 0.00                   | 2,116.18              |           |
| <a href="#">503-000-000-54865-4802</a> | Repairs and Maintenance         |                            | GRADER CYLINDERS                    |                        | 2,116.18              |           |
| 001480                                 | ALPINE PRODUCTS INC.            | 07/27/2022                 | Virtual Pay                         | 0.00                   | 520.22                | APA000951 |
| <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>     |                       |           |
| <a href="#">TM-210464</a>              | Invoice                         | 07/20/2022                 | SOLV PAINT WHITE 5 GAL              | 0.00                   | 520.22                |           |
| <a href="#">101-000-000-54264-3100</a> | Office and Operating            |                            | SOLV PAINT WHITE 5 GAL              |                        | 520.22                |           |
| 002520                                 | ARAMARK                         | 07/27/2022                 | Virtual Pay                         | 0.00                   | 124.84                | APA000952 |
| <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>     |                       |           |
| <a href="#">5120038517</a>             | Invoice                         | 07/06/2022                 | ACCT#792105973 COVERALLS            | 0.00                   | 62.42                 |           |
| <a href="#">402-400-000-53580-4900</a> | Miscellaneous                   |                            | ACCT#792105973 COVERA               |                        | 62.42                 |           |
| <a href="#">5120042946</a>             | Invoice                         | 07/13/2022                 | ACCT#792105973 COVERS, MATS, TOWEL  | 0.00                   | 62.42                 |           |
| <a href="#">402-400-000-53580-4900</a> | Miscellaneous                   |                            | ACCT#792105973 COVERS,              |                        | 62.42                 |           |
| 2901                                   | ASPECT CONSULTING, LLC          | 07/27/2022                 | Virtual Pay                         | 0.00                   | 5,761.00              | APA000953 |
| <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>     |                       |           |
| <a href="#">47032</a>                  | Invoice                         | 07/18/2022                 | C ST LANDFILL SERVICES              | 0.00                   | 5,761.00              |           |
| <a href="#">403-000-000-53780-4103</a> | Prof Services - "C" Street      |                            | "C" St. Landfill                    |                        | 5,761.00              |           |
| 004914                                 | BRADY TRUCKING                  | 07/27/2022                 | Virtual Pay                         | 0.00                   | 60.00                 | APA000954 |
| <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>     |                       |           |
| <a href="#">19422</a>                  | Invoice                         | 07/13/2022                 | WOOD DEBRIS                         | 0.00                   | 60.00                 |           |
| <a href="#">101-000-000-54230-3100</a> | Office and Operating            |                            | WOOD DEBRIS                         |                        | 60.00                 |           |
| 005411                                 | BUILDERS EXCHANGE OF WA INC     | 07/27/2022                 | Virtual Pay                         | 0.00                   | 56.40                 | APA000955 |
| <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>     |                       |           |
| <a href="#">1072372</a>                | Invoice                         | 07/07/2022                 | PUBLISH PROJECTS ONLINE             | 0.00                   | 56.40                 |           |
| <a href="#">302-000-000-59565-4100</a> | PARKING FACILITIES-Profe        |                            | 19-CITYPRKLOT                       |                        | 56.40                 |           |
| 098000                                 | BUILDERS FIRSTSOURCE            | 07/27/2022                 | Virtual Pay                         | 0.00                   | 52.42                 | APA000956 |
| <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>     |                       |           |
| <a href="#">85759417</a>               | Invoice                         | 07/19/2022                 | ACCT#671668 CONCRETE BRICK BASALITE | 0.00                   | 5.77                  |           |
| <a href="#">404-000-000-53180-3100</a> | Office and Operating            |                            | ACCT#671668 CONCRETE                |                        | 5.77                  |           |
| <a href="#">85765586</a>               | Invoice                         | 07/19/2022                 | ACCT#671668 UTILITY KNIFE           | 0.00                   | 4.33                  |           |
| <a href="#">001-142-000-51830-3100</a> | Office and Operating            |                            | ACCT#671668 UTILITY KNI             |                        | 4.33                  |           |
| <a href="#">85801863</a>               | Invoice                         | 07/25/2022                 | ACCT#671668 CONCRETE MIX            | 0.00                   | 42.32                 |           |
| <a href="#">101-000-000-54230-3100</a> | Office and Operating            |                            | ACCT#671668 CONCRETE                |                        | 42.32                 |           |
| VEN02319                               | DENALI WATER SOLUTIONS LLC      | 07/27/2022                 | Virtual Pay                         | 0.00                   | 1,694.89              | APA000957 |



## Check Register

Packet: APPKT02373-JULY 27, 2022 AP AUTOMATION PAYMENTS

| 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    |           |
| <a href="#">INV330467</a>              | Invoice                        | 07/01/2022                | CUST#599121378         | TRANSPORTATION             | 0.00           | 1,694.89  |
| <a href="#">402-400-000-53580-4100</a> |                                | Professional Services/Adv |                        | CUST#599121378 TRANSP      |                | 1,694.89  |
| 009587                                 | DEPT OF LABOR & INDUST         | 07/27/2022                | Virtual Pay            | 0.00                       | 149.00         | APA000958 |
| Payable #                              | Payable Type                   | Payable Date              | Payable Description    | Discount Amount            | Payable Amount |           |
| Account Number                         |                                | Account Name              | Project Account Key    | Item Description           | Dist Amount    |           |
| <a href="#">298697</a>                 | Invoice                        | 05/17/2022                | LIBRARY ELEVATOR 710 W | ALDER ST                   | 0.00           | 149.00    |
| <a href="#">001-142-000-57250-4100</a> |                                | Professional Services/Adv |                        | LIBRARY ELEVATOR 710 W     |                | 149.00    |
| 023078                                 | FASTENAL COMPANY               | 07/27/2022                | Virtual Pay            | 0.00                       | 686.47         | APA000959 |
| Payable #                              | Payable Type                   | Payable Date              | Payable Description    | Discount Amount            | Payable Amount |           |
| Account Number                         |                                | Account Name              | Project Account Key    | Item Description           | Dist Amount    |           |
| <a href="#">WATUM202985</a>            | Credit Memo                    | 04/04/2022                | CUST#WATUM1962         | WONDER GRIP RETU           | 0.00           | -103.73   |
| <a href="#">402-400-000-53580-3100</a> |                                | Office and Operating      |                        | CUST#WATUM1962 WON         |                | -103.73   |
| <a href="#">WATUM205868</a>            | Invoice                        | 07/14/2022                | CUST#WATUM1962         | MISC                       | 0.00           | 418.74    |
| <a href="#">402-400-000-53580-3100</a> |                                | Office and Operating      | 19-COVID19             | CUST#WATUM1962 MISC        |                | 338.61    |
| <a href="#">402-400-000-53580-3100</a> |                                | Office and Operating      |                        | CUST#WATUM1962 MISC        |                | 80.13     |
| <a href="#">WATUM206048</a>            | Invoice                        | 07/20/2022                | CUST#WATUM1961         | MISC SUPPLIES              | 0.00           | 191.06    |
| <a href="#">401-000-000-53480-3100</a> |                                | Office and Operating      |                        | CUST#WATUM1961 MISC        |                | 191.06    |
| <a href="#">WATUM206051</a>            | Invoice                        | 07/20/2022                | CUST#WATUM1991         | MISC                       | 0.00           | 180.40    |
| <a href="#">001-118-000-52122-3100</a> |                                | Office and Operating      |                        | CUST#WATUM1991 MISC        |                | 180.40    |
| 159001                                 | FERGUSON ENTERPRISES LLC #3325 | 07/27/2022                | Virtual Pay            | 0.00                       | 302.46         | APA000960 |
| Payable #                              | Payable Type                   | Payable Date              | Payable Description    | Discount Amount            | Payable Amount |           |
| Account Number                         |                                | Account Name              | Project Account Key    | Item Description           | Dist Amount    |           |
| <a href="#">0215906</a>                | Invoice                        | 06/16/2022                | CUST#1143              | CAP KIT                    | 0.00           | 302.46    |
| <a href="#">402-300-000-53580-3100</a> |                                | Office and Operating      |                        | CUST#1143 CAP KIT          |                | 302.46    |
| VEN01612                               | GENSCO, INC.                   | 07/27/2022                | Virtual Pay            | 0.00                       | 1,430.82       | APA000961 |
| Payable #                              | Payable Type                   | Payable Date              | Payable Description    | Discount Amount            | Payable Amount |           |
| Account Number                         |                                | Account Name              | Project Account Key    | Item Description           | Dist Amount    |           |
| <a href="#">854475659</a>              | Invoice                        | 07/21/2022                | ACCT#31310             | PLEATED FILTERS LIBRARY    | 0.00           | 254.77    |
| <a href="#">001-142-000-57250-3100</a> |                                | Office and Operating      |                        | ACCT#31310 PLEATED FILT    |                | 254.77    |
| <a href="#">854475665</a>              | Invoice                        | 06/21/2022                | ACCT#31310             | PLEATED FILTERS SHOP       | 0.00           | 52.35     |
| <a href="#">401-000-000-53480-3100</a> |                                | Office and Operating      |                        | ACCT#31310 PLEATED FILT    |                | 52.35     |
| <a href="#">854475670</a>              | Invoice                        | 06/21/2022                | ACCT#31310             | PLEATED FILTER ANIMAL SHE  | 0.00           | 42.47     |
| <a href="#">001-118-000-55430-3100</a> |                                | Office and Operating      |                        | ACCT#31310 PLEATED FILT    |                | 42.47     |
| <a href="#">854475686</a>              | Invoice                        | 06/21/2022                | ACCT#31310             | PLEATED FILTERS WWTP       | 0.00           | 238.80    |
| <a href="#">402-400-000-53580-3100</a> |                                | Office and Operating      |                        | ACCT#31310 PLEATED FILT    |                | 238.80    |
| <a href="#">854475698</a>              | Invoice                        | 06/21/2022                | ACCT#31310             | PLEATED FILTERS CIVIC CENT | 0.00           | 497.18    |
| <a href="#">001-142-000-51830-3100</a> |                                | Office and Operating      |                        | ACCT#31310 PLEATED FILT    |                | 497.18    |
| <a href="#">854475707</a>              | Invoice                        | 06/21/2022                | ACCT#31310             | PLEATED FILTER FIRE STATIO | 0.00           | 345.25    |
| <a href="#">001-119-000-52250-3100</a> |                                | Office and Operating      |                        | ACCT#31310 PLEATED FILT    |                | 345.25    |
| 038820                                 | GILLIS AUTO CENTER, INC.       | 07/27/2022                | Virtual Pay            | 0.00                       | 133.88         | APA000962 |
| Payable #                              | Payable Type                   | Payable Date              | Payable Description    | Discount Amount            | Payable Amount |           |
| Account Number                         |                                | Account Name              | Project Account Key    | Item Description           | Dist Amount    |           |
| <a href="#">636117</a>                 | Invoice                        | 07/15/2022                | ACCT#2440              | TIRE REPAIR VIN#4818       | 0.00           | 133.88    |
| <a href="#">001-118-000-55430-4805</a> |                                | Repairs and Maintenance   |                        | ACCT#2440 TIRE REPAIR VI   |                | 133.88    |
| 040960                                 | GRAINGER                       | 07/27/2022                | Virtual Pay            | 0.00                       | 248.49         | APA000963 |
| Payable #                              | Payable Type                   | Payable Date              | Payable Description    | Discount Amount            | Payable Amount |           |
| Account Number                         |                                | Account Name              | Project Account Key    | Item Description           | Dist Amount    |           |
| <a href="#">9367465474</a>             | Invoice                        | 07/06/2022                | ACCT#839177342         | DETERGENT                  | 0.00           | 248.49    |
| <a href="#">402-640-000-53580-3100</a> |                                | Office and Operating      |                        | ACCT#839177342 DETERG      |                | 248.49    |

## Check Register

Packet: APPKT02373-JULY 27, 2022 AP AUTOMATION PAYMENTS

| Vendor Number                          | Vendor Name               | Payment Date            | Payment Type                       | Discount Amount  | Payment Amount | Number    |
|--|---------------------------|-------------------------|------------------------------------|------------------|----------------|-----------|
| VEN02329                               | GUNDIE'S INC              | 07/27/2022              | Virtual Pay                        | 0.00             | 539.60         | APA000964 |
| Payable #                              | Payable Type              | Payable Date            | Payable Description                | Discount Amount  | Payable Amount |           |
| Account Number                         |                           | Account Name            | Project Account Key                | Item Description | Dist Amount    |           |
| <a href="#">916452</a>                 | Invoice                   | 07/15/2022              | ACCT#A98226 VAN BENCHES            | 62975D           | 0.00           | 539.60    |
| <a href="#">503-000-000-54865-3102</a> |                           | Oper Supplies-Parts     | ACCT#A98226 VAN BENCH              |                  |                | 539.60    |
| 045150                                 | HACH COMPANY              | 07/27/2022              | Virtual Pay                        | 0.00             | 644.99         | APA000965 |
| Payable #                              | Payable Type              | Payable Date            | Payable Description                | Discount Amount  | Payable Amount |           |
| Account Number                         |                           | Account Name            | Project Account Key                | Item Description | Dist Amount    |           |
| <a href="#">13143592</a>               | Invoice                   | 07/14/2022              | ACCT#341640 M-FC PLASTIC 2ML       |                  | 0.00           | 425.91    |
| <a href="#">402-640-000-53580-3100</a> |                           | Office and Operating    | ACCT#341640 M-FC PLAST             |                  |                | 425.91    |
| <a href="#">13146485</a>               | Invoice                   | 07/15/2022              | ACCT#341640 ELECTRODE CLEAN SOLUTI |                  | 0.00           | 219.08    |
| <a href="#">402-640-000-53580-3100</a> |                           | Office and Operating    | ACCT#341640 ELECTRODE              |                  |                | 219.08    |
| VEN02255                               | HARBOR SAW & SUPPLY INC   | 07/27/2022              | Virtual Pay                        | 0.00             | 108.96         | APA000966 |
| Payable #                              | Payable Type              | Payable Date            | Payable Description                | Discount Amount  | Payable Amount |           |
| Account Number                         |                           | Account Name            | Project Account Key                | Item Description | Dist Amount    |           |
| <a href="#">714411</a>                 | Invoice                   | 07/18/2022              | CUST#21758 MISC PARTS              |                  | 0.00           | 108.96    |
| <a href="#">404-000-000-53180-3100</a> |                           | Office and Operating    | CUST#21758 MISC PARTS              |                  |                | 108.96    |
| 053992                                 | HOOD CANAL COMMUNICATIONS | 07/27/2022              | Virtual Pay                        | 0.00             | 5,218.42       | APA000967 |
| Payable #                              | Payable Type              | Payable Date            | Payable Description                | Discount Amount  | Payable Amount |           |
| Account Number                         |                           | Account Name            | Project Account Key                | Item Description | Dist Amount    |           |
| <a href="#">10736265</a>               | Invoice                   | 08/01/2022              | ACCT#00017664-7 AUG 2022           |                  | 0.00           | 4,128.30  |
| <a href="#">001-132-000-51888-4200</a> |                           | Communication           | ACCT#00017664-7 AUG 20             |                  |                | 188.85    |
| <a href="#">001-132-000-51888-4200</a> |                           | Communication           | ACCT#00017664-7 AUG 20             |                  |                | 63.95     |
| <a href="#">001-132-000-51888-4200</a> |                           | Communication           | ACCT#00017664-7 AUG 20             |                  |                | 180.00    |
| <a href="#">001-132-000-51888-4200</a> |                           | Communication           | ACCT#00017664-7 AUG 20             |                  |                | 270.00    |
| <a href="#">001-132-000-51888-4801</a> |                           | Repairs and Maintenance | ACCT#00017664-7 AUG 20             |                  |                | 405.50    |
| <a href="#">401-000-000-53480-4201</a> |                           | Communication - Shop    | ACCT#00017664-7 AUG 20             |                  |                | 180.00    |
| <a href="#">401-000-000-53480-4201</a> |                           | Communication - Shop    | ACCT#00017664-7 AUG 20             |                  |                | 1,260.00  |
| <a href="#">402-400-000-53580-4200</a> |                           | Communication           | ACCT#00017664-7 AUG 20             |                  |                | 180.00    |
| <a href="#">402-400-000-53580-4200</a> |                           | Communication           | ACCT#00017664-7 AUG 20             |                  |                | 1,400.00  |
| <a href="#">10738507</a>               | Invoice                   | 08/01/2022              | ACCT#00003840-2 AUG 2022           |                  | 0.00           | 1,090.12  |
| <a href="#">001-118-000-55430-4200</a> |                           | Communication           | ACCT#00003840-2 AUG 20             |                  |                | 32.60     |
| <a href="#">001-118-000-55430-4200</a> |                           | Communication           | ACCT#00003840-2 AUG 20             |                  |                | 0.12      |
| <a href="#">001-119-000-52250-4200</a> |                           | Communication           | ACCT#00003840-2 AUG 20             |                  |                | 34.31     |
| <a href="#">001-119-000-52250-4200</a> |                           | Communication           | ACCT#00003840-2 AUG 20             |                  |                | 34.31     |
| <a href="#">001-119-000-52250-4200</a> |                           | Communication           | ACCT#00003840-2 AUG 20             |                  |                | 34.31     |
| <a href="#">001-120-000-51310-4200</a> |                           | Communication           | ACCT#00003840-2 AUG 20             |                  |                | 0.12      |
| <a href="#">001-130-000-51810-4200</a> |                           | Communication           | ACCT#00003840-2 AUG 20             |                  |                | 41.38     |
| <a href="#">001-142-000-51890-4215</a> |                           | Communication-Civic Cen | ACCT#00003840-2 AUG 20             |                  |                | 57.67     |
| <a href="#">001-142-000-51890-4215</a> |                           | Communication-Civic Cen | ACCT#00003840-2 AUG 20             |                  |                | 0.12      |
| <a href="#">001-142-000-51890-4215</a> |                           | Communication-Civic Cen | ACCT#00003840-2 AUG 20             |                  |                | 0.12      |
| <a href="#">001-142-000-51890-4215</a> |                           | Communication-Civic Cen | ACCT#00003840-2 AUG 20             |                  |                | 34.42     |
| <a href="#">001-142-000-51890-4215</a> |                           | Communication-Civic Cen | ACCT#00003840-2 AUG 20             |                  |                | 0.12      |
| <a href="#">001-142-000-51890-4215</a> |                           | Communication-Civic Cen | ACCT#00003840-2 AUG 20             |                  |                | 568.27    |
| <a href="#">001-142-000-51890-4215</a> |                           | Communication-Civic Cen | ACCT#00003840-2 AUG 20             |                  |                | 34.31     |
| <a href="#">001-142-000-51890-4215</a> |                           | Communication-Civic Cen | ACCT#00003840-2 AUG 20             |                  |                | 34.31     |
| <a href="#">001-142-000-51890-4215</a> |                           | Communication-Civic Cen | ACCT#00003840-2 AUG 20             |                  |                | 34.31     |
| <a href="#">001-142-000-51890-4215</a> |                           | Communication-Civic Cen | ACCT#00003840-2 AUG 20             |                  |                | 34.73     |
| <a href="#">001-142-000-51890-4215</a> |                           | Communication-Civic Cen | ACCT#00003840-2 AUG 20             |                  |                | 11.42     |
| <a href="#">401-000-000-53480-4201</a> |                           | Communication - Shop    | ACCT#00003840-2 AUG 20             |                  |                | 34.31     |
| <a href="#">401-000-000-53480-4201</a> |                           | Communication - Shop    | ACCT#00003840-2 AUG 20             |                  |                | 0.12      |
| <a href="#">401-000-000-53480-4201</a> |                           | Communication - Shop    | ACCT#00003840-2 AUG 20             |                  |                | 34.31     |
| <a href="#">401-000-000-53480-4201</a> |                           | Communication - Shop    | ACCT#00003840-2 AUG 20             |                  |                | 34.31     |
| <a href="#">402-400-000-53580-4200</a> |                           | Communication           | ACCT#00003840-2 AUG 20             |                  |                | 0.12      |
| VEN02288                               | IRONCLAD COMPANY          | 07/27/2022              | Virtual Pay                        | 0.00             | 491.07         | APA000968 |



## 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    |           |
| <a href="#">13216</a>                  | Invoice                       | 07/20/2022                | WEAR PLATES FOR BACKHOES/LOADER    | 0.00                    | 491.07         |           |
| <a href="#">503-000-000-54865-3104</a> |                               | Oper Supp-Parts-EM&R V    |                                    | WEAR PLATES FOR BACKH   | 491.07         |           |
| 090100                                 | LES SCHWAB TIRES              | 07/27/2022                | Virtual Pay                        | 0.00                    | 56.56          | APA000969 |
| Payable #                              | Payable Type                  | Payable Date              | Payable Description                | Discount Amount         | Payable Amount |           |
| Account Number                         |                               | Account Name              | Project Account Key                | Item Description        | Dist Amount    |           |
| <a href="#">83200694920</a>            | Invoice                       | 07/25/2022                | CUST#S32-01440 MOWER TIRE REPAIR   | 0.00                    | 56.56          |           |
| <a href="#">401-000-000-53480-4800</a> |                               | Repairs and Maintenance   |                                    | CUST#S32-01440 MOWER    | 56.56          |           |
| VEN01302                               | MEDICINE SHOPPE               | 07/27/2022                | Virtual Pay                        | 0.00                    | 83.00          | APA000970 |
| Payable #                              | Payable Type                  | Payable Date              | Payable Description                | Discount Amount         | Payable Amount |           |
| Account Number                         |                               | Account Name              | Project Account Key                | Item Description        | Dist Amount    |           |
| <a href="#">771285</a>                 | Invoice                       | 06/30/2022                | JOHNATHON EVANS PRESCRIPTION       | 0.00                    | 83.00          |           |
| <a href="#">402-400-000-53580-4900</a> |                               | Miscellaneous             |                                    | JOHNATHON EVANS PRESC   | 83.00          |           |
| VEN02330                               | MILES RESOURCES LLC           | 07/27/2022                | Virtual Pay                        | 0.00                    | 151,041.83     | APA000971 |
| Payable #                              | Payable Type                  | Payable Date              | Payable Description                | Discount Amount         | Payable Amount |           |
| Account Number                         |                               | Account Name              | Project Account Key                | Item Description        | Dist Amount    |           |
| <a href="#">PAYESTIMATEJUL</a>         | Invoice                       | 07/19/2022                | PAYESTIMATEJUL22                   | 0.00                    | 151,041.83     |           |
| <a href="#">411-000-000-59434-6300</a> |                               | Construction              | 18-WGATE (formerly)                | PAYESTIMATEJUL22        | 151,041.83     |           |
| 142965                                 | NORTHSTAR CHEMICAL, INC       | 07/27/2022                | Virtual Pay                        | 0.00                    | 4,299.78       | APA000972 |
| Payable #                              | Payable Type                  | Payable Date              | Payable Description                | Discount Amount         | Payable Amount |           |
| Account Number                         |                               | Account Name              | Project Account Key                | Item Description        | Dist Amount    |           |
| <a href="#">228545</a>                 | Invoice                       | 07/14/2022                | CUST#100472 SODIUM HYPOCHLORITE    | 0.00                    | 4,299.78       |           |
| <a href="#">402-640-000-53580-3100</a> |                               | Office and Operating      |                                    | CUST#100472 SODIUM HY   | 4,299.78       |           |
| VEN01513                               | PHILLIPS BURGESS GOVERNMENT R | 07/27/2022                | Virtual Pay                        | 0.00                    | 4,000.00       | APA000973 |
| Payable #                              | Payable Type                  | Payable Date              | Payable Description                | Discount Amount         | Payable Amount |           |
| Account Number                         |                               | Account Name              | Project Account Key                | Item Description        | Dist Amount    |           |
| <a href="#">1841</a>                   | Invoice                       | 06/10/2022                | GOVERNMENTAL AFFAIRS CONSULTING-J  | 0.00                    | 2,000.00       |           |
| <a href="#">001-120-000-51310-4100</a> |                               | Professional Services/Adv |                                    | GOVERNMENTAL AFFAIRS    | 2,000.00       |           |
| <a href="#">1855</a>                   | Invoice                       | 07/13/2022                | JULY GOVERNMENTAL AFFAIRS CONSULTI | 0.00                    | 2,000.00       |           |
| <a href="#">001-120-000-51310-4100</a> |                               | Professional Services/Adv |                                    | JULY GOVERNMENTAL AFF   | 2,000.00       |           |
| 158295                                 | PLATT                         | 07/27/2022                | Virtual Pay                        | 0.00                    | 19.98          | APA000974 |
| Payable #                              | Payable Type                  | Payable Date              | Payable Description                | Discount Amount         | Payable Amount |           |
| Account Number                         |                               | Account Name              | Project Account Key                | Item Description        | Dist Amount    |           |
| <a href="#">2X30156</a>                | Invoice                       | 06/22/2022                | ACCT#135465 CODING TAPE            | 0.00                    | 19.98          |           |
| <a href="#">402-400-000-53580-3100</a> |                               | Office and Operating      |                                    | ACCT#135465 CODING TA   | 19.98          |           |
| 159300                                 | POLYDYNE, INC.                | 07/27/2022                | Virtual Pay                        | 0.00                    | 8,474.58       | APA000975 |
| Payable #                              | Payable Type                  | Payable Date              | Payable Description                | Discount Amount         | Payable Amount |           |
| Account Number                         |                               | Account Name              | Project Account Key                | Item Description        | Dist Amount    |           |
| <a href="#">1657628</a>                | Invoice                       | 07/14/2022                | CUST#100860 CLARIFLOC              | 0.00                    | 8,474.58       |           |
| <a href="#">402-400-000-53580-3100</a> |                               | Office and Operating      |                                    | CUST#100860 CLARIFLOC   | 8,474.58       |           |
| 165704                                 | R & D SUPPLY                  | 07/27/2022                | Virtual Pay                        | 0.00                    | 33.91          | APA000976 |
| Payable #                              | Payable Type                  | Payable Date              | Payable Description                | Discount Amount         | Payable Amount |           |
| Account Number                         |                               | Account Name              | Project Account Key                | Item Description        | Dist Amount    |           |
| <a href="#">242939</a>                 | Invoice                       | 06/24/2022                | CUST#60CS18 HEPA FILTERS           | 0.00                    | 22.61          |           |
| <a href="#">001-142-000-51830-3100</a> |                               | Office and Operating      |                                    | CUST#60CS18 HEPA FILTE  | 22.61          |           |
| <a href="#">243202</a>                 | Invoice                       | 07/14/2022                | CUST#60CS18 HEPA FILTERS           | 0.00                    | 11.30          |           |
| <a href="#">001-142-000-51830-3100</a> |                               | Office and Operating      |                                    | CUST#60CS18 HEPA FILTER | 11.30          |           |
| 168450                                 | RH2 ENGINEERING INC           | 07/27/2022                | Virtual Pay                        | 0.00                    | 28,838.03      | APA000977 |



## 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    |           |
| <a href="#">86859</a>                  | Invoice                     | 07/19/2022                | BROCKDALE RD RESURFACING SERVICES     | 0.00                      | 28,838.03      |           |
| <a href="#">302-000-000-59530-4101</a> |                             | CAPITAL Streets/Road-Pro  | 22-BROCKDALE PAVIN                    | BROCKDALE RD RESURFACI    | 28,838.03      |           |
| VEN02234                               | SEATTLE SURGICAL REPAIR     | 07/27/2022                | Virtual Pay                           | 0.00                      | 277.66         | APA000978 |
| Payable #                              | Payable Type                | Payable Date              | Payable Description                   | Discount Amount           | Payable Amount |           |
| Account Number                         |                             | Account Name              | Project Account Key                   | Item Description          | Dist Amount    |           |
| <a href="#">43928</a>                  | Invoice                     | 07/22/2022                | CUST# 14291 AUTOCLAVE REPAIR          | 0.00                      | 277.66         |           |
| <a href="#">404-000-000-53180-4800</a> |                             | Repairs and Maintenance   |                                       | CUST# 14291 AUTOCLAVE     | 277.66         |           |
| 187000                                 | SHELTON-MASON COUNTY JOURNA | 07/27/2022                | Virtual Pay                           | 0.00                      | 45.00          | APA000979 |
| Payable #                              | Payable Type                | Payable Date              | Payable Description                   | Discount Amount           | Payable Amount |           |
| Account Number                         |                             | Account Name              | Project Account Key                   | Item Description          | Dist Amount    |           |
| <a href="#">115083</a>                 | Invoice                     | 07/14/2022                | LEGAL NOTICES-AMEND BUDGET            | 0.00                      | 45.00          |           |
| <a href="#">001-110-000-51160-4100</a> |                             | Professional Services/Adv |                                       | LEGAL NOTICES-AMEND B     | 45.00          |           |
| VEN02199                               | TERMINIX PROCESSING CENTER  | 07/27/2022                | Virtual Pay                           | 0.00                      | 133.82         | APA000980 |
| Payable #                              | Payable Type                | Payable Date              | Payable Description                   | Discount Amount           | Payable Amount |           |
| Account Number                         |                             | Account Name              | Project Account Key                   | Item Description          | Dist Amount    |           |
| <a href="#">420031514</a>              | Invoice                     | 05/04/2022                | CUST#13959326 122 W FRANKLIN ST       | 0.00                      | 133.82         |           |
| <a href="#">001-119-000-52250-4100</a> |                             | Professional Services/Adv |                                       | CUST#13959326 122 W FR    | 133.82         |           |
| 189670                                 | THE SHOPPER                 | 07/27/2022                | Virtual Pay                           | 0.00                      | 133.74         | APA000981 |
| Payable #                              | Payable Type                | Payable Date              | Payable Description                   | Discount Amount           | Payable Amount |           |
| Account Number                         |                             | Account Name              | Project Account Key                   | Item Description          | Dist Amount    |           |
| <a href="#">52705</a>                  | Invoice                     | 06/06/2022                | LABELING TAPES                        | 0.00                      | 58.73          |           |
| <a href="#">401-000-000-53480-3100</a> |                             | Office and Operating      |                                       | LABELING TAPES            | 58.73          |           |
| <a href="#">53469</a>                  | Invoice                     | 07/25/2022                | MISC SUPPLIES                         | 0.00                      | 75.01          |           |
| <a href="#">401-000-000-53480-3100</a> |                             | Office and Operating      |                                       | MISC SUPPLIES             | 75.01          |           |
| 200985                                 | THURSTON CO PUBLIC HEALTH   | 07/27/2022                | Virtual Pay                           | 0.00                      | 630.00         | APA000982 |
| Payable #                              | Payable Type                | Payable Date              | Payable Description                   | Discount Amount           | Payable Amount |           |
| Account Number                         |                             | Account Name              | Project Account Key                   | Item Description          | Dist Amount    |           |
| <a href="#">LABFEESJUNE202</a>         | Invoice                     | 07/11/2022                | LABFEESJUNE2022                       | 0.00                      | 630.00         |           |
| <a href="#">401-000-000-53480-4100</a> |                             | Professional Services/Adv |                                       | LABFEESJUNE2022           | 630.00         |           |
| 201300                                 | TOZIER BROS INC.            | 07/27/2022                | Virtual Pay                           | 0.00                      | 213.98         | APA000983 |
| Payable #                              | Payable Type                | Payable Date              | Payable Description                   | Discount Amount           | Payable Amount |           |
| Account Number                         |                             | Account Name              | Project Account Key                   | Item Description          | Dist Amount    |           |
| <a href="#">458146</a>                 | Invoice                     | 07/13/2022                | CUST#20090 5 GALLON PAIL              | 0.00                      | 39.23          |           |
| <a href="#">402-400-000-53580-3100</a> |                             | Office and Operating      |                                       | CUST#20090 5 GALLON PAI   | 39.23          |           |
| <a href="#">458289</a>                 | Invoice                     | 07/19/2022                | CUST#20090 RATCHET,NOZZLES, NUTS,BO   | 0.00                      | 112.92         |           |
| <a href="#">001-141-000-57680-3100</a> |                             | Office and Operating      |                                       | CUST#20090 RATCHET,NOZ    | 112.92         |           |
| <a href="#">458296</a>                 | Invoice                     | 07/19/2022                | CUST#20090 SHOVEL                     | 0.00                      | 44.89          |           |
| <a href="#">402-640-000-53580-3100</a> |                             | Office and Operating      |                                       | CUST#20090 SHOVEL         | 44.89          |           |
| <a href="#">458308</a>                 | Invoice                     | 07/20/2022                | CUST#20090 EPOXY                      | 0.00                      | 6.52           |           |
| <a href="#">001-142-000-51830-3100</a> |                             | Office and Operating      |                                       | CUST#20090 EPOXY          | 6.52           |           |
| <a href="#">458429</a>                 | Invoice                     | 07/26/2022                | CUST#20090 HANDLE THRD WD             | 0.00                      | 10.42          |           |
| <a href="#">401-000-000-53480-3100</a> |                             | Office and Operating      |                                       | CUST#20090 HANDLE THR     | 10.42          |           |
| 201875                                 | TYLER TECHNOLOGIES          | 07/27/2022                | Virtual Pay                           | 0.00                      | 160.00         | APA000984 |
| Payable #                              | Payable Type                | Payable Date              | Payable Description                   | Discount Amount           | Payable Amount |           |
| Account Number                         |                             | Account Name              | Project Account Key                   | Item Description          | Dist Amount    |           |
| <a href="#">025-388203</a>             | Invoice                     | 08/01/2022                | CUST#48155 UTILITY BILLING MONTHLY FE | 0.00                      | 160.00         |           |
| <a href="#">001-111-000-51421-4100</a> |                             | Professional Services/Adv |                                       | CUST#48155 UTILITY BILLIN | 160.00         |           |
| 203900                                 | WESMAR COMPANY, INC         | 07/27/2022                | Virtual Pay                           | 0.00                      | 833.84         | APA000985 |

## 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>301228</u>                 | Invoice                 | 07/19/2022               | ASSOC. # 319276 SODIUM HYPOCHLORIT | 0.00                   | 833.84         |           |
| <u>401-000-000-53480-3104</u> |                         | Office and Operating-Chl |                                    | ASSOC. # 319276 SODIUM | 833.84         |           |
| 053987                        | WESTBAY NAPA AUTO PARTS | 07/27/2022               | Virtual Pay                        | 0.00                   | 95.37          | APA000986 |
| Payable #                     | Payable Type            | Payable Date             | Payable Description                | Discount Amount        | Payable Amount |           |
| Account Number                |                         | Account Name             | Project Account Key                | Item Description       | Dist Amount    |           |
| <u>993378</u>                 | Invoice                 | 06/21/2022               | ACCT#4296 BRAKE LINE               | 0.00                   | 9.66           |           |
| <u>401-000-000-53480-3100</u> |                         | Office and Operating     |                                    | ACCT#4296 BRAKE LINE   | 9.66           |           |
| <u>997302</u>                 | Invoice                 | 07/19/2022               | ACCT#4296 RETRIEVING TOOLS JAW     | 0.00                   | 28.51          |           |
| <u>402-300-000-53580-3100</u> |                         | Office and Operating     |                                    | ACCT#4296 RETRIEVING T | 28.51          |           |
| <u>997507</u>                 | Invoice                 | 07/20/2022               | ACCT#4296 LED CHROME LICENSE 19970 | 0.00                   | 21.50          |           |
| <u>503-000-000-54865-3102</u> |                         | Oper Supplies-Parts      |                                    | ACCT#4296 LED CHROME   | 21.50          |           |
| <u>997596</u>                 | Invoice                 | 07/21/2022               | ACCT#4296 AIR FRESHENER            | 0.00                   | 7.19           |           |
| <u>402-640-000-53580-3100</u> |                         | Office and Operating     |                                    | ACCT#4296 AIR FRESHENE | 7.19           |           |
| <u>997687</u>                 | Invoice                 | 07/21/2022               | ACCT#4296 LED FLEX SPNG CLAW       | 0.00                   | 28.51          |           |
| <u>402-640-000-53580-3100</u> |                         | Office and Operating     |                                    | ACCT#4296 LED FLEX SPN | 28.51          |           |

## Bank Code APBNK-Main Summary

| Payment Type     | Payable Count | Payment Count | Discount    | Payment           |
|------------------|---------------|---------------|-------------|-------------------|
| Regular Checks   | 0             | 0             | 0.00        | 0.00              |
| 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              |
| Virtual Payments | 61            | 37            | 0.00        | 219,711.19        |
|                  | <b>61</b>     | <b>37</b>     | <b>0.00</b> | <b>219,711.19</b> |

|                  |    |    |      |            |
|------------------|----|----|------|------------|
| Virtual Payments | 61 | 37 | 0.00 | 219,711.19 |
|------------------|----|----|------|------------|

### Fund Summary

| Fund | Name        | Period | Amount            |
|------|-------------|--------|-------------------|
| 999  | Pooled Cash | 7/2022 | 219,711.19        |
|      |             |        | <u>219,711.19</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 number 107532 through number 107535 in the total amount of \$157,132.92 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 2<sup>nd</sup> of August, 2022.

  
Deputy Finance 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 \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mayor Eric Onisko

\_\_\_\_\_  
Deputy Mayor Joe Schmit

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

\_\_\_\_\_  
Councilmember Miguel Gutierrez

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

\_\_\_\_\_  
Councilmember Deidre Peterson

\_\_\_\_\_  
Councilmember Sharon Schirman



Shelton, WA

# Check Register

Packet: APPKT02377 - AUGUST 2, 2022 MANUAL AP PAYMENTS

By Check Number

| Vendor Number                    | Vendor Name                | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|----------------------------------|----------------------------|--------------|--------------|-----------------|----------------|--------|
| Bank Code: APBNK-Main-APBNK-Main |                            |              |              |                 |                |        |
| 108679                           | CENTRAL MASON FIRE AND EMS | 08/02/2022   | Regular      | 0.00            | 124,832.42     | 107532 |
| 112000                           | MASON COUNTY SHERIFF DEPT  | 08/02/2022   | Regular      | 0.00            | 21,717.50      | 107533 |
| 178252                           | TASCHNER LAW, PLLC         | 08/02/2022   | Regular      | 0.00            | 9,083.00       | 107534 |
| VEN01972                         | THOMAS A FURRER            | 08/02/2022   | Regular      | 0.00            | 1,500.00       | 107535 |

## Bank Code APBNK-Main Summary

| Payment Type     | Payable<br>Count | Payment<br>Count | Discount | Payment    |
|------------------|------------------|------------------|----------|------------|
| Regular Checks   | 4                | 4                | 0.00     | 157,132.92 |
| 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       |
| Virtual Payments | 0                | 0                | 0.00     | 0.00       |
|                  | 4                | 4                | 0.00     | 157,132.92 |

|                  |   |   |      |      |
|------------------|---|---|------|------|
| Virtual Payments | 0 | 0 | 0.00 | 0.00 |
|------------------|---|---|------|------|

### Fund Summary

| Fund | Name        | Period | Amount            |
|------|-------------|--------|-------------------|
| 999  | Pooled Cash | 8/2022 | 157,132.92        |
|      |             |        | <u>157,132.92</u> |





Shelton, WA

# Check Register

Packet: APPKT02377 - AUGUST 2, 2022 MANUAL AP PAYMENTS

By Check Number

| Vendor Number                          | Vendor Name                | Payment Date               | Payment Type            | Discount Amount         | Payment Amount | Number |
|--|----------------------------|----------------------------|-------------------------|-------------------------|----------------|--------|
| Bank Code: APBNK-Main-APBNK-Main       |                            |                            |                         |                         |                |        |
| 108679                                 | CENTRAL MASON FIRE AND EMS | 08/02/2022                 | Regular                 | 0.00                    | 124,832.42     | 107532 |
| Payable #                              | Payable Type               | Payable Date               | Payable Description     | Discount Amount         | Payable Amount |        |
| Account Number                         |                            | Account Name               | Project Account Key     | Item Description        | Dist Amount    |        |
| <a href="#">JULY/2022</a>              | Invoice                    | 07/31/2022                 | JULY 2022 FIRE SERVICES | 0.00                    | 124,832.42     |        |
| <a href="#">001-119-000-52220-4103</a> |                            | Prof FF Services-Fire Dist |                         | JULY 2022 FIRE SERVICES | 86,291.18      |        |
| <a href="#">001-119-000-52221-4103</a> |                            | Prof EMS Services-Fire Di  |                         | JULY 2022 FIRE SERVICES | 28,763.74      |        |
| <a href="#">001-119-000-52230-4103</a> |                            | Prof Svcs Fire Prevention- |                         | JULY 2022 FIRE SERVICES | 5,000.00       |        |
| <a href="#">001-119-000-52260-4100</a> |                            | Professional Serv - CMFE   |                         | JULY 2022 FIRE SERVICES | 4,777.50       |        |
| 112000                                 | MASON COUNTY SHERIFF DEPT  | 08/02/2022                 | Regular                 | 0.00                    | 21,717.50      | 107533 |
| Payable #                              | Payable Type               | Payable Date               | Payable Description     | Discount Amount         | Payable Amount |        |
| Account Number                         |                            | Account Name               | Project Account Key     | Item Description        | Dist Amount    |        |
| <a href="#">JULY/2022</a>              | Invoice                    | 07/31/2022                 | JULY 2022 FEES          | 0.00                    | 21,717.50      |        |
| <a href="#">001-123-000-52360-4103</a> |                            | Professional Services/Adv  |                         | JULY 2022 FEES          | 21,717.50      |        |
| 178252                                 | TASCHNER LAW, PLLC         | 08/02/2022                 | Regular                 | 0.00                    | 9,083.00       | 107534 |
| Payable #                              | Payable Type               | Payable Date               | Payable Description     | Discount Amount         | Payable Amount |        |
| Account Number                         |                            | Account Name               | Project Account Key     | Item Description        | Dist Amount    |        |
| <a href="#">JULY/2022</a>              | Invoice                    | 07/31/2022                 | JULY 2022 SERVICES      | 0.00                    | 9,083.00       |        |
| <a href="#">001-122-000-51593-4100</a> |                            | Public Defense/Adult Mis   |                         | JULY 2022 SERVICES      | 9,083.00       |        |
| VEN01972                               | THOMAS A FURRER            | 08/02/2022                 | Regular                 | 0.00                    | 1,500.00       | 107535 |
| Payable #                              | Payable Type               | Payable Date               | Payable Description     | Discount Amount         | Payable Amount |        |
| Account Number                         |                            | Account Name               | Project Account Key     | Item Description        | Dist Amount    |        |
| <a href="#">JULY/2022</a>              | Invoice                    | 07/31/2022                 | JULY 2022 SERVICES      | 0.00                    | 1,500.00       |        |
| <a href="#">001-112-000-51250-4109</a> |                            | Other Professional Servic  |                         | JULY 2022 SERVICES      | 1,500.00       |        |

## Bank Code APBNK-Main Summary

| Payment Type     | Payable Count | Payment Count | Discount | Payment    |
|------------------|---------------|---------------|----------|------------|
| Regular Checks   | 4             | 4             | 0.00     | 157,132.92 |
| 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       |
| Virtual Payments | 0             | 0             | 0.00     | 0.00       |
|                  | 4             | 4             | 0.00     | 157,132.92 |

|                  |   |   |      |      |
|------------------|---|---|------|------|
| Virtual Payments | 0 | 0 | 0.00 | 0.00 |
|------------------|---|---|------|------|

### Fund Summary

| Fund | Name        | Period | Amount            |
|------|-------------|--------|-------------------|
| 999  | Pooled Cash | 8/2022 | 157,132.92        |
|      |             |        | <u>157,132.92</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 voucher number 1 in the total amount of \$148,952.90 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 3<sup>rd</sup> of August, 2022.

  
Deputy Finance 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 \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mayor Eric Onisko

\_\_\_\_\_  
Deputy Mayor Joe Schmit

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

\_\_\_\_\_  
Councilmember Miguel Gutierrez

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

\_\_\_\_\_  
Councilmember Deidre Peterson

\_\_\_\_\_  
Councilmember Sharon Schirman



Shelton, WA

## Check Register

Packet: APPKT02379 - AUGUST 3, 2022 EFT PAYMENT

By Check Number

| Vendor Number                    | Vendor Name            | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|----------------------------------|------------------------|--------------|--------------|-----------------|----------------|--------|
| Bank Code: APBNK-Main-APBNK-Main |                        |              |              |                 |                |        |
| VEN01815                         | FREIGHTLINER NORTHWEST | 08/03/2022   | EFT          | 0.00            | 148,952.90     | 1      |

### Bank Code APBNK-Main Summary

| Payment Type     | Payable Count | Payment Count | Discount    | Payment           |
|------------------|---------------|---------------|-------------|-------------------|
| Regular Checks   | 0             | 0             | 0.00        | 0.00              |
| 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            | 1             | 1             | 0.00        | 148,952.90        |
| Virtual Payments | 0             | 0             | 0.00        | 0.00              |
|                  | <b>1</b>      | <b>1</b>      | <b>0.00</b> | <b>148,952.90</b> |

|                  |   |   |      |      |
|------------------|---|---|------|------|
| Virtual Payments | 0 | 0 | 0.00 | 0.00 |
|------------------|---|---|------|------|

### Fund Summary

| Fund | Name        | Period | Amount            |
|------|-------------|--------|-------------------|
| 999  | Pooled Cash | 8/2022 | 148,952.90        |
|      |             |        | <u>148,952.90</u> |



Shelton, WA

# Check Register

Packet: APPKT02379 - AUGUST 3, 2022 EFT PAYMENT

By Check Number

| Vendor Number                          | Vendor Name            | Payment Date       | Payment Type             | Discount Amount        | Payment Amount | Number     |
|--|------------------------|--------------------|--------------------------|------------------------|----------------|------------|
| Bank Code: APBNK-Main-APBNK-Main       |                        |                    |                          |                        |                |            |
| VEN01815                               | FREIGHTLINER NORTHWEST | 08/03/2022         | EFT                      | 0.00                   | 148,952.90     | 1          |
| Payable #                              | Payable Type           | Payable Date       | Payable Description      | Discount Amount        | Payable Amount |            |
| Account Number                         |                        | Account Name       | Project Account Key      | Item Description       | Dist Amount    |            |
| <a href="#">M303000671</a>             | Invoice                | 07/12/2022         | ACCT#141388 FREIGHTLINER |                        | 0.00           | 148,952.90 |
| <a href="#">503-300-000-59448-6400</a> |                        | Equipment/Vehicles | 22-EM&RNEWEQUIP          | ACCT#141388 FREIGHTLIN |                | 148,952.90 |

## Bank Code APBNK-Main Summary

| Payment Type     | Payable Count | Payment Count | Discount    | Payment           |
|------------------|---------------|---------------|-------------|-------------------|
| Regular Checks   | 0             | 0             | 0.00        | 0.00              |
| 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            | 1             | 1             | 0.00        | 148,952.90        |
| Virtual Payments | 0             | 0             | 0.00        | 0.00              |
|                  | <b>1</b>      | <b>1</b>      | <b>0.00</b> | <b>148,952.90</b> |

|                  |   |   |      |      |
|------------------|---|---|------|------|
| Virtual Payments | 0 | 0 | 0.00 | 0.00 |
|------------------|---|---|------|------|

Fund Summary

| Fund | Name        | Period | Amount            |
|------|-------------|--------|-------------------|
| 999  | Pooled Cash | 8/2022 | 148,952.90        |
|      |             |        | <u>148,952.90</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 number 107536 through number 107538 in the total amount of \$3,719.04 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 5<sup>th</sup> of August, 2022.

  
Deputy Finance 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 \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mayor Eric Onisko

\_\_\_\_\_  
Deputy Mayor Joe Schmit

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

\_\_\_\_\_  
Councilmember Miguel Gutierrez

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

\_\_\_\_\_  
Councilmember Deidre Peterson

\_\_\_\_\_  
Councilmember Sharon Schirman



Shelton, WA

# Check Register

Packet: APPKT02387 - AUGUST 5, 2022 MANUAL AP PAYMENTS

By Check Number

| Vendor Number                    | Vendor Name        | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|----------------------------------|--------------------|--------------|--------------|-----------------|----------------|--------|
| Bank Code: APBNK-Main-APBNK-Main |                    |              |              |                 |                |        |
| 009595                           | DEPT. OF LICENSING | 08/05/2022   | Regular      | 0.00            | 21.00          | 107536 |
| 151000                           | P. U. D. # 3       | 08/05/2022   | Regular      | 0.00            | 75.02          | 107537 |
| 202392                           | VERIZON WIRELESS   | 08/05/2022   | Regular      | 0.00            | 3,623.02       | 107538 |

## Bank Code APBNK-Main Summary

| Payment Type     | Payable Count | Payment Count | Discount | Payment  |
|------------------|---------------|---------------|----------|----------|
| Regular Checks   | 4             | 3             | 0.00     | 3,719.04 |
| 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     |
| Virtual Payments | 0             | 0             | 0.00     | 0.00     |
|                  | 4             | 3             | 0.00     | 3,719.04 |

OK  
P2

|                  |   |   |      |      |
|------------------|---|---|------|------|
| Virtual Payments | 0 | 0 | 0.00 | 0.00 |
|------------------|---|---|------|------|

Fund Summary

| Fund | Name        | Period | Amount          |
|------|-------------|--------|-----------------|
| 999  | Pooled Cash | 8/2022 | 3,719.04        |
|      |             |        | <u>3,719.04</u> |





Shelton, WA

## Check Register

Packet: APPKT02387 - AUGUST 5, 2022 MANUAL AP PAYMENTS

By Check Number

| Vendor Number                              | Vendor Name        | Payment Date             | Payment Type                 | Discount Amount        | Payment Amount | Number |
|--|--------------------|--------------------------|------------------------------|------------------------|----------------|--------|
| Bank Code: APBNK-Main-APBNK-Main<br>009595 | DEPT. OF LICENSING | 08/05/2022               | Regular                      | 0.00                   | 21.00          | 107536 |
| Payable #                                  | Payable Type       | Payable Date             | Payable Description          | Discount Amount        | Payable Amount |        |
| Account Number                             |                    | Account Name             | Project Account Key          | Item Description       | Dist Amount    |        |
| <a href="#">SHP220039</a>                  | Invoice            | 07/28/2022               | MARGARET ANNE TAYLOR         | 0.00                   | 21.00          |        |
| <a href="#">657-000-000-58600-0007</a>     |                    | Concealed Pistol Permits |                              | MARGARET ANNE TAYLOR   | 21.00          |        |
| 151000                                     | P. U. D. # 3       | 08/05/2022               | Regular                      | 0.00                   | 75.02          | 107537 |
| Payable #                                  | Payable Type       | Payable Date             | Payable Description          | Discount Amount        | Payable Amount |        |
| Account Number                             |                    | Account Name             | Project Account Key          | Item Description       | Dist Amount    |        |
| <a href="#">109441001JUL22</a>             | Invoice            | 07/26/2022               | 109441001JUL22               | 0.00                   | 75.02          |        |
| <a href="#">101-000-000-54264-4700</a>     |                    | Utility Services         |                              | 109441001JUL22         | 75.02          |        |
| 202392                                     | VERIZON WIRELESS   | 08/05/2022               | Regular                      | 0.00                   | 3,623.02       | 107538 |
| Payable #                                  | Payable Type       | Payable Date             | Payable Description          | Discount Amount        | Payable Amount |        |
| Account Number                             |                    | Account Name             | Project Account Key          | Item Description       | Dist Amount    |        |
| <a href="#">9911644101</a>                 | Invoice            | 07/20/2022               | ACCT#972465947-00001 JUL 22  | 0.00                   | 3,110.48       |        |
| <a href="#">001-115-000-51895-4200</a>     |                    | Communication            |                              | ACCT#972465947-00001 J | 266.04         |        |
| <a href="#">001-118-000-52122-4200</a>     |                    | Communication            |                              | ACCT#972465947-00001 J | 1,890.27       |        |
| <a href="#">001-130-000-51810-4200</a>     |                    | Communication            |                              | ACCT#972465947-00001 J | 124.35         |        |
| <a href="#">001-132-000-51888-4200</a>     |                    | Communication            |                              | ACCT#972465947-00001 J | 82.18          |        |
| <a href="#">001-140-000-52460-4200</a>     |                    | CODE ENFORCEMENT-Co      |                              | ACCT#972465947-00001 J | 48.78          |        |
| <a href="#">001-140-000-55850-4200</a>     |                    | Communication            |                              | ACCT#972465947-00001 J | 97.56          |        |
| <a href="#">001-141-000-57680-4200</a>     |                    | Communication            |                              | ACCT#972465947-00001 J | 42.17          |        |
| <a href="#">101-000-000-54264-4200</a>     |                    | Communications           |                              | ACCT#972465947-00001 J | 42.17          |        |
| <a href="#">401-000-000-53480-4200</a>     |                    | Communication            |                              | ACCT#972465947-00001 J | 179.60         |        |
| <a href="#">402-400-000-53580-4200</a>     |                    | Communication            |                              | ACCT#972465947-00001 J | 295.19         |        |
| <a href="#">503-000-000-54865-4200</a>     |                    | Communication            |                              | ACCT#972465947-00001 J | 42.17          |        |
| <a href="#">9911827608</a>                 | Invoice            | 07/23/2022               | ACCT#342078219-00001 JULY 22 | 0.00                   | 512.54         |        |
| <a href="#">001-115-000-51895-4200</a>     |                    | Communication            |                              | ACCT#342078219-00001 J | 344.00         |        |
| <a href="#">401-000-000-53480-4200</a>     |                    | Communication            |                              | ACCT#342078219-00001 J | 88.52          |        |
| <a href="#">402-400-000-53580-4200</a>     |                    | Communication            |                              | ACCT#342078219-00001 J | 80.02          |        |

## Bank Code APBNK-Main Summary

| Payment Type     | Payable Count | Payment Count | Discount | Payment  |
|------------------|---------------|---------------|----------|----------|
| Regular Checks   | 4             | 3             | 0.00     | 3,719.04 |
| 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     |
| Virtual Payments | 0             | 0             | 0.00     | 0.00     |
|                  | 4             | 3             | 0.00     | 3,719.04 |

|                  |   |   |      |      |
|------------------|---|---|------|------|
| Virtual Payments | 0 | 0 | 0.00 | 0.00 |
|------------------|---|---|------|------|

Fund Summary

| Fund | Name        | Period | Amount          |
|------|-------------|--------|-----------------|
| 999  | Pooled Cash | 8/2022 | 3,719.04        |
|      |             |        | <u>3,719.04</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 number APA000987 through number APA001050 in the total amount of \$121,235.86 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 5<sup>th</sup> of August, 2022.

  
Deputy Finance 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 \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mayor Eric Onisko

\_\_\_\_\_  
Deputy Mayor Joe Schmit

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

\_\_\_\_\_  
Councilmember Miguel Gutierrez

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

\_\_\_\_\_  
Councilmember Deidre Peterson

\_\_\_\_\_  
Councilmember Sharon Schirman



Shelton, WA

# Check Register

Packet: APPKT02389 - AUGUST 5, 2022 AP AUTOMATION  
PAYMENTS

By Check Number

| Vendor Number                    | Vendor Name                    | Payment Date | Payment Type | Discount Amount | Payment Amount | Number    |
|----------------------------------|--------------------------------|--------------|--------------|-----------------|----------------|-----------|
| Bank Code: APBNK-Main-APBNK-Main |                                |              |              |                 |                |           |
| 001480                           | ALPINE PRODUCTS INC.           | 08/05/2022   | Virtual Pay  | 0.00            | 693.63         | APA000987 |
| 002982                           | APP                            | 08/05/2022   | Virtual Pay  | 0.00            | 8,707.22       | APA000988 |
| 002520                           | ARAMARK                        | 08/05/2022   | Virtual Pay  | 0.00            | 204.30         | APA000989 |
| VEN01879                         | BRADLEY AIR COMPANY            | 08/05/2022   | Virtual Pay  | 0.00            | 429.21         | APA000990 |
| 004914                           | BRADY TRUCKING                 | 08/05/2022   | Virtual Pay  | 0.00            | 947.44         | APA000991 |
| 024990                           | BRIDGESTONE RETAIL OPERATIONS, | 08/05/2022   | Virtual Pay  | 0.00            | 689.27         | APA000992 |
| 098000                           | BUILDERS FIRSTSOURCE           | 08/05/2022   | Virtual Pay  | 0.00            | 121.16         | APA000993 |
| VEN02063                         | CARL TANNE                     | 08/05/2022   | Virtual Pay  | 0.00            | 280.00         | APA000994 |
| 007450                           | CH2O INCORPORATED              | 08/05/2022   | Virtual Pay  | 0.00            | 328.50         | APA000995 |
| 007305                           | CHOWN HARDWARE                 | 08/05/2022   | Virtual Pay  | 0.00            | 179.29         | APA000996 |
| VEN02285                         | CONSEJO COUNSELING & REFERRAL  | 08/05/2022   | Virtual Pay  | 0.00            | 6,000.00       | APA000997 |
| 008800                           | CUT-RATE AUTO PARTS            | 08/05/2022   | Virtual Pay  | 0.00            | 4.43           | APA000998 |
| 009200                           | DAN RUBINO                     | 08/05/2022   | Virtual Pay  | 0.00            | 39.17          | APA000999 |
| 009251                           | DATAPROSE LLC                  | 08/05/2022   | Virtual Pay  | 0.00            | 2,469.37       | APA001000 |
| 009351                           | DELAGE LANDEN FINANCIAL SVCS   | 08/05/2022   | Virtual Pay  | 0.00            | 1,390.50       | APA001001 |
| VEN01592                         | EDGAR JERONIMO PABLO           | 08/05/2022   | Virtual Pay  | 0.00            | 280.00         | APA001002 |
| 020010                           | EVERGREEN RURAL WATER          | 08/05/2022   | Virtual Pay  | 0.00            | 300.00         | APA001003 |
| 023078                           | FASTENAL COMPANY               | 08/05/2022   | Virtual Pay  | 0.00            | 796.94         | APA001004 |
| 023108                           | FCS GROUP                      | 08/05/2022   | Virtual Pay  | 0.00            | 10,495.00      | APA001005 |
| 080980                           | GILLIARDI LOGGING & CONSTRUCTI | 08/05/2022   | Virtual Pay  | 0.00            | 187.20         | APA001006 |
| 038820                           | GILLIS AUTO CENTER, INC.       | 08/05/2022   | Virtual Pay  | 0.00            | 407.03         | APA001007 |
| 039760                           | GOOD TO GO                     | 08/05/2022   | Virtual Pay  | 0.00            | 10.30          | APA001008 |
| VEN01299                         | GRAY & OSBORNE                 | 08/05/2022   | Virtual Pay  | 0.00            | 10,628.87      | APA001009 |
| 045000                           | H.D. FOWLER COMPANY            | 08/05/2022   | Virtual Pay  | 0.00            | 849.48         | APA001010 |
| VEN02140                         | HAGGARD & GANSON LLP           | 08/05/2022   | Virtual Pay  | 0.00            | 852.50         | APA001011 |
| VEN02276                         | JAMES N DOCTER                 | 08/05/2022   | Virtual Pay  | 0.00            | 2,000.00       | APA001012 |
| 078000                           | KARL'S AUTO BODY               | 08/05/2022   | Virtual Pay  | 0.00            | 459.68         | APA001013 |
| 079581                           | KCDA PURCHASING COOPERATIVE    | 08/05/2022   | Virtual Pay  | 0.00            | 151.17         | APA001014 |
| VEN01821                         | KITSAP GARAGE DOOR CO          | 08/05/2022   | Virtual Pay  | 0.00            | 200.73         | APA001015 |
| 085075                           | LAKESIDE INDUSTRIES            | 08/05/2022   | Virtual Pay  | 0.00            | 1,921.96       | APA001016 |
| 087799                           | LEMAY MOBILE SHREDDING         | 08/05/2022   | Virtual Pay  | 0.00            | 14.07          | APA001017 |
| 090100                           | LES SCHWAB TIRES               | 08/05/2022   | Virtual Pay  | 0.00            | 42.41          | APA001018 |
| VEN01408                         | LUND CUSTOM MACHINING, INC.    | 08/05/2022   | Virtual Pay  | 0.00            | 1,323.70       | APA001019 |
| 108850                           | MASON COUNTY GARBAGE CO.-A V   | 08/05/2022   | Virtual Pay  | 0.00            | 3,763.37       | APA001020 |
| 903605                           | MATERIALS TESTING & CONSULTINC | 08/05/2022   | Virtual Pay  | 0.00            | 620.00         | APA001021 |
| VEN01302                         | MEDICINE SHOPPE                | 08/05/2022   | Virtual Pay  | 0.00            | 83.00          | APA001022 |
| 132235                           | MOUNTAIN MIST WATER            | 08/05/2022   | Virtual Pay  | 0.00            | 224.69         | APA001023 |
| VEN02077                         | NATURAL SELECTION FARMS, INC.  | 08/05/2022   | Virtual Pay  | 0.00            | 4,494.30       | APA001024 |
| VEN02141                         | NORTHWEST CASCADE, INC.        | 08/05/2022   | Virtual Pay  | 0.00            | 117.90         | APA001025 |
| VEN01558                         | NORTHWEST CUSTOM TEES          | 08/05/2022   | Virtual Pay  | 0.00            | 247.65         | APA001026 |
| VEN01702                         | NORTHWEST TRUCK & INDUSTRIAL   | 08/05/2022   | Virtual Pay  | 0.00            | 140.19         | APA001027 |
| VEN02312                         | ODP BUSINESS SOLUTIONS LLC     | 08/05/2022   | Virtual Pay  | 0.00            | 156.55         | APA001028 |
| 150076                           | OWEN EQUIPMENT COMPANY         | 08/05/2022   | Virtual Pay  | 0.00            | 975.94         | APA001029 |
| 153500                           | PACIFIC LAMP & SUPPLY CO       | 08/05/2022   | Virtual Pay  | 0.00            | 2,053.07       | APA001030 |
| 165704                           | R & D SUPPLY                   | 08/05/2022   | Virtual Pay  | 0.00            | 526.13         | APA001031 |
| 903584                           | RIGHT SYSTEMS                  | 08/05/2022   | Virtual Pay  | 0.00            | 20,032.00      | APA001032 |
| 178231                           | SEAN CARNEY                    | 08/05/2022   | Virtual Pay  | 0.00            | 212.00         | APA001033 |
| 190222                           | SIRENNET.COM                   | 08/05/2022   | Virtual Pay  | 0.00            | 31.82          | APA001034 |
| VEN02317                         | SOUND LAW CENTER LLC           | 08/05/2022   | Virtual Pay  | 0.00            | 825.00         | APA001035 |
| 196341                           | STEVEN R. BUZZARD              | 08/05/2022   | Virtual Pay  | 0.00            | 120.00         | APA001036 |
| 178252                           | TASCHNER LAW, PLLC             | 08/05/2022   | Virtual Pay  | 0.00            | 1,500.00       | APA001037 |
| 189670                           | THE SHOPPER                    | 08/05/2022   | Virtual Pay  | 0.00            | 408.13         | APA001038 |
| 200931                           | THOMSON REUTERS - WEST         | 08/05/2022   | Virtual Pay  | 0.00            | 209.55         | APA001039 |
| 201300                           | TOZIER BROS INC.               | 08/05/2022   | Virtual Pay  | 0.00            | 781.25         | APA001040 |

## Check Register

Packet: APPKT02389-AUGUST 5, 2022 AP AUTOMATION PAYMENTS.

| Vendor Number | Vendor Name                    | Payment Date | Payment Type | Discount Amount | Payment Amount | Number    |
|---------------|--------------------------------|--------------|--------------|-----------------|----------------|-----------|
| VEN01877      | TRANSGROUP                     | 08/05/2022   | Virtual Pay  | 0.00            | 12,179.00      | APA001041 |
| 201957        | ULINE                          | 08/05/2022   | Virtual Pay  | 0.00            | 104.52         | APA001042 |
| 202308        | USABUEBOOK                     | 08/05/2022   | Virtual Pay  | 0.00            | 205.91         | APA001043 |
| 203030        | WASHINGTON STATE PATROL        | 08/05/2022   | Virtual Pay  | 0.00            | 53.00          | APA001044 |
| 203780        | WATER MGMNT LABORATORIES INC   | 08/05/2022   | Virtual Pay  | 0.00            | 264.00         | APA001045 |
| 203900        | WESMAR COMPANY, INC            | 08/05/2022   | Virtual Pay  | 0.00            | 864.96         | APA001046 |
| 053987        | WESTBAY NAPA AUTO PARTS        | 08/05/2022   | Virtual Pay  | 0.00            | 794.92         | APA001047 |
| 204125        | WHITNEY EQUIPMENT CO.          | 08/05/2022   | Virtual Pay  | 0.00            | 3,716.93       | APA001048 |
| 155563        | YOUNGLOVE & COKER-PLLC         | 08/05/2022   | Virtual Pay  | 0.00            | 12,018.95      | APA001049 |
| VEN02139      | ZEPPELIN SHIPPING & TECHNOLOGY | 08/05/2022   | Virtual Pay  | 0.00            | 106.60         | APA001050 |

## Bank Code APBNK-Main Summary

| Payment Type     | Payable<br>Count | Payment<br>Count | Discount    | Payment           |
|------------------|------------------|------------------|-------------|-------------------|
| Regular Checks   | 0                | 0                | 0.00        | 0.00              |
| 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              |
| Virtual Payments | 153              | 64               | 0.00        | 121,235.86        |
|                  | <b>153</b>       | <b>64</b>        | <b>0.00</b> | <b>121,235.86</b> |



|                  |     |    |      |            |
|------------------|-----|----|------|------------|
| Virtual Payments | 153 | 64 | 0.00 | 121,235.86 |
|------------------|-----|----|------|------------|

### Fund Summary

| Fund | Name        | Period | Amount            |
|------|-------------|--------|-------------------|
| 999  | Pooled Cash | 8/2022 | 121,235.86        |
|      |             |        | <u>121,235.86</u> |





Shelton, WA

## Check Register

Packet: APPKT02389 - AUGUST 5, 2022 AP AUTOMATION  
PAYMENTS

By Check Number

| Vendor Number                          | Vendor Name          | Payment Date              | Payment Type                        | Discount Amount        | Payment Amount | Number    |
|--|----------------------|---------------------------|-------------------------------------|------------------------|----------------|-----------|
| Bank Code: APBNK-Main-APBNK-Main       |                      |                           |                                     |                        |                |           |
| 001480                                 | ALPINE PRODUCTS INC. | 08/05/2022                | Virtual Pay                         | 0.00                   | 693.63         | APA000987 |
| Payable #                              | Payable Type         | Payable Date              | Payable Description                 | Discount Amount        | Payable Amount |           |
| Account Number                         |                      | Account Name              | Project Account Key                 | Item Description       | Dist Amount    |           |
| <a href="#">TM-210649</a>              | Invoice              | 07/26/2022                | PAINT                               | 0.00                   | 693.63         |           |
| <a href="#">101-000-000-54264-3100</a> |                      | Office and Operating      |                                     | PAINT                  | 693.63         |           |
| 002982                                 | APP                  | 08/05/2022                | Virtual Pay                         | 0.00                   | 8,707.22       | APA000988 |
| Payable #                              | Payable Type         | Payable Date              | Payable Description                 | Discount Amount        | Payable Amount |           |
| Account Number                         |                      | Account Name              | Project Account Key                 | Item Description       | Dist Amount    |           |
| <a href="#">22-595476</a>              | Invoice              | 07/20/2022                | ACCT#AP7500158 FUEL                 | 0.00                   | 3,236.99       |           |
| <a href="#">503-250-000-58900-0001</a> |                      | Inventory-Gas             |                                     | ACCT#AP7500158 FUEL    | 3,236.99       |           |
| <a href="#">22-598692</a>              | Invoice              | 07/27/2022                | ACCT#AP7500158 FUEL                 | 0.00                   | 5,470.23       |           |
| <a href="#">503-250-000-58900-0001</a> |                      | Inventory-Gas             |                                     | ACCT#AP7500158 FUEL    | 5,470.23       |           |
| 002520                                 | ARAMARK              | 08/05/2022                | Virtual Pay                         | 0.00                   | 204.30         | APA000989 |
| Payable #                              | Payable Type         | Payable Date              | Payable Description                 | Discount Amount        | Payable Amount |           |
| Account Number                         |                      | Account Name              | Project Account Key                 | Item Description       | Dist Amount    |           |
| <a href="#">5120047064</a>             | Invoice              | 07/20/2022                | ACCT#792105972 COVERS, MATS, TOWEL  | 0.00                   | 70.94          |           |
| <a href="#">401-000-000-53480-4901</a> |                      | Miscellaneous - Shop      |                                     | ACCT#792105972 COVERS, | 70.94          |           |
| <a href="#">5120047069</a>             | Invoice              | 07/20/2022                | ACCT#792105973 COVERS, MATS, TOWEL  | 0.00                   | 62.42          |           |
| <a href="#">402-400-000-53580-4900</a> |                      | Miscellaneous             |                                     | ACCT#792105973 COVERS, | 62.42          |           |
| <a href="#">5120051787</a>             | Invoice              | 07/27/2022                | ACCT#792105972 COVERALLS, MATS, TOW | 0.00                   | 70.94          |           |
| <a href="#">401-000-000-53480-4901</a> |                      | Miscellaneous - Shop      |                                     | ACCT#792105972 COVERA  | 70.94          |           |
| VEN01879                               | BRADLEY AIR COMPANY  | 08/05/2022                | Virtual Pay                         | 0.00                   | 429.21         | APA000990 |
| Payable #                              | Payable Type         | Payable Date              | Payable Description                 | Discount Amount        | Payable Amount |           |
| Account Number                         |                      | Account Name              | Project Account Key                 | Item Description       | Dist Amount    |           |
| <a href="#">5489</a>                   | Invoice              | 07/29/2022                | WALL CASSETTE REPAIR                | 0.00                   | 228.48         |           |
| <a href="#">001-142-000-57530-4100</a> |                      | Professional Services/Adv |                                     | WALL CASSETTE REPAIR   | 228.48         |           |
| <a href="#">5518</a>                   | Invoice              | 08/03/2022                | HVAC REPAIR                         | 0.00                   | 200.73         |           |
| <a href="#">001-142-000-51890-4115</a> |                      | Professional Serv/Adverti |                                     | HVAC REPAIR            | 200.73         |           |
| 004914                                 | BRADY TRUCKING       | 08/05/2022                | Virtual Pay                         | 0.00                   | 947.44         | APA000991 |
| Payable #                              | Payable Type         | Payable Date              | Payable Description                 | Discount Amount        | Payable Amount |           |
| Account Number                         |                      | Account Name              | Project Account Key                 | Item Description       | Dist Amount    |           |
| <a href="#">05274</a>                  | Invoice              | 07/07/2022                | GROUND COVER                        | 0.00                   | 64.99          |           |
| <a href="#">001-142-000-57250-3100</a> |                      | Office and Operating      |                                     | GROUND COVER           | 64.99          |           |
| <a href="#">05275</a>                  | Invoice              | 07/07/2022                | GROUND COVER                        | 0.00                   | 64.99          |           |
| <a href="#">001-142-000-57250-3100</a> |                      | Office and Operating      |                                     | GROUND COVER           | 64.99          |           |
| <a href="#">06122025BR</a>             | Invoice              | 06/10/2022                | GROUND COVER                        | 0.00                   | 32.50          |           |
| <a href="#">001-142-000-51890-3115</a> |                      | Office and Operating-Civi |                                     | GROUND COVER           | 32.50          |           |
| <a href="#">06122026BR</a>             | Invoice              | 06/10/2022                | GROUND COVER                        | 0.00                   | 32.50          |           |
| <a href="#">001-142-000-51890-3115</a> |                      | Office and Operating-Civi |                                     | GROUND COVER           | 32.50          |           |
| <a href="#">06122028BR</a>             | Invoice              | 06/10/2022                | GROUND COVER                        | 0.00                   | 32.50          |           |
| <a href="#">001-142-000-51890-3115</a> |                      | Office and Operating-Civi |                                     | GROUND COVER           | 32.50          |           |
| <a href="#">06122029BR</a>             | Invoice              | 06/10/2022                | GROUND COVER                        | 0.00                   | 32.50          |           |
| <a href="#">001-142-000-51890-3115</a> |                      | Office and Operating-Civi |                                     | GROUND COVER           | 32.50          |           |
| <a href="#">06122030BR</a>             | Invoice              | 06/10/2022                | GROUND COVER                        | 0.00                   | 32.50          |           |
| <a href="#">001-142-000-51890-3115</a> |                      | Office and Operating-Civi |                                     | GROUND COVER           | 32.50          |           |
| <a href="#">06122031BR</a>             | Invoice              | 06/10/2022                | GROUND COVER                        | 0.00                   | 32.50          |           |

## Check Register

Packet: APPKT02389-AUGUST 5, 2022 AP AUTOMATION PAYMENTS

| Vendor Number                          | Vendor Name                    | Payment Date              | Payment Type                  | Discount Amount         | Payment Amount        | Number    |
|--|--------------------------------|---------------------------|-------------------------------|-------------------------|-----------------------|-----------|
| <a href="#">001-142-000-51890-3115</a> |                                | Office and Operating-Civi | GROUND COVER                  |                         | 32.50                 |           |
| <a href="#">06122032BR</a>             | Invoice                        | 06/10/2022                | GROUND COVER                  | 0.00                    | 32.50                 |           |
| <a href="#">001-142-000-51890-3115</a> |                                | Office and Operating-Civi | GROUND COVER                  |                         | 32.50                 |           |
| <a href="#">06302024</a>               | Invoice                        | 06/29/2022                | GROUND COVER                  | 0.00                    | 64.99                 |           |
| <a href="#">001-142-000-57250-3100</a> |                                | Office and Operating      | GROUND COVER                  |                         | 64.99                 |           |
| <a href="#">06302028</a>               | Invoice                        | 06/29/2022                | GROUND COVER                  | 0.00                    | 32.50                 |           |
| <a href="#">001-142-000-51890-3115</a> |                                | Office and Operating-Civi | GROUND COVER                  |                         | 32.50                 |           |
| <a href="#">070953</a>                 | Invoice                        | 06/09/2022                | GROUND COVER                  | 0.00                    | 32.50                 |           |
| <a href="#">001-142-000-51890-3115</a> |                                | Office and Operating-Civi | GROUND COVER                  |                         | 32.50                 |           |
| <a href="#">070954</a>                 | Invoice                        | 06/09/2022                | GROUND COVER                  | 0.00                    | 32.50                 |           |
| <a href="#">001-142-000-51890-3115</a> |                                | Office and Operating-Civi | GROUND COVER                  |                         | 32.50                 |           |
| <a href="#">070997</a>                 | Invoice                        | 06/30/2022                | GROUND COVER                  | 0.00                    | 64.99                 |           |
| <a href="#">001-142-000-57250-3100</a> |                                | Office and Operating      | GROUND COVER                  |                         | 64.99                 |           |
| <a href="#">07102031</a>               | Invoice                        | 07/18/2022                | GROUND COVER                  | 0.00                    | 32.50                 |           |
| <a href="#">001-142-000-57250-3100</a> |                                | Office and Operating      | GROUND COVER                  |                         | 32.50                 |           |
| <a href="#">07312023</a>               | Invoice                        | 07/21/2022                | YARD DEBRIS                   | 0.00                    | 100.00                |           |
| <a href="#">101-000-000-54230-3100</a> |                                | Office and Operating      | YARD DEBRIS                   |                         | 100.00                |           |
| <a href="#">07312028</a>               | Invoice                        | 07/21/2022                | YARD DEBRIS                   | 0.00                    | 40.00                 |           |
| <a href="#">101-000-000-54230-3100</a> |                                | Office and Operating      | YARD DEBRIS                   |                         | 40.00                 |           |
| <a href="#">145481</a>                 | Invoice                        | 07/13/2022                | GROUND COVER                  | 0.00                    | 64.99                 |           |
| <a href="#">001-142-000-51890-3115</a> |                                | Office and Operating-Civi | GROUND COVER                  |                         | 64.99                 |           |
| <a href="#">145487</a>                 | Invoice                        | 07/13/2022                | GROUND COVER                  | 0.00                    | 64.99                 |           |
| <a href="#">001-142-000-57250-3100</a> |                                | Office and Operating      | GROUND COVER                  |                         | 64.99                 |           |
| <a href="#">19444</a>                  | Invoice                        | 07/22/2022                | WOOD DEBRIS                   | 0.00                    | 60.00                 |           |
| <a href="#">001-141-000-57680-3100</a> |                                | Office and Operating      | WOOD DEBRIS                   |                         | 60.00                 |           |
| 024990                                 | BRIDGESTONE RETAIL OPERATIONS, | 08/05/2022                | Virtual Pay                   | 0.00                    | 689.27                | APA000992 |
| <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>    |           |
| <a href="#">167979</a>                 | Invoice                        | 07/19/2022                | VIN#7853 NEW TIRES            |                         | 689.27                |           |
| <a href="#">001-118-000-52122-3110</a> |                                | Office & Operating-Auto   |                               | VIN#7853 NEW TIRES      | 689.27                |           |
| 098000                                 | BUILDERS FIRSTSOURCE           | 08/05/2022                | Virtual Pay                   | 0.00                    | 121.16                | APA000993 |
| <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>    |           |
| <a href="#">60235226</a>               | Credit Memo                    | 07/14/2022                | ACCT#671668 LUMBER CREDIT     | 0.00                    | -15.54                |           |
| <a href="#">001-118-000-55430-3100</a> |                                | Office and Operating      |                               | ACCT#671668 LUMBER CR   | -15.54                |           |
| <a href="#">85733847</a>               | Invoice                        | 07/14/2022                | ACCT#671668 RETAIN WALL       | 0.00                    | 31.24                 |           |
| <a href="#">401-000-000-53480-3100</a> |                                | Office and Operating      |                               | ACCT#671668 RETAIN WAL  | 31.24                 |           |
| <a href="#">85780630</a>               | Invoice                        | 07/21/2022                | ACCT#671668 LUMBER            | 0.00                    | 105.46                |           |
| <a href="#">001-141-000-57680-3176</a> |                                | Off & Oper-Huff/Puff Don  |                               | ACCT#671668 LUMBER      | 105.46                |           |
| VEN02063                               | CARL TANNE                     | 08/05/2022                | Virtual Pay                   | 0.00                    | 280.00                | APA000994 |
| <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>    |           |
| <a href="#">0720-22-SHELTO</a>         | Invoice                        | 07/20/2022                | JULY 2022 INTERPRETATION      | 0.00                    | 140.00                |           |
| <a href="#">001-112-000-51250-4106</a> |                                | Interpreter Expenses      | 22 - ITC                      | JULY 2022 INTERPRETATIO | 140.00                |           |
| <a href="#">0727-22-SHELTO</a>         | Invoice                        | 07/27/2022                | JULY 2022 INTERPRETATION      | 0.00                    | 140.00                |           |
| <a href="#">001-112-000-51250-4106</a> |                                | Interpreter Expenses      | 22 - ITC                      | JULY 2022 INTERPRETATIO | 140.00                |           |
| 007450                                 | CH2O INCORPORATED              | 08/05/2022                | Virtual Pay                   | 0.00                    | 328.50                | APA000995 |
| <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>    |           |
| <a href="#">323249</a>                 | Invoice                        | 07/27/2022                | CUST#CITYOFSHELTO005 EQU MISC | 0.00                    | 328.50                |           |
| <a href="#">401-000-000-53480-3100</a> |                                | Office and Operating      |                               | CUST#CITYOFSHELTO005 E  | 328.50                |           |



## Check Register

Packet: APPKT02389-AUGUST 5, 2022 AP AUTOMATION PAYMENTS

| Vendor Number                          | Vendor Name                   | Payment Date              | Payment Type                       | Discount Amount         | Payment Amount | Number    |
|--|-------------------------------|---------------------------|------------------------------------|-------------------------|----------------|-----------|
| 007305                                 | CHOWN HARDWARE                | 08/05/2022                | Virtual Pay                        | 0.00                    | 179.29         | APA000996 |
| Payable #                              | Payable Type                  | Payable Date              | Payable Description                | Discount Amount         | Payable Amount |           |
| Account Number                         |                               | Account Name              | Project Account Key                | Item Description        | Dist Amount    |           |
| <a href="#">250162.00</a>              | Invoice                       | 07/20/2022                | CUST#80625000 DOOR HOLDER          | 0.00                    | 179.29         |           |
| <a href="#">001-142-000-51830-3100</a> |                               | Office and Operating      |                                    | CUST#80625000 DOOR HO   | 179.29         |           |
| VEN02285                               | CONSEJO COUNSELING & REFERRAL | 08/05/2022                | Virtual Pay                        | 0.00                    | 6,000.00       | APA000997 |
| Payable #                              | Payable Type                  | Payable Date              | Payable Description                | Discount Amount         | Payable Amount |           |
| Account Number                         |                               | Account Name              | Project Account Key                | Item Description        | Dist Amount    |           |
| <a href="#">007</a>                    | Invoice                       | 08/01/2022                | AUGUST 2022 COUNSELING             | 0.00                    | 6,000.00       |           |
| <a href="#">001-112-000-51250-4109</a> |                               | Other Professional Servic | 22 - ITC                           | AUGUST 2022 COUNSELIN   | 6,000.00       |           |
| 008800                                 | CUT-RATE AUTO PARTS           | 08/05/2022                | Virtual Pay                        | 0.00                    | 4.43           | APA000998 |
| Payable #                              | Payable Type                  | Payable Date              | Payable Description                | Discount Amount         | Payable Amount |           |
| Account Number                         |                               | Account Name              | Project Account Key                | Item Description        | Dist Amount    |           |
| <a href="#">300338022</a>              | Invoice                       | 08/02/2022                | CUST#34491 DRIVE BELT 10001        | 0.00                    | 4.43           |           |
| <a href="#">503-000-000-54865-3104</a> |                               | Oper Supp-Parts-EM&R V    |                                    | CUST#34491 DRIVE BELT 1 | 4.43           |           |
| 009200                                 | DAN RUBINO                    | 08/05/2022                | Virtual Pay                        | 0.00                    | 39.17          | APA000999 |
| Payable #                              | Payable Type                  | Payable Date              | Payable Description                | Discount Amount         | Payable Amount |           |
| Account Number                         |                               | Account Name              | Project Account Key                | Item Description        | Dist Amount    |           |
| <a href="#">94600</a>                  | Invoice                       | 08/01/2022                | 999GA                              | 0.00                    | 39.17          |           |
| <a href="#">001-142-000-51890-3115</a> |                               | Office and Operating-Civi |                                    | 999GA                   | 39.17          |           |
| 009251                                 | DATAPROSE LLC                 | 08/05/2022                | Virtual Pay                        | 0.00                    | 2,469.37       | APA001000 |
| Payable #                              | Payable Type                  | Payable Date              | Payable Description                | Discount Amount         | Payable Amount |           |
| Account Number                         |                               | Account Name              | Project Account Key                | Item Description        | Dist Amount    |           |
| <a href="#">DP2202721</a>              | Invoice                       | 07/31/2022                | ACCT#1397 JULY STATEMENTS          | 0.00                    | 2,469.37       |           |
| <a href="#">001-111-000-51421-4100</a> |                               | Professional Services/Adv |                                    | ACCT#1397 JULY STATEME  | 486.94         |           |
| <a href="#">001-111-000-51421-4200</a> |                               | Communication             |                                    | ACCT#1397 JULY STATEME  | 1,982.43       |           |
| 009351                                 | DELAGE LANDEN FINANCIAL SVCS  | 08/05/2022                | Virtual Pay                        | 0.00                    | 1,390.50       | APA001001 |
| Payable #                              | Payable Type                  | Payable Date              | Payable Description                | Discount Amount         | Payable Amount |           |
| Account Number                         |                               | Account Name              | Project Account Key                | Item Description        | Dist Amount    |           |
| <a href="#">70930306</a>               | Invoice                       | 01/09/2021                | CONTRACT#70930306 JAN 2021         | 0.00                    | 191.88         |           |
| <a href="#">001-118-000-52122-4500</a> |                               | Operating Rentals         |                                    | CONTRACT#70930306 JAN   | 191.88         |           |
| <a href="#">77058685</a>               | Invoice                       | 07/23/2022                | CONTRACT#500-50265514 JUL-AUG 2022 | 0.00                    | 162.12         |           |
| <a href="#">402-400-000-53580-4500</a> |                               | Operating Rentals         |                                    | CONTRACT#500-50265514   | 162.12         |           |
| <a href="#">77095756</a>               | Invoice                       | 07/25/2022                | CONTRACT#25532691 AUG 2022         | 0.00                    | 270.92         |           |
| <a href="#">001-115-000-51896-4500</a> |                               | Operating Rentals         |                                    | CONTRACT#25532691 AU    | 127.33         |           |
| <a href="#">001-122-000-51530-4500</a> |                               | Operating Rentals         |                                    | CONTRACT#25532691 AU    | 13.55          |           |
| <a href="#">001-140-000-55860-4500</a> |                               | Operating Rentals         |                                    | CONTRACT#25532691 AU    | 130.04         |           |
| <a href="#">77095758</a>               | Invoice                       | 07/25/2022                | CONTRACT#25536642 AUG 2022         | 0.00                    | 162.12         |           |
| <a href="#">401-000-000-53480-4501</a> |                               | Operating Rentals - Shop  |                                    | CONTRACT#25536642 AU    | 162.12         |           |
| <a href="#">77099101</a>               | Invoice                       | 07/25/2022                | CONTRACT#25468950 AUG 2022         | 0.00                    | 201.98         |           |
| <a href="#">001-118-000-52122-4500</a> |                               | Operating Rentals         |                                    | CONTRACT#25468950 AU    | 201.98         |           |
| <a href="#">77099306</a>               | Invoice                       | 07/25/2022                | CONTRACT#25482810 AUG 2022         | 0.00                    | 401.48         |           |
| <a href="#">001-118-000-52122-4500</a> |                               | Operating Rentals         |                                    | CONTRACT#25482810 AU    | 401.48         |           |
| VEN01592                               | EDGAR JERONIMO PABLO          | 08/05/2022                | Virtual Pay                        | 0.00                    | 280.00         | APA001002 |
| Payable #                              | Payable Type                  | Payable Date              | Payable Description                | Discount Amount         | Payable Amount |           |
| Account Number                         |                               | Account Name              | Project Account Key                | Item Description        | Dist Amount    |           |
| <a href="#">22</a>                     | Invoice                       | 07/20/2022                | MAM INTERPRETATION 7/20/22         | 0.00                    | 140.00         |           |
| <a href="#">001-112-000-51250-4106</a> |                               | Interpreter Expenses      | 22 - ITC                           | MAM INTERPRETATION 7/   | 140.00         |           |
| <a href="#">23</a>                     | Invoice                       | 07/27/2022                | MAM INTERPRETATION 7/27/22         | 0.00                    | 140.00         |           |
| <a href="#">001-112-000-51250-4106</a> |                               | Interpreter Expenses      | 22 - ITC                           | MAM INTERPRETATION 7/   | 140.00         |           |
| 020010                                 | EVERGREEN RURAL WATER         | 08/05/2022                | Virtual Pay                        | 0.00                    | 300.00         | APA001003 |

## Check Register

Packet: APPKT02389-AUGUST 5, 2022 AP AUTOMATION PAYMENTS

| 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    |           |
| <a href="#">46004</a>                  | Invoice                        | 07/26/2022                | WATER DIST. MANAGER EXAM - MCGREW | 0.00                    | 300.00         |           |
| <a href="#">401-000-000-53480-4907</a> |                                | Miscellaneous-Training    |                                   | WATER DIST. MANAGER EX  | 300.00         |           |
| 023078                                 | FASTENAL COMPANY               | 08/05/2022                | Virtual Pay                       | 0.00                    | 796.94         | APA001004 |
| Payable #                              | Payable Type                   | Payable Date              | Payable Description               | Discount Amount         | Payable Amount |           |
| Account Number                         |                                | Account Name              | Project Account Key               | Item Description        | Dist Amount    |           |
| <a href="#">WATUM206049</a>            | Invoice                        | 07/20/2022                | CUST#WATUM1962 MISC SUPPLIES      | 0.00                    | 287.46         |           |
| <a href="#">402-400-000-53580-3100</a> |                                | Office and Operating      | 19-COVID19                        | CUST#WATUM1962 MISC     | 90.28          |           |
| <a href="#">402-400-000-53580-3100</a> |                                | Office and Operating      |                                   | CUST#WATUM1962 MISC     | 197.18         |           |
| <a href="#">WATUM206172</a>            | Invoice                        | 07/26/2022                | CUST#WATUM1991 GLOVES             | 0.00                    | 19.82          |           |
| <a href="#">001-118-000-52122-3100</a> |                                | Office and Operating      |                                   | CUST#WATUM1991 GLOVE    | 19.82          |           |
| <a href="#">WATUM206173</a>            | Invoice                        | 07/26/2022                | CUST#WATUM1961 SAFETY VEST        | 0.00                    | 212.94         |           |
| <a href="#">401-000-000-53480-3100</a> |                                | Office and Operating      |                                   | CUST#WATUM1961 SAFET    | 212.94         |           |
| <a href="#">WATUM206268</a>            | Invoice                        | 07/28/2022                | CUST#WATUM1962 MISC SUPPLIES      | 0.00                    | 276.72         |           |
| <a href="#">402-400-000-53580-3100</a> |                                | Office and Operating      | 19-COVID19                        | CUST#WATUM1962 MISC     | 149.06         |           |
| <a href="#">402-400-000-53580-3100</a> |                                | Office and Operating      |                                   | CUST#WATUM1962 MISC     | 127.66         |           |
| 023108                                 | FCS GROUP                      | 08/05/2022                | Virtual Pay                       | 0.00                    | 10,495.00      | APA001005 |
| Payable #                              | Payable Type                   | Payable Date              | Payable Description               | Discount Amount         | Payable Amount |           |
| Account Number                         |                                | Account Name              | Project Account Key               | Item Description        | Dist Amount    |           |
| <a href="#">3484-22204051</a>          | Invoice                        | 04/22/2022                | EM&R STUDY APRIL 2022             | 0.00                    | 9,577.50       |           |
| <a href="#">001-111-000-51423-4100</a> |                                | Professional Services/Adv |                                   | EM&R STUDY APRIL 2022   | 4,788.75       |           |
| <a href="#">503-000-000-54865-4101</a> |                                | Professional Services/Adv |                                   | EM&R STUDY APRIL 2022   | 4,788.75       |           |
| <a href="#">3484-22207103</a>          | Invoice                        | 07/22/2022                | EM&R STUDY JULY 2022              | 0.00                    | 917.50         |           |
| <a href="#">001-111-000-51423-4100</a> |                                | Professional Services/Adv |                                   | EM&R STUDY JULY 2022    | 458.75         |           |
| <a href="#">503-000-000-54865-4101</a> |                                | Professional Services/Adv |                                   | EM&R STUDY JULY 2022    | 458.75         |           |
| 080980                                 | GILLIARDI LOGGING & CONSTRUCTI | 08/05/2022                | Virtual Pay                       | 0.00                    | 187.20         | APA001006 |
| Payable #                              | Payable Type                   | Payable Date              | Payable Description               | Discount Amount         | Payable Amount |           |
| Account Number                         |                                | Account Name              | Project Account Key               | Item Description        | Dist Amount    |           |
| <a href="#">15446</a>                  | Invoice                        | 07/12/2022                | TICKET#232019 VACTOR WASTE        | 0.00                    | 50.00          |           |
| <a href="#">404-000-000-53180-3100</a> |                                | Office and Operating      |                                   | TICKET#232019 VACTOR W  | 50.00          |           |
| <a href="#">15460</a>                  | Invoice                        | 07/13/2022                | CLEAN ASPHALT TICKET#232027       | 0.00                    | 87.20          |           |
| <a href="#">401-000-000-53480-3100</a> |                                | Office and Operating      |                                   | CLEAN ASPHALT TICKET#2  | 87.20          |           |
| <a href="#">15503</a>                  | Invoice                        | 07/18/2022                | TICKET#232294 VACTOR WASTE        | 0.00                    | 50.00          |           |
| <a href="#">404-000-000-53180-3100</a> |                                | Office and Operating      |                                   | TICKET#232294 VACTOR W  | 50.00          |           |
| 038820                                 | GILLIS AUTO CENTER, INC.       | 08/05/2022                | Virtual Pay                       | 0.00                    | 407.03         | APA001007 |
| Payable #                              | Payable Type                   | Payable Date              | Payable Description               | Discount Amount         | Payable Amount |           |
| Account Number                         |                                | Account Name              | Project Account Key               | Item Description        | Dist Amount    |           |
| <a href="#">635718</a>                 | Invoice                        | 06/29/2022                | 59481D MULTI POINT INSPECTION     | 0.00                    | 50.77          |           |
| <a href="#">001-118-000-52122-4805</a> |                                | Repairs and Maintenance   |                                   | 59481D MULTI POINT INSP | 50.77          |           |
| <a href="#">636175</a>                 | Invoice                        | 07/19/2022                | 59481D COOLANT LEAK REPAIR        | 0.00                    | 307.47         |           |
| <a href="#">001-118-000-52122-4805</a> |                                | Repairs and Maintenance   |                                   | 59481D COOLANT LEAK RE  | 307.47         |           |
| <a href="#">636606</a>                 | Invoice                        | 08/02/2022                | ACCT#2440 VIN#2674 MAINTENANCE    | 0.00                    | 48.79          |           |
| <a href="#">001-118-000-55430-4805</a> |                                | Repairs and Maintenance   |                                   | ACCT#2440 VIN#2674 MAI  | 48.79          |           |
| 039760                                 | GOOD TO GO                     | 08/05/2022                | Virtual Pay                       | 0.00                    | 10.30          | APA001008 |
| Payable #                              | Payable Type                   | Payable Date              | Payable Description               | Discount Amount         | Payable Amount |           |
| Account Number                         |                                | Account Name              | Project Account Key               | Item Description        | Dist Amount    |           |
| <a href="#">41295229</a>               | Invoice                        | 07/19/2022                | 62974D                            | 0.00                    | 10.30          |           |
| <a href="#">402-400-000-53580-4900</a> |                                | Miscellaneous             |                                   | 62974D                  | 10.30          |           |
| VEN01299                               | GRAY & OSBORNE                 | 08/05/2022                | Virtual Pay                       | 0.00                    | 10,628.87      | APA001009 |



## 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>32</u>                     | Invoice                     | 07/18/2022          | WESTERN GATEWAY JUNE-JULY SERVICES | 0.00            | 1,755.06       |           |
| <u>302-000-000-59530-6300</u> | CAPITAL IMPROVEMENT-        | 18-WGATE (formerly) | WESTERN GATEWAY JUNE-              |                 | 1,755.06       |           |
| <u>34</u>                     | Invoice                     | 07/18/2022          | ENGINEERING SVCS JUNE-JULY 2022    | 0.00            | 8,873.81       |           |
| <u>001-115-000-51896-4100</u> | Professional Services/Adv   |                     | ENGINEERING SVCS JUNE-J            |                 | 214.67         |           |
| <u>101-000-000-54230-4100</u> | Professional Services/Adv   | 20-GISASSET         | ENGINEERING SVCS JUNE-J            |                 | 71.87          |           |
| <u>401-000-000-53480-4100</u> | Professional Services/Adv   | 20-GISASSET         | ENGINEERING SVCS JUNE-J            |                 | 71.87          |           |
| <u>401-000-000-53480-4100</u> | Professional Services/Adv   |                     | ENGINEERING SVCS JUNE-J            |                 | 1,979.83       |           |
| <u>401-000-000-53480-4100</u> | Professional Services/Adv   |                     | ENGINEERING SVCS JUNE-J            |                 | 1,009.63       |           |
| <u>402-400-000-53580-4100</u> | Professional Services/Adv   | 20-GISASSET         | ENGINEERING SVCS JUNE-J            |                 | 71.87          |           |
| <u>402-630-000-53580-4100</u> | Professional Services       |                     | ENGINEERING SVCS JUNE-J            |                 | 1,216.94       |           |
| <u>404-000-000-53180-4100</u> | Prof Serv-Stormwater Im     |                     | ENGINEERING SVCS JUNE-J            |                 | 759.97         |           |
| <u>404-000-000-53180-4105</u> | Professional Services/Adv   | 20-GISASSET         | ENGINEERING SVCS JUNE-J            |                 | 71.87          |           |
| <u>404-000-000-53180-4105</u> | Professional Services/Adv   |                     | ENGINEERING SVCS JUNE-J            |                 | 3,405.29       |           |
| 045000                        | H.D. FOWLER COMPANY         | 08/05/2022          | Virtual Pay                        | 0.00            | 849.48         | APA001010 |
| Payable #                     | Payable Type                | Payable Date        | Payable Description                | Discount Amount | Payable Amount |           |
| Account Number                | Account Name                | Project Account Key | Item Description                   | Dist Amount     |                |           |
| <u>I6163641</u>               | Invoice                     | 07/26/2022          | WWJETSET                           | 0.00            | 712.26         |           |
| <u>404-000-000-53180-3100</u> | Office and Operating        |                     | WWJETSET                           |                 | 712.26         |           |
| <u>I6166355</u>               | Invoice                     | 07/28/2022          | MISC SUPPLIES                      | 0.00            | 137.22         |           |
| <u>402-400-000-53580-3100</u> | Office and Operating        |                     | MISC SUPPLIES                      |                 | 137.22         |           |
| VEN02140                      | HAGGARD & GANSON LLP        | 08/05/2022          | Virtual Pay                        | 0.00            | 852.50         | APA001011 |
| Payable #                     | Payable Type                | Payable Date        | Payable Description                | Discount Amount | Payable Amount |           |
| Account Number                | Account Name                | Project Account Key | Item Description                   | Dist Amount     |                |           |
| <u>251</u>                    | Invoice                     | 08/01/2022          | SHELT.001E GENERAL COUNSEL         | 0.00            | 852.50         |           |
| <u>001-122-000-51530-4100</u> | Professional Services/Adv   |                     | SHELT.001E GENERAL COU             |                 | 852.50         |           |
| VEN02276                      | JAMES N DOCTER              | 08/05/2022          | Virtual Pay                        | 0.00            | 2,000.00       | APA001012 |
| Payable #                     | Payable Type                | Payable Date        | Payable Description                | Discount Amount | Payable Amount |           |
| Account Number                | Account Name                | Project Account Key | Item Description                   | Dist Amount     |                |           |
| <u>007</u>                    | Invoice                     | 08/01/2022          | COURT FACILITATOR AUG 2022         | 0.00            | 2,000.00       |           |
| <u>001-112-000-51250-4109</u> | Other Professional Servic   | 22 - ITC            | COURT FACILITATOR AUG 2            |                 | 2,000.00       |           |
| 078000                        | KARL'S AUTO BODY            | 08/05/2022          | Virtual Pay                        | 0.00            | 459.68         | APA001013 |
| Payable #                     | Payable Type                | Payable Date        | Payable Description                | Discount Amount | Payable Amount |           |
| Account Number                | Account Name                | Project Account Key | Item Description                   | Dist Amount     |                |           |
| <u>908021</u>                 | Invoice                     | 07/27/2022          | DECALLS FOR UNIT 93                | 0.00            | 459.68         |           |
| <u>302-000-000-59421-6000</u> | Police Capital Projects     | 21-POLICEVEH        | DECALLS FOR UNIT 93                |                 | 459.68         |           |
| 079581                        | KCDA PURCHASING COOPERATIVE | 08/05/2022          | Virtual Pay                        | 0.00            | 151.17         | APA001014 |
| Payable #                     | Payable Type                | Payable Date        | Payable Description                | Discount Amount | Payable Amount |           |
| Account Number                | Account Name                | Project Account Key | Item Description                   | Dist Amount     |                |           |
| <u>300645648</u>              | Invoice                     | 07/20/2022          | CUST#101367 MISC OFFICE SUPPLIES   | 0.00            | 151.17         |           |
| <u>001-118-000-52122-3100</u> | Office and Operating        |                     | CUST#101367 MISC OFFIC             |                 | 151.17         |           |
| VEN01821                      | KITSAP GARAGE DOOR CO       | 08/05/2022          | Virtual Pay                        | 0.00            | 200.73         | APA001015 |
| Payable #                     | Payable Type                | Payable Date        | Payable Description                | Discount Amount | Payable Amount |           |
| Account Number                | Account Name                | Project Account Key | Item Description                   | Dist Amount     |                |           |
| <u>106410</u>                 | Invoice                     | 03/03/2022          | SERVICE CALL-REPAIR OPENER         | 0.00            | 200.73         |           |
| <u>001-119-000-52250-4100</u> | Professional Services/Adv   |                     | SERVICE CALL-REPAIR OPE            |                 | 200.73         |           |
| 085075                        | LAKESIDE INDUSTRIES         | 08/05/2022          | Virtual Pay                        | 0.00            | 1,921.96       | APA001016 |

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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    |           |
| <a href="#">203302</a>                 | Invoice                      | 07/16/2022                 | CUST#101048 ASPHALT            |                        | 1,458.86       |           |
| <a href="#">101-000-000-54230-3100</a> |                              | Office and Operating       |                                | CUST#101048 ASPHALT    | 364.72         |           |
| <a href="#">401-000-000-53480-3100</a> |                              | Office and Operating       |                                | CUST#101048 ASPHALT    | 364.72         |           |
| <a href="#">402-400-000-53580-3100</a> |                              | Office and Operating       |                                | CUST#101048 ASPHALT    | 364.72         |           |
| <a href="#">404-000-000-53180-3100</a> |                              | Office and Operating       |                                | CUST#101048 ASPHALT    | 364.70         |           |
| <a href="#">204157</a>                 | Invoice                      | 07/23/2022                 | CUST#101048 ASPHALT            |                        | 463.10         |           |
| <a href="#">401-000-000-53480-3100</a> |                              | Office and Operating       |                                | CUST#101048 ASPHALT    | 231.55         |           |
| <a href="#">404-000-000-53180-3100</a> |                              | Office and Operating       |                                | CUST#101048 ASPHALT    | 231.55         |           |
| 087799                                 | LEMAY MOBILE SHREDDING       | 08/05/2022                 | Virtual Pay                    | 0.00                   | 14.07          | APA001017 |
| Payable #                              | Payable Type                 | Payable Date               | Payable Description            | Discount Amount        | Payable Amount |           |
| Account Number                         |                              | Account Name               | Project Account Key            | Item Description       | Dist Amount    |           |
| <a href="#">4757884S185</a>            | Invoice                      | 08/01/2022                 | ACCT#2185-952778-1166 AUG 2022 |                        | 14.07          |           |
| <a href="#">001-112-000-51250-4109</a> |                              | Other Professional Serv    |                                | ACCT#2185-952778-1166  | 14.07          |           |
| 090100                                 | LES SCHWAB TIRES             | 08/05/2022                 | Virtual Pay                    | 0.00                   | 42.41          | APA001018 |
| Payable #                              | Payable Type                 | Payable Date               | Payable Description            | Discount Amount        | Payable Amount |           |
| Account Number                         |                              | Account Name               | Project Account Key            | Item Description       | Dist Amount    |           |
| <a href="#">83200696083</a>            | Invoice                      | 08/01/2022                 | ACCT#S32-01440 NEW TUBE        |                        | 42.41          |           |
| <a href="#">001-141-000-57680-4800</a> |                              | Repairs and Maintenance    |                                | ACCT#S32-01440 NEW TU  | 42.41          |           |
| VEN01408                               | LUND CUSTOM MACHINING, INC.  | 08/05/2022                 | Virtual Pay                    | 0.00                   | 1,323.70       | APA001019 |
| Payable #                              | Payable Type                 | Payable Date               | Payable Description            | Discount Amount        | Payable Amount |           |
| Account Number                         |                              | Account Name               | Project Account Key            | Item Description       | Dist Amount    |           |
| <a href="#">19952</a>                  | Invoice                      | 07/26/2022                 | SS SHAFT                       |                        | 1,323.70       |           |
| <a href="#">402-400-000-53580-4800</a> |                              | Repairs and Maintenance    |                                | SS SHAFT               | 1,323.70       |           |
| 108850                                 | MASON COUNTY GARBAGE CO.-A W | 08/05/2022                 | Virtual Pay                    | 0.00                   | 3,763.37       | APA001020 |
| Payable #                              | Payable Type                 | Payable Date               | Payable Description            | Discount Amount        | Payable Amount |           |
| Account Number                         |                              | Account Name               | Project Account Key            | Item Description       | Dist Amount    |           |
| <a href="#">7222387S149</a>            | Invoice                      | 08/01/2022                 | ACCT#2149-30135 AUG 2022       |                        | 311.19         |           |
| <a href="#">001-142-000-51890-4715</a> |                              | Utility Services-Civic Ctr |                                | ACCT#2149-30135 AUG 20 | 311.19         |           |
| <a href="#">7222466S149</a>            | Invoice                      | 08/01/2022                 | ACCT#2149-30714 AUG 2022       |                        | 117.69         |           |
| <a href="#">001-142-000-57250-4700</a> |                              | Utility Services-Library   |                                | ACCT#2149-30714 AUG 20 | 117.69         |           |
| <a href="#">7222577S149</a>            | Invoice                      | 08/01/2022                 | ACCT#2149-56141 AUG 2022       |                        | 36.00          |           |
| <a href="#">001-142-000-51890-4715</a> |                              | Utility Services-Civic Ctr |                                | ACCT#2149-56141 AUG 20 | 36.00          |           |
| <a href="#">7223536S149</a>            | Invoice                      | 08/01/2022                 | ACCT#2149-204368 AUG 2022      |                        | 32.30          |           |
| <a href="#">402-400-000-53580-4700</a> |                              | Utility Services-Sewer Ma  |                                | ACCT#2149-204368 AUG 2 | 32.30          |           |
| <a href="#">7223555S149</a>            | Invoice                      | 08/01/2022                 | ACCT# 2149-204402 AUG 2022     |                        | 149.63         |           |
| <a href="#">402-640-000-53580-4700</a> |                              | Utility Services-Sewer Sat |                                | ACCT# 2149-204402 AUG  | 149.63         |           |
| <a href="#">7223763S149</a>            | Invoice                      | 08/01/2022                 | ACCT#2149-204783 AUG 2022      |                        | 193.68         |           |
| <a href="#">001-119-000-52250-4700</a> |                              | Utility Services           |                                | ACCT#2149-204783 AUG 2 | 193.68         |           |
| <a href="#">7224107S149</a>            | Invoice                      | 08/01/2022                 | ACCT#2149-205337 AUG 2022      |                        | 1,170.52       |           |
| <a href="#">402-400-000-53580-4700</a> |                              | Utility Services-Sewer Ma  |                                | ACCT#2149-205337 AUG 2 | 1,170.52       |           |
| <a href="#">7224266S149</a>            | Invoice                      | 08/01/2022                 | ACCT#2149-205584 AUG 2022      |                        | 32.30          |           |
| <a href="#">402-400-000-53580-4700</a> |                              | Utility Services-Sewer Ma  |                                | ACCT#2149-205584 AUG 2 | 32.30          |           |
| <a href="#">7224879S149</a>            | Invoice                      | 08/01/2022                 | ACCT#2149-206560 AUG 2022      |                        | 48.42          |           |
| <a href="#">001-142-000-57530-4700</a> |                              | Utility Services-Museum    |                                | ACCT#2149-206560 AUG 2 | 48.42          |           |
| <a href="#">7225011S149</a>            | Invoice                      | 08/01/2022                 | ACCT#2149-206771 AUG 2022      |                        | 598.53         |           |
| <a href="#">001-142-000-51890-4715</a> |                              | Utility Services-Civic Ctr |                                | ACCT#2149-206771 AUG 2 | 598.53         |           |
| <a href="#">7225254S149</a>            | Invoice                      | 08/01/2022                 | ACCT#2149-207155 AUG 2022      |                        | 299.26         |           |
| <a href="#">001-142-000-57250-4700</a> |                              | Utility Services-Library   |                                | ACCT#2149-207155 AUG 2 | 299.26         |           |
| <a href="#">7225385S149</a>            | Invoice                      | 08/01/2022                 | ACCT#2149-207351 AUG 2022      |                        | 48.42          |           |
| <a href="#">001-118-000-55430-4700</a> |                              | Utility Services-Animal Sh |                                | ACCT#2149-207351 AUG 2 | 48.42          |           |



## Check Register

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| Vendor Number                          | Vendor Name                    | Payment Date               | Payment Type                   | Discount Amount        | Payment Amount | Number    |
|--|--------------------------------|----------------------------|--------------------------------|------------------------|----------------|-----------|
| <a href="#">72254595149</a>            | Invoice                        | 08/01/2022                 | ACCT#2149-207565 AUG 2022      | 0.00                   | 597.41         |           |
| <a href="#">001-141-000-57680-4700</a> |                                | Utility Services-Park      | ACCT#2149-207565 AUG 2         |                        | 179.22         |           |
| <a href="#">101-000-000-54230-4700</a> |                                | Road & Street Maint - Util | ACCT#2149-207565 AUG 2         |                        | 83.64          |           |
| <a href="#">401-000-000-53480-4700</a> |                                | Utility Services-Water     | ACCT#2149-207565 AUG 2         |                        | 83.64          |           |
| <a href="#">402-300-000-53580-4700</a> |                                | Utility Services-Sewer Ma  | ACCT#2149-207565 AUG 2         |                        | 83.64          |           |
| <a href="#">404-000-000-53180-4700</a> |                                | Utility Services           | ACCT#2149-207565 AUG 2         |                        | 83.64          |           |
| <a href="#">503-000-000-54865-4700</a> |                                | Equip Maint & Rental - U   | ACCT#2149-207565 AUG 2         |                        | 83.63          |           |
| <a href="#">72254605149</a>            | Invoice                        | 08/01/2022                 | ACCT#2149-207568 AUG 2022      | 0.00                   | 78.00          |           |
| <a href="#">001-141-000-57680-4700</a> |                                | Utility Services-Park      | ACCT#2149-207568 AUG 2         |                        | 13.00          |           |
| <a href="#">101-000-000-54230-4700</a> |                                | Road & Street Maint - Util | ACCT#2149-207568 AUG 2         |                        | 12.99          |           |
| <a href="#">401-000-000-53480-4700</a> |                                | Utility Services-Water     | ACCT#2149-207568 AUG 2         |                        | 13.00          |           |
| <a href="#">402-300-000-53580-4700</a> |                                | Utility Services-Sewer Ma  | ACCT#2149-207568 AUG 2         |                        | 13.00          |           |
| <a href="#">404-000-000-53180-4700</a> |                                | Utility Services           | ACCT#2149-207568 AUG 2         |                        | 12.99          |           |
| <a href="#">503-000-000-54865-4700</a> |                                | Equip Maint & Rental - U   | ACCT#2149-207568 AUG 2         |                        | 13.02          |           |
| <a href="#">72255395149</a>            | Invoice                        | 08/01/2022                 | ACCT#2149-209143 AUG 2022      | 0.00                   | 50.02          |           |
| <a href="#">402-400-000-53580-4700</a> |                                | Utility Services-Sewer Ma  | ACCT#2149-209143 AUG 2         |                        | 50.02          |           |
| 903605                                 | MATERIALS TESTING & CONSULTING | 08/05/2022                 | Virtual Pay                    | 0.00                   | 620.00         | APA001021 |
| Payable #                              | Payable Type                   | Payable Date               | Payable Description            | Discount Amount        | Payable Amount |           |
| Account Number                         |                                | Account Name               | Project Account Key            | Item Description       | Dist Amount    |           |
| <a href="#">4924</a>                   | Invoice                        | 08/01/2022                 | CONCRETE PAVEMENT REPAIRS      | 0.00                   | 620.00         |           |
| <a href="#">001-115-000-51896-4100</a> |                                | Professional Services/Adv  |                                | CONCRETE PAVEMENT REP  | 620.00         |           |
| VEN01302                               | MEDICINE SHOPPE                | 08/05/2022                 | Virtual Pay                    | 0.00                   | 83.00          | APA001022 |
| Payable #                              | Payable Type                   | Payable Date               | Payable Description            | Discount Amount        | Payable Amount |           |
| Account Number                         |                                | Account Name               | Project Account Key            | Item Description       | Dist Amount    |           |
| <a href="#">771284</a>                 | Invoice                        | 06/27/2022                 | ACCT#185510001995 WALKER       | 0.00                   | 83.00          |           |
| <a href="#">402-400-000-53580-3100</a> |                                | Office and Operating       |                                | ACCT#185510001995 WAL  | 83.00          |           |
| 132235                                 | MOUNTAIN MIST WATER            | 08/05/2022                 | Virtual Pay                    | 0.00                   | 224.69         | APA001023 |
| Payable #                              | Payable Type                   | Payable Date               | Payable Description            | Discount Amount        | Payable Amount |           |
| Account Number                         |                                | Account Name               | Project Account Key            | Item Description       | Dist Amount    |           |
| <a href="#">004860011</a>              | Invoice                        | 07/20/2022                 | ACCT#050147 WWTP               | 0.00                   | 116.01         |           |
| <a href="#">402-400-000-53580-3100</a> |                                | Office and Operating       |                                | ACCT#050147 WWTP       | 107.31         |           |
| <a href="#">402-400-000-53580-4500</a> |                                | Operating Rentals          |                                | ACCT#050147 WWTP       | 8.70           |           |
| <a href="#">004872249</a>              | Invoice                        | 07/27/2022                 | ACCT#050147 WWTP               | 0.00                   | 35.33          |           |
| <a href="#">402-400-000-53580-3100</a> |                                | Office and Operating       |                                | ACCT#050147 WWTP       | 35.33          |           |
| <a href="#">004872272</a>              | Invoice                        | 07/27/2022                 | ACCT#088436 PW SHOP            | 0.00                   | 73.35          |           |
| <a href="#">401-000-000-53480-3100</a> |                                | Office and Operating       |                                | ACCT#088436 PW SHOP    | 73.35          |           |
| VEN02077                               | NATURAL SELECTION FARMS, INC.  | 08/05/2022                 | Virtual Pay                    | 0.00                   | 4,494.30       | APA001024 |
| Payable #                              | Payable Type                   | Payable Date               | Payable Description            | Discount Amount        | Payable Amount |           |
| Account Number                         |                                | Account Name               | Project Account Key            | Item Description       | Dist Amount    |           |
| <a href="#">6651</a>                   | Invoice                        | 06/30/2022                 | JUNE 2022 BIOSOLIDS            | 0.00                   | 4,494.30       |           |
| <a href="#">402-400-000-53580-4100</a> |                                | Professional Services/Adv  |                                | JUNE 2022 BIOSOLIDS    | 4,494.30       |           |
| VEN02141                               | NORTHWEST CASCADE, INC.        | 08/05/2022                 | Virtual Pay                    | 0.00                   | 117.90         | APA001025 |
| Payable #                              | Payable Type                   | Payable Date               | Payable Description            | Discount Amount        | Payable Amount |           |
| Account Number                         |                                | Account Name               | Project Account Key            | Item Description       | Dist Amount    |           |
| <a href="#">0552898838</a>             | Invoice                        | 07/15/2022                 | CUST#228916 HUFF N PUFF RENTAL | 0.00                   | 117.90         |           |
| <a href="#">001-141-000-57680-4576</a> |                                | Oper Rental-Huff/Puff Do   |                                | CUST#228916 HUFF N PUF | 117.90         |           |
| VEN01558                               | NORTHWEST CUSTOM TEES          | 08/05/2022                 | Virtual Pay                    | 0.00                   | 247.65         | APA001026 |
| Payable #                              | Payable Type                   | Payable Date               | Payable Description            | Discount Amount        | Payable Amount |           |
| Account Number                         |                                | Account Name               | Project Account Key            | Item Description       | Dist Amount    |           |
| <a href="#">1440</a>                   | Invoice                        | 08/01/2022                 | SOFTBALL CHAMP SHIRTS          | 0.00                   | 247.65         |           |
| <a href="#">001-141-000-57120-3100</a> |                                | Office and Operating       |                                | SOFTBALL CHAMP SHIRTS  | 247.65         |           |
| VEN01702                               | NORTHWEST TRUCK & INDUSTRIAL   | 08/05/2022                 | Virtual Pay                    | 0.00                   | 140.19         | APA001027 |

## 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    |           |
| <a href="#">114401</a>                 | Invoice                    | 08/01/2022                | ACCT#10560 BLADES, WIRE          |                        | 140.19         |           |
| <a href="#">503-000-000-54865-3101</a> |                            | Vehicle Supplies          |                                  | ACCT#10560 BLADES, WIR | 84.11          |           |
| <a href="#">503-000-000-54865-3103</a> |                            | Vehicle Supp-EM&R Vehic   |                                  | ACCT#10560 BLADES, WIR | 56.08          |           |
| VEN02312                               | ODP BUSINESS SOLUTIONS LLC | 08/05/2022                | Virtual Pay                      | 0.00                   | 156.55         | APA001028 |
| Payable #                              | Payable Type               | Payable Date              | Payable Description              | Discount Amount        | Payable Amount |           |
| Account Number                         |                            | Account Name              | Project Account Key              | Item Description       | Dist Amount    |           |
| <a href="#">246559783001</a>           | Invoice                    | 05/24/2022                | ACCT#28972108 TONER              |                        | 533.10         |           |
| <a href="#">001-111-000-51423-3100</a> |                            | Office and Operating      |                                  | ACCT#28972108 TONER    | 533.10         |           |
| <a href="#">250184675001</a>           | Credit Memo                | 06/16/2022                | ACCT#28972108 TONER              |                        | -533.10        |           |
| <a href="#">001-111-000-51423-3100</a> |                            | Office and Operating      |                                  | ACCT#28972108 TONER    | -533.10        |           |
| <a href="#">255079878001</a>           | Invoice                    | 07/15/2022                | ACCT#28972108 PENS, SHEETS, TAPE |                        | 74.96          |           |
| <a href="#">001-111-000-51421-3100</a> |                            | Office and Operating      |                                  | ACCT#28972108 PENS, SH | 45.33          |           |
| <a href="#">001-111-000-51423-3100</a> |                            | Office and Operating      |                                  | ACCT#28972108 PENS, SH | 29.63          |           |
| <a href="#">255281783001</a>           | Invoice                    | 07/14/2022                | ACCT#28972108 PAPER ROLLS        |                        | 81.59          |           |
| <a href="#">001-111-000-51421-3100</a> |                            | Office and Operating      |                                  | ACCT#28972108 PAPER RO | 81.59          |           |
| 150076                                 | OWEN EQUIPMENT COMPANY     | 08/05/2022                | Virtual Pay                      | 0.00                   | 975.94         | APA001029 |
| Payable #                              | Payable Type               | Payable Date              | Payable Description              | Discount Amount        | Payable Amount |           |
| Account Number                         |                            | Account Name              | Project Account Key              | Item Description       | Dist Amount    |           |
| <a href="#">00107140</a>               | Invoice                    | 07/21/2022                | ACCT#35941 VACTOR TRAINING       |                        | 975.94         |           |
| <a href="#">404-000-000-53180-4907</a> |                            | Miscellaneous-Training    |                                  | ACCT#35941 VACTOR TRAI | 975.94         |           |
| 153500                                 | PACIFIC LAMP & SUPPLY CO   | 08/05/2022                | Virtual Pay                      | 0.00                   | 2,053.07       | APA001030 |
| Payable #                              | Payable Type               | Payable Date              | Payable Description              | Discount Amount        | Payable Amount |           |
| Account Number                         |                            | Account Name              | Project Account Key              | Item Description       | Dist Amount    |           |
| <a href="#">852222</a>                 | Invoice                    | 06/30/2022                | CUST#23733-1 CEILING MOUNT       |                        | 2,053.07       |           |
| <a href="#">402-640-000-53580-3100</a> |                            | Office and Operating      |                                  | CUST#23733-1 CEILING M | 2,053.07       |           |
| 165704                                 | R & D SUPPLY               | 08/05/2022                | Virtual Pay                      | 0.00                   | 526.13         | APA001031 |
| Payable #                              | Payable Type               | Payable Date              | Payable Description              | Discount Amount        | Payable Amount |           |
| Account Number                         |                            | Account Name              | Project Account Key              | Item Description       | Dist Amount    |           |
| <a href="#">243205</a>                 | Invoice                    | 07/14/2022                | CUST#60CS18 MISC SUPPLIES        |                        | 369.46         |           |
| <a href="#">001-142-000-51830-3100</a> |                            | Office and Operating      |                                  | CUST#60CS18 MISC SUPPL | 45.19          |           |
| <a href="#">001-142-000-51890-3115</a> |                            | Office and Operating-Civi |                                  | CUST#60CS18 MISC SUPPL | 243.88         |           |
| <a href="#">001-142-000-57250-3100</a> |                            | Office and Operating      |                                  | CUST#60CS18 MISC SUPPL | 80.39          |           |
| <a href="#">243346</a>                 | Invoice                    | 07/21/2022                | CUST#60CS18 MISC SUPPLIES        |                        | 156.67         |           |
| <a href="#">001-142-000-51890-3115</a> |                            | Office and Operating-Civi |                                  | CUST#60CS18 MISC SUPPL | 78.33          |           |
| <a href="#">001-142-000-57250-3100</a> |                            | Office and Operating      |                                  | CUST#60CS18 MISC SUPPL | 78.34          |           |
| 903584                                 | RIGHT SYSTEMS              | 08/05/2022                | Virtual Pay                      | 0.00                   | 20,032.00      | APA001032 |
| Payable #                              | Payable Type               | Payable Date              | Payable Description              | Discount Amount        | Payable Amount |           |
| Account Number                         |                            | Account Name              | Project Account Key              | Item Description       | Dist Amount    |           |
| <a href="#">SI-176444</a>              | Invoice                    | 07/25/2022                | JULY 2022 SERVICES               |                        | 13,504.00      |           |
| <a href="#">001-132-000-51888-4100</a> |                            | Data Processing-Prof Svcs |                                  | JULY 2022 SERVICES     | 13,504.00      |           |
| <a href="#">SI-176578</a>              | Invoice                    | 07/29/2022                | CUST#COS006 TECHNOLOGY REFRESH   |                        | 6,528.00       |           |
| <a href="#">001-132-000-51888-4100</a> |                            | Data Processing-Prof Svcs |                                  | CUST#COS006 TECHNOLO   | 6,528.00       |           |
| 178231                                 | SEAN CARNEY                | 08/05/2022                | Virtual Pay                      | 0.00                   | 212.00         | APA001033 |
| Payable #                              | Payable Type               | Payable Date              | Payable Description              | Discount Amount        | Payable Amount |           |
| Account Number                         |                            | Account Name              | Project Account Key              | Item Description       | Dist Amount    |           |
| <a href="#">KIMUDOJUL22</a>            | Invoice                    | 08/04/2022                | JULY 2022 KIMUDO                 |                        | 212.00         |           |
| <a href="#">001-141-000-57120-4100</a> |                            | Professional Services/Adv |                                  | JULY 2022 KIMUDO       | 212.00         |           |
| 190222                                 | SIRENNET.COM               | 08/05/2022                | Virtual Pay                      | 0.00                   | 31.82          | APA001034 |



## 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     |                |           |
| <a href="#">0263420</a>                | Invoice                    | 07/27/2022          | CUST#3605184 MOUNTING BRACKET   | 0.00            | 31.82          |           |
| <a href="#">302-000-000-59421-6000</a> | Police Capital Projects    | 21-POLICEVEH        | CUST#3605184 MOUNTIN            |                 | 31.82          |           |
| VENO2317                               | SOUND LAW CENTER LLC       | 08/05/2022          | Virtual Pay                     | 0.00            | 825.00         | APA001035 |
| Payable #                              | Payable Type               | Payable Date        | Payable Description             | Discount Amount | Payable Amount |           |
| Account Number                         | Account Name               | Project Account Key | Item Description                | Dist Amount     |                |           |
| <a href="#">2781</a>                   | Invoice                    | 07/14/2022          | JUNE 2022 SERVICES              | 0.00            | 825.00         |           |
| <a href="#">001-140-000-55860-4100</a> | Professional Services/Adv  |                     | JUNE 2022 SERVICES              |                 | 825.00         |           |
| 196341                                 | STEVEN R. BUZZARD          | 08/05/2022          | Virtual Pay                     | 0.00            | 120.00         | APA001036 |
| Payable #                              | Payable Type               | Payable Date        | Payable Description             | Discount Amount | Payable Amount |           |
| Account Number                         | Account Name               | Project Account Key | Item Description                | Dist Amount     |                |           |
| <a href="#">8/2/2022JUDGE</a>          | Invoice                    | 08/02/2022          | 8/2/2022JUDGEPROTEM             | 0.00            | 120.00         |           |
| <a href="#">001-112-000-51250-4101</a> | Judge Pro-Tem              |                     | 8/2/2022JUDGEPROTEM             |                 | 120.00         |           |
| 178252                                 | TASCHNER LAW, PLLC         | 08/05/2022          | Virtual Pay                     | 0.00            | 1,500.00       | APA001037 |
| Payable #                              | Payable Type               | Payable Date        | Payable Description             | Discount Amount | Payable Amount |           |
| Account Number                         | Account Name               | Project Account Key | Item Description                | Dist Amount     |                |           |
| <a href="#">008</a>                    | Invoice                    | 08/01/2022          | PUBLIC DEFENDER SERVICES        | 0.00            | 1,500.00       |           |
| <a href="#">001-122-000-51593-4101</a> | LEGAL - OPD Grant Public   |                     | PUBLIC DEFENDER SERVIC          |                 | 1,500.00       |           |
| 189670                                 | THE SHOPPER                | 08/05/2022          | Virtual Pay                     | 0.00            | 408.13         | APA001038 |
| Payable #                              | Payable Type               | Payable Date        | Payable Description             | Discount Amount | Payable Amount |           |
| Account Number                         | Account Name               | Project Account Key | Item Description                | Dist Amount     |                |           |
| <a href="#">53514</a>                  | Invoice                    | 07/28/2022          | TAPE, PUSH PINS                 | 0.00            | 11.39          |           |
| <a href="#">401-000-000-53480-3100</a> | Office and Operating       |                     | TAPE, PUSH PINS                 |                 | 11.39          |           |
| <a href="#">53541</a>                  | Invoice                    | 07/28/2022          | SHOP REPAIR ORDERS              | 0.00            | 396.74         |           |
| <a href="#">503-000-000-54865-4101</a> | Professional Services/Adv  |                     | SHOP REPAIR ORDERS              |                 | 396.74         |           |
| 200931                                 | THOMSON REUTERS - WEST     | 08/05/2022          | Virtual Pay                     | 0.00            | 209.55         | APA001039 |
| Payable #                              | Payable Type               | Payable Date        | Payable Description             | Discount Amount | Payable Amount |           |
| Account Number                         | Account Name               | Project Account Key | Item Description                | Dist Amount     |                |           |
| <a href="#">846456322</a>              | Invoice                    | 06/01/2022          | ONLINE SOFTWARE SUBSCRIPTION    | 0.00            | 209.55         |           |
| <a href="#">001-118-000-52122-4100</a> | Patrol-Professional Servic |                     | BUSHING, COUPLING, BAL          |                 | 209.55         |           |
| 201300                                 | TOZIER BROS INC.           | 08/05/2022          | Virtual Pay                     | 0.00            | 781.25         | APA001040 |
| Payable #                              | Payable Type               | Payable Date        | Payable Description             | Discount Amount | Payable Amount |           |
| Account Number                         | Account Name               | Project Account Key | Item Description                | Dist Amount     |                |           |
| <a href="#">458000</a>                 | Invoice                    | 07/06/2022          | CUST#20090 COUPLING             | 0.00            | 23.35          |           |
| <a href="#">402-400-000-53580-3100</a> | Office and Operating       |                     | CUST#20090 COUPLING             |                 | 23.35          |           |
| <a href="#">458114</a>                 | Invoice                    | 07/11/2022          | CUST#20090 GLUE EPOXY           | 0.00            | 7.33           |           |
| <a href="#">001-142-000-51830-3100</a> | Office and Operating       |                     | CUST#20090 GLUE EPOXY           |                 | 7.33           |           |
| <a href="#">458330</a>                 | Invoice                    | 07/21/2022          | CUST#20090 TRAY LINERS, ROLLERS | 0.00            | 17.48          |           |
| <a href="#">001-141-000-57680-3100</a> | Office and Operating       |                     | CUST#20090 TRAY LINERS,         |                 | 17.48          |           |
| <a href="#">458436</a>                 | Invoice                    | 07/26/2022          | CUST#20090 NUTS & BOLTS         | 0.00            | 3.44           |           |
| <a href="#">001-141-000-57680-3100</a> | Office and Operating       |                     | CUST#20090 NUTS & BOLT          |                 | 3.44           |           |
| <a href="#">458454</a>                 | Invoice                    | 07/27/2022          | CUST#20090 SCREWDRIVER          | 0.00            | 20.65          |           |
| <a href="#">401-000-000-53480-3100</a> | Office and Operating       |                     | CUST#20090 SCREWDRIVE           |                 | 20.65          |           |
| <a href="#">458473</a>                 | Invoice                    | 07/27/2022          | CUST#20090 CONNECTORS UNIT 91   | 0.00            | 40.85          |           |
| <a href="#">302-000-000-59421-6000</a> | Police Capital Projects    | 21-POLICEVEH        | CUST#20090 CONNECTOR            |                 | 40.85          |           |
| <a href="#">458488</a>                 | Invoice                    | 07/28/2022          | CUST#20090 NOZZLE, PLUG         | 0.00            | 134.01         |           |
| <a href="#">401-000-000-53480-3100</a> | Office and Operating       |                     | CUST#20090 NOZZLE, PLU          |                 | 134.01         |           |
| <a href="#">458489</a>                 | Invoice                    | 07/28/2022          | CUST#20090 AIR CONDITIONER      | 0.00            | 196.37         |           |
| <a href="#">402-640-000-53580-3100</a> | Office and Operating       |                     | CUST#20090 AIR CONDITI          |                 | 196.37         |           |
| <a href="#">458492</a>                 | Invoice                    | 07/28/2022          | CUST#20090 JASCO PNT&EPXY RMVR  | 0.00            | 43.02          |           |

## Check Register

Packet: APPKT02389-AUGUST 5, 2022 AP AUTOMATION PAYMENTS

| Vendor Number                          | Vendor Name                  | Payment Date               | Payment Type                        | Discount Amount          | Payment Amount        | Number    |
|--|------------------------------|----------------------------|-------------------------------------|--------------------------|-----------------------|-----------|
| <a href="#">001-141-000-57680-3100</a> |                              | Office and Operating       | CUST#20090 JASCO PNT&E              |                          | 43.02                 |           |
| <a href="#">458494</a>                 | Invoice                      | 07/28/2022                 | CUST#20090 BRACKET, NUTS & BOLTS    | 0.00                     | 31.16                 |           |
| <a href="#">402-640-000-53580-3100</a> |                              | Office and Operating       | CUST#20090 BRACKET, NU              |                          | 31.16                 |           |
| <a href="#">458505</a>                 | Invoice                      | 07/28/2022                 | CUST#20090 NUTS & BOLTS             | 0.00                     | 5.66                  |           |
| <a href="#">001-141-000-57680-3100</a> |                              | Office and Operating       | CUST#20090 NUTS & BOLT              |                          | 5.66                  |           |
| <a href="#">458518</a>                 | Invoice                      | 07/29/2022                 | CUST#20090                          | 0.00                     | 13.35                 |           |
| <a href="#">001-141-000-57680-3100</a> |                              | Office and Operating       | CUST#20090                          |                          | 13.35                 |           |
| <a href="#">458557</a>                 | Invoice                      | 07/30/2022                 | CUST#20090 GFI ST RECPT             | 0.00                     | 25.88                 |           |
| <a href="#">001-141-000-57680-3100</a> |                              | Office and Operating       | CUST#20090 GFI ST RECPT             |                          | 25.88                 |           |
| <a href="#">458558</a>                 | Invoice                      | 07/30/2022                 | CUST#20090 RECEPTACLE               | 0.00                     | 35.64                 |           |
| <a href="#">001-141-000-57680-3100</a> |                              | Office and Operating       | CUST#20090 RECEPTACLE               |                          | 35.64                 |           |
| <a href="#">458576</a>                 | Invoice                      | 08/01/2022                 | CUST#20090 METL HALD MED            | 0.00                     | 55.79                 |           |
| <a href="#">402-400-000-53580-3100</a> |                              | Office and Operating       | CUST#20090 METL HALD                |                          | 55.79                 |           |
| <a href="#">458594</a>                 | Invoice                      | 08/02/2022                 | CUST#20090 AIR CIRCULATOR           | 0.00                     | 88.04                 |           |
| <a href="#">401-000-000-53480-3100</a> |                              | Office and Operating       | CUST#20090 AIR CIRCULAT             |                          | 88.04                 |           |
| <a href="#">458603</a>                 | Invoice                      | 08/02/2022                 | CUST#20090 PAINT SUPPLIES           | 0.00                     | 39.23                 |           |
| <a href="#">402-400-000-53580-3100</a> |                              | Office and Operating       | CUST#20090 PAINT SUPPLI             |                          | 39.23                 |           |
| VEN01877                               | TRANSGROUP                   | 08/05/2022                 | Virtual Pay                         | 0.00                     | 12,179.00             | APA001041 |
| <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>    |           |
| <a href="#">28501</a>                  | Invoice                      | 07/26/2022                 | CITY PARKING LOT PROF. SERVICES     | 0.00                     | 12,179.00             |           |
| <a href="#">302-000-000-59565-4100</a> |                              | PARKING FACILITIES-Profe   | 19-CITYPRKLOT                       | CITY PARKING LOT PROF. S | 12,179.00             |           |
| 201957                                 | ULINE                        | 08/05/2022                 | Virtual Pay                         | 0.00                     | 104.52                | APA001042 |
| <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>    |           |
| <a href="#">151287315</a>              | Invoice                      | 07/12/2022                 | CUST#5672395 AIR FRESHENER          | 0.00                     | 104.52                |           |
| <a href="#">001-142-000-51890-3115</a> |                              | Office and Operating-Civi  |                                     | CUST#5672395 AIR FRESH   | 52.26                 |           |
| <a href="#">401-000-000-53480-3100</a> |                              | Office and Operating       |                                     | CUST#5672395 AIR FRESH   | 52.26                 |           |
| 202308                                 | USABUEBOOK                   | 08/05/2022                 | Virtual Pay                         | 0.00                     | 205.91                | APA001043 |
| <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>    |           |
| <a href="#">047743</a>                 | Invoice                      | 07/18/2022                 | CUST#925099 BACTERIOSTATIC ADDITIVE | 0.00                     | 205.91                |           |
| <a href="#">401-000-000-53480-3100</a> |                              | Office and Operating       |                                     | CUST#925099 BACTERIOST   | 205.91                |           |
| 203030                                 | WASHINGTON STATE PATROL      | 08/05/2022                 | Virtual Pay                         | 0.00                     | 53.00                 | APA001044 |
| <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>    |           |
| <a href="#">123000441</a>              | Invoice                      | 08/02/2022                 | ACCT#SHE301 JULY BACKGROUND CHECK   | 0.00                     | 53.00                 |           |
| <a href="#">001-118-000-52122-4100</a> |                              | Patrol-Professional Servic |                                     | ACCT#SHE301 JULY BACKG   | 53.00                 |           |
| 203780                                 | WATER MGMNT LABORATORIES INC | 08/05/2022                 | Virtual Pay                         | 0.00                     | 264.00                | APA001045 |
| <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>    |           |
| <a href="#">204557</a>                 | Invoice                      | 07/27/2022                 | ACCT#AS201R TESTS 7/12/22           | 0.00                     | 264.00                |           |
| <a href="#">402-400-000-53580-4100</a> |                              | Professional Services/Adv  |                                     | ACCT#AS201R TESTS 7/12/  | 264.00                |           |
| 203900                                 | WESMAR COMPANY, INC          | 08/05/2022                 | Virtual Pay                         | 0.00                     | 864.96                | APA001046 |
| <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>    |           |
| <a href="#">301735</a>                 | Invoice                      | 08/02/2022                 | CUST#31175 SODIUM HYPOCHLORITE      | 0.00                     | 864.96                |           |
| <a href="#">401-000-000-53480-3104</a> |                              | Office and Operating-Chl   |                                     | CUST#31175 SODIUM HYP    | 864.96                |           |
| 053987                                 | WESTBAY NAPA AUTO PARTS      | 08/05/2022                 | Virtual Pay                         | 0.00                     | 794.92                | APA001047 |



## Check Register

Packet: APPKT02389-AUGUST 5, 2022 AP AUTOMATION PAYMENTS

| 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                  | Discount Amount | Dist Amount    |           |
| <a href="#">955395</a>                 | Credit Memo                   | 09/20/2021          | ACCT#4296 PINION YOKE 07037D      | 0.00            | -141.31        |           |
| <a href="#">503-000-000-54865-3102</a> | Oper Supplies-Parts           |                     | ACCT#4296 PINION YOKE 0           |                 | -141.31        |           |
| <a href="#">998075</a>                 | Invoice                       | 07/25/2022          | ACCT#4296 GREASE & OIL            | 0.00            | 355.91         |           |
| <a href="#">503-000-000-54865-3101</a> | Vehicle Supplies              |                     | ACCT#4296 GREASE & OIL            |                 | 213.55         |           |
| <a href="#">503-000-000-54865-3103</a> | Vehicle Supp-EM&R Vehic       |                     | ACCT#4296 GREASE & OIL            |                 | 142.36         |           |
| <a href="#">998358</a>                 | Invoice                       | 07/26/2022          | ACCT#4296 SEAT BELT KIT 62975D    | 0.00            | 380.80         |           |
| <a href="#">503-000-000-54865-3102</a> | Oper Supplies-Parts           |                     | ACCT#4296 SEAT BELT KIT           |                 | 380.80         |           |
| <a href="#">998429</a>                 | Invoice                       | 07/27/2022          | ACCT#4296 V BELTS                 | 0.00            | 37.24          |           |
| <a href="#">402-400-000-53580-3100</a> | Office and Operating          |                     | ACCT#4296 V BELTS                 |                 | 37.24          |           |
| <a href="#">998556</a>                 | Invoice                       | 07/28/2022          | ACCT#4296 CONNECTORS, RINGS       | 0.00            | 45.78          |           |
| <a href="#">302-000-000-59421-6000</a> | Police Capital Projects       | 21-POLICEVEH        | ACCT#4296 CONNECTORS,             |                 | 45.78          |           |
| <a href="#">998625</a>                 | Invoice                       | 07/28/2022          | ACCT#4296 OIL DRY                 | 0.00            | 10.88          |           |
| <a href="#">401-000-000-53480-3100</a> | Office and Operating          |                     | ACCT#4296 OIL DRY                 |                 | 10.88          |           |
| <a href="#">999135</a>                 | Invoice                       | 08/02/2022          | ACCT#4296 V BELTS 10001           | 0.00            | 105.62         |           |
| <a href="#">503-000-000-54865-3104</a> | Oper Supp-Parts-EM&R V        |                     | ACCT#4296 V BELTS 10001           |                 | 105.62         |           |
| 204125                                 | WHITNEY EQUIPMENT CO.         | 08/05/2022          | Virtual Pay                       | 0.00            | 3,716.93       | APA001048 |
| Payable #                              | Payable Type                  | Payable Date        | Payable Description               | Discount Amount | Payable Amount |           |
| Account Number                         | Account Name                  | Project Account Key | Item Description                  | Discount Amount | Dist Amount    |           |
| <a href="#">95981</a>                  | Invoice                       | 07/25/2022          | CUST#SHELWWTP TEMP SENSOR/FAN RE  | 0.00            | 2,432.00       |           |
| <a href="#">402-640-000-53580-4800</a> | Repairs and Maintenance       |                     | CUST#SHELWWTP TEMP S              |                 | 2,432.00       |           |
| <a href="#">95982</a>                  | Invoice                       | 07/26/2022          | CUST#SHELWWTP REPAIR REFRIDGERATI | 0.00            | 1,284.93       |           |
| <a href="#">402-640-000-53580-4800</a> | Repairs and Maintenance       |                     | CUST#SHELWWTP REPAIR              |                 | 1,284.93       |           |
| 155563                                 | YOUNGLOVE & COKER-PLLC        | 08/05/2022          | Virtual Pay                       | 0.00            | 12,018.95      | APA001049 |
| Payable #                              | Payable Type                  | Payable Date        | Payable Description               | Discount Amount | Payable Amount |           |
| Account Number                         | Account Name                  | Project Account Key | Item Description                  | Discount Amount | Dist Amount    |           |
| <a href="#">20501-001JUL22</a>         | Invoice                       | 07/25/2022          | 20501-001JUL22                    | 0.00            | 12,018.95      |           |
| <a href="#">001-122-000-51530-4101</a> | Prof Serv - Prosecutor        |                     | 20501-001JUL22                    |                 | 12,018.95      |           |
| VEN02139                               | ZEPELIN SHIPPING & TECHNOLOGY | 08/05/2022          | Virtual Pay                       | 0.00            | 106.60         | APA001050 |
| Payable #                              | Payable Type                  | Payable Date        | Payable Description               | Discount Amount | Payable Amount |           |
| Account Number                         | Account Name                  | Project Account Key | Item Description                  | Discount Amount | Dist Amount    |           |
| <a href="#">PACKAGEID#8672</a>         | Invoice                       | 07/29/2022          | JULIO GUTIERREZ DOCUMENTS         | 0.00            | 83.68          |           |
| <a href="#">001-118-000-52122-4200</a> | Communication                 |                     | JULIO GUTIERREZ DOCUM             |                 | 83.68          |           |
| <a href="#">PACKAGEID#8678</a>         | Invoice                       | 07/27/2022          | TROEMNER LLC                      | 0.00            | 22.92          |           |
| <a href="#">402-400-000-53580-4200</a> | Communication                 |                     | TROEMNER LLC                      |                 | 22.92          |           |

## Bank Code APBNK-Main Summary

| Payment Type     | Payable Count | Payment Count | Discount    | Payment           |
|------------------|---------------|---------------|-------------|-------------------|
| Regular Checks   | 0             | 0             | 0.00        | 0.00              |
| 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              |
| Virtual Payments | 153           | 64            | 0.00        | 121,235.86        |
|                  | <b>153</b>    | <b>64</b>     | <b>0.00</b> | <b>121,235.86</b> |

|                  |     |    |      |            |
|------------------|-----|----|------|------------|
| Virtual Payments | 153 | 64 | 0.00 | 121,235.86 |
|------------------|-----|----|------|------------|

Fund Summary

| Fund | Name        | Period | Amount            |
|------|-------------|--------|-------------------|
| 999  | Pooled Cash | 8/2022 | 121,235.86        |
|      |             |        | <u>121,235.86</u> |



# June 2022 Monthly Financial Report

## City of Shelton, Washington

### General Fund Overview

|                                       | 2022<br>Revised<br>Budget | 2022<br>thru June | 2022<br>Est Actual | Variance<br>Favorable<br>(Unfavorable) | % Variance<br>Favorable<br>(Unfavorable) |
|---------------------------------------|---------------------------|-------------------|--------------------|--|--|
| Revenues                              | 15,123,340                | 7,348,609         | 15,190,280         | 66,940                                 | 0.4%                                     |
| Expenditures                          | 16,456,074                | 6,013,844         | 15,368,339         | 1,087,735                              | 6.6%                                     |
| Net Revenues Less Expenditures        | (1,332,734)               | 1,334,765         | (178,059)          | 1,154,675                              |  |
| Beginning Fund Balance                | 4,777,350                 |                   | 4,777,350          |  |  |
| Ending Fund Balance                   | 3,444,616<br>20.9%        |                   | 4,599,291<br>27.9% |  |  |
| <b>Ending Fund Balance Breakdown:</b> |                           |                   |                    |  |  |
| Reserved - 20% of Budget              | 3,291,215                 |                   | 3,291,215          |  |  |
| Unreserved Fund Balance               | 153,401                   |                   | 1,308,076          |  |  |
| <b>Total Fund Balance</b>             | <b>3,444,616</b>          |                   | <b>4,599,291</b>   |  |  |

### Summary

2022 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals. 2020 and 2021 amounts included in this report are unaudited.

Analysis through June shows an overall positive budget variance of \$1.2 million.

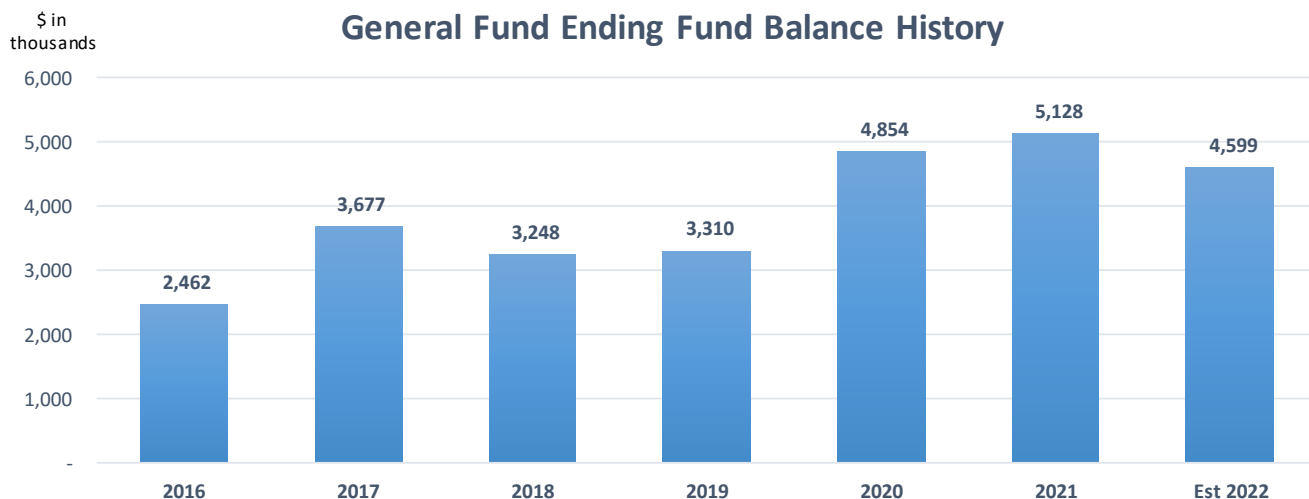
General Fund Reserves are estimated to end the year at \$4.6 million, or 27.9% of 2022 budgeted expenditures.

#### **Revenue Overview**

Revenues are currently estimated to end the year approximately \$67 thousand, or 0.4% higher than budgeted.

#### **Expenditure Overview**

Expenditures are currently estimated to end the year approximately \$1.1 million, or 6.6% lower than budgeted.



# June 2022 Monthly Financial Report

## City of Shelton, Washington

### General Fund Overview - Revenues

| Revenue Categories         | 2022<br>Revised<br>Budget | 2022<br>thru June | 2022<br>Est Actual* | Variance<br>Favorable<br>(Unfavorable) | % Variance<br>Favorable<br>(Unfavorable) |
|----------------------------|---------------------------|-------------------|---------------------|--|--|
| Taxes:                     |                           |                   |                     |  |  |
| Property                   | 2,535,900                 | 1,396,522         | 2,535,900           | -                                      | 0.0%                                     |
| Sales & Use                | 3,353,860                 | 1,645,354         | 3,242,270           | (111,590)                              | -3.3%                                    |
| City Utility               | 1,225,750                 | 740,929           | 1,332,120           | 106,370                                | 8.7%                                     |
| Non-City Utility           | 1,301,400                 | 681,370           | 1,295,740           | (5,660)                                | -0.4%                                    |
| Business & Occupation      | 997,500                   | 599,724           | 1,055,000           | 57,500                                 | 5.8%                                     |
| Other                      | 40,430                    | 27,723            | 51,350              | 10,920                                 | 27.0%                                    |
| Licenses & Permits         | 296,900                   | 166,547           | 322,680             | 25,780                                 | 8.7%                                     |
| Intergovernmental Revenue  | 1,963,910                 | 360,422           | 1,979,180           | 15,270                                 | 0.8%                                     |
| Charges for Goods/Services | 3,201,890                 | 1,592,606         | 3,160,360           | (41,530)                               | -1.3%                                    |
| Fines and Penalties        | 92,550                    | 27,324            | 54,660              | (37,890)                               | -40.9%                                   |
| Miscellaneous Revenue      | 113,250                   | 110,089           | 161,020             | 47,770                                 | 42.2%                                    |
| <b>Total Revenues</b>      | <b>15,123,340</b>         | <b>7,348,609</b>  | <b>15,190,280</b>   | <b>66,940</b>                          | <b>0.4%</b>                              |

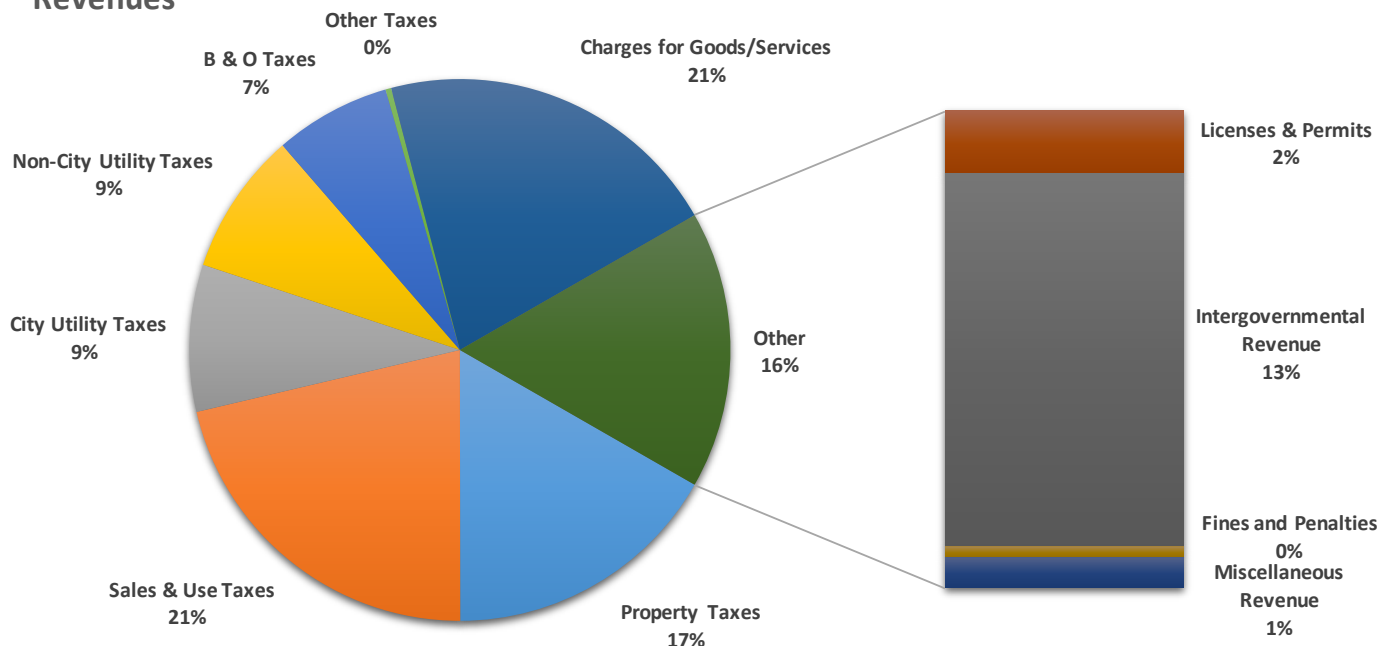
\*2022 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.

Variance analysis for revenues is provided for particular line items or those in which the estimated actual amount differs from the budgeted amount by at least 10% and \$75,000.

#### Variance Notes

Current 2022 revenue estimates compared to the 2022 revised budget do not create large variances.

#### 2022 Estimated General Fund Revenues



# June 2022 Monthly Financial Report

## City of Shelton, Washington

### General Fund Overview - Expenditures

| Department                              | 2022<br>Revised<br>Budget | 2022<br>thru June | 2022<br>Est Actual* | Variance<br>Favorable<br>(Unfavorable) | % Variance<br>Favorable<br>(Unfavorable) |
|---|---------------------------|-------------------|---------------------|--|--|
| <b>Administrative Services</b>          |                           |                   |                     |  |  |
| Human Resources                         | 326,340                   | 182,360           | 328,474             | (2,134)                                | -0.7%                                    |
| Information Technology                  | 372,880                   | 136,611           | 373,008             | (128)                                  | 0.0%                                     |
| Risk Management                         | 132,980                   | 83,520            | 130,577             | 2,403                                  | 1.8%                                     |
| <b>City Clerk</b>                       | 272,641                   | 129,982           | 255,773             | 16,868                                 | 6.2%                                     |
| <b>City Council</b>                     | 73,540                    | 43,031            | 77,325              | (3,785)                                | -5.1%                                    |
| <b>City Manager</b>                     |                           |                   |                     |  |  |
| City Manager                            | 423,350                   | 193,645           | 365,706             | 57,644                                 | 13.6%                                    |
| Legal                                   | 345,870                   | 124,116           | 248,233             | 97,637                                 | 28.2%                                    |
| Detentions/Corrections-Contract         | 430,740                   | 171,745           | 343,491             | 87,249                                 | 20.3%                                    |
| <b>Community Dev, Parks, Facilities</b> |                           |                   |                     |  |  |
| Civic Center Activities                 | 72,070                    | 24,827            | 52,828              | 19,242                                 | 26.7%                                    |
| Community Development                   | 649,618                   | 312,708           | 597,027             | 52,591                                 | 8.1%                                     |
| Facility Services                       | 675,460                   | 296,675           | 693,320             | (17,860)                               | -2.6%                                    |
| Parks & Recreation                      | 750,700                   | 243,410           | 571,425             | 179,275                                | 23.9%                                    |
| <b>Finance</b>                          | 1,218,630                 | 466,640           | 1,055,956           | 162,674                                | 13.3%                                    |
| <b>Fire &amp; Emergency Services</b>    | 1,652,740                 | 843,602           | 1,687,636           | (34,896)                               | -2.1%                                    |
| <b>Municipal Court</b>                  | 740,230                   | 324,853           | 666,092             | 74,138                                 | 10.0%                                    |
| <b>Non-Departmental</b>                 | 3,460,293                 | 114,320           | 3,302,760           | 157,533                                | 4.6%                                     |
| <b>Police</b>                           | 3,921,664                 | 1,868,881         | 3,696,720           | 224,944                                | 5.7%                                     |
| <b>Public Works</b>                     | 936,328                   | 452,917           | 921,988             | 14,340                                 | 1.5%                                     |
| <b>Total Expenditures</b>               | <b>16,456,074</b>         | <b>6,013,844</b>  | <b>15,368,339</b>   | <b>1,087,735</b>                       | <b>6.6%</b>                              |

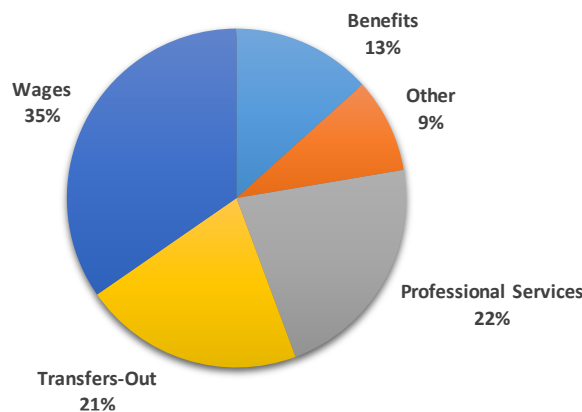
\*2022 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.

Variance analysis for expenditures is provided for particular departments which have an estimated actual amount that differs from the budgeted amount by at least 10% and \$75,000.

#### Variance Notes

**Legal: General Counsel costs projected to below budget. Detention/Corrections: Lower fees & medical costs. Parks & Finance Departments below budget due to unfilled positions.**

### 2022 Estimated General Fund Expenditures



# June 2022 Monthly Financial Report

## City of Shelton, Washington

### General Fund Year-to-Year

|  | 2020<br>Actual    | 2021<br>Actual    | 2022 Revised<br>Budget | 2022<br>thru June | 2022<br>Est Actual |
|--|-------------------|-------------------|------------------------|-------------------|--------------------|
| <b>Beginning Fund Balance</b>  | <b>3,295,980</b>  | <b>4,853,568</b>  | <b>4,777,350</b>       | <b>4,777,350</b>  | <b>4,777,350</b>   |
| <b>Revenues</b>  |                   |                   |                        |                   |                    |
| Taxes:   |                   |                   |                        |                   |                    |
| Property   | 2,495,035         | 2,502,891         | 2,535,900              | 1,396,522         | 2,535,900          |
| Sales & Use  | 3,195,310         | 3,368,713         | 3,353,860              | 1,645,354         | 3,242,270          |
| City Utility   | 1,182,935         | 1,241,561         | 1,225,750              | 740,929           | 1,332,120          |
| Non-City Utility   | 1,138,999         | 1,165,125         | 1,301,400              | 681,370           | 1,295,740          |
| Business & Occupation  | 810,806           | 980,007           | 997,500                | 599,724           | 1,055,000          |
| Other  | 42,140            | 56,304            | 40,430                 | 27,723            | 51,350             |
| Licenses & Permits   | 344,354           | 281,260           | 296,900                | 166,547           | 322,680            |
| Intergovernmental Revenue  | 1,191,866         | 2,240,637         | 1,963,910              | 360,422           | 1,979,180          |
| Charges for Goods/Services   | 2,968,830         | 2,904,696         | 3,201,890              | 1,592,606         | 3,160,360          |
| Fines and Penalties  | 85,070            | 78,453            | 92,550                 | 27,324            | 54,660             |
| Miscellaneous Revenue  | 281,387           | 141,622           | 113,250                | 110,089           | 161,020            |
| <b>Total Revenues</b>  | <b>13,736,732</b> | <b>14,961,268</b> | <b>15,123,340</b>      | <b>7,348,609</b>  | <b>15,190,280</b>  |
| <b>Expenditures</b>  |                   |                   |                        |                   |                    |
| <b>Administrative Services</b>   |                   |                   |                        |                   |                    |
| Human Resources  | 259,988           | 259,811           | 326,340                | 182,360           | 328,474            |
| Information Technology   | 811,857           | 279,243           | 372,880                | 136,611           | 373,008            |
| Risk Management  | 95,234            | 115,849           | 132,980                | 83,520            | 130,577            |
| <b>City Clerk+</b>   | 69,707            | 198,328           | 272,641                | 129,982           | 255,773            |
| <b>City Council</b>  | 161,137           | 100,744           | 73,540                 | 43,031            | 77,325             |
| <b>City Manager</b>  |                   |                   |                        |                   |                    |
| City Manager   | 429,282           | 385,264           | 423,350                | 193,645           | 365,706            |
| Legal  | 315,307           | 286,726           | 345,870                | 124,116           | 248,233            |
| Detentions/Corrections-Contract  | 331,015           | 314,238           | 430,740                | 171,745           | 343,491            |
| <b>Community Dev, Parks, Facilities</b>  |                   |                   |                        |                   |                    |
| Civic Center Activities  | 44,892            | 50,348            | 72,070                 | 24,827            | 52,828             |
| Community Development  | 551,607           | 547,944           | 649,618                | 312,708           | 597,027            |
| Facility Services  | 516,129           | 524,991           | 675,460                | 296,675           | 693,320            |
| Parks & Recreation   | 376,383           | 521,872           | 750,700                | 243,410           | 571,425            |
| <b>Finance</b>   | 939,517           | 928,469           | 1,218,630              | 466,640           | 1,055,956          |
| <b>Fire &amp; Emergency Services</b>   | 1,626,514         | 1,560,701         | 1,652,740              | 843,602           | 1,687,636          |
| <b>Municipal Court</b>   | 498,380           | 528,267           | 740,230                | 324,853           | 666,092            |
| <b>Non-Departmental</b>  | 1,029,993         | 4,252,217         | 3,460,293              | 114,320           | 3,302,760          |
| <b>Police</b>  | 3,451,151         | 3,482,542         | 3,921,664              | 1,868,881         | 3,696,720          |
| <b>Public Works</b>  | 671,052           | 699,932           | 936,328                | 452,917           | 921,988            |
| <b>Total Expenditures</b>  | <b>12,179,144</b> | <b>15,037,485</b> | <b>16,456,074</b>      | <b>6,013,844</b>  | <b>15,368,339</b>  |
| + City Clerk reflects all City Clerk expenses starting in 2021. Prior years included records, elections and code revision costs. |                   |                   |                        |                   |                    |
| Net Revenues less Expenditures   | 1,557,588         | (76,217)          | (1,332,734)            | 1,334,765         | (178,059)          |
| <b>Ending Fund Balance</b>   | <b>4,853,568</b>  | <b>4,777,350</b>  | <b>3,444,616</b>       | <b>6,112,115</b>  | <b>4,599,291</b>   |
| General Fund Reserves  | 4,853,568         | 4,777,350         | 3,444,616              |                   | 4,599,291          |
| based on same year actuals/budget  | 39.9%             | 31.8%             | 20.9%                  |                   | 29.9%              |

# June 2022 Monthly Financial Report

## City of Shelton, Washington

### General Fund Month-to-Month

|                                  | 2020<br>thru<br>June | 2021<br>thru<br>June | 2022<br>thru<br>June | 2022 - 2021<br>Variance |        | % of<br>Budget |
|----------------------------------|----------------------|----------------------|----------------------|-------------------------|--------|----------------|
| Revenues                         |                      |                      |                      |                         |        |                |
| Taxes:                           |                      |                      |                      |                         |        |                |
| Property                         | 1,319,269            | 1,461,896            | 1,396,522            | (65,374)                | -4.5%  | 55.1%          |
| Sales & Use                      | 1,518,905            | 1,652,684            | 1,645,354            | (7,330)                 | -0.4%  | 49.1%          |
| City Utility                     | 577,594              | 601,138              | 740,929              | 139,791                 | 23.3%  | 60.4%          |
| Non-City Utility                 | 632,262              | 636,874              | 681,370              | 44,496                  | 7.0%   | 52.4%          |
| Business & Occupation            | 421,632              | 570,535              | 599,724              | 29,188                  | 5.1%   | 60.1%          |
| Other                            | 17,008               | 20,567               | 27,723               | 7,155                   | 34.8%  | 68.6%          |
| Licenses & Permits               | 154,096              | 133,262              | 166,547              | 33,285                  | 25.0%  | 56.1%          |
| Intergovernmental Revenue        | 294,455              | 1,771,649            | 360,422              | (1,411,227)             | -79.7% | 18.4%          |
| Charges for Goods/Services       | 1,472,638            | 1,335,383            | 1,592,606            | 257,224                 | 19.3%  | 49.7%          |
| Fines and Penalties              | 37,185               | 40,060               | 27,324               | (12,736)                | -31.8% | 29.5%          |
| Miscellaneous Revenue            | 151,321              | 74,199               | 110,089              | 35,890                  | 48.4%  | 97.2%          |
| Total Revenues                   | 6,596,366            | 8,298,248            | 7,348,609            | (949,639)               | -11.4% | 48.6%          |
| Expenditures                     |                      |                      |                      |                         |        |                |
| Administrative Services          |                      |                      |                      |                         |        |                |
| Human Resources                  | 145,539              | 130,990              | 182,360              | 51,370                  | 39.2%  | 55.9%          |
| Information Technology           | 129,797              | 143,275              | 136,611              | (6,665)                 | -4.7%  | 36.6%          |
| Risk Management                  | 71,737               | 73,535               | 83,520               | 9,985                   | 13.6%  | 62.8%          |
| City Clerk+                      | 39,447               | 99,557               | 129,982              | 30,425                  | 30.6%  | 47.7%          |
| City Council                     | 86,222               | 49,781               | 43,031               | (6,750)                 | -13.6% | 58.5%          |
| City Manager                     |                      |                      |                      |                         |        |                |
| City Manager                     | 209,226              | 195,828              | 193,645              | (2,184)                 | -1.1%  | 45.7%          |
| Legal                            | 168,156              | 133,261              | 124,116              | (9,144)                 | -6.9%  | 35.9%          |
| Detentions/Corrections-Contract  | 176,061              | 149,962              | 171,745              | 21,784                  | 14.5%  | 39.9%          |
| Community Dev, Parks, Facilities |                      |                      |                      |                         |        |                |
| Civic Center Activities          | 23,728               | 25,509               | 24,827               | (682)                   | -2.7%  | 34.4%          |
| Community Development            | 291,440              | 271,465              | 312,708              | 41,243                  | 15.2%  | 48.1%          |
| Facility Services                | 286,045              | 250,846              | 296,675              | 45,829                  | 18.3%  | 43.9%          |
| Parks & Recreation               | 159,480              | 224,852              | 243,410              | 18,559                  | 8.3%   | 32.4%          |
| Finance                          | 467,345              | 547,551              | 466,640              | (80,911)                | -14.8% | 38.3%          |
| Fire & Emergency Services        | 827,260              | 789,761              | 843,602              | 53,840                  | 6.8%   | 51.0%          |
| Municipal Court                  | 249,127              | 267,896              | 324,853              | 56,958                  | 21.3%  | 43.9%          |
| Non-Departmental                 | 231,068              | 169,739              | 114,320              | (55,419)                | -32.6% | 3.3%           |
| Police                           | 1,795,892            | 1,807,753            | 1,868,881            | 61,128                  | 3.4%   | 47.7%          |
| Public Works                     | 338,737              | 300,570              | 452,917              | 152,347                 | 50.7%  | 48.4%          |
| Total Expenditures               | 5,696,307            | 5,632,130            | 6,013,844            | 381,714                 | 6.8%   | 36.5%          |

+ City Clerk reflects all City Clerk expenses starting in 2021. Prior years included records, elections and code revision costs.

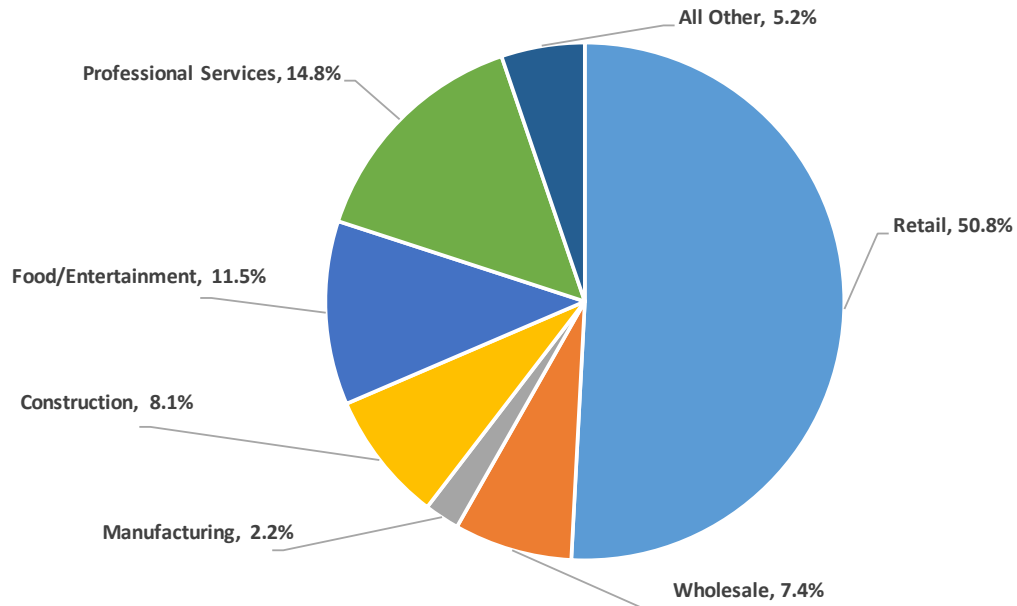
This Month-to-Month presentation does not include variance notes. Common variances are due to timing of receipts and expenditures. Totals reported are year-to-date through June which is 50.0% of the year.

# June 2022 Monthly Financial Report

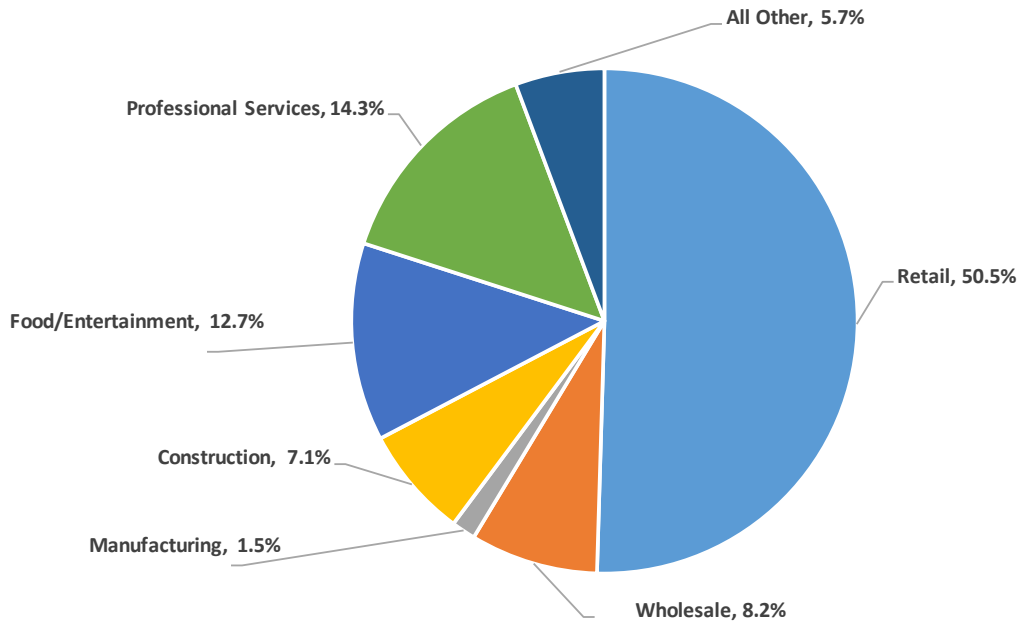
## City of Shelton, Washington

### Sales Tax Breakdown by Type

2022 thru June



June 2022





# June 2022 Monthly Financial Report

## City of Shelton, Washington

### Fund Balances

| Fund                           | 2022<br>Beginning<br>Fund<br>Balance | 2022<br>Estimated<br>Revenue | 2022<br>Estimated<br>Expenditure | 2022<br>Estimated<br>Fund Balance | \$ Change        | %<br>Change  |
|--------------------------------|--------------------------------------|------------------------------|----------------------------------|-----------------------------------|------------------|--------------|
| <b>City-wide Fund Balances</b> |                                      |                              |                                  |                                   |                  |              |
| General Fund                   | 4,777,350                            | 15,190,280                   | 15,368,339                       | 4,599,291                         | (178,059)        | -3.7%        |
| Street Fund                    | 423,415                              | 1,891,295                    | 1,995,625                        | 319,085                           | (104,330)        | -24.6%       |
| <b>Capital Resource Funds</b>  |                                      |                              |                                  |                                   |                  |              |
| Real Estate Excise Tax -1      | 356,027                              | 142,500                      | 46,830                           | 451,697                           | 95,670           | 26.9%        |
| Real Estate Excise Tax -2      | 395,753                              | 142,500                      | -                                | 538,253                           | 142,500          | 36.0%        |
| Transport Benefit District     | 1,302,997                            | 503,750                      | 385,390                          | 1,421,357                         | 118,360          | 9.1%         |
| Traffic Impact Fees            | 997,437                              | 43,500                       | 414,100                          | 626,837                           | (370,600)        | -37.2%       |
| General Resources              | 1,649,409                            | 1,936,890                    | 2,674,330                        | 911,969                           | (737,440)        | -44.7%       |
| Tourism Fund                   | 89,620                               | 52,539                       | 65,758                           | 76,401                            | (13,219)         | -14.8%       |
| Bond Fund                      | 7,618                                | 177,405                      | 177,300                          | 7,723                             | 105              | 1.4%         |
| Capital Improvement Fund       | 879,714                              | 2,618,218                    | 3,063,261                        | 434,671                           | (445,043)        | -50.6%       |
| Water Fund                     | 1,650,758                            | 3,093,144                    | 2,816,889                        | 1,927,013                         | 276,255          | 16.7%        |
| Water Capital Fund             | 1,146,128                            | 2,737,344                    | 2,586,427                        | 1,297,045                         | 150,917          |              |
| Sewer Fund                     | 3,664,095                            | 6,647,252                    | 6,436,242                        | 3,875,105                         | 211,010          | 5.8%         |
| Sewer Capital Fund             | 1,308,976                            | 2,603,928                    | 617,227                          | 3,295,677                         | 1,986,701        |              |
| Solid Waste Fund               | 1,015,514                            | 44,879                       | 1,239,284                        | (178,892)                         | (1,194,406)      | -117.6%      |
| Storm Drainage Fund            | 391,777                              | 1,510,831                    | 1,571,201                        | 331,407                           | (60,370)         | -15.4%       |
| Storm Drainage Capital Fund    | 25,871                               | 413,000                      | 413,000                          | 25,871                            | -                |              |
| Payroll Benefits Fund          | 167,652                              | 82,100                       | 64,100                           | 185,652                           | 18,000           | 10.7%        |
| Equipment Rental Fund          | 593,494                              | 583,000                      | 860,509                          | 315,985                           | (277,509)        | -46.8%       |
| Firefighters Pension Fund      | 479,800                              | 90,827                       | 67,330                           | 503,297                           | 23,497           | 4.9%         |
| Library Endowment Fund         | 122,099                              | 580                          | -                                | 122,679                           | 580              | 0.5%         |
| <b>City-wide Fund Totals</b>   | <b>21,445,504</b>                    | <b>40,505,762</b>            | <b>40,863,143</b>                | <b>21,088,123</b>                 | <b>(357,381)</b> | <b>-1.7%</b> |

# June 2022 Monthly Financial Report

## City of Shelton, Washington

### City-Wide Overview - Revenues & Expenditures

| Fund   | 2022<br>Revised<br>Budget | 2022<br>thru<br>June | 2022<br>Est Actual* | Variance<br>Favorable<br>(Unfavorable) | % Variance<br>Favorable<br>(Unfavorable) |
|--|---------------------------|----------------------|---------------------|--|--|
| <b>General Fund</b>  |                           |                      |                     |  |  |
| Taxes  | 9,454,840                 | 5,091,621            | 9,512,380           | 57,540                                 | 0.6%                                     |
| Licenses & Permits   | 296,900                   | 166,547              | 322,680             | 25,780                                 | 8.7%                                     |
| Intergovernmental Revenue                                      | 1,963,910                 | 360,422              | 1,979,180           | 15,270                                 | 0.8%                                     |
| Charges for Goods/Services                                     | 3,201,890                 | 1,592,606            | 3,160,360           | (41,530)                               | -1.3%                                    |
| Fines and Penalties  | 92,550                    | 27,324               | 54,660              | (37,890)                               | -40.9%                                   |
| Miscellaneous Revenue  | 113,250                   | 110,089              | 161,020             | 47,770                                 | 42.2%                                    |
| <b>Total Revenues</b>  | <b>15,123,340</b>         | <b>7,348,609</b>     | <b>15,190,280</b>   | <b>66,940</b>                          | <b>0.4%</b>                              |
| Wages  | 5,650,500                 | 2,542,867            | 5,323,897           | 326,603                                | 5.8%                                     |
| Benefits   | 2,311,350                 | 1,002,633            | 2,046,564           | 264,786                                | 11.5%                                    |
| Professional Services  | 3,629,306                 | 1,658,795            | 3,382,346           | 246,960                                | 6.8%                                     |
| Transfers-Out  | 3,397,793                 | 50,107               | 3,229,720           | 168,073                                | 4.9%                                     |
| Other  | 1,467,125                 | 759,442              | 1,385,812           | 81,313                                 | 5.5%                                     |
| <b>Total Expenditures</b>                                      | <b>16,456,074</b>         | <b>6,013,844</b>     | <b>15,368,339</b>   | <b>1,087,735</b>                       | <b>6.6%</b>                              |
| <b>Net Revenues Less Expenditures</b>                          | <b>(1,332,734)</b>        | <b>1,334,765</b>     | <b>(178,059)</b>    | <b>1,154,675</b>                       |  |
| <b>Street Fund</b>   |                           |                      |                     |  |  |
| Taxes  | 675,000                   | 334,915              | 669,830             | (5,170)                                | -0.8%                                    |
| Licenses & Permits   | 5,500                     | 8,306                | 16,611              | 11,111                                 | 202.0%                                   |
| Intergovernmental Revenue                                      | 214,000                   | 101,019              | 202,038             | (11,962)                               | -5.6%                                    |
| Charges for Goods/Services                                     | 56,120                    | 27,560               | 55,120              | (1,000)                                | -1.8%                                    |
| Miscellaneous Revenue  | 1,500                     | 12,984               | 13,186              | 11,686                                 | 779.1%                                   |
| Transfers In   | 934,510                   | -                    | 934,510             | -                                      | 0.0%                                     |
| <b>Total Revenues</b>  | <b>1,886,630</b>          | <b>484,784</b>       | <b>1,891,295</b>    | <b>4,665</b>                           | <b>0.2%</b>                              |
| Wages  | 336,610                   | 181,069              | 362,632             | (26,022)                               | -7.7%                                    |
| Benefits   | 159,370                   | 81,527               | 165,022             | (5,652)                                | -3.5%                                    |
| Professional Services  | 174,990                   | 148,663              | 183,926             | (8,936)                                | -5.1%                                    |
| Transfers-Out  | 500,000                   | -                    | 500,000             | -                                      | 0.0%                                     |
| Other  | 825,240                   | 408,601              | 784,045             | 41,195                                 | 5.0%                                     |
| <b>Total Expenditures</b>                                      | <b>1,996,210</b>          | <b>819,860</b>       | <b>1,995,625</b>    | <b>585</b>                             | <b>0.0%</b>                              |
| <b>Net Revenues Less Expenditures</b>                          | <b>(109,580)</b>          | <b>(335,076)</b>     | <b>(104,330)</b>    | <b>5,250</b>                           |  |
| <b>Capital Resources - Real Estate Excise Tax - 1 (REET-1)</b> |                           |                      |                     |  |  |
| Taxes  | 52,500                    | 100,084              | 140,000             | 87,500                                 | 166.7%                                   |
| Miscellaneous Revenue  | -                         | 2,252                | 2,500               | 2,500                                  |  |
| <b>Total Revenues</b>  | <b>52,500</b>             | <b>102,336</b>       | <b>142,500</b>      | <b>90,000</b>                          | <b>171.4%</b>                            |
| Transfers-Out  | 46,830                    | 11,999               | 46,830              | -                                      | 0.0%                                     |
| <b>Total Expenditures</b>                                      | <b>46,830</b>             | <b>11,999</b>        | <b>46,830</b>       | <b>-</b>                               | <b>0.0%</b>                              |
| <b>Net Revenues Less Expenditures</b>                          | <b>5,670</b>              | <b>90,337</b>        | <b>95,670</b>       | <b>90,000</b>                          |  |

\*2022 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.

# June 2022 Monthly Financial Report

## City of Shelton, Washington

### City-Wide Overview - Revenues & Expenditures

| Fund   | 2022<br>Revised<br>Budget | 2022<br>thru<br>June | 2022<br>Est Actual* | Variance<br>Favorable<br>(Unfavorable) | % Variance<br>Favorable<br>(Unfavorable) |
|--|---------------------------|----------------------|---------------------|--|--|
| <b>Capital Resources - Real Estate Excise Tax - 2 (REET-2)</b> |                           |                      |                     |  |  |
| Taxes  | 52,500                    | 100,084              | 140,000             | 87,500                                 | 166.7%                                   |
| Miscellaneous Revenue  | -                         | 2,319                | 2,500               | 2,500                                  |  |
| <b>Total Revenues</b>  | <b>52,500</b>             | <b>102,404</b>       | <b>142,500</b>      | <b>90,000</b>                          | <b>171.4%</b>                            |
| <b>Total Expenditures</b>                                      | <b>-</b>                  | <b>-</b>             | <b>-</b>            | <b>-</b>                               |  |
| <b>Net Revenues Less Expenditures</b>                          | <b>52,500</b>             | <b>102,404</b>       | <b>142,500</b>      | <b>90,000</b>                          |  |

|   |                |              |                |              |             |
|---|----------------|--------------|----------------|--------------|-------------|
| <b>Capital Resources -Transportation Benefit District (TBD)</b> |                |              |                |              |             |
| Miscellaneous Revenue   | -              | 3,570        | 3,750          | 3,750        |             |
| Transfers In  | 500,000        | -            | 500,000        | -            | 0.0%        |
| <b>Total Revenues</b>   | <b>500,000</b> | <b>3,570</b> | <b>503,750</b> | <b>3,750</b> | <b>0.8%</b> |
| Transfers-Out   | 385,390        | -            | 385,390        | -            | 0.0%        |
| <b>Total Expenditures</b>                                       | <b>385,390</b> | <b>-</b>     | <b>385,390</b> | <b>-</b>     | <b>0.0%</b> |
| <b>Net Revenues Less Expenditures</b>                           | <b>114,610</b> | <b>3,570</b> | <b>118,360</b> | <b>3,750</b> |             |

|  |                  |               |                  |                 |               |
|--|------------------|---------------|------------------|-----------------|---------------|
| <b>Capital Resources - Traffic Impact Fees (TIF)</b> |                  |               |                  |                 |               |
| Charges for Goods/Services                           | 80,000           | 22,631        | 40,000           | (40,000)        | -50.0%        |
| Miscellaneous Revenue                                | -                | 3,128         | 3,500            | 3,500           |               |
| <b>Total Revenues</b>                                | <b>80,000</b>    | <b>25,759</b> | <b>43,500</b>    | <b>(36,500)</b> | <b>-45.6%</b> |
| Transfers-Out  | 414,100          | -             | 414,100          | -               | 0.0%          |
| <b>Total Expenditures</b>                            | <b>414,100</b>   | <b>-</b>      | <b>414,100</b>   | <b>-</b>        | <b>0.0%</b>   |
| <b>Net Revenues Less Expenditures</b>                | <b>(334,100)</b> | <b>25,759</b> | <b>(370,600)</b> | <b>(36,500)</b> |               |

|                                       |                  |                 |                  |              |             |
|---------------------------------------|------------------|-----------------|------------------|--------------|-------------|
| <b>Capital Resources - General</b>    |                  |                 |                  |              |             |
| Intergovernmental Revenue             | 445,780          |                 | 445,780          | -            | 0.0%        |
| Miscellaneous Revenue                 | -                | 2,313           | 2,500            | 2,500        |             |
| Transfers In                          | 1,488,610        | -               | 1,488,610        | -            | 0.0%        |
| <b>Total Revenues</b>                 | <b>1,934,390</b> | <b>2,313</b>    | <b>1,936,890</b> | <b>2,500</b> | <b>0.1%</b> |
| Transfers-Out                         | 2,139,500        | -               | 2,139,500        | -            | 0.0%        |
| Other                                 | 534,830          | 89,049          | 534,830          | -            | 0.0%        |
| <b>Total Expenditures</b>             | <b>2,674,330</b> | <b>89,049</b>   | <b>2,674,330</b> | <b>-</b>     | <b>0.0%</b> |
| <b>Net Revenues Less Expenditures</b> | <b>(739,940)</b> | <b>(86,736)</b> | <b>(737,440)</b> | <b>2,500</b> |             |

|                                       |                 |               |                 |              |             |
|---------------------------------------|-----------------|---------------|-----------------|--------------|-------------|
| <b>Tourism Fund</b>                   |                 |               |                 |              |             |
| Taxes                                 | 48,000          | 26,120        | 52,240          | 4,240        | 8.8%        |
| Miscellaneous Revenue                 | 100             | 150           | 299             | 199          | 199.0%      |
| <b>Total Revenues</b>                 | <b>48,100</b>   | <b>26,270</b> | <b>52,539</b>   | <b>4,439</b> | <b>9.2%</b> |
| Professional Services                 | 65,758          | 4,613         | 65,758          | -            | 0.0%        |
| <b>Total Expenditures</b>             | <b>65,758</b>   | <b>4,613</b>  | <b>65,758</b>   | <b>-</b>     | <b>0.0%</b> |
| <b>Net Revenues Less Expenditures</b> | <b>(17,658)</b> | <b>21,657</b> | <b>(13,219)</b> | <b>4,439</b> |             |

\*2022 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.

# June 2022 Monthly Financial Report

## City of Shelton, Washington

### City-Wide Overview - Revenues & Expenditures

| Fund                                  | 2022<br>Revised<br>Budget | 2022<br>thru<br>June | 2022<br>Est Actual* | Variance<br>Favorable<br>(Unfavorable) | % Variance<br>Favorable<br>(Unfavorable) |
|---------------------------------------|---------------------------|----------------------|---------------------|--|--|
| <b>Bond Fund</b>                      |                           |                      |                     |  |  |
| Taxes                                 | -                         | 36                   | 105                 | 105                                    |  |
| Transfers In                          | 177,300                   | 46,150               | 177,300             | -                                      | 0.0%                                     |
| <b>Total Revenues</b>                 | <b>177,300</b>            | <b>46,186</b>        | <b>177,405</b>      | <b>105</b>                             | <b>0.1%</b>                              |
| Other                                 | 177,300                   | -                    | 177,300             | -                                      | 0.0%                                     |
| <b>Total Expenditures</b>             | <b>177,300</b>            | <b>-</b>             | <b>177,300</b>      | <b>-</b>                               | <b>0.0%</b>                              |
| <b>Net Revenues Less Expenditures</b> | <b>-</b>                  | <b>46,186</b>        | <b>105</b>          | <b>105</b>                             |  |

|                                       |                  |                  |                  |                  |               |
|---------------------------------------|------------------|------------------|------------------|------------------|---------------|
| <b>Capital Improvement Fund</b>       |                  |                  |                  |                  |               |
| Intergovernmental Revenue             | 1,974,310        | 23,446           | 1,156,175        | (818,135)        | -41.4%        |
| Charges for Goods/Services            | 59,000           | -                | 59,000           | -                | 0.0%          |
| Transfers In                          | 1,403,043        | -                | 1,403,043        | -                | 0.0%          |
| <b>Total Revenues</b>                 | <b>3,436,353</b> | <b>23,446</b>    | <b>2,618,218</b> | <b>(818,135)</b> | <b>-23.8%</b> |
| Professional Services                 | -                | 31,536           | 254,839          | (254,839)        |               |
| Other                                 | 3,136,353        | 356,244          | 2,808,422        | 327,931          | 1.3%          |
| <b>Total Expenditures</b>             | <b>3,136,353</b> | <b>387,779</b>   | <b>3,063,261</b> | <b>73,092</b>    | <b>2.3%</b>   |
| <b>Net Revenues Less Expenditures</b> | <b>300,000</b>   | <b>(364,334)</b> | <b>(445,043)</b> | <b>(745,043)</b> |               |

|                                       |                  |                  |                  |                |              |
|---------------------------------------|------------------|------------------|------------------|----------------|--------------|
| <b>Water Fund</b>                     |                  |                  |                  |                |              |
| Charges for Goods/Services            | 2,596,210        | 1,342,256        | 2,959,510        | 363,300        | 14.0%        |
| Miscellaneous Revenue                 | 46,100           | 127,731          | 133,634          | 87,534         | 189.9%       |
| <b>Total Revenues</b>                 | <b>2,642,310</b> | <b>1,469,987</b> | <b>3,093,144</b> | <b>450,834</b> | <b>17.1%</b> |
| Wages                                 | 591,090          | 247,546          | 560,000          | 31,090         | 5.3%         |
| Benefits                              | 259,560          | 111,976          | 252,810          | 6,750          | 2.6%         |
| Professional Services                 | 103,940          | 77,797           | 139,280          | (35,340)       | -34.0%       |
| Transfers-Out                         | 172,844          | -                | 172,844          | -              | 0.0%         |
| Other                                 | 1,692,520        | 861,557          | 1,691,955        | 565            | 0.0%         |
| <b>Total Expenditures</b>             | <b>2,819,954</b> | <b>1,298,877</b> | <b>2,816,889</b> | <b>3,065</b>   | <b>0.1%</b>  |
| <b>Net Revenues Less Expenditures</b> | <b>(177,644)</b> | <b>171,110</b>   | <b>276,255</b>   | <b>453,899</b> |              |

|                                       |                  |                  |                  |                |             |
|---------------------------------------|------------------|------------------|------------------|----------------|-------------|
| <b>Water Capital Fund</b>             |                  |                  |                  |                |             |
| Intergovernmental Revenue             | 1,050,000        | -                | 1,050,000        | -              | 0.0%        |
| Transfers In                          | 1,687,344        | -                | 1,687,344        | -              | 0.0%        |
| <b>Total Revenues</b>                 | <b>2,737,344</b> | <b>-</b>         | <b>2,737,344</b> | <b>-</b>       | <b>0.0%</b> |
| Other                                 | 2,737,344        | 108,805          | 2,586,427        | 150,917        | 5.5%        |
| <b>Total Expenditures</b>             | <b>2,737,344</b> | <b>108,805</b>   | <b>2,586,427</b> | <b>150,917</b> | <b>5.5%</b> |
| <b>Net Revenues Less Expenditures</b> | <b>-</b>         | <b>(108,805)</b> | <b>150,917</b>   | <b>150,917</b> |             |

\*2022 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.

# June 2022 Monthly Financial Report

## City of Shelton, Washington

### City-Wide Overview - Revenues & Expenditures

| Fund                                  | 2022<br>Revised<br>Budget | 2022<br>thru<br>June | 2022<br>Est Actual* | Variance<br>Favorable<br>(Unfavorable) | % Variance<br>Favorable<br>(Unfavorable) |
|---------------------------------------|---------------------------|----------------------|---------------------|--|--|
| <b>Sewer Fund</b>                     |                           |                      |                     |  |  |
| Intergovernmental Revenue             | -                         | 5,726                | 5,726               | 5,726                                  |  |
| Charges for Goods/Services            | 6,234,660                 | 3,428,805            | 6,473,986           | 239,326                                | 3.8%                                     |
| Miscellaneous Revenue                 | 133,000                   | 45,472               | 167,540             | 34,540                                 | 26.0%                                    |
| <b>Total Revenues</b>                 | <b>6,367,660</b>          | <b>3,480,003</b>     | <b>6,647,252</b>    | <b>279,592</b>                         | <b>4.4%</b>                              |
| Wages                                 | 788,100                   | 373,966              | 768,390             | 19,710                                 | 2.5%                                     |
| Benefits                              | 369,070                   | 175,665              | 389,020             | (19,950)                               | -5.4%                                    |
| Professional Services                 | 339,000                   | 147,548              | 363,767             | (24,767)                               | -7.3%                                    |
| Transfers-Out                         | 153,928                   | -                    | 153,928             | -                                      | 0.0%                                     |
| Other                                 | 4,800,050                 | 2,715,128            | 4,761,137           | 38,913                                 | 0.8%                                     |
| <b>Total Expenditures</b>             | <b>6,450,148</b>          | <b>3,412,307</b>     | <b>6,436,242</b>    | <b>13,906</b>                          | <b>0.2%</b>                              |
| <b>Net Revenues Less Expenditures</b> | <b>(82,488)</b>           | <b>67,696</b>        | <b>211,010</b>      | <b>293,498</b>                         |  |
| <b>Sewer Capital Fund</b>             |                           |                      |                     |  |  |
| Intergovernmental Revenue             | 2,050,000                 | -                    | 2,050,000           | -                                      | 0.0%                                     |
| Transfers In                          | 553,928                   | -                    | 553,928             | -                                      | 0.0%                                     |
| <b>Total Revenues</b>                 | <b>2,603,928</b>          | <b>-</b>             | <b>2,603,928</b>    | <b>-</b>                               | <b>0.0%</b>                              |
| Other                                 | 2,603,928                 | 109,768              | 617,227             | 1,986,701                              | 76.3%                                    |
| <b>Total Expenditures</b>             | <b>2,603,928</b>          | <b>109,768</b>       | <b>617,227</b>      | <b>1,986,701</b>                       | <b>76.3%</b>                             |
| <b>Net Revenues Less Expenditures</b> | <b>-</b>                  | <b>(109,768)</b>     | <b>1,986,701</b>    | <b>1,986,701</b>                       |  |
| <b>Solid Waste Fund</b>               |                           |                      |                     |  |  |
| Intergovernmental Revenue             | 600,000                   | 20,977               | 41,955              | (558,045)                              | -93.0%                                   |
| Miscellaneous Revenue                 | -                         | 1,462                | 2,924               | 2,924                                  |  |
| <b>Total Revenues</b>                 | <b>600,000</b>            | <b>22,439</b>        | <b>44,879</b>       | <b>(555,122)</b>                       | <b>-92.5%</b>                            |
| Professional Services                 | 300,000                   | 76,758               | 250,243             | 49,757                                 | 16.6%                                    |
| Other                                 | 986,540                   | 313                  | 989,041             | (2,501)                                | -0.3%                                    |
| <b>Total Expenditures</b>             | <b>1,286,540</b>          | <b>77,071</b>        | <b>1,239,284</b>    | <b>47,256</b>                          | <b>3.7%</b>                              |
| <b>Net Revenues Less Expenditures</b> | <b>(686,540)</b>          | <b>(54,632)</b>      | <b>(1,194,406)</b>  | <b>(507,866)</b>                       |  |
| <b>Storm Drainage Fund</b>            |                           |                      |                     |  |  |
| Intergovernmental Revenue             | 25,000                    | -                    | 25,000              | -                                      | 0.0%                                     |
| Charges for Goods/Services            | 1,537,340                 | 741,982              | 1,483,965           | (53,375)                               | -3.5%                                    |
| Miscellaneous Revenue                 | 500                       | 933                  | 1,866               | 1,366                                  | 273.2%                                   |
| <b>Total Revenues</b>                 | <b>1,562,840</b>          | <b>742,915</b>       | <b>1,510,831</b>    | <b>(52,009)</b>                        | <b>-3.3%</b>                             |
| Wages                                 | 491,780                   | 132,350              | 491,780             | -                                      | 0.0%                                     |
| Benefits                              | 217,980                   | 60,299               | 200,800             | 17,180                                 | 7.9%                                     |
| Professional Services                 | 93,230                    | 15,562               | 93,230              | -                                      | 0.0%                                     |
| Transfers-Out                         | 95,035                    | -                    | 188,000             | (92,965)                               | -97.8%                                   |
| Other                                 | 583,810                   | 271,261              | 597,391             | (13,581)                               | -2.3%                                    |
| <b>Total Expenditures</b>             | <b>1,481,835</b>          | <b>479,473</b>       | <b>1,571,201</b>    | <b>(89,366)</b>                        | <b>-6.0%</b>                             |
| <b>Net Revenues Less Expenditures</b> | <b>81,005</b>             | <b>263,443</b>       | <b>(60,370)</b>     | <b>(141,375)</b>                       |  |
| <b>Storm Drainage Capital Fund</b>    |                           |                      |                     |  |  |
| Transfers In                          | 320,035                   | -                    | 413,000             | 92,965                                 | 29.0%                                    |
| <b>Total Revenues</b>                 | <b>320,035</b>            | <b>-</b>             | <b>413,000</b>      | <b>92,965</b>                          | <b>29.0%</b>                             |
| Other                                 | 320,035                   | 426                  | 413,000             | (92,965)                               | -29.0%                                   |
| <b>Total Expenditures</b>             | <b>320,035</b>            | <b>426</b>           | <b>413,000</b>      | <b>(92,965)</b>                        | <b>-29.0%</b>                            |
| <b>Net Revenues Less Expenditures</b> | <b>-</b>                  | <b>(426)</b>         | <b>-</b>            | <b>-</b>                               |  |

#### Storm Drainage Capital Fund Notes

Cota Street Parking Lot project is above budget. Additional costs will be in supplemental budget with transfer from operations.

\*2022 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.

# June 2022 Monthly Financial Report

## City of Shelton, Washington

### City-Wide Overview - Revenues & Expenditures

| Fund                                  | 2022<br>Revised<br>Budget | 2022<br>thru<br>June | 2022<br>Est Actual* | Variance<br>Favorable<br>(Unfavorable) | % Variance<br>Favorable<br>(Unfavorable) |
|---------------------------------------|---------------------------|----------------------|---------------------|--|--|
| <b>Payroll Benefits Fund</b>          |                           |                      |                     |  |  |
| Charges for Goods/Services            | 40,000                    | 22,545               | 45,500              | 5,500                                  | 13.8%                                    |
| Miscellaneous Revenue                 | 350                       | 295                  | 600                 | 250                                    | 71.4%                                    |
| Transfers In                          | 160,650                   | 15,956               | 36,000              | (124,650)                              | -77.6%                                   |
| <b>Total Revenues</b>                 | <b>201,000</b>            | <b>38,797</b>        | <b>82,100</b>       | <b>(118,900)</b>                       | <b>-59.2%</b>                            |
| Benefits                              | 201,000                   | 35,334               | 64,100              | 136,900                                | 68.1%                                    |
| <b>Total Expenditures</b>             | <b>201,000</b>            | <b>35,334</b>        | <b>64,100</b>       | <b>136,900</b>                         | <b>68.1%</b>                             |
| <b>Net Revenues Less Expenditures</b> | <b>-</b>                  | <b>3,463</b>         | <b>18,000</b>       | <b>18,000</b>                          |  |

#### Payroll Benefits Fund Notes

Revenues & Expenditures: Estimated expenditures for benefits have decreased and transfers in are adjusted accordingly.

|  |                  |                |                  |               |             |
|--|------------------|----------------|------------------|---------------|-------------|
| <b>Equipment Maint &amp; Rental Fund</b> |                  |                |                  |               |             |
| Intergovernmental Revenue                | -                | -              | -                | -             |             |
| Charges for Goods/Services               | 578,000          | 337,377        | 578,000          | -             | 0.0%        |
| Miscellaneous Revenue                    | 5,000            | 1,352          | 5,000            | -             | 0.0%        |
| <b>Total Revenues</b>                    | <b>583,000</b>   | <b>338,728</b> | <b>583,000</b>   | <b>-</b>      | <b>0.0%</b> |
| Wages                                    | 95,210           | 47,411         | 95,323           | (113)         | -0.1%       |
| Benefits                                 | 46,890           | 23,202         | 46,890           | -             | 0.0%        |
| Professional Services                    | 36,510           | 10,961         | 19,120           | 17,390        | 47.6%       |
| Other                                    | 713,840          | 208,288        | 699,176          | 14,664        | 2.1%        |
| <b>Total Expenditures</b>                | <b>892,450</b>   | <b>289,862</b> | <b>860,509</b>   | <b>31,941</b> | <b>3.6%</b> |
| <b>Net Revenues Less Expenditures</b>    | <b>(309,450)</b> | <b>48,866</b>  | <b>(277,509)</b> | <b>31,941</b> |             |

|                                       |                 |                 |               |                |              |
|---------------------------------------|-----------------|-----------------|---------------|----------------|--------------|
| <b>Firefighter's Pension Fund</b>     |                 |                 |               |                |              |
| Taxes                                 | 100             | -               | -             | (100)          | -100.0%      |
| Miscellaneous Revenue                 | 12,000          | 689             | 10,827        | (1,173)        | -9.8%        |
| Transfers In                          | 80,000          | -               | 80,000        | -              | 0.0%         |
| <b>Total Revenues</b>                 | <b>92,100</b>   | <b>689</b>      | <b>90,827</b> | <b>(1,273)</b> | <b>-1.4%</b> |
| Benefits                              | 97,100          | 29,300          | 67,330        | 29,770         | 30.7%        |
| Professional Services                 | 5,000           | -               | -             | 5,000          | 100.0%       |
| <b>Total Expenditures</b>             | <b>102,100</b>  | <b>29,300</b>   | <b>67,330</b> | <b>34,770</b>  | <b>34.1%</b> |
| <b>Net Revenues Less Expenditures</b> | <b>(10,000)</b> | <b>(28,611)</b> | <b>23,497</b> | <b>33,497</b>  |              |

#### Firefighters Pension Fund Notes

Revenues: Current estimate does not include a transfer-in from general fund in 2022.

|                                       |              |            |            |                |               |
|---------------------------------------|--------------|------------|------------|----------------|---------------|
| <b>Library Endowment Fund</b>         |              |            |            |                |               |
| Miscellaneous Revenue                 | 1,600        | 290        | 580        | (1,020)        | -63.8%        |
| <b>Total Revenues</b>                 | <b>1,600</b> | <b>290</b> | <b>580</b> | <b>(1,020)</b> | <b>-63.8%</b> |
| <b>Total Expenditures</b>             | <b>-</b>     | <b>-</b>   | <b>-</b>   | <b>-</b>       |               |
| <b>Net Revenues Less Expenditures</b> | <b>1,600</b> | <b>290</b> | <b>580</b> | <b>(1,020)</b> |               |

\*2022 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.





# MASON COUNTY HISTORICAL MUSEUM

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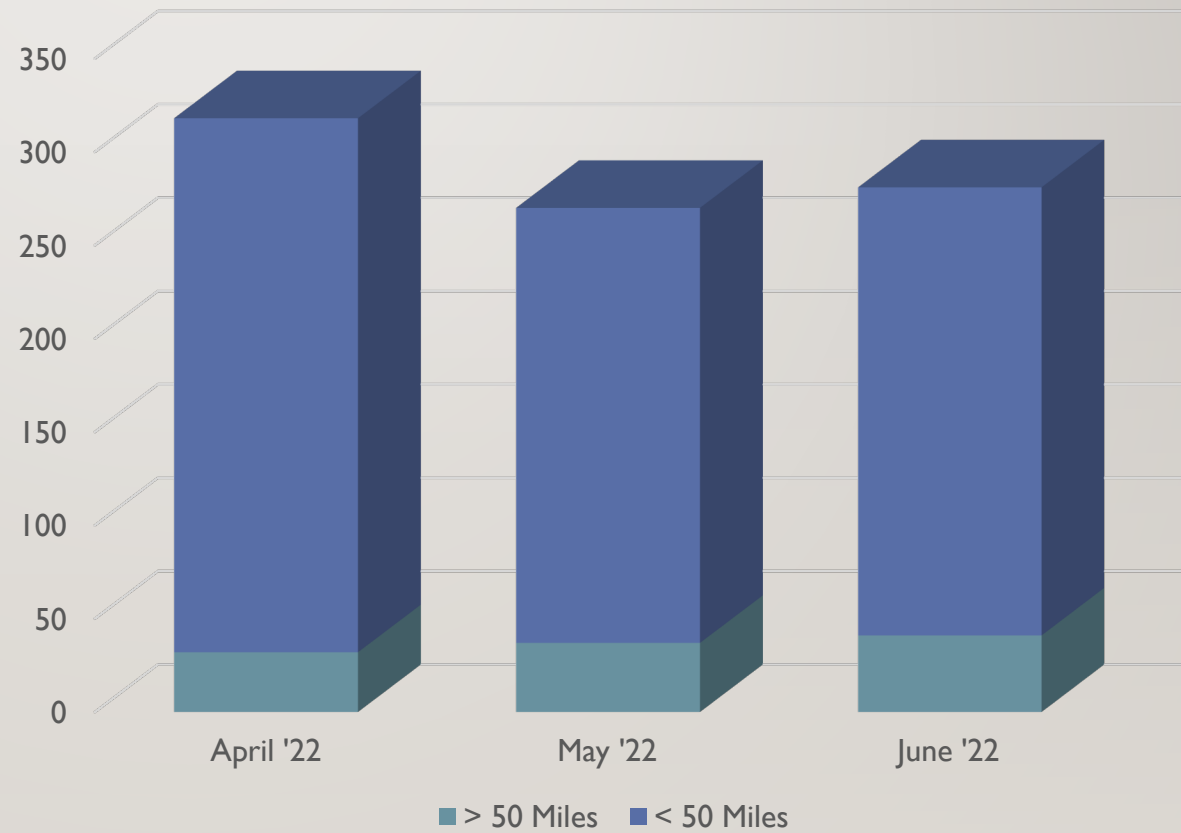
LODGING TAX REPORT -SECOND QUARTER 2022

ELIZABETH ARBAUGH, EXECUTIVE DIRECTOR

## QUARTER 2 - 2022

|           | > 50 Miles | < 50 Miles | Total |
|-----------|------------|------------|-------|
| April '22 | 32         | 286        | 318   |
| May '22   | 37         | 233        | 270   |
| June '22  | 41         | 240        | 281   |

Museum Attendance

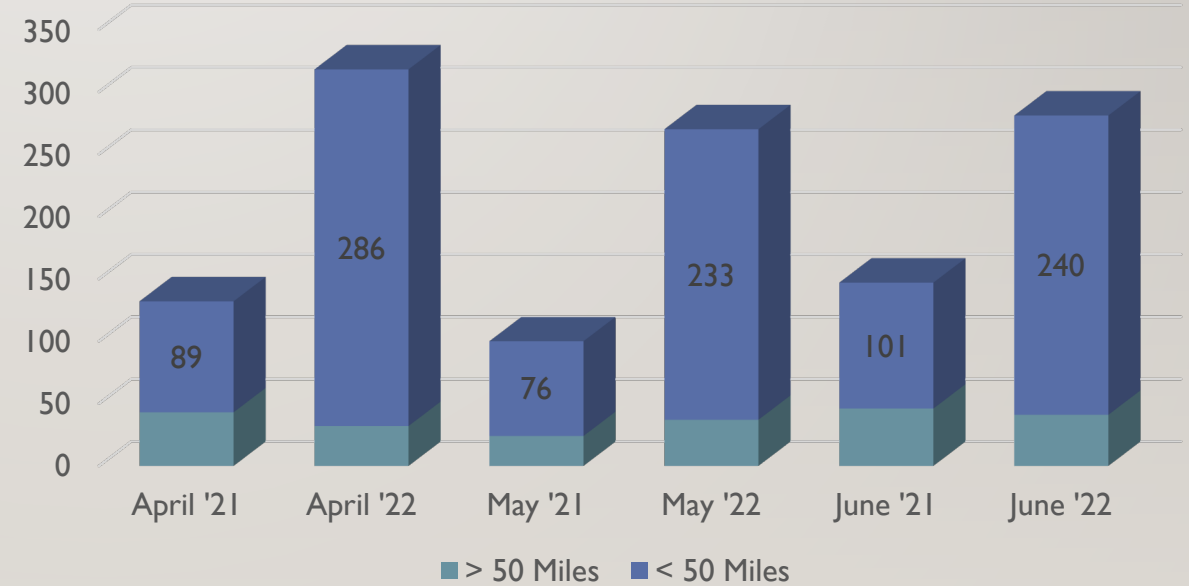




# QUARTER 2 - 2022

|           | > 50 Miles | < 50 Miles | Total |
|-----------|------------|------------|-------|
| April '21 | 43         | 89         | 132   |
| April '22 | 32         | 286        | 318   |
| May '21   | 24         | 76         | 100   |
| May '22   | 37         | 233        | 270   |
| June '21  | 46         | 101        | 147   |
| June '22  | 41         | 240        | 281   |

Museum Attendance 2021 v 2022



# THE MUSEUM HOSTED THE MASON COUNTY LEAGUE OF WOMEN VOTERS RECEPTION FOR “WOMEN LEADERS OF MASON COUNTY” ON APRIL 2ND.

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With over 100 people in attendance, the museum had more people at one time since the start of the pandemic.

Pictured are the families of two of the women honored by the League. On the left is the family of Anne Miller Pavel, of the Skokomish Tribe, and on the right the family of business owner Maggie Velasco Lucero.

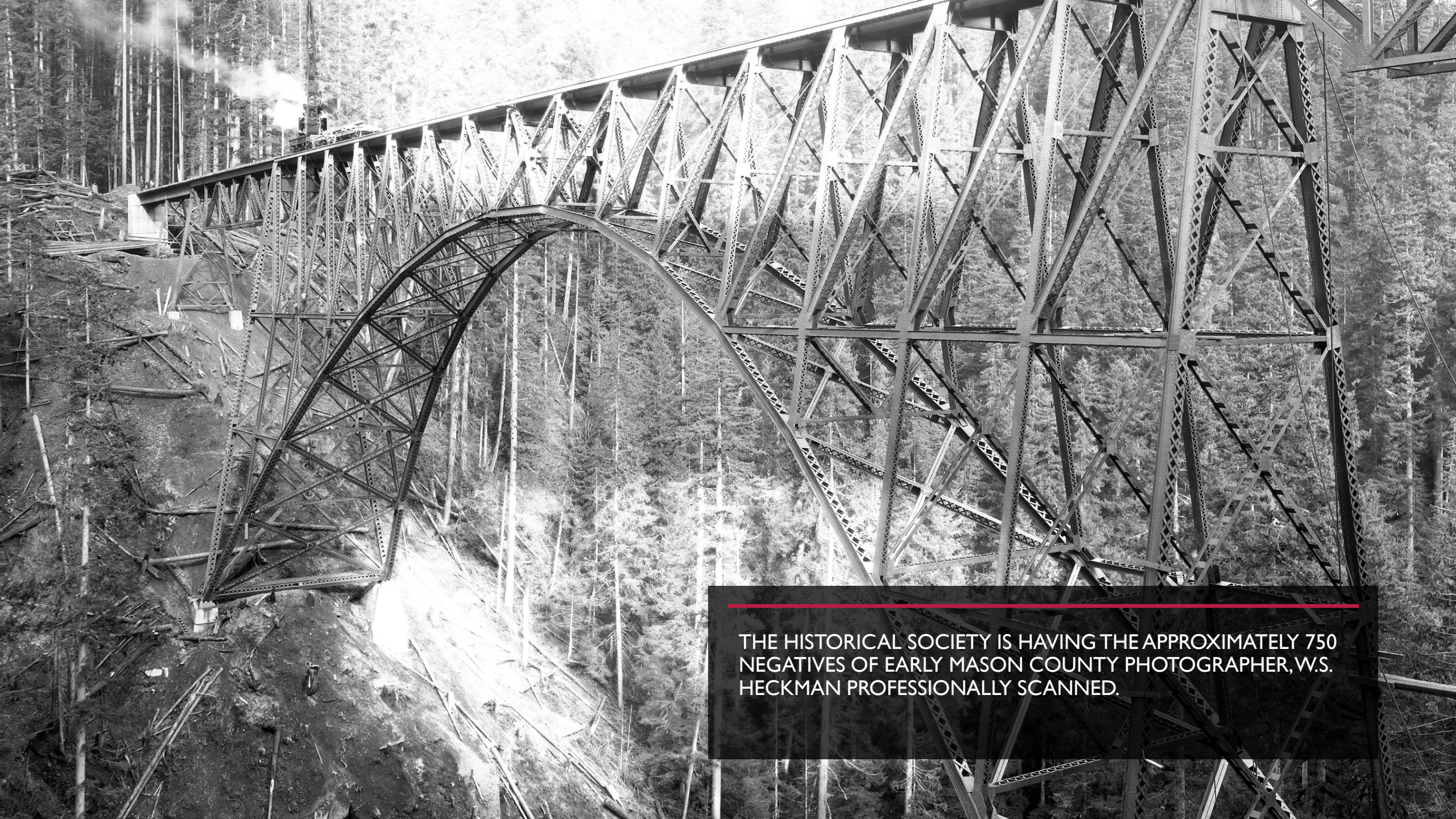
# POETRY AND STORIES BY GARY STRANKMAN

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- The museum presented two nights of stories and poetry by Shelton native, Gary Strankman, at the museum on May 20 and 21.
- Tickets were free but limited in order to minimize indoor exposure. 70 people were in attendance for the two evenings of readings.
- The event turned into a small class reunion, with visitors traveling from California and Florida to attend.

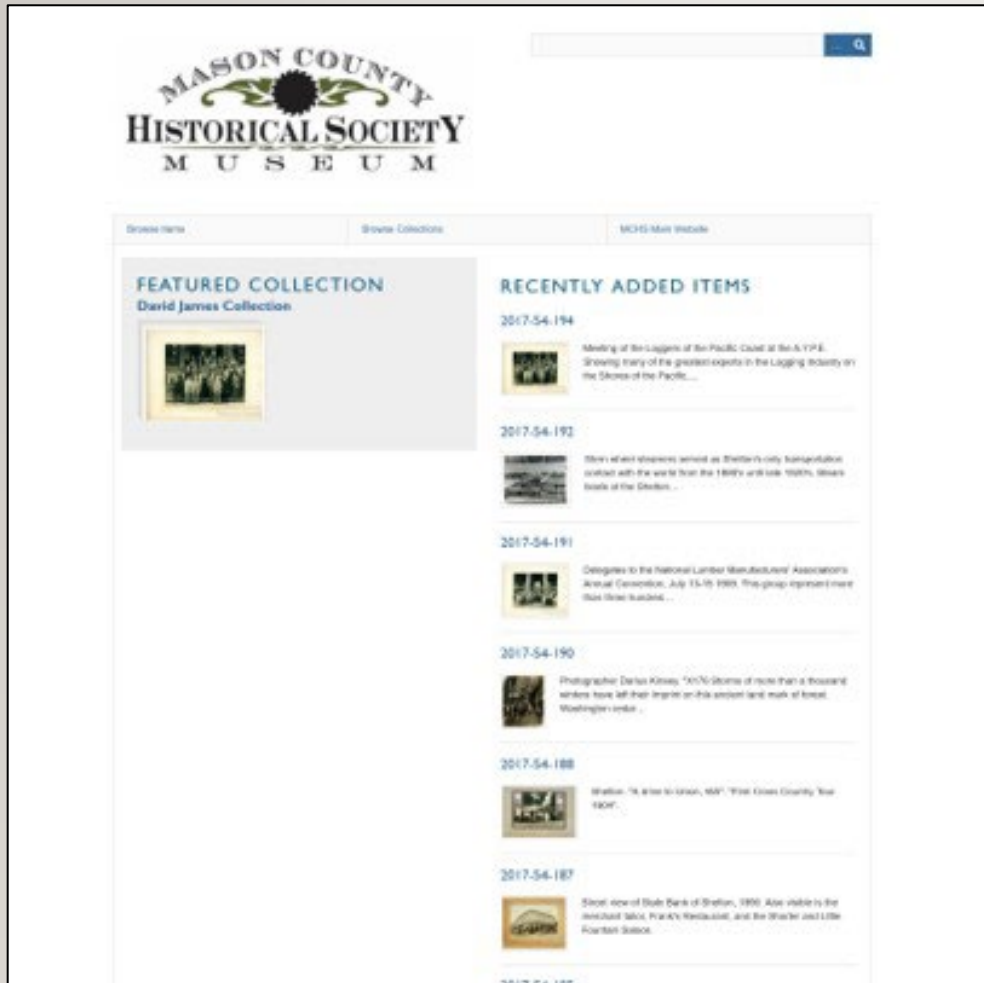






THE HISTORICAL SOCIETY IS HAVING THE APPROXIMATELY 750  
NEGATIVES OF EARLY MASON COUNTY PHOTOGRAPHER, W.S.  
HECKMAN PROFESSIONALLY SCANNED.





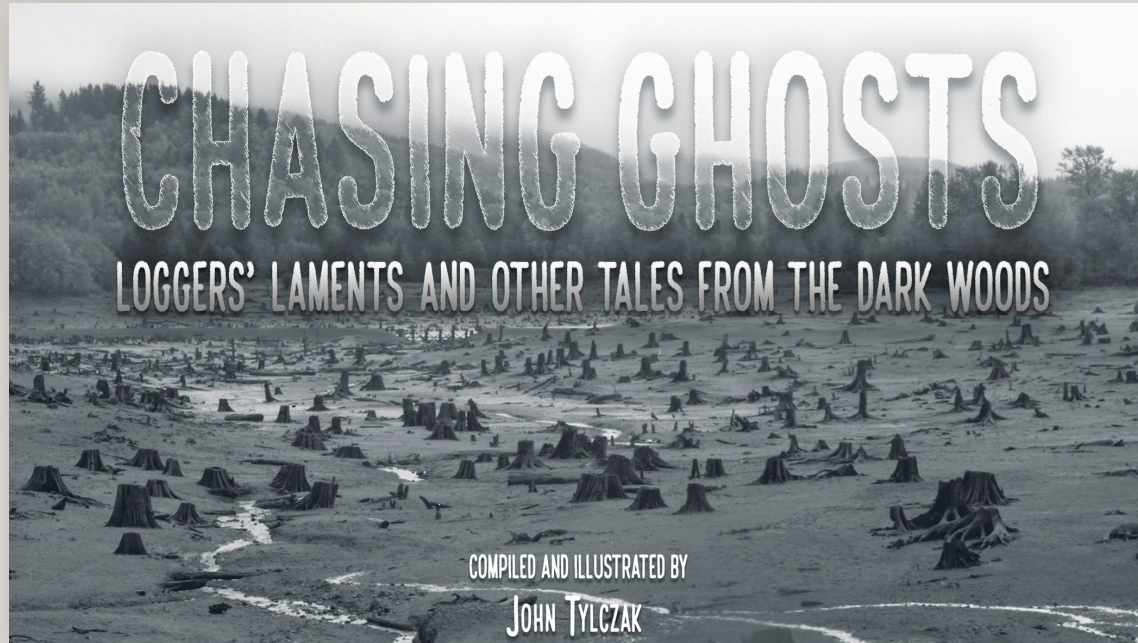
## THE MUSEUM HAS ADDED IT'S FIRST 250 PHOTOS TO THE ONLINE PLATFORM "OMEKA".

- These are the first photos of our collection to be added to our online photo database.
- More photos will be added as staffing allows.
- This collection will eventually be made available through a link on our website.

# CHASING GHOSTS – LOGGERS LAMENTS AND OTHER TALES OF THE DARK WOODS

---

NOW THROUGH SEPTEMBER 2022



- Mason County native John Tylczak has an exhibit of black and white photography at the museum. His photos are of contemporary locations of logging sites reported in stories found in historical books and newspaper articles and reflect the dangerous history of timber industry.





THANK YOU FOR YOUR CONTINUED  
SUPPORT OF THE MASON COUNTY  
HISTORICAL SOCIETY MUSEUM.



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

Touch Date: 08/01/2022  
Brief Date: 08/16/2022  
Action Date: 09/06/2022

Department: Public Works  
Presented By: Brooke Kilts

### APPROVED FOR COUNCIL PACKET:

Action Requested:

#### ROUTE TO:

#### REVIEWED:

#### PROGRAM/PROJECT TITLE:

☒ Dept. Head

JOH

Aspect Consulting Contract Change  
No. 1 for C Street Landfill  
Environmental Cleanup Construction

☐

Ordinance

☐ Finance Director

☒

Resolution

☐ Attorney

#### ATTACHMENTS:

- Resolution No. 1242-0822

☒

Motion

☒ City Clerk

☐

Other

☐ City Manager

- Contract Change No. 1

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

Under the State Model Toxics Control Act (MTCA), the Department of Ecology (ECY) mandated the closure of the City's C Street Landfill. The process initiated in 2015 when the City and ECY worked together to determine requirements and steps necessary to effectively close the landfill in accordance with the MTCA. The City then entered into a contract with Aspect Consulting (following a formal Qualification Based Selection process) to assist the City in negotiating an Agreed Order (AO) with Ecology and complete a Remedial Investigation and Feasibility Study on the landfill. Agreed Order No. DE 12929 became effective September 30, 2016 following review and approval by motion from the City Commission.

Aspect Consulting completed the work and submitted all elements required to the Department of Ecology in accordance with the Agreed Order. While the Department of Ecology completed a final review of the submitted documents, a new Agreed Order (Agreed Order No. DE 19541) was drafted to implement the Cleanup Action Plan and outline the remaining elements required for the landfill to reach closeout status. The new Agreed Order was accepted by Council on September 21, 2021 and became effective December 20, 2021 following a formal Public Participation process conducted by the Department of Ecology, which was the final element required for the City to receive a Letter of Satisfaction, closing out the initial Agreed Order No. DE 12929.

On January 4, 2022, the Council awarded a new contract to Aspect Consulting for construction planning (design) components that are outlined in the new Agreed Order No. DE 19541, which Aspect Consulting has since completed the majority of the efforts and all documents required under the new AO have received approval from the Department of Ecology. In anticipation of receiving the final construction plans and specifications and advertising the Invitation to Bid for construction of the cleanup, Aspect Consulting has submitted a proposal to the City for Contract Change No. 1 to allow for construction support and oversight of the cleanup, as described in Agreed Order No. DE 19541.

The elements included in the proposal consist of:

- Providing support to the City during construction bidding, reviewing bid submittals, and providing a contractor recommendation.
- Conducting oversight of the cleanup action construction performed by the Contractor



- Preparing a draft and final Construction Completion Report, including the final Inspection, Monitoring, and Maintenance (IM&M) Plan.
- Supporting the City in recording the Final Environmental Covenant.
- Post-construction/cleanup monitoring and preparing draft and final IM&M Reports for the first year of the monitoring period (anticipated to be a minimum of 5 years)

**ANALYSIS/OPTIONS/ALTERNATIVES:**

Having a consultant complete the construction oversight and monitoring efforts is a necessary step to fulfilling the requirements of the Agreed Order and closing out the landfill.

**BUDGET/FISCAL INFORMATION:**

In 2015, the City was awarded a Toxics Cleanup Oversight Remedial Action Grant from the Department of Ecology that has a 25% City Match; \$815,000 ECY share and \$271,666.67 City share (paid out of the Solid Waste Fund), for a total amount of \$1,086,666.67. The ECY Grant has paid for the activities completed thus far, with approximately \$440,000 in State funds remaining, which will be enough to initiate construction of the site. In 2021, the City was awarded an additional \$1.2 million ECY Grant; \$900,000 in State funds and \$300,000 City funds as the 25% City match. A Funding Agreement for the new grant will not be drafted until all funds in the current grant have been expended.

This Contract with Aspect Consulting for oversight of construction cleanup is anticipated to expend \$238,185, as detailed in the attached Contract Change Order, and all costs are eligible for grant reimbursement.

**PUBLIC INFORMATION REQUIREMENTS:**

Additional information can be obtained from the Public Works Department.

**STAFF RECOMMENDATION/MOTION:**

Staff recommends: *"I move to forward Resolution No. 1242-0822 and Contract Change No. 1 to the current C Street Landfill Contract with Aspect Consulting to the September 6, 2022 Council Meeting Action Agenda".*

**RESOLUTION NO. 1242-0822**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHELTON, WASHINGTON, AUTHORIZING THE CITY MANAGER TO APPROVE CONTRACT CHANGE ORDER NO. 1 TO THE C STREET LANDFILL ENVIRONMENTAL CLEANUP CONSTRUCTION PLANNING CONTRACT WITH ASPECT CONSULTING, LLC**

**WHEREAS**, in 2015, following a formal Qualifications Based Selection process, the City Commission awarded a Contract with Aspect Consulting, LLC to assist the City in negotiating an Agreed Order (No. DE 12929) with the Department of Ecology, assist with grant application technical preparation, and completing and drafting a Remedial Investigation and Feasibility Study, as the first steps to closing the C Street Landfill; and

**WHEREAS**, Aspect Consulting completed the Remedial Investigation and Feasibility Study and drafted a Cleanup Action Plan, and all documents were submitted to the Department of Ecology for review and approval; and

**WHEREAS**, in mid-2021, the Department of Ecology drafted a new Agreed Order, No DE 19541, to implement the Cleanup Action Plan and outline the remaining elements required for the landfill to reach closeout status; and

**WHEREAS**, the new Agreed Order became effective December 20, 2021 following a formal Public Participation process conducted by the Department of Ecology, which was the final element required for the City to receive a Letter of Satisfaction, closing out the initial Agreed Order No. DE 12929; and

**WHEREAS**, a new Professional Services Contract was awarded to Aspect Consulting in January 2022 for the construction planning components that are outlined in the new Agreed Order, as well as preparation of final construction plans and specifications needed to commence construction; and

**WHEREAS**, Aspect Consulting has completed the majority of the efforts and has submitted a proposal for Contract Change No. 1 to provide construction support and oversight of the cleanup, as described in the new Agreed Order; and

**WHEREAS**, Aspect Consulting, LLC has successfully worked on the C Street Landfill Closure Project since 2015; and

**WHEREAS**, it would be in the best interest of the City to have Aspect Consulting, LLC overseeing the cleanup construction and complete the remaining elements needed for the site to achieve closeout status.

**THEREFORE, BE IT RESOLVED** by the City Council of the City of Shelton that the City Manager is authorized to sign Change Order No. 1 to the Professional Services Contract with Aspect Consulting, LLC for oversight of the C Street Landfill Environmental Cleanup Construction.

Passed by the City Council at its regular meeting held on the 6th day of September 2022.

ATTEST:

\_\_\_\_\_  
Mayor Onisko

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



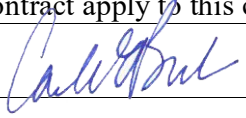
# Contract Change

|   |                              |
|---|------------------------------|
| <b>Client:</b> City of Shelton<br>Attn: Brooke Kilts<br>525 West Cota Street<br>Shelton, Washington 98584 | <b>Date:</b> August 4, 2022  |
|   | <b>Change No.:</b> 1         |
|   | <b>Project No.:</b> 150074-C |
| <b>Project Name:</b> C Street Landfill<br>Shelton, Washington   |                              |
| <b>Subject:</b> Cleanup Construction  |                              |

| Description of Change   | Cost  |
|---|---|
| <p>Aspect Consulting, LLC (Aspect) is submitting this Contract Change in accordance with the terms of the existing Agreement with the City of Shelton, dated January 5, 2022 for work required by the Washington State Department of Ecology under Agreed Order No. DE19541 dated December 20, 2021.</p> <p>This Contract Change #1 is for work subsequent to the existing Agreement as described in the Proposal for Environmental Cleanup Construction Oversight, dated August 3, 2022 (Proposal).</p> <p>This Contract Change #1 also extends the duration of the Agreement by 18 months, through 6/30/2024.</p> | <p>The time and materials cost estimate to complete the scope of work in the Proposal is:</p> <p>\$238,185</p> <p>See Table 1 in the Proposal for a cost breakdown.</p> |

| Summary of Contracts           |  | Authorized Budget |
|--------------------------------|--|-------------------|
| Contract Order #1              | Environmental Cleanup Construction Planning  | \$75,791          |
| Contract Change #1             | Environmental Cleanup Construction Oversight | \$238,185         |
| <b>Total Authorized Budget</b> |  | <b>\$313,976</b>  |

This change amends the contract between Aspect Consulting, LLC and Client dated January 5, 2022. Except as amended above, all terms and conditions of contract apply to this contract change.

|   |   |
|---|---|
| <b>ASPECT CONSULTING, LLC</b><br><i>a limited liability company</i> | <b>By:</b>  |
|   | <b>Printed Name:</b> Carla E. Brock, LHG<br>Sr. Associate Geologist                             |
| <b>CLIENT</b>   | <b>By:</b>  |
|   | <b>Printed Name/Date:</b>   |

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## OFFICE LOCATIONS

**WASHINGTON:** [Bainbridge Island](#) | [Bellingham](#) | [Olympia](#) | [Seattle](#) | [Wenatchee](#) | [Yakima](#)

**OREGON:** [Bend](#) | [Portland](#)

[www.aspectconsulting.com](http://www.aspectconsulting.com)



August 3, 2022

Brooke Kilts, Public Works Administrative Manager  
City of Shelton  
525 W. Cota Street  
Shelton, Washington 98584

**Re: Proposal for Environmental Cleanup Construction Oversight - REVISED**  
**C Street Landfill, Shelton, Washington**  
Project No. 150074-C

Dear Brooke:

Aspect Consulting, LLC (Aspect) has prepared this proposal to present the scope of work and cost estimate for conducting cleanup construction support and oversight for the Shelton C Street Landfill cleanup action, as described in Agreed Order No. DE 19541 (Agreed Order) between the City of Shelton (City) and the Washington State Department of Ecology (Ecology). This scope of work includes:

- Providing support to the City during contractor bidding for the cleanup action, including preparing draft bid specifications, reviewing bid packages, and providing a contractor recommendation.
- Conducting oversight of the cleanup action construction performed by the contractor.
- Preparing a draft and final Construction Completion Report, including as-built report and final Inspection, Monitoring, and Maintenance (IM&M) Plan.
- Supporting the City in recording the Final Environmental Covenant.
- Post-construction/cleanup monitoring and preparing draft and final IM&M Reports, costed for the first year of the monitoring period (anticipated to be a minimum of 5 years).

This proposal presents work that is anticipated to occur over a period of 18 months. A brief description of the scope of work for each task is provided below, along with the assumptions relied upon to develop the cost estimate provided in Table 1.

**Task 1 (continued): Project Management and Quarterly Reporting**

This task is for ongoing project management and is presented as an estimated level of effort through the end of December 2023 (an 18-month period), which is the anticipated timeline necessary to complete the work outlined in this proposal. The work includes project team meetings and communications, preparation of quarterly progress reports, and monthly invoicing and budget management. This task also includes time for meetings, conference calls, and coordination with representatives of the City and Ecology, to discuss the details of the activities and deliverables in Tasks 4 through 7.

We have also included costs associated with characterization, profiling, and disposal of the Investigation Derived Waste (IDW) drums that remain onsite from the Remedial Investigation fieldwork (41 total 55-gallon drums). An Aspect field representative will conduct a site visit to



collect one composite sample of IDW soil and one composite sample of IDW water for analysis of petroleum hydrocarbons, Resource Conservation and Recovery Act (RCRA) metals, and volatile organic compounds (VOCs) to support profiling. A subcontracted IDW disposal firm will profile, pickup, and transport the IDW drums to an appropriate disposal facility, to be selected based on the characterization data. The cost estimate assumes that the IDW is characterized as non-hazardous for disposal.

#### **Task 4: Contractor Bidding and Selection**

This task includes finalization of draft bid package, including technical specifications and supporting the City in bid review and selection of a contractor to conduct the cleanup action construction. Draft bid specifications are currently being prepared using surplus budget remaining from the prior authorization for cleanup planning services executed on January 5, 2022, and the cost estimate attached to this proposal presents additional effort needed to submit the draft specifications for City review, incorporate City edits, and finalize bid specifications. This task also includes time for review of contractor bid packages and advisement to the City to support contractor selection, and time for communications and discussions to respond to questions posed by contractors under consideration. Aspect will attend a pre-bid Site walk with prospective contractors under this task.

#### **Task 5: Cleanup Action Construction Oversight**

This task includes the activities necessary to prepare for, oversee, and document the cleanup action construction.

##### ***Subtask 5.1 Field Preparation***

Aspect will prepare for the oversight fieldwork, including preparation of a Health and Safety Plan to be used by Aspect personnel while on site, scheduling, logistics, and coordination with the City and their subcontractor. We have also included time for an on-site pre-construction meeting, to include the City, the City's contractor, and Aspect field personnel, engineers, and project manager(s).

This task also includes review of the required contractor submittals, including an Excavation Methods and Equipment Plan, Acceptance Submittals (geotechnical and chemical), Health and Safety Plan, and Spill Prevention Control and Countermeasure Plan. It is assumed that contractor submittal review will occur both prior to and during construction.

##### ***Subtask 5.2 Oversight Fieldwork***

An Aspect field geologist, engineer, or technician will be on site to oversee the cleanup action construction for an assumed duration of 40 days. The Aspect field representative will conduct the performance monitoring activities in accordance with the Compliance Monitoring Plan and IM&M Plan, to include:

- Air monitoring during disturbance of contaminated soil or solid waste using a photoionization detected (PID);
- Visual monitoring of fugitive dust to verify the effectiveness of dust management practices;
- Oversee relocation of solid waste from the south-adjointing property; and
- Monitor construction of the soil cap.

Daily observations, photographs, notes, and measurements will be recorded on field logs and documented in daily field reports to be kept on file at Aspect.

***Subtask 5.3 Construction Completion Report***

Aspect will prepare the Construction Completion Report after the cleanup action construction is finished. The report will describe the methods and outcome of the cleanup action, and will include as-built drawings for the soil cap, fencing, and signage. The estimate assumes preparation of a client-review draft and a single round of comments from the City prior to submittal to Ecology, and a single round of Ecology review comments prior to preparation of the Final Construction Completion Report.

**Task 6: Environmental Covenant Support**

This task includes supporting the City in finalizing, recording, and submitting the draft Environmental Covenant for the site, which is included as an attachment to the Final Engineering Design Report. The cost estimate assumes that the City's legal counsel will lead preparation and recording of the Final Environmental Covenant.

**Task 7: Post-Cleanup Monitoring for 2023**

This task includes the monitoring activities to be conducted after completion of the cleanup action construction, as outlined in the Final EDR and IM&M Plan. Monitoring activities will occur each year for a minimum of 5 years. The cost estimate presents costs for the first year of monitoring (anticipated to begin in early 2023).

***Subtask 7.1: Annual Topographic Survey***

Following construction, a minimum of eight survey markers will be established across the soil cap to monitor settlement. A licensed surveyor, under subcontract to the City, will measure elevations at the eight markers once annually. The cost estimate includes subcontracted surveyor costs to establish the eight markers, re-visit once in 2023 for the first annual monitoring event, time for the Aspect project manager to schedule, coordinate, and communicate with the surveyor on behalf of the City, and transmittal of the surveyor's attestation to the City and Ecology.

***Subtask 7.2: Semi-Annual Groundwater Monitoring***

Twice yearly, water level measurements and analytical groundwater samples will be collected at the four monitoring wells, AMW-1 to AMW-4. Analytical groundwater samples, including one field duplicate (for a total of 5 groundwater samples) will be collected using low flow methodology and analyzed for total iron and total manganese using EPA Method 200.7 or equivalent on standard turnaround times (7 to 10 days). Data results will undergo a Level II data validation. Aspect will prepare draft and final versions of an annual groundwater monitoring report to include a summary of the field activities and results, the results of the Level II data validation, and a map of the well locations for City review and submittal to Ecology. Validated groundwater monitoring data will be submitted to Ecology's Environmental Information Management (EIM) system annually.

The cost estimate includes costs for these activities for the first year following completion of the cleanup construction. Subsequent years will be provided in future cost estimates provided to the City annually.

## **Schedule and Estimated Cost**

The cost to complete the scope of work described herein is estimated to be approximately \$238,185. A detailed summary of the estimated costs is presented in Table 1 (attached).

Implementation of the scope of work described herein will commence immediately upon receipt of your authorization to proceed. Work will occur in accordance with the Schedule of Deliverables in the Agreed Order and work schedule included in the Final Engineering Design Report, summarized as follows:

- Quarterly progress reports will be submitted to Ecology by the 15<sup>th</sup> of each of January, April, July, and October.
- The cleanup action construction is anticipated to occur in September to October 2022, dependent on the City's contractor selection and contracting schedule.
- The draft Construction Completion Report will be submitted to Ecology within 90 days after the cleanup construction is complete, and the Final Construction Completion Report will be submitted to Ecology within 30 days after receipt of their comments on the draft.
- The Final Environmental Covenant will be recorded within 30 days after execution, and submitted to Ecology within 30 days after recording.
- A schedule for the draft and final IM&M Reports will be established in the Construction Completion Report.

The above Services will be billed on a time and materials basis in accordance with the attached Schedule of Charges. This cost proposal is valid for 90 days unless extended in writing by Aspect.

Aspect Consulting is submitting this proposal in accordance with the terms of the existing Agreement with the City of Shelton, dated January 25, 2022, for approval of work required by the Washington State Department of Ecology under Agreed Order No. DE 19541 dated December 20, 2021.

City of Shelton  
August 3, 2022

Project No. 150074-C

Sincerely,

**Aspect consulting, LLC**

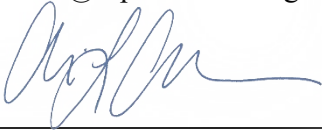


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**Carla Brock, LHG**

Sr. Associate Geologist

cbrock@aspectconsulting.com



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**Ali Cochrane, LG**

Senior Geologist

acochrane@aspectconsulting.com

Attachments: Table 1 – Cost Estimate  
Schedule of Charges

V:\150074 Shelton C Street Landfill Remediation\Contracts\Proposal Material\Proposal\_20220803\_150074\_T4-T7\_CleanupOversight&Monitoring.docx



### Table 1 - Cost Estimate Detail

|  |          |       |              |           |           | Task 5 - Cleanup Oversight     |          |   |             |  |          |                                  |             |              |          | Task 6<br>Environmental Covenant<br>Support |             |              |           | Task 7 - Post-Cleanup Monitoring (1 year) |             |              |       |  |             |                                   |          |           |   |      |          |          |  |
|--|----------|-------|--------------|-----------|-----------|--------------------------------|----------|---|-------------|--|----------|----------------------------------|-------------|--------------|----------|---|-------------|--------------|-----------|---|-------------|--------------|-------|--|-------------|-----------------------------------|----------|-----------|---|------|----------|----------|--|
|  |          |       |              |           |           | Task 1 - Continued PM          |          |   |             | Task 4<br>Bidding Support/Contractor Selection |          | Subtask 5.1<br>Field Preparation |             |              |          |   |             |              |           | Subtask 5.2<br>Oversight Fieldwork        |             |              |       | Subtask 5.3<br>Construction Completion<br>Report |             | Subtask 7.1<br>Annual Topo Survey |          |           | Subtask 7.2<br>Semi-Annual Groundwater Monitoring |      |          |          |  |
|  |          |       |              |           |           | Task 1.1<br>Project Management |          | Task 1.2<br>RI IDW Profiling and Disposal |             |  |          | Qty                              |             | Cost         |          |   |             |              |           | Qty                                       |             | Cost         |       | Qty  |             | Cost                              |          | Qty       |   | Cost |          |          |  |
| Labor Costs                                    |          |       |              |           |           |                                |          |   |             |  |          |                                  |             |              |          |   |             |              |           |   |             |              |       |  |             |                                   |          |           |   |      |          |          |  |
| Description                                    | Rate     | Unit  | Qty          | Cost      | Notes     | Office Hours                   | Cost     | Notes                                     | Qty         |  | Cost     | Notes                            | Qty         |              | Cost     | Notes                                       | Qty         |              | Cost      | Notes                                     | Qty         |              | Cost  | Notes  | Qty         |                                   | Cost     | Notes     |   |      |          |          |  |
|  |          |       | Office Hours |           |           |                                |          |   | Field Hours | Office Hours                                   |          |                                  | Field Hours | Office Hours |          |   | Field Hours | Office Hours |           |   | Field Hours | Office Hours |       |  | Field Hours | Office Hours                      |          |           | Field Hours                                       |      |          |          |  |
| Sr. Associate Scientist/Engineer/Analyst       | \$254.00 | hour  | 42           | \$ 10,668 |           | 1.5                            | \$ 381   |   |             | 8  | \$ 2,032 |                                  | 6           | 8            | \$ 3,556 |   |             | 20           | \$ 5,080  |   | 10          | \$ 2,540     |       | 3  | \$ 762      |                                   | 1        | \$ 254    |   | 8    | \$ 2,032 |          |  |
| Sr. Associate Scientist/Engineer/Analyst       | \$254.00 | hour  |              | \$ -      |           |                                | \$ -     |   |             | 6  | \$ 1,524 |                                  |             | 12           | \$ 3,048 |   |             | 10           | \$ 2,540  |   | 10          | \$ 2,540     |       |  | \$ -        |                                   | 2        | \$ 508    |   | 4    | \$ 1,016 |          |  |
| Sr. Scientist/Engineer/Analyst 2               | \$224.00 | hour  | 48           | \$ 10,752 |           | 3                              | \$ 672   |   |             | 16   | \$ 3,584 |                                  |             | 4            | \$ 896   |   |             | 80           | \$ 17,920 |   | 16          | \$ 3,584     |       | 6  | \$ 1,344    |                                   | 1        | \$ 224    |   | 32   | \$ 7,168 |          |  |
| Project Scientist/Engineer/Analyst 3           | \$192.00 | hour  |              | \$ -      |           |                                | \$ -     |   | 8           | 10   | \$ 3,456 |                                  | 6           | 12           | \$ 3,456 |   |             | 10           | \$ 1,920  |   | 20          | \$ 3,840     |       |  | \$ -        |                                   | 4        | \$ 768    |   |      | \$ -     |          |  |
| Project Scientist/Engineer/Analyst 2           | \$178.00 | hour  |              | \$ -      |           |                                | \$ -     |   |             |  | \$ -     |                                  |             |              | \$ -     |   |             | \$ -         |           |   | \$ -        |              |       | \$ -   |             |                                   | \$ -     |           |   | \$ - |          |          |  |
| Project Scientist/Engineer/Analyst 1           | \$166.00 | hour  |              | \$ -      |           |                                | \$ -     |   |             |  | \$ -     |                                  |             |              | \$ -     |   |             | \$ -         |           |   | \$ -        |              |       | \$ -   |             |                                   | \$ -     |           |   | \$ - |          |          |  |
| Staff Scientist/Engineer/Analyst 3             | \$153.00 | hour  |              | \$ -      |           | 12                             | \$ 1,836 |   |             |  | \$ -     |                                  | 6           | 4            | \$ 1,530 |   | 400         | 80           | \$ 73,440 |   | 8           | \$ 1,224     |       |  | \$ -        |                                   |          | \$ -      |   | 28   | 4        | \$ 4,896 |  |
| GIS or CAD Technician                          | \$148.00 | hour  |              | \$ -      |           |                                | \$ -     |   |             |  | \$ -     |                                  |             | 2            | \$ 296   |   |             |              | \$ -      |   | 16          | \$ 2,368     |       | 1  | \$ 148      |                                   |          | \$ -      |   | 8    | \$ 1,184 |          |  |
| Database Manager                               | \$153.00 | hour  |              | \$ -      |           |                                | \$ -     |   |             |  | \$ -     |                                  |             |              | \$ -     |   |             |              | \$ -      |   | 4           | \$ 612       |       |  | \$ -        |                                   |          | \$ -      |   | 20   | \$ 3,060 |          |  |
| Sr. Technical Editor                           | \$132.00 | hour  | 6            | \$ 792    |           |                                | \$ -     |   |             | 8  | \$ 1,056 |                                  |             |              | \$ -     |   |             |              | \$ -      |   | 6           | \$ 792       |       | 2  | \$ 264      |                                   |          | \$ -      |   |      | \$ -     |          |  |
| Project Coordinator 2                          | \$112.00 | hour  | 36           | \$ 4,032  |           |                                | \$ -     |   |             | 1  | \$ 112   |                                  |             | 1            | \$ 112   |   |             | 4            | \$ 448    |   | 1           | \$ 112       |       |  | \$ -        |                                   | 1        | \$ 112    |   |      | \$ -     |          |  |
| Labor Costs Subtotals                          |          |       |              | \$ 26,244 | 1         |                                | \$ 2,889 |   |             | \$ 11,764                                      | 2        |                                  | \$ 12,894   | 3            |          | \$ 101,348                                  |             |              | \$ 17,612 |   |             | \$ 2,518     |       |  | \$ 1,866    |                                   |          | \$ 19,356 |   |      |          |          |  |
| Field Equipment & ODCs                         |          |       |              |           |           |                                |          |   |             |  |          |                                  |             |              |          |   |             |              |           |   |             |              |       |  |             |                                   |          |           |   |      |          |          |  |
| Description                                    | Rate     | Unit  | Quantity     | Cost      | Notes     |                                | Cost     | Notes                                     | Quantity    | Cost   | Notes    | Quantity                         | Cost        |              | Quantity | Cost  | Notes       | Quantity     | Cost      | Notes                                     | Quantity    | Cost         | Notes | Quantity   | Cost        |                                   | Quantity | Cost      | Notes   |      |          |          |  |
| Lodging, Meals, Incidentals                    | \$292    | night |              | \$ -      |           |                                | \$ -     |   |             | \$ -   |          |                                  | \$ -        |              | 40       | \$ 11,684                                   |             |              | \$ -      |   |             | \$ -         |       |  | \$ -        |                                   |          | \$ -      |   |      | \$ -     |          |  |
| Travel, Aspect Truck                           | \$110    | day   |              | \$ -      |           | 1                              | \$ 110   |   | 1           | \$ 110   |          | 1                                | \$ 110      |              | 40       | \$ 4,400                                    |             |              | \$ -      |   |             | \$ -         |       |  | \$ -        |                                   | 2        | \$ 220    |   |      | \$ -     |          |  |
| Field Equip - Construction Oversight           | \$110    | day   |              | \$ -      |           |                                | \$ -     |   |             | \$ -   |          |                                  | \$ -        |              | 40       | \$ 4,400                                    |             |              | \$ -      |   |             | \$ -         |       |  | \$ -        |                                   |          | \$ -      |   |      | \$ -     |          |  |
| Field Equip - Soil Sampling                    | \$230    | day   |              | \$ -      |           |                                | \$ -     |   |             | \$ -   |          |                                  | \$ -        |              |          | \$ -  |             |              | \$ -      |   |             | \$ -         |       |  | \$ -        |                                   |          | \$ -      |   |      | \$ -     |          |  |
| Field Equip - GW Sampling                      | \$420    | day   |              | \$ -      |           |                                | \$ -     |   |             | \$ -   |          |                                  | \$ -        |              |          | \$ -  |             |              | \$ -      |   |             | \$ -         |       |  | \$ -        |                                   | 2        | \$ 840    |   |      | \$ -     |          |  |
| Field Equipment & ODCs Subtotals               |          |       |              | \$ -      |           |                                | \$ 110   |   |             | \$ 110   |          |                                  | \$ 110      |              |          | \$ 20,484                                   |             |              | \$ -      |   |             | \$ -         |       |  | \$ -        |                                   |          | \$ -      |   |      | \$ 1,060 |          |  |
| Subcontractor Costs                            |          |       |              |           |           |                                |          |   |             |  |          |                                  |             |              |          |   |             |              |           |   |             |              |       |  |             |                                   |          |           |   |      |          |          |  |
| Markup = 1.15                                  |          |       |              |           |           |                                |          |   |             |  |          |                                  |             |              |          |   |             |              |           |   |             |              |       |  |             |                                   |          |           |   |      |          |          |  |
| Description                                    | Bid      |       | Notes        |           | Notes     | Bid                            |          | Notes                                     | Bid         |  | Notes    | Bid                              |             | Notes        | Bid      |   | Notes       | Bid          |           | Notes                                     | Bid         |              | Notes | Bid  |             | Notes                             | Bid      |           | Notes   |      |          |          |  |
| Sanitary Facilities                            | \$ -     |       |              |           | \$ -      |                                | \$ -     |   | \$ -        |  |          | \$ -                             |             |              | \$ -     |   |             | \$ -         |           |   | \$ -        |              |       | \$ -   |             |                                   | \$ -     |           |   |      |          |          |  |
| Utility Location                               | \$ -     |       |              |           | \$ -      |                                | \$ -     |   | \$ -        |  |          | \$ -                             |             |              | \$ -     |   |             | \$ -         |           |   | \$ -        |              |       | \$ -   |             |                                   | \$ -     |           |   |      |          |          |  |
| Elevation Survey                               | \$ -     |       |              |           | \$ -      |                                | \$ -     |   | \$ -        |  |          | \$ -                             |             |              | \$ -     |   |             | \$ -         |           |   | \$ -        |              |       | \$ 5,336   |             |                                   | \$ -     |           |   |      |          |          |  |
| Geophysical Survey                             | \$ -     |       |              |           | \$ -      |                                | \$ -     |   | \$ -        |  |          | \$ -                             |             |              | \$ -     |   |             | \$ -         |           |   | \$ -        |              |       | \$ -   |             |                                   | \$ -     |           |   |      |          |          |  |
| Sample Analysis - Laboratory - GW              | \$ -     |       |              |           | \$ 512    |                                | \$ -     |   | \$ -        |  |          | \$ -                             |             |              | \$ -     |   |             | \$ -         |           |   | \$ -        |              |       | \$ -   |             |                                   | \$ 805   |           |   |      |          |          |  |
| Sample Analysis - Laboratory - Soil - Chemical | \$ -     |       |              |           | \$ 512    |                                | \$ -     |   | \$ -        |  |          | \$ -                             |             |              | \$ -     |   |             | \$ -         |           |   | \$ -        |              |       | \$ -   |             |                                   | \$ -     |           |   |      |          |          |  |
| Sample Analysis - Laboratory - Soil - Physical | \$ -     |       |              |           | \$ -      |                                | \$ -     |   | \$ -        |  |          | \$ -                             |             |              | \$ -     |   |             | \$ -         |           |   | \$ -        |              |       | \$ -   |             |                                   | \$ -     |           |   |      |          |          |  |
| IDW Drum Disposal                              | \$ -     |       |              |           | \$ 12,647 |                                | \$ -     |   | \$ -        |  |          | \$ -                             |             |              | \$ -     |   |             | \$ -         |           |   | \$ -        |              |       | \$ -   |             |                                   | \$ -     |           |   |      |          |          |  |
| Subcontractor Costs Subtotals                  |          |       |              | \$ -      |           | \$ 13,670                      |          | \$ -                                      |             | \$ -   |          | \$ -                             |             | \$ -         |          | \$ -  |             | \$ -         |           | \$ -                                      |             | \$ -         |       | \$ 5,336   |             | \$ 805                            |          |           |   |      |          |          |  |
| Subtask Subtotals                              |          |       |              | \$ 26,244 |           | \$ 16,669                      | 5        | \$ 11,874                                 |             | \$ 13,004                                      |          | \$ 121,832                       | 4           | \$ 17,612    |          | \$ 2,518                                    |             | \$ 7,202     |           | \$ 21,221                                 |             |              |       |  |             |                                   |          |           |   |      |          |          |  |

## Notes

1-Project management (PM) labor estimate based on an 18-month project duration and includes preparation of six quarterly progress reports.

2-Labor estimate includes preparation of draft and final bid specifications packet, and time for review of contractor bids and advisement to the City to support selection.

3-Labor estimate includes time for one on-site pre-construction kick off meeting.

4-Estimate assumes Aspect field representative will be on-site for 40 days to oversee the cleanup action construction.

5-Estimate includes collection and analysis of one composite sample of IDW soil and one composite sample of IDW water to support profiling for disposal

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

| <b>PERSONNEL CHARGES: ENGINEERS, SCIENTISTS, AND ANALYSTS</b>                      |  | <b>Hourly Rate</b>               |
|--|--|----------------------------------|
| <i>Principals and Associates</i>   |  |                                  |
| <b>Principal</b> Scientist/Engineer/Analyst <b>2</b>                               |  | \$290                            |
| <b>Principal</b> Scientist/Engineer/Analyst <b>1</b>                               |  | \$275                            |
| <b>Sr. Associate</b> Scientist/Engineer/Analyst                                    |  | \$254                            |
| <b>Associate</b> Scientist/Engineer/Analyst  |  | \$238                            |
| <i>Technical Professionals</i>   |  |                                  |
| <b>Senior</b> Scientist/Engineer/Analyst <b>3</b>                                  |  | \$238                            |
| <b>Senior</b> Scientist/Engineer/Analyst <b>2</b>                                  |  | \$224                            |
| <b>Senior</b> Scientist/Engineer/Analyst <b>1</b>                                  |  | \$209                            |
| <b>Project</b> Scientist/Engineer/Analyst <b>3</b>                                 |  | \$192                            |
| <b>Project</b> Scientist/Engineer/Analyst <b>2</b>                                 |  | \$178                            |
| <b>Project</b> Scientist/Engineer/Analyst <b>1</b>                                 |  | \$166                            |
| <b>Staff</b> Scientist/Engineer/Analyst <b>3</b>                                   |  | \$153                            |
| <b>Staff</b> Scientist/Engineer/Analyst <b>2</b>                                   |  | \$138                            |
| <b>Staff</b> Scientist/Engineer/Analyst <b>1</b>                                   |  | \$128                            |
| <b>PERSONNEL CHARGES: TECHNICAL AND PROJECT SUPPORT STAFF</b>                      |  | <b>Hourly Rate</b>               |
| <i>Field/Construction Staff</i>  |  |                                  |
| <b>Field/Construction Supervisor</b>   |  | \$140                            |
| Field <b>Technician 2</b>  |  | \$114                            |
| Field <b>Technician 1</b>  |  | \$105                            |
| <i>Design, CAD, and Graphics Staff</i>   |  |                                  |
| Engineering <b>Designer</b>  |  | \$166                            |
| <b>Sr. CAD</b> Technician/Specialist   |  | \$148                            |
| <b>CAD</b> Technician  |  | \$130                            |
| <i>Technical Editing and Project Operations</i>                                    |  |                                  |
| <b>Sr. Technical Editor</b>  |  | \$132                            |
| Technical <b>Editor</b> / Project <b>Coordinator 3</b>                             |  | \$120                            |
| Project <b>Coordinator 2</b>   |  | \$112                            |
| Project <b>Coordinator 1</b>   |  | \$105                            |
| <b>PERSONNEL CHARGES: TECHNOLOGY AND SOFTWARE DEVELOPMENT</b>                      |  | <b>Hourly Rate</b>               |
| <b>Sr. Technology Project Manager</b>  |  | \$246                            |
| Technology <b>Project Manager</b>  |  | \$228                            |
| <b>Senior</b> Software/Database Architect/ <b>Developer</b>                        |  | \$234                            |
| Software/Database Architect/ <b>Developer</b>                                      |  | \$207                            |
| <b>OTHER DISBURSEMENT CHARGES</b>  |  |                                  |
| Legal Testimony (4-hour minimum)   |  | \$350/hr                         |
| Mileage  |  | Federal Gov Rate <b>Plus 15%</b> |
| Subcontractors and Miscellaneous Expenses  |  | Cost <b>Plus 15%</b>             |
| <b>Other equipment, rentals, and expenses will be provided on a per job basis.</b> |  |                                  |



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

Touch Date: 08/02/2022  
Brief Date: 08/16/2022  
Action Date: 09/06/2022

Department: Community Development  
Presented By: Jason Dose

### APPROVED FOR COUNCIL PACKET:

PROGRAM/PROJECT TITLE:  
Acceptance of proposed expanded  
annexation area for Peacock Ridge

Action Requested:

### ROUTE TO:

### REVIEWED:

### ATTACHMENTS:

☒ Dept. Head

☐ Finance Director

☒ Attorney

☒ City Clerk

City Manager

☒

- 1) Resolution No. 1244-0822
- 2) "Peacock Ridge" Proposed Annexation Areas (location and ownership).
- 3) Notice of Intent to Petition, parcel maps, and legal descriptions for originally requested Annexation area parcels.
- 4) Notice of Intent to Petition, parcel maps, and legal description for expanded Annexation area parcels.

☐

Ordinance

☒

Resolution

☒

Motion

☐

Other

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

In February of 2022, the City of Shelton received a notice of intent to petition for annexation of four parcels located in the Shelton Urban Growth Area, east of Olympic College. At that time, the proposed annexation area was comprised of two different property ownerships, three properties owned by Green Diamond Resource Company (240 acres) and a single property owned by JPS Properties LLC (39.09 acres). On April 5, 2022 the Shelton City Council approved Resolution Number 1229-0222 which accepted the configuration of the proposed annexation area and authorized the applicant to officially petition the City for annexation. Shortly after the resolution was adopted, staff was informed by the applicant's representatives that they wished to expand the annexation area to also include additional properties to the east/northeast of the original request. To that end, on July 18, 2022 staff received an additional Notice of Intent to Petition for Annexation to expand the proposed annexation area to also include four additional properties. Two of the properties are owned by Terry and Patricia Bence (51.44 acres) and two properties are owned by Alpine Evergreen Co. (50 acres).

A map illustrating the proposed annexation areas, as well as their respective Notices of Intent to Petition for Annexation utilizing the 60 percent method, are attached to this report.

The entire annexation area under consideration is located within the Shelton Urban Growth Area (UGA) and is pre-zoned Neighborhood Residential (NR) as recognized in the City's Comprehensive Plan Future Land Use Map. The properties carry the same zoning designation on the City's Zoning map.

Pursuant to RCW 35A.14.120 the applicants intend to petition the City of Shelton for annexation utilizing the 60% method by providing a petition with signatures of at least 60% of the assessed valuation of the annexation area's property owners if the Council approves the initiation of annexation by adopting Resolution No. 1244-0822.

Provided the Council approves the request the next steps include:

- The applicant formally submits a petition for annexation of the areas to the City

- The County assessor will determine sufficiency/authenticity of the 60% petition
- Formal public notice is issued and a public hearing held regarding the annexation
- Council consideration of an ordinance for approval or denial of the annexation of all or any portion of the proposed area only included in the petition
- Annexation would be effective on the date of the ordinance

ANALYSIS/OPTIONS/ALTERNATIVES:

During this initial process the Council may accept, reject, or geographically modify the proposed annexation and requirement of assumption of any existing City indebtedness.

BUDGET/FISCAL INFORMATION:

N/A

PUBLIC INFORMATION REQUIREMENTS:

N/A

STAFF RECOMMENDATION/MOTION:

"I move to place Resolution No. 1244-0822 on the City Council Action Agenda for September 6, 2022".

**RESOLUTION NO. 1244-0822**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHELTON, WASHINGTON, ACCEPTING A  
PROPOSED ANNEXATION FOR THE PEACOCK RIDGE AREA PURSUANT TO RCW 35A.14.120**

**WHEREAS**, the Shelton City Council adopted Ordinance No. 1915-1217 adopting the 2017 Comprehensive Plan that sets planning goals, policies and implementation strategies for the City and Shelton Urban Growth Area (UGA) pursuant to Chapter 36.70A RCW; and

**WHEREAS**, the Shelton City Council adopted Resolution Number 1229-0222 on April 5, 2022 which accepted the originally configured request to proceed with application for annexation of the area; and

**WHEREAS**, after Resolution Number 1229-0222 was adopted the City was notified that the applicant wishes to expand the requested annexation area to include four additional properties; and

**WHEREAS**, the City received a notice of intent, signed by 100% of the owners of the Peacock Ridge area ("Annexation Area"), signifying their intention to commence annexation proceedings pursuant to RCW 35A.14.120; and

**WHEREAS**, the Annexation Area is contiguous to the present corporate limits of the City of Shelton and is in the City of Shelton Urban Growth Area; and

**WHEREAS**, Ordinance No. 1915-1217, which adopted land use and zoning designations for the UGA, designated the Annexation Area in the City's Comprehensive Plan as NR (Neighborhood Residential) and on the City's Official Zoning Map as NR (Neighborhood Residential); and

**WHEREAS**, this Resolution supersedes Resolution 1229-0222

**THEREFORE, BE IT RESOLVED** by the City Council of the City of Shelton

SECTION 1. The Council accepts the initiation of annexation proceedings pursuant to RCW 35A.14.120 for the Annexation Area, which is described in Exhibits A and B and subject to the provisions of section 2-3 below. The property owners are authorized to circulate and submit an annexation petition bearing signatures of the owners of at least 60% of the assessed valuation of the Annexation Area. Upon receipt of a sufficient annexation petition, the City Council shall set a public hearing to consider whether to annex the area.

SECTION 2. The Annexation Area, if annexed, shall be required to assume and be subject to the existing indebtedness of the City of Shelton at the time of the effective date of such annexation.

SECTION 3. The Annexation Area, if annexed, shall be designated as set forth in the City's Comprehensive Plan and on the City's Zoning Map as Neighborhood Residential.

Passed by the City Council at its regular meeting held on the 6th day of September 2022.

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Eric Onisko, Mayor

ATTEST:

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City Clerk Nault






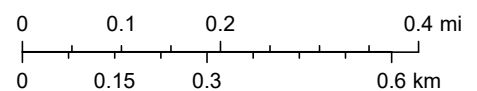
# "Peacock Ridge" Proposed Annexation Areas



8/2/2022, 3:43:34 PM

1:12,283

-  County Boundary
-  No Filled
-  Tax Parcels (Zoom in to 1:30,000)



Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

# NOTICE OF INTENT TO PETITION FOR ANNEXATION 60 PERCENT METHOD

CITY OF Shelton , Washington

TO: City of Shelton City Council:

The undersigned, being the owners of not less than 10 percent (10%) in value, according to the assessed valuation of general taxation of the property for which annexation is sought, hereby notify the City Council of the City of Shelton of our intentions to commence annexation proceedings to the City of Shelton of the following described property. In accordance with RCW 35A.14.120 we hereby further request of the City Council to set a date, within sixty (60) days following the City's receipt of this notice, for a meeting with the undersigned parties to determine whether the City of Shelton will accept the proposed annexation, whether it shall require the simultaneous adoption of zoning regulations, and whether it shall require the assumption of existing City indebtedness by the area to be annexed. The property in question lies contiguous to the present corporate limits of the City of Shelton, and said property is situated in Mason County, Washington, and is legally described as follows (attach separate sheet). We, the undersigned, are owners of real property lying outside of the city limits of the City of Shelton, Washington, but contiguous thereto and designated as part of the City of Shelton's Urban Growth Area. A legal descriptions and map of this area are attached to this notice.

It is acknowledged that this petition may consist of a group of pages containing identical text material and it is intended by the signers of this Notice of Intent that they be presented and considered as one Notice of Intent.

| Property Owner Name<br>(PLEASE PRINT) | Property Owner<br>SIGNATURE   | Street Address                                      | Parcel Number | Date<br>Signed |
|---------------------------------------|---|---|---------------|----------------|
| Green Diamond<br>Resource Company     |  | 215 North Third Street<br>Shelton, WA 98584         | 320083000000  | 1-3-22         |
| Green Diamond<br>Resource Company     |  | 215 North Third Street<br>Shelton, WA 98584         | 320172000010  | 1-3-22         |
| Green Diamond<br>Resource Company     |  | 215 North Third Street<br>Shelton, WA 98584         | 320181000000  | 1-3-22         |
| JPS PROPERTIES LLC                    |   | 280 SE Binns Swiger<br>Loop Rd. Shelton WA<br>98584 | 320181200000  |                |



# NOTICE OF INTENT TO PETITION FOR ANNEXATION 60 PERCENT METHOD

CITY OF Shelton , Washington

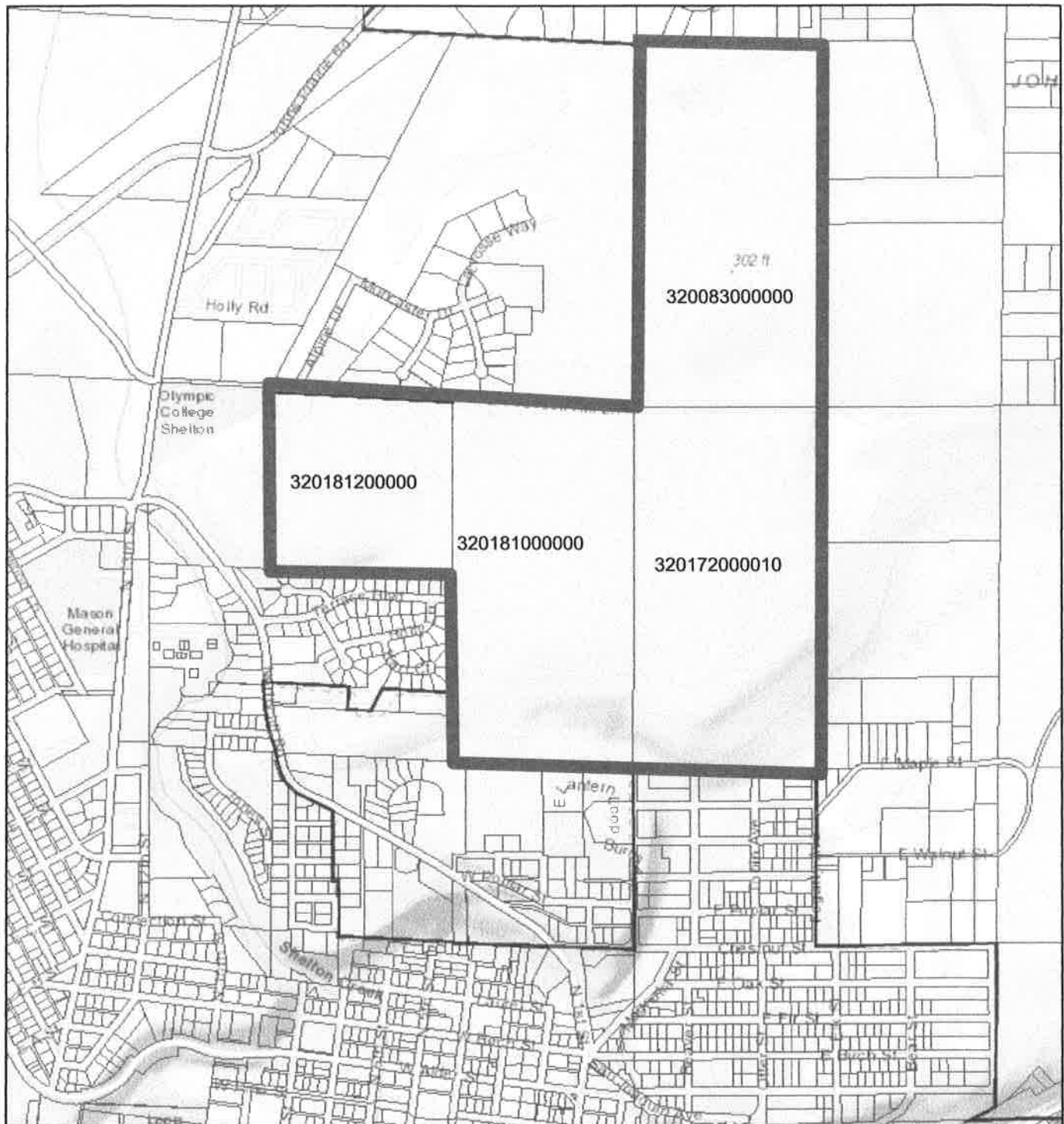
TO: City of Shelton City Council:

The undersigned, being the owners of not less than 10 percent (10%) in value, according to the assessed valuation of general taxation of the property for which annexation is sought, hereby notify the City Council of the City of Shelton of our intentions to commence annexation proceedings to the City of Shelton of the following described property. In accordance with RCW 35A.14.120 we hereby further request of the City Council to set a date, within sixty (60) days following the City's receipt of this notice, for a meeting with the undersigned parties to determine whether the City of Shelton will accept the proposed annexation, whether it shall require the simultaneous adoption of zoning regulations, and whether it shall require the assumption of existing City indebtedness by the area to be annexed. The property in question lies contiguous to the present corporate limits of the City of Shelton, and said property is situated in Mason County, Washington, and is legally described as follows (attach separate sheet). We, the undersigned, are owners of real property lying outside of the city limits of the City of Shelton, Washington, but contiguous thereto and designated as part of the City of Shelton's Urban Growth Area. A legal descriptions and map of this area are attached to this notice.

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| Property Owner Name<br>(PLEASE PRINT) | Property Owner<br>SIGNATURE                 | Street Address                                      | Parcel Number | Date<br>Signed |
|---------------------------------------|---|---|---------------|----------------|
| Green Diamond<br>Resource Company     |   | 215 North Third Street<br>Shelton, WA 98584         | 320083000000  |                |
| Green Diamond<br>Resource Company     |   | 215 North Third Street<br>Shelton, WA 98584         | 320172000010  |                |
| Green Diamond<br>Resource Company     |   | 215 North Third Street<br>Shelton, WA 98584         | 320181000000  |                |
| IPS PROPERTIES LLC,                   | <i>Archie Mollie</i><br><i>JoAnn Mollie</i> | 280 SE Binns Swiger<br>Loop Rd. Shelton WA<br>98584 | 320181200000  | <i>1-3-2</i>   |

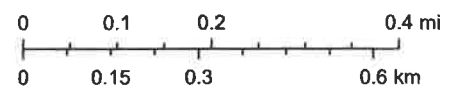
## Proposed Annexed Parcels



11/19/2021, 11:03:57 AM

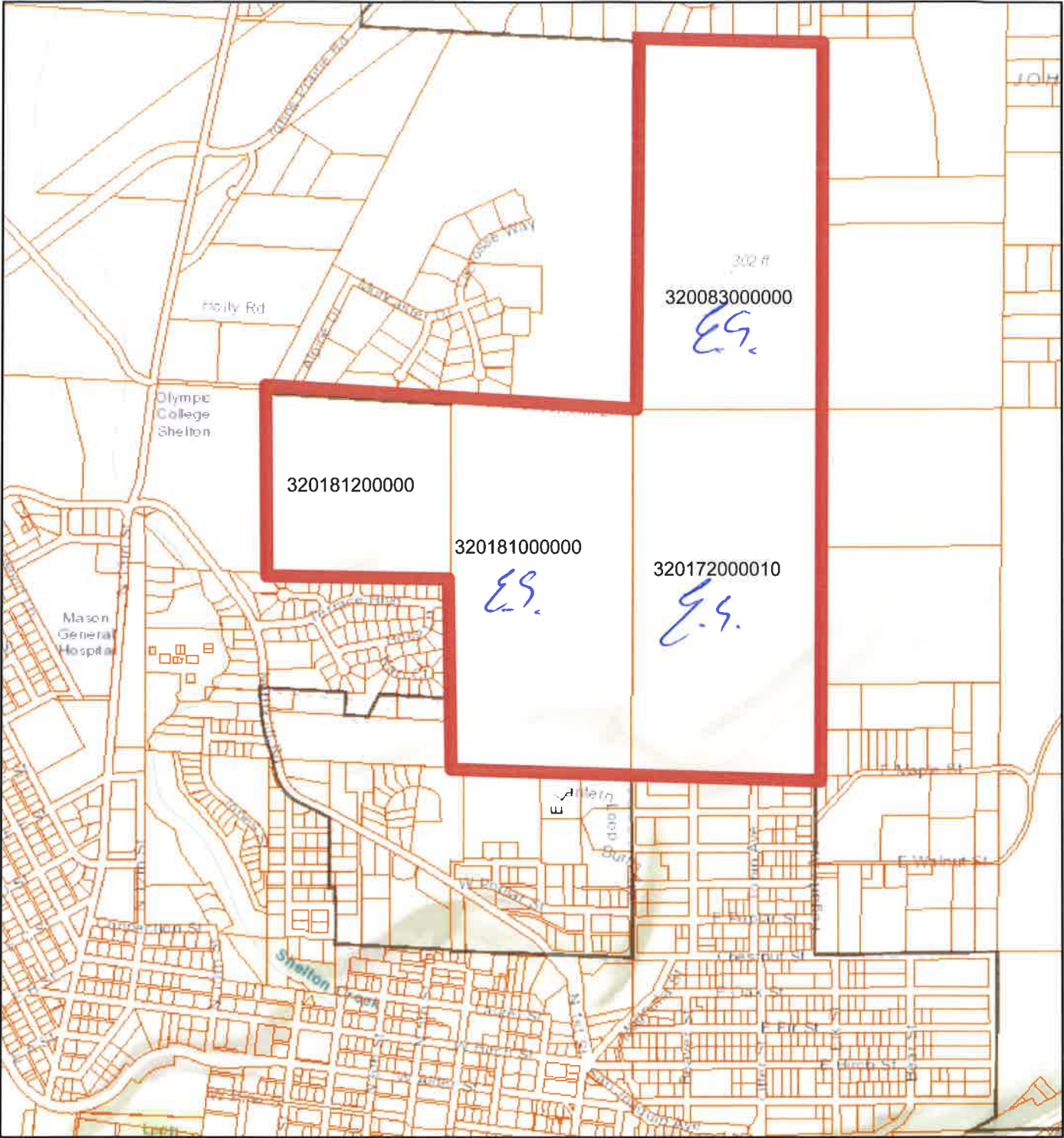
1:12,284

- ☒ County Boundary
- ☐ No Filled
- ☐ Tax Parcels (Zoom in to 1:30,000)



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

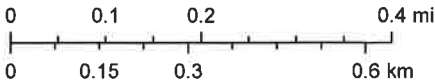
# Proposed Annexed Parcels



11/19/2021, 11:03:57 AM

1:12,284

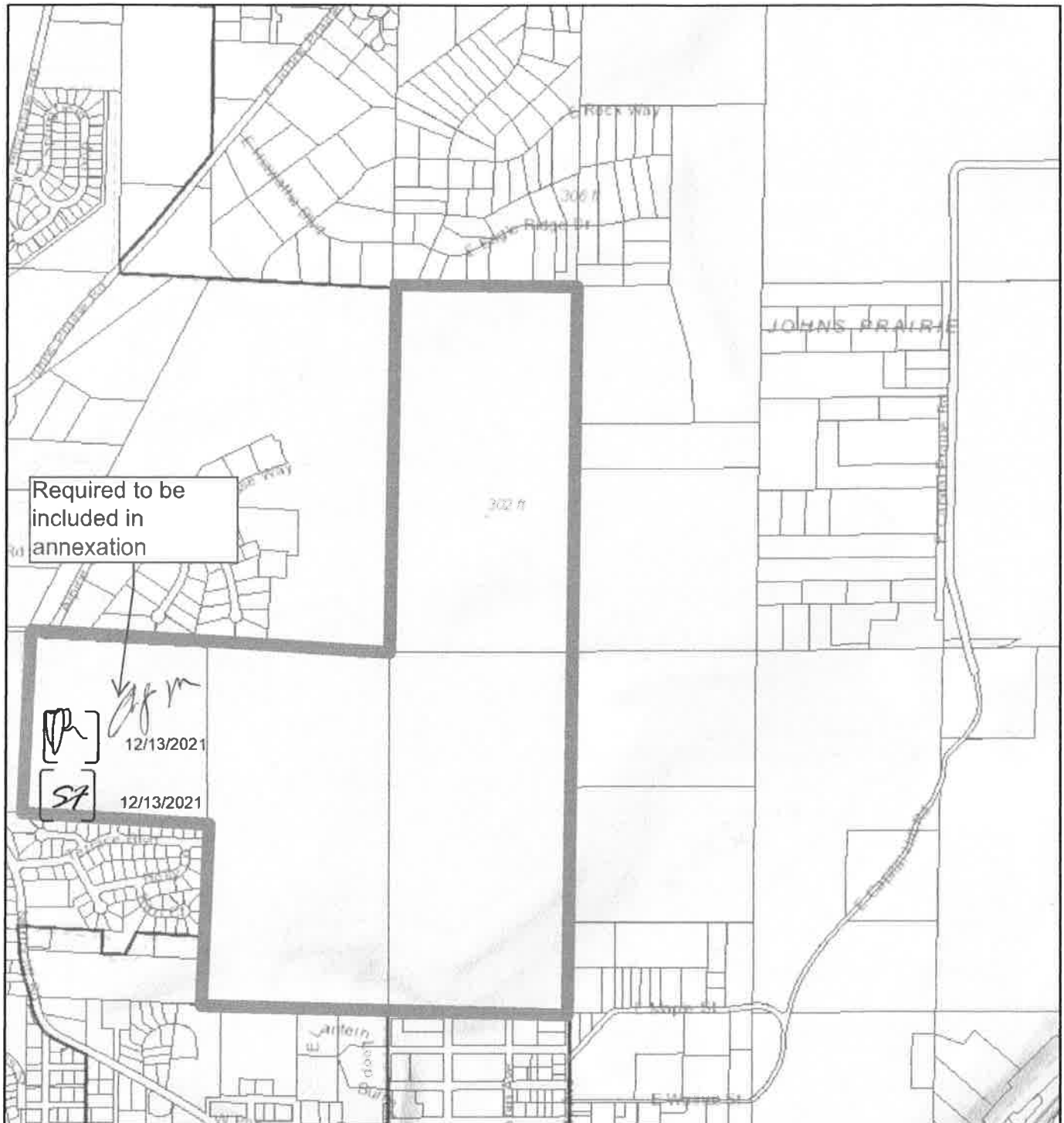
- ☒ County Boundary
- ☐ No Filled
- ☐ Tax Parcels (Zoom in to 1:30,000)



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community



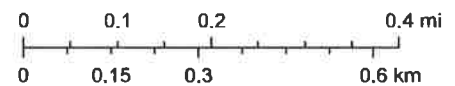
## Proposed Parcels to be Annexed



11/3/2021, 3:52:41 PM

1:12,283

- ☐ County Boundary
- ☐ No Filled
- ☐ Tax Parcels (Zoom in to 1:30,000)



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

**ALTA COMMITMENT FOR TITLE INSURANCE  
EXHIBIT A  
Order No.: 2020-12032-SH**

**EXHIBIT "A"**

**Legal Description:**

**PARCEL 1:**

The West half (W ½) of the Southwest quarter (SW ¼) of Section eight (8), Township twenty (20) North, Range three (3) West, W.M., in Mason County, Washington.

Parcel No. 32008 30 00000

**PARCEL 2:**

The West half (W ½) of the Northwest quarter (NW ¼) of Section seventeen (17), Township twenty (20) North, Range three (3) West, W.M., in Mason County, Washington.

Parcel No. 32017 20 00010

**PARCEL 3:**

The East half (E ½) of the Northeast quarter (NE ¼) of Section eighteen (18), Township twenty (20) North, Range three (3) West, W.M., in Mason County, Washington.

Parcel No. 32018 10 00000

As to PARCELS 1, 2 and 3:

TOGETHER WITH a perpetual, non-exclusive easement and right-of-way, 30 feet in width, as granted in instrument recorded July 21, 1978, Auditor's File No. 347738.

**Abbreviated Legal:**

W ½ SW 8-20-3, W ½ NW 17-20-3, E ½ NE 18-20-3

**Parcel No(s):**

32008-30-00000, 32017-20-00010, and 32018-10-00000

**Purported Address:** XXX Vacant Land, Shelton, WA 98584

 1-3-22

# ALTA COMMITMENT FOR TITLE INSURANCE

## EXHIBIT A

Order No.: 2022-35596-SH

### EXHIBIT "A"

#### Legal Description:

The Northwest quarter (NW ¼) of the Northeast quarter (NE ¼) of Section eighteen (18), Township twenty (20) North, Range three (3) West, W.M., Mason County, Washington;

EXCEPTING therefrom, the right, title and interest conveyed to the City of Shelton in Quit Claim Deed recorded June 2, 1971, Auditor's File No. 260034, conveying the North 30 feet of the within described land "to be used for roadway and utility purposes".

TOGETHER WITH a perpetual, non-exclusive easement for road and utility purposes, 30 feet in width, as granted in instrument recorded October 19, 1970, Auditor's File No. 254777.

#### Abbreviated Legal:

PTN NW NE, 18-20-3

#### Parcel No(s):

32018-12-00000

**Purported Address:** XXX Vacant Land, Shelton, WA 98584



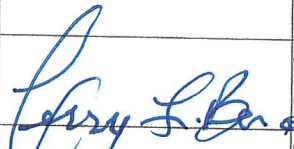
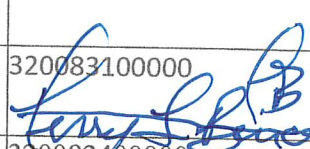
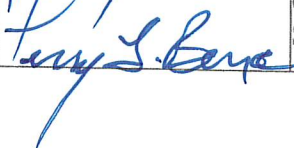
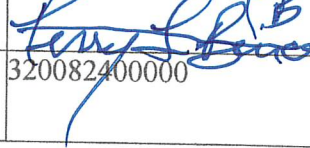
# NOTICE OF INTENT TO PETITION FOR ANNEXATION 60 PERCENT METHOD

CITY OF Shelton , Washington



TO: City of Shelton City Council:

The undersigned, being the owners of not less than 10 percent (10%) in value, according to the assessed valuation of general taxation of the property for which annexation is sought, hereby notify the City Council of the City of Shelton of our intentions to commence annexation proceedings to the City of Shelton of the following described property. In accordance with RCW 35A.14.120 we hereby further request of the City Council to set a date, within sixty (60) days following the City's receipt of this notice, for a meeting with the undersigned parties to determine whether the City of Shelton will accept the proposed annexation, whether it shall require the simultaneous adoption of zoning regulations, and whether it shall require the assumption of existing City indebtedness by the area to be annexed. The property in question lies contiguous to the present corporate limits of the City of Shelton, and said property is situated in Mason County, Washington, and is legally described as follows (attach separate sheet). We, the undersigned, are owners of real property lying outside of the city limits of the City of Shelton, Washington, but contiguous thereto and designated as part of the City of Shelton's Urban Growth Area. A legal description and map of this area are attached to this notice.

It is acknowledged that this petition may consist of a group of pages containing identical text material and it is intended by the signers of this Notice of Intent that they be presented and considered as one Notice of Intent.

| Property Owner Name<br>(PLEASE PRINT) | Property Owner<br>SIGNATURE   | Street Address                                    | Parcel Number | Date<br>Signed   |
|---------------------------------------|---|---|---------------|--|
| Alpine Evergreen Co.<br>Inc.          |  | 7124 State Highway 3<br>SW<br>Bremerton, WA 98312 | 320083100010  | 7-13-22  |
| Alpine Evergreen Co.<br>Inc.          |  | 7124 State Highway 3<br>SW<br>Bremerton, WA 98312 | 320083400000  | 7-13-22  |
| Terry Bence                           |  | 610 W Bambi Farms Rd<br>Shelton WA 98584          | 320083100000  |             |
| Terry Bence                           |  | 610 W Bambi Farms Rd<br>Shelton WA 98584          | 320082400000  | <br>7-15-22 |



| Property Owner Name<br>(PLEASE PRINT) | Property Owner<br>SIGNATURE   | Street Address                           | Parcel Number | Date<br>Signed |
|---------------------------------------|---|--|---------------|----------------|
| Patricia Bence                        |  | 610 W Bambi Farms Rd<br>Shelton WA 98584 | 320083100000  | 7/15/22        |
| Patricia Bence                        |  | 610 W Bambi Farms Rd<br>Shelton WA 98584 | 320082400000  | 7/15/22        |

# EXHIBIT A

Tax Parcel Numbers: 32008-24-00000 and 32008-31-00000

That portion of the Northeast quarter of the Southwest quarter of Section 8, Township 20 North Range 3 West, W. M. lying Easterly of the following described line:

Beginning at the Southwest corner of said Section 8; Thence North  $00^{\circ} 50' 20''$  West along its West line, 2651.72 feet to its West one quarter corner; Thence North  $88^{\circ} 05' 38''$  East along its East West centerline, 2032.84 feet to the TRUE POINT OF BEGINNING of said line; Thence South  $13^{\circ} 14' 24''$  East, 529.12 feet to the PC of a curve to the left radius point of which bears South  $76^{\circ} 45' 36''$  West, 250.00 feet; Thence Southerly along the arc of curve, 50.52 feet; Thence South  $01^{\circ} 39' 45''$  East, 441.61 feet to the terminus of said line.

EXCEPTING there from the South 10 acres of said Northeast quarter of the Southwest quarter.

And also EXCEPTING therefrom road rights-of-way.

TOGETHER WITH and SUBJECT TO an easement, 60 feet in width for ingress, egress, drainage and utilities as shown on the Boundary Line Map.

Exhibit A obtained from document recorded under recording number 2154195

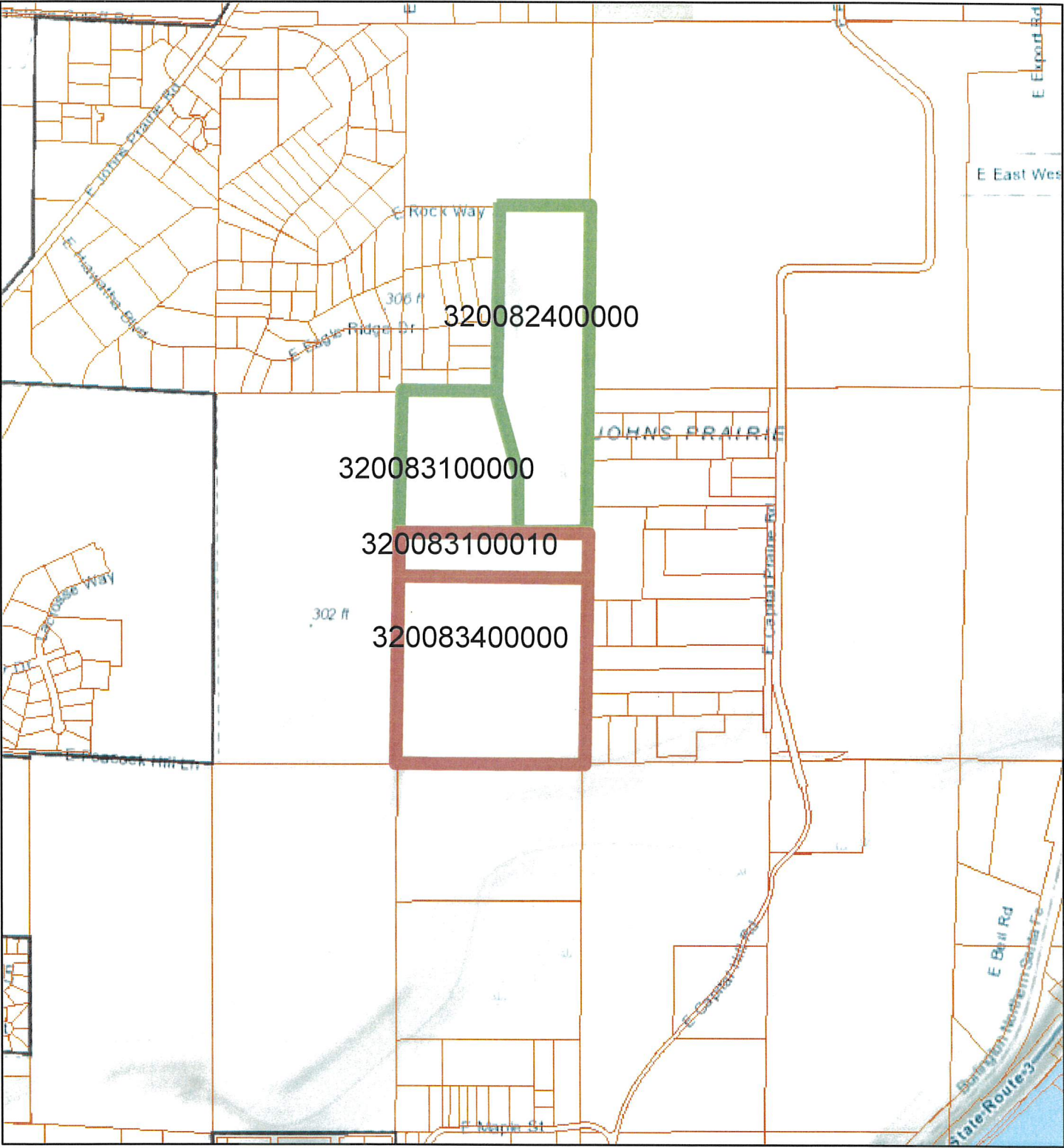
subject to change upon title examination

**EXHIBIT - A**

**Mason County Parcel ID #'s 320083400000 & 320083100010.**

**The Southeast quarter of the Southwest quarter (SE  $\frac{1}{4}$  SW  $\frac{1}{4}$ ) and the South ten (10) acres of the Northeast quarter of the Southwest quarter (NE  $\frac{1}{4}$  SW  $\frac{1}{4}$ ) of section 8, Township 20 North, Range 3 West, W.M., in Mason County Washington.**

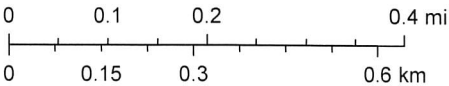
# Additional Proposed Annexed Property



7/11/2022, 12:08:44 PM

1:12,282

- County Boundary
- No Filled
- Tax Parcels (Zoom in to 1:30,000)



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community





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

Touch Date: 08/09/2022  
Brief Date: 08/16/2022  
Action Date: 09/06/2022

Department: Parks and Recreation  
Presented By: Mark Ziegler

### APPROVED FOR COUNCIL PACKET:

Action Requested:

#### ROUTE TO:

#### REVIEWED:

PROGRAM/PROJECT TITLE:  
Vehicle Purchase Authorization

☐ Ordinance

☒ Dept. Head

☐ Finance Director

☐ Attorney

☒ City Clerk

☐ City Manager

ATTACHMENTS:  
Purchase Order  
State Contract Quote

☐ Resolution

☒ Motion

☐ Other

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

The adopted 2022 budget includes an expenditure of \$34,000 to fund the purchase of a new 1/2 ton pickup for parks and facilities maintenance operations. The vehicle will replace a 1996 F150 with over 99,500 miles. The quote from Washington State department of Enterprise Services is \$35,280.95. This purchase will be funded through the Shelton Metropolitan Park District.

### ANALYSIS/OPTIONS/ALTERNATIVES:

None

### BUDGET/FISCAL INFORMATION:

### PUBLIC INFORMATION REQUIREMENTS:

None

### STAFF RECOMMENDATION/MOTION:

"I move to forward this item to the action agenda on September 6<sup>th</sup> for further consideration."



## PURCHASE ORDER

| VENDOR NAME & ADDRESS:  |           |                                   | SHIP TO NAME & ADDRESS:   |                   |                    |
|---|-----------|-----------------------------------|---|-------------------|--------------------|
| <b>Bud Clary Ford</b><br><b>700 7<sup>th</sup> Ave.</b><br><b>Longview, WA 9862</b> |           |                                   | <b>City of Shelton,</b><br><b>Attn: Mark Ziegler</b><br><b>525 West Cota St.</b><br><b>Shelton WA 98584</b> |                   |                    |
| P.O. #  | P.O. DATE | REQUISITIONER                     | SHIP VIA  | F.O.B. POINT      | TERMS              |
| CD01-22   | 8/03/22   | Luke Manning/Mark Ziegler         |   |                   |                    |
| QTY   | UNIT      | DESCRIPTION                       | BARS #  | UNIT PRICE        | TOTAL              |
| 1   |           | 2023 Ford F150 2WD                |   | \$30,123.00       | <b>\$30,123.00</b> |
| 1   |           | Regular Cab, 2WD, 8' Box, 3.3L V6 |   | \$294.00          | <b>\$294.00</b>    |
| 1   |           | Trailer Tow Package               |   | \$1,279.00        | <b>\$1,279.00</b>  |
| 1   |           | Floor Mats                        |   | \$135.00          | <b>\$135.00</b>    |
| 1   |           | Mud Flaps, Front                  |   | \$88.00           | <b>\$88.00</b>     |
| 1   |           | Mud Flaps, Rear                   |   | \$88.00           | <b>\$88.00</b>     |
| 1   |           | Spray-In Bedliner                 |   | \$540.00          | <b>\$540.00</b>    |
|   |           |                                   |   |                   |                    |
|   |           |                                   |   |                   |                    |
|   |           |                                   |   |                   |                    |
| <b>PURCHASE JUSTIFICATION</b>   |           |                                   |   | <b>SHIPPING</b>   |                    |
| <b>2022 Budget Appropriation for Community Development</b>                          |           |                                   |   | <b>SUBTOTAL</b>   | <b>\$32,547.00</b> |
|   |           |                                   |   | <b>Tax (8.4%)</b> | <b>\$2,733.95</b>  |
| <b>APPROVING MANAGER:</b>   |           |                                   |   | <b>TOTAL</b>      | <b>\$35,280.95</b> |

Enter this order in accordance with the prices, terms, delivery method, and specifications listed above. Please notify the Department Contact immediately if you are unable to ship as specified.  
Please send a copy of your invoice attention of:

City of Shelton  
Community Development  
525 W. Cota Street  
Shelton, WA 98584

525 W. Cota St., Shelton, WA98584

Tel: 360/426-4491;

Email: [mark.ziegler@sheltonwa.gov](mailto:mark.ziegler@sheltonwa.gov)

[luke.manning@sheltonwa.gov](mailto:luke.manning@sheltonwa.gov)

Website: [www.ci.shelton.wa.us](http://www.ci.shelton.wa.us)

# Contract Automobile Request System (CARS)

 Washington State Department of Enterprise Services

## Organization Purchase Request Details

### Organization Information

[Return to Org Requests](#)

|  |   |
|--|---|
| <b>Contract #:</b> 05916 - Motor Vehicles                                | <b>Quote #:</b> 2022-7-272  |
| <b>Status:</b> Submitted To Dealer                                       | <b>Submit Date:</b> 08-03-2022  |
| <b>Organization:</b> 22301 - SHELTON, CITY OF - 22301                    | <b>Order Date:</b>  |
| <b>Order Contact:</b> Luke Manning                                       | <b>Expected Delivery Date:</b>  |
| <b>Contact Phone:</b> 360-810-0495                                       | <b>Delivery Date:</b>   |
| <b>Contact Email:</b> luke.manning@sheltonwa.gov                         | <b>Cancel Date:</b>   |
|  | <b>Organization Reference #:</b>  |
| <b>Dealer:</b> Bud Clary Ford/Hyundai - W403                             | <b>Organization PO #:</b>   |
| <b>Dealer Address:</b> 700 7th Avenue<br>PO Box 127<br>Longview WA 98632 | <b>Dealer Contact:</b> Kathleen Brennan<br><b>Dealer Phone:</b> (360) 423-4321 Ext: 7183<br><b>Dealer Email:</b> ford.orders@budclary.com |
| <b>Internal Notes:</b>   |   |
| <b>Comments To Dealer:</b>   |   |
| <b>Dealer Reference #:</b>   |   |
| <b>Dealer Comments:</b>  |   |

### Color Options

| Color Name        | Quantity |
|-------------------|----------|
| Oxford White (YZ) | 1        |

Tax Exempt: N

### Vehicle Options

| Order Code    | Order Code Description  | Qty | Unit Price  | Ext. Price  |
|---------------|---|-----|-------------|-------------|
| 2023-0829-001 | 2023 Ford F150 2WD  | 1   | \$30,123.00 | \$30,123.00 |
| 2023-0829-011 | REGULAR Cab, 2WD, 141WB, 8 ft box, 3.3L V6 PFDI (290HP) (20MY: 19/25/22 MPG) (FFV Capability) (23MY: Auto Start-Stop Technology has been removed -- commodity | 1   | \$294.00    | \$294.00    |

|               |  |   |            |            |
|---------------|--|---|------------|------------|
|               | constraint) (6100# GVWR, 1960# Payload, 3.55 RAR)<br>(F1C/100A/99B/44G/141WB/52X)  |   |            |            |
| 2023-0829-051 | Trailer Tow Package (53A) - to be ordered w/ XL Base Trim #101A only (includes Trailer Brake Controller, smart trailer tow connector, 4-pin/7-pin connector, and Class IV trailer hitch receiver #53B) (if BLIS is ordered, includes trailer tow coverage) (53A/101A/102A) | 1 | \$1,279.00 | \$1,279.00 |
| 2023-0829-215 | Floor Mats, HD Rubber Molded, Front (Weather Tech) (DLR)   | 1 | \$135.00   | \$135.00   |
| 2023-0829-217 | Mud flaps, Front (DLR)   | 1 | \$88.00    | \$88.00    |
| 2023-0829-218 | Mud Flaps, Rear (DLR)  | 1 | \$88.00    | \$88.00    |
| 2023-0829-224 | SPRAY-IN Bedliner (DLR)  | 1 | \$540.00   | \$540.00   |

#### Request Totals

|                  |                    |
|------------------|--------------------|
| Total Vehicles:  | <b>1</b>           |
| Sub Total:       | <b>\$32,547.00</b> |
| 8.4 % Sales Tax: | <b>\$2,733.95</b>  |
| Request Total:   | <b>\$35,280.95</b> |

 [Access Washington](#)

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

Touch Date: 08/09/2022  
Brief Date: 08/16/2022  
Action Date: 09/06/2022

Department: Parks, Recreation and Facilities  
Presented By: Mark Ziegler

### APPROVED FOR COUNCIL PACKET:

Action Requested:

#### ROUTE TO:

#### REVIEWED:

PROGRAM/PROJECT TITLE:  
William G. Reed Library Fire Alarm  
Replacement

☐ Ordinance

☐ Resolution

#### ATTACHMENTS:

☒ Motion

☐ Other

☒ Dept. Head

☐ Finance Director

☐ Attorney

☒ City Clerk

☐ City Manager

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

The fire alarm panel has been out of service since mid-May in the William G. Reed Library. The 33-year-old panel that has malfunctioned is no longer supported by service companies. The panel needs to be replaced and staff is recommending the replacement of the smoke alarms, heat detectors, pull stations and other required hardware for a modernized, fully functioning system.

Library staff are currently on fire watch, walking the building inside and out every fifteen minutes. This has resulted in reduction of operating hours and services Timberland Library District can provide. Bids are scheduled to be received on August 15 and will be forwarded to Council.

### ANALYSIS/OPTIONS/ALTERNATIVES:

None

### BUDGET/FISCAL INFORMATION:

Staff requests the reallocation of a portion of the \$45,000 budgeted in the 2022 City budget for access control system to be utilized for the fire alarm replacement. The anticipated cost of the fire alarm system is \$35,000.

### PUBLIC INFORMATION REQUIREMENTS:

None

### STAFF RECOMMENDATION/MOTION:

"I move to place this request on the September 6 City Council action agenda for further consideration."



## CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item G1)

Touch Date: 08/16/2022  
Brief Date: 08/16/2022  
Action Date: 08/16/2022

Department: Community Development  
Presented By: Mark Ziegler

### APPROVED FOR COUNCIL PACKET:

Action Requested:

#### ROUTE TO:

#### REVIEWED:

☒ Dept. Head

☐ Finance Director

☐ Attorney

☒ City Clerk

☐ City Manager

PROGRAM/PROJECT TITLE:

**Rotating Art Gallery**

ATTACHMENTS:

**Copies of the chosen artwork**

☐

Ordinance

☐

Resolution

☒

Motion

☐

Other

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

The Shelton Arts Commission is recommending the latest installation of the Civic Center Rotating Art Gallery project. As approved by the City Council, the Civic Center Rotating Art Gallery policy and procedure has been followed with the following tasks:

1. Call for Artists – The call for artists was distributed to local artists through press releases, art organizations, and galleries. The deadline for artist submittals was July 29, 2022. Two artists submitted proposals for the gallery.
2. The Shelton Arts Commission met on August 2, 2022, to jury the submittals.
3. On August 16, 2022, the Shelton Arts Commission is presenting the recommended art to the City Council for approval. Upon approval, the art will be installed on August 30, 2022, and in place through November 30, 2022.

The selected artist and work include:

| ARTIST               | MEDIUM            | TITLES  |
|----------------------|-------------------|---|
| Deborah Chava Singer | Photography       | Bridge in Amber Light, Oakland Bay October, Sky in the Water, Crab Apple in November, San Juan Islands in October |
| Heather Rosborough   | Acrylic on canvas | Kachinas, Internal Identity, External Identity, Lost in Space, Found in Space                                     |

### ANALYSIS/OPTIONS/ALTERNATIVES:

N/A

### BUDGET/FISCAL INFORMATION:

N/A

### PUBLIC INFORMATION REQUIREMENTS:

N/A

### STAFF RECOMMENDATION/MOTION:

Staff recommends: "I move to approve the Shelton Arts Commission's recommendations for placement in the Civic Center Rotating Art Gallery."

## Deborah Chava Singer



Bridge in Amber Light



Crab Apple in November





Oakland Bay October

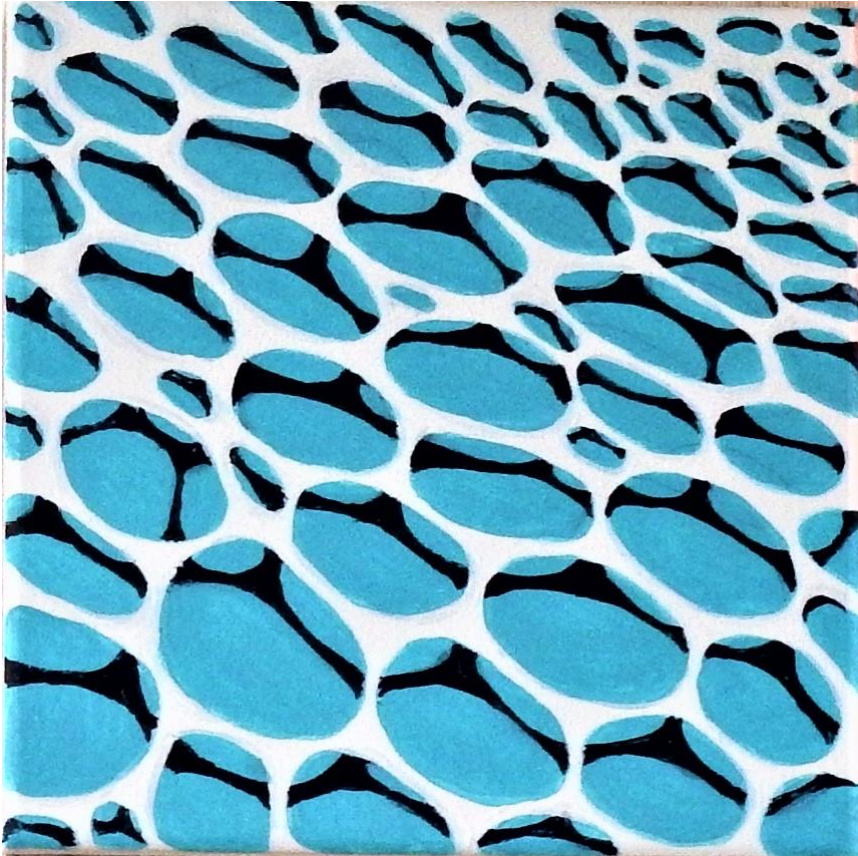


San Juan Islands in October



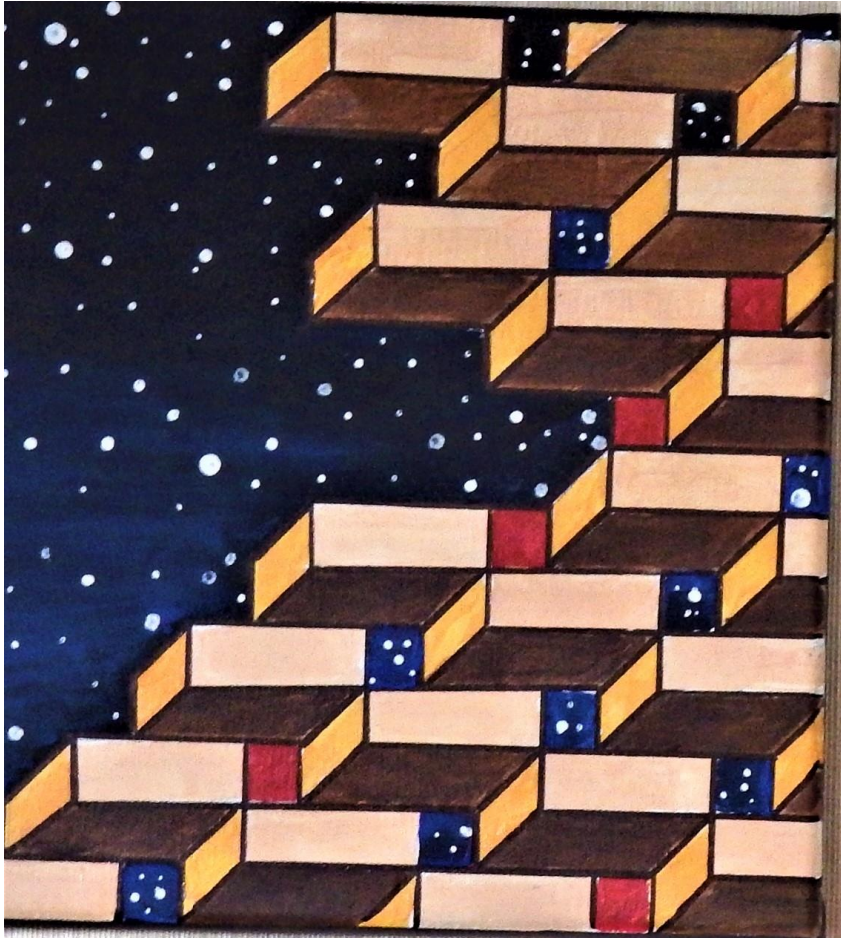
Sky in the Water

## Heather Rosborough

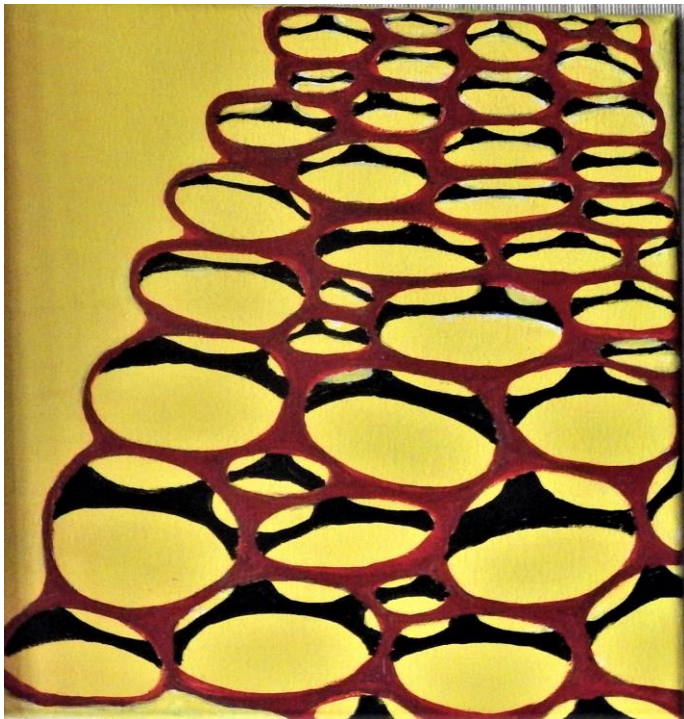


External Identity





Found in Space

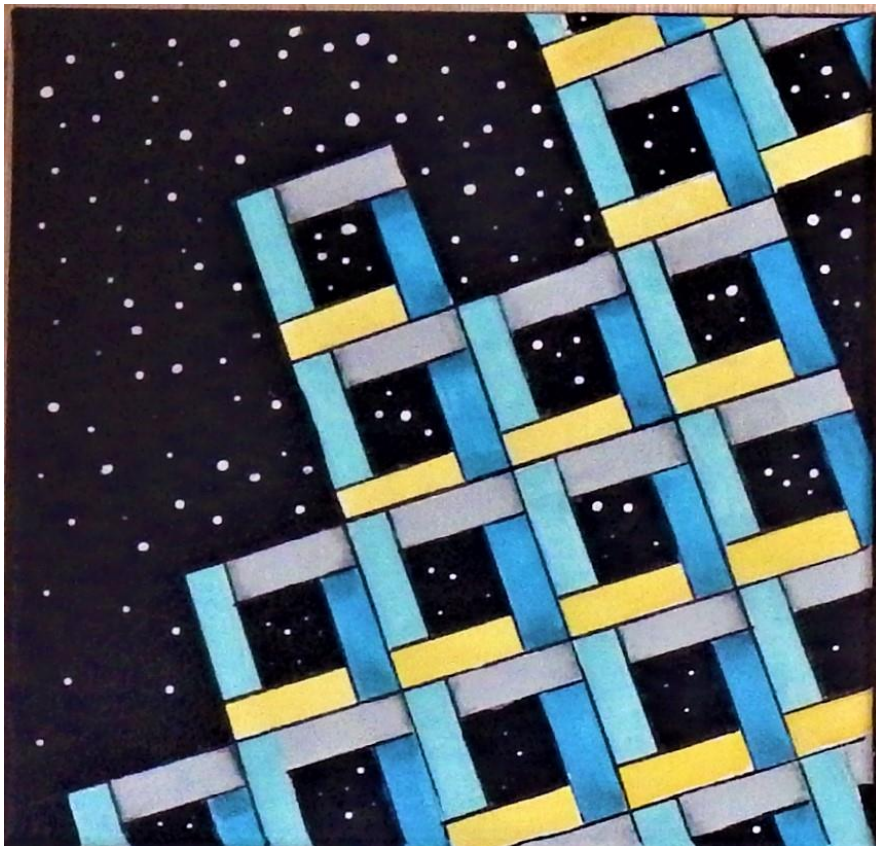


Internal identity





Kachinas



Lost in Space



## CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item G2)

Touch Date: 12/07/2021  
Brief Date: 12/07/2021  
Action Date: 08/16/2022

Department: Executive  
Presented By: Jeff Niten

### APPROVED FOR COUNCIL PACKET:

Action Requested:

#### ROUTE TO:

#### REVIEWED:

☐ Dept. Head

☐ Finance Director

☒ Attorney

☒ City Clerk

☒ City Manager

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

08/05/2022

#### PROGRAM/PROJECT TITLE:

**CHIP Grant – Veterans Village**

#### ATTACHMENTS:

**CHIP Grant contract with Dept. of  
Commerce**

☐

Ordinance

☐

Resolution

☒

Motion

☐

Other

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

This grant opportunity from the Washington State Department of Commerce will support the Veterans Village on property leased to Quixote Communities for the purpose of providing housing for veterans in our community. The city is acting as a partner and pass-through agency for the \$445,776 federal grant.

The outcome of this performance-based Grant Agreement is to undertake the construction of water, sewer, and stormwater utility improvements to support the Veterans Village.

### ANALYSIS/OPTIONS/ALTERNATIVES:

If the contract is not executed by the City the Veterans Village would need to secure a different funding source to construct water, sewer, and stormwater utility improvements.

### BUDGET/FISCAL INFORMATION:

The City is acting as a partner pass-through agency only. Minimal staff time will support this grant.

### PUBLIC INFORMATION REQUIREMENTS:

Information can be obtained from the City Clerk.

### STAFF RECOMMENDATION/MOTION:

"I move that we authorize the City Manager to execute the grant contract with the Department of Commerce."



## **Capital Agreement with**

### **City of Shelton**

through

America Rescue Plan Act (ARPA) State and Local Fiscal Recovery Funds -

Connecting Housing to Infrastructure Program (CHIP)

### **Purpose**

To support the development of affordable housing by paying for water, sewer, and stormwater infrastructure improvements for the Veterans Village project.

**Start date:** July 1, 2021

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**Washington State Department of Commerce  
Local Government Division  
Community Assistance & Research Unit  
ARPA State and Local Fiscal Recovery Funds Grant**

|  |  |   |   |
|--|--|---|---|
| <b>1. Grantee</b><br>City of Shelton<br>525 West Cota Street<br>Shelton, WA 98584  |  | <b>2. Project Name and Address</b><br>Veterans Village<br>2471 North 13th Street<br>Shelton, WA 98584   |   |
| <b>3. Grantee Representative</b><br>Don Kuismi<br>Budget Coordinator & Grants Administrator<br>(360)432-5055<br>don.kuismi@sheltonwa.gov   |  | <b>4. COMMERCE Representative</b><br>Eric Guida<br>CHIP Program Manager<br>(360)725-3044<br>eric.guida@commerce.wa.gov <div style="float: right; text-align: right;">           PO Box 42525<br/>           1011 Plum Street SE<br/>           Olympia, WA 98504-2525         </div>  |   |
| <b>5. Grant Amount</b><br>\$445,776  | <b>6. Funding Source</b><br>Federal: <input checked="" type="checkbox"/> State: <input type="checkbox"/> Other: <input type="checkbox"/> N/A: <input type="checkbox"/> |   | <b>7. Start Date</b><br>July 1, 2021          |
| <b>8. End Date</b><br>June 30, 2023  |  |   |   |
| <b>9. Federal Funds (as applicable)</b><br>\$445,776   |  | <b>Federal Agency</b><br>US Dept. Treasury  |   |
| <b>ALN (CFDA #):</b><br>21.027   |  |   |   |
| <b>10. SWV #</b><br>13140  | <b>11. UBI #</b><br>232-000-085  | <b>12. DUNS #</b><br>21830666   | <b>13. UNIQUE ENTITY ID #</b><br>FKQ8KDH189W7 |
| <b>14. Grant Purpose</b><br>The outcome of this performance-based Grant Agreement is to undertake the construction of water, sewer, and stormwater utility improvements as referenced in Attachment A – Scope of Work for the Veterans Village project.  |  |   |   |
| COMMERCE, defined as the Department of Commerce and Grantee 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: Grantee 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, |  |   |   |
| <b>FOR GRANTEE</b><br><br>_____<br>Jeff Niten, City Manager<br><br>_____<br>Date<br><br><b>APPROVED AS TO FORM ONLY</b><br><br>_____<br>Name<br><br>_____<br>Date  |  | <b>FOR COMMERCE</b><br><br>_____<br>Mark K. Barkley, Assistant Director, Local Government Division<br><br>_____<br>Date<br><br><b>APPROVED AS TO FORM ONLY</b><br><br>_____<br>Sandra Adix<br>Assistant Attorney General<br><u>March 31, 2022</u><br>Date |   |



## DECLARATIONS

### CLIENT INFORMATION

GRANTEE Name: City of Shelton  
Grant Number: 22-96720-213

### PROJECT INFORMATION

Project Name: Veterans Village  
Project Address: 2471 North 13th Street  
Project City, State Zip Code: Shelton, WA 98584

### GRANT INFORMATION

|  |   |
|--|---|
| Grant Amount:                            | \$445,776   |
| Appropriation Number:                    | 2021 Washington State Capital Budget SSB 1080, Section 1074   |
| Re-appropriation Number (if applicable): |   |
| Grant End Date:                          | June 30, 2023, if funds are not re-appropriated.<br>Grant End Date may be extended <b>contingent on reappropriation</b> |
| Biennium:                                | 2021-2023   |
| Biennium Close Date:                     | June 30, 2023   |
| Earliest Date for Reimbursement:         | March 3, 2021   |
| Time of Performance:                     | <b>In accordance with Special Terms and Conditions Number 4</b>   |

### FUNDING INFORMATION

|   |  |
|---|--|
| Federal Funding:                                  | Sec. 602 Coronavirus State Fiscal Recovery Funds of Title VI of Social Security Act as added by American Rescue Plan Act of 2021 (ARPA or "Act"), Title IX, Subtitle M, Sec. 9901, Public Law 117-2, codified at 42 U.S.C. 802 et seq. |
| Federal Award Agency:                             | US Department of Treasury  |
| Amount of Federal Funds Obligated by this Action: | \$445,776  |

### ADDITIONAL SPECIAL TERMS AND CONDITIONS GOVERNING THIS AGREEMENT

#### Extension of Grant Upon Reappropriation.

Notwithstanding General Term and Condition No. 4, the End Date of this Grant **may be extended upon written notice to Grantee from Commerce** for a period of time consistent with the effective date of any re-appropriation of funds, and/or with terms reflecting new Federal requirements for ARPA funds, if any. In Commerce's sole discretion, after review of any funding re-appropriation terms and applicable Federal law or guidance, a contract amendment in accordance with General Term and Condition No. 4 may be required to extend the End Date.



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**1. AUTHORITY**

Funding for this Grant has been provided in the 2021-2023 biennial state Capital Budget, SSB 1080, pursuant to Federal grants to Washington State under the American Rescue Plan Act of 2021 (ARPA or "Act"), sec. 9901, Public Law 117-2, codified at 42 U.S.C. 802 et seq. The parties anticipate that funding under this Grant that is unexpended in the 2021-23 state biennium may be re-appropriated in future biennia, subject to Federal requirements.

**2. ACKNOWLEDGEMENT OF FEDERAL FUNDING**

Federal Award Identification Number (FAIN): SLRF0002

Total amount of the federal award: \$445,776

Federal Awarding Agency: US Department of Treasury

Research & Development (R&D): award will not be used for R&D

The Grantee agrees that any publications (written, visual, or sound) but excluding press releases, newsletters, and issue analyses, issued by the Grantee describing programs or projects funded in whole or in part with federal funds under this Grant, shall contain the following statements:

"This project was supported by grant awarded by the US Department of the Treasury. Points of view in this document are those of the author and do not necessarily represent the official position or policies of the US Department of the Treasury. Grant funds are administered by the America Rescue Plan Act, State and Local Fiscal Recovery Funds, Washington State Department of Commerce."

**3. 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.

**4. PERIOD OF PERFORMANCE, COSTS INCURRED, REIMBURSEMENT**

- a) Period of Performance. The initial period of performance for this award begins on the date hereof and ends on June 30, 2023. If unexpended funds under this Grant are re-appropriated, the period of performance (Contract End Date) will be extended to not later than October 30, 2026.
- b) Costs Incurred Period. As set forth in Treasury's implementing regulations, Grantee may use funds awarded under ARPA to cover eligible costs incurred during the period that begins on March 3, 2021, and ends on December 31, 2024. Pursuant to Federal rules, a cost shall be considered to have been incurred if the Grantee has incurred an obligation with respect to such cost by December 31, 2024. All change orders for which reimbursement is requested must be executed on or before December 31, 2024.
- c) Reimbursement Period. All requests for reimbursement of eligible costs incurred between March 3, 2021 and December 31, 2024 payable from ARPA funds must be submitted to COMMERCE by the **earlier of** October 30, 2026 or 30 days prior to the Contract End Date.

**5. COMPENSATION**

COMMERCE shall pay an amount not to exceed the total contract amount listed on the contract Face Sheet for the performance of all things necessary for or incidental to the performance of work as set forth in the Scope of Work.

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**6. 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 Grants Management System (CMS), which is available through the Secure Access Washington (SAW) portal. The invoices shall describe and document, to COMMERCE's satisfaction, a description of the work performed, the progress of the project, and fees. The invoice shall include the Grant Number listed on the contract Face Sheet.

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 if work is not completed or Grant terminated, within fifteen (15) days following the end of the state biennium unless Grant Agreement funds are reappropriated by the Legislature in accordance with Additional Special Terms and Conditions set forth in the Declarations page above.

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.
- Any documentation of costs, and prevailing wage as per section 8 of the Special Terms and Conditions and Attachment C, CERTIFICATION OF THE PAYMENT AND REPORTING OF PREVAILING WAGES.
- A reportable expenses form as detailed in Section 7 of Special Terms and Conditions, SUBCONTRACTOR DATA COLLECTION.

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.

Invoices and End of Fiscal Year

Invoices are due on the 20th of the month following the provision of services.

Final invoices for a state fiscal year may be due sooner than the 20th and Commerce will provide notification of the end of fiscal year due date.

The grantee must invoice for all expenses from the beginning of the contract through June 30, regardless of the contract start and end date.

Duplication of Billed Costs

The Grantee shall not bill COMMERCE for services performed under this 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.

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**Disallowed Costs**

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

**Withholding**

At its sole discretion, COMMERCE may withhold ten percent (10%) from each payment until acceptance by COMMERCE of the final report (or completion of the project, etc.).

**7. 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.

**8. HISTORICAL OR CULTURAL RESOURCES, HUMAN REMAINS**

CHIP projects are subject to the requirements of Washington State Governor's Executive Order (GEO) 21-02 "Archaeological and Cultural Resources". CHIP Grantees will cooperate with Commerce to fulfill the requirements of GEO-21-02. Commerce will delegate consultation authority to the grantee by letter, and each project must complete the EZ-1 Form to comply with the [GEO 21-02](#). In the event that historical or cultural artifacts are discovered at the Project site during construction or rehabilitation, the Grantee or subcontractor shall immediately stop work and notify the local historical preservation officer and the state historic preservation officer at the Department of Archaeology and Historic Preservation at (360) 586-3065. If human remains are discovered, the Grantee shall immediately stop work and report the presence and location of the remains to the coroner and local enforcement, then contact DAHP and any concerned tribe's cultural staff or committee.

**9. AUDIT**

If the Grantee is a subrecipient and expends \$750,000 or more in federal awards from any and/or all sources in any fiscal year, the Grantee shall procure and pay for a single audit or a program-specific audit for that fiscal year. Upon completion of each audit, the Grantee shall:

1. Submit to COMMERCE the reporting package specified in Uniform Guidance 2 CFR 200, reports required by the program-specific audit guide (if applicable), and a copy of any management letters issued by the auditor.
2. Submit to COMMERCE follow-up and developed corrective action plans for all audit findings.

If the Grantee is a subrecipient and expends less than \$750,000 in federal awards from any and/or all sources in any fiscal year, the Grantee shall notify COMMERCE they did not meet the single audit requirement.

The Grantee shall send all single audit documentation to the [Federal Audit Clearinghouse](#).  
<https://facides.census.gov/Account/Login.aspx>

**10. DEBARMENT**

A. Grantee, defined as the primary participant and its principals, certifies by signing these General Terms and Conditions that to the best of its knowledge and belief that they:

- i. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
- ii. Have not within a three-year period preceding this Grant, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction, violation of Federal or State antitrust statutes or commission of

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embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;

- iii. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of federal Executive Order 12549; and
  - iv. Have not within a three-year period preceding the signing of this Grant had one or more public transactions (Federal, State, or local) terminated for cause of default.
- B.** Where the Grantee is unable to certify to any of the statements in this Grant, the Grantee shall attach an explanation to this Grant.
- C.** The Grantee agrees by signing this Grant that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by COMMERCE. Grantees should review section 14 of the Special Terms and Conditions for information on documenting that any subcontractors are not on the federal debarment list.
- D.** The Grantee further agrees by signing this Grant that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," as follows, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

**LOWER TIER COVERED TRANSACTIONS**

- i. The lower tier Grantee certifies, by signing this Grant that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- ii. Where the lower tier Grantee is unable to certify to any of the statements in this Grant, such contractor shall attach an explanation to this Grant.

The terms **covered transaction, debarred, suspended, ineligible, lower tier covered transaction, person, primary covered transaction, principal, and voluntarily excluded**, as used in this section, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact COMMERCE for assistance in obtaining a copy of these regulations.

**11. INSURANCE**

Each party certifies that it is self-insured under the State's or local government self-insurance liability program, and shall be responsible for losses for which it is found liable.

**12. COMPLIANCE WITH APPLICABLE LAW AND REGULATIONS**

- A. Grantee agrees to comply with the requirements of section 603 of the Act, regulations adopted by Treasury pursuant to section 603(f) of the Act, and guidance issued by Treasury regarding the foregoing. Grantee also agrees to comply with all other applicable federal statutes, regulations, and executive orders, and Grantee shall provide for such compliance by other parties in any agreements it enters into with other parties relating to this award.
- B. Federal regulations applicable to this award include, but are not necessarily limited to the following:
  - i. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as Treasury may determine are inapplicable to this Award and subject to such exceptions as may be otherwise provided by Treasury. Subpart F – Audit Requirements of the Uniform Guidance, implementing the Single Audit Act, shall apply to this award.
  - ii. Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 25 is hereby incorporated by reference.

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- iii. Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 170 is hereby incorporated by reference.
  - iv. OMB Guidelines to Agencies on Government wide Debarment and Suspension (Non-procurement), 2 C.F.R. Part 180, including the requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 C.F.R. Part 180, subpart B) that the award is subject to 2 C.F.R. Part 180 and Treasury's implementing regulation at 31 C.F.R. Part 19.
  - v. Recipient Integrity and Performance Matters, pursuant to which the award term set forth in 2 C.F.R. Part 200, Appendix XII to Part 200 is hereby incorporated by reference.
  - vi. Government wide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20.
  - vii. New Restrictions on Lobbying, 31 C.F.R. Part 21.
  - viii. Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655) and implementing regulations.
  - ix. Generally applicable federal environmental laws and regulations.
  - x. Prohibition on certain telecommunications and video surveillance services or equipment 2 CFR [§ 200.216](#).
- C. Statutes and regulations prohibiting discrimination applicable to this award include, but are not necessarily limited to the following:
- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;
  - ii. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;
  - iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;
  - iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and
  - v. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.
  - vi.

**13. FEDERAL EXCLUSION**

These terms add to the terms in Section 12 Certification Regarding Debarment, Suspension or Ineligibility and Voluntary Exclusion — Primary and Lower Tier Covered Transactions in General Terms and Conditions. The Grantee also agrees to access the Federal Exclusion List at [www.sam.gov](http://www.sam.gov) and provide Federal Exclusion documentation to Commerce and to keep a copy on file with the Grantee's project records.

**14. REGISTRATION WITH THE SYSTEM FOR AWARD MANAGEMENT (SAM)**

By signing this Grant, the Grantee accepts the requirements stated in 48 CFR 52.204-7 to register with the System for Award Management at the [SAM website \(https://www.sam.gov\)](https://www.sam.gov). To register in SAM, a valid Unique Entity Identifier (UEI) is required. The Grantee is responsible for the accuracy and



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completeness of the data within the SAM database and for any liability resulting from the Government's reliance on inaccurate or incomplete data. The Grantee must remain registered in the SAM database after the initial registration. The Grantee is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in SAM to ensure it is current, accurate and complete. The Grantee shall provide evidence documenting registration and renewal of SAM registration to Commerce.

In the event of the Grantee's noncompliance or refusal to comply with the requirement stated above, Commerce reserves the right to suspend payment until the Grantee cures this noncompliance.

**15. 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.

**16. 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 to assure affordability when the CHIP grant program contributed to the project, unless monitored by another funder. The funding for this program, [SB 5651 (section 1032), laws of 2021] requires that projects serve and benefit low-income households, and requires affordability for at least 25 years. This provision does not extend to claims that COMMERCE may bring against the GRANTEE in recapturing funds expended in violation of this Grant Agreement.

**17. 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 twenty five (25) 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 34 (Recapture provision).

**18. 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

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Agreement for a period of at least twenty five (25) 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 34 (Recapture Provision).

**19. 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.

**20. FRAUD AND OTHER LOSS REPORTING**

Grantee shall report in writing all known or suspected fraud or other loss of any funds or other property furnished under this Grant Agreement immediately or as soon as practicable to the COMMERCE Representative identified on the Face Sheet.

**21. 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
- 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

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**1. 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. "Grant" or "Agreement" means the entire written agreement between COMMERCE and the Grantor, including any Exhibits, documents, or materials incorporated by reference. E-mail or Facsimile transmission of a signed copy of this contract shall be the same as delivery of an original.
- D. "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.
- E. "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.
- F. "State" shall mean the state of Washington.
- G. "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 contract with the Grantee. The terms "subcontractor" and "subcontractors" mean subcontractor(s) in any tier.

**2. ADMINISTRATIVE COST ALLOCATION**

Administrative costs that may be allowed are set forth in the Special Terms and Conditions. Administrative services shared by other programs shall be assigned to this Grant based on an allocation plan that reflects allowable administrative costs that support services provided under each Grant administered by the Grantee. An approved current federal indirect cost rate may be applied up to the maximum administrative budget allowed.

**3. ALLOWABLE COSTS**

Costs allowable under this Grant are actual expenditures according to an approved budget up to the maximum amount stated on the Grant Award or Amendment Face Sheet.

**4. 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.

**5. 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.

**6. 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.

**7. APPROVAL**

This contract shall be subject to the written approval of COMMERCE's Authorized Representative and shall not be binding until so approved. The contract may be altered, amended, or waived only by a written amendment executed by both parties.

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**8. 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. For the purpose of the CHIP contracts, which require a city, county or public utility sponsor of the affordable housing project, Commerce preapproves the grantee to assign this contract to their affordable housing partner. In this case, all requirements and contract terms flow to the assignee's subcontractors, specifically section 11, certification regarding debarment, and section 40, subcontracting, of the General Terms and Conditions. After assignment, all references to Grantee shall mean Grantee's assignee.

**9. 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.

**10. AUDIT**

If the Grantee is a subrecipient and expends \$750,000 or more in federal awards from any and/or all sources in any fiscal year, the Grantee shall procure and pay for a single audit or a program-specific audit for that fiscal year. Upon completion of each audit, the Grantee shall:

1. Submit to COMMERCE the reporting package specified in Uniform Guidance 2 CFR 200, reports required by the program-specific audit guide (if applicable), and a copy of any management letters issued by the auditor.
2. Submit to COMMERCE follow-up and developed corrective action plans for all audit findings.

If the Grantee is a subrecipient and expends less than \$750,000 in federal awards from any and/or all sources in any fiscal year, the Grantee shall notify COMMERCE they did not meet the single audit requirement.

The Grantee shall send all single audit documentation to the [Federal Audit Clearinghouse](https://facides.census.gov/Account/Login.aspx).  
<https://facides.census.gov/Account/Login.aspx>

**11. CERTIFICATION REGARDING DEBARMENT, SUSPENSION OR INELIGIBILITY AND VOLUNTARY EXCLUSION—PRIMARY AND LOWER TIER COVERED TRANSACTIONS**

- A. Grantee, defined as the primary participant and its principals, certifies by signing these General Terms and Conditions that to the best of its knowledge and belief that they:
  - i. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
  - ii. Have not within a three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
  - iii. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of federal Executive Order 12549; and
  - iv. Have not within a three-year period preceding the signing of this contract had one or more public transactions (federal, state, or local) terminated for cause of default.
- B. Where the Grantee is unable to certify to any of the statements in this contract, the Grantee shall attach an explanation to this contract.

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- C. The Grantee agrees by signing this contract that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by COMMERCE.
- D. The Grantee further agrees by signing this contract that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," as follows, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

**LOWER TIER COVERED TRANSACTIONS**

- i. The lower tier contractor certifies, by signing this contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
  - ii. Where the lower tier contractor is unable to certify to any of the statements in this contract, such contractor shall attach an explanation to this contract.
- E. The terms **covered transaction, debarred, suspended, ineligible, lower tier covered transaction, person, primary covered transaction, principal, and voluntarily excluded**, as used in this section, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact COMMERCE for assistance in obtaining a copy of these regulations.

**12. CODE REQUIREMENTS**

All construction and rehabilitation projects must satisfy the requirements of applicable local, state, and federal building, mechanical, plumbing, fire, energy and barrier-free codes. Compliance with the Americans with Disabilities Act of 1990 28 C.F.R. Part 35 will be required, as specified by the local building Department.

**13. 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 Grantor 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.



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- 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.

**14. CONFORMANCE**

If any provision of this contract violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

**15. CONFLICT OF INTEREST**

Notwithstanding any determination by the Executive Ethics Board or other tribunal, the COMMERCE may, in its sole discretion, by written notice to the Grantee terminate this contract 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 contract.

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 the Commerce program administering this contract, including but not limited to formulating or drafting the legislation, participating in grant procurement planning and execution, awarding grants, and 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 contract is terminated as provided above, COMMERCE shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of a breach of the contract 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 contract.

**16. 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.

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**17. DISALLOWED COSTS**

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

**18. 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 Contractor's name, address, and Grant number; and
- be mailed to the Director and the other party's (respondent's) Contract 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.

**19. DUPLICATE PAYMENT**

The Grantee certifies that work to be performed under this contract does not duplicate any work to be charged against any other contract, subcontract, or other source.

**20. 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.

**21. 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, for, from and against all claims for injuries or death arising out of, or resulting from, the performance of the contract. "Claim" as used in this contract, 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 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 subcontractor's performance or failure to perform the contract. 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.

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**22. 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 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.

**23. 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, 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.

**24. LAWS**

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

**25. 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.

**26. LIMITATION OF AUTHORITY**

Only the Authorized Representative or Authorized Representative's designee by writing (designation 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.

**27. 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 contract may be rescinded, canceled or terminated in whole or in part, and the Grantee may be declared ineligible for further contracts 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.

The funds provided under this contract may not be used to fund religious worship, exercise, or instruction. No person shall be required to participate in any religious worship, exercise, or instruction in order to have access to the facilities funded by this grant.

**28. 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.

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(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 may be terminated by the Department, if the Department or the Department of Enterprise services determines that the Grantee is not in compliance with this provision.

**29. 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.

**30. PREVAILING WAGE LAW**

The Grantee certifies that all contractors and subcontractors performing work on the Project shall comply with state Prevailing Wages on Public Works, Chapter 39.12 RCW, as applicable to the Project funded by this contract, 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.

**31. PROCUREMENT STANDARDS FOR FEDERALLY FUNDED PROGRAMS**

A Grantee which is a local government or Indian Tribal government must establish procurement policies and procedures in accordance with 2 CFR 200 for all purchases funded by this contract.

All recipients of funds under this Contract, including Contractor and subrecipients or subcontractors of any tier, must follow the procurement standards in 2 CFR §§ 200.318 through 200.327, including ensuring that the procurement method used for the contracts are appropriate based on the dollar amount and conditions specified in 2 CFR § 200.320.

The Grantee's procurement system should include but not necessarily be limited to, the following:

- A. General procurement standards 2 CFR [§ 200.318](#). A code or standard of conduct that shall govern the performance of its officers, employees, or agents engaged in the awarding of contracts using federal funds.
- B. Competition 2 CFR [§ 200.319](#). Procedures that ensure all procurement transactions shall be conducted in a manner providing full and open competition consistent with the standards of this section and [§ 200.320](#).
- C. Methods of procurement to be followed 2 CFR [§ 200.320](#).
- D. Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms 2 CFR [§ 200.321](#).
- E. Domestic preferences for procurements 2 CFR [§ 200.322](#).

**32. PROHIBITION AGAINST PAYMENT OF BONUS OR COMMISSION**

The funds provided under this Grant shall not be used in payment of any bonus or commission for the purpose of obtaining approval of the application for such funds or any other approval or concurrence under this Grant provided, however, that reasonable fees or bona fide technical consultant, managerial, or other such services, other than actual solicitation, are not hereby prohibited if otherwise eligible as project costs.

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**33. 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.

**34. RECAPTURE**

In the event that the Grantee fails to perform this contract in accordance with state laws, federal laws, and/or the provisions of this contract, 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 contract.

**35. RECORDS MAINTENANCE**

The Grantee shall maintain books, records, documents, data and other evidence relating to this contract 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 contract.

The 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 contract, 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.

**36. REGISTRATION WITH DEPARTMENT OF REVENUE**

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

**37. RIGHT OF INSPECTION**

At no additional cost all records relating to the Grantee's performance under this Grant shall be subject at all reasonable times to inspection, review, and audit by COMMERCE, the Office of the State Auditor, and federal and state officials so authorized by law, in order to monitor and evaluate performance, compliance, and quality assurance under this Grant. The Grantee shall provide access to its facilities for this purpose.

**38. 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 business day notice requirement. In lieu of termination, the Grant may be amended to reflect the new funding limitations and conditions.

**39. SEVERABILITY**

The provisions of this contract 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 contract.



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**40. SUBCONTRACTING**

The Grantee may only subcontract work contemplated under this Grant if it obtains the prior written approval of COMMERCE.

If COMMERCE approves subcontracting, the Grantee shall maintain written procedures related to subcontracting, as well as copies of all subcontracts and records related to subcontracts. For cause, COMMERCE in writing may: (a) require the Grantee to amend its subcontracting procedures as they relate to this Grant; (b) prohibit the Grantee from subcontracting with a particular person or entity; or (c) require the Grantee to rescind or amend a subcontract.

Every subcontract shall bind the Subcontractor to follow all applicable terms of this Grant. The Grantee is responsible to COMMERCE if the Subcontractor fails to comply with any applicable term or condition of this Grant. The Grantee shall appropriately monitor the activities of the Subcontractor to assure fiscal conditions of this Grant. In no event shall the existence of a subcontract operate to release or reduce the liability of the Grantee to COMMERCE for any breach in the performance of the Grantee's duties.

Every subcontract shall include a term that COMMERCE and the State of Washington are not liable for claims or damages arising from a Subcontractor's performance of the subcontract.

**41. 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.

**42. 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.

**43. TERMINATION FOR CAUSE**

In the event COMMERCE determines the Grantee has failed to comply with the conditions of this contract in a timely manner, COMMERCE has the right to suspend or terminate this contract. Before suspending or terminating the contract, 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 contract 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 contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.

COMMERCE reserves the right to suspend all or part of the contract, 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 contract. 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 contract are not exclusive and are, in addition to any other rights and remedies, provided by law.

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**44. 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.

**45. TERMINATION PROCEDURES**

Upon termination of this contract, COMMERCE, in addition to any other rights provided in this contract, may require the Grantee to deliver to COMMERCE any property specifically produced or acquired for the performance of such part of this contract 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 contract. 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 contract.

After receipt of a notice of termination, and except as otherwise directed by the Authorized Representative, the Grantee shall:

- A. Stop work under the contract on the date, and to the extent specified, in the notice;
- B. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the contract that is not terminated;
- C. 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 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 subcontracts;
- D. 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 the Authorized Representative may require, which approval or ratification shall be final for all the purposes of this clause;
- E. 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 contract had been completed, would have been required to be furnished to COMMERCE;
- F. Complete performance of such part of the work as shall not have been terminated by the Authorized Representative; and
- G. 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 contract, which is in the possession of the Grantee and in which COMMERCE has or may acquire an interest.

**46. 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 contract, 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 contract, shall pass to and vest in COMMERCE upon (i) issuance for use of such property in the performance of

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this contract, or (ii) commencement of use of such property in the performance of this contract, 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 contract.
- 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 contract

All reference to the Grantee under this clause shall also include Grantee's employees, agents or Subcontractors.

**47. 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.

**48. WORK HOURS AND SAFETY STANDARDS**

The Grant Work Hours and Safety Standards Act (40 U.S.C. 327-333)-Where applicable, all contracts awarded by recipients in excess of \$100,000 for construction and other purposes that involve the employment of mechanics or laborers must include a provision for compliance with Section 102 and 107 of the Grant Work Hours Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR part 5). Under Section 102 of the Act, each subcontractor is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic is required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

## SCOPE OF WORK

Funds awarded under this grant will be used for \$445,776 in capital expenditures for the Veterans Village project, a 30-unit development of tiny house studios for homeless veterans. The location of the project is 2471 North 13th Street, Shelton, WA 98584. Project activities will include and be limited to the construction of the following utility improvements:

- Water utility improvements: Connect to water main in 13th Street and connect hydrant on site to the main. Cost includes labor, materials, surveying, general conditions and overhead and profit for the contractor.
- Sewer utility improvements: Connect to sewer main in 13th Street. Cost includes labor, materials, surveying, general conditions and overhead and profit for the contractor.
- Stormwater utility improvements: Install infiltration trenches for onsite infiltration of stormwater. Cost includes labor, materials, surveying, general conditions and overhead and profit for the contractor.

This project is expected to be complete by April 15, 2023.

The "Copyright Provisions", Section 16 of the General Terms and Conditions, are not intended to apply to any architectural and engineering design work funded by this grant.

Based on the criteria within the state capital budget, SSB 1080 Sec 1074, (Laws of 2021), and criteria developed by Commerce to ensure the terms of the appropriation are met, all grants must meet the following criteria:

- Applicant must be a city, county or public utility district, applying in coordination with the developer of a multi-unit affordable housing project, located within a jurisdiction that imposed a sales and use tax under RCW 82.14.530(1)(a)(ii), 82.14.530(1)(b)(i)(B), 82.14.540, or 84.52.105.
- The utility project must serve new multi-unit affordable<sup>1</sup> housing projects that serve and benefit low-income households.<sup>2</sup> If the project is a mixed-income project, the affordable portion of the development must be at least 25%.
- The affordable housing project should be part of a program that will monitor affordability for a minimum of 25 years, such as the Housing Trust Fund, low-income housing tax credits, housing authority, or a city monitoring process. A covenant and/or note and deed of trust may be required as part of securitization to ensure affordability.

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<sup>1</sup> "Affordable housing" has the same meaning as in RCW 43.185A.010, and means residential housing for rental occupancy which, as long as the same is occupied by low-income households, requires payment of monthly housing costs, including utilities other than telephone, of no more than thirty percent of the family's income. In the context of homeownership, the definition from the [Housing Trust Fund Handbook](#) applies (Section 701.7): "affordability occurs when a household's monthly housing costs are generally no more than 38 percent of monthly household income and total debt is no more than 45 percent of monthly household income. Housing costs include mortgage principal, interest, property taxes, homeowner insurance, homeowner association fees, and land lease fees, as applicable. Total debt includes other debt and utilities."

<sup>2</sup> "Low-income household" has the same definition as in RCW 43.185.010(6), and means a single person, family or unrelated persons living together whose adjusted income is less than eighty percent of the median family income, adjusted for household size, for the county where the project is located.

CERTIFICATION PERFORMANCE MEASURE – SCOPE OF WORK

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

\_\_\_\_\_  
Jeff Niten, City Manager

\_\_\_\_\_  
DATE

**How this project meets criteria for APRA SLFRF Projects**

This project aligns to the Expenditure Category 3 of ARPA SLRF, services to Disproportionately Impacted Communities, Housing Support: Affordable Housing EC 2.15,<sup>3</sup> Under ARPA's SLFRF guidance, funding for this grant falls under the category of responding to "*Public Health and Economic Impacts*" of the COVID-19 public health emergency. Within that category of eligible actions, this program is intended to "*Building Stronger Communities through Investments in Housing and Neighborhoods*" by serving those communities that were hardest hit by the pandemic through investments in affordable housing development. Eligible services include: *Affordable housing development to increase supply of affordable and high quality living units*. Supporting the development of affordable housing is important to address a limited supply of housing, some of which is inadequate, or of poor quality.<sup>4</sup> The Interim Final Rule supports this finding by stating that "both the public health and economic impacts of the pandemic have fallen most severely on communities and populations disadvantaged before it began" including "low income communities, people of color, and Tribal communities."<sup>5</sup>

<sup>3</sup> <https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf>

<sup>4</sup> See specific language at printed pages 26795 and 26796 of the [Interim Final Rule](#) to implement the Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund established under ARPA).

<sup>5</sup> Ibid, page 26787.



**CERTIFICATION OF THE AVAILABILITY OF FUNDS TO COMPLETE THE ENTIRE PROJECT**

| <b>Type of Funding</b>            | <b>Source Description and purpose</b>   | <b>Amount</b>    |
|-----------------------------------|---|------------------|
| CHIP Grant                        | Washington State Department of Commerce | <b>\$445,776</b> |
| <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                         |   | \$               |
| Source #2                         |   | \$               |
| <b>Total Other Funds</b>          |   | <b>\$0.00</b>    |
| <b>Total Project Funding</b>      |   | <b>\$0.00</b>    |

**CERTIFICATION PERFORMANCE MEASURE - AVAILABILITY OF FUNDS**

The GRANTEE by its signature, certifies that project funding from sources other than those provided by this Grant Agreement 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.

\_\_\_\_\_  
Jeff Niten, City Manager

\_\_\_\_\_  
DATE

**CERTIFICATION OF THE PAYMENT AND REPORTING OF PREVAILING WAGES**

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. See section 8 of the Special Terms and Conditions and section 30 of the General Terms and Conditions.

Before invoices are paid, the "awarding agency" must provide documentation of the "intent to pay prevailing wages". Before the final funds are paid from the state, an "affidavit of wages paid" from L&I must also be provided. The GRANTEE or assignee, shall maintain records sufficient to evidence compliance with Chapter 39.12 RCW, and shall make such records available for COMMERCE's review upon request.

**CERTIFICATION PERFORMANCE MEASURE – PREVAILING WAGES**

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

\_\_\_\_\_  
Jeff Niten, City Manager

\_\_\_\_\_  
DATE