- *Meetings may be viewed on the City of Anacortes website, on the City of Anacortes YouTube Channel, or on TV Channel 10.*
- *The public may also watch, listen to, or participate in the meeting live by visiting https://us02web.zoom.us/j/89255646791 or by telephoning 1-253-215-8782 and entering Meeting ID 892 5564 6791.*
- *The public is encouraged to comment via email to cityclerk@cityofanacortes.org or via written comment addressed to City Clerk, P.O. Box 547, Anacortes, WA 98221. Public comments received by the City Clerk prior to 3:00 p.m. the day of the meeting will become part of the record for the meeting, just as if presented in person.*
- *Complete guidelines for virtual participation in Anacortes City Council meetings are available here. View the quick video example for connecting to the meeting here.*

Anacortes City Council

Municipal Building Council Chambers
904 6th Street

January 2, 2024
6:00 PM

PRELIMINARY AGENDA
Packet Materials / Watch Meeting

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Oaths of Office**
   a. Councilmembers TJ Fantini, Ryan Walters, and Christine Cleland-McGrath (Action)
   b. Election of Mayor Pro Tem (Action)
4. **Announcements and Committee Reports**
   a. Fiber Committee (Report)
   b. Public Works Committee (Report)
   c. Information Technology Committee (Report)
   d. Confirmation of City Engineer: Logan Lee (Action)
5. **Public Comment**
   a. Written Public Comment - Dan O'Donnell
6. **Consent Agenda**
   a. Approval of claims in the amount of $2,319,422.93 (Action)
   b. Minutes of December 18, 2023 (Action)
   c. Contract Modification: Washington Park Trail Repair Project – Design #23-209-PRK-001 (Action)
7. **Other Business**

Per the council rules of procedure, a person who wishes to provide public comment at this meeting may do so:

- ***On matters pertaining to a particular agenda item at the invitation of the chair at the time the City Council takes up discussion of that agenda item. Items open for public comment are indicated with an asterisk (*)***
- ***On any other matter specifically pertaining to the City of Anacortes during the Public Comment agenda item.***

The City of Anacortes is committed to making public meetings available and accessible to all members of the community. For assistance with special needs, please contact the City Clerk at 360-299-1960 in advance of the meeting.

a. Contract Award: WWTP Pump Station 16 Reconstruction - Design #23-259-SEW-001 (Discussion/Action)

b. * Resolution 3139: 2024 Legislative Priorities (Action)

c. 2024 Prosecution Contract (Action)

8. **Adjournment**

Per the council rules of procedure, a person who wishes to provide public comment at this meeting may do so:

- ***On matters pertaining to a particular agenda item at the invitation of the chair at the time the City Council takes up discussion of that agenda item. Items open for public comment are indicated with an asterisk (*)***
- ***On any other matter specifically pertaining to the City of Anacortes during the Public Comment agenda item.***

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City Council Memorandum

TO: Anacortes City Council
FROM: Matt Miller, Mayor
DATE: December 27, 2023
RE: Council Confirmation of Logan Lee

On Tuesday, January 2, 2024 I will ask for the council's confirmation of my appointment of Logan Lee as City of Anacortes' City Engineer. Mr. Lee accepted our contingent offer of employment and is scheduled to begin working on January 8, 2024.

Mr. Lee has over ten years of work experience as an engineer. Mr. Lee has a BS in Civil Engineering and is a licensed Professional Engineer in Washington and Oregon. I have attached Mr. Lee's redacted application and resume for additional information about his background and experience for your review.

Should you have any questions, please do not hesitate to contact me prior to the council meeting.

Logan Lee, PE

WORK EXPERIENCE

PCF Group **May 2022 – Present**
Structural Engineer *Remote, WA*

- Managed a stream of projects requiring structural review and design.
- Performed structural engineering calculations for wood-framed and metal-framed structures, prepared submittal packages and responses to jurisdiction comments when needed.
- Coordinated with Sales, Construction Managers, and clients regarding model accuracy, design, drafting standards, and design documentation

David Evans & Associates **Nov. 2019 – May 2022**
Water/Wastewater Engineer *Bellevue, WA*

- Supported projects and clients in the planning, design, and construction of water/sewer projects, storm water systems, pump/lift stations, and wastewater treatment plants, as well as preparing construction documents, specifications, and handling construction oversight/inspection.
- Developed project management skills including support in managing budgets and delivery schedules.
- Worked directly with clients to determine needs and provide solutions.
- Provided construction support services (field meetings, submittal review, shop drawing review, RFIs)

Glotel Inc. **Oct. 2014 – Nov. 2019**
Structural Engineer *Bellevue, WA*

- Design wood and steel roof modifications, for the installation of telecommunications equipment.
- Perform building analysis and on-site inspection to determine available capacity for additional loading and modifications to multi story structures.
- Prepare and review structural reports, tower mount analysis, noise and radiation exposure reports for clients.

Hanson Construction **Jun. 2014 – Oct. 2014**
Residential Construction Labor *Lynden, WA*

Scholten Roofing **Jun. 2010 – Sep. 2012**
Commercial Roofer *Bellingham, WA*

Industrial Design and Construction **Jan. 2006 – Jun. 2010**
Steel Fabricator *Bellingham, WA*

- Welding and general metal fabrication with a focus in stainless and mild steel projects.

EDUCATION

Washington State University **August, 2014**
Bachelors Civil Engineering, Structural Emphasis *Pullman, WA*

Bellingham Technical College **June, 2010**
Associates Civil Engineering *Bellingham, WA*

SKILLS

- Licensed Professional Engineer in Washington State & Oregon
- AutoCAD, Civil 3D, Risa 3D, Hilti Profis Anchor, Microsoft office, SewerGEMS/WaterGEMS

Application for Employment

City of Anacortes
P.O. Box 547, 904 6th Street, Anacortes, WA 98221
(360) 299-1970 | FAX (360) 299-1982 | www.anacorteswa.gov

The City of Anacortes is committed to a diverse staff and welcoming workplace. To that end, the City celebrates diversity in experience, identity, and perspectives. The City of Anacortes is an equal opportunity employer. All applicants will be considered regardless of race, color, national origin, citizenship or immigration status, creed, sex (including pregnancy), age (over 40), marital status, families with children, the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, genetic information, sexual orientation including gender identity, or status as an honorably discharged veteran or military status, or any other class protected by federal, state, or local law.

Instructions:

- Each question should be answered completely and accurately.
- To be able to save and return to your application later, use Google Chrome or Firefox as the web browser. **Save Draft at the bottom of the application form to continue at a later time.**
- Applicants are required to fill out a separate application for each position for which they apply.
- A completed City of Anacortes application is required for all positions; resumes may be submitted but will not be accepted as a substitute for a completed Employment Application.
- Please answer each question completely; unsigned or incomplete applications will not be considered.
- Verification of eligibility to work in the U.S. will be required if an employment offer is made.

Personal Information

First Name *

Logam

Middle Initial

Last Name *

Lee

Please list any other name(s) used during employment or education:

Address

State / Province / Region

WA

Country

United States

Phone Number *

Cell Phone Number

Email Address *

Driver's License Number *

A valid WA State Driver's License is required

Are you at least 18 years of age? *

- (selected) Yes
- No

Can you provide proof of legal eligibility for employment in the U.S. within three business days of the date employment begins? *

- (selected) Yes
- No

Attach Cover Letter

Attach Resume

Logan Lee PE - Resume 2023.pdf 282.08KB

Other Attachments

You may attach up to three additional supplementary files if desired.

Position Information

Which position are you applying for? *

City Engineer (PE)

Date available for work *

1/2/2024

Where did you learn of this opening?

Indeed

Have you filed an application here before? *

- ○ Yes
- ◉ No

Have you been employed here before? *

- ○ Yes
- ◉ No

Are any of your relatives presently employed with the City of Anacortes? *

- ○ Yes
- ◉ No

Do you have any commitments or other conflicts that would affect your promptness and/or regular attendance for this position? *

- ○ Yes
- ◉ No

Will Accept (check all that apply) *

- [x] Regular Full Time
- [ ] Regular Part Time
- [ ] Shift Work
- [ ] Temporary
- [ ] Seasonal
- [ ] Internship

Education and Training

High School Name & Location *

Meridian High School, Belingham

Course of Study/Degree Received *

High School Diploma

Undergraduate Institution Name & Location

Washington State University

Course of Study/Degree Received

Bachelors of Science Civil Engineering

Graduate School Name & Location

Course of Study/Degree Received

Vocational/Technical Name & Location

Course of Study/Degree Received

Related Certificates or Licenses

Professional Engineer in WA and OR

Other related seminars or training

OSHA 10

English Language *

- [x] Speak
- [x] Read
- [x] Write

Other Language(s)

Other Language

- [ ] Speak
- [ ] Read
- [ ] Write

Employment History

Starting with your current or most recent employer, please list your employment history, including military and voluntary service assignments. Click Add Another Employer below to create sections for as many prior employers as necessary.

Employer Name

See Resume

Title/Position

Employer Address

Hours Per Week

Date Started

Date Ended

☐ Check Here if Current Employer

Specific Duties

Reason for Leaving

Eligible for Reemployment?

○ Yes

○ No

Name & Title of Supervisor

Supervisor Phone Number

May we contact your previous supervisor for a reference?

○ Yes

○ No

Please explain any break in employment history.

Job Related Qualifications

List any additional skills, abilities, volunteer activities, awards, trades, businesses, civic associations or any offices held or other experiences not included above that you feel are relevant to the job for which you are applying.

Computer Skills

○ None

○ Beginner

○ Intermediate

◉ Highly Proficient

List systems and software used.

Auto CAD, Civil 3d, Microsoft Office, Revit, Enercalc

List any additional information which may more fully describe your qualifications and capabilities.

Professional engineer, worked on a variety of water/wastewater municipal projects as a engineer consultant. As well as both residential and commercial structural projects

Professional References

Please list three work-related references who have knowledge of your character and abilities, in addition to the supervisors listed in the Employment History Section. Do not list relatives.

Acknowledgements

Accuracy of Information. I certify that the information in this application is correct to the best of my knowledge. I understand that any misrepresentation or omission of any fact in my application, resume, or any other materials, or during interviews is grounds for disqualification from further consideration for employment, or for termination if employed.

Information Release. I authorize the City of Anacortes to contact any company, institution, or individual it deems appropriate to investigate my employment history, character, qualifications, driving record, and other job-related information. I give my full consent for all contacted persons, including former employers, to provide the information concerning this application. Further, I waive my right to bring a claim against these individuals for any damages arising from furnishing the requested information to the City of Anacortes. I also release the City of Anacortes from all liability that might result from checking such references.

Drug Testing. A post-offer drug and/or physical examination may be required. I understand that, as allowed by the Americans with Disabilities Act, any offer of employment may be withdrawn if I test positive for drugs and/or if a condition is discovered which does not permit me to perform the essential functions of the job and for which no reasonable accommodation can be made.

Application Status. I understand that this application is current for only 60 days. At the conclusion of this time, if I have not heard from the City of Anacortes and still wish to be considered for employment, it will be necessary to fill out a new application.

In the event of my employment with the City of Anacortes, I will comply with all rules, regulations, and policies set forth in the City's Personnel Policies or the communications distributed by the City. I also understand that the City has the right to modify its policies without giving me any advance notice of the changes.

AT-WILL EMPLOYMENT. I UNDERSTAND THAT IF I AM HIRED, MY EMPLOYMENT AT THE CITY OF ANACORTES MAY BE "AT-WILL" DEPENDING ON MY EMPLOYMENT STATUS. "AT-WILL" EMPLOYMENT MEANS MY EMPLOYMENT MAY BE TERMINATED BY ME OR BY THE CITY OF ANACORTES AT ANY TIME FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. I UNDERSTAND THAT NO EMPLOYMENT OFFER IS BEING MADE BY THE CITY OF ANACORTES AT THIS TIME. I ALSO UNDERSTAND THAT NOTHING IN THIS APPLICATION IS INTENDED TO IMPLY OR CREATE AN EMPLOYMENT CONTRACT AND THAT NO CITY OF ANACORTES REPRESENTATIVE HAS THE AUTHORITY TO MAKE ANY ASSURANCE TO THE CONTRARY.

I am providing the electronic equivalent of my signature and assert that I have read, understood and agree that the information in this employment application is true and correct to the best of my knowledge.

Applicant Signature *

Logan Lee

Authorization to Past Employer, School, or Other Institution to Release Information

I have applied for employment with the City of Anacortes. As part of the application process the City of Anacortes conducts a reference check.

I therefore authorize and request that you furnish relevant, job-related information to the City of Anacortes and/or its agents in connection with this application.

I release from liability and I agree not to assert any claims or causes of action against all persons, corporations, and organizations supplying this information to the City of Anacortes and/or its agents. A photocopy of this authorization is as effective as the original.

Applicant Signature *

Logan Lee

Our mission is to maintain and improve the quality of life reflecting community expectations through a focus on public participation and employees-mayor-council teamwork.

Anacortes City Council

Municipal Building Council Chambers
904 Sixth Street

January 2, 2024
6:00 p.m.

PUBLIC COMMENT SIGN IN SHEET

Per Resolution 3141, citizens wishing to comment on items not on the agenda may do so on any matter specifically pertaining to the City of Anacortes under the Public Comment portion of the agenda. Citizens wishing to comment on agenda items indicated with an asterisk (*) may do so as those items are considered by Council during the course of the meeting. Citizens wishing to speak will please sign in at the back of the Council Chambers prior to the start of the meeting. The Mayor may limit comments to those who have signed in and may limit the time allotted to each speaker to facilitate the orderly progress of the meeting. These rules are intended to promote an orderly system of holding a public hearing or meeting, to give every person who wishes to speak an opportunity to be heard, and to ensure that no individual is embarrassed by exercising his or her right to free speech.

Please print your name legibly so we can recognize you correctly in the minutes. Thank you!

Name	Topic
Dan O'Donnell	Water
LINDA MARTIN	MR. FANTINI

Continue on back of sheet as needed

January 2, 2024

Memo for the Honorable Matt Miller, Mayor, City of Anacortes and City Council Members

Re: La Conner water reconciliation for 2021 and 2022

The City of Anacortes owes the Town of La Conner \$49,631.52 That is \$24,086.29 for 2021, as shown on attachment 1, and \$25,545.23 for 2022, as shown on attachment 2. Attachments 3 and 4 show the true personnel cost percentages for each year for Admin Overhead. Counting O&M alone, and considering both years, the city made a pre-reconciliation profit of \$8,173,301.10.

The accountant charged Taxes and Assessments to both Regional Expenses (RCC) and Admin Overhead (Per Ser) for both years. This should have been charged to Admin Overhead only, as shown under account 711.534.00.44 of the Expenditure Detail Reports for both years.

The revised reconciliations are based on the following:

1. Overhead (Pers Ser) is charged to Regional at the rate of 62.25% for 2021 and 65.67% for 2022. There are five problems with personnel costs. See attachments 3 and 4.

2. According to the Gray & Osborne study, Appendix 1, Customer Records are allocated based on the number of accounts, not volume. See Mayor Gere's letter of October 1, 2018.

3. Regional is not charged 48.8% of Distribution Labor cost. The Water Supply Agreement says that Regional ends at Sharpe's Corner. Regional cannot be charged for distribution labor performed in the City. The 48.8%, based on the relative value of pipe in 2005, makes no sense.

4. Irrigation revenue from interdepartmental sales, contractors, and farmers is offset from the cost of Regional.

My letters and emails have gone unanswered. I hope that you can see the wisdom of refunding the amounts owing.

Sincerely,

Dan O'Donnell

Dan O'Donnell
328 N. 3rd
La Conner, WA 98257
laconnerdan@gmail.com

cc: The Honorable Marna Hannaman, Mayor, Town of La Conner

Attachment 1

Anacortes water fund 401 O&M reconciliation - 2021 - Account for corrections to admin overhead, customer records, distribution labor, and irrigation revenue.

Year	Total Usage (gal)	Agricultural	Construction	Net Regional	La Conner
2018	6,480,991,215	16,364,776	124,615	6,464,501,824	132,026,106
2019	6,558,047,730	119,980,243	1,973,433	6,436,094,054	139,145,773
2020	6,480,264,348	59,370,995	752,664	6,420,140,689	135,904,763
Average				**6,440,245,522**	**135,692,214**
Billed per month	10,445.93				
Customer	Percentage	Total cost	Cost	Billed	Refund
La Conner	2.1069%	4,824,743.52	101,654.53	125,351.16	23,642.29
Customer records			54.34	Plus reconciliation	444.00
Total cost			101,708.87	**Total amount due**	**24,086.29**
Account	Title	Expend	Allocation	Regional	RCC
711.534.00	Admin overhead	1,374,700.01	**62.2481%**	855,724.64	
"	Customer records	225,981.99	**See below**		
712.534.00	Eng plans & services	342,846.01		342,846.01	342,846.01
730.534.10	Water treatment plant	3,513,155.96		3,513,155.96	3,513,155.96
730.534.20	Intake operations	151,949.06		151,949.06	151,949.06
730.534.30	Distribution reservoirs	230,049.39	retail		
740.534.13	Water maint admin	241,382.81	54.2%	130,829.48	
740.534.61	Water transmission	200,833.33		200,833.33	200,833.33
740.534.62	Water distribution labor	623,279.91	**retail**		
"	Water distribution other	276,000.99	retail		
740.534.63	In-City maintenance	507,404.48	retail		
740.534.64	Fire hydrants maint	71,627.63	retail		
O&M expenditures for 2021		7,759,211.57		5,195,338.48	4,208,784.36
	Reconciliation				4,300,840.00
	Difference (Taxes & Assessments already debited under Admin Overhead)				92,055.64
	Regional Expenses (RCC)	4,208,784.36	100%	4,208,784.36	
	Admin Overhead (Per Ser)	1,374,700.01	62.25%	855,724.64	
	Maintenance Admin (NPS)	241,382.81	54.2%	130,829.48	
	Total			5,195,338.48	
	Irrigation revenue	**-553,481.69**	**66.96%**	**-370,594.96**	
	Net for Regional			**4,824,743.52**	
	No. of accounts in system	Cost/account	No. of Accts	Cost	
Customer records	8,318	27.17	2	**54.34**	
Total water sales	11,500,257.05				
Total cost of O&M	7,759,211.57				
Net profit	3,741,045.48				

Page 2 of 2021 Reconciliation						Attachment 3
Calulation of Overhead (Per Ser) percentage. According to Anacortes						
Acct no.	Description	Wages	Benefits	Total Pers	Alloc	Share
712.534.00	Eng plans & services	212,128.19	97,414.66	309,542.85	100%	309,542.85
730.534.10	Water treatment plant	958,591.25	403,628.46	1,362,219.71	100%	1,362,219.71
730.534.20	Intake operations	34,774.31	15,039.69	49,814.00	100%	49,814.00
740.534.13	Water maint admin	107,144.21	34,019.90	141,164.11	54.2%	76,510.95
740.534.61	Water transmission	63,233.25	29,500.54	92,733.79	100%	92,733.79
740.534.62	Water distribution labor	421,402.09	201,877.82	623,279.91	48.8%	304,160.60
740.534.63	In-City maintenance	76,895.78	14,616.35	91,512.13		
740.534.64	Fire hydrants maint	25,861.22	**14,753.50**	40,614.72		
Personnel fixed operating costs				2,710,881.22		2,194,981.89
Percentage - Regional Direct/Total Personnel						**80.9693%**

Calculation of Overhead (Per Ser) percentage with corrections						
Acct no.	Description	Wages	Benefits	Total Pers	Alloc	Share
711.534.00	Admin overhead	**171,815.30**	**54,166.69**	**225,981.99**	**number of accounts**	
711.553.10	Conservation	**19,085.74**	**10,241.08**	**29,326.82**	**0%**	
712.534.00	Eng plans & services	212,128.19	97,414.66	309,542.85	100%	309,542.85
730.534.10	Water treatment plant	958,591.25	403,628.46	1,362,219.71	100%	1,362,219.71
730.534.20	Intake operations	34,774.31	15,039.69	49,814.00	100%	49,814.00
730.534.30	Reservoirs	**52,573.60**	**22,559.22**	**75,132.82**	**0%**	
740.534.13	Water maint admin	107,144.21	34,019.90	141,164.11	54.2%	76,510.95
740.534.61	Water transmission	63,233.25	29,500.54	92,733.79	100%	92,733.79
740.534.62	Water distribution labor	421,402.09	201,877.82	623,279.91	**0%**	
740.534.63	In-City maintenance	76,895.78	14,616.35	91,512.13	0%	
740.534.64	Fire hydrants maint	25,861.22	**10,988.21**	36,849.43	0%	
Personnel fixed operating costs				3,037,557.56		1,890,821.30
Percentage - Regional Direct/Total Personnel						**62.2481%**

Admin overhead, Conservation and Reservoirs personnel costs are missing from Anacortes accounting.
Admin overhead (Customer Records) should be allocated based on number of accounts, not usage.
Reservoirs personnel expenditures are missing. Estimate personnel costs at $75,132.82.
Water distribution labor is eliminated by the Water Supply Agreement.
Fire hydrants benefits are overstated. Should be adjusted downward to be consistent.

Calculation of Overhead (Per Ser) Percentage 2022 according to Anacortes						Attachment 4
Based on 401 Expenditure Detail Report for 2022 dated 10/03/23						
Acct no.	Description	Wages+OT	Benefits	Total Pers	Alloc	Share
711.534.00	Admin overhead	198,282.43	65,656.61	263,939.04	100%	263,939.04
711.553.10	Conservation	11,235.74	5,091.98	16,327.72	100%	16,327.72
712.534.00	Eng plans & services	241,611.68	101,516.08	343,127.76	100%	343,127.76
730.534.10	Water treatment plant	1,192,214.65	477,063.93	1,669,278.58	100%	1,669,278.58
730.534.20	Intake operations	44,936.34	18,375.76	63,312.10	100%	63,312.10
740.534.13	Water maint admin	114,924.71	34,853.60	149,778.31	54.2%	81,179.84
740.534.61	Water transmission	105,083.92	30,187.73	135,271.65	100%	135,271.65
740.534.62	Water distribution labor	442,678.78	213,137.54	655,816.32	48.8%	320,038.36
740.534.63	In-City maintenance	81,619.63	15,341.49	96,961.12	0%	
740.534.64	Fire hydrants maint	15,175.33	**15,385.06**	30,560.39	0%	
Personnel fixed operating costs				3,424,372.99		2,892,475.06
Percentage - Regional Share/Total Personnel						**84.4673%**

Calculation of Overhead (Per Ser) Percentage 2022 with corrections						
Acct no.	Description	Wages+OT	Benefits	Total Pers	Alloc	Share
711.534.00	Admn Overhead	198,282.43	65,656.61	**263,939.04**	**number of accounts**	
711.553.10	Conservation	11,235.74	5,091.98	16,327.72	**0%**	
712.534.00	Eng plans & services	241,611.68	101,516.08	343,127.76	100%	343,127.76
730.534.10	Water treatment plant	1,192,214.65	477,063.93	1,669,278.58	100%	1,669,278.58
730.534.20	Intake operations	44,936.34	18,375.76	63,312.10	100%	63,312.10
730.534.30	Reservoirs	**52,573.60**	**22,559.22**	**75,132.82**	**0%**	
740.534.13	Water maint admin	114,924.71	34,853.60	149,778.31	54.2%	81,179.84
740.534.61	Water transmission	105,083.92	30,187.73	135,271.65	100%	135,271.65
740.534.62	Water distribution labor	442,678.78	213,137.54	655,816.32	**0%**	
740.534.63	In-City maintenance	81,619.63	15,341.49	96,961.12	0%	
740.534.64	Fire hydrants maint	15,175.33	**6,088.66**	21,263.99	0%	
Personnel fixed operating costs				3,490,209.41		2,292,169.93
Percentage - Regional Share/Total Personnel						**65.6743%**

Admin overhead, Conservation and Reservoirs personnel costs are missing from Anacortes accounting.
Admin overhead (Customer Records) should be allocated based on number of accounts, not usage.
Reservoirs personnel expenditures are missing. Estimate personnel costs at $75,132.82.
Water distribution labor is eliminated by the Water Supply Agreement.
Fire hydrants benefits are overstated. Should be adjusted downward to be consistent.

City Council Agenda Bill

Meeting Date: January 2, 2024 **Agenda Item:** 6.a.

Agenda Item Title: Approval of claims in the amount of $2,319,422.93

Staff Contact(s): PHILIP STEFFEN

Approved for Submittal to Council by	**Action Type**
GREG FRANCIOCH GREG FRANCIOCH	Vouchers

Item Summary:

Budget Impact:

Previous Action:

Recommended Motion:

Alternative Actions:

Attachments (listed in order presented):

1. Invoices1-2

ice Doc #	Invoice Date	Invoice #	Vendor Full Name
337414	8/22/2023	119652	VECA ELECTRIC & TECHNOLOGIES
335532	9/12/2023	09/12/2023	AMERICAN ALLIANCE OF MUSEUMS
335896	9/27/2023	2098	ANACORTES PRINTING
332706	9/29/2023	239827810	SURETY PEST CONTROL
337401	9/30/2023	193044	FIDALGO ANIMAL MEDICAL CENTER
337592	10/2/2023	130740	NORTH CASCADE INSURANCE
337594	10/9/2023	791297	NORTH CASCADE INSURANCE
335706	10/12/2023	11444292-00	GRIZZLY INDUSTRIAL, INC
335195	10/19/2023	287334328875X1027202	AT&T MOBILITY
334049	10/21/2023	241341309	SURETY PEST CONTROL
335165	10/26/2023	5008076748	FERRELLGAS, LP
335984	10/31/2023	3094753313	LEXISNEXIS
337379	10/31/2023	192591	VANTAGE POINT SOLUTIONS, INC.
335274	11/1/2023	2544839-0043-0	WASTE MANAGEMENT
335764	11/2/2023	6560283786	ARAMARK
335763	11/2/2023	6560283787	ARAMARK
336437	11/2/2023	83916128	GOOD TO GO!
335254	11/3/2023	1075698	BUILDERS EXCHANGE OF
335982	11/3/2023	248409576	SURETY PEST CONTROL
335523	11/5/2023	78694367	INGRAM LIBRARY SERVICES, LLC
335186	11/6/2023	1-592165-45	DIAMOND RENTALS, INC.
335184	11/6/2023	1-592167-45	DIAMOND RENTALS, INC.
335342	11/9/2023	048998	WASHINGTON STATE FERRY (ALL)
335356	11/9/2023	194521	FIDALGO ANIMAL MEDICAL CENTER
335324	11/9/2023	24264162	PURCELL TIRE AND SERVICE CENTE
335323	11/9/2023	300-10127448	ALL BATTERY SALES & SERVICE
335335	11/9/2023	3397889225	HILTON HOTELS
335334	11/9/2023	3397956965	HILTON HOTELS
335349	11/9/2023	341386398-001	OFFICE DEPOT, INC.
335341	11/9/2023	40V18Q	ALDERBROOK RESORT & SPA
335357	11/9/2023	593 54 171 8854	SAFEWAY INC
335223	11/9/2023	6560287015	ARAMARK
335358	11/9/2023	994369	BAYSHORE OFFICE PRODUCTS INC
335331	11/10/2023	0630DFC7-0041	SPYPOINT
335330	11/10/2023	0630DFC7-0042	SPYPOINT
335354	11/10/2023	111-7819664-6566634	AMAZON.COM SERVICES, INC
335322	11/10/2023	112-8050506-9651404	AMAZON.COM SERVICES, INC
335329	11/10/2023	112-9490784-8380221	AMAZON.COM SERVICES, INC
335430	11/10/2023	3254367	NURNBERG SCIENTIFIC
335343	11/10/2023	8255 9094 8736 4397	DISH
335325	11/10/2023	ARV-59410083	SNAP-ON INDUSTRIAL
335319	11/10/2023	B10322/1	KAPTEIN'S ACE HARDWARE
335339	11/10/2023	C16885/1	ACE HARDWARE
335340	11/10/2023	C16943/1	ACE HARDWARE
335351	11/10/2023	ConsRptBookA	CONSUMER REPORTS
335344	11/10/2023	D32233	SEBO'S DO-IT CENTER
335345	11/10/2023	D32265	SEBO'S DO-IT CENTER
335336	11/10/2023	H45759/44	COASTAL FARM &
335337	11/10/2023	H45762/44	COASTAL FARM &
335355	11/11/2023	112-0382593-2820266	AMAZON.COM SERVICES, INC
335332	11/11/2023	112-2138600-9918627	AMAZON.COM SERVICES, INC
335333	11/11/2023	112-2838000-3557051	AMAZON.COM SERVICES, INC
335348	11/11/2023	114-7444217-0010613	AMAZON.COM SERVICES, INC
335326	11/11/2023	3986-277831	O'REILLY AUTO PARTS
335320	11/11/2023	4899	DICK'S SPORTING GOODS

335201	11/11/2023	93154541	EMERALD SERVICES, INC
335202	11/11/2023	93154551	EMERALD SERVICES, INC
335327	11/11/2023	ARV-59427162	SNAP-ON INDUSTRIAL
335347	11/11/2023	H46128/44	COASTAL FARM &
335350	11/12/2023	111-7859768-5586646	AMAZON.COM SERVICES, INC
335338	11/12/2023	113-5606787-7420202	AMAZON.COM SERVICES, INC
335352	11/12/2023	114-5185015-2369059	AMAZON.COM SERVICES, INC
335353	11/12/2023	114-9617086-1636266	AMAZON.COM SERVICES, INC
335346	11/12/2023	212563110	LOWE'S BUSINESS ACCOUNT/GEMB
335328	11/12/2023	3986-277877	O'REILLY AUTO PARTS
335376	11/13/2023	003118576	MAGPUL INDUSTRIES
335377	11/13/2023	0713-1213-3454-2311	WALGREENS
335386	11/13/2023	112-1822527-7880211	AMAZON.COM SERVICES, INC
335451	11/13/2023	112-9767562-4105021	AMAZON.COM SERVICES, INC
335380	11/13/2023	113-6184515-2722613	AMAZON.COM SERVICES, INC
335375	11/13/2023	1626-8112	WASHINGTON STATE UNIVERSITY
335221	11/13/2023	34684	THRIFTY CLEANERS
335439	11/13/2023	642046422920	SAFEWAY INC
335378	11/13/2023	6560287021	ARAMARK
335379	11/13/2023	6560287022	ARAMARK
335592	11/13/2023	6560288668	ARAMARK
335383	11/13/2023	781347	APPLIED DIGITAL IMAGING
335382	11/13/2023	C18154/1	ACE HARDWARE
335385	11/13/2023	D33273	SEBO'S DO-IT CENTER
335440	11/14/2023	026185180	GALLS, LLC.
335441	11/14/2023	026185185	GALLS, LLC.
335525	11/14/2023	101571	SMILEY'S PRO SERVICES
335450	11/14/2023	109471/1/69462	WORK OUTFITTERS
335381	11/14/2023	111-0945981-4700269	AMAZON.COM SERVICES, INC
335452	11/14/2023	111-2651918-3391431	AMAZON.COM SERVICES, INC
335455	11/14/2023	111-9652447-8293014	AMAZON.COM SERVICES, INC
335447	11/14/2023	112-5457482-3252263	AMAZON.COM SERVICES, INC
335384	11/14/2023	112-5457482-3252263	AMAZON.COM SERVICES, INC
335436	11/14/2023	114-13722031	UNITED SITE SERVICES, INC
335443	11/14/2023	114-3085570-8437848	AMAZON.COM SERVICES, INC
335444	11/14/2023	114-4526615-9691438	AMAZON.COM SERVICES, INC
335448	11/14/2023	148581	THE HOSE SHOP, INC
335449	11/14/2023	148582	THE HOSE SHOP, INC
335531	11/14/2023	194700	FIDALGO ANIMAL MEDICAL CENTER
335431	11/14/2023	3986-278218	O'REILLY AUTO PARTS
335432	11/14/2023	3986-278246	O'REILLY AUTO PARTS
335442	11/14/2023	3988	PUBLIC SAFETY PSYCHOLOGICAL
335519	11/14/2023	8561 62 43471	HOME DEPOT
335435	11/14/2023	9312	FABRICS PLUS
335522	11/14/2023	995202	BAYSHORE OFFICE PRODUCTS INC
335434	11/14/2023	D34014	SEBO'S DO-IT CENTER
335437	11/14/2023	INV-02111992	UNITED SITE SERVICES, INC
335438	11/14/2023	INV-02114812	UNITED SITE SERVICES, INC
335587	11/15/2023	049615	HANDY'S HEATING, INC
335454	11/15/2023	111-5356782-1833830	AMAZON.COM SERVICES, INC
335518	11/15/2023	111-8537570-7749003	AMAZON.COM SERVICES, INC
335445	11/15/2023	112-2186106-7504260	AMAZON.COM SERVICES, INC
335446	11/15/2023	112-2217428-1164257	AMAZON.COM SERVICES, INC
335529	11/15/2023	112-8103318-0832210	AMAZON.COM SERVICES, INC
335511	11/15/2023	113-5980967-5967456	AMAZON.COM SERVICES, INC
335516	11/15/2023	114-1337363-7036265	AMAZON.COM SERVICES, INC

335504	11/15/2023	114-4918293-5757815	AMAZON.COM SERVICES, INC
335505	11/15/2023	114-5854440-5868258	AMAZON.COM SERVICES, INC
335517	11/15/2023	114-8671481-8791418	AMAZON.COM SERVICES, INC
335521	11/15/2023	1525619	SKAGIT COUNTY SOLID WASTE FUND
335528	11/15/2023	20193	WASHINGTON STATE UNIVERSITY
335458	11/15/2023	242501712	SURETY PEST CONTROL
335567	11/15/2023	24264286	PURCELL TIRE AND SERVICE CENTE
335459	11/15/2023	245673354	SURETY PEST CONTROL
335508	11/15/2023	3986-278427	O'REILLY AUTO PARTS
335585	11/15/2023	593 175 135 8821	SAFEWAY INC
335565	11/15/2023	8561 61 67415	HOME DEPOT
335583	11/15/2023	8561 62 45583	HOME DEPOT
335507	11/15/2023	C19173/1	ACE HARDWARE
335509	11/15/2023	C19192/1	ACE HARDWARE
335527	11/15/2023	C19240/1	ACE HARDWARE
335526	11/15/2023	C19304/1	ACE HARDWARE
335513	11/15/2023	C19429/1	ACE HARDWARE
335503	11/15/2023	D34172	SEBO'S DO-IT CENTER
335510	11/15/2023	D34198	SEBO'S DO-IT CENTER
335506	11/15/2023	D34350	SEBO'S DO-IT CENTER
335514	11/15/2023	D34422	SEBO'S DO-IT CENTER
335520	11/15/2023	VP_6X8CLH53	VISTAPRINT
335512	11/15/2023	VP_VC9X4FR9	VISTAPRINT
335387	11/16/2023	00112917	OWEN EQUIPMENT COMPANY
335582	11/16/2023	026197549	GALLS, LLC.
335577	11/16/2023	1000312063	PROPPER INTERNATIONAL
335524	11/16/2023	111-3770113-9301843	AMAZON.COM SERVICES, INC
335708	11/16/2023	111-6443559-5288253	AMAZON.COM SERVICES, INC
335530	11/16/2023	111-7824115-2679447	AMAZON.COM SERVICES, INC
335576	11/16/2023	112-0329348-5158612	AMAZON.COM SERVICES, INC
335590	11/16/2023	112-7513895-7353049	AMAZON.COM SERVICES, INC
335579	11/16/2023	113-6453784-5353856	AMAZON.COM SERVICES, INC
335581	11/16/2023	113-7380785-9140232	AMAZON.COM SERVICES, INC
335578	11/16/2023	114-4092173-0221825	AMAZON.COM SERVICES, INC
335566	11/16/2023	114-6816172-6816212	AMAZON.COM SERVICES, INC
335711	11/16/2023	117879	ANACORTES HEALTH & NUTRITION
335672	11/16/2023	242502258	SURETY PEST CONTROL
335580	11/16/2023	57948	DIAMOND PRECAST STAIRS
336392	11/16/2023	6560290885	ARAMARK
335536	11/16/2023	6560290888	ARAMARK
335688	11/16/2023	8561 51 08873	HOME DEPOT
335712	11/16/2023	995470	BAYSHORE OFFICE PRODUCTS INC
335575	11/16/2023	ACT-00089607	UNITED SITE SERVICES, INC
335569	11/16/2023	ARV-59486103	SNAP-ON INDUSTRIAL
335586	11/16/2023	C20013/1	ACE HARDWARE
335589	11/16/2023	D34569	SEBO'S DO-IT CENTER
335588	11/16/2023	D34609	SEBO'S DO-IT CENTER
335573	11/16/2023	INV-02111685	UNITED SITE SERVICES, INC
335572	11/16/2023	INV-02111721	UNITED SITE SERVICES, INC
335571	11/16/2023	INV-02113214	UNITED SITE SERVICES, INC
335574	11/16/2023	INV-02116308	UNITED SITE SERVICES, INC
335690	11/17/2023	026265545	GALLS, LLC.
335701	11/17/2023	108661/20/33162	STOWES, INC
335707	11/17/2023	111-2893027-9112261	AMAZON.COM SERVICES, INC
335683	11/17/2023	111-8539222-7089801	AMAZON.COM SERVICES, INC
335684	11/17/2023	112-5758876-4663418	AMAZON.COM SERVICES, INC

335680	11/17/2023	113-0232335-9090602	AMAZON.COM SERVICES, INC
335584	11/17/2023	113-2760933-1624228	AMAZON.COM SERVICES, INC
335666	11/17/2023	14031IN13152	TCC
335674	11/17/2023	14031IN13153	TCC
335677	11/17/2023	14031IN13154	TCC
335670	11/17/2023	3986-278738	O'REILLY AUTO PARTS
335606	11/17/2023	4363-6	THE SHERWIN WILLIAMS CO
335685	11/17/2023	440996	SKAGIT REGIONAL HEALTH
335691	11/17/2023	9471/1/69496	WORK OUTFITTERS
335686	11/17/2023	C20254/1	ACE HARDWARE
335687	11/17/2023	C20306/1	ACE HARDWARE
335709	11/17/2023	C20379/1	ACE HARDWARE
335667	11/17/2023	E0500PVXZF	MICROSOFT CORPORATION
335668	11/17/2023	E0500PW5UP	MICROSOFT CORPORATION
335675	11/17/2023	FS231117271748	FS.COM, INC.
335700	11/17/2023	H48907/44	COASTAL FARM &
335604	11/17/2023	WAANA152445	FASTENAL COMPANY
335698	11/18/2023	0016458730531	DJI TECHNOLOGY CO., LTD
335710	11/18/2023	1008710184	PET PLACE MARKET
335682	11/18/2023	112-0073596-3855470	AMAZON.COM SERVICES, INC
335673	11/18/2023	112-1345153-5206656	AMAZON.COM SERVICES, INC
335702	11/18/2023	112-9939980-1571443	AMAZON.COM SERVICES, INC
335692	11/18/2023	1712830	WHISTLE WORKWEAR
335694	11/18/2023	4435-2	THE SHERWIN WILLIAMS CO
335676	11/18/2023	51-712000014850041	AT&T
335693	11/18/2023	D35874	SEBO'S DO-IT CENTER
335697	11/18/2023	KV2S9Q88EWKRG	WATERMARK BOOK COMPANY
335696	11/18/2023	TQ739XJQ6YGKY	WATERMARK BOOK COMPANY
335669	11/18/2023	XK7N16X43	DELL MARKETING LP
335678	11/19/2023	113-5371956-3748208	AMAZON.COM SERVICES, INC
335689	11/19/2023	113-7898859-1115424	AMAZON.COM SERVICES, INC
335681	11/19/2023	14031IN13169	TCC
335607	11/19/2023	242502624	SURETY PEST CONTROL
335753	11/19/2023	242502627	SURETY PEST CONTROL
335671	11/19/2023	ARV-59510860	SNAP-ON INDUSTRIAL
337419	11/19/2023	287334328875X1127202	AT&T MOBILITY
335858	11/20/2023	057319	HOLIDAY MARKET
335857	11/20/2023	109471/1/69527	WORK OUTFITTERS
335703	11/20/2023	112-4781051-0620204	AMAZON.COM SERVICES, INC
335699	11/20/2023	113-9537928-9652238	AMAZON.COM SERVICES, INC
335785	11/20/2023	114-5407761-7423422	AMAZON.COM SERVICES, INC
335795	11/20/2023	137297	CENTAUR AWARDS INC
335872	11/20/2023	242502334	SURETY PEST CONTROL
335871	11/20/2023	242502335	SURETY PEST CONTROL
335870	11/20/2023	242502337	SURETY PEST CONTROL
335789	11/20/2023	340	UNITED STATES POSTAL SERVICE
335787	11/20/2023	6560290893	ARAMARK
335972	11/20/2023	6560292214	ARAMARK
335783	11/20/2023	8965	UNITED STATES POSTAL SERVICE
335784	11/20/2023	D36513	SEBO'S DO-IT CENTER
337186	11/20/2023	Uber	UBER
337284	11/20/2023	9928	BAYSIDE DENTAL CARE
337438	11/20/2023	2446	THE CLEAN TEAM
335937	11/21/2023	114-2156242-5269812	AMAZON.COM SERVICES, INC
335863	11/21/2023	0630DFC7-0043	SPYPOINT
335864	11/21/2023	0630DFC7-0044	SPYPOINT

335853	11/21/2023	102446	SWINOMISH CHEVRON
335854	11/21/2023	103229	SWINOMISH CHEVRON
335880	11/21/2023	110454	BERG VAULT COMPANY
335893	11/21/2023	111-1394930-9025868	AMAZON.COM SERVICES, INC
335891	11/21/2023	111-4146589-7891430	AMAZON.COM SERVICES, INC
335892	11/21/2023	111-6396654-7253835	AMAZON.COM SERVICES, INC
335790	11/21/2023	111-8549369-1727404	AMAZON.COM SERVICES, INC
335894	11/21/2023	111-9249170-6869038	AMAZON.COM SERVICES, INC
335884	11/21/2023	112-0232124-7253005	AMAZON.COM SERVICES, INC
335885	11/21/2023	112-0238314-6464249	AMAZON.COM SERVICES, INC
335886	11/21/2023	112-0238314-6464249	AMAZON.COM SERVICES, INC
335887	11/21/2023	112-0244248-9605824	AMAZON.COM SERVICES, INC
335793	11/21/2023	112-0600839-4425019	AMAZON.COM SERVICES, INC
335888	11/21/2023	112-3351894-9146636	AMAZON.COM SERVICES, INC
335794	11/21/2023	112-9973475-4945837	AMAZON.COM SERVICES, INC
335865	11/21/2023	113-5622513-5540220	AMAZON.COM SERVICES, INC
335876	11/21/2023	113-7297736-6938619	AMAZON.COM SERVICES, INC
335788	11/21/2023	113-9441742-8256260	AMAZON.COM SERVICES, INC
335781	11/21/2023	113-9599677-2887463	AMAZON.COM SERVICES, INC
335868	11/21/2023	114-2443771-1956217	AMAZON.COM SERVICES, INC
335786	11/21/2023	114-9062938-2932203	AMAZON.COM SERVICES, INC
335855	11/21/2023	153638	KARMART
335782	11/21/2023	171152659	ULINE, INC.
335947	11/21/2023	242501883	SURETY PEST CONTROL
335859	11/21/2023	3986-279419	O'REILLY AUTO PARTS
335874	11/21/2023	3986-279465	O'REILLY AUTO PARTS
335860	11/21/2023	3986-279525	O'REILLY AUTO PARTS
335861	11/21/2023	3986-279526	O'REILLY AUTO PARTS
335862	11/21/2023	3986-279568	O'REILLY AUTO PARTS
335869	11/21/2023	403672	SKAGIT RIVER STEEL &
335963	11/21/2023	517217	ACTIVE911, INC.
335944	11/21/2023	593 52 131 8852	SAFEWAY INC
335866	11/21/2023	662 3 503 801	COSTCO WHOLESALE CORPORATION
335948	11/21/2023	995992	BAYSHORE OFFICE PRODUCTS INC
335953	11/21/2023	996017	BAYSHORE OFFICE PRODUCTS INC
335856	11/21/2023	C22253/1	ACE HARDWARE
335882	11/21/2023	C22574/1	ACE HARDWARE
335878	11/21/2023	D36880	SEBO'S DO-IT CENTER
335873	11/21/2023	D36927	SEBO'S DO-IT CENTER
335879	11/21/2023	D36938	SEBO'S DO-IT CENTER
335881	11/21/2023	H51007/44	COASTAL FARM &
335875	11/21/2023	SO311099	WITMER PUBLIC SAFETY GROUP INC
335957	11/22/2023	060721	MY TAILOR
335952	11/22/2023	1077082	FRONTIER BUILDING SUPPLY
335958	11/22/2023	1077282	FRONTIER BUILDING SUPPLY
335943	11/22/2023	111-2831849-2357007	AMAZON.COM SERVICES, INC
335970	11/22/2023	111-3182474-5845828	AMAZON.COM SERVICES, INC
335971	11/22/2023	111-5648295-1067445	AMAZON.COM SERVICES, INC
335960	11/22/2023	111-6439120-1646634	AMAZON.COM SERVICES, INC
335973	11/22/2023	111-6522867-3609867	AMAZON.COM SERVICES, INC
335974	11/22/2023	111-7288085-0131433	AMAZON.COM SERVICES, INC
335975	11/22/2023	111-7456016-9648221	AMAZON.COM SERVICES, INC
335890	11/22/2023	112-1976783-4707409	AMAZON.COM SERVICES, INC
335969	11/22/2023	112-3868845-6340228	AMAZON.COM SERVICES, INC
335889	11/22/2023	112-3939675-2345848	AMAZON.COM SERVICES, INC
335962	11/22/2023	112-5187405-9681850	AMAZON.COM SERVICES, INC

335976	11/22/2023	112-6826522-5900229	AMAZON.COM SERVICES, INC
335895	11/22/2023	112-6826522-5900229	AMAZON.COM SERVICES, INC
335961	11/22/2023	112-9598217-2797038	AMAZON.COM SERVICES, INC
335867	11/22/2023	114-7211703-0893802	AMAZON.COM SERVICES, INC
335949	11/22/2023	341577659-001	OFFICE DEPOT, INC.
335946	11/22/2023	3986-279739	O'REILLY AUTO PARTS
335939	11/22/2023	465233	HARBOR FREIGHT TOOLS
335968	11/22/2023	600001064	SKAGIT REGIONAL HEALTH
335954	11/22/2023	6WQH82GKY	RADIO DEPOT
335940	11/22/2023	8561 01 78509	HOME DEPOT
335956	11/22/2023	C23196/1	ACE HARDWARE
335955	11/22/2023	D37301	SEBO'S DO-IT CENTER
335959	11/22/2023	D37428	SEBO'S DO-IT CENTER
336275	11/22/2023	RNT10126425	FERRELLGAS, LP
335883	11/22/2023	US168919931	SAMSUNG ELECTRONICS AMERICA
335941	11/23/2023	2414254	WASHINGTON STATE DEPARTMENT
335942	11/23/2023	2414254	WASHINGTON STATE DEPARTMENT
336026	11/23/2023	593 52 216 8852	SAFEWAY INC
335994	11/23/2023	6560294447	ARAMARK
336030	11/24/2023	112-7083926-5569013	AMAZON.COM SERVICES, INC
336021	11/24/2023	112-8540036-6427424	AMAZON.COM SERVICES, INC
336025	11/24/2023	113-7585725-1185845	AMAZON.COM SERVICES, INC
336020	11/24/2023	114-0897390-8130624	AMAZON.COM SERVICES, INC
336029	11/25/2023	111-1562769-5119411	AMAZON.COM SERVICES, INC
336031	11/25/2023	112-7122129-1585055	AMAZON.COM SERVICES, INC
336032	11/25/2023	113-9895389-1195405	AMAZON.COM SERVICES, INC
336022	11/25/2023	8561 00002 91435	HOME DEPOT
336024	11/26/2023	0630DFC7-0045	SPYPOINT
336019	11/26/2023	6527478117	KOHL'S
336023	11/26/2023	D38418	SEBO'S DO-IT CENTER
336027	11/26/2023	H54726/44	COASTAL FARM &
336124	11/27/2023	0188-1019714	CED
336121	11/27/2023	1077935	FRONTIER BUILDING SUPPLY
336129	11/27/2023	110494	BERG VAULT COMPANY
336260	11/27/2023	111-2343459-0087460	AMAZON.COM SERVICES, INC
336259	11/27/2023	111-5873714-4561835	AMAZON.COM SERVICES, INC
336133	11/27/2023	114-0019191-4596261	AMAZON.COM SERVICES, INC
336130	11/27/2023	172511058	DEPARTMENT OF LICENSING
336120	11/27/2023	19780	CEACO, INC.
336128	11/27/2023	2023-11684	A WORKSAFE SERVICE INC
336167	11/27/2023	242500823	SURETY PEST CONTROL
336168	11/27/2023	242502336	SURETY PEST CONTROL
336126	11/27/2023	6560294454	ARAMARK
336125	11/27/2023	6560294455	ARAMARK
336724	11/27/2023	6560295778	ARAMARK
336118	11/27/2023	71346	MY TAILOR
336122	11/27/2023	C25287/1	ACE HARDWARE
336123	11/27/2023	C25290/1	ACE HARDWARE
336119	11/27/2023	C25668/1	ACE HARDWARE
336131	11/27/2023	D38761	SEBO'S DO-IT CENTER
336132	11/27/2023	D38943	SEBO'S DO-IT CENTER
336173	11/28/2023	000060	CLEAN AND CLIP
336169	11/28/2023	026332122	GALLS, LLC.
336158	11/28/2023	10-10853-70851	EBAY
336172	11/28/2023	111-9883994-8145827	AMAZON.COM SERVICES, INC
336383	11/28/2023	112-2322841-4498668	AMAZON.COM SERVICES, INC

336160	11/28/2023	112-8476016-1704211	AMAZON.COM SERVICES, INC
336277	11/28/2023	1124994620	FERRELLGAS, LP
336164	11/28/2023	113-2092335-7419421	AMAZON.COM SERVICES, INC
336159	11/28/2023	113-7185204-9681069	AMAZON.COM SERVICES, INC
336166	11/28/2023	114-7704578-6725030	AMAZON.COM SERVICES, INC
336267	11/28/2023	195155	FIDALGO ANIMAL MEDICAL CENTER
336268	11/28/2023	195156	FIDALGO ANIMAL MEDICAL CENTER
336276	11/28/2023	2035090205	FERRELLGAS, LP
336161	11/28/2023	23112717167619	US DEPT OF AGRICULTURE
336162	11/28/2023	23112717167619	US DEPT OF AGRICULTURE
336232	11/28/2023	260082404-00	TACOMA SCREW PRODUCTS, INC.
336233	11/28/2023	260082411-00	TACOMA SCREW PRODUCTS, INC.
336234	11/28/2023	300-10128677	ALL BATTERY SALES & SERVICE
336165	11/28/2023	4973697	AMERICAN ASSOCIATION FOR
336170	11/28/2023	6252	WAVECEL, LLC
336163	11/28/2023	7570-757004-42685	CHEF'S STORE
336238	11/28/2023	8561 51 38276	HOME DEPOT
336243	11/28/2023	995989	BAYSHORE OFFICE PRODUCTS INC
336171	11/28/2023	D39227	SEBO'S DO-IT CENTER
336156	11/28/2023	D39508	SEBO'S DO-IT CENTER
336157	11/28/2023	INV225768808	ZOOM VIDEO COMMUNICATIONS INC.
337058	11/28/2023	722514	KARMART
336551	11/29/2023	026154360	GALLS, LLC.
336542	11/29/2023	026185165	GALLS, LLC.
336552	11/29/2023	026197506	GALLS, LLC.
336543	11/29/2023	026197509	GALLS, LLC.
336548	11/29/2023	026197510	GALLS, LLC.
336539	11/29/2023	026197511	GALLS, LLC.
336546	11/29/2023	026197543	GALLS, LLC.
336537	11/29/2023	026289308	GALLS, LLC.
336544	11/29/2023	026306726	GALLS, LLC.
336549	11/29/2023	026358200	GALLS, LLC.
336536	11/29/2023	026358208	GALLS, LLC.
336372	11/29/2023	053902	HOME DEPOT
336256	11/29/2023	100029	SKAGIT COUNTY PUBLIC WORKS
336262	11/29/2023	111-6112908-6986649	AMAZON.COM SERVICES, INC
336384	11/29/2023	112-0983852-0103423	AMAZON.COM SERVICES, INC
336263	11/29/2023	112-4552752-2967403	AMAZON.COM SERVICES, INC
336249	11/29/2023	112-9461723-6575413	AMAZON.COM SERVICES, INC
336257	11/29/2023	112-9889522-1553056	AMAZON.COM SERVICES, INC
336242	11/29/2023	113-4594183-4131458	AMAZON.COM SERVICES, INC
336241	11/29/2023	113-5406284-8752248	AMAZON.COM SERVICES, INC
336251	11/29/2023	113-9674534-9201018	AMAZON.COM SERVICES, INC
336506	11/29/2023	114-0383033-0695457	AMAZON.COM SERVICES, INC
336375	11/29/2023	123514	SWINOMISH CHEVRON
336226	11/29/2023	23112817402990	WASHINGTON STATE DEPARTMENT
336265	11/29/2023	23112817403563	WASHINGTON STATE DEPARTMENT
336245	11/29/2023	36T41860ST781631G	US TREASURY
336236	11/29/2023	3986-280676	O'REILLY AUTO PARTS
336237	11/29/2023	3986-280696	O'REILLY AUTO PARTS
336252	11/29/2023	466646	HARBOR FREIGHT TOOLS
336395	11/29/2023	6560297284	ARAMARK
336254	11/29/2023	662 206 53 706	COSTCO WHOLESALE CORPORATION
336240	11/29/2023	81687	POCKET PRESS INC
336382	11/29/2023	8561 51 39712	HOME DEPOT
336253	11/29/2023	868760993	LOWE'S BUSINESS ACCOUNT/GEMB

336230	11/29/2023	880472	MAVERICK WORK WEAR, INC.
336365	11/29/2023	9642	US BANK
336373	11/29/2023	996501	BAYSHORE OFFICE PRODUCTS INC
336541	11/29/2023	BC1983041	GALLS, LLC.
336538	11/29/2023	BC1983415	GALLS, LLC.
336550	11/29/2023	BC1989884	GALLS, LLC.
336540	11/29/2023	BC1989885	GALLS, LLC.
336535	11/29/2023	BC1990074	GALLS, LLC.
336547	11/29/2023	BC1990076	GALLS, LLC.
336545	11/29/2023	BC1990262	GALLS, LLC.
336266	11/29/2023	D39691	SEBO'S DO-IT CENTER
336239	11/29/2023	D39736	SEBO'S DO-IT CENTER
336227	11/29/2023	D39768	SEBO'S DO-IT CENTER
336261	11/29/2023	D39822	SEBO'S DO-IT CENTER
336247	11/29/2023	D39845	SEBO'S DO-IT CENTER
336248	11/29/2023	D39848	SEBO'S DO-IT CENTER
336255	11/29/2023	H55907/44	COASTAL FARM &
336231	11/29/2023	ON1Q12K6PJ	GREEN RIVER COMMUNITY COLLEGE
336244	11/29/2023	S7G53TJZ	WASHINGTON STATE UNIVERSITY
336228	11/29/2023	STS112923	SIGNATURE TREE SERVICE
337380	11/29/2023	400003303718	PUGET SOUND ENERGY INC
336371	11/30/2023	026371119	GALLS, LLC.
336258	11/30/2023	111-5568233-0301019	AMAZON.COM SERVICES, INC
336362	11/30/2023	112-1763055-9970613	AMAZON.COM SERVICES, INC
336229	11/30/2023	114-3001160-7186621	AMAZON.COM SERVICES, INC
336370	11/30/2023	114-9669463-1992241	AMAZON.COM SERVICES, INC
336507	11/30/2023	24264649	PURCELL TIRE AND SERVICE CENTE
336508	11/30/2023	24264658	PURCELL TIRE AND SERVICE CENTE
336509	11/30/2023	24264659	PURCELL TIRE AND SERVICE CENTE
336530	11/30/2023	593175848821	SAFEWAY INC
336398	11/30/2023	6560298016	ARAMARK
336399	11/30/2023	6560298017	ARAMARK
336317	11/30/2023	6560298025	ARAMARK
336517	11/30/2023	996934	BAYSHORE OFFICE PRODUCTS INC
336380	11/30/2023	C27182/1	ACE HARDWARE
336377	11/30/2023	C27345/1	ACE HARDWARE
336367	11/30/2023	C27354/1	ACE HARDWARE
336374	11/30/2023	D40222	SEBO'S DO-IT CENTER
336376	11/30/2023	D40301	SEBO'S DO-IT CENTER
336378	11/30/2023	D40319	SEBO'S DO-IT CENTER
336368	11/30/2023	D40322	SEBO'S DO-IT CENTER
336381	11/30/2023	D40381	SEBO'S DO-IT CENTER
336366	11/30/2023	D40383	SEBO'S DO-IT CENTER
336364	11/30/2023	D40479	SEBO'S DO-IT CENTER
336379	11/30/2023	H56346/44	COASTAL FARM &
336356	11/30/2023	INV00412654	PANTHEON SYSTEMS, INC
336360	11/30/2023	TZZB46XR	WASHINGTON STATE UNIVERSITY
336355	11/30/2023	U2316052813	ICONIX WATERWORKS INC
336361	11/30/2023	YDPDISVV	WASHINGTON STATE UNIVERSITY
337376	11/30/2023	NOVEMBER 2023	KORTERUD, WAYNE D
337387	11/30/2023	49178	PACIFIC SECURITY
337182	11/30/2023	220033798913	PUGET SOUND ENERGY INC
337052	11/30/2023	0173	SKAGIT COUNTY SOLID WASTE FUND
337715	11/30/2023	INV031475	WASHINGTON ASSOCIATION OF
336603	12/1/2023	102853701-0010518	WAVE
336604	12/1/2023	102958801-0010518	WAVE

336554	12/1/2023	128054	G12 COMMUNICATIONS
336354	12/1/2023	171561294	ULINE, INC.
336414	12/1/2023	20257	JUSTICE WORKS, LLC
336513	12/1/2023	242501467	SURETY PEST CONTROL
336510	12/1/2023	25108537	TOYOTA LIFT NORTHWEST
336056	12/1/2023	2554497-0043-4	WASTE MANAGEMENT
336511	12/1/2023	3986-281128	O'REILLY AUTO PARTS
336568	12/1/2023	4821298S185	LEMAY MOBILE SHREDDING
336597	12/1/2023	4821298S185	LEMAY MOBILE SHREDDING
336520	12/1/2023	50R43053SR466072J	ASSOCIATION OF WASHINGTON
336127	12/1/2023	7932	WASHINGTON ASSOCIATION OF
336524	12/1/2023	978,137,275,189,389	UNIFIRST CORPORATION
336518	12/1/2023	997018	BAYSHORE OFFICE PRODUCTS INC
336503	12/1/2023	997066	BAYSHORE OFFICE PRODUCTS INC
336534	12/1/2023	997095	BAYSHORE OFFICE PRODUCTS INC
336501	12/1/2023	A-317269	LIGHTHOUSE UNIFORM
336514	12/1/2023	BG19SLDT	WASHINGTON STATE UNIVERSITY
336499	12/1/2023	C27954/1	ACE HARDWARE
336512	12/1/2023	CLWGVWYK	WASHINGTON STATE UNIVERSITY
336504	12/1/2023	D40637	SEBO'S DO-IT CENTER
336500	12/1/2023	D40710	SEBO'S DO-IT CENTER
336523	12/1/2023	Google-2311	GOOGLE ANALYTICS
337432	12/1/2023	12/1/2023	ANACORTES FAMILY CENTER
337399	12/1/2023	14150	FIDALGO ANIMAL MEDICAL CENTER
337727	12/1/2023	045-445540	TYLER TECHNOLOGIES, INC
337246	12/1/2023	386000156	US BANK NA - CUSTODY TREAS DIV
336521	12/2/2023	111-2424121-5751424	AMAZON.COM SERVICES, INC
336515	12/2/2023	112-0977929-8370656	AMAZON.COM SERVICES, INC
336519	12/2/2023	112-3011552-7626640	AMAZON.COM SERVICES, INC
336531	12/2/2023	114-6975757-9973024	AMAZON.COM SERVICES, INC
336533	12/2/2023	5574	HOME DEPOT
336527	12/2/2023	INV229836917	ZOOM VIDEO COMMUNICATIONS INC.
337197	12/2/2023	INV229840219	ZOOM VIDEO COMMUNICATIONS INC.
336516	12/2/2023	MC18535377	MAILCHIMP
337189	12/2/2023	8498 30 017 0319913	COMCAST
336502	12/3/2023	112-3499319-0587407	AMAZON.COM SERVICES, INC
336528	12/3/2023	113-0996043-8486628	AMAZON.COM SERVICES, INC
336525	12/3/2023	114-6178764-9002635	AMAZON.COM SERVICES, INC
336809	12/3/2023	79155752	INGRAM LIBRARY SERVICES, LLC
336810	12/3/2023	79155753	INGRAM LIBRARY SERVICES, LLC
336522	12/3/2023	INV229964275	ZOOM VIDEO COMMUNICATIONS INC.
336709	12/4/2023	1080394	FRONTIER BUILDING SUPPLY
336710	12/4/2023	1080672	FRONTIER BUILDING SUPPLY
336725	12/4/2023	111-4879076-0925055	AMAZON.COM SERVICES, INC
336720	12/4/2023	111-9985117-3785830	AMAZON.COM SERVICES, INC
336718	12/4/2023	112-7477512-9928235	AMAZON.COM SERVICES, INC
336697	12/4/2023	113-3707826-7088233	AMAZON.COM SERVICES, INC
336703	12/4/2023	114-0714751-3880261	AMAZON.COM SERVICES, INC
336715	12/4/2023	114-7860550-1886646	AMAZON.COM SERVICES, INC
336686	12/4/2023	12366	HOLIDAY MARKET
336719	12/4/2023	1997	WASHINGTON FIRE CHIEFS
336692	12/4/2023	2131018	BLACKSTONE PUBLISHING
336393	12/4/2023	6560290884	ARAMARK
336708	12/4/2023	6560298030	ARAMARK
336860	12/4/2023	6560299003	ARAMARK
336717	12/4/2023	72270377	INTERSTATE BATTERIES

336702	12/4/2023	8470110169	ANACORTES CHAMBER OF COMMERCE
336701	12/4/2023	85316099	INDEED, INC.
336711	12/4/2023	997363	BAYSHORE OFFICE PRODUCTS INC
336689	12/4/2023	997409	BAYSHORE OFFICE PRODUCTS INC
336721	12/4/2023	A-317288	LIGHTHOUSE UNIFORM
336694	12/4/2023	D42011	SEBO'S DO-IT CENTER
336700	12/4/2023	ON1411ZYHV	GREEN RIVER COMMUNITY COLLEGE
337412	12/4/2023	0908	FIDALGO CLEANING
337050	12/4/2023	2023-23588	NARWHAL MET LLC
337398	12/4/2023	659783	SAN DIEGO POLICE EQUIP CO INC
337283	12/4/2023	460509	SKIDMORE PHARMACY INC.
336801	12/5/2023	061912	JIMMY JOHNS
336712	12/5/2023	1080918	FRONTIER BUILDING SUPPLY
336687	12/5/2023	1081121	FRONTIER BUILDING SUPPLY
336705	12/5/2023	111-4107387-7263441	AMAZON.COM SERVICES, INC
336723	12/5/2023	111-9985117-3785830	AMAZON.COM SERVICES, INC
336696	12/5/2023	113-0131599-8017824	AMAZON.COM SERVICES, INC
336795	12/5/2023	13235	US BANK
336818	12/5/2023	195375	FIDALGO ANIMAL MEDICAL CENTER
336691	12/5/2023	1UU3Z9FX	WASHINGTON STATE UNIVERSITY
336722	12/5/2023	2000114-90632937	WALMART
336813	12/5/2023	313293	NAPA
336688	12/5/2023	3986-281829	O'REILLY AUTO PARTS
336699	12/5/2023	662 208 56 708	COSTCO WHOLESALE CORPORATION
336695	12/5/2023	7570-757002-72166	CHEF'S STORE
336698	12/5/2023	814069	MISTER T'S AWARDS &
336800	12/5/2023	8561 00002 20012	HOME DEPOT
336816	12/5/2023	997488	BAYSHORE OFFICE PRODUCTS INC
336716	12/5/2023	C29859/1	ACE HARDWARE
336726	12/5/2023	C30007/1	ACE HARDWARE
336707	12/5/2023	C30017/1	ACE HARDWARE
336714	12/5/2023	C30254/1	ACE HARDWARE
336713	12/5/2023	D42301	SEBO'S DO-IT CENTER
336690	12/5/2023	MZYJPLPI	WASHINGTON STATE UNIVERSITY
336706	12/5/2023	S022430590.001	KELLER SUPPLY COMPANY
337417	12/5/2023	153840	KARMART
337195	12/5/2023	INV00121009	USA BLUE BOOK
336693	12/6/2023	000031309	ACORN NATURALISTS
336814	12/6/2023	100-28734	BEST FLAG
336806	12/6/2023	110230092067	EJ USA, INC
336804	12/6/2023	111-6065410-2479403	AMAZON.COM SERVICES, INC
336796	12/6/2023	111-6768064-2893853	AMAZON.COM SERVICES, INC
336802	12/6/2023	113-9837692-6771408	AMAZON.COM SERVICES, INC
336704	12/6/2023	114-3801962-9771422	AMAZON.COM SERVICES, INC
336843	12/6/2023	184561	FRONTIER FORD
336815	12/6/2023	1ZTP5Y920316587839	UNITED PARCEL SERVICE, INC
336803	12/6/2023	20069032144	5.11 TACTICAL
336817	12/6/2023	24 582 3 9999999582	FRED MEYER
336861	12/6/2023	260083117-00	TACOMA SCREW PRODUCTS, INC.
336845	12/6/2023	313410	NAPA
336798	12/6/2023	3986-281902	O'REILLY AUTO PARTS
336797	12/6/2023	3986-282031	O'REILLY AUTO PARTS
336855	12/6/2023	593 7 47 6457	SAFEWAY INC
336853	12/6/2023	593175818821	SAFEWAY INC
336807	12/6/2023	9512	WALGREENS
336808	12/6/2023	C30656/1	ACE HARDWARE

336811	12/6/2023	D42566	SEBO'S DO-IT CENTER
336794	12/6/2023	D42691	SEBO'S DO-IT CENTER
336812	12/6/2023	D42739	SEBO'S DO-IT CENTER
336805	12/6/2023	S022442243.002	KELLER SUPPLY COMPANY
336799	12/6/2023	ZGKZRQYK	WASHINGTON STATE UNIVERSITY
337434	12/6/2023	401299501	XYLEM DEWATERING SOLUTIONS
336923	12/7/2023	054791	LOU'S GLOVES, INC
336854	12/7/2023	1082138	FRONTIER BUILDING SUPPLY
336850	12/7/2023	111-6862785-7452269	AMAZON.COM SERVICES, INC
336961	12/7/2023	150	WEST MARINE PRODUCTS, INC
336925	12/7/2023	24264760	PURCELL TIRE AND SERVICE CENTE
336924	12/7/2023	24264786	PURCELL TIRE AND SERVICE CENTE
336862	12/7/2023	245814	RAY ALLEN MANUFACTURING LLC
336926	12/7/2023	59354618854	SAFEWAY INC
336960	12/7/2023	72270420	ALL BATTERY SALES & SERVICE
336932	12/7/2023	79 2 259 37705	THE MARKET LLC
336847	12/7/2023	95001138274733419211	UNITED STATES POSTAL SERVICE
336949	12/7/2023	997597	BAYSHORE OFFICE PRODUCTS INC
336967	12/7/2023	997838	BAYSHORE OFFICE PRODUCTS INC
336941	12/7/2023	997855	BAYSHORE OFFICE PRODUCTS INC
336922	12/7/2023	997946	BAYSHORE OFFICE PRODUCTS INC
336918	12/7/2023	9BL108684P591131N	AV DEALS - PAYPAL
336856	12/7/2023	C31004/1	ACE HARDWARE
336848	12/7/2023	C31059/1	ACE HARDWARE
336857	12/7/2023	D42927	SEBO'S DO-IT CENTER
336852	12/7/2023	D42932	SEBO'S DO-IT CENTER
336841	12/7/2023	D42997	SEBO'S DO-IT CENTER
336846	12/7/2023	D43087	SEBO'S DO-IT CENTER
336842	12/7/2023	H59360/44	COASTAL FARM &
336849	12/7/2023	U2316053837	ICONIX WATERWORKS INC
337382	12/7/2023	FB44623	CAROLLO ENGINEERS, INC.
337265	12/7/2023	23-36545	EDGE ANALYTICAL, INC
337577	12/7/2023	0893	FIDALGO CLEANING
337575	12/7/2023	0894	FIDALGO CLEANING
337406	12/7/2023	220013286491	PUGET SOUND ENERGY INC
337057	12/7/2023	220013286525	PUGET SOUND ENERGY INC
337126	12/7/2023	220021901958	PUGET SOUND ENERGY INC
337062	12/7/2023	220033976006	PUGET SOUND ENERGY INC
336858	12/8/2023	114-0630870-9160211	AMAZON.COM SERVICES, INC
336940	12/8/2023	114-13744224	UNITED SITE SERVICES, INC
336966	12/8/2023	114-2991355-8512223	AMAZON.COM SERVICES, INC
336859	12/8/2023	114-6951158-0140236	AMAZON.COM SERVICES, INC
336931	12/8/2023	114-7941587-9764264	AMAZON.COM SERVICES, INC
336920	12/8/2023	21314	MUSEUM OF HISTORY & INDUSTRY
336919	12/8/2023	21315	MUSEUM OF HISTORY & INDUSTRY
336958	12/8/2023	275277-5	BIRCH EQUIPMENT CO., INC
336956	12/8/2023	281268-5	BIRCH EQUIPMENT CO., INC
336957	12/8/2023	281269-5	BIRCH EQUIPMENT CO., INC
336951	12/8/2023	313545	NAPA
336937	12/8/2023	313571	NAPA
336935	12/8/2023	662 7 384 85	COSTCO WHOLESALE CORPORATION
336962	12/8/2023	76495633	SAFEWAY INC
336968	12/8/2023	996675	BAYSHORE OFFICE PRODUCTS INC
336936	12/8/2023	9CH01255FX5371512	ASSOCIATION OF WASHINGTON
336944	12/8/2023	C31469/1	ACE HARDWARE
336965	12/8/2023	C31569/1	ACE HARDWARE

336955	12/8/2023	C31592/1	ACE HARDWARE
336945	12/8/2023	C31651/1	ACE HARDWARE
336943	12/8/2023	D43241	SEBO'S DO-IT CENTER
336946	12/8/2023	D43282	SEBO'S DO-IT CENTER
336954	12/8/2023	D43317	SEBO'S DO-IT CENTER
336952	12/8/2023	D43480	SEBO'S DO-IT CENTER
336921	12/8/2023	E0600Q3F16	MICROSOFT CORPORATION
336928	12/8/2023	INV-02148335	UNITED SITE SERVICES, INC
336939	12/8/2023	INV-02148659	UNITED SITE SERVICES, INC
336938	12/8/2023	INV-02149847	UNITED SITE SERVICES, INC
336927	12/8/2023	INV-02150177	UNITED SITE SERVICES, INC
337591	12/8/2023	816883	NORTH CASCADE INSURANCE
337056	12/8/2023	220013297076	PUGET SOUND ENERGY INC
337127	12/8/2023	220022355618	PUGET SOUND ENERGY INC
337194	12/8/2023	INV00216874	USA BLUE BOOK
336959	12/9/2023	101678877	INTERNATIONAL CODE COUNCIL,INC
336963	12/9/2023	112-9778862-5130657	AMAZON.COM SERVICES, INC
336950	12/9/2023	113-5862951-1718625	AMAZON.COM SERVICES, INC
336933	12/9/2023	7570-757002-72994	CHEF'S STORE
336953	12/9/2023	980-2-5050-1043002-2	OFFICE DEPOT, INC.
336964	12/9/2023	D43784	SEBO'S DO-IT CENTER
336947	12/9/2023	D43839	SEBO'S DO-IT CENTER
336934	12/9/2023	D43912	SEBO'S DO-IT CENTER
337400	12/9/2023	APD5736	BESTLINE LTD
336929	12/10/2023	0630DFC7-0046	SPYPOINT
336930	12/10/2023	0630DFC7-0047	SPYPOINT
336916	12/10/2023	1042000314	WALMART
336942	12/10/2023	111-5709806-0347463	AMAZON.COM SERVICES, INC
336917	12/10/2023	114-3801132-6321821	AMAZON.COM SERVICES, INC
336948	12/10/2023	SO325794	WITMER PUBLIC SAFETY GROUP INC
337190	12/10/2023	8498 30 030 0111230	COMCAST
337256	12/11/2023	883175	CASCADE COLUMBIA DISTRIBUTION
337262	12/11/2023	INV2748332	COPIERS NORTHWEST, INC
337263	12/11/2023	23-36329	EDGE ANALYTICAL, INC
337130	12/11/2023	WA07-00229041	MOTION INDUSTRIES, INC
337590	12/11/2023	819346	NORTH CASCADE INSURANCE
337287	12/11/2023	300000290019	PUGET SOUND ENERGY INC
337395	12/11/2023	300000290035	PUGET SOUND ENERGY INC
337128	12/11/2023	300000300008	PUGET SOUND ENERGY INC
337121	12/11/2023	300000305007	PUGET SOUND ENERGY INC
337055	12/11/2023	L157988	STATE AUDITOR'S OFFICE
337051	12/12/2023	350549	BAY CITY SUPPLY
337286	12/12/2023	978 800 0000 1	CASCADE NATURAL GAS CORP.
337273	12/12/2023	INV2748909	COPIERS NORTHWEST, INC
337721	12/12/2023	U080978	CORE & MAIN LP
337250	12/12/2023	2872517	FOSTER GARVEY PC
337251	12/12/2023	2872518	FOSTER GARVEY PC
337247	12/12/2023	52874	KRIEG CONSTRUCTION, INC
337131	12/12/2023	WA07-00229071	MOTION INDUSTRIES, INC
337196	12/12/2023	113994	WALTON BEVERAGE COMPANY, INC
337408	12/13/2023	9012	ANACORTES TOWING, LLC
337781	12/13/2023	43808	DALCO INC
337064	12/13/2023	cpls	DEPARTMENT OF LICENSING
337267	12/13/2023	23-37325	EDGE ANALYTICAL, INC
337268	12/13/2023	23-37339	EDGE ANALYTICAL, INC
337192	12/13/2023	BINV0010980	GOBLE SAMPSON ASSOCIATES, INC

337187	12/13/2023	13848515	HACH COMPANY
337063	12/13/2023	RefundMauro	MAURO, KENNETH
337593	12/13/2023	130740	NORTH CASCADE INSURANCE
337415	12/14/2023	BI-0367568	GRANICH ENGINEERED PRODUCTS
337185	12/14/2023	RefundLewis	LEWIS, AMBER
337125	12/14/2023	001	SOUTH, LINDSEY
337411	12/15/2023	9020-1	ANACORTES TOWING, LLC
337258	12/15/2023	222978	BLYTHE MECHANICAL, INC
337579	12/15/2023	0024577-1	FERGUSON ENTERPRISES, INC
337436	12/15/2023	89359	GEOTEST SERVICES, INC
337388	12/15/2023	1200580481	HDR ENGINEERING, INC
337183	12/15/2023	001	KISER, SHERRI
337373	12/15/2023	4031258	PLATT ELECTRIC SUPPLY INC
337385	12/15/2023	DECEMBER 2023	SKAGIT COUNTY DISTRICT COURT
337386	12/15/2023	DECEMBER 2023	SKAGIT COUNTY DISTRICT COURT
337255	12/15/2023	INV00222751	USA BLUE BOOK
337390	12/15/2023	122016	VECA ELECTRIC & TECHNOLOGIES
337392	12/15/2023	122017	VECA ELECTRIC & TECHNOLOGIES
337391	12/15/2023	122032	VECA ELECTRIC & TECHNOLOGIES
337393	12/15/2023	122033	VECA ELECTRIC & TECHNOLOGIES
337394	12/15/2023	122034	VECA ELECTRIC & TECHNOLOGIES
336391	12/16/2023	6560290135	ARAMARK
337582	12/16/2023	257078	LAKESIDE INDUSTRIES, INC.
337581	12/16/2023	257079	LAKESIDE INDUSTRIES, INC.
337413	12/16/2023	00005W5A8350	UNITED PARCEL SERVICE, INC
337274	12/18/2023	31-C23084501	AETNA
337285	12/18/2023	LTAC.2023.1	ANACORTES FARMERS MARKET
337717	12/18/2023	038 200 0000 2	CASCADE NATURAL GAS CORP.
337587	12/18/2023	199 800 0000 4	CASCADE NATURAL GAS CORP.
337425	12/18/2023	710 300 0000 5	CASCADE NATURAL GAS CORP.
337422	12/18/2023	795 700 0000 4	CASCADE NATURAL GAS CORP.
337586	12/18/2023	912 800 0000 0	CASCADE NATURAL GAS CORP.
337264	12/18/2023	INV2752026	COPIERS NORTHWEST, INC
337279	12/18/2023	31-C22059770	COTIVITI
337280	12/18/2023	31-C23062331	DOUG, ELLIS
337278	12/18/2023	31-C23092482	HMA ATTN: REFUNDS
337782	12/18/2023	600624	HUGHES FIRE EQUIPMENT, INC.
337281	12/18/2023	1-131666341007	JOHNSON CONTROLS INC
337384	12/18/2023	1389850	LIFE ASSIST, INC
337383	12/18/2023	1389855	LIFE ASSIST, INC
337375	12/18/2023	WA07-00229402	MOTION INDUSTRIES, INC
337719	12/18/2023	8281784372	MOTOROLA SOLUTIONS INC
337430	12/18/2023	IN1979341	MUNICIPAL EMERGENCY SERVICES
337276	12/18/2023	31-C23090720	SELDEN, FRANK
337435	12/18/2023	GL Code: 100-10-37-0	SWINOMISH INDIAN TRIBAL COMM
337589	12/18/2023	41 JZ2037 L003	WASHINGTON STATE DEPARTMENT
337588	12/18/2023	41 JZ2131 L001	WASHINGTON STATE DEPARTMENT
337275	12/18/2023	C23090659	YOUNG, ROGER
337249	12/18/2023	NONNALUISA12192023	NONNA LUISA, LLC
337424	12/19/2023	350630	BAY CITY SUPPLY
337416	12/19/2023	214802	BLADE CHEVROLET, INC
337583	12/19/2023	989 800 0000 8	CASCADE NATURAL GAS CORP.
337423	12/19/2023	INV2752745	COPIERS NORTHWEST, INC
337420	12/19/2023	23-38067	EDGE ANALYTICAL, INC
337720	12/19/2023	0024576	FERGUSON ENTERPRISES, INC
337783	12/19/2023	13856508	HACH COMPANY

337372	12/19/2023	ReimbKing	KING, MICHAEL L
337580	12/19/2023	2012772	MILES SAND & GRAVEL CO.
337585	12/19/2023	270436	NORTHSTAR CHEMICAL INC.
337584	12/19/2023	270552	NORTHSTAR CHEMICAL INC.
337716	12/19/2023	0312041-IN	REISNER DISTRIBUTOR INC
337785	12/19/2023	51720074	UNIVAR USA INC
337780	12/19/2023	INV00226190	USA BLUE BOOK
337786	12/20/2023	23-38089	EDGE ANALYTICAL, INC
337429	12/20/2023	003044303	FLOWLINE LLP
337433	12/20/2023	879388	PACIFIC LAMP & SUPPLY COMPANY
337431	12/20/2023	Pay App 1	SRV CONSTRUCTION, INC
337574	12/20/2023	SO7614	STUDSON, INC.
337426	12/20/2023	Pay App 12	SUMMITX CONTRACTORS, INC
337724	12/21/2023	320275	DOORMAN COMMERCIAL, LLC
337578	12/21/2023	INV12617	EVERGREEN SAFETY COUNCIL
337726	12/21/2023	I6594904	HD FOWLER COMPANY INC
337723	12/21/2023	27322	IRONCLAD COMPANY
337789	12/26/2023	LTAC.2023.VIC.Q4	ANACORTES CHAMBER OF COMMERCE
337788	12/26/2023	LTAC.Chamber.Q4	ANACORTES CHAMBER OF COMMERCE
337790	12/26/2023	2023-ANA	NW WA SECTION - PNCWA
337791	12/26/2023	2024-ANA	NW WA SECTION - PNCWA
337787	12/26/2023	Winter2023.1.CDBG.CV	THE SALVATION ARMY
337378	12/31/2023	DECEMBER 2023	KORTERUD, WAYNE D
337410	1/4/2024	23-269-TRN-0011	KAMPS PAINTING CO., INC
337397	1/4/2024	23-226-IDS-0011	US CRANE & HOIST, INC.
337405	1/6/2024	23-265-FAC-0011	A-QUICK PRESSURE WASHING

Description	Total Amount	Approval Queue
CITY HALL WATER LEAK: ELECTRICAL REPAIR	$6,574.98	pw1
MEMBERSHIP	$300.00	museumcc
PRINTING	$389.50	museumcc
LIBRARY PEST CONTROL SEPTEMBER 2023	$97.91	publib
APD CASE 23-A07137	$22.85	apd
ADD ROKON MOTOR TRACTOR TO INS	$29.00	finance
ADD/REMOVE MAULD PAVERS	$186.00	finance
OFFICE SUPPLIES - NEW DESK TABLETOPS	$3,634.07	wwtpcc
IT - CELL PHONES 9/29-10/19/23	$260.19	infosys
LIBRARY PEST CONTROL 10/21/23	$97.91	publib
OCT PROPANE INVOICE - AUTOGAS ACCOUNT	$57.69	finance
OCTOBER ONLINE LEGAL SUBSCRIPTION	$354.69	attorney
CALEA TRUSTED THIRD PARTY SERVICES - CREATING	$460.00	fiber
WTP TRASH RECYCLING PICKUP 10/1-10/31/23	$194.56	dwtp
STA 2 MAT/MOP SERVICE	$16.31	medic
STA 1 MAT/MOP SERVICE: 11/2	$22.63	medic
TOLL LANE CAR 054A	$2.75	dwwtp
BID DOCUMENT HOSTING - WA PARK NEW RESTRO(	$47.40	parks1
PEST CONTROL FOR POLICE STATION	$136.00	pwfac
CHILDREN'S' BOOKS	$1,500.90	libcc
CEMETERY PORTABLE RESTROOMS 10/9-11/6/23	$140.00	parks1
TTP PORTABLE RESTROOM 10/09-11/06/23	$365.00	parks1
FIRE INSTRUCTOR 2 - TRAVEL	$13.90	afdcc
EXAM AND TREATMENT; K9 T-BONE	$342.45	apdcc
TIRES FOR VEHICLE #514	$197.91	shopcc
SUPPLIES FOR SHOP	$270.14	shopcc
WASPC CONF - CAPT FULLER HOTEL STAY	$538.92	apdcc
WASPC CONF - CHIEF FLOYD HOTEL STAY	$538.92	apdcc
OFFICE SUPPLIES	$5.64	libcc
FEES/TAXES ON ACCOMMODATION FOR FIRE INSTR	$40.50	afdcc
MAINTENANCE SUPPLIES	$21.83	museumcc
APD NYLON MATS CLEANED	$16.33	apd
OFFICE SUPPLIES	$105.23	museumcc
PARKS SECURITY CAMERA SUBSCRIPTION 11/10/23-	$15.00	parkscc1
PARKS SECURITY CAMERA SUBSCRIPTION 11/10/23-	$15.00	parkscc1
PHONE SUPPLIES	$106.11	wwtpcc
OPERATING SUPPLIES	$17.94	wwtpcc
PARKS CELL PHONE CASES	$14.13	parkscc1
LAB SUPPLIES	$17.68	wwtpcc
NOVEMBER SERVICE: 29-3	$110.89	afdcc
SUPPLIES FOR SHOP	$2,912.67	shopcc
PROPANE CYLINDER	$26.07	wtpcc
MAINTENANCE SUPPLIES	$52.37	wwtpcc
MAINTENANCE SUPPLIES	$16.40	wwtpcc
ADULT BOOK	$15.45	libcc
TEXTURE, CAULK, COMPOUND, MATERIALS - REMOI	$220.74	afdcc
NAILS - REMODEL	$11.06	afdcc
WORK UNIFORM	$130.55	wdistcc
WORK UNIFORM	$213.19	wdistcc
REC PROGRAM SUPPLIES	$15.22	pkreccc
PARKS PHONE CASES	$55.71	parkscc1
TEEN BOOKS	$52.16	libcc
GRANDSTREAM ANALOG PHONE TO DIGITAL CONVE	$53.31	infosyscc
PARTS FOR VEHICLE #042	$33.92	shopcc
FLOOR PUMP FOR PRESSURIZING PULSATION DAMP	$43.43	wtpcc

USED OIL RECYCLE- SHOP	$338.80	dshop
DISPOSAL SERVICE	$102.14	dshop
SUPPLIES FOR SHOP	$230.57	shopcc
WORK UNIFORM	$110.00	shopcc
OFFICE SUPPLIES	$56.24	libcc
JETECH, ADURO IPHONE CASES	$32.47	wtpcc
GIFT CARD FOR TECH CLASS PLA GRANT	$25.00	libcc
KINDLE FOR TECH CLASS PRIZE PLA GRANT	$106.61	libcc
SUPPLIES FOR STREET DEPT	$16.30	shopcc
SUPPLIES FOR SHOP	$19.56	shopcc
GLOVES; CORP SCHEEPERS	$39.10	apdcc
SHOE POLISH	$34.24	afdcc
MAINTENANCE SUPPLIES	$85.03	wwtpcc
MAINTENANCE SUPPLIES	$73.22	wwtpcc
PROTECTIVE PHONE CASES- OPS	$299.26	shopcc
WSU PESTICIDE ED	$480.00	shopcc
UNIFORM CLEANING 10/2-11/1/23	$23.66	apd
AGING MASTERY SUPPLIES	$45.23	parkscc1
OPS & PARKS LAUNDRY SERVICE	$82.60	shopcc
OPS, MAT CLEANING	$77.12	shopcc
LAUNDRY SERVICE FOR WWTP	$87.26	wwtpcc
WSDOT SPEC BOOKS	$511.18	pwfaccc
LAUNDRY BASKET - 29-2	$21.75	afdcc
SUPPLIES FOR FACILITIES	$5.96	pwfaccc
UNIFORM VEST CARRIER; VANDERKOOY	$320.96	apdcc
UNIFORM PULLOVER; OFC MELTON	$130.11	apdcc
SERVICE FOR VEHICLE #873	$2,092.54	shopcc
PARKS STAFF BOOTS PURCHASE	$187.98	parkscc1
OPERATING SUPPLIES FOR WATER MAINTENANCE	$2,283.71	pwfaccc
OFFICE SUPPLIES	$16.31	wwtpcc
PHONE SUPPLIES	$15.00	wwtpcc
PHONE CASES	$32.19	pwfaccc
PHONE CASES	$29.67	pwfaccc
INTAKE PORTA POTTY RENTAL 9/22/23-10/21/23	$115.00	wtpcc
SUPPLIES FOR STREET DEPT	$64.19	shopcc
SUPPLIES FOR STREET DEPT	$287.77	shopcc
PARTS FOR VEHICLE #514	$204.49	pwfaccc
SUPPLIES FOR FIBER DEPT	$221.66	pwfaccc
K9 T-BONE MEDICATION	$53.96	apdcc
PARTS FOR VEHICLE #038	$11.67	shopcc
PARTS FOR EQUIP #038	$57.54	shopcc
PSYCHOLOGICAL EXAM; PRE-EMPLOYMENT MONAG	$450.00	apdcc
TOOLS	$292.70	fibercc
CURATORIAL SUPPLIES	$14.13	museumcc
SENIOR CENTER OFFICE SUPPLIES	$67.83	parkscc1
INSULATED WORK GLOVES	$30.90	fibercc
PORTA POTTY RENTAL FOR METER CHANGEOUT 10/	$228.24	wtpcc
PENN AVE PORTA POTTY RENTAL 10/1/23-10/31/23	$210.25	wtpcc
FACILITIES SERVICE AT WA PARK	$473.17	pwfaccc
SAFETY SUPPLIES AND OFFICE SUPPLIES	$72.30	wwtpcc
KEYBOARD AND MOUSE COMBO - DARCYS OFFICE	$31.00	legalcc
ASAC PROJECT	$47.30	infosyscc
USB - C ADAPTERS FOR ASAC PROJECT	$59.58	infosyscc
MAINTENANCE SUPPLIES	$6.98	wwtpcc
OFFICE DESK ORGANIZER; SGT LEETZ	$25.03	apdcc
PHONE CASES AND SCREENS	$97.68	wtpcc

SUPPLIES FOR STREET DEPT	$36.82	shopcc
SUPPLIES FOR STREET DEPT	$109.64	shopcc
PHONE CASES AND SCREENS	$140.02	wtpcc
LAB MAINTENANCE - DISPOSAL OF TOXIC CHEMICAL	$12.00	wwtpcc
PARKS STAFF PESTICIDE TRAINING	$15.00	parkscc1
OPS PEST CONTROL	$95.73	dshop
SERVICE FOR EQUIP #406	$36.09	shopcc
CITY HALL PEST CONTROL	$64.18	finance
SUPPLIES FOR SHOP	$59.79	shopcc
WA PARK STAFF SUPPLIES	$33.56	parkscc1
PARKS MAINTENANCE SUPPLIES	$97.45	parkscc1
PARKS MAINTENANCE SUPPLIES	$57.44	parkscc1
SUPPLIES FOR WATER MAINTENANCE	$43.50	wdistcc
REC EVENT SUPPLIES	$40.00	pkreccc
FACILITY SUPPLIES	$95.92	pwfaccc
PARTS FOR SHOP	$21.53	shopcc
MAINTENANCE SUPPLIES - INCINERATOR	$11.26	wwtpcc
PARKS MAINTENANCE SUPPLIES	$10.23	parkscc1
SUPPLIES FOR STREET DEPT	$1.38	shopcc
SUPPLIES FOR STREET DEPT	$28.07	shopcc
MAINTENANCE SUPPLIES - INCINERATOR	$33.66	wwtpcc
BUSINESS CARDS; CSO LINDQUIST	$26.10	apdcc
VISTAPRINT	$28.28	execc
PARTS FOR VEHICLE #610	$2,142.25	dshop
UNIFORM CARRIER; CHEESEBORO	$320.96	apdcc
UNIFORM POLOS FOR SCHOOL RESOURCE OFFICER	$80.62	apdcc
OFFICE SUPPLIES	$40.84	libcc
OFFICE SUPPLIES	$15.11	wwtpcc
MAINTENANCE SUPPLIES	$151.20	wwtpcc
PARKS PHONE CASE	$29.52	parkscc1
MAINTENANCE SUPPLIES	$22.80	wwtpcc
SAFETY SUPPLIES	$76.52	wwtpcc
PHONE SCREEN PROTECTORS- OPS	$39.75	shopcc
PROTECTIVE CASES FOR NEW CITY CELL PHONES	$1,093.00	apdcc
BATTERIES FOR SCBA ANNUAL	$150.12	afdcc
MAINTENANCE SUPPLIES	$28.69	museumcc
CEMETERY PEST CONTROL NOVEMBER 2023	$63.09	parkscc1
FACILITY SUPPLIES	$1,190.28	pwfaccc
STA 1 MAT/MOP SERVICE: 11/16	$22.63	medic
APD NYLON MATS CLEANED	$16.33	apd
SUPPLIES FOR CUSTOMER INSTALLS	$74.61	fibercc
OFFICE SUPPLIES	$12.73	museumcc
PARKS PORTABLE RESTROOMS 10/01/23-10/31/23	$354.56	parkscc1
SUPPLIES FOR SHOP	$169.21	shopcc
MURAL SUPPLIES	$138.62	museumcc
SUPPLIES FOR FACILITIES	$6.35	pwfaccc
SUPPLIES FOR FACILITIES	$3.19	pwfaccc
WA PARK RESTROOMS 10/1/23-10/31/23	$232.50	parkscc1
WA PARK RESTROOMS 10/1/23-10/31/23	$138.50	parkscc1
WA PARK RESTROOMS 10/1/23-10/31/23	$525.46	parkscc1
REC PROGRAM RESTROOMS 10/01/23-10/31/23	$872.45	pkreccc
UNIFORM PANTS; CHEESEBORO	$65.66	apdcc
WORK BOOTS	$200.00	shopcc
OFFICE SUPPLIES	$32.06	wwtpcc
EXECUTIVE OFFICE SUPPLIES - PHONE CASE	$34.77	execc
EXECUTIVE OFFICE SUPPLIES - PHONE CASE	$26.06	execc

PHONE SUPPLIES	$19.14	wwtpcc
CABLES FOR ASAC PROJECT	$251.88	infosyscc
CELL PHONE ACCESSORIES, B CARPENTER	$139.24	fibercc
CELL PHONE PROTECTIVE GLASS, D ALMER	$55.48	fibercc
CELL PHONE CASE & COVER, D GEFFE	$138.16	fibercc
PARTS FOR VEHICLE #052	$22.17	shopcc
PAINT SUPPLIES	$141.31	pwfaccc
DOT PHYSICAL	$92.00	shopcc
WORK BOOTS - KW	$108.75	wwtpcc
MAINTENANCE SUPPLIES - PUMP STATIONS	$23.07	wwtpcc
MAINTENANCE SUPPLIES	$67.96	wwtpcc
REC PROGRAM SUPPLIES	$50.65	pkreccc
AZURE DEVELOPER SUPPORT 10/16-11/15/23	$29.00	infosyscc
AZURE PAY-AS-YOU-GO 10/16-11/15/23	$24.28	infosyscc
SFP+ FOR CIENA SWITCH	$41.34	fibercc
WORK UNIFORM	$80.00	shopcc
MAINTENANCE SUPPLIES	$127.43	dwwtp
INDOOR DRONE AND SET UP	$1,390.46	apdcc
K9 T-BONE FOOD AND SUPPLIES	$92.01	apdcc
SUPPLIES FOR FACILITIES	$77.94	pwfaccc
PARKS PHONE ADAPTERS-PHONE UPGRADE	$47.81	parkscc1
PHONE CASE	$10.87	pwfaccc
SAFETY VEST	$48.95	pwfaccc
PAINT FOR 29-1 REMODEL	$225.47	afdcc
CELL PHONE CASE & CHARGER, D ALMER	$108.78	fibercc
PAINTING SUPPLIES - 29-1 REMODEL	$58.90	afdcc
CHILDREN'S BOOKS	$18.50	libcc
ADULT BOOKS	$43.44	libcc
LAPTOP FOR COUNCIL MEMBER CAROLYN MOULTO	$1,017.16	infosyscc
PROTECTIVE CASES FOR NEW CITY CELL PHONES	$56.69	apdcc
USB C CHARGERS FOR NEW GALAXY PHONES- OPS	$125.28	shopcc
CELL PHONE ACCESSORIES, I WADE	$127.28	fibercc
PEST CONTROL - WWTP	$187.13	dwwtp
MARITIME HERITAGE CENTER PEST CONTROL	$67.45	museum
SUPPLIES FOR FLEET	$700.05	shopcc
CITY CELL PHONES 10/20-11/19/23	$2,077.60	finance
ICE FOR WATER SAMPLING	$1.99	wtpcc
SAFETY BOOTS - CAMERON FRAZER	$212.70	wtpcc
OFFICE SUPPLIES	$57.42	libcc
CELLPHONE CHARGERS	$97.80	infosyscc
OFFICE SUPPLIES	$32.38	libcc
REC PROGRAM SUPPLIES	$980.76	pkreccc
PEST CONTROL ACC 34803357 6996 SAN JUAN HILL	$54.39	wtpcc
PEST CONTROL ACC 34803358 3802 MARINE HEIGH	$52.21	wtpcc
PEST CONTROL ACC 34803360 4155 SAN JUAN BLVD	$52.12	wtpcc
POSTAGE FOR ILL MAILING	$15.42	libcc
OPS & PARKS LAUNDRY SERVICE	$92.11	shopcc
LAUNDRY SERVICE FOR WWTP	$86.30	wwtpcc
WAPRO MEMBERSHIP	$25.00	legalcc
PARKS MAINTENANCE SUPPLIES	$35.13	parkscc1
FRAUD CHARGES-REVERSED IN DECEMBER	$141.14	afdcc
LEOFF1 RETIREE DENTAL COPAY, D. LIDDLE	$64.50	hr
THE CLEAN TEAM - CITY RESTROOM CLEANING	$1,995.00	plan
BOOK	$20.75	museumcc
PARKS SECURITY CAMERA SUBSCRIPTION 11/213-12	$15.00	parkscc1
PARKS SECURITY CAMERA SUBSCRIPTION 11/21-12/	$15.00	parkscc1

FUEL FOR #900011	$122.65	parkscc1
FUEL FOR #900011	$101.69	parkscc1
CATCH BASIN RISERS- PUGET WAY STORM IMPROVE	$302.46	shopcc
PHONE SUPPLIES	$54.35	wwtpcc
PHONE SUPPLIES	$54.35	wwtpcc
PHONE SUPPLIES	$55.66	wwtpcc
ACFL SMALL TOOLS	$166.93	parkscc1
PHONE SUPPLIES	$34.80	wwtpcc
ELEVATOR KEYS	$21.64	afdcc
CELL PHONE CASES	$60.47	afdcc
PHONE CASE	$12.94	afdcc
OFFICE CHAIR - REMODEL	$174.07	afdcc
OFFICE CHAIRS FOR TRAINING	$750.69	afdcc
WINDOW PRIVACY FILM (REMODEL)	$46.53	afdcc
LAPTOP CHARGERS	$59.80	afdcc
REC DEPT SUPPLIES	$19.14	pkreccc
PROTECTIVE PHONE CASES- FIBER	$87.93	shopcc
SAFETY SUPPLIES FOR STREET DEPT	$28.28	shopcc
FINANCE PHONE CASES	$21.74	financecc
OFFICE SUPPLIES	$5.93	libcc
COOLER PACKS	$17.80	wtpcc
SERVICE FOR VEHICLE #187	$230.44	shopcc
SHOP SUPPLIES- STREET DEPT	$3,489.02	shopcc
WA PARK PEST CONTROL	$101.17	parkscc1
PARTS FOR VEHICLE #037	$12.47	shopcc
SPRAY PAINT	$9.24	afdcc
PARTS FOR VEHICLE #187	$15.10	shopcc
PARTS- #304	$207.79	shopcc
PARTS FOR VEHICLE #175	$3.24	shopcc
MAINTENANCE SUPPLIES - INCINERATOR	$119.46	wwtpcc
RENEW ANNUAL SUBSCRIPTION 11/17/2023 - 11/17	$783.36	afdcc
SUPPLIES FOR EQUIP #854	$53.09	shopcc
APD COFFEE PODS	$73.98	apdcc
SUPPLIES FOR FACILITIES	$103.88	pwfaccc
SENIOR CENTER SUPPLIES	$137.09	parkscc1
SUPPLIES FOR FACILITIES	$142.92	pwfaccc
MAINTENANCE SUPPLIES	$65.82	wwtpcc
ELECTRICAL PLATES - REMODEL	$9.63	afdcc
MAINTENANCE SUPPLIES - PUMP STATIONS	$41.74	wwtpcc
BRADS	$14.13	afdcc
WORK UNIFORM	$39.16	wdistcc
HELMET, BRACKETS	$461.94	afdcc
REPLACE PATCHES	$30.00	afdcc
LUMBER & BUILDING SUPPLIES (REMODEL)	$217.53	afdcc
SUPPLIES FOR STREET DEPT	$21.76	shopcc
MOBILE PHONE PROTECTIVE COVERS NEW CITY PHC	$133.76	plancc
PHONE SUPPLIES	$22.47	wwtpcc
PHONE SUPPLIES	$27.84	wwtpcc
ACFL SMALL TOOLS	$18.49	parkscc1
OFFICE SUPPLIES	$6.52	wwtpcc
OFFICE SUPPLIES	$16.18	wwtpcc
MAINTENANCE SUPPLIES	$17.56	wwtpcc
KITCHEN SUPPLIES	$13.90	afdcc
WALL COAT HOOKS, HANGING WALL FILE	$48.52	afdcc
FRAMES	$42.96	afdcc
SMALL TOOLS	$63.08	wwtpcc

REC PROGRAM SUPPLIES	$365.94	pkreccc
REC PROGRAM SUPPLIES	$46.30	pkreccc
MAINTENANCE SUPPLIES AND SMALL TOOLS	$364.44	wwtpcc
EMERGENCY BLANKETS	$65.86	apdcc
OFFICE DEPOT	$152.31	execc
PARTS FOR EQUIP #403	$40.80	shopcc
OPERATING SUPPLIES	$43.48	shopcc
PHYSICALS: ELY, KREISCHER, STEWART, BARNES	$1,457.00	afdcc
ICOM RADIOS, CHARGERS, ANTENNAS, BATTERIES	$6,788.60	afdcc
OPERATING SUPPLIES	$529.97	shopcc
MAINTENANCE SUPPLIES	$58.50	wwtpcc
PARKS MAINTENANCE SUPPLIES	$14.67	parkscc1
SUPPLIES FOR STREET DEPT	$13.00	shopcc
WA PARK PROPANE TANK ANNUAL RENTAL	$1.09	parks1
SUPPLIES FOR SMART BOARD TECH GRANT	$206.72	libcc
PESTICIDE RENEWAL CREDIT CARD PAYMENT FEE	$3.00	shopcc
PESTICIDE LICENSE RENEWAL	$100.00	shopcc
KITCHEN SUPPLIES (29-2)	$20.12	afdcc
APD NYLON MATS CLEANED	$16.33	apd
GLO-STICKS (WINTER WALK)	$110.13	afdcc
SUPPLIES FOR STREET DEPT	$66.09	shopcc
CASE FOR INDOOR DRONE	$70.02	apdcc
SUPPLIES FOR STREET DEPT	$87.68	shopcc
ACFL SMALL TOOLS	$29.21	parkscc1
CHAIRS FOR CONFERENCE ROOM & OFFICES	$685.41	afdcc
2 TV/MONITORS FOR SPILLMAN	$245.68	afdcc
SMALL TOOLS	$141.14	wwtpcc
PARKS SECURITY CAMERA SUBSCRIPTION 11/26-12/	$15.00	parkscc1
UNIFORM	$155.37	pwfaccc
BUILDING/FINISHING SUPPLIES FOR REMODEL	$39.89	afdcc
WORK BOOTS - JD	$138.71	wwtpcc
MAINTENANCE SUPPLIES	$125.17	wwtpcc
SUPPLIES FOR STORM DEPT	$89.70	shopcc
SUPPLIES FOR STORM DEPT	$975.94	shopcc
MURAL SUPPLIES	$20.49	museumcc
MURAL SUPPLIES	$13.42	museumcc
COAT HOOKS - REMODEL	$23.94	afdcc
LICENSING FEES- #1007	$64.00	shopcc
REC EVENT SUPPLIES	$197.80	pkreccc
PRE-EMPLOYMENT UA; MONAGHAN	$60.00	apdcc
PEST CONTROL ACC 34798464 2207 37TH A AVE BO	$52.21	wtpcc
PEST CONTROL ACC 34803359 2102 PENN AVE ROCI	$52.21	wtpcc
OPS & PARKS LAUNDRY SERVICE	$92.11	shopcc
OPS, MAT CLEANING	$77.12	shopcc
LAUNDRY SERVICE FOR WWTP	$83.70	wwtpcc
ADD PATCHES	$10.00	afdcc
MAINTENANCE - PUMP STATION #18	$11.32	wwtpcc
MAINTENANCE SUPPLIES - PUMP STATION #18	$12.49	wwtpcc
EQUIPMENT CHARGING CORD	$13.05	pwfaccc
SUPPLIES FOR FACILITIES	$5.18	pwfaccc
SUPPLIES FOR FACILITIES	$9.75	pwfaccc
K9 T-BONE GROOMING	$51.50	apdcc
UNIFORM JUMPSUIT; OFC SCHOLTEN	$617.64	apdcc
CORE SWITCH	$761.58	infosyscc
LUNCHROOM SUPPLIES	$20.10	wwtpcc
FLAG CASE	$65.23	afdcc

PARKS PHONE CASE-J BOROUGHS	$37.96	parkscc1
WA PARK PROPANE REFILL	$485.18	parks1
REC EVENT SUPPLIES	$228.27	pkreccc
PARTS FOR VEHICLE #207	$190.32	shopcc
APD COFFEE MAKER - COMMERCIAL KEURIG	$163.19	apdcc
K9 T-BONE TREATMENT PROGRESS EXAM AND MED	$90.25	apdcc
K9 T-BONE MEDICATION	$32.47	apdcc
WA PARK PROPANE REFILL	$416.64	parks1
PARKS STAFF PESTICIDE CERTIFICATION FEE	$1.50	parkscc1
PARKS STAFF PESTICIDE CERTIFICATION RENEWAL	$50.00	parkscc1
CAP SCREWS	$14.32	wtpcc
GLOVES	$15.83	wtpcc
SUPPLIES FOR SHOP	$24.52	shopcc
TRAINING	$55.00	museumcc
SAFETY SUPPLIES	$4,279.76	shopcc
REC EVENT SUPPLIES	$37.67	pkreccc
REC EVENT SUPPLIES	$222.49	pkreccc
FACILITY SUPPLIES	$1,861.21	pwfaccc
PARKS MAINTENANCE SUPPLIES	$13.85	parkscc1
MAINTENANCE SUPPLIES	$74.59	museumcc
COURT 11/2-12/1/23	$17.40	infosyscc
PARTS FOR VEHICLE #187	$1,269.52	dshop
NAMETAGS	$106.96	afdcc
AC COLLAR PINS	$8.42	afdcc
UNIFORM PANTS - BARNS	$269.28	afdcc
UNIFORMS - KREISCHER	$279.02	afdcc
UNIFORMS - BARNS	$418.55	afdcc
UNIFORMS - WOOD	$139.51	afdcc
UNIFORMS - ELLY	$592.76	afdcc
UNFORMS - COLLINS	$814.94	afdcc
UNIFORMS - WOOD	$188.99	afdcc
UNIFORMS - COLLINS	$139.51	afdcc
UNIFORM PANTS - ELY	$134.64	afdcc
SUPPLIES TO FINISH TRAINING TABLE	$57.46	afdcc
FERRY FOR OTEP TRAINING	$13.50	afdcc
PUBLIC OUTREACH	$36.98	pwfaccc
WHEELS FOR TRAINING TABLE	$65.27	afdcc
OPERATING SUPPLY	$46.77	pwfaccc
SENIOR CENTER SUPPLIES	$13.03	parkscc1
BACK UP BATTERY UNIT FOR WWTP SERVER RACK	$2,319.96	infosyscc
OPERATING SUPPLIES	$21.74	wwtpcc
WALL CHARGER CUBES FOR POWERING FOUND PH(	$18.49	apdcc
OFFICE SUPPLIES- OPS	$104.07	shopcc
OPERATING SUPPLIES - INCINERATOR	$115.29	wwtpcc
FUEL FOR #900011	$78.43	parkscc1
PESTICIDE LICENSE RENEWAL	$51.50	pwfaccc
PESTICIDE LICENSE RENEWAL	$51.50	pwfaccc
NEW EMPLOYEE CDL QUERY - JAMES BURROUGHS	$1.25	hrcc
PARTS FOR VEHICLE #130	$179.85	shopcc
PARTS FOR VEHICLE #130	$10.45	shopcc
TOOLS FOR STREET DEPT	$217.59	shopcc
STA 3 MAT/MOP SERVICE: 11/29	$16.32	medic
UPS FOR FILTER AID POLY	$282.34	wtpcc
WA CRIMINAL CODE AND TRAFFIC LAW POCKET BO(	$499.50	apdcc
SUPPLIES FOR STREET DEPT	$463.08	shopcc
HEATERS, CABINET	$270.87	wtpcc

WORK UNIFORM	$161.82	wdistcc
AWC CONFERENCE TRAVEL	$12.00	admsrvcc
SENIOR CENTER OFFICE SUPPLIES	$15.01	parkscc1
NAMETAGS	$38.19	afdcc
UNIFORMS - BRAY	$1,563.67	afdcc
UNIFORMS - ELY	$1,284.63	afdcc
UNFORMS - STEWART	$1,424.14	afdcc
UNIFORM ORDER: KREISCHER	$1,483.93	afdcc
UNIFORMS - BARNES	$1,075.92	afdcc
UNIFORMS - WOOD	$1,446.66	afdcc
SUPPLIES FOR FACILITIES	$53.93	pwfaccc
MAINTENANCE SUPPLIES	$25.56	wwtpcc
SUPPLIES FOR FACILITIES	$2.31	pwfaccc
MURAL SUPPLIES	$4.78	museumcc
MAINTENANCE SUPPLIES	$45.82	wwtpcc
MAINTENANCE SUPPLIES	$31.97	wwtpcc
SAFETY GEAR	$121.86	pwfaccc
WDM CERTIFICATION	$42.00	wdistcc
PESTICIDE RECERTIFICATION WEBINAR	$150.00	pwfaccc
TREE REMOVAL	$2,750.00	shopcc
POLE ATTACHMENT ANALYSIS & MAKE READY	$21,991.53	fiber
UNIFORM POUCHES; NEW HIRE CHEESEBORO	$83.45	apdcc
SUPPLIES FOR WATER MAINTENANCE	$14.13	pwfaccc
ADULT BOOKS	$12.39	libcc
SAFETY SUPPLIES FOR STREET DEPT	$28.28	shopcc
COMMAND HANGING STRIPS	$12.14	wtpcc
SERVICE FOR VEHICLE #179	$71.89	shopcc
TIRES FOR VEHICLE #304	$119.04	shopcc
TIRES FOR VEHICLE #517	$341.10	shopcc
WA PARK SUPPLIES	$16.21	parkscc1
STA 2 MAT/MOP SERVICE: 11/30	$16.31	medic
STA 1 MAT/MOP SERVICE: 11/30	$23.32	medic
APD NYLON MATS CLEANED	$16.33	apd
SUPPLIES FOR FACILITIES	$8.32	pwfaccc
SUPPLIES FOR FACILITIES	$191.85	pwfaccc
REC EVENT SUPPLIES	$113.04	parkscc1
SUPPLIES FOR SOLID WASTE	$229.79	shopcc
SUPPLIES FOR WATER MAINTENANCE	$15.98	wdistcc
PARKS MAINTENANCE SUPPLIES	$51.30	parkscc1
PARKS MAINTENANCE SUPPLIES	$10.23	parkscc1
SUPPLIES FOR SOLID WASTE	$51.73	shopcc
TOOLS FOR FACILITIES	$130.49	pwfaccc
MAINTENANCE - PUMP STATION #13	$105.56	wwtpcc
REC EVENT SUPPLIES	$51.53	pkreccc
UNIFORM	$130.54	pwfaccc
WEB HOSTING FEES FOR SAFEANDCLEANWATER.OR	$38.09	infosyscc
PARKS PESTICIDE TRAINING-N MITCHELL	$60.00	parkscc1
SUPPLIES FOR WATER MAINTENANCE	$124.13	wdistcc
PARKS STAFF PESTICIDE TRAINING-A YOST	$120.00	parkscc1
NOVEMBER 2023 - INDIGENT SCREENING FOR PUBL	$415.00	court
NOVEMBER 2023 SECURITY DETAIL	$665.00	court
8380 N TEXAS RD # METER	$35.02	dshop
NOVEMBER TONNAGE HAULED	$104,437.30	dshop
WASPC FALL 2023 CONFERENCE REG; CHIEF FLOYD /	$750.00	apd
DEDICATED INTERNET ACCESS 12/1-12/31/23	$1,469.82	fiber
DEDICATED INTERNET ACCESS 12/1-12/31/23	$1,470.82	fiber

SIP TRUNKS 12/1-12/31/23	$976.29	finance
SUPPLIES FOR STREET DEPT	$805.11	shopcc
JUSTICE WORKS MONTHLY SUBSCRIPTION	$60.00	pubdef
SENIOR CENTER PEST CONTROL	$126.20	parkscc1
PARTS FOR VEHICLE #425	$84.84	shopcc
WTP TRASH, RECYCLE PICKUP 11/1/23-11/30/23	$189.33	dwtp
PARTS FOR VEHICLE #194	$22.17	shopcc
CONTAINER SHREDDING - CITY HALL	$36.54	finance
CONTAINER SHREDDING - CITY HALL LEGAL	$7.82	finance
AWC FEATURED JOB POSTING - CITY ENGINEER	$100.00	hrcc
WAPRO ANNUAL MEMBERSHIP 12/1/23 -11/30/202	$25.00	apdcc
WTP LAUNDRY - 5 INVOICES FOR NOVEMBER	$831.67	wtpcc
OFFICE EQUIPMENT- PD	$639.07	pwfaccc
EXHIBIT EXPENSE	$82.25	museumcc
OFFICE SUPPLIES	$63.38	libcc
CLASS A UNIFORMS, SHIRTS, HATS, HAT BADGES	$2,308.95	afdcc
PARKS STAFF PESTICIDE TRAINING-R KRUEGER	$120.00	parkscc1
PARKS MAINTENANCE SUPPLIES	$84.17	parkscc1
PARKS PESTICIDE TRAINING-M FARRELL	$30.00	parkscc1
SUPPLIES FOR WATER MAINTENANCE	$38.47	wdistcc
PARKS MAINTENANCE SUPPLIES	$68.21	parkscc1
GOOGLE ADVERTISING	$212.43	fibercc
SOCIAL WORKER AGREEMENT - DECEMBER 2023	$4,166.67	apd
APD CASE; 23-A08762	$318.43	apd
TYLER SOFTWARE SUPPORT 1/1-12/31/24	$77,644.83	infosys
INVESTMENT FEES 11/1-11/30/23	$100.00	finance
EXECUTIVE OFFICE SUPPLIES	$65.90	execc
PARKS PHONE SCREEN PROTECTOR	$26.10	parkscc1
SUPPLIES FOR FACILITIES	$9.24	pwfaccc
OPERATING SUPPLIES FOR FLEET	$32.27	shopcc
PLASTIC COVER FOR FILL MATERIAL	$468.93	wtpcc
SENIOR CENTER ZOOM SUBSCRIPTION 12/2/23-1/1/	$17.40	parkscc1
COURT 12/2-1/1/24	$17.40	courtcc
REC DEPT MAILING SUBSCRIPTION	$28.83	parkscc1
BACKUP INTERNET ACCESS 12/9-1/8/24	$185.23	fiber
SUPPLIES FOR STREET DEPT	$66.09	shopcc
TOOL FOR SHOP	$707.20	shopcc
CABLE CUFFS	$39.04	wtpcc
INGRAM ADULT BOOKS	$2,347.99	libcc
INGRAM CHILDRENS AND YA BOOKS	$4,912.88	libcc
EXECUTIVE 12/3/23-1/2/24	$60.92	execc
SUPPLIES FOR STREET DEPT	$14.47	shopcc
SUPPLIES FOR STREET DEPT	$54.77	shopcc
MAINTENANCE SUPPLIES	$8.69	wwtpcc
COFFEE, WALL BRACKETS, TAPE DISPENSERS	$148.08	afdcc
SMALL TOOLS	$145.78	wwtpcc
NEW SAMSUNG PHONE CHARGER AND CABLE TO M	$9.78	apdcc
COMMAND HANGING STRIPS	$10.14	wtpcc
OPERATING SUPPLIES	$480.64	shopcc
ICE TO SEND WATER SAMPLES	$1.99	wtpcc
EVIP TRAIN-THE-TRAINER (MM)	$50.00	afdcc
AUDIO BOOKS	$50.00	libcc
STA 2 MAT/MOP SERVICE: 11/16	$16.31	medic
OPS & PARKS LAUNDRY SERVICE	$92.11	shopcc
LAUNDRY SERVICE FOR WWTP	$82.23	wwtpcc
PARTS FOR VEHICLE #031	$241.48	shopcc

ANACORTES CHAMBER OF COMMERCE	$22.00	execc
CITY ENGINEER INDEED JOB POSTING	$80.83	hrcc
CHAIR FOR GRACE	$292.74	plancc
PARKS OFFICE SUPPLIES	$8.36	parkscc1
CLASS A UNIFORM - PRATT	$802.01	afdcc
REC EVENT SUPPLIES	$52.68	pkreccc
WATERWORKS RENEWAL FEE	$42.00	wdistcc
APD CLEANING & SUPPLIES	$800.00	apd
OPERATING SUPPLIES FOR STREET DEPT	$475.00	dshop
AMMO; TRAINING	$1,523.64	apd
LEOFF 1 PHARMACY COPAY - DAVE MEAD	$5.49	hr
ALL HANDS MEETING; FOOD FOR STAFF	$168.00	apdcc
PARKS MAINTENANCE SUPPLIES	$74.42	parkscc1
SUPPLIES FOR #90009	$25.46	shopcc
CASE FOR CELL PHONE	$21.75	fibercc
COFFEE FILTERS, STAPLER	$51.81	afdcc
REC EVENT SUPPLIES	$86.19	pkreccc
SHIFT WORKER OVERTIME MEALS	$40.17	wtpcc
K9 T-BONE MEDICATION AND TESTING	$53.83	apdcc
PARKS PESTICIDE WEBINAR TRAINING-M FARRELL	$60.00	parkscc1
MICROWAVE OVENS FOR ACADEMY	$128.38	afdcc
MAINTENANCE SUPPLIES - INCINERATOR	$31.50	wwtpcc
WIPER BLADES #052	$22.17	shopcc
ALL HANDS MEETING; FOOD FOR STAFF	$29.98	apdcc
REC EVENT SUPPLIES	$55.95	pkreccc
EMPLOYEE AWARDS	$119.46	apdcc
REC EVENT SUPPLIES	$132.81	pkreccc
OFFICE SUPPLIES	$23.44	wwtpcc
PARKS MAINTENANCE SUPPLIES	$37.83	parkscc1
K9 T-BONE SUPPLIES	$41.32	apdcc
SUPPLIES FOR FACILITIES	$46.96	wdistcc
MAINTENANCE SUPPLIES	$7.82	wwtpcc
PARKS MAINTENANCE SUPPLIES	$32.07	parkscc1
PARKS PESTICIDE TRAINING-M FARRELL	$60.00	parkscc1
PLUMBING SUPPLIES FOR FIRE STATION #2	$902.84	wdistcc
SERVICE FOR VEHICLE #187	$223.73	dshop
ORION VERSA STAR PH MODULE	$779.64	dwtp
STORMWATER SUPPLIES	$98.89	pwfaccc
ACADEMY PENDANT	$169.00	afdcc
R AVE PROJECT SUPPLIES	$329.78	pwfaccc
VELCRO FASTENERS	$61.40	fibercc
MOBILE PHONE PROTECTIVE COVERS NEW CITY PHO	$42.36	plancc
LARGE EVIDENCE BAGS	$30.36	apdcc
OPS PHONE CASE	$27.14	wtpcc
SERVICE & REPAIR FOR VEHICLE #164	$754.08	shopcc
SHIPPING TO LIGHTHOUSE	$9.70	afdcc
UNIFORM BOOTS; OFC DILLS	$163.20	apdcc
REC PROGRAM SUPPLIES	$59.44	pkreccc
LUBE FOR OVERHEAD CRANE MAINTENANCE	$34.46	wtpcc
REC EVENT SUPPLIES	$197.19	pkreccc
PARTS FOR EQUIP #871	$636.65	shopcc
PARTS FOR VEHICLE #206	$6.75	shopcc
SUPPLIES FOR SOLID WASTE	$43.50	shopcc
WA PARK SUPPLIES	$22.01	parkscc1
APD HOLIDAY CARDS	$90.63	apdcc
SUPPLIES FOR WATER MAINTENANCE	$78.31	wdistcc

REC EVENT SUPPLIES	$382.45	parkscc1
SUPPLIES FOR FACILITIES	$19.51	pwfaccc
PARKS MAINTENANCE SUPPLIES	$23.84	parkscc1
SUPPLIES FOR FACILITIES	$89.09	wdistcc
PARKS STAFF PESTICIDE TRAINING-S PHILLIPS	$30.00	parkscc1
WWTP PUMP STATION BACKUP PUMP RENTAL	$7,536.59	dwwtp
SAFETY SUPPLIES	$909.00	wwtpcc
PARKS MAINTENANCE SUPPLIES	$26.98	parkscc1
OFFICE SUPPLIES TECH SERVICES	$14.57	libcc
PARTS FOR EQUIP #865	$30.34	shopcc
TIRE DISPOSAL VEHICLE #516	$15.00	shopcc
TIRES FOR VEHICLE #516	$76.26	shopcc
K9 T-BONE TRAINING AID CONTAINERS	$307.83	apdcc
WA PARK STAFF SUPPLIES	$5.83	parkscc1
PARTS FOR EQUIP #854	$1,444.43	shopcc
REC EVENT SUPPLIES	$96.67	pkreccc
POSTAGE TO RETURN TOOL FOR REPAIR	$8.29	fibercc
SENIOR CENTER OFFICE SUPPLIES	$128.38	parkscc1
OFFICE SUPPLIES	$45.32	wwtpcc
PEN & PAPER	$5.64	fibercc
OFFICE SUPPLIES - PLANNING DEPT	$100.20	plancc
EXHIBITS	$9.00	museumcc
SUPPLIES FOR FACILITIES	$11.11	pwfaccc
BATTERIES	$19.75	fibercc
PARKS MAINTENANCE SUPPLIES	$17.04	parkscc1
PARKS MAINTENANCE SUPPLIES	$22.51	parkscc1
MAINTENANCE SUPPLIES	$142.96	wwtpcc
REC EVENT SUPPLIES	$140.70	pkreccc
WORK UNIFORM	$94.87	wdistcc
SUPPLIES FOR WATER MAINTENANCE	$707.26	wdistcc
WATER SYSTEM PLAN UPDATE - THROUGH 11/30/2	$28,523.25	dwtp
WATER ANALYSIS - TCR SOUTH INTOWN	$133.00	dwtp
CLEANING	$180.00	museum
CLEANING	$120.00	museum
APD 11/4-12/6/23	$2,745.76	apd
HEART OF ANACORTES 11/4-12/6/23	$152.27	finance
TSUNAMI SIREN - SKYLINE 11/4-12/6/23	$10.89	dwwtp
PARKS 11/13-12/6/23	$51.82	parks1
SPACE HEATER	$32.63	afdcc
PORTA POTTY RENTAL INTAKE 10/22-11/21/23	$115.00	wtpcc
CHRISTMAS TREE	$133.16	afdcc
CARD HOLDER	$15.22	afdcc
OFFICE SUPPLIES DF	$26.00	libcc
EXHIBIT EXPENSE	$49.62	museumcc
EXHIBIT EXPENSE	$33.08	museumcc
REC EVENT SUPPLIES	$183.72	parkscc1
REC EVENT SUPPLIES	$183.72	parkscc1
REC EVENT SUPPLIES	$183.72	parkscc1
MAINTENANCE SUPPLIES	$1.76	wwtpcc
MAINTENANCE SUPPLIES	$1.61	wwtpcc
APD OPERATING SUPPLIES	$119.57	apdcc
MEETING SUPPLIES	$239.73	pwfaccc
OFFICE SUPPLIES	$35.81	museumcc
HR & LR DIRECTOR FEATURED JOB POSTING	$100.00	hrcc
PARKS MAINTENANCE SUPPLIES	$19.56	parkscc1
SUPPLIES FOR FACILITIES	$337.67	pwfaccc

PARKS MAINTENANCE SUPPLIES	$14.68	parkscc1
LIGHTS: WONDERLAND WALK	$48.72	afdcc
ENGINEERING OPERATING SUPPLIES	$140.72	pwfaccc
NYLON TWINE	$14.13	afdcc
PARKS MAINTENANCE SUPPLIES	$39.43	parkscc1
MAINTENANCE SUPPLIES	$8.52	wwtpcc
AZURE DISASTER AND RECOVERY 11/2-12/1/22	$1,001.05	infosyscc
REC PROGRAM PORTABLE RESTROOM 11/01-11/05/	$34.86	parkscc1
PORTA POTTY RENTAL ON HWY 20 FOR METER REPL	$363.54	wtpcc
PORTA POTTY RENTAL PENN AVE	$210.25	wtpcc
PARKS PORTABLE RESTROOMS (11/01/23-11/30/23	$671.56	parkscc1
ADD 2023 POLICE CHEVY TAHOE TO AUTO POLICY	$345.00	finance
1100 STATE ROUTE 20 11/7-12/7/23	$14.80	finance
TSUNAMI SIREN 500 T AVE - 11/7-12/7/23	$10.89	dwwtp
CALCIUM STANDARD, GRADUATES, CHLORINE AMPU	$307.82	dwtp
MEMBERSHIP ORGANIZATIONS-INT'L CODE COUNCI	$160.00	bldgcc
USB C ADAPTERS	$20.66	pwfaccc
OPERATING SUPPLIES	$46.76	shopcc
REC EVENT SUPPLIES	$170.87	pkreccc
EXECUTIVE OFFICE SUPPLIES	$18.49	execc
PUTTY KNIFE, JOINT COMPOUND	$29.35	afdcc
PREMIX FUEL, MOP HANDLE	$53.29	afdcc
REC DEPT SUPPLIES	$119.67	pkreccc
APD LOGO SHIRTS FOR NEW STAFF	$120.00	apd
PARKS SECURITY CAMERA SUBSCRIPTION	$15.00	parkscc1
PARKS SECURITY CAMERA SUBSCRIPTION	$15.00	parkscc1
WORK UNIFORM	$181.92	shopcc
HEADLAMP & CLEAVER BLADE	$50.28	fibercc
SAFETY SUPPLIES FOR STREET DEPT	$39.16	shopcc
SAFETY GLASSES	$359.80	afdcc
WTP 14489 RIVER BEND RD. - 12/19-1/18/23	$143.01	finance
SODIUM HYPOCHLORITE	$13,403.54	dwtp
CANON/IRC5560I FINANCE/OPS/WWTP 11/8-12/7/2	$319.28	finance
WATER ANALYSIS - BACT RAW	$63.00	dwtp
MAINTENANCE SUPPLIES	$1,832.06	dwwtp
ADD 2023 CHEVY BOLT	$97.00	finance
ALL STATIONS: 11/3 - 12/6	$1,223.83	medic
MUSEUM 11/4-12/6/23	$373.42	museum
WWTP & PUMP STATIONS - 11/4-12/6/23	$24,727.79	dwwtp
SKYLINE STREET LIGHTS 11/1-12/1/23	$424.57	dshop
ACCOUNTABILITY AUDIT 22-22	$25,356.80	finance
SUPPLIES FOR FACILITIES	$944.61	pwfac
STA 3: 11/9 - 12/11/23	$187.23	medic
CANON/IRC5870I/3RD FLOOR 11/11-12/10/23	$243.73	finance
WATER MAINTENANCE SUPPLIES	$1,835.46	wdist
PROPERTY ISSUES - THROUGH 12/12/2023	$225.00	legal
OUTSIDE DEFENSE COUNSEL FOR SHORELINES CASE	$33,059.70	legal
ASPHALT & CONCRETE DISPOSAL	$178.21	dshop
MAINTENANCE SUPPLIES	$963.27	dwwtp
WTP BREAKROOM SUPPLIES	$57.50	dwtp
TOWING; APD CASE 23-A09007	$182.78	apd
PARTS FOR EQUIP #9905	$377.61	dshop
CPLS TO D.O.L.; NOVEMBER 2023	$561.00	apd
WATER ANALYSIS - BACT FINISHED	$19.00	dwtp
WATER ANALYSIS - TCR NORTH INTOWN	$133.00	dwtp
GEAR BOX FOR CAUSTIC TRANSFER PUMP	$1,544.42	dwtp

CL17 MAINTENANCE KITS X 12	$4,889.17	dwtp
WA PARK CAMPING REFUND	$8.00	parks1
ADD CHEVY BOLT S#89598 TO INS POLICY	$57.00	finance
IALERT3 MONITOR FOR RAW 3	$526.38	dwtp
REFUND FOR RETURNED BOOK	$32.00	publib
NORTH POLE EVENT ENTERTAINER	$50.00	pkrec
TOWING; APD CASE 23-A09050	$176.26	apd
CHEM BUILDING HEAT REPAIR	$2,983.36	dwtp
SUPPLIES FOR WATER MAINTENANCE	$3,825.17	wdist
R AVENUE LONG-TERM IMPROVEMENT PROJECT - M	$8,335.25	pw1
WASTEWATER TREATMENT PLANT OUTFALL - DESIG	$15,607.13	pw1
PAYMENT FOR GYM SUPERVISING	$975.00	pkrec
MAINTENANCE SUPPLIES -PS03 HATCH SPRINGS	$152.32	dwwtp
4TH QTR PROBATION FEES	$10,300.00	court
4TH QTR COMMUNITY COURT FEES	$1,950.00	court
HYDROCHLORIC ACID	$30.62	dwtp
UNIT-PRICED ELECTRICAL SERVICES 2023-2025 - REP	$8,261.55	dwwtp
UNIT-PRICED ELECTRICAL SERVICES 2023-2025 - LIGI	$3,564.88	pw1
UNIT-PRICED ELECTRICAL SERVICES 2023-2025 - LIGI	$1,463.69	pw1
UNIT-PRICED ELECTRICAL SERVICES 2023-2025 - LIGI	$12,755.20	pw1
UNIT-PRICED ELECTRICAL SERVICES 2023-2025 - POL	$2,981.33	pw1
STA 3 MAT/MOP SERVICE: 11/16	$16.32	medic
5/8" & 3/4" ROCK FOR WATER DEPT	$710.85	wdist
ASPHALT FOR WATER DEPT	$1,358.59	wdist
UPS SHIPPING CHARGES; WEEK ENDING 12-16-23	$11.62	apd
REFUND AMBULANCE OVERPAYMENT	$111.44	finance
LODGING TAX REIMBURSEMENT 2023 ANACORTES I	$10,000.00	plan
APD 11/17-12/15/23	$1,561.51	apd
MUSEUM 11/17-12/15/23	$353.82	museum
OPS 11/17-12/15/23	$1,039.17	dshop
CITY HALL 11/17-12/15/23	$1,371.35	finance
CARNEGIE 11/17-12/15/23	$543.26	museum
CANON COPIERS CITY WIDE 11/15-12/14/23	$200.36	finance
REFUND AMBULANCE OVERPAYMENT	$1,322.48	finance
REFUND AMBULANCE OVERPAYMENT	$1,074.00	finance
REFUND AMBULANCE OVERPAYMENT	$1,156.84	finance
PARTS FOR VEHICLE #222	$552.49	dshop
WTP HVAC REPAIR	$796.91	dwtp
PEDIATRIC DOSING TAPE	$112.26	medic
MEGAMOVERS, EXAM GLOVES, TEST STRIPS	$383.41	medic
MAINTENANCE SUPPLIES	$895.95	dwwtp
PORTABLE RADIOS	$24,455.03	apd
PURCHASE OF TWO PPV FANS	$12,185.60	medic
REFUND AMBULANCE OVERPAYMENT	$1,212.19	finance
FUNDING NORTH SIMILK PUMP DRAINAGE STUDY	$2,731.75	legal
INSTALLATION	$140.95	wdist
EMERGENCY WATERLINE REPAIRS	$670.80	wdist
REFUND AMBULANCE OVERPAYMENT	$754.22	finance
STAFF LUNCHEON CATERING	$2,210.00	executive
SUPPLIES FOR FACILITIES	$182.19	pwfac
PARTS & SERVICE FOR VEHICLE #037	$2,559.75	dshop
WWTP 11/17-12/15/23	$13.00	dwwtp
COURT & ASC COPIES 11/16-12/15/23	$158.92	finance
WATER ANALYSIS - BACT FINISHED	$19.00	dwtp
WATER MAINTENANCE SUPPLIES	$9,275.20	wdist
FLUORIDE STANDARD1, 2, AND TISAB	$939.85	dwtp

REIMBURSE LEOFF1 COPAYS - KING	$4,812.99	hr
RESTOCKING CITY BUNKERS	$636.48	dshop
PUMP STATION CHEMICALS PS 18	$471.39	dwwtp
PUMP STATION CHEMICALS PS 13 & PS 14	$897.30	dwwtp
DEF	$385.37	dshop
SODIUM HYDROXIDE	$6,422.23	dwtp
SAMPLE CELLS	$162.11	dwtp
WATER ANALYSIS - TCR SOUTH INTOWN	$133.00	dwtp
BID DEPOSIT RETURN FOR CONTRACT 23-138-TRN-0	$3,711.97	pw1
PURCHASE OF ASAC 2 HALLWAY LAMPS	$695.81	pw1
R AVENUE LONG-TERM IMPROVEMENT PROJECT - C	$1,300,773.71	pw1
HARD HATS	$3,264.00	wdist
ACCESS ANACORTES FIBER INTERNET GUEMES VIEW	$206,448.38	fiber
FACILITIES SERVICE REPAIR	$3,133.44	pwfac
FLAGGER TRAINING	$1,712.33	pw1
SUPPLIES FOR WATER MAINTENANCE	$1,948.31	wdist
PARTS FOR EQUIP #410	$1,063.85	dshop
LODGING TAX 2023 Q4 REIMBURSEMENT TO CHAM	$18,750.00	plan
LTAC FUNDING 2023 EXPERIENCE ANACORTES Q4 P/	$87,526.09	plan
2023 MEMBERSHIP DUES	$130.00	dwwtp
2024 MEMBERSHIP DUES	$130.00	dwwtp
COLD WEATHER SHELTER REIMBURSEMENT SALVAT	$1,650.00	plan
INDIGENT SCREENINGS FOR PUBLIC DEFENDER DECI	$415.00	court
RETAINAGE RELEASE	$3,343.76	pw1
RETAINAGE RELEASE	$430.00	pw1
RETAINAGE RELEASE	$312.23	pw1

Anacortes City Council Minutes - December 18, 2023

Call to Order
Mayor Matt Miller called to order the Anacortes City Council meeting of December 18, 2023 at 6:00 p.m. Councilmembers Jeremy Carter, Ryan Walters, Anthony Young, Christine Cleland-McGrath, Carolyn Moulton, and Amanda Hubik were present. Councilmember Bruce McDougall participated in the meeting remotely via Zoom.

Pledge of Allegiance
The assembly joined in the Pledge of Allegiance.

Announcements and Committee Reports
Mayor Miller shared that city offices would be closed on December 25th and January 1st, the Anacortes Police Department pet supply drive is continuing through December 22nd, there will be a Christmas tree recycling drive sponsored by the Anacortes High School Key Club on January 6th, and a note of thanks to the city staff from an appreciative citizen.

Mayor's Award of Merit
Public Works Director, Andrew Rheaume, introduced, and Mayor Miller presented the Mayor's Award of Merit to Wastewater Treatment Plant Operator, Mark Gatto, and Engineering Technician, John Norris.

Pride in Service
Mayor Miller presented the Pride in Service award for one year to Councilmember Hubik and five years to Councilmember Young.

Finance Committee
Mr. Walters reported that the regularly scheduled Finance Committee meeting did not occur.

Housing Affordability and Community Services Committee
Ms. Moulton reported from the Housing Affordability and Community Services Committee meeting held December 13th. The topics discussed included the coordinated entry contract and development regulation changes regarding accessory dwelling units and permitted uses.

Public Works Committee
Mr. Walters reported that the Public Works Committee did not meet as scheduled.

Public Comment
Mayor Miller invited the public to comment on any item not on the agenda. No one present wished to address the Council on any topic not already on the agenda.

Consent Agenda
Ms. Hubik moved, seconded by Mr. Young, to approve the following Consent Agenda items. The motion carried unanimously by voice vote.
a. Minutes of December 11, 2023
b. Approval of claims in the amount of $542,623.89
The following vouchers/checks were approved for payment:
EFT numbers: 108094 through 108132, total $481,459.84
Check numbers: 108133 through 108145, total $50,874.92
Wire transfer numbers: 336740 through 337047, total $10,289.13

Other Business

Resolution 3142: 2023 Joint Resolution Reaffirming Equality and Inclusion

Mayor Miller re-introduced Resolution 3142, 2023 Joint Resolution Reaffirming Equality and Inclusion by reading the text of the resolution.

Discussion topics included:

- The struggle we all face to live together in a community.
- Not allowing wrongs to go unchallenged.
- Addressing unacceptable behavior when it is noticed.
- Vigorous resistance and utilizing government resources to counter those using bigoted language.

CAROLYN MOULTON moved, seconded by AMANDA HUBIK, to approve Resolution 3142. Vote: Ayes - JEREMY CARTER, ANTHONY YOUNG, RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDOUGALL, AMANDA HUBIK. Nays - None. Result: Passed

Ordinance 4066: 2024-2029 Capital Facilities Plan

Senior Accountant, Philip Steffen, re-introduced Ordinance 4066: 2024-2029 Capital Facilities Plan (CFP), referring to a slide presentation that was added to the packet materials for the meeting.

Discussion topics included:

- Changing Guemes Channel Trail to a parks project.
- Wastewater Treatment allocation in the Capital Facilities Plan and rate study.
- Improved plan development process.
- Order of adoption of the Capital Facilities Plan and Operating Budget.

ANTHONY YOUNG moved, seconded by CHRISTINE CLELAND-MCGRATH, to approve Ordinance 4066 adopting the 2024-2029 Capital Facilities Plan. Vote: Ayes - JEREMY CARTER, ANTHONY YOUNG, RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDOUGALL, AMANDA HUBIK. Nays - None. Result: Passed

Ordinance 4064: 2024 Operating Budget

Senior Accountant, Philip Steffen, re-introduced Ordinance 4064, referring to a slide presentation that was added to the packet materials for the meeting.

Discussion topics included:

- 2024 budget includes revenues from the levy lid lift.
- Offsetting the property tax increases through the utility discount program.
- Appreciation for the budget book being provided in advance.
- Finance Department is short-handed.

JEREMY CARTER moved, seconded by AMANDA HUBIK, to approve Ordinance 4064 to adopt the 2024 Operating Budget. Vote: Ayes - JEREMY CARTER, ANTHONY YOUNG, RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDOUGALL, AMANDA HUBIK. Nays - None. Result: Passed

Resolution 3139: 2024 Legislative Priorities

Administrative Services Director, Emily Schuh, re-introduced Resolution 3139, 2024 Legislative Priorities, referring to a slide presentation that was included in the packet materials for the meeting. Police Chief, Dave Floyd, spoke about the issue of juvenile access to an attorney while in custody.

Discussion topics included:

- Recruit and Retain Police Officers
  - Positive message of being fully staffed for law enforcement.
  - Skagit County Basic Law Enforcement Academy needs to be up and running.

- Juvenile Access to an Attorney.
  - Shortening or modifying it to point out the difficulties in applying the law, not prescribing an outcome.
  - Video recording of interviews and body cameras guarantee discovery of inappropriate interrogation tactics.
  - More juveniles are referred to the criminal justice system due to police being limited by the law to determine their role in an incident.
  - Consider changes to RCW 13.40.740 to assist law enforcement in cases of juvenile questioning, recognizing the role of parents in waiving or asserting the juvenile's rights, and prohibiting attorneys from waiving a juvenile's rights without their consent.

- Revise the Property Tax Cap
  - Tying property tax rates to inflation.
  - Referring to already proposed legislation.
  - Aligning the proposal with the Association of Washington Cities priority.

- Investment in Infrastructure
  - Ferry service to Sidney, British Columbia.
  - Remove wildfire planning due to legislation passed in the previous session.

- Liability
  - Remove the paragraph that begins with 'Protect'.

- Data Protection
  - Regulation of software providers to safeguard sensitive digital information.

- Order of priorities
  - Stabilization campus at or near top
  - Anacortes – Sidney, British Columbia ferry service restoration
  - Retain police officers
  - Mental health crisis.

Mayor Miller invited members of the audience to comment on this agenda item.

Public comment was given as follows:

Steve Anderson of Anacortes addressed data security breaches, suggesting that the city verify that business entities do not have access to city servers.

Ms. Hubik pointed out that, as an employee of the state legislature, she would abstain from voting on this resolution. Ms. Schuh announced that the resolution would be revised to reflect the Council's input and brought back for consideration at the January 2, 2024 regular meeting.

Ben Root Skate Park Project Update

Parks and Recreation Director, Jonn Lunsford, provided the Ben Root Skate Park Project Update discussion, informing the Council that the project was over budget and would require additional funds through a fourth quarter budget amendment. He encouraged the public to make tax-deductible donations to the Skate Park Improvement Project, a 501(c)3 organization.

Discussion topics included:

- Use of Parks and Recreation reserve funds to make up the difference.
- Where to make a donation: Anacortes Skate Park Improvement Project website.

Mayor Miller invited members of the audience to comment on this agenda item. No one present wished to address the Council.

Interlocal Agreement #23-312-APD-001 for the Washington Traffic Safety Commission Traffic Safety Grant

Police Chief, Dave Floyd, introduced interlocal agreement #23-312-APD-001 for the Washington Traffic Safety Commission Traffic Safety Grant, which allows the police department to engage in traffic safety emphasis patrols throughout the year.

Discussion topics included:

- Annual grant amount fluctuations.

CAROLYN MOULTON moved, seconded by JEREMY CARTER, to authorize the mayor to execute interlocal agreement #23-312-APD-001 with the Washington Traffic Safety Commission.
Vote: Ayes - JEREMY CARTER, ANTHONY YOUNG, RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDOUGALL, AMANDA HUBIK. Nays - None. Result: Passed

Contract Modification: Anacortes Family Center Social Worker Agreement #23-113-APD-001

Police Chief, Dave Floyd, and Anacortes Family Center Executive Director, Dustin Johnson, introduced the modification to contract #23-113-APD-001 that would extend the Anacortes Family Center Social Worker agreement through 2024, referring to a slide presentation that was added to the packet materials for the meeting.

RYAN WALTERS moved, seconded by AMANDA HUBIK, to authorize the mayor to execute contract modification #23-113-APD-001 with the Anacortes Family Center. Vote: Ayes - JEREMY CARTER, ANTHONY YOUNG, RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDOUGALL, AMANDA HUBIK. Nays - None. Result: Passed

Contract Award: 2024 Anacortes Community Action Office & Care Specialist #24-008-PLN-001

Planning, Community, and Economic Development Director, John Coleman, introduced contract #24-008-PLN-001 that would fund the Anacortes Community Action Office and Care Specialist for 2024.

Discussion topics included:

- Appreciation for the level of detail in the proposal.

CAROLYN MOULTON moved, seconded by ANTHONY YOUNG, to authorize the mayor to execute contract #24-008-PLN-001 for the 2024 Anacortes Community Action Office and Care Specialist. Vote: Ayes - JEREMY CARTER, ANTHONY YOUNG, RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDOUGALL, AMANDA HUBIK. Nays - None. Result: Passed

Mayor Miller announced that there will not be a regular meeting on December 26, 2023, and the next regular meeting will take place on January 2, 2024.

Mayor Miller thanked Councilmember Carter for his service to Ward 3 and presented him with a certificate of appreciation on behalf of the city.

Adjournment

There being no further business, at approximately 8:00 p.m. the Anacortes City Council meeting of December 18, 2023 was adjourned.

City Council Agenda Bill

Meeting Date: January 2, 2024 **Agenda Item:** 6.c.

Agenda Item Title: Contract Modification: Washington Park Trail Repair Project – Design #23-209-PRK-001

Staff Contact(s): Andrew Rheaume, ROBERT HOXIE

Approved for Submittal to Council by	**Action Type**
GREG FRANCIOCH TIFFANY MATSON	Contract Modification

Item Summary: City staff seeks Council consent to issue a contract modification to HDR Engineering, Inc. in the amount of $17,412.50, increasing the total contract price to $115,487.50, in order to produce a revised 30% Plan and Estimate based on FEMA directives.

Background:

1. Reason for Contract Change: Upon submittal of the 30% Plans and Estimate, the City entered negotiations with FEMA. The outcome of the first round of reviews yielded a need to modify the 30% design. The directive required keeping the project impacts above the high tide line (HTL). The City requested the Consultant to produce a revised 30% Plan and Estimate with a design that remained above the HTL. This will require the design of shoring walls and revised construction access sequencing.
2. History: In November or 2021 a landslide occurred on the bank above the shoreline at the north end of Washington Park. The slide damaged the City's trail leading from Puget Way into Washington Park. This damage occurred during a federally declared disaster period and has been determined as eligible for the FEMA disaster assistance program. Additional damage to this trail occurred during another disaster period in January 2022. The additional damage has also been determined to be eligible for the FEMA disaster assistance program.
3. Key Terms: increase of $17,412.50, no change to term of agreement.
4. Competitive Bidding: Per RCW 39.80 this engineering consultant was selected from the City’s MRSC Architectural, Landscape Architectural, and Engineering Service Roster to provide a proposal for this scope of work, after which a price was negotiated.

Budget Impact:

Consultant	HDR Engineering, Inc.
Original Agreement Amount	$98,075.00
Current Agreement Amount	$98,075.00
Change Per This Modification	$17,412.50
Total After Modification	$115,487.50
Total % Increase from Original Contract Amount	17.75%
Earmarked Funds	$0 – grant funded
BARS #	105.720.595.30.63
Paid on Contract as of 12/18/23	$90,959.36
Budget Amendment Required?	No
Start Date	Contract execution
End Date	03/31/2024

Previous Action: Contract 23-209-PRK-001 was approved at the 7/24/2023 City Council meeting.

Recommended Motion: I move that City Council authorize the Mayor to sign a contract modification with HDR Engineering, Inc. under Contract 23-209-PRK-001, in the amount of $17,412.50 increasing the total contract price to $115,487.50.

Alternative Actions: Not approve the modification.

Attachments (listed in order presented):

1. 23-209-PRK-001 Mod 01

Contract Number 23-209-PRK-001
MODIFICATION 01

Date December 18, 2023
Page 1 **of** 1 **Page**

Contract Title	**Washington Park Trail Repair Project – Design**
Consultant	**HDR Engineering, Inc.**

BACKGROUND

This modification is issued in accordance with Article 21, Changes/Additional Work and provides for an addition to the Scope of Work to produce a revised 30% Plan and Estimate based on FEMA directives. Accordingly, the contract price is increased from $98,075.00 by $17,412.50 to $115,487.50, and the following changes are incorporated under this contract:

ARTICLE 1. Scope of Work. The following second paragraph is added:

"Per Modification 01, Consultant will produce a revised 30% Plan and Estimate with a design that will remain above the high tide line (HTL) as directed by FEMA. This will require the design of shoring walls and revised construction access sequencing. The tasks are detailed in Exhibit C, which is attached hereto and incorporated by reference, and work shall be performed under the direction of the City's Project Manager, Rob Hoxie, or designee."

ARTICLE 2. Price and Payment Terms. The paragraph is revised to read:

"The services provided under this Agreement shall be on a time and materials basis not-to-exceed **One Hundred Fifteen Thousand Four Hundred Eighty-Seven Dollars and Fifty Cents ($115,487.50)**. The per task estimates are detailed in Exhibits A and C, and the billable rates for services provided shall be in accordance with Exhibits B and D which are attached hereto and incorporated by reference."

All other terms of the contract remain unchanged.

CITY OF ANACORTES

By ______________________________
Matt Miller, Mayor

Date______________________________

HDR ENGINEERING, INC.

By ______________________________

Date______________________________

Original Agreement Amount	$98,075.00	Original Contract Completion Date	03/31/2024
Current Agreement Amount	$98,075.00	Current Contract Completion Date	03/31/2024
Change Per this Modification	$17,412.50	Net Change	0 Days
Total After Modification	$115,487.50	Contract Completion Date After Change	03/31/2024

AGREEMENT 23-209-PRK-001
EXHIBIT C

City of Anacortes, WA
Washington Park Trail Repair Project
Preliminary Design

Amendment No. 1

November 2023

929 108th Avenue NE
Suite 1300
Bellevue, WA 98004-4361
(425) 450-6200

929 108th Avenue NE
Suite 1300
Bellevue, WA 98004-4361
(425) 450-6200

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EXHIBIT A

SCOPE OF SERVICES

Background

The City of Anacortes (City) has retained HDR (Consultant) to assist the City in developing preliminary engineering Plans for design of the trail repair in support of their federal aid reimbursement request to FEMA. The Washington Park Trail had two landslides adjacent to the trail that compromised the trail east of the boat launch on Sunset Beach.

The scope of work includes an alternatives workshop, geotechnical recommendations for retaining walls and soil stabilization, a draft and final review of preliminary engineering Plans, and on-call support to the City during their negotiations with FEMA to support the City's funding reimbursement request.

<u>Amendment No. 1</u>

Upon submittal of the 30% Plans and Estimate, the City entered negotiations with FEMA. The outcome of the first round of reviews yielded a need to modify the 30% design. The directive required keeping the project impacts above the high tide line (HTL). The City requested the Consultant to produce a revised 30% Plan and Estimate with a design that remained above the HTL. This will require design of shoring walls and revised construction access sequencing.

Scope of Services

Task 1 Project Management

Objective

Objective of this task is not changed via Amendment No. 1.

Consultant Services

1. The following services will be added to this task as part of this amendment:
   A. Additional coordination and management of the project team to support extended project duration.
   B. Additional progress reports and invoicing to support extended project duration.

Client Responsibilities

1. Client responsibilities under this task are not changed by this amendment.

Assumptions

1. The project duration will be extended 4 months (4 coordination meetings and 4 invoicing / progress report submissions).

2. One coordination meeting will be held every other month and will last 30 minutes or less. Consultant will prepare for each meeting, attend each meeting, provide follow-up, and notes from the meeting. Coordination meetings will be virtual via Microsoft Teams.
3. Invoices will be standard Consultant invoice format.
4. Expense backup will not be provided with invoices but will be available for review at Consultant office or by request.

Deliverables

1. Monthly reports and invoices (e-mailed PDF file)
2. Project management coordination meeting agenda and notes (e-mailed PDF files).

Task 2 Quality Control

Objective

Objective of this task is not changed via Amendment No. 1.

Consultant Services

1. 30% Resubmittal Design QC:
   A. Review of changes made to design after 30% submittal.
   B. Review of Plans and estimate for incorporation of City/FEMA comments.

Assumptions

1. Quality Control review is for completeness and conformance with generally accepted engineering standards for preliminary design.

Deliverables

1. No deliverables are associated with this task.

Task 3 Preliminary Design

Objective

Objective of this task is augmented via Amendment No. 1 by the following:

Update the design to a location outside of the High Tide Line (HTL) based on direction from the City after initial coordination with FEMA on the 30% design plans. To achieve this redesign effort, the introduction of walls and modification of key trenching will be required.

Consultant Services

Additional design is incorporated by this amendment.

1. 30% Preliminary Design Revision including CAD design for the trail repair. This will include Plans and cost estimate. Plan sheets are anticipated to be the same total quantity of sheets

as the 30% Preliminary Design. These plans will incorporate direction from the City based on the initial FEMA coordination.

2. Consultant will design revised modeling of the replaced slope using shoring walls. Consultant will modify construction access drawings and incorporate a new sequence of work which requires all equipment to remain above the HTL.

Client Responsibilities

1. Client responsibilities under this task are not changed by this amendment.

Assumptions

1. Consultant modifications to the design are based on FEMA comments and LOE for the redesign is limited by the funds within this task.

Deliverables

Additional deliverable is incorporated by this amendment.

1. 30% Revised Design Plans and Cost Estimate (PDF and Excel)

Task 4 FEMA Support

Objective

Objective of this task is not changed via Amendment No. 1.

Consultant Services

1. This is an on-call task related to support activities that may arise during the FEMA process. The task is augmented by 10 hours of Consultant effort with this amendment.

Client Responsibilities

1. Client responsibilities under this task are not changed by this amendment.

Assumptions

1. Tasks will be discussed and a time allotment (within the limits of the Contract budget) will be decided between City and PM prior to beginning work.
2. Task is limited to the budget allotted in the LOE Consultant estimate.

Deliverables

1. To be determined on a task-by-task basis.

Fee

Amendment 01 Summary

Task	Fee
Task 1 – Project Management	$3,055
Task 2 – Quality Control	$2,367
Task 3 – Preliminary Design	$18,526
Task 4 – FEMA Support	$2,035
Total	$25,983

Contract Summary

Task	Original Fee	Amendment 01 Change in Fee	Amendment 01 Revised Fee
Task 1 – Project Management	$9,447.00	$3,055.00	$12,502.00
Task 2 – Quality Control	$6,980.00	$2,367.00	$9,347.00
Task 3 – Preliminary Design	$58,288.00	$18,526.00	$76,814.00
Task 3.SUB – Preliminary Design (GeoEngineers)	$17,934.00	-$8,570.50	$9,363.50
Task 4 – FEMA Support	$5,426.00	$2,035.00	$7,461.00
Total	$98,075.00	$17,412.50	$115,487.50

EXHIBIT D - LABOR ESTIMATE, HDR ENGINEERING STAFF

City of Anacortes: City of Anacortes _WA Park Trail Repair Amendment 01

		Starr, Jason L	Cabanilla, Ethel Sadang	Keyes, Justin D	Johnson, Lawrence S (Scott Johnson)	Alsina, Noah Jacob	Parenteau, Trevor Michael	Total Labor Hours	Total Labor Dollars
	Project Role	Project Manager	Project Accountant	Roadway Engineer	Roadway QC	Roadway EIT	CAD Lead		
	Billing Rate	259.20	131.20	190.91	308.16	123.10	110.88		
1	**Top Task #1 Project Management**	**7**	**8**	**1**	**0**	**0**	**0**	**16**	**$ 3,054.91**
1	Coordination and Monitoring	3		1				4	**$ 968.51**
	Invoicing / Status Reporting / EV / WorkPlan	4	8					12	**$ 2,086.40**
2	**Top Task #2 Quality Control**	**2**	**0**	**0**	**6**	**0**	**0**	**8**	**$ 2,367.36**
	Draft Design QC	2			6			8	**$ 2,367.36**
3	**Top Task #3 Preliminary Design**	**4**	**0**	**24**	**0**	**40**	**72**	**140**	**$ 18,526.00**
	30% Submittal Design	4		24		40	72	140	**$ 18,526.00**
4	**Top Task #4 FEMA Support**	**4**	**0**	**2**	**2**	**0**	**0**	**8**	**$ 2,034.94**
	General On-Call Support	4		2	2			8	**$ 2,034.94**
	Task Total Hours	**17.00**	**8.00**	**27.00**	**8.00**	**40.00**	**72.00**	**172.00**	
	Task Total Fee	**$ 4,406.40**	**$ 1,049.60**	**$ 5,154.57**	**$ 2,465.28**	**$ 4,924.00**	**$ 7,983.36**		**$ 25,983.21**

City Council Agenda Bill

Meeting Date: January 2, 2024 **Agenda Item:** 7.a.

Agenda Item Title: Contract Award: WWTP Pump Station 16 Reconstruction - Design #23-259-SEW-001

Staff Contact(s): Andrew Rheaume, Steven Lange

Approved for Submittal to Council by	**Action Type**
TIFFANY MATSON TIFFANY MATSON	Contract Award

Item Summary: City staff seeks City Council consent to award a contract in the amount of $258,290.00 to Wilson Engineering, L.L.C. to perform Phase 1 of the design of an upgraded WWTP pump station 16. Tasks include 100% design, geotechnical investigations, permitting, storm drainage analysis, topographic surveying, basemapping, legal descriptions, and bid phase support.

Background:

1. History: There is an overwhelming amount of ground water infiltration in the sewer system that requires a larger pump station. We have identified the source within the Marine Heights Development.
2. Key Terms:
   - Contract is for a firm fixed price of $258,290.00.
   - The period of performance under this Agreement is through January 8, 2025.
3. Competitive Bidding: Per RCW 39.80 this engineering consultant was selected from the City's MRSC Architectural, Landscape Architectural, and Engineering Service Roster to provide a proposal for this scope of work, after which a price was negotiated.

Budget Impact:

Consultant	Wilson Engineering, L.L.C.
Contract Amount	$258,290.00

Earmarked Funds	$258,290.00
BARS #	440.750.594.35.63
Budget Amendment Required?	No
Start Date	Contract execution
End Date	1/8/2025

Previous Action: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign contract 23-259-SEW-001 with Wilson Engineering, L.L.C. in the amount of $258,290.00 to perform the WWTP Pump Station 16 Reconstruction - Design.

Alternative Actions: Not award the contract.

Attachments (listed in order presented):

1. 23-259-SEW-001

AGREEMENT #23-259-SEW-001
Between
THE CITY OF ANACORTES
AND
WILSON ENGINEERING, L.L.C.

WWTP PUMP STATION 16 RECONSTRUCTION - DESIGN

This Agreement, hereinafter referred to as “Agreement”, is made and entered into between the City of Anacortes, hereinafter referred to as the "City", and Wilson Engineering, L.L.C., hereinafter referred to as the "Consultant".

WHEREAS, the City requires the professional services of the Consultant;

NOW, THEREFORE, in consideration of mutual benefits accruing, it is agreed by and between the parties hereto as follows:

1. **Scope of Work**. Under this Agreement, the Consultant shall perform Phase 1 of the project to design an upgraded Wastewater Treatment Plant (WWTP) Pump Station 16. Tasks are detailed in Exhibit A, which is attached hereto and incorporated by reference. All work shall be performed under the direction of Steve Lange, or designee, hereinafter referred to as Project Manager.

2. **Price and Payment Terms.** The services provided under this Agreement shall be for a firm fixed price of **Two Hundred Fifty-Eight Thousand Two Hundred Ninety Dollars ($258,290.00)**. The billable rates for services provided shall be in accordance with Exhibit A.

3. **Period of Performance.** The period of performance under this Agreement is from inception through January 8, 2025.

4. **Subcontracts**. The Consultant shall not subcontract the Scope of Work (“Work”) unless detailed in this Agreement or the Project Manger approves in writing. If the Project Manager requests, the Consultant shall provide proof that the subcontractor has the experience, ability, and equipment the Work requires. “subcontractor” means an individual, partnership, firm, corporation, or joint venture who is sublet part of the Contract by the Consultant. Each request to subcontract shall include the following information (i) a description of the supplies or services to be subcontracted, (ii) identification of the type of subcontract to be used (iii) identification of the proposed subcontractor, (iv) proposed subcontract price, (v) identification of the percentage of work to be performed by subcontract. Approval of subcontract shall not:

   a. Relieve the Consultant of any responsibility to carry out the Contract,
   b. Relieve the Consultant of any obligations or liability under the Contract,
   c. Create any contract between the City and the subcontractor, or
   d. Convey to the subcontractor any rights against the City.

Consultant remains fully responsible for obligations, services, and functions performed by its subcontractor to the same extent as if such obligations, services, and functions were performed by Consultant’s employees, and for purposes of the Agreement such work will be deemed work performed by Consultant. The Consultant shall give immediate written notice, reference Clause Notices, of any action or suit filed and prompt notice of any claim made against the Consultant by any subcontractor or vendor that, in the opinion of the Consultant, may result in litigation related in any way to this Agreement, with respect to which the Consultant may be entitled to reimbursement from the City.

If dissatisfied with any part of the subcontracted Work, the Project Manager may request in writing that the subcontractor be removed. The Consultant shall comply with this request at once and shall not employ the subcontractor for any further Work under the Contract.

5. **Taxes.** The City will pay sales and use taxes imposed on goods or services acquired hereunder as required by law. The Consultant must pay all other taxes including, but not limited to: Business and Occupation Tax, taxes based on the Consultant's gross or net income, or personal property to which the City does not hold title. The City is exempt from Federal Excise Tax. Where applicable the City shall furnish a Federal Excise Tax Exemption certificate.

6. **Invoicing.** All invoices shall include a cover page that states: Company Name, Invoice Date, Due Date (30 days), Invoice Number, Invoice Period, Project Manager Name, **Agreement Number**, Agreement Price, amount requested per invoice and cumulative invoiced amount. Invoices shall include actual hours worked by Period, by Labor Category. The Consultant must invoice MONTHLY for quantities delivered during the invoice period, and no more frequently than monthly, and allow 30 calendar days from receipt of the invoice for payment.

Invoices may be sent by US mail to City of Anacortes, Accounts Payable, PO Box 547, Anacortes, WA 98221, or by email to accountspayable@cityofanacortes.org. The City shall notify the Consultant within fifteen (15) calendar days from receipt of invoice if there are any objections or disputes with the invoice. The Consultant shall then resubmit a new invoice less the disputed amount and payment shall be made within 30 calendar days. Any disputed amounts may be submitted under the Disputes clause contained herein.

7. **Withholding Payment.** In the event the City determines that the Consultant has failed to perform any obligation under this Contract within the times set forth in this Contract, then the City may withhold from amounts otherwise due and payable to Consultant the amount determined by the City as necessary to cure the default, until the Contracting Officer determines that such failure to perform has been cured. Withholding under this clause shall not be deemed a breach entitling Consultant to terminate or damages, provided that the City promptly gives notice in writing to the Consultant of the nature of the default or failure to perform, and in no case more than 8 days after it determines to withhold amounts otherwise due. A determination of the City Attorney set forth in such notice to the Consultant of the action required and/or the amount required to cure any alleged failure to perform shall be deemed conclusive, except to the extent that the Consultant acts within the times and in strict accord with the provisions of the Disputes clause of this Contract. The City may act in accordance with any determination of the City Attorney which has become conclusive under this clause, without prejudice to any other remedy under the Contract, to take all or any of the following actions: (1) cure any failure or default, (2) to pay any amount so required to be paid and to charge the same to the account of the Consultant, (3) to set off any amount so paid or incurred from amounts due to become due the Consultant. In the event the Consultant obtains relief upon a claim under the Disputes clause, no penalty or damages shall accrue to Consultant by reason of good faith withholding by the City under this clause.

8. **Final Payment: Waiver of Claim.** The Consultant's acceptance of final payment shall constitute a waiver of claims, except those previously and properly made and identified by the Consultant as unsettled at the time request for final payment is made.

9. **Ownership and Use of Documents**. All finished and unfinished documents and material prepared by the Consultant with funds paid by the City pursuant to the terms of this Agreement shall become the property of the City and shall be forwarded to the City upon its request. Documents and materials shall include but not be limited to plans, specifications, reports, electronic and non-electronic data, and other design documents prepared by the Consultant. Pursuant to RCW 42.56.70, all information and documents produced under this Agreement may be subject to public disclosure.

10. **Assistance Regarding Patent and Copyright Infringement.** In the event of any claim or suit against City on account of any alleged patent or copyright infringement arising out of the performance of this Contract or out of the use of any material furnished or work or services performed hereunder, Consultant shall defend City against any such suit or claim and hold City harmless from any and all expenses, court costs, and attorney's fees in connection with such claim or suit.

11. **Indemnification / Hold Harmless.** Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City. However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

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

B. No Limitation: Consultant's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance: Consultant shall obtain insurance of the types and coverages described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be as least as broad as Insurance Services Office (ISO) form CA 00 01.

2. Commercial General Liability insurance shall be at least as broad as ISO occurrences form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. **The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy** with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.

3. Worker's Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

4. Professional Liability insurance appropriate to the Consultant's profession.

D. Minimum Amounts of Insurance: Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of $1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than $2,000,000 each occurrence and $2,000,000 general aggregate.

3. Professional Liability insurance shall be written with limits no less than $2,000,000 per claim and $2,000,000 policy aggregate limit.

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

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

G. Verification of Coverage: The Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsements, evidencing the insurance requirements of the Consultant **within 10 days of contract execution and before scheduling of the work**. Upon request by the City, the Consultant shall furnish certified copies of all required insurance policies, including endorsements, required in this contract and evidence of all subcontractor coverage. Failure of the City to demand such verification of coverage with these insurance requirements or failure of the City to identify a deficiency from the insurance documentation provided shall not be construed as a waiver of Consultant's obligation to maintain such insurance.

Verification of coverage shall include:
1. An ACORD certificate or a form determined by the City to be equivalent.
2. Copies of all endorsements naming the City as additional insured, showing the policy number. The Consultant may submit a copy of any blanket additional insured clause from its policies instead of a separate endorsement.
3. Any other amendatory endorsements to show the coverage required herein.
4. **A notation of coverage enhancements on the Certificate of Insurance shall not satisfy these requirements – actual endorsements must be submitted.**

H. Notice of Cancellation: The Consultant shall provide the City with written notice of any policy cancellation within two business days of their receipt of such notice.

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

J. City Full Availability of Consultant Limits: If the Consultant maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the

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

13. **Registered or Licensed.** The City is prohibited from executing an Agreement with a Consultant who is not registered or licensed as required by the applicable laws of the state for their profession. In addition, Anacortes Municipal Code requires that every business located within the city limits of Anacortes register the business with the state and include a City of Anacortes Endorsement. Businesses from outside city limits with a gross annual income of $2,000 within Anacortes are also required to obtain a city endorsement. Business licenses and city endorsements can be obtained through the State of Washington Department of Revenue (DOR) Business Licensing Service (BLS) at bls.dor.wa.gov.

14. **Inspection.** The Project Manager shall have power to reject instruments of services which fail to comply with the requirements of this Agreement, but in case of dispute the Consultant may appeal to the City Attorney, whose decision shall be final. The Consultant shall comply with any and all orders and instructions given by the representative of the particular Department administering the Agreement in accordance with the terms of the Agreement. Nothing herein contained shall be taken to relieve the Consultant of their obligations or responsibilities under the Agreement. However, the Consultant shall be responsible for their own methods and conduct during the period of performance.

15. **Standard of Care**. The Consultant represents that they have the necessary knowledge, skill, and experience to perform the Services required by this Agreement. Consultant, and any persons employed by Consultant, shall use their professional skill and efforts to perform the Work in a professional manner consistent with sound practices, in accordance with the usually and customary professional care required for services of the type described in the Scope of Work herein provided at the same time and in the same locale. The City's remedy for a failure to meet the above Standard of Care shall be the re-performance of the Service or an equitable adjustment in the monies paid for the services, at the City's discretion.

16. **Standard Title VI / Non-Discrimination Assurances.** During the performance of this contract, the Consultant, for itself, its assignees, and successors in interest agrees to the clauses in "Appendix A" and "Appendix E" of the Standard Title VI Assurances (USDOT1050.2A), which are hereby incorporated by reference and made a part hereof.

17. **Consultant is an Independent Contractor**. The parties intend that an independent contractor relationship will be created by this Agreement. No agent, employee or representative of the Consultant shall be deemed to be an agent, employee or representative of the City for any purpose. Consultant shall be solely responsible for all acts of its agents, employees, representatives and subcontractor during the performance of this Agreement.

18. **Acceptance.** Consultant acknowledges and agrees that these contract terms are incorporated in, and are a part of, each purchase order or other agreement relating to the provision of goods and/or related services by Consultant. These contract terms supersede all conflicting or additional terms pre-printed on any purchase order, quote, invoice, Consultant's website, or otherwise set forth on any release, acknowledgement, confirmation, requisition, work order, shipping instruction, specification and similar document or communication.

19. **No Third Party Beneficiary Rights**. This Agreement is not intended to and shall not be construed to give any Third Party any interest or rights (including, without limitation, any Third Party beneficiary rights) with respect to or in connection with any agreement or provision contained herein or contemplated hereby, except as otherwise expressly provided for in this Agreement.

20. **Right to Terminate Agreement.**

A. **Termination for Default:** If the Consultant defaults by failing to perform any of the obligations of the Agreement or becomes insolvent or is declared bankrupt or commits any act of bankruptcy or insolvency or makes an assignment for the benefit of creditors, the City may, by depositing written notice to the Consultant in the U.S. mail, postage prepaid, terminate the Agreement, and at the City's option, obtain performance of the work elsewhere. If the Agreement is terminated for default, the Consultant shall not be entitled to receive any further payments under the Agreement until all work called for has been fully performed. Any extra cost or damage to the City resulting from such default(s) shall be deducted from any money due or coming due to the Consultant. The Consultant shall bear any extra expenses incurred by the City in completing the work, including all increased costs for completing the work, and all damage sustained, or which may be sustained by the City by reason of such default. If a notice of termination for default has been issued and it is later determined for any reason that the Consultant was not in default, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to the Termination for Public Convenience paragraph hereof.

B. Termination for Public Convenience: The City may terminate the Agreement in whole or in part whenever the City determines, in its sole discretion that such termination is in the best interests of the City. Whenever the Agreement is terminated in accordance with this paragraph, the Consultant shall be entitled to payment for actual work performed at unit Agreement prices for completed items of work through the date of termination. If the City exercises its option under this Paragraph, the City shall not be responsible for payment for loss of anticipated profit on deleted or uncompleted work. Termination of this Agreement by the City at any time during the term, whether for default or convenience, shall not constitute a breach of Agreement by the City.

21. **Changes/Additional Work**. The City may engage Consultant to perform services in addition to those listed in this Agreement, and Consultant will be entitled to additional compensation for authorized additional services or materials. The City shall not be liable for additional compensation until and unless any and all additional work and compensation is approved in advance in writing and signed by both parties to this Agreement. If conditions are encountered which are not anticipated in the Scope of Services, the City understands that a revision to the Scope of Services and fees may be required. Provided, however, that nothing in this paragraph shall be interpreted to obligate the Consultant to render or the City to pay for services rendered in excess of the Scope of Services unless or until a modification to this Agreement is approved in writing by both parties.

22. **Non-waiver**. Waiver by the City of any provision of this Agreement or any time limitation provided for in this Agreement shall not constitute a waiver of any other provision.

23. **Non-assignable**. The services to be provided by the Consultant shall not be assigned or subcontracted without the express written consent of the City.

24. **Covenant Against Contingent Fees**. 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 Agreement, and that they have 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, gifts, or any other consideration contingent upon or resulting from the award of making of this Agreement. For breach or violation of this warranty, the City shall have the right to annul this Agreement without liability or, in its discretion to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

25. **Disputes**

A. General: Differences between the Consultant and the City, arising under and by virtue of this Agreement shall be brought to the attention of the City at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken. The provisions of this Clause shall survive the expiration or termination of this Agreement.

B. Notice of Potential Claims: The Consultant shall not be entitled to additional compensation which otherwise may be payable, or to extension of time for (1) any act or failure to act by the Contracting Agent or the City, or (2) the happening of any event or occurrence, unless the Consultant has given the City a written Notice of Potential Claim within 10 days of the commencement of the act, failure, or event giving rise to the claim, and before final payment by the City. The written Notice of Potential Claim shall set forth the reasons for which the Consultant believes additional compensation or extension of time is due, the nature of the cost involved, and insofar as possible, the amount of the potential claim. Consultant shall keep full and complete daily records of the Work performed, labor and all costs and additional time claimed to be additional.

C. Detailed Claim: The Consultant shall not be entitled to claim any such additional compensation, or extension of time, unless within 30 days of the accomplishment of the portion of the work from which the claim arose, and before final payment by the City, the Consultant has given the City a detailed written statement of each element of cost or other compensation requested and of all elements of additional time required, and copies of any supporting documents evidencing the amount or the extension of time claimed to be due.

D. Dispute Resolution: In the event of a dispute between the City and the Consultant arising of this Agreement, or any obligation hereunder the dispute shall first be referred to the representatives designated by the City and the Consultant to have oversight over the administration of this Agreement. Said representatives shall meet within thirty (30) calendar days of receipt of detailed claim, and the parties shall make a good faith effort to achieve a resolution of the dispute. In the event the parties are unable to resolve the dispute under the procedure set forth above, then the parties hereby agree that the matter shall be referred to mediation. The parties shall mutually agree upon a mediator to assist them in resolving their differences. Any expenses incidental to mediation shall be borne equally by the parties. If either party is dissatisfied with the outcome of the mediation, that party may then pursue any available judicial remedies.

26. **Force Majeure.** Neither party shall be liable to the other or deemed in breach or default for any failure or delay in performance under this Agreement during the time and to the extent its performance is prevented by reasons of Force Majeure. For the purposes of this Agreement, Force Majeure means an occurrence that is beyond the reasonable control of and without fault or negligence of the party claiming force majeure and which, by exercise of due diligence of such party, could not have been prevented or overcome. Force Majeure shall include natural disasters, including fire, flood, earthquake, windstorm, avalanche, mudslide, and other similar events; acts of war or civil unrest when an emergency has been declared by appropriate governmental officials; acts of civil or military authority; freight embargoes; epidemics; pandemics; quarantine restrictions; labor strikes; boycotts; terrorist acts; riots; insurrections; explosions; and nuclear accidents. A party claiming suspension or termination of its obligations due to force majeure shall give the other party prompt written notice of the impediment and its effect on the ability to perform, with such notice to be provided no more than two (2) working days after the force majeure event or reasonable discovery of the event's impact on performance. Failure to provide such notice shall preclude recovery under this provision. Such delay shall cease as soon as practicable and written notification of same shall be provided. The time of completion shall be extended by Agreement modification for a period of time equal to the time that the results or effects of such delay prevented the delayed party from performing in accordance with this Agreement. Rights Reserved: The City reserves the right to cancel the Agreement and/or purchase materials, equipment or services from the best available source during the time of force majeure, and Consultant shall have no recourse against the City.

27. **Compliance with Laws**. The Consultant in the performance of this Agreement shall comply with all applicable Federal, State or local laws and ordinances, including regulations for licensing, certification and operation of facilities, programs and accreditation, executive proclamations, all applicable Washington Dept. of Labor & Industries (L&I) and Occupational Safety & Health Administration (OSHA) safety standards, and licensing of individuals, and any other standards or criteria as described in the Agreement to assure quality of services. The Consultant specifically agrees to pay any applicable business and occupation (B&O) taxes, which may be due on account of this Agreement.

28. **Severability.** If any term or condition of this Agreement or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this Agreement are declared severable.

29. **Governing Law.** This Agreement shall be governed by and construed under the laws of the State of Washington. Any action brought under the Agreement or relating to the Project shall be brought in the Superior Court of the State of Washington in Skagit County Washington.

30. **Survival of Agreement Termination**. The articles relating to Indemnification / Hold Harmless, Taxes, Ownership and Use of Documents, Assistance Regarding Patent and Copyright Infringement, The City's Right to Terminate Agreement, Governing Law, and Disputes, shall survive completion of the services, payment in full of the compensation and termination of this Agreement.

31. **Notices**. Receipt of any notice shall be deemed effective three days after deposit of written notice in the U.S. mail, with proper postage and properly addressed. Notices shall be sent to the following addresses:

CITY:	CONSULTANT:
City of Anacortes Tiffany Matson 904 6th Street PO Box 547 Anacortes, WA 98221	Wilson Engineering L.L.C. Scott Wilson 805 Dupont Street, Ste 7 Bellingham, WA 98225

The parties acknowledge that there has been an opportunity to negotiate the terms and conditions of this Agreement and agree to each bind itself, its partners, successors, assigns, and legal representatives to the other party hereto, in respect of all covenants, agreements, and obligations contained in the Contract Documents. Each of the persons signing below on behalf of any party hereby represents and warrants that they are signing with full and complete authority to bind the party on whose behalf of whom they are signing, to each and every term of this Agreement.

CITY OF ANACORTES	**WILSON ENGINEERING, L.L.C.**
By ______________________________ Matt Miller, Mayor	By ______________________________
Date ____________________________	Title ______________________________
	Date______________________________

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, Washington State Department of Transportation, 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.

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.

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 Washington State Department of Transportation 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 Washington State Department of Transportation, 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 Washington State Department of Transportation 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 Washington State Department of Transportation 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.

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:

<u>Pertinent Non-Discrimination Authorities</u>:

- 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 Non-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).

AGREEMENT 23-259-SEW-001
EXHIBIT A

CITY OF ANACORTES
WWTP PUMP STATION #16 IMPROVEMENTS

SCOPE OF SERVICES

Our proposed Scope of Services for the City of Anacortes WWTP Pump Station #16 Improvements Project includes the following tasks:

Task 1 – Project Management
Task 2 – Topographic Surveying, Basemapping, Legal Descriptions
Task 3 – Geotechnical Investigations
Task 4 – Permitting and Other Support
Task 5 – Storm Drainage Analysis
Task 6 – Preliminary 30% Design
Task 7 – 60% PS&E
Task 8 – 90% PS&E
Task 9 – 100% PS&E
Task 10 – Bid Phase Support
Exhibit A – Topographic Survey Extents
Exhibit B – Preliminary Drawing List

The significant tasks of prime and sub-consultants including milestones associated with each task are described below.

The project will be completed in two phases:
- Phase 1 – Design and Bidding
- Phase 2 – Construction Administration (future)

This Scope of Services provides for Phase 1 – Design and Bidding. Phase 2 – Construction Administration, if needed, will be scoped and completed when the scope of capital improvements is better defined.

Project Understanding

Below is a general summary of the planned improvements.

- The City desires to expand WWTP pump station #16 with a new larger wet well, on site generator and upgraded valve vault, flow meter, and controls. The lift station will be located on the same property as the existing lift station.
- The new pump station will be a duplex pump station using the existing 20 HP Flygt pumps.
- The new site will include sidewalk adjustments, and general site restoration meeting City standards.
- The project will consist of a new in-line magnetic flow meter (4" or 6" TBD) and new wet well instrumentation.
- The project will consist of a new Automatic Transfer Switch and permanent diesel generator.
- The existing service is single phase 120/240V. The pump starters are Variable Frequency Drives (VFDs) which convert the single-phase power into three phase power for each of the pumps.
- The existing pump control panel will be evaluated for re-use. A new pump control panel will be designed and specified if it is determined that the existing panel is not suitable for re-use.
- A temporary electrical service will be required during construction to operate two bypass pumps.

General Assumptions

1. The project will be funded with City funds.
2. This scope does not include any budget for funding assistance, stakeholder coordination, or construction admin services.

Task 1 – Project Management

This task covers the effort necessary to organize, lead, communicate with and coordinate all consultant team members (in-house and sub-consultants) and City staff needed to accomplish the work required by the Project. This task includes tracking time and budget, work elements accomplished, work items planned for the next period, manpower, scope changes, time and budget needed to complete this Scope of Services. This task includes general expenses for travel, reproduction, and misc. items. Task 1 includes the following subtasks:

Subtask 1.1 – Coordination with City

- Meet and communicate regularly with the City to keep the City's project manager informed about project progress, issues and schedule.

Subtask 1.2 – Project Schedule / Team Management / QA/QC

- Quality assurance / quality control (QA/QC) of all final documents.
    - Manage and execute quality control procedures for all deliverables.
    - Perform quality assurance review of all work products. Review will be by a senior project manager who will review calculations, plans, specifications, and contract documents for content, consistency, accuracy, and technical issues.
- Project schedule tracking.
- Coordinate the work of team members for project roles, schedules, budgets, and production.

Subtask 1.3 – Progress Reports, Invoices, and Budget Management

- Prepare and submit to the City's Project Manager, monthly invoices and progress reports with schedule and budget status.
    - Progress reports will describe the work items and percentage of work items that were accomplished, independent of budget expended.
    - Progress reports will include a forecast of work to be completed for the upcoming month.
    - Progress report will include a status of budget spent and remaining for each individual task.
    - Progress reports will identify any other issues or problems that may occur.
    - Document expenditures on a task basis, and show hours by project personnel and other direct expenses related to work.
    - Reports and invoicing will be formatted in a manner that is acceptable to the City.
- Manage subconsultant budgets and invoices.

Subtask 1.4 Project Meetings and Site Visits

This task includes Project meetings and site visits: Prepare for, conduct, and document decisions and action items arising from meetings associated with the project.

1. **Provisional Design and Coordination Meetings**: These provisional meetings are set aside for either design milestone submittal review, when needed, or impromptu situations where consultant input is urgent and required to promote project schedule or other requirements. An allowance of up to one (1) meeting is included. These meetings are assumed to be virtual.
2. **Coordination Meetings:** Conduct coordination conversations on a monthly basis through the

project completion with key City staff to discuss project status, action items, and potential areas of concern. An allowance of up to twelve (12) meetings is included. These meetings are assumed to be virtual or via phone.
3. **Additional Meetings are included in the tasks below.**

Assumptions:
1. Total project duration is twelve (12) months.
2. For project meetings, Consultant will develop an agenda and produce minutes afterward.
3. In-person meetings will be held at the project site or City offices in Anacortes, WA.
4. No public involvement support will be required for this project.
5. No kick-off / site visit meeting is included in this scope.

City Deliverables:
1. None

Deliverables:
1. Meetings minutes.
2. Monthly invoices and progress reports for up to twelve (12) months.

<u>Task 2 – Topographic Surveying, Basemapping, Legal Descriptions</u>

Subtask 2.1 – Topographic Surveying / Basemapping

This task includes the acquisition of topographic data suitable for use in engineering-design efforts. Using conventional survey practices conforming to NSPS "Model Standards for Topographic Surveys", perform an engineering-design topographic survey of utilities and specific features will be performed within the depicted extents of the route shown on Exhibit "A". Specific tasks include:

- Establish Control along the route tied to the WSDOT NAD83(2011 Epoch) survey control network and NAVD88 elevation datum. Control will be durable 1/2" rebar with red plastic caps, or 4" Berntsen "Survey Marker" spikes, suitable for use during the construction phase of the project.
- Recover section monuments, roadway monuments, and property corners sufficient to establish the location of the Anaco Beach Road and Beachwood Lane Rights-of-Way.
- Research utilities above and below ground. Contact utility providers and request maps of as-builts or schematic locations of utilities. Wilson will submit Design Locate Requests for the route and will also order underground utility locates from a private utility locate firm.
- Topographic survey of full width of the ROW adjacent to the site and 100 LF in either direction along Anaco Beach Rd. Topographic survey will include all immovable features that define or limit the route. See Exhibit "A" for topographic survey extents.
- Parcel boundaries will be depicted, but no corners will be set and the topographic survey will not also constitute a boundary survey (a record of survey of will not be prepared).
- Data integration and drafting of base map for use in design in AutoCad Civil 3D format.
- Deliverables will be hard copy (.pdf) format of the Topographic Survey stamped and sealed by a professional surveyor licensed in the State of Washington and electronic .dwg files for the design of the project. Deliverables are valid for this use only.

Subtask 2.2 – Research and Confirm Right-of-Way

This task includes the research of recorded surveys, plats, ROW deeds, and easements.

- Research approximately 3 parcels proximate to the existing pump station to determine the Rights-of-Way and existing easements, and parcel boundaries. This research will be limited to documents available in the Skagit County Auditor's on-line database and no Title Report or

Subdivision Guarantee will be acquired by Wilson pursuant to this scope item under this scope element.
- In the event that Wilson and the City of Anacortes Public Works Department are unable to come to a resolution, a title report may be needed for the parcel which Wilson will order and bill directly to the City.

Subtask 2.3 – Supplemental Topographic Surveying

- Provide up to one day of field work to pick up additional topographic information after reviewing the survey with the City and Engineer.
- Update drawing files.

Assumptions:
1. No easements or property acquisition is anticipated for this project
2. The City will ensure that vaults and manholes are accessible and clean.
3. No temporary construction easements or legal descriptions are included in this scope.

Meetings:
1. None

City Deliverables:
1. None

Deliverables:
1. Up to three (3) title reports and associated documentation, if required.
2. Basemap updates.
3. Hard copy (.pdf) format of the Topographic Survey stamped and sealed by a professional surveyor licensed in the State of Washington and electronic .dwg files for the design of the project. Deliverables are valid for this use only.

Task 3 – Geotechnical Investigations

The purpose of this subtask is to characterize soil and groundwater conditions at the site as a basis for providing geotechnical engineering and hydrogeological recommendations to support design and construction of the proposed lift station and gravity sewer.

Subtask 3.1 – Field Investigation

- Review readily available in-house files, geologic maps and information provided by the City, if available, for existing subsurface information in the project area.
- Complete one subcontracted boring in or adjacent to the proposed improvement area to a depth of about 30 feet below ground surface (bgs). The boring will be completed as a monitoring well with an at- grade traffic rated (flush) monument. We have assumed the drilling/well installation can be completed in about ½-day onsite. Soil samples will be taken during drilling at 2½- to 5-foot intervals with split spoon sampling methods in the upper 10 feet bgs and 5-foot intervals below that depth. Subcontracted traffic control will be provided while onsite.
- Submit selected soils samples from the borings to the laboratory for geotechnical testing. The testing will consist of sieve analyses, percent finer than U.S. No. 200 sieve tests and moisture content determinations.
- Describe site conditions including our interpretation of subsurface soil and groundwater conditions based on results of our review, field explorations and geotechnical laboratory analysis.
- Comment on seismic hazards and provide seismic design parameters in accordance with the current edition of the International Building Code (IBC). If explorations indicate that potentially liquefiable soils are present, we will provide estimates of liquefaction-induced settlement, reduced

soil strength parameters, and estimated down drag forces on below-grade structures and foundations as part of this subtask.

Subtask 3.2 – Geotechnical Engineering and Hydrogeologic Analysis

- Review readily available in-house files, geologic maps and information provided by the City for existing subsurface information in the project area.
- Provide geotechnical related design and construction recommendations including:
    - Recommendations for earthwork, subgrade preparation and structural backfill including our opinion regarding reuse of on-site soils;
    - Recommended soil parameters to be used for design (soil friction angle/cohesion, unit weight, etc.);
    - Recommended lateral earth pressures for temporary excavation shoring design, and a discussion regarding feasible shoring methods (i.e., sheet pile and solder piles with lagging);
    - Provide our opinion regarding the appropriate pump station foundation type and associated axial resistance or bearing resistance, lateral resistances, and estimates of expected foundation settlement;
    - Provide design lateral earth pressures for permanent below-grade walls including recommended design seismic pressures;
    - Provide geotechnical parameters to evaluate buoyancy uplift resistance, as applicable;
    - Provide a discussion of dewatering considerations including appropriate dewatering methods;
    - Provide a discussion of construction considerations; and
    - Comment on anticipated construction challenges that could be encountered, based on the results of our site studies and from our experience on projects at similar sites.

Subtask 3.3 – Reporting

- Incorporate the results of the geotechnical and hydrogeological services and analysis into a draft and final Geotechnical Report. The report will include the summary exploration logs, a site plan showing the locations of the explorations, laboratory testing results, and engineering figures as appropriate. The final Report will incorporate comments from the project team.

Assumptions:
1. None

Meetings:
1. None.

City Deliverables:
1. Existing subsurface information in the project area, if available. (Not required)

Deliverables:
1. Draft and final Geotechnical Report.

<u>Task 4 – Permitting and Other Support</u>

The purpose of this task is to complete permitting required for the project, and to provide other support as indicated.

- Develop a permitting matrix summarizing required environmental and developmental permits identified in Task 4, including estimated development and submission dates, review duration, and responsible parties.

Task 4 includes the following subtasks:

Subtask 4.1 – SEPA Checklist

This subtask provides environmental documentation consistent with the State Environmental Policy Act (SEPA) and assists with environmental permit acquisition:

- **SEPA Documentation**: Following agreement on a conceptual plan, prepare a SEPA Environmental Checklist for the City in accordance with WAC 197-11.

Subtask 4.2 – Other Environmental Permitting

- **Critical Areas Report**:
  - Prepare a critical areas report, including assessment of the Stream Ordinary High Water Mark (OHWM) and Critical Areas Application. No priority habitat species are mapped in the project area.
- **Cultural Resources Report**:
  - Prepare documentation for compliance with compliance with the Washington Code 43.21C, State Environmental Policy Act (SEPA) through Anacortes (City), and if archaeological resources are encountered, through RCW 27.53 through the Washington Department of Archaeology and Historic Preservation (DAHP). The cultural resource review would consist of a background review, field investigation, and preparation of a final report. Final reporting will meet all required regulatory standards. Work will include conducting a background literature review and providing recommendations regarding the need for additional archaeological monitoring during construction based upon the assessment. The report will meet the requirements of the Washington State Department of Archaeology and Historic Preservation (DAHP). Develop an Inadvertent Discovery Plan (IDP) for discovery of archaeological or historic resources, or human remains during construction and include as an appendix to the Contract Documents.
- **Other City Permitting Assistance:**
  - Review project components to ensure project is consistent with other environmental code and permit requirements and assist with other City environmental permitting requirements as required.

Assumptions:

1. The project will be funded with City funds.
2. An Investment Grade Energy Audit, Construction Quality Assurance Plan, SERP, or Federal Cross Cutter Documentation will not be required.
3. Federal funding requirements will not apply.
4. The City will be responsible for notification, publication, and distribution of the SEPA checklist.
5. The City will pay all permit fees.
6. There are no priority habitat species present in the area.
7. No federal permits (triggered by direct impact to water of the U.S., including wetlands) will be required.
8. No work is occurring within a floodplain that would trigger a Floodplain development permit.
9. A JARPA/HPA permit through the Washington Department of Fish and Wildlife will not be required for this project.
10. A NEPA will not be required for this project.
11. A shoreline permit will not be required for this project.
12. A Plan of Interim Operations is not required for a new pump station project.
13. No wetlands will be identified within 150 ft of the project.
14. No OHWM delineation of the marine shoreline will be required.
15. No impacts/mitigation plan is required.

16. No engineering report or sewer comprehensive plan updates will be required by Ecology.

Meetings:
1. None

City Deliverables:
1. Public notification, printing, and distribution of the SEPA checklist
2. Permitting documents review comments as appropriate.

Deliverables:
1. Draft and final SEPA Checklist
2. Draft and final APE letter and graphic.
3. Draft and final Cultural Resources Assessment.
4. Draft and final Critical Areas Report / Application

Subtask 4.3 – Development Permitting

This subtask provides documentation and assists with developmental permit acquisition:

- Assist with City permitting required for the project.
- Prepare and submit City permitting design submittals (plans and specifications) after 90 percent design completion.

Assumptions:
1. The City will pay all permit fees and submit final permit materials to the City for approval.
2. The City will handle development permitting internally. No City Pre-Application meeting is included in this budget. The City will prepare required permit materials and fill out applications for the all City permits anticipated for the project.

Meetings:
1. City Planning Meeting: Attend planning meeting after 30% design with City to review 30% design, identify required permits and timelines for submission and review.
    a. This meeting is assumed to be a virtual meeting.

City Deliverables:
1. Approved permits.

Deliverables:
1. All permitting design submittals in a format required for final submission by the City.

<u>Task 5 – Storm Drainage Analysis</u>

- Stormwater design for the project is expected to include grading design for the new sidewalk and rerouting of an existing storm drain to avoid the new lift station improvements. The extent of the storm drain improvements is expected to connect to an existing system within 50’ of the lift station.

Assumptions:
1. It is assumed that the project will result in less than 2,000 sf of new or replaced impervious hard surface and less than 7,000 sf land disturbance. A stormwater design report has not been included.
2. A downstream capacity analysis has not been included.

Meetings:

1. NA

City Deliverables:
1. NA

Deliverables:
1. NA

Task 6 – Preliminary 30% Design

The purpose of this task is to establish the project design criteria and anticipated construction conditions. This task will develop construction bidding drawings to the 30 percent completion level. Task 6 includes the following subtasks:

Subtask 6.1 Design Criteria

- Request and review existing project documentation including, but not limited to, related reports, asbuilts and record drawings, Sewer Comprehensive Plan, City standards (contract documents and standard details), facility pump time/flow records, standard operating procedures (SOPs) and other operation and maintenance records.
- Conduct a site assessment to determine layout and configuration for proposed facilities.
- Review sewer basin and flow information provided in the latest Sewer Plan.
- Perform review of previous sewer modelling and flow calculations to confirm pump station capacity.
- Review pump run times of existing temporary pump station to confirm existing and projected average and peak flows.
- Review recent and planned development with the City to determine any potential additional flow not accounted for in the Sewer Plan.

Assumptions:
1. Current City standards will be obtained from the City.
2. No sewer flow modeling with be part of this scope of work. All sewer basin modeling results are available and will be provided by the City as part of the Sewer Plan.
3. The existing pumps will be reused in the new wet well. A simple review of pump run times and basin development will be performed to verify these pumps are appropriate; however, a complete capacity analysis is not included in this scope.
4. Current lift station operational data, pump run time data, lift station level logging data, any relevant flow monitoring or I/I data, and rainfall data are available and will be provided by the City.
5. No Infiltration and Inflow (I&I) analysis will be performed.
6. No Sewer Comp Plan updates are included in this scope.
7. The force main will be evaluated to determine a pump system curve.

City Deliverables:
1. Project documentation
2. Current lift station operational data, pump run time data, lift station level logging data, any relevant flow monitoring or I/I data, and rainfall data.
3. Flow monitoring and/or I/I data.
4. City will provide existing available as-built information.

Deliverables:
1. None.

Subtask 6.2 Conceptual Design

- Develop a conceptual design with respect to feasibility, capital costs, and other factors including permitting requirements, easement requirements, project schedule, constructability, operations and maintenance, future expansion capability, life cycle cost, health and safety, and public impacts.

- Perform preliminary engineering analysis to evaluate one lift station design:
  - A duplex lift station with submersible Flygt sewage pumps located on parcel P61827.
  - The City desires to expand lift station #16 with a new larger wet well, on-site generator and upgraded valve vault, flow meter, and controls. The lift station will be located on the same property as the existing lift station.
  - The new pump station will be a duplex or triplex pump station using the existing Flygt pumps.
  - The new site will include a generator, sidewalk adjustments, and general site restoration meeting City standards.
  - Determine the appropriate pump capacity, pump and station types, and layout based off engineer's experience and City preferences.
  - Determine pump station layout, site access and structure access planning, non-motorized treatments, and drainage improvements.

Subtask 6.3 Preliminary Design (30% Plans and Estimate)

- Create plans for 30% preliminary design.
- Develop preliminary opinions of probable construction cost for each alternative.
- Perform internal QA/QC of 30% design.
- Summarize Task 6 efforts in a tech memo including 30 percent design level plans, opinions of probable construction cost, project schedule, specifications table of contents, permitting matrix, and easement requirements.

Assumptions:
1. Budget for 30 percent design level plans is based on the Preliminary Drawing List included as Exhibit B.

Meetings:
1. **30% Design Review Meeting**: Present analyses and review tech memo with City. Confirm the selected alternatives and review the City's preferences on layouts, equipment, electrical, and control system standardization, location of facilities, and other design criteria needed to proceed into final design. 30% documents will be provided prior to the 30% meeting for the City to review.
   a. This meeting is assumed to be virtual.

City Deliverables:
1. Technical Memo review comments

Deliverables:
1. Draft and final Technical Memo
2. Permitting Matrix

<u>Task 7 – 60% PS&E</u>

The purpose of this task is to develop 60% plans, specifications, and opinions of probable construction cost for bidding and construction of the recommended improvements. Specific tasks include:

- Prepare 60 percent design package including technical specifications, plans and opinions of probable construction cost for City review.
- Update the design criteria that were established during the preliminary design phase.

7.1 60% Plans

- Prepare 60 percent plans including details for the construction of the proposed improvements. Plans will be prepared in accordance with accepted industry practices. Plans will be prepared and provided in AutoCAD 2022-2024 (2018 format).
- See Exhibit B for sheets included in the 60% plan set.

7.2 60% Opinion of Costs

- Estimate 60% level quantities and opinion of construction costs based upon the 60% construction plans and current unit bid prices. Estimate will include a contingency to accommodate additional construction costs not yet specifically identified and account for yearly inflation if project exceeds one year.

7.3 60% Specifications

- Prepare Contract Provisions (“Specifications”) for the 60% submittal. Specifications will include Project specific technical specifications for the items of work and City of Anacortes General Standard Provisions (GSP).

Assumptions:
1. The City will provide the Consultant with any Anacortes General Special Provisions and Requirements to be used on the project.
2. Bid forms will not be included in the 60% submittal - the Opinion of Costs will reflect the bid items at this submittal level.
3. Technical specifications will be the Consultant’s standard, CSI formatted specifications with WSDOT references.
4. Contract documents will use the EJCDC template.

Deliverables:
1. Electronic copy of the 60% plan set in PDF format
2. Electronic copy of the 60% opinion of cost summary submitted in PDF format
3. Electronic copy of the 60% Specifications in PDF format

City Deliverables:
1. City to consolidate all review comments

<u>Task 8 – 90% PS&E</u>

The purpose of this task is to develop 90% plans, specifications, and opinions of probable construction cost for bidding and construction of the recommended improvements. Specific subtasks include:

8.1 Response to 60% Comments

- Respond to and incorporate 60 percent deliverable City review comments.

8.2 90% Plans

- Prepare 90 percent plans including details for the construction of the proposed improvements. Plans will be prepared in accordance with accepted industry practices. Plans will be prepared and provided in AutoCAD 2022-2024 (2018 format).
- See Exhibit B for sheets included in the 90% plan set.

8.3 90% Opinion of Costs

- Estimate 90% level quantities and opinion of construction costs based upon the 90% construction plans and current unit bid prices. Estimate will include a contingency to accommodate additional construction costs not yet specifically identified and account for yearly inflation if project exceeds one year.

8.4 90% Specifications

- Prepare Contract Provisions ("Specifications") for the 90% submittal with EJCDC template and format. Specifications will include Project specific technical specifications for the items of work and City of Anacortes General Standard Provisions (GSP).

Assumptions:

1. All comments will either be responded to or incorporated in the 90% submittal for all reviews and meetings that have occurred.
2. City review will take maximum of 3 weeks

Meetings:
1. None

Deliverables:
1. Electronic copy of the 90% plan set in PDF format
2. Electronic copy of the 90% opinion of cost summary submitted in PDF format
3. Electronic copy of the 90% Specifications in PDF format

City Deliverables:
1. City to consolidate all review comments

<u>Task 9 – 100% PS&E</u>

The purpose of this task is to develop final ad-ready 100% plans, specifications, and opinions of probable construction cost for bidding and construction of the recommended improvements and posting bid documents at www.wilsonengineering.com Specific subtasks include:

9.1 Response to 90% Comments

- Respond to and incorporate 90 percent deliverable City review comments.

9.2 100% Plans

- Prepare 100 percent plans including details for the construction of the proposed improvements. Plans will be prepared in accordance with accepted industry practices. Plans will be prepared and provided in AutoCAD 2022-2024 (2018 format).
- See Exhibit B for sheets included in the 100% plan set.

9.3 100% Opinion of Costs

- Estimate 100% level quantities and opinion of construction costs based upon the 100% construction plans and current unit bid prices. Estimate will include a contingency to accommodate additional construction costs not yet specifically identified and account for yearly inflation if project exceeds one year.

9.4 100% Specifications

- Prepare Contract Provisions ("Specifications") for the 90% submittal. Specifications will include Project specific technical specifications for the items of work and City of Anacortes General Standard Provisions (GSP). Bid forms, including the bid schedule, will be filled out with the project quantities with this submittal.

Assumptions:

1. The City will provide one set of City review comments to the Consultant, reflective of all City staff comments, for the 90% plans and opinion of costs.
2. Any major changes post 100% submittal initiated by the City may be considered out of scope work.

Meetings:

1. None

Deliverables:

1. Electronic copy of the 100% plan set in PDF format
2. Electronic copy of the 100% opinion of cost summary submitted in PDF format
3. Electronic copy of the 100% Specifications in PDF format

City Deliverables:

1. City to consolidate all review comments

<u>Task 10 – Bid Phase Support</u>

The purpose of this task is to assist the City during bidding and award process on an as needed basis, including:

- Respond to Contractor questions during the bidding process.
- Provide clarifications, which may include Plan sheet revisions, Special Provision language, or information clarifications for review and approval by the City.
- Prepare addenda for City to publish.
- Attend the pre-bid walkthrough.
- Provide evaluation on apparent low bidder (i.e. check references, review bid tab, etc.)

10.1 Pre-bid Meeting and Contractor Questions

- Attend pre-bid meeting.
- Take meeting minutes and provide a copy of the meeting minutes to the City.
- Log questions received by Contractors for the purposes of issuing an informational addendum.

10.2 Contract Addenda

- Provide assistance with clarifying or updating contract plans and project manual through addendum process. Consultant to prepare addenda to be posted to Washington Builders

Exchange.

10.3 Preparation of Contract Documents

- Prepare a Conformed Construction Set of Contract Documents that reflect the changes made through addenda, if any, following outline of final Project Manual provided by the City.
- All applicable permits and reports will be included as appendices in the conformed Project Manual.
- The final conformed set will have all addenda pages replace the original pages that were altered by addenda.

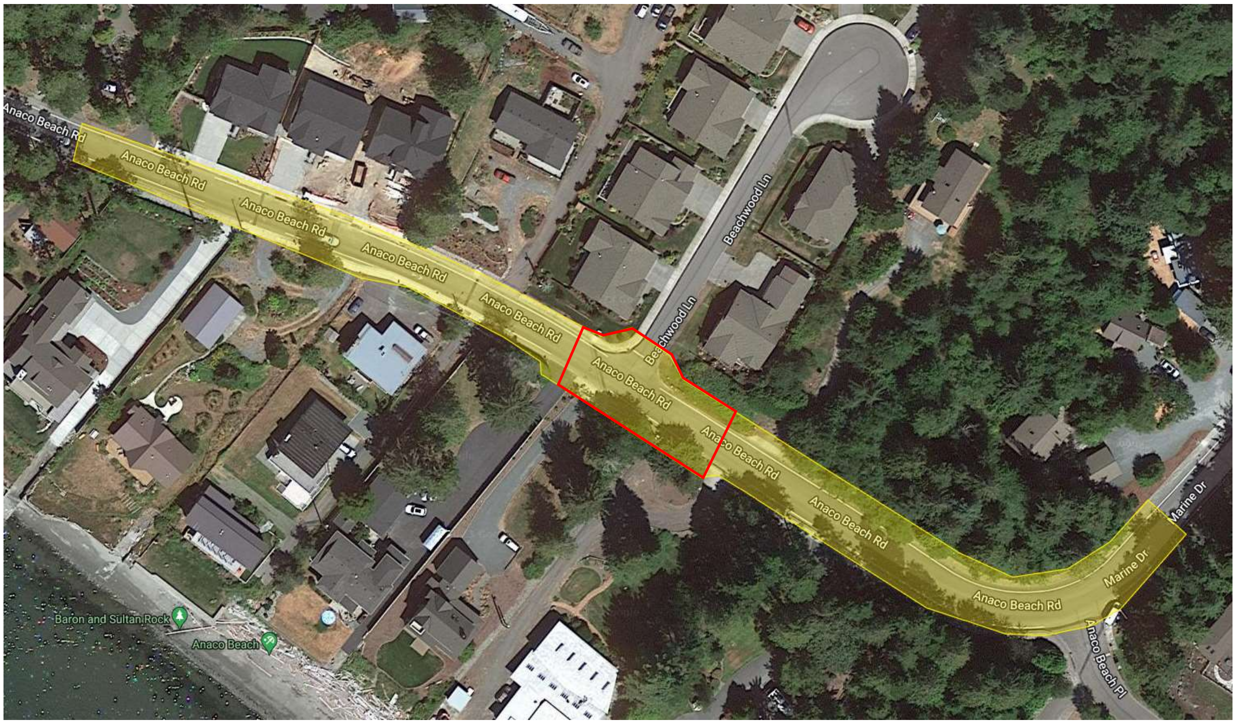
Assumptions:
1. None

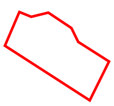
Meetings:
1. Attend pre-bid meeting in person.

Deliverables:
1. Meeting minutes and notes from pre-bid meeting.
2. Electronic copies of addenda, including an informational addendum.
3. Bid tabulation spreadsheet with engineer's estimate and bid item portion completed.
4. Conformed plan set, two (2) full size, four (4) half size bound hard copies and electronic copy
5. Conformed Project Manual, three (3) bound hard copies and electronic copy.

City Deliverables:
1. None

<u>Exhibit A – Topographic Survey Extents</u>





Extents of full topographic survey

Extents of topographic survey for traffic control design purposes (i.e. fog line, centerline, edge of pavement)

Exhibit B – Preliminary Drawing List

Sheet #	Title	30%	60%	90% & 100%
General				
1	Cover Sheet	x	x	x
2	Index to Drawings	x	x	x
3	Legend		x	x
4	Abbreviations		x	x
5	General Notes		x	x
Civil				
6	W.A.C. Compliance Sheet		x	x
7	Existing Conditions		x	x
8	Existing Conditions Structure Table		x	x
9	Temporary Erosion & Sediment Control Plan Notes		x	x
10	Temporary Erosion & Sediment Control Plan	x	x	x
11	Temporary Erosion & Sediment Control Plan Details			x
12	Demolition Plan 1	x	x	x
13	Overall Site Plan	x	x	x
14	Proposed Pump Station #16 Site Plan	x	x	x
15	Existing Pump Station #16 Site Plan	x	x	x
16	Proposed Utility Plan		x	x
17	Landscaping Plan		x	x
20	Civil Details 1		x	x
21	Civil Details 2			x
22	Civil Details 3			x
Mechanical				
23	Mechanical Plan	x	x	x
24	Mechanical Profile		x	x
25	Mechanical Details 1		x	x
26	Mechanical Details 2			x
Structural				
30	Structural Notes		x	x
31	Structural Sections 1		x	x
32	Structural Sections 2		x	x
33	Structural Details 1		x	x
34	Structural Details 2			x
Electrical				
35	Electrical Legend		x	x
36	One-Line Diagram		x	x
37	Electrical Site Plan		x	x
38	Power Distribution and Signal Plan		x	x
39	Lighting and Receptacle Plan		x	x
40	Motor Control Center Details		x	x
41	Control Logic Diagrams 1		x	x
42	Control Logic Diagrams 2		x	x
43	Generator Details		x	x

44	Electrical Details 1		x	x
45	Electrical Details 2			x
46	Conduit Schedules		x	x
47	Electrical Schedules		x	x
48	Telemetry Panel Layout		x	x
49	Power and Communications Diagram		x	x
50	Telemetry Panel - Input and Output Wiring 1		x	x
51	Telemetry Panel - Input and Output Wiring 2		x	x

City of Anacortes

WWTP Pump Station #16

Prepared by: Scott Wilson, PE, Wilson Engineering LLC
Prepared for: City of Anacortes
Proposal No.: P-7981
October 27, 2023

Task Description	Direct Expenses	Principal Engineer	Engineer IV	Engineer I	Senior CAD Design Technician	Clerical	Senior Professional Land Surveyor	Senior Survey Technician	2-Person Survey Crew	WILSON SUBTOTAL	Drayton Archaeology	GeoEngineers, Inc.	Z Tek, LLC	Transportation Solutions	Kingworks Engineers	TOTAL
Rate ($/hr) =	L.S.	$215	$192	$149	$146	$103	$200	$140	$259							
Task 1: Project Management																$ -
Subtask 1.1 - Coordination with City		24	20							$ 9,000	$ -	$ -	$ 3,370	$ -	$ -	$ 12,370
Subtask 1.2 - Project Schedule / Team Management / QA/QC	$ 2,000.00	40								$ 10,600	$ -	$ -	$ 842	$ -	$ -	$ 11,442
Subtask 1.3 - Progress Reports, Invoices, and Budget Management		16				2				$ 3,646	$ -	$ -	$ 1,685	$ -	$ -	$ 5,331
Subtask 1.4 - Project Meetings and Site Visits		20	10		4					$ 6,804	$ -	$ -	$ 3,186	$ -	$ -	$ 9,990
Sub-Total	**$ 2,000.00**	**100**	**30**	**0**	**4**	**2**	**0**	**0**	**0**	**$ 30,050**	**0**	**0**	**0**	**0**	**0**	**$ 39,133**
Task 2: Topographic Surveying, Basemapping, Legal Descriptions										$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subtask 2.1 - Topographical Surveying / Basemapping	$ 1,000.00	2			12		6	8	14	$ 9,128	$ -	$ -	$ -	$ -	$ -	$ 9,128
Subtask 2.2 - Research and Confirm Right-of-Way		1					6	6	6	$ 3,809	$ -	$ -	$ -	$ -	$ -	$ 3,809
Subtask 2.3 - Supplemental Topographic Surveying		2			4		2	3	8	$ 3,906	$ -	$ -	$ -	$ -	$ -	$ 3,906
Sub-Total	**$ 1,000.00**	**5**	**0**	**0**	**16**	**0**	**14**	**17**	**28**	**$ 16,843**	**0**	**0**	**0**	**0**	**0**	**$ 16,843**
Task 3: Geotechnical Investigations										$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subtask 3.1 - Field Investigation		6	4							$ 2,058	$ -	$ 18,954	$ -	$ -	$ -	$ 21,012
Subtask 3.2 - Geotechnical Engineering and Hydrogeologic Analysis		4	3							$ 1,436	$ -	$ -	$ 4	$ -	$ -	$ 1,440
Subtask 3.3 - Reporting		4	3							$ 1,436	$ -	$ -	$ 4	$ -	$ -	$ 1,440
Sub-Total	**$ -**	**14**	**7**	**0**	**0**	**0**	**0**	**0**	**0**	**$ 4,930**						**$ 23,893**
Task 4: Permitting and Other Support										$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subtask 4.1 - SEPA Checklist		2	12							$ 2,734	$ -	$ -	$ -	$ -	$ -	$ 2,734
Subtask 4.2 - Other Environmental Permitting		4	6		4					$ 2,596	$ 3,968	$ 8,640	$ -	$ -	$ -	$ 15,204
Subtask 4.3 - Development Permitting		4	6		6					$ 2,888	$ -	$ -	$ -	$ -	$ -	$ 2,888
Sub-Total	**$ -**	**10**	**24**	**0**	**10**	**0**	**0**	**0**	**0**	**$ 8,218**						**$ 20,826**
Task 5: Storm Drainage Analysis										$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subtask 5.1 - Storm Drainage Analysis		2	4		2					$ 1,490	$ -	$ -	$ -	$ -	$ -	$ 1,490
Sub-Total	**$ -**	**2**	**4**	**0**	**2**	**0**	**0**	**0**	**0**	**$ 1,490**						**$ 1,490**
Task 6: 30% Preliminary Design										$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subtask 6.1 - Design Criteria		28	24	10						$ 12,118	$ -	$ -	$ 842	$ -	$ -	$ 12,960
Subtask 6.2 - Conceptual Design		12	12		8					$ 6,052	$ -	$ -	$ 4,212	$ -	$ -	$ 10,264
Subtask 6.3 - Preliminary Design (30% Plans and Estimate)		10	20		16	2				$ 8,532	$ -	$ -	$ 3,370	$ -	$ -	$ 11,902
Sub-Total	**$ -**	**50**	**56**	**10**	**24**	**2**	**0**	**0**	**0**	**$ 26,702**						**$ 35,126**
Task 7 - 60% PS&E										$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subtask 7.1 - 60% Plans		16	30	10	24					$ 14,194	$ -	$ -	$ 6,739	$ -	$ 5,724	$ 26,657
Subtask 7.2 - 60% Opinion of Costs		6	8	4						$ 3,422	$ -	$ -	$ 1,685	$ -	$ -	$ 5,107
Subtask 7.3 - 60% Specifications		8	12	4						$ 4,620	$ -	$ -	$ 1,264	$ -	$ -	$ 5,884
Sub-Total	**$ -**	**30**	**50**	**18**	**24**	**0**	**0**	**0**	**0**	**$ 22,236**						**$ 37,648**
Task 8 - 90% PS&E										$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subtask 8.1 - Response to 60% Comments		4	6							$ 2,012	$ -	$ -	$ 1,264	$ -	$ -	$ 3,276
Subtask 8.2 - 90% Plans		10	20	10	17					$ 9,962	$ -	$ -	$ 6,739	$ 8,427	$ -	$ 25,128
Subtask 8.3 - 90% Opinion of Costs		4	6							$ 2,012	$ -	$ -	$ 1,685	$ -	$ -	$ 3,697
Subtask 8.4 - 90% Specifications		8	16	2						$ 5,090	$ -	$ -	$ 1,264	$ -	$ -	$ 6,354
Sub-Total	**$ -**	**26**	**48**	**12**	**17**	**0**	**0**	**0**	**0**	**$ 19,076**						**$ 38,454**
Task 9 - 100% PS&E										$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subtask 9.1 - Response to 90% Comments		2	4							$ 1,198	$ -	$ -	$ 1,264	$ -	$ -	$ 2,462
Subtask 9.2 - 100% Plans		8	16	8	12					$ 7,736	$ -	$ -	$ 5,054	$ -	$ -	$ 12,790
Subtask 9.3 - 100% Opinion of Costs		4	6							$ 2,012	$ -	$ -	$ 1,685	$ -	$ -	$ 3,697
Subtask 9.4 - 100% Specifications		8	12	2						$ 4,322	$ -	$ -	$ 842	$ -	$ -	$ 5,164
Sub-Total	**$ -**	**22**	**38**	**10**	**12**	**0**	**0**	**0**	**0**	**$ 15,268**						**$ 24,113**
Task 10 - Bid Phase Support										$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subtask 10.1 - Pre-bid Meeting and Contractor Questions		16	12							$ 5,744	$ -	$ -	$ 3,370	$ -	$ -	$ 9,114
Subtask 10.2 - Contract Addenda		8	16		4					$ 5,376	$ -	$ -	$ 842	$ -	$ -	$ 6,218
Subtask 10.3 - Preparation of Contract Documents		6	12		4	4				$ 4,590	$ -	$ -	$ 842	$ -	$ -	$ 5,432
Sub-Total	**$ -**	**30**	**40**	**0**	**8**	**4**	**0**	**0**	**0**	**$ 15,710**						**$ 20,764**
Project Total	**$ 3,000**	**289**	**300**	**50**	**117**	**8**	**14**	**17**	**28**	**$ 160,523**	**$ 3,968**	**$ 27,594**	**$ 52,054**	**$ 8,427**	**$ 5,724**	**$ 258,290**

City Council Agenda Bill

Meeting Date: January 2, 2024 **Agenda Item:** 7.b.

Agenda Item Title: Resolution 3139: 2024 Legislative Priorities

Staff Contact(s): Emily Schuh

Approved for Submittal to Council by	**Action Type**
GREG FRANCIOCH Emily Schuh STEVE HOGLUND DARCY SWETNAM	Resolution

Item Summary: In preparation for the 2024 Washington State Legislative Session the City is establishing legislative priorities. Legislative priorities guide the Mayor and staff to ensure consistent messaging with legislators. The proposed priorities take into consideration concerns and requests of the City, Skagit County, and our partner organizations the Association of Washington Cities and the Washington Cities Insurance Authority. Council and staff feedback following the first review is incorporated.

Budget Impact:

Previous Action: The City Council reviewed draft legislative priorities at the November 27, 2023 and December 18, 2023 and provided feedback. That feedback is incorporated.

Recommended Motion: I move to approve Resolution 3139 approving the City's 2024 Legislative Priorities.

Alternative Actions:

Attachments (listed in order presented):

1. Resolution 3139 Legislative Priorities 2024
2. Legislative Priorites 2024

RESOLUTION NO. 3139

A RESOLUTION OF THE CITY OF ANACORTES, WASHINGTON, APPROVING THE 2024 LEGISLATIVE PRIORITIES

WHEREAS, during the 2024 Washington Legislative Session, the City Council desires to provide input to the Senators and Representatives who represent the City's constituents pertaining to the development of laws that will have a significant effect on the City's ability to provide a wide variety of services to its constituents; and

WHEREAS the 2024 Legislative Priorities are the documents that set forth the City Council's policy position on broad public policy areas that are of concern to the City: and

WHEREAS, during the 2024 Legislative Session, proposed legislation in other areas of concern to the City will be monitored and reviewed with City Council when appropriate: and

WHEREAS it is the intent of the City Council to take positions of support or opposition to proposed legislation impacting the City and to lobby the legislature based on these positions.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ANACORTES, WASHINGTON, AS FOLLOWS:

1. The City's 2024 Legislative Priorities attached hereto and incorporated herein are hereby approved.
2. By adopting the 2024 Legislative Priorities, City Council may support or oppose proposed legislation consistent with these positions and direct staff to lobby on their behalf.

PASSED AND ADOPTED this ___ day of ______

CITY OF ANACORTES, WASHINGTON

By: ________________________________
Matt Miller, Mayor

ATTEST:

By: ________________________________
Steven D. Hoglund, City Clerk

APPROVED AS TO FORM:

By: ________________________________
Darcy Swetnam, City Attorney

LEGISLATIVE PRIORITIES 2024

DIRECT FUNDING REQUEST

CRISIS RELIEF STABILIZATION CENTER - DIRECT FUNDING REQUEST $3M

In 2023 the legislature generously supported an appropriation of $12.7 million. Seeking an additional $3 million:

$1.5 million for additional construction costs
Project requires 1,500 sf to meet DOH & accessibility requirements.

$1.5 million for one-time start-up operating funds

BEHAVIORAL HEALTH INVESTMENT

INVESTMENT IN AFFORDABLE & SUBSIDIZED HOUSING

Incentivize multifamily construction by allowing cities to exempt qualifying multifamily housing projects from state & local sales tax (a similar program exists for qualifying commercial office space in RCW 82.14.532).

EXPAND & SUPPORT BEHAVIORAL HEALTH RESOURCES

Expand behavioral health services to include substance use disorder treatment & dual diagnosis treatment facilities.
Support continued state funding for alternative response programs under RCW 35.21.930 & law enforcement personnel.

WASHINGTON STATE FERRIES

Direct Washington State Ferries to reinstate international service to Sidney before 2030 through purchase and completion of a foreign-built vessel identified in WSF's December 2023 report to the Legislature

REVISE THE PROPERTY TAX CAP

Revise the property tax cap tying it to inflation up 3%
Meet emerging service needs like affordable housing & behavioral health services currently limited to arbitrary 1% property tax limit. Increase funding flexibility, support local decisions, & preserve critical city services.

Legislative Priorities Adopted by Resolution 3139

INVESTMENT IN INFRASTRUCTURE

Continue state investments in infrastructure to support operations & maintenance of drinking water, wastewater, & broadband services.
Expand funding options that support transportation needs with emphasis on preservation & maintenance.
Improve access to Climate Commitment Act funding, including direct distributions for city priorities that support carbon reduction & climate resiliency.
Support the creation of a state-sponsored financing cooperative that focuses on low interest public infrastructure funding.

PUBLIC SAFETY

RECRUIT & RETAIN POLICE OFFICERS

Provide funding tools & resources for officer recruitment & retention.
Expand access to state-mandated training. Continue increasing the number of classes for the Basic Law Enforcement Academy & expanding regional academies including Skagit County.

VEHICULAR PURSUITS

Modify RCW 10.116.060 to enact a balancing test to authorize pursuits where the risk of the pursuit does not exceed the risk of the reason(s) for the pursuit – allowing law enforcement the enforceable authority needed to intervene when public safety is threatened. This modification is not intended to allow pursuits for any reason or under any circumstance.

JUVENILE ACCESS TO ATTORNEY

Consider changes to RCW 13.40.470 to assist law enforcement in cases of juvenile questioning, recognizing the role of parents in waiving or asserting the juvenile's rights, & prohibiting attorneys from waiving a juvenile's rights without consent.

LIABILITY

Explore tort reforms to reduce liability & related costs including caps on damages that can be collected against public entities.

DATA PROTECTION

Require software packages sold to local government to protect personally identifiable and other sensitive information.

City Council Agenda Bill

Meeting Date: January 2, 2024 **Agenda Item:** 7.c.

Agenda Item Title: 2024 Prosecution Contract

Staff Contact(s): DARCY SWETNAM

Approved for Submittal to Council by	**Action Type**
DARCY SWETNAM DARCY SWETNAM	Contract Award

Item Summary: This contract would allow the two contract prosecutors, Craig Cammock and Julie Walters, to continue services until the City proceeds with hiring an in-house prosecutor. The contract consists of two components. First, a flat rate of $8500 per month covers prosecution services. This amount is an increase over 2023 because the demands of community court, changes in public defense, and recent changes in drug cases have nearly doubled the number of hours spent covering the City's dockets. Second, an hourly rate of $275 up to $15,000 will cover the additional legal advice provided to the police department as they navigate recent legislative changes. To ensure continuity of services, the term of the agreement is for one year, with the City to watch the caseloads based on the Blake fix over the coming months. This agreement has been negotiated with the contract prosecutors and staff recommend approval.

Budget Impact:
$117,000

Previous Action: Contract was awarded in 2023 for services.

Recommended Motion: I move we authorize the mayor to execute the proposed agreement for prosecution services for 2024.

Alternative Actions: N/A

Attachments (listed in order presented):
1. 231214 Legal - 2024 Prosecutor Contract
2. 240102 Prosecution Contract

2024 CONTRACT FOR
CITY OF ANACORTES PROSECUTOR SERVICES

THIS AGREEMENT is made and entered into as of this ___ day of January 2024, by and between the CITY OF ANACORTES, acting by and through its City Attorney, hereinafter referred to as the “City," and Craig Cammock and Julie Walters hereinafter collectively referred to as the "Prosecutor."

WHEREAS the City has need of legal services for the provision of a competent attorney to effectively prosecute those people charged by the City with misdemeanors in the Anacortes Municipal Court including appeals at all appellate levels; and

WHEREAS the Prosecutor has expertise in this area of practice, and is able to provide advice and representation;

NOW, THEREFORE, it is hereby agreed as follows:

1. Legal Services:
    A. Prosecution Services: The Prosecutor agrees to provide legal services to prosecute persons charged with misdemeanors, contested civil infractions, and represent the City in additional municipal matters including dangerous dog cases filed in the Anacortes Municipal Court using the lawyer’s best professional judgment. The Prosecutor shall represent the City through all levels of appeals in criminal matters.
    B. Law Enforcement Support Services: The Prosecutor agrees to provide legal services on matters related to criminal justice, including but not limited to providing legal research, training, and assistance to the Anacortes Police Department in criminal matters, including statutory interpretation, enforcement issues, and case decisions.
    C. Professional Standards: Services will be provided in a professional, skilled manner consistent with the standards set forth in the Washington Rules of Professional Conduct, ABA standards for prosecutors, case law, and applicable court rules defining the duties of counsel and special obligations of prosecutors in criminal cases.

2. Service: The Prosecutor will make every effort to expedite such legal matters promptly and efficiently according to the highest legal and ethical standards.

3. Term: Services to be provided pursuant to this agreement shall commence on January 1, 2024 and terminate on December 31, 2024; PROVIDED, HOWEVER, that the term of this agreement may be extended upon the mutual agreement of the parties.

    A. The City may terminate its contract with a Prosecutor for convenience on sixty (60) days’ notice or on thirty (30) days’ notice only for violation of the terms of the contract, violation of the Rules of Professional Conduct (including initiation of disciplinary proceedings by the Washington State Bar Association), or for failure to comply with the City's Standards for Prosecution Services. A termination for cause shall be effective immediately only where the nature of the cause for termination presents an immediate threat of harm or liability to the City or a Defendant.

B. The Prosecutor will not terminate its contract with the City unless the Prosecutor is unable to carry out the terms of the contract. If the Prosecutor determines that it is not able to carry out the terms of the contract, it shall provide the City with not less than ninety (90) days' written notice so that the City may obtain another Prosecutor.

C. The Prosecutor shall have the right to renegotiate or terminate this contract, which termination shall be subject to the 90 days' notice provided in Section 3(B) above, in the event that the Anacortes Municipal Court adds an additional docket(s) to the current practice of two dockets per month and/or in the event that the Prosecutor's workload increases materially due directly or indirectly to the implementation of public defender caseload standards, changes in the law and/or court procedures.

4. Fees:
    A. Prosecution Fees: The City shall pay the Prosecutor as sole compensation for Prosecution Services performed under this agreement the sum of $8500.00 per month.
    B. Law Enforcement Support Fees: The City shall pay the Prosecutor for all Law Enforcement Support Services at the rate of $275 per hour, or if said services are performed by a paralegal in the Prosecutor's office, the same shall be compensated at the rate of $100 per hour, with the total amount charged for Law Enforcement Support Services under this Agreement not to exceed fifteen thousand dollars ($15,000).

5. Services are Personal: The legal services described herein shall be provided by Craig Cammock and Julie Walters. The City has entered into this agreement based upon the skills and qualifications of the attorneys named above, who will provide the services described herein.

6. Substitute Counsel: It is the intent that the Prosecutor shall contract with other attorneys as substitute counsel to provide services when the Prosecutor is precluded from doing so as a result of a conflict of interest, or other disability. The Prosecutor's contract with substitute counsel should include all of the terms included in the contract between the City and the Prosecutor, excluding only payment terms. The Prosecutor shall compensate substitute counsel out of the Prosecutor's own funds. Substitute counsel shall be subject to the City's consent as to individuals assigned.

7. Insurance: The Prosecutor shall have and maintain a professional liability policy with limits of $1,000,000 per claim and $1,000,000 aggregate, and which shall protect the City from liability for counsel's legal malpractice or other negligence.

The deductible for such insurance policy shall not exceed $2,000 if such insurance policy is written so that defense costs are inside the policy limits.

The insurance policy must be maintained in full force and effect, uninterrupted, and at no expense to the City, throughout the entire term of the contract and three years following the termination of the contract. It is the intent of the City that prior acts coverage not be lost through the term of the agreement with the City, including any additional contract terms. The carrier shall be subject to the approval of the City.

8. Management: The City will provide the Prosecutor staff for case-reporting and management. The City will also provide the Prosecutor with office space, telecommunications, and a computer to facilitate prosecution.

9. Billing Procedures: Billings should be submitted on a monthly basis by the 20th day of the month. Each billing statement should set forth for each date services were performed and a brief summary of the services provided including the amount of time spent working in the capacity of Prosecutor.

   Payment shall be made through the City's ordinary payment process, and shall be considered timely if made within 30 days of receipt of a properly completed invoice.

   All payments shall be subject to adjustment for any amounts, upon audit or otherwise, determined to have been improperly invoiced. In no event shall the total of the City's payment pursuant to this Agreement exceed the amount set forth hereinabove.

10. Interaction with City:

    A. The City Attorney's Office shall be responsible for managing this contract on behalf of the City.

    B. The Prosecutor will keep City well informed of all prosecution activities pursuant to this Agreement. The Prosecutor, at such times and in such form as the City may require, shall furnish the City with periodic reports pertaining to the work and services undertaken pursuant to this agreement.

11. Independent Contractor Status: The Prosecutor shall at all times perform its duties and responsibilities and carry out all services as an independent contractor.

    The Prosecutor, at its sole expense, shall obtain and keep in force any and all necessary licenses, permits, and tax certificates. The Prosecutor shall maintain a professional liability policy with policy limits as set forth in section 7 to protect the Prosecutor and the City from losses and claims which may arise out of or result from performance of duties related to this Agreement, including Worker's Compensation and professional liability insurance.

The Prosecutor shall obtain a business license under the Anacortes Municipal Code.

12. Indemnification: The Prosecutor shall indemnify and hold harmless the City, its officials, officers, agents, employees, volunteers, and representatives from, and shall process and defend at its sole expense, any and all claims, demands, damages, suits at law or at equity, liabilities, losses, judgments, liens, expenses, and cost arising out of or occasioned by the grossly negligent performance, grossly negligent acts, and/or omissions by the Prosecutor and its employees relative to any activity and/or services covered hereunder. In the event of recovery due to the aforementioned circumstances, the Prosecutor shall pay any judgment or lien arising therefrom, including any and all costs as part thereof.

The City hereby shall defend, indemnify, and hold the Prosecutor harmless from any and all claims, demands, damages, lawsuits, liabilities, and losses, arising out of the good faith prosecution of defendants, except to the extent that such claims arise out of intentional, malicious or grossly negligent acts of Prosecutor. It is the intent of the parties that this clause shall extend to the indemnification of claims brought under 42 U.S.C. 1983.

13. Non-discrimination: The Prosecutor agrees to take all necessary and affirmative steps to ensure compliance with all federal, state and City laws and policies regarding non-discrimination and equal employment opportunities. The Prosecutor shall not discriminate in any employment action or in the representation of any client because of race, creed, color, national origin, marital status, sex, age, or the presence of any sensory, mental or physical handicap.

In the event of non-compliance by the Prosecutor with any of the non-discrimination provisions of this agreement, the City will have the right, at its option, to cancel the agreement in whole or in part by written notice. If the agreement is canceled after partial performance, the City will be obligated to pay only for that portion of the total work authorized under this agreement that is satisfactorily completed.

14. Conflict of Interest: In addition to Rule of Professional Conduct 1.7, the Prosecutor shall comply with all federal and state conflict of interest laws, statutes and regulations as they shall apply to all parties and beneficiaries under this agreement.

15. Complete Agreement: This agreement contains the complete and integrated understanding and agreement between the parties and supersedes any understanding, agreement or negotiation whether oral or written not set forth herein.

16. Modification of Agreement: This agreement may be modified by a writing explicitly identified as a modification or amendment of this agreement that is signed by authorized representatives of the City and the Prosecutor.

17. Notices:

A. Notices to the City of Anacortes shall be sent to the following address:

City of Anacortes
Attn. City Attorney
PO Box 547
904 6th Street
Anacortes, WA 98221

B. Notices to the Prosecutor shall be sent to the following address:

Craig Cammock
Skagit Law Group, PLLC
PO Box 336
227 Freeway Dr., Suite B
Mount Vernon, WA 98273

18. Venue. It is agreed that venue for any lawsuit arising out of this agreement shall be Skagit County.

IN WITNESS WHEREOF the parties hereto have executed this agreement as of the day and year first written above.

CITY OF ANACORTES

By ___________________________
Matt Miller
Mayor

PROSECUTOR

By ___________________________
Craig Cammock

By ___________________________
Julie Walters

Approved as to Form:

____
Darcy James Swetnam, WSBA 40530
City Attorney

Attest:

____
Steve Hoglund, Finance Director

PROSECUTION CONTRACT 2024

CITY OF ANACORTES

1891

JANUARY 2, 2024

PROSECUTION SERVICES

SERVICES

- Represents the City in matters including:
  - Persons charged with misdemeanors
  - Contested civil infractions
  - Dangerous dog cases
- Provide legal support to the Anacortes Police Department

2024 CONTRACT

- To ensure continuity of services the term is 12 months
- Contract Prosecutor:
  - Craig Cammock
  - Julie Walters

2024 BUDGET

- Flat monthly rate:
  - Prosecution services
  - $8500 per month
  - Contract hourly workload has more than doubled in the past year due to increased Community Court involvement
- Hourly rate:
  - Support to Anacortes Police Department
  - $275 per hour up to $15,000

Category	Prosecution Services	APD Support
Rate	$8500/month	$275/hour
Total	$102,000	$15,000

QUESTIONS?

THANK YOU!