



Shelton City Council
Meeting Agenda
March 21, 2023 at 6:00 p.m.
Civic Center & Virtual Platform

A. Call to Order

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

B. Council Reports

C. Consent Agenda (Action)

1. Vouchers numbered 108132 through 108133 in the total amount of \$3,851.00
2. Vouchers numbered 108140 through 108150 in the total amount of \$140,323.40
3. Vouchers numbered APA002158 through APA002188 in the total amount of \$70,507.40
4. Vouchers numbered 108175 through 108180 in the total amount of \$7,032.25
5. Vouchers numbered APA002189 through APA002252 in the total amount of \$511,684.23

D. Presentation

1. January Financial Status Report – Presented by Finance Director Mike Githens

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

1. Public Hearing Resolution No. 1264-0223 6-Year TIP – Presented by City Engineer Ken Gill
2. Resolution No. 1268-0323 Meadows Edge Notice of Intent to Annex – Presented by Senior Planner Jason Dose

F. Action Agenda (Action/Public Comment Taken)

1. Resolution No. 1265-0223 Water Reservoir Storage Options Study Work Order – Presented by Public Works Director Jay Harris
2. Resolution No. 1267-0323 Dept. of Ecology Nutrient Reduction Grant Acceptance – Presented by Public Works Superintendent Brent Armstrong
3. City Manager Transition – Presented by City Manager Jeff Niten

G. Administration Reports

1. City Manager Report

H. 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.*

I. New Items for Discussion

J. Announcement of Next Meeting – April 4, 2023 at 6:00 p.m.

K. Adjourn

Special Note for Virtual Public Participation

The meeting can be viewed at: <https://www.youtube.com/user/cityofshelton>

The public can provide comments virtually by:

Email: 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.



2023 Looking Ahead

(Items and dates are subject to change)

Tues. 3/28 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> • SMC 3.52 & SMC 5.04 	Packet Items Due: 3/24 @ noon
Tues. 4/4 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes Presentation • Proclamation – Child Abuse Prevention Month • Proclamation – Telecommunicators Week Business Agenda <ul style="list-style-type: none"> • Resolution No. 1269-0323 Andritz Sole Source for Biosolids Dewatering and Drying Equipment • Purchase & Sale Agreement – 13th Street Action Agenda <ul style="list-style-type: none"> • Resolution No. 1264-0223 6-Year TIP • Resolution No. 1268-0323 Meadows Edge Notice of Intent to Annex Administration Report <ul style="list-style-type: none"> • 	Packet Items Due: 3/24 @ 5:00 p.m.
Tues. 4/11 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> • Code Enforcement 	Packet Items Due: 4/7 @ noon
Tues. 4/18 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes • February Financial Status Report Presentation <ul style="list-style-type: none"> • Municipal Court Business Agenda <ul style="list-style-type: none"> • Action Agenda <ul style="list-style-type: none"> • Resolution No. 1269-0323 Andritz Sole Source for Biosolids Dewatering and Drying Equipment • Purchase & Sale Agreement – 13th Street Administration Report <ul style="list-style-type: none"> • 	Packet Items Due: 4/7 @ 5:00 p.m.
Tues. 4/25 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> • FCS Group Preliminary Water & Sewer Rate Presentation 	Packet Items Due: 4/21 @ noon
Tues. 5/2 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes Business Agenda <ul style="list-style-type: none"> • Action Agenda	Packet Items Due: 4/21 @ 5:00 p.m.

		<ul style="list-style-type: none"> • Administration Report • 	
Tues. 5/9 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 5/5 @ noon
Tues. 5/16 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes • March Financial Status Report Presentation <ul style="list-style-type: none"> • Timberland Regional Library Business Agenda <ul style="list-style-type: none"> • Action Agenda <ul style="list-style-type: none"> • Administration Report <ul style="list-style-type: none"> • 	Packet Items Due: 5/5 @ 5:00 p.m.
Tues. 5/23 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 5/19 @ noon

Other – TBD

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

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 108132 through number 108133 in the total amount of \$3,851.00 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 28th of February, 2023.


Finance Director

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 _____, 2023.

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: APPKT02630 - FEBRUARY 28, 2023 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						
VEN02276	JAMES N DOCTER	02/28/2023	Regular	0.00	3,000.00	108132
VEN02096	MARSH USA INC	02/28/2023	Regular	0.00	851.00	108133

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	2	0.00	3,851.00
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	0	0	0.00	0.00
	2	2	0.00	3,851.00



Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	2/2023	3,851.00
			<u>3,851.00</u>



Shelton, WA

Check Register

Packet: APPKT02630 - FEBRUARY 28, 2023 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						
VEN02276	JAMES N DOCTER	02/28/2023	Regular	0.00	3,000.00	108132
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
13	Invoice	01/31/2023	FACILITATOR SERVICES FEB 2023	0.00	3,000.00	
001-112-000-51251-4109		Other Professional Serv	22 - ITC	FACILITATOR SERVICES FEB	3,000.00	
VEN02096	MARSH USA INC	02/28/2023	Regular	0.00	851.00	108133
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
920057540537	Invoice	01/11/2023	CLIENT#9200500000 STORAGE TANK LIAB	0.00	851.00	
001-115-000-51895-4600		PW ADMIN-Insurance		CLIENT#9200500000 STOR	851.00	

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	2	0.00	3,851.00
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	0	0	0.00	0.00
	2	2	0.00	3,851.00

Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	2/2023	3,851.00
			<u>3,851.00</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 108140 through number 108150 in the total amount of \$140,323.40 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 3rd of March, 2023.


Finance Director

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 _____, 2023.

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Deputy Mayor Joe Schmit

Councilmember James Boad

Councilmember Miguel Gutierrez

Councilmember Kathy McDowell

Councilmember Deidre Peterson

Councilmember Sharon Schirman



Shelton, WA

Check Register

Packet: APPKT02635 - MARCH 3, 2023 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						
VEN02405	BACH, BRANDON MATTHEW	03/03/2023	Regular	0.00	500.00	108140
008450	COMMUNITY ACTION COUNCIL	03/03/2023	Regular	0.00	65.90	108141
009573	DEPT OF ECOLOGY	03/03/2023	Regular	0.00	24,620.26	108142
009595	DEPT. OF LICENSING	03/03/2023	Regular	0.00	72.00	108143
VEN01326	DMCMA	03/03/2023	Regular	0.00	154.65	108144
VEN02406	MASON COUNTY DEPARTMENT OF I	03/03/2023	Regular	0.00	19,852.84	108145
113000	MASON COUNTY TREASURER	03/03/2023	Regular	0.00	55.52	108146
151000	P. U. D. # 3	03/03/2023	Regular	0.00	12,837.51	108147
163450	PURCHASE POWER	03/03/2023	Regular	0.00	887.85	108148
VEN02369	QUIXOTE COMMUNITIES	03/03/2023	Regular	0.00	77,874.08	108149
202392	VERIZON WIRELESS	03/03/2023	Regular	0.00	3,402.79	108150

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	23	11	0.00	140,323.40
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
	23	11	0.00	140,323.40

Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	3/2023	140,323.40
			<u>140,323.40</u>



Shelton, WA

Check Register

Packet: APPKT02635 - MARCH 3, 2023 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						
VEN02405	BACH, BRANDON MATTHEW	03/03/2023	Regular	0.00	500.00	108140
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
BAILREFUNDFEB2 Invoice	02/28/2023	BAILREFUNDFEB23		0.00	500.00	
657-000-000-58600-0010	Municipal Court Trust		BAILREFUNDFEB23		500.00	
008450	COMMUNITY ACTION COUNCIL	03/03/2023	Regular	0.00	65.90	108141
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
FEB/2023 Invoice	03/01/2023	FEB 2023 SOS		0.00	65.90	
657-000-000-58600-0014	SOS Contributions		FEB 2023 SOS		65.90	
009573	DEPT OF ECOLOGY	03/03/2023	Regular	0.00	24,620.26	108142
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
LN-000003134 Invoice	02/09/2023	L0200013/#37 LOAN PRINCIPAL		0.00	24,620.26	
402-700-000-59135-7809	Princ-DOE-WWTP Digeste		L0200013/#37 LOAN PRIN		24,620.26	
009595	DEPT. OF LICENSING	03/03/2023	Regular	0.00	72.00	108143
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
SHP230004 Invoice	02/15/2023	ANTHONY LEWIS BERNASH		0.00	18.00	
657-000-000-58600-0007	Concealed Pistol Permits		ANTHONY LEWIS BERNAS		18.00	
SHP230006 Invoice	02/24/2023	WENDY MICHELLE MALSED		0.00	18.00	
657-000-000-58600-0007	Concealed Pistol Permits		WENDY MICHELLE MALSE		18.00	
SHP230007 Invoice	02/24/2023	MICHAEL JOHN PALMER		0.00	18.00	
657-000-000-58600-0007	Concealed Pistol Permits		MICHAEL JOHN PALMER		18.00	
SHP230009 Invoice	03/01/2023	RONALD JAMES YORK		0.00	18.00	
657-000-000-58600-0007	Concealed Pistol Permits		RONALD JAMES YORK		18.00	
VEN01326	DMCMA	03/03/2023	Regular	0.00	154.65	108144
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
KRISTINAHOWAR Invoice	12/05/2022	MEMBERSHIP-KRISTINA HOWARD 2023		0.00	154.65	
001-112-000-51251-4900	Miscellaneous		MEMBERSHIP-KRISTINA H		154.65	
VEN02406	MASON COUNTY DEPARTMENT OF I	03/03/2023	Regular	0.00	19,852.84	108145
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
ARPAFUNDSFEB2 Invoice	01/31/2023	ARPAFUNDSFEB23		0.00	19,852.84	
001-140-000-56600-4100	Professional Services		ARPAFUNDSFEB23		19,852.84	
113000	MASON COUNTY TREASURER	03/03/2023	Regular	0.00	55.52	108146
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
FEB/2023 Invoice	03/01/2023	FEB 2023 CVC FINES		0.00	55.52	
657-000-000-58600-0005	CVC Fines & Forfeits		FEB 2023 CVC FINES		55.52	
151000	P. U. D. # 3	03/03/2023	Regular	0.00	12,837.51	108147

Check Register

Packet: APPKT02635-MARCH 3, 2023 MANUAL AP 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	
1009397001FEB23	Invoice	02/16/2023	1009397001FEB23		0.00	89.37
101-000-000-54264-4700		Utility Services		1009397001FEB23		89.37
101002FEB23	Invoice	02/21/2023	101002FEB23		0.00	95.60
101-000-000-54264-4700		Utility Services		101002FEB23		95.60
101097001FEB23	Invoice	02/16/2023	101097001FEB23		0.00	85.17
101-000-000-54264-4700		Utility Services		101097001FEB23		85.17
101149001FEB23	Invoice	02/21/2023	101149001FEB23		0.00	83.52
401-000-000-53480-4700		Utility Services-Water		101149001FEB23		83.52
101155001FEB23	Invoice	02/16/2023	101155001FEB23		0.00	5,188.51
401-000-000-53480-4700		Utility Services-Water		101155001FEB23		5,188.51
109413001FEB23	Invoice	02/16/2023	109413001FEB23		0.00	60.60
101-000-000-54264-4700		Utility Services		109413001FEB23		60.60
252689001FEB23	Invoice	02/21/2023	252689001FEB23		0.00	5,549.39
402-640-000-53580-4700		Utility Services-Sewer Sat		252689001FEB23		5,549.39
25911001FEB23	Invoice	02/16/2023	25911001FEB23		0.00	1,463.74
401-000-000-53480-4700		Utility Services-Water		25911001FEB23		1,463.74
25913001FEB23	Invoice	02/16/2023	25913001FEB23		0.00	141.56
401-000-000-53480-4700		Utility Services-Water		25913001FEB23		141.56
26197001FEB23	Invoice	02/16/2023	26197001FEB23		0.00	80.05
101-000-000-54264-4700		Utility Services		26197001FEB23		80.05
163450	PURCHASE POWER	03/03/2023	Regular		0.00	887.85 108148
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
80009000113670	Invoice	02/26/2023	8000900011367046FEB23		0.00	887.85
001-111-000-51421-4200		Communication		8000900011367046FEB23		370.00
001-111-000-51423-4200		Communication		8000900011367046FEB23		44.00
001-142-000-51890-4215		Communication-Civic Cen		8000900011367046FEB23		473.85
VEN02369	QUIXOTE COMMUNITIES	03/03/2023	Regular		0.00	77,874.08 108149
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
VETERNSVILLAGE	Invoice	02/24/2023	VETERNSVILLAGEFEB23		0.00	77,874.08
107-100-000-56520-4100		Professional Services - Ve		VETERNSVILLAGEFEB23		77,874.08
202392	VERIZON WIRELESS	03/03/2023	Regular		0.00	3,402.79 108150

Check Register

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Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
9928226307	Invoice	02/20/2023	ACCT#972465947	0.00	3,402.79	
001-115-000-51895-4200	Communication		ACCT#972465947		333.72	
001-118-000-52122-4200	Communication		ACCT#972465947		1,980.12	
001-130-000-51810-4200	Communication		ACCT#972465947		124.21	
001-132-000-51888-4200	Communication		ACCT#972465947		143.88	
001-140-000-55850-4200	Communication		ACCT#972465947		139.66	
001-140-000-55860-4200	Communication		ACCT#972465947		48.78	
001-141-000-57680-4200	Communication		ACCT#972465947		42.10	
101-000-000-54264-4200	Communications		ACCT#972465947		42.10	
401-000-000-53480-4200	Communication		ACCT#972465947		168.40	
402-400-000-53580-4200	Communication		ACCT#972465947		332.72	
503-000-000-54865-4200	Communication		ACCT#972465947		47.10	

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	23	11	0.00	140,323.40
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
	23	11	0.00	140,323.40

Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	3/2023	140,323.40
			<u>140,323.40</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 APA002158 through number APA002188 in the total amount of \$70,507.40 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 3rd of March, 2023.


Finance Director

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Mayor Eric Onisko

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Councilmember Miguel Gutierrez

Councilmember Kathy McDowell

Councilmember Deidre Peterson

Councilmember Sharon Schirman



Shelton, WA

Check Register

Packet: APPKT02634 - MARCH 3, 2023 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						
002520	ARAMARK	03/03/2023	Virtual Pay	0.00	197.48	APA002158
VEN01507	ARG-TIMCO	03/03/2023	Virtual Pay	0.00	1,313.36	APA002159
VEN02404	BARCODING INC	03/03/2023	Virtual Pay	0.00	1,016.19	APA002160
098000	BUILDERS FIRSTSOURCE	03/03/2023	Virtual Pay	0.00	295.24	APA002161
005900	CAPITAL BUSINESS MACHINES	03/03/2023	Virtual Pay	0.00	40.05	APA002162
VEN02063	CARL TANNE	03/03/2023	Virtual Pay	0.00	280.00	APA002163
VEN01214	CINTAS CORPORATION	03/03/2023	Virtual Pay	0.00	287.41	APA002164
009351	DELAGE LANDEN FINANCIAL SVCS	03/03/2023	Virtual Pay	0.00	433.04	APA002165
VEN01592	EDGAR JERONIMO PABLO	03/03/2023	Virtual Pay	0.00	280.00	APA002166
023078	FASTENAL COMPANY	03/03/2023	Virtual Pay	0.00	548.72	APA002167
159001	FERGUSON ENTERPRISES LLC #3325	03/03/2023	Virtual Pay	0.00	1,265.40	APA002168
023500	FERGUSON ENTERPRISES, INC.	03/03/2023	Virtual Pay	0.00	280.84	APA002169
040960	GRAINGER	03/03/2023	Virtual Pay	0.00	1,116.11	APA002170
079581	KCDA PURCHASING COOPERATIVE	03/03/2023	Virtual Pay	0.00	712.40	APA002171
VEN01652	LADUE FENCING, INC.	03/03/2023	Virtual Pay	0.00	113.26	APA002172
109750	MASON COUNTY DISTRICT COURT	03/03/2023	Virtual Pay	0.00	125.00	APA002173
112000	MASON COUNTY SHERIFF DEPT	03/03/2023	Virtual Pay	0.00	106.43	APA002174
132235	MOUNTAIN MIST WATER	03/03/2023	Virtual Pay	0.00	43.49	APA002175
VEN02402	MVIX (USA), INC	03/03/2023	Virtual Pay	0.00	2,642.00	APA002176
142952	NORTH CENTRAL LABORATORIES	03/03/2023	Virtual Pay	0.00	1,037.59	APA002177
VEN02403	NORTHWEST TANK & ENVIRONMEN	03/03/2023	Virtual Pay	0.00	445.00	APA002178
VEN01875	OPENGOV, INC.	03/03/2023	Virtual Pay	0.00	46,703.15	APA002179
VEN02070	PAPE MACHINERY	03/03/2023	Virtual Pay	0.00	323.73	APA002180
158001	PITNEY BOWES	03/03/2023	Virtual Pay	0.00	554.51	APA002181
159300	POLYDYNE, INC.	03/03/2023	Virtual Pay	0.00	4,237.29	APA002182
903584	RIGHT SYSTEMS	03/03/2023	Virtual Pay	0.00	3,607.35	APA002183
189670	THE SHOPPER	03/03/2023	Virtual Pay	0.00	1,023.98	APA002184
201300	TOZIER BROS INC.	03/03/2023	Virtual Pay	0.00	109.68	APA002185
201875	TYLER TECHNOLOGIES	03/03/2023	Virtual Pay	0.00	160.00	APA002186
203780	WATER MGMNT LABORATORIES INC	03/03/2023	Virtual Pay	0.00	536.00	APA002187
053987	WESTBAY NAPA AUTO PARTS	03/03/2023	Virtual Pay	0.00	672.70	APA002188

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	54	31	0.00	70,507.40
	54	31	0.00	70,507.40

Virtual Payments	54	31	0.00	70,507.40
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	3/2023	70,507.40
			<u>70,507.40</u>



Shelton, WA

Check Register

Packet: APPKT02634 - MARCH 3, 2023 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						
002520	ARAMARK	03/03/2023	Virtual Pay	0.00	197.48	APA002158
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5120186963	Invoice	02/15/2023	ACCT#792105973 COVERALLS,TOWELS,M	0.00	63.27	
402-400-000-53580-4900		Miscellaneous		ACCT#792105973 COVERA	63.27	
5120190902	Invoice	02/22/2023	ACCT#792105972 TOWELS,MATS,COVERA	0.00	70.94	
401-000-000-53480-4901		Miscellaneous - Shop		ACCT#792105972 TOWELS	70.94	
5120190927	Invoice	02/22/2023	ACCT#792105973 COVERALLS,MATS,TOW	0.00	63.27	
402-400-000-53580-4900		Miscellaneous		ACCT#792105973 COVERA	63.27	
VEN01507	ARG-TIMCO	03/03/2023	Virtual Pay	0.00	1,313.36	APA002159
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
T052659	Invoice	02/21/2023	CUST#004232T	0.00	1,313.36	
402-640-000-53580-3100		Office and Operating		CUST#004232T	1,313.36	
VEN02404	BARCODING INC	03/03/2023	Virtual Pay	0.00	1,016.19	APA002160
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INVO132725	Invoice	03/01/2022	ACCT#20704	0.00	1,016.19	
001-118-000-52122-3505		Inventoried-Small Tools/E		ACCT#20704	1,016.19	
098000	BUILDERS FIRSTSOURCE	03/03/2023	Virtual Pay	0.00	295.24	APA002161
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
86856200	Invoice	02/16/2023	ACCT#671668 CAULK GUN, SEALANT	0.00	167.46	
302-000-000-59565-6300		PARKING FACILITIES-Cons	19-CITYPRKLOT	ACCT#671668 CAULK GUN	167.46	
86885573	Invoice	02/23/2023	ACCT#671668 PINS	0.00	18.99	
401-000-000-53480-3100		Office and Operating		ACCT#671668 PINS	18.99	
86905229	Invoice	02/28/2023	ACCT#671668 HYDRANT YD 2'	0.00	108.79	
401-000-000-53480-3100		Office and Operating		ACCT#671668 HYDRANT Y	108.79	
005900	CAPITAL BUSINESS MACHINES	03/03/2023	Virtual Pay	0.00	40.05	APA002162
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV141396	Invoice	02/22/2023	CONTRACT# 12221-01	0.00	20.51	
001-112-000-51251-4500		Operating Rentals		CONTRACT# 12221-01	20.51	
INV141397	Invoice	02/22/2023	CONTRACT#12222-01	0.00	19.54	
001-112-000-51251-4500		Operating Rentals		CONTRACT#12222-01	19.54	
VEN02063	CARL TANNE	03/03/2023	Virtual Pay	0.00	280.00	APA002163
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0222-2023-SHELT	Invoice	02/22/2023	0222-2023-SHELTONMUNI	0.00	280.00	
001-112-000-51251-4106		Interpreter Expenses	22 - ITC	0222-2023-SHELTONMUNI	280.00	
VEN01214	CINTAS CORPORATION	03/03/2023	Virtual Pay	0.00	287.41	APA002164
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5146615142	Invoice	02/22/2023	CUST#10690213 FIRST AID SUPPLIES	0.00	287.41	
001-118-000-52122-3100		Office and Operating		CUST#10690213 FIRST AID	287.41	

Check Register

Packet: APPKT02634-MARCH 3, 2023 AP AUTOMATION PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
009351	DELAGE LANDEN FINANCIAL SVCS	03/03/2023	Virtual Pay	0.00	433.04	APA002165
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
79067858	Invoice	02/21/2023	CONTRACT#25532691		270.92	
001-115-000-51896-4500		Operating Rentals		CONTRACT#25532691	127.33	
001-122-000-51530-4500		Operating Rentals		CONTRACT#25532691	13.55	
001-140-000-55860-4500		Operating Rentals		CONTRACT#25532691	130.04	
79067866	Invoice	02/21/2023	CONTRACT#25536642 SHOP	0.00	162.12	
401-000-000-53480-4500		Operating Rentals		CONTRACT#25536642 SH	162.12	
VEN01592	EDGAR JERONIMO PABLO	03/03/2023	Virtual Pay	0.00	280.00	APA002166
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
43	Invoice	02/24/2023	MAM INTERPRETATION 2/15 & 2/22	0.00	280.00	
001-112-000-51251-4106		Interpreter Expenses	22 - ITC	MAM INTERPRETATION 2/	280.00	
023078	FASTENAL COMPANY	03/03/2023	Virtual Pay	0.00	548.72	APA002167
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
WATUM209595	Invoice	02/16/2023	CUST#WATUM1991 GLOVES, WIPES, SANI	0.00	205.78	
001-118-000-52122-3100		Office and Operating		CUST#WATUM1991 GLOVE	205.78	
WATUM211527	Invoice	02/21/2023	CUST#WATUM1039 SINGLE ROD	0.00	21.73	
402-400-000-53580-3100		Office and Operating		CUST#WATUM1039 SINGL	21.73	
WATUM211586	Invoice	02/22/2023	CUST#WATUM1962 MISC SUPPLIES	0.00	321.21	
402-400-000-53580-3100		Office and Operating		CUST#WATUM1962 MISC	321.21	
159001	FERGUSON ENTERPRISES LLC #3325	03/03/2023	Virtual Pay	0.00	1,265.40	APA002168
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0233077	Invoice	03/01/2023	CUST#1143 MAG LCTR	0.00	1,265.40	
401-000-000-53480-3500		Small Tools/Equipment		CUST#1143 MAG LCTR	1,265.40	
023500	FERGUSON ENTERPRISES, INC.	03/03/2023	Virtual Pay	0.00	280.84	APA002169
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1281030	Invoice	02/13/2023	CUST#146629 SOLENOID ASSEMBLY	0.00	84.90	
001-119-000-52250-3100		Office and Operating		CUST#146629 SOLENOID A	84.90	
1284197	Invoice	02/14/2023	CUST#146629 STRAP WRENCH	0.00	49.48	
001-142-000-51830-3100		Office and Operating		CUST#146629 STRAP WRE	49.48	
1309836	Invoice	02/23/2023	CUST#146629 REPAIR KIT	0.00	146.46	
401-000-000-53480-3100		Office and Operating		CUST#146629 REPAIR KIT	146.46	
040960	GRAINGER	03/03/2023	Virtual Pay	0.00	1,116.11	APA002170
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
9608478492	Invoice	02/14/2023	ACCT#839177342 GLOVES	0.00	67.55	
402-640-000-53580-3100		Office and Operating		ACCT#839177342 GLOVES	67.55	
9609078747	Invoice	02/15/2023	ACCT#839177342 MISC SUPPLIES	0.00	407.74	
402-400-000-53580-3100		Office and Operating		ACCT#839177342 MISC SU	407.74	
9609191201	Invoice	02/14/2023	ACCT#839177342 MINERAL HYDRAULIC O	0.00	320.41	
402-640-000-53580-3100		Office and Operating		ACCT#839177342 MINERA	320.41	
9609437000	Invoice	02/15/2023	ACCT#839177342 MINERAL HYDRAULIC O	0.00	320.41	
402-640-000-53580-3100		Office and Operating		ACCT#839177342 MINERA	320.41	
079581	KCDA PURCHASING COOPERATIVE	03/03/2023	Virtual Pay	0.00	712.40	APA002171

Check Register

Packet: APPKT02634-MARCH 3, 2023 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		
300697864	Invoice	02/14/2023	CUST#101367 PAPER, TAPE, STAPLES PENS	0.00	712.40	
001-118-000-52122-3100	Office and Operating		CUST#101367 PAPER, TAPE		712.40	
VEN01652	LADUE FENCING, INC.	03/03/2023	Virtual Pay	0.00	113.26	APA002172
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
1895	Invoice	02/17/2023	GALV FENCE POST	0.00	113.26	
401-000-000-53480-3100	Office and Operating		GALV FENCE POST		113.26	
109750	MASON COUNTY DISTRICT COURT	03/03/2023	Virtual Pay	0.00	125.00	APA002173
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
CLASS/BOOKFEEF	Invoice	02/27/2023	CASE#54453C, 54665, 2A0122060	0.00	125.00	
001-112-000-52360-4101	Prof Services-Case Superv	22 - ITC	CASE#54453C, 54665, 2A0		125.00	
112000	MASON COUNTY SHERIFF DEPT	03/03/2023	Virtual Pay	0.00	106.43	APA002174
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
INMATEMEDICAL	Invoice	02/07/2023	INMATEMEDICALMAY-AUG2022	0.00	106.43	
001-123-000-52360-4100	Prof Services-Prisoner Me		INMATEMEDICALMAY-AUG		106.43	
132235	MOUNTAIN MIST WATER	03/03/2023	Virtual Pay	0.00	43.49	APA002175
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
005234572	Invoice	02/15/2023	ACCT#088436 POLICE	0.00	43.49	
001-118-000-52122-3100	Office and Operating		ACCT#088436 POLICE		43.49	
VEN02402	MVIX (USA), INC	03/03/2023	Virtual Pay	0.00	2,642.00	APA002176
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
INVZ-2007102	Invoice	02/28/2023	XHIBIT DIGITAL TURNKEY KIT	0.00	2,642.00	
001-112-000-51251-3505	Inventoried SmlToolsMrE		XHIBIT DIGITAL TURNKEY K		2,642.00	
142952	NORTH CENTRAL LABORATORIES	03/03/2023	Virtual Pay	0.00	1,037.59	APA002177
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
483224	Invoice	02/14/2023	ACCT#42215 BEAKER, SOLUTION, FILTERS	0.00	546.49	
402-400-000-53580-3100	Office and Operating		ACCT#42215 BEAKER, SOL		546.49	
483232	Invoice	02/15/2023	ACCT#42215 BUFFERED DIL. WATER	0.00	491.10	
402-400-000-53580-3100	Office and Operating		ACCT#42215 BUFFERED DI		491.10	
VEN02403	NORTHWEST TANK & ENVIRONMEN	03/03/2023	Virtual Pay	0.00	445.00	APA002178
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
103830	Invoice	02/27/2023	FUELING STATION INSPECTION/REPAIRS	0.00	445.00	
503-000-000-54865-4801	Repairs and Maintenance		FUELING STATION INSPECT		445.00	
VEN01875	OPENGOV, INC.	03/03/2023	Virtual Pay	0.00	46,703.15	APA002179
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
INV00009955	Invoice	02/10/2023	ACCT#A00001103 BUDGETING & PLANNI	0.00	46,703.15	
001-089-000-51489-4101	FINANCE OTHER-OpenGo		ACCT#A00001103 BUDGET		46,703.15	
VEN02070	PAPE MACHINERY	03/03/2023	Virtual Pay	0.00	323.73	APA002180

Check Register

Packet: APPKT02634-MARCH 3, 2023 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	
14216856	Invoice	02/16/2023	CUST#6128936 FILTERS, BLADES	0.00	323.73	
401-000-000-53480-3100		Office and Operating		CUST#6128936 FILTERS, BL	323.73	
158001	PITNEY BOWES	03/03/2023	Virtual Pay	0.00	554.51	APA002181
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
3317076071	Invoice	02/24/2023	ACCT#0016679919 MAILING SYSTEM	0.00	554.51	
001-142-000-51890-4515		Operating Rentals-Civic Ct		ACCT#0016679919 MAILIN	554.51	
159300	POLYDYNE, INC.	03/03/2023	Virtual Pay	0.00	4,237.29	APA002182
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1714819	Invoice	02/14/2023	CUST#100860 CLARIFLOC	0.00	4,237.29	
402-400-000-53580-3100		Office and Operating		CUST#100860 CLARIFLOC	4,237.29	
903584	RIGHT SYSTEMS	03/03/2023	Virtual Pay	0.00	3,607.35	APA002183
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
SI-179767	Invoice	02/23/2023	CUST#COS006 MICROSOFT CSP BILLING	0.00	3,607.35	
001-132-000-51888-4100		Data Processing-Prof Svcs		CUST#COS006 MICROSOFT	3,607.35	
189670	THE SHOPPER	03/03/2023	Virtual Pay	0.00	1,023.98	APA002184
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
55550	Invoice	02/17/2023	SPRING PROGRAM BROCHURES	0.00	1,023.98	
001-141-000-57120-4100		Professional Services/Adv		SPRING PROGRAM BROCH	1,023.98	
201300	TOZIER BROS INC.	03/03/2023	Virtual Pay	0.00	109.68	APA002185
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
461930	Invoice	02/22/2023	CUST#20090 U BOLT, BUSHING, CAP	0.00	16.94	
401-000-000-53480-3100		Office and Operating		CUST#20090 U BOLT, BUSH	16.94	
461951	Invoice	02/23/2023	CUST#20090 ANCHOR SHACKLE	0.00	27.81	
401-000-000-53480-3100		Office and Operating		CUST#20090 ANCHOR SHA	27.81	
461953	Invoice	02/23/2023	CUST#20090 ICE MELT	0.00	50.49	
402-640-000-53580-3100		Office and Operating		CUST#20090 ICE MELT	50.49	
461954	Credit Memo	02/23/2023	CUST#20090 ICE MELT CREDIT	0.00	-16.83	
402-640-000-53580-3100		Office and Operating		CUST#20090 ICE MELT CRE	-16.83	
461958	Invoice	02/23/2023	CUST#20090 ANCHOR SHACKLE	0.00	31.27	
401-000-000-53480-3100		Office and Operating		CUST#20090 ANCHOR SHA	31.27	
201875	TYLER TECHNOLOGIES	03/03/2023	Virtual Pay	0.00	160.00	APA002186
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
025-412554	Invoice	03/01/2023	CUST#48155 UTILITY BILLING MONTHLY F	0.00	160.00	
001-111-000-51421-4100		Professional Services/Adv		CUST#48155 UTILITY BILLI	160.00	
203780	WATER MGMNT LABORATORIES INC	03/03/2023	Virtual Pay	0.00	536.00	APA002187
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
209864	Invoice	02/21/2023	ACCT#AS201R 2/6/23 TESTS	0.00	98.00	
402-400-000-53580-4100		Professional Services/Adv		ACCT#AS201R 2/6/23 TEST	98.00	
209868	Invoice	02/21/2023	ACCT#AS201R 2/6/23 TESTS	0.00	438.00	
402-400-000-53580-4100		Professional Services/Adv		ACCT#AS201R 2/6/23 TEST	438.00	
053987	WESTBAY NAPA AUTO PARTS	03/03/2023	Virtual Pay	0.00	672.70	APA002188

Check Register

Packet: APPKT02634-MARCH 3, 2023 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	
024886	Invoice	02/16/2023	ACCT#4296 DELO GREASE		0.00	62.45
402-400-000-53580-3100		Office and Operating		ACCT#4296 DELO GREASE		62.45
025448	Invoice	02/21/2023	ACCT#4296 AIR BRAKE CHAMBER 19991	0.00		141.02
503-000-000-54865-3104		Oper Supp-Parts-EM&R V		ACCT#4296 AIR BRAKE CH		141.02
026203	Invoice	02/27/2023	ACCT#4296 TRAN FLUID 07060D	0.00		13.84
503-000-000-54865-3102		Oper Supplies-Parts		ACCT#4296 TRAN FLUID O		13.84
026220	Invoice	02/28/2023	ACCT#4296 TRAN FLUID, OIL	0.00		67.63
503-000-000-54865-3101		Vehicle Supplies		ACCT#4296 TRAN FLUID, O		40.58
503-000-000-54865-3103		Vehicle Supp-EM&R Vehic		ACCT#4296 TRAN FLUID, O		27.05
026257	Invoice	02/28/2023	ACCT#4296 OIL, FILTERS, FLUID 19913D	0.00		387.76
503-000-000-54865-3102		Oper Supplies-Parts		ACCT#4296 OIL, FILTERS, F		387.76

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	54	31	0.00	70,507.40
	54	31	0.00	70,507.40

Virtual Payments	54	31	0.00	70,507.40
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	3/2023	70,507.40
			<u>70,507.40</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 108175 through number 108180 in the total amount of \$7,032.25 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 10th of March, 2023.

Michael G. Lethers
Finance Director

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 _____, 2023.

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: APPKT02649 - MARCH 10, 2023 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	03/10/2023	Regular	0.00	18.00	108175
VEN02407	KRISTINA HOLZGROVE	03/10/2023	Regular	0.00	400.00	108176
151000	P. U. D. # 3	03/10/2023	Regular	0.00	77.90	108177
186500	SHELTON MASON COUNTY CHAMBE	03/10/2023	Regular	0.00	2,445.00	108178
202392	VERIZON WIRELESS	03/10/2023	Regular	0.00	1,315.15	108179
203035	WASHINGTON ST. TREASURER	03/10/2023	Regular	0.00	2,776.20	108180

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	7	6	0.00	7,032.25
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
	7	6	0.00	7,032.25

Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	3/2023	7,032.25
			<u>7,032.25</u>



Shelton, WA

Check Register

Packet: APPKT02649 - MARCH 10, 2023 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	03/10/2023	Regular	0.00	18.00	108175
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
SHP230008	Invoice	02/28/2023	WILLIAM ARTHUR ABERNATHY	0.00	18.00	
657-000-000-58600-0007		Concealed Pistol Permits		WILLIAM ARTHUR ABERNA	18.00	
VEN02407	KRISTINA HOLZGROVE	03/10/2023	Regular	0.00	400.00	108176
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
DAMAGEDDEPOSIT	Invoice	03/06/2023	DAMAGEDDEPOSITREFUND	0.00	400.00	
657-000-000-386000002		Community Cntr Damage		DAMAGEDDEPOSITREFUND	400.00	
151000	P. U. D. # 3	03/10/2023	Regular	0.00	77.90	108177
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
109441001FEB23	Invoice	02/27/2023	109441001FEB23	0.00	77.90	
101-000-000-54264-4700		Utility Services		109441001FEB23	77.90	
186500	SHELTON MASON COUNTY CHAMBE	03/10/2023	Regular	0.00	2,445.00	108178
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
QTR42023LTAC	Invoice	03/08/2023	QTR42023LTAC	0.00	2,445.00	
108-000-000-57390-4100		Prof Serv-Chamber		QTR42023LTAC	2,445.00	
202392	VERIZON WIRELESS	03/10/2023	Regular	0.00	1,315.15	108179
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
9928412225	Invoice	02/23/2023	ACCT#342078219	0.00	451.79	
001-115-000-51895-4200		Communication		ACCT#342078219	230.26	
001-140-000-55850-4200		Communication		ACCT#342078219	52.99	
401-000-000-53480-4200		Communication		ACCT#342078219	88.52	
402-400-000-53580-4200		Communication		ACCT#342078219	80.02	
9928509529	Invoice	02/23/2023	ACCT#942084392	0.00	863.36	
001-110-000-51160-4200		Communication		ACCT#942084392	370.22	
001-111-000-51423-4200		Communication		ACCT#942084392	52.99	
001-112-000-51251-4200		Communication		ACCT#942084392	52.99	
001-112-000-51251-4200		Communication	22 - ITC	ACCT#942084392	52.99	
001-120-000-51310-4200		Communication		ACCT#942084392	145.99	
001-121-000-51430-4200		Communication		ACCT#942084392	52.99	
001-130-000-51810-4200		Communication		ACCT#942084392	52.99	
001-140-000-55850-4200		Communication		ACCT#942084392	52.99	
001-142-000-51830-4200		Communication		ACCT#942084392	29.21	
203035	WASHINGTON ST. TREASURER	03/10/2023	Regular	0.00	2,776.20	108180

Check Register

Packet: APPKT02649-MARCH 10, 2023 MANUAL AP 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		
FEB/2023	Invoice	03/10/2023	FEB 2023 STATE FINES	0.00	2,776.20	
657-000-000-58600-0006	State Fines & Forfeits		FEB 2023 STATE FINES		2,776.20	

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	7	6	0.00	7,032.25
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
	7	6	0.00	7,032.25

Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	3/2023	7,032.25
			<u>7,032.25</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 APA002189 through number APA002252 in the total amount of \$511,684.23 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 10th of March, 2023.

Michael G. Githens
Finance Director

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 _____, 2023.

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: APPKT02648 - MARCH 10, 2023 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						
VENO2209	A & B MACHINE and HYDRAULICS IN	03/10/2023	Virtual Pay	0.00	478.33	APA002189
000050	AAA SEPTIC LLC	03/10/2023	Virtual Pay	0.00	235.00	APA002190
VENO2368	ANASTASIA BLAKLEY	03/10/2023	Virtual Pay	0.00	165.00	APA002191
002982	APP	03/10/2023	Virtual Pay	0.00	6,640.31	APA002192
002520	ARAMARK	03/10/2023	Virtual Pay	0.00	70.94	APA002193
VENO2340	BLT SHELTON PONY, LLC	03/10/2023	Virtual Pay	0.00	634.18	APA002194
004879	BRABER EQUIPMENT LTD	03/10/2023	Virtual Pay	0.00	1,536.22	APA002195
VENO1879	BRADLEY AIR COMPANY	03/10/2023	Virtual Pay	0.00	697.24	APA002196
004914	BRADY TRUCKING	03/10/2023	Virtual Pay	0.00	519.72	APA002197
VENO2409	BRUMFIELD CONSTRUCTION INC	03/10/2023	Virtual Pay	0.00	184,881.12	APA002198
005900	CAPITAL BUSINESS MACHINES	03/10/2023	Virtual Pay	0.00	1,153.34	APA002199
108679	CENTRAL MASON FIRE AND EMS	03/10/2023	Virtual Pay	0.00	188,926.76	APA002200
007570	CIT	03/10/2023	Virtual Pay	0.00	828.79	APA002201
008300	CODE PUBLISHING COMPANY	03/10/2023	Virtual Pay	0.00	426.50	APA002202
009200	DAN RUBINO	03/10/2023	Virtual Pay	0.00	53.86	APA002203
009231	DARREN PARSE	03/10/2023	Virtual Pay	0.00	375.00	APA002204
009251	DATAPROSE LLC	03/10/2023	Virtual Pay	0.00	2,560.22	APA002205
009351	DELAGE LANDEN FINANCIAL SVCS	03/10/2023	Virtual Pay	0.00	162.12	APA002206
VENO2319	DENALI WATER SOLUTIONS LLC	03/10/2023	Virtual Pay	0.00	6,370.36	APA002207
009573	DEPT OF ECOLOGY	03/10/2023	Virtual Pay	0.00	7,303.14	APA002208
VENO1592	EDGAR JERONIMO PABLO	03/10/2023	Virtual Pay	0.00	420.00	APA002209
023078	FASTENAL COMPANY	03/10/2023	Virtual Pay	0.00	686.80	APA002210
023500	FERGUSON ENTERPRISES, INC.	03/10/2023	Virtual Pay	0.00	229.18	APA002211
VENO1612	GENSCO, INC.	03/10/2023	Virtual Pay	0.00	254.77	APA002212
080980	GILLIARDI LOGGING & CONSTRUCTI	03/10/2023	Virtual Pay	0.00	2,562.27	APA002213
039760	GOOD TO GO	03/10/2023	Virtual Pay	0.00	4.70	APA002214
VENO1299	GRAY & OSBORNE	03/10/2023	Virtual Pay	0.00	44,599.49	APA002215
045000	H.D. FOWLER COMPANY	03/10/2023	Virtual Pay	0.00	1,429.04	APA002216
VENO2140	HAGGARD & GANSON LLP	03/10/2023	Virtual Pay	0.00	632.50	APA002217
053992	HOOD CANAL COMMUNICATIONS	03/10/2023	Virtual Pay	0.00	5,378.34	APA002218
070000	JIM'S AUTO REPAIR & TOWING	03/10/2023	Virtual Pay	0.00	92.48	APA002219
VENO1821	KITSAP GARAGE DOOR CO	03/10/2023	Virtual Pay	0.00	830.03	APA002220
087799	LEMAY MOBILE SHREDDING	03/10/2023	Virtual Pay	0.00	32.03	APA002221
113004	MASON COUNTY - UTILITIES/WASTE	03/10/2023	Virtual Pay	0.00	183.06	APA002222
108850	MASON COUNTY GARBAGE CO.-A V	03/10/2023	Virtual Pay	0.00	3,797.19	APA002223
114420	MASON TRANSIT AUTHORITY	03/10/2023	Virtual Pay	0.00	240.00	APA002224
VENO2241	MICHELLE PUGH	03/10/2023	Virtual Pay	0.00	1,380.00	APA002225
132235	MOUNTAIN MIST WATER	03/10/2023	Virtual Pay	0.00	359.24	APA002226
VENO2077	NATURAL SELECTION FARMS, INC.	03/10/2023	Virtual Pay	0.00	4,278.30	APA002227
142300	NISQUALLY INDIAN TRIBE	03/10/2023	Virtual Pay	0.00	28.26	APA002228
VENO2141	NORTHWEST CASCADE, INC.	03/10/2023	Virtual Pay	0.00	979.20	APA002229
144093	NORTHWEST PLAYGROUND EQUIP	03/10/2023	Virtual Pay	0.00	2,416.67	APA002230
VENO2312	ODP BUSINESS SOLUTIONS LLC	03/10/2023	Virtual Pay	0.00	212.21	APA002231
153500	PACIFIC LAMP & SUPPLY CO	03/10/2023	Virtual Pay	0.00	177.82	APA002232
155541	PARAMETRIX, INC.	03/10/2023	Virtual Pay	0.00	1,278.75	APA002233
114040	PETTYJOHN ENTERPRISES, LLC	03/10/2023	Virtual Pay	0.00	353.30	APA002234
165704	R & D SUPPLY	03/10/2023	Virtual Pay	0.00	232.32	APA002235
903584	RIGHT SYSTEMS	03/10/2023	Virtual Pay	0.00	12,002.82	APA002236
183400	SCJ ALLIANCE- SHEA, CARR & JEWEL	03/10/2023	Virtual Pay	0.00	3,142.75	APA002237
178231	SEAN CARNEY	03/10/2023	Virtual Pay	0.00	40.00	APA002238
187000	SHELTON-MASON COUNTY JOURNA	03/10/2023	Virtual Pay	0.00	375.00	APA002239
VENO1334	SUEZ TREATMENT SOLUTIONS INC.	03/10/2023	Virtual Pay	0.00	2,252.89	APA002240
VENO1315	SYN-TECH SYSTEMS, INC.	03/10/2023	Virtual Pay	0.00	51.14	APA002241
178252	TASCHNER LAW, PLLC	03/10/2023	Virtual Pay	0.00	9,083.00	APA002242

Check Register

Packet: APPKT02648-MARCH 10, 2023 AP AUTOMATION PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN02199	TERMINIX PROCESSING CENTER	03/10/2023	Virtual Pay	0.00	1,240.54	APA002243
VEN01913	THE BATHROOM, LLC	03/10/2023	Virtual Pay	0.00	190.41	APA002244
189670	THE SHOPPER	03/10/2023	Virtual Pay	0.00	398.70	APA002245
VEN01972	THOMAS A FURRER	03/10/2023	Virtual Pay	0.00	1,552.50	APA002246
201300	TOZIER BROS INC.	03/10/2023	Virtual Pay	0.00	583.56	APA002247
VEN02408	VEOLIA WATER TECHNOLOGIES TRE	03/10/2023	Virtual Pay	0.00	2,975.64	APA002248
203030	WASHINGTON STATE PATROL	03/10/2023	Virtual Pay	0.00	169.00	APA002249
203780	WATER MGMNT LABORATORIES INC	03/10/2023	Virtual Pay	0.00	264.00	APA002250
053987	WESTBAY NAPA AUTO PARTS	03/10/2023	Virtual Pay	0.00	262.30	APA002251
VEN02139	ZEPELIN SHIPPING & TECHNOLOGY	03/10/2023	Virtual Pay	0.00	13.88	APA002252

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	154	64	0.00	511,684.23
	154	64	0.00	511,684.23

Virtual Payments	154	64	0.00	511,684.23
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	3/2023	511,684.23
			<u>511,684.23</u> ✓



Shelton, WA

Check Register

Packet: APPKT02648 - MARCH 10, 2023 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	03/10/2023	Virtual Pay	0.00	478.33	APA002189
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
45035	Invoice	02/27/2023	GRADER CYLINDER REPAIR	0.00	478.33	
503-000-000-54865-3103	Vehicle Supp-EM&R Vehic		GRADER CYLINDER REPAIR		478.33	
000050	AAA SEPTIC LLC	03/10/2023	Virtual Pay	0.00	235.00	APA002190
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
112591	Invoice	02/24/2023	CUST#C2936 204 W BIRCH ST	0.00	235.00	
404-000-000-53180-4105	Professional Services/Adv		CUST#C2936 204 W BIRCH		235.00	
VEN02368	ANASTASIA BLAKLEY	03/10/2023	Virtual Pay	0.00	165.00	APA002191
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
119	Invoice	03/03/2023	00075- REYES MOLINA	0.00	45.00	
001-122-000-51593-4101	LEGAL - OPD Grant Public		00075- REYES MOLINA		45.00	
120	Invoice	03/03/2023	00116- O BERRY	0.00	15.00	
001-122-000-51593-4101	LEGAL - OPD Grant Public		00116- O BERRY		15.00	
121	Invoice	03/03/2023	00096-WILLIFORD	0.00	37.50	
001-122-000-51593-4101	LEGAL - OPD Grant Public		00096-WILLIFORD		37.50	
122	Invoice	03/03/2023	00099-MILLER	0.00	37.50	
001-122-000-51593-4101	LEGAL - OPD Grant Public		00099-MILLER		37.50	
123	Invoice	03/03/2023	00088-MILLER	0.00	30.00	
001-122-000-51593-4101	LEGAL - OPD Grant Public		00088-MILLER		30.00	
002982	APP	03/10/2023	Virtual Pay	0.00	6,640.31	APA002192
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
23-767371	Invoice	02/15/2023	ACCT#AP7500158 FUEL	0.00	4,078.76	
503-250-000-58900-0001	Inventory-Gas		ACCT#AP7500158 FUEL		4,078.76	
23-767853	Invoice	02/22/2023	ACCT#AP7500158 FUEL	0.00	2,561.55	
503-250-000-58900-0001	Inventory-Gas		ACCT#AP7500158 FUEL		2,561.55	
002520	ARAMARK	03/10/2023	Virtual Pay	0.00	70.94	APA002193
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
5120195498	Invoice	03/01/2023	ACCT#792105972 TOWELS,MATS,COVERA	0.00	70.94	
401-000-000-53480-4901	Miscellaneous - Shop		ACCT#792105972 TOWELS		70.94	
VEN02340	BLT SHELTON PONY, LLC	03/10/2023	Virtual Pay	0.00	634.18	APA002194
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
641770	Invoice	03/01/2023	VIN#7853 REPAIR	0.00	634.18	
001-118-000-52122-4805	Repairs and Maintenance		VIN#7853 REPAIR		634.18	
004879	BRABER EQUIPMENT LTD	03/10/2023	Virtual Pay	0.00	1,536.22	APA002195
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
3024700	Invoice	03/03/2023	CUST#37710 PARTS	0.00	1,536.22	
503-000-000-54865-3104	Oper Supp-Parts-EM&R V		CUST#37710 PARTS		1,536.22	

Check Register

Packet: APPKT02648-MARCH 10, 2023 AP AUTOMATION PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01879	BRADLEY AIR COMPANY	03/10/2023	Virtual Pay	0.00	697.24	APA002196
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
6536	Invoice	03/02/2023	GARAGE DOOR TROUBLESHOOTING	0.00	697.24	
001-119-000-52250-3100		Office and Operating		GARAGE DOOR TROUBLES	697.24	
004914	BRADY TRUCKING	03/10/2023	Virtual Pay	0.00	519.72	APA002197
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
070524	Invoice	01/25/2023	1 YD PRO BLEND	0.00	259.86	
302-000-000-59565-6300		PARKING FACILITIES-Cons	19-CITYPRKLOT	1 YD PRO BLEND	259.86	
070529	Invoice	01/25/2023	10 YD PRO BLEND	0.00	259.86	
302-000-000-59565-6300		PARKING FACILITIES-Cons	19-CITYPRKLOT	10 YD PRO BLEND	259.86	
VEN02409	BRUMFIELD CONSTRUCTION INC	03/10/2023	Virtual Pay	0.00	184,881.12	APA002198
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
PAYESTIMATE1	Invoice	03/02/2023	PAYESTIMATE1	0.00	184,881.12	
403-000-901-59437-6300		Landfill Closeout	"C" St. Landfill	PAYESTIMATE1	184,881.12	
005900	CAPITAL BUSINESS MACHINES	03/10/2023	Virtual Pay	0.00	1,153.34	APA002199
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV143537	Invoice	03/06/2023	ACCT #4264491-CONTRACT #12223-01 M	0.00	456.38	
001-111-000-51423-4500		Operating Rentals		ACCT #4264491-CONTRAC	273.83	
001-130-000-51810-4500		Operating Rentals		ACCT #4264491-CONTRAC	182.55	
INV143538	Invoice	03/06/2023	ACCT #4264491-CONTRACT #12512-01 M	0.00	473.66	
001-110-000-51160-4500		Operating Rentals		ACCT #4264491-CONTRAC	116.99	
001-111-000-51421-4500		Operating Rentals		ACCT #4264491-CONTRAC	4.45	
001-111-000-51423-4500		Operating Rentals		ACCT #4264491-CONTRAC	16.58	
001-115-000-51896-4500		Operating Rentals		ACCT #4264491-CONTRAC	158.44	
001-120-000-51310-4500		Operating Rentals		ACCT #4264491-CONTRAC	5.35	
001-121-000-51430-4500		Operating Rentals		ACCT #4264491-CONTRAC	1.33	
001-130-000-51810-4500		Operating Rentals		ACCT #4264491-CONTRAC	0.43	
001-132-000-51888-4500		Operating Rentals		ACCT #4264491-CONTRAC	18.95	
001-140-000-55860-4500		Operating Rentals		ACCT #4264491-CONTRAC	121.97	
001-141-000-57680-4500		Operating Rentals		ACCT #4264491-CONTRAC	13.16	
001-142-000-51830-4500		Operating Rental		ACCT #4264491-CONTRAC	15.44	
001-143-000-57320-4500		Operating Rentals		ACCT #4264491-CONTRAC	0.57	
INV143539	Invoice	03/06/2023	CONTRACT#12533-01	0.00	111.68	
401-000-000-53480-4501		Operating Rentals - Shop		CONTRACT#12533-01	111.68	
INV143540	Invoice	03/06/2023	CONTRACT#CN1866-01	0.00	72.73	
402-400-000-53580-4500		Operating Rentals		CONTRACT#CN1866-01	72.73	
INV143553	Invoice	03/06/2023	CONTRACT#CN1692-01 MUNI COURT	0.00	11.69	
001-112-000-51251-4500		Operating Rentals		CONTRACT#CN1692-01 M	11.69	
INV144776	Invoice	03/07/2023	CONTRACT#CN3142-01	0.00	27.20	
001-112-000-51251-4500		Operating Rentals		CONTRACT#CN3142-01	27.20	
108679	CENTRAL MASON FIRE AND EMS	03/10/2023	Virtual Pay	0.00	188,926.76	APA002200
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
MAR/2023	Invoice	03/01/2023	MARCH 2023		188,926.76	
001-119-000-52220-4103		Prof FF Services-Fire Dist		MARCH 2023	138,111.93	
001-119-000-52221-4103		Prof EMS Services-Fire Di		MARCH 2023	46,037.31	
001-119-000-52260-4100		Professional Serv - CMFE		MARCH 2023	4,777.52	
007570	CIT	03/10/2023	Virtual Pay	0.00	828.79	APA002201

Check Register

Packet: APPKT02648-MARCH 10, 2023 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	
41843340	Invoice	02/22/2023	CUST#2300086269 COPIER	0.00	828.79	
001-118-000-52122-4500		Operating Rentals		CUST#2300086269 COPIER	828.79	
008300	CODE PUBLISHING COMPANY	03/10/2023	Virtual Pay	0.00	426.50	APA002202
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
GC0009982	Invoice	02/16/2023	CUST#SH4639 MUNICIPAL CODE WEB UP	0.00	426.50	
001-110-000-51160-4100		Professional Services/Adv		CUST#SH4639 MUNICIPAL	426.50	
009200	DAN RUBINO	03/10/2023	Virtual Pay	0.00	53.86	APA002203
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
94801	Invoice	02/28/2023	KEYS	0.00	53.86	
001-119-000-52250-3100		Office and Operating		KEYS	53.86	
009231	DARREN PARSE	03/10/2023	Virtual Pay	0.00	375.00	APA002204
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INTERPRETATION	Invoice	03/03/2023	INTERPRETATION03012023	0.00	300.00	
001-112-000-51251-4106		Interpreter Expenses		INTERPRETATION0301202	300.00	
INTERPRETATION	Invoice	03/08/2023	INTERPRETATION03032023	0.00	75.00	
001-122-000-51593-4101		LEGAL - OPD Grant Public		INTERPRETATION0303202	75.00	
009251	DATAPROSE LLC	03/10/2023	Virtual Pay	0.00	2,560.22	APA002205
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
DP2300607	Invoice	02/28/2023	ACCT#1397 FEB STATEMENTS	0.00	2,560.22	
001-111-000-51421-4100		Professional Services/Adv		ACCT#1397 FEB STATEMEN	483.47	
001-111-000-51421-4200		Communication		ACCT#1397 FEB STATEMEN	2,076.75	
009351	DELAGE LANDEN FINANCIAL SVCS	03/10/2023	Virtual Pay	0.00	162.12	APA002206
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
79134562	Invoice	02/25/2023	CONTRACT#500-50265514	0.00	162.12	
402-400-000-53580-4500		Operating Rentals		CONTRACT#500-50265514	162.12	
VENO2319	DENALI WATER SOLUTIONS LLC	03/10/2023	Virtual Pay	0.00	6,370.36	APA002207
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV410943	Invoice	02/28/2023	CUST#599121378 TRANSPORTATION	0.00	6,370.36	
402-400-000-53580-4100		Professional Services/Adv		CUST#599121378 TRANSP	6,370.36	
009573	DEPT OF ECOLOGY	03/10/2023	Virtual Pay	0.00	7,303.14	APA002208
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
23-ST0006216B-1	Invoice	02/20/2023	10891 SR101 RECLAIMED WATER PLANT	0.00	2,694.60	
402-640-000-53580-4101		SEWER Satellite-Sludge P		10891 SR101 RECLAIMED	2,694.60	
23-WA0023345B-	Invoice	02/20/2023	SHELTON STP FY 2023 FEE INVOICE	0.00	2,694.60	
402-400-000-53580-4101		Sludge Permit/Tipping/Ac		SHELTON STP FY 2023 FEE I	2,694.60	
23-WAR308477B-	Invoice	02/20/2023	SHELTON MUNICIPAL STORMWATER	0.00	1,913.94	
404-000-000-53180-4107		STORM-Municipal Storm		SHELTON MUNICIPAL STOR	1,913.94	
VENO1592	EDGAR JERONIMO PABLO	03/10/2023	Virtual Pay	0.00	420.00	APA002209
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INTERPRETATION	Invoice	03/01/2023	INTERPRETATION02212023	0.00	140.00	
001-112-000-51251-4106		Interpreter Expenses		INTERPRETATION0221202	140.00	

Check Register

Packet: APPKT02648-MARCH 10, 2023 AP AUTOMATION PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
INTERPRETATION 001-112-000-51251-4106	Invoice	03/01/2023	INTERPRETATION03012023	0.00	280.00	
	Interpreter Expenses		INTERPRETATION0301202		280.00	
023078	FASTENAL COMPANY	03/10/2023	Virtual Pay	0.00	686.80	APA002210
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
WATUM211312 401-000-000-53480-3100	Invoice	02/28/2023	CUST#WATUM1961		85.04	
		Office and Operating		CUST#WATUM1961	85.04	
WATUM211760 401-000-000-53480-3100	Invoice	03/01/2023	CUST#WATUM1961		232.47	
		Office and Operating		CUST#WATUM1961	232.47	
WATUM211762 402-400-000-53580-3100	Invoice	03/01/2023	CUST#WATUM1962 SUPPLIES		369.29	
		Office and Operating		CUST#WATUM1962 SUPPL	369.29	
023500	FERGUSON ENTERPRISES, INC.	03/10/2023	Virtual Pay	0.00	229.18	APA002211
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1311195 001-119-000-52250-3100	Invoice	02/23/2023	CUST#146629 FLEX TUBE DIAPH KIT		229.18	
		Office and Operating		CUST#146629 FLEX TUBE	229.18	
VEN01612	GENSCO, INC.	03/10/2023	Virtual Pay	0.00	254.77	APA002212
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
85542697 001-142-000-57250-3100	Invoice	01/10/2023	ACCT#31310 FILTERS		254.77	
		Office and Operating		ACCT#31310 FILTERS	254.77	
080980	GILLIARDI LOGGING & CONSTRUCTI	03/10/2023	Virtual Pay	0.00	2,562.27	APA002213
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
17210 404-000-000-53180-3100	Invoice	02/02/2023	WET FILL RETAIL		99.93	
		Office and Operating		WET FILL RETAIL	99.93	
17253 001-141-000-57680-3100 001-142-000-51890-3115 001-142-000-57250-3100 101-000-000-54230-3100 401-000-000-53480-3100	Invoice	02/07/2023	DRY FILL RETAIL, 3/4" MINUS		1,465.96	
		Office and Operating		DRY FILL RETAIL, 3/4" MIN	264.88	
		Office and Operating-Civi		DRY FILL RETAIL, 3/4" MIN	67.62	
		Office and Operating		DRY FILL RETAIL, 3/4" MIN	62.09	
		Office and Operating		DRY FILL RETAIL, 3/4" MIN	451.73	
		Office and Operating		DRY FILL RETAIL, 3/4" MIN	619.64	
17264 101-000-000-54230-3100 401-000-000-53480-3100	Invoice	02/08/2023	DRY FILL RETAIL, 3/4" MINUS, WET FILL		460.80	
		Office and Operating		DRY FILL RETAIL, 3/4" MIN	189.52	
		Office and Operating		DRY FILL RETAIL, 3/4" MIN	271.28	
17357 101-000-000-54230-3100 401-000-000-53480-3100	Invoice	02/22/2023	DRY FILL RETAIL, 3/4" MINUS		535.58	
		Office and Operating		DRY FILL RETAIL, 3/4" MIN	193.50	
		Office and Operating		DRY FILL RETAIL, 3/4" MIN	342.08	
039760	GOOD TO GO	03/10/2023	Virtual Pay	0.00	4.70	APA002214
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
61756784 001-118-000-52122-3100	Invoice	02/14/2023	CUST#11948440		4.70	
		Office and Operating		CUST#11948440	4.70	
VEN01299	GRAY & OSBORNE	03/10/2023	Virtual Pay	0.00	44,599.49	APA002215
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
22MAR23 412-000-000-59435-4101	Invoice	03/08/2023	RECLAIM TANK DESIGN SERVICES		19,873.24	
		Sewer-Capital Exp-Pro Svc	18-RECLMTANK	RECLAIM TANK DESIGN SE	19,873.24	
40MAR23 302-000-000-59530-6300 411-000-000-59434-6300 414-000-000-59431-6300	Invoice	03/01/2023	WESTERN GATEWAY PROJECT		22,399.41	
		CAPITAL IMPROVEMENT-	18-WGATE (formerly)	WESTERN GATEWAY PROJE	10,527.72	
		Construction	18-WGATE (formerly)	WESTERN GATEWAY PROJE	9,631.75	
		Construction	18-WGATE (formerly)	WESTERN GATEWAY PROJE	2,239.94	

Check Register

Packet: APPKT02648-MARCH 10, 2023 AP AUTOMATION PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<u>42MAR23</u>	Invoice	03/08/2023	ENGINEERING SERVICES	0.00	2,326.84	
<u>001-115-000-51896-4100</u>	Professional Services/Adv		ENGINEERING SERVICES		644.01	
<u>001-115-000-51896-4100</u>	Professional Services/Adv		ENGINEERING SERVICES		107.34	
<u>101-000-000-54230-4100</u>	Professional Services/Adv	20-GISASSET	ENGINEERING SERVICES		47.91	
<u>401-000-000-53480-4100</u>	Professional Services/Adv	20-GISASSET	ENGINEERING SERVICES		47.91	
<u>402-400-000-53580-4100</u>	Professional Services/Adv	20-GISASSET	ENGINEERING SERVICES		47.91	
<u>402-630-000-53580-4100</u>	Professional Services		ENGINEERING SERVICES		107.34	
<u>403-000-901-59437-6300</u>	Landfill Closeout	"C" St. Landfill	ENGINEERING SERVICES		1,180.69	
<u>404-000-000-53180-4100</u>	Prof Serv-Stormwater Im		ENGINEERING SERVICES		95.82	
<u>404-000-000-53180-4105</u>	Professional Services/Adv	20-GISASSET	ENGINEERING SERVICES		47.91	
045000	H.D. FOWLER COMPANY	03/10/2023	Virtual Pay	0.00	1,429.04	APA002216
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>16328592</u>	Invoice	02/28/2023	ACCT#194680 METER BOX COVER	0.00	918.78	
<u>401-000-000-53480-3100</u>	Office and Operating		ACCT#194680 METER BOX		918.78	
<u>16328593</u>	Invoice	02/28/2023	ACCT#194680 STRAW WATTLE	0.00	38.57	
<u>401-000-000-53480-3100</u>	Office and Operating		ACCT#194680 STRAW WAT		38.57	
<u>16328596</u>	Invoice	02/28/2023	ACCT#194680 METER KITS	0.00	141.47	
<u>401-000-000-53480-3100</u>	Office and Operating		ACCT#194680 METER KITS		141.47	
<u>16329034</u>	Invoice	02/28/2023	ACCT#194680 6" EX & GRATE	0.00	330.22	
<u>404-000-000-53180-3100</u>	Office and Operating		ACCT#194680 6" EX & GRA		330.22	
VENO2140	HAGGARD & GANSON LLP	03/10/2023	Virtual Pay	0.00	632.50	APA002217
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>342</u>	Invoice	03/01/2023	SHELTON GENERAL COUNSEL FEB 2023	0.00	632.50	
<u>001-122-000-51530-4100</u>	Professional Services/Adv		SHELTON GENERAL COUNS		632.50	
053992	HOOD CANAL COMMUNICATIONS	03/10/2023	Virtual Pay	0.00	5,378.34	APA002218
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>10798560</u>	Invoice	03/01/2023	ACCT#00017664-7 MAR 2023	0.00	4,268.30	
<u>001-132-000-51888-4200</u>	Communication		ACCT#00017664-7 MAR 20		188.85	
<u>001-132-000-51888-4200</u>	Communication		ACCT#00017664-7 MAR 20		63.95	
<u>001-132-000-51888-4200</u>	Communication		ACCT#00017664-7 MAR 20		180.00	
<u>001-132-000-51888-4200</u>	Communication		ACCT#00017664-7 MAR 20		270.00	
<u>001-132-000-51888-4801</u>	Repairs and Maintenance		ACCT#00017664-7 MAR 20		405.50	
<u>401-000-000-53480-4200</u>	Communication		ACCT#00017664-7 MAR 20		1,260.00	
<u>401-000-000-53480-4201</u>	Communication - Shop		ACCT#00017664-7 MAR 20		180.00	
<u>402-400-000-53580-4200</u>	Communication		ACCT#00017664-7 MAR 20		180.00	
<u>402-400-000-53580-4200</u>	Communication		ACCT#00017664-7 MAR 20		1,540.00	
<u>10803130</u>	Invoice	03/01/2023	ACCT#00003840-2 MAR 2023	0.00	1,110.04	
<u>001-119-000-52250-4200</u>	Communication		ACCT#00003840-2 MAR 20		103.35	
<u>001-120-000-51310-4200</u>	Communication		ACCT#00003840-2 MAR 20		0.12	
<u>001-130-000-51810-4200</u>	Communication		ACCT#00003840-2 MAR 20		41.52	
<u>001-140-000-55430-4200</u>	Communication - Animal		ACCT#00003840-2 MAR 20		32.86	
<u>001-142-000-51890-4215</u>	Communication-Civic Cen		ACCT#00003840-2 MAR 20		828.60	
<u>401-000-000-53480-4201</u>	Communication - Shop		ACCT#00003840-2 MAR 20		103.47	
<u>402-400-000-53580-4200</u>	Communication		ACCT#00003840-2 MAR 20		0.12	
070000	JIM'S AUTO REPAIR & TOWING	03/10/2023	Virtual Pay	0.00	92.48	APA002219
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>38006</u>	Invoice	03/01/2023	CASE #23-502160 TOW	0.00	92.48	
<u>001-118-000-52122-4100</u>	Patrol-Professional Servic		CASE #23-502160 TOW		92.48	
VENO1821	KITSAP GARAGE DOOR CO	03/10/2023	Virtual Pay	0.00	830.03	APA002220

Check Register

Packet: APPKT02648-MARCH 10, 2023 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	
113403	Invoice	03/07/2023	SERVICE CALL 122 FRANKLIN ST	0.00	244.13	
001-119-000-52250-4100		Professional Services/Adv		SERVICE CALL 122 FRANKLI	244.13	
113431	Invoice	03/08/2023	LIMIT SWITCH	0.00	585.90	
001-119-000-52250-3100		Office and Operating		LIMIT SWITCH	585.90	
087799	LEMAY MOBILE SHREDDING	03/10/2023	Virtual Pay	0.00	32.03	APA002221
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
47850735185	Invoice	03/01/2023	ACCT#2185-952778-1166	0.00	17.96	
001-112-000-51251-4109		Other Professional Servic		ACCT#2185-952778-1166	17.96	
47862715185	Invoice	03/01/2023	ACCT#2185-952778-1442	0.00	14.07	
001-130-000-51810-4100		Professional Services/Adv		ACCT#2185-952778-1442	14.07	
113004	MASON COUNTY - UTILITIES/WASTE	03/10/2023	Virtual Pay	0.00	183.06	APA002222
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
006198	Invoice	03/01/2023	CUST#SW-C035 FEB 2023	0.00	183.06	
101-000-000-54230-3100		Office and Operating		CUST#SW-C035 FEB 2023	183.06	
108850	MASON COUNTY GARBAGE CO.-A V	03/10/2023	Virtual Pay	0.00	3,797.19	APA002223
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
75094635149	Invoice	03/01/2023	ACCT#2149-30135	0.00	298.26	
001-142-000-51890-4715		Utility Services-Civic Ctr		ACCT#2149-30135	298.26	
75095405149	Invoice	03/01/2023	ACCT#2149-30714	0.00	114.00	
001-142-000-57250-4700		Utility Services-Library		ACCT#2149-30714	114.00	
75096405149	Invoice	03/01/2023	ACCT#2149-56141	0.00	38.00	
001-142-000-51890-4715		Utility Services-Civic Ctr		ACCT#2149-56141	38.00	
75105515149	Invoice	03/01/2023	ACCT#2149-204368	0.00	34.72	
402-400-000-53580-4700		Utility Services-Sewer Ma		ACCT#2149-204368	34.72	
75105695149	Invoice	03/01/2023	ACCT#2149-204402	0.00	160.84	
402-640-000-53580-4700		Utility Services-Sewer Sat		ACCT#2149-204402	160.84	
75107665149	Invoice	03/01/2023	ACCT#2149-204783	0.00	208.18	
001-119-000-52250-4700		Utility Services		ACCT#2149-204783	208.18	
75110855149	Invoice	03/01/2023	ACCT#2149-205337	0.00	1,003.17	
402-400-000-53580-4700		Utility Services-Sewer Ma		ACCT#2149-205337	1,003.17	
75112365149	Invoice	03/01/2023	ACCT#2149-205584	0.00	34.72	
402-400-000-53580-4700		Utility Services-Sewer Ma		ACCT#2149-205584	34.72	
75118065149	Invoice	03/01/2023	ACCT#2149-206560	0.00	52.05	
001-142-000-57530-4700		Utility Services-Museum		ACCT#2149-206560	52.05	
75119345149	Invoice	03/01/2023	ACCT#2149-206771	0.00	643.35	
001-142-000-51890-4715		Utility Services-Civic Ctr		ACCT#2149-206771	643.35	
75121645149	Invoice	03/01/2023	ACCT#2149-207155	0.00	321.68	
001-142-000-57250-4700		Utility Services-Library		ACCT#2149-207155	321.68	
75122855149	Invoice	03/01/2023	ACCT#2149-207351	0.00	52.05	
001-140-000-55430-4700		Utility Services-Animal Sh		ACCT#2149-207351	52.05	
75123545149	Invoice	03/01/2023	ACCT#2149-207565	0.00	702.35	
001-141-000-57680-4700		Utility Services-Park		ACCT#2149-207565	210.70	
101-000-000-54230-4700		Road & Street Maint - Util		ACCT#2149-207565	98.33	
401-000-000-53480-4700		Utility Services-Water		ACCT#2149-207565	98.33	
402-300-000-53580-4700		Utility Services-Sewer Ma		ACCT#2149-207565	98.33	
404-000-000-53180-4700		Utility Services		ACCT#2149-207565	98.33	
503-000-000-54865-4700		Equip Maint & Rental - U		ACCT#2149-207565	98.33	
75123555149	Invoice	03/01/2023	ACCT#2149-207568	0.00	83.80	

Check Register

Packet: APPKT02648-MARCH 10, 2023 AP AUTOMATION PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
001-141-000-57680-4700		Utility Services-Park	ACCT#2149-207568		13.97	
101-000-000-54230-4700		Road & Street Maint - Util	ACCT#2149-207568		13.97	
401-000-000-53480-4700		Utility Services-Water	ACCT#2149-207568		13.97	
402-300-000-53580-4700		Utility Services-Sewer Ma	ACCT#2149-207568		13.97	
404-000-000-53180-4700		Utility Services	ACCT#2149-207568		13.97	
503-000-000-54865-4700		Equip Maint & Rental - U	ACCT#2149-207568		13.95	
75124285149	Invoice	03/01/2023	ACCT#2149-209143	0.00	50.02	
402-400-000-53580-4700		Utility Services-Sewer Ma	ACCT#2149-209143		50.02	
114420	MASON TRANSIT AUTHORITY	03/10/2023	Virtual Pay	0.00	240.00	APA002224
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
10951	Invoice	02/28/2023	CUST#CIT100 PICKLEBALL RENTAL	0.00	240.00	
001-141-000-57120-4500		Operating Rentals		CUST#CIT100 PICKLEBALL	240.00	
VEN02241	MICHELLE PUGH	03/10/2023	Virtual Pay	0.00	1,380.00	APA002225
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
FEB/2023YOGA	Invoice	03/02/2023	FEB/2023YOGA	0.00	1,380.00	
001-141-000-57120-4100		Professional Services/Adv		FEB/2023YOGA	1,380.00	
132235	MOUNTAIN MIST WATER	03/10/2023	Virtual Pay	0.00	359.24	APA002226
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
005209508	Invoice	02/01/2023	ACCT#088436 PUBLIC WORKS	0.00	29.07	
401-000-000-53480-3100		Office and Operating		ACCT#088436 PUBLIC WO	29.07	
005209512	Invoice	02/01/2023	ACCT#050147 WWTP	0.00	81.33	
402-400-000-53580-3100		Office and Operating		ACCT#050147 WWTP	72.63	
402-400-000-53580-4500		Operating Rentals		ACCT#050147 WWTP	8.70	
005214318	Invoice	02/03/2023	ACCT#050147 WWTP	0.00	18.65	
402-400-000-53580-3100		Office and Operating		ACCT#050147 WWTP	18.65	
005234573	Invoice	02/15/2023	ACCT#088436 ADMIN	0.00	30.97	
001-130-000-51810-3100		Office and Operating		ACCT#088436 ADMIN	30.97	
005234586	Invoice	02/15/2023	ACCT#050147 WWTP	0.00	81.95	
402-400-000-53580-3100		Office and Operating		ACCT#050147 WWTP	81.95	
005259917	Invoice	02/27/2023	ACCT#050147 LATE FEE	0.00	1.00	
401-000-000-53480-3100		Office and Operating		ACCT#050147 LATE FEE	1.00	
005261522	Invoice	03/01/2023	ACCT#088436 MUNI COURT	0.00	22.81	
001-112-000-51251-3100		Office and Operating		ACCT#088436 MUNI COUR	18.46	
001-112-000-51251-4500		Operating Rentals		ACCT#088436 MUNI COUR	4.35	
005261523	Invoice	03/01/2023	ACCT#088436 ADMIN	0.00	64.70	
001-130-000-51810-3100		Office and Operating		ACCT#088436 ADMIN	64.70	
005261537	Invoice	03/01/2023	ACCT#074484 PUBLIC WORKS	0.00	5.95	
401-000-000-53480-3100		Office and Operating		ACCT#074484 PUBLIC WO	5.95	
005261540	Invoice	03/01/2023	ACCT#088436 PUBLIC WORKS	0.00	22.81	
401-000-000-53480-3100		Office and Operating		ACCT#088436 PUBLIC WO	22.81	
VEN02077	NATURAL SELECTION FARMS, INC.	03/10/2023	Virtual Pay	0.00	4,278.30	APA002227
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
6947	Invoice	01/31/2023	JANUARY 2023 BIOSOLIDS	0.00	4,278.30	
402-400-000-53580-4100		Professional Services/Adv		JANUARY 2023 BIOSOLIDS	4,278.30	
142300	NISQUALLY INDIAN TRIBE	03/10/2023	Virtual Pay	0.00	28.26	APA002228

Check Register

Packet: APPKT02648-MARCH 10, 2023 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	
34254	Invoice	01/31/2023	JANUARY 2023 INMATE PHARM REIMB	0.00	28.26	
001-123-000-52360-4100		Prof Services-Prisoner Me		JANUARY 2023 INMATE PH	28.26	
VEN02141	NORTHWEST CASCADE, INC.	03/10/2023	Virtual Pay	0.00	979.20	APA002229
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0553336217	Invoice	02/24/2023	CUST#228916 HUFF N PUFF RENTAL	0.00	979.20	
001-141-000-57680-4100		Professional Services/Adv		CUST#228916 HUFF N PUF	979.20	
144093	NORTHWEST PLAYGROUND EQUIP	03/10/2023	Virtual Pay	0.00	2,416.67	APA002230
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
50649	Invoice	11/28/2022	RECEPTACLE, POST PACKAGE, LID	0.00	2,416.67	
001-141-000-57680-3100		Office and Operating		RECEPTACLE, POST PACKA	2,416.67	
VEN02312	ODP BUSINESS SOLUTIONS LLC	03/10/2023	Virtual Pay	0.00	212.21	APA002231
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
279480573001	Invoice	12/01/2022	ACCT#28972108 PLANNERS,ERASABLES,D	0.00	276.82	
001-141-000-57680-3100		Office and Operating		ACCT#28972108 PLANNER	158.96	
001-142-000-51830-3100		Office and Operating		ACCT#28972108 PLANNER	117.86	
285084800001	Credit Memo	01/09/2023	ACCT#28972108 PLANNERS	0.00	-158.95	
001-141-000-57680-3100		Office and Operating		ACCT#28972108 PLANNER	-158.95	
285101215001	Credit Memo	01/09/2023	ACCT#28972108 ERASABLES	0.00	-95.28	
001-141-000-57680-3100		Office and Operating		ACCT#28972108 ERASABL	-95.28	
287398633001	Invoice	01/17/2023	ACCT#28972108 PLANNERS,RULER,PENS	0.00	55.37	
402-400-000-53580-3100		Office and Operating		ACCT#28972108 PLANNER	55.37	
287399636001	Invoice	01/17/2023	ACCT#28972108 RULER, NOTEPAD	0.00	66.57	
402-400-000-53580-3100		Office and Operating		ACCT#28972108 RULER, N	66.57	
287399647001	Invoice	01/16/2023	ACCT#28972108 PAD TOP WIRE	0.00	17.82	
402-400-000-53580-3100		Office and Operating		ACCT#28972108 PAD TOP	17.82	
287429238001	Invoice	01/13/2023	ACCT#28972108 WALL CLOCK	0.00	7.59	
001-111-000-51423-3100		Office and Operating		ACCT#28972108 WALL CL	7.59	
287429978001	Invoice	01/13/2023	ACCT#28972108J PLANNER	0.00	23.49	
001-111-000-51423-3100		Office and Operating		ACCT#28972108J PLANNE	23.49	
287429979001	Invoice	01/17/2023	ACCT#28972108 DRY ERASE BOARD	0.00	50.04	
001-111-000-51423-3100		Office and Operating		ACCT#28972108 DRY ERAS	50.04	
288500689001	Credit Memo	01/17/2023	ACCT#28972108 CREDIT FOR SUPPLIES	0.00	-188.40	
001-111-000-51421-3100		Office and Operating		ACCT#28972108 CREDIT F	-76.27	
001-111-000-51421-3100		Office and Operating		ACCT#28972108 CREDIT F	-6.52	
001-111-000-51421-3100		Office and Operating		ACCT#28972108 CREDIT F	-21.54	
001-111-000-51421-3100		Office and Operating		ACCT#28972108 CREDIT F	-9.42	
001-111-000-51423-3100		Office and Operating		ACCT#28972108 CREDIT F	-24.87	
001-111-000-51423-3100		Office and Operating		ACCT#28972108 CREDIT F	-21.54	
001-111-000-51423-3100		Office and Operating		ACCT#28972108 CREDIT F	-9.42	
001-130-000-51810-3100		Office and Operating		ACCT#28972108 CREDIT F	-18.82	
291114354001	Invoice	02/01/2023	ACCT#28972108 INK,STAPLES,POST ITS	0.00	147.63	
001-111-000-51423-3100		Office and Operating		ACCT#28972108 INK,STAP	32.13	
001-130-000-51810-3100		Office and Operating		ACCT#28972108 INK,STAP	115.50	
291230768001	Invoice	02/01/2023	ACCT#28972108 POST ITS	0.00	9.51	
001-111-000-51421-3100		Office and Operating		ACCT#28972108 POST ITS	9.51	
153500	PACIFIC LAMP & SUPPLY CO	03/10/2023	Virtual Pay	0.00	177.82	APA002232

Check Register

Packet: APPKT02648-MARCH 10, 2023 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	
865408	Invoice	03/06/2023	CUST#2733-1 LED 18W	0.00	177.82	
001-141-000-57680-3100		Office and Operating		CUST#2733-1 LED 18W	177.82	
155541	PARAMETRIX, INC.	03/10/2023	Virtual Pay	0.00	1,278.75	APA002233
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
42841	Invoice	03/08/2023	SCADA SERVICES	0.00	1,278.75	
402-400-000-53580-4100		Professional Services/Adv		SCADA SERVICES	1,278.75	
114040	PETTYJOHN ENTERPRISES, LLC	03/10/2023	Virtual Pay	0.00	353.30	APA002234
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
3137	Invoice	03/01/2023	MEDIUM FIR BARK, CHIPS	0.00	353.30	
302-000-000-59565-6300		PARKING FACILITIES-Cons	19-CITYPRKLOT	MEDIUM FIR BARK, CHIPS	353.30	
165704	R & D SUPPLY	03/10/2023	Virtual Pay	0.00	232.32	APA002235
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
246097	Invoice	02/17/2023	CUST# 60CS18 CLEANER, CAN LINERS	0.00	232.32	
001-142-000-51890-3115		Office and Operating-Civi		CUST# 60CS18 CLEANER, C	42.07	
001-142-000-51890-3115		Office and Operating-Civi		CUST# 60CS18 CLEANER, C	142.73	
001-142-000-51890-3115		Office and Operating-Civi		CUST# 60CS18 CLEANER, C	2.72	
001-142-000-57250-3100		Office and Operating		CUST# 60CS18 CLEANER, C	42.07	
001-142-000-57250-3100		Office and Operating		CUST# 60CS18 CLEANER, C	2.73	
903584	RIGHT SYSTEMS	03/10/2023	Virtual Pay	0.00	12,002.82	APA002236
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
SI-179948	Invoice	03/02/2023	CUST#COS006 MANAGED SVCS MARCH 2	0.00	12,002.82	
001-132-000-51888-4100		Data Processing-Prof Svcs		CUST#COS006 MANAGED	12,002.82	
183400	SCJ ALLIANCE- SHEA, CARR & JEWEL	03/10/2023	Virtual Pay	0.00	3,142.75	APA002237
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
71320	Invoice	03/06/2023	ALPINE WAY INTERSECTION ANALYSIS	0.00	3,142.75	
001-115-000-51896-4100		Professional Services/Adv		ALPINE WAY INTERSECTIO	3,142.75	
178231	SEAN CARNEY	03/10/2023	Virtual Pay	0.00	40.00	APA002238
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
FEB/2023KIMUD	Invoice	03/02/2023	FEB/2023KIMUDO	0.00	40.00	
001-141-000-57120-4100		Professional Services/Adv		FEB/2023KIMUDO	40.00	
187000	SHELTON-MASON COUNTY JOURNA	03/10/2023	Virtual Pay	0.00	375.00	APA002239
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
117959	Invoice	02/09/2023	NOTICE OF MEETING,SPECIAL CIVIL SERVI	0.00	62.00	
001-130-000-51810-4100		Professional Services/Adv		NOTICE OF MEETING,SPEC	62.00	
118165	Invoice	02/23/2023	NOTICE OF INTENT TO PAVE FRONT ST	0.00	217.00	
302-000-000-59530-6300		CAPITAL IMPROVEMENT-	23- FRONT ST PAVING	NOTICE OF INTENT TO PAV	217.00	
118268	Invoice	03/02/2023	LAND USE-SHORELINE MASTER PROGRA	0.00	46.50	
001-110-000-51160-4100		Professional Services/Adv		LAND USE-SHORELINE MA	46.50	
118269	Invoice	03/02/2023	FLOOD DAMAGE PREVENTION	0.00	49.50	
001-110-000-51160-4100		Professional Services/Adv		FLOOD DAMAGE PREVENT	49.50	
VEN01334	SUEZ TREATMENT SOLUTIONS INC.	03/10/2023	Virtual Pay	0.00	2,252.89	APA002240

Check Register

Packet: APPKT02648-MARCH 10, 2023 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	
901931230	Invoice	01/09/2023	LAMP	0.00	2,252.89	
402-400-000-53580-3100		Office and Operating		LAMP	2,252.89	
VEN01315	SYN-TECH SYSTEMS, INC.	03/10/2023	Virtual Pay	0.00	51.14	APA002241
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
263260	Invoice	02/24/2023	PROKEE ASSY	0.00	51.14	
001-118-000-52122-3110		Office & Operating-Auto		PROKEE ASSY	51.14	
178252	TASCHNER LAW, PLLC	03/10/2023	Virtual Pay	0.00	9,083.00	APA002242
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
MAR/2023	Invoice	03/09/2023	MARCH 2023 PUBLIC DEFENSE SVCS	0.00	9,083.00	
001-122-000-51593-4100		Public Defense/Adult Mis		MARCH 2023 PUBLIC DEFE	9,083.00	
VEN02199	TERMINIX PROCESSING CENTER	03/10/2023	Virtual Pay	0.00	1,240.54	APA002243
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
430475903	Invoice	02/24/2023	CUST#13633877 1000 W PINE ST	0.00	97.70	
401-000-000-53480-4101		Professional Services - Sh		CUST#13633877 1000 W P	97.70	
430476199	Invoice	02/24/2023	CUST#13634073 100 TURNER AVE	0.00	65.30	
402-400-000-53580-4100		Professional Services/Adv		CUST#13634073 100 TUR	65.30	
430476779	Invoice	02/24/2023	CUST#13632853 1701 FAIRMOUNT AVE	0.00	218.67	
402-400-000-53580-4100		Professional Services/Adv		CUST#13632853 1701 FAIR	218.67	
430477222	Invoice	02/24/2023	CUST#13634151 811 S 15TH ST	0.00	65.30	
401-000-000-53480-4100		Professional Services/Adv		CUST#13634151 811 S 15T	65.30	
430477412	Invoice	02/24/2023	CUST#13634132 1437 W HARVARD ST	0.00	65.37	
401-000-000-53480-4100		Professional Services/Adv		CUST#13634132 1437 W H	65.37	
430477729	Invoice	02/24/2023	CUST#13634000 311 S FRONT ST	0.00	65.37	
402-400-000-53580-4100		Professional Services/Adv		CUST#13634000 311 S FR	65.37	
430477898	Invoice	02/24/2023	CUST#13638768 626 MAGNOLIA AVE	0.00	65.28	
401-000-000-53480-4100		Professional Services/Adv		CUST#13638768 626 MAG	65.28	
430478058	Invoice	02/24/2023	CUST#13638789 553 BEAR ST	0.00	65.30	
401-000-000-53480-4100		Professional Services/Adv		CUST#13638789 553 BEAR	65.30	
430478387	Invoice	02/24/2023	CUST#13638825 907 W BIRCH ST	0.00	65.28	
401-000-000-53480-4100		Professional Services/Adv		CUST#13638825 907 W BI	65.28	
430478633	Invoice	02/24/2023	CUST#13634026 2401 N SHELTON SPRING	0.00	65.37	
401-000-000-53480-4100		Professional Services/Adv		CUST#13634026 2401 N S	65.37	
430478873	Invoice	02/24/2023	CUST#13634265 2001 N 13TH ST	0.00	65.28	
401-000-000-53480-4100		Professional Services/Adv		CUST#13634265 2001 N 1	65.28	
430478965	Invoice	02/24/2023	CUST#13638814 100 MUNCASTER DR	0.00	65.30	
401-000-000-53480-4100		Professional Services/Adv		CUST#13638814 100 MUN	65.30	
430479282	Invoice	02/24/2023	CUST#13634102 900 WALLACE KNEELAN	0.00	65.37	
401-000-000-53480-4100		Professional Services/Adv		CUST#13634102 900 WALL	65.37	
430479652	Invoice	02/24/2023	CUST#13632896 10891 N HWY 101	0.00	140.35	
402-640-000-53580-4100		Professional Services/Adv		CUST#13632896 10891 N	140.35	
430480040	Invoice	02/24/2023	CUST#13638801 51 PUBLIC WORKS DR	0.00	65.30	
401-000-000-53480-4100		Professional Services/Adv		CUST#13638801 51 PUBLI	65.30	
VEN01913	THE BATHROOM, LLC	03/10/2023	Virtual Pay	0.00	190.41	APA002244

Check Register

Packet: APPKT02648-MARCH 10, 2023 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	
030537	Invoice	03/07/2023	FIRE STATION FLUSHOMETER REPAIR	0.00	190.41	
001-119-000-52250-4100		Professional Services/Adv		FIRE STATION FLUSHOMET	190.41	
189670	THE SHOPPER	03/10/2023	Virtual Pay	0.00	398.70	APA002245
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
56021	Invoice	02/28/2023	ENVELOPES	0.00	398.70	
001-111-000-51421-3100		Office and Operating		ENVELOPES	199.35	
001-111-000-51423-3100		Office and Operating		ENVELOPES	199.35	
VEN01972	THOMAS A FURRER	03/10/2023	Virtual Pay	0.00	1,552.50	APA002246
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
MAR/2023	Invoice	03/09/2023	MARCH 2023 SECURITY SERVICES	0.00	1,552.50	
001-112-000-51251-4109		Other Professional Serv		MARCH 2023 SECURITY SE	1,552.50	
201300	TOZIER BROS INC.	03/10/2023	Virtual Pay	0.00	583.56	APA002247
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
461947	Invoice	02/23/2023	CUST#20090 SPREADER	0.00	103.35	
402-400-000-53580-3100		Office and Operating		CUST#20090 SPREADER	103.35	
461962	Invoice	02/23/2023	CUST#20090 ICE MELT	0.00	224.43	
402-400-000-53580-3100		Office and Operating		CUST#20090 ICE MELT	224.43	
461993	Invoice	02/25/2023	CUST#20090 SWIV HASP ZN	0.00	8.69	
001-141-000-57680-3100		Office and Operating		CUST#20090 SWIV HASP Z	8.69	
462002	Invoice	02/26/2023	CUST#20090 LIGHT BULB	0.00	15.31	
001-141-000-57680-3100		Office and Operating		CUST#20090 LIGHT BULB	15.31	
462037	Invoice	02/28/2023	CUST#20090 PAINT SUPPLIES	0.00	94.67	
001-141-000-57680-3100		Office and Operating		CUST#20090 PAINT SUPPLI	94.67	
462133	Invoice	03/06/2023	CUST#20090 BEET HOE REPLAC HANDLE	0.00	17.40	
401-000-000-53480-3100		Office and Operating		CUST#20090 BEET HOE RE	17.40	
462136	Invoice	03/06/2023	CUST# 20090 GREASE SILICONE	0.00	4.89	
001-119-000-52250-3100		Office and Operating		CUST# 20090 GREASE SILIC	4.89	
462143	Invoice	03/07/2023	CUST#20090 TORCH KIT VAPOR	0.00	84.20	
101-000-000-54230-3100		Office and Operating		CUST#20090 TORCH KIT V	84.20	
462153	Invoice	03/07/2023	CUST#20090 LED BULB	0.00	30.62	
401-000-000-53480-3100		Office and Operating		CUST#20090 LED BULB	30.62	
VEN02408	VEOLIA WATER TECHNOLOGIES TRE	03/10/2023	Virtual Pay	0.00	2,975.64	APA002248
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
901997193	Invoice	02/22/2023	POWER SUPPLY, RELAY CARD	0.00	1,487.82	
402-400-000-53580-3100		Office and Operating		POWER SUPPLY, RELAY CA	1,487.82	
901997199	Invoice	02/22/2023	POWER SUPPLY, RELAY CARD	0.00	1,487.82	
402-400-000-53580-3100		Office and Operating		POWER SUPPLY, RELAY CA	1,487.82	
203030	WASHINGTON STATE PATROL	03/10/2023	Virtual Pay	0.00	169.00	APA002249
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
123005093	Invoice	03/01/2023	ACCT#SHE301 BACKGROUND CHECKS FEB	0.00	169.00	
001-118-000-52122-4100		Patrol-Professional Serv		ACCT#SHE301 BACKGROU	169.00	
203780	WATER MGMNT LABORATORIES INC	03/10/2023	Virtual Pay	0.00	264.00	APA002250

Check Register

Packet: APPKT02648-MARCH 10, 2023 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	
210017	Invoice	02/28/2023	ACCT#AS201R TESTS		0.00	264.00
402-400-000-53580-4100		Professional Services/Adv		ACCT#AS201R TESTS		264.00
053987	WESTBAY NAPA AUTO PARTS	03/10/2023	Virtual Pay	0.00	262.30	APA002251
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
025973	Invoice	02/25/2023	ACCT#4296 UNIT 18 BATTERY		0.00	131.15
001-118-000-52122-3110		Office & Operating-Auto		ACCT#4296 UNIT 18 BATTE		131.15
026565	Invoice	03/02/2023	ACCT#4296 62978D BATTERY		0.00	150.73
503-000-000-54865-3102		Oper Supplies-Parts		ACCT#4296 62978D BATTE		150.73
027055	Credit Memo	03/07/2023	ACCT#4296 BATTERY DEPOSIT 62978D		0.00	-19.58
503-000-000-54865-3102		Oper Supplies-Parts		ACCT#4296 BATTERY DEPO		-19.58
VEN02139	ZEPPELIN SHIPPING & TECHNOLOGY	03/10/2023	Virtual Pay	0.00	13.88	APA002252
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
PACKAGEID#9853	Invoice	03/01/2023	PACKAGEID#98534 WSP TOXICOLOGY		0.00	13.88
001-118-000-52122-4200		Communication		PACKAGEID#98534 WSP T		13.88

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	154	64	0.00	511,684.23
	154	64	0.00	511,684.23

Virtual Payments	154	64	0.00	511,684.23
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	3/2023	511,684.23
			<u>511,684.23</u>

January 2023 Monthly Financial Report

City of Shelton, Washington

General Fund Overview

	2023 Budget	2023 thru January	2023 Est Actual	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
Revenues	14,417,470	1,056,689	14,083,785	(333,685)	-2.3%
Expenditures	15,949,791	1,423,184	15,749,075	200,716	1.3%
Net Revenues Less Expenditures	(1,532,321)	(366,495)	(1,665,290)	(132,969)	
Beginning Fund Balance	5,047,741		5,047,741		
Ending Fund Balance	3,515,420		3,382,451		
	22.0%		21.2%		
Ending Fund Balance Breakdown:					
Reserved - 20% of Budget	3,189,958		3,189,958		
Unreserved Fund Balance	325,462		192,493		
Total Fund Balance	3,515,420		3,382,451		

Summary

2023 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals. 2021 and 2022 amounts included in this report are unaudited.

Analysis through January shows an overall negative budget variance of \$133 thousand.

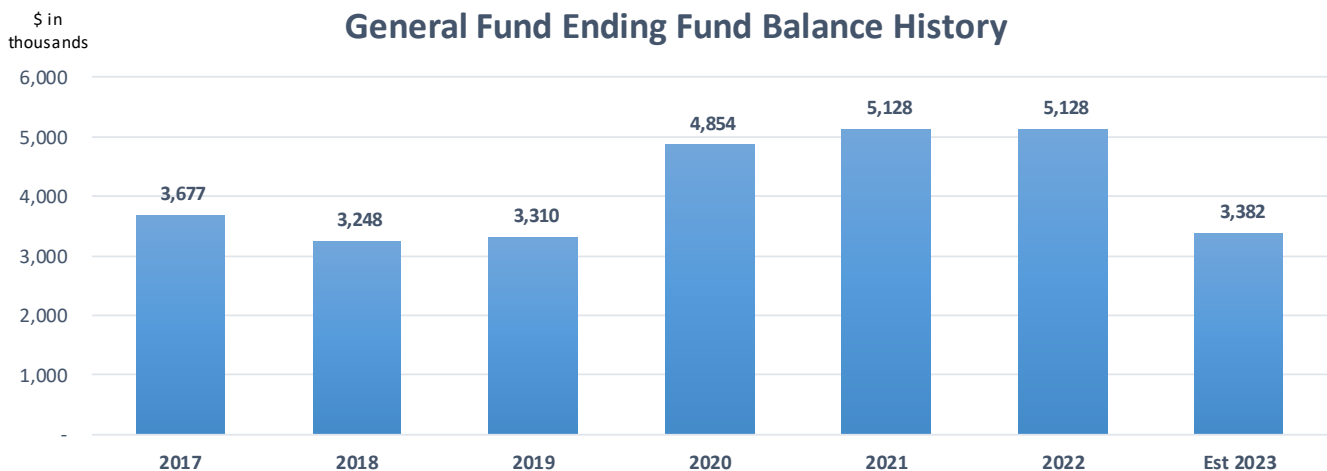
General Fund Reserves are estimated to end the year at \$3.4 million, or 21.2% of 2023 budgeted expenditures.

Revenue Overview

Revenues are currently estimated to end the year approximately \$334 thousand, or -2.3% lower than budgeted.

Expenditure Overview

Expenditures are currently estimated to end the year approximately \$201 thousand, or 1.3% lower than budgeted.



January 2023 Monthly Financial Report

City of Shelton, Washington

General Fund Overview - Revenues

Revenue Categories	2023 Budget	2023 thru January	2023 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
Taxes:					
Property	2,846,399	7,812	2,846,399	-	0.0%
Sales & Use	3,515,360	317,236	3,423,777	(91,583)	-2.6%
City Utility	1,276,600	127,396	1,306,872	30,272	2.4%
Non-City Utility	1,301,400	157,909	1,233,902	(67,498)	-5.2%
Business & Occupation	1,007,475	107,906	807,475	(200,000)	-19.9%
Other	48,930	2,428	48,930	-	0.0%
Licenses & Permits	301,900	54,593	301,005	(895)	-0.3%
Intergovernmental Revenue	576,300	33,812	583,565	7,265	1.3%
Charges for Goods/Services	3,159,306	212,689	3,162,803	3,497	0.1%
Fines and Penalties	92,550	4,548	47,454	(45,096)	-48.7%
Miscellaneous Revenue	113,250	30,359	143,603	30,353	26.8%
Transfers In	178,000	-	178,000	-	0.0%
Total Revenues	14,417,470	1,056,689	14,083,785	(333,685)	-2.3%

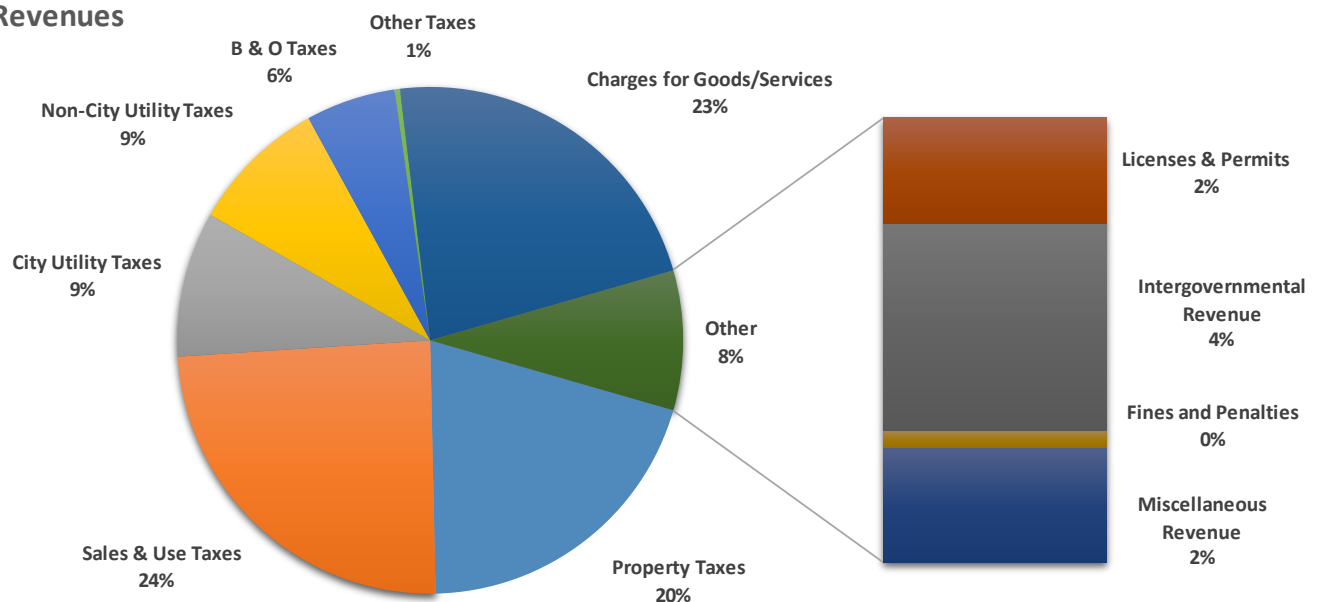
*2023 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.

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

B&O Taxes: Estimated to be under budget by \$200 thousand due to lower taxes received so far this year.

2023 Estimated General Fund Revenues



January 2023 Monthly Financial Report

City of Shelton, Washington

General Fund Overview - Expenditures

Department	2023 Budget	2023 thru January	2023 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
Administrative Services					
Human Resources	324,573	41,867	329,383	(4,810)	-1.5%
Information Technology	411,911	38,991	414,011	(2,100)	-0.5%
Risk Management	141,666	57,168	156,806	(15,140)	-10.7%
City Clerk	273,030	23,374	273,020	10	0.0%
City Council	70,438	6,712	70,418	20	0.0%
City Manager					
City Manager	412,609	58,997	414,267	(1,658)	-0.4%
Legal	328,170	10,625	325,260	2,910	0.9%
Detentions/Corrections-Contract	1,137,280	21,764	725,000	412,280	36.3%
Community Dev, Parks, Facilities					
Civic Center Activities	81,540	6,678	82,050	(510)	-0.6%
Community Development	1,024,445	101,208	1,033,571	(9,126)	-0.9%
Facility Services	951,009	70,180	960,289	(9,280)	-1.0%
Parks & Recreation	744,723	69,520	752,993	(8,270)	-1.1%
Finance	1,245,350	124,210	1,347,300	(101,950)	-8.2%
Fire & Emergency Services	2,195,161	152,352	2,199,790	(4,629)	-0.2%
Municipal Court	710,108	77,317	758,639	(48,531)	-6.8%
Non-Departmental	944,566	1,825	894,566	50,000	5.3%
Police	3,968,131	466,937	4,011,201	(43,070)	-1.1%
Public Works	985,081	93,460	1,000,511	(15,430)	-1.6%
Total Expenditures	15,949,791	1,423,184	15,749,075	200,716	1.3%

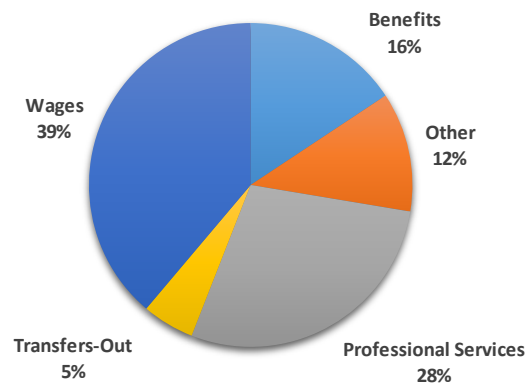
*2023 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.

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

Detention/Corrections: Jail fees estimated to be below budget due to limited implementation of new jail contract.

2023 Estimated General Fund Expenditures



January 2023 Monthly Financial Report

City of Shelton, Washington

General Fund Year-to-Year

	2021 Actual	2022 Actual	2023 Budget	2023 thru January	2023 Est Actual
Beginning Fund Balance	4,853,568	4,777,350	5,047,741	5,047,741	5,047,741
Revenues					
Taxes:					
Property	2,502,891	2,546,998	2,846,399	7,812	2,846,399
Sales & Use	3,368,713	3,436,648	3,515,360	317,236	3,423,777
City Utility	1,241,561	1,474,584	1,276,600	127,396	1,306,872
Non-City Utility	1,165,125	1,205,659	1,301,400	157,909	1,233,902
Business & Occupation	980,007	985,461	1,007,475	107,906	807,475
Other	56,304	59,079	48,930	2,428	48,930
Licenses & Permits	281,260	305,604	301,900	54,593	301,005
Intergovernmental Revenue	2,240,637	2,148,219	576,300	33,812	583,565
Charges for Goods/Services	2,904,696	3,060,577	3,159,306	212,689	3,162,803
Fines and Penalties	78,453	51,581	92,550	4,548	47,454
Miscellaneous Revenue	141,622	261,633	113,250	30,359	143,603
Transfers In	-	128	178,000	-	178,000
Total Revenues	14,961,269	15,536,172	14,417,470	1,056,689	14,083,785
Expenditures					
Administrative Services					
Human Resources	259,811	327,848	324,573	41,867	329,383
Information Technology	279,243	374,562	411,911	38,991	414,011
Risk Management	115,849	136,360	141,666	57,168	156,806
City Clerk	198,328	238,028	273,030	23,374	273,020
City Council	100,744	77,768	70,438	6,712	70,418
City Manager					
City Manager	385,264	344,279	412,609	58,997	414,267
Legal	286,726	277,979	328,170	10,625	325,260
Detentions/Corrections-Contract	314,238	339,327	1,137,280	21,764	725,000
Community Dev, Parks, Facilities					
Civic Center Activities	50,348	51,915	81,540	6,678	82,050
Community Development	619,739	728,236	1,024,445	101,208	1,033,571
Facility Services	524,991	652,720	951,009	70,180	960,289
Parks & Recreation	521,872	575,245	744,723	69,520	752,993
Finance	928,469	1,079,083	1,245,350	124,210	1,347,300
Fire & Emergency Services	1,560,701	1,690,846	2,195,161	152,352	2,199,790
Municipal Court	528,267	666,977	710,108	77,317	758,639
Non-Departmental	4,252,217	3,220,664	944,566	1,825	894,566
Police	3,410,746	3,587,265	3,968,131	466,937	4,011,201
Public Works	699,932	896,836	985,081	93,460	1,000,511
Total Expenditures	15,037,485	15,265,938	15,949,791	1,423,184	15,749,075
Net Revenues less Expenditures	(76,218)	270,234	(1,532,321)	(366,495)	(1,665,290)
Ending Fund Balance	4,777,350	5,047,584	3,515,420	4,681,246	3,382,451
General Fund Reserves	4,777,350	5,047,584	3,515,420		3,382,451
based on same year actuals/budget	31.8%	33.1%	22.0%		21.5%

January 2023 Monthly Financial Report

City of Shelton, Washington

General Fund Month-to-Month

	2021 thru January	2022 thru January	2023 thru January	2023 - 2022 Variance		% of Budget
Revenues						
Taxes:						
Property	56,158	19,002	7,812	(11,190)	-58.9%	0.3%
Sales & Use	274,132	269,272	317,236	47,963	17.8%	9.0%
City Utility	97,454	124,784	127,396	2,612	2.1%	10.0%
Non-City Utility	125,920	141,003	157,909	16,906	12.0%	12.1%
Business & Occupation	120,602	132,196	107,906	(24,290)	-18.4%	10.7%
Other	3,341	4,532	2,428	(2,104)	-46.4%	5.0%
Licenses & Permits	37,438	48,264	54,593	6,330	13.1%	18.1%
Intergovernmental Revenue	72,830	68,335	33,812	(34,523)	-50.5%	5.9%
Charges for Goods/Services	178,607	210,810	212,689	1,879	0.9%	6.7%
Fines and Penalties	6,378	2,877	4,548	1,671	58.1%	4.9%
Miscellaneous Revenue	17,462	26,861	30,359	3,498	13.0%	26.8%
Transfers In	-	-	-	-		0.0%
Total Revenues	990,323	1,047,938	1,056,689	8,751	0.8%	7.3%
Expenditures						
Administrative Services						
Human Resources	27,009	41,295	41,867	572	1.4%	12.9%
Information Technology	29,911	28,339	38,991	10,652	37.6%	9.5%
Risk Management	37,512	40,620	57,168	16,548	40.7%	40.4%
City Clerk	20,048	26,705	23,374	(3,331)	-12.5%	8.6%
City Council	16,752	9,872	6,712	(3,160)	-32.0%	9.5%
City Manager						
City Manager	54,921	39,121	58,997	19,875	50.8%	14.3%
Legal	15,611	(12,073)	10,625	22,698	-188.0%	3.2%
Detentions/Corrections-Contract	21,718	93	21,764	21,671	23309.3%	1.9%
Community Dev, Parks, Facilities						
Civic Center Activities	7,629	5,109	6,678	1,568	30.7%	8.2%
Community Development	59,659	92,126	101,208	9,082	9.9%	9.9%
Facility Services	45,566	54,267	70,180	15,913	29.3%	7.4%
Parks & Recreation	41,176	45,773	69,520	23,747	51.9%	9.3%
Finance	174,678	121,670	124,210	2,540	2.1%	10.0%
Fire & Emergency Services	128,032	138,673	152,352	13,679	9.9%	6.9%
Municipal Court	54,227	54,046	77,317	23,271	43.1%	10.9%
Non-Departmental	1,756	45,026	1,825	(43,200)	-95.9%	0.2%
Police	368,186	418,520	466,937	48,417	11.6%	11.8%
Public Works	56,088	92,541	93,460	920	1.0%	9.5%
Total Expenditures	1,160,479	1,241,723	1,423,184	181,461	14.6%	8.9%

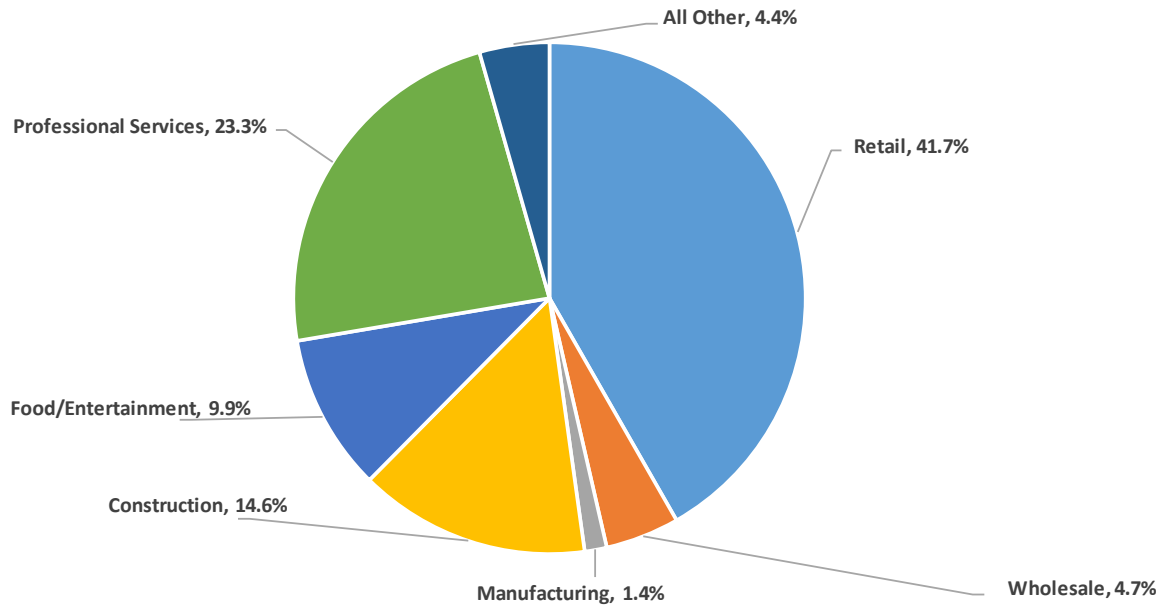
This Month-to-Month presentation does not include variance notes. Common variances are due to timing of receipts and expenditures. Totals reported are year-to-date through January which is 8.3% of the year.

January 2023 Monthly Financial Report

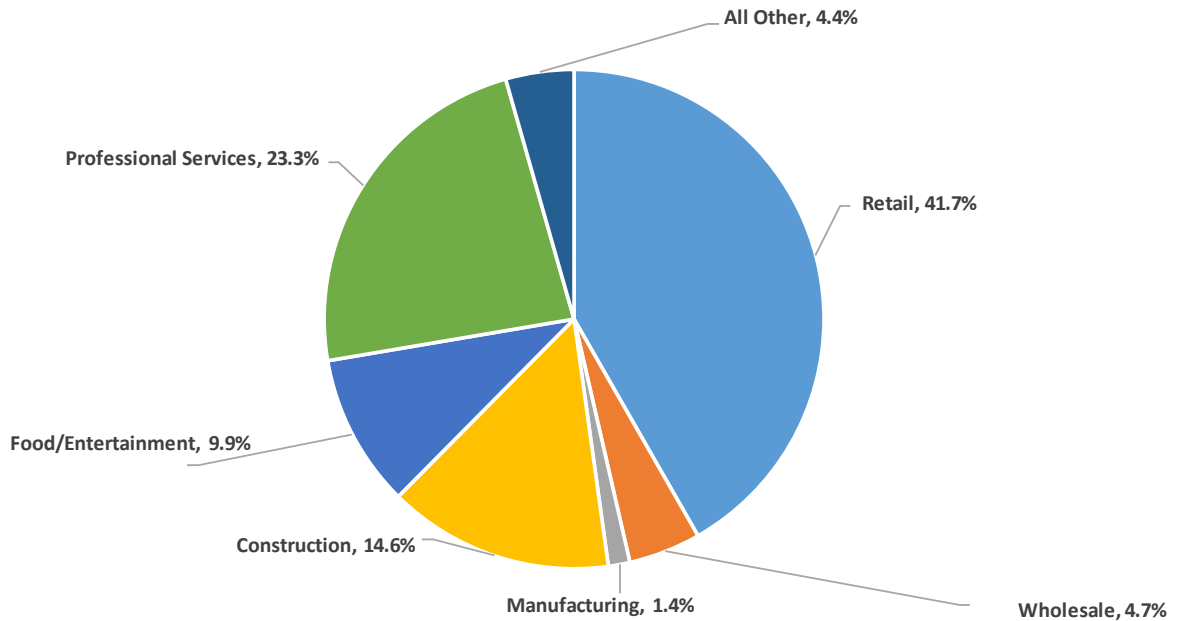
City of Shelton, Washington

Sales Tax Breakdown by Type

2023 thru January



January 2023



January 2023 Monthly Financial Report

City of Shelton, Washington

Fund Balances

Fund	2023 Beginning Fund Balance	2023 Estimated Revenue	2023 Estimated Expenditure	2023 Estimated Fund Balance	\$ Change	% Change
City-wide Fund Balances						
General Fund	5,047,741	14,083,785	15,749,075	3,382,451	(1,665,290)	-33.0%
Street Fund	432,336	2,053,096	2,080,464	404,968	(27,368)	-6.3%
Capital Resource Funds						
Real Estate Excise Tax -1	505,896	56,381	128,574	433,703	(72,193)	-14.3%
Real Estate Excise Tax -2	592,438	57,099	30,000	619,537	27,099	4.6%
Transport Benefit District	1,540,535	536,428	779,500	1,297,463	(243,072)	-15.8%
Traffic Impact Fees	706,764	86,633	100,000	693,397	(13,367)	-1.9%
General Resources	1,222,689	316,416	957,204	581,901	(640,788)	-52.4%
Tourism Fund	91,844	49,179	68,000	73,023	(18,821)	-20.5%
Bond Fund	7,592	183,900	183,900	7,592	-	0.0%
Capital Improvement Fund	860,451	2,824,585	2,936,595	748,441	(112,010)	-13.0%
Water Fund	2,003,551	2,922,900	3,540,563	1,385,888	(617,663)	-30.8%
Water Capital Fund	1,042,911	1,340,000	1,340,000	1,042,911	-	0.0%
Sewer Fund	4,162,000	6,486,191	7,070,726	3,577,465	(584,535)	-14.0%
Sewer Capital Fund	1,317,368	1,042,000	1,024,800	1,334,568	17,200	1.3%
Solid Waste Fund	955,208	1,404,688	52,930	2,306,966	1,351,758	141.5%
Storm Drainage Fund	694,365	1,564,842	1,624,263	634,944	(59,421)	-8.6%
Storm Drainage Capital Fund	103,194	80,000	80,000	103,194	-	0.0%
Payroll Benefits Fund	196,855	170,861	143,053	224,664	27,809	14.1%
Equipment Rental Fund	564,289	608,270	924,732	247,827	(316,462)	-56.1%
Firefighters Pension Fund	426,890	13,275	80,467	359,698	(67,192)	-15.7%
Library Endowment Fund	122,928	788	24,000	99,716	(23,212)	-18.9%
City-wide Fund Totals	22,597,845	35,881,316	38,918,845	19,560,316	(3,037,529)	-13.4%

January 2023 Monthly Financial Report

City of Shelton, Washington

City-Wide Overview - Revenues & Expenditures

Fund	2023 Budget	2023 thru January	2023 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
General Fund					
Taxes	9,996,164	720,688	9,667,355	(328,809)	-3.3%
Licenses & Permits	301,900	54,593	301,005	(895)	-0.3%
Intergovernmental Revenue	576,300	33,812	583,565	7,265	1.3%
Charges for Goods/Services	3,159,306	212,689	3,162,803	3,497	0.1%
Fines and Penalties	92,550	4,548	47,454	(45,096)	-48.7%
Miscellaneous Revenue	113,250	30,359	143,603	30,353	26.8%
Transfers In	178,000	-	178,000	-	0.0%
Total Revenues	14,417,470	1,056,689	14,083,785	(333,685)	-2.3%
Wages	6,040,506	476,098	6,115,506	(75,000)	-1.2%
Benefits	2,453,099	176,177	2,471,099	(18,000)	-0.7%
Professional Services	4,813,365	269,684	4,460,470	352,895	7.3%
Transfers-Out	872,022	1,825	822,022	50,000	5.7%
Other	1,770,799	499,400	1,879,978	(109,179)	-6.2%
Total Expenditures	15,949,791	1,423,184	15,749,075	200,716	1.3%
Net Revenues Less Expenditures	(1,532,321)	(366,495)	(1,665,290)	(132,969)	
Street Fund					
Taxes	675,000	64,733	675,000	-	0.0%
Licenses & Permits	10,000	660	7,920	(2,080)	-20.8%
Intergovernmental Revenue	199,000	14,321	185,860	(13,140)	-6.6%
Charges for Goods/Services	56,120	5,614	56,120	-	0.0%
Miscellaneous Revenue	1,500	1,049	1,500	-	0.0%
Transfers In	1,126,696	-	1,126,696	-	0.0%
Total Revenues	2,068,316	86,377	2,053,096	(15,220)	-0.7%
Wages	378,476	29,660	378,476	-	0.0%
Benefits	177,468	13,008	177,468	-	0.0%
Professional Services	107,440	-	107,440	-	0.0%
Transfers-Out	525,000	-	525,000	-	0.0%
Other	878,441	118,234	892,080	(13,639)	-1.6%
Total Expenditures	2,066,825	160,902	2,080,464	(13,639)	-0.7%
Net Revenues Less Expenditures	1,491	(74,525)	(27,368)	(28,859)	
Capital Resources - Real Estate Excise Tax - 1 (REET-1)					
Taxes	52,500	16,271	52,500	-	0.0%
Miscellaneous Revenue	-	1,535	3,881	3,881	
Total Revenues	52,500	17,806	56,381	3,881	7.4%
Transfers-Out	128,574	-	128,574	-	0.0%
Total Expenditures	128,574	-	128,574	-	0.0%
Net Revenues Less Expenditures	(76,074)	17,806	(72,193)	3,881	

*2023 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.

January 2023 Monthly Financial Report

City of Shelton, Washington

City-Wide Overview - Revenues & Expenditures

Fund	2023 Budget	2023 thru January	2023 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
Capital Resources - Real Estate Excise Tax - 2 (REET-2)					
Taxes	52,500	16,271	52,500	-	0.0%
Miscellaneous Revenue	-	1,789	4,599	4,599	
Total Revenues	52,500	18,060	57,099	4,599	8.8%
Transfers-Out	30,000	-	30,000	-	0.0%
Total Expenditures	30,000	-	30,000	-	0.0%
Net Revenues Less Expenditures	22,500	18,060	27,099	4,599	

Capital Resources -Transportation Benefit District (TBD)					
Miscellaneous Revenue	-	4,529	11,428	11,428	
Transfers In	525,000	-	525,000	-	0.0%
Total Revenues	525,000	4,529	536,428	11,428	2.2%
Transfers-Out	779,500	-	779,500	-	0.0%
Total Expenditures	779,500	-	779,500	-	0.0%
Net Revenues Less Expenditures	(254,500)	4,529	(243,072)	11,428	

Capital Resources - Traffic Impact Fees (TIF)					
Charges for Goods/Services	80,000	-	80,000	-	0.0%
Miscellaneous Revenue	-	2,078	6,633	6,633	
Total Revenues	80,000	2,078	86,633	6,633	8.3%
Transfers-Out	100,000	-	100,000	-	0.0%
Total Expenditures	100,000	-	100,000	-	0.0%
Net Revenues Less Expenditures	(20,000)	2,078	(13,367)	6,633	

Capital Resources - General					
Intergovernmental Revenue	-	123,286	303,200	303,200	
Miscellaneous Revenue	-	2,862	13,216	13,216	
Total Revenues	-	126,148	316,416	316,416	
Transfers-Out	654,000	-	654,000	-	0.0%
Other	-	123,286	303,204	(303,204)	
Total Expenditures	654,000	123,286	957,204	(303,204)	-46.4%
Net Revenues Less Expenditures	(654,000)	2,862	(640,788)	13,212	

Capital Resources Fund - General Notes

Dept of Commerce grant for Veterans Village carryover into 2023 of \$303,204

Tourism Fund					
Taxes	48,000	4,768	48,000	-	0.0%
Miscellaneous Revenue	100	284	1,179	1,079	1078.5%
Total Revenues	48,100	5,052	49,179	1,079	2.2%
Professional Services	68,000	-	68,000	-	0.0%
Total Expenditures	68,000	-	68,000	-	0.0%
Net Revenues Less Expenditures	(19,900)	5,052	(18,821)	1,079	

*2023 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.

January 2023 Monthly Financial Report

City of Shelton, Washington

City-Wide Overview - Revenues & Expenditures

Fund	2023 Budget	2023 thru January	2023 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
Bond Fund					
Taxes	-	-	-	-	
Transfers In	183,900	-	183,900	-	0.0%
Total Revenues	183,900	-	183,900	-	0.0%
Other	183,900	-	183,900	-	0.0%
Total Expenditures	183,900	-	183,900	-	0.0%
Net Revenues Less Expenditures	-	-	-	-	
Capital Improvement Fund					
Intergovernmental Revenue	1,845,085	-	1,845,085	-	0.0%
Charges for Goods/Services	50,000	-	50,000	-	0.0%
Transfers In	929,500	-	929,500	-	0.0%
Total Revenues	2,824,585	-	2,824,585	-	0.0%
Professional Services	-	112,015	112,010	(112,010)	
Other	2,824,585	164,552	2,824,585	-	1.3%
Total Expenditures	2,824,585	276,567	2,936,595	(112,010)	-4.0%
Net Revenues Less Expenditures	-	(276,567)	(112,010)	(112,010)	
Water Fund					
Charges for Goods/Services	2,916,210	227,507	2,843,064	(73,146)	-2.5%
Miscellaneous Revenue	46,100	6,878	79,836	33,736	73.2%
Total Revenues	2,962,310	234,384	2,922,900	(39,410)	-1.3%
Wages	679,386	49,405	679,386	-	0.0%
Benefits	300,270	19,998	300,270	-	0.0%
Professional Services	290,070	4,326	290,070	-	0.0%
Transfers-Out	390,000	-	390,000	-	0.0%
Other	1,846,225	159,261	1,880,837	(34,612)	-1.9%
Total Expenditures	3,505,951	232,990	3,540,563	(34,612)	-1.0%
Net Revenues Less Expenditures	(543,641)	1,395	(617,663)	(74,022)	
Water Capital Fund					
Intergovernmental Revenue	950,000	-	950,000	-	0.0%
Transfers In	390,000	-	390,000	-	0.0%
Total Revenues	1,340,000	-	1,340,000	-	0.0%
Other	1,340,000	190,232	1,340,000	-	0.0%
Total Expenditures	1,340,000	190,232	1,340,000	-	0.0%
Net Revenues Less Expenditures	-	(190,232)	-	-	

*2023 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.

January 2023 Monthly Financial Report

City of Shelton, Washington

City-Wide Overview - Revenues & Expenditures

Fund	2023 Budget	2023 thru January	2023 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
Sewer Fund					
Charges for Goods/Services	6,445,320	769,350	6,438,202	(7,118)	-0.1%
Miscellaneous Revenue	18,000	10,437	47,989	29,989	166.6%
Total Revenues	6,463,320	779,787	6,486,191	22,871	0.4%
Wages	896,320	47,314	896,320	-	0.0%
Benefits	414,152	23,105	414,152	-	0.0%
Professional Services	476,760	21,175	493,313	(16,553)	-3.5%
Transfers-Out	642,000	-	642,000	-	0.0%
Other	4,601,432	336,726	4,624,941	(23,509)	-0.5%
Total Expenditures	7,030,664	428,321	7,070,726	(40,062)	-0.6%
Net Revenues Less Expenditures	(567,344)	351,466	(584,535)	(17,191)	
Sewer Capital Fund					
Intergovernmental Revenue	400,000	-	400,000	-	0.0%
Transfers In	642,000	-	642,000	-	0.0%
Total Revenues	1,042,000	-	1,042,000	-	0.0%
Other	1,042,000	110,558	1,024,800	17,200	1.7%
Total Expenditures	1,042,000	110,558	1,024,800	17,200	1.7%
Net Revenues Less Expenditures	-	(110,558)	17,200	17,200	
Solid Waste Fund					
Intergovernmental Revenue	1,392,918	33,695	1,392,918	-	0.0%
Miscellaneous Revenue	-	2,894	11,770	11,770	
Total Revenues	1,392,918	36,589	1,404,688	11,770	0.8%
Professional Services	228,185	1,668	20,020	208,165	91.2%
Other	1,678,225	2,743	32,910	1,645,315	98.0%
Total Expenditures	1,906,410	4,411	52,930	1,853,480	97.2%
Net Revenues Less Expenditures	(513,492)	32,178	1,351,758	1,865,250	
Storm Drainage Fund					
Intergovernmental Revenue	25,000	-	25,000	-	0.0%
Charges for Goods/Services	1,537,340	151,437	1,531,340	(6,000)	-0.4%
Miscellaneous Revenue	500	1,667	8,502	8,002	1600.3%
Total Revenues	1,562,840	153,104	1,564,842	2,002	0.1%
Wages	556,387	46,871	556,387	-	0.0%
Benefits	242,846	20,004	242,846	-	0.0%
Professional Services	133,090	1,144	133,090	-	0.0%
Transfers-Out	80,000	-	80,000	-	0.0%
Other	605,668	60,826	611,940	(6,272)	-1.0%
Total Expenditures	1,617,991	128,845	1,624,263	(6,272)	-0.4%
Net Revenues Less Expenditures	(55,151)	24,259	(59,421)	(4,270)	
Storm Drainage Capital Fund					
Intergovernmental Revenue	-	-	-	-	
Transfers In	80,000	-	80,000	-	0.0%
Total Revenues	80,000	-	80,000	-	0.0%
Other	80,000	3,949	80,000	-	0.0%
Total Expenditures	80,000	3,949	80,000	-	0.0%
Net Revenues Less Expenditures	-	(3,949)	-	-	

*2023 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.

January 2023 Monthly Financial Report

City of Shelton, Washington

City-Wide Overview - Revenues & Expenditures

Fund	2023 Budget	2023 thru January	2023 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
Payroll Benefits Fund					
Charges for Goods/Services	40,000	4,071	48,850	8,850	22.1%
Miscellaneous Revenue	350	477	2,011	1,661	474.6%
Transfers In	120,000	1,825	120,000	-	0.0%
Total Revenues	160,350	6,373	170,861	10,511	6.6%
Benefits	160,350	4,528	143,053	17,298	10.8%
Total Expenditures	160,350	4,528	143,053	17,298	10.8%
Net Revenues Less Expenditures	-	1,845	27,809	27,809	

Equipment Maint & Rental Fund					
Charges for Goods/Services	578,000	51,813	603,270	25,270	4.4%
Miscellaneous Revenue	5,000	783	5,000	-	0.0%
Total Revenues	583,000	52,597	608,270	25,270	4.3%
Wages	107,565	7,747	107,565	-	0.0%
Benefits	51,899	3,860	51,899	-	0.0%
Professional Services	14,308	249	14,308	-	0.0%
Other	745,204	36,626	750,960	(5,756)	-0.8%
Total Expenditures	918,976	48,481	924,732	(5,756)	-0.6%
Net Revenues Less Expenditures	(335,976)	4,115	(316,462)	19,514	

Firefighter's Pension Fund					
Taxes	100	-	-	(100)	-100.0%
Miscellaneous Revenue	9,000	1,242	13,275	4,275	47.5%
Transfers In	50,000	-	-	(50,000)	-100.0%
Total Revenues	59,100	1,242	13,275	(45,825)	-77.5%
Benefits	80,600	4,295	80,467	133	0.2%
Total Expenditures	80,600	4,295	80,467	133	0.2%
Net Revenues Less Expenditures	(21,500)	(3,053)	(67,192)	(45,692)	

Firefighters Pension Fund Notes

Revenues: Current estimate does not include a transfer-in from general fund in 2023.

Library Endowment Fund					
Miscellaneous Revenue	1,600	67	788	(812)	-50.8%
Total Revenues	1,600	67	788	(812)	-50.8%
Transfers-Out	24,000	-	24,000	-	0.0%
Total Expenditures	24,000	-	24,000	-	0.0%
Net Revenues Less Expenditures	(22,400)	67	(23,212)	(812)	

*2023 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item E1)

Touch Date: 02/28/2023
Brief Date: 03/21/2023
Action Date: 04/04/2023
Public Hearing

Department: Public Works
Presented By: Ken Gill

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:

Resolution No. 1264-0223
6-Year TIP

☐

Ordinance

☒ Dept. Head

J.O.H.

☐ Finance Director

ATTACHMENTS:

☒

Resolution

☐ Attorney

- Resolution No. 1264-0223 with
Spreadsheet Attachment

☒

Motion

☒ City Clerk

- Public Hearing Notice

☐

Other

☐ City Manager

- TIP Definition Codes

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

Per RCW 35.77.010, the purpose of the 6-Year Transportation Improvement Program (TIP) is, "...to assure that each city and town shall perpetually have available advanced plans looking to the future for not less than six years as a guide in carrying out a coordinated transportation program".

The TIP is used by several state and federal agencies and serves multiple purposes. It is mainly for local agencies to prioritize their transportation projects anticipated to be done during the next six years, as well as for the Washington State Department of Transportation (WSDOT) to know what projects are anticipated, to list those projects that have federal and/or state funding secured, to identify those projects that are anticipating state or federal funding that is not yet secured, and to allow WSDOT to create a list of projects for the Statewide Transportation Improvement Program (STIP). Federally funded projects must be incorporated into the STIP before money will be disbursed to a local agency. Washington State Law requires the annual adoption of the 6-Year TIP take place after a public hearing, and to submit the adopted 6-year TIP to WSDOT within 30 days of its passage.

ANALYSIS/OPTIONS/ALTERNATIVES:

This is a requirement of Washington State.

BUDGET/FISCAL INFORMATION:

N/A

PUBLIC INFORMATION REQUIREMENTS:

Public Notice for the Public Hearing was published in the Shelton Mason County Journal, as required by Washington state law. Further information can be obtained through the Public Works Department.

STAFF RECOMMENDATION/MOTION:

Staff recommends: *"I move to place Resolution No. 1264-0223 and the 6-Year TIP attachment on the April 4, 2023 Action Agenda"*.

RESOLUTION NO. 1264-0223

A RESOLUTION OF THE CITY OF SHELTON, WASHINGTON ADOPTING THE COMPREHENSIVE SIX (6) YEAR TRANSPORTATION IMPROVEMENT PROGRAM FOR THE CITY OF SHELTON FOR THE YEARS 2024 THROUGH 2029

WHEREAS, a study has been completed by the City Engineering Department and approved by the City Manager in which a Comprehensive Six (6) Year Transportation Improvement Program has been prepared for the six (6) year period 2024 through 2029, that shows the street locations, improvements that are to be made within the six (6) year period, and the estimated cost of each improvement; and

WHEREAS, the City Council of the City of Shelton held a public hearing on the Comprehensive Six (6) Year Transportation Improvement Program at 6:00 pm on the 21st day of March, 2023 in an open public meeting; and

WHEREAS, public comment received was considered and incorporated, if applicable, into the Plan prepared by the City of Shelton relative to the Comprehensive Six (6) Year Transportation Improvement Program for the City of Shelton.

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

1. That the attached table be adopted as the Comprehensive Six (6) Year Transportation Improvement Program for the City of Shelton.
2. That the table attached hereto is hereby incorporated by reference and made a part of this Resolution.
3. That this adoption of a Transportation Improvement Program is for the purpose of complying with the provisions of RCW 35.77, 36.81, 46.68, and 47.26 relating to the planning and financing of street and highway programs.

INTRODUCED AND PASSED by the City Council of the City of Shelton on this 4th day of April 2023.

ATTEST:

Mayor Onisko

City Clerk Nault

Priority Number	Project Name	Project Limits		Description	Funding Status	Federal Aid Number	Estimated Project Cost	Estimated City Contribution	Functional Class	Improvement Type													Utilities								Environmental Classification	R/W Needed? (Acquisition Date)	
		Beginning	End							New Construction (01)	Relocation (02)	Reconstruction (03)	Major Widening (04)	Minor Widening (05)	Other Enhancements (06)	Resurfacing (07)	New Bridge (08)	Bridge Replacement (09)	Bridge Rehabilitation (10)	Minor Bridge Rehabilitation (11)	Safety (12)	Environmental (13)	Other	Water	Sewer	Power	Gas	Cable TV	Telephone	Other			
1	Western Gateway - Railroad Avenue 5640	7th Street	Pacific Court (City Limits)	Pavement and water main replacement, storm drainage, illumination, sidewalk and ADA access	S		\$4,354,580	\$3,276,733	14						06	07								32	W	S	P	G	C	T	O	CE	NO
2	Wallace-Kneeland Blvd 5439 / Shelton Springs Road 5432			Roundabout at Wallace-Kneeland and Shelton Springs	P		\$3,022,326	\$3,022,326	16												12		32									CE	NO
3	Wallace-Kneeland Blvd 5439 / N. 13th Intersection 5435			Roundabout at Wallace-Kneeland and North 13th Street	P		\$2,736,766	\$2,736,766	16												12		32	W	S	P	G	C	T	O	CE	YES	
4	Western Gateway - 7th Street 5426	Alder Street	Cota Street	Roadway improvements including paving, sidewalks and ADA access, intersection improvements including signalization	P		\$3,750,000	\$3,750,000	17					05		07							32	W	S	P	G	C	T	O	CE	NO	
5	North Shelton Interchange Upgrade	SR101	Wallace-Kneeland Blvd	Roadway improvements including widening, channelization, intersection and SR101 NB exit ramp improvements	P		\$7,200,000	\$7,200,000	12					05		07			10		12			W	S	P	G	C	T	O	EIS	NO	
6	Brockdale Road 5435	Wallace-Kneeland Blvd	N City Limits	Roadway improvements including pavement stabilization, storm drainage, landscaping, sidewalk and ADA access	P		\$1,500,000	\$1,500,000	17			03		05	06	07					12		32	W	S	P	G	C	T	O	CE	NO	
7	Western Gateway Phase C - West Downtown	7th to 12th	Alder to Cota	Roadway improvements including paving, illumination, sidewalks and ADA access	P		\$2,000,000	\$2,000,000	14						06	07							32	W	S	P	G	C	T	O	CE	NO	
8	Olympic Highway North 5465	"K" Street	Wallace-Kneeland Blvd	K Street signal upgrade and roadway improvements including pavement grinding and overlay	P		\$1,800,000	\$1,800,000	14			03				07								W	S	P	G	C	T	O	CE	NO	
9	Olympic Highway North 5465	"C" Street	"K" Street	Roadway improvements including pavement grinding, overlay, illumination, sidewalk and ADA access upgrades	P		\$4,000,000	\$4,000,000	14			03			06	07							32	W	S	P	G	C	T	O	CE	NO	
10	Railroad Avenue 5640	1st Street	7th Street	Roadway improvements including pavement replacement, ADA and signal upgrades, and 14 inch water main replacement	P		\$4,000,000	\$400,000	14							07					12		32	W	S	P	G	C	T	O	CE	NO	
11	Railroad Avenue 5640	City limits	Deegan Road	Curb, gutter, sidewalk, upsize water main and extend gravity sewer. Roundabout at Railroad Ave and Deegan Road Intersection	P		\$6,000,000	\$6,000,000	16			03		05	06								32	W	S	P	G	C	T	O	CE	NO	
12	Turner Avenue 5434	1st Street	Angleside Road	Roadway improvements including paving, channelization, storm drainage, illumination & pedestrian walkway	P		\$1,000,000	\$1,000,000	17						06	07					12		32	W	S	P	G	C	T	O	CE	NO	
13	K Street 5461/ Northcliff Intersection 5463			Sight distance improvements for pedestrian safety	P		\$2,000,000	\$2,000,000	17						06						12			W	S	P	G	C	T	O	CE	NO	
14	Angleside Road 5426 / 7th Street	Cota Street	Turner Avenue	Guardrail, sidewalk, ROW acquisition, pavement, storm drainage, and illumination improvements	P		\$3,000,000	\$3,000,000	17			03			06	07					12		32	W	S	P	G	C	T	O	CE	YES	
15	NB SR 3 reroute from 1st to Front Street			Feasibility study and cost estimate	P		\$50,000	\$50,000	12		02					07					12			W	S	P	G	C	T	O	CE	YES	
16	North 13th-5435/Shelton Springs Roads 5432	N 13th	Shelton Springs Rd	Roundabout to improve traffic flow and pedestrian safety and remove the NB LH turn que	P		\$3,300,000	\$3,300,000	14					05	06	07			10				32	W	S	P	G	C	T	O	CE	NO	
0	Systemic Safety Pedestrian Improvements	City Wide		RRFB at Olympic Highway North and I Street, W. Railroad Ave and 3rd St., and Olympic Highway South and Bellevue Ave	S	TBD	\$1,295,000	\$0	00						06						12		32									CE	YES
0	ADA Transition Plan	City Wide		Self evaluation and plan to achieve compliance in all public use facilities	S		\$35,000	\$35,000	00												12											CE	NO
0	Pavement Maintenance Program-Johns Praire Road	N 13th	City Limits	Roadway improvements including pavement replacement and ADA upgrades	P	TBD	\$304,585	\$41,118	00							07																CE	NO
0	Transportation Improvement Plan	City Wide		Update existing 2017 plan and TIF table	P		\$100,000	\$100,000	00												12											CE	NO
0	2021-2023 Safe Routes to School Crosswalk Improvements	City Wide		7th and Franklin, 9th and RR Ave, Shelton Springs Road and Huff and Puff Trail	S		\$890,292	\$120,189	00														32									CE	NO
0	Critical Pedestrian Map	City Wide		Construction cost estimate of revised map	P		\$50,000	\$50,000																									
0	Former Simpson RR conversion to multiuse path	W. Hulbert Rd Park and Ride	Kneeland Park	Remove rails, ties and signals in the right of way at SR3, W. Hulbert Road and 7th Street	S	TBD	\$679,000	\$5	00						06						12		32									CE	NO

\$53,067,549 \$45,382,597

Priority Number	Project Name	Project Phase												Expenditure Schedule (\$1,000)					
		Preliminary Engineering (Planning)				Right-of Way (Equip Purchase)				Construction				Year 1 (2024)	Year 2 (2025)	Year 3 (2026)	Year 4 (2027)	Year 5 (2028)	Year 6 (2029)
		Start Date	Estimated Phase Cost	Outside Funding Source	Outside Contribution (%)	Start Date	Estimated Phase Cost	Outside Funding Source	Outside Contribution (%)	Start Date	Estimated Phase Cost	Outside Funding Source	Outside Contribution (%)						
1	Western Gateway - Railroad Avenue 5640	2020	\$399,446							2022	\$4,126,134	TIB	23%	\$3,126	\$1,000				
2	Wallace-Kneeland Blvd 5439 / Shelton Springs Road 5432	2026	\$202,166							2026	\$2,820,160				\$200	\$2,820			
3	Wallace-Kneeland Blvd 5439 / N. 13th Intersection 5435	2027	\$202,166			2026	\$65,000			2028	\$2,469,600					\$202	\$65	\$2,469	
4	Western Gateway - 7th Street 5426	2027	\$562,500							2027	\$3,187,500						\$112	\$638	
5	North Shelton Interchange Upgrade	2027	\$1,080,000							2027	\$6,120,000							\$480	\$2,720
6	Brockdale Road 5435	2028	\$30,000							2028	\$278,000								
7	Western Gateway Phase C - West Downtown	2028	\$300,000							2029	\$1,700,000								
8	Olympic Highway North 5465	2029	\$270,000							2030	\$1,530,000								
9	Olympic Highway North 5465	2030	\$600,000							2030	\$3,400,000								
10	Railroad Avenue 5640	2031	\$600,000							2031	\$3,400,000								
11	Railroad Avenue 5640	2032	\$900,000							2032	\$5,100,000								
12	Turner Avenue 5434	2033	\$150,000							2033	\$850,000								
13	K Street 5461/ Northcliff Intersection 5463	2034	\$300,000							2034	\$1,700,000								
14	Angleside Road 5426 / 7th Street	2035	\$450,000							2035	\$2,550,000								
15	NB SR 3 reroute from 1st to Front Street	2025	\$50,000								\$0								
16	North 13th-5435/Shelton Springs Roads 5432	2036	\$495,000							2036	\$2,805,000								
0	Systemic Safety Pedestrian Improvements	2023	\$155,000	LRSP		2024	\$70,000			2025	\$1,070,000	LRSP		\$155	\$1,070				
0	ADA Transition Plan	2023	\$35,000							2023									
0	Pavement Maintenance Program-Johns Praire Road	2024	\$65,000							2025		STBG-U	86.5%						
0	Transportation Improvement Plan	2025	\$100,000							2026									
0	2021-2023 Safe Routes to School Crosswalk Improvements	2022	\$59,000							2023	\$890,292								
0	Critical Pedestrian Map	2025	\$50,000																
0	Former Simpson RR conversion to multiuse path	2024	\$170,787	Section 130	100.0%					2024	\$502,622	Section 130	100.0%	\$170	\$502				



CITY OF SHELTON
525 WEST COTA STREET
SHELTON, WASHINGTON
(360) 426-4491

**NOTICE OF
PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the City Council of the City of Shelton, Washington, is declaring its intention to hold a Public Hearing on Tuesday, March 21, 2023, at 6:00 p.m., at the Shelton Civic Center to hear testimony regarding the proposed Six (6) Year Transportation Improvement Program for the City of Shelton. All persons who desire to give testimony regarding the proposed program should appear before the Council and present their testimony at said hearing to be held at the Shelton Civic Center, 525 West Cota Street. Copies of the proposed plan are available from the Public Works Department.

Interested persons may appear and present their testimony at the hearing, or written comments may be submitted to the City Clerk, City of Shelton, 525 W. Cota Street, Shelton, WA 98584 or emailed to donna.nault@sheltonwa.gov, no later than 5:00 p.m., on Tuesday, March 21, 2023.

Six Year Transportation Improvement Program Definition of Information Codes

The following descriptive codes are used in the TIP program provided by WSDOT. The following is a list of the meaning of various codes used in the TIP table.

Functional Classification

Urban (Over 5000 population)

- 00 – No Classification
- 11 – Interstate
- 12 – Freeways & Expressways
- 14 – Other Principal Arterials
- 16 – Minor Arterial
- 17 – Collector
- 19 – Local Access

Improvement Type Codes

- | | |
|--|------------------------------------|
| 01 – New Construction on New Alignment | 08 – New Bridge Construction |
| 02 – Relocation | 09 – Bridge Replacement |
| 03 – Reconstruction | 10 – Bridge Rehabilitation |
| 04 – Major Widening | 11 – Minor Bridge Rehabilitation |
| 05 – Minor Widening | 12 – Safety/ Traffic Operation/TSM |
| 06 – Other Enhancements | 13 – Environmentally Related |
| 07 – Resurfacing | 32 – Non Motor Vehicle Project |

Funding Status

S - Project is **selected** by the appropriate selection body and **funding has been secured** by the lead agency.

P - Project is subject to selection by an agency other than the lead and is listed for planning purposes. (**Funding has not been determined.**)

Utility Codes

- W – Water
- S – Sewer (other than agency-owned)
- P – Power
- G – Gas
- C – Cable TV
- T – Telephone
- O – Other

Environmental Data Type

- EIS – Environmental Impact Statement
- EA – Environmental Assessment
- CE – Categorical Exclusion



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item E2)

Touch Date: 03/07/2023
Brief Date: 03/21/2023
Action Date: 04/04/2022

Department: Community Development
Presented By: Jason Dose

APPROVED FOR COUNCIL PACKET:

ROUTE TO:

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

REVIEWED:

PROGRAM/PROJECT TITLE:

"Meadows Edge" Notice of Intent to Annex into City Limits

ATTACHMENTS:

- 1) Resolution No. 1268-0323
- 2) "Meadows Edge" Proposed Annexation Area Site Location Map
- 3) "Meadows Edge" Proposed Annexation Area Location on the City's Comprehensive Plan Future Land Use Map
- 4) Notice of Intent to Annex.

Action Requested:

- ☐ Ordinance
☒ Resolution
☒ Motion
☐ Other

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

In February of 2023, the City of Shelton received the attached notice of intent to petition for annexation of a 40-acre piece of property located in the Shelton Urban Growth Area, north of the Shelton Springs Subdivision, south of Island Lake, and south of "Frog Acres" (see attached site location map). The single ownership property is the subject of a 36-lot subdivision currently under review by Mason County staff. The subdivision would utilize City utilities (water and sewer) and roadways (access to the subdivision is provided through the Shelton Springs Subdivision) and is requesting annexation as part of their development proposal.

A map illustrating the proposed annexation area, a map illustrating the proposed annexation area on the City's Comprehensive Plan Future Land Use Map, as well as the submitted Notice of Intent to Petition for Annexation utilizing the 60 percent method are attached to this report.

The 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 applicant intends 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. 1268-0323.

Provided the Council approves the request the next steps in the annexation include:

- The applicant formally submits a petition for annexation of the area 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. 1268-0323 on the City Council Action Agenda for April 4, 2023”.

RESOLUTION NO. 1268-0323

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHELTON, WASHINGTON, ACCEPTING A
PROPOSED ANNEXATION FOR THE “MEADOWS EDGE” ANNEXATION 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 City received a notice of intent, signed by the property owner of the “Meadows Edge” annexation 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).

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 Exhibit A and subject to the provisions of section 2-3 below. The property owner is 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 4th day of April 2023.

Eric Onisko, Mayor

ATTEST:

City Clerk Nault

Exhibit A

Notice of Intent to Annex, Parcel Map, and Legal Description


NOTICE OF INTENT TO PETITION FOR ANNEXATION 60 PERCENT METHOD

CITY OF Shelton , Washington

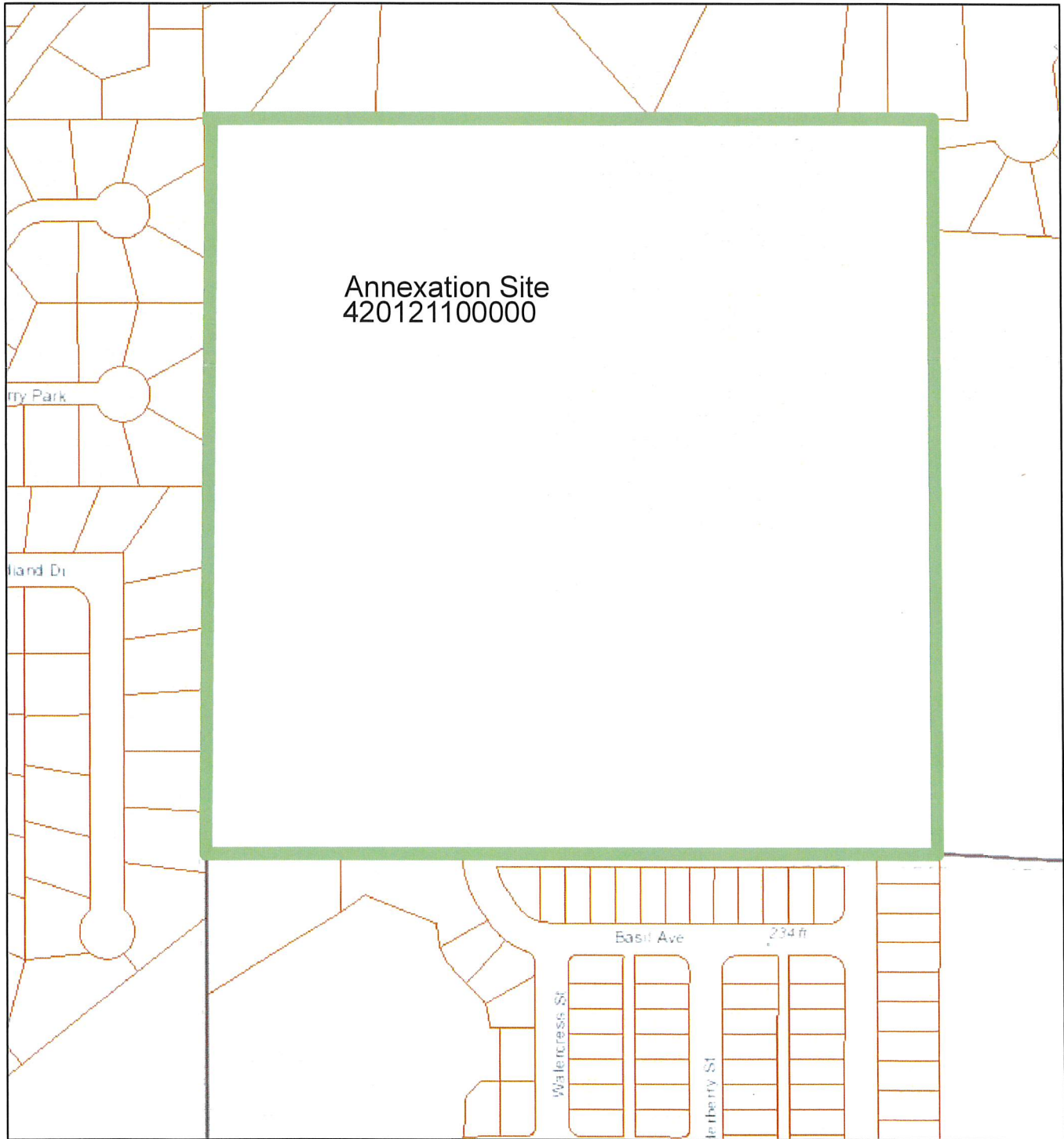
TO: City of Shelton City Council:

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.

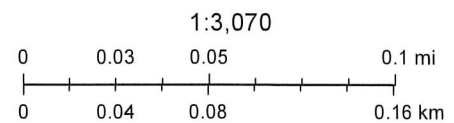
Property Owner Name (PLEASE PRINT)	Property Owner SIGNATURE	Street Address	Parcel Number	Date Signed
MTT Dev LLC		16000 Christensen Rs Suite 150 Seattle 98188	420121100000	1/24/23

Mason County WA GIS Web Map



1/23/2023, 4:36:21 PM

- ☐ 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.: 2020-12327-SH

EXHIBIT "A"

Legal Description:

The Northeast quarter (NE ¼) of the Northeast quarter (NE ¼) of Section twelve (12), Township twenty (20) North, Range four (4) West, W.M., Mason County, Washington.

TOGETHER WITH an easement for ingress, egress and utilities, "over, under, across and along existing roads", as reserved in instrument recorded February 24, 1975, Auditor's File No. 297482.

Abbreviated Legal:

NE NE 12-20-4

Parcel No(s):

42012-11-00000




Purported Address: XXX Vacant Land, Shelton, WA 98584

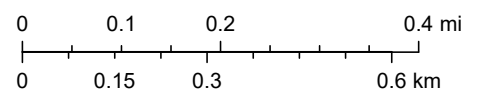
Meadows Edge Annexation Area



3/9/2023, 9:41:48 AM

1:12,280

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

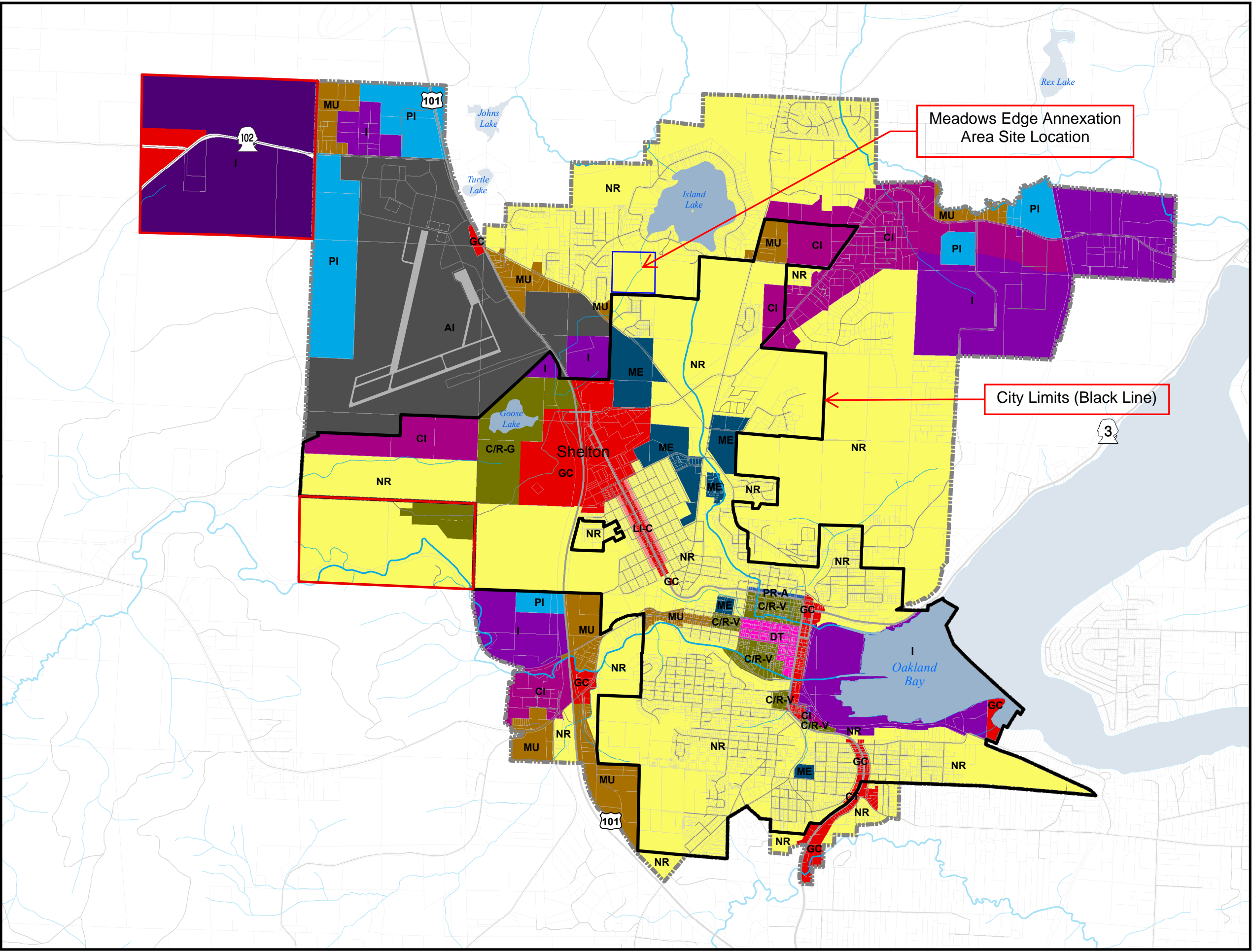


Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

Figure 1

Future Land Use Map

Comprehensive Plan Update 2017
City of Shelton, WA



Legend

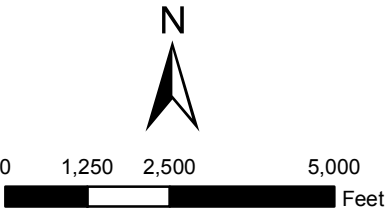
- Shelton City Limits
- Shelton UGA
- UGA Expansion Areas
- Parcels
- Airport

Zoning

- AI, Airport Industrial
- C/I, Commercial / Industrial
- C/R-G, Commercial / Residential - Goose Lake
- C/R-V, Commercial / Residential - Valley
- CT, Commercial - Targeted for Potential Residential Rezone
- DT, Downtown
- GC, Commercial
- I, Industrial
- LI-C, Low Intensity Commercial
- ME, Medical / Educational
- MU, Mixed Use
- NR, Neighborhood Residential
- PI, Public Institutional
- PR-A, Professional Office / Residential Mixed Usage

Map created by: Mason County GIS Department
Map File: MC_Fig_1_Future_Land_Use.mxd
Map Created in ArcGIS 10.2
Map Date: 11/20/2017

Data Source: Mason County GIS, Washington
State Department of Transportation, Washington
Department of Natural Resources, USGS NLCD




NOTICE OF INTENT TO PETITION FOR ANNEXATION 60 PERCENT METHOD

CITY OF Shelton , Washington

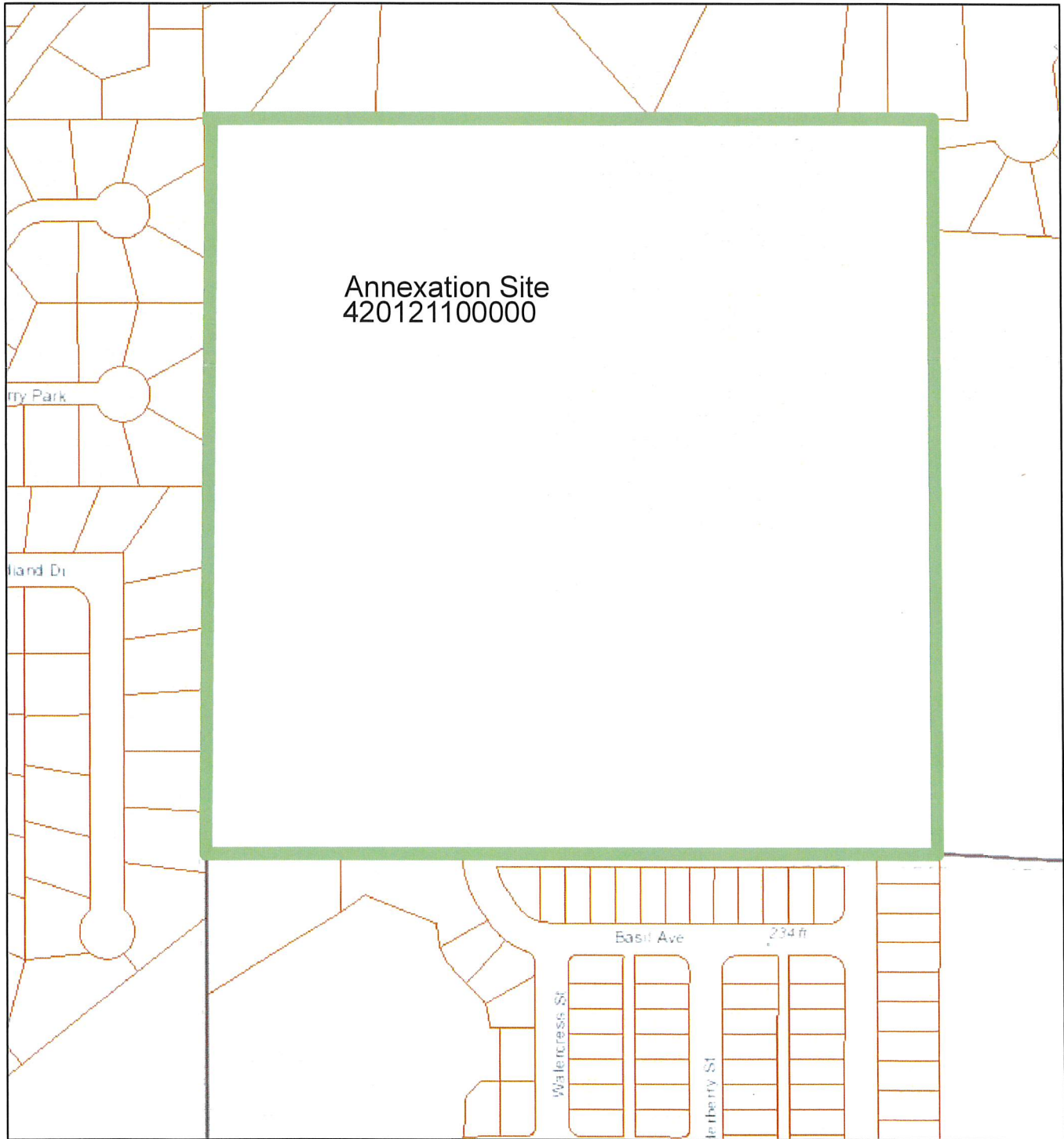
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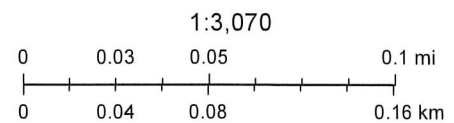
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MTT Dev LLC		16000 Christensen Rs Suite 150 Seattle 98188	420121100000	1/24/23

Mason County WA GIS Web Map



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ALTA COMMITMENT FOR TITLE INSURANCE
EXHIBIT A
Order No.: 2020-12327-SH

EXHIBIT "A"

Legal Description:

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TOGETHER WITH an easement for ingress, egress and utilities, "over, under, across and along existing roads", as reserved in instrument recorded February 24, 1975, Auditor's File No. 297482.

Abbreviated Legal:

NE NE 12-20-4

Parcel No(s):

42012-11-00000

Purported Address: XXX Vacant Land, Shelton, WA 98584



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F1)

Touch Date: 02/21/2023
Brief Date: 03/07/2023
Action Date: 03/21/2023

Department: Public Works
Presented By: Jay Harris, Public Works Director

APPROVED FOR COUNCIL PACKET:

ROUTE TO:

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

REVIEWED:

PROGRAM/PROJECT TITLE:

Water Reservoir Storage Options
Study Work Order

ATTACHMENTS:

- Resolution No. 1265-0223
- Work Order #BHC-23003
- 2022 Draft Water Comprehensive Plan System Map

Action Requested:

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

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

The city currently has five water storage reservoirs of varying age and storage volumes.

1. Angleside (1967, 0.50 MG),
2. Mountainview (1972, 0.61 MG),
3. High School (1950, 0.50 MG),
4. Capitol Hill (1954, 0.22 MG),
5. Upper Mountainview (2018, 0.41 MG).

Per the draft 2022 Water Comprehensive Plan, the City does not have adequate storage in the existing reservoir system to meet the recently adopted 2018 International Fire Code flow requirements. To increase the water storage capacity, the draft 2022 Comprehensive Plan recommends that the City complete projects over a 20-year planning horizon:

1. Remove the dead storage from the existing Angleside reservoir (gains 0.31 MG).
2. Remove the dead storage from the existing Mountainview reservoir (gains 0.36 MG).
3. Construct a second Angleside Reservoir (gains 0.50 MG).
4. Construct a second Mountainview Reservoir (gains 0.75 MG).
5. Construct a second Upper Mountainview Reservoir in the Shelton Hills Development (gains 0.41 MG).
6. Construct a third Upper Mountainview Reservoir near the existing reservoir (gains 0.41 MG).

Redundant capacity is also needed in the reservoir storage system that allows tanks to be taken offline for maintenance activities. The older steel tanks in the system are reaching the end of their service life and a replacement plan needs to be determined. Lastly, all existing reservoirs, except for the 2018 Upper Mountainview Reservoir, do not meet current earthquake seismic standards.

The Port of Shelton owns water wells and reservoir storage facilities at Sanderson Field and at the Johns Prairie campus that could potentially connect to the city system, which may benefit both agencies. The options study will review the Port's water systems and determine the feasibility of combining the systems. The city currently supplies the Johns Prairie Campus with potable water and the onsite well is for emergencies only. Below is a brief description of the Port of Shelton water systems.

Sanderson Field

Well #1 15hp 150gpm

Well #2 (abandoned)

Well #3 10hp 100gpm

Tank #1: 0.55 MG, standpipe tank.

Tank #2: 0.125 MG, elevated tank.

Johns Prairie

Well #1 240gpm (emergency use)

Well #2 (decommissioned)

Tank #1: 0.565 MG standpipe tank.

The BHC water reservoir options study will evaluate the city water reservoir system-wide to determine alternative capital projects and newly acquired or constructed storage facilities. The ultimate recommended storage facilities and other system modifications will consider cost effectiveness, enhanced system reliability, operational flexibility through facility redundancy, constructability, seismic risk, and benefits to system hydraulics and water quality.

ANALYSIS/OPTIONS/ALTERNATIVES:

Council could choose to not move forward with the water reservoir storage options study. The existing city reservoir system will continue to operate with the current storage volumes, low system pressure issues, and will limit future development opportunities in the City and Urban Growth Area.

BUDGET/FISCAL INFORMATION:

BHC is estimating the cost to complete the water reservoir options study for \$79,985.00. Funding for the project was approved in the FY 2023 budget in the water fund professional services line item for \$80,000.

PUBLIC INFORMATION REQUIREMENTS:

Information can be obtained through the Public Works Department.

STAFF RECOMMENDATION/MOTION:

Staff recommends: "I move to adopt Resolution No. 1265-0223 as presented".

RESOLUTION NO. 1265-0223

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SHELTON,
WASHINGTON, AUTHORIZING THE CITY MANAGER TO SIGN THE WORK
ORDER WITH BHC CONSULTANTS LLC FOR A WATER RESERVOIR
STORAGE OPTIONS STUDY**

WHEREAS, the city has five existing water storage reservoirs of varying age and storage volumes; and

WHEREAS, several reservoirs are over 50-years old and are nearing the end of their service life; and

WHEREAS, all the existing reservoirs, except for the Upper Mountainview reservoir, do not meet current earthquake seismic standards; and

WHEREAS, the draft 2022 Water Comprehensive Plan indicates that the water reservoir storage system does not have adequate storage to meet the recently adopted 2018 International Fire Code requirements; and

WHEREAS, the draft 2022 Water Comprehensive Plan recommends multiple capital improvement projects to add reservoirs and modify existing reservoirs to increase the water storage capacity in the City, and

WHEREAS, the Port of Shelton has water systems at the Sanderson Field site and Johns Prairie campus that need to be evaluated for potential connection to the city water system, which could benefit both agencies; and

WHEREAS, a water reservoir storage options study is needed to determine alternative capital projects and newly acquired or constructed storage facilities; and

WHEREAS, the ultimate recommended storage facilities and other system modifications will consider cost effectiveness, enhanced system reliability, operational flexibility, facility redundancy, constructability, seismic risk, and benefits to system hydraulics and water quality, and

WHEREAS, City staff has selected BHC Consultants LLC from City's On-Call Qualified Pool List in the category of Water System Conveyance, Pumping, and Storage to complete the water reservoir storage options study.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Shelton that the City Manager is hereby authorized to sign the work order with BHC Consultants LLC in the amount of \$79,985.00 to complete the water reservoir options study and approve all change orders.

INTRODUCED on the 7th day of March 2023 and **PASSED** by the City Council at its regular meeting held on the 21st day of March 2023.

Mayor Onisko

ATTEST:

City Clerk Nault



Work Order BHC-23003
Date: March 21, 2023
Task: Water Reservoir Storage Options Study
To: BHC Consultants, LLC
Scope of Work: BHC Consultants, LLC will review and analyze the City's existing and future needs for water reservoir storage and provide the City with a Storage Study Report, as described in Exhibit A, attached hereto.
Budget: \$79,985.00

Task Order Contact Information	
City of Shelton	BHC Consultants
Name: Jay Harris, PE	Name: Chris Kelsey
Phone: 360-490-8567	Phone: 253-344-5085
Email Address: jay.harris@sheltonwa.gov	Email Address: chris.kelsey@bhccconsultants.com

Approving Signatures	
City of Shelton:	Date:
Jeff Niten, City Manager	
BHC Consultants, LLC:	Date:
Cameron Ochiltree, Executive Vice President	

This work shall be done according to the contractual agreement titled, *On-Call Qualified Pool List, Water System Conveyance, Pumping, and Storage* between City of Shelton and BHC Consultants, LLC dated February 10, 2021.

Invoices pertaining to assigned Work Orders shall be accompanied by a completed Billing Voucher, referencing the Work Order Number (located at the top of this form), and shall be submitted via email to PW.Invoices@sheltonwa.gov.

EXHIBIT A

Work Order #BHC-23003

On-Call Qualified Pool List – Water Systems Conveyance, Pumping and Storage

Water Reservoir Storage Options Study

Scope of Work

Task Order No. 03

The general provisions and clauses of the On-Call agreement executed February 10th, 2021 between the City of Shelton (“City”) and BHC Consultants, LLC (“BHC”) shall be in full force and effect for this Task Order Assignment.

Project Title: Water Reservoir Storage Options Study

Maximum Amount Payable: \$79,985

Completion Date: July 31, 2023

Description of Work:

The City is currently finalizing a Water System Plan (WSP) update that is anticipated to receive a 10-year approval period from Washington State Department of Health (DOH). The analysis of the system performed within this document indicates that the City has a current overall system storage deficiency, showing individual deficit volumes within its Angleside, Capital Hill, High School, and Mountain View Pressure Zones. With projected growth, additional storage is also shown to be needed within the Upper Mountain View Pressure Zone within the 20-year planning horizon of the document.

In addition to not having adequate system volume to meet DOH design criteria, other operational and managerial concerns with the existing storage facilities create a higher priority to defining appropriate location(s) and volume(s) for new storage facilities whose construction needs to be expedited:

- Most of the City’s existing storage tanks are steel standpipes or reservoirs that offer volume from ground elevation to the top of the tank, which results in “dead” storage in their lower depths due to insufficient pressures at customer services. If water volume was depleted to these lower levels, some local customers will not receive supply for either domestic use or fire protection at the State required minimum pressures.
- Most of these storage facilities are the sole means of establishing individual zone pressures. Without a redundant capability to establish these pressures, as well as provide transmission of larger volumes of water required to fight fires, it is difficult to take the reservoirs offline for maintenance. Visual inspection indicates that recoating of a few of the tanks is a need.
- A few of the older storage tanks likely are not designed to meet current seismic code, meaning that they are more vulnerable to failure in the event of an earthquake.
- Due to the current inadequacy of system storage to meet State requirements, planned developments that are awaiting City approval would need to invest significant additional capital to construct facilities that address these deficiencies before the City can if they wish to expedite their projects. It is the City’s desire not to place this burden on development in the future.

Under this scope, BHC will perform a system-wide study to evaluate alternative capital projects and newly acquired or constructed storage facilities. The ultimate recommended portfolio of storage facilities and other system modifications will consider cost effectiveness, enhanced reliability,

operational flexibility through facility redundancy, constructability and risk, and promoting benefit to system hydraulics and water quality.

SCOPE OF SERVICES

Task 1: Project Management, QA/QC

Project management occurs throughout the duration of the project, with anticipated delivery of a draft report to the City approximately 5 months following Notice to Proceed. Efforts include:

- Project initiation, including task order execution and authorization; project setup within accounting/invoicing software and appropriate web hosted applications; internal kickoff efforts with the BHC project team to review scope, milestones, deliverables, project communications, documentation, and available information.
- Ongoing client communications, BHC team coordination/technical direction, progress and budget monitoring, and invoicing.
- Senior internal QC review of the project report in advance of delivery to the City.

Task 2: Existing Information Review

Facilitate data requests and review existing system and storage facility information including:

- Record drawings, construction documentation, and reports associated with existing system storage tanks, as well as storage tanks currently a part of the Port of Shelton water system that will be evaluated.
- WSP projections and relevant system storage analysis.
- City GIS database information associated with the water system, topography, and lots/rights-of-way.
- Existing City water system model, last updated and used during consultant WSP efforts recently performed.
- Information associated with reservoir operations, including inspection and maintenance records, sanitary survey reports performed by DOH, or observations and testing regarding water quality issues.

Task 3: System-Wide Storage Analysis

Develop and evaluate alternative system storage upgrades, considering improvements to existing facilities, acquisition of Port facilities, and beneficial locations and sizing of new facilities:

- Using the City's water system model and GIS topographic information, develop scenarios to evaluate system hydraulic benefit of alternative locations for new storage facilities. Model results will also be reviewed for flow patterns within distribution system piping that might develop with new and improved storage facility locations, noting potential water quality benefits or impacts. As appropriate, the model will be used to support the other bulleted efforts under this task through limited scenario creation. All modeling analysis will be performed through static condition scenarios.
- Evaluate opportunities, through the design of a larger new reservoir or reservoirs in combination with distribution system modifications, to potentially reduce the number of required new storage facilities that would be needed to address the individual pressure zone deficiencies that exist.

Interconnectivity of pressure zones that would allow shared storage will be integral to this evaluation effort.

- Document existing storage facility vulnerabilities, including potential seismic deficiencies, contamination threats at penetration points (venting, overflow piping), communications limitations (SCADA/alarming), access and security. Vulnerabilities identified will be limited to those readily accessible and visible from a site visit performed by the project engineer, supplemented by operator input, available records review, and notes that might have been made by DOH during the most recent sanitary survey of the facility. Given constraints in budget and available site condition information (including foundational soils and load bearing capacity), full assessments to validate potential seismic deficiencies (and appropriate improvements to address them) will not be performed and any included deficiencies/improvements will be based on structural review of site photos and years of construction. The scope of existing storage facility improvements will be subject to change during any final design phase that might be subsequently authorized by the City.
- Evaluate possible benefits and risks to acquiring the 2 existing storage tanks as part of potentially assuming the Port of Shelton's water system that is located adjacent to the Upper Mountain Pressure Zone. As with City storage facilities, this evaluation will be limited to a site visit and available storage facility documentation. Other Port water system infrastructure will be excluded from this evaluation.
- Consider a City storage portfolio that enhances redundancy and capability to take individual facilities offline for extended periods, as will be needed for proper preventative maintenance.
- Document speculative upgrades to existing tanks that might be needed for long-term seismic compliance and reliability. These upgrades would need to be confirmed or modified through a full seismic assessment during the preliminary design phase of projects the City might choose to move forward with.
- Develop updated conceptual level Opinions of Probable Project Cost (OPPCs) for alternative near- and long-term storage facility improvements, including necessary distribution system modifications needed to support them.
- Develop a scoring criteria matrix of capital costs and non-monetary considerations for ranking storage improvement alternatives. Weigh and rank collaboratively with the City, identifying recommended projects and prioritization for sequence and scheduling.

Task 4: Storage Study Report

Prepare a brief report summarizing the analysis and recommendations of the storage options study based on the following general sections and efforts:

- Introduction; including background, purpose, and objectives.
- Alternative Scenarios Description and Analysis; including modeling conditions used, scope and sizing of new storage facility(ies) and other required system modifications determined through analysis to address near- and long-term storage deficiencies. Storage facility resilience and redundancy that allows individual tanks to be taken off line for extended maintenance will be considered in the sizing and location of facilities for individual scenarios.
- Existing Storage Facilities Assessment; including capital improvements and ongoing maintenance that should be performed to enhance the life expectancy of individual storage tanks (both City and Port facilities), as well as risks in the acquisition of Port facilities.

- Scoring and Prioritization of Recommended Storage Improvements; including the weighting of cost and non-monetary considerations for alternative system storage capital improvements, identification of preferred improvements through scoring, and recommended sequence and phased schedule for projects that address immediate and longer term storage deficiencies.
- Assembly of draft report and appendices in electronic format for delivery and review by the City.
- Address City review comments and incorporate changes as appropriate.
- Assemble and submit final electronic report to City.

Task 5: Project Meetings

Project meetings are anticipated to facilitate information exchange and review, receive City public works staff and other project stakeholder input, and promote necessary decision making that will be essential to work progress. The following project meeting allocations are made, and include preparation and travel time as appropriate:

- Alternatives Evaluation Workshop; an assumed two-hour virtual meeting to review alternatives evaluated, confirm criteria established for weighting, score and identify City preferred storage capital projects.
- Additional Meetings Or Site Visits As Required; with 2 provisional project manager and project engineer hours allocated for meetings and an additional 6 provisional project engineer hours allocated for site visits as may be needed to confirm criteria and analysis.

ASSUMPTIONS

- Management time is based on a 5-month duration to submit a draft report to the City for review. Once City comments are received, an additional month of effort to finalize and produce the document is estimated.
- The report is not intended to fulfill the requirements of WAC 246-290-110 as a project report. It is recommended that the City separately consider submitting the finalized report to DOH as an amendment to its WSP that DOH records appropriately.
- Available information requested from the City will be provided in a timely manner and will be assumed to be current, accurate and reflective of existing system conditions.
- The City's water system model, provided in InfoWater Pro format, is functional and calibrated, such that no debugging efforts or re-entry of data will be necessary following importation and prior to alternatives scenario creation.
- Labor efforts associated with modeling analysis are estimates based on the creation of no more than 6 new system storage improvement scenarios using a combination of existing and future demand projections created during the WSP.
- No site investigations are being performed during this preliminary phase. The scope and length of projects will be quantified with the use of the City's GIS mapping database and assumptions made regarding site and soils conditions to be encountered during construction.
- OPPCs will be formulated using level of accuracy and contingency guidelines recommended by the Association for the Advancement of Cost Engineering (AACE) for the conceptual and preliminary design phases of a project.
- Levels of effort estimated for the analysis of improvements to address system pressure, fire flow supply, and storage deficiencies are based on the methodologies suggested within Task 3.

Additional alternatives or iterative analysis that increases labor beyond estimates within Exhibit A may require a budgetary amendment.

- Comments to the draft report received from City staff will be delivered in one consolidated and non-contradictory format. No meeting will be held to discuss City comments, electronic communications will be used to resolve and incorporate appropriate items.
- Appropriate City staff will be available to attend workshops, provide follow-up information and response, and participate in alternatives decision making.
- The BHC project manager and project engineer will attend the alternatives evaluation workshop.

SCHEDULE

- Receipt of all City information requested by BHC within one month of Notice to Proceed.
- Alternatives Analysis Workshop held 3 to 4 months following Notice to Proceed.
- Draft report to the City, allowing a minimum 2-week review period, with City comments to be received 5 to 6 months following Notice to Proceed.
- Submittal of final report to City 6 months following Notice to Proceed.

DELIVERABLES

- Alternatives analysis materials in native (MS Excel and PowerPoint) and PDF electronic format.
- Draft report in native (MS Word text with GIS/CAD figures) and combined PDF electronic format. For City review.
- Draft report in native (MS Word text with GIS/CAD figures) and combined PDF electronic format.
- Monthly invoicing.

Authorization Date: _____

BHC Signature: _____ Date: _____

City Signature: _____ Date: _____

BUDGET SPREADSHEET
City of Shelton On-Call Services
Task Order No. 3 - Water Reservoir Storage Options Study

Task No.	Task Description	QA/QC <i>Dorn</i>	PM <i>Kelsey</i>	Structural <i>Dahl</i>	Electrical <i>Palmatier</i>	Sr Modeler <i>Harms</i>	Project Eng. <i>Hale/ Wildhood</i>	Staff Eng. <i>Garcia/Thim</i>	CAD Mgr. <i>Simon/Osloe</i>	CAD Drafter <i>Castillo</i>	GIS/CAD <i>Tolentino/ Knight</i>	Proj Admin <i>Coughlin</i>	Clerical/WP <i>McElwain</i>	BHC Total Labor		Subconsultant Fees	Direct Expenses and 10% Sub Markup	TOTAL COST
		Hourly Billing Rate: \$260	\$245	\$245	\$240	\$240	\$160	\$135	\$175	\$140	\$140	\$130	\$120	Hours	Cost			
1	PROJECT MANAGEMENT																	
	Project Initiation		4				1					2	1	8	\$1,520			\$1,520
	Client Communications, Team Coordination, Budget Monitoring and Invoicing		14				6					6		26	\$5,170		\$100	\$5,270
	QC Program	4												4	\$1,040			\$1,040
TASK SUBTOTAL, HOURS		4	18	0	0	0	7	0	0	0	0	8	1	38				
TASK SUBTOTAL, LABOR COST		\$1,040	\$4,410	\$0	\$0	\$0	\$1,120	\$0	\$0	\$0	\$0	\$1,040	\$120		\$7,730	\$0	\$100	\$7,830
2	EXISTING INFORMATION REVIEW																	
	Record drawings, reports, WSP, development, GIS database, model information		4	4			6	6						20	\$3,730			\$3,730
	TASK SUBTOTAL, HOURS	0	4	4	0	0	6	6	0	0	0	0	0	20				
	TASK SUBTOTAL, LABOR COST	\$0	\$980	\$980	\$0	\$0	\$960	\$810	\$0	\$0	\$0	\$0	\$0		\$3,730	\$0	\$0	\$3,730
3	SYSTEM-WIDE STORAGE ANALYSIS																	
	Development and Analysis of New Storage Facility Alternatives using Model		4	1		4	20	48			2			79	\$12,145			\$12,145
	Evaluate Opportunities for Storage Facility Consolidation/System Modification		4	1		1	20	16						42	\$6,825			\$6,825
	Existing Tank Vulnerabilities and Needed Improvements		2	12			16	6						36	\$6,800			\$6,800
	Port of Shelton Storage Facility Analysis		2	10			16	4						32	\$6,040			\$6,040
	Define Storage Portfolio for Supply, Redundancy, and Reliability		2	2			16	12						32	\$5,160			\$5,160
	OPPCs		1	6	4		8	12						31	\$5,575			\$5,575
	Alternatives Weighting/Scoring and Capital Improvement Project Recommendations		4				12	4						20	\$3,440			\$3,440
	TASK SUBTOTAL, HOURS	0	19	32	4	5	108	102	0	0	2	0	0	272				
	TASK SUBTOTAL, LABOR COST	\$0	\$4,655	\$7,840	\$960	\$1,200	\$17,280	\$13,770	\$0	\$0	\$280	\$0	\$0		\$45,985	\$0	\$0	\$45,985
4	STORAGE STUDY REPORT																	
	Introduction		1				1	2					1	5	\$795			\$795
	Alternative Scenarios Description and Analysis		2				8	12	1	4	6		4	37	\$5,445			\$5,445
	Existing Storage Facilities Assessment		1	3			8	6	1	4			2	25	\$4,045			\$4,045
	Scoring and Prioritization of Recommended Storage Improvements		2				6	6					2	16	\$2,500			\$2,500
	Draft Report and Appendices to City		1	1			5	6					2	15	\$2,340			\$2,340
	Incorporate Comments and Submit Final Report to City		2	1			6	4					3	16	\$2,595	\$100		\$2,695
	TASK SUBTOTAL, HOURS	0	9	5	0	0	34	36	2	8	6	0	14	114				
TASK SUBTOTAL, LABOR COST		\$0	\$2,205	\$1,225	\$0	\$0	\$5,440	\$4,860	\$350	\$1,120	\$840	\$0	\$1,680		\$17,720	\$0	\$100	\$17,820
5	PROJECT MEETINGS																	
	Alternatives Evaluation Workshop		4				6	6						16	\$2,750			\$2,750
	Additional Meetings as Needed		2				8							10	\$1,770		\$100	\$1,870
	TASK SUBTOTAL, HOURS	0	6	0	0	0	14	6	0	0	0	0	0	26				
TASK SUBTOTAL, LABOR COST		\$0	\$1,470	\$0	\$0	\$0	\$2,240	\$810	\$0	\$0	\$0	\$0	\$0		\$4,520	\$0	\$0	\$4,620
TOTAL DIRECT LABOR AND OVERALL COST		4	56	41	4	5	169	150	2	8	8	8	15	470	\$79,685	\$0	\$200	\$79,985

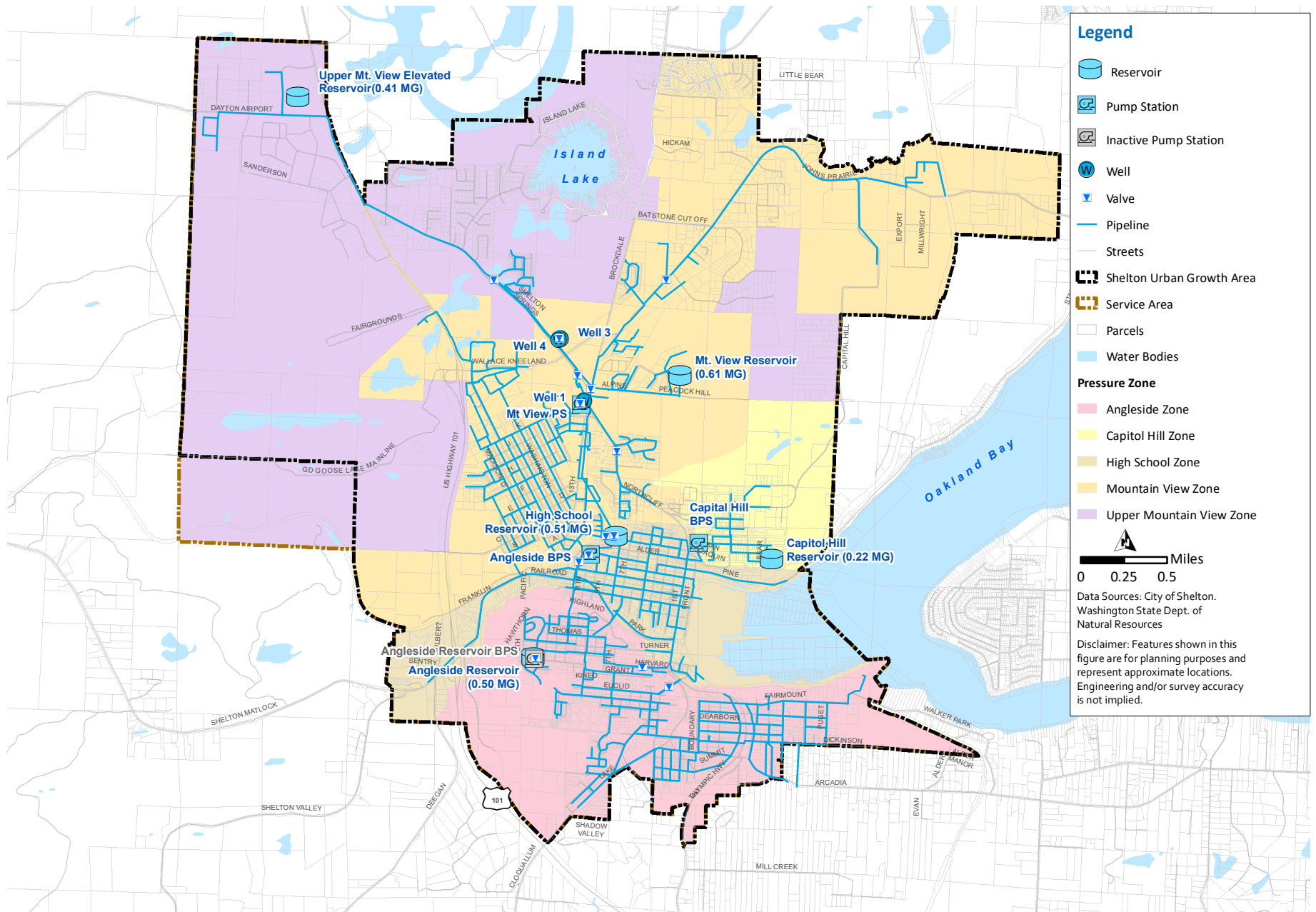


Figure 3.5 Shelton Existing Water System



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F2)

Touch Date: 03/08/2023
Brief Date: 03/21/2023
Action Date: 03/21/2023

Department: Public Works
Presented By: Brent Armstrong

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:

Dept of Ecology Nutrient Reduction
Grant Acceptance

☐

Ordinance

☒ Dept. Head

J.O.H.

☒

Resolution

☐ Finance Director

ATTACHMENTS:

- Resolution No. 1267-0323
- ECY Funding Agreement No.
WQPSNR-2021-ShelPW-00045

☒

Motion

☐ Attorney

☐

Other

☒ City Clerk

☐ City Manager

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

In the 2021-2023 biennial budget, the state Legislature appropriated \$9 million for a grant program to help municipalities prepare and plan for future treatment facility upgrades and implement operational modifications necessary to maximize nutrient removal from existing treatment processes. Although most nutrients in wastewater can be beneficial, excessive nutrients cause oxygen levels in water bodies to decrease, which negatively impacts the environment, wildlife, and shellfish in Oakland Bay. For this State biennial period the City of Shelton has been awarded \$158,407.00 for the nutrient removal plan and is eligible for expenses incurred from July 1, 2021 through December 31, 2025. This grant does not have a City match requirement; any eligible expenditures are 100% reimbursable, up to the grant amount.

The attached agreement is a Draft version for Council's review. The final signatures will be placed electronically through DocuSign with the Department of Ecology.

ANALYSIS/OPTIONS/ALTERNATIVES:

N/A

BUDGET/FISCAL INFORMATION:

The \$158,407.00 grant does not have a City Match requirement.

PUBLIC INFORMATION REQUIREMENTS:

Information can be obtained through the Public Works Department.

STAFF RECOMMENDATION/MOTION:

Staff recommends: "I move to wave the three-touch rule and adopt Resolution No.1267-0323 as presented".

RESOLUTION NO. 1267-0323

A RESOLUTION OF THE CITY OF SHELTON, WASHINGTON ACCEPTING A NUTRIENT REDUCTION GRANT FROM THE DEPARTMENT OF ECOLOGY AND AUTHORIZING THE CITY MANAGER TO SIGN THE FUNDING AGREEMENT AND OTHER RELATED DOCUMENTS AS NEEDED

WHEREAS, In the 2021-2023 Biennial budget, the state Legislature appropriated and created a grant program for agencies to prepare a plan to maximize nutrient removals from existing treatment processes; and

WHEREAS, The City of Shelton has been awarded \$158,407.00 for eligible expenses incurred July 1, 2021 through December 31, 2025; and

WHEREAS, the Nutrient reduction grant does not have a city match requirement, so all eligible expenses up to the grant amount are 100% reimbursable by the grant.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Shelton, Washington, that the Department of Ecology Nutrient Reduction grant is hereby accepted, and the City Manager is authorized to sign Funding Agreement Number WQPSNR-2021-ShelPW-00045, as well as any other related documents as needed.

INTRODUCED and **PASSED** by the City Council of the City of Shelton on this 21st day of March 2023.

ATTEST:

Mayor Onisko

City Clerk Nault



Agreement No. WQPSNR-2021-ShelPW-00045

WATER QUALITY PUGET SOUND NUTRIENT REDUCTION AGREEMENT

BETWEEN

THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY

AND

CITY OF SHELTON - PUBLIC WORKS DEPARTMENT

This is a binding Agreement entered into by and between the state of Washington, Department of Ecology, hereinafter referred to as “ECOLOGY,” and City of Shelton - Public Works Department, hereinafter referred to as the “RECIPIENT,” to carry out with the provided funds activities described herein.

GENERAL INFORMATION

Project Title:	Puget Sound Nutrient Reduction Grant
Total Cost:	\$158,407.00
Total Eligible Cost:	\$158,407.00
Ecology Share:	\$158,407.00
Recipient Share:	\$0.00
The Effective Date of this Agreement is:	07/01/2021
The Expiration Date of this Agreement is no later than:	12/31/2025
Project Type:	Wastewater Facility

Project Short Description:

This project will assist Puget Sound Nutrient Permittees in planning, implementation or management of nutrient discharge reduction identified in the Puget Sound Nutrient General Permit.

Project Long Description:

N/A

Overall Goal:

This project will improve water quality in the State of Washington by reducing nutrients discharged to Washington waters of the Salish Sea.

Agreement No: WQPSNR-2021-ShelPW-00045
Project Title: Puget Sound Nutrient Reduction Grant
Recipient Name: City of Shelton - Public Works Department

RECIPIENT INFORMATION

Organization Name: City of Shelton - Public Works Department

Federal Tax ID: 91-6001277

UEI Number: FKQ8KDH189W7

Mailing Address: 525 W Cota Street
Shelton, WA 98584

Physical Address: 525 W Cota Street

Organization Email: jay.harris@sheltonwa.gov

Organization Fax: (360) 426-7746

Contacts

Project Manager	Don Kuismi Finance Specialist 525 W Cota Street Shelton, Washington 98584 Email: dkuismi@ci.shelton.wa.us Phone: (360) 432-5155
Billing Contact	Don Kuismi Finance Specialist 525 W Cota Street Shelton, Washington 98584 Email: dkuismi@ci.shelton.wa.us Phone: (360) 432-5155
Authorized Signatory	Brooke Anne Kilts Public Works Administrative Manager 525 W Cota Street Shelton, Washington 98584 Email: brooke.kilts@sheltonwa.gov Phone: (360) 426-9731

Agreement No: WQPSNR-2021-ShelPW-00045
Project Title: Puget Sound Nutrient Reduction Grant
Recipient Name: City of Shelton - Public Works Department

ECOLOGY INFORMATION

Mailing Address: Department of Ecology
Water Quality
PO BOX 47600
Olympia, WA 98504-7600

Physical Address: Water Quality
300 Desmond Drive SE
Lacey, WA 98503

Contacts

Project Manager	Veronica Bridges PO Box 47600 Olympia, Washington 98504-7600 Email: VEBR461@ecy.wa.gov Phone: (564) 669-3842
Financial Manager	Veronica Bridges PO Box 47600 Olympia, Washington 98504-7600 Email: VEBR461@ecy.wa.gov Phone: (564) 669-3842
Technical Advisor	Adrien Carroll-Perkins PO Box 47600 Olympia, Washington 98504-7600 Email: ADCA461@ecy.wa.gov Phone: (360) 870-7424

Agreement No: WQPSNR-2021-ShelPW-00045
Project Title: Puget Sound Nutrient Reduction Grant
Recipient Name: City of Shelton - Public Works Department

SCOPE OF WORK

Task Number: 1

Task Cost: \$5,000.00

Task Title: Grant and Loan Administration

Task Description:

A. The RECIPIENT shall carry out all work necessary to meet ECOLOGY grant or loan administration requirements. Responsibilities include, but are not limited to: Maintenance of project records; submittal of requests for reimbursement and corresponding backup documentation; progress reports; the EAGL (Ecology Administration of Grants and Loans) recipient closeout report; and a two-page outcome summary report (including photos, if applicable). In the event that the RECIPIENT elects to use a contractor to complete project elements, the RECIPIENT shall retain responsibility for the oversight and management of this funding agreement.

B. The RECIPIENT shall keep documentation that demonstrates the project is in compliance with applicable procurement, contracting, and interlocal agreement requirements; permitting requirements, including application for, receipt of, and compliance with all required permits, licenses, easements, or property rights necessary for the project; and submittal of required performance items. This documentation shall be available upon request.

C. The RECIPIENT shall maintain effective communication with ECOLOGY and maintain up-to-date staff contact information in the EAGL system. The RECIPIENT shall carry out this project in accordance with any completion dates outlined in this agreement.

Task Goal Statement:

Properly managed and fully documented project that meets ECOLOGY's grant or loan administrative requirements.

Task Expected Outcome:

- * Timely and complete submittal of requests for reimbursement, quarterly progress reports, Recipient Closeout Report, and two-page outcome summary report.
- * Properly maintained project documentation.

Grant and Loan Administration

Deliverables

Number	Description	Due Date
1.1	Progress Reports that include descriptions of work accomplished, project challenges or changes in the project schedule. Submitted at least quarterly.	
1.2	Recipient Closeout Report (EAGL Form)	
1.3	Two-page Outcome Summary Report	

Agreement No: WQPSNR-2021-ShelPW-00045
Project Title: Puget Sound Nutrient Reduction Grant
Recipient Name: City of Shelton - Public Works Department

SCOPE OF WORK

Task Number: 2 **Task Cost:** \$153,407.00

Task Title: Nutrient General Permit Implementation

Task Description:

The RECIPIENT will conduct work related to implementation of the Puget Sound Nutrient General Permit.

Work funded under this task may include:

- Staff time, equipment, supplies, training, or other expenses related to meeting permit requirements and reducing nutrient discharges.
- Monitoring and laboratory analysis.
- Preparation of the Nitrogen Optimization Plan, the Nutrient Reduction Evaluation, or the AKART analysis.
- Implementation of an optimization strategy.
- Equipment purchases over \$10,000 must be pre-approved by ECOLOGY.

If the RECIPIENT is out of compliance with the Puget Sound Nutrient General Permit, the RECIPIENT will ensure funds are used to attain compliance where applicable.

Task Goal Statement:

This task will improve water quality in the State of Washington by reducing the nutrients delivered to the Puget Sound by implementing measures required by the Puget Sound Nutrient General Permit.

Task Expected Outcome:

The RECIPIENT will implement measures required by the Puget Sound Nutrient General Permit.

Nutrient General Permit Implementation

Deliverables

Number	Description	Due Date
2.1	Documentation of tasks completed.	

Agreement No: WQPSNR-2021-ShelPW-00045
Project Title: Puget Sound Nutrient Reduction Grant
Recipient Name: City of Shelton - Public Works Department

SCOPE OF WORK

Task Number: 3

Task Cost: \$0.00

Task Title: Cultural Resource Review

Task Description:

If any optimization strategies implemented from Task 2 include above and below ground disturbance activities, such as but not limited to, ground disturbing BMP installations, site prep work, geotechnical work, the RECIPIENT will ensure the following items are completed and provide the associated deliverables to ECOLOGY.

A. The RECIPIENT will submit the documents listed below to initiate ECOLOGY's cultural resources review.

The RECIPIENT must receive written notice from ECOLOGY prior to proceeding with work. Work done prior to written notice to proceed shall not be eligible for reimbursement.

To initiate cultural resources review:

1. The RECIPIENT will submit the Cultural Resources Review Form to ECOLOGY, using the ECOLOGY template. Any supporting materials must conform to the Department of Archeology and Historic Preservation's (DAHP) Washington State Standards for Cultural Resource Reporting. The Cultural Resources Review Form template may be found on the ECOLOGY website.
2. The RECIPIENT will submit an Inadvertent Discovery Plan (IDP) to ECOLOGY, using the ECOLOGY template. The RECIPIENT will ensure that all contractors and subcontractors have a copy of the completed IDP prior to and while working on-site. The IDP template may be found on the ECOLOGY website.

Task Goal Statement:

If needed based on optimization strategies implemented from Task 2, the RECIPIENT will complete all cultural reviews in a timely manner.

Task Expected Outcome:

The project will meet the requirements set forth by the cultural resource protection requirements, rules, and regulations for state funded projects.

Agreement No: WQPSNR-2021-ShelPW-00045

Project Title: Puget Sound Nutrient Reduction Grant

Recipient Name: City of Shelton - Public Works Department

Cultural Resource Review**Deliverables**

Number	Description	Due Date
3.1	ECOLOGY Cultural Resources Review Form. Email the form and any supplemental cultural resources documentation directly to the ECOLOGY Project Manager. DO NOT upload the cultural resources form or documentation to EAGL.	
3.2	Inadvertent Discovery Plan (IDP). Email the form directly to the ECOLOGY Project Manager for review. Upload to EAGL once review is complete.	

Agreement No: WQPSNR-2021-ShelPW-00045
Project Title: Puget Sound Nutrient Reduction Grant
Recipient Name: City of Shelton - Public Works Department

BUDGET**Funding Distribution EG230142**

NOTE: *The above funding distribution number is used to identify this specific agreement and budget on payment remittances and may be referenced on other communications from ECOLOGY. Your agreement may have multiple funding distribution numbers to identify each budget.*

Funding Title: Puget Sound Nutrient Reduction Grant 2021 Funding Type: Grant
Funding Effective Date: 07/01/2021 Funding Expiration Date: 12/31/2025

Funding Source:

Title: Puget Sound Nutrient Reduction

Fund: FD

Type: State

Funding Source %: 100%

Description: The Puget Sound Nutrient Reduction Grant Program provides grants to specific wastewater treatment facilities that discharge to Puget Sound. The grants are provided for planning and/or process efficiencies for meeting requirements of the Puget Sound Nutrient General Permit.

Approved Indirect Costs Rate: Approved State Indirect Rate: 30%

Recipient Match %: 0%

InKind Interlocal Allowed: No

InKind Other Allowed: No

Is this Funding Distribution used to match a federal grant? No

Puget Sound Nutrient Reduction Grant 2021	Task Total
Grant and Loan Administration	\$ 5,000.00
Nutrient General Permit Implementation	\$ 153,407.00
Cultural Resource Review	\$ 0.00

Total: \$ 158,407.00

Agreement No: WQPSNR-2021-ShelPW-00045

Project Title: Puget Sound Nutrient Reduction Grant

Recipient Name: City of Shelton - Public Works Department

Funding Distribution Summary**Recipient / Ecology Share**

Funding Distribution Name	Recipient Match %	Recipient Share	Ecology Share	Total
Puget Sound Nutrient Reduction Grant 2021	0.00 %	\$ 0.00	\$ 158,407.00	\$ 158,407.00
Total		\$ 0.00	\$ 158,407.00	\$ 158,407.00

AGREEMENT SPECIFIC TERMS AND CONDITIONS

N/A

SPECIAL TERMS AND CONDITIONS**Water Quality Puget Sound Nutrient Reduction Grant Special Terms and Conditions**

A. Electronic Fund Transfers: Payment will be issued through Washington State's Office of Financial Management's Statewide Payee Desk. To receive payment you must register as a statewide vendor by submitting a statewide vendor registration form and an IRS W-9 form at website, <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>. If you have questions about the vendor registration process or electronic fund transfers, you can contact Statewide Payee Help Desk at (360) 407-8180 or email PayeeRegistration@ofm.wa.gov.

B. Equipment Purchase: Equipment purchases over \$5,000 and not included in the scope of work or the Ecology approved construction plans and specifications, must be pre-approved by ECOLOGY's project manager before purchase. All equipment purchases over \$5,000 and not included in a contract for work being completed on the funded project, must also be reported on the Equipment Purchase Report in EAGL.

C. Funding Recognition: The RECIPIENT must inform the public about ECOLOGY funding participation in this project through the use of project signs, acknowledgement in published materials, reports, the news media, websites, or other public announcements. Projects addressing site-specific locations must utilize appropriately sized and weather-resistant signs. Sign logos are available from ECOLOGY's Financial Manager upon request.

D. Lobbying and Litigation: Costs incurred for the purposes of lobbying or litigation are not eligible for funding under this agreement.

E. Post Project Assessment Survey: The RECIPIENT agrees to participate in a brief survey regarding the key project results or water quality project outcomes and the status of long-term environmental results or goals from the project approximately three years after project completion. A representative from ECOLOGY's Water Quality Program may contact the RECIPIENT to request this data. ECOLOGY may also conduct site interviews and inspections, and may otherwise evaluate the project, as part of this assessment.

F. Project Status Evaluation: ECOLOGY may evaluate the status of this project 18 months from the effective date of this agreement. ECOLOGY's Project Manager and Financial Manager will meet with the RECIPIENT to review spending trends,

Agreement No: WQPSNR-2021-ShelPW-00045
Project Title: Puget Sound Nutrient Reduction Grant
Recipient Name: City of Shelton - Public Works Department

completion of outcome measures, and overall project administration and performance. If the RECIPIENT fails to make satisfactory progress toward achieving project outcomes, ECOLOGY may change the scope of work, reduce grant funds, or increase oversight measures.

GENERAL FEDERAL CONDITIONS

If a portion or all of the funds for this agreement are provided through federal funding sources or this agreement is used to match a federal grant award, the following terms and conditions apply to you.

A. CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY

EXCLUSION:

1. The RECIPIENT/CONTRACTOR, by signing this agreement, certifies that it is not suspended, debarred, proposed for debarment, declared ineligible or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds. If the RECIPIENT/CONTRACTOR is unable to certify to the statements contained in the certification, they must provide an explanation as to why they cannot.
2. The RECIPIENT/CONTRACTOR shall provide immediate written notice to ECOLOGY if at any time the RECIPIENT/CONTRACTOR learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
3. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact ECOLOGY for assistance in obtaining a copy of those regulations.
4. The RECIPIENT/CONTRACTOR agrees it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under the applicable Code of Federal Regulations, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
5. The RECIPIENT/CONTRACTOR further agrees by signing this agreement, that it will include this clause titled "CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY EXCLUSION" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
6. Pursuant to 2CFR180.330, the RECIPIENT/CONTRACTOR is responsible for ensuring that any lower tier covered transaction complies with certification of suspension and debarment requirements.
7. RECIPIENT/CONTRACTOR acknowledges that failing to disclose the information required in the Code of Federal Regulations may result in the delay or negation of this funding agreement, or pursuance of legal remedies, including suspension and debarment.
8. RECIPIENT/CONTRACTOR agrees to keep proof in its agreement file, that it, and all lower tier recipients or contractors, are not suspended or debarred, and will make this proof available to ECOLOGY before requests for reimbursements will be approved for payment. RECIPIENT/CONTRACTOR must run a search in <http://www.sam.gov> and print a copy of completed searches to document proof of compliance.

B. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) REPORTING

REQUIREMENTS:

CONTRACTOR/RECIPIENT must complete the FFATA Data Collection Form (ECY 070-395) and return it with the signed agreement to ECOLOGY.

Any CONTRACTOR/RECIPIENT that meets each of the criteria below must report compensation for its five top executives using the FFATA Data Collection Form.

Agreement No: WQPSNR-2021-ShelPW-00045
Project Title: Puget Sound Nutrient Reduction Grant
Recipient Name: City of Shelton - Public Works Department

- Receives more than \$30,000 in federal funds under this award.
- Receives more than 80 percent of its annual gross revenues from federal funds.
- Receives more than \$25,000,000 in annual federal funds.

Ecology will not pay any invoices until it has received a completed and signed FFATA Data Collection Form. Ecology is required to report the FFATA information for federally funded agreements, including the required Unique Entity Identifier in www.sam.gov <<http://www.sam.gov>> within 30 days of agreement signature. The FFATA information will be available to the public at www.usaspending.gov <<http://www.usaspending.gov>>.

For more details on FFATA requirements, see www.fsrs.gov <<http://www.fsrs.gov>>.

C. FEDERAL FUNDING PROHIBITION ON CERTAIN TELECOMMUNICATIONS OR VIDEO SURVEILLANCE SERVICES OR EQUIPMENT:

As required by 2 CFR 200.216, federal grant or loan recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:

1. Procure or obtain;
2. Extend or renew a contract to procure or obtain; or
3. Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment, video surveillance services or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in [Public Law 115-232](https://www.govinfo.gov/content/pkg/PLAW-115publ232/pdf/PLAW-115publ232.pdf) <<https://www.govinfo.gov/content/pkg/PLAW-115publ232/pdf/PLAW-115publ232.pdf>>, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

Recipients, subrecipients, and borrowers also may not use federal funds to purchase certain prohibited equipment, systems, or services, including equipment, systems, or services produced or provided by entities identified in section 889, are recorded in the [System for Award Management \(SAM\)](https://sam.gov/SAM) <<https://sam.gov/SAM>> exclusion list.

Agreement No: WQPSNR-2021-ShelPW-00045
Project Title: Puget Sound Nutrient Reduction Grant
Recipient Name: City of Shelton - Public Works Department

GENERAL TERMS AND CONDITIONS

Pertaining to Grant and Loan Agreements With the state of Washington, Department of Ecology

GENERAL TERMS AND CONDITIONS

For DEPARTMENT OF ECOLOGY GRANTS and LOANS

06/24/2021 Version

1. ADMINISTRATIVE REQUIREMENTS

- a) RECIPIENT shall follow the "Administrative Requirements for Recipients of Ecology Grants and Loans – EAGL Edition." (<https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html>)
- b) RECIPIENT shall complete all activities funded by this Agreement and be fully responsible for the proper management of all funds and resources made available under this Agreement.
- c) RECIPIENT agrees to take complete responsibility for all actions taken under this Agreement, including ensuring all subgrantees and contractors comply with the terms and conditions of this Agreement. ECOLOGY reserves the right to request proof of compliance by subgrantees and contractors.
- d) RECIPIENT's activities under this Agreement shall be subject to the review and approval by ECOLOGY for the extent and character of all work and services.

2. AMENDMENTS AND MODIFICATIONS

This Agreement may be altered, amended, or waived only by a written amendment executed by both parties. No subsequent modification(s) or amendment(s) of this Agreement will be of any force or effect unless in writing and signed by authorized representatives of both parties. ECOLOGY and the RECIPIENT may change their respective staff contacts and administrative information without the concurrence of either party.

3. ACCESSIBILITY REQUIREMENTS FOR COVERED TECHNOLOGY

The RECIPIENT must comply with the Washington State Office of the Chief Information Officer, OCIO Policy no. 188, Accessibility (<https://ocio.wa.gov/policy/accessibility>) as it relates to "covered technology." This requirement applies to all products supplied under the Agreement, providing equal access to information technology by individuals with disabilities, including and not limited to web sites/pages, web-based applications, software systems, video and audio content, and electronic documents intended for publishing on Ecology's public web site.

4. ARCHAEOLOGICAL AND CULTURAL RESOURCES

RECIPIENT shall take all reasonable action to avoid, minimize, or mitigate adverse effects to archaeological and historic archaeological sites, historic buildings/structures, traditional cultural places, sacred sites, or other cultural resources, hereby referred to as Cultural Resources.

The RECIPIENT must agree to hold harmless ECOLOGY in relation to any claim related to Cultural Resources discovered, disturbed, or damaged due to the RECIPIENT's project funded under this Agreement.

RECIPIENT shall:

- a) Contact the ECOLOGY Program issuing the grant or loan to discuss any Cultural Resources requirements for their project:
 - Cultural Resource Consultation and Review should be initiated early in the project planning process and must be completed prior to expenditure of Agreement funds as required by applicable State and Federal requirements.
 - * For state funded construction, demolition, or land acquisitions, comply with Governor Executive Order 21-02, Archaeological and Cultural Resources.
 - For projects with any federal involvement, comply with the National Historic Preservation Act of 1966 (Section 106).

Agreement No: WQPSNR-2021-ShelPW-00045
Project Title: Puget Sound Nutrient Reduction Grant
Recipient Name: City of Shelton - Public Works Department

b) If required by the ECOLOGY Program, submit an Inadvertent Discovery Plan (IDP) to ECOLOGY prior to implementing any project that involves field activities. ECOLOGY will provide the IDP form.

RECIPIENT shall:

- Keep the IDP at the project site.
 - Make the IDP readily available to anyone working at the project site.
 - Discuss the IDP with staff, volunteers, and contractors working at the project site.
 - Implement the IDP when Cultural Resources or human remains are found at the project site.
- c) If any Cultural Resources are found while conducting work under this Agreement, follow the protocol outlined in the project IDP.
- Immediately stop work and notify the ECOLOGY Program, who will notify the Department of Archaeology and Historic Preservation at (360) 586-3065, any affected Tribe, and the local government.
- d) If any human remains are found while conducting work under this Agreement, follow the protocol outlined in the project IDP.
- Immediately stop work and notify the local Law Enforcement Agency or Medical Examiner/Coroner's Office, the Department of Archaeology and Historic Preservation at (360) 790-1633, and then the ECOLOGY Program.
- e) Comply with RCW 27.53, RCW 27.44, and RCW 68.50.645, and all other applicable local, state, and federal laws protecting Cultural Resources and human remains.

5. ASSIGNMENT

No right or claim of the RECIPIENT arising under this Agreement shall be transferred or assigned by the RECIPIENT.

6. COMMUNICATION

RECIPIENT shall make every effort to maintain effective communications with the RECIPIENT's designees, ECOLOGY, all affected local, state, or federal jurisdictions, and any interested individuals or groups.

7. COMPENSATION

- a) Any work performed prior to effective date of this Agreement will be at the sole expense and risk of the RECIPIENT. ECOLOGY must sign the Agreement before any payment requests can be submitted.
- b) Payments will be made on a reimbursable basis for approved and completed work as specified in this Agreement.
- c) RECIPIENT is responsible to determine if costs are eligible. Any questions regarding eligibility should be clarified with ECOLOGY prior to incurring costs. Costs that are conditionally eligible require approval by ECOLOGY prior to expenditure.
- d) RECIPIENT shall not invoice more than once per month unless agreed on by ECOLOGY.
- e) ECOLOGY will not process payment requests without the proper reimbursement forms, Progress Report and supporting documentation. ECOLOGY will provide instructions for submitting payment requests.
- f) ECOLOGY will pay the RECIPIENT thirty (30) days after receipt of a properly completed request for payment.
- g) RECIPIENT will receive payment through Washington State's Office of Financial Management's Statewide Payee Desk. To receive payment you must register as a statewide vendor by submitting a statewide vendor registration form and an IRS W-9 form at website, <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>. If you have questions about the vendor registration process, you can contact Statewide Payee Help Desk at (360) 407-8180 or email PayeeRegistration@ofm.wa.gov.
- h) ECOLOGY may, at its sole discretion, withhold payments claimed by the RECIPIENT if the RECIPIENT fails to satisfactorily comply with any term or condition of this Agreement.
- i) Monies withheld by ECOLOGY may be paid to the RECIPIENT when the work described herein, or a portion thereof, has been completed if, at ECOLOGY's sole discretion, such payment is reasonable and approved according to this Agreement, as appropriate, or upon completion of an audit as specified herein.
- j) RECIPIENT must submit within thirty (30) days after the expiration date of this Agreement, all financial, performance, and

Agreement No: WQPSNR-2021-ShelPW-00045
Project Title: Puget Sound Nutrient Reduction Grant
Recipient Name: City of Shelton - Public Works Department

other reports required by this Agreement. Failure to comply may result in delayed reimbursement.

8. COMPLIANCE WITH ALL LAWS

RECIPIENT agrees to comply fully with all applicable federal, state and local laws, orders, regulations, and permits related to this Agreement, including but not limited to:

- a) RECIPIENT agrees to comply with all applicable laws, regulations, and policies of the United States and the State of Washington which affect wages and job safety.
- b) RECIPIENT agrees to be bound by all applicable federal and state laws, regulations, and policies against discrimination.
- c) RECIPIENT certifies full compliance with all applicable state industrial insurance requirements.
- d) RECIPIENT agrees to secure and provide assurance to ECOLOGY that all the necessary approvals and permits required by authorities having jurisdiction over the project are obtained. RECIPIENT must include time in their project timeline for the permit and approval processes.

ECOLOGY shall have the right to immediately terminate for cause this Agreement as provided herein if the RECIPIENT fails to comply with above requirements.

If any provision of this Agreement 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.

9. CONFLICT OF INTEREST

RECIPIENT and ECOLOGY agree that any officer, member, agent, or employee, who exercises any function or responsibility in the review, approval, or carrying out of this Agreement, shall not have any personal or financial interest, direct or indirect, nor affect the interest of any corporation, partnership, or association in which he/she is a part, in this Agreement or the proceeds thereof.

10. CONTRACTING FOR GOODS AND SERVICES

RECIPIENT may contract to buy goods or services related to its performance under this Agreement. RECIPIENT shall award all contracts for construction, purchase of goods, equipment, services, and professional architectural and engineering services through a competitive process, if required by State law. RECIPIENT is required to follow procurement procedures that ensure legal, fair, and open competition.

RECIPIENT must have a standard procurement process or follow current state procurement procedures. RECIPIENT may be required to provide written certification that they have followed their standard procurement procedures and applicable state law in awarding contracts under this Agreement.

ECOLOGY reserves the right to inspect and request copies of all procurement documentation, and review procurement practices related to this Agreement. Any costs incurred as a result of procurement practices not in compliance with state procurement law or the RECIPIENT's normal procedures may be disallowed at ECOLOGY's sole discretion.

11. DISPUTES

When there is a dispute with regard to the extent and character of the work, or any other matter related to this Agreement the determination of ECOLOGY will govern, although the RECIPIENT shall have the right to appeal decisions as provided for below:

- a) RECIPIENT notifies the funding program of an appeal request.
- b) Appeal request must be in writing and state the disputed issue(s).
- c) RECIPIENT has the opportunity to be heard and offer evidence in support of its appeal.
- d) ECOLOGY reviews the RECIPIENT's appeal.
- e) ECOLOGY sends a written answer within ten (10) business days, unless more time is needed, after concluding the review. The decision of ECOLOGY from an appeal will be final and conclusive, unless within thirty (30) days from the date of such

Agreement No: WQPSNR-2021-ShelPW-00045
Project Title: Puget Sound Nutrient Reduction Grant
Recipient Name: City of Shelton - Public Works Department

decision, the RECIPIENT furnishes to the Director of ECOLOGY a written appeal. The decision of the Director or duly authorized representative will be final and conclusive.

The parties agree that this dispute process will precede any action in a judicial or quasi-judicial tribunal.

Appeals of the Director's decision will be brought in the Superior Court of Thurston County. Review of the Director's decision will not be taken to Environmental and Land Use Hearings Office.

Pending final decision of a dispute, the RECIPIENT agrees to proceed diligently with the performance of this Agreement and in accordance with the decision rendered.

Nothing in this Agreement will be construed to limit the parties' choice of another mutually acceptable method, in addition to the dispute resolution procedure outlined above.

12. ENVIRONMENTAL DATA STANDARDS

a) RECIPIENT shall prepare a Quality Assurance Project Plan (QAPP) for a project that collects or uses environmental measurement data. RECIPIENTS unsure about whether a QAPP is required for their project shall contact the ECOLOGY Program issuing the grant or loan. If a QAPP is required, the RECIPIENT shall:

- Use ECOLOGY's QAPP Template/Checklist provided by the ECOLOGY, unless ECOLOGY Quality Assurance (QA) officer or the Program QA coordinator instructs otherwise.
- Follow ECOLOGY's Guidelines for Preparing Quality Assurance Project Plans for Environmental Studies, July 2004 (Ecology Publication No. 04-03-030).
- Submit the QAPP to ECOLOGY for review and approval before the start of the work.

b) RECIPIENT shall submit environmental data that was collected on a project to ECOLOGY using the Environmental Information Management system (EIM), unless the ECOLOGY Program instructs otherwise. The RECIPIENT must confirm with ECOLOGY that complete and correct data was successfully loaded into EIM, find instructions at:

<http://www.ecy.wa.gov/eim>.

c) RECIPIENT shall follow ECOLOGY's data standards when Geographic Information System (GIS) data is collected and processed. Guidelines for Creating and Accessing GIS Data are available at:

<https://ecology.wa.gov/Research-Data/Data-resources/Geographic-Information-Systems-GIS/Standards>. RECIPIENT, when requested by ECOLOGY, shall provide copies to ECOLOGY of all final GIS data layers, imagery, related tables, raw data collection files, map products, and all metadata and project documentation.

13. GOVERNING LAW

This Agreement will be governed by the laws of the State of Washington, and the venue of any action brought hereunder will be in the Superior Court of Thurston County.

14. INDEMNIFICATION

ECOLOGY will in no way be held responsible for payment of salaries, consultant's fees, and other costs related to the project described herein, except as provided in the Scope of Work.

To the extent that the Constitution and laws of the State of Washington permit, each party will indemnify and hold the other harmless from and against any liability for any or all injuries to persons or property arising from the negligent act or omission of that party or that party's agents or employees arising out of this Agreement.

15. INDEPENDENT STATUS

The employees, volunteers, or agents of each party who are engaged in the performance of this Agreement will continue to be employees, volunteers, or agents of that party and will not for any purpose be employees, volunteers, or agents of the other party.

Agreement No: WQPSNR-2021-ShelPW-00045
Project Title: Puget Sound Nutrient Reduction Grant
Recipient Name: City of Shelton - Public Works Department

16. KICKBACKS

RECIPIENT is prohibited from inducing by any means any person employed or otherwise involved in this Agreement to give up any part of the compensation to which he/she is otherwise entitled to or receive any fee, commission, or gift in return for award of a subcontract hereunder.

17. MINORITY AND WOMEN'S BUSINESS ENTERPRISES (MWBE)

RECIPIENT is encouraged to solicit and recruit, to the extent possible, certified minority-owned (MBE) and women-owned (WBE) businesses in purchases and contracts initiated under this Agreement.

Contract awards or rejections cannot be made based on MWBE participation; however, the RECIPIENT is encouraged to take the following actions, when possible, in any procurement under this Agreement:

- a) Include qualified minority and women's businesses on solicitation lists whenever they are potential sources of goods or services.
- b) Divide the total requirements, when economically feasible, into smaller tasks or quantities, to permit maximum participation by qualified minority and women's businesses.
- c) Establish delivery schedules, where work requirements permit, which will encourage participation of qualified minority and women's businesses.
- d) Use the services and assistance of the Washington State Office of Minority and Women's Business Enterprises (OMWBE) (866-208-1064) and the Office of Minority Business Enterprises of the U.S. Department of Commerce, as appropriate.

18. ORDER OF PRECEDENCE

In the event of inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: (a) applicable federal and state statutes and regulations; (b) The Agreement; (c) Scope of Work; (d) Special Terms and Conditions; (e) Any provisions or terms incorporated herein by reference, including the "Administrative Requirements for Recipients of Ecology Grants and Loans"; (f) Ecology Funding Program Guidelines; and (g) General Terms and Conditions.

19. PRESENTATION AND PROMOTIONAL MATERIALS

ECOLOGY reserves the right to approve RECIPIENT's communication documents and materials related to the fulfillment of this Agreement:

- a) If requested, RECIPIENT shall provide a draft copy to ECOLOGY for review and approval ten (10) business days prior to production and distribution.
- b) RECIPIENT shall include time for ECOLOGY's review and approval process in their project timeline.
- c) If requested, RECIPIENT shall provide ECOLOGY two (2) final copies and an electronic copy of any tangible products developed.

Copies include any printed materials, and all tangible products developed such as brochures, manuals, pamphlets, videos, audio tapes, CDs, curriculum, posters, media announcements, or gadgets with a message, such as a refrigerator magnet, and any online communications, such as web pages, blogs, and twitter campaigns. If it is not practical to provide a copy, then the RECIPIENT shall provide a description (photographs, drawings, printouts, etc.) that best represents the item.

Any communications intended for public distribution that uses ECOLOGY's logo shall comply with ECOLOGY's graphic requirements and any additional requirements specified in this Agreement. Before the use of ECOLOGY's logo contact ECOLOGY for guidelines.

RECIPIENT shall acknowledge in the communications that funding was provided by ECOLOGY.

20. PROGRESS REPORTING

- a) RECIPIENT must satisfactorily demonstrate the timely use of funds by submitting payment requests and progress reports to

Agreement No: WQPSNR-2021-ShelPW-00045
Project Title: Puget Sound Nutrient Reduction Grant
Recipient Name: City of Shelton - Public Works Department

ECOLOGY. ECOLOGY reserves the right to amend or terminate this Agreement if the RECIPIENT does not document timely use of funds.

b) RECIPIENT must submit a progress report with each payment request. Payment requests will not be processed without a progress report. ECOLOGY will define the elements and frequency of progress reports.

c) RECIPIENT shall use ECOLOGY's provided progress report format.

d) Quarterly progress reports will cover the periods from January 1 through March 31, April 1 through June 30, July 1 through September 30, and October 1 through December 31. Reports shall be submitted within thirty (30) days after the end of the quarter being reported.

e) RECIPIENT must submit within thirty (30) days of the expiration date of the project, unless an extension has been approved by ECOLOGY, all financial, performance, and other reports required by the Agreement and funding program guidelines.

RECIPIENT shall use the ECOLOGY provided closeout report format.

21. PROPERTY RIGHTS

a) Copyrights and Patents. When the RECIPIENT creates any copyrightable materials or invents any patentable property under this Agreement, the RECIPIENT may copyright or patent the same but ECOLOGY retains a royalty free, nonexclusive, and irrevocable license to reproduce, publish, recover, or otherwise use the material(s) or property, and to authorize others to use the same for federal, state, or local government purposes.

b) Publications. When the RECIPIENT or persons employed by the RECIPIENT use or publish ECOLOGY information; present papers, lectures, or seminars involving information supplied by ECOLOGY; or use logos, reports, maps, or other data in printed reports, signs, brochures, pamphlets, etc., appropriate credit shall be given to ECOLOGY.

c) Presentation and Promotional Materials. ECOLOGY shall have the right to use or reproduce any printed or graphic materials produced in fulfillment of this Agreement, in any manner ECOLOGY deems appropriate. ECOLOGY shall acknowledge the RECIPIENT as the sole copyright owner in every use or reproduction of the materials.

d) Tangible Property Rights. ECOLOGY's current edition of "Administrative Requirements for Recipients of Ecology Grants and Loans," shall control the use and disposition of all real and personal property purchased wholly or in part with funds furnished by ECOLOGY in the absence of state and federal statutes, regulations, or policies to the contrary, or upon specific instructions with respect thereto in this Agreement.

e) Personal Property Furnished by ECOLOGY. When ECOLOGY provides personal property directly to the RECIPIENT for use in performance of the project, it shall be returned to ECOLOGY prior to final payment by ECOLOGY. If said property is lost, stolen, or damaged while in the RECIPIENT's possession, then ECOLOGY shall be reimbursed in cash or by setoff by the RECIPIENT for the fair market value of such property.

f) Acquisition Projects. The following provisions shall apply if the project covered by this Agreement includes funds for the acquisition of land or facilities:

1. RECIPIENT shall establish that the cost is fair value and reasonable prior to disbursement of funds provided for in this Agreement.

2. RECIPIENT shall provide satisfactory evidence of title or ability to acquire title for each parcel prior to disbursement of funds provided by this Agreement. Such evidence may include title insurance policies, Torrens certificates, or abstracts, and attorney's opinions establishing that the land is free from any impediment, lien, or claim which would impair the uses intended by this Agreement.

g) Conversions. Regardless of the Agreement expiration date, the RECIPIENT shall not at any time convert any equipment, property, or facility acquired or developed under this Agreement to uses other than those for which assistance was originally approved without prior written approval of ECOLOGY. Such approval may be conditioned upon payment to ECOLOGY of that portion of the proceeds of the sale, lease, or other conversion or encumbrance which monies granted pursuant to this Agreement bear to the total acquisition, purchase, or construction costs of such property.

22. RECORDS, AUDITS, AND INSPECTIONS

Agreement No: WQPSNR-2021-ShelPW-00045
Project Title: Puget Sound Nutrient Reduction Grant
Recipient Name: City of Shelton - Public Works Department

RECIPIENT shall maintain complete program and financial records relating to this Agreement, including any engineering documentation and field inspection reports of all construction work accomplished.

All records shall:

- a) Be kept in a manner which provides an audit trail for all expenditures.
 - b) Be kept in a common file to facilitate audits and inspections.
 - c) Clearly indicate total receipts and expenditures related to this Agreement.
 - d) Be open for audit or inspection by ECOLOGY, or by any duly authorized audit representative of the State of Washington, for a period of at least three (3) years after the final grant payment or loan repayment, or any dispute resolution hereunder.
- RECIPIENT shall provide clarification and make necessary adjustments if any audits or inspections identify discrepancies in the records.

ECOLOGY reserves the right to audit, or have a designated third party audit, applicable records to ensure that the state has been properly invoiced. Any remedies and penalties allowed by law to recover monies determined owed will be enforced. Repetitive instances of incorrect invoicing or inadequate records may be considered cause for termination.

All work performed under this Agreement and any property and equipment purchased shall be made available to ECOLOGY and to any authorized state, federal or local representative for inspection at any time during the course of this Agreement and for at least three (3) years following grant or loan termination or dispute resolution hereunder.

RECIPIENT shall provide right of access to ECOLOGY, or any other authorized representative, at all reasonable times, in order to monitor and evaluate performance, compliance, and any other conditions under this Agreement.

23. RECOVERY OF FUNDS

The right of the RECIPIENT to retain monies received as reimbursement payments is contingent upon satisfactory performance of this Agreement and completion of the work described in the Scope of Work.

All payments to the RECIPIENT are subject to approval and audit by ECOLOGY, and any unauthorized expenditure(s) or unallowable cost charged to this Agreement shall be refunded to ECOLOGY by the RECIPIENT.

RECIPIENT shall refund to ECOLOGY the full amount of any erroneous payment or overpayment under this Agreement.

RECIPIENT shall refund by check payable to ECOLOGY the amount of any such reduction of payments or repayments within thirty (30) days of a written notice. Interest will accrue at the rate of twelve percent (12%) per year from the time ECOLOGY demands repayment of funds.

Any property acquired under this Agreement, at the option of ECOLOGY, may become ECOLOGY's property and the RECIPIENT's liability to repay monies will be reduced by an amount reflecting the fair value of such property.

24. SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, and to this end the provisions of this Agreement are declared to be severable.

25. STATE ENVIRONMENTAL POLICY ACT (SEPA)

RECIPIENT must demonstrate to ECOLOGY's satisfaction that compliance with the requirements of the State Environmental Policy Act (Chapter 43.21C RCW and Chapter 197-11 WAC) have been or will be met. Any reimbursements are subject to this provision.

26. SUSPENSION

When in the best interest of ECOLOGY, ECOLOGY may at any time, and without cause, suspend this Agreement or any portion thereof for a temporary period by written notice from ECOLOGY to the RECIPIENT. RECIPIENT shall resume performance on the next business day following the suspension period unless another day is specified by ECOLOGY.

Agreement No: WQPSNR-2021-ShelPW-00045
Project Title: Puget Sound Nutrient Reduction Grant
Recipient Name: City of Shelton - Public Works Department

27. SUSTAINABLE PRACTICES

In order to sustain Washington's natural resources and ecosystems, the RECIPIENT is fully encouraged to implement sustainable practices and to purchase environmentally preferable products under this Agreement.

- a) Sustainable practices may include such activities as: use of clean energy, use of double-sided printing, hosting low impact meetings, and setting up recycling and composting programs.
- b) Purchasing may include such items as: sustainably produced products and services, EPEAT registered computers and imaging equipment, independently certified green cleaning products, remanufactured toner cartridges, products with reduced packaging, office products that are refillable, rechargeable, and recyclable, 100% post-consumer recycled paper, and toxic free products.

For more suggestions visit ECOLOGY's web page, Green Purchasing,

<https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Sustainable-purchasing>.

28. TERMINATION

a) For Cause

ECOLOGY may terminate for cause this Agreement with a seven (7) calendar days prior written notification to the RECIPIENT, at the sole discretion of ECOLOGY, for failing to perform an Agreement requirement or for a material breach of any term or condition. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

Failure to Commence Work. ECOLOGY reserves the right to terminate this Agreement if RECIPIENT fails to commence work on the project funded within four (4) months after the effective date of this Agreement, or by any date mutually agreed upon in writing for commencement of work, or the time period defined within the Scope of Work.

Non-Performance. The obligation of ECOLOGY to the RECIPIENT is contingent upon satisfactory performance by the RECIPIENT of all of its obligations under this Agreement. In the event the RECIPIENT unjustifiably fails, in the opinion of ECOLOGY, to perform any obligation required of it by this Agreement, ECOLOGY may refuse to pay any further funds, terminate in whole or in part this Agreement, and exercise any other rights under this Agreement.

Despite the above, the RECIPIENT shall not be relieved of any liability to ECOLOGY for damages sustained by ECOLOGY and the State of Washington because of any breach of this Agreement by the RECIPIENT. ECOLOGY may withhold payments for the purpose of setoff until such time as the exact amount of damages due ECOLOGY from the RECIPIENT is determined.

b) For Convenience

ECOLOGY may terminate for convenience this Agreement, in whole or in part, for any reason when it is the best interest of ECOLOGY, with a thirty (30) calendar days prior written notification to the RECIPIENT, except as noted below. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

Non-Allocation of Funds. ECOLOGY's ability to make payments is contingent on availability of funding. In the event funding from state, federal or other sources is withdrawn, reduced, or limited in any way after the effective date and prior to the completion or expiration date of this Agreement, ECOLOGY, at its sole discretion, may elect to terminate the Agreement, in whole or part, or renegotiate the Agreement, subject to new funding limitations or conditions. ECOLOGY may also elect to suspend performance of the Agreement until ECOLOGY determines the funding insufficiency is resolved. ECOLOGY may exercise any of these options with no notification or restrictions, although ECOLOGY will make a reasonable attempt to provide notice.

In the event of termination or suspension, ECOLOGY will reimburse eligible costs incurred by the RECIPIENT through the effective date of termination or suspension. Reimbursed costs must be agreed to by ECOLOGY and the RECIPIENT. In no event shall ECOLOGY's reimbursement exceed ECOLOGY's total responsibility under the Agreement and any amendments.

Agreement No: WQPSNR-2021-ShelPW-00045
Project Title: Puget Sound Nutrient Reduction Grant
Recipient Name: City of Shelton - Public Works Department

If payments have been discontinued by ECOLOGY due to unavailable funds, the RECIPIENT shall not be obligated to repay monies which had been paid to the RECIPIENT prior to such termination.

RECIPIENT's obligation to continue or complete the work described in this Agreement shall be contingent upon availability of funds by the RECIPIENT's governing body.

c) By Mutual Agreement

ECOLOGY and the RECIPIENT may terminate this Agreement, in whole or in part, at any time, by mutual written agreement.

d) In Event of Termination

All finished or unfinished documents, data studies, surveys, drawings, maps, models, photographs, reports or other materials prepared by the RECIPIENT under this Agreement, at the option of ECOLOGY, will become property of ECOLOGY and the RECIPIENT shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

Nothing contained herein shall preclude ECOLOGY from demanding repayment of all funds paid to the RECIPIENT in accordance with Recovery of Funds, identified herein.

29. THIRD PARTY BENEFICIARY

RECIPIENT shall ensure that in all subcontracts entered into by the RECIPIENT pursuant to this Agreement, the state of Washington is named as an express third party beneficiary of such subcontracts with full rights as such.

30. WAIVER

Waiver of a default or breach of any provision of this Agreement is not a waiver of any subsequent default or breach, and will not be construed as a modification of the terms of this Agreement unless stated as such in writing by the authorized representative of ECOLOGY.

End of General Terms and Conditions