



Shelton City Council
Meeting Agenda
May 7, 2024 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 110497 through 110529 and EFT payment numbers 280 through 292 in the total amount of \$276,051.14
2. Vouchers numbered 110532 through 110582 and EFT payment numbers 293 through 312 in the total amount of \$133,010.55
3. Vouchers numbered 110583 through 110634 and EFT payment numbers 313 through 327 in the total amount of \$149,287.18
4. Minutes:
 - Business Meeting of March 5, 2024
 - Study Session of March 12, 2024
 - Business Meeting of March 19, 2024

D. Presentations

1. Overlook Park Eagle Scout Project
2. Swearing-in of Limited Commission Officers
3. National Public Works Week Proclamation
4. Police Department Annual Report
5. 2023 Transportation Benefit District Annual Report

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

1. Resolution No. 1328-0324 WWTP Back-Up Disinfection System Grant Acceptance – Presented by Public Works Director Jay Harris
2. Resolution No. 1331-0424 Amendment #3 Satellite Plant Tank Wetland Delineation Work – Presented by Public Works Director Jay Harris
3. Council Protocol Manual & Strategic Goals Update – Presented by City Manager Mark Ziegler
4. Use Agreement for Mason County Historical Society – Presented by City Manager Mark Ziegler
5. Resolution No. 1330-0424 Approving C Street Landfill Environmental Covenant – Presented by City Manager Mark Ziegler

F. Action Agenda (Action/Public Comment Taken)

1. Resolution No. 1317-0224 Police Vehicle Purchase – Presented by Finance Director Mike Githens

G. Administration Reports

1. City Manager Report

H. General Public Comment (3-minute time limit)

*The Council invites members of the public to provide comment on any City-related topic. 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 – May 21, 2024 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.



2024 Looking Ahead

(Items and dates are subject to change)

Tues. 5/14 6:00 p.m.	Special Meeting	Council Vacancy Interviews	Packet Items Due: 5/3 @ 5:00 p.m.
Tues. 5/21 6:00 p.m.	Regular Meeting	<p>Consent Agenda</p> <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes Presentations • MCHS Museum Q1 LTAC Presentation • Christmastown USA LTAC Presentation • Swear-in Police Officer • Swear-in New Councilmember • March Financial Status Report <p>Business Agenda</p> <ul style="list-style-type: none"> • Public Hearing Resolution No. 1329-0424 6-Year Transportation Improvement Program (TIP) • Resolution No. 1332-0524 Contract with SCJ Alliance for Transportation Plan Update <p>Action Agenda</p> <ul style="list-style-type: none"> • Civic Center Rotating Art Gallery • Council Protocol Manual & Strategic Goals Update • Use Agreement for Mason County Historical Society • Resolution No. 1328-0324 WWTP Back-Up Disinfection System Grant Acceptance • Resolution No. 1330-0424 Approving the C Street Landfill Environmental Covenant • Resolution No. 1331-0424 Amendment #3, Satellite Plant Tank Wetland Delineation Work <p>Administration Report</p> <ul style="list-style-type: none"> • 	Packet Items Due: 5/10 @ 5:00 p.m.
Tues. 5/28 6:00 p.m.	Study Session	<p>Study Agenda</p> <ul style="list-style-type: none"> • Central Mason Fire & EMS • WWTP Back-Up Disinfection Project 	Packet Items Due: 5/24 @ noon
Tues. 6/4 6:00 p.m.	Regular Meeting	<p>Consent Agenda</p> <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes Presentations • <p>Business Agenda</p> <ul style="list-style-type: none"> • <p>Action Agenda</p> <ul style="list-style-type: none"> • Resolution No. 1329-0424 6-Year Transportation Improvement Program (TIP) 	Packet Items Due: 5/24 @ 5:00 p.m.

		<ul style="list-style-type: none"> Resolution No. 1332-0524 Contract with SCJ Alliance for Transportation Plan Update Administration Report 	
Tues. 6/11 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 6/7 @ noon
Tues. 6/18 5:45 p.m.	SMPD Meeting	Consent Agenda <ul style="list-style-type: none"> Vouchers/Meeting Minutes 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: 6/7 @ 5:00 p.m.
Tues. 6/18 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> Vouchers/Payroll Warrants/Meeting Minutes Presentations <ul style="list-style-type: none"> April Financial Status Report 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: 6/7 @ 5:00 p.m.
Tues. 6/25 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> Flock Demonstration 	Packet Items Due: 6/21 @ noon

Other – TBD

- Project and Funding Authorization for Wallace Kneeland/Shelton Springs Intersection Improvements
- Height Limit Ordinance
- Resolution No. 1305-1123 AMI Project Award
- Resolution No. 1316-0124 Interlocal Agreement with Mason County for Reimbursable Work, Supplies and Services
- International Property Maintenance Code

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 110497 through number 110529 and EFT payment numbers 280 through 292 in the total amount of \$276,051.14 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 12th of April, 2024.


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 _____, 2024.

Mayor Eric Onisko

Vacant

Councilmember George Blush

Councilmember Tom Gilmore

Councilmember Miguel Gutierrez

Councilmember Sharon Schirman

Councilmember Melissa Stearns



Shelton, WA

Check Register

Packet: APPKT03078 - APRIL 12, 2024 AP PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
005900	CAPITAL BUSINESS MACHINES	04/12/2024	EFT	0.00	1,091.88	280
	Void	04/12/2024	EFT	0.00	0.00	281
023078	FASTENAL COMPANY	04/12/2024	EFT	0.00	95.84	282
VEN02276	JAMES N DOCTER	04/12/2024	EFT	0.00	3,000.00	283
082975	L. G. ISAACSON CO. INC.	04/12/2024	EFT	0.00	89.84	284
VEN01230	L.N. CURTIS & SONS	04/12/2024	EFT	0.00	1,498.18	285
129030	MILES SAND & GRAVEL CO.	04/12/2024	EFT	0.00	152.15	286
132235	MOUNTAIN MIST WATER	04/12/2024	EFT	0.00	107.16	287
151000	P. U. D. # 3	04/12/2024	EFT	0.00	14,751.46	288
189670	THE SHOPPER	04/12/2024	EFT	0.00	1,126.89	289
VEN01972	THOMAS A FURRER	04/12/2024	EFT	0.00	1,599.07	290
202392	VERIZON WIRELESS	04/12/2024	EFT	0.00	3,184.38	291
VEN02437	WALTER E NELSON CO OF WESTERN	04/12/2024	EFT	0.00	719.30	292
002520	ARAMARK	04/12/2024	Regular	0.00	139.30	110497
VEN02277	BLUEBEAM, INC	04/12/2024	Regular	0.00	1,703.81	110498
098000	BUILDERS FIRSTSOURCE	04/12/2024	Regular	0.00	158.09	110499
VEN02063	CARL TANNE	04/12/2024	Regular	0.00	450.00	110500
006400	CASCADE NATURAL GAS	04/12/2024	Regular	0.00	3,133.93	110501
108679	CENTRAL MASON FIRE AND EMS	04/12/2024	Regular	0.00	192,254.30	110502
008300	CODE PUBLISHING COMPANY	04/12/2024	Regular	0.00	1,523.06	110503
009595	DEPT. OF LICENSING	04/12/2024	Regular	0.00	18.00	110504
VEN01592	EDGAR JERONIMO PABLO	04/12/2024	Regular	0.00	1,120.00	110505
VEN01406	FERGUSON WATERWORKS	04/12/2024	Regular	0.00	317.80	110506
080980	GILLIARDI LOGGING & CONSTRUCTI	04/12/2024	Regular	0.00	2,239.73	110507
VEN02538	ISAIAS MARTIN	04/12/2024	Regular	0.00	400.00	110508
085075	LAKESIDE INDUSTRIES	04/12/2024	Regular	0.00	1,660.35	110509
085995	LANGUAGE LINE SERVICES	04/12/2024	Regular	0.00	71.50	110510
109750	MASON COUNTY DISTRICT COURT	04/12/2024	Regular	0.00	800.00	110511
114420	MASON TRANSIT AUTHORITY	04/12/2024	Regular	0.00	602.50	110512
VEN02241	MICHELLE PUGH	04/12/2024	Regular	0.00	444.00	110513
VEN02312	ODP BUSINESS SOLUTIONS LLC	04/12/2024	Regular	0.00	80.75	110514
903752	O'REILLY AUTO PARTS	04/12/2024	Regular	0.00	19.56	110515
VEN01351	OSCAR MATIAS PABLO	04/12/2024	Regular	0.00	420.00	110516
155541	PARAMETRIX, INC.	04/12/2024	Regular	0.00	10,705.00	110517
VEN02537	POLICE RECORDS & MANAGEMENT	04/12/2024	Regular	0.00	179.00	110518
166883	RAILROAD MANAGEMENT	04/12/2024	Regular	0.00	657.79	110519
178231	SEAN CARNEY	04/12/2024	Regular	0.00	504.00	110520
186450	SHELTON LOCK & KEY	04/12/2024	Regular	0.00	70.73	110521
178252	TASCHNER LAW, PLLC	04/12/2024	Regular	0.00	23,523.00	110522
VEN02199	TERMINIX PROCESSING CENTER	04/12/2024	Regular	0.00	1,770.16	110523
201300	TOZIER BROS INC.	04/12/2024	Regular	0.00	406.12	110524
202195	U.S. BANK N.A.-CUSTODY	04/12/2024	Regular	0.00	44.00	110525
202340	UTILITIES UNDERGROUND LOCATIO	04/12/2024	Regular	0.00	73.92	110526
VEN02287	WARRIOR WOMAN LAW PLLC	04/12/2024	Regular	0.00	2,427.50	110527
203780	WATER MGMNT LABORATORIES INC	04/12/2024	Regular	0.00	648.00	110528

Check Register

Packet: APPKT03078-APRIL 12, 2024 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
053987	WESTBAY NAPA AUTO PARTS	04/12/2024	Regular	0.00	69.09	110529

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	89	33	0.00	248,634.99
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	29	13	0.00	27,416.15
Virtual Payments	0	0	0.00	0.00
	118	46	0.00	276,051.14

Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	4/2024	276,051.14
			276,051.14



Shelton, WA

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Bank Code: APBNK-Main-APBNK-Main						
005900	CAPITAL BUSINESS MACHINES	04/12/2024	EFT	0.00	1,091.88	280
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
INV202016	Invoice	04/08/2024	CONTRACT# CN3230-01	0.00	331.12	
001-111-000-51423-4500	Operating Rentals		CONTRACT# CN3230-01		198.67	
001-130-000-51810-4500	Operating Rentals		CONTRACT# CN3230-01		132.45	
INV202017	Invoice	04/08/2024	CBM CONTRACT #CN3370-01	0.00	450.03	
001-110-000-51160-4500	Operating Rentals		CONTRACT#CN3370-01		111.16	
001-111-000-51421-4500	Operating Rentals		CONTRACT#CN3370-01		4.23	
001-111-000-51423-4500	Operating Rentals		CONTRACT#CN3370-01		15.75	
001-115-000-51896-4500	Operating Rentals		CONTRACT#CN3370-01		150.54	
001-120-000-51310-4500	Operating Rentals		CONTRACT#CN3370-01		5.09	
001-121-000-51430-4500	Operating Rentals		CONTRACT#CN3370-01		1.26	
001-130-000-51810-4500	Operating Rentals		CONTRACT#CN3370-01		0.41	
001-132-000-51888-4500	Operating Rentals		CONTRACT#CN3370-01		18.00	
001-140-000-55860-4500	Operating Rentals		CONTRACT#CN3370-01		115.88	
001-141-000-57680-4500	Operating Rentals		CONTRACT#CN3370-01		12.50	
001-142-000-51830-4500	Operating Rental		CONTRACT#CN3370-01		14.67	
001-143-000-57320-4500	Operating Rentals		CONTRACT#CN3370-01		0.54	
INV202018	Invoice	04/08/2024	CONTRACT# CN3227-01	0.00	38.08	
401-000-000-53480-4501	Operating Rentals - Shop		CONTRACT# CN3227-01		38.08	
INV202019	Invoice	04/08/2024	CONTRACT# CN3364-01	0.00	79.03	
401-000-000-53480-4500	Operating Rentals		CONTRACT# CN3364-01		79.03	
INV202020	Invoice	04/08/2024	CONTRACT# CN1866-01	0.00	65.12	
402-400-000-53580-4500	Operating Rentals		CONTRACT# CN1866-01		65.12	
INV202040	Invoice	04/08/2024	CONTRACT# CN1692-01	0.00	12.24	
001-112-000-51251-4500	Operating Rentals		CONTRACT# CN1692-01		12.24	
INV202041	Invoice	04/08/2024	CONTRACT# CN3142-01	0.00	27.20	
001-112-000-51251-4500	Operating Rentals		CONTRACT# CN3142-01		27.20	
INV202042	Invoice	04/08/2024	CONTRACT#3143-01	0.00	38.08	
001-112-000-51251-4500	Operating Rentals		CONTRACT#3143-01		38.08	
INV202043	Invoice	04/08/2024	CONTRACT# CN3144-01	0.00	38.08	
001-112-000-51251-4500	Operating Rentals		CONTRACT# CN3144-01		38.08	
INV202044	Invoice	04/08/2024	CONTRACT# CN3588-01	0.00	12.90	
001-112-000-51251-4500	Operating Rentals	23-ITC	CONTRACT# CN3588-01		12.90	
Void						
023078	FASTENAL COMPANY	04/12/2024	EFT	0.00	0.00	281
		04/12/2024	EFT	0.00	95.84	282
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
WATUM222840	Invoice	04/01/2024	CUST# WATUM1961- BLK GLSS SPRY PAIN	0.00	95.84	
401-000-000-53480-3100	Office and Operating		CUST# WATUM1961- BLK		95.84	
VEN02276	JAMES N DOCTER	04/12/2024	EFT	0.00	3,000.00	283
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
#10	Invoice	04/08/2024	APRIL 2024 COURT FACILITATOR	0.00	3,000.00	
001-112-000-51251-4109	Other Professional Serv	23-ITC	APRIL 2024 COURT FACILIT		3,000.00	
082975	L. G. ISAACSON CO. INC.	04/12/2024	EFT	0.00	89.84	284

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
F14231	Invoice	03/29/2024	CUST#SHECITO INVOICE# T341620	FIN CH	0.00	1.32
402-400-000-53580-3100		Office and Operating		CUST#SHECITO INVOICE# T		1.32
T341620	Invoice	01/30/2024	CUST# SHECITO- MEASURING WHEEL FEE		0.00	88.52
402-400-000-53580-3100		Office and Operating		CUST# SHECITO- MEASURI		88.52
VEN01230	L.N. CURTIS & SONS	04/12/2024	EFT	0.00	1,498.18	285
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV785768	Invoice	01/25/2024	CUST#C5463- HECTOR DIAZ ARMOR /CAR		0.00	1,498.18
001-118-000-52122-3102		Uniforms-Vests/Grants		CUST#C5463- HECTOR DIA		1,498.18
129030	MILES SAND & GRAVEL CO.	04/12/2024	EFT	0.00	152.15	286
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2021153	Invoice	04/01/2024	CUST#050775- PEA GRAVEL		0.00	152.15
404-000-000-53180-3100		Office and Operating		CUST#050775- PEA GRAVE		152.15
132235	MOUNTAIN MIST WATER	04/12/2024	EFT	0.00	107.16	287
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
005935351	Invoice	04/05/2024	ACCT#074484 PW SHOP		0.00	107.16
401-000-000-53480-3100		Office and Operating		ACCT#074484 PW SHOP		107.16
151000	P. U. D. # 3	04/12/2024	EFT	0.00	14,751.46	288
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
109441001MARC	Invoice	03/27/2024	109441001MARCH24		0.00	80.67
101-000-000-54264-4700		Utility Services		109441001MARCH24		80.67
26551001APR24	Invoice	04/04/2024	26551001APR24		0.00	2,324.75
402-400-000-53580-4700		Utility Services-Sewer Ma		26551001APR24		2,324.75
27837001APR24	Invoice	04/04/2024	27837001APR24		0.00	1,949.17
101-000-000-54263-4700		Utility Services		27837001APR24		1,949.17
27839002APR24	Invoice	04/04/2024	27839002APR24		0.00	10,081.77
101-000-000-54263-4700		Utility Services		27839002APR24		10,081.77
32453001APR24	Invoice	04/04/2024	32453001APR24		0.00	221.53
001-141-000-57680-4700		Utility Services-Park		32453001APR24		221.53
35337001APR24	Invoice	04/04/2024	35337001APR24		0.00	93.57
101-000-000-54264-4700		Utility Services		35337001APR24		93.57
189670	THE SHOPPER	04/12/2024	EFT	0.00	1,126.89	289
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
60722	Invoice	04/02/2024	EMPTY BOWL POSTERS		0.00	29.05
001-143-000-57320-3100		Office and Operating		EMPTY BOWL POSTERS		29.05
60778	Invoice	04/08/2024	SUMMER PROGRAM BROCHURES 2024		0.00	1,097.84
001-141-000-57120-3100		Office and Operating		SUMMER PROGRAM BROC		1,097.84
VEN01972	THOMAS A FURRER	04/12/2024	EFT	0.00	1,599.07	290
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
APRIL/2024	Invoice	04/10/2024	APRIL 2024 SERVICES		0.00	1,599.07
001-112-000-51251-4109		Other Professional Servic		APRIL 2024 SERVICES		1,599.07
202392	VERIZON WIRELESS	04/12/2024	EFT	0.00	3,184.38	291

Check Register

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
9959696580	Invoice	03/20/2024	ACCT#972465947-00001		0.00	3,184.38
001-115-000-51895-4200		Communication		ACCT#972465947-00001		295.54
001-118-000-52122-4200		Communication		ACCT#972465947-00001		1,802.43
001-130-000-51810-4200		Communication		ACCT#972465947-00001		42.22
001-140-000-55850-4200		Communication		ACCT#972465947-00001		82.23
001-140-000-55850-4200		Communication		ACCT#972465947-00001		82.23
001-140-000-55860-4200		Communication		ACCT#972465947-00001		40.01
001-141-000-57680-4200		Communication		ACCT#972465947-00001		42.22
101-000-000-54264-4200		Communications		ACCT#972465947-00001		42.22
401-000-000-53480-4200		Communication		ACCT#972465947-00001		253.32
402-400-000-53580-4200		Communication		ACCT#972465947-00001		295.54
404-000-000-53180-4200		Communication		ACCT#972465947-00001		164.20
503-000-000-54865-4200		Communication		ACCT#972465947-00001		42.22
VEN02437	WALTER E NELSON CO OF WESTERN	04/12/2024	EFT	0.00	719.30	292
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
97755	Credit Memo	03/25/2024	CUST#12400 DISPENSER ROLL TOWEL		0.00	-65.28
001-142-000-51890-3115		Office and Operating-Civi		CUST#12400 DISPENSER R		-65.28
980903	Invoice	04/08/2024	CUST#12400- MISC SUPPLIES		0.00	784.58
001-140-000-55430-3100		Office and Operating - Ani		CUST#12400- MISC SUPPLI		34.20
001-142-000-51890-3115		Office and Operating-Civi		CUST#12400- MISC SUPPLI		358.09
001-142-000-57250-3100		Office and Operating		CUST#12400- MISC SUPPLI		119.93
401-000-000-53480-3100		Office and Operating		CUST#12400- MISC SUPPLI		272.36
002520	ARAMARK	04/12/2024	Regular	0.00	139.30	110497
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5120432167	Invoice	03/20/2024	CUST#792105976- COVERALLS, MAT, TOW		0.00	68.01
402-400-000-53580-4900		Miscellaneous		CUST#792105976- COVER		68.01
5120440769	Invoice	04/03/2024	CUST# 792105972- COVERALLS, MAT, TO		0.00	71.29
401-000-000-53480-4901		Miscellaneous - Shop		CUST# 792105972- COVER		71.29
VEN02277	BLUEBEAM, INC	04/12/2024	Regular	0.00	1,703.81	110498
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1896185	Invoice	04/04/2024	SUBSCRIPTION UPGRADE AND RENEWAL		0.00	1,703.81
001-115-000-51896-4900		Miscellaneous		SUBSCRIPTION UPGRADE		1,135.90
001-140-000-55850-4900		Miscellaneous		SUBSCRIPTION UPGRADE		567.91
098000	BUILDERS FIRSTSOURCE	04/12/2024	Regular	0.00	158.09	110499
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
88806315	Invoice	03/28/2024	ACCT#671668 MISC SUPPLIES		0.00	37.36
402-400-000-53580-3100		Office and Operating		ACCT#671668 MISC SUPPL		37.36
88828402	Invoice	04/03/2024	ACCT#671668- 4X8X16 PARTITION BLOCK		0.00	90.96
001-140-000-55430-3100		Office and Operating - Ani		ACCT#671668- 4X8X16 PA		90.96
88850498	Invoice	04/08/2024	ACCT#671668- ROLLER CVR FABR., ROLLR		0.00	29.77
101-000-000-54230-3100		Office and Operating		ACCT#671668- ROLLER CV		29.77
VEN02063	CARL TANNE	04/12/2024	Regular	0.00	450.00	110500
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0325-2024-SHELT	Invoice	03/25/2024	INTERPRETATION SERVICES		0.00	450.00
001-112-000-51251-4106		Interpreter Expenses		INTERPRETATION SERVICES		450.00
006400	CASCADE NATURAL GAS	04/12/2024	Regular	0.00	3,133.93	110501

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
01912100003 AP Invoice		04/03/2024	01912100003 APRIL24		0.00	151.22
001-140-000-55430-4700		Utility Services-Animal Sh		01912100003 APRIL24		151.22
07912100000 AP Invoice		04/03/2024	07912100000 APRIL 24		0.00	646.01
001-142-000-57250-4700		Utility Services-Library		07912100000 APRIL 24		646.01
31538372017 AP Invoice		04/03/2024	31538372017 APRIL24		0.00	759.89
402-400-000-53580-4700		Utility Services-Sewer Ma		31538372017 APRIL24		759.89
53617506497 AP Invoice		04/03/2024	53617506497 APRIL 24		0.00	97.55
401-000-000-53480-4701		Utility Services - Shop		53617506497 APRIL 24		97.55
70912100008 AP Invoice		04/03/2024	70912100008 APRIL24		0.00	577.93
401-000-000-53480-4701		Utility Services - Shop		70912100008 APRIL24		577.93
80912100007 AP Invoice		04/03/2024	80912100007 APRIL24		0.00	58.28
401-000-000-53480-4701		Utility Services - Shop		80912100007 APRIL24		58.28
88112100008 AP Invoice		04/03/2024	88112100008 APRIL24		0.00	415.64
001-142-000-51890-4715		Utility Services-Civic Ctr		88112100008 APRIL24		415.64
90912100006 AP Invoice		04/03/2024	90912100006 APRIL24		0.00	427.41
401-000-000-53480-4701		Utility Services - Shop		90912100006 APRIL24		427.41
108679	CENTRAL MASON FIRE AND EMS	04/12/2024	Regular	0.00	192,254.30	110502
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1184	Invoice	02/26/2024	CUST#85 FEBRUARY 2024 FIRE MARSHALL		0.00	4,696.00
001-119-000-52230-4103		Prof Svcs Fire Prevention-		CUST#85 FEBRUARY 2024		4,696.00
APRIL/2024	Invoice	04/10/2024	APRIL 2024 SERVICES		0.00	187,558.30
001-119-000-52220-4103		Prof FF Services-Fire Dist		APRIL 2024 SERVICES		135,241.84
001-119-000-52221-4103		Prof EMS Services-Fire DI		APRIL 2024 SERVICES		45,080.61
001-119-000-52260-4100		Professional Serv - CMFE		APRIL 2024 SERVICES		4,777.52
001-119-000-52260-4100		Professional Serv - CMFE		APRIL 2024 SERVICES		2,458.33
008300	CODE PUBLISHING COMPANY	04/12/2024	Regular	0.00	1,523.06	110503
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
GC00125116	Invoice	03/29/2024	CUST#SH4639- ANNUAL WEB FEES		0.00	830.00
001-110-000-51160-4100		Professional Services/Adv		CUST#SH4639- ANNUAL W		830.00
GC10013584	Invoice	03/28/2024	CUST#SH4639- MUNICIPAL CODE-WEB UP		0.00	693.06
001-110-000-51160-4100		Professional Services/Adv		CUST#SH4639- MUNICIPAL		693.06
009595	DEPT. OF LICENSING	04/12/2024	Regular	0.00	18.00	110504
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
SHP240018	Invoice	04/02/2024	SHP240018		0.00	18.00
657-000-000-58600-0007		Concealed Pistol Permits		SHP240018		18.00
VEN01592	EDGAR JERONIMO PABLO	04/12/2024	Regular	0.00	1,120.00	110505
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
627	Invoice	03/29/2024	THERAPEUTIC COURT MARCH 24		0.00	560.00
001-112-000-51251-4106		Interpreter Expenses	23-ITC	THERAPEUTIC COURT		560.00
INTERPRETATION	Invoice	04/08/2024	INTERPRETATION0031824		0.00	140.00
001-112-000-51251-4106		Interpreter Expenses		INTERPRETATION0031824		140.00
INTERPRETATION	Invoice	04/08/2024	INTERPRETATION010824		0.00	140.00
001-112-000-51251-4106		Interpreter Expenses		INTERPRETATION010824		140.00
INTERPRETATION	Invoice	04/09/2024	INTERPRETATION011724		0.00	140.00
001-112-000-51251-4106		Interpreter Expenses		INTERPRETATION011724		140.00
INTERPRETATION	Invoice	04/08/2024	INTERPRETATION031324		0.00	140.00

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
001-112-000-51251-4106	Interpreter Expenses		INTERPRETATION031324		140.00	
VEN01406	FERGUSON WATERWORKS	04/12/2024	Regular	0.00	317.80	110506
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0030075-1	Invoice	03/27/2024	CUST#2543- 3/4 FLR THRD X	CTS COMP C	0.00	317.80
401-000-000-53480-3100	Office and Operating		CUST#2543- 3/4 FLR THRD			317.80
080980	GILLIARDI LOGGING & CONSTRUCTI	04/12/2024	Regular	0.00	2,239.73	110507
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
20766	Invoice	03/27/2024	DRY FILL		0.00	2,239.73
101-000-000-54230-3100	Office and Operating		DRY FILL			559.93
401-000-000-53480-3100	Office and Operating		DRY FILL			559.94
402-400-000-53580-3100	Office and Operating		DRY FILL			559.93
404-000-000-53180-3100	Office and Operating		DRY FILL			559.93
VEN02538	ISAIAS MARTIN	04/12/2024	Regular	0.00	400.00	110508
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
DAMAGEDDEPOSIT	Invoice	04/08/2024	DAMAGEDDEPOSITREFUND042024		0.00	400.00
657-000-000-386000002	Community Cntr Damage		DAMAGEDDEPOSITREFUND			400.00
085075	LAKESIDE INDUSTRIES	04/12/2024	Regular	0.00	1,660.35	110509
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
263587	Invoice	03/23/2024	CUST#101048- 1/2"ASPHALT, TACK BUCKE		0.00	1,660.35
401-000-000-53480-3100	Office and Operating		CUST#101048- 1/2"ASPHA			830.18
404-000-000-53180-3100	Office and Operating		CUST#101048- 1/2"ASPHA			830.17
085995	LANGUAGE LINE SERVICES	04/12/2024	Regular	0.00	71.50	110510
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
11262141	Invoice	03/31/2024	ACCT#9020514029- PHONE INTERPRETATI		0.00	71.50
001-112-000-51251-4106	Interpreter Expenses		ACCT#9020514029- PHON			71.50
109750	MASON COUNTY DISTRICT COURT	04/12/2024	Regular	0.00	800.00	110511
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
PROBATION CON	Invoice	04/01/2024	PROBATION CONSULT/ITC COURT		0.00	800.00
001-112-000-51251-4101	Judge Pro-Tem		23-ITC			800.00
114420	MASON TRANSIT AUTHORITY	04/12/2024	Regular	0.00	602.50	110512
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
11162	Invoice	03/31/2024	CUST# CIT100 MARCH 2024	GYM RENTAL	0.00	602.50
001-141-000-57120-4500	Operating Rentals		CUST# CIT100 MARCH 202			602.50
VEN02241	MICHELLE PUGH	04/12/2024	Regular	0.00	444.00	110513
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
YOGA MARCH 20	Invoice	04/04/2024	YOGA MARCH 2024		0.00	444.00
001-141-000-57120-4100	Professional Services/Adv		YOGA MARCH 2024			444.00
VEN02312	ODP BUSINESS SOLUTIONS LLC	04/12/2024	Regular	0.00	80.75	110514
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
349820188001	Invoice	02/12/2024	ACCT# 28972108- PORTABLE HDD		0.00	69.41
101-000-000-54230-3100	Office and Operating		ACCT# 28972108- PORTAB			69.41
352946309001	Invoice	02/10/2024	ACCT#28972108- COMPOSITION BOOKS		0.00	11.34

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
402-400-000-53580-3100		Office and Operating	ACCT#28972108- COMPOS		11.34	
903752	O'REILLY AUTO PARTS	04/12/2024	Regular	0.00	19.56	110515
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
3718-124007	Invoice	04/02/2024	CUST#1371774- PICK UP TOOL	0.00	19.56	
402-400-000-53580-3100	Office and Operating		CUST#1371774- PICK UP T		19.56	
VEN01351	OSCAR MATIAS PABLO	04/12/2024	Regular	0.00	420.00	110516
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
INTERPRETATION	Invoice	04/04/2024	INTERPRETATION04012024	0.00	140.00	
001-112-000-51251-4106	Interpreter Expenses		INTERPRETATION0401202		140.00	
INTERPRETATION	Invoice	04/04/2024	INTERPRETATION04032024	0.00	280.00	
001-112-000-51251-4106	Interpreter Expenses		INTERPRETATION0403202		280.00	
155541	PARAMETRIX, INC.	04/12/2024	Regular	0.00	10,705.00	110517
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
54366	Invoice	03/26/2024	SCADA SERVICES WATER	0.00	1,027.50	
401-000-000-53480-4100	Professional Services/Adv		SCADA SERVICES WATER		1,027.50	
54367	Invoice	03/26/2024	SCADA SERVICES SEWER	0.00	9,677.50	
402-400-000-53580-4100	Professional Services/Adv		SCADA SERVICES SEWER		9,677.50	
VEN02537	POLICE RECORDS & MANAGEMENT	04/12/2024	Regular	0.00	179.00	110518
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
25872	Invoice	04/02/2024	RELEASING AND REDACTING RECORDS S.	0.00	179.00	
001-118-000-52140-3100	Office and Operating-Trai		RELEASING AND REDACTIN		179.00	
166883	RAILROAD MANAGEMENT	04/12/2024	Regular	0.00	657.79	110519
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
503063	Invoice	03/26/2024	CUST#272861- LICENSE FEES 7/24-6/25	0.00	657.79	
402-400-000-53580-4900	Miscellaneous		CUST#272861- LICENSE FE		657.79	
178231	SEAN CARNEY	04/12/2024	Regular	0.00	504.00	110520
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
DECEMBER/2023	Invoice	01/04/2024	DECEMBER/2023KIMUDO	0.00	80.00	
001-141-000-57120-4100	Professional Services/Adv		DECEMBER/2023KIMUDO		80.00	
KIMUDO MARCH	Invoice	04/04/2024	KIMUDO MARCH 2024	0.00	280.00	
001-141-000-57120-4100	Professional Services/Adv		KIMUDO MARCH 2024		280.00	
KIMUDONOV202	Invoice	12/13/2023	KIMUDONOV2023	0.00	144.00	
001-141-000-57120-4100	Professional Services/Adv		KIMUDONOV2023		144.00	
186450	SHELTON LOCK & KEY	04/12/2024	Regular	0.00	70.73	110521
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
7178	Invoice	04/02/2024	SERVICE CALL FEE 13TH ST & K BOX	0.00	70.73	
101-000-000-54264-4800	Repairs and Maint-Signals		SERVICE CALL FEE 13TH ST		70.73	
178252	TASCHNER LAW, PLLC	04/12/2024	Regular	0.00	23,523.00	110522
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
27	Invoice	04/08/2024	PUBLIC DEFENDER APRIL 2024	0.00	1,500.00	
001-122-000-51593-4101	LEGAL - OPD Grant Public		PUBLIC DEFENDER APRIL 2		1,500.00	
APRIL/2024	Invoice	04/10/2024	APRIL 2024 SERVICES	0.00	12,940.00	
001-122-000-51593-4100	Public Defense/Adult Mis		APRIL 2024 SERVICES		12,940.00	

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AUGUST/2023	Invoice	08/01/2023	AUGUST 2023 SERVICES	0.00	9,083.00	
001-122-000-51593-4100		Public Defense/Adult Mis	AUGUST 2023 SERVICES		9,083.00	
VEN02199	TERMINIX PROCESSING CENTER	04/12/2024	Regular	0.00	1,770.16	110523
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
444736841	Invoice	03/19/2024	CUST#13638824- 907 W BIRCH ST		68.54	
401-000-000-53480-4100		Professional Services/Adv		CUST#13638824- 907 W BI	68.54	
444737435	Invoice	03/19/2024	CUST#13632896- 10891 N HWY 101		147.97	
402-640-000-53580-4100		Professional Services/Adv		CUST#13632896- 10891 N	147.97	
444737788	Invoice	03/19/2024	CUST#13638801- 51 PUBLIC WORKS DR		69.63	
401-000-000-53480-4100		Professional Services/Adv		CUST#13638801- 51 PUBLI	69.63	
444738256	Invoice	03/19/2024	CUST#13634102- 900 WALLACE KNEELAN		69.63	
401-000-000-53480-4100		Professional Services/Adv		CUST#13634102- 900 WAL	69.63	
444738511	Invoice	03/19/2024	CUST#13634026- 2401 N SHELTON SPRIN		69.63	
401-000-000-53480-4100		Professional Services/Adv		CUST#13634026- 2401 N S	69.63	
444738763	Invoice	03/19/2024	CUST#13638814- 100 MUNCASTER DR		69.63	
401-000-000-53480-4100		Professional Services/Adv		CUST#13638814- 100 MU	69.63	
444739178	Invoice	03/19/2024	CUST#13634265- 2001 N 13TH ST		69.63	
401-000-000-53480-4100		Professional Services/Adv		CUST#13634265- 2001 N 1	69.63	
444739478	Invoice	03/18/2024	CUST#13638789- 553 BEAR ST		69.63	
401-000-000-53480-4100		Professional Services/Adv		CUST#13638789- 553 BEA	69.63	
444739850	Invoice	03/19/2024	CUST#13634151- 811 S 15TH ST		69.63	
401-000-000-53480-4100		Professional Services/Adv		CUST#13634151- 811 S 15	69.63	
444740009	Invoice	03/19/2024	CUST#13634132- 1437 W HARVARD ST		69.63	
401-000-000-53480-4100		Professional Services/Adv		CUST#13634132- 1437 W	69.63	
444740757	Invoice	03/19/2024	CUST#13634073- 100 TURNER AVE		69.63	
402-400-000-53580-4100		Professional Services/Adv		CUST#13634073- 100 TUR	69.63	
444741261	Invoice	03/19/2024	CUST#13634000- 311 S FRONT ST		69.63	
402-400-000-53580-4100		Professional Services/Adv		CUST#13634000- 311 S FR	69.63	
444741669	Invoice	03/19/2024	CUST#13638768- 626 MAGNOLIA AVE		68.54	
401-000-000-53480-4100		Professional Services/Adv		CUST#13638768- 626 MA	68.54	
444742563	Invoice	03/19/2024	CUST# 13959313- 427 W RAILROAD AVE		153.41	
001-142-000-57530-4100		Professional Services/Adv		CUST# 13959313- 427 W R	153.41	
444743156	Invoice	03/19/2024	CUST#1395345- 710 W ALDER ST		143.62	
001-142-000-57250-4100		Professional Services/Adv		CUST#1395345- 710 W AL	143.62	
444747879	Invoice	03/19/2024	CUST#13959326- 122 W FRANKLIN ST		153.41	
001-119-000-52250-4100		Professional Services/Adv		CUST#13959326- 122 W F	153.41	
444754456	Invoice	03/19/2024	CUST#13632853- 1701 FAIRMOUNT AVE		233.92	
402-400-000-53580-4100		Professional Services/Adv		CUST#13632853- 1701 FAI	233.92	
444754596	Invoice	03/19/2024	CUST#13633877- 1000 W PINE ST		104.45	
401-000-000-53480-4100		Professional Services/Adv		CUST#13633877- 1000 W	104.45	
201300	TOZIER BROS INC.	04/12/2024	Regular	0.00	406.12	110524
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
468997	Invoice	03/28/2024	CUST#20090- PLANT FOOD, GREAT STUFF		17.43	
401-000-000-53480-3100		Office and Operating		CUST#20090- PLANT FOOD	17.43	
469065	Invoice	04/02/2024	CUST#20090 PLIER AND PLIER GROOVE J		58.43	
402-400-000-53580-3100		Office and Operating		CUST#20090 PLIER AND PL	58.43	
469066	Invoice	04/02/2024	CUST#20090- 100FT EXT CORD		114.88	
402-400-000-53580-3100		Office and Operating		CUST#20090- 100FT EXT C	114.88	
469091	Invoice	04/02/2024	CUST# 20090- RAZ 48IN SHOVEL		41.33	
404-000-000-53180-3100		Office and Operating		CUST# 20090- RAZ 48IN SH	41.33	

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<u>469104</u>	Invoice	04/03/2024	CUST#20090- PROPANE TANK	0.00	80.69	
<u>401-000-000-53480-3100</u>	Office and Operating		CUST#20090- PROPANE TA		80.69	
<u>469115</u>	Invoice	04/04/2024	CUST#20090- MOP REFILL, SPONGE, BRU	0.00	43.47	
<u>402-400-000-53580-3100</u>	Office and Operating		CUST#20090- MOP REFILL,		43.47	
<u>469149</u>	Invoice	04/05/2024	CUST#20090- NUTS AND BOLTS	0.00	18.15	
<u>001-141-000-57680-3100</u>	Office and Operating		CUST#20090- NUTS AND B		18.15	
<u>469186</u>	Invoice	04/08/2024	CUST#20090- HANDLE STL RED 60", STL P	0.00	31.74	
<u>402-400-000-53580-3100</u>	Office and Operating		CUST#20090- HANDLE STL		31.74	
202195	U.S. BANK N.A.-CUSTODY	04/12/2024	Regular	0.00	44.00	110525
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>CUSTODYCHARGE</u>	Invoice	04/10/2024	CUSTODYCHARGESMARCH2024	0.00	44.00	
<u>001-111-000-51423-4102</u>	Prof Services-Banking Fee		CUSTODYCHARGESMARCH		44.00	
202340	UTILITIES UNDERGROUND LOCATIO	04/12/2024	Regular	0.00	73.92	110526
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>4030228</u>	Invoice	03/31/2024	ACCT#100100 EXCAVATION NOTIFICATION	0.00	73.92	
<u>401-000-000-53480-4100</u>	Professional Services/Adv		ACCT#100100 EXCAVATIO		24.64	
<u>402-400-000-53580-4100</u>	Professional Services/Adv		ACCT#100100 EXCAVATIO		24.64	
<u>404-000-000-53180-4105</u>	Professional Services/Adv		ACCT#100100 EXCAVATIO		24.64	
VEN02287	WARRIOR WOMAN LAW PLLC	04/12/2024	Regular	0.00	2,427.50	110527
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>441</u>	Invoice	02/27/2024	CONFLICT ATTORNEY SERVICES	0.00	250.00	
<u>001-122-000-51593-4101</u>	LEGAL - OPD Grant Public		CONFLICT ATTORNEY SERV		250.00	
<u>442</u>	Invoice	02/28/2024	CONFLICT ATTORNEY SERVICES	0.00	432.50	
<u>001-122-000-51593-4101</u>	LEGAL - OPD Grant Public		CONFLICT ATTORNEY SERV		432.50	
<u>443</u>	Invoice	02/28/2024	CONFLICT ATTORNEY SERVICES	0.00	150.00	
<u>001-122-000-51593-4101</u>	LEGAL - OPD Grant Public		CONFLICT ATTORNEY SERV		150.00	
<u>444</u>	Invoice	02/28/2024	CONFLICT ATTORNEY SERVICES	0.00	650.00	
<u>001-122-000-51593-4101</u>	LEGAL - OPD Grant Public		CONFLICT ATTORNEY SERV		650.00	
<u>445</u>	Invoice	03/06/2024	CONFLICT ATTORNEY SERVICES	0.00	375.00	
<u>001-122-000-51593-4101</u>	LEGAL - OPD Grant Public		CONFLICT ATTORNEY SERV		375.00	
<u>449</u>	Invoice	03/26/2024	CONFLICT ATTORNEY SERVICES	0.00	300.00	
<u>001-122-000-51593-4101</u>	LEGAL - OPD Grant Public		CONFLICT ATTORNEY SERV		300.00	
<u>450</u>	Invoice	03/26/2024	CONFLICT ATTORNEY SERVICES	0.00	270.00	
<u>001-122-000-51593-4101</u>	LEGAL - OPD Grant Public		CONFLICT ATTORNEY SERV		270.00	
203780	WATER MGMNT LABORATORIES INC	04/12/2024	Regular	0.00	648.00	110528
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>219441</u>	Invoice	03/28/2024	AS201R- TESTS	0.00	540.00	
<u>402-400-000-53580-4100</u>	Professional Services/Adv		AS201R- TESTS		540.00	
<u>219535</u>	Invoice	04/01/2024	ACCT#AS201R- TESTS	0.00	108.00	
<u>402-400-000-53580-4100</u>	Professional Services/Adv		ACCT#AS201R- TESTS		108.00	
053987	WESTBAY NAPA AUTO PARTS	04/12/2024	Regular	0.00	69.09	110529
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>077613</u>	Invoice	04/01/2024	ACCT#429LIFT SUPP , SUPPORT, SCREW,	0.00	85.02	
<u>402-400-000-53580-3100</u>	Office and Operating		ACCT#429LIFT SUPP , SUP		85.02	
<u>077693</u>	Credit Memo	04/02/2024	ACCT#4296 INVOICE #077613 SUPPORT	0.00	-67.22	
<u>402-400-000-53580-3100</u>	Office and Operating		ACCT#4296 INVOICE #077		-67.22	
<u>077851</u>	Invoice	04/03/2024	ACCT#4296 BATTERY, CORE DEPOSITS	0.00	51.29	

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
401-000-000-53480-3100		Office and Operating	ACCT#4296 BATTERY, COR		51.29	

Bank Code APBNK-Main Summary				
Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	89	33	0.00	248,634.99
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	29	13	0.00	27,416.15
Virtual Payments	0	0	0.00	0.00
	118	46	0.00	276,051.14

Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	4/2024	276,051.14
			<u>276,051.14</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 110532 through number 110582 and EFT payment numbers 293 through 312 in the total amount of \$133,010.55 that the claims are just, due and unpaid obligations against the City of Shelton, and that I am authorized to authenticate and certify said claims.

Signed this 19th of April, 2024.


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 _____, 2024.

Mayor Eric Onisko

Vacant

Councilmember George Blush

Councilmember Tom Gilmore

Councilmember Miguel Gutierrez

Councilmember Sharon Schirman

Councilmember Melissa Stearns



Shelton, WA

Check Register

Packet: APPKT03090 - APRIL 19, 2024 AP PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
000950	ADGRAPHIX	04/18/2024	EFT	0.00	370.00	293
VEN02001	ADVANCED BACKFLOW & CROSS CC	04/18/2024	EFT	0.00	50.00	294
VEN02535	ALWAYS SAFE & LOCK INC	04/18/2024	EFT	0.00	304.50	295
005900	CAPITAL BUSINESS MACHINES	04/18/2024	EFT	0.00	315.26	296
VEN02285	CONSEJO COUNSELING & REFERRAL	04/18/2024	EFT	0.00	2,320.00	297
VEN02319	DENALI WATER SOLUTIONS LLC	04/18/2024	EFT	0.00	7,562.43	298
023078	FASTENAL COMPANY	04/18/2024	EFT	0.00	749.66	299
040960	GRAINGER	04/18/2024	EFT	0.00	237.20	300
045000	H.D. FOWLER COMPANY	04/18/2024	EFT	0.00	1,145.64	301
082975	L. G. ISAACSON CO. INC.	04/18/2024	EFT	0.00	160.37	302
129030	MILES SAND & GRAVEL CO.	04/18/2024	EFT	0.00	545.17	303
VEN02489	MOTORS & CONTROLS CORP	04/18/2024	EFT	0.00	947.13	304
132235	MOUNTAIN MIST WATER	04/18/2024	EFT	0.00	45.30	305
VEN02141	NORTHWEST CASCADE, INC.	04/18/2024	EFT	0.00	141.00	306
151000	P. U. D. # 3	04/18/2024	EFT	0.00	25,892.27	307
	Void	04/18/2024	EFT	0.00	0.00	308
VEN02532	PROFAST SUPPLY INC	04/18/2024	EFT	0.00	128.47	309
VEN02449	THE NICHOLS GROUP RELATIONS, LI	04/18/2024	EFT	0.00	3,000.00	310
201148	TMG SERVICES, INC.	04/18/2024	EFT	0.00	171.90	311
202392	VERIZON WIRELESS	04/18/2024	EFT	0.00	585.05	312
000401	A T & T	04/19/2024	Regular	0.00	44.73	110532
VEN02539	AARON NIX	04/19/2024	Regular	0.00	232.78	110533
VEN02427	AMIE ANDERSON	04/19/2024	Regular	0.00	343.24	110534
002982	APP	04/19/2024	Regular	0.00	8,155.31	110535
002520	ARAMARK	04/19/2024	Regular	0.00	192.01	110536
VEN02340	BLT SHELTON PONY, LLC	04/19/2024	Regular	0.00	3,244.07	110537
098000	BUILDERS FIRSTSOURCE	04/19/2024	Regular	0.00	75.07	110538
903714	CARMEN PABLO AHILON	04/19/2024	Regular	0.00	500.00	110539
008565	CORRECT EQUIPMENT	04/19/2024	Regular	0.00	6,066.04	110540
VEN02161	DALE BREWER	04/19/2024	Regular	0.00	175.00	110541
VEN02542	DAWN MYERS	04/19/2024	Regular	0.00	250.00	110542
009587	DEPT OF LABOR & INDUST	04/19/2024	Regular	0.00	267.50	110543
015000	EDWARD HAEFLIGER	04/19/2024	Regular	0.00	451.00	110544
018001	EMPLOYMENT SECURITY DEPT	04/19/2024	Regular	0.00	6,687.40	110545
018001	EMPLOYMENT SECURITY DEPT	04/19/2024	Regular	0.00	14,906.14	110546
VEN01406	FERGUSON WATERWORKS	04/19/2024	Regular	0.00	2,232.58	110547
VEN02460	FIRST CITIZENS BANK & TRUST CO	04/19/2024	Regular	0.00	515.71	110548
064940	J & I POWER EQUIPMENT INC	04/19/2024	Regular	0.00	44.98	110549
085075	LAKESIDE INDUSTRIES	04/19/2024	Regular	0.00	97.47	110550
085995	LANGUAGE LINE SERVICES	04/19/2024	Regular	0.00	145.07	110551
087799	LEMAY MOBILE SHREDDING	04/19/2024	Regular	0.00	31.68	110552
090100	LES SCHWAB TIRES	04/19/2024	Regular	0.00	105.49	110553
VEN02540	MARY DECHON	04/19/2024	Regular	0.00	400.00	110554
113004	MASON COUNTY - UTILITIES/WASTE	04/19/2024	Regular	0.00	47.25	110555
VEN01938	MASON COUNTY JAIL	04/19/2024	Regular	0.00	8,373.33	110556
114350	MASON GENERAL HOSPITAL	04/19/2024	Regular	0.00	51.70	110557
142300	NISQUALLY INDIAN TRIBE	04/19/2024	Regular	0.00	1,025.00	110558
142952	NORTH CENTRAL LABORATORIES	04/19/2024	Regular	0.00	459.96	110559
144504	NSI LAB SOLUTIONS, INC	04/19/2024	Regular	0.00	1,578.00	110560
VEN01485	OCHOCO MANUFACTURING CORP	04/19/2024	Regular	0.00	208.02	110561
VEN02312	ODP BUSINESS SOLUTIONS LLC	04/19/2024	Regular	0.00	328.21	110562
VEN02541	ON TARGET SOLUTIONS GROUP INC	04/19/2024	Regular	0.00	350.00	110563
153500	PACIFIC LAMP & SUPPLY CO	04/19/2024	Regular	0.00	259.32	110564
114040	PETTYJOHN ENTERPRISES, LLC	04/19/2024	Regular	0.00	100.00	110565

Check Register

Packet: APPKT03090-APRIL 19, 2024 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
164899	QWEST DBA CENTURYLINK	04/19/2024	Regular	0.00	1,069.18	110566
VEN02275	RDAK LLC	04/19/2024	Regular	0.00	160.97	110567
VEN02188	SAFETY, HEALTH & ENVIRONMENTA	04/19/2024	Regular	0.00	5,425.00	110568
186450	SHELTON LOCK & KEY	04/19/2024	Regular	0.00	108.80	110569
190080	SIMPLOT PARTNERS	04/19/2024	Regular	0.00	2,770.44	110570
191500	SONSRAY MACHINERY, LLC	04/19/2024	Regular	0.00	152.97	110571
192800	SOUTHGATE FENCING, INC.	04/19/2024	Regular	0.00	219.40	110572
196341	STEVEN R. BUZZARD	04/19/2024	Regular	0.00	750.00	110573
200985	THURSTON CO PUBLIC HEALTH	04/19/2024	Regular	0.00	704.00	110574
201100	TITUS-WILL	04/19/2024	Regular	0.00	395.63	110575
201300	TOZIER BROS INC.	04/19/2024	Regular	0.00	570.36	110576
201957	ULINE	04/19/2024	Regular	0.00	57.94	110577
VEN02408	VEOLIA WATER TECHNOLOGIES TRE	04/19/2024	Regular	0.00	3,094.57	110578
203780	WATER MGMNT LABORATORIES INC	04/19/2024	Regular	0.00	108.00	110579
053987	WESTBAY NAPA AUTO PARTS	04/19/2024	Regular	0.00	47.68	110580
025951	WILLIAMS ARCHITECTURE	04/19/2024	Regular	0.00	14,449.00	110581
VEN02139	ZEPPELIN SHIPPING & TECHNOLOGY	04/19/2024	Regular	0.00	311.20	110582

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	70	51	0.00	88,339.20
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	49	20	0.00	44,671.35
Virtual Payments	0	0	0.00	0.00
	119	71	0.00	133,010.55

Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	4/2024	133,010.55
			<u>133,010.55</u>



Shelton, WA

Check Register

Packet: APPKT03090 - APRIL 19, 2024 AP PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
000950	ADGRAPHIX	04/18/2024	EFT	0.00	370.00	293
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
53859	Invoice	02/29/2024	UNIT 89 GRAPHICS	0.00	370.00	
001-118-000-52122-3110		Office & Operating-Auto		UNIT 89 GRAPHICS	370.00	
VEN02001	ADVANCED BACKFLOW & CROSS CC	04/18/2024	EFT	0.00	50.00	294
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
397	Invoice	04/11/2024	BACKFLOW KNEELAND SWR LIFT STATION	0.00	50.00	
402-400-000-53580-4100		Professional Services/Adv		BACKFLOW KNEELAND SW	50.00	
VEN02535	ALWAYS SAFE & LOCK INC	04/18/2024	EFT	0.00	304.50	295
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
319360	Invoice	04/11/2024	CUST#7260- MASTER 295 REKEYABLE LOC	0.00	304.50	
402-400-000-53580-3100		Office and Operating		CUST#7260- MASTER 295	304.50	
005900	CAPITAL BUSINESS MACHINES	04/18/2024	EFT	0.00	315.26	296
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV203797	Invoice	04/16/2024	ACCT#4264491- BLK MICR TONER, BLK TO	0.00	315.26	
001-111-000-51423-3100		Office and Operating		ACCT#4264491- BLK MICR	315.26	
VEN02285	CONSEJO COUNSELING & REFERRAL	04/18/2024	EFT	0.00	2,320.00	297
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2024-3	Invoice	04/04/2024	MARCH 2024 SERVICES	0.00	2,320.00	
001-112-000-51251-4109		Other Professional Service	23-ITC	MARCH 2024 SERVICES	2,320.00	
VEN02319	DENALI WATER SOLUTIONS LLC	04/18/2024	EFT	0.00	7,562.43	298
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV777641	Invoice	04/11/2024	CUST#599121378 TRANSPORTATION	0.00	7,562.43	
402-400-000-53580-4100		Professional Services/Adv		CUST#599121378 TRANSP	7,562.43	
023078	FASTENAL COMPANY	04/18/2024	EFT	0.00	749.66	299
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
WATUM222997	Invoice	04/04/2024	CUST#WATUM1962- MISC SUPPLIES	0.00	235.56	
402-400-000-53580-3100		Office and Operating		CUST#WATUM1962- MISC	235.56	
WATUM223196	Invoice	04/10/2024	CUST#WATUM1961-GLVE,BTTRY,EYEW	0.00	246.53	
401-000-000-53480-3100		Office and Operating		CUST#WATUM1961-GLVE,	246.53	
WATUM223198	Invoice	04/10/2024	CUST#WATUM1962- MISC SUPPLIES	0.00	267.57	
402-400-000-53580-3100		Office and Operating		CUST#WATUM1962- MISC	267.57	
040960	GRAINGER	04/18/2024	EFT	0.00	237.20	300
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
9069643667	Invoice	03/28/2024	ACCT#839177342- SHOP VAC , LOCKOUT	0.00	237.20	
402-400-000-53580-3100		Office and Operating		ACCT#839177342- SHOP V	237.20	
045000	H.D. FOWLER COMPANY	04/18/2024	EFT	0.00	1,145.64	301

Check Register

Packet: APPKT03090-APRIL 19, 2024 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	
<u>16664254</u>	Invoice	04/09/2024	ACCT#194680- LIDS VALVE BOX/VALVE BO	0.00	1,116.57	
<u>401-000-000-53480-3100</u>		Office and Operating		ACCT#194680- LIDS VALVE	1,116.57	
<u>16667341</u>	Invoice	04/11/2024	ACCT#194680- 12"X 13' STORM PIPES	0.00	29.07	
<u>404-000-000-53180-3100</u>		Office and Operating		ACCT#194680- 12"X 13' ST	29.07	
082975	L. G. ISAACSON CO. INC.	04/18/2024	EFT	0.00	160.37	302
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>T343366</u>	Invoice	04/09/2024	CUST#SHECITO 16-TINE STEEL BOW RAKE	0.00	160.37	
<u>404-000-000-53180-3100</u>		Office and Operating		CUST#SHECITO 16-TINE ST	160.37	
129030	MILES SAND & GRAVEL CO.	04/18/2024	EFT	0.00	545.17	303
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>2021695</u>	Invoice	04/04/2024	CUST#050775- 13.62 TN 5/5"- CSTC	0.00	273.39	
<u>401-000-000-53480-3100</u>		Office and Operating		CUST#050775- 13.62 TN 5/	273.39	
<u>2021960</u>	Invoice	04/08/2024	CUST#050775- PEA GRAVEL	0.00	271.78	
<u>404-000-000-53180-3100</u>		Office and Operating		CUST#050775- PEA GRAVE	271.78	
VEN02489	MOTORS & CONTROLS CORP	04/18/2024	EFT	0.00	947.13	304
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>105884</u>	Invoice	01/11/2024	CUST#0002906- 50 12V LED BULBS	0.00	526.85	
<u>402-400-000-53580-3100</u>		Office and Operating		CUST#0002906- 50 12V LE	526.85	
<u>106183</u>	Credit Memo	01/18/2024	CUST#0002906 RETURNS	0.00	-2,485.92	
<u>402-400-000-53580-4800</u>		Repairs and Maintenance		CUST#0002906 RETURNS	-2,485.92	
<u>106764</u>	Invoice	02/12/2024	CUST#0002906-PHASE MONITOR RELAYS	0.00	597.64	
<u>402-400-000-53580-3100</u>		Office and Operating		CUST#0002906-PHASE MO	597.64	
<u>107336</u>	Invoice	03/14/2024	CUST#0002906- 12V LED BULB	0.00	528.09	
<u>402-400-000-53580-3100</u>		Office and Operating		CUST#0002906- 12V LED B	264.04	
<u>402-640-000-53580-3100</u>		Office and Operating		CUST#0002906- 12V LED B	264.05	
<u>107791</u>	Invoice	04/09/2024	CUST#0002906-VFD for OXIDATION MIXE	0.00	1,780.47	
<u>402-400-000-53580-4800</u>		Repairs and Maintenance		CUST#0002906-VFD for OX	1,780.47	
132235	MOUNTAIN MIST WATER	04/18/2024	EFT	0.00	45.30	305
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>005935343</u>	Invoice	04/05/2024	ACCT#088436- POLICE	0.00	45.30	
<u>001-118-000-52122-3100</u>		Office and Operating		ACCT#088436- POLICE	40.95	
<u>001-118-000-52122-4500</u>		Operating Rentals		ACCT#088436- POLICE	4.35	
VEN02141	NORTHWEST CASCADE, INC.	04/18/2024	EFT	0.00	141.00	306
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>0554093510</u>	Invoice	04/03/2024	CUST#228916- 799 W HARVARD	0.00	141.00	
<u>001-142-000-51890-4515</u>		Operating Rentals-Civic Ct		CUST#228916- 799 W HAR	141.00	
151000	P. U. D. # 3	04/18/2024	EFT	0.00	25,892.27	307
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>101001APRIL24</u>	Invoice	04/04/2024	101001APRIL24	0.00	96.87	
<u>101-000-000-54264-4700</u>		Utility Services		101001APRIL24	96.87	
<u>18515001APRIL2</u>	Invoice	04/04/2024	18515001APRIL24	0.00	85.99	
<u>402-300-000-53580-4700</u>		Utility Services-Sewer Ma		18515001APRIL24	85.99	
<u>250321001APRIL</u>	Invoice	04/04/2024	250321001APRIL24	0.00	88.75	
<u>101-000-000-54270-4700</u>		Utility Services-Roadside		250321001APRIL24	88.75	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<u>25911002APRIL2</u>	Invoice	04/04/2024	25911002APRIL24	0.00	118.72	
<u>101-000-000-54264-4700</u>	Utility Services		25911002APRIL24		118.72	
<u>25911003APRIL2</u>	Invoice	04/04/2024	25911003APRIL24	0.00	118.22	
<u>001-141-000-57680-4700</u>	Utility Services-Park		25911003APRIL24		118.22	
<u>25911005APRIL2</u>	Invoice	04/09/2024	25911005APRIL24	0.00	75.12	
<u>402-640-000-53580-4700</u>	Utility Services-Sewer Sat		25911005APRIL24		75.12	
<u>259409001APRIL</u>	Invoice	04/04/2024	259409001APRIL24	0.00	15,122.47	
<u>402-400-000-53580-4700</u>	Utility Services-Sewer Ma		259409001APRIL24		15,122.47	
<u>26717001APRIL2</u>	Invoice	04/04/2024	26717001APRIL24	0.00	145.47	
<u>401-000-000-53480-4701</u>	Utility Services - Shop		26717001APRIL24		145.47	
<u>26729001APRIL2</u>	Invoice	04/04/2024	26729001APRIL24	0.00	497.38	
<u>401-000-000-53480-4700</u>	Utility Services-Water		26729001APRIL24		497.38	
<u>26857001APRIL2</u>	Invoice	04/04/2024	26857001APRIL24	0.00	28.68	
<u>101-000-000-54265-4700</u>	Utility Services		26857001APRIL24		28.68	
<u>27639001APRIL2</u>	Invoice	04/04/2024	27639001APRIL24	0.00	465.92	
<u>001-142-000-57530-4700</u>	Utility Services-Museum		27639001APRIL24		465.92	
<u>277201001APRIL</u>	Invoice	04/08/2024	277201001APRIL24	0.00	187.29	
<u>401-000-000-53480-4700</u>	Utility Services-Water		277201001APRIL24		187.29	
<u>277201002APRIL</u>	Invoice	04/09/2024	277201002APRIL24	0.00	98.01	
<u>401-000-000-53480-4700</u>	Utility Services-Water		277201002APRIL24		98.01	
<u>28249001APRIL2</u>	Invoice	04/08/2024	28249001APRIL24	0.00	3,414.16	
<u>001-142-000-51890-4715</u>	Utility Services-Civic Ctr		28249001APRIL24		3,414.16	
<u>30003001APRIL2</u>	Invoice	04/04/2024	30003001APRIL24	0.00	188.16	
<u>001-141-000-57680-4700</u>	Utility Services-Park		30003001APRIL24		188.16	
<u>30003002APRIL2</u>	Invoice	04/04/2024	30003002APRIL24	0.00	1,704.37	
<u>402-400-000-53580-4700</u>	Utility Services-Sewer Ma		30003002APRIL24		1,704.37	
<u>35199001APRIL2</u>	Invoice	04/04/2024	35199001APRIL24	0.00	233.61	
<u>001-140-000-55430-4700</u>	Utility Services-Animal Sh		35199001APRIL24		233.61	
<u>35201001APRIL2</u>	Invoice	04/04/2024	35201001APRIL24	0.00	1,849.04	
<u>401-000-000-53480-4700</u>	Utility Services-Water		35201001APRIL24		1,849.04	
<u>35665001APRIL2</u>	Invoice	04/04/2024	35665001APRIL24	0.00	766.48	
<u>001-142-000-57250-4700</u>	Utility Services-Library		35665001APRIL24		766.48	
<u>45451001APRIL2</u>	Invoice	04/04/2024	45451001APRIL24	0.00	174.67	
<u>401-000-000-53480-4700</u>	Utility Services-Water		45451001APRIL24		174.67	
<u>46051001APRIL2</u>	Invoice	04/04/2024	46051001APRIL24	0.00	160.70	
<u>401-000-000-53480-4700</u>	Utility Services-Water		46051001APRIL24		160.70	
<u>47009001APRIL2</u>	Invoice	04/04/2024	47009001APRIL24	0.00	78.52	
<u>402-300-000-53580-4700</u>	Utility Services-Sewer Ma		47009001APRIL24		78.52	
<u>8511001APRIL24</u>	Invoice	04/08/2024	8511001APRIL24	0.00	193.67	
<u>401-000-000-53480-4700</u>	Utility Services-Water		8511001APRIL24		193.67	
VEN02532	**Void**	04/18/2024	EFT	0.00	0.00	308
	PROFAST SUPPLY INC	04/18/2024	EFT	0.00	128.47	309
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>55286</u>	Invoice	04/12/2024	SHOP SUPPLIES		0.00	128.47
<u>503-000-000-54865-3101</u>		Vehicle Supplies		SHOP SUPPLIES		77.08
<u>503-000-000-54865-3103</u>		Vehicle Supp-EM&R Vehic		SHOP SUPPLIES		51.39
VEN02449	THE NICHOLS GROUP RELATIONS, LI	04/18/2024	EFT	0.00	3,000.00	310

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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	
2209	Invoice	04/10/2024	GOVERNMENTAL CONSULTING SERVICES	0.00	3,000.00	
001-120-000-51310-4100		Professional Services/Adv		GOVERNMENTAL CONSULT	3,000.00	
201148	TMG SERVICES, INC.	04/18/2024	EFT	0.00	171.90	311
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0051545-IN	Invoice	04/08/2024	CUST#1908050- GASKET FLANGE DN10	0.00	171.90	
402-400-000-53580-3100		Office and Operating		CUST#1908050- GASKET F	171.90	
202392	VERIZON WIRELESS	04/18/2024	EFT	0.00	585.05	312
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
9959983526	Invoice	03/23/2024	ACCT#942084392-00001 APRIL24	0.00	585.05	
001-110-000-51160-4200		Communication		ACCT#942084392-00001 A	299.25	
001-111-000-51423-4200		Communication		ACCT#942084392-00001 A	42.75	
001-112-000-51251-4200		Communication	23-ITC	ACCT#942084392-00001 A	42.75	
001-112-000-51251-4200		Communication		ACCT#942084392-00001 A	42.75	
001-120-000-51310-4200		Communication		ACCT#942084392-00001 A	42.75	
001-121-000-51430-4200		Communication		ACCT#942084392-00001 A	42.75	
001-140-000-55850-4200		Communication		ACCT#942084392-00001 A	42.75	
001-142-000-51830-4200		Communication		ACCT#942084392-00001 A	29.30	
000401	A T & T	04/19/2024	Regular	0.00	44.73	110532
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0302659923001A	Invoice	04/03/2024	0302659923001APR24	0.00	44.73	
402-400-000-53580-4200		Communication		0302659923001APR24	44.73	
VEN02539	AARON NIX	04/19/2024	Regular	0.00	232.78	110533
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
FEMA ICS 400/AP	Invoice	04/17/2024	FEMA ICS 400/APRIL 2024	0.00	232.78	
001-115-000-51896-4307		Travel-Training		FEMA ICS 400/APRIL 2024	232.78	
VEN02427	AMIE ANDERSON	04/19/2024	Regular	0.00	343.24	110534
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
FEMA ICS 400/AP	Invoice	04/17/2024	FEMA ICS 400/APRIL 2024	0.00	343.24	
001-115-000-51896-4307		Travel-Training		FEMA ICS 400	343.24	
002982	APP	04/19/2024	Regular	0.00	8,155.31	110535
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
24-064262	Invoice	04/03/2024	ACCT#AP7500158- FUEL	0.00	2,950.67	
503-250-000-58900-0001		Inventory-Gas		ACCT#AP7500158- FUEL	2,950.67	
24-069184	Invoice	04/10/2024	ACCT#AP7500158- FUEL	0.00	5,204.64	
503-250-000-58900-0001		Inventory-Gas		ACCT#AP7500158- FUEL	5,204.64	
002520	ARAMARK	04/19/2024	Regular	0.00	192.01	110536
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5120436533	Invoice	03/27/2024	ACCT#792105973- COVERALLS, TOWEL,	0.00	74.54	
402-400-000-53580-4900		Miscellaneous		ACCT#792105973- COVER	74.54	
5120440770	Invoice	04/03/2024	ACCT#792105973- COVERALL, MAT, TOW	0.00	74.54	
402-400-000-53580-4900		Miscellaneous		ACCT#792105973- COVER	74.54	
5120444992	Invoice	04/10/2024	ACCT#792105972- COVERALLS, MAT, TOW	0.00	42.93	
401-000-000-53480-4901		Miscellaneous - Shop		ACCT#792105972- COVER	42.93	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN02340	BLT SHELTON PONY, LLC	04/19/2024	Regular	0.00	3,244.07	110537
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>651226</u>	Invoice	03/25/2024	VIN#3775 MULTI PNT INSP.HVAC SYS INST	0.00	2,586.63	
<u>001-118-000-52122-4805</u>		Repairs and Maintenance		VIN#3775 MULTI PNT INSP.	2,586.63	
<u>651473</u>	Invoice	04/05/2024	VIN#3775 HVAC SYSTEM MAINTENANCE	0.00	657.44	
<u>001-118-000-52122-4805</u>		Repairs and Maintenance		VIN#3775 HVAC SYSTEM	657.44	
098000	BUILDERS FIRSTSOURCE	04/19/2024	Regular	0.00	75.07	110538
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>88860605</u>	Invoice	04/10/2024	ACCT#671668- 1"X2"-48" WOOD STAKES	0.00	57.27	
<u>001-118-000-52122-3100</u>		Office and Operating		ACCT#671668- 1"X2"-48"	57.27	
<u>88866008</u>	Invoice	04/11/2024	ACCT#671668- 60LB CONCRETE MIX	0.00	17.80	
<u>001-141-000-57680-3100</u>		Office and Operating		ACCT#671668- 60LB CONC	17.80	
903714	CARMEN PABLO AHILON	04/19/2024	Regular	0.00	500.00	110539
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>BAILREFUNDREIS</u>	Invoice	02/10/2023	VOID & REISSUE APA001706	0.00	500.00	
<u>657-000-000-58600-0010</u>		Municipal Court Trust		VOID & REISSUE APA00170	500.00	
008565	CORRECT EQUIPMENT	04/19/2024	Regular	0.00	6,066.04	110540
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>55819</u>	Invoice	04/05/2024	IPS MOTOR MAIN WWTP	0.00	6,066.04	
<u>402-400-000-53580-4800</u>		Repairs and Maintenance		IPS MOTOR MAIN WWTP	6,066.04	
VEN02161	DALE BREWER	04/19/2024	Regular	0.00	175.00	110541
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>CDLREIMBURSAP</u>	Invoice	04/15/2024	CDLREIMBURSAPRIL24	0.00	175.00	
<u>402-400-000-53580-4900</u>		Miscellaneous		CDLREIMBURSAPRIL24	175.00	
VEN02542	DAWN MYERS	04/19/2024	Regular	0.00	250.00	110542
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>14</u>	Invoice	04/23/2024	OCCUPATIONAL FRAUD PRESENTATION	0.00	250.00	
<u>001-130-000-51810-4100</u>		Professional Services/Adv		OCCUPATIONAL FRAUD PR	250.00	
009587	DEPT OF LABOR & INDUST	04/19/2024	Regular	0.00	267.50	110543
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>342310</u>	Invoice	04/16/2024	ANNUAL OPERATING CERTIFICATES 2024	0.00	267.50	
<u>001-119-000-52250-4100</u>		Professional Services/Adv		ANNUAL OPERATING CERT	93.20	
<u>001-142-000-51890-4115</u>		Professional Serv/Adverti		ANNUAL OPERATING CERT	174.30	
015000	EDWARD HAEFLIGER	04/19/2024	Regular	0.00	451.00	110544
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>DENTALREIMBAP</u>	Invoice	04/15/2024	DENTALREIMBAPRIL24	0.00	451.00	
<u>611-000-000-51725-2036</u>		Dental Costs - Retired Fire		DENTALREIMBAPRIL24	451.00	
018001	EMPLOYMENT SECURITY DEPT	04/19/2024	Regular	0.00	6,687.40	110545
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>Q1/2024WACARE</u>	Invoice	04/18/2024	Q1/2024WACARES	0.00	6,687.40	
<u>657-000-000-58930-0000</u>		PFMLA Taxes		Q1/2024WACARES	6,687.40	
018001	EMPLOYMENT SECURITY DEPT	04/19/2024	Regular	0.00	14,906.14	110546

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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	
<u>Q1/2024PFMLA</u>	Invoice	04/18/2024	Q1/2024PFMLA	0.00	14,906.14	
<u>657-000-000-58930-0000</u>		PFMLA Taxes		Q1/2024PFMLA	14,906.14	
VEN01406	FERGUSON WATERWORKS	04/19/2024	Regular	0.00	2,232.58	110547
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>1117707-6</u>	Invoice	04/02/2024	CUST# 2545- M520M-F1-PIT TC W-ID	0.00	2,232.58	
<u>411-000-000-59434-6300</u>		Construction	21-AMR	CUST# 2545- M520M-F1-P	1,116.29	
<u>412-000-000-59435-6300</u>		Construction	21-AMR	CUST# 2545- M520M-F1-P	1,116.29	
VEN02460	FIRST CITIZENS BANK & TRUST CO	04/19/2024	Regular	0.00	515.71	110548
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>44554017</u>	Invoice	04/11/2024	CUST# 2000176406	0.00	515.71	
<u>001-112-000-59112-7001</u>		Long Term Lease - Muni C		CUST# 2000176406	515.71	
064940	J & I POWER EQUIPMENT INC	04/19/2024	Regular	0.00	44.98	110549
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>762864</u>	Invoice	04/09/2024	CUST#15090- AIR FILTER, FUEL, SPARK PL	0.00	44.98	
<u>402-400-000-53580-3100</u>		Office and Operating		CUST#15090- AIR FILTER, F	44.98	
085075	LAKESIDE INDUSTRIES	04/19/2024	Regular	0.00	97.47	110550
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>265332</u>	Invoice	04/06/2024	CUST#101048 5 GALLON LIQUID ASP	0.00	97.47	
<u>101-000-000-54230-3100</u>		Office and Operating		CUST#101048 5 GALLON LI	97.47	
085995	LANGUAGE LINE SERVICES	04/19/2024	Regular	0.00	145.07	110551
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>11261174</u>	Invoice	03/31/2024	ACCT#9020943082 PHONE INTERPRETATI	0.00	127.82	
<u>001-118-000-52122-4100</u>		Patrol-Professional Servic		ACCT#9020943082 PHONE	127.82	
<u>11269715</u>	Invoice	03/31/2024	ACCT#9020535356- PHONE INTERPRETATI	0.00	17.25	
<u>001-122-000-51593-4101</u>		LEGAL - OPD Grant Public		ACCT#9020535356- PHON	17.25	
087799	LEMAY MOBILE SHREDDING	04/19/2024	Regular	0.00	31.68	110552
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>4834668S185</u>	Invoice	04/01/2024	ACCT#2185-952778-454- SHRED	0.00	31.68	
<u>001-118-000-52122-4100</u>		Patrol-Professional Servic		ACCT#2185-952778-454- S	31.68	
090100	LES SCHWAB TIRES	04/19/2024	Regular	0.00	105.49	110553
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>83200793802</u>	Invoice	04/04/2024	CUST# S32-01440 DISMOUNT, MOUNT, B	0.00	67.42	
<u>001-118-000-52122-4805</u>		Repairs and Maintenance		CUST# S32-01440 DISMOU	67.42	
<u>83200794020</u>	Invoice	04/05/2024	#S32-01440- DMNT,MNT,BLNCE,DSPSL/59	0.00	38.07	
<u>001-118-000-52122-4805</u>		Repairs and Maintenance		#S32-01440- DMNT,MNT,B	38.07	
VEN02540	MARY DECHON	04/19/2024	Regular	0.00	400.00	110554
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>DAMAGEDDEPOSIT</u>	Invoice	04/15/2024	DAMAGEDDEPOSITREFUNDAPR24	0.00	400.00	
<u>657-000-000-386000002</u>		Community Cntr Damage		DAMAGEDDEPOSITREFUND	400.00	
113004	MASON COUNTY - UTILITIES/WASTE	04/19/2024	Regular	0.00	47.25	110555

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
006958	Invoice	04/01/2024	CUST#SW-C035- LANDFILL CHARG	0.00	47.25	
101-000-000-54230-3100		Office and Operating		CUST#SW-C035- LANDFILL	47.25	
VEN01938	MASON COUNTY JAIL	04/19/2024	Regular	0.00	8,373.33	110556
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
Q1/2024	Invoice	04/12/2024	Q1 2024 BOOKING FEES	0.00	8,373.33	
001-123-000-52360-4103		Professional Services/Adv		Q1 2024 BOOKING FEES	8,373.33	
114350	MASON GENERAL HOSPITAL	04/19/2024	Regular	0.00	51.70	110557
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
RO4002199072	Invoice	03/28/2024	ROUTINE VENIPUNCTURE	0.00	51.70	
001-123-000-52360-4100		Prof Services-Prisoner Me		ROUTINE VENIPUNCTURE	51.70	
142300	NISQUALLY INDIAN TRIBE	04/19/2024	Regular	0.00	1,025.00	110558
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
38947	Invoice	02/28/2024	INMATE-EMERG-PSC	0.00	1,025.00	
001-123-000-52360-4100		Prof Services-Prisoner Me		INMATE-EMERG-PSC	1,025.00	
142952	NORTH CENTRAL LABORATORIES	04/19/2024	Regular	0.00	459.96	110559
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
501981	Invoice	04/04/2024	ACCT#42215- MISC SUPPLIES	0.00	263.12	
402-400-000-53580-3100		Office and Operating		ACCT#42215- MISC SUPPLI	263.12	
502151	Invoice	04/08/2024	ACCT#42215- DIGITAL REMOTE FREEZER T	0.00	196.84	
402-400-000-53580-3100		Office and Operating		ACCT#42215- DIGITAL RE	196.84	
144504	NSI LAB SOLUTIONS, INC	04/19/2024	Regular	0.00	1,578.00	110560
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
432865	Invoice	04/01/2024	CUST#21545- TESTS	0.00	1,578.00	
402-400-000-53580-4100		Professional Services/Adv		CUST#21545- TESTS	1,578.00	
VEN01485	OCHOCO MANUFACTURING CORP	04/19/2024	Regular	0.00	208.02	110561
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
12964	Invoice	04/11/2024	MISC PARTS	0.00	208.02	
402-400-000-53580-3100		Office and Operating		MISC PARTS	208.02	
VEN02312	ODP BUSINESS SOLUTIONS LLC	04/19/2024	Regular	0.00	328.21	110562
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
349848907001	Invoice	03/08/2024	ACCT#28972108- KEYBOARD MOUSE	0.00	46.23	
401-000-000-53480-3100		Office and Operating		ACCT#28972108- KEYBOA	46.23	
352408144001	Invoice	02/12/2024	ACCT#28972108- MISC SUPPLIES	0.00	96.84	
404-000-000-53180-3100		Office and Operating		ACCT#28972108- MISC SU	96.84	
358164535001	Invoice	03/26/2024	ACCT#28972108- GRAFFITI REMOVER	0.00	113.14	
101-000-000-54230-3100		Office and Operating		ACCT#28972108- GRAFFITI	113.14	
358760531001	Invoice	03/29/2024	ACCT#28972108- CLOCK,POSTITS,THERML	0.00	72.00	
401-000-000-53480-3100		Office and Operating		ACCT#28972108- CLOCK,P	72.00	
VEN02541	ON TARGET SOLUTIONS GROUP INC	04/19/2024	Regular	0.00	350.00	110563

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
4392	Invoice	04/08/2024	MNGM&SUPERVSN INVESTIG OF UNIT C.	0.00	350.00	
001-118-000-52140-3100		Office and Operating-Trai		MNGM&SUPERVSN INVES	350.00	
153500	PACIFIC LAMP & SUPPLY CO	04/19/2024	Regular	0.00	259.32	110564
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
884632	Invoice	04/08/2024	CUST#23733-1 LED LIGHTS	0.00	259.32	
001-141-000-57680-3100		Office and Operating		CUST#23733-1 LED LIGHTS	259.32	
114040	PETTYJOHN ENTERPRISES, LLC	04/19/2024	Regular	0.00	100.00	110565
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
3508	Invoice	04/01/2024	BRUSH	0.00	100.00	
001-141-000-57680-3100		Office and Operating		BRUSH	100.00	
164899	QWEST DBA CENTURYLINK	04/19/2024	Regular	0.00	1,069.18	110566
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
360Z260219722B	Invoice	03/26/2024	360Z260219722BMARCH24	0.00	1,069.18	
401-000-000-53480-4201		Communication - Shop		360Z260219722BMARCH2	152.79	
402-300-000-53580-4200		Communication		360Z260219722BMARCH2	56.84	
402-400-000-53580-4200		Communication		360Z260219722BMARCH2	372.23	
402-400-000-53580-4200		Communication		360Z260219722BMARCH2	225.37	
402-640-000-53580-4200		Communication		360Z260219722BMARCH2	261.95	
VEN02275	RDAC LLC	04/19/2024	Regular	0.00	160.97	110567
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
30076993	Invoice	04/11/2024	ACCT#3403- BATTERY/19933D	0.00	160.97	
503-000-000-54865-3104		Oper Supp-Parts-EM&R V		ACCT#3403- BATTERY/199	160.97	
VEN02188	SAFETY, HEALTH & ENVIRONMENTA	04/19/2024	Regular	0.00	5,425.00	110568
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
3195	Invoice	04/05/2024	CONFINED SPACE CERTIFICATIONS	0.00	5,425.00	
001-115-000-51896-4907		Miscellaneous-Training		CONFINED SPACE CERTIFIC	175.00	
001-141-000-57680-4907		Miscellaneous-Training		CONFINED SPACE CERTIFIC	525.00	
001-142-000-51830-4907		Miscellaneous-Training		CONFINED SPACE CERTIFIC	175.00	
101-000-000-54230-4907		Miscellaneous-Training		CONFINED SPACE CERTIFIC	700.00	
401-000-000-53480-4907		Miscellaneous-Training		CONFINED SPACE CERTIFIC	1,575.00	
402-400-000-53580-4907		Miscellaneous-Training		CONFINED SPACE CERTIFIC	1,225.00	
404-000-000-53180-4907		Miscellaneous-Training		CONFINED SPACE CERTIFIC	875.00	
503-100-000-54865-4907		Miscellaneous-Training		CONFINED SPACE CERTIFIC	175.00	
186450	SHELTON LOCK & KEY	04/19/2024	Regular	0.00	108.80	110569
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
7183	Invoice	04/10/2024	LOCK MAINTENANCE	0.00	108.80	
001-142-000-51890-4815		Repairs and Maintenance		LOCK MAINTENANCE	54.40	
402-400-000-53580-4800		Repairs and Maintenance		LOCK MAINTENANCE	54.40	
190080	SIMPLOT PARTNERS	04/19/2024	Regular	0.00	2,770.44	110570
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
212126020	Invoice	04/04/2024	CUST#98997- GRASS SEED	0.00	124.59	
401-000-000-53480-3100		Office and Operating		CUST#98997- GRASS SEED	124.59	
212126076	Invoice	04/05/2024	CUST#98997, GRASSSEED,FERTILIZER,ICE	0.00	2,645.85	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
001-141-000-57680-3102	Fertilizer		CUST#98997, GRASSSEED,		2,645.85	
191500	SONSRAY MACHINERY, LLC	04/19/2024	Regular	0.00	152.97	110571
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
PSO110860-1	Invoice	12/14/2023	CUST#BP0018172- GAS STRUT/19969D	0.00	152.97	
503-000-000-54865-3104		Oper Supp-Parts-EM&R V	CUST#BP0018172- GAS ST		152.97	
192800	SOUTHGATE FENCING, INC.	04/19/2024	Regular	0.00	219.40	110572
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
041124-1	Invoice	04/11/2024	CALLANAN PARK FENCE REPAIR PARTS	0.00	219.40	
001-141-000-57680-3100		Office and Operating	CALLANAN PARK FENCE RE		219.40	
196341	STEVEN R. BUZZARD	04/19/2024	Regular	0.00	750.00	110573
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
JUDGEPROTEMA	Invoice	04/10/2024	JUDGEPROTEMAPRIL2024	0.00	750.00	
001-112-000-51251-4101		Judge Pro-Tem	JUDGEPROTEMAPRIL2024		750.00	
200985	THURSTON CO PUBLIC HEALTH	04/19/2024	Regular	0.00	704.00	110574
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
LABFEESMARCH2	Invoice	04/05/2024	LABFEESMARCH24	0.00	704.00	
401-000-000-53480-4100		Professional Services/Adv	LABFEESMARCH24		704.00	
201100	TITUS-WILL	04/19/2024	Regular	0.00	395.63	110575
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2693332	Invoice	03/26/2024	UNIT79 RADIATOR/COOLANT	0.00	395.63	
001-118-000-52122-3110		Office & Operating-Auto	UNIT79 RADIATOR/COOLA		395.63	
201300	TOZIER BROS INC.	04/19/2024	Regular	0.00	570.36	110576
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
469210	Invoice	04/09/2024	CUST#20090- (2) BRUSH AND (2) HANDLE	0.00	77.27	
402-400-000-53580-3100		Office and Operating	CUST#20090- (2) BRUSH A		77.27	
469218	Invoice	04/10/2024	CUST#20090 MISC HOOKS	0.00	23.87	
402-400-000-53580-3100		Office and Operating	CUST#20090 MISC HOOKS		23.87	
469229	Invoice	04/10/2024	CUST#20090- REFLECTIVE TAPE, PRIMER S	0.00	34.82	
001-141-000-57680-3100		Office and Operating	CUST#20090- REFLECTIVE		34.82	
469239	Invoice	04/11/2024	CUST#20090- EYE BOLT, OPEN S HK	0.00	44.36	
402-400-000-53580-3100		Office and Operating	CUST#20090- EYE BOLT, O		44.36	
469253	Invoice	04/11/2024	CUST#20090- GALVANIZED CHAIN 3/8"	0.00	130.01	
402-400-000-53580-3100		Office and Operating	CUST#20090- GALVANIZED		130.01	
469255	Invoice	04/11/2024	CUST#20090- MIL M18 2PC KIT CD	0.00	260.03	
404-000-000-53180-3100		Office and Operating	CUST#20090- MIL M18 2P		260.03	
201957	ULINE	04/19/2024	Regular	0.00	57.94	110577
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
176261609	Invoice	03/29/2024	CUST#5672395- GAMMA SEAL LID	0.00	57.94	
401-000-000-53480-3100		Office and Operating	CUST#5672395- GAMMA S		57.94	
VEN02408	VEOLIA WATER TECHNOLOGIES TRE	04/19/2024	Regular	0.00	3,094.57	110578

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>902420216</u>	Invoice	04/03/2024	UV DISINFECTION PARTS	0.00	3,094.57	
<u>402-400-000-53580-4800</u>		Repairs and Maintenance		UV DISINFECTION PARTS	3,094.57	
203780	WATER MGMNT LABORATORIES INC	04/19/2024	Regular	0.00	108.00	110579
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>219621</u>	Invoice	04/04/2024	ACCT#AS201R- TESTS	0.00	108.00	
<u>402-400-000-53580-4100</u>		Professional Services/Adv		ACCT#AS201R- TESTS	108.00	
053987	WESTBAY NAPA AUTO PARTS	04/19/2024	Regular	0.00	47.68	110580
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>079515</u>	Invoice	04/15/2024	ACCT#4296- TOGGLE SWITCH, HEADLIGH	0.00	47.68	
<u>503-000-000-54865-3104</u>		Oper Supp-Parts-EM&R V		ACCT#4296- TOGGLE SWIT	47.68	
025951	WILLIAMS ARCHITECTURE	04/19/2024	Regular	0.00	14,449.00	110581
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>2023046-01</u>	Invoice	02/14/2024	LIBRARY DECK REPAIRS	0.00	7,147.00	
<u>001-142-000-57250-4800</u>		Repairs and Maintenance	24-LIBRARY DECK REP	LIBRARY DECK REPAIRS	7,147.00	
<u>202346-03</u>	Invoice	04/12/2024	SECURE PARKING FOR POLIC	0.00	7,302.00	
<u>302-000-000-59565-4100</u>		PARKING FACILITIES-Profe	22-POLICE FENCING	SECURE PARKING FOR POLI	7,302.00	
VEN02139	ZEPPELIN SHIPPING & TECHNOLOGY	04/19/2024	Regular	0.00	311.20	110582
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>PACKAGEID12065</u>	Invoice	04/05/2024	EVIDENCE TOXICOLOGY LAB WSP	0.00	18.48	
<u>001-118-000-52122-4200</u>		Communication		EVIDENCE TOXICOLOGY LA	18.48	
<u>PACKAGEID12087</u>	Invoice	04/10/2024	CAMERA	0.00	292.72	
<u>402-400-000-53580-4200</u>		Communication		CAMERA	292.72	

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	70	51	0.00	88,339.20
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	49	20	0.00	44,671.35
Virtual Payments	0	0	0.00	0.00
	119	71	0.00	133,010.55

Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	4/2024	133,010.55
			<u>133,010.55</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 110583 through number 110634 and EFT payment numbers 313 through 327 in the total amount of \$149,287.18 that the claims are just, due and unpaid obligations against the City of Shelton, and that I am authorized to authenticate and certify said claims.

Signed this 26th of April, 2024.


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 _____, 2024.

Mayor Eric Onisko

Vacant

Councilmember George Blush

Councilmember Tom Gilmore

Councilmember Miguel Gutierrez

Councilmember Sharon Schirman

Councilmember Melissa Stearns



Shelton, WA

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Packet: APPKT03098 - APRIL 26, 2024 AP PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
005900	CAPITAL BUSINESS MACHINES	04/26/2024	EFT	0.00	151.83	313
VENO2319	DENALI WATER SOLUTIONS LLC	04/26/2024	EFT	0.00	7,535.61	314
023078	FASTENAL COMPANY	04/26/2024	EFT	0.00	1,064.98	315
045000	H.D. FOWLER COMPANY	04/26/2024	EFT	0.00	19,139.82	316
VENO2494	HD SUPPLY, INC	04/26/2024	EFT	0.00	1,618.31	317
082975	L. G. ISAACSON CO. INC.	04/26/2024	EFT	0.00	450.19	318
VENO2489	MOTORS & CONTROLS CORP	04/26/2024	EFT	0.00	284.51	319
132235	MOUNTAIN MIST WATER	04/26/2024	EFT	0.00	211.40	320
151000	P. U. D. # 3	04/26/2024	EFT	0.00	6,761.89	321
168450	RH2 ENGINEERING INC	04/26/2024	EFT	0.00	2,858.61	322
183400	SCJ ALLIANCE- SHEA, CARR & JEWEL	04/26/2024	EFT	0.00	5,529.53	323
VENO2470	SIMPLY CONTROLS	04/26/2024	EFT	0.00	979.20	324
189670	THE SHOPPER	04/26/2024	EFT	0.00	825.68	325
VENO2437	WALTER E NELSON CO OF WESTERN	04/26/2024	EFT	0.00	98.99	326
203900	WESMAR COMPANY, INC	04/26/2024	EFT	0.00	773.27	327
002982	APP	04/26/2024	Regular	0.00	2,320.04	110583
002520	ARAMARK	04/26/2024	Regular	0.00	90.82	110584
VENO2338	BHC CONSULTANTS LLC	04/26/2024	Regular	0.00	21,564.60	110585
VENO2340	BLT SHELTON PONY, LLC	04/26/2024	Regular	0.00	1,579.22	110586
024990	BRIDGESTONE RETAIL OPERATIONS,	04/26/2024	Regular	0.00	2,515.30	110587
098000	BUILDERS FIRSTSOURCE	04/26/2024	Regular	0.00	111.84	110588
006200	CARLTON INDUSTRIES, L.P.	04/26/2024	Regular	0.00	564.90	110589
VENO1281	CITY OF SHELTON - UTILITY BILLS/PE	04/26/2024	Regular	0.00	9,375.40	110590
VENO1244	COOPER STUDIOS	04/26/2024	Regular	0.00	163.20	110591
VENO1228	DAN PATTON	04/26/2024	Regular	0.00	119.10	110592
009351	DELAGE LANDEN FINANCIAL SVCS	04/26/2024	Regular	0.00	1,832.14	110593
009650	DEPARTMENT OF RETIREMENT SYST	04/26/2024	Regular	0.00	25.00	110594
009591	DEPT OF LABOR & INDUSTRIES	04/26/2024	Regular	0.00	418.60	110595
009595	DEPT. OF LICENSING	04/26/2024	Regular	0.00	57.00	110596
VENO1863	ENRIQUE JERONIMO	04/26/2024	Regular	0.00	400.00	110597
VENO1612	GENSCO, INC.	04/26/2024	Regular	0.00	1,473.94	110598
VENO2509	HOUSE BROTHERS CONST INC	04/26/2024	Regular	0.00	191.90	110599
VENO2425	HUMANE SOCIETY OF MASON COUN	04/26/2024	Regular	0.00	1,501.04	110600
VENO1343	ICONIX WATERWORKS (US) INC.	04/26/2024	Regular	0.00	652.99	110601
VENO2487	INSLEE, BEST , DOEZIE & RYDER, P.S.	04/26/2024	Regular	0.00	2,600.70	110602
064940	J & I POWER EQUIPMENT INC	04/26/2024	Regular	0.00	2,154.23	110603
077170	JUDICIAL CONF REGISTRAR	04/26/2024	Regular	0.00	285.00	110604
VENO2236	JUSTICE AV SOLUTIONS, INC.	04/26/2024	Regular	0.00	5,806.66	110605
108050	MASON COUNTY AUDITOR	04/26/2024	Regular	0.00	326.50	110606
112000	MASON COUNTY SHERIFF DEPT	04/26/2024	Regular	0.00	757.29	110607
102002	MASON COUNTY SUPERIOR COURT	04/26/2024	Regular	0.00	356.35	110608
113000	MASON COUNTY TREASURER	04/26/2024	Regular	0.00	28.76	110609
114350	MASON GENERAL HOSPITAL	04/26/2024	Regular	0.00	51.70	110610
142300	NISQUALLY INDIAN TRIBE	04/26/2024	Regular	0.00	6,006.00	110611
VENO2545	NJROTC BOOSTER CLUB	04/26/2024	Regular	0.00	400.00	110612
VENO2312	ODP BUSINESS SOLUTIONS LLC	04/26/2024	Regular	0.00	172.28	110613
903752	O'REILLY AUTO PARTS	04/26/2024	Regular	0.00	364.75	110614
VENO2543	OSCAR MATIAS	04/26/2024	Regular	0.00	6,047.56	110615
903413	OSCAR VAZQUEZ	04/26/2024	Regular	0.00	140.00	110616
158295	PLATT	04/26/2024	Regular	0.00	393.17	110617
VENO2523	RAH INTERMEDIATE, LLC	04/26/2024	Regular	0.00	251.29	110618
903584	RIGHT SYSTEMS	04/26/2024	Regular	0.00	12,002.82	110619
172969	RWC GROUP	04/26/2024	Regular	0.00	296.19	110620
186450	SHELTON LOCK & KEY	04/26/2024	Regular	0.00	89.22	110621

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
187000	SHELTON-MASON COUNTY JOURNA	04/26/2024	Regular	0.00	46.50	110622
187000	SHELTON-MASON COUNTY JOURNA	04/26/2024	Regular	0.00	775.00	110623
190080	SIMPLOT PARTNERS	04/26/2024	Regular	0.00	48.09	110624
200235	TACOMA SCREW PRODUCTS INC	04/26/2024	Regular	0.00	31.50	110625
VENO1650	THURSTON MASON BEHAVIORAL HI	04/26/2024	Regular	0.00	7,356.72	110626
VENO2416	TIMECLOCK PLUS LLC	04/26/2024	Regular	0.00	1,370.88	110627
201300	TOZIER BROS INC.	04/26/2024	Regular	0.00	564.01	110628
202990	WAPRO	04/26/2024	Regular	0.00	65.00	110629
203780	WATER MGMNT LABORATORIES INC	04/26/2024	Regular	0.00	482.00	110630
053987	WESTBAY NAPA AUTO PARTS	04/26/2024	Regular	0.00	636.20	110631
204068	WESTERN SYSTEMS	04/26/2024	Regular	0.00	5,943.99	110632
VENO2139	ZEPPELIN SHIPPING & TECHNOLOGY	04/26/2024	Regular	0.00	54.80	110633
220000	ZUMAR INDUSTRIES INC	04/26/2024	Regular	0.00	141.17	110634

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	103	52	0.00	101,003.36
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	45	15	0.00	48,283.82
Virtual Payments	0	0	0.00	0.00
	148	67	0.00	149,287.18

Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	4/2024	149,287.18
			149,287.18



Shelton, WA

Check Register

Packet: APPKT03098 - APRIL 26, 2024 AP PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
005900	CAPITAL BUSINESS MACHINES	04/26/2024	EFT	0.00	151.83	313
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>INV202955</u>	Invoice	04/08/2024	CONTRACT#CN2621-01		119.54	
<u>001-118-000-52122-4500</u>		Operating Rentals		CONTRACT#CN2621-01	119.54	
<u>INV202956</u>	Invoice	04/08/2024	CONTRACT#CN2736-01		32.29	
<u>001-118-000-52122-4500</u>		Operating Rentals		CONTRACT#CN2736-01	32.29	
VEN02319	DENALI WATER SOLUTIONS LLC	04/26/2024	EFT	0.00	7,535.61	314
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>INV784956</u>	Invoice	04/18/2024	CUST#599121378- TRANSPORTATION		7,535.61	
<u>402-400-000-53580-4100</u>		Professional Services/Adv		CUST#599121378- TRANSP	7,535.61	
023078	FASTENAL COMPANY	04/26/2024	EFT	0.00	1,064.98	315
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>WATUM223121</u>	Invoice	04/17/2024	CUST#WATUM1962- GLOVES, BRK CLNR		178.87	
<u>402-400-000-53580-3100</u>		Office and Operating		CUST#WATUM1962- GLOV	178.87	
<u>WATUM223378</u>	Invoice	04/17/2024	CUST#WATUM1039-TIRE INFLATOR,TIRE C		116.95	
<u>402-400-000-53580-3100</u>		Office and Operating		CUST#WATUM1039-TIRE I	116.95	
<u>WATUM223395</u>	Invoice	04/17/2024	CUST#WATUM1962- MISC SUPPLIES		340.85	
<u>402-400-000-53580-3100</u>		Office and Operating		CUST#WATUM1962- MISC	340.85	
<u>WATUM223415</u>	Invoice	04/18/2024	CUST#WATUM1039-CAR WASH		43.48	
<u>402-400-000-53580-3100</u>		Office and Operating		CUST#WATUM1039-CAR	43.48	
<u>WATUM223416</u>	Invoice	04/18/2024	CUST#WATUM1962-WINCLN, HANDSAN		209.43	
<u>402-400-000-53580-3100</u>		Office and Operating		CUST#WATUM1962-WINC	209.43	
<u>WATUM223430</u>	Invoice	04/18/2024	CUST#WATUM1147-FLAT CHISEL		24.95	
<u>402-400-000-53580-3100</u>		Office and Operating		CUST#WATUM1147-FLAT C	24.95	
<u>WATUM223514</u>	Invoice	04/22/2024	CUST#WATUM1039-XL SPONGES		11.97	
<u>402-400-000-53580-3100</u>		Office and Operating		CUST#WATUM1039-XL SP	11.97	
<u>WATUM223515</u>	Invoice	04/22/2024	CUST#WATUM1962-PINESOL, BLEACH		138.48	
<u>402-400-000-53580-3100</u>		Office and Operating		CUST#WATUM1962-PINES	138.48	
045000	H.D. FOWLER COMPANY	04/26/2024	EFT	0.00	19,139.82	316
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>I6666947</u>	Invoice	04/11/2024	ACCT#194680 CI FRAME/DIAGONAL GRAT		1,334.06	
<u>414-000-000-59431-3100</u>		Storm Capital Exp - Suppli	24-Fogarty St-Storm	ACCT#194680 CI FRAME/D	1,334.06	
<u>I6666949</u>	Invoice	04/11/2024	ACCT#194680-PARTS-CAP HILL PRE PAV P		7,393.06	
<u>414-000-000-59431-3100</u>		Storm Capital Exp - Suppli	24-Fogarty St-Storm	ACCT#194680-PARTS-CAP	7,393.06	
<u>I6666951</u>	Invoice	04/11/2024	ACCT#194680- STORM PIPES POLY CORRUG		10,256.58	
<u>414-000-000-59431-3100</u>		Storm Capital Exp - Suppli	24-Fogarty St-Storm	ACCT#194680- STORM PIP	10,256.58	
<u>I6671303</u>	Invoice	04/16/2024	ACCT#194680- 4" BLIND FLANGE D		156.12	
<u>402-400-000-53580-3100</u>		Office and Operating		ACCT#194680- 4" BLIND FL	156.12	
VEN02494	HD SUPPLY, INC	04/26/2024	EFT	0.00	1,618.31	317

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>INV00335205</u>	Invoice	04/15/2024	CUST#925099- EYEWASH STATION, BACTE	0.00	870.73	
<u>401-000-000-53480-3100</u>	Office and Operating		CUST#925099- EYEWASH S		870.73	
<u>INV00335815</u>	Invoice	04/16/2024	CUST#925099- HACH DPD FREE CHLORIN	0.00	747.58	
<u>401-000-000-53480-3100</u>	Office and Operating		CUST#925099- HACH DPD		747.58	
082975	L. G. ISAACSON CO. INC.	04/26/2024	EFT	0.00	450.19	318
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>T343614</u>	Invoice	04/18/2024	CUST#SHECITO-STNE RAKE, LADDER,STEP	0.00	450.19	
<u>101-000-000-54230-3100</u>	Office and Operating		CUST#SHECITO-STNE RAKE,		98.18	
<u>401-000-000-53480-3100</u>	Office and Operating		CUST#SHECITO-STNE RAKE,		352.01	
VEN02489	MOTORS & CONTROLS CORP	04/26/2024	EFT	0.00	284.51	319
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>106778</u>	Invoice	02/15/2024	CUST#0002906 PURE WHITE 120V LED BU	0.00	284.51	
<u>402-400-000-53580-3100</u>	Office and Operating		CUST#0002906 PURE WHI		284.51	
132235	MOUNTAIN MIST WATER	04/26/2024	EFT	0.00	211.40	320
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>005924711</u>	Invoice	03/29/2024	ACCT# 088436 ANIMAL SHELTER	0.00	4.35	
<u>001-140-000-55430-4500</u>	Operating Rentals - Anim		ACCT# 088436 ANIMAL SH		4.35	
<u>005935342</u>	Invoice	04/05/2024	ACCT# 088436- ADMIN	0.00	90.45	
<u>001-130-000-51810-3100</u>	Office and Operating		ACCT# 088436- ADMIN		81.75	
<u>001-130-000-51810-4500</u>	Operating Rentals		ACCT# 088436- ADMIN		8.70	
<u>005959869</u>	Invoice	04/19/2024	ACCT#088436 PW SHOP	0.00	57.55	
<u>401-000-000-53480-3100</u>	Office and Operating		ACCT#088436 PW SHOP		48.85	
<u>401-000-000-53480-4500</u>	Operating Rentals		ACCT#088436 PW SHOP		8.70	
<u>005959870</u>	Invoice	04/19/2024	ACCT#088436 ANIMAL SHELTER	0.00	24.90	
<u>001-140-000-55430-3100</u>	Office and Operating - Ani		ACCT#088436 ANIMAL SH		20.55	
<u>001-140-000-55430-4500</u>	Operating Rentals - Anim		ACCT#088436 ANIMAL SH		4.35	
<u>005959875</u>	Invoice	04/19/2024	ACCT#088436- POLICE	0.00	34.15	
<u>001-118-000-52122-3100</u>	Office and Operating		ACCT#088436- POLICE		34.15	
151000	P. U. D. # 3	04/26/2024	EFT	0.00	6,761.89	321
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>101097001APRIL</u>	Invoice	04/18/2024	101097001APRIL24	0.00	94.37	
<u>101-000-000-54264-4700</u>	Utility Services		101097001APRIL24		94.37	
<u>101155001APRIL</u>	Invoice	04/18/2024	101155001APRIL24	0.00	5,754.35	
<u>401-000-000-53480-4700</u>	Utility Services-Water		101155001APRIL24		5,754.35	
<u>109397001APRIL</u>	Invoice	04/18/2024	109397001APRIL24	0.00	98.98	
<u>101-000-000-54264-4700</u>	Utility Services		109397001APRIL24		98.98	
<u>109413001APRIL</u>	Invoice	04/18/2024	109413001APRIL24	0.00	69.32	
<u>101-000-000-54264-4700</u>	Utility Services		109413001APRIL24		69.32	
<u>113939001APRIL</u>	Invoice	04/16/2024	113939001APRIL24	0.00	101.50	
<u>401-000-000-53480-4700</u>	Utility Services-Water		113939001APRIL24		101.50	
<u>25911001APRIL2</u>	Invoice	04/18/2024	25911001APRIL24	0.00	160.56	
<u>401-000-000-53480-4700</u>	Utility Services-Water		25911001APRIL24		160.56	
<u>25913001APRIL2</u>	Invoice	04/18/2024	25913001APRIL24	0.00	109.14	
<u>401-000-000-53480-4700</u>	Utility Services-Water		25913001APRIL24		109.14	
<u>26197001APRIL2</u>	Invoice	04/18/2024	26197001APRIL24	0.00	90.16	
<u>101-000-000-54264-4700</u>	Utility Services		26197001APRIL24		90.16	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
82241001APRIL2	Invoice	04/16/2024	82241001APRIL24	0.00	144.48	
001-141-000-57680-4700	Utility Services-Park		82241001APRIL24		144.48	
85079001APRIL2	Invoice	04/16/2024	85079001APRIL24	0.00	72.02	
402-300-000-53580-4700	Utility Services-Sewer Ma		85079001APRIL24		72.02	
85183001APRIL2	Invoice	04/16/2024	85183001APRIL24	0.00	67.01	
404-000-000-53180-4700	Utility Services		85183001APRIL24		67.01	
168450	RH2 ENGINEERING INC	04/26/2024	EFT	0.00	2,858.61	322
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
95727	Invoice	04/22/2024	SRTS CROSSWALK IMPROVEMENTS	0.00	2,858.61	
302-000-000-59561-6300	SIDEWALKS-Construction	22-SAFERTE2SCHOOL	SRTS CROSSWALK IMPROV		2,858.61	
183400	SCJ ALLIANCE- SHEA, CARR & JEWEL	04/26/2024	EFT	0.00	5,529.53	323
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
75871	Invoice	03/19/2024	23-000708 2025 COMP PLAN & EIS	0.00	2,026.03	
001-140-000-55870-4100	EDC-Professional Svcs/Ad		23-000708 2025 COMP PL		2,026.03	
76224	Invoice	04/15/2024	PAVEMENT CONDITION INDEX RATING& P	0.00	1,957.25	
001-000-000-54230-4100	Professional Services/Adv		PAVEMENT CONDITION IN		1,957.25	
76286	Invoice	04/18/2024	WALLACEKNEELAND/SH SPRG INTER ANA	0.00	1,546.25	
101-000-000-54230-4100	Professional Services/Adv	18-ACCESSIIB	WALLACEKNEELAND/SH SP		1,546.25	
VEN02470	SIMPLY CONTROLS	04/26/2024	EFT	0.00	979.20	324
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
002056	Invoice	04/15/2024	CUST# 0001151- TURBIDIMETER MOVE	0.00	979.20	
402-400-000-53580-4800	Repairs and Maintenance		CUST# 0001151- TURBIDI		979.20	
189670	THE SHOPPER	04/26/2024	EFT	0.00	825.68	325
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
60918	Invoice	04/19/2024	CHANGING METERS PRINTING	0.00	825.68	
411-000-000-59434-4100	Professional Services	21-AMR	CHANGING METERS PRINT		412.84	
412-000-000-59435-4101	Sewer-Capital Exp-Pro Svc	21-AMR	CHANGING METERS PRINT		412.84	
VEN02437	WALTER E NELSON CO OF WESTERN	04/26/2024	EFT	0.00	98.99	326
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
716411	Invoice	04/12/2024	CUST#12400- ROLL TOWELS, GLOVES	0.00	99.69	
001-140-000-55430-3100	Office and Operating - Ani		CUST#12400- ROLL TOWEL		99.69	
905098	Invoice	04/19/2024	CUST#12400- LINERS	0.00	47.45	
001-140-000-55430-3100	Office and Operating - Ani		CUST#12400- LINERS		47.45	
974537-1	Credit Memo	03/28/2024	CUST#12400 GLOVES	0.00	-48.15	
001-140-000-55430-3100	Office and Operating - Ani		CUST#12400 GLOVES		-48.15	
203900	WESMAR COMPANY, INC	04/26/2024	EFT	0.00	773.27	327
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
321047	Invoice	04/18/2024	CUST#31175 SODIUM HYPOCHLORITE	0.00	773.27	
401-000-000-53480-3104	Office and Operating-Chl		CUST#31175 SODIUM HYP		773.27	
002982	APP	04/26/2024	Regular	0.00	2,320.04	110583
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
24-075278	Invoice	04/17/2024	ACCT#AP7500158 FUEL	0.00	2,320.04	
503-250-000-58900-0001	Inventory-Gas		ACCT#AP7500158 FUEL		2,320.04	
002520	ARAMARK	04/26/2024	Regular	0.00	90.82	110584

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>5120444993</u>	Invoice	04/10/2024	ACCT#792105973- COVERALLS, MAT, TOW	0.00	47.89	
<u>402-400-000-53580-4900</u>		Miscellaneous		ACCT#792105973- COVER	47.89	
<u>5120449241</u>	Invoice	04/17/2024	CUST#792105972- COVERALLS, MAT, TOW	0.00	42.93	
<u>401-000-000-53480-4901</u>		Miscellaneous - Shop		CUST#792105972- COVER	42.93	
VEN02338	BHC CONSULTANTS LLC	04/26/2024	Regular	0.00	21,564.60	110585
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>20160</u>	Invoice	04/19/2024	WATER RESERVOIR STORAGE OPTION STU	0.00	11,067.50	
<u>401-000-000-53480-4100</u>		Professional Services/Adv		WATER RESERVOIR STORA	11,067.50	
<u>20162</u>	Invoice	04/19/2024	ANGLESIDE PZ IMPROVEMENTS DESIGN &	0.00	10,497.10	
<u>411-000-000-59434-4101</u>		Water Capital Exp-Prof Sv	23-UPPERANGLESIDEP	ANGLESIDE PZ IMPROVEM	10,497.10	
VEN02340	BLT SHELTON PONY, LLC	04/26/2024	Regular	0.00	1,579.22	110586
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>651597</u>	Invoice	04/11/2024	VIN#4818 PASSNGR AIR BAG/CONNECTR	0.00	1,579.22	
<u>001-118-000-52122-4805</u>		Repairs and Maintenance		VIN#4818 PASSNGR AIR BA	1,579.22	
024990	BRIDGESTONE RETAIL OPERATIONS,	04/26/2024	Regular	0.00	2,515.30	110587
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>176634</u>	Invoice	04/10/2024	TIRES/VIN#4232 BGG1906	0.00	931.10	
<u>001-118-000-52122-3110</u>		Office & Operating-Auto		TIRES/VIN#4232 BGG1906	931.10	
<u>176653</u>	Invoice	04/11/2024	TIRES/VIN#4232 BGG1906	0.00	1,584.20	
<u>001-118-000-52122-3110</u>		Office & Operating-Auto		TIRES/VIN#4232 BGG1906	1,584.20	
098000	BUILDERS FIRSTSOURCE	04/26/2024	Regular	0.00	111.84	110588
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>88883389</u>	Invoice	04/15/2024	ACCT# 671668- 60LB CONCRETE MIX	0.00	17.80	
<u>001-141-000-57680-3100</u>		Office and Operating		ACCT# 671668- 60LB CON	17.80	
<u>88894875</u>	Invoice	04/17/2024	ACCT#671668- TEST CAP 3"	0.00	7.06	
<u>404-000-000-53180-3100</u>		Office and Operating		ACCT#671668- TEST CAP 3	7.06	
<u>88897516</u>	Invoice	04/17/2024	ACCT#671668- QUICK SET CEMENT 20LBS	0.00	23.93	
<u>101-000-000-54230-3100</u>		Office and Operating		ACCT#671668- QUICK SET	23.93	
<u>88914872</u>	Invoice	04/22/2024	ACCT#671668 FLANGE SPIGOTS, COUPLIN	0.00	23.89	
<u>402-400-000-53580-3100</u>		Office and Operating		ACCT#671668 FLANGE SPI	23.89	
<u>88919532</u>	Invoice	04/22/2024	ACCT#671668 1 G PRO HIDE GOLD FLAT	0.00	39.16	
<u>101-000-000-54230-3100</u>		Office and Operating		ACCT#671668 1 G PRO HID	39.16	
006200	CARLTON INDUSTRIES, L.P.	04/26/2024	Regular	0.00	564.90	110589
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>484430 1</u>	Invoice	04/16/2024	CUST#6621825- CAUTION/DANGER TAPE	0.00	564.90	
<u>101-000-000-54230-3100</u>		Office and Operating		CUST#6621825- CAUTION/	282.45	
<u>401-000-000-53480-3100</u>		Office and Operating		CUST#6621825- CAUTION/	282.45	
VEN01281	CITY OF SHELTON - UTILITY BILLS/PE	04/26/2024	Regular	0.00	9,375.40	110590

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
APRIL2024	Invoice	04/22/2024	APRIL2024/CITY UTILITY BILL	0.00	9,375.40	
001-140-000-55430-4700		Utility Services-Animal Sh		APRIL2024/CITY UTILITY BI	731.64	
001-141-000-57680-4700		Utility Services-Park		APRIL2024/CITY UTILITY BI	90.56	
001-141-000-57680-4700		Utility Services-Park		APRIL2024/CITY UTILITY BI	345.56	
001-141-000-57680-4700		Utility Services-Park		APRIL2024/CITY UTILITY BI	13.32	
001-141-000-57680-4700		Utility Services-Park		APRIL2024/CITY UTILITY BI	312.31	
001-141-000-57680-4700		Utility Services-Park		APRIL2024/CITY UTILITY BI	504.36	
001-142-000-51890-4715		Utility Services-Civic Ctr		APRIL2024/CITY UTILITY BI	169.88	
001-142-000-51890-4715		Utility Services-Civic Ctr		APRIL2024/CITY UTILITY BI	771.78	
001-142-000-51890-4715		Utility Services-Civic Ctr		APRIL2024/CITY UTILITY BI	151.78	
001-142-000-57250-4700		Utility Services-Library		APRIL2024/CITY UTILITY BI	581.40	
001-142-000-57530-4700		Utility Services-Museum		APRIL2024/CITY UTILITY BI	131.74	
101-000-000-54265-4700		Utility Services		APRIL2024/CITY UTILITY BI	159.50	
401-000-000-53480-4700		Utility Services-Water		APRIL2024/CITY UTILITY BI	18.05	
401-000-000-53480-4700		Utility Services-Water		APRIL2024/CITY UTILITY BI	18.65	
401-000-000-53480-4700		Utility Services-Water		APRIL2024/CITY UTILITY BI	43.96	
401-000-000-53480-4700		Utility Services-Water		APRIL2024/CITY UTILITY BI	17.85	
401-000-000-53480-4700		Utility Services-Water		APRIL2024/CITY UTILITY BI	23.56	
401-000-000-53480-4700		Utility Services-Water		APRIL2024/CITY UTILITY BI	51.37	
401-000-000-53480-4701		Utility Services - Shop		APRIL2024/CITY UTILITY BI	130.08	
401-000-000-53480-4701		Utility Services - Shop		APRIL2024/CITY UTILITY BI	639.15	
401-000-000-53480-4701		Utility Services - Shop		APRIL2024/CITY UTILITY BI	178.98	
401-000-000-53480-4701		Utility Services - Shop		APRIL2024/CITY UTILITY BI	110.40	
401-000-000-53480-4701		Utility Services - Shop		APRIL2024/CITY UTILITY BI	117.80	
402-300-000-53580-4700		Utility Services-Sewer Ma		APRIL2024/CITY UTILITY BI	17.85	
402-400-000-53580-4700		Utility Services-Sewer Ma		APRIL2024/CITY UTILITY BI	29.59	
402-400-000-53580-4700		Utility Services-Sewer Ma		APRIL2024/CITY UTILITY BI	608.63	
402-400-000-53580-4700		Utility Services-Sewer Ma		APRIL2024/CITY UTILITY BI	2,206.42	
402-400-000-53580-4700		Utility Services-Sewer Ma		APRIL2024/CITY UTILITY BI	74.56	
402-400-000-53580-4700		Utility Services-Sewer Ma		APRIL2024/CITY UTILITY BI	29.59	
402-400-000-53580-4700		Utility Services-Sewer Ma		APRIL2024/CITY UTILITY BI	22.09	
402-500-000-53580-4700		Utility Services-Sewer Ma		APRIL2024/CITY UTILITY BI	47.30	
402-640-000-53580-4700		Utility Services-Sewer Sat		APRIL2024/CITY UTILITY BI	20.64	
402-640-000-53580-4700		Utility Services-Sewer Sat		APRIL2024/CITY UTILITY BI	576.94	
402-640-000-53580-4700		Utility Services-Sewer Sat		APRIL2024/CITY UTILITY BI	373.47	
404-000-000-53180-4700		Utility Services		APRIL2024/CITY UTILITY BI	54.64	
VEN01244	COOPER STUDIOS	04/26/2024	Regular	0.00	163.20	110591
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1040	Invoice	04/16/2024	HEADSHOT SPD MICAIAH MULLINS	0.00	163.20	
001-118-000-52122-4100		Patrol-Professional Servic		HEADSHOT SPD MICAIAH	163.20	
VEN01228	DAN PATTON	04/26/2024	Regular	0.00	119.10	110592
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
KCIRT BI-ANNUAL	Invoice	04/24/2024	KCIRT BI-ANNUALTRAINING	0.00	119.10	
001-118-000-52140-4301		Travel-PD Administration		KCIRT BI-ANNUALTRAININ	119.10	
009351	DELAGE LANDEN FINANCIAL SVCS	04/26/2024	Regular	0.00	1,832.14	110593
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
82275430	Invoice	03/23/2024	CONTRACT# 500-50265514	0.00	162.12	
402-700-000-59135-7001		Long Term Lease - Sewer		CONTRACT# 500-5026551	162.12	
82275434	Invoice	03/23/2024	CONTRACT# 500-50499914	0.00	162.12	
401-250-000-59134-7001		Long Term Lease - Water		CONTRACT# 500-5049991	162.12	
82281705	Invoice	03/23/2024	CONTRACT# 500-50492834	0.00	270.92	
001-111-000-59114-7001		Long Term Lease - Financ		CONTRACT# 500-5049283	162.55	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
001-130-000-59117-7001		Long Term Lease - Human	CONTRACT# 500-5049283		108.37	
82281706	Invoice	03/23/2024	CONTRACT #500-50499916	0.00	270.92	
001-115-000-59148-7001		Long Term Lease - PW Ad	CONTRACT #500-5049991		127.33	
001-120-000-59113-7001		Long Term Lease - Executi	CONTRACT #500-5049991		13.55	
001-140-000-59158-7001		Long Term Lease - Comm	CONTRACT #500-5049991		130.04	
82318837	Invoice	04/06/2024	CONTRACT#500-50411706	0.00	201.98	
001-118-000-59121-7001		Long Term Lease - Police	CONTRACT#500-50411706		201.98	
82402175	Invoice	04/13/2024	CONTRACT# 500-50265514	0.00	56.00	
401-250-000-59134-7001		Long Term Lease - Water	CONTRACT# 500-5026551		56.00	
82402177	Invoice	04/13/2024	CONTRACT# 500-50411706	0.00	83.15	
001-118-000-59121-7001		Long Term Lease - Police	CONTRACT# 500-5041170		83.15	
82421166	Invoice	04/20/2024	CONTRACT#500-50265514	0.00	170.23	
402-700-000-59135-7001		Long Term Lease - Sewer	CONTRACT#500-50265514		170.23	
82421180	Invoice	04/20/2024	CONTRACT#500-50499914	0.00	170.23	
401-250-000-59134-7001		Long Term Lease - Water	CONTRACT#500-50499914		170.23	
82429828	Invoice	04/20/2024	CONTRACT# 500-50492834	0.00	284.47	
001-111-000-59114-7001		Long Term Lease - Financ	CONTRACT# 500-5049283		170.68	
001-130-000-59117-7001		Long Term Lease - Human	CONTRACT# 500-5049283		113.79	
009650	DEPARTMENT OF RETIREMENT SYS1	04/26/2024	Regular	0.00	25.00	110594
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1610061	Invoice	03/29/2024	ACCT#000000861 OASI 2023	TAX YEAR	0.00	25.00
001-112-000-52360-4900		Miscellaneous		ACCT#000000861 OASI 20		25.00
009591	DEPT OF LABOR & INDUSTRIES	04/26/2024	Regular	0.00	418.60	110595
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
374156	Invoice	04/11/2024	BOILER/PRESSURE VESSEL INSPECTION 24		0.00	418.60
001-119-000-52250-4100		Professional Services/Adv		BOILER/PRESSURE VESSEL		59.80
001-140-000-55430-4100		Professional Services/Adv		BOILER/PRESSURE VESSEL		29.90
001-142-000-51890-4115		Professional Serv/Adverti		BOILER/PRESSURE VESSEL		59.80
001-142-000-57530-4100		Professional Services/Adv		BOILER/PRESSURE VESSEL		29.90
401-000-000-53480-4100		Professional Services/Adv		BOILER/PRESSURE VESSEL		89.70
402-400-000-53580-4100		Professional Services/Adv		BOILER/PRESSURE VESSEL		89.70
402-640-000-53580-4100		Professional Services/Adv		BOILER/PRESSURE VESSEL		59.80
009595	DEPT. OF LICENSING	04/26/2024	Regular	0.00	57.00	110596
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
SHP240015	Invoice	04/17/2024	SHP240015		0.00	18.00
657-000-000-58600-0007		Concealed Pistol Permits		SHP240015		18.00
SHP240019	Invoice	04/05/2024	SHP240019		0.00	18.00
657-000-000-58600-0007		Concealed Pistol Permits		SHP240019		18.00
SHP240021	Invoice	04/17/2024	SHP240021		0.00	21.00
657-000-000-58600-0007		Concealed Pistol Permits		SHP240021		21.00
VEN01863	ENRIQUE JERONIMO	04/26/2024	Regular	0.00	400.00	110597
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
DAMAGEDDEPOSIT	Invoice	08/01/2023	DAMAGEDDEPOSITREFUNDAUG23		0.00	400.00
657-000-000-386000002		Community Cntr Damage		DAMAGEDDEPOSITREFUND		400.00
VEN01612	GENSCO, INC.	04/26/2024	Regular	0.00	1,473.94	110598

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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	
<u>857853019</u>	Invoice	04/16/2024	ACCT#31310 PLEATED FILTER CITY SHOP	0.00	53.41	
<u>401-000-000-53480-3100</u>		Office and Operating		ACCT#31310 PLEATED FILT	53.41	
<u>857853022</u>	Invoice	04/16/2024	ACCT#31310 PLEATED FILTER ANIMAL SHE	0.00	43.33	
<u>001-140-000-55430-3100</u>		Office and Operating - Ani		ACCT#31310 PLEATED FILT	43.33	
<u>857853024</u>	Invoice	04/16/2024	ACCT#31310- PLEATED FILTER LIBRARY	0.00	260.00	
<u>001-142-000-57250-3100</u>		Office and Operating		ACCT#31310- PLEATED FIL	260.00	
<u>857853025</u>	Invoice	04/16/2024	ACCT#31310- PLEATED/CARBON FILTERS	0.00	256.13	
<u>402-400-000-53580-3100</u>		Office and Operating		ACCT#31310- PLEATED/CA	256.13	
<u>857853032</u>	Invoice	04/16/2024	ACCT#31310- PLEATED FILTERS CIVIC CEN	0.00	507.36	
<u>001-142-000-51890-3115</u>		Office and Operating-Civi		ACCT#31310- PLEATED FIL	507.36	
<u>857859524</u>	Invoice	04/17/2024	ACCT#31310 PLEATER FILTER FIRE STATIO	0.00	353.71	
<u>001-119-000-52250-3100</u>		Office and Operating		ACCT#31310 PLEATER FILT	353.71	
VEN02509	HOUSE BROTHERS CONST INC	04/26/2024	Regular	0.00	191.90	110599
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>239634</u>	Invoice	04/15/2024	425 W COTA PORTA RENTAL	0.00	191.90	
<u>001-142-000-51890-4515</u>		Operating Rentals-Civic Ct		ACCT#2309 425 W COTA	191.90	
VEN02425	HUMANE SOCIETY OF MASON COUN	04/26/2024	Regular	0.00	1,501.04	110600
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>2142346</u>	Invoice	02/06/2024	CHAMPION NEUTER, VACCINES, MICRO C	0.00	246.13	
<u>001-140-000-55430-4100</u>		Professional Services/Adv		CHAMPION NEUTER, VACC	246.13	
<u>2154764</u>	Invoice	03/21/2024	CLYDE- MEDICATION	0.00	21.70	
<u>001-140-000-55430-4100</u>		Professional Services/Adv		CLYDE- MEDICATION	21.70	
<u>2160294</u>	Invoice	04/10/2024	NEUTERS, VACCINES, MICROCHIPS	0.00	1,233.21	
<u>001-140-000-55430-4100</u>		Professional Services/Adv		NEUTERS, VACCINES, MICR	1,233.21	
VEN01343	ICONIX WATERWORKS (US) INC.	04/26/2024	Regular	0.00	652.99	110601
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>U2416012458</u>	Invoice	04/05/2024	CUST#CITSHE BASIN, LOCKING GRATE& FR	0.00	652.99	
<u>404-000-000-53180-3100</u>		Office and Operating		CUST#CITSHE BASIN, LOCK	652.99	
VEN02487	INSLEE, BEST, DOEZIE & RYDER, P.S.	04/26/2024	Regular	0.00	2,600.70	110602
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>414783</u>	Invoice	03/18/2024	CLIENT#370859 HEARING EXAMINER	0.00	2,600.70	
<u>001-140-000-55860-4100</u>		Professional Services/Adv		CLIENT#370859 HEARING	2,600.70	
064940	J & I POWER EQUIPMENT INC	04/26/2024	Regular	0.00	2,154.23	110603
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>764443</u>	Invoice	04/18/2024	CUST#15090-HOSECAMLOC,3" HONDATA	0.00	2,154.23	
<u>401-000-000-53480-3100</u>		Office and Operating		CUST#15090-HOSECAMLO	375.51	
<u>401-000-000-53480-3500</u>		Small Tools/Equipment		CUST#15090-HOSECAMLO	1,778.72	
077170	JUDICIAL CONF REGISTRAR	04/26/2024	Regular	0.00	285.00	110604
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>2024DISTRICT&M</u>	Invoice	04/22/2024	S.GREER 2024 JUDICIAL CONFERENCE	0.00	285.00	
<u>001-112-000-51251-4307</u>		Travel-Training		S.GREER 2024 JUDICIAL CO	285.00	
VEN02236	JUSTICE AV SOLUTIONS, INC.	04/26/2024	Regular	0.00	5,806.66	110605

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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	
<u>INV-528598</u>	Invoice	01/17/2024	ACCT#8890544-23 3 WIRELESS BNDRY MI	0.00	5,806.66	
<u>001-089-000-59411-6400</u>		Legislative Equipment		ACCT#8890544-23 3 WIRE	5,806.66	
108050	MASON COUNTY AUDITOR	04/26/2024	Regular	0.00	326.50	110606
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>195467</u>	Invoice	04/24/2024	MARCH 2024 RECORDING FEES	0.00	307.50	
<u>101-000-000-54261-4100</u>		STREETS-Sidewalks - Prof		MARCH 2024 RECORDING	307.50	
<u>196203</u>	Invoice	04/24/2024	MARCH 2024 RECORD FEES LIEN 405 EAS	0.00	19.00	
<u>001-140-000-52460-4100</u>		Professional Services - CO		MARCH 2024 RECORD FEE	19.00	
112000	MASON COUNTY SHERIFF DEPT	04/26/2024	Regular	0.00	757.29	110607
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>INMATE PRESCR</u>	Invoice	04/12/2024	INMATE PRESCRIPTIONS SEPT23-MAR24	0.00	757.29	
<u>001-123-000-52360-4100</u>		Prof Services-Prisoner Me		INMATE PRESCRIPTIONS S	757.29	
102002	MASON COUNTY SUPERIOR COURT	04/26/2024	Regular	0.00	356.35	110608
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>AGREED DISPOS</u>	Invoice	04/19/2024	AGREED DISPOSITION OF PROPERTY 20-1-	0.00	356.35	
<u>001-118-000-52140-4902</u>		Miscellaneous-Operation		AGREED DISPOSITION OF P	356.35	
113000	MASON COUNTY TREASURER	04/26/2024	Regular	0.00	28.76	110609
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>2024-0001</u>	Invoice	04/09/2024	2024QTR1 ILA MA CNTY JNT COMP PLAN	0.00	28.76	
<u>001-140-000-55870-4100</u>		EDC-Professional Svcs/Ad		2024QTR1 ILA MA CNTY JN	28.76	
114350	MASON GENERAL HOSPITAL	04/26/2024	Regular	0.00	51.70	110610
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>4003596660</u>	Invoice	04/12/2024	ROUTINE VENIPUNCTURE	0.00	51.70	
<u>001-123-000-52360-4100</u>		Prof Services-Prisoner Me		ROUTINE VENIPUNCTURE	51.70	
142300	NISQUALLY INDIAN TRIBE	04/26/2024	Regular	0.00	6,006.00	110611
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>39170</u>	Invoice	03/31/2024	INCARCERATION &BOOKING FEES MARCH	0.00	6,006.00	
<u>001-123-000-52360-4103</u>		Professional Services/Adv		INCARCERATION &BOOKIN	6,006.00	
VEN02545	NJROTC BOOSTER CLUB	04/26/2024	Regular	0.00	400.00	110612
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>DAMAGEDPREF</u>	Invoice	04/23/2024	DAMAGEDPREFUNDAPRIL24	0.00	400.00	
<u>657-000-000-386000002</u>		Community Cntr Damage		DAMAGEDPREFUNDAPRI	400.00	
VEN02312	ODP BUSINESS SOLUTIONS LLC	04/26/2024	Regular	0.00	172.28	110613
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>360897582001</u>	Invoice	04/08/2024	ACCT#28972108- OFFICE SUPPLIES	0.00	67.02	
<u>402-400-000-53580-3100</u>		Office and Operating		ACCT#28972108- OFFICE S	67.02	
<u>360901607001</u>	Invoice	04/03/2024	ACCT#28972108- MECHANICAL PENCIL ST	0.00	19.37	
<u>402-400-000-53580-3100</u>		Office and Operating		ACCT#28972108- MECHAN	19.37	
<u>360901611001</u>	Invoice	04/03/2024	ACCT#28972108- PLANNER	0.00	24.98	
<u>402-400-000-53580-3100</u>		Office and Operating		ACCT#28972108- PLANNE	24.98	
<u>361535841001</u>	Invoice	04/03/2024	ACCT#28972108- MISC SUPPLIES	0.00	60.91	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
401-000-000-53480-3100		Office and Operating	ACCT#28972108- MISC SU		60.91	
903752	O'REILLY AUTO PARTS	04/26/2024	Regular	0.00	364.75	110614
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
3718-128378	Invoice	04/17/2024	CUST#1371774- PIN,CLIP,WIPER MOTOR6	0.00	251.45	
503-000-000-54865-3101		Vehicle Supplies		CUST#1371774- PIN, CLIP,	35.21	
503-000-000-54865-3103		Vehicle Supp-EM&R Vehic		CUST#1371774- PIN, CLIP,	23.47	
503-000-000-54865-3104		Oper Supp-Parts-EM&R V		CUST#1371774- PIN, CLIP,	192.77	
3718-128380	Invoice	04/17/2024	CUST#13717747- CAR WASH, WASH PAD,	0.00	113.30	
101-000-000-54230-3100		Office and Operating		CUST#13717747- CAR WA	56.65	
401-000-000-53480-3100		Office and Operating		CUST#13717747- CAR WA	56.65	
VEN02543	OSCAR MATIAS	04/26/2024	Regular	0.00	6,047.56	110615
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
REFUNDINV-0000	Invoice	04/23/2024	REFUNDINV-00000508CANCELP	0.00	6,047.56	
001-000-000-322100000		Building Permits		REFUNDINV-00000508	859.50	
401-000-000-343400001		General Facility Charge -		REFUNDINV-00000508	1,865.06	
402-000-000-343500001		General Facility Charge - S		REFUNDINV-00000508	3,323.00	
903413	OSCAR VAZQUEZ	04/26/2024	Regular	0.00	140.00	110616
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INTERPRETATION	Invoice	04/18/2024	INTERPRETATION041724	0.00	140.00	
001-112-000-51251-4106		Interpreter Expenses		INTERPRETATION041724	140.00	
158295	PLATT	04/26/2024	Regular	0.00	393.17	110617
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5A16905	Invoice	04/11/2024	CUST#135465- 3 LATCH REPLACED	0.00	393.17	
101-000-000-54270-3100		Office and Operating		CUST#135465- 3 LATCH RE	393.17	
VEN02523	RAH INTERMEDIATE, LLC	04/26/2024	Regular	0.00	251.29	110618
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV238411	Invoice	04/10/2024	CUST#5381369- CONCENTRATE DISINFECT	0.00	251.29	
001-140-000-55430-3100		Office and Operating - Ani		CUST#5381369- CONCENT	251.29	
903584	RIGHT SYSTEMS	04/26/2024	Regular	0.00	12,002.82	110619
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
SI-186053	Invoice	04/03/2024	CUST#COS006- MANAGED SERVICES	0.00	12,002.82	
001-132-000-51888-4100		Data Processing-Prof Svcs		CUST#COS006- MANAGED	12,002.82	
172969	RWC GROUP	04/26/2024	Regular	0.00	296.19	110620
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
XA103097188 01	Invoice	04/22/2024	CUST#10900 TURN SIGNAL SWITCH/1991	0.00	296.19	
503-000-000-54865-3102		Oper Supplies-Parts		CUST#10900 TURN SIGNAL	296.19	
186450	SHELTON LOCK & KEY	04/26/2024	Regular	0.00	89.22	110621
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
7185	Invoice	04/15/2024	FIRE DEPT SVC CALL AND LABOR/ KEYBLA	0.00	89.22	
001-119-000-52250-4800		Repairs and Maintenance		FIRE DEPT SVC CALL AND L	89.22	
187000	SHELTON-MASON COUNTY JOURNA	04/26/2024	Regular	0.00	46.50	110622

Check Register

Packet: APPKT03098-APRIL 26, 2024 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	
<u>124021</u>	Invoice	04/11/2024	TRANSPORTATION RELATED DEVELOPMN	0.00	46.50	
<u>001-110-000-51160-4100</u>		Professional Services/Adv		TRANSPORTATION RELATE	46.50	
187000	SHELTON-MASON COUNTY JOURNA	04/26/2024	Regular	0.00	775.00	110623
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>123603</u>	Invoice	03/07/2024	SEPA PROCESS COMMENT PRD, MDNS OL	0.00	775.00	
<u>001-140-000-55860-4100</u>		Professional Services/Adv		SEPA PROCESS COMMENT	775.00	
190080	SIMPLOT PARTNERS	04/26/2024	Regular	0.00	48.09	110624
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>212126380</u>	Invoice	04/15/2024	CUST#98997- INSECTICIDE	0.00	48.09	
<u>001-142-000-51890-3115</u>		Office and Operating-Civi		CUST#98997- INSECTICIDE	48.09	
200235	TACOMA SCREW PRODUCTS INC	04/26/2024	Regular	0.00	31.50	110625
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>170104143-00</u>	Invoice	04/18/2024	CUST#103300-METRIC CAP SCREWS, WA	0.00	31.50	
<u>402-400-000-53580-3100</u>		Office and Operating		CUST#103300-METRIC CA	31.50	
VEN01650	THURSTON MASON BEHAVIORAL HI	04/26/2024	Regular	0.00	7,356.72	110626
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>INV102135</u>	Invoice	04/11/2024	CUST#C-0025 CRISIS MAR 2024	0.00	7,356.72	
<u>001-118-000-52122-4100</u>		Patrol-Professional Servic		CUST#C-0025 CRISIS MAR	7,356.72	
VEN02416	TIMECLOCK PLUS LLC	04/26/2024	Regular	0.00	1,370.88	110627
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>INV00333783</u>	Invoice	03/22/2024	CUST#SHE111-SCHEDULE ANYWHERE LIC	0.00	1,370.88	
<u>001-118-000-52122-4100</u>		Patrol-Professional Servic		CUST#SHE111-SCHEDULE	1,370.88	
201300	TOZIER BROS INC.	04/26/2024	Regular	0.00	564.01	110628
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>468954</u>	Invoice	03/26/2024	CUST#20090- 3GAL SPRAYER, FISK 2IN PW	0.00	81.90	
<u>101-000-000-54230-3100</u>		Office and Operating		CUST#20090- 3GAL SPRAY	81.90	
<u>468963</u>	Invoice	03/26/2024	CUST#20090- MISC SUPPLIES	0.00	78.21	
<u>402-640-000-53580-3100</u>		Office and Operating		CUST#20090- MISC SUPPLI	78.21	
<u>468977</u>	Invoice	03/27/2024	CUST#20090- GE WNDW&DR SEALANT	0.00	13.92	
<u>401-000-000-53480-3100</u>		Office and Operating		CUST#20090- GE WNDW&	13.92	
<u>469128</u>	Invoice	04/04/2024	ACCT# 20090- SHOVELS	0.00	91.67	
<u>404-000-000-53180-3100</u>		Office and Operating		ACCT# 20090- SHOVELS	91.67	
<u>469352</u>	Invoice	04/17/2024	CUST#20090- MOSS OUT ROOF GRANULE	0.00	71.78	
<u>401-000-000-53480-3100</u>		Office and Operating		CUST#20090- MOSS OUT R	71.78	
<u>469373</u>	Invoice	04/18/2024	CUST#20090- SUPPLIES FOR SHOP BATHR	0.00	95.84	
<u>401-000-000-53480-3101</u>		Office & Operating - Shop		CUST#20090- SUPPLIES FO	95.84	
<u>469378</u>	Invoice	04/18/2024	CUST#20090- PROPANE TANK	0.00	11.77	
<u>402-400-000-53580-3100</u>		Office and Operating		CUST#20090- PROPANE TA	11.77	
<u>469384</u>	Invoice	04/18/2024	CUST#20090- SHOP BATHROOM SUPPLIES	0.00	29.84	
<u>401-000-000-53480-3101</u>		Office & Operating - Shop		CUST#20090- SHOP BATHR	29.84	
<u>469423</u>	Invoice	04/22/2024	CUST#20090- NUTS, BOLTS, STRG SCRW H	0.00	13.65	
<u>401-000-000-53480-3100</u>		Office and Operating		CUST#20090- NUTS, BOLTS	13.65	
<u>469458</u>	Invoice	04/23/2024	CUST#20090- MISC SUPPLIES	0.00	73.82	

Check Register

Packet: APPKT03098-APRIL 26, 2024 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
001-142-000-51890-3115		Office and Operating-Civi	CUST#20090- MISC SUPPLI		73.82	
469467	Invoice	04/23/2024	CUST#20090- NUTS AND BOLTS	0.00	1.61	
001-141-000-57680-3100		Office and Operating	CUST#20090- NUTS AND B		1.61	
202990	WAPRO	04/26/2024	Regular	0.00	65.00	110629
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
WAPRO2024VIRT	Invoice	04/22/2024	2024 WAPRO SPRING CON S. CHILDERS	0.00	65.00	
001-118-000-52140-3100		Office and Operating-Trai	2024 WAPRO SPRING CON		65.00	
203780	WATER MGMNT LABORATORIES INC	04/26/2024	Regular	0.00	482.00	110630
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
219749	Invoice	04/12/2024	ACCT# AS201R- TESTS	0.00	482.00	
402-400-000-53580-4100		Professional Services/Adv	ACCT# AS201R- TESTS		482.00	
053987	WESTBAY NAPA AUTO PARTS	04/26/2024	Regular	0.00	636.20	110631
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
077680	Invoice	04/02/2024	ACCT#4296- MINIATURE BULBS	0.00	8.94	
001-140-000-55850-9301		Supplies-Auto Parts	ACCT#4296- MINIATURE B		8.94	
077696	Credit Memo	04/02/2024	ACCT#4296 CORE DEPOSITS/07058D	0.00	-108.80	
503-000-000-54865-3102		Oper Supplies-Parts	ACCT#4296 CORE DEPOSIT		-108.80	
079818	Invoice	04/17/2024	ACCT#4296- SYN GEAR OIL 75W90/19989	0.00	116.89	
503-000-000-54865-3102		Oper Supplies-Parts	ACCT#4296- SYN GEAR OIL		116.89	
079942	Invoice	04/18/2024	ACCT#4296 IGNITION COIL/19933D	0.00	52.68	
503-000-000-54865-3104		Oper Supp-Parts-EM&R V	ACCT#4296 IGNITION COIL		52.68	
080031	Invoice	04/18/2024	ACCT#4296-WIPER, LAMP/UNIT 79	0.00	44.73	
001-118-000-52122-3110		Office & Operating-Auto	ACCT#4296-WIPER, LAMP/		44.73	
080500	Invoice	04/22/2024	ACCT#4296 DIESEL EXHAUST	0.00	271.90	
503-000-000-54865-3101		Vehicle Supplies	ACCT#4296 DIESEL EXHAU		163.14	
503-000-000-54865-3103		Vehicle Supp-EM&R Vehic	ACCT#4296 DIESEL EXHAU		108.76	
080660	Invoice	04/23/2024	ACCT#4296- ENGINE ENAMEL ALP GRN	0.00	12.52	
101-000-000-54270-3100		Office and Operating	ACCT#4296- ENGINE ENA		12.52	
080712	Invoice	04/23/2024	ACCT#4296 RAIN X LATITUDE/67800D	0.00	29.35	
503-000-000-54865-3104		Oper Supp-Parts-EM&R V	ACCT#4296 RAIN X LATITU		29.35	
080719	Invoice	04/23/2024	ACCT#4296 STRP/PLIERS, CRIMP/SEAL KIT	0.00	70.24	
402-640-000-53580-3100		Office and Operating	ACCT#4296 STRP/PLIERS, C		70.24	
080764	Invoice	04/23/2024	ACCT#4296- ENGINE ENAMEL/ALP GRN	0.00	137.75	
101-000-000-54270-3100		Office and Operating	ACCT#4296- ENGINE ENA		137.75	
204068	WESTERN SYSTEMS	04/26/2024	Regular	0.00	5,943.99	110632
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0000061050	Invoice	04/18/2024	RAPID FLASHER ASSEMBLY 24-023	0.00	5,943.99	
101-000-000-54261-3100		Office and Operating	RAPID FLASHER ASSEMBLY		5,943.99	
VENO2139	ZEPPELIN SHIPPING & TECHNOLOGY	04/26/2024	Regular	0.00	54.80	110633
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
PACKAGEID#1211	Invoice	04/12/2024	WSP TOXICOLOGY LAB	0.00	13.32	
001-118-000-52122-4200		Communication	WSP TOXICOLOGY LAB		13.32	
PACKAGEID#1212	Invoice	04/17/2024	WSP CRIME LAB	0.00	13.81	
001-118-000-52122-4200		Communication	WSP CRIME LAB		13.81	
PACKAGEID#1213	Invoice	04/17/2024	WSP CRIME LAB, TOXICOLOGY LAB	0.00	27.67	
001-118-000-52122-4200		Communication	WSP CRIME LAB, TOXICOL		27.67	

Check Register

Packet: APPKT03098-APRIL 26, 2024 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
220000	ZUMAR INDUSTRIES INC	04/26/2024	Regular	0.00	141.17	110634
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
47175	Invoice	04/18/2024	CUST#260022- SPECIAL SHELTON PARKS SI	0.00	141.17	
001-142-000-51890-3115		Office and Operating-Civi		CUST#260022- SPECIAL SH	141.17	

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	103	52	0.00	101,003.36
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	45	15	0.00	48,283.82
Virtual Payments	0	0	0.00	0.00
	148	67	0.00	149,287.18

Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	4/2024	149,287.18
			149,287.18



CITY OF SHELTON, WASHINGTON - CITY COUNCIL

City Council Meeting Minutes
March 5, 2024 – 6:00 p.m.
Civic Center & Virtual Platform

COUNCILMEMBERS AND PERSONNEL

Councilmembers:

Mayor Eric Onisko
George Blush
Tom Gilmore
Miguel Gutierrez
Sharon Schirman
Melissa Stearns

Personnel:

City Manager Mark Ziegler
City Clerk Donna Nault
Capital Projects Manager Aaron Nix
Public Works Director Jay Harris
Parks & Recreation Supervisor Jordanne Krumpols
Senior Planner Jason Dose

CALL TO ORDER

Call to Order: 6:00 p.m.
Pledge of Allegiance: Mayor Onisko
Roll Call: City Clerk Nault – Absent: Deputy Mayor Joe Schmit

A motion was made by Councilmember Blush and seconded by Councilmember Gutierrez to excuse the absence of Deputy Mayor Schmit. Passed.

LATE CHANGES TO THE AGENDA

None

CITY COUNCIL REPORTS

None

CONSENT AGENDA

1. Vouchers numbered 110150 through 110185 and EFT payment numbers 185 through 196 in the total amount of \$94,839.67
2. Vouchers numbered 110191 through 110219 and EFT payment numbers 197 through 208 in the total amount of \$171,257.25

A motion was made by Councilmember Blush and seconded by Councilmember Gutierrez to approve the consent agenda as published. Passed.

PRESENTATIONS

1. Proclamation – American Red Cross Month

Mayor Onisko read the proclamation. Discussion followed.

BUSINESS AGENDA

1. Resolution No. 1320-0224 TIB Grant Acceptance for Olympic Hwy. N. Improvements – Presented by Capital Projects Manager Aaron Nix

Capital Projects Manager Nix presented information regarding the TIB grant acceptance for Olympic Hwy. N. improvements. Discussion followed. No public comment.

A motion was made by Councilmember Gutierrez and seconded by Councilmember Schirman to forward

Resolution No. 1320-0224 to the March 19, 2024 action agenda for further consideration. Passed.

ACTION AGENDA

1. Resolution No. 1311-0124 Pavement Condition Index (PCI) Study – Presented by Capital Projects Manager Aaron Nix

Capital Projects Manager Nix presented information regarding the pavement condition index study. No discussion. No public comment. City Clerk Nault provided a reading of Resolution No. 1311-0124.

A motion was made by Councilmember Gutierrez and seconded by Councilmember Blush to adopt Resolution No. 1311-0124 as presented. Passed.

2. Resolution No. 1315-0124 Storm Department Vehicle Purchase – Presented by Public Works Director Jay Harris

Public Works Director Harris presented information regarding a storm department vehicle purchase. No discussion. No public comment. City Clerk Nault provided a reading of Resolution No. 1315-0124.

A motion was made by Councilmember Gutierrez and seconded by Councilmember Blush to adopt Resolution No. 1315-0124 as presented. Passed.

3. Parks Advisory Board Appointment – Presented by Parks & Recreation Supervisor Jordanne Krumpols

Parks & Recreation Supervisor Krumpols presented information regarding the Parks Advisory Board appointment. Discussion followed. No public comment.

A motion was made by Councilmember Gutierrez and seconded by Councilmember Schirman to approve the appointment of Kathy McDowell to the Parks & Recreation Citizen Advisory Committee. Passed.

4. Meadows Edge Final Plat Approval – Presented by Senior Planner Jason Dose

Senior Planner Dose presented information regarding the Meadows Edge final plat approval. Discussion followed. No public comment.

A motion was made by Councilmember Gutierrez and seconded by Councilmember Schirman to authorize the City Manager to sign the final plat for the Meadows Edge subdivision. Passed.

5. Resolution No. 1318-0224 Mason County Garbage Rates - Presented by City Manager Mark Ziegler

City Manager Ziegler presented information regarding Mason County garbage rates. No discussion. No public comment. City Clerk Nault provided a reading of Resolution No. 1318-0224.

Resolution No. 1318-0224 did not receive a motion and was not adopted.

6. Resolution No. 1319-0224 MOU with Mason County for .09 Funds – Presented by City Manager Mark Ziegler

City Manager Ziegler presented information regarding the MOU with Mason County for .09 funds. No discussion. No public comment. City Clerk Nault provided a reading of Resolution No. 1319-0224.

A motion was made by Councilmember Schirman and seconded by Councilmember Blush to approve Resolution No. 1319-0224 as presented. Passed.

7. Designated Crisis Responder Contracts – Presented by City Manager Mark Ziegler

City Manager Ziegler presented information regarding the Designated Crisis Responder contracts. Discussion followed. No public comment.

A motion was made by Councilmember Gutierrez and seconded by Councilmember Stearns to waive the three-touch rule and approve the contracts with Thurston Mason Behavioral Health Administrative Services Organization and Olympic Health and Recovery Services for designated crisis responder services and authorize the City Manager to sign. Passed.

ADMINISTRATION REPORT

1. City Manager Report

- Welcome Kathy McDowell back to the Parks Advisory Board.
- The House and Senate just approved their budget which includes design funds for the Simpson Railroad trail project.
- CGI video updates for the City website

GENERAL PUBLIC COMMENT (3-minute time limit)

In-Person:

Dean Jewett

Zoom:

Colleen Carmichael

NEW ITEMS FOR DISCUSSION

None

ANNOUNCEMENT OF NEXT MEETING

Study Session – March 12, 2024 at 6:00 p.m.

City Council Meeting – March 19, 2024 at 6:00 p.m.

MEETING ADJOURN

Mayor Onisko adjourned the meeting at 6:33 p.m.

Mayor Eric Onisko

City Clerk Donna Nault



CITY OF SHELTON, WASHINGTON - CITY COUNCIL

Study Session Minutes
March 12, 2024 – 6:00 p.m.
Civic Center & Virtual Platform

COUNCILMEMBERS AND PERSONNEL

Councilmembers:

Mayor Eric Onisko
Deputy Mayor Joe Schmit
George Blush
Tom Gilmore
Miguel Gutierrez
Sharon Schirman
Melissa Stearns

Personnel:

City Manager Mark Ziegler
City Clerk Donna Nault
Public Works Director Jay Harris

CALL TO ORDER

Call to Order: 6:00 p.m.
Roll Call: City Clerk Nault – All Present

STUDY AGENDA

1. Emergency Preparedness Basics – Presented by Public Works Director Jay Harris

Public Works Director Harris presented information regarding emergency preparedness basics.
Discussion followed.

NEW ITEMS FOR DISCUSSION

None

ADJOURN

Mayor Onisko adjourned the meeting at 7:07 p.m.

Mayor Eric Onisko

City Clerk Donna Nault



CITY OF SHELTON, WASHINGTON - CITY COUNCIL

City Council Meeting Minutes
March 19, 2024 – 6:00 p.m.
Civic Center & Virtual Platform

COUNCILMEMBERS AND PERSONNEL

Councilmembers:

Mayor Eric Onisko
Deputy Mayor Joe Schmit
George Blush
Tom Gilmore
Miguel Gutierrez
Sharon Schirman
Melissa Stearns

Personnel:

City Manager Mark Ziegler
City Clerk Donna Nault
Finance Director Mike Githens
Parks & Recreation Supervisor Jordanne Krumpols
Capital Projects Manager Aaron Nix

Guest – Liz Arbaugh – Mason County Historical Society

CALL TO ORDER

Call to Order: 6:00 p.m.
Pledge of Allegiance: Mayor Onisko
Roll Call: City Clerk Nault – All Present

LATE CHANGES TO THE AGENDA

Liz Arbaugh – Executive Director of Mason County Historical Society to be added to Presentations.

CITY COUNCIL REPORTS

None

CONSENT AGENDA

1. Vouchers numbered 110227 through 110260 and EFT payment numbers 209 through 214 in the total amount of \$334,017.06
2. Vouchers numbered 110280 through 110316 and EFT payment numbers 215 through 225 in the total amount of \$683,534.39

A motion was made by Councilmember Gutierrez and seconded by Councilmember Blush to approve the consent agenda as published. Passed.

PRESENTATIONS

1. Washington State Heritage Grant – Presented by Liz Arbaugh

Executive Director Arbaugh presented information regarding a Washington State Heritage Grant to build archival-quality storage. Discussion followed.

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

Finance Director Githens presented an overview of the financial reports through the month of January. Discussion followed.

BUSINESS AGENDA

1. Resolution No. 1322-0324 Library Deck Grant Acceptance – Presented by Parks & Recreation Supervisor Jordanne Krumpols

Parks & Recreation Supervisor Krumpols presented information regarding accepting grant funds for the library deck. Discussion followed. No public comment.

A motion was made by Councilmember Gutierrez and seconded by Councilmember Blush to forward Resolution No. 1322-0324 to the April 2, 2024 action agenda for further consideration. Passed.

Mayor Onisko recessed the regular meeting and opened a public hearing.

2. Public Hearing Ordinance No. 2020-0224 Frontage Improvement Charge & Transportation Impact Fees Code Updates – Presented by ~~Public Works Director Jay Harris~~ Capital Projects Manager Aaron Nix

Capital Projects Manager Nix presented information regarding frontage improvement charges and transportation impact fees. Discussion followed. Public Testimony: Dean Jewett. City Clerk Nault provided a reading of Ordinance No. 2020-0224.

A motion was made by Councilmember Gutierrez and seconded by Councilmember Stearns to forward Ordinance No. 2020-0224 to the April 2, 2024 action agenda for further consideration. Passed.

Mayor Onisko closed the public hearing and resumed the regular meeting.

3. Resolution No. 1321-0224 ADA Transition Plan Contract – Presented by Capital Projects Manager Aaron Nix

Capital Projects Manager Nix presented information regarding a contract for ADA transitions. Discussion followed. No public comment.

A motion was made by Councilmember Gutierrez and was seconded by Councilmember Blush to forward Resolution No. 1321-0224 to the April 2, 2024 action agenda for further consideration. Passed.

4. Resolution No. 1323-0324 Amendment #2-Safe Routes to School Crossing Improvement Project– Presented by Capital Projects Manager Aaron Nix

Capital Projects Manager Nix presented information regarding an amendment to the Safe Routes to School project. Discussion followed. No public comment.

A motion was made by Councilmember Gutierrez and seconded by Councilmember Blush to forward Resolution No. 1323-0324 to the April 2, 2024 action agenda for further consideration. Passed.

5. Resolution No. 1324-0324 Approve Angleside Grant Agreement – Presented by Capital Projects Manager Aaron Nix

Capital Projects Manager Nix presented information regarding the grant agreement for the Angleside project. Discussion followed. No public comment.

A motion was made by Councilmember Gutierrez and seconded by Councilmember Gilmore to forward Resolution No. 1324-0324 to the April 2, 2024 action agenda for further consideration. Passed.

ACTION AGENDA

1. Resolution No. 1320-0224 TIB Grant Acceptance for Olympic Hwy. N. Improvements – Presented by Capital Projects Manager Aaron Nix

Capital Projects Manager Nix presented information regarding accepting grant funds for improvements to Olympic Hwy. N. Discussion followed. No public comment. City Clerk Nault provided a reading of Resolution No. 1320-0224.

A motion was made by Councilmember Gutierrez and seconded by Councilmember Schirman to adopt Resolution No. 1320-0224 as presented. Passed.

ADMINISTRATION REPORT

1. City Manager Report:
 - City crews and parks staff are gearing up for spring time

GENERAL PUBLIC COMMENT (3-minute time limit)

In-Person:

Jackie Jewett
Dean Jewett

Zoom:

Colleen Carmichael

NEW ITEMS FOR DISCUSSION

None

ANNOUNCEMENT OF NEXT MEETING

Study Session – March 26, 2024 is cancelled
City Council Meeting – April 2, 2024 at 6:00 p.m.

MEETING ADJOURN

Mayor Onisko adjourned the meeting at 6:57 p.m.

Mayor Eric Onisko

City Clerk Donna Nault



City of Shelton
National Public Works Week Proclamation

May 19 – 25, 2024

“Advancing Quality of Life For All”

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life, and well-being of the people of Shelton; and,

WHEREAS, these infrastructures, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in Shelton to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works, first responders and public works programs in their respective communities; and,

WHEREAS, the year 2024 marks the 64th annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now,

RESOLVED, I, Mayor Eric Onisko, do hereby designate the week of May 19 – 25, 2024 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protect our national health, safety, and quality of life.

SIGNED this 7th day of May 2024, in Shelton, Washington.

Eric Onisko, Mayor



2023 Annual Report

Washington State Accredited Police Department



MISSION STATEMENT

Our mission is to provide excellent service and protection through leadership and partnership with the community. Protecting the community is at the core of what we do, but we also provide a variety of traditional and non-traditional services. We will accomplish our mission by being leaders in the community and working hand-in-hand with the public to make Shelton a great place to live.

LOYALTY - BE FAITHFUL TO THE LAW, COMMUNITY, EACH OTHER, AND OUR FAMILIES

We will be faithful to the United States Constitution and laws of Washington, the public trust and the community we serve, the Shelton Police Department, our fellow officers, and our families.

DUTY - FULFILL OUR OBLIGATIONS

We will strive to fulfill our duty to the best of our abilities. We will conduct ourselves with self-discipline, professionalism and confidence. We will exercise self-restraint and objectivity in the face of emotions and extreme circumstances. We will always work towards excellence through constant self-improvement.

RESPECT - TREAT OTHERS AS THEY SHOULD BE TREATED

We will treat everyone as we would want to be treated, even in negative situations. We will be courteous and respectful in our dealings with each other and the public. We will provide fair access, whenever possible, to information that people require to make decisions about their lives.

SERVICE - PUT OTHERS BEFORE OURSELVES

We will put the welfare of others before our own interests. We will do our job with caring and compassion. We will foster teamwork, both within our department and with other agencies.

HONOR - LIVE UP TO ALL OF OUR VALUES

We will lead honorable lives both on and off-duty. This honor will be the source of our leadership and pride.

INTEGRITY - DO THE RIGHT THING

We will consistently do what is right, legally and morally. We will communicate with honesty and candor. We will earn the trust of the community and each other.

PERSONAL COURAGE - CONQUER FEAR, DANGER, AND ADVERSITY

We will recognize our fears and put them aside to do what is necessary. We understand that one needs both moral and physical courage.

K-9

POLICE
SHELTON

Chief's Message



Shelton Police Department
525 W Cota St
Shelton, WA 98584
(360) 432-5145

Hello Shelton community members!

2023 was a year of success and change for the Shelton Police Department. One of our best successes as a department last year was our four-year re-accreditation with the Washington Association of Sheriffs and Police Chiefs (WASPC). This is a comprehensive review of our internal policies, procedures, and practices over 145 standards that are set by WASPC. The standards include a variety of topics to include, but not limited to, training, records and evidence management, hiring practices, and complaint investigations. With this success we show that we are conforming to the best law enforcement practices. This is a team achievement, as this accomplishment cannot be obtained or retained without the involvement and dedication of everyone within this organization.

Several sworn personnel either retired or moved on to other agencies, including Chief Carole Beason, who retired in November of 2023. With that comes new officers and leadership within the department. Succession planning came into full effect as there were two potential administrative leadership roles available if the city chose to promote within the department. Chief Darrin Moody and Chief Carole Beason were exceptional at preparing the department and personnel over the last several years in anticipation of this possibility. They both provided mentorship, training, and work experience to all levels in the police department to help assist with the succession plan. I am grateful to them both for their leadership and commitment to the future of the department and personnel. With that I am proud that we had a smooth transition in November of 2023 wherein I was appointed to the Police Chief position and in turn Administrative Sergeant, Daniel Patton, was promoted to Police Captain. Captain Patton and I are continuing succession planning for the department that will not only benefit the department members but the community.

I have many goals for the Shelton Police department in 2024. On the forefront is to improve community relations with the development of community programs and implementation of technology that will help maximize not only the communication from the police department out to the community, but also the community into the police department. It is the mission of the Shelton Police Department to, "provide excellent service and protection through leadership and partnership with our community". I have begun, and will continue, to reach out to community members, groups, and attend community events to open lines of communication and collaborate the needs and desires of the Shelton community.

Thank-you for your support,

Chief Chris Kostad
Shelton Police Department



Chief of Police: Chris Kostad

Address: 525 W Cota St, Shelton, WA 98584

Business Office: (360)432-5145

Non-Emergency: (360)426-4441

Emergency: 911

Website: <https://sheltonwa.gov/government/departments/police/index.php>

Chief of Police
Chris Kostad

Captain Patton

Records/Evidence

Sgt. Moran
Fleet/Equipment

Sgt. Downs
K9/FTO

Detectives
Belleville/Gettle

Sgt. Diaz
Firearms

Sgt. DeRoche
Training

Dayshift Patrol

Dayshift Patrol

Nightshift Patrol

Nightshift Patrol

2023 Patrol

	<u>2023</u>	<u>2022</u>	<u>2021</u>
Calls for Service	13,212	12,070	11,064
Reports Written	1,654	1,695	1,520
911 Calls	301	246	275
Reports to Det	321	251	224
Arrest Reports	520	578	504
Average Calls Per Day	36	33	30

February 2023 Officer Whitley responded to a suspicious call for service and located a male victim with multiple gunshot wounds. Officer Whitley's quick response, recognition of the severity of the injuries, immediate actions and effective triage of the gunshot wounds resulted directly in saving the victim's life. The suspect was arrested and booked into the Mason County Jail.

December 2023 Officer Portillo arrived to parking lot located a subject who had overdosed, she was unresponsive and appeared to be deceased. Officer Portillo administered Narcan and started other life saving efforts until medics arrived.

2023, the Shelton Police Department became a participant with Washington State's Target Zero Plan to reduce traffic fatalities and serious injuries from traffic accidents, leading up to a goal of zero fatalities by 2030. Officer Ford coordinated Shelton Police Department's involvement in the plan. The plan funds high visibility enforcement from the Shelton Police Department on our local highways and roadways in conjunction with other local law enforcement agencies.



2023 Traffic Accident Statistics

	<u>2023</u>	<u>2022</u>	<u>2021</u>
Accident Reports Written	292	278	272
Injury Accidents	62	73	53
Pedestrians Injured	5	7	6
Pedal-Cyclist Injured	4	4	3
DUI Accidents	13	15	9
Fatalities	3	3	0
Hit & Run	62	77	41

Traffic Citations	<u>2023</u>	<u>2022</u>	<u>2021</u>
Criminal Citations	85	125	126
Infractions	131	113	109
Traffic Complaints	364	407	525

Citation Revenue:		
City Share	County Share	State Share
\$64,518.94	\$739.95	\$43,345.50



Detectives

	<u>2023</u>	<u>2022</u>	<u>2021</u>
Cases	321	251	228
Arson	1	2	0
Burglary	30	41	14
Fraud/Forgery	22	22	33
Homicide	3	3	1
Sexual Assaults	44	31	35
Other	221	152	96

Noteworthy Events

May 2023 detectives investigated an embezzlement case where over \$500,000.00 was stolen. The suspect was arrested and is currently awaiting trial.

August 2023 Vancouver Police Department ICAC (Internet Crimes Against Children) partnered with the Shelton Police Department to arrest a suspect who groomed and eventually sexually assault a child whom he met on a video gaming site. In 2024 he pled guilty and was sentenced to 10 years in prison.

September 2023 detectives responded to a homicide in downtown Shelton. The suspect was identified by the witnesses, but fled the scene. The suspect and accomplices were later located and taken into custody. The suspect and one accomplice are awaiting trial, the other accomplice has pled guilty.



K-9s Lex and Valor along with their handlers Sgt. Diaz and Sgt. Downs have completed several hundred hours of training. This ongoing training was conducted to remain proficient in obedience, scent tracking, building and article searches and apprehension.

The K9 Unit would like to thank Vested Interest K9 for its generous donation of a stab and bullet resistant vest to K9 Valor. Vested Interest K9 (vik9s.org) is a 501c3 charitable organization that's mission is to provide K9s with bullet/stab protective vests & assistance for law enforcement K9's in the U.S.

The success of this program would not be possible without the continued support and donations from the public, as the teams are funded purely by public donations.

25 Deployments		11 Apprehensions	
3 DV Assaults	5 Assaults	5 Warrants	1 Arson
6 Burglaries	2 Pursuits	1 Theft	2 Court Order Violations



K9 Officer Lex

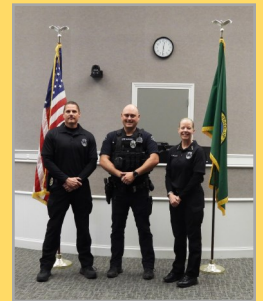


K9 Officer Valor



New Hire:

May 2023 Officer Blaylock was hired as a Lateral Officer. Officer Blaylock began his career as a Reserve Police Officer with the Shelton Police Department in 2010. He was an Officer with the Squaxin Island Police Department.



New Hire:

August 2023 Officer Houston was hired as an entry level police officer. He hails from a family deeply rooted in law enforcement, his brothers serve as troopers with Washington State Patrol and Tennessee State Patrol. He began his training with the Criminal Justice Training Academy in October undergoing more than 720 hours of training, he is due to graduate in February 2024.



New Hire:

December 2023 Officer Mullins was hired as an entry level police officer. He is a graduate of Eastern Oregon University, he has a passion for hunting and fixing automobiles. He began his training with the Criminal Justice Training Academy in December undergoing more than 720 hours of training, he is due to graduate in April 2024.

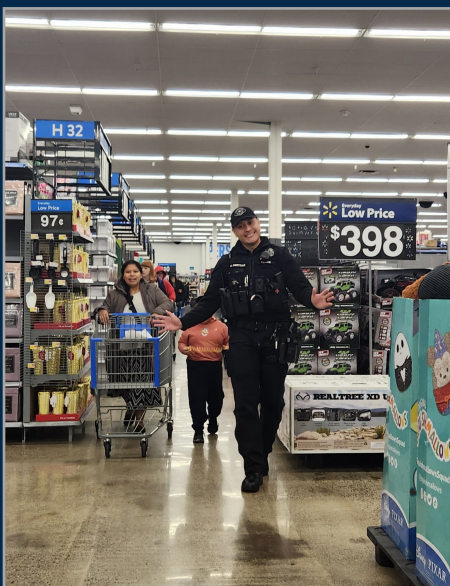




Officer of the Year:

Cpl. Portillo, is an 11-year law Enforcement Veteran and began his career in the state of Nevada. May of 2021, Corporal Portillo was hired by the Shelton Police Department and has subsequently filled the positions of: Patrol Officer, Officer in Charge, Field Training Officer, Detective and Less-than Lethal Weapons Instructor.

Corporal Portillo statistically was a top performer in 2023 and is described as professional, dependable and a pleasure to work with by his supervisors and peers. In 2023, there were several assaults and homicides within the Shelton area that related to our Guatemalan community. Due to Corporal Portillo being bilingual and familiar with Guatemalan customs and culture he was able to contact, integrate, and interview members of the Guatemalan community, developing relationships, and mutual trust. Corporal Portillo actions greatly assisted multiple felony investigations.





Promotions

Sergeant



Sgt Diaz, was promoted to Sergeant, he began his career in 2015 when he attended the Shelton Police Department Reserve Academy. In 2016 he graduated from the Criminal Justice Training Academy and was appointed as a commissioned officer. He is a K9 Handler, Lead Firearms Instructor, Field Training Instructor/Officer and Red Dot Instructor. He was born in Mexico, lived in California since he was 3 years old. He joined the United States Marines and proudly served 8-years, he is an Operation Enduring Freedom Combat Veteran. He has an associate degree in criminal justice, and is scheduled to graduate from the University of Phoenix with a bachelor's degree in Management in June 2024.

Detectives



Michael Gettle was assigned from patrol to detectives in April of 2023. He was awarded a training scholarship to attend the 2023 Northwest Regional "Internet Crimes Against Children" (ICAC) Conference in the fall of 2023. Through his dedication to investigating crimes against children, Detective Gettle has solidified working relationships with various law enforcement agencies across Washington State. He was instrumental in the ground work of making the Shelton Police Department an affiliate of ICAC, which has brought investigative assistance to Shelton from ICAC experts and additional training opportunities.



Chief of Police

Chief Chris Kostad began his career with the Shelton Police Department in 2006. He has held the positions of Officer, Field Training Officer, Detective, Corporal, Sergeant, Lieutenant and Captain. As Captain he managed the Department's daily operations to include hiring, staffing, training, he is a thoughtful goal-setter and true professional. What makes him a great fit for the position of Chief is his knowledge and experience combined with his commitment to implementing best practices.

Captain

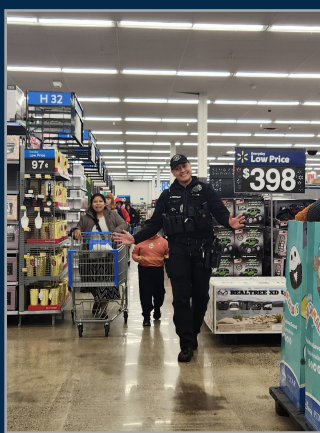
Captain Daniel Patton began his career with the Shelton Police Department in 2007. In 2023 he attended the FBI National Academy for a 10-week program in Quantico, Virginia. Coursework includes intelligence theory, terrorism, management science, communication, forensic science and officer wellness. Participation is by invitation only through a nomination process. Captain Patton was one of sixteen Washington State law enforcement officers to attend the FBI National Academy in 2023 among the more than 10,000 current law enforcement officers in Washington State. Captain Patton has held the positions of Officer, Detective, Corporal and Sergeant.



Shop with a Hero

The Shelton Police Department partnered with Walmart, Mason County Sheriff's Office, Washington State Patrol and Central Mason Fire to provide a Christmas shopping opportunity for kids in need, 27 children shopped with an officer. The children are given a set amount of money, they mainly buy presents for their family members rather than themselves. The partnership with Walmart is amazing and they generously donated all the money for these purchases.

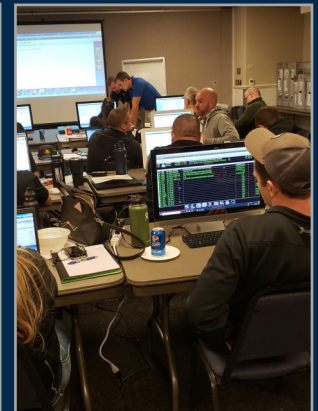
Shopping with officers help build a positive relationship between law enforcement and children. This creates a positive experience and memories for both the children and officers.





Training

The Shelton Police Department attended over 2,875 hours of training. All officers must complete no less than 24 hours of in-service training. In 2023 officers received well over 48 hours of training, some received over 100 hours of training.





Administration Division

The Shelton Police Department's Administration Division is responsible for the overall function of the department. They are dedicated to providing the highest quality service and continually assesses our department and community's needs.

2023 The Shelton Police Department successfully completed a rigorous accreditation program. This program certifies the Shelton Police Department is operating under the best practices and standards for law enforcement.



Chief Carole Beason

1/16/21 - 11/1/24



Chief Chris Kostad

11/2/24 - Present



Captain Dan Patton



Professional Standards

The Administration Division maintains the professional standards policies and procedures. These are the guidelines for officers to carry out the mission of the Shelton Police Department.

14 Use of Force Incidents:

Aggravating Factors:

Intoxication-5

Mental Health-2

Bias—Based Policing:

Females-2 Males-12

White-11 African American-2 Hispanic-1

Type of Force

Physical controls-8

Taser (aimed)-1

Taser (air)-1

Leg restraints-1

Taser (contact)-1

K9 deployment w/contact-2

All use of force reports are reviewed by use of force Supervisor Trained Employees. The reports are then approved by the Captain.

Citations Issued Bias-Based Policing:

Race	Criminal Traffic Citations		Traffic Infractions	
	# by race	% by race	# by race	% by race
White	46	54.1%	64	48.8%
Black	0	0%	0	0
Hispanic	34	40%	58	44.2%
Asian	0	0	3	2.2%
Native American	3	3.5%	4	3.1%
Unknown	<u>2</u>	2.4%	<u>2</u>	1.5%
TOTAL	85		131	



Pursuits:

Pursuit Statistics	<u>2023</u>	<u>2022</u>	<u>2021</u>
Total Number of Pursuits/eluding	1	2	4
Day Pursuits	0	0	0
Night Pursuits	1	2	4
Pursuits Stopped by Suspect	0	1	0
Pursuits Discontinued by Officer	1	0	2
Pursuits Terminated by Collision	1	1	2
Spike Strip	0	0	0

The total number of pursuits for 2023 has reduced 50% in comparison to the previous year and the pursuit was within the policy as compared to 2022. This indicates previous pursuit training has been successful in understanding the current pursuit laws, policies and procedures by the officers.

Pursuit training is conducted in the classroom, at the driving range and with daily bulletins to reinforce our pursuit policy.

1 Officer Complaint:

A citizen complained about officer enforcing parking regulations in an alley, the disposition was Unfounded.



Designated Crisis Responder

The Shelton Police Department has partnered with Olympic Health and Recovery Services, Designated Crisis Responder (DCR) Jim Clark. Jim responds to calls involving individuals experiencing mental health complications. Officers and Jim work together to get the proper help and assistance the person in crises may need rather than just taking them to jail.

DCR provides mental health support, in a variety of ways to include crisis mitigation, conflict resolution, de-escalation of individuals and detention of a person determined to be imminent risk due to mental health or substance abuse.

Encounters can range from phone call, in person contact to crisis declination. DCRs have a network of working relationships with treatment providers, housing providers, veterans services and other social providers to help individuals contacted by law enforcement. 2023 DCR has conducted over 350 crises responses.

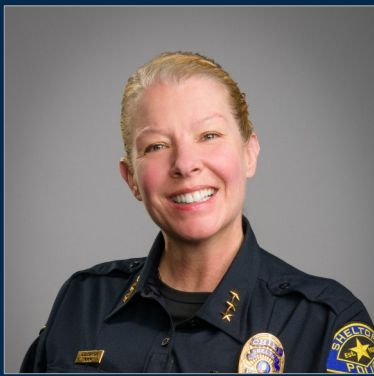
Community Oriented Policing

Sgt. Diaz & Cpl. Portillo met with the Hispanic church leaders from St Edward's Church. They had a roundtable discussion about issues affecting the Guatemalan population, strategies and solutions in building trust within the Guatemalan Hispanic community. The Officers visited the church on numerous occasions for community oriented events.





Chief Carole Beason retired from the Shelton Police Department November 2023. She became Shelton's first female police chief in 2021. While as Chief, she was a trainer with 21st Century Policing and Gold Training. She started her career in 1996 with the San Diego Police Department. She was a law enforcement officer with San Diego Police Department and retired after 25 years as a Lieutenant, she lead the sex crimes unit, child abuse unit, internet crimes against children task force and the sex registrant unit.



Officer Warren Ohlson retired after dedicating 20 years with the Shelton Police Department. Warren was a firearms instructor, training officer with the reserve academy and has been a staple with the Police Department since 2002, his knowledge, calm demeanor, willingness to help anyone and his stories will be missed.





Records

The Records Division is staffed with two full time Records/Evidence Clerks. Some primary goals are: responding to public records requests, maintaining compliance with Washington State Archives and assisting citizens, prosecuting attorneys and officers.

	<u>2023</u>	<u>2022</u>	<u>2021</u>
Concealed Pistol Licenses	50	56	66
Daily Reports	13,212	12,070	11,064
Public Record Requests	1,196	1,000	1,031
Tours	5	1	2

Evidence

The Property and Evidence Division is managed by the two full time Records/Evidence Clerks. They are responsible to securely hold all valuable pieces of evidence collected at crime scenes, items of found property and safekeeping.

	<u>2023</u>	<u>2022</u>	<u>2021</u>
Forfeited Money	\$1,208.00	\$1,024.53	.00
Items in Evidence	3,320	2,828	2,832
Items Auctioned/Destroyed/Returned	600	741	931
Unclaimed Money	\$842.10	\$173.00	\$359.09



Group A Offenses

Group A offenses include statistical data on the incident, all offenses committed during the incident, all property involved, weapons involved, the victim, offender demographics, arrest information and clearance status.

Group B Offenses

Only arrest data is collected on Group B Offenses. Bad checks, curfew/loitering/vagrancy, disorderly conduct, Driving Under Influence, drunkenness, non-violent family offenses, liquor law violations, peeping tom, trespass and all other non-traffic offenses.

Group A Crimes Against Persons

	<u>2023</u>	<u>2022</u>	<u>2021</u>
Murder	3	3	1
Manslaughter	0	0	0
Rape	23	14	13
Sodomy	1	0	0
Fondling	20	21	27
Incest	0	1	0
Statutory Rape	2	3	0
Aggravated Assault	45	35	38
Simple Assault	134	133	117
Intimidation	2	1	8
Unlawful Imprisonment	3	5	5
Violation of No Contact Order	<u>51</u>	<u>46</u>	<u>39</u>
TOTAL	284	264	248



Group A Crimes Against Property

	<u>2023</u>	<u>2022</u>	<u>2021</u>
Robbery	10	14	3
Burglary	54	74	35
Theft/Larceny	202	254	317
Motor Vehicle Theft	48	57	44
Arson	5	3	1
Vandalism	107	101	137
Counterfeit/Forgery	10	17	15
Extortion	3	1	0
Fraud/Embezzlement	24	22	25
Stolen Property	<u>3</u>	<u>5</u>	<u>3</u>
Total	466	548	580

Group A Crimes Against Society

	<u>2023</u>	<u>2022</u>	<u>2021</u>
Animal Cruelty	0	0	0
Drugs/Narcotics	16	9	9
Drug Paraphernalia	2	6	9
Pornography	2	2	1
Weapon Offenses	<u>14</u>	<u>12</u>	<u>8</u>
Total	34	29	27



Group A Arrests

<u>Offense</u>	<u>Arrested</u>	<u>Offense</u>	<u>Arrested</u>
Murder	2	Burglary	8
Unlawful Imprisonment	1	Theft	43
Rape	1	ID Theft	1
Fondling	1	Stolen Property	1
Robbery	6	Vandalism	19
Aggravated Assault	26	Drugs/Drug Paraphernalia	12
Simple Assault	65	No Contact Violation	13
Arson	1	Weapon Violation	4

Group B Arrest Offenses

	<u>2023</u>	<u>2022</u>	<u>2021</u>
Bad Checks	0	0	0
Disorderly Conduct	16	9	17
DUI	23	46	36
Liquor Law Violations	3	1	3
Trespass	41	43	27
All Other Offenses	<u>107</u>	<u>122</u>	<u>102</u>
Total	192	221	185
Group B Adults Arrested	187	210	185
Group B Juveniles Arrested	5	11	6



Shelton Police Department 1923—2023

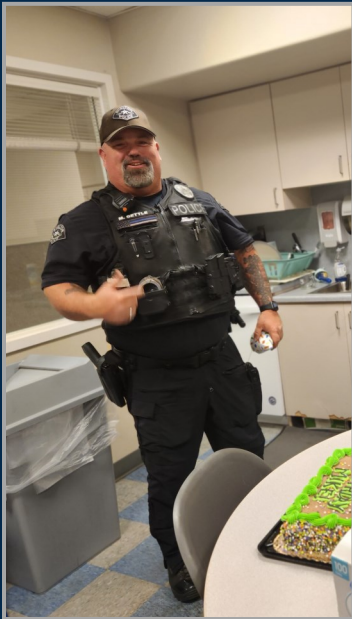
Chief John “Jack” Burke	4/1923 - 5/1938
Chief Ray Starwich	6/1938 - 12/1942
Chief Andrew Hansen	1/1943 - 8/1945
Chief Paul Hugley	9/1945 - 12/1946
Chief Edward W White	1/1947 (resigned before taking office)
Chief Claude Havens	1/1947 -3/1949
Chief Paul B Hinton	4/1949 - 4/1964
Acting Chief Frank Rains	5/1965 - 7/1965
Chief Richard Camper	7/1965 - 7/1966
Chief Frank Rains	8/1966 - 12/1984
Chief Delbert D McNeal	1/1985 - 6/1987
Interim Chief Al Johnson	7/1987 - 10/1987
Chief S.R. “Johnny” Johnston	11/1987 - 3/2000
Interim Chief Bob Holter	3/2000 - 4/2001
Chief Terry Davenport	4/2001 - 3/2011
Chief Dave Eklund	4/2011 - 5/2014
Interim Chief Les Watson	5/2014 - 11/2014
Chief Darrin Moody	11/2014 - 1/2021
Chief Carole Beason	1/2021 - 11/2023
Chief Chris Kostad	11/2023 - Present





Year at a Glance

Chief of Police 1/1/23-11/1/23	Carole Beason
Chief of Police 11/1/23—12/31/23	Chris Kostad
Budget	\$3,736,337.00
Personnel	18 Commissioned Officers 2 Civilian Employees
Calls for Service	13,212
Case Reports Generated	1,654
911 Calls for Service	301
Officer Rate per 1,000 Population	1.73
Population	10,420
Land Area	6.11 Square Miles
15 Years of Service	Sgt. Moran
5 years of Service	Sgt. DeRoche
1 Lateral Hire	Officer Blaylock
2 Entry Level Hires	Officers Houston & Mullins





City of Shelton

Transportation Benefit District

2023 Annual Report

Reporting Requirements

RCW 36.73.160 (2) – A district shall issue an annual report, indicating the status of transportation improvement expenditures, revenues, and construction schedules, to the public and to the newspapers of record in the district.

Shelton City Council

Eric Onisko, Mayor
George Blush, Councilmember
Tom Gilmore, Councilmember
Miguel Gutierrez, Councilmember
Sharon Schirman, Councilmember
Melissa Stearns, Councilmember
Seat #6, Currently Vacant

Prepared By:
City of Shelton
Public Works Department
525 W Cota St.
Shelton, WA 98584



Railroad Avenue - Completed Western Gateway Project – Pavement & Pedestrian Improvements

Transportation Benefit District

Annual Report Statement

The City of Shelton is pleased to present its Transportation Benefit District (TBD) 2023 Annual Report. This report is written to summarize 2023 revenues and expenditures associated with TBD funds and project schedule updates.

Background

The Shelton City Council created the Shelton Transportation Benefit District (TBD), a quasi-municipal taxing jurisdiction authorized by State law to fund street maintenance. Shelton voters approved a sales tax increase of 0.2% (Two-tenths of one percent) for ten years to fund street maintenance projects within the City limits. Revenues collected from this additional sales tax levy are held in separate accounts and used only for authorized street maintenance projects.

Governance

When the Transportation Benefit District was established in 2015, the Shelton City Council assumed Governance to oversee activities, expenditures, and revenues. The Transportation Benefit District special revenue fund was created in 2021 to clearly show the beginning and ending fund balances as well as budgeted transfers to authorized uses. The money will remain in these funds until it is allocated by the City Council, through Resolutions, for use on qualifying projects. All business for the Shelton Transportation Benefit District will take place during regular City Council meetings.

Why was the TBD Established?

City street infrastructure is aging, and funding is needed for street and sidewalk maintenance. Transportation infrastructure is one of the City's most valuable investments, and deferred maintenance drives repair costs higher. State and Federal funding for maintenance and preservation of City streets has been reduced in recent years. While these revenues have decreased, costs continue to rise, making it difficult for the City to adequately preserve and maintain streets and sidewalks.

TBD Leverage Strategy

The City continues to use the strategy of leveraging future TBD funds as a local match when applying for grants of State and Federal funds. Each time the City is successful in receiving grant funds, large planned pavement maintenance projects are completed at a fraction of the total cost, benefiting all the residents in the City.

TBD Funds Received by year:

2016:	\$274,877.84	2021:	\$687,474.41
2017:	\$494,805.17	2022:	\$698,510.41
2018:	\$551,165.62	2023:	\$732,126.16
2019:	\$685,809.53	2024 YTD:	\$191,326.87
2020:	\$651,202.66	Total Funds Received	\$4,967,298.67

TBD Funding:

The following schedule of revenues, expenditures, and changes in fund balance summarizes TBD finances for the fiscal year of 2023:

2023 Schedule of Revenues, Expenditures & Changes in Fund Balance

City of Shelton, Washington

Transportation Benefit District

Year ended December 31st, 2023

Revenues

TBD Sales & Use Tax, 0.2%	\$732,126.16
Interest Earnings	\$52,785.52
Total Revenues	\$784,911.68

Expenditures

Street Maintenance	\$207,126.16
Construction	\$591,092.42
Total Expenditures	\$798,218.64

Summary

Net Changes in Fund Balance	(-\$13,306.96)
Beginning Total Fund Balance	\$1,540,534.50

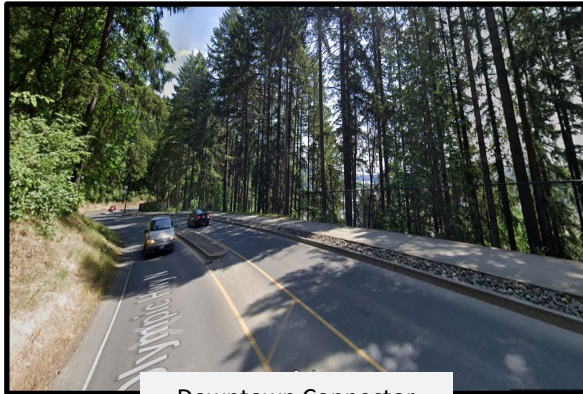
Ending Total Fund Balance

\$1,527,227.54

TBD FY 2023 Budgeted & Completed Projects

Front Street Paving (Completed):	\$100,000
Western Gateway (Completed):	\$131,592
Brockdale Paving (Completed):	\$40,000
Systemic Pedestrian	
Safety Improvements (Budgeted):	\$19,500
Olympic Hwy North "C" St to	
Wallace Kneeland Blvd (Budgeted):	\$300,000
	\$591,092

TBD Dollars at Work



Downtown Connector



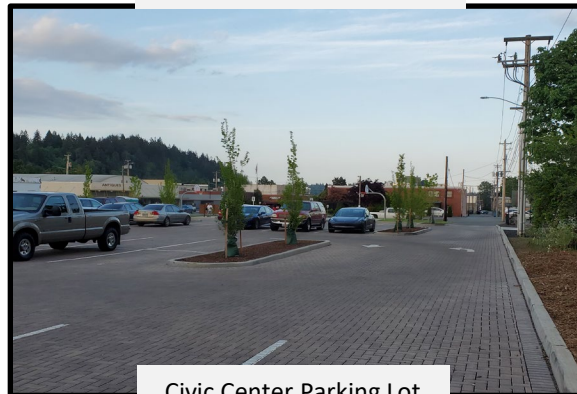
Downtown Connector



Brockdale Paving



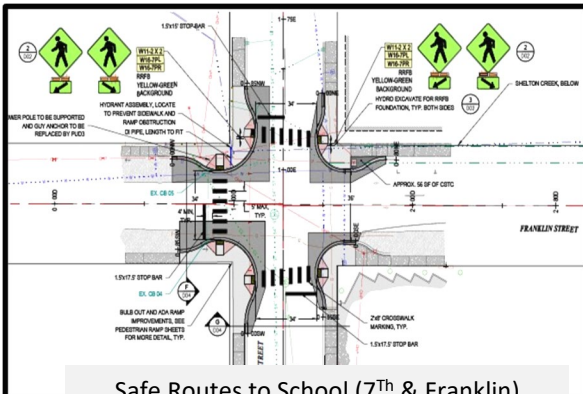
Western Gateway Project



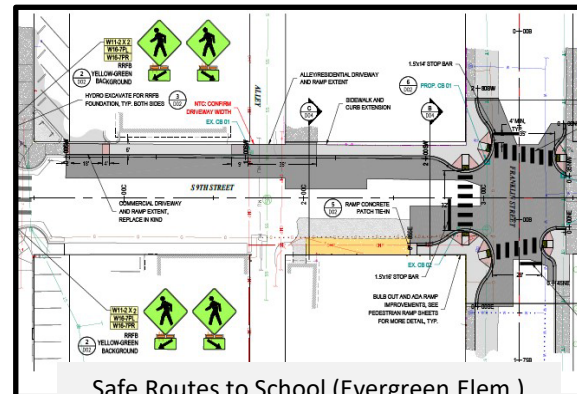
Civic Center Parking Lot



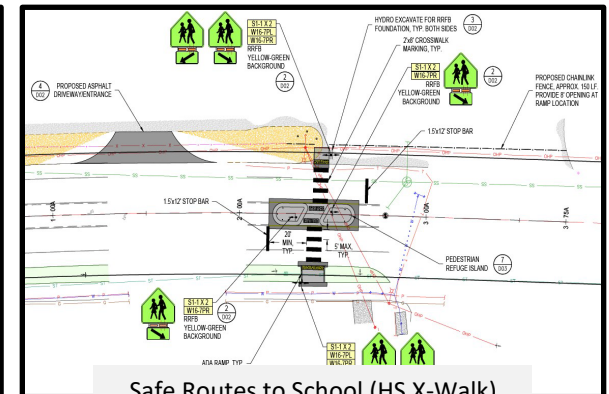
N 13th Street – Chip Seal



Safe Routes to School (7th & Franklin)

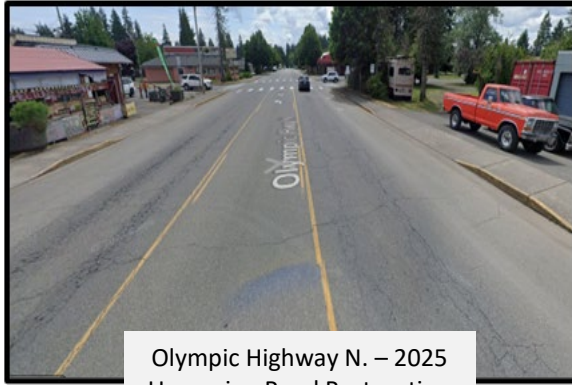


Safe Routes to School (Evergreen Elem.)



Safe Routes to School (HS X-Walk)

TBD Dollars at Work



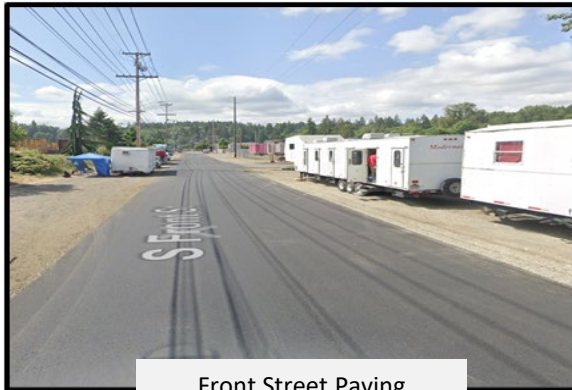
Olympic Highway N. – 2025
Upcoming Road Restoration



Turner Ave. – Before



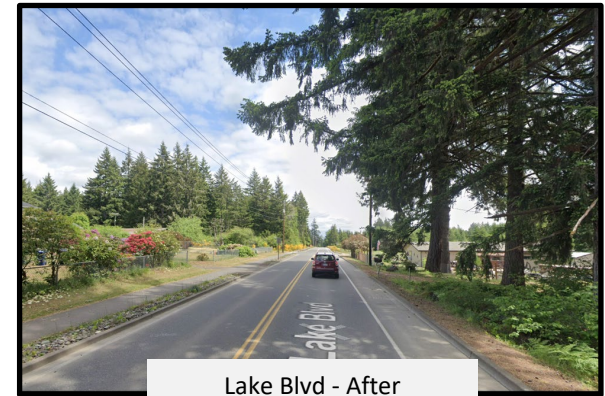
Turner Ave - After



Front Street Paving



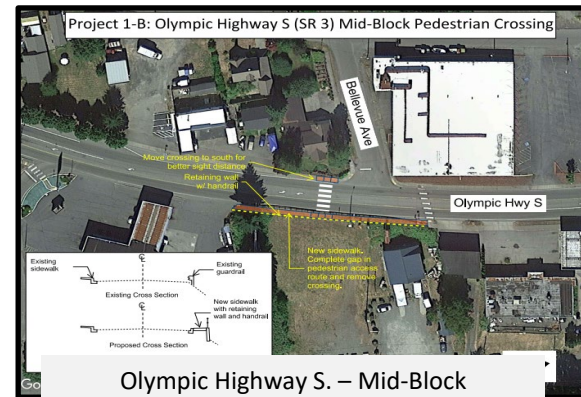
Lake Blvd - Before



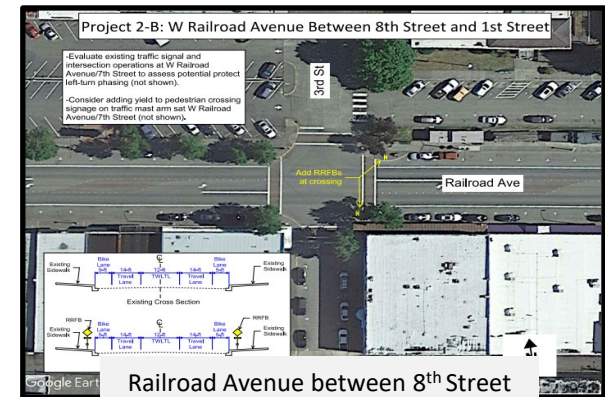
Lake Blvd - After



Olympic Highway N. at I Street



Olympic Highway S. – Mid-Block
Pedestrian Crossing

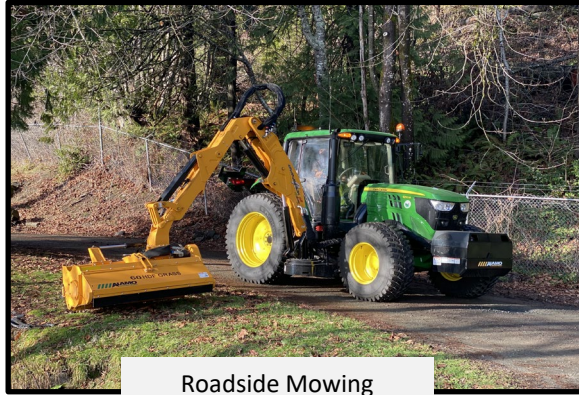


Railroad Avenue between 8th Street
and 1st Street

Street Maintenance/Operations



Street Sweeping



Roadside Mowing



Snow Removal



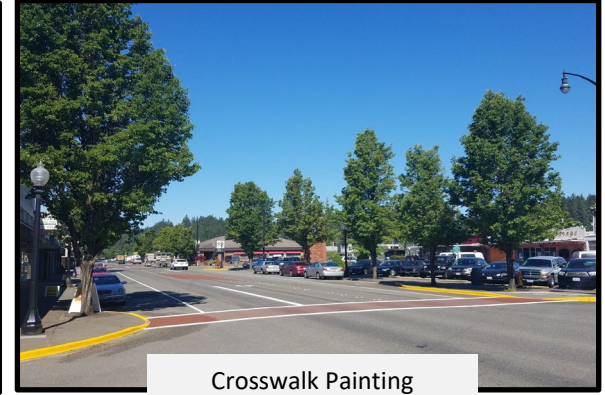
Signal Maintenance



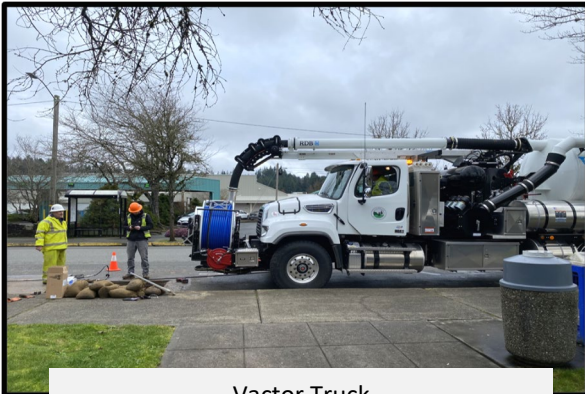
Pothole Patch



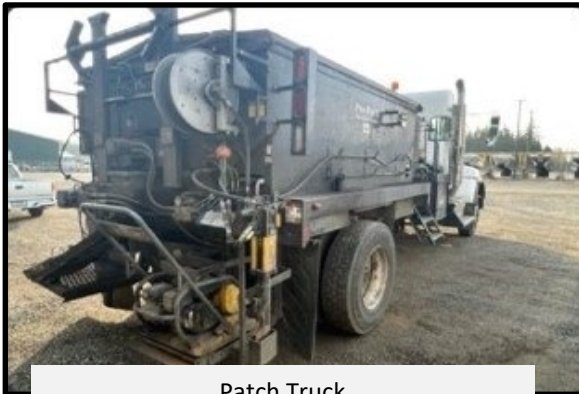
Sidewalk Grind



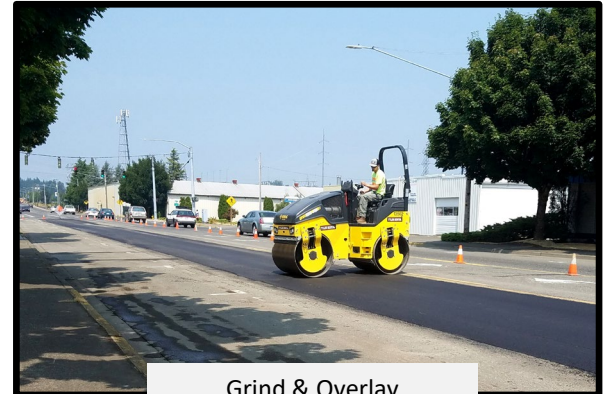
Crosswalk Painting



Vactor Truck



Patch Truck



Grind & Overlay



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item E1)

Touch Date: 03/26/2024
Brief Date: 05/07/2024
Action Date: 05/21/2024

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

APPROVED FOR COUNCIL PACKET:**ROUTE TO:**

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

REVIEWED:

J.O.H

PROGRAM/PROJECT TITLE:

WWTP Back-Up Disinfection Grant
Acceptance & Parametrix Design
Contract Approval

ATTACHMENTS:

- Resolution No. 1328-0324 WWTP
- Attachment A – DOH Grant Agreement and Parametrix Scope of Work.

Action Requested:

- ☐ Ordinance
☒ Resolution
☒ Motion
☐ Other

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

The City was awarded \$143,687 from the National Estuary Program in order to begin design work on providing secondary disinfection treatment options for out of specification wastewater effluent before it is discharged into Oakland Bay. The plan is to install the secondary disinfection system in the existing slack tide tank at the plant. The Department of Health (DOH) has provided guidance regarding the use of the slack tide tank to hold out of spec wastewater within the previously published Conditionally Approved Area Management Plan (CAAMP). Traditionally, most jurisdictions utilize Sodium Hypochlorite (bleach) in providing a secondary treatment option in this instance. Recent studies have suggested that Peracetic Acid treatment is a safer and more viable option in providing secondary treatment, as the contact time is much less and the chemical component itself is much safer to handle and store. The City's consultant, Parametrix, will consider both options, weighing the positives and negatives of each treatment option for further consideration.

City staff is planning to meet with Council at the May 28th Study Session to discuss the project in greater detail.

ANALYSIS/OPTIONS/ALTERNATIVES:

The City could elect to not pursue this option, as there is a cost associated with adding this additional treatment element at the wastewater treatment facility. DOH has indicated, through the CAAMP, a willingness to bypass the mandatory 21-day beach closure when off-specification water is discharged, as this additional treatment option will address any negative discharges of off specification effluent flows. For the benefit to Oakland Bay water quality, this is a positive project to move forward with.

BUDGET/FISCAL INFORMATION:

Most of the design work associated with this project will be covered by DOH grant. Additional resources will need to be identified and utilized to construct the facility in the future. The attached scope and budget prepared by our on-call consultant, Parametrix, has identified the cost to design the backup disinfection facility at \$159,264.44. The grant does not cover the entire consultant design costs and approximately \$16,000 will be needed from sewer rate funds to cover the additional cost. The cost to construct this facility is estimated at approximately \$1,000,000, but the costs will be refined once design work proceeds.

PUBLIC INFORMATION REQUIREMENTS:

Materials, as it relates to this project, are in the process of being developed. Any information relevant to this project is available through the Public Works Department.

STAFF RECOMMENDATION/MOTION:

"I move to place Resolution No. 1328-0324 onto the Council's action agenda for further consideration at the Council's May 21, 2024 meeting."

RESOLUTION NO. 1328-0324

A RESOLUTION OF THE COUNCIL OF THE CITY OF SHELTON, WASHINGTON, AUTHORIZING THE CITY MANAGER TO APPROVE THE GRANT AGREEMENT WITH THE DEPARTMENT OF HEALTH FOR BACK-UP DISINFECTION TREATMENT DESIGN WORK AT THE WASTEWATER TREATMENT PLANT AND TO APPROVE A CONTRACT FOR DESIGN OF THE PROJECT BY PARAMETRIX INC.

WHEREAS, the City applied for and received National Estuary Grant Funds from the State Department of Health (Attachment A) to begin design work on a back-up disinfection system at the City's main wastewater treatment plant in the amount of \$143,687; and

WHEREAS, these monies will be utilized in order to prepare design and construction documents for the placement of back-up disinfection of out of specification effluent water, as outlined within the Conditionally Approved (DOH) Area Management Plant (CAAMP); and

WHEREAS, this system, if implemented, will help provide assurances to the regulatory agencies that the City has the ability and capacity to treat out of specification water when circumstances present themselves (which are very rare); and

WHEREAS, the Department of Health has authorized the City to proceed with investigating a newer technology that utilizes Peracetic Acid for treatment of out of specification effluent instead of traditional Hypochlorite (Bleach), which may be safer and more cost effective than traditional treatment options; and

WHEREAS, City Staff would like to utilize the grant funds to complete the design plans for the project and use the information to apply for grant funds to construct the back-up disinfection system at the plant; and

WHEREAS, Parametrix Inc. has provided a scope of work and cost estimate (Attachment A) for these needed design services and were the original design engineers in the construction of the existing treatment plant.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Shelton that the City Manager is authorized to sign the grant agreement with the Department of Health for design of the back-up disinfection treatment system at the main city wastewater treatment plant and to execute a work order to the City's on-call design engineers, Parametrix, Inc. to design the disinfection system improvements. The City Manager is also authorized to sign any additional agreements with the State Department of Health and/or change orders with Parametrix Inc. to complete the design of the backup disinfection project.

INTRODUCED on the 7th day of May 2024 and **PASSED** by the City Council at its regular meeting held on this 21st day of May 2024.

ATTEST:

Mayor Onisko

City Clerk Nault



CONTRACT NUMBER:
GVL29105-0

SUBRECIPIENT *

☒ YES ☐ NO

FFATA FORM REQUIRED

☒ YES ☐ NO

INTERLOCAL AGREEMENT

Between

**STATE OF WASHINGTON
DEPARTMENT OF HEALTH**

And

CITY OF SHELTON

THIS AGREEMENT is made by and between the State of Washington Department of Health, hereinafter referred to as DOH, and City of Shelton, hereinafter referred to as Contractor pursuant to the authority granted by Chapter 39.34 RCW.

PURPOSE: The purpose of this Contract is to construct improvements to feed sodium hypochlorite in the effluent channel downstream of the UV system, allowing flow-through chlorine contact in the existing holding tank (that would be outfitted with baffles in a serpentine arrangement), followed by dechlorination in the final pass of the tank. This fully redundant backup to the existing ultraviolet disinfection system could likely result in a reduction in the shellfish closure zone around the outfall.

THEREFORE, IT IS MUTUALLY AGREED THAT:

STATEMENT OF WORK AND BUDGET: The Contractor shall furnish the necessary personnel, equipment, material and/or services and otherwise do all things necessary for or incidental to the performance of the work set forth in Exhibit A, attached hereto and incorporated herein.

PERIOD OF PERFORMANCE: Subject to its other provisions, the period of performance of this Agreement shall commence on **June 01, 2024** and be completed on **December 31, 2025**, unless terminated sooner as provided herein. Any work done outside of the period of performance shall be provided at no cost to DOH.

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA): If checked above, this Agreement is supported by federal funds that require compliance with the Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act). The purpose of the Transparency Act is to make information available online so the public can see how federal funds are spent.

To comply with the act and be eligible to enter into this Agreement, your organization must have a Data Universal Numbering System (DUNS®) number. A DUNS® number provides a method to verify data about your organization. If you do not already have one, you may receive a DUNS® number free of charge by contacting Dun and Bradstreet at www.dnb.com.

Information about your organization and this Agreement will be made available on www.USASpending.gov by DOH as required by P.L. 109-282. DOH's form, Federal Funding Accountability and Transparency Act Data Collection Form, is considered part of this Agreement and must be completed and returned along with the Agreement.

PAYMENT: Compensation for the work provided in accordance with this Agreement has been established under the terms of RCW 39.34.130. The parties have estimated that the cost of accomplishing the work herein will not exceed **\$143,687.00** in accordance with Exhibit A, attached hereto and incorporated herein. Consideration includes but is not limited to all taxes, fees, surcharges, etc. Payment will not exceed this

amount without a prior written amendment. DOH will authorize payment only upon satisfactory completion and acceptance of deliverables and for allowable costs as outlined in the statement of work and/or budget.

Source of Funds:

Federal: \$143,687.00 State: \$0.00 Other: \$0.00 **TOTAL: \$143,687.00**

Contractor agrees to comply with applicable rules and regulations associated with these funds.

BILLING PROCEDURE: Payment to the Contractor for approved and completed work will be made by warrant or account transfer by DOH within 30 days of receipt of the invoice. Upon expiration of the Agreement, any claim for payment not already made shall be submitted per the Statement of Work, Exhibit A (if applicable) or within 60 days after the contract expiration date, whichever is earlier.

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

ALLOWABLE COST: Shall mean an expenditure which meets the test of the Uniform Guidance (2CFR 200) (see "I. Federal Compliance"). The most significant factors affecting allowability of cost are; 1) they must be necessary and reasonable, 2) they must be allocable, 3) they must be authorized or not prohibited under State or local laws and regulations, and 4) they must be adequately documented. For more specifics see Selected Items of Cost 2 CFR 200.420).

ASSIGNMENT: The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

CONFIDENTIALITY/SAFEGUARDING OF INFORMATION: The use or disclosure by any party of any information concerning a client obtained in providing service under this Agreement shall be subject to Chapter 42.56 RCW and Chapter 70.02 RCW, as well as any other applicable Federal and State statutes and regulations.

Any unauthorized access or use of confidential information must be reported to the DOH Chief Information Security Officer at security@doh.wa.gov. The notification must be made in the most expedient time possible (usually within one business day of discovery) and without unreasonable delay, consistent with the legitimate needs of law enforcement, or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system.

CONTRACT MANAGEMENT: The contract manager for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this agreement.

The Contract Manager for DOH is:		The Contract Manager for the Contractor is:	
Name:	<u>Jill Stewart</u>	Name:	<u>Mark Ziegler</u>
Office:	<u>EPH / NEP</u>	Title:	<u>City Manager</u>
Agency:	<u>Department of Health</u>	Company:	<u>City of Shelton</u>
Address:	<u>243 Israel RD SE</u>	Address:	<u>525 West Cota St.</u>
City,		City,	
State, Zip:	<u>Tumwater, WA 98501</u>	State, Zip:	<u>Shelton, WA 98584</u>
Phone:	<u>(360) 236-3337</u>	Phone:	<u>(360) 432-5102</u>

CONTRACT: Shall mean the purpose of obtaining goods and services for the non-Federal entity's own use and create a procurement relationship with the Contractor. See §200.22 Contract. Characteristics indicative of a procurement relationship between the non-Federal entity and a Contractor are when the non-Federal entity receiving the Federal funds:

- A. Provides the goods and services within normal business operations;
- B. Provides similar goods or services to many different purchasers;
- C. Normally operates in a competitive environment;
- D. Provides goods or services that are ancillary to the operation of the Federal program; and
- E. Is not subject to compliance requirements of the Federal program as a result of the agreement, though similar requirements may apply for other reasons.

CONTRACTOR: Shall mean that agency, firm, provider, organization, individual or other entity performing services under this contract. It shall include any subcontractor retained by the prime contractor as permitted under the terms of this contract.

DISPUTES: In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, Agreement terms and applicable statutes and rules and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

GOVERNANCE: This Agreement is entered into pursuant to and under the authority granted by the laws of the State of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- A. Federal statutes and regulations
- B. State statutes and regulations
- C. Agreement amendments
- D. The Agreement (in this order)
 - 1. Special Terms and Conditions (Exhibit C if used)
 - 2. Federal compliance and Standard Federal Certifications and Assurances (Attachment 1)
 - 3. Primary document (document that includes the signature page)
 - 4. Statement of Work (Exhibit A)

INDEPENDENT CAPACITY: The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

NONCOMPLIANCE: Shall mean if a non-Federal entity fails to comply with Federal statutes, regulations or the terms and conditions of a Federal award, the Federal awarding agency or pass-through entity may impose additional conditions, as described in §200.207 Specific conditions. If the Federal awarding agency or pass-through entity determines that noncompliance cannot be remedied by imposing additional conditions, the Federal awarding agency or pass-through entity may take one or more of the following actions, as appropriate in the circumstances:

- A. Temporarily withhold cash payments pending correction of the deficiency by the non-Federal entity or more severe enforcement action by the Federal awarding agency or pass-through entity.

- B. Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance.
- C. Wholly or partly suspend or terminate the Federal award.
- D. Initiate suspension or debarment proceedings as authorized under 2 CFR part 180 and Federal awarding agency regulations (or in the case of a pass-through entity, recommend such a proceeding be initiated by a Federal awarding agency).
- E. Withhold further Federal awards for the project or program.
- F. Take other remedies that may be legally available.

NONDISCRIMINATION –

- A. Nondiscrimination Requirement. During the term of this Contract, Contractor, including any subcontractor, shall not discriminate on the bases enumerated at RCW 49.60.530(3). In addition, Contractor, including any subcontractor, shall give written notice of this nondiscrimination requirement to any labor organizations with which Contractor, or subcontractor, has a collective bargaining or other agreement.
- B. Obligation to Cooperate. Contractor, including any subcontractor, shall cooperate and comply with any Washington state agency investigation regarding any allegation that Contractor, including any subcontractor, has engaged in discrimination prohibited by this Contract pursuant to RCW 49.60.530(3).
- C. Default. Notwithstanding any provision to the contrary, DOH may suspend Contractor, including any subcontractor, upon notice of a failure to participate and cooperate with any state agency investigation into alleged discrimination prohibited by this Contract, pursuant to RCW 49.60.530(3). Any such suspension will remain in place until DOH receives notification that Contractor, including any subcontractor, is cooperating with the investigating state agency. In the event Contractor, or subcontractor, is determined to have engaged in discrimination identified at RCW 49.60.530(3), DOH may terminate this Contract in whole or in part, and Contractor, subcontractor, or both, may be referred for debarment as provided in RCW 39.26.200. The contractor or subcontractor may be given a reasonable time in which to cure this noncompliance, including implementing conditions consistent with any court-ordered injunctive relief or settlement agreement.
- D. Remedies for Breach. Notwithstanding any provision to the contrary, in the event of Contract termination or suspension for engaging in discrimination, Contractor, subcontractor, or both, shall be liable for contract damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, which damages are distinct from any penalties imposed under Chapter 49.60, RCW. DOH shall have the right to deduct from any monies due to Contractor or subcontractor, or that thereafter become due, an amount for damages Contractor or subcontractor will owe DOH for default under this provision.

PRIVACY: Personal information collected, used or acquired in connection with this Agreement shall be used solely for the purposes of this Agreement. Contractor and its subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the agency or as provided by law. Contractor agrees to implement physical, electronic and managerial safeguards to prevent unauthorized access to personal information.

DOH reserves the right to monitor, audit or investigate the use of personal information collected, used or acquired by the Contractor through this Agreement. The monitoring, auditing, or investigating may include but is not limited to "salting" by DOH. Contractor shall certify the return or destruction of all personal information upon expiration of this Agreement. Salting is the act of placing a record containing unique but false information in a database that can be used later to identify inappropriate disclosure of data contained in the database.

Any breach of this provision may result in termination of the Agreement and the demand for return of all personal information. The contractor agrees to indemnify and hold harmless DOH for any damages related to the Contractor's unauthorized use of personal information.

RECORDS MAINTENANCE: The parties to this Agreement shall each maintain books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this Agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

RIGHTS IN DATA: Unless otherwise provided, data, which originates from this Agreement shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by DOH. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights.

RISK ASSESSMENT: Shall mean (2 CFR 200.331(b)) DOH is required to evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring described in paragraphs (d) and (e) of this section, which may include consideration of such factors as:

- A. The subrecipient's prior experience with the same or similar subawards;
- B. The results of previous audits including whether or not the subrecipient receives a Single Audit in accordance with Subpart F—Audit Requirements of this part, and the extent to which the same or similar subaward has been audited as a major program;
- C. Whether the subrecipient has new personnel or new or substantially changed systems; and
- D. The extent and results of Federal awarding agency monitoring (e.g., if the subrecipient also receives Federal awards directly from a Federal awarding agency).

SECURITY OF INFORMATION – Unless otherwise specifically authorized by the DOH Chief Information Security Officer, Contractor receiving confidential information under this contract assures that:

- encryption is selected and applied using industry standard algorithms validated by the National Institute of Standards and Technology (NIST) Cryptographic Algorithm Validation Program against all information stored locally and off-site. Information must be encrypted both in-transit and at rest and applied in such a way that it renders data unusable to anyone but authorized personnel, and the confidential process, encryption key or other means to decipher the information is protected from unauthorized access.
- It is compliant with the applicable provisions of the Washington State Office of the Chief Information Officer (OCIO) policy 141, Securing Information Technology Assets, available at: <https://ocio.wa.gov/policy/securing-information-technology-assets>.
- It will provide DOH copies of its IT security policies, practices and procedures upon the request of the DOH Chief Information Security Officer.
- DOH may at any time conduct an audit of the Contractor's security practices and/or infrastructure to assure compliance with the security requirements of this contract.
- It has implemented physical, electronic and administrative safeguards that are consistent with OCIO security standard 141.10 and ISB IT guidelines to prevent unauthorized access, use, modification or disclosure of DOH Confidential Information in any form.

This includes, but is not limited to, restricting access to specifically authorized individuals and services through the use of:

- Documented access authorization and change control procedures;
- Card key systems that restrict, monitor and log access;
- Locked racks for the storage of servers that contain Confidential Information or use AES encryption (key lengths of 256 bits or greater) to protect confidential data at rest, standard algorithms validated by the National Institute of Standards and Technology (NIST) Cryptographic Algorithm Validation Program (CMVP);
- Documented patch management practices that assure all network systems are running critical security updates within 6 days of release when the exploit is in the wild, and within 30 days of release for all others;
- Documented anti-virus strategies that assure all systems are running the most current anti-virus signatures within 1 day of release;
- Complex passwords that are systematically enforced and password expiration not to exceed 120 days, dependent user authentication types as defined in OCIO security standards;
- Strong multi-factor authentication mechanisms that assure the identity of individuals who access Confidential Information;
- Account lock-out after 5 failed authentication attempts for a minimum of 15 minutes, or for Confidential Information, until administrator reset;
- AES encryption (using key lengths 128 bits or greater) session for all data transmissions, standard algorithms validated by NIST CMVP;
- Firewall rules and network address translation that isolate database servers from web servers and public networks;
- Regular review of firewall rules and configurations to assure compliance with authorization and change control procedures;
- Log management and intrusion detection/prevention systems;
- A documented and tested incident response plan

Any breach of this clause may result in termination of the contract and the demand for return of all personal information.

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, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

SPECIFIC CONDITIONS:

A. The Federal awarding agency or pass-through entity may impose additional specific award conditions as needed, in accordance with (2 CFR 200.207) paragraphs (b) and (c) of this section, under the following circumstances:

1. Based on the criteria set forth in §200.205 Federal awarding agency review of risk posed by applicants;
2. When an applicant or recipient has a history of failure to comply with the general or specific terms and conditions of a Federal award;
3. When an applicant or recipient fails to meet expected performance goals as described in §200.210 Information contained in a Federal award; or
4. When an applicant or recipient is not otherwise responsible.

B. These additional Federal award conditions may include items such as the following:

1. Requiring payments as reimbursements rather than advance payments;
2. Withholding authority to proceed to the next phase until receipt of evidence of acceptable performance within a given period of performance;
3. Requiring additional, more detailed financial reports;
4. Requiring additional project monitoring;

5. Requiring the non-Federal entity to obtain technical or management assistance; or
 6. Establishing additional prior approvals.
- C. The Federal awarding agency or pass-through entity must notify the applicant or non-Federal entity as to:
1. The nature of the additional requirements;
 2. The reason why the additional requirements are being imposed;
 3. The nature of the action needed to remove the additional requirement, if applicable;
 4. The time allowed for completing the actions if applicable, and
 5. The method for requesting reconsideration of the additional requirements imposed.
- D. Any specific conditions must be promptly removed once the conditions that prompted them have been corrected.

SUBCONTRACTING: Neither the Contractor, nor any subcontractors, shall enter into subcontracts for any of the work contemplated under this agreement without prior written approval of DOH. In no event shall the existence of the sub operate to release or reduce the liability of the Contractor to DOH for any breach in the performance of the contractor's duties. This clause does not include contracts of employment between the contractor and personnel assigned to work under this Agreement.

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

If, at any time during the progress of the work, DOH determines in its sole judgment that any subcontractor is incompetent, DOH shall notify the Contractor, and the Contractor shall take immediate steps to terminate the subcontractor's involvement in the work. The rejection or approval by DOH of any subcontractor or the termination of a subcontractor shall not relieve the Contractor of any of its responsibilities under the Agreement, nor be the basis for additional charges to DOH.

SUBRECIPIENT: Shall mean a non-Federal entity that received a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency. (2 CFR 200.93)

Characteristics which support the classification of the non-Federal entity as a subrecipient include when the non-Federal entity:

- A. Determines who is eligible to receive what Federal assistance;
- B. Has its performance measured in relation to whether objectives of a Federal program were met;
- C. Has responsibility for programmatic decision making;
- D. Is responsible for adherence to applicable Federal program requirements specified in the Federal award; and
- E. In accordance with its contract, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of a pass-through entity.

SUSPENSION OF PERFORMANCE AND RESUMPTION OF PERFORMANCE: In the event contract funding from State, Federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement and prior to normal completion, DOH may give notice to Contractor to suspend performance as an alternative to termination. DOH may elect to give written notice to Contractor to suspend performance when DOH determines that there is a reasonable likelihood that the funding insufficiency may be resolved in a timeframe that would allow performance to be resumed prior to the end date of this Agreement. Notice may include notice by facsimile or email to Contractor's representative. Contractor shall suspend performance on the date stated in the written notice to suspend. During the period of suspension of performance each party may inform the other of any conditions that may reasonably affect the potential for resumption of performance.

When DOH determines that the funding insufficiency is resolved, DOH may give Contractor written notice to resume performance and a proposed date to resume performance. Upon receipt of written notice to resume performance, Contractor will give written notice to DOH as to whether it can resume performance, and, if so, the date upon which it agrees to resume performance. If Contractor gives notice to DOH that it cannot resume performance, the parties agree that the Agreement will be terminated retroactive to the original date of termination. If the date Contractor gives notice it can resume performance is not acceptable to DOH, the parties agree to discuss an alternative acceptable date. If an alternative date is not acceptable to DOH, the parties agree that the Agreement will be terminated retroactive to the original date of termination.

TERMINATION: Either party may terminate this Agreement upon 30 days prior written notification to the other party. 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.

TERMINATION FOR CAUSE: If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If the failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

WAIVER: A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

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

IN WITNESS WHEREOF, the parties have executed this Agreement.

CONTRACTOR SIGNATURE <i>mark ziegler</i>	DATE Apr 5, 2024
PRINT OR TYPE NAME mark ziegler City Manager	TITLE
DOH CONTRACTING OFFICER SIGNATURE <u>Brad Halstead</u> Brad Halstead (Apr 11, 2024 11:12 PDT)	DATE Apr 11, 2024

This document has been approved as to form only by the Assistant Attorney General.

NOTE: The Contractor's signature is also required on Attachment 1, Federal Certifications and Assurances (pages **30** and **33**).

EXHIBIT A, DOH CONTRACT GVL29105-0

Sub-recipient Statement of Work

City of Shelton

Period of Performance: June 01, 2024 through December 31, 2025

WWTP Backup Disinfection System

Subrecipient Organization Name: City of Shelton

Unique Entity Identifier: FKQ8KDH189W7

Other Specific Organization Info (e.g., *Statewide Vendor#*, *UBI*, *Federal Tax ID*): Statewide Vendor Number: **SWV0013140**, UBI Number is **232-000-085**.

Subrecipient Contacts:

Grant Manager: Brent Armstrong, brent.armstrong@sheltonwa.gov, (360) 432-5186, 525 West Cota Street, Shelton, WA 98584

Grant Admin: Don Kuismi, don.kuismi@sheltonwa.gov, (360) 432-5155, 525 West Cota Street, Shelton, WA 98584

Fiscal Office: Mike Githens, mike.githens@sheltonwa.gov, (360) 432-5119, 525 West Cota Street, Shelton, WA 98584

Authorized Contract Signatory: Mark Ziegler, mark.ziegler@sheltonwa.gov, (360) 432-6194, 525 West Cota Street, Shelton, WA 98584

Contract Manager: Shellfish Strategic Initiative Lead (SSIL) Contacts:
Jill Stewart, jill.stewart@doh.wa.gov, 360-236-3337

Contract Admin: Theo Jones, theo.jones@doh.wa.gov, 360-236-3355

Effective Date: June 1, 2024

Expiration Date: December 31, 2025

Not to Exceed: \$143,687

Contract Number	GVL29105
FFY Funding Year	2023
Strategic Initiative	Shellfish
Vital sign links	Shellfish
Implementation Strategy alignment	Shellfish
Amount of dollars leveraged	\$0.00
Number of positions supported	0
Project Location: Latitude/ Longitude	47.20705, -123.07734

EXHIBIT A, DOH CONTRACT GVL29105-0

Sub-recipient Statement of Work

City of Shelton

Period of Performance: June 01, 2024 through December 31, 2025

OVERVIEW

143687 In addition to the City's NPDES permit, the WWTP discharge is regulated by the December 2019 Hammersley Inlet CAAMP issued by the Department of Health (DOH). In accordance with the CAAMP, shellfish harvesting in a defined area adjacent to the outfall is restricted under certain conditions and effluent must be diverted to the effluent storage tank when approaching these conditions. Currently, when effluent fails to meet standards as defined by the CAAMP, effluent flow is diverted to an existing effluent storage tank located between the ultraviolet (UV) basin and the outfall, instead of being released through the outfall into Hammersley Inlet. The tank was originally designed and is still used to retain and delay discharge of effluent to the outfall during tidal slack water periods associated with high- and low-tide events to mitigate concerns over available dilution within the mixing zone.

This application's proposed project will construct improvements to feed sodium hypochlorite in the effluent channel downstream of the UV system, allowing flow-through chlorine contact in the existing holding tank (that would be outfitted with baffles in a serpentine arrangement), followed by dechlorination in the final pass of the tank. This fully redundant backup to the existing ultraviolet disinfection system could likely result in a reduction in the shellfish closure zone around the outfall.

GOALS & MEASURABLE OBJECTIVES

Key metrics and measures of contract activities This table is a component of the FEATS report.

Description (e.g., "shellfish beds reopened")	Units (e.g., "acres")	Targets (e.g., "number")
Upgrade and/or maintain shellfish growing areas in watershed assessment growing areas	Acres	751.7
Design plans for WWTP modification	Design plan	1

TASKS & DELIVERABLES

The City of Shelton (hereafter referred to as the subrecipient) will manage all project components, including but not limited to subcontract(s), invoice submission, budget, and deliverable completion and submission. The subrecipient will upload deliverables to their contract folder on the Shellfish SIL's Subrecipient Share Point site, then email Shellfish SIL Administrative Assistant, Theo Jones, theo.jones@doh.wa.gov, via email and copy the Contract Manager, Laura Heinse, laura.heinse@doh.wa.gov. Invoices will be sent to the NEP Invoices inbox at NEPInvoices@doh.wa.gov. The Contract Manager will provide access to the [Shellfish SIL's Subrecipient Share Point site](#) where the subrecipient can access the [Shellfish SIL Grant Guidance](#).

Tasks, deliverables, and target completion dates for this sub-award are:

3. ► **TASK I. Project Development**

4. 1.1 Quality Assurance Project Plan (QAPP) Development

Per EPA sub-award terms and conditions, for projects that involve the collection, production, evaluation, or use of environmental information, the sub-recipient must submit a Quality Assurance Project Plan (QAPP) to the Washington State Department of Ecology's NEP Quality Coordinator (NEP QC) using EPA's NEP guidance for QAPPs. Project work should not begin until the Quality Assurance Project Plan (QAPP) has Quality Assurance approval. At contract start, the subrecipient must work with the NEP QC to ensure the project meets quality assurance requirements per the contract terms and conditions.

EXHIBIT A, DOH CONTRACT GVL29105-0

Sub-recipient Statement of Work

City of Shelton

Period of Performance: June 01, 2024 through December 31, 2025

The subrecipient is also required to conduct and document an annual review of the approved QAPP with ECOLOGY for projects exceeding one year in duration. For any changes prior to the annual review the subrecipient must contact the NEP QC to confirm required documentation. Changes may include but are not limited to new sampling sites, extended timeline, updated methods, and changes to analysis.

5. 1.2 Project Factsheets

Using the templates provided, the subrecipient must complete an initial one-page Project Factsheet at the outset of the contract. A final one-page Project Factsheet is due at the end of the contract. The initial factsheet will provide an overview of the project and a brief description of the subrecipient's organization. The subrecipient will submit the initial factsheet with the first quarterly progress report. The subrecipient will submit the final factsheet at the end of the contract to summarize project outcomes, lessons learned, and next steps. The Shellfish SIL will make the factsheets publicly available through the website <https://pugetsoundestuary.wa.gov/>.

Subtask Number	Deliverable	Task Budget	Target Completion Date
1.1	Copy of signed QAPP or QAPP waiver documentation.	Reimbursement up to \$500	Within 60 days of contract execution
1.2	Initial Project Factsheet Final Project Factsheet	based on actual costs	With first quarterly reporting 30 days prior to contract completion

►► TASK 2. Project Administration and Reporting

Task 2 describes the project administrative and reporting requirements. The subrecipient will refer to and comply with all underlying state and federal terms and conditions.

6. 2.1 Progress Reporting and invoicing

The subrecipient will submit quarterly progress reports by the specified target completion dates.

Quarterly reporting periods are:

- Quarter 1 reporting period: January 1 – March 31 (FEATS will serve as 1st quarter report)
- Quarter 2 reporting period: April 1 – June 30
- Quarter 3 reporting period: July 1 – September 30 (FEATS will serve as 3rd quarter report)
- Quarter 4 reporting period: October 1 – December 31

Progress reports shall include:

- A description of:
 - Work completed for each task/subtask during the reporting period, including what deliverables were completed and submitted during the reporting period.
 - Total allowable spending by task.
 - Status for ongoing project tasks.
 - Challenges affecting task-specific or overall project completion date(s), scope of work, or costs.
- Evidence of satisfactory completion of all reporting requirements.

The subrecipient will email quarterly progress reports and deliverables to the NEP Administrative Assistant and copy their Contract Manager.

EXHIBIT A, DOH CONTRACT GVL29105-0

Sub-recipient Statement of Work

City of Shelton

Period of Performance: June 01, 2024 through December 31, 2025

Invoices and supporting documentation will be emailed to NEPInvoices@doh.wa.gov. The subrecipient will submit invoices at least quarterly, but no more frequently than monthly. At the end of the contract period, the subrecipient will submit their final invoice within 60 days of contract expiration.

The final invoice will be marked "Final". Invoices received more than 60 days after contract expiration may not be eligible for reimbursement.

7. 2.2 EPA FEATS Reporting

The subrecipient will complete semi-annual FEATS (*Financial and Ecosystem Accounting Tracking System*) progress reports and a closeout FEATS report. The closeout FEATS report will be submitted by the contract expiration date and will reflect the final project billing. The closeout FEATS report will describe task work completed throughout the project, highlight project outcomes, and summarize lessons learned.

FEATS Reporting Periods:

April 1 – September 30

Serves as 3rd quarter progress reporting

October 1 – March 31

Serves as 1st quarter progress reporting

8. 2.3 Data Reporting

The subrecipients will report additional data requirements as determined by NEP. The subrecipient and the NEP Data and Information Coordinator, Abigail Ames abigail.ames@doh.wa.gov, will determine what data variables will be reported on within 60 days of contract execution. Data reporting will be collected every six months with the FEATS reporting cycle.

2.4 MINORITY BUSINESS ENTERPRISE/WOMEN BUSINESS ENTERPRISE (MBE/WBE) REPORTING

The subrecipients will submit MBE/WBE utilization reports each year as required by the [federal terms and conditions](#) included in this contract.

Reports will be in the format located on the EPA webpage https://www.epa.gov/system/files/documents/2021-08/epa_form_5700_52a.pdf and will include all qualifying purchases **OR** will clarify that no qualifying purchases were made. MBE/WBE reporting periods are from October 1 to September 30 annually.

Reports are due to Taylor Warren at Taylor.warren@doh.wa.gov 15 calendar days after the end of each reporting period with the DOH Contract Manager carbon copied.

9. 2.5 Subcontracts and subawards

The subrecipient will execute one or more subcontracts (professional services agreements) for task #3. Selection of subcontractor must comply with applicable provisions of 2 CFR Part 200 and the [EPA Subaward Policy](#). A meeting(s) may be held to clarify the scope, schedule, and deliverables for the subcontract. The subrecipient and subcontractor will execute the contract and hold a kick-off meeting.

Subtask Number	Deliverable	Task Budget	Target Completion Date
2.1	Quarterly progress reporting (FEATS reporting, Task 2.2 serves as 2 nd and 4 th quarter reporting, annually)	Reimbursement up to \$5,000 based on actual costs	Annually on January 15 Annually on July 15
2.2	FEATS reporting		Annually April 1 Annually October 1

EXHIBIT A, DOH CONTRACT GVL29105-0**Sub-recipient Statement of Work****City of Shelton***Period of Performance: June 01, 2024 through December 31, 2025*

2.3	Data Reporting Determination of data needs Data management and sharing plan		With FEATS reporting cycle Within 60 days of contract execution Within 60 days of contract execution
2.4	MBE/WBE Reporting		Annually on October 15
2.5	Subawards [SIL specific requirements]: Written justification for noncompetitive procurement (when applicable). Kick-off meeting summary Updates on subcontractor progress as delivered by subcontractor		Prior to contracted work beginning Upon Meeting completion As applicable

►► TASK 3. Wastewater Treatment Plant Back-Up Disinfection System**10.3.1 WWTP Back-Up Disinfection Project Design**

The proposed project will provide modifications to the City of Shelton Main Wastewater Treatment Plant (WWTP) to provide redundant disinfection to avoid discharge of undisinfected or inadequately disinfected effluent which may avoid closure of the Hammersley Inlet Conditionally Approved area established in the Hammersley Inlet conditionally approved Area Management Plan (CAAMP) as well as provide redundant disinfection of effluent that fails to meet the required disinfection standards.

All work described within this scope of work shall be completed by competent qualified personnel utilizing applicable guidance and regulations and, as applicable, current engineering standards. All work as defined as practice of engineering per RCW 18.43.020(8) shall be completed by or under the supervision of a Professional Engineer per Section 196-23-020(1) of the Washington Administrative Code. All work product defined as practice of engineering shall be stamped and sealed by a Professional Engineer registered in the State of Washington per Section 196-23-020(1) of the Washington Administrative Code and Section 18.43.070 of the Revised Code of Washington.

Subtask Number	Deliverable	Task Budget	Target Completion Date
3.1	100% plans, specifications and final cost estimate in order to construct back-up disinfection system.	Reimbursement up to \$136,000 based on actual costs	Updates per task 2 progress reporting scheduling Final copies submitted to DOH prior to contract completion

►► TASK 4. Broader Impacts and Communication

The recipient will communicate project outcomes, lessons learned, and recommendations.

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Sub-recipient Statement of Work

City of Shelton

Period of Performance: June 01, 2024 through December 31, 2025

11.4.1 Broader Impact Options

City of Shelton will present updates on project through the city website. Updates will give context for how the project fits into long-term recovery efforts in Hammersley Inlet.

EPA funding recognition (below) will be presented on the website to inform the public that this project is partly or wholly funded with EPA funding:

“This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement PC-01J89801 to the Washington State Department of Health. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does mention of trade names or commercial products constitute endorsement or recommendation for use.”

City of Shelton will provide DOH with updates to website and link per quarterly reporting.

Documentation submitted to DOH will include screenshots of website with links as updated.

Task Number	Deliverable	Task Budget	Target Completion Date
4.1	Broader Impact options Documentation with screenshots of website and links	Reimbursement up to \$2,687 based on actual costs	Progress reported through quarterly reporting As applicable when updates are made

Category	Amount
Personnel/Salaries	\$7,687
Fringe Benefits	\$0.00
Travel	\$0.00
Equipment (federal definition – anything over \$5,000)	\$0.00
Supplies	\$0.00
<u>Contracts</u> (Name, amount, purpose for each; excludes subawards – see below) NOTE: In this document “contractor” refers to the federal definition of a vendor/contractor	\$136,000
Other	\$0.00
Total Direct Charges	\$143,687
Indirect Charges (federally approved rate) X% *DOH Contract Manager will verify approved rate*	\$0.00
TOTAL – Not to Exceed	\$ 143,687

If budget revisions are needed to the Overall Budget as shown above and the total cost of the revisions are less than 10% of the contract total, a formal amendment may not be needed but work plan revisions and budget revisions must be submitted to DOH Contract Manager for review and approval prior to implementing any revision.

If the budget revision is >10% of the contract total, OR is in a previously unbudgeted category (e.g. if there have not been costs in supplies previously, and the revision is to now include \$ for supplies), a formal amendment is needed.

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Sub-recipient Statement of Work

City of Shelton

Period of Performance: June 01, 2024 through December 31, 2025

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Sub-recipient Statement of Work

City of Shelton

Period of Performance: June 01, 2024 through December 31, 2025

EPA TERMS AND CONDITIONS

Administrative Conditions

1. National Administrative Terms and Conditions General Terms and Conditions

The General Terms and Conditions of this agreement are updated in accordance with the link below. However, these updated conditions apply solely to the funds added with this amendment and any previously awarded funds not yet disbursed by the recipient as of the award date of this amendment. The General Terms and Conditions cited in the original award or prior funded amendments remain in effect for funds disbursed by the recipient prior to the award date of this amendment.

The subrecipient agrees to comply with the current EPA general terms and conditions available at: [EPA General Terms and Conditions effective October 1, 2023 or later](#)

These terms and conditions are binding for disbursements and are in addition to or modify the assurances and certifications made as a part of the award and the terms, conditions, or restrictions cited throughout the award.

The EPA repository for the general terms and conditions by year can be found at: <https://www.epa.gov/grants/grant-terms-and-conditions#general>.

Programmatic Conditions

HABITAT, SHELLFISH, and STORMWATER Strategic Initiative Leads - (PC) Puget Sound Action Agenda: Technical Investigations and Implementation Assistance Program Programmatic Terms and Conditions: 6/2021

A. Semi-Annual Performance Reports

The subrecipient shall submit performance reports every six (6) months during the life of the project. Reports are due 30 calendar days after the end of each reporting period. Reports shall be submitted to the NEP Contract Manager and will be provided electronically.

In accordance with 2 CFR 200.328, as appropriate, the subrecipient agrees to submit performance reports that include brief information on each of the following areas:

1. A comparison of actual accomplishments to the outputs/outcomes established in the assistance agreement work plan for the period;
2. The reasons why established goals were not met, if appropriate;
3. Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

In addition to the semi-annual performance reports, the subrecipient shall immediately notify the NEP contract manager of developments that have a significant impact on the award-supported activities. As appropriate, the subrecipient agrees to inform the NEP contract manager as soon as problems, delays or adverse conditions become known which will materially impair the ability to meet the outputs/outcomes specified in the assistance agreement work plan. This notification shall include a statement of the action taken or contemplated, and any assistance needed to resolve the situation.

The subrecipient will submit performance reports through EPA's Puget Sound Financial and Ecosystem Accounting Tracking System (FEATS). Reports are due 30 calendar days after the end of each reporting period. The reporting periods shall end March 31st and September 30th of each calendar year. Reports shall be submitted to the NEP contract manager on the FEATS form provided by the NEP administrative assistant and shall be uploaded to the NEP subrecipients Sharepoint page. The subrecipient agrees to submit performance reports that include brief information on each of the following areas:

1. A comparison of actual accomplishments to the outputs/outcomes established in the assistance agreement work plan for the period;
2. The reasons for slippages if established outputs/outcomes were not met;
3. Additional pertinent information, including when appropriate, analysis and information of cost overruns or high unit costs.

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Sub-recipient Statement of Work

City of Shelton

Period of Performance: June 01, 2024 through December 31, 2025

EPA TERMS AND CONDITIONS

B. Final Performance Report

The subrecipient shall submit a final performance report through FEATS, which is due upon the expiration or termination of the award. The report shall be submitted to the NEP contract manager and must be provided electronically. The report shall generally contain the same information as in the periodic reports but should cover the entire project period. After completion of the project, the NEP contract manager may waive the requirement for a final performance report if the NEP contract manager deems such a report is inappropriate or unnecessary.

C. Program Income – Addition

If program income is generated, the subrecipient is required to account for program income related to this project. Program income earned during the project period shall be retained by the subrecipient and shall be added to funds committed to the project by EPA and the subrecipient and shall be used to further eligible project objectives.

D. Information Collection Requirements

NEP and the subrecipient agree to comply with the requirements of the Paperwork Reduction Act in completing the project. Because the scope of work includes a survey, a questionnaire or similar information-gathering activity, the Paperwork Reduction Act of 1995 (44 U.S.C. 3501 *et seq.*), requires NEP to obtain Office of Management and Budget (OMB) clearance prior to the subrecipient's collection of information by means of identical questions posed to 10 or more persons.

The subrecipient will provide to the NEP contract manager the following information: (1) description of the information to be collected; (2) explanation of the need for the information; and (3) to whom the survey is being directed.

E. Recognition of EPA Funding

Reports, documents, signage, videos, or other media, developed as part of projects funded by this assistance agreement shall contain the following statement:

"This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement PC-01J89801 to the Washington State Department of Health. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does mention of trade names or commercial products constitute endorsement or recommendation for use."

F. Annual Conferences

The subrecipient may attend one or more appropriate conferences each year, which may be within the Puget Sound region. The specific conferences will be determined in consultation with the NEP contract manager. The purpose of this requirement is to provide subrecipients with opportunities to learn about and benefit from other relevant initiatives and programs that relate to the funded work; to exchange information about their funded work with organizations that may benefit from their experience; and generally to raise awareness within the Puget Sound, Salish Sea, and large aquatic ecosystem protection and restoration communities of the funded work. Example of potentially relevant conferences include, but are not limited to, the biennial Salish Sea Ecosystem Conference; local or regional meetings of Tribal, professional, scientific, or other relevant associations. Specific conferences will depend on the nature of the work proposed. Subrecipient will be allowed to use award funds to pay for travel and lodging. Subrecipient should include anticipated costs for attending conferences in their proposed budget.

G. Peer Review

The results of this project may affect management decisions relating to Puget Sound. Prior to finalizing any significant technical products, the Principal Investigator (PI) of this project must solicit advice, review and feedback from a technical review or advisory group consisting of relevant subject matter specialists. A record of comments and a brief description of how respective comments are addressed by the PI will be provided to the Project Monitor prior to releasing any final reports or products resulting from the funded study.

H. Competency of Organizations Generating and/or Using Environmental Measurement Data

EXHIBIT A, DOH CONTRACT GVL29105-0

Sub-recipient Statement of Work

City of Shelton

Period of Performance: June 01, 2024 through December 31, 2025

In accordance with Agency Policy Directive Number FEM-2012-02, Policy to Assure the Competency of Organizations Generating Environmental Measurement Data under Agency-Funded Assistance Agreements, subrecipient shall maintain competency for the duration of the project period of this agreement and this will be documented during the annual reporting process. A copy of the Policy is available online at <http://www.epa.gov/fem/lab> or a copy may also be requested by contacting the NEP contract manager for this award.

Federal Assistance Agreement Funds Up To \$200,000

Subrecipient agrees that if the total federal funding obligated on this award exceeds \$200,000 (resulting from subsequent amendments to this agreement) and will involve the use or generation of environmental data it will (unless it has otherwise done so) demonstrate competency prior to carrying out any activities involving the generation or use of environmental data under this agreement. Federal Assistance Agreement Funds Exceed or Expect to Exceed \$200,000
Subrecipient agrees, by entering into this agreement, that it has demonstrated competency prior to award, or alternatively, where a pre- award demonstration of competency is not practicable. Subrecipient agrees to submit documentation and demonstrate competency prior to carrying out any activities under the award involving the generation or use of environmental data.

I. WQX Requirement

Subrecipients are required to institute standardized reporting requirements into their work plans and include such costs in their budgets. All water quality data generated in accordance with an EPA approved Quality Assurance Project Plan as a result of this assistance agreement, either directly or by subaward, will be required to be transmitted into the Water Quality Portal (WQP) using either WQX or WQX web. Water quality data appropriate for the Water Quality Portal (WQP) include physical, chemical, and biological sample results for water, sediment and fish tissue. The data include toxicity data, microbiological data, and the metrics and indices generated from biological and habitat data. The Water Quality Exchange (WQX) is the water data schema associated with the EPA, State and Tribal Exchange Network. Using the WQX schema partners map their database structure to the Water Quality Portal structure. WQX web is a web-based tool to convert data into the WQX format for smaller data generators that are not direct partners on the Exchange Network. More information about WQX, WQX web, and the Water Quality Portal, including tutorials, can be found at <https://www.epa.gov/waterdata/water-quality-data-wqx>

If activities submitted as match for this federal assistance agreement involve the generation of water quality data, the resulting information must be publicly accessible (in the Water Quality Portal or some other database). Subrecipients are encouraged to develop a cross walk between any non-WQX database utilized for the storage of water quality data associated with match activities and EPA's Water Quality Exchange (WQX).

J. Riparian Buffers

Riparian buffer restoration projects in agricultural areas shall be consistent with the interim riparian buffer recommendations provided to EPA and the Natural Resource Conservation Service by National Marine Fisheries Service letters of January 30, 2013 (stamp received date - February 4, 2013) and April 9, 2013 (stamp received date – April 16, 2013), or the October 28, 2013 guidance.

Grantees shall confirm in writing projects' consistency with the recommendations referenced above. When developing project proposals, grantees also should consider the extent to which proposals include appropriate riparian buffers or otherwise address pollution sources on other water courses on the properties in the project area to support water quality and salmon recovery.

Deviations can only be obtained through an exception approved by EPA. In order for EPA to evaluate a request for an exception, the grantee must submit the scientific rationale demonstrating adequacy of buffers for supporting water quality and salmon recovery. The request must summarize tribal input on the scientific rationale or other relevant issues. The scientific rationale could be developed from sources such as site-specific assessment data, salmon recovery plans, Total Maximum Daily Loads (TMDLs) and the state nonpoint plan. EPA will confer with the National Oceanic and

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City of Shelton

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Atmospheric Administration (NOAA) and the Washington Department of Ecology and provide the opportunity for affected tribes to consult with EPA before making a final decision on a deviation request.

NEP contact for riparian buffers: Lea Shields, lea.shields@doh.wa.gov.

K. International Travel (Including Canada) – PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION.

All International Travel must be approved by the Office of International and Tribal Affairs (OITA) BEFORE travel occurs. Even a brief trip to a foreign country, for example to attend a conference, requires OITA approval. Please contact your NEP contract manager as soon as possible if travel is planned out of the country, including Canada and/or Mexico, so that they can obtain appropriate approvals from EPA Headquarters. If you have questions, please contact your NEP contract manager listed on the front page of the Award Document.

L. Geospatial Data Standards

All geospatial data created must be consistent with Federal Geographic Data Committee (FGDC) endorsed standards. Information on these standards may be found at www.fgdc.gov

M. Model Programmatic Subaward Reporting Requirement (GPI-16-01)

The subrecipient must report on its subaward monitoring activities under 2 CFR 200.331(d).

Examples of items that must be reported if the pass-through entity has the information available are: Summaries of results of reviews of financial and programmatic reports. Summaries of findings from site visits and/or desk reviews to ensure effective subrecipient performance. Environmental results the subrecipient achieved. Summaries of audit findings and related pass-through entity management decisions.

Actions the pass-through entity has taken to correct deficiencies such as those specified at 2 CFR 200.331(e), 2 CFR 200.207 and the 2 CFR Part 200.338 Remedies for Noncompliance.

N. Lobbying and Litigation — PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION.

All Subrecipients.

- a. The chief executive officer of this subrecipient agency shall ensure that no grant funds awarded under this assistance agreement are used to engage in lobbying of the Federal Government or in litigation against the U.S. unless authorized under existing law. The subrecipient shall abide by the Cost Principles available at 2 CFR 200 which generally prohibits the use of federal grant funds for litigation against the U.S. or for lobbying or other political activities.
- b. The subrecipient agrees to comply with Title 40 CFR Part 34, New Restrictions on Lobbying. The recipient shall include the language of this provision in award documents for all subawards exceeding \$100,000 and require that subrecipients submit certification and disclosure forms accordingly.
- c. In accordance with the Byrd Anti-Lobbying Amendment, any subrecipient who makes a prohibited expenditure under Title 40 CFR Part 34 or fails to file the required certification or lobbying forms shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure.
- d. Contracts awarded by a subrecipient shall contain, when applicable, the anti-lobbying provision as stipulated in the Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.
- e. Pursuant to Section 18 of the Lobbying Disclosure Act, the subrecipient affirms that it is not a nonprofit organization described in Section 501(c)(4) of the Internal Revenue Code of 1986; or that it is a nonprofit organization described in Section 501(c)(4) of the Code but does not and will not engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act. Nonprofit organizations exempt from taxation under section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities are ineligible for EPA subawards.

O. EPA's Substantial Involvement

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EPA will be substantially involved in this project by participating in the following activities: (1) Within the first nine months of the project, EPA reserves the right to negotiate work plan and budget; (2) monitor the project management and execution throughout the assistance agreement's project and budget period; (3) provide technical assistance and coordination as requested or needed by the subrecipient; and (4) review and approve technical deliverables, including 30-day preaward review of subaward agreements to ensure consistency with the collaborative intent of the National Estuary Program.

P. Quality Assurance Requirements (2 CFR 1500.11)

As of February 17, 2023 any project, including work performed by Grantees, that involves the collection, production, evaluation, or use of environmental information requires an approved QAPP prior to the start of work.

Acceptable Quality Assurance documentation (QAPP) must be submitted to the DOH Contract Manager and NEP Quality Coordinator (NEP QC) within 30 days of the acceptance of this agreement or another date as negotiated with the DOH Contract Manager. No work involving direct measurements or data generation, environmental modeling, compilation of data from literature or electronic media, and data supporting the design, construction, and operation of environmental technology shall be initiated under this project until the DOH Contract Manager, in concert with the NEP Quality Coordinator, has approved the quality assurance document. Additional information on these requirements can be found at the EPA Office of Grants and Debarment website: <https://www.epa.gov/grants/implementation-quality-assurance-requirements-organizations-receiving-epa-financial>.

Instructions to Submit Quality Assurance Documents for Review

DOH and the NEP QC will determine if a QAPP is required for this project. If a QAPP is required, subrecipients will work with DOH and NEP QC to develop and submit a QAPP for approval. The QAPP development and approval process is a multi-step process. More information about QAPPs can be found at <https://ecology.wa.gov/About-us/How-we-operate/Scientific-services/Quality-assurance/Quality-assurance-for-NEP-grantees>.

Q. ULO Stretch Goal:

Subrecipients of EPA assistance agreements that include subawards in the approved workplan should manage their programs and subaward funding in ways that reduce the length of time that federal funds obligated and committed to subaward projects are "unspent" federal funds, not yet drawn down through disbursements to subaward recipients. EPA encourages the reduction of these unliquidated obligations (ULOs) by applying the following programmatic term and condition to the FY2021 Strategic Initiative Lead cooperative agreements with subaward projects. Assistance agreement subrecipients are to apply these "stretch" goals throughout the life of the assistance agreement and to confer with your NEP Contract Manager whenever instances arise that make attainment of these stretch goals unlikely.

Stretch Goal: A stretch goal for utilization of funds for each new strategic initiative lead grant with subawards is established. All funds should be spent by 2 1/2 years in order for incremental funding to be considered at levels otherwise available for the fourth year of the grant.

Funds Awarded July 2021 Should All Be Drawn Down by March 2024.

Funds Awarded in FY2022 (October 1, 2021-September 30, 2022) Should all Be Drawn Down by March 2025

Funds Awarded in FY2023 (October 1, 2022-September 30, 2023) Should all Be Drawn Down by March 2026

Funds Awarded in FY2024 (October 1, 2023-September 30, 2024) Should all Be Drawn Down by March 2027

Funds Awarded in FY2025 All Should Be Drawn down by award end date + 90 days.

R. Animal Subjects — PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION.

Subrecipient agrees to comply with the Animal Welfare Act of 1966 (P.L. 89-544), as amended, 7 USC 2131-2156.

Subrecipient also agrees to abide by the "U.S. Government Principles for the Utilization and Care of Vertebrate Animals used in Testing, Research, and Training." (Federal Register 50(97): 20864-20865. May 20, 1985). The nine principles can be viewed at: <http://www.nal.usda.gov/awic/pubs/IACUC/vert.htm>.

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S. Copyrighted Material and Data – PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION.

In accordance with 2 CFR 200.315, EPA has the right to reproduce, publish, use and authorize others to reproduce, publish and use copyrighted works or other data developed under this assistance agreement for Federal purposes. Examples of a Federal purpose include but are not limited to: (1) Use by EPA and other Federal employees for official Government purposes; (2) Use by Federal contractors performing specific tasks for the Government; (3) Publication in EPA documents provided the document does not disclose trade secrets (e.g. software codes) and the work is properly attributed to the subrecipient through citation or otherwise; (4) Reproduction of documents for inclusion in Federal depositories; (5) Use by State, tribal and local governments that carry out delegated Federal environmental programs as “co-regulators” or act as official partners with EPA to carry out a national environmental program within their jurisdiction and; (6) Limited use by other grantees to carry out Federal grants provided the use is consistent with the terms of EPA’s authorization to the other grantee to use the copyrighted works or other data.

Under Item 6, the grantee acknowledges that EPA may authorize another grantee(s) to use the copyrighted works or other data developed under this grant as a result of:

1. the selection of another grantee by EPA to perform a project that will involve the use of the copyrighted works or other data or;
2. termination or expiration of this agreement.

In addition, EPA may authorize another grantee to use copyrighted works or other data developed with Agency funds provided under this grant to perform another grant when such use promotes efficient and effective use of Federal grant funds.

T. Light Refreshments and/or Meals PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION.

APPLICABLE TO ALL AGREEMENTS EXCEPT STATE CONTINUING ENVIRONMENTAL PROGRAMS (AS DESCRIBED BELOW):

Unless the event(s) and all of its components are described in the approved workplan, the subrecipient agrees to obtain prior approval from EPA for the use of grant funds for light refreshments and/or meals served at meetings, conferences, training workshops and outreach activities (events).

The subrecipient must send requests for approval to the NEP Contract Manager and include:

1. An estimated budget and description for the light refreshments, meals, and/or beverages to be served at the event(s);
2. A description of the purpose, agenda, location, length and timing for the event; and,
12. An estimated number of participants in the event and a description of their roles.

Costs for light refreshments and meals for subrecipient staff meetings and similar day-to-day activities are not allowable under EPA assistance agreements.

Subrecipients may address questions about whether costs for light refreshments, and meals for events may be allowable to the subrecipient’s NEP Contract Manager; however, the Agency Award Official or Grant Management Officer will make final determinations on allowability.

Agency policy prohibits the use of EPA funds for receptions, banquets and similar activities that take place after normal business hours unless the subrecipient has provided a justification that has been expressly approved by EPA’s Award Official or Grants Management Officer.

EPA funding for meals, light refreshments, and space rental may not be used for any portion of an event where alcohol is served, purchased, or otherwise available as part of the event or meeting, even if EPA funds are not used to purchase the alcohol.

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Note: U.S. General Services Administration regulations define light refreshments for morning, afternoon or evening breaks to include, but not be limited to, coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, or muffins. (41 CFR 301-74.7)

FOR STATE CONTINUING ENVIRONMENTAL PROGRAM GRANT SUBRECIPIENTS EXCLUDING STATE UNIVERSITIES:

If the state maintains systems capable of complying with federal grant regulations at 2 CFR 200.432 and 200.438, EPA has waived the prior approval requirements for the use of EPA funds for light refreshments and/or meals served at meetings, conferences, and training, as described above. The state may follow its own procedures without requesting prior approval from EPA.

However, notwithstanding state policies, EPA funds may not be used for

- (1) evening receptions, or
- (2) other evening events (with the exception of working meetings). Examples of working meetings include those evening events in which small groups discuss technical subjects on the basis of a structured agenda or there are presentations being conducted by experts. EPA funds for meals, light refreshments, and space rental may not be used for any portion of an event (including evening working meetings) where alcohol is served, purchased, or otherwise available as part of the event or meeting, even if EPA funds are not used to purchase the alcohol.

By accepting this award, the state is certifying that it has systems in place (including internal controls) to comply with the requirements described above.

U. State Grant Cybersecurity - PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION.

1. The subrecipient agrees that when collecting and managing environmental data under this assistance agreement, it will protect the data by following all applicable State law cybersecurity requirements.
 - (1) EPA must ensure that any connections between the subrecipient's network or information system and EPA networks used by the subrecipient to transfer data under this agreement, are secure. For purposes of this Section, a connection is defined as a dedicated persistent interface between an Agency IT system and an external IT system for the purpose of transferring information. Transitory, user-controlled connections such as website browsing are excluded from this definition. If the subrecipient's connections as defined above do not go through the Environmental Information Exchange Network or EPA's Central Data Exchange, the recipient agrees to contact the NEP Contract Manager and work with the designated Regional/Headquarters Information Security Officer to ensure that the connections meet EPA security requirements, including entering into Interconnection Service Agreements as appropriate. This condition does not apply to manual entry of data by the recipient into systems operated and used by EPA's regulatory programs for the submission of reporting and/or compliance data.
 - (2) The subrecipient agrees that any subawards it makes under this agreement will require the subrecipient to comply with the requirements in (b)(1) if the subrecipient's network or information system is connected to EPA networks to transfer data to the Agency using systems other than the Environmental Information Exchange Network or EPA's Central Data Exchange. The subrecipient will be in compliance with this condition: by including this requirement in subaward agreements; and during subrecipient monitoring deemed necessary by the subrecipient under 2 CFR 200.331(d), by inquiring whether the subrecipient has contacted the NEP Contract Manager. Nothing in this condition requires the subrecipient to contact the NEP Contract Manager on behalf of a subrecipient or to be involved in the negotiation of an Interconnection Service Agreement between the subrecipient and EPA.

V. Pre-award Costs - (2 CFR 200.209 and 200.458; 2 CFR 1500.8)

Pre-award costs have been approved in accordance with the subrecipient's application.

END OF SECTION

EXHIBIT A, DOH CONTRACT GVL29105-0
Sub-recipient Statement of Work
City of Shelton
Period of Performance: June 01, 2024 through December 31, 2025

This table includes only active funding sources.

Federal Grant Information Sheet									
Subrecipient/Contractor:		City of Shelton		DOH Contract Manager: Jill Stewart		Contact Information:			
Contract Number:		GVL29105		jill.stewart@doh.wa.gov		dohcon.mgmt@doh.wa.gov			
UEI Number:		FKQ8KDH189W7		Approved Indirect Rate:		Research and Development? (If YES, check box) <input type="checkbox"/>			
Period of Performance:		Start Date: 6/1/2024		End Date: 12/31/2026		Limiting Indirect Cost Rate: N/A		The proposed project will provide modifications to the City of Shelton Main Wastewater Treatment Plant (WWTP) to achieve compliance with new effluent discharge standards established in the Hammersley Inlet Conditionally Approved Area Management Plan (CAAMP) as well as provide further treatment of effluent that fails to meet the State required discharge standards.	
Project Description:									
Federal Award Identification Number	Federal Award Date	Federal Agency Name	Total Amount of the Federal Award to DOH	CFDA #	CFDA Program Title	Name of Pass-Through Agency	Amount of Federal Funds Obligated by This Action	Total Amount of Federal Funds Obligated for This Funding Source	
PC-01189801-2	5/31/2022	U.S Environmental Protection Agency	\$18,500,000	66.123	Puget Sound Action Agenda: Technical Investigations and Implementation Assistance Program	Washington State Department of Health	\$143,687	\$143,687	

The information below is included for program awareness and possible inclusion of additional language in the SOW. Remove the language below as necessary and if addressed in the SOW.

Certifications and Assurances – all requirements imposed on the subrecipient by the federal awarding agency: **The contract boilerplate covers all standard certifications and assurances.**

Are there any additional requirements imposed by the pass-through entity (DOH) to meet its own responsibilities to the awarding agency? Yes ☒ No ☐ **If applicable, this is identified by the DOH program staff writing the contract. This can also be found in the “Statement of Work” section of the contract.**

All subrecipients are required to make their accounting records available and accessible to the awarding agency: **This requirement can be found in the “Records Maintenance” section of the contract.**

Closeout Requirements:

- (1) Submit all final billings within 60 days of the end of the contract (This is required per standard contract language.)
- (2) Submit all required program reports and deliverables within 60 days (This is required per standard contract language.)
- (3) Dispose of property purchased with subaward funds and dispose of or return government-furnished property no longer used for subaward related activities (If applicable DOH must be contacted for disposal requirements.)
- (4) Additional DOH program specific contract closeout requirements (If applicable, see statement of work for additional closeout requirements.)

**FEDERAL COMPLIANCE
AND STANDARD FEDERAL CERTIFICATIONS AND ASSURANCES**

In the event federal funds are included in this agreement, added by future amendments(s), or redistributed between fund sources resulting in the provision of federal funds, the following sections apply: "I. Federal Compliance" and "II. Standard Federal Assurances and Certifications". In the instance of inclusion of federal funds as a result of an amendment, the contractor may be designated as a "Subrecipient" and the effective date of the amendment shall also be the date at which these requirements go into effect.

- I. **FEDERAL COMPLIANCE** - The use of federal funds requires additional compliance and control mechanisms to be in place. The following represents the majority of compliance elements that may apply to any federal funds provided under this contract. (Refer to Catalog of Domestic Assistance number(s) cited in the "Payment" section of this contract for requirements specific to that fund source.) For clarification regarding any of these elements or details specific to the federal funds in this contract, contact:

Compliance and Internal Control Officer
Office of Financial Services
Department of Health
Post Office Box 47901
Olympia, Washington 98504-7901

1. **UNIFORM ADMINISTRATIVE GUIDANCE** – The Uniform Administrative Guidance (Supercircular) became effective December 26, 2014 and combines numerous OMB Circulars into one document. This document established requirements which govern expenditure of federal funds. These requirements apply to the Department of Health, as the primary recipient of federal funds, and then follow the funds to the subrecipient. The Uniform Administrative Guidance provides the applicable administrative requirements, cost principles, and audit requirements are identified by subrecipient organization type.

Compliance Matrix

ENTITY TYPE	OMB CIRCULAR		
	ADMINISTRATIVE REQUIREMENTS	COST PRINCIPLES	AUDIT REQUIREMENTS
State, Local and Indian Tribal Governments & Governmental Hospitals	2 CFR 200 Subpart D	2 CFR 200 Subpart E	2 CFR 200 Subpart F
Non-Profit Organizations	2 CFR 200 Subpart D	2 CFR 200 Subpart E	2 CFR 200 Subpart F
Hospitals	2 CFR 200 Subpart D	45 CFR 74 Appendix E	2 CFR 200 Subpart F
Colleges or Universities & Affiliated Hospitals	2 CFR 200 Subpart D	2 CFR 200 Subpart E	2 CFR 200 Subpart F

2. **CITIZENSHIP/ALIEN VERIFICATION/DETERMINATION** - The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 (PL 104-193) states that federal public benefits should be made available only to U.S. citizens and qualified aliens. Entities that offer a service defined as a "federal public benefit" must make a citizenship/qualified alien determination/ verification of applicants at the time of application as part of the eligibility criteria. Non-US citizens and unqualified aliens are not eligible to receive the services. PL 104-193 also

includes specific reporting requirements. Exemptions from the determination/verification requirement is afforded the following programs offered by the Department of Health: Family Planning, Breast, Cervical and Colon Health Program (BCCHP), Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), WIC Farmers Market Program, Immunization Programs, and Ryan White CARE Act programs and other communicable disease treatment and diagnostic programs.

3. **CIVIL RIGHTS AND NONDISCRIMINATION** - During the performance of this agreement, the Contractor shall comply with all current and future federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (PL 88-352), Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681-1683 and 1685-1686), section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-6107), the Drug Abuse Office and Treatment Act of 1972 (PL 92-255), the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (PL 91-616), §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290dd-3 and 290ee-3), Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), and the Americans with Disability Act (42 U.S.C., Section 12101 et seq.).
4. **SINGLE AUDIT ACT** - A subrecipient (including private, for-profit hospitals and non-profit institutions) shall adhere to the federal Uniform Administrative Guidance (subpart F) as well as all applicable Federal and State statutes and regulations. A subrecipient who expends \$750,000 or more in federal awards during a ~~given~~ fiscal year shall have a single or program-specific audit for that year in accordance with the provisions of 2 CFR 200 Subpart F.

II. **STANDARD FEDERAL CERTIFICATIONS AND ASSURANCES** - Following are the Assurances, Certifications, and Special Conditions that apply to all federally funded (in whole or in part) agreements administered by the Washington State Department of Health.

CERTIFICATIONS

1. CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

The undersigned (authorized official signing for the contracting organization) certifies to the best of his or her knowledge and belief, that the contractor, defined as the primary participant in accordance with 45 CFR Part 76, and its principals:

- A. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;
- B. have not within a 3-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- C. are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and

- D. have not within a 3-year period preceding this contract had one or more public transactions (Federal, State, or local) terminated for cause or default.

Should the contractor not be able to provide this certification, an explanation as to why should be placed after the assurances page in the contract.

The contractor agrees by signing this contract that it will include, without modification, the clause titled Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion--Lower Tier Covered Transactions in all lower tier covered transactions (i.e., transactions with sub-grantees and/or contractors) and in all solicitations for lower tier covered transactions in accordance with 45 CFR Part 76.

2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

The undersigned (authorized official signing for the contracting organization) certifies that the contractor will, or will continue to, provide a drug-free workplace in accordance with 45 CFR Part 76 by:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- B. Establishing an ongoing drug-free awareness program to inform employees about:
 - 1) The Dangers of drug abuse in the workplace;
 - 2) The contractor's policy of maintaining a drug-free workplace;
 - 3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - 4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- C. Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by paragraph 1) above;
- D. Notifying the employee in the statement required by paragraph 1), above, that, as a condition of employment under the contract, the employee will:
 - 1) Abide by the terms of the statement; and
 - 2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- E. Notifying the agency in writing within ten calendar days after receiving notice under paragraph D. 2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every contract officer or other designee on whose contract activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

- F. Taking one of the following actions, within 30 calendar days of receiving notice under paragraph D. 2) with respect to any employee who is so convicted:
- 1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - 2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A), (B), (C), (D), (E), and (F).

For purposes of paragraph (E) regarding agency notification of criminal drug convictions, DOH has designated the following central point for receipt of such notices:

Compliance and Internal Control Officer
Office of Grants Management
WA State Department of Health
PO Box 47905
Olympia, WA 98504-7905

3. CERTIFICATION REGARDING LOBBYING

Title 31, United States Code, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," generally prohibits recipients of Federal grants and cooperative agreements from using Federal (appropriated) funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a SPECIFIC grant or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal (non-appropriated) funds. These requirements apply to grants and cooperative agreements EXCEEDING \$100,000 in total costs (45 CFR Part 93).

The undersigned (authorized official signing for the contracting organization) certifies, to the best of his or her knowledge and belief, that:

- A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- B. If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying

Activities," in accordance with its instructions. (If needed, Standard Form-LLL, "Disclosure of Lobbying Activities," its instructions, and continuation sheet are included at the end of this application form.)

- C. The undersigned shall require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subcontracts, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

4. CERTIFICATION REGARDING PROGRAM FRAUD CIVIL REMEDIES ACT (PFCRA)

The undersigned (authorized official signing for the contracting organization) certifies that the statements herein are true, complete, and accurate to the best of his or her knowledge, and that he or she is aware that any false, fictitious, or fraudulent statements or claims may subject him or her to criminal, civil, or administrative penalties. The undersigned agrees that the contracting organization will comply with the Public Health Service terms and conditions of award if a contract is awarded.

5. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children's services provided in private residence, portions of facilities used for inpatient drug or alcohol treatment, service providers whose sole source of applicable Federal funds is Medicare or Medicaid, or facilities where WIC coupons are redeemed.

Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing the certification, the undersigned certifies that the contracting organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The contracting organization agrees that it will require that the language of this certification be included in any subcontracts which contain provisions for children's services and that all subrecipients shall certify accordingly.

The Public Health Services strongly encourages all recipients to provide a smoke-free workplace and promote the non-use of tobacco products. This is consistent with the PHS mission to protect and advance the physical and mental health of the American people.

6. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS INSTRUCTIONS FOR CERTIFICATION

By signing and submitting this proposal, the prospective contractor is providing the certification set out below.

- A. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective contractor shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective contractor to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
- B. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective contractor knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause of default.
- C. The prospective contractor shall provide immediate written notice to the department or agency to whom this contract is submitted if at any time the prospective contractor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- D. 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 meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the person to whom this contract is submitted for assistance in obtaining a copy of those regulations.
- E. The prospective contractor agrees by submitting this contract that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DOH.
- F. The prospective contractor further agrees by submitting this contract that it will include the clause titled Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transaction, provided by HHS, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- G. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List (of excluded parties).

- H. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- I. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, DOH may terminate this transaction for cause or default.

7. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTIONS

- A. The prospective contractor certifies to the best of its knowledge and belief, that it and its principals:
- 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - 2) Have not within a three-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - 3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 1. B. of this certification; and
 - 4) Have not within a three-year period preceding this contract had one or more public transactions (Federal, State or local) terminated for cause or default.
- B. Where the prospective contractor is unable to certify to any of the statements in this certification, such prospective contractor shall attach an explanation to this contract.

CONTRACTOR'S SIGNATURE IS REQUIRED

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL <i>mark zigler</i>	TITLE City Manager
ORGANIZATION NAME: (if applicable) City of Shelton	DATE Apr 5, 2024

FEDERAL ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF
MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE
SPONSORING AGENCY.**

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the contractor, I certify that the contractor:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient

- records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
 8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
 9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.
 10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
 11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
 12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1721 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
 13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
 14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
 15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

ATTACHMENT 1

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. § 4801 et seq.) which prohibits the use of lead- based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Super circular 2CFR200, Subpart F.
18. Will comply with 2CFR200.216 - Prohibition on certain telecommunications and video surveillance services or equipment - as amended effective August 13, 2020, and any amendments to this section thereafter.
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

CONTRACTOR'S SIGNATURE IS REQUIRED

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL <i>mark ziegler</i> City Manager	TITLE
ORGANIZATION NAME: (if applicable) City of Shelton	DATE Apr 5, 2024

Federal Funding Accountability and Transparency Act Data Collection Form

Federal funds that support this agreement between your organization and the Department of Health (DOH) require compliance with the Federal Funding Accountability and Transparency Act (ACT). The purpose of the Transparency Act is to make information available online so the public can see how federal funds are spent.

Your organization must have a Unique Entity Identifier (UEI) to comply with the ACT. Contact the System for Award Management (SAM) at www.SAM.gov if you don't know your organization's UEI, or need to get a free UEI. DOH also encourages registration with the System for Award Maintenance (SAM) to reduce data entry by both DOH and your organization. Register with SAM free of charge at <https://uscontractorregistration.com>. DOH will report information about your organization and this agreement to the federal government as required by Title 2 CFR, Part 25. The public can view this information on the federal government website www.USASpending.gov.

SUBRECIPIENT

1. Legal Name City of Shelton	2. UEI Number FKQ8DH189W7												
3. Principal Place of Performance 525 West Cota St.													
3a. City Shelton	3b. State WA												
3c. Zip+4 98584	3d. Country USA												
4. Are you registered in SAM? <input checked="" type="checkbox"/> YES (If yes, skip to signature block. Sign, date and return) <input type="checkbox"/> NO (If no, complete section 5)													
5. In the preceding fiscal year did your organization: a. Receive 80% or more of annual gross revenue from federal contracts, subcontracts, grants, loans, subgrants, and/or cooperative agreements; and b. \$25,000,000 or more in annual gross revenues from federal contracts, subcontracts, grants, loans, subgrants, and/or cooperative agreements; and c. The public does not have access to this information about the compensation of the senior executives of your organization through periodic reports filed under section 13(a) or 15(d) of the Securities and Exchange Act of 1934 (15 U.S.C. §§ 78m(a), 78o(d) or section 6104 of the Internal Revenue Code of 1986. <input type="checkbox"/> NO (skip to signature block. Sign, date and return) <input type="checkbox"/> YES (you must report the names and total compensation of the top 5 highly compensated officials of your organization).													
<table border="1"><thead><tr><th>Name of Official</th><th>Total Compensation</th></tr></thead><tbody><tr><td>1.</td><td></td></tr><tr><td>2.</td><td></td></tr><tr><td>3.</td><td></td></tr><tr><td>4.</td><td></td></tr><tr><td>5.</td><td></td></tr></tbody></table>		Name of Official	Total Compensation	1.		2.		3.		4.		5.	
Name of Official	Total Compensation												
1.													
2.													
3.													
4.													
5.													
Note: "Total compensation" for purposes of this requirement generally means the cash and non-cash value earned by the executive during the past fiscal year and includes salary and bonus; awards of stock, stock options and stock appreciation rights; and other compensation such as severance and termination payments, and value of life insurance paid on behalf of the employee, and as otherwise provided by FFATA and applicable OMB guidance.													

By signing this document, the Authorized Representative attests to the information.

Signature of Authorized Representative <i>mark ziegler</i>	Print Name mark ziegler City Manager	Date 04/05/2024
---	--	--------------------

The Department of Health will not endorse your sub-award until this form is completed and returned.

Federal Funding Accountability and Transparency Act Data Collection Form

FOR DEPARTMENT OF HEALTH USE ONLY

DOH Contract Number

GVL29105

Sub-award Project Description

The proposed project will provide modifications to the City of Shelton Main Wastewater Treatment Plant (WWTP) to achieve compliance with new effluent discharge standards established in the Hammersley Inlet Conditionally Approved Area Management Plan (CAAMP) as well as provide further treatment of effluent that fails to meet the State required discharge standards.

Instructions for Sub-award Project Description:

In the first line of the description provide a title for the sub-award that captures the main purpose of the subrecipients work. Then, indicate the name of the subrecipient and provide a brief description that captures the overall purpose of the sub-award, how the funds will be used, and what will be accomplished.

Example of a Sub-award Project Description:

Increase Healthy Behaviors: Educational Services District XYZ will provide training and technical assistance to chemical dependency centers to assist the centers to integrate tobacco use into their existing addiction treatment programs. Funds will also be used to assist centers in creating tobacco free treatment environments.

Exhibit A
City of Shelton
Design Services – WWTP Back-Up Disinfection System

General

During rare events when the Shelton WWTP UV disinfection system cannot treat effluent due to flow excursions or process upsets that degrade the effluent water quality, the state Department of Health has requested a back-up disinfection system be added to Shelton's main Wastewater Treatment Plant (WWTP). The City of Shelton (City) has agreed to construct a back-up disinfection system at their WWTP to reduce the potential for the WWTP effluent not meeting permit. The system will include injection of peracetic acid at the Ultraviolet light (UV) basin effluent weir downstream of the existing UV disinfection system and upstream of the effluent holding tank. The peracetic acid system will include a peracetic storage tank, dosing pump, and control programming. A baffle wall system will be installed in the Effluent Holding tank to achieve sufficient contact time for disinfection. Disinfected effluent will leave the Effluent Holding tank and be released into Hammersley Inlet. A redundant effluent UV transmittance sensor will be integrated into the WWTP control system to control and operate the back-up disinfection system. This scope of work covers professional services by Parametrix for design of the WWTP back-up disinfection system.

Basis Of Design

This scope of work assumes the WWTP back-up disinfection system design will be based on the following criteria:

- The back-up disinfection system will be provided by injecting a peracetic acid solution at the UV Basin effluent weir downstream of the existing UV system.
- The design assumes that adequate chemical contact time can be achieved by baffling the existing Effluent Holding tank currently used for holding effluent during periods of slack tide.
- The design assumes that no chemicals other than peracetic acid will be used, and a redundant UV transmittance instrument will be added.
- The back-up disinfection system will operate when effluent UV transmittance is below existing UV system's capability to disinfect adequately.
- The peracetic acid injection pump will be paced to dose at a rate based on effluent UV transmittance, turbidity, and effluent flow.
- The WWTP supervisory control and data acquisition (SCADA) system can be expanded to include the new back-up disinfection system equipment during the construction phase.
- The electrical source to power the peracetic acid injection system will be provided from the Existing Control Building.
- The electrical design and electrical equipment will be located outside of classified hazardous locations and not requiring Class I, Div I- or Div II-rated wiring methods or equipment.

Assumptions

- The work is being funded by a federal Environmental Protection Agency (EPA) grant. The funding identifies four different tasks. Task 3, Design Services, will be prepared by Parametrix, Inc., as outlined in the scope of work – WWTP Back-Up Disinfection Project Design.
- Task 1 – Quality Assurance Project Plan (QAPP) Development will be prepared by the City.
- Task 2 – Project Administration and Reporting associated with the overall grant funding and program will be provided by the City.
- Task 4 – Broader Impacts and Communication associated with the project will be provided by the City.
- Bidding, construction services, and SCADA system configuration and commissioning during construction are not included in this scope of work but can be provided under a separate scope of work.

Task 3 – Design Services

Subtask 3.1 – Project Management

Subtask Objectives

- Establish and maintain communication between the design team and the City.
- Monitor and report on status of scope, schedule, and budget throughout the duration of the project.

Approach

Specific activities of the project management task include the following:

- Prepare in-house quality control/quality assurance (QC/QA) project plan and provide associated coordination.
- Prepare project schedule including design and estimate construction schedule, track, and provide two updates.
- Preparation of monthly progress letter for submission to the City's project manager. The letter, with associated enclosures, will include the following:
 - Description of work performed during billing period.
 - Comparison of work accomplished with expenditures, budget, and scheduled activities.
- Meetings:
 - Coordinate and attend an internal meeting with the design team to review individual responsibilities and key project elements.
 - Attend and document two project design review meetings, scheduled as needed (1 hour each with one Parametrix staff).
 - Prepare and update Action Items List, including action items and decisions made in meetings covered in other tasks.

Assumptions

- City will have key decision-making staff at the meetings.
- Decisions documented in meeting notes will be the basis of moving forward with the design.

Deliverables

- Monthly progress letters with invoices (six assumed).
- Meeting summary from project management meetings (no agenda included).
- Action Items list.
- Schedule.

Subtask 3.2 – Preliminary Design

Subtask Objectives

Identify, size, and select peracetic acid disinfection equipment. Determine an initial baffle configuration within the existing holding tank. Locate and select water quality monitoring locations and sensors.

Site visit to identify the power source locations for the back-up disinfection system electrical load along with investigating conduit and wiring routing for the additional equipment.

Approach

- Determine an initial baffle configuration within the existing holding tank by determining the design condition and estimating the contact time and chemical concentration requirements.
- Add a redundant UV transmittance probe and turbidity probe for water quality monitoring and controlling the back-up disinfection system.
- Prepare a technical memorandum (TM-1) with recommendations for the disinfection system and effluent holding tank baffling.
- Perform an on-site review meeting (1-hour meeting with three Parametrix attendees) of TM-1 and perform a site visit to coordinate the physical layout of the system with the City staff.
- Finalize TM-1 and present to the City (for City's coordination with the Washington State Department of Health [DOH] and Department of Ecology [DOE] as needed for DOH and DOE review).

Assumptions

- City acceptance of the information presented in the final predesign technical memorandum will constitute approval by the City (along with DOE and DOH). Revisions following City (including DOH and DOE) acceptance will be considered out of scope.
- Baffling walls will be added to Effluent Holding tank to achieve adequate disinfection contact time within the existing effluent holding tank.
- A new electrical utility service will not be required.

Deliverables

- Draft and final predesign technical memorandum, up to 3 pages and general concept drawings (PDF).
- Predesign technical memorandum to list electrical power source and general arrangement drawing to identify equipment locations including instrumentation and control information.

Subtask 3.3 – 85% Design

Subtask Objectives

Provide a 85% design review package for City review, including drawings and specifications.

Approach

- Based on input from the City, further the design of the peracetic acid disinfection system. Prepare drawings: See drawings listed at the end of this scope. Prepare design criteria summary, including capacities and sizing of major equipment.
- Collect equipment lead times for input into updates of project contract requirements.
- Update the Engineer's Opinion of Probable Construction Cost.
- Provide quality control technical review for Parametrix products.
- Prepare electrical designs, equipment selection, calculations to support the additional equipment.
- Prepare drawings and specifications for the project.
- Prepare for, attend, and document a virtual design review meeting with City staff (2-hour meeting).

Assumptions

- The Bidding Specifications and Forms, Division 0, will be provided by the City.
- Technical specifications will be CSI 6-digit style format (CSI MasterFormat).
- The City will have 10 days to review the 85% design package.
- Comments on the 85% design will be addressed in the 100% Bid Documents.
- The 85% design review and response resolution period will be limited to a 2-week period.

Deliverables

- Responses to City review comments from 85% design review submittal.
- 85% design package (electronic PDF) consisting of the following:
 - Drawings.
 - Specifications.
 - Updated Engineer's Opinion of Probable Construction Cost.
 - Project schedule.

Subtask 3.4 – 100% Bid Documents

Subtask Objectives

Produce a set of 100% bid documents (design drawings and technical specifications) that are ready for public bidding.

Approach

- Update the 85% design with City comments.
 - Division 0 Specifications, Forms, and Terms and Conditions provided by City.
 - Technical Specifications.
- Provide quality control technical review for Parametrix products.
- 100% Bid Documents and drawings for bidding.

Deliverables

- Responses to City review comments from 85% design review submittal.
- 100% Bid Documents:
 - Updated Engineer's Opinion of Probable Construction Cost (electronic PDF).
 - Electronic PDF (submitted to Builders Exchange or City's preferred bid site).

Exhibit B

Drawing List

- G-1: Title, location and vicinity maps, drawing index
- G-2: General notes, civil and mechanical legend, and abbreviations
- P-1: P&ID Process Legend
- P-2: Peracetic Acid System
- S-1: Structural notes
- S-2: Structural holding tank baffles and baffle details
- S-3: Peracetic acid room plan and section and details
- M-1: Mechanical Legend and Abbreviations
- M-2 Mechanical Details
- M-3 Peracetic Acid System plan and sections
- E-1: Electrical notes, legend, and abbreviations
- E-2: Electrical site plan
- E-3: Electrical Panel layout and load calculations
- E-4: Electrical Power and Lighting Plan and conduit schedule
- E-5: Electrical Details
- I-1: Network Block Diagram

Exhibit C
Budget

Shelton WWTP - Backup Disinfection System

DRAFT

					Sr Engineer - PM/Civil/Mech. Lead	Sr Consultant - Process/Mech.	Process/Mech Engineer -	Electrical Engineer III - Elec./Controls Support	Sr Electrical Eng -	Sr Engineer - Structural Lead	Sr Designer - Mech. CAD Drafter	Electrical Designer II - Civil/Structural/Elec./Controls CAD	Designer - Mech. CAD Drafter	Sr Mech/Process Engineer QC	Sr Electrical Engineer - Elec./Controls QC	Sr Engineer - Structural QC	Project Controls Specialist	Publications Supervisor	Project Accountant
					\$260.00	\$300.00	\$195.00	\$210.00	\$240.00	\$260.00	\$220.00	\$185.00	\$170.00	\$285.00	\$240.00	\$300.00	\$150.00	\$145.00	\$145.00
Task	SubTask	Description	Labor Dollars	Labor Hours															
01		Project Management- 6 months	\$13,790.00	76	22	0	0	0	0	0	0	0	0	0	0	0	48	0	6
	01	Project Controls		56	16												40		
	02	Reporting & Communication		20	6												8		6
02		Preliminary Design	\$36,840.00	166	30	14	22	22	10	14	10	16	10	0	2	1	15	0	0
	01	Drawings		112	24	6	10	10	4	8	10	16	10				14		
	02	Cost Opinion		18		2	4	6	6										
	03	QA/QC		3											2	1			
	04	Review Meeting with City		33	6	6	8	6		6							1		
03		85% Design	\$74,035.00	357	4	17	60	51	38	24	21	41	40	8	8	2	17	26	0
	01	Drawings		199	1	8	26	20	18	10	20	40	40				16		
	02	Specifications		92		4	22	20	10	10								26	
	03	Cost Opinion		20		2	6	6	6										
	04	QA/QC		18										8	8	2			
	05	Preliminary Comment Responses		10			2	2	2	2	1	1							
	06	Review Meeting with City		18	3	3	4	3	2	2							1		
04		100%, Bid Documents	\$33,110.00	162	1	8	26	18	12	9	14	14	14	4	4	4	20	14	0
	01	Drawings		103	1	6	18	8	4	4	14	14	14				20		
	02	Specifications		33			6	6	4	3								14	
	03	Cost Opinion		7		2			2	2	1								
	04	QA/QC		12										4	4	4			
	05	90% Review Comment Responses		7			2	2	2	1									
Parametrix Labor Totals:			\$157,775.00	761	57	39	108	91	60	47	45	71	64	12	14	7	100	40	6
Totals:			\$157,775.00		\$14,820.00	\$11,700.00	\$21,060.00	\$19,110.00	\$14,400.00	\$12,220.00	\$9,900.00	\$13,135.00	\$10,880.00	\$3,420.00	\$3,360.00	\$2,100.00	\$15,000.00	\$5,800.00	\$870.00

Other Direct Expenses	
Mileage - \$0.67/mile	\$289.44
Other Expenses	\$1,200.00
Other Direct Expenses Total:	\$1,489.44

Project Total \$159,264.44



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item E2)

Touch Date: 04/10/2024
Brief Date: 05/07/2024
Action Date: 05/21/2024

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

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:

**Amendment #3, Satellite Treatment
Plant Tank Project (Wetland
Delineation Work)**

☐

Ordinance

☒ Dept. Head

J.O.H

☒

Resolution

☐ Finance Director

ATTACHMENTS:

☐ Attorney

- Resolution No. 1331-0424

☒

Motion

☒ City Clerk

- Attachment A, Scope of Work,
Cost Estimate

☐

Other

☐ City Manager

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

Staff is proceeding with design work for a 0.5 MG reclaimed water storage tank at the City satellite wastewater treatment plant with grant money awarded from the Department of Commerce. The design for this project is nearly complete and the location of the nearby offsite wetland boundary that was delineated in 2005 must be verified as a part of permitting requirements for the project.

ANALYSIS/OPTIONS/ALTERNATIVES

If the wetland delineation work is not approved, the project will become un-permittable as the City's Community Development Department has indicated that an updated formal wetland delineation is required in accordance with the City's Critical Areas Ordinance. The original wetland delineation was completed in 2005, prior to construction of the original plant in 2007. Wetland systems are dynamic, as they expand and contract, based on multiple physical and environmental factors. State law sets limits on the validity of wetland delineations, which are typically good for approximately 5-years.

BUDGET/FISCAL INFORMATION

The proposed work scope and cost estimate are included as Attachment A. The additional \$12,000 will be absorbed as part of the design work for this project:

PUBLIC INFORMATION REQUIREMENTS:

Grant, design, contracts, and associated documents as it pertains to this project have been included within past and present Council packet materials. All materials are available and can be obtained from the Shelton Public Works Department.

STAFF RECOMMENDATION/MOTION:

"I move to place Resolution No. 1331-0424 on to the action agenda for the May 21, 2024 Council meeting for further consideration."

RESOLUTION NO. 1331-0424

A RESOLUTION OF THE COUNCIL OF THE CITY OF SHELTON, WASHINGTON, AUTHORIZING THE CITY MANAGER TO APPROVE SUPPLEMENTAL AGREEMENT NO. 3 TO THE PROFESSIONAL SERVICES AGREEMENT WITH GRAY & OSBORNE, INC. TITLED, SATELLITE WASTEWATER TREATMENT PLANT TANK PROJECT

WHEREAS, on September 4, 2018, the City Council approved a contract with Gray and Osborne, Inc. for the design of a new reclaimed water tank at the Satellite Wastewater Treatment Plant; and

WHEREAS, in July of 2020, Council adopted Resolution No. 1156-0320 approving contract amendment #1 to the design contract with Gray and Osborne, Inc. providing additional scope, budget, and time, to better align the project with the tasks identified in the Interlocal Agreement with the Squaxin Island Tribe; and

WHEREAS, in September of 2021, the City was awarded a net amount of \$2,000,000 for the project in the 2021-2023 State Capital Budget, utilizing the State's Coronavirus State Fiscal Recovery Funds through the federal American Rescue Plan Act (ARPA), administered through the State Department of Commerce; and

WHEREAS, in January of 2023, the City Council approved contract amendment #2, adding \$138,200 to the current contract, for a cost not to exceed \$234,200, and extending the contract end-date to December 31, 2024, to complete design efforts for the Satellite Wastewater Treatment Plant Reclaimed Tank; and

WHEREAS, Gray & Osborne, Inc. has proposed Supplemental Agreement No. 3, which will add \$12,000 to the Contract amount (for a total not to exceed \$246,200), to provide wetland delineation services on the adjacent wetland system, as required by the local permitting authority in order to acquire the local permits for the project.

WHEREAS, the additional resources to provide these services will be integrated into the grant award, as part of the design efforts towards this project.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Shelton that the City Manager is authorized to sign Supplemental Agreement No. 3 to the Professional Services Contract with Gray & Osborne, Inc. to allow for wetland delineation services in an amount not to exceed \$12,000, as outlined within the scope and cost estimate within Attachment A.

INTRODUCED on the 7th day of May 2024 and **PASSED** by the City Council at its regular meeting held on this 21st day of May 2024.

ATTEST:

Mayor Onisko

City Clerk Nault



March 26, 2024

Dominic J. Miller, P.E.
Gray & Osborne, Inc.
2102 Carriage Drive SW
Building I
Olympia, WA 98502

RE: Shelton Reclaimed Water Tank: Scope & Cost Estimate for Wetland Study Update

Dear Mr. Miller,

This scope of work has been prepared for you by Krippner Consulting, LLC to provide an updated wetland survey and report as required by the City of Shelton for the City's proposed reclaimed water tank at their existing reclaimed water facility. The proposed project is located south of the Shelton airport and west of US highway 101 at the city's existing reclaimed water facility on West Fairgrounds Road. The reclaimed water facility is on an 11-acre parcel, Parcel 420123100000. A wetland is located on the southeast portion of the parcel.

The wetland study update will include a review of existing information and an updated field delineation of the wetland boundary that is located on the site. The field survey will be conducted by Linda Krippner and Steve Krippner in accordance with City of Shelton reporting requirements. Wetlands will be identified in accordance with the 1987 *US Army Corps of Engineers Wetland Delineation Manual* and the 2010 *Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Western Mountains, Valleys, and Coast Region*. The wetland boundary and data plot locations will be marked with flagging in the field unless the boundary is clearly the same as it was in 2005. A formal survey of these flags by an engineering survey crew will be required and we will include this formal survey in our wetland report. A map of the flagged wetland boundary and our data plots will be prepared for the engineering surveyors. Wetlands will be classified in accordance with the *Washington State Wetland Rating System for Western Washington*, Washington State Department of Ecology Publication No. 14-06-029 (Hruby 2014).

A wetland survey report will be prepared for the project. This report will include the results of the field survey and wetland rating, site photos, data sheets, maps required for the wetland rating, and a map showing the wetland boundary and standard wetland buffer.

Wetland Survey Update for City of Shelton's Proposed Reclaimed Water Tank

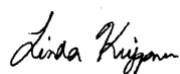
This work will be charged on a time and materials basis not to exceed \$7,620 without your written approval. The estimated cost is summarized in the table below.

Task	Hours	Rate	Total
Wetland Delineation	28	\$ 135	\$ 3,780
Wetland Rating	8	\$ 135	\$ 1,080
Wetland Report	16	\$ 135	\$ 2,160
Expenses - mileage, lodging, supplies			\$ 600
Total for Wetland Study Update			\$ 7,620

The field work is scheduled to occur on April 2, 2024. The wetland survey report will be prepared within three weeks of receiving the survey of the wetland boundaries from the engineering surveyors.

Thank you for the opportunity to prepare this scope of work. Please let me know if you have any questions.

Sincerely,



Linda Krippner
Professional Wetland Scientist (PWS)
Krippner Consulting, LLC

EXHIBIT D PART 3

ENGINEERING SERVICES SCOPE AND ESTIMATED COST

City of Shelton
Wetland Study Update for Reclaimed Water Tank

Tasks	Principal/ Project Manager Hours	Project Engineer Hours	AutoCAD Technician Hours	Survey Crew Hours
1 Project Management	2			
2 Wetland Study Update		2	4	8
Hour Estimate:	2	2	4	8
Estimated Fully Burdened Billing Rate:*	\$230	\$185	\$120	\$275
Fully Burdened Labor Cost:	\$460	\$370	\$480	\$2,200

Total Fully Burdened Labor Cost: \$ 3,510

Direct Non-Salary Cost:

Mileage & Expenses (Mileage IRS Rate) \$ 108

Subconsultant

Krippner Consulting (Wetland Study) \$ 7,620

Subconsultant Overhead (10%) \$ 762

TOTAL ESTIMATED COST: \$ 12,000

*

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



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item E3)

Touch Date: 04/09/2024
Brief Date: 05/07/2024
Action Date: 05/21/2024

Department: Executive
Presented By: Mark Ziegler, City Manager

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:

Council Protocol Manual & Strategic
Goals Update

☐

Ordinance

☐

Resolution

☒

Motion

☐

Other

☐ Dept. Head

☐ Finance Director

☒ Attorney

☒ City Clerk

☒ City Manager

ATTACHMENTS:

- Revised Protocol Manual
- Revised Policy 100-10
- Revised Strategic Goals

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

Council conducted a retreat on March 25 to receive training and strategic measures. Mandatory training on the Open Public Meeting Act and Public Records Act were conducted by the City Attorney. The Council Protocol Manual, Policy 100-10 relating to Council agenda Briefings and Reports, and the 2022-2025 Council Strategic Goals were reviewed.

The Council Protocol Manual is a living document requiring regular review and editing to meet best practices and Council priorities. The most recent version was adopted in February 2023. Council discussed potential revisions to the manual at the March 25 Council retreat as well as a study session held on April 9.

There are grammatical and clarifying edits proposed that do not substantially change the document.

Substantive revisions include:

PAGE	SECTION	PURPOSE OF EDIT
6	Oath of office	Update to current oath
17	Mail and deliveries	Update to current process
22	Proclamations	Add a procedure and application process to receive requests for proclamations
28	Attendance via Electronic Communication	Amend to require votes via video and roll call
31	Development of the Agenda	Reference updated policy
32	General Public Comment	Moved in meeting agenda
33	Consent Agenda	Refine and clarify consent agenda items and allow for Council to move an item to the action agenda

33	Business Agenda	Removing public comments from each agenda item
44	Leaving Office	Update to current process
44-46	Filling Council Vacancy	Update voting procedure

In order to accommodate revisions of the Protocol Manual, Policy 100-10 Council Briefings and Reports is proposed to be edited to better align with expectations of Council and the public when making non-emergency decisions. The policy revisions also create efficiencies for routine items that have already been considered by Council or approved through the budget process.

The 2022-2025 Council Strategic Goals were reviewed in the retreat to ensure alignment with a Council that changed three seats. The only edit to the document is adding a diversity, equity, and inclusion statement to align with community expectations.

ANALYSIS/OPTIONS/ALTERNATIVES:

Council may choose to adopt all, none or several of the proposed revisions noted above. All revisions may be considered separately, each does not affect a different revision within the Protocol Manual.

BUDGET/FISCAL INFORMATION:

No anticipated effect on budget or expenses.

PUBLIC INFORMATION REQUIREMENTS:

Information may be obtained by contacting the City Clerk.

STAFF RECOMMENDATION/MOTION:

"I move to place the Council Protocol Manual, Policy 100-10 and 2022-25 Council Strategic Goals as presented on the May 21 City Council action agenda for further consideration."



CITY OF SHELTON

CITY COUNCIL PROTOCOL MANUAL

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CITY OF SHELTON

OATH OF OFFICE

STATE OF WASHINGTON COUNTY OF
MASON

I, _____, do solemnly swear that I am a citizen of the United States and the State of Washington; that I will support the constitution of the United States and the constitution and laws of the State of Washington; and will, to the best of my judgment, skill and ability, faithfully and impartially perform the duties of the Shelton City Council, Seat No. ____, for the City of Shelton, Washington as such duties are prescribed by law.

Signature of Councilmember

Subscribed and sworn to before me this__ day of _____, _____.

Attest:

City Clerk

Foreword

In the course of serving as a public official, there are myriad issues with which you will become involved. This Protocol Manual attempts to centralize information on common issues related to local government and your role as a Member of the Shelton City Council.

The issues that are addressed in this publication are often complex and subjective. This manual is intended to be a guide and is not a substitute for the counsel, guidance, or opinion of the City Manager or City Attorney.

The protocols included in this reference document have been formally adopted by the City Council. Provisions contained herein will be reviewed as needed to respond to changes in the law and the will of the Council.

Chapter 1

Introduction and Overview

As a City Councilmember, you not only establish important and often critical policies for the community, you are also a Board Member of a public corporation with a sizeable annual budget. The scope of services and issues addressed by the city organization are very significant.

1.01 Council-Manager Form of Government

The City of Shelton is a Council-Manager form of government. As described in the Shelton Municipal Code and Revised Code of Washington, a City Council's role is that of a legislative policy-making body which determines the local laws that regulate community life. Also, the City Council determines public policy and gives direction to the City Manager to administer the affairs of the city government in a businesslike and prudent manner.

1.02 Association of Washington Cities and Municipal Research & Services Center of Washington

The *Code City Handbook*, published by the Municipal Research & Services Center (MRSC), provides a wealth of general information on the major functions of a Councilmember's job as a locally elected official. Another publication that goes hand in hand with the handbook is *Knowing the Territory, Basic Legal Guidelines for Washington Municipal Officials*, published by MRSC. This report discusses basic powers; basic duties, liabilities, and immunities of officers; conflict of interest and appearance of fairness; prohibited uses of public funds, property, or credit; competitive bidding requirements; the Open Public Meetings Act; Public Records Act; and immunities from tort liability. These documents should be reviewed and considered an integral part of procedures utilized within the City.

1.03 Purpose of City Council Protocol Manual

This Protocol Manual is to assist the City Council by documenting accepted practices and clarifying expectations. Administration of City Council affairs is greatly enhanced by the agreement of the City Council and staff to abide by these practices. While attempting not to be overly restrictive, procedures are established so that expectations and practices can be clearly articulated to guide Councilmembers in their actions.

1.04 Overview of Basic City Documents

This Protocol Manual provides a summary of important aspects of City Council activities. However, City Council Protocol Manual draft edits accepted version 04242024 —~~Draft edits 2024~~February 21, 2023

it cannot incorporate all material and information necessary for undertaking the business of the City Council. Many other laws, plans, and documents exist which bind the City Council to certain courses of action and practices. The following is a summary of some of the most notable documents that establish City Council direction.

Shelton Municipal Code

The municipal code contains local laws and regulations adopted by ordinances. Title 1 of the code contains general provisions including City Classification. Title 2 of the Code addresses Administration and Personnel. In addition to these administrative matters, the municipal code contains a variety of laws including, but not limited to, zoning standards, health and safety issues, traffic regulations, building standards, and revenue and finance issues.

Personnel Policies and Procedures Handbook

The City has a series of Personnel Policies and Procedures that govern hiring, firing, and conditions of City employment. Under the oversight of the City Manager, these Policies are updated as needed to reflect changes in federal and state law and City policy.

Revised Code of Washington

The Revised Code of Washington (RCW) contains many requirements for the operation of city government and administration of meetings of city councils throughout the state. Shelton is an “optional code city,” which means it operates under Title 35A of the RCW and the “general laws” of the state. As an optional code city of the State of Washington, Shelton is vested with all the powers of incorporated cities as set forth in the RCW, Constitution of the State of Washington, and Shelton Municipal Code. As a Council/Manager Code city, Shelton is specifically governed by Chap. 35A.13 of the RCW.

Budget

The budget is the primary tool and road map for accomplishing the goals of the City. The budget document is the result of one of the most important processes the City undertakes. By adopting the budget, the City Council makes policy decisions, sets priorities, allocates resources, and provides the framework for government operations.

Annual Financial Report

The annual financial report includes the financial statements of the City for a calendar year. It includes the financial condition of the City as reflected in the balance sheet, the results of operations as reflected in income statements, an analysis of the uses of City funds, and related footnotes. The annual financial report includes statements for the various groups of funds and a consolidated group of statements for the City as a whole.

Comprehensive Plan

A state-mandated Comprehensive Plan addresses the City's long-range planning needs relative to land use, transportation, economic development, and other planning elements. The City's Comprehensive Plan is reviewed on an ongoing basis, but may only be revised once a year, except as provided by State law.

Six-year Capital Improvement Program

The Six-year Capital Improvement Program serves as a guide for determining priorities, planning, financing, and constructing capital projects which add to, support, or improve the physical infrastructure, capital assets, or productive capacity of city services.

Disaster Preparedness Plan

The City maintains a disaster preparedness plan that outlines actions to be taken during times of extreme emergency. The Mayor is vested by City Resolution with the authority detailed under 35A.13.030 RCW in times of emergency. The City Council may be called upon during an emergency to establish policies related to a specific incident.

1.05 Orientation of New Councilmembers

It is important for Councilmembers to gain an understanding of the full range of services and programs provided by the City. As new Members join the City Council, the City Manager and City Clerk will host an orientation program that provides an opportunity for Members to tour municipal facilities and meet with key staff. Another training opportunity for new Members is the Association of Washington Cities-sponsored newly elected officials' orientation. At any time, if there are facilities or programs about which you would like more information, inform the City Manager and arrangements will be made to increase your awareness of these operations.

Chapter 2

Shelton City Council: General Powers and Responsibilities

2.01 City Council Generally

Fundamentally, the powers of the City Council are to be utilized for the good of the community and its residents; to provide for the health, safety and general welfare of the citizenry. The City Council is the policy making and lawmaking body of the City. State law and local ordinances grant the powers and responsibilities of the Council.

It is important to note that the Council acts as a body and speaks with one “corporate voice”. No one Member has any extraordinary powers beyond those of other Members. While the Mayor has some additional ceremonial and presiding officer responsibilities as described below, when it comes to establishing policies, voting, and in other significant areas, all Members are equal. It is also important to note that policy is established by at least a majority vote of the Council. While individual Members may disagree with decisions of the majority, a decision of the majority does bind the Council to a course of action. Councilmembers should respect adopted Council policy. In turn, it is staff’s responsibility to ensure the policy of the Council is upheld.

Actions of staff to pursue the policy direction established by a majority of Council do not reflect any bias against Councilmembers who held a minority opinion on an issue.

In order to uphold the integrity of the council-manager form of government, and to provide proper checks and balances, Councilmembers shall refrain from becoming directly involved in the administrative affairs of the City. RCW 35A.13.120 specifically prohibits interference by Councilmembers in the city’s administrative service, including the hiring, firing, and work of city staff, with the exception of the City Manager.

2.02 Role of Councilmembers

The following outline is a brief description of the primary duties of Councilmembers.

Establish Policy

- a. Adopt goals and objectives
- b. Establish priorities for public services
- c. Approve/amend the operating and capital budgets
- d. Approve contracts in excess of the dollar threshold signing authorities the Council has delegated to the City Manager and other City employees
- e. Adopt resolutions
- f. Amend the Comprehensive Plan

Enact Local Laws

- a. Adopt ordinances
- b. Amend the Shelton Municipal Code

Supervise Appointed Officials

- a. Appoint City Manager
- b. Evaluate performance of City Manager
- c. Establish advisory boards and commissions
- d. Make or confirm appointments to advisory bodies
- e. Provide direction to advisory bodies
- f. Confirm the appointment of the municipal court judge

Provide Public Leadership

- a. Represent the City's interest at regional, county, state, and federal levels
- b. Communicate the City's vision and goals to constituents
- c. Call special elections as necessary
- d. Relate wishes of constituents to promote representative governance

2.03 Role of Mayor

Presiding Officer

The Mayor serves as the presiding officer and acts as chair at all meetings of the City Council. The Mayor is vested with duties defined under RCW 35A.13.030. The Mayor may participate in all deliberations of the Council in the same manner as any other Members and is expected to vote in all proceedings, except in case of excused absence or if a conflict of interest precludes voting. The Mayor does not possess any power of veto. The Mayor may not move an action but may second a motion.

Ceremonial Representative

Responsibility to act as the City Council's ceremonial representative at public events and functions has been assigned to the Mayor. The Mayor is vested with the authority to initiate and execute proclamations.

2.04 Absence of Mayor and Councilmembers

In the absence of the Mayor, the Deputy Mayor shall perform the duties of the Mayor. When both the Mayor and Deputy Mayor are absent, the Council may choose from among its Members a person to serve as acting mayor, who shall, for the term of such absence, have the powers of the Mayor.

2.05 Election of Mayor and Deputy Mayor

Biennially, at the first meeting of the new Council, the Members shall choose a Mayor from their number. If a permanent vacancy occurs in the Office of Mayor, the Members of the Council at their next regular meeting will select a Mayor from their number for the unexpired term.

Biennially at the first meeting of the new Council, the Council shall decide by majority of those present whether to appoint a Deputy Mayor, as provided in RCW 35A.13.035. If the Council chooses to appoint a Deputy Mayor, he or she shall be selected using the same process for selecting the Mayor.

The City Clerk will conduct the election for Mayor. The City Clerk will call for nominations. Each Councilmember will be permitted to nominate one (1) person, and nominations will not require a second. Any Councilmember may nominate him or herself, and Councilmembers may decline their nominations. After all nominations are received, the City Clerk shall ask each Councilmember one-by-one to state his or her vote via voice. The first nominee to receive a majority vote of members present shall be appointed the Mayor. If the Council has determined to appoint a Deputy Mayor, the Mayor-elect will conduct the election for Deputy Mayor in the same manner described for the election of the Mayor.

If, on the first voice vote, no Member garners a majority vote of members present, the nominee receiving the lowest vote total shall be dropped and a revote conducted. In the event of a tie, run-off elections shall be held.

2.06 Appointment of City Manager

The City Council is responsible for appointing the City Manager and shall do so on the basis of his or her executive and administrative qualifications with special reference to his or her actual experience in, or his or her knowledge of, the duties of the office. The City Manager serves at the pleasure of the Council. The City Manager is responsible for the hiring, firing, and supervision of all personnel within the city. The City Manager's appointment of the Municipal Court Judge is subject to confirmation by the City Council.

2.07 Advisory Bodies and Council Participation on Outside Boards

Creation of Boards and Commissions

The City Council is specifically empowered to create or dissolve all advisory boards and commissions pursuant to the provisions of Title 35A RCW, or such advisory boards or commissions not specifically enumerated, as the Council deems necessary or advisable. In the exercise of this power, the City Council may act to establish a consistent policy in its decision-making role to fairly and equitably evaluate those citizens of the community who demonstrate desire to serve

on such boards or commissions. Such policy may be established in the Shelton Municipal Code or as a supplement to this Council Protocol.

B. Councilmembers on Outside Boards

The City Council is often requested to appoint Councilmembers to serve on outside boards, councils, commissions, or committees. This type of representation serves to facilitate communication and provide interaction with other governmental bodies. The City Council appoints members to some of these groups on an as-needed or as-requested basis.

Membership appointment to these groups shall be made by consensus of the Council. If more than one Councilmember desires to serve as a member of a particular outside group, the member for that group will be appointed by a majority vote of the Council. Council may appoint an alternate to attend outside boards, councils, commissions, or committees, if the main delegate to such group is unable to attend a meeting of the group.

Councilmembers participating in policy discussions at regional meetings will represent the consensus of the Council, except where regional appointment requires regional opinion. Personal positions, when given, will be identified and not represented as the position of the City. Assignment and direction of staff in relation to regional meetings are at the discretion of the City Manager.

C. Councilmembers' Role and Relationship with City Advisory Bodies

Council members shall not be appointed to City advisory bodies concurrent with their term of office as Councilmember.

Unless specifically authorized by majority vote of the full Council, no Councilmember shall state or testify to the policy or position of the Council before any advisory board or commission of the City.

Councilmembers shall police their own conduct before the City's advisory boards and commissions in order to assure public confidence in the decision-making process and avoid the appearance of bias, prejudice, or improper influence. Toward this purpose, the following minimum standards should be observed:

Council members shall not testify in quasi-judicial matters pending before any advisory board or commission that will receive, or could potentially receive, future appeal or review before the City Council.

Councilmembers shall refrain from providing testimony in legislative or administrative matters pending before any advisory board that will receive, or could potentially receive, future review or other action before the Council, unless the Councilmember declares on the

record that the Councilmember is present in his or her private capacity as an interested citizen and not speaking on behalf of the Council.

Councilmembers are expected to attend all meetings except in the cases of excused absences. A council position on appointed advisory bodies shall become vacant if the Councilmember fails to attend three consecutive regular meetings of the council without being excused by the council.

At the following regular meeting of the City Council following a vacancy on an advisory board Council shall appoint a different representative from their members to fill the vacancy.

2.08 Dual Office Holding

State law prohibits Councilmembers from holding more than one office at a time, if those offices are considered to be “incompatible.” Questions concerning dual office holding or compatibility of offices shall be addressed to the City Manager or City Attorney on case-by-case basis.

Chapter 3

Support Provided to City Council

3.01 Staff/Clerical Support

Staff and administrative support to Councilmembers is provided through the City Manager's Office, via the City Clerk's Office. Secretarial services, including scheduling of appointments, receipt of telephone messages, and word processing, are available as needed. Sensitivity to the workload of support staff members in the City Clerk's Office is appreciated. Please note that individuals may have work assignments with high priority. Should requested tasks require significant time commitments, the City Manager may modify or reject Councilmember requests for administrative support.

3.02 Office Equipment

To enhance Councilmembers' service to the community and their ability to communicate with staff and the public, the City provides meeting facilities and office equipment for City business.

The Information Technology Department (IT) will provide a laptop or tablet, at the request of Councilmembers, for official City use. Information Technology will ensure that all appropriate software is installed and will also provide an orientation in the use of computers and related software. Personal media and programs cannot be stored on City computers. Councilmembers shall agree to follow the City of Shelton Acceptable Use of Information Technology when utilizing City-owned computers and electronic devices.

3.03 Meeting Rooms

Use of the conference room located at the Civic Center may be scheduled with the City Manager or City Clerk.

3.04 Mail and Deliveries

Members of the City Council receive a large volume of mail and other materials that are delivered to the Civic Center and distributed to individual mailboxes for each Councilmember. Councilmembers are encouraged to check mailboxes often. In addition, City staff will email or personally deliver materials that are time-sensitive to a Councilmember's home or office, if appropriate.

Chapter 4

Financial Matters

4.01 Council Compensation

The municipal code provides for payment of a salary to members of the City Council. A seated City Council may not increase or decrease its own compensation. Councils may only pass an ordinance to adjust the compensation of incoming Council members (Constitutional Article 2, Section 25 and Article 30, Section 1). However, the Council may establish a Salary Commission as provided in RCW 35.21.015, which may adjust salaries mid-term. Also see City Ordinance 1913-1217 as it pertains to the salary of elected officials either in office or elected prior to January 1, 2018.

4.02 Expenses

The City budget may include appropriations for expenses necessary for members to undertake official City business. Funding provided may include membership in professional organizations, attendance at conferences or educational seminars, purchase of publications and office supplies. Councilmembers are responsible for training and travel expenses within their budget allocation, subject to review by the City Manager.

4.03 Travel Policy

Members of the City Council, City boards and commissions are subject to the City's policies regarding travel and meal allowances:

Travel Involving an Overnight Stay

Reasonable transportation expenses for approved travel (as defined in City policies related to Travel and Meal Allowances) will be reimbursed if within budgeted allocations and in accordance with City policies. Councilmembers are responsible for managing their respective travel expenses within the approved budget allocations, subject to review by the City Manager.

Elected and appointed officials should endeavor to attend training and conferences within the state of Washington whenever possible, if such training or conference is of comparable value to that offered out of state.

Pre-authorization of Travel Involving an Overnight Stay

Anyone traveling on City business on a trip that involves an overnight stay shall submit a travel authorization form to the Finance Department. The travel authorization form will include a complete estimate of the costs of the trip, including conference registration, transportation, lodging, meals, vehicle rentals, and incidentals. The travel authorization form will also include the purpose of the trip, the dates of travel, and other pertinent details.

The completed travel authorization form, including the appropriate authorizing signatures, must be submitted to the Finance Department before departure. The City Manager will authorize travel expenses within the legislative budget approved by the Council. The City Manager must authorize in advance:

- a. Overnight travel by elected or appointed officials
- b. Use of a rental vehicle by elected or appointed officials
- c. Out-of-state travel by elected or appointed officials
- d. Any interpretations to the policies stated herein

Reimbursement of Travel Expenses

A fully itemized claim for expense reimbursement must be submitted to the Finance Department within 10 days of the close of the authorized travel period.

Transportation Costs

Reimbursement costs for transportation will be at the cost of the most reasonable means of transport. For example, airline costs will be reimbursed at a coach rate. If an elected or appointed official chooses to fly first class, the City will reimburse only at the coach rate and the official must pay for the difference. Efforts should be made to book air travel at least two weeks or more in advance to take advantage of lower rates. Frequent flyer miles earned accrue to the individual and not the City, but should not be the criteria for selecting a flight if lower-cost alternatives are available.

Hotel/Motel Accommodations

Reasonable expenses will be reimbursed at the rate of the single-room rate per person. Government or discount rates should be obtained wherever possible.

Individual Meals - Same Day Travel

Reasonable costs of necessary meals while conducting City business are reimbursable, in accordance with City policies and current State Per Diem rates amounts, including tip:

- a. Receipts are not required for per diem reimbursements.
- b. Reimbursement requests must specify the function attended, date and place for purposes of auditing.

- c. The cost of meals for official functions (political or professional organizations - usually include speaker and/or room rental) will be paid at full actual cost, even if the cost exceeds the rates above.
- d. Tips are allowable up to 20% and should be considered as a part of the maximum allowable amount.
- e. Reimbursement will not be paid for alcoholic beverages.
- f. Reimbursement will not be paid for expenses for spouses, guests, non-employees, or other persons not authorized to receive reimbursement under this policy or State regulations.
- g. Reimbursement may be claimed by one person for several employees or officials eating together, as long as all the names are listed on the reimbursement claim.

Per Diem for Out-of-Town, Overnight Meals

When traveling out of town overnight, officials will receive a per diem allowance for meals rather than submitting a request for individual meal reimbursements. No receipts are required for meals reimbursed under this section. The daily per diem rates for meals shall be the maximum amount as stated in paragraph 3 above. If meals are provided as part of the registration fee, no per diem will be paid for those meals. Officials can claim the daily per diem rates only for those meals they pay for directly.

Incidental Expenses

Reasonable costs for parking, taxis, buses, rental cars (if necessary), etc., will be paid if itemized on the claim form and accompanied by a receipt. Use of rental cars must have prior approval via the travel authorization form.

Personal Vehicles

Mileage for the use of personal vehicles will be reimbursed at the IRS allowable mileage rate. Officials using their personal vehicles for City business are advised to review their personal auto insurance for coverage of such use.

Reporting of Actual Expenses

All actual eligible expenses should be reported on an expense reimbursement request form to be filled out by the official within 10 days after completion of travel. Receipts must be attached for all expenses claimed, with the exception of per diem for meals. Expense reimbursement requests should be signed by the same party originally approving the travel and filed with the Finance Department for processing.

Chapter 5

Communications

5.01 Overview

Perhaps the most fundamental role of a Councilmember is communication:

- Communication with the public to assess community opinions and needs, and to share the vision and goals of the City with constituents;
- Communication with staff regarding policy direction and to gain an understanding of the implications of various policy alternatives.

Because the City Council performs as a body (that is, acting based on the will of the majority as opposed to individuals), it is important that general guidelines be understood when speaking for the Council. Equally important, when Members are expressing personal views and not those of the Council, the public should be so advised.

5.02 Correspondence from Councilmembers

Members of the City Council will often be called upon to write correspondence to citizens, businesses, or other public agencies. Typically, the Mayor will be charged with transmitting the City's position on policy matters to outside agencies on behalf of the City Council. The City Clerk is available to support the Council and Councilmembers in preparing written correspondence. In the event a Councilmember self-prepares correspondence related in any way to City business, a copy of the document shall be provided to the City Clerk for Public Records purposes and for distribution to other Councilmembers.

On occasion, Councilmembers may wish to correspond on an issue on which the Council has yet to take a position, or about an issue for which the Council has no position. In these circumstances, Members should clearly indicate that they are not speaking for the City Council as a whole, but for themselves as one Member of Council. A copy of any correspondence produced should be provided to the City Clerk for Public Records purposes and for distribution to other Councilmembers.

5.03 Local Ballot Measures

State statutes prohibit the City and any elected official from using its personnel, equipment, materials, buildings, or other resources to support or oppose a candidate for office or a ballot measure. What the City can do is distribute neutral and factual information for the purpose of informing the public of the facts of an issue.

The City Council may also vote as a body to issue an official resolution supporting or opposing a ballot

measure, as long as the number and title of the ballot measure is listed on the meeting agenda and any citizens who are supporters or opponents are given an equal chance for public comment.

5.04 Proclamations

Proclamations may be issued as a ceremonial commemoration of an event or issue (e.g., National Night Out). Proclamations are not statements of policy; they are a manner in which the City can make special recognition of an individual, event, or issue.

Procedure

1. The person(s) or organization making the request should be a Shelton community member.
2. The request should be made at least four weeks in advance of a regularly scheduled Council meeting.
3. The person(s) or organization representative should be in attendance to accept the proclamation.
4. The City retains the right to modify, edit, or otherwise amend the proposed proclamation to meet its requirements, needs, or policy determinations.
5. The City retains the right to decide if the proclamation will be issued or not.
6. The person(s) making the request must submit a completed Application Requesting a City Proclamation found on the City's website at https://www.sheltonwa.gov/government/city_manager/city_clerk/index.php
7. The agenda planning committee will determine if the proposed proclamation meets City policy.
8. The proclamation will be added to the Council looking ahead agenda.
9. If not approved, the applicant will be notified of the decision and the reason(s) for the decision.

5.05 State Public Records Act

To ensure that business communications submitted to and by elected and appointed officials comply with the State Public Records Act, Chap. 42.56 RCW, and the State Open Public Meetings Act, Chap. 42.30 RCW, the following is set forth:

Records – Generally

Any documents, including letters, email, social media postings, and text messages, which are received, sent, or created by City Councilmembers, the subject of which relates to the conduct of government or the performance of any governmental function, are public records.

Councilmembers must ensure that all public records are kept in City custody to enable the City to satisfy public records requirements. Councilmembers should minimize use of personal electronic devices and email accounts to create, send, receive, or modify any

document that meets the definition of a public record. Any communications or records created, sent, or received by the Councilmember on a personal device or account are to be immediately transferred to City custody for retention and disclosure. Councilmembers may accomplish this by forwarding records and communications to their City-issued email accounts, with a subject line that will allow the record to be found in the event of a search.

Written Communications

Written letters and memoranda received by the City, addressed to a Councilmember or the Council as a body, will be provided to all City Councilmembers, and a copy kept according to the City's Records Retention Schedule.

Serial communications

Councilmembers should use care when communicating amongst each other via email or text message concerning any substantive issues of City business. E-mail or text communications shared among four or more Councilmembers, whether concurrently or serially, may constitute a "meeting" in violation of the Open Public Meetings Act. If the e-mail or text includes or lead to deliberations, discussions, considerations, reviews, evaluations, or taking a collective positive or negative decision, such communications must be held at an open meeting rather than via electronic communication.

Chapter 6

Conflicts of Interest and Liability of Elected Officials

6.01 Conflicts of Interest

The Washington State Code of Ethics for Municipal Officers, Chap. 42.23 RCW, is intended to ensure that the judgment of public officers is not compromised or affected by inappropriate conflicts of interest, and that confidential matters are appropriately safeguarded. The Code of Ethics has provisions that prohibit:

- Using one's official position to obtain a special privileges or exemptions.
- Receiving compensation or gifts for the officer's services.
- Accepting employment or engaging in activities that could require or induce an officer to disclose confidential information.
- Disclosing confidential information or using such information for the officer's personal benefit.
- Being beneficially interested in a contract with the City.

The consequences of violating the Ethics Code may include: (1) a determination that an action taken by the Council is void, (2) financial penalties; (3) consequences assessed by the Council including censure; and (4) forfeiture of office through recall.

The application of the Ethics Code must be addressed on a case-by-case basis. The Ethics Code is not generally intended to preclude Council members from voting on legislation with City-wide impact, such as land use, police power, and taxation ordinances. In addition, a Council member might be found only to have a "remote interest" in a contract, such that the Council may still approve a contract if the interested Council member abstains from the vote.

Councilmembers are encouraged to consider whether public perception and trust would be best served by disclosure of individual interests or relationships that are relevant to a policy matter under consideration. To understand the effect of the Ethics Code and its applicability to any particular situation, Council members should contact the City Manager and City Attorney as questions arise.

6.02 Liability and indemnification

Chapter 2.82 of the Shelton Municipal Code addresses indemnification of employees and officers, including Councilmembers. It is important to note that violations of certain laws and regulations by an individual Member of the City Council may result in the Member being personally liable for damages which would not be covered by the City's insurance. Elected and appointed officials are to participate in risk management training to reduce liability due to actions taken.

Chapter 7

Interaction with City Staff/Officials

7.01 Council-Manager Plan of Government

Shelton has a Council-Manager plan of government. The City Council's role is to establish city policies and priorities. The Council appoints a City Manager to implement those policies and undertake the administration of the organization.

The City Manager is appointed by the City Council to enforce its laws, to direct the daily operations of city government, to prepare and monitor the principal budget, and to implement the policies and programs initiated by the City Council. The City Manager is responsible to the City Council, rather than to individual Councilmembers, and directs and coordinates the various departments. The City Manager is responsible for appointing all department directors (with confirmation of appointment of Municipal Court Judge to be provided by the City Council). The City Council authorizes positions through the budget process; based upon that authorization, the City Manager makes the appointments. The City Manager appoints members to the Civil Service Commission.

The Council-Manager plan of government is outlined in RCW 35A.13. The powers and duties of the City Manager include those defined under RCW 35A.13.080, as now existing or subsequently amended, and generally include:

- a. General supervision over the administrative affairs of the city
- b. Appoint and remove at any time all department directors and employees
- c. Attend all meetings of the Council at which the manager's attendance may be required by that body
- d. See that all laws and ordinances are faithfully executed
- e. Recommend for adoption by the Council such measures as the manager may deem necessary or expedient
- f. Prepare and submit to the Council such reports as may be required by that body, or as deemed advisable to submit
- g. Keep the Council fully advised of the financial condition of the City and its future needs
- h. Prepare and submit to the Council a proposed budget for the fiscal year, and to be responsible for its administration upon adoption
- i. Perform such other duties as the Council may determine by ordinance or resolution
- j. Implement and administer City Council policy

7.02 City Council Non-interference

The City Council is to work through the City Manager when dealing with administrative services

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of the City. In no manner, either directly or indirectly, shall a Councilmember become involved in, or attempt to influence, personnel matters that are under the direction of the City Manager. Except for the purpose of inquiry, the Council and its Members will deal with the administrative service solely through the City Manager or designee, and neither the Council nor any committee or member of a committee shall direct any subordinate of the City Manager. When requesting information from staff, Councilmembers shall be careful not to create new work, nor direct staff performance.

7.03 City Manager Performance evaluation

Subject to any applicable employment agreement terms, the City Council shall evaluate the City Manager on an annual basis to ensure that both the City Council and City Manager are in agreement about performance and goals based upon mutual trust and common objectives.

7.04 City Council/City Staff Relationship

City Councilmember contact with City staff members, exclusive of the City Manager, will generally be during regular business hours, except in the case of an emergency.

7.05 City Council/City Attorney Relationship

The City Attorney, similar to other Department Director positions, is appointed by the City Manager. Legal professional services performed under contract or agreement shall be consistent with the City's adopted Procurement Policy. The City Attorney is the legal advisor for the Council, its committees, commissions and boards, the City Manager, and all City officers and employees with respect to any legal question involving an official duty or any legal matter pertaining to the affairs of the City. The general legal responsibilities of the City Attorney are to:

- a. Provide legal assistance necessary for formulation and implementation of legislative policies and projects;
- b. Represent the City's interest, as determined by the City Council, in litigation, administrative hearings, negotiations, and similar proceedings;
- c. Prepare or approve as to form ordinances, resolutions, contracts, and other legal documents to best reflect and implement the purposes and intentions of the City Council; and
- d. Keep City Council and staff apprised of court rulings and legislation affecting the legal interest of the city.

Under Washington law, the municipality as an entity is the City Attorney's client. Therefore, the City Attorney cannot represent one individual Councilmember's interest in a manner adverse to the municipality as an entity, or in a manner adverse to the majority of the Council.

Because of the complexities and difficulties in precisely defining the identity of the client and prescribing the resulting obligations of the City Attorney, a general rule is that the City Attorney serves

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at the direction of the officer who has a power to decide. Generally, this means service at the direction of the City Manager. However, in the event of conflict between the majority of the Council and the City Manager, the City Attorney is to represent the interests of the majority of the Council, and the City Manager may need to obtain independent legal counsel.

7.06 Roles and Information Flow

A. Council Roles

The full City Council retains the authority to accept, reject, or amend the staff recommendation on policy matters.

Councilmembers must avoid intrusion into those areas that are the responsibility of staff. Individual Councilmembers may not intervene in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities without the prior knowledge and approval of the City Council as a whole. This is necessary to protect staff from undue influence and pressure from individual Councilmembers, and to allow staff to execute priorities given by management and the Council as a whole without fear of reprisal. If a Councilmember wishes to influence the actions, decisions, recommendations, workloads, work schedule, or priorities of staff, that Member must prevail upon the Council to do so as a matter of Council policy.

B. Access to Information

The City Manager is the information liaison between Council and City staff. Requests for information from Councilmembers are to be directed to the City Manager and will be responded to promptly. The information requested will be copied to all Members of Council so that each Member may be equally informed. The sharing of information with City Council is one of the City Manager's highest priorities.

7.07 Council Attendance Policy

Councilmembers are expected to attend all meetings except in the cases of excused absences. A council position shall become vacant if the Councilmember fails to attend three consecutive regular meetings of the council without being excused by the council.

Councilmembers may excuse any absent members by majority vote of those present. Councilmembers are encouraged to call the Mayor or City Manager's Office prior to 5:00 p.m. on the day of the meeting to provide an explanation regarding an anticipated absence.

7.08 Attendance via Electronic Communication

Councilmembers should attend meetings in person if able. If a councilmember is unable to attend due to circumstances such as travel, illness, or incapacity, they may attend the meeting remotely. Councilmembers who attend remotely shall have full rights of participation, including voting. All votes will be conducted by roll call vote on video.

Chapter 8

City Council Meetings

The City Council's collective policy and law-making powers are put into action at council meetings. It is here that the Council conducts its business. The opportunity for citizens to be heard, the availability of local officials to the citizenry, and the openness of council meetings all lend themselves to the essential democratic nature of local government.

8.01 Meeting Schedule

Regular meetings are held the first and third Tuesday of each month at 6:00 p.m., in the Shelton Civic Center, 525 W. Cota Street, Shelton. Special meetings shall be scheduled as needed. Study sessions are held on the second and fourth Tuesday of each month at 6 p.m. Study sessions shall be cancelled if not needed. There is no public comment at study sessions, and no final action shall be taken at any study session unless the matter has been noted for action on the agenda.

8.02 Public Notice of Meetings and Hearings

The City shall meet established legal requirements for notifying the public of meetings, special meetings, and public hearings. The public shall be notified of the agenda for forthcoming regular and special City Council meetings by posting in advance of the meeting, to include posting online and at:

Shelton Civic Center
525 W Cota Street
Shelton, WA 98584

8.03 Special Meetings

Special meetings may be called by either the Mayor or Deputy Mayor, or by a majority of Councilmembers. Notice of a special meeting will be made by the City Clerk by delivering personally, by mail, or by email, written notice to each Councilmember and to each local newspaper of general circulation, and to each local radio or television station which has on file with the City a written request to be notified of such special meeting or of all special meetings at least 24 hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted.

The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage.

8.04 Study Sessions

Study sessions are the forum used by Council to review forthcoming programs of the City, to receive progress reports on current issues, to conduct Council open discussion, and to receive information and presentation from the City Manager and others. Study Sessions allow Councilmembers to do concentrated preliminary work on time consuming, complex matters (i.e., budget, complex legislation or reports, etc.). One of the goals of Study Sessions is to allow a less formal atmosphere within which Councilmembers may ask questions of staff and each other, as opposed to taking time on the action agenda, thus shortening the time spent at Regular meetings.

8.05 Placing Items on the Agenda

A. Agenda Planning Committee

All matters to be presented to the City Council at its regular meetings are reviewed by the Agenda Planning Committee. The Executive Leadership Team, City Manager and City Clerk comprise the Agenda Planning Committee. The City Council may change the order of business on the Projected Agendas as deemed necessary for efficiency or public benefit. The City Manager and Mayor will review the agenda prior to the regular meeting.

B. City Council

A Councilmember may request an item be considered on a future agenda either by making an oral request at a City Council meeting or submitting the request in writing to the City Clerk or City Manager at least ten working days prior to the meeting for which the item is requested to be placed on the agenda. The item shall be presented to the Agenda Planning Committee to schedule the item.

C. Advisory Bodies, Boards and Commissions

Advisory bodies of the City Council, Boards, and Commissions may submit items for Council by submitting a request in writing to the City Clerk or City Manager at least 15 working days prior to the meeting for which the item is requested to be placed on the agenda.

D. Emergency Items

Emergency items may be added to an agenda in accordance with state law. Emergency items are only those matters immediately affecting the public health, safety, and welfare of the community, such as widespread civil disorder, disasters, and other severe emergencies. The reason(s) for adding an emergency item to the agenda shall be

announced publicly at the meeting, and the issue shall be included in the minutes of the meeting.

8.06 Development of the Agenda

Per City of Shelton policy 100-10, Council Agenda Briefings/Reports, it is the policy of the City of Shelton to thoughtfully consider decisions, and to allow for meaningful public participation, prior to deciding non-emergency matters. Staff is required to submit an Agenda Briefing Request form for each topic of discussion on the City Council agenda. The deadline for submitting these forms to the City Clerk's office is 5:00 pm two Fridays prior to the date of the meeting for which the item is scheduled. The forms must include supporting documentation, including any information requested by Council at the previous Council meeting. Staff are responsible for having coordinated and completed any review as necessary with the City Attorney, Finance Director, City Manager, and other staff as appropriate prior to the Briefing Request form submittal.

Commented [MZ1]: Name of policy changed from "three touch rule"

Given the rigorous time frame for agenda development, it is extremely difficult for staff to compile or prepare information requested less than fifteen days in advance of the next agenda bill deadline.

The Council will generally receive follow-up information at the second Council meeting following the date it is requested. This would allow staff sufficient time to prepare reports that require additional investigative research and/or additional time due to the complexity of subject matter.

8.07 Order of Business

The City Council, by adoption of this manual, establishes the general order of meetings. This section summarizes each meeting component. The Council may, at any time by simple majority of those present, vote to consider items in a different order.

Call to Order; Pledge of Allegiance

The Mayor, or in the Mayor's absence the Deputy Mayor, presides over all meetings of the City council, and after determining that a quorum is present, calls the meeting to order. Motions may be made to excuse absent Councilmembers. In the absence of the Mayor and Deputy Mayor, the City Clerk shall call the Council to order, whereupon a temporary Deputy Mayor shall be elected by the Members of the Council present. Following the call to order, those in attendance are asked to join the Council in reciting the Pledge of Allegiance.

Agenda Modifications

Any Councilmember may use this time to pull an item from the consent agenda for full consideration and discussion by the Council. There may be a consensus or simple majority vote to consider items in a different order or remove agenda items. To avoid surprise and allow for staff preparation, if necessary, Councilmembers are highly encouraged to notify the City Manager and Mayor of any anticipated agenda modifications in advance of the meeting.

C. Council Reports and Recognitions

During this portion of the agenda, Councilmembers will share current activities on regional, state, and federal committees, boards, or commissions on which they serve. The City Council may receive awards or special recognitions from various agencies, committees, or individuals during this segment of the meeting. Chairpersons or other representatives of various municipal committees or agencies may be asked to report to the Council concerning activities for which they are responsible.

D. General Public Comment

During this portion of the meeting, the Mayor will invite citizens to comment on matters of City business that are not scheduled for public testimony on the meeting agenda. All speakers are asked to sign the "Sign-In" sheet provided, and to state their full name and if they are a City resident. Speakers shall limit their presentations to three minutes. No speaker may convey or donate his or her time for speaking to another speaker. If an unusual number of people wish to speak during general public comment, Council may, by consensus or majority vote:

- Limit the total amount of time dedicated to a single issue of public concern; and/or
- Reduce the time allotted to every speaker
- Continue the time for public comment on that issue to a future Council meeting; and/or
- Encourage citizen groups to appoint a single spokesperson to speak for their group.

Written comments may be submitted into the record of a Council meeting by presenting the written document to the City Clerk. A copy of the document will be provided to each Councilmember; the document will not be read aloud.

E. Consent Agenda

Those matters of business that require action by the Council which are considered to be of a routine and non-controversial nature are placed on the consent agenda. The individual items on the consent agenda shall be approved, adopted, or enacted by one motion of the Council. Examples of such items include: approval of Council minutes; acceptance of advisory board and commission minutes; Treasurer's Report; approval of vouchers; setting dates for public hearings/meetings; acknowledging receipt of claims for damages against the City; passage of resolutions and/or ordinances which the Council has given directions to place on the consent agenda; final acceptance of public works projects as complete; procurement of equipment, supplies and materials authorized in the annual budget; grant acceptance that Council has previously authorized application. No discussion shall take place regarding any item on the consent agenda. Items on the consent agenda may be moved to the action agenda upon the request of a Councilmember for further consideration.

F. Business Agenda

Items presented for initial discussion and consideration, with no final action to be taken. Public comment on public hearings only.

G. Action Agenda

Items presented for final action, including but not limited to final approval/adoption by Council; public hearings. Council shall proceed on action items in the following order: Staff brief/presentation (if applicable); public comment; motion to approve and second; Council discussion; vote.

Individuals desiring to speak during public hearings are to address the Council from the speaker podium after giving their name and address. Comments are limited to the specific matter for which the public hearing is held and are limited to three (3) minutes. No speaker may convey his or her time for speaking to another speaker. Written comments may be submitted to the City Clerk before the public hearing is closed.

In the event of single subject group comment, at the discretion of the presiding officer, single time allocation for a spokesperson greater than three (3) minutes can be allowed. Groups shall submit to the presiding officer, prior to comment, a list of present group constituents or others in agreement so that duplication will not occur.

After a public hearing is closed, no member of the public shall be permitted to address the Council or the staff. In fairness to members of the public, the City Council shall be

considered to be in deliberations from that point forward. Continuance of the item shall place it on the “action” portion of any forthcoming agenda; PROVIDED that additional public testimony either that evening or at a future meeting would be precluded until public hearing notification procedures required by applicable legal authority are satisfied.

H. Ordinances and Resolutions

Prior Administrative Review

All ordinances and resolutions shall, before presentation to the Council for final action, have been approved as to form and legality by the City Attorney or the City Attorney’s authorized representative, and shall have been first referred for review to the head of the department under whose jurisdiction the administration of the subject matter of the ordinance or resolution would devolve, and shall further have been presented to the City Manager or authorized representative for review.

Ordinance Preparation

The City Attorney shall review all ordinances. The City Attorney shall prepare no ordinance unless ordered by a majority vote of the Council or requested by the City Manager.

Ordinance Passage

No ordinance shall contain more than one subject that shall be fully and clearly expressed in its title. Ordinances shall be presented to each Councilmember and the City Manager in written form prior to any vote thereon; provided, however, that amendments may be made by motion at such meeting. Ordinances must pass by at least four votes.

I. City Manager’s Reports

The City Manager may use this time to provide the Council with information or updates, as requested by the Council or as deemed timely and appropriate by the City Manager.

J. Upcoming Meetings

The presiding officer may use this time to briefly announce upcoming meetings of the Council.

K. Executive Session

The City Council may recess to executive session to privately discuss and consider matters for which an executive session may be held under RCW 42.30.110, including:

- Discussion with legal counsel of pending or potential litigation and agency enforcement actions

- The price at which real estate may be purchased or offered for sale or lease, when public awareness of such discussion may result in a detrimental change in price
- Matters affecting National Security
- Performance review of publicly bid contracts
- Complaints or charges brought against a public officer or employee
- Qualification/performance review of job applicants and employees
- Evaluate qualifications of candidates for appointment to an elective office

The Council may also meet in private to plan or adopt a strategy or position to be taken during collective bargaining, professional negotiations, or grievance or mediation proceedings, or to review proposals made in ongoing negotiations. State law specifically provides that the Open Public Meetings Act does not apply in the above-noted situations.

Before convening in Executive Session, the presiding officer shall publicly announce the purpose for the executive session, the anticipated time when the Executive Session will be concluded, and whether the Council anticipates taking action following the executive session. An Executive Session may be extended to a stated later time by announcement of the presiding officer.

L. Addressing the Council - Generally

Oral Communications

All persons may address the Council verbally, either:

- During the Public Comment portion of the Agenda for matters of City business not on the Action Agenda;
- During public hearings;
- Before the vote on items on the Action agenda that are not public hearings, following staff comments.

M. Addressing the Council - Manner & Limits

Each person addressing the Council will give his or her name and whether they are a City resident in an audible tone of voice for the record, and shall limit the address to three (3) minutes. All remarks will be addressed to the Council as a body and not to any Member thereof. Councilmembers shall not engage in discussion with citizens during the comment period. The Mayor may ask the City Manager to follow-up with members of the public concerning questions raised during the comment period.

N. Addressing the Council – Decorum

The Mayor shall preserve decorum and decide all questions of order, subject to appeal to the full Council. During Council meetings, Council members shall preserve order and decorum and shall not delay or interrupt the proceedings or refuse to obey the legitimate

orders of the chair or the rules of protocol. Any person making personal, impertinent, or slanderous remarks who creates an unreasonable disruption while addressing the Council shall be directed to cease by the mayor. If the unreasonably disruptive conduct continues, the person shall be removed from the meeting.

O. Meeting time and Adjournment

Regular meetings and study sessions are limited to two hours unless extended by majority vote of the Council. A Councilmember may propose to close the meeting by moving to adjourn. The meeting will close upon the majority vote of the Council. A motion to adjourn will always be in order and decided without debate.

8.08 General Meeting Procedures

Signing of City Documents

The Mayor, unless unavailable, shall sign all ordinances, resolutions, interlocal agreements, contracts and other documents which have been adopted by the City Council and require an official signature; except when the City Manager has been authorized by Council action to sign documents. In the event the Mayor is unavailable, the Deputy Mayor may sign such documents.

Quorum

Four (4) Members of the Council shall constitute a quorum and are necessary for the transaction of City business. In the absence of a quorum, no meeting may be held nor business transacted.

Minutes

The City Clerk or designee shall take minutes at all meetings of the City Council. The minutes shall be made available for public inspection.

Unless a Councilmember requests a reading of the minutes of a Council meeting, such minutes may be approved without reading, if the Clerk has previously furnished each Member with a copy thereof.

Votes Required for Passage

The passage of any ordinance, grant or revocation of a franchise or license, and any resolution for the payment of money, requires an affirmative vote of at least a majority of the whole Membership of the Council.

Public emergency ordinances, necessary for the protection of public health, public safety, public property, or public peace, may take effect immediately upon final passage (instead

of after specified delay), if passed by a majority plus one of the whole Membership of the Council.

Passage of an ordinance for an emergency expenditure requires a vote of more than a majority of all Members of the Council.

Unless otherwise provided by the rules of parliamentary procedure, all other matters require a majority vote of Members in attendance.

8.09 Open Public Meetings Act

All meetings of the Council shall be open to the public, except in the special instances as provided in RCW 42.30.140, as now existing or hereafter amended. A meeting takes place when a quorum (a majority of the total number of Councilmembers currently seated on the Council) is present and information concerning City business is received, discussed, and/or acted upon as defined in Washington's Open Public Meetings Act. Whether the meeting is referred to as regular or special, workshop or study session, the notice, agenda and minute-taking requirements must be met.

No action can be taken by the Council except in a public meeting. At a Special Meeting, action can be taken only on those items appearing on the posted agenda, except for emergency items as defined herein. At a Regular Meeting of the City Council, the Council is free to take action on non-agenda items, subject to applicable notice requirements in state statutes or local ordinances for the subject matter being considered.

Chapter 9

Parliamentary Procedure

Meetings shall be conducted in accordance with traditional rules of parliamentary procedure. Parliamentary rules are intended to assist the Council in conducting business in an orderly manner, but strict adherence to parliamentary procedure shall not be required. Councilmembers are encouraged to work through discussions by consensus wherever possible. In the event that the procedure for considering a matter is unclear or in dispute, the following procedure shall be employed: (a) a motion shall be made proposing a course of action; (b) a second shall be required; (c) thereafter, each Council member shall be afforded the opportunity for discussion; and (d) the Mayor shall call for a vote. Council shall be bound by the results of the vote.

The Mayor or any Councilmember may ask the City Attorney for clarification or guidance on matters of parliamentary procedure. While the primary responsibility for points of order lies with the Councilmembers, the City Manager, City Clerk, and City Attorney shall have the ability to raise points of order as necessary to clarify the record or prevent the Council from taking illegal or legally deficient action.

Chapter 10

Protocol Administration

10.01 Review

The City Council will review and revise the City Council Protocol Manual as needed to respond to changes in state law and local policy.

10.02 Adherence to Protocol

The Council trusts that all members elected to this important office will act with integrity, honesty, and in accordance with the Oath of Office and these Protocols. Nevertheless, the Council wishes to adopt the following consequences for violations. This process should only be used for serious violations such as deliberate breaches of confidentiality; violations of the Code of Ethics; repeated overstepping of authority, abuse of office, or dishonesty; or refusal to follow open government protocols. Less serious violations should be addressed with reminders and requests for compliance.

Step 1: Notice and opportunity to cure

A Council member suspected of violating the Guidelines shall be provided notice and an opportunity to remediate the violation prior to the implementation of any further consequence. As a first step, one or two Council members shall discuss the violation directly with the accused Council member. Council members are discouraged from using email and text messaging to discuss suspected violations.

Step 2: Council meeting discussion

If Step 1 fails to remediate the violation, an executive session shall be called pursuant to RCW 42.30.110(1)(f) to consider and evaluate the complaint. All Councilmembers, including the accused, shall receive advance written notice of the general nature of the complaint and the fact that an executive session is being called to discuss it. If the accused Council member requests that the discussion be held in a public meeting in lieu of an executive session, that request shall be honored.

Step 3: Censure and removal from duties

If Step 2 fails to resolve the violation, a motion may be made and seconded at a regular meeting to censure the Council member. The censure motion may be made no sooner than thirty (30) days after the completion of Step 2, and the accused Councilmember must receive advance written notice that the motion will be made. The specific violations shall be publicly announced, and the accused Council member shall have a chance to make a

statement. At the conclusion of discussion, the accused Council member shall be officially censured upon an affirmative vote of at least five members of the Council.

10.03 City Attorney as Protocol Advisor

The City Attorney shall assist the Mayor and serve as an advisor for interpreting the City Council's adopted Protocol Manual.

Chapter 11

Additional Training and Resource Materials

11.01 Association of Washington Cities [(800) 562-8981]

www.awcnet.org The Association is a voluntary, nonpartisan, nonprofit association comprised of all incorporated cities and towns in Washington. The Association:

- serves as a resource for information
- provides news, reports, and reminders affecting cities and towns
- acts as liaison to State agencies
- represents the interests of cities before the state legislature
- publishes training and information manuals for municipal leaders

11.02 National League of Cities [(202) 626-3000]

www.nlc.org A non-partisan organization serving municipal governments, the NLC works to establish unified policy positions, advocates those policies forcefully, and shares information that strengthens municipal government throughout the nation. Services include:

- publications and news services
- inquiry, technical assistance, and project services
- awards program
- research programs

11.03 International City/County Management Association [(202) 289-4262]

www.icma.org ICMA is a professional and educational association of local government administrators that serves to enhance the quality of local government through professional management and to support and assist professional local government administration. The Association's *Elected Officials Handbook* series can be of great value to Councilmembers. Publications are also available through ICMA concerning every basic city service.

11.04 International Institute of Municipal Clerks [(909) 944-4162]

www.iimc.com IIMC is a professional, nonprofit association that assists its membership by providing services, resource materials, sample documents, and continuing educational development opportunities.

City Council Protocol Manual draft edits accepted version 04242024 —~~Draft edits 2024~~February 21, 2023

11.05 Government Finance Officers Association [(312) 977-9700]

www.gfoa.org GFOA is a professional association of state and local finance officers. The Association administers a broad range of services and programs related to government financial management, including:

- accounting, auditing, and financial reporting
- budgeting and financial planning
- capital finance and debt administration
- cash management and investments
- retirement administration and finance
- health care and other employee benefits

11.06 Municipal Research & Services Center of Washington [(206) 625-1300]

www.mrsc.org MRSC is a nonprofit, independent organization created in 1969 to continue programs established in 1934 under the Bureau of Governmental Research at the University of Washington. One of the principal services of MRSC is to respond to inquiries on virtually every facet of local government. MRSC's resources include professional staff members that are local government experts, a comprehensive local government reference library, and an information-packed site on the world wide web. Staff experience includes:

- budgeting and finance
- municipal law
- public management and administration
- planning and growth management
- public works and utilities
- local government policies

11.07 Appendix

Reference materials are provided in the Appendix of this manual.

11.08 Other Reference Materials

Other reference materials that may be of interest to Council may be obtained and provided to the Council by the City Manager's Office upon Council request. Materials include, but are not limited to:

- AWC's Welcome to City Hall: A Handbook for New Mayors and Council members
- NLC's Tools for Leadership: A Handbook for Elected Officials
- MRSC's Knowing the Territory: Basic Legal Guidelines for Washington Municipal Officials
- MRSC's Handbook for Councilmembers
- MRSC's Mayor's Handbook
- MRSC's Public Records Act for Washington Cities and Counties
- MRSC's Initiative and Referendum Guide for Washington City and Charter Counties
- MRSC's Annexation Handbook for Cities and Towns in Washington State
- MRSC's Code City Handbook
- MRSC's The Open Public Meetings Act – How it Applies to Washington Cities and Counties
- ICMA's Elected Officials Handbook series
- GFOA's An Elected Official's Guide series
- Robert's Rules of Order latest edition
- United States Constitution
- Washington State Constitution
- Revised Code of Washington
- Washington Administrative Code
- Shelton Municipal Code
- Shelton Adopted Budget
- Shelton Comprehensive Plan
- Shelton Capital Improvement Plan
- MRSC's Policy-Making Process

Chapter 12

Leaving Office

12.01 Return of Materials, Equipment, and Records

During their service on the City Council, Members may have acquired or been provided with equipment such as computers or other items entailing a significant expense, as well as copies of the Shelton Municipal Code, Comprehensive Plan, , building keys, identification, unused business cards, etc. These items are to be returned to the City immediately at the conclusion of a Member's term. Councilmembers shall ensure that any and all public records located in personal accounts or on personal devices have been transferred to City custody for retention and disclosure.

12.02 Filling Council Vacancies

A Council position shall be officially declared vacant upon the occurrence of any of the causes of vacancy set forth in RCW 42.12.010, including resignation, recall, forfeiture, written intent to resign, or death of a Councilmember. The Councilmember who is vacating his or her position cannot participate in the appointment process.

The City Council shall direct staff to begin the Councilmember appointment process and establish an interview and appointment schedule, so that the position is filled at the earliest opportunity.

The City Clerk's Office shall prepare and submit a display advertisement to the City's official newspaper, with courtesy copies to all other local media outlets, which announces the vacancy consistent with the requirements necessary to hold public office: that the applicant (a) be a registered voter of the City of Shelton, and (b) have a one (1) year residency in the City of Shelton. This display advertisement shall be published once each week for two (2) consecutive weeks. This display advertisement may contain other information, including but not limited to, time to be served in the vacant position, election information, salary information, Councilmember powers and duties, the deadline date and time for submitting applications, interview and appointment schedules, and such other information that the City Council deems appropriate.

The City Clerk's Office shall prepare an application form which requests appropriate information for City Council consideration of the applicants. Applications may be available at Shelton Civic Center and website, and such other locations that the City Council deems appropriate. Copies of the display advertisement will be provided to current members of the City of Shelton commissions, committees, task forces and other City-sponsored citizen groups.

Applications received by the deadline date and time will be copied and circulated by the City Clerk's Office, to the Mayor and City Council. Packets may also contain additional information received such as endorsements, letters of reference and other pertinent materials.

The City Clerk's Office shall publish the required public notice(s) for the meeting scheduled for interviewing applicants for consideration to the vacant position. This meeting may be a regularly scheduled City Council meeting, or a special City Council meeting.

The City Clerk's Office shall notify applicants of the location, date, and time of City Council interviews.

Prior to the date and time of the interview meeting, the Mayor shall accept one interview question from each Councilmember.

Interview Meeting

Each interview of an applicant/candidate shall be no more than 30 minutes in length as follows:

The applicant shall present his or her credentials to the City Council. (5 minutes)

The City Council shall ask the predetermined set of questions which must be responded to by the applicant. Each applicant will be asked and will answer the same set of questions and will have 2 minutes to answer each question. (14 minutes)

An informal question and answer period in which Councilmembers may ask and receive answers to miscellaneous questions. (10 minutes)

The applicants' order of appearance will be determined by a random lot drawing performed by the City Clerk.

The Council may reduce the 30-minute interview time if the number of applicants exceeds six (6) candidates, or alternatively, the Council may elect not to interview all of the applicants if the number exceeds six (6) candidates. The decision as to which applicants to interview will be based on the information contained in the application forms.

Voting

- a. Upon completion of the interviews, Councilmembers may convene into Executive Session to discuss the qualifications of the applicants. However, all interviews, deliberations, nominations, and votes taken by the Council shall be in open public session.
- b. The Mayor asks for nominations from Councilmembers for the purpose of creating a group of candidates to be considered. No second is needed.
- c. Nominations are closed by a motion, second and majority vote of Council.
- d. Councilmembers may deliberate on matters such as criteria for selection and the nominated group of candidates.
- e. The Mayor polls the Councilmembers to ascertain if they are prepared to vote. Voting must take place in a manner in which the public is notified as to the vote of each existing Councilmember for which candidate. If there is more than one candidate, a vote must be taken for each candidate to record each Councilmember's vote.

- f. The City Clerk records the votes in the meeting minutes.
- g. The selection of a candidate to fill the vacancy is made by a majority vote of the remaining six members of the Council.
- h. If a majority vote is not received for a candidate, the Council may postpone elections until another date.
- i. The Mayor declares the nominee receiving the majority vote as the new Councilmember to be sworn in immediately after the effective date of the resignation.
- j. The term of the candidate selected to fill the vacancy will be in effect until a person is elected at the next regular election for municipal officers. The interim term would then end, and the new term begin upon certification of election results.
- k. If the Council does not appoint a qualified person to fill the vacancy within 90 days of the occurrence of the vacancy, the County Commissioners will appoint a person to fill the vacancy (RCW 42.12.070)

APPENDIX

Tips for Successful Public Service

- Learn all you can about your city, its operation, its financing. Do your homework. Know your city ordinances.
- Devote sufficient time to your job and to studying the present and future problems of your community.
- Don't burn yourself out on the little things. Save some energy for the important matters.
- Don't act as a committee of one. Governing a city requires a team effort --practically and legally.
- Don't let honest differences of opinion degenerate into personality conflicts.
- Remember that you represent *all* the people of your community, not just neighbors and friends.
- Take your budget preparation job seriously. It determines what your city does or doesn't do for the coming year and will influence decisions and actions in future years as well. The budget is an important policy development tool available to govern a city.
- Establish policy statements. Written policy statements let the public and the city staff know where they stand. They help the City Council govern and writing them provides a process to develop consensus. "That's the way it's always been done" is not good enough either to stay out of trouble or to get things done.
- Make decisions on the basis of public policy and be consistent. Treat similar situations similarly.
- Don't be stampeded into action. Don't be misled by the strong demands of special interest groups who want it done now, their way. Your job is to find the long-term public interest of the community as a whole, and you may be hearing from the wrong people.
- Don't be afraid of change. Don't be content just to follow the routine of your predecessors. Charge your appointed officers and their employees with being responsible for new ideas and better ways. Listen to what they have to say.
- Don't give quick answers when you're not sure of the real answer. It may be embarrassing to appear ignorant, but it can be more embarrassing and damaging to tell a person something that is wrong.
- As an individual, even if you're the mayor, don't make promises you can't deliver! Most decisions and actions require approval of the City Council, and that takes a majority vote.
- Don't spring surprises on your fellow Councilmembers or your city staff, especially at formal meetings. If a matter is worth bringing up for discussion, it is worth being on the agenda. While surprises may get you some publicity, at the embarrassment of others, they tend to erode the "team" approach to governance.
- Retain competent key employees. Pay them well. Trust their professional judgment and recognize their responsibilities.

- Don't bypass the system! You have a city manager. Councilmembers should stick to policymaking and avoid personal involvement in the day-to-day operations of the city.
- Don't let others bypass your system--insist that people such as vendors or service providers first work with your city staff. If direct contact with Councilmembers is advisable, this should be with the Council as a whole, not on a one-to-one basis.
- Learn to evaluate recommendations and alternative courses of action. Request your staff to provide options. Encourage imaginative solutions.
- Be concerned with the long-term future to avoid unnecessary expense and delay and to avoid taking short-term gains at the expense of long-term losses.
- Balance personal rights and property interests. Balance the possible harm to a few versus the good of the many.
- Be concerned with the total development (physical, economic, social) of your community.
- Visit other cities, particularly those with a reputation of being well run. Get to know the officials of neighboring and similarly sized cities.
- Don't act as if the city operates in a vacuum. Cities must work within the intergovernmental system to be effective. Keep in contact and cooperate with your federal, state, county, and school officials.
- Keep your constituents informed. Be friendly and deal effectively with the news media. Lack of good communications is one of the big problems of cities.
- Remember that what you say, privately and publicly, will often be news. Avoid over-publicizing minor problems.
- Appoint citizen advisory committees when you need them but be prepared to follow their advice if you use them.
- Have some goals and objectives. What do you want to accomplish this year? Next year?
- What do you want the city to accomplish this year? During the next five years?
- Be a leader as well as part of the team of elected and appointed officials who were selected to make your city an even better place to live.

---from the League of Kansas Municipalities



POLICY AND PROCEDURE

SUBJECT: <u>Council Agenda</u> <u>Briefings/Reports</u> Three Touch <u>Rule</u>	GROUP: Administration	NUMBER: 100-10
EFFECTIVE DATE: <u>January 1, 2021</u>	SUPERCEDES: Policy 100-10 dated November 21, 2007	
PREPARED BY: <u>Jeff Niten</u>	APPROVED BY: Shelton City Council	

1.0 PURPOSE:

To establish a procedure ensuring that the City Council and members of the public are given appropriate notice in order to make thoughtful decisions on non-emergency matters.

2.0 DEPARTMENTS AFFECTED:

All departments.

3.0 REFERENCES:

City of Shelton Protocol Manual adopted by Council via Ordinance 1936-0119 on January 2, 2019.
Shelton Municipal Code 2.04. Revised Code of Washington (RCW) 35.18.170.

4.0 POLICY AND PROCEDURE:

It is the policy of the City of Shelton to thoughtfully consider decisions, and to allow for meaningful public participation, prior to deciding non-emergency matters. Additionally, it is the policy of the City of Shelton to provide opportunity for public comment prior to deciding non-emergency matters.

The general policy is hereby established to require that the Shelton City Council be given appropriate opportunities to consider an issue prior to being asked to decide a non-emergency matter. Exceptions are permitted for subjects where the strict application of this policy is impractical, ~~or~~ otherwise inadvisable or routine business.

It is recognized that unanticipated circumstances may arise wherein observance of this policy is impractical. See Policy 100-90, Exceptions. Regardless, those involved in the policy process should make every effort to adhere to the expectation embodied in this procedure.

4.1 Looking Ahead Agenda:

- 4.1.1 The purpose of the Looking Ahead Agenda is to establish a list of issues that are anticipated to be under consideration at future City Council meetings.
- 4.1.2 The Looking Ahead Agenda shall be maintained by the City Clerk.
- 4.1.3 The Looking Ahead Agenda is to be attached to each City Council Regular Meeting Agenda, and published as though it was part of the meeting.
- 4.1.4 The Looking Ahead Agenda shall include the anticipated date of the future action.
- 4.1.5 The Looking Ahead Agenda shall include the date the briefing and supporting materials are due for publication to ensure accurate information to the City Council and to the public.
- 4.1.6 For all matters to be heard by City Council items shall be placed on the Looking Ahead Agenda for the anticipated date of consideration at the earliest possible opportunity. In no instance shall items be placed on the Looking Ahead Agenda less than one (1) meeting prior to the expected Consent or Action date by City Council unless otherwise determined to be impractical.

4.2 Other ~~Briefing~~“Touch” Options/Methods

- 4.2.1 Although ~~the Council Deliberation method discussed in this policy associated with~~ the Looking Ahead Agenda is expected to be the most commonly used methodology, other less formal communications are permitted. Less formal communications include Council briefings scheduled regularly with the City Manager or Study-Work Sessions on specific topics may be utilized to provide City Council with additional in-depth information on complex topics. Whether formal or informal practices are used the crucial point is to give notice to the City Council and the public about upcoming matters scheduled for Council consideration.
- 4.2.2 Ordinances, Resolutions and Motions considered by the Shelton City Council shall be considered at two (2) public meetings unless the majority of Council desires to waive second reading of any agenda item where permitted by law. The first public meeting shall be a duly noticed public hearing if required.
- 4.2.3 Exceptions, other than those outlined in Policy 100-90, include Consent Agenda items such as ~~approvals of Vouchers, approvals of minutes for previous public meetings, and presentations to Council that provide information but no decisions are necessary.~~ approval of Council minutes; acceptance of advisory board and commission minutes; Treasurer’s report; approval of vouchers; setting dates for public hearings/meetings; acknowledging receipt of claims for damages against the City; passage of resolutions

and/or ordinances which the Council has given directions to place on the consent agenda; final acceptance of public works projects as complete; procurement of equipment, supplies and materials authorized in the annual budget; grant acceptance that Council has previously authorized application.



City of Shelton City Council Strategic 2022 - 2025 Goals

MISSION: City of Shelton strives to build a strong community and quality of life.

VISION: Shelton is a community of active lifestyles, accountable government, engaged citizens, safe streets, strong work ethic and inspiring leaders.

VALUES: **CASt** **Community | Accountability | Stewardship**

Diversity, Equity, and Inclusion: The City of Shelton is a community where diversity is welcomed, valued and celebrated. We advocate for recognition, respect, inclusion, and celebration of the community's diverse people.

1. CLEARLY DEFINE THE FUTURE

- Plan Proactively.
- Develop and maintain clear, concise, and consistent guiding documents (Comprehensive Plan, Municipal Code, Engineering Standards, etc.).
- Focus on workforce development and succession planning.
- Develop and maintain transparent long range financial plans across funds.

2. COMMUNITY SAFETY

- Focus on Code Enforcement activities.
- Encourage pride in local neighborhoods.
- Ensure Public Safety services are funded and staffed appropriately.
- Manage full lifecycle of community assets.
- Ensure Building codes are current, clear, and enforceable.

3. ENGAGE THE COMMUNITY

- Ensure implementation of community engagement plans.
- Engage local partners in planning efforts and encourage feedback.
- Actively promote Shelton's unique opportunities and sites.
- Invest in technology that enables timely and high quality services.
- Proactively communicate the "what and why" with internal and external communication stakeholders.



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item E4)

Touch Date: 03/19/2024
Brief Date: 05/07/2024
Action Date: 05/21/2024

Department: Executive
Presented By: Mark Ziegler, City Manager

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

☐ Dept. Head

☐ Finance Director

☒ Attorney

☒ City Clerk

☒ City Manager

PROGRAM/PROJECT TITLE:
Museum Use Agreement

ATTACHMENTS:
- Draft Use Agreement

☐

Ordinance

☐

Resolution

☒

Motion

☐

Other

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

On March 19, 2024, Elizabeth Arbaugh, Executive Director of the Mason County Historical Society presented to Council a project to expand the museum structure to add archival space to the south side. The project is predicated on a successful Capital Heritage Grant that the Society is applying for this year. The grant requires the Society to have control of the building for 13 years after the 2027 grant period ends. Council authorized staff to negotiate a new agreement with the Society to meet the grant requirements as the existing agreement expires on December 31, 2026.

The draft agreement has few changes but does seek the Society to establish and pay for public utilities at the site. Following recommendations from the 2023 Financial Sustainability Task Force to divest of properties that are not operated by the City, this is a first step in reducing general fund costs to meet that recommendation. The cost of utilities in 2023 were \$8,192.48.

ANALYSIS/OPTIONS/ALTERNATIVES:

Council may authorize staff to move forward with the draft agreement or provide recommended edits.

BUDGET/FISCAL INFORMATION:

The draft lease may save the City over \$8,000 annually in utility expenses.

PUBLIC INFORMATION REQUIREMENTS:

Information may be obtained by contacting the City Clerk.

STAFF RECOMMENDATION/MOTION:

"I move to place the Use Agreement with Mason County Historical Society on the May 21 City Council action agenda for further consideration."

DRAFT
USE AGREEMENT
BETWEEN
THE CITY OF SHELTON
AND
THE MASON COUNTY HISTORICAL SOCIETY

THIS AGREEMENT made and entered into this ____ day of _____, 2024 by and between the City of Shelton, referred to as “City”, and the Mason County Historical Society, referred to as “Society”, for the use of the former Shelton Public Library building at the S.E. corner of Fifth Street and Railroad Avenue, herein referred to as “former Library building”, and for the operations of a public museum.

WHEREAS, the City of Shelton, a political subdivision and municipal corporation of the State of Washington, has authority to provide for storage, preservation and exhibition of historical materials as provided in RCW 35A.27.010 and RCW 36.34.340; and

WHEREAS, the Mason County Historical Society was organized August 12, 1958 and incorporated January 17, 1974 as a non-profit corporation in accordance with the provisions of RCW 24.03, as an organization dedicated to the preservation and exhibition of historical materials; and

WHEREAS, the City has available the former Library building, within the territorial limits of the City, which is suitable for the storage, preservation and exhibition of historical materials; and

WHEREAS, the former Library building, which was a gift to the city and was for a time the City Hall, itself has sufficient historical significance that it has been listed on the National Register of Historical Structures, and is therefore an appropriate place for a historical museum; and

WHEREAS, the City of Shelton desires to contract with the Mason County Historical Society for the operation of an historical museum.

NOW, THEREFORE in consideration of the mutual benefits hereinafter set forth, IT IS AGREED as follows:

A. Responsibilities of the Parties:

1. The Society shall:

- a. Collect and catalog artifacts and materials of historical interest belonging to or on loan to the Society.
- b. Operate in the former Library building a museum, open to the public free of charge, no less than 60 hours per month for the months of June through September and no less than 30 hours per month for the months of October through May. Said museum shall be devoted primarily to the history of Shelton and Mason County, in accordance with the Society's by-laws and adopted policies.
- c. Provide all routine internal janitorial cleaning in the building at its own expense, including regular cleaning of restrooms, floors, and other surfaces and the collection and placement of refuse in bulk containers provided by the City.
- d. Utilize the space within the former Library building in such manner as to provide display areas equal to at least fifty percent of the floor area. Alterations to the interior display areas by the Society shall conform to all appropriate laws and regulations.
- e. Provide \$2,000,000 of general liability insurance and name the City as additional insured.
- f. Collect and report appropriate sales taxes on publications or other historical materials sold at the museum.

~~f.g.~~ Establish and pay for utility services including electricity, water, sanitary sewer, natural gas, and water service.

2. The City shall:

- a. Provide the former Library building for the Society's exclusive use and be responsible for maintenance of the interior and exterior of the building, including the roof, electrical, lighting, plumbing, heating, and the surrounding landscaping.

~~b. Provide electricity, water, sanitary sewer and garbage service as needed for operation of the museum and pay for same.~~

- e.b. Provide fire insurance coverage for the building and those contents owned by the City.

B. Use

1. For the purpose of carrying out the foregoing agreement, the City hereby grants use to the Society the following building situated in the City of Shelton, to-wit:

Lot 4, Block N, David Shelton's 1st Addition to Shelton,
Washington, Parcel No. 32019-51-14004, commonly known as
427 West Railroad Avenue.

2. The term shall be May 21, 2024 through December 31, 2040 and may be renewed for subsequent five-year terms by mutual agreement of the Parties. Either Party may terminate the Agreement by giving six months written notice to the other party.
3. This agreement may also be terminated in event the building becomes untenable, whether by reason of fire, flood, earthquake, accident, act of God or other cause. The City may in lieu of such termination offer such an alternate facility as may be agreeable.
4. If for any reason the Society should become inactive or unable to manage a public museum at agreed times, the City shall have the right to regain possession of the building and require the Society to remove its artifacts and other possessions from the building. Disposition of the artifacts shall be in accord with legal constraints upon the Society.
5. Consideration for the use of the building shall be the Society's fulfillment of its obligations under this Agreement. No ~~monetary payments~~ monetary payments shall be required.

C. Alterations to the building

1. The Society may make physical improvements and alterations to the building, at its sole expense, after having sought and received written approval from the City. In making improvements or alterations to the building, the Society shall follow all applicable state and local laws, regulations, and codes governing the improvement or alteration as well as the execution of the project. The City shall incur no obligation to contribute funding nor manage any project for improvement or alteration. The Society shall defend, indemnify, and hold the City harmless from and against all claims arising from the Society's alteration or improvement of the building.
2. Any alterations or improvements done that become part of the building structure or system shall transfer in ownership to the City at the completion or termination of the contract.
3. The City may, at its own expense, repair or upgrade the building during the term of the agreement as necessary to achieve code compliance or remedy any defect or public safety issue. Except in the event of emergency, the City shall give the Society reasonable advance notice of the repair or upgrade. The Society shall incur no obligation to contribute funding nor manage any project for repair or upgrade. The City shall defend, indemnify, and hold the Society harmless from and against all claims arising from the City's repair or upgrade of the building.

D. Miscellaneous Provisions

1. DISPUTE RESOLUTION. The parties shall meet in person and confer in good faith to resolve their differences before litigation is commenced. Should good faith negotiations fail, the parties shall submit the dispute to mediation prior to the commencement of litigation.

2. ANTI-DISCRIMINATION. In all hiring or employment made possible or resulting from this Agreement, there shall be no discrimination against any employee or applicant for employment because of sex, age, race, color, creed, national origin, sexual orientation, gender identity or expression, age (except minimum age and retirement provisions), marital status or the presence of any sensory, mental, or physical handicap, unless based upon a bonafide occupational qualification. This requirement shall apply to but not be limited to the following: employment, advertising, lay-off, or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. Further, no person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this Agreement on the grounds of sex, race, color, creed, national origin, sexual orientation, gender identity or expression, age (except minimum age and retirement provisions), marital status, or the presence of any sensory, mental, or physical handicap. Any violation of this provision shall be considered a violation of a material provision of this Agreement and shall be grounds for termination or suspension in whole or in part of this Agreement.
3. COMPLIANCE WITH ALL LAWS AND REGULATIONS. The City and the Society agree to comply with all applicable laws, ordinances and regulations from any and all authorities having jurisdiction over it, the activities contemplated in this Agreement.
4. NO EMPLOYMENT RELATIONSHIP. The Society is an independent Contractor, and neither it nor its officers, agents, employees, or subcontractors are employees of the City for any purpose. The City assumes no responsibility for the payment of any compensation, wages, benefits, or taxes by, or on behalf of the Society, its employees, subcontractors and/or others by reason of this Agreement. The Society shall protect, indemnify, and save harmless the City, its officers, agents, and employees from and against any and all claims, costs, and/or losses whatsoever occurring or resulting from (1) the Society's failure to pay any such compensation, wages, benefits, or taxes, and/or (2) the supplying to the Society of work, services, materials, or supplies in connection with or support of the performance of this Agreement.
5. INDEMNIFICATION AND HOLD HARMLESS; RELEASE AND WAIVER. The City and the Society agree to defend, indemnify and hold harmless each other, their respective officials, agents and employees, from and against any and all claims, damages, injuries, liabilities, actions, fines, penalties, costs and expenses (including reasonable attorney fees) that arise out of or are related to the negligent acts or omissions of the indemnifying party, (and its officials, agents, employees acting within the course and scope of their employment) the performance of said party's obligations under this Agreement or the exercise of a party's rights and privileges under this Agreement. In the event any such liability arises from the concurrent negligence of the indemnifying party and the other party the indemnity obligation of this section shall apply only to the extent of the negligence of the indemnifying party and its actors.

The foregoing provisions specifically and expressly intend to constitute a waiver of each party's immunity under industrial insurance, Title 51 RCW, as respects the other party only, and only to the extent necessary to provide the indemnified party with a full and complete indemnity of claims made by the indemnitor's employees. This waiver has been mutually negotiated.

6. ENTIRE AGREEMENT. This Agreement and any and all attachments expressly incorporated herein by reference and attached hereto shall constitute the whole agreement between the Society and the City. It replaces all other negotiations and agreements. There are no terms, obligations, allowances, covenants, or conditions other than those contained herein.

7. WAIVER. Waiver or breach of any provision of this Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the Agreement unless stated to be such through written approval by the Parties, which shall be attached to the original Agreement.

This agreement is entered into the date first above set forth and mutually agreed to by the parties.

Dated this _____ day of _____, 2024

CITY OF SHELTON, WASHINGTON

ATTEST:

City Clerk

City Manager

MASON COUNTY HISTORICAL SOCIETY

President



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item E5)

Touch Date: 04/23/2024
Brief Date: 05/07/2024
Action Date: 05/21/2024

Department: Executive
Presented By: Mark Ziegler, City Manager

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:
**C Street Landfill Environmental
Covenant**

☐ Dept. Head

☐ Finance Director

☐ Attorney

☒ City Clerk

☐ City Manager

ATTACHMENTS:

1. **Before and After Photos
(included in this briefing)**
2. **Resolution No.1330-0424**
3. **Environmental Covenant**

☐ Ordinance

☒ Resolution

☒ Motion

☐ Other

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

Under the Washington State Model Toxics control act, the Washington State Department of Ecology mandated the closure of the City's C Street Landfill. In 2015, the City contracted with Aspect Consulting to assist the City in negotiating an Agreed Order with the Department of Ecology, assist with grant applications, and complete a remedial investigation and feasibility study.

An Agreed Order issued by the Dept. of Ecology in 2021 determined the cleanup action plan and outlined remaining elements required for the C Street Landfill to be deemed closed. In 2022, the City contracted with Aspect Consulting to prepare construction plans and specifications outlined in the Agreed Order.

The cleanup commenced in 2022 and the City Council formally accepted construction of the project as complete on October 3, 2023 through Resolution No. 1293-0923.

As part of the Cleanup Action Plan and in accordance with the Terms and Conditions of the Agreed Order, the Department of Ecology requires an environmental covenant be placed on the landfill site. This covenant limits the activity and use of the landfill site to maintain the integrity of the low permeability soil cap and water movement through the solid waste remaining in place.

ANALYSIS/OPTIONS/ALTERNATIVES:

N/A

BUDGET/FISCAL INFORMATION:

None

PUBLIC INFORMATION REQUIREMENTS:

All materials for this project are maintained by the City's Public Works Department. Please contact Public Works directly to view the construction documents.

STAFF RECOMMENDATION/MOTION:

"I move to place Resolution No. 1330-0424 on the May 21 action agenda for further consideration."

C Street Landfill Clean-Up During Construction



C Street Landfill Clean-Up Final Product



RESOLUTION NO. 1330-0424

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SHELTON, WASHINGTON,
ACCEPTING THE WASHINGTON STATE DEPARTMENT OF ECOLOGY'S
ENVIRONMENTAL COVENANT FOR THE C STREET LANDFILL**

WHEREAS, under the Washington State Model Toxics control act, the Washington State Department of Ecology mandated the closure of the City's C Street Landfill; and

WHEREAS, in 2015, the City contracted with Aspect Consulting to assist the City in negotiating an Agreed Order with the Department of Ecology, assist with grant applications, and complete a remedial investigation and feasibility study; and

WHEREAS, in 2021, the Department of Ecology drafted Agreed Order No. DE 19541 to implement the cleanup action plan and outline remaining elements required for the C Street landfill to be deemed closed; and

WHEREAS, in 2022, the City contracted with Aspect Consulting to prepare construction plans and specifications outlined in the Agreed Order; and

WHEREAS, on November 15, 2022, a Contract for the C Street Landfill Cleanup Construction Project was awarded to Brumfield Construction Incorporated; and

WHEREAS, the City Council formally accepted construction of the project as complete on October 3, 2023 through Resolution No. 1293-0923; and

WHEREAS, as part of the Cleanup Action Plan and in accordance with the Terms and Conditions of Agreed Order No. DE 19541, the Department of Ecology requires an environmental covenant be placed on the landfill site to ensure that the cleanup protects future users of the property.

THEREFORE, BE IT RESOLVED by the City Council of the City of Shelton that the City Manager is authorized to sign the Environmental Covenant for the C street Landfill.

INTRODUCED AND PASSED by the City Council of the City of Shelton on the 21st day of May 2024.

Eric Onisko, Mayor

AUTHENTICATED:

Donna Nault, City Clerk



**STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY**

Southwest Region Office
PO Box 47775 • Olympia, WA 98504-7775 • 360-407-6300

April 3, 2024

Mark Ziegler
City Manager
City of Shelton
525 W Cota Street
Shelton, WA 98584
mark.ziegler@sheltonwa.gov

Re: Proposed Activity and Use Restrictions at the following Cleanup Site:

- **Site Name:** Shelton C Street Landfill
- **Site Address:** Intersection of West C Street and US Highway 101
- **Cleanup Site ID:** 2295
- **Facility/Site ID:** 1186
- **Tax Parcels:** 42024-21-60430

Dear Mark Ziegler:

The Department of Ecology (Ecology) has completed a review of your cleanup for the above-referenced site. Because residual contamination will remain on the above-referenced property at the completion of the cleanup, Ecology has determined that certain future activities and uses of the property need to be restricted under WAC 173-340-440 to protect the integrity of the cleanup and protect human health and the environment.

Draft Covenant

Accordingly, we have attached the DRAFT environmental covenant (hereafter "Covenant") to implement the following restrictions on the property:

The property shall not be used for residential purposes. The property contains contaminated soils and solid waste under a low permeability soil cap. Any activity that will compromise the integrity of the cap is prohibited without prior approval by Ecology. Any future development of stormwater facilities is prohibited within the landfill boundary. Any future development of structures is prohibited within the landfill boundary. No new water wells may be installed on the property due to the set-back restriction in Chapter 173-160-171 Washington Administrative Code (WAC) of 1,000 feet from the boundary of a landfill. The grantor shall maintain clear access to monitoring wells on the property and protect them from damage.

We have also preliminarily consulted with City to seek their review of the restrictions in accordance with RCW 70.105D.030(1)(f). Their initial feedback is that the restrictions are compatible with their land use plan and development regulations for this property.

Next Steps

Here are the next steps to complete this process:

1. Please compile the environmental covenant with attachments.
2. Obtain the signatures of each person holding a recorded interest in the property. Each of these persons will need to sign the Covenant as a grantor.
3. Submit the Covenant to Ecology for our signature as the grantee.
4. Record the Covenant in every county where the real property subject to the Covenant is located. For detailed recording instructions, please refer to [Chapter 65.04 RCW](#).
5. Return the original signed and recorded Covenant to Ecology and provide a copy of the recorded Covenant to the following persons:
 - Each person who signed the Covenant.
 - Each person holding a recorded interest in the real property subject to the Covenant. This includes persons who signed subordination agreements.
 - Each person in possession of the real property subject to the Covenant at the time the Covenant is executed (i.e., renters).
 - The local government planning authority in which real property subject to the Covenant is located.
 - Any other person to whom the Covenant expressly grants the power to enforce the Covenant.
 - Any other persons Ecology requires.

The copy must be legible, and the recording number must be evident.

More Information

For more information on environmental covenants, see:

- Ecology's environmental covenant template:
<http://www.ecy.wa.gov/programs/tcp/policies/tcppoly.htm>
- Ecology's Toxics Cleanup Procedure 440A:
<http://www.ecy.wa.gov/programs/tcp/policies/tcppoly.html>.
- The Uniform Environmental Covenants Act (UECA), Chapter 64.70 RCW
(<http://apps.leg.wa.gov/RCW/default.aspx?cite=64.70>).
- [WAC 173-340-440](#) of the Model Toxics Cleanup Act (MTCA) Cleanup Regulation
(<http://apps.leg.wa.gov/WAC/default.aspx?cite=173-340-440>)

If you have questions about how to complete the Covenant template or any of the directions provided above, please contact me at 360-485-3987 or andrew.smith@ecy.wa.gov.

Sincerely,



Andrew Smith, PE, LHG
Toxics Cleanup Program
Southwest Region Office

Enclosure: Proposed Environmental Covenant

cc by email: Andrew Smith, PE, LHG, andrew.smith@ecy.wa.gov

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Enclosure A

Proposed Environmental Covenant

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After Recording Return
Original Signed Covenant to: ¹
Andrew Smith, PE, LHG
Toxics Cleanup Program
Department of Ecology
300 Desmond Drive
Olympia, Washington 98504

Environmental Covenant

Grantor: **City of Shelton**

Grantee: State of Washington, Department of Ecology (hereafter “Ecology”)

Brief Legal Description: **TR 43 OF NE NW S 45/68**

Tax Parcel Nos.: **42024-21-60430**

Cross Reference: **Agreed Order DE 19541**

RECITALS ²

- a. This document is an environmental (restrictive) covenant (hereafter “Covenant”) executed pursuant to the Model Toxics Control Act (“MTCA”), chapter 70.105D RCW, and Uniform Environmental Covenants Act (“UECA”), chapter 64.70 RCW.
- b. The Property that is the subject of this Covenant is part or all of a site commonly known as **Shelton C Street Landfill Site, Facility ID # 1186**. The Property is legally described in Exhibit A, and illustrated in Exhibit B, both of which are attached (hereafter “Property”). If there are differences between these two Exhibits, the legal description in Exhibit A shall prevail.
- c. The Property is the subject of remedial action conducted under MTCA. This Covenant is required because residual contamination remains on the Property after completion of remedial actions. Specifically, the following principal contaminants remain on the Property:

Medium	Principal Contaminants Present
Soil	Dioxins/furans, carcinogenic polycyclic aromatic hydrocarbons, metals (barium, copper, lead, mercury, selenium, silver, zinc)
Groundwater	Metals (iron, and manganese)
Surface Water/Sediment	Not applicable

- d. It is the purpose of this Covenant to restrict certain activities and uses of the Property to protect human health and the environment and the integrity of remedial actions conducted at the site. Records describing the extent of residual contamination and remedial actions conducted are available through Ecology. This includes the Remedial Investigation and Feasibility Study Report (Aspect, 2021); Agreed Order No. DE 19541, including the Cleanup Action Plan; and the Construction Completion Report (Aspect, pending).

¹ Some counties keep the original Covenant, others don't. If the signed original is available, it must be sent to Ecology. If the signed original is not available, send a legible copy to Ecology.

² This section is primarily used to describe this document and its purpose. It should not be used for substantive binding provisions.

e. This Covenant grants Ecology certain rights under UECA and as specified in this Covenant. As a Holder of this Covenant under UECA, Ecology has an interest in real property, however, this is not an ownership interest which equates to liability under MTCA or the Comprehensive Environmental Response, Compensation, and Liability Act, 42 U.S.C. § 9601 *et seq.* The rights of Ecology as an “agency” under UECA, other than its’ right as a holder, are not an interest in real property.

COVENANT

The City of Shelton, as Grantor and fee simple owner of the Property, hereby grants to the Washington State Department of Ecology, and its successors and assignees, the following covenants. Furthermore, it is the intent of the Grantor that such covenants shall supersede any prior interests the Grantor has in the Property and run with the land and be binding on all current and future owners of any portion of, or interest in, the Property.

Section 1. General Restrictions and Requirements.

The following general restrictions and requirements shall apply to the Property:

- a. **Interference with Remedial Action.** The Grantor shall not engage in any activity on the Property that may impact or interfere with the remedial action and any operation, maintenance, inspection or monitoring of that remedial action without prior written approval from Ecology.
- b. **Protection of Human Health and the Environment.** The Grantor shall not engage in any activity on the Property that may threaten continued protection of human health or the environment without prior written approval from Ecology. This includes, but is not limited to, any activity that results in the release of residual contamination that was contained as a part of the remedial action or that exacerbates or creates a new exposure to residual contamination remaining on the Property.
- c. **Continued Compliance Required.** Grantor shall not convey any interest in any portion of the Property without providing for the continued adequate and complete operation, maintenance and monitoring of remedial actions and continued compliance with this Covenant.
- d. **Leases.** Grantor shall restrict any lease for any portion of the Property to uses and activities consistent with this Covenant and notify all lessees of the restrictions on the use of the Property.
- e. **Preservation of Reference Monuments.** Grantor shall make a good faith effort to preserve any reference monuments and boundary markers used to define the areal extent of coverage of this Covenant. Should a monument or marker be damaged or destroyed, Grantor shall have it replaced by a licensed professional surveyor within 30 days of discovery of the damage or destruction.

Section 2. Specific Prohibitions and Requirements.

In addition to the general restrictions in Section 1 of this Covenant, the following additional specific restrictions and requirements shall apply to the Property.

- a. **Land use.** The Property shall not be used for residential purposes.
- b. **Containment of soil/waste materials.** The remedial action for the Property is based on containing contaminated soils and solid waste under a low permeability soil cap. This soil cap is located as illustrated in Exhibit B. The purpose of this soil cap is to prevent direct contact and minimize infiltration of precipitation through the contaminated soils and solid waste.

Any activity on the Property that will compromise the integrity of the cap including drilling; digging; piercing the cap with sampling device, post, stake or similar device; grading; excavation; installation of underground utilities; removal of the cap; or, application of loads in excess of the cap load bearing capacity, is prohibited without prior written approval by Ecology. The Grantor shall report to Ecology within forty-eight (48) hours of the discovery of any damage to the cap. Unless an alternative plan has been approved by Ecology in writing, the Grantor shall promptly repair the damage and submit a report documenting this work to Ecology within thirty (30) days of completing the repairs.

The Grantor covenants and agrees that it shall annually, or at another time as approved in writing by Ecology, inspect the soil cap and report within thirty (30) days of the inspection the condition of the soil cap and any changes to the soil cap that would impair its performance.

c. Stormwater facilities. There are no existing stormwater facilities on the Property. Any future development of stormwater facilities is prohibited within the landfill boundary. Any future development of stormwater facilities outside the landfill boundary but within the parcel boundary shall be performed in compliance with all applicable laws.

d. Vapor/gas controls. The residual contamination on the Property includes municipal solid waste that may generate methane, a combustible gas. No methane was observed during the RI/FS (Aspect, 2021). There are no existing structures and no existing vapor or gas controls on the Property.

Any future development of structures is prohibited within the landfill boundary. Any future development of structures outside the landfill boundary but within the parcel boundary shall be performed in compliance with all applicable laws.

e. Groundwater use. The groundwater beneath the Property remains contaminated and shall not be extracted for any purpose other than monitoring. No new water wells may be installed on the Property due to the set-back restriction in Chapter 173-160-171 Washington Administrative Code (WAC) of 1,000 feet from the boundary of a landfill.

g. Monitoring. Several groundwater monitoring wells are located on the Property to monitor the performance of the remedial action. The Grantor shall maintain clear access to these devices and protect them from damage. The Grantor shall report to Ecology within forty-eight (48) hours of the discovery of any damage to any monitoring device. Unless Ecology approves of an alternative plan in writing, the Grantor shall promptly repair the damage and submit a report documenting this work to Ecology within thirty (30) days of completing the repairs.

Section 3. Access.

a. The Grantor shall maintain clear access to all remedial action components necessary to construct, operate, inspect, monitor, and maintain the remedial action.

b. The Grantor freely and voluntarily grants Ecology and its authorized representatives, upon reasonable notice, the right to enter the Property at reasonable times to evaluate the effectiveness of this Covenant and associated remedial actions, and enforce compliance with this Covenant and those actions, including the right to take samples, inspect any remedial actions conducted on the Property, and to inspect related records.

c. No right of access or use by a third party to any portion of the Property is conveyed by this instrument.

Section 4. Notice Requirements.

a. Conveyance of Any Interest. The Grantor, when conveying any interest in any part of the Property, including but not limited to title, easement, leases, and security or other interests, must:

- i. Provide written notice to Ecology of the intended conveyance at least thirty (30) days in advance of the conveyance.³
- ii. Include in the conveying document a notice in substantially the following form, as well as a complete copy of this Covenant:

NOTICE: THIS PROPERTY IS SUBJECT TO AN ENVIRONMENTAL COVENANT GRANTED TO THE WASHINGTON STATE DEPARTMENT OF ECOLOGY ON [DATE] AND RECORDED WITH THE MASON COUNTY AUDITOR UNDER RECORDING NUMBER [RECORDING NUMBER]. USES AND ACTIVITIES ON THIS PROPERTY MUST COMPLY WITH THAT COVENANT, A COMPLETE COPY OF WHICH IS ATTACHED TO THIS DOCUMENT.

- iii. Unless otherwise agreed to in writing by Ecology, provide Ecology with a complete copy of the executed document within thirty (30) days of the date of execution of such document.

b. Reporting Violations. Should the Grantor become aware of any violation of this Covenant, Grantor shall promptly report such violation in writing to Ecology.

c. Emergencies. For any emergency or significant change in site conditions due to Acts of Nature (for example, flood or fire) resulting in a violation of this Covenant, the Grantor is authorized to respond to such an event in accordance with state and federal law. The Grantor must notify Ecology in writing of the event and response actions planned or taken as soon as practical but no later than within 24 hours of the discovery of the event.

d. Notification procedure. Any required written notice, approval, reporting or other communication shall be personally delivered or sent by first class mail to the following persons. Any change in this contact information shall be submitted in writing to all parties to this Covenant. Upon mutual agreement of the parties to this Covenant, an alternative to personal delivery or first-class mail, such as e-mail or other electronic means, may be used for these communications.

³ Ecology may waive this notice provision for some units at a property where the anticipated use is a multi-tenant/owner building where some owners or tenants are unlikely to be exposed to residual contamination. For example: upper story apartments or condominiums, or commercial tenants in a strip mall, with limited rights to use the grounds under and around the building (such as for parking).

If Ecology agrees to such a waiver, the circumstances of the waiver must be detailed in paragraph 4.a.i. In addition to the specific circumstances, this provision must include the following statement: "Waiver of this advance notice to Ecology for these transactions does not constitute waiver of this notice for the entire Property nor a waiver of the requirement in Section 4.a.ii. to include this notice in any document conveying interest in the Property."

City Manager City of Shelton 525 W. Cota Street Shelton, WA 98584 (360) 426-4491 cityofshelton@sheltonwa.gov	Environmental Covenants Coordinator Washington State Department of Ecology Toxics Cleanup Program P.O. Box 47600 Olympia, WA 98504 – 7600 (360) 407-6000 ToxicsCleanupProgramHQ@ecy.wa.gov
---	---

Section 5. Modification or Termination.

a. Grantor must provide written notice and obtain approval from Ecology at least sixty (60) days in advance of any proposed activity or use of the Property within landfill boundary in a manner that is inconsistent with this Covenant.⁴ For any proposal that is inconsistent with this Covenant and permanently modifies an activity or use restriction at the site:⁵

i. Ecology must issue a public notice and provide an opportunity for the public to comment on the proposal; and

ii. If Ecology approves of the proposal, the Covenant must be amended to reflect the change before the activity or use can proceed.

b. If the conditions at the site requiring a Covenant have changed or no longer exist, then the Grantor may submit a request to Ecology that this Covenant be amended or terminated. Any amendment or termination of this Covenant must follow the procedures in MTCA and UECA and any rules promulgated under these chapters.

c. By signing this agreement, per RCW 64.70.100, the original signatories to this agreement, other than Ecology, agree to waive all rights to sign amendments to and termination of this Covenant.⁶

Section 6. Enforcement and Construction.

a. This Covenant is being freely and voluntarily granted by the Grantor.

b. Within ten (10) days of execution of this Covenant, Grantor shall provide Ecology with an original signed Covenant and proof of recording and a copy of the Covenant and proof of recording to others required by RCW 64.70.070.

c. Ecology shall be entitled to enforce the terms of this Covenant by resort to specific performance or legal process. All remedies available in this Covenant shall be in addition to any and all remedies at law or in equity, including MTCA and UECA. Enforcement of the terms of this Covenant shall be at the discretion of Ecology, and any forbearance, delay or omission to exercise its rights under this Covenant in the event of a breach of any term of this Covenant is

⁴ Example of inconsistent uses are using the Property for a use not allowed under the covenant (i.e. mixed residential and commercial use on a property restricted to industrial uses), OR drilling a water supply well when use of the groundwater for water supply is prohibited by the covenant.

⁵ An example of an activity that is unlikely to be considered a permanent modification is a proposal to disturb a cap to repair an existing underground utility that passes through the site. However, installing a new underground utility within a capped area would be a permanent change.

⁶ As time passes, the original grantor and other signers of the Covenant may no longer exist as viable entities. This provision is intended to allow future amendments or termination of the Covenant without Ecology having to seek court authorization, as provided by RCW 64.70.100.

not a waiver by Ecology of that term or of any subsequent breach of that term, or any other term in this Covenant, or of any rights of Ecology under this Covenant.

d. The Grantor shall be responsible for all costs associated with implementation of this Covenant. Furthermore, the Grantor, upon request by Ecology, shall be obligated to pay for Ecology's costs to process a request for any modification or termination of this Covenant and any approval required by this Covenant.

e. This Covenant shall be liberally construed to meet the intent of MTCA and UECA.

f. The provisions of this Covenant shall be severable. If any provision in this Covenant or its application to any person or circumstance is held invalid, the remainder of this Covenant or its application to any person or circumstance is not affected and shall continue in full force and effect as though such void provision had not been contained herein.

g. A heading used at the beginning of any section or paragraph or exhibit of this Covenant may be used to aid in the interpretation of that section or paragraph or exhibit but does not override the specific requirements in that section or paragraph.

The undersigned Grantor warrants he/she holds the title to the Property and has authority to execute this Covenant.

EXECUTED this _____ day of _____, 20__.

by: Mark Ziegler

Title: City Manager, City of Shelton

REPRESENTATIVE ACKNOWLEDGEMENT

STATE OF _____
COUNTY OF _____

On this _____ day of _____, 20____, I certify that Mark Ziegler personally appeared before me, acknowledged that **he/she** signed this instrument, on oath stated that **he/she** was authorized to execute this instrument, and acknowledged it as the City Manager of City of Shelton to be the free and voluntary act and deed of such party for the uses and purposes mentioned in the instrument.

Notary Public in and for the State of Washington ¹⁵

Residing at _____

My appointment expires _____

The Department of Ecology, hereby accepts the status as GRANTEE and HOLDER of the above Environmental Covenant.

STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

by: _____ Jerome Lambiotte _____

Title: Section Manager, TCP-Southwest Region

Dated: _____

STATE ACKNOWLEDGMENT

STATE OF _____

COUNTY OF _____

On this _____ day of _____, 20____, I certify that _____ personally appeared before me, acknowledged that **he/she** is the _____ of the state agency that executed the within and foregoing instrument, and signed said instrument by free and voluntary act and deed, for the uses and purposes therein mentioned, and on oath stated that **he/she** was authorized to execute said instrument for said state agency.

Notary Public in and for the State of Washington

Residing at _____

My appointment expires _____

Exhibit A

LEGAL DESCRIPTION

The North half of the Northeast quarter of Section 24, Township 20 North, Range 4 West, W.M., in Mason County, Washington.

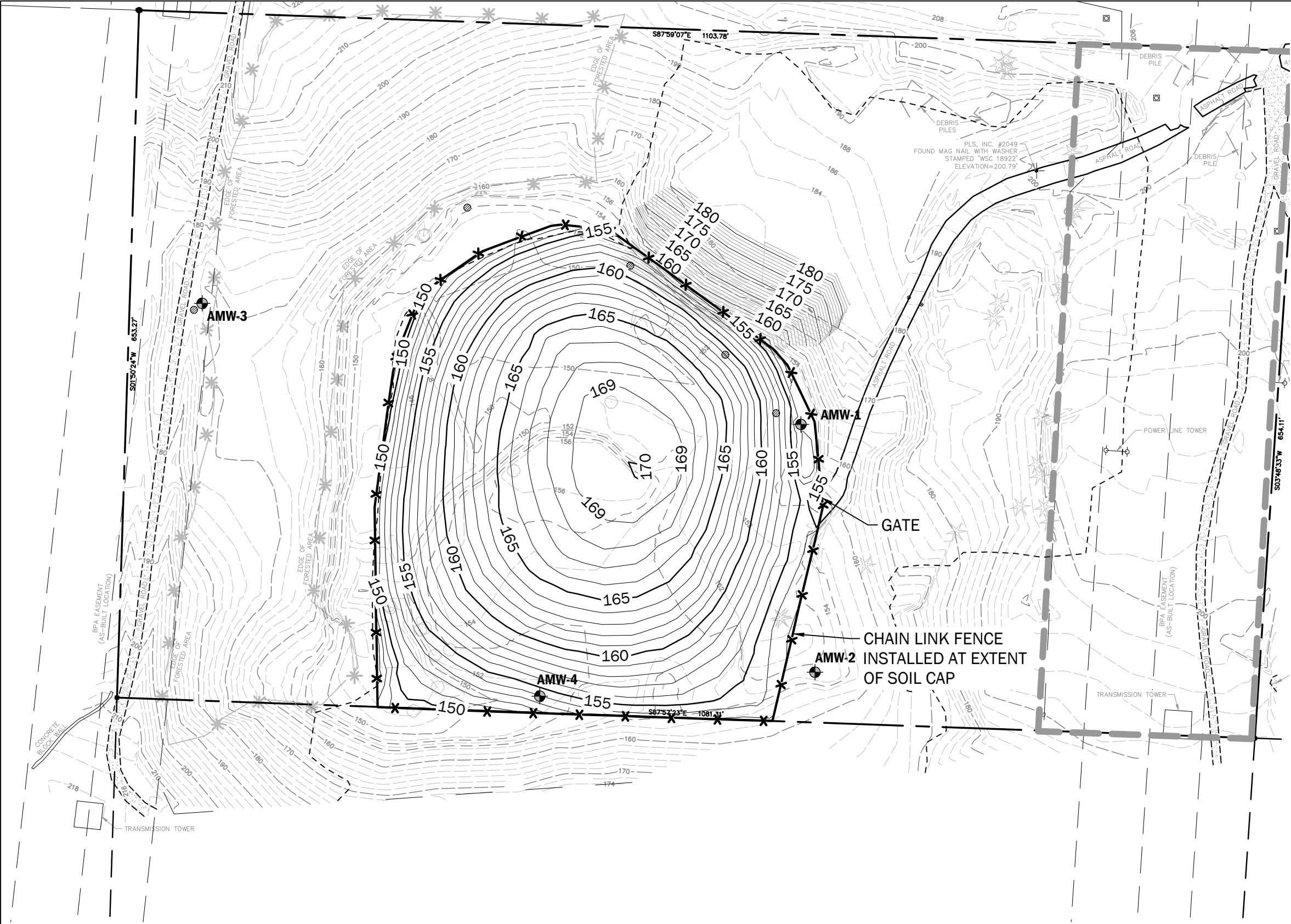
EXCEPTING therefrom a 250 foot strip of land within said North half of the Northeast quarter of the Northwest quarter quitclaimed to Rayonier Incorporated by the City of Shelton and described with particularity in Quitclaim Deed from the City of Shelton to Rayonier Incorporated dated July 12, 1949, and recorded in the Office of the County Auditor of Mason County, Washington, in Deed Record No. 125 at page 549.

ALSO EXCEPTING therefrom that part of the North half of the Northeast quarter of the Northwest quarter of Section 24, Township 20 North, Range 4 West, W.M., in Mason County, Washington, lying Easterly of the Easterly line of a 250 foot wide strip of land conveyed to Rayonier Incorporated by deed dated July 12, 1949, and recorded in Volume 125 of Deeds, page 549.

Exhibit B/C

PROPERTY MAP

MAP ILLUSTRATING LOCATION OF RESTRICTIONS



SURVEY LEGEND:

- ★ TREE (CONIFEROUS) WITH TRUNK DIAMETER NOTED
- TREE (DECIDUOUS) WITH TRUNK DIAMETER NOTED
- BOLLARD
- GUY POLE
- ⊠ UNDERGROUND GAS MARKER
- ▤ CONCRETE SURFACE
- ▥ GRAVEL SURFACE
- MONITORING WELL
- TPN TAX PARCEL NUMBER

LEGEND

- ⊕ POINT OF COMPLIANCE GROUNDWATER MONITORING WELL
- 60— GRADE CONTOURS
- LANDFILL PARCEL
- X— CHAIN LINK FENCE LOCATION
- - - LIMIT OF CLEAR, GRUB & DISTURBANCE
- * FORESTED AREA BOUNDARY
- ELEVATION CONTOUR (2FT INTERVAL)
- TRANSMISSION LINE EASEMENT BOUNDARY

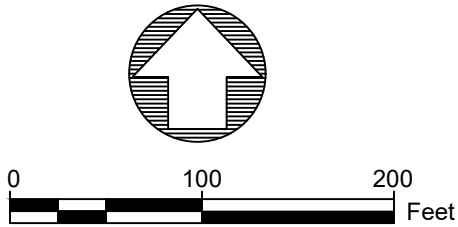


EXHIBIT B / C

Containment Soil Cap Extent

C Street Landfill

Shelton, Washington

Aspect

CONSULTING

Nov-2023

PROJECT NO.
150074C

BY:
ALC/CMV

REVISED BY:
-

FIGURE NO.

1

CAD Path: Q:\City of Shelton\150074 Shelton C Street Landfill\2023-11 Exhibit\150074-03.dwg Layout: C-03 || Date Saved: 11/10/2023 11:12:42 AM || User: caroline.vanslyke



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F1)

Touch Date: 01/31/2024
Brief Date: 04/16/2024
Action Date: 05/07/2024

Department: Police Department/General Fund
Presented By: Mike Githens, Finance Director

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:

Police Department Vehicle Purchase

☐

Ordinance

☒ Dept. Head

Chief
Kostad

☐ Finance Director

M. Githens

ATTACHMENTS:

☒

Resolution

☐ Attorney

1. Resolution No. 1317-0224
2. Dept. of Enterprise Services Quote
3. Purchase Order 24-200

☒

Motion

☒ City Clerk

D. Nault

☐

Other

☐ City Manager

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

The Police Department 2024 budget requested and was approved for the purchase of one new patrol Interceptor to replace a 2013 Dodge Charger police vehicle with 117,000 miles. The new 2024 model Ford Interceptor SUV AWD police vehicle is priced at a total cost of \$70,212 with upfitting for the City's specifications for a police response vehicle and is under budget.

ANALYSIS/OPTIONS/ALTERNATIVES:

Replacing our police fleet with new vehicles keeps the fleet more refreshed and limits potential repair costs of the older vehicles.

BUDGET/FISCAL INFORMATION:

Budget request of \$86,000 was approved in the adopted 2024 Police Department budget.

PUBLIC INFORMATION REQUIREMENTS:

All information on this vehicle purchase has been included within the packet materials for this Council item.

STAFF RECOMMENDATION/MOTION:

"I move to approve Resolution No. 1317-0224 as presented."

RESOLUTION NO. 1317-0224

**A RESOLUTION OF THE CITY OF SHELTON, WASHINGTON AUTHORIZING THE CITY MANAGER TO SIGN
A PURCHASE ORDER FOR THE ACQUISITION OF A 2024 FORD INTERCEPTOR SUV AWD PATROL VEHICLE
TO SUPPORT POLICE OPERATIONS**

WHEREAS, the 2024 adopted budget included an expenditure of \$86,000 out of the General Fund for a new police vehicle to support police operations; and

WHEREAS, the City needs this vehicle to perform police duties, including times of inclement weather to ensure the proper functioning of the public safety vehicles and to replace a similar vehicle that has reached its useful service life; and

WHEREAS, the City solicited bids, utilizing the Department of Enterprise Services Contract #05916, for which the City can utilize, under agreement with the State of Washington; and

WHEREAS, the quote and relevant information pertaining to this proposed purchase has been included within the attached quote to this Resolution.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Shelton, WA, that the City Manager is authorized to sign purchase orders not to exceed \$86,000 for a new police vehicle and additional needed equipment/hardware, as approved within the adopted 2024 budget.

INTRODUCED on the 16th day of April 2024 and **passed** by the City Council of the City of Shelton on this 7th day of May 2024.

ATTEST:

Mayor Onisko

City Clerk Nault

Estimate for 2024 Ford Interceptor SUV AWD Patrol Car City of Shelton

		Price
New 2024 Ford Interceptor SUV AWD including tax. Black	Bud Clary Ford	61,120
Streamlight Flashlight Ultra Stinger	Amazon	152
Lightbar, console, siren and quarter glass LED.	Sirennet	4260
Wire, hardware, supplies to complete job.	Napa	500
Radio anttenass conectors and coax for UHF and VHF	Whisler	55
New Kenwood NX5800 VHF Mobile In stock	SPD	
New Kenwood NX 5700 UHF Mobile and P25 License	Whisler	836
P25 License Key for VHF Radio	Whisler	435
Cradlepoint Ant for Ford Explorer	Anaconda	236
Radio cabinet	Setina	352
AIMS Fuel Unit	SynTech	330
Title and Plates	DOL	65
Decals from Adgraphix	Adgraphix	620
Install graphics	CFM Auto	400
Shipping of parts		100
Price of parts		8,341
Tax on parts .09		750.69
Price of parts and accessories w/tax.		9,092
Total Ford Utility ready for the road w/tax		70,212

Organization Purchase Request Details

Organization Information

[Return to Org Requests](#)

Contract #: 05916 - Motor Vehicles	Quote #: 2024-3-347
Status: Submitted To Dealer	Submit Date: 03-11-2024
Organization: 22301 - SHELTON, CITY OF - 22301	Order Date:
Order Contact: Calvin Miran	Expected Delivery Date:
Contact Phone: 360-239-4591	Delivery Date:
Contact Email: calvin.moran@sheltonwa.gov	Cancel Date:
	Organization Reference #:
Dealer: Bud Clary Ford/Hyundai - W403	Organization PO #:
Dealer Address:	Dealer Contact: Marie Tellinghiusen
	Dealer Phone: (360) 423-4321 Ext: 10945
	Dealer Email: ford.orders@budclary.com
Internal Notes: Please submit purchase request. Dealer will add Setina options - 2024MY	
Comments To Add Setina equipment. Can we get a PB9 instead of a PB5? Would change to something like 2025-0521-	
Dealer: 0255. Add second-row window barriers something like 2025-0521-0283.	
Dealer Reference	
#: 24-0317 U244 stk	
Dealer Please send a copy of your PO. 03/13/24 Revised to add Setina equipment #952, #953 ***VEHICLES	
Comments: ARE 2024 MODEL YEAR***	

Color Options

Color Name	Quantity
Agate Black (UM)	1

Tax Exempt: N

Vehicle Options

Order Code	Order Code Description	Qty	Unit Price	Ext. Price
2023-0521-001	2023 Ford Police Interceptor AWD Pursuit-Rated Utility/SUV (K8A/500A)	1	\$42,898.00	\$42,898.00
2023-0521-003	INFORMATION ONLY: Bud Clary Ford offers a \$300 prompt payment discount if payment is remitted within 20 days of vehicle delivery.	1	\$0.00	\$0.00
2023-0521-004	INFORMATION ONLY: Bud Clary Ford CARS Cancellation Fees: NO fee to cancel order if vehicle has not been scheduled for production and is able to be cancelled at factory. \$500 cancellation fee if vehicle has been serialized and is	1	\$0.00	\$0.00

	been delivered to customer and must be picked up by dealer and re-stocked into inventory. Absolutely NO cancellation if customer has licensed/registered vehicle. Upfits/Equipment ordered for vans, trucks, chassis cabs and police/fire vehicles will have a 10-30% re-stocking fee; custom bodies cannot be cancelled.			
2023-0521-010	2023 Ford Police Interceptor AWD Pursuit-Rated Utility/SUV, 3.3L V6 Direct-Injection FFV (285 HP @ 6500 RPM, 260 lb.-ft. Torque @ 3000 RPM) (136-MPH Top Speed), 10-Speed Automatic Police-Calibrated Transmission (Column Shifter), 255/60R 18 All-Season BSW Tires, HD Steel Wheels, HD 80-Amp 730CCA Battery, HD 250 Amp Alternator, 21.4 Gallon Fuel Tank, 3.73 Axle Ratio, 6465# GVWR, 1670# Payload, 5000# Towing Capacity, 7.6in Ground Clearance (K8A/500A/87R/TT96) THIS IS THE BASE VEHICLE -- Please review standard specs to view complete description.	1	\$0.00	\$0.00
2023-0521-013	Ready for the Road Package. [Includes contents of Front Headlamp Lighting Solution #66A, Tail Lamp Lighting Solution #66B, Rear Lighting Solution #66C; Pre-wiring for grille LED lights, siren and speaker #60A, 100 Watt Siren/Speaker #18X, Rear console Plate #85R, Hidden Door-Lock Plunger/Rear Door Handles/Rear Windows Inoperable #52P; PLUS: Grille Linear LED Lights (Red/Blue) and harness; Whelen Cencom Light Controller Head with dimmable backlight; Whelen Cencom Relay Center/Siren/Amp with Traffic Advisor control mounted behind 2nd row seat; Light controller/relay cencom wiring (wiring harness) with additional input/output pigtails; high current pigtail; Whelan Specific WECAN cable (console to cargo area) connects Cencom to Control Head] (Not available with Ultimate Wiring Package #67U or Interior Upgrade Package #65U) (67H)	1	\$3,582.00	\$3,582.00
2023-0521-021	Side Marker LED, Sideview Mirrors (Driver side - Red / Passenger side - Blue) (Located on backside of exterior mirror housing) (LED lights only. Wiring and controller are not included.) (Must also order Pre-wiring for grille lamp, siren and speaker #60A) (63B)	1	\$289.00	\$289.00
2023-0521-030	Noise Suppression Bonds (Ground Straps)(60R)	1	\$100.00	\$100.00
2023-0521-032	Switchable Red/White Lighting in Cargo Area (deletes 3rd row map light) (17T)	1	\$50.00	\$50.00
2023-0521-034	Dark Car Feature (courtesy lamp disable when any door is opened) (Not available with Daytime Running Lights #942) (43D)	1	\$25.00	\$25.00
2023-0521-035	Police Engine Idle Feature (when activated, allows the key to be removed from ignition while vehicle remains idling, which allows driver to leave the engine running and prevents vehicle from unauthorized use when driver is outside of the vehicle) (47A)	1	\$259.00	\$259.00
2023-0521-038	Heated Sideview Mirrors (included with BLIS #55B)(549)	1	\$60.00	\$60.00
2023-0521-042	Rearview Camera, Alternative (video will be displayed in 4in center stack instead of in rearview mirror)(D87R)(No Charge)	1	\$0.00	\$0.00
2023-0521-043	Rearview Camera On-Demand (allows driver to enable rear camera on demand, includes 10-second timer) (19V)	1	\$230.00	\$230.00
2023-0521-049	Remote Keyless Entry with Four (4) FOBS/Transmitters (includes Liftgate	1	\$339.00	\$339.00

	Fleet Keyed Alike option, fobs are unique and are not fobbed-alike) (55F)			
2023-0521-055	Spot Lamps, LED Bulbs, Dual (Whelen) (51V)	1	\$663.00	\$663.00
2023-0521-058	Wheel covers (18in full face wheel covers) (65L)	1	\$60.00	\$60.00
2023-0521-066	Auxiliary Air-Conditioning (can now be ordered with Cargo Storage Vault #63V) (17A)	1	\$608.00	\$608.00
2023-0521-073	H8 AGM Battery Upgrade (900 CCA / 92-Amp) (19K)	1	\$109.00	\$109.00
2023-0521-074	OBD-II Split Connector (Allows up to 2 devices to be connected to the vehicle OBD-II port (61B)	1	\$55.00	\$55.00
2023-0521-202	Fire Extinguisher, 2.5# Dry Chemical ABC Rated w/ Mounting Bracket, uninstalled (DLR)	1	\$43.00	\$43.00
2023-0521-203	Flare Kit, 3 Piece Triangle with Storage Box for Roadside Emergency Use, uninstalled (DLR)	1	\$57.00	\$57.00
2023-0521-206	Mud Flaps, OEM molded (set of 4) (DLR)	1	\$175.00	\$175.00
2023-0521-249	Stock Vehicle Upcharge (Call dealer for availability) Delivery within 14 days when available (DLR)	1	\$250.00	\$250.00
2023-0521-952	SETINA UPFIT PACKAGE: Setina - PB5 HD Fender Wraps, Aluminum (PIT Bars) (DLR) (SET100) \$594.00, Setina - PB450L4 Lighted Push Bumper, Aluminum, includes Mar Pad (ION Trio Red/Blue/White lights, programmable) (DLR) (SET125) \$1,146.00, Setina - 10VSRP Front Partition with Lower Center Recess Panel, Horizontal Polycarbonate Sliding Window (DLR) (SET201) \$1,162.00, Setina - Front Partition XL Upgrade with center and side recess panel (DLR) (SET202) \$0.00, Setina - Double Weapon Mount with Small and Universal XL (DLR) (SET230) \$442.00, Setina HD TPO Full Replacement Rear Prisoner Transport Seat (includes Center-Originating Seat Belts with Docking Buckles on front partition) (Factory seat shipped loose in cargo area) (DLR) (SET300) \$1,176.00, Setina - 2nd Row Window Barriers, Steel Bars (DLR) (SET322) \$304.00, Setina - 12VS Rear Partition, Polycarbonate panel (DLR) (SET400) \$849.00	1	\$5,932.00	\$5,932.00
2023-0521-953	Setina upfit package modification: Substitute PB5 fender wrap with Setina - PB9 Fender Wraps, Aluminum (DLR) (SET104) \$15.00 (upgrade). Add Setina - Rear Cargo Window Barriers, 3-piece Steel Horizontal (DLR) (SET410) \$532.00	1	\$547.00	\$547.00

Request Totals

Total Vehicles:	1
Sub Total:	\$56,331.00
8.5 % Sales Tax:	\$4,788.14
Request Total:	\$61,119.14



PURCHASE ORDER

VENDOR NAME & ADDRESS:			SHIP TO NAME & ADDRESS:		
P.O. #	P.O. DATE	REQUESTER	SHIP VIA	F.O.B. POINT	TERMS
QTY	UNIT	DESCRIPTION	BARS #	UNIT PRICE	TOTAL
PURCHASE JUSTIFICATION				SHIPPING	
				SUBTOTAL	
				Tax (8.8%)	
APPROVING MANAGER				TOTAL	

Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
 Please notify the Department Contact immediately if you are unable to ship as specified.

Please send a copy of your invoice to the mailing address below and to the attention of the Requester identified above.

525 W. Cota St., Shelton, WA98584
 Tel: (360) 426-4491
 Website: www.sheltonwa.gov