



Shelton City Council Meeting Agenda
April 1, 2025 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 112679 through 112725 and EFT payment numbers 1097 through 1118 in the total amount of \$389,361.34
2. Vouchers numbered 112739 through 112772 and EFT payment numbers 1119 through 1138 in the total amount of \$120,179.96
3. Payroll warrants numbered 4040 through 4041 and 14558 through 14653. Warrants 112728 through 112738 in the amount of \$364,949.00
4. Payroll warrant numbered 14654. Warrants 112774 through 112776 in the amount of \$1,531.68
5. Resolution No. 1369-0225 Budget Commitment for Post-Construction Monitoring at C Street Landfill
6. Resolution No. 1370-0225 SPD Towing Contract
7. Minutes:
 - Business Meeting of January 21, 2025

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

The Council invites members of the public to provide comments 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 an Action item, please write 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. Law Enforcement Memorial Induction
2. Proclamation – Child Abuse Prevention Month

F. Business Agenda (Study/No Action)

1. Resolution No. 1366-1224 WSDOT Striping Maintenance Agreement Amendment #1 – Presented by Public Works Director Jay Harris
2. Resolution No. 1374-0325 Gray & Osborne Satellite WWTP Reclaimed Water Tank Design Contract Amendment No. 5 – Presented by Assistant Public Works Director Brent Armstrong
3. Resolution No. 1362-1124 Transpo Group Agreement No. 24-007-PSA for Systemic Pedestrian Safety & Olympic Hwy. North Improvement Design Services – Presented by Assistant Public Works Director Aaron Nix
4. Resolution No. 1376-0325 Transportation Benefit District (TBD) Ballot Proposition – Presented by City Manager Mark Ziegler

G. Action Agenda (Action/Public Comment Taken)

1. Resolution No. 1350-0924 Work Order #SCJ-25001 – Mid-Block Crossing (OBJH) Safety Improvement Design – Presented by Asst. Public Works Director Aaron Nix

H. Administration Reports

1. City Manager Report

I. New Items for Discussion

J. Announcement of Next Meeting – April 15, 2025 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 4:00pm the day of the meeting)

Telephone: (360) 432-5103 (before 4:00pm the day of the meeting)

Your comments will be relayed directly to the Council.



2025 Looking Ahead

(Items and dates are subject to change)

Tues. 4/8 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> • Comp. Plan Land Use Update • Multi-Family Tax Exemption Ordinance 	Packet Items Due: 4/4 @ noon
Tues. 4/15 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"> • February Financial Status Report Business Agenda <ul style="list-style-type: none"> • Resolution No. 1375-0325 Work Order #PMX-25001 for MBR Headworks Upgrade/Design • Resolution No. 1377-0325 Work Order #PMX-25002 for Goldsborough Creek Sewer Bypass Removal Project (Design) Public Hearing <ul style="list-style-type: none"> • Action Agenda <ul style="list-style-type: none"> • Resolution No. 1366-1224 WSDOT City Street Striping Contract Amendment • Resolution No. 1374-0325 Gray & Osborne Satellite WWTP Reclaimed Tank Design Contract Amend. No. 5 • Resolution No. 1362-1124 Agreement #24-007-PSA for Systemic Ped. Safety & Olympic Hwy North Improvements Design Services • Resolution No. 1376-0325 Proposed TBD Ballot Measure Administration Report <ul style="list-style-type: none"> • 	Packet Items Due: 4/4 @ 5:00 p.m.
Tues. 4/22 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> • 	Packet Items Due: 4/18 @ noon
Mon. 5/5 8:30 a.m.	Special Meeting	Council Retreat	N/A
Tues. 5/6 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 <ul style="list-style-type: none"> • Public Hearing <ul style="list-style-type: none"> • Action Agenda <ul style="list-style-type: none"> • Resolution No. 1375-0325 Work Order #PMX-25001 for MBR Headworks Upgrade/Desing 	Packet Items Due: 4/25 @ 5:00 p.m.

		<ul style="list-style-type: none"> Resolution No. 1377-0325 Work Order #PMX-25002 for Goldsborough Creek Sewer Bypass Removal Project (Design) Administration Reports	
Tues. 5/13 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 5/9 @ noon
Tues. 5/20 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"> March Financial Status Report Business Agenda <ul style="list-style-type: none"> Public Hearing <ul style="list-style-type: none"> Action Agenda <ul style="list-style-type: none"> Administration Reports	Packet Items Due: 5/9 @ 5:00 p.m.
Tues. 5/27 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 5/22 @ noon
Tues. 6/3 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"> Public Hearing <ul style="list-style-type: none"> Action Agenda <ul style="list-style-type: none"> Administration Reports	Packet Items Due: 5/22 @ 5:00 p.m.
Tues. 6/10 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 6/6 @ noon

Other – TBD

- International Property Maintenance Code
- Downtown Street Tree/Sidewalk Repair Project
- Civic Center Police Area Fencing Project
- MBR Treatment Plant Tank Project
- Angleside Pressure Zone Improvement Project
- Civic Center Uninterrupted Power Supply (UPS) Replacement Project (State Contract Procurement)
- Shelton Reservoir Vent Hood Replacement Project

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 112679 through number 112725 and EFT payment numbers 1097 through 1118 in the total amount of \$389,361.34 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 13th of March, 2025.


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 _____, 2025.

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: APPKT03483 - MARCH 14, 2025 AP PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
2901	ASPECT CONSULTING, LLC	03/13/2025	EFT	0.00	5,562.75	1097
005900	CAPITAL BUSINESS MACHINES	03/13/2025	EFT	0.00	1,399.41	1098
	Void	03/13/2025	EFT	0.00	0.00	1099
VEN02063	CARL TANNE	03/13/2025	EFT	0.00	450.00	1100
VEN02589	CIVILAIR ENGINEERS PLLC	03/13/2025	EFT	0.00	24,443.75	1101
008450	COMMUNITY ACTION COUNCIL	03/13/2025	EFT	0.00	75.00	1102
009231	DARREN PARSE	03/13/2025	EFT	0.00	300.00	1103
009351	DELAGE LANDEN FINANCIAL SVCS	03/13/2025	EFT	0.00	404.32	1104
023078	FASTENAL COMPANY	03/13/2025	EFT	0.00	1,132.99	1105
040960	GRAINGER	03/13/2025	EFT	0.00	304.66	1106
VEN02276	JAMES N DOCTER	03/13/2025	EFT	0.00	3,000.00	1107
082975	L. G. ISAACSON CO. INC.	03/13/2025	EFT	0.00	61.43	1108
142952	NORTH CENTRAL LABORATORIES	03/13/2025	EFT	0.00	583.21	1109
VEN01558	NORTHWEST CUSTOM TEES	03/13/2025	EFT	0.00	165.53	1110
151000	P. U. D. # 3	03/13/2025	EFT	0.00	53,902.57	1111
	Void	03/13/2025	EFT	0.00	0.00	1112
	Void	03/13/2025	EFT	0.00	0.00	1113
VEN02051	POINT EMBLEMS, LLC	03/13/2025	EFT	0.00	266.81	1114
183400	SCJ ALLIANCE- SHEA, CARR & JEWEL	03/13/2025	EFT	0.00	3,031.30	1115
VEN01972	THOMAS A FURRER	03/13/2025	EFT	0.00	1,647.04	1116
202392	VERIZON WIRELESS	03/13/2025	EFT	0.00	945.81	1117
VEN02437	WALTER E NELSON CO OF WESTERN	03/13/2025	EFT	0.00	105.50	1118
000401	A T & T	03/14/2025	Regular	0.00	58.22	112679
001765	AMERICAN PUBLIC WORKS ASSOC	03/14/2025	Regular	0.00	230.00	112680
098000	BUILDERS FIRSTSOURCE	03/14/2025	Regular	0.00	82.43	112681
VEN02666	CABOT J DOW	03/14/2025	Regular	0.00	1,950.00	112682
006400	CASCADE NATURAL GAS	03/14/2025	Regular	0.00	7,772.49	112683
108679	CENTRAL MASON FIRE AND EMS	03/14/2025	Regular	0.00	179,437.14	112684
VEN01728	CLARITY CONSULTING ENGINEERS P	03/14/2025	Regular	0.00	48,369.20	112685
VEN02667	CLIFF PETHERAM	03/14/2025	Regular	0.00	400.00	112686
009566	DEPARTMENT OF HEALTH	03/14/2025	Regular	0.00	5,442.00	112687
009573	DEPT OF ECOLOGY	03/14/2025	Regular	0.00	4,174.50	112688
009573	DEPT OF ECOLOGY	03/14/2025	Regular	0.00	4,174.50	112689
VEN02619	DOUG WOY	03/14/2025	Regular	0.00	304.00	112690
VEN01592	EDGAR JERONIMO PABLO	03/14/2025	Regular	0.00	840.00	112691
VEN02460	FIRST CITIZENS BANK & TRUST CO	03/14/2025	Regular	0.00	558.32	112692
VEN02425	HUMANE SOCIETY OF MASON COUN	03/14/2025	Regular	0.00	100.00	112693
036236	JERI TIDD	03/14/2025	Regular	0.00	20.00	112694
085995	LANGUAGE LINE SERVICES	03/14/2025	Regular	0.00	198.31	112695
VEN02631	LAW, LYMAN, DANIEL, KAMERRER, I	03/14/2025	Regular	0.00	670.10	112696
087799	LEMAY MOBILE SHREDDING	03/14/2025	Regular	0.00	15.11	112697
090100	LES SCHWAB TIRES	03/14/2025	Regular	0.00	222.07	112698
109750	MASON COUNTY DISTRICT COURT	03/14/2025	Regular	0.00	600.00	112699
108850	MASON COUNTY GARBAGE CO.-A V	03/14/2025	Regular	0.00	4,803.46	112700
114350	MASON GENERAL HOSPITAL	03/14/2025	Regular	0.00	49.00	112701
VEN02241	MICHELLE PUGH	03/14/2025	Regular	0.00	349.60	112702
VEN01351	OSCAR MATIAS PABLO	03/14/2025	Regular	0.00	280.00	112703
153500	PACIFIC LAMP & SUPPLY CO	03/14/2025	Regular	0.00	302.91	112704
VEN02070	PAPE MACHINERY	03/14/2025	Regular	0.00	23.82	112705
VEN02623	PETROCARD, INC	03/14/2025	Regular	0.00	4,122.84	112706
VEN02353	POMP'S TIRE SERVICE INC	03/14/2025	Regular	0.00	1,932.83	112707
164899	QWEST DBA CENTURYLINK	03/14/2025	Regular	0.00	1,068.02	112708
VEN02523	RAH INTERMEDIATE, LLC	03/14/2025	Regular	0.00	242.81	112709
166927	RAINIER LIGHTING & ELECTRICAL	03/14/2025	Regular	0.00	176.09	112710

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN02668	REIGN CENTER FOR PSYCHOLOGICA	03/14/2025	Regular	0.00	465.00	112711
903584	RIGHT SYSTEMS	03/14/2025	Regular	0.00	3,404.95	112712
VEN02656	SPEX CERTI PREP, LLC	03/14/2025	Regular	0.00	121.67	112713
178252	TASCHNER LAW, PLLC	03/14/2025	Regular	0.00	14,440.00	112714
VEN02199	TERMINIX PROCESSING CENTER	03/14/2025	Regular	0.00	557.57	112715
201100	TITUS-WILL	03/14/2025	Regular	0.00	90.93	112716
201300	TOZIER BROS INC.	03/14/2025	Regular	0.00	96.11	112717
VEN02499	TRANSUNION RISK AND ALTERNATI	03/14/2025	Regular	0.00	130.68	112718
202195	U.S. BANK N.A.-CUSTODY	03/14/2025	Regular	0.00	40.00	112719
201957	ULINE	03/14/2025	Regular	0.00	351.34	112720
VEN02561	VERIZON COMMUNICATIONS INC	03/14/2025	Regular	0.00	75.00	112721
VEN02544	VESTIS GROUP INC	03/14/2025	Regular	0.00	166.96	112722
VEN02287	WARRIOR WOMAN LAW PLLC	03/14/2025	Regular	0.00	1,490.00	112723
203780	WATER MGMNT LABORATORIES INC	03/14/2025	Regular	0.00	422.00	112724
053987	WESTBAY NAPA AUTO PARTS	03/14/2025	Regular	0.00	757.28	112725

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	102	47	0.00	291,579.26
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	35	22	0.00	97,782.08
	137	69	0.00	389,361.34

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	3/2025	389,361.34
			<u>389,361.34</u>





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2901	ASPECT CONSULTING, LLC	03/13/2025	EFT	0.00	5,562.75	1097
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
614795	Invoice	03/07/2025	"C" STREET LANDFILL	0.00	5,562.75	
403-000-000-53780-4103		SOLID WST - Prof Serv- "C"		"C" STREET LANDFILL	5,562.75	
005900	CAPITAL BUSINESS MACHINES	03/13/2025	EFT	0.00	1,399.41	1098
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV256053	Invoice	03/10/2025	CONTRACT# CN3230-01	0.00	602.96	
001-111-000-51423-4500		FIN AC - Operating Rental		CONTRACT# CN3230-01	361.78	
001-130-000-51810-4500		HR - Operating Rentals		CONTRACT# CN3230-01	241.18	
INV256054	Invoice	03/10/2025	CBM CONTRACT #CN3370-01	0.00	440.28	
001-110-000-51160-4500		COUNCIL - Operating Ren		CONTRACT#CN3370-01	108.75	
001-111-000-51421-4500		FIN UB - Operating Rental		CONTRACT#CN3370-01	4.14	
001-111-000-51423-4500		FIN AC - Operating Rental		CONTRACT#CN3370-01	15.41	
001-115-000-51896-4500		PW ENG - Operating Rent		CONTRACT#CN3370-01	147.27	
001-120-000-51310-4500		C MGR - Operating Rental		CONTRACT#CN3370-01	4.98	
001-121-000-51430-4500		CLK REC - Operating Rent		CONTRACT#CN3370-01	1.23	
001-130-000-51810-4500		HR - Operating Rentals		CONTRACT#CN3370-01	0.40	
001-132-000-51888-4500		IT - Operating Rentals		CONTRACT#CN3370-01	17.61	
001-140-000-55860-4500		CD PLAN - Operating Rent		CONTRACT#CN3370-01	113.37	
001-141-000-57680-4500		PARKS - Operating Rental		CONTRACT#CN3370-01	12.24	
001-142-000-51830-4500		FACIL - Operating Rental		CONTRACT#CN3370-01	14.35	
001-143-000-57320-4500		COM CTR ARTS - Operatin		CONTRACT#CN3370-01	0.53	
INV256055	Invoice	03/10/2025	CONTRACT# CN3227-01	0.00	38.12	
401-000-000-53480-4501		WAT - Operating Rentals -		CONTRACT# CN3227-01	38.12	
INV256056	Invoice	03/10/2025	CONTRACT# CN3364-01	0.00	77.63	
401-000-000-53480-4500		WAT - Operating Rentals		CONTRACT# CN3364-01	77.63	
INV256057	Invoice	03/10/2025	CONTRACT# CN1866-01	0.00	108.71	
402-400-000-53580-4500		SEW SV MN - Operating R		CONTRACT# CN1866-01	108.71	
INV256077	Invoice	03/10/2025	CONTRACT# CN1692-01	0.00	16.96	
001-112-000-51251-4500		MUNI CT - Operating Ren		CONTRACT# CN1692-01	16.96	
INV256078	Invoice	03/10/2025	CONTRACT# CN3142-01	0.00	27.23	
001-112-000-51251-4500		MUNI CT - Operating Ren		CONTRACT# CN3142-01	27.23	
INV256079	Invoice	03/10/2025	CONTRACT# CN3143-01	0.00	41.10	
001-112-000-51251-4500		MUNI CT - Operating Ren		CONTRACT# CN3143-01	41.10	
INV256080	Invoice	03/10/2025	CONTRACT# CN3144-01	0.00	38.12	
001-112-000-51251-4500		MUNI CT - Operating Ren		CONTRACT# CN3144-01	38.12	
INV256081	Invoice	03/10/2025	CONTRACT# CN3588-01	0.00	8.30	
001-112-000-51251-4500		MUNI CT - Operating Ren 24-ITC		CONTRACT# CN3588-01	8.30	
Void		03/13/2025	EFT	0.00	0.00	1099
VEN02063	CARL TANNE	03/13/2025	EFT	0.00	450.00	1100
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
FEBRUARY ITC 20	Invoice	03/10/2025	INTERPRETATION FEB 2,12,19,26	0.00	450.00	
001-112-000-51251-4106		MUNI CT - Interpreter Ex	24-ITC	INTERPRETATION FEB 2,12,	450.00	
VEN02589	CIVILAIR ENGINEERS PLLC	03/13/2025	EFT	0.00	24,443.75	1101

Check Register

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
250228	Invoice	02/28/2025	SENIOR ENGINEERING SERVICES	0.00	24,443.75	
001-115-000-51896-4100		PW ENG - Professional Se		SENIOR ENGINEERING SER	15,937.50	
302-000-000-59561-4101		CAP IMP - CAP Streets/Si	23-DOWNTOWNTREE	SENIOR ENGINEERING SER	2,450.00	
302-000-000-59562-4100		CAP IMP - SPECIAL PURP	24-TRAIL INTERIM	SENIOR ENGINEERING SER	6,056.25	
008450	COMMUNITY ACTION COUNCIL	03/13/2025	EFT	0.00	75.00	1102
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
241231COS	Invoice	03/06/2025	OCTOBER - DECEMBER 2024 APPLICATION	0.00	75.00	
001-111-000-51421-4100		FIN UB - Professional Serv		OCTOBER - DECEMBER 202	75.00	
009231	DARREN PARSE	03/13/2025	EFT	0.00	300.00	1103
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INTERPRETATION	Invoice	03/05/2025	INTERPRETATION03052025	0.00	300.00	
001-112-000-51251-4106		MUNI CT - Interpreter Ex		INTERPRETATION0305202	300.00	
009351	DELAGE LANDEN FINANCIAL SVCS	03/13/2025	EFT	0.00	404.32	1104
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
589577178	Invoice	03/08/2025	CONTRACT # 500-50411706	0.00	202.16	
001-118-000-52122-4500		PD PAT - Operating Rental		CONTRACT # 500-5041170	16.52	
001-118-000-59121-7001		PD - Long Term Lease		CONTRACT # 500-5041170	185.64	
83522033	Invoice	03/01/2025	CONTRACT# 500-50411706	0.00	202.16	
001-118-000-52122-4500		PD PAT - Operating Rental		CONTRACT# 500-5041170	16.52	
001-118-000-59121-7001		PD - Long Term Lease		CONTRACT# 500-5041170	185.64	
023078	FASTENAL COMPANY	03/13/2025	EFT	0.00	1,132.99	1105
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
WATUM231686	Invoice	02/26/2025	CUST# WATUM1962 BLADES	0.00	10.62	
402-400-000-53580-3100		SEW SV MN - Office and		CUST# WATUM1962 BLA	10.62	
WATUM231690	Invoice	02/26/2025	CUST# WATUM1962 MISC SUPPLIES	0.00	170.59	
402-400-000-53580-3100		SEW SV MN - Office and		CUST# WATUM1962 MISC	170.59	
WATUM231822	Invoice	02/27/2025	CUST# WATUM1962 WIPERS,GLOVES,ELE	0.00	530.81	
402-400-000-53580-3100		SEW SV MN - Office and		CUST# WATUM1962 WIPE	530.81	
WATUM231824	Invoice	02/27/2025	CUST# WATUM1961 GLOVES, WIPERS	0.00	230.60	
401-000-000-53480-3100		WAT - Office and Operati		CUST# WATUM1961 GLOV	230.60	
WATUM232004	Invoice	03/06/2025	CUST# WATUM1961 MISC SUPPLIES	0.00	190.37	
401-000-000-53480-3100		WAT - Office and Operati		CUST# WATUM1961 MISC	190.37	
040960	GRAINGER	03/13/2025	EFT	0.00	304.66	1106
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
9418239001	Invoice	02/24/2025	ACCT# 839177342 WIPES, PIPE WRENCH	0.00	304.66	
402-640-000-53580-3100		SEW SV SAT - Office and		ACCT# 839177342 WIPES,	304.66	
VEN02276	JAMES N DOCTER	03/13/2025	EFT	0.00	3,000.00	1107
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
#9	Invoice	03/06/2025	MARCH/2025 COURT FACILITATOR SRVS IT	0.00	3,000.00	
001-112-000-51251-4109		MUNI CT - Other Professi	24-ITC	MARCH/2025 COURT FACI	3,000.00	
082975	L. G. ISAACSON CO. INC.	03/13/2025	EFT	0.00	61.43	1108

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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	
T350927	Invoice	02/27/2025	CUST# SHECITO 1000 LUM FLASHLIGHT	0.00	61.43	
101-000-000-54230-3100		ST RD WAY - Office and O		CUST# SHECITO 1000 LUM	61.43	
142952	NORTH CENTRAL LABORATORIES	03/13/2025	EFT	0.00	583.21	1109
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
516347	Invoice	02/26/2025	ACCT# 42215 SUPPLIES	0.00	583.21	
402-400-000-53580-3100		SEW SV MN - Office and		ACCT# 42215 SUPPLIES	583.21	
VEN01558	NORTHWEST CUSTOM TEES	03/13/2025	EFT	0.00	165.53	1110
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1955	Invoice	03/10/2025	VOLLEYBALL CHAMPION SHIRTS	0.00	165.53	
001-141-000-57120-3100		REC - Office and Operatin		VOLLEYBALL CHAMPION S	165.53	
151000	P. U. D. # 3	03/13/2025	EFT	0.00	53,902.57	1111

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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>101001 MARCH 2</u> Invoice	03/06/2025	101001 MARCH 2025		0.00	53,838.08	
<u>001-140-000-55430-4700</u>	CD AN CTRL - Utility Servi		35199001 MARCH 2025		277.18	
<u>001-141-000-57680-4700</u>	PARKS - Utility Services		30003001 MARCH 2025		162.57	
<u>001-141-000-57680-4700</u>	PARKS - Utility Services		32453001 MARCH 2025		153.09	
<u>001-141-000-57680-4700</u>	PARKS - Utility Services		82241001 MARCH 2025		107.56	
<u>001-141-000-57680-4700</u>	PARKS - Utility Services		25911003 MARCH 2025		105.85	
<u>001-142-000-51890-4715</u>	FACIL CIVIC - Utility Servic		28249001 MARCH 2025		3,555.01	
<u>001-142-000-57250-4700</u>	FACIL LIB - Utility Services		35665001 MARCH 2025		772.71	
<u>001-142-000-57530-4700</u>	FACIL MUSM - Utility Serv		27639001 MARCH 2025		699.46	
<u>101-000-000-54263-4700</u>	ST LGHT - Utility Services		27837001 MARCH 2025		2,038.01	
<u>101-000-000-54263-4700</u>	ST LGHT - Utility Services		27839002 MARCH 2025		10,112.47	
<u>101-000-000-54264-4700</u>	ST TR CTL - Utility Service		35337001 MARCH 2025		90.71	
<u>101-000-000-54264-4700</u>	ST TR CTL - Utility Service		109441001 MARCH 2025		81.23	
<u>101-000-000-54264-4700</u>	ST TR CTL - Utility Service		109413001 MARCH 2025		67.78	
<u>101-000-000-54264-4700</u>	ST TR CTL - Utility Service		109397001 MARCH 2025		95.03	
<u>101-000-000-54264-4700</u>	ST TR CTL - Utility Service		101097001 MARCH 2025		93.82	
<u>101-000-000-54264-4700</u>	ST TR CTL - Utility Service		26197001 MARCH 2025		91.43	
<u>101-000-000-54264-4700</u>	ST TR CTL - Utility Service		25911002 MARCH 2025		120.19	
<u>101-000-000-54264-4700</u>	ST TR CTL - Utility Service		101002 MARCH 2025		99.13	
<u>101-000-000-54264-4700</u>	ST TR CTL - Utility Service		101001 MARCH 2025		96.33	
<u>101-000-000-54265-4700</u>	ST PRK FAC - Utility Servic		26857001 MARCH 2025		28.68	
<u>101-000-000-54270-4700</u>	ST RD PRK - Utility Service		250321001 MARCH 2025		87.51	
<u>401-000-000-53480-4700</u>	WAT - Utility Services		277201002 MARCH 2025		157.15	
<u>401-000-000-53480-4700</u>	WAT - Utility Services		8511001 MARCH 2025		178.29	
<u>401-000-000-53480-4700</u>	WAT - Utility Services		101149001 MARCH 2025		120.60	
<u>401-000-000-53480-4700</u>	WAT - Utility Services		277201001 MARCH 2025		206.76	
<u>401-000-000-53480-4700</u>	WAT - Utility Services		25911001 MARCH 2025		1,797.61	
<u>401-000-000-53480-4700</u>	WAT - Utility Services		25913001 MARCH 2025		143.44	
<u>401-000-000-53480-4700</u>	WAT - Utility Services		26729001 MARCH 2025		589.34	
<u>401-000-000-53480-4700</u>	WAT - Utility Services		35201001 MARCH 2025		1,834.97	
<u>401-000-000-53480-4700</u>	WAT - Utility Services		113939001 MARCH 2025		113.97	
<u>401-000-000-53480-4700</u>	WAT - Utility Services		101155001 MARCH 2025		4,893.67	
<u>401-000-000-53480-4700</u>	WAT - Utility Services		45451001 MARCH 2025		193.64	
<u>401-000-000-53480-4700</u>	WAT - Utility Services		46051001 MARCH 2025		168.17	
<u>401-000-000-53480-4701</u>	WAT - Utility Services - Sh		26717001 MARCH 2025		164.87	
<u>402-300-000-53580-4700</u>	SEW CL MN - Utility Servi		18515001 MARCH 2025		84.21	
<u>402-300-000-53580-4700</u>	SEW CL MN - Utility Servi		47009001 MARCH 2025		76.70	
<u>402-300-000-53580-4700</u>	SEW CL MN - Utility Servi		85079001 MARCH 2025		70.88	
<u>402-400-000-53580-4700</u>	SEW SV MN - Utility Servi		30003002 MARCH 2025		1,991.19	
<u>402-400-000-53580-4700</u>	SEW SV MN - Utility Servi		26551001 MARCH 2025		2,767.49	
<u>402-400-000-53580-4700</u>	SEW SV MN - Utility Servi		259409001 MARCH 2025		13,176.75	
<u>402-640-000-53580-4700</u>	SEW SV SAT - Utility Servi		25911005 MARCH 2025		74.15	
<u>402-640-000-53580-4700</u>	SEW SV SAT - Utility Servi		252689001 MARCH 2025		6,031.90	
<u>404-000-000-53180-4700</u>	STRM - Utility Services		85183001 MARCH 2025		66.58	
<u>28249003 MARC</u> Invoice	03/06/2025	28249003 TREE MAZE/MARCH 2025		0.00	64.49	
<u>001-142-000-57250-4700</u>	FACIL LIB - Utility Services		28249003 TREE MAZE/MA		64.49	
	Void	03/13/2025	EFT	0.00	0.00	1112
	Void	03/13/2025	EFT	0.00	0.00	1113
VEN02051	POINT EMBLEMS, LLC	03/13/2025	EFT	0.00	266.81	1114
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>18134</u> Invoice	03/06/2025	POLICE OFFICE/DETECTIVE BADGES		0.00	266.81	
<u>001-118-000-52122-3101</u>	PD PAT - Uniforms		POLICE OFFICE/DETECTIVE		266.81	
183400	SCJ ALLIANCE- SHEA, CARR & JEWEL	03/13/2025	EFT	0.00	3,031.30	1115

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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	
80213	Invoice	02/28/2025	2025 COMP PLAN & EIS	0.00	3,031.30	
001-140-000-55870-4100		CD ECON DEV - EDC-Profe		2025 COMP PLAN & EIS	3,031.30	
VEN01972	THOMAS A FURRER	03/13/2025	EFT	0.00	1,647.04	1116
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
MARCH/2025	Invoice	03/01/2025	MARCH/2025 COURT SECURITY SERVICES	0.00	1,647.04	
001-112-000-51251-4109		MUNI CT - Other Professi		MARCH/2025 COURT SEC	1,647.04	
202392	VERIZON WIRELESS	03/13/2025	EFT	0.00	945.81	1117
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
6106755837	Invoice	02/23/2025	ACCT# 342078219-00001	0.00	389.15	
001-115-000-51895-4200		PW ADM - Communicatio		ACCT# 342078219-00001	112.84	
001-140-000-55430-4200		CD AN CTRL - Communica		ACCT# 342078219-00001	42.82	
001-140-000-55850-4200		CD BLDG - Communicatio		ACCT# 342078219-00001	42.82	
001-141-000-57680-4200		PARKS - Communication		ACCT# 342078219-00001	42.82	
001-142-000-51830-4200		FACIL - Communication		ACCT# 342078219-00001	42.82	
401-000-000-53480-4200		WAT - Communication		ACCT# 342078219-00001	70.02	
402-400-000-53580-4200		SEW SV MN - Communica		ACCT# 342078219-00001	35.01	
6106849141	Invoice	02/23/2025	ACCT# 942084392-00001	0.00	556.66	
001-110-000-51160-4200		COUNCIL - Communicatio		ACCT# 942084392-00001	299.74	
001-111-000-51423-4200		FIN AC - Communication		ACCT# 942084392-00001	42.82	
001-112-000-51251-4200		MUNI CT - Communicatio		ACCT# 942084392-00001	42.82	
001-112-000-51251-4200		MUNI CT - Communicatio	24-ITC	ACCT# 942084392-00001	42.82	
001-120-000-51310-4200		C MGR - Communication		ACCT# 942084392-00001	42.82	
001-121-000-51430-4200		CLK REC - Communication		ACCT# 942084392-00001	42.82	
001-140-000-55850-4200		CD BLDG - Communicatio		ACCT# 942084392-00001	42.82	
VEN02437	WALTER E NELSON CO OF WESTERN	03/13/2025	EFT	0.00	105.50	1118
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1044353	Invoice	03/07/2025	CUST# 12400 MISC SUPPLIES	0.00	105.50	
001-142-000-51830-3100		FACIL - Office and Operati		CUST# 12400 MISC SUPPLI	26.71	
001-142-000-51890-3115		FACIL CIVIC - Office and O		CUST# 12400 MISC SUPPLI	78.79	
000401	A T & T	03/14/2025	Regular	0.00	58.22	112679
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
030 265 9923 00	Invoice	03/03/2025	030 265 9923 001 MARCH 25	0.00	58.22	
402-400-000-53580-4200		SEW SV MN - Communica		030 265 9923 001 MARCH	58.22	
001765	AMERICAN PUBLIC WORKS ASSOC	03/14/2025	Regular	0.00	230.00	112680
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
SO# 000876038	Invoice	03/10/2025	ADDITIONAL 1 MBR, WA CHAPTER DUES	0.00	230.00	
001-115-000-51895-4307		PW ADM - Travel-Training		ADDITIONAL 1 MBR, WA C	230.00	
098000	BUILDERS FIRSTSOURCE	03/14/2025	Regular	0.00	82.43	112681
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
99478870	Invoice	03/03/2025	ACCT# 671668 POLE EXTNSN, 3" HD POLE	0.00	75.50	
402-400-000-53580-3100		SEW SV MN - Office and		ACCT# 671668 POLE EXTN	75.50	
99484257	Invoice	03/04/2025	ACCT# 671668 SCREWS	0.00	6.93	
101-000-000-54230-3100		ST RD WAY - Office and O		ACCT# 671668 SCREWS	6.93	
VEN02666	CABOT J DOW	03/14/2025	Regular	0.00	1,950.00	112682

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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>1</u>	Invoice	03/05/2025	MILESTONE 1 INITIAL PROJECT SET-UP	0.00	1,950.00	
<u>001-130-000-51810-4100</u>		HR - Professional Services		MILESTONE 1 INITIAL PROJ	1,950.00	
006400	CASCADE NATURAL GAS	03/14/2025	Regular	0.00	7,772.49	112683
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>019 121 0000 3</u>	Invoice	03/04/2025	019 121 0000 3 MARCH 25	0.00	281.04	
<u>001-140-000-55430-4700</u>		CD AN CTRL - Utility Servi		019 121 0000 3 MARCH 2	281.04	
<u>079 121 0000 0</u>	Invoice	03/04/2025	079 121 0000 0 MARCH 25	0.00	837.75	
<u>001-142-000-57250-4700</u>		FACIL LIB - Utility Services		079 121 0000 0 MARCH 25	837.75	
<u>315 383 7201 7</u>	Invoice	03/04/2025	315 383 7201 7 MARCH 25	0.00	2,283.98	
<u>402-400-000-53580-4700</u>		SEW SV MN - Utility Servi		315 383 7201 7 MARCH 25	2,283.98	
<u>536 175 0649 7</u>	Invoice	03/04/2025	536 175 0649 7 MARCH 25	0.00	126.72	
<u>401-000-000-53480-4701</u>		WAT - Utility Services - Sh		536 175 0649 7 MARCH 25	126.72	
<u>709 121 0000 8</u>	Invoice	03/04/2025	709 121 0000 8 MARCH 25	0.00	1,569.12	
<u>401-000-000-53480-4701</u>		WAT - Utility Services - Sh		709 121 0000 8 MARCH 25	1,569.12	
<u>809 121 0000 7</u>	Invoice	03/04/2025	809 121 0000 7 MARCH 25	0.00	110.81	
<u>401-000-000-53480-4701</u>		WAT - Utility Services - Sh		809 121 0000 7 MARCH 25	110.81	
<u>881 121 0000 8</u>	Invoice	03/04/2025	881 121 0000 8 MARCH 25	0.00	1,243.86	
<u>001-142-000-51890-4715</u>		FACIL CIVIC - Utility Servic		881 121 0000 8 MARCH 25	1,243.86	
<u>909 121 0000 6</u>	Invoice	03/04/2025	909 121 0000 6 MARCH 25	0.00	1,319.21	
<u>401-000-000-53480-4701</u>		WAT - Utility Services - Sh		909 121 0000 6 MARCH 25	1,319.21	
108679	CENTRAL MASON FIRE AND EMS	03/14/2025	Regular	0.00	179,437.14	112684
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>MARCH/2025 FIR</u>	Invoice	03/01/2025	MARCH/2025 FIRE SERVICES	0.00	179,437.14	
<u>001-119-000-52220-4103</u>		FIRE - Prof FF Services-Fir		MARCH/2025 FIRE SERVIC	129,402.77	
<u>001-119-000-52221-4103</u>		EMS - Prof Services-Fire D		MARCH/2025 FIRE SERVIC	42,798.52	
<u>001-119-000-52260-4100</u>		FIRE EQ - Professional Ser		MARCH/2025 FIRE SERVIC	4,777.52	
<u>001-119-000-52260-4100</u>		FIRE EQ - Professional Ser		MARCH/2025 FIRE SERVIC	2,458.33	
VEN01728	CLARITY CONSULTING ENGINEERS P	03/14/2025	Regular	0.00	48,369.20	112685
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>2501</u>	Invoice	01/26/2025	CITY OF SHELTON- CODE REVIEWS	0.00	48,369.20	
<u>001-140-000-55850-4100</u>		CD BLDG - Professional Se		CITY OF SHELTON- CODE R	48,369.20	
VEN02667	CLIFF PETHERAM	03/14/2025	Regular	0.00	400.00	112686
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>R00422093 DAM</u>	Invoice	03/10/2025	R00422093 DAMAGEDEPREFUND/MARC	0.00	400.00	
<u>657-000-000-386000002</u>		Community Cntr Damage		R00422093 DAMAGEDEPR	400.00	
009566	DEPARTMENT OF HEALTH	03/14/2025	Regular	0.00	5,442.00	112687
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>78170 N 2025</u>	Invoice	03/11/2025	OWNER# 005327 2025 OP CERT	0.00	5,442.00	
<u>401-000-000-53480-4959</u>		WAT - Misc License/Permi		OWNER# 005327 2025 OP	5,442.00	
009573	DEPT OF ECOLOGY	03/14/2025	Regular	0.00	4,174.50	112688
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>25-WA0023345B-</u>	Invoice	02/20/2025	SHELTON STP	0.00	4,174.50	
<u>402-400-000-53580-4101</u>		SEW SV MN - Sludge Per		SHELTON STP	4,174.50	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
009573	DEPT OF ECOLOGY	03/14/2025	Regular	0.00	4,174.50	112689
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
25-ST00062168-1	Invoice	02/20/2025	RECLAIMED WATER-SR101	0.00	4,174.50	
402-640-000-53580-4101		SEW SV SAT - Sludge Per		RECLAIMED WATER-SR101	4,174.50	
VEN02619	DOUG WOY	03/14/2025	Regular	0.00	304.00	112690
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
REIMBURSE/MAR	Invoice	03/10/2025	REIMBURSE/MARCH25 ICC CODE TRAININ	0.00	304.00	
001-140-000-55850-4307		CD BLDG - Travel-Training		REIMBURSE/MARCH25 ICC	304.00	
VEN01592	EDGAR JERONIMO PABLO	03/14/2025	Regular	0.00	840.00	112691
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
773	Invoice	03/08/2025	MAM INTERPRETER	0.00	280.00	
001-122-000-51593-4101		LEGAL - OPD Grant Public		MAM INTERPRETER	280.00	
775	Invoice	03/07/2025	INTERPRETER ITC PROGRAM	0.00	420.00	
001-112-000-51251-4106		MUNI CT - Interpreter Ex 24-ITC		INTERPRETER ITC PROGRA	420.00	
INTERPRETATION	Invoice	03/07/2025	INTERPRETATION02242025	0.00	140.00	
001-112-000-51251-4106		MUNI CT - Interpreter Ex		INTERPRETATION0224202	140.00	
VEN02460	FIRST CITIZENS BANK & TRUST CO	03/14/2025	Regular	0.00	558.32	112692
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
46595670	Invoice	02/22/2025	CONTRACT# 900-0337895-000	0.00	401.85	
001-118-000-52122-4500		PD PAT - Operating Rental		CONTRACT# 900-0337895-	32.85	
001-118-000-59121-7001		PD - Long Term Lease		CONTRACT# 900-0337895-	369.00	
46621698	Invoice	03/02/2025	CONTRACT# 900-0349761-000	0.00	156.47	
001-112-000-51251-4500		MUNI CT - Operating Ren	24-ITC	CONTRACT# 900-0349761-	12.02	
001-112-000-59112-7001		MUNI CT - Long Term Lea	24-ITC	CONTRACT# 900-0349761-	144.45	
VEN02425	HUMANE SOCIETY OF MASON COUN	03/14/2025	Regular	0.00	100.00	112693
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2265400	Invoice	03/08/2025	PARVO TEST 24-2207	0.00	100.00	
001-140-000-55430-3100		CD AN CTRL - Office and		PARVO TEST 24-2207	100.00	
036236	JERI TIDD	03/14/2025	Regular	0.00	20.00	112694
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
REIMBURSEMEN	Invoice	03/06/2025	REIMBURSEMENT/MARCH25	0.00	20.00	
001-112-000-52360-3100		COM SVC - Office and Op		REIMBURSEMENT/MARCH	20.00	
085995	LANGUAGE LINE SERVICES	03/14/2025	Regular	0.00	198.31	112695
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
11545450	Invoice	02/28/2025	ACCT# 9020514029 PHONE INTERPRETATI	0.00	35.54	
001-112-000-51251-4106		MUNI CT - Interpreter Ex		ACCT# 9020514029 PHON	35.54	
11548468	Invoice	02/28/2025	ACCT# 9020943082 PHONE INTERPRETATI	0.00	162.77	
001-118-000-52122-4100		PD PAT - Professional Serv		ACCT# 9020943082 PHON	162.77	
VEN02631	LAW, LYMAN, DANIEL, KAMERRER, I	03/14/2025	Regular	0.00	670.10	112696
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
FEBRUARY/2025	Invoice	02/28/2025	SHELT-001-4 MICHELLE ENGLES V CITY OF	0.00	670.10	
001-122-000-51541-4100		LEGAL - Professional Servi		SHELT-001-4 MICHELLE EN	670.10	
087799	LEMAY MOBILE SHREDDING	03/14/2025	Regular	0.00	15.11	112697

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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	
48782395185	Invoice	03/01/2025	ACCT# 2185-952778-1166	MUNI COURT	0.00	15.11
001-112-000-51251-4109		MUNI CT - Other Professi		ACCT# 2185-952778-1166		15.11
090100	LES SCHWAB TIRES	03/14/2025	Regular	0.00	222.07	112698
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
83200847290	Invoice	02/20/2025	CUST# S32-01440 TIRES/67807D		0.00	222.07
001-118-000-52122-4805		PD PAT - Repairs and Mai		CUST# S32-01440 TIRES/6		222.07
109750	MASON COUNTY DISTRICT COURT	03/14/2025	Regular	0.00	600.00	112699
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
PROBATION CON	Invoice	03/05/2025	PROBATION CONSULTATION/ITC COURT F		0.00	600.00
001-112-000-51251-4109		MUNI CT - Other Professi	24-ITC	PROBATION CONSULTATIO		600.00
108850	MASON COUNTY GARBAGE CO.-A V	03/14/2025	Regular	0.00	4,803.46	112700
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
84903205149	Invoice	03/01/2025	ACCT# 2149-30135 CIVIC CENTER		0.00	319.14
001-142-000-51890-4715		FACIL CIVIC - Utility Serv		ACCT# 2149-30135 CIVIC C		319.14
84903965149	Invoice	03/01/2025	ACCT# 2149-30714 710 W ALDER		0.00	119.70
001-142-000-57250-4700		FACIL LIB - Utility Services		ACCT# 2149-30714 710 W		119.70
84904865149	Invoice	03/01/2025	ACCT# 2149-56141 525 W COTA ST		0.00	39.90
001-142-000-51890-4715		FACIL CIVIC - Utility Serv		ACCT# 2149-56141 525 W		39.90
84913245149	Invoice	03/01/2025	ACCT# 2149-204368 100 TURNER A		0.00	38.41
402-400-000-53580-4700		SEW SV MN - Utility Servi		ACCT# 2149-204368 100 T		38.41
84913425149	Invoice	03/01/2025	ACCT# 2149-204402 101 N10891 US HWY		0.00	178.01
402-640-000-53580-4700		SEW SV SAT - Utility Servi		ACCT# 2149-204402 101 N		178.01
84915225149	Invoice	03/01/2025	ACCT# 2149-204783 122 W FRANKLIN		0.00	230.42
001-119-000-52250-4700		FIRE FACIL - Utility Service		ACCT# 2149-204783 122		230.42
84918175149	Invoice	03/01/2025	ACCT# 2149-205337 1700 FAIRMOUNT		0.00	1,034.59
402-400-000-53580-4700		SEW SV MN - Utility Servi		ACCT# 2149-205337 1700		1,034.59
84919545149	Invoice	03/01/2025	ACCT# 2149-205584 200 N FRONT ST		0.00	38.41
402-400-000-53580-4700		SEW SV MN - Utility Servi		ACCT# 2149-205584 200 N		38.41
84924685149	Invoice	03/01/2025	ACCT# 2149-206560 427 W RAILROAD		0.00	57.61
001-142-000-57530-4700		FACIL MUSM - Utility Serv		ACCT# 2149-206560 427		57.61
84925795149	Invoice	03/01/2025	ACCT# 2149-206771 525 W COTA		0.00	712.06
001-142-000-51890-4715		FACIL CIVIC - Utility Serv		ACCT# 2149-206771 525		712.06
84927815149	Invoice	03/01/2025	ACCT# 2149-207155 710 W ALDER		0.00	356.02
001-142-000-57250-4700		FACIL LIB - Utility Services		ACCT# 2149-207155 710		356.02
84928935149	Invoice	03/01/2025	ACCT#2149-207351 902 W PINE		0.00	139.69
001-140-000-55430-4700		CD AN CTRL - Utility Servi		ACCT#2149-207351 902 W		139.69
84929595149	Invoice	03/01/2025	ACCT#2149-207565 1000 W PINE		0.00	1,196.17
001-141-000-57680-4700		PARKS - Utility Services		ACCT#2149-207565 1000		358.85
101-000-000-54230-4700		ST RD WAY - Maint - Utili		ACCT#2149-207565 1000		167.46
101-000-000-53480-4700		WAT - Utility Services		ACCT#2149-207565 1000		167.46
402-300-000-53580-4700		SEW CL MN - Utility Servi		ACCT#2149-207565 1000		167.46
404-000-000-53180-4700		STRM - Utility Services		ACCT#2149-207565 1000		167.46
503-000-000-54865-4700		EMR - Utility Services		ACCT#2149-207565 1000		167.48
84929605149	Invoice	03/01/2025	ACCT# 2149-207568 1000 W PINE		0.00	92.28
001-141-000-57680-4700		PARKS - Utility Services		ACCT# 2149-207568 1000		15.38
101-000-000-54230-4700		ST RD WAY - Maint - Utili		ACCT# 2149-207568 1000		15.37
401-000-000-53480-4700		WAT - Utility Services		ACCT# 2149-207568 1000		15.38
402-300-000-53580-4700		SEW CL MN - Utility Servi		ACCT# 2149-207568 1000		15.38

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
404-000-000-53180-4700		STRM - Utility Services	ACCT# 2149-207568 1000		15.37	
503-000-000-54865-4700		EMR - Utility Services	ACCT# 2149-207568 1000		15.40	
84930225149	Invoice	03/01/2025	ACCT# 2149-209143 1700 FAIRMOUNT	0.00	52.52	
402-400-000-53580-4700		SEW SV MN - Utility Servi	ACCT# 2149-209143 1700		52.52	
84956805149	Invoice	03/01/2025	ACCT# 2149-12818048 218 N THIRD	0.00	198.53	
001-141-000-57680-4700		PARKS - Utility Services	ACCT# 2149-12818048 21		198.53	
114350	MASON GENERAL HOSPITAL	03/14/2025	Regular	0.00	49.00	112701
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
4005304009	Invoice	02/24/2025	COLL VENOUS BLD VENIPUNCTURE	0.00	49.00	
001-123-000-52360-4100		DET & COR - Prof Services		COLL VENOUS BLD VENIPU	49.00	
VEN02241	MICHELLE PUGH	03/14/2025	Regular	0.00	349.60	112702
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
FEBRUARY 2025/	Invoice	03/06/2025	FEBRUARY 2025/YOGA CLASSES	0.00	349.60	
001-141-000-57120-4100		REC - Professional Service		FEBRUARY 2025/YOGA CL	349.60	
VEN01351	OSCAR MATIAS PABLO	03/14/2025	Regular	0.00	280.00	112703
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INTERPRETATION	Invoice	03/05/2025	INTERPRETATION03052025	0.00	280.00	
001-112-000-51251-4106		MUNI CT - Interpreter Ex		INTERPRETATION0305202	280.00	
153500	PACIFIC LAMP & SUPPLY CO	03/14/2025	Regular	0.00	302.91	112704
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
899801	Invoice	03/05/2025	CUST# 23733-1 LAMP HOLDERS, LEDS	0.00	302.91	
401-000-000-53480-3100		WAT - Office and Operati		CUST# 23733-1 LAMP HOL	287.59	
402-400-000-53580-3100		SEW SV MN - Office and		CUST# 23733-1 LAMP HOL	15.32	
VEN02070	PAPE MACHINERY	03/14/2025	Regular	0.00	23.82	112705
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
15926337	Invoice	03/04/2025	CUST #6101822 FUEL FILTERS	0.00	23.82	
001-141-000-57680-3100		PARKS - Office and Opera		CUST #6101822 FUEL FILTE	23.82	
VEN02623	PETROCARD, INC	03/14/2025	Regular	0.00	4,122.84	112706
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0546433-IN	Invoice	02/27/2025	CUST# 00-0112004 BULK OIL	0.00	1,325.09	
503-000-000-54865-3101		EMR - Vehicle Supplies		CUST# 00-0112004 BULK O	795.05	
503-000-000-54865-3103		EMR - Vehicle Supp-EM&		CUST# 00-0112004 BULK O	530.04	
0546729-IN	Invoice	02/27/2025	CUST# 20-0108487 FUEL	0.00	2,797.75	
503-250-000-58900-0001		EMR - Inventory-Gas		CUST# 20-0108487 FUEL	2,797.75	
VEN02353	POMP'S TIRE SERVICE INC	03/14/2025	Regular	0.00	1,932.83	112707
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2030015666	Invoice	03/05/2025	CUST# 1001992 TIRES/19913D	0.00	1,932.83	
503-000-000-54865-3102		EMR - Oper Supplies-Part		CUST# 1001992 TIRES/199	1,932.83	
164899	QWEST DBA CENTURYLINK	03/14/2025	Regular	0.00	1,068.02	112708

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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	
333641982 FEBR Invoice		02/28/2025	333641982 FEBRUARY 2025	0.00	1,068.02	
401-000-000-53480-4201					225.38	
402-300-000-53580-4200					60.25	
402-400-000-53580-4200					384.53	
402-400-000-53580-4200					149.37	
402-640-000-53580-4200					248.49	
VEN02523	RAH INTERMEDIATE, LLC	03/14/2025	Regular	0.00	242.81	112709
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV318112 Invoice		02/25/2025	CUST# 5381369 DISINFECTANT, ELECTROL	0.00	242.81	
001-140-000-55430-3100			CD AN CTRL - Office and	CUST# 5381369 DISINFECT	242.81	
166927	RAINIER LIGHTING & ELECTRICAL	03/14/2025	Regular	0.00	176.09	112710
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
600234-1 Invoice		02/28/2025	ACCT# 1001006 FLOURESCENT LAMPS	0.00	176.09	
001-119-000-52250-3100					38.88	
001-142-000-57250-3100					107.48	
402-400-000-53580-3100					29.73	
VEN02668	REIGN CENTER FOR PSYCHOLOGICA	03/14/2025	Regular	0.00	465.00	112711
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2944 Invoice		03/04/2025	PRE-EMPLOYMENT PSYCH EVAL T. DROG	0.00	465.00	
001-118-000-52122-4100			PD PAT - Professional Serv	PRE-EMPLOYMENT PSYCH	465.00	
903584	RIGHT SYSTEMS	03/14/2025	Regular	0.00	3,404.95	112712
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
SI-190753 Invoice		02/21/2025	CUST# COS006 MSFT MONTHLY BILLING	0.00	3,404.95	
001-132-000-51888-4100			IT - Data Processing-Prof	CUST# COS006 MSFT MON	3,404.95	
VEN02656	SPEX CERTI PREP, LLC	03/14/2025	Regular	0.00	121.67	112713
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
519029 Invoice		02/26/2025	ACCT# 39858 SAMPLE TESTS	0.00	121.67	
402-400-000-53580-4100			SEW SV MN - Professional	ACCT# 39858 SAMPLE TES	121.67	
178252	TASCHNER LAW, PLLC	03/14/2025	Regular	0.00	14,440.00	112714
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
38 Invoice		03/06/2025	MARCH/2025 PUBLIC DEFENDER ITC	0.00	1,500.00	
001-122-000-51593-4101			LEGAL - OPD Grant Public	MARCH/2025 PUBLIC DEF	1,500.00	
MARCH/2025 Invoice		03/01/2025	MARCH/2025 PUBLIC DEFENSE SERVICES	0.00	12,940.00	
001-122-000-51593-4100			LEGAL - Public Defense/A	MARCH/2025 PUBLIC DEF	12,940.00	
VEN02199	TERMINIX PROCESSING CENTER	03/14/2025	Regular	0.00	557.57	112715
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
456766685 Invoice		02/18/2025	CUST# 13634000 311 S FRONT ST	0.00	75.14	
402-400-000-53580-4100			SEW SV MN - Professional	CUST# 13634000 311 S FR	75.14	
456768970 Invoice		02/28/2025	CUST# 13634073 100 TURNER AVE	0.00	75.14	
402-400-000-53580-4100			SEW SV MN - Professional	CUST# 13634073 100 TUR	75.14	
456769590 Invoice		02/18/2025	CUST# 13632896 10891 N HWY 101	0.00	156.82	
402-640-000-53580-4100			SEW SV SAT - Professional	CUST# 13632896 10891 N	156.82	
456885562 Invoice		02/22/2025	CUST# 13632853 1701 FAIRMOUNT AVE	0.00	250.47	

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402-400-000-53580-4100		SEW SV MN - Professional	CUST# 13632853 1701 FAI		250.47	
201100	TITUS-WILL	03/14/2025	Regular	0.00	90.93	112716
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2734761	Invoice	02/20/2025	SENSOR, FILTER/UNIT 79	0.00	90.93	
001-118-000-52122-3110		PD PAT - Office & Operati		SENSOR, FILTER/UNIT 79	90.93	
201300	TOZIER BROS INC.	03/14/2025	Regular	0.00	96.11	112717
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
474520	Invoice	03/04/2025	CUST# 20090 STRAP DRIVE EMT 3/4"	0.00	4.49	
401-000-000-53480-3100		WAT - Office and Operati		CUST# 20090 STRAP DRIVE	4.49	
474525	Invoice	03/04/2025	CUST# 20090 PAINT SUPPLIES	0.00	37.11	
001-142-000-51830-3100		FACIL - Office and Operati		CUST# 20090 PAINT SUPPL	37.11	
474565	Invoice	03/06/2025	CUST# 20090 DUPLEX RECEPTACLE	0.00	4.62	
401-000-000-53480-3100		WAT - Office and Operati		CUST# 20090 DUPLEX REC	4.62	
474568	Invoice	03/06/2025	CUST# 20090 DIABLO DEMON 9IN	0.00	20.59	
404-000-000-53180-3100		STRM - Office and Operati		CUST# 20090 DIABLO DEM	20.59	
474616	Invoice	03/08/2025	CUST# 20090 PAINT SUPPLIES	0.00	29.30	
001-142-000-51890-3115		FACIL CIVIC - Office and O		CUST# 20090 PAINT SUPPL	29.30	
VEN02499	TRANSUNION RISK AND ALTERNATI	03/14/2025	Regular	0.00	130.68	112718
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
6563122-202502-	Invoice	03/01/2025	ACCT# 6563122/FEBRUARY 2025 SVC	0.00	130.68	
001-118-000-52122-4100		PD PAT - Professional Serv		ACCT# 6563122/FEBRUAR	130.68	
202195	U.S. BANK N.A.-CUSTODY	03/14/2025	Regular	0.00	40.00	112719
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
FEB/2025 CUSTO	Invoice	03/01/2025	FEB/2025 CUSTODY CHARGES	0.00	40.00	
001-111-000-51423-4102		FIN AC - Prof Services-Ba		FEB/2025 CUSTODY CHAR	40.00	
201957	ULINE	03/14/2025	Regular	0.00	351.34	112720
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
189680349	Invoice	02/26/2025	CUST# 5672395 ERGO MESH CHAIR	0.00	351.34	
001-118-000-52122-3100		PD PAT - Office and Opera		CUST# 5672395 ERGO MES	351.34	
VEN02561	VERIZON COMMUNICATIONS INC	03/14/2025	Regular	0.00	75.00	112721
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
9022391157	Invoice	03/04/2025	ACCT# WA155314 SMS	0.00	75.00	
001-118-000-52122-4900		PD PAT - Miscellaneous		ACCT# WA155314 SMS	75.00	
VEN02544	VESTIS GROUP INC	03/14/2025	Regular	0.00	166.96	112722
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5120634322	Invoice	02/19/2025	CUST# 792105973 COVERALLS,MAT,MOP,	0.00	40.51	
402-400-000-53580-3100		SEW SV MN - Office and		CUST# 792105973 COVER	40.51	
5120638731	Invoice	02/26/2025	CUST# 792105973 COVERALLS,MAT,MOP,	0.00	40.51	
402-400-000-53580-4900		SEW SV MN - Miscellaneo		CUST# 792105973 COVER	40.51	
5120638737	Invoice	02/26/2025	CUST# 792105972 COVERALLS,MAT,TOWE	0.00	42.97	
401-000-000-53480-4901		WAT - Miscellaneous - Sh		CUST# 792105972 COVER	42.97	
5120643404	Invoice	03/05/2025	CUST# 792105972 COVERALLS,MAT,TOWE	0.00	42.97	
401-000-000-53480-4901		WAT - Miscellaneous - Sh		CUST# 792105972 COVER	42.97	

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VEN02287	WARRIOR WOMAN LAW PLLC	03/14/2025	Regular	0.00	1,490.00	112723
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
594	Invoice	02/27/2025	00791- PEREZ TOXTLE		70.00	
001-122-000-51593-4101		LEGAL - OPD Grant Public		00791- PEREZ TOXTLE	70.00	
595	Invoice	02/27/2025	00872- ALEXANDER		680.00	
001-122-000-51593-4101		LEGAL - OPD Grant Public		00872- ALEXANDER	680.00	
596	Invoice	02/27/2025	00932- IRISH		170.00	
001-122-000-51593-4101		LEGAL - OPD Grant Public		00932- IRISH	170.00	
597	Invoice	02/27/2025	00864- COOPER		180.00	
001-122-000-51593-4101		LEGAL - OPD Grant Public		00864- COOPER	180.00	
598	Invoice	02/27/2025	00868-PABLO PABLO		50.00	
001-122-000-51593-4101		LEGAL - OPD Grant Public		00868-PABLO PABLO	50.00	
599	Invoice	02/27/2025	00892- MARTIN RAMIREZ		50.00	
001-122-000-51593-4101		LEGAL - OPD Grant Public		00892- MARTIN RAMIREZ	50.00	
600	Invoice	02/27/2025	00766- REID PHILLIPS		100.00	
001-122-000-51593-4101		LEGAL - OPD Grant Public		00766- REID PHILLIPS	100.00	
601	Invoice	02/27/2025	00933-ROGERS		120.00	
001-122-000-51593-4101		LEGAL - OPD Grant Public		00933-ROGERS	120.00	
602	Invoice	02/27/2025	00913- SCHWARTZ		30.00	
001-122-000-51593-4101		LEGAL - OPD Grant Public		00913- SCHWARTZ	30.00	
603	Invoice	02/27/2025	00874- RANDALL		40.00	
001-122-000-51593-4101		LEGAL - OPD Grant Public		00874- RANDALL	40.00	
203780	WATER MGMNT LABORATORIES INC	03/14/2025	Regular	0.00	422.00	112724
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
227339	Invoice	03/04/2025	ACCT# AS201R TESTS 2/20/2025		356.00	
402-400-000-53580-4100		SEW SV MN - Professional		ACCT# AS201R TESTS 2/20	356.00	
227364	Invoice	03/05/2025	ACCT# AS201R TEST 2/5/2025		66.00	
402-400-000-53580-4100		SEW SV MN - Professional		ACCT# AS201R TEST 2/5/2	66.00	
053987	WESTBAY NAPA AUTO PARTS	03/14/2025	Regular	0.00	757.28	112725
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
121813	Invoice	03/03/2025	ACCT# 4296 BELTS,ALTRNTR,CR DP/62973		440.37	
503-000-000-54865-3102		EMR - Oper Supplies-Part		ACCT# 4296 BELTS,ALTRNT	440.37	
121864	Invoice	03/04/2025	ACCT# 4296 FILTERS/19931D & 00043D		233.21	
503-000-000-54865-3102		EMR - Oper Supplies-Part		ACCT# 4296 FILTERS/1993	233.21	
121874	Credit Memo	03/04/2025	ACCT#4296 ORIG INV121813 CORE DEP/6		-59.90	
503-000-000-54865-3102		EMR - Oper Supplies-Part		ACCT#4296 ORIG INV1218	-59.90	
121877	Invoice	03/04/2025	ACCT# 4296 ALTERNATOR, CORE DEP/199		148.56	
503-000-000-54865-3104		EMR - Oper Supp-Parts-E		ACCT# 4296 ALTERNATOR,	148.56	
121946	Credit Memo	03/04/2025	ACCT# 4296 ORIG INV 121877/19945D		-29.96	
503-000-000-54865-3104		EMR - Oper Supp-Parts-E		ACCT# 4296 ORIG INV 121	-29.96	
122032	Credit Memo	03/05/2025	ACCT# 4296 ORIG INV 121946/07070D		-17.97	
503-000-000-54865-3102		EMR - Oper Supplies-Part		ACCT# 4296 ORIG INV 121	-17.97	
122651	Invoice	03/10/2025	ACCT# 4296 EMERY CLOTH, ANTI FREEZE		42.97	

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Packet: APPKT03483-MARCH 14, 2025 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<u>402-640-000-53580-3100</u>	SEW SV SAT - Office and		ACCT# 4296 EMERY CLOTH		42.97	

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	102	47	0.00	291,579.26
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	35	22	0.00	97,782.08
	137	69	0.00	389,361.34

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	3/2025	389,361.34
			<u>389,361.34</u>

VOUCHER APPROVAL

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein vouchers number 112739 through number 112772 and EFT payment numbers 1119 through 1138 in the total amount of \$120,179.96 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 21st of March, 2025.


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 _____, 2025.

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: APPKT03491 - MARCH 21, 2025 AP PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Maln-APBNK-Maln						
VEN02277	BLUEBEAM, INC	03/21/2025	EFT	0.00	2,548.26	1119
004914	BRADY TRUCKING	03/21/2025	EFT	0.00	280.00	1120
005900	CAPITAL BUSINESS MACHINES	03/21/2025	EFT	0.00	166.09	1121
VEN02319	DENALI WATER SOLUTIONS LLC	03/21/2025	EFT	0.00	12,338.53	1122
023078	FASTENAL COMPANY	03/21/2025	EFT	0.00	1,208.12	1123
VEN01406	FERGUSON WATERWORKS	03/21/2025	EFT	0.00	8,475.81	1124
044700	GUARDIAN SECURITY SYSTEM	03/21/2025	EFT	0.00	64.79	1125
045000	H.D. FOWLER COMPANY	03/21/2025	EFT	0.00	2,517.28	1126
VEN02255	HARBOR SAW & SUPPLY INC	03/21/2025	EFT	0.00	246.40	1127
VEN02494	HD SUPPLY, INC	03/21/2025	EFT	0.00	117.36	1128
079581	KCDA PURCHASING COOPERATIVE	03/21/2025	EFT	0.00	424.15	1129
142952	NORTH CENTRAL LABORATORIES	03/21/2025	EFT	0.00	73.55	1130
VEN02141	NORTHWEST CASCADE, INC.	03/21/2025	EFT	0.00	141.00	1131
VEN02459	SECURITAS TECHNOLOGY CORPORA	03/21/2025	EFT	0.00	6,499.15	1132
195599	STATE AUDITORS OFFICE	03/21/2025	EFT	0.00	5,007.60	1133
VEN02449	THE NICHOLS GROUP RELATIONS, LI	03/21/2025	EFT	0.00	3,000.00	1134
201148	TMG SERVICES, INC.	03/21/2025	EFT	0.00	5,599.82	1135
VEN02437	WALTER E NELSON CO OF WESTERN	03/21/2025	EFT	0.00	529.69	1136
203900	WESMAR COMPANY, INC	03/21/2025	EFT	0.00	932.02	1137
204123	WHISLER COMMUNICATIONS	03/21/2025	EFT	0.00	386.49	1138
903627	ADMINISTRATIVE OFFICE OF THE CC	03/21/2025	Regular	0.00	5,543.37	112739
VEN02340	BLT SHELTON PONY, LLC	03/21/2025	Regular	0.00	1,191.38	112740
098000	BUILDERS FIRSTSOURCE	03/21/2025	Regular	0.00	483.29	112741
VEN01281	CITY OF SHELTON - UTILITY BILLS/PE	03/21/2025	Regular	0.00	74.88	112742
008778	CUMMINS NORTHWEST, LLC.	03/21/2025	Regular	0.00	666.41	112743
008800	CUT-RATE AUTO PARTS	03/21/2025	Regular	0.00	35.25	112744
009422	DELL MARKETING L.P.	03/21/2025	Regular	0.00	13,096.01	112745
009573	DEPT OF ECOLOGY	03/21/2025	Regular	0.00	1,992.43	112746
009573	DEPT OF ECOLOGY	03/21/2025	Regular	0.00	1,992.43	112747
009595	DEPT. OF LICENSING	03/21/2025	Regular	0.00	36.00	112748
015000	EDWARD HAEFLIGER	03/21/2025	Regular	0.00	72.47	112749
VEN02460	FIRST CITIZENS BANK & TRUST CO	03/21/2025	Regular	0.00	1,259.65	112750
VEN01612	GENSCO, INC.	03/21/2025	Regular	0.00	1,532.20	112751
VEN01299	GRAY & OSBORNE	03/21/2025	Regular	0.00	4,666.79	112752
109750	MASON COUNTY DISTRICT COURT	03/21/2025	Regular	0.00	10.00	112753
140750	NC MACHINERY CO.	03/21/2025	Regular	0.00	713.92	112754
VEN01351	OSCAR MATIAS PABLO	03/21/2025	Regular	0.00	140.00	112755
VEN02623	PETROCARD, INC	03/21/2025	Regular	0.00	6,075.06	112756
903592	PIONEER FIRE & SECURITY	03/21/2025	Regular	0.00	811.31	112757
161080	PROFORCE	03/21/2025	Regular	0.00	799.05	112758
174052	SAN DIEGO POLICE EQUIPMENT CO,	03/21/2025	Regular	0.00	13,360.72	112759
190080	SIMPLIT PARTNERS	03/21/2025	Regular	0.00	118.71	112760
197259	SUNSET AIR, INC.	03/21/2025	Regular	0.00	8,373.80	112761
200235	TACOMA SCREW PRODUCTS INC	03/21/2025	Regular	0.00	90.57	112762
178252	TASCHNER LAW, PLLC	03/21/2025	Regular	0.00	1,350.00	112763
200985	THURSTON CO PUBLIC HEALTH	03/21/2025	Regular	0.00	640.00	112764
201300	TOZIER BROS INC.	03/21/2025	Regular	0.00	550.71	112765
201957	ULINE	03/21/2025	Regular	0.00	77.09	112766
VEN02544	VESTIS GROUP INC	03/21/2025	Regular	0.00	83.48	112767
202900	WASH. ASSOC. OF SHERIFFS & POLI	03/21/2025	Regular	0.00	2,225.00	112768
203780	WATER MGMNT LABORATORIES INC	03/21/2025	Regular	0.00	482.00	112769
053987	WESTBAY NAPA AUTO PARTS	03/21/2025	Regular	0.00	720.40	112770
204068	WESTERN SYSTEMS	03/21/2025	Regular	0.00	333.47	112771

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Packet: APPKT03491-MARCH 21, 2025 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VENO2139	ZEPPELIN SHIPPING & TECHNOLOGY	03/21/2025	Regular	0.00	26.00	112772

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	66	34	0.00	69,623.85
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	33	20	0.00	50,556.11
	99	54	0.00	120,179.96 ✓

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	3/2025	120,179.96
			<u>120,179.96</u> ✓



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Packet: APPKT03491 - MARCH 21, 2025 AP PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
VEN02277	BLUEBEAM, INC	03/21/2025	EFT	0.00	2,548.26	1119
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2251965	Invoice	02/28/2025	PO# 1777967-2 STUDIO PRIME ANNUAL S	0.00	2,548.26	
001-115-000-51896-4900		PW ENG - Miscellaneous		PO# 1777967-2 STUDIO PR	1,698.92	
001-140-000-55850-4900		CD BLDG - Miscellaneous		PO# 1777967-2 STUDIO PR	849.34	
004914	BRADY TRUCKING	03/21/2025	EFT	0.00	280.00	1120
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
20673	Invoice	03/12/2025	WOOD DEBRIS	0.00	80.00	
401-000-000-53480-3100		WAT - Office and Operati		WOOD DEBRIS	80.00	
20674	Invoice	03/12/2025	WOOD DEBRIS	0.00	100.00	
401-000-000-53480-3100		WAT - Office and Operati		WOOD DEBRIS	100.00	
20850	Invoice	03/12/2025	WOOD DEBRIS	0.00	100.00	
401-000-000-53480-3100		WAT - Office and Operati		WOOD DEBRIS	100.00	
005900	CAPITAL BUSINESS MACHINES	03/21/2025	EFT	0.00	166.09	1121
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV255533	Invoice	03/10/2025	CONTRACT# CN2621-01	0.00	136.58	
001-118-000-52122-4500		PD PAT - Operating Rental		CONTRACT# CN2621-01	136.58	
INV255534	Invoice	03/10/2025	CONTRACT# CN2736-01	0.00	29.51	
001-118-000-52122-4500		PD PAT - Operating Rental		CONTRACT# CN2736-01	29.51	
VEN02319	DENALI WATER SOLUTIONS LLC	03/21/2025	EFT	0.00	12,338.53	1122
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV1030175	Invoice	03/06/2025	CUST# 599121378 TRANSPORTATION	0.00	12,338.53	
402-400-000-53580-4100		SEW SV MN - Professional		CUST# 599121378 TRANS	12,338.53	
023078	FASTENAL COMPANY	03/21/2025	EFT	0.00	1,208.12	1123
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
WATUM231964	Invoice	03/05/2025	CUST# WATUM1147- LADDER	0.00	318.47	
503-000-000-54865-3100		EMR - Office and Operati		CUST# WATUM1147- LAD	318.47	
WATUM232005	Invoice	03/06/2025	CUST# WATUM1991 MISC SUPPLIES	0.00	170.60	
001-118-000-52122-3100		PD PAT - Office and Opera		CUST# WATUM1991 MISC	170.60	
WATUM232010	Invoice	03/12/2025	CUST# WATUM1962 MISC SUPPLIES	0.00	188.11	
402-400-000-53580-3100		SEW SV MN - Office and		CUST# WATUM1962 MIS	188.11	
WATUM232204	Invoice	03/13/2025	CUST# WATUM1147 12' ORANGE LADDER	0.00	530.94	
503-000-000-54865-3500		EMR - Small Tools/Equip		CUST# WATUM1147 12' O	530.94	
VEN01406	FERGUSON WATERWORKS	03/21/2025	EFT	0.00	8,475.81	1124
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0065099	Invoice	03/10/2025	CUST# 2543 STOCK MATERIAL	0.00	2,262.91	
401-000-000-53480-3100		WAT - Office and Operati		CUST# 2543 STOCK MATER	2,262.91	
0068435-1	Invoice	03/10/2025	CUST# 2543 MTR BX/COVER	0.00	665.12	
401-000-000-53480-3100		WAT - Office and Operati		CUST# 2543 MTR BX/COVE	665.12	
0070402	Invoice	03/10/2025	CUST# 2543 SS FITTINGS	0.00	338.11	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
401-000-000-53480-3100		WAT - Office and Operati	CUST# 2543 SS FITTINGS		338.11	
0072266	Invoice	03/14/2025	CUST#2544 SENSUS SFTWR ANNUAL SUP	0.00	4,029.30	
401-000-000-53480-4100		WAT - Professional Servic	CUST#2544 SENSUS SFTW		2,014.65	
402-400-000-53580-4100		SEW SV MN - Professional	CUST#2544 SENSUS SFTW		2,014.65	
0072624	Invoice	03/11/2025	ACCT# 2543 50LB POLY BAG JET SET CMN	0.00	1,180.37	
404-000-000-53180-3100		STRM - Office and Operati	ACCT# 2543 50LB POLY BA		1,180.37	
044700	GUARDIAN SECURITY SYSTEM	03/21/2025	EFT	0.00	64.79	1125
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1586166	Invoice	03/01/2025	CUST# 313901 FIRE ALARM SERVICE APRI	0.00	64.79	
001-142-000-57250-4100		FACIL LIB - Professional Se	CUST# 313901 FIRE ALAR		64.79	
045000	H.D. FOWLER COMPANY	03/21/2025	EFT	0.00	2,517.28	1126
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
16942814	Invoice	03/05/2025	CITY OF SHELTON-12" METER SETTER	0.00	2,408.02	
401-000-000-53480-3100		WAT - Office and Operati	CITY OF SHELTON-12" MET		2,408.02	
16951054	Invoice	03/17/2025	CITY OF SHELTON/PVC PIPE 20'	0.00	109.26	
402-400-000-53580-3100		SEW SV MN - Office and	CITY OF SHELTON/PVC PIP		109.26	
VEN02255	HARBOR SAW & SUPPLY INC	03/21/2025	EFT	0.00	246.40	1127
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
836125	Invoice	03/17/2025	CUST# 21758 PWR MTCH BAR, CHSL CHN,	0.00	246.40	
101-000-000-54230-3100		ST RD WAY - Office and O	CUST# 21758 PWR MTCH		246.40	
VEN02494	HD SUPPLY, INC	03/21/2025	EFT	0.00	117.36	1128
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV00635631	Invoice	02/27/2025	CUST# 925099 WOOD APPLICATOR STICKS	0.00	39.15	
401-000-000-53480-3100		WAT - Office and Operati	CUST# 925099 WOOD APP		39.15	
INV00640997	Invoice	03/20/2025	CUST# 925099 CTTN SWAB APP/SULFURIC	0.00	78.21	
401-000-000-53480-3100		WAT - Office and Operati	CUST# 925099 CTTN SWAB		78.21	
079581	KCDA PURCHASING COOPERATIVE	03/21/2025	EFT	0.00	424.15	1129
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
300835880	Invoice	03/04/2025	CUST# 1551813 OFFICE SUPPLIES	0.00	172.25	
001-118-000-52122-3100		PD PAT - Office and Opera	CUST# 1551813 OFFICE SU		172.25	
300837279	Invoice	03/12/2025	CUST# 101367 CAN LINERS	0.00	251.90	
101-000-000-54230-3100		ST RD WAY - Office and O	CUST# 101367 CAN LINER		251.90	
142952	NORTH CENTRAL LABORATORIES	03/21/2025	EFT	0.00	73.55	1130
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
516667	Invoice	03/05/2025	ACCT# 42215 FREEZER THERMOMETER	0.00	73.55	
402-400-000-53580-3100		SEW SV MN - Office and	ACCT# 42215 FREEZER THE		73.55	
VEN02141	NORTHWEST CASCADE, INC.	03/21/2025	EFT	0.00	141.00	1131
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0554735831	Invoice	03/05/2025	CUST# 228916 799 W HARVARD AVE SVC	0.00	141.00	
001-141-000-57680-4500		PARKS - Operating Rental	CUST# 228916 799 W HAR		141.00	
VEN02459	SECURITAS TECHNOLOGY CORPORA	03/21/2025	EFT	0.00	6,499.15	1132

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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	
6004858008	Invoice	02/26/2025	ACCT# 10676583- SERVICE	0.00	6,499.15	
001-142-000-51890-4815		FACIL CIVIC - Repairs and		ACCT# 10676583- SERVICE	6,499.15	
195599	STATE AUDITORS OFFICE	03/21/2025	EFT	0.00	5,007.60	1133
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
L166906	Invoice	03/10/2025	AUDIT #55759 22-23 ACCOUNTABILITY AU	0.00	5,007.60	
001-111-000-51423-4145		FIN AC - Professional Serv		AUDIT #55759 22-23 ACCO	5,007.60	
VEN02449	THE NICHOLS GROUP RELATIONS, LI	03/21/2025	EFT	0.00	3,000.00	1134
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2382	Invoice	03/10/2025	GOVERNMENTAL CONSULTING SVCS/MAR	0.00	3,000.00	
001-120-000-51310-4100		C MGR - Professional Serv		GOVERNMENTAL CONSULT	3,000.00	
201148	TMG SERVICES, INC.	03/21/2025	EFT	0.00	5,599.82	1135
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0053102-IN	Invoice	03/11/2025	CUST# 1908050 SIGMA PUMP	0.00	5,599.82	
402-640-000-53580-4800		SEW SV SAT - Repairs and		CUST# 1908050 SIGMA PU	5,599.82	
VEN02437	WALTER E NELSON CO OF WESTERN	03/21/2025	EFT	0.00	529.69	1136
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1045953	Invoice	03/17/2025	CUST# 12400 MISC SUPPLIES	0.00	529.69	
001-142-000-51890-3115		FACIL CIVIC - Office and O		CUST# 12400 MISC SUPPLI	363.76	
001-142-000-57250-3100		FACIL LIB - Office and Ope		CUST# 12400 MISC SUPPLI	165.93	
203900	WESMAR COMPANY, INC	03/21/2025	EFT	0.00	932.02	1137
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
331522	Invoice	03/17/2025	CUST# 31175 SODIUM HYPOCHLORITE	0.00	932.02	
401-000-000-53480-3104		WAT - Office and Operati		CUST# 31175 SODIUM HYP	932.02	
204123	WHISLER COMMUNICATIONS	03/21/2025	EFT	0.00	386.49	1138
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
17381	Invoice	03/07/2025	ACCT# 101376 KENWOOD Li-Ion BATTERY	0.00	386.49	
001-118-000-52122-3100		PD PAT - Office and Opera		ACCT# 101376 KENWOOD	386.49	
903627	ADMINISTRATIVE OFFICE OF THE CC	03/21/2025	Regular	0.00	5,543.37	112739
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
OVERPAYMENT/	Invoice	03/17/2025	JAVS OVERPAYMENT/ITC FUNDS	0.00	5,543.37	
001-112-000-51251-4500		MUNI CT - Operating Ren	24-ITC	JAVS OVERPAYMENT/ITC F	5,543.37	
VEN02340	BLT SHELTON PONY, LLC	03/21/2025	Regular	0.00	1,191.38	112740
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
528613	Invoice	03/07/2025	GLOVE BOX PIN /UNIT# 18	0.00	27.85	
001-118-000-52122-3110		PD PAT - Office & Operati		GLOVE BOX PIN /UNIT# 18	27.85	
658565	Invoice	03/03/2025	MAINTENANCE,SUSPENSION SVC/VIN291	0.00	766.89	
001-118-000-52122-4805		PD PAT - Repairs and Mai		MAINTENANCE,SUSPENS	766.89	
658880	Invoice	03/14/2025	MAINTENANCE,AIR FLTR, TIRES/VIN3914	0.00	396.64	
001-118-000-52122-4805		PD PAT - Repairs and Mai		MAINTENANCE,AIR FLTR, T	396.64	
098000	BUILDERS FIRSTSOURCE	03/21/2025	Regular	0.00	483.29	112741

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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	
99517047	Invoice	03/12/2025	CUST# 671668 PLYWOOD	0.00	464.79	
401-000-000-53480-3100		WAT - Office and Operati		CUST# 671668 PLYWOOD	464.79	
99518814	Invoice	03/12/2025	CUST# 671668 SCREWS	0.00	18.50	
101-000-000-54230-3100		ST RD WAY - Office and O		CUST# 671668 SCREWS	18.50	
VEN01281	CITY OF SHELTON - UTILITY BILLS/PE	03/21/2025	Regular	0.00	74.88	112742
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV-00002050	Invoice	03/13/2025	SEWER/STORM VAC TRUCK	0.00	74.88	
404-000-000-53180-4700		STRM - Utility Services		SEWER/STORM VAC TRUC	74.88	
008778	CUMMINS NORTHWEST, LLC.	03/21/2025	Regular	0.00	666.41	112743
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
01-250347092	Invoice	03/12/2025	CUST# 267561 ANNUAL MAINTENANCE	0.00	666.41	
001-119-000-52250-4100		FIRE FACIL - Professional		CUST# 267561 ANNUAL M	666.41	
008800	CUT-RATE AUTO PARTS	03/21/2025	Regular	0.00	35.25	112744
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
300464001	Invoice	03/17/2025	CUST# 34491 AIR FRESHNERS	0.00	35.25	
402-400-000-53580-3100		SEW SV MN - Office and		CUST# 34491 AIR FRESHNE	35.25	
009422	DELL MARKETING L.P.	03/21/2025	Regular	0.00	13,096.01	112745
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
10800675603	Invoice	02/20/2025	CUST #8933147 DELL DOCKS, DELL LATITU	0.00	13,096.01	
001-132-000-51888-3100		IT - Office and Operating		CUST #8933147 DELL DOC	2,003.65	
001-132-000-51888-3505		IT - Inventoried-Small Too		CUST #8933147 DELL DOC	11,092.36	
009573	DEPT OF ECOLOGY	03/21/2025	Regular	0.00	1,992.43	112746
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2025-BA0023345	Invoice	03/18/2025	SHELTON WWTP BIOSOLIDS ANNUAL PER	0.00	1,992.43	
402-400-000-53580-4101		SEW SV MN - Sludge Per		SHELTON WWTP BIOSOLID	1,992.43	
009573	DEPT OF ECOLOGY	03/21/2025	Regular	0.00	1,992.43	112747
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2025-BT1102	Invoice	03/18/2025	SHELTON SATELLITE WRF/BIOSOLIDS PER	0.00	1,992.43	
402-640-000-53580-4101		SEW SV SAT - Sludge Per		SHELTON SATELLITE WRF/B	1,992.43	
009595	DEPT. OF LICENSING	03/21/2025	Regular	0.00	36.00	112748
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
SHP250012	Invoice	03/18/2025	SHP250012	0.00	18.00	
657-000-000-58600-0007		Concealed Pistol Permits		SHP250012	18.00	
SHP250013	Invoice	03/18/2025	SHP250013	0.00	18.00	
657-000-000-58600-0007		Concealed Pistol Permits		SHP250013	18.00	
015000	EDWARD HAEFLIGER	03/21/2025	Regular	0.00	72.47	112749
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
PRESCRIPTIONS/J	Invoice	03/17/2025	PRESCRIPTIONS/JAN-FEB 2025	0.00	72.47	
611-000-000-51725-2034		FF PEN - Non Insured Me		PRESCRIPTIONS/JAN-FEB 2	72.47	
VEN02460	FIRST CITIZENS BANK & TRUST CO	03/21/2025	Regular	0.00	1,259.65	112750

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Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
46480515	Invoice	02/09/2025	CONTRACT# 900-0344406-000	0.00	516.19	
001-112-000-51251-4500		MUNI CT - Operating Ren		CONTRACT# 900-0344406-	42.19	
001-112-000-59112-7001		MUNI CT - Long Term Lea		CONTRACT# 900-0344406-	474.00	
46680861	Invoice	03/12/2025	CONTRACT# 900-0344406-000	0.00	743.46	
001-112-000-51251-4500		MUNI CT - Operating Ren		CONTRACT# 900-0344406-	58.05	
001-112-000-59112-7001		MUNI CT - Long Term Lea		CONTRACT# 900-0344406-	685.41	
VEN01612	GENSCO, INC.	03/21/2025	Regular	0.00	1,532.20	112751
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
859501379	Invoice	03/11/2025	ACCT# 31310 PLEATED FILTER/LIBRARY	0.00	268.04	
001-142-000-57250-3100		FACIL LIB - Office and Ope		ACCT# 31310 PLEATED FILT	268.04	
859501382	Invoice	03/11/2025	ACCT# 31310 PLEATED FILTER/CITYOFSHEL	0.00	425.78	
001-142-000-51890-3115		FACIL CIVIC - Office and O		ACCT# 31310 PLEATED FILT	425.78	
859501383	Invoice	03/11/2025	ACCT# 31310 PLEATER/CARBON FILTERS-	0.00	316.77	
402-400-000-53580-3100		SEW SV MN - Office and		ACCT# 31310 PLEATER/CA	316.77	
859501387	Invoice	03/11/2025	ACCT# 31310 PLEATER FILTER/ANIMALSH	0.00	44.67	
001-140-000-55430-3100		CD AN CTRL - Office and		ACCT# 31310 PLEATER FILT	44.67	
859501389	Invoice	03/11/2025	ACCT# 31310 PLEATED FILTER/CITY SHOP	0.00	55.16	
401-000-000-53480-3100		WAT - Office and Operati		ACCT# 31310 PLEATED FILT	55.16	
859504015	Invoice	03/17/2025	ACCT# 31310 EXACT/CITY OF SHELTON	0.00	82.04	
001-142-000-51890-3115		FACIL CIVIC - Office and O		ACCT# 31310 EXACT/CITY	82.04	
859504016	Invoice	03/12/2025	ACCT# 31310 EXACT,PLEATED FILTER/FIRE	0.00	339.74	
001-119-000-52250-3100		FIRE FACIL - Office and Op		ACCT# 31310 EXACT,PLEAT	339.74	
VEN01299	GRAY & OSBORNE	03/21/2025	Regular	0.00	4,666.79	112752
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
25225.01-1	Invoice	03/12/2025	OLYMPIC HEIGHTS PLAN REVIEW	0.00	4,666.79	
001-115-000-51896-4100		PW ENG - Professional Se		OLYMPIC HEIGHTS PLAN R	4,666.79	
109750	MASON COUNTY DISTRICT COURT	03/21/2025	Regular	0.00	10.00	112753
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
UA ORDERED/ITC	Invoice	03/13/2025	UA ORDERED/ITC COURT MARCH 25	0.00	10.00	
001-112-000-51251-4109		MUNI CT - Other Professi		UA ORDERED/ITC COURT	10.00	
140750	NC MACHINERY CO.	03/21/2025	Regular	0.00	713.92	112754
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
CHC518456	Invoice	03/05/2025	CUST# 9996036 JOINT GRP,SCRW,BOLT/00	0.00	713.92	
503-000-000-54865-3104		EMR - Oper Supp-Parts-E		CUST# 9996036 JOINT GRP	713.92	
VEN01351	OSCAR MATIAS PABLO	03/21/2025	Regular	0.00	140.00	112755
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INTERPRETATION	Invoice	03/11/2025	INTERPRETATION03042025	0.00	140.00	
001-122-000-51593-4101		LEGAL - OPD Grant Public		INTERPRETATION0304202	140.00	
VEN02623	PETROCARD, INC	03/21/2025	Regular	0.00	6,075.06	112756
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0547058-IN	Invoice	03/05/2025	CUST#001-0112004-ANTIFRZE COOLANT	0.00	746.01	
503-000-000-54865-3101		EMR - Vehicle Supplies		CUST#001-0112004-ANTIF	447.61	
503-000-000-54865-3103		EMR - Vehicle Supp-EM&		CUST#001-0112004-ANTIF	298.40	
0547383-IN	Invoice	03/06/2025	CUST# 20-0108487 FUEL	0.00	2,531.66	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
503-250-000-58900-0001		EMR - Inventory-Gas	CUST# 20-0108487 FUEL		2,531.66	
0547963-IN	Invoice	03/13/2025	CUST# 20-0108487 FUEL	0.00	2,797.39	
503-250-000-58900-0001		EMR - Inventory-Gas	CUST# 20-0108487 FUEL		2,797.39	
903592	PIONEER FIRE & SECURITY	03/21/2025	Regular	0.00	811.31	112757
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
45338-S	Invoice	03/05/2025	5 LB & 2.5 LB ABC FIRE EXT NEW	0.00	811.31	
503-000-000-54865-3100	EMR - Office and Operati		5 LB & 2.5 LB ABC FIRE EXT		811.31	
161080	PROFORCE	03/21/2025	Regular	0.00	799.05	112758
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
569226	Invoice	03/04/2025	CUST# 009361 SU5059-DS/SCO VELOS LB	0.00	799.05	
001-118-000-52122-3500	PD PAT - Small Tools/Equi		CUST# 009361 SU5059-DS		799.05	
174052	SAN DIEGO POLICE EQUIPMENT CO,	03/21/2025	Regular	0.00	13,360.72	112759
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
664502	Invoice	02/21/2025	CUST# 25 842/2025 AMMUNITION ORDE	0.00	6,785.99	
001-118-000-52122-3100	PD PAT - Office and Opera		CUST# 25 842/2025 AMM		6,785.99	
664659	Invoice	03/06/2025	ACCT# 842 AMMUNITION	0.00	2,005.07	
001-118-000-52122-3100	PD PAT - Office and Opera		ACCT# 842 AMMUNITION		2,005.07	
664724	Invoice	03/01/2025	ACCT# 842 2025 AMMUNITION ORDER	0.00	4,569.66	
001-118-000-52122-3100	PD PAT - Office and Opera		ACCT# 842 2025 AMMUNI		4,569.66	
190080	SIMPLOT PARTNERS	03/21/2025	Regular	0.00	118.71	112760
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
212135024	Invoice	03/05/2025	CUST# 98997 PERENNIAL RYE BLEND	0.00	118.71	
401-000-000-53480-3100	WAT - Office and Operati		CUST# 98997 PERENNIAL R		118.71	
197259	SUNSET AIR, INC.	03/21/2025	Regular	0.00	8,373.80	112761
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
124197B	Invoice	03/12/2025	CUST# SHE122 RPLCD EXHST FAN MTR &	0.00	1,608.45	
001-119-000-52250-4100	FIRE FACIL - Professional		CUST# SHE122 RPLCD EXH		1,608.45	
126105	Invoice	03/12/2025	CUST# CIT245 RPLCD OUTDR FAN MTRS &	0.00	6,765.35	
001-142-000-51890-4818	FACIL CIVIC - Repairs and		CUST# CIT245 RPLCD OUT		6,765.35	
200235	TACOMA SCREW PRODUCTS INC	03/21/2025	Regular	0.00	90.57	112762
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
170132191-00	Invoice	03/05/2025	CUST# 103300 MISC SUPPLIES	0.00	90.57	
402-400-000-53580-3100	SEW SV MN - Office and		CUST# 103300 MISC SUPP		90.57	
178252	TASCHNER LAW, PLLC	03/21/2025	Regular	0.00	1,350.00	112763
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
REIMBURSEMEN	Invoice	03/14/2025	REIMBURSEMENT/MARCH25	0.00	1,350.00	
001-122-000-51593-4101	LEGAL - OPD Grant Public		REIMBURSEMENT/MARCH		1,350.00	
200985	THURSTON CO PUBLIC HEALTH	03/21/2025	Regular	0.00	640.00	112764
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
LABORATORY FEE	Invoice	03/10/2025	LABORATORY FEES/FEBRUARY 2025	0.00	640.00	
401-000-000-53480-4100	WAT - Professional Servic		LABORATORY FEES/FEBRU		640.00	
201300	TOZIER BROS INC.	03/21/2025	Regular	0.00	550.71	112765

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Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
474652	Invoice	03/11/2025	CUST# 20090- CAP PVC	0.00	15.66	
001-142-000-57250-3100		FACIL LIB - Office and Ope		CUST# 20090- CAP PVC	15.66	
474664	Invoice	03/12/2025	CUST# 20090 PAINT AND SUPPLIES	0.00	205.40	
001-141-000-57680-3100		PARKS - Office and Opera		CUST# 20090 PAINT AND S	205.40	
474676	Invoice	03/12/2025	CUST# 20090- 3V BATTERY	0.00	8.35	
402-400-000-53580-3100		SEW SV MN - Office and		CUST# 20090- 3V BATTERY	8.35	
474680	Invoice	03/12/2025	CUST# 20090- NUTS,BOLTS,HITCH PN CLP	0.00	1.61	
402-400-000-53580-3100		SEW SV MN - Office and		CUST# 20090- NUTS,BOLTS	1.61	
474711	Invoice	03/14/2025	CUST# 20090 MISC BATHROOM SUPPLIES	0.00	174.25	
402-400-000-53580-3100		SEW SV MN - Office and		CUST# 20090 MISC BATHR	174.25	
474744	Invoice	03/17/2025	CUST# 20090 SS FCT BRAIDED,VLV PVC	0.00	25.35	
402-400-000-53580-3100		SEW SV MN - Office and		CUST# 20090 SS FCT BRAI	25.35	
474749	Invoice	03/17/2025	CUST# 20090 QT VALVE 3	0.00	11.31	
402-400-000-53580-3100		SEW SV MN - Office and		CUST# 20090 QT VALVE 3	11.31	
474753	Invoice	03/17/2025	CUST# 20090 MISC BATHROOM SUPPLIES	0.00	102.41	
402-400-000-53580-3100		SEW SV MN - Office and		CUST# 20090 MISC BATHR	102.41	
474774	Invoice	03/18/2025	CUST# 20090 NUTS AND BOLTS	0.00	6.37	
001-141-000-57680-3100		PARKS - Office and Opera		CUST# 20090 NUTS AND B	6.37	
201957	ULINE	03/21/2025	Regular	0.00	77.09	112766
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
190061228	Invoice	03/06/2025	CUST# 5672395 LYSOL SPRAY	0.00	77.09	
001-142-000-51890-3115		FACIL CIVIC - Office and O		CUST# 5672395 LYSOL SPR	77.09	
VEN02544	VESTIS GROUP INC	03/21/2025	Regular	0.00	83.48	112767
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5120643397	Invoice	03/05/2025	CUST# 792105973 COVERALLS.MAT,MOP,	0.00	40.51	
402-400-000-53580-4900		SEW SV MN - Miscellaneo		CUST# 792105973 COVER	40.51	
5120648155	Invoice	03/12/2025	CUST# 792105972 COVERALLS,MAT,TOWE	0.00	42.97	
401-000-000-53480-4901		WAT - Miscellaneous - Sh		CUST# 792105972 COVER	42.97	
202900	WASH. ASSOC. OF SHERIFFS & POLI	03/21/2025	Regular	0.00	2,225.00	112768
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
DUES 2024-0062	Invoice	05/15/2024	ASSOCIATE DUES MIKE DEROCHE	0.00	75.00	
001-118-000-52122-4900		PD PAT - Miscellaneous		ASSOCIATE DUES MIKE DE	75.00	
DUES 2024-0071	Invoice	09/30/2024	ASSOCIATE DUES- BLAYLOCK,BELLEVILLE	0.00	150.00	
001-118-000-52122-4900		PD PAT - Miscellaneous		ASSOCIATE DUES- BLAYLOC	150.00	
INVO32543	Invoice	01/08/2025	ACCREDITATION ANNUAL FEE 2025	0.00	2,000.00	
001-118-000-52122-4100		PD PAT - Professional Serv		ACCREDITATION ANNUAL F	2,000.00	
203780	WATER MGMNT LABORATORIES INC	03/21/2025	Regular	0.00	482.00	112769
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
227495	Invoice	03/13/2025	ACCT# AS201R 3/3/25 TESTS	0.00	482.00	
402-400-000-53580-4100		SEW SV MN - Professional		ACCT# AS201R 3/3/25 TES	482.00	
053987	WESTBAY NAPA AUTO PARTS	03/21/2025	Regular	0.00	720.40	112770
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
122727	Invoice	03/10/2025	ACCT# 4296 V-RIBBED BELT/55405D	0.00	33.35	
503-000-000-54865-3104		EMR - Oper Supp-Parts-E		ACCT# 4296 V-RIBBED BEL	33.35	
122785	Invoice	03/11/2025	FUEL,CRANKCASE,DEF FILTERS/19991D	0.00	287.06	

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503-000-000-54865-3104		EMR - Oper Supp-Parts-E	FUEL,CRANKCASE,DEF FILT		287.06	
122864	Invoice	03/11/2025	ACCT# 4296 AIR FILTERS/19969D	0.00	107.48	
503-000-000-54865-3104		EMR - Oper Supp-Parts-E	ACCT# 4296 AIR FILTERS/1		107.48	
123049	Invoice	03/12/2025	ACCT# 4296 EXT POLE SQUEEGEE	0.00	20.33	
101-000-000-54230-3100		ST RD WAY - Office and O	ACCT# 4296 EXT POLE SQU		20.33	
123514	Invoice	03/17/2025	ACCT# 4296 BATTERY,CORE DEP,WIPER/62	0.00	272.18	
503-000-000-54865-3104		EMR - Oper Supp-Parts-E	ACCT# 4296 BATTERY,COR		272.18	
204068	WESTERN SYSTEMS	03/21/2025	Regular	0.00	333.47	112771
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0000065963	Invoice	03/06/2025	12" LED SIGNAL LIGHTS	0.00	333.47	
101-000-000-54264-3100		ST TR CTL - Office and Op		12" LED SIGNAL LIGHTS	333.47	
VEN02139	ZEPELIN SHIPPING & TECHNOLOGY	03/21/2025	Regular	0.00	26.00	112772
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
PACKAGEID 1408	Invoice	03/07/2025	TREVOR KNAUF ANACONDA NETWORKS I	0.00	18.39	
001-118-000-52122-4200		PD PAT - Communication		TREVOR KNAUF ANACOND	18.39	
PACKAGEID14115	Invoice	03/12/2025	WSP TOXICOLOGY/EVIDENCE	0.00	7.61	
001-118-000-52122-4200		PD PAT - Communication		WSP TOXICOLOGY/EVIDEN	7.61	

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	66	34	0.00	69,623.85
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	33	20	0.00	50,556.11
	99	54	0.00	120,179.96

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	3/2025	120,179.96
			<u>120,179.96</u>

VOUCHER APPROVAL

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described within payroll warrants numbered 4040 through 4041 and 14558 through 14653. Warrants 112728 through 112738 in the amount of \$364,949.00 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 19th of March, 2025.


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 _____, 2025.

Mayor Onisko

Deputy Mayor Sharon Schirman

Councilmember George Blush

Councilmember Tom Gilmore

Councilmember Miguel Gutierrez

Councilmember Lyndsey Sapp

Councilmember Melissa Stearns

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 warrant numbered 14654. Warrants 112774 through 112776 in the amount of \$1,531.68 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 24th of March, 2025.


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 _____, 2025.

Mayor Onisko

Deputy Mayor Sharon Schirman

Councilmember George Blush

Councilmember Tom Gilmore

Councilmember Miguel Gutierrez

Councilmember Lyndsey Sapp

Councilmember Melissa Stearns



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item C5)

Touch Date: 02/11/2025
Brief Date: 03/18/2025
Consent Date: 04/01/2025

Department: Finance
Presented By: Mike Githens, Finance Director

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:

Budget Commitment for Post-
Construction Monitoring at C Street
Landfill

☐

Ordinance

☒ Dept. Head

MG

☒

Resolution

☒ Finance Director

MG

ATTACHMENTS:

- Resolution No. 1369-0225

☒

Motion

☒ Attorney

KH

☐

None

☒ City Clerk

DN

☒ City Manager

MZ

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

The City has been working closely with the Department of Ecology to complete the environmental cleanup and closure of the C-Street Landfill. Under Agreed Order No DE 19541, the City of Shelton is financially responsible for the site's ongoing post-construction monitoring and maintenance.

To ensure the City can meet these long-term obligations, the Department of Ecology requires the development of a 20-year cost estimate and proof of financial capability to cover associated costs. Adoption of Resolution No. 1369-0225 formalizes the City's commitment to funding these activities, with the initial 20-year cost estimate attached as Exhibit A.

While the cost estimate must be updated and submitted to the Dept. of Ecology annually, Resolution No. 1369 0225 remains in effect unless financial circumstances necessitate a revision.

ANALYSIS/OPTIONS/ALTERNATIVES:

The City has invested along with funding from State of Washington Department of Ecology to clean up the C Street Landfill. There is a requirement for future financial commitment to maintain the Agreed Order and complete the project that has significant investment. The Resolution being presented commits future financial and budget obligations until the Agreed Order is sufficiently satisfied and the landfill is deemed to be permanently close by Department of Ecology.

BUDGET/FISCAL INFORMATION:

Currently there is a balance in the Solid Waste Fund of approximately \$280,000. Annual estimates for post construction amounts total approximately \$49,000. At some point in the future when the Solid Waste Fund is depleted, a new source for the payment of post-construction amounts will require budget from the General Fund.

PUBLIC INFORMATION REQUIREMENTS:

Additional information can be obtained from the City Clerk.

STAFF RECOMMENDATION/MOTION:

"I move to approve Resolution 1369-0225 as part of the consent agenda."

RESOLUTION NO. 1369-0225

**A RESOLUTION OF THE CITY OF SHELTON, WASHINGTON,
COMMITTING TO BUDGET FOR POST-CONSTRUCTION MONITORING
AT THE C-STREET LANDFILL**

WHEREAS, pursuant to an Agreed Order with the Department of Ecology, the City of Shelton completed an environmental cleanup and closure of the C-Street Landfill; and

WHEREAS, the clean-up and closure were funded through a grant from the Department of Ecology, with matching funds from the City; and

WHEREAS, per the Agreed Order, the City is financially responsible for post-construction monitoring, including yearly topographical surveys, groundwater sampling, and maintenance of the cap; and

WHEREAS, the Department of Ecology has required the City Council to adopt a resolution committing to set aside funds in the City's annual budget for post-construction monitoring on an ongoing basis; and

WHEREAS, the City has completed a 20-year estimate for monitoring costs, which is attached to this Resolution as Exhibit A.

NOW, THEREFORE, the City Council of the City of Shelton hereby resolves, on an ongoing basis, to set aside funds in the City's annual budget to cover the estimated costs of post-construction monitoring.

Passed by the City Council at its regular meeting held on the 1st day April of 2025.

ATTEST:

Mayor Onisko

City Clerk Nault

20-Year Cost Estimate - Post Construction Activities

City of Shelton, C Street Landfill

Resolution No. 1369-0225

Exhibit A

20 YEAR COST ESTIMATE - POSTCONSTRUCTION/CLEANUP ACTIVITIES									
Post-Construction Monitoring Activity	Year 1	Year 2	Year 3	Year 4	Year 5	Year 10	Year 15	Year 20	Totals by Task ¹
*Annual topographic survey ² (all years)	\$ 4,169	\$ 4,433	\$ 4,433	\$ 4,433	\$ 4,433	\$ 22,165	\$ 22,165	\$ 22,165	\$ 84,228
*Annual cap inspections and reporting ³ (Year 2 onward)	—	\$ 10,590	\$ 10,590	\$ 10,590	\$ 10,590	\$ 52,950	\$ 52,950	\$ 52,950	\$ 201,210
Semi-annual groundwater sampling and informal reporting ⁴ (Years 1-5)	\$ 29,227	\$ 29,229	\$ 29,229	\$ 29,229	\$ 29,229	—	—	—	\$ 116,916
**Annual maintenance of cap (all years)	—	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 95,000
**5-year reviews with Ecology (Year 5, 10, 15, and 20)	—	—	—	—	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 20,000
Total by Year (2024 Dollars)	\$ 33,396	\$ 49,252	\$ 49,252	\$ 49,252	\$ 54,252	\$ 105,115	\$ 105,115	\$ 105,115	\$ 517,354
Total by year plus annual inflation rate ⁵	\$ 33,396	\$ 49,252	\$ 50,237	\$ 51,242	\$ 57,573	\$ 123,159	\$ 135,978	\$ 150,130	\$ 617,571
Total by year plus annual inflation rate and 10% contingency		\$ 54,177	\$ 55,261	\$ 56,366	\$ 63,330	\$ 135,475	\$ 149,576	\$ 165,144	\$ 679,328

Notes

 Costs for Year 1 already completed under current Aspect contract and not figured into Totals by Task column.

Sales tax is not applicable to any of the activities, as all will be performed by a Consultant or in-house staff.

* Costs assume Task is performed by a Consultant; however, the City could perform the task to save costs.

** Task described is anticipated to be completed by Ecology and/or the City; no Consultant fees are included.

¹ Costs shown in 2024 dollars. Totals by Task column does not include costs for Year 1, which was already completed.

² Completed by a subcontracted licensed surveyor. Costs shown assume that the surveyor is subcontracted by a Consultant. The City could contract the surveyor directly to save on costs.

³ Costs shown assume Consultant performs annual cap inspections and reporting, and include Consultant PM & Progress Reporting. This task could be performed by the City, under supervision by a City engineer.

⁴ Assumes that Ecology approves ceasing groundwater monitoring after Year 5. Costs shown include Consultant PM & Progress Reporting

⁵ Estimated 2% annual inflation rate.



**CITY OF SHELTON
COUNCIL BRIEFING REQUEST
(Agenda Item C6)**

Touch Date: **02/26/2025**
Brief Date: **03/18/2025**
Consent Date: **04/01/2025**

Department: **Police**
Presented By: **Chris Kostad**

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:
Summit Towing Contract

☐

Ordinance

☒ Dept. Head

ATTACHMENTS:

☒

Resolution

☐ Finance Director

- Resolution No. 1370-0225
- Draft Towing Contract

☒ Attorney

☒

Motion

☒ City Clerk

☐

Other

☒ City Manager

MZ

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

The Shelton Police Department utilizes Summit Towing services for impounds, evidence seizure tows, and if needed, evidence storage of vehicles. Impound fees are the responsibility of the registered owner of the vehicle being towed if it does not need to be seized as evidence for an investigation. However, in the event a vehicle needs to be seized as evidence and is subsequently towed the Shelton Police Department is responsible for the towing service and potential storage fees for the vehicle. The fees that the Shelton Police Department realizes for towing the vehicle can range from \$300.00 - \$500.00 per vehicle.

Summit Towing, a local towing company in Mason County, has agreed to enter into a contract with the Shelton Police Department for towing services. Per the contract, the flat rate fee for an evidentiary towing and other towing services would be \$125.00 for the first 25 miles and \$5.00 per mile thereafter.

ANALYSIS/OPTIONS/ALTERNATIVES:

N/A

BUDGET/FISCAL INFORMATION:

N/A

PUBLIC INFORMATION REQUIREMENTS:

Information is available through the City Clerk.

STAFF RECOMMENDATION/MOTION:

"I move to approve Resolution No. 1370-0225 as part of the consent agenda."

RESOLUTION NO. 1370-0225

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SHELTON, WASHINGTON
AUTHORIZING A CONTRACT FOR TOWING SERVICES BETWEEN THE SHELTON POLICE
DEPARTMENT AND SUMMIT TOWING**

WHEREAS, the City of Shelton's Police Department is required to remove vehicles while conducting official police duties and must utilize a towing service to do so.

WHEREAS, Summit Towing has agreed to enter into a contract with the Shelton Police Department to provide towing services.

WHEREAS, the contract will provide the services to the Shelton Police Department at a lower flat rate that would increase efficiency as it relates to time and associated costs.

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

1. The City hereby agrees with the terms set forth in the contract between Shelton Police Department and Summit Towing.
2. The City Manager is authorized to sign the contract.

INTRODUCED on the 18th of March 2025 and **PASSED** by the City Council at its regular meeting on the 1st of April 2025.

ATTEST:

Mayor Onisko

City Clerk Nault

**Contract for Towing Services
Between Summit Towing and the City of Shelton**

This Agreement is entered into on this ____ day of _____, 2025, by and between **Summit Towing, Inc.** (hereinafter referred to as “Summit Towing”) and the **City of Shelton** (hereinafter referred to as “the City”).

1. Scope of Services

Summit Towing agrees to provide evidence and vehicle towing services to the City as described below:

- Response time: 30 minutes within the City limits
- Vehicle storage capacity: 80-100 vehicles, including space for semi-trucks and trailers.
- Secured facility to prevent vandalism or theft.
- Tow operator and truck availability:
 - Monday-Friday: 4 to 5 operators.
 - Saturday-Sunday: 2 to 3 operators.
 - Expansion of staff as hiring progresses.

2. Rates for Services

Summit Towing will provide the following services at the listed rates:

- **Flat Rate Tows:** \$125 (includes 25 miles and use of dollies).
 - The first 25 miles are included in flat rate, \$5.00 per mile after.
- **Storage Fees:**
 - Inside storage: \$82 per day to the registered owner.
 - Outside storage: \$82 per day to the registered owner.
- **Other Services:**
 - Lockouts: \$80 (Class A), \$100 (Class B).
 - Jumpstarts and tire changes: \$80 (Class A), \$100 (Class B).
 - Winch-outs: \$125 flat rate.
 - Medium-duty wrecker (Class B): \$175 per hour with a 1-hour minimum, port-to-port.
 - Standby rate: \$0 (subject to renegotiation if issues arise).

3. Evidence Vehicle Handling

Summit Towing agrees to retrieve vehicles from the City’s evidence hold promptly once notified. The impound process will commence immediately thereafter.

4. Licenses and Compliance

Summit Towing affirms it is a licensed Registered Tow Truck Operator (RTTO) with the State of Washington. It shall keep its license in good standing and comply with all applicable laws and regulations.

5. Terms and Termination

This agreement shall remain in effect until terminated by either party with 30 days' written notice.

6. Indemnification and Insurance

Summit Towing shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the negligence of the City.

Summit Towing shall procure and maintain insurance, as required in this Section, without interruption from commencement of the work through the term of the Contract.

Summit Towing's maintenance of insurance, its scope of coverage and limits as required herein shall not be construed to limit the liability of Summit Towing to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity. Summit Towing's required insurance shall be of the types and coverage as stated below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at 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, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an endorsement providing at least as broad coverage. The City shall be named as an additional insured under Summit Towing's Commercial General Liability insurance policy with respect to the work performed for the City using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

Summit Towing 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 and \$2,000,000 products-completed operations aggregate limits

If Summit Towing maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by Summit Towing, irrespective of whether such limits maintained by Summit Towing are greater than those required by this Contract or whether any certificate of

insurance furnished to the City evidences limits of liability lower than those maintained by Summit Towing.

Summit Towing'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 City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of Summit Towing's insurance and shall not contribute with it.

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII. Summit Towing shall furnish the City with original certificates and a copy of the amendatory endorsements evidencing the insurance requirements of Summit Towing. Upon request by the City, Summit Towing shall furnish certified copies of all required insurance policies, including endorsements, required in this Contract.

Summit Towing shall provide the City with written notice of any policy cancellation within two business days of their receipt of such notice.

Failure on the part of Summit Towing to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days notice to Summit Towing 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 City on demand, or at the sole discretion of the City, offset against funds due Summit Towing from the City.

7. Amendments

This agreement may be amended only in writing, signed by both parties. The City Manager shall be authorized to approve amendments that do not materially alter the scope of this Agreement.

8. Signatures

By signing below, both parties agree to the terms outlined in this contract.

For Summit Towing, Inc.:

Name: _____
Title: _____
Signature: _____
Date: _____

For City of Shelton

Name: **Mark Ziegler**
Title: **City Manager**
Signature: _____
Date: _____



CITY OF SHELTON, WASHINGTON - CITY COUNCIL

City Council Meeting Minutes
January 21, 2025 – 6:00 p.m.
Civic Center & Virtual Platform

COUNCILMEMBERS AND PERSONNEL

Councilmembers:

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

Personnel:

Acting City Manager Mike Githens
City Clerk Donna Nault
Police Chief Chris Kostad
Parks & Recreation Supervisor Jordanne Krumpols
Assistant Public Works Director Aaron Nix
Community & Economic Development Director Jae Hill

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 112220 through 112265 and EFT payment numbers 897 through 927 in the total amount of \$273,869.25
2. Vouchers numbered 112285 through 112309 and EFT payment numbers 928 through 940 in the total amount of \$284,077.86
3. Payroll warrants numbered 4021 through 4025 and 14060 through 14061. Warrants 112266 through 112284 in the amount of \$653,708.95
4. Payroll warrants numbered 112315 through 112316 in the amount of \$51,637.29
5. Parks Advisory Committee Reappointment
6. Arts Commission Reappointments
7. Resolution No. 1361-1124 Safe Routes to School Construction Final Acceptance
8. Minutes:
 - Business Meeting of December 3, 2024
 - Study Session of December 10, 2024

City Clerk Nault read the items on the consent agenda. A motion was made by Councilmember Gutierrez and seconded by Councilmember Stearns to approve the consent agenda as read. Passed.

GENERAL PUBLIC COMMENT (3-minute time limit)

In-Person:

Erin Martinache
Kathy McDowell
Dean Jewett

Zoom:

None

PRESENTATIONS

1. Shelton Police Department Officer of the Year – Presented by Police Captain Dan Patton

Police Captain Patton presented the Officer of the Year award to Detective Corporal Mike Gettle. Discussion followed.

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

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

BUSINESS AGENDA

1. Parks Advisory Committee Appointments – Presented by Parks & Recreation Supervisor Jordanne Krumpols

Parks & Recreation Supervisor Krumpols presented information regarding the Parks Advisory Committee appointments. No discussion.

A motion was made by Councilmember Gutierrez and seconded by Councilmember Blush to forward the appointments to the Parks Advisory Committee to the consent agenda of the February 4, 2025 council meeting for further consideration. Passed.

ACTION AGENDA

1. Resolution No. 1357-1124 Accepting Memorandum of Agreement with WSU Extension – Presented by Parks & Recreation Supervisor Jordanne Krumpols

Parks & Recreation Supervisor Krumpols presented information regarding accepting the agreement with WSU Extension. No discussion. No public comment. City Clerk Nault provided a reading of Resolution No. 1357-1124.

A motion was made by Councilmember Gutierrez and seconded by Councilmember Stearns to adopt Resolution No. 1357-1124 as presented. Passed.

2. Resolution No. 1363-1124 On-Call A&E Consultant Pool Agreements – Presented by Assistant Public Works Director Aaron Nix

Assistant Public Works Director Nix presented information regarding the on-call consultant pool agreement. Discussion followed. No public comment. City Clerk Nault provided a reading of Resolution No. 1363-1124.

A motion was made by Councilmember Gutierrez and seconded by Councilmember Stearns to adopt Resolution No. 1363-1124 as presented. Passed.

3. Resolution No. 1367-1224 Establishing a Creative District – Presented by Community & Economic Development Director Jae Hill

Community & Economic Development Director Hill presented information regarding establishing a creative district. Discussion followed. No public comment. City Clerk Nault provided a reading of Resolution No. 1367-1224.

A motion was made by Councilmember Gutierrez and seconded by Councilmember Gilmore to adopt Resolution No. 1367-1224 as presented. Passed.

4. Ordinance No. 2028-1224 Repealing SMC 5.32 For-Hire Vehicles – Presented by Acting City Manager Mike Githens

Acting City Manager Githens presented information regarding repealing SMC 5.32. No discussion. No public comment. City Clerk Nault provided a reading of Ordinance No. 2028-1224.

A motion was made by Councilmember Gutierrez and seconded by Councilmember Gilmore to adopt Ordinance No. 2028-1224 as presented. Passed.

5. Council Board & Committee Assignments – Presented by Acting City Manager Mike Githens.

Acting City Manager Githens presented information regarding Council board & committee assignments. No changes in assignments other than what the Council discussed at the study session held on January 14, 2025. (Councilmember Gilmore will be the city representative on the MTA board and Mayor Onisko will be the city representative on the MACECOM board.) No public comment.

A motion was made by Councilmember Gutierrez and seconded by Deputy Mayor Schirman to approve the amended 2025 Council board and committee assignments as presented. Passed.

ADMINISTRATION REPORT

1. City Manager Report

- Public Works is ready for any winter weather
- Public forum will be held on February 5th, 6:00 p.m. to 7:00 p.m. regarding sidewalk repairs and downtown street trees

NEW ITEMS FOR DISCUSSION

None

ANNOUNCEMENT OF NEXT MEETING

Study Session – January 28, 2025 at 6:00 p.m. – Cancelled
City Council Meeting – February 4, 2025 at 6:00 p.m.

MEETING ADJOURN

Mayor Onisko adjourned the meeting at 6:48 p.m.

Mayor Eric Onisko

City Clerk Donna Nault



City of Shelton
Designating April 2025 as Child Abuse Prevention Month
PROCLAMATION

WHEREAS, the City of Shelton recognizes our future rests in the hands of our most vulnerable and cherished assets – our children; and

WHEREAS, all children deserve to live in safe, stable, and nurturing environments which promote their healthy growth and development; and

WHEREAS, child abuse, neglect and other trauma are recognized as serious public health problems affecting both the current and future quality of life in our community; and

WHEREAS, it is the responsibility of our community to ensure parents, caregivers and other adults who influence the health and well-being of children have the support, knowledge, and concrete resources necessary to ensure all children thrive to their greatest potential; and

WHEREAS, effective child abuse prevention strategies succeed because of partnerships among agencies, schools, religious organizations, law enforcement agencies, health care providers, and the business community; and

WHEREAS, we as City of Shelton residents continue our commitment to protecting all members of our community and call upon all citizens to join together to increase public safety and prevent the further abuse and neglect of our children.

NOW THEREFORE, the Shelton City Council does hereby proclaim April 2025 as Child Abuse Prevention Month in the City of Shelton, and urges all citizens, communities, state agencies, faith groups, medical facilities, elected leaders, medical providers, educators, and businesses to increase their participation in efforts to support families, thereby preventing child abuse and strengthening the community in which we live.

Signed this 1st day of April 2025.

Mayor Eric Onisko



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F1)

Touch Date: 12/24/2024
Brief Date: 04/01/2025
Action Date: 04/15/2025

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.

DN

MZ

PROGRAM/PROJECT TITLE: WSDOT Striping Maintenance Agreement Amendment #1

ATTACHMENTS:

- Resolution No. 1366-1224
- WSDOT Maintenance Agreement Amendment #1
- WSDOT 2019 Striping Maintenance Agreement

Action Requested:

- ☐ Ordinance
- ☒ Resolution
- ☒ Motion
- ☐ None

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

Every spring the City has roadway centerlines, medians, and fog lines repainted. Prior to 2018, the City would utilize private contractors to complete the striping work through a yearly bidding process that several times led to delays in completing the needed work during the dry/warm weather months due to the availability of contractors in this area.

On 9/3/2019, the City entered a 5-year maintenance contract with the Washington State Department of Transportation (WSDOT) to complete the yearly striping for the City at an estimated cost of \$62,000 over the five-year period 2019-2023. WSDOT is requesting that the original agreement is amended to include the striping work completed last summer (2024), and for reimbursement for the actual WSDOT labor/materials/equipment costs per year, as outlined in the original contract. Attached is the proposed Maintenance Agreement Amendment #1 from WSDOT that includes the cost for 2024 striping work and the actual costs incurred for the work completed in 2019 through 2024. The new total authorized cost in the contract amendment is \$103,698.44, or an average of \$17,283.07 over each of the 6 years.

The WSDOT striping agreements moving forward will be year by year, with an estimated cost of approximately \$20,000, falling under the \$30,000 contract signing authority of the City Manager.

BUDGET/FISCAL INFORMATION:

The yearly roadway striping costs are included in the yearly street maintenance budget that are funded by the Transportation Benefit District (TBD) and General Fund revenues.

PUBLIC INFORMATION REQUIREMENTS:

Contact the Public Works department for information pertaining to this project.

STAFF RECOMMENDATION/MOTION:

Staff recommends: "I move to place Resolution No. 1366-1224 on the action agenda for further consideration at the April 15, 2025 Council meeting".

RESOLUTION NO. 1366-1224

A RESOLUTION OF THE COUNCIL OF THE CITY OF SHELTON, WASHINGTON, AUTHORIZING THE CITY MANAGER TO EXECUTE THE STRIPING MAINTENANCE AGREEMENT AMENDMENT NO. 1 WITH THE WASHINGTON STATE DEPARTMENT OF TRANSPORTATION

WHEREAS, the City of Shelton has pavement striping on collector roadways that consists of 7.2 miles of double yellow lines, 2.7 miles of skip/solid yellow lines, 7.8 miles of skip yellow lines, 1.6 miles of 8" white gore lines, 2.3 miles of skip white lines, and 13.9 miles of white fog lines; and

WHEREAS, restriping of the collector roadways in the city is needed every year; and

WHEREAS, prior to 2019, the city contracted with private companies that several times led to delays in completing the needed work during the dry/warm weather months due to the availability of contractors in this area; and

WHEREAS, in 2019 the City of Shelton entered a 5-year Striping Maintenance Agreement #JC8574 with Washington State Department of Transportation (WSDOT) for work in 2019 through 2023 for an estimated cost of \$62,000; and

WHEREAS, the 2019 agreement states that the city reimburse WSDOT for the actual direct and related costs of the work; and

WHEREAS, the striping work completed in 2024 was not included in the 2019 Agreement; and

WHEREAS, WSDOT prepared the attached striping Maintenance Agreement Amendment #1 that includes the cost for 2024 striping work and the actual costs incurred for the work completed in 2019 through 2024.

WHEREAS, the new total authorized cost identified in Maintenance Agreement Amendment #1 is \$103,698.44, or an average of \$17,283.07 over each of the 6 years.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Shelton, Washington that the City Manager is authorized to sign Maintenance Agreement Amendment #1 for WSDOT for the 2019 through 2024 striping work completed by WSDOT in the city.

INTRODUCED on the 1st day of April 2025 and **PASSED** by the City Council at its regular meeting held on this 15th day of April 2025.

Mayor Onisko

ATTEST:

City Clerk Nault



**Washington State
Department of Transportation**

Amendment To: Maintenance Reimbursable Agreement			Applicant or Local Agency
			Project Name
			Previously Authorized Amount \$
Agreement Number J		Region	Amended Estimated Costs \$
State Route	Mileposts	Amendment Number	New Total Authorized Amount \$
Reason for Amendment			

Recitals

1. The parties hereto entered into original Agreement J-_____ on the _____ day of _____, 20_____, and
2. Costs have exceeded the original estimate,

Now, Therefore, pursuant to the terms, conditions and performances contained herein and/or attached hereto, and by this reference made a part of this Agreement, it is mutually agreed between the Parties hereto as follows:

1. The Parties agree to amend the estimated costs as shown above.
2. All other terms and conditions of the original Agreement shall remain in full force and effect except as modified by this Amendment.

In Witness Whereof, the Parties hereto have executed this Amendment as of the date last signed below.

REQUESTING ENTITY	WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
Signature: _____	Signature: _____
By: _____ Print Name	By: _____ Print Name
Title: _____	Title: _____
Date: _____	Date: _____



Maintenance Agreement Work by WSDOT for Other State, Federal, and Local Governmental Agencies	Agency and Billing Address City of Shelton 525 W Cota St. Shelton, WA 98584
Agreement Number JC8574	Contact Name/Phone #/Email Craig Gregory, Director of Public Works 360-280-0024
Federal Tax ID # 91-6001277	Estimated Costs \$62,000.00
Description of Work 2019-2023: Striping City of Shelton streets annually according to but not limited to the following quantities: Double Yellow-7.2M Skip/Solid Yellow-2.7M Skip Yellow-7.8M 8" White Gore-1.6M Skip White-2.3M 4" White Edgeline-13.9M * 2019 chipseal project area will receive 2 coats of paint.	

This Agreement is entered into by and between the Washington State Department of Transportation (WSDOT) and the above named governmental agency (Agency), hereinafter referred to individually as the "Party" and collectively as the "Parties."

Recital

1. The Agency has requested and WSDOT has agreed to perform certain work as described above.

Now Therefore, pursuant to chapter 39.34 RCW,

It Is Hereby Agreed As Follows:

1. General

- 1.1 WSDOT agrees to perform the above described work, using state labor, equipment and materials, as requested by the Agency.
- 1.2 The Agency agrees, in consideration of the faithful performance of the above described work to be done by WSDOT, to reimburse WSDOT for the actual direct and related indirect costs of the work. Administrative Charges at current rate are considered part of indirect costs.

2. Payment

- 2.1 The estimated cost of the work is stated above. The Agency agrees to set aside funds for payment to WSDOT in this amount.
- 2.2 The Agency agrees to pay WSDOT for the work done within thirty (30) days from receipt of a WSDOT invoice, which shall include documentation supporting the work done.
- 2.3 If the Agency is a county or city, the Agency agrees that if it does not make payment as provided under the terms of this Agreement, the Agency authorizes WSDOT to withhold and use as payment Motor Vehicle Fund monies credited or to be credited to the Agency.

- 2.4 The Agency agrees further that if payment is not made to WSDOT within thirty (30) days from receipt of WSDOT's invoice, WSDOT may charge late fees and/or interest in accordance with Washington State Law.

3. Increase in Cost

The Parties agree that the estimated cost of the work may be exceeded by up to 25%. In the event of such increased costs the Parties agree to modify the estimated cost of work by written amendment, signed by both Parties. WSDOT shall notify the Agency of increased costs as they become known.

4. Right of Entry

The Agency grants to WSDOT a right of entry upon all land in which the Agency has interest for the purpose of accomplishing the work described above.

5. Claims

Claims for Damages: After completion of work by WSDOT, in the event of claims for damages or loss attributable to bodily injury, sickness, death, or injury to or destruction of property that occurs within the limits of the work performed by WSDOT for the Agency, the Agency shall defend such claims and hold harmless the WSDOT therefrom, and WSDOT shall not be obligated to pay any claim, judgement or cost of defense. Nothing in this Section, however, shall remove from WSDOT any responsibility defined by the current laws of the state of Washington or from any liability for damages caused by WSDOT's own negligent acts or omissions independent of the work performed pursuant to this Agreement.

6. Indemnification

The Agency shall defend, protect and hold harmless WSDOT, its officers, officials, employees, and/or agents from and against all claims, suits or actions arising from the negligent acts or omissions of Agency, its officers, officials, employees, assigns, contractors, sub-contractors, tenants, sub-tenants, licensees, invitees and/or agents while performing work under the terms of this Agreement. This defense and indemnity obligation shall not include such claims, actions, costs, damages, or expenses which may be caused by the sole negligence of WSDOT, its officers, officials, employees, contractors, sub-contractors and/or agents; provided, however, that if the claims, suits or actions are caused by or result from the concurrent negligence of (a) WSDOT, its officers, officials, agents, contractors, sub-contractors or employees and (b) the Agency, its officers, officials, employees, assigns, contractors, sub-contractors, tenants, sub-tenants, licensees, invitees and/or agents, or involves those actions covered by RCW 4.24.115, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the Agency or its officers, officials, employees, assigns, contractors, sub-contractors, tenants, sub-tenants, licensees, invitees and/or agents. Agency specifically assumes potential liability for the actions brought by Agency's employees and solely for the purposes of this indemnification and defense, Agency specifically waives any immunity it may be afforded in connection with such claims under the State industrial insurance law, Title 51 RCW. Agency recognizes that this waiver was the subject of mutual negotiations.

This indemnification and waiver shall survive the termination of this Agreement.

7. Modification

This Agreement may be amended by the mutual agreement of the Parties. Such amendments or modification shall not be binding unless they are in writing and signed by persons authorized to bind each Party.

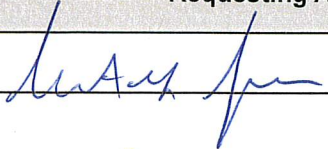
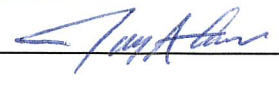
8. Termination Clause (Check the Appropriate Box Below)

- ☒ 8.1 This Agreement will automatically terminate five (5) years after date of execution. This Agreement may be terminated by either Party upon thirty (30) days advanced written notice to the other Party. In the event of termination, payment will be made by the Agency for work completed by WSDOT as of the effective date of termination.
- ☐ 8.2 This Agreement will terminate upon completion of the work described herein.

9. Disputes and Venue

In the event that a dispute arises under this Agreement, it shall be resolved as follows: WSDOT's Secretary of Transportation or designee and the Agency's head or designee shall review the applicable facts, contract terms, statutes and rules affecting the dispute to resolve the matter. If the parties cannot reach a resolution, the Parties agree that any legal action to enforce any right or obligation under this Agreement may only be brought in Thurston County Superior Court. The venue specified in this section shall not apply to any federal agency that is a Party to this Agreement.

In Witness Whereof, the Parties hereto have executed this Agreement as of the Party's date signed last below.

Requesting Agency	Washington State Department of Transportation
By: 	By: 
Printed: Bob Rodgers	Printed: Troy Cowan
Title: Mayor	Title: Assistant Regional Administrator-Maintenance Ops
Date: 9/3/2019	Date: 8-13-2019



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F2)

Touch Date: 03/10/2025
Brief Date: 04/01/2025
Action Date: 04/15/2025

Department: Public Works

Presented By: **Brent Armstrong, Assistant Public Works Director**

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:

Gray & Osborne Satellite WWTP
Reclaimed Water Tank Design
Contract Amendment No. 5

☒ Dept. Head

J.O.H.

☐ Finance Director

☐ Attorney

☒ City Clerk

☒ City Manager

DN

MZ

ATTACHMENTS:

- Resolution No. 1374-0325
- G&O Contract Amendment No. 5

☐

Ordinance

☒

Resolution

☒

Motion

☐

None

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

On August 21, 2018, following a formal solicitation and qualifications-based selection process, Council approved a \$57,100 Contract with Gray & Osborne, Inc. to complete a pre-design report and initial design efforts for replacement of the reclaimed water tank at the Satellite Wastewater Treatment Plant.

In October of that same year, the Squaxin Island Tribe expressed interest in collaborating with the City on a grant application through the Department of Ecology. As a result, City staff requested Gray & Osborne to pause design efforts in anticipation of the reclaimed water tank being identified as an eligible project.

The Tribe was awarded grant funds, and in March of 2020, the Council adopted Resolution No. 1156-0320, approving an Interlocal Agreement (ILA) with the Tribe. The ILA outlined tasks for the City to complete for the planning and preliminary design of reclaimed water and wastewater conveyance facilities, with the associated costs to be reimbursed by the Tribe.

Following the execution of the ILA, Council adopted Resolution No. 1163-0620 in July 2020, approving Amendment Number 1 to the design Contract with Gray & Osborne. This amendment increased the contract budget, extended the contract term, and adjusted the scope to align with the tasks defined in the ILA.

In September of 2021, the City was allocated \$2,050,000 in the 2021-23 State Capital Budget, utilizing the State's Coronavirus State Fiscal Recovery Funds through the federal American Rescue Plan Act (ARPA), administered by the State Department of Commerce (DOC). The Dept. of Commerce retains \$50,000 of the funds as a fee for administering the grant, leaving the City a net amount of \$2.0 million towards the project.

By 2022, Gray & Osborne had completed the work prescribed in Amendment No. 1, allowing the City to close out the ILA with the Tribe and shift focus back to the original intent of the Contract – completing the reclaimed water tank design. This led to Amendment No. 2, adopted through Resolution No. 1252-1122 on January 3, 2023, increasing the contract budget and extending the contract term to allow for completion of the remaining design efforts.

In May of 2024, due to the project's proximity to a wetland, Council adopted Resolution No. 1331-0424, approving Contract Amendment No. 3 and increasing the Contract budget for Gray & Osborne to complete a Wetland Delineation Report.

Later that same year, City staff proposed Amendment No. 4 to increase the contract budget to allow for a geotechnical analysis to be completed, which Council approved through Resolution No. 1364-1124. However, the Amendment was never executed, as Gray & Osborne clarified that the analysis was already covered under the original contract scope and budget and an amendment was not warranted.

Following the analysis, City staff identified additional and revised project components and requested for Gray & Osborne to incorporate them into the final design. City staff requested a proposal from Gray & Osborne to outline the scope and associated budget for the additional design elements, as well as for construction assistance and management services for the construction phase of the project. This brings forth Contract Amendment No. 5 for Council's consideration, which will add \$323,661 to the Contract Budget (\$43,661 for additional design efforts and \$280,000 for construction assistance), and extend the contract term to June 30, 2026.

BUDGET/FISCAL INFORMATION:

Contract Version	Approval Date	Change in Contract Amt	New Total Contract	Scope Change Summary
Original	09/04/2018	+ \$57,100	\$57,100	<i>Pre-design Report & Preliminary Design</i>
Amendment 1	07/21/2020	+ \$38,900	\$96,000	<i>Tasks in ILA with Squaxin Island Tribe</i>
Amendment 2	01/03/2023	+ \$138,200	\$234,200	<i>Complete Design</i>
Amendment 3	05/21/2024	+ \$12,000	\$246,200	<i>Wetland Report</i>
Amendment 4	CANCELLED			
Amendment 5	Upon Council Approval	+ \$323,661	\$569,861	<i>Final Design Elements and Construction Assistance</i>

Nearly all contract expenses have been reimbursed through external funding sources. The Squaxin Island Tribe covered the costs associated with the original contract and Amendment No. 1, except for the first two consultant invoices totaling \$2,831.09, which were paid from the Sewer Utility Fund, as efforts pre-dated the term of the Interlocal Agreement (ILA). All costs incurred under Amendments 2 and 3 have been fully reimbursed by the Direct Appropriation grant administered by the Department of Commerce. This grant will continue to cover 100% of eligible expenses until its remaining balance of approximately \$1.83 million is exhausted.

PUBLIC INFORMATION REQUIREMENTS:

Information for this project can be obtained through the City Public Works department.

STAFF RECOMMENDATION/MOTION:

Staff recommends: *"I move to place Resolution No. 1374-0325 on the April 15, 2025 Council meeting action agenda for further consideration".*

RESOLUTION NO. 1374-0325

A RESOLUTION OF THE COUNCIL OF THE CITY OF SHELTON, WASHINGTON, AUTHORIZING THE CITY MANAGER TO EXECUTE CONTRACT AMENDMENT NO. 5 WITH GRAY & OSBORNE, INC. FOR DESIGN AND CONSTRUCTION ASSISTANCE OF THE SATELLITE WWTP RECLAIMED WATER TANK PROJECT

WHEREAS, on August 21, 2018, the City Council approved a contract with Gray and Osborne, Inc. for completion of a pre-design report and initial design of a new reclaimed water tank at the Satellite Wastewater Treatment Plant; and

WHEREAS, that following October, design efforts were paused to explore potential funding assistance from the Squaxin Island Tribe, leading to an Interlocal Agreement in March 2020 (approved through Resolution No. 1156-0320), under which the Tribe reimbursed the City for the planning and preliminary design efforts of reclaimed water and wastewater conveyance facilities; and

WHEREAS, in July of 2020, Council adopted Resolution No. 1163-0620, approving Contract Amendment No. 1 with Gray and Osborne, Inc., expanding the scope and budget to better align the project with the tasks identified in the Interlocal Agreement; and

WHEREAS, in September of 2021, the City was allocated \$2,050,000 for the project in the 2021-2023 State Capital Budget, utilizing the State's Coronavirus State Fiscal Recovery Funds through the federal American Rescue Plan Act (ARPA), administered by the State Department of Commerce; and

WHEREAS, with additional funding secured and the work prescribed in the first Contract Amendment complete, the City was able to shift Gray & Osborne's focus back to the original intent of the contract through Council's approval of Contract Amendment No. 2 (authorized by Resolution No. 1252-1122), which adjusted the contract scope, budget, and term to allow for design completion; and

WHEREAS, in May of 2024, Contract Amendment No. 3 (authorized by Resolution No. 1331-0424) increased the budget for completion of a required wetland delineation study and report; and

WHEREAS, Contract Amendment No. 4, approved by Council in December of 2024 (through Resolution No. 1364-1124), intended to increase the contract budget for a geotechnical analysis to be completed, but the amendment was annulled, as Gray & Osborne confirmed the analysis was already included in the scope of the original contract, making an amendment unnecessary; and

WHEREAS, City staff has identified additional project components desired to be incorporated into the project's final design, and also seeks to retain Gray & Osborne for construction assistance and construction management services on the project; and

WHEREAS, at the City's request, Gray & Osborne, Inc. has provided a proposal for the desired services, bringing forth Contract Amendment No. 5 for Council's consideration, adding \$323,661 to the budget for a total Contract amount not to exceed \$569,861, and extending the Contract Term to June 30, 2026.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Shelton, Washington that the City Manager is authorized to sign Contract Amendment No. 5 to the Satellite WWTP Reclaimed Tank Design Contract with Gray & Osborne, Inc., and any subsequent amendments up to 10% in value of contract amendment #5.

INTRODUCED on the 1st day of April 2025 and **PASSED** by the City Council at its regular meeting held on this 15th day of April 2025.

Mayor Onisko

ATTEST:

City Clerk Nault

AMENDMENT NO. 05
to
PROFESSIONAL SERVICES AGREEMENT
SATELLITE WWTP RECLAIMED WATER TANK DESIGN SERVICES

WHEREAS, the City of Shelton entered into a Professional Services Agreement with Gray & Osborne, Inc., authorized by Council on August 21, 2018 and executed on September 4, 2018, for engineering services for the reclaimed water tank at the City's Satellite Wastewater Treatment Plant; and

WHEREAS, several contract amendments have been executed to expand the contract scope and authorize budget increases; and

WHEREAS, Contract Amendment No. 4 was previously approved by Council for completion of a geotechnical analysis, but the amendment was not executed as it was determined the analysis was already included in the original contract scope, making an amendment unnecessary; and

WHEREAS, City staff has identified additional and revised project components desired to be incorporated into the final design, and also seeks to retain Gray & Osborne, Inc. for construction assistance and construction management services during the project; and

WHEREAS, Gray & Osborne, Inc. has provided a proposal outlining the scope and budget for the services requested by the City; and

WHEREAS, additionally, the City has updated its administrative requirements and procedures pertaining to invoices and allowable expenditures and intends to incorporate these provisions into all new and existing Contracts.

NOW THEREFORE, all provisions of the original agreement, as previously amended through mutual written agreement, shall remain in full force and effect, except as expressly modified by this Amendment, as follows:

1. Section 1 Scope of Services to be Performed by Consultant, is hereby amended to include the scope of work defined in *Exhibit F*, attached hereto and incorporated herein.
2. The first two paragraphs of Section 6 Compensation and Method of Payment are deleted entirely and replaced with the following:

"Total compensation, including all services and reimbursable expenses, shall not exceed a maximum of \$569,861. 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.

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.

Consultant may receive payment as reimbursement for Eligible Expenses actually incurred. "Eligible Expenses" means those types and amounts of expenses either listed in *Exhibit G – Reimbursable Expenses*, 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 G may not be reimbursed unless prior written approval was obtained from the City. An expense shall not be reimbursed if: 1) the expense is not identified in Exhibit G; 2) the expense would exceed the contract

value identified above; or 3) the expense was not approved in writing by the City's Contract Manager, or an authorized representative, prior to the Consultant incurring the expense.

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 and materials contracts. Year-end invoices shall be submitted no later than January 10th each year.

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: 1) File its request for payment accompanied by evidence satisfactory to the City justifying the request for payment; 2) Follow the invoicing guidelines described in *Exhibit B – Invoicing Requirements*, including the Billing Voucher form provided in the exhibit. A completed Billing Voucher must accompany each invoice submitted; 3) To the extent reimbursement of Eligible Expenses is sought, submit itemization of such expenses and all documentation required, as defined in *Exhibit G – Reimbursable Expenses*.

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."

3. The Contract term identified in Section 8 Duration of Agreement, is hereby amended to June 30, 2026.
4. *Exhibit B - Billing Voucher*, shall be replaced in its entirety with new *Exhibit B - Invoicing Requirements*, attached hereto and incorporated herein by this reference.
5. New *Exhibit G – Reimbursable Expenses*, attached hereto and incorporated herein by this reference.
6. Effective Date: This Amendment shall become effective upon adoption of Resolution No. 1374-0325 by the City Council on April 15, 2025.

IN WITNESS WHEREOF, the Parties have executed this Amendment as of the effective date set forth above.

CITY OF SHELTON

GRAY & OSBORNE, INC.

Mark Ziegler, City Manager

Michael B. Johnson, PE, President

EXHIBIT B

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, such as January 1, 2023 – January 30, 2023.
 - 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 G - *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 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

EXHIBIT F, PART 1 SCOPE OF WORK

CITY OF SHELTON ADDITIONAL DESIGN AND CONSTRUCTION ASSISTANCE SERVICES FOR RECLAIMED WATER TANK PROJECT

PROJECT UNDERSTANDING

The City Reclaimed Water Tank Project includes the following major items of construction:

1. Complete required erosion control, clearing, grubbing, excavation, grading, backfill, and compaction.
2. Complete demolition of the existing structures on site.
3. Furnish and install 500,000 Gallon Glass Lined Bolted Steel Reservoir and Foundation.
4. Furnish and install piping, valves and appurtenances.
5. Furnish and install modification to the existing reclaimed water basin.
6. Furnish and install modification to the existing in-plant drain pump station.
7. Furnish and install fencing.
8. Provide testing, commissioning, and training as specified.
9. Furnish and install all required electrical, telemetry, and instrumentation.
10. Furnish restore all surfaces disturbed by construction activities.

During the design phase, the City and Gray & Osborne identified additional and revised project components to be included in the Project. The additional engineering work is primarily associated with incorporation of the project components into the bid documents.

The contract time for the project is a total of 240 working days to substantial completion, or approximately 48 weeks. This time includes allowances for procurement of the bolted steel tank materials. The City has requested assistance for the construction phase of the project.

G&O #18273.00

SCOPE OF WORK

The proposed engineering services include the following tasks:

Task 1 – Additional Design Elements

- A. Revise control valve selection and features to maximize flexibility in pumping to sprayfield and returning flow to existing reclaimed water basin. Provide concrete vaults with drains to house control valves and related electrical and mechanical appurtenances..
- B. Design modifications to the existing in-plant drain pump station.
- C. Add flex-tend fittings within concrete vaults for seismic isolation both the inlet and outlet of the reclaimed water tank.
- D. Prepare revised Plans, Specifications and Cost Estimate associated with additional design elements.

Task 2 – Electrical & Controls

- A. Develop control narrative and Process and Instrumentation Diagram (P&ID) information to allow City Integrator to prepare modifications to existing City System Control and Data Acquisition (SCADA) system.
- B. Develop emergency and alarm conditions associated filling and draining the reclaimed water tank and effects on the existing reclaimed water basin, existing reclaimed water pump station, and existing in-plant drain pump station.
- C. Design electrical connections for instrumentation within new control valve vaults and for integration into existing electrical panels and existing motor control center (MCC).

Task 3 – Pre-Construction Services

- A. Prepare Conformed Documents (Plans and Specifications) with incorporation of the addenda issued during the bid phase.
- B. Pre-Construction Meeting: Coordinate and conduct a preconstruction conference to establish administrative procedures for the project.

G&O #18273.00

Task 4 – Construction Contract Administration

- A. Construction Schedule: Review and comment on the contractor's construction schedule. Monitor the contractor's progress in relation to the schedule. Keep the parties advised on the time limit as it relates to the performance schedule.
- B. Construction Meetings: Coordinate and conduct construction meetings over duration of construction phase. Major meeting items to include schedule status, construction progress, construction issues, change order proposals, submittals, and pay estimates. Construction meetings will be held weekly.
- C. Monthly Progress Estimates: Review contractor's monthly progress payment requests.
- D. Project Closeout: Assist the City in obtaining from the contractor bonds, warranties, and as-built drawings. Prepare record drawings.
- E. Per the Project Specifications, Construction Survey is required to be completed by the contractor. Construction survey by Gray & Osborne will consist of establishing control and completing as-built survey for preparation of record drawings.

Task 5 – Office Engineering

- A. Review Submittals: Review material and non-material submittals for compliance with design intent and general conformity to the Contract drawings and specifications.
- B. Review "Or Equal" Products: Review proposals from the contractor to substitute an "or equal" product for a specified product based on design intent and general conformity to the Contract drawings and specifications.
- C. Clarify Design Intent: Respond to the contractor's questions and provide interpretation of the Contract specifications and drawings, which address and clarify design intent. Prepare supplementary sketches to clarify conditions. Maintain records of telephone meetings concerning design intent.
- D. Evaluate Change Orders: Estimate the added or reduced cost of changes during construction to be used in negotiation of Contract change orders. Provide engineering design for change orders as directed by the City. Evaluate the impact of change orders on the construction schedule and recommend eligible time extensions.

G&O #18273.00

- E. Provide office support for field activities.

Task 6 – Construction Monitoring

- A. Provide inspection for the duration of the project. The resident inspector will keep track of daily quantities, maintain daily reports, review and recommend payment request, prepare and maintain field set of record drawings, provide general paperwork, and communicate directly to the project manager. The fee proposal assumes 120 working days of full-time inspection.
- B. Conduct Final Inspections: Conduct substantial completion inspections, punchlists, review compliance and recommend acceptance by the City.

BUDGET

Based on the Scope of Work described above, the total estimated cost for completing the Engineering Services tasks is \$323,661, as shown in the attached Exhibit F Part 2.

G&O #18273.00

EXHIBIT F PART 2

ENGINEERING SERVICES SCOPE AND ESTIMATED COST

City of Shelton - Additional Design and Construction Assistance Services for Reclaimed Water Tank

Tasks	Principal/ Project Manager Hours	Project Engineer Hours	Civil Engineer Hours	Electrical Engineer Hours	AutoCAD Technician Hours	Inspector Hours	Prof. Land Surveyor Hours	Survey Technician Hours	Survey Crew Hours
1. Additional Design Elements	1	40	19		37				
2. Electrical & Controls	1	33		124	17				
3. Pre-Construction Services	4	8	8		8	8			
4. Construction Contract Administration	48	40	24		24				
5. Office Engineering	40	96	120	48	48				
6. Construction Monitoring	16	24	24	24		960	8	12	30
Hour Estimate:	110	241	195	196	134	968	8	12	30
Estimated Hourly Rates:	\$240	\$190	\$135	\$163	\$121	\$166	\$204	\$180	\$275
Direct Labor Cost	\$26,400	\$45,790	\$26,325	\$31,948	\$16,214	\$160,688	\$1,632	\$2,160	\$8,250

Total Fully Burdened Labor Cost: \$ 319,407

Direct Non-Salary Cost:
Mileage & Expenses (Mileage @ current IRS rate) \$ 4,254

TOTAL ESTIMATED COST: \$ 323,661

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

Exhibit G – 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	Automatic when airfare approved
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 10% 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.

Office Address Mileage will be calculated from: 2102 Carriage Drive SW
Olympia, WA 98502



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F3)

Touch Date: 11/24/2024
Brief Date: 04/01/2025
Action Date: 04/15/2025

Department: Public Works
Presented By: Aaron Nix, Assistant Public Works Director

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:

Transpo Group Agreement No. 24-007-PSA for Systemic Ped. Safety & OHN Improvement Design Services

☐

Ordinance

☐

Resolution

☒

Motion

☐

Other

☒ Dept. Head

J.O.H.

☐ Finance Director

☐ Attorney

☒ City Clerk

DN

☒ City Manager

MZ

ATTACHMENTS:

- RFQ #24-007 and Pre-Submittal Q&A
- Evaluation Scoring Matrix

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

In 2022, the City applied for federal funding through the Highway Safety Improvement Program (HSIP) to improve pedestrian safety, as outlined in its Local Road Safety Plan. Of the numerous locations identified for improvement, six were included in the application, and four ultimately were selected for funding: 1) Olympic Hwy North and I Street intersection improvements; 2) Mid-Block crossing relocation at Olympic Hwy South and Bellevue Ave; 3) Rapid Flashing Beacons at West Railroad Ave. and 3rd Street; and 4) Traffic signal evaluation and options assessment at West Railroad Ave. and 7th Street.

In 2023, the City also applied for and secured funding from the Transportation Improvement Board (TIB) to repair the deteriorating roadway on Olympic Highway North, between C Street and Wallace Kneeland Blvd.

One of the HSIP-funded locations overlaps with this corridor, requiring all project locations/limits to follow federal guidelines and be combined under a single contract.

Throughout October 2024, the attached Request for Qualifications (RFQ) was advertised to solicit qualifications from engineering firms interested in preparing design and construction bid-ready documents. Four firms submitted Statements of Qualifications in response to the RFQ, all of which were evaluated by a panel of city staff based on the criteria identified in the RFQ. The top three highest scoring firms advanced to the interview phase and were further evaluated by a panel of city staff and WSDOT Local Programs personnel.

The attached scoring matrix summarized the evaluation results, with Transpo Group scoring the highest and ranking as the most qualified firm for the project. City staff have been working with Transpo Group to finalize the contract scope, a process requiring additional time due to the complexity of phasing the combined projects and ensuring all federal funding requirements are met. Once the scope and budget are mutually agreed upon, a WSDOT Standard Consultant Agreement will be prepared and presented to the Council, which is anticipated to be completed prior to the next Council Meeting.

ANALYSIS/OPTIONS/ALTERNATIVES:

The City has the option to remove the I Street intersection improvements from the Olympic Hwy North Project. This separation would allow the Olympic Hwy North corridor improvements to proceed without the stringent federal guidelines and complex administrative requirements that accompany federal transportation funding.

However, TIB has informed the City that this approach would require relinquishing the awarded funds and reapplying during the next funding cycle, with no guarantee of being awarded funds. Given the urgent need for repairs, staff does not recommend this option, as further delays may lead to even further pavement degradation and unsafe driving conditions for those traveling Olympic Hwy North.

BUDGET/FISCAL INFORMATION:

TIB will cover 90% of eligible expenses, up to \$3,688,752 for the Olympic Highway North Project, including \$356,976 allocated for design.

The City was awarded \$1,295,000 for the Systemic Pedestrian Safety Improvements, with \$155,000 designated for design. The project is eligible for 100% funding (up to the awarded amount) if design is completed, and a construction contractor is under contract by April 30, 2026. Failure to meet this deadline will result in the City having to return the funds allocated for construction.

PUBLIC INFORMATION REQUIREMENTS:

Any additional information can be obtained from the Public Works Department.

STAFF RECOMMENDATION/MOTION:

Staff recommends: *"I move to forward this agenda item and the addition of a resolution and proposed contract to the April 15, 2025 action agenda for further consideration".*

City of Shelton



REQUEST FOR QUALIFICATIONS

**Systemic Ped. Safety & Olympic Hwy North Improvements
Design Services
RFQ: 24-007**

RFQ Due Date: November 12, 2024 by 1:00 p.m.

RFQ Submittal: City of Shelton, Attn: Brooke Kilts
525 W Cota Street | Shelton, WA 98584

CITY OF SHELTON
REQUEST FOR QUALIFICATIONS

CONTRACT NAME: Systemic Ped. Safety & Olympic Hwy North Improvements Design Services
CONTRACT NO.: 24-007-PSA
RESPONSES DUE: November 12, 2024 by 1:00 PM

Public notice is hereby given that the City of Shelton has issued a Request for Qualifications for Design Engineering services for the Systemic Pedestrian Safety and Olympic Highway North Improvements Project, with responses due no later than the date and time given above.

The work to be performed by the consultant consists of engineering design and PS&E development to construct roadway, traffic signal, and intersection improvements across multiple locations in Shelton, Washington. These projects are funded by both Federal and State sources and are therefore subject to Federal EEO requirements and the Washington State Department of Transportation's Local Agency Guidelines (LAG). **A mandatory 13% DBE Goal was initially assigned by WSDOT for this design contract but is currently under additional review and may be revised prior to contract award.**

The proposed improvements include roadway re-surfacing and striping reconfiguration on Olympic Hwy North from C Street to Wallace Kneeland Blvd, as well as curb extensions, ADA-compliant curb ramps, Rectangular Rapid Flashing Beacons (RRFB's), signage, high visibility crosswalk markings, and other pedestrian and related improvements on Olympic Hwy North and three other locations throughout the City. Anticipated services include, but are not limited to, field survey and mapping, engineering design, traffic and signal analysis, geotechnical support, environmental permitting support, public outreach and engagement support, and other elements necessary to develop construction-ready contract documents (plans, specifications, and estimates). Although these projects utilize different funding sources and cover multiple locations, the City's intent for this design is to consolidate the projects into a single construction contract, with distinct schedules for each project location. The City of Shelton reserves the right to retain the services of the successful firm for any associated subsequent phases (R/W, CN).

Selection of firms will be based on the following criteria:

- Qualifications and experience of the proposed firms
- Qualifications and experience of the project manager and key team members with WSDOT LAG and projects utilizing multiple funding sources
- Composition, capacity, and availability of the key team members
- Approach to the project to assure successful delivery of scope, schedule, budget and quality of the project
- Communication skills

Complete details and all submittal requirements are available on the City of Shelton's website under RFP and Bid Opportunities at www.sheltonwa.gov.

The City of Shelton in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing leandra.sharp@sheltonwa.gov or by calling (360)432-5112.

The City of Shelton, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Published: Seattle Daily Journal of Commerce 10/15/24, 10/22/24, and 10/29/24
Posted: City of Shelton Website – www.sheltonwa.gov and OMWBE – www.omwbe.wa.gov

CITY OF SHELTON
REQUEST FOR QUALIFICATIONS
Systemic Ped. Safety & Olympic Highway North (OHN) Improvements
Design Services

RFQ: 24-007

The following content is provided in this Request for Qualifications (RFQ) to assist statement preparation.

- SECTION 1. GENERAL INFORMATION
 - 1.01 Purpose and Background
 - 1.02 Schedule
 - 1.03 RFQ Inquiries and Communications
 - 1.04 Contract Term
 - 1.05 Public Records
 - 1.06 Recycled Products
 - 1.07 Confirmation of Business Organization
 - 1.08 Federal, State, and Local Requirements
- SECTION 2. SCOPE OF SERVICES
 - 2.01 General
 - 2.02 Project Management
 - 2.03 Project Definition & Concept Development
 - 2.04 Field Survey and Mapping
 - 2.05 Environmental and Permitting
 - 2.06 Public Participation and Communications
 - 2.07 Real Estate Services
 - 2.08 Design Progress
 - 2.09 Bidding Assistance Services
- SECTION 3. SUBMITTAL REQUIREMENTS, EVALUATION, AND AWARD
 - 3.01 Submittal Requirements
 - 3.02 Statement Contents
 - 3.03 Statement Withdrawal
 - 3.04 Rejection or Acceptance of Statements
 - 3.05 Incurred Costs
 - 3.06 Evaluation Criteria
 - 3.07 Evaluation and Award Process
- SECTION 4. ATTACHMENTS
 - A Confirmation of Business Organization
 - B Project Locations
 - C Design Concepts

SECTION 1. GENERAL INFORMATION:

1.01 Purpose and Background

In 2022, the City applied for federal funding through the Highway Safety Improvement Program (HSIP) to improve pedestrian safety, as outlined in its Local Road Safety Plan. Of the numerous locations identified for improvement, six were included in the application, and four ultimately received funding.

In 2023, the City also applied for and was awarded funding from the Transportation Improvement Board (TIB) to repair the rapidly deteriorating roadway on Olympic Highway North, between C Street and Wallace Kneeland Blvd.

One of the HSIP-funded locations overlaps with the Olympic Hwy North corridor project, requiring all projects to follow federal funding guidelines and be combined under a single construction contract. The selected consultant's design must incorporate the elements outlined in each respective funding agreement, which includes:

Systemic Pedestrian Safety Improvements (Federal HSIP):

1. Olympic Highway North and I Street – Install rectangular rapid flashing beacons, curb extensions, street lighting, high visibility crosswalk markings, signing, pavement markings, and curb ramps as needed.
2. Olympic Highway South and Bellevue Ave. – Relocate crosswalk, install rectangular rapid flashing beacons, high visibility crosswalk markings, signing, pavement markings, and curb ramps as needed. Extend sidewalk from proposed crosswalk on Bellevue Ave. (MP 1.60) to Arcadia Ave (MP 1.49).
3. West Railroad Ave. and 3rd Street – Install rectangular rapid flashing beacons and curb ramps as needed.
4. West Railroad Ave. and 7th Street – Evaluate existing traffic signal at West Railroad Avenue and 7th Street intersection to assess changing permitted left-turn phasing to protected or protected/permitted left-turn phasing.

Olympic Hwy North, C Street to Wallace Kneeland Blvd. (TIB Urban Arterial Program):

- Re-pave the roadway (scope to be determined during the design phase, either drive lanes only or full grind and overlay).
- Install curb extensions with enhanced illumination, ADA-compliant curb ramps with detectable warning strips, Rectangular Rapid Flashing Beacons with advanced signage, and reconfigure pavement striping/markings to create bike lanes.

Additionally, the City is seeking approval for the application of WA Legislature-approved funds for intersection improvements (channelization and signalization) at the intersection of Olympic Highway North and Wallace Kneeland Boulevard. Should approval be obtained, these improvements may be added to the design contract by amendment.

1.02 Schedule

Event	Date
RFQ Release	October 15, 2024
Inquiries Deadline	October 31, 2024 by 5:00 pm
Responses to Inquiries Posted	November 5, 2024 by 5:00 pm
SOQ Submittal Due	November 12, 2024 by 1:00 pm
Notification of Shortlist (tentative)	*November 21, 2024
Interview of Short-Listed Consultants (as needed and determined by the city)	*December 10, 2024
Council Award	*January 21, 2025

*These dates are approximate and subject to change

1.03 RFQ Inquiries and Communications

Interested parties must direct all communications regarding this RFQ to Procurement & Contracts Administrator, Brooke Kilts, via email to brooke.kilts@sheltonwa.gov. In your email subject line, reference Engineering Design Services, Olympic Highway North (OHN) Improvements *RFQ 2024-007*. Response to inquiries cannot be guaranteed unless received by email prior to the inquiry's deadline noted in the schedule. All written answers to questions received prior to the deadline will be posted to the City of Shelton website located at:

https://www.sheltonwa.gov/business_development/rfp_and_bid_opportunities.php.

If applicable, addenda will be issued prior to the bid due date. The City reserves the discretion to group similar questions to provide a single answer or not to respond when the requested information is confidential.

Unauthorized contact regarding the RFQ with other City staff may result in disqualification. Any oral communication will be considered unofficial and non-binding on the city.

1.04 Contract Term

An initial Contract Term of eighteen (18) months will be offered, with a possible extension for construction management support based on the construction schedule.

1.05 Public Records

Any material submitted shall become the property of the City and shall not be returned. During the evaluation of statements and selection of the Consultant, the statements shall be confidential. After the selection process has been completed, the statements shall be open to public inspection. Statements should not contain any information that the proposers do not wish to become public. If it is necessary to submit confidential information in order to comply with the terms and conditions of this RFQ, each page containing confidential information should be clearly marked, "NOT FOR PUBLIC DISCLOSURE CONFIDENTIAL TRADE SECRETS". The City accepts no liability for the inadvertent or unavoidable release of any confidential information submitted, and claims arising out of any public record request for such information shall be at the proposer's expense.

1.06 Recycled Products Statement

Consultants shall use recyclable products to the maximum extent economically feasible in the preparation of the Statement, and the selected Consultant shall continue the same practice in the performance of the contract work.

1.07 Confirmation of Business Organization

The Consultant shall identify the business organization under which it operates (form provided in RFQ as Attachment A). Partnerships and joint ventures will list each member's name, address, business license number, tax ID number, telephone number, and email address on a separate sheet of paper attached to the proposal. This page will not be included in your total page count. Failure to complete and include this form in your submittal may be considered non-responsive.

1.08 Federal, State, and Local Requirements

The selected Consultant shall comply with all federal, state, and local laws, regulations, executive orders, and ordinances applicable to the work under this contract. In addition, the Consultant agrees to comply with:

- a. Title VI of the Civil Rights Act of 1964. The City of Shelton, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat.252,42 U.S. C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids/qualifications in

response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

- b. Section V of the Rehabilitation Act of 1973.
- c. The American with Disabilities Act of 1990
- d. All regulations and administrative rules established pursuant to the foregoing laws; and
- e. All other applicable requirements of Federal and State civil rights and rehabilitation statutes, rules, and regulations.
- f. Conditions identified in grant agreements for funding of the design and construction contracts and projects.

A mandatory minimum goal of 13% (thirteen percent) was initially established by WSDOT for Disadvantaged Business Enterprises (DBE) for the design contract, but is subject to revision prior to award.

The City of Shelton is an Equal Opportunity Employer and does not discriminate against any person, firm partnership, or organization as it pertains to race, color, religion, sex, age, national origin, marital status, sexual orientation, medical condition, physical handicap, or disability. Any person, firm, partnership, or organization contracting with or doing business with the City shall be in conformity with the City's policy on non-discrimination.

SECTION 2. SCOPE OF SERVICES:

2.01 General

The selected Consultant will be required to have extensive knowledge and proficient experience of the process, guidelines, and requirements of designing and managing projects utilizing federal transportation funds, following the LAG Manual, and working with WSDOT Local Programs.

The selected Consultant shall deliver the following tasks, at a minimum, to successfully design and bid a single construction contract by January of 2026. This Scope is intended only to convey the general requirements for the project. The selected consultant will be required to submit a draft scope of work within seven (7) working days post notification of selection. The city will then work with the selected consultant to further define the scope of work, and a level of effort and budget will be negotiated based on the agreed upon Scope of Services. The selected consultant will be expected to enter into a Local Agency Standard A&E Professional Services Agreement with the established maximum contract amount. The city may authorize some or all of the work elements on a task basis. All activities and deliverables are to be performed in compliance with the requirements of the WSDOT Local Agency Guidelines (LAG) Manual, and the City of Shelton.

2.02 Project Management

This task consists of all duties, elements, and functions necessary to successfully manage project delivery in terms of scope, schedule, budget, and quality assurance. Weekly communications, and bi-weekly meetings with the City Project Manager are anticipated. A Project Management Plan (PMP) is to be prepared, submitted, and managed. The PMP should include sections relative to scope, schedule, and budget, as well as a Quality Management Plan (QMP), Communications Plan (internal and external), approach to permitting requirements and environmental regulatory compliance.

The Consultant will be required to document and publish meeting agendas, notes, and action plans throughout the project.

This task may also include strategic planning activities, progress reporting, monthly invoicing, contract management, and Sub-consultant management for the duration of the project.

2.03 Project Definition & Concept Development

This task will consist of a project kick-off meeting with the City and Consultant project team to present and confirm goals and objectives, scope and schedule, as well as identify anticipated data, and other requirements and information necessary for the project.

All design efforts will conform with the WSDOT Design Manual (latest edition), WSDOT LAG Manual (latest edition), APWA, and standards of the City of Shelton. The Consultant will develop a conceptual plan on a scalable printed roll plot, based on available or newly obtained field survey and mapping. The anticipated 10 to 15% (ten to fifteen percent) progress level of effort concept will be reviewed with the City at a design workshop, prior to proceeding to contract plans preparation. The effort will include a preliminary cost estimate that addresses not only construction costs, but design and construction engineering, project administration, real estate requirements, environmental requirements, etc.

The Consultant will provide construction sequencing and initial traffic control phasing strategies as part of the effort.

The Consultant will update the plan for use within the community engagement process.

2.04 Field Survey and Mapping

The Consultant will collect available data and records from the city. A utilities inventory will be prepared and maintained. The Consultant will then provide accurate field mapping based on aerial survey to the appropriate level of detail for all topographic, utility, and structural features. Alternative approaches to achieve this may be proposed. All subsurface utilities potentially impacted by the project will be field located and verified. Public and private utilities will be consulted in order to verify the accuracy by the identified utilities. Any debris filled drainage structures will be identified for cleaning by City Maintenance. The identification and disclosure of utility easements and rights of way will also be determined by the Consultant.

2.05 Environmental and Permitting

The Consultant will be tasked to identify all known or potential environmental requirements as necessary to support NEPA/SEPA clearance under the LAG process. At a minimum this task will include a Cultural Resources Assessment (CRA) as required by applicable state and federal laws. The Consultant will determine the project's eligibility or exemption under NEPA/SEPA.

The Consultant will prepare a "permit log" which will identify all federal, state and local permits required for the design and construction of the project. Responsibilities for obtaining permits will be identified. The Consultant will be tasked with obtaining the required permits necessary for design and environmental clearance.

2.06 Public Participation and Communications

The Consultant will recommend and conduct a community engagement and communications plan in partnership with the City Communications Manager and the Public Works Project Manager. At a minimum the effort should include two open house style meetings at the Community Civic Center. In addition, the Consultant will support public notices and website development by providing appropriate graphics.

2.07 Real Estate Services

The City does not maintain right of way and/or real estate services for its projects. As such, the Consultant will be required to validate existing and proposed rights of way to an appropriate level of accuracy, identify potential needs for acquisition, temporary and/or permanent easements. A preliminary budget for right of way requirements will be prepared by the Consultant. The Consultant will also include a process flow chart with schedule for potential right of way acquisition and clearance.

Real Estate Services to obtain and deliver rights of way will be subject to an amendment to the design contract. All real estate services must be performed in compliance with WSDOT LAG.

2.08 Design Progress

Upon acceptance of the concept plan, and approval of the project budget by the City, the Consultant will progress the design effort with 30/60/90 percent level milestones. Typical progress submittals will be required at each milestone for City review and comment. The submittals will contain the elements agreed within the negotiated scope of services and should represent that typically provided for similar projects, including appropriate cost estimates, contractual special conditions, and technical specifications. At the start of the phase the Consultant will provide a “mock-up” of the proposed plans and contract documents. A baseline final design and construction schedule will also be provided.

The Consultant will incorporate comments received from the City and/or WSDOT during each milestone review, and advance the plans to the next progress level. The Consultant’s 90 percent submission shall include completed contract plans, quality assurance checklist, the engineer’s estimate of anticipated construction costs, technical specifications, and other back-end contract documents for the city to incorporate into their public works construction ITB template. Upon approval of the city, the Consultant will progress the design and contract documents to completion.

2.09 Bidding Assistance Services

The Consultant shall aid the city in order to successfully advertise, bid, and award the construction contract. This will include assisting the City with responses to questions from prospective bidders, the preparation of addenda, and review and recommendation of award based on bids received.

SECTION 3. SUBMITTAL REQUIREMENTS, EVALUATION, AND AWARD:

3.01 Submittal Requirements

Consultants are required to submit four (4) printed copies of their response and one (1) electronic copy on a flash drive. All documents required to be submitted shall be enclosed in a sealed envelope clearly addressed on the outside as follows:

City of Shelton

Attention: Brooke Kilts

SOQ Submittal: Systemic Ped. Safety and Olympic Highway North (OHN)

Improvements Design Services **RFQ 24-007**

525 West Cota Street

Shelton, WA 98584

Consultant shall submit their SOQ on 8 ½ x 11” pages, using a minimum of 11-point font, single-spaced formatting. Proposals shall be stapled, or comb bound. Please do not coil bind.

The maximum total of pages allowed is 12 (twelve). If pages are double-sided, each side will count as one (1) page. The Confirmation of Business Organization page shall be at the end of the proposal and will not be considered in the total page count.

Cover page, cover letter, and resumes will not count in the page count. Resumes for the project manager and lead designer shall not exceed two pages. Resumes for other key personnel shall be limited to a single one-sided page.

Submittals are due to the City of Shelton prior to the date and time stated in Section 1.02-Schedule. Submittals that are late, incomplete, or misdirected will be considered non-responsive, with no exceptions. The City of Shelton relies on the city’s own computer system clock to

determine the correct time and is not responsible for any delays or difficulties experienced in the submittal of a Statement. Statements may be hand-delivered or mailed. *Fax and email submissions WILL NOT be accepted and will be considered non-responsive to this RFQ.*

3.02 Statement Contents

Statements of Qualifications are to address the items requested below in the order presented.

A. Submittal Cover Page (single page)

B. Cover Letter (single page)

- An introduction to the firm and a brief background of the firm's capabilities
- Clearly identify the single contact person, including name, title, email address, mailing address, and phone number, for whom correspondence regarding the SOQ should be directed to.
- Identify any real or perceived conflicts of interests, inclusive of the primary and key staff members.
- Provide a statement confirming that the subconsultants' and all key personnel are available to work on the project to achieve a successful delivery outcome.
- A duly authorized officer, employee, or agent of the Consultant must sign the Cover Letter

C. Firm Overview

Provide an overview of the firm, including:

- The size of the firm.
- A summary of the firm's organizational structure.
- Location and size of office performing the bulk of the work.
- Firm's history of performance on similar federally funded municipal transportation projects utilizing WSDOT LAG.

D. Team, Experience, Qualifications, and Past Performance

- Identify the Primary team member and key team members who may be assigned to this contract, including working titles, degrees, certificates, licenses, and technical expertise. Describe the roles and responsibilities of each team member and why the Primary team member was selected as the person to fulfill the role for this Contract.
- Provide an organizational chart demonstrating the relationship and hierarchy of the team described above. Identify team members by name, position, and discipline. Also identify key backup personnel for each position.
- Include resumes of the Primary and key team members. The Primary team member shall be a licensed professional engineer in the State of Washington, with responsibility for stamping the contract documents according to state and federal laws. Resumes will not be included in the page count for this section and are limited to one single-sided page per individual except for the project manager and design lead.
- Describe the Primary team member's qualifications and experience related to the scope of services identified in Section 2. List three projects or contracts completed within the last 5 (five) years in which similar or equal services were provided for a municipality or public entity, stating some of the key challenges and how each was resolved. Please provide at least 3 (three) references that may be contacted to assist in the City's evaluation, including a brief summary of role and work performed and the name, title, organization, e-mail, and telephone number for each reference. References should be recent, within the last two years or current clients.
- Provide a table or list that summarizes the current major assignments and workload of all key team members, percentage of time committed to each current assignment, and anticipated end date of major assignments. Also include a statement demonstrating the Primary team member's dedication to

meeting the needs of the city and if/how that might be affected by competing assignments outside of those directed by the city.

E. Approach to the Project

- Clearly but briefly, describe the team's approach to the project, including quality assurance. Identify the potential risks envisioned and how the approach will mitigate the risks to assure a successful delivery.
- Provide a design and construction Gantt chart style schedule based on the approach.
- Briefly discuss how this approach will assure that the goal established for Disadvantage Business Enterprise participation will be met or exceeded (Sec. 1.08).

F. Confirmation of Business Organization Form (Attachment A)

3.03 Statement Withdrawal

Any Statement may be withdrawn at any time before the "Statement Due" date and time specified in Section 1.02 Schedule by providing a written request for the withdrawal to the city. A duly authorized representative of the firm shall execute the request. Withdrawal will not prejudice the right of the proposer to file a new Statement on this or future projects.

3.04 Rejection or Acceptance of Statements of Qualifications

The City expressly reserves the following rights to:

- a. Disregard any or all irregularities in the proposals.
- b. Reject any or all the proposals or portions thereof.
- c. Base award with due regard to quality and timeliness of services, experience, compliance with the RFQ, and other factors as may be necessary under such circumstances.
- d. Reject all statements and re-advertise at the City's sole discretion.

3.05 Incurred Costs

The City is not liable for any costs incurred by proposers in the preparation and/or presentation of their Statement of Qualifications.

3.06 Evaluation Criteria

The City will select consultants through a Qualifications Based Selection ("QBS") procedure in accordance with RCW 39.80.

Evaluation of the SOQ's will be based on the following criteria (maximum 100 points available).

EVALUATION CRITERIA	MAXIMUM SCORE
Competence and qualifications of the Primary team member and the team proposed for this Contract, including their experience and expertise in the areas identified in the RFQ, and any past performance with the City of Shelton, and/or cities of similar size.	40
The composition, capacity, and availability of the Primary team member and the team to successfully provide the City with the required services.	20
Demonstrated understanding of the City's needs and services, via a proposed approach to be provided, and the firm's ability to meet those requirements by applying its knowledge and experience.	30
Accuracy, completeness, legibility, and coherency of the SOQ	10
TOTAL =	100

The City, at its sole discretion, has the right to negotiate with any or all proposers regarding their statements. Additionally, the City may reject or accept any or all statements or parts thereof, submitted in response to this RFQ.

3.07 Evaluation and Award Process

An evaluation team will review the SOQs and evaluate all the responses based on the evaluation criteria listed above. The city may request clarifications or additional information, if needed. A selection may be made based on the SOQs and initial evaluation criteria alone. Alternatively, Consultants determined to be the most qualified through the initial evaluation phase (short-listed) may be invited to participate in team interviews comprised of the proposed Primary team member and key team members. The City, at its discretion, may conduct additional interviews, reference checks, or conduct personal interviews with the proposed Primary team member to obtain further clarification. Evaluation of the short-listed Consultants will be based on a combination of reference checks and interviews.

The City intends to select the Consultant who represents the most qualified team to the City and begin the negotiation and award process based on the evaluated scores. The selected Consultant will be invited to enter contract negotiations with the City and, following successful negotiations, will be expected to enter into a Local Agency Standard A&E Professional Services Agreement, which will include an exhibit that outlines the City's invoicing procedures and requirements.

Should the City be unable to negotiate a satisfactory contract with the Consultant considered to be the most qualified at a price the City determines to be fair, competitive, and reasonable, negotiations may terminate with that Consultant and the City may begin negotiations with the second most qualified Consultant and so on. Should the City be unable to negotiate a satisfactory contract with any of the shortlisted Consultants, the City shall select additional firms in the order of their competence and qualifications and continue negotiations in accordance with this subsection until an agreement is reached or resolicit qualifications from additional Consultants.

The City reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of services as part of the contract negotiation process prior to any formal authorization of the contract by the City.

ATTACHMENT A
CONFIRMATION OF BUSINESS ORGANIZATION FORM

Identification of Business Organization:

The proposer, by checking the applicable box, represents that it operates as:

- ☐ a corporation incorporated under the laws of the State of Washington
- ☐ an individual doing business as _____
- ☐ a partnership (identify all partners on a separate page, attached)
- ☐ a joint venture (identify all joint ventures on a separate page, attached)
- ☐ other (please specify)_____

Proposer or Company Name

Washington UBI #

Address of Proposer

Federal Tax ID #

Telephone Number

Signature

Email

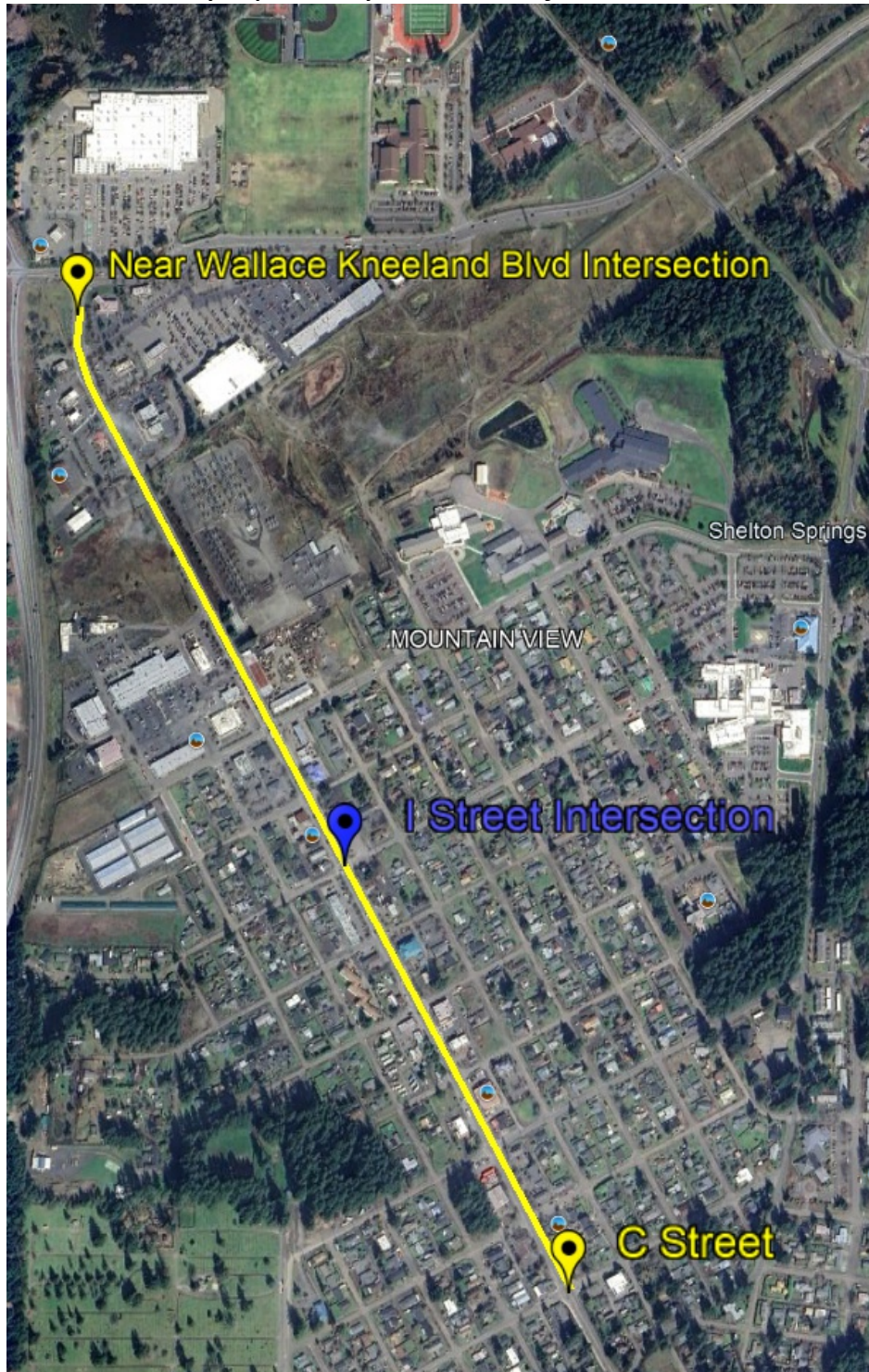
Printed Name and Title

ATTACHMENT B

Intersections in “blue” are funded by HSIP

Locations in “yellow” are funded by TIB

Olympic Hwy North Project Limits



Railroad Ave/7th Street and Railroad Ave/3rd Street Intersections



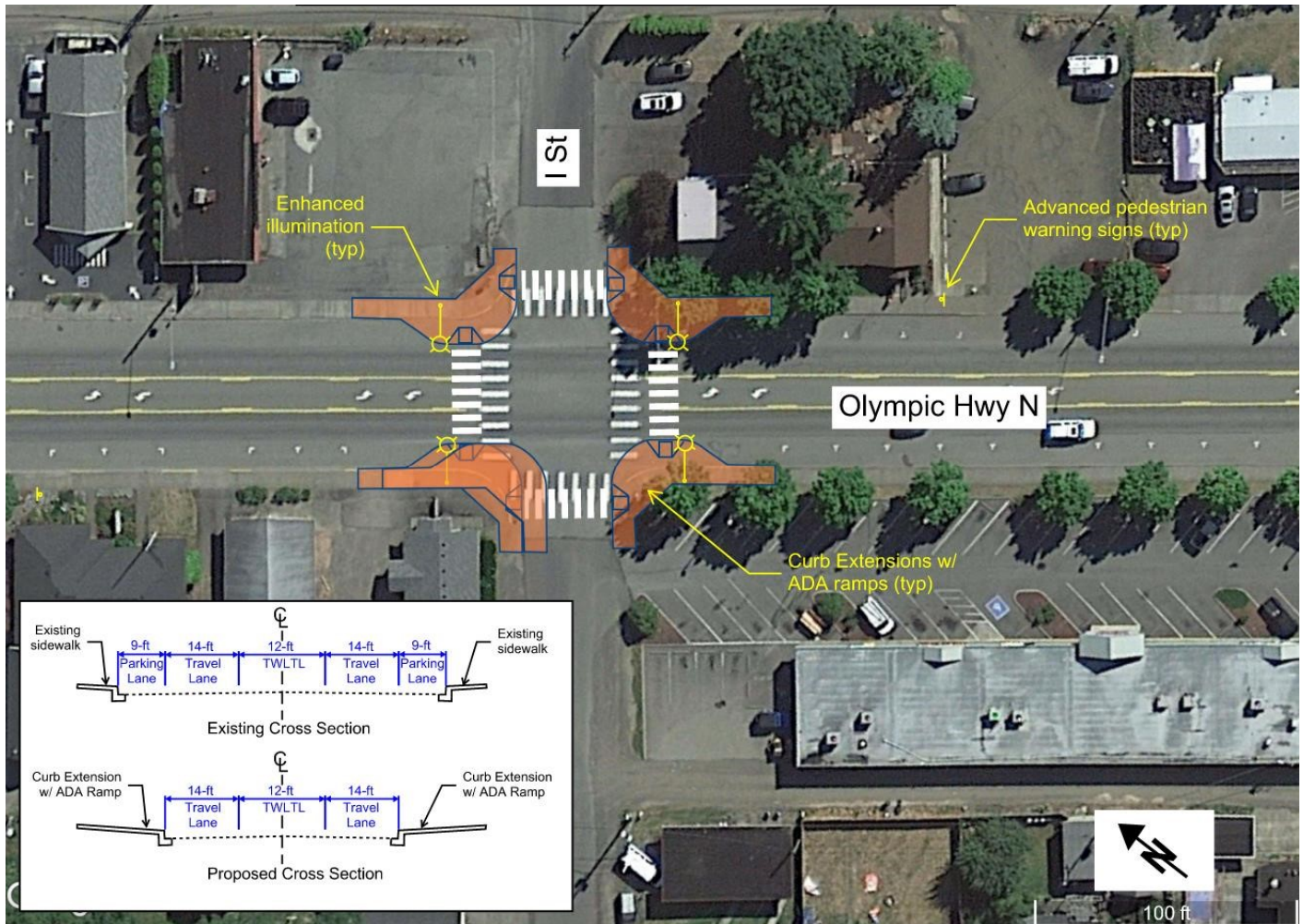
State Route 3 Mid-Block Near Bellevue Ave.



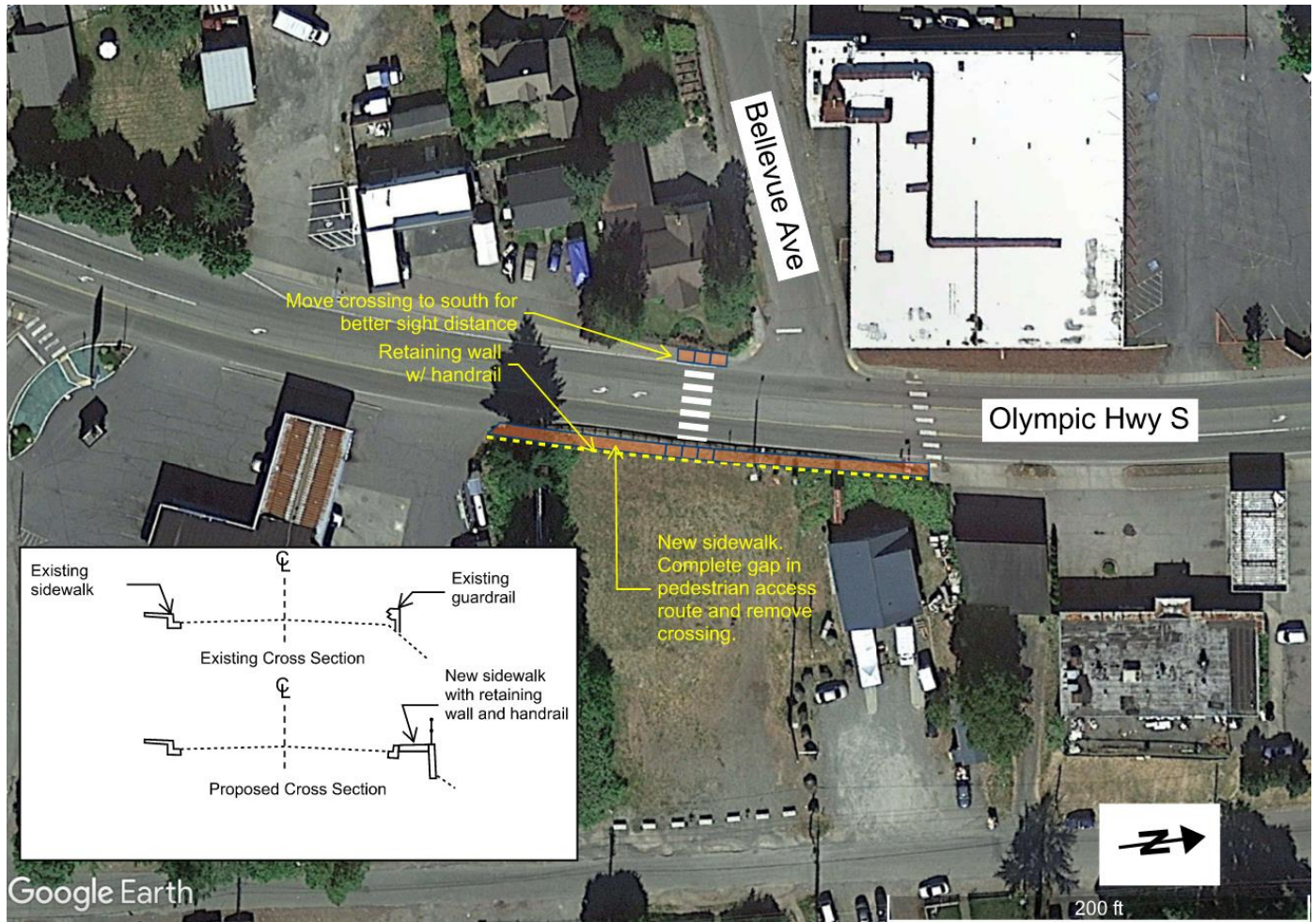
ATTACHMENT C

DESIGN CONCEPTS (subject to revision)

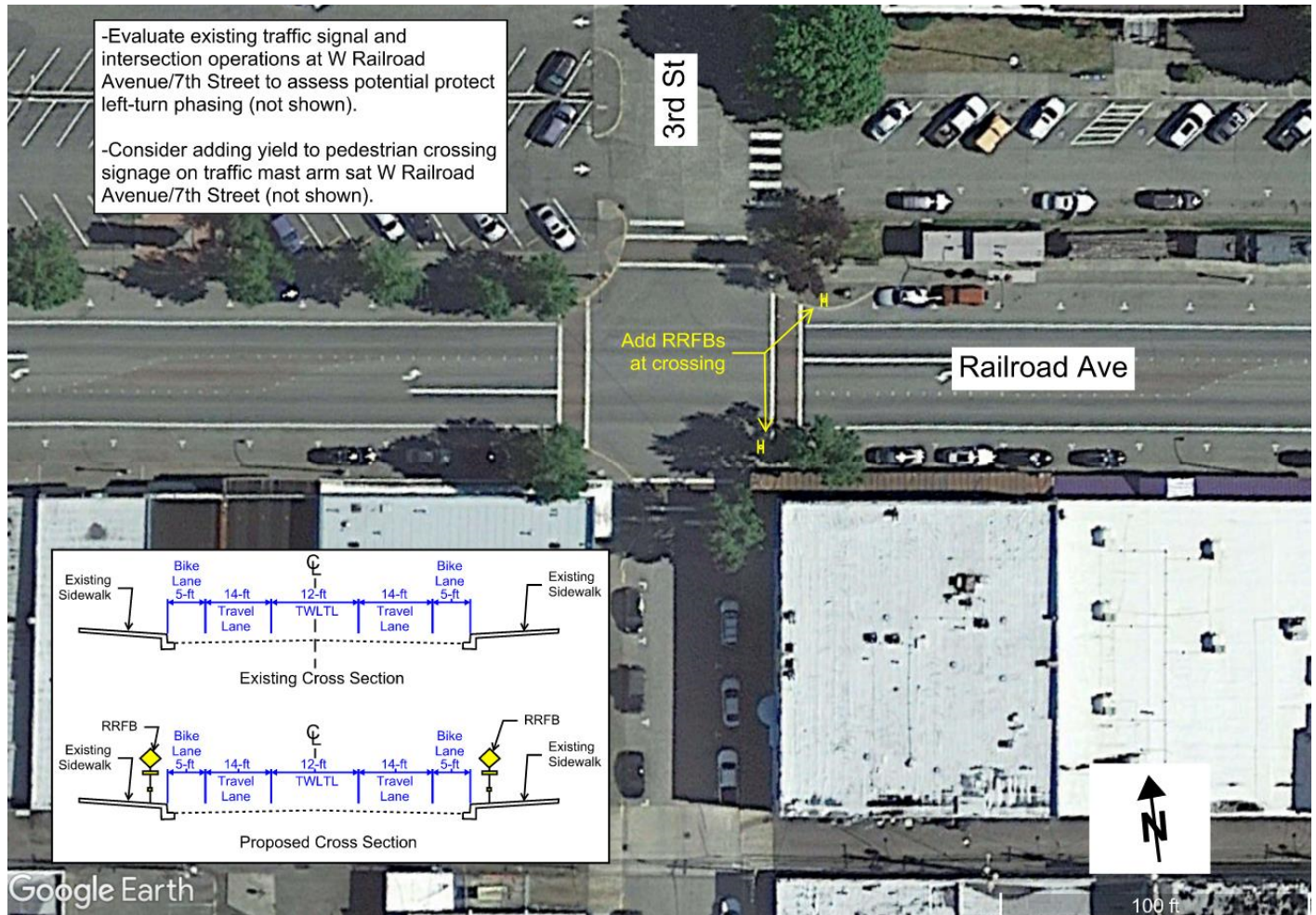
Olympic Hwy North and I Street



Olympic Highway South (SR 3) Mid-Block Pedestrian Crossing



West Railroad Ave. and 3rd Street
and
West Railroad Ave. and 7th Street (not shown – see white text box)





CITY OF SHELTON

Question & Answer #1

Released 11/05/2024 @ 2:20 pm

RFQ #24-007 - Systemic Ped. Safety & Olympic Hwy North Improvements Design Services

This document is posted to capture the questions received during the question & answer period for Contract #24-007-PSA, *Systemic Ped. Safety & Olympic Hwy North Improvements Design Services*. This document is the official response to the questions received.

No questions or responses included in this document require any change to the original RFQ, this document stands alone.

Question	Response	Did this change the solicitation?
Will this contract require a WSDOT ICR review or ICR audit for all consultants and sub-consultants?	The selected Consultant will be required to enter into a standard WSDOT Consultant Agreement which requires an annual update of the consultant's ICR, as stated in Section V – Payment Provisions of the Agreement, and in accordance with 23 CFR 172.11(b)(1). ICR reviews and audits are part of WSDOT's process in approving each consulting firm's rates to determine if the costs are reasonable and allowable.	No
Does the City of Shelton have a list of qualified consultants that you currently use for projects? We are working on our team and qualifications and would prefer to include firms on our team who are already qualified with the City.	For projects that utilize federal funding, federal regulations require a full qualifications-based selection (QBS) process for each project, meaning that establishing a pre-qualified pool of consultants is not permitted. This is in line with the Federal Highway Administration (FHWA) guidelines and requirements.	No

General Statement for Clarity and Emphasis:

This project involves federal funding, and as a non-CA agency, it is *critical* that the selected consultant has substantial experience with and a strong understanding of FHWA requirements and processes. Proficiency – not just familiarity – with these steps and requirements is *essential* to guide and assist the city effectively through each checkpoint, ensuring smooth project delivery and ongoing compliance throughout the project lifecycle.

RFQ 24-007 SYSTEMIC PED. SAFETY & OLYMPIC HWY NORTH IMPROVEMENTS DESIGN SERVICES

Evaluators: Kenny Oberg; Aaron Nix; Glenn Chouinard

SOQ Evaluations

Consultant	Criterion	Competence & qualifications of Primary Team Member and Team Proposed, including experience and expertise in the areas identified in the RFQ and any past performance Max Points: 40			Composition, Capacity, & Availability of the primary team member and the team to successfully provide the City with the required services Max Points: 20			Demonstrated understanding of City's needs and services, via a proposed approach to be provided, and the firm's ability to meet those requirements by applying its knowledge and experience. Max Points: 30			Accuracy, completeness, legibility, and coherency of the SOQ Max Points: 10			Total Scores per Evaluator Maximum: 100 per Evaluator			Total Combined Score Max: 300
	Evaluator Initials	KO	AN	GC	KO	AN	GC	KO	AN	GC	KO	AN	GC	KO	AN	GC	
Fuller Designs		15	25	5	2	13	0	10	23	0	2	5	5	29	66	10	105
TranspoGroup		40	36	30	19	18	12	30	26	25	10	10	8	99	90	75	264
Gray & Osborne, Inc.		40	37	20	17	16	10	29	25	10	5	7	5	91	85	45	221
SCJ Alliance		38	35	35	18	13	15	29	23	28	6	7	8	91	78	86	255

Interviewers: Kenny Oberg; Aaron Nix; Glenn Chouinard; Andrea Archer-Parsons

Interview Evaluations 12/11/2024

Interviewer	Criterion	Interactive Team Exercise: Understanding of project requirements, team collaboration and communication, logical sequencing and scoping Max 10 pts				Responses to City Questions Max 45 pts				Total Scores per Evaluator Maximum: 55 each				Total Combined Score Max: 220
	Evaluator Initials	KO	AN	GC	AA	KO	AN	GC	AA	KO	AN	GC	AA	
TranspoGroup		9	8	10	10	36	35	40	40	45	43	50	50	188
Gray & Osborne, Inc.		8	7	2	8	39	33	36	34	47	40	38	42	167
SCJ Alliance		8	8	6	10	38	37	40	39	46	45	46	49	186

Summary of Totals

Evaluation	SOQ	Interview	Total (520 Max)
Consultant			
Fuller Designs	105	N/A	105
TranspoGroup	264	188	452
Gray & Osborne, Inc.	221	167	388
SCJ Alliance	255	186	441



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F4)

Touch Date: 03/18/2025
Brief Date: 04/01/2025
Action Date: 04/15/2025

Department: Administration
Presented By: Mark Ziegler

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:
**Transportation Benefit District
Ballot Proposition**

ATTACHMENTS:
Resolution No. 1376-0325

☐ Dept. Head

☐ Finance Director

☒ Attorney

☒ City Clerk

☒ City Manager

☐ Ordinance

☒ Resolution

☒ Motion

☐ None

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

In May of 2015 the Shelton City Commission established the Shelton Transportation Benefit District (TBD) to provide for a funding mechanism to be utilized for transportation improvements that preserve, maintain and operate the planned and/or existing transportation infrastructure of the City/District consistent with requirements of [RCW 36.73](#).

Also, in 2015 the TBD board approved Resolution No. TBD 04-0515 calling for a special election held on November 3rd for the authorization of sales and use tax of .2% for the purpose of financing all or a portion of the costs associated with transportation improvements in the district.

[RCW 36.73.065](#) establishes the taxes, fees, and charges available to TBDs. A TBD may impose, by a majority vote of the governing board the following:

- Up to \$20 vehicle licensing fee
- Up to \$40 vehicle licensing fee if a vehicle fee of \$20 has been imposed for 24 months
- Up to \$50 vehicle licensing fee if a vehicle fee of \$40 has been imposed for 24 months
- Any license fee over \$50, up to a max. \$100, must be approved by voters
- A fee or charge on the construction of commercial buildings, industrial buildings, or any other commercial or industrial building or building space or appurtenance
- .1% sales and use tax

Further, with approval of a majority of voters in the district as authorized by [RCW 82.14.048](#) the TBD may impose a sales and use tax not to exceed .3% not exceeding 10 years. The sales and use tax may be renewed for an additional 10 years with voter approval.

The existing .2% sales and use tax approved by voters on November 3, 2015 expires in February 2026, with the last collection distributed to the City in April 2026.

BUDGET/FISCAL INFORMATION:

The existing sales and use tax of .2% generates approximately 740,000 annually (\$741,169 is the actual amount for 2024). The adopted 2025 street fund expenditure budget is \$2,377,749.

PUBLIC INFORMATION REQUIREMENTS:

If approved by Council staff will develop further information to inform the public of the measure.

STAFF RECOMMENDATION/MOTION:

Staff recommends: "I move to place Resolution No. 1376-0325 on the April 15, 2025 action agenda for further consideration".

RESOLUTION NO. 1376-0325

A RESOLUTION OF THE CITY OF SHELTON CITY COUNCIL PROVIDING FOR A BALLOT PROPOSITION TO BE SUBMITTED TO THE QUALIFIED ELECTORS TO RENEW AND CONTINUE TO IMPOSE A SALES AND USE TAX UPON ALL TAXABLE RETAIL SALES AND USES IN THE AMOUNT OF TWO-TENTHS OF ONE PERCENT (0.2%) FOR THE PURPOSE OF FINANCING TRANSPORTATION IMPROVEMENTS

WHEREAS, RCW 35.21.225 authorizes cities to establish transportation benefit districts subject to the provisions of RCW 36.73; and

WHEREAS, the City of Shelton duly established the City of Shelton Transportation Benefit District by City of Shelton Ordinance No. 1869-0315, passed on March 30, 2015; and

WHEREAS, under Ordinance No. 1869-0315, the Shelton City Council assumed the authority of the Transportation Benefit District; and

WHEREAS, Ordinance No. 1869-0315 authorized the City of Shelton to impose a sales and use tax in accordance with RCW 82.14.0455 in an amount not exceeding two-tenths of one percent (0.2%) for a period of 10 years for the purpose of financing transportation improvements; and

WHEREAS, the ballot measure to impose the tax was approved by the voters and the City of Shelton has been collecting that tax since 2016; and

WHEREAS, if renewed by the voters, revenues from the sales and use tax will be used entirely for transportation improvements in the city, and will apply to people who shop and thereby use streets, transportation systems, and sidewalks in the City of Shelton and not just to City residents; and

WHEREAS, the Shelton City Council has considered this matter during a regular public meeting, has given this matter careful review and consideration, and finds that good government and the best interests of the City will be served by passage of this resolution.

NOW, THEREFORE, the Shelton City Council resolves as follows:

Section 1: Purpose. The Shelton City Council finds that it is in the best interests of the City to submit to the qualified voters of the City, at an election to be held in conjunction with the primary election on August 5, 2025, a proposition authorizing the City to renew a sales and use tax of two-tenths of one percent (0.2%) for the purpose of raising revenue to fund transportation improvements in the district.

Section 2: Description of transportation improvements. The revenues from the sales and use tax shall be used to improve, preserve, maintain and operate the city's

investments in transportation infrastructure, reduce the risk of transportation facility failure, improve safety, reduce congestion or stem the expected increase in congestion created by failing roads. Revenues may, at the City Council's option, be also used to fund projects, as follows:

1. Projects identified in the city yearly adopted Six-Year Transportation Improvement Plan.
2. Modeling of the transportation system capacity and pavement condition index.
3. Sidewalk, street, and alley repair and maintenance.
4. Projects identified in the 2024 Pavement Condition Assessment Report, or as amended, such crack sealing, roadway overlays, and chip sealing.
5. Offset costs for the public works street operation and maintenance division budgets.
6. Projects identified in the 2025 ADA Transition Plan, or as amended.
7. Projects identified in the 2025 Transportation Comprehensive Plan, or as amended.
8. Use of matching funds to leverage State and Federal transportation grant opportunities.
9. City-wide transportation safety and right-of-way improvement projects.
10. Improvements to the city multi-modal bike/pedestrian connectivity, including critical pedestrian route projects.
11. Use funds in house and/or in partnership with Mason County to resurface residential roadways.

Section 3: Ballot Measure. The Mason County Auditor is hereby requested to call and conduct an election in the manner provided by law, to be held on August 5, 2025, for the purpose of submitting to the qualified voters of the City a proposition in substantially the following form:

CITY OF SHELTON SALES AND USE TAX FOR TRANSPORTATION IMPROVEMENTS

The Shelton City Council adopted Resolution No. 1376-0325 concerning a sales and use tax to fund transportation improvements. This proposition would renew a sales and use tax of two-tenths of one percent (0.2%) on all taxable retail sales and uses within the district in accordance with RCW 82.14.0455 for a term of ten (10) years, for the purpose of

funding street and pedestrian maintenance, repair, and construction projects as identified in the City's Transportation programs or the period of time necessary to repay indebtedness (if any), for the purpose of funding transportation improvements.

Should this proposition be approved?

Yes.....☐ No.....☐

Section 4: Authorizations. The Shelton City Clerk is authorized and directed to present this resolution to the Mason County Auditor in accordance with RCW 29A.04.321 and as provided by law.

Section 5: Corrections. The Shelton City Clerk is authorized to make necessary clerical corrections to this resolution, including, but not limited to, the correction of scrivener's and clerical errors, references, numbering, section and subsection numbers and any references thereto, and to make corrections and revisions consistent with the requirements of the offices of the Mason County Prosecuting Attorney or County Auditor which do not change the substantive meaning of this resolution.

Section 6: Severability. If any section, sentence, clause or phrase of this resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase.

ADOPTED by the Shelton City Council at its regularly scheduled meeting on April 15, 2025.

APPROVED:

Mayor Eric Onisko

ATTEST/AUTHENTICATE:

Donna Nault
Shelton City Clerk



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

Touch Date: 02/19/2025
Brief Date: 03/18/2025
Action Date: 04/01/2025

Department: Public Works
Presented By: Aaron Nix, Assistant Public Works Director

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:
**Mid-Block Crossing (OBJH)
Safety Improvement Design**

☐ Ordinance

☒ Dept. Head

J.O.H.

☒ Resolution

☐ Finance Director

ATTACHMENTS:

- Resolution No. 1350-0924

- Work Order #SCJ-25001

☒ Motion

☐ Attorney

☐ None

☒ City Clerk

DN

☒ City Manager

MZ

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

Several concerns have been brought to the city pertaining to the mid-block crossing that exists near the entrance of Oakland Bay Junior High School at Wallace Kneeland Blvd. The purpose of this project is to develop an alternative design for this existing crossing to provide enhanced advanced visual warning, due to its proximity to a curve in the road. A mid-street refuge island will be considered in the ultimate design for this crossing.

BUDGET/FISCAL INFORMATION:

\$40,000 is budgeted in 2025 to cover the expenses for this design work. Construction funding will need to be budgeted once the design is complete.

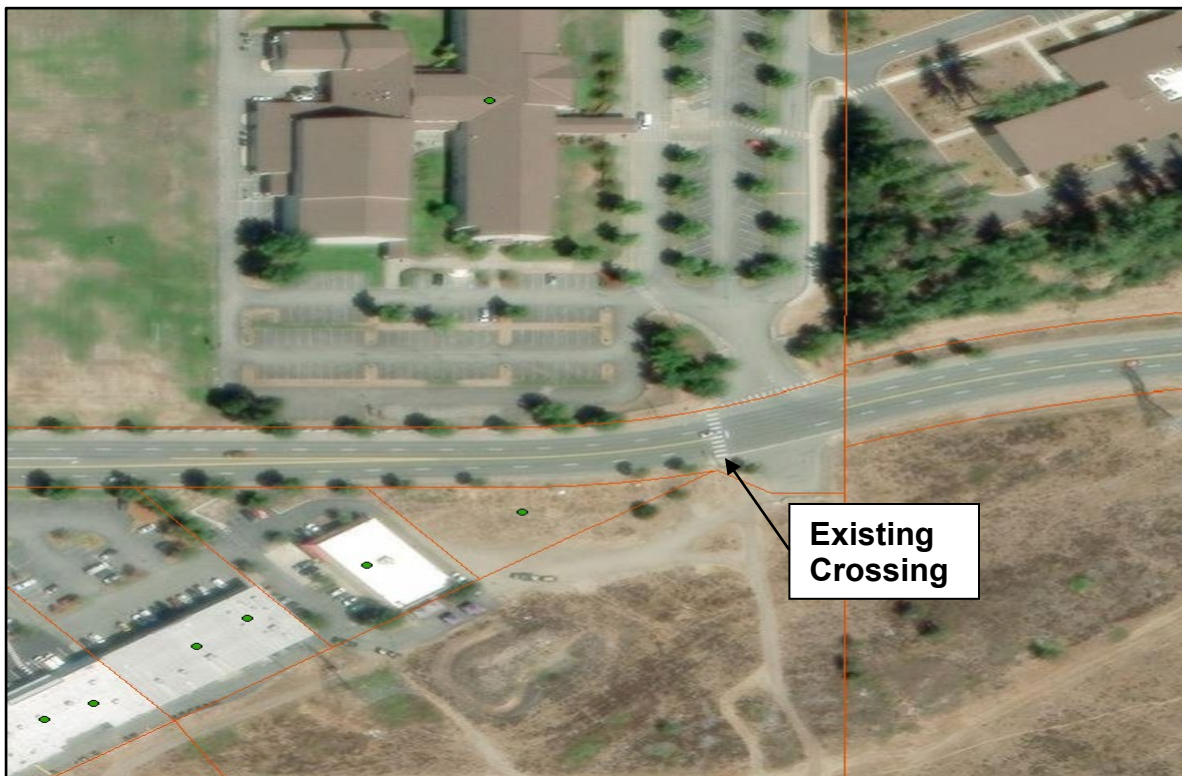
PUBLIC INFORMATION REQUIREMENTS:

The Public Works Department maintains all materials for this project.

STAFF RECOMMENDATION/MOTION:

Staff recommends "I move to adopt Resolution No. 1350-0924 as presented".

Oakland Bay Junior High School Mid-Block Crossing Aerial Photograph



Street View



RESOLUTION NO. 1350-0924

**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 TO
PROVIDE DESIGN AND BIDDING SERVICES FOR A MID BLOCK
PEDESTRIAN IMPROVEMENT PROJECT**

WHEREAS, City Staff reached out to firms on the city engineering on-call consultant roster and determined that SCJ Alliance is the most qualified and experienced firm to help City Staff in the design and bidding services pertaining to potential enhancements to the existing mid-block pedestrian crossing along Wallace Kneeland Boulevard in front of Oakland Bay Junior High School; and

WHEREAS, SCJ Alliance has experience in designing these types of improvements and has completed excellent work on past projects for the City, such as the for the pavement condition index evaluation, multiple traffic impact study reviews, the Cota Street re-stripping project design, and the current work they are completing updating the City Transportation Comprehensive Plan; and

WHEREAS, the City Council approved, as part of the 2025 budget, a budget allocation (\$40,000) towards completing this work.

THEREFORE, BE IT RESOLVED by the City Council of the City of Shelton, Washington, that the City Manager is authorized to execute a work order for the identified tasks in the attached scope/fee with SCJ Alliance (On-Call Consultant), and subsequent amendments, in the completion of the design and bidding support.

INTRODUCED on the 18th of March 2025 and **PASSED** by the City Council at its regular meeting on the 1st of April 2025.

ATTEST:

Mayor Onisko

City Clerk Nault



ON-CALL A&E CONSULTANT POOL WORK ORDER

Work Order SCJ-25001	
Date: February 27, 2025	
To: SCJ Alliance	
Category: Traffic & Transportation Engineering	
Task: Wallace Kneeland-OBH Mid-Block Crossing	
Scope of Work: SCJ Alliance will prepare plans, specifications, and provide bidding support for mid-block crossing improvements on Wallace Kneeland Blvd in front of Oakland Bay Junior High, as described in Exhibit A, attached hereto.	
Budget: \$39,640.95 Basis: <input type="checkbox"/> Lump Sum <input checked="" type="checkbox"/> Time & Materials	

Task Order Contact Information	
<i>City of Shelton</i>	<i>SCJ Alliance</i>
Name: Aaron Nix	Name: Patrick Holm, PE
Phone: 360.432.5118	Phone: 360.352.1509
Email Address: aaron.nix@sheltonwa.gov	Email Address: Patrick.holm@scjalliance.com

Approving Signatures	
City of Shelton:	Date:
Mark Ziegler, City Manager Resolution No. 1350-0924	
SCJ Alliance:	Date:
Scott Sawyer, PE, Principal	

This work shall be done according to the contractual agreement titled, *On-Call A&E Consultant Pool* between the City of Shelton and SCJ Alliance dated January 21, 2025.

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 Scope of Work Wallace Kneeland Boulevard Mid-Block Pedestrian Crossing Shelton, WA

Prepared For: Aaron Nix, Capital Projects Manager

Prepared By: Patrick Holm, PE
Sam Rowswell, PE

Date Prepared: February 03, 2025

Introduction:

The Wallace Kneeland Boulevard Mid-Block Pedestrian Crossing Project ("Project") is part of the City of Shelton's Local Road Safety Plan. It is identified in the Comprehensive Six (6) Year Transportation Improvement Program for the City of Shelton for the Years 2025 through 2030. This project will improve the Wallace Kneeland pedestrian crossing at the Oakland Bay Jr. High School entrance.

The Project will add a pedestrian refuge island in the center of Wallace Kneeland at the Oakland Bay Jr. High School entrance. The existing lanes must be restriped to fit the crossing within the existing roadway width. A rectangular Rapid Flashing Beacon (RRFB) will be installed at the proposed pedestrian refuge island. The existing RRFBs at the crossing will be revised to two-sided RRFBs.

This project is funded by local funds.

Assumptions:

- ◆ Existing Sidewalk Curb Ramps conform to ADA standards and will not have to be reconstructed.
- ◆ Cultural resources will not be required for this project.
- ◆ A Geotechnical report will not be required for this project.
- ◆ The project is SEPA categorically exempt and the City will process all documentation.
- ◆ The Project will use the Department of Ecology Stormwater Management Manual for Western Washington (SWMMWW) 2019.
- ◆ Minimum Requirements (MR) #1 and #2 will be required.

The SCJ Team includes the following sub-consultant partners:

- ◆ MNT2COAST – surveyor

The Scope of Work consists of the following phases:

- ◆ Phase 1 – Project Management
- ◆ Phase 2 – Survey Base Mapping
- ◆ Phase 3 – Plans, Specifications, and Estimate Documents

◆ Phase 4 – Bid Services

Phase 1 Project Management

Task 1 Project Management

- 1) Management: Manage the project by directing and supervising staff and reviewing work throughout its duration. This management is for the overall work rather than specific phases.
- 2) Schedule and Budget: Develop a critical path project schedule to match the scope of work. Identify task durations, predecessors, City reviews, deliverables, and milestones. Monitor earned value and actual costs on a bi-weekly basis.
- 3) Progress Reporting: Review and verify weekly project charges. Prepare and submit periodic progress reports. Progress reports will show (1) work performed last period, (2) work planned this period, (3) schedule and budget status (including a 3-line earned value chart), (4) a summary of scope changes/added value, and (5) items needed from the CITY and/or others.
- 4) Billing: Prepare a monthly progress bill. The bill will show staff hours for each phase (e.g., Phase 1: Project Management) in billing terms.
- 5) Subconsultant Administration: Execute and administer sub-agreements. Review and approve monthly invoices.

Task 2 Quality

- 1) Quality Control: Provide a senior-level review of phase deliverables before submittal to the City.
- 2) Quality Assurance: Audit quality check activities and documentation periodically.

Phase 1 Understanding

- ◆ Project management will be provided over a 4-month time frame, and the estimated number of meetings and project coordination will be reflected in the budget.
- ◆ Progress billings will be submitted monthly to the City.
- ◆ Timelines and milestones will be outlined in a master schedule using Microsoft Project and will be updated for each progress billing.

Phase 1 Deliverables

- ◆ Progress Reports submitted via email in PDF format.
- ◆ Progress billings are submitted monthly via email in PDF format.
- ◆ MS Project schedule updates submitted via email in PDF format.

Phase 2 Topographic Survey (MNT2COAST)

Task 1 Topographic Survey

- 1) M2C will complete a Topographic Survey of the site as shown on the attached Survey Limits Exhibit. The topographic Survey will include the following:
 - ◆ One-foot Contours with tops, toes, and brakes.
 - ◆ Other visible improvements such as curbs, mailboxes, light poles, etc.
 - ◆ Hard surfaces such as concrete, pavement and gravel.
 - ◆ Trees 6" and larger dbh with diameter and species measured.
 - ◆ M2C will hire and coordinate a utility locator service to paint the buried conductible utilities. M2C will then field map the utilities paint marks and surface appurtenances. We will also open and measure utility structures and measure pipe sizes, types, and invert elevations.
- 2) The Survey will be completed on the Washington State Plane Coordinate System and NAVD 88 vertical datum.

Task 2 Right-of-Way (ROW) Establishment

- 1) MTN2COAST, LLC (M2C) will complete the necessary field and office work to establish the right-of-way lines along the project roadway based upon record information available. M2C will not be completing a property survey of adjacent lots or showing easements on those properties. All ROW information will be considered preliminary and no corners will be set by M2C. It is assumed that no Record of Survey is required for this project.

Phase 2 Deliverables

- ◆ Topographic Survey Map in pdf form.
- ◆ ACAD electronic drawing file of the project by email.

Phase 3 Plans, Specifications, and Estimate Documents

Task 1 30% Design

- 1) Survey Review: Review the survey from MNT2COAST. Go out in the field with the survey to confirm the items surveyed.
- 2) Horizontal layout:
 - ◆ Define alignment.
 - ◆ Lay out the pedestrian refuge island and revise the striping to accommodate the pedestrian refuge island.

- 3) Vertical layout:
 - ◆ Confirm that the pedestrian refuge island will conform to ADA standards.
- 4) Draft Stormwater Memo: Prepare a Draft Stormwater Memo addressing the minimum requirements for the Project.
- 5) 30% Plan Set: Prepare the following plan types at 1"=20' scale (unless noted otherwise). The number of plan sheets per plan type is shown in parentheses.
 - ◆ Cover Sheet (1 sheet)
 - ◆ Horizontal Alignment Plan (1 sheet)
 - ◆ Temporary Erosion and Sediment Control and Removal Plan (3 sheets).
 - ◆ Paving/Signing/Channelization Plan (3 sheets)
 - ◆ Pedestrian Refuge Island Detail (1 sheet)
 - ◆ RRFB Plan (1 sheet)
 - ◆ RRFB Detail (1 sheet)
- 6) 30% Estimate:
 - ◆ Develop quantities based on the preliminary plans.
 - ◆ Assign unit costs for quantified items and assign lump sum costs to other items based on professional judgment.
 - ◆ Develop a preliminary design (30%) construction cost estimate with a 30% contingency.
 - ◆ Provide an order-of-magnitude estimate of the number of construction working days.
- 7) 30% Comment Resolution: Respond to 30% review comments in a matrix format (or Bluebeam). Attend one (1) meeting with the City to resolve comments from the 30% review.

Task 2 60% Design

- 1) Horizontal layout: Revise design based on 30% review comments.
- 2) 60% Progress Meeting: Consultant will not submit a formal 60% submittal. Instead, the Consultant will attend a meeting in person with the City to review the design and plan progress with the City.
- 3) 60% Cost Estimate: Develop quantities based on the 60% progress plans. Develop a 60% construction cost estimate by assigning unit costs for quantified pay items and lump sum costs to other items based on professional judgment.

Task 3 100% Plans, Estimate, and Specifications

- 1) Final Stormwater Memo: Finalize Stormwater Memo.
- 2) 100% Plan Set: Prepare the following plan types at 1"=20' scale (unless noted otherwise). The number of plan sheets per plan type is shown in parentheses.
 - ◆ Cover Sheet (1 sheet)

- ◆ Horizontal Alignment Plan (1 sheet)
 - ◆ Temporary Erosion and Sediment Control and Removal Plan (3 sheets).
 - ◆ Paving/Signing/Channelization Plan (3 sheets)
 - ◆ Pedestrian Refuge Island Detail (1 sheet)
 - ◆ RRFB Plan (1 sheet)
 - ◆ RRFB Detail (1 sheet)
 - ◆ Temporary Traffic Control Plan (3 sheets)
- 3) 100% Cost Estimate: Develop quantities based on the 100% progress plans. Develop a 100% construction cost estimate by assigning unit costs for quantified pay items and lump sum costs to other items based on professional judgment.
- 4) 100% Contract Documents:
- ◆ Create the runlist for special provisions of the standard specifications.
 - ◆ Write special provisions for all non-standard items.
 - ◆ Compile the 100% Contract Documents, which will include:
 - (a) Front-end documents
 - (b) Special Provisions
- 5) 100% Comment Resolution: Respond to 100% review comments in a matrix format (or Bluebeam).

Task 4 Bid Documents

- 1) Bid Ready Plans: Revise the plan set per 100% review comments.
- 2) Bid Ready Estimate: Revise estimate per 100% review comments.
- 3) Bid Ready Construction Documents: Revise Construction Documents per 100% review comments.

Phase 3 Understanding

- ◆ There will be no 60% submittal. The project team will meet with the City between 30% and 90% to review comments and progress.

Phase 3 Deliverables

- ◆ Draft Stormwater Memo in PDF format submitted via email.
- ◆ 30% Plans in PDF format submitted via email.
- ◆ 30% Estimate in PDF format submitted via email.
- ◆ Final Stormwater Memo in PDF format submitted via email.
- ◆ 100% Plans in PDF format submitted via email.
- ◆ 100% Estimate in PDF format Submitted via email.
- ◆ 100% Contract Documents in PDF format submitted via email.
- ◆ Bid Ready Plans in PDF format submitted via email.

- ◆ Bid Ready Estimate in PDF format submitted via email.
- ◆ Bid Ready Contract Documents in PDF format submitted via email.

Phase 4 Bid Services

Task 1 Addendum

- 1) Addendum: SCJ will create up to two (2) addendums for the Project. The addendums will include requests for information questions and any required plan, specifications, and estimate revisions.

Phase 4 Understanding

- ◆ The City will be the main point of contact for requests for information questions.
- ◆ The City will upload and distribute all addendums.

Phase 4 Deliverables

- ◆ Up to two (2) addendums in PDF format were submitted via email.

Subconsultant Fee Determination Summary

SCJ Alliance

Client: City of Shelton
Project: Wallace Kneeland Mid-Block Crossing
Job #: 24-000628
File Name: 20241125_Wallace Kneeland Mid-Block Fee.xlsm



Template Version: 7/8/2024
Contract Type: Billing Rate Schedule

Consultant Fee Determination

DIRECT SALARY COST

<u>Classification</u>	<u>Hours</u>	<u>Fully Burdened Rate</u>	<u>Amount</u>
Principal	19.0	\$238.00	\$4,522.00
E4 Engineer	55.0	\$179.00	\$9,845.00
E3 Engineer	65.0	\$145.00	\$9,425.00
T3 Technician	53.0	\$120.00	\$6,360.00
PM2 Project Manager	2.0	\$199.00	\$398.00
Project Accountant	6.0	\$140.00	\$840.00

TOTAL SALARY COST

Total Salary Cost **\$31,390.00**

SUBCONSULTANTS

MNT2COAST	PHASE 2	SURVEY (MNT2COAST)	\$7,960
Subconsultant Fee Subtotal:			\$0
Subconsultant Markup:			0%

REIMBURSABLE EXPENSES

Copies, Printing, etc.	0.5%	of the Total Salary Costs	\$156.95
Mileage	200	miles at \$0.670 per mile	\$134.00
Expenses Subtotal:			\$290.95
Expenses Markup:			0%

SUBTOTAL (SALARY, SUBCONSULTANTS AND EXPENSES)

Subtotal (Salary, Subconsultants and Expenses) **\$39,640.95**

MANAGEMENT RESERVE FUND (MRF)

Management Reserve: \$0 **\$0.00**

Total Estimated Budget: \$39,640.95

Subconsultant Labor Hour Estimate

SCJ Alliance



Client: City of Shelton

Template Version: 7/8/2024

Project: Wallace Kneeland Mid-Block Crossing

Contract Type: Billing Rate Schedule

Job #: 24-000628

File Name: 20241125_Wallace Kneeland Mid-Block Fee.xlsm

		Patrick Holm	Sam Rowswell	Sarah Gustafson	Alex Johnson	George Hilten	Melissa Oum		
Phase & Task No.	Phase & Task Title	Principal	E4 Engineer	E3 Engineer	T3 Technician	PM2 Project Manager	Project Accountant	Total Direct Labor Hours & Cost	Total Cost
PHASE 1 PROJECT MANAGEMENT									
Task 1	Project Management								\$ 3,226.00
1	Management	1.0	4.0					5.0	\$ 954.00
2	Schedule and Budget		4.0					4.0	\$ 716.00
3	Progress Reporting		2.0					2.0	\$ 358.00
4	Billing						6.0	6.0	\$ 840.00
5	Subconsultant Administration		2.0					2.0	\$ 358.00
Subtotal Hours:		1.0	12.0				6.0	19.0	\$ 3,226.00
Task 3	Quality								\$ 3,336.00
1	Quality Control	4.0	4.0					8.0	\$ 1,668.00
2	Quality Assurance	4.0	4.0					8.0	\$ 1,668.00
Subtotal Hours:		8.0	8.0					16.0	\$ 3,336.00
Total Phase Hours:		9.0	20.0				6.0	35.0	35.0
Total Phase Direct Labor:		\$2,142.00	\$3,580.00				\$840.00	\$6,562.00	\$ 6,562.00
PHASE 2 SURVEY (MNT2COAST)									
PHASE 3 PLANS, SPECIFICATIONS, AND ESTIMATE DOCUMENTS									
Task 1	30% Design								\$ 12,182.00
1	Survey Review		3.0	3.0	3.0			9.0	\$ 1,332.00
2	Horizontal Layout	1.0	3.0	4.0				8.0	\$ 1,355.00
3	Vertical Layout		1.0	4.0				5.0	\$ 759.00
4	Draft Stormwater Report		2.0	4.0				6.0	\$ 938.00
5	30% Plan Set								\$ -
X	Cover Sheet (1 Sheet)		1.0	1.0	2.0			4.0	\$ 564.00
X	Horizontal Alignment Plan (1 sheet)		1.0	2.0	2.0			5.0	\$ 709.00
X	Temporary Erosion and Sediment Control and Removal Plan (3 sheets)		1.0	2.0	6.0			9.0	\$ 1,189.00
X	Paving/Singin/Channelization Plan (3 sheets)		1.0	2.0	6.0			9.0	\$ 1,189.00
X	Pedestrian Refuge Island Detail (1 sheet)		1.0	2.0	4.0			7.0	\$ 949.00
X	RRFB Plan (1 sheet)			2.0	3.0	1.0		6.0	\$ 849.00
X	RRFB Detail (1 sheet)			2.0	3.0	1.0		6.0	\$ 849.00
6	30% Estimate		2.0	4.0				6.0	\$ 938.00
7	30% Comment Resolution	1.0	1.0	1.0				3.0	\$ 562.00
Subtotal Hours:		2.0	17.0	33.0	29.0	2.0		83.0	\$ 12,182.00
Task 3	60% Design								\$ 2,481.00
1	Horizontal Layout		1.0	2.0				3.0	\$ 469.00
2	60% Progress Meeting	2.0	2.0	2.0				6.0	\$ 1,124.00
3	60% Cost Estimate		2.0	2.0	2.0			6.0	\$ 888.00
Subtotal Hours:		2.0	5.0	6.0	2.0			15.0	\$ 2,481.00
Task 3	100% Plans, Estimate, and Specifications								\$ 5,602.00
1	Final Stormwater Report		1.0	2.0				3.0	\$ 469.00
2	100% Plans Set	2.0	2.0					4.0	\$ 834.00
X	Cover Sheet (1 Sheet)			1.0	1.0			2.0	\$ 265.00
X	Horizontal Alignment Plan (1 sheet)			1.0	1.0			2.0	\$ 265.00
X	Temporary Erosion and Sediment Control and Removal Plan (3 sheets)		1.0	1.0	2.0			4.0	\$ 564.00
X	Paving/Singin/Channelization Plan (3 sheets)		1.0	1.0	2.0			4.0	\$ 564.00
X	Pedestrian Refuge Island Detail (1 sheet)		1.0	1.0	2.0			4.0	\$ 564.00
X	RRFB Plan (1 sheet)		1.0	1.0	2.0			4.0	\$ 564.00
X	RRFB Detail (1 sheet)		1.0	1.0	2.0			4.0	\$ 564.00
X	Temporary Traffic Control Plan (3 Sheets)		1.0	2.0	4.0			7.0	\$ 949.00
3	100% Cost Estimate								\$ -

Subconsultant Labor Hour Estimate

SCJ Alliance



Client: City of Shelton

Template Version: 7/8/2024

Project: Wallace Kneeland Mid-Block Crossing

Contract Type: Billing Rate Schedule

Job #: 24-000628

File Name: 20241125_Wallace Kneeland Mid-Block Fee.xlsm

		Patrick Holm	Sam Rowswell	Sarah Gustafson	Alex Johnson	George Hilén	Melissa Oum		
Phase & Task No.	Phase & Task Title	Principal	E4 Engineer	E3 Engineer	T3 Technician	PM2 Project Manager	Project Accountant	Total Direct Labor Hours & Cost	Total Cost
4	100% Contract Documents								\$ -
5	100% Comment Resolution								\$ -
Subtotal Hours:		2.0	9.0	11.0	16.0			38.0	\$ 5,602.00
Task 4	Bid Documents								\$ 2,506.00
1	Bid Ready Plans	1.0	1.0	1.0	2.0			5.0	\$ 802.00
2	Bid Ready Estiamte	1.0	1.0	4.0				6.0	\$ 997.00
3	Bid Ready Construction Documents	1.0	1.0	2.0				4.0	\$ 707.00
Subtotal Hours:		3.0	3.0	7.0	2.0			15.0	\$ 2,506.00
Total Phase Hours:		9.0	34.0	57.0	49.0	2.0		151.0	\$ 151.0
Total Phase Direct Labor:		\$2,142.00	\$6,086.00	\$8,265.00	\$5,880.00	\$398.00		\$22,771.00	\$ 22,771.00
PHASE 4 BID SERVICES									
Task 1	Addendum								\$ 2,057.00
1	Addendum	1.0	1.0	8.0	4.0			14.0	\$ 2,057.00
Subtotal Hours:		1.0	1.0	8.0	4.0			14.0	\$ 2,057.00
Total Phase Hours:		1.0	1.0	8.0	4.0			14.0	\$ 14.0
Total Phase Direct Labor:		\$238.00	\$179.00	\$1,160.00	\$480.00			\$2,057.00	\$ 2,057.00
Total Hours All Phases		19.0	55.0	65.0	53.0	2.0	6.0	200.0	200.0
Total Direct Labor Estimate All Phases		\$4,522.00	\$9,845.00	\$9,425.00	\$6,360.00	\$398.00	\$840.00	\$31,390.00	\$ 31,390.00
Indirect Costs									
Subconsultants:		MNT2COAST							\$7,960.00
Subconsultant Subtotal:									\$ 7,960.00
Subconsultant Markup:									\$ -
Subconsultant Total:									\$ 7,960.00
Reimbursable Expenses:		Copies, Printing, etc. Mileage							\$ 156.95
									\$ 134.00
Expenses Subtotal:									\$ 290.95
Expenses Markup:									\$ -
Expenses Total:									\$ 290.95
Management Reserve:									\$ -
Total Indirect Costs:									\$ 8,250.95
Total:									\$ 39,640.95