



Shelton City Council Meeting Agenda
April 15, 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 112777 through 112812 and EFT payment numbers 1139 through 1154 in the total amount of \$177,445.48 and Bank Draft number DFT0001828, DFT0001836, DFT0001837, DFT0001841, DFT0001843 in the total amount of \$152,144.10
2. Vouchers numbered 112840 through 112874 and EFT payment numbers 1155 through 1172 in the total amount of \$193,795.98
3. Minutes:
 - Business Meeting of February 4, 2025
 - Study Session of February 11, 2025
 - Business Meeting of February 18, 2025
 - Study Session of February 25, 2025
 - Business Meeting of March 4, 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. Proclamation – Earth Day 2025
2. February Financial Status Report - Presented by Finance Director Mike Githens

F. Business Agenda (Study/No Action)

1. Resolution No. 1375-0325 Work Order #PMX-25001 for MBR Headworks Upgrade/Design – Presented by Assistant Public Works Director Brent Armstrong
2. Resolution No. 1377-0325 Work Order #PMX-25002 for Goldborough Creek Sewer Pipe Bypass Removal Project – Presented by Assistant Public Works Director Brent Armstrong

G. Action Agenda (Action/Public Comment Taken)

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. 1376-0325 Transportation Benefit District (TBD) Ballot Proposition – Presented by City Manager Mark Ziegler

H. Administration Reports

1. City Manager Report

I. New Items for Discussion

J. Announcement of Next Meeting – May 6, 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. 4/22 6:00 p.m.	Study Session	Study Agenda •	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 • Vouchers/Payroll Warrants/Meeting Minutes Presentations • Business Agenda • Resolution No 1378-0425 Agreement #25-002-PSA for Railroad Crossing Closures Design Services Public Hearing • Action Agenda • Resolution No. 1375-0325 Work Order #PMX-25001 for MBR Headworks Upgrade/Desing • Resolution No. 1377-0325 Work Order #PMX-25002 for Goldsborough Creek Sewer Bypass Removal Project (Design) • Resolution No. 1362-1124 Agreement #24-007-PSA for Systemic Ped. Safety & Olympic Hwy North Improvements Design Services Administration Reports •	Packet Items Due: 4/25 @ 5:00 p.m.
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 • Vouchers/Payroll Warrants/Meeting Minutes Presentations • March Financial Status Report Business Agenda • Public Hearing • Action Agenda • Resolution No 1378-0425 Agreement #25-002-PSA for Railroad Crossing Closures Design Services • Civic Center Rotating Art Gallery 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	Regular Meeting	Consent Agenda	Packet Items Due:

6:00 p.m.		<ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes Presentations <ul style="list-style-type: none"> • Business Agenda • Public Hearing • Action Agenda • Administration Reports • 	5/22 @ 5:00 p.m.
Tues. 6/10 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> • 	Packet Items Due: 6/6 @ noon
Tues. 6/17 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes Presentations <ul style="list-style-type: none"> • April Financial Status Report Business Agenda <ul style="list-style-type: none"> • Public Hearing • Action Agenda • Administration Reports • 	Packet Items Due: 6/6 @ 5:00 p.m.

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 112777 through number 112812 and EFT payment numbers 1139 through 1154 in the total amount of \$177,445.48 and Bank Draft numbers DFT0001828, DFT0001836, DFT0001837, DFT0001841, DFT0001843 in the total amount of \$152,144.10 that the claims are just, due and unpaid obligations against the City of Shelton, and that I am authorized to authenticate and certify said claims.

Signed this 28th of 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: APPKT03501 - MARCH 28, 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						
VEN02338	BHC CONSULTANTS LLC	03/28/2025	EFT	0.00	30,538.05	1139
008450	COMMUNITY ACTION COUNCIL	03/28/2025	EFT	0.00	10.00	1140
VEN02285	CONSEJO COUNSELING & REFERRAL	03/28/2025	EFT	0.00	8,905.47	1141
009351	DELAGE LANDEN FINANCIAL SVCS	03/28/2025	EFT	0.00	1,029.15	1142
	Void	03/28/2025	EFT	0.00	0.00	1143
VEN02319	DENALI WATER SOLUTIONS LLC	03/28/2025	EFT	0.00	14,641.89	1144
023078	FASTENAL COMPANY	03/28/2025	EFT	0.00	875.93	1145
044700	GUARDIAN SECURITY SYSTEM	03/28/2025	EFT	0.00	588.06	1146
VEN02255	HARBOR SAW & SUPPLY INC	03/28/2025	EFT	0.00	111.92	1147
VEN01230	L.N. CURTIS & SONS	03/28/2025	EFT	0.00	1,600.83	1148
142952	NORTH CENTRAL LABORATORIES	03/28/2025	EFT	0.00	646.40	1149
VEN02198	RAM ELECTRIC	03/28/2025	EFT	0.00	7,437.87	1150
VEN02459	SECURITAS TECHNOLOGY CORPORA	03/28/2025	EFT	0.00	89.88	1151
189670	THE SHOPPER	03/28/2025	EFT	0.00	44.65	1152
VEN01877	TRANSPOGROUP	03/28/2025	EFT	0.00	7,920.00	1153
VEN02437	WALTER E NELSON CO OF WESTERN	03/28/2025	EFT	0.00	514.49	1154
001765	AMERICAN PUBLIC WORKS ASSOC	03/28/2025	Regular	0.00	770.00	112777
VEN02065	ANACONDA NETWORKS	03/28/2025	Regular	0.00	53.22	112778
VEN02340	BLT SHELTON PONY, LLC	03/28/2025	Regular	0.00	1,470.15	112779
VEN01879	BRADLEY AIR COMPANY	03/28/2025	Regular	0.00	3,414.02	112780
024990	BRIDGESTONE RETAIL OPERATIONS,	03/28/2025	Regular	0.00	1,097.13	112781
098000	BUILDERS FIRSTSOURCE	03/28/2025	Regular	0.00	91.19	112782
VEN02655	CHINTANA BARDEN	03/28/2025	Regular	0.00	150.00	112783
VEN01281	CITY OF SHELTON - UTILITY BILLS/PE	03/28/2025	Regular	0.00	11,387.51	112784
009573	DEPT OF ECOLOGY	03/28/2025	Regular	0.00	2,032.50	112785
045150	HACH COMPANY	03/28/2025	Regular	0.00	458.91	112786
VEN02509	HOUSE BROTHERS CONST INC	03/28/2025	Regular	0.00	95.00	112787
070966	JOHN HANCOCK LIFE INS CO	03/28/2025	Regular	0.00	1,286.98	112788
077170	JUDICIAL CONF REGISTRAR	03/28/2025	Regular	0.00	400.00	112789
113004	MASON COUNTY - UTILITIES/WASTE	03/28/2025	Regular	0.00	36.60	112790
109750	MASON COUNTY DISTRICT COURT	03/28/2025	Regular	0.00	600.00	112791
109750	MASON COUNTY DISTRICT COURT	03/28/2025	Regular	0.00	50.00	112792
VEN01938	MASON COUNTY JAIL	03/28/2025	Regular	0.00	45,865.00	112793
142300	NISQUALLY INDIAN TRIBE	03/28/2025	Regular	0.00	8,599.80	112794
VEN02312	ODP BUSINESS SOLUTIONS LLC	03/28/2025	Regular	0.00	64.46	112795
903752	O'REILLY AUTO PARTS	03/28/2025	Regular	0.00	82.74	112796
VEN02623	PETROCARD, INC	03/28/2025	Regular	0.00	3,014.88	112797
903592	PIONEER FIRE & SECURITY	03/28/2025	Regular	0.00	676.92	112798
161080	PROFORCE	03/28/2025	Regular	0.00	2,036.43	112799
903584	RIGHT SYSTEMS	03/28/2025	Regular	0.00	12,402.08	112800
187505	SHELTON SCHOOL DISTRICT	03/28/2025	Regular	0.00	360.00	112801
VEN02662	SIMEAMATIVA M AGA	03/28/2025	Regular	0.00	400.00	112802
196341	STEVEN R. BUZZARD	03/28/2025	Regular	0.00	100.00	112803
200255	TAGS AWARDS & SPECIALTIES	03/28/2025	Regular	0.00	900.25	112804
VEN02416	TIMECLOCK PLUS LLC	03/28/2025	Regular	0.00	1,440.75	112805
201300	TOZIER BROS INC.	03/28/2025	Regular	0.00	150.58	112806
201875	TYLER TECHNOLOGIES	03/28/2025	Regular	0.00	348.48	112807
VEN02669	VAIVAO SEMISI-TUPOU	03/28/2025	Regular	0.00	150.00	112808
VEN02544	VESTIS GROUP INC	03/28/2025	Regular	0.00	83.48	112809
203780	WATER MGMNT LABORATORIES INC	03/28/2025	Regular	0.00	2,350.00	112810
053987	WESTBAY NAPA AUTO PARTS	03/28/2025	Regular	0.00	44.10	112811

Check Register

Packet: APPKT03501-MARCH 28, 2025 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN02139	ZEPELIN SHIPPING & TECHNOLOGY	03/28/2025	Regular	0.00	27.73	112812

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	62	36	0.00	102,490.89
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	25	16	0.00	74,954.59
	87	52	0.00	177,445.48

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	3/2025	177,445.48
			<u>177,445.48</u> ✓



Shelton, WA

Check Register

Packet: APPKT03501 - MARCH 28, 2025 AP PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN02338	BHC CONSULTANTS LLC	03/28/2025	EFT	0.00	30,538.05	1139
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
22367	Invoice	03/13/2025	COFFEE CREEK WATER AVAILABILITY ANAL	0.00	2,677.50	
401-000-000-53480-4100		WAT - Professional Servic		COFFEE CREEK WATER AVA	2,677.50	
22368	Invoice	03/13/2025	ANGLESIDE PZ IMPROVEMENTS DESIGN &	0.00	17,788.75	
411-000-000-59434-4101		WAT CAP - Exp-Prof Svcs-	23-UPPERANGLESIDEP	ANGLESIDE PZ IMPROVEM	17,788.75	
22369	Invoice	03/13/2025	MERIDIAN AVE. WATER AVAILABILITY ANA	0.00	2,046.25	
001-115-000-51896-4100		PW ENG - Professional Se		MERIDIAN AVE. WATER AV	2,046.25	
22398	Invoice	03/13/2025	RESERVOIR ROOF VENT RETROFIT DESIGN	0.00	8,025.55	
401-000-000-53480-4100		WAT - Professional Servic		RESERVOIR ROOF VENT RE	8,025.55	
008450	COMMUNITY ACTION COUNCIL	03/28/2025	EFT	0.00	10.00	1140
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2503175	Invoice	03/20/2025	MARCH/2025 APPLICATIONS	0.00	10.00	
001-111-000-51421-4100		FIN UB - Professional Serv		MARCH/2025 APPLICATIO	10.00	
VEN02285	CONSEJO COUNSELING & REFERRAL	03/28/2025	EFT	0.00	8,905.47	1141
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2025-02	Invoice	03/19/2025	SHELTON MUNICIPAL COURT/FEBRUARY 2	0.00	8,905.47	
001-112-000-51251-4106		MUNI CT - Interpreter Ex	24-ITC	SHELTON MUNICIPAL COU	8,905.47	
009351	DELAGE LANDEN FINANCIAL SVCS	03/28/2025	EFT	0.00	1,029.15	1142
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
589696095	Invoice	03/23/2025	CONTRACT# 500-50493254	0.00	162.27	
401-000-000-53480-4500		WAT - Operating Rentals		CONTRACT# 500-5049325	13.27	
401-250-000-59134-7001		WAT DEBT - Long Term Le		CONTRACT# 500-5049325	149.00	
589733029	Invoice	03/23/2025	CONTRACT# 500-50265514	0.00	162.27	
402-300-000-53580-4500		SEW CL MN - Operating R		CONTRACT# 500-5026551	13.27	
402-700-000-59135-7001		SEW DEBT - Long Term Le		CONTRACT# 500-5026551	149.00	
589733199	Invoice	03/23/2025	CONTRACT# 500-50499914	0.00	162.27	
401-000-000-53480-4500		WAT - Operating Rentals		CONTRACT# 500-5049991	13.27	
401-250-000-59134-7001		WAT DEBT - Long Term Le		CONTRACT# 500-5049991	149.00	
589734026	Invoice	03/23/2025	CONTRACT# 500-50492834	0.00	271.17	
001-111-000-51421-4500		FIN UB - Operating Rental		CONTRACT# 500-5049283	6.65	
001-111-000-51423-4500		FIN AC - Operating Rental		CONTRACT# 500-5049283	6.65	
001-111-000-59114-7001		FIN - Long Term Lease		CONTRACT# 500-5049283	149.40	
001-130-000-51810-4500		HR - Operating Rentals		CONTRACT# 500-5049283	8.87	
001-130-000-59117-7001		HR - Long Term Lease		CONTRACT# 500-5049283	99.60	
589734370	Invoice	03/23/2025	CONTRACT# 500-50499916	0.00	271.17	
001-115-000-51895-4500		PW ADM - Operating Ren		CONTRACT# 500-5049991	10.42	
001-115-000-59148-7001		PW ADM - Long Term Lea		CONTRACT# 500-5049991	117.03	
001-120-000-51310-4500		C MGR - Operating Rental		CONTRACT# 500-5049991	1.11	
001-120-000-59113-7001		C MGR - Long Term Lease		CONTRACT# 500-5049991	12.45	
001-140-000-55860-4500		CD PLAN - Operating Rent		CONTRACT# 500-5049991	10.64	
001-140-000-59158-7001		CD - Long Term Lease		CONTRACT# 500-5049991	119.52	
Void		03/28/2025	EFT	0.00	0.00	1143

Check Register

Packet: APPKT03501-MARCH 28, 2025 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN02319	DENALI WATER SOLUTIONS LLC	03/28/2025	EFT	0.00	14,641.89	1144
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV1037356	Invoice	03/20/2025	CUST# 599121378	TRANSPORTATION	0.00	14,641.89
402-400-000-53580-4100		SEW SV MN - Professional		CUST# 599121378 TRANS		14,641.89
023078	FASTENAL COMPANY	03/28/2025	EFT	0.00	875.93	1145
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
WATUM232359	Invoice	03/19/2025	CUST# WATUM1962	HYDRGN PRX, GLV, P	0.00	161.29
402-400-000-53580-3100		SEW SV MN - Office and		CUST# WATUM1962 HYDR		161.29
WATUM232370	Invoice	03/19/2025	CUST# WATUM1962	MISC SUPPLIES	0.00	402.40
402-400-000-53580-3100		SEW SV MN - Office and		CUST# WATUM1962 MISC		402.40
WATUM232371	Invoice	03/19/2025	CUST# WATUM1991	GLOVES, LEMON WIP	0.00	169.50
001-118-000-52122-3100		PD PAT - Office and Opera		CUST# WATUM1991 GLOV		169.50
WATUM232372	Invoice	03/19/2025	CUST# WATUM1961	HAND PAD, GLOVES	0.00	142.74
401-000-000-53480-3100		WAT - Office and Operati		CUST# WATUM1961 HAND		142.74
044700	GUARDIAN SECURITY SYSTEM	03/28/2025	EFT	0.00	588.06	1146
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1593163	Invoice	03/19/2025	CUST# 313901	SERVICE CALL	0.00	588.06
001-142-000-57250-4100		FACIL LIB - Professional Se		CUST# 313901 SERVICE CA		588.06
VEN02255	HARBOR SAW & SUPPLY INC	03/28/2025	EFT	0.00	111.92	1147
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
837013	Invoice	03/25/2025	CUST# 21758	CHAIN GRIND,SAW BAR LAB	0.00	111.92
101-000-000-54230-3100		ST RD WAY - Office and O		CUST# 21758 CHAIN GRIN		111.92
VEN01230	L.N. CURTIS & SONS	03/28/2025	EFT	0.00	1,600.83	1148
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV927821	Invoice	03/19/2025	CUST# C5463	ARMOR & CONCEALABLE/C.	0.00	1,600.83
001-118-000-52122-3102		PD PAT - Uniforms-Vests/		CUST# C5463 ARMOR & C		1,600.83
142952	NORTH CENTRAL LABORATORIES	03/28/2025	EFT	0.00	646.40	1149
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
516983	Invoice	03/12/2025	ACCT# 42215	MISC SUPPLIES	0.00	646.40
402-400-000-53580-3100		SEW SV MN - Office and		ACCT# 42215 MISC SUPPLI		646.40
VEN02198	RAM ELECTRIC	03/28/2025	EFT	0.00	7,437.87	1150
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
6218	Invoice	03/18/2025	ELECTRICAL UPDATES,MATERIAL,LABOR,P	0.00	7,437.87	
401-000-000-53480-4801		WAT - Repairs and Mainte		ELECTRICAL UPDATES		7,437.87
VEN02459	SECURITAS TECHNOLOGY CORPORA	03/28/2025	EFT	0.00	89.88	1151
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
6004911719	Invoice	03/02/2025	ACCT# 10674116	MONITORING SERVICES	0.00	89.88
001-142-000-57250-4100		FACIL LIB - Professional Se		ACCT# 10674116 MONITO		89.88
189670	THE SHOPPER	03/28/2025	EFT	0.00	44.65	1152
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
64875	Invoice	03/24/2025	PUBLIC HEARING SIGNS	0.00	44.65	
001-140-000-55430-4100		CD AN CTRL - Professional		PUBLIC HEARING SIGNS		44.65

Check Register

Packet: APPKT03501-MARCH 28, 2025 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01877	TRANPOGROUP	03/28/2025	EFT	0.00	7,920.00	1153
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
34589	Invoice	03/13/2025	ADA TRANSITION PLAN	0.00	7,920.00	
101-000-000-54261-4100		ST S WALK - Professional		ADA TRANSITION PLAN	7,920.00	
VEN02437	WALTER E NELSON CO OF WESTERN	03/28/2025	EFT	0.00	514.49	1154
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1046914	Invoice	03/21/2025	CUST# 12400 MISC SUPPLIES	0.00	514.49	
001-140-000-55430-3100		CD AN CTRL - Office and		CUST# 12400 MISC SUPPLI	183.92	
001-142-000-51890-3115		FACIL CIVIC - Office and O		CUST# 12400 MISC SUPPLI	283.07	
402-400-000-53580-3100		SEW SV MN - Office and		CUST# 12400 MISC SUPPLI	47.50	
001765	AMERICAN PUBLIC WORKS ASSOC	03/28/2025	Regular	0.00	770.00	112777
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2025 APWA NOR	Invoice	03/25/2025	2025 APWA CONFER #750766 KALIN SOM	0.00	770.00	
503-000-000-54865-4907		EMR - Miscellaneous-Trai		2025 APWA CONFER #750	770.00	
VEN02065	ANACONDA NETWORKS	03/28/2025	Regular	0.00	53.22	112778
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
9535	Invoice	03/17/2025	RMA# AN-1410-ST ANTENNA REPAIR	0.00	30.41	
001-118-000-52122-3100		PD PAT - Office and Opera		RMA# AN-1410-ST ANTEN	30.41	
9551	Invoice	03/21/2025	DC POWER CABLE	0.00	22.81	
001-118-000-52122-3110		PD PAT - Office & Operati		DC POWER CABLE	22.81	
VEN02340	BLT SHELTON PONY, LLC	03/28/2025	Regular	0.00	1,470.15	112779
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
658637	Invoice	03/14/2025	SPRK PLGS,INJECTOR,CABIN FLTR/VIN497	0.00	1,357.12	
001-118-000-52122-4805		PD PAT - Repairs and Mai		SPRK PLGS,INJECTOR,CABI	1,357.12	
658931	Invoice	03/18/2025	MAINTENANCE/VIN# 0257	0.00	113.03	
001-118-000-52122-4805		PD PAT - Repairs and Mai		MAINTENANCE/VIN# 0257	113.03	
VEN01879	BRADLEY AIR COMPANY	03/28/2025	Regular	0.00	3,414.02	112780
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
9695	Invoice	02/14/2025	SHELTON-2301 HEATER UNIT SERVICE CAL	0.00	599.71	
402-400-000-53580-4100		SEW SV MN - Professional		SHELTON-2301 HEATER UN	599.71	
9696	Invoice	02/14/2025	SHELTON-2301 POLE RELAY SERVICE CALL	0.00	2,320.78	
001-142-000-57250-4100		FACIL LIB - Professional Se		SHELTON-2301 POLE RELA	2,320.78	
9809	Invoice	03/13/2025	SHELTON-2301 HEATER UNIT SERVICE CAL	0.00	493.53	
402-400-000-53580-4100		SEW SV MN - Professional		SHELTON-2301 HEATER UN	493.53	
024990	BRIDGESTONE RETAIL OPERATIONS,	03/28/2025	Regular	0.00	1,097.13	112781
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
181491	Invoice	03/20/2025	TIRES/VIN# 5172	0.00	1,097.13	
001-118-000-52122-4805		PD PAT - Repairs and Mai		TIRES/VIN# 5172	1,097.13	
098000	BUILDERS FIRSTSOURCE	03/28/2025	Regular	0.00	91.19	112782
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
77189496	Credit Memo	03/13/2025	CUST# 671668 ORIG INV# 99517047	0.00	-116.20	
402-400-000-53580-3100		SEW SV MN - Office and		CUST# 671668 ORIG INV#	-116.20	
77215637	Credit Memo	03/14/2025	CUST# 671668 ORIG INV# 99524219	0.00	-85.24	
401-000-000-53480-3100		WAT - Office and Operati		CUST# 671668 ORIG INV#	-85.24	

Check Register

Packet: APPKT03501-MARCH 28, 2025 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<u>99524219</u>	Invoice	03/13/2025	CUST# 671668 LUMBER	0.00	85.20	
<u>401-000-000-53480-3100</u>		WAT - Office and Operati	CUST# 671668 LUMBER		85.20	
<u>99546398</u>	Invoice	03/19/2025	CUST# 671668 SCREWS, LUMBER	0.00	74.43	
<u>401-000-000-53480-3100</u>		WAT - Office and Operati	CUST# 671668 SCREWS, L		74.43	
<u>99550738</u>	Invoice	03/20/2025	CUST# 671668 SCREWS, PLYWOOD	0.00	129.56	
<u>401-000-000-53480-3100</u>		WAT - Office and Operati	CUST# 671668 SCREWS, PL		129.56	
<u>99579558</u>	Invoice	03/26/2025	CUST# 671668 BOLTS	0.00	3.44	
<u>401-000-000-53480-3100</u>		WAT - Office and Operati	CUST# 671668 BOLTS		3.44	
VEN02655	CHINTANA BARDEN	03/28/2025	Regular	0.00	150.00	112783
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>INTERPRETATION</u>	Invoice	03/19/2025	INTERPRETATION03192025		0.00	150.00
<u>001-112-000-51251-4106</u>		MUNI CT - Interpreter Ex		INTERPRETATION0319202		150.00
VEN01281	CITY OF SHELTON - UTILITY BILLS/PE	03/28/2025	Regular	0.00	11,387.51	112784
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/CIT</u>	Invoice	03/24/2025	MARCH 2025/CITY BILLS		0.00	11,387.51
<u>001-140-000-55430-4700</u>		CD AN CTRL - Utility Servi		MARCH 2025/CITY BILLS		409.22
<u>001-141-000-57680-4700</u>		PARKS - Utility Services		MARCH 2025/CITY BILLS		93.27
<u>001-141-000-57680-4700</u>		PARKS - Utility Services		MARCH 2025/CITY BILLS		302.29
<u>001-141-000-57680-4700</u>		PARKS - Utility Services		MARCH 2025/CITY BILLS		13.72
<u>001-141-000-57680-4700</u>		PARKS - Utility Services		MARCH 2025/CITY BILLS		336.57
<u>001-141-000-57680-4700</u>		PARKS - Utility Services		MARCH 2025/CITY BILLS		506.82
<u>001-142-000-51890-4715</u>		FACIL CIVIC - Utility Servic		MARCH 2025/CITY BILLS		193.66
<u>001-142-000-51890-4715</u>		FACIL CIVIC - Utility Servic		MARCH 2025/CITY BILLS		764.98
<u>001-142-000-51890-4715</u>		FACIL CIVIC - Utility Servic		MARCH 2025/CITY BILLS		156.31
<u>001-142-000-57250-4700</u>		FACIL LIB - Utility Services		MARCH 2025/CITY BILLS		632.88
<u>001-142-000-57530-4700</u>		FACIL MUSM - Utility Serv		MARCH 2025/CITY BILLS		139.03
<u>101-000-000-54265-4700</u>		ST PRK FAC - Utility Servic		MARCH 2025/CITY BILLS		164.26
<u>101-000-000-54270-4700</u>		ST RD PRK - Utility Service		MARCH 2025/CITY BILLS		96.56
<u>401-000-000-53480-4700</u>		WAT - Utility Services		MARCH 2025/CITY BILLS		26.70
<u>401-000-000-53480-4700</u>		WAT - Utility Services		MARCH 2025/CITY BILLS		20.58
<u>401-000-000-53480-4700</u>		WAT - Utility Services		MARCH 2025/CITY BILLS		50.11
<u>401-000-000-53480-4700</u>		WAT - Utility Services		MARCH 2025/CITY BILLS		24.27
<u>401-000-000-53480-4700</u>		WAT - Utility Services		MARCH 2025/CITY BILLS		21.78
<u>401-000-000-53480-4700</u>		WAT - Utility Services		MARCH 2025/CITY BILLS		52.90
<u>401-000-000-53480-4701</u>		WAT - Utility Services - Sh		MARCH 2025/CITY BILLS		117.80
<u>401-000-000-53480-4701</u>		WAT - Utility Services - Sh		MARCH 2025/CITY BILLS		658.26
<u>401-000-000-53480-4701</u>		WAT - Utility Services - Sh		MARCH 2025/CITY BILLS		246.78
<u>401-000-000-53480-4701</u>		WAT - Utility Services - Sh		MARCH 2025/CITY BILLS		311.97
<u>401-000-000-53480-4701</u>		WAT - Utility Services - Sh		MARCH 2025/CITY BILLS		123.74
<u>402-300-000-53580-4700</u>		SEW CL MN - Utility Servi		MARCH 2025/CITY BILLS		20.35
<u>402-400-000-53580-4700</u>		SEW SV MN - Utility Servi		MARCH 2025/CITY BILLS		33.73
<u>402-400-000-53580-4700</u>		SEW SV MN - Utility Servi		MARCH 2025/CITY BILLS		626.84
<u>402-400-000-53580-4700</u>		SEW SV MN - Utility Servi		MARCH 2025/CITY BILLS		4,131.99
<u>402-400-000-53580-4700</u>		SEW SV MN - Utility Servi		MARCH 2025/CITY BILLS		79.23
<u>402-400-000-53580-4700</u>		SEW SV MN - Utility Servi		MARCH 2025/CITY BILLS		33.73
<u>402-400-000-53580-4700</u>		SEW SV MN - Utility Servi		MARCH 2025/CITY BILLS		31.31
<u>402-500-000-53580-4700</u>		SEW OT MN - Utility Servi		MARCH 2025/CITY BILLS		50.58
<u>402-640-000-53580-4700</u>		SEW SV SAT - Utility Servi		MARCH 2025/CITY BILLS		23.53
<u>402-640-000-53580-4700</u>		SEW SV SAT - Utility Servi		MARCH 2025/CITY BILLS		575.80
<u>402-640-000-53580-4700</u>		SEW SV SAT - Utility Servi		MARCH 2025/CITY BILLS		259.68
<u>404-000-000-53180-4700</u>		STRM - Utility Services		MARCH 2025/CITY BILLS		56.28
009573	DEPT OF ECOLOGY	03/28/2025	Regular	0.00	2,032.50	112785

Check Register

Packet: APPKT03501-MARCH 28, 2025 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
25-WAR308477B-	Invoice	02/20/2025	SHELTON MUNI SW PH2	0.00	2,032.50	
404-000-000-53180-4107		STRM - Municipal Stormw		SHELTON MUNI SW PH2	2,032.50	
045150	HACH COMPANY	03/28/2025	Regular	0.00	458.91	112786
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
14427428	Invoice	03/25/2025	ACCT# 341640 MISC SUPPLIES	0.00	458.91	
402-400-000-53580-3100		SEW SV MN - Office and		ACCT# 341640 MISC SUPP	458.91	
VEN02509	HOUSE BROTHERS CONST INC	03/28/2025	Regular	0.00	95.00	112787
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
246441	Invoice	03/17/2025	JOB SITE #2309 425 W COTA PORTA SERVI	0.00	95.00	
001-142-000-51890-4515		FACIL CIVIC - Operating R		JOB SITE #2309 425 W COT	95.00	
070966	JOHN HANCOCK LIFE INS CO	03/28/2025	Regular	0.00	1,286.98	112788
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
4005548218	Invoice	04/15/2025	GROUP#03080 K.DOBIE,E.HAEFLIGER,M.L	0.00	1,286.98	
502-000-000-51725-2032		PR BEN - Ins-LongTrmCar		GROUP#03080 K.DOBIE,E.	363.01	
611-000-000-51725-2032		FF PEN - Ins-LongTrmCare		GROUP#03080 K.DOBIE,E.	923.97	
077170	JUDICIAL CONF REGISTRAR	03/28/2025	Regular	0.00	400.00	112789
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2025 DMCMA SP	Invoice	03/18/2025	2025 DMCMA SPRING PROGRAM INCIDE	0.00	200.00	
001-112-000-51251-4307		MUNI CT - Travel-Training		2025 DMCMA SPRING PRO	200.00	
2025 DMCMA SP	Invoice	03/18/2025	2025 DMCMA SPRING PROGRAM INCIDE	0.00	200.00	
001-112-000-51251-4307		MUNI CT - Travel-Training		2025 DMCMA SPRING PRO	200.00	
113004	MASON COUNTY - UTILITIES/WASTE	03/28/2025	Regular	0.00	36.60	112790
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
007559	Invoice	03/03/2025	ACCT# SW-C023 TICKET 546719	0.00	36.60	
001-140-000-52460-3100		CD CODE - Office and Ope		ACCT# SW-C023 TICKET 54	36.60	
109750	MASON COUNTY DISTRICT COURT	03/28/2025	Regular	0.00	600.00	112791
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	03/24/2025	PROBATION CONSULTATION/MARCH 2025	0.00	600.00	
001-112-000-51251-4109		MUNI CT - Other Professi	24-ITC	PROBATION CONSULTATIO	600.00	
109750	MASON COUNTY DISTRICT COURT	03/28/2025	Regular	0.00	50.00	112792
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
UA TEST/ITC COU	Invoice	02/19/2025	UA TEST/ITC COURT 4A0449937	0.00	50.00	
001-112-000-51251-4109		MUNI CT - Other Professi	24-ITC	UA TEST/ITC COURT 4A044	50.00	
VEN01938	MASON COUNTY JAIL	03/28/2025	Regular	0.00	45,865.00	112793
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
Q4/2024	Invoice	03/24/2025	Q4/2024 BOOKING FEES	0.00	45,865.00	
001-123-000-52360-4103		DET & COR - Professional		Q4/2024 BOOKING FEES	45,865.00	
142300	NISQUALLY INDIAN TRIBE	03/28/2025	Regular	0.00	8,599.80	112794

Check Register

Packet: APPKT03501-MARCH 28, 2025 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1768	Invoice	02/28/2025	FEBRUARY/2025 INCARCERATION FEES	0.00	8,599.80	
001-123-000-52360-4103		DET & COR - Professional		FEBRUARY/2025 INCARCER	8,599.80	
VEN02312	ODP BUSINESS SOLUTIONS LLC	03/28/2025	Regular	0.00	64.46	112795
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
407665641001	Invoice	03/10/2025	ACCT# 28972108 BINDERS, SORTKWIK,PN	0.00	64.46	
001-111-000-51421-3100		FIN UB - Office and Opera		ACCT# 28972108 BINDERS,	36.98	
001-111-000-51423-3100		FIN AC - Office and Opera		ACCT# 28972108 BINDERS,	27.48	
903752	O'REILLY AUTO PARTS	03/28/2025	Regular	0.00	82.74	112796
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
3718-225267	Invoice	03/25/2025	CUST# 1371774 WIPER BLADES	0.00	82.74	
001-118-000-52122-3110		PD PAT - Office & Operati		CUST# 1371774 WIPER BL	82.74	
VEN02623	PETROCARD, INC	03/28/2025	Regular	0.00	3,014.88	112797
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0548567-IN	Invoice	03/20/2025	CUST# 20-0108487 FUEL	0.00	3,014.88	
503-250-000-58900-0001		EMR - Inventory-Gas		CUST# 20-0108487 FUEL	3,014.88	
903592	PIONEER FIRE & SECURITY	03/28/2025	Regular	0.00	676.92	112798
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
45485-S	Invoice	03/21/2025	ANNUAL SERVICE CHARGE/NEW FIRE EXT	0.00	676.92	
001-118-000-52122-3100		PD PAT - Office and Opera		ANNUAL SERVICE CHARGE	676.92	
161080	PROFORCE	03/28/2025	Regular	0.00	2,036.43	112799
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
570123	Invoice	03/18/2025	CUST# 009361 FIREARM ACCESSORIES	0.00	2,036.43	
001-118-000-52122-3500		PD PAT - Small Tools/Equi		CUST# 009361 FIREARM A	2,036.43	
903584	RIGHT SYSTEMS	03/28/2025	Regular	0.00	12,402.08	112800
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
SI-190980	Invoice	03/04/2025	CUST# COS006- MANAGED SERVICES	0.00	12,402.08	
001-132-000-51888-4100		IT - Data Processing-Prof		CUST# COS006- MANAGED	12,402.08	
187505	SHELTON SCHOOL DISTRICT	03/28/2025	Regular	0.00	360.00	112801
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2025-060	Invoice	03/24/2025	YOUTH BASKETBALL BORDEAUX FEB 2025	0.00	80.00	
001-141-000-57120-4500		REC - Operating Rentals		YOUTH BASKETBALL BORD	80.00	
2025-061	Invoice	03/24/2025	ADULT VOLLEYBALL OBJH FEB 2025	0.00	280.00	
001-141-000-57120-4500		REC - Operating Rentals		ADULT VOLLEYBALL OBJH F	280.00	
VEN02662	SIMEAMATIVA M AGA	03/28/2025	Regular	0.00	400.00	112802
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INTERPRETATION	Invoice	03/25/2025	INTERPRETATION02122025	0.00	200.00	
001-112-000-51251-4106		MUNI CT - Interpreter Ex		INTERPRETATION0212202	200.00	
INTERPRETATION	Invoice	03/26/2025	INTERPRETATION03262025	0.00	200.00	
001-112-000-51251-4106		MUNI CT - Interpreter Ex		INTERPRETATION0326202	200.00	
196341	STEVEN R. BUZZARD	03/28/2025	Regular	0.00	100.00	112803

Check Register

Packet: APPKT03501-MARCH 28, 2025 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
PROTEM0319202	Invoice	03/19/2025	PROTEM03192025	0.00	100.00	
001-112-000-51251-4101		MUNI CT - Judge Pro-Tem		PROTEM03192025	100.00	
200255	TAGS AWARDS & SPECIALTIES	03/28/2025	Regular	0.00	900.25	112804
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
B233834	Invoice	03/19/2025	ACCT# SHELP EMBROIDERY/STRETCH CAP	0.00	900.25	
001-118-000-52122-3101		PD PAT - Uniforms		ACCT# SHELP EMBROIDER	900.25	
VEN02416	TIMECLOCK PLUS LLC	03/28/2025	Regular	0.00	1,440.75	112805
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV00408642	Invoice	03/24/2025	SHE111 SCHEDULE ANYWHERE LICENSE 2	0.00	1,440.75	
001-118-000-52122-4100		PD PAT - Professional Serv		SHE111 SCHEDULE ANYW	1,440.75	
201300	TOZIER BROS INC.	03/28/2025	Regular	0.00	150.58	112806
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
474379	Invoice	02/24/2025	CUST# 20090 PVC	0.00	33.91	
402-640-000-53580-3100		SEW SV SAT - Office and		CUST# 20090 PVC	33.91	
474675	Invoice	03/12/2025	CUST# 20090 PROPANE TANK	0.00	24.23	
402-400-000-53580-3200		SEW SV MN - Gas & Oil		CUST# 20090 PROPANE TA	24.23	
474768	Invoice	03/18/2025	CUST# 20090 SUPPLY LINE	0.00	17.41	
402-400-000-53580-3100		SEW SV MN - Office and		CUST# 20090 SUPPLY LINE	17.41	
474781	Invoice	03/18/2025	CUST# 20090 NUTS, BOLTS, COUPL BRASS	0.00	8.45	
402-400-000-53580-3100		SEW SV MN - Office and		CUST# 20090 NUTS, BOLTS	8.45	
474789	Invoice	03/19/2025	CUST# 20090 METAL NOZZLES SET	0.00	17.41	
402-400-000-53580-3100		SEW SV MN - Office and		CUST# 20090 METAL NOZZ	17.41	
474792	Invoice	03/19/2025	CUST# 20090 CLAMP PANL	0.00	6.52	
001-140-000-55430-3100		CD AN CTRL - Office and		CUST# 20090 CLAMP PANL	6.52	
474822	Invoice	03/20/2025	CUST# 20090 KEY CUT, LADR HK, PWR BIT	0.00	14.17	
001-142-000-51890-3115		FACIL CIVIC - Office and O		CUST# 20090 KEY CUT, LA	14.17	
474882	Invoice	03/24/2025	CUST# 20090 ELECTRICAL SUPPLIES	0.00	14.80	
101-000-000-54230-3100		ST RD WAY - Office and O		CUST# 20090 ELECTRICAL	14.80	
474916	Invoice	03/26/2025	CUST# 20090 NUTS AND BOLTS	0.00	13.68	
401-000-000-53480-3100		WAT - Office and Operati		CUST# 20090 NUTS AND B	13.68	
201875	TYLER TECHNOLOGIES	03/28/2025	Regular	0.00	348.48	112807
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
025-501487	Invoice	03/12/2025	CUST# 48155 TYLER TUTORING	0.00	348.48	
001-111-000-51423-4100		FIN AC - Professional Serv		CUST# 48155 TYLER TUTO	348.48	
VEN02669	VAIVAO SEMISI-TUPOU	03/28/2025	Regular	0.00	150.00	112808
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INTERPRETATION	Invoice	02/24/2025	INTERPRETATION02122025	0.00	150.00	
001-112-000-51251-4106		MUNI CT - Interpreter Ex		INTERPRETATION0212202	150.00	
VEN02544	VESTIS GROUP INC	03/28/2025	Regular	0.00	83.48	112809
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5120648149	Invoice	03/12/2025	CUST# 792105973 COVERALLS,MAT,MOP,	0.00	40.51	
402-400-000-53580-4900		SEW SV MN - Miscellaneo		CUST# 792105973 COVER	40.51	
5120652220	Invoice	03/19/2025	CUST# 792105972 COVERALLS,MAT,TOW	0.00	42.97	

Check Register

Packet: APPKT03501-MARCH 28, 2025 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
401-000-000-53480-4901	WAT - Miscellaneous - Sh		CUST# 792105972 COVER		42.97	
203780	WATER MGMNT LABORATORIES INC	03/28/2025	Regular	0.00	2,350.00	112810
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
227661	Invoice	03/21/2025	ACCT# AS201R TESTS 3/04/25		1,490.00	
402-400-000-53580-4100		SEW SV MN - Professional		ACCT# AS201R TESTS 3/04	1,490.00	
227714	Invoice	03/25/2025	ACCT# AS201R TESTS 3/6/2025		118.00	
402-400-000-53580-4100		SEW SV MN - Professional		ACCT# AS201R TESTS 3/6/	118.00	
227730	Invoice	03/25/2025	ACCT# AS201R TESTS 3/3, 3/4, 3/12		742.00	
402-400-000-53580-4100		SEW SV MN - Professional		ACCT# AS201R TESTS 3/3,	742.00	
053987	WESTBAY NAPA AUTO PARTS	03/28/2025	Regular	0.00	44.10	112811
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
124215	Invoice	03/21/2025	ACCT# 4296 FUSE HOLDER/UNIT90		12.00	
001-118-000-52122-3110		PD PAT - Office & Operati		ACCT# 4296 FUSE HOLDER	12.00	
124659	Invoice	03/25/2025	ACCT# 4296 SPADE TERMINAL		4.12	
101-000-000-54264-3100		ST TR CTL - Office and Op		ACCT# 4296 SPADE TERMI	4.12	
124726	Invoice	03/26/2025	ACCT# 4296 ANTIFREEZE		27.98	
402-400-000-53580-3100		SEW SV MN - Office and		ACCT# 4296 ANTIFREEZE	27.98	
VEN02139	ZEPPPELIN SHIPPING & TECHNOLOGY	03/28/2025	Regular	0.00	27.73	112812
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
PACKAGE ID 1415	Invoice	03/19/2025	WSP CRIME LAB/EVIDENCE		18.55	
001-118-000-52122-4200		PD PAT - Communication		WSP CRIME LAB/EVIDENC	18.55	
PACKAGEID 1418	Invoice	03/25/2025	TACOMA CRIME LAB		9.18	
001-118-000-52122-4200		PD PAT - Communication		TACOMA CRIME LAB	9.18	

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	62	36	0.00	102,490.89
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	25	16	0.00	74,954.59
	87	52	0.00	177,445.48

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	3/2025	177,445.48
			<u>177,445.48</u>



Shelton, WA

Check Report

By Check Number

Date Range: 02/21/2025 - 03/27/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-Main-APBNK-Main						
009700	DEPARTMENT OF REVENUE	03/04/2025	Bank Draft	0.00	247.34	DFT0001828
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
FEBRUARY/2025	Invoice	03/04/2025	FEBRUARY/2025USETAX	0.00	247.34	
	001-118-000-52122-3505		PD PAT - Inventoried-Smal		173.26	
	402-400-000-53580-3100		SEW SV MN - Office and		60.54	
	402-400-000-53580-3100		SEW SV MN - Office and		13.54	
063780	IRS	02/25/2025	Bank Draft	0.00	42,999.18	DFT0001836
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0008939	Invoice	02/25/2025	February 2025 IRS Pmt #2	0.00	42,999.18	
	657-000-000-58600-0099		IRS Withholding Tax		42,999.18	
903118	USDA RD DCFO	02/21/2025	Bank Draft	0.00	65,280.00	DFT0001837
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0008940	Invoice	02/21/2025	2014 Sewer Rev Bond-Basin 5	0.00	65,280.00	
	402-700-000-59135-7219		SEW DEBT - Prin-2014W/		32,168.82	
	402-700-000-59235-8319		SEW DEBT - Interest-2014		33,111.18	
009701	DEPARTMENT OF REVENUE	02/21/2025	Bank Draft	0.00	27,178.92	DFT0001841
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0008945	Invoice	02/21/2025	EXCISE TAX/January 2025	0.00	27,178.92	
	001-000-000-341810000		GF - Copies, Etc.		4.75	
	001-000-000-347600003		GF - Rec Fees-Fitness, Ad		362.45	
	001-000-000-362400000		GF - Short Term Fac Rent-		8.75	
	001-000-000-362400002		GF - ShortTerm Facility Re		49.12	
	001-000-000-362800000		GF - Concession Proceeds		6.13	
	001-121-000-51430-4400		CLK REC - TAXES was Adv		0.25	
	001-141-000-57120-4400		REC - Educational-TAXES		32.14	
	001-141-000-57680-4400		PARKS - TAXES was Adver		0.46	
	001-143-000-57550-4400		COM CTR - TAXES was Ad		2.92	
	401-000-000-53480-4400		WAT - TAXES was Advertis		11,295.82	
	402-500-000-53580-4400		SEW OT MN - TAXES was		11,941.05	
	402-650-000-53580-4400		SEW OT SAT - TAXES was		1,187.21	
	404-000-000-53180-4400		STRM - TAXES was Adver		2,287.87	
VEN01232	KEY2PURCHASE	03/11/2025	Bank Draft	0.00	16,438.66	DFT0001843

Check Report

Date Range: 02/21/2025 - 03/27/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
FEBRUARY/2025	Invoice	03/11/2025	FEBRUARY/2025 KEY2PURCHASE	0.00	16,438.66	
001-110-000-51160-4900	COUNCIL - Miscellaneous	GEN USE 6 # 0479- VISTA PRINT/	33.73			
001-112-000-51251-3100	MUNI CT - Office and Ope	D.SMOLINSKY #8018- AMAZON/	39.00			
001-112-000-51251-3100	MUNI CT - Office and Ope	D.SMOLINSKY #8018- AMAZON/	17.86			
001-112-000-51251-3100	MUNI CT - Office and Ope	D.SMOLINSKY #8018- AMAZON/	15.08			
001-112-000-51251-3100	MUNI CT - Office and Ope	D.SMOLINSKY #8018- AMAZON/	52.80			
001-112-000-51251-4307	MUNI CT - Travel-Training	D.SMOLINSKY #8018- HEATHMA	140.13			
001-112-000-51251-4307	MUNI CT - Travel-Training	D.SMOLINSKY #8018-HEATHMA	140.13			
001-112-000-51251-4307	MUNI CT - Travel-Training	D.SMOLINSKY #8018- HEATHMA	140.13			
001-112-000-51251-4900	MUNI CT - Miscellaneous	D.SMOLINSKY #8018- DOMINOS	118.16			
001-112-000-52360-3100	COM SVC - Office and Op	D.SMOLINSKY #8018- SQ*LYN DI	270.67			
001-115-000-51896-3100	PW ENG - Office and Ope	GEN USE 3 #1028- SAFEWAY/RE	13.78			
001-118-000-52122-3100	PD PAT - Office and Opera	COP #7802- SP SAFARILAND/HO	268.98			
001-118-000-52122-3100	PD PAT - Office and Opera	CHRIS KOSTAD #7182- AMAZON	163.34			
001-118-000-52122-3100	PD PAT - Office and Opera	COP #7802- SP ALIEN GEAR HOL	440.98			
001-118-000-52122-4100	PD PAT - Professional Serv	CHRIS KOSTAD #7182- ALCOPRO	788.00			
001-118-000-52140-3100	PD TRG - Office and Oper	COP #7802- MOTOROLA MANU	1,150.00			
001-120-000-51310-3102	C MGR - Employee Recog	L.SHARP #2128- SAFEWAY/ALL H	91.66			
001-120-000-51310-3102	C MGR - Employee Recog	L.SHARP #2128- URRACO COFFE	33.68			
001-120-000-51310-4100	C MGR - Professional Serv	DONNA NAULT #1205- ADOBE/	97.99			
001-120-000-51310-4100	C MGR - Professional Serv	GEN USE 7 # 3898- CANVA/ANN	60.00			
001-121-000-51430-4307	CLK REC - Travel-Clerk-Trai	DONNA NAULT #1205- WSU PR	1,415.00			
001-121-000-51430-4907	CLK REC - Miscellaneous-	DONNA NAULT #1205- IIMC/CM	75.00			
001-130-000-51810-4100	HR - Professional Services	L.SHARP #2128- OPENAI/CHATG	21.78			
001-131-000-51900-4907	RISK MG - Misc Training	L.SHARP #2128- PRIMA/GOVER	425.00			
001-132-000-51888-3100	IT - Office and Operating	CODY V BEEK #2980- AMAZON/	56.47			
001-132-000-51888-4802	IT - Repairs and Maintena	GEN USE 5 #4489- SYMPREX SIG	897.60			
001-132-000-51888-4802	IT - Repairs and Maintena	GEN USE 5 #4489- FOREIGN TRA	25.13			
001-132-000-51888-4900	IT - Miscellaneous	CODY V BEEK #2980-E3 CREATIV	225.00			
001-140-000-55430-3100	CD AN CTRL - Office and	ANIMAL CONTROL #7379- TRAC	32.57			
001-140-000-55430-3100	CD AN CTRL - Office and	GEN USE 5 #4489- TRACTOR SU	113.99			
001-140-000-55430-4100	CD AN CTRL - Professional	ANIMAL CONTROL #7379- HUM	-30.00			
001-140-000-55430-4100	CD AN CTRL - Professional	ANIMAL CONTROL #7379- CAP	219.38			
001-140-000-55430-4100	CD AN CTRL - Professional	ANIMAL CONTROL #7379- CAP	381.86			
001-140-000-55850-4307	CD BLDG - Travel-Training	GEN USE 3 #1028- VAL*BAVARI	199.87			
001-140-000-55850-4307	CD BLDG - Travel-Training	GEN USE 3 #1028- AFP*WASTAT	200.00			
001-140-000-55850-4907	CD BLDG - Miscellaneous-	GEN USE 3 #1028- AFP*WASTAT	50.00			
001-140-000-55850-4907	CD BLDG - Miscellaneous-	GEN USE 3 #1028- INT'L CODE C	70.00			
001-140-000-55850-4907	CD BLDG - Miscellaneous-	GEN USE #1- INT'L CODE COUNC	142.11			
001-140-000-55850-4907	CD BLDG - Miscellaneous-	GEN USE #1-SP CONSTRUCT EXA	1,050.00			
001-140-000-55860-3100	CD PLAN - Office and Ope	JAE HILL #2780- THAM AUTHEN	93.74			
001-140-000-55860-4907	CD PLAN - Miscellaneous-	JAE HILL #2780- ASFPM/MEMBE	180.00			
001-141-000-57120-3100	REC - Office and Operatin	GEN USE 7 #3898- AMAZON/PIC	48.28			
001-141-000-57120-3100	REC - Office and Operatin	GEN USE 7 #3898- PICKLEBALL C	81.62			
001-141-000-57120-4100	REC - Professional Service	GEN USE 7 # 3898- CANVA/ANN	59.99			
001-141-000-57680-3100	PARKS - Office and Opera	GEN USE 2 #6884- AMAZON/GA	100.06			
001-141-000-57680-3100	PARKS - Office and Opera	GEN USE 2 #6884- AMAZON/TO	445.13			
001-141-000-57680-3100	PARKS - Office and Opera	GEN USE 2 #6884- AMAZON/W	630.64			
001-142-000-51830-3100	FACIL - Office and Operati	GEN USE 2 #6884- AMAZON/KE	38.06			
001-142-000-51830-3100	FACIL - Office and Operati	GEN USE 2 #6884- AMAZON/GA	84.94			
001-142-000-51830-3100	FACIL - Office and Operati	GEN USE 2 #6884- AMAZON/KE	14.12			
001-142-000-51830-3100	FACIL - Office and Operati	GEN USE 2 #6884- AMAZON/HA	154.63			
001-142-000-51890-3115	FACIL CIVIC - Office and O	GEN USE 2 #6884- WINSUPPLY/F	112.97			
001-142-000-51890-3115	FACIL CIVIC - Office and O	GEN USE 2 #6884- AMAZON/MI	43.55			
001-143-000-57320-3100	COM CTR ARTS - Office an	GEN USE 4 #2345- LS CLAY ARTS	495.45			
101-000-000-54230-3100	ST RD WAY - Office and O	COS #2316- PIZZA HUT/2ND INT	52.23			
101-000-000-54230-3100	ST RD WAY - Office and O	COS #2316- SAFEWAY/2ND INTE	22.85			
401-000-000-53480-3100	WAT - Office and Operati	COS #2316- BISON/36x60 RECTA	1,397.16			
401-000-000-53480-3100	WAT - Office and Operati	COS #2316- AMAZON/SCREEN P	38.44			

Check Report

Date Range: 02/21/2025 - 03/27/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
401-000-000-53480-3100		WAT - Office and Operati	COS #2316- LOWE'S/EPOXY SLA		114.04	
401-000-000-53480-3100		WAT - Office and Operati	COS #2316- THE HOME DEPOT/		318.38	
401-000-000-53480-3100		WAT - Office and Operati	COS #5732- AMAZON/COAT RAC		64.04	
401-000-000-53480-3100		WAT - Office and Operati	COS #5732- LOWES/EPOXY SLAT		161.18	
401-000-000-53480-3100		WAT - Office and Operati	GEN USE 2 #6884- AMAZON/W		105.60	
401-000-000-53480-3100		WAT - Office and Operati	GEN USE 2 #6884- AMAZON/3 D		242.81	
402-400-000-53580-3100		SEW SV MN - Office and	COS #5732- PSI EXAMS/E. EVAN		106.00	
402-400-000-53580-3100		SEW SV MN - Office and	COS #5732- TROEMNER LLC/WE		192.97	
402-400-000-53580-3100		SEW SV MN - Office and	COS #5732- AMAZON/BACKPAC		265.15	
402-400-000-53580-4307		SEW SV MN - Travel-Traini	COS #5732- PSI EXAMS/E.EVANS		106.00	
402-400-000-53580-4900		SEW SV MN - Miscellaneo	COT# 8654- TULALIP RESORT/EV		282.50	
402-400-000-53580-4900		SEW SV MN - Miscellaneo	COT# 8654- TULALIP RESORT/EV		371.62	
402-400-000-53580-4907		SEW SV MN - Miscellaneo	COT # 8654- TULALIP RESORT-E		282.50	
503-000-000-54865-3104		EMR - Oper Supp-Parts-E	COS #2316- AMAZON/AMBITIO		85.15	

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	5	5	0.00	152,144.10
EFT's	0	0	0.00	0.00
	5	5	0.00	152,144.10

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	5	5	0.00	152,144.10
EFT's	0	0	0.00	0.00
	5	5	0.00	152,144.10

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	2/2025	135,458.10
999	Pooled Cash	3/2025	16,686.00
			152,144.10

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 112840 through number 112874 and EFT payment numbers 1155 through 1172 in the total amount of \$193,795.98 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 4th of April, 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: APPKT03510 - APRIL 4, 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	04/04/2025	EFT	0.00	1,862.19	1155
008300	CODE PUBLISHING COMPANY	04/04/2025	EFT	0.00	1,283.57	1156
008450	COMMUNITY ACTION COUNCIL	04/04/2025	EFT	0.00	29.17	1157
009231	DARREN PARSE	04/04/2025	EFT	0.00	150.00	1158
040960	GRAINGER	04/04/2025	EFT	0.00	509.85	1159
044700	GUARDIAN SECURITY SYSTEM	04/04/2025	EFT	0.00	64.79	1160
VEN02140	HAGGARD & GANSON LLP	04/04/2025	EFT	0.00	3,052.50	1161
082975	L. G. ISAACSON CO. INC.	04/04/2025	EFT	0.00	121.97	1162
142952	NORTH CENTRAL LABORATORIES	04/04/2025	EFT	0.00	284.85	1163
VEN02532	PROFAST SUPPLY INC	04/04/2025	EFT	0.00	15.38	1164
163450	PURCHASE POWER	04/04/2025	EFT	0.00	908.25	1165
172008	ROGNLIN'S, INC.	04/04/2025	EFT	0.00	115,959.74	1166
VEN02470	SIMPLY CONTROLS	04/04/2025	EFT	0.00	1,958.40	1167
VEN02320	SWANK MOTION PICTURES, INC.	04/04/2025	EFT	0.00	2,700.00	1168
202392	VERIZON WIRELESS	04/04/2025	EFT	0.00	3,462.39	1169
	***Void**	04/04/2025	EFT	0.00	0.00	1170
VEN02437	WALTER E NELSON CO OF WESTERN	04/04/2025	EFT	0.00	203.59	1171
204069	WESTERN STEEL & SUPPLY, INC.	04/04/2025	EFT	0.00	108.68	1172
000050	AAA SEPTIC LLC	04/04/2025	Regular	0.00	107.50	112840
VEN02559	ALASKA RUBBER GROUP INC	04/04/2025	Regular	0.00	1,029.30	112841
003185	AUTOMATED COMMUNICATIONS C	04/04/2025	Regular	0.00	2,243.35	112842
VEN02670	BF VENTURES LLC	04/04/2025	Regular	0.00	3,570.80	112843
VEN02340	BLT SHELTON PONY, LLC	04/04/2025	Regular	0.00	510.26	112844
098000	BUILDERS FIRTSOURCE	04/04/2025	Regular	0.00	17.38	112845
VEN01239	CARY'S TIRE REPAIR	04/04/2025	Regular	0.00	1,070.78	112846
VEN01281	CITY OF SHELTON - UTILITY BILLS/PE	04/04/2025	Regular	0.00	1,781.88	112847
VEN01281	CITY OF SHELTON - UTILITY BILLS/PE	04/04/2025	Regular	0.00	1,781.88	112848
008751	CRYSTAL SPRINGS	04/04/2025	Regular	0.00	180.96	112849
009573	DEPT OF ECOLOGY	04/04/2025	Regular	0.00	75.00	112850
009573	DEPT OF ECOLOGY	04/04/2025	Regular	0.00	125.00	112851
VEN01801	DONNA NAULT	04/04/2025	Regular	0.00	99.00	112852
045150	HACH COMPANY	04/04/2025	Regular	0.00	78.61	112853
053992	HOOD CANAL COMMUNICATIONS	04/04/2025	Regular	0.00	5,194.35	112854
069923	JILL DICKINSON	04/04/2025	Regular	0.00	416.80	112855
VEN01832	KIM KILMER - FINANCE PETTY CASH	04/04/2025	Regular	0.00	45.08	112856
VEN02672	LUCIA JIMENEZ PABLO	04/04/2025	Regular	0.00	1,440.00	112857
108055	MASON COUNTY AUDITOR	04/04/2025	Regular	0.00	10,602.30	112858
108850	MASON COUNTY GARBAGE CO.-A W	04/04/2025	Regular	0.00	4,740.21	112859
113000	MASON COUNTY TREASURER	04/04/2025	Regular	0.00	86.79	112860
114420	MASON TRANSIT AUTHORITY	04/04/2025	Regular	0.00	620.00	112861
VEN01351	OSCAR MATIAS PABLO	04/04/2025	Regular	0.00	140.00	112862
153500	PACIFIC LAMP & SUPPLY CO	04/04/2025	Regular	0.00	283.68	112863
VEN02623	PETROCARD, INC	04/04/2025	Regular	0.00	2,982.01	112864
159300	POLYDYNE, INC.	04/04/2025	Regular	0.00	12,497.97	112865
VEN02671	SCHINDLER ELEVATOR CORPORATIC	04/04/2025	Regular	0.00	1,130.88	112866
192800	SOUTHGATE FENCING, INC.	04/04/2025	Regular	0.00	786.13	112867
201300	TOZIER BROS INC.	04/04/2025	Regular	0.00	193.69	112868
201875	TYLER TECHNOLOGIES	04/04/2025	Regular	0.00	740.00	112869
VEN02544	VESTIS GROUP INC	04/04/2025	Regular	0.00	83.48	112870
203035	WASHINGTON ST. TREASURER	04/04/2025	Regular	0.00	5,657.83	112871
203780	WATER MGMNT LABORATORIES INC	04/04/2025	Regular	0.00	354.00	112872
053987	WESTBAY NAPA AUTO PARTS	04/04/2025	Regular	0.00	438.02	112873

Check Register

Packet: APPIKT03510-APRIL 4, 2025 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN02139	ZEPELIN SHIPPING & TECHNOLOGY	04/04/2025	Regular	0.00	15.74	112874

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	68	35	0.00	61,120.66
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	20	18	0.00	132,675.32
	88	53	0.00	193,795.98 ✓

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	4/2025	193,795.98
			<u>193,795.98</u> /



Shelton, WA

Check Register

Packet: APPKT03510 - APRIL 4, 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	04/04/2025	EFT	0.00	1,862.19	1155
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2276664	Invoice	03/19/2025	PO# 00486354 SUBSCRIPTION RENEWAL	0.00	1,862.19	
001-115-000-51896-4900		PW ENG - Miscellaneous		PO# 00486354 SUBSCRIPTI	1,229.05	
001-140-000-55850-4900		CD BLDG - Miscellaneous		PO# 00486354 SUBSCRIPTI	633.14	
008300	CODE PUBLISHING COMPANY	04/04/2025	EFT	0.00	1,283.57	1156
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
GC00129713	Invoice	03/19/2025	CUST# SH4639 ANNUAL WEB/WEB UPDA	0.00	830.00	
001-121-000-51130-4100		CLK CD REV - Prof Service		CUST# SH4639 ANNUAL W	830.00	
GCI0017142	Invoice	03/28/2025	CUST# SH4639 MUNICIPAL CODE-WEB UP	0.00	453.57	
001-121-000-51130-4100		CLK CD REV - Prof Service		CUST# SH4639 MUNICIPAL	453.57	
008450	COMMUNITY ACTION COUNCIL	04/04/2025	EFT	0.00	29.17	1157
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
MARCH/2025 SQ	Invoice	04/01/2025	MARCH/2025 SOS CONTRIBUTIONS	0.00	29.17	
657-000-000-58600-0014		SOS Contributions		MARCH/2025 SOS CONTRI	29.17	
009231	DARREN PARSE	04/04/2025	EFT	0.00	150.00	1158
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INTERPRETATION	Invoice	03/28/2025	INTERPRETATION03282025	0.00	150.00	
001-112-000-51251-4106		MUNI CT - Interpreter Ex		INTERPRETATION0328202	150.00	
040960	GRAINGER	04/04/2025	EFT	0.00	509.85	1159
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
9441934057	Invoice	03/17/2025	ACCT# 839177342 TRAILER CBLS,FUSE HL	0.00	424.74	
503-000-000-54865-3101		EMR - Vehicle Supplies		ACCT# 839177342 TRAILE	254.84	
503-000-000-54865-3103		EMR - Vehicle Supp-EM&		ACCT# 839177342 TRAILE	169.90	
9443548400	Invoice	03/18/2025	ACCT# 839177342 SOLAR CHRG CNTRLR/	0.00	85.11	
503-000-000-54865-3104		EMR - Oper Supp-Parts-E		ACCT# 839177342 SOLAR	85.11	
044700	GUARDIAN SECURITY SYSTEM	04/04/2025	EFT	0.00	64.79	1160
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1594496	Invoice	04/01/2025	CUST# 313901 FIRE ALARM SERVICE 5/20	0.00	64.79	
001-142-000-57250-4100		FACIL LIB - Professional Se		CUST# 313901 FIRE ALAR	64.79	
VEN02140	HAGGARD & GANSON LLP	04/04/2025	EFT	0.00	3,052.50	1161
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
646	Invoice	03/31/2025	SHELT.001E GENERAL COUNSEL/MARCH 2	0.00	3,052.50	
001-122-000-51541-4100		LEGAL - Professional Servi		SHELT.001E GENERAL COU	3,052.50	
082975	L. G. ISAACSON CO. INC.	04/04/2025	EFT	0.00	121.97	1162

Check Register

Packet: APPKT03510-APRIL 4, 2025 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
T351694	Invoice	03/26/2025	CUST# SHECITO 1000 LUM	BLUELINE FLSH	0.00	121.97
101-000-000-54230-3100		ST RD WAY - Office and O		CUST# SHECITO 1000 LUM		121.97
142952	NORTH CENTRAL LABORATORIES	04/04/2025	EFT	0.00	284.85	1163
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
516866	Invoice	03/10/2025	ACCT# 42215 DIGITAL CERT	OVEN THERM	0.00	284.85
402-400-000-53580-3100		SEW SV MN - Office and		ACCT# 42215 DIGITAL CER		284.85
VEN02532	PROFAST SUPPLY INC	04/04/2025	EFT	0.00	15.38	1164
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV/2025/2087	Invoice	03/24/2025	SO# 1944 #10 RING CONNECTOR		0.00	15.38
503-000-000-54865-3101		EMR - Vehicle Supplies		SO# 1944 #10 RING CONN		9.23
503-000-000-54865-3103		EMR - Vehicle Supp-EM&		SO# 1944 #10 RING CONN		6.15
163450	PURCHASE POWER	04/04/2025	EFT	0.00	908.25	1165
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
8000-9000-1136-	Invoice	03/25/2025	8000-9000-1136-7046	MARCH 25	0.00	908.25
001-111-000-51421-4200		FIN UB - Communication		8000-9000-1136-7046 MA		378.12
001-111-000-51423-4200		FIN AC - Communication		8000-9000-1136-7046 MA		64.86
001-142-000-51890-4215		FACIL CIVIC - Communica		8000-9000-1136-7046 MA		465.27
172008	ROGNLIN'S, INC.	04/04/2025	EFT	0.00	115,959.74	1166
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
PAYESTIMATE#11	Invoice	03/28/2025	WELL 1 PIPELINE PRESSURIZATION PROJE		0.00	115,959.74
411-000-000-59434-6300		WAT CAP - Construction	18-WELL1REHAB	WELL 1 PIPELINE PRESSURI		115,959.74
VEN02470	SIMPLY CONTROLS	04/04/2025	EFT	0.00	1,958.40	1167
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
002223	Invoice	03/20/2025	CUST# 0001151 UV CABLE AND MOTOR		0.00	1,958.40
402-400-000-53580-4800		SEW SV MN - Repairs and		CUST# 0001151 UV CABLE		1,958.40
VEN02320	SWANK MOTION PICTURES, INC.	04/04/2025	EFT	0.00	2,700.00	1168
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
BO 2450540	Invoice	03/31/2025	CUST# 0389150-001- LICENSES		0.00	2,700.00
001-141-000-57120-4100		REC - Professional Service		CUST# 0389150-001- LICE		2,700.00
202392	VERIZON WIRELESS	04/04/2025	EFT	0.00	3,462.39	1169

Check Register

Packet: APPKT03510-APRIL 4, 2025 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
6109050891	Invoice	03/20/2025	ACCT# 972465947-00001	MARCH 25	0.00	3,073.24
001-115-000-51895-4200		PW ADM - Communicatio		ACCT# 972465947-00001		358.18
001-118-000-52122-4200		PD PAT - Communication		ACCT# 972465947-00001		1,706.07
001-130-000-51810-4200		HR - Communication		ACCT# 972465947-00001		42.27
001-132-000-51888-4200		IT - Communication		ACCT# 972465947-00001		42.27
001-140-000-52460-4200		CD CODE - Communicatio		ACCT# 972465947-00001		62.29
001-140-000-55850-4200		CD BLDG - Communicatio		ACCT# 972465947-00001		104.56
001-140-000-55860-4200		CD PLAN - Communicatio		ACCT# 972465947-00001		20.02
001-141-000-57680-4200		PARKS - Communication		ACCT# 972465947-00001		42.27
101-000-000-54264-4200		ST TR CTL - Communicati		ACCT# 972465947-00001		42.27
401-000-000-53480-4200		WAT - Communication		ACCT# 972465947-00001		244.01
402-400-000-53580-4200		SEW SV MN - Communica		ACCT# 972465947-00001		266.69
404-000-000-53180-4200		STRM - Communication		ACCT# 972465947-00001		100.07
503-000-000-54865-4200		EMR - Communication		ACCT# 972465947-00001		42.27
6109242342	Invoice	03/23/2025	ACCT# 342078219-00001	MARCH 25	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
	Void	04/04/2025		EFT	0.00	0.00 1170
VENO2437	WALTER E NELSON CO OF WESTERN	04/04/2025		EFT	0.00	203.59 1171
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1048187	Invoice	03/28/2025	CUST #12400 PWDR BLEACH, PPR TOWEL		0.00	203.59
001-142-000-51830-3100		FACIL - Office and Operati		CUST #12400 PWDR BLEA		48.83
001-142-000-51890-3115		FACIL CIVIC - Office and O		CUST #12400 PWDR BLEA		51.59
001-142-000-57250-3100		FACIL LIB - Office and Ope		CUST #12400 PWDR BLEA		51.58
402-400-000-53580-3100		SEW SV MN - Office and		CUST #12400 PWDR BLEA		51.59
204069	WESTERN STEEL & SUPPLY, INC.	04/04/2025		EFT	0.00	108.68 1172
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
214441	Invoice	03/28/2025	SO# 215585 BLK STEEL PIPE 21'		0.00	108.68
503-000-000-54865-3100		EMR - Office and Operati		SO# 215585 BLK STEEL PIP		108.68
000050	AAA SEPTIC LLC	04/04/2025		Regular	0.00	107.50 112840
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
139532	Invoice	04/01/2025	CUST# C2936 SHELTON SPRINGS COURSE		0.00	107.50
001-141-000-57680-4576		PARKS - Oper Rental-Huff		CUST# C2936 SHELTON SP		107.50
VENO2559	ALASKA RUBBER GROUP INC	04/04/2025		Regular	0.00	1,029.30 112841
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
T073776	Invoice	03/25/2025	CUST# 004232T HOSE ASSY		0.00	458.08
402-640-000-53580-3100		SEW SV SAT - Office and		CUST# 004232T HOSE ASS		458.08
T073974	Invoice	04/01/2025	CUST# 004232T HOT/COLD WATER HOSE		0.00	571.22
402-640-000-53580-3100		SEW SV SAT - Office and		CUST# 004232T HOT/COL		571.22
003185	AUTOMATED COMMUNICATIONS C	04/04/2025		Regular	0.00	2,243.35 112842
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
30968	Invoice	03/19/2025	LAC376964 Q3-4 2024 & Q1 2025 MONIT		0.00	392.04
402-400-000-53580-4100		SEW SV MN - Professional		LAC376964 Q3-4 2024 & Q		392.04

Check Register

Packet: APPKT03510-APRIL 4, 2025 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
30969	Invoice	03/19/2025	LAC372976 -Q3-4 2024 & Q1 2025/MONI	0.00	539.06	
402-640-000-53580-4100			SEW SV SAT - Professional		539.06	
30970	Invoice	03/19/2025	LAC376963 Q3-4 2024 & Q1 2025 MONIT	0.00	392.04	
402-640-000-53580-4100			SEW SV SAT - Professional		392.04	
30971	Invoice	03/19/2025	REPLACED OUTSIDE PIV SWITCH	0.00	920.21	
402-400-000-53580-4800			SEW SV MN - Repairs and		920.21	
VEN02670	BF VENTURES LLC	04/04/2025	Regular	0.00	3,570.80	112843
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
264760	Invoice	03/31/2025	VERSATILE 2026/VIN# 0133	0.00	3,570.80	
404-000-000-53180-3505			STRM - Inventoried-Small		3,570.80	
VEN02340	BLT SHELTON PONY, LLC	04/04/2025	Regular	0.00	510.26	112844
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
659050	Invoice	03/27/2025	MPI, ABS SYSTEM MAINTENANCE/VIN# 4	0.00	510.26	
001-118-000-52122-4805			PD PAT - Repairs and Mai		510.26	
098000	BUILDERS FIRSTSOURCE	04/04/2025	Regular	0.00	17.38	112845
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
99585587	Invoice	03/27/2025	CUST# 671668 GALV STEEL ANCHOR SHAC	0.00	17.38	
401-000-000-53480-3100			WAT - Office and Operati		17.38	
VEN01239	CARY'S TIRE REPAIR	04/04/2025	Regular	0.00	1,070.78	112846
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
32730	Invoice	03/27/2025	TIRES/19970D	0.00	1,070.78	
503-000-000-54865-3102			EMR - Oper Supplies-Part		1,070.78	
VEN01281	CITY OF SHELTON - UTILITY BILLS/PE	04/04/2025	Regular	0.00	1,781.88	112847
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV-00002096	Invoice	04/02/2025	900 EAST WALLACE KNEELAND BLVD	0.00	1,781.88	
411-000-000-59434-4101			WAT CAP - Exp-Prof Svcs-		1,781.88	
VEN01281	CITY OF SHELTON - UTILITY BILLS/PE	04/04/2025	Regular	0.00	1,781.88	112848
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INV-00002097	Invoice	04/02/2025	2401 SHELTON SPRINGS ROAD	0.00	1,781.88	
411-000-000-59434-4101			WAT CAP - Exp-Prof Svcs-		1,781.88	
008751	CRYSTAL SPRINGS	04/04/2025	Regular	0.00	180.96	112849
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
24726383 03262	Invoice	03/26/2025	ACCT# 1033109224726383 WWTP	0.00	180.96	
402-400-000-53580-3100			SEW SV MN - Office and		172.25	
402-400-000-53580-4500			SEW SV MN - Operating R		8.71	
009573	DEPT OF ECOLOGY	04/04/2025	Regular	0.00	75.00	112850
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
GROUP I APPLICA	Invoice	03/27/2025	GROUP I APPLICATION FEE/MATTHEW DI	0.00	75.00	
402-400-000-53580-4307			SEW SV MN - Travel-Traini		75.00	
009573	DEPT OF ECOLOGY	04/04/2025	Regular	0.00	125.00	112851

Check Register

Packet: APPKT03510-APRIL 4, 2025 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
GROUPS II, OIT II	Invoice	03/27/2025	GROUPS II, OIT II APPLICATION/ETHAN EV	0.00	125.00	
402-400-000-53580-4307		SEW SV MN - Travel-Traini		GROUPS II, OIT II APPLICAT	125.00	
VEN01801	DONNA NAULT	04/04/2025	Regular	0.00	99.00	112852
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
REIMBURSEMEN	Invoice	03/28/2025	WA MUNICIPAL CLERK ASSN	CONF/DONN	0.00	99.00
001-121-000-51430-4907		CLK REC - Miscellaneous-		WA MUNICIPAL CLERK ASS	99.00	
045150	HACH COMPANY	04/04/2025	Regular	0.00	78.61	112853
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
14432098	Invoice	03/27/2025	ACCT# 341640	NITRATE, TNT + LR	0.00	78.61
402-400-000-53580-3100		SEW SV MN - Office and		ACCT# 341640 NITRATE, T	78.61	
053992	HOOD CANAL COMMUNICATIONS	04/04/2025	Regular	0.00	5,194.35	112854
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
11044620	Invoice	04/01/2025	ACCT# 00017664-7	APRIL 2025	0.00	4,108.30
001-132-000-51888-4200		IT - Communication		ACCT# 00017664-7 APRIL	272.80	
001-132-000-51888-4801		IT - Repairs and Maintena		ACCT# 00017664-7 APRIL	405.50	
401-000-000-53480-4201		WAT - Communication - S		ACCT# 00017664-7 APRIL	1,575.00	
402-400-000-53580-4200		SEW SV MN - Communica		ACCT# 00017664-7 APRIL	1,855.00	
11050122	Invoice	04/01/2025	ACCT# 00003840-2	APRIL 2025	0.00	1,086.05
001-119-000-52250-4200		FIRE FACIL - Communicati		ACCT# 00003840-2 APRIL	101.70	
001-120-000-51310-4200		C MGR - Communication		ACCT# 00003840-2 APRIL	0.12	
001-130-000-51810-4200		HR - Communication		ACCT# 00003840-2 APRIL	40.79	
001-130-000-51810-4200		HR - Communication		ACCT# 00003840-2 APRIL	32.30	
001-142-000-51890-4215		FACIL CIVIC - Communica		ACCT# 00003840-2 APRIL	809.20	
401-000-000-53480-4201		WAT - Communication - S		ACCT# 00003840-2 APRIL	101.82	
402-400-000-53580-4200		SEW SV MN - Communica		ACCT# 00003840-2 APRIL	0.12	
069923	JILL DICKINSON	04/04/2025	Regular	0.00	416.80	112855
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
TRAVELPERDIEM/	Invoice	02/18/2025	WSAPT SPRING EDUCATION	CONF/J.DICKI	0.00	416.80
001-140-000-55850-4300		CD BLDG - Travel		WSAPT SPRING EDUCATIO	416.80	
VEN01832	KIM KILMER - FINANCE PETTY CASH	04/04/2025	Regular	0.00	45.08	112856
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
PETTYCASHDRA	Invoice	03/27/2025	PETTYCASHDRAWER REIMBURSEMENT/M		0.00	45.08
001-111-000-51423-4900		FIN AC - Miscellaneous		PETTYCASHDRAWER REIM	0.78	
001-111-000-51423-4900		FIN AC - Miscellaneous		PETTYCASHDRAWER REIM	1.80	
001-140-000-55430-4900		CD AN CTRL - Miscellaneo		PETTYCASHDRAWER REIM	12.50	
001-142-000-51830-4900		FACIL - Miscellaneous		PETTYCASHDRAWER REIM	10.00	
001-142-000-51830-4900		FACIL - Miscellaneous		PETTYCASHDRAWER REIM	10.00	
001-142-000-51830-4900		FACIL - Miscellaneous		PETTYCASHDRAWER REIM	10.00	
VEN02672	LUCIA JIMENEZ PABLO	04/04/2025	Regular	0.00	1,440.00	112857
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
R00428921DAMA	Invoice	04/01/2025	R00428921DAMAGED/ROOMRENTALR		0.00	1,440.00
001-000-000-362400002		GF - ShortTerm Facility Re		R00428921DAMAGED/ROOMRENTALR	1,040.00	
657-000-000-386000002		Community Cntr Damage		R00428921DAMAGED/ROOMRENTALR	400.00	
108055	MASON COUNTY AUDITOR	04/04/2025	Regular	0.00	10,602.30	112858

Check Register

Packet: APPKT03510-APRIL 4, 2025 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
ANNUAL VOTER R	Invoice	03/18/2025	ANNUAL VOTER REGISTRATION COSTS/20	0.00	10,602.30	
001-121-000-51443-4100		CLK - Election Costs-Prof		2024 ANNUAL VOTER REGI	10,602.30	
108850	MASON COUNTY GARBAGE CO.-A W	04/04/2025	Regular	0.00	4,740.21	112859
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
8529644S149	Invoice	04/01/2025	ACCT# 2149-30135	CIVIC CENTER	0.00	323.70
001-142-000-51890-4715		FACIL CIVIC - Utility Serv		ACCT# 2149-30135 CIVIC	323.70	
8529720S149	Invoice	04/01/2025	ACCT# 2149-30714	710 W ALDER	0.00	137.94
001-142-000-57250-4700		FACIL LIB - Utility Services		ACCT# 2149-30714 710 W	137.94	
8529810S149	Invoice	04/01/2025	ACCT# 2149-56141	525 COTA ST W	0.00	49.02
001-142-000-51890-4715		FACIL CIVIC - Utility Serv		ACCT# 2149-56141 525 C	49.02	
8530642S149	Invoice	04/01/2025	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	
8530660S149	Invoice	04/01/2025	ACCT# 2149-204402	101 N 10891 HWY 1	0.00	178.01
402-640-000-53580-4700		SEW SV SAT - Utility Servi		ACCT# 2149-204402 101 N	178.01	
8530840S149	Invoice	04/01/2025	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	
8531135S149	Invoice	04/01/2025	ACCT# 2149-205337	1700 FAIRMOUNT	0.00	1,058.94
402-400-000-53580-4700		SEW SV MN - Utility Servi		ACCT# 2149-205337 1700	1,058.94	
8531272S149	Invoice	04/01/2025	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	38.41	
8531784S149	Invoice	04/01/2025	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	
8531895S149	Invoice	04/01/2025	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	
8532096S149	Invoice	04/01/2025	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	
8532208S149	Invoice	04/01/2025	ACCT# 2149-207351	902 W PINE	0.00	78.13
001-140-000-55430-4700		CD AN CTRL - Utility Servi		ACCT# 2149-207351 902	78.13	
8532274S149	Invoice	04/01/2025	ACCT# 2149-207565	1000 W PINE	0.00	1,086.56
001-141-000-57680-4700		PARKS - Utility Services		ACCT# 2149-207565 1000	325.97	
101-000-000-54230-4700		ST RD WAY - Maint - Utili		ACCT# 2149-207565 1000	152.12	
401-000-000-53480-4700		WAT - Utility Services		ACCT# 2149-207565 1000	152.12	
402-300-000-53580-4700		SEW CL MN - Utility Servi		ACCT# 2149-207565 1000	152.12	
404-000-000-53180-4700		STRM - Utility Services		ACCT# 2149-207565 1000	152.12	
503-000-000-54865-4700		EMR - Utility Services		ACCT# 2149-207565 1000	152.11	
8532275S149	Invoice	04/01/2025	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	15.38	
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	
404-000-000-53180-4700		STRM - Utility Services		ACCT# 2149-207568 1000	15.38	
503-000-000-54865-4700		EMR - Utility Services		ACCT# 2149-207568 1000	15.38	
8532337S149	Invoice	04/01/2025	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	
8534980S149	Invoice	04/01/2025	ACCT# 2149-12818048	218 N THIRD	0.00	250.18
001-141-000-57680-4700		PARKS - Utility Services		ACCT# 2149-12818048 21	250.18	
113000	MASON COUNTY TREASURER	04/04/2025	Regular	0.00	86.79	112860

Check Register

Packet: APPKT03510-APRIL 4, 2025 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
MARCH/2025	Invoice	04/02/2025	MARCH/2025 CVC FINES & FORFEITS	0.00	86.79	
657-000-000-58600-0005		CVC Fines & Forfeits		MARCH/2025 CVC FINES &	86.79	
114420	MASON TRANSIT AUTHORITY	04/04/2025	Regular	0.00	620.00	112861
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
11299	Invoice	02/28/2025	CUST# CITI100 FEB GYM USE	0.00	620.00	
001-141-000-57120-4500		REC - Operating Rentals		CUST# CITI100 FEB GYM U	620.00	
VEN01351	OSCAR MATIAS PABLO	04/04/2025	Regular	0.00	140.00	112862
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
INTERPRETATION	Invoice	03/17/2025	INTERPRETATION03172025	0.00	140.00	
001-112-000-51251-4106		MUNI CT - Interpreter Ex		INTERPRETATION0317202	140.00	
153500	PACIFIC LAMP & SUPPLY CO	04/04/2025	Regular	0.00	283.68	112863
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
899468.2	Invoice	03/24/2025	CUST# 23733-1 LED TUBE LIGHT BULBS	0.00	283.68	
402-400-000-53580-3100		SEW SV MN - Office and		CUST# 23733-1 LED TUBE	283.68	
VEN02623	PETROCARD, INC	04/04/2025	Regular	0.00	2,982.01	112864
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
0548964-IN	Invoice	03/26/2025	CUST# 20-0108487 FUEL	0.00	2,982.01	
503-250-000-58900-0001		EMR - Inventory-Gas		CUST# 20-0108487 FUEL	2,982.01	
159300	POLYDYNE, INC.	04/04/2025	Regular	0.00	12,497.97	112865
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
1912309	Invoice	03/13/2025	CUST# 100860 CLARIFLOC	0.00	12,497.97	
402-400-000-53580-3100		SEW SV MN - Office and		CUST# 100860 CLARIFLOC	12,497.97	
VEN02671	SCHINDLER ELEVATOR CORPORATIC	04/04/2025	Regular	0.00	1,130.88	112866
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
7100596281	Invoice	03/14/2025	CUST# 1254187 ELEVATOR TRBLSHT & LB	0.00	1,130.88	
001-142-000-57250-4800		FACIL LIB - Repairs and M		CUST# 1254187 ELEVATOR	1,130.88	
192800	SOUTHGATE FENCING, INC.	04/04/2025	Regular	0.00	786.13	112867
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
031925-2	Invoice	03/19/2025	CR 34127 CHAIN LINK FENCING	0.00	786.13	
001-140-000-55430-3100		CD AN CTRL - Office and		CR 34127 CHAIN LINK FEN	571.38	
001-141-000-57680-3100		PARKS - Office and Opera		CR 34127 CHAIN LINK FEN	214.75	
201300	TOZIER BROS INC.	04/04/2025	Regular	0.00	193.69	112868
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
474895	Invoice	03/25/2025	CUST# 20090 PAINT SUPPLIES	0.00	71.66	
001-142-000-51890-3115		FACIL CIVIC - Office and O		CUST# 20090 PAINT SUPP	71.66	
474906	Invoice	03/25/2025	CUST# 20090 LOC THREADLOCKER	0.00	8.16	
001-141-000-57680-3100		PARKS - Office and Opera		CUST# 20090 LOC THREAD	8.16	
474914	Invoice	03/26/2025	CUST# 20090 PLIERS	0.00	24.48	
402-400-000-53580-3100		SEW SV MN - Office and		CUST# 20090 PLIERS	24.48	
474926	Invoice	03/26/2025	CUST# 20090 ANT BAIT, WASP SPRAY	0.00	14.51	
001-142-000-51890-3110		FACIL CIVIC - Office & Op		CUST# 20090 ANT BAIT, W	14.51	

Check Register

Packet: APPKT03510-APRIL 4, 2025 AP PAYMENTS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
474937	Invoice	03/27/2025	CUST# 20090 MARKING PAINT RED	0.00	17.40	
101-000-000-54230-3100		ST RD WAY - Office and O	CUST# 20090 MARKING P		17.40	
474941	Invoice	03/27/2025	CUST# 20090 TIDE PODS	0.00	8.05	
001-142-000-51830-3100		FACIL - Office and Operati	CUST# 20090 TIDE PODS		8.05	
474980	Invoice	03/28/2025	CUST# 20090 PAINT SUPPLIES	0.00	49.43	
001-142-000-51890-3115		FACIL CIVIC - Office and O	CUST# 20090 PAINT SUPP		49.43	
201875	TYLER TECHNOLOGIES	04/04/2025	Regular	0.00	740.00	112869
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
025-502135	Invoice	04/01/2025	CUST# 48155 UB ONLINE MONTHLY FEE	0.00	160.00	
001-111-000-51421-4100		FIN UB - Professional Serv	CUST# 48155 UB ONLINE		160.00	
045-513056	Invoice	03/26/2025	CUST# 48155 EAM TRAINING/COLTON	0.00	580.00	
001-115-000-51896-4307		PW ENG - Travel-Training	CUST# 48155 EAM TRAINI		580.00	
VEN02544	VESTIS GROUP INC	04/04/2025	Regular	0.00	83.48	112870
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
5120652214	Invoice	03/19/2025	CUST# 792105973 COVERALLS, MAT, MOP,	0.00	40.51	
402-400-000-53580-4900		SEW SV MN - Miscellaneous	CUST# 792105973 COVER		40.51	
5120656545	Invoice	03/26/2025	CUST# 792105972 COVERALLS, MAT, TOW	0.00	42.97	
401-000-000-53480-4901		WAT - Miscellaneous - Sh	CUST# 792105972 COVER		42.97	
203035	WASHINGTON ST. TREASURER	04/04/2025	Regular	0.00	5,657.83	112871
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	04/01/2025	MARCH 2025/STATE FINES	0.00	5,657.83	
657-000-000-58600-0006		State Fines & Forfeits	MARCH 2025/STATE FINES		5,657.83	
203780	WATER MGMNT LABORATORIES INC	04/04/2025	Regular	0.00	354.00	112872
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
227782	Invoice	03/27/2025	ACCT# AS201R TESTS 3/10 & 3/12	0.00	354.00	
402-400-000-53580-4100		SEW SV MN - Professional	ACCT# AS201R TESTS 3/10		354.00	
053987	WESTBAY NAPA AUTO PARTS	04/04/2025	Regular	0.00	438.02	112873
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
124028	Invoice	03/20/2025	ACCT# 4296 BATTERY, CORE DEP/19917D	0.00	171.26	
503-000-000-54865-3102		EMR - Oper Supplies-Part	ACCT# 4296 BATTERY, COR		171.26	
124766	Invoice	03/26/2025	ACCT# 4296 HOOD RLSE HNDL, RADIATR/1	0.00	156.79	
503-000-000-54865-3102		EMR - Oper Supplies-Part	ACCT# 4296 HOOD RLSE H		156.79	
124767	Invoice	03/26/2025	ACCT# 4296 MANUAL TRANSFER PUMP	0.00	71.93	
503-000-000-54865-3100		EMR - Office and Operati	ACCT# 4296 MANUAL TRA		71.93	
124890	Invoice	03/27/2025	ACCT# 4296 TRANSMISSION FLUID	0.00	11.74	
503-000-000-54865-3101		EMR - Vehicle Supplies	ACCT# 4296 TRANSMISSI		7.04	
503-000-000-54865-3103		EMR - Vehicle Supp-EM&	ACCT# 4296 TRANSMISSI		4.70	
124929	Invoice	03/27/2025	ACCT# 4296 BLK SILICONE, CBL TIE/UNIT 5	0.00	18.68	
001-118-000-52122-3110		PD PAT - Office & Operati	ACCT# 4296 BLK SILICONE,		18.68	
125450	Invoice	03/31/2025	ACCT# 4296 ELECTRIC TAPE	0.00	7.62	
101-000-000-54230-3100		ST RD WAY - Office and O	ACCT# 4296 ELECTRIC TAP		7.62	
VEN02139	ZEPPELIN SHIPPING & TECHNOLOGY	04/04/2025	Regular	0.00	15.74	112874

Check Register

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	
PACKAGEID 1420	Invoice	03/26/2025	WHELEN ENGINEERING COMPANY	0.00	15.74	
001-118-000-52122-4200		PD PAT - Communication		WHELEN ENGINEERING CO	15.74	

Bank Code APBNK-Main Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	68	35	0.00	61,120.66
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	20	18	0.00	132,675.32
	88	53	0.00	193,795.98

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	4/2025	193,795.98
			<u>193,795.98</u>



CITY OF SHELTON, WASHINGTON – CITY COUNCIL

City Council Meeting Minutes

February 5, 2025

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:

City Manager Mark Ziegler

City Clerk Donna Nault

Parks and Recreation Supervisor Jordanne Krumpols

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

Councilmember Gutierrez – Shelton Memorial Park Board

Mayor Onisko – Meeting with U.S. Representative Emily Randall

CONSENT AGENDA

1. Vouchers numbered 112317 through 112337 and EFT payment numbers 941 through 953 in the total amount of \$1,246,827.15
2. Vouchers numbered 112338 through 112370 and EFT payment numbers 954 through 974 in the total amount of \$238,130.16
3. Vouchers numbered 112385 through 112406, EFT payment numbers 975 through 995 in the total amount of \$114,741.58 and Bank Draft numbers DFT0001772, DFT0001773, DFT0001785 through DFT0001797 and DFT0001799 through DFT0001813 in the total amount of \$1,043,514.03
4. Payroll warrants numbered 14162 through 14260. Warrants 112371 through 112382 in the amount of \$409,427.69
5. Parks Advisory Committee Appointments
6. Minutes for the Business Meeting of December 17, 2024

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

City Council – February 4, 2025 – Meeting Minutes

Civic Center & Virtual Platform

GENERAL PUBLIC COMMENT (3-minute time limit)**In-Person:**

Kathy McDowell
Melissa Moore
Kendra Martensen
Dean Jewett
Henry Hurd
Erin Martinache

Zoom:

Tamra Ingwaldson

BUSINESS AGENDA**1. Resolution No. 1359-1124 Accepting Dumontet Lease Agreement – Presented by Parks and Recreation Supervisor Jordanne Krumpols**

Parks and Recreation Supervisor Krumpols presented information regarding renewing a lease agreement. Discussion followed.

City Clerk Nault provided a reading of Resolution No. 1359-1124.

A motion was made by Councilmember Gutierrez and seconded by Councilmember Stearns to place Resolution No. 1359-1124 on the February 18, 2025 council meeting consent agenda for further consideration. Passed.

ACTION AGENDA

None

ADMINISTRATION REPORT**1. City Manager Report**

- Public meeting on February 5 at the Civic Center for upcoming sidewalk repairs and street tree replacement project
- Weather response: Public Works crews continue to stay on top of road prep during freezing and inclement weather, focusing on critical snow routes

NEW ITEMS FOR DISCUSSION

None

ANNOUNCEMENT OF NEXT MEETING

Study Session – February 11, 2025 at 6:00 p.m.

City Council Meeting – February 18, 2025 at 6:00 p.m.

MEETING ADJOURN

Mayor Onisko adjourned the meeting at 6:24 p.m.

Mayor Eric Onisko

City Clerk Donna Nault



CITY OF SHELTON, WASHINGTON – CITY COUNCIL

Study Session Minutes
February 11, 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:

City Manager Mark Ziegler
City Clerk Donna Nault

Guest:

John Holbrook, Safety & Security Director,
Renton School District

CALL TO ORDER

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

STUDY AGENDA

1. Drug Awareness Project – Presented by Renton School District Safety & Security Director John Holbrook

Safety & Security Director Holbrook presented information regarding drug awareness, with a focus on youth in our community. Discussion followed.

Mayor Onisko recognized Ben Johnson, Program Coordinator with Mason County Public Health. Discussion followed, which included input from Central Mason Fire & EMS Fire Chief Jeff Snyder and Deputy Chief Greg Yates.

NEW ITEMS FOR DISCUSSION

None

ADJOURN

Mayor Onisko adjourned the meeting at 6:53 p.m.

Mayor Eric Onisko

City Clerk Donna Nault



CITY OF SHELTON, WASHINGTON – CITY COUNCIL

City Council Meeting Minutes

February 18, 2025

Civic Center & Virtual Platform

COUNCILMEMBERS AND PERSONNEL

Councilmembers:

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

Personnel:

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

Guests:

Erin Martinache, President/Board Chair,
Community Lifeline

NOTE

The Virtual Platform (Zoom) used for this City Council meeting experienced several technical difficulties throughout the meeting.

CALL TO ORDER

Call to Order: 6:00 p.m.

Pledge of Allegiance: Mayor Onisko

Roll Call: City Clerk Nault – Absent: Councilmember Lyndsey Sapp

A motion was made by Councilmember Blush and seconded by Councilmember Stearns to excuse the absence of Councilmember Sapp. Passed.

LATE CHANGES TO THE AGENDA

Yes – Support of Community Lifeline to be added to Action Agenda

CITY COUNCIL REPORTS

None

CONSENT AGENDA

1. Vouchers numbered 112407 through 112428 and EFT payment numbers 996 through 1009 in the total amount of \$68,808.08
2. Vouchers numbered 112448 through 112479 and EFT payment numbers 1010 through 1028 in the total amount of \$269,494.96
3. Payroll warrants numbered 4026 through 4030 and 14261 through 14362. Warrants 112430 through 112447 in the amount of \$542,257.73
4. Resolution No. 1359-1124 Accepting Dumontet Lease Agreement

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

GENERAL PUBLIC COMMENT (3-minute time limit)**In-Person:**

David Brandt
Melissa Moore
Dean Jewett

Zoom:

None

PRESENTATIONS**1. MCHS Museum Q4 LTAC Report – Presented by Executive Director Liz Arbaugh**

Executive Director Arbaugh presented the Mason County Historical Society Museum's 4th quarter LTAC report. Discussion followed.

2. Shelton-Mason County Chamber Q4 LTAC Report – Presented by President/CEO Deidre Peterson

President/CEO Peterson presented the Chamber of Commerce's 4th quarter LTAC report. Discussion followed.

3. December Financial Status Report – Presented by Finance Director Mike Githens

Finance Director Githens presented an overview of the City's finances as of December 2024. Discussion followed.

BUSINESS AGENDA

None

ACTION AGENDA**1. Civic Center Rotating Art Gallery – Presented by Parks & Recreation Supervisor Jordanne Krumpols**

Parks & Recreation Supervisor Krumpols presented the latest artwork, recommended by the Shelton Arts Commission, to be installed in the Civic Center rotating art gallery. Discussion followed. No public comment.

A motion was made by Councilmember Gutierrez and seconded by Councilmember Stearns to approve the Shelton Arts Commission's recommendations for placement in the Civic Center rotating art gallery. Passed.

2. Community Lifeline Support – Presented by City Manager Mark Ziegler

City Manager Ziegler presented information regarding a request from Community Lifeline for \$20,000 of monetary support from the City.

Discussion followed, which included Mayor Onisko recognizing Community Lifeline President/Board Chair Erin Martinache.

There were public comments on this item:

In-Person:

Aaron Meyers
Jeremiah Roberts
Bobbi Hubler
Andrew Freeman
DeQuion Barker
Kimberly DeCamp
Virginia Anderson
Susan Kirchoff
Doug Johnson
Dilma DeMartino
Dean Jewett
Dominic Leo

Zoom:

None (Technical difficulties)

A motion was made by Councilmember Gutierrez and seconded by Councilmember Gilmore to support Community Lifeline with a \$20,000 grant. Passed, 4-2.

ADMINISTRATION REPORT

1. City Manager Report

- We have received a draft contract for a new DCR from Olympic Health & Recovery Services
- Attended a meeting for planning the United States' 250th anniversary
- Public Works AMI project ongoing
- Had exit interview with state auditor – thank you to Finance staff for their work
- Will be attending AWC City Action Days on February 19 and 20

NEW ITEMS FOR DISCUSSION

Councilmember Gilmore would like to discuss the previous proposal for an affordable housing sales tax, including possibly placing it on a future ballot to the voters.

ANNOUNCEMENT OF NEXT MEETING

Study Session – February 25, 6:00 p.m.

City Council Meeting – March 4, 6:00 p.m.

MEETING ADJOURN

Mayor Onisko adjourned the meeting at 7:59 p.m.

Mayor Eric Onisko

City Clerk Donna Nault



CITY OF SHELTON, WASHINGTON – CITY COUNCIL

Study Session Minutes
February 25, 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:

City Manager Mark Ziegler
City Clerk Donna Nault

Guest:

Julianne Gale, Executive Director/President,
Mason County Climate Justice

CALL TO ORDER

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

STUDY AGENDA

1. 2025 Work Plans – Presented by City Manager Mark Ziegler

City Manager Ziegler presented an overview of the City's work plans and highlighted the Administration as well as Community and Economic Development department's work plans.

Several other City department directors (Municipal Court, Finance, Police, and Public Works) gave brief overviews of their respective department's 2025 work plans. Discussion followed.

2. Mason County: The Housing Crisis & Solutions – Presented by Cedar Stewards of Mason County

Executive Director/President Gale, along with five youth members of the Cedar Stewards of Mason County, presented information regarding housing in Mason County. Discussion followed.

NEW ITEMS FOR DISCUSSION

Mayor Onisko – Congratulated City Clerk Nault on recently earning her Certified Municipal Clerk designation

ADJOURN

Mayor Onisko adjourned the meeting at 7:53 p.m.

Mayor Eric Onisko

City Clerk Donna Nault



CITY OF SHELTON, WASHINGTON – CITY COUNCIL

City Council Meeting Minutes

March 4, 2025

Civic Center & Virtual Platform

COUNCILMEMBERS AND PERSONNEL

Councilmembers:

Deputy Mayor Sharon Schirman

George Blush

Tom Gilmore

Miguel Gutierrez

Lyndsey Sapp

Melissa Stearns

Personnel:

City Manager Mark Ziegler

City Clerk Donna Nault

Senior Planner Jason Dose

SPECIAL MEETING

CALL TO ORDER

The special meeting was called to order at 5:30 p.m. by Deputy Mayor Schirman.

EXECUTIVE SESSION

To Discuss Potential Litigation with Legal Counsel – RCW 42.30.110(1)(i)

The Council and City Manager moved to an executive session at 5:30 p.m. Attorney Jeff Myers also joined the special meeting via Zoom. The meeting was scheduled to last for 15 minutes, with action to follow. The Council reconvened at 5:45 p.m. and the special meeting was adjourned at that time.

REGULAR MEETING

CALL TO ORDER

Call to Order: 6:00 p.m.

Pledge of Allegiance: Deputy Mayor Schirman

Roll Call: City Clerk Nault – Absent: Mayor Eric Onisko

A motion was made by Councilmember Blush and seconded by Councilmember Sapp to excuse the absence of Mayor Onisko. Passed.

LATE CHANGES TO THE AGENDA

None

CITY COUNCIL REPORTS

None

CONSENT AGENDA

1. Vouchers numbered 112483 through 112519 and EFT payment numbers 1029 through 1047 in the total amount of \$315,371.83
2. Voucher number 112520 in the amount of \$20,000
3. Vouchers numbered 112524 through 112559, EFT payment numbers 1048 through 1062 in the total amount of \$65,274.08 and Bank Draft numbers DFT0001814 through DFT0001827 in the total amount of \$200,417.32
4. Payroll warrants numbered 4031 through 4033 and 14363 through 14458. Warrants 112560 through 112570 in the amount of \$381,184.33

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

GENERAL PUBLIC COMMENT (3-minute time limit)

<u>In-Person:</u>	<u>Zoom:</u>
Dean Jewett	None

BUSINESS AGENDA

1. Resolution No. 1368-0225 Notice of Intent to Annex Vacant Land – Presented by Senior Planner Jason Dose

Senior Planner Dose presented a notice of intent to annex some vacant land into City limits. Discussion followed. City Clerk Nault provided a reading of Resolution No. 1368-0225.

A motion was made by Councilmember Gutierrez and seconded by Councilmember Blush to place Resolution No. 1368-0225 on the action agenda for the March 18 Council meeting. Passed.

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

City Manager Ziegler presented two contracts for a designated crisis responder. Discussion followed.

A motion was made by Councilmember Gutierrez and seconded by Councilmember Gilmore to place the contracts with Thurston-Mason Behavioral Health Administrative Services Organization and Olympic Health and Recovery Services for designated crisis responder services on the consent agenda for the March 18 Council meeting. Passed.

ACTION AGENDA

1. Resolution No. 1371-0225 Authorizing a Settlement Agreement – Presented by City Manager Mark Ziegler

City Manager Ziegler presented a resolution to authorize a settlement agreement. Discussion followed. No public comment. City Clerk Nault provided a reading of Resolution No. 1371-0225.

A motion was made by Councilmember Gutierrez and seconded by Councilmember Gilmore to approve Resolution No. 1371-0225 as presented. Passed.

ADMINISTRATION REPORT**1. City Manager Report**

- Empty Bowls begins tomorrow at the Civic Center

NEW ITEMS FOR DISCUSSION

None

ANNOUNCEMENT OF NEXT MEETING

Study Session – March 11, 6:00 p.m.

City Council Meeting – March 18, 6:00 p.m.

MEETING ADJOURN

Deputy Mayor Schirman adjourned the meeting at 6:15 p.m.

Mayor Eric Onisko

City Clerk Donna Nault



**City of Shelton
Earth Day 2025
PROCLAMATION**

WHEREAS, the City of Shelton is a gateway to the magnificent Olympic Peninsula and the Olympic National Park, a UNESCO World Heritage Site, and the Daniel J. Evans Wilderness Area, and

WHEREAS, the City of Shelton has historically relied upon, and, indeed, was founded upon, the resources from the waters of the Puget Sound and from the surrounding forests, resources tended now and since time immemorial by the Native peoples of our region, and

WHEREAS, Earth Day is an opportunity to educate and inspire people to take action to protect the environment, and

WHEREAS, the earth is a precious and irreplaceable resource that sustains all life, and

WHEREAS, the City of Shelton strives to reduce its carbon footprint and preserve natural resources, and

WHEREAS, agriculture, aquaculture, forests, water, and the earth are integral to Shelton's identity and economy, and

WHEREAS, wildlife and ecosystems are connected to us with mutual relationships, and

WHEREAS, salmon and shellfish like oysters are keystone species maintaining healthy marine ecosystems, and

WHEREAS, the City recognizes the sponsors of this proclamation, Capitol Land Trust, Cedar Stewards of Mason County, the Economic Development Council of Mason County, Mason County Climate Justice, Salish Roots Farm, South Puget Sound Salmon Enhancement Group, and WSU Extension - Mason County Master Gardeners, who have been stewards of the land that we wish to pass on to future generations, and

NOW THEREFORE, the Shelton City Council does hereby proclaim April 22nd to be Earth Day in the City of Shelton.

Signed this 15th day of April 2025.

Mayor Eric Onisko

February 2025 Monthly Financial Report

City of Shelton, Washington

General Fund Overview

	2025 Budget	2025 thru February	2025 Est Actual	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
Revenues	15,910,784	2,688,104	15,870,363	(40,421)	-0.3%
Expenditures	17,042,051	2,848,699	16,786,606	255,445	1.5%
Net Revenues Less Expenditures	(1,131,267)	(160,595)	(916,243)	215,024	
Beginning Fund Balance	6,473,099		6,473,099		
Ending Fund Balance	5,341,832 31.3%		5,556,856 32.6%		
<u>Ending Fund Balance Breakdown:</u>					
Reserved - 20% of Budget	3,408,410		3,408,410		
Unreserved Fund Balance	1,933,422		2,148,446		
Total Fund Balance	5,341,832		5,556,856		

Summary

2025 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.
2024 amounts included in this report are unaudited.

Analysis through February shows an overall Positive budget variance of \$215 thousand.

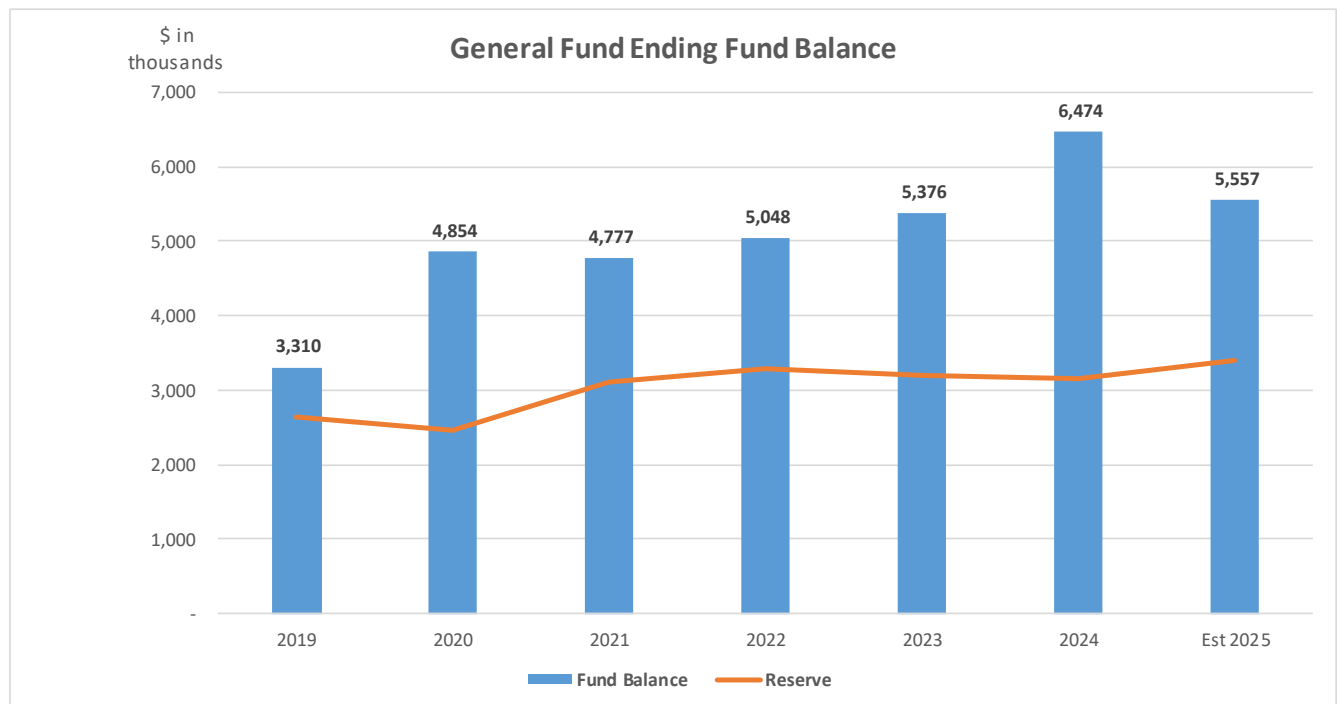
General Fund Reserves are estimated to end the year at \$5.6 million, or 32.6% of 2025 budgeted expenditures.

Revenue Overview

Revenues are currently estimated to end the year approximately \$40 thousand, or -.3% less than budgeted.

Expenditure Overview

Expenditures are currently estimated to end the year approximately \$255 thousand, or 1.5% less than budgeted.



February 2025 Monthly Financial Report

City of Shelton, Washington

General Fund Overview - Revenues

Revenue Categories	2025 Budget	2025 thru February	2025 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
Taxes:					
Property	3,050,179	54,489	3,050,179	-	0.0%
Sales & Use	3,526,879	634,942	3,364,630	(162,249)	-4.6%
City Utility	1,483,463	271,857	1,573,895	90,432	6.1%
Non-City Utility	1,357,020	272,219	1,251,311	(105,709)	-7.8%
Business & Occupation	1,427,732	377,938	1,427,732	-	0.0%
Other	52,900	8,727	46,794	(6,106)	-11.5%
Licenses & Permits	297,750	59,175	265,500	(32,250)	-10.8%
Intergovernmental Revenue	807,170	150,966	825,831	18,661	2.3%
Charges for Goods/Services	3,250,346	640,475	3,226,124	(24,222)	-0.7%
Fines and Penalties	46,550	6,789	39,250	(7,300)	-15.7%
Miscellaneous Revenue	134,170	114,493	279,458	145,288	108.3%
Transfers In	476,625	96,035	519,660	43,035	9.0%
Total Revenues	15,910,784	2,688,104	15,870,363	(40,421)	-0.3%

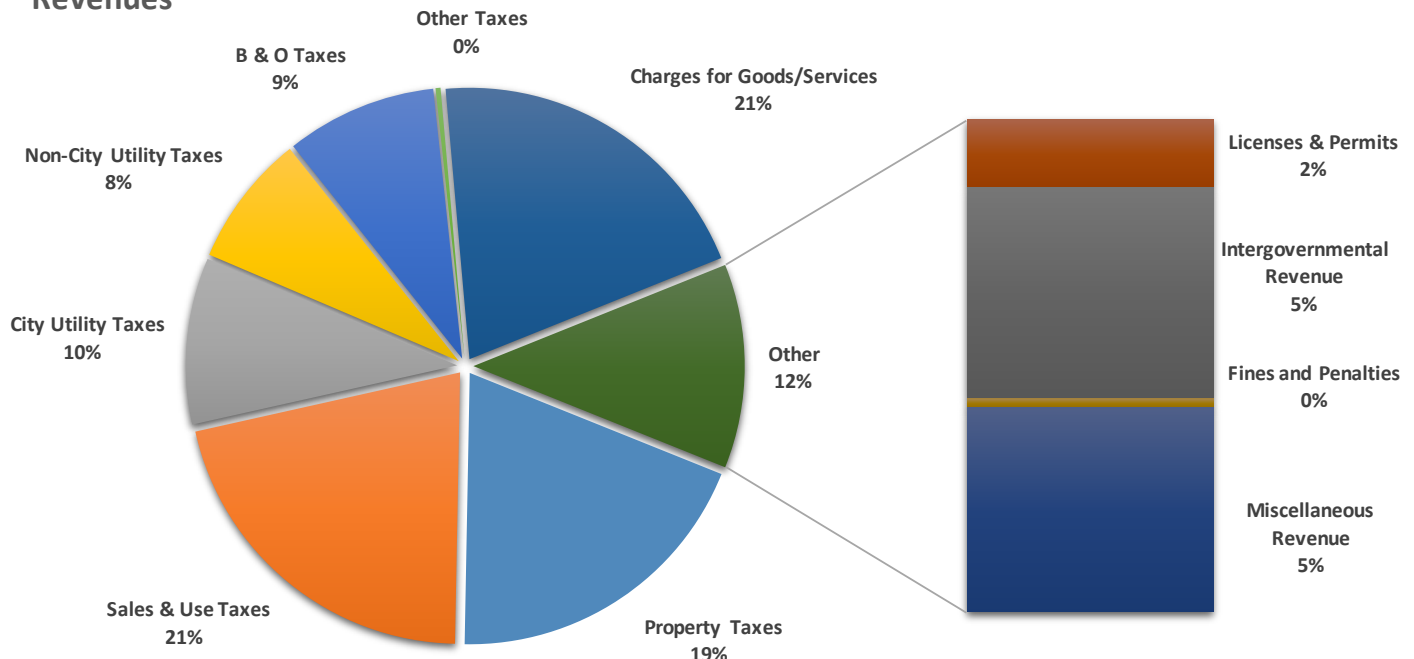
*2025 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.

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

Variance Notes

Miscellaneous: Will be over budget with donation of \$64K from Our Community Credit Union and investment interest.

2025 Estimated General Fund Revenues



February 2025 Monthly Financial Report

City of Shelton, Washington

General Fund Overview - Expenditures

Department	2025 Budget	2025 thru February	2025 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
City Clerk	293,006	35,976	292,778	228	0.1%
City Council	81,736	13,763	81,916	(180)	-0.2%
City Manager					
City Manager	486,507	108,953	482,905	3,602	0.7%
Legal	328,170	47,646	366,137	(37,967)	-11.6%
Detentions/Corrections-Contract	504,390	4,755	504,390	-	0.0%
Human Resources	180,626	25,730	181,031	(405)	-0.2%
Risk Management	208,974	80,131	145,280	63,694	30.5%
Community & Economic Development					
Animal Control	235,993	44,400	259,137	(23,144)	-9.8%
Code Enforcement	171,475	33,815	177,235	(5,760)	-3.4%
Community Development	878,279	146,473	933,155	(54,876)	-6.2%
Parks & Facilities					
Civic Center Activities	61,662	10,638	60,939	723	1.2%
Facility Services	1,300,352	219,152	1,299,711	641	0.0%
Parks & Recreation	766,001	119,452	766,511	(510)	-0.1%
Finance					
Finance	1,417,505	247,248	1,402,662	14,843	1.0%
Information Technology	467,768	55,537	467,973	(205)	0.0%
Fire & Emergency Services	2,636,210	405,728	2,412,773	223,437	8.5%
Municipal Court	750,172	150,729	755,465	(5,293)	-0.7%
Non-Departmental	705,721	7,485	643,121	62,600	8.9%
Police	4,640,661	937,903	4,614,440	26,221	0.6%
Public Works	926,843	153,187	939,046	(12,203)	-1.3%
Total Expenditures	17,042,051	2,848,699	16,786,606	255,445	1.5%

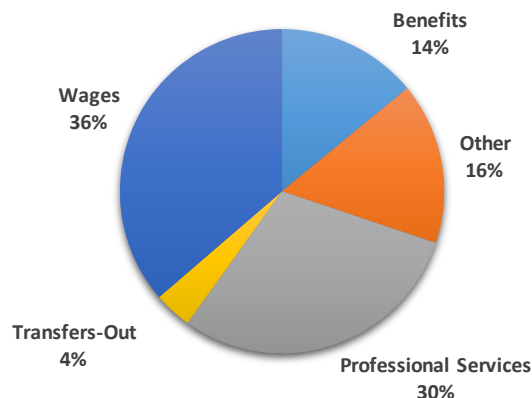
*2025 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.

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

Variance Notes

None

2025 Estimated General Fund Expenditures



February 2025 Monthly Financial Report

City of Shelton, Washington

General Fund Year-to-Year

	2023 Actual	2024 Actual	2025 Budget	2025 thru February	2025 Est Actual
Beginning Fund Balance	5,047,799	5,376,171	6,473,099	6,473,099	6,473,099
Revenues					
Taxes:					
Property	2,788,309	2,834,419	3,050,179	54,489	3,050,179
Sales & Use	3,595,781	3,644,880	3,526,879	634,942	3,364,630
City Utility	1,528,927	1,644,967	1,483,463	271,857	1,573,895
Non-City Utility	1,290,740	1,285,441	1,357,020	272,219	1,251,311
Business & Occupation	802,272	1,402,876	1,427,732	377,938	1,427,732
Other	76,386	84,391	52,900	8,727	46,794
Licenses & Permits	306,906	406,067	297,750	59,175	265,500
Intergovernmental Revenue	592,006	894,856	807,170	150,966	825,831
Charges for Goods/Services	3,423,381	3,790,213	3,250,346	640,475	3,226,124
Fines and Penalties	49,639	64,315	46,550	6,789	39,250
Miscellaneous Revenue	397,855	608,748	134,170	114,493	279,458
Transfers In	87,712	-	476,625	96,035	519,660
Total Revenues	14,939,914	16,661,173	15,910,784	2,688,104	15,870,363
Expenditures					
City Clerk	226,373	197,523	293,006	35,976	292,778
City Council	63,480	66,522	81,736	13,763	81,916
City Manager					
City Manager	408,587	423,776	486,507	108,953	482,905
Legal	343,008	367,769	328,170	47,646	366,137
Detentions/Corrections-Contract	203,718	205,200	504,390	4,755	504,390
Human Resources	274,902	145,146	180,626	25,730	181,031
Risk Management	143,699	141,070	208,974	80,131	145,280
Community & Economic Development					
Animal Control	104,441	239,598	235,993	44,400	259,137
Code Enforcement	175,504	178,401	171,475	33,815	177,235
Community Development	707,010	668,054	878,279	146,473	933,155
Parks & Facilities					
Civic Center Activities	56,058	47,155	61,662	10,638	60,939
Facility Services	676,755	704,003	1,300,352	219,152	1,299,711
Parks & Recreation	620,303	603,835	766,001	119,452	766,511
Finance					
Finance	1,124,192	1,322,546	1,417,505	247,248	1,402,662
Information Technology	449,597	404,373	467,768	55,537	467,973
Fire & Emergency Services	2,491,434	2,482,385	2,636,210	405,728	2,412,773
Municipal Court	744,467	753,299	750,172	150,729	755,465
Non-Departmental	1,338,292	1,916,260	705,721	7,485	643,121
Police	3,736,336	3,938,526	4,640,661	937,903	4,614,440
Public Works	723,386	758,804	926,843	153,187	939,046
Total Expenditures	14,611,542	15,564,244	17,042,051	2,848,699	16,786,606
Net Revenues less Expenditures	328,372	1,096,928	(1,131,267)	(160,595)	(916,243)
Ending Fund Balance	5,376,171	6,473,099	5,341,832	6,312,504	5,556,856
General Fund Reserves	5,376,171	6,473,099	5,341,832		5,556,856
based on same year actuals/budget	36.8%	41.6%	31.3%		33.1%

February 2025 Monthly Financial Report

City of Shelton, Washington

General Fund Month-to-Month

	2023 thru February	2024 thru February	2025 thru February	2025 - 2024 Variance		% of Budget
Revenues						
Taxes:						
Property	13,771	17,295	54,489	37,194	215.1%	1.8%
Sales & Use	640,053	665,970	634,942	(31,027)	-4.7%	18.0%
City Utility	242,836	262,399	271,857	9,458	3.6%	18.3%
Non-City Utility	285,569	270,283	272,219	1,936	0.7%	20.1%
Business & Occupation	191,383	181,493	377,938	196,444	108.2%	26.5%
Other	10,060	18,588	8,727	(9,861)	-53.1%	16.5%
Licenses & Permits	63,562	51,918	59,175	7,257	14.0%	19.9%
Intergovernmental Revenue	112,798	115,162	150,966	35,804	31.1%	18.7%
Charges for Goods/Services	416,150	603,563	640,475	36,913	6.1%	19.7%
Fines and Penalties	8,313	7,673	6,789	(884)	-11.5%	14.6%
Miscellaneous Revenue	72,948	54,282	114,493	60,211	110.9%	85.3%
Transfers In	-	-	96,035	96,035		20.1%
Total Revenues	2,057,443	2,248,625	2,688,104	439,479	19.5%	16.9%
Expenditures						
City Clerk	40,892	36,448	35,976	(471)	-1.3%	12.3%
City Council	11,738	13,155	13,763	608	4.6%	16.8%
City Manager						
City Manager	88,930	87,569	108,953	21,383	24.4%	22.4%
Legal	41,902	49,216	47,646	(1,569)	-3.2%	14.5%
Detentions/Corrections-Contrac	23,948	21,519	4,755	(16,765)	-77.9%	0.9%
Human Resources	83,876	30,758	25,730	(5,028)	-16.3%	14.2%
Risk Management	66,177	77,235	80,131	2,896	3.8%	38.3%
Community & Economic Development						
Animal Control	14,864	40,025	44,400	4,375	10.9%	18.8%
Code Enforcement	39,528	36,143	33,815	(2,328)	-6.4%	19.7%
Community Development	126,078	133,800	146,473	12,673	9.5%	16.7%
Parks & Facilities						
Civic Center Activities	11,409	9,387	10,638	1,251	13.3%	17.3%
Facility Services	132,636	116,252	219,152	102,900	88.5%	16.9%
Parks & Recreation	123,581	102,085	119,452	17,367	17.0%	15.6%
Finance						
Finance	222,784	226,317	247,248	20,931	9.2%	17.4%
Information Technology	64,777	53,054	55,537	2,482	4.7%	11.9%
Fire & Emergency Services	422,893	441,552	405,728	(35,824)	-8.1%	15.4%
Municipal Court	145,575	132,940	150,729	17,789	13.4%	20.1%
Non-Departmental	3,640	122,082	7,485	(114,597)	-93.9%	1.1%
Police	749,494	822,562	937,903	115,341	14.0%	20.2%
Public Works	149,828	119,284	153,187	33,903	28.4%	16.5%
Total Expenditures	2,564,548	2,671,382	2,848,699	177,317	6.6%	16.7%

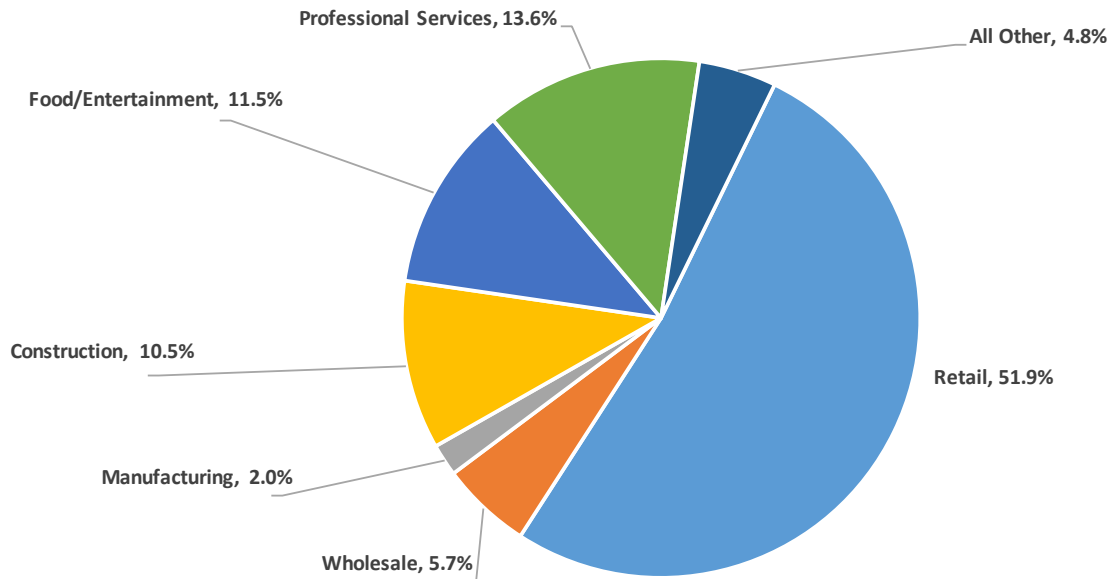
This Month-to-Month presentation does not include variance notes. Common variances are due to timing of receipts and expenditures. Totals reported are year-to-date through February which is 16.7% of the year.

February 2025 Monthly Financial Report

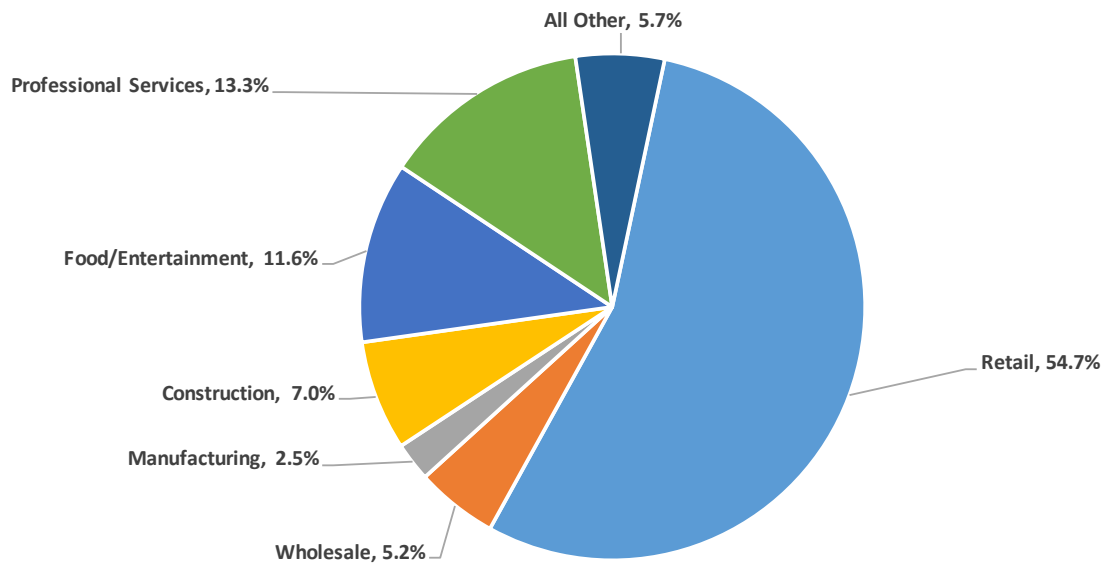
City of Shelton, Washington

Sales Tax Breakdown by Type

2025 thru February



February 2025



February 2025 Monthly Financial Report

City of Shelton, Washington

Fund Balances

Fund	2025 Beginning Fund Balance	2025 Estimated Revenue	2025 Estimated Expenditure	2025 Estimated Fund Balance	\$ Change	% Change
City-wide Fund Balances						
General Fund	6,473,099	15,870,363	16,786,606	5,556,856	(916,243)	-14.2%
Street Fund	667,884	2,136,880	2,392,301	412,463	(255,421)	-38.2%
Capital Resource Funds						
Real Estate Excise Tax -1	697,221	62,500	317,512	442,209	(255,012)	-36.6%
Real Estate Excise Tax -2	911,749	62,500	654,000	320,249	(591,500)	-64.9%
Transport Benefit District	685,308	10,000	535,000	160,308	(525,000)	-76.6%
Traffic Impact Fees	973,604	62,000	-	1,035,604	62,000	6.4%
General Resources	2,357,481	25,000	23,000	2,359,481	2,000	0.1%
Tourism Fund	86,639	47,000	97,000	36,639	(50,000)	-57.7%
Bond Fund	7,592	173,708	181,300	-	(7,592)	-100.0%
Capital Improvement Fund	1,307,138	5,867,072	6,060,107	1,114,103	(193,035)	-14.8%
Water Fund	1,953,739	3,596,020	4,269,103	1,280,656	(673,083)	-34.5%
Water Capital Fund	1,711,166	857,115	1,136,100	1,432,181	(278,985)	-16.3%
Sewer Fund	4,353,530	7,162,724	8,511,844	3,004,410	(1,349,120)	-31.0%
Sewer Capital Fund	1,500,891	1,328,500	1,317,540	1,511,851	10,960	0.7%
Solid Waste Fund	282,414	23,500	50,000	255,914	(26,500)	-9.4%
Storm Drainage Fund	1,126,439	1,721,750	2,212,925	635,264	(491,175)	-43.6%
Storm Drainage Capital Fund	364,058	272,500	272,500	364,058	-	0.0%
Payroll Benefits Fund	264,652	164,204	135,400	293,456	28,804	10.9%
Equipment Rental Fund	603,348	802,943	1,261,661	144,631	(458,717)	-76.0%
Firefighters Pension Fund	358,028	14,500	64,636	307,892	(50,136)	-14.0%
Library Endowment Fund	130,705	1,200	30,000	101,905	(28,800)	-22.0%
City-wide Fund Totals	26,816,685	40,261,979	46,308,535	20,770,130	(6,046,555)	-22.5%

City-Wide FTE by Fund

General Fund	2024 Budget	2025 Budget	Feb 28 Vacancies
City Council	7.00	7.00	-
Municipal Court	5.03	5.03	-
City Clerk*	1.50	1.50	-
City Manager	2.00	2.00	-
Human Resources	1.00	1.00	-
Information Technology	1.00	1.00	-
Finance	9.50	9.00	1.00
Public Works	4.60	4.60	0.50
Police	21.00	21.00	2.00
Community Development	5.85	5.85	-
Parks, Rec & Facilities	7.00	8.35	-
Total General Fund	65.48	66.33	3.50

Other City Funds	2024 Budget	2025 Budget	Feb 28 Vacancies
Street Operating	4.65	4.65	1.00
Water Utility	8.80	8.80	0.50
Sewer Utility	11.70	11.55	2.00
Storm Drainage Utility	7.60	7.90	2.50
Equip. Maint. & Rental	1.30	1.30	-
Total Other Funds	34.05	34.20	6.00
Total City	99.53	100.53	9.50

February 2025 Monthly Financial Report

City of Shelton, Washington

City-Wide Overview - Revenues & Expenditures

Fund	2025 Budget	2025 thru February	2025 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
General Fund					
Taxes	10,898,173	1,620,171	10,714,541	(183,632)	-1.7%
Licenses & Permits	297,750	59,175	265,500	(32,250)	-10.8%
Intergovernmental Revenue	807,170	150,966	825,831	18,661	2.3%
Charges for Goods/Services	3,250,346	640,475	3,226,124	(24,222)	-0.7%
Fines and Penalties	46,550	6,789	39,250	(7,300)	-15.7%
Miscellaneous Revenue	134,170	114,493	279,458	145,288	108.3%
Transfers In	476,625	96,035	519,660	43,035	9.0%
Total Revenues	15,910,784	2,688,104	15,870,363	(40,421)	-0.3%
Wages	6,190,273	1,022,736	6,097,505	92,768	1.5%
Benefits	2,463,205	373,292	2,357,737	105,468	4.3%
Professional Services	5,032,862	678,179	4,993,612	39,250	0.8%
Transfers-Out	695,821	7,485	633,221	62,600	9.0%
Other	2,659,890	767,008	2,704,531	(44,641)	-1.7%
Total Expenditures	17,042,051	2,848,699	16,786,606	255,445	1.5%
Net Revenues Less Expenditures	(1,131,267)	(160,595)	(916,243)	215,024	

Street Fund					
Taxes	675,000	129,381	675,000	-	0.0%
Licenses & Permits	10,000	1,205	2,000	(8,000)	-80.0%
Intergovernmental Revenue	199,000	27,375	167,000	(32,000)	-16.1%
Charges for Goods/Services	106,120	17,980	107,880	1,760	1.7%
Miscellaneous Revenue	81,500	3,132	90,000	8,500	10.4%
Transfers In	1,095,000	-	1,095,000	-	0.0%
Total Revenues	2,166,620	179,073	2,136,880	(29,740)	-1.4%
Wages	406,674	66,364	424,354	(17,680)	-4.3%
Benefits	198,267	29,267	195,830	2,437	1.2%
Professional Services	722,440	23,473	730,816	(8,376)	-1.2%
Transfers-Out	89,000	89,000	89,000	-	0.0%
Other	961,368	175,188	952,301	9,067	0.9%
Total Expenditures	2,377,749	383,292	2,392,301	(14,552)	-0.6%
Net Revenues Less Expenditures	(211,129)	(204,219)	(255,421)	(44,292)	

Capital Resources - Real Estate Excise Tax - 1 (REET-1)					
Taxes	52,500	31,711	52,500	-	0.0%
Miscellaneous Revenue	-	4,716	10,000	10,000	
Total Revenues	52,500	36,427	62,500	10,000	19.0%
Transfers-Out	317,512	-	317,512	-	0.0%
Total Expenditures	317,512	-	317,512	-	0.0%
Net Revenues Less Expenditures	(265,012)	36,427	(255,012)	10,000	

*2025 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.

February 2025 Monthly Financial Report

City of Shelton, Washington

City-Wide Overview - Revenues & Expenditures

Fund	2025 Budget	2025 thru February	2025 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
Capital Resources - Real Estate Excise Tax - 2 (REET-2)					
Taxes	52,500	31,510	52,500	-	0.0%
Miscellaneous Revenue	-	4,158	10,000	10,000	
Total Revenues	52,500	35,668	62,500	10,000	19.0%
Transfers-Out	654,000	300,000	654,000	-	0.0%
Total Expenditures	654,000	300,000	654,000	-	0.0%
Net Revenues Less Expenditures	(601,500)	(264,332)	(591,500)	10,000	
Capital Resources -Transportation Benefit District (TBD)					
Miscellaneous Revenue	-	4,206	10,000	10,000	
Transfers In	-	-	-	-	
Total Revenues	-	4,206	10,000	10,000	
Transfers-Out	535,000	40,000	535,000	-	0.0%
Total Expenditures	535,000	40,000	535,000	-	0.0%
Net Revenues Less Expenditures	(535,000)	(35,794)	(525,000)	10,000	
Capital Resources - Traffic Impact Fees (TIF)					
Charges for Goods/Services	80,000	37,234	50,000	(30,000)	-37.5%
Miscellaneous Revenue	-	6,556	12,000	12,000	
Total Revenues	80,000	43,790	62,000	(18,000)	-22.5%
Transfers-Out	-	-	-	-	
Total Expenditures	-	-	-	-	
Net Revenues Less Expenditures	80,000	43,790	62,000	(18,000)	
Capital Resources - General					
Miscellaneous Revenue	-	15,295	25,000	25,000	
Transfers In	-	-	-	-	
Total Revenues	-	15,295	25,000	25,000	
Transfers-Out	23,000	23,000	23,000	-	0.0%
Total Expenditures	23,000	23,000	23,000	-	0.0%
Net Revenues Less Expenditures	(23,000)	(7,705)	2,000	25,000	
Tourism Fund					
Taxes	48,000	7,370	45,000	(3,000)	-6.3%
Miscellaneous Revenue	100	575	2,000	1,900	1900.0%
Total Revenues	48,100	7,945	47,000	(1,100)	-2.3%
Professional Services	97,000	8,250	97,000	-	0.0%
Total Expenditures	97,000	8,250	97,000	-	0.0%
Net Revenues Less Expenditures	(48,900)	(305)	(50,000)	(1,100)	

*2025 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.

February 2025 Monthly Financial Report

City of Shelton, Washington

City-Wide Overview - Revenues & Expenditures

Fund	2025 Budget	2025 thru February	2025 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
Bond Fund					
Taxes	-	-	-	-	
Transfers In	173,708	-	173,708	-	0.0%
Total Revenues	173,708	-	173,708	-	0.0%
Other	181,300	-	181,300	-	0.0%
Total Expenditures	181,300	-	181,300	-	0.0%
Net Revenues Less Expenditures	(7,592)	-	(7,592)	-	
Capital Improvement Fund					
Intergovernmental Revenue	5,468,072	17,980	5,318,072	(150,000)	-2.7%
Charges for Goods/Services	120,000	-	120,000	-	0.0%
Transfers In	429,000	429,000	429,000	-	0.0%
Total Revenues	6,017,072	446,980	5,867,072	(150,000)	-2.5%
Professional Services	833,820	6,400	833,820	-	0.0%
Other	5,183,252	50,314	5,226,287	(43,035)	1.3%
Total Expenditures	6,017,072	56,714	6,060,107	(43,035)	-0.7%
Net Revenues Less Expenditures	-	390,266	(193,035)	(193,035)	
Water Fund					
Charges for Goods/Services	3,617,810	528,482	3,490,650	(127,160)	-3.5%
Miscellaneous Revenue	196,100	20,879	105,370	(90,730)	-46.3%
Total Revenues	3,813,910	549,361	3,596,020	(217,890)	-5.7%
Wages	754,624	115,574	757,840	(3,216)	-0.4%
Benefits	319,363	48,308	309,150	10,213	3.2%
Professional Services	374,217	28,492	386,180	(11,963)	-3.2%
Transfers-Out	513,500	513,500	513,500	-	0.0%
Other	2,272,160	325,105	2,302,433	(30,273)	-1.3%
Total Expenditures	4,233,864	1,030,979	4,269,103	(35,239)	-0.8%
Net Revenues Less Expenditures	(419,954)	(481,618)	(673,083)	(253,129)	
Water Capital Fund					
Intergovernmental Revenue	250,000	93,615	343,615	93,615	37.4%
Transfers In	513,500	513,500	513,500	-	0.0%
Total Revenues	763,500	607,115	857,115	93,615	12.3%
Other	763,500	117,683	1,136,100	(372,600)	-48.8%
Total Expenditures	763,500	117,683	1,136,100	(372,600)	-48.8%
Net Revenues Less Expenditures	-	489,432	(278,985)	(278,985)	

*2025 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.

February 2025 Monthly Financial Report

City of Shelton, Washington

City-Wide Overview - Revenues & Expenditures

Fund	2025 Budget	2025 thru February	2025 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
Sewer Fund					
Charges for Goods/Services	7,040,105	1,331,677	7,112,724	72,619	1.0%
Miscellaneous Revenue	18,000	27,686	50,000	32,000	177.8%
Total Revenues	7,058,105	1,359,363	7,162,724	104,619	1.5%
Wages	999,369	158,659	1,001,269	(1,900)	-0.2%
Benefits	464,007	63,082	412,615	51,392	11.1%
Professional Services	523,590	161,071	700,658	(177,068)	-33.8%
Transfers-Out	1,303,500	1,303,500	1,303,500	-	0.0%
Other	5,161,788	1,103,447	5,093,801	67,987	1.3%
Total Expenditures	8,452,254	2,789,759	8,511,844	(59,590)	-0.7%
Net Revenues Less Expenditures	(1,394,149)	(1,430,395)	(1,349,120)	45,029	
Sewer Capital Fund					
Intergovernmental Revenue	-	5,635	25,000	25,000	
Transfers In	1,303,500	1,303,500	1,303,500	-	0.0%
Total Revenues	1,303,500	1,309,135	1,328,500	25,000	1.9%
Other	1,303,500	2,341	1,317,540	(14,040)	-1.1%
Total Expenditures	1,303,500	2,341	1,317,540	(14,040)	-1.1%
Net Revenues Less Expenditures	-	1,306,794	10,960	10,960	
Solid Waste Fund					
Intergovernmental Revenue	36,939	11,318	20,000	(16,939)	-45.9%
Miscellaneous Revenue	-	1,887	3,500	3,500	
Total Revenues	36,939	13,205	23,500	(13,439)	-36.4%
Professional Services	45,000	-	45,000	-	0.0%
Other	5,000	-	5,000	-	0.0%
Total Expenditures	50,000	-	50,000	-	0.0%
Net Revenues Less Expenditures	(13,061)	13,205	(26,500)	(13,439)	
Storm Drainage Fund					
Intergovernmental Revenue	175,000	-	100,000	(75,000)	-42.9%
Charges for Goods/Services	1,630,294	259,052	1,605,750	(24,544)	-1.5%
Miscellaneous Revenue	500	9,640	16,000	15,500	3100.0%
Total Revenues	1,805,794	268,692	1,721,750	(84,044)	-4.7%
Wages	627,291	83,128	600,328	26,963	4.3%
Benefits	269,883	31,036	248,715	21,168	7.8%
Professional Services	334,590	9,757	333,114	1,476	0.4%
Transfers-Out	272,500	272,500	272,500	-	0.0%
Other	758,912	142,374	758,268	644	0.1%
Total Expenditures	2,263,176	538,795	2,212,925	50,251	2.2%
Net Revenues Less Expenditures	(457,382)	(270,103)	(491,175)	(33,793)	
Storm Drainage Capital Fund					
Intergovernmental Revenue	-	-	-	-	
Transfers In	272,500	272,500	272,500	-	0.0%
Total Revenues	272,500	272,500	272,500	-	0.0%
Other	272,500	-	272,500	-	0.0%
Total Expenditures	272,500	-	272,500	-	0.0%
Net Revenues Less Expenditures	-	272,500	-	-	

*2025 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.

February 2025 Monthly Financial Report

City of Shelton, Washington

City-Wide Overview - Revenues & Expenditures

Fund	2025 Budget	2025 thru February	2025 Est Actual*	Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
Payroll Benefits Fund					
Charges for Goods/Services	40,000	8,709	52,260	12,260	30.7%
Miscellaneous Revenue	350	2,079	4,544	4,194	1198.3%
Transfers In	120,000	7,485	107,400	(12,600)	-10.5%
Total Revenues	160,350	18,273	164,204	3,854	2.4%
Benefits	160,350	7,812	135,400	24,950	15.6%
Total Expenditures	160,350	7,812	135,400	24,950	15.6%
Net Revenues Less Expenditures	-	10,461	28,804	28,804	

Equipment Maint & Rental Fund					
Charges for Goods/Services	782,500	136,403	797,780	15,280	2.0%
Miscellaneous Revenue	5,000	2,171	5,163	163	3.3%
Total Revenues	787,500	138,574	802,943	15,443	2.0%
Wages	113,766	18,030	113,766	-	0.0%
Benefits	53,601	8,474	53,817	(216)	-0.4%
Professional Services	37,308	206	37,178	130	0.3%
Other	1,055,993	90,894	1,056,900	(907)	-0.1%
Total Expenditures	1,260,668	117,604	1,261,661	(993)	-0.1%
Net Revenues Less Expenditures	(473,168)	20,970	(458,717)	14,451	

Firefighter's Pension Fund					
Taxes	100	-	-	(100)	-100.0%
Miscellaneous Revenue	9,000	2,290	14,500	5,500	61.1%
Transfers In	50,000	-	-	(50,000)	-100.0%
Total Revenues	59,100	2,290	14,500	(44,600)	-75.5%
Benefits	80,600	8,868	64,636	15,964	19.8%
Total Expenditures	80,600	8,868	64,636	15,964	19.8%
Net Revenues Less Expenditures	(21,500)	(6,578)	(50,136)	(28,636)	

Firefighters Pension Fund Notes

Revenues: Current estimate does not include a transfer-in from general fund in 2025.

Library Endowment Fund					
Miscellaneous Revenue	1,600	107	1,200	(400)	-25.0%
Total Revenues	1,600	107	1,200	(400)	-25.0%
Transfers-Out	30,000	30,000	30,000	-	0.0%
Total Expenditures	30,000	30,000	30,000	-	0.0%
Net Revenues Less Expenditures	(28,400)	(29,893)	(28,800)	(400)	

*2025 estimated actuals are based on historical data, YTD activity, known adjustments and are not year-end actuals.



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F1)

Touch Date: 04/02/2025
Brief Date: 04/15/2025
Action Date: 05/06/2025

Department: Public Works

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

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:

Parametrix MBR Headworks
Upgrade/Design

☒ Dept. Head

J.O.H.

☐ Finance Director

☐ Attorney

☒ City Clerk

DN

☒ City Manager

MZ

ATTACHMENTS:

- Resolution No. 1375-0325
- Work Order #PMX-25001

☐

Ordinance

☒

Resolution

☒

Motion

☐

None

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

The city was awarded a legislative grant appropriation of \$3,200,000 to design and construct an expansion at the City's Satellite MBR treatment plant located south of Sanderson Field, specific to upsizing the headworks capacity, which will expand the City's ability to produce additional reclaimed water in the future. The headworks capacity upgrade will work in conjunction with the future expansion of other processes at the MBR plant to increase the City's ability to treat to produce reclaimed water. This headworks expansion project is following the 500,000-gallon reclaimed water tank project that is planned to be under construction later this summer.

Due to some observations made by City staff at the MBR plant, some initial analysis work was needed in evaluating the amount of lint that the system receives from the Washington State Corrections Center, who utilizes reclaimed water in their clothes washing processes. The Department of Commerce approved this preliminary work that we completed and provided information on improvements that could be made by the prison in order to reduce the loading of lint into the city facility. This pre-design work is now complete and we are ready to proceed with design with planned construction of the expanded headworks facility in the Summer of 2026.

BUDGET/FISCAL INFORMATION:

All financial resources for this project are being provided via a legislative appropriation of \$3,200,000.

PUBLIC INFORMATION REQUIREMENTS:

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

STAFF RECOMMENDATION/MOTION:

Staff recommends: *"I move to place Resolution No. 1375-0325 on the Action Agenda for the meeting on May 6, 2025 for further consideration".*

RESOLUTION NO. 1375-0325

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SHELTON, WASHINGTON, AUTHORIZING THE CITY
MANAGER TO EXECUTE AN ON-CALL WORK ORDER WITH PARAMETRIX TO BEGIN DESIGN ON
IMPROVMENTS TO THE HEADWORKS AT THE MBR TREATMENT PLANT**

WHEREAS, the City of Shelton has received a legislative appropriation (2023-2025 Biennium) in the amount of \$3,200,000 towards the design and construction of upsizing the headworks at the City's MBR Treatment Plant; and

WHEREAS, preliminary design work was completed by Parametrix (approved by the granting agency) and a technical memo was received by the City in December of 2024, addressing an excess lint issue from the Department of Corrections; and

WHEREAS, City Staff have reached out to the granting agency for an extension of time in order to complete this project and this was approved, with a new completion date of June 2027 ; and

WHEREAS, City Staff would like to continue using Parametrix from the City's on-call consultant roster, as they designed the original plant and have also been approved by the granting agency.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Shelton, Washington that the City Manager is authorized to sign an on-call consultant roster work order with Parametrix to design upgrades to the MBR Treatment Plant, and any subsequent amendments up to 10% in value of the design contract.

INTRODUCED on the 15th day of April 2025 and **PASSED** by the City Council at its regular meeting held on this 6th day of May 2025.

Mayor Onisko

ATTEST:

City Clerk Nault



ON-CALL A&E CONSULTANT POOL WORK ORDER

Work Order PMX-25001	
Date: May 6, 2025	
To: Parametrix, Inc.	
Category: Civil Engineering - Wastewater & Stormwater	
Task: Water Reclamation (MBR Headworks) Upgrades	
Scope of Work: Parametrix, Inc. will provide design, bid document preparation, and bidding assistance services for the Water Reclamation MBR Headworks Upgrades project, as described in Exhibits A, B, and C, attached hereto.	
Budget: \$408,305.40 Basis: <input type="checkbox"/> Lump Sum <input checked="" type="checkbox"/> Time & Materials	

Task Order Contact Information	
<i>City of Shelton</i>	<i>Parametrix, Inc.</i>
Name: Brent Armstrong	Name: Allan Maa
Phone: 360.490.9332	Phone: 253.604.6621
Email Address: brent.armstrong@sheltonwa.gov	Email Address: amaas@parametrix.com

Approving Signatures	
City of Shelton:	Date:
Mark Ziegler, City Manager	
Parametrix, Inc.:	Date:
JC Hungerford, PE, Principal-in-Charge	

This work shall be done according to the contractual agreement titled, *On-Call A&E Consultant Pool* between the City of Shelton and Parametrix, Inc. 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

City of Shelton

Design Services – MBR New Headworks Project

General

The City of Shelton's (City) Water Reclamation Plant (WRP) currently serves the Washington Corrections Center (WCC), Washington State Patrol (WSP) and a Tractor Supply Company. To reduce the effluent discharge from the City's main wastewater treatment plant (WWTP) into Hammersley Inlet, the City has agreed to divert a substantial amount of flow from the City to the WRP. Upgrading the headworks at the WRP is one of the first projects scheduled for this wastewater system change.

It was also determined during the preliminary design phase that upgrading the existing WRP headworks for the projected 4.6 million gallons per day (mgd) would be much more difficult and costly than building a new headworks facility. A concept layout of the new headworks is included in the predesign technical memorandum.

Lint generated at the WCC laundry facility and dumped into their wastewater has been an ongoing issue at the WRP since operation began. It was determined during the preliminary design phase that the WCC would be required to remove lint at their facility and not pass it on to the WRP. They are in the process of making these modifications.

This scope for design of the new WRP headworks will include: two first-stage screens in parallel, a single second-stage screen, 9-foot-diameter grit chamber, grit pump, grit classifier and a 9-inch Parshall flume. This scope of work covers professional engineering design services by Parametrix to provide bid drawings and specifications for construction contractor bidding.

Basis of Design

This scope of work assumes the WRP new headworks system design will be based on the following criteria:

- The new headworks design will include drum screens in a series arrangement, 9-foot-diameter grit chamber, grit pump, grit classifier, and a 9-inch Parshall flume.
- A new headworks pump station and splitter box (headworks effluent) are not included in the design and are not anticipated until the flows increase to the existing facility. The design will include the ability to easily add these facilities later as needed.
- Hydraulic modeling and hydraulic profile of the new headworks will be conducted for the peak 4.6 mgd flow.
- Electrical power needs will be evaluated for the equipment locations.
- Electrical and supervisory control and data acquisition (SCADA) system equipment will be included in the design.
- The new headworks will include a metal roof structure and concrete masonry unit (CMU) walls on the northwest and southwest side of the facility for weather protection. This open structure will not require National Electric Code (NEC) classifications except for the space around the drum screens.

- The electrical distribution equipment and control panels will be located outside of classified hazardous locations and will not require Class I, Div 1- or Div 2-rated equipment.
- The site for the new headworks will be on the other side of the entry road and southwest of the existing headworks.
- A topographic survey of the proposed headworks site will be performed as part of this scope.

Assumptions

- The work is being funded by a grant from the Washington State Department of Commerce (22-96515-050) and the City.
- Project administration and reporting associated with the overall grant funding and program will be provided by the City.
- Broader impacts and communication associated with the project will be provided by the City.
- Deliverables will be provided as electronic PDF.
- Expenses related to the site visit are included in the attached budget. Similar to the labor effort, expenses are only charged if they are actually used.
- Engineering services during construction, programming and SCADA system configuration and commissioning during construction are not included in this scope of work but can be provided under a separate scope of work.

Task – Design Services

Subtask 1 – Project Management

Subtask Objectives

Objectives for this subtask include:

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

Approach

Specific activities of the project management subtask include the following:

- Prepare in-house quality control/quality assurance (QC/QA) project plan and provide associated coordination. Copy to be provided to the City.
- Prepare project schedule including design and estimate of construction schedule and provide two updates.
- Preparation of monthly progress letter for submission to the City's project manager. The letter, with associated enclosures, will include the following:
 - Description of work performed during billing period.
 - Comparison of work accomplished with expenditures, budget, and scheduled activities.

- Meetings:
 - Coordinate and attend an internal meeting with the design team to review individual responsibilities and key project elements.
 - Attend and document two remote project design review meetings, scheduled as needed (1 hour each with two Parametrix staff).
 - Prepare and update an action items list, including action items and decisions made in meetings covered in other tasks.

Assumptions

Assumptions for this subtask include:

- The City will have key decision-making staff at the meetings.
- Decisions documented in meeting notes will be the basis of moving forward with the design.
- Deliverables will be provided as electronic PDF.
- Parametrix will provide headworks layout figures at City council meeting.

Deliverables

Deliverables for this subtask include:

- Monthly progress letters with invoices (eight assumed).
- Meeting summaries from project management meetings (no agenda included).
- Action items list.
- Schedule.

Subtask 2 – Preliminary Design

Subtask Objectives

Objectives for this subtask include:

- Prepare civil, structural, mechanical, and electrical layout drawings of the facility for review.
- Establish the connection points between the existing headworks and the future force main, existing splitter box, influent pumps station and other facilities.

Approach

The approach for this subtask includes:

- The preliminary headwork layout provided in the predesign phase shall be further developed to include structural, mechanical, and electrical drawings.
- Once received by City, Parametrix will identify any outstanding issues on the design with recommended options.

- Parametrix will prepare a draft 40% submittal for Owner review.
- Parametrix will prepare for and attend a 40% review meeting with City staff at the City a week after presenting deliverables to discuss and collect review comments.

Assumptions

Assumptions for this subtask include:

- City acceptance of the information presented in the predesign technical memorandum will constitute approval by the City. Revisions following City acceptance will be considered out of scope.
- One week has been included in the schedule for review of the submittal by City staff. The submittal will be completely reviewed by the City during this time. Parametrix staff will meet with the City at the end of the review period to discuss comments and to provide clarification. City comments and response will be documented in an excel sheet by Parametrix.
- The 40% review meeting will be held at the City. Budget is included for a maximum of three Parametrix staff to attend the submittal review meeting for up to 6 hours each, including travel time.
- Forty percent review comments will be addressed in biweekly meetings and in the 90% design task.
- The City will be the lead on coordinating with permitting and funding agencies. Parametrix will provide assistance with conditional use permit coordination. An effort of 16 hours is assumed for permit assistance .
- The existing utility service and back-up generator have sufficient available electrical capacity to power the upgraded headworks. Parametrix, however, will coordinate with PUD and utilities to confirm capacity needs.
- The new headworks can be powered from the existing 400 amp circuit breaker in MCC-3001 via the existing conduit and vault system currently feeding the existing headworks.
- SCADA signals from the new headworks will be integrated into the WRP system via a communication interconnection with the existing remote input/output (I/O) control panel in the existing headworks electrical room.
- Deliverables will be provided as electronic PDF.

Deliverables

Deliverables for this project include:

- Approximately 25 drawings, stamped by the engineer of record but not signed.
- Draft instrumentation list.
- Draft specification list.
- Updated Engineer's Opinion of Probable Construction Cost (EOPCC).

Subtask 3 – 90% Design

Subtask Objectives

Provide a 90% design review package for City review, including drawings and specifications. The following work will be conducted under this subtask:

Approach

- Based on input from the City on 40% design: Prepare design drawings and specifications including capacities and major equipment.
- Regulatory submittal (if required/desired) – if requested by the Owner, Parametrix will provide separate sets of drawings to Ecology for its files.
- Update the EOPCC and schedule.
- Provide quality control technical review for Parametrix products.
- Prepare electrical designs, equipment selection, calculations to support the additional equipment.
- Prepare for, attend, and document a virtual design review meeting with City staff (2-hour meeting).

Assumptions

Assumptions for this subtask include:

- The Bidding Specifications and Forms, Division 0, will be provided by the City.
- The 90% design submittal is considered an essentially complete submittal. Parametrix will continue to solicit input from City staff on final issues and minor modifications. All drawings and specifications will be complete except for revisions that are necessary to: (a) address comments received from reviewers, and (b) complete minor details that will not materially affect the review of the contract documents. No major changes to the project will be addressed by the 90% design submittal.
- Technical specifications will be CSI 6-digit style format (CSI MasterFormat).
- The City will have 10 days to review the 90% design package.
- Comments on the 90% design will be addressed in the 100% Bid Documents.
- The 90% design review and response resolution period will be limited to a 2-week period. City comments and response will be documented by in an excel sheet Parametrix.
- Deliverables will be provided as electronic PDF.

Deliverables

Deliverables for this subtask include:

- Responses to City review comments from 90% design review submittal.
- 90% design package (electronic PDF) consisting of the following:
 - Drawings.
 - Specifications.

- Updated EOPCC.
- Project schedule.

Subtask 4 – 100% Bid Documents

Subtask Objectives

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

Approach

- Update the 90% design with City comments.
 - Division 0 specifications, forms, and terms and conditions provided by City.
 - Technical specifications.
- Provide quality control technical review for Parametrix products.
- Prepare 100% bid documents and drawings for bidding.
- A PDF of bid documents can be provided to Builders Exchange or sent the City for bid posting.
- Deliverables will be provided as electronic PDF.

Deliverables

Deliverable for this subtask include:

- Final drawings, stamped and signed by the engineer of record (electronic PDF submitted to Builders Exchange or City's preferred bid site). 3D Revit modeling electronic CAD files will also be provided to the City.
- Final specifications, electronic (PDF format).
- Responses to City review comments from 90% design review submittal.
- Updated EOPCC (electronic PDF).

Schedule

- After the notice to proceed is given, the design phase of project is anticipated to be 8 months, including City review time of the draft technical memorandum. The bidding and award is assumed to require 2 months, after the design period is complete.
- An additional month may be necessary to coordinate with the City on a new headworks funding and bidding schedule.

Subtask 5 – Bidding Assistance

Subtask Objectives

This task will include: Attend Prebid meeting, Respond to bidder questions, prepare one addenda, perform a low bidder review (experience/work history) and recommendation of award.

Exhibit B

Drawing List

G001	Title Sheet and Location Map
G002	Legend, Abbreviations and Drawing List & Design Criteria
G003	Hydraulic Profile
P 001	P&ID Process Legend and Abbreviations
P 100	Headworks P&ID
C 100	Civil Notes and TESC plan
C 101	Site Piping Plan
C 102	Grading and Paving Plan
C 103	Civil Details Dwg.
A 100	Architectural General Notes & Codes
A 101	Architectural Plan and Section
A 102	Architectural Elevations
A 103	Architectural Details
S 101	Structural Abbreviations & Notes
S 102	Structural Notes
S 103	Headworks Foundation Plan
S 104	Headworks Floor Plan
S 105	Headworks Roof Plan
S 106	Headworks Sections and Details
M 001	Mechanical Legend and Abbreviations
M 002	Mechanical General Details
M 101	Headworks Plan
M 102	Headworks Sections and Details
M 103	Headworks Details
E 001	Electrical Symbol & Legend
E 002	Electrical Site Plan Dwg
E 003	Electrical One-line Dwg
E 004	Electrical One-line Dwg - Updated MCC-3001
E 005	Electrical One-line Dwg - Updated MCC-2101
E 006	Electrical Load Calculations and Panel Schedules
E 007	Electrical Conduit and Cable Schedule
E 008	Electrical - Headworks Plan
E 009	Electrical Details 1
E 010	Electrical Details 2
I00-1	Instrumentation Block Diagram
I00-2	Instrumentation Plan
I00-3	Instrumentation Details

Exhibit C
Budget - Attached

City of Shelton - WRP New Headworks

Exhibit C- Budget

					Joel S. Linke	Allan Maas	Soraya Azahari	Cameron B. Carlson	Marvin Casanova	Steven Wagner	Clifford M. West	Denise D. Peterson	Kathy Taylor	Jeff Bearson	Connor Wittman	Joseph R. Merth	Sandra L. Cosgrove	Amanda Lucas	Jessica Lavaris
					Sr Engineer - PM/Civil/Mech. Lead	Sr Consultant - Process/Mech.	Sr Engineer - Process/Mech	Sr Electrical Engineer - Elec./Controls Support	Sr Electrical Eng	Sr Engineer - Structural Lead	Sr Designer - Mech. CAD Drafter	Electrical Designer III - Civil/Structural/Elec./Controls CAD	Sr Designer - Civil CAD Drafter	Surveyor II	Sr Consultant - Elec./Controls QC	Sr Consultant - Structural QC	Sr Project Controls Specialist	Publications Supervisor	Sr Project Accountant
					\$270.00	\$290.00	\$230.00	\$250.00	\$250.00	\$270.00	\$220.00	\$185.00	\$200.00	\$150.00	\$305.00	\$305.00	\$165.00	\$155.00	\$145.00
Task	Subtask	Description	Labor Dollars	Labor Hours															
01		Project Management- 8 months	\$27,505.00	125	34	25	5	0	0	0	0	0	0	0	0	0	54	0	7
	01	Project Controls		95	25	25	5										40		
	02	Reporting & Communication		30	9												14		7
02		Preliminary Design	\$111,075.00	486	14	57	56	29	26	74	40	134	14	19	4	4	15	0	0
	01	Drawings		372	4	45	26	5	20	74	40	130	14				14		
	02	Survey, PUD & Permit Assistance		49	4	2	12	12						19					
	03	QA/QC & Cost Opinion		30		2	8	6	6						4	4			
	04	Review Meeting with City & Council		35	6	8	10	6				4					1		
03		85% Design	\$170,395.00	761	4	50	88	55	96	89	38	238	34	0	10	8	21	30	0
	01	Drawings		560	1	35	40	34	66	78	34	224	32				16		
	02	Specifications		93		4	22	10	20	7								30	
	03	Cost Opinion		22		2	8	6	6										
	04	QA/QC		30		4	8								10	8			
	05	Delivery & Comment Responses		38		2	6	2	2	2	4	14	2				4		
	06	Review Meeting with City		18	3	3	4	3	2	2							1		
04		100%, Bid Documents	\$76,870.00	347	1	22	53	13	36	36	18	100	16	0	6	8	24	14	0
	01	Drawings		233	1	10	23	5	26	30	14	90	14				20		
	02	Specifications		40		2	10	4	6	4								14	
	03	Cost Opinion		13		4	4	2	2	1									
	04	QA/QC		26		4	8								6	8			
	05	Delivery & Comment Responses		35		2	8	2	2	1	4	10	2				4		
05	01	Bidding Assistance Services	\$17,980.00	78	6	16	14	6	4	4	2	8	2				12	4	
Parametrix Labor Totals:			\$403,825.00	1,797	59	170	216	103	162	203	98	480	66	19	20	20	126	48	7
Totals:			\$403,825.00		\$15,930	\$49,300	\$49,680	\$25,750	\$40,500	\$54,810	\$21,560	\$88,800	\$13,200	\$2,850	\$6,100	\$6,100	\$20,790	\$7,440	\$1,015

Other Direct Expenses	
Mileage - \$0.70/mile	\$680.40
Other Expenses	\$3,800.00
Other Direct Expenses Total:	\$4,480.40

Project Total \$408,305.40



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item F2)

Touch Date: 04/02/2025
Brief Date: 04/15/2025
Action Date: 05/06/2025

Department: Public Works

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

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:

Parametrix Goldsborough Creek
Sewer Pipe Bypass Removal Project

☐

Ordinance

☒ Dept. Head

J.O.H.

☐ Finance Director

ATTACHMENTS:

- Resolution No. 1377-0325
- Work Order #PMX-25002
- Project Location Map

☒

Resolution

☐ Attorney

☒

Motion

☒ City Clerk

DN

☐

None

☒ City Manager

MZ

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

The city has a gravity sewer line that extends between the Front Street and Kneeland sewer lift stations that crosses under Goldsborough Creek approximately 50 feet downstream of the Highway 3 bridge in downtown Shelton. Decades ago, Goldsborough Creek erosion exposed the gravity pipeline, and the city installed rock riprap to prevent additional creek erosion which would compromise the pipeline. About 15 years ago, a new sewer force main was installed over Goldsborough Creek, about 100 feet downstream from the gravity pipeline, and the gravity pipeline can now be removed. The removal of the gravity pipeline and rock riprap will allow the creek to down cut in this area and transport/deposit sediment in Oakland Bay to continue rebuilding the salt marsh habitat areas in the bay, a project that is underway by the South Sound Salmon Enhancement Group.

This design and construction project involves detailed design and construction services by an engineering consultant, Parametrix Inc. The project design also includes environmental permitting for the removal of the exposed gravity sewer pipe and rock riprap previously constructed in the creek bed.

The existing gravity pipeline currently allows the city to take either the Front Street or Kneeland lift stations offline for maintenance and the removal of the pipe will require bypass pumping to be installed at each lift station, as described in the predesign report prepared for the project. Due to funding constraints, the city postponed the lift station bypass modifications to a later project.

Permitting for this work is detailed, as the future contractor hired by the City will be working within State/Federal waters that will require concurrence from agencies such as the Department of Ecology, Fish & Wildlife Service, National Marine Fisheries Services (NOAA), and the Army Corps of Engineers. As a component to this work, a biological impact report needs to be completed by the consultant, along with any potential environmental mitigation work that may be required for the removal of the pipe and riprap. Staff's intent is to complete design and permitting through this year and part of next, and the plan is to have a contractor remove the pipe and riprap during the summer of 2026, subject to permit issuance by State and Federal agencies.

BUDGET/FISCAL INFORMATION:

\$120,000 dollars has been budgeted within the capital projects budget towards this work. An additional \$500,000 has been included within the operations budget in order to cover both remaining design and construction of this work. Permitting work was not originally included within the budget for this work, but has been added to conform with State/Federal requirements in working in this body of water.

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. 1377-0325 on the May 6, 2025 action agenda for further consideration"*.

RESOLUTION NO. 1375-0325

A RESOLUTION OF THE COUNCIL OF THE CITY OF SHELTON, WASHINGTON, AUTHORIZING THE CITY MANAGER TO EXECUTE AN ON-CALL WORK ORDER WITH PARAMETRIX TO BEGIN DESIGN ON THE REMOVAL OF A SEWER BYPASS PIPE WITHIN GOLDSBOROUGH CREEK

WHEREAS, the City of Shelton has identified a problem with an existing sewer bypass line that was constructed below Goldsborough Creek and is being exposed due to creek erosion from natural processes occurring within the stream corridor; and

WHEREAS, the City has been contacted by the local tribes, regulatory agencies with concerns about the pipe within the creek and its needed removal from the stream channel, along with very large boulders that were previously placed within the stream in order to protect this pipe from erosion ; and

WHEREAS, City Staff have been in collaboration with the tribes and other interest groups wanting to work on restoration of the Oakland Bay Watershed, including Goldsborough Creek and the Oakland Bay Estuary; and

WHEREAS, monies were made available within the City's 2025 budget to proceed with design and permitting for this work and City Staff are ready to proceed with this work; and

WHEREAS, City Staff have engaged discussions with Parametrix, an on-call engineering design consultant, qualified and included on the City's internal, on-call consultant roster to develop a scope and fee for this work, which is included within the attachments to this Resolution.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Shelton, Washington that the City Manager is authorized to sign an on-call consultant roster work order with Parametrix to design the removal of a sewer bypass pipe within Goldsborough Creek, and any subsequent amendments up to 10% in value of the work order amount.

INTRODUCED on the 15th day of April 2025 and **PASSED** by the City Council at its regular meeting held on this 6th day of May 2025.

Mayor Onisko

ATTEST:

City Clerk Nault



ON-CALL A&E CONSULTANT POOL WORK ORDER

Work Order PMX-25002	
Date: May 6, 2025	
To: Parametrix, Inc.	
Category: Civil Engineering - Wastewater & Stormwater	
Task: Goldsborough Creek Sewer Pipe & Rock Removal	
Scope of Work: Parametrix, Inc. will complete design, prepare bid documents, and provide construction assistance for the Goldsborough Creek Sewer Pipe Removal Project, as described in Exhibit A, attached hereto.	
Budget: \$161,430.00 Basis: <input type="checkbox"/> Lump Sum <input checked="" type="checkbox"/> Time & Materials	

Task Order Contact Information	
<i>City of Shelton</i>	<i>Parametrix, Inc.</i>
Name: Aaron Nix	Name: Joel Linke
Phone: 360.432.5118	Phone: 253.604.6638
Email Address: aaron.nix@sheltonwa.gov	Email Address: jlinke@parametrix.com

Approving Signatures	
City of Shelton:	Date:
Mark Ziegler, City Manager	
Parametrix, Inc.:	Date:
JC Hungerford, PE, Principal-in-Charge	

This work shall be done according to the contractual agreement titled, *On-Call A&E Consultant Pool* between the City of Shelton and Parametrix, Inc. 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.

City of Shelton

Goldsborough Creek Sewer Pipe and Rock Removal Project:

Design, Permitting, and Construction Services

Introduction

This project involves detailed design and construction services for the Goldsborough Creek Sewer Pipe and Rock Removal in the City of Shelton, Washington. The project includes environmental permitting and removal of exposed sewer pipes in the creek bed. The predesign also included bypassing modifications to two sewer pump stations such that bypassing capabilities were still available at both stations after the sewer pipe in the creek was removed. The City elected to defer the bypassing modifications to a later project.

This scope includes the design, permitting, and construction services of these components, and compliance with local, state, and federal regulations.

Task 01 – Project Management and Quality Control

Objective

This task involves tracking scope, schedule, and budget; overseeing project administration (filing, invoicing, etc.); and coordination and communication with the City of Shelton.

Subtask 01.1 – Project Management

This subtask includes project start-up, establishing a project SharePoint site or similar for sharing project files, documenting and communicating the scope of work, budget, and schedule as a road map for the team; coordinating with team members and addressing issues; tracking the budget to align spending with project progress; and conducting regular meetings with the City's project manager to review information and issues affecting progress.

Subtask 01.2 – Invoicing & Progress Reports

Monthly progress reports will accompany each invoice and include a narrative of work completed, anticipated work, and issues affecting project progress with proposed resolutions.

Subtask 01.3 – Correspondence and Coordination with the City

This subtask includes ongoing communication with the City's project manager to review information and issues affecting work progress, including calls, meetings, and electronic communication.

Subtask 01.4 – Coordination with the Parametrix Team

Regular communication with the Parametrix team to discuss and review information needs, project progress, and issues affecting the work.

Assumptions

- Project duration (design, bidding and construction) is 12 months.
- Up to one progress meetings per month for 1 hour with City by two Parametrix staff members.

Deliverables

- Miscellaneous correspondence to document project management issues.
- Monthly progress reports enclosed with invoices.
- Project schedule.

Task 02 – Survey and Mapping

Objective

This task involves gathering, reviewing, and evaluating available information and mapping prior to starting the preliminary design. Parametrix will prepare comprehensive RFIs for record drawings, if not already provided by the City.

Subtask 02.1 – Preparation for Survey and Mapping

Parametrix will collect and review historical data related to previous survey and mapping information.

Subtask 02.2 – Survey and Mapping

Survey work will include mapping the project limits, establishing topographic boundaries, identifying existing components, and marking easements within the

defined area. Utility locations will be coordinated with APS, with utilities mapped as per locate company markings.

Assumptions

- Up to three RFIs prepared by Parametrix and provided to the City.
- City responses to each RFI expected within 7 business days.
- Project SharePoint site or similar file share site will be used to share documents.
- Parametrix survey teams will have access to necessary areas.

Deliverables

- Request for Information (RFI).
- Survey information will be included as base map for the detailed design.

Task 03 – Site Investigation and Planning

Perform reconnaissance to evaluate creek conditions and identify areas for rock and pipe removal. Conduct visual surveys, map the project area for preparation of detailed design, and coordinate geotechnical investigations to assess soil stability and potential environmental impacts.

Task 04 – Environmental Permitting

Prepare and submit required permits at local, state, and federal levels, including:

- Right-of-Way and Construction Permits
- Local:
 - Shoreline Substantial Development Permit, Critical Areas Ordinance, and Floodplain Development Permits, SEPA Checklist
- State:
 - Aquatic Use Authorization (DNR), Hydraulic Project Approval (HPA), Section 401 Water Quality Certifications, and Coastal Management Federal Consistency Determination

- Federal:
 - Section 404 Nationwide Permit, Section 106 National Historic Preservation Act, Endangered Species Act

Task 05 – 50% Design

Objective

To initiate the 50% Design Phase, including preparing the 50% Design Submittal and facilitating a design review with City staff.

Subtask 05.1 – Initial Design Meeting

A kick-off meeting with City staff will ensure alignment on project goals, requirements, and expectations for the 50% Design Submittal.

Subtask 05.2 – 50% Design

Develop 50% design plans and provide appropriate QA/QC. A preliminary drawing sheet list will be provided as part of Exhibit C.

Subtask 05.3 – 50% Design Review Meeting

A review meeting with City staff to discuss feedback on the 50% Design Submittal.

Assumptions

- The budget assumes the Initial Design Meeting will be attended by up to three Parametrix staff members (virtually) for up to 1.0 hours each.
- Budget assumes up to 10 sheets will be developed as part of the 50% Design Submittal, as listed in Exhibit C. Should the 50% Design Submittal require more sheets than assumed, an amendment may be required.
- The 50% cost opinion will be prepared to the AACE Class 3. Typical accuracy ranges for AACE classes vary depending on the technological complexity of the project, appropriate reference information, and the inclusion of an appropriate contingency determination.
- The 50% cost estimate will generally be estimated as single lump sum prices, with unit prices for earthwork and underground piping as appropriate.
- The City review of the 50% Design Submittal is 10 business days.

- The City will provide review comments and feedback to Parametrix prior to the 50% Design Review Meeting.
- Budget assumes the 50% Design Review Meeting will be attended by up to three Parametrix staff (virtually) for up to 2.0 hours each.
- City review comments and feedback of the 50% Design Submittal will be incorporated into the Final Design.

Deliverables

- 50% Design Plans, half-size, 11 by 17 inches (in PDF file format).
- 50% Design Specification Outline (in PDF file format).
- Class 3 engineer's opinion of probable construction cost (in PDF file format).
- Revised Project Schedule (in PDF file format).

Task 06 – Final Design

Objective

Complete the Final Design for the project, building upon the 50% design and incorporating feedback from the City and other stakeholders. This task will produce the final set of design plans and specifications for construction for bidding the project, as well as an AACE Class 2 construction cost opinion.

Subtask 06.1 – Final Design Plans and Specifications

Develop the final design plans and provide appropriate QA/QC, incorporating all revisions from the 50% Design Review, including applicable codes and standards. This includes a full set of drawings, detailed specifications, and any necessary technical details for construction.

Subtask 06.2 – Final Cost Opinion

Prepare an AACE Class 2 construction cost opinion with a refined level of accuracy. This cost opinion will consider specific material quantities, labor rates, and other project-specific costs to provide a reliable basis for construction budgeting.

Subtask 06.3 – Final Design Review and Coordination

Facilitate a Final Design Review meeting with the City's project team to discuss the

design deliverables and finalize any outstanding issues before construction. All comments will be incorporated into the final deliverables as necessary.

Assumptions

- Key project personnel will attend the Final Design Review meeting, and the City will provide feedback within 10 business days of the meeting.
- Budget includes two rounds of City comments incorporated into the final documents.

Deliverables

- Final Design Plans, half-size (11x17 inches, PDF format).
- Bid Specifications Document (PDF format).
- AACE Class 2 Engineer's Opinion of Probable Construction Cost (PDF format).

Task 07 – Bid-Phase Services

Objective

To support the City of Shelton during the bid phase by preparing bid documents, addressing bidder inquiries, assisting in the evaluation of bids, and providing recommendations to ensure a transparent and efficient selection of a qualified contractor.

Subtask 07.1 – Bid Advertisement Assistance

Assist the City in advertising the bid documents. Tasks will include:

- Providing guidance on distribution channels for maximum outreach.
- Recommending an appropriate timeline for advertisement and bid opening.

Subtask 07.2 – Pre-Bid Meeting

Assist City with implementing a pre-bid meeting with potential bidders to clarify project requirements, answer questions, and review the scope of work and site conditions. This includes:

- Preparing the agenda, conducting the meeting, and providing written responses to bidder questions.

- Issuing addenda if necessary to clarify any project details or adjustments based on bidder feedback.

Subtask 07.3 – Bidder Inquiries and Addenda

Respond to contractor inquiries regarding the bid documents and issue addenda as needed to clarify project requirements. Activities include:

- Logging all inquiries, coordinating responses with the City, and distributing answers to all registered bidders.
- Issuing addenda and updating the bid package accordingly.

Subtask 07.4 – Bid Evaluation and Recommendation

Review and evaluate submitted bids for completeness, compliance with the bid requirements, and alignment with the project budget. Responsibilities include:

- Preparing a bid tabulation and analyzing the bids for responsiveness and responsibility.
- Providing a recommendation for award based on evaluation criteria and cost considerations.

Subtask 07.5 – Contract Award Support

Assist the City in finalizing the contract award, including preparing the Notice of Award, coordinating any pre-construction requirements, and initiating the contract execution process.

Assumptions

- Up to two addenda will be prepared as part of the bid process.
- Pre-bid meeting will be held virtually or on-site, as determined by the City's preference.

Deliverables

- Complete bid package, including plans, specifications, and other necessary documents.
- Pre-bid meeting agenda and minutes.
- Responses to bidder inquiries and all issued addenda.

- Bid evaluation summary, bid tabulation, and recommendation for contract award.
- Notice of Award and support with contract execution.

Task 08 - Construction Phase Services

Objective

To provide comprehensive construction phase services, ensuring the project adheres to the approved design, complies with local regulations, and meets the City's quality expectations. These services will include reviewing contractor submittals, attending progress meetings, responding to RFIs, inspecting construction activities, and managing project documentation.

Subtask 08.1 – Review of Shop Drawings and Submittals

Review and approve all contractor-provided shop drawings and submittals to ensure they align with the project's design specifications and standards. This includes:

- Detailed review of materials, equipment, and methods to verify compliance with design intent.
- Coordination with the design team to resolve discrepancies.
- Tracking and logging of submittals, including approvals, rejections, or required revisions.

Subtask 08.2 – Attendance at Construction Progress Meetings

Attend regular construction progress meetings with the contractor, City representatives, and relevant stakeholders to discuss project status, address concerns, and coordinate upcoming work. Responsibilities include:

- Preparing agendas and taking detailed meeting minutes.
- Identifying and tracking any issues impacting the schedule or budget.
- Discussing upcoming milestones, safety considerations, and quality control measures.

Subtask 08.3 – Responding to Requests for Information (RFIs)

Provide timely and accurate responses to contractor RFIs to clarify design intent and resolve issues that arise during construction. This involves:

- Coordinating with the design team to prepare clear, concise answers.
- Logging and tracking all RFIs to ensure they are resolved in a timely manner.
- Identifying potential design adjustments based on site conditions, if necessary.

Subtask 08.4 – Review of Change Orders

Review and assess any contractor-submitted change orders for relevance, necessity, and cost-effectiveness. Activities include:

- Verifying that change orders align with the project scope and budget.
- Evaluating the reasonableness of the proposed pricing and negotiating if required.
- Documenting all approved changes and ensuring adjustments are reflected in the project records.

Subtask 08.5 – Periodic Observations and Quality Control

Conduct regular, scheduled observations to verify that construction meets the approved plans, specifications, and regulatory requirements. Inspection activities will include:

- Verifying proper installation and quality of materials and workmanship.
- Documenting field observations through field reports, including photos and field notes.
- Identifying any non-conformance issues and working with the contractor to correct them.

Subtask 08.6 – Documentation and Record Keeping

Maintain comprehensive records of construction activities, communications, and project documentation. This will ensure a clear project history and provide a basis for as-built records. Tasks include:

- Organizing and managing all project-related correspondence, including submittals, RFIs, and change orders.
- Documenting daily construction progress and contractor's compliance with environmental and safety standards.

- Providing weekly or bi-weekly construction updates to the City's project manager.

Subtask 08.7 – As-Built Review and Close-Out Documentation

Review and approve the contractor's as-built records to confirm they accurately reflect field conditions and final installations. This phase includes:

- Comparing as-built records with original design plans and documenting any deviations.
- Ensuring all changes made during construction are fully documented in as-built drawings.
- Preparing a comprehensive close-out package that includes final reports, test results, certifications, and a list of any outstanding items or warranties.

Subtask 08.8 – Final Inspection and Punch List

Conduct a final inspection with the City and contractor to confirm that all work is complete and meets project requirements. This includes:

- Developing a punch list of any remaining items to be completed or corrected before project close-out.
- Monitoring punch list completion and re-inspecting as necessary.
- Certifying that the project is complete and recommending final acceptance to the City.

Assumptions

- Construction duration is anticipated to be 4 months, including 1 month of onsite construction duration.
- Weekly or bi-weekly progress meetings will be attended by Parametrix personnel.
- The contractor will provide timely and complete submittals and as-built documentation.
- All punch list items will be resolved prior to final project acceptance.

Deliverables

- Approved submittals and shop drawings.
- Meeting minutes for progress meetings.
- RFI responses and log.
- Change order documentation and approvals.
- Field inspection reports, including photos and summaries of non-conformance resolutions.
- Weekly or bi-weekly progress updates to the City.
- Completed as-built drawings and project close-out package.
- Final inspection punch list and certification of project completion.
- Warranty inspection report, if applicable.

Task 09 – Management Reserve

Measurable Task Objective

Task 09 is a budgetary allocation so that the City has a discretionary budget to cover professional services that are not defined in this SOW and are unknown at the time of the scope development. This task will remain unused unless the City issues a written (email) authorization for work to be completed under this task.

Construction Drawing Sheet Set List for Goldsborough Creek Sewer Pipe and Rock Removal Project

1. General Sheets

- G-001: Cover Sheet (Project Title, Location Map, Sheet Index)
- G-002: General Notes and Abbreviations
- G-003: Key Map and Sheet Layout Index

2. Civil Sheets

- C-101: Existing Conditions and Survey Map
- C-102: Site Plan and Access Routes
- C-103: Erosion and Sediment Control Plan
- C-104: Environmental Mitigation and Limits of Disturbance
- C-105: Plan and Profile – Exposed Pipe and Rock Removal
- C-106: Pipe and Rock Removal Cross-Sections and Details
- C-107: Restoration Details

Design and Construction Services Budget						Joel Linke, PE, ENV SP, PSAP	Andrew J., PE	JJ Ortega	Mark Mazzola	Cassandra Dobson	Taya MacLean	Denise Peterson	Justin Emery	Jade Parsons	Sandy Cosgrove	Lori Gilbertson	Amanda Lucas
City of Shelton						Sr Engineer	Sr Engineer	Engineer I	Sr Consultant	Planner IV	Sr. Scientist	Electrical Designer III	Survey Supervisor	Surveyor III	Sr Project Controls Specialist	Sr Project Accountant	Publications Supervisor
	Task	Description	Total	Labor Hrs	Rates:	\$270.00	\$245.00	\$150.00	\$305.00	\$180.00	\$225.00	\$185.00	\$225.00	\$150.00	\$165.00	\$145.00	\$155.00
1		Project Management and Quality Control	\$15,360.00	68		36	8	8	0	0	0	0	0	0	8	8	0
	1.1	Project Management	\$2,160.00	8		8											
	1.2	Invoicing and Progress Reports	\$4,640.00	24		8									8	8	
	1.3	Correspondence and Coordination with City	\$2,160.00	8		8											
	1.4	Coordination with the Parametrix Team	\$6,400.00	28		12	8	8									
2		Survey and Mapping	\$14,780.00	88		0	4	8	0	0	0	0	16	60	0	0	0
	2.1	Preparation for Survey and Mapping	\$2,780.00	16			4	8						4			
	2.2	Survey and Mapping	\$12,000.00	72									16	56			
3		Site Investigation and Planning	\$1,680.00	8		4	0	4	0	0	0	0	0	0	0	0	0
		Site Visit - Visual Observations of Site	\$1,680.00	8		4		4									
4		Environmental Permitting	\$28,280.00	136		0	0	0	16	80	40	0	0	0	0	0	0
		Environmental Permitting	\$28,280.00	136					16	80	40						
5		50% Design	\$30,110.00	150		12	44	32	0	0	0	56	0	0	0	0	6
	5.1	Initial Design Meeting	\$1,630.00	8		2	2	4									
	5.2	50% Design and Class 3 Cost Opinion	\$26,850.00	134		8	40	24				56					6
	5.3	50% Design Review Meeting	\$1,630.00	8		2	2	4									
6		Final Design	\$29,210.00	148		18	36	48	0	0	0	40	0	0	0	0	6
	6.1	Final Design Plans and Specifications	\$19,970.00	102		8	24	24				40					6
	6.2	Final Cost Opinion	\$2,720.00	14		2	4	8									
	6.3	Final Design Review and Coordination	\$6,520.00	32		8	8	16									
7		Bid-Phase Services	\$6,720.00	32		16	0	16	0	0	0	0	0	0	0	0	0
	7.1	Bid Advertisement Assistance	\$1,140.00	6		2		4									
	7.2	Pre-bid Meeting	\$1,140.00	6		2		4									
	7.3	Bidder Inquiries and Addendum	\$1,680.00	8		4		4									
	7.4	Bid Evaluation and Recommendation	\$1,680.00	8		4		4									
	7.5	Contract Award Support	\$1,080.00	4		4											
8		Construction Phase Services	\$25,080.00	134		40	0	82	0	0	0	0	0	0	12	0	0
	8.1	Review of Shop Drawings and Submittals	\$10,320.00	56		16		40									
	8.2	Attendance at Construction Progress Meetings	\$1,680.00	8		4		4									
	8.3	Responding to RFIs	\$2,880.00	16		4		12									
	8.4	Review of Change Orders	\$1,440.00	8		2		6									
	8.5	Periodic Observations and Quality Control	\$3,360.00	16		8		8									
	8.6	Documentation and Record Keeping	\$1,980.00	12											12		
	8.7	As-built Review and Close-out Documentation	\$1,740.00	10		2		8									
	8.8	Final Inspection and Punch List	\$1,680.00	8		4		4									
9		Management Reserve	\$10,000.00	0		0	0	0	0	0	0	0	0	0	0	0	0
		Management Reserve	\$10,000.00														

			Hours	126	92	198	16	80	40	96	16	60	20	8	12
			Subtotc	\$34,020.00	\$22,540.00	\$29,700.00	\$4,880.00	\$14,400.00	\$9,000.00	\$17,760.00	\$3,600.00	\$9,000.00	\$3,300.00	\$1,160.00	\$1,860.00
		Subtotal of Task Budgets	\$161,220.00												
		Subtotal of Expenses	\$210.00												
		Total Parametrix Budget	\$161,430.00												

Prepared by Parametrix



32019530002

Highway 3

Gravity Sewer Line
To Be Removed

Sewer Force main
Bridge

Goldsborough Creek

Park Street

Rock Riprap To Be
Removed

Kneeland Lift
Station

0195305001

32019530001

320195304001

GOLDSBOROUGH CREEK
GRAVITY SEWER REMOVAL
PROJECT LOCATION MAP



CITY OF SHELTON COUNCIL BRIEFING REQUEST (Agenda Item G1)

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 adopt Resolution No. 1366-1224 as presented".

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.

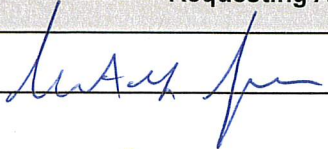
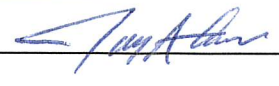
**8. Termination Clause
(Check the Appropriate Box Below)**

- ☒ 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 G2)

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 adopt Resolution No. 1374-0325 as presented"*.

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 G3)

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

☐ Dept. Head

☐ Finance Director

☒ Attorney

☒ City Clerk

☒ City Manager

ATTACHMENTS:

- Resolution No. 1376-0325 (red line version)
- Resolution No. 1376-0325

☐

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 approve Resolution No. 1376-0325 as presented".

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 [renewal of](#) 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 [in order to improve pedestrian safety and the condition and lifecycle of streets.](#)

Deleted: 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

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 renewal of 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 in order to improve pedestrian safety and the condition and lifecycle of streets.

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