



Shelton City Council
Meeting Agenda
June 4, 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 110755 through 110800 and EFT payment numbers 359 through 381 in the total amount of \$140,321.62
2. Vouchers numbered 110814 through 110837 and EFT payment numbers 382 through 395 in the total amount of \$753,328.12
3. Payroll warrants numbered 12534 through 12630. Warrants 110801 through 110813 in the amount of \$384,609.71
4. Minutes:
 - Business Meeting of April 16, 2024
 - Study Session of April 23, 2024

D. 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.*

E. Presentations

1. Proclamation – Pride Month

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

1. Resolution No. 1335-0524 MBR Headworks Upgrade/Expansion Grant Acceptance – Presented by Capital Projects Manager Aaron Nix

G. Action Agenda (Action/Public Comment Taken)

1. Resolution No. 1329-0424 6-Year Transportation Improvement Plan (TIP) – Presented by Public Works Director Jay Harris
2. Resolution No. 1332-0524 Work Order with SCJ Alliance for Transportation Comprehensive Plan Update – Presented by Public Works Director Jay Harris
3. Resolution No. 1333-0524 Contract with CivilAir Engineers for Senior Engineering Services – Presented by Public Works Director Jay Harris
4. Council Board and Committee Assignments – Presented by City Manager Mark Ziegler

H. Administration Reports

1. City Manager Report

I. New Items for Discussion

J. Announcement of Next Meeting – June 18, 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. 6/11 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> Shopping Cart Regulations 	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"> Shelton-Mason County Chamber Q1 LTAC Report April Financial Status Report Business Agenda <ul style="list-style-type: none"> Action Agenda <ul style="list-style-type: none"> Resolution No. 1335-0524 MBR Headworks Upgrade/Expansion Grant Acceptance 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
Tues. 7/2 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"> 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: 6/21 @ 5:00 p.m.
Tues. 7/9 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> Troy Nichols – Annual Report 	Packet Items Due: 7/5 @ noon
Tues. 7/16 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"> May 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: 7/5 @ 5:00 p.m.

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Tues. 7/23 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 7/19 @ noon
Tues. 8/6 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"> • Business Agenda • Action Agenda • Administration Report 	Packet Items Due: 7/26 @ 5:00 p.m.
Tues. 8/13 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 8/9 @ noon
Tues. 8/20 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"> • June Financial Status Report Business Agenda <ul style="list-style-type: none"> • Action Agenda • Administration Report 	Packet Items Due: 8/9 @ 5:00 p.m.

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 ILA 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 110755 through number 110800 and EFT payment numbers 359 through 381 in the total amount of \$140,321.62 that the claims are just, due and unpaid obligations against the City of Shelton, and that I am authorized to authenticate and certify said claims.

Signed this 17th of May, 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

Deputy Mayor Sharon Schirman

Councilmember George Blush

Councilmember Tom Gilmore

Councilmember Miguel Gutierrez

Councilmember Lyndsey Sapp

Councilmember Melissa Stearns



Shelton, WA

Check Register

Packet: APPKT03132 - MAY 17, 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						
001480	ALPINE PRODUCTS INC.	05/17/2024	EFT	0.00	22.32	359
004914	BRADY TRUCKING	05/17/2024	EFT	0.00	25.99	360
005900	CAPITAL BUSINESS MACHINES	05/17/2024	EFT	0.00	152.72	361
VEN02285	CONSEJO COUNSELING & REFERRAL	05/17/2024	EFT	0.00	2,213.30	362
VEN02554	DEEPNET SECURITY LIMITED	05/17/2024	EFT	0.00	239.00	363
009351	DELAGE LANDEN FINANCIAL SVCS	05/17/2024	EFT	0.00	201.98	364
VEN02319	DENALI WATER SOLUTIONS LLC	05/17/2024	EFT	0.00	7,468.52	365
023078	FASTENAL COMPANY	05/17/2024	EFT	0.00	1,129.25	366
040960	GRAINGER	05/17/2024	EFT	0.00	546.89	367
044700	GUARDIAN SECURITY SYSTEM	05/17/2024	EFT	0.00	62.24	368
045000	H.D. FOWLER COMPANY	05/17/2024	EFT	0.00	15,567.35	369
VEN02276	JAMES N DOCTER	05/17/2024	EFT	0.00	3,000.00	370
079581	KCDA PURCHASING COOPERATIVE	05/17/2024	EFT	0.00	121.75	371
132235	MOUNTAIN MIST WATER	05/17/2024	EFT	0.00	90.45	372
142952	NORTH CENTRAL LABORATORIES	05/17/2024	EFT	0.00	1,232.38	373
151000	P. U. D. # 3	05/17/2024	EFT	0.00	37,964.23	374
	Void	05/17/2024	EFT	0.00	0.00	375
VEN02051	POINT EMBLEMS, LLC	05/17/2024	EFT	0.00	992.44	376
VEN02532	PROFAST SUPPLY INC	05/17/2024	EFT	0.00	28.18	377
168450	RH2 ENGINEERING INC	05/17/2024	EFT	0.00	7,528.12	378
VEN02449	THE NICHOLS GROUP RELATIONS, LI	05/17/2024	EFT	0.00	3,000.00	379
189670	THE SHOPPER	05/17/2024	EFT	0.00	115.16	380
VEN02553	T-MOBILE USA INC	05/17/2024	EFT	0.00	100.00	381
000401	A T & T	05/17/2024	Regular	0.00	57.00	110755
001039	AIRGAS, INC	05/17/2024	Regular	0.00	199.85	110756
VEN02427	AMIE ANDERSON	05/17/2024	Regular	0.00	276.00	110757
002982	APP	05/17/2024	Regular	0.00	2,812.26	110758
002520	ARAMARK	05/17/2024	Regular	0.00	68.01	110759
VEN02340	BLT.SHELTON PONY, LLC	05/17/2024	Regular	0.00	3,085.78	110760
098000	BUILDERS FIRSTSOURCE	05/17/2024	Regular	0.00	628.71	110761
006400	CASCADE NATURAL GAS	05/17/2024	Regular	0.00	1,622.10	110762
009341	DAY WIRELESS SYSTEMS	05/17/2024	Regular	0.00	892.16	110763
009573	DEPT OF ECOLOGY	05/17/2024	Regular	0.00	194.54	110764
009595	DEPT. OF LICENSING	05/17/2024	Regular	0.00	18.00	110765
018001	EMPLOYMENT SECURITY DEPT	05/17/2024	Regular	0.00	5,262.28	110766
VEN01406	FERGUSON WATERWORKS	05/17/2024	Regular	0.00	2,225.44	110767
VEN02460	FIRST CITIZENS BANK & TRUST CO	05/17/2024	Regular	0.00	515.71	110768
080980	GILLIARDI LOGGING & CONSTRUCTI	05/17/2024	Regular	0.00	1,959.69	110769
064940	J & I POWER EQUIPMENT INC	05/17/2024	Regular	0.00	855.16	110770
070000	JIM'S AUTO REPAIR & TOWING	05/17/2024	Regular	0.00	117.18	110771
090100	LES SCHWAB TIRES	05/17/2024	Regular	0.00	590.09	110772
VEN01408	LUND CUSTOM MACHINING, INC.	05/17/2024	Regular	0.00	1,106.70	110773
108055	MASON COUNTY AUDITOR	05/17/2024	Regular	0.00	7,022.77	110774
114350	MASON GENERAL HOSPITAL	05/17/2024	Regular	0.00	51.70	110775
VEN01302	MEDICINE SHOPPE	05/17/2024	Regular	0.00	83.50	110776
VEN01844	MIWALL CORPORATION	05/17/2024	Regular	0.00	1,493.83	110777
133950	MPH INDUSTRIES INC.	05/17/2024	Regular	0.00	72.14	110778
142978	NORTHERN TOOL & EQUIPMENT	05/17/2024	Regular	0.00	337.26	110779
144093	NORTHWEST PLAYGROUND EQUIP	05/17/2024	Regular	0.00	4,553.28	110780
VEN02312	ODP BUSINESS SOLUTIONS LLC	05/17/2024	Regular	0.00	60.09	110781
VEN02070	PAPE MACHINERY	05/17/2024	Regular	0.00	1,351.44	110782
114040	PETTYJOHN ENTERPRISES, LLC	05/17/2024	Regular	0.00	40.00	110783
161085	PROTHMAN COMPANY	05/17/2024	Regular	0.00	3,420.00	110784
VEN02555	SAFE RESTRAINTS INC	05/17/2024	Regular	0.00	1,637.12	110785

Check Register

Packet: APPKT03132-MAY 17, 2024 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
174052	SAN DIEGO POLICE EQUIPMENT CO,	05/17/2024	Regular	0.00	2,561.40	110786
192800	SOUTHGATE FENCING, INC.	05/17/2024	Regular	0.00	2,609.02	110787
178252	TASCHNER LAW, PLLC	05/17/2024	Regular	0.00	1,500.00	110788
VEN01696	TERI SCHNITZER	05/17/2024	Regular	0.00	222.00	110789
200985	THURSTON CO PUBLIC HEALTH	05/17/2024	Regular	0.00	640.00	110790
VEN01650	THURSTON MASON BEHAVIORAL HI	05/17/2024	Regular	0.00	769.12	110791
201300	TOZIER BROS INC.	05/17/2024	Regular	0.00	1,039.72	110792
201875	TYLER TECHNOLOGIES	05/17/2024	Regular	0.00	160.00	110793
202195	U.S. BANK N.A.-CUSTODY	05/17/2024	Regular	0.00	42.00	110794
201957	ULINE	05/17/2024	Regular	0.00	743.60	110795
202340	UTILITIES UNDERGROUND LOCATIO	05/17/2024	Regular	0.00	64.68	110796
VEN02544	VESTIS GROUP INC	05/17/2024	Regular	0.00	90.82	110797
053987	WESTBAY NAPA AUTO PARTS	05/17/2024	Regular	0.00	308.49	110798
204068	WESTERN SYSTEMS	05/17/2024	Regular	0.00	1,291.21	110799
025951	WILLIAMS ARCHITECTURE	05/17/2024	Regular	0.00	3,867.50	110800

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	88	46	0.00	58,519.35
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	61	23	0.00	81,802.27
Virtual Payments	0	0	0.00	0.00
	149	69	0.00	140,321.62



Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	5/2024	140,321.62
			<u>140,321.62</u>



Shelton, WA

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Bank Code: APBNK-Main-APBNK-Main						
001480	ALPINE PRODUCTS INC.	05/17/2024	EFT	0.00	22.32	359
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>TM-223541-1</u>	Invoice	05/09/2024	ORIG INVOICE TM-223541	TAX INCORREC	0.00	22.32
<u>101-000-000-54264-3100</u>		ST TR CTL - Office and Op		ORIG INVOICE TM-223541		22.32
004914	BRADY TRUCKING	05/17/2024	EFT	0.00	25.99	360
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>2-7277</u>	Invoice	04/15/2024	PRO BLEND SOIL		0.00	25.99
<u>001-141-000-57680-3100</u>		PARKS - Office and Opera		PRO BLEND SOIL		25.99
005900	CAPITAL BUSINESS MACHINES	05/17/2024	EFT	0.00	152.72	361
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>INV207819</u>	Invoice	05/08/2024	CONTRACT#CN2621-01		0.00	120.54
<u>001-118-000-52122-4500</u>		PD PAT - Operating Rental		CONTRACT#CN2621-01		120.54
<u>INV207820</u>	Invoice	05/08/2024	CONTRACT#CN2736-01		0.00	32.18
<u>001-118-000-52122-4500</u>		PD PAT - Operating Rental		CONTRACT#CN2736-01		32.18
VEN02285	CONSEJO COUNSELING & REFERRAL	05/17/2024	EFT	0.00	2,213.30	362
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>2024-4</u>	Invoice	05/06/2024	APRIL 2024 SERVICES		0.00	2,213.30
<u>001-112-000-51251-4109</u>		MUNI CT - Other Professi	23-ITC	APRIL 2024 SERVICES		2,213.30
VEN02554	DEEPNET SECURITY LIMITED	05/17/2024	EFT	0.00	239.00	363
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>10172633</u>	Invoice	05/02/2024	SAFEID/CLASSIC CARD 10		0.00	239.00
<u>001-132-000-51888-3100</u>		IT - Office and Operating		SAFEID/CLASSIC CARD 10		239.00
009351	DELAGE LANDEN FINANCIAL SVCS	05/17/2024	EFT	0.00	201.98	364
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>82560570</u>	Invoice	05/11/2024	CONTRACT#500-50411706		0.00	201.98
<u>001-118-000-59121-7001</u>		PD - Long Term Lease		CONTRACT#500-50411706		201.98
VEN02319	DENALI WATER SOLUTIONS LLC	05/17/2024	EFT	0.00	7,468.52	365
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>INV741727</u>	Invoice	03/23/2024	599121378 TRANSPORTATION FROM WW		0.00	7,468.52
<u>402-400-000-53580-4100</u>		SEW SV MN - Professional		599121378 TRANSPORTATI		7,468.52
023078	FASTENAL COMPANY	05/17/2024	EFT	0.00	1,129.25	366
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>WATUM221351</u>	Invoice	02/21/2024	CUST#WATUM1961- MISC SUPPLIES		0.00	211.46
<u>401-000-000-53480-3100</u>		WAT - Office and Operati		CUST#WATUM1961- MISC		211.46
<u>WATUM221527</u>	Invoice	02/21/2024	CUST#WATUM1039- STAT PADZ ELECTRO		0.00	219.61
<u>402-400-000-53580-3100</u>		SEW SV MN - Office and		CUST#WATUM1039- STAT		219.61
<u>WATUM224034</u>	Invoice	05/08/2024	CUST#WATUM1039- BRK CLNR,YLW CLEA		0.00	237.84

Check Register

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
402-400-000-53580-3100		SEW SV MN - Office and	CUST#WATUM1039- BRK C		237.84	
WATUM224069	Invoice	05/08/2024	CUST#WATUM1962- MISC SUPPLIES	0.00	460.34	
402-400-000-53580-3100		SEW SV MN - Office and	CUST#WATUM1962- MISC		460.34	
040960	GRAINGER	05/17/2024	EFT	0.00	546.89	367
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
90098174163	Invoice	04/24/2024	ACCT#839177342- NON-ILLUM SEL SW 19	0.00	62.92	
503-000-000-54865-3104		EMR - Oper Supp-Parts		ACCT#839177342- NON-IL	62.92	
9099742760	Invoice	04/25/2024	ACCT#839177342- MISC SUPPLIES	0.00	483.97	
402-400-000-53580-3100		SEW SV MN - Office and		ACCT#839177342- MISC S	483.97	
044700	GUARDIAN SECURITY SYSTEM	05/17/2024	EFT	0.00	62.24	368
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1486281	Invoice	05/01/2024	CUST#313901- FIRE ALARM JUNE 2024	0.00	62.24	
001-142-000-57250-4100		FACIL LIB - Professional Se		CUST#313901- FIRE ALAR	62.24	
045000	H.D. FOWLER COMPANY	05/17/2024	EFT	0.00	15,567.35	369
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
16626473	Invoice	02/20/2024	ACCT#194680-IRON VLV,PIPE/BOLT 4230,	0.00	2,067.49	
401-000-000-53480-3100		WAT - Office and Operati		ACCT#194680-IRON VLV,PI	2,067.49	
16626485	Invoice	02/20/2024	ACCT#194680- METER SETTERS/2670	0.00	2,430.11	
411-000-000-59434-6300		WAT CAP - Construction	21-AMR	ACCT#194680- METER SET	1,215.06	
412-000-000-59435-6300		SEW CAP - Construction	21-AMR	ACCT#194680- METER SET	1,215.05	
16626493	Invoice	02/20/2024	ACCT#194680 METER SETTERS/2670	0.00	2,511.72	
411-000-000-59434-6300		WAT CAP - Construction	21-AMR	ACCT#194680 METER SETT	1,255.86	
412-000-000-59435-6300		SEW CAP - Construction	21-AMR	ACCT#194680 METER SETT	1,255.86	
16649114	Invoice	03/21/2024	ACCT#194680- IRON STM PIPE, MANHLE L	0.00	5,067.22	
404-000-000-53180-3100		STRM - Office and Operati		ACCT#194680- IRON STM	5,067.22	
16675213	Invoice	04/19/2024	ACCT#194680- SRTS PROJECT	0.00	2,186.38	
302-000-000-59561-6300		CAP IMP - SIDEWALKS-Co	22-SAFERTE2SCHOOL	ACCT#194680- SRTS PROJE	2,186.38	
16692021	Invoice	05/07/2024	#194680-SWRPIP,VLVBX,LD/3315,4121,40	0.00	892.62	
401-000-000-53480-3100		WAT - Office and Operati		#194680-SWRPIP,VLVBX,LD	892.62	
16693057	Invoice	05/07/2024	ACCT#194680- CATCH BASIN, GRATE	0.00	411.81	
402-400-000-53580-3100		SEW SV MN - Office and		ACCT#194680- CATCH BASI	411.81	
VEN02276	JAMES N DOCTER	05/17/2024	EFT	0.00	3,000.00	370
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
#11	Invoice	05/09/2024	MAY 2024 COURT FACILITATOR SERVICES	0.00	3,000.00	
001-112-000-51251-4109		MUNI CT - Other Professi	23-ITC	MAY 2024 COURT FACILITA	3,000.00	
079581	KCDA PURCHASING COOPERATIVE	05/17/2024	EFT	0.00	121.75	371
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
300781346	Invoice	04/25/2024	CUST#1512433- MISC SUPPLIES	0.00	121.75	
001-115-000-51895-3100		PW ADM - Office and Ope		CUST#1512433- MISC SUP	26.79	
001-115-000-51896-3100		PW ENG - Office and Ope		CUST#1512433- MISC SUP	25.57	
001-140-000-55860-3100		CD PLAN - Office and Ope		CUST#1512433- MISC SUP	41.40	
001-141-000-57120-3100		REC - Office and Operatin		CUST#1512433- MISC SUP	4.87	
001-142-000-51830-3100		FACIL - Office and Operati		CUST#1512433- MISC SUP	18.26	
001-143-000-57550-3100		COM CTR - Office and Op		CUST#1512433- MISC SUP	4.86	
132235	MOUNTAIN MIST WATER	05/17/2024	EFT	0.00	90.45	372

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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		
005984688	Invoice	05/03/2024	ACCT#088436 ADMIN	0.00	90.45	
001-130-000-51810-3100			HR - Office and Operating		81.75	
001-130-000-51810-4500			HR - Operating Rentals		8.70	
142952	NORTH CENTRAL LABORATORIES	05/17/2024	EFT	0.00	1,232.38	373
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
499666	Invoice	02/15/2024	ACCT# 42215 MISC SUPPLIES	0.00	509.10	
402-400-000-53580-3100			SEW SV MN - Office and		509.10	
503159	Invoice	04/29/2024	ACCT# 42215 MISC SUPPLIES	0.00	723.28	
402-400-000-53580-3100			SEW SV MN - Office and		723.28	
151000	P. U. D. # 3	05/17/2024	EFT	0.00	37,964.23	374
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
101001MAY24	Invoice	05/06/2024	101001MAY24	0.00	91.88	
101-000-000-54264-4700			ST TR CTL - Utility Service		91.88	
18515001MAY24	Invoice	05/06/2024	18515001MAY24	0.00	81.86	
402-300-000-53580-4700			SEW CL MN - Utility Servi		81.86	
250321001MAY2	Invoice	05/06/2024	250321001MAY24	0.00	85.66	
101-000-000-54270-4700			ST RD PRK - Utility Service		85.66	
25911002MAY24	Invoice	05/06/2024	25911002MAY24	0.00	110.41	
101-000-000-54264-4700			ST TR CTL - Utility Service		110.41	
25911003MAY24	Invoice	05/06/2024	25911003MAY24	0.00	114.42	
001-141-000-57680-4700			PARKS - Utility Services		114.42	
25911005MAY24	Invoice	05/08/2024	25911005MAY24	0.00	74.08	
402-640-000-53580-4700			SEW SV SAT - Utility Servi		74.08	
259409001MAY2	Invoice	05/06/2024	259409001MAY24	0.00	14,633.55	
402-400-000-53580-4700			SEW SV MN - Utility Servi		14,633.55	
26551001MAY24	Invoice	05/06/2024	26551001MAY24	0.00	1,654.72	
402-400-000-53580-4700			SEW SV MN - Utility Servi		1,654.72	
26717001MAY24	Invoice	05/06/2024	26717001MAY24	0.00	145.19	
401-000-000-53480-4701			WAT - Utility Services - Sh		145.19	
26729001MAY24	Invoice	05/06/2024	26729001MAY24	0.00	429.16	
401-000-000-53480-4700			WAT - Utility Services		429.16	
26857001MAY24	Invoice	05/06/2024	26857001MAY24	0.00	28.68	
101-000-000-54265-4700			ST PRK FAC - Utility Servic		28.68	
27639001MAY24	Invoice	05/06/2024	27639001MAY24	0.00	393.29	
001-142-000-57530-4700			FACIL MUSM - Utility Serv		393.29	
277201001MAY2	Invoice	05/07/2024	277201001MAY24	0.00	162.61	
401-000-000-53480-4700			WAT - Utility Services		162.61	
277201002MAY2	Invoice	05/08/2024	277201002MAY24	0.00	74.47	
401-000-000-53480-4700			WAT - Utility Services		74.47	
27837001MAY24	Invoice	05/06/2024	27837001MAY24	0.00	1,869.12	
101-000-000-54263-4700			ST LGHT - Utility Services		1,869.12	
27839002MAY24	Invoice	05/06/2024	27839002MAY24	0.00	10,081.77	
101-000-000-54263-4700			ST LGHT - Utility Services		10,081.77	
28249001MAY24	Invoice	05/07/2024	28249001MAY24	0.00	3,197.68	
001-142-000-51890-4715			FACIL CIVIC - Utility Servic		3,197.68	
30003001MAY24	Invoice	05/06/2024	30003001MAY24	0.00	155.22	
001-141-000-57680-4700			PARKS - Utility Services		155.22	
30003002MAY24	Invoice	05/06/2024	30003002MAY24	0.00	1,000.62	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<u>402-400-000-53580-4700</u>		SEW SV MN - Utility Servi	30003002MAY24		1,000.62	
<u>32453001MAY24</u>	Invoice	05/06/2024	32453001MAY24	0.00	205.14	
<u>001-141-000-57680-4700</u>		PARKS - Utility Services	32453001MAY24		205.14	
<u>35199001MAY24</u>	Invoice	05/06/2024	35199001MAY24	0.00	214.60	
<u>001-140-000-55430-4700</u>		CD AN CTRL - Utility Servi	35199001MAY24		214.60	
<u>35201001MAY24</u>	Invoice	05/06/2024	35201001MAY24	0.00	1,830.45	
<u>401-000-000-53480-4700</u>		WAT - Utility Services	35201001MAY24		1,830.45	
<u>35337001MAY24</u>	Invoice	05/06/2024	35337001MAY24	0.00	88.27	
<u>101-000-000-54264-4700</u>		ST TR CTL - Utility Service	35337001MAY24		88.27	
<u>35665001MAY24</u>	Invoice	05/06/2024	35665001MAY24	0.00	756.13	
<u>001-142-000-57250-4700</u>		FACIL LIB - Utility Services	35665001MAY24		756.13	
<u>45451001MAY24</u>	Invoice	05/06/2024	45451001MAY24	0.00	151.00	
<u>401-000-000-53480-4700</u>		WAT - Utility Services	45451001MAY24		151.00	
<u>46051001MAY24</u>	Invoice	05/06/2024	46051001MAY24	0.00	128.05	
<u>401-000-000-53480-4700</u>		WAT - Utility Services	46051001MAY24		128.05	
<u>47009001MAY24</u>	Invoice	05/06/2024	47009001MAY24	0.00	75.15	
<u>402-300-000-53580-4700</u>		SEW CL MN - Utility Servi	47009001MAY24		75.15	
<u>8511001MAY24</u>	Invoice	05/07/2024	8511001MAY24	0.00	131.05	
<u>401-000-000-53480-4700</u>		WAT - Utility Services	8511001MAY24		131.05	
	Void	05/17/2024	EFT	0.00	0.00	375
VEN02051	POINT EMBLEMS, LLC	05/17/2024	EFT	0.00	992.44	376
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>16549</u>	Invoice	05/18/2024	JR. POLICE STICKERS	0.00	992.44	
<u>001-118-000-52122-3100</u>		PD PAT - Office and Opera		JR. POLICE STICKERS	992.44	
VEN02532	PROFAST SUPPLY INC	05/17/2024	EFT	0.00	28.18	377
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>56130</u>	Invoice	05/09/2024	STAINLESS STEEL RIVET	0.00	28.18	
<u>503-000-000-54865-3101</u>		EMR - Vehicle Supplies		STAINLESS STEEL RIVET	16.91	
<u>503-000-000-54865-3103</u>		EMR - Vehicle Supp		STAINLESS STEEL RIVET	11.27	
168450	RH2 ENGINEERING INC	05/17/2024	EFT	0.00	7,528.12	378
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>95908</u>	Invoice	05/15/2024	SRTS CROSSWALK IMPROVEMENTS	0.00	7,528.12	
<u>302-000-000-59561-6300</u>		CAP IMP - SIDEWALKS-Co	22-SAFERTE2SCHOOL	SRTS CROSSWALK IMPROV	7,528.12	
VEN02449	THE NICHOLS GROUP RELATIONS, LI	05/17/2024	EFT	0.00	3,000.00	379
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>2222</u>	Invoice	05/10/2024	GOVERNMENTAL CONSULTING SERVICES	0.00	3,000.00	
<u>001-120-000-51310-4100</u>		C MGR - Professional Serv		GOVERNMENTAL CONSULT	3,000.00	
189670	THE SHOPPER	05/17/2024	EFT	0.00	115.16	380
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>61190</u>	Invoice	05/09/2024	B/C OBERG, DEEMER, EVANS	0.00	115.16	
<u>401-000-000-53480-3100</u>		WAT - Office and Operati		B/C OBERG, DEEMER, EVA	115.16	
VEN02553	T-MOBILE USA INC	05/17/2024	EFT	0.00	100.00	381
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>9566862135</u>	Invoice	05/01/2024	ACCT#1011129 AREA/TOWER DUMP	0.00	100.00	
<u>001-118-000-52122-4100</u>		PD PAT - Professional Serv		ACCT#1011129 AREA/TO	100.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
000401	A T & T	05/17/2024	Regular	0.00	57.00	110755
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>0302659923001</u>	Invoice	05/03/2024	0302659923001MAY24	0302659923001MAY24	57.00	
<u>402-400-000-53580-4200</u>		SEW SV MN - Communica			57.00	
001039	AIRGAS, INC	05/17/2024	Regular	0.00	199.85	110756
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>9146711905</u>	Invoice	02/07/2024	CUST#2346039- CYL CARBON DIOXIDE	CUST#2346039- CYL CARB	199.85	
<u>401-000-000-53480-3100</u>		WAT - Office and Operati			199.85	
VEN02427	AMIE ANDERSON	05/17/2024	Regular	0.00	276.00	110757
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>TYLERCONNECT2</u>	Invoice	05/15/2024	TYLERCONNECT2024	TYLERCONNECT2024	276.00	
<u>001-115-000-51896-4307</u>		PW ENG - Travel-Training			276.00	
002982	APP	05/17/2024	Regular	0.00	2,812.26	110758
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>24-089406</u>	Invoice	05/08/2024	ACCT# AP7500158- FUEL	ACCT# AP7500158- FUEL	2,812.26	
<u>503-250-000-58900-0001</u>		EMR - Inventory-Gas			2,812.26	
002520	ARAMARK	05/17/2024	Regular	0.00	68.01	110759
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>51204107912</u>	Invoice	02/14/2024	ACCT#792105973-COVERALLS, MAT, TOW	ACCT#792105973-COVERA	68.01	
<u>402-400-000-53580-4900</u>		SEW SV MN - Miscellaneous			68.01	
VEN02340	BLT SHELTON PONY, LLC	05/17/2024	Regular	0.00	3,085.78	110760
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>652131</u>	Invoice	05/08/2024	VIN#3914 HVAC RECHG/MAINT	VIN#3914 HVAC RECHG/M	1,683.93	
<u>001-118-000-52122-4805</u>		PD PAT - Repairs and Mai			1,683.93	
<u>652215</u>	Invoice	05/09/2024	VIN#2916- MAINTENANCE, CABIN AIR FIL	VIN#2916- MAINTENANCE	189.27	
<u>001-118-000-52122-4805</u>		PD PAT - Repairs and Mai			189.27	
<u>652217</u>	Invoice	05/09/2024	VIN#7561- MNT&BAL,SPARK PG,COOL SYS	VIN#7561- MNT&BAL,SPA	1,056.44	
<u>001-118-000-52122-4805</u>		PD PAT - Repairs and Mai			1,056.44	
<u>652236</u>	Invoice	05/09/2024	VIN#6761- MAINTENANCE	VIN#6761- MAINTENANCE	78.07	
<u>001-118-000-52122-4805</u>		PD PAT - Repairs and Mai			78.07	
<u>652246</u>	Invoice	05/09/2024	VIN#9564- MAINTENANCE	VIN#9564- MAINTENANCE	78.07	
<u>001-118-000-52122-4805</u>		PD PAT - Repairs and Mai			78.07	
098000	BUILDERS FIRSTSOURCE	05/17/2024	Regular	0.00	628.71	110761
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>88968522</u>	Invoice	05/01/2024	ACCT#671668 DIABLO BLADES	ACCT#671668 DIABLO BLA	95.71	
<u>401-000-000-53480-3100</u>		WAT - Office and Operati			95.71	
<u>88991028</u>	Invoice	05/06/2024	ACCT#671668- MISC SUPPLIES	ACCT#671668- MISC SUPP	48.29	
<u>401-000-000-53480-3100</u>		WAT - Office and Operati			48.29	
<u>88997812</u>	Invoice	05/07/2024	ACCT#671668- 60 LB CONCRETE MIX	ACCT#671668- 60 LB CON	44.50	
<u>101-000-000-54230-3100</u>		ST RD WAY - Office and O			44.50	
<u>89000878</u>	Invoice	05/08/2024	ACCT#671668- WATER METER KEY	ACCT#671668- WATER ME	25.01	
<u>401-000-000-53480-3100</u>		WAT - Office and Operati			25.01	
<u>89003566</u>	Invoice	05/08/2024	ACCT#671668- MISC SUPPLIES	ACCT#671668- MISC SUPP	183.11	
<u>101-000-000-54230-3100</u>		ST RD WAY - Office and O			183.11	
<u>89007495</u>	Invoice	05/09/2024	#671668- LEVEL,BEAM LEVEL,DRILL/DRIV		149.03	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
404-000-000-53180-3100		STRM - Office and Operati	#671668- LEVEL,BEAM LEV		149.03	
89023870	Invoice	05/13/2024	ACCT#671668- MUD MIXING BLADE	0.00	28.28	
404-000-000-53180-3100		STRM - Office and Operati	ACCT#671668- MUD MIXI		28.28	
89025235	Invoice	05/13/2024	ACCT#671668 STEEL ROD, GALV HX NUT	0.00	54.78	
101-000-000-54230-3100		ST RD WAY - Office and O	ACCT#671668 STEEL ROD,		54.78	
006400	CASCADE NATURAL GAS	05/17/2024	Regular	0.00	1,622.10	110762
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
01912100003MA	Invoice	05/03/2024	01912100003MAY24		105.42	
001-140-000-55430-4700		CD AN CTRL - Utility Servi		01912100003MAY24	105.42	
07912100000MA	Invoice	05/03/2024	07912100000MAY24		441.82	
001-142-000-57250-4700		FACIL LIB - Utility Services		07912100000MAY24	441.82	
31538372017MA	Invoice	05/03/2024	31538372017MAY24		462.75	
402-400-000-53580-4700		SEW SV MN - Utility Servi		31538372017MAY24	462.75	
53617506497MA	Invoice	05/03/2024	53617506497MAY24		71.37	
401-000-000-53480-4701		WAT - Utility Services - Sh		53617506497MAY24	71.37	
70912100008MA	Invoice	05/03/2024	70912100008MAY24		117.18	
401-000-000-53480-4701		WAT - Utility Services - Sh		70912100008MAY24	117.18	
80912100007MA	Invoice	05/03/2024	80912100007MAY24		38.65	
401-000-000-53480-4701		WAT - Utility Services - Sh		80912100007MAY24	38.65	
88112100008MA	Invoice	05/03/2024	88112100008MAY24		240.23	
001-142-000-51890-4715		FACIL CIVIC - Utility Servic		88112100008MAY24	240.23	
90912100006MA	Invoice	05/03/2024	90912100006MAY24		144.68	
401-000-000-53480-4701		WAT - Utility Services - Sh		90912100006MAY24	144.68	
009341	DAY WIRELESS SYSTEMS	05/17/2024	Regular	0.00	892.16	110763
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV824180	Invoice	05/07/2024	CUST#17333- SMD CERTIFICATIONS		892.16	
001-118-000-52122-4100		PD PAT - Professional Serv		CUST#17333- SMD CERTIFI	892.16	
009573	DEPT OF ECOLOGY	05/17/2024	Regular	0.00	194.54	110764
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV-004537	Invoice	04/30/2024	ACCT# 1T000517 ECY-013546		194.54	
403-000-000-53780-4103		SOLID WST - Prof Serv- "C		ACCT# 1T000517 ECY-0135	194.54	
009595	DEPT. OF LICENSING	05/17/2024	Regular	0.00	18.00	110765
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
SHP240025	Invoice	05/08/2024	SHP240025		18.00	
657-000-000-58600-0007		Concealed Pistol Permits		SHP240025	18.00	
018001	EMPLOYMENT SECURITY DEPT	05/17/2024	Regular	0.00	5,262.28	110766
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
Q1/2024 UI TAX	Invoice	05/15/2024	Q1/2024 UI TAX		5,262.28	
502-000-000-51778-2000		PR BEN - Payment to Clai		Q1/2024 UI TAX	5,262.28	
VEN01406	FERGUSON WATERWORKS	05/17/2024	Regular	0.00	2,225.44	110767
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0021619	Invoice	02/01/2024	CUST#2544- 6' IPERL CABLES		412.41	
401-000-000-53480-3100		WAT - Office and Operati		CUST#2544- 6' IPERL CABL	412.41	
0038248	Invoice	05/07/2024	CUST#2543- METER BOXES, COVERS/2585		978.30	
401-000-000-53480-3100		WAT - Office and Operati		CUST#2543- METER BOXES	978.30	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0038251	Invoice	05/07/2024	CUST#2543- BRASS COUP-1060,1050	0.00	834.73	
401-000-000-53480-3100	WAT - Office and Operati		CUST#2543- BRASS COUP-		834.73	
VEN02460	FIRST CITIZENS BANK & TRUST CO	05/17/2024	Regular	0.00	515.71	110768
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
44747658	Invoice	05/12/2024	CUST#2000176406		515.71	
001-112-000-59112-7001	MUNI CT - Long Term Lea		CUST#2000176406		515.71	
080980	GILLIARDI LOGGING & CONSTRUCTI	05/17/2024	Regular	0.00	1,959.69	110769
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
16933A	Invoice	01/04/2023	#238969,238971,238977,238980,238993,	0.00	623.19	
101-000-000-54230-3100	ST RD WAY - Office and O		#238969,238971,238977,2		155.80	
401-000-000-53480-3100	WAT - Office and Operati		#238969,238971,238977,2		155.79	
402-400-000-53580-3100	SEW SV MN - Office and		#238969,238971,238977,2		155.80	
404-000-000-53180-3100	STRM - Office and Operati		#238969,238971,238977,2		155.80	
19964	Invoice	12/18/2023	WET FILL RETAIL	0.00	104.32	
404-000-000-53180-3100	STRM - Office and Operati		WET FILL RETAIL		104.32	
20029	Invoice	12/28/2023	WET FILL RETAIL/DRY FILL RETAIL	0.00	767.04	
101-000-000-54230-3100	ST RD WAY - Office and O		WET FILL RETAIL/DRY FILL		191.76	
401-000-000-53480-3100	WAT - Office and Operati		WET FILL RETAIL/DRY FILL		191.76	
402-400-000-53580-3100	SEW SV MN - Office and		WET FILL RETAIL/DRY FILL		191.76	
404-000-000-53180-3100	STRM - Office and Operati		WET FILL RETAIL/DRY FILL		191.76	
20049	Invoice	01/02/2024	DRY FILL	0.00	465.14	
101-000-000-54230-3100	ST RD WAY - Office and O		DRY FILL		232.57	
404-000-000-53180-3100	STRM - Office and Operati		DRY FILL		232.57	
064940	J & I POWER EQUIPMENT INC	05/17/2024	Regular	0.00	855.16	110770
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
753858	Invoice	02/01/2024	CUST#15090-BUSHINGS,ROLLRETAIN,100	0.00	833.21	
503-000-000-54865-3104	EMR - Oper Supp-Parts		CUST#15090-BUSHINGS,R		833.21	
768009	Invoice	05/09/2024	CUST#15090-REWIND SPRING	0.00	21.95	
101-000-000-54230-3100	ST RD WAY - Office and O		CUST#15090-REWIND SPRI		21.95	
070000	JIM'S AUTO REPAIR & TOWING	05/17/2024	Regular	0.00	117.18	110771
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
40187	Invoice	05/09/2024	CLASS A TOW CASE 24-504311	0.00	117.18	
001-118-000-52122-4100	PD PAT - Professional Serv		CLASS A TOW CASE 24-504		117.18	
090100	LES SCHWAB TIRES	05/17/2024	Regular	0.00	590.09	110772
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
83200798390	Invoice	05/02/2024	CUST# S32-01440 TRAILER TIRES	0.00	590.09	
503-000-000-54865-3102	EMR - Oper Supplies-Part		CUST# S32-01440 TRAILER		590.09	
VEN01408	LUND CUSTOM MACHINING, INC.	05/17/2024	Regular	0.00	1,106.70	110773
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
20391	Invoice	05/07/2024	STAINLESS SLEEVE,SPACERS,WASHERS	0.00	1,106.70	
402-640-000-53580-3100	SEW SV SAT - Office and		STAINLESS SLEEVE,SPACER		1,106.70	
108055	MASON COUNTY AUDITOR	05/17/2024	Regular	0.00	7,022.77	110774

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Packet: APPKT03132-MAY 17, 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>ANNUAL ELECTIO</u>	Invoice	05/14/2024	ANNUAL ELECTION COSTS/2023	0.00	7,022.77	
<u>001-121-000-51443-4100</u>		CLK - Election Costs-Prof		ANNUAL ELECTION COSTS/	7,022.77	
114350	MASON GENERAL HOSPITAL	05/17/2024	Regular	0.00	51.70	110775
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>4003628280</u>	Invoice	04/18/2024	ROUTINE VENIPUNCTURE	0.00	51.70	
<u>001-123-000-52360-4100</u>		DET & COR - Prof Services		ROUTINE VENIPUNCTURE	51.70	
VEN01302	MEDICINE SHOPPE	05/17/2024	Regular	0.00	83.50	110776
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>ETHAN EVANS PR</u>	Invoice	04/30/2024	ETHAN EVANS PRESCRIPTION APRIL24	0.00	83.50	
<u>402-400-000-53580-4900</u>		SEW SV MN - Miscellaneo		ETHAN EVANS PRESCRIPTI	83.50	
VEN01844	MIWALL CORPORATION	05/17/2024	Regular	0.00	1,493.83	110777
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>1012943</u>	Invoice	05/03/2024	HORN 308 155 GR ELD M TAP 200	0.00	1,493.83	
<u>001-118-000-52140-3100</u>		PD TRG - Office and Oper		HORN 308 155 GR ELD M T	1,493.83	
133950	MPH INDUSTRIES INC.	05/17/2024	Regular	0.00	72.14	110778
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>6023324</u>	Invoice	04/25/2024	CUST#985841 10 FT POWER CABL	0.00	72.14	
<u>001-118-000-52122-3110</u>		PD PAT - Office & Operati		CUST#985841 10 FT POWE	72.14	
142978	NORTHERN TOOL & EQUIPMENT	05/17/2024	Regular	0.00	337.26	110779
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>53553741</u>	Invoice	04/27/2024	ACCT#27245022- WATER PUMP-PED/199	0.00	337.26	
<u>503-000-000-54865-3104</u>		EMR - Oper Supp-Parts		ACCT#27245022- WATER P	337.26	
144093	NORTHWEST PLAYGROUND EQUIP	05/17/2024	Regular	0.00	4,553.28	110780
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>53439</u>	Invoice	05/10/2024	ENGINEERED WOOD FOR CALLANAN/KNE	0.00	4,553.28	
<u>001-141-000-57680-3100</u>		PARKS - Office and Opera		ENGINEERED WOOD FOR	4,553.28	
VEN02312	ODP BUSINESS SOLUTIONS LLC	05/17/2024	Regular	0.00	60.09	110781
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>359841730001</u>	Invoice	04/18/2024	ACCT#28972108- MISC OFFICE SUPPLIES	0.00	60.09	
<u>001-142-000-51830-3100</u>		FACIL - Office and Operati		ACCT#28972108- MISC OF	60.09	
VEN02070	PAPE MACHINERY	05/17/2024	Regular	0.00	1,351.44	110782
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>15247510</u>	Invoice	04/30/2024	CUST#6101822-ACTUATOR,SCREW W/WA	0.00	1,351.44	
<u>503-000-000-54865-3104</u>		EMR - Oper Supp-Parts		CUST#6101822-ACTUATOR	1,351.44	
114040	PETTYJOHN ENTERPRISES, LLC	05/17/2024	Regular	0.00	40.00	110783
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>3540</u>	Invoice	05/01/2024	BRUSH	0.00	40.00	
<u>101-000-000-54230-3100</u>		ST RD WAY - Office and O		BRUSH	40.00	
161085	PROTHMAN COMPANY	05/17/2024	Regular	0.00	3,420.00	110784

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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	
2024-8606	Invoice	02/28/2024	CITY ENGINEER SOURCING	0.00	3,420.00	
001-115-000-51895-4100		PW ADM - Prof Srvcs/Adv		CITY ENGINEER SOURCING	3,420.00	
VEN02555	SAFE RESTRAINTS INC	05/17/2024	Regular	0.00	1,637.12	110785
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
TF051024SPD	Invoice	05/10/2024	THE WRAP W/PROTECTIVE HELMET	0.00	1,637.12	
001-118-000-52122-3505		PD PAT - Inventoried-Smal		THE WRAP W/PROTECTIVE	1,637.12	
174052	SAN DIEGO POLICE EQUIPMENT CO,	05/17/2024	Regular	0.00	2,561.40	110786
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
661524	Invoice	05/01/2024	ACCT#842 223 GOLD DOT	0.00	1,280.70	
001-118-000-52140-3100		PD TRG - Office and Oper		ACCT#842 223 GOLD DOT	1,280.70	
661525	Invoice	05/01/2024	ACCT#842 223 GOLD DOT	0.00	1,280.70	
001-118-000-52140-3100		PD TRG - Office and Oper		ACCT#842 223 GOLD DOT	1,280.70	
192800	SOUTHGATE FENCING, INC.	05/17/2024	Regular	0.00	2,609.02	110787
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
050624-8	Invoice	05/06/2024	CONTRACT #62871 24'X6'8 FENCE INSTAL	0.00	2,609.02	
001-119-000-52250-4100		FIRE FACIL - Professional		CONTRACT #62871 24'X6'8	2,609.02	
178252	TASCHNER LAW, PLLC	05/17/2024	Regular	0.00	1,500.00	110788
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
28	Invoice	05/09/2024	PUBLIC DEFENDER MAY 2024	0.00	1,500.00	
001-122-000-51593-4101		LEGAL - OPD Grant Public	23-ITC	PUBLIC DEFENDER MAY 20	1,500.00	
VEN01696	TERI SCHNITZER	05/17/2024	Regular	0.00	222.00	110789
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
TYLERCONNECT2	Invoice	05/14/2024	TYLERCONNECT2024	0.00	222.00	
001-111-000-51423-4307		FIN AC - Travel-Training		TYLERCONNECT2024	222.00	
200985	THURSTON CO PUBLIC HEALTH	05/17/2024	Regular	0.00	640.00	110790
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
LABFEESAPRIL20	Invoice	05/06/2024	LABFEESAPRIL2024	0.00	640.00	
401-000-000-53480-4100		WAT - Professional Servc		LABFEESAPRIL2024	640.00	
VEN01650	THURSTON MASON BEHAVIORAL HI	05/17/2024	Regular	0.00	769.12	110791
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
LPE 2024 Q1	Invoice	05/03/2024	LPE 2024 Q1	0.00	769.12	
001-140-000-56600-4400		CD CHEM DEP - GENERAL		LPE 2024 Q1	769.12	
201300	TOZIER BROS INC.	05/17/2024	Regular	0.00	1,039.72	110792
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
469444	Invoice	04/22/2024	CUST#20090- BATTERY ALK D 8PK WIDE	0.00	21.75	
404-000-000-53180-3100		STRM - Office and Operati		CUST#20090- BATTERY AL	21.75	
469724	Invoice	05/06/2024	CUST#20090- FEIT BULB T8 G13 CW 24" 1	0.00	8.87	
401-000-000-53480-3100		WAT - Office and Operati		CUST#20090- FEIT BULB T	8.87	
469731	Invoice	05/06/2024	CUST#20090- BIT SPEEDBOR, BIT EXTEND	0.00	40.46	
401-000-000-53480-3100		WAT - Office and Operati		CUST#20090- BIT SPEEDB	40.46	
469737	Invoice	05/07/2024	CUST#20090 NUTS, BOLTS, 9V BATTERY	0.00	61.79	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<u>001-141-000-57680-3100</u>		PARKS - Office and Opera	CUST#20090 NUTS, BOLTS,		61.79	
<u>469750</u>	Invoice	05/07/2024	CUST#20090- DOOR SWEEPS	0.00	69.80	
<u>402-640-000-53580-3100</u>		SEW SV SAT - Office and	CUST#20090- DOOR SWEE		69.80	
<u>469763</u>	Invoice	05/08/2024	CUST#20090- 1/2 IN KIT IMPACT WRENC	0.00	434.11	
<u>404-000-000-53180-3100</u>		STRM - Office and Operati	CUST#20090- 1/2 IN KIT I		434.11	
<u>469774</u>	Invoice	05/08/2024	CUST# 20090 2IN BARB X 1 2IN M.P.S	0.00	5.56	
<u>001-141-000-57680-3100</u>		PARKS - Office and Opera	CUST# 20090 2IN BARB X 1		5.56	
<u>469785</u>	Invoice	05/09/2024	CUST#20090- MISC SUPPLIES	0.00	261.57	
<u>402-400-000-53580-3100</u>		SEW SV MN - Office and	CUST#20090- MISC SUPPLI		261.57	
<u>469788</u>	Invoice	05/09/2024	CUST#20090- PROPANE TANK	0.00	45.39	
<u>101-000-000-54230-3200</u>		ST RD WAY - Gas & Oil	CUST#20090- PROPANE TA		45.39	
<u>469794</u>	Invoice	05/09/2024	CUST#20090- NO SPILL 2.5 GAL GAS CAN	0.00	61.73	
<u>101-000-000-54230-3100</u>		ST RD WAY - Office and O	CUST#20090- NO SPILL 2.5		61.73	
<u>469819</u>	Invoice	05/10/2024	CUST#20090- POCKET HOSE	0.00	20.57	
<u>001-140-000-55430-3100</u>		CD AN CTRL - Office and	CUST#20090- POCKET HOS		20.57	
<u>469875</u>	Invoice	05/13/2024	CUST#20090- MISC SUPPLIES	0.00	8.12	
<u>001-142-000-57250-3100</u>		FACIL LIB - Office and Ope	CUST#20090- MISC SUPPLI		8.12	
201875	TYLER TECHNOLOGIES	05/17/2024	Regular	0.00	160.00	110793
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>025-462561</u>	Invoice	05/01/2024	CUST#48155 MONTHLY FEE	UTILITY BILLI	160.00	
<u>001-111-000-51421-4100</u>		FIN UB - Professional Serv		CUST#48155 MONTHLY FE	160.00	
202195	U.S. BANK N.A.-CUSTODY	05/17/2024	Regular	0.00	42.00	110794
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>MONTHLYCUSTO</u>	Invoice	05/13/2024	MONTHLYCUSTODYCHARGESAPRIL24		42.00	
<u>001-111-000-51423-4102</u>		FIN AC - Prof Services-Ba		MONTHLYCUSTODYCHARG	42.00	
201957	ULINE	05/17/2024	Regular	0.00	743.60	110795
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>177785239</u>	Invoice	05/06/2024	CUST#18745978-MISC SUPPLIES		743.60	
<u>402-400-000-53580-3100</u>		SEW SV MN - Office and		CUST#18745978-MISC SUP	743.60	
202340	UTILITIES UNDERGROUND LOCATIO	05/17/2024	Regular	0.00	64.68	110796
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>4040227</u>	Invoice	04/30/2024	ACCT#100100- EXCAVATION NOTIFICATIO		64.68	
<u>401-000-000-53480-4100</u>		WAT - Professional Servic		ACCT#100100- EXCAVATIO	21.56	
<u>402-400-000-53580-4100</u>		SEW SV MN - Professional		ACCT#100100- EXCAVATIO	21.56	
<u>404-000-000-53180-4105</u>		STRM - Professional Servi		ACCT#100100- EXCAVATIO	21.56	
VEN02544	VESTIS GROUP INC	05/17/2024	Regular	0.00	90.82	110797
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>5120453306</u>	Invoice	04/24/2024	ACCT#792105973-COVERALLS, MAT, TOW		47.89	
<u>402-400-000-53580-4900</u>		SEW SV MN - Miscellaneo		ACCT#792105973-COVERA	47.89	
<u>5120461895</u>	Invoice	05/08/2024	ACCT#792105972- COVERALLS, MAT, TOW		42.93	
<u>401-000-000-53480-4901</u>		WAT - Miscellaneous - Sh		ACCT#792105972- COVER	42.93	
053987	WESTBAY NAPA AUTO PARTS	05/17/2024	Regular	0.00	308.49	110798
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>082349</u>	Invoice	05/06/2024	ACCT#4296- BRAKE PARTS CLEANER SLUD		44.26	
<u>402-400-000-53580-3100</u>		SEW SV MN - Office and		ACCT#4296- BRAKE PARTS	44.26	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<u>082374</u>	Invoice	05/06/2024	ACCT#4296- BRAKE PARTS CLNR, GEAR OI	0.00	80.10	
<u>402-640-000-53580-3100</u>		SEW SV SAT - Office and	ACCT#4296- BRAKE PARTS		80.10	
<u>082495</u>	Invoice	05/06/2024	ACCT#4296- 22IN EXACT FIT BEAM	0.00	31.70	
<u>402-400-000-53580-3100</u>		SEW SV MN - Office and	ACCT#4296- 22IN EXACT FI		31.70	
<u>082650</u>	Invoice	05/07/2024	ACCT#4296- FLUID EXTRACTOR	0.00	85.47	
<u>402-400-000-53580-3100</u>		SEW SV MN - Office and	ACCT#4296- FLUID EXTRAC		85.47	
<u>082685</u>	Invoice	05/07/2024	ACCT#4296- SUPER PREMIUM WIPER	0.00	66.96	
<u>402-400-000-53580-3100</u>		SEW SV MN - Office and	ACCT#4296- SUPER PREMI		66.96	
204068	WESTERN SYSTEMS	05/17/2024	Regular	0.00	1,291.21	110799
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>0000061232</u>	Invoice	04/26/2024	LIGHTBAR W/ CONFIRM LIGHT & UNV M	0.00	1,291.21	
<u>101-000-000-54261-3100</u>		ST S WALK - Office and O		LIGHTBAR W/ CONFIRM LI	1,291.21	
025951	WILLIAMS ARCHITECTURE	05/17/2024	Regular	0.00	3,867.50	110800
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>2</u>	Invoice	05/15/2024	LIBRARY DECK REPAIRS	0.00	2,042.00	
<u>001-142-000-57250-4800</u>		FACIL LIB - Repairs and M	24-LIBRARY DECK REP	LIBRARY DECK REPAIRS	2,042.00	
<u>4</u>	Invoice	05/15/2024	SECURE PARKING FOR POLICE	0.00	1,825.50	
<u>302-000-000-59565-4100</u>		CAP IMP - PARKING FACILI	22-POLICE FENCING	SECURE PARKING FOR POLI	1,825.50	

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	88	46	0.00	58,519.35
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	61	23	0.00	81,802.27
Virtual Payments	0	0	0.00	0.00
	149	69	0.00	140,321.62

Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	5/2024	140,321.62
			140,321.62

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 110814 through number 110837 and EFT payment numbers 382 through 395 in the total amount of \$753,328.12 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 24th of May, 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

Deputy Mayor Sharon Schirman

Councilmember George Blush

Councilmember Tom Gilmore

Councilmember Miguel Gutierrez

Councilmember Lyndsey Sapp

Councilmember Melissa Stearns



Shelton, WA

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Packet: APPKT03138 - MAY 24, 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						
001480	ALPINE PRODUCTS INC.	05/24/2024	EFT	0.00	2,213.81	382
008455	DEPARTMENT OF COMMERCE	05/24/2024	EFT	0.00	691,208.05	383
023078	FASTENAL COMPANY	05/24/2024	EFT	0.00	1,344.57	384
VEN01406	FERGUSON WATERWORKS	05/24/2024	EFT	0.00	647.95	385
040960	GRAINGER	05/24/2024	EFT	0.00	503.66	386
194000	LEROY T. VALLEY	05/24/2024	EFT	0.00	260.09	387
190222	MCLOUGHLIN & EARDLEY GROUP IN	05/24/2024	EFT	0.00	76.05	388
132235	MOUNTAIN MIST WATER	05/24/2024	EFT	0.00	75.10	389
142952	NORTH CENTRAL LABORATORIES	05/24/2024	EFT	0.00	196.55	390
VEN02141	NORTHWEST CASCADE, INC.	05/24/2024	EFT	0.00	141.00	391
151000	P. U. D. # 3	05/24/2024	EFT	0.00	347.02	392
158001	PITNEY BOWES	05/24/2024	EFT	0.00	554.51	393
VEN02423	SMARSH INC.	05/24/2024	EFT	0.00	10,004.25	394
203900	WESMAR COMPANY, INC	05/24/2024	EFT	0.00	773.27	395
001039	AIRGAS, INC	05/24/2024	Regular	0.00	288.27	110814
VEN02559	ALASKA RUBBER GROUP INC	05/24/2024	Regular	0.00	753.02	110815
002982	APP	05/24/2024	Regular	0.00	2,503.82	110816
098000	BUILDERS FIRSTSOURCE	05/24/2024	Regular	0.00	360.07	110817
005910	CAPITAL INDUSTRIAL INC.	05/24/2024	Regular	0.00	126.14	110818
009422	DELL MARKETING L.P.	05/24/2024	Regular	0.00	3,597.43	110819
VEN02558	EXELE INFORMATION SYSTEMS INC	05/24/2024	Regular	0.00	2,303.43	110820
VEN02557	FORREST PAINT CO	05/24/2024	Regular	0.00	156.18	110821
064940	J & I POWER EQUIPMENT INC	05/24/2024	Regular	0.00	123.50	110822
VEN02556	MULLINAX FORD OF OLYMPIA LLC	05/24/2024	Regular	0.00	42.38	110823
150076	OWEN EQUIPMENT COMPANY	05/24/2024	Regular	0.00	3,496.36	110824
153500	PACIFIC LAMP & SUPPLY CO	05/24/2024	Regular	0.00	428.95	110825
158295	PLATT	05/24/2024	Regular	0.00	951.59	110826
166927	RAINIER LIGHTING & ELECTRICAL	05/24/2024	Regular	0.00	198.78	110827
903584	RIGHT SYSTEMS	05/24/2024	Regular	0.00	12,002.82	110828
192800	SOUTHGATE FENCING, INC.	05/24/2024	Regular	0.00	170.25	110829
196341	STEVEN R. BUZZARD	05/24/2024	Regular	0.00	1,125.00	110830
VEN02560	STRESSCRETE INC	05/24/2024	Regular	0.00	5,918.00	110831
188500	THE SHERWIN-WILLIAMS CO.	05/24/2024	Regular	0.00	2,436.78	110832
VEN01650	THURSTON MASON BEHAVIORAL HI	05/24/2024	Regular	0.00	7,074.18	110833
201300	TOZIER BROS INC.	05/24/2024	Regular	0.00	148.87	110834
VEN02544	VESTIS GROUP INC	05/24/2024	Regular	0.00	42.93	110835
053987	WESTBAY NAPA AUTO PARTS	05/24/2024	Regular	0.00	719.15	110836
VEN02139	ZEPPELIN SHIPPING & TECHNOLOGY	05/24/2024	Regular	0.00	14.34	110837

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	39	24	0.00	44,982.24
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	24	14	0.00	708,345.88
Virtual Payments	0	0	0.00	0.00
	63	38	0.00	753,328.12

Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	5/2024	753,328.12
			753,328.12 ✓



Shelton, WA

Check Register

Packet: APPKT03138 - MAY 24, 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						
001480	ALPINE PRODUCTS INC.	05/24/2024	EFT	0.00	2,213.81	382
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
TM-223949	Invoice	05/15/2024	SKID OPTICS,COMPACT STENCIL,MARKIN	0.00	2,213.81	
101-000-000-54264-3100		ST TR CTL - Office and Op		SKID OPTICS,COMPACT ST	2,213.81	
008455	DEPARTMENT OF COMMERCE	05/24/2024	EFT	0.00	691,208.05	383
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
PWTF-257789	Invoice	04/26/2024	CONTRACT#PC058-951-041	0.00	112,487.60	
402-700-000-59135-7822		SEW DEBT - Princ-PWTF-R		CONTRACT#PC058-951-04	109,744.00	
402-700-000-59235-8322		SEW DEBT - Int-PWTF-Reg		CONTRACT#PC058-951-04	2,743.60	
PWTF-258101	Invoice	04/26/2024	CONTRACT#PR08-951-099	0.00	47,039.11	
402-700-000-59135-7823		SEW DEBT - Princ-PWTF-R		CONTRACT#PR08-951-099	45,891.81	
402-700-000-59235-8323		SEW DEBT - Int-PWTF-Reg		CONTRACT#PR08-951-099	1,147.30	
PWTF-259091	Invoice	04/26/2024	CONTRACT#PW-04-691-060	0.00	193,042.22	
402-700-000-59135-7810		SEW DEBT - Princ-PWTF-B		CONTRACT#PW-04-691-06	192,081.81	
402-700-000-59235-8310		SEW DEBT - Interest-PWT		CONTRACT#PW-04-691-06	960.41	
PWTF-260338	Invoice	04/26/2024	CONTRACT#PR09-951-017	0.00	7,589.47	
402-700-000-59135-7824		SEW DEBT - Princ-PWTF-R		CONTRACT#PR09-951-017	7,368.42	
402-700-000-59235-8324		SEW DEBT - Int-PWTF-Reg		CONTRACT#PR09-951-017	221.05	
PWTF-272130	Invoice	04/26/2024	CONTRACT#PC08-951-040	0.00	331,049.65	
402-700-000-59135-7812		SEW DEBT - Princ-PWTF-B		CONTRACT#PC08-951-040	322,975.27	
402-700-000-59235-8312		SEW DEBT - Interest-PWT		CONTRACT#PC08-951-040	8,074.38	
023078	FASTENAL COMPANY	05/24/2024	EFT	0.00	1,344.57	384
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
WATUM224235	Invoice	05/14/2024	CUST#WATUM1039- GRINDER	0.00	267.80	
402-400-000-53580-3100		SEW SV MN - Office and		CUST#WATUM1039- GRIN	267.80	
WATUM224298	Invoice	05/16/2024	CUST#WATUM1962-MISC SUPPLIES	0.00	430.89	
402-400-000-53580-3100		SEW SV MN - Office and		CUST#WATUM1962-MISC	430.89	
WATUM224301	Invoice	05/16/2024	CUST#WATUM1961- MISC SUPPLIES	0.00	645.88	
401-000-000-53480-3100		WAT - Office and Operati		CUST#WATUM1961- MISC	645.88	
VEN01406	FERGUSON WATERWORKS	05/24/2024	EFT	0.00	647.95	385
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0041478	Invoice	05/14/2024	CUST#2543- JET SET	0.00	647.95	
402-400-000-53580-3100		SEW SV MN - Office and		CUST#2543- JET SET	647.95	
040960	GRAINGER	05/24/2024	EFT	0.00	503.66	386
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
9109645136	Invoice	05/06/2024	ACCT#839177342- WORK LIGHT 1100LM	0.00	503.66	
101-000-000-54230-3100		ST RD WAY - Office and O		ACCT#839177342- WORK	125.92	
401-000-000-53480-3100		WAT - Office and Operati		ACCT#839177342- WORK	125.90	
402-400-000-53580-3100		SEW SV MN - Office and		ACCT#839177342- WORK	125.92	
404-000-000-53180-3100		STRM - Office and Operati		ACCT#839177342- WORK	125.92	
194000	LEROY T. VALLEY	05/24/2024	EFT	0.00	260.09	387

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Packet: APPKT03138-MAY 24, 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	
97869	Invoice	05/16/2024	DISASSEM,INSPEC,MAINT/BACKHOE 1993	0.00	260.09	
503-000-000-54865-4802		EMR - Repairs and Mainte		DISASSEM,INSPEC,MAINT/	260.09	
190222	MCCLOUGHLIN & EARDLEY GROUP IN	05/24/2024	EFT	0.00	76.05	388
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0275920	Invoice	05/16/2024	CUST#3605184- MAGNETIC MICROPHON	0.00	76.05	
302-000-000-59421-6000		CAP IMP - Police Capital P	24-NEWEQUIP-POLICE	CUST#3605184- MAGNETI	76.05	
132235	MOUNTAIN MIST WATER	05/24/2024	EFT	0.00	75.10	389
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
006006957	Invoice	05/17/2024	ACCT#088436- PW SHOP	0.00	27.35	
401-000-000-53480-3100		WAT - Office and Operati		ACCT#088436- PW SHOP	27.35	
006006962	Invoice	05/17/2024	ACCT#088436- POLICE	0.00	47.75	
001-118-000-52122-3100		PD PAT - Office and Opera		ACCT#088436- POLICE	47.75	
142952	NORTH CENTRAL LABORATORIES	05/24/2024	EFT	0.00	196.55	390
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
503724	Invoice	05/10/2024	ACCT# 42215- MISC SUPPLIES	0.00	196.55	
402-400-000-53580-3100		SEW SV MN - Office and		ACCT# 42215- MISC SUPPL	196.55	
VEN02141	NORTHWEST CASCADE, INC.	05/24/2024	EFT	0.00	141.00	391
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0554145886	Invoice	05/01/2024	CUST#228916-799 W HARVARD AVE	0.00	141.00	
001-141-000-57680-4500		PARKS - Operating Rental		CUST#228916-799 W HAR	141.00	
151000	P. U. D. # 3	05/24/2024	EFT	0.00	347.02	392
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
113939001MAY2	Invoice	05/16/2024	113939001MAY24	0.00	71.52	
401-000-000-53480-4700		WAT - Utility Services		113939001MAY24	71.52	
82241001MAY24	Invoice	05/16/2024	82241001MAY24	0.00	136.07	
001-141-000-57680-4700		PARKS - Utility Services		82241001MAY24	136.07	
85079001MAY24	Invoice	05/16/2024	85079001MAY24	0.00	72.82	
402-300-000-53580-4700		SEW CL MN - Utility Servi		85079001MAY24	72.82	
85183001MAY24	Invoice	05/16/2024	85183001MAY24	0.00	66.61	
404-000-000-53180-4700		STRM - Utility Services		85183001MAY24	66.61	
158001	PITNEY BOWES	05/24/2024	EFT	0.00	554.51	393
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
3319097149	Invoice	05/11/2024	ACCT#0016679919- LEASE	0.00	554.51	
001-142-000-59118-7001		FACIL - Long Term Lease -		ACCT#0016679919- LEASE	554.51	
VEN02423	SMARSH INC.	05/24/2024	EFT	0.00	10,004.25	394
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV-167733	Invoice	04/30/2024	ACCT#SA-308514 PROFESSIONAL SUPPOR	0.00	10,004.25	
001-132-000-51888-4100		IT - Data Processing-Prof		ACCT#SA-308514 PROFESS	10,004.25	
203900	WESMAR COMPANY, INC	05/24/2024	EFT	0.00	773.27	395

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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>322024</u>	Invoice	05/16/2024	CUST#31175- SODIUM HYPOCHLORITE	0.00	773.27	
<u>401-000-000-53480-3104</u>		WAT - Office and Operati		CUST#31175- SODIUM HY	773.27	
001039	AIRGAS, INC	05/24/2024	Regular	0.00	288.27	110814
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>9149656102</u>	Invoice	05/07/2024	ACCT#2346039- MISC SUPPLIES	0.00	288.27	
<u>503-000-000-54865-3100</u>		EMR - Office and Operati		ACCT#2346039- MISC SUP	288.27	
VEN02559	ALASKA RUBBER GROUP INC	05/24/2024	Regular	0.00	753.02	110815
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>T065361</u>	Invoice	05/09/2024	CUST#004232T- MISC SUPPLIES	0.00	753.02	
<u>402-400-000-53580-3100</u>		SEW SV MN - Office and		CUST#004232T- MISC SUP	753.02	
<u>T065364</u>	Invoice	05/09/2024	CUST#004232T- HAND HOSE REEL	0.00	385.65	
<u>402-300-000-53580-3100</u>		SEW CL MN - Office and		CUST#004232T- HAND HO	385.65	
<u>T065512</u>	Credit Memo	05/14/2024	CUST#00423T- ORG INV#T065364 HDHOS	0.00	-385.65	
<u>402-300-000-53580-3100</u>		SEW CL MN - Office and		CUST#00423T- ORG INV#T	-385.65	
002982	APP	05/24/2024	Regular	0.00	2,503.82	110816
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>24-094491</u>	Invoice	05/15/2024	ACCT#AP7500158- FUEL	0.00	2,503.82	
<u>503-250-000-58900-0001</u>		EMR - Inventory-Gas		ACCT#AP7500158- FUEL	2,503.82	
098000	BUILDERS FIRSTSOURCE	05/24/2024	Regular	0.00	360.07	110817
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>89036682</u>	Invoice	05/15/2024	ACCT#671668-CONCRETE MIX, CONCRETE	0.00	287.28	
<u>401-000-000-53480-4801</u>		WAT - Repairs and Mainte		ACCT#671668-CONCRETE	287.28	
<u>89045409</u>	Invoice	05/16/2024	ACCT#671668- SCREW ANCHOR	0.00	72.79	
<u>101-000-000-54230-3100</u>		ST RD WAY - Office and O		ACCT#671668- SCREW AN	72.79	
005910	CAPITAL INDUSTRIAL INC.	05/24/2024	Regular	0.00	126.14	110818
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>56990</u>	Invoice	03/25/2024	CUST#CUS-0178 MISC SUPPLIES	0.00	126.14	
<u>503-000-000-54865-3100</u>		EMR - Office and Operati		CUST#CUS-0178 MISC SUP	126.14	
009422	DELL MARKETING L.P.	05/24/2024	Regular	0.00	3,597.43	110819
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>10746288368</u>	Invoice	05/02/2024	CUST#8933147DELL MONITORS/PRECISIO	0.00	3,597.43	
<u>001-110-000-51160-3505</u>		COUNCIL - Inventoried S		CUST#8933147DELL MONI	487.72	
<u>001-112-000-51251-3505</u>		MUNI CT - Inventoried S		CUST#8933147DELL MONI	3,109.71	
VEN02558	EXELE INFORMATION SYSTEMS INC	05/24/2024	Regular	0.00	2,303.43	110820
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>12066</u>	Invoice	05/09/2024	SCADA ANNUAL SOFTWARE SUPPORT 8/2	0.00	1,498.12	
<u>402-400-000-53580-4100</u>		SEW SV MN - Professional		SCADA ANNUAL SOFTWARE	1,498.12	
<u>12067</u>	Invoice	05/09/2024	SCADA ANNUAL SOFTWARE SUPPORT8/2	0.00	805.31	
<u>402-400-000-53580-4100</u>		SEW SV MN - Professional		SCADA ANNUAL SOFTWARE	805.31	
VEN02557	FORREST PAINT CO	05/24/2024	Regular	0.00	156.18	110821

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Packet: APPKT03138-MAY 24, 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	
2024-39443-00	Invoice	05/09/2024	PAINT- ORANGE AND GRAY	0.00	156.18	
101-000-000-54230-3100		ST RD WAY - Office and O		PAINT- ORANGE AND GRAY	78.09	
404-000-000-53180-3100		STRM - Office and Operati		PAINT- ORANGE AND GRAY	78.09	
064940	J & I POWER EQUIPMENT INC	05/24/2024	Regular	0.00	123.50	110822
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
769621	Invoice	05/16/2024	CUST#15090- FILTERS , SPARK PLUG/VIN2	0.00	123.50	
101-000-000-54230-3100		ST RD WAY - Office and O		CUST#15090- FILTERS , SPA	123.50	
VEN02556	MULLINAX FORD OF OLYMPIA LLC	05/24/2024	Regular	0.00	42.38	110823
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
340151	Invoice	05/14/2024	2016 FUSION SENSOR/59478D	0.00	42.38	
503-000-000-54865-3102		EMR - Oper Supplies-Part		2016 FUSION SENSOR/594	42.38	
150076	OWEN EQUIPMENT COMPANY	05/24/2024	Regular	0.00	3,496.36	110824
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
00114976	Invoice	05/14/2024	ACCT#35941-WATER PUMP/19976D	0.00	1,979.71	
503-000-000-54865-3104		EMR - Oper Supp-Parts		ACCT#35941-WATER PUM	1,979.71	
00114979	Invoice	05/14/2024	ACCT#35941- ELBOW WELDMENT/19960	0.00	1,516.65	
503-000-000-54865-3104		EMR - Oper Supp-Parts		ACCT#35941- ELBOW WEL	1,516.65	
153500	PACIFIC LAMP & SUPPLY CO	05/24/2024	Regular	0.00	428.95	110825
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
886233	Invoice	05/13/2024	CUST#23733-1-LED GE HID REPLACEMEN	0.00	428.95	
001-119-000-52250-3100		FIRE FACIL - Office and Op		CUST#23733-1-LED GE HID	428.95	
158295	PLATT	05/24/2024	Regular	0.00	951.59	110826
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
Y873488	Invoice	04/30/2024	CUST#135465-POWER-CORD REEL	0.00	951.59	
001-119-000-52250-3100		FIRE FACIL - Office and Op		CUST#135465-POWER CO	951.59	
166927	RAINIER LIGHTING & ELECTRICAL	05/24/2024	Regular	0.00	198.78	110827
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
589492-1	Invoice	05/06/2024	ACCT#1001006- 13W BALLAST	0.00	198.78	
001-142-000-51890-3115		FACIL CIVIC - Office and O		ACCT#1001006- 13W BALL	198.78	
903584	RIGHT SYSTEMS	05/24/2024	Regular	0.00	12,002.82	110828
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
SI-186505	Invoice	05/02/2024	CUST#COS006 MANAGED SERVICES MAY	0.00	12,002.82	
001-132-000-51888-4100		IT - Data Processing-Prof		CUST#COS006 MANAGED	12,002.82	
192800	SOUTHGATE FENCING, INC.	05/24/2024	Regular	0.00	170.25	110829
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
051524-1	Invoice	05/15/2024	CONTRACT#CR33778-CHAIN LINK FENCE	0.00	170.25	
001-141-000-57680-3100		PARKS - Office and Opera		CONTRACT#CR33778-CHAI	170.25	
196341	STEVEN R. BUZZARD	05/24/2024	Regular	0.00	1,125.00	110830

Check Register

Packet: APPKT03138-MAY 24, 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	
JUDGEPROTEMM	Invoice	05/17/2024	JUDGEPROTEMMAY24	0.00	1,125.00	
001-112-000-51251-4101		MUNI CT - Judge Pro-Tem		JUDGEPROTEMMAY24	1,125.00	
VEN02560	STRESSCRETE INC	05/24/2024	Regular	0.00	5,918.00	110831
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
I-SC3-2404148	Invoice	04/30/2024	PO 24-004 TRAFFIC CONTROL DEVICES	0.00	5,918.00	
101-000-000-59563-6000		ST - Capital - Street Lighti		PO 24-004 TRAFFIC CONTR	5,918.00	
188500	THE SHERWIN-WILLIAMS CO.	05/24/2024	Regular	0.00	2,436.78	110832
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
8722-7	Invoice	05/09/2024	ACCT#2312-7948-0 /PAINT, ACETONE	0.00	2,436.78	
101-000-000-54264-3100		ST TR CTL - Office and Op		ACCT#2312-7948-0 /PAINT	2,436.78	
VEN01650	THURSTON MASON BEHAVIORAL HI	05/24/2024	Regular	0.00	7,074.18	110833
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV-102176	Invoice	05/16/2024	CUST# C-0025 CRISIS APRIL 2024	0.00	7,074.18	
001-118-000-52122-4100		PD PAT - Professional Serv		CUST# C-0025 CRISIS APRI	7,074.18	
201300	TOZIER BROS INC.	05/24/2024	Regular	0.00	148.87	110834
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
469881	Invoice	05/13/2024	CUST#20090- HAND TRANSPLANTER, TRO	0.00	20.00	
401-000-000-53480-3100		WAT - Office and Operati		CUST#20090- HAND TRAN	20.00	
469888	Invoice	05/14/2024	CUST#20090- OUTDOOR CLEANER	0.00	11.96	
001-141-000-57680-3100		PARKS - Office and Opera		CUST#20090- OUTDOOR C	11.96	
469891	Invoice	05/14/2024	CUST#20090- RSTP SPRY ACE GRYPRM	0.00	5.44	
401-000-000-53480-3100		WAT - Office and Operati		CUST#20090- RSTP SPRY A	5.44	
469893	Invoice	05/14/2024	CUST#20090- OUTDOOR CLEANER	0.00	11.96	
101-000-000-54270-3100		ST RD PRK - Office and Op		CUST#20090- OUTDOOR C	11.96	
469924	Invoice	05/14/2024	CUST#20090- MISC SUPPLIES	0.00	37.95	
001-141-000-57680-3100		PARKS - Office and Opera		CUST#20090- MISC SUPPLI	37.95	
469932	Invoice	05/14/2024	CUST#20090- MOGUL REDUCER 660W	0.00	5.17	
401-000-000-53480-3100		WAT - Office and Operati		CUST#20090- MOGUL RED	5.17	
469986	Invoice	05/17/2024	CUST#20090- TRASH CANS	0.00	52.69	
001-141-000-57680-3100		PARKS - Office and Opera		CUST#20090- TRASH CANS	52.69	
4769921	Invoice	05/14/2024	CUST#20090- NUT AND BOLTS	0.00	3.70	
001-141-000-57680-3100		PARKS - Office and Opera		CUST#20090- NUT AND B	3.70	
VEN02544	VESTIS GROUP INC	05/24/2024	Regular	0.00	42.93	110835
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5120465967	Invoice	05/15/2024	CUST#792105972- COVERALLS, MAT, TOW	0.00	42.93	
401-000-000-53480-4901		WAT - Miscellaneous - Sh		CUST#792105972- COVER	42.93	
053987	WESTBAY NAPA AUTO PARTS	05/24/2024	Regular	0.00	719.15	110836
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
083501	Invoice	05/13/2024	ACCT#4296- BATTERY, CORE DEPOSIT	0.00	62.03	
402-400-000-53580-3100		SEW SV MN - Office and		ACCT#4296- BATTERY, COR	62.03	
083601	Invoice	05/14/2024	ACCT# 4296-BATTERY, CORE DEP,CABLE,OI	0.00	224.18	
402-400-000-53580-3100		SEW SV MN - Office and		ACCT# 4296-BATTERY, COR	224.18	
083782	Invoice	05/15/2024	ACCT#4296 MOTOR OIL 5W30	0.00	169.71	
503-000-000-54865-3101		EMR - Vehicle Supplies		ACCT#4296 MOTOR OIL 5	101.83	

Check Register

Packet: APPKT03138-MAY 24, 2024 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<u>503-000-000-54865-3103</u>		EMR - Vehicle Supp	ACCT#4296 MOTOR OIL 5		67.88	
<u>084660</u>	Invoice	05/21/2024	ACCT#4296- BEARINGS AND SEAL/07058	0.00	263.23	
<u>503-000-000-54865-3102</u>		EMR - Oper Supplies-Part	ACCT#4296- BEARINGS AN		263.23	
VEN02139	ZEPPELIN SHIPPING & TECHNOLOGY	05/24/2024	Regular	0.00	14.34	110837
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>PACKAGEID12292</u>	Invoice	05/15/2024	WSP TOXICOLOGY LAB, WSP	CRIME LAB	0.00	14.34
<u>001-118-000-52122-4200</u>		PD PAT - Communication		WSP TOXICOLOGY LAB, WS		14.34

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	39	24	0.00	44,982.24
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	24	14	0.00	708,345.88
Virtual Payments	0	0	0.00	0.00
	63	38	0.00	753,328.12

Virtual Payments	0	0	0.00	0.00
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Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	5/2024	753,328.12
			753,328.12

VOUCHER APPROVAL

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described within payroll warrants numbered 12534 through 12630. Warrants 110801 through 110813 in the amount of \$384,609.71 and that the claims are just and due obligations against the City of Shelton, and that I am authorized to authenticate and certify said claims.

Signed this 21st of May, 2024.


Finance Director

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

Signed this _____ of _____, 2024.

Mayor Onisko

Deputy Mayor Sharon Schirman

Councilmember George Blush

Councilmember Tom Gilmore

Councilmember Miguel Gutierrez

Councilmember Lindsey Sapp

Councilmember Melissa Stearns



CITY OF SHELTON, WASHINGTON - CITY COUNCIL

City Council Meeting Minutes
April 16, 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:

Acting City Manager Jay Harris
City Clerk Donna Nault
Finance Director Mike Githens

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

None

CITY COUNCIL REPORTS

None

CONSENT AGENDA

1. Vouchers numbered 110364 through 110419 and EFT payment numbers 246 through 265 in the total amount of \$164,566.69
2. Vouchers numbered 110454 through 110493 and EFT payment numbers 266 through 279 in the total amount of \$769,800.42
3. Payroll warrants numbered 3977 through 3980 and 12248 through 12285 and 12286 through 12387. Warrants 110435 through 110453 in the amount of \$883,989.20
4. Minutes:
 - Business Meeting of February 20, 2024
 - Study Session of February 27, 2024

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

PRESENTATIONS

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

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

BUSINESS AGENDA

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

Finance Director Githens presented information regarding the purchase of a police vehicle. Discussion followed. No public comment.

A motion was made by Councilmember Gutierrez and seconded by Councilmember Schirman to forward Resolution No. 1317-0224 to the action agenda of the May 7, 2024 council meeting.

ACTION AGENDA

1. Resolution No. 1326-0324 Well #4 Pump Replacement Project Acceptance – Presented by Public Works Director Jay Harris

Public Works Director Harris presented information regarding a pump replacement at Well #4. No discussion. No public comment. City Clerk Nault provided a reading of Resolution No. 1326-0324.

A motion was made by Councilmember Gutierrez and seconded by Councilmember Blush to adopt Resolution No. 1326-0324 as presented. Passed.

ADMINISTRATION REPORT

1. City Manager Report:

- Emergency Management Plan
- AMI project continues to move forward

GENERAL PUBLIC COMMENT (3-minute time limit)

In-Person:

Dean Jewett
Tamra Ingwaldson
Kathy McDowell

Zoom:

Colleen Carmichael

NEW ITEMS FOR DISCUSSION

Post Office Park

ANNOUNCEMENT OF NEXT MEETING

Study Session – April 23, 2024 at 6:00 p.m.

City Council Meeting – May 7, 2024 at 6:00 p.m.

MEETING ADJOURN

Mayor Onisko adjourned the meeting at 6:39 p.m.

Mayor Eric Onisko

City Clerk Donna Nault



CITY OF SHELTON, WASHINGTON - CITY COUNCIL

Study Session Minutes
April 23, 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
Judge Stephen Greer
Court Administrator Dyan Smolinsky

CALL TO ORDER

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

STUDY AGENDA

1. Municipal Court Update – Presented by Judge Stephen Greer & Court Administrator Dyan Smolinsky

Judge Greer & Court Administrator Smolinsky presented an update regarding the Municipal Court.
Discussion followed.

NEW ITEMS FOR DISCUSSION

None

ADJOURN

Mayor Onisko adjourned the meeting at 7:24 p.m.

Mayor Eric Onisko

City Clerk Donna Nault



City of Shelton ***June 2024 Pride Month***

WHEREAS, the Shelton City Council recognizes and proclaims the month of June 2024 as "Lesbian, Gay, Bisexual, Transgender, Queer+ (LGBTQ+) Pride Month"; and

WHEREAS, Washington State has a long-standing tradition of upholding the dignity of the individual, supporting legal equality and fair treatment for all people regardless of sexual orientation or gender identity, and ensuring that acts of discrimination will not be tolerated; and

WHEREAS, members of the LGBTQ+ communities contribute to our city's success in immeasurable ways; and

WHEREAS, the Shelton City Council observes June as a time to celebrate our dynamic LGBTQ+ community, and foster a dialogue to promote healthy, safe, and prosperous school climates and communities for all; and

WHEREAS, the LGBTQ+ community continues to be a target of violence, harassment, and discrimination by many and yet continues to thrive with support of LGBTQ+ affirming spaces, agencies, and allies; and

WHEREAS, because of the acts of courage of the millions who came out and spoke out to demand justice, and of those who quietly toiled and pushed for progress, our country has made great strides in recognizing what these brave individuals long knew to be true in their hearts - that no person should be judged by anything but the content of their character.

NOW, THEREFORE, BE IT RESOLVED, that the Shelton City Council recognizes June 2024 as "Lesbian, Gay, Bisexual, Transgender, Queer+ (LGBTQ+) Pride Month" in the City of Shelton. All people are encouraged to join in celebrating diversity and promoting inclusion and equal protection under the law, and to join together to eliminate discriminatory policies toward any culture, race, or group.

SIGNED this 4th day of June 2024, in Shelton, Washington.

Eric Onisko, Mayor



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F1)

Touch Date: 05/14/2024
Brief Date: 06/04/2024
Action Date: 06/18/2024

Department: Public Works
Presented By: Aaron C. Nix, Capital Projects Manager

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE: 1.

**MBR Headworks
Upgrades/Expansion Grant
Acceptance**

☐

Ordinance

☒

Resolution

☒

Motion

☐

Other

☒ Dept. Head

J.O.H.

☐ Finance Director

☐ Attorney

☒ City Clerk

☐ City Manager

ATTACHMENTS:

1. Resolution No. 1335-0524
2. State 2022 Headworks Grant Award Agreement

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

The headworks upgrade grant was awarded to the City by a direct appropriation from the Washington State Legislature in 2022 in order to design and construct improvements to expand the headworks at the City's reclaimed water treatment plant located adjacent to Highway 101 on the south side of Sanderson Field. The expansion of the headworks (plant intake screening and distribution) at the satellite treatment plant is one of the upgrades needed in the treatment process that will eventually increase the overall capacity at the plant. Other future needed capacity upgrades include changing the filtration cartridges to increase flowrates, disinfection system upgrades, larger solids handling, out of spec water holding pond, and conversion of the current reclaimed water spray field to an underground injection/infiltration facility.

ANALYSIS/OPTIONS/ALTERNATIVES:

Staff are working with a consultant to design a project to construct the larger reclaimed water storage reservoir (500,000 gallons) at the reclaimed water treatment plant as another part of the capacity expansion. This work is slated for construction in the Summer/Fall of 2024. Not implementing the headworks upgrades/expansion will postpone capacity upgrades at the treatment facility that may prevent future users from connecting to the facility, as described within the City's adopted 2023 Comprehensive Wastewater Treatment Plan approved by the Department of Ecology.

BUDGET/FISCAL INFORMATION:

All monies dedicated towards this work will come from the direct appropriation by the Washington State legislature, under the grant agreement. If additional funds are necessary in order to construct this project, staff will bring the project back to the Council for further consideration. No additional funding resources are needed at this time.

PUBLIC INFORMATION REQUIREMENTS:

Documents as it pertains to this project have been included within the Council packet materials. All materials are available and can be obtained from the Public Works Department.

STAFF RECOMMENDATION/MOTION:

"I move to place Resolution No. 1335-0524 on to the Action Agenda for the June 18, 2024 Council meeting for further consideration."

RESOLUTION NO. 1335-0524

A RESOLUTION OF THE COUNCIL OF THE CITY OF SHELTON, WASHINGTON, AUTHORIZING THE CITY MANAGER TO APPROVE AND SIGN THE GRANT AGREEMENT WITH THE WASHINGTON STATE DEPARTMENT OF COMMERCE FOR GRANTS FUNDS TO EXPAND AND IMPROVE THE HEADWORKS AT THE CITY RECLAIMED WATER TREATMENT PLANT

WHEREAS, the City applied for and received a legislative direct appropriation in the amount of \$3,200,000 for upgrading and enhancing the City's reclaimed water treatment plant located near Sanderson Field; and

WHEREAS, these monies will be utilized in order to prepare design, construction documents and physically construct the headworks improvements as outlined within the City's adopted and approved Comprehensive Wastewater Plan (2023); and

WHEREAS, these improvements will allow the City to process additional reclaimed wastewater once this project and other treatment process improvements are completed; and

WHEREAS, City Staff have fulfilled all of the preliminary requirements in order to allow the Department of Commerce to proceed with issuing a grant agreement for this project; and

WHEREAS, City Staff intend to proceed with design once the grant agreement is signed, and plan that the construction of the upgrades are underway in the Summer of 2025.

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 (Appendix A) with the Department of Commerce for design and construction of improvements to the City's reclaimed water treatment plant.

INTRODUCED on the 4th day of June 2024 and **PASSED** by the City Council at its regular meeting held on this 18th day of June 2024.

ATTEST:

Mayor Onisko

City Clerk Nault



STATE OF WASHINGTON
DEPARTMENT OF COMMERCE

1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • 360-725-4000
www.commerce.wa.gov

May 16, 2022

Jay Harris
City of Shelton
525 West Cota Street
Shelton, WA 98584

Dear Jay:

Congratulations! Governor Inslee recently signed the 2022 Supplemental State Capital Budget, which includes an appropriation of \$3,250,000.00 for the Shelton Water Reclamation Facility project. The Department of Commerce, which will administer the project, will retain three percent (up to a maximum of \$50,000) to cover our administrative costs. Accordingly, your net grant award will be \$3,200,000.00.

Prior to receiving funds, your organization will need to fulfill the following requirements:

- Provide documentation of your organization's financial ability to complete the project. All funds from sources other than the state must be expended, raised, or secured by documented pledges or loans.
- For nonprofit grantees, any property relevant to the project must be owned or secured by a long-term lease that remains in effect for a minimum of ten years following the final payment date. A lien on owned property is also required when receiving grants of \$250,000 or more.
- Prevailing wages must be paid for all construction labor costs incurred as applicable.
- Review by the Washington State Department of Archaeology and Historic Preservation and any affected Tribes (Governor's Executive Order 21-02).
- Your project may also need to comply with the state's LEED green buildings standards (RCW 39.35D).

Soon you will receive the Contract Readiness Survey form and 21-02 Cultural Resources Review instructions, these are the pre-contract conditions that need to be completed, please complete and submit as soon as possible. The contracting process is not initiated until the pre-contracting conditions have been met.

Enclosed is Infrastructure Projects Program Guidelines to assist you with the process. If you need additional information, please contact your Project Manager, Lena Moore, at 360.764.0632 or lena.moore@commerce.wa.gov or me at 360.704.9435 or by email connie.rivera@commerce.wa.gov.

Sincerely,

Connie Rivera, Infrastructure Section Manager
Community Assistance & Research Unit



Grant to

City of Shelton

through

The Infrastructure Projects Program

For

Shelton Water Reclamation Facility (Shelton)

Start date: July 1, 2021

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FACE SHEETGrant Agreement Number: **22-96515-050**Project Name: **Shelton Water Reclamation Facility (Shelton)**

**Washington State Department of Commerce
Local Government Division
Community Capital Facilities**

1. GRANTEE City of Shelton 525 W Cota Street Shelton, WA 98584		2. GRANTEE Doing Business As (optional)	
3. GRANTEE Representative Aaron Nix, Capital Projects Manager 525 W Cota Street Shelton, WA 98584 360.490.0453 Aaron.Nix@sheltonwa.gov		4. COMMERCE Representative Lena Moore, Grant Manager PO Box 42525, Olympia, WA 98504 360.764.0632 lena.moore@commerce.wa.gov	
5. Grant Amount \$3,200,000.00	6. Funding Source Federal: State: X Other: N/A:	7. Start Date July 1, 2021	8. End Date June 30, 2027, contingent on reappropriation; June 30, 2025, if funds are not reappropriated.
9. Federal Funds (as applicable) N/A		Federal Agency N/A	CFDA Number N/A
10. Tax ID # XXXXXXXXXXXXXXXX	11. SWV # SWV0013140-00	12. UBI # 232000085	13. DUNS # 021830666
14. Grant Purpose The purpose of this performance-based Grant Agreement is to provide funding for a legislatively approved project that furthers the goals and objectives of the Infrastructure Projects Program as described in Attachment A – Scope of Work (the “Project”).			
COMMERCE, defined as the Washington State Department of Commerce, and the GRANTEE, as defined above, acknowledge and accept the terms of this Grant Agreement and attachments and have executed this Grant Agreement on the date below to start as of the date and year referenced above. The rights and obligations of both parties to this Grant Agreement are governed by this Grant Agreement and the following other documents incorporated by reference: Grant Agreement Terms and Conditions including Attachment “A” – Scope of Work, Attachment “B” – Certification of Availability of Funds to Complete the Project, Attachment “C” – Certification of the Payment and Reporting of Prevailing Wages, Attachment “D” – Certification of Intent to Enter LEED Process.			
FOR GRANTEE		FOR COMMERCE	
_____ Signature		_____ Mark K. Barkley, Assistant Director Local Government Division	
_____ Print Name		_____ Date	
_____ Title		APPROVED AS TO FORM	
_____ Date		Dawn Cortez, Assistant Attorney General 10/3/2023 _____ Date	

DECLARATIONS**GRANTEE INFORMATION**

GRANTEE Name:	City of Shelton
Grant Agreement Number:	22-96515-050
State Wide Vendor Number:	SWV0013140-00

PROJECT INFORMATION

Project Name:	Shelton Water Reclamation Facility (Shelton)
Project City:	Shelton
Project State:	Washington
Project Zip Code:	98584-2239

GRANT AGREEMENT INFORMATION

Grant Amount:	\$3,200,000.00
Appropriation Number:	SSB 5651, SL Section 1033 (2022 Regular Session)
Re-appropriation Number (if applicable):	ESSB 5200, SL Section 6066 (2023 Regular Session)
Grant Agreement End Date:	June 30, 2027, contingent on reappropriation; June 30, 2025, if funds are not reappropriated.
Biennium:	2023-2025
Biennium Close Date:	June 30, 2025

PROJECT PURPOSE

To upgrade the headworks at the Reclaimed Water Treatment Plant.

ADDITIONAL SPECIAL TERMS AND CONDITIONS GOVERNING THIS AGREEMENT

Grant Agreement End Date: In the event funds for the project are reappropriated, the contract end date will be extended pursuant to the reappropriation and consistent with Special Term and Condition 19. Depending on the reappropriation, a contract amendment may be required.

ADDITIONAL RECITALS

N/A

SPECIAL TERMS AND CONDITIONS

GENERAL GRANT STATE FUNDS

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

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

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

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

WHEREAS, the enabling legislation also stipulates that the GRANTEE is eligible to receive funding for design, acquisition, construction, or rehabilitation.

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

1. GRANT MANAGEMENT

The Representative for each of the parties is identified on the Face Sheet of this Grant Agreement and shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Grant Agreement.

2. COMPENSATION

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

3. CERTIFICATION OF FUNDS PERFORMANCE MEASURES

- A. The release of state funds under this Grant Agreement is contingent upon the GRANTEE certifying that it has expended or has access to funds from non-state sources as set forth in ATTACHMENT B (CERTIFICATION OF THE AVAILABILITY OF FUNDS TO COMPLETE THE PROJECT). Such non-state sources may consist of a combination of any of the following:
- i) Eligible Project expenditures prior to the execution of this Grant Agreement.
 - ii) Cash dedicated to the Project.
 - iii) Funds available through a letter of credit or other binding loan commitment(s).
 - iv) Pledges from foundations or corporations.
 - v) Pledges from individual donors.
 - vi) The value of real property when acquired solely for the purposes of this Project, as established and evidenced by a current market value appraisal performed by a licensed, professional real estate appraiser, or a current property tax statement. COMMERCE will not consider appraisals for prospective values of such property for the purposes of calculating the amount of non-state matching fund credit.
 - vii) In-kind contributions, subject to COMMERCE'S approval.
- B. The GRANTEE shall maintain records sufficient to evidence that it has access to or has expended funds from such non-state sources, and shall make such records available for COMMERCE's review upon reasonable request.

4. PREVAILING WAGE LAW

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

5. DOCUMENTATION AND SECURITY

The provisions of this section shall apply to capital projects performed by nonprofit organizations and public benefit corporations that involve the expenditure of over \$250,000 in state funds. Additionally, Commerce reserves the right to review all state-funded projects and to require that projects performed by other entity types comply with this section. Projects for which the grant award or legislative intent documents specify that the state funding is to be used for pre-design or design only are exempt from this section.

- A. Deed of Trust. This Grant Agreement shall be evidenced by a promissory note and secured by a deed of trust or other appropriate security instrument in favor of COMMERCE (the "Deed of Trust"). The Deed of Trust shall be recorded in the County where the Project is located, and the original returned to COMMERCE after recordation within ninety (90) days of Grant Agreement execution. The Deed of Trust must be recorded before COMMERCE will reimburse the GRANTEE for any Project costs. The amount secured by the Deed of Trust shall be the amount of the Grant Agreement as set forth on the Face Sheet.
- B. Term of Deed of Trust. The Deed of Trust shall remain in full force and effect for a minimum period of ten (10) years following the later of: (1) final payment of state funds to the GRANTEE under this grant; or (2) the date when the facility improved or acquired with grant funds, or a distinct phase of the project, is made useable to the public for the purpose intended by the Legislature. Upon satisfaction of the ten-year term requirement and all other grant terms and conditions, COMMERCE shall, upon written request of the GRANTEE, take appropriate action to reconvey the Deed of Trust.
- C. Title Insurance. The GRANTEE shall purchase an extended coverage lender's policy of title insurance insuring the lien position of the Deed of Trust in an amount not less than the amount of the grant.
- D. Covenant. If the project will be partially funded by a loan and the term of said loan is less than the commitment period under this Grant Agreement, COMMERCE may require that GRANTEE record or cause to be recorded a covenant in a superior lien position ahead of the lender's security instrument that restricts use of the facility or property for the purpose(s) stated elsewhere in this contract for at least the term of the commitment period.
- E. Subordination. COMMERCE may agree to subordinate its deed of trust upon request from a private or public lender. Any such request shall be submitted to COMMERCE in writing, and COMMERCE shall respond to the request in writing within thirty (30) days of receiving the request.

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

When all or part of the grant is used to fund the acquisition of real property, before funds are disbursed, the GRANTEE shall procure and provide to COMMERCE evidence establishing the value of the real property eligible for reimbursement:

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

7. EXPENDITURES ELIGIBLE FOR REIMBURSEMENT

Payments to the Grantee shall be made on a reimbursement basis only. The GRANTEE may be reimbursed for the following eligible costs related to the activities identified in the SCOPE OF WORK shown on Attachment A.

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

8. BILLING PROCEDURES AND PAYMENT

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

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

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

If GRANTEE has or will be submitting any of the invoices attached to a request for payment for partial reimbursement under another grant contract, GRANTEE must clearly identify such grant contracts in the transmittal letter and request for payment.

Each request for payment must be accompanied by a Project Status Report, which describes, in narrative form, the progress made on the Project since the last invoice was submitted, as well as a report of Project status to date. COMMERCE will not release payment for any reimbursement request received unless and until the Project Status Report is received. After approving the Invoice Voucher and Project Status Report, COMMERCE shall promptly remit a warrant to the GRANTEE.

COMMERCE will pay GRANTEE upon acceptance of services provided and receipt of properly completed invoices, which shall be submitted to the Representative for COMMERCE **not more often than monthly**.

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

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

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

Duplication of Billed Costs

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

Disallowed Costs

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

9. SUBCONTRACTOR DATA COLLECTION

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

10. CLOSEOUT CERTIFICATION

The GRANTEE shall complete and submit a Closeout Certification Form when:

- A. All activities identified in the SCOPE OF WORK shown on Attachment A are complete and the project is useable to the public for the purpose intended by the Legislature, or
- B. When final payment is made and Grantee has certified that the whole project will be completed and the public benefit described maintained for the term of the commitment period.
- C. Notwithstanding anything in A. or B. above, the right to recapture funds or seek other remedies for failure to make the project usable to the public shall survive the closeout or termination of this contract.

11. INSURANCE

A. Insurance Requirements for Reimbursable Activities

The GRANTEE will maintain appropriate insurance coverage throughout any period in which reimbursable activities are conducted. The intent of the required insurance is to protect the state of Washington should there be any claims, suits, actions, costs, damages or expenses arising from any loss, or negligent or intentional act or omission of the GRANTEE, or Subgrantee, or agents of either, while performing under the terms of this Grant Agreement.

B. Additional Insurance Requirements During the Term of the Grant Agreement

The GRANTEE shall provide proof to COMMERCE of the following insurance coverage as applicable:

Commercial General Liability Insurance Policy. Provide a Commercial General Liability Insurance Policy, including contractual liability, written on an occurrence basis, in adequate quantity to protect against legal liability related to this Grant Agreement but no less than

\$1,000,000 per occurrence. Additionally, the GRANTEE is responsible for ensuring that any Subgrantee/subcontractor provide adequate insurance coverage for the activities arising out of subgrants/subcontracts. Commercial General Liability Insurance coverage shall be maintained in full force and effect during the term of this Grant Agreement and throughout the commitment period described in Special Terms and Conditions Section 5, 15, and 16.

Property Insurance. The GRANTEE shall keep the property insured in an amount sufficient to permit such insurance to be written at all times on a replacement cost basis. Such insurance shall cover the following hazards, as applicable:

- Loss or damage by fire and such other risks;
- Loss or damage from leakage or sprinkler systems now or hereafter installed in any building on the premises;
- Loss or damage by explosion of steam boilers, pressure vessels, oil or gasoline storage tanks or similar apparatus now or hereafter installed in a building or building on the premises.

Property Insurance coverage shall be maintained in full force and effect during the term of this Grant Agreement and throughout the commitment period described in Special Terms and Conditions Section 5, 15, and 16.

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

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

- A. The amount of fidelity coverage secured pursuant to this Grant Agreement shall be \$2,000,000 or the highest of planned reimbursement for the Grant Agreement period, whichever is lowest. Fidelity insurance secured pursuant to this paragraph shall name COMMERCE as beneficiary.
- B. Subgrantees/subcontractors that receive \$10,000 or more per year in funding through this Grant Agreement shall secure fidelity insurance as noted above. Fidelity insurance secured by Subgrantees/subcontractors pursuant to this paragraph shall name the GRANTEE and the GRANTEE's fiscal agent as beneficiary.
- C. Fidelity Insurance coverage shall be maintained in full force and effect during the term of this Grant Agreement.

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

The GRANTEE shall provide to COMMERCE copies of insurance instruments or certifications from the insurance issuing agency. The copies or certifications shall show the insurance coverage, the designated beneficiary, who is covered, the amounts, the period of coverage, and that COMMERCE will be provided thirty (30) days advance written notice of cancellation.

During the term of the Grant Agreement, the GRANTEE shall submit renewal certificates not less than thirty (30) calendar days prior to expiration of each policy required under this section.

Professional Liability, Errors and Omissions Insurance. The GRANTEE shall require that any contractors providing professional services that are reimbursable under this Grant Agreement maintain Professional Liability or Errors and Omissions Insurance. The GRANTEE shall require such contractors to maintain minimum limits of no less than \$1,000,000 per occurrence. The state of Washington, its agents, officers, and employees need *not* be named as additional insureds under these policies.

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

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

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

12. ORDER OF PRECEDENCE

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

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

13. REDUCTION IN FUNDS

In the event state funds appropriated for the work contemplated under this Grant Agreement are withdrawn, reduced, or limited in any way by the Governor or the Washington State Legislature, or other funding source, during the Grant Agreement period, Commerce may suspend, amend, or terminate the contract.

14. OWNERSHIP OF PROJECT/CAPITAL FACILITIES

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

COMMERCE may bring against the GRANTEE in recapturing funds expended in violation of this Grant Agreement.

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

- A. The GRANTEE understands and agrees that any and all real property or facilities owned by the GRANTEE that are acquired, constructed, or otherwise improved by the GRANTEE using state funds under this Grant Agreement, shall be held and used by the GRANTEE for the purpose or purposes stated elsewhere in this Grant Agreement for a period of at least ten (10) years from the later of: (1) the date the final payment is made hereunder; or (2) the date when the facility improved or acquired with grant funds, or a distinct phase of the project, is made useable to the public for the purpose intended by the Legislature.
- B. This provision shall not be construed to prohibit the GRANTEE from selling any property or properties described in this section; **Provided that**, any such sale shall be subject to prior review and approval by COMMERCE, and that all proceeds from such sale shall be applied to the purchase price of a different facility or facilities of equal or greater value than the original facility and that any such new facility or facilities will be used for the purpose or purposes stated elsewhere in this Grant Agreement.
- C. In the event the GRANTEE is found to be out of compliance with this section, the GRANTEE shall repay to the state general fund the principal amount of the grant as stated on the Face Sheet, hereof, plus interest calculated at the rate of interest on state of Washington general obligation bonds issued most closely to the effective date of the legislation in which the subject facility was authorized. Repayment shall be made pursuant to General Terms and Conditions Section 27 (Recapture provision).

16. CHANGE OF USE FOR LEASED PROPERTY PERFORMANCE MEASURE

- A. The GRANTEE understands and agrees that any facility leased by the GRANTEE that is constructed, renovated, or otherwise improved using state funds under this Grant Agreement shall be used by the GRANTEE for the purpose or purposes stated elsewhere in this Grant Agreement for a period of at least ten (10) years from the later of: (1) the date the final payment is made; or (2) the date when the facility improved or acquired with grant funds, or a distinct phase of the project, is made useable to the public for the purpose intended by the Legislature.
- B. In the event the GRANTEE is found to be out of compliance with this section, the GRANTEE shall repay to the state general fund the principal amount of the grant as stated on the Face Sheet,, plus interest calculated at the rate of interest on state of Washington general obligation bonds issued most closely to the effective date of the legislation in which the subject facility was authorized. Repayment shall be made pursuant to General Terms and Conditions Section 27 (Recapture Provision).

17. SIGNAGE, MARKERS AND PUBLICATIONS

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

18. HISTORICAL AND CULTURAL ARTIFACTS

Prior to approval and disbursement of any funds awarded under this Contract, GRANTEE shall cooperate with COMMERCE to complete the requirements of Governor's Executive Order 21-02 or GRANTEE shall complete a review under Section 106 of the National Historic Preservation Act, if applicable. GRANTEE agrees that the GRANTEE is legally and financially responsible for compliance with all laws, regulations, and agreements related to the preservation of historical or cultural resources and agrees to hold harmless COMMERCE and the state of Washington in relation to any claim related to such historical or cultural resources discovered, disturbed, or damaged as a result of the project funded by this Contract.

In addition to the requirements set forth in this Contract, GRANTEE shall, in accordance with Governor's Executive Order 21-02 as applicable, coordinate with Commerce and the Washington State Department of Archaeology and Historic Preservation ("DAHP"), including any recommended consultation with any affected tribe(s), during Project design and prior to construction to determine the existence of any tribal cultural resources affected by Project. GRANTEE agrees to avoid, minimize, or mitigate impacts to the cultural resource as a continuing prerequisite to receipt of funds under this Contract.

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

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

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

Completion of the requirements of Section 106 of the National Historic Preservation Act shall substitute for completion of Governor's Executive Order 21-02.

In the event that the GRANTEE finds it necessary to amend the Scope of Work the GRANTEE may be required to re-comply with Governor's Executive Order 21-02, or Section 106 of the National Historic Preservation Act.

19. REAPPROPRIATION

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

20. TERMINATION FOR FRAUD OR MISREPRESENTATION

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

21. APPLICABILITY OF COPYRIGHT PROVISIONS TO ARCHITECTURAL/ENGINEERING DESIGN WORK

The "Copyright Provisions", General Terms and Conditions Section 13, are not intended to apply to any architectural and engineering design work funded by this grant.

22. FRAUD AND OTHER LOSS REPORTING

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

23. PUBLIC RECORDS ACT

Notwithstanding General Terms and Conditions Section 11 (Confidentiality/Safeguarding of Information, COMMERCE is a public agency subject to the Public Records Act, RCW 42.56 (the PRA). Under the PRA, all materials relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by COMMERCE or its functional equivalents are considered public records. The PRA requires that public records responsive to a public records request be promptly produced unless the PRA or an "other statute" exempts such records from production. This Agreement is not intended to alter COMMERCE's obligations under the PRA. The parties agree that if COMMERCE receives a public records request for files that may include confidential information under General Terms and Conditions Section 11, COMMERCE will notify the other party of the request and of the date that the records will be released to the requester unless GRANTEE obtains a court order enjoining disclosure. If the GRANTEE fails to obtain the court order enjoining disclosure, COMMERCE may release the requested information on the date specified. If the GRANTEE obtains a court order from a court of competent jurisdiction enjoining disclosure pursuant to the PRA, COMMERCE shall maintain the confidentiality of the information per the court order.

GENERAL TERMS AND CONDITIONS

GENERAL GRANT STATE FUNDS

1. DEFINITIONS

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

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

2. ACCESS TO DATA

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

3. ADVANCE PAYMENTS PROHIBITED

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

4. ALL WRITINGS CONTAINED HEREIN

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

5. AMENDMENTS

This Grant 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.

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

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

7. ASSIGNMENT

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

8. ATTORNEYS' FEES

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

9. AUDIT

A. General Requirements

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

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

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

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

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

B. State Funds Requirements

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

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

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

C. Documentation Requirements

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

Department of Commerce
ATTN: Audit Review and Resolution Office
1011 Plum Street SE
PO Box 42525
Olympia WA 98504-2525

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

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

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

10. BREACHES OF OTHER STATE CONTRACTS

GRANTEE is expected to comply with all other contracts executed between GRANTEE and the State of Washington. A breach of any other agreement entered into between GRANTEE and the State of Washington may, in COMMERCE's discretion, be deemed a breach of this Agreement.

11. CONFIDENTIALITY/SAFEGUARDING OF INFORMATION

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

12. CONFLICT OF INTEREST

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

Specific restrictions apply to contracting with current or former state employees pursuant to RCW 42.52. The GRANTEE and their subcontractor(s) must identify any person employed in any capacity by the state of Washington that worked on this Grant Agreement, or any matter related to the project funded under this Grant Agreement or any other state funded project, including but not limited to

formulating or drafting legislation, participating in grant procurement, planning and execution, awarding grants, or monitoring grants, during the 24 month period preceding the start date of this Grant Agreement. Any person identified by the GRANTEE and their subcontractors(s) must be identified individually by name, the agency previously or currently employed by, job title or position held, and separation date. If it is determined by COMMERCE that a conflict of interest exists, the GRANTEE may be disqualified from further consideration for the award of a Grant Agreement.

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

13. COPYRIGHT PROVISIONS

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

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

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

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

14. DISPUTES

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

The request for a dispute hearing must:

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

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

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

The decision shall not be admissible in any succeeding judicial or quasi-judicial proceeding.

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

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

15. DUPLICATE PAYMENT

COMMERCE shall not pay the GRANTEE, if the GRANTEE has charged or will charge the State of Washington or any other party under any other grant, subgrant/subcontract, or agreement, for the same services or expenses. The GRANTEE certifies that work to be performed under this contract does not duplicate any work to be charged against any other grant, subgrant/subcontract, or agreement.

16. GOVERNING LAW AND VENUE

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

17. INDEMNIFICATION

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

The GRANTEE'S obligation to indemnify, defend, and hold harmless includes any claim by GRANTEE'S agents, employees, representatives, or any subcontractor or its employees.

The GRANTEE'S obligation shall not include such claims that may be caused by the sole negligence of the State and its agencies, officials, agents, and employees. If the claims or damages are caused by or result from the concurrent negligence of (a) the State, its agents or employees and (b) the GRANTEE, its subcontractors, agents, or employees, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the GRANTEE or its subcontractors, agents, or employees.

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

18. INDEPENDENT CAPACITY OF THE GRANTEE

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

to such officer or employee under law. Conduct and control of the work will be solely with the GRANTEE.

19. INDUSTRIAL INSURANCE COVERAGE

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

20. LAWS

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

21. LICENSING, ACCREDITATION AND REGISTRATION

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

22. LIMITATION OF AUTHORITY

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

23. NONCOMPLIANCE WITH NONDISCRIMINATION LAWS

During the performance of this Grant Agreement, the GRANTEE shall comply with all federal, state, and local nondiscrimination laws, regulations and policies. In the event of the GRANTEE's non-compliance or refusal to comply with any nondiscrimination law, regulation or policy, this Grant Agreement may be rescinded, canceled or terminated in whole or in part, and the GRANTEE may be declared ineligible for further Grants with COMMERCE. The GRANTEE shall, however, be given a reasonable time in which to cure this noncompliance. Any dispute may be resolved in accordance with the "Disputes" procedure set forth herein. The funds provided under this contract may not be used to fund religious worship, exercise, or instruction. No person shall be required to participate in any religious worship, exercise, or instruction in order to have access to the facilities funded by this grant.

24. PAY EQUITY

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

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

(iii) A bona fide regional difference in compensation level must be: Consistent with business necessity; not based on or derived from a gender-based differential; and account for the entire differential.

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

25. POLITICAL ACTIVITIES

Political activity of GRANTEE employees and officers are limited by the State Campaign Finances and Lobbying provisions of Chapter 42.17a RCW and the Federal Hatch Act, 5 USC 1501 - 1508.

No funds may be used for working for or against ballot measures or for or against the candidacy of any person for public office.

26. PUBLICITY

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

27. RECAPTURE

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

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

28. RECORDS MAINTENANCE

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

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

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

29. REGISTRATION WITH DEPARTMENT OF REVENUE

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

30. RIGHT OF INSPECTION

At no additional cost, the GRANTEE shall provide right of access to its facilities to COMMERCE, or any of its officers, or to any other authorized agent or official of the state of Washington or the federal government, at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this Grant Agreement.

31. SAVINGS

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

32. SEVERABILITY

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

33. SITE SECURITY

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

34. SUBGRANTING/SUBCONTRACTING

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

Additionally, the GRANTEE is responsible for ensuring that all terms, conditions, assurances and certifications set forth in this agreement are carried forward to any subgrants/subcontracts. Every subgrant/subcontract shall include a term that COMMERCE and the State of Washington are not liable for claims or damages arising from a subgrantee's/subcontractor's performance of the subgrant/subcontract. GRANTEE and its subgrantees/subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of COMMERCE or as provided by law.

35. SURVIVAL

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

36. TAXES

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

37. TERMINATION FOR CAUSE

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

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

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

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

38. TERMINATION FOR CONVENIENCE

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

39. TERMINATION PROCEDURES

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

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

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

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

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

6. Complete performance of such part of the work as shall not have been terminated by the AUTHORIZED REPRESENTATIVE; and
7. Take such action as may be necessary, or as the AUTHORIZED REPRESENTATIVE may direct, for the protection and preservation of the property related to this Grant Agreement, which is in the possession of the GRANTEE and in which COMMERCE has or may acquire an interest.

40. TREATMENT OF ASSETS

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

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

All reference to the GRANTEE under this clause shall also include GRANTEE'S employees, agents or subgrantees/subcontractors.

41. WAIVER

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

ATTACHMENT A - SCOPE OF WORK

Funds awarded under this grant will be used by the City of Shelton for capital expenditures for the Shelton Water Reclamation Facility project. Funds will be used to improve the existing headworks and addition of a new primary screen headworks at the Reclaimed Water Treatment Plant to accommodate flows beyond the 20 year planning period identified in the City's General Sewer/Wastewater Facility Plan. The Project is located at 10891 U.S. Highway 101, Shelton, WA 98584.

This Project will benefit the public with significant environmental benefit realized as the reclaimed water plant is utilized in treating wastewater that is then recycled, re-used, and excess treated water not utilized is infiltrated back into the ground. The upgrades to the plant will allow the City to treat wastewater more efficiently and effectively at the plant and has been recognized as a significant resource in helping instream flows within the Goldsborough Creek drainage basin. The Project with other future projects aims to gradually decrease the City's discharges into Oakland Bay. This reduction will not only lessen adverse effects on the local shellfish industry but also improve the overall water quality of the bay.

Project activities will include and not be limited to:

- Building Permits/Fees
- Construction Labor and Materials
- Construction Management

The project will begin June 2024 and is expected to be completed by June 2025.

Costs related to the work will only be reimbursed to the extent the work is determined by Commerce to be within the scope of the legislative appropriation.

CERTIFICATION PERFORMANCE MEASURE

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

GRANTEE

TITLE

DATE

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

Type of Funding	Source Description	Amount
Grant	Washington State Department of Commerce	\$3,200,000.00
Other Grants		
Grant #1		\$
Total Other Grants		\$0.00
Other Loans		
Loan #1		\$
Total Loans		\$0.00
Other Local Revenue		
Source #1	City of Shelton - City Sewer Utility Funds	\$465,000.00
Total Local Revenue		\$465,000.00
Other Funds		
Source #1		\$
Total Other Funds		\$0.00
Total Project Funding		\$3,665,000.00

CERTIFICATION PERFORMANCE MEASURE

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

GRANTEE

TITLE

DATE

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

CERTIFICATION PERFORMANCE MEASURE

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

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

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

GRANTEE

TITLE

DATE

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

CERTIFICATION PERFORMANCE MEASURE

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

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

GRANTEE

TITLE

DATE

NOT APPLICABLE



Budget Authorization Erin LaLonde	<div><div>DS</div><div>El</div></div>	5/14/2024 1:55 PM PDT
Grant Manager Lena Moore	<div><div>DS</div><div>LM</div></div>	5/14/2024 2:01 PM PDT
Grant Manager		
Managing Director		
Deputy Assistant Director		
Assistant Director		


Certificate Of Completion

Envelope Id: A21CEF92BF174090AED5C003621EE76A		Status: Sent
Subject: Complete with DocuSign: Contract_22-96515-050.docx, DocuSign routing Checklist.docx		
Division:		
Local Government		
Program: The Infrastructure Projects		
ContractNumber: 22-96515-050		
DocumentType: Contract		
Source Envelope:		
Document Pages: 29	Signatures: 0	Envelope Originator:
Certificate Pages: 5	Initials: 2	Lena Moore
AutoNav: Enabled		1011 Plum Street SE
Envelopeld Stamping: Enabled		MS 42525
Time Zone: (UTC-08:00) Pacific Time (US & Canada)		Olympia, WA 98504-2525
		lena.moore@commerce.wa.gov
		IP Address: 198.238.75.161


Record Tracking

Status: Original	Holder: Lena Moore	Location: DocuSign
5/14/2024 1:21:04 PM	lena.moore@commerce.wa.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Washington State Department of Commerce	Location: DocuSign

Signer Events	Signature	Timestamp
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Erin LaLonde		Sent: 5/14/2024 1:43:04 PM
erin.lalonde@commerce.wa.gov		Viewed: 5/14/2024 1:54:16 PM
Security Level: Email, Account Authentication (None)		Signed: 5/14/2024 1:55:58 PM
	Signature Adoption: Pre-selected Style Using IP Address: 198.239.10.193	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Lena Moore		Sent: 5/14/2024 1:56:00 PM
lena.moore@commerce.wa.gov		Viewed: 5/14/2024 2:01:09 PM
Security Level: Email, Account Authentication (None)		Signed: 5/14/2024 2:01:18 PM
	Signature Adoption: Pre-selected Style Using IP Address: 198.238.75.161	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Mark Ziegler, City Manager		Sent: 5/14/2024 2:01:21 PM
mark.ziegler@sheltonwa.gov		
Security Level: Email, Account Authentication (None)		

Electronic Record and Signature Disclosure:
Accepted: 4/12/2024 9:41:26 AM
ID: ecfcccd1-b431-4b7e-8c89-5fb91acc0cf1

Lena Moore		
lena.moore@commerce.wa.gov		
Security Level: Email, Account Authentication (None)		
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Signer Events	Signature	Timestamp
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Aaron Nix, Capital Projects Manager aaron.nix@sheltonwa.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	<div>COPIED</div>	Sent: 5/14/2024 2:01:20 PM Viewed: 5/14/2024 2:56:33 PM
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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to docusign@commerce.wa.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item G1)

Touch Date: 04/03/2024
Brief Date: 05/21/2024
Action Date: 06/04/2024

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:

6-Year Transportation Improvement
Plan (TIP)

ATTACHMENTS:

- Resolution No. 1329-0424
- Public Hearing Notice
- 6 Year TIP 2025-2030
- TIP Definition of Information
Codes

Action Requested:

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

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

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

The TIP is used by several state and federal agencies and serves multiple purposes. It is mainly for local agencies to prioritize their transportation projects anticipated to be done during the next six years, as well as for the Washington State Department of Transportation (WSDOT) to know what projects are anticipated, to list those projects that have federal and/or state funding secured, to identify those projects that are anticipating state or federal funding that is not yet secured, and to allow WSDOT to create a list of projects for the Statewide Transportation Improvement Program (STIP). Federally funded projects must be incorporated into the STIP before money will be disbursed to a local agency. Washington State Law requires the annual adoption of the 6-Year TIP take place after a public hearing, and to submit the adopted 6-year TIP to WSDOT within 30 days of its passage. With the recent code changes relevant to Transportation Impact Fees (TIF), the TIP includes projects that provide additional capacity to the City's transportation system and are now eligible for applying traffic impact fees to these projects, in accordance with City of Shelton code.

ANALYSIS/OPTIONS/ALTERNATIVES:

This is a requirement of Washington State.

BUDGET/FISCAL INFORMATION:

N/A

PUBLIC INFORMATION REQUIREMENTS:

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

STAFF RECOMMENDATION/MOTION:

Staff recommends: *"I move to adopt Resolution No. 1329-0424 as presented."*

RESOLUTION NO. 1329-0424

A RESOLUTION OF THE CITY OF SHELTON, WASHINGTON ADOPTING THE COMPREHENSIVE SIX (6) YEAR TRANSPORTATION IMPROVEMENT PROGRAM FOR THE CITY OF SHELTON FOR THE YEARS 2025 THROUGH 2030

WHEREAS, a study has been completed by the City Engineering Department and approved by the City Manager in which a Comprehensive Six (6) Year Transportation Improvement Program (TIP) has been prepared for the six (6) year period 2025 through 2030, that shows the street locations, improvements that are to be made within the six (6) year period, and the estimated cost of each improvement; and

WHEREAS, the City Council of the City of Shelton held a public hearing on the Comprehensive Six (6) Year Transportation Improvement Program at 6:00 pm on the 21st day of May, 2024 in an open public meeting; and

WHEREAS, the 2025-2030 draft TIP includes projects that provide for additional capacity to Shelton's roadway network and have been identified as such within the TIP; and

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

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

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

INTRODUCED AND PASSED by the City Council of the City of Shelton on the 21st day of May 2024.

ATTEST:

Mayor Onisko

City Clerk Nault



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

**NOTICE OF
PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the City Council of the City of Shelton, Washington, is declaring its intention to hold a Public Hearing on Tuesday, May 21, 2024, at 6:00 p.m., at the Shelton Civic Center to hear testimony regarding the proposed Six (6) Year Transportation Improvement Program for the City of Shelton. All persons who desire to give testimony regarding the proposed program should appear before the Council and present their testimony at said hearing to be held at the Shelton Civic Center, 525 West Cota Street. Copies of the proposed plan are available from the Public Works Department.

Interested persons may appear and present their testimony at the hearing, or written comments may be submitted to the City Clerk, City of Shelton, 525 W. Cota Street, Shelton, WA 98584 or emailed to donna.nault@sheltonwa.gov, no later than 5:00 p.m., on Tuesday, May 21, 2024.

Priority Number	Project Name	Project Limits		Description	Funding Status	Federal Aid Number	Estimated Project Cost	Estimated City Contribution	Functional Class	Improvement Type													Utilities								Environmental Classification	R/W Needed? (Acquisition Date)
		Beginning	End							New Construction (01) Relocation (02) Reconstruction (03) Major Widening (04) Minor Widening (05) Other Enhancements (06) Resurfacing (07) New Bridge Construction(08) Bridge Replacement (09) Bridge Rehabilitation (10) Minor Bridge Rehab. (11) Safety (12) Environmental (13)	Other	Water, Sewer, Power, Gas, Cable TV, Telephone, Other																				
	Wallace-Kneeland Blvd 5439 / Shelton Springs Road 5432	Intersection	Intersection	Signal Improvements Wallace-Kneeland and Shelton Springs	P		\$1,627,856	\$877,856	16			03		05							12		32	W	S	P	G	C	T	O	CE	NO
	Wallace-Kneeland Blvd 5439 / N. 13th Intersection 5435	Intersection	Intersection	Signal Improvements at Wallace-Kneeland and North 13th Street	P		\$2,736,766	\$2,736,766	16												12		32	W	S	P	G	C	T	O	CE	YES
	Western Gateway - 7th Street 5426	Alder Street	Cota Street	Roadway improvements including paving, sidewalks and ADA access, intersection improvements including signalization upgrades	P		\$3,750,000	\$3,750,000	17					05		07							32	W	S	P	G	C	T	O	CE	NO
	North Shelton Interchange Upgrade	SR101	Wallace- Kneeland Blvd	Roadway improvements including widening, channelization, intersection and SR101 NB exit ramp improvements	P		\$7,200,000	\$7,200,000	12					05		07			10	12				W	S	P	G	C	T	O	EIS	NO
	Brockdale Road 5435	Wallace-Kneeland Blvd	N City Limits	Roadway improvements including pavement stabilization, storm drainage, landscaping, sidewalk and ADA access	P		\$1,500,000	\$1,500,000	17			03		05	06	07					12		32	W	S	P	G	C	T	O	CE	NO
	Western Gateway Phase C - West Downtown	7th to 12th	Alder to Cota	Roadway improvements including paving, illumination, sidewalks and ADA access	P		\$2,000,000	\$2,000,000	14						06	07							32	W	S	P	G	C	T	O	CE	NO
	Olympic Highway North 5465	"C" Street to "I" and Wallace Kneeland Intersection	Wallace- Kneeland Blvd	Roadway improvements including pavement grinding, overlay, illumination, sidewalk, signal and ADA access upgrades	P	TBD	\$5,898,614	\$29,862	14			03			06	07							32	W	S	P	G	C	T	O	CE	NO
	Railroad Avenue 5640	1st Street	7th Street	Roadway improvements including pavement replacement, ADA and signal upgrades, and 14 inch water main replacement	P		\$4,000,000	\$400,000	14							07					12		32	W	S	P	G	C	T	O	CE	NO
	Railroad Avenue 5640 (Shelton UGA, Mason County)	City limits	Deegan Road	Curb, gutter, sidewalk, upsize water main and extend gravity sewer.	P		\$6,000,000	\$6,000,000	16			03		05	06								32	W	S	P	G	C	T	O	CE	NO
	Turner Avenue 5434	1st Street	Angleside Road	Roadway improvements including paving, channelization, storm drainage,	P		\$1,000,000	\$1,000,000	17						06	07					12		32	W	S	P	G	C	T	O	CE	NO
	K Street 5461/ Northcliff Intersection 5463	Intersection	Intersection	Sight distance improvements for pedestrian safety	P		\$2,000,000	\$2,000,000	17						06						12			W	S	P	G	C	T	O	CE	NO
	Angleside Road 5426 / 7th Street	Cota Street	Turner Avenue	Guardrail, sidewalk, ROW acquisition, pavement, storm drainage, and illumination improvements	P		\$3,000,000	\$3,000,000	17			03			06	07					12		32	W	S	P	G	C	T	O	CE	YES
	NB SR 3 reroute from 1st to Front Street	1st Street	Front Street	Feasibility study and cost estimate	P		\$50,000	\$50,000	12	02						07					12			W	S	P	G	C	T	O	CE	YES
	North 13th-5435/Shelton Springs Roads 5432	N 13th	Shelton Springs Rd	Signal or Roundabout to improve traffic flow and pedestrian safety	P		\$3,300,000	\$3,300,000	14					05	06	07			10				32	W	S	P	G	C	T	O	CE	NO
	Systemic Safety Pedestrian Improvements	City Wide	City Wide	RRFB at Olympic Highway North and I Street, W. Railroad Ave and	S	TBD	\$1,295,000	\$0	00						06						12		32	W	S	P	G	C	T	O	CE	YES
	Pavement Maintenance Program-Johns Prairie Road	N 13th	City Limits	Roadway improvements including pavement replacement and ADA	P	TBD	\$304,585	\$41,118	00							07															CE	NO
	Transportation Improvement Plan (Part of the City's Comprehensive Plan Update)	City Wide	City Wide	Update existing 2017 plan, TIF table, and non-motorized plan.	P		\$100,000	\$100,000	00												12										CE	NO
	Rail/Highway Crossing Removal Projects	SR 3, S 7th Street, Hulbert Road East	SR 3, S 7th Street, Hulbert Road East	Remove existing railroad track and update map	P	TBD	\$678,409	\$0	00			03				07								W	S	P	G	C	T	O	CE	NO
	Cross Town Trail (Phase I, Former Simpson Railroad Property)	City Limits	Kneeland Park	Multi-use regional trail	S		\$1,600,000	\$0	00						06						12		32	W	S	P	G	C	T	O	EA	
	Cross Town Trail (Phase II, SR 3).	W. Hulbert Rd Park and Ride	Kneeland Park	Multi-Use Regional Trail	P	TBD	\$1,800,000	\$0	00						06						12		32	W	S	P	G	C	T	O	CE	NO
	Critical Pedestrian Map	City Wide	City Wide	Construction cost estimate will be updated with the Comprehensive Plan Update, occurring in 2024/2025.	P		\$50,000	\$50,000	00														32	W	S	P	G	C	T	O	CE	NO
	Satsop Avenue Roadway Improvements	Deegan Road	Grandview Heights	Major collector roadway improvements (Coffee Creek)	P		\$1,200,000	\$0	17				04			07								W	S	P	G	C	T	O	EA	
	Alpine Way Roadway Improvements	Alpine Drive	Approx. 1300 West	Major Collector roadway improvements (Olympic Heights)	P		\$1,500,000	\$0	17				04			07								W	S	P	G	C	T	O	EA	
	San Joaquin/Otter Street Avenue Ped Improvements	N 1st Street	Otter/Chestnut	Capitol Hill Critical Pedestrian Route Improvements (Bear Street Subdivision)	P		\$500,000	\$0	17				05			12															EA	NO
	Oakland Bay Jr. High Pedestrian Improve.	Wallace Kneeland	School Entrance	Pedestrian Crossing Improvements	P		\$100,000	\$0	16						6	12															CE	NO

Priority Number	Project Name	Project Phase												Expenditure Schedule (\$1,000)					
		Preliminary Engineering (Planning)				Right-of Way (Equip				Construction				Year 1 (2025)	Year 2 (2026)	Year 3 (2027)	Year 4 (2028)	Year 5 (2029)	Year 6 (2030)
		Start Date	Estimated Phase Cost	Outside Funding Source	Outside Contribution (%)	Start Date	Estimated Phase Cost	Outside Funding Source	Outside Contribution (%)	Start Date	Estimated Phase Cost	Outside Funding Source	Outside Contribution (%)						
	Wallace-Kneeland Blvd 5439 / Shelton Springs Road 5432	2026	\$147,856							2026	\$1,479,999	WSDOT-AT	50%		\$148	\$1,480			
	Wallace-Kneeland Blvd 5439 / N. 13th Intersection 5435	2027	\$202,166			2026	\$65,000			2028	\$2,469,600					\$202	\$65	\$2,969	
	Western Gateway - 7th Street 5426	2027	\$562,500							2027	\$3,187,500					\$3,751			
	North Shelton Interchange Upgrade	2027	\$1,080,000							2027	\$6,120,000							\$1800	\$6,120
	Brockdale Road 5435	2028	\$30,000							2028	\$278,000						\$30	\$278	
	Western Gateway Phase C - West Downtown	2028	\$300,000							2029	\$1,700,000						\$300	\$1,700	
	Olympic Highway North 5465	2024	\$396,640							2025	\$4,701,974	WSDOT-AT, TIB	99%	\$5,900					
	Railroad Avenue 5640	2031	\$600,000							2031	\$3,400,000								
	Railroad Avenue 5640	2032	\$900,000							2032	\$5,100,000								
	Turner Avenue 5434	2033	\$150,000							2033	\$850,000								
	K Street 5461/ Northcliff Intersection 5463	2034	\$300,000							2034	\$1,700,000								
	Angleside Road 5426 / 7th Street	2035	\$450,000							2035	\$2,550,000								
	NB SR 3 reroute from 1st to Front Street	2025	\$50,000							2035	\$0			\$50					
	North 13th-5435/Shelton Springs Roads 5432	2036	\$495,000							2036	\$2,805,000								
	Systemic Safety Pedestrian Improvements	2024	\$155,000	LRSP		2024	\$70,000			2025	\$1,070,000	LRSP		\$1,070					
	Pavement Maintenance Program-Johns Prairie Road	2024	\$65,000							2025		STBG-U	86.5%	\$65					
	Transportation Improvement Plan (Consultant Support to update City's Comprehensive Plan)	2025	\$100,000							2025				\$100					
	Rail/Highway Crossing Removal Projects	2025	\$175,787	RHCP						2025	\$502,622	RHCP	100%	\$679					
	Cross Town Trail (Phase I, Simpson)	2024	\$200,000							2025	\$1,400,000		100%	\$1400					
	Cross Town Trail (Phase II, SR 3)	2024	\$250,000							2025	\$1,550,000		100%	\$1,550					
	Critical Pedestrian Map	2025	\$50,000							2025				\$50					
	Satsop Avenue Roadway Improvements	2027	\$200,000							2029	\$1,500,000					\$200		\$1,500	
	Alpine Way Roadway Improvements	2025	\$250,000							2025	\$1,250,000			\$150,000					
	San Joaquin/Otter Street Avenue Pedestrian Improvements	2025	\$500,000							2025	\$500,000			\$500,000					
	Oakland Bay Jr. High School Pedestrian Improvements	2025	\$100,000							2025	\$100,000	WSDOT-AT	100%	\$100,000					

Six Year Transportation Improvement Program Definition of Information Codes

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

Functional Classification

Urban (Over 5000 population)

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

Improvement Type Codes

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

Funding Status

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

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

Utility Codes

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

Environmental Data Type

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



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item G2)

Touch Date: 05/07/2024
Brief Date: 05/21/2024
Action Date: 06/04/2024

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

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:

**Work Order with SCJ Alliance for
Transportation Comprehensive Plan
Update**

☐

Ordinance

☒ Dept. Head

J.O.H

☒

Resolution

☐ Finance Director

ATTACHMENTS:

☒

Motion

☐ Attorney

- Resolution No. 1332-0524

- Work Order No. SCJ-24016

☒ City Clerk

☐

Other

☐ City Manager

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

Council approved an Inter Local Agreement (ILA) between Mason County and the City on September 19, 2023 for the City and County to work with SCJ Alliance in the preparation of Comprehensive Plans for each respective agency. The Comprehensive Plan is required by RCW 36.70A, Growth Management, and is a long-range 20-year plan for the City updated every 10 years that captures the vision of where the community wants to be in the future. Mandatory elements to be included in the plan are described in RCW 36.70A.070, and WAC 365-196-400, to include items such as future land use maps, land use types, housing needs, capital facilities, utilities, transportation, economic development, parks & recreation, and goals for the plan to achieve the 20-year vision.

The Water and Wastewater Comprehensive plans were completed by consultants for the City and adopted by Council in 2023 by resolution numbers 1283-0723 and 1282-0723 respectively. The Stormwater Comprehensive Plan update is planned to be completed in FY 2025. Elements from each of the detailed adopted Comprehensive plans will be used in the overall Comprehensive Plan for the City.

The Public Works Department FY 2024 budget included \$100,000 for efforts to update the existing Transportation Comprehensive Plan, previously completed in 2017. SCJ Alliance has a current contract with the City under the On-Call Qualified Pool List for Traffic Engineering, and the City intends to issue Work Order No. SCJ-24016 for them to complete the additional work. The attached Work Order provides a description of the tasks that will be performed to complete the Transportation Comprehensive Plan update.

ANALYSIS/OPTIONS/ALTERNATIVES:

The City could elect not to move forward with the transportation system analysis, but the identified transportation planning work will need to be completed by December of 2025 for the City to conform with State land use requirements.

BUDGET/FISCAL INFORMATION:

\$100,000 was budgeted in the 2024 City Budget to complete the updated Transportation Comprehensive Plan. SCJ proposes to complete the requested work for \$89,000.

PUBLIC INFORMATION REQUIREMENTS:

All past and the current analysis are available for public review and input which can be obtained by contacting the Public Works Department.

STAFF RECOMMENDATION/MOTION:

"I move to adopt Resolution No. 1332-0524 as written."

RESOLUTION NO. 1332-0524

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SHELTON, WASHINGTON
AUTHORIZING THE CITY MANAGER TO APPROVE A PUBLIC WORKS ON-CALL CONSULTANT ROSTER
WORK ORDER FOR COMPLETION OF AN UPDATE TO THE TRANSPORTATION COMPREHENSIVE PLAN**

WHEREAS, the City is required by RCW 35.70A, Growth Management, to update the City Comprehensive Plan every 10 years; and

WHEREAS, the City Comprehensive Plan update is a long-range 20-year plan for the City that captures the vision of where the community wants to be in the future. Mandatory elements to be included in the plan per RCW 36.70A.070, are items such as future land use maps, land use types, housing needs, capital facilities, utilities, transportation, economic development, parks & recreation, and goals for the plan to achieve the 20-year vision; and

WHEREAS, the City and Mason County entered into an Interlocal Agreement (ILA) last September to have SCJ Alliance complete both the City and County Comprehensive Plans; and

WHEREAS; the Water and Wastewater Comprehensive plans were completed by consultants for the City and adopted by Council in 2023 by Resolution numbers 1283-0723 and 1282-0723 respectively. The Stormwater Comprehensive Plan update is planned to be completed in FY 2025. Elements from each of the detailed adopted plans will be used in the overall Comprehensive Plan for the City; and

WHEREAS, the transportation elements identified in the 2017 City Comprehensive Plan need to be updated; and

WHEREAS; The Public Works Department 2024 budget included \$100,000 to prepare an updated Transportation Comprehensive Plan that will replace the current 2017 Transportation Plan elements; and

WHEREAS; SCJ Alliance has a current contract with the City under the On-Call Qualified Pool List for Traffic Engineering, and the City intends to issue Work Order No. SCJ-24016 to them for completion of the requested work.

THEREFORE, BE IT RESOLVED by the City Council of the City of Shelton, Washington, that the City Manager is authorized to execute Work Order Number SCJ-24016, and any subsequent amendments, for SCJ Alliance to complete the updates to the Transportation Comprehensive Plan.

INTRODUCED on the 21st of May 2024 and **PASSED** by the City Council at its regular meeting on the 4th of June 2024.

ATTEST:

Mayor Onisko

City Clerk Nault



Work Order SCJ-24016
Date: May 7, 2024
Task: Transportation Comprehensive Plan Update
To: SCJ Alliance
Scope of Work: SCJ Alliance will update the City 2017 Transportation Comprehensive Plan as a part of the overall City Comprehensive Plan Update, currently underway, as described in Exhibit A, attached hereto.
Budget: \$89,000.00

Task Order Contact Information	
<i>City of Shelton</i>	<i>SCJ Alliance</i>
Name: Jay Harris, PE	Name: Ryan Shea
Phone: 360.490.8567	Phone: 360.352.1465
Email Address: jay.harris@sheltonwa.gov	Email Address: ryan.shea@scjalliance.com

Approving Signatures	
City of Shelton:	Date:
Mark Ziegler, City Manager	
SCJ Alliance:	Date:
Scott Sawyer, PE, Principal	

This work shall be done according to the contractual agreement titled, *On-Call Qualified Pool List, Traffic Engineering* between City of Shelton and SCJ Alliance dated February 23, 2021.

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

EXHIBIT A

Shelton Transportation Plan – Scope of Services

The purpose of this work scope is to prepare an independent Transportation Plan Update for the City based on the land use planning changes anticipated with the 2024/2025 Comprehensive Plan Update. This Transportation Plan will serve as the Transportation Element of the updated Comprehensive Plan.

The primary objective of the Plan will be to take a wholistic look at the City's multimodal transportation system and capture the need for major projects to serve as a backbone transportation system that includes all travel modes.

The Scope of Services is organized into seven phases as described below.

Phase 1: Data Collection and Analysis

- Conduct inventory of existing road and street system, including physical features, functional classification, geometrics and traffic control for key intersections and pavement condition.
 - Pavement Condition Index (PCI) under separate work order, anticipated Summer 2024.
 - ADA Transition Plan also under separate work order, anticipated August 2024.
- Collect most recent five year crash data, sort and identify key problems with severity and reflect on any changes that might be relevant in relation to the city's recent Local Road Safety Plan.
- Conduct inventory of active transportation system including existing facilities, walksheds and operational performance/MMLOS.
- Identify benefits and best practices for development of an enhanced bicycle and pedestrian system,
- Document existing land use and demographic context for the plan.
- Document agency coordination and other modal services. Include transit, school district, county projects, Peninsula RTP, WSDOT and private sector transportation providers.
- Based on expected land development patterns in the Comp Plan, identify locations for turning movement traffic counts and focused intersection analysis. Collection of traffic counts at 20 intersections is assumed for purposes of budgeting.
- Conduct existing intersection operations analysis, review and document concurrency practice and LOS standards.

Phase 1 Fee Estimate: \$21,500

Phase 2: Goal Setting/Coordination with Comprehensive Plan

- Review transportation plans and policies relevant to the Transportation Plan and update as appropriate.
- Prepare vision statement, goals and evaluation criteria to help define deficiencies/identify needs and prioritize improvements.
- It is assumed that most of this effort will be prepared under the Comprehensive Plan preparation tasks with review by the transportation team.

Phase 2 Fee Estimate: \$800

Phase 3: Public Outreach and Engagement

- In conjunction with outreach and engagement efforts underway for the Comprehensive Plan, participate in the following activities:
 - Advisory Committee meetings (assume 3 1.5-hour virtual meetings & coordination)
 - Public meeting (in person)
- It is assumed that public outreach materials will be largely prepared by Comprehensive Plan team who will also attend Planning Commission and City Council meetings.

Phase 3 Fee Estimate: \$4,200

Phase 4: Future Transportation Analysis

- Review and characterize land use updates/influence on forecasts
- Prepare 2045 forecasts - ADT and peak hour
- Conduct 2045 performance evaluation - v/c assessment, may require sensitivity to changes in sub-areas

Phase 4 Fee Estimate: \$12,300

Phase 5: Summary of Needs, Deficiencies and Opportunities

- Identify roadway system gaps and improvement needs
- Update street classification
- Identify priority hot spots and opportunities
- Identify active transportation needs, gaps, and opportunities
- Develop toolbox for active transportation improvements

Phase 5 Fee Estimate: \$7,200

Phase 6: Develop and Prioritize Recommendations

- Prepare draft list of recommended improvements, update and prioritize project list
- Prepare/update cost estimates to be utilized for 6-Year Transportation Improvement Plan (TIP) and associated Transportation Impact Fees (TIF) calculations
 - Consider factors like growth targets and triggers, repair & replacement, and level of service including pedestrian)
- Prepare maps and graphics to support plan findings and recommendations
- Review and prepare financial tables and forecasts by year for 6-Year TIP
- Prepare draft summary of funding opportunities

Phase 6 Fee Estimate: \$28,500

Phase 7: Prepare Transportation Plan

- Prepare standalone transportation planning report
- Assist in preparing transportation section of Comprehensive Plan which could represents an executive summary of the larger transportation plan
- Adoption assistance

Phase 6 Fee Estimate: \$14,500

Total Estimated Fee: \$89,000

END OF SCOPE OF SERVICES



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item G3)

Touch Date: 05/07/2024
Brief Date: 05/21/2024
Action Date: 06/04/2024

Department: Public Works

Presented By: Jay Harris, Public Works Director

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:

**CivilAir Engineers Senior Engineer
Contract Award**

☐

Ordinance

☒ Dept. Head

J.O.H

☒

Resolution

☐ Finance Director

ATTACHMENTS:

☒

Motion

☐ Attorney

- Resolution No. 1333-0524

- Exhibit A, CivilAir Contract

☐

Other

☒ City Clerk

☐ City Manager

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

The City Engineer departed in March of 2023, and the city has not been successful in filling this position. The City Engineer's main role is to manage the private development review, permitting, and inspection group, together with managing the city internal water, sewer, storm drainage, and street capital improvement projects (CIP's).

In the past, Gray & Osborne had provided in-house City Engineer and Senior Engineer duties, but they also are not able to locate/hire Senior Civil Engineers and are not able to staff this position. In addition, the Gray & Osborne 2019 General Services Engineering contract ended on December 31, 2023.

In February 2024, the city posted an RFQ for Senior Engineering Services and received two statements of qualifications for the work. Staff rated the proposals and interviewed each engineering consultant firm and determined that CivilAir Engineers PLLC was the most qualified to perform the work for the City.

Attached Exhibit A is the professional services agreement with CivilAir Engineers for Senior Engineering Services. CivilAir Engineers plans to have staff in the Civic Center two days per week, and available by phone or via MS Teams at other times during the work week. The total cost of the contract for the next year is proposed to not to exceed \$200,000.

The Public Works Engineering Department currently has a large backlog of city capital improvement projects, and the number of private development review applications is increasing exponentially. The 200-lot Olympic Heights subdivision is nearing land use approval and the onsite/offsite infrastructure improvement plans should be submitted to the city in the coming months.

ANALYSIS/OPTIONS/ALTERNATIVES:

The City could elect not to move forward with the senior engineering services contract with CivilAir Engineers, which will increase the timeframe for the review/permit issuance for private development land use submittals and decrease the number of capital improvement projects completed by the city each year.

BUDGET/FISCAL INFORMATION:

Adequate funds exist in the FY 2024 Public Works Engineering fund for the proposed contract with CivilAir Engineers for senior engineering services.

PUBLIC INFORMATION REQUIREMENTS:

All past and current analysis are available for public review and input and can be obtained by contacting the Public Works Department.

STAFF RECOMMENDATION/MOTION:

"I move to adopt Resolution No. 1333-0524 as written."

RESOLUTION NO. 1333-0524

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SHELTON, WASHINGTON
AUTHORIZING THE CITY MANAGER TO APPROVE A PUBLIC WORKS CONTRACT WITH CIVILAIR, PLLC
FOR SENIOR ENGINEER CONSULTING SERVICES**

WHEREAS, over the last year, the City has not been able to fill the vacant City Engineer position; and

WHEREAS, the number of private development review and City capital improvement projects has steadily increased over the last few years that requires onsite employees that have significant engineering knowledge, project management skills, and abilities; and

WHEREAS, Gray & Osborne had previously provided general engineering services for the city, and their contract expired on December 31st, 2023; and

WHEREAS; last February the city posted an RFQ for senior engineering services and received statements of qualifications from two engineering firms; and

WHEREAS, staff reviewed the statements of qualifications, conducted in-person interviews with each firm, and determined that CivilAir Engineers, PLLC as the most qualified consultant to perform the needed work; and

WHEREAS; a professional services agreement was prepared outlining the contract conditions between the City and CivilAir Engineers, and the draft contract is attached and incorporated as Exhibit A.

THEREFORE, BE IT RESOLVED by the City Council of the City of Shelton, Washington, that the City Manager is authorized to execute the senior engineering services contract with CivilAir Engineers, PLLC and execute any subsequent contract amendments.

INTRODUCED on the 21st of May 2024 and **PASSED** by the City Council at its regular meeting on the 4th of June 2024.

ATTEST:

Mayor Onisko

City Clerk Nault

CITY OF SHELTON

PROFESSIONAL SERVICES AGREEMENT

SENIOR ENGINEERING SERVICES Contract No. 24-003-PSA

THIS AGREEMENT, made and effective the 4th day of June 2024 by and between the City of Shelton, Washington, ("City") and CivilAir Engineers, PLLC, ("Consultant"), whose principal office is located at 7112 106th St NW, Gig Harbor, WA 98332.

WHEREAS, The City determined the need to have Senior Engineering services performed to support, complement, and augment capabilities that are otherwise unavailable to or out of the capacity of the City; and

WHEREAS, the City opened proposals submitted in response to the Request for Qualifications on March 5, 2024 and selected CivilAir Engineers, PLLC following formal review of proposals received and interview evaluations; and

WHEREAS, Consultant represented, and by entering into this Agreement now represents, that it is fully qualified to execute the work to be performed hereunder; and

WHEREAS, the services provided herein are professional services as described below:

- ☐ RCW 18.08 – Architects
- ☒ RCW 18.43 – Engineers
- ☐ RCW 18.43 – Land Surveyors
- ☐ RCW 18.96 – Land Landscape Architects

NOW THEREFORE, the parties herein do mutually agree as follows:

1. Engagement of Consultant

The City hereby agrees to engage the Consultant, and the Consultant hereby agrees to perform the work in a competent and professional manner and provide the services described in *Exhibit A – Scope of Work*, attached hereto and incorporated herein by this reference. If the Consultant's proposal is attached as an exhibit, and if such proposal contains or incorporates any conditions or terms in addition to or different from the terms of this Agreement, then the Consultant expressly agrees that such conditions or terms are neither incorporated nor included into this Agreement between the City and Consultant.

2. Duration of Agreement

This Agreement shall commence as of the date of execution of this Agreement and will be for an initial one-year duration with three optional one-year extensions upon mutual written agreement between both parties.

3. Compensation

- A. Total compensation, including all services and reimbursable expenses, shall not exceed a maximum of \$200,000 per contract term. The Consultant shall be paid in such manner, as described in *Exhibit B*. The City shall not compensate the Consultant for invoices that exceed the maximum amount without a mutually agreed contract amendment executed prior to the date of expenses/services incurred. The City reserves the right to disallow invoices that exceed the maximum amount and which, in the City's opinion, do not add value.

- B. The Consultant shall be paid by the City only for completed Work and for services actually rendered and authorized by this Contract, which are described herein. Such payment shall be full compensation for Work performed or services rendered, including, but not limited to, all labor, materials, supplies, equipment, and incidentals necessary to complete the Work.
- C. Consultant may receive payment as reimbursement for Eligible Expenses actually incurred. "Eligible Expenses" means those types and amounts of expenses either listed in Exhibit C or such expenses as are approved for reimbursement by the City's Contract Manager, in writing, prior to the expense being incurred. Expenses not specifically identified in Exhibit C may not be reimbursed unless prior written approval has been obtained from the City. An expense shall not be reimbursed if: 1) the expense is not identified in Exhibit C; 2) the expense would exceed the contract value identified in part A of this Section; 3) the expense was not approved in writing by the City's Contract Manager, or an authorized City representative, prior to the Consultant incurring the expense.
- D. The Consultant shall submit timely invoices to the City for authorized work performed, but not more often than once every thirty (30) days. Timely is to mean within 60 days following either 1) completion of work/tasks for Fixed-Price Contracts, or 2) hours performed for Time & Materials Contracts. Year-end invoices shall be submitted no later than January 10th each year.
- E. If Consultant fails or refuses to correct its work when so directed by the City, the City may withhold from any payment otherwise due an amount that the City in good faith believes is equal to the cost to the City of correcting, re-procuring, or remedying any damage caused by Consultant's conduct.

4. **Method of Payment**

The City shall pay the Consultant for services rendered within thirty (30) days of receipt of an approved invoice. To obtain payment, the Consultant shall:

- A. File its request for payment accompanied by evidence satisfactory to the City justifying the request for payment.
- B. Follow the invoicing guidelines described in *Exhibit D – Invoicing Requirements*, including the Billing Voucher form provided in the Exhibit.
A completed Billing Voucher must accompany each invoice submitted.
- C. To the extent reimbursement of Eligible Expenses is sought, submit itemization of such expenses and all documentation required, as defined in *Exhibit C – Reimbursable Expenses*.
- D. Comply with all applicable provisions of this Agreement.
- E. All requests for payment, including the required Billing Voucher, Cover Letter Report, and any applicable documentation, shall be submitted either via email (preferred method) to PW.Invoices@sheltonwa.gov, or via postal mail addressed to: City of Shelton Attn: Procurement & Contracts Administrator, 525 W Cota Street, Shelton, WA 98584.

5. **Ownership of Tangible Property, Intellectual Property, and Derivative Rights**

- A. Any and all intellectual and tangible property which shall include, but is not limited to, data, analyses, documents, photographs, plans, processes, designs, drawings, specifications, surveys, films, reports, and other work products created, prepared, produced, constructed, assembled, made, performed, or otherwise produced by the Consultant or Consultant's subconsultants for delivery to the City pursuant to this Agreement shall become the sole and absolute property of the City upon completion of the work and payment for the service. Such property shall constitute "work made for hire" as defined by the U.S. Copyright Act of 1976, 17 U.S.C. § 101, and the ownership of the copyright and any other intellectual property rights in such property shall vest in the City at the time of its creation. Ownership of the intellectual property includes the right to copyright, patent, and register, and the ability to transfer these rights. Material which the Consultant uses to perform this Agreement but is not created, prepared, constructed,

assembled, made, performed, or otherwise produced for or paid for by the City is owned by the Consultant and is not “work made for hire” within the terms of this Agreement.

- B. The City may make or permit to be made any modifications to the plans and specifications without the prior written authorization of the Consultant.
- C. Consultant warrants that its subconsultants have conveyed to it, all rights to intellectual and tangible property consistent with the foregoing. Consultant shall indemnify, defend, and hold the City harmless for and against any and all infringement claims brought or threatened as a result of a material breach of this provision.

6. Submission of Reports and Other Documents

The Consultant shall submit all reports and other documents required and/or assigned throughout the term of the contract to the person identified in Section 21 - Notices. Said information shall be subject to review by the City, and if found to be unacceptable based upon industry standards, Consultant shall correct any deficient work and promptly deliver to the City at the Consultant’s expense.

7. Changes

The City may, from time to time, unilaterally change the scope of the services of the Consultant to be performed hereunder. Such changes, including any increase or decrease in the scope of work (and resulting increase or decrease in compensation), shall: (a) be made only in writing and signed by an authorized City representative, (b) be explicitly identified as an Amendment to the Agreement, and (c) become a part of this Agreement.

8. Independent Consultant

The Consultant and the City agree that the Consultant is an Independent Contractor with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties. Neither the Consultant nor any employee of the Consultant shall be entitled to any benefits accorded City employees by virtue of the services provided under this Agreement. The City shall not be responsible for paying, withholding, or otherwise deducting any customary state or federal payroll deductions, including but not limited to FICA, FUTA, state industrial insurance, state workers compensation, or otherwise assuming the duties of an employer with respect to the Consultant or any employee of the Consultant.

9. Registration, Licensing, and Bonding

Consultant shall at all times maintain appropriate registration, licensing, and bonding applicable to professional services to be performed and pursuant to this Agreement, and has provided or will provide written evidence of the same to the City upon execution of this Agreement, and shall require and produce the same with respect to any subcontractors/assignees (if the same are authorized by the City to perform pursuant to this Agreement).

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

10. Provisions of Facilities, Equipment, Personnel

The Consultant shall furnish the facilities, equipment, and personnel necessary to perform the services required under this Agreement, unless otherwise provided herein.

11. Subletting/Assignment of Contracts

Consultant shall not sublet or assign any of the Work without the express, prior written consent of the City.

12. No Conflict of Interest

The Consultant represents to the City that it has no conflict of interest in performing any of the services set forth in Exhibit "A." In the event that the Consultant is asked to perform services for a project with which it may have a conflict, it will disclose such conflict to the City. At the discretion of the City, the City may direct the Consultant to refrain from entering into a contract with representatives of the conflicting project.

13. Compliance with Applicable Industry Standards, Laws, and Requirements

In performing such services, the Consultant shall at all times comply with all federal, state, and local laws applicable to the performance of such services. It is the Consultant's responsibility to identify and comply with such laws, including but not limited to, Washington's laws against discrimination; Washington's Industrial Safety and Health Act and associated regulations; Washington's Unemployment Compensation provisions, and any other applicable laws, statutes, regulations, or requirements otherwise applicable to the services provided under this Agreement.

14. Discrimination Prohibited

The Consultant shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Consultant under this Agreement on the basis of race, color, religion, creed, sex, age, national origin, marital status, or presence of any sensory, mental, or physical handicap, or any other protected class.

15. Indemnification / Hold Harmless

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

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

A. Insurance Term

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

B. No Limitation

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

C. Minimum Scope of Insurance

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

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

D. Minimum Amounts of Insurance

The Consultant shall maintain the following insurance limits:

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

E. Other Insurance Provision

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

F. Acceptability of Insurers

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

G. Verification of Coverage

The Consultant shall furnish the Public Entity with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

H. Notice of Cancellation

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

I. Failure to Maintain Insurance

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

J. Public Entity Full Availability of Consultant Limits

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

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

16. Record Keeping and Reporting

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

17. Audits and Inspections

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

18. Termination

This Agreement may at any time be terminated for any reason by the City upon giving to the Consultant thirty (30) days written notice of the City's intention to terminate the same. If the Consultant's insurance coverage is canceled for any reason, the City shall have the right to terminate this Agreement immediately. Consultant will be paid for satisfactory work performed through the date of termination.

19. Disputes

The Consultant shall present any disputed issue not resolved in accordance with this agreement in writing to the City Manager within 10 days. The decision of the City Manager or designee shall be final, subject to judicial review. The Mason County Superior Court shall have jurisdiction over disputes. In the event of litigation, each party shall bear its own costs and fees.

20. Entire Agreement

This Agreement and Exhibits A, B, C, & D contain the entire agreement between the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind either party. Either party may request changes to the Agreement. Proposed changes, which are mutually agreed upon and signed by each parties authorized signatory, shall be incorporated by written amendments to this Agreement.

21. Notices

Notices shall be sent to the following addresses:

CITY OF SHELTON
Attn: Jay Harris, PE
525 West Cota street
Shelton, WA 98584
jay.harris@sheltonwa.gov

CIVILAIR ENGINEERS, PLLC
Attn: Glenn Chouinard, PE
PO Box 542
Burley, WA 98322
Gchouinard@civilaire.com

22. Authority to Obligate

Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing and bind and obligate such party with respect to all provisions contained in this Agreement.

23. **Counterparts**

Original signatures transmitted and received via electronic transmission of a scanned document, (e.g. PDF or similar format) are true and valid signatures for all purposes hereunder and shall bind the parties to the same extent as that of an original signature. Any such electronic mail transmission shall constitute the final agreement of the parties and conclusive proof of such agreement. Any such electronic counterpart shall be of sufficient quality to be legible either electronically or when printed as hardcopy. The City shall determine legibility and acceptability for public record purposes. This Agreement may be executed in one or more counterparts, each of which shall for all purposes be deemed to be an original and all of which shall constitute the same instrument.

IN WITNESS WHEREOF, the City of Shelton and CivilAir Engineers, PLLC have executed this Agreement as of the date first above written.

CITY OF SHELTON

Mark Ziegler
City Manager

Approved as to form 01/2024

CIVILAIR ENGINEERS, PLLC

Glenn Chouinard, PE

Glenn Chouinard
Vice President

Signatory's Professional Registration No. (WA):
42706

Registered in accordance with:

- ☐ RCW 18.08 – Architects
- ☒ RCW 18.43 – Engineers
- ☐ RCW 18.43 – Land Surveyors
- ☐ RCW 18.96 – Land Scape Architects

EXHIBIT A

SCOPE OF WORK

CivilAir Engineers, PLLC will provide a team consisting of a senior level engineer acting as the Primary team member, as well as additional field and office support staff available as needed to assist on assigned work, at the City's discretion. The Primary team member shall remain consistent throughout the Contract Term and must be able to dedicate working in the City office two days a week with additional availability as needed, either remotely or in the city office. The Primary team member will work closely with City staff, and potentially other outside consultants, in order to support the City in its day to day operations and long-term goals, as well as be responsible for overseeing and managing the progress and execution of work assigned by the City to the Consultant's team.

This contract will be compensated on an hourly basis for the time of the Primary team member while spent in the City offices, and a time and material basis for actual work performed remotely and by the Consultant's office and field support staff on assigned work.

Services of Primary Team Member

The Primary Team Member shall provide the range of skills and knowledge necessary to perform senior level engineering services to the City that may include, but are not limited to:

- Review and evaluation of private development permit applications and submittals, as they pertain to the Public Works Department;
- Research and gather data of the City's utilities and infrastructure;
- Research and review surveys and associated documents, and prepare preliminary easement documents and legal descriptions;
- Pavement condition modeling/reporting;
- Participate in recommending and establishing engineering policies, procedures, standards, guidelines, and evaluate the effectiveness of existing methods, policies, and procedures;
- Participate in weekly coordination meetings for private development and capital projects, focused on budgets, grants, current and upcoming projects, and identifying potential issues and determining resolutions;
- Inspection of private development and capital projects.
- Preparation of project preliminary design reports and cost estimates.

Additional Support Services

The Consultant's office and field staff that make up the remainder of the team may be assigned work to further support the City. Work assigned may involve, but is not limited to:

- Land use planning
- GIS and CAD drafting
- Professional Surveying
- Construction Inspection
- NPDES Phase II Compliance

EXHIBIT B

COMPENSATION

The City shall pay the Consultant a sum equal to the number of hours actually worked , multiplied by the rate identified herein for the staff performing work as authorized, subject to the maximum stated in Paragraph 3(A) of this Agreement, as summarized and stated below. Upon prior notification to the City, the Consultant's actual hourly rates may adjust during the course of this agreement, however, such adjustments shall not affect the total compensation.

<u>POSITION TITLE</u>	<u>HOURLY RATE</u>
Senior Project Manager/Principal Engineer	\$212.50
Senior Construction Manager/Principal	\$177.10

Work will be compensated on an hourly basis for the time of the Primary team member while spent in the City offices, not including travel time. For all other work, performed by either the Primary team member or the office/field support staff, will be compensated on a time and material basis for actual work performed.

Exhibit C – Reimbursable Expenses

Reimbursable expenses for Consultants/Contractors and Sub-Consultants/Sub-Contractors working for the City of Shelton shall follow the guidelines outlined below, unless otherwise specified in the Agreement. All reimbursable expenses will be billed at the actual direct cost, unless otherwise indicated below.

Expense Type	Reimbursement Policies	Documentation Required	Pre- Approval Required?*
Hotel	Lodging reimbursement is limited to the current GSA per-diem daily lodging rate allowance for Mason County plus tax (https://www.gsa.gov/travel-resources). The City does not reimburse for in-room purchases, laundry, or any other incidentals. The City will not reimburse extra booking fees or related charges.	Itemized Receipt from check out – Booking receipts will not be accepted	Yes
Airfare	Based on the most economical flights with reasonable routing. Business class and first class are not reimbursable. Baggage fees are limited to one bag per person.	Receipt	Yes
Airport Shuttle/ Taxi/Rideshare	Actual expense, may include a customary gratuity.	Receipt	Yes
Rental Car	Reimbursement for rental cars will be for a standard size car or smaller and reimbursed for the actual expense.	Receipt	Yes
Ferry Service	Only if required for travel between the local office and the City office/site. If other modes & routes are available, the cheaper route and mode shall be utilized.	Receipt	No
Privately-Owned or Company Car	Mileage shall be calculated from the actual local office or office identified below and reimbursed at the IRS allowable rate for the current year.	Printed Map w/ Mileage	No
Zipcar/Similar Service	The City will reimburse contractual car rental fees to the extent they do not exceed the comparable mileage rate reimbursement.	Receipt & Printed Map	No
Tolls	Only if required for travel between the local office and the City office/site. If other non-toll routes are possible, the cheapest route shall be utilized.	Good to Go or other statement	No
Meals	Meal reimbursement is limited to the current GSA per-diem meal allowance, and only allowed when consultant travels overnight or at least 150 miles per one-way trip. https://www.gsa.gov/travel-resources	Itemized Receipt - Identify Person(s), Meal Type, and Dates of Travel	Yes
Courier or Parcel Services	Reimbursable only if required to fulfill a request of the City. Does not include routine correspondence.	Receipt	No
Printing, copying	Reimbursement will be allowed for documents that are to be provided to the owner or provided to an outside entity on behalf of the owner, only. Prints/copies of documents used by the Consultant/Contractor to perform normal services and not provided to the City are not reimbursable.	Receipt	No
Sub-Consultants/ Sub-Contractors	Up to 5% markup allowed unless grant/funding guidelines prohibit. All subs are subject to these reimbursement guidelines. Sub-Consultants hired to perform basic services required by the Contract are not eligible for reimbursement.	Sub-Invoices	Yes

* Pre-approval means an approval in writing from the Contract Manager prior to the cost(s) being incurred. Documentation of approval shall be included with the invoice.

2396 S. 280th Pl. Federal Way, WA

Office Address Mileage will be calculated from: 98003

EXHIBIT D

INVOICING REQUIREMENTS

The City acknowledges that each consulting firm has their own accounting software and that, in many cases, it may be difficult to change the output or appearance of reports. For City Staff to effectively manage projects and process invoices, however, certain information is critical.

The following are guidelines which the City requires all consultants to follow when preparing invoices for City of Shelton projects.

For On-Call Contracts, the invoicing requirements in Exhibit E – On-Call Supplementary Conditions, shall be followed.

1. **Timing:** Due to potential audit issues, the City *cannot* pay for work done prior to the date listed as the “effective date” noted at the top of the executed Professional or Personal Services Agreement (PSA). Services shall be invoiced for within sixty (60) days of performance but not more frequently than every thirty (30) days.
2. **Individual Invoicing:** In the case of multiple contracts/projects with the City of Shelton, separate invoices shall be submitted per Contract.
3. **Cover Letter Report:** A cover letter summarizing the work done on the project during the period of the invoice, signed by the project manager, must accompany each invoice submitted. Please identify the period covered by the invoice in the heading. The level of detail in the report should be commensurate with the quantity of work occurring during the billing period. Even for the most complex projects, however, a short paragraph for each major task should be sufficient.
4. **Billing Voucher:** A Billing Voucher (page 2, attached to this Exhibit) must be completed and accompany each invoice submitted; a digital pdf or fillable Word version of the document can be emailed upon request. The Billing Voucher summarizes the following:
 - a. Submittal Number - the sequential number of invoices submitted to date, including the current invoice.
 - b. Consultant Information – Name, Mailing Address, Phone Number
 - c. Contract Information – Title of the Contract/Project, and Contract Expiration Date.
 - d. Reporting Period - shall be a *range between two specific dates* for which the invoice covers.
 - e. Invoice Number - a unique number assigned to each invoice by the Consulting Firm in order to distinguish one invoice submission from another.
 - f. Indicates whether the invoice submittal is the final billing for the Contract.
 - g. Budget Summary – shows the total Contract Budget, Previous Payments, Current Request, Total Requested to Date, and Balance Remaining.
5. **Task Breakout:** Each invoice should list the amount being billed by tasks as shown in the Scope of Work. Under each task, include a list of all people that have worked on the project during the invoice period by *name, job title, and billing rate*; A listing by job title only is not acceptable.
6. **Time Sheet Detail:** Timesheet detail with comments (Diary Logs) are required for all time charged.
7. **Backup:** The City requires backup for all reimbursable expenses, and the guidelines outlined in Exhibit C - *Reimbursable Expenses*, must be followed.
8. **Subconsultants:** All requirements asked of the prime consultant must be followed by sub-consultants as well, including reimbursable expenses and Diary Logs.
9. **Rates:** It is the Consultant’s responsibility to verify that rates included on the invoice are consistent with the rates approved by the City, as identified in the executed Contract and any Contract Amendments.
10. **Invoice Submittal:** The invoice package shall be submitted to PW.Invoices@SheltonWA.gov, or via postal mail or courier addressed to: City of Shelton Attn: Procurement & Contracts Administrator, 525 W Cota Street, Shelton, WA 98584.

City of Shelton BILLING VOUCHER

Submittal No.: _____

Consultant: _____ Telephone: () _____

Mailing Address: _____

Project/Contract Title: _____

Contract Number: _____ Contract Expiration: _____

Reporting Period: _____

Amount requested this invoice: \$ _____

Invoice Number: _____ Date of Invoice: _____ (Attach Invoice)

Is this the final Invoice for the Contract? ☐ Yes ☐ No

Authorized Signature

BUDGET SUMMARY

Total contract amount \$ _____

Previous payments \$ _____

Current request \$ _____

Total requested to date \$ _____

Balance remaining \$ _____

Note: If applicable, submit a separate voucher for each Contract.

For City Use Only

- ☐ Approved for payment. I have reviewed the invoice and have confirmed all services and deliverables charged on this invoice have been completed and/or received.

Project Manager/Reviewer Name

Project Manager/Review Signature

Date

01/2024



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item G4)

Touch Date: 06/04/2024
Brief Date: 06/04/2024
Action Date: 06/04/2024

Department: **Executive**
Presented By: **Mark Ziegler**

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:
**Council Board and Committee
Assignments**

☐

Ordinance

☐

Resolution

☒

Motion

☐

Other

ATTACHMENTS:
List of Boards and Committees

☐ Dept. Head

☐ Finance Director

☐ Attorney

☒ City Clerk

☒ City Manager

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

Councilmembers serve on boards and committees to represent the City and the City's interests. Participation may be required via organizational bylaws, law or as established by the Council itself. Annually the Council determines the Councilmember assignments. The assignments were updated on February 6, 2024, but with the resignation of Joe Schmit new assignments are necessary.

Current openings are the Mason County Economic Development Council (EDC), Mason County EMS and Trauma Council and the Council Sub-Committee for Finance and Budget.

Staff recommends the following appointments:

EDC – City Staff

Mason County EMS and Trauma Council – Open for discussion

Sub-Committee for Finance/Budget - Mayor Onisko

Mason County Housing and Behavioral Health Advisory Board – Councilmember Lyndsey Sapp

ANALYSIS/OPTIONS/ALTERNATIVES:

The Council may agree that Councilmembers will serve on boards and committees in the interim of approval of the assignments if a majority decision is not reached.

BUDGET/FISCAL INFORMATION:

N/A

PUBLIC INFORMATION REQUIREMENTS:

The board and committee assignments will be identified on each Councilmember's page on the City website.

STAFF RECOMMENDATION/MOTION:

Staff requests "I move to approve the amended 2024 Council board and committee assignments as presented".

Councilmembers Boards and Committees 2024					
Councilmember	Meeting	Date	Contact	Time	Alternate Rep.
			Karin Leaf choosemason.com (360) 426-2276	7:45 a.m.	
Staff	Economic Development Council (EDC)	2nd Thursday			
Eric Onisko	Lodging Tax Advisory Committee (LTAC)	September	City Clerk	Varies	
			Keli Dunlap kdunlap@co.mason.wa.us (360) 427-9670 x849	7:30 a.m.	
Sharon Schirman	Mason County Criminal Justice Working Team	3rd Wednesday			
Tom Gilmore	MACECOM Legislative and Governing Board	3rd Thursday		3:00 p.m.	
			Diane Zoren dlz@masoncountywa.gov (360) 427-9670 x747	8:00 a.m.	
Melissa Stearns	Law Enforcement Officers & Fire Fighters (LEOFF) Board	1st Tuesday			
Miguel Gutierrez	Mason County Board of Health Meeting	4th Tuesday-every other month		3:00 p.m.	
Joe Schmit	Mason County EMS & Trauma Council	3rd Thursday @ MGH	Joe Hoffman, MD office@masoncountyems.com	10:00am	
			clerk@masontransit.org (360) 426-9434	4:00 p.m.	
Eric Onisko	Mason Transit Authority Board - Regular Meeting	3rd Tuesday			
Eric Onisko	Mason Transit Authority Board - Joint Meeting	2nd Tuesday - Quarterly	clerk@masontransit.org (360) 426-9434	TBA	
			Thera Black TheraB@PeninsulaRTPO.org (360) 878-0353	10:00 a.m.	
George Blush	Peninsula Regional Transportation Planning Organization (PRTPO)	3rd Friday - Alternating months			
			Abe Gardner agardner@northmasonfa.com (360) 801-9555	9:00am	
Melissa Stearns	Opioid Stakeholders Meeting	2nd Wednesday			
			Todd Parker tparker@co.mason.wa.us (360) 427-9670 x293	9:00 a.m.	
Lyndsey Sapp	Mason County Housing & Behavioral Health Advisory Board	4th Wednesday			
Miguel Gutierrez	Shelton Memorial Park Board	?	?	?	
ALL	Shelton Metropolitan Park District Board (SMPD)	Quarterly	City Manager	5:45 p.m.	
Schirman, Gutierrez, Blush	Council Sub-Committee on Homeless Response	Semi-monthly	City Manager	9:00am	
Gutierrez, Onisko, Schirman	Council Sub-Committee Finance/Budget	As-needed	City Manager		