



## Napavine City Council & Staff

**Shawn O'Neill, Mayor**

*Brian Watson, Council Position #1*  
*Ivan Wiediger, Council Position #2*  
*Don Webster, Council Position #3*

*Heather Stewart, Council Position #4*  
*Duane Crouse, Council Position #5*

**Staff Members:**

*Rachelle Denham, City Clerk*  
*Bryan Morris, CD / PW Director*  
*Jim Buzzard, City Attorney*

*Michelle Whitten, Treasurer*  
*John Brockmueller, Police Chief*

# WORKSHOP NOTICE

**October 22, 2024 @ 5:00p.m.**

**@ NAPA VINE CITY HALL**

**COUNCIL CHAMBERS**

### AGENDA:

- **2025 Projected Expenditures**
- **2025-2030 Capital Facilities Plan**

## **Budget Review 2025- Updates 10/22/2024**

### **The highest changes are in wages and benefits in all Funds**

- In the 2022 Union Negotiations it was agreed to a 6% increase for 2025
- Council agreed to increase the Medical Insurance Benefits and change to Teamster insurance with full family coverage and employee paying \$200 a month towards the coverage, city covering the rest. I have estimated a 5% increase.
- Expecting decrease to L & I but it is still unknown.
- Several projects that are in the works, unknown when some are happening and unknown funding grant or loan.

### **Current Expense 001 Fund**

#### Expenditures

- Legal Costs have been increasing
  - Civil/Prosecution/and Indigent defense (pg 5)
- Dispatch services estimated a \$16,000 increase. This will not be known until after votes in November
- Increase to Detention and Correction of Prisoners
- Have not Received the new bill from CIAW Insurance for 2025. Projected higher

### **Park Improvement Fund 004-**

- No costs at this time. Working on grant funding

### **General Capital Equipment Fund 005-**

- No costs at this time

### **City Street Fund 101**

- Additional transfer of \$40,000 for next 3 years to Capital Expenditure for additional right of way project

### **Street Improvement Fund 105**

#### Expenditures

- Transportation projects with grant (TIB/STIP) funds for Rush Rd

### **Criminal Justice Fund 110**

#### Expenditures

- Delete purchase of patrol car (pg 19)

### **Project Planning 305 –**

- Finish update to the Comprehensive Plan/Climate Control with grant funds

**Water Fund 401**

Expenditures-

- Increase of employee expenses

**Water System Improvement Fund 402 –**

- Update of the Water Comp Plan

**Wastewater Fund 406**

Expenditures

- Chehalis Wastewater fee increase. I had estimated for 2024 bur rate increase did not begin until October. Rate increase again Jan 1 from \$16,403 per month to \$18,763 per month. (app \$2.81 per utility customer)
- Increase cost of employees

**Wastewater System Improvement Fund 408-**

- Jefferson Station Upgrade paid with .09 funds and PWB funds

**Street Capital Equipment Fee 102-** Purchase of Street Sweeper and striper

**Sewer Capital Equipment Fee 409-** Purchase of Street Sweeper and striper

**Water Capital Equipment Fee 411-** Purchase of Street Sweeper and striper

## Estimated Expenditure 2025

Account Number	Description	Budget 2023	Actual 2023	Budget 2024	Actual thru 10/22/2024	Budget 2025 estimate
<b>General Fund 001</b>						
<b>Expenditure</b>						
<b>General Government</b>						
<b>Legislative</b>						
001-000-000-511-30-41-00	Codifying Ordinances	\$7,000.00	\$7,058.31	\$7,000.00	\$4,058.31	\$7,000.00
001-000-000-511-30-44-00	Legal Notices/Publications	\$600.00	\$1,036.60	\$800.00	\$92.26	\$800.00
001-000-000-511-60-31-00	Council Supplies	\$150.00	\$86.89	\$150.00	\$31.63	\$150.00
001-000-000-511-60-35-00	Legislative Equipment	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
001-000-000-511-60-41-00	IT Services	\$600.00	\$670.62	\$900.00	\$1,500.76	\$900.00
001-000-000-511-60-42-01	Telephone/Internet	\$75.00	\$128.65	\$75.00	\$141.37	\$75.00
001-000-000-511-60-42-02	Council Meetings ConferenceCall	\$75.00	\$0.00	\$75.00	\$29.25	\$75.00
001-000-000-511-60-45-00	Internal Facilities Rent	\$3,510.00	\$3,505.92	\$3,510.00	\$2,921.60	\$3,510.00
001-000-000-511-60-46-00	Insurance	\$3,045.00	\$3,319.28	\$3,319.00	\$0.00	\$3,500.00
001-000-000-511-60-47-00	Utilities: Water/Sewer/Electric	\$500.00	\$282.21	\$500.00	\$263.33	\$500.00
001-000-000-511-60-48-00	Copier Maintenance	\$150.00	\$16.64	\$150.00	\$10.87	\$150.00
001-000-000-511-60-49-00	Council Registration/Training	\$0.00	\$64.67	\$200.00	\$0.00	\$200.00
001-000-000-511-60-49-01	Recognitions	\$0.00	\$62.76	\$0.00	\$36.51	\$100.00
<b>Total Legislative</b>		<b>\$17,205.00</b>	<b>\$16,232.55</b>	<b>\$18,179.00</b>	<b>\$9,085.89</b>	<b>\$18,460.00</b>
<b>Judicial</b>						
<b>Municipal Court</b>						
001-000-000-512-51-10-07	Court Administrator Salary	\$67,517.00	\$68,923.57	\$73,858.00	\$65,145.44	\$78,290.00
001-000-000-512-51-20-01	Labor & Industries	\$220.00	\$243.10	\$293.00	\$362.79	\$445.00
001-000-000-512-51-20-02	S/S Medicare	\$1,007.00	\$981.16	\$1,099.00	\$948.11	\$1,201.00
001-000-000-512-51-20-03	Accrual Liability	\$1,901.00	\$0.00	\$1,901.00	\$0.00	\$2,000.00
001-000-000-512-51-20-04	PERS Retirement	\$7,015.00	\$6,716.27	\$7,039.00	\$6,131.36	\$7,461.00
001-000-000-512-51-20-05	Medical/Dental/Vision Insurance	\$11,400.00	\$11,805.34	\$16,776.00	\$13,980.00	\$17,976.00
001-000-000-512-51-20-06	Deferred Comp Match	\$3,376.00	\$3,522.12	\$3,600.00	\$2,700.00	\$3,600.00
001-000-000-512-51-31-00	Office Supplies	\$2,500.00	\$1,806.59	\$2,500.00	\$1,896.76	\$2,500.00
001-000-000-512-51-35-00	Equipment	\$600.00	\$233.36	\$600.00	\$0.00	\$1,000.00

Account Number	Description	Budget 2023	Actual 2023	Budget 2024	Actual thru 10/22/2024	Budget 2025 estimate
001-000-000-512-51-41-02	Court Interpreter Services	\$750.00	\$1,030.00	\$1,000.00	\$1,235.00	\$1,500.00
001-000-000-512-51-41-03	Court IT Services	\$500.00	\$506.63	\$900.00	\$370.59	\$900.00
001-000-000-512-51-41-04	Judge Contract Pay	\$13,200.00	\$13,200.00	\$13,200.00	\$11,000.00	\$13,200.00
001-000-000-512-51-41-05	Pro Tem Judge	\$200.00	\$0.00	\$200.00	\$780.00	\$1,000.00
001-000-000-512-51-41-06	Courtroom Security	\$2,400.00	\$2,876.31	\$3,600.00	\$2,280.41	\$3,825.00
001-000-000-512-51-41-07	Court Clerk Contracted Services	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00
001-000-000-512-51-42-01	Telephone/Internet	\$2,600.00	\$780.50	\$2,600.00	\$601.76	\$2,000.00
001-000-000-512-51-42-02	Court Jury Eligibility List	\$500.00	\$0.00	\$500.00	\$347.98	\$1,000.00
001-000-000-512-51-42-03	AV Capture All Recordings	\$1,620.00	\$1,617.00	\$1,620.00	\$1,618.50	\$1,620.00
001-000-000-512-51-42-04	Postage	\$400.00	\$626.33	\$600.00	\$326.96	\$600.00
001-000-000-512-51-42-05	Zoom Court Hearings	\$240.00	\$201.15	\$240.00	\$153.27	\$240.00
001-000-000-512-51-43-00	Travel/Mileage/Meals/Lodging	\$1,500.00	\$1,012.30	\$2,000.00	\$2,011.03	\$2,000.00
001-000-000-512-51-44-00	Taxes & Operating Assessment	\$25.00	\$25.45	\$26.00	\$0.00	\$26.00
001-000-000-512-51-45-00	Internal Facilities Rent	\$9,190.00	\$9,189.60	\$9,190.00	\$7,658.00	\$9,190.00
001-000-000-512-51-45-01	Copier Lease	\$1,400.00	\$1,391.12	\$1,400.00	\$1,180.70	\$1,400.00
001-000-000-512-51-45-03	Rental Fees	\$110.00	\$117.85	\$110.00	\$117.29	\$110.00
001-000-000-512-51-46-00	Insurance	\$5,682.00	\$6,252.95	\$6,253.00	\$0.00	\$6,253.00
001-000-000-512-51-47-00	Utilities: Water/Sewer/Electric	\$975.00	\$793.73	\$975.00	\$690.23	\$975.00
001-000-000-512-51-48-00	Copier Maintenance Services	\$200.00	\$201.00	\$200.00	\$196.46	\$200.00
001-000-000-512-51-49-00	Court Jury Services	\$150.00	\$0.00	\$150.00	\$156.96	\$200.00
001-000-000-512-51-49-01	Warrant Costs	\$850.00	\$1,326.00	\$850.00	\$2,240.00	\$1,750.00
001-000-000-512-51-49-02	Witness Fees	\$75.00	\$0.00	\$75.00	\$45.56	\$75.00
001-000-000-512-51-49-03	Training/Registration	\$300.00	\$100.00	\$500.00	\$425.00	\$510.00
001-000-000-512-51-49-04	Membership Dues	\$610.00	\$861.56	\$750.00	\$140.00	\$750.00
001-000-000-512-51-49-06	Miscellaneous Expense	\$0.00	\$47.28	\$40.00	\$40.93	\$40.00
<b>Total Municipal Court</b>		<b>\$139,213.00</b>	<b>\$136,388.27</b>	<b>\$154,845.00</b>	<b>\$124,781.09</b>	<b>\$164,037.00</b>
<b>Total Judicial</b>		<b>\$139,213.00</b>	<b>\$136,388.27</b>	<b>\$154,845.00</b>	<b>\$124,781.09</b>	<b>\$164,037.00</b>
<b>Executive</b>						
001-000-000-513-10-10-00	Mayors Salary	\$0.00	\$0.00	\$12,000.00	\$9,000.00	\$12,000.00
001-000-000-513-10-20-00	SS/Medicare Mayor	\$0.00	\$0.00	\$918.00	\$688.50	\$918.00
001-000-000-513-10-20-01	Labor & Industries - Mayor	\$0.00	\$0.00	\$50.00	\$11.52	\$50.00

Account Number	Description	Budget 2023	Actual 2023	Budget 2024	Actual thru 10/22/2024	Budget 2025 estimate
001-000-000-513-10-31-00	Office & Operating Supplies	\$150.00	\$32.39	\$150.00	\$0.00	\$150.00
001-000-000-513-10-35-00	Small Equipment	\$300.00	\$60.22	\$300.00	\$0.00	\$300.00
001-000-000-513-10-41-00	Mayors IT Services	\$225.00	\$101.33	\$225.00	\$106.82	\$225.00
001-000-000-513-10-42-00	Telephone/Internet	\$900.00	\$930.78	\$900.00	\$1,033.99	\$900.00
001-000-000-513-10-43-00	Travel/Meals/Mileage	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00
001-000-000-513-10-45-00	Internal Facilities Rent	\$1,515.00	\$1,513.68	\$1,515.00	\$1,261.40	\$1,515.00
001-000-000-513-10-46-00	Insurance	\$724.00	\$795.12	\$795.00	\$0.00	\$850.00
001-000-000-513-10-47-00	Utilities: Water/Sewer/Electric	\$150.00	\$121.86	\$150.00	\$113.67	\$150.00
001-000-000-513-10-48-00	Copier Maintenance Services	\$25.00	\$0.00	\$25.00	\$0.00	\$25.00
001-000-000-513-10-49-00	Mayors Training	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00
001-000-000-513-10-49-01	EDC Membership	\$250.00	\$0.00	\$250.00	\$250.00	\$2,500.00
001-000-000-513-10-49-02	SLC Chamber	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00
<b>Total Executive</b>		<b>\$4,539.00</b>	<b>\$3,555.38</b>	<b>\$17,578.00</b>	<b>\$12,465.90</b>	<b>\$20,133.00</b>
<b>Financial and Record</b>						
<b>Financial Services</b>						
001-000-000-514-22-10-01	Treasurer Salary	\$29,962.00	\$33,573.15	\$31,773.00	\$26,448.46	\$33,727.00
001-000-000-514-22-10-02	Overtime	\$500.00	\$1,175.42	\$500.00	\$0.71	\$500.00
001-000-000-514-22-20-01	Pers Retirement	\$3,115.00	\$3,395.28	\$3,076.00	\$2,483.51	\$3,264.00
001-000-000-514-22-20-02	Labor & Industries	\$160.00	\$102.12	\$140.00	\$146.62	\$165.00
001-000-000-514-22-20-03	S/S Medicare	\$455.00	\$502.95	\$481.00	\$384.79	\$513.00
001-000-000-514-22-20-04	Deferred Compensation Match	\$1,260.00	\$1,426.51	\$1,284.00	\$2,139.32	\$2,000.00
001-000-000-514-22-20-05	Accrual Liability	\$875.00	\$619.41	\$875.00	\$3.23	\$1,605.00
001-000-000-514-22-20-06	Medical/Denta/Vsionl Insurance	\$4,218.00	\$4,440.88	\$6,207.00	\$3,912.08	\$4,500.00
001-000-000-514-22-31-00	Treasurer's Office Supplies	\$750.00	\$663.16	\$750.00	\$586.47	\$750.00
001-000-000-514-22-35-00	Treasurers Small Equipment	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$500.00
001-000-000-514-22-41-00	Treasurers IT Services	\$600.00	\$468.62	\$600.00	\$914.50	\$600.00
001-000-000-514-22-41-01	Software Support Visions	\$2,700.00	\$2,900.07	\$2,700.00	\$2,958.10	\$2,700.00
001-000-000-514-22-42-00	Telephone/Internet	\$510.00	\$431.68	\$510.00	\$358.51	\$510.00
001-000-000-514-22-42-01	Treasurers Postage	\$300.00	\$0.48	\$300.00	\$0.00	\$100.00
001-000-000-514-22-43-00	Travel/Meals/Lodging/Mileage-Treasurer	\$1,050.00	\$168.22	\$1,050.00	\$16.95	\$1,050.00
001-000-000-514-22-44-00	B & O Tax	\$50.00	\$6.91	\$50.00	\$0.00	\$50.00

Account Number	Description	Budget 2023	Actual 2023	Budget 2024	Actual thru 10/22/2024	Budget 2025 estimate
001-000-000-514-22-44-01	Taxes & Operating Assessment	\$25.00	\$10.32	\$25.00	\$0.00	\$25.00
001-000-000-514-22-45-00	Treasurers Copier Lease	\$465.00	\$463.86	\$465.00	\$393.54	\$465.00
001-000-000-514-22-45-01	Internal Facilities Rent	\$1,515.00	\$1,513.68	\$1,515.00	\$1,261.40	\$1,515.00
001-000-000-514-22-45-02	Rental Fees	\$25.00	\$6.03	\$25.00	\$3.77	\$25.00
001-000-000-514-22-46-00	Insurance	\$2,108.00	\$2,303.35	\$2,303.00	\$0.00	\$2,500.00
001-000-000-514-22-47-00	Utilities: Water/Sewer/Electric	\$225.00	\$121.86	\$225.00	\$113.67	\$225.00
001-000-000-514-22-48-00	Treasurers Copier Maintenance Svcs	\$200.00	\$169.66	\$200.00	\$224.61	\$200.00
001-000-000-514-22-49-00	Treasurers Miscellaneous Exp	\$150.00	\$9.50	\$150.00	\$11.34	\$150.00
001-000-000-514-22-49-01	Bank/Investment Fees	\$150.00	\$243.14	\$150.00	\$292.96	\$240.00
001-000-000-514-22-49-02	Treasurers Training	\$1,000.00	\$131.25	\$1,000.00	\$37.50	\$1,000.00
001-000-000-514-23-41-00	State Examiner	\$6,000.00	\$3,702.10	\$6,000.00	\$6,530.09	\$500.00
001-000-000-514-24-44-00	State Forest Patrol Principal	\$80.00	\$70.50	\$80.00	\$70.50	\$80.00
<b>Total Financial Services</b>		<b>\$59,448.00</b>	<b>\$58,620.11</b>	<b>\$63,434.00</b>	<b>\$49,292.63</b>	<b>\$59,459.00</b>
<b>City Clerk/Recording</b>						
001-000-000-514-30-10-01	City Clerk Salary	\$32,685.00	\$33,729.71	\$34,696.00	\$26,005.16	\$37,013.00
001-000-000-514-30-10-02	Overtime	\$500.00	\$1,061.19	\$500.00	\$32.45	\$500.00
001-000-000-514-30-20-01	Pers Retirement	\$3,437.00	\$3,400.62	\$3,345.00	\$2,441.98	\$3,565.00
001-000-000-514-30-20-02	Labor & Industries	\$120.00	\$102.18	\$156.00	\$155.74	\$196.00
001-000-000-514-30-20-03	S/S Medicare	\$491.00	\$505.13	\$519.00	\$378.50	\$567.00
001-000-000-514-30-20-04	Accrual Liability	\$715.00	\$808.03	\$683.00	\$6.33	\$1,500.00
001-000-000-514-30-20-05	Deferred Compensation Match	\$1,260.00	\$1,446.79	\$1,356.00	\$2,301.52	\$2,500.00
001-000-000-514-30-20-06	Medical/Dental/Vision Insurance	\$4,902.00	\$4,467.82	\$7,214.00	\$3,738.72	\$4,000.00
001-000-000-514-30-20-08	PFML	\$0.00	\$0.04	\$0.00	\$0.00	\$0.00
001-000-000-514-30-31-00	Clerks Office Supplies	\$525.00	\$758.57	\$525.00	\$721.58	\$600.00
001-000-000-514-30-35-00	Clerks Small Equipment	\$375.00	\$2.10	\$375.00	\$605.83	\$375.00
001-000-000-514-30-41-00	Clerks IT Services	\$375.00	\$504.09	\$375.00	\$928.31	\$375.00
001-000-000-514-30-42-00	Telephone/Internet	\$750.00	\$381.00	\$750.00	\$194.79	\$750.00
001-000-000-514-30-42-01	Clerk's Postage	\$150.00	\$0.48	\$150.00	\$0.00	\$50.00
001-000-000-514-30-43-00	Travel/Lodging/Meals/Mileage-Clerk	\$1,000.00	\$235.04	\$1,000.00	\$184.58	\$1,000.00
001-000-000-514-30-44-01	Taxes & Operating Assessment	\$15.00	\$0.00	\$15.00	\$0.00	\$15.00

Account Number	Description	Budget 2023	Actual 2023	Budget 2024	Actual thru 10/22/2024	Budget 2025 estimate
001-000-000-514-30-45-00	Clerks Copier Lease	\$465.00	\$463.90	\$465.00	\$393.49	\$465.00
001-000-000-514-30-45-01	Rental Fees - P O Box	\$105.00	\$110.66	\$115.00	\$117.33	\$115.00
001-000-000-514-30-45-02	Internal Facilities Rent	\$2,350.00	\$2,345.28	\$2,350.00	\$1,954.40	\$2,350.00
001-000-000-514-30-45-03	Rental Fees	\$15.00	\$6.03	\$15.00	\$3.77	\$15.00
001-000-000-514-30-46-00	Insurance	\$2,207.00	\$2,453.46	\$2,420.00	\$0.00	\$2,650.00
001-000-000-514-30-47-00	Utilities: Water/Sewer/Electric	\$300.00	\$188.80	\$300.00	\$176.16	\$300.00
001-000-000-514-30-48-00	Clerks Copier Maintenance Svcs	\$275.00	\$302.24	\$275.00	\$256.39	\$275.00
001-000-000-514-30-49-00	Clerks Miscellaneous Expenses	\$300.00	\$56.50	\$300.00	\$11.36	\$300.00
001-000-000-514-30-49-03	Clerks Training	\$1,300.00	\$524.99	\$1,300.00	\$272.50	\$1,300.00
<b>Total City</b>		<b>\$54,617.00</b>	<b>\$53,854.65</b>	<b>\$59,199.00</b>	<b>\$40,880.89</b>	<b>\$60,776.00</b>
<b>Election Services</b>						
001-000-000-514-40-41-00	Election Costs/Lewis County	\$500.00	\$925.90	\$500.00	\$0.00	\$500.00
<b>Total Election Services</b>		<b>\$500.00</b>	<b>\$925.90</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>\$500.00</b>
001-000-000-514-89-41-00	Records Professional Services	\$0.00	\$0.00	\$0.00	\$4.20	\$0.00
<b>Voter Registration</b>						
001-000-000-514-90-41-01	Voter RegistrationLewis County	\$2,200.00	\$1,659.41	\$2,200.00	\$0.00	\$2,200.00
<b>Total Voter Registration</b>		<b>\$2,200.00</b>	<b>\$1,659.41</b>	<b>\$2,200.00</b>	<b>\$0.00</b>	<b>\$2,200.00</b>
<b>Total Financial and</b>		<b>\$116,765.00</b>	<b>\$115,060.07</b>	<b>\$125,333.00</b>	<b>\$90,177.72</b>	<b>\$122,935.00</b>
<b>Legal</b>						
001-000-000-515-41-41-00	Legal/Civil City Attorney	\$18,000.00	\$19,253.43	\$20,000.00	\$9,434.86	\$20,000.00
001-000-000-515-41-41-01	Legal Services - PDR	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00
001-000-000-515-41-41-02	Legal/Prosecuting Attorney	\$28,000.00	\$49,721.00	\$35,000.00	\$65,287.77	\$80,000.00
001-000-000-515-41-43-00	Travel Reimbursements	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
001-000-000-515-41-49-01	Legal Dues/registration	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
001-000-000-515-45-41-01	Legal Services Claims/Litigation/Nuisance	\$5,000.00	\$140.00	\$5,000.00	\$9,486.23	\$5,000.00
001-000-000-515-93-41-00	Indigent Attorney Services	\$18,000.00	\$21,090.00	\$20,000.00	\$21,010.00	\$27,000.00
<b>Total Legal</b>		<b>\$74,000.00</b>	<b>\$90,204.43</b>	<b>\$85,000.00</b>	<b>\$105,218.86</b>	<b>\$137,000.00</b>

Account Number	Description	Budget 2023	Actual 2023	Budget 2024	Actual thru 10/22/2024	Budget 2025 estimate
<b>Employee Benefit</b>						
001-000-000-517-21-21-00	Leoff I Medical	\$10,000.00	\$8,167.50	\$10,000.00	\$4,251.35	\$5,000.00
001-000-000-517-21-22-00	Medical Reimbursement	\$2,000.00	\$338.00	\$2,000.00	\$240.00	\$2,000.00
001-000-000-517-60-41-00	Workers Comp Broker Services	\$500.00	\$304.72	\$500.00	\$527.20	\$550.00
	<b>Total Employee Benefit</b>	<b>\$12,500.00</b>	<b>\$8,810.22</b>	<b>\$12,500.00</b>	<b>\$5,018.55</b>	<b>\$7,550.00</b>
<b>Central Services (City)</b>						
001-000-000-518-10-41-00	Personnel - Advertising	\$225.00	\$0.00	\$225.00	\$0.00	\$225.00
001-000-000-518-30-31-00	Maintenance Supplies	\$2,500.00	\$1,144.20	\$2,500.00	\$1,088.03	\$2,500.00
001-000-000-518-30-31-01	Sanitary Supplies	\$750.00	\$747.15	\$750.00	\$532.22	\$750.00
001-000-000-518-30-35-00	City Hall Equipment	\$1,500.00	\$10.97	\$1,500.00	\$130.48	\$1,500.00
001-000-000-518-30-41-01	Professional Service/IT/Phone	\$1,100.00	\$6.11	\$1,100.00	\$0.00	\$1,100.00
001-000-000-518-30-41-03	Professional Janitorial Services	\$7,610.00	\$7,005.80	\$7,610.00	\$6,374.28	\$7,610.00
001-000-000-518-30-41-04	Broker Fees - Insurance	\$3,500.00	\$3,529.14	\$3,500.00	\$0.00	\$3,750.00
001-000-000-518-30-42-00	Communications/Website	\$4,175.00	\$46.39	\$4,175.00	\$3,668.80	\$4,175.00
001-000-000-518-30-45-00	Internal Facilities Rent	\$11,240.00	\$11,235.72	\$11,240.00	\$9,363.07	\$11,240.00
001-000-000-518-30-45-01	Equipment Rental	\$175.00	\$161.85	\$175.00	\$161.85	\$175.00
001-000-000-518-30-46-00	Insurance	\$1,590.00	\$1,818.35	\$1,818.00	\$0.00	\$2,020.00
001-000-000-518-30-47-00	Utilities: Water/Sewer/Electric	\$1,500.00	\$904.42	\$1,500.00	\$843.91	\$1,500.00
001-000-000-518-30-48-00	Maintenance & Repair Services	\$1,000.00	\$704.52	\$1,000.00	\$1,880.36	\$1,500.00
001-000-000-518-90-31-00	Supplies/First Aid/Flags	\$800.00	\$229.73	\$800.00	\$93.87	\$1,000.00
001-000-000-518-90-41-00	AWC Service Fee	\$1,230.00	\$1,163.00	\$1,206.00	\$1,206.00	\$1,270.00
001-000-000-518-90-49-00	Dues/Membership/Subscriptions- WMCA/WAPRO	\$225.00	\$42.50	\$225.00	\$0.00	\$225.00
001-000-000-518-90-49-01	Miscellaneous	\$150.00	\$0.00	\$150.00	\$13.23	\$150.00
	<b>Total Central Services</b>	<b>\$39,270.00</b>	<b>\$28,749.85</b>	<b>\$39,474.00</b>	<b>\$25,356.10</b>	<b>\$40,690.00</b>
	<b>Total General Government</b>	<b>\$403,492.00</b>	<b>\$399,000.77</b>	<b>\$452,909.00</b>	<b>\$372,104.11</b>	<b>\$510,805.00</b>
<b>Public Safety</b>						
<b>Law Enforcement</b>						
001-000-000-521-10-10-09	Civil Service Secretary/Examiner Salary	\$0.00	\$462.00	\$1,800.00	\$1,574.50	\$2,000.00

Account Number	Description	Budget 2023	Actual 2023	Budget 2024	Actual thru 10/22/2024	Budget 2025 estimate
001-000-000-521-10-10-11	Police Administration Salaries	\$64,915.00	\$68,277.48	\$68,904.00	\$56,497.60	\$73,117.00
001-000-000-521-10-20-03	Medical/dental/Vision Insurance	\$11,400.00	\$12,769.38	\$16,776.00	\$12,582.00	\$17,976.00
001-000-000-521-10-20-04	PERS/LEOFF Retirement	\$6,745.00	\$6,643.26	\$6,567.00	\$5,279.76	\$6,968.00
001-000-000-521-10-20-05	Social Security	\$0.00	(\$156.74)	\$0.00	\$0.00	\$0.00
001-000-000-521-10-20-11	Accrual Liability	\$1,690.00	\$1,834.82	\$1,968.00	\$21.58	\$2,000.00
001-000-000-521-10-20-12	Labor & Industries	\$310.00	\$276.38	\$353.00	\$448.70	\$444.00
001-000-000-521-10-20-13	S/S Medicare	\$966.00	\$992.70	\$1,028.00	\$818.64	\$1,118.00
001-000-000-521-10-31-00	Office Supplies	\$1,500.00	\$905.86	\$1,500.00	\$1,048.99	\$1,500.00
001-000-000-521-10-31-02	Civil Service Supplies	\$0.00	\$259.82	\$300.00	\$260.94	\$300.00
001-000-000-521-10-35-00	Administrative Equipment	\$750.00	\$223.10	\$750.00	\$0.00	\$750.00
001-000-000-521-10-41-00	Computer Programming Services	\$2,000.00	\$2,531.54	\$2,500.00	\$1,611.62	\$2,500.00
001-000-000-521-10-41-03	Professional Services (Pre-employment Screening)	\$1,000.00	\$0.00	\$700.00	\$1,385.00	\$700.00
001-000-000-521-10-42-00	Telephone/Internet	\$7,750.00	\$7,223.21	\$8,500.00	\$5,369.26	\$8,500.00
001-000-000-521-10-42-01	Postage	\$500.00	\$171.95	\$250.00	\$80.47	\$250.00
001-000-000-521-10-44-00	Taxes & Operating Assessments	\$25.00	\$25.45	\$30.00	\$0.00	\$30.00
001-000-000-521-10-45-00	Copier Lease	\$1,400.00	\$1,391.10	\$1,400.00	\$1,180.64	\$1,400.00
001-000-000-521-10-45-01	Rental Fees/P O Box	\$200.00	\$117.93	\$200.00	\$116.04	\$200.00
001-000-000-521-10-46-00	Insurance	\$34,044.00	\$42,542.46	\$42,771.00	\$1,227.65	\$44,000.00
001-000-000-521-10-48-01	Copier Maintenance Services	\$900.00	\$907.79	\$900.00	\$1,138.09	\$1,300.00
001-000-000-521-10-49-04	Dues/registration	\$500.00	\$449.84	\$600.00	\$650.00	\$700.00
001-000-000-521-10-49-05	Miscellaneous	\$500.00	\$328.85	\$500.00	\$42.28	\$500.00
001-000-000-521-22-31-00	Patrol Uniforms	\$7,500.00	\$7,221.29	\$7,000.00	\$4,057.44	\$7,000.00
001-000-000-521-22-31-01	Patrol Ammunition	\$2,000.00	\$1,829.76	\$2,000.00	\$0.00	\$2,000.00
001-000-000-521-22-31-04	Patrol Operating Supplies	\$3,000.00	\$2,001.22	\$3,000.00	\$788.81	\$3,000.00
001-000-000-521-22-35-00	Patrol Minor Equipment	\$14,500.00	\$10,890.20	\$12,000.00	\$7,923.35	\$12,000.00
001-000-000-521-22-41-00	Professional Services	\$10,000.00	\$9,118.26	\$12,000.00	\$11,261.74	\$16,000.00
001-000-000-521-30-49-01	CJ Fund - Training	\$0.00	\$0.00	\$0.00	\$18.29	\$0.00
001-000-000-521-40-43-00	Travel/Mileage/Meals/Lodging	\$3,000.00	\$3,666.34	\$4,500.00	\$2,273.37	\$4,500.00
001-000-000-521-40-49-00	Police Training	\$5,000.00	\$3,113.50	\$5,000.00	\$3,045.13	\$5,000.00
001-000-000-521-50-31-00	Vehicle Maintenance Supplies	\$0.00	\$12.45	\$0.00	\$0.00	\$0.00
001-000-000-521-50-45-00	Internal Facilities Rent	\$13,195.00	\$13,192.07	\$13,195.00	\$10,993.48	\$13,195.00

Account Number	Description	Budget 2023	Actual 2023	Budget 2024	Actual thru 10/22/2024	Budget 2025 estimate
001-000-000-521-50-47-00	Utilities: Water/Sewer/Electric	\$1,200.00	\$1,061.92	\$1,200.00	\$990.84	\$1,200.00
001-000-000-521-50-48-00	Vehicle Repair Maint Services	\$7,500.00	\$3,584.59	\$7,500.00	\$4,314.15	\$7,500.00
001-000-000-521-70-10-01	Police Patrol Salaries	\$313,770.00	\$329,789.37	\$403,133.00	\$321,507.67	\$433,941.00
001-000-000-521-70-10-02	Patrol Overtime	\$18,000.00	\$40,403.84	\$25,000.00	\$25,558.15	\$30,000.00
001-000-000-521-70-10-05	Patrol On-Call Pay	\$7,500.00	\$4,205.43	\$5,000.00	\$2,495.21	\$3,500.00
001-000-000-521-70-20-01	Patrol Labor & Industries	\$12,140.00	\$14,070.98	\$28,705.00	\$31,674.73	\$35,583.00
001-000-000-521-70-20-02	Patrol Medical/Dental/Vision Insurance	\$45,600.00	\$48,610.36	\$83,880.00	\$62,910.00	\$89,880.00
001-000-000-521-70-20-03	Patrol SS/Medicare	\$5,045.00	\$5,298.09	\$6,340.00	\$5,101.93	\$6,762.00
001-000-000-521-70-20-05	Patrol LEOFF Retirement	\$17,425.00	\$20,334.48	\$22,245.00	\$18,427.32	\$23,884.00
001-000-000-521-70-20-06	Patrol Accrual Liability	\$9,059.00	\$1,926.72	\$11,054.00	\$2,995.04	\$20,000.00
001-000-000-521-70-20-08	Patrol Deferred Comp Match	\$3,600.00	\$3,750.00	\$5,700.00	\$3,225.00	\$5,400.00
001-000-000-521-70-32-00	Fuel & Oil	\$25,000.00	\$19,703.59	\$20,000.00	\$17,234.45	\$20,000.00
001-000-000-521-70-41-00	Prof Services - Towing	\$500.00	\$3,114.23	\$2,500.00	\$1,062.43	\$2,500.00
001-000-000-521-70-41-02	Lewis County Dispatching Svcs	\$18,000.00	\$17,469.00	\$68,000.00	\$49,675.50	\$71,400.00
001-000-000-521-70-42-00	Mdt Air Cards	\$3,575.00	\$3,160.29	\$3,600.00	\$2,474.50	\$3,600.00
001-000-000-521-70-48-00	Radio And Radar Repair Services	\$750.00	\$0.00	\$750.00	\$852.43	\$1,000.00
<b>Total Law Enforcement</b>		<b>\$683,954.00</b>	<b>\$715,706.16</b>	<b>\$911,599.00</b>	<b>\$682,194.72</b>	<b>\$985,098.00</b>
<b>Detention and/or</b>						
001-000-000-523-60-41-00	Prisoner Medical Costs	\$750.00	\$2,970.44	\$3,000.00	\$180.80	\$3,000.00
001-000-000-523-60-41-01	LC/Care & Custody of Prisoners	\$12,900.00	\$12,767.53	\$15,000.00	\$20,743.48	\$15,000.00
001-000-000-523-90-43-00	Prisoners Food Service	\$25.00	\$0.00	\$25.00	\$0.00	\$25.00
<b>Total Detention and/or</b>		<b>\$13,675.00</b>	<b>\$15,737.97</b>	<b>\$18,025.00</b>	<b>\$20,924.28</b>	<b>\$18,025.00</b>
<b>Protective Inspection</b>						
001-000-000-524-20-41-00	Inspection Services	\$30.00	\$0.00	\$30.00	\$44.85	\$50.00
001-000-000-524-60-42-00	Postage	\$200.00	\$150.56	\$200.00	\$67.89	\$200.00
<b>Total Protective</b>		<b>\$230.00</b>	<b>\$150.56</b>	<b>\$230.00</b>	<b>\$112.74</b>	<b>\$250.00</b>
<b>Emergency Services</b>						
001-000-000-525-50-31-00	Fire Hydrant Repair Supplies	\$1,500.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00

Account Number	Description	Budget 2023	Actual 2023	Budget 2024	Actual thru 10/22/2024	Budget 2025 estimate
001-000-000-525-60-41-01	County Emergency Management	\$8,040.00	\$7,429.00	\$8,040.00	\$7,232.00	\$12,260.00
	<b>Total Emergency</b>	<b>\$9,540.00</b>	<b>\$7,429.00</b>	<b>\$10,540.00</b>	<b>\$7,232.00</b>	<b>\$14,760.00</b>
	<b>Total Public Safety</b>	<b>\$707,399.00</b>	<b>\$739,023.69</b>	<b>\$940,394.00</b>	<b>\$710,463.74</b>	<b>\$1,018,133.00</b>
	<b>Economic Environment</b>					
	<b>Conservation</b>					
001-000-000-553-70-41-00	SWCAA/Air Pollution Control	\$1,100.00	\$1,042.25	\$1,134.00	\$1,133.90	\$1,237.00
	<b>Total Conservation</b>	<b>\$1,100.00</b>	<b>\$1,042.25</b>	<b>\$1,134.00</b>	<b>\$1,133.90</b>	<b>\$1,237.00</b>
	<b>Environmental Services</b>					
001-000-000-554-30-31-00	Animal Control/food/supplies	\$150.00	\$430.48	\$150.00	\$46.15	\$150.00
001-000-000-554-30-41-01	Impound:lc Animal Shelter	\$150.00	\$225.00	\$150.00	\$230.00	\$150.00
	<b>Total Environmental</b>	<b>\$300.00</b>	<b>\$655.48</b>	<b>\$300.00</b>	<b>\$276.15</b>	<b>\$300.00</b>
	<b>Planning and Community</b>					
001-000-000-558-50-10-02	Community Development Salaries	\$50,278.00	\$53,587.47	\$53,739.00	\$44,603.71	\$56,576.00
001-000-000-558-50-20-01	Labor & Industries	\$683.00	\$654.23	\$1,154.00	\$890.82	\$1,420.00
001-000-000-558-50-20-02	S/S Medicare	\$750.00	\$740.71	\$787.00	\$615.57	\$835.00
001-000-000-558-50-20-03	Accrual Liability	\$521.00	\$0.00	\$520.00	\$0.00	\$960.00
001-000-000-558-50-20-04	Medical/Dental/Vision Insurance	\$4,902.00	\$7,682.33	\$7,214.00	\$8,274.65	\$7,730.00
001-000-000-558-50-20-05	Pers Retirement	\$5,224.00	\$5,077.97	\$5,121.00	\$4,184.42	\$5,392.00
001-000-000-558-50-20-07	Deferred Compensation	\$519.00	\$832.67	\$360.00	\$840.32	\$540.00
001-000-000-558-50-31-00	Mapping	\$200.00	\$28.35	\$200.00	\$0.00	\$200.00
001-000-000-558-50-31-02	Office Supplies	\$800.00	\$647.46	\$1,000.00	\$650.07	\$1,000.00
001-000-000-558-50-31-03	Maintenance Supplies	\$100.00	\$0.00	\$50.00	\$0.00	\$50.00
001-000-000-558-50-32-00	Motor Fuel - Inspections	\$400.00	\$481.02	\$400.00	\$285.02	\$400.00
001-000-000-558-50-35-00	Building Inspections Small Tools	\$25.00	\$0.00	\$25.00	\$84.33	\$25.00
001-000-000-558-50-41-00	IT Computer Services	\$800.00	\$745.63	\$800.00	\$1,245.63	\$800.00
001-000-000-558-50-41-01	Permit Professional Services	\$0.00	\$780.00	\$0.00	\$0.00	\$0.00
001-000-000-558-50-42-00	Telephone/Internet	\$700.00	\$611.45	\$700.00	\$533.81	\$700.00
001-000-000-558-50-45-00	Internal Facilities Rent	\$6,040.00	\$6,036.60	\$6,040.00	\$5,030.50	\$6,040.00

Account Number	Description	Budget 2023	Actual 2023	Budget 2024	Actual thru 10/22/2024	Budget 2025 estimate
001-000-000-558-50-46-00	Insurance	\$6,220.00	\$6,779.97	\$6,780.00	\$0.00	\$6,780.00
001-000-000-558-60-31-01	Publication Supplies	\$0.00	\$0.00	\$0.00	\$22.32	\$0.00
001-000-000-558-60-35-00	Planning Small Equipment	\$150.00	\$102.20	\$150.00	\$739.81	\$250.00
001-000-000-558-60-41-00	Legal/GMA Land Use/zoning	\$10,000.00	\$11,660.00	\$10,000.00	\$15,432.50	\$10,000.00
001-000-000-558-60-41-01	Legal Publications/Advertising	\$700.00	\$863.70	\$900.00	\$783.29	\$900.00
001-000-000-558-60-41-02	Planning Professional Services	\$85,000.00	\$31,921.57	\$85,000.00	\$31,130.95	\$85,000.00
001-000-000-558-60-41-04	LC Pictometry Software/Services	\$800.00	\$0.00	\$800.00	\$0.00	\$800.00
001-000-000-558-60-42-01	Postage	\$800.00	\$60.00	\$800.00	\$73.00	\$800.00
001-000-000-558-60-42-02	Planning Comm ConferenceCall	\$50.00	\$0.00	\$50.00	\$0.00	\$50.00
001-000-000-558-60-44-00	Taxes & Operating Assessment	\$25.00	\$10.33	\$25.00	\$0.00	\$25.00
001-000-000-558-60-45-01	Copier Lease	\$485.00	\$463.86	\$485.00	\$393.72	\$485.00
001-000-000-558-60-47-00	Utilities: Water/Sewer/Electric	\$550.00	\$485.95	\$550.00	\$453.41	\$550.00
001-000-000-558-60-48-00	Copier Maintenance Services	\$300.00	\$490.44	\$300.00	\$636.85	\$300.00
001-000-000-558-60-48-01	Vehicle Maintenance Services	\$150.00	\$72.50	\$150.00	\$0.00	\$150.00
001-000-000-558-60-49-00	Zoning Filing Fees	\$1,500.00	\$1,525.00	\$1,500.00	\$315.50	\$1,500.00
001-000-000-558-60-49-02	Training	\$700.00	\$1,140.00	\$700.00	\$9.75	\$1,000.00
001-000-000-558-60-49-03	Miscellaneous/Dues/Membership	\$800.00	\$122.87	\$1,800.00	\$406.04	\$1,800.00
001-000-000-558-70-41-00	Shoreline Mngmnt Professional Svs/Engineering	\$10,660.00	\$13,522.50	\$5,000.00	\$230.00	\$5,000.00
001-000-000-558-70-41-03	HAPI Grant Professional Svs/Engineering	\$55,000.00	\$48,459.55	\$0.00	\$0.00	\$0.00
001-000-000-558-70-43-00	Planning Meals/Mileage/Lodging/Mileage	\$100.00	\$0.00	\$100.00	\$11.84	\$100.00
001-000-000-558-70-45-00	Equipment Rental	\$25.00	\$10.76	\$25.00	\$7.29	\$25.00
<b>Total Planning and</b>		<b>\$245,957.00</b>	<b>\$195,597.09</b>	<b>\$193,225.00</b>	<b>\$117,885.12</b>	<b>\$198,183.00</b>
<b>Total Economic</b>		<b>\$247,357.00</b>	<b>\$197,294.82</b>	<b>\$194,659.00</b>	<b>\$119,295.17</b>	<b>\$199,720.00</b>
<b>Mental and Physical</b>						
<b>Substance Abuse</b>						
001-000-000-566-31-41-00	Chemical Dependency Treatment - 2% Alcohol Revenue	\$540.00	\$561.90	\$540.00	\$0.00	\$540.00
<b>Total Substance Abuse</b>		<b>\$540.00</b>	<b>\$561.90</b>	<b>\$540.00</b>	<b>\$0.00</b>	<b>\$540.00</b>

Account Number	Description	Budget 2023	Actual 2023	Budget 2024	Actual thru 10/22/2024	Budget 2025 estimate
<b>Total Mental and Physical</b>		<b>\$540.00</b>	<b>\$561.90</b>	<b>\$540.00</b>	<b>\$0.00</b>	<b>\$540.00</b>
<b>Culture and Recreation</b>						
<b>Museums &amp; Art</b>						
001-000-000-575-30-31-00	Historic Facilities Operation & Maintenance Supplies	\$125.00	\$0.00	\$125.00	\$0.00	\$125.00
<b>Total Museums &amp; Art</b>		<b>\$125.00</b>	<b>\$0.00</b>	<b>\$125.00</b>	<b>\$0.00</b>	<b>\$125.00</b>
<b>Park Facilities</b>						
<b>General Parks</b>						
001-000-000-576-80-31-00	Operating/Maintenance Supplies	\$3,500.00	\$1,619.59	\$3,500.00	\$3,442.26	\$3,500.00
001-000-000-576-80-31-01	Flags	\$500.00	\$0.00	\$500.00	\$445.46	\$750.00
001-000-000-576-80-31-03	Vandalism Matinenance Supplies	\$100.00	\$1,363.45	\$1,000.00	\$233.24	\$1,000.00
001-000-000-576-80-32-00	Motor Fuel	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00
001-000-000-576-80-35-00	Small Tools & Minor Equipment	\$500.00	\$354.80	\$500.00	\$63.22	\$500.00
001-000-000-576-80-42-00	Telephone/Internet	\$0.00	\$0.00	\$0.00	\$112.10	\$0.00
001-000-000-576-80-45-00	Equipment Rental	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00
001-000-000-576-80-46-00	Insurance	\$1,493.00	\$1,735.74	\$1,736.00	\$0.00	\$1,736.00
001-000-000-576-80-47-00	Power TO Park	\$2,000.00	\$1,600.15	\$2,000.00	\$1,714.49	\$2,000.00
001-000-000-576-80-47-01	Park Utilities (water/sewer/camera wifi)	\$750.00	\$2,733.86	\$1,600.00	\$2,136.81	\$1,600.00
001-000-000-576-80-48-00	Parks Maintenance Services	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00
001-000-000-576-80-48-01	Copier Maintenance	\$25.00	\$0.24	\$25.00	\$0.00	\$25.00
001-000-000-576-80-48-04	Equipment Repair Services	\$500.00	\$325.16	\$500.00	\$1,519.02	\$2,000.00
001-000-000-576-80-49-00	Miscellaneous Expenses	\$100.00	\$0.00	\$100.00	\$77.75	\$100.00
001-000-000-576-80-49-01	Dues/memberships	\$250.00	\$0.00	\$250.00	\$0.00	\$250.00
<b>Total General Parks</b>		<b>\$10,418.00</b>	<b>\$9,732.99</b>	<b>\$12,411.00</b>	<b>\$9,744.35</b>	<b>\$14,161.00</b>
<b>Total Park Facilities</b>		<b>\$10,418.00</b>	<b>\$9,732.99</b>	<b>\$12,411.00</b>	<b>\$9,744.35</b>	<b>\$14,161.00</b>
<b>Total Culture and</b>		<b>\$10,543.00</b>	<b>\$9,732.99</b>	<b>\$12,536.00</b>	<b>\$9,744.35</b>	<b>\$14,286.00</b>

Account Number	Description	Budget 2023	Actual 2023	Budget 2024	Actual thru 10/22/2024	Budget 2025 estimate
<b>Nonexpenditures</b>						
<b>Other Nonexpenditures</b>						
001-000-000-589-10-00-00	Refunds of Deposit	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00
<b>Total Other</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$100.00</b>	<b>\$0.00</b>
<b>Total Nonexpenditures</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$100.00</b>	<b>\$0.00</b>
<b>Other Financing Uses</b>						
<b>Redemption of Debt</b>						
001-000-000-591-18-71-00	RD Limited Tax Oblig Bon Princ	\$18,423.00	\$18,816.32	\$19,658.00	\$19,648.53	\$20,528.00
<b>Total Redemption of Debt</b>		<b>\$18,423.00</b>	<b>\$18,816.32</b>	<b>\$19,658.00</b>	<b>\$19,648.53</b>	<b>\$20,528.00</b>
<b>Interest And Other Debt</b>						
001-000-000-592-18-83-01	RD Limited Tax Oblig Bond Int	\$41,406.00	\$41,011.68	\$40,170.00	\$40,179.47	\$39,300.00
<b>Total Interest And Other</b>		<b>\$41,406.00</b>	<b>\$41,011.68</b>	<b>\$40,170.00</b>	<b>\$40,179.47</b>	<b>\$39,300.00</b>
<b>Capital Expenditures</b>						
001-000-000-594-14-64-00	Finance/Budgeting Software	\$4,245.00	\$0.00	\$4,245.00	\$0.00	\$5,500.00
001-000-000-594-58-64-00	Capital Community Planning Economic Equipment	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Capital</b>		<b>\$14,245.00</b>	<b>\$0.00</b>	<b>\$4,245.00</b>	<b>\$0.00</b>	<b>\$5,500.00</b>
<b>Transfers</b>						
001-000-000-597-17-20-00	Transfer/LEOFF I Long Term Care	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00
<b>Total Transfers</b>		<b>\$7,000.00</b>	<b>\$7,000.00</b>	<b>\$7,000.00</b>	<b>\$7,000.00</b>	<b>\$7,000.00</b>
<b>Total Other Financing</b>		<b>\$81,074.00</b>	<b>\$66,828.00</b>	<b>\$71,073.00</b>	<b>\$66,828.00</b>	<b>\$72,328.00</b>
<b>Total Expenditure</b>		<b>\$1,450,405.00</b>	<b>\$1,412,442.17</b>	<b>\$1,672,111.00</b>	<b>\$1,278,535.37</b>	<b>\$1,815,812.00</b>
<b>Total General Fund 001</b>		<b>\$1,450,405.00</b>	<b>\$1,412,442.17</b>	<b>\$1,672,111.00</b>	<b>\$1,278,535.37</b>	<b>\$1,815,812.00</b>

Account Number	Description	Budget 2023	Actual 2023	Budget 2024	Actual thru 10/22/2024	Budget 2025 estimate
<b>Substance Abuse Fund</b>						
<b>Expenditure</b>						
<b>Public Safety</b>						
<b>Law Enforcement</b>						
<b>Property &amp; Evidence</b>						
002-000-000-521-80-31-00	Property Room Evidence Supplies	\$1,000.00	\$1,405.90	\$1,500.00	\$1,002.68	\$1,500.00
002-000-000-521-80-35-00	Property Room Equipment	\$1,500.00	\$0.00	\$500.00	\$0.00	\$500.00
<b>Total Property &amp;</b>		<b>\$2,500.00</b>	<b>\$1,405.90</b>	<b>\$2,000.00</b>	<b>\$1,002.68</b>	<b>\$2,000.00</b>
<b>Total Law Enforcement</b>		<b>\$2,500.00</b>	<b>\$1,405.90</b>	<b>\$2,000.00</b>	<b>\$1,002.68</b>	<b>\$2,000.00</b>
<b>Total Public Safety</b>		<b>\$2,500.00</b>	<b>\$1,405.90</b>	<b>\$2,000.00</b>	<b>\$1,002.68</b>	<b>\$2,000.00</b>
<b>Total Expenditure</b>		<b>\$2,500.00</b>	<b>\$1,405.90</b>	<b>\$2,000.00</b>	<b>\$1,002.68</b>	<b>\$2,000.00</b>
<b>Total Substance Abuse Fund</b>		<b>\$2,500.00</b>	<b>\$1,405.90</b>	<b>\$2,000.00</b>	<b>\$1,002.68</b>	<b>\$2,000.00</b>
<b>Park Improvement Fund 004</b>						
<b>Capital Expenditures</b>						
004-000-000-594-76-41-00	Professional Engineering Services	\$57,000.00	\$580.00	\$57,000.00	\$1,470.00	\$0.00
004-000-000-594-76-62-01	Park Building Improvement Proj	\$758,405.00	\$441,994.87	\$15,000.00	\$289,204.70	\$0.00
004-000-000-594-76-62-02	Park Improvement Projects	\$10,000.00	\$0.00	\$3,000.00	\$712.14	\$0.00
<b>Total Capital</b>		<b>\$825,405.00</b>	<b>\$442,574.87</b>	<b>\$75,000.00</b>	<b>\$291,386.84</b>	<b>\$0.00</b>
<b>Total Park Improvement Fund</b>		<b>\$825,405.00</b>	<b>\$442,574.87</b>	<b>\$75,000.00</b>	<b>\$291,386.84</b>	<b>\$0.00</b>
<b>Genl Govrnmt Capital Equip</b>						
<b>Centralized/General</b>						
005-000-000-518-30-31-00	City Hall Maintenance Supplies	\$15,000.00	\$45.51	\$4,000.00	\$22.22	\$4,000.00
005-000-000-518-30-35-00	City Hall Equipment	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$7,000.00
<b>Total Centralized/General</b>		<b>\$22,000.00</b>	<b>\$45.51</b>	<b>\$11,000.00</b>	<b>\$22.22</b>	<b>\$11,000.00</b>

Account Number	Description	Budget 2023	Actual 2023	Budget 2024	Actual thru 10/22/2024	Budget 2025 estimate
<b>Other Financing Uses</b>						
<b>Capital Expenditures</b>						
005-000-000-594-18-64-00	Capital Equipment	\$43,445.00	\$43,445.00	\$0.00	\$0.00	\$0.00
	<b>Total Capital</b>	<b>\$43,445.00</b>	<b>\$43,445.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<b>Total Other Financing</b>	<b>\$43,445.00</b>	<b>\$43,445.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<b>Total Genl Govrnmt Capital</b>	<b>\$65,445.00</b>	<b>\$43,490.51</b>	<b>\$11,000.00</b>	<b>\$22.22</b>	<b>\$11,000.00</b>
<b>LEOFF I OPEB Trust Fund</b>						
<b>Pension &amp; Other Benefit</b>						
006-000-000-517-21-22-00	LEOFF 1 Retiree Medical Expenses	\$0.00	\$0.00	\$0.00	\$259.17	\$0.00
	<b>Total Pension &amp; Other</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$259.17</b>	<b>\$0.00</b>
	<b>Total LEOFF I OPEB Trust</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$259.17</b>	<b>\$0.00</b>
<b>Street Fund 101</b>						
<b>Transportation</b>						
<b>Road and Street</b>						
101-000-000-542-30-10-06	Street Maintenance Salaries	\$60,708.00	\$67,879.99	\$85,528.00	\$60,055.96	\$91,301.00
101-000-000-542-30-20-01	Labor & Industries	\$1,580.00	\$1,662.65	\$3,552.00	\$3,014.63	\$4,416.00
101-000-000-542-30-20-02	Pers Retirement	\$6,350.00	\$6,647.76	\$8,208.00	\$5,647.59	\$8,758.00
101-000-000-542-30-20-03	Ss/medicare	\$900.00	\$963.60	\$1,265.00	\$870.83	\$1,364.00
101-000-000-542-30-20-04	Deferred Compensation	\$1,001.00	\$1,673.09	\$1,788.00	\$1,668.44	\$2,000.00
101-000-000-542-30-20-05	Accrual Liability	\$1,354.00	\$0.00	\$1,687.00	\$0.00	\$2,700.00
101-000-000-542-30-20-06	Medical/Dental/Vision Insurance	\$10,897.00	\$12,186.96	\$21,571.00	\$15,427.94	\$23,114.00
101-000-000-542-30-31-00	Operating Supplies	\$8,500.00	\$1,314.18	\$8,500.00	\$1,475.86	\$8,500.00
101-000-000-542-30-31-01	Maintenance Supplies	\$9,475.00	\$1,498.11	\$9,475.00	\$2,056.60	\$9,475.00
101-000-000-542-30-31-02	Roadway Preservation Supplies	\$5,250.00	\$1,284.77	\$5,250.00	\$802.66	\$5,250.00
101-000-000-542-30-31-03	Uniforms	\$300.00	\$237.87	\$400.00	\$351.18	\$400.00
101-000-000-542-30-31-04	PW Boot Allowance	\$200.00	\$173.06	\$250.00	\$285.17	\$300.00

Account Number	Description	Budget 2023	Actual 2023	Budget 2024	Actual thru 10/22/2024	Budget 2025 estimate
101-000-000-542-30-32-00	Motor Fuel	\$6,000.00	\$5,277.82	\$6,000.00	\$4,000.76	\$6,000.00
101-000-000-542-30-35-00	Small Tools & Minor Equipment	\$1,500.00	\$963.91	\$1,500.00	\$1,071.55	\$1,500.00
101-000-000-542-30-41-00	Professional Services	\$150.00	\$18.33	\$150.00	\$608.19	\$1,000.00
101-000-000-542-30-41-01	Contracted Employees	\$4,680.00	\$0.00	\$4,680.00	\$0.00	\$4,680.00
101-000-000-542-30-45-00	Equipment Rental	\$1,600.00	\$0.00	\$1,600.00	\$0.00	\$1,600.00
101-000-000-542-30-46-00	Insurance	\$13,211.00	\$13,843.91	\$14,302.00	\$74.36	\$14,302.00
101-000-000-542-30-48-01	Equipment Repair Services	\$3,000.00	\$688.03	\$3,000.00	\$705.45	\$3,000.00
101-000-000-542-30-49-00	Street Maint. Miscellaneous	\$0.00	\$0.00	\$0.00	\$46.62	\$0.00
101-000-000-542-40-31-01	Stormwater Supplies	\$1,000.00	\$56.65	\$1,000.00	\$0.00	\$1,000.00
101-000-000-542-40-41-00	Stormwater Professional Services	\$450.00	\$0.00	\$450.00	\$0.00	\$450.00
101-000-000-542-62-47-00	Special Paths Power Pedestrian Overpass	\$675.00	\$358.43	\$675.00	\$517.33	\$675.00
101-000-000-542-63-31-00	Street Light Maintenance Supplies	\$2,000.00	\$1,550.00	\$2,000.00	\$1,127.61	\$2,000.00
101-000-000-542-63-47-00	Power TO Street Lighting	\$17,000.00	\$15,622.13	\$17,000.00	\$14,766.57	\$17,000.00
101-000-000-542-63-48-00	Street Light Maintenance Services	\$750.00	\$0.00	\$750.00	\$129.35	\$750.00
101-000-000-542-64-31-00	Traffic Control Supplies	\$1,500.00	\$1,751.33	\$2,000.00	\$2,020.88	\$2,500.00
101-000-000-542-64-41-00	Striping Svcs/paint	\$6,500.00	\$1,572.95	\$6,500.00	\$4,245.23	\$6,500.00
101-000-000-542-64-41-01	WSDOT Traffic Signal Maint. Services	\$750.00	\$0.00	\$750.00	\$981.80	\$1,000.00
101-000-000-542-64-47-00	Power TO Traffic Signals	\$1,400.00	\$1,084.20	\$1,400.00	\$1,047.69	\$1,400.00
101-000-000-542-64-48-00	Traffic Control Repairs & Maintenance	\$750.00	\$2,067.97	\$1,200.00	\$26.81	\$1,200.00
101-000-000-542-66-31-00	Snow & Ice Control Supplies	\$750.00	\$415.31	\$750.00	\$210.11	\$750.00
101-000-000-542-67-31-00	Street Sweeper Supplies	\$750.00	\$695.49	\$1,000.00	\$14.47	\$1,000.00
101-000-000-542-67-48-00	Street Cleaning Equipment Maint Services	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00
101-000-000-542-69-31-00	Other Traffic & Pedestrian Svcs Supplis	\$75.00	\$0.00	\$75.00	\$378.36	\$75.00
101-000-000-542-69-31-01	Flags & Banners	\$750.00	\$270.78	\$1,500.00	\$1,102.85	\$2,000.00
101-000-000-542-70-31-00	Roadside (Planters Strip) Supplies	\$1,675.00	\$67.04	\$1,675.00	\$45.27	\$1,675.00
101-000-000-542-70-49-00	Roadside Damages Deductible	\$250.00	\$0.00	\$250.00	\$0.00	\$250.00
101-000-000-542-90-49-00	Training	\$375.00	\$210.17	\$375.00	\$134.75	\$375.00

Account Number	Description	Budget 2023	Actual 2023	Budget 2024	Actual thru 10/22/2024	Budget 2025 estimate
<b>Total Road and Street</b>		<b>\$176,056.00</b>	<b>\$142,036.49</b>	<b>\$220,056.00</b>	<b>\$124,912.87</b>	<b>\$232,260.00</b>
<b>Road and Street General</b>						
101-000-000-543-10-10-03	Street Management Salary	\$26,362.00	\$27,010.58	\$26,408.00	\$22,349.45	\$29,634.00
101-000-000-543-10-20-01	Labor & Industries	\$545.00	\$435.22	\$911.00	\$673.39	\$1,332.00
101-000-000-543-10-20-02	S/S Medicare	\$400.00	\$401.27	\$400.00	\$324.27	\$451.00
101-000-000-543-10-20-03	Accrual Liability	\$992.00	\$1,720.28	\$992.00	\$14.40	\$1,485.00
101-000-000-543-10-20-04	Pers Retirement	\$2,739.00	\$2,626.54	\$2,517.00	\$2,092.01	\$2,824.00
101-000-000-543-10-20-05	Deferred Compensation	\$594.00	\$463.78	\$594.00	\$348.56	\$594.00
101-000-000-543-10-20-06	Medical/Dental/Vision Insurance	\$3,762.00	\$3,050.25	\$5,536.00	\$3,248.30	\$5,932.00
101-000-000-543-30-10-01	Administration Salaries	\$18,758.00	\$20,117.16	\$38,774.00	\$20,145.24	\$41,487.00
101-000-000-543-30-10-02	Overtime	\$0.00	\$487.43	\$0.00	\$4.82	\$0.00
101-000-000-543-30-20-01	Pers Retirement	\$1,950.00	\$2,011.99	\$3,695.00	\$1,890.89	\$3,954.00
101-000-000-543-30-20-02	S/S Medicare	\$280.00	\$295.70	\$569.00	\$293.10	\$615.00
101-000-000-543-30-20-03	Labor & Industries	\$60.00	\$63.68	\$186.00	\$119.94	\$260.00
101-000-000-543-30-20-04	Deferred Compensation	\$540.00	\$716.47	\$1,060.00	\$1,138.23	\$1,120.00
101-000-000-543-30-20-05	Accrual Liability	\$440.00	\$234.52	\$994.00	\$1.82	\$1,560.00
101-000-000-543-30-20-06	Medical/Dental/Vision Insurance	\$2,850.00	\$2,902.92	\$9,785.00	\$3,893.81	\$10,485.00
101-000-000-543-30-31-00	Office Supplies	\$450.00	\$1,026.92	\$600.00	\$819.16	\$700.00
101-000-000-543-30-31-01	Operating Supplies - Software	\$850.00	\$0.00	\$850.00	\$16.95	\$850.00
101-000-000-543-30-35-00	Small Tools & Minor Equipment	\$300.00	\$168.73	\$300.00	\$187.18	\$300.00
101-000-000-543-30-41-00	State Examiner	\$1,900.00	\$1,196.44	\$1,900.00	\$2,052.33	\$500.00
101-000-000-543-30-41-01	Legal Retainer	\$5,000.00	\$312.89	\$5,000.00	\$2,316.67	\$5,000.00
101-000-000-543-30-41-02	Broker Fees (propel/sedgewick)	\$750.00	\$1,170.19	\$750.00	\$89.05	\$1,200.00
101-000-000-543-30-41-03	IT Services	\$350.00	\$1,016.75	\$350.00	\$1,839.47	\$350.00
101-000-000-543-30-41-04	Software Support Visions	\$800.00	\$446.15	\$800.00	\$732.96	\$800.00
101-000-000-543-30-41-06	Legal Publications/advertising	\$150.00	\$340.04	\$500.00	\$5.49	\$500.00
101-000-000-543-30-42-00	Postage	\$150.00	\$7.68	\$150.00	\$0.00	\$150.00
101-000-000-543-30-42-01	Telephone/Internet	\$1,700.00	\$1,446.65	\$1,700.00	\$1,270.13	\$1,700.00
101-000-000-543-30-43-00	Travel/Meals/Lodging/Mileage	\$100.00	\$81.65	\$150.00	\$0.00	\$150.00
101-000-000-543-30-44-00	B & O Excise Tax	\$100.00	\$0.00	\$100.00	\$138.78	\$100.00
101-000-000-543-30-44-01	Taxes & Operating Assessment	\$25.00	\$10.33	\$25.00	\$29.89	\$25.00
101-000-000-543-30-45-00	Copier Lease	\$465.00	\$463.85	\$465.00	\$393.62	\$465.00

Account Number	Description	Budget 2023	Actual 2023	Budget 2024	Actual thru 10/22/2024	Budget 2025 estimate
101-000-000-543-30-45-01	Rental Fees	\$25.00	\$12.14	\$25.00	\$7.57	\$25.00
101-000-000-543-30-48-00	Copier Maintenance Services	\$200.00	\$120.00	\$200.00	\$169.61	\$200.00
101-000-000-543-30-49-01	Miscellaneous/Memberships/Recording/License Fees	\$100.00	\$95.44	\$100.00	\$22.40	\$100.00
101-000-000-543-30-49-02	Bank/Investment Fees	\$75.00	\$48.62	\$75.00	\$21.37	\$75.00
101-000-000-543-30-49-03	Administration Training	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00
101-000-000-543-50-45-00	Internal Facilities Rent	\$2,525.00	\$2,524.68	\$2,525.00	\$2,103.90	\$2,525.00
101-000-000-543-50-47-00	Utilities: Water/Sewer/Electric	\$550.00	\$474.19	\$550.00	\$450.28	\$550.00
<b>Total Road and Street</b>		<b>\$76,937.00</b>	<b>\$73,501.13</b>	<b>\$109,636.00</b>	<b>\$69,205.04</b>	<b>\$118,098.00</b>
<b>Total Transportation</b>		<b>\$252,993.00</b>	<b>\$215,537.62</b>	<b>\$329,692.00</b>	<b>\$194,117.91</b>	<b>\$350,358.00</b>
<b>Other Financing Uses</b>						
<b>Capital Expenditures</b>						
101-000-000-594-44-64-00	Heavy Duty Capital Equipment	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$12,000.00
101-000-000-594-44-64-02	Capital Equipment/IT Server	\$0.00	\$0.00	\$0.00	\$81.14	\$0.00
<b>Total Capital</b>		<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	<b>\$81.14</b>	<b>\$12,000.00</b>
<b>Roads/Streets</b>						
101-000-000-595-64-64-00	Capital Traffic Control Devices	\$16,710.00	\$17,242.61	\$20,000.00	\$17,949.17	\$20,000.00
<b>Total Roads/Streets</b>		<b>\$16,710.00</b>	<b>\$17,242.61</b>	<b>\$20,000.00</b>	<b>\$17,949.17</b>	<b>\$20,000.00</b>
<b>Transfer Out</b>						
101-000-000-597-42-00-00	Transfer/Capital Heavy Equipment	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$55,000.00
<b>Total Transfer Out</b>		<b>\$15,000.00</b>	<b>\$15,000.00</b>	<b>\$15,000.00</b>	<b>\$15,000.00</b>	<b>\$55,000.00</b>
<b>Total Other Financing</b>		<b>\$41,710.00</b>	<b>\$32,242.61</b>	<b>\$45,000.00</b>	<b>\$33,030.31</b>	<b>\$87,000.00</b>
<b>Total Street Fund 101</b>		<b>\$294,703.00</b>	<b>\$247,780.23</b>	<b>\$374,692.00</b>	<b>\$227,148.22</b>	<b>\$437,358.00</b>
<b>Street Capital Equipment Fund</b>						
<b>Other Financing Uses</b>						

Account Number	Description	Budget 2023	Actual 2023	Budget 2024	Actual thru 10/22/2024	Budget 2025 estimate
<b>Capital Expenditures</b>						
102-000-000-594-42-64-00	Street Capital Equipment	\$59,786.00	\$42,760.66	\$0.00	\$10,546.12	\$33,333.00
	<b>Total Capital</b>	<b>\$59,786.00</b>	<b>\$42,760.66</b>	<b>\$0.00</b>	<b>\$10,546.12</b>	<b>\$33,333.00</b>
	<b>Total Other Financing</b>	<b>\$59,786.00</b>	<b>\$42,760.66</b>	<b>\$0.00</b>	<b>\$10,546.12</b>	<b>\$33,333.00</b>
	<b>Total Street Capital Equipment</b>	<b>\$59,786.00</b>	<b>\$42,760.66</b>	<b>\$0.00</b>	<b>\$10,546.12</b>	<b>\$33,333.00</b>
<b>Street Improvement Fund 105</b>						
<b>Operations</b>						
105-000-000-544-90-41-00	Administrative Fee	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00
	<b>Total Operations</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>\$500.00</b>
<b>Other Decreases in Fund</b>						
105-000-000-582-20-00-00	Refund of Retainage Deposits	\$1,032,277.00	\$0.00	\$0.00	\$1,523,337.00	\$0.00
	<b>Total Other Decreases in</b>	<b>\$1,032,277.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,523,337.00</b>	<b>\$0.00</b>
<b>Roads/Streets</b>						
105-000-000-595-10-41-00	Engineering/Prof Svcs	\$185,725.00	\$185,722.33	\$30,000.00	\$43,974.67	\$30,000.00
105-000-000-595-30-41-00	Advertising Prof Svcs	\$1,017.00	\$1,017.10	\$1,000.00	\$1,974.10	\$1,000.00
105-000-000-595-30-63-00	Roadway Capital Improvement	\$2,591,946.00	\$2,591,945.30	\$488,029.00	\$174,166.06	\$406,597.00
105-000-000-595-63-63-00	Street Lighting Improvements	\$61,785.00	\$1,800.00	\$10,000.00	\$129.35	\$10,000.00
	<b>Total Roads/Streets</b>	<b>\$2,840,473.00</b>	<b>\$2,780,484.73</b>	<b>\$529,029.00</b>	<b>\$220,244.18</b>	<b>\$447,597.00</b>
	<b>Total Street Improvement Fund</b>	<b>\$3,873,250.00</b>	<b>\$2,780,484.73</b>	<b>\$529,529.00</b>	<b>\$1,743,581.18</b>	<b>\$448,097.00</b>
<b>Criminal Justice Funds</b>						
<b>Public Safety</b>						
<b>Police Operations</b>						
110-000-000-521-22-35-01	CJ Minor Equipment	\$20,000.00	\$77.90	\$20,000.00	\$48.52	\$20,000.00
110-000-000-521-22-41-00	Police Operations Professional Services	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00
	<b>Total Police Operations</b>	<b>\$23,000.00</b>	<b>\$77.90</b>	<b>\$23,000.00</b>	<b>\$48.52</b>	<b>\$23,000.00</b>

Account Number	Description	Budget 2023	Actual 2023	Budget 2024	Actual thru 10/22/2024	Budget 2025 estimate
<b>Crime Prevention</b>						
110-000-000-521-30-31-00	CJSP Crime Prevention Supplies	\$5,000.00	\$0.00	\$5,000.00	\$2,772.18	\$5,000.00
110-000-000-521-30-45-00	Special Programs Equipment Rental	\$0.00	\$0.00	\$0.00	\$150.00	\$0.00
110-000-000-521-30-49-01	CJ Spec Programs & Youth @ Risk	\$3,500.00	\$10,102.94	\$3,500.00	\$6,334.53	\$3,500.00
<b>Total Crime Prevention</b>		<b>\$8,500.00</b>	<b>\$10,102.94</b>	<b>\$8,500.00</b>	<b>\$9,256.71</b>	<b>\$8,500.00</b>
<b>Training</b>						
110-000-000-521-40-49-00	CJ Training	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
<b>Total Training</b>		<b>\$1,500.00</b>	<b>\$0.00</b>	<b>\$1,500.00</b>	<b>\$0.00</b>	<b>\$1,500.00</b>
<b>Traffic Policing</b>						
110-000-000-521-70-10-01	Patrol DUI Overtime	\$4,645.00	\$0.00	\$4,645.00	(\$489.44)	\$4,645.00
110-000-000-521-70-41-00	Patrol Striping	\$0.00	\$6,389.33	\$0.00	\$0.00	\$0.00
<b>Total Traffic Policing</b>		<b>\$4,645.00</b>	<b>\$6,389.33</b>	<b>\$4,645.00</b>	<b>(\$489.44)</b>	<b>\$4,645.00</b>
<b>Total Public Safety</b>		<b>\$37,645.00</b>	<b>\$16,570.17</b>	<b>\$37,645.00</b>	<b>\$8,815.79</b>	<b>\$37,645.00</b>
<b>Other Financing Uses</b>						
<b>Capital</b>						
110-000-000-594-21-64-01	Capital Patrol Vehicles	\$70,000.00	\$81,201.69	\$60,000.00	\$63,780.99	\$60,000.00
<b>Total Capital</b>		<b>\$70,000.00</b>	<b>\$81,201.69</b>	<b>\$60,000.00</b>	<b>\$63,780.99</b>	<b>\$60,000.00</b>
<b>Total Other Financing</b>		<b>\$70,000.00</b>	<b>\$81,201.69</b>	<b>\$60,000.00</b>	<b>\$63,780.99</b>	<b>\$60,000.00</b>
<b>Total Criminal Justice Funds</b>		<b>\$107,645.00</b>	<b>\$97,771.86</b>	<b>\$97,645.00</b>	<b>\$72,596.78</b>	<b>\$97,645.00</b>
<b>Local Fiscal Recovery Fund</b>						
115-000-000-518-30-31-00	City Hall Maintenance Repair Supplies	\$35,000.00	\$34,948.66	\$0.00	\$508.20	\$0.00
115-000-000-534-10-10-00	Water Dept Salaries ARPA	\$21,000.00	\$20,910.52	\$0.00	\$127.73	\$0.00
115-000-000-534-10-20-00	Water Dept Benefits ARPA	\$2,400.00	\$2,384.65	\$0.00	\$250.55	\$0.00

Account Number	Description	Budget 2023	Actual 2023	Budget 2024	Actual thru 10/22/2024	Budget 2025 estimate
115-000-000-558-50-20-00	Community Development Benefits ARPA	\$11,500.00	\$11,461.36	\$0.00	\$65.56	\$0.00
115-000-000-558-51-10-00	Community Development Salaries ARPA	\$33,125.00	\$33,125.45	\$0.00	\$160.65	\$0.00
<b>Capital Expenditures</b>						
115-000-000-594-18-60-00	General Services Improvements-Clerk/Treasurer/Mayor	\$58,340.00	\$58,335.45	\$0.00	\$1,130.70	\$0.00
115-000-000-594-18-64-00	Capital Equipment	\$54,731.00	\$54,730.68	\$0.00	\$2,719.24	\$0.00
115-000-000-594-34-64-00	Water Infrastructure Improvements	\$22,251.00	\$22,250.72	\$35,000.00	\$0.00	\$35,000.00
115-000-000-594-35-64-00	Sewer Infrastructure Improvements	\$38,038.00	\$0.00	\$20,000.00	\$40,926.28	\$20,000.00
115-000-000-594-76-00-00	Capital Park Improv	\$0.00	\$0.00	\$0.00	\$74,792.38	\$0.00
<b>Total Capital</b>		<b>\$173,360.00</b>	<b>\$135,316.85</b>	<b>\$55,000.00</b>	<b>\$119,568.60</b>	<b>\$55,000.00</b>
<b>Roads/Streets &amp; Other</b>						
115-000-000-595-30-64-00	Capital Roadway Infrastructure	\$137.00	\$136.86	\$29,000.00	\$1,754.92	\$29,000.00
<b>Total Roads/Streets &amp;</b>		<b>\$137.00</b>	<b>\$136.86</b>	<b>\$29,000.00</b>	<b>\$1,754.92</b>	<b>\$29,000.00</b>
<b>Total Local Fiscal Recovery</b>		<b>\$276,522.00</b>	<b>\$238,284.35</b>	<b>\$84,000.00</b>	<b>\$122,436.21</b>	<b>\$84,000.00</b>
<b>Project Planning Fund</b>						
<b>Economic Environment</b>						
<b>Community Planning &amp; Planning</b>						
305-000-000-558-60-41-00	Planning Professional Services	\$25,000.00	\$0.00	\$50,000.00	\$87,475.00	\$50,000.00
305-000-000-558-60-41-01	Legal Publications/Advertising	\$5,000.00	\$0.00	\$100.00	\$0.00	\$100.00
<b>Total Planning</b>		<b>\$30,000.00</b>	<b>\$0.00</b>	<b>\$50,100.00</b>	<b>\$87,475.00</b>	<b>\$50,100.00</b>
<b>Economic Development</b>						
305-000-000-558-70-41-00	Economic Developmnt Professional Svcs	\$25,000.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00
305-000-000-558-70-41-01	Legal Services	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00
<b>Total Economic</b>		<b>\$50,000.00</b>	<b>\$0.00</b>	<b>\$35,000.00</b>	<b>\$0.00</b>	<b>\$35,000.00</b>

Account Number	Description	Budget 2023	Actual 2023	Budget 2024	Actual thru 10/22/2024	Budget 2025 estimate
<b>Total Community</b>		<b>\$80,000.00</b>	<b>\$0.00</b>	<b>\$85,100.00</b>	<b>\$87,475.00</b>	<b>\$85,100.00</b>
<b>Total Economic</b>		<b>\$80,000.00</b>	<b>\$0.00</b>	<b>\$85,100.00</b>	<b>\$87,475.00</b>	<b>\$85,100.00</b>
<b>Total Project Planning Fund</b>		<b>\$80,000.00</b>	<b>\$0.00</b>	<b>\$85,100.00</b>	<b>\$87,475.00</b>	<b>\$85,100.00</b>
<b>Water Fund 401</b>						
<b>Utilities and Environment</b>						
<b>Water Utilities</b>						
<b>Administration - General</b>						
401-000-000-534-10-10-05	Overtime	\$500.00	\$1,955.37	\$500.00	\$28.43	\$500.00
401-000-000-534-10-10-08	ON Call Pay	\$4,555.00	\$2,062.09	\$4,555.00	\$2,247.59	\$4,555.00
401-000-000-534-10-10-09	Water Dept Salaries	\$182,230.00	\$184,999.42	\$232,476.00	\$174,025.18	\$253,650.00
401-000-000-534-10-20-01	Labor & Industries	\$2,480.00	\$2,270.33	\$5,067.00	\$4,327.82	\$6,706.00
401-000-000-534-10-20-02	S/S Medicare	\$2,790.00	\$2,662.65	\$3,444.00	\$2,528.89	\$4,086.00
401-000-000-534-10-20-03	Accrual Liability	\$4,900.00	\$4,226.17	\$5,598.00	\$23.02	\$9,000.00
401-000-000-534-10-20-04	Pers Retirement	\$19,400.00	\$18,533.93	\$22,042.00	\$16,521.94	\$24,211.00
401-000-000-534-10-20-05	Social Security	\$0.00	\$49.22	\$0.00	\$26.94	\$50.00
401-000-000-534-10-20-06	Deferred Compensation	\$4,102.00	\$5,156.32	\$5,878.00	\$6,875.66	\$6,502.00
401-000-000-534-10-20-07	Medical/Dental/Vision Insurance	\$30,200.00	\$31,153.18	\$55,535.27	\$38,323.66	\$59,508.00
401-000-000-534-10-31-00	Office Supplies	\$1,500.00	\$2,059.07	\$2,000.00	\$1,002.48	\$2,000.00
401-000-000-534-10-35-00	Small Equipment	\$400.00	\$205.55	\$400.00	\$1,616.34	\$1,000.00
401-000-000-534-10-41-00	Broker Fee - Insurance	\$1,500.00	\$1,939.38	\$1,500.00	\$193.39	\$1,500.00
401-000-000-534-10-41-01	Legal Retainer	\$7,000.00	\$283.91	\$7,000.00	\$2,379.16	\$7,000.00
401-000-000-534-10-41-02	IT Computer Services	\$1,500.00	\$2,379.30	\$1,500.00	\$4,024.03	\$1,500.00
401-000-000-534-10-41-03	State Examiner	\$4,500.00	\$2,866.88	\$4,500.00	\$5,037.49	\$500.00
401-000-000-534-10-41-04	Software Support Visions/Master Meter	\$4,000.00	\$4,791.65	\$4,000.00	\$5,746.18	\$4,000.00
401-000-000-534-10-41-05	Advertising/Legal Publications	\$750.00	\$53.69	\$750.00	\$306.21	\$750.00
401-000-000-534-10-41-06	Professional Services BAT Miscellaneous	\$1,000.00	\$233.98	\$1,000.00	\$2,986.11	\$3,250.00
401-000-000-534-10-41-07	Water Plan Updates	\$100,000.00	\$0.00	\$150,000.00	\$0.00	\$150,000.00
401-000-000-534-10-41-08	Legal Professional Services	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00

Account Number	Description	Budget 2023	Actual 2023	Budget 2024	Actual thru 10/22/2024	Budget 2025 estimate
401-000-000-534-10-41-09	Contracted Employees	\$4,680.00	\$0.00	\$4,680.00	\$0.00	\$4,680.00
401-000-000-534-10-42-00	Telephone/Internet	\$2,500.00	\$2,329.56	\$2,500.00	\$1,852.92	\$2,500.00
401-000-000-534-10-42-01	Postage	\$2,250.00	\$2,109.88	\$2,250.00	\$2,215.78	\$2,250.00
401-000-000-534-10-43-00	Travel/Meals/Lodging/Mileage	\$1,000.00	\$641.70	\$1,000.00	\$172.74	\$1,000.00
401-000-000-534-10-44-00	Excise Tax (water)	\$26,000.00	\$25,230.02	\$26,000.00	\$20,193.66	\$26,000.00
401-000-000-534-10-44-01	B & O Taxes	\$1,000.00	\$1,623.03	\$1,000.00	\$0.00	\$1,000.00
401-000-000-534-10-44-02	Utility Tax	\$28,500.00	\$30,206.58	\$28,500.00	\$25,471.27	\$28,500.00
401-000-000-534-10-44-03	Taxes & Operating Assessment	\$25.00	\$10.33	\$25.00	\$0.00	\$25.00
401-000-000-534-10-45-00	Copier Lease	\$465.00	\$463.83	\$465.00	\$393.68	\$465.00
401-000-000-534-10-45-01	Internal Facilities Rent	\$4,390.00	\$4,385.40	\$4,390.00	\$3,654.50	\$4,390.00
401-000-000-534-10-45-02	Rental Fees	\$100.00	\$121.26	\$100.00	\$124.63	\$125.00
401-000-000-534-10-46-00	Insurance	\$24,584.00	\$27,265.31	\$27,209.00	\$74.36	\$30,000.00
401-000-000-534-10-47-00	Utilities: Water/Sewer/Electric	\$800.00	\$624.00	\$800.00	\$580.86	\$800.00
401-000-000-534-10-48-00	Copier Maintenance Services	\$500.00	\$610.55	\$500.00	\$708.64	\$500.00
401-000-000-534-10-49-00	Operating Permit Fees	\$1,600.00	\$1,489.70	\$1,600.00	\$2,233.20	\$2,400.00
401-000-000-534-10-49-01	Membership Dues/Registrations	\$1,500.00	\$382.00	\$1,500.00	\$754.50	\$1,500.00
401-000-000-534-10-49-02	Miscellaneous/Recording/Licensing Fees	\$500.00	\$1,529.17	\$1,500.00	\$160.44	\$1,500.00
401-000-000-534-10-49-03	Bank/Investment Fees	\$300.00	\$311.54	\$300.00	\$173.28	\$300.00
401-000-000-534-10-49-04	Training	\$2,500.00	\$1,217.51	\$4,000.00	\$662.59	\$4,000.00
<b>Total Administration -</b>		<b>\$479,001.00</b>	<b>\$368,433.46</b>	<b>\$618,564.27</b>	<b>\$327,647.57</b>	<b>\$654,703.00</b>
<b>Maintenance</b>						
401-000-000-534-50-31-00	Maintenance Supplies	\$10,000.00	\$6,004.76	\$10,000.00	\$4,432.99	\$10,000.00
401-000-000-534-50-31-01	Water Line Upgrade Supplies	\$0.00	\$1,162.06	\$0.00	\$0.00	\$0.00
401-000-000-534-50-31-02	Water Tower Maintenance Supplies	\$0.00	\$129.23	\$0.00	\$0.00	\$0.00
401-000-000-534-50-35-00	Small Tools & Minor Equipment	\$1,500.00	\$1,902.35	\$1,500.00	\$958.85	\$1,500.00
401-000-000-534-50-41-00	Maintenance Professional Services	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00
401-000-000-534-50-45-00	Equipment Rental	\$500.00	\$0.00	\$500.00	\$118.96	\$500.00
401-000-000-534-50-48-02	Water Tower Maintenance & Repair Services	\$3,000.00	\$0.00	\$15,000.00	\$9,858.82	\$30,000.00
401-000-000-534-50-48-03	Equipment Repair Services	\$10,000.00	\$9,544.93	\$15,000.00	\$3,841.73	\$0.00

Account Number	Description	Budget 2023	Actual 2023	Budget 2024	Actual thru 10/22/2024	Budget 2025 estimate
<b>Total Maintenance</b>		<b>\$25,100.00</b>	<b>\$18,743.33</b>	<b>\$42,100.00</b>	<b>\$19,211.35</b>	<b>\$42,100.00</b>
<b>Utility Operations</b>						
401-000-000-534-80-31-00	Operating Supplies	\$2,250.00	\$1,537.12	\$2,250.00	\$986.49	\$2,250.00
401-000-000-534-80-31-01	Well 6 Treatment Supplies	\$16,000.00	\$17,450.89	\$25,000.00	\$17,405.35	\$25,000.00
401-000-000-534-80-31-02	Uniforms	\$400.00	\$237.94	\$500.00	\$351.17	\$500.00
401-000-000-534-80-31-03	PW Boot Allowance	\$200.00	\$173.11	\$250.00	\$285.22	\$300.00
401-000-000-534-80-32-00	Motor Fuel	\$6,500.00	\$6,645.41	\$6,500.00	\$5,336.25	\$6,500.00
401-000-000-534-80-34-00	Meter Purchases/inventory	\$25,000.00	\$31,944.80	\$60,000.00	\$40,533.72	\$60,000.00
401-000-000-534-80-35-01	Operating Equipment	\$500.00	\$285.55	\$500.00	\$563.28	\$500.00
401-000-000-534-80-41-00	Professional Services	\$1,000.00	\$553.54	\$1,000.00	\$47.78	\$1,000.00
401-000-000-534-80-41-01	Water Samples	\$4,000.00	\$2,382.88	\$4,000.00	\$8,507.60	\$6,000.00
401-000-000-534-80-42-00	Water Wells Telemetry	\$725.00	\$619.72	\$725.00	\$676.34	\$1,500.00
401-000-000-534-80-47-00	Power TO Pumps/PUD	\$21,000.00	\$15,109.78	\$21,000.00	\$17,830.88	\$21,000.00
401-000-000-534-80-48-00	Operations Maintenance Services	\$0.00	\$0.00	\$0.00	\$32.45	\$0.00
401-000-000-534-80-49-00	Utilities Underground Locates	\$150.00	\$106.92	\$150.00	\$41.68	\$150.00
401-000-000-534-80-49-01	Miscellaneous/Membership/Recording/License Fees	\$500.00	\$45.00	\$500.00	\$36.40	\$500.00
<b>Total Utility Operations</b>		<b>\$78,225.00</b>	<b>\$77,092.66</b>	<b>\$122,375.00</b>	<b>\$92,634.61</b>	<b>\$125,200.00</b>
<b>Total Water Utilities</b>		<b>\$582,326.00</b>	<b>\$464,269.45</b>	<b>\$783,039.27</b>	<b>\$439,493.53</b>	<b>\$822,003.00</b>
<b>Total Utilities and</b>		<b>\$582,326.00</b>	<b>\$464,269.45</b>	<b>\$783,039.27</b>	<b>\$439,493.53</b>	<b>\$822,003.00</b>
<b>Debt, Capital &amp; Other</b>						
<b>Redemption of Debt</b>						
401-000-000-591-34-72-03	Usda-RD 56-021 Principal	\$13,236.00	\$13,237.49	\$13,893.00	\$6,792.78	\$14,348.00
401-000-000-591-34-72-04	Ecology Loan Principal	\$2,320.00	\$2,392.42	\$0.00	\$0.00	\$0.00
<b>Total Redemption of Debt</b>		<b>\$15,556.00</b>	<b>\$15,629.91</b>	<b>\$13,893.00</b>	<b>\$6,792.78</b>	<b>\$14,348.00</b>
<b>Interest And Other Debt</b>						
401-000-000-592-34-83-03	Usda-RD 56-021 Interest	\$9,474.00	\$9,472.51	\$8,817.00	\$4,562.22	\$8,362.00

Account Number	Description	Budget 2023	Actual 2023	Budget 2024	Actual thru 10/22/2024	Budget 2025 estimate
401-000-000-592-34-83-04	Ecology Loan Interest	\$110.00	\$26.94	\$0.00	\$0.00	\$0.00
<b>Total Interest And Other</b>		<b>\$9,584.00</b>	<b>\$9,499.45</b>	<b>\$8,817.00</b>	<b>\$4,562.22</b>	<b>\$8,362.00</b>
<b>Capital Expenditures</b>						
401-000-000-594-34-64-04	Capital Billing Software	\$15,000.00	\$1,853.25	\$0.00	\$0.00	\$0.00
<b>Total Capital</b>		<b>\$15,000.00</b>	<b>\$1,853.25</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Transfers Out</b>						
401-000-000-597-34-01-00	Transfer/Water System Imprvmnt	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
401-000-000-597-34-02-00	Transfer/Water Capital Equipment	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
<b>Total Transfers Out</b>		<b>\$30,000.00</b>	<b>\$30,000.00</b>	<b>\$30,000.00</b>	<b>\$30,000.00</b>	<b>\$30,000.00</b>
<b>Total Debt, Capital &amp; Other</b>		<b>\$70,140.00</b>	<b>\$56,982.61</b>	<b>\$52,710.00</b>	<b>\$41,355.00</b>	<b>\$52,710.00</b>
<b>Total Water Fund 401</b>		<b>\$652,466.00</b>	<b>\$521,252.06</b>	<b>\$835,749.27</b>	<b>\$480,848.53</b>	<b>\$874,713.00</b>
<b>Water System Improvement</b>						
<b>Capital Expenditures</b>						
402-000-000-594-34-63-00	Water System Improvements	\$65,000.00	\$16,943.64	\$65,000.00	\$0.00	\$65,000.00
<b>Total Capital</b>		<b>\$65,000.00</b>	<b>\$16,943.64</b>	<b>\$65,000.00</b>	<b>\$0.00</b>	<b>\$65,000.00</b>
<b>Total Water System</b>		<b>\$65,000.00</b>	<b>\$16,943.64</b>	<b>\$65,000.00</b>	<b>\$0.00</b>	<b>\$65,000.00</b>
<b>Water Deposit Trust Fund</b>						
<b>Nonexpenditures</b>						
404-000-000-582-10-00-00	Refunds	\$500.00	\$500.00	\$500.00	\$0.00	\$500.00
404-000-000-582-10-01-00	Transfers	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00
<b>Total Nonexpenditures</b>		<b>\$2,500.00</b>	<b>\$500.00</b>	<b>\$2,500.00</b>	<b>\$0.00</b>	<b>\$2,500.00</b>
<b>Total Water Deposit Trust Fund</b>		<b>\$2,500.00</b>	<b>\$500.00</b>	<b>\$2,500.00</b>	<b>\$0.00</b>	<b>\$2,500.00</b>
<b>Wastewater Fund 406</b>						

Account Number	Description	Budget 2023	Actual 2023	Budget 2024	Actual thru 10/22/2024	Budget 2025 estimate
<b>Utilities and Environment</b>						
<b>Sewer Utilities</b>						
<b>Administration - General</b>						
406-000-000-535-10-10-07	Overtime	\$500.00	\$1,786.34	\$500.00	\$28.33	\$500.00
406-000-000-535-10-10-08	ON Call Pay	\$4,555.00	\$2,070.93	\$4,555.00	\$2,236.18	\$4,555.00
406-000-000-535-10-10-10	Wastewater Salaries	\$176,000.00	\$180,371.64	\$226,021.00	\$170,408.90	\$246,916.00
406-000-000-535-10-20-01	Labor & Industries	\$2,455.00	\$2,354.10	\$5,049.00	\$4,224.53	\$6,684.00
406-000-000-535-10-20-02	S/S Medicare	\$2,695.00	\$2,591.84	\$3,348.00	\$2,476.95	\$3,984.00
406-000-000-535-10-20-03	Accrual Liability	\$4,750.00	\$4,095.20	\$5,449.00	\$22.14	\$8,728.00
406-000-000-535-10-20-04	Pers Retirement	\$18,852.00	\$18,032.06	\$21,597.00	\$16,185.81	\$23,741.00
406-000-000-535-10-20-05	Social Security	\$0.00	\$49.22	\$0.00	\$26.94	\$50.00
406-000-000-535-10-20-06	Deferred Compensation	\$3,927.00	\$4,966.97	\$5,680.00	\$6,618.85	\$6,293.00
406-000-000-535-10-20-07	Medical/Dental/Vision Insurance	\$30,000.00	\$26,641.20	\$54,698.00	\$37,875.94	\$58,610.00
406-000-000-535-10-31-00	Office Supplies	\$1,200.00	\$2,033.68	\$2,000.00	\$1,168.68	\$2,000.00
406-000-000-535-10-35-00	Small Equipment	\$1,000.00	\$205.55	\$1,000.00	\$1,193.47	\$1,000.00
406-000-000-535-10-41-00	Legal Retainer	\$1,500.00	\$179.77	\$1,500.00	\$3,754.17	\$1,500.00
406-000-000-535-10-41-01	IT Computer Services	\$1,000.00	\$2,322.96	\$1,000.00	\$3,924.59	\$1,000.00
406-000-000-535-10-41-02	State Examiner	\$4,500.00	\$2,866.88	\$4,500.00	\$5,037.50	\$500.00
406-000-000-535-10-41-03	Broker Fee - Insurance	\$1,000.00	\$1,634.24	\$1,000.00	\$189.79	\$1,000.00
406-000-000-535-10-41-04	Software Support Visions/Master Meter	\$3,000.00	\$4,903.23	\$3,000.00	\$5,482.07	\$3,000.00
406-000-000-535-10-41-05	Advertising/Legal Publications	\$200.00	\$53.71	\$1,000.00	\$0.00	\$1,000.00
406-000-000-535-10-41-06	Professional Services Miscellaneous	\$75.00	\$234.23	\$2,000.00	\$29.95	\$2,000.00
406-000-000-535-10-41-08	Contracted Employees	\$4,680.00	\$0.00	\$4,680.00	\$0.00	\$4,680.00
406-000-000-535-10-42-00	Telephone/Internet	\$2,000.00	\$2,263.10	\$2,000.00	\$1,904.59	\$2,000.00
406-000-000-535-10-42-01	Postage	\$1,400.00	\$2,096.98	\$2,000.00	\$2,204.85	\$2,500.00
406-000-000-535-10-43-00	Travel/Meals/Lodging/Mileage	\$1,000.00	\$343.48	\$1,000.00	\$172.74	\$1,000.00
406-000-000-535-10-44-00	Excise Tax (sewer)	\$27,000.00	\$27,248.05	\$27,000.00	\$22,552.10	\$27,000.00
406-000-000-535-10-44-01	B & O Taxes	\$1,000.00	\$742.98	\$1,000.00	\$0.00	\$1,000.00
406-000-000-535-10-44-02	Utility Tax	\$48,900.00	\$44,744.92	\$48,900.00	\$35,746.86	\$48,900.00
406-000-000-535-10-44-03	Taxes & Operating Assessment	\$25.00	\$10.33	\$25.00	\$0.00	\$25.00
406-000-000-535-10-45-00	Copier Lease	\$465.00	\$463.84	\$465.00	\$393.56	\$465.00

Account Number	Description	Budget 2023	Actual 2023	Budget 2024	Actual thru 10/22/2024	Budget 2025 estimate
406-000-000-535-10-45-01	Internal Facilities Rent	\$4,390.00	\$4,385.40	\$4,390.00	\$3,654.50	\$4,390.00
406-000-000-535-10-45-02	Rental Fees	\$75.00	\$121.24	\$75.00	\$125.06	\$150.00
406-000-000-535-10-46-00	Insurance	\$18,234.00	\$20,040.15	\$19,984.00	\$74.36	\$19,984.00
406-000-000-535-10-47-00	Utilities: Water/Sewer/Electric	\$1,000.00	\$623.93	\$1,000.00	\$559.70	\$1,000.00
406-000-000-535-10-48-00	Copier Maintenance Services	\$500.00	\$590.75	\$500.00	\$684.37	\$500.00
406-000-000-535-10-49-00	Miscellaneous/Membership/Recording/License Fees	\$350.00	\$125.57	\$350.00	\$266.58	\$350.00
406-000-000-535-10-49-01	Training	\$1,250.00	\$543.75	\$1,250.00	\$285.41	\$1,250.00
406-000-000-535-10-49-02	Bank/Investment Fees	\$100.00	\$112.20	\$100.00	\$216.39	\$200.00
<b>Total Administration -</b>		<b>\$369,578.00</b>	<b>\$361,850.42</b>	<b>\$458,616.00</b>	<b>\$329,725.86</b>	<b>\$488,455.00</b>
<b>Facility Engineering</b>						
406-000-000-535-20-41-00	Engineering Services	\$1,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00
<b>Total Facility</b>		<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>
<b>Maintenance</b>						
406-000-000-535-50-31-00	Maintenance Supplies	\$5,000.00	\$2,558.75	\$5,000.00	\$2,732.82	\$5,000.00
406-000-000-535-50-35-00	New Sewer Pumps	\$1,000.00	\$268.34	\$1,000.00	\$10.78	\$1,000.00
406-000-000-535-50-35-01	Small Tools & Minor Equipment	\$1,500.00	\$1,310.97	\$1,500.00	\$599.22	\$1,500.00
406-000-000-535-50-41-00	Professional Services	\$1,500.00	\$251.89	\$1,500.00	\$0.00	\$1,500.00
406-000-000-535-50-45-00	Equipment Rentals	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
406-000-000-535-50-48-00	Equipment Repair Services	\$3,500.00	\$1,058.13	\$5,000.00	\$834.82	\$5,000.00
<b>Total Maintenance</b>		<b>\$13,500.00</b>	<b>\$5,448.08</b>	<b>\$15,000.00</b>	<b>\$4,177.64</b>	<b>\$15,000.00</b>
<b>Utility Operations</b>						
406-000-000-535-80-31-00	Operating Supplies	\$3,000.00	\$866.61	\$3,000.00	\$979.41	\$3,000.00
406-000-000-535-80-31-01	Lift Station Degreaser Supplies	\$700.00	\$0.00	\$700.00	\$0.00	\$700.00
406-000-000-535-80-31-02	Uniforms	\$300.00	\$237.86	\$400.00	\$351.21	\$400.00
406-000-000-535-80-31-03	PW Boot Allowance	\$200.00	\$173.08	\$250.00	\$285.17	\$300.00
406-000-000-535-80-32-00	Motor Fuel	\$6,300.00	\$6,657.84	\$6,300.00	\$5,345.21	\$6,300.00
406-000-000-535-80-35-00	Operating Equipment	\$750.00	\$282.56	\$750.00	\$556.54	\$750.00
406-000-000-535-80-41-00	Professional Services	\$500.00	\$301.66	\$500.00	\$37.10	\$500.00
406-000-000-535-80-47-00	Power TO Pumps/pud	\$12,500.00	\$10,268.64	\$12,500.00	\$10,160.05	\$12,500.00

Account Number	Description	Budget 2023	Actual 2023	Budget 2024	Actual thru 10/22/2024	Budget 2025 estimate
406-000-000-535-80-47-01	Wasterwater Treatment	\$168,516.00	\$154,473.00	\$202,224.00	\$156,833.00	\$225,156.00
406-000-000-535-80-49-00	Miscellaneous/Membership/Recordin g/License Fees	\$300.00	\$30.00	\$300.00	\$0.00	\$300.00
406-000-000-535-80-49-01	Utilities Underground Locates	\$225.00	\$106.91	\$225.00	\$41.69	\$225.00
406-000-000-535-80-49-02	Risk Management Damages Deductible	\$150.00	\$0.00	\$150.00	\$0.00	\$150.00
<b>Total Utility Operations</b>		<b>\$193,441.00</b>	<b>\$173,398.16</b>	<b>\$227,299.00</b>	<b>\$174,589.38</b>	<b>\$250,281.00</b>
<b>Total Sewer Utilities</b>		<b>\$577,519.00</b>	<b>\$540,696.66</b>	<b>\$705,915.00</b>	<b>\$508,492.88</b>	<b>\$758,736.00</b>
<b>Total Utilities and</b>		<b>\$577,519.00</b>	<b>\$540,696.66</b>	<b>\$705,915.00</b>	<b>\$508,492.88</b>	<b>\$758,736.00</b>
<b>Other Financing Uses</b>						
<b>Redemption Of Debt</b>						
406-000-000-591-35-72-00	Pw-04-691-049 Principal	\$55,455.00	\$55,451.97	\$55,452.00	\$55,451.98	\$0.00
406-000-000-591-35-78-00	12% Ownership Crwrf Plant	\$208,035.00	\$208,033.76	\$208,035.00	\$104,016.88	\$208,035.00
<b>Total Redemption Of</b>		<b>\$263,490.00</b>	<b>\$263,485.73</b>	<b>\$263,487.00</b>	<b>\$159,468.86</b>	<b>\$208,035.00</b>
<b>Interest And Other Debt</b>						
406-000-000-592-35-83-00	Pw-04-691-049 Interest	\$1,110.00	\$1,109.04	\$555.00	\$554.52	\$0.00
<b>Total Interest And Other</b>		<b>\$1,110.00</b>	<b>\$1,109.04</b>	<b>\$555.00</b>	<b>\$554.52</b>	<b>\$0.00</b>
<b>Capital Expenditures</b>						
406-000-000-594-35-64-03	Capital Billing Software	\$4,500.00	\$1,853.25	\$0.00	\$0.00	\$0.00
<b>Total Capital</b>		<b>\$4,500.00</b>	<b>\$1,853.25</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Transfers Out</b>						
406-000-000-597-35-00-01	Transfer/Wastewater System Imp	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
406-000-000-597-35-00-02	Transfer/Sewer Capital Heavy Equipment	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
<b>Total Transfers Out</b>		<b>\$30,000.00</b>	<b>\$30,000.00</b>	<b>\$30,000.00</b>	<b>\$30,000.00</b>	<b>\$30,000.00</b>
<b>Total Other Financing</b>		<b>\$299,100.00</b>	<b>\$296,448.02</b>	<b>\$294,042.00</b>	<b>\$190,023.38</b>	<b>\$238,035.00</b>

Account Number	Description	Budget 2023	Actual 2023	Budget 2024	Actual thru 10/22/2024	Budget 2025 estimate
<b>Total Wastewater Fund 406</b>		<b>\$876,619.00</b>	<b>\$837,144.68</b>	<b>\$999,957.00</b>	<b>\$698,516.26</b>	<b>\$996,771.00</b>
<b>Wastewater System Improve</b>						
<b>Capital Expenditures</b>						
408-000-000-594-35-41-00	Wastewater Capital Professional Services	\$68,240.00	\$55,046.79	\$30,000.00	\$95,996.50	\$30,000.00
408-000-000-594-35-63-00	Sewer Improvement Projects	\$0.00	\$0.00	\$1,700,000.00	\$141,890.42	\$1,000,000.00
<b>Total Capital</b>		<b>\$68,240.00</b>	<b>\$55,046.79</b>	<b>\$1,730,000.00</b>	<b>\$237,886.92</b>	<b>\$1,030,000.00</b>
<b>Total Wastewater System</b>		<b>\$68,240.00</b>	<b>\$55,046.79</b>	<b>\$1,730,000.00</b>	<b>\$237,886.92</b>	<b>\$1,030,000.00</b>
<b>Sewer Capital Equipment Fund</b>						
<b>Other Financing Uses</b>						
<b>Capital Expenditures</b>						
409-000-000-594-35-64-00	Capital Heavy Equipment	\$61,000.00	\$42,760.67	\$0.00	\$10,546.12	\$33,333.00
<b>Total Capital</b>		<b>\$61,000.00</b>	<b>\$42,760.67</b>	<b>\$0.00</b>	<b>\$10,546.12</b>	<b>\$33,333.00</b>
<b>Total Other Financing</b>		<b>\$61,000.00</b>	<b>\$42,760.67</b>	<b>\$0.00</b>	<b>\$10,546.12</b>	<b>\$33,333.00</b>
<b>Total Sewer Capital Equipment</b>		<b>\$61,000.00</b>	<b>\$42,760.67</b>	<b>\$0.00</b>	<b>\$10,546.12</b>	<b>\$33,333.00</b>
<b>Water Capital Equipment Fund</b>						
<b>Other Financing Uses</b>						
<b>Capital Expenditures</b>						
411-000-000-594-34-64-00	Water Capital Heavy Equipment	\$59,786.00	\$42,760.67	\$0.00	\$10,546.13	\$33,333.00
<b>Total Capital</b>		<b>\$59,786.00</b>	<b>\$42,760.67</b>	<b>\$0.00</b>	<b>\$10,546.13</b>	<b>\$33,333.00</b>
<b>Total Other Financing</b>		<b>\$59,786.00</b>	<b>\$42,760.67</b>	<b>\$0.00</b>	<b>\$10,546.13</b>	<b>\$33,333.00</b>
<b>Total Water Capital Equipment</b>		<b>\$59,786.00</b>	<b>\$42,760.67</b>	<b>\$0.00</b>	<b>\$10,546.13</b>	<b>\$33,333.00</b>
<b>LID 2011-1 Bond Redemption</b>						

Account Number	Description	Budget 2023	Actual 2023	Budget 2024	Actual thru 10/22/2024	Budget 2025 estimate
<b>Other Financing Uses</b>						
<b>Redemption of Debt</b>						
415-000-000-591-34-73-00	Debt Redemption DM10-952-006	\$71,115.00	\$71,112.89	\$71,113.00	\$71,112.89	\$71,113.00
<b>Total Redemption of Debt</b>		<b>\$71,115.00</b>	<b>\$71,112.89</b>	<b>\$71,113.00</b>	<b>\$71,112.89</b>	<b>\$71,113.00</b>
<b>Interest &amp; Other Debt</b>						
415-000-000-592-34-83-00	Interest DM10-952-006	\$9,250.00	\$8,533.55	\$7,823.00	\$7,822.42	\$7,112.00
<b>Total Interest &amp; Other</b>		<b>\$9,250.00</b>	<b>\$8,533.55</b>	<b>\$7,823.00</b>	<b>\$7,822.42</b>	<b>\$7,112.00</b>
<b>Total Other Financing</b>		<b>\$80,365.00</b>	<b>\$79,646.44</b>	<b>\$78,936.00</b>	<b>\$78,935.31</b>	<b>\$78,225.00</b>
<b>Total LID 2011-1 Bond</b>		<b>\$80,365.00</b>	<b>\$79,646.44</b>	<b>\$78,936.00</b>	<b>\$78,935.31</b>	<b>\$78,225.00</b>
<b>Unemployment Compensation</b>						
<b>General Government</b>						
502-000-000-517-71-20-00	Unemployment Compensation	\$34,000.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total General Government</b>		<b>\$34,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Unemployment</b>		<b>\$34,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Grand Totals</b>		<b>\$8,935,637.00</b>	<b>\$6,903,050.23</b>	<b>\$6,643,219.27</b>	<b>\$5,352,269.06</b>	<b>\$6,128,220.00</b>

# City of Napavine



## Capital Facilities Plan

2025 - 2030 Capital Facilities Plan for future capital equipment, facilities and projects.

**202 Estimated Year End Balances NOT UPDATED DO NOT USE**

Fund		Beginning		Transfers		Transfers	Ending
		Cash & Invest	Revenues	In	Expenditures	Out	Cash & Invest
001	General Fund 001	1,178,583.02	1,441,991.00		1,654,029.00	7,000.00	959,545.02
002	Substance Abuse	5,987.58	630.00		2,000.00		4,617.58
004	Park Improvement	188,231.35	37,300.00		75,000.00		150,531.35
005	Gen Gov Capital Equip	45,518.53	-		11,000.00		34,518.53
006	LEOFF 1 Retiree Trust	107,000.00	-	7,000.00	-		114,000.00
101	Street Fund 101	180,020.98	231,482.00	-	358,601.00	15,000.00	37,901.98
102	Street Capital	17,026.31		15,000.00	-		32,026.31
105	Street Improvement	17,120.52	527,050.00	-	540,494.00		3,676.52
110	Criminal Justice	43,567.06	51,968.00		37,645.00		57,890.06
115	Local Recovery Fiscal	84,000.41	-		84,000.00		0.41
305	Project Planning Fund	411,334.94	70,150.00		85,100.00		396,384.94
401	Water Fund 401	826,274.85	545,525.00		803,125.00	30,000.00	538,674.85
402	Water System	648,281.69	192,415.00	15,000.00	65,000.00		790,696.69
403	USDA Bond Reserve	22,710.00	-		-		22,710.00
404	Water Deposit Trust	5,114.45	-		2,500.00		2,614.45
406	Wastewater Fund 406	509,265.39	922,570.00		934,500.00	30,000.00	467,335.39
408	Wastewater System	670,759.43	1,747,200.00	15,000.00	1,730,000.00		702,959.43
409	Sewer Capital	17,026.30		15,000.00	-		32,026.30
411	Water Capital	17,026.30		15,000.00	-		32,026.30
415	LID 2011-1 Bond	611,809.12	156,525.00		78,936.00		689,398.12
502	Private-Purpose Trust	34,836.47	-		-		34,836.47
631	Agency Funds	7,518.92	-		-		7,518.92
632	Municipal Court Trust	10,857.92	-		-		10,857.92
Grand Total		5,659,871.54	5,924,806.00	82,000.00 6,006,806.00	6,461,930.00	82,000.00 6,543,930.00	5,122,747.54

**CITY OF NAPAVINE**  
**CAPITAL FACILITY PLAN - PROJECTS**  
**2025-2030**

<b>General Government</b>									
<b>Administrative Services</b>									
PROJECT	DESCRIPTION	REVENUE SOURCE	2025	2026	2027	2028	2029	2030	Total
<b>Clerks Office</b>									
Printer	Replace Existing	GF Equipment	\$ -						\$ -
Computers	Replace Existing	GF Equipment	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ -			\$ 6,000.00
<b>Court/Council/Planning</b>									
Hearing impaired Equip	New	ARPA	\$ 1,500.00	\$ -					\$ 1,500.00
Computers	Replace Existing	GF Equipment	-	3500	\$ 3,500.00	\$ -	-		\$ 7,000.00
Laptop	Replace Existing	GF Equipment	-	2500	\$ -	-			\$ 2,500.00
Tablets	Purchase New	GF Equipment	-	300	\$ 300.00	\$ 300.00	\$ -		\$ 900.00
Scanner	Replace Existing	GF Equipment	-	-	1000	\$ -	-		\$ 1,000.00
Scanner	Purchase New	GF Equipment	-	-	-	1000	\$ -		\$ 1,000.00
Printers	Replace Existing	GF Equipment	-	750	\$ 750.00	\$ -	-		\$ 1,500.00
Comp Plan Update	Update	General Fund	\$ -	\$ 50,000.00					\$ 50,000.00
<b>Mayor's Office</b>									
Laptop	Replace Existing	General Fund		\$ 2,000.00	\$ -	\$ -			\$ 2,000.00
<b>TOTAL Administrative Services</b>			\$ 3,500.00	\$ 61,050.00	\$ 7,550.00	\$ 1,300.00			\$ 73,400.00

**CITY OF NAPA VINE**  
**CAPITAL FACILITY PLAN - INVENTORY/PROJECTS**  
**2025 - 2030**

<b>General Government</b>									
<b>POLICE DEPARTMENT</b>									
<b>PROJECT</b>	<b>DESCRIPTION</b>	<b>REVENUE SOURCE</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>Total</b>
Vehicle Laptops	Replace Vehicle Laptops	Criminal Justice Fund			-	30,000.00	-		30,000.00
Vehicle Purchase	Replace patrol vehicles as needed	Criminal Justice Fund	\$ -	\$ 70,000.00	\$ -	\$ 70,000.00	\$ 70,000.00		\$ 70,000.00
Office Desktops	Replace Desktop Computers	Criminal Justice Fund			\$ 20,000.00	\$ -			\$ 20,000.00
GE Tac (6) BodyCams					\$ 25,000.00				\$ 25,000.00
<b>TOTAL Police Department</b>			<b>\$ -</b>	<b>\$ 70,000.00</b>	<b>\$ 45,000.00</b>	<b>\$ 70,000.00</b>	<b>\$ 70,000.00</b>	<b>\$ -</b>	<b>\$ 120,000.00</b>

<b>PUBLIC WORKS</b>									
<b>CAPITAL EQUIPMENT</b>									
PROJECT	DESCRIPTION	REVENUE SOURCE	2025	2026	2027	2028	2029	2030	Total
Sweeper	New Equipment	Water/Sewer/Streets	90,000	-					90,000
Striper	New Equipment	Water/Sewer/Streets	15,000						15,000
Pickup	Replace	Street Water, Sewer Capital Equipment		-	-		50,000		50,000
<b>TOTAL Public Works</b>			105,000	-	-	-	50,000	-	155,000

<b>PUBLIC WORKS</b>									
<b>STREET SYSTEM</b>									
PROJECT	DESCRIPTION	REVENUE SOURCE	2025	2026	2027	2028	2029	2030	TOTAL
Branch Ave	Sidewalk	TIB	-	-	-	140,000	-		140,000
Washington Street 3rd to Woodard	Chipseal	TIB	-				250,000		250,000
Birch	Chipseal	TIB	-	-		100,000			100,000
Rush Rd Stella to Bridge	Grind Reasphalt	TIB Grant	410,000	-					410,000
Mill Road from Wash. to City Limits	Re-construction roadway	Dedicated Fund Grant/LID or Development				-	-	130,000	130,000
Rush Rd to Stella Bridge	Multipurpose Grind Asphalt	STIP Federal grant	356,000	2,700,000	-	-		-	3,056,000
<b>TOTAL - Street</b>			766,000	2,700,000	-	240,000	250,000	130,000	4,086,000

**CITY OF NAPAVINE**  
**CAPITAL FACILITY PLAN - PROJECTS**  
**2025-2030**

<b>Community Services</b>									
<b>PARKS AND PUBLIC FACILITIES</b>									
<b>PROJECT</b>	<b>DESCRIPTION</b>	<b>REVENUE SOURCE</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>TOTAL</b>
<b>PARKS</b>									
<b>West Side Park</b> 2" asphalt overlay	Pave City Park Birch St. Entrance and Parking Lot	Park Improvement Fund/Donations			26,000	-	-	-	26,000
<b>West Side Park</b> 2" asphalt mat on walking paths	Pave internal walking paths	Park Improvement Fund/Donations RCO		8,300	-	-	-		8,300
<b>West Side Park</b> Skate Park, Add Nature Walking Trails	ate Park, Cont. Building Natu trails w/view stations & oxbows	Park Improvement Fund/Donations	15,500	-	-			550,000	565,500
<b>Mayme Shaddock/ West Side Park</b>	Picnic Tables 10 @ \$800 ea	Parks Maint.	8,000						8,000
<b>PUBLIC FACILITIES</b>									
<b>City Hall</b>	Various Improv lanscaping	General Fund Capital Equipment	15,000	7,000	-				22,000
<b>City Hall</b>	Repaint Exterior	General Fund Capital Equipment		7,000					7,000
<b>TOTAL - Community Services</b>			<b>38,500</b>	<b>22,300</b>	<b>26,000</b>	<b>-</b>	<b>-</b>	<b>550,000</b>	<b>636,800</b>

**CITY OF NAPAVINE**  
**CAPITAL FACILITY PLAN - PROJECTS**  
**2025-2030**

PROJECT	DESCRIPTION	REVENUE SOURCE	2025	2026	2027	2028	2029	2030	TOTAL
<b>PUBLIC WORKS</b>									
<b>SEWER SYSTEM</b>									
PROJECT	DESCRIPTION	REVENUE SOURCE	2025	2026	2027	2028	2029	2030	TOTAL
Jeferson St Sewer Station	Reconstruction	LC EDC.09/PWB/ Wastewater System Improvement Fund	3,200,000	-					3,200,000
Rush Rd Sewer Station	Reconstruction	Wastewater System Improvement Fund		-				4,000,000	4,000,000
<b>TOTAL - Sewer</b>			3,200,000	-	-	-	-	4,000,000	7,200,000

**CITY OF NAPAVINE**  
**CAPITAL FACILITY PLAN - PROJECTS**  
**2025-2030**

PROJECT	DESCRIPTION	REVENUE SOURCE	2025	2026	2027	2028	2029	2030	TOTAL
<b>PUBLIC WORKS</b>									
<b>STREET SYSTEM</b>									
PROJECT	DESCRIPTION	REVENUE SOURCE	2025	2026	2027	2028	2029	2030	TOTAL
Branch Ave	Sidewalk	TIB	-	-	-	140,000	-		140,000
Washington Street 3rd to Woodard	Chipseal	TIB	-				250,000		250,000
Birch	Chipseal	TIB	-	-		100,000			100,000
Rush Rd Stella to Bridge	Grind Reasphalt	TIB Grant	410,000	-					410,000
Mill Road from Wash. to City Limits	Re-construction roadway	Dedicated Fund Grant/LID or Development				-	-	130,000	130,000
Rush Rd to Stella Bridge	Multipurpose Grind Asphalt	STIP Federal grant	356,000	2,700,000	-	-		-	3,056,000
<b>TOTAL - Street</b>			<b>766,000</b>	<b>2,700,000</b>	<b>-</b>	<b>240,000</b>	<b>250,000</b>	<b>130,000</b>	<b>4,086,000</b>

**CITY OF NAPAVINE**  
**CAPITAL FACILITY PLAN - PROJECTS**  
**2025-2030**

PROJECT	DESCRIPTION	REVENUE SOURCE	2025	2026	2027	2028	2029	2030	TOTAL
<b>PUBLIC WORKS</b>									
<b>WATER SYSTEM</b>									
PROJECT	DESCRIPTION	REVENUE SOURCE	2025	2026	2027	2028	2029	2030	TOTAL
Reservoir #1 Tower	Resurface Interior & exterior of reservoir	Water Improvement Fund, Grants	250,000	250,000		-	-	-	500,000
Birch Reservoir	Paint	Water Operating Fund	-	6,000					6,000
Water System Plan		Water Improvement Fund Grant	150,000						150,000
Move Well #3	Drill New well	Water Improvement Fund/Grant	300,000	1,600,000					1,900,000
Move Well #2	Drill New Well	Water Improvement Fund/Grant	300,000	1,600,000					1,900,000
<b>TOTAL - Water System</b>			<b>1,000,000</b>	<b>3,456,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,456,000</b>

**CITY OF NAPAVINE**  
**CAPITAL FACILITY PLAN - INVENTORY**  
**2025-2030**

<b>Community Services</b>								
<b>Parks and Public Facilities- Inventory</b>								
Existing	Description	Acquired	Cost	Condition	Improvmnt Req	Est. cost	Funding	Year
<b>West Side Park 207 W Washington St #008372002005</b>	28 Acre Park With 3 baseball fields playground area, day use area	3/1/2000	\$ 100,000	Good	Skate Park	\$ 380,000	Park Imprvmt Fund, Grants, Donations	Future
#008372002007	concession stand & nature trails	12/5/2002						
<b>Mayme Shaddock Park 552 2nd Ave NE #008088000000</b>	1 acre parcel, picnic area w/bbq's playground area	1913 est.		Good	Big Toy	\$ 50,000	Park Imprvmt Fund, Grants, Donations	future
<b>Robert Cook Park Grand Ave #008358103000</b>	.11 acre parcel, with swings & basketball court	2001	Donation	Good	None			
<b>Public Works Building 101 SE Front St #008064000000</b>	General Purpose Storage for Public Works Equipment 1152 sq	1982		Good	None	\$ -		
<b>Pedestrian OverPass E Park St to E Branch Ct</b>	Pedestrian/Bicycle/ Overpass	2005	\$ 1,976,069	Good	None			
<b>TOTAL</b>			\$ 2,076,069			\$ 430,000		

**CITY OF NAPAVINE**  
**CAPITAL FACILITY PLAN - INVENTORY**  
**2025-2030**

Existing	Description	Acquired	Cost	Condition	Imprvmnt Req	Est. cost	Funding	Year
<b>Equipment - Inventory</b>								
<b>COMMUNITY DEVELOPMENT</b>								
Equipment	Description	Acquired	Cost	Condition	Imprvmnt Required	Est. Cost	Funding	Year
2019	F-150	2018	\$ 44,400	Good	None		General Fund CD	
<b>TOTAL</b>			\$ 44,400					

<b>PUBLIC WORKS</b>								
<b>Equipment/Vehicles</b>								
John Deere	310 SE Loader/Replace	2023	\$ 128,000	New			Water, Sewer, Street	
Laymoore	Street Sweeper	2002	\$ 14,000	Good	None		Street Fund	
2000 Strong	SC8 Sweeper	2012	\$ 39,015	Good	Replace	\$ 60,000	Water, Sewer, Street	2025
2006 Ford	SD XL Bucket Truck	2018	\$ 20,865	Good	None		Water, Sewer, Street	
1985 Ford	F-9000 10 yard Dump Truck	1985	\$ 15,000	Good	None		Water, Sewer, Street	
2008 Dodge	Ram 2500 Pickup Truck	2019	\$ 13,200	Good	Upgrade to snow plow		Street Fund	2025
1999 Ford	F350 Dump Truck	2018	\$ 13,780	Good	None		Water, Sewer, Street	
2006 Chevrolet	1500 Pick Up Truck	2015	\$ 9,900	Good	None		Water, Sewer, Street	
2006 Chevrolet	2CH Pick Up Truck	2010	\$ 12,000	Good	None		Water, Sewer, Street	
2002 Chevrolet	2500 HD Utility Truck	2010	\$ 5,000	Good	None		Water, Sewer, Street	
2018 Bulldog	Water Flatbed Trailer	2018	\$ 15,405	Good	None		Water, Sewer, Street	
2010 Bulldog	Tiltbed Trailer	2010	\$ 5,000	Good	None		Water, Sewer, Street	
2018	Chevy	2024	\$ 30,000	Good	None		Water, Sewer, Street	
<b>Total - Equipment</b>			\$ 409,965			\$ 60,000		

**CITY OF NAPA VINE**  
**CAPITAL FACILITY PLAN - INVENTORY**  
**2025-2030**

Existing	Description	Acquired	Cost	Condition	Improvmt Req	Est. cost	Funding	Year
<b>Public Works</b>								
<b>Sewer System - Inventory</b>								
Facility	Address	Acquired	Capacity	Condition	Improvmt Required	Cost	Funding	Year
Pump Station #1	Rush Road	1980	40,000 gallon	Good Refit in 2001			Sewer Syst Imp Fund	
Pump Station #2	Jefferson	1980	40,000 gallon	Good	Yes	\$ 3,500,000	LC EDC .09 Funds	2026
Pump Station #3	Washington St.	2006	40,000 gallon	Good	None		Sewer Syst Imp Fund	
Pump Station #4	Grand Blvd	Reconstructed 2014	25,000 gallon	Good	None		Sewer Syst Imp Fund	
Pump Station #5	Napa Estates	Reconstructed 2011	10,000 gallon	Good	Generator	\$ 56,000	ARPA	2030
<b>Total - Sewer</b>						\$ 3,556,000		

**CITY OF NAPAVINE**  
**CAPITAL FACILITY PLAN - INVENTORY**  
**2025-2030**

Existing	Description	Acquired	Cost	Condition	Improvmt Req	Est. cost	Funding	Year
<b>Public Works</b>								
<b>Water System - Inventory</b>								
Facility	Address	Acquired	Capacity	Condition	Improvmt Required	Cost	Funding	Year
Reservoir	407 Birch Ave. SW	2000	350,000 gallons	Good	none			
Reservoir	214 Front Avenue SE	1974	100,000 gallons	Good	none			
Reservoir	1206 Rush Road	2014	80,000 gallons	Good	none			
Booster Pump Station	409 Birch Ave. SW	2000		Good	none			
Well #1	214 Front Ave. SE	1952	off line	Poor	Needs to be cored and rescreened	\$ 409,000	Water System Imp Fund	Future
Well #2	214 Front Ave. SE	1960	100 gpm	off line PFAS	Yes	\$ 1,900,000	Grant/local	2025
Well #3	401 Rowell St. E	1980	60 gpm	off line PFAS	Yes	\$ 1,900,000	Grant/local	2025
Well #4	409 Birch Ave. SW	1996	120 gpm	Good	None			
Well #5	207 Washington St W.	2000	120 gpm	Good	None			
Well #6	1206 Rush Road	2007	140 gpm	Good			Water Fund	
Well #6 Treatment Plant	1206 Rush Road	2020		Good	New Drives	\$ 20,000	Water Equip Fund	2023
<b>Total - Water System</b>						\$ 4,229,000		

**POLICE DEPARTMENT****INVENTORY**

Equipment	Description	Acquired	Cost	Condition	Improvmt Req	Est. cost	Funding	Year
2015 Dodge	Charger	2015	\$ 35,000	Good		\$ 35,000	Criminal Justice Fund	2022
2021 Dodge	Durango	2022	\$ 40,000	Good		\$ 40,000	Criminal Justice Fund	2022
2023 Dodge	Charger	2023	\$ 38,017	New		\$ 38,017	Insurance	2023
2022 Dodge	Charger	2022	\$ 36,500	Good		\$ 36,500	Criminal Justice Funds	2022
1997 Hauli	Hauli Utility Trailer	1997	\$ 500	Fair	Lights		Water, Sewer, Street	
2023 Dodge	Durango	2023	\$ 43,345	New		\$ 43,345	Criminal Justice Funds	2023
2024 Dodge	Durango	2024	\$ 60,000	New		\$ 70,000	Criminal Justic Funds	2024
2014 Honda	Motorcycle	2024	\$ 2,500	Good		\$ 20,000	Criminal Justice Funds	2024
LiveScan	Live Scan	2019	\$ 13,680	Good		\$ -		
<b>Total - Police Department</b>			\$ 269,542			\$ 282,862		

<b>Future General Government</b>			
<b>Administrative Services</b>			
PROJECT	DESCRIPTION	REVENUE SOURCE	FUTURE
Court Computers	Replace Existing	AOC Grant	\$ 2,400.00
Clerk's Office Computers	Replace Existing	Cost Allocation FTE	\$ 8,000.00
Comm. Dev. Comp Plan Update	7-yr update due 2029	General Fund	\$ 150,000.00
<b>TOTAL Administrative Services</b>			<b>\$ 160,400.00</b>

<b>Community Services</b>			
<b>Parks and Public Facilities</b>			
PROJECT	DESCRIPTION	REVENUE SOURCE	FUTURE
WestSide Park Skate Park/Splash Pad	New	Park Improvement Grants	\$ 123,600.00
City Hall		General Fund GF Equipment	\$ 2,000.00
Mayme Shaddock/	Sprinkler System for irrigation of lawn	Capital facilities parks or grants, loans and/or donations	\$ 5,000.00
Robert Cook Park	Big Toy Playground Equipment	Capital facilities parks or grants loans and/or donations	\$ 20,600.00
Mayme Shaddock/ Westide/Robert Cook Parks	Playground Ground Cover	Park Fund/ grants/donations	\$ 2,100.00
<b>TOTAL - Community Services</b>			<b>\$ 153,300.00</b>

<b>Public Works</b>			
<b>Equipment</b>			
PROJECT	DESCRIPTION	REVENUE SOURCE	FUTURE
<b>TOTAL - Public Works Equipment</b>			<b>\$ _____</b>

PROJECT	DESCRIPTION	REVENUE SOURCE	FUTURE
<b>Public Works</b>			
<b>Sewer Project</b>			
PROJECT	DESCRIPTION	REVENUE SOURCE	FUTURE
Woodard to I-5	Install 12" main	Development	\$ 500,000.00
Skinner Road	Install new 8" main	Development	\$ 83,000.00
Koontz Rd. Jordan to N Military	Install new 8" main	Development	\$ 1,500,000.00
Koontz Road (Woodard to Jordan)	Install new 12" main	Development/ ULID	\$ 2,500,000.00
Mill Road (Washington to Jordan)	Install new 10" main	Development/ ULID	\$ 206,000.00
Estep Rd. (Forest Napavine to North City Limits)	New Construction	LID Development	\$ 1,340,000.00
<b>TOTAL - Sewer</b>		\$ -	\$ 6,129,000.00

PROJECT	DESCRIPTION	REVENUE SOURCE	FUTURE
<b>Public Works</b>			
<b>Street System</b>			
PROJECT	DESCRIPTION	REVENUE SOURCE	FUTURE
E Sommerville Forest Napavine/ Rush Road Connector Road	New Construction of roadway, drainage sidewalks, curbing and street lighting	Enterprise Fund LID or Development	\$ 1,854,000.00
Wildwood to Rush Road Connector	Develop roadway, drainage sidewalks, curbing and street lighting	Development (Rognlin 2024)	\$ 515,000.00
Forest Napavine to Woodard Road Connector	New Construction of roadway, drainage sidewalks, curbing and street lighting	Grant LID or Development	\$ 772,500.00
Koontz Road from Woodard to Skinner	Re-construction roadway, drainage sidewalks, curbing and street lighting	Development -2030	\$ 154,500.00
Rush Rd. from Stella to Newaukum River Bridge	Widening 3rd lane curbing, sidewalk lighting drainage	Grant Development	\$ 3,100,000.00
Birch Avenue from Wash. to City Limits	Re-construction roadway, drainage sidewalks, curbing and street lighting	Dedicated Fund Grant -2030	\$ 258,000.00
Rush Road from New. River Bridge to City Limits	Re-construction roadway, drainage sidewalks, curbing and street lighting	Dedicated Fund Grant/LID or Development -2030	\$ 8,000,000.00
Forest Napavine Grand to I-5	Widen, overlay, curb, gutter, sidewalks, stormwater, lighting	Grants ULID local funds	\$ 1,545,000.00

PROJECT	DESCRIPTION	REVENUE SOURCE	FUTURE
<b>PROJECT</b>	<b>DESCRIPTION</b>	<b>REVENUE SOURCE</b>	<b>FUTURE</b>
3rd Ave Vine St. to Grand	Widen install sidewalk w/drainage & walks	Grants local match	\$ 258,000.00
Grand Blvd 4th to Railroad Way	Widen overlay w/drainage & walks	Development	\$670,000.00
2nd Ave NE Stella to Somerville	Widen overlay curbs gutters sidewalks stormwater lighting	Grants Development (2026 STIP)	\$ 1,236,000.00
4th Street Rowell to Rathburn	New construction of curb, gutter, sidewalk, drainage, lighting and roadway	Capital Facilities State Grants Street Improvement Fund	\$ 360,000.00
Rathburn 2nd to 3rd	New construction of curb, gutter, sidewalk, drainage, lighting and roadway	Capital Facilities State Grants Street Improvement Fund	\$ 258,000.00
Widening of Newaukum Bridge	Widening of Newaukum Bridge and adding pedestrian walk paths with lighting	State or Federal Grant Loans or Development	\$ 1,545,000.00
<b>TOTAL - Street</b>			<b>\$ 20,526,000.00</b>

PROJECT	DESCRIPTION	REVENUE SOURCE	FUTURE
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**Public Works**  
**Pedestrian Routes**

PROJECT	DESCRIPTION	REVENUE SOURCE	FUTURE
Fifth Ave/ Sixth Ave NW	Construct 5 foot sidewalk on one side of street. Connect to existing.	Dedicated Fund/ LID/Grant Development	\$ 20,600.00
Grand Blvd NW	Construct 5 foot sidewalks on both sides of the street.	Dedicated Fund/ Grant	\$ 57,000.00
8th Ave & from WA to Vine	Construct 5 foot sidewalks on one side of the street. Connect to existing.	Development/  -2030	\$ 80,000.00
<b>TOTAL - Pedestrian Routes</b>			<b>\$ 157,600.00</b>

PROJECT	DESCRIPTION	REVENUE SOURCE	FUTURE
<b>PUBLIC WORKS</b>			
<b>Water</b>			
PROJECT	DESCRIPTION	REVENUE SOURCE	FUTURE
1st Ave. NW Main from Vine to Grand	Replace undersized mains	Water Utility Funds/ Develpmnt ULID	\$ 51,500.00
Woodard Road Main from Koontz to I-5	Construct new 10" water main for future growth	Development -2025	\$ 1,200,000.00
Grand NE Main (5th NE to 2nd NE)	Construct new 8" main to loop	Grants	\$ 350,000.00
Koontz Road Main (Woodard to Skinner)	Replace undersize mains to 10" lines	Development -2024	\$ 80,000.00
Skinner Road Main (Koontz Road to S. City limits)	Install 10" water main	Development	\$ 78,000.00
Grand Blv NW Main (4th NW to 1st NW)	Replace undersize mains to 8" lines	Developer -2026	\$ 130,000.00
2nd Ave. NW Main (Grand to Vine)	Replace undersize mains to 6" lines	Water Utility Fund ULID	\$ 47,000.00
PROJECT	DESCRIPTION	REVENUE SOURCE	FUTURE
3rd Ave. NW Main (Grand to Vine)	Replace undersize mains to 8" lines	Water Utility Fund ULID	\$ 47,000.00
Washington Main (3rd NW to Birch)	Replace undersize mains to 8" lines	Local Funds/ Development	\$ 154,500.00
Mill Road (Washington to Jordan)	Install 10" main	Commercial Development/LID	\$ 154,500.00
Forest Napavine Main (E. Grand to I-5)	Install 12" main	Commercial Development/LID	\$ 490,000.00
State Rte #508 Main (I-5 to Estep Road)	Install 12" main	Commercial Development/LID	\$ 824,000.00
Estep Road Main (Forest Napavine Road to Estep end.	Install 10" main	Development/LID Commercial	\$ 206,000.00
Birch Avenue Park Entrance to Jordan	Install 12" main	Development/LID Water Util Fund	\$ 566,500.00
Washington Avenue/ Hwy #603	Install 12" main	Development/LID	\$ 463,500.00
Forest Napavine Rd Storage Facility	Water Reservoir for future growth	Water Utility Fund Development/Grant	\$ 412,000.00
			\$ 5,254,500.00



**CITY COUNCIL MEETING AGENDA**  
Tuesday – October 22, 2024 – 6:00 PM

Shawn O’Neill,  
Mayor  
[soneill@cityofnapavine.com](mailto:soneill@cityofnapavine.com)

Brian Watson,  
Council Position No.1  
[bwatson@cityofnapavine.com](mailto:bwatson@cityofnapavine.com)

Ivan Wiediger,  
Council Position No.2  
[iwiediger@cityofnapavine.com](mailto:iwiediger@cityofnapavine.com)

Don Webster,  
Council Position No.3  
[dwebster@cityofnapavine.com](mailto:dwebster@cityofnapavine.com)

Heather Stewart,  
Council Position No.4  
[hstewart@cityofnapavine.com](mailto:hstewart@cityofnapavine.com)

Duane Crouse,  
Council Position No.5  
[dcrouse@cityofnapavine.com](mailto:dcrouse@cityofnapavine.com)

**Staff Members**

Rachelle Denham,  
City Clerk

Michelle Whitten,  
City Treasurer

Bryan Morris,  
PW Director  
Community Development

John Brockmueller,  
Chief of Police

Allen Unzelman  
Honorable Judge-Municipal Court

Jim Buzzard,  
Legal Counsel

**City of Napavine**  
407 Birch Ave SW  
P O Box 810  
Napavine, WA 98565  
360-262-3547

**City Website**  
[www.cityofnapavine.com](http://www.cityofnapavine.com)

**\*Budget Workshop: 2025 Projected Expenditures & 2025-2030 Capital Facilities Plan – 5:30 pm\***

**\*\*Public Hearings: 2025 Ad Valorem Tax & Revenues – 6:00pm\*\***

**\*\*Ord 664 Renewing & Extending Ord 660 Interim Land Use Regulations – 6:00pm\*\***

- I. CALL TO ORDER
- II. INVOCATION
- III. PLEDGE OF ALLEGIANCE
- IV. ROLL CALL
- V. APPROVAL OF AGENDA – AS PRESENTED
- VI. APPROVAL OF MEETING MINUTES
  - 1) Regular Council Meeting – October 8, 2024
  - 2) Budget Workshop 2025 Projected Revenues & Fee Schedules
- VII. STAFF & COUNCIL REPORT
- VIII. CITIZEN COMMENTS – NON-AGENDA ITEMS
- IX. NEW BUSINESS
  - 1) Vouchers – M. Whitten
  - 2) Ord 664 Extension of Land Use Regulations & Official Controls – R. Denham
  - 3) Local Agency Consultant Agreement: Rush Rd Project #RR-MP-2026 – B. Morris
- X. ADJOURNMENT – CLOSE OF MEETING

**Council Meeting is held in person and via Teleconference.**

**Teleconference Information**

**Dial-in number (US): (720) 740-9753**

**Access code: 8460198**

**To join the online meeting: <https://join.freeconferencecall.com/rdenham8>**



NAPAVINE CITY COUNCIL REGULAR MEETING MINUTES

October 8, 2024, 6:00 P.M.

Napavine City Hall, 407 Birch Ave SW, Napavine, WA

**CALL TO ORDER:**

Mayor Pro Tem, Duane Crouse called the regular city council meeting to order at 6:00 pm.

**INVOCATION:**

The invocation was led by Bryan Morris.

**PLEDGE OF ALLEGIANCE:**

Mayor Pro Tem, Duane Crouse, led the flag salute.

**ROLL CALL:**

**Council members present:** Brian Watson Councilor #1, Ivan Wiediger Councilor #2, Don Webster Councilor #3, Heather Stewart Councilor #4, Duane Crouse, Mayor Pro Tem.

**City staff members present:** City Clerk - Rachele Denham, Chief of Police – John Brockmueller, Treasurer - Michelle Whitten, CD/PW Director - Bryan Morris. **\*\*Not Present:** Legal Counsel, Jim Buzzard.

<b>MOVED:</b>	Don Webster	Motion: Excuse Mayor Shawn O’Neill
<b>SECONDED:</b>	Ivan Wiediger	
<i>Discussion: No Discussion</i>		
<b>VOTE ON MAIN MOTION:</b>	4-0 Motion Carried: 4 aye and 0 nay.	

**CONSENT/APPROVAL OF AGENDA**

<b>MOVED:</b>	Brian Watson	Motion: Approval of Agenda- As Presented.
<b>SECONDED:</b>	Heather Stewart	
<i>Discussion: No Discussion</i>		
<b>VOTE ON MAIN MOTION:</b>	4-0 Motion Carried: 4 aye and 0 nay.	

**APPROVAL OF MEETING MINUTES**

<b>MOVED:</b>	Brian Watson	Motion: Approval of Meeting Minutes - Regular Council Meeting September 24, 2024.
<b>SECONDED:</b>	Don Webster	
<i>Discussion: No Discussion.</i>		
<b>VOTE ON MAIN MOTION:</b>	4-0 Motion Carried: 4 aye and 0 nay.	

**STAFF & COUNCIL REPORTS:**

**John Brockmueller – Chief of Police**

- Greetings to the council, in writing, operations are normal. Thanked Bryan and the crew for decommissioning the police car.

**Michelle Whitten – Treasurer**

- No report.

**Bryan Morris - PW/CD Director**

- Report in writing. Added items: Provided in the council packet that the stakeholders committee has been disband and Planning Commission will take over the duties and hopes to have public input to help plan this town. Sterling Breen has petitioned to bring in 109 acres N of the city limits. The city land capacity analysis has us at excess land to build. Bryan told Breen that he would not accept his application because of time and money and that he would lose. Per the land capacity analysis, the city has excess buildable land, and they (Breen property) are not in our UGA.

**Lacie DeWitt – Municipal Court**

- Business is usual. There will be a jury trial on Monday which is unusual. The trial begins at 9am.

**Deborah Graham - Planning Commission**

- Updates and finalize the Sign Code definitions.

**Rachelle Denham – City Clerk**

- No report. Working on updates to the city policies & procedures hoping to be effective Jan 2025. Business as usual.

**LC Fire Dist. 5 – Sandra White**

- Calls handled per the Sept 8<sup>th</sup> report:18 EMS, 3 Fire, 4 others for a total of 25 calls bringing YTD to 994 calls. Mutual Aid was given 4 times and received 1 time. Bid opening day for the new build behind the Administration building to hold the apparatus. The vetting process will begin now. Frank Kirkbride will be the overall project manager out of Lacey. Tomorrow the Washington Surveying & Rating Bureau (WSRB) will be auditing the fire department, this occurs every 5 years. Lastly, Trunk & Treat is on October 31<sup>st</sup>.

**Heather Stewart – Councilor 4**

- Reminder to everyone about Trunk & Treat on Oct 31<sup>st</sup> from 5-6:30pm. Would like to make a comment that she has been contacted by a hand full of people over the last two weeks. She has not gathered any information on the validity of the comments. Make sure that all is adhering to policies and procedures. The job for counsel is to create policies not police it. Be respectful to anyone regardless of whether they are liked or if we don't want to do business with them. Don't show any favoritism or try to explicitly make an example of anybody.

**CITIZEN COMMENTS – NON-AGENDA ITEMS:** *The recording link can be accessed for entire citizen comments. This is a brief summary and not verbatim.*

- None

**NEW BUSINESS**

**VOUCHERS- M. WHITTEN**

October 2024 First Council Meeting October 8, 2024

Reference	Date	Amount	Notes
		<b>TOTALS</b>	<b>\$185,707.34</b>
<b>The following voucher/warrants/electronic payments are approved for payment:</b>			
Accounts Payable	27	92	82,750.69 39291-39312
Electronic Payments	2	2	91.70 EFT*20241008-09
Payroll Vendors	1	1	1,204.50 39290
Electronic Payroll	7	7	59,357.63 EFT*20241001-07
ACH Direct Deposit	18	18	42,302.82 Direct Deposit 10/05/2024
<b>Total Vouchers</b>	<b>55</b>	<b>120</b>	<b>\$185,707.34</b>

**Void Checks**

<b>MOVED:</b>	Don Webster	Motion: Approval of the Vouchers dated October 2024 First Council Meeting.
<b>SECONDED:</b>	Ivan Wiediger	
<i>Discussion: No Discussion.</i>		
<b>VOTE ON MAIN MOTION:</b>	4-0 Motion Carried; 4 aye and 0 nay.	

**ILA COURT SERVICES W/CITY OF MORTON (RENEW)- L. DEWITT**

<b>MOVED:</b>	Ivan Wiediger	Motion: Approve ILA Court Services for Morton.
<b>SECONDED:</b>	Don Webster	
<i>Discussion: No Discussion.</i>		
<b>VOTE ON MAIN MOTION:</b>	4-0 Motion Carried; 4 aye 0 nay.	

**ILA COURT SERVICES W/CITY OF MOSSYROCK (RENEW)- L. DEWITT**

<b>MOVED:</b>	Don Webster	Motion: Approve ILA Court Services for Mossyrock.
<b>SECONDED:</b>	Heather Stewart	
<i>Discussion: No Discussion.</i>		
<b>VOTE ON MAIN MOTION:</b>	4-0 Motion Carried; 4 aye 0 nay.	

**ADJOURNMENT:**

<b>MOVED:</b>	Don Webster	Motion: To Adjourn - Close of Meeting
<b>SECONDED:</b>	Ivan Wiediger	
<i>Discussion: Meeting Adjourned at 6:12 p.m.</i>		
<b>VOTE ON MAIN MOTION:</b>	4-0 Motion Carried; 4 aye and 0 nay.	

*These minutes are not verbatim. If so desired, a recording of this meeting is available online from freeconferencecall.com or at the link <https://fccdl.in/uQW8SVvyK7>.*

Respectfully submitted,

Rachelle Denham, City Clerk

Shawn O'Neill, Mayor

Councilor



WORKSHOP MEETING MINUTES- 2025 BUDGET REVENUES & FEE SCHEDULES  
October 8, 2024

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**\*Mayor Pro Tem, Duane Crouse opened the Workshop Meeting at 5:31 PM**

**NAPAVINE COUNCIL MEMBERS PRESENT:**

Mayor Pro Tem Duane Crouse, Councilor #1 Brian Watson, Councilor #2 Ivan Wiediger, Councilor #3 Don Webster, Councilor #4 Heather Stewart.

**CITY STAFF MEMBERS PRESENT:** City Clerk Rachele Denham, Treasurer Michelle Whitten, Police Chief John Brockmueller, CD/PW Director Bryan Morris (arrived late).

**ROUND TABLE DISCUSSION:**

**Key Points:**

**Fee Schedule-** All staff were provided with the opportunity to bring changes to the fee schedule for 2025. No changes were presented to Michelle Whitten. As of today, the fee schedules will remain the same as in 2024. Michelle would like this to be part of the annual budget as an addendum instead of updates being done per ordinance, more cost effective.

**2025 Budget Revenues- Projected revenues printout provided. Bryan is projecting 7 new homes and connections for 2025. Everyone needs to be cautious with over projecting. Projects take a long time to happen. Mayor ProTem asked when the numbers actually count. Michelle responded, before building they must purchase water/sewer connections then the rest is at building permit time. Scots have only done fill & grad permit. Building time is unknown. When TA and Scots begin building those funds will help the numbers greatly.**

**Current Expense 001 Fund**

Revenues –

- Slight increase to Sales and Use Tax
- Property tax increase of 1%
- Building Permits and Pass-Through revenue will be lower (Community Development is working on projects, but timelines are unknown)

**Park Improvement Fund 004**

Revenues-

- Potential of Grant for Skatepark – unknown at this time

**General Capital Equipment Fund 005**

Revenues-

- Nothing new except higher investment interest

### **City Street Fund 101**

Revenues-

→ Revenues remain similar but will have sale of dump truck

### **Street Improvement Fund 105**

Revenues- Increase

→ Potential TIB Funds and/or Federal funds for Rush Rd which Public Works is working on which could be over \$3 million dollars

### **Criminal Justice Fund 110**

Revenues-

→ Similar to 2024 with a surplus of old police car (may happen end of this year)

### **Local Recovery Fiscal Funds 115**

Revenue- -0-

### **Project Planning 305**

Revenue

→ Will be receiving \$50k from Commerce for Climate Control GMA

### **Water Fund 401**

Revenue

→ Water Service slight increase

→ Increase to Investment Interest

### **Water System Improvement Fund 402**

Revenue

→ Water Comp Plan Grant \$150,000

### **Wastewater Fund 406**

Revenue

→ Similar to 2024

### **Wastewater System Improvement Fund 408**

Revenue

→ Jefferson Station Improv .09 Grant \$1. Million let to spend

→ We have been notified of PWTF funding – still waiting to hear if loan or grant or mix of both

### **Street Capital Equipment Fee 102**

### **Sewer Capital Equipment Fee 409**

### **Water Capital Equipment Fee 411**

These three funds are very similar to previous years in keeping the “transfers in” to build up funds for capital equipment purchases.

The meeting was adjourned-closed at approximately 5:52 p.m.

- These minutes are not verbatim. If so desired, a recording of this meeting is available online from [freeconferencecall.com](https://freeconferencecall.com) or at the link <https://fccdl.in/JDIQ9KxdM7>.

**\*\*THIS WAS OPEN DISCUSSION ONLY AND NO VOTES OR FINAL DECISIONS WERE MADE \*\***

Respectfully submitted,

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Rachelle Denham, City Clerk

Shawn O'Neill, Mayor

Councilor

**To:** Mayor and City Council  
**From:** Bryan Morris, PW/CD Director  
**RE:** Staff Report for Council Meeting, Oct. 22<sup>nd</sup>, 2024

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- **Planning Commission Meeting Minutes**

- Planning Commission Meeting Minutes – September 16<sup>th</sup>, 2024

- **Project Updates**

- Scots Industries – Stabilizing soils for winter and containing stormwater runoff. Waiting for final submittal on water system upgrade for the Birch Avenue Booster Station.
- TA – Delayed. Tribal artifacts were found on site. Area of tribal artifacts is flagged until DAHP permit can be processed. Also waiting on WSDOT for final off-site (interchange) Approval.
- AT&T Cell Tower – Vertical Bridge has obtained a signed pass-through agreement. The City Attorney is reviewing the proposed lease.
- Rush Road STIP – City is currently reviewing contracts.
- Woodard Road – Comment period closed Monday September 16<sup>th</sup>, the application was put “on hold” for the applicant to address agency comments. Once comments are addressed, we will resume preparing staff report, then schedule public hearing.
- 2<sup>nd</sup> Ave SE Overlay Project – Job complete other than the 5% retainage fee.
- Ripple Creek culverts- Waiting for grant determination, results won’t be announced until August 2025.
- Skate Park – Award list should be published this week.
- Jefferson Station – Design plans at 90%. Public works is currently reviewing the plans.
- Well 3 – shut down due to PFAS.
- Well 2 – turned off for PFAS on 06/12/24.
- Water – Hydrogeologist has been awarded. The next step will be for the city to receive scope of work and then contracts.



NAPAVINE PLANNING COMMISSION MINUTES  
September 16, 2024 6:00 P.M.  
Napavine City Hall, 407 Birch Ave SW, Napavine, WA

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**PLEDGE OF ALLEGIANCE:**

**INVOCATION:** Invocation was led by Director Morris.

**CALL TO ORDER:**

Commissioner Haberstroh opened the regular Planning Commission meeting to order at 6:00 PM

**ROLL CALL:**

Planning Commission present: Commissioner Graham, Commissioner Hollinger, Commissioner Torgerson, and Commissioner Morris. Commissioner Morris motioned to excuse Commissioner Haberstroh seconded by Commissioner Hollinger. Vote on Motion 3 aye, 0 nay.

**APPROVAL OF AGENDA – As presented:**

**Commissioner Torgerson motioned to approve the agenda as presented, seconded by Commissioner Hollinger. Vote on motion 3 aye, 0 nay.**

**APPROVAL OF MINUTES:**

**Commissioner Hollinger motioned to approve minutes from the Planning Commission meeting on September 3, 2024, seconded by Commissioner Torgerson. Vote on motion 3 aye and 0 nay.**

**NEW BUSINESS:**

1. Napavine Development Code – Sign Code Definitions

The Planning Commission reviewed the definitions presented. A summary is below.

1. Abandoned Sign – Option 1 – Motions 1. Hollinger, 2. Morris – 3 Ayes
2. Area of Sign – As Is - Motions 1. Morris, 2. Torgerson – 3 Ayes
3. Banner / Banner Sign – Option 2 – Motions 1. Hollinger, 2. Torgerson – 3 Ayes
4. Billboard – Combine both – Motions 1. Hollinger, 2. Morris – 3 Ayes
5. Copy – Option 2 – Motion 1. Hollinger, 2. Torgerson – 3 Ayes
6. Directory Sign – Option 2 – Motion 1. Morris, 2. Hollinger – 3 Ayes
7. Face of sign – Keep – Motion 1. Torgerson, 2. Morris – 3 Ayes
8. Freestanding Sign – Option 1 – Motion 1. Hollinger, 2. Morris – 3 Ayes
9. Frontage – Option 2 – Motion 1. Morris, 2. Torgerson – 3 Ayes
10. Governmental sign – Option 2 – Motion 1. Hollinger, 2. Torgerson – 3 Ayes
11. Height of sign – Option 2 with changes – Motion 1. Torgerson, 2. Hollinger – 3 Ayes
12. Illuminated Sign – Option 1 – Motion 1. Hollinger, 2. Torgerson – 3 Ayes
13. Incidental Sign – Option 2 – Motion 1. Torgerson, 2. Hollinger – 3 Ayes
14. Maintain, maintained, or maintaining – Keep – Motion 1. Hollinger, 2. Morris – 3 Ayes
15. Monument Sign – Option 2 – Motion 1. Hollinger, 2. Torgerson – 3 Ayes
16. Obsolete Sign – Option 2 – Motion 1. Hollinger, 2. Morris – 3 Ayes
17. Portable Sign – Option 2 – Motion 1. Torgerson, 2. Morris – 3 Ayes
18. Projecting Sign – Option 2 – Motion 1. Morris, 2. Torgerson – 3 Ayes
19. Sign – Option 2 – Motion 1. Torgerson, 2. Morris – 3 Ayes
20. Sign Area – Keep – Motion 1. Hollinger, 2. Morris – 3 Ayes
21. Sign Face – Keep – Motion 1. Hollinger, 2. Morris – 3 Ayes
22. Temporary Sign – Option 2 – Motion 1. Hollinger, Motion 2. Torgerson – 3 Ayes
23. Time and Temperature Sign – Option 2 – Motion 1. Morris, Motion 2. Hollinger – 3 Ayes
24. Wall Sign – Option 1 – Motion 1. Torgerson, 2. Morris – 3 Ayes

**Commissioner Torgerson motioned to approve Napavine Development Code Chapter 16.02 General Provisions and forward it on to city council, seconded by Commissioner Morris. Vote on motion 3 ayes 0 nay.**

**ADJOURNMENT** 6:51 pm

**Commissioner Morris** motioned to adjourn, seconded by **Commissioner Hollinger**. Vote 3 aye, 0 nay.

*These minutes are not verbatim. If so desired, a recording of this meeting is available online at <https://fccdl.in/c9CXHRqH8N>.*

Respectfully submitted,



Bryan Morris, Community Development/Public Works Director



Planning Commission Chairperson



# Voucher Report

October 22, 2024- October 2024 Second Council Meeting

Reference	Date	Amount	Notes
<b>Reference Number: 39315</b>	<b>911 Supply Public Safety Gear &amp;</b>	<b>\$1,327.54</b>	
INV-2-41967	10/4/2024	\$58.17	Patrol Uniforms Patrick patches
INV-2-41972	10/4/2024	\$257.82	Patrol Uniforms Patrick stryke pant
INV-2-41973	10/4/2024	\$543.46	Patrol Uniforms Macomber boot/pant/taco
INV-2-42296	10/16/2024	\$468.09	Patrol Uniforms Patrick
<b>Reference Number: 39316</b>	<b>ALS Environmental</b>	<b>\$600.00</b>	
36-51-659957-0	10/3/2024	\$600.00	EPA IOC 10 Samples
<b>Reference Number: 39317</b>	<b>Capital Business Machines</b>	<b>\$386.75</b>	
INV230622	10/9/2024	\$225.31	9/1-9/30 Copies CH
INV230623	10/9/2024	\$161.44	2025 9/1-9/30 PD Court
<b>Reference Number: 39318</b>	<b>City of Napavine</b>	<b>\$1,711.97</b>	
2024*Oct 3370.0	10/16/2024	\$668.86	2024* Aug Sept Mayme Water irrigation
2024*Oct 1096.0	10/16/2024	\$283.22	2024- Aug Sept City Water/Sewer
2024*Oct 1711.0	10/16/2024	\$290.20	2024* Aug Sept Mayme Water/Sewer
2024*Sept Utility Tax Remit	10/16/2024	\$469.69	2024- Sept Water/Sewer Service Utility
<b>Reference Number: 39319</b>	<b>CT Publishing LLC dba The Chronicle</b>	<b>\$48.20</b>	
283553	10/1/2024	\$25.88	Jefferson SEPA
283554	10/1/2024	\$22.32	Shoreline DNS
<b>Reference Number: 39320</b>	<b>Ferrellgas</b>	<b>\$161.85</b>	
508825410	9/26/2024	\$161.85	City Hall Propane Tank Rental 10/2024-
<b>Reference Number: 39321</b>	<b>Grants Towing &amp; Automotive Inc</b>	<b>\$415.40</b>	
134134	8/27/2024	\$415.40	24F0847 LaCroix
<b>Reference Number: 39322</b>	<b>Jackson Civil Engineering LLC</b>	<b>\$11,296.25</b>	
0016-02-17	10/14/2024	\$230.00	Shoreline Update Project SEPA
0016-29-05	10/14/2024	\$3,088.75	Development Pass-Through Fees Tiger

October 22, 2024- October 2024 Second Council Meeting

Reference	Date	Amount	Notes
0016-30-10	10/14/2024	\$618.75	Misc Services Planning
0016-35-09	10/14/2024	\$7,358.75	For BHC Inv 21435/21436 CLimate
<b>Reference Number: 39323</b>	<b>LCSO-Corrections Bureau</b>	<b>\$3,845.04</b>	
2024 Qtr3 Warrant	10/10/2024	\$820.00	2024 Qtr 3 Warrant
2024*Sept 2024 Prisoner Medical	10/10/2024	\$8.40	2024 Sept Johnson/Brown/Vlevenger
2024*Sept Prisoner	10/10/2024	\$3,016.64	2024 -Sept 32 # of beds days
<b>Reference Number: 39324</b>	<b>LECO Supply, Inc</b>	<b>\$99.40</b>	
226759	10/1/2024	\$99.40	T-Paper
<b>Reference Number: 39325</b>	<b>Lemay Mobile Shredding</b>	<b>\$67.00</b>	
4859805S 185	10/1/2024	\$67.00	2024 9/1-9/30
<b>Reference Number: 39326</b>	<b>Lewis County PUD</b>	<b>\$3,960.12</b>	
104755002*2024 Oct	9/25/2024	\$29.52	8/20-9/18 E Park ST
104755003*2024 Oct	9/25/2024	\$29.52	8/20-9/18 305 2ND Ave NE TRNGL
104755004*2024 Oct	9/25/2024	\$54.96	8/20-9/18 Washington & 2nd ST SE Light
104755005*2024 Oct	9/25/2024	\$38.19	8/20-9/18 207 W Washington ST
104755006*2024 Oct	9/25/2024	\$51.06	8/20-9/18 Linhart Ave Light
104755007*2024 Oct	9/25/2024	\$36.10	8/20-9/18 2ND Ave NE Restroom
104755008*2024 Oct	9/25/2024	\$56.98	8/20-9/18 113 2ND Ave SE
104755009*2024 Oct	9/25/2024	\$37.75	8/20-9/18 207 Washington ST Park
104755010*2024 Oct	9/30/2024	\$30.16	8/26-9/24 191 Hamilton RD
104755011*2024 Oct	9/25/2024	\$34.36	8/20-9/18 Stadium Way Lights
104755012*2024 Oct	9/25/2024	\$43.18	8/20-9/18 Washington Birch ST Signal
104755014*2024 Oct	9/25/2024	\$31.25	8/20-9/18 Washington ST Light
104755015*2024 Oct	9/25/2024	\$40.21	8/20-9/18 Camden Way Light
104755016*2024 Oct	9/25/2024	\$37.69	8/20-9/18 Parkside Loop Light
104755017*2024 Oct	9/25/2024	\$59.95	8/20-9/18 3RD Ave NW
104755018*2024 Oct	9/25/2024	\$983.81	8/23-9/25 Various Street Lights
104755019*2024 Oct	9/25/2024	\$48.67	8/20-9/18 Chieri CT Pump
104755020*2024 Oct	9/25/2024	\$708.58	8/20-9/18 Brich Ave SW Pump

October 22, 2024- October 2024 Second Council Meeting

Reference	Date	Amount	Notes
104755021*2024 Oct	9/25/2024	\$120.15	8/20-9/18 E Jefferson ST Pump
104755022*2024 Oct	9/25/2024	\$162.51	8/20-9/18 1168 Rush RD Pump
104755023*2024 Oct	9/25/2024	\$29.52	8/20-9/18 Rowell ST E Pump
104755024*2024 Oct	9/25/2024	\$100.92	8/20-9/18 Front ST E Pump
104755025*2024 Oct	9/25/2024	\$169.00	8/20-9/18 207 W Washington Ave Pump
104755026*2024 Oct	9/30/2024	\$41.82	8/22-9/24 611 Koontz RD Light
115588001*2024 Oct	9/25/2024	\$50.41	8/20-9/18 Rathburn ST
115588002*2024 Oct	9/25/2024	\$38.69	8/20-9/18 4th & E stella ST Light 250 W
124227002*2024 Oct	9/30/2024	\$445.24	8/26-9/24 1206 Rush RD
124227003*2024 Oct	9/25/2024	\$229.03	8/20-9/18 407 Birch Ave SW
128323001*2024 Oct	9/25/2024	\$34.01	8/15-9/16 207 W Washington Ave AMP
128578001*2024 Oct	9/30/2024	\$38.49	8/26-9/24 Rush RD Light
128578002*2024 Oct	9/30/2024	\$31.90	8/26-9/24 173 Hamilton RD Lighting
128578003*2024 Oct	9/25/2024	\$33.25	8/20-9/18 307 Sommerville RD Lighting
128578004*2024 Oct	9/25/2024	\$38.11	8/20-9/18 518 7th Ave NW Security
128578005*2024 Oct	9/25/2024	\$45.13	8/20-9/18 555 2ND Ave NE Park Building
<b>Reference Number: 39327</b>	<b>Lewis County Sheriffs Office</b>	<b>\$729.69</b>	
2024*Sept Evidence	10/4/2024	\$729.69	2024- Sept Evidence Handling
<b>Reference Number: 39328</b>	<b>Lewis County Treasurer</b>	<b>\$72.57</b>	
2024*Sept CV	10/16/2024	\$72.57	2024 -Sept Court Remittance
<b>Reference Number: 39329</b>	<b>Northfork Asphalt Paving</b>	<b>\$142,860.20</b>	
NFA-Nap-2nd Ave	10/9/2024	\$142,860.20	TIB 2nd AVE
<b>Reference Number: 39330</b>	<b>Pape' Machinery</b>	<b>\$182.02</b>	
15673833	10/7/2024	\$182.02	Sweeper Nozzle
<b>Reference Number: 39331</b>	<b>Powersports Northwest</b>	<b>\$447.76</b>	
2294569	10/12/2024	\$447.76	tire brakes for 2014 Honda

October 22, 2024- October 2024 Second Council Meeting

Reference	Date	Amount	Notes
<b>Reference Number: 39332</b> 2024*Sept Prisoner Medical Blood Draw	<b>Providence Hospital/cent</b> 10/5/2024	<b>\$16.00</b>	\$16.00 2 blood draws Derrey/Mccog
<b>Reference Number: 39333</b> 40863569	<b>Quill Corporation</b> 10/1/2024	<b>\$205.59</b>	\$205.59 p towels.trash bags/t paper
<b>Reference Number: 39334</b> 2024*Sept court Remit	<b>State Treasurer's Office</b> 10/16/2024	<b>\$2,012.86</b>	\$2,012.86 2024*Sept court Remit
<b>Reference Number: 39335</b> 190169019-00	<b>Tacoma Screw</b> 10/1/2024	<b>\$1,584.62</b>	\$1,584.62 Hammer/drill/Impact driver bits etc
<b>Reference Number: 39336</b> 10062444	<b>Toledotel</b> 10/1/2024	<b>\$350.62</b>	\$350.62 2024 VOIP 10/1-10/31
<b>Reference Number: 39337</b> 2022*Dec Acc 3216.0	<b>Transient Vendor</b> 10/17/2024	<b>\$84.77</b>	\$84.77 Refund Overpayment Acc 3216.0
<b>Reference Number: 39338</b> 2023*Feb Acc 3032.12/3032.8	<b>Transient Vendor</b> 10/17/2024	<b>\$151.30</b>	\$151.30 Refund Overpayment Acc 3032.12/3032.8
<b>Reference Number: 39339</b> 2024*June Acc 1070.0	<b>Transient Vendor</b> 10/17/2024	<b>\$39.95</b>	\$39.95 Refund Overpayment Acc 1070.0
<b>Reference Number: 39340</b> 2024*Oct Jury Brunton-Groves	<b>Transient Vendor</b> 10/16/2024	<b>\$0.94</b>	\$0.94 1.4 miles
<b>Reference Number: 39341</b> 2024*Oct Jury Canfield	<b>Transient Vendor</b> 10/16/2024	<b>\$11.01</b>	\$11.01 1.5 miles/1 day
<b>Reference Number: 39342</b> 2024*Oct Jury Carlson	<b>Transient Vendor</b> 10/16/2024	<b>\$17.10</b>	\$17.10 10.6 miles/1 day

October 22, 2024- October 2024 Second Council Meeting

Reference	Date	Amount	Notes
<b>Reference Number: 39343</b> 2024*Oct Jury Corral	<b>Transient Vendor</b> 10/16/2024	<b>\$44.62</b>	\$44.62 66.6 miles
<b>Reference Number: 39344</b> 2024*Oct Jury Fain	<b>Transient Vendor</b> 10/16/2024	<b>\$13.35</b>	\$13.35 5 miles/1 day
<b>Reference Number: 39345</b> 2024*Oct Jury Gallgher	<b>Transient Vendor</b> 10/16/2024	<b>\$14.09</b>	\$14.09 6.1 miles/1 day
<b>Reference Number: 39346</b> 2024*Oct Jury Huff	<b>Transient Vendor</b> 10/16/2024	<b>\$11.34</b>	\$11.34 2 miles/1 day
<b>Reference Number: 39347</b> 2024*Oct Jury Iverson	<b>Transient Vendor</b> 10/16/2024	<b>\$10.34</b>	\$10.34 .5 miles/1 day
<b>Reference Number: 39348</b> 2024*Oct Jury Mann	<b>Transient Vendor</b> 10/16/2024	<b>\$10.34</b>	\$10.34 .5 miles/1 day
<b>Reference Number: 39349</b> 2024*Oct Jury Matson	<b>Transient Vendor</b> 10/16/2024	<b>\$10.34</b>	\$10.34 .5 miles/1 day
<b>Reference Number: 39350</b> 2024*Oct Jury Parmentier	<b>Transient Vendor</b> 10/16/2024	<b>\$12.68</b>	\$12.68 4 miles/1 day
<b>Reference Number: 39351</b> 2024*Oct Jury Rice	<b>Transient Vendor</b> 10/16/2024	<b>\$14.96</b>	\$14.96 7.4 miles/1 day
<b>Reference Number: 39352</b> 2024*Oct Jury Shipp	<b>Transient Vendor</b> 10/16/2024	<b>\$10.47</b>	\$10.47 .7 miles/1 day
<b>Reference Number: 39353</b>	<b>Transient Vendor</b>	<b>\$10.47</b>	

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Reference	Date	Amount	Notes
2024*Oct Jury Sims	10/16/2024	\$10.47	.7 miles/1 day
<b>Reference Number: 39354</b>	<b>Transient Vendor</b>	<b>\$10.47</b>	
2024*Oct Jury Webb	10/16/2024	\$10.47	.7 miles/1 day
<b>Reference Number: 39355</b>	<b>US Cellular</b>	<b>\$47.96</b>	
0680647482	9/20/2024	\$47.96	2024 9/20-10/19 Treasurer Cell
<b>Reference Number: 39356</b>	<b>Utilities Underground Location Center</b>	<b>\$5.28</b>	
4090195	9/30/2024	\$5.28	2024*Sept locates
<b>Reference Number: 39357</b>	<b>WA Dept of Transportation</b>	<b>\$2,812.54</b>	
RE *FB91458003251	9/30/2024	\$2,812.54	2024*Sept fuel
<b>Reference Number: 39358</b>	<b>Winlock Auto Supply</b>	<b>\$19.38</b>	
4847-390189	10/4/2024	\$19.38	tail lights shop truck
<b>Reference Number: EFT*20241010</b>	<b>Invoice Cloud Inc</b>	<b>\$170.75</b>	
3636-2024_08	8/31/2024	\$170.75	2024*Aug billing
<b>Reference Number: EFT*20241011</b>	<b>Invoice Cloud Inc</b>	<b>\$196.25</b>	
3636-2024_09	9/30/2024	\$196.25	2024*Sept Invoice Cloud
<b>Reference Number: EFT*20241012</b>	<b>Dept of Revenue</b>	<b>\$393.68</b>	
2024*Sept Water Sewer Excise	10/16/2024	\$393.68	2024*Sept Water Sewer Excise
<b>Reference Number: EFT*20241013</b>	<b>DE Lage Landen Financial Services</b>	<b>\$464.00</b>	
83125957	10/6/2024	\$464.00	2024 - 10/1-10/30 Sharp MX307105 CITY
<b>Reference Number: EFT*20241014</b>	<b>WAVE</b>	<b>\$98.43</b>	
032768701-001068	10/1/2024	\$98.43	2024- WAVE Phone & Internet PW 9/23-

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Reference	Date	Amount	Notes
<b>Reference Number: EFT*20241015</b>	<b>WAVE</b>	<b>\$112.10</b>	
138091001-0011079	10/1/2024	\$112.10	2024 WAVE Internet 10/1-10/31 CH
<b>Reference Number: EFT*20241016</b>	<b>WAVE</b>	<b>\$112.10</b>	
138396701-0011079	10/1/2024	\$112.10	2024 WAVE Internet 10/1-10/31 CH
<b>Reference Number: EFT*20241017</b>	<b>WAVE</b>	<b>\$112.10</b>	
138396801-0011079	10/1/2024	\$112.10	2024- WAVE Phone PD 10/1-10/31
<b>Reference Number: EFT*20241018</b>	<b>Dept of Licensing Firearms Desk</b>	<b>\$18.00</b>	
NV0000114 Boyovich	10/7/2024	\$18.00	NV0000114 Boyovich
<b>Reference Number: EFT*20241019</b>	<b>Dept of Labor &amp; Industry</b>	<b>\$14,497.35</b>	
Emp L&I - 15234	7/17/2024	\$118.74	
Emp L&I - 15235	7/17/2024	\$307.93	
Emp L&I - 15236	7/17/2024	\$248.91	
Emp L&I - 15237	7/17/2024	\$232.66	
Emp L&I - 15238	7/17/2024	\$273.72	
Emp L&I - 15239	7/17/2024	\$12.50	
Emp L&I - 15240	7/17/2024	\$131.93	
Emp L&I - 15241	7/17/2024	\$16.24	
Emp L&I - 15242	7/17/2024	\$13.14	
Emp L&I - 15243	7/17/2024	\$131.93	
Emp L&I - 15244	7/17/2024	\$7.91	
Emp L&I - 15245	7/17/2024	\$11.16	
Emp L&I - 15246	7/17/2024	\$319.05	
Emp L&I - 15247	7/17/2024	\$17.41	
Emp L&I - 15248	7/17/2024	\$115.44	
Emp L&I - 15249	7/17/2024	\$17.09	
Emp L&I - 15250	8/1/2024	\$92.35	
Emp L&I - 15251	8/1/2024	\$379.78	
Emp L&I - 15252	8/1/2024	\$246.34	

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Reference	Date	Amount	Notes
Emp L&I - 15253	8/1/2024	\$321.62	
Emp L&I - 15254	8/1/2024	\$1.28	
Emp L&I - 15255	8/1/2024	\$224.10	
Emp L&I - 15256	8/1/2024	\$21.04	
Emp L&I - 15257	8/1/2024	\$158.32	
Emp L&I - 15258	8/1/2024	\$20.35	
Emp L&I - 15259	8/1/2024	\$19.87	
Emp L&I - 15260	8/1/2024	\$158.32	
Emp L&I - 15261	8/1/2024	\$12.82	
Emp L&I - 15263	8/1/2024	\$239.50	
Emp L&I - 15264	8/1/2024	\$22.01	
Emp L&I - 15265	8/1/2024	\$89.88	
Emp L&I - 15266	8/1/2024	\$13.14	
Emp L&I - 15267	8/1/2024	\$18.05	
Emp L&I - 15268	8/19/2024	\$135.23	
Emp L&I - 15269	8/19/2024	\$318.19	
Emp L&I - 15270	8/19/2024	\$201.87	
Emp L&I - 15271	8/19/2024	\$275.43	
Emp L&I - 15272	8/19/2024	\$275.43	
Emp L&I - 15273	8/19/2024	\$19.23	
Emp L&I - 15274	8/19/2024	\$118.74	
Emp L&I - 15275	8/19/2024	\$16.45	
Emp L&I - 15276	8/19/2024	\$18.37	
Emp L&I - 15277	8/19/2024	\$118.74	
Emp L&I - 15278	8/19/2024	\$78.33	
Emp L&I - 15279	8/19/2024	\$12.07	
Emp L&I - 15280	8/19/2024	\$18.16	
Emp L&I - 15281	8/19/2024	\$314.77	
Emp L&I - 15282	8/19/2024	\$18.16	
Emp L&I - 15283	8/19/2024	\$92.35	
Emp L&I - 15284	8/19/2024	\$18.80	
Emp L&I - 15285	9/3/2024	\$125.34	

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Reference	Date	Amount	Notes
Emp L&I - 15286	9/3/2024	\$294.24	
Emp L&I - 15287	9/3/2024	\$239.50	
Emp L&I - 15288	9/3/2024	\$386.62	
Emp L&I - 15289	9/3/2024	\$157.39	
Emp L&I - 15290	9/3/2024	\$14.42	
Emp L&I - 15291	9/3/2024	\$79.16	
Emp L&I - 15292	9/3/2024	\$16.56	
Emp L&I - 15293	9/3/2024	\$18.80	
Emp L&I - 15294	9/3/2024	\$118.74	
Emp L&I - 15295	9/3/2024	\$131.93	
Emp L&I - 15296	9/3/2024	\$9.72	
Emp L&I - 15297	9/3/2024	\$14.53	
Emp L&I - 15298	9/3/2024	\$314.77	
Emp L&I - 15299	9/3/2024	\$19.34	
Emp L&I - 15300	9/3/2024	\$131.93	
Emp L&I - 15301	9/3/2024	\$15.38	
Emp L&I - 15302	9/3/2024	\$1.28	
Emp L&I - 15303	9/17/2024	\$118.74	
Emp L&I - 15304	9/17/2024	\$140.28	
Emp L&I - 15305	9/17/2024	\$321.62	
Emp L&I - 15306	9/17/2024	\$331.88	
Emp L&I - 15307	9/17/2024	\$342.14	
Emp L&I - 15308	9/17/2024	\$14.42	
Emp L&I - 15309	9/17/2024	\$118.74	
Emp L&I - 15310	9/17/2024	\$14.74	
Emp L&I - 15311	9/17/2024	\$14.53	
Emp L&I - 15312	9/17/2024	\$118.74	
Emp L&I - 15313	9/17/2024	\$116.27	
Emp L&I - 15314	9/17/2024	\$14.58	
Emp L&I - 15315	9/17/2024	\$12.28	
Emp L&I - 15316	9/17/2024	\$196.73	
Emp L&I - 15317	9/17/2024	\$16.99	

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Reference	Date	Amount	Notes
Emp L&I - 15318	9/17/2024	\$112.14	
Emp L&I - 15319	9/17/2024	\$15.38	
Emp L&I - 15320	10/2/2024	\$112.14	
Emp L&I - 15321	10/2/2024	\$283.98	
Emp L&I - 15322	10/2/2024	\$270.29	
Emp L&I - 15323	10/2/2024	\$316.48	
Emp L&I - 15324	10/2/2024	\$1.28	
Emp L&I - 15325	10/2/2024	\$352.41	
Emp L&I - 15326	10/2/2024	\$17.09	
Emp L&I - 15327	10/2/2024	\$132.76	
Emp L&I - 15328	10/2/2024	\$8.33	
Emp L&I - 15329	10/2/2024	\$18.59	
Emp L&I - 15330	10/2/2024	\$108.02	
Emp L&I - 15331	10/2/2024	\$55.68	
Emp L&I - 15332	10/2/2024	\$118.74	
Emp L&I - 15333	10/2/2024	\$18.80	
Emp L&I - 15334	10/2/2024	\$18.48	
Emp L&I - 15335	10/2/2024	\$201.87	
Emp L&I - 15336	10/2/2024	\$22.22	
Emp L&I - 15337	10/2/2024	\$131.93	
Emp L&I - 15338	10/2/2024	\$18.05	
L&I - 15234	7/17/2024	\$26.15	
L&I - 15235	7/17/2024	\$37.96	
L&I - 15236	7/17/2024	\$30.68	
L&I - 15237	7/17/2024	\$28.68	
L&I - 15238	7/17/2024	\$33.74	
L&I - 15239	7/17/2024	\$6.58	
L&I - 15240	7/17/2024	\$29.06	
L&I - 15241	7/17/2024	\$8.55	
L&I - 15242	7/17/2024	\$6.92	
L&I - 15243	7/17/2024	\$29.06	
L&I - 15244	7/17/2024	\$4.16	

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Reference	Date	Amount	Notes
L&I - 15245	7/17/2024	\$5.88	
L&I - 15246	7/17/2024	\$39.33	
L&I - 15247	7/17/2024	\$9.16	
L&I - 15248	7/17/2024	\$25.43	
L&I - 15249	7/17/2024	\$9.00	
L&I - 15250	8/1/2024	\$20.34	
L&I - 15251	8/1/2024	\$46.81	
L&I - 15252	8/1/2024	\$30.37	
L&I - 15253	8/1/2024	\$39.64	
L&I - 15254	8/1/2024	\$0.67	
L&I - 15255	8/1/2024	\$27.62	
L&I - 15256	8/1/2024	\$11.08	
L&I - 15257	8/1/2024	\$34.87	
L&I - 15258	8/1/2024	\$10.71	
L&I - 15259	8/1/2024	\$10.46	
L&I - 15260	8/1/2024	\$34.87	
L&I - 15261	8/1/2024	\$6.75	
L&I - 15263	8/1/2024	\$29.52	
L&I - 15264	8/1/2024	\$11.58	
L&I - 15265	8/1/2024	\$19.80	
L&I - 15266	8/1/2024	\$6.92	
L&I - 15267	8/1/2024	\$9.50	
L&I - 15268	8/19/2024	\$29.79	
L&I - 15269	8/19/2024	\$39.22	
L&I - 15270	8/19/2024	\$24.88	
L&I - 15271	8/19/2024	\$33.95	
L&I - 15272	8/19/2024	\$33.95	
L&I - 15273	8/19/2024	\$10.12	
L&I - 15274	8/19/2024	\$26.15	
L&I - 15275	8/19/2024	\$8.66	
L&I - 15276	8/19/2024	\$9.67	
L&I - 15277	8/19/2024	\$26.15	

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Reference	Date	Amount	Notes
L&I - 15278	8/19/2024	\$17.25	
L&I - 15279	8/19/2024	\$6.35	
L&I - 15280	8/19/2024	\$9.56	
L&I - 15281	8/19/2024	\$38.80	
L&I - 15282	8/19/2024	\$9.56	
L&I - 15283	8/19/2024	\$20.34	
L&I - 15284	8/19/2024	\$9.90	
L&I - 15285	9/3/2024	\$27.61	
L&I - 15286	9/3/2024	\$36.27	
L&I - 15287	9/3/2024	\$29.52	
L&I - 15288	9/3/2024	\$47.66	
L&I - 15289	9/3/2024	\$19.40	
L&I - 15290	9/3/2024	\$7.59	
L&I - 15291	9/3/2024	\$17.44	
L&I - 15292	9/3/2024	\$8.71	
L&I - 15293	9/3/2024	\$9.90	
L&I - 15294	9/3/2024	\$26.15	
L&I - 15295	9/3/2024	\$29.06	
L&I - 15296	9/3/2024	\$5.12	
L&I - 15297	9/3/2024	\$7.65	
L&I - 15298	9/3/2024	\$38.80	
L&I - 15299	9/3/2024	\$10.18	
L&I - 15300	9/3/2024	\$29.06	
L&I - 15301	9/3/2024	\$8.10	
L&I - 15302	9/3/2024	\$0.67	
L&I - 15303	9/17/2024	\$26.15	
L&I - 15304	9/17/2024	\$17.29	
L&I - 15305	9/17/2024	\$39.64	
L&I - 15306	9/17/2024	\$40.91	
L&I - 15307	9/17/2024	\$42.18	
L&I - 15308	9/17/2024	\$7.59	
L&I - 15309	9/17/2024	\$26.15	

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Reference	Date	Amount	Notes
L&I - 15310	9/17/2024	\$7.76	
L&I - 15311	9/17/2024	\$7.65	
L&I - 15312	9/17/2024	\$26.15	
L&I - 15313	9/17/2024	\$25.61	
L&I - 15314	9/17/2024	\$7.67	
L&I - 15315	9/17/2024	\$6.47	
L&I - 15316	9/17/2024	\$24.25	
L&I - 15317	9/17/2024	\$8.94	
L&I - 15318	9/17/2024	\$24.70	
L&I - 15319	9/17/2024	\$8.10	
L&I - 15320	10/2/2024	\$24.70	
L&I - 15321	10/2/2024	\$35.01	
L&I - 15322	10/2/2024	\$33.32	
L&I - 15323	10/2/2024	\$39.01	
L&I - 15324	10/2/2024	\$0.67	
L&I - 15325	10/2/2024	\$43.44	
L&I - 15326	10/2/2024	\$9.00	
L&I - 15327	10/2/2024	\$29.24	
L&I - 15328	10/2/2024	\$4.39	
L&I - 15329	10/2/2024	\$9.78	
L&I - 15330	10/2/2024	\$23.79	
L&I - 15332	10/2/2024	\$26.15	
L&I - 15333	10/2/2024	\$9.90	
L&I - 15334	10/2/2024	\$9.73	
L&I - 15335	10/2/2024	\$24.88	
L&I - 15336	10/2/2024	\$11.69	
L&I - 15337	10/2/2024	\$29.06	
L&I - 15338	10/2/2024	\$9.50	
<b>Reference Number: EFT*20241020</b>	<b>WA Employment Security - PFML</b>	<b>\$1,734.16</b>	
PFML - 15234	7/17/2024	\$15.40	
PFML - 15235	7/17/2024	\$23.71	

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Reference	Date	Amount	Notes
PFML - 15236	7/17/2024	\$18.76	
PFML - 15237	7/17/2024	\$16.04	
PFML - 15238	7/17/2024	\$16.20	
PFML - 15239	7/17/2024	\$18.88	
PFML - 15240	7/17/2024	\$12.77	
PFML - 15241	7/17/2024	\$19.25	
PFML - 15242	7/17/2024	\$12.71	
PFML - 15243	7/17/2024	\$15.03	
PFML - 15244	7/17/2024	\$15.13	
PFML - 15245	7/17/2024	\$16.27	
PFML - 15246	7/17/2024	\$14.48	
PFML - 15247	7/17/2024	\$15.58	
PFML - 15248	7/17/2024	\$24.75	
PFML - 15249	7/17/2024	\$13.17	
PFML - 15250	8/1/2024	\$16.19	
PFML - 15251	8/1/2024	\$28.38	
PFML - 15252	8/1/2024	\$19.39	
PFML - 15253	8/1/2024	\$16.60	
PFML - 15254	8/1/2024	\$5.29	
PFML - 15255	8/1/2024	\$18.29	
PFML - 15256	8/1/2024	\$18.88	
PFML - 15257	8/1/2024	\$13.50	
PFML - 15258	8/1/2024	\$19.25	
PFML - 15259	8/1/2024	\$12.71	
PFML - 15260	8/1/2024	\$15.03	
PFML - 15261	8/1/2024	\$15.13	
PFML - 15263	8/1/2024	\$15.09	
PFML - 15264	8/1/2024	\$16.23	
PFML - 15265	8/1/2024	\$23.92	
PFML - 15266	8/1/2024	\$13.17	
PFML - 15267	8/1/2024	\$16.27	
PFML - 15268	8/19/2024	\$16.26	

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Reference	Date	Amount	Notes
PFML - 15269	8/19/2024	\$26.08	
PFML - 15270	8/19/2024	\$18.79	
PFML - 15271	8/19/2024	\$16.04	
PFML - 15272	8/19/2024	\$16.22	
PFML - 15273	8/19/2024	\$18.88	
PFML - 15274	8/19/2024	\$13.20	
PFML - 15275	8/19/2024	\$19.25	
PFML - 15276	8/19/2024	\$12.71	
PFML - 15277	8/19/2024	\$15.03	
PFML - 15278	8/19/2024	\$8.00	
PFML - 15279	8/19/2024	\$15.13	
PFML - 15280	8/19/2024	\$16.27	
PFML - 15281	8/19/2024	\$14.31	
PFML - 15282	8/19/2024	\$15.18	
PFML - 15283	8/19/2024	\$23.92	
PFML - 15284	8/19/2024	\$13.17	
PFML - 15285	9/3/2024	\$16.22	
PFML - 15286	9/3/2024	\$30.40	
PFML - 15287	9/3/2024	\$18.76	
PFML - 15288	9/3/2024	\$22.07	
PFML - 15289	9/3/2024	\$16.08	
PFML - 15290	9/3/2024	\$18.88	
PFML - 15291	9/3/2024	\$13.20	
PFML - 15292	9/3/2024	\$19.25	
PFML - 15293	9/3/2024	\$12.71	
PFML - 15294	9/3/2024	\$15.86	
PFML - 15295	9/3/2024	\$13.89	
PFML - 15296	9/3/2024	\$15.13	
PFML - 15297	9/3/2024	\$16.27	
PFML - 15298	9/3/2024	\$14.13	
PFML - 15299	9/3/2024	\$15.18	
PFML - 15300	9/3/2024	\$23.92	

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Reference	Date	Amount	Notes
PFML - 15301	9/3/2024	\$13.17	
PFML - 15302	9/3/2024	\$5.29	
PFML - 15303	9/17/2024	\$15.42	
PFML - 15304	9/17/2024	\$24.01	
PFML - 15305	9/17/2024	\$20.10	
PFML - 15306	9/17/2024	\$17.49	
PFML - 15307	9/17/2024	\$18.72	
PFML - 15308	9/17/2024	\$18.88	
PFML - 15309	9/17/2024	\$13.93	
PFML - 15310	9/17/2024	\$19.25	
PFML - 15311	9/17/2024	\$12.71	
PFML - 15312	9/17/2024	\$15.03	
PFML - 15313	9/17/2024	\$15.33	
PFML - 15314	9/17/2024	\$15.13	
PFML - 15315	9/17/2024	\$16.27	
PFML - 15316	9/17/2024	\$14.19	
PFML - 15317	9/17/2024	\$15.58	
PFML - 15318	9/17/2024	\$23.92	
PFML - 15319	9/17/2024	\$13.17	
PFML - 15320	10/2/2024	\$16.22	
PFML - 15321	10/2/2024	\$24.88	
PFML - 15322	10/2/2024	\$19.11	
PFML - 15323	10/2/2024	\$17.51	
PFML - 15324	10/2/2024	\$5.29	
PFML - 15325	10/2/2024	\$19.01	
PFML - 15326	10/2/2024	\$18.88	
PFML - 15327	10/2/2024	\$13.20	
PFML - 15328	10/2/2024	\$19.25	
PFML - 15329	10/2/2024	\$12.71	
PFML - 15330	10/2/2024	\$15.86	
PFML - 15332	10/2/2024	\$14.95	
PFML - 15333	10/2/2024	\$15.13	

October 22, 2024- October 2024 Second Council Meeting

Reference	Date	Amount	Notes
PFML - 15334	10/2/2024	\$16.27	
PFML - 15335	10/2/2024	\$31.84	
PFML - 15336	10/2/2024	\$17.53	
PFML - 15337	10/2/2024	\$23.92	
PFML - 15338	10/2/2024	\$13.17	
<b>Reference Number: EFT*20241021</b>	<b>WA Employment Security-WA Cares</b>	<b>\$1,603.10</b>	
LTC - 15234	7/17/2024	\$16.89	
LTC - 15236	7/17/2024	\$20.58	
LTC - 15237	7/17/2024	\$17.60	
LTC - 15238	7/17/2024	\$17.78	
LTC - 15239	7/17/2024	\$20.71	
LTC - 15240	7/17/2024	\$14.01	
LTC - 15242	7/17/2024	\$13.94	
LTC - 15243	7/17/2024	\$16.49	
LTC - 15244	7/17/2024	\$16.60	
LTC - 15245	7/17/2024	\$17.85	
LTC - 15246	7/17/2024	\$15.89	
LTC - 15247	7/17/2024	\$17.09	
LTC - 15248	7/17/2024	\$27.16	
LTC - 15249	7/17/2024	\$14.45	
LTC - 15250	8/1/2024	\$17.76	
LTC - 15252	8/1/2024	\$21.28	
LTC - 15253	8/1/2024	\$18.21	
LTC - 15254	8/1/2024	\$5.80	
LTC - 15255	8/1/2024	\$20.07	
LTC - 15256	8/1/2024	\$20.71	
LTC - 15257	8/1/2024	\$14.81	
LTC - 15259	8/1/2024	\$13.94	
LTC - 15260	8/1/2024	\$16.49	
LTC - 15261	8/1/2024	\$16.60	
LTC - 15263	8/1/2024	\$16.55	

October 22, 2024- October 2024 Second Council Meeting

Reference	Date	Amount	Notes
LTC - 15264	8/1/2024	\$17.80	
LTC - 15265	8/1/2024	\$26.24	
LTC - 15266	8/1/2024	\$14.45	
LTC - 15267	8/1/2024	\$17.85	
LTC - 15268	8/19/2024	\$17.84	
LTC - 15270	8/19/2024	\$20.62	
LTC - 15271	8/19/2024	\$17.60	
LTC - 15272	8/19/2024	\$17.80	
LTC - 15273	8/19/2024	\$20.71	
LTC - 15274	8/19/2024	\$14.48	
LTC - 15276	8/19/2024	\$13.94	
LTC - 15277	8/19/2024	\$16.49	
LTC - 15278	8/19/2024	\$8.78	
LTC - 15279	8/19/2024	\$16.60	
LTC - 15280	8/19/2024	\$17.85	
LTC - 15281	8/19/2024	\$15.71	
LTC - 15282	8/19/2024	\$16.66	
LTC - 15283	8/19/2024	\$26.24	
LTC - 15284	8/19/2024	\$14.45	
LTC - 15285	9/3/2024	\$17.79	
LTC - 15287	9/3/2024	\$20.58	
LTC - 15288	9/3/2024	\$24.22	
LTC - 15289	9/3/2024	\$17.64	
LTC - 15290	9/3/2024	\$20.71	
LTC - 15291	9/3/2024	\$14.48	
LTC - 15293	9/3/2024	\$13.94	
LTC - 15294	9/3/2024	\$17.40	
LTC - 15295	9/3/2024	\$15.24	
LTC - 15296	9/3/2024	\$16.60	
LTC - 15297	9/3/2024	\$17.85	
LTC - 15298	9/3/2024	\$15.50	
LTC - 15299	9/3/2024	\$16.66	

October 22, 2024- October 2024 Second Council Meeting

Reference	Date	Amount	Notes
LTC - 15300	9/3/2024	\$26.24	
LTC - 15301	9/3/2024	\$14.45	
LTC - 15302	9/3/2024	\$5.80	
LTC - 15303	9/17/2024	\$16.92	
LTC - 15305	9/17/2024	\$22.05	
LTC - 15306	9/17/2024	\$19.20	
LTC - 15307	9/17/2024	\$20.54	
LTC - 15308	9/17/2024	\$20.71	
LTC - 15309	9/17/2024	\$15.29	
LTC - 15311	9/17/2024	\$13.94	
LTC - 15312	9/17/2024	\$16.49	
LTC - 15313	9/17/2024	\$16.82	
LTC - 15314	9/17/2024	\$16.60	
LTC - 15315	9/17/2024	\$17.85	
LTC - 15316	9/17/2024	\$15.57	
LTC - 15317	9/17/2024	\$17.09	
LTC - 15318	9/17/2024	\$26.24	
LTC - 15319	9/17/2024	\$14.45	
LTC - 15320	10/2/2024	\$17.79	
LTC - 15322	10/2/2024	\$20.97	
LTC - 15323	10/2/2024	\$19.21	
LTC - 15324	10/2/2024	\$5.80	
LTC - 15325	10/2/2024	\$20.86	
LTC - 15326	10/2/2024	\$20.71	
LTC - 15327	10/2/2024	\$14.48	
LTC - 15329	10/2/2024	\$13.94	
LTC - 15330	10/2/2024	\$17.40	
LTC - 15332	10/2/2024	\$16.41	
LTC - 15333	10/2/2024	\$16.60	
LTC - 15334	10/2/2024	\$17.85	
LTC - 15335	10/2/2024	\$34.93	
LTC - 15336	10/2/2024	\$19.23	

October 22, 2024- October 2024 Second Council Meeting

Reference	Date	Amount	Notes
LTC - 15337	10/2/2024	\$26.24	
LTC - 15338	10/2/2024	\$14.45	
<b>Reference Number: EFT*20241022</b>	<b>Dept of Treasury Internal Revenue</b>	<b>\$7,893.14</b>	
Federal Income Tax - 15339	10/17/2024	\$654.06	
Federal Income Tax - 15341	10/17/2024	\$675.12	
Federal Income Tax - 15342	10/17/2024	\$526.52	
Federal Income Tax - 15343	10/17/2024	\$486.22	
Federal Income Tax - 15344	10/17/2024	\$421.84	
Federal Income Tax - 15345	10/17/2024	\$388.46	
Federal Income Tax - 15346	10/17/2024	\$306.41	
Federal Income Tax - 15348	10/17/2024	\$224.79	
Federal Income Tax - 15349	10/17/2024	\$309.23	
Federal Income Tax - 15350	10/17/2024	\$169.74	
Federal Income Tax - 15351	10/17/2024	\$251.70	
Federal Income Tax - 15352	10/17/2024	\$419.21	
Federal Income Tax - 15353	10/17/2024	\$679.26	
Federal Income Tax - 15354	10/17/2024	\$168.06	
Federal Income Tax - 15355	10/17/2024	\$179.82	
Federal Income Tax - 15356	10/17/2024	\$474.22	
Medicare - 15339	10/17/2024	\$61.77	
Medicare - 15339 (2)	10/17/2024	\$61.77	
Medicare - 15341	10/17/2024	\$68.40	
Medicare - 15341 (2)	10/17/2024	\$68.40	
Medicare - 15342	10/17/2024	\$53.37	
Medicare - 15342 (2)	10/17/2024	\$53.37	
Medicare - 15343	10/17/2024	\$52.16	
Medicare - 15343 (2)	10/17/2024	\$52.16	
Medicare - 15344	10/17/2024	\$47.92	
Medicare - 15344 (2)	10/17/2024	\$47.92	
Medicare - 15345	10/17/2024	\$51.78	
Medicare - 15345 (2)	10/17/2024	\$51.78	

October 22, 2024- October 2024 Second Council Meeting

Reference	Date	Amount	Notes
Medicare - 15346	10/17/2024	\$38.50	
Medicare - 15346 (2)	10/17/2024	\$38.50	
Medicare - 15348	10/17/2024	\$34.85	
Medicare - 15348 (2)	10/17/2024	\$34.85	
Medicare - 15349	10/17/2024	\$41.22	
Medicare - 15349 (2)	10/17/2024	\$41.22	
Medicare - 15350	10/17/2024	\$41.51	
Medicare - 15350 (2)	10/17/2024	\$41.51	
Medicare - 15351	10/17/2024	\$44.62	
Medicare - 15351 (2)	10/17/2024	\$44.62	
Medicare - 15352	10/17/2024	\$46.29	
Medicare - 15352 (2)	10/17/2024	\$46.29	
Medicare - 15353	10/17/2024	\$65.61	
Medicare - 15353 (2)	10/17/2024	\$65.61	
Medicare - 15354	10/17/2024	\$36.11	
Medicare - 15354 (2)	10/17/2024	\$36.11	
Medicare - 15355	10/17/2024	\$42.31	
Medicare - 15355 (2)	10/17/2024	\$42.31	
Medicare - 15356	10/17/2024	\$52.82	
Medicare - 15356 (2)	10/17/2024	\$52.82	
<b>Reference Number: EFT*20241023</b>	<b>Dept of Retirement Systems</b>	<b>\$7,999.63</b>	
Emp Rtmt - 15339	10/17/2024	\$225.71	
Emp Rtmt - 15341	10/17/2024	\$249.09	
Emp Rtmt - 15342	10/17/2024	\$193.13	
Emp Rtmt - 15343	10/17/2024	\$189.37	
Emp Rtmt - 15344	10/17/2024	\$175.40	
Emp Rtmt - 15345	10/17/2024	\$325.34	
Emp Rtmt - 15346	10/17/2024	\$241.86	
Emp Rtmt - 15348	10/17/2024	\$218.99	
Emp Rtmt - 15349	10/17/2024	\$258.97	
Emp Rtmt - 15350	10/17/2024	\$260.79	

October 22, 2024- October 2024 Second Council Meeting

Reference	Date	Amount	Notes
Emp Rtmt - 15351	10/17/2024	\$280.35	
Emp Rtmt - 15352	10/17/2024	\$290.84	
Emp Rtmt - 15353	10/17/2024	\$412.20	
Emp Rtmt - 15354	10/17/2024	\$226.90	
Emp Rtmt - 15355	10/17/2024	\$265.80	
Emp Rtmt - 15356	10/17/2024	\$331.84	
Taxable Retirement - 15339	10/17/2024	\$361.89	
Taxable Retirement - 15341	10/17/2024	\$399.39	
Taxable Retirement - 15342	10/17/2024	\$309.67	
Taxable Retirement - 15343	10/17/2024	\$303.64	
Taxable Retirement - 15344	10/17/2024	\$281.24	
Taxable Retirement - 15345	10/17/2024	\$227.13	
Taxable Retirement - 15346	10/17/2024	\$168.85	
Taxable Retirement - 15348	10/17/2024	\$152.88	
Taxable Retirement - 15349	10/17/2024	\$180.79	
Taxable Retirement - 15350	10/17/2024	\$182.07	
Taxable Retirement - 15351	10/17/2024	\$195.73	
Taxable Retirement - 15352	10/17/2024	\$203.05	
Taxable Retirement - 15353	10/17/2024	\$287.77	
Taxable Retirement - 15354	10/17/2024	\$158.41	
Taxable Retirement - 15355	10/17/2024	\$185.56	
Taxable Retirement - 15356	10/17/2024	\$254.98	
<b>Reference Number: Oct 1-15, 2024</b>	<b>Payroll Vendor</b>	<b>\$37,427.92</b>	
ACH Pay - 15339	10/17/2024	\$2,991.69	
ACH Pay - 15341	10/17/2024	\$3,168.99	
ACH Pay - 15342	10/17/2024	\$2,569.16	
ACH Pay - 15343	10/17/2024	\$2,441.72	
ACH Pay - 15344	10/17/2024	\$2,237.00	
ACH Pay - 15345	10/17/2024	\$2,479.12	
ACH Pay - 15346	10/17/2024	\$1,973.46	
ACH Pay - 15348	10/17/2024	\$1,723.56	

October 22, 2024- October 2024 Second Council Meeting

Reference	Date	Amount	Notes
ACH Pay - 15349	10/17/2024	\$1,968.90	
ACH Pay - 15350	10/17/2024	\$2,140.27	
ACH Pay - 15351	10/17/2024	\$2,093.67	
ACH Pay - 15352	10/17/2024	\$2,340.24	
ACH Pay - 15353	10/17/2024	\$3,020.63	
ACH Pay - 15354	10/17/2024	\$1,807.33	
ACH Pay - 15355	10/17/2024	\$2,009.37	
ACH Pay - 15356	10/17/2024	\$2,462.81	
<b>TOTALS</b>		<b>\$248,577.86</b>	

The following voucher/warrants/electronic payments are approved for payment:

Accounts Payable	44	90	175,745.15	39315-39358
Payroll Vendors			-	
Electronic Payments	9	9	1677.41	EFT*20241010-18
Electronic Payroll	5	5	33,727.38	EFT*20241019-23
ACH Direct Deposit	16	16	37,427.92	
<b>Total Vouchers</b>	<b>74</b>	<b>120</b>	<b>\$248,577.86</b>	

VOID Checks 39313/39314

WE, THE FOLLOWING SIGNEES, APPROVE THE VOUCHERS FOR PAYMENT:

MAYOR: \_\_\_\_\_

TREASURER: \_\_\_\_\_

COUNCILOR #1: \_\_\_\_\_

COUNCILOR #2: \_\_\_\_\_

COUNCILOR #3: \_\_\_\_\_

COUNCILOR #4: \_\_\_\_\_

COUNCILOR #5: \_\_\_\_\_

Police Department - John Brockmueller \_\_\_\_\_

Public Works/Community Development - Bryan Morris \_\_\_\_\_

Court- Lacie Dewitt \_\_\_\_\_

October 22, 2024- October 2024 Second Council Meeting

Reference	Date	Amount Notes
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City Clerk - Rachelle Denham: \_\_\_\_\_

DATED THIS    DAY OF   , 2024

**CITY OF NAPAVINE, WASHINGTON**  
**ORDINANCE NO. 664**

**AN ORDINANCE OF THE CITY OF NAPAVINE, WASHINGTON, RENEWING AND EXTENDING FOR AN ADDITIONAL SIX MONTH PERIOD ORDINANCE NO. 660 PROVIDING FOR THE EXTENSION OF INTERIM LAND USE REGULATIONS AND OFFICIAL CONTROLS PURSUANT TO RCW 35A.63.220 AND RCW 36.70A.390; PROVIDING FOR THE REPLACEMENT OF ALL REFERENCES TO “BOARD OF ADJUSTMENT”, “BOARD OF ZONING ADJUSTMENT”, AND “BOARD” IN TITLES 16 AND 17 OF THE NAPAVINE MUNICIPAL CODE WITH “CITY COUNCIL”; AND PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.**

**RECITALS:**

WHEREAS, the City of Napavine, Washington (the “City“) is a Code City under the laws of the State of Washington; and

WHEREAS, pursuant to RCW 35A.11.020, the City may adopt and enforce ordinances of all kinds relating to and regulating the City’s local or municipal affairs and appropriate to the good government of the City; and

WHEREAS, all references herein to “NMC” shall mean the “Napavine Municipal Code,” and

WHEREAS, the City of Napavine created the Board of Adjustment also known as the Board of Zoning Adjustment in Ordinance 163 on March 14, 1989; and

WHEREAS, the code regarding the Board of Adjustment was modified periodically over the years, including the creation of Chapter 2.34 NMC entitled “BOARD OF ADJUSTMENT” under Ordinance No. 234 enacted in 1996; and

WHEREAS, Chapter 2.34 NMC assigned all duties of the Board of Adjustment to the City Council; and

WHEREAS, RCW 35A.63.110, expressly prohibits members of the planning agency or the City Council from being members of the board of adjustment; and

WHEREAS, Chapter 2.34 NMC violated RCW 35A.63.110; and

WHEREAS, the City repealed Chapter 2.34 NMC on April 23, 2024; and

WHEREAS, RCW 35A.63.110 provides for in the event a code city with a population of less than twenty-five hundred creates a planning agency, but does not create a board of adjustment, the code city shall provide that the city legislative authority shall itself hear and decide:

1) appeals from orders, recommendations, permits decisions, or determinations made by a code city official in the administration of enforcement of the provisions of Ch. 35A.63 RCW or any ordinances adopted pursuant to it;

2) applications for variances from the terms of the zoning ordinance, the official map ordinance or other land-use regulatory ordinances under procedures and conditions prescribed by city ordinance, which among other things shall provide that no application for a variance shall be granted unless the City Council finds:

(a) The variance shall not constitute a grant of special privilege inconsistent with the limitation upon uses of other properties in the vicinity and zone in which the property on behalf of which the application was filed is located; and

(b) That such variance is necessary, because of special circumstances relating to the size, shape, topography, location, or surroundings of the subject property, to provide it with use rights and privileges permitted to other properties in the vicinity and in the zone in which the subject property is located; and

(c) That the granting of such variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and zone in which the subject property is situated.

3) and Applications for conditional-use permits; and

WHEREAS, Titles 16 and 17 NMC include references to, processes of, and duties of the Board of Adjustment; and

WHEREAS, the City is developing faster than the City is able to update its development standards; and

WHEREAS, the City must comply with the applicable provisions of law; and

WHEREAS, interim zoning controls enacted under RCW 36.70A.390 and/or RCW 35A.63.220 are methods by which local governments may preserve the status quo so that new plans and regulations will not be rendered moot by intervening development; and

WHEREAS, RCW 36.70A.390 and RCW 35A.63.220 both authorize the enactment of an interim zoning map, interim zoning ordinance, or interim official control without holding a public hearing as long as a public hearing is held within at least sixty days of its enactment; and

WHEREAS, an interim zoning ordinance adopted pursuant to RCW 35A.63.220 may be effective for not longer than six months, but may be effective for up to one year if a work plan is developed for related studies providing for such a longer period; and

WHEREAS, an interim zoning ordinance may be renewed for one or more six-month periods if a subsequent public hearing is held, and findings of fact are made prior to each renewal; and

WHEREAS, the City Council held a public hearing on Tuesday, May 14, 2024, at 6:00 pm regarding the Interim Zoning Controls; and

WHEREAS, the City Council passed Ordinance No. 660 on April 23, 2024; and

WHEREAS, in such Ordinance the City Council set a public hearing for the extension of the Interim Zoning Regulations on October 22, 2024; and

WHEREAS, interim zoning will provide the City with additional time to review and amend its public health, safety, and welfare requirements and zoning and land use regulations; and

WHEREAS, the City Council desires to extend the effective duration of the interim development regulations set forth in Ordinance No. 664; and

WHEREAS, pursuant to WAC 197-11-880, the adoption of this interim zoning ordinance is exempt from the requirements of a threshold determination under the State Environmental Policy Act (SEPA) and future permanent zoning regulations will be reviewed in accordance with SEPA Rules; and

WHEREAS, the City Council held a duly noticed public hearing regarding said renewal on October 22, 2024; and

WHEREAS, the City Council concludes that it has the authority to establish an interim zoning ordinance and that the City must adopt interim zoning concerning Board of Adjustment, Board of Zoning Adjustment, and Board; and

WHEREAS, the City Council adopts the foregoing as its findings of facts justifying the adoption of this Ordinance.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NAPA VINE, WASHINGTON, DO ORDAIN AS FOLLOWS:**

**Section 1. Findings of Fact.** The City Council adopts the above “WHEREAS” recitals as findings of fact in support of its action as required by 36.70A.390 and RCW 35A.63.220. The City Council further incorporates all findings and recitals set forth in or otherwise adopted by Ordinance No. 1145.

**Section 2. Renewal of Ordinance No. 1145; Extension of Interim Zoning Amendments.** Pursuant to RCW 35A.63.220 and RCW 36.70A.390, the interim zoning controls set forth in Ordinance No. 1145 are hereby renewed for an additional six-month period.

**Section 3. Duration of Interim Zoning.** This interim zoning shall be in effect for six (6) months, beginning on October 22, 2024, and ending on April 22, 2025, unless an ordinance is adopted amending the Napavine Municipal Code and rescinding the interim zoning before April 22, 2025.

**Section 4. Work Plan.** During the interim zoning period, City staff will study the issues concerning hearing examiners and include that work with the ongoing development code update. Staff will prepare a draft ordinance, and conduct the public review process, including public

hearings before the City’s Planning Commission and City Council, as required for amendments to the City’s development regulations.

**Section 5. Non-codified.** This Ordinance shall not be codified.

**Section 6. Repealer.** All ordinances or parts of ordinances inconsistent with the provisions of this Ordinance are hereby repealed.

**Section 7. Severability.** If any section, sentence, clause, or phrase of this Ordinance should be held to be unconstitutional or unlawful 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 of this Ordinance.

**Section 8. Effective Date.** This ordinance shall take effect five days after its publication, or publication of a summary thereof, in the City's official newspaper, or as otherwise provided by law.

**Section 9. Corrections.** Upon approval of the City Attorney, the City Clerk is authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener’s/clerical errors, references, ordinance numbers, section/subsection numbers, and any references thereto.

**PASSED** by the Council of the City of Napavine, Washington, and **APPROVED** by the Mayor of the City of Napavine at a regularly scheduled open public meeting thereof, this 22nd day of October, 2024.

\_\_\_\_\_  
Shawn O'Neill, Mayor

Attest:

Approved as to form:

\_\_\_\_\_  
Rachelle Denham, City Clerk

\_\_\_\_\_  
James M.B. Buzzard, WSBA # 33555  
City Attorney

Approved Reading: \_\_\_\_\_/2024  
Publication Date: \_\_\_\_\_/2024  
Effective Date: \_\_\_\_\_/2024

# Local Agency A&E Professional Services Negotiated Hourly Rate Consultant Agreement

Agreement Number: \_\_\_\_\_

Firm/Organization Legal Name (do not use dba's):		
Address	Federal Aid Number	
UBI Number	Federal TIN	
Execution Date	Completion Date	
1099 Form Required <input type="checkbox"/> Yes <input type="checkbox"/> No	Federal Participation <input type="checkbox"/> Yes <input type="checkbox"/> No	
Project Title		
Description of Work		
<input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/> No DBE Participation <input type="checkbox"/> No MBE Participation <input type="checkbox"/> No WBE Participation <input type="checkbox"/> No SBE Participation	Maximum Amount Payable:

## Index of Exhibits

- [Exhibit A](#)      Scope of Work
- [Exhibit B](#)      DBE Participation
- [Exhibit C](#)      Preparation and Delivery of Electronic Engineering and Other Data
- [Exhibit D](#)      Prime Consultant Cost Computations
- [Exhibit E](#)      Sub-consultant Cost Computations
- [Exhibit F](#)      Title VI Assurances
- [Exhibit G](#)      Certification Documents
- [Exhibit H](#)      Liability Insurance Increase
- [Exhibit I](#)      Alleged Consultant Design Error Procedures
- [Exhibit J](#)      Consultant Claim Procedures

THIS AGREEMENT, made and entered into as shown in the “Execution Date” box on page one (1) of this AGREEMENT, between the \_\_\_\_\_, hereinafter called the “AGENCY,” and the “Firm / Organization Name” referenced on page one (1) of this AGREEMENT, hereinafter called the “CONSULTANT.”

WHEREAS, the AGENCY desires to accomplish the work referenced in “Description of Work” on page one (1) of this AGREEMENT and hereafter called the “SERVICES;” and does not have sufficient staff to meet the required commitment and therefore deems it advisable and desirable to engage the assistance of a CONSULTANT to provide the necessary SERVICES; and

WHEREAS, the CONSULTANT represents that they comply with the Washington State Statutes relating to professional registration, if applicable, and has signified a willingness to furnish consulting services to the AGENCY.

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, or attached and incorporated and made a part hereof, the parties hereto agree as follows:

## **I. General Description of Work**

The work under this AGREEMENT shall consist of the above-described SERVICES as herein defined, and necessary to accomplish the completed work for this project. The CONSULTANT shall furnish all services, labor, and related equipment and, if applicable, sub-consultants and subcontractors necessary to conduct and complete the SERVICES as designated elsewhere in this AGREEMENT.

## **II. General Scope of Work**

The Scope of Work and projected level of effort required for these SERVICES is described in Exhibit “A” attached hereto and by this reference made a part of this AGREEMENT. The General Scope of Work was developed utilizing performance based contracting methodologies.

## **III. General Requirements**

All aspects of coordination of the work of this AGREEMENT with outside agencies, groups, or individuals shall receive advance approval by the AGENCY. Necessary contacts and meetings with agencies, groups, and/or individuals shall be coordinated through the AGENCY. The CONSULTANT shall attend coordination, progress, and presentation meetings with the AGENCY and/or such State, Federal, Community, City, or County officials, groups or individuals as may be requested by the AGENCY. The AGENCY will provide the CONSULTANT sufficient notice prior to meetings requiring CONSULTANT participation. The minimum required hours or days’ notice shall be agreed to between the AGENCY and the CONSULTANT and shown in Exhibit “A.”

The CONSULTANT shall prepare a monthly progress report, in a form approved by the AGENCY, which will outline in written and graphical form the various phases and the order of performance of the SERVICES in sufficient detail so that the progress of the SERVICES can easily be evaluated.

The CONSULTANT, any sub-consultants, and the AGENCY shall comply with all Federal, State, and local laws, rules, codes, regulations, and all AGENCY policies and directives, applicable to the work to be performed under this AGREEMENT. This AGREEMENT shall be interpreted and construed in accordance with the laws of the State of Washington.

Participation for Disadvantaged Business Enterprises (DBE) or Small Business Enterprises (SBE), if required, per 49 CFR Part 26, shall be shown on the heading of this AGREEMENT. If DBE firms are utilized at the commencement of this AGREEMENT, the amounts authorized to each firm and their certification number will be shown on Exhibit “B” attached hereto and by this reference made part of this AGREEMENT. If the Prime CONSULTANT is, a DBE certified firm they must comply with the Commercial Useful Function (CUF) regulation outlined in the AGENCY’s “DBE Program Participation Plan” and perform a minimum of 30% of the total amount of this AGREEMENT. It is recommended, but not required, that non-DBE Prime CONSULTANTS perform a minimum of 30% of the total amount of this AGREEMENT.

In the absence of a mandatory DBE goal, a voluntary SBE goal amount of ten percent of the Consultant Agreement is established. The Consultant shall develop a SBE Participation Plan prior to commencing work. Although the goal is voluntary, the outreach efforts to provide SBE maximum practicable opportunities are not.

The CONSULTANT, on a monthly basis, shall enter the amounts paid to all firms (including Prime) involved with this AGREEMENT into the [wsdot.diversitycompliance.com](http://wsdot.diversitycompliance.com) program. Payment information shall identify any DBE Participation.

All Reports, PS&E materials, and other data furnished to the CONSULTANT by the AGENCY shall be returned. All electronic files, prepared by the CONSULTANT, must meet the requirements as outlined in Exhibit “C – Preparation and Delivery of Electronic Engineering and other Data.”

All designs, drawings, specifications, documents, and other work products, including all electronic files, prepared by the CONSULTANT prior to completion or termination of this AGREEMENT are instruments of service for these SERVICES, and are the property of the AGENCY. Reuse by the AGENCY or by others, acting through or on behalf of the AGENCY of any such instruments of service, not occurring, as a part of this SERVICE, shall be without liability or legal exposure to the CONSULTANT.

Any and all notices or requests required under this AGREEMENT shall be made in writing and sent to the other party by (i) certified mail, return receipt requested, or (ii) by email or facsimile, to the address set forth below:

If to AGENCY:

Name:  
Agency:  
Address:  
City:                      State:              Zip:  
Email:  
Phone:  
Facsimile:

If to CONSULTANT:

Name:  
Agency:  
Address:  
City:                      State:              Zip:  
Email:  
Phone:  
Facsimile:

#### **IV. Time for Beginning and Completion**

The CONSULTANT shall not begin any work under the terms of this AGREEMENT until authorized in writing by the AGENCY. All work under this AGREEMENT shall conform to the criteria agreed upon detailed in the AGREEMENT documents. These SERVICES must be completed by the date shown in the heading of this AGREEMENT titled “Completion Date.”

The established completion time shall not be extended because of any delays attributable to the CONSULTANT, but may be extended by the AGENCY in the event of a delay attributable to the AGENCY, or because of unavoidable delays caused by an act of GOD, governmental actions, or other conditions beyond the control of the CONSULTANT. A prior supplemental AGREEMENT issued by the AGENCY is required to extend the established completion time.

## V. Payment Provisions

The CONSULTANT shall be paid by the AGENCY for completed SERVICES rendered under this AGREEMENT as provided hereinafter. Such payment shall be full compensation for SERVICES performed or SERVICES rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete SERVICES. The CONSULTANT shall conform to all applicable portions of 48 CFR Part 31 ([www.ecfr.gov](http://www.ecfr.gov)).

- A. Hourly Rates: Hourly rates are comprised of the following elements - Direct (Raw) Labor, Indirect Cost Rate, and Fee (Profit). The CONSULTANT shall be paid by the AGENCY for work done, based upon the negotiated hourly rates shown in Exhibits “D” and “E” attached hereto and by reference made part of this AGREEMENT. These negotiated hourly rates will be accepted based on a review of the CONSULTANT’s direct labor rates and indirect cost rate computations and agreed upon fee. The accepted negotiated rates shall be memorialized in a final written acknowledgment between the parties. Such final written acknowledgment shall be incorporated into, and become a part of, this AGREEMENT. The initially accepted negotiated rates shall be applicable from the approval date, as memorialized in a final written acknowledgment, to 180 days following the CONSULTANT’s fiscal year end (FYE) date.

The direct (raw) labor rates and classifications, as shown on Exhibits “D” and “E” shall be subject to renegotiations for each subsequent twelve (12) month period (180 days following FYE date to 180 days following FYE date) upon written request of the CONSULTANT or the AGENCY. The written request must be made to the other party within ninety (90) days following the CONSULTANT’s FYE date. If no such written request is made, the current direct (raw) labor rates and classifications as shown on Exhibits “D” and “E” will remain in effect for the twelve (12) month period.

Conversely, if a timely request is made in the manner set forth above, the parties will commence negotiations to determine the new direct (raw) labor rates and classifications that will be applicable for the twelve (12) month period. Any agreed to renegotiated rates shall be memorialized in a final written acknowledgment between the parties. Such final written acknowledgment shall be incorporated into, and become a part of, this AGREEMENT. If requested, the CONSULTANT shall provide current payroll register and classifications to aid in negotiations. If the parties cannot reach an agreement on the direct (raw) labor rates and classifications, the AGENCY shall perform an audit of the CONSULTANT’s books and records to determine the CONSULTANT’s actual costs. The audit findings will establish the direct (raw) labor rates and classifications that will be applicable for the twelve (12) month period.

The fee as identified in Exhibits “D” and “E” shall represent a value to be applied throughout the life of the AGREEMENT.

The CONSULTANT shall submit annually to the AGENCY an updated indirect cost rate within 180 days of the close of its fiscal year. An approved updated indirect cost rate shall be included in the current fiscal year rate under this AGREEMENT, even if/when other components of the hourly rate are not renegotiated. These rates will be applicable for the twelve (12) month period. At the AGENCY’s option, a provisional and/or conditional indirect cost rate may be negotiated. This provisional or conditional indirect rate shall remain in effect until the updated indirect cost rate is completed and approved. Indirect cost rate costs incurred during the provisional or conditional period will not be adjusted. The CONSULTANT may request an extension of the last approved indirect cost rate for the twelve (12) month period. These requests for provisional indirect cost rate and/or extension will be considered on a case-by-case basis, and if granted, will be memorialized in a final written acknowledgment.

The CONSULTANT shall maintain and have accessible support data for verification of the components of the hourly rates, i.e., direct (raw) labor, indirect cost rate, and fee (profit) percentage. The CONSULTANT shall bill each employee’s actual classification, and actual salary plus indirect cost rate plus fee.

- A. Direct Non-Salary Costs: Direct Non-Salary Costs will be reimbursed at the actual cost to the CONSULTANT. These charges may include, but are not limited to, the following items: travel, printing, long distance telephone, supplies, computer charges, and fees of sub-consultants. Air or train travel will be reimbursed only to lowest price available, unless otherwise approved by the AGENCY. The CONSULTANT shall comply with the rules and regulations regarding travel costs (excluding air, train, and rental car costs) in accordance with the WSDOT's Accounting Manual M 13-82, Chapter 10 – Travel Rules and Procedures, and all revisions thereto. Air, train, and rental card costs shall be reimbursed in accordance with 48 Code of Federal Regulations (CFR) Part 31.205-46 "Travel Costs." The billing for Direct Non-salary Costs shall include an itemized listing of the charges directly identifiable with these SERVICES. The CONSULTANT shall maintain the original supporting documents in their office. Copies of the original supporting documents shall be supplied to the STATE upon request. All above charges must be necessary for the SERVICES provided under this AGREEMENT.
- B. Maximum Amount Payable: The Maximum Amount Payable by the AGENCY to the CONSULTANT under this AGREEMENT shall not exceed the amount shown in the heading of this AGREEMENT on page one (1.) The Maximum Amount Payable does not include payment for extra work as stipulated in section XIII, "Extra Work." No minimum amount payable is guaranteed under this AGREEMENT.
- C. Monthly Progress Payments: Progress payments may be claimed on a monthly basis for all costs authorized in A and B above. Detailed statements shall support the monthly billings for hours expended at the rates established in Exhibit "D," including names and classifications of all employees, and billings for all direct non-salary expenses. To provide a means of verifying the billed salary costs for the CONSULTANT's employees, the AGENCY may conduct employee interviews. These interviews may consist of recording the names, titles, salary rates, and present duties of those employees performing work on the SERVICES at the time of the interview.
- D. Final Payment: Final Payment of any balance due the CONSULTANT of the gross amount earned will be made promptly upon its verification by the AGENCY after the completion of the SERVICES under this AGREEMENT, contingent upon receipt of all PS&E, plans, maps, notes, reports, electronic data, and other related documents, which are required to be furnished under this AGREEMENT. Acceptance of such Final Payment by the CONSULTANT shall constitute a release of all claims for payment, which the CONSULTANT may have against the AGENCY unless such claims are specifically reserved in writing and transmitted to the AGENCY by the CONSULTANT prior to its acceptance. Said Final Payment shall not, however, be a bar to any claims that the AGENCY may have against the CONSULTANT or to any remedies the AGENCY may pursue with respect to such claims.

The payment of any billing will not constitute agreement as to the appropriateness of any item and at the time of final audit all required adjustments will be made and reflected in a final payment. In the event that such final audit reveals an overpayment to the CONSULTANT, the CONSULTANT will refund such overpayment to the AGENCY within thirty (30) calendar days of notice of the overpayment. Such refund shall not constitute a waiver by the CONSULTANT for any claims relating to the validity of a finding by the AGENCY of overpayment. Per WSDOT's "Audit Guide for Consultants," Chapter 23 "Resolution Procedures," the CONSULTANT has twenty (20) working days after receipt of the final Post Audit to begin the appeal process to the AGENCY for audit findings

E. Inspection of Cost Records: The CONSULTANT and their sub-consultants shall keep available for inspection by representatives of the AGENCY and the United States, for a period of six (6) years after receipt of final payment, the cost records and accounts pertaining to this AGREEMENT and all items related to or bearing upon these records with the following exception: if any litigation, claim or audit arising out of, in connection with, or related to this AGREEMENT is initiated before the expiration of the six (6) year period, the cost records and accounts shall be retained until such litigation, claim, or audit involving the records is completed. An interim or post audit may be performed on this AGREEMENT. The audit, if any, will be performed by the State Auditor, WSDOT's Internal Audit Office and /or at the request of the AGENCY's Project Manager.

## **VI. Sub-Contracting**

The AGENCY permits subcontracts for those items of SERVICES as shown in Exhibit "A" attached hereto and by this reference made part of this AGREEMENT.

The CONSULTANT shall not subcontract for the performance of any SERVICE under this AGREEMENT without prior written permission of the AGENCY. No permission for subcontracting shall create, between the AGENCY and sub-consultant, any contract or any other relationship.

Compensation for this sub-consultant SERVICES shall be based on the cost factors shown on Exhibit "E" attached hereto and by this reference made part of this AGREEMENT.

The SERVICES of the sub-consultant shall not exceed its maximum amount payable identified in each sub consultant cost estimate unless a prior written approval has been issued by the AGENCY.

All reimbursable direct labor, indirect cost rate, direct non-salary costs and fee costs for the sub-consultant shall be negotiated and substantiated in accordance with section V "Payment Provisions" herein and shall be memorialized in a final written acknowledgment between the parties

All subcontracts shall contain all applicable provisions of this AGREEMENT, and the CONSULTANT shall require each sub-consultant or subcontractor, of any tier, to abide by the terms and conditions of this AGREEMENT. With respect to sub-consultant payment, the CONSULTANT shall comply with all applicable sections of the STATE's Prompt Payment laws as set forth in RCW 39.04.250 and RCW 39.76.011.

The CONSULTANT, sub-recipient, or sub-consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this AGREEMENT. The CONSULTANT shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the CONSULTANT to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the recipient deems appropriate.

## **VII. Employment and Organizational Conflict of Interest**

The CONSULTANT warrants that they have not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of this agreement. For breach or violation of this warrant, the AGENCY shall have the right to annul this AGREEMENT without liability or, in its discretion, to deduct from this AGREEMENT price or consideration or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

Any and all employees of the CONSULTANT or other persons while engaged in the performance of any work or services required of the CONSULTANT under this AGREEMENT, shall be considered employees of the CONSULTANT only and not of the AGENCY, and any and all claims that may arise under any Workmen's Compensation Act on behalf of said employees or other persons while so engaged, and any and all claims made by a third party as a consequence of any act or omission on the part of the CONSULTANT's employees or other persons while so engaged on any of the work or services provided to be rendered herein, shall be the sole obligation and responsibility of the CONSULTANT.

The CONSULTANT shall not engage, on a full- or part-time basis, or other basis, during the period of this AGREEMENT, any professional or technical personnel who are, or have been, at any time during the period of this AGREEMENT, in the employ of the United States Department of Transportation or the AGENCY, except regularly retired employees, without written consent of the public employer of such person if he/she will be working on this AGREEMENT for the CONSULTANT.

Agreement Number:

## VIII. Nondiscrimination

During the performance of this AGREEMENT, the CONSULTANT, for itself, its assignees, sub-consultants, subcontractors and successors in interest, agrees to comply with the following laws and regulations:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. Chapter 21 Subchapter V § 2000d through 2000d-4a)
- Federal-aid Highway Act of 1973 (23 U.S.C. Chapter 3 § 324)
- Rehabilitation Act of 1973 (29 U.S.C. Chapter 16 Subchapter V § 794)
- Age Discrimination Act of 1975 (42 U.S.C. Chapter 76 § 6101 *et. seq.*)
- Civil Rights Restoration Act of 1987 (Public Law 100-259)
- American with Disabilities Act of 1990 (42 U.S.C. Chapter 126 § 12101 *et. seq.*)
- 23 CFR Part 200
- 49 CFR Part 21
- 49 CFR Part 26
- RCW 49.60.180

In relation to Title VI of the Civil Rights Act of 1964, the CONSULTANT is bound by the provisions of Exhibit “F” attached hereto and by this reference made part of this AGREEMENT, and shall include the attached Exhibit “F” in every sub-contract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto.

## IX. Termination of Agreement

The right is reserved by the AGENCY to terminate this AGREEMENT at any time with or without cause upon ten (10) days written notice to the CONSULTANT.

In the event this AGREEMENT is terminated by the AGENCY, other than for default on the part of the CONSULTANT, a final payment shall be made to the CONSULTANT for actual hours charged at the time of termination of this AGREEMENT, plus any direct non-salary costs incurred up to the time of termination of this AGREEMENT.

No payment shall be made for any SERVICES completed after ten (10) days following receipt by the CONSULTANT of the notice to terminate. If the accumulated payment made to the CONSULTANT prior to Notice of Termination exceeds the total amount that would be due when computed as set forth in paragraph two (2) of this section, then no final payment shall be due and the CONSULTANT shall immediately reimburse the AGENCY for any excess paid.

If the services of the CONSULTANT are terminated by the AGENCY for default on the part of the CONSULTANT, the above formula for payment shall not apply.

In the event of a termination for default, the amount to be paid to the CONSULTANT shall be determined by the AGENCY with consideration given to the actual costs incurred by the CONSULTANT in performing SERVICES to the date of termination, the amount of SERVICES originally required which was satisfactorily completed to date of termination, whether that SERVICE is in a form or a type which is usable to the AGENCY at the time of termination, the cost to the AGENCY of employing another firm to complete the SERVICES required and the time which may be required to do so, and other factors which affect the value to the AGENCY of the SERVICES performed at the time of termination. Under no circumstances shall payment made under this subsection exceed the amount, which would have been made using the formula set forth in paragraph two (2) of this section.

If it is determined for any reason, that the CONSULTANT was not in default or that the CONSULTANT’s failure to perform is without the CONSULTANT’s or its employee’s fault or negligence, the termination shall be deemed to be a termination for the convenience of the AGENCY. In such an event, the CONSULTANT would be reimbursed for actual costs in accordance with the termination for other than default clauses listed previously.

The CONSULTANT shall, within 15 days, notify the AGENCY in writing, in the event of the death of any member, partner, or officer of the CONSULTANT or the death or change of any of the CONSULTANT's supervisory and/or other key personnel assigned to the project or disaffiliation of any principally involved CONSULTANT employee.

The CONSULTANT shall also notify the AGENCY, in writing, in the event of the sale or transfer of 50% or more of the beneficial ownership of the CONSULTANT within 15 days of such sale or transfer occurring. The CONSULTANT shall continue to be obligated to complete the SERVICES under the terms of this AGREEMENT unless the AGENCY chooses to terminate this AGREEMENT for convenience or chooses to renegotiate any term(s) of this AGREEMENT. If termination for convenience occurs, final payment will be made to the CONSULTANT as set forth in the second and third paragraphs of this section.

Payment for any part of the SERVICES by the AGENCY shall not constitute a waiver by the AGENCY of any remedies of any type it may have against the CONSULTANT for any breach of this AGREEMENT by the CONSULTANT, or for failure of the CONSULTANT to perform SERVICES required of it by the AGENCY.

Forbearance of any rights under the AGREEMENT will not constitute waiver of entitlement to exercise those rights with respect to any future act or omission by the CONSULTANT.

## **X. Changes of Work**

The CONSULTANT shall make such changes and revisions in the completed work of this AGREEMENT as necessary to correct errors appearing therein, without additional compensation thereof. Should the AGENCY find it desirable for its own purposes to have previously satisfactorily completed SERVICES or parts thereof changed or revised, the CONSULTANT shall make such revisions as directed by the AGENCY. This work shall be considered as Extra Work and will be paid for as herein provided under section XIII "Extra Work."

## **XI. Disputes**

Any disputed issue not resolved pursuant to the terms of this AGREEMENT shall be submitted in writing within 10 days to the Director of Public Works or AGENCY Engineer, whose decision in the matter shall be final and binding on the parties of this AGREEMENT; provided however, that if an action is brought challenging the Director of Public Works or AGENCY Engineer's decision, that decision shall be subject to judicial review. If the parties to this AGREEMENT mutually agree, disputes concerning alleged design errors will be conducted under the procedures found in Exhibit "J". In the event that either party deem it necessary to institute legal action or proceeding to enforce any right or obligation under this AGREEMENT, this action shall be initiated in the Superior Court of the State of Washington, situated in the county in which the AGENCY is located. The parties hereto agree that all questions shall be resolved by application of Washington law and that the parties have the right of appeal from such decisions of the Superior Court in accordance with the laws of the State of Washington. The CONSULTANT hereby consents to the personal jurisdiction of the Superior Court of the State of Washington, situated in the county in which the AGENCY is located.

## **XII. Legal Relations**

The CONSULTANT, any sub-consultants, and the AGENCY shall comply with all Federal, State, and local laws, rules, codes, regulations and all AGENCY policies and directives, applicable to the work to be performed under this AGREEMENT. This AGREEMENT shall be interpreted and construed in accordance with the laws of the State of Washington.

The CONSULTANT shall defend, indemnify, and hold the State of Washington (STATE) and the AGENCY and their officers and employees harmless from all claims, demands, or suits at law or equity arising in whole or in part from the negligence of, or the breach of any obligation under this AGREEMENT by, the CONSULTANT or the CONSULTANT's agents, employees, sub consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable; provided that nothing herein shall require a CONSULTANT

to defend or indemnify the STATE and the AGENCY and their officers and employees against and hold harmless the STATE and the AGENCY and their officers and employees from claims, demands or suits based solely upon the negligence of, or breach of any obligation under this AGREEMENT by the STATE and the AGENCY, their agents, officers, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the STATE and /or the AGENCY may be legally liable; and provided further that if the claims or suits are caused by or result from the concurrent negligence of (a) the CONSULTANT or the CONSULTANT's agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT is legally liable, and (b) the STATE and/or AGENCY, their agents, officers, employees, sub-consultants, subcontractors and or vendors, of any tier, or any other persons for whom the STATE and/or AGENCY may be legally liable, the defense and indemnity obligation shall be valid and enforceable only to the extent of the CONSULTANT's negligence or the negligence of the CONSULTANT's agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable. This provision shall be included in any AGREEMENT between CONSULTANT and any sub-consultant, subcontractor and vendor, of any tier.

The CONSULTANT shall also defend, indemnify, and hold the STATE and the AGENCY and their officers and employees harmless from all claims, demands, or suits at law or equity arising in whole or in part from the alleged patent or copyright infringement or other allegedly improper appropriation or use of trade secrets, patents, proprietary information, know-how, copyright rights or inventions by the CONSULTANT or the CONSULTANT's agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable, in performance of the Work under this AGREEMENT or arising out of any use in connection with the AGREEMENT of methods, processes, designs, information or other items furnished or communicated to STATE and/or the AGENCY, their agents, officers and employees pursuant to the AGREEMENT; provided that this indemnity shall not apply to any alleged patent or copyright infringement or other allegedly improper appropriation or use of trade secrets, patents, proprietary information, know-how, copyright rights or inventions resulting from STATE and/or AGENCY's, their agents', officers and employees' failure to comply with specific written instructions regarding use provided to STATE and/or AGENCY, their agents, officers and employees by the CONSULTANT, its agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable.

The CONSULTANT's relation to the AGENCY shall be at all times as an independent contractor.

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

The CONSULTANT specifically assumes potential liability for actions brought by the CONSULTANT's own employees or its agents against the STATE and/or the AGENCY and, solely for the purpose of this indemnification and defense, the CONSULTANT specifically waives any immunity under the state industrial insurance law, Title 51 RCW. The Parties have mutually negotiated this waiver.

Unless otherwise specified in this AGREEMENT, the AGENCY shall be responsible for administration of construction contracts, if any, on the project. Subject to the processing of a new sole source, or an acceptable supplemental AGREEMENT, the CONSULTANT shall provide On-Call assistance to the AGENCY during contract administration. By providing such assistance, the CONSULTANT shall assume no responsibility for proper construction techniques, job site safety, or any construction contractor's failure to perform its work in accordance with the contract documents.

The CONSULTANT shall obtain and keep in force during the terms of this AGREEMENT, or as otherwise required, the following insurance with companies or through sources approved by the State Insurance Commissioner pursuant to Title 48 RCW.



### **XIII. Extra Work**

- A. The AGENCY may at any time, by written order, make changes within the general scope of this AGREEMENT in the SERVICES to be performed.
- B. If any such change causes an increase or decrease in the estimated cost of, or the time required for, performance of any part of the SERVICES under this AGREEMENT, whether or not changed by the order, or otherwise affects any other terms and conditions of this AGREEMENT, the AGENCY shall make an equitable adjustment in the: (1) maximum amount payable; (2) delivery or completion schedule, or both; and (3) other affected terms and shall modify this AGREEMENT accordingly.
- C. The CONSULTANT must submit any “request for equitable adjustment,” hereafter referred to as “CLAIM,” under this clause within thirty (30) days from the date of receipt of the written order. However, if the AGENCY decides that the facts justify it, the AGENCY may receive and act upon a CLAIM submitted before final payment of this AGREEMENT.
- D. Failure to agree to any adjustment shall be a dispute under the section XI “Disputes” clause. However, nothing in this clause shall excuse the CONSULTANT from proceeding with the AGREEMENT as changed.
- E. Notwithstanding the terms and conditions of paragraphs (A.) and (B.) above, the maximum amount payable for this AGREEMENT, shall not be increased or considered to be increased except by specific written supplement to this AGREEMENT.

### **XIV. Endorsement of Plans**

If applicable, the CONSULTANT shall place their endorsement on all plans, estimates, or any other engineering data furnished by them.

### **XV. Federal Review**

The Federal Highway Administration shall have the right to participate in the review or examination of the SERVICES in progress.

### **XVI. Certification of the Consultant and the Agency**

Attached hereto as Exhibit “G-1(a and b)” are the Certifications of the CONSULTANT and the AGENCY, Exhibit “G-2” Certification Regarding Debarment, Suspension and Other Responsibility Matters - Primary Covered Transactions, Exhibit “G-3” Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying and Exhibit “G-4” Certificate of Current Cost or Pricing Data. Exhibit “G-3” is required only in AGREEMENTS over one hundred thousand dollars (\$100,000.00) and Exhibit “G-4” is required only in AGREEMENTS over five hundred thousand dollars (\$500,000.00.) These Exhibits must be executed by the CONSULTANT, and submitted with the master AGREEMENT, and returned to the AGENCY at the address listed in section III “General Requirements” prior to its performance of any SERVICES under this AGREEMENT.

### **XVII. Complete Agreement**

This document and referenced attachments contain all covenants, stipulations, and provisions agreed upon by the parties. No agent, or representative of either party has authority to make, and the parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein. No changes, amendments, or modifications of the terms hereof shall be valid unless reduced to writing and signed by the parties as a supplement to this AGREEMENT.

### **XVIII. Execution and Acceptance**

This AGREEMENT may be simultaneously executed in several counterparts, each of which shall be deemed to be an original having identical legal effect. The CONSULTANT does hereby ratify and adopt all statements, representations, warranties, covenants, and AGREEMENT’s contained in the proposal, and the supporting material submitted by the CONSULTANT, and does hereby accept this AGREEMENT and agrees to all of the terms and conditions thereof.

## **XIX. Protection of Confidential Information**

The CONSULTANT acknowledges that some of the material and information that may come into its possession or knowledge in connection with this AGREEMENT or its performance may consist of information that is exempt from disclosure to the public or other unauthorized persons under either chapter 42.56 RCW or other local, state, or federal statutes (“State’s Confidential Information”). The “State’s Confidential Information” includes, but is not limited to, names, addresses, Social Security numbers, e-mail addresses, telephone numbers, financial profiles credit card information, driver’s license numbers, medical data, law enforcement records (or any other information identifiable to an individual), STATE and AGENCY source code or object code, STATE and AGENCY security data, non-public Specifications, STATE and AGENCY non-publicly available data, proprietary software, STATE and AGENCY security data, or information which may jeopardize any part of the project that relates to any of these types of information. The CONSULTANT agrees to hold the State’s Confidential Information in strictest confidence and not to make use of the State’s Confidential Information for any purpose other than the performance of this AGREEMENT, to release it only to authorized employees, sub-consultants or subcontractors requiring such information for the purposes of carrying out this AGREEMENT, and not to release, divulge, publish, transfer, sell, disclose, or otherwise make it known to any other party without the AGENCY’s express written consent or as provided by law. The CONSULTANT agrees to release such information or material only to employees, sub-consultants or subcontractors who have signed a nondisclosure AGREEMENT, the terms of which have been previously approved by the AGENCY. The CONSULTANT agrees to implement physical, electronic, and managerial safeguards to prevent unauthorized access to the State’s Confidential Information.

Immediately upon expiration or termination of this AGREEMENT, the CONSULTANT shall, at the AGENCY’s option: (i) certify to the AGENCY that the CONSULTANT has destroyed all of the State’s Confidential Information; or (ii) returned all of the State’s Confidential Information to the AGENCY; or (iii) take whatever other steps the AGENCY requires of the CONSULTANT to protect the State’s Confidential Information.

As required under Executive Order 00-03, the CONSULTANT shall maintain a log documenting the following: the State’s Confidential Information received in the performance of this AGREEMENT; the purpose(s) for which the State’s Confidential Information was received; who received, maintained, and used the State’s Confidential Information; and the final disposition of the State’s Confidential Information. The CONSULTANT’s records shall be subject to inspection, review, or audit upon reasonable notice from the AGENCY.

The AGENCY reserves the right to monitor, audit, or investigate the use of the State’s Confidential Information collected, used, or acquired by the CONSULTANT through this AGREEMENT. The monitoring, auditing, or investigating may include, but is not limited to, salting databases.

Violation of this section by the CONSULTANT or its sub-consultants or subcontractors may result in termination of this AGREEMENT and demand for return of all State’s Confidential Information, monetary damages, or penalties

It is understood and acknowledged that the CONSULTANT may provide the AGENCY with information, which is proprietary and/or confidential during the term of this AGREEMENT. The parties agree to maintain the confidentiality of such information during the term of this AGREEMENT and afterwards. All materials containing such proprietary and/or confidential information shall be clearly identified and marked as “Confidential” and shall be returned to the disclosing party at the conclusion of the SERVICES under this AGREEMENT.

The CONSULTANT shall provide the AGENCY with a list of all information and materials it considers confidential and/or proprietary in nature: (a) at the commencement of the term of this AGREEMENT, or (b) as soon as such confidential or proprietary material is developed. "Proprietary and/or confidential information" is not meant to include any information which, at the time of its disclosure: (i) is already known to the other party; (ii) is rightfully disclosed to one of the parties by a third party that is not acting as an agent or representative for the other party; (iii) is independently developed by or for the other party; (iv) is publicly known; or (v) is generally utilized by unaffiliated third parties engaged in the same business or businesses as the CONSULTANT.

The parties also acknowledge that the AGENCY is subject to Washington State and federal public disclosure laws. As such, the AGENCY shall maintain the confidentiality of all such information marked proprietary and or confidential or otherwise exempt, unless such disclosure is required under applicable state or federal law. If a public disclosure request is made to view materials identified as "Proprietary and/or confidential information" or otherwise exempt information, the AGENCY will notify the CONSULTANT of the request and of the date that such records will be released to the requester unless the CONSULTANT obtains a court order from a court of competent jurisdiction enjoining that disclosure. If the CONSULTANT fails to obtain the court order enjoining disclosure, the AGENCY will release the requested information on the date specified.

The CONSULTANT agrees to notify the sub-consultant of any AGENCY communication regarding disclosure that may include a sub-consultant's proprietary and/or confidential information. The CONSULTANT notification to the sub-consultant will include the date that such records will be released by the AGENCY to the requester and state that unless the sub-consultant obtains a court order from a court of competent jurisdiction enjoining that disclosure the AGENCY will release the requested information. If the CONSULTANT and/or sub-consultant fail to obtain a court order or other judicial relief enjoining the AGENCY by the release date, the CONSULTANT shall waive and release and shall hold harmless and indemnify the AGENCY from all claims of actual or alleged damages, liabilities, or costs associated with the AGENCY's said disclosure of sub-consultants' information.

## **XX. Records Maintenance**

During the progress of the Work and SERVICES provided hereunder and for a period of not less than six (6) years from the date of final payment to the CONSULTANT, the CONSULTANT shall keep, retain, and maintain all "documents" pertaining to the SERVICES provided pursuant to this AGREEMENT. Copies of all "documents" pertaining to the SERVICES provided hereunder shall be made available for review at the CONSULTANT's place of business during normal working hours. If any litigation, claim, or audit is commenced, the CONSULTANT shall cooperate with AGENCY and assist in the production of all such documents. "Documents" shall be retained until all litigation, claims or audit findings have been resolved even though such litigation, claim, or audit continues past the six (6) year retention period.

For purposes of this AGREEMENT, "documents" means every writing or record of every type and description, including electronically stored information ("ESI"), that is in the possession, control, or custody of the CONSULTANT, including, without limitation, any and all correspondences, contracts, AGREEMENTs, appraisals, plans, designs, data, surveys, maps, spreadsheets, memoranda, stenographic or handwritten notes, reports, records, telegrams, schedules, diaries, notebooks, logbooks, invoices, accounting records, work sheets, charts, notes, drafts, scribbles, recordings, visual displays, photographs, minutes of meetings, tabulations, computations, summaries, inventories, and writings regarding conferences, conversations or telephone conversations, and any and all other taped, recorded, written, printed or typed matters of any kind or description; every copy of the foregoing whether or not the original is in the possession, custody, or control of the CONSULTANT, and every copy of any of the foregoing, whether or not such copy is a copy identical to an original, or whether or not such copy contains any commentary or notation whatsoever that does not appear on the original.

For purposes of this AGREEMENT, “ESI” means any and all computer data or electronic recorded media of any kind, including “Native Files”, that are stored in any medium from which it can be retrieved and examined, either directly or after translation into a reasonably useable form. ESI may include information and/or documentation stored in various software programs such as Email, Outlook, Word, Excel, Access, Publisher, PowerPoint, Adobe Acrobat, SQL databases, or any other software or electronic communication programs or databases that the CONSULTANT may use in the performance of its operations. ESI may be located on network servers, backup tapes, smart phones, thumb drives, CDs, DVDs, floppy disks, work computers, cell phones, laptops, or any other electronic device that CONSULTANT uses in the performance of its Work or SERVICES hereunder, including any personal devices used by the CONSULTANT or any sub-consultant at home.

“Native files” are a subset of ESI and refer to the electronic format of the application in which such ESI is normally created, viewed, and /or modified

The CONSULTANT shall include this section XX “Records Maintenance” in every subcontract it enters into in relation to this AGREEMENT and bind the sub-consultant to its terms, unless expressly agreed to otherwise in writing by the AGENCY prior to the execution of such subcontract.

In witness whereof, the parties hereto have executed this AGREEMENT as of the day and year shown in the “Execution Date” box on page one (1) of this AGREEMENT.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Any modification, change, or reformation of this AGREEMENT shall require approval as to form by the Office of the Attorney General.*

**Exhibit A**  
**Scope of Work**

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Project No.



## **CITY OF NAPA VINE, WASHINGTON**

July 10, 2024

### **Scope of Work**

#### **Rush Road – Stella to Newaukum Valley**

#### **Fed Aid Project STBGUS-5657(001)**

The Standard LAG Manual – Local Agency A&E Professional Services Negotiated Hourly Rate Consultant Agreement is amended and supplemented to include the following provisions regarding the Scope of Services.

### **INTRODUCTION**

Conсор North America, Inc. (Conсор) and their consultant team have been selected by the City of Napavine (City) to perform design engineering, environmental process, and other related architectural and engineering services for the Rush Road Project between Stella Street and Newaukum Valley Road. Professional services will include pavement evaluation, topographic survey, ADA and multi-modal corridor design, pavement restoration design, environmental documentation and permits, and utility coordination. There may also be a need for more than minimal public involvement, and right-of-way acquisition services. Additionally, project coordination and required project documentation will be performed.

The project team includes:

- GRI – Geotechnical Engineering - Pavement Evaluation, and HazMat Assessment
- Mackay Sposito - Topographic Survey, and Environmental Permitting
- Archaeological Investigations Northwest, Inc. (AINW) – Cultural Resources Documentation
- Universal Field Services (UFS) - Right-of-Way Acquisition (if necessary)

The Rush Road Project is federally funded with a 0% DBE goal.

### **PROJECT DESCRIPTION/BACKGROUND**

The City of Napavine seeks to improve 1.27 miles of Rush Road from Stella Street to Newaukum Valley Road with a grind and inlay and some areas of full-depth pavement reconstruction. As part of the project, the roadway cross-section will be modified to include a 10-ft wide detached/separated bike/ped lane on one side of the road.

### **SCOPE OF WORK**

To the extent feasible, it is assumed that the project footprint will stay within the existing right-of-way (ROW) and that no additional ROW will be required. There will likely be some temporary construction easements (TCEs), however, the number of TCEs is not known at this time. No scope or budget is currently included for right-of-way acquisition but can be added as a contract amendment once the impact can be determined.

No roadway widening is anticipated; therefore the existing stormwater system and drainage patterns will not be impacted, and no retaining walls will be required. If something changes during design that impacts these assumptions, a contract amendment will be necessary to modify the scope and budget.

### **TASK 1. PROJECT MANAGEMENT AND ADMINISTRATION**

Conсор will oversee project tasks and coordinate with City representatives to manage the scope, schedule, and budget for the design phase. The project is assumed to take up to 16 months to complete.

### **Subtask 1.1: Contract Administration, Invoicing, and Progress Reports**

1. Prepare and submit monthly invoices. Each invoice will include: date period covered by invoice; number of hours worked during the billing period with billing rates shown; expenses and associated mark-ups; total cost for labor and expenses for the billing period; subconsultants fees for the billing period; and a total amount summarizing labor, expenses, and subconsultant fees.
2. Prepare a Contract Summary Report to accompany the monthly invoices. The Contract Summary Report will list each invoice as well as current invoice with an itemized summary of invoice numbers, dates, and amounts billed for labor, expenses, and subconsultants as well as total amounts for each invoice. The Contract Summary Report will also list the total amount billed to date, total amount remaining under contract, and contract expiration date.
3. Prepare a brief Project Status Report to accompany the monthly invoices. The Project Status Report will include: date period covered by Status Report, a brief summary of work performed during the billing period, a notice to the City raising any issues or concerns that could require a contract amendment/supplement, a brief summary of completed and/or upcoming project milestones, and action items needed from the City for project delivery. Consultant will monitor the status of the budget and take corrective actions, involving the City, to correct undesirable budget trends if scope is impacted.
4. Maintain project documentation including a design criteria matrix, design assumption summary, and ongoing design decisions. Also maintain a communications log of interactions/communications with the property owners and general public impacted by the project. Provide copies of project files and records to the City for audits and public information requests. Final submittal documents will be provided in electronic format.

#### **Deliverables**

- Monthly invoices, Contract Summary Reports, and Project Status Reports
- Project Design Updates
- Project Documentation listed above

### **Subtask 1.2: Meetings**

This item includes the coordination and meetings necessary to successfully complete the project.

1. Preparation for and attendance at project kickoff meeting with City staff
  - a) Up to two Consor staff will attend a 2-hour virtual kickoff meeting with City staff.
  - b) Other team members will be in attendance, scope and budget are in individual sections below
2. Up to 24 (twice/month) internal Consor design team coordination and meetings
3. Preparation for and attendance at up to 24 (twice/month) virtual project coordination meetings with City staff.
  - a) One Consor staff will attend up to 12 1-hour virtual team meetings.
  - b) Up to two Consor staff will attend up to 12 1-hour virtual team meetings.
  - c) Other subconsultant team members will be in attendance at various virtual meetings as needed, scope and budget are in individual sections below.
4. Meet with City staff (virtually) after the review of the 30%, 60%, and 90% plan submittals.

#### **Deliverables**

- Meeting Agendas and Meeting Summaries
- Summary of Design Assumptions and changes to Design Assumptions

### **Subtask 1.3: Management, Coordination, and Direction**

1. The Consultant will provide management, coordination, and direction to the project team in order to complete the project on time and within budget.
2. The Consultant will provide quality management for the review of technical work and other deliverable products.
3. The Consultant will prepare and maintain a project design schedule. The schedule will identify Consultant tasks, major milestones and deliverables, and items provided by the City and other consultants. The schedule will be updated up to two times if circumstances require.
4. The Consultant will coordinate Consultant tasks and activities with the City. This will include using the regularly scheduled meetings to plan and coordinate upcoming activities.
5. The Consultant will coordinate with up to 5 private and public utilities, including power, phone, cable, gas, and internet.
6. The Consultant will coordinate with local emergency services, and the Napavine School District.
7. The Consultant will coordinate with property owners adjacent to the project who will be affected by the roadway design.

### **Deliverables**

- Project Schedule and Schedule Updates
- Summary notes of coordination efforts
- Coordination meeting agendas and meeting summaries

## **TASK 2. SURVEYING AND PROJECT PHOTOS**

Surveying services will be provided by Mackay Sposito. Right-way-plans, take exhibits, and legal descriptions are not included in the scope and budget at this time. Those services can be added as a contract amendment when the right-of-way needs are known.

### **Subtask 2.1: Right-of-Way Resolution**

Mackay Sposito will perform research of existing survey records. Afterwards, monuments will be searched for and tied in the field and calculations will be performed to resolve the existing right-of-way along the project limits.

#### **Assumptions:**

- Parcel lines will not be surveyed as part of this task.
- No permanent monuments will be set and no record of survey will be filed.

### **Subtask 2.2: Topographic Survey**

A full right-of-way topographic survey will be performed within the project limits shown on the attached exhibit. Areas outside of the right-of-way will be mapped in the areas shown on the attached exhibit. MacKay Sposito will coordinate with utility locate companies to mark the existing utilities. Elevation data will be collected in cross sections

and a grid with points being measured at a maximum of 50'. All structures, visible utilities, hard and gravel surfaces, culverts, signage, striping, utility poles, ditches, and grade breaks will be mapped to create a surface with a 1' contour interval. Invert elevations of storm and sewer systems will be determined. Wetland flags and trees over 6" DBH will be mapped. The deliverable will be a survey base map in digital format Civil3D 2024 DWG with 1' contours shown.

**Assumptions:**

- Permission to enter any properties will be obtained by the client.
- This estimate does not include any costs for private utility locate requests.
- Parcel lines will be shown per client provided GIS.

**Subtask 2.3: UAV Survey**

Mackay Sposito will utilize its UAV equipment to capture high resolution geotagged photographs along the project limits shown on attached exhibit. The imagery will be processed and an orthorectified digital image will be created.

**Assumptions:**

- Pricing includes up to one site visit for flying the project limits.

**Subtask 2.4: Pre-Construction Record of Survey**

Mackay Sposito will perform a search for survey monuments along the project limits and will map any that are found. A record of survey will be drafted and recorded at the County.

**Assumptions:**

- No monuments will be set during this survey.
- Pricing includes County recording fees.
- No DNR Permits to Destroy nor a Post-Construction Record of Survey is included as part of this survey and will be added as a later phase

**Subtask 2.5: Project Photos**

Consultant will conduct site visits, take project photos of each property along the corridor, and conduct field verification of survey data represented in project base map. Consultant will use photographs to document pre-project conditions.

**Deliverables**

Project Photos

**TASK 3. PAVEMENT INVESTIGATION/EVALUATION AND HAZARDOUS MATERIALS ASSESSMENT**

GRI will perform pavement investigation and evaluation services that will include conducting a field investigation and pavement design analysis to develop rehabilitation, widening, and/or new construction recommendations for the project segment.

Engineering analysis will be based on pavement thickness data from Ground Penetrating Radar (GPR) testing, core explorations, Dynamic Cone Penetration (DCP) testing, and traffic loadings for the project segment collected through GRI's subcontractor. GRI will include the results of its field investigation and engineering analysis in a report.

### **Subtask 3.1: Pavement Services**

- 1) GRI's proposal is based on their current understanding of site conditions and their experience with similar projects. GRI's proposed scope of services for the pavement evaluations is as follows:
- 2) Develop and submit a pavement testing and sampling plan to you for review. Traffic control plans will be included in the pavement testing and sampling plan.
- 3) Complete GPR testing on the project segment along the outside wheel track of the main travel lanes using a 2-GHz, truck-mounted horn antenna on each street.
- 4) Analyze truck-mounted GPR data and provide a plot of estimated asphalt concrete thickness by pavement station. GPR data to be proofed by subsurface exploration data.
- 5) Conduct pavement condition survey within the project limits to identify areas with high-severity distress that would require full-depth repair.
- 6) Mark pavement boring locations and request utility locates for each pavement boring location through the Washington Utility Notification Center.
- 7) Explore subsurface conditions in the proposed sections by completing pavement borings to depths of up to 3 feet below ground surface (BGS). It is assumed that up to eight pavement borings will be completed within the project limits. In general, core explorations will be completed to approximately 3 feet BGS; however, in areas of utility conflict, cores will be through the pavement surfacing only.
- 8) Conduct DCP testing at each core location. Evaluate DCP results and soil classification results to estimate the resilient modulus of the subgrade soil.
- 9) Maintain a detailed log of the explorations. Obtain samples of the pavement, base, and subgrade materials encountered.
- 10) Complete laboratory tests on select samples of soil obtained from the subsurface explorations. GRI anticipates the following laboratory tests:
  - 11) Visual reclassification of all subgrade soil samples.
  - 12) Up to two moisture content tests per shallow boring location.
  - 13) Up to one Atterberg limits test or washed sieve analysis test, as required.
- 14) A subconsultant specializing in traffic counts will be retained to obtain a 24-hour vehicle classification video count within the project limits for the purposes of approximating design traffic loading.
- 15) Analyze traffic data to calculate design equivalent single-axle loading (ESAL) for the 20-year design period.
- 16) Develop pavement design recommendations for the project segment. Recommendations will include rehabilitation through asphalt grind and inlay (if feasible), full-depth repair for areas with high-severity distress and/or reconstruction (if warranted) and widening or new construction.
- 17) Provide a draft report summarizing the results of the field investigation findings and design recommendations.
- 18) Upon request, a final report with professional stamps will be provided that incorporates review comments from the City.

### **Subtask 3.2: Hazardous Materials Services**

An assessment into the potential for hazardous materials sites to adversely affect the proposed project will be conducted. GRI will review existing regulatory data on hazardous material sites, review historical land-use information, and conduct a site reconnaissance to identify hazardous material sites in the vicinity of the project. The following tasks are recommended as part of this hazardous materials assessment:

1. Regulatory Database Review - Review the results of a federal, state, local, and tribal environmental database search for listings of sites with known or suspected environmental conditions on or near the project within the search distances specified by ASTM International Standard E 1527-21. Property title searches will not be conducted as part of the hazardous materials assessment.
2. Site Reconnaissance – Conduct a drive-by reconnaissance of the approximate Project study area. The survey will focus on sites with known or suspected environmental concerns that could potentially affect acquisition, design, or construction decisions. The survey will be limited to features readily observed from public access corridors. Private property will not be accessed during the site reconnaissance. Information regarding the sites will be recorded in field notes and photographs.
3. Historical Land-use Review - Available geologic literature and topographic maps will be reviewed to evaluate surface drainage paths as well as groundwater depths and flow direction in the project area. Interpreted historical use and development within and surrounding the Project will be based on available aerial photographs, fire insurance maps, or other historical data to identify potential historical hazardous material sites not listed in the regulatory records or observed during the site reconnaissance.
4. Regulatory Database Review - Available federal, state, and local agency files for suspect sites will be reviewed to identify potential sources of contamination, the nature and extent of known contamination, remedial activities completed or in process, and the possible effect these sites may have on the Project. Screening of the suspect properties will be based on their location relative to the Project construction areas as well as on additional site-specific environmental data available in regulatory agency files. This screening process will be used to identify conditions that represent the potential to significantly affect the Project design, acquisition, or construction.
5. Memorandum – Prepare a low-level hazardous materials assessment memorandum in general accordance with Chapter 447 of the WSDOT’s Environmental Manual (December 2023). The potential impacts that known or suspected contamination may have on project development, including design and construction activities, will be described. Potential mitigation measures and options to minimize potential impacts of hazardous substances to the proposed Project will be included.

### **Assumptions (Tasks 3.1 and 3.2)**

- 1) All permitting fees will be handled by the City.
- 2) Fee estimate is based on conducting the GPR testing and subsurface explorations on the project street Monday through Friday between the hours of 9:00 a.m. and 4:00 p.m.
- 3) Dry pavement surface conditions will be necessary in order to conduct the GPR testing.
- 4) GRI’s proposal assumes petroleum products or other potentially hazardous materials will not be encountered during our subsurface explorations. If petroleum products or other potentially hazardous materials are encountered during subsurface exploration, GRI will immediately stop the subsurface explorations, place the

subcontractor and field staff on standby, and contact Consor and the City for further guidance. The standby time has not been included in the cost estimate and will be billed on a time-and-expenses basis in accordance with GRI's negotiated Fee Schedule.

- 5) GRI will patch the exploration holes below the bound surface using the excavated materials and compact the materials using a vibratory hammer. GRI will patch the exploration hole through the bound layer using a polymer-modified asphalt-patching material and compact the material using a vibratory hammer.

#### **TASK 4. CULTURAL RESOURCE INVESTIGATION**

The purpose of this task is for AINW to complete a cultural resource survey of the City of Napavine, Rush Road – Stella to Newaukum Valley project which involves resurfacing Rush Road and adding sidewalks and curbs in the southern portion of the project. The cultural resource survey will be done to address the Washington State Department of Transportation (WSDOT) Local Agency Program requirements for compliance with Section 106 of the National Historic Preservation Act (NHPA) and its implementing regulations. All work will be conducted to meet the Secretary of Interior's Standards and Guidelines in Historic Preservation, and the standards of the Washington State Department of Archaeology and Historic Preservation (DAHP). AINW anticipates that the following tasks will provide information for addressing these requirements.

##### **Subtask 4.1: Cultural Resource Investigation**

- 1) Conduct a literature search of the history and background of the area including records held in the Washington Information System for Architectural and Archaeological Records Data (WISAARD), historical maps and documents, and readily available ethnographic information.
- 2) AINW will submit the proposed Area of Potential Effects (APE) and survey methods to the City of Napavine for distribution to WSDOT for review and approval. AINW will notify Native American tribes with interests in the project area regarding the project and fieldwork schedule. The tribes will be invited to visit the project area during the scheduled fieldwork.
- 3) AINW will conduct a surface survey of the project APE including the existing road prism and less than 2 meters (7 feet) outside of the edge of pavement except where cross streets or sidewalks and curbs extend farther from the edge of the Rush Road pavement. The APE is approximately 2 kilometers (1.25 miles) long from Rush Road's intersection with East Stella Street in the south to Rush Road's intersection with Newaukum Valley Road at the north end of the project. Experienced AINW archaeologists will walk one pedestrian transect on each side of the road to visually inspect the ground surface for evidence of archaeological materials and/or historic structures.
- 4) AINW will excavate up to 15 shovel tests that are 30 centimeters (12 inches) in diameter and at least 50 centimeters (20 inches) deep to sample subsurface sediments for buried archaeological deposits in areas where ground disturbance is expected to impact native soil. This is expected to occur only in the southern portion of the project where sidewalks and curbs outside of the existing road prism will be constructed. Where soil characteristics suggest potential for paleosols or buried surfaces, some of the shovel tests will be extended in depth to 100 centimeters (40 inches) or more using a manual bucket auger that is 15 centimeters (6 inches) in diameter. Artifacts or other evidence of archaeological deposits will be described and photographed, then returned to the shovel test and not collected. Shovel test locations will be determined by the AINW Field Director based on mineral soil visibility, landform characteristics, vegetation, and proximity to water or other resources.

- 5) Identified cultural resources (archaeological sites or isolates and historic-period buildings or structures) will be documented in the field through photography, sketches, mapping, and description. These data are needed for completion of state Department of Archaeology and Historic Preservation (DAHP) forms required for agency and tribal review.
- 6) AINW will prepare a report (deliverable) to meet DAHP reporting standards. The report will include a description of the project, background information, survey methods, results of the investigation, documentation of identified cultural resources, and recommendations for proceeding with project construction. A draft of the report will be submitted to Consor and the City and edited based on review comments received to produce a final report. The final report will be submitted to Consor and the City electronically and uploaded to the DAHP's online database, WISAARD.

### **Assumptions**

The above cultural resource scope is based upon the following assumptions:

- Access to the project area for field investigations and notifications to landowners will be made by the City of Napavine.
- Fieldwork will be done over the course of three consecutive days during the Summer of 2024 when weather conditions are warm and relatively dry.
- The amount of shovel testing expected by DAHP and tribes has been increasing over the last several years and this proposal includes a number of shovel tests comparable to recent previous projects in the area. If additional shovel testing is required, an add-on may be needed.
- No cultural resources will be identified. If cultural resources are identified in the field, AINW will collect the data necessary to complete DAHP resource forms. Once the number and types of cultural resources identified is known, AINW will request a contract add-on to complete the forms and incorporate them into the reporting.
- AINW endeavors to identify the full extent of the project area prior to field investigations and will cover that area using the methods described above. However, if the project footprint changes and additional mobilizations are needed, a contract modification may be requested.
- No artifacts will be collected.
- AINW requests the following language be included in the contract, which is an exception to the termination clause: "With the exception of completing requirements and obligations taken on behalf of the client or owner, such as a permit,..."

### **Deliverables**

- Draft Report (electronic PDF copy)
- Final Report (electronic PDF copy)

## **TASK 5. ALTERNATIVES ANALYSIS AND 30% DESIGN PHASE**

This task provides for Consor to complete an alternatives analysis to determine a recommended solution to meet the roadway cross-section requirements and then prepare 30% plans based on the approved, recommended alternative.

### **Subtask 5.1: Alternatives Analysis**

- 1) Perform an alternatives analysis for up to 3 cross-section alternatives. The goals of the alternative analysis will be to find a solution that:

- a) Minimizes or prevents roadway prism widening
  - b) Requires no new stormwater facilities or stormwater treatment
  - c) Provides full roadway surface rehabilitation
  - d) Improves safe bike/pedestrian connectivity
  - e) Seamlessly transitions from the rural context of the corridor to the urban context at the south end
  - f) Minimizes or prevents right-of-way impacts
- 2) Our alternatives analysis will support the City in determining:
- a) East side vs west side multimodal facility
  - b) Roadway lane width
  - c) Visually separated vs. physically separated facility
  - d) Buffer width
  - e) Safety improvement devices
- 3) The alternatives analysis will use a simplified process to evaluate the options, combining the evaluation of these options into logical project alternatives which will be rated (Poor, Good, Best) based on the following criteria:
- a) Cost
  - b) Safety Benefit
  - c) Multimodal Connectivity
  - d) Maintenance Needs
  - e) Right-of-Way/Utility Impacts
  - f) Environmental Impacts

### **Deliverables**

- Alternatives Analysis Memo with Recommended Alternative

### **Subtask 5.2: 30% Plans**

- 4) Using the recommended alternative, prepare a full 30% plan set assuming 18 sheets including the following:
  - a) Cover Sheet
  - b) General Notes & Legend
  - c) Typical Sections
  - d) Plan over Profile of 30% Street Plans
  - e) Intersection Geometry Plans
  - f) Conceptual ADA and Bike/Ped Transition Layouts
  - g) Grading limitations
- 5) Prepare a 30% Cost Estimate

### **Deliverables**

- 30% Plans for City Review (one copy of the plans 22X34 and a PDF of the plan set).
- 30% Cost Estimate

## **TASK 6. ENVIRONMENTAL PERMITTING**

### **Subtask 6.1: NEPA Categorical Exclusion**

MacKay Sposito will prepare a NEPA categorical exclusion (CE) documentation form and portions of the required documentation to comply with Federal Highway Administration funding requirements (administered through WSDOT local programs). This form will include a summary of impacts and permits for air quality, critical and sensitive areas, cultural resources/historic structures, floodplains and floodways, hazardous and problem waste, noise, 4(f)/6(f) resources, agricultural lands, water quality/stormwater, previous environmental commitments, environmental justice, and effects on species and habitats listed under the Endangered Species Act (ESA) and Essential Fish Habitat (EFH). This information will be compiled from studies prepared by other team members (cultural resources and hazardous materials) or from readily available public domain resources. MacKay Sposito will contact staff at the various agencies to obtain information for the area and the analysis needed to support the assessment documentation.

A one-day field reconnaissance is included to document general vegetation, species, and other environmental resources throughout the corridor.

This task also includes coordination with the project team and WSDOT to accurately and timely prepare required NEPA documents.

#### **Assumptions:**

- The project will not cause significant environmental impacts and will not require documentation under an environmental assessment or environmental impact statement.
- The project will not affect or will be exempt and will not require documentation or reporting for Coast Guard permitting, noise, floodplains, air quality, agricultural areas, critical areas, bald eagles, sole source aquifers, wetlands, 4(f), 6(f), or rivers.
- Environmental justice will be documented exclusively through the inclusion of two sources of demographic data with no further analysis.
- A hazardous materials discipline memo and Section 106 documentation will be completed by others.
- There will be no increase in pollutant-generating impervious surfaces for the project. There will be no other impacts to listed or proposed fish species and the project will qualify for a determination of no effect. The project will have no effect on listed or proposed wildlife or plant species.
- A one-day site visit is included.
- Documentation to permit impacts to wetlands and waters or their buffers is not included.

### **Subtask 6.2: SEPA/Critical Areas**

The project will require SEPA review and a critical area permit to document the lack of project impacts on nearby critical areas. MacKay Sposito will prepare a SEPA checklist with input from the consultant team. MacKay Sposito will prepare a simple critical area memo that only documents the lack of project effects on wetlands and fish and wildlife habitat conservation areas due to work occurring within the existing fill footprint. MacKay Sposito will coordinate the SEPA and critical areas review with the City of Napavine's Planning Department.

**Assumptions:**

- The project will not be within 200 feet of the Newaukum River and will, therefore, not require a shoreline permit.
- The project is not located within a critical aquifer recharge zone and will not require associated documentation.
- If a geotechnical report is required, it will be provided by others.
- The cultural resource report prepared as part of the NEPA categorical exclusion will meet the requirements to complete the SEPA process.
- If project impacts are located beyond the existing fill footprint within critical areas, the wetland/waters delineation and critical areas report task will be triggered and a supplemental agreement developed to perform this work.
- Review fees will be the responsibility of the City of Napavine.
- No land use permitting is included. If engineering or other reviews are required, the documentation and coordination will be provided by the City.
- All coordination for this task will be conducted virtually.

**TASK 7. PUBLIC INVOLVEMENT**

**Subtask 7.1: Public Involvement/Website Updates**

It is expected that public involvement efforts will be minimal through much of the design phase. As design concludes and construction approaches, it is anticipated that the Consultant will support the City by developing necessary graphics and text providing project information updates for the City’s website. These website updates will be intended to inform local residents and the general public about the overall project and the impact that the construction will have on travel in the vicinity. City staff will complete the website updates with information from the Consultant.

**Assumptions**

- One Consultant staff will attend up to two virtual City Council meetings.
- The Consultant will provide project graphics and a project update narrative for the City’s website at the 30%, 60%, 90% and Final Design stage.
- The City will maintain the project website.

**Deliverables**

Graphics and narrative required to support information for the project website.

**TASK 8. RIGHT-OF-WAY (RESERVED)**

To the extent feasible, it is assumed that the project footprint will stay within the existing ROW and that no additional ROW will be required. If it is determined through the design process that any ROW or TCEs are required, then the actual level of effort will be determined and a supplemental agreement can be negotiated.

**TASK 9. DESIGN ENGINEERING: PLANS, SPECIFICATIONS, AND ESTIMATE (PS&E)**

The consultant will advance the design from the 30% plans prepared in Task 5 to 60%, 90%, and Final Design construction contract documents as part of this task. The Consor team will be responsible for providing design engineering services for the deliverables outlined below for the following submittals:

- 60% Submittal

- 90% Submittal
- Final Design submittal
- Quality Assurance/Quality Control (QA/QC)

### **Subtask 9.1: 60% Design (PS&E)**

The Consultant will develop construction documents to the 60% design stage based on the review comments from the City on the 30% plans. These documents will consist of plans, a bid item list, and an opinion of probable construction cost.

The 60% plans will include (35 Sheets):

- Cover Sheet
- General Notes and Legend
- Typical Sections
- Preliminary Site Prep Plans with Grading and TESC
- Plan over Profile Sheets showing basic roadway geometry information
- Pavement Restoration Plans showing areas for full reconstruction and grind and inlay (on the Plan over Profile Sheets)
- Temporary Traffic Control and Detour Plans
- Construction Staging Plans
- Construction Signing Plan
- Signing and Striping Plan and Sign Table

Additionally, Consor will prepare:

- 1) Detailed geometric layout of intersections and grading for ADA purposes.
- 2) Preliminary cut and fill line determination.
- 3) Calculate quantities and prepare a 60% engineer's estimate of construction costs.
- 4) Submit 60% plan set and cost estimate for review.

### **Deliverables**

- 60% Level Plans, including Cost Estimates (one copy of the plans 22X34 and a PDF of the plan set and cost estimate)

### **Subtask 9.2: 90% Design (PS&E)**

The Consultant will address review comments on the 60% plans and develop construction documents to the 90% design stage. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost, and an anticipated construction schedule.

The 90% plan set will include the following (40 Sheets):

- Cover Sheet
- General Notes and Legend
- Typical Sections
- Site Prep Plans with Grading and TESC
- TESC Details

- Plan over Profile Sheets showing basic roadway geometry information
- Pavement Restoration Plans showing areas for full reconstruction and grind and inlay (on the Plan over Profile Sheets)
- Roadway Details
- Intersection Plans
- Temporary Traffic Control and Detour Plans
- Temporary Traffic Control Details
- Signing and Striping Plan and Sign Table (1" = 40') –
- Signing and Striping Details (Not to Scale) (Conсор)
- Site specific Traffic Control Plans
- Construction Staging Plans
- Construction Signing and Detour Plan
- Miscellaneous Details Sheet

Additionally, Conсор will complete the following:

- 1) Compute quantities and prepare an engineer's estimate of construction costs. Identify which bid items will require special provisions.
- 2) Prepare 90% Level Project Specifications including current WSDOT amendments, General Special Provisions (GSPs), and special provisions necessary for this project.
- 3) Draft Construction Schedule.
- 4) Submit 90% plan set, specifications, cost estimate for review, and construction schedule.

#### **Deliverables**

- 90% Plans, Special Provisions, Cost Estimates, and Construction Schedule (one copy of the plans 22X34 and a PDF of the plan set specifications, cost estimate, and construction schedule)

#### **Subtask 9.3: Final Design (PS&E)**

The Consultant will address review comments from the 90% plans and develop construction documents to the Final design stage. These documents will consist of plans, specifications, a bid item list, an opinion of probable construction cost, and an anticipated construction schedule.

Address the 90% comments for the Final Design plan set.

Additionally, Conсор will complete the following:

- 1) Prepare final special provisions as needed for nonstandard items shown on the plans and compile the project specifications.
- 2) Compute quantities and prepare an engineer's estimate of construction costs.
- 3) Submit Final Plans, special provisions, and estimate for review.
- 4) Submit Final Construction Schedule.
- 5) Address City review comments regarding the plans, specs, and estimate.
- 6) Prepare the project NPDES permit application and post the Notice of Intent (NOI) in an appropriate local newspaper.

**Deliverables**

- Final Plans, special provisions, and estimate
- Final Construction Schedule

**TASK 10. UTILITY COORDINATION**

**Subtask 10.1: Utility Coordination**

- Identify utilities assumed up to 5 within the project limits; obtain system mapping from utilities located within the project limits. Review this mapping for consistency with the project base map.
- Conduct a utility reconnaissance of the entire project area to determine visual evidence of underground and aboveground utility facilities and confirm utility-provided facility maps and project basemap completeness.
- Coordinate utility-provided three-dimensional location information on select underground utilities that may be in conflict with the project work and coordinate with the utility owners to resolve those potential conflicts.
- Identify and discuss special requirements associated with each utility facility relocation, modification, or extension.
- Distribute electronic copies (PDF) of the 30%, 60%, 90%, and Final plans to the utility companies for their review and use.

**Deliverables**

- Utility Contact Lists & Coordination Summary Notes
- Existing utilities identified and included in survey base map

**Subtask 10.2: Utility Conflict Notification and Utility Relocations**

Notify the impacted utilities and coordinate the efforts of the utility agencies in developing and executing a plan for relocating utilities to resolve conflicts with the project design. As part of that effort:

- Prepare and deliver to each involved utility owner a Conflict Notice with attached conflict list and map. Assume up to 5 different utility operators. Notice will require a utility response in the form of a proposed facility adjustment plan and schedule to complete the utility work. Allow each utility a 30-day period to respond with a proposal from date of the notice.
- Review utilities' proposed relocation plans to verify that identified conflict items are addressed and that the plans accommodate and conform to the construction requirements for the Project. Provide written approval of each utility's relocation plan.

**Deliverables**

- Conflict notice letter and attachments for each utility.
- Review and comments on utility relocation plans.

**TASK 11. PROJECT MANAGEMENT AND DESIGN ENGINEERING SERVICES DURING CONSTRUCTION BIDDING**

The scope and budget for construction services is only through the pre-construction conference. Additional services for construction management and inspection can be added later as a contract supplement if the City so desires.

### **Subtask 11.1: Pre-Bid Opening Responsibilities**

The Consultant will respond to questions from prospective bidders and City staff before bid opening in reference to the bid package.

#### **Deliverables**

Electronic responses to bidder inquiries, submittals, up to one minor addendum, and RFIs

- Answer pre-bid questions

### **Subtask 11.2: Post-Bid Opening Responsibilities**

The Consultant will review the bids and assist the City with the bid tabulations. The Consultant will review the bids for irregularities and provide recommendations to the City for bid award. The Consultant will also attend the pre-construction conference.

#### **Deliverables**

Electronic responses to bidder inquiries, submittals, addenda, and RFIs

- Answer pre-bid questions
- Review bids and provide bid award recommendations.
- Attendance at Preconstruction conference.

## **CITY DELIVERABLES TO THE CONSULTANT**

### ***Sample Projects***

The City will provide copies of sample City projects and design guidelines. The City will also provide electronic files of title blocks, standard details for streets, and other available details.

### ***Project Coordination***

The City will assist the Consultant in managing relationships with other jurisdictions involved in the project, adjacent property owners, and the public. The City will provide staff to meet and discuss the project with the Consultant as needed. The City will provide written comments pertaining to the design submittals.

### ***Utility List***

The City will provide the Consultant with a list of local contacts for utilities within the project limits. Design and plan preparation for the addition or relocation of utilities within the project limits will be completed by others.

#### **Deliverables**

- Sample projects (recent similar PS&E packages)
- Project coordination
- Pavement type & structural sections selection
- Utility list

**Exhibit B**  
**DBE Participation Plan**

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In the absents of a mandatory DBE goal, a voluntary SBE goal amount of ten percent of the Consultant Agreement is established. The Consultant shall develop a SBE Participation Plan prior to commencing work. Although the goal is voluntary, the outreach efforts to provide SBE maximum practicable opportunities are not.

**Preparation and Delivery of Electronic Engineering and Other Data**

In this Exhibit the agency, as applicable, is to provide a description of the format and standards the consultant is to use in preparing electronic files for transmission to the agency. The format and standards to be provided may include, but are not limited to, the following:

I. Surveying, Roadway Design & Plans Preparation Section

A. Survey Data

- See scope of work in Exhibit A

B. Roadway Design Files

-Not Applicable

C. Computer Aided Drafting Files

-AutoCAD Civil3D (.dwg) format compatible with version 2019 or newer,  
see Scope of Work in Exhibit A.

D. Specify the Agency's Right to Review Product with the Consultant

- See Scope of Work in Exhibit A

E. Specify the Electronic Deliverables to Be Provided to the Agency

-See Scope of Work in Exhibit A

F. Specify What Agency Furnished Services and Information Is to Be Provided

- See Scope of Work in Exhibit A

II. Any Other Electronic Files to Be Provided

-See Scope of Work in Exhibit A

III. Methods to Electronically Exchange Data

-Email, SharePoint, Dropbox or any other agreed upon file sharing service.

A. Agency Software Suite  
- Microsoft Office, Bluebeam

B. Electronic Messaging System  
- Email, Microsoft Outlook

C. File Transfers Format  
- PDF, Microsoft Office, or Hard Copy

**Exhibit D**  
**Prime Consultant Cost Computations**

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**Development Division**  
Contract Services Office  
PO Box 47408  
Olympia, WA 98504-7408  
7345 Linderson Way SW  
Tumwater, WA 98501-6504

TTY: 1-800-833-6388  
[www.wsdot.wa.gov](http://www.wsdot.wa.gov)

July 16, 2024

Conzor North America, Inc.  
888 SW 5<sup>th</sup> Ave, Suite 1170  
Portland, OR 97204-2025

Subject: Acceptance FYE 2023 ICR – CPA Report

Dear Heather Champion:

We have accepted your firm's FYE 2023 Indirect Cost Rate (ICR) of 171.29% (rate includes 0.26% Facilities Capital Cost of Money) based on the "Independent CPA Report" prepared by Aldrich CPAs + Advisors. This rate will be applicable for WSDOT Agreements and Local Agency Contracts in Washington only. This rate may be subject to additional review if considered necessary by WSDOT. Your ICR must be updated on an annual basis.

Costs billed to agreements/contracts will still be subject to audit of actual costs, based on the terms and conditions of the respective agreement/contract.

This was not a cognizant review. Any other entity contracting with the firm is responsible for determining the acceptability of the ICR.

If you have any questions, feel free to contact our office at **(360) 704-6397** or via email [consultanrates@wsdot.wa.gov](mailto:consultanrates@wsdot.wa.gov).

Regards,

  
Schatzie Harvey  
Schatzie Harvey (Jul 17, 2024 06:44 PDT)  
SCHATZIE HARVEY, CPA  
Contract Services Manager

SH: sms

## Actuals Not To Exceed Table (ANTE)

**WSDOT Agreement:**  
**Conсор North America, Inc.**  
 One SW Columbia Street, Suite 1700  
 Portland, OR 97204

Job Classifications	Direct Labor Hourly Billing Rate NTE	Overhead NTE	Fixed Fee NTE	All Inclusive Hourly Billing Rate NTE
		171.29%	30.00%	
Principal III	\$115.38	\$197.63	\$34.61	\$347.63
Principal II	\$110.58	\$189.41	\$33.17	\$333.17
Principal I	\$93.39	\$159.97	\$28.02	\$281.37
Principal Engineer VI	\$115.38	\$197.63	\$34.61	\$347.63
Principal Engineer V	\$103.37	\$177.06	\$31.01	\$311.44
Principal Engineer IV	\$102.40	\$175.40	\$30.72	\$308.52
Principal Engineer III	\$100.96	\$172.93	\$30.29	\$304.18
Principal Engineer II	\$87.51	\$149.90	\$26.25	\$263.66
Principal Engineer I	\$77.83	\$133.32	\$23.35	\$234.49
Professional Engineer IX	\$75.48	\$129.29	\$22.64	\$227.41
Professional Engineer VIII	\$73.80	\$126.41	\$22.14	\$222.35
Professional Engineer VII	\$71.61	\$122.66	\$21.48	\$215.75
Professional Engineer VI	\$62.50	\$107.06	\$18.75	\$188.31
Professional Engineer V	\$57.69	\$98.82	\$17.31	\$173.81
Professional Engineer IV	\$52.88	\$90.58	\$15.86	\$159.32
Professional Engineer III	\$49.22	\$84.31	\$14.77	\$148.29
Engineering Designer VII	\$61.06	\$104.59	\$18.32	\$183.97
Engineering Designer VI	\$59.00	\$101.06	\$17.70	\$177.76
Engineering Designer V	\$57.00	\$97.64	\$17.10	\$171.74
Engineering Designer IV	\$55.29	\$94.71	\$16.59	\$166.58
Engineering Designer III	\$46.64	\$79.89	\$13.99	\$140.52
Engineering Designer II	\$41.11	\$70.42	\$12.33	\$123.86
Engineering Designer I	\$37.98	\$65.06	\$11.39	\$114.43
Construction Manager X	\$103.37	\$177.06	\$31.01	\$311.44
Construction Manager IX	\$95.00	\$162.73	\$28.50	\$286.23
Construction Manager VIII	\$90.00	\$154.16	\$27.00	\$271.16
Construction Manager VII	\$85.00	\$145.60	\$25.50	\$256.10
Construction Manager VI	\$74.27	\$127.22	\$22.28	\$223.77
Construction Manager V	\$70.00	\$119.90	\$21.00	\$210.90
Construction Manager IV	\$65.00	\$111.34	\$19.50	\$195.84
Construction Manager III	\$60.00	\$102.77	\$18.00	\$180.77
Construction Manager II	\$55.00	\$94.21	\$16.50	\$165.71
Construction Manager I	\$50.00	\$85.65	\$15.00	\$150.65
Cost Estimator III	\$85.87	\$147.09	\$25.76	\$258.72
Cost Estimator II	\$75.00	\$128.47	\$22.50	\$225.97
Cost Estimator I	\$65.00	\$111.34	\$19.50	\$195.84
Construction Coordinator III	\$55.00	\$94.21	\$16.50	\$165.71
Construction Coordinator II	\$44.00	\$75.37	\$13.20	\$132.57
Construction Coordinator I	\$42.00	\$71.94	\$12.60	\$126.54

Construction Admin Specialist IV	\$46.00	\$78.79	\$13.80	\$138.59
Construction Admin Specialist III	\$40.00	\$68.52	\$12.00	\$120.52
Construction Admin Specialist II	\$38.00	\$65.09	\$11.40	\$114.49
Construction Admin Specialist I	\$28.00	\$47.96	\$8.40	\$84.36
Inspector VI	\$55.00	\$94.21	\$16.50	\$165.71
Inspector V	\$52.00	\$89.07	\$15.60	\$156.67
Inspector IV	\$49.00	\$83.93	\$14.70	\$147.63
Inspector III	\$42.50	\$72.80	\$12.75	\$128.05
Inspector II	\$35.00	\$59.95	\$10.50	\$105.45
Inspector I	\$30.00	\$51.39	\$9.00	\$90.39
Project Coordinator IV	\$56.95	\$97.55	\$17.09	\$171.58
Project Coordinator III	\$44.71	\$76.58	\$13.41	\$134.71
Project Coordinator II	\$37.88	\$64.88	\$11.36	\$114.13
Project Coordinator I	\$30.00	\$51.39	\$9.00	\$90.39
Project Manager IV	\$74.72	\$127.99	\$22.42	\$225.12
Project Manager III	\$72.12	\$123.53	\$21.64	\$217.29
Project Manager II	\$65.00	\$111.34	\$19.50	\$195.84
Project Manager I	\$56.81	\$97.31	\$17.04	\$171.16
Technician IV	\$50.00	\$85.65	\$15.00	\$150.65
Technician III	\$42.19	\$72.27	\$12.66	\$127.11
Technician II	\$35.01	\$59.97	\$10.50	\$105.48
Technician I	\$25.00	\$42.82	\$7.50	\$75.32
Administrative III	\$43.16	\$73.93	\$12.95	\$130.04
Administrative II	\$35.05	\$60.04	\$10.52	\$105.60
Administrative I	\$32.64	\$55.91	\$9.79	\$98.34

Rush Road - Stella St. to Newaukum Valley Rd.  
City of Napavine, Washington  
PROPOSED FEE ESTIMATE

Labor Classification	LABOR CLASSIFICATION (HOURS)					Hours	Labor Cost	Subconsultants					Subconsultant Total	Expenses	Total
	Principal Engineer VI	Professional Engineer IV	Engineering Designer IV	Engineering Designer II	Administrative III			GRI - Geotech	MacKay Sposito - Survey	MacKay Sposito - Environmental Permits	AINW - Cultural Resources	Universal - ROW			
	Cost	Cost	Cost	Cost	Cost										
<b>Average Billing Rate Estimated per Classification/Staff Staff Name</b>	<b>\$347.63</b>	<b>\$159.32</b>	<b>\$166.58</b>	<b>\$123.86</b>	<b>\$130.04</b>										
	Greg Jellison	Riley Wiggins	Dan Skolrud	Marco Navarro	Ashley Gillis										
<b>Task 1 - Project Management and Administration</b>															
<b>Task 1.1 - Contract Administrations, Invoice, and Progress Reports</b>	32				16	48	\$ 13,204.70							\$ -	\$ -
<b>Task 1.2 - Meetings</b>	42	16				58	\$ 17,149.55							\$ -	\$ -
<b>Task 1.3 - Management, Coordination, and Direction</b>	28	12				40	\$ 11,645.46							\$ -	\$ -
<b>Task 1 Subtotal</b>	<b>102</b>	<b>28</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>146</b>	<b>\$ 41,999.71</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 41,999.71</b>
<b>Task 2 - Surveying and Project Photos</b>															
<b>Task 2.1 - Right-of-Way Resolution</b>						0	\$ -	\$ 27,978.42						\$ -	\$ 27,978.42
<b>Task 2.2 - Topographic Survey</b>		2	8			10	\$ 1,651.31	\$ 49,365.20				\$ 140.00		\$ 51,156.51	
<b>Task 2.3 - UAS Survey</b>						0	\$ -	\$ 4,241.90						\$ 4,241.90	
<b>Task 2.4 - Pre-Construction Record of Survey</b>						0	\$ -	\$ 12,369.68						\$ 12,369.68	
<b>Task 2.5 - Project Photos</b>	2			8		10	\$ 1,686.14					\$ 140.00		\$ 1,826.14	
<b>Task 2.6 - Legal Descriptions and Title Reports (RESERVED)</b>						0	\$ -							\$ -	
<b>Task 2.7 - Right-of-Way and TCE Staking (RESERVED)</b>						0	\$ -							\$ -	
<b>Task 2 Subtotal</b>	<b>2</b>	<b>2</b>	<b>8</b>	<b>8</b>	<b>0</b>	<b>20</b>	<b>\$ 3,337.45</b>	<b>\$ 99,955.20</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 99,955.20</b>	<b>\$ 280.00</b>	<b>\$ 97,572.65</b>
<b>Task 3 - Pavement Investigation/Evaluation and HazMat Assessment</b>															
<b>Task 3.1 - Pavement Services</b>	2					2	\$ 695.26	\$ 21,069.82					\$ 21,069.82	\$ -	\$ 21,765.08
<b>Task 3.2 - Hazardous Materials Services</b>	2					2	\$ 695.26	\$ 7,570.88					\$ 7,570.88	\$ -	\$ 8,266.14
<b>Task 3 Subtotal</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>\$ 1,390.51</b>	<b>\$ 28,640.70</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 28,640.70</b>	<b>\$ -</b>	<b>\$ 30,031.21</b>
<b>Task 4 - Cultural Resource Investigation</b>															
<b>Task 4.1 - Cultural Resource Investigation</b>	2					2	\$ 695.26			\$ 25,297.95			\$ 25,297.95	\$ -	\$ 25,993.21
<b>Task 4 Subtotal</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>\$ 695.26</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,297.95</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,297.95</b>	<b>\$ -</b>	<b>\$ 25,993.21</b>
<b>Task 5 - Alternatives Analysis and 30% Design Phase</b>															
<b>Task 5.1 - Alternatives Analysis</b>	16	32	60			108	\$ 20,655.36						\$ -	\$ -	\$ 20,655.36
<b>Task 5.2 - 30% Plans</b>	4	24	48	80		156	\$ 23,119.07						\$ -	\$ 150.00	\$ 23,269.07
<b>Task 5 Subtotal</b>	<b>20</b>	<b>56</b>	<b>108</b>	<b>80</b>	<b>0</b>	<b>264</b>	<b>\$ 43,774.42</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150.00</b>	<b>\$ 43,924.42</b>
<b>Task 6 - Environmental Permitting</b>															
<b>Task 6.1 - NEPA Categorical Exclusion</b>	2		4			6	\$ 1,361.59			\$ 8,845.28			\$ 8,845.28	\$ -	\$ 10,206.87
<b>Task 6.2 - SEPA/Critical Areas</b>	2		4			6	\$ 1,361.59			\$ 9,765.96			\$ 9,765.96	\$ -	\$ 11,127.55
<b>Task 6.3 - Wetland Delineation and Critical Areas Report (RESERVED)</b>						0	\$ -							\$ -	
<b>Task 6 Subtotal</b>	<b>4</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>\$ 2,723.18</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,611.24</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,611.24</b>	<b>\$ -</b>	<b>\$ 21,334.42</b>
<b>Task 7 - Public Involvement</b>															
<b>Task 7.1 - Public Involvement/Website Updates</b>	4	16	24			44	\$ 7,937.67						\$ -	\$ -	\$ 7,937.67
<b>Task 7 Subtotal</b>	<b>4</b>	<b>16</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>44</b>	<b>\$ 7,937.67</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,937.67</b>
<b>Task 8 - Right-of-Way (RESERVED)</b>															
<b>Task 8.1 - Right-of-Way PM and Document Support (RESERVED)</b>						0	\$ -						\$ -	\$ -	\$ -
<b>Task 8.2 - Appraisal and Appraisal Review (RESERVED)</b>						0	\$ -						\$ -	\$ -	\$ -
<b>Task 8.3 - Acquisition (RESERVED)</b>						0	\$ -						\$ -	\$ -	\$ -
<b>Task 8 Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Task 9 - Design Engineering: Plans, Specs, and Estimate (PS&amp;E)</b>															
<b>Task 9.1 - 60% Design</b>	8	24	60	100		192	\$ 28,985.79						\$ -	\$ 170.00	\$ 29,155.79
<b>Task 9.2 - 90% Design</b>	8	32	80	120		240	\$ 36,069.23						\$ -	\$ 240.00	\$ 36,309.23
<b>Task 9.3 - Final Design</b>	8	32	60	92		192	\$ 29,209.46						\$ -	\$ 280.00	\$ 29,549.46
<b>Task 9 Subtotal</b>	<b>24</b>	<b>88</b>	<b>200</b>	<b>312</b>	<b>0</b>	<b>624</b>	<b>\$ 94,324.50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 690.00</b>	<b>\$ 95,014.50</b>
<b>Task 10 - Utility Coordination</b>															
<b>Task 10.1 - Utility Coordination and Notification</b>	2	16	40			58	\$ 9,907.74						\$ -	\$ -	\$ 9,907.74
<b>Task 10 Subtotal</b>	<b>2</b>	<b>16</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>58</b>	<b>\$ 9,907.74</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,907.74</b>
<b>Task 11 - PM and Design Services During Construction Bidding</b>															
<b>Task 11.1 - Pre-Bid Opening Responsibilities</b>	2	24	20			46	\$ 7,850.65						\$ -	\$ -	\$ 7,850.65
<b>Task 11.2 - Post Bid Opening Responsibilities</b>	2	16	4			22	\$ 3,910.74						\$ -	\$ 120.00	\$ 4,030.74
<b>Task 11 Subtotal</b>	<b>4</b>	<b>40</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>68</b>	<b>\$ 11,761.40</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 120.00</b>	<b>\$ 11,881.40</b>
<b>TOTAL - ALL TASKS</b>	<b>168</b>	<b>246</b>	<b>412</b>	<b>400</b>	<b>16</b>	<b>1242</b>	<b>\$ 217,851.83</b>	<b>\$ 28,640.70</b>	<b>\$ 93,955.20</b>	<b>\$ 18,611.24</b>	<b>\$ 25,297.95</b>	<b>\$ -</b>	<b>\$ 166,505.09</b>	<b>\$ 1,240.00</b>	<b>\$ 385,596.92</b>

**Exhibit E**  
**Sub-consultant Cost Computations**

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If no sub-consultant participation listed at this time. The CONSULTANT shall not sub-contract for the performance of any work under this AGREEMENT without prior written permission of the AGENCY. Refer to section VI "Sub-Contracting" of this AGREEMENT.



**Development Division**  
Contract Services Office  
PO Box 47408  
Olympia, WA 98504-7408  
7345 Linderson Way SW  
Tumwater, WA 98501-6504

TTY: 1-800-833-6388  
[www.wsdot.wa.gov](http://www.wsdot.wa.gov)

July 25, 2024

MacKay Sposito, Inc  
18405 SE Mill Plain Blvd, Suite 100  
Vancouver, WA 98683

Subject: Acceptance FYE 2023 ICR – Risk Assessment Review

Dear Jyoti Sohi:

Based on Washington State Department of Transportation's (WSDOT) Risk Assessment review of your Indirect Cost Rate (ICR), we have accepted your proposed FYE 2023 ICR 167.59% of direct labor. This rate will be applicable for WSDOT Agreements and Local Agency Contracts in Washington only. This rate may be subject to additional review if considered necessary by WSDOT. Your ICR must be updated on an annual basis.

Costs billed to agreements/contracts will still be subject to audit of actual costs, based on the terms and conditions of the respective agreement/contract.

This was not a cognizant review. Any other entity contracting with your firm is responsible for determining the acceptability of the ICR.

If you have any questions, feel free to contact our office at **(360) 704-6397** or via email [consultanrates@wsdot.wa.gov](mailto:consultanrates@wsdot.wa.gov).

Regards,

  
Schatzie Harvey (Jul 29, 2024 10:46 PDT)  
SCHATZIE HARVEY, CPA  
Contract Services Manager

SH:kb

Actuals Not To Exceed Table (ANTE)

WSDOT Agreement: _____				
MacKay Sposito, Inc 18405 SE Mill Plain Blvd, Suite 100 Vancouver, WA 98683				
Job Classifications (Empty Types)	Direct Labor Rate NTE*	Overhead NTE*	Fixed Fee NTE	All Inclusive Hourly Billing Rate NTE
		167.59%	30.00%	
Accounting Manager	60.63	\$101.61	\$18.19	\$180.43
Administrative Assistant	35.60	\$59.66	\$10.68	\$105.94
Administrative Coordinator	37.40	\$62.68	\$11.22	\$111.30
Administrative Manager	60.10	\$100.72	\$18.03	\$178.85
Creative Designer	28.50	\$47.76	\$8.55	\$84.81
Clerical	25.50	\$42.74	\$7.65	\$75.89
Construction Inspector I	\$44.00	\$73.74	\$13.20	\$130.94
Construction Inspector II	\$46.50	\$77.93	\$13.95	\$138.38
Construction Inspector III	\$48.60	\$81.45	\$14.58	\$144.63
Construction Inspector IV	\$51.70	\$86.64	\$15.51	\$153.85
Construction Manager I	\$50.00	\$83.80	\$15.00	\$148.80
Construction Manager II	\$58.00	\$97.20	\$17.40	\$172.60
Construction Manager III	\$67.10	\$112.45	\$20.13	\$199.68
Design Technician I	33.00	\$55.30	\$9.90	\$98.20
Design Technician II	36.70	\$61.51	\$11.01	\$109.22
Design Technician III	37.90	\$63.52	\$11.37	\$112.79
Design Technician IV	41.30	\$69.21	\$12.39	\$122.90
Engineer I	35.60	\$59.66	\$10.68	\$105.94
Engineer II	38.70	\$64.86	\$11.61	\$115.17
Engineer III	43.10	\$72.23	\$12.93	\$128.26
Engineer IV	42.90	\$71.90	\$12.87	\$127.67
Engineering Manager	69.71	\$116.83	\$20.91	\$207.45
Environmental Manager I	51.00	\$85.47	\$15.30	\$151.77
Environmental Manager II	69.71	\$116.83	\$20.91	\$207.45
Environmental Principal	62.93	\$105.46	\$18.88	\$187.27
Environmental Supervisor	41.20	\$69.05	\$12.36	\$122.61
Environmental Crew Lead	32.50	\$54.47	\$9.75	\$96.72
Environmental Maintenance Technician	26.60	\$44.58	\$7.98	\$79.16
Environmental Administrative	40.00	\$67.04	\$12.00	\$119.04
GIS Mapping Specialist I	41.08	\$68.85	\$12.32	\$122.25
GIS Mapping Specialist II	45.50	\$76.25	\$13.65	\$135.40
IT Technician/Support	35.75	\$59.91	\$10.73	\$106.39
Land Surveyor I	43.68	\$73.20	\$13.10	\$129.99
Land Surveyor II	45.50	\$76.25	\$13.65	\$135.40
Land Surveyor III	51.70	\$86.64	\$15.51	\$153.85
Land Surveyor IV	58.41	\$97.89	\$17.52	\$173.82
Landscape Architect I	44.90	\$75.25	\$13.47	\$133.62
Landscape Architect II	46.50	\$77.93	\$13.95	\$138.38
Landscape Designer I	29.40	\$49.27	\$8.82	\$87.49
Landscape Designer II	31.10	\$52.12	\$9.33	\$92.55
Landscape Designer III	35.00	\$58.66	\$10.50	\$104.16
Landscape Manager	68.03	\$114.01	\$20.41	\$202.45
Land Development Manager	74.52	\$124.89	\$22.36	\$221.76
Land Development Assistant	36.50	\$61.17	\$10.95	\$108.62
Natural Resource Specialist I	29.00	\$48.60	\$8.70	\$86.30
Natural Resource Specialist II	42.00	\$70.39	\$12.60	\$124.99
Natural Resource Specialist III	44.00	\$73.74	\$13.20	\$130.94
Natural Resource Specialist IV	45.76	\$76.69	\$13.73	\$136.18
Planner I	35.00	\$58.66	\$10.50	\$104.16
Planner II	38.00	\$63.68	\$11.40	\$113.08
Planner III	40.00	\$67.04	\$12.00	\$119.04
Planning Manager	64.47	\$108.05	\$19.34	\$191.86
Planning Technician	35.60	\$59.66	\$10.68	\$105.94
Principal	85.58	\$143.42	\$25.67	\$254.68
Project Accountant	40.20	\$67.37	\$12.06	\$119.63
Project Controls Manager	39.90	\$66.87	\$11.97	\$118.74
Project Coordinator	34.00	\$56.98	\$10.20	\$101.18
Project Engineer	56.78	\$95.16	\$17.03	\$168.97
Project Manager - Design	63.46	\$106.35	\$19.04	\$188.85
Project Manager - Landscape	46.68	\$78.23	\$14.00	\$138.92
Project Manager - Planning	62.07	\$104.02	\$18.62	\$184.71
Project Manager - Survey	69.71	\$116.83	\$20.91	\$207.45
Public Involvement Coordinator	37.40	\$62.68	\$11.22	\$111.30
Public Involvement Associate/Mgr.	63.56	\$106.52	\$19.07	\$189.15
Senior Planner	44.40	\$74.41	\$13.32	\$132.13
Senior Principal	127.40	\$213.51	\$38.22	\$379.13
Stormwater Analyst	39.00	\$65.36	\$11.70	\$116.06
Survey Manager	69.71	\$116.83	\$20.91	\$207.45
Survey Instrument Person	\$37.50	\$62.85	\$11.25	\$111.60
Survey Party Chief	\$48.60	\$81.45	\$14.58	\$144.63
Survey Technician I	33.28	\$55.77	\$9.98	\$99.04
Survey Technician II	35.00	\$58.66	\$10.50	\$104.16
Survey Technician III	39.52	\$66.23	\$11.86	\$117.61
Survey Technician IV	46.50	\$77.93	\$13.95	\$138.38



Project Name: Rush Road Project Manager: Anthony Chenier MSi Job No.: 24-202 Client Job No.: Date: 09/20/2024		MacKay Sposito										Total Budget Amount
		Environmental Manager II	Environmental Manager I	Natural Resource Specialist III	Natural Resource Specialist I	GIS Mapping Specialist II	Land Surveyor IV	Survey Party Chief	Survey Instrument Person	Survey Technician IV	Expenses	
1.0 - Environmental Services	1.1 NEPA CATEGORICAL EXCLUSION	8.00	4.00	40.00	8.00	4.00					\$109.00	\$8,845.28
	1.2 - SEPA/Critical Areas	8.00	4.00	52.00	8.00							\$9,765.96
	<b>1.0 - Environmental Services Subtotal</b>											<b>\$18,611.24</b>
2.0 - Surveying Services	1.1 - Right of Way Resolution						80.00	40.00	40.00	24.00	\$502.50	\$27,978.42
	1.2 - Topographic Survey						40.00	140.00	140.00	40.00	\$1,005.00	\$49,365.20
	1.5 - UAV						4.00	20.00		4.00	\$100.50	\$4,241.90
	1.6 - Pre-Construction ROS						24.00	10.00	10.00	40.00	\$100.50	\$12,369.68
	<b>2.0 - Surveying Services Subtotal</b>											<b>\$93,955.20</b>
<b>HOURS</b>		16.00	8.00	92.00	16.00	4.00	148.00	210.00	190.00	108.00		
<b>RATE</b>		\$207.45	\$151.77	\$130.94	\$86.30	\$135.40	\$173.82	\$144.63	\$111.60	\$138.38		
<b>TOTAL</b>		<b>\$3,319.20</b>	<b>\$1,214.16</b>	<b>\$12,046.48</b>	<b>\$1,380.80</b>	<b>\$541.60</b>	<b>\$25,725.36</b>	<b>\$30,372.30</b>	<b>\$21,204.00</b>	<b>\$14,945.04</b>	<b>\$1,817.50</b>	<b>\$112,566.44</b>
Reserved Tasks	1.3 - Wetland/Waters Delineation and Critical Areas Report - Contingency	8.00	4.00	54.00	62.00	16.00					\$846.00	\$17,700.44
	1.4 - Critical Area Buffer Restoration/Mitigation Plan - Contingency	4.00	4.00	54.00		16.00						\$10,674.04
	1.3 - TCEs, ROW Legals and Exhibits						64.00			192.00	\$6,000.00	\$43,693.44
	1.4 - ROW and TCE Staking						16.00	20.00	20.00		\$201.00	\$8,106.72
	<b>Reserved Tasks Subtotal</b>											<b>\$80,174.64</b>
<b>HOURS</b>		12.00	8.00	108.00	62.00	32.00	80.00	20.00	20.00	192.00		
<b>RATE</b>		\$207.45	\$151.77	\$130.94	\$86.30	\$135.40	\$173.82	\$144.63	\$111.60	\$138.38		
<b>TOTAL RESERVED TASKS</b>		<b>\$2,489.40</b>	<b>\$1,214.16</b>	<b>\$14,141.52</b>	<b>\$5,350.60</b>	<b>\$4,332.80</b>	<b>\$13,905.60</b>	<b>\$2,892.60</b>	<b>\$2,232.00</b>	<b>\$26,568.96</b>	<b>\$1,817.50</b>	<b>\$80,174.64</b>

**TOTAL W/ RESERVED TASKS    \$192,741.08**



**Development Division**  
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7345 Linderson Way SW  
Tumwater, WA 98501-6504

TTY: 1-800-833-6388  
[www.wsdot.wa.gov](http://www.wsdot.wa.gov)

August 14, 2024

Geotechnical Resources, Inc  
16520 SW Upper Boones Ferry Road, Suite 100  
Tigard, OR 97224

Subject: Acceptance FYE 2023 ICR – CPA Report

Dear Adam Hope:

We have accepted your firm's FYE 2023 Indirect Cost Rate (ICR) of 168.27% of direct labor (rate includes 0.80% Facilities Capital Cost of Money) based on the "Independent CPA Report" prepared by KCOE ISOM, LLP. This rate will be applicable for WSDOT Agreements and Local Agency Contracts in Washington only. This rate may be subject to additional review if considered necessary by WSDOT. Your ICR must be updated on an annual basis.

Costs billed to agreements/contracts will still be subject to audit of actual costs, based on the terms and conditions of the respective agreement/contract.

This was not a cognizant review. Any other entity contracting with the firm is responsible for determining the acceptability of the ICR.

If you have any questions, feel free to contact our office at (360) 704-6397 or via email [consultanrates@wsdot.wa.gov](mailto:consultanrates@wsdot.wa.gov).

Regards,

  
[Schatzie Harvey \(Aug 15, 2024 07:07 PDT\)](#)  
SCHATZIE HARVEY, CPA  
Contract Services Manager

SH: kb

**ACTUALS NOT TO EXCEED TABLE (ANTE)**

Effective Date: 06/01/2024

**Geotechnical Resources, Inc.**  
**1111 Main Street, Suite 515**  
**Vancouver, WA 98660**

Job Classifications	Do not edit	168.27%	30%	All Inclusive Hourly Billing Rate NTE
	Direct Labor Rates NTE	Overhead (plus FCCM) NTE	Profit (adjust as needed) NTE	
Principal	\$ 101.51	\$ 170.81	\$ 30.45	\$ 302.77
Associate	\$ 72.12	\$ 121.36	\$ 21.64	\$ 215.11
Senior Engineer / Geologist	\$ 62.50	\$ 105.17	\$ 18.75	\$ 186.42
Project Engineer / Geologist	\$ 52.88	\$ 88.98	\$ 15.86	\$ 157.73
Engineering/Geology Staff	\$ 46.88	\$ 78.88	\$ 14.06	\$ 139.83
Engineering Assistant	\$ 34.83	\$ 58.61	\$ 10.45	\$ 103.89
CAD Operator	\$ 34.65	\$ 58.31	\$ 10.40	\$ 103.35
Technical Editor	\$ 40.18	\$ 67.61	\$ 12.05	\$ 119.84
Administrative Assistant	\$ 41.59	\$ 69.98	\$ 12.48	\$ 124.05
Project Accountant	\$ 40.75	\$ 68.57	\$ 12.23	\$ 121.55



**Project Name:** City of Napavine Rush Road Improvements  
**Updated:** 10/4/2024

Staff Role/Title:		Principal	Associate	Senior Engr/Geol	Project Engr/Geol	Engr/Geol Staff	Engineering Assistant	CAD Operator	Technical Editor	Administrative Coordinator	Project Accountant					
Rate:		\$ 302.77	\$ 215.11	\$ 186.42	\$ 157.73	\$ 139.83	\$ 103.89	\$ 103.50	\$ 119.84	\$ 124.05	\$ 121.55					
Task ID	Task Description	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Total Hours	Total Labor	Subconsultants	Direct Expenses	TOTALS
<b>1</b>	<b>Pavement Engineering Analysis</b>	6	-	-	43	41	-	-	3	1	1	95	\$ 14,858.30	\$ 4,840.00	\$ 1,371.52	\$ 21,069.82
	Project Management and Coordination	2			4					1	1	8	\$ 1,482.06	\$ -	\$ -	\$ 1,482.06
	Marking Pavement borings & Distress Survey				8							8	\$ 1,261.84	\$ -	\$ 124.45	\$ 1,386.29
	GPR Survey and Analysis				4	6						10	\$ 1,469.90	\$ -	\$ 1,122.62	\$ 2,592.52
	Pavement Borings, DCP Testing, & Laboratory Testing				15	11						26	\$ 3,825.22	\$ 4,290.00	\$ 124.45	\$ 8,239.67
	Pavement Engineering Analysis	2			6	12						20	\$ 3,229.88	\$ 550.00	\$ -	\$ 3,779.88
	Draft & Final Report	2			6	12			3			23	\$ 3,589.40	\$ -	\$ -	\$ 3,589.40
<b>2</b>	<b>Hazmat</b>	4	-	8	-	24	-	2	3	-	1	42	\$ 6,746.43	\$ -	\$ 824.45	\$ 7,570.88
	Hazardous Materials Site Reconnaissance	1		2		8						11	\$ 1,794.25	\$ -	\$ 124.45	\$ 1,918.70
	Hazardous Materials Assesment Memorandum	3		6		16		2	3		1	31	\$ 4,952.18	\$ -	\$ 700.00	\$ 5,652.18
<b>Tasks Summary of Hours</b>		10	-	8	43	65	-	2	6	1	2	137	\$ 21,604.73	\$ 4,840.00	\$ 2,195.97	\$ 28,640.70
<b>Recommended Project Budget:</b>															<b>\$ 28,700.00</b>	



**Development Division**  
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[www.wsdot.wa.gov](http://www.wsdot.wa.gov)

August 30, 2024

Archaeological Investigations Northwest, Inc.  
3510 NE 122<sup>nd</sup> Ave  
Portland, OR 97230

Subject: Acceptance FYE 2023 ICR – Risk Assessment Review

Dear Bill Parietti:

Based on Washington State Department of Transportation's (WSDOT) Risk Assessment review of your Indirect Cost Rate (ICR), we have accepted your proposed FYE 2023 ICR of 169.82%. This rate will be applicable for WSDOT Agreements and Local Agency Contracts in Washington only. This rate may be subject to additional review if considered necessary by WSDOT. Your ICR must be updated on an annual basis.

Costs billed to agreements/contracts will still be subject to audit of actual costs, based on the terms and conditions of the respective agreement/contract.

This was not a cognizant review. Any other entity contracting with your firm is responsible for determining the acceptability of the ICR.

If you have any questions, feel free to contact our office at **(360) 704-6397** or via email [consultanrates@wsdot.wa.gov](mailto:consultanrates@wsdot.wa.gov).

Regards,

  
Schatzie Harvey  
Schatzie Harvey (Aug 30, 2024 12:51 PDT)

SCHATZIE HARVEY, CPA  
Contract Services Manager

SH:sms

Actuals Not To Exceed Table (ANTE)

WSDOT Agreement  
 Archaeological Investigations Northwest, Inc.  
 3510 NE 122nd Avenue  
 Portland, OR 97230

AINW Job Classification	WSDOT Labor Classification Title	Direct Labor Hourly Billing Rate 2024 NTE	Overhead NTE*	Fixed Fee NTE	All Inclusive Hourly Billing Rate NTE
			169.82%	30.00%	
Project Admin/Project Assistant/Research	Administrative Assistant 5	\$46.65	\$79.22	\$14.00	\$139.87
PM/Senior Architectural Historian	Deputy	\$60.50	\$102.74	\$18.15	\$181.39
Officer/Senior Archaeologist	Director	\$82.00	\$139.25	\$24.60	\$245.85
Supervising Archaeologist	Environmental Planner 2	\$45.00	\$76.42	\$13.50	\$134.92
APM/PM/Senior Archaeologist	Environmental Planner 5	\$73.60	\$124.99	\$22.08	\$220.67
Staff Archaeologist	Environmental Specialist 3	\$36.50	\$61.98	\$10.95	\$109.43
Architectural Historian	Environmental Specialist 5	\$43.27	\$73.48	\$12.98	\$129.73
GIS-Graphics Senior Level Staff	Senior Graphic Designer	\$63.60	\$108.01	\$19.08	\$190.69
Archaeological Assistant	Transportation Planning Technician 1	\$20.00	\$33.96	\$6.00	\$59.96
<i>Blank</i>	<i>Blank</i>		\$0.00	\$0.00	\$0.00
4/1/2024	9/12/2024		\$0.00	\$0.00	\$0.00



# **Exhibit F - Title VI Assurances Appendix A & E**

## **APPENDIX A**

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, (*Federal Highway Administration*), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21. *[Include Washington State Department of Transportation specific program requirements.]*
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin. *[Include Washington State Department of Transportation specific program requirements.]*
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the (*Federal Highway Administration*) to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the (*Federal Highway Administration*), as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non- discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the (*Federal Highway Administration*) may determine to be appropriate, including, but not limited to:
  - a. withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the (*Federal Highway Administration*) may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

# **Exhibit F - Title VI Assurances Appendix A & E**

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## APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

### **Pertinent Non-Discrimination Authorities:**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

# **Exhibit G**

## **Certification Document**

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- Exhibit G-1(a) Certification of Consultant
- Exhibit G-1(b) Certification of \_\_\_\_\_
- Exhibit G-2 Certification Regarding Debarment, Suspension and Other Responsibility Matters - Primary Covered Transactions
- Exhibit G-3 Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying
- Exhibit G-4 Certificate of Current Cost or Pricing Data

## Exhibit G-1(a) Certification of Consultant

I hereby certify that I am the and duly authorized representative of the firm of

\_\_\_\_\_

whose address is

\_\_\_\_\_

and that neither the above firm nor I have

- a) Employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above CONSULTANT) to solicit or secure this AGREEMENT;
- b) Agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out this AGREEMENT; or
- c) Paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above CONSULTANT) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out this AGREEMENT; except as hereby expressly stated (if any);

I acknowledge that this certificate is to be furnished to the \_\_\_\_\_

and the Federal Highway Administration, U.S. Department of Transportation in connection with this AGREEMENT involving participation of Federal-aid highway funds, and is subject to applicable State and Federal laws, both criminal and civil.

\_\_\_\_\_

Consultant (Firm Name)

\_\_\_\_\_

Signature (Authorized Official of Consultant)

\_\_\_\_\_

Date

**Exhibit G-1(b) Certification of \_\_\_\_\_**

I hereby certify that I am the:

Other

of the \_\_\_\_\_, and \_\_\_\_\_

or its representative has not been required, directly or indirectly as an express or implied condition in connection with obtaining or carrying out this AGREEMENT to:

- a) Employ or retain, or agree to employ to retain, any firm or person; o
- b) Pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind; except as hereby expressly stated (if any):

I acknowledge that this certificate is to be furnished to the \_\_\_\_\_

and the Federal Highway Administration, U.S. Department of Transportation, in connection with this AGREEMENT involving participation of Federal-aid highway funds, and is subject to applicable State and Federal laws, both criminal and civil.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Exhibit G-2 Certification Regarding Debarment Suspension and Other Responsibility Matters - Primary Covered Transactions

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

---

Consultant (Firm Name)

---

Signature (Authorized Official of Consultant)

---

Date

## **Exhibit G-3 Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying**

The prospective participant certifies, by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

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

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the require certification shall be subject to a civil penalty of not less than \$10,000.00, and not more than \$100,000.00 for each such failure.

The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier sub-contracts, which exceed \$100,000 and that all such sub-recipients shall certify and disclose accordingly.

---

Consultant (Firm Name)

---

Signature (Authorized Official of Consultant)

---

Date

## Exhibit G-4 Certification of Current Cost or Pricing Data

This is to certify that, to the best of my knowledge and belief, the cost or pricing data (as defined in section of the Federal Acquisition Regulation (FAR) and required under FAR subsection 15.403-4) submitted, either actually or by specific identification in writing, to the Contracting Officer or to the Contracting Officer's representative in support of \_\_\_\_\_\* are accurate, complete, and current as of \_\_\_\_\_\*\*.

This certification includes the cost or pricing data supporting any advance AGREEMENT's and forward pricing rate AGREEMENT's between the offer or and the Government that are part of the proposal.

Firm: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Date of Execution \_\_\_\_\_\*\*\*.

\_\_\_\_\_  
\*Identify the proposal, quotation, request for pricing adjustment, or other submission involved, giving the appropriate identifying number (e.g. project title.)

\*\*Insert the day, month, and year, when price negotiations were concluded and price AGREEMENT was reached.

\*\*\*Insert the day, month, and year, of signing, which should be as close as practicable to the date when the price negotiations were concluded and the contract price was agreed to.

# **Exhibit H**

## **Liability Insurance Increase**

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### **To Be Used Only If Insurance Requirements Are Increased**

The professional liability limit of the CONSULTANT to the AGENCY identified in Section XII, Legal Relations and Insurance of this Agreement is amended to \$ \_\_\_\_\_ .

The CONSULTANT shall provide Professional Liability insurance with minimum per occurrence limits in the amount of \$ \_\_\_\_\_.

Such insurance coverage shall be evidenced by one of the following methods:

- Certificate of Insurance
- Self-insurance through an irrevocable Letter of Credit from a qualified financial institution

Self-insurance through documentation of a separate fund established exclusively for the payment of professional liability claims, including claim amounts already reserved against the fund, safeguards established for payment from the fund, a copy of the latest annual financial statements, and disclosure of the investment portfolio for those funds.

Should the minimum Professional Liability insurance limit required by the AGENCY as specified above exceed \$1 million per occurrence or the value of the contract, whichever is greater, then justification shall be submitted to the Federal Highway Administration (FHWA) for approval to increase the minimum insurance limit.

If FHWA approval is obtained, the AGENCY may, at its own cost, reimburse the CONSULTANT for the additional professional liability insurance required.

Notes: Cost of added insurance requirements: \$ \_\_\_\_\_.

- Include all costs, fee increase, premiums.
  - This cost shall not be billed against an FHWA funded project.
  - For final contracts, include this exhibit
-

# **Exhibit I**

## **Alleged Consultant Design Error Procedures**

---

The purpose of this exhibit is to establish a procedure to determine if a consultant has alleged design error is of a nature that exceeds the accepted standard of care. In addition, it will establish a uniform method for the resolution and/or cost recovery procedures in those instances where the agency believes it has suffered some material damage due to the alleged error by the consultant.

### **Step 1 Potential Consultant Design Error(s) is Identified by Agency's Project Manager**

At the first indication of potential consultant design error(s), the first step in the process is for the Agency's project manager to notify the Director of Public Works or Agency Engineer regarding the potential design error(s). For federally funded projects, the Region Local Programs Engineer should be informed and involved in these procedures. (Note: The Director of Public Works or Agency Engineer may appoint an agency staff person other than the project manager, who has not been as directly involved in the project, to be responsible for the remaining steps in these procedures.)

### **Step 2 Project Manager Documents the Alleged Consultant Design Error(s)**

After discussion of the alleged design error(s) and the magnitude of the alleged error(s), and with the Director of Public Works or Agency Engineer's concurrence, the project manager obtains more detailed documentation than is normally required on the project. Examples include all decisions and descriptions of work, photographs, records of labor, materials, and equipment.

### **Step 3 Contact the Consultant Regarding the Alleged Design Error(s)**

If it is determined that there is a need to proceed further, the next step in the process is for the project manager to contact the consultant regarding the alleged design error(s) and the magnitude of the alleged error(s). The project manager and other appropriate agency staff should represent the agency and the consultant should be represented by their project manager and any personnel (including sub-consultants) deemed appropriate for the alleged design error(s) issue.

### **Step 4 Attempt to Resolve Alleged Design Error with Consultant**

After the meeting(s) with the consultant have been completed regarding the consultant's alleged design error(s), there are three possible scenarios:

- It is determined via mutual agreement that there is not a consultant design error(s). If this is the case, then the process will not proceed beyond this point.
- It is determined via mutual agreement that a consultant design error(s) occurred. If this is the case, then the Director of Public Works or Agency Engineer, or their representatives, negotiate a settlement with the consultant. The settlement would be paid to the agency or the amount would be reduced from the consultant's agreement with the agency for the services on the project in which the design error took place. The agency is to provide LP, through the Region Local Programs Engineer, a summary of the settlement for review and to make adjustments, if any, as to how the settlement affects federal reimbursements. No further action is required.
- There is not a mutual agreement regarding the alleged consultant design error(s). The consultant may request that the alleged design error(s) issue be forwarded to the Director of Public Works or Agency Engineer for review. If the Director of Public Works or Agency Engineer, after review with their legal counsel, is not able to reach mutual agreement with the consultant, proceed to Step 5.

## **Step 5 Forward Documents to Local Programs**

For federally funded projects, all available information, including costs, should be forwarded through the Region Local Programs Engineer to LP for their review and consultation with the FHWA. LP will meet with representatives of the agency and the consultant to review the alleged design error(s), and attempt to find a resolution to the issue. If necessary, LP will request assistance from the Attorney General's Office for legal interpretation. LP will also identify how the alleged error(s) affects eligibility of project costs for federal reimbursement.

- If mutual agreement is reached, the agency and consultant adjust the scope of work and costs to reflect the agreed upon resolution. LP, in consultation with FHWA, will identify the amount of federal participation in the agreed upon resolution of the issue.
- If mutual agreement is not reached, the agency and consultant may seek settlement by arbitration or by litigation.

# *Exhibit J*

## **Consultant Claim Procedures**

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The purpose of this exhibit is to describe a procedure regarding claim(s) on a consultant agreement. The following procedures should only be utilized on consultant claims greater than \$1,000. If the consultant's claim(s) total a \$1,000 or less, it would not be cost effective to proceed through the outlined steps. It is suggested that the Director of Public Works or Agency Engineer negotiate a fair and reasonable price for the consultant's claim(s) that total \$1,000 or less.

This exhibit will outline the procedures to be followed by the consultant and the agency to consider a potential claim by the consultant.

### **Step 1 Consultant Files a Claim with the Agency Project Manager**

If the consultant determines that they were requested to perform additional services that were outside of the agreement's scope of work, they may be entitled to a claim. The first step that must be completed is the request for consideration of the claim to the Agency's project manager.

The consultant's claim must outline the following:

- Summation of hours by classification for each firm that is included in the claim
- Any correspondence that directed the consultant to perform the additional work;
- Timeframe of the additional work that was outside of the project scope;
- Summary of direct labor dollars, overhead costs, profit and reimbursable costs associated with the additional work; and
- Explanation as to why the consultant believes the additional work was outside of the agreement scope of work.

### **Step 2 Review by Agency Personnel Regarding the Consultant's Claim for Additional Compensation**

After the consultant has completed step 1, the next step in the process is to forward the request to the Agency's project manager. The project manager will review the consultant's claim and will meet with the Director of Public Works or Agency Engineer to determine if the Agency agrees with the claim. If the FHWA is participating in the project's funding, forward a copy of the consultant's claim and the Agency's recommendation for federal participation in the claim to the WSDOT Local Programs through the Region Local Programs Engineer. If the claim is not eligible for federal participation, payment will need to be from agency funds.

If the Agency project manager, Director of Public Works or Agency Engineer, WSDOT Local Programs (if applicable), and FHWA (if applicable) agree with the consultant's claim, send a request memo, including backup documentation to the consultant to either supplement the agreement, or create a new agreement for the claim. After the request has been approved, the Agency shall write the supplement and/or new agreement and pay the consultant the amount of the claim. Inform the consultant that the final payment for the agreement is subject to audit. No further action is needed regarding the claim procedures.

If the Agency does not agree with the consultant's claim, proceed to step 3 of the procedures.

### **Step 3 Preparation of Support Documentation Regarding Consultant's Claim(s)**

If the Agency does not agree with the consultant's claim, the project manager shall prepare a summary for the Director of Public Works or Agency Engineer that included the following:

- Copy of information supplied by the consultant regarding the claim;
- Agency's summation of hours by classification for each firm that should be included in the claim
- Any correspondence that directed the consultant to perform the additional work;
- Agency's summary of direct labor dollars, overhead costs, profit and reimbursable costs associate with the additional work;
- Explanation regarding those areas in which the Agency does/does not agree with the consultant's claim(s);
- Explanation to describe what has been instituted to preclude future consultant claim(s); and
- Recommendations to resolve the claim.

### **Step 4 Director of Public Works or Agency Engineer Reviews Consultant Claim and Agency Documentation**

The Director of Public Works or Agency Engineer shall review and administratively approve or disapprove the claim, or portions thereof, which may include getting Agency Council or Commission approval (as appropriate to agency dispute resolution procedures). If the project involves federal participation, obtain concurrence from WSDOT Local Programs and FHWA regarding final settlement of the claim. If the claim is not eligible for federal participation, payment will need to be from agency funds.

### **Step 5 Informing Consultant of Decision Regarding the Claim**

The Director of Public Works or Agency Engineer shall notify (in writing) the consultant of their final decision regarding the consultant's claim(s). Include the final dollar amount of the accepted claim(s) and rationale utilized for the decision.

### **Step 6 Preparation of Supplement or New Agreement for the Consultant's Claim(s)**

The agency shall write the supplement and/or new agreement and pay the consultant the amount of the claim. Inform the consultant that the final payment for the agreement is subject to audit



Agency		Supplement Number
Federal Aid Project Number	Agreement Number	CFDA No. <b>20.205</b> - Highway Planning and Construction

All provisions in the basic agreement remain in effect except as modified by this supplement.

The Local Agency certifies that it is not excluded from receiving Federal funds by a Federal suspension or debarment (2 CFR Part 180). Additional changes to the agreement are as follows:

**Project Description**

Name Length

Termini

**Description of Work** No Change

Reason for Supplement

Are you claiming indirect cost rate?  Yes  No Project Agreement End Date  
Advertisement Date

Type of Work		Estimate of Funding				
		(1) Previous Agreement/Suppl.	(2) Supplement	(3) Estimated Total Project Funds	(4) Estimated Agency Funds	(5) Estimated Federal Funds
PE %	a. Agency					
	b. Other					
Federal Aid Participation Ratio for PE	c. Other					
	d. State Services					
	e. Total PE Cost Estimate (a+b+c+d)					
Right of Way %	f. Agency					
	g. Other					
Federal Aid Participation Ratio for RW	h. Other					
	i. State Services					
	j. Total R/W Cost Estimate (f+g+h+i)					
Construction %	k. Contract					
	l. Other					
	m. Other					
Federal Aid Participation Ratio for CN	n. Other					
	o. Agency					
	p. State Services					
	q. Total CN Cost Estimate (k+l+m+n+o+p)					
	r. Total Project Cost Estimate (e+j+q)					

The Local Agency further stipulates that pursuant to said Title 23, regulations and policies and procedures, and as a condition to payment of the Federal funds obligated, it accepts and will comply with the applicable provisions.

**Agency Official**

**Washington State Department of Transportation**

By  
Title  
Agency Date

By  
Director, Local Program  
Date Executed

Agency		Supplement Number
Federal Aid Project Number	Agreement Number	CFDA No. <b>20.205</b> - Highway Planning and Construction

**VI. Payment and Partial Reimbursement**

The total cost of the project, including all review and engineering costs and other expenses of the State, is to be paid by the Agency and by the Federal Government. Federal funding shall be in accordance with the Federal Transportation Act, as amended, 2 CFR Part 200. The State shall not be ultimately responsible for any of the costs of the project. The Agency shall be ultimately responsible for all costs associated with the project which are not reimbursed by the Federal Government. Nothing in this agreement shall be construed as a promise by the State as to the amount or nature of federal participation in this project.

The Agency shall bill the state for federal aid project costs incurred in conformity with applicable federal and state laws. The agency shall minimize the time elapsed between receipt of federal aid funds and subsequent payment of incurred costs. Expenditures by the Local Agency for maintenance, general administration, supervision, and other overhead shall not be eligible for federal participation unless a current indirect cost plan has been prepared in accordance with the regulations outlined in 2 CFR Part 200 - Uniform Admin. Requirements, Cost Principles and Audit Requirements for Federal Awards, and retained for audit.

The State will pay for State incurred costs on the project. Following payment, the State shall bill the Federal Government for reimbursement of those costs eligible for federal participation to the extent that such costs are attributable and properly allocable to this project. The State shall bill the Agency for that portion of State costs which were not reimbursed by the Federal Government (see Section IX).

**VII. Audit of Federal Consultant Contracts**

The Agency, if services of a consultant are required, shall be responsible for audit of the consultant's records to determine eligible federal aid costs on the project. The report of said audit shall be in the Agency's files and made available to the State and the Federal Government.

An audit shall be conducted by the WSDOT Internal Audit Office in accordance with generally accepted governmental auditing standards as issued by the United States General Accounting Office by the Comptroller General of the United States; WSDOT Manual M 27-50, Consultant Authorization, Selection, and Agreement Administration; memoranda of understanding between WSDOT and FHWA; and 2 CFR Part 200.501 - Audit Requirements.

If upon audit it is found that overpayment or participation of federal money in ineligible items of cost has occurred, the Agency shall reimburse the State for the amount of such overpayment or excess participation.

**IX. Payment of Billing**

The Agency agrees that if payment or arrangement for payment of any of the State's billing relative to the project (e.g., State force work, project cancellation, overpayment, cost ineligible for federal participation, etc.) is not made to the State within 45 days after the Agency has been billed, the State shall effect reimbursement of the total sum due from the regular monthly fuel tax allotments to the Agency from the Motor Vehicle Fund. No additional Federal project funding will be approved until full payment is received unless otherwise directed by the Director, Local Programs.

Project Agreement End Date - This date is based on your projects Period of Performance (2 CFR Part 200.309).

Any costs incurred after the Project Agreement End Date are NOT eligible for federal reimbursement. All eligible costs incurred prior to the Project Agreement End Date must be submitted for reimbursement within 90 days after the Project Agreement End Date or they become ineligible for federal reimbursement.

**VIII. Single Audit Act**

The Agency, as a subrecipient of federal funds, shall adhere to the federal regulations outlined in 2 CFR Part 200.501 as well as all applicable federal and state statutes and regulations. A subrecipient who expends \$750,000 or more in federal awards from all sources during a given fiscal year shall have a single or program-specific audit performed for that year in accordance with the provisions of 2 CFR Part 200.501. Upon conclusion of the audit, the Agency shall be responsible for ensuring that a copy of the report is transmitted promptly to the State.

**XVII. Assurances**

Local Agencies receiving Federal funding from the USDOT or its operating administrations (i.e., Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration) are required to submit a written policy statement, signed by the Agency Executive and addressed to the State, documenting that all programs, activities and services will be conducted in compliance with Section 504 and the Americans with Disabilities Act (ADA).

## Instructions

1. **Agency** – Enter the agency name as entered on the original agreement.
2. **Supplemental Number** – Enter the number of the supplement. Supplement numbers will be assigned in sequence beginning with Number 1 for the first supplement.
3. **Project Number** – Enter the federal aid project number assigned by WSDOT on the original agreement.
4. **Agreement Number** – Enter the agreement number assigned by WSDOT on the original agreement.
5. **Project Description** – Enter the project name, length, and termini.
6. **Description of Work** – Clearly describe if there is a change in work such as the addition or deletion of work elements and/or changes to the termini. If the work has not changed, put a check mark in the “No Change” box.
7. **Reason for Supplement** – Enter the reason for this supplement, i.e., increase PE funding to cover design changes presented in the revised prospectus; request funding of construction phase; decrease construction funding to the contract bid amount. If the supplement is authorizing a construction phase, the project’s proposed advertisement date must be included in the space provided.
8. **Claiming Indirect Cost Rate** – Check the Yes box if the agency will be claiming indirect costs on the project. For those projects claiming indirect costs, supporting documentation that clearly shows the indirect cost rate being utilized must be provided with the supplement. Indirect cost rate approval by your cognizant agency or through your agency’s self-certification and supporting documentation is required to be available for review by FHWA, WSDOT and /or State Auditor. Check the No box if the agency will not be claiming indirect costs on the project. See Section 23.5 for additional guidance.
9. **Project Agreement End Date** – Enter your previously established Project Agreement End Date. If authorizing a new phase of the project, update the Project Agreement End Date based on the following guidance:
  - a. **For PE and RW** – WSDOT recommends agencies estimate when the phase will be completed and add three years to determine the “Project Agreement End Date”.
  - b. **For Construction** – WSDOT recommends agencies estimate when construction will be completed and add three years to determine the “Project Agreement End Date”.
  - c. If an extension to a Project Agreement End Date is required between phase authorizations, the need for the extension must be described in the Reason for Supplement. Adequate justification to approve the extension must be submitted with the supplement. See Section 22.3 for additional guidance.
10. **Type of Work and Funding (Round all amounts to the nearest whole dollar).**
  - a. **Column 1** – Enter the amounts from column 1 of the original local agency agreement. If the agreement has already been supplemented, enter the amounts by type of work from column 3 of the last supplemental agreement.
  - b. **Column 2** – Enter increase/decrease to total amounts requested by type of work.
  - c. **Column 3** – Add the amounts in columns 1 and 2.
  - d. **Columns 4 and 5** – Enter the appropriate amounts based on the participation ratio recorded on the original agreement.
11. **Signatures** – An authorized official of the local agency signs the Supplemental Agreement and enters their title and date of signature (mm/dd/yy). **Note:** Do NOT enter a date on the Date Executed line.



**Local Agency Federal Aid  
Project Prospectus**

	Prefix	Route	( )	Date	
Federal Aid Project Number				DUNS Number	
Local Agency Project Number		( WSDOT Use Only )		Federal Employer Tax ID Number	

Agency		CA Agency Yes No		Federal Program Title 20.205 Other	
Project Title			Start Latitude N		Start Longitude W
			End Latitude N		End Longitude W
Project Termini From-To			Nearest City Name		Project Zip Code (+4)
Begin Mile Post	End Mile Post	Length of Project		Award Type Local Local Forces State Railroad	
Route ID	Begin Mile Point	End Mile Point	City Number	County Number	County Name
WSDOT Region	Legislative District(s)		Congressional District(s)		Urban Area Number

Phase	Total Estimated Cost (Nearest Hundred Dollar)	Local Agency Funding (Nearest Hundred Dollar)	Federal Funds (Nearest Hundred Dollar)	Phase Start Date	
				Month	Year
P.E.					
R/W					
Const.					
Total					

**Description of Existing Facility (Existing Design and Present Condition)**

Roadway Width	Number of Lanes

**Description of Proposed Work**

Description of Proposed Work (Attach additional sheet(s) if necessary)

Local Agency Contact Person		Title		Phone	
Mailing Address			City	State	Zip Code
Project Prospectus	By _____ Approving Authority				
	Title				Date

Agency	Project Title	Date
--------	---------------	------

Type of Proposed Work			Roadway Width	Number of Lanes
Project Type (Check all that Apply)				
New Construction	Path / Trail	3-R		
Reconstruction	Pedestrian / Facilities	2-R		
Railroad	Parking	Other		
Bridge				

Geometric Design Data						
Description	Through Route			Crossroad		
<b>Federal Functional Classification</b>	Urban	Principal Arterial		Urban	Principal Arterial	
		Minor Arterial			Minor Arterial	
	Rural	Collector		Rural	Collector	
		Major Collector			Major Collector	
	NHS	Minor Collector		NHS	Minor Collector	
		Local Access			Local Access	
Terrain	Flat	Roll	Mountain	Flat	Roll	Mountain
Posted Speed						
Design Speed						
Existing ADT						
Design Year ADT						
Design Year						
Design Hourly Volume (DHV)						

Performance of Work		
Preliminary Engineering Will Be Performed By	Others	Agency
	%	%
Construction Will Be Performed By	Contract	Agency
	%	%

Environmental Classification	
Class I - Environmental Impact Statement (EIS) Project Involves NEPA/SEPA Section 404 Interagency Agreement	Class II - Categorically Excluded (CE) Projects Requiring Documentation (Documented CE)
Class III - Environmental Assessment (EA) Project Involves NEPA/SEPA Section 404 Interagency Agreements	

Environmental Considerations
------------------------------

Agency	Project Title	Date
--------	---------------	------

<b>Right of Way</b>		
No Right of Way Needed * All construction required by the contract can be accomplished within the existing right of way.	Right of Way Needed	
	No Relocation	Relocation Required

<b>Utilities</b>	<b>Railroad</b>
No utility work required All utility work will be completed prior to the start of the construction contract All utility work will be completed in coordination with the construction contract	No railroad work required All railroad work will be completed prior to the start of the construction contract All the railroad work will be completed in coordination with the construction contract

Description of Utility Relocation or Adjustments and Existing Major Structures Involved in the Project

FAA Involvement Is any airport located within 3.2 kilometers (2 miles) of the proposed project?    Yes    No
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Remarks

This project has been reviewed by the legislative body of the administration agency or agencies, or it's designee, and is not inconsistent with the agency's comprehensive plan for community development.

Date \_\_\_\_\_ Agency  
 By \_\_\_\_\_ Mayor/Chairperson